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How Do You Add Graphics to an Order?

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Graphics Tab Overview

The **Graphic Tab** screen in the order entry program contains a drive/path/filename location of order documents, e-mail attachments, an order artwork graphics file and, for each line item, up to 3 different artwork graphics files. Any of these files may be viewed using the View button.

1. **Order Documents:** Rather than storing paperwork in a file, you can store them electronically. This allows your staff to share information more efficiently. This may include graphic files, scanned documents (for example, original written order by salesperson), email correspondence, etc.

2. **E-mail attachments:** Allows you to attach files/documents to be e-mailed relating to the order for the customer acknowledgment or vendor purchase order. This may include graphic files, scanned documents, etc.

3. **Order Artwork Graphic:** The artwork graphic associated with the order. Item Artwork Graphics: The artwork graphic associated with a specific line item

Note: When you repeat an order that has order documents the order entry screens will ask if you want to repeat the order documents. If there were artwork graphics for the previous order or line items then those graphics will be on the new order.

Order Documents (Electronic Document Imaging)
These order documents are stored in a folder named ORD followed by the order number. The first time you store a file to an order, an order folder will be created for that order . These order folders are stored in a subdirectory of the Order Documents Path you have setup through Order Documents Path

Maintenance. The file path location is listed at the top of Order Entry's Order Documents window.

Order Documents Path Maintenance
These steps need to be completed before utilizing the Order Documents in Order Entry.

An order document path must be setup through the Order Documents Path Maintenance. This maintenance option is used to setup the folder location for the order document folders that are created when you add a file(s) to an order (Order Documents Path).

Graphic Menu: Customers-Maintenance-Quotes/Orders/Billing-Order Documents Path
Tree View Menu: Master/Codes-Maintenance-Quotes/Orders/Billing-Order Documents Path

At least one order documents path must be setup before files (order documents) may be added to an order.

Adding a new document path record

Begin Order # and **End Ord #** define the beginning and ending numbers assigned to this path/folder location. If only one location is being added then the range would be 1 through 99999999. Additional order number ranges may be added at a later time.

Documents Path is the path (drive/folder) location where order document folders should be created and order documents stored. This path does not have to exist prior to assigning it to a range of order numbers. It may be created when adding the documents path.

Note: *Be sure this is a network drive that is commonly mapped for all users that will access this path. It is important that you include this directory in your daily backup.*

If your order documents path is F:\ORDDOC and you add order documents for order number 1000, the files added would automatically be added to the folder F:\ORDDOC\ORD1000.

If no drive is specified and the path is just entered as ORDDOC, then the program creates ORDDOC as a sub-directory of your program directory, and so would typically create your order folders in F:\ASICS\ASIPM\ORDDOC.

The Order Documents Path(s) set up through this maintenance option allows you to setup a different directory for certain ranges of order numbers. This may be useful if in the future the initial order folder directory gets too large and you wish to start storing documents in a different directory.

Order Documents (from the Graphics Tab in Order Entry)

To store documents to an order, you will need to click the Graphics Tab in Order Entry and then click "Order documents".

Procedure

1. Select the file(s) to be added to your order documents folder by using the Add buttons.
2. If you wish, highlight the filename and click the View button to verify the correct file was added to your documents folder.
3. Click the Close button when you are done editing and ready to return to the graphics window.

Note: *The word Yes will appear within the Order Documents button when an order has order document files stored.*

E-mail Attachments (from the Graphics Tab in Order Entry)

Allows you to attach files/documents to be e-mailed relating to the order for the customer acknowledgment or vendor purchase order. This may include graphic files, scanned documents, etc.

Procedure

1. Select the files to be sent with your acknowledgment or PO e-mail by using the Add buttons.
2. Highlight the filename and click the View button to verify the correct file is attached.
3. Click the ok button when done editing and ready to return to the graphics window.

Note: *The word Yes will appear within the E-mail Attachments button when an order has e-mail attachment files.*

Order Artwork Graphic (from the Graphics Tab in Order Entry)

The artwork graphic associated with the order. Type the drive/path/filename manually or use the Browse button to locate the file. This is the graphic that will print if **Print artwork thumbnail on order** is checked in company information.

E-mail with Acknowledgment
Select if you wish to have the order artwork graphic file sent via e-mail to

the customer with the acknowledgment.

E-mail with PO
Select if you wish to have the order artwork graphic file sent via e-mail to
the vendor with the purchase order. If multiple vendor order this graphic will
email to all vendors.

Item Artwork Graphics (from the Graphics Tab in Order Entry)
The artwork graphic associated with the line item highlighted in the grid.
Type the drive/path/filename manually or use the Browse button to locate
the file. For each line item, up to 3 different artwork graphics files may be
entered.

E-mail with Acknowledgment
Select if you wish to have the item artwork graphic file sent via e-mail to the
customer with the acknowledgment.

E-mail with PO
Select if you wish to have the item artwork graphic file sent via e-mail to the
vendor with the purchase order.

Send Item Artwork Graphic to ASItransact
If selected, the item artwork graphic for the line item grid's highlighted item
will be sent with the line item to ASItransact. All graphic files attached to the
first line item, for each vendor on the order, can be sent to ASItransact. At
this time, ASItransact accepts individual files no larger than 10MB, while the
combination of files can be no larger than 50MB.

Company Information - Setup Default Location (path)

Graphics Menu: System-Masters & Codes- System- Company Information
Tree View Menu: Setup/Conversion-Maintenance-Company Information

Graphics path
Enter the default path to be used when browsing for graphics to be attached
to an order or line item. If needed, use the Browse button to locate the path
default.

Print artwork thumbnail on order
Select this option if you wish to print a thumbnail of the order's order

artwork graphic file on the order paperwork.

This will print in place of the barcode. As of version 8.10.01, the format of the artwork graphics file can be BMP, JPEG, PCX, JPG, TGA, and, PNG. They must be less than 1 MG in size. (GIF and EPS files will not print).

· The thumbnail will print on the office, acknowledgement, and vendor purchase order copies of a regular drop ship order form.
· Thumbnails are not available to print on Inventory Purchase Orders.

Pro Users - The thumbnail will print on the production and acknowledgement copies of the production/ship form, as well as on the item's production order.
aFulfillment Users - Thumbnails are not available for fulfillment orders.