

TOM RUSSELL STUDIO WORKSPACE

Every job. Every frame. *One place.*

A plain-English guide to running projects, sharing galleries and collecting client approvals.



QUICK START

The 30-second tour

The home screen answers four questions: what is live, what is due, what needs attention and what happens next.

1

Hero project

Your most urgent or important job. Click it to open the full project drawer.

2

Today's schedule

Meetings, reviews and studio calls in time order.

3

Client activity

See approvals and comments without opening every gallery.

4

Active jobs

A visual slate showing stage, deadline and percentage complete.

5

This week's deliverables

The outputs that must leave the studio soonest.

6

Recent activity

A live feed of uploads, comments and client decisions.

LEFT MENU

1

Overview

The command centre

2

Jobs

Every active and archived shoot

3

Calendar

Production dates and deadlines

4

Assets

Photos, documents and uploads

5

Deliverables

Everything promised to clients

6

Clients

Contacts and shared spaces

QUICK START

Run a job from one drawer

Click any project card. The drawer is the working control panel for that job.

1**Check status**

See the current stage, deadline and overall progress.

2**Tick deliverables**

Click a checkbox when an output is ready. Click again to undo.

3**Read or add notes**

Keep the creative direction and client feedback attached to the job.

4**Share the portal**

Open the clean client-facing gallery or copy its share link.

THE GOLDEN RULE

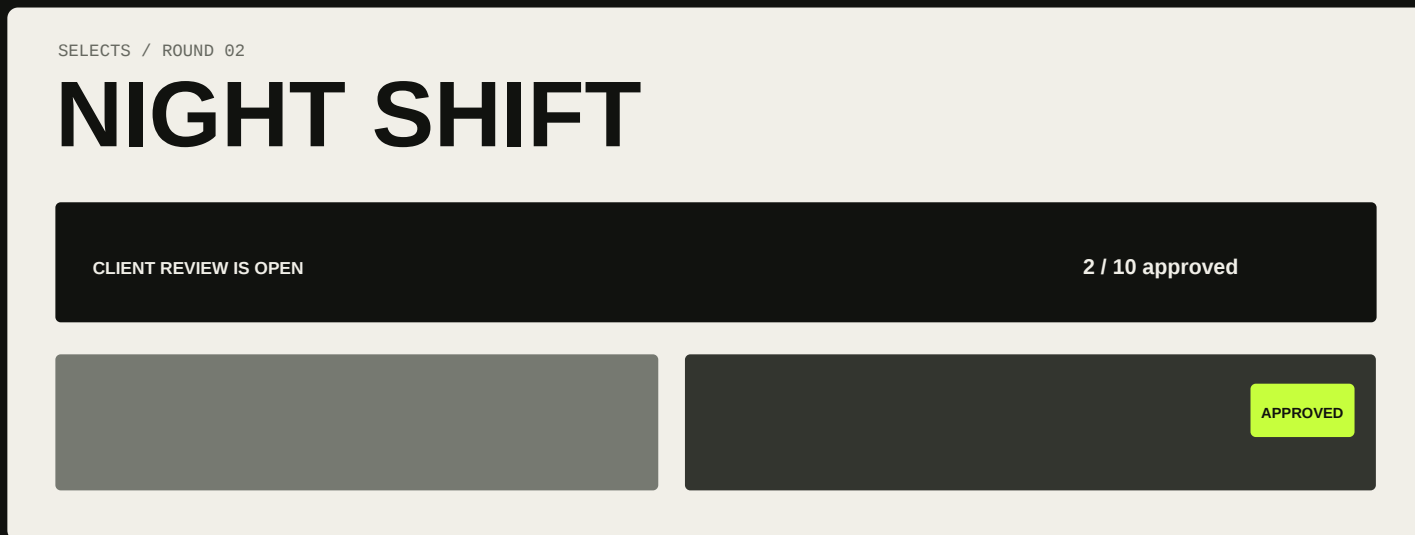
Keep the project drawer current.

If the status, due date, deliverables and latest note are accurate, everyone knows exactly where the job stands.

QUICK START

The client review experience

Use the client portal when you want the work to feel premium and the feedback to stay simple.



- 1 Open client portal**
 From the project drawer, choose Open client portal.
- 2 Send the link**
 Share only the client view - not your studio dashboard.
- 3 Client clicks images**
 Selected frames get a bright green approved border.
- 4 Submit selection**
 The client sends one clear decision back to the studio.

CLIENT-SAFE

The portal hides the working dashboard. Clients see only the campaign, gallery and approval controls.

QUICK START

Every important button

A quick reference. If you forget what something does, start here.

New project**Starts a fresh job**

Add a project name, client, production type, delivery date and brief.

Upload assets**Adds files to a job**

Choose photos, documents or ZIP files for the selected project.

Project card**Opens the job**

Click anywhere on a job card to see its deliverables, notes and client portal.

Open client portal**Shows the client view**

Use this to present work, collect approvals and keep the studio view private.

Share**Copies a gallery link**

Send the project portal to the client or collaborator.

Deliverable tick**Marks output ready**

Click the square beside a deliverable. Click again if it needs more work.

Select image**Approves a frame**

Inside the client gallery, click an image to select or unselect it.

Submit selection**Sends client feedback**

Finalises the current approval set and reports it to the studio.

Exit client view**Returns to studio**

Leaves the gallery and takes you back to the private working dashboard.

QUICK START

The simplest daily workflow

Use this five-step rhythm and the studio stays organised without becoming admin-heavy.

01**Morning scan**

Open Overview. Check Today, approvals waiting and this week's deliverables.

02**Update the job**

Open the active project. Tick finished outputs and add the latest note.

03**Add the work**

Use Upload assets when new selects, edits or documents arrive.

04**Send for review**

Open the client portal, check the gallery and share the client-safe link.

05**Close the loop**

Review approvals, update the status and prepare the next deliverable.

CURRENT DEMO NOTE

The live site is an interactive presentation build. Buttons and approvals work during the session; permanent file storage, accounts and saved changes are the next production layer.