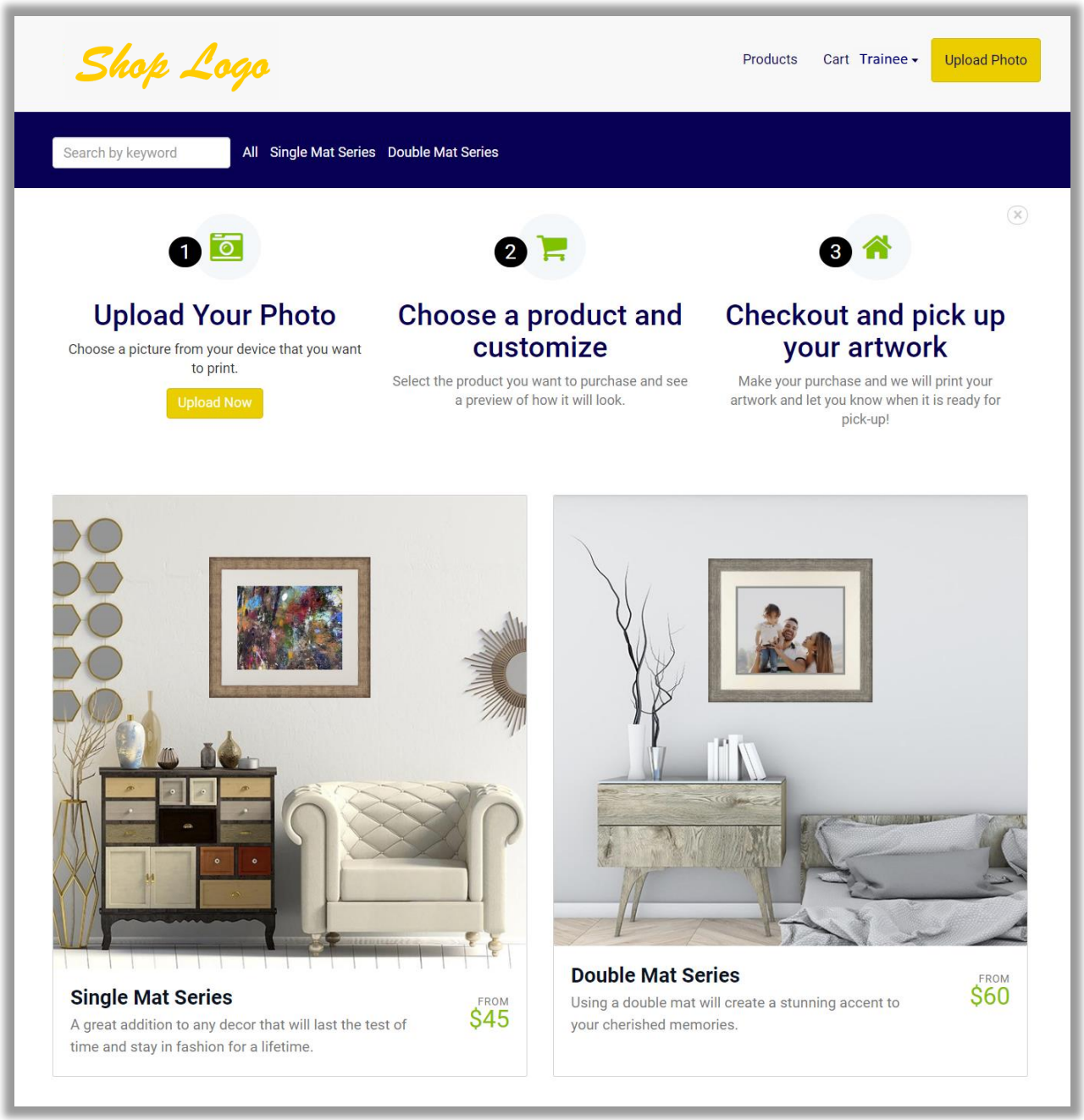
LifeSaver Software

FrameVue.Com User Manual



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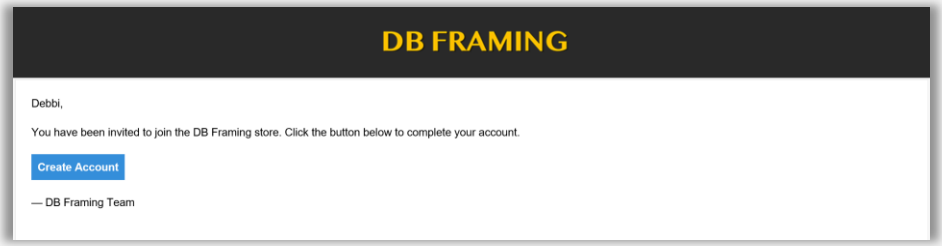
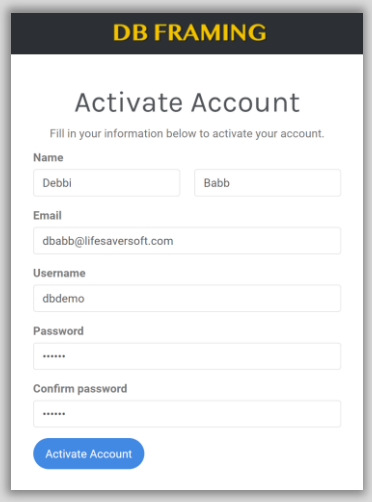
Getting Started

1. LifeSaver Support Staff will email you an invite to create an account for your store.



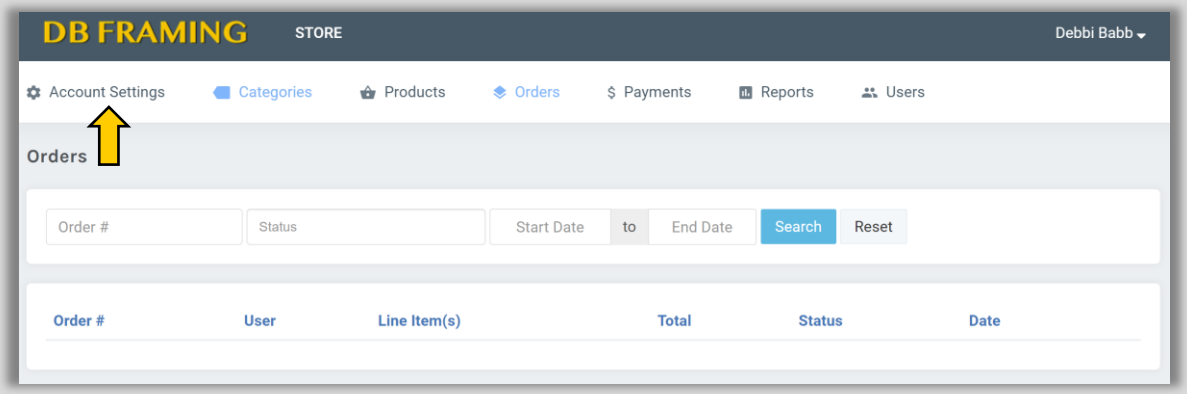
2. Your store FrameVue website will open. Complete your ***Username*** and ***Password***. Select ***Activate Account.***



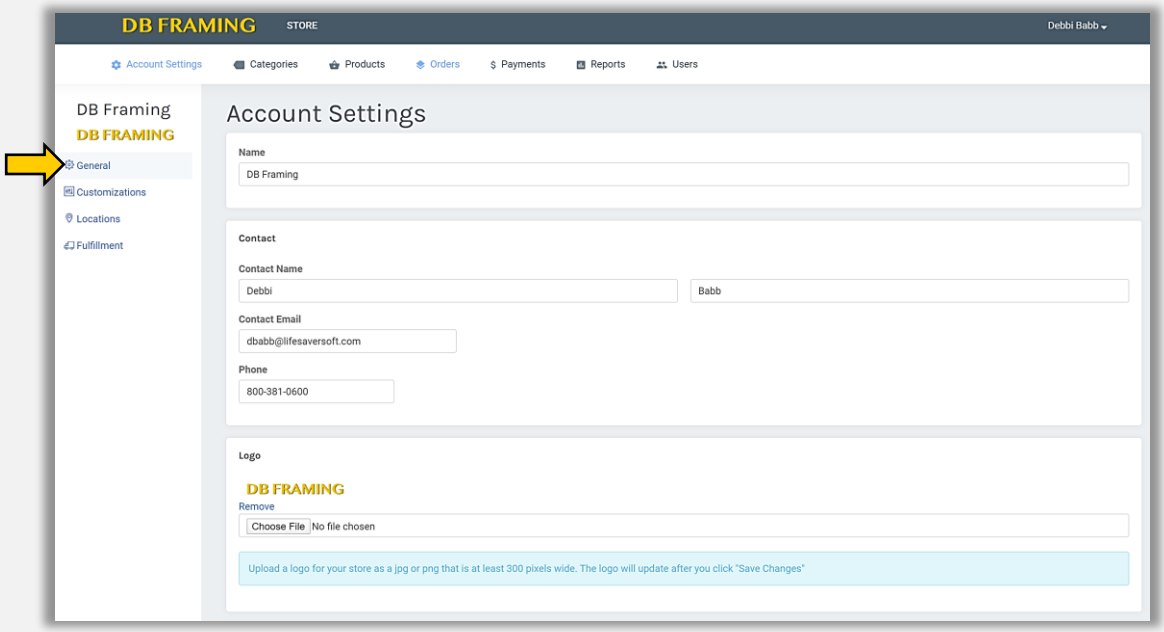
Account Settings

General

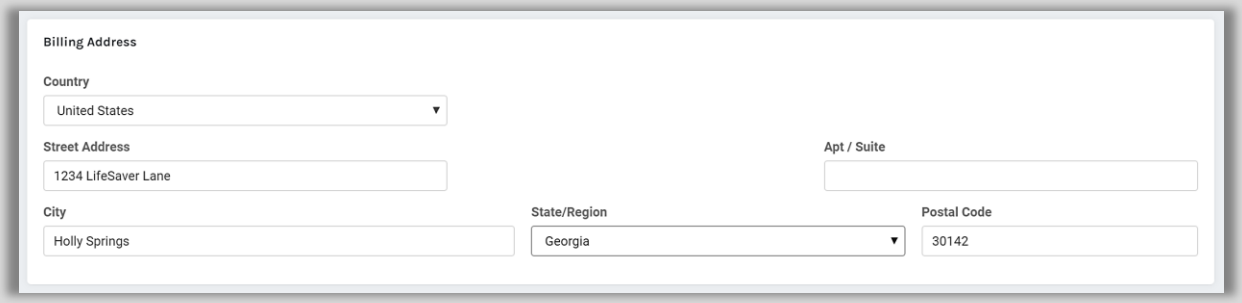
1. The website will open on the Orders screen. Select ***Accounts Settings*** in the header bar to the left of the Orders.



2. The Account Settings will open in the ***General sub-menu***. Currently your Store Name, Contact Info and Logo Upload will be completed by LifeSaver support staff.

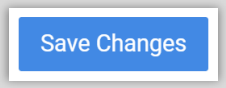


3. Complete your ***Billing Address***.



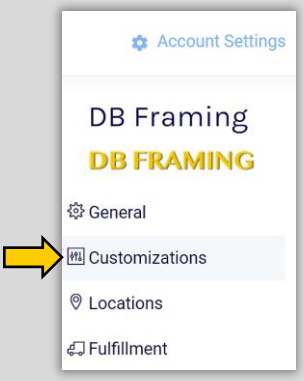
4. Enter your ***Shipping Cost*** and ***Tax Rate***. If your shipping rate is taxable select ***"Is Shipping Taxable."***

5. Select ***Save Changes***.



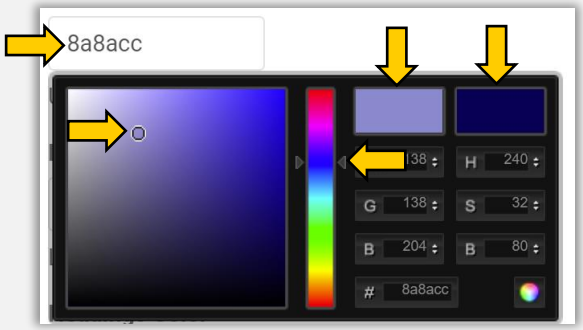
Customizations

1. Select ***Customizations*** located left screen under the General heading to select your website color scheme and fonts.



2. How to enter Color Hex Code or use Color Picker. If you know the HEX color code type it into the field. If not, select color and shade in the color picker.

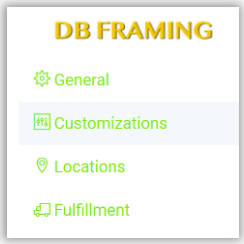
    a. Click/Touch and drag ***Color Bar Arrow*** to select color.
    b. Click/Touch and Drag ***Circle*** in color shade window to ***Select Shade*** of color.
    c. The color will ***Preview*** in the first field to the right of the color bar.
    d. If a ***Previous Color*** was selected it will display to the right of the first color preview field for ***Comparison***.
    e. The ***Hex Color Code*** will display in the color field.
    f. Click/Touch outside the color picker to ***Exit***.



3. Select ***Header Color***. This color is used for the background color in the header bar at the top of the site. *Demo Example: Navy Blue.*

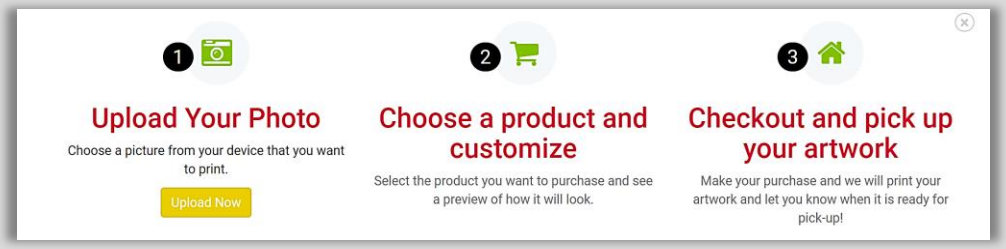
4. Select ***Header Link Color***. Used for links in the header. *Demo Example: Navy Blue.*

5. ***Link Color***. Link color on Admin site. *Demo Example: Lime Green.*



6. ***Headings Color.*** Color of page headings. (h1, h2, h3) *Demo Example: Red Font.*

7. ***Featured Color.*** The featured color is used for brand and highlight colors throughout the site. *Demo Example: Gold Upload Now button.*

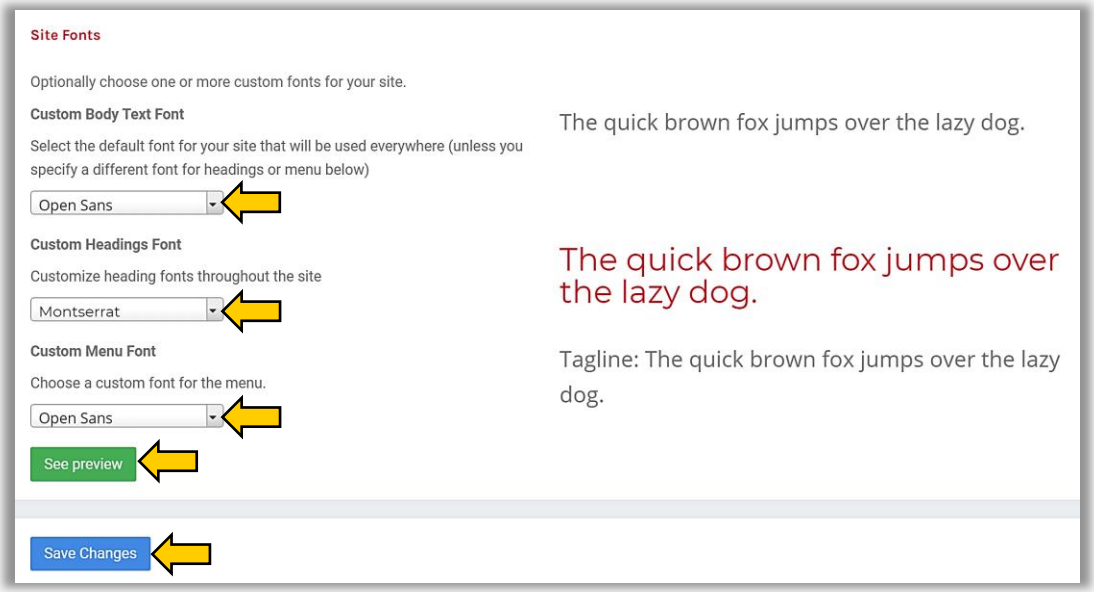


8. Select ***Custom Fonts*** for your site.

   a. **Custom Body Text Font:** Select the default font for your site that will be used everywhere (unless you specify a different font for headings or menu below. ***Select Font*** in the Select a font drop down. *Demo Example: Open Sans.*
   b. **Custom Headings Font.** Customize heading fonts throughout the site. ***Select Font*** in the Select a font drop down. *Demo Example: Montserrat..*
   c. **Custom Menu Font.** Choose a custom font for the menu. ***Select Font*** in the Select a font drop down. *Demo Example: Open Sans.*

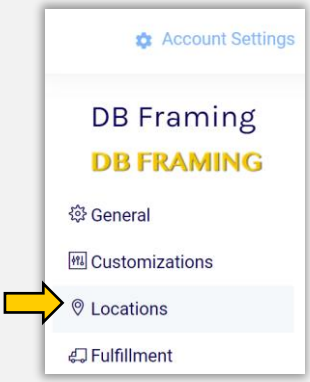
9. Select ***See Preview*** to view your font selection on your site.
   Note: *To view site color selections select Save Changes before selecting See Preview.*

10. Select ***Save Changes***.

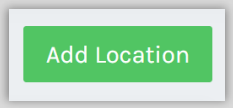


Locations

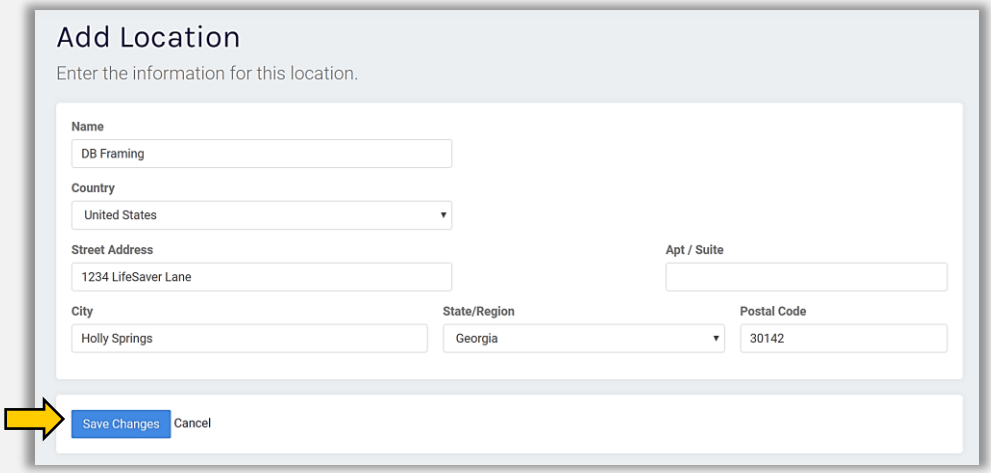
1. Select **Locations** located left under the Customizations heading.



2. Select ***Add Location***. Enter your store name and address.



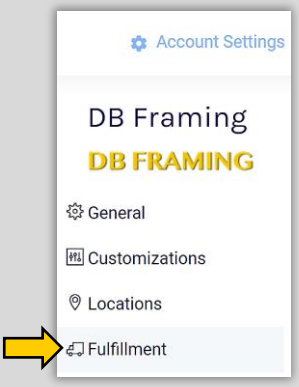
3. Select ***Save Changes***.



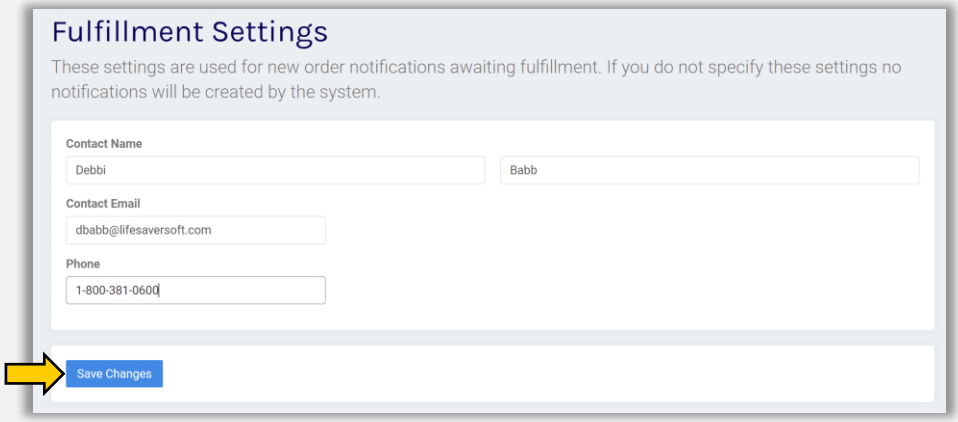
4. To add additional store locations select ***Add Location***.

Fulfillment

1. Select ***Fulfillment*** located far left under Location.



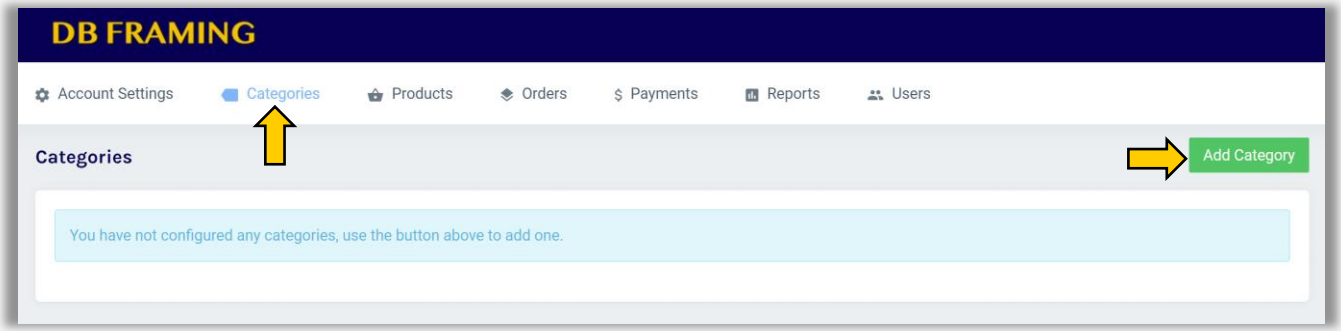
2. These settings are used for new order notifications awaiting fulfillment. If you do not specify these settings no notifications will be created by the system. Enter ***Contact Information***. Select ***Save Changes***.



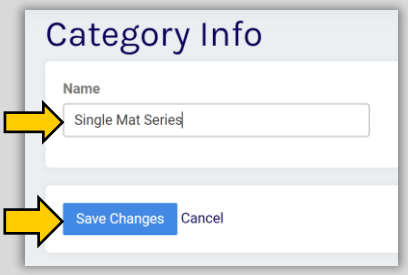
Categories

1. Select **Categories** located in the header bar to the right of Account Settings. Create framing design categories such as Single Mat Series, Double Mat Series, Farmhouse Décor, Traditional Décor etc. Additionally, you can create main (parent) categories with subcategories. As an example, you can have Farmhouse Décor and Traditional Decor as a main (parent) categories and single mat series and double mat series as the subcategories under each.

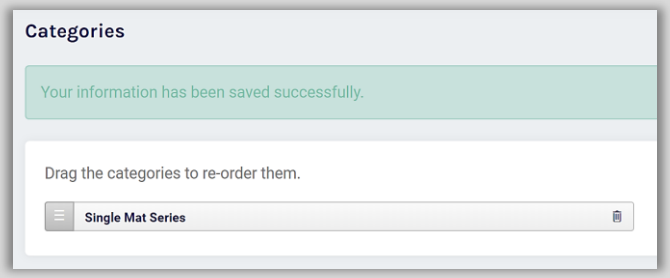
2. Select ***Add Category***. *Demo Example: Two Categories – Single Mat Series & Double Mat Series*



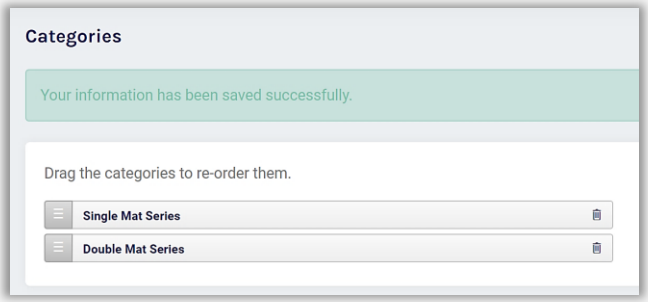
3. Enter ***Category Name***. Select ***Save Changes***. *Demo Example: Single Mat Series.* Category now lists on the main category page.



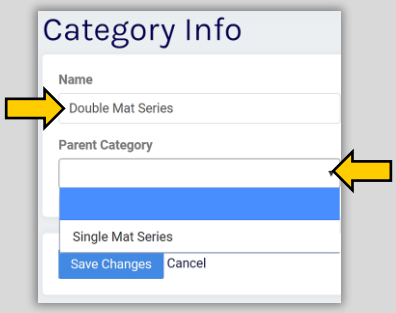
Note: *Category can be deleted by selecting the bin icon.*



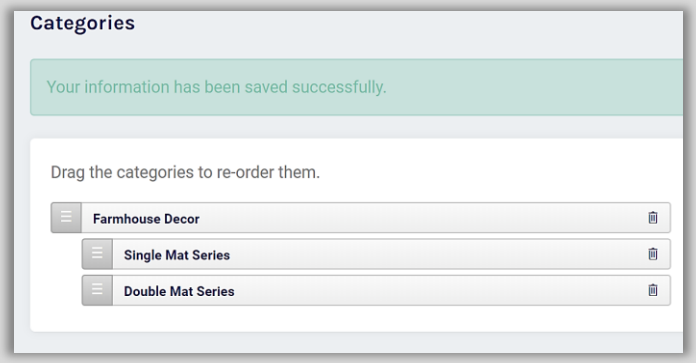
4. Select Add Category to add the second category. Enter ***Category Name***. *Demo Example: Double Mat Series.* Select ***Save Changes***. Both categories now list on the main category page. If needed you can drag the categories to rearrange the order.



Note: *When you add two or more categories you will have the opportunity to select a Parent Category. The drop-down list will contain your previously created categories. If you would like the new category to fall under a Parent Category, select the desired category in the drop down.*



Option to select Parent Category in drop-down list.

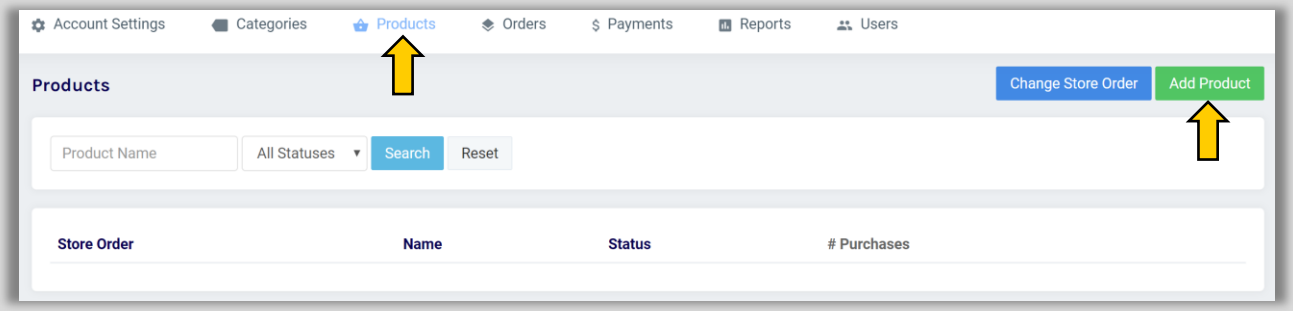


Example of a Parent Category (Farmhouse Décor) with two subcategories (Single Mat Series & Double Mat Series.)

Add Products

1. Select ***Products*** located in the header bar to the right of Categories.

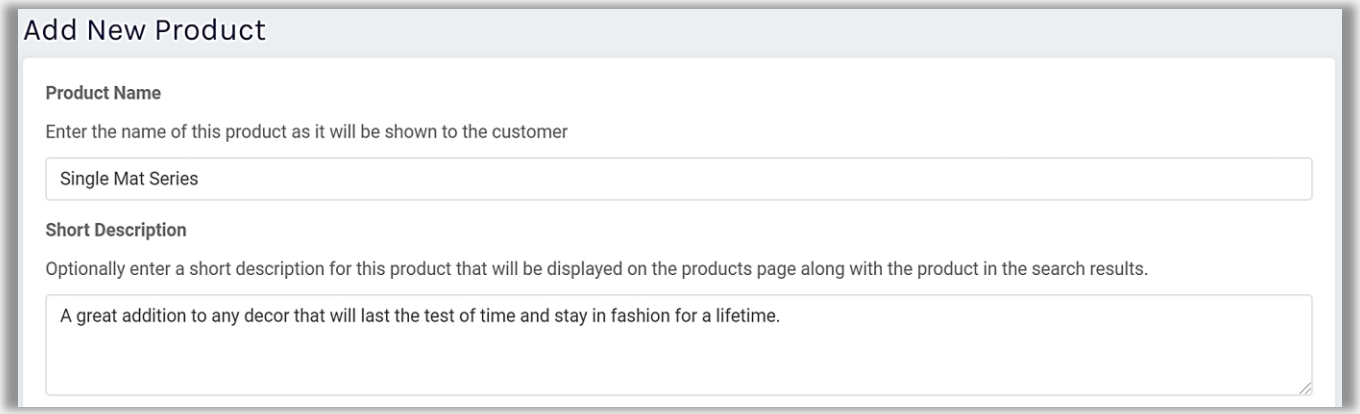
2. Select ***Add Product***. For the selected category or categories, you will be entering the category description, product description, environment image, frames, mats, available sizes, and pricing.



3. ***Product (Category) Name***. Enter the name of the product as it will be shown to the customer. *Demo Example: Single Mat Series.*

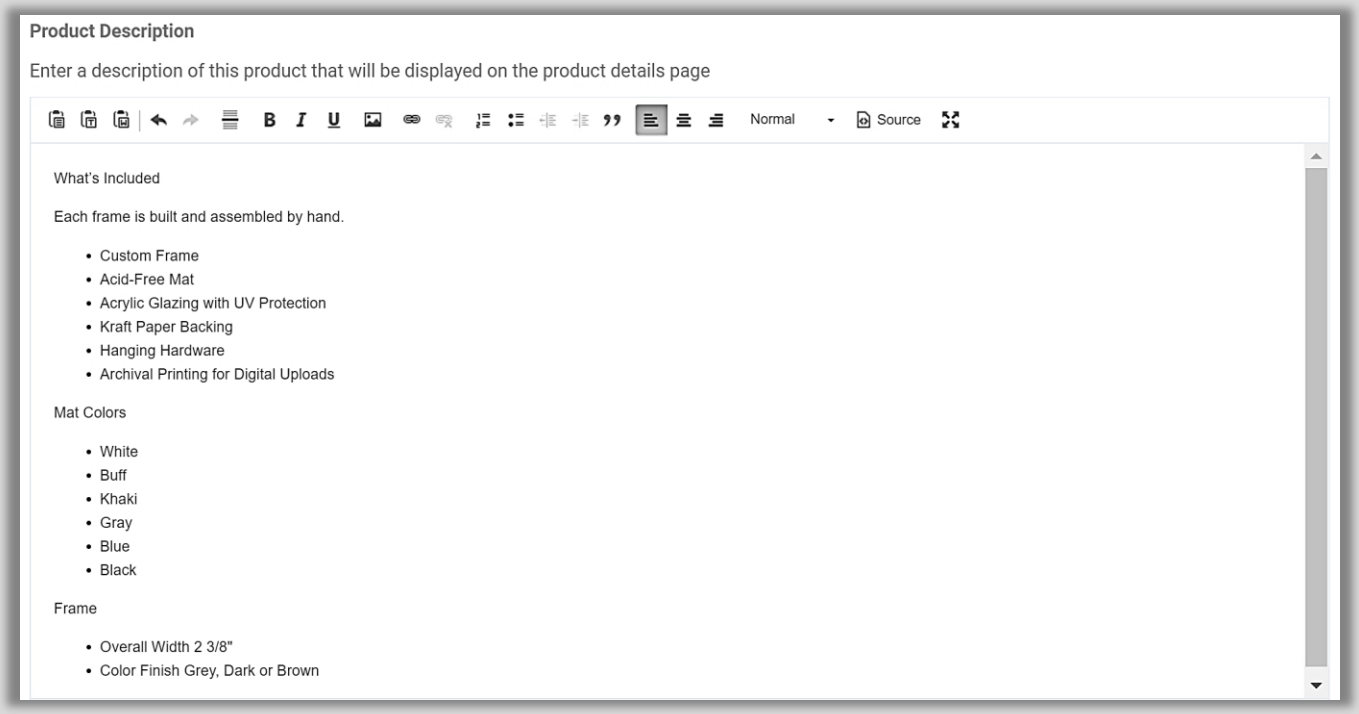
4. ***Short Description***. Optionally enter a short description for this product/category that will be displayed on the products page along with product in the search results.

   Demo Example: A great addition to any décor that will last the test of time and stay in fashion for a lifetime.



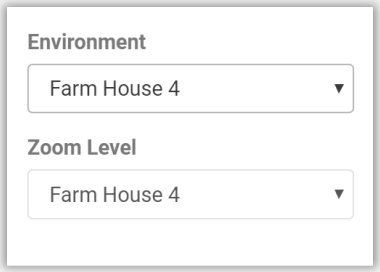
5. ***Product Description.*** Enter a description of this product that will be displayed on the product details page.

   Demo Example is what is included in the framing package and frame/ mat color selections.

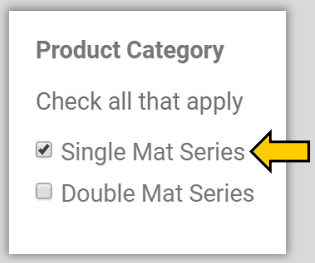


6. Select ***Environment Image***. Select a "Room Vignette" from the drop-down list. *Demo Example: Farmhouse 4.*

   Note: *View additional Environment Images on Page 23.*

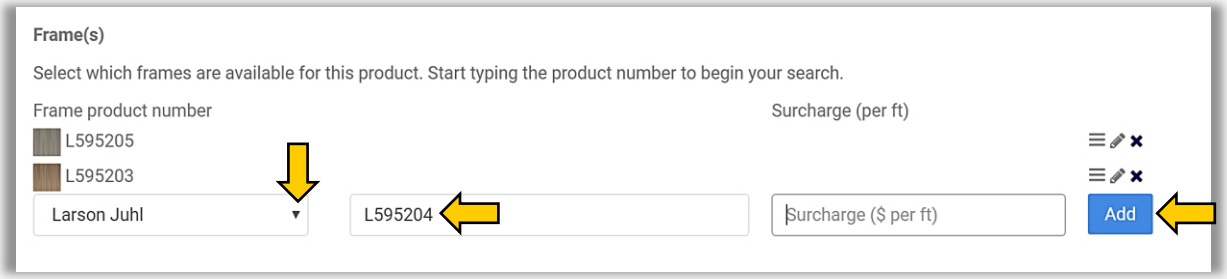


7. ***Product Category***. Check all that apply. *Demo Example: Single Mat Series.*



8. ***Frame(s)***. Select which frames are available for this product.

    a. Select the ***Vendor*** from the drop-down. *Demo Example: Larson Juhl*
    b. Type ***Frame Product Number***. *Demo Example: 3 Mouldings - L595205 – 595203 - L595204.*
    c. Type ***Surcharge Per Foot*** if applicable. The first moulding entered will appear as the sample image on the website.
    Note: *All 3-demo example mouldings are the same width and price, so there is not a surcharge. To accommodate for mouldings differing in price, you can add a sur-charge per foot per moulding item code to be added to the package price.*
    d. Select the ***Add*** button
    e. ***Repeat*** process for additional mouldings.
    f. How to ***Edit*** Line Item.
        - Drag **Menu** icon on the line item to re-arrange order.
        - Select ***Pencil*** icon to edit surcharge.
        - Select **X** to delete line item.

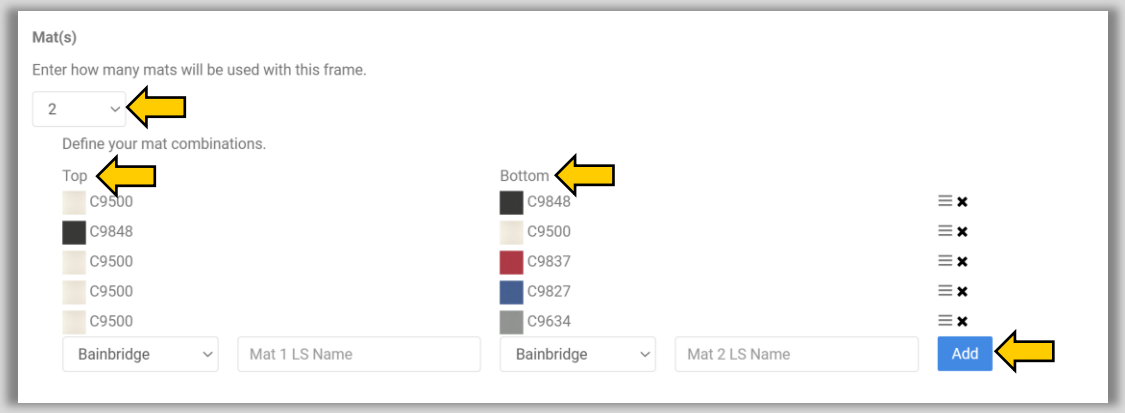


9. ***Mat(s):*** Enter how many mats will be used with this frame. *Demo Example: Select **Number** from the drop-down.*

10. Define **Mat Combinations**.

    a. Select ***Mat Vendor*** from the drop-down.. ***Demo Example: Artique.***
    b. Type ***Mat Item Number*** in the field provided. Must use capital letters. *Demo Examples: A4901 – A4837 – A4809 – A4933 – A4986 – A4907. The first mat or mat combo entered will appear as the sample image on the website.*
    c. Select ***Add***.
    d. ***Repeat*** process for additional mats.
    e. How to ***Edit:*** Select **X** to delete line item or drag menu icon on the line item to re-arrange order.

Tip: *How to configure* ***Double Mats.*** *Select* ***Top Mat Vendor****. Enter* ***Mat Item Code****. Select* ***Bottom Mat Vendor****. Type* ***Mat Item Code****. Select* ***Add****.* ***Repeat*** *for additional mat combinations.*

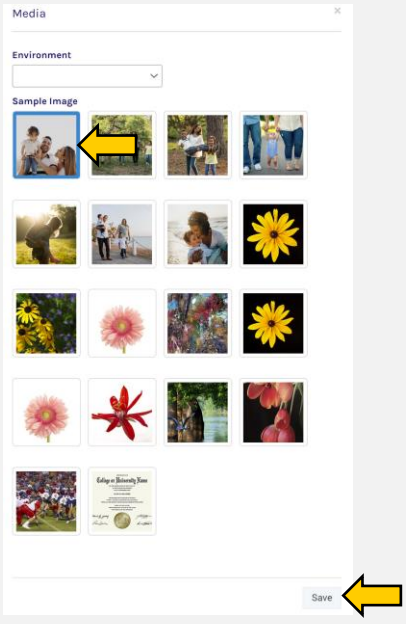


11. Size(s): Add the sizes this product will be available in. Enter width and height in portrait orientation - the system will automatically orient frame to match the client's uploaded image. The product can be published when at least one size option is added.

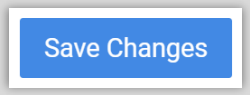
    a. Type ***Name***.
    b. Type ***Image Width***
    c. Type ***Image Height***
    d. Type ***Mat Width***
    e. Type ***Mat Reveal***
    f. Type ***Price (Package Price):*** Type price without $ sign.
    g. Select ***Add***
    h. **Repeat** process for additional sizes.
    i. Select ***Default Size*** to appear on the site**.**
    j. ***Edit*** Line Item
        - Drag ***Menu*** icon on the line item to re-arrange order.
        - Select ***Pencil*** icon to edit surcharge.
        - Select **X** to delete line item.

        - Option: Select ***Photo*** icon to add Sample Environment and Photo/Art Image for each size frame if desired. Select ***Environment*** from the drop down. Select ***Photo/Art Image***. Select ***Save***.

          Note: *You have the opportunity to select one sample photo/art image for all frame sizes under the Media sub menu. Instructions listed under number fifteen.*

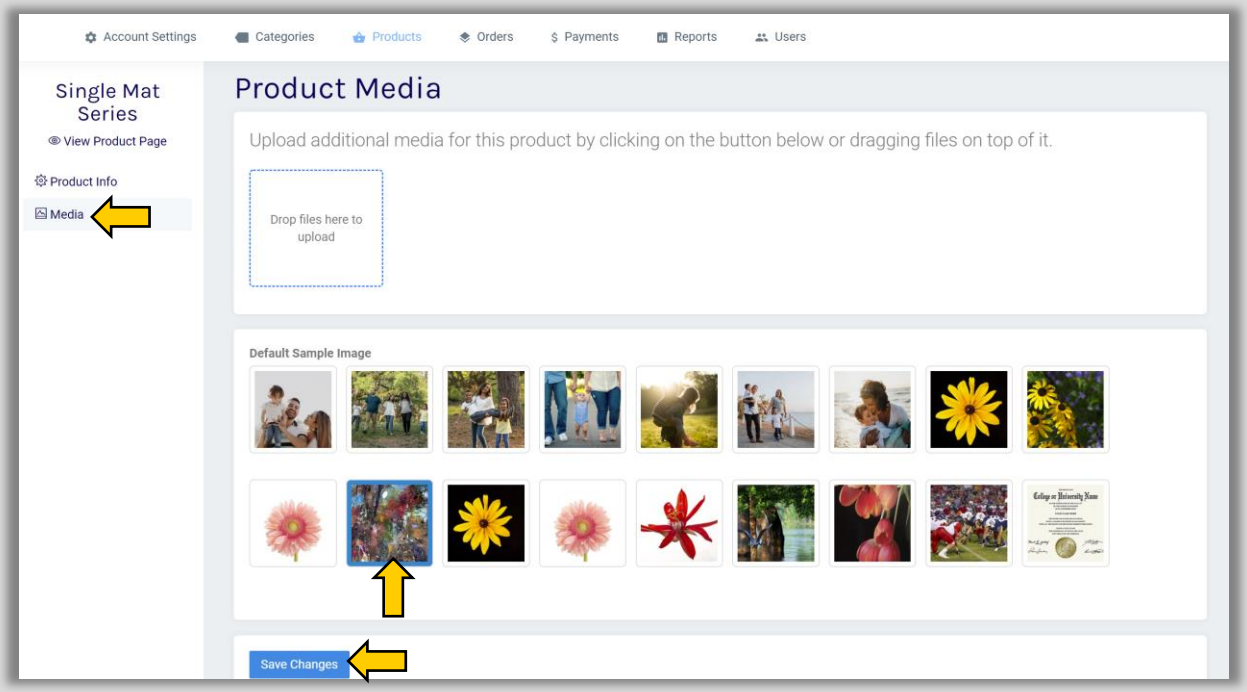


12. Select ***Save Changes*** *located at the bottom of the page.*



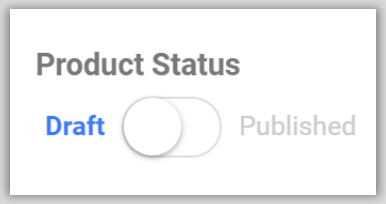
13. On the Product Details page for the Single Mat Series. Select ***Media*** from the menu on the left.

14. Select the Sample Photo/Art that you would like to appear in the framed image on the site. Select ***Save Changes***.

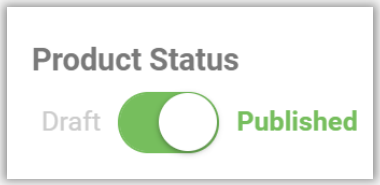


15. Select ***Product Info*** to go back to the Product Details page for the Single Mat Series.

16. If your Product Details page is incomplete, the default Product Status is ***Draft***, so select ***Save Changes***.

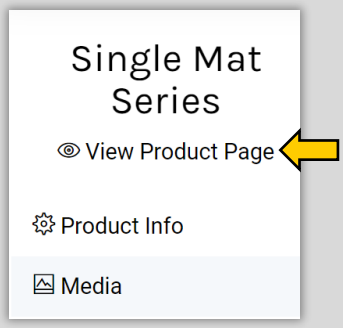


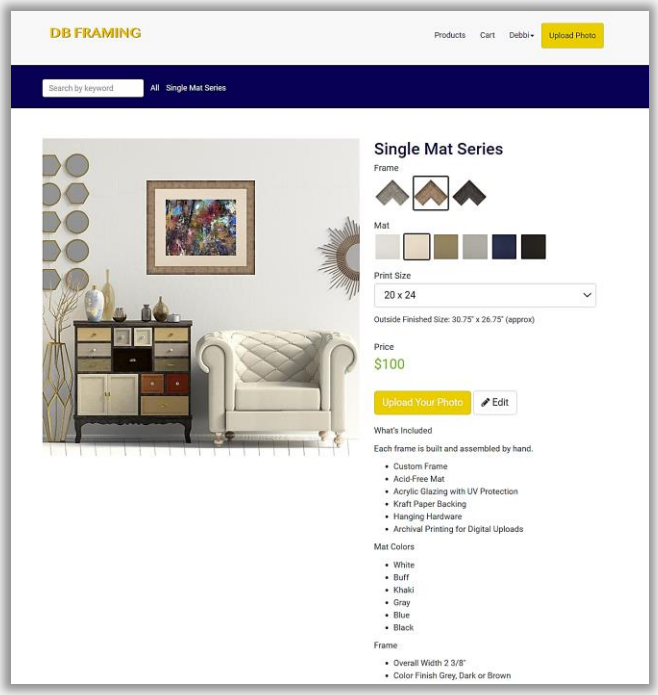
17. When your ***Product Details*** page is ***Complete*** and ready to publish, select the ***Published*** button. Select ***Save Changes***.



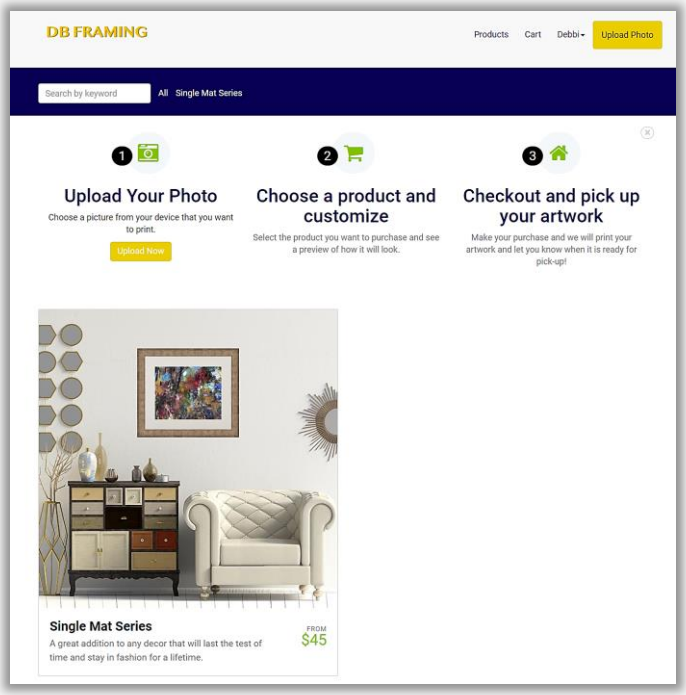
18. Select ***View Product Page*** to see the first category you just created on your website.

    Tip: *The website will open on the product page. Select* ***All*** *in the header bar to go to the* ***Home*** *page.*





Product Webpage

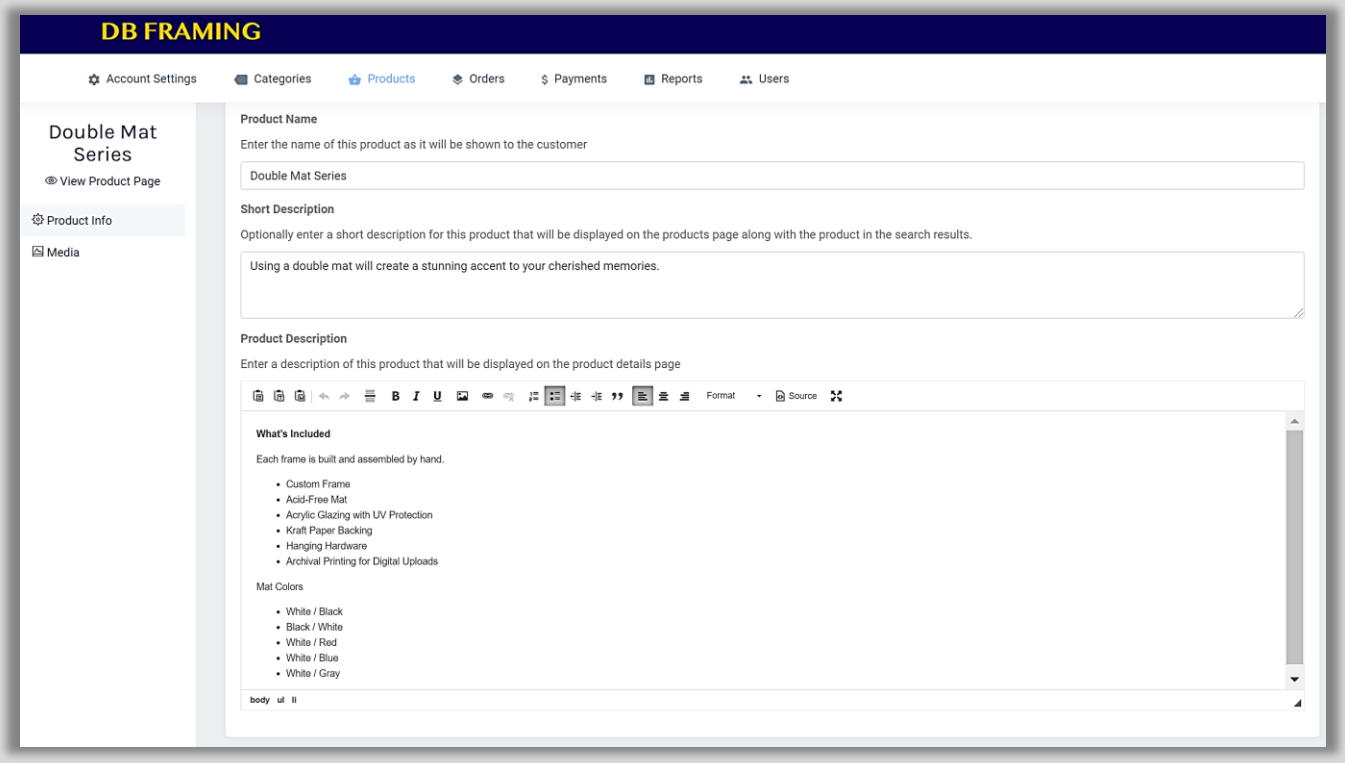


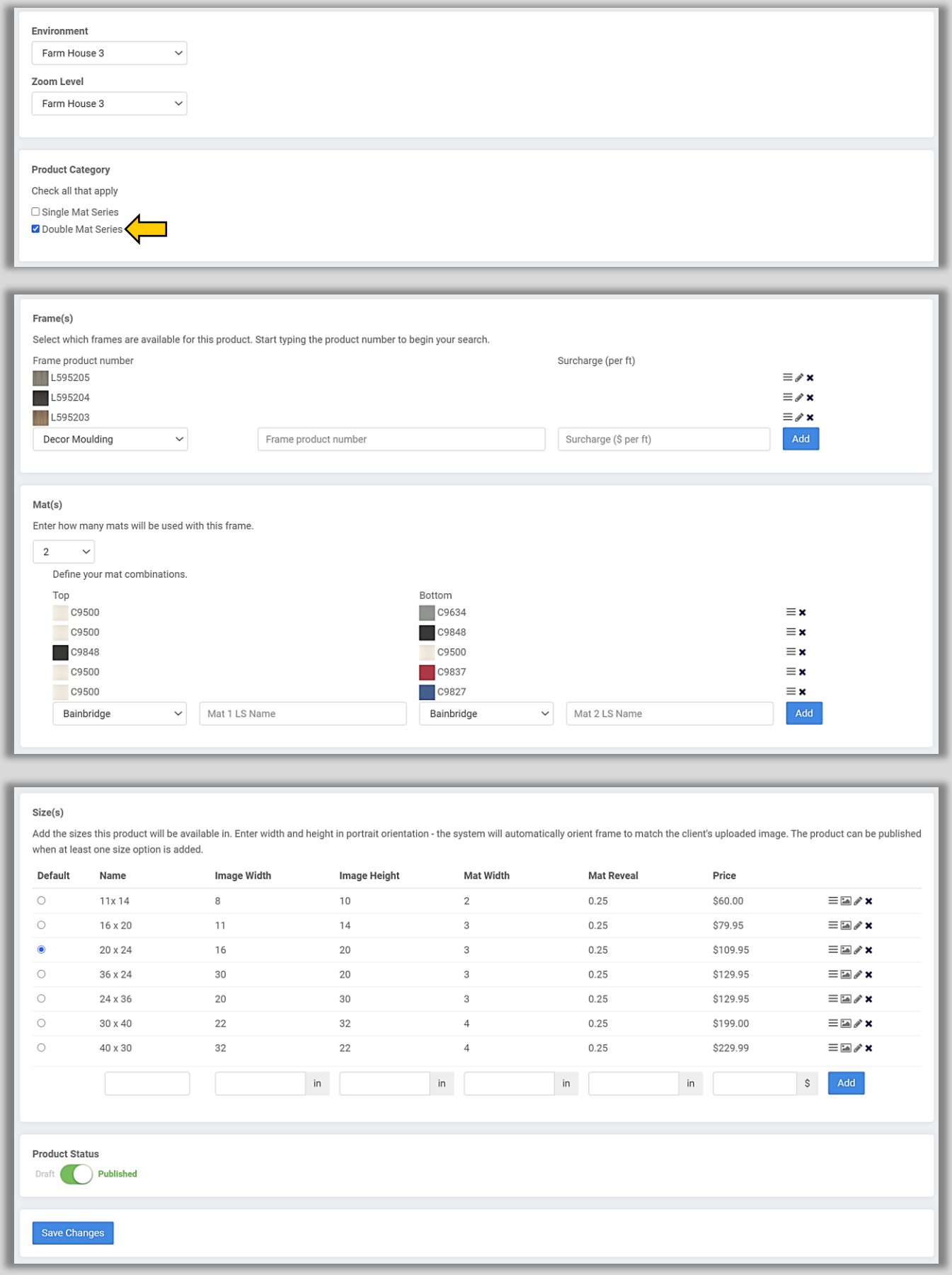
Home Webpage

19. The website will open in a new web tab. Close the tab to return to the Admin. Site.

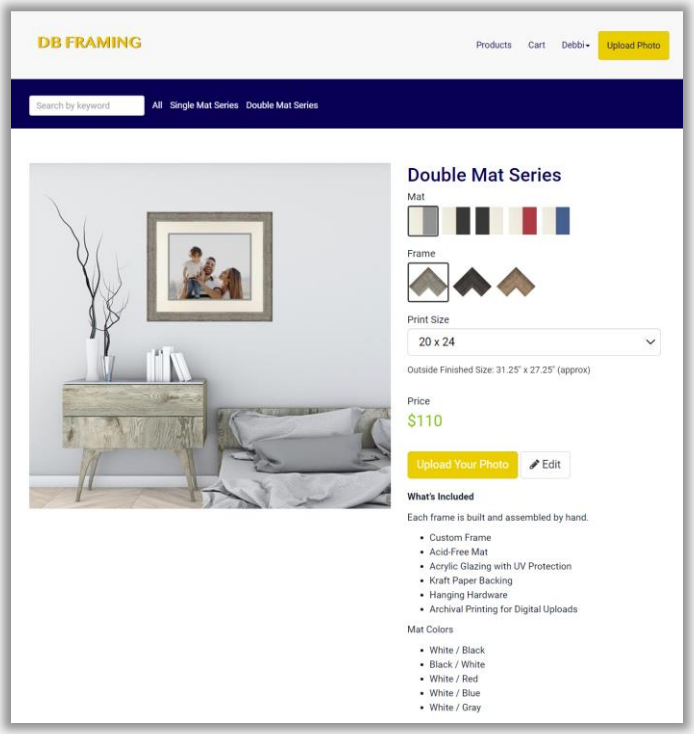
20. Follow the above instructional steps 1 – 19 to add Product Details for your additional product categories. Remember to select the correct product category on the Product Details page. *Demo Example:* ***Double Mat Series****.*

21. Demo Example Images Below: Product Details for ***Double Mat Series****.*

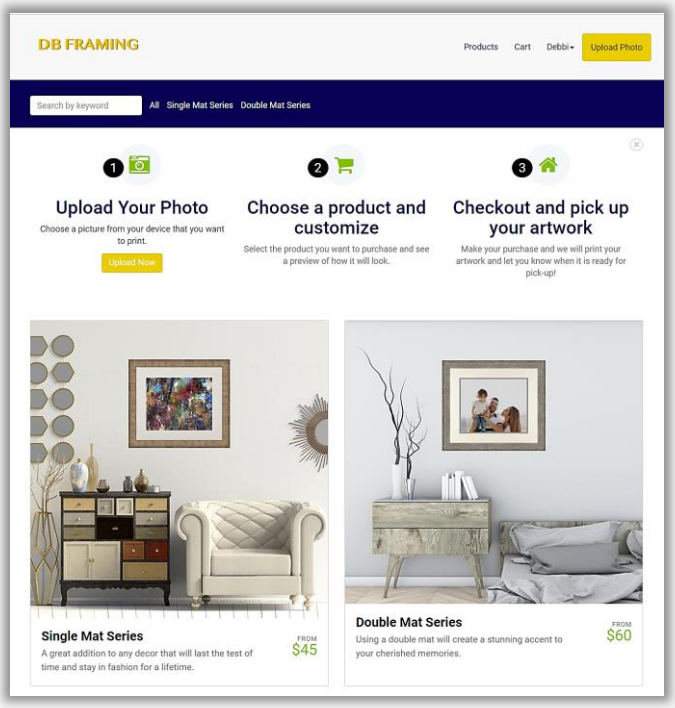



Environment
Farm House 3
Zoom Level
Farm House 3
Product Category
Check all that apply
Single Mat Series
Double Mat Series
Frame(s)
Select which frames are available for this product. Start typing the product number to begin your search.
Frame product number
Surcharge (per ft)
L595205
L595204
L595203
Decor Moulding
Frame product number
Surcharge ($ per ft)
Add
Mat(s)
Enter how many mats will be used with this frame.
2
Define your mat combinations.
Top
Bottom
C9500
C9500
C9848
C9500
C9500
C9634
C9848
C9500
C9837
C9827
Bainbridge
Mat 1 LS Name
Bainbridge
Mat 2 LS Name
Add
Size(s)
Add the sizes this product will be available in. Enter width and height in portrait orientation - the system will automatically orient frame to match the client's uploaded image. The product can be published when at least one size option is added.
Default
Name
Image Width
Image Height
Mat Width
Mat Reveal
Price
11x 14 8 10 2 0.25 $60.00
16 x 20 11 14 3 0.25 $79.95
20 x 24 16 20 3 0.25 $109.95
36 x 24 30 20 3 0.25 $129.95
24 x 36 20 30 3 0.25 $129.95
30 x 40 22 32 4 0.25 $199.00
40 x 30 32 22 4 0.25 $229.99
in
in
in
in
$
Add
Product Status
Draft
Published
Save Changes

Demo Example Image Below: View **Double Mat Series *Product Page*.**



Double Mat Series Product Page



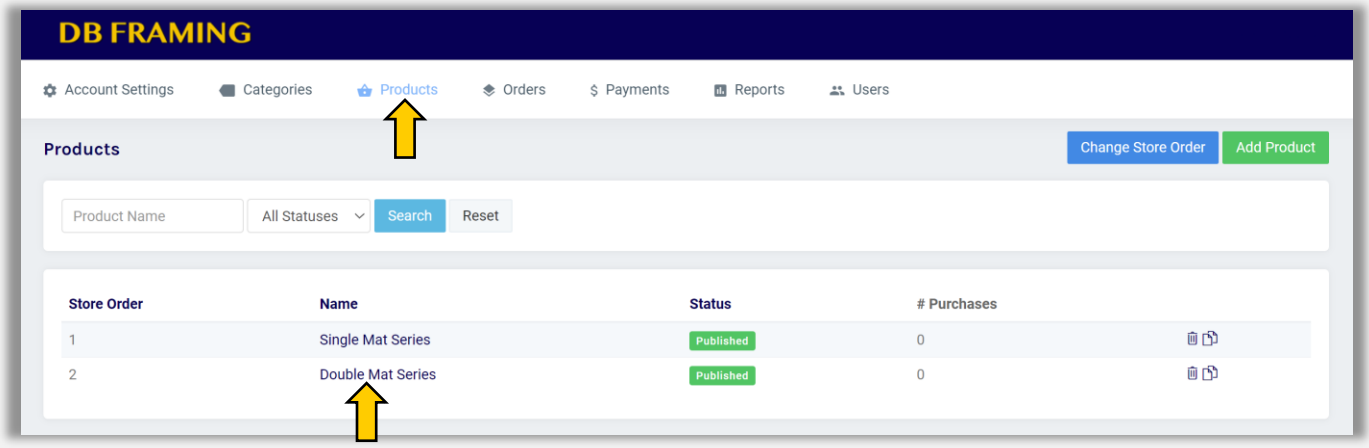
Home Page Now Contains Both Categories: Single and Double Mat Series

Main Products Page

1. Select ***Products*** in the main header bar.

2. Both Product Categories that you created will list with their current ***Status*** (*Published or Draft*), ***Number of Purchases***, and ***Line Item Edit Options*** (*Delete or Duplicate*).

3. To ***View or Edit*** Category Product Details. Touch/Click on ***Category Name***. *Demo Example: Double Mat Series.*

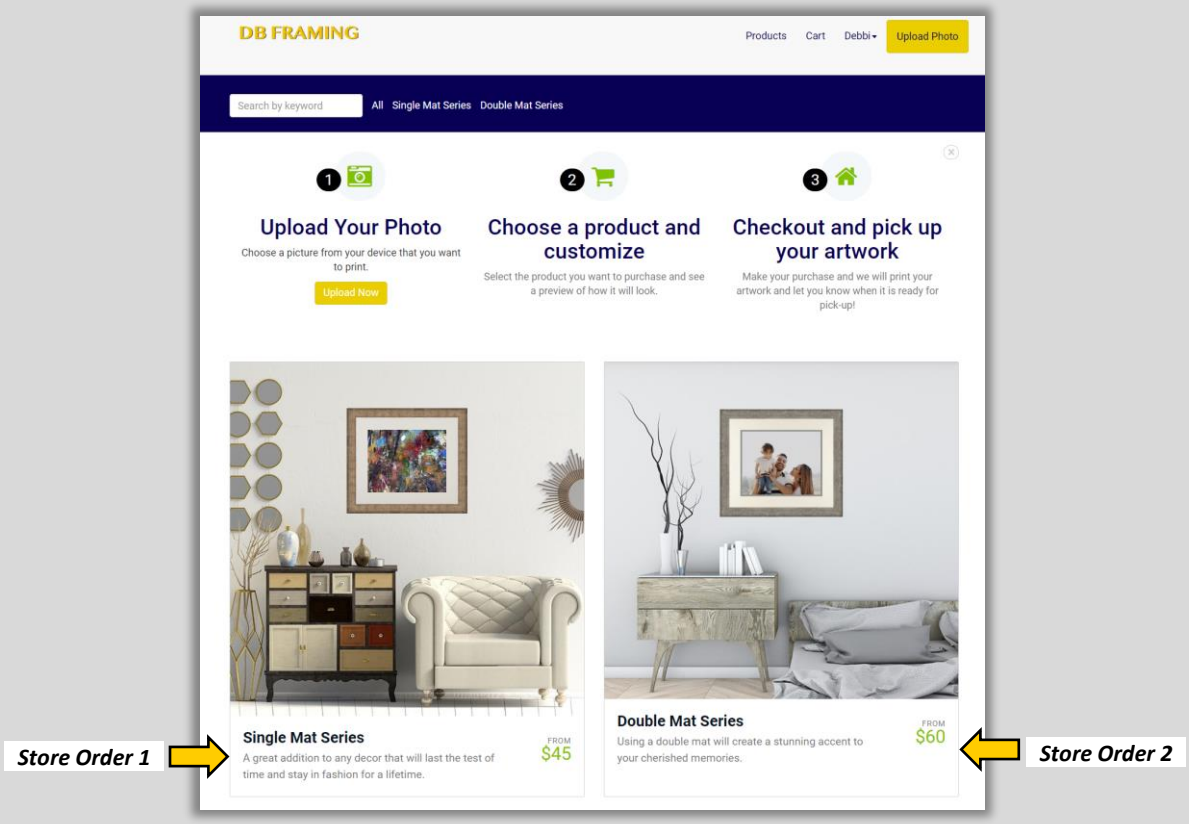


4. The ***Product Details*** page will open. ***View or Update***.

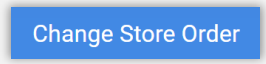
    a. ***Edit Text*** in the Product Name or Description fields.
    b. ***Select New*** Environment, Sample Image or Product Category.
    c. ***Delete or Add*** Frames, Mats, Sizes and Prices
    d. ***Rearrange Order*** of Frames, Mats or Sizes.
    e. ***Save Changes***.

5. Search Product Categories. Type ***Product Name*** in field. Select ***Status*** in the drop-down list. Select ***Search***. Select ***Reset*** for New Search.

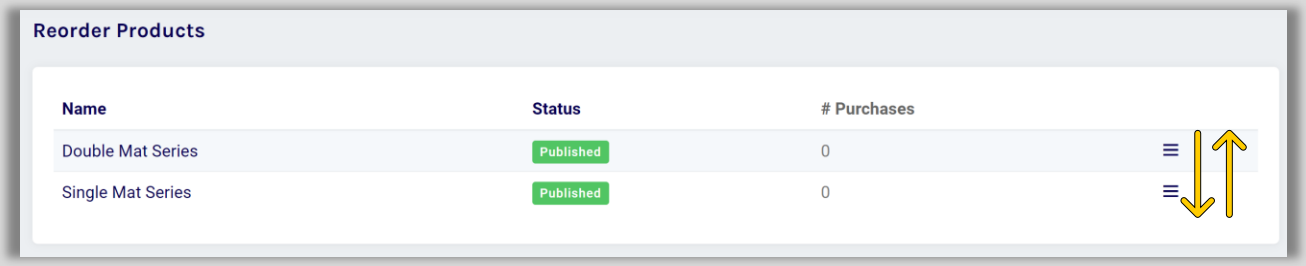
6. ***Change Store Order:*** Rearrange order of product categories or subcategories to determine their placement on the website.
   Demo Example Image: Currently the DB Framing website home page displays the Single Mat Series as the first (Left Side of Page) vignette since it sits in the first position on list. (Store Order1). The Double Mat Series displays on the Home page as the second (Right Side of Page) vignette since it sits in the second position on the list (Store Order 2). See image below.



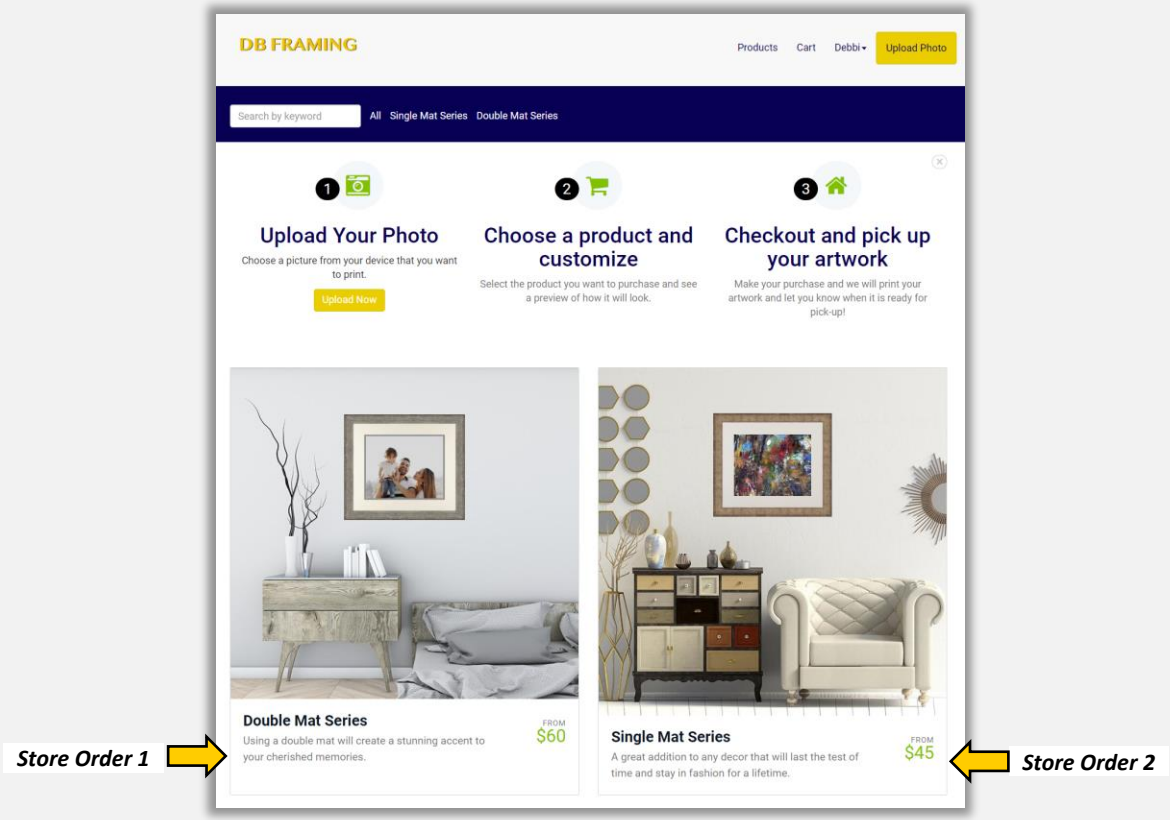
7. Select the blue ***Change Store Order*** button located upper right screen.



8. Click/Touch and Drag the ***Menu Icon*** on the product category line item to the ***Desired Position*** in the list. Demo Example: Moved Double Mat Series to Store position number 1. Change will automatically be saved.

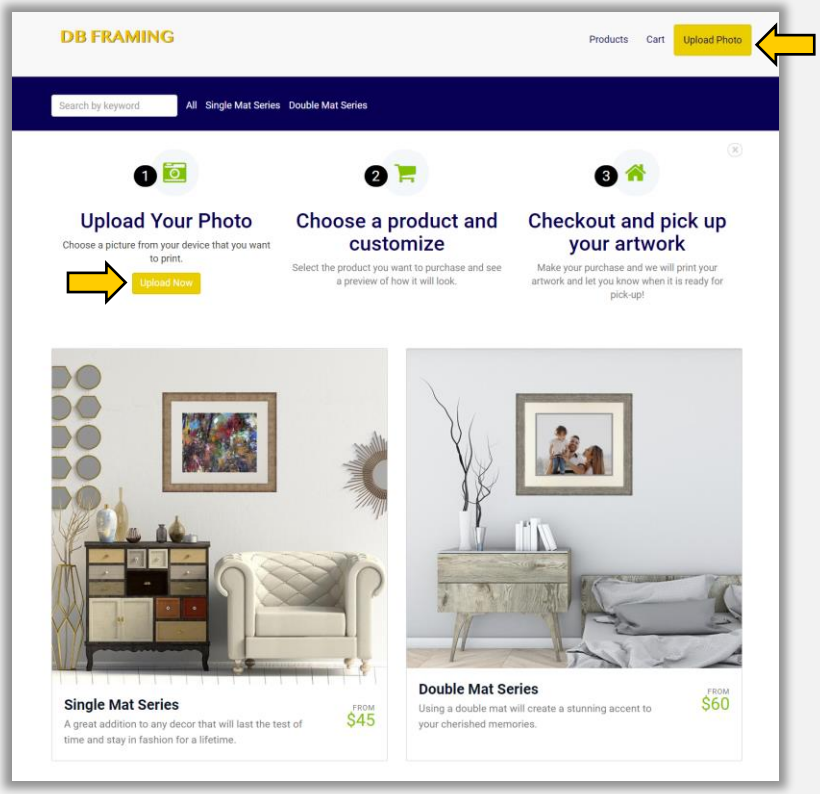


9. In the Demo Example Image below the Double Mat Series now displays as the first vignette (Left Side) and the Single Mat Series vignette now displays as the second vignette (Right Side) on the Home page.



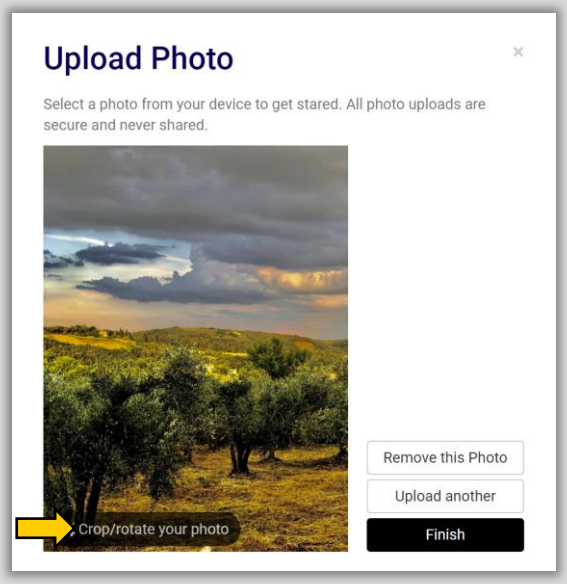
Consumer Site

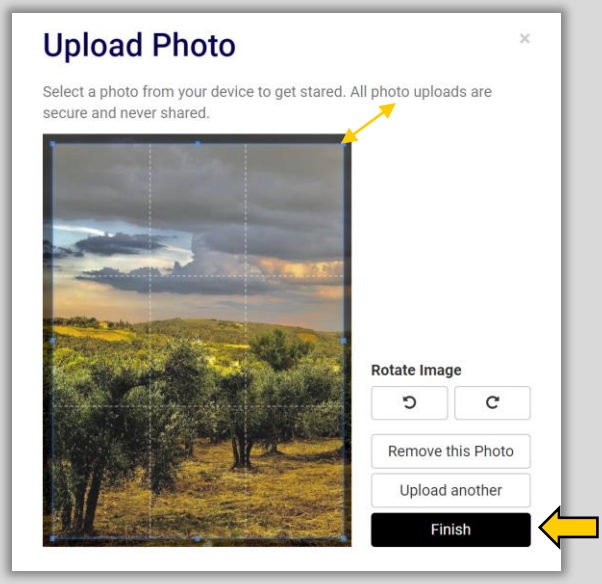
1. Choose a picture from your device that you want to print. Select ***Upload Photo***.



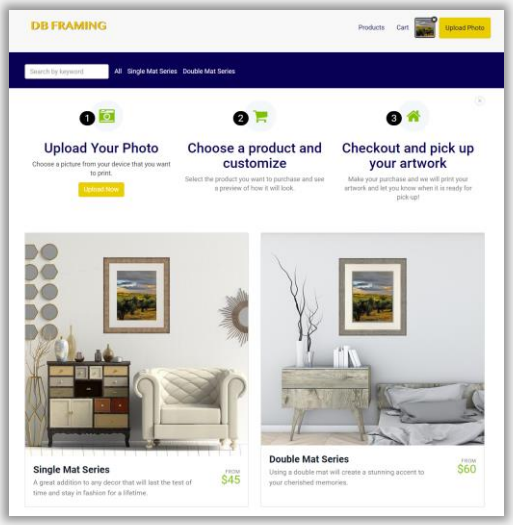
2. Select a photo from your device to get started. All photo uploads are secure and never shared. ***Drag & Drop*** photo or ***Browse File*** to select photo. Select ***Crop/Rotate*** Your Photo to Edit. Select ***Finish***.

   Tip: *Additional options available: Rotate, Remove Photo or Upload Another.*



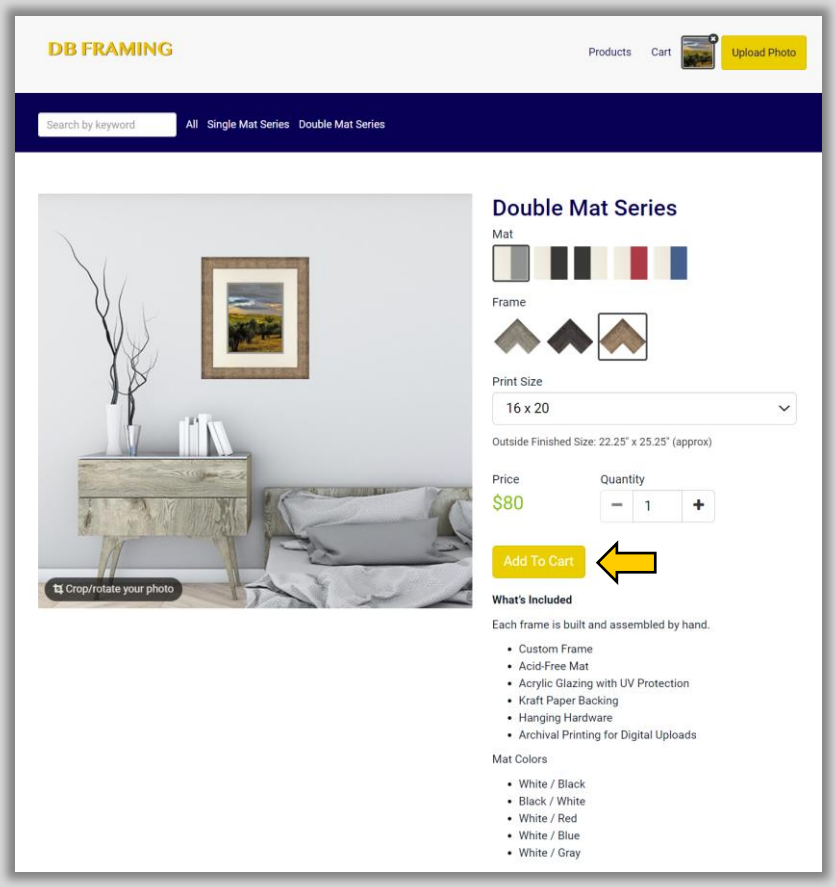


3. The customer's photo will display in each product vignette.



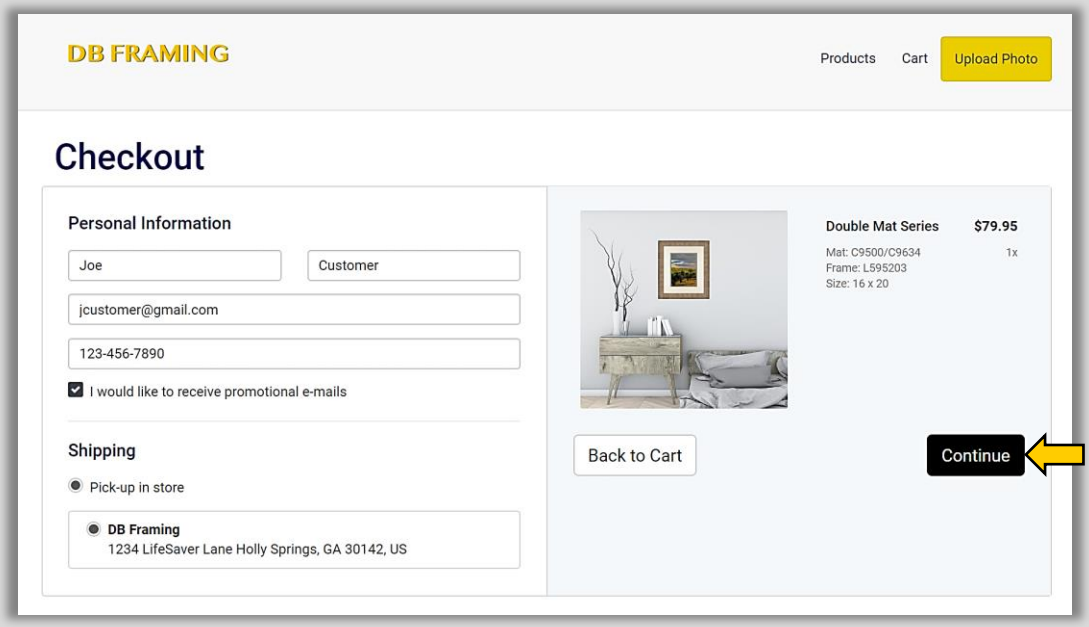
4. Choose a ***Product and Customize***. *Demo Example: Select Double Mat Series.*

1. Select ***Double Mat Combination***.
2. Select ***Frame***.
3. Select ***Print Size*** in the drop-down.
   Note: *Outside finished size will display below the print size.*
4. ***Price*** displays.
5. Select ***Quantity***.
   Tip: *Select Crop/Rotate if the photo still needs editing.*
6. Select ***Add to Cart***.

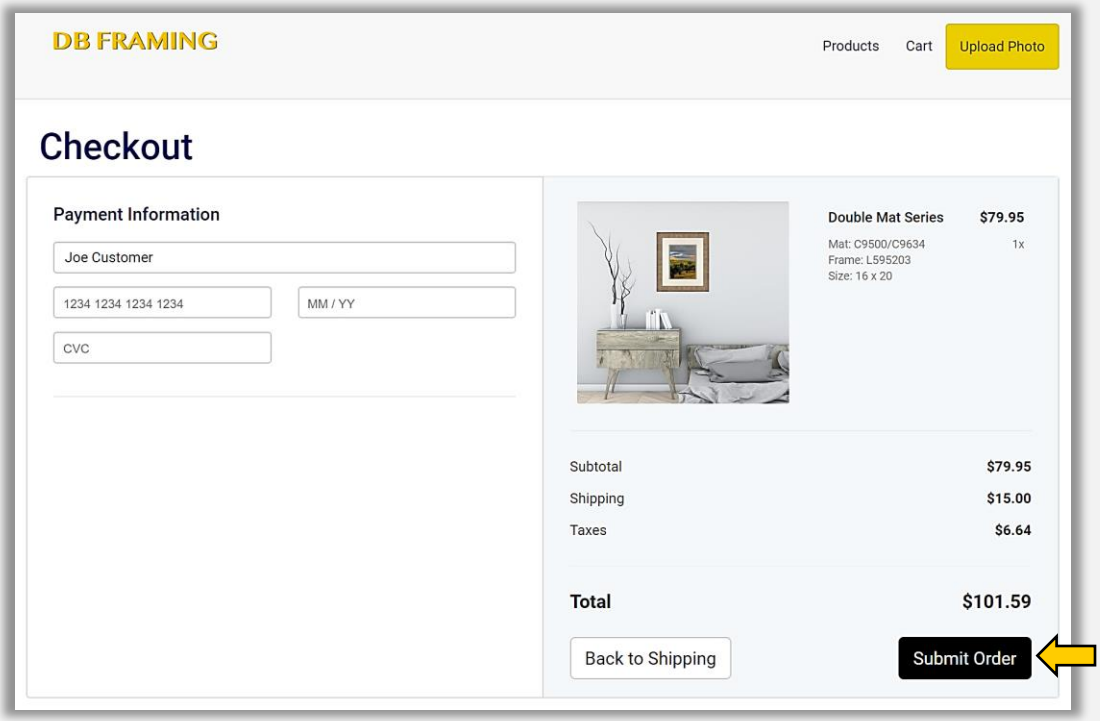


4. Select ***Check Out***.

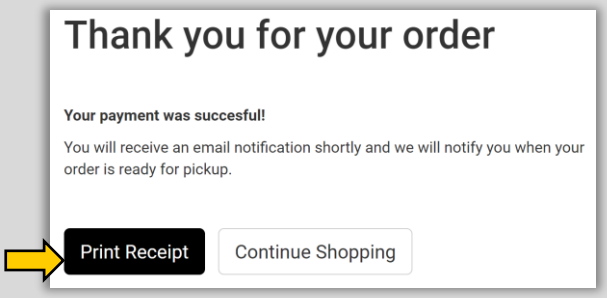
5. Enter ***First/Last Name, Email*** and ***Phone.*** Shipping: Pick up in store. Store Address Displays. Select ***Continue***.



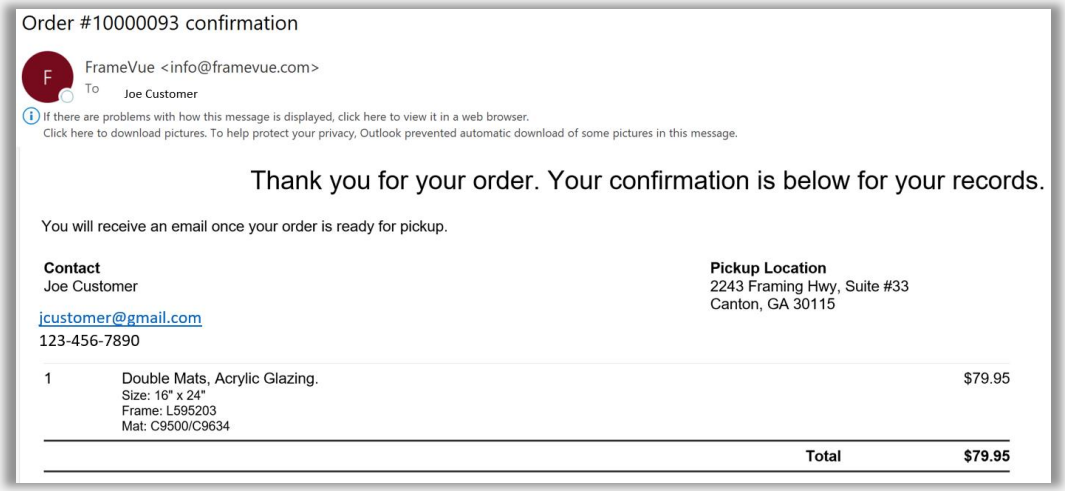
6. Enter ***Account Holder Name, Credit Card Number, Expiration*** and ***CVC***. Select ***Submit Order***.



7. Select ***Print Receipt*** if desired. A receipt will be emailed to the customer.



8. Email receipt below.



Environment Images

Name	
Bar	
BedRoom 4	
Blue Couch	
Brick	
Brickwall	
Brickwall 1	
Desk 2	
Desk white brick	
Desk with Bookshelf	

	Gray Couch
	Green Chair
	Modern
	Modern 2

	Farm House 4
	Gray Couch
	Green Chair

	White Brick
	White Couch