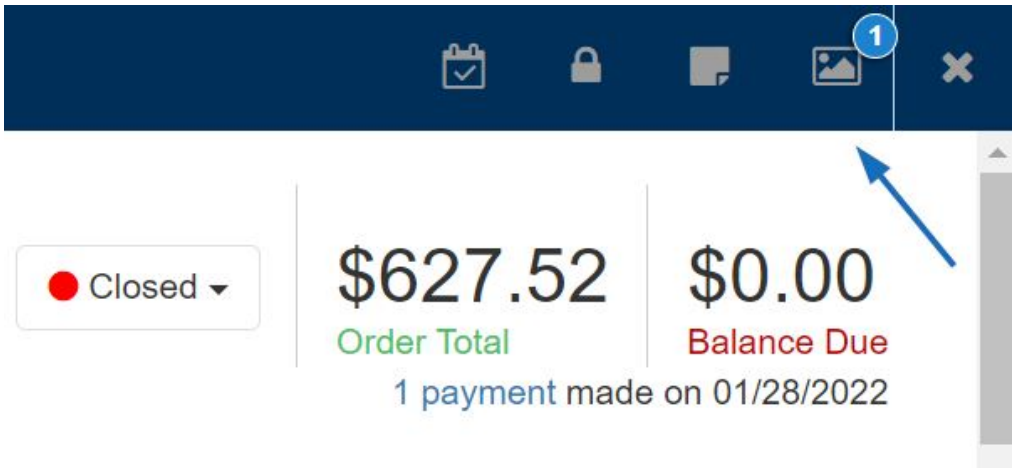
ESP Quick Tip #28: Locate Artwork Uploaded to an ESP Order

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

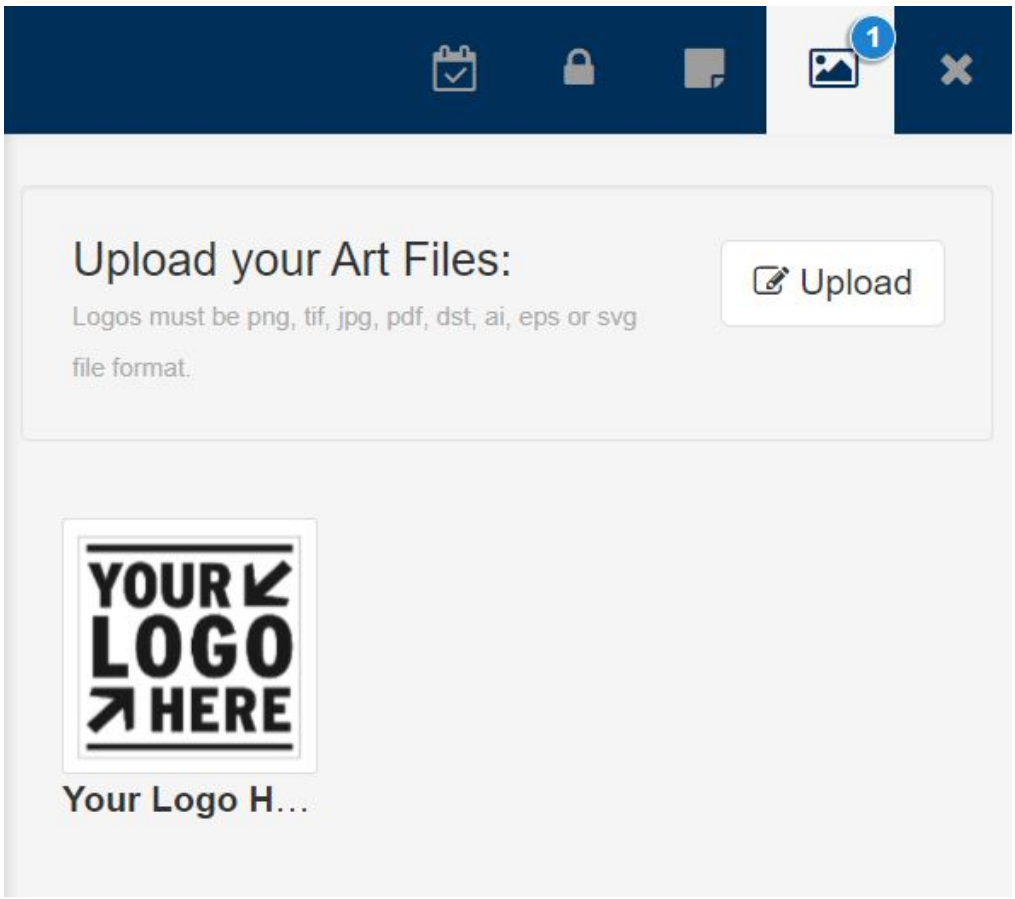
To locate an attached image/uploaded artwork within an order, log into ESP, click on the Orders tab and then take the following steps:

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

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



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.