Project Options:

Select Projects, then behind the Project name on the right you will see several buttons. The first button is **Options**. This options page will bring you to the page where you can change the name of the project, Add a reference text, change the project type (school, sports, dance), hide or show the studio logo, hide or show the subject names, select if you want the reorders to go to the studio, (If you select no reorders will ship directly to the parents and a 6.50 drop ship fee will apply.) You can add a message for the parents to see when they are ordering. You can change the pricelist at any time. You can override the tax setting for this project. You can override default shipping for this project. You select any promo codes and discount codes that you want to enable for this project. If it is green screen project it will let you change the background set to be used here. You can see what type of project this currently is prepay, proof, or reorder. If it is a proof job it will let you select if you want to allow ship to home as an option. You can hide or show the project from this screen. You can set the project expiration from this screen. You can allow the shopper to upload their own images to the gallery and order from these images, and you can see how many visits this project has had. If it is a prepay job this screen will allow you to change the password, select, a green screen project, set a cutoff date and customize the images used as the stock image for individual and group products.

Back on the project list page the next button is **subjects**. If you click that it will bring you to a list of the subjects for the job you selected them from. It will give you the subject names and passwords and provide thumbnails of the images. You can view the thumbnails a little larger by clicking the image. If you need to edit a subject you hit edit to the right of their name. Here you can change their name, password, teacher, period, grade, homeroom or coach. You can also hide or show the subject. If you hide the subject they will not show up if someone tries to log in with their password. You can add images or hide just a specific image. To hide an image you select the image you want to hide then options will come up and ask if you want to replace the image or if you just want to hide this image. Also if the image is assigned to the wrong subject you can reassign it to the correct subject by selecting the correct subject's name in the drop down and hitting save. You can also replace an image by browsing out to find a new file on your computer. You can also add images to the subject here as needed.

The next button is **orders**. Go back to the projects list under view projects. There will be a column that will says prepays or orders on each project. If you click on a projects prepay button it will bring up all the prepay orders that were for that specific job. You will see this list will include The 6 digit confirmation code, the date the order was placed, the Student's name, Grade/Team, Teacher/Coach, Customer's Name, Items purchased, Payment status and amount paid. The orders that are white means the payment went through if any are highlighted in red it means the payment was not received. If you click on the confirmation code that will bring up the invoice information including Invoice number, prepay date, subject's name, Grade/Team, Teacher/coach, Project name, Confirmation Code, amount paid, items purchased, payment status and billing information. If you want to see all of the prepay jobs for every project listed together you can select orders at the top of the screen then select prepay orders, and you can view all prepay orders under that. That will show every prepay order you have received.

To check orders for bulk or reorder jobs you will go back to the projects list and hit the orders button for the specific job you was to look at. This will give you the invoice number, the date the order was placed, the subjects name, the project name, The customer's name, the payment status and the payment amount. The same as when you looked at prepay orders the ones that are white means the payment went through the any highlighted in red means the payment was not received. If it shows in red then the order was not sent to the lab. You can click on the invoice number and that will bring up a copy of the invoice for the order. This will show the billing information, Shipping information, Invoice number, date the order was placed, subject name, project name, thumbnails of the image and crop ordered, the items ordered, cost of each item, quantity of each item, price of each item, Subtotal, shipping cost, Tax cost, and Final Total. If you want to see a list of all print orders you can view this by going to orders at the top of the screen, then select Print orders under that. This is a list of all the print orders you have received for all jobs.

If you go back to the projects list the next button is for **reorder**. There is a separate tutorial on how to place a remake or reorder. You would use this button if a customer contacted you and wanted to order something additional but they do not have access to a computer to place the order themselves or if something was wrong or missing in a previous order.
The last button in this project list screen is the **delete** button. You would select this to delete a project.

The last thing we are going to cover in this video is the projects trash feature. This will store any jobs that you delete for 30 days. After 30 days the job will be permanently deleted from the system. If you decide that you need a job within that 30 day period you can go to the trash option and hit undelete and the project will be restored in your projects list.

The question mark to the right of the trash is our PDF walkthrough of the project options that we just covered.

If you have any questions please contact the Underclass Department in Customer Service at 1-800-728-2722