PROSELECT
Video Training Reference

This AI-generated document is intended to accompany the video "<u>Using Presentation Options When Building Orders</u>" as a written reference. While it provides details of the techniques and processes demonstrated in the video, it is not a comprehensive training guide. You may find printing this document helpful for quick reference.

For a more detailed understanding of this topic, please consult the ProSelect Online Help Guide.

Using Presentation Options When Building Orders

Introduction: This guide provides detailed instructions on how to utilize presentation options within ProSelect to effectively build, order, and produce products, and includes steps to change these options on individual images and products.

Background: Understanding how to use presentation options in ProSelect is crucial for efficiently managing product customizations. This guide builds upon foundational knowledge from the "<u>Setting up Presentation Options</u>" video.

Steps to Utilize Presentation Options:

1. **Configure Default Starting Product:**
    *   Ensure your default starting product (a combination of presentation option and starting size) is set in your Settings.
    *   Note: Changes to this setting will only affect new albums created after the adjustment.

2. **Thumbnail View and Selections:**
    *   Navigate to Working with Images.
    *   In thumbnail view, the assigned presentation option for a selected image is displayed in the lower right of the info bar.
    *   If multiple images are selected and they share the same presentation option, it will be indicated. If not, you will see "Multiple Presentation Options Set."
    *   Use Command or Control + A to select all images, and Command or Control + D to deselect all.
    *   Double-click on an image to display it in Show Image View, where the presentation option can also be viewed and changed.

3. **Modify Presentation Options:**
   - While in Show Image View, change the presentation option by clicking the down arrow and selecting a new option from the list. This list will only include options linked to "prints" as previously set up.
   - Return to Thumbnail view by tapping the 'T' key, where you can also change the presentation option for one or multiple images similarly.

4. **Adjust Presentation Options in Rooms:**
   - Navigate to the Rooms tab or press 'R' on your keyboard.
   - Drag a room from the library section to the working area and double-click to open it in Show Room View.
   - Drag images from the 'yes', 'maybe', and 'no' tabs into the room as needed.
   - Change the presentation option for images in the room by using the arrow next to the assigned option or right-clicking on the image and selecting from the list.
   - The info bar shows relevant details including size and total price, reflecting changes as different presentation options are selected.

5. **Manage Multiple Images and Wall Groupings:**
   - Place multiple images in a room, each potentially having different presentation options.
   - For wall groupings, navigate to the Working with Products tab, select a wall group collection, and manage presentation options either for the grouping as a whole or for individual items within the grouping.
   - Use stacked templates for wall groupings to navigate through different sizes and configurations, adjusting presentation options and pricing accordingly.

Conclusion: Utilizing presentation options effectively allows for customized product offerings and accurate order production in ProSelect. This guide should assist in navigating and applying these options to enhance your workflow and meet client needs precisely.

Additional Resources: For more in-depth guidance on building orders and using presentation options during the ordering process, consult the "Building Orders" section in the ProSelect online manual, accessible via the "Help" menu by selecting "Open Online Help Guide."

This document is designed to complement the video tutorial, providing a structured approach to using presentation options when building orders in ProSelect.

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