ROES Event to Create and Manage Jobs

Welcome to Color Inc Pro lab ROES and Events tutorial

Today we will be looking at how to create and manage jobs in ROES Events.

Click on the events tab, this is the events home page. Overtime this page will accumulate all of the jobs you have processed through events.

To create a new job click the plus sign in the lower left hand corner. A new row will be added called untitled. Double click on untitled and rename it appropriate to your job. The status column can be updated at any time and intending as a space for notes and record keeping. If you would like to rename a field simply double click and edit the text.

To delete a job, highlight a job and row and click the minus button in the bottom left corner. You can add and modify columns in the Event home page, use the gear symbol in the lower left corner and then it will appear with options for editing. There you can edit, remove or add an existing column. The initials column was added this way. Double clicking on any column heading will sort the column alphabetically.

You can always open previously created jobs by selecting the job name and then select subject info in the lower right corner. You are now ready to start processing your job.

Please see our tutorial video for importing data and images for the next step.