

# Lionshead Studios – User Guide & Features Overview

## ■ Account Management

- Create an Account: Register with your name, email, and password.
- Login: Use your email and password to access the platform.
- Profile: View and update your name, email, phone number, and profile picture.
- Password Reset: Option to reset your password if forgotten.

## ■ Product Management

- Add Product: Create a new product entry with details like style, color, season, etc.
- Upload Multiple Products: Upload a spreadsheet (CSV/XLSX) to add many products at once.
- View Product List: Browse products with search, sorting, and filters.
- Product Details: See detailed information about each product including images and files.
- Update Product: Edit product information if needed.
- Bulk Update: Change information for multiple products at once.

## ■ Assigning People

- Assign Team Members: Add team members or retouchers to a product.
- Watchers: Set watchers who will receive updates about a product.
- Scheduling: Set dates for product shoots and organize workflow.

## ■■ Workflow Stages

- Scheduled: Planned for shoot or editing.
- In Progress: Currently being worked on.
- Retouching: Images being enhanced.

- Revisions: Changes requested.
- Final: Completed and ready.
- You can update product status anytime.

## ■■ File & Image Handling

- Upload Images: Add photos directly to products.
- Dropbox Integration: Automatically creates folders and shares links.
- NAS Storage: Securely stores images in Lionshead's server.
- Access Files: Download and view files shared with you.

## ■■■■■ Client Reviews

- Invite Clients: Send product review invitations to clients via email.
- Automatic Account Creation: If a client is new, their account and password are automatically created and sent to them.
- Review Products: Clients can log in to review and provide feedback on products.

## ■ Notifications & Emails

- Receive emails for:
  - • Product assignment
  - • Status changes (e.g., Retouching done, Review completed)
  - • Bulk updates
  - • Monthly summary of activities

## ■ Dashboard & Reports

- Summary View: Total products, assigned tasks, retouchers, clients, and collections.
- Activity Timeline: See history of updates and changes.
- Monthly Reports: Get automated monthly recap of activities.

## ■ Key Benefits

- Easy collaboration between admins, team members, and clients.
- Automated folders and file sharing (Dropbox, NAS).
- Transparent workflow from product upload to final delivery.
- Secure notifications and email tracking.