

# Packager Tutorial

**2007**



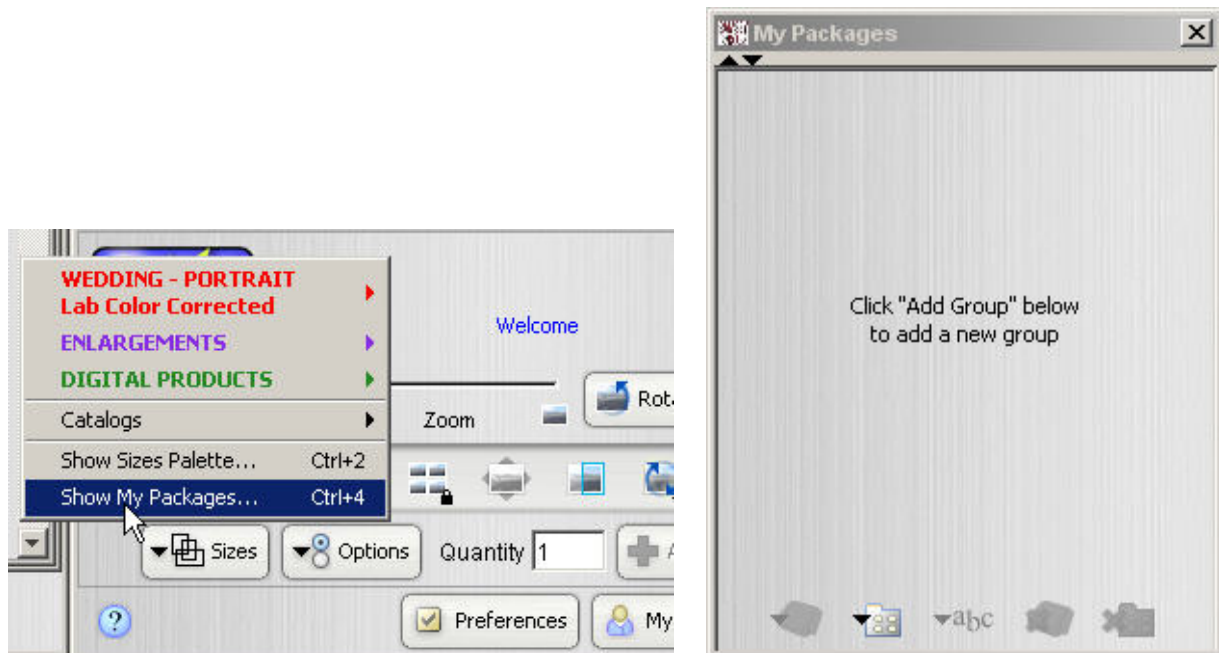
## Packager Tool Tutorial

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## Packager Tool

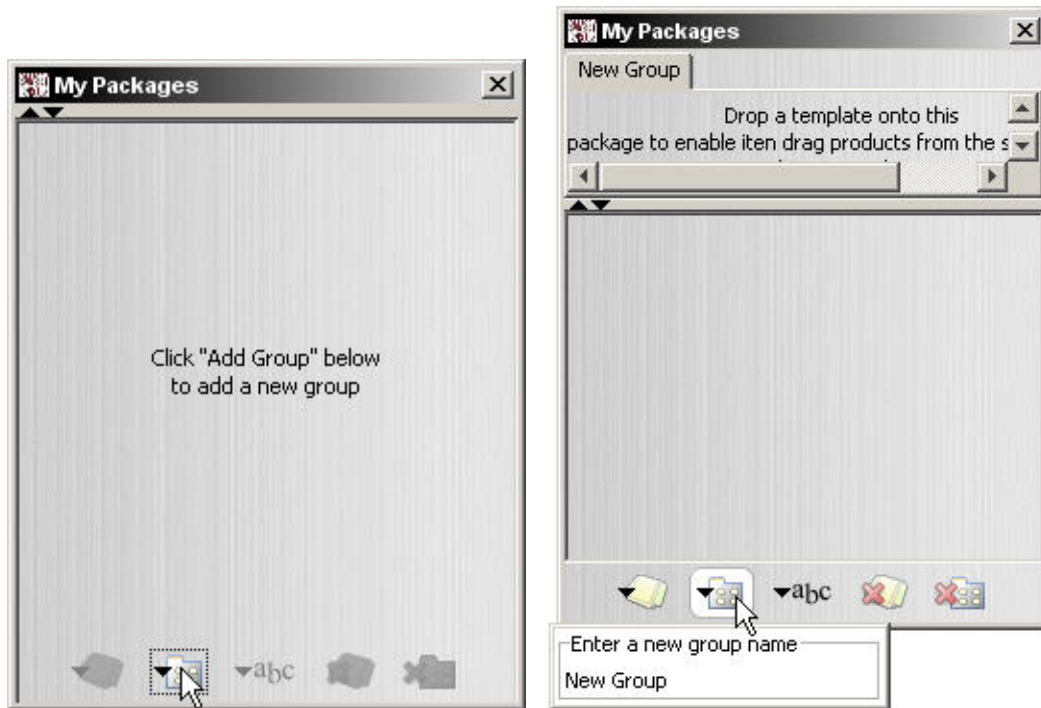
School pictures, sporting events, dances or proms – all can be a true headache when it is time to place your order. In most cases, you have a limited number of packages and options from which your subject can choose. That information can now, thanks to the Packager Tool, be set up ahead of time and saved in your system. What a timesaver this will be when you can use the simple ‘drag & drop’ or double click feature to fill the entire package with an image! We are pleased to offer you another valuable addition to the Image ROES program. We’re sure you will agree that this is truly an asset.

### Accessing the Packager Tool



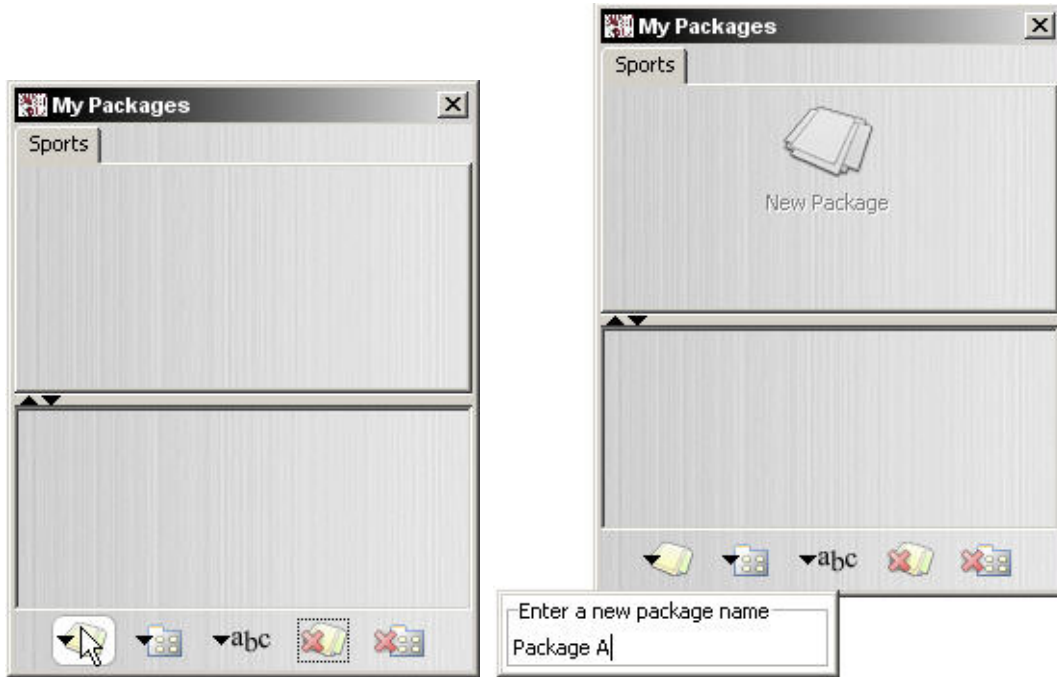
To enable the **Packager Tool**, click on the **Sizes** button below the product window, and then click on *Show My Packages* or press Ctrl+4 on your keyboard. A new window, **My Packages**, will pop up. This will be empty only until you have created a group of packages. Use the black arrows to increase or decrease window sections as needed.

## Creating Groups

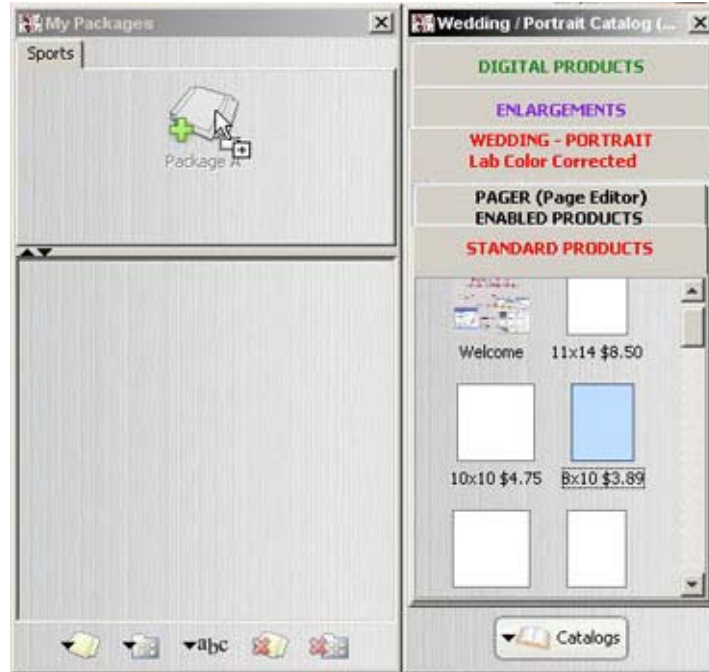


To begin, as instructed in the window, click on the **Add Group** button at the bottom. (While all of the buttons will be described when highlighted, this folder is the only one you can select at this time.) You will be prompted to *Enter a new group name* before proceeding. Select a name that specifically defines this group of packages; for example, the name of the school or team, then press **Enter** on your keyboard. This group name now appears as a tab at the top of the window.

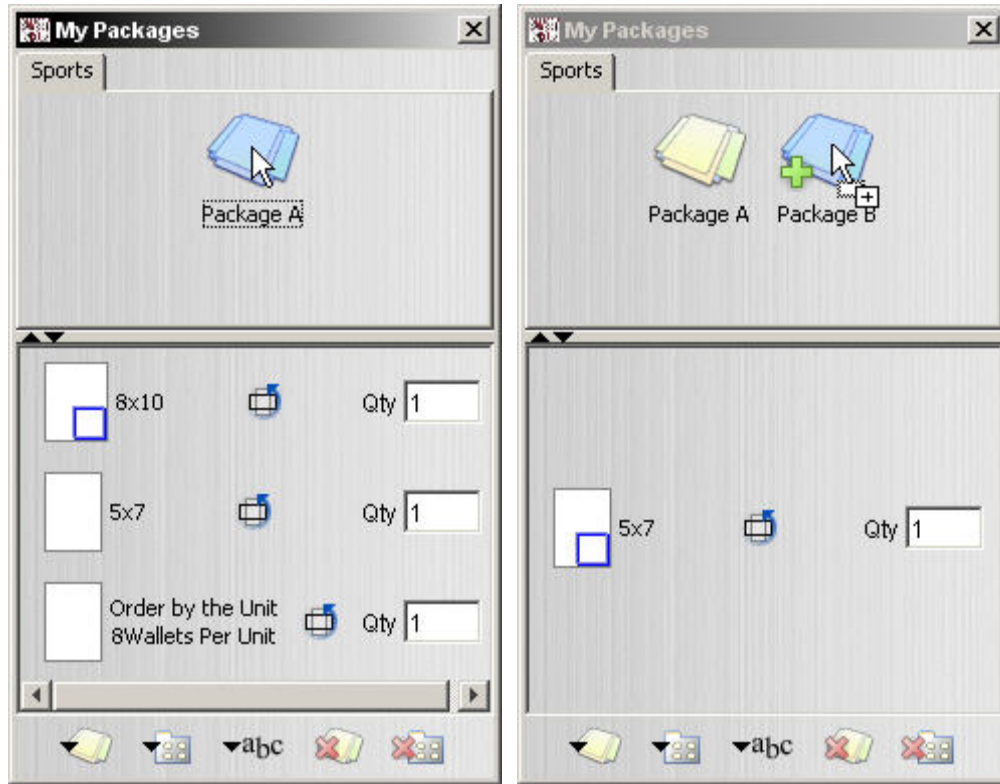
## Building Packages



Clicking on the **Add Package** button (far left) will prompt you to *Enter a new package name*. Using the same package labels as on your order forms for this group will make the order process even simpler. Type the information and press **Enter** on your keyboard. Your newly labeled package will appear in the top portion of the window.



To build the package, select the first product needed, click and drag the product directly over the package. You can use products from any of the catalogs that are single node (products that contain only one image and have no text box). A green + will appear when you have it placed correctly over the folder.



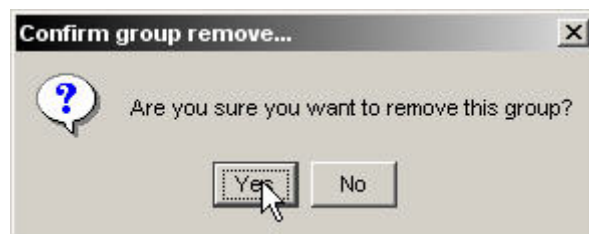
Nothing will appear in the lower portion of the window until you have dropped an item into the folder and then clicked on it! Other items will appear as added. Enter the quantity of each product and select the rotation.



The bounding boxes, noted by a dark blue frame, that apply to the items will show in the product window when a package is selected. Click on the item in the packages window from which you would like the crop to be determined. If you have placed an unwanted item into the package, it can be removed by entering a zero in the quantity box and pressing the **Tab** button on your keyboard. Ready for the next package? Repeat the process until you have created all the packages needed. Additional choices on your customer order form can be set up and named as they are on your form as well, keeping all the order information you need in one place! Groups and Packages are automatically saved and will not be deleted unless you choose to do so.

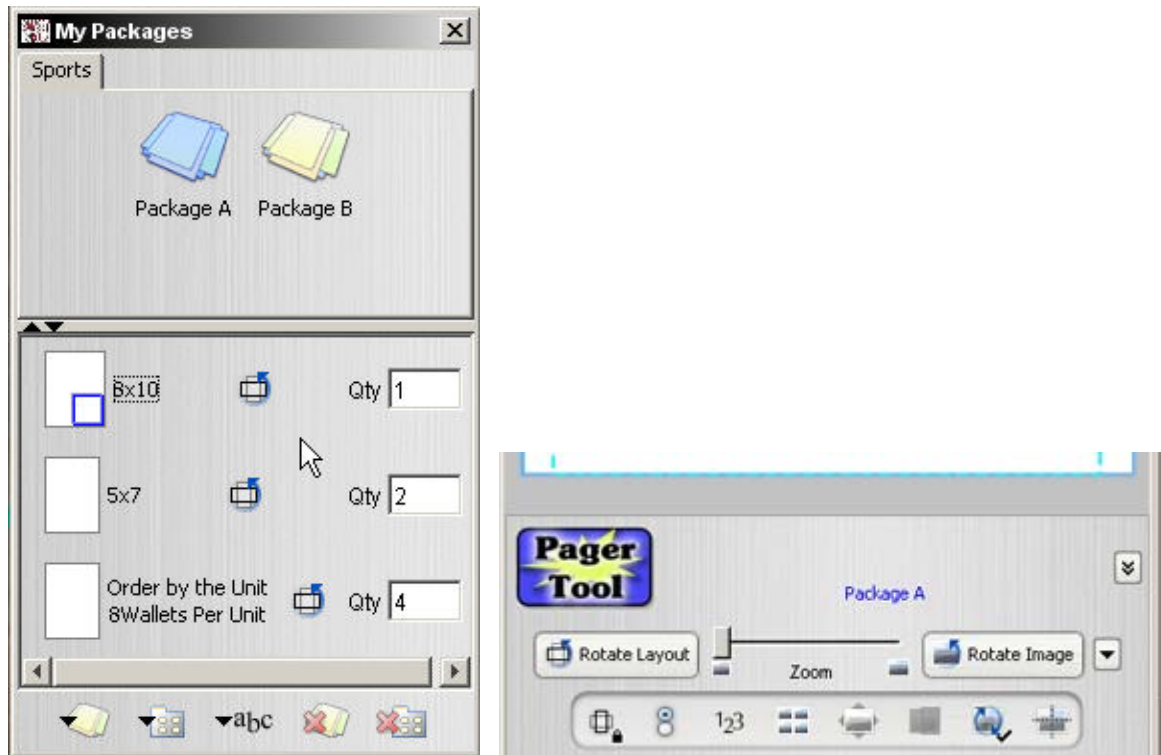


**Remove the selected item** removes the entire package. **Remove the selected group** eliminates the entire group. Both buttons are highlighted with a red X at the bottom of the window.

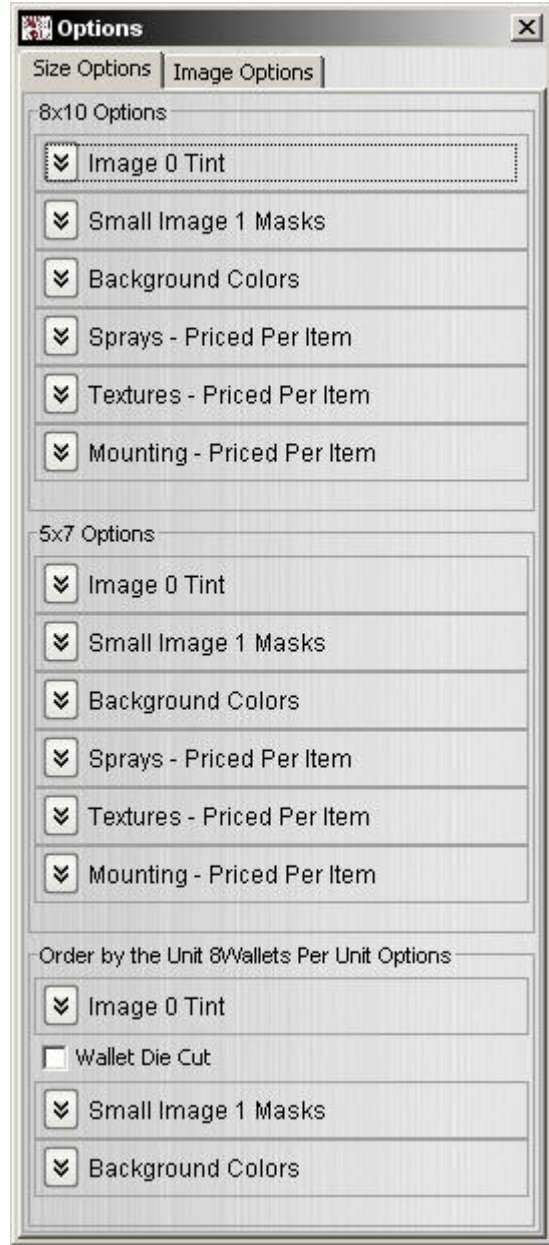
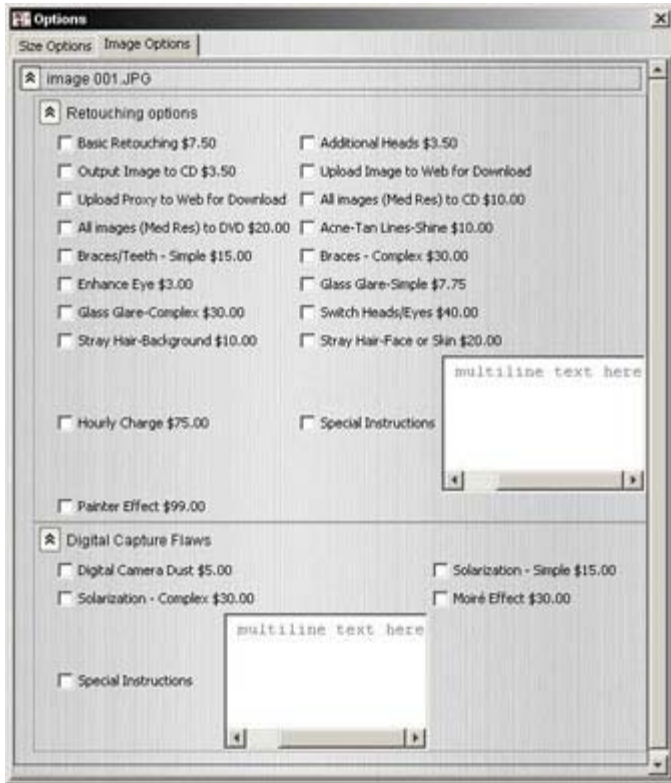


You will be asked if you are sure before the removal takes place!

## Using the Packages for Order Set Up



Now that you have your groups and packages built, setting up the order will be much simpler! Open your image folder as usual and select *Show My Packages* from the *Sizes* button. All of your previously saved groups and packages will be there! Select the group you need by clicking on that tab. Select the package needed (its title will appear below the product window after selecting) and either 'drag & drop' or double click on the image you need.



You can center and choose options as needed for not only the image, but also individual items in the package by clicking on the **Options** button. Click **Add to Order** and move on to your next subject or to choose additional units ordered by that subject.



**Order Review and Confirmation for Order # 112479c6af5\_16**

Photo	Size & Images	Applied Options	Quantity	Price
	<b>8x10</b> 900568001.JPG	Color <b>No Mask</b> Options	1	\$3.89
	<b>5x7</b> 900568001.JPG	Color <b>No Mask</b> Options	2	\$2.02

Drag items to rearrange, or use the controls at the left to edit and remove.

**Lifecycle - Pick one**

- Family/Group
- Senior
- Wedding/Candid
- Children
- Adult
- Youth Programs
- Prom
- Activity

**Shipping**

- Normal
- Next Day Air - Studio Expense Morning Delivery
- Next Day Air - Studio Expense Saturday Delivery
- Pick-up
- Next Day Air - Studio Expense Afternoon Delivery

**Order Option**

- Die Cut All Wallets \$0.18
- Lustré Spray all prints except Wallets
- Reference Your Customer Name or #

**Reorder Options**

- Reorder to Match Color of Proofs

**Summary:** Total Prints: 7    Total Size: 2.81 MB    Total Price: \$23.50

Render...    Clear Order    Back    Instructions...    Show Order    Complete Order

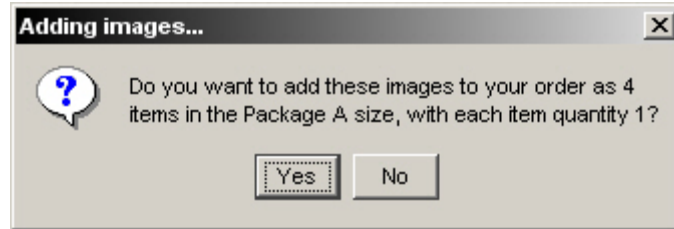
By reviewing the order, you will see the entire package with items and their options individually listed, but numbered as packages.

## Setting up Multiple Packages

Many photographers prefer to keep a run sheet than rely on their order envelopes to keep track of their subjects and what they have ordered, and placing the order directly from it. While run sheets may have some advantages, using the order envelopes can make this order process even faster. By sorting the envelopes according to the packages chosen before setting up the order, you can select multiple images and drop them into the packages. Select the package needed, and then choose all the images that need to fill that package by using the **Ctrl** key on your keyboard.



Once selected, drag & drop or double click to send the images into the product.



The **Adding images** window will pop up, allowing you to change your mind before the number of images are added. For example, if the number listed does not match your count, you can choose **No**, and recheck your image selection or count. This can help prevent double ordering or missing someone. If the count is okay, click **Yes**. The **Adding images** window will show you the progress and the images will appear as they are added. The products are automatically added to the order, including the last. Extra units you have opted to offer or additional packages ordered by an individual can then be added, completing the order set up.

## Completing the Order

After setting up and reviewing the order, the final steps are identical to any other order you may have sent through Image ROES. Just click on the **Complete** button and follow through!

## Package Order Information

[Click to show Print Size Summary](#)

	Print Size	Quantity	Item #
1	4x5	1	4
2	8x10_E	1	1
3	5x7_E	2	2
4	Sup wallet_E	2	3
5	1-5x7, 4-Wal_E	2	5

[Click to show Packages Summary](#)

	Print Size	Quantity	Item #
1	Package A	1	1
2	Package B	1	2

[Click to show Images Summary](#)

	Images	Quantity	Item #
1	C:\Documents and Settings\ccipa\Desktop\900568\001.JPG	3	1,2,3
2	C:\Documents and Settings\ccipa\Desktop\900568\002.JPG	2	4,5

To assist you in accurately placing a package order, the *Show Order* page offers you precise information about the order in summary form. From the Review Order page, click on **Show Order**. As explained before, this will bring up the printable version. Scroll to the bottom of the page and you will see your summary choices. Clicking on the selection opens a box containing the following:

- Prints, Packages or Images used
- Quantity of each in the order
- Item number of each

In addition to the prompt when setting up the order, this information verifies that you have ordered your packages correctly.