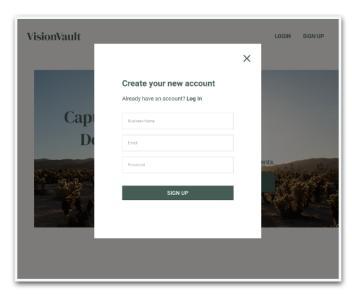
User Guide

Upon launching VisionVault, you'll see a hero image and a "Get Started" button. This button will lead you to the Sign Up page. You can also reach the Sign Up page through the menu located at the top right corner of the home page.

Sign Up

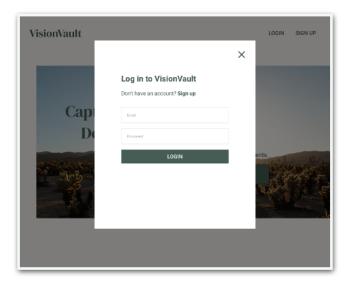
- 1. Click the "Get Started" button on the home page or select "Sign Up" from the top menu.
- 2. Fill out the required fields on the Sign Up form:
 - Business Name: This could be your business or personal name.
 - Email: This will be used for login and account-related notifications.
 - Password: Your password must be at least eight characters long for security.
- 3. Once all the fields are filled in, click the "Sign Up" button to create your new account. You will be redirected to the Login page if your account is successfully created.





Login

- 1. Click on the "Login" link located in the top menu or navigate to the Login page if you're redirected after signing up.
- 2. Fill out the required fields:
 - Email: The email address you provided when signing up.
 - Password: The password you created when signing up.
- 3. If you enter the correct credentials, you will be redirected to your Dashboard after clicking the "Login" button. If the entered credentials are incorrect, an error message will be displayed.

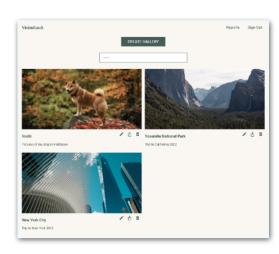


Dashboard

This is your primary workspace where you can create, edit, and manage your galleries. Here, you can also view analytics reports about your galleries. The following are the actions you can take:

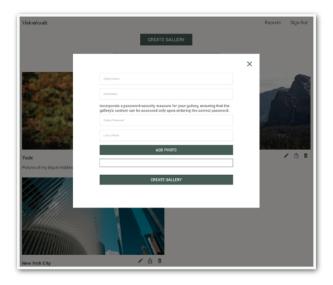
Creating a Gallery

1. Click on the "Create Gallery" button in the Dashboard.



VisionVault

- 2. Fill out the form in the new window:
 - Gallery Name: This is a required field. Enter the name of your new gallery.
 - Description: You can provide a brief description of your gallery.
 - Gallery Password: This is also required. Enter a password for your gallery. Guests will use this to access your gallery.
 - Link to Photo: To add photos to your gallery, enter the photo URL in this field and click "Add Photo". The photo will be added to the photo list.



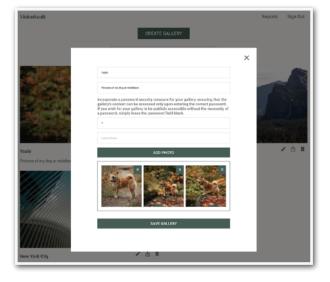
- 3. If you need to delete a photo, click the "X" button in the image's top right corner.
- 4. After you've added all your photos and filled in all the details, click the "Create Gallery" button to save your gallery. You'll be redirected back to the Dashboard, where you'll see your new gallery listed.

Editing a Gallery

- 1. From the Dashboard, find the gallery you want to edit and click on the "Edit" icon.
- 2. The form will pre-fill with the existing details of the gallery. Update the name,

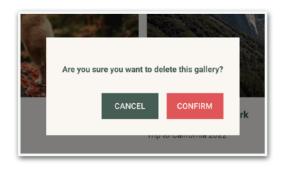
description, password, or photos as needed.

After making changes, click the "Save" button to update the gallery.



Deleting a Gallery

- 1. Find the gallery you want to delete from the Dashboard and click on the "Delete" icon.
- 2. A confirmation dialog will appear. Confirm the deletion to remove the gallery permanently from your account.



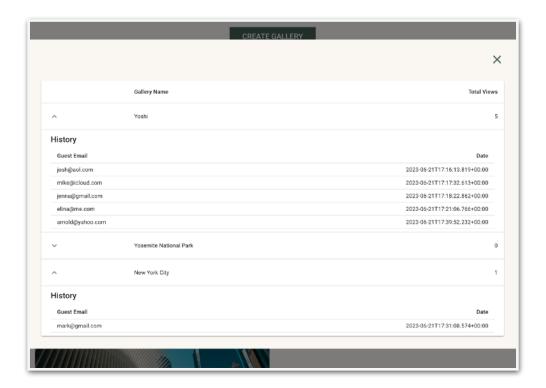
Sharing a Gallery

- 1. Find the gallery you want to share from the Dashboard and click on the "Share" icon.
- 2. A new page will open, displaying a unique URL to your gallery. Copy this URL and share it with your guests.



Viewing Reports

From the Dashboard, click on the "Reports" link to view analytics about your galleries. The reports will show a table containing the gallery names, the number of views, the guests' email addresses, and the date/time they viewed the galleries.



Guest Login

As a guest, you can access a shared gallery by navigating to the shared URL. You'll be asked to enter your Email Address and the Gallery Password. After successfully entering these, you can view the full gallery.

