

CHECKLIST: SETTING UP INSPIREDBYYOU

For detailed instructions, please refer to the PDF document, "Getting Started with InSpiredByYou," available on the documentation page of our [website](#).

1 - SET UP YOUR ACCOUNT INFORMATION IN STUDIO PREFERENCES - In Spectra, go to **Maintenance > Preferences > Studio Preferences**. Enter your StudioPlus account number and password on the **Studio Info** tab.

2 - SET UP YOUR INSPIRED PREFERENCES - In Spectra, go to **Maintenance > Preferences > InSpiredByYou.com Preferences**.

ACTIVATE INSPIREDBYYOU

GENERAL TAB

- User Name (*StudioPlus customer number – check **Help > About** in Spectra*)
- Password (*Studio owner's last name, with correct capitalization*)

COMPANY TAB

- Enter email address
- Enter studio website
- Load company logo file
- Load marketing image file
- Online yearbook selection? Y/N
- Sell products online? Y/N
- Upload composites? Y/N
- Hide black & white and sepia options? Y/N
- Allow social network sharing? Y/N
- Require PIN for e-signed contracts? Y/N

IMAGES TAB

- Choose watermark options

ORDERS TAB

- Select default invoice status (*i.e., "Web Order Downloaded"*)
- Select default payment method
- Process credit cards online or after download?
 - Select payment processing provider if processing cards online
- Set up online promotion codes (*Promotions Maintenance*)
- Activate and modify a price list for online use (*Price List Maintenance*)
- Enable payment methods for online use (*Payment Methods Maintenance*)
- Modify session types to include default web price list and default online duration (*Session Types Maintenance*)

SALES TAX TAB

- Select tax method for orders (*same as in-studio orders*)
- Choose default in-state tax
- Choose default out-of-state tax
- Enter default tax label

SHIPPING TAB

- Set up shipping methods
- Choose default shipping method

TASKS TAB [OPTIONAL]

- Album task (*i.e., "Revise album" assigned to the album designer*)
- Contract task (*i.e., "Mail contract" assigned to "Bookings" department*)
- Order task (*i.e., "Review order" assigned to "Order Processing" department*)

2 - SYNCHRONIZE YOUR SETTINGS - In Spectra, go to **Tools > Synchronize InSpiredByYou.com**.

SELECT/DE-SELECT OPTIONS AND START SYNC