Quick Start Guide *for ProFilmet ROES*

Pro Filmet ROES is a full featured version of the industry standard Remote Order Entry Software. It allows you to create orders, choosing from Filmet's complete selection of products and services, and submit them online.

Use our exclusive free templates, bring your own, or use the program's Designer Tool set to customize the products within Pro Filmet ROES.

Download & Login

Download the program at **http://www.profilmet.com/software/index.html**. Choose the link for your operating system and follow any installation instructions.

Contact Filmet's Customer Service Department at **724-275-1700** to get an **account code** before you order.

The **Login area** features are inactive until you enter your Account Code in the ***My Account*** text box and click the ***Login*** button. You will enter your name and email when completing your first order. Notice that ***Preferences*** and ***Diagnostic Tools*** are also in this panel. We suggest choosing only "Show Prices", "Close catalog pane after wizard", and "Wrap Tabs in Products" (Windows only).

The ***Navigational Buttons*** at the top of the window are always available to move from one area in ROES to another. They also show the current price total and number of items in your cart.

The ***Splash Screen*** to the left has image and text navigation links that take you directly to the products. This is also a place for new product announcements and promotions.

The Workspace

There are three palettes and the main product space. The ***Sizes Palette*** is always on the left. Use the dropdown menu at the top to change product ***Catalogs*** before starting your order. All items in an order must be from one catalog only. Use the tab hierarchy to find your desired product groups.

Use the ***magnifying glass*** to search for products by name. Click on the listing in the results to go to that product.
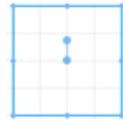

The location of the ***Options*** and ***Images palettes*** can be changed by clicking the arrow icons. The ***Options Palette*** can be positioned on the left or right, while the ***Images*** can be at the bottom or at the right.

Having the ***Images Palette*** on the right can make it easier to work with large amounts of images, since there is a slider for the thumbnail size and you can see multiple images per row. The ***Images Palette*** also allows you to load multiple image folders at the same time and open or hide them for viewing using the triangle arrow to the left of the folder name. Use the right-click context menu for other options when working with images.

Designer Tools

Designer Tools are always available in the upper left corner of the product area. Nodes that are **Designer Tool** enabled have a blue dot and rotation arm in the center of the node, and a blue dot in the center of each side. They can be edited with the tools. Nodes that are not enabled will have orange dots. When nodes with orange dots are selected, the Designer Tools will be unavailable and gray.

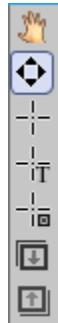**Hover over any tool** to find out what it does.

Image Tool crops or repositions an image inside a node.

Edit Tool moves, resizes or rotates nodes.

Draw Tool creates new image nodes.

Draw Text Tool creates new text nodes.

Draw Checkbox Tool is used only for camera cards in the EVENTS module.

Layer Down moves the selected node down in the layer sequence.

Layer Up moves the selected node up in the layer sequence.

Image Node Alignment tools are in the context menu. Select multiple nodes, right-click and choose ARRANGE. You can align edges, and center or distribute vertically or horizontally.

Node Tools for a selected image or text node will appear on the **Options Palette, under the Tools Tab**. There are expandable options for each node.

> **Image Node Tools** include **masks, tints, fill, stroke, shadow, and opacity.**
>
> **Text Node Tools** allow you to **change your text, font,** and **text color, add fill or stroke** to the text box, and **add a drop shadow** to the text.
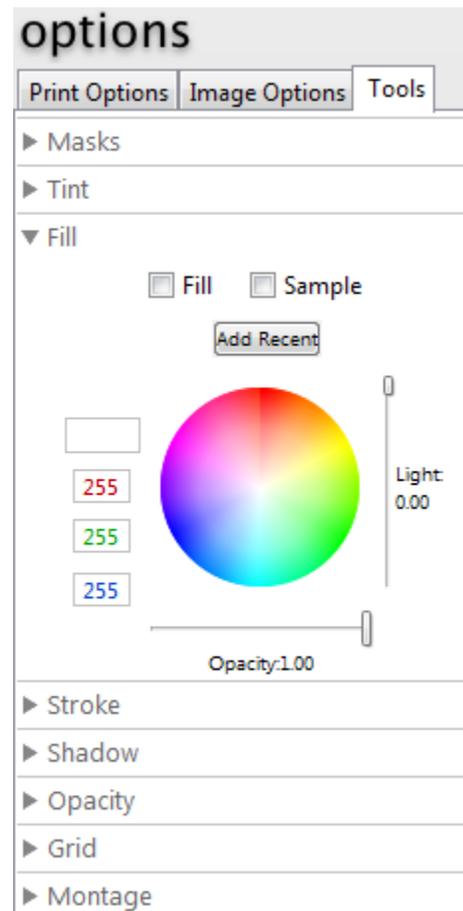> When you change the font with the **Text Node Tools**, you have access to all the fonts on your computer. This allows you to position and size text precisely. The software processes the text as masks. Since the text is not reprocessed at printing, the formatting will not change.

These options can be applied to multiple selected nodes at the same time. Hold the shift key while selecting multiple nodes.

The **Tools Tab** also includes the Grid and Montage layout tools.

> The **Grid Tool** sets a grid on the workspace for designing. Grid size can be changed.
> The **Montage Tool** creates a custom montage based on the various layout options available.

Cropping

Cropping Tools are embedded in the image nodes and enable **rotation, cropping, force to fit,** and **locking the image.**

General Ordering Options

Click the checkbox icon in the lower right corner of the workspace. Choose from **Hold Crop, Hold Options, Hold Quantity, Hold Images,** and **Auto Rotate**.
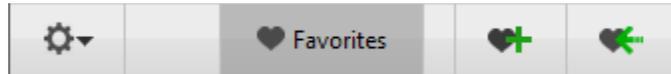
Favorites and Packages

Favorites hold anything you save including packages, templates you create, or unchanged products. To create a **Package**, click on the **Packages Icon** in the lower left of the workspace. The icon will then be darker and the **slider to resize the work area** and the **span or copy buttons** will appear. Select a product to start the package. Then click, hold, and drag additional products from the sizes palette into the main workspace. Any product can be added to a package, including those with multiple nodes and text nodes. The **Link Icon** on image nodes can be toggled to blue or gray. Blue links are joined and copy the same image and crop.

Toggle the **Favorites Button** at the bottom of the Sizes Palette at any time to switch between Favorites and the Product Catalog. **Create your own Favorites tab** by using the + sign in the tabs.

When you are ready to **Save,** click the **Add Favorite** Button (heart with a plus sign)**,** type the name of your **Favorite,** and hit Enter. You will see **"Saved!"** in the box and your new Favorite will be available in the tab you selected. If you change a favorite or package, use the **Save Changes** button (heart with an arrow) to update it.

Ordering and Sending Your Order

Click **Add to Order** to order an item. You can **View your Cart** and **Continue Shopping** at any time. Each item or package in the cart has a row. Review the items and options that you selected. Click the **Pencil Icon** to **Edit** and the item will open in the work space so you can make changes. The Add to Order button will be replaced with a **Save** Button. Be sure to **Save** your edits before you return to the Cart. Use the X icon to remove an item.

From the cart, you can **Continue Shopping, Check Out,** or **Save for Later**.

Save for Later allows you to name the order. Type the name and hit enter. You will see **"Saved!"** in the box. You can find the order in the **Saved Carts** section of the **Uploads Window** where it can be reopened. It is a good practice to save current orders. **Always save an incomplete order. Do not rely on the program's AutoSave feature.**

Check Out leads you through **Shipping Options,** including **Drops Ships.** Then you can **Send Now via the Internet, Save for Sending Later** or for **Save to Disk for Alternate delivery**.

The **Uploads Window** organizes your Orders. It is divided between **Saved Carts**, **Uploads** and **Scheduling**. **Uploads** shows sent orders, and orders waiting to be sent. If you need to reopen a sent order, holding the Alt key will make that button active. Be careful not to send duplicate orders. The right panel allows you to schedule orders to be sent or removed. We suggest using "**Always Keep**" and manually removing orders that you know are no longer relevant.

If you have any questions, contact Filmet's Customer Service Department at 724-275-1700.