

## How to assign fields to packages in ROES Events

Welcome to Color Inc Pro Lab ROES and Events Tutorial

Today we will be looking at how to assign data fields to your packages.

By this time you should have built your packages in the favorites folder, created a job in events and started a project with a spreadsheet including field names. You do not need to have images at this time in order to assign field names to packages. See our other tutorials on building packages, creating jobs and starting a project with a spreadsheet.

To begin click on the events tab. This is the event home page, all jobs will be saved on this page. Select a job and then click "subject info" in the bottom right corner. This will take you to your job.

From here we will associate the appropriate fields with your image and text nodes. Click "associate fields" in the lower right corner. Now you should see the associate fields window. Switch to the favorites group you need to complete setting up. Select to the first package or item. A white canvas representing each package or product will appear in the center of the screen. Below the canvas you will see field names associated with your data sheet. Associate your field names to your packages by dragging and dropping the field name onto each product and text node. Be careful to only assign image fields to image field nodes and text fields to text field nodes. For example assigning a text field to an image node will result in a blank product since ROES will not find an image associated with that field. For memory mates or multi image packages remember to associate each node with the appropriate field.

The next product needs both image and text nodes associated. We want the individual image to print on the product and the First name, last name and team name to print next to the image. First lets drag and drop file name to associate the image. Then we will drop first name and last name to the first text node and team name to the second text node. We need to add a space between first name and last name so that it will print with a space at the lab. Click on the text and an editing box will appear. Here we will add the space between the first and last name. Once you have finished associating all fields your package group is ready for use. The field association will always be saved. Click on back to subject info in the bottom left corner to begin the next step of reviewing your order.

See the next tutorial How to review and submit your order.

