ROES Events - How to start a project without a spreadsheet

Welcome to Color Inc Pro Lab ROES and Events tutorial.

Today we will be looking at how to start a project in Events without a spreadsheet and instead use the spreadsheet tool included with Events.

First navigate to Events and create a job by clicking on the plus symbol in the lower left hand corner of ROES. Double click on the newly created job row and rename the job appropriate to your project. With your new job selected, click Subject info in the lower right corner. In the first section select "Create an Empty Table to use" and click next. In this section type in the number of subjects you will using, I have 8 subjects and 8 fields. You will name your fields later in the setup and use field names that are relevant to your job, such as Filename/Image, Group photo, Package, First Name, Last Name, Teacher/Coach, Grade, School. The file name and package rows are required. You can always add more subjects and fields later if you forgot any. Select next then choose the package group you will use for this project and select next. If you haven't built packages yet then check out the tutorial on how to build favorites and packages. Select Yes to navigate to your folder of images and select next. Browse to the folder that contains your images, select an individual image and click open. Now you will see your images and an empty data sheet on one page. Your images will appear in alphabetical or sequential order. If you click on add or remove you can select add column if you forgot a subject or add row if you forgot a field.

Now let's name the field names. Double click on a field and give it a name appropriate for each field. Continue until all fields are named.

For the filename/Image field find the appropriate image for that field and drag the image to the column for that subject. Start entering your subject information. Hit enter after entering the information and the cursor will move to the next field for the subject. Continue to do this for the rest of your subjects.

A quick method to populate the Filename/Image field row is to click on the Images button on the bottom of the page and select add images.This will add all of your images to this field row of your data. This will create a record for every image in your images folder including any group images. You can then enter the your subject information. This method will also create a column for the group image, which you can delete by clicking

on the image in the data field then in the middle of the page click "Add/Remove" and in the drop down menu select delete column.

For the group image you can drag and drop individually for each column or if it will be the same group image for the entire job, then select the group image row, Then grab the group photo and drag to this row.

On the package row make sure you type in the package name exactly as it appears in your package group followed by a hyphen and the quantity for that package. In this case I will type A and a hyphen and a quantity of 1. If more than one package is ordered for a subject, type in the quantity in the same fashion followed by a semi-colon and then the package and quantity for the subsequent package.

Continue typing in the rest of your data and matching the images to the appropriate data. Your data will be saved continuously and you can always come back to your project later to make changes and finish.

Once all data is entered you need to associate your packages field in Events. Click on the packages field name to highlight the entire row for packages. Click on the use as packages button. All correctly typed fields will be highlighted in green and anything incorrect or empty will be pink. If you see a pink field, double check that your information is in the correct format and that there is a package by that name in your favorites group. Check out the tutorial video "Assigning fields to packages" for the next step and then Reviewing and finalizing your order to submit for printing.

Filename/Image	Group	Package	First Name	Last Name	Teacher/Coach	Grade	Team
			Michelle	E	Kasberger	12	Color Inc
			Shelly	G	Kasberger	12	Color Inc
			Ashley	P	Kasberger	12	Color Inc
			Alex	P	Kasberger	12	Color Inc
			Robert	K	Kasberger	12	Color Inc
			Josh	F	Kasberger	12	Color Inc
			Erich	H	Kasberger	12	Color Inc
			Sara	L	Kasberger	12	Color Inc