

# ■ Lionshead Studios – Features & User Guide

## ■ 1. Account Management

- Create an Account: Easily register by providing your name, email, and password.
- Login: Simply use your email and password to access your dashboard.
- Profile: Quickly view and update your personal details like name, email, phone number, and profile picture.
- Password Reset: Forgot your password? Use the reset option to regain access.

## ■ 2. Product Management

- Add Product: Enter product details (style, color, season, etc.) to create a new entry.
- Upload Multiple Products: Use a CSV/XLSX spreadsheet to add many products quickly.
- View Product List: Search, sort, and filter products to find what you need faster.
- Product Details: See complete information about each product along with attached images and files.
- Update Product: Make changes to product information at any time.
- Bulk Update: Edit multiple products simultaneously to save time.

## ■ 3. Assigning People

- Assign Team Members: Add your team members or retouchers to manage specific products.
- Watchers: Designate watchers who will get updates and notifications for a product.

## ■■ 4. Workflow Stages

- Track the journey of each product through different stages:
  - Scheduled: Product planned for a shoot or editing.
  - In Progress: Work is currently being done.
  - Retouching: Images are being improved.

- Revisions: Changes have been requested and are being applied.
- Final: Work is complete and ready for delivery.
- You can update the status anytime to keep everyone informed.

## ■■ 5. File & Image Handling

- Dropbox Integration: The system automatically creates folders in Dropbox and shares links for easy access.
- NAS Storage: Files and images are securely stored on Lionshead's servers for backup and safety.

## ■■■■■ 6. Client Reviews

- Invite Clients: Send personalized email invitations for product reviews.
- Automatic Account Creation: New clients automatically receive a login account with credentials via email.
- Review Products: Clients can log in, view products, and give feedback directly on the platform.

## ■ 7. Notifications & Emails

- Stay updated with automatic email notifications for:
- Product assignments
- Status changes like 'Retouching Done' or 'Review Completed'
- Bulk updates made to products
- Monthly summaries of all activity

## ■ 8. Dashboard & Reports

- Summary View: Instantly see counts for total products, assigned tasks, retouchers, clients, and collections.
- Activity Timeline: View the history of product updates and workflow changes.
- Monthly Reports: Receive clear, concise monthly activity reports automatically.

