ROES Events - Matching Images and Identifying Packages

Welcome to Color Inc Pro Lab ROES Events tutorial

Today we will be looking at matching Images and Identifying Packages in ROES Events.

If you have not already done so, check out the tutorial on "Creating and managing jobs in ROES Events" and "How to build your spreadsheet in preparation for Events".

 First open a job you have created. Select the job and click subject info in the bottom left corner. This should open the job with your data file and images.

If you do not see the images on the bottom it is likely hidden. Click on the symbol in the lower left corner to reveal it. Click on the add images button, navigate to the location of your images, select an individual image and click open. Your images will appear in the lower portion of the screen.

Now Click on the field name of the row that has your filename, next click on the images button on the bottom of the screen and select match images, then choose use thumbnails from the pop up window. Your images will populate the cells in your spreadsheet. Repeat the steps for each image row. You can open additional image folders if your images are in multiple locations. To add an image folder click add images, navigate to the folder that contains your second set of images. Select an image and click open. Your images will be added in a secondary folder in the images section. You can match your images as you have done previously.

You can also highlight an individual cell and then drag and drop an image directly onto the cell. Or you can highlight an entire row by clicking on a field name. Then drag and drop an image to be used for an entire selection.

Now associate your packages row. Click on the field name on the the row that has your packages. Then click on use as packages in the center bottom of the screen. Click on another row to deselect the packages row. If the cells are green the package row is good to go. Any pink cells are incorrectly formatted. Common problems are discrepancies in the package name or formatting issues. The package name in your data must match exactly to the package name in your favorites. The format must be package name, hyphen, quantity. If there are multiple packages then use a semicolon to separate packages To double check the package group you selected click on the gear icon in the lower right corner. To view or edit the details of your package group, go

back to the create order tab. Once all of the cells in your package row are green you are ready to review your order.

Check out the tutorial video "Reviewing and submitting your order" for the last step.