

Focused on your success

StudioPlus⁺[®]

Getting Started with

InSpiredByYou.com

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Table of Contents

Setting Up InSpiredByYou	3
Set Up an InSpiredByYou Account	3
Set Up InSpiredByYou Preferences in Spectra	3
Enter InSpired Password in Studio Preferences	3
Activate InSpiredByYou	3
General Tab	4
Company Tab	4
Images Tab	6
Orders Tab	7
<i>Invoice Defaults</i>	7
<i>Payment Processing</i>	8
<i>Client Update</i>	8
<i>Promotion Maintenance</i>	8
<i>InSpired Price List</i>	9
<i>Payment Methods Maintenance</i>	11
<i>Session Types Maintenance</i>	11
Sales Tax Tab	11
Shipping Tab	12
Tasks Tab	13
Link Your Studio Website to InSpiredByYou.com	13
Synchronizing InSpiredByYou	14
Using InSpiredByYou	15
Uploading to InSpired	15
Uploading Sessions and Images	15
Uploading Prepaid Orders	17
Uploading Contracts	18
Uploading Albums	18
<i>Album Setup</i>	18
<i>Add the Album to the Session</i>	19
<i>Sync the Album to InSpiredByYou</i>	20
Uploading an Animoto™ Video	20
Downloading from InSpiredByYou	22
Downloading Orders and Yearbook Selections	22
Downloading Guests	22
Downloading Favorite Images	23
Downloading Contracts	23
Downloading Album Comments or Approval	23
Processing Invoices and Payments	24
With a Merchant Warehouse Account	24
Without a Merchant Warehouse Account	24
Taking Down Online Sessions	24
Testing Your Setup	25
Tips for Managing InSpiredByYou	26
InSpired on the Spectra Home Page	26
Make a Shortcut to InSpired	26
Customize the Session and Invoice Hubs	26
Session Status Triggers to Email	27
Invoice Status Triggers to Email	27
Invoice Filter For Today's Orders	27
Form Letters and HTML Emails	27
Reset the Online Login	27
Extend the Web Expire Date	27

Setting Up InSpiredByYou

(available in )

Set Up an InSpiredByYou Account

Contact StudioPlus Software, (888) 862-4868, to set up an InSpiredByYou.com account.


StudioPlus will provide you with an InSpiredByYou.com client user name and password, as well as a link to your InSpiredByYou.com site that you can use from your website.

Set Up InSpiredByYou Preferences in Spectra

There is a set of preferences related to InSpiredByYou that must be set up in Spectra. They are found in **Maintenance > Preferences > InSpiredByYou.com Preferences**. This is where you will activate InSpiredByYou, determine what your InSpired site looks like, select watermarking options, choose how you want to process online payments, and more. In addition, your InSpired credentials must also be entered in your **Studio Preferences**.

Enter InSpired Password in Studio Preferences

- Go to **Maintenance > Preferences > Studio Preferences** and open the **Studio Info** tab.
- Enter your InSpired password in the **Account Password** field. *This password was supplied to you when you established your InSpiredByYou account.*

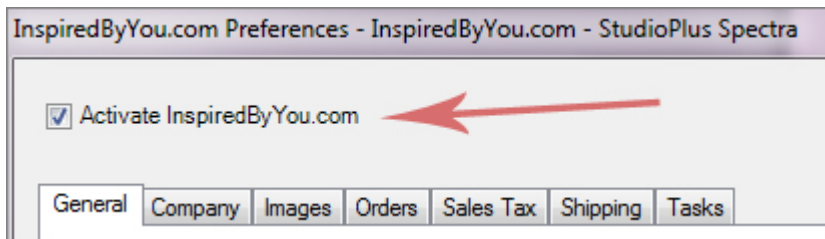


The screenshot shows a form titled "StudioPlus Account Information". It contains two input fields: "Account Number" with the value "10392" and "Account Password" which is currently empty. A red rectangular box highlights the "Account Password" field, and a red arrow points to it from the right side of the image.

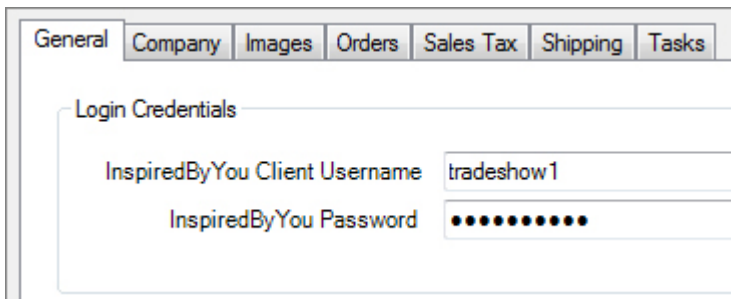
Activate InSpiredByYou

- Go to **Maintenance > Preferences > InSpiredByYou.com Preferences**.
- To activate InSpiredByYou in Spectra, check **Activate InSpiredByYou.com** on the **InSpiredByYou.com Preferences** page.

Getting Started with InSpiredByYou



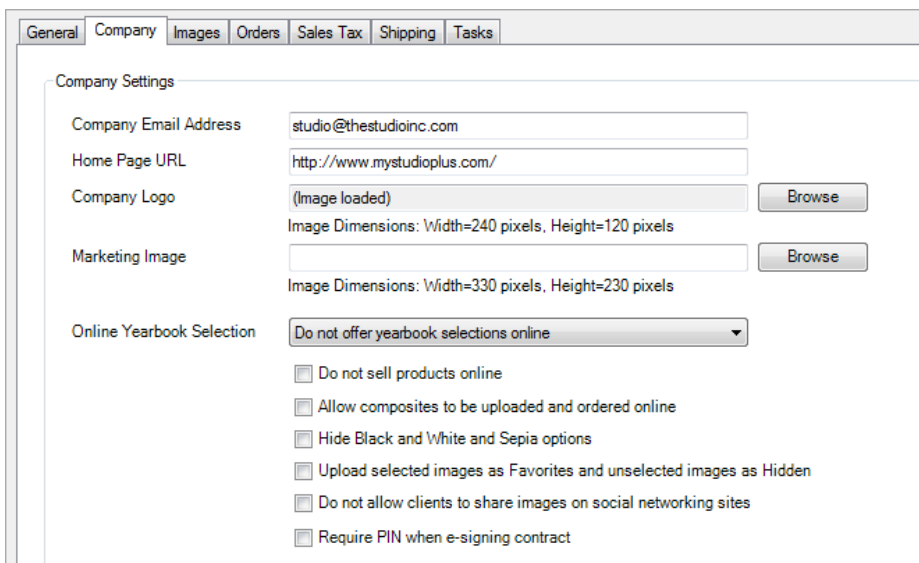
General Tab



InSpiredByYou.com Preferences - Company

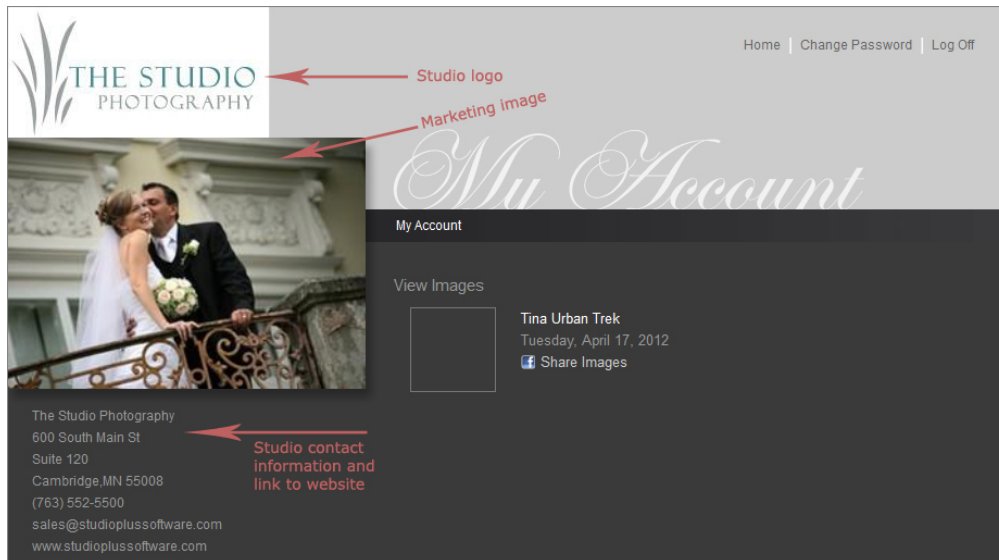
- Enter your studio's **InSpiredByYou Client Username** and **Password** on the **General** tab. *These were provided to you by StudioPlus when you established your InSpired account.*

Company Tab



InSpiredByYou.com Preferences - Company

- Enter your **Company Email Address**. This will appear on your InSpiredByYou.com website.
- Enter your studio's **Home Page URL**. This will be used to link your clients from their InSpiredByYou.com page back to your home page.
- Select a **Company Logo**. This logo will appear on your InSpiredByYou page in the upper-left corner. This logo should be either a JPEG, TIFFS, or GIF file and should be 240 pixels wide by 120 pixels high.
- Select a **Marketing Image**. This image will also appear on you InSpiredByYou page. The images dimension should be 330 pixels wide by 230 pixels high.

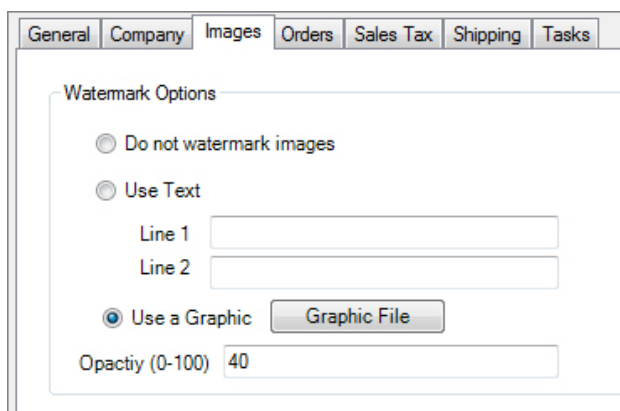


- Select an option for **Online Yearbook Selection**:
 - **Do not offer yearbook selections online** - Use this option if you do not need to have your clients select their yearbook pose.
 - **Offer yearbook selections for Organization based Session Types** - Use this option if you want a yearbook option to appear for every image in any session that has an organization session type.
 - **Offer yearbook selections for images containing 'Yearbook' metadata** - Use this option if you want to limit the images your client can choose as their yearbook pose to approved yearbook images only. Then use the **Metadata Keyword** feature on the **Digital Workflow** to assign "Yearbook" as a keyword for those images that are yearbook approved.
- Select **Do not sell products online** if you want to use InSpiredByYou for online preview only. If you check this box your clients will not see **View Cart/Checkout** or **Click Here to Start Ordering Products**.
- Select **Allow composites to be uploaded and ordered online** if you want to be able to upload composite image previews to InSpiredByYou.

Note: If you upload composites to InSpiredByYou, your clients will be able to order any product for that image, just like a non-composite image. Keep in mind that a composite is a fixed size and may not "fit" properly within the size of some of your products.

- Select **Hide Black and White and Sepia options** if you do not want your clients to be able to view and order using the **Black & White** or **Sepia** options online.
- Choose **Upload Selected/Unselected Images as Favorites/Hidden** to use the selected/unselected status from Spectra on InSpiredByYou.
- Select **Do not allow clients to share images on social networking sites** to disable the social network sharing feature on your InSpiredByYou site.
- Select the **Require PIN** option to require the client to enter a PIN number when e-signing a session contract.

Images Tab



InSpiredByYou.com Preferences - Images

Select your **Watermark Options**. The watermark will be added to the low-res jpg as they are uploaded to your InSpiredByYou site.

- **Do not watermark images** - Show the images online without any watermark.
- **Use Text** - Include up to two lines of text that will be centered across the images.
- **Use a graphic** - Use a JPEG, GIF, or PNG file. Click **Graphic File** to choose the location of the desired graphic.
- **Opacity** - Choose how transparent the watermark text or graphic is on the uploaded image. The larger the number, the darker the text or graphic will be. *Note that if you use a JPEG or PNG that does not have any transparent areas, the opacity setting will affect the whole graphic.*

Orders Tab

InSpiredByYou.com Preferences - Orders

INVOICE DEFAULTS

Select the **Default Invoice Status** for downloaded web orders. We recommend using the invoice status field to keep track of orders that have recently been downloaded. If you have not used the invoice status before, follow these steps to begin:

1. Go to **Maintenance > Preferences > Studio Preferences > Invoicing**. Check the box to **Display Invoice Status on Invoice Screen**.
2. Go to **Maintenance > Invoice > Invoice Statuses**. Set up at least four invoice statuses:
 - **In-Studio Order** - Make this the initial status and then in-studio orders will default to this status.
 - **Web Order Placed** - This will be the default status for downloaded web orders.
 - **Web Order Processed** - This will be the status you will change the invoice to once you have opened the order and verified it.
 - **Order Completed** - This will be the final status you set all invoices to once they are completed.

You can also choose a **Default Payment Method** for your online orders.

PAYMENT PROCESSING

These settings allow you to choose how you will process credit cards online.

- **Process credit cards online** - Choose this setting to run your client's credit card real-time during the InSpiredByYou check out process. You must have a Merchant Warehouse account in order to choose this option. Sign up for an account here: http://www.studioplussoftware.com/help/credit_cards.aspx. Then click **Payment Processing Providers** to enter your Merchant Warehouse settings.
- **Process credit cards after order download** - Choose this if you do not want to run credit cards on InSpiredByYou. In this case, payment information will download along with the invoice into Spectra, and the payment will be flagged as a **Pending Payment**. You will need to manually open the payment record and run the credit card through your normal credit card process.

CLIENT UPDATE

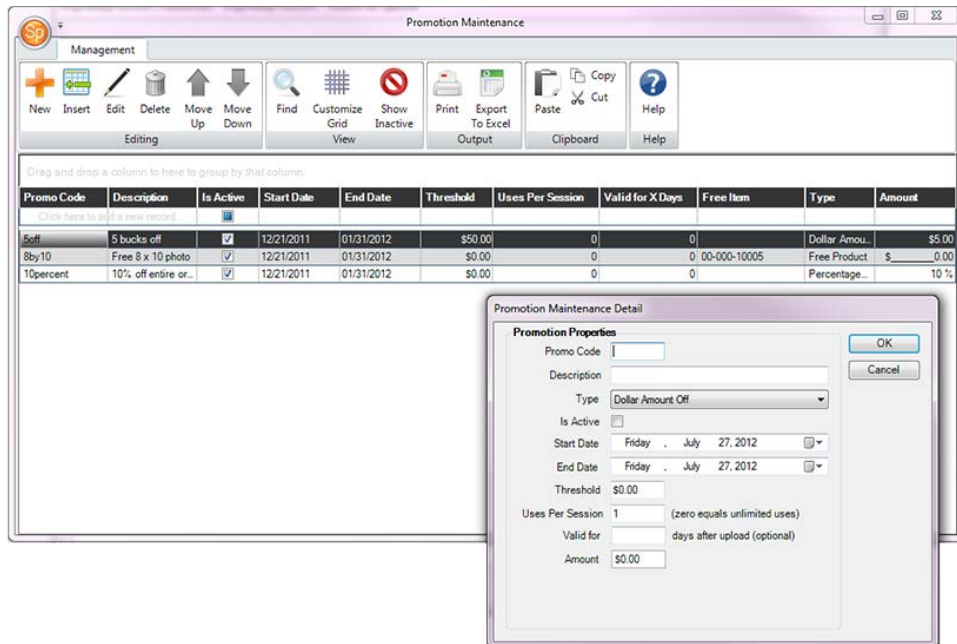
During the online checkout process, clients will have the opportunity to modify their contact information. Make one of the following choices to instruct Spectra what to do with any changes made online.

- **Client** - Check this option to have Spectra update the client information in your database with the changes the client makes online.
- **Invoice Notes** - Choose this option to have the online information stamped into the invoice notes. With this option, no updates will be made to the client information in your database.

PROMOTION MAINTENANCE

InSpiredByYou promotion codes can be used by your clients when shopping on InSpiredByYou. You can choose to provide discounted or free products. Follow these steps to set up your InSpired promotion codes:

- Go to the **Order** tab and click **Promotion Maintenance**. To create a new promotion code, click **New** on the ribbon.



- Enter the **Promo Code**. This will be the code that your clients can enter on InSpiredByYou.
- Enter the **Description**. This will appear on your client's order confirmation.
- Select the **Type** – either **Dollar Amount Off**, **Percentage Off**, or **Free Product**.
- Check **Is Active** if this promo code should be active online.
- Select the **Start Date** and **End Date** that this promo code will be active.
- The **Threshold** is the minimum order that has to be placed before the promotion code can be used.
- **Uses Per Session** allows you to set how many times this promo code can be used on a session. Enter “0” if it is unlimited.
- Enter either the percentage or dollar **Amount** or select the **Free Product** from your price list.
- Click **OK** to finish.
- Enter as many promo codes as you want. The promo codes will synchronize with InSpiredByYou.com the next time you synchronize your settings.

INSPIRED PRICE LIST

For each Spectra session you upload to InSpiredByYou, you can choose a specific online price list. You may want to have different online price lists for different clients or session types. You may use an existing price list, but it is our recommendation that you create a new, simplified price list for online use.

In Spectra, go to the **Maintenance > Price List > Price Lists**.

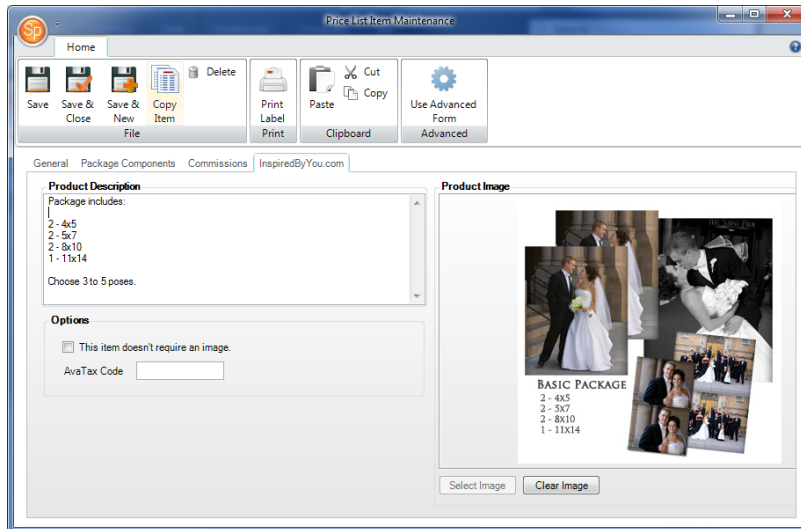
Getting Started with InSpiredByYou

- Create a new price list OR copy a price list and its items and then modify it for web use. *Note: Keep your online pricing, options, and packages as simple as possible. Remember that when your clients are ordering online, they won't have a sales rep there to answer their questions and to make sure they enter everything correctly.*
- When you create or modify a price list for online use, be sure to check the **Web Enabled** checkbox. Only web-enabled price lists can be uploaded to InSpiredByYou.
- When setting up packages you have the option to set up pose limits by using the **Min/Max # of Images Allowed** options. You also have the ability to add an **Additional Pose Fee**. For the additional pose fee, first create a price list item with the fee amount, and then select it as the **Additional Pose Fee** from the drop-down list. This fee will automatically be added to the price of the package if the client selects more than the allowed number of images.

Price List Item Maintenance

Price List Item Maintenance

- You can also choose to hide items from your online price list, such as the additional pose fee, that are only available as part of a package and cannot be purchased ala carte. Choose the **Hide This Item** option for each item you would like to hide.
- On the **InSpiredByYou.com** tab, you have the option to enter a detailed description as well as select an image for that item. For example, for a package you might want to list what's included in the package and then also upload an image that helps your clients visualize how many portraits of each size are included. This information will be shown online when your clients are choosing items to add to their cart.



Price List Item Maintenance - InSpired Tab

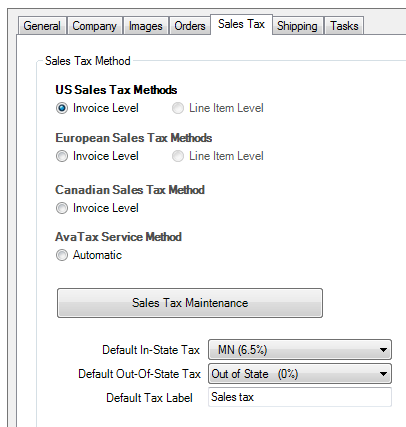
PAYMENT METHODS MAINTENANCE

- In Spectra, go to **Maintenance > Invoice > Payment Methods**.
- For each credit card payment method you want to accept online, check the **Web Enabled** checkbox. *Note that only credit cards can be accepted online – not cash, check, or gift certificates at this time.*

SESSION TYPES MAINTENANCE

- In Spectra, go to **Maintenance > Session > Session Types**.
- For any session type you would like to use on InSpiredByYou, select the **Default Web** price list and set a **Default Duration** online.

Sales Tax Tab



InSpiredByYou.com Preferences - Sales Tax

- Verify that the **Sales Tax Method** is set up the same way it is for your in-studio orders.



WHO KNEW?

Note that **Line Item Level** is not supported in InSpired.

- If you use Avalara® AvaTax Calc™ to calculate sales tax on your online orders, you can integrate this service with InSpiredByYou by selecting **Automatic** under the **AvaTax Service Method**. To use this method, you must also enter an AvaTax code on each item in your InSpiredByYou price list. The AvaTax code is entered on the **InSpiredByYou** tab in **Price List Items** maintenance. *Note: AvaTax Calc is a third-party tax calculator. You must have an account established with [Avalara](#) to use AvaTax with InSpiredByYou.*
- Select the **Default In-State Tax** for orders being shipped to the same state as your studio.
- Select the **Default Out-Of-State Tax** for those orders being shipped out of state.
- Enter a **Default Tax Label**. This is how sales tax will be described on the client's order confirmation.

Shipping Tab

Shipping Options

Default Shipping Method: Orders Under \$100.00

Shipping Methods

InSpiredByYou.com Preferences - Shipping

- Click **Shipping Methods** to set up your shipping methods.

Description	Amount
Orders \$100.01 to \$200.00	\$15.00
Orders \$1000.01 to \$1100.00	\$70.00
Orders \$1100.01 to \$1200.00	\$80.00
Orders \$1200.01 to \$1300.00	\$90.00
Orders \$1300.01 to \$1400.00	\$100.00
Orders \$200.01 to \$400.00	\$25.00
Orders \$400.01 to \$600.00	\$40.00
Orders \$600.01 to \$1000.00	\$60.00

Add Delete Modify

Description: Orders \$100.01 to \$200.00

Amount: \$15.00

- On the **Shipping Methods** window, set up different shipping methods and costs that your clients can choose for their online orders. Close the **Shipping Methods** window when finished.
- Back on the **Shipping** tab, select the **Default Shipping Method**.

Tasks Tab

Use the settings on the **Task** tab to have Spectra auto-create tasks to go along with certain types of InSpiredByYou downloads. Use the tasks that are automatically created to keep your workflow on track. For example, use Spectra to automatically create a pending task for the album designer when a client submits comments for their online album. Go to **Maintenance > Task** to set up **Task Types** and **Task Statuses**.

	Auto-Create Task	Task Description	Task Type	Task Status	Task Department	Task User
Album	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contract	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Web Form	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

InSpiredByYou.com Preferences - Tasks

Link Your Studio Website to InSpiredByYou.com

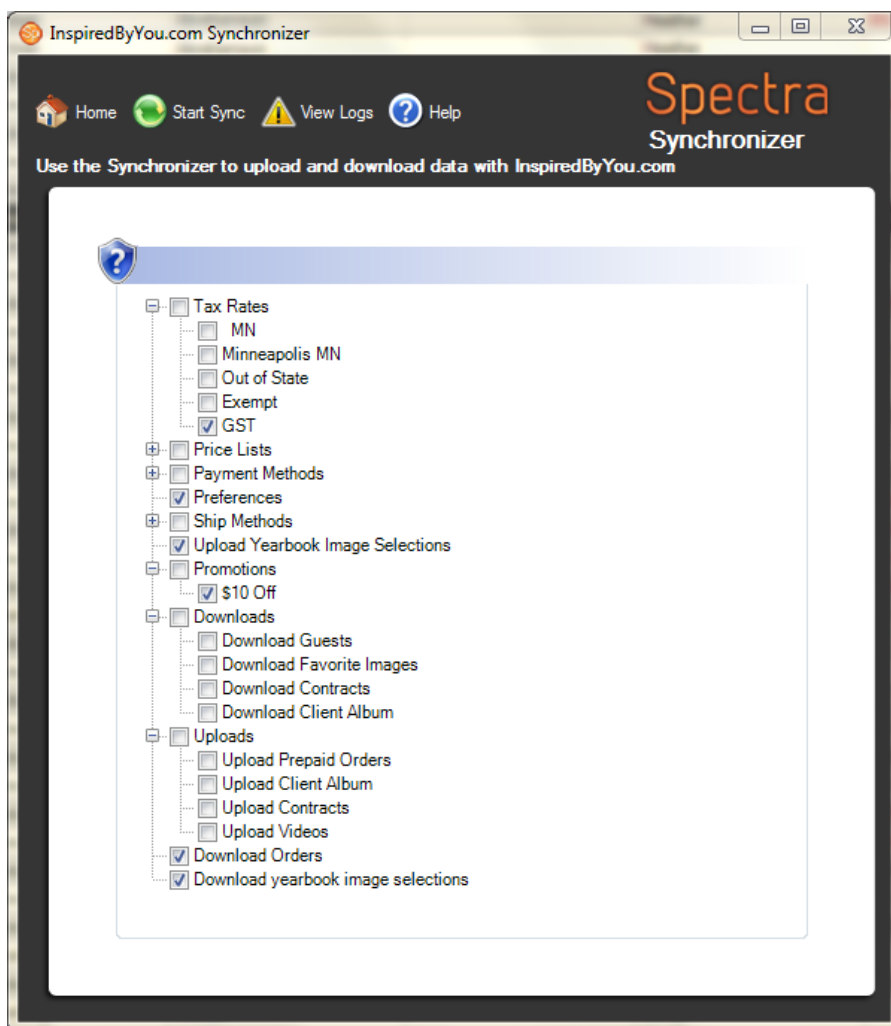
Set up a link from your studio website to your InSpiredByYou.com website.

- Create a button on your website home page called "View Images" or something similar.
- Link this button to your InSpired website using the link provided to you by StudioPlus.

Synchronizing InSpiredByYou

Once you have set up your InSpiredByYou settings in Spectra, or if you update them at any point, you need to synchronize the settings with your InSpiredByYou.com website.

1. Go to **Tools > Synchronize InSpiredByYou.com**



2. By default, any InSpired settings that have been changed in Spectra will be checked when you go to synchronize settings.
3. Check any items you would like to synchronize and uncheck any items that you do not want to synchronize at this time.
4. Click **Start Sync**.
5. If you encounter any problems, click **View Logs** to see the errors and contact StudioPlus tech support.

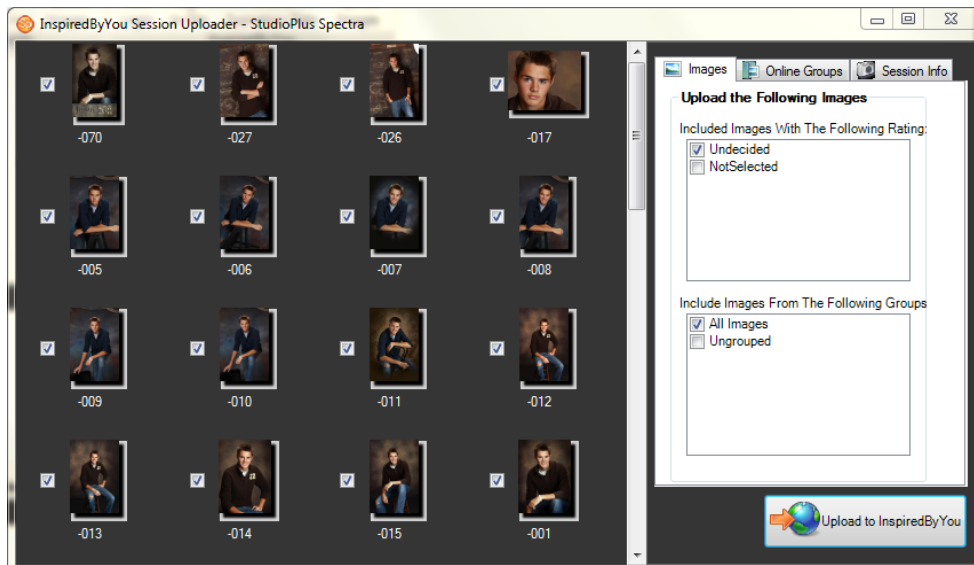
Using InSpiredByYou

Uploading to InSpired

Client and session information as well as images, contracts, albums, and videos can all be uploaded directly from Spectra. The client's address, email, and phone number; the session date, description, and web price list; and the selected images and image groups will all be uploaded through the session uploader described below. Contracts, albums, and videos that have been added to a session will be uploaded the next time you synchronize InSpiredByYou.com (either manually from the **Tools** menu or automatically through the **Control Center**). For more information about syncing InSpiredByYou.com, read the "[Synchronizing InSpired](#)" topic and the "InSpiredByYou Data Sync" section of the "Control Center" topic.

Uploading Sessions and Images

1. Use the session status to advance the session to the **Upload Images** stage on the **Digital Workflow** (see the "Digital Workflow" section for additional information).
2. Select the session you want to upload from the **Upload Images** session list on the **Workflow** hub and click **Upload to InSpired** on the ribbon.
3. You can also upload images right from a session. Open the session and go to **Online** tab on the ribbon. Click **Upload Images** on the **InSpired** group. Use the **Session Uploader** to select the images that you want to upload, choose whether you want to use any online groups, and modify the session information.



4. Use the **Images** tab to select the images you want to upload.
 - a. Select the images you want to upload based on the image rating (**Selected**, **Not Selected**, or **Undecided**).

- b. Select images to upload based on image groups.
 - c. Select images one at a time by using the checkbox next to each image in the image viewer.
5. Use the **Online Groups** tab to select any images groups you have created in Spectra that you would like shown online. Your client can then use those groups to organize their images. They can also create their own image groups on their InSpired site.
6. Use the **Session Info** tab to set up the online settings for this session.

a. The **User Name** is set to the client's email address.

b. The **Password** is set to the client's last name.

*Note: The user can change their user name and password when they log in. You cannot view their new password, but you can reset the user name and password back to the default (email and last name) at any time. Open the client record and go to the **Online** tab. Click **Reset Login** on the **InSpired** group.*

c. The **Number of Days Active** is the number of days you plan to make this session available to your client online. This will determine the online session **Expire Date**.

*Note: The **Expire Date** indicates how long you plan to leave the images online. As the **Expire Date** approaches, you will be notified and given a link to take down the online session in the **Web Services** panel on the Spectra **Home** page. To extend (or shorten) the online session, open the session in Spectra and go to the **Online** tab on the ribbon. Click **Extend Expiration Date** on the **InSpired** group and set a new date.*

d. Choose the **Price List** you would like to use. By default, it will be the price list you have associated with this session type in Session Types Maintenance.

e. Choose an **Event Type** for this online session:

- **None** - The session will only be viewed by the session client and any invited guests. In order to view the online session, the client must have a user name and password or link sent to them through email.

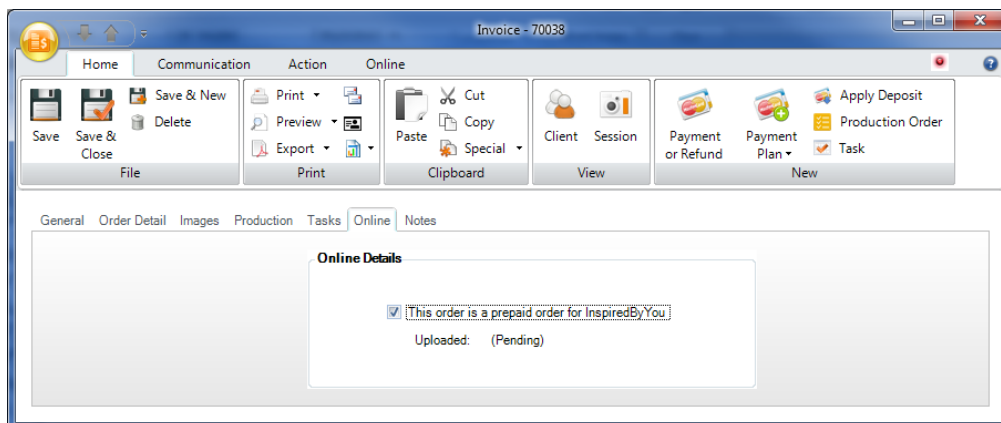
The screenshot shows the 'Session Info' tab in the InSpiredByYou software. The interface has three tabs: 'Images', 'Online Groups', and 'Session Info'. The 'Session Info' tab is active and contains two main sections: 'Session Information' and 'Event Information'.
The 'Session Information' section includes:
- 'User Name:' with a text box containing 'cuetred@aol.net'.
- 'Password' with a text box containing 'o'donnell'.
- 'Number of Days Active' with a text box containing '120'.
- 'Price list' with a dropdown menu showing 'Studio Price List'.
The 'Event Information' section includes:
- 'Event Type:' with a dropdown menu showing 'None'.
- 'Event Code:' with an empty text box.
- 'Event Description:' with an empty text box.

- **Private** - When an online event is private, clients would need to know the **event code** in order to view images on InSpiredByYou. For example, a wedding couple could choose to communicate an event code to everyone at their wedding who may want to look at the pictures and possibly place an order. The guests would need to enter the event code to view the images and create their own InSpiredByYou login to place an order.
 - **Public** - This type of event is available to anyone who goes to your InSpiredByYou website. They can search by the date of the event or choose the event from a list of recently uploaded events. Again, to place an order they would have to create their own InSpired login.
- f. Enter an **Event Code** of your own choosing. This is required for a private event, but can also be used to make a public event easier to find.
 - g. Enter your own **Event Description**. This is how the event will be listed online.
7. When you're done selecting your settings, click **Upload to InSpiredByYou**.
 8. Once the session has been uploaded, you may want to create a form letter to email the client that their images are available online. Remember, the user name is their email and the password is their last name. You may also want to set up a session status trigger to automatically alert clients that their images are online, and also to alert them again a few days before the session will expire. See the "Triggers" topic in the user guide for more information.

Uploading Prepaid Orders

You can record an invoice as a prepaid order in StudioPlus Spectra and then upload the order to InSpired, allowing the client to select online which images they want to use for each item in the order.

Go to the **Online** tab of the invoice and select "This order is a prepaid order for InSpiredByYou." Save the invoice and it will be marked for upload and processed during the next InSpired data sync. The **Uploaded** indicator will change from "pending" to "uploaded" when the order has been successfully synced to InSpired.



Uploading Contracts

(available in   )

For wedding and event photographers, you can create a customer contract right in StudioPlus Spectra and upload that contract to InSpired for your client to review and electronically sign.

1. Open a session and go to the **Communication** tab of the ribbon.
2. Click **Upload Contract** in the **Contracts** group to select a contract for this session. The contract will be uploaded to InSpiredByYou during the next InSpired data sync. Create contracts by using the **Form Letter Builder** on the **Tools** menu.

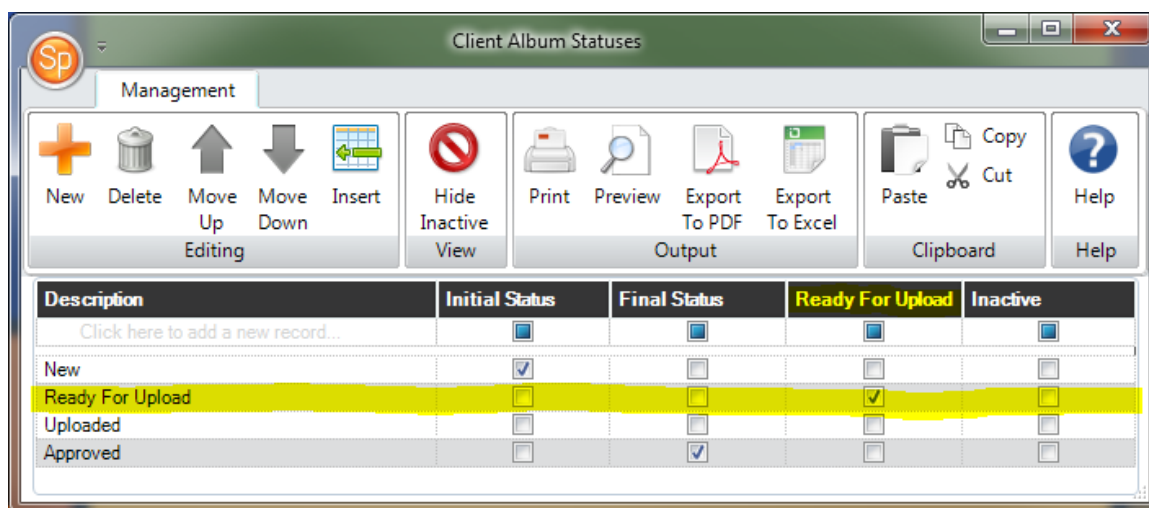
Uploading Albums

InSpiredByYou.com includes an online album/photobook proofer. Upload your album or photobook pages and let your client log in and view the album. The client can then “mark up” the album with comments and sticky notes. When the client submits their comments, they are viewable by your album designer. You can make the necessary changes and upload a second revision to repeat the process.

ALBUM SETUP



Set up the following items in Spectra before using the album feature.

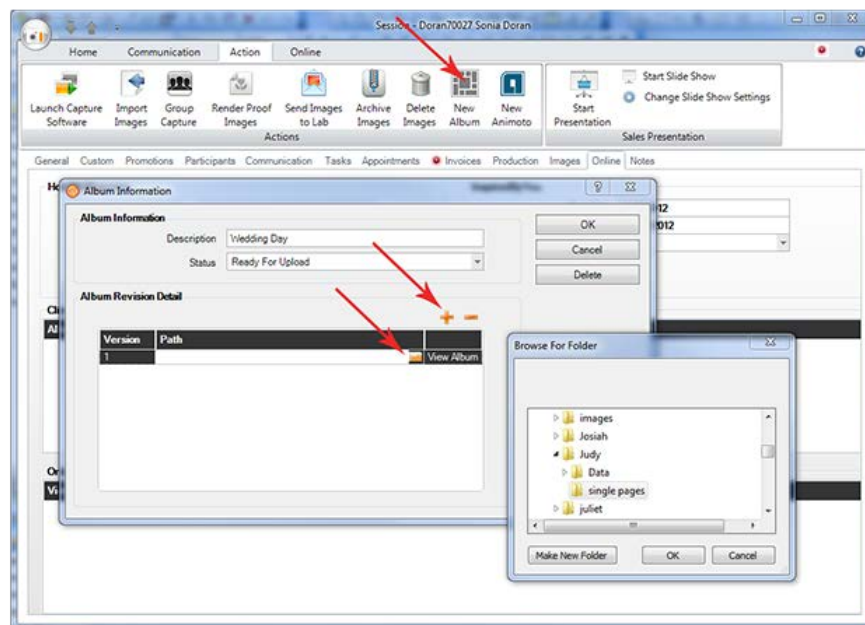
- **Album Statuses** - Go to **Maintenance > Studio > Client Album Statuses** and set up album statuses. Spectra **REQUIRES** that you have a status that indicates the album is ready for upload. Create a status called "Ready for Upload" and make sure to check the **Ready to Upload** box. When an album with this status is added to a session that is currently online, Spectra will automatically trigger the album upload during the next data sync. Additional statuses can be created and used for your internal album workflow. Examples could include: "Needs Review," "Comments Added," and "Final Review."



- **Task Creation** - Set up Spectra to automatically create a task when album comments or approvals are submitted by your clients. See the "Tasks Tab" section of ["Setting Up InSpiredByYou."](#)
- **File Format** - Name your album pages consecutively and include leading zeros to ensure the pages are displayed in the proper order. For example: 001, 002, 003, 004 ... 010, 011, etc. Upload preview-size (.jpg) versions of the album pages instead of the full resolution files.

ADD THE ALBUM TO THE SESSION

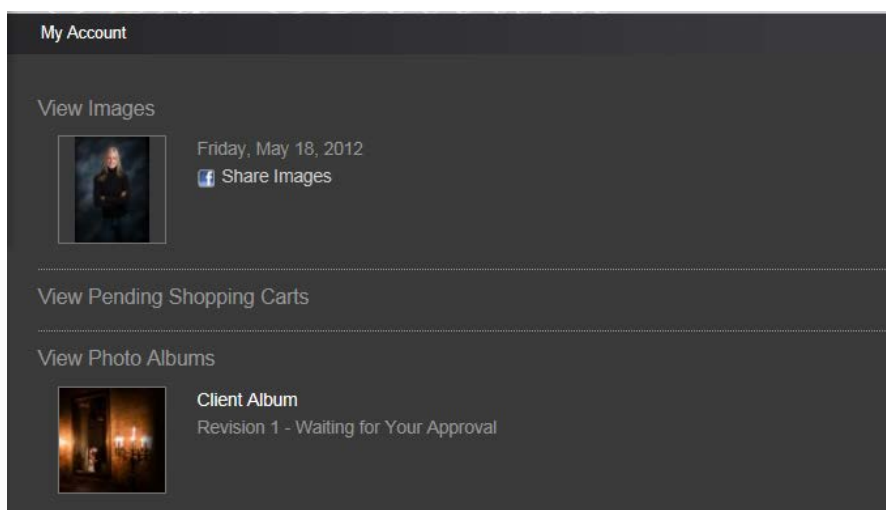
1. Open a session and click **New Album**  on the **Action** tab of the ribbon.
2. On the **Album Information** window, add a **Description** of the album as you would like it to appear online.
3. Select the album **Status** of "Ready for Upload." *Note: If you haven't set up your album statuses, see the "Album Setup" section above.*
4. Click  to add a new album or revision for upload.
5. Click the orange folder icon and browse to the folder that contains the designed album pages. Select the folder and click **OK**.



6. Open the **Online** detail tab on the session to view the client albums for the session.
7. After the album has been added, click **Save** on the session ribbon to save the changes to the session. Saving the session with a new album or revision (set to the "Ready for Upload" status) will automatically mark the album for upload during the next InSpiredByYou data sync.

SYNC THE ALBUM TO INSPIREDBYYOU

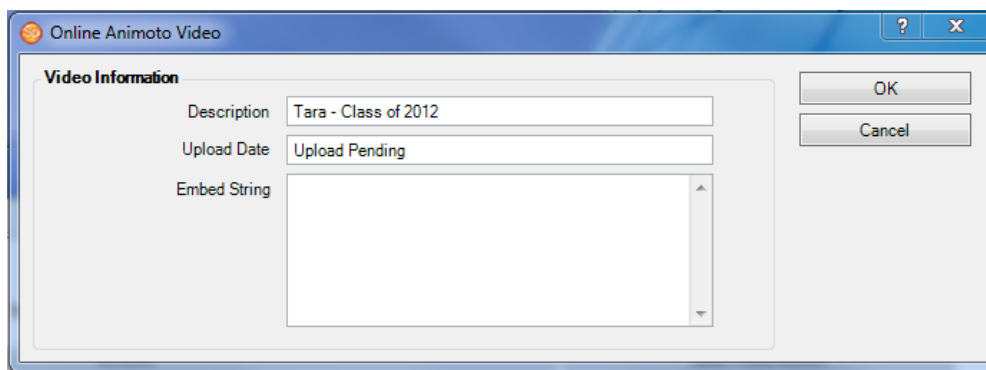
1. Go to **Tools > Synchronize InSpiredByYou.com**.
2. Under the **Uploads** section, **Upload Client Album** will be checked. *Note: If the client album box is not checked, then Spectra doesn't recognize any new albums that are ready for upload. Make sure the album has been saved on the session and that the "Ready to Upload" status has been chosen for the album.*
3. Uncheck any other options that you do not want to sync at this time and then click **Start Sync**.
4. When the sync is complete, the client can log in to their InSpired site and view the album from their home page.



Uploading an Animoto™ Video

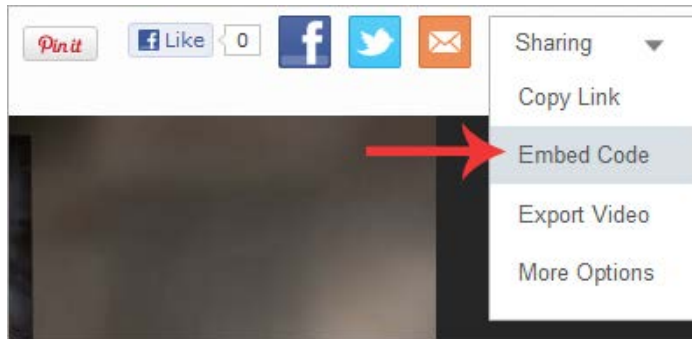
Animoto videos have become a powerful tool for the professional photographer. To add an Animoto video you've created to your client's InSpiredByYou event page follow these steps:

1. Open a session and click **New Animoto**  on the **Action** tab of the ribbon.

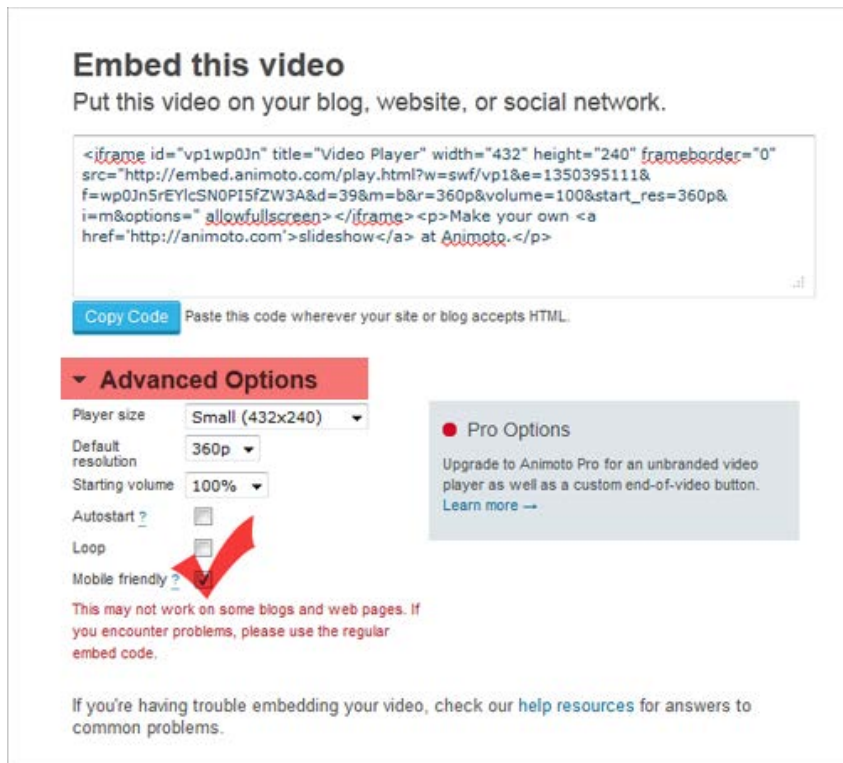


2. Add a **Description** of the video as you would like it to appear online.

3. The **Upload Date** will indicate "Upload Pending" until the next InSpiredByYou data sync occurs. Spectra will then update the date.
4. Copy and paste the **Embed String** from your prepared Animoto video.
 - Log in to your Animoto account and open the video.
 - Open the **Sharing** menu in the upper-right corner and select **Embed Code**.



- We recommend using Animoto's mobile friendly embed code option. To do this, click **Advanced Options** and check the **Mobile Friendly** box. This will modify the embed code that is displayed in the box. Click **Copy Code**.



- In Spectra, click the **Embed String** box and press Ctrl+V to paste the code you copied from Animoto. Click **OK** to close the online video window.
5. Save the session and the video will be uploaded to the client's InSpiredByYou event page during the next data sync.

Downloading from InSpiredByYou

Downloading Orders and Yearbook Selections

Downloading orders from InSpired is easy to do, but you'll need to have a system to keep track of your web orders to ensure their timely fulfillment.

1. Go to **Tools > Synchronize InSpiredByYou.com**.
2. Make sure **Download Orders** and **Download Yearbook Image Selection** are checked.
3. Click **Start Sync**.
4. Once the orders have successfully downloaded, open the **Invoices** hub.
5. Choose to search by **Invoice Status** and select the "Web Order Placed" status you created when setting up InSpired. This will show you all your web orders.
6. Open each order and verify they are correct.
7. On downloaded invoices there is a **Web Order Number**. This number corresponds to the **Order Confirmation Number** the customer received when they placed their online order. Use the web order number to easily find a client's InSpired order in Spectra.

*Note: Be very careful when modifying invoices for web orders. The changes you make to an order in Spectra are not uploaded back to InSpiredByYou. Clients can view their order history online. If you make changes to an invoice it may not match the online order. You can modify the **Users & Security** settings in Spectra to prevent accidental invoice changes.*

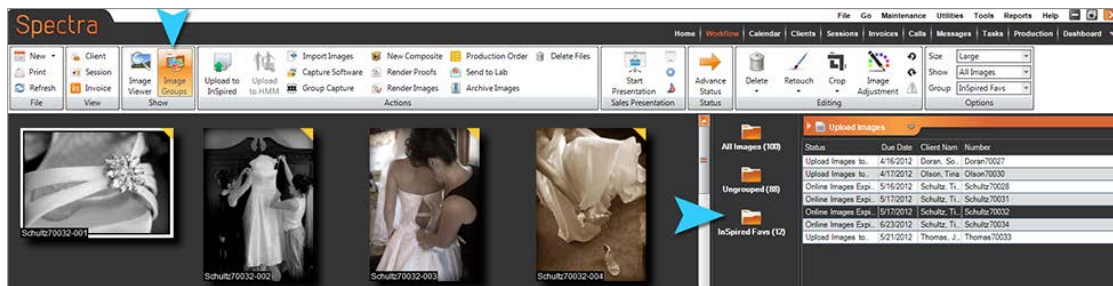
Downloading Guests

Check the option to **Download Guests** on the InSpiredByYou Synchronizer to download the names and email addresses of guest accounts that are created online. A new client record will be created in Spectra for each guest.

Downloading Favorite Images

Check the option to **Download Favorite Images** on the InSpiredByYou Synchronizer to download the "Favorite" selections your clients have made on their InSpired event page. Downloaded favorites will appear in a group called **InSpired Favs**.

- Select the session on the **Workflow** hub.
- Click **Image Groups** on the workflow ribbon to see the session image groups.
- Click the **InSpired Favs** folder to see the images the client selected as favorites online.



Downloading Contracts

(available in   )

When a client electronically signs a contract on their InSpired event page, notification will be made to Spectra during the next data sync (as long as the **Download Contract** checkbox is selected on the InSpiredByYou Synchronizer). Use Spectra to automatically create a task when a contract has been electronically signed by a client. Assign the task to an individual or department for follow up. Set up automatic tasks on the **Tasks** tab in **Maintenance > Preferences > InSpiredByYou.com Preferences**.

Downloading Album Comments or Approval

When your client views an album you've uploaded to InSpiredByYou, they will be able to approve your album design with no changes, or they will be able to "mark up" the album with comments and sticky notes and submit those comments to you. When album comments are submitted or when an album has been approved, Spectra will be notified during the next data sync.

To keep track of your album workflow, make sure you're using Spectra to automatically create tasks when comments or approvals are submitted. Set up automatic tasks on the **Tasks** tab in **Maintenance > Preferences > InSpiredByYou.com Preferences**.

You can also use album statuses to keep track of where an album is in the revision process. Set up album statuses in **Maintenance > Studio > Client Album Statuses**.

Processing Invoices and Payments

Depending on how you set up InSpiredByYou, you may process payments in different ways. There are two main options for processing payments:

With a Merchant Warehouse Account

If you have a merchant account set up through Merchant Warehouse, credit cards will be processed online at the time a client checks out. Downloaded payments will not need to be processed and the money will be deposited into your bank account. If you are using the Accounting Link feature in Spectra, these payments will appear in your daily **Make a Deposit Posting**. For more information or to sign up go to:

http://www.studioplussoftware.com/help/credit_cards.aspx

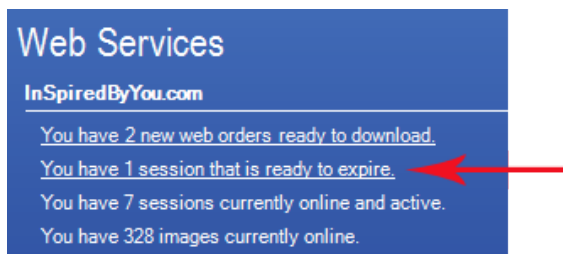
Without a Merchant Warehouse Account

If you do not have a merchant account set up Merchant Warehouse, you will need to manually process the credit cards once the orders are downloaded. Open the invoice, then open the payment and process the credit card. These payments will download as "Pending Payments" until you process them.

Taking Down Online Sessions

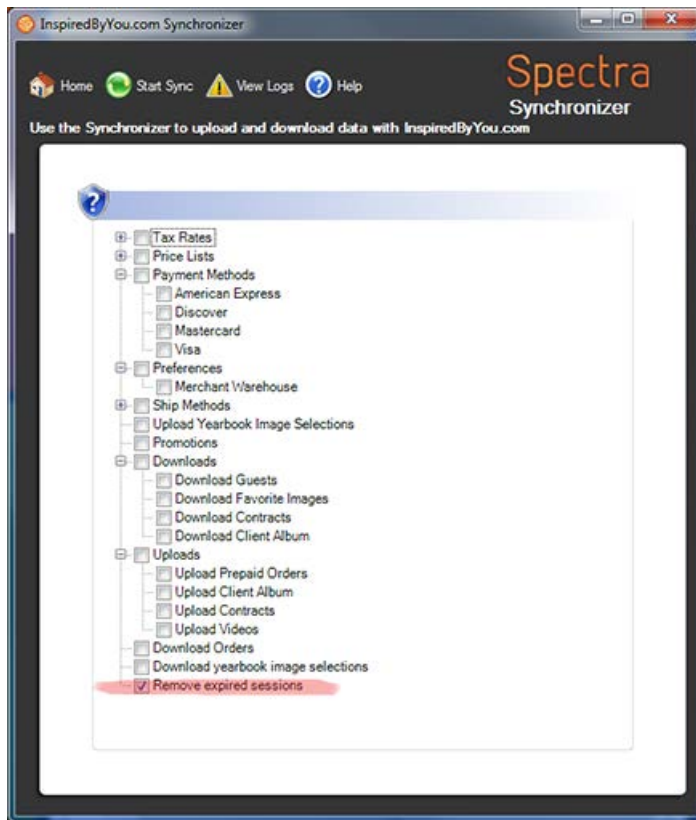
When the **Expire Date** of an online session approaches, you will be notified in the **Web Services** panel on the Spectra **Home** page. You must 'take down' each session in order to close the online session for viewing and ordering, as well as to remove the images from your InSpiredByYou.com site.

- Go to the **Web Services** panel on the Spectra **Home** page.
- Click the link that indicates you have one or more sessions that are ready to expire.



- The **InSpiredByYou.com Synchronizer** will open and there will be an option to **Remove expired sessions**. Make sure this item is checked.

*Note: When you run the sync, all online sessions past their **Expire Date** will be taken down. Before running the sync, make sure you extend any online sessions that you don't want taken down yet.*



- There may be other items checked when you open the synchronizer. Uncheck any of the items that you don't want to sync at this time.
- Click **Start Sync** to run the sync.

Testing Your Setup

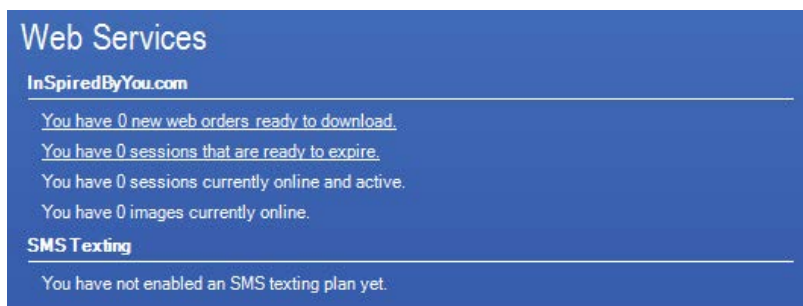
Once you have completed setting up your InSpiredByYou account and the InSpired settings in Spectra, it's a good idea to create a test session and upload it to your InSpiredByYou.com site. Log in and make sure your settings appear correct. Go through the images like a client would, create an order, and then download it back into Spectra.


Tips for Managing InSpiredByYou

You can manage all of your InSpiredByYou sessions directly in Spectra. Here are some tips to help you manage your sessions in the main application.

InSpired on the Spectra Home Page

Once you have enabled your InSpiredByYou website in the preferences, you should have a section on your Spectra **Home** page for InSpiredByYou.com information.



If you do not have this section, click **Customize Your Home Page** in the upper-right corner and select **Web Services** from the list of home page panels. The InSpiredByYou.com section of the **Web Services** panel will tell you how many web orders are ready to download, how many sessions are set to expire (along with a link you'll use to take them down), how many sessions you currently have active online, and how many images are being hosted by InSpiredByYou. The panel will automatically update periodically or you can click **Refresh** .

Make a Shortcut to InSpired

Click **Add User Shortcut** in the upper-right corner of Spectra and add your InSpiredByYou.com login link. You can add this shortcut for all users by going to **Maintenance > Studio > Studio Shortcuts**.

Customize the Session and Invoice Hubs

Add the **Session Web Expire Date** and **Invoice Web Order Number** to your hubs so that you can quickly see what sessions have been uploaded and what invoices have been downloaded. You can also add the **Yearbook Image** field so you can see if your clients have chosen a specific image for the yearbook.

Session Status Triggers to Email

Add **Session Status Triggers** to notify your clients when their images have been posted online. Set up a trigger to notify them before their online session expires to encourage last-minute orders.

Invoice Status Triggers to Email

Add **Invoice Status Triggers** for your InSpiredByYou invoice statuses that will automatically notify your customers when you've received their order, when the order has been processed, or when it's ready to be picked up.

Invoice Filter for Today's Orders

Create a filter in the **Filter Builder** for your "Web orders today" so you can easily access your list of daily orders.

Form Letters and HTML Emails

With the proper type of letter or email you can add the web expire date to the communication you send.

Reset the Online Login

For any client that has had a session uploaded to your InSpiredByYou website, you can open their client record, go to the **Online** tab, and choose **Reset Login**. This will reset their password to their last name.

Extend the Web Expire Date

If you need to extend the web expire date for a customer, open the session and find **Extend Expiration Date** on the **Online** tab. You can also use this option to manually expire a session that you no longer want on InSpiredByYou.com. Choose a past date and click **OK**. If you return to the Spectra **Home** page and click **refresh**, the expired session should appear in the **Web Services** panel so you can take it down.



ATTENTION!

The **Expire Date** for online sessions may come and go, but you still must **take down** the session in Spectra to close the online session for viewing and ordering and to remove the images from your InSpiredByYou.com website. The **Expire Date** is your prompt to do that.