



**FEEL THE RUSH**

**CAPTURE THE MOMENT WITH AWESOME SPORTS PRODUCTS**

# ***WHCC SPORTS AND EVENTS***

We're using ROES Events as our ordering software for Sports and Events. This is a special version of ROES, written specifically for high volume events. There are two primary differences to the Sports and Events ROES. The first difference is the ability to customize products with graphics. For the graphics you have the choice of utilizing one of 10 different template themes we have pre-built into ROES or you can design your own graphics and integrate them into the software. The second main difference is the ability to create custom packages for your clients. You determine what products you'd like to group together for your packages. There is no limit to the number of packages you create or the combination of products you choose.

WHCC Sports and Events is a separate catalog and application because of the varied nature of sports and event photography. While this version of ROES is separate from our traditional line, you can expect the same great quality, same great service and free shipping you've become accustomed to at WHCC.

Placing an order with WHCC Events is a two step process.

1. Create the package sets you'll be using for the event.
2. Creating the order.

Creating your package sets for each event can be done in a few ways. You have the ability to save custom products and packages in ROES. This means that once you've configured a product or package set, those products and packages are available for any order from that point forward, without any additional work on your part. You can group package sets in any fashion you'd like. This allows you to have different packages and configurations for the different Events, Schools or Leagues you photograph.

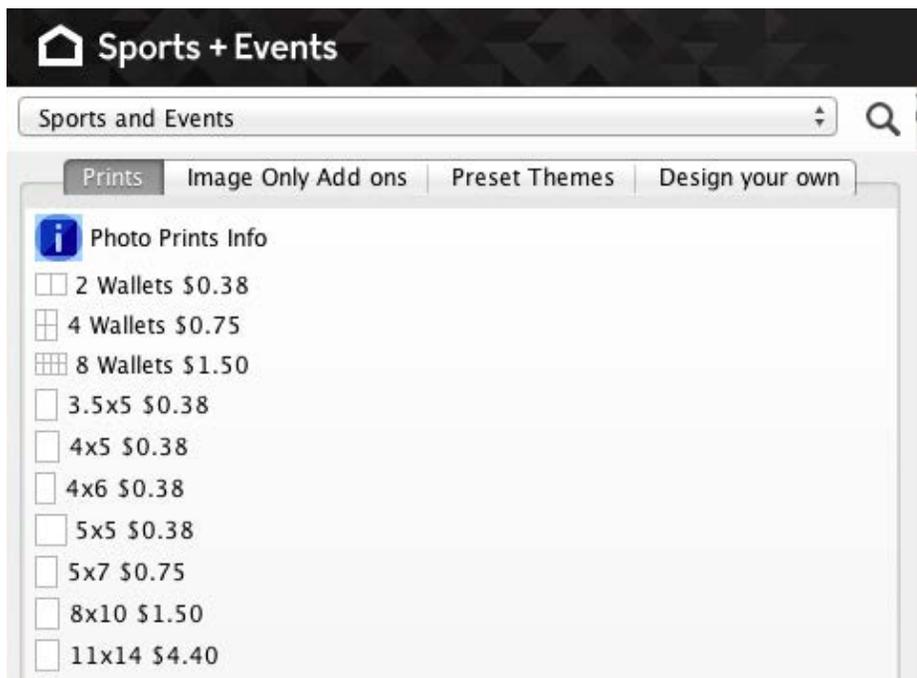
Orders can be created using various methods (Manually and Automatically) depending on the amount of variable data/text you'd like to incorporate into your event. Many of the products can have text nodes or multiple images associated with them. ROES Events allows you to automatically populate image and text nodes, eliminating the need to do the graphic composition in Photoshop. To automatically populate image and text nodes ROES requires data. You can use the ROES application to enter data into the subject info fields or you can use a .csv file created with a spreadsheet program to populate the nodes. The .csv method is your best choice if your order is large and contains variable text for the products. By the same token, if you prefer to do all of your graphic creation in Photoshop or your packages consist purely of image files, ROES Events allows you to easily populate the products with the standard drag and drop method.

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## **ORDERING IN ROES + PRODUCT CATEGORY OVERVIEW**

ROES Event products are segregated into four categories. The categories are shown in the upper left of ROES in separate tabs.



**Prints** – Standard photographic prints are available in sizes from wallets up to a 30x45. All photo products can be ordered on any of our 3 paper surfaces options of lustre, glossy or metallic. Select prints can also be mounted or coated if you choose.

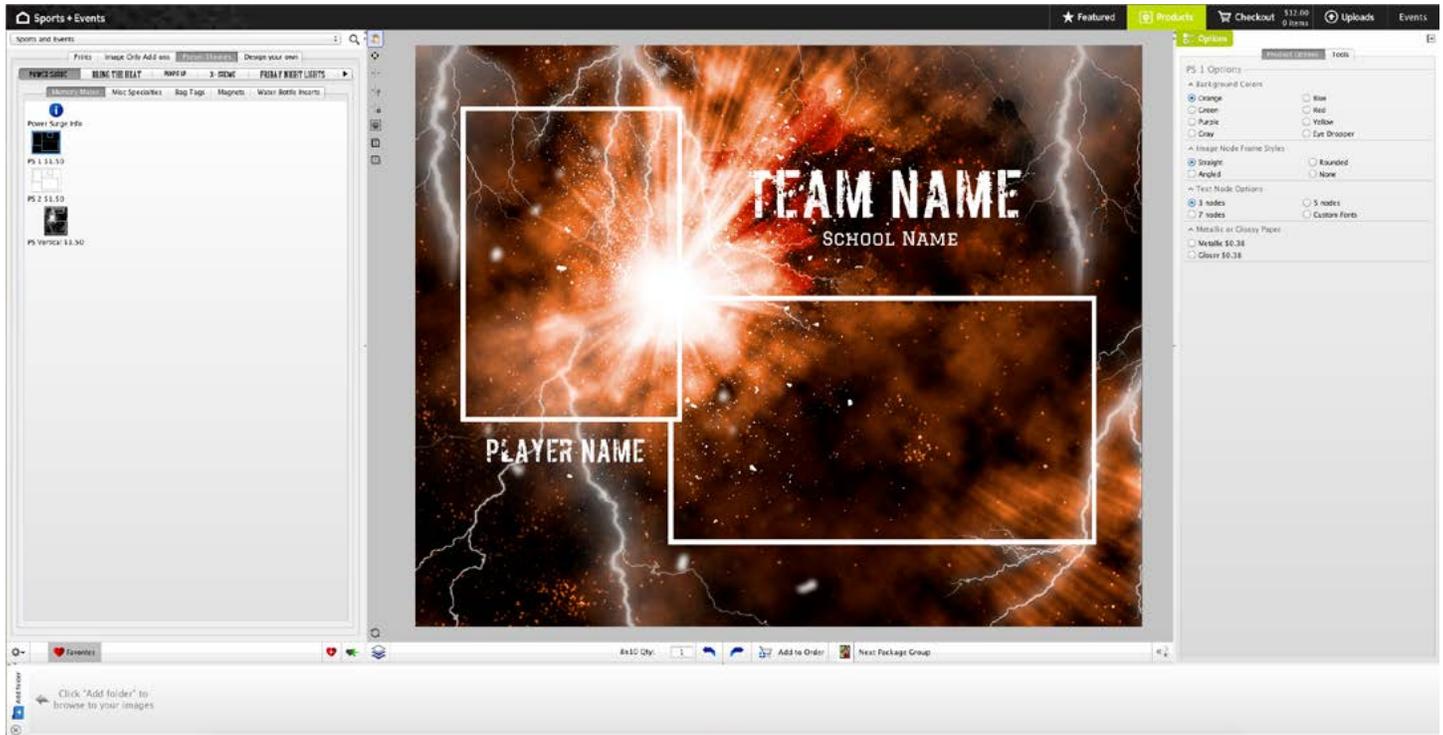
**Image Only Add ons** – These are specialty products that do not have a graphic theme associated with them. These are typically “full image” products. Items include key chains, buttons, bag tags, plaques, cubes, banners and wall clings. Many of these products are double sided, allowing you to use different images on either side.

**Preset Themes** – This section contains the 10 different WHCC pre-designed themes. Each graphic theme contains a variety of options depending on what theme you select. Most options offer a wide selection of pre-selected background colors or the ability to use an eye dropper, selecting your own color from an image or color picker tool. Each theme is carried throughout all the product sets in this tab. For example, Memory mates share the same abilities and theme options as the buttons, bag tags, magnets, etc.

**Design your own** – This is self-explanatory. These products allow for you to add as many text or image nodes to the products as you would like. You can place the nodes anywhere on the product. Once you’ve configured the product, it can be saved as a favorite and used multiple times on any subsequent orders. Items include 11x14, 8x10 and 5x7 photo prints, magnets, bag tags, trader cards, etc.

## CONFIGURING PRESET THEMED PRODUCTS IN ROES

Once a product is chosen it loads into the center workspace. At that point whatever options are available are enabled on the right pane. Most products have the ability to change the background color, frame options and event icons by simply selecting any of the options under the 'Product Options' tab.



Some products such as Memory Mates allow you to choose different text node configurations. The preset configurations have the font style, color and locations preset. The font is fixed within ROES. The actual font used in production will not appear on your computer, unless you by chance have one of the preset fonts installed. We cannot distribute the fonts through ROES, due to licensing and distribution limitations. ROES will use system default to represent the text on screen. Examples of the actual fonts can be seen on the info graphic within each theme. Each Memory Mate also has a custom font option. This option allows you to use a font that is installed on our computer. This option allows you to select and choose any font you have loaded on your machine. You can modify text color and position, as well as, add drop shadows etc.



Information icon containing additional information and preview text for each preset theme.

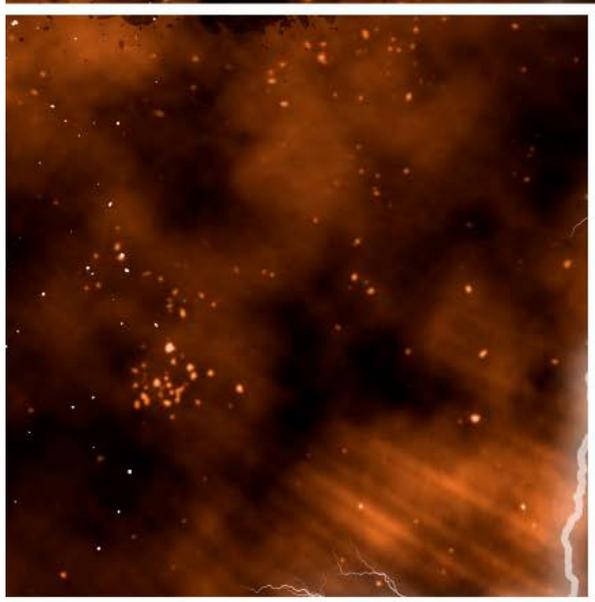
Each Memory Mate also has a custom font option. This option allows you to use a font that is installed on our computer. When you select the Custom Font option, the preset nodes are replaced with a single text node. You can select that node to modify the size, location and contents. By clicking the tool tab on the top left side pane of ROES, you can choose any font you have loaded on your machine. You also have the ability to modify the text color and to add drop shadows if desired. The toolset located just to the left of the product (in the middle workspace) allows you to modify the text nodes.



'Edit Tool' - Allows you to grab the text node, resize it and move to a new location.



'Draw Text Tool' - Allows you to add a new text node to the product.



Next Package Group

Options

Product Options Tools

Text

Varsity Basketball

Font

2PEAS ARIZONA

[ank]\*

**Abadi MT Condensed Extra Bold**

Abadi MT Condensed Light

Abraham Lincoln

*Armenian Hurs*

Adobe Arabic

Plain

Bold

Italic

BoldItalic

Text Color

Sample

Add Recent



Fill

Stroke

Shadow

Shadow

Blur: 0 10

Opacity: 1.0 1.0

X (%): 0 5.0

Y (%): 0 5.0

Opacity

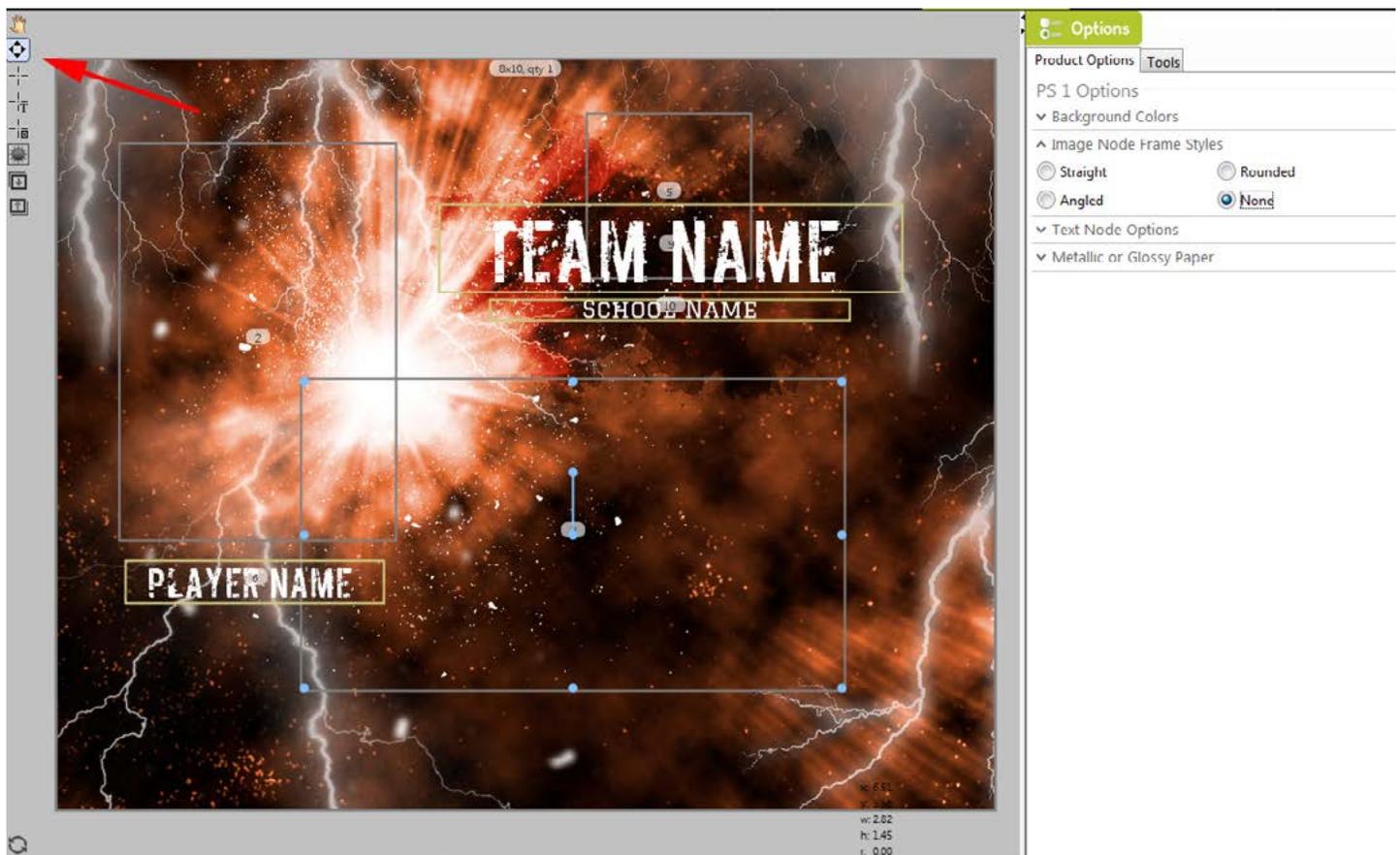
Grid

Montage

## **CUSTOMIZING THE IMAGES AND TEXT ON MEMORY MATES**

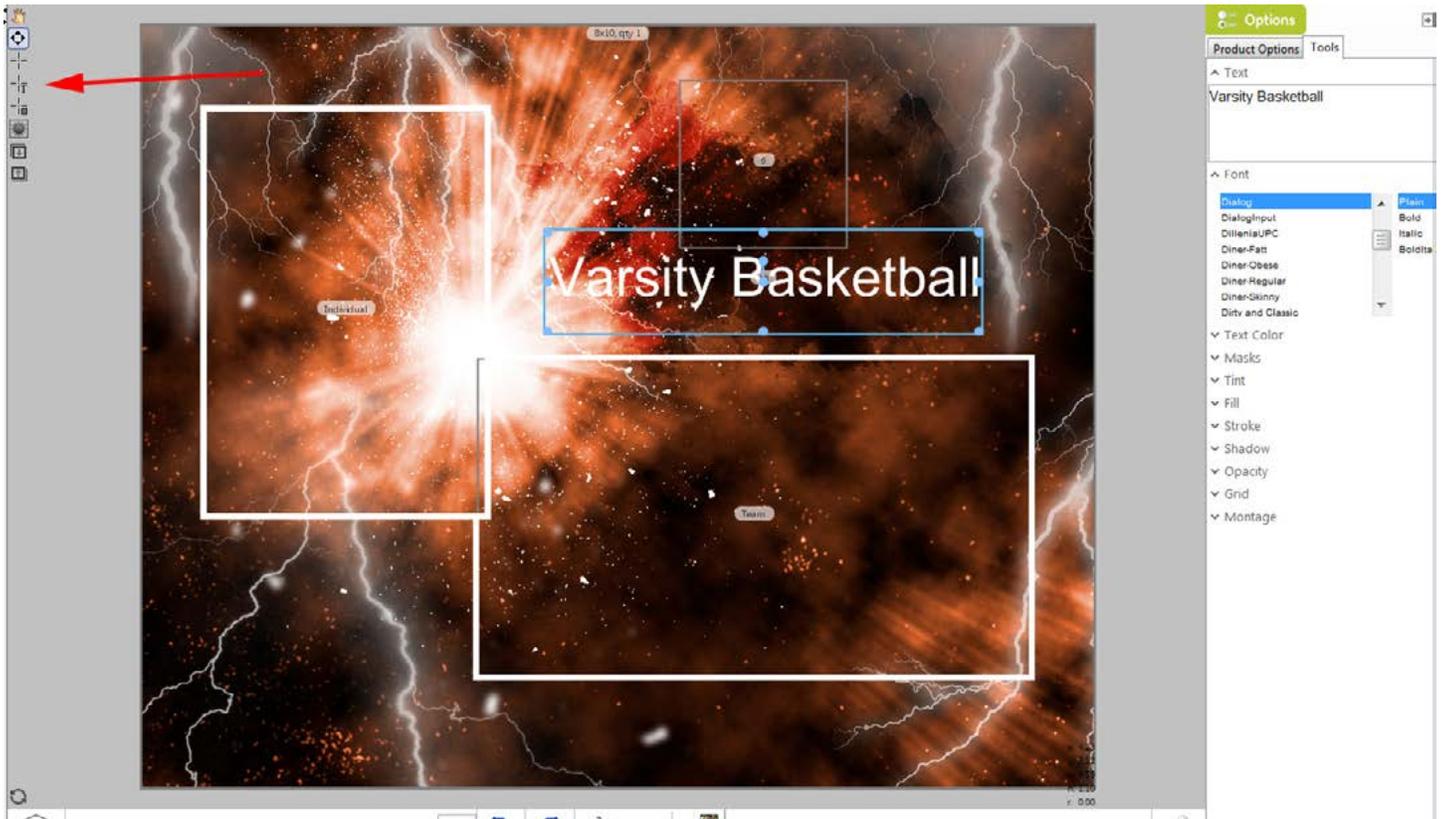
The preset theme memory mate designs offer a number of different options for both image and text locations. Most memory mate designs offer 3 different image and 3 different text layout options. You can select the layout you like best by using the dials located under the 'Product Options' tab. The preset options are fixed in their location and you are not able to change the size of the image or text. If you have need for a different configuration for either the images or text you can use the fully customizable option.

With the fully customizable option you can move and re-size the existing placeholders. We refer to these locations as 'nodes'. A node is a rectangle that can accept either an image or text entry depending on how the node is created. To gain access to the tools that allow you to modify the nodes, choose 'None' as your 'Image Node Frame Style'. This will remove the frame from around the image nodes. The screen shot below shows the 'tools' once none has been selected.



To move the nodes, you will want to select the tool just below the 'hand' tool, located in the upper left of the product window. When you select this tool and mouse over a node, you'll notice that cyan circles appear around the outside of the rectangle and two in the center. These are handles that you are able to click on to reshape and move the node. The handles around the outside allow you to drag the node to a new size and shape. The handle in the center is the 'move' handle, allowing you to move the entire rectangle anywhere on the page. The handle above the center is the 'rotation' handle, allowing you to rotate the node. You are able to grab the handles and move the node around the page.

The screen show below shows how the same variations can be done with your text nodes. By selecting 'Custom Font', you are able to move and resize a text node along with selecting any font you have loaded on your computer. Once you have selected your font, then expand the 'Text Color' option and use the color picker to select the color of your text.



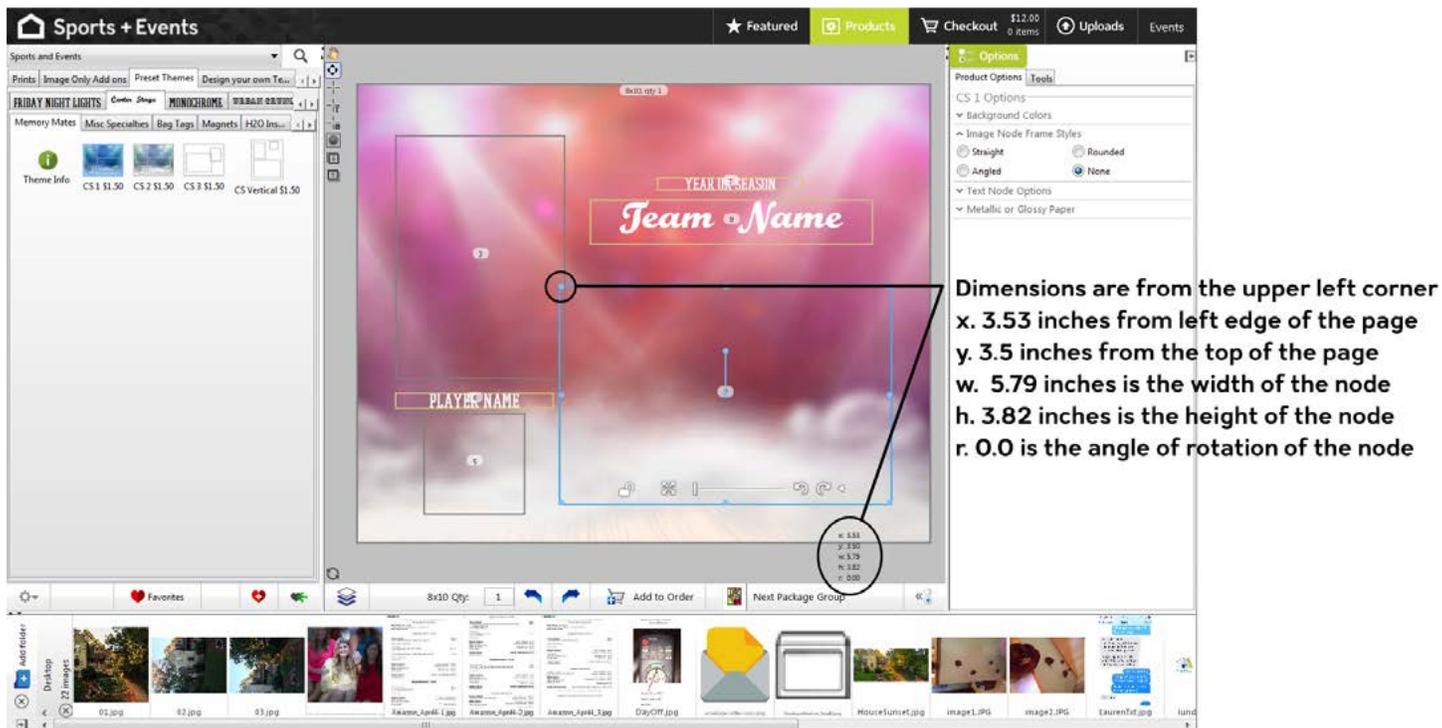
If you are wanting additional text boxes, you can simply right click on an existing text node and duplicate the node. This quickly adds text nodes of the same font/color and places them in as needed on the design. You can also select the tool that is a cross hair with a T in the upper left window. This also allows you to draw in additional text nodes. If you would like to add additional image nodes you can also select the tools in the upper left window. The cross hair without the T allows you to draw new image nodes on the template.

Once you've configured your template just how you want it, you can save it as a 'favorite' and use on any future order. When saving, be sure to save it as a 'package' and not as a single product.

# EXACT LOCATIONS

You have the ability to place text and image nodes in an exact location of the template based on the physical dimensions if you choose. The coordinates of any node are displayed in the lower right corner of the product window. When you select a node, the coordinates for that node will appear in the lower right corner of the product window. When you mouse over the coordinates, the mouse pointer will change to a cursor, allowing you to key in the exact dimensions.

See example below.



The screenshot shows a design software interface for "Sports + Events". The main workspace displays a template with a pink and purple background. A text node containing "Team Name" is selected, and its coordinates are shown in the bottom right corner of the product window: x: 5.51, y: 3.50, w: 5.79, h: 3.82, r: 0.00. A callout box points to these coordinates with the following text:

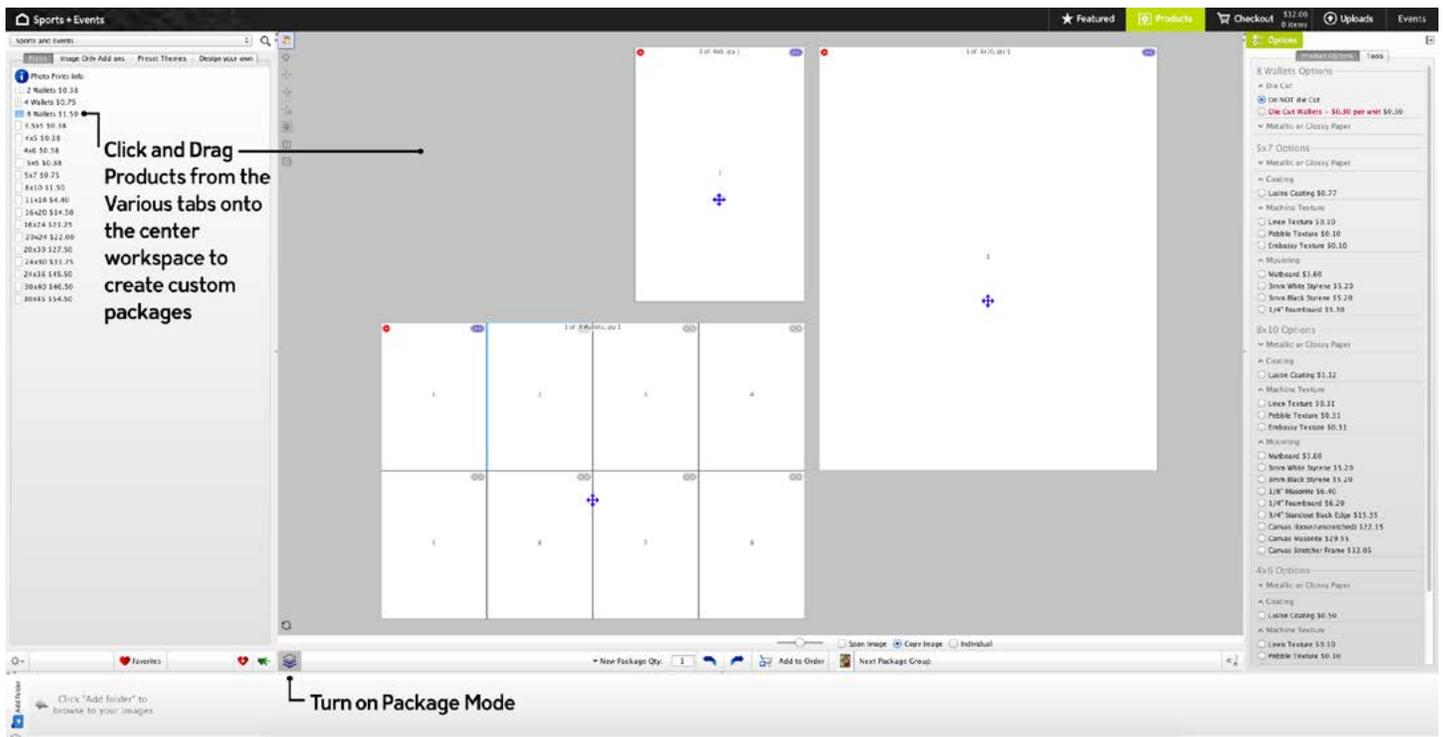
Dimensions are from the upper left corner  
x. 3.53 inches from left edge of the page  
y. 3.5 inches from the top of the page  
w. 5.79 inches is the width of the node  
h. 3.82 inches is the height of the node  
r. 0.0 is the angle of rotation of the node

# SETTING UP YOUR PACKAGES IN ROES

Packages can consist of any combination of products, from a single add on item to a package containing several different products. Packages are saved as 'Favorites' in ROES and can be organized by groups. Creating groups allows you to have different preset package options for different events. This allows you to quickly access all the packages you created and selected for any event you are placing.

To create packages, you need to put ROES into 'Package Mode'. This is done by clicking the icon that appears like a stack of papers, located in the lower left workspace of ROES. Once this is selected you can start creating a package. Start by clicking on the various products you want to add (under any product tab) and drag each product into the middle workspace. It's best to add the most complex products first. Typically, a memory mate or other 'Preset Theme' products requiring the 'Option' tool. This tool allows you to modify any designs background color, frames, text nodes, etc. Once your options are complete you can add each additional product to the package by clicking on the product and dragging it into the middle workspace. Click, hold and drag the product. The workspace will resize as needed as you continue to add products to a package, allowing for a display of each individual product.

As you continue adding products to the package, you will see a blue handle  that appears in the center of each product. This handle allows you to move the products around the workspace to avoid products being on top of one another. You'll also notice a blue link  in the upper right corner of the primary image node for each product. When the link is blue, the image will be shared across all products containing the blue link. If you have a product in your package that you would like the option to populate with a separate image, say a team or group picture, click on the link for that product and it will turn it from blue to gray  This will allow you to drag a unique image into that product.



Once you are done adding products to your package and it is complete you will want to save it to your 'Favorites' in ROES (located on the bottom left bar of ROES). 'Favorites' will display any packages or favorite groups that you have created. Clicking on the 'Favorites' button changes the product categories to a favorite category. Initially you will only see one packaged called favorites. You can add additional tabs by clicking the favorites plus sign and naming the tab. When saving your packages, you have the option to save it to a select group that you have already saved or to create a new favorite where you wish to save the particular package. Once you have chosen a group, click on the Red Heart with the 'Plus' and hit return. This will allow you to name your package. While there is no restriction on what you name your package, we recommend using a one or two-digit scheme to simplify data entry.



**Favorites** 'Favorites' tool – Allows you to save packages or groups for use at any time



**'Plus'** tool – Allows you to add and name packages.

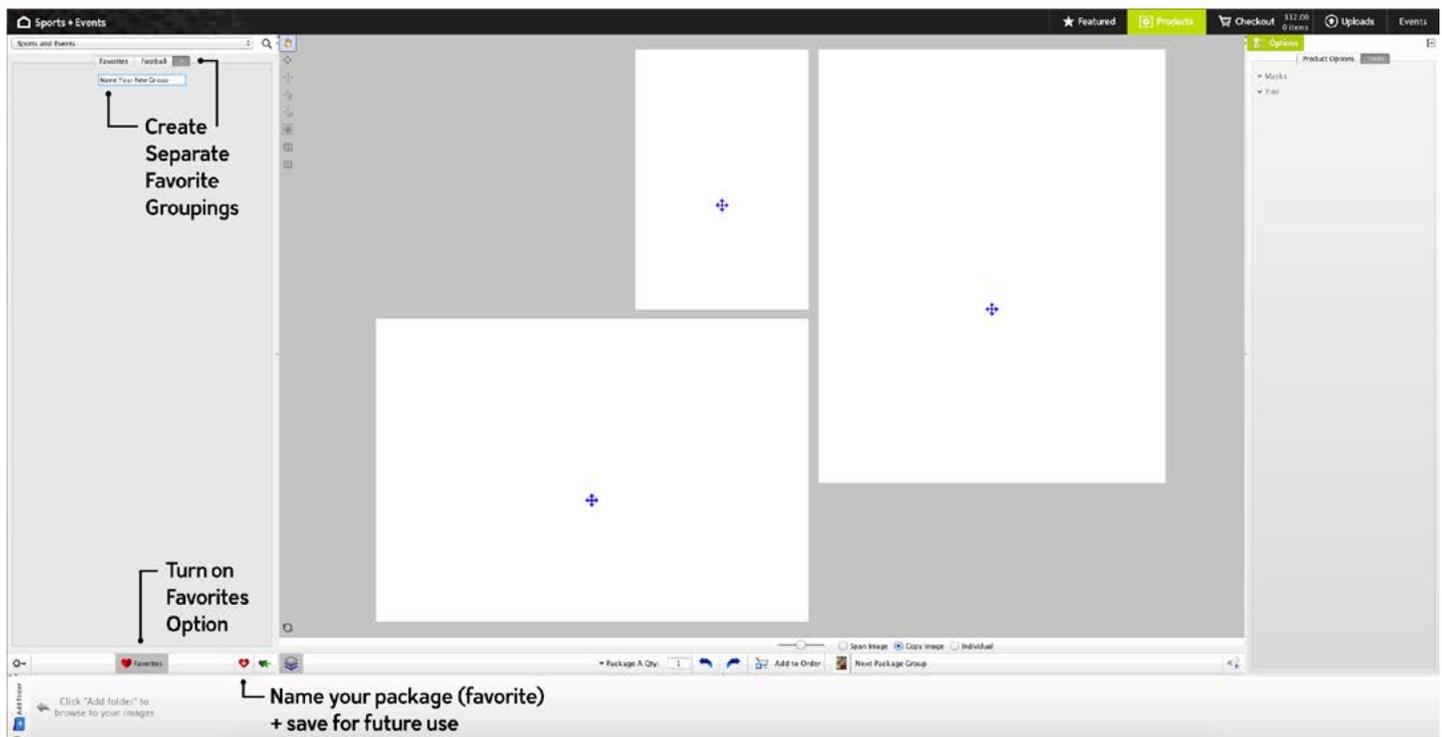
When saving and creating packages, always choose to save as package when prompted. You will want to save as a package even if the package is an add on item and only contains one product. ROES will ask if you want to save it as a package or as a single item, always choose package. The Gray Heart with the green arrow allows you to update or override a chosen package. The 'Gear' icon in the far lower left corner of the favorite's category pane allows you to delete, rename or copy favorites and groups.



**'Changes/Override'** tool - Update or override a package



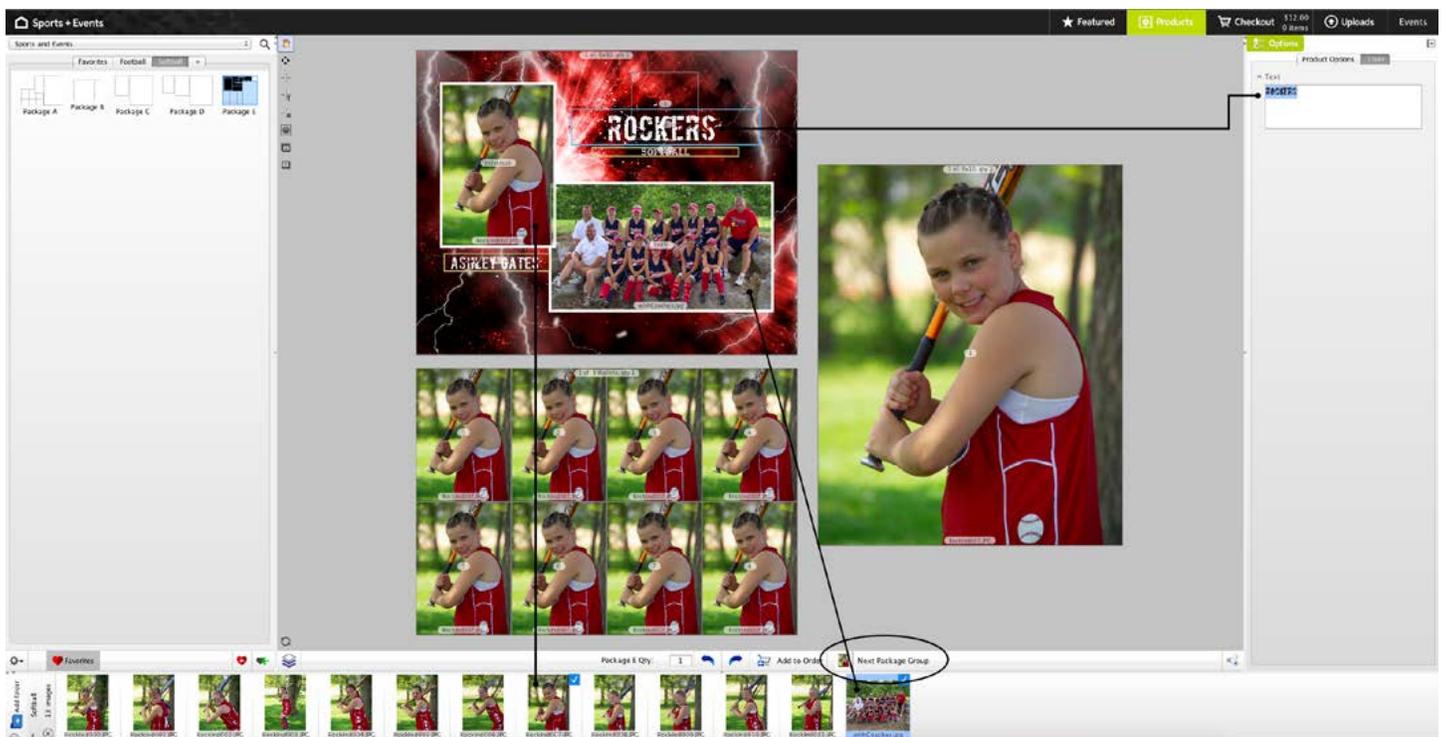
**'Gear'** tool - Allows you to delete, rename or copy a favorites and groups.



## CREATING AN ORDER MANUALLY IN ROES

Manual created orders are best for smaller orders or orders without a lot of text entry for products. A manual order is created in much the same way as a traditional WHCC ROES order. Using ROES, you will drag and drop images into products, crop as needed, add to the shopping cart and submit. Some sport/event products contain background options and text nodes that will require customization. With the manual order entry method, themed products requiring text will need the text entered individually for each product added to the shopping cart.

To submit an order manually, start by selecting the packages you previously created in your 'Favorites' tab or simply select the products that you wish to order for your client. Drag and drop the appropriate images into the corresponding products. Click on any text node you wish to populate and type the necessary text. If you do not wish to use all the text nodes available, simply delete sample text in the node. When you've finished customizing your product you selected add the package or product to the shopping cart, 'Add to Order'. When placing your order, be sure to order any items (packages and add ons) for the same client sequentially to allow for individual packaging if you desire. To have your items individually packaged you must select the 'Next Package Group' button at the beginning of each client's product selection. This will ensure that all items for any given client are packaged properly. Each time you begin ordering for the next client, be sure to select the 'Next Package Group' button again. Once you've added your last product to the shopping cart, click on the check out and verify the order. You can edit any quantities as needed and finalize the order.



## **CREATING AN EVENT ORDER AUTOMATICALLY**

Automatically created orders are best used when placing larger orders and orders with individual text and data entry on specialty items, such as Memory Mates and Trading cards. The automatic method utilizes a small data file to specify which items get what text information and images you designate. ROES can automatically populate each package with the appropriate images and text while still allowing you to verify and review the final order before submitting for print.

Automatic event orders utilize a data set to organize your individual client orders into one large order. If you want orders to be individually packaged for delivery, it's necessary to submit a table of information that guides us in fulfilling the orders and packages properly.

Creating and ordering an event requires three basic steps.

1. Create and modify your package sets in ROES (see pages 5 & 6).
2. Create the data set that will be used for your order.
3. Link the images, packages and data to complete the order.

You have two different options available while creating your data set for your order. One option is to populate the required fields using the actual ROES application. ROES can create a blank/empty data set that you can then use to populate and create the order. The second and recommended method is to use a spreadsheet program. With this method you will enter the data into a spreadsheet while saving it as a .csv file for uploading to the ROES program. This is the quickest and easiest method.

The minimum required data involves four columns: 'CustID', 'IndivImage', 'GroupIMG' and 'Packages'. These four fields are the minimum amount of data required to fulfill an order whether you are using the .csv file example or using ROES to create the data.

**CustID** is the value we will use for individual packaging. This can be your clients name or a number. Any products in an order containing the same **CustID** will be packaged together in the windowed envelope.

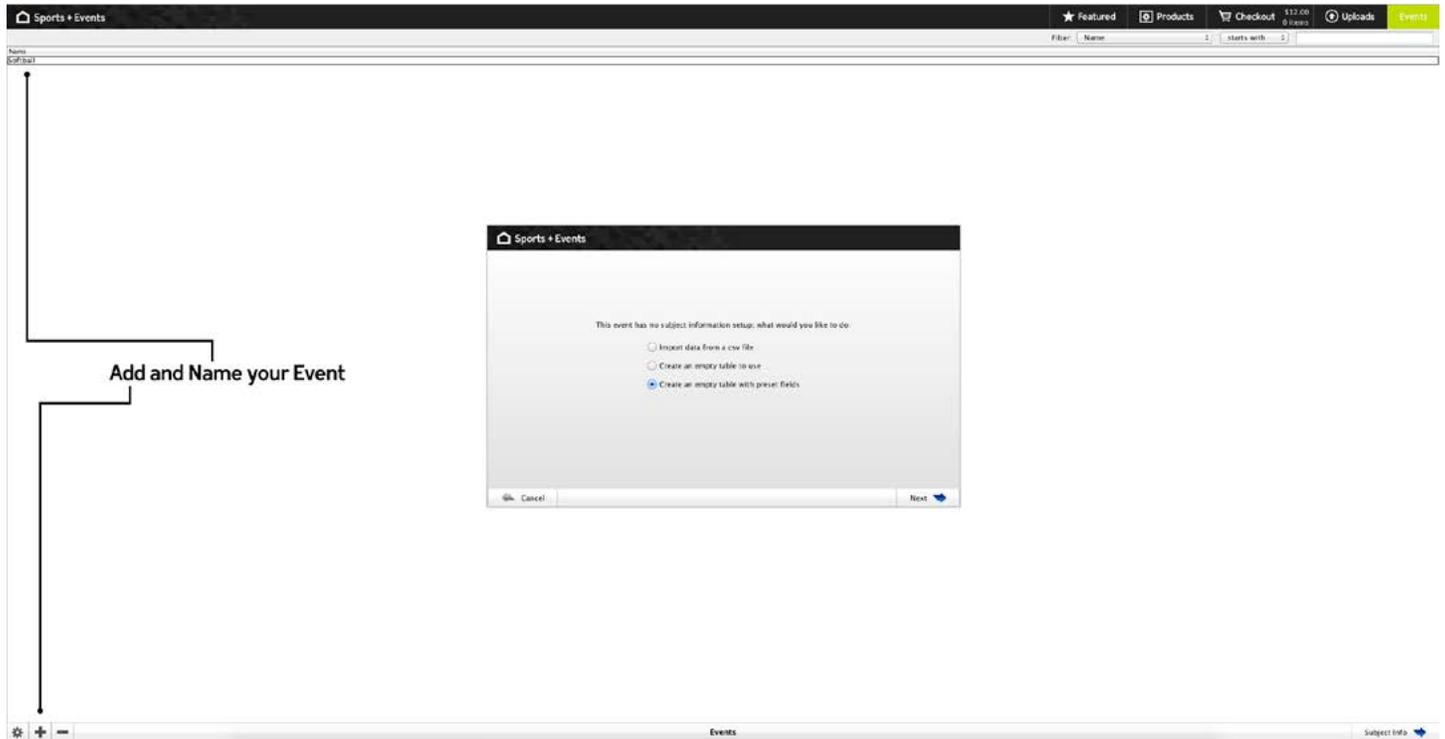
**IndivImage** and **GroupIMG** contain the file names for both the individual and group images.

**Packages** is where you will enter the data for the various packages and add ons that a client has ordered. The package names should correspond with the names of packages you have already created in your 'Favorites' in ROES.

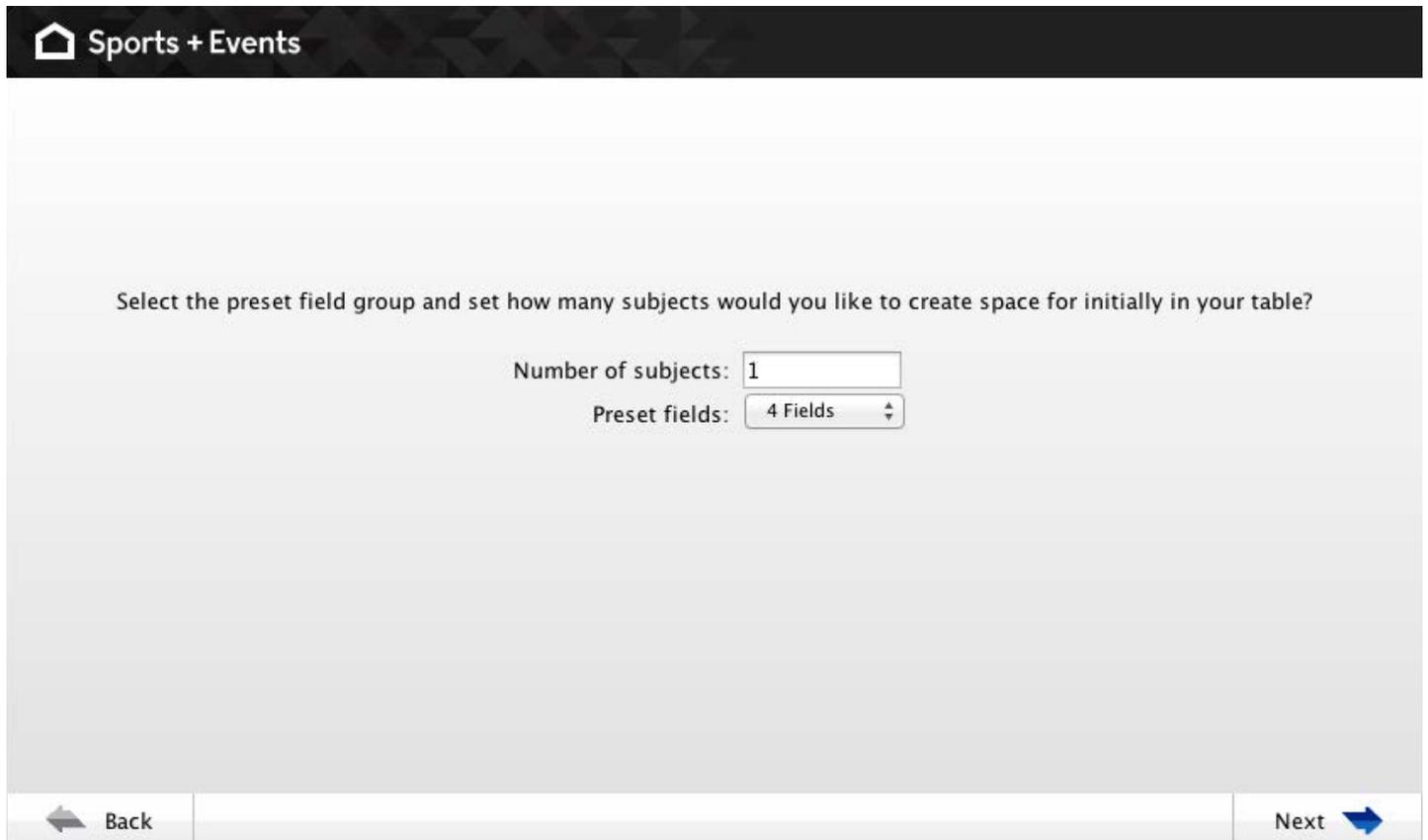
The sample .csv file, that we provide, is quite extensive and contains more columns of data than most users will need to take advantage of. The added columns are there so that someone who is using a great deal of variable data for items like trader cards, has adequate columns for inputting the data available for that product. If you are using the example file we provide, you will simply disregard any of the columns that you are not interested in.

Once you are set with your corresponding data you can create the actual event order in ROES. Start by clicking on the 'Events' tab located in the very top right bar of the ROES window. This screen will allow you to add a new event. Select the plus sign on the bottom left of ROES and name your event with something that makes sense to you. Next, select the 'Subject Info' arrow located in the bottom lower right of ROES. This will bring up a window that allows you to choose how your data will be associated with your event order. You will then select to import the .csv file you created or you can create the file using ROES by selecting 'create an empty table with preset fields'.

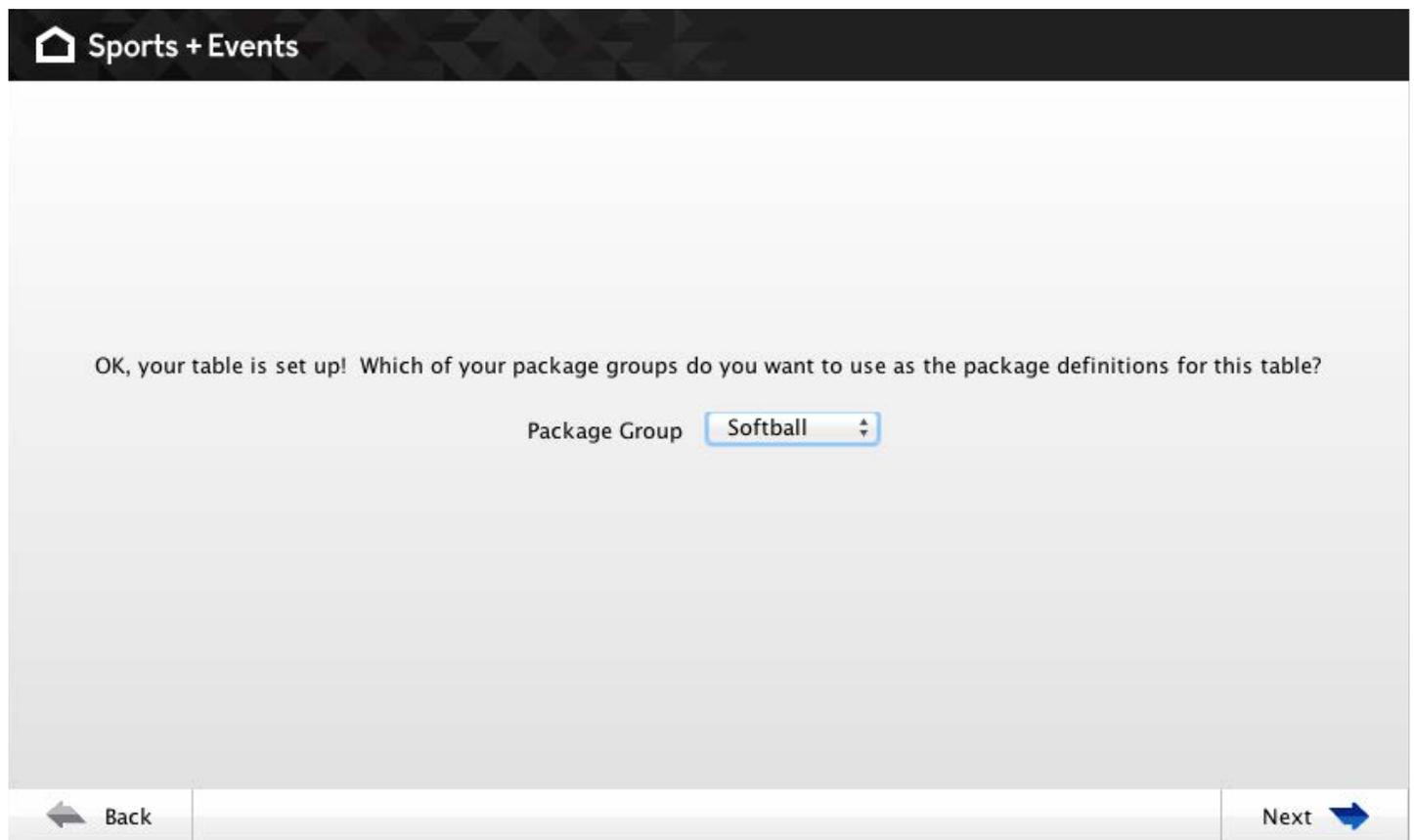
Below is an example walking through ROES while creating an event **without** a csv data file (not recommended). Select the bottom option, 'Create an empty table with preset fields'.



From the pull down, select '4 fields' and enter the number of subjects (client orders) that you'll have for this entire event.



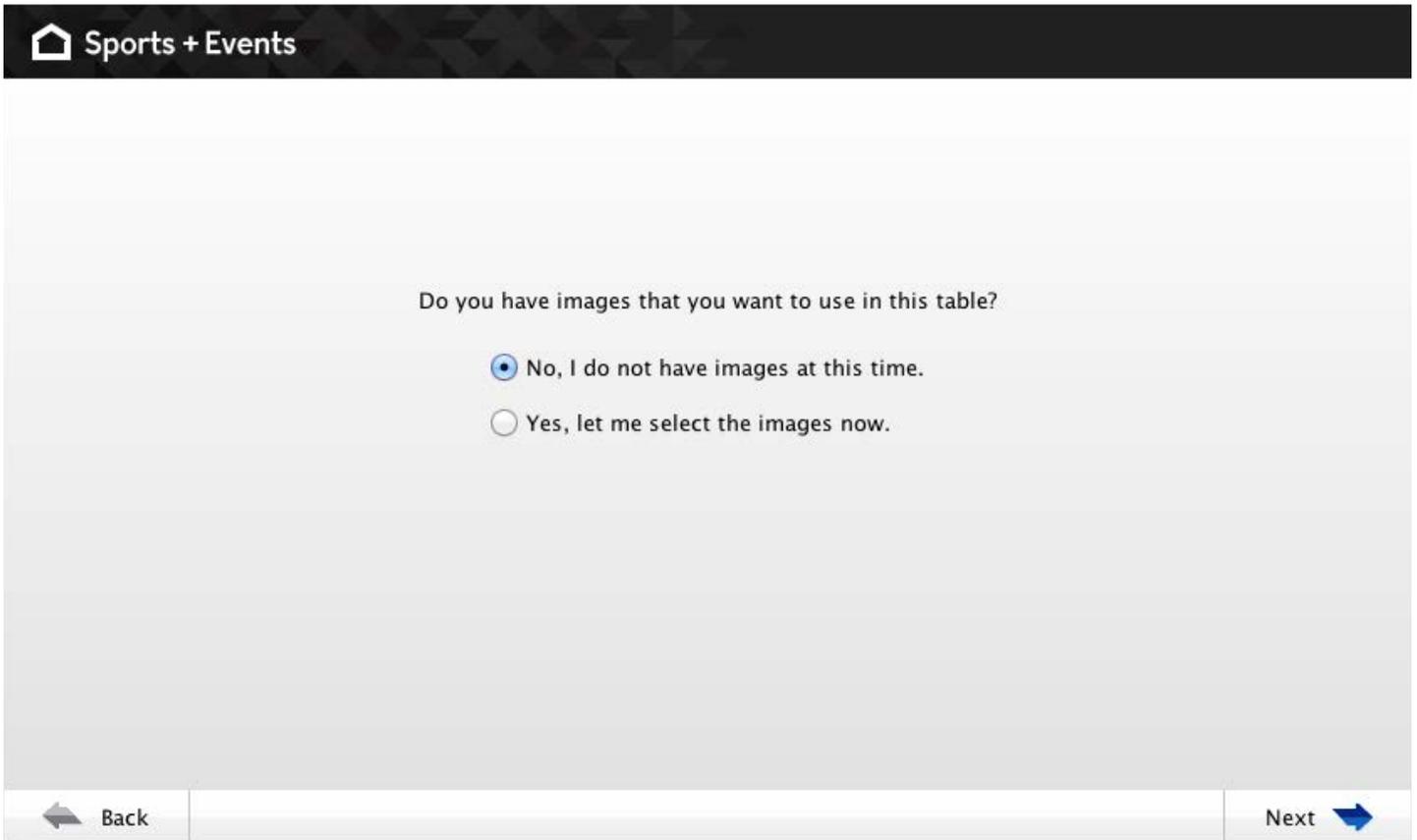
Next, select the package set you'll be using for this event from the drop down box.



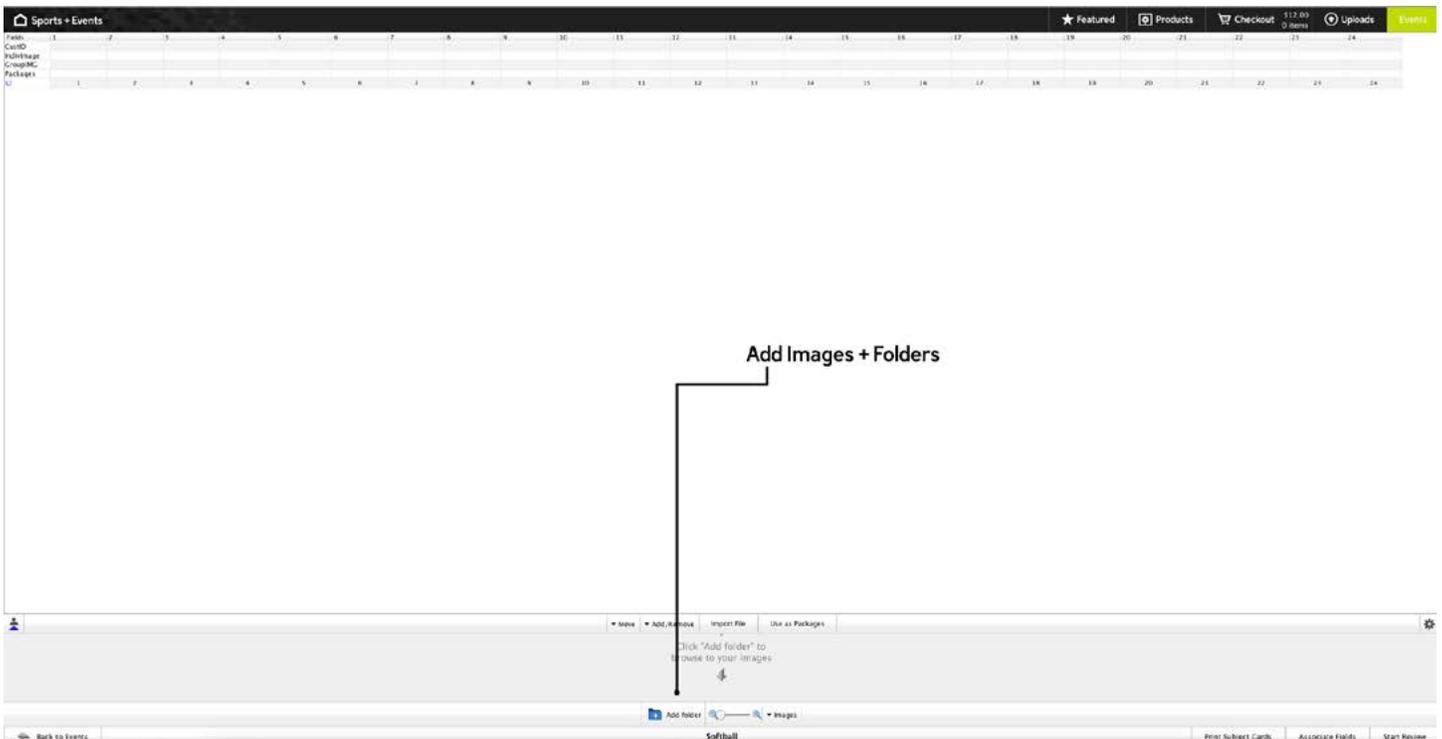
The screenshot shows a user interface for 'Sports + Events'. At the top, there is a dark header with a home icon and the text 'Sports + Events'. Below the header, the main content area is light gray and contains the text: 'OK, your table is set up! Which of your package groups do you want to use as the package definitions for this table?'. Underneath this text is a label 'Package Group' followed by a dropdown menu that currently displays 'Softball'. At the bottom of the screen, there are two navigation buttons: 'Back' with a left-pointing arrow and 'Next' with a right-pointing arrow.

Then, select your images. If your images are ready, select 'Yes' and browse to the folder on your computer containing the images. If the images are not ready but you want to continue to create your event, you can select 'No' and add them at a later time.

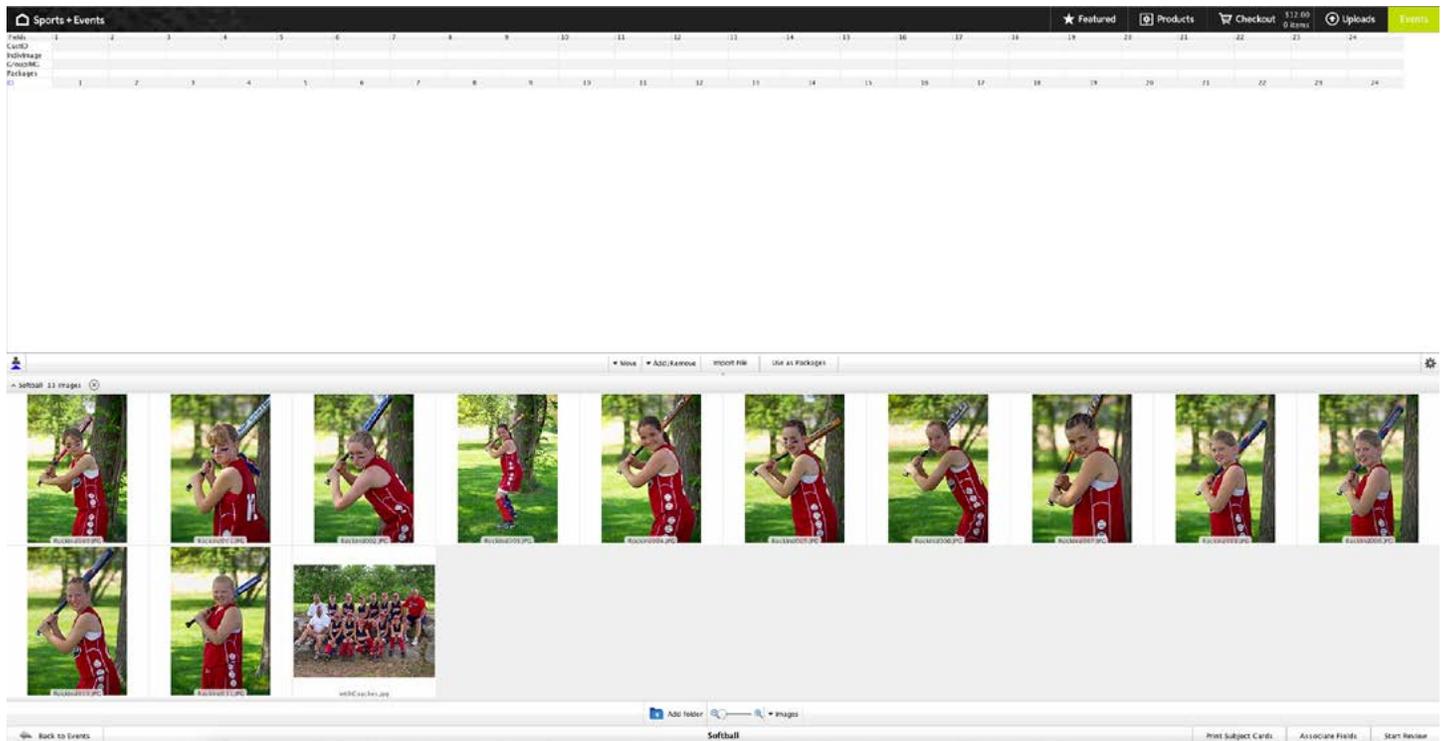
Selecting 'No' will bring up an empty spreadsheet with the four minimum headings requirements. You can now use the ROES interface to enter the 'Customer ID' and 'Package data' using the keyboard. Click on the field and enter the data. For entering the image data, you have two choices. You can either enter the file names into the appropriate fields or you can simply drag and drop the thumbnails into the appropriate selection to populate the fields.



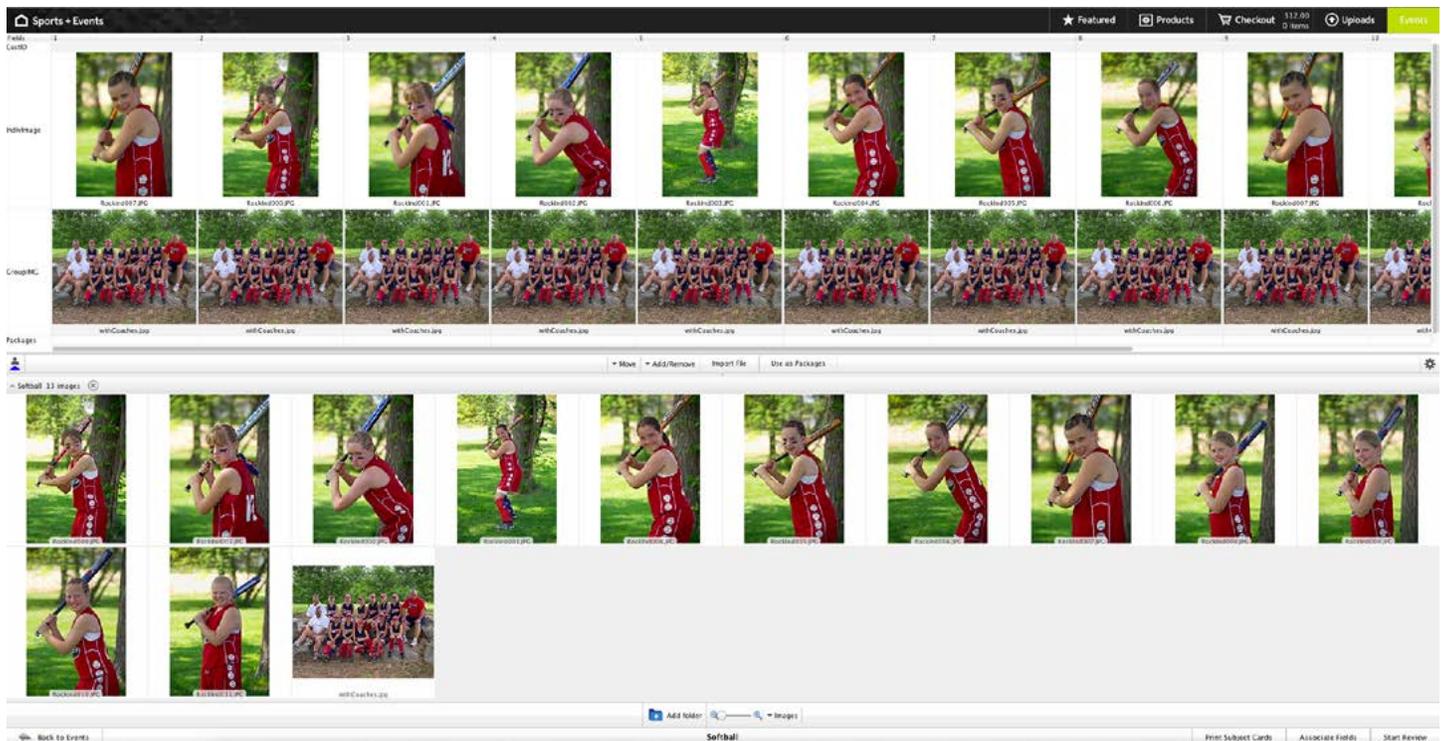
To browse for your images, click on the 'add folder' icon and navigate to the folder containing your images.



Once a folder is selected, the image thumbnails will populate into the lower part of the ROES window.



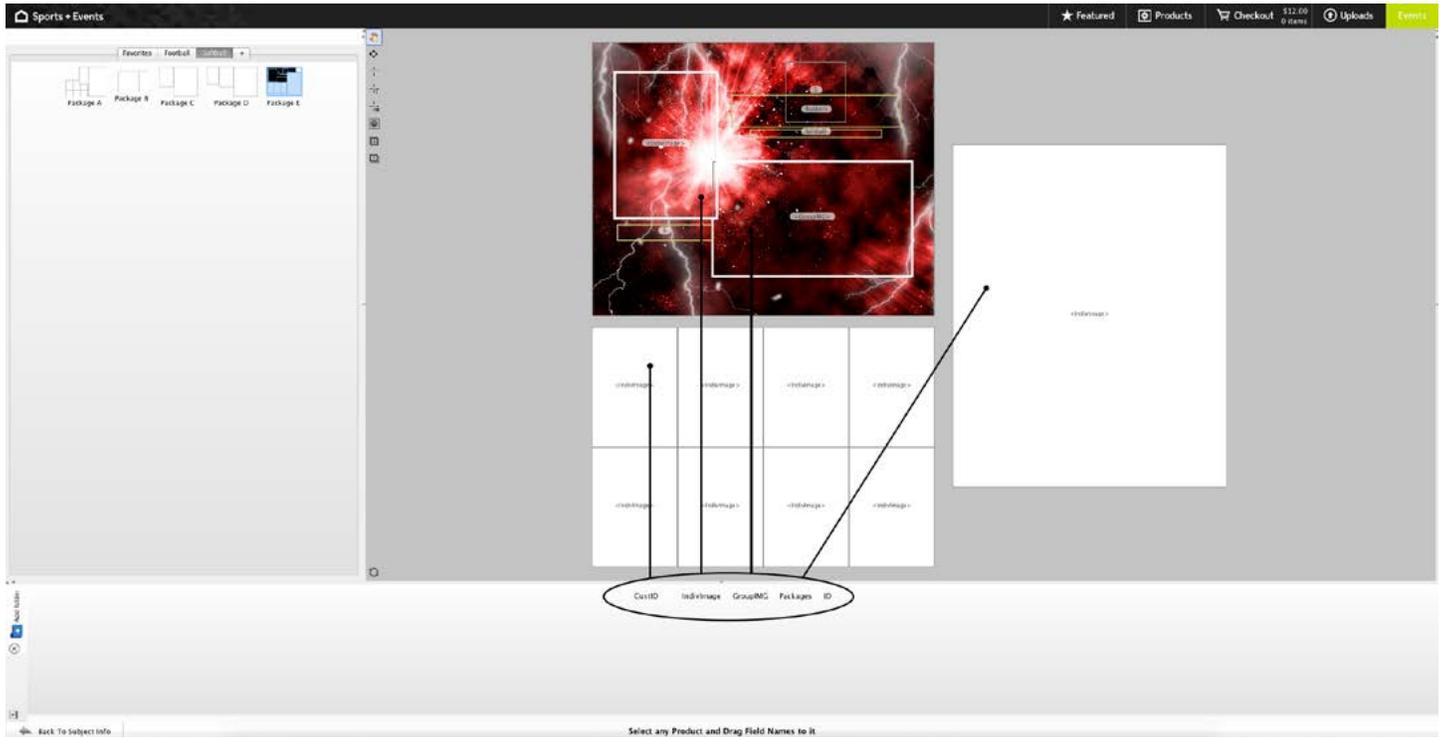
Once the thumbnails are displayed you can click and drag each image into the proper position in the spreadsheet.



Once your images are in the proper areas, you will need to tell ROES what image goes into which product or image node on a product. This is called field association. This only needs to be done the first time you use a package set. Once completed, field association is saved for any future orders. To field associate you will click on 'Associate Fields' tabs in the lower right corner of ROES.

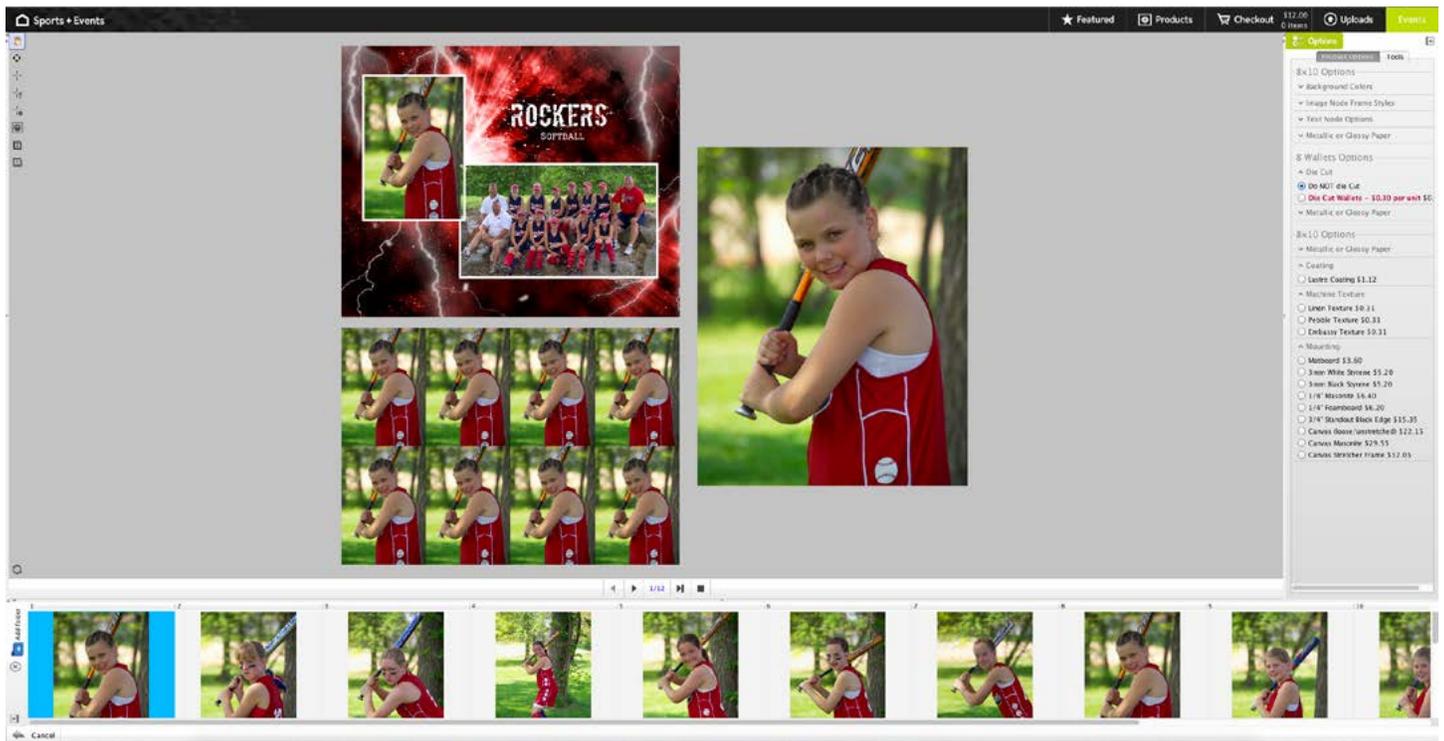
This will bring up a window that will walk you through each of the packages from your Favorites that you've chosen for the event. At the bottom of the window you'll see the four headings from the data set, 'CustID', 'IndivImage', 'GroupIMG', and 'Packages'. You will use these headings to determine what images goes where in the package.

In this simple example, we're only populating images, there is no text data to field associate. Locate the image headings (IndivImage and GroupIMG), click on 'IndivImage' and drag that label into each node that requires that image. In the case of wallet products, you only need to populate the node labeled 1, the others will copy automatically.



If you have names and other text data you wanted to auto populate on your products, you'd do the association the same way. Clicking and dragging the heading with the text data you wish to use on any product.

Once the first package is complete, continue with the remaining packages. Continue to walk through each package making sure you've assigned the appropriate image to each image node. Once you've associated the fields in all packages, you're ready to let ROES create the order. Click on the 'Back to Events' tab in the far lower left of ROES to load the order overview window. Click on the 'Review Order' button in the lower right corner.

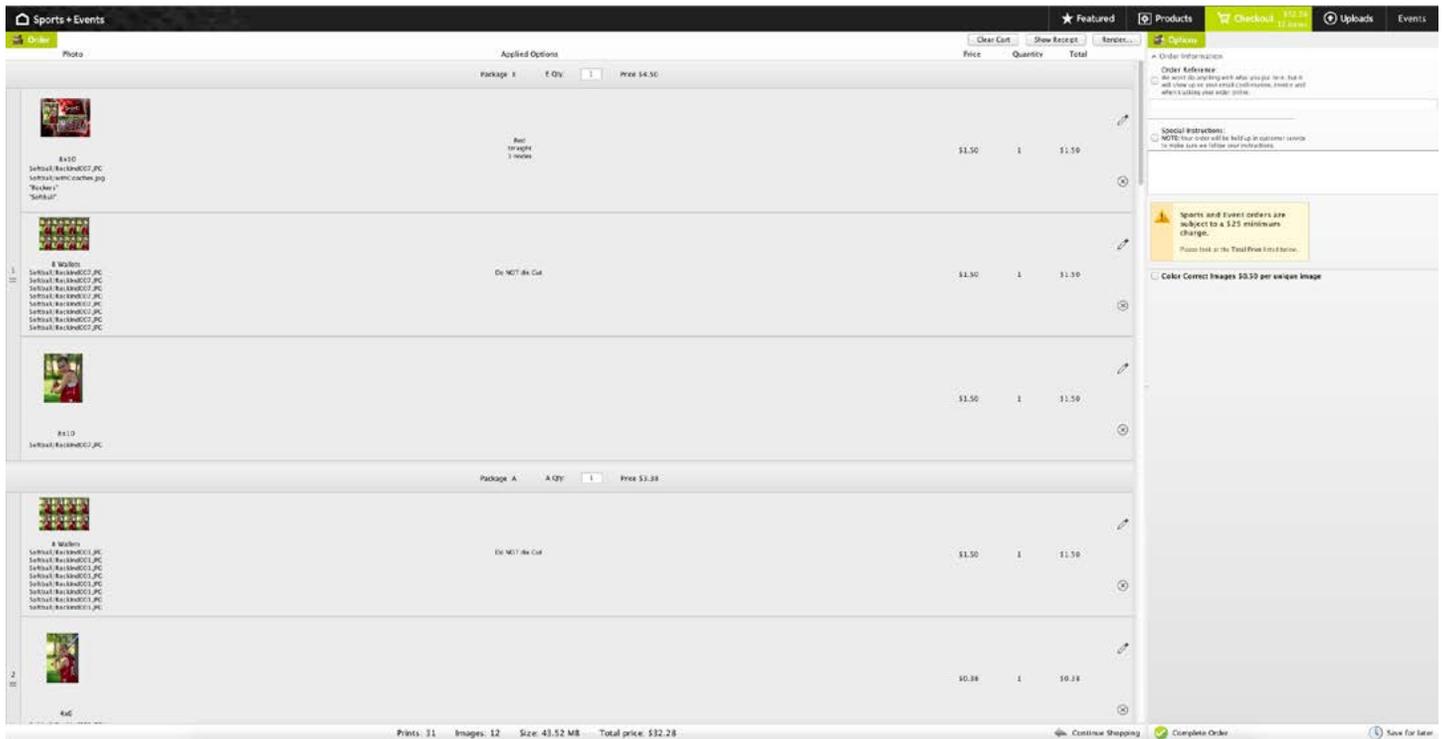


The first client's package will show in the workspace, each image node should be populated with the appropriate image. Verify that the image is correct and the crop is correct. At this point you can adjust the crop of any item if you'd like. Once the first package is complete you're ready to step to the next client's package.

You'll notice play buttons at the bottom of the workspace with options to step back, play (step forward), fast forward and stop. You can step through each package individually with the play button. However, if you use the fast forward button, ROES will step through the entire order automatically, populating each package and product as needed. ROES will stop each time it encounters a package for the first time. This allows you to verify crop, orientation and text entry. Once you've verified a package once, ROES will remember the crop/orientation changes you've made and automatically apply those same changes to that package every time it's ordered. It will stop whenever it encounters a package or product for the first time, so you can make any adjustments. Once you've addressed a product or package once, it will remember the adjustments and apply them automatically.

Once ROES has reached the end of an order it will ask you if you would like to add the items to the order. Answer yes, and each item will be added to the order and you'll be taken to the shopping cart.





The shopping cart is the last place you will verify the order contents and modify any individual items. If you want to change an option or crop, click on the 'Pencil' in the line item you are wanting to modify. The product will open up in the workspace and allow you to make any modifications necessary. You will want to save the final changes to the cart and continue reviewing the order. Once complete upload the order as usual by selecting 'Complete Order'.



'Pencil' tool – Allows you to make last minute changes to items in your shopping cart

# CREATE AN EVENT FROM A .CSV DATA FILE.

## CREATING A .CSV FILE

To automatically create an Event order, ROES uses a data files saved as .csv. A CSV is a comma separated values file, which allows data to be saved in a table structured format. CSV's look like a garden-variety spreadsheet but with a .csv extension. Traditionally they take the form of a text file containing information separated by commas.

The xls file that we distribute is the standard file. It contains 30 columns of data. You are not required to populate all 30 columns. Only populate the columns you wish to use for your Event. The minimum four columns are: CustID, IndivImage, GroupIMG and Package.

**CustID** is the value we will use for individual packaging. This can be your clients name or a number. Any products with the same **CustID** will be packaged together in our windowed envelope.

**IndivImage** and **GroupIMG** contain the file names for both the individual and group images.



This will bring up a browse dialog. Find the location where you saved the .csv file on your device and click on the event and select open. The data file you selected will open in a preview window as shown below.

**Sports + Events**

CSV File:  

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8
CustID	CustName	Email	Address	Address2	City	State	Zip
Betty Smith							
Betty Smith							

Separator:  Character   Tab

Quotes:  Fields Are Quoted With:   Hide embedded quotes

First Row Has Field Names

 Back Next 

Select the box 'First Row Has Field Names'. This will tell ROES that the first row of data in the file you created is not data for the order but labels instead. The Field Name row will turn gray, indicating its header data. When the row has turned grey, click Next button in the lower right.

**Sports + Events**

CSV File:  

CustID	CustName	Email	Address	Address2	City	State	Zip
Betty Smith	Betty Smith						
Betty Smith	Betty Smith						
Betty Smith	Betty Smith						

Separator:  Character   Tab

Quotes:  Fields Are Quoted With:   Hide embedded quotes

First Row Has Field Names

 Back Next 

From the pull down labeled 'Package Group', select the package set you wish to use for this event from the list of groups you've saved previously and click next.

**Sports + Events**

OK, your table is set up! Which of your package groups do you want to use as the package definitions for this table?

Package Group

 Back Next 

Select 'Yes, let me select the images now'. Click next and browse to the folder on your computer containing your image files. Click on one of the images and select open.

🏠 Sports + Events

Do you have images that you want to use in this table?

No, I do not have images at this time.

Yes, let me select the images now.

← Back
Next →

The event images will load into ROES, showing the data file at the top of the screen and image thumbnails at the bottom.

🏠 Sports + Events

★ Featured
📦 Products
🛒 Checkout 112.00
📁 Uploads 0 items
Events

Path	Betsy Smith	Rockers Softball	Rockers Softball	Devin	Devin	Devin	Devin	Devin				
CoachName												
Email												
Address												
Address2												
City												
State												
Zip												
PhotoImage	Rockind090.jpg	Rockind091.jpg	Rockind092.jpg	Rockind093.jpg	Rockind094.jpg	Rockind095.jpg	Rockind096.jpg	Rockind097.jpg	Rockind098.jpg	Rockind099.jpg	Rockind100.jpg	Rockind101.jpg
CoachName	whCoach01.jpg	whCoach02.jpg	whCoach03.jpg	whCoach04.jpg	whCoach05.jpg	whCoach06.jpg	whCoach07.jpg	whCoach08.jpg	whCoach09.jpg	whCoach10.jpg	whCoach11.jpg	whCoach12.jpg
Package	A-1	A-1	B-1	A-1C-1	B-1	C-1	A-1	B-1	B-1	C-1	A-1	B-1
Label												
Summary												
FirstName	Calita	Shelba	Wendy	Debbie	Debbie	Kathy	Ruby	Stephanie	Morgan	Morgan	Morgan	Leah
LastName	Stevens	Adair	McDonald	Jackson	Stora	Jefferson	Reeson	Cherisse	Blair	Carton	Grant	Huguenot
League	Softball	Softball	Softball	Softball	Softball	Softball	Softball	Softball	Softball	Softball	Softball	Softball
TeamName	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers	Rockers
CoachName	Smith	Smith	Smith	Smith	Smith	Smith	Smith	Smith	Smith	Smith	Smith	Smith
League	102	103	104	105	106	107	108	109	110	111	112	113
Package	1st Base	Coach	2nd Base	Outfield	1st Base	1st Base	Coach	1st Base	1st Base	1st Base	1st Base	Coach
Package	1	2	3	4	5	6	7	8	9	10	11	12
Package												
Grade	11	11	11	11	11	11	11	11	11	11	11	11
Age	14.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"	13.0"
Height	5'10"	5'7"	5'7"	5'7"	5'7"	5'10"	5'7"	5'11"	5'7"	5'8"	5'7"	5'6"
Weight	105	105	105	105	105	105	105	105	105	105	105	105
Year	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
Year												
Year												

📁 Softball 11 Images

🔍 Add folder 🔍 images

← Back to Events
Print Subject Cards
Associate Fields
Start Review

ROES will automatically associate and load the images into the event. Click on the row label that contains the **IndivImage**, the row will highlight blue. Next, click on the images pull down button located on the bottom of ROES and select match images from the pull down menu.

Events will automatically match image files to the proper columns

First select one of the rows that contains the file names

Then select 'Images' and from the pull down, select 'Match Images'

The **IndivImage** thumbnails will load into the appropriate fields. Next do the same for **GroupIMG** for it to populate. Next, you need to highlight the row that contains your package data (the packages that each person ordered). Packages can be entered in one of two formats. P-Q or P alone. These options are set up in the events settings pages. Click on the gear located on the bottom right corner of ROES, between the event data and image thumbnails.

Subject Information Settings

Format: P-Q

Separator:

Package Group: Softball

Cancel Settings OK

P-Q is the default method for package entry. P-Q is used to signify a Package ID followed by Quantity of that package with having multiple entries separated by a semicolon ;

Example: 1 – package A and 2 – package B's would be entered as: A-1;B-2

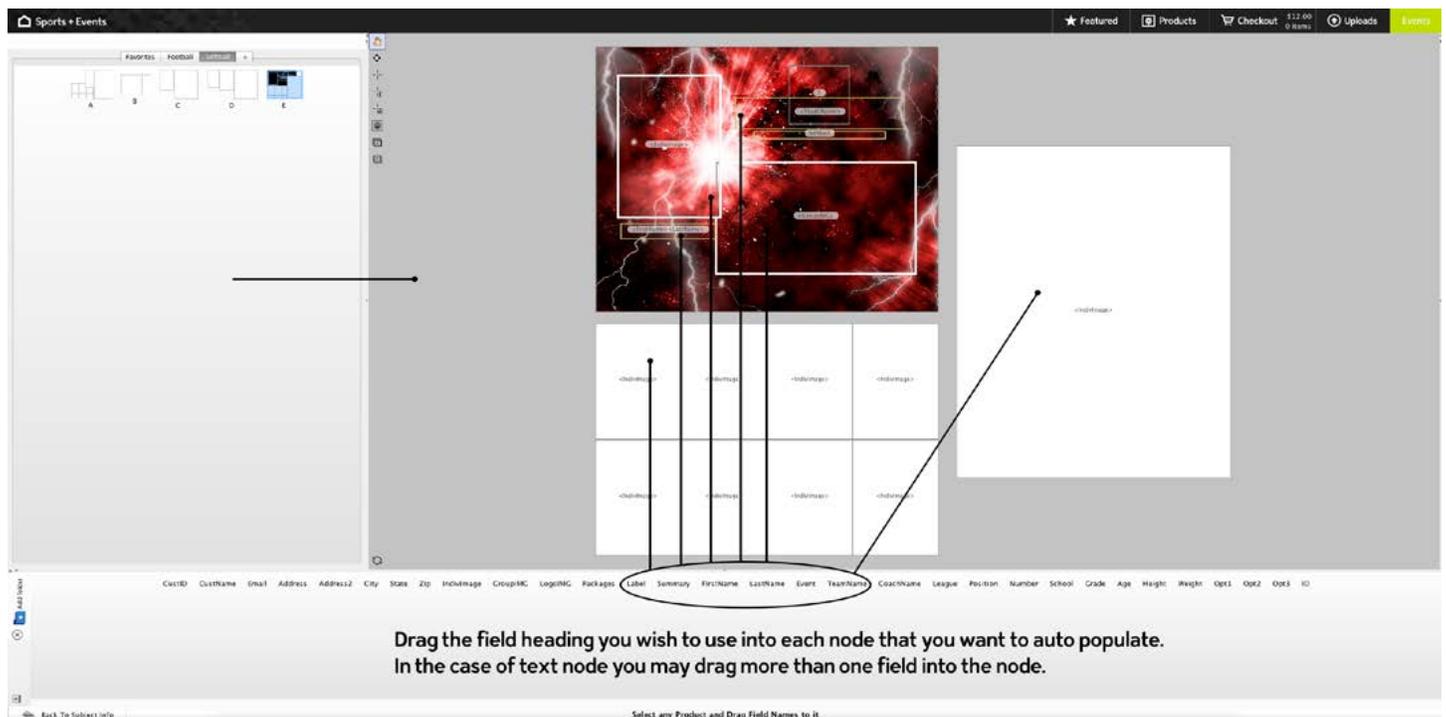
P only is used if you don't want to use a quantity. Multiple entries are separated by a semicolon ;

Example: 1 – package A and 2 – package B's would be entered as: A;B;B

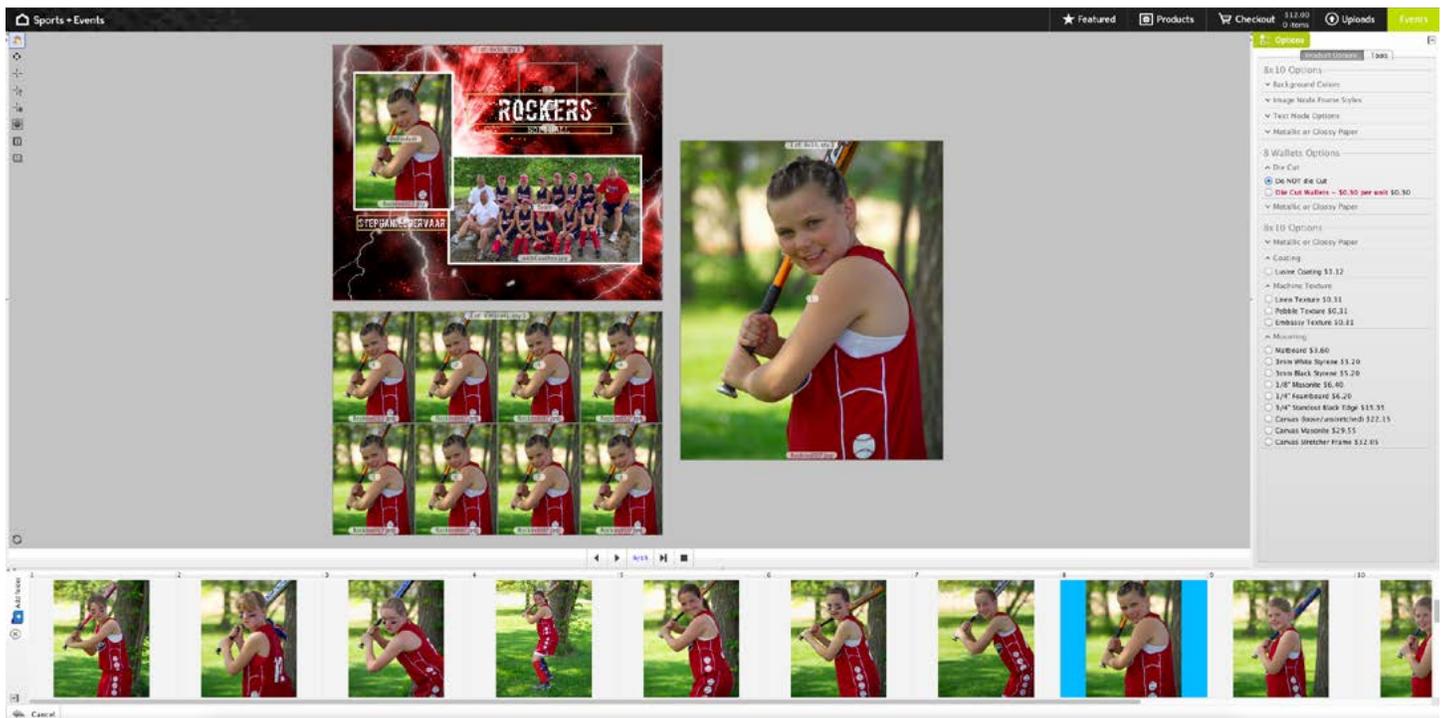
You must tell ROES which row of data contains your package information for that package. Click on the Package row, and then select 'Use As Packages'.

The Package row should turn Green if everything is loaded correctly. Red cells will indicate an invalid package or an error. Either you mistyped the package, in which case, you simply click on the cell and correct that data. If you didn't mistype anything, then you forgot to make the requested package. In this case you will want to cancel out of the event and create/save the requested package in your Favorites that you are trying to order. You can then go back into the event and verify that all the red cells have turned green. Once you have the images associated and the package data selected the next step is to field associate. Field association tells ROES what nodes in your products get what data or images. To do this you simply select the 'Associate Fields' button.

Field Association only has to be done the very first time you use a package set. Once field association is completed, that information is saved for any future order. When you click Associate Fields, the program will bring up the first package in your selected set. All image and text nodes are numbered. To tell the program what goes where, you simply click on the Field Label you wish to use and drag it into the appropriate node in the package. 'IndivImage' for example would go into any photo print ordered as well as individual image location on a memory mate. In the case of Wallet units, you only need to drag the label into the number 1 node, the other nodes will populate automatically when you create the order. Drag any heading into the appropriate text node to populate text data. You are not required to populate all the text nodes, just leave any blank nodes blank and no information will be used.



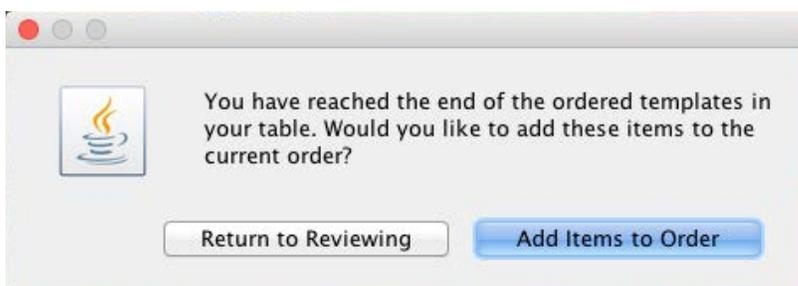
Once the first package is complete, continue with the remaining packages. Stepping through each package, making sure you've assigned the appropriate image to each image node. Once you've associated your fields you're ready to review the order. Click on the 'Back to Subject' info button on the lower left of ROES to load the order overview window. Select 'Start Review' in the lower right.



The first client's package will show in the workspace. Each image node should be populated with the appropriate image. Verify that the image is correct and the crop is correct. At this point you can adjust the crop of any item if you'd like. Once the first package is complete you're ready to step to the next client's package.

You'll notice play buttons at the bottom of the workspace with options to step back, play (step forward), fast forward and stop. You can step through each package individually with the play button. However, if you use the fast forward button, ROES will step through the entire order automatically, populating each package and product as needed. ROES will stop each time it encounters a package for the first time. This allows you to verify crop, orientation and text entry. Once you've verified a package once, ROES will remember the crop/orientation changes you've made and automatically apply those same changes to that package every time it's ordered. It will stop whenever it encounters a package or product for the first time, so you can make any adjustments. Once you've addressed a product or package once, it will remember the adjustments and apply them automatically.

Once ROES has reached the end of an order it will ask you if you would like to add the items to the order. Answer yes, and each item will be added to the order and you'll be taken to the shopping cart.



Once it's completed the order you select add items to the order. Each package will be added to the order and you'll be taken to the shopping cart.

Package	Item	Price	Quantity	Total
Package B	Bx10	\$1.50	1	\$1.50
	Bx10B	\$1.30	1	\$1.30
	Bx10C	\$1.50	1	\$1.50
Package A	Ax10	\$1.50	1	\$1.50
	Ax10B	\$10.98	1	\$10.98

Prints: 11 Images: 12 Size: 43.52 MB Total price: \$32.28

The shopping cart is the last place you will verify the order contents and modify any individual items. If you want to change an option or crop, click on the 'Pencil' in the line item you are wanting to modify. The product will open up in the workspace and allow you to make any modifications necessary. You will want to save the final changes to the cart and continue reviewing the order. Once complete upload the order as usual by selecting 'Complete Order'.



'Pencil' tool – Allows you to make last minute changes to items in your shopping cart