Design Detail & Artwork

View additional options for:

- Screenprinting
- Embroidery
- Other artwork

Overview

Editing or Adding Design Detail

Each print location on the order has its own *Design Detail Information* section.

- You can capture detail at any stage (Quotation, Work Order or Invoice), of the sales cycle.
- Once you save an order you will see a hyperlink at the left of your "Design" row, which reads: `Add Detail`

> **note**
> The `Add Detail` hyperlink will only appear *after* you have added an embellishment charge **and** you have saved the order.

The design detail information will print out on the following reports:

- Art Approval (seperate art approval form for each imprint location)
- Work Order Design Detail (new page for every job that is seperated by a "seperator line')

> 💡 You can also access this screen from the Job Board or Task Schedule Screen.

Click on `Add Detail`

- FastManager will pop-up the `Design Detail` screen where you can record the design detail information for that embellishment location.

> 📝 If the `Pictures Folder` location is not already setup, you will be prompted with a popup which will allow you to tell FastManager where you want it to create the thumbnail pictures.
> See Picture Folders to find out more.

- Select the current status for the artwork (Note: this list can be edited.See Basic Setup -> Lists
- Enter a description for this design

- Optionally, enter a unique design number.
    - You can also have FastManager auto-allocate a design number for you
- You can also enter the final size of the imprint
- As well as any comments or notes that are relevant to this imprint location
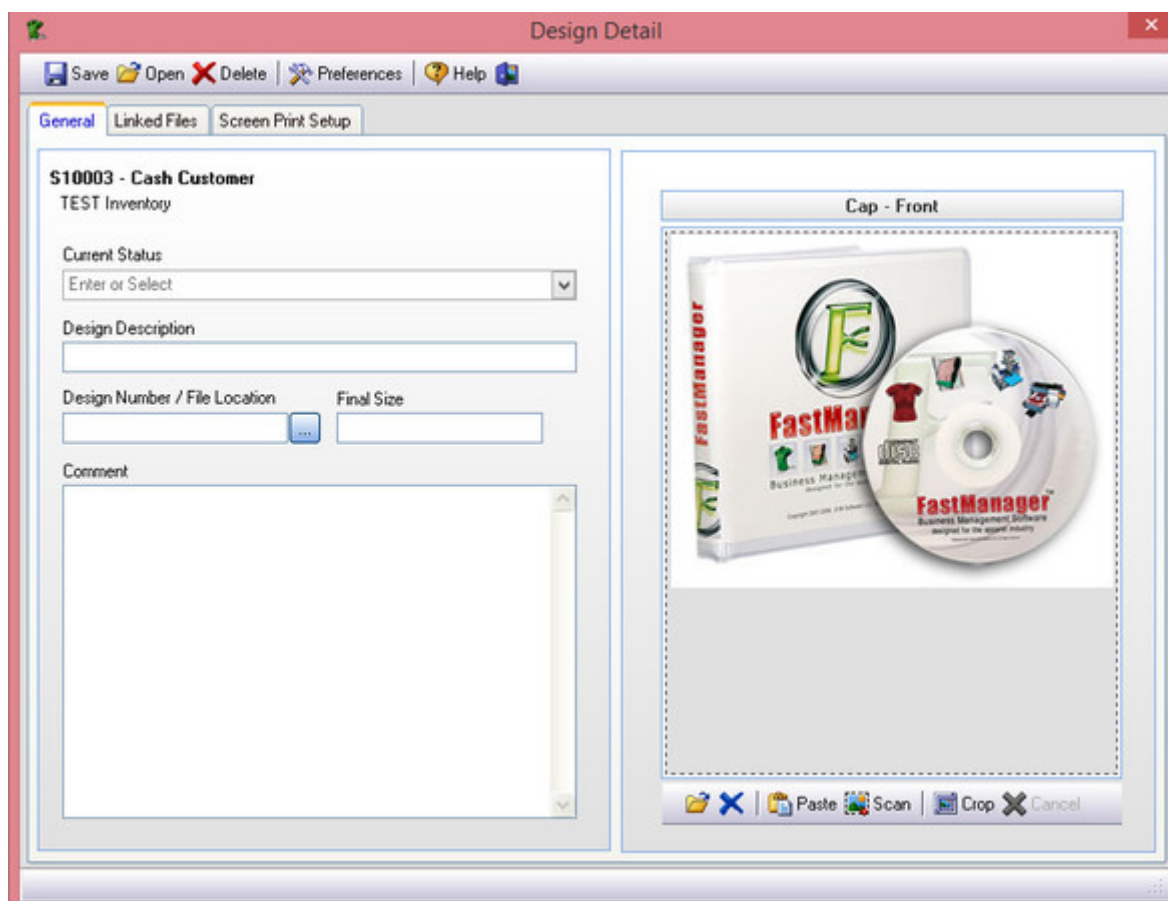
design_detail.mp4

Search For Designs

You can click on Open to search for a previous design which will copy all the previous design detail to this screen.

design_search.mp4

Thumbnails

You can add a thumbnail picture to the design.

- You can open any standard picture file. FastManager will automatically resize the file and save it as a copy to your pictures folder.
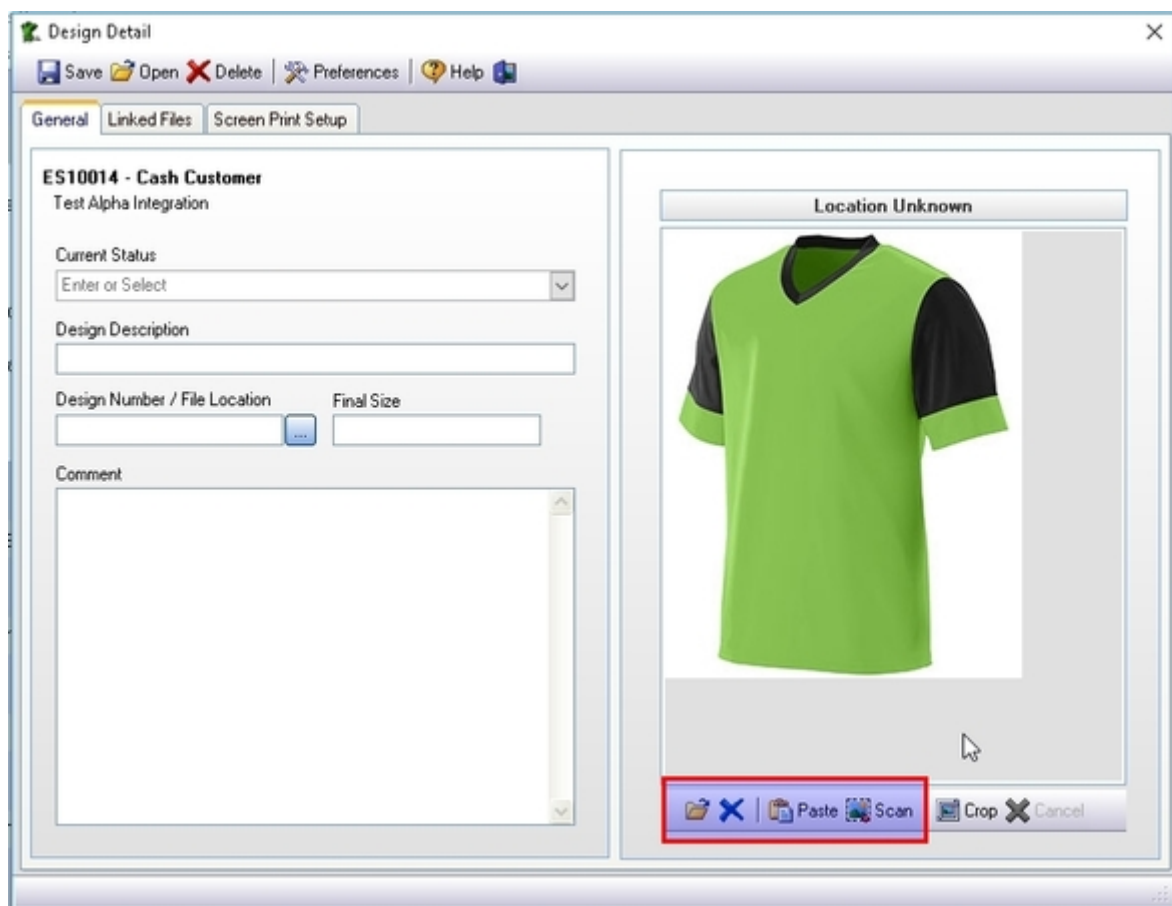- At this point in time you cannot open vector or digitized art in FastManager.

> You can also paste art from the clip board.
> This works well as you cannot open a digitizing file you can simply make a screen shot of your work in your digitizing program and paste it into FastManager.
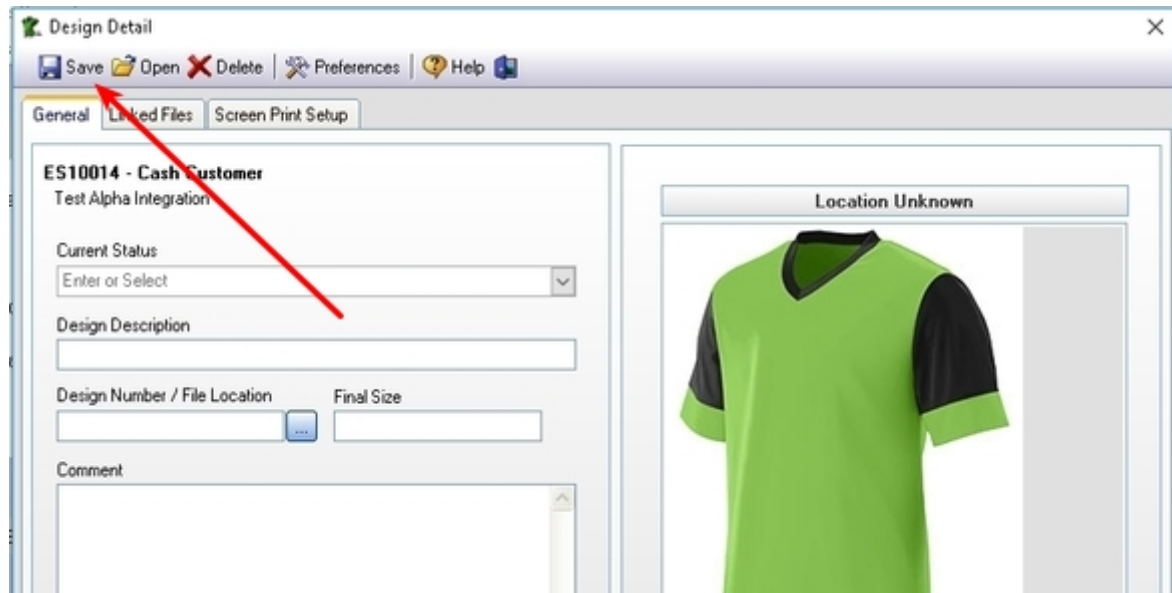
The purpose of the thumbnail picture is to avoid confusion: which design goes on the back vs the front. All thumbnails will print on the design detail reports.

- FastManager can also use the thumbnail to print a very basic customer proof which your customer can sign off on.
- To add a thumbnail picture click on the Open button below the picture box.
    - Browse to the file that you want to add and click Open.

- To remove the thumbnail click on the Delete Button below the picture box.

Remember to click on the Save button at the top of this screen before you close it.

Setup Details

The Setup tab is where you can enter more detailed information related to the design.

> 💡 The options available will be different depending on if the design is a Screen Print, Embroidery or other type of embellishment.
> It will only ask for information appropriate to the design type.
> For example: You cannot enter mesh count and ink colors in an embroidery type design

- Here is an example of Screen Printing with ink and background colors:

sp_setup_inkswop.mp4

- Here is an example of Embroidery with thread color & type:

emb_setup.mp4

To add add a new line item simply select or enter the information in the bottom row which will automatically add a new row below.

- You can also change the order or sequence of each row by dragging the rows.
  - To drag a row hold your mouse button down on the row number and drag it to another position.

> **Remember**
> You can edit the content of the drop down lists such as ink and thread colors at: Edit -> Lists

Linked Files

FastManager is unable to display file types other than "Image" files in the thumbnail area. However, you can link your artwork (or any other) files on the `Linked Files` tab of the Design Detail area

Linking artwork or other files is just an easy way to find (and open) the final artwork file for this job.

linked_files.mp4

> Remember" It is important to understand that you are simply *linking* the art file.
> If you move your artwork to another computer then FastManager will no longer know where that file resides.

> It is a good idea to create or choose a central "shared" location that all users can access and place all your customers' artwork (and other) files there.
> Then link to the files at *that location*, this will make sharing linked files between users a cinch!

Once you have linked the art file you can click on the Open button which will launch the default application that is associated with that file in windows.

- For example if you have a `.cdr` file then Windows will automatically open *CorelDRAW*. It is exactly the same as double clicking on the file from windows explorer.

To add a new file to the list click on `Add`

- To remove an entry from the list click on `Remove`
- To open the file in its default application click on `Open`
- To locate the file using Windows File Explorer, click on `Locate`

Viewing Thumbnails On The Sales Screen

You can view the thumbnails you have added directly from the Sales Screen.

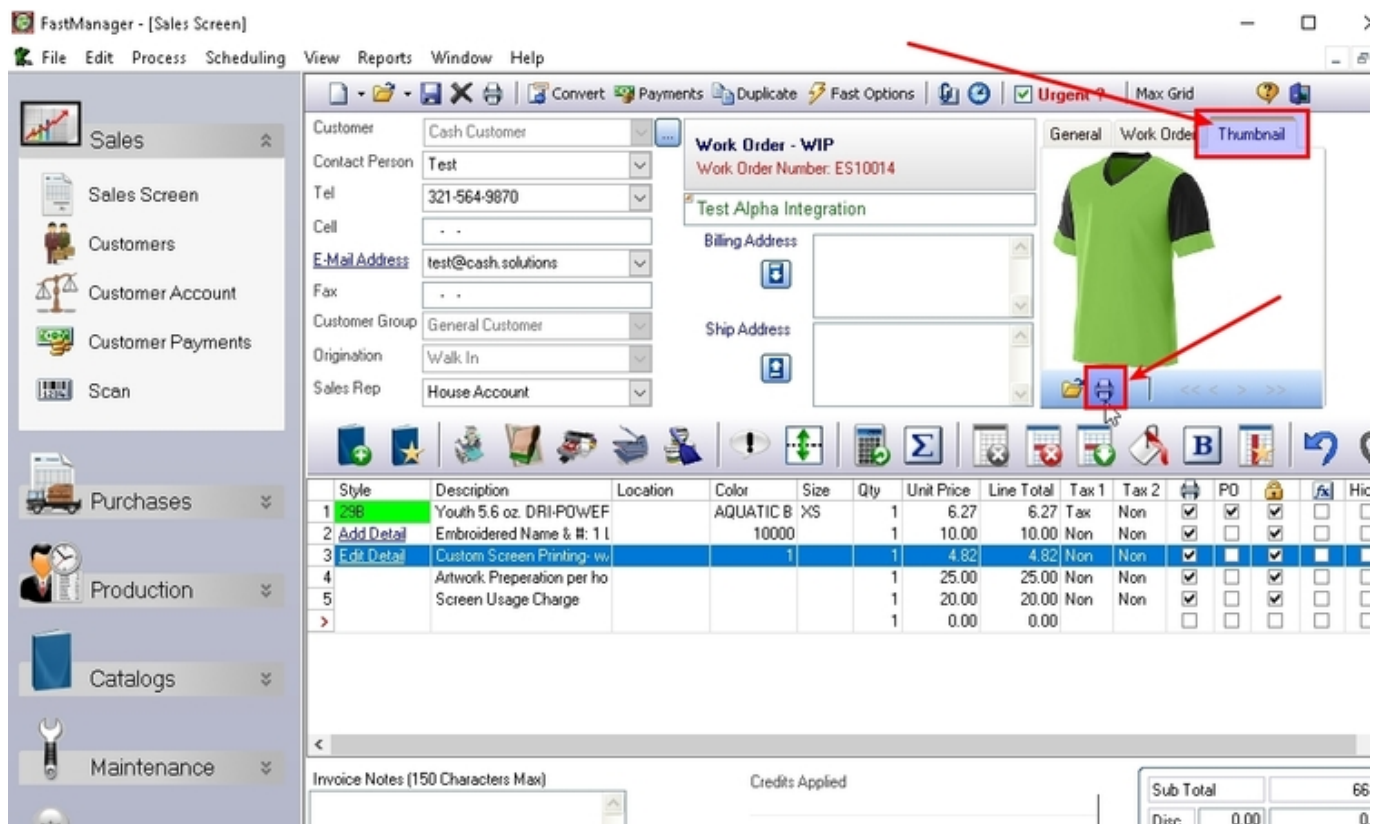- In the `Sales Screen`, click on the `Thumbnail` tab at the upper-right.

You can click on the Next » and Back « buttons to navigate between your various designs.

- You can click on the `Open` button to open the Design Detail screen from here.
    - This is the same as opening the design when you click on the `Edit Detail` hyperlink in the order detail section.

Printing Customer Proofs

You can print a very basic customer proof from the thumbnail preview tab in the sales screen.

- Simply browse to the design you want by click on the Next » or Back « buttons.
    - Click on the `Print` icon to print a customer proof

> Remember: You can also E-Mail the customer proof directly from the print preview

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Print Work Order Detail

There are 3 different reports that you can print that will show the design detail:

- Work Order Detail - Portrait
- Work Order Detail - Landscape
- Work Order Design Detail

You can print these reports directly from the Sales Screen, as well as the Job Board or Tasks screen.

- Below is an example of the `WO Design Detail` report. Which not only shows you the thumbnail picture and production detail but also which garments they are printed on.
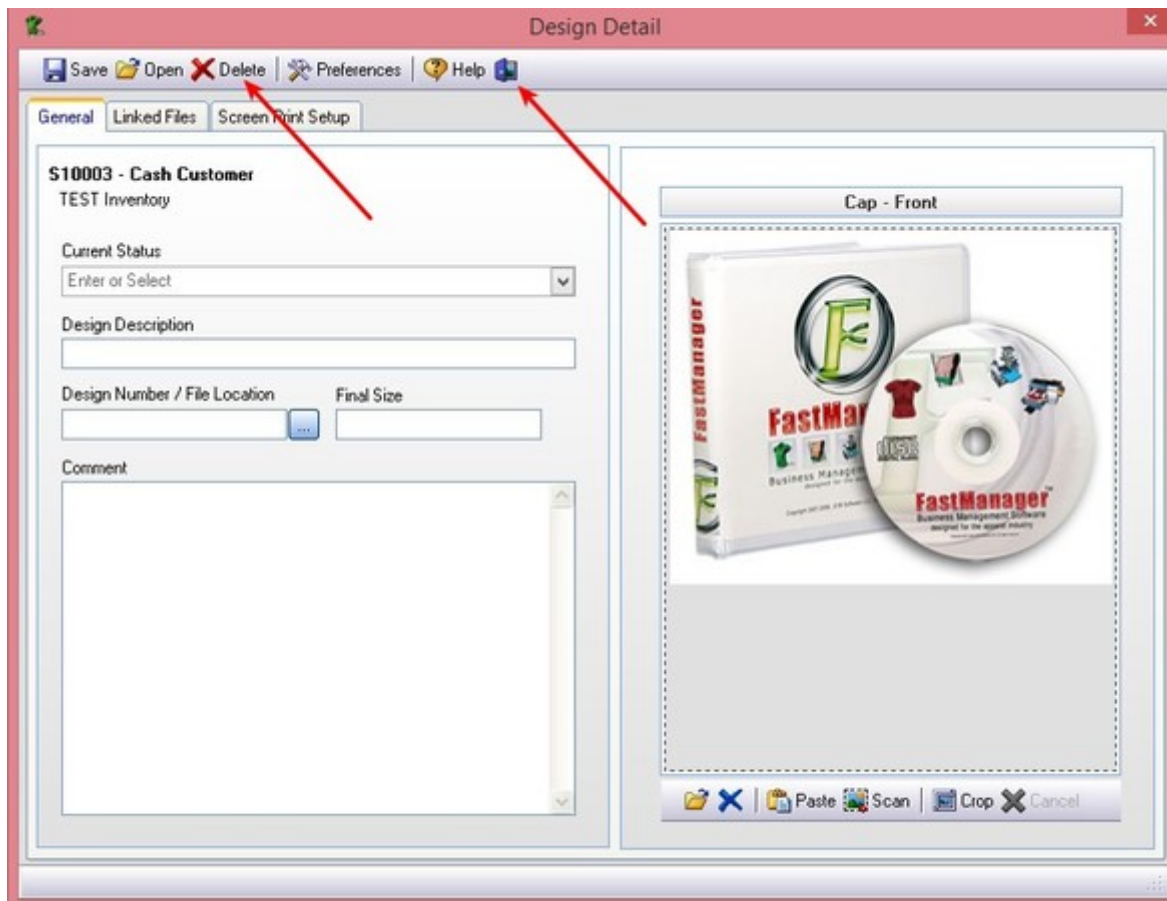

For more information, see: Print & Email

Deleting A Design

To delete a design, click on `Edit Detail` to open the Design Detail window,

- click on `Delete`, then exit the design detail window. **Don't save**, just exit.

> 💡 You will not be able to delete the design row from your order until you first delete the design

⇐ **Sales: Overview**   **Print & Email Documents ⇒**

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