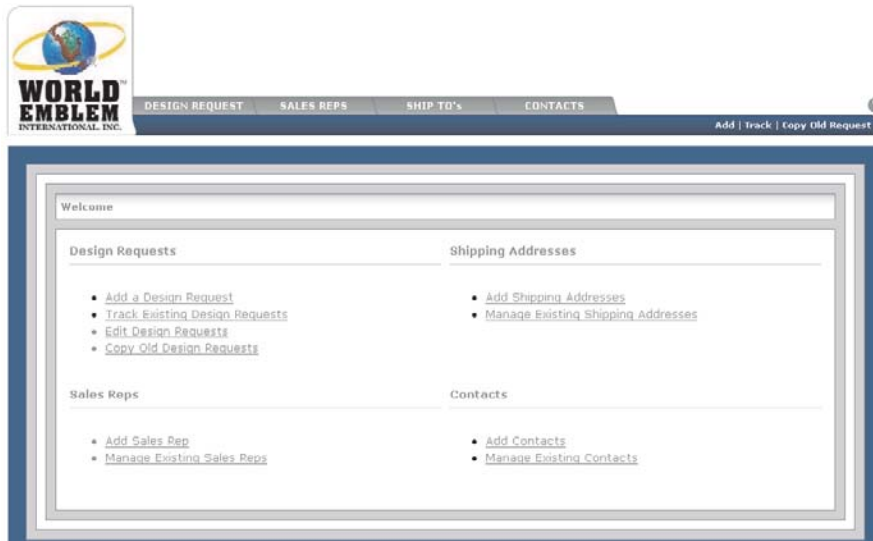# New Design Request

The program has been separated into four tabs at the top of the screen. Each tab is explained in detail below. You will also notice quick links to access different items.

DESIGN REQUEST
The Design Request screen enables users to set up their designs for embellishment and order samples. It also allows users to track existing designs and submit edits.

SALES REPS
Users are able to add new Sales Reps or manage the list of existing representatives. Users are able to assign one Sales Rep to each design. The assigned Sales Rep will receive email confirmations on all of the designs associated with them.

SHIPPING ADDRESSES
This section allows users to add and manage all of their shipping addresses for their account.

CONTACTS
This tab allows users to add new contacts and manage existing contacts. Contacts are those individuals that receive email notification on the design. You can add as many Contacts to a particular design as needed.

Step 1: Customer Information
Requestor: Enter the name of the person placing the design request or simply your name.
PO #: Enter the Purchase Order number from your company. If a number is not given, the system will automatically generate a purchase order number.
Description: Give a brief description or title of the design. This is the description that will be used in the catalog.
Special Instructions: Enter any information to be used by World Emblem for creating the design or design layout.
All fields with a red asterisk * are required fields.

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Step 2: Product: Size: Shape: Placement
Product Requested: Enter the type of product requested: Embroidery, Screen-Printing, Sublimation (Perfect Print), Transfers
Product Type: Enter the specific product needed.
Product Types are described in detail on the World Emblem International website. Links for each product are available in Help.
Garment Type: The type of garment (jacket, shirt, bag, etc.) is only required when choosing Direct Embroidery, Direct Screen-Printing or Direct Sublimation.
Standard Size & Shape: This pop-up will display only the standard sizes available for your company.
Other Shapes: This pop-up screen will display all other shapes available. If you choose a shape from this pop-up, you must also enter a Width and Height in the boxes below. Appliques and Transfers do not require a shape, but the user must enter the Width and Height.
Placement: Click on the pop-up to choose the placement of the design on the garment (example: left front chest). A Width and Height must be entered for the design. This option is only available for Direct Embroidery, Direct Screen Printing or Direct Sublimation.
Layout: Name Droppers require 1 of 9 Layouts to be chosen. A Name Dropper is any emblem with a logo that has a field, such as a name, department or year that can be changed.

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Step 3: Fabric: Border: Artwork
Fabric Type: Use this pull-down menu to enter the type of fabric for your Direct Embroidery, Direct Screen-Printing and Direct Sublimation only. Directly applying any embellishment to a garment is highly dependent on the type of fabric being used.
Fabric Color: Use this pull-down to select the background fabric color. Each color is shown in the pull-down menu. Thumbnail images of each available pattern are shown when you click on View Patterns. Patterns can be selected by clicking on the pattern image or from the pull-down menu. Colors may differ from fabric colors when displayed on your monitor. Please refer to your fabric and thread chart for exact colors.
Backing: The backing refers to the glue on the back of the emblem. This field will default to the correct backing depending on the product chosen. Users may also use the pull-down to select an alternate backing such as velcro.
Border: The border is the thread or merrow color on the edges of the emblem. Refer to your thread chart for exact colors.
Artwork: Users can either enter text to be used on the emblem OR upload a scanned image. All designs must be under 10MB in size. Only JPG, GIF, TIF and BMP files will be viewable in the image screen. Most other file formats are uploadable, but not viewable in the display screen.

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Step 4: Color

Thread/Ink: Depending on the product (Embroidery=Thread, Screen-Print, Perfect Print or Transfer=Ink), the title will change to Thread or Ink. Choose one thread or ink color at a time from the pull-down menu. (Please refer to your thread or ink charts for exact colors.) Once a color has been selected, move to Instructions.

NOTE FOR PERFECT PRINT INKS: A warning or error message may show up when choosing inks for Perfect Print emblems. Perfect Print can only be printed on white or light colored fabrics. If you would like to have a dark background on your emblem, you should select the ink color and specify "fill background" in the Instructions.

Instructions: Describe, in detail, exactly what parts of the design use the thread or ink color specified. Once completed, click on Add. This will move the thread color and the description to the Thread/Ink color box on the right side of the screen. Users must complete one entry for each color used in the design.

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Step 5: Delivery

Contacts: All of the Available Contacts are viewable. Each Contact will receive all information on this design via email. Select a Contact and click on the arrow key > to move it to the Selected Contacts section. New Contacts can also be added by clicking on the Add button.

Sales Reps: Use the pull-down menu to select the Sales Representative associated with this account. The Sales Representative will receive all information on this design via email. Only one Sales Rep can be chosen for each design. New Sales Reps can be added by clicking on the Add button.

Ship Tos: Use this section to specify where the samples will be shipped. Use the pull-down menu to make your selection. To view all of the ship to information available for your selection, click on View. New Ship Tos can be added by clicking on the Add button. Digital Passports (scanned images of the actual emblem) can be emailed by selecting Email as the Ship Via and entering an email address into the address field.

Once all of the fields have been filled in completely, click on Submit Request. If any information is missing, an error message will appear to inform the user what still needs to be entered. Once the information is submitted, you will be directed to a confirmation page which will include your new design number.

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Edits

DESIGN REQUEST   SALES REPS   SHIP TO's   CONTACTS

Add | Track

Manage Design Requests

<< Back

Search [   ] [All ▼] [Find]   Results per page [50 ▼]

Click ▽ to sort descending or click △ to sort ascending.

Design ID	Date-Time	Description	Product Requested	Product Type	Sales Rep	Status	Actions
780442	2/8/2007 10:36:59 AM	Test - Digital Passport	Embroidery	Embroidered Emblems	N/A	Processing	View | Edit | Copy
780441	2/8/2007 10:32:16 AM	Test	Sublimation/Perfect Print	Type 1:Perfect Print Emblems (Std Size)	N/A	Processing	View | Edit | Copy

▲ top of page

Click on Track in the upper right hand corner to access the designs in the system. Search for the design that you would like to edit. On the right hand side, you will see View, Edit and Copy. A design can only be edited after it has been Processed and before it's been Approved. Click on the Edit button to make changes to the design.

Edit - Design Request Id - Y77174

Customer Information

Step 1

Edit Your Information

Reason*

[Select] ▼

[Select]
Background/Garment Color change (Color on Color error)
Incorrect Colors Returned vs. Requested by WEI
Incorrect Product Requested
Incorrect Size Created vs. Size Request
Missing Detail Colors on request
Not enough information provided to WEI
Other
Poor or Unclear Art
Poor Stitch/Design Quality due to digitizing
Special instructions not being followed by WEI

Comments*

Description*

J-W WIRELINE COMPANY

Special Instructions

CREATE NEW DIRECT EMBROIDERY DESIGN IDENTICAL TO DESIGN Y71479 EXCEPT WORDING UNDER (J-W WIRELINE COMPANY) SHOULD BE IN

Use the pull-down menu to select the Reason for your edit. Enter any comments in the Comments section about what you are editing. Enter your name as the Requestor and then proceed with making your changes to the design. Once your changes are complete, press Submit Request.