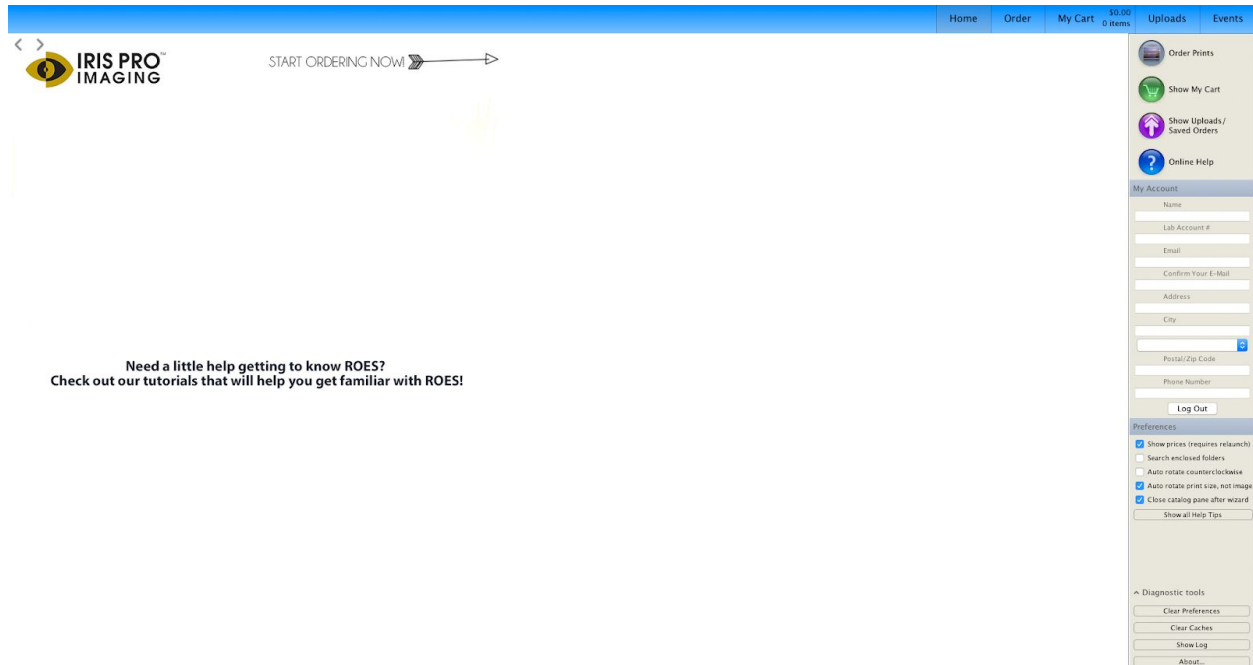


Placing an Order in ROES

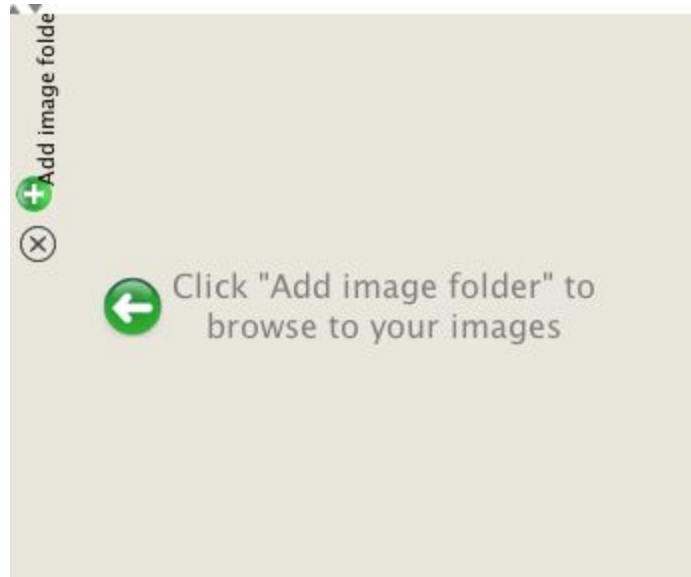
1. Double click the IRIS Pro Imaging Icon to launch ROES. The home screen will open automatically.
2. Enter Information on the home page and then select "Login". **NOTE: You do not need an existing account or lab account # to login. Please ensure the address you enter matches the mailing address on the card you would like to use while purchasing. This can cause issue while checking out.*



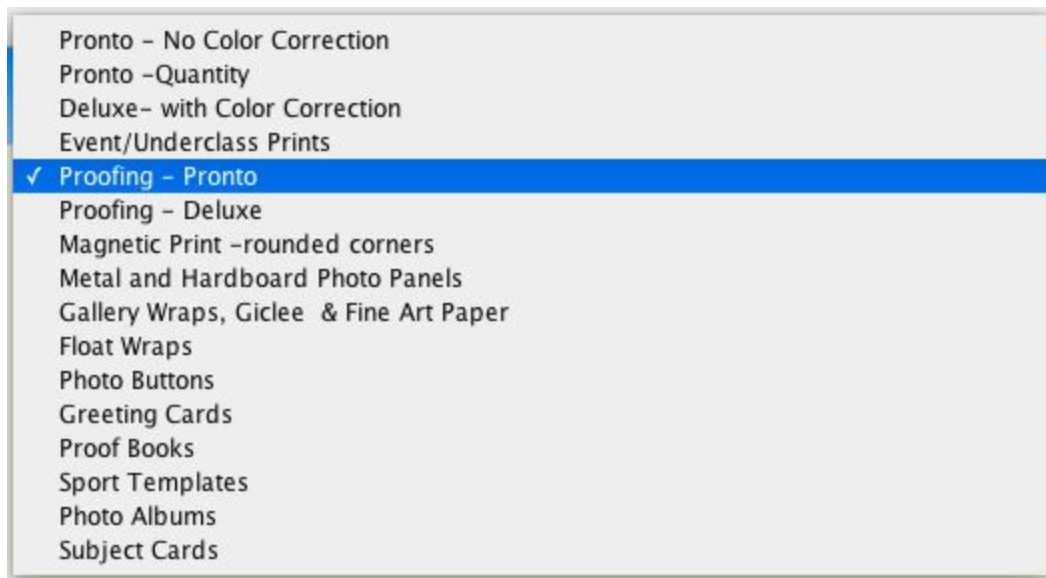
3. Now that you are successfully logged in, click "Order" in the Navigation at the top right corner.



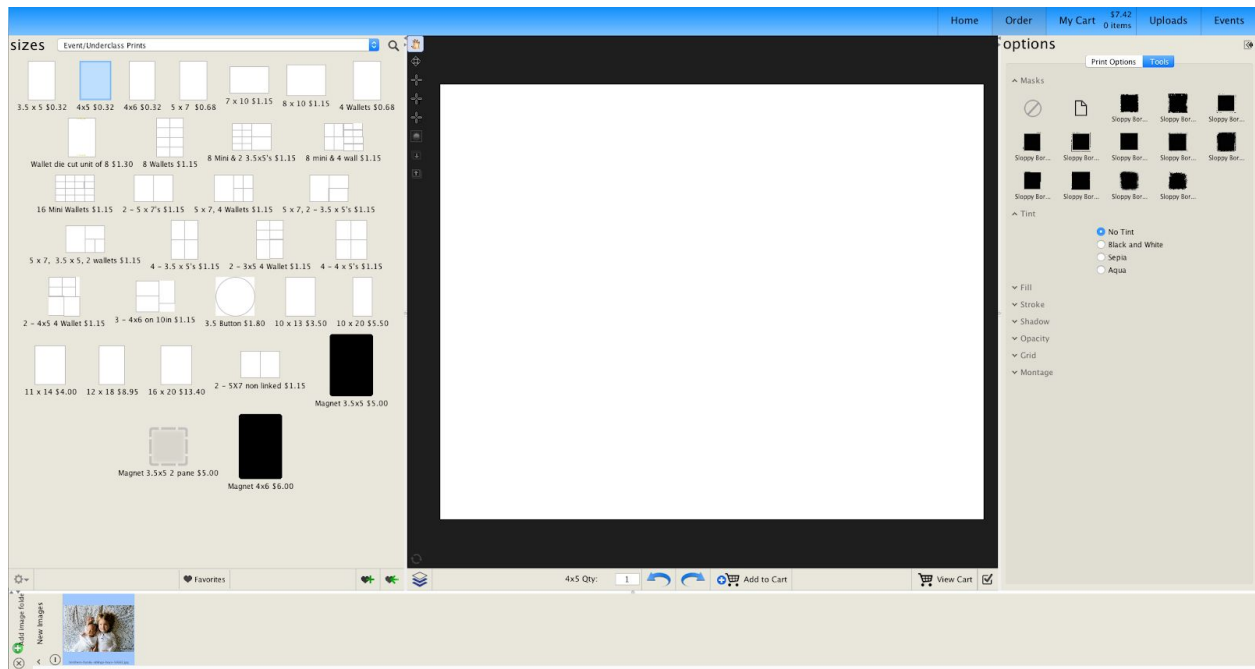
4. There is a bottom bar with a green plus sign icon located at the bottom left of the program. Click to add your images from your computer. You can also select your images from your computer, drag and drop them into the bar that runs the bottom of the program.



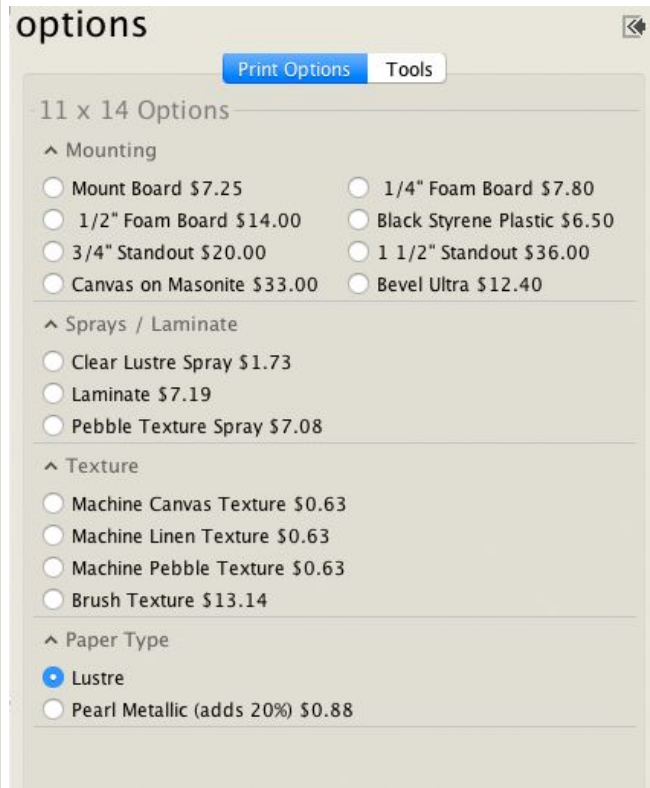
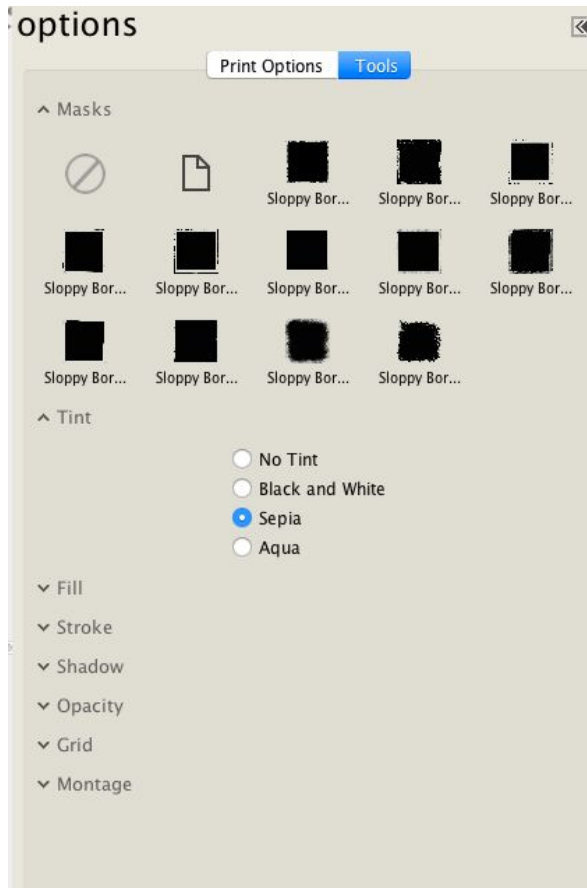
5. Select your catalogue in the dropdown at the top left corner. **NOTE: You can not combined items from multiple catalogues into one order. e.g. a gallery wrap and an 8x10 print cannot be purchased in the same order. If you switch catalogues, your work will be lost.*



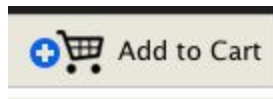
6. Select the item you would like to purchase.
7. Choose the image you would like to order, drag and drop it to the white space in the center of the ordering screen. You should see your image appear. If you are trying to order multiple images in the same size, you can select all the images and drag them into the white space. We have many options for editing at this point. To use ROES to its full extent, please take a look at the youtube videos available on our Resources Page.



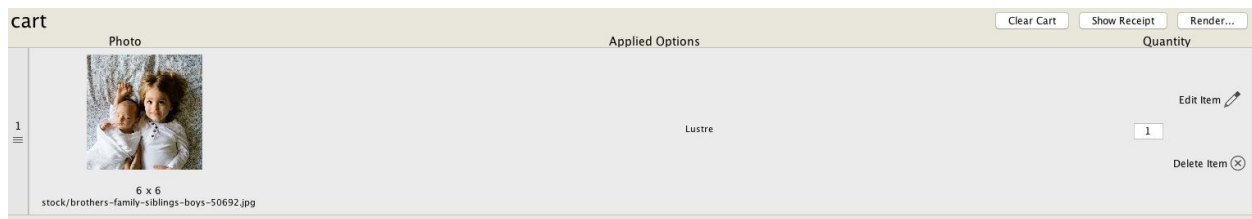
8. You will also notice an “Options” section to the right side of the software. This is where you can select paper types, mounting options, etc.



- Once you are happy with all editing and placement, select the “add to cart” icon directly underneath your image.



- After you have completed ordering your images, you can view your cart by selecting the “View Cart” icon depicted below or use the “My Cart” button in the navigation at the top right corner of the program. Here you can remove items or adjust quantities.



- When you are satisfied with your order, click the “Check Out” arrow at the bottom right hand side of the program.

12. Follow the prompts depicted below.

Enter Your Account Information:

Name	<input type="text"/>
Lab Account #	<input type="text"/>
Email	<input type="text"/>
Confirm Your E-Mail	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Province/State	<input type="text"/>
Postal/Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
I am tax exempt	<input type="checkbox"/> I am tax exempt
Resale License No.(KY Residents ONLY)	<input type="text"/>

Total price: \$7.42

Enter a promocode if you have one:

Pronto - No Color Correction promocode:

Total price: \$7.42

Pay via:

- Pick Up and Pay
- Credit Card - Authorize.net

[Back](#)

Total price: \$7.42


[Next](#)

Send to us by:

- Send now via the Internet
- Save for sending later
- Save to disk for alternate delivery

[Back](#)

Total price: \$7.42

[Send Now](#) 

13. When the order has been sent successfully, you will receive a confirmation email with your Order number.
14. Once the order has been completed, you will receive an invoice email indicating your order is ready for pickup or shipment.