

Help Guide



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EventProofs



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Galleries

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EventProofs Dashboard

EventProofs now has a dashboard where you will find important information. You can also see the number of orders placed by your customers, expiring galleries and albums needing review.

With our new look we have been working to improve your experience. Some of our improvements are listed below.

- Improved HTML5 image uploader (no Java required).
- All uploads are high resolution allowing for auto-fulfillment and album designs for all galleries. You can now request a design from any new gallery.
- High resolution images are stored at ACI for the life of the gallery.
- New gallery trash feature to help prevent unexpected gallery loss. The galleries are in the trash for 30 days after they are deleted or expired. You can restore and extend to bring your gallery back to life.
- There is a new section to manage album designs (no longer combined with other galleries). The new statuses allow you to see what your album is doing without opening up the design.

Along the top of the page is where you can navigate to other pages. This is where you will find your list of galleries, album design, price lists, payment methods, and etc.

Photographer Admin - 006-1 log out Search... go Account Galleries Pricing Reports ?

Dashboard

Welcome To Our New Look

We have been working hard to improve your experience. While the appearance has changed, much of the functionality remains the same. Below is a list of new features and policy changes.

- Improved HTML5 image uploader (No Java required).
- All uploads are high resolution allowing for auto fulfillment and album designs for all galleries.
- Easier file management. Images now replace existing images when re-uploaded.
- High resolution images are stored at ACI for the life of the gallery.
- New gallery trash feature to help prevent unexpected gallery loss.
- There is a new section to manage album designs (No longer combined with other galleries).
- Many new design styles for album design.

Get Started Create A New Gallery	1 Order Ready To Process View Orders	0 Expiring Galleries View Galleries	2 Albums Needing Review View Albums
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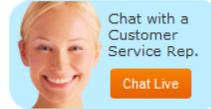
You can also take advantage of our new “Help” button. Here you will find video tutorials, live chat, and our contact information. If the chat feature is offline, you will be able to leave a message and we will return your email.

Help



Live Chat:

(If chat is offline you'll be able to leave us a message.)



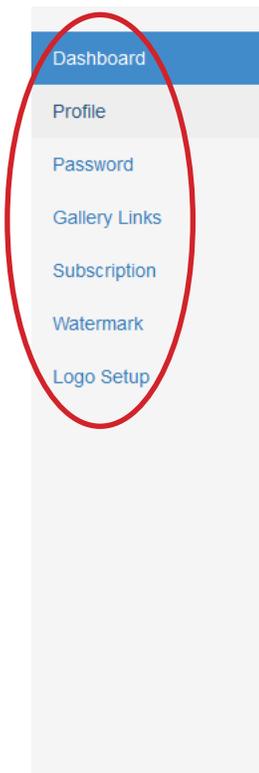
Tutorials:

	YouTube	PDF
Getting Started		
Adding Galleries		
Design Studio: How to get started		

Contact Info American Color Imaging:

- 800-728-2722
- Customer Service Hours:
- Mon-Thu: 8:00 am-7:00 pm CT
- Fri: 8:00 am – 5:00 pm CT

Close

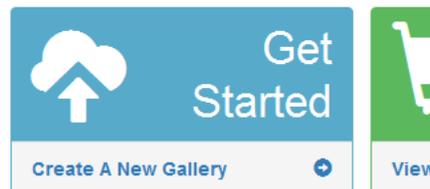


Dashboard

Welcome To Our New

We have been working hard to improve your experience with new features and policy changes.

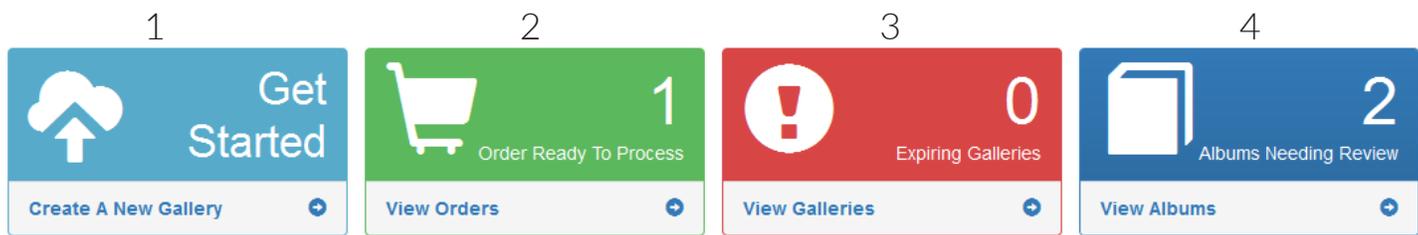
- Improved HTML5 image uploader (No Java)
- All uploads are high resolution allowing for
- Easier file management. Images now replace
- High resolution images are stored at ACI for
- New gallery trash feature to help prevent u
- There is a new section to manage album c
- Many new design styles for album design.
- Pocket Albums and Album Presentation ha



Along the left hand side is where you find sub menus of each page.

When “Account” is selected in the top right, you have the options on the left. You can update your password, link your gallery to your personal website, view your subscription, watermark your images, and add your personal logo.





Along the bottom of the page is a new notification area. Here you can find your orders ready to process, how many galleries are about to expire, and albums needing review.

1. There is a quick link to creating a new gallery.
2. Orders submitted by the client and have not been sent to the lab will appear as “Orders Ready to Process.”
3. Galleries that are about to expire in 21 days will appear as an “Expiring Gallery.” They will also be highlighted in red on the gallery page.
4. Albums that have been posted after the design request and revision request, client comments or have been approved by the client will appear as “Albums Needing Review.”



Account Options

Edit Profile

Name:

Address:

Address2:

City:

State:

Zip/Postal Code:

Email:

Website:

Default Gallery Message:

Maximum characters: 250

Hide Prices On Album Approval: Yes No

Click on "Profile" to edit your account profile.

Click on "Password" to change your password.

To link your Galleries to your studio website click on "Gallery Links".

To place a copyright on your images click on "Watermark".

To upload your studio logo click on "logo".

For more information on how to link your galleries to your website see "Linking Your Galleries to Your Studio's Website tutorial"

To change your subscription, click on subscription in the left hand column. Here you can view the differences between the three options.

If you have a monthly plan, it will show a countdown of how many days left in your monthly plan. You can change your subscription at anytime.

Subscription

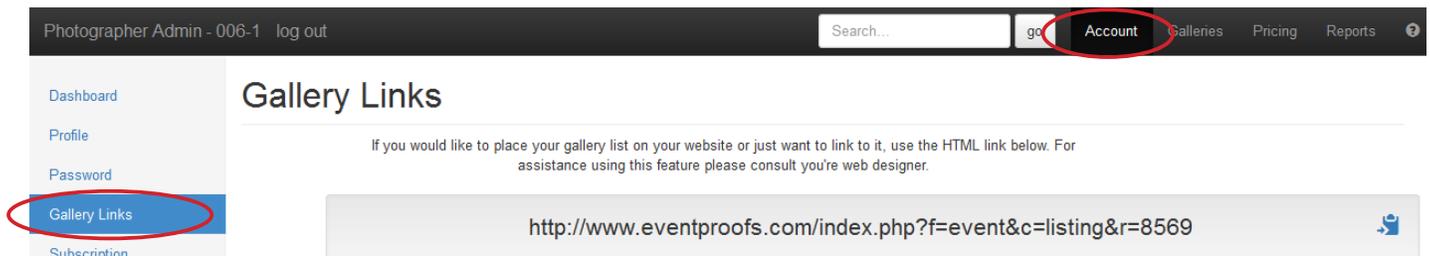
Pay Per Upload	Tiered prices per image count <ul style="list-style-type: none">• 1-50 Images \$5• 51-100 Images \$10• 101 and up \$20• Gallery Extensions \$10
Pay Monthly	For \$39 per month <ul style="list-style-type: none">• Unlimited uploads.• Free gallery extensions.• Cancel at any time. <div style="text-align: right;"> 31 Days Remaining <input type="button" value="Cancel Subscription"/></div>
Pay Yearly	For \$299 per year <ul style="list-style-type: none">• Unlimited uploads.• Free gallery extensions.• Cancel at any time.• Save \$169 over monthly.



Linking your Galleries to your Studio's Website

You can list all of your Online Galleries on your studio's website by sending your web page designer the custom "Gallery Link" displayed in your galleries admin page.

Under the "My Info" tab click on "Gallery Link"



Photographer Admin - 006-1 log out Search... go Account Galleries Pricing Reports

Dashboard Profile Password **Gallery Links** Subscription

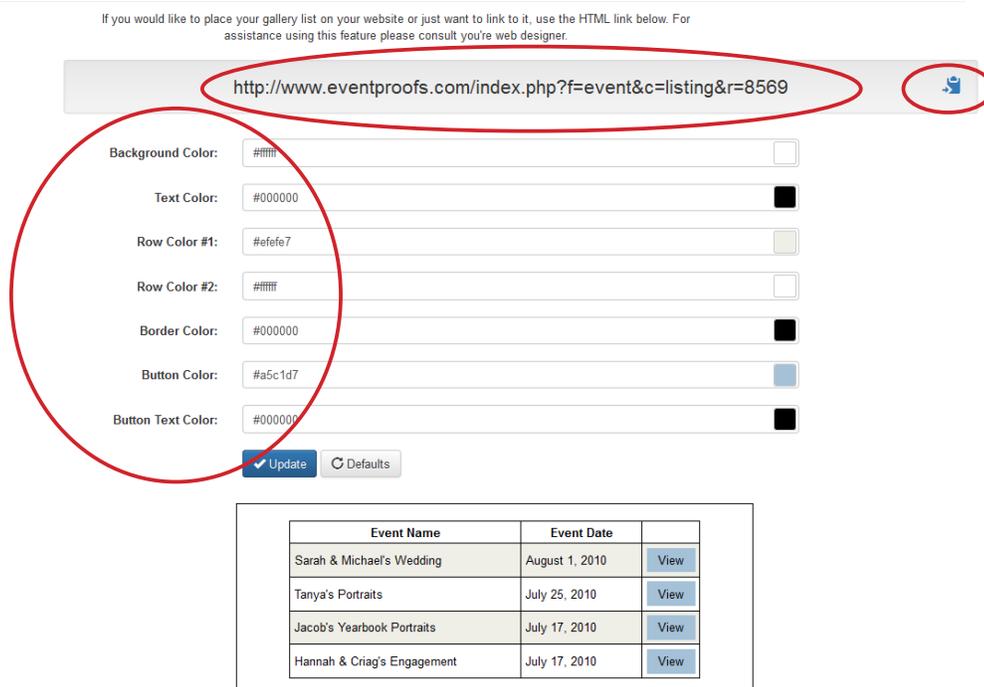
Gallery Links

If you would like to place your gallery list on your website or just want to link to it, use the HTML link below. For assistance using this feature please consult you're web designer.

<http://www.eventproofs.com/index.php?f=event&c=listing&r=8569>

Copy the link for your web designer. You can highlight and copy or use the clip board button and it will copy the link to your clipboard.

Gallery Links



If you would like to place your gallery list on your website or just want to link to it, use the HTML link below. For assistance using this feature please consult you're web designer.

<http://www.eventproofs.com/index.php?f=event&c=listing&r=8569>

Background Color: #ffff

Text Color: #000000

Row Color #1: #efefe7

Row Color #2: #ffff

Border Color: #000000

Button Color: #a5c1d7

Button Text Color: #000000

Update Defaults

Event Name	Event Date	
Sarah & Michael's Wedding	August 1, 2010	View
Tanya's Portraits	July 25, 2010	View
Jacob's Yearbook Portraits	July 17, 2010	View
Hannah & Criag's Engagement	July 17, 2010	View

You can also control the color using the color control tool box. You can use this to match your gallery listing box to your studio's website colors.



Adding a Gallery

With the new HTML5 Image Uploader you no longer need Java enabled on your computer. All images are high resolution allowing for auto-fulfillment and album designs for all galleries.

All Galleries - (11) Manual Fulfillment Auto Fulfillment

	Gallery Name	Event Date	Expire Date	Photos	Password	
	Andrea and Matt's Wedding	2016-03-24 Mar 24th 2016	2016-09-24 169 days	127	1212	View + Extend x Delete Hide
	Allison and Ryan's Wedding	2016-03-23 Mar 23rd 2016	2016-09-24 169 days	94	1212	View + Extend x Delete Hide
	Hanna's Senior Portraits	2016-03-06 Mar 6th 2016	2016-10-01 176 days	51	1212	View + Extend x Delete Hide
	Sullivan Family Portraits	2016-03-01 Mar 1st 2016	2016-09-29 174 days	209	1212	View + Extend x Delete Hide

To add a new gallery, click “Galleries” on the top right then, go to “Add Gallery” on the left hand side in the sub menu.

Add a Gallery

Gallery Name

Gallery Password
For no password, enter NONE

Event Date

Display Expiration Date

Hide Expiration Dates
Hides both Expiration and Display Expiration Date.

Gallery Message
Maximum characters: 250

Gallery Title Font Script
 Block

Visibility Show
 Hide

Sharing Allow Sharing of Photos
 Disallow Sharing of Photos

Pricing Use Standard Pricing
 Use Custom Product Pricing

Price List

Order Fulfillment Manual Fulfillment

Fill out the information for posting your gallery online. Once all of the information is filled out, click “Add” on the bottom.

Manual Fulfillment is where you are responsible for producing and shipping the order. A custom product price list can be used with Manual Fulfillment.

Auto Fulfillment is where your orders will be automatically color corrected, printed and drop shipped to your customer (drop ship charges apply). **ONLY** the standard price list can be used with Auto Fulfillment. A Stripe account must be active to use Auto Fulfillment.

To view more information about Stripe, see “Stripe Setup”.



Add Photos to (Name of Your Gallery) ✕

- JPG files only. TIFs, PSDs, etc. will not be uploaded.
- File names should be 12 characters or less.

1. Choose Category (optional) ▾

2. Select Files...

The pop up box will show up and you will need to click on “Select Files”. Then find the files on your computer. Once you have selected all your files, click on “Open”.

Add Photos to (Name of Your Gallery)

- JPG files only. TIFs, PSDs, etc. will not be uploaded.
- File names should be 12 characters or less.

1. Choose Category (optional) ▾

2. Select Files... 25 file(s) selected

3. Start Upload

The uploader will begin and upload all of the images you have selected. Once it has finished it will take you to your gallery photos.

✕ You can see the number of files you have selected. You will then need to click on “Start Upload”

Add Photos to (Name of Your Gallery) ✕

- JPG files only. TIFs, PSDs, etc. will not be uploaded.
- File names should be 12 characters or less.

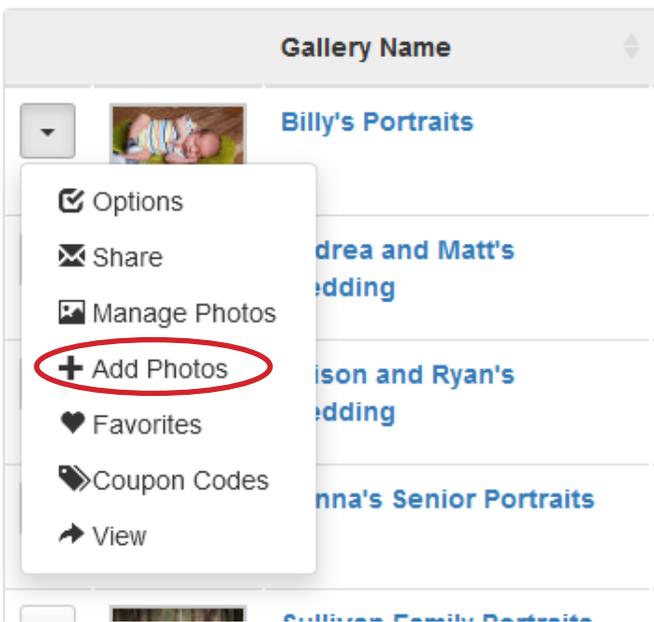
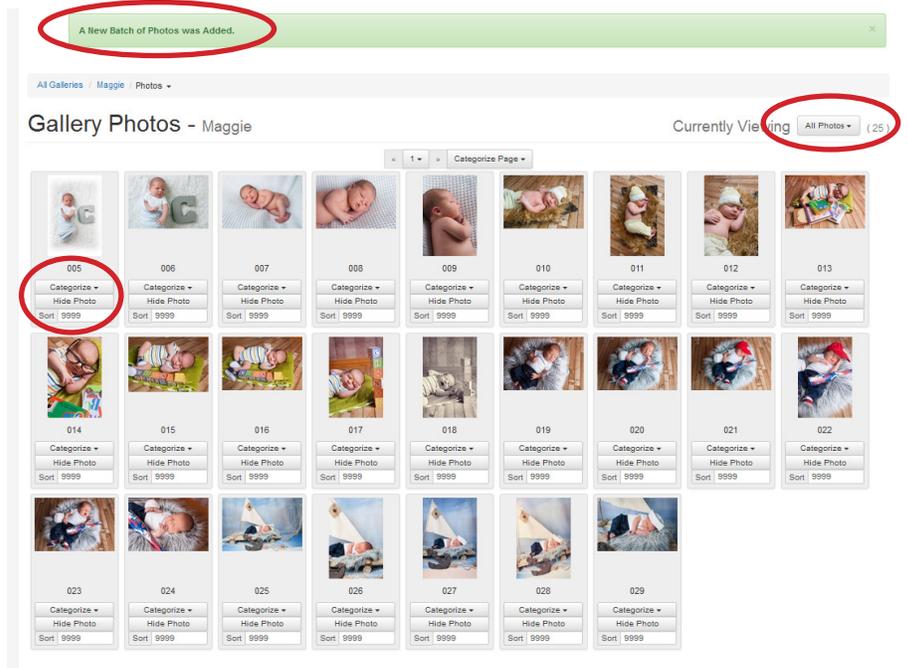
1. Choose Category (optional) ▾

2. Select Files... 25 file(s) Uploading. 13 file(s) Remaining...

018.jpg	85%	4.06 MB / 4.80 MB
019.jpg	86%	3.77 MB / 4.40 MB
020.jpg	71%	3.34 MB / 4.69 MB
021.jpg		



You will be able to see a new batch of photos were added. Here you can categorize, sort, and hide the images. You can also see the number of images uploaded for this gallery.



If you need to add more images to the gallery, use the drop down triangle menu and click on "Add Photos".

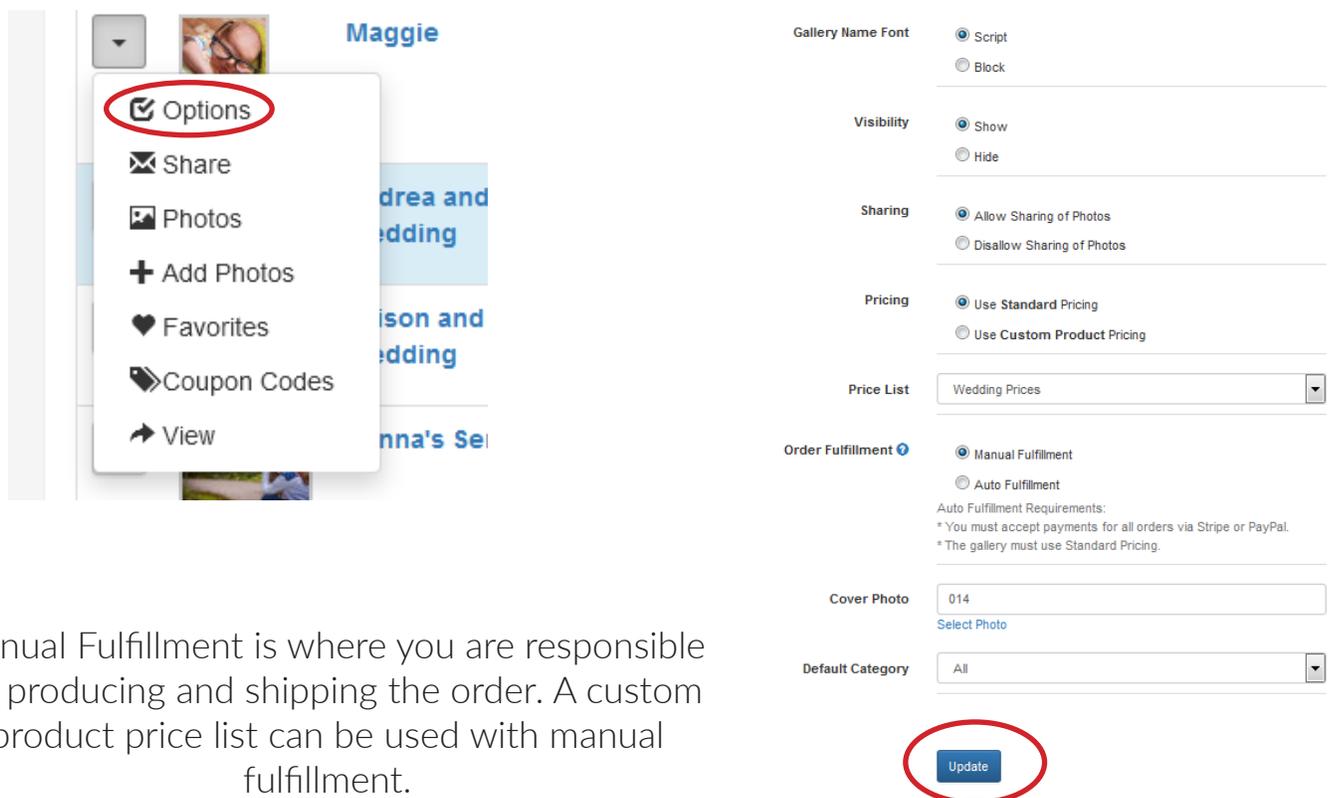
When you add a new photo that matches a file name already in the gallery, it will overwrite the first image uploaded. Your gallery cannot contain two images with the same name.



Managing Your Galleries

On your “Gallery Options” page you can manage all of your online events individually; such as changing the name & date of your event, adding an event message, and the price list that will be active for the event. Also in this section you can select an image to be displayed at the login page for each event.

To access the gallery options page, use the options triangle to the left of the event and click on “Options.”



Manual Fulfillment is where you are responsible for producing and shipping the order. A custom product price list can be used with manual fulfillment.

Auto Fulfillment is where your orders will be automatically color corrected, printed and drop shipped to your customer (drop ship charges apply). **ONLY** the standard price list can be used with Auto Fulfillment. A stripe account must be active to use auto fulfillment.

****Don't Forget****
Make sure to click “Update” at the bottom of the page to save your changes.



To view more information about Stripe, see “Stripe Setup”.

- All Galleries
- Add Gallery
- Orders
- Categories
- Registrations
- Album Designs
- Add Album Design
- Trash

All Galleries - (12)

Manual Fulfillment Auto Fulfillment

Gallery Name	Event Date	Expire Date	Photos	Password	
 Maggie	2016-04-07 Apr 7th 2016	2016-10-07 182 days	25	none	View + Extend X Delete Hide
 Andrea and Matt's Wedding	2016-03-24 Mar 24th 2016	2016-09-24 169 days	127	1212	View + Extend X Delete Hide
 Brianna and Ryan's Wedding	2016-03-23 Mar 23rd 2016	2016-09-24 169 days	94	1212	View + Extend X Delete Show
 Anna's Senior Portraits	2016-03-06 Mar 6th 2016	2016-10-01 176 days	51	1212	View + Extend X Delete Hide
 Sullivan Family Portraits	2016-03-01	2016-09-29	209	1212	View + Extend X Delete Show

- Options
- Share
- Photos
- Add Photos
- Favorites
- Coupon Codes
- View

On the gallery page you have the option to view, extend, delete and hide/show your events. After you upload your gallery you can manually extend your gallery for as long as you would like in 90 day increments. When galleries are first uploaded they are given six months (180 days) before expiring.

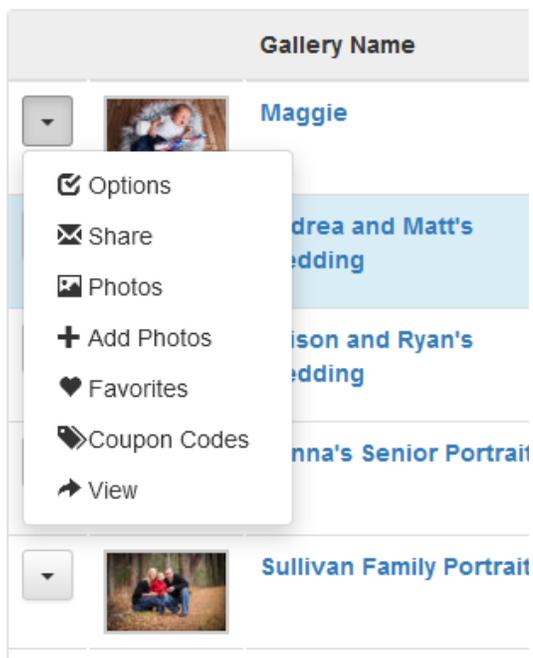
- Registrations
- Album Designs
- Add Album Design
- Trash

 Andrea and Matt's Wedding	2016-03-24 Mar 24th 2016	2016-09-24 169 days	127	1212	View + Extend X Delete Hide
 Brianna and Ryan's Wedding	2016-03-23 Mar 23rd 2016	2016-09-24 169 days	94	1212	View + Extend X Delete Show
 Anna's Senior Portraits	2016-03-06 Mar 6th 2016	2016-10-01 176 days	51	1212	View + Extend X Delete Hide
 Sullivan Family Portraits	2016-03-01 Mar 1st 2016	2016-09-29 174 days	209	1212	View + Extend X Delete Show
 Danielle & Patrick	2016-02-03 Feb 3rd 2016	2016-09-28 173 days	120	1212	View + Extend X Delete Show
 Susan and Paul's Wedding	2015-11-03 Nov 3rd 2015	2016-09-29 174 days	120	1212	View + Extend X Delete Hide
 Lisa and Johnny's Wedding	2015-09-03 Sep 3rd 2015	2016-10-01 176 days	300	1212	View + Extend X Delete Hide

When the gallery is hidden it will appear grayed out. The "Hide" button will also change to say "Show".



All Galleries - (12)



Under the options triangle, you can share the gallery, view the photos, add more photos, view the favorites list, and enter coupon codes.

When you click on "View", you are viewing the gallery the same way your customer would be viewing the images.



Emailing Galleries to your customer

On your gallery page, under the options column is a triangle with a drop down menu. Click on "Share"



Type in your clients email in the box. You may also type a message within the box. Click "Preview" to view your email on the right hand side.

Share Gallery - Maggie

[view Gallery](#)

The screenshot shows the 'Share Gallery' form and its preview. The form has fields for Recipient, Subject, and Gallery Message. The 'Preview' button is circled in red. The preview shows the email content as it will appear to the recipient.

Recipient: m.fencl@acilab.com

Subject: Link to Maggie

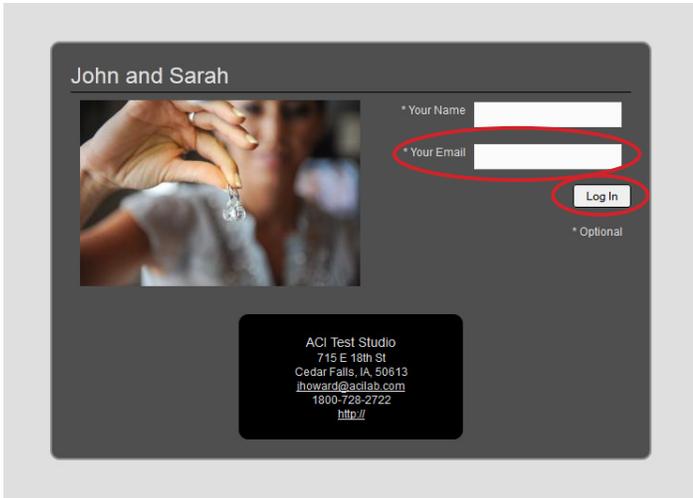
Gallery Message: Click the link below to access your gallery.
Link: http://www.eventproofs.com/index.php?f=event&r=262342
Thank you for your business!

Preview: To: m.fencl@acilab.com
From: jhoward@acilab.com
Subject: Link to Maggie
Click the link below to access your gallery.
Link: <http://www.eventproofs.com/index.php?f=event&r=262342>
Thank you for your business!

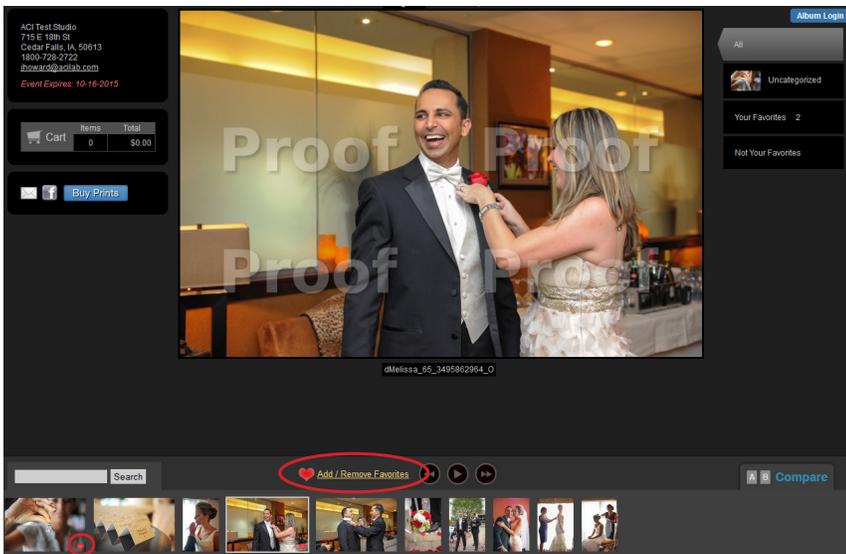
The email will appear from the email linked to your EventProofs account. You may also copy the link into your personal email and send the link that way. Once the email is complete, click "Send".



Selecting Favorites



Saving favorites requires an email address. Please let us know who you are before logging into your gallery.



Select "Add/Remove Favorites" to make the image you are viewing a favorite.

A small heart will be displayed on all the images you have selected as a favorite.

****Please Note****

You must use the same email address when logging in to your gallery to see your previously selected favorites.

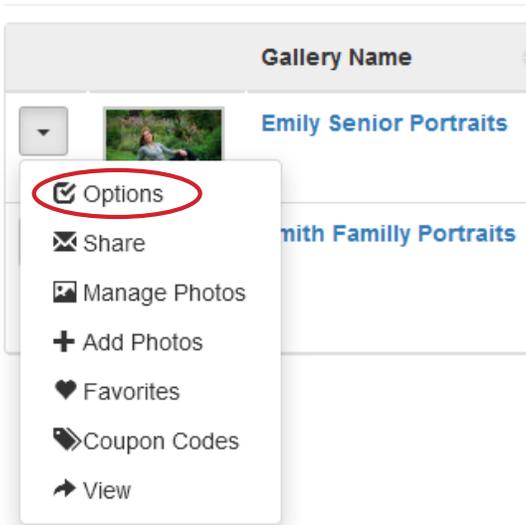
Favorite lists are helpful if you are wanting to request multiple design requests from one gallery. For example an album design for the bride and groom, parents, and grandparents. This is also an easy way for your customer to keep multiple favorites list. They can be categorized by email addresses.



If you would like for your customer to notify you once they are done making their favorites list you will have to show album login.

To show album login on the consumers page, go to "Gallery Options". This can be accessed by using the drop down options menu and clicking on "Options".

All Galleries - (2)



If you scroll down to the bottom of the options page to "Show Album Login". Clicking on "Yes" will turn on the ability for your customer to notify you once they are done picking out their favorite images. You will also need to add an album password that is different from the gallery password. The customer will need this password to notify the photographer that the favorite selection is complete.

Show Album Login

Yes

No

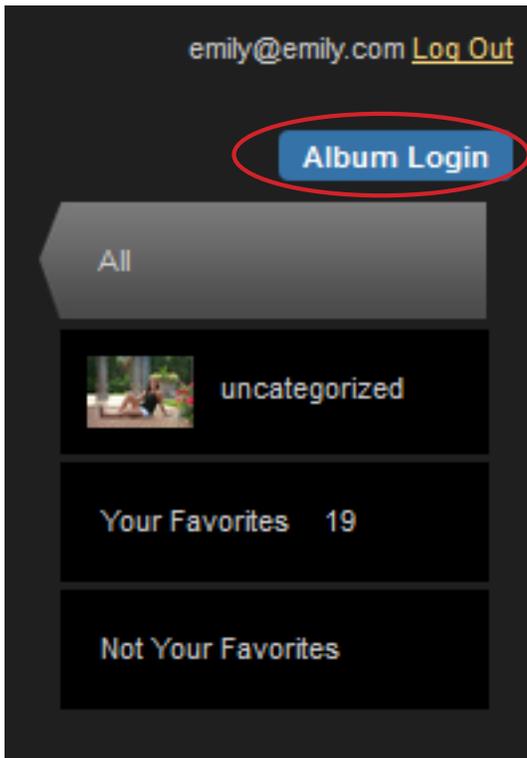
Album Password

test

Should be different than gallery password.

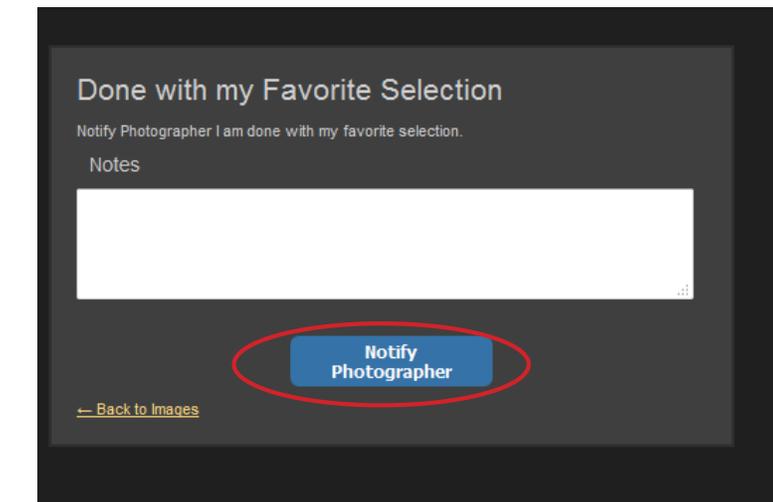
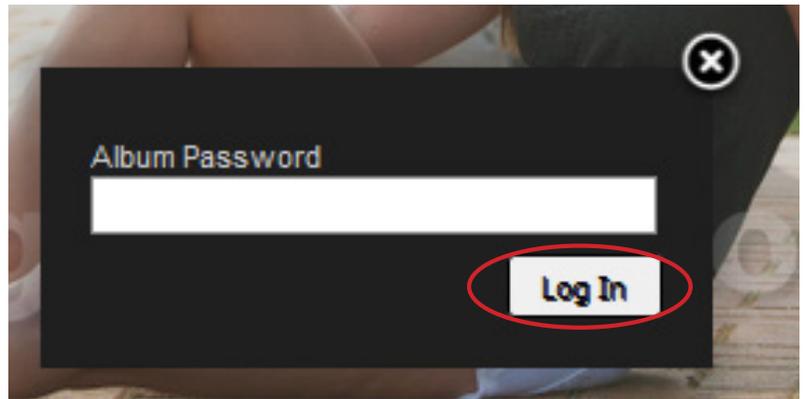
Update





Once your customer has logged in and made their favorites list and are ready to notify you that it is complete, they will need to click on “Album Login”.

They will need to enter the password you entered as the Album Login password and click on “Log In.”



This will take them to a new page where they can put in a note if needed and then notify you that the selection is complete. Once they are ready to notify the photographer they will need to click on “Notify Photographer”.



Album Designs

Album Designs are now located under “Galleries” and then “Album Designs”. This list only contains album designs.

The screenshot shows the 'Album Designs' page in a web application. At the top, there is a navigation bar with 'Photographer Admin - 006-1 log out', a search bar, and links for 'Account', 'Galleries', 'Pricing', and 'Reports'. The 'Galleries' link is circled in red. On the left, a sidebar menu includes 'All Galleries', 'Add Gallery', 'Orders', 'Categories', 'Registrations', 'Album Designs' (circled in red), 'Add Album Design', and 'Trash'. The main content area is titled 'Album Designs - (5)' and contains a table with the following data:

Album Name	Date Requested	Size	Status	
Andrea and Matt Groom's Parent Album	2016-04-01 Apr 1st 2016	12x12	New Revision Posted	Review
Andrea and Matt's Wedding Album Design	2016-03-29 Mar 29th 2016	12x12	Design in Progress	
Claudia and James' Album	2016-03-29 Mar 29th 2016	12x12	Client Submitted Comments	Review
Andrea and Matt's Wedding Album Design	2016-03-29 Mar 29th 2016	12x12	New Design Posted	Review

You can now view the status of your design. The highlighted green status means it needs your attention. To view your presentation click on “Review” on the design you wish to view. Approved designs will be available online for one year after it is approved.

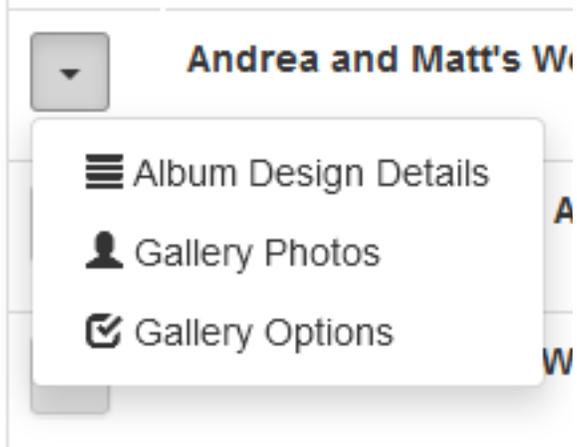
This image shows a close-up of the options menu for an album design. A red circle highlights the dropdown arrow on the left of the 'Andrea and Matt Groom's Parent Album' row. The menu is open, showing the following options: 'Album Design Details', 'Gallery Photos', 'Gallery Options' (circled in red), 'Presentation Options', 'View Presentation', 'Share Presentation', and 'Hide Presentation'. The menu is positioned over the table from the previous image.

By clicking on the triangle on the left hand side, it will bring up the options menu. The menu will change according to what type of design you have. If you have requested your design from a list of favorites in the gallery the options menu will show like the one to the left.

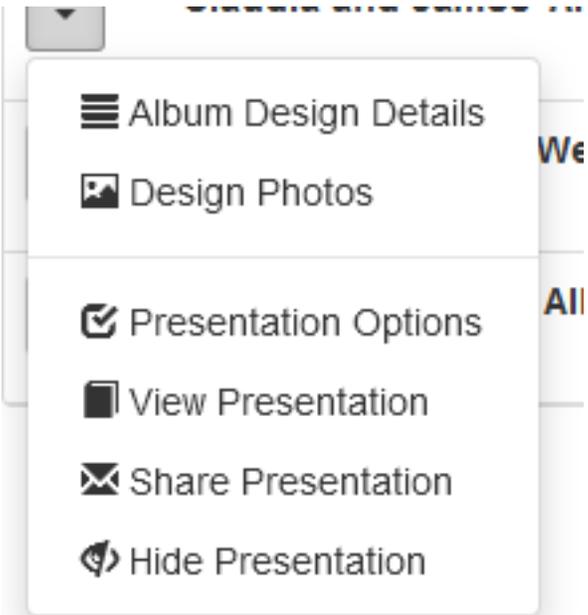
Above the line are options that relate to the gallery options. Here you can view the information you have submitted for the design request. You can also view the images submitted and gallery options.

Below the line are options that relate to the presentation. You can view the presentation options, where you can change the password, gallery name, and event date. Click on “Share Presentation” if you would like to send your customer a link. You can also hide the presentation, this makes the presentation unsearchable.

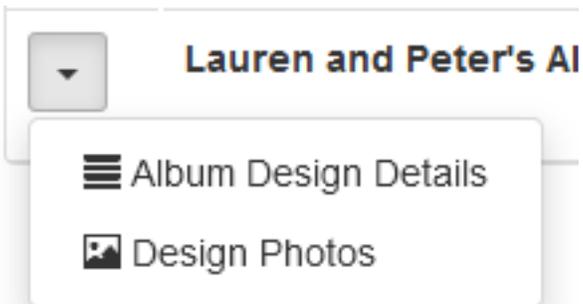




This menu will show if you requested a design from a gallery, but the presentation is not yet posted.



This menu will show if you have uploaded only the images to be used within the design and the presentation has been posted online for your viewing.



This menu will show if you have uploaded only the images to be used within the design and the presentation has NOT been posted online for your viewing.



Requesting an Album Design

To add an album design you will want to go to “Galleries” and then to “Add Album Design”.

Photographer Admin - 006-1 log out Search... go Account **Galleries** Pricing Reports ?

All Galleries
Add Gallery
Orders
Categories
Registrations
Album Designs
Add Album Design
Trash

Request an Album Design

Design Studio's Album Design Policy

- * Albums designed by ACI will be posted to your EventProofs account for review in approximately 3-5 working days.
- * We cannot change the aspect ratio of an album after completion (Example: 10x10 to an 8x10). This would require a cancellation of the existing design and a new request made for its replacement. (Additional \$45.00 design fee applies.)
- * Please make a new design request for Parent Albums that will be a design with a new favorites list or image set (additional \$45.00 design fee applies).
- * If you would like an existing Main album to be re-designed as a Parent/Companion album requiring page revisions, please make a new design request and contact customer service to have the original design posted

Summary

This will bring up our Design Studio policy. Once you read through the policy and click on “I agree”, you will then need to click “Next”.

Request an Album Design

Design Studio's Album Design Policy

- * Albums designed by ACI will be posted to your EventProofs account for review in approximately 3-5 working days.
- * We cannot change the aspect ratio of an album after completion (Example: 10x10 to an 8x10). This would require a cancellation of the existing design and a new request made for its replacement. (Additional \$45.00 design fee applies.)
- * Please make a new design request for Parent Albums that will be a design with a new favorites list or image set (additional \$45.00 design fee applies).
- * If you would like an existing Main album to be re-designed as a Parent/Companion album requiring page revisions, please make a new design request and contact customer service to have the original design posted online. (Additional \$45.00 design fee applies.)

Revisions.

- * We will make 3 rounds of revisions free of charges (a round of revisions is when we make multiple changes to multiple pages and re-post a new version of the design for review). Additional revisions after 3 rounds will be charged \$15 per round.
- * Please review all of the comments from your client prior to sending the revision request to the lab. (Additional artwork or files may be required).
- * Your album design is based off the selected style allowing for 3 free rounds of revisions to further customize within those style guidelines. Please state in special instructions any specifics for design within your album. Our designers are highly trained and design within the design style chosen. No refunds are given on designs if you or your customer do not approve the design for print.

Check to Agree with Album Design Policy.

I Agree

Cancel Start Over Back Next



Request an Album Design

Select what files we will use for this album design.

You can choose to upload the files now or choose from an existing gallery. If you choose existing gallery you can specify a customer's favorites list on the following page.

- Files Source**
- Upload files now.
 - Use files from existing gallery.



Selecting the files you are going to use for the album design can be submitted two different ways. You can choose to upload the files now or choose from an existing gallery. If you choose existing gallery you can specify a customer's favorites list on the following page.

If you choose to upload files now, it will ask you to enter a name for the album design. You will upload the images after you fill out the design request.

Color Correct?

Select if you would like all images color corrected.
Currently included with album design.

- Color Correct Images**
- Yes
 - No



Once you choose the files to be used for the album design, you will need to decide if you want your images color corrected in the lab. If you choose no, and then later decide you want the images color corrected after the design is complete, there will be a \$50 charge for color correcting and rebuilding the design. If you choose for us to color correct your images now, it is covered in the design fee.



You will continue through the rest of the questions for the design request. The information we need to know is only for designing the album. You will choose the finer details when you approve the album design.

If you have any special instructions such as a cover image, text sayings, or design aspects that the designer would need to know, be sure to include it in the special instructions area.

New design styles have been recently added. You now have the option to choose between a custom design or a template design. To view examples please visit our website <https://www.acilab.com/resources/design-studio/>



Submitting a Revision Request

Once the design has been completed, ACI will post the design online. You will receive an email letting you know the design has been posted. Login to EventProofs to review the design. Find the album design by going to “Galleries” and then to “Album Designs”.

Photographer Admin - 006-1 log out Search... go Account **Galleries** Pricing Reports

All Galleries
Add Gallery
Orders
Categories
Registrations
Album Designs
Add Album Design

Album Designs - (5)

Album Name	Date Requested	Size	Status
Andrea and Matt Groom's Parent Album	2016-04-01 Apr 1st 2016	12x12	Design Approved
Andrea and Matt's Wedding Album Design	2016-03-29 Mar 29th 2016	12x12	Design in Progress
Claudia and James' Album	2016-03-29 Mar 29th 2016	12x12	Client Submitted Comments <input type="button" value="Review"/>

Find the album design you wish to review, and click on “Review” in the far right hand column to view the design.

Add Comments For Item 1

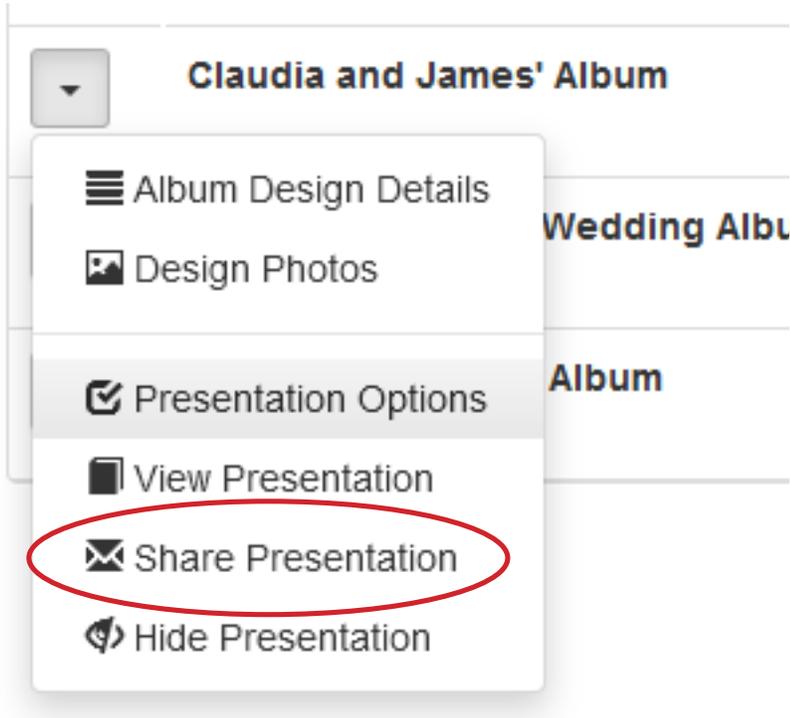
You must click the 'Save Comment' button before moving on to the next page

Existing Comments For Item 1

Date	Posted By	Comments
------	-----------	----------

To make a revision to the design, type in the provided area. You must click “Save Comment” before moving onto the next spread. Once the comment appears below you may move onto the next item.





If you do not wish to make any revisions and send the link to your customer, go back to the list of Album Designs. Click on the options triangle and go to “Share Presentation”.

Share Gallery - Claudia and James' Album Design

view Galle

Recipient

Subject

Gallery Message

Click the link below to access your gallery.

You will be required to login with the following password: love

Link: http://www.eventproofs.com/index.php?f=event&r=262180

To:

From: jhoward@acilab.com

Subject: Link to Claudia and James' Album Design

Click the link below to access your gallery.

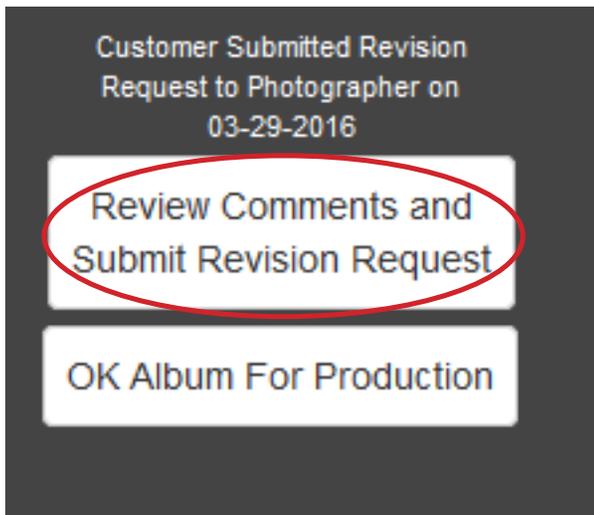
You will be required to login with the following password: **love**

Link: <http://www.eventproofs.com/index.php?f=event&r=262180>

Type in your clients email in the recipient box. You may also type a message within the message box. Click “Preview” to view your email on the right hand side. It will appear from the email address you have linked to your EventProofs account. If you wish to change the email address, go to “Account” and then “Profile”.



Once your client has submitted comments or you have made comments they now need to be approved by you, and then submitted to the lab.



Go into the presentation and click on "Review Comments and Submitt Revision Request" in the bottom right hand corner of the page.

Review and Approve All Comments.

All comments must be reviewed and edited for clarity for our designers.

All comments must be set as either "Approved" or "Disregard" before submitting. Only approved comments will be seen by your designer.

Comments for item 3



Comment 1 - Mar 29 2016 9:09AM

Please change this to that.

Add a file for this item.

Edit
Approve
Disregard

All comments must either be "Approved" or "Disregarded". You can also "Edit" the comment for clarity for the designer. If an image needs to be added for that particular item, click "Add a file for this item."



Be sure all comments are either "Approved" or "Disregard" then click "Submit Revision Request".

Please Read Carefully:

Please take the time now to review your "Approved Comments" for misspelled names and dates. Any art work or retouching that is requested will be reviewed for a cost estimate and require additional approval before completion (this will also add time to the revision).

Please initial here to indicate that you have reviewed your revision request.

Initials :

(2 letters)

Artwork Options

If any comments contain requests for artwork, how would you like us to handle the request?

- No artwork needed.
- Please estimate first.
- I pre-approve all artwork.
- I have uploaded corrected images.

[Submit Revision Request](#)

If your customer requests artwork done to the images, we can complete the artwork request here at the lab for a small fee. If you would like an estimate first, please click on the "Please estimate first" box, if you would like for us to proceed without an estimate please click on "I pre-approve all artwork".

If no artwork is needed please click on "No artwork needed". If you are completing the artwork and sending us a new image to be used, please make sure the image is named differently than the original image, for example you could add an "R" at the end (34R.jpg). If you have uploaded the retouched image you will want to click on "I have uploaded corrected images".

Once the revision request is submitted to the lab, we will complete the changes in 1-2 business days. After they are completed we will repost the design online for you to view.



Submitting an Album Approval

Once the design has been completed ACI will post the design online. You will receive an email letting you know that design has been posted. Login to EventProofs to review the design. Find the album design by going to “Galleries” and then to “Album Designs.”

Photographer Admin - 006-1 log out Search... go Account Galleries Pricing Reports

All Galleries
Add Gallery
Orders
Categories
Registrations
Album Designs
Add Album Design

Album Designs - (5)

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Claudia and James' Album	2016-03-29 Mar 29th 2016	12x12	Client Submitted Comments <input type="button" value="Review"/>

Find the album design you wish to approve, and click on “Review” in the far right hand column to view the design.

Add Comments For Item 1

You must click the 'Save Comment' button before moving on to the next page

Existing Comments For Item 1

Date	Posted By	Comments
------	-----------	----------

Click on “OK Album For Production” in the bottom right hand corner. A pop up warning will appear. **Please be sure that you have doubled checked spelling and dates.**

Click on “OK” to continue.

Are you sure you want to approve this album design?

By clicking the "OK" button below you are approving this album design for printing.

Please be sure that you have double checked all spelling and dates.



You will now go through all of the questions regarding your album.

Summary

Main Album

- Album Size : 12x12	
- Album Cover Line : Luminous	\$120.30
- Leather Color : Cotton Candy White	
- Page Corners : Rounded Corners	
- Paper Type (20) :	
E Surface Photo	\$381.00
	Main Album = \$501.30

Approximate Subtotal = \$501.30

In the far right hand column it will tally up your total for the album. This is an approximate subtotal.

If you would like more than one copy, change the number of copies. If you would like to order an additional book such as a parent album in a different size, choose a different size on the additional books page. If you choose an additional book, this will take you through the questions again.

Once you have completed your order we will begin working on your album. It takes approximately 3 business days* to complete your album.

*Times may vary during the busy season.



EventProofs Pricing

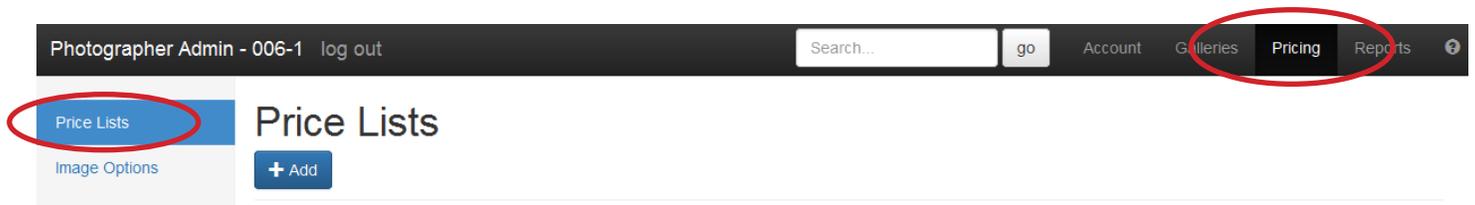
You can set up and store an unlimited number of price lists schedules in your account.

A price list allows your customer to purchase prints online. If you leave your price list empty your customer will only be allowed to view the gallery online.

Standard Price Lists offer a way to easily customize a price list for any type of gallery (e.g. Weddings, Bar Mitzvah, Senior Pictures). Once created, you can easily use your price list with any new or existing galleries by selecting it from the price list drop down in the gallery options. This is a list of standard products, if you would like to offer other products not listed you will need a custom product price list.

Custom Product Pricing cannot be Auto-Fulfilled. If you would like to allow your customer to order products not listed in the standard price list you can add them to the custom product price list. You will then order the product manually through MyACI.

To set up a price list go to “Pricing” and then to “Price Lists”.



Click “Add”, name your price list, and click “Save”.

Price Lists



- Price Lists
- Image Options
- Print Options
- Custom Product Pricing
- Payment Methods
- Shipping & Taxes

Powered by


Price Lists / Wedding Prices

Edit Price List

Price List Name: ✓ Update

Size	ACI Price	Your Price	Unit
8 wallets	\$3.81	\$ 10.00	
3.5 x 5	\$1.60	\$ 0.00	each
4 x 5	\$1.60	\$ 0.00	each
4 x 6	\$2.04	\$ 10.00	each
5 x 5	\$2.04	\$ 0.00	each
5 x 7	\$2.37	\$ 10.00	each
8 x 8	\$4.04	\$ 0.00	each
7 x 10	\$3.84	\$ 0.00	each
8 x 10	\$3.84	\$ 10.00	each
10 x 10	\$5.07	\$ 0.00	each
12 x 8	\$6.01	\$ 0.00	each
11 x 14	\$7.80	\$ 10.00	each
16 x 20	\$19.69	\$ 10.00	each
16 x 24	\$27.13	\$ 10.00	each

Next type in the prices of the print sizes you want to offer.

You can see the ACI price list, you choose what you would like to charge your customer for each size.

NOTE: If you do not wish to offer some of the print sizes listed; leave the price at \$0.00 and those sizes will not display in the shopping cart.

*****Don't forget to click "Update" when you are finished!*****

To set up a Custom price list go to "Pricing" and then to "Custom Product Pricing".

Photographer Admin - 006-1 log out Search... go Account Galleries **Pricing** Reports ?

- Price Lists
- Image Options
- Print Options
- Custom Product Pricing**
- Payment Methods
- Shipping & Taxes

Custom Product Pricing

+ Add

Sort	Item Id	Description	Price	
↑	5x5	5x5	\$5.00	✎ Edit ✕ Delete
↑	10x10	10x10	\$10.00	✎ Edit ✕ Delete
↑	10x10 Canvas	10x10 Canvas gallery wrap	\$50.00	✎ Edit ✕ Delete



Click “Add”, name your product, and click “Save”.

Custom Product Pricing

Sort	Item Id	Description	Price	
↑	5x5	5x5	\$5.00	<input type="button" value="✎ Edit"/> <input type="button" value="✗ Delete"/>
↑	10x10	10x10	\$10.00	<input type="button" value="✎ Edit"/> <input type="button" value="✗ Delete"/>

The item ID will not be displayed to the consumer. This is for your organization of products. The item description will be displayed as the name to the customer.

Once the information is entered click “Update” and the product will be added to your list. You can edit or delete the product.

Edit Custom Product

Item Id:

Item Description:

Price:

Tint:

- Original
- B&W
- Sepia



If Auto Fulfillment is selected for your gallery, your orders are drop shipped to your customer. ACI has a \$6.50 drop ship fee.

If you turn shipping off, your customer will not be charged for their orders being shipped unless you include it in the price lists.

To charge sales tax, enter a percent in the tax percent box. If you do not want to charge sales tax, choose “No Sales Tax”.

Shipping and Sales Tax

Turn shipping on to charge your customer a shipping cost for their order being shipped.

Shipping: Shipping Off
 Shipping On

Shipping Cost:

Note: The ACI drop ship charge for Auto Fulfill is \$6.50

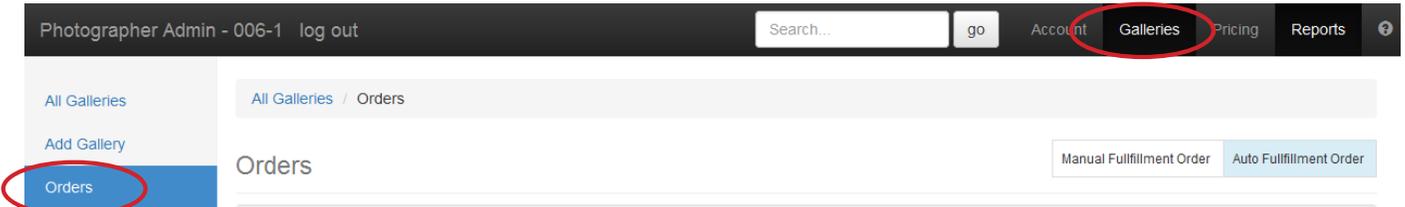
Sales Tax: No Sales Tax
 Charge Sales Tax

Tax Percent:

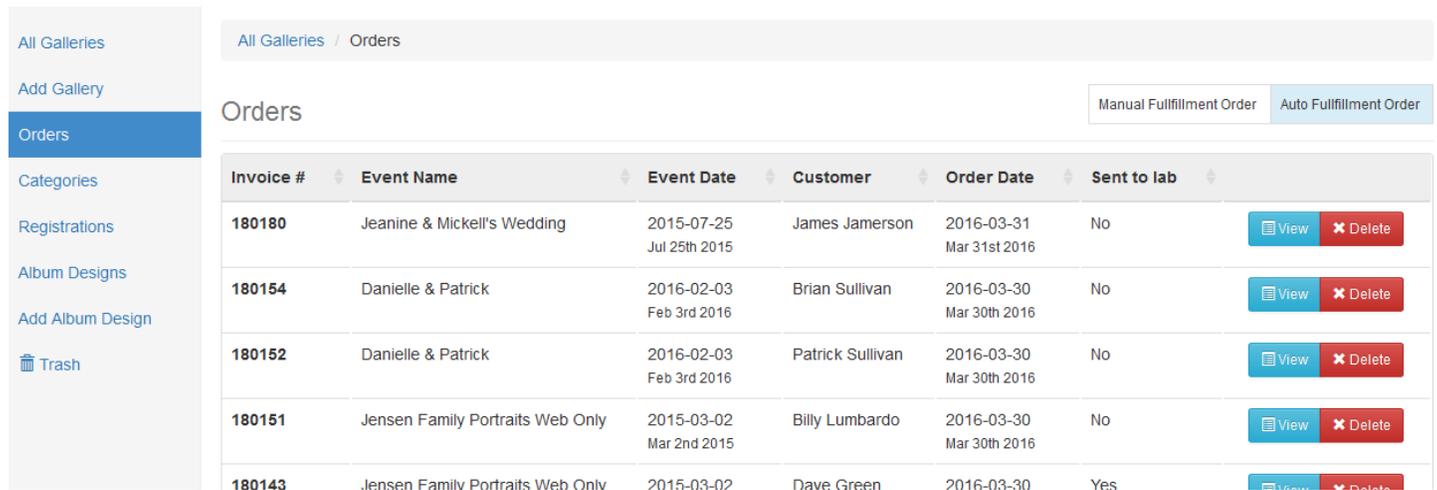


Print Orders

To view your print orders submitted by your customer, go to “Galleries” and then to “Orders”.



You can see details on any individual order by clicking on the “View” button.



Order details for 180154

Payment Status - **Paid** [Not Ordered](#)

Billing Information

Brian Sullivan
123 Street St.
Towington, IA 1234
jhoward@acilab.com
555-555-5555

Shipping Information

Brian Sullivan
123 Street St.
Towington, IA 1234

Invoice #	180154
Date	Mar 30th 2016
Gallery	Danielle & Patrick
Payment Method	Stripe

Item	Cropping	Size	Toning	Options	Quantity	Price Each	Total
1	00d1_0662.jpg		8 x 10	Color	1	\$ 10.00	\$ 10.00
Subtotal:							\$ 10.00
Discount:							\$ 0.00
Tax (7%):							\$ 0.70
Shipping:							\$ 0.00
Total:							\$ 10.70

The drop down menu is where you can change the status of the order.

****NOTE****

The red area around the image in the preview column represents the proportional cropping.



If your customer orders a file download you will need to send the image. This can be done through the software.

When looking at the order details, click on the triangle where you would change the status of the order.

Order details for 180654

Payment Status - Not Paid Not Ordered

Shipping Information	Invoice #
emily emily	180654
wer wer	May 6th 2016
wer, AK 15316510	Emily Senior Portraits
ly@test.com	Studio Payment

Item	Cropping	Size	Toning	Options	Quantity	Price Each	Total
047.jpg		File Download	Color		1	\$ 20.00	\$ 20.00

****NOTE****

Cropping does not apply to file downloads. The file that will be sent is the file that you have uploaded to EventProofs.

If there is a file download ordered, you can send the file download and then submit the rest of the order to the lab. To send the file download click on "Send File Download Only".

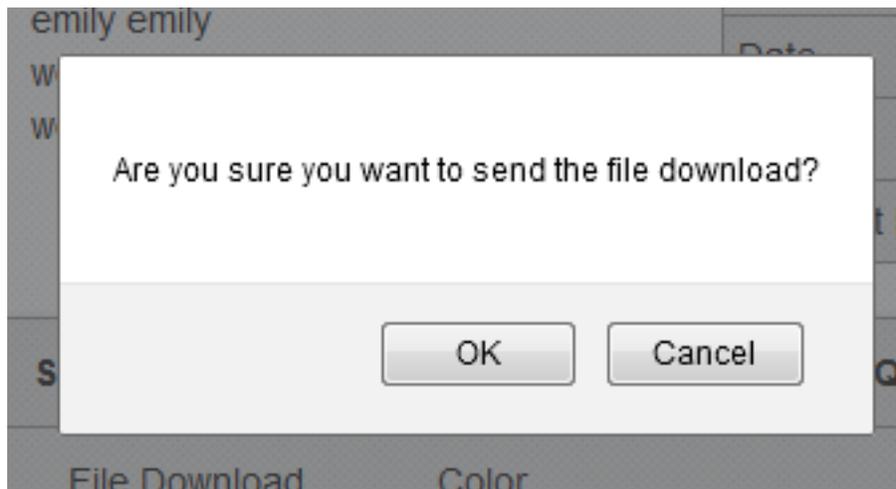
Payment Status - Not Paid Not Ordered

#	180654
	May 6th 2016
	Emily Senior Portraits
Method	Studio Payment

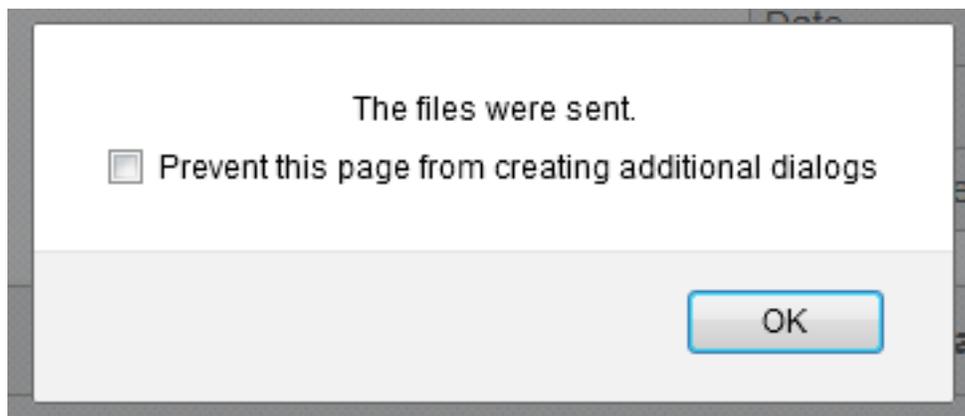
- Mark as Ordered
- Submit to Lab
- Send File Download Only**



A pop up box will appear just confirming that you are wanting to send the file download. Click "OK" if you would like to proceed.



Once the files are sent another pop up box will appear letting you know that the files were sent.



Your customer will receive an email informing them on how to download the file. The files are available for download for 30 days.

You will also receive a copy of the email sent to your customer for your records.



Payment Instructions

When customers order prints online you can accept the payment in two different ways. The studio can pay you directly or you can use Stripe to process the payments online.

Stripe is the preferred payment gateway for EventProofs.

-Quick, easy, free set-up.

-Low transaction fees (2.9% + 30¢).

-Users make payments on our page (instead of being taken to off-site payment page to make the payment).

-Funds are transferred to your business account automatically

Payment Methods

Accepted Payments:

- Studio Payments only (pay studio directly)
- Studio Payments & Credit Cards
- Credit Cards Only

Credit Card Processing (payment gateway):

- Stripe (recommended) 
- PayPal available upon Request.

 Update

To setup Stripe, click on the “?”. Sign up for a Stripe account by clicking on the “Click here”. Once you fill out the information to create your Stripe account put in the Secret Key and Publishable key and click “Update”. To find the secret and publishable key go to my account>account settings>API keys.

Stripe ×

Stripe is the preferred payment gateway for EventProofs.

- Quick, easy, free set-up.
- Low transaction fees (2.9% + 30¢).
- Users make payments on our page (instead of being taken to off-site payment page to make the payment).
- Funds are transferred to your business account automatically.

[Click here](#) to sign up for a FREE Stripe account.

Close



Once you enter the Stripe Secret Key and Stripe Publishable Key, your Stripe account will be added as a payment method.

Credit Card Processing (payment gateway): Stripe (recommended) 
 PayPal available upon Request.

You must have an "Activated" Stripe Account.
Enter the Secret and Publishable key from your Stripe account below.
These can be found in your Stripe account under "Account Settings" then "API Keys".

Stripe Secret Key :

Stripe Publishable Key:

The Stripe Secret Key and Stripe Publishable key are found in your Stripe account under "Account Settings" and then API Keys. There is a set of test keys available. In test mode, you can use different test cards to simulate different transactions.

Visit <https://stripe.com/docs/testing> for more information.

PayPal is available upon request. Please contact Customer Service for more information.



Reports

To view a list of the orders that have been submitted, go to “Reports” and then to “Order Summary”.

Photographer Admin - 006-1 log out Search... go Account Galleries Pricing **Reports**

Order Summary
Graph Summary

Orders Summary- (7)

Search

Invoice Number	Event Name	Customer Name	Order Date	Discount	Tax	Shipping	Total	Payment Method
180180	Jeanine & Mickell's Wedding	James Jamerson	03-31-2016	0.00	0.00	0.00	40.00	Stripe
180138	Andrea and Matt's Wedding	Dave Lumbardo	03-30-2016	0.00	1.40	0.00	20.00	Stripe
180143	Jensen Family Portraits Web Only	Dave Green	03-30-2016	0.00	1.40	0.00	20.00	Stripe

This will show you a list of the orders that have been placed. If you need to see what was ordered on an individual order, click on the invoice number in the left hand column.

Invoice Number	Event Name	Customer Name
180180	Jeanine & Mickell's Wedding	James Jamerson

The invoice has information for what was ordered, the billing and shipping information, and how the payment was processed.

Click on the “Graph Summary” to view a graph of the total sales. You can hover over the graph for more details.

