

This AI-generated document is intended to accompany the video "Ordering Custom Products" 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.

Ordering Custom Products

Introduction: This video tutorial focuses on how to order custom products using your software. A custom product allows you to specify a product that isn't included in your standard price list by combining different elements such as size, presentation options, and extras.

Steps:

1. Select an Image:

- Navigate to the "Working with Images" section.
- Select the image you wish to use for your custom product.

2. Selecting Presentation Options:

- Initially, choose the type of product, for example, "Acrylic Print."
- If the "Acrylic Print" option does not appear, press and hold the ALT (Windows) or OPTION (Mac) key while clicking the "Presentation Option." This will display all available options.
- Select "Acrylic Print" from the expanded menu.

3. Ordering the Product:

- Click on the "Order Product" tool.
- If no predefined print products for "Acrylic Prints" appear, choose "Custom Product."
- In the "Size" list, select "16 by 20."
- Enter your desired price for the product in the price field.
- Click the "Add" button to order the print at the specified price.

4. Working with Products:

- Press the 'P' key to move to the "Working with Products" section.
- With the 16 by 20 acrylic print selected, click the "duplicate" button to create a new product.

5. Changing Presentation and Adding Extras:

- Change the presentation option to "smooth matte."
- Add a traditional mat and select a frame as desired.
- Again, click on the "order" tool. Despite the print having an assigned price, select "Custom Product" for customization.
- Type in the price for the mat.
- At the bottom of the dialog, utilize the drop-down list to add an extra, like "UV Glass" priced at \$65.

6. Finalizing the Order:

- All elements will be itemized on the "Order Invoice Report."
- If you prefer a single item price, check the "Combine all prices into total" box.
- Click the "add" button to finalize your order.

7. Important Note:

- Prices for custom products are for one-time use. Reordering will revert to the original assigned price.

8. Exceptions:

- The option to order a custom product is not available for "Wall Groupings."

This guide is designed to be used alongside the video to provide a clear, easy-to-follow path through the ordering process of custom products.

Additional Resources: For more detailed information on the ordering process in ProSelect, consult the "[Ordering Custom Products](#)" section in the ProSelect online manual, accessible via the "Help" menu by selecting "Open Online Help Guide."

This document is designed to be a practical companion to the video tutorial, guiding you through each step to successfully order custom products in ProSelect.