

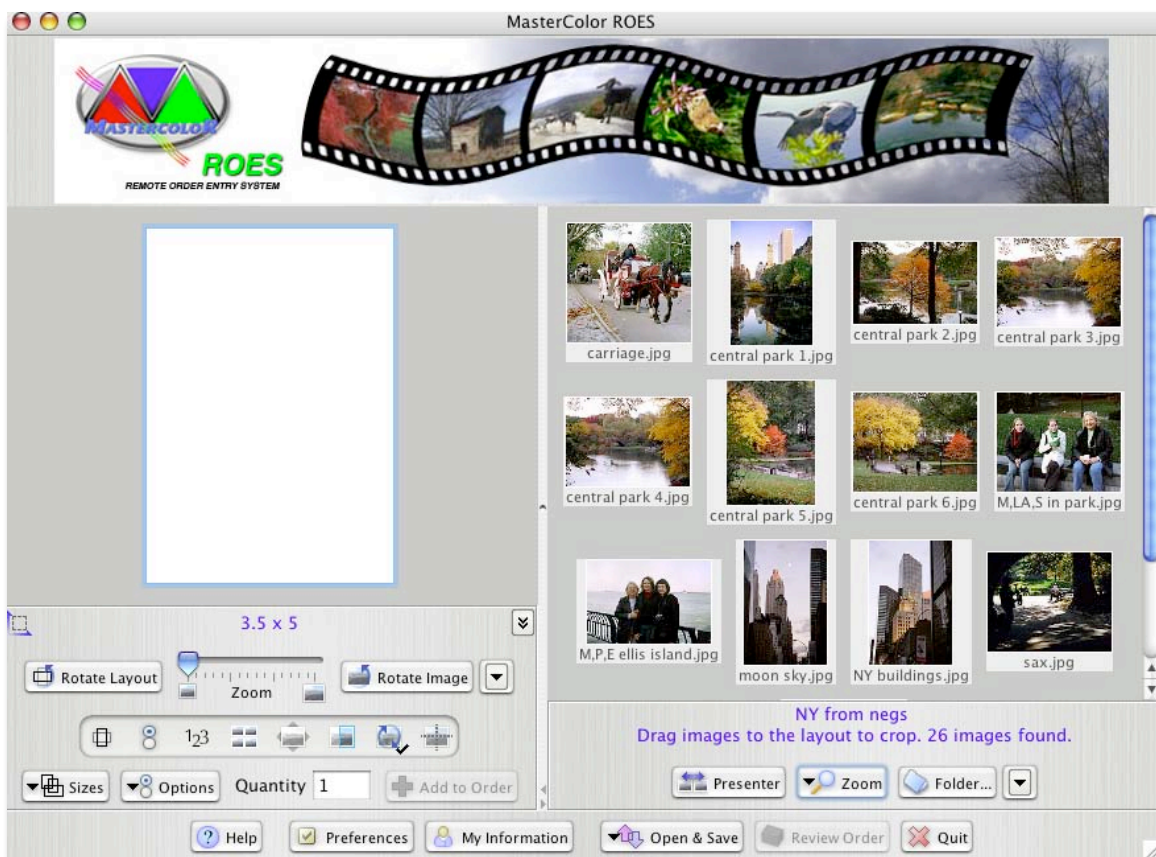
Mastercolor Labs

Remote Order Entry System



Overview

Mastercolor Labs Remote Order Entry System (ROES) is a free download desktop Java application that allows the Photographer to create orders directly on their computer and send them to our lab for processing. Customers now have more control over the printing process with the ability to precisely crop and rotate images, and access Mastercolor's custom templates and backgrounds available only through the ROES software.



Getting Started

System Requirements

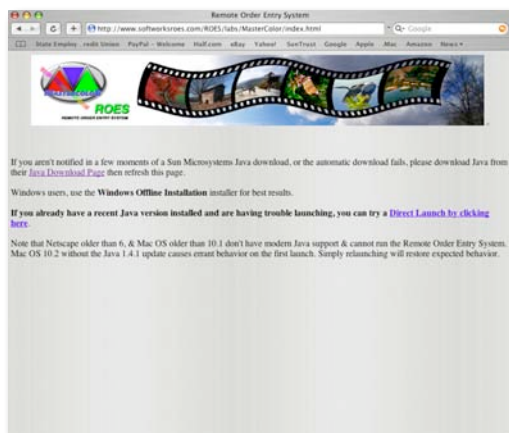
The ROES program is compatible with Mac OS 10.3 and higher, Linux, and all current versions of Windows. This program is a Java application, which requires the latest version of Java Runtime.

Launching ROES

To launch the ROES program for the first time, simply click on the download link provided on our website www.mastercolorlabs.com. When launching the program for the first time, if you do not have the latest Java version, ROES will automatically download the correct Java needed to run the program. Make sure to click on yes to start the download process and yes again to accept the Java licensing agreement. The download may take some time as it is quite large, however, this will only happen the first time you launch ROES. When the Java install is complete, the ROES program will be launched from the Java Web Start.



NOTE: The second time you launch ROES, Java Web Start will ask if you would like to create a shortcut link to the application. By saying yes to this, you can now launch ROES directly from your computer by clicking on the Mastercolor ROES button. Each time you launch from your computer, ROES will automatically look for updates and launch the most current version.



Note: Once you click on the ROES button, this page will appear. Java will automatically begin downloading the ROES software. If you are experiencing problems, this page will list suggestions on how to download Java if it does not begin automatically.

Customer Information

The first thing you will see after launching ROES is the Tip of the Day, which will provide useful information about specials, contacting the lab, and promotions. You can close this area after reading the information that may be of use to you. The first time you launch ROES, the customer information screen will be visible. This is where you enter in your information which is very important for the lab to know who the order is form.

Enter Customer Information

Customer Information

Please enter your customer information. This is necessary to complete orders.

Name
Studio Name/ Contact Name

Email
mcolor@triadbiz.rr.com

Account# (if n/a use NEWUSER)
WRI4402

Tax Exempt
 Tax Exempt

Address
2006 North Church Street

City
Greensboro

State
NC

Zip Code
27405

Phone Number
336-275-4402

Please enter your name or studio name, although having an actual contact name is very useful.

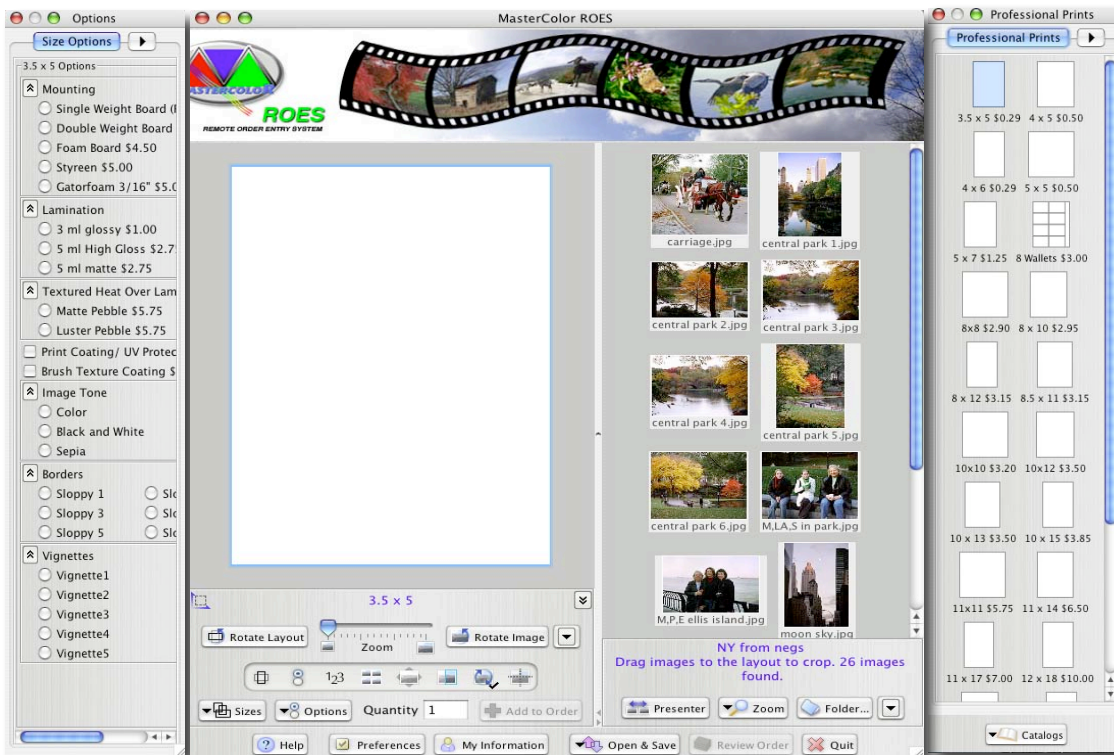
It is very important for you to list a current e-mail address, as we will be sending you notification e-mails about the status of your order.

Your account number will be the first 3 letters of your last name, company name, or studio name followed by the last 4 digits of your phone number. If you are a current customer, we will have your account number listed in our computer database already. For new customers, please follow the same process, as this is how your account number will be entered into our computer system.

A current mailing address is required for shipping purposes. And phone numbers are required so that we may contact you if we have any questions or problems with your orders.

Utilizing ROES Software Tools

Upon launching ROES, the main edit imaging screen will display across your computer screen. You can resize the screen by dragging from a corner or the side to make it smaller. The best place to put your screen is in the middle of your computer. Then click on the sizes button and click on show my sizes to bring the sizes pallet and do the same with the options button. Resize both pallets to fit on either side of the Edit Image Screen. This will allow you to have visible all sizes and options at the same time.



Options Pallet

Edit Imaging Screen

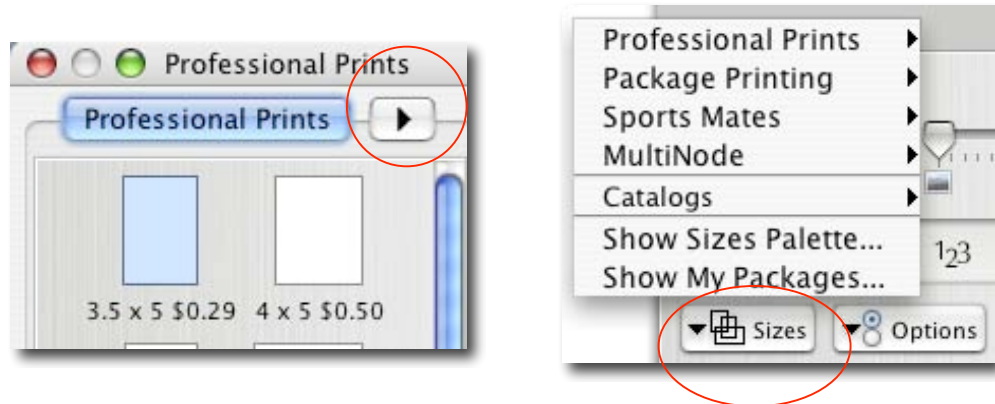
Sizes Pallet

Loading images into the program is very simple. Click on the Folder button to choose your files. Files must be saved in JPG format. The ROES software will not recognize TIF or PSD files. Your files must be saved within folders to be able to load them into the ROES program. You can then resize the thumbnail images by clicking on the zoom button.



Now that you have your images imported and your screen setup to your liking, you can begin with your order.

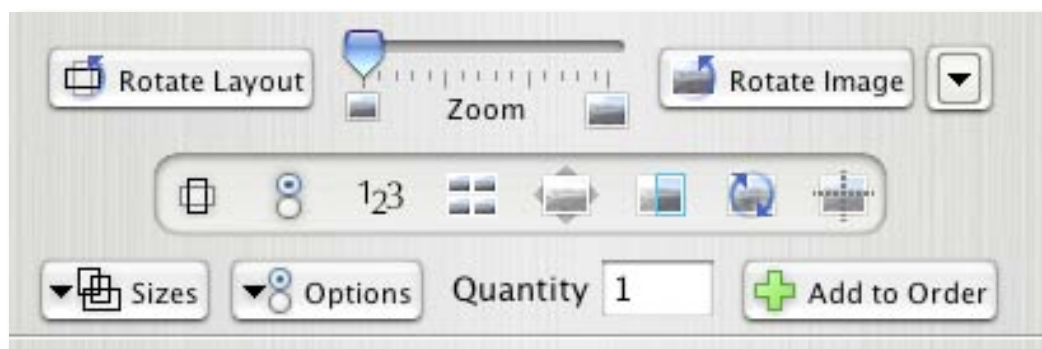
- First choose a size from the sizes pallet. There are several areas to choose, simply by clicking the arrow at the top of the sizes pallet, or if you do not have the pallet up in a window by itself, by clicking on the Sizes button.



- Next, add your image into the size by dragging your picture into the edit image area, or double clicking on the image you want. Once you have your photos in place you can now custom crop and rotate to your liking. Also add your quantity and check out the options available such as borders, vignettes, custom backgrounds, fonts, and more. When you are done, click the Add to Order button, which adds your photo, with crop and any options to your order.

NOTE: If you have multiple pictures that you want the same size of, simply highlight the images you want and drag them all into the edit image area at the same time. A screen will pop up asking if you want to add all images to your order in the same size. By answering yes, your images will automatically load and be added to your order. To select multiple images, you can select the first image and hold down the shift key then select the last image you want. If you want to edit the crop on these images, go to the review order page and double click or right click on the image.

NOTE: To change the layout of a size from vertical to horizontal or vice versa, you can click on the Rotate Layout button.



Pro Tool Layout



The Pro Tools should be visible upon launching ROES, but if not they can be turned on in your preferences, located underneath the Add to Order button. To enable these tools simply click on the button and a lock or check mark will show up to let you know that the tool is enabled. These tools can be very useful in saving time on large orders.



Hold Crop: Holds the crop when a new image or size is selected, only if the image and size are the same aspect ratio.



Hold Options: Holds the options set on an image after selecting Add To Order.



Hold Quantity: Holds the quantity on an image after selecting Add To Order.



Hold Images: Holds an image between print size changes.



Lock Image: This tool locks an image by ignoring drag and drops. Only enabled on Multi Node templates.



Crop or Fit: Crops the image or fits the entire image into a size even when the aspect ratio of the image is not in proportion to the size selected.



Auto Rotate: Automatically rotates an image to match the direction of the size selected.



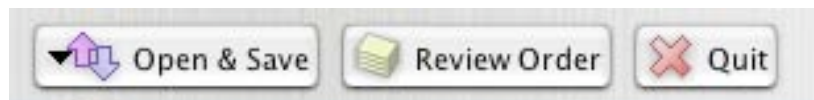
Reticle: Shows a reticle over the image.

Preferences

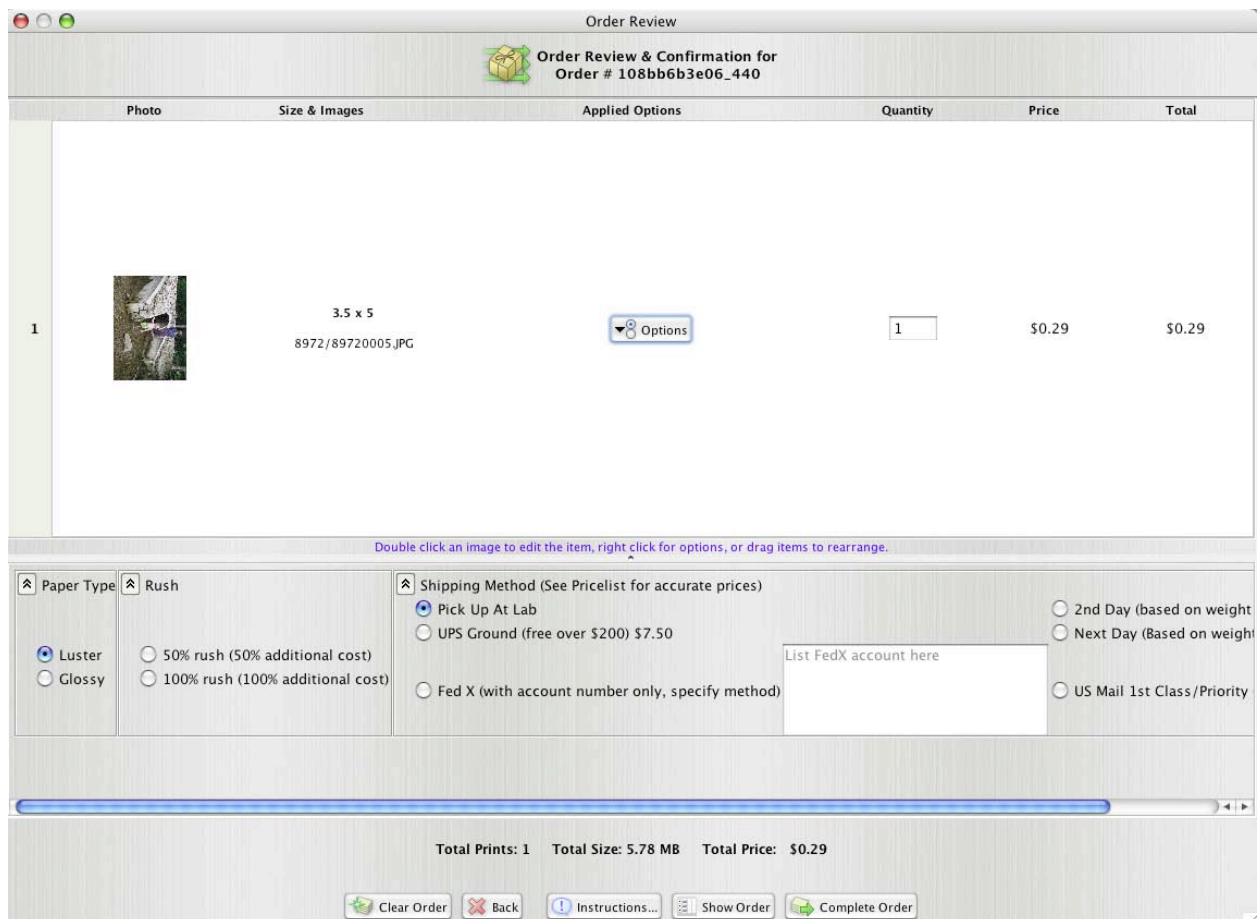
Personal Preferences can be set by clicking on the Preferences button located underneath the Add To Order button. These include options such as; display the pro tool layout, auto rotate, show image thumbnails, show prices, and others.

Completing Your Order


Once you have finished all options for each image, click the Add To Order button. If you are done adding files to your order, you can now click on the Review Order button, which will take you to a page that shows a summary of your order. If you are not ready to send your order, click on the Open & Save button which will allow you to save your order to your computer and reopen it at a later time.



In the Review Order page, a summary of your order is available for viewing. This is the area where you can check the options, quantity, paper type, shipping method, and rush for your order. You can also add special instructions in this area. If you need to revisit an item you can right click on the item or double click to edit the item again.



The screenshot shows a window titled "Order Review" with a sub-header "Order Review & Confirmation for Order # 108bb6b3e06_440". The main content is a table with columns: Photo, Size & Images, Applied Options, Quantity, Price, and Total. One item is listed with a photo, size "3.5 x 5", filename "8972/89720005.JPG", an "Options" button, quantity "1", price "\$0.29", and total "\$0.29". Below the table is a note: "Double click an image to edit the item, right click for options, or drag items to rearrange." The bottom section contains configuration options for Paper Type (Luster, Glossy), Rush (50% or 100% additional cost), and Shipping Method (Pick Up At Lab, UPS Ground, Fed X, 2nd Day, Next Day, US Mail 1st Class/Priority). A summary bar at the bottom shows "Total Prints: 1", "Total Size: 5.78 MB", and "Total Price: \$0.29". At the very bottom are buttons for "Clear Order", "Back", "Instructions...", "Show Order", and "Complete Order".

Photo	Size & Images	Applied Options	Quantity	Price	Total
	3.5 x 5 8972/89720005.JPG	Options	1	\$0.29	\$0.29

Double click an image to edit the item, right click for options, or drag items to rearrange.

Paper Type
 Luster
 Glossy

Rush
 50% rush (50% additional cost)
 100% rush (100% additional cost)

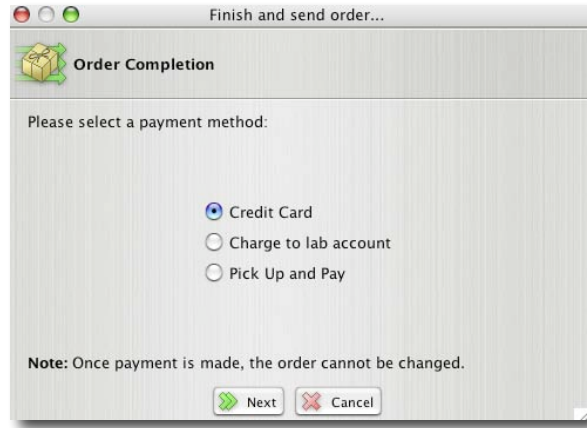
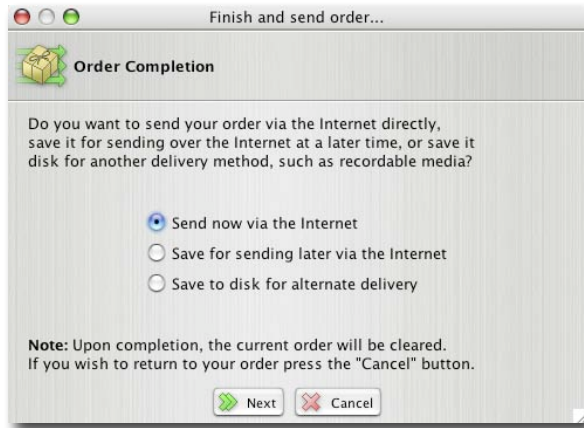
Shipping Method (See Pricelist for accurate prices)
 Pick Up At Lab
 UPS Ground (free over \$200) \$7.50
 Fed X (with account number only, specify method)
 2nd Day (based on weight)
 Next Day (Based on weight)
 US Mail 1st Class /Priority

List FedX account here

Total Prints: 1 Total Size: 5.78 MB Total Price: \$0.29

Clear Order Back Instructions... Show Order Complete Order

After checking your order summary, you are now ready to send your order. Click on the Complete Your Order button, which will take you through the process of sending your order via Internet. You can either send your order over the Internet or save your order to a CD or your computer. If paying by credit card, this is the area where you will enter in your information or account information if you have an account with Mastercolor.



After you have completed your order, you will receive a confirmation e-mail from Mastercolor. If you have any questions or concerns, please call Mastercolor Labs at, 800-252-1042 or (336) 275-2846.