



Solitude at Durdle Door | George Pricope | Winner CEWE Photo Award 2021



# How-To Test orders for designs

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cewe

# Easy access to our CEWE designs

## How best to proceed as a graphic designer



Here you will get to know the following:

- Staging test (test order)
- Test server
- Admin Tool (designs and cliparts)
- Design Template Loader
- Best practice grey pattern

# Staging test (test order)

A staging test is an order that is not produced, but generates the print PDF. You can then download this and process it further. Proceed as follows:

1. Start an order on **CEWE.de** (or HPS).
2. Select a **product**, design it in the **editor**, place it in the **shopping basket** and select **postal dispatch**.
3. Login with your user data and click on "**Order**"
4. Enter your **name** and **location** in the billing address and select payment by **invoice**. To ensure that the order remains a test, add the following entry under **Company**:

+TEST+D=000000+DL=0+L=1002+

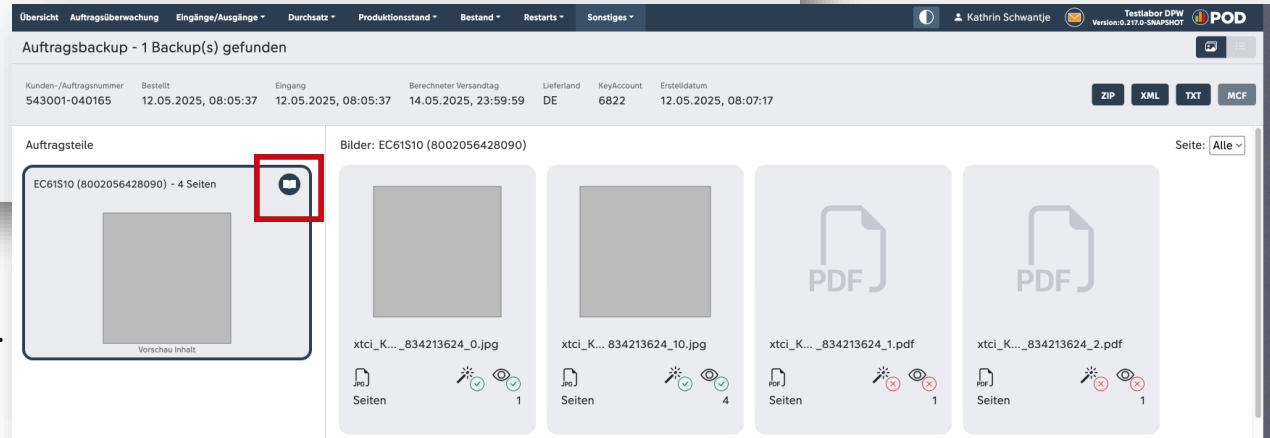
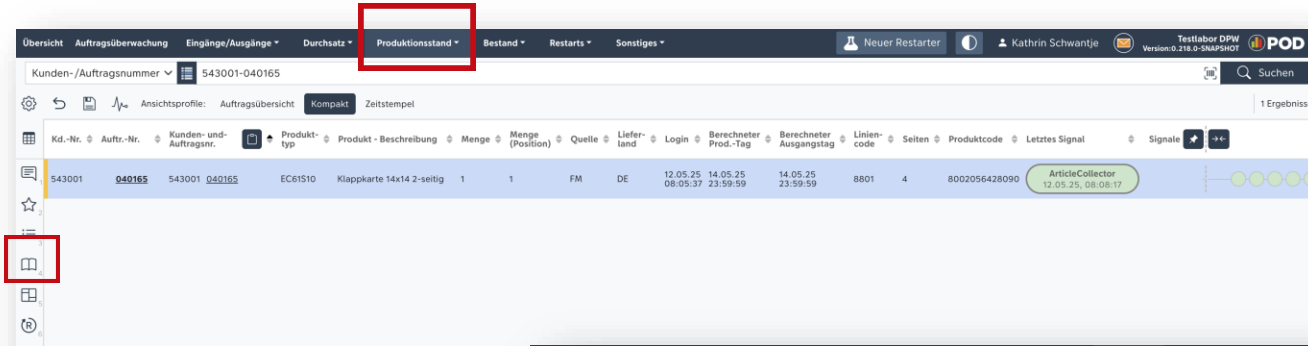
Please **replace the 6-digit** number with the cost centre of your department.

5. Download the PDF via this [link](#) to the "pod-ol-staging"

It can also be found in the order confirmation you receive.

(Please apply for activation beforehand).

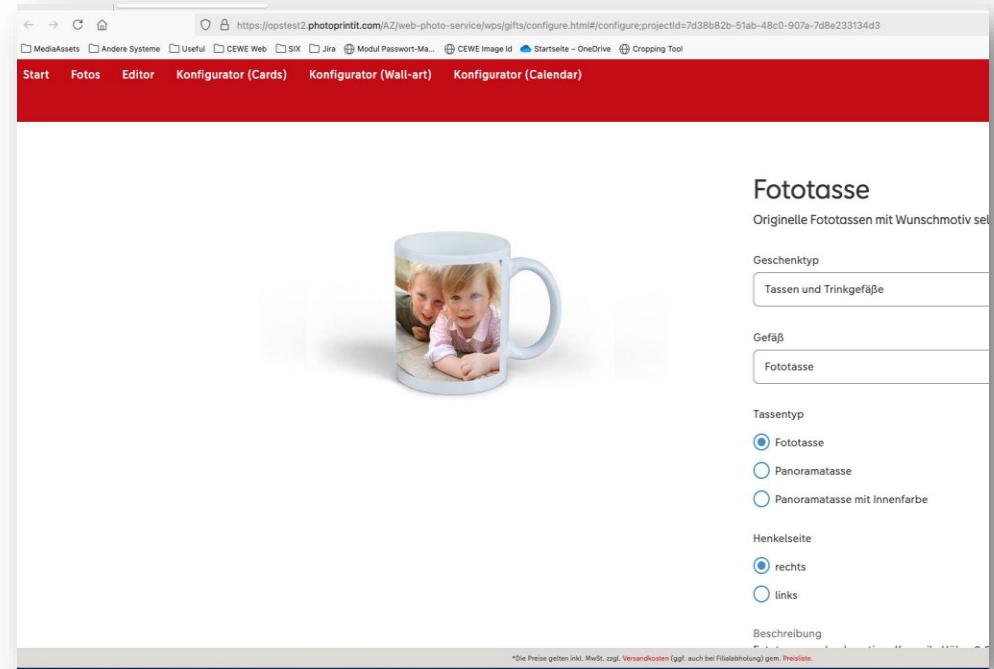
# Staging test (test order)



1. Go to "**Production status**"
2. Click on the **book** on the left.
3. You can download the PDFs in the "**Order backup**".

# Test server

- All designs are displayed here, regardless of whether they are **live or not**.
- Use it, for example, if you receive a **Design ID** and want to check whether this design is live.
- New products and advent calendars can also be ordered here.
- **Designs in test status** can be found in the Admintool (details on following slides)
- [Link: Testserver](#)



# Template Loader

The template loader enables designs to be found quickly via their ID directly in the **configurator**.  
A test order can then also be done from there.

- [Link](#) to the template loader
- (Please apply for activation beforehand).
- Important input here: **Product category** and **language**, e.g. photo gift, DE.
- The design must include: **Design ID**, **product abbreviation** and **agency abbreviation**.

Example 19831-CP30x30-GD

to be found in the Admintool  
above the picture



QS-Webtools

Startseite Barrierefreiheit **Template Loader** QS-Links

### Template Loader

**Beschreibung**

Mit dem CEWE FEQS Template-Loader kann man direkt zum Produktkonfigurator für ein bestimmtes Template gelangen. Hierfür müssen lediglich die Design-ID des zu testenden Templates eingegeben und die Produktkategorie sowie der Handelspartner bzw. die zu testende Sprache ausgewählt werden. Durch Klick auf einen der Buttons "Live-Editor öffnen" bzw. "Test-Editor öffnen" wird der jeweilige Konfigurator in einem neuen Fenster geöffnet.

**Wichtiger Hinweis**

Es muss eine Auswahl von Produktkategorie und Handelspartner bzw. Produktkategorie und Sprache getroffen werden, bevor der jeweilige Button aktiv wird und angeklickt werden kann!

**Test-Designs**

Template:

Produktkategorie:

Sprache:

**Live-Designs**

Template:

Produktkategorie:

Handelspartner:

# Admintool (Administration design element)

We recommend using the admin tool to check the **status of a design** and to find and download **clipart**.

**cewe** Designelement Administration

STARTPAGE

Filter Show >>

Type

Status

Visible

☒ any

20er [20x30]

20er [20x30]

Articles 250 Visitenkarten inkl. Etui [BC3S250]

30er [30x45]

40er [40x60]

50er [50x75]

KeyAccount

Locale

Clients

ProductionId

Agency

ServerPath

Created  until

Published  until

DLP Pack. Time  until

Expired  until

- [Link to the Designelement Admintool](#)
- Access data:
  - User: gast
  - Password: waldfee77

# Admintool

Filter Show >>

Type

Status

Visible

☒ any

20er [20x30]

20er [20x30]

Articles 250 Visitenkarten inkl. Etui [BC3S250]

30er [30x45]

40er [40x60]

50er [50x75]

KeyAccount --- any ---

Locale --- any ---

Clients --- any ---

ProductionId

Agency --- any ---

ServerPath

Created  until

Published  until

DLP Pack. Time  until

Expired  until

Select type:

Style\_V2 = Book templates and styles

Clipart = Clipart

Background = background

Template = all other designs

Live = designs that are live

Test = designs under test

ANY = no filter, visible via "Status" results column

It is advisable to always remain on "visible" here;  
only designs that are not live are on "invisible".

Search for the design here.

**IMPORTANT!**

If you are only searching by ID, always set \*. Example: 18765\*

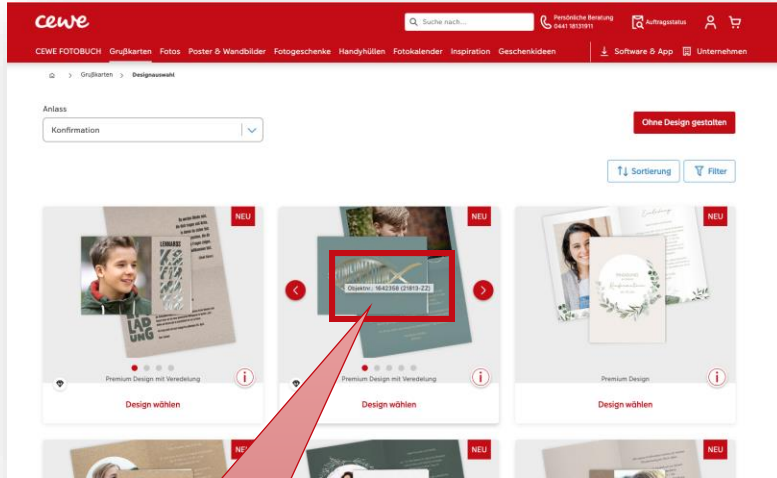
If format is also searched for, then 18765\*SC\*

**Tip:**

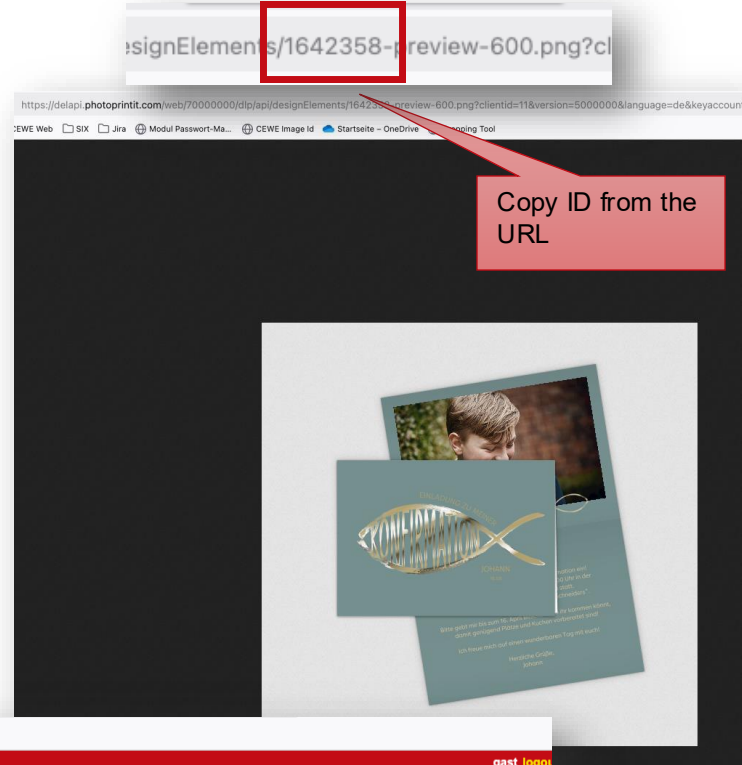
You can also select a design on CEWE.de, call it up and copy the link.  
This can be entered at the top right of the tool, see next slide.



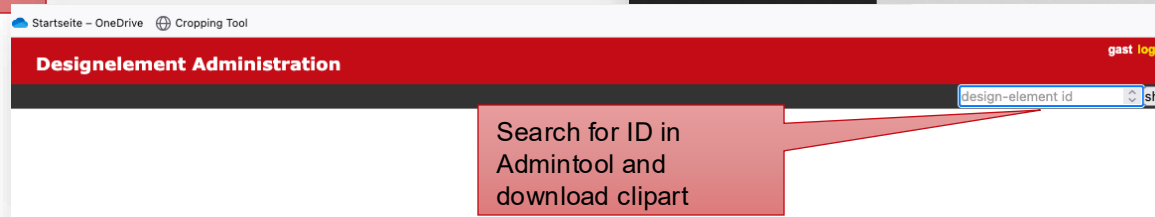
# Admintool - Find designs



Select design and right-click to open in new tab



Copy ID from the URL



Search for ID in Admin tool and download clipart

# Admintool - Find clipart

The image shows a multi-step process for finding a clipart in the Cewe Admin Tool. It includes a sidebar with navigation options (Fotos, Design, Text, Cliparts, Hintergrund), a main content area displaying a grid of clipart thumbnails, and a detailed view of a specific clipart (ID 1134376) with its metadata and download options. Red boxes and arrows highlight key actions: selecting a clipart, copying the ID from the URL, and searching for the ID in the Admin Tool.

**Clipart Selection:** A red box highlights a camera clipart in the grid. An arrow points to a callout: "Select clipart and right-click to open in a new tab".

**URL Extraction:** A red box highlights the ID "1134376" in the browser's address bar. An arrow points to a callout: "Copy ID from the URL".

**Admin Tool Search:** A red box highlights the search input field in the "Designelement Administration" interface, containing the ID "1134376". An arrow points to a callout: "Search for ID in Admintool and download clipart".

**Clipart Details:** The detailed view of the clipart (ID 1134376) shows the following information:

- Designelement-ID / Production-ID:** 1134376 // 19654-CLIP-CW
- Content:** [Image of a camera clipart]
- Filetype:** SVG
- Serverpath:** design-elements/cliparts/design-19000/19654-CLIP-CW.svg
- Absolute Serverpath:** /PRODUCTION/mtnt/design-elements/staging/cliparts/design-19000/19654-CLIP-CW.svg
- Created:** 22.06.2023, 16:32:40
- Last database change:** 12.05.2025, 01:46:58
- Downloadportal package time:** 06.10.2023, 08:03:36
- Published:** 06.10.2023, 08:03:36
- Expiration date:**
- Status:** LIVE
- Visible:** true
- Score (Topseller):** 348
- CATEGORY:** Anlass (category-occasion) / Jahrbuch (category-annual)  
Allgemein (category-common) / Trends (category-common-trends)
- Keywords:** de: Cam, Kamera, Digi Cam, Digitalkamera, Fotoapparat, Kamera, Lineart
- Last change:**

Date & Time	User	Action	Status	Note
06.10.2023, 08:03:36	tanja.mann@cewecolor.de	bulk update	LIVE	new status: LIVE, dip pack. time: Mon Jun 26 09:27:32 CEST 2023 -> Fri Oct 06 08:03:36 CEST 2023

## Status of the design

Live = Live designs

Test = Designs under test

Deleted = Design is no longer used, has been deleted

## Design category

Here you can see in which category the design is sorted, so you can search within the categories

## Restrictions Country

Check here whether a design is restricted for countries.

Green - only for the country

Red - Land is excluded

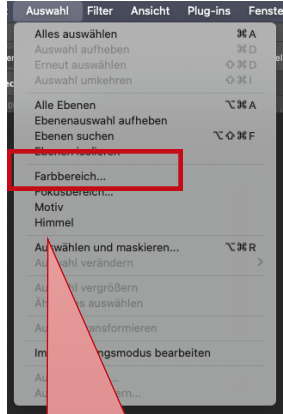
## Restrictions on key accounts

Here you can see possible restrictions for key accounts

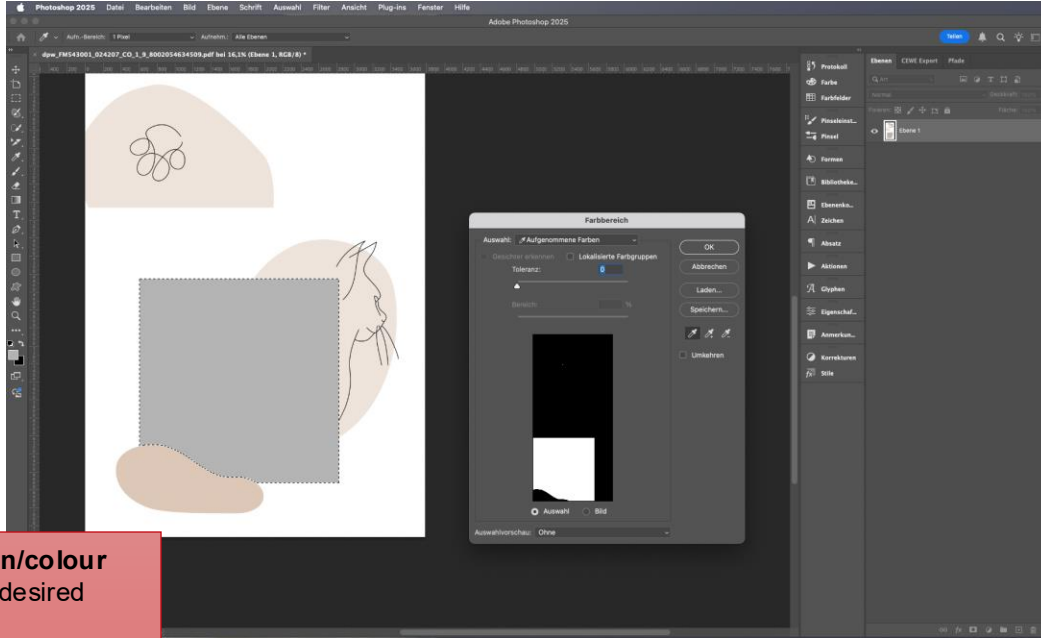
Filter		Elements 1 - 7 of 7, Page: 1/1															25	
Type	TEMPLATE	ID	Production-ID / Preview	Status	Publ.	DLP Pack. Time	Category	PC	Keyacc.	Locales	Articles	Clients	Score	Sort	Exp. date	Color	Style	Feature
Visible	visible	1250358	19831-CP30x30-GD	TEST JIRA: Element / Group		22.11.2023 13.23.19	Trends (category-common-trends)			de	CPI13 (7988) Premium Kissen 30x30 CPI5 (8831) Premium Kissen 30x30 (2 articles)		0				style_simple	
Articles	250 Visitenkarten inkl. Etui [BC3S250] 30er [30x45] 40er [40x60] 50er [50x75]	1250348	19831-CP40x40-GD	TEST JIRA: Element / Group		22.11.2023 13.23.19	Trends (category-common-trends)			de	CPI6 (8832) Premium Kissen 40x40 CPI14 (7989) Premium Kissen 40x40 (2 articles)		0				style_simple	
KeyAccount	any	1248346	19831-BC-GD	LIVE	13.11.2023	30.11.2023 13.36.38	Trends (category-common-trends) Familie (category-family) Vaterstag (category-fathers_day)	91			CUP8 (9044) Panoramafotografie CUP10 (9541) Panoramafotografie mit In CUP11 (9550) Panoramafotografie (3 articles)		4	16980		color-white	style_modern, style_simple	
Locale	any																	
Clients	any																	
ProductionId	19831*																	
Agency	any																	
ServerPath																		
Created																		
Published																		
DLP Pack. Time																		
Expired																		
Category																		
Price class																		
Color																		

# Design with grey pattern

## Editing in Photoshop



Select grey area via **selection/colour area** and cut out, then insert desired motif.



Create a grey pattern as a **jpg** and use it instead of a stock image/motif for the test order.

*cewe*