Your First Steps Full Frame Setup Instructions



Complete Account Details - It's important to ensure that your branding and contact details are present. Your branding and contact information will be displayed in multiple locations including the Client Center, Property Website, Virtual Tours, and Email Notifications.

The following links in blue can be found in the header menu of your Admin Center.

<u>My Account</u> > <u>Account</u> >

FULL FRAME for	r Acme Photography	Configuration My Account Learning Center Logout
Dashboard Projects 🔻	Clients 🔻	
A My Profile	Account Settings	
Account		
\$ Billing	Acme Photography	
\$ Billing Report	1234 Market St San Diego, CA 92101	
User Management	Contact: Bob Jones Email: info@flashitfirst.com Website: www.gofullframe.com Phone: 888-510-0515 Edit Account Info	

- 1. Confirm Company Phone Number, Email Address & Website
- 2. Upload Company Branding for Dark Colored Backgrounds
- 3. Upload Company Branding for Light Colored Backgrounds

Configure Your Account - Your clients will order, pay, and access features through the Client Center based on configurations in the Admin Center under "Configuration".

Configuration > Setup Your Packages >

Package 1	Package 2	Package 3
Title	Title	Title
PHOTOS ONLY	PHOTOS + PHOTO TOUR	PHOTOS + HD VIDEO
Description	Description	Description
Stunning interior & exterior photos of listing.	Listing photography & video slideshow.	A captivating HD video & listing photos.
\$ Set Pricing	\$ Set Pricing	\$ Set Pricing

- 1. Add a title and description for Package 1
- 2. Click on "Set Pricing" and choose whether you'd like to charge by Square Footage, Listing Price, or # of Photos
- 3. Setup pricing Tiers based on the option you chose in the step above. Close modal when finished.
- 4. Add items to your package that will be displayed for your client when ordering
- 5. Repeat with Package 2
- 6. Repeat with Package 3

Configure Add-Ons - Add-ons are an effective way to increase your profit margin while still allowing you to complete in terms of pricing.

Configuration > Create & Manage Add-ons >

anago	e Features					
INFIGURA	TION Setup Your Package	Create & Manage Add-o	On/Off Features	Billing Your Clients	Community Management	Terms of Service
omain Na	me Settings			Edit you feature also dra	ur optional services below. You n s which will be offered to agents ag & drop categories or features	nay add or remove categorie: when creating a project. You into the desired order.
Enable	Title	Price	Description	-		
	Unique website address	25	Get a custom URL for you			
Community	Photos Settings					
		Duizo	Description			
Enable	Title	Price	Description			

You have complete control over add-ons that you offer to your clients. There are two add-ons that require access to Full Frame's database. You'll need to "check" these add-ons if you wish to offer them.

- Domain Name Settings Check "Enable" to allow your clients to order a domain name for their Property Website. See <u>Learning Center Video</u> for important details.
- 2. Community Photo Settings When this is "Enabled" your client will have the option to order "Community" photos as well as list up to 5 shots or locations they would like.
- 3. Create categories for your add-on services. Add as many items to each category as needed.

On/Off Features - Certain Full Frame features may be turn on or off according to your needs. Below we'll take a look at Global Settings for on/off switches.

Configuration > On/Off Features >

Turn Features On and Off						
CONFIGURATION	Setup Your Packages	Create & Manage Add-ons	On/Off Features	Billing Your Clients	Community Management	Terms of Service
Flyer Creator	Enabling t This setting	his feature allows all client: can be changed for individual cl	s to have access to the interval of the interval of the profile level.	ne flyer creator.		Enable @
Pay by Invoice	Enabling t This setting Show link Must have n	his feature allows all client: can be changed for individual cl for optional credit card pay nerchant bank account	s to pay by invoice, r ients at the profile level. ment.	ather than credit card	1 .	Enable
Watermark Featu	Te Enabling t This setting	his feature will watermark can be changed for individual cl	all images for project ients at the profile level.	ts with an outstandir	ng balance.	Enable
Calendars	Enable cal This setting Show clier	endars. will convert your dashboard into nt phone number in event d	o a calendar view, as we etails.	l as enable linking your e	vents with Google Calendars.	Enable @

1. Decide which features you would like to make available to your clients by checking the "Enable" box to the right of each feature.

NOTE: If you enable the "Pay by Invoice" option and would like your invoiced clients to have the option of paying by credit card, you must enable the "Show link for optional credit card payment" as well as complete the Merchant Account setup in the step below.

Billing Your Clients - If you are going to accept payment on this site, we support two merchant banks; Stripe & Elavon. Both integrations allow your clients to store their credit card information for easy ordering.

Configuration > Billing Your Clients>

the Converge gateway for this integration.

Payment Processing Configuration						
CONFIGURATION	Setup Your Packages	Create & Manage Add-ons	On/Off Features	Billing Your Clients	Community Management	Terms of Service
Merchant Acc	count					
CURRENT PAYMENT	PROCESSOR Elavon	Stripe				

If you are going to accept payment on this site, we support two merchant banks; Stripe & Elavon. Both integrations allow your clients to store their credit card information for easy ordering.

- 2. Select between Elavon or Stripe and input account details in the fields provided.
- 3. If using "Invoice", click on On/Off Features and then enable the "Pay by Invoice" checkbox.

Terms of Service - Terms of Service is a document that creates an agreement between you and your client.

Configuration > Terms of Service >

4. Upload your "Terms of Service" PDF. Your clients will not be able to place an order until this document has been uploaded. <u>Click Here</u> to download a sample TOS document.