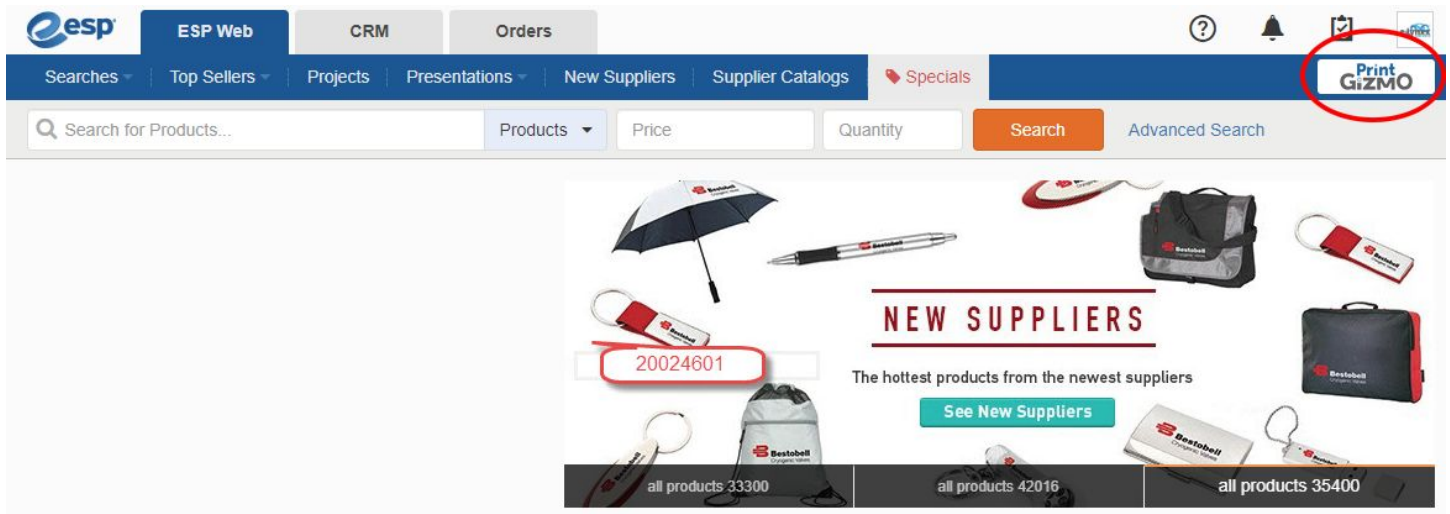


Accessing PrintGizmo

After logging into ESP, click 'ESP Web Home Page'. At the upper right hand of your screen, you will see a button called 'PrintGizmo' (see Figure 1), click on it.

Figure 1



You will be brought to a landing page where you can access PrintGizmo software. Click Get Started, this will automatically log you into PrintGizmo no login required. (see Figure 2).

Figure 2

Save Time and Money on Print Jobs

ASI® has partnered with eLynxx Solutions to provide PrintGizmo, a print procurement tool that makes it easier to get the printing you need:

- **Custom print jobs** — Suppliers bid for your business
- **Predefined specifications** — Choose from templated designs or upload your artwork to instantly see the price.

PrintGizmo even manages and automates workflow, communication and reporting to streamline your process.



Quick Start Guide

Step 1: Choosing a Product

Overview

Upon successful login, you have gained access to a storefront on which many printed items can be ordered. Participating printers have been qualified to offer their products through this storefront.

Product Selection

First choose a primary product category followed by a secondary category. Or by simply clicking on the icon of the product you wish to purchase. By clicking the Product > View Details, or the category listing four main sections appear:

Price Calculator: All of the specification options broken out into dropdown selection menus

Description/Layouts: Details of the Product and the different Layouts available

Product Price: The Subtotal based upon chosen options the total

Email Estimate: The email you wish to receive information regarding the order/quote

Design and Order > Custom Quote: Utilize this functionality if you have requests for your product that vary from the standard options provided

Selecting Options, Printers, and Shipping

Notice the breadcrumbs: *Product > Design > Review > Checkout*

The step in blue indicates your current action.

Price Calculator:

Here you will see drop down options for Size, Quantity, Sides, Paper, Coating, Corners. **Note:** some products have only one option.

Note: Further explanation can be found with some options by clicking '?'.

Following the options in Price Calculator pricing appears for three printers. These are the three lowest prices found within the storefront. By changing any option, the list of printers may change, along with a revised price. If you wish to compare pricing from five printers, click on 'Compare More Printers'.

Click on the circle to select the printer / price of your choice. The displayed price is before shipping and taxes.

The next step is to enter your Zip Code for shipping rates; then click 'Recalculate'. Click on 'Get Shipping Rates' to view shipping options. *After-you have chosen your shipping method, the 'Total' will be updated to include the price of the products and shipping.*

Note: When available options popup in a window the price is displayed after the name giving opportunity to compare only the shipping price.

Note: Each time you enter a new Zip Code you must click 'Get Shipping Rates' to refresh the shipping rates for that particular Zip Code.

Gallery, Description, Price Range, Layouts, Design and Order

Gallery: An area where you can see a preview of that style of design.

Description: This area will display an overview of the product and what is is used for.

Price Range: Range of prices from all storefront printers for this product. Prices displayed are least expensive to most expensive.

Layouts: Representation of various lines for the product.

Note: Downloads as a file to open in your browser and print.

Design and Orders: Displays four options for the next step. (explained in Step 3)

Browse Design Templates and Order

Upload Design and Order

Design Online and Order

Custom Printing

Step 2: Design Product/Checkout

Online Designer Overview

A little overview of the designer is needed to get a grasp of what can be done here.

- **Lefthand Menu:** There is Text, Shapes, Images, Templates, Background, Clip Art.
- **Top Menu:** There is Size dropdown (if applicable), Pan, Cut, Copy, Paste, Delete, Undo, Redo, Zoom In, Zoom Out, Layers, Portrait, and Clear. Grid, Margin, and Snap to Grid can be applied based on view preference.
- **Upper Righthand Menu:** Save, Back, and Continue.

Note: To get more information about Bleed, Cut, and Safe Lines click help on the left side of the screen.

Choosing Design and Checkout

Browse Design Templates and Order: Offers choice of various designs, along with the ability to customize or create your own. Click 'Continue' to verify your options and agree to terms of use. 'Save and Add to Cart', verify again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

Note: Please pay as soon as possible or else the Printer may not process your order.

Upload Design and Order: Offers option to verify size, or choose a different size. Next, name your artwork (default is date yyyyymmdd of that day). Select a file to upload now or later, verify your options and agree to the terms of use. 'Save and Add to Cart', verify again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

Note: Please pay as soon as possible or else the Printer may not process your order.

Design Online and Order: Offers option to design your own product. Here you can upload photos, add text and shapes, etc. When design is complete, click 'Continue'. Verify your options, agree to the terms of use, 'Save and Add to Cart'. Verify everything again, click 'Continue to Checkout'. Review shipping options, whitelabel or dropship, and any additional instructions. To complete the order, click 'Submit Order'. Next a confirmation page will appear containing Date, Payment Method, Transaction ID, Shipping Method, Printer Payment Link, Printer Payment Message.

Note: Please pay as soon as possible or else the Printer may not process your order.

Custom Quote: Allows you to get a custom quote from a printer on a specification not included in the standard set present. If nothing fits then you may request a custom quote for a product not in the catalog.

If you select custom quote you will be brought to this screen, default is "From the Catalog" (**Figure 3**) and you may pick a custom quantity (up to 3) and add any additional details. If you select custom you may create your own specifications.

Figure 3

Add new Quote

Required Information

Quote Title
Test

Type of Product
 Custom From the Catalog

Notebooks

Size
Journal Notebook (5 1/2 x 8 1/2) - 60 Sheets

Quantity
Custom Quantity

Quantity1
625

Quantity 2
725

Cover Pages and Colors
4 Total Cover Pages - All 4 Cover Pages Black Ink (1/1)

Cover Paper/Stock
100 Lb. Cover - Uncoated - White - (4 Cover Pages/2 Leaves)

Cover Top Coating
Matte Aqueous Flood - Both Sides (4 Cover Pages/2 Leaves)

Inside Sheet Paper/Stock

Unit of Measurement 1
Cases

No Of Unit 1
5

Count Per Unit 1
25

Once you click Save & Continue you will be brought to the next screen where you can see what you asking a printer to quote, how the item is produced, any certification(s), and quality level. Next click View Matched Printers and select the printer(s) you would like to give you a quote. Click Send Request (**Figure 4**)

Figure 4

Request Quote

Add new Quote

Product Details

#	Product Details	Additional Information	Action
1	Product Title : Notebooks Quantity : 625(5 Cases of 25) 725	Size : Journal Notebook (5 1/2 x 8 1/2) - 60 Sheets Cover Pages and Colors : 4 Total Cover Pages - All 4 Cover Pages Black Ink (1/1) Cover : 100 Lb. Cover - Uncoated - White - (4 Cover Pages/2 Leaves) Paper/Stock : Matte Aqueous Flood - Both Sides (4 Cover Pages/2 Leaves) Cover Top Coating : 60 Lb. Text - Uncoated - White - 60 Sheets Inside Sheet Paper/Stock : Plain - No Rules/Lines Inside Sheet Pattern : Wire-O on Left Edge Bindery	✔ Edit

Production Category: [?](#)

Printer Certification: [?](#)

Quality: [?](#)

[View Matched Printers](#)

Select Printer: [?](#)

Allow Partial Quote Order

[+](#)

- DEMO - General Print
- DEMO - Greyhound
- DEMO - Optimus Print

[Add New Product](#) [Send Request](#)

Once you send the request for quote you will see a confirmation on your screen. (**Figure 5**)

Figure 5

Your Quote Has Been Received

Quote # 159 Quotation Pending Date : 09-13-2018 16:00 [View details](#)

Your quote request has been successfully submitted to the chosen printer.

Notification of replies and updates and will be sent your email address. You may also manage your quotes under My Account > My Quotes at anytime.

After this you will have to review the quotes from printers select the one you want and continue through the cart.