



**Pro Filmet ROES** is a full featured version of the industry standard Remote Order Entry Software that allows you to create orders and submit them online.

Choose from Filmet's complete selection of products and services, including our exclusive free templates, and use the Designer Tools to customize and create.

### Download & Login

**Download Pro Filmet ROES** at [profilmet.com/software/](http://profilmet.com/software/).

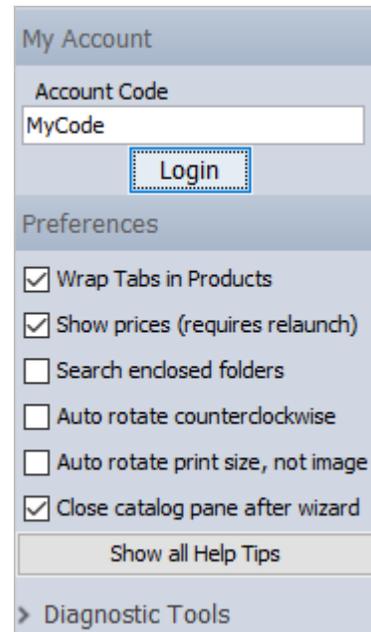
Choose the link for your operating system and follow any installation instructions.

Contact Filmet's Customer Service Department at **724-275-1700** to get an **Account Code** before ordering.

Pro Filmet ROES is inactive until you enter your **Account Code** in the **My Account** text box and click the **Login** button. 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 order total and number of items in your cart.

The **Start screen** 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 workspace. 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 the same catalog. Explore the tabs or use the Quick Links on the Start screen to find product groups.

sizes		
Standard Catalog		
image block		<input checked="" type="checkbox"/> This Catalog
Product	Price	Catalog
Image Block 11x14	\$30.75	Standard Catalog
Image Block 12x12	\$31.85	Standard Catalog

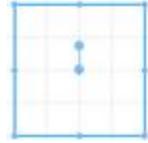
Use the **Magnifying Glass** to search for products by name and click on the listing in the results.

The locations 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 Palette** can be at the bottom or at the right. It may be easier to work with large quantities of images with the Images Palette on the right. You will see multiple images per row and there is a slider to change the thumbnail size.

In either position, the **Images Palette** allows you to load multiple image folders. We recommend using the X on the folder name bar to close image folders that are not in use in your current order. Use the right-click context menu on an image for other image related tasks.

## Designer Tools

**Designer Tools** are in the upper left corner of the product area. With the Edit Tool selected, image and text boxes that are Designer Tool enabled will have a blue dot and rotation arm in the center of the box, and a blue dot in the center of each side. They can be edited with the tools. Boxes that are not enabled will have orange dots.



**Image Tool** crops or repositions an image

**Edit Tool** moves, resizes or rotates image and text boxes

**Draw Tool** creates new image boxes

**Draw Text Tool** creates new text boxes

**Draw Checkbox Tool** is used only for camera cards in the Events module

**Layer Down** moves the selected box down in the layer sequence

**Layer Up** moves the selected box up in the layer sequence

Additional options for a selected image or text box will appear on the **Options Palette**, under the **Tools Tab**. Click the arrow to expand the option.

**Tools for images** include **masks, tints, fill color, stroke, shadow, and opacity**. Use your own mask by choosing the second option to browse to your file. Check the checkbox for Fill, Stroke and Shadow to make them active. Use Sample to select a color from your image. Click Add Recent to keep a swatch of a color for easy access.

**Tools for text** allow you to **type your text** in the textbox, choose the **font**, and change the **text color**. You can also add a **drop shadow** to the text or add a fill color or stroke to the text box.

When you change the font using the Tools tab, you have access to all the fonts on your computer. The program processes your text as an image, positioning and sizing it precisely.

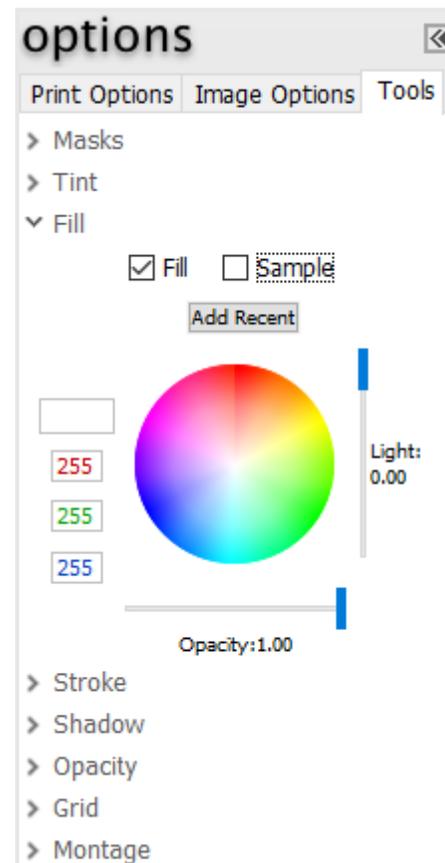
Most options can be applied to multiple image or text boxes at the same time. Hold the shift key to select multiple boxes.

The **Grid Tool** displays a grid on the workspace for designing. The size of the grid spacing can be changed. Check the Snap box to take advantage of easy guides for creating your own layouts.

The **Montage Tool** creates a montage of image boxes based on the various layout options available.

## Cropping

**Cropping Tools** are embedded in the image boxes and enable **cropping, rotation, force to fit, and locking the image**. Image cropping and rotation can also be done using your mouse's scroll wheel.



## Other 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** can be used to save packages, templates you create, or unchanged items.

Toggle the **Favorites Button** at the bottom of the Sizes Palette to switch between your Favorites and the Product Catalog. Create your own **group tab** in Favorites by using the + sign in the tabs. The cog wheel has choices for renaming or deleting group tabs and favorites or duplicating a group tab.



To save a favorite, select the product you want to have in Favorites and make any changes to it. Click the **Add Favorite** Button (heart with a plus sign), type the name of your Favorite, and press 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.

 To create a **Package**, click on the **Packages Icon** in the lower left of the workspace. The icon displays darker, a slider to resize the work area appears. Select a product to start the package. To add other items to the package, drag each one from the Sizes palette into the main workspace until the package is complete. Use the blue Move icon on each item to position the item within the package. Any product can be added to a package, including those with multiple image and text boxes. The **Link Icon** on image boxes can be toggled to blue or gray. Boxes with blue links will use the same image and crop. Only one image can be linked in a package, but other images can be added to image boxes that are not linked. 

## Ordering and Sending Your Order

 Click **Add Item** to place an item in your cart. Click the **Pencil Icon** to open the item in the workspace and make changes. Be sure to **Save** your changes before you return to the Cart. The **X** will remove an item from your order.

 Review your items, options and quantities in the cart, before you place your order. From the cart, you can **Continue Shopping, Check Out, or Save for Later.**

Use **Save for Later** to name and save the current cart so you can reopen it in the future, or to keep incremental saves to secure your work. Type a name for your cart and press enter. It will display "**Saved!**" in the box. You can find it in the **Saved Carts** section of the **Uploads Window**. Save your current cart often while creating an order, as part of your regular workflow.

**Always save an incomplete order! Do not rely on the AutoSave feature to save partial orders.**

**Check Out** prompts you to enter your account information, **Shipping** choices, and **promocodes**. Then you can **Send Now via the Internet**.

The **Uploads Window** is divided between **Uploads, Saved Carts** and **Scheduling**. Uploads shows orders that have been sent and orders waiting to be sent. If you need to view the items in an order that has been sent, click **View/Print Order Report**.

The right panel allows you to schedule orders to be sent or removed from the list. We suggest using "**Always Keep**" and manually removing orders that you know are no longer needed.

**If you have any questions, call Filmet's customer service staff at 724-275-1700.**