



What's New > 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 M - 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.

Order #	Customer	Date	In-Hands Date	Total	Status
ASI-455565	3D Orthopedic Medical...	1/19/22	1/31/22	\$302.10	Open
ASI-455564	Jan ABC Company	1/14/22	1/28/22	\$627.52	Closed

2. On the toolbar in the upper right hand corner, click on the artwork (landscape) icon.

Closed

**\$627.52**  
Order Total

**\$0.00**  
Balance Due

1 payment made on 01/28/2022

3. Thumbnails of previously uploaded images will be displayed.

Upload your Art Files:

Logos must be png, tif, jpg, pdf, dst, ai, eps or svg file format.

Upload

YOUR  
LOGO  
HERE

Your Logo H...

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.