



## System Quick-Start Guide

You can navigate your new website easily using the **3 TABS** on the top of the page and each tab's guided navigation **COLUMN** on the left.

- The **JOB WORKFLOW** tab helps you efficiently manage your jobs from pre-job planning all the way through organization of photos, subject information, orders, and fulfillment.
- The **SALES & MARKETING** tab includes tools that help you brand your site with your logo, watermark, contact info, etc., and gives you access to up-selling tools.
- The **BUSINESS INTELLIGENCE** tab includes valuable information about your business. This tab will help you track sales and cash flow, analyze job performance, etc.

STEP 1. Click on the **[SALES & MARKETING]** tab to **create** your **company profile** and **customize** some or all options available to you, including the **logo**, the **watermark**, **contact info**, **camera cards**, etc. The column on the left will guide you through the different tools available to you.

STEP 2. Under the **[JOB WORKFLOW]** tab, click on **[Job Setup]** and set the **privacy settings** appropriate to current job type. Now you can **upload** your **subject list** (if available) to the job you just created with the **[Import Subject List]** button.

STEP 3. Now you are ready to make **camera cards**. Click on **[Generate Camera Cards]**, and in the pop-up window choose the **type** and **quantity** of camera cards you need, and **print**.

STEP 4. *Photo Shoot! See the 'Snapizzi Photo Shoot & Camera Card Guide' for tips regarding photo day best practices & how to best use the camera cards.*

STEP 5. After your photo shoot, **upload photos** into the job you created earlier via the **[Upload Photos]** button. Then, select all photos via the **[All]** button on the upper left, and the select **[Scan For Camera Cards]** from the **drop down menu**.

STEP 6. You should still be on the **[JOB WORKFLOW]** tab and should now click on **[Packages and Pricing]**. Take a couple of minutes and **create packages** and **prices** for your job. This step can be done before the photo shoot if you want to communicate packages and pricing before or at the shoot. To save time and increase efficiency for future jobs, these packages/prices can be saved and used at a later time.

STEP 7. Now you can send a **unique email** to each of your customers and let them know that their photos are ready to view and purchase. **To email**, click on **[Subjects]** in the upper right corner of the photo gallery view, then select **[all]**, **or check** the subjects you want to email. Once you have selected who you want to email, select **[Email selected subjects]** from the **drop down menu** and create the text.

STEP 8. As customers place orders, you may view and send these orders to the lab by clicking on **[Fulfillment]** in the **[JOB WORKFLOW]** tab. In this new window, just click on the **[Send all to printers]** button, and the orders will be automatically submitted.