

Calendars - Full Frame creates a calendar for each user you add to your account. These calendars can be linked, onto the user’s google calendar. Once synced, any non Full Frame event on the google calendar will add an unavailable event on the Full Frame calendar. Any task assigned to the user from a project will send a calendar event invitation to the user’s email address AND add the event to the user’s google calendar. MOre than one task can be created per project. Not just the photography task. Here are the step by step instructions to configure your team’s calendars...

Enter a user to create a new calendar.

[My Account](#) > [User Management](#) >

Name	Login	Permissions	Action
Bob Jones	info@flashitfirst.com	Pro User Regular User	Edit Remove
Joshua Lamb	jlamb@flashitfirst.com	Pro User Regular User	Edit Remove
Rich Smith	info@gofullframe.com	Pro User Administrator	Edit Remove

1. Click the green “Add New User” button
2. Enter user details and assign a “User Security Level” from the drop down menu.

Security Levels

Pro User Administrator: This user has access to the entire Full Frame account and has the ability to view/change configuration settings including packages and pricing. The admin user can see all the other calendars from their dashboard.

Pro User Regular User: This user may log into your Full Frame account and see and edit all projects and user details. Pro Regular Users do not have access to configuration settings, User management configurations, as well as downloadable reports... This security level is good for photographers, editors, and assistants.

Calendar Only User: This user is NOT able to log in to your Full Frame account. This security setting is useful for creating a calendar for a team member or subcontractor that you want to share a calendar with. When a Calendar Only User is assigned to a project, the user will receive an email with all pertinent information needed to fulfill the task. They will also be able to see the details of the task by opening the task on their google calendar.

[My Account](#) > [User Management](#) > [Edit](#)

Name	Login	Permissions	Action
Bob Jones	info@flashitfirst.com	Pro User Regular User	Edit Remove
Joshua Lamb	jlamb@flashitfirst.com	Pro User Regular User	Edit Remove
Rich Smith	info@gofullframe.com	Pro User Administrator	Edit Remove

[Add New User](#)

Sharing User Calendars - Tasks assigned to a specific user are automatically shown on their Full Frame user calendar. There are instances where you may want to share their calendar with another team member. For example, a photographer may need to know where to send their files if you have multiple editors on your team. You may share a calendar in the User Details modal by checking the “Share With” box.

In the Pop-up modal, click on the “Calendar” tab at the top.

Checking the “Share With” box to the right of Rich Smith will allow Rich to see which projects & tasks have been assigned to Bob Jones. This is because we are editing Bob’s calendar details.

Linking Google Calendars - Asking a user to link their Google calendar allows the system to pull in their unavailability. Any event on the user's google calendar, will show up on their Full Frame calendar as an "unavailable event. This maintains their privacy. Tasks assigned to this user will also be pushed out to their google calendar. As well, an email invitation is sent to the user from the system. These email notifications also contain all the details necessary to complete the task. Events synced to google calendars are "read only". Changes to the project cannot be made from the google calendar events.

In the Pop-up modal, click on the "Send Calendar Invite".

The screenshot shows a 'User Details' modal with three tabs: 'Profile', 'Calendar', and 'Scheduling'. The 'Calendar' tab is selected and circled in red. Below the tabs, there are two sections: 'Share your Full Frame events with others' and 'Share your Google Calendar with us'. The first section contains a table with columns for Name, Email, and Share With. The second section contains a 'Send Calendar Invite' button, which is also circled in red. At the bottom of the modal, there are 'Cancel' and 'Save' buttons.

Name	Email	Share With
Barry Fisch	barry@flashitfirst.com	<input type="checkbox"/>
Bob Jones	info@flashitfirst.com	<input checked="" type="checkbox"/>
Joshua Lamb	jlamb@flashitfirst.com	<input type="checkbox"/>
Rich Smith	info@gofullframe.com	<input checked="" type="checkbox"/>

A Calendar Invite is an email that is sent to a user asking them to link their Google calendar with their Full Frame calendar. It is important to link a Google calendar early in the process if this feature is to be used. Projects and Tasks will only be shared with google calendars from the moment you link your calendar forward.

Your team member will see the following after inviting them to share their Google calendar.

Subject Line:

The screenshot shows an email inbox with a 'Primary' tab selected. There are two notifications visible: one from 'Acme Photography' with the subject 'Acme Photography Has Invited You To Share Your Calendar' and one from 'Facebook' with the subject 'Josh, you have 2 new notifications'. The 'Acme Photography' notification is highlighted.

Email Sent to Photographer:

Hi Joshua Lamb,

Acme Photography has invited you to share your Google calendar.

This will allow us to see your unavailability as well as share assigned projects to your calendar. Don't worry, we won't be able to see your calendar event details. It will simply show up as "Unavailable" if you have an existing event.

[Click here](#) to share your calendar with us.

**Please note that the verification response you will get from google will indicate that the owner of the linked account is "gofullframe.com". This is the system that helps us facilitate these calendar events.*

If you have any questions about sharing your calendar please do not hesitate to reach out to us. Acme Photography - 888-510-0515

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