

2.

Quoi de neuf > ESP Quick Tips > ESP Quick Tip #28: Locate Artwork Uploaded to an ESP Order

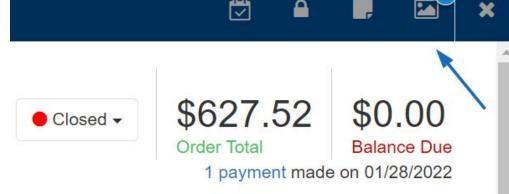
ESP Quick Tip #28: Locate Artwork Uploaded to an ESP Order

2022-01-20 - Jennifer S - ESP Quick Tips

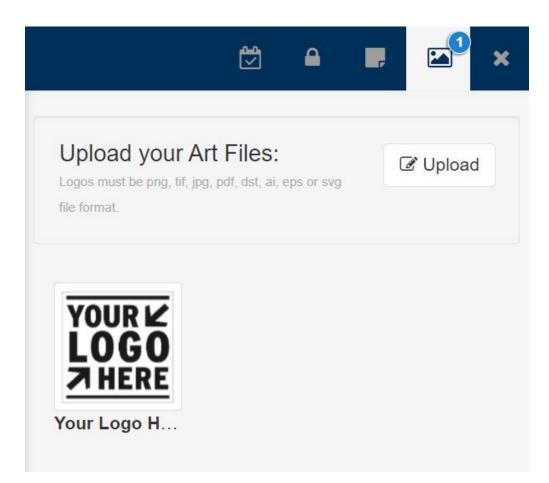
To locate an attached image/uploaded artwork within an order, log into ESP, click on the Orders tab and then take the following steps:

1. In the Orders tab, click on the order number to open it.

Dashboa	d Quote	es Orders	Invoices	Sample Requ	uests Purchase Ord	ler History		
Q Searc	n by product,	supplier, etc.						
Ord	er # \$	Customer ‡		Date *	In-Hands Date ≑	Total ≑	Status \$	
ASI-	455565	3D Orthopedic	Medical	1/19/22	1/31/22	\$302.10	Open	
	455564	Jan ABC Comp	any	1/14/22	1/28/22	\$627.52	Closed	-
n the t	oolbar i	n the uppe	er right ha	and corne	r, click on the	artwork (lan	dscape)	icon
						11		



3. Thumbnails of previously uploaded images will be displayed.



In this section, you are able to upload additional image files or remove previously attached artwork. When are finished, click on the artwork (landscape) icon to close the section.