

# Bulk Uploading Artwork

Got a pdf with multiple pages of different sizes you need uploaded and allocated to multiple different quote items?

This is what the Bulk Upload Artwork function is for.





## What does it do...

- Takes a PDF with multiple pages
- Tries to allocate artwork based on the provided bleed to the appropriate quote item
- If the size does not exist it will allocate artwork to a new zero valued quote item
- Automatically Diskcheck, Proof and Approve upload artwork with a quantity of 1

## How It Works





1. From the quote screen click the Add button

The screenshot shows a quote screen with several input fields at the top, including a dropdown menu and a field labeled 'n & NI'. Below these fields is a table with columns: 'PI', 'TOTAL', 'MARGIN', 'PRICING', and an action column. The table contains two rows of data. In the top right corner of the table, there are two buttons: 'View History' and 'Add'. The 'Add' button is circled in red.

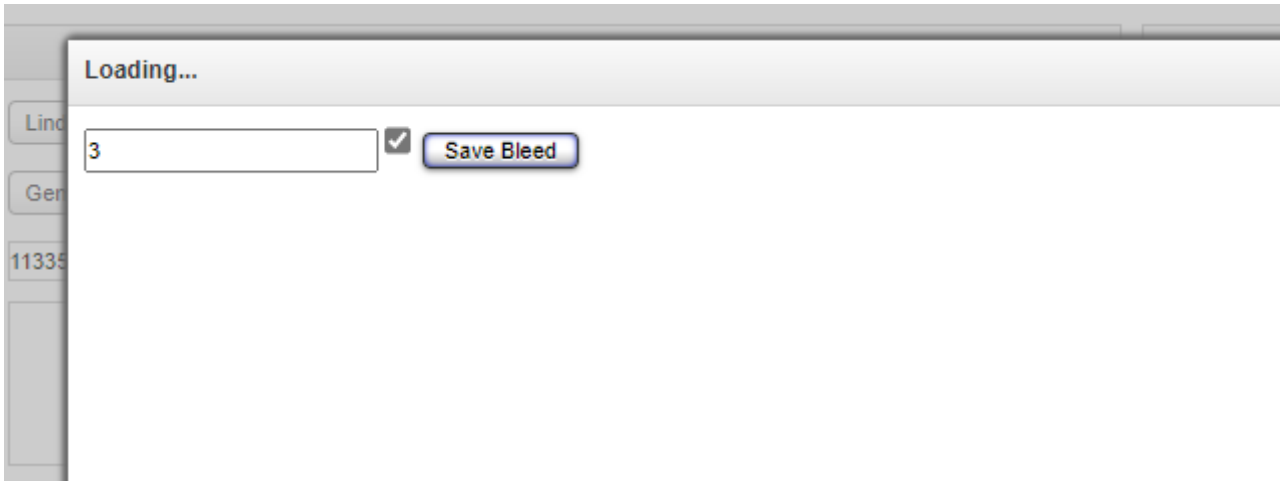
| PI     | TOTAL   | MARGIN | PRICING |  |
|--------|---------|--------|---------|--|
| £ 0.83 | £ 9.96  | 63 %   | Manual  | <br> |
| £ 3.22 | £ 32.23 | 63 %   | Manual  | <br> |

2. Select the Artwork Items Button

The screenshot shows the same quote screen as before, but with a dropdown menu open. The dropdown menu has three options: 'Quick Quote', 'Empty Item', and 'Artwork Items'. The 'Artwork Items' option is circled in red. The table below the dropdown menu shows the same data as in the previous screenshot.

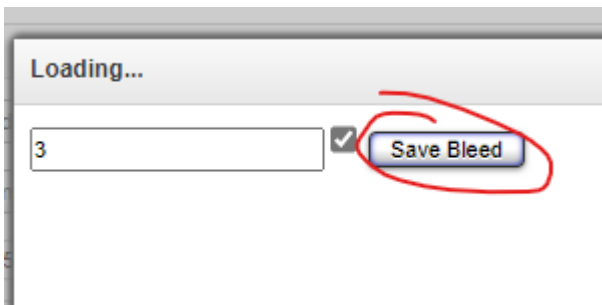
| PI     | TOTAL   | MARGIN | PRICING |  |
|--------|---------|--------|---------|--|
| £ 0.83 | £ 9.96  | 63 %   | Manual  | <br> |
| £ 3.22 | £ 32.23 | 63 %   | Manual  | <br> |

3. Enter the artwork bleed in the input box (in this case the artwork is setup with a 3mm bleed)



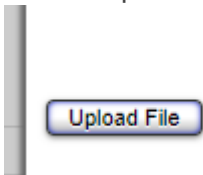
A screenshot of a web application interface. On the left, a sidebar contains a search bar with the text '11335' and a list of items. The main area displays a 'Loading...' dialog box. Inside the dialog, there is a text input field containing the number '3', a checked checkbox, and a button labeled 'Save Bleed'.

4. Click Save Bleed












A screenshot of the same 'Loading...' dialog box. The 'Save Bleed' button is circled in red, indicating it should be clicked.

5. Select Upload File



A screenshot of a button labeled 'Upload File'.

6. The system will try and allocate the artwork based on the artboard size of the artwork
7. Open Quote or Cart frontend view to see the uploaded artwork you can change quantities as you see fit

| Product   |   |  | Quantity |
|---|---|--|----------|
|    | <b>DTB-FLUT-4<br/>Rigid Board Printing - Direct to Board - Fluted Board (Correx) - 4mm - Single Sided</b><br>Width: 450.00mm<br>Height: 150.00mm<br>3 Artworks Uploaded<br><a href="#">EDIT ARTWORK</a> |  | 12       |
|    | <b>113357.pdf (Page 1)</b><br>Current Status: Approved  |  | 6        |
|    | <b>113357.pdf (Page 2)</b><br>Current Status: Approved  |  | 3        |
|    | <b>113357.pdf (Page 3)</b><br>Current Status: Approved  |  | 3        |
|    | <b>DTB-FLUT-4<br/>Rigid Board Printing - Direct to Board - Fluted Board (Correx) - 4mm - Single Sided</b><br>Width: 600.00mm<br>Height: 450mm<br>4 Artworks Uploaded<br><a href="#">EDIT ARTWORK</a>    |  | 10       |
|   | <b>113357.pdf (Page 4)</b><br>Current Status: Approved  |  | 4        |
|  | <b>113357.pdf (Page 5)</b><br>Current Status: Approved  |  | 4        |
|  | <b>113357.pdf (Page 6)</b><br>Current Status: Approved  |  | 1        |
|  | <b>113357.pdf (Page 7)</b>  |  |          |

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