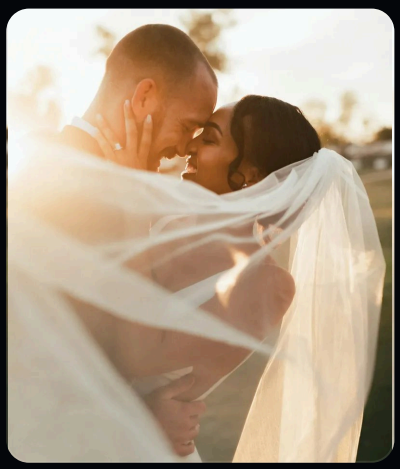
Kairos Studia

Deliver your work the way it was *meant to be seen.*

The getting-started guide for photographers: from your first gallery to your first happy client.







WELCOME

One place for every shoot, *from upload to final download.*

Kairos Studia gives you proofing galleries your clients enjoy, full-resolution delivery, and a portfolio site on your own domain. This guide walks you through every feature, in the order you will use them.

STEP 1
Set up your studio
Create an account, pick your web address and start your free trial.

STEP 2
Build a gallery
Create a gallery and drop your photos in. They are optimised automatically.

STEP 3
Set the rules
Choose PINs, favourites, comments, downloads and a design.

STEP 4
Share & deliver
Publish, send the link, and follow your client's activity.

Inside this guide

1 Getting started 3
2 Your galleries and photos 5
3 Gallery settings and design 8
4 Publishing and sharing 11
5 What your clients see 12
6 Analytics, logs and alerts 14
7 Studio customisation 15
8 Plans, billing and storage 17
9 Account, security and help 19

Who this guide is for

New photographers on Kairos Studia. You do not need technical skills: if you can upload a file and send a link, you can run your whole delivery workflow here.

How to read it
Each chapter ends with a short **tip**. Items marked PAID PLAN or BUSINESS depend on your subscription (see chapter 8).

Two words you will see

Gallery (also called a collection): one shoot or event, with its own link, photos and rules.
Category: a named section inside a gallery, such as "Ceremony" or "Portraits".

CHAPTER 1

Create your account and *set up your studio*

About two minutes: verify your email, choose a password, name your studio.

Sign up

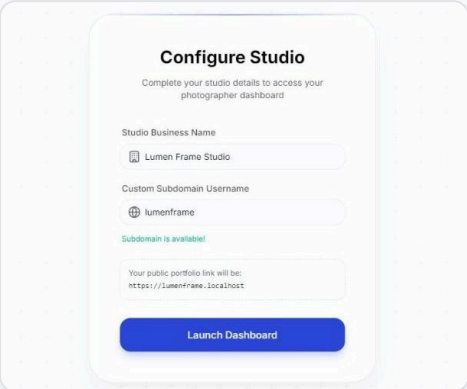
1. Go to **kairosstudia.com** and choose **Start free trial**. Enter your first name, last name and email address, then press **Verify**. You can also continue with Google.
2. We email you a 6-digit verification code. Enter it in the **Verification Code** box.
3. Choose a password (at least 8 characters) and press **Save Password**.

Configure your studio

The first time you sign in, a short **Configure Studio** form appears.

- **Studio Business Name** is shown to your clients on galleries and emails.
- **Custom Subdomain Username** becomes your public web address, for example `lumenframe.kairosstudia.com`. A green "Subdomain is available" message confirms the name is free.

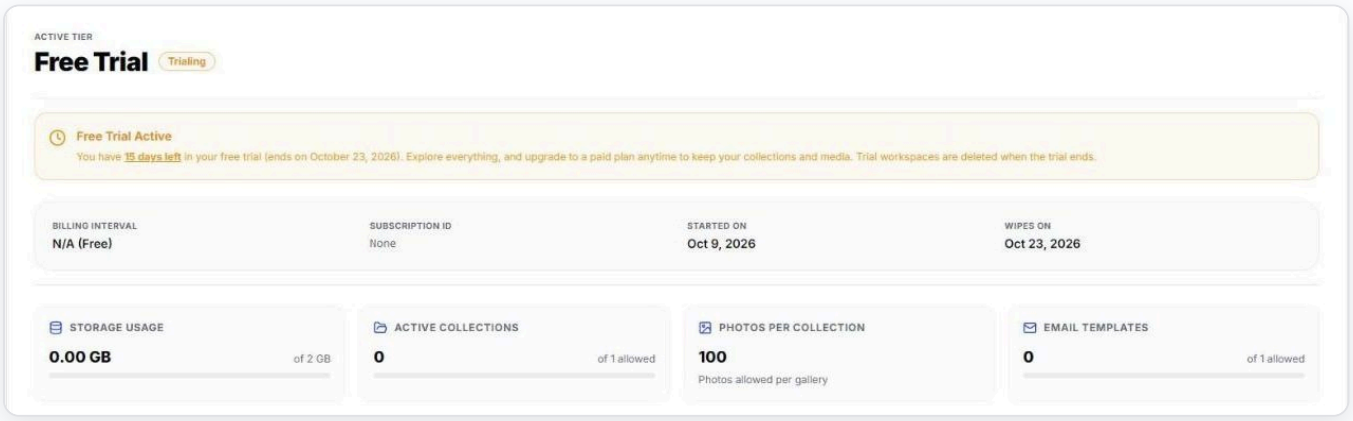
> **Choose your username carefully**
> It forms every link you send to clients, and it is locked once set. You can change your studio name later in *Profile Settings*.



Configure Studio. Name your studio and claim your address.

Your 14-day free trial

You land on the **Billing & Subscription** page once. Your **Free Trial** starts automatically: no card needed.



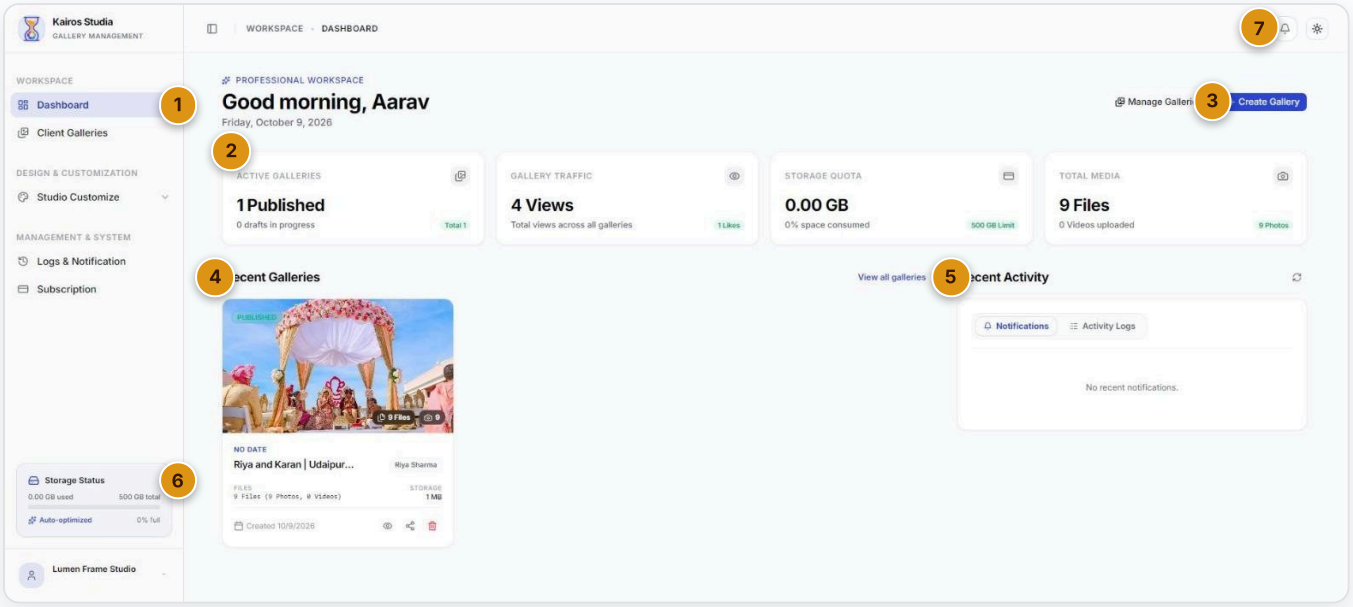
Free Trial. The summary shows your days left, storage (2 GB), galleries (1) and photos per gallery (100).

> **What the trial includes, and what it does not**
> You can build galleries, upload, design and explore every setting. **Publishing a gallery to clients needs a paid plan.** Trial workspaces are deleted when the trial ends, so upgrade before then to keep your work.

CHAPTER 1 · CONTINUED

A quick tour of your *dashboard*

Everything in your studio is a click away from the sidebar on the left. The dashboard is your home page.



Your dashboard. Numbers match the list below.

1. **Sidebar.** Dashboard, Client Galleries, Studio Customize, Logs & Notification, Subscription.
2. **Overview cards.** Published galleries, total views and likes, storage used, and file counts.
3. **Create Gallery.** Starts a new gallery. *Manage Galleries* opens the full list.
4. **Recent Galleries.** Jump straight back into what you were working on.
5. **Recent Activity.** Notifications and your activity log, side by side.
6. **Storage Status.** A live meter of your plan's storage.
7. **Bell and theme switch.** Alerts, and a light/dark mode toggle.

The sidebar, section by section

MENU	WHAT YOU DO THERE
Client Galleries	Create, search, sort and open galleries. Each gallery has its own workspace: Photos, Design, Analytics, Settings.
Studio Customize	Portfolio website, Branding (logo and favicon), Custom Domain, Watermark and Email Templates.
Logs & Notification	Account-wide activity history and your notification inbox.
Subscription	Your plan, invoices, storage add-ons and upgrades.
Your studio name (bottom)	Opens a menu with *Profile Settings*, *Security*, *Help & Support* and *Log Out*.

Dark mode
Prefer a darker workspace? Use the sun/moon button in the top-right corner. Kairos remembers your choice.

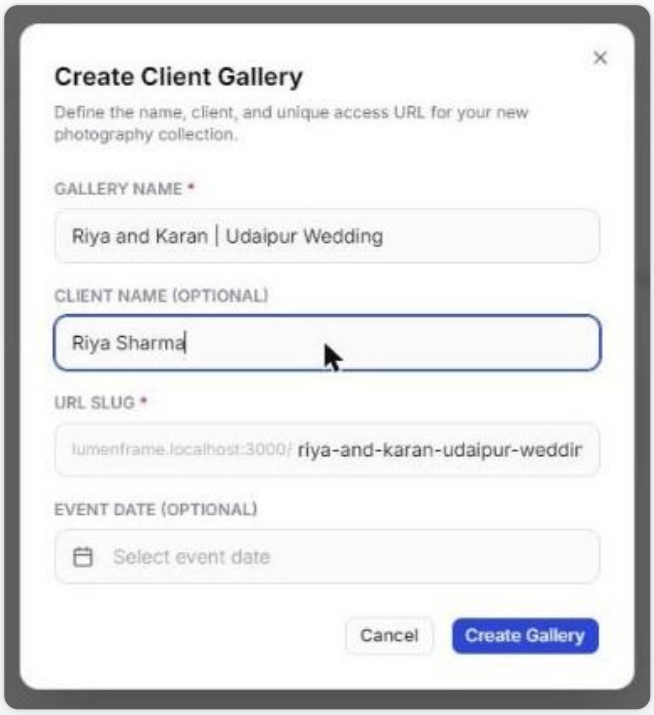
CHAPTER 2

Create your *first gallery*

A gallery is one shoot or event. It has its own web link, photos, categories, rules and design.

Create it

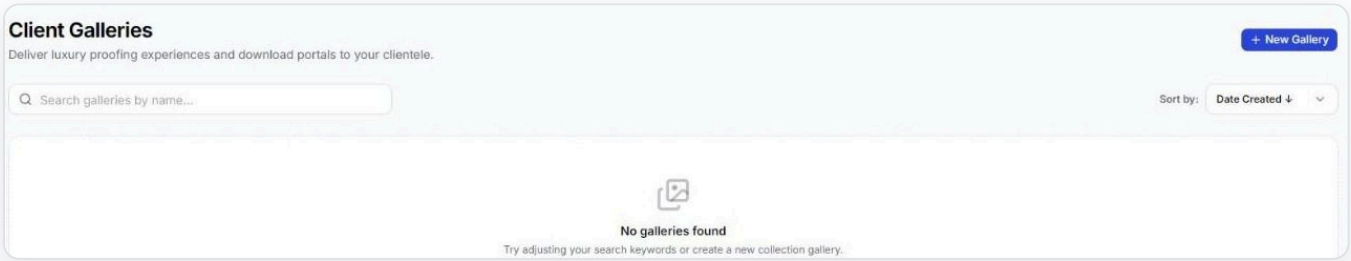
1. Open **Client Galleries** and press **+ New Gallery** (or **Create Gallery** on the dashboard).
2. Give it a **Gallery Name**, for example *Riya and Karan | Udaipur Wedding*.
3. Optionally add the **Client Name** and **Event Date**. Check the **URL Slug**: it is filled in from the name and ends your link, `studio.kairosstudia.com/slug`.
4. Press **Create Gallery**. You land in its workspace, ready for photos.



Create Client Gallery. The slug follows the name as you type.

Manage all your galleries

The **Client Galleries** page lists every gallery as a card. Use the search box to find one by name, and the **Sort by** menu (for example *Date Created*) to reorder the list. Open a card to go inside.



Client Galleries. Your galleries will appear here. How many you can have depends on your plan.

Inside a gallery

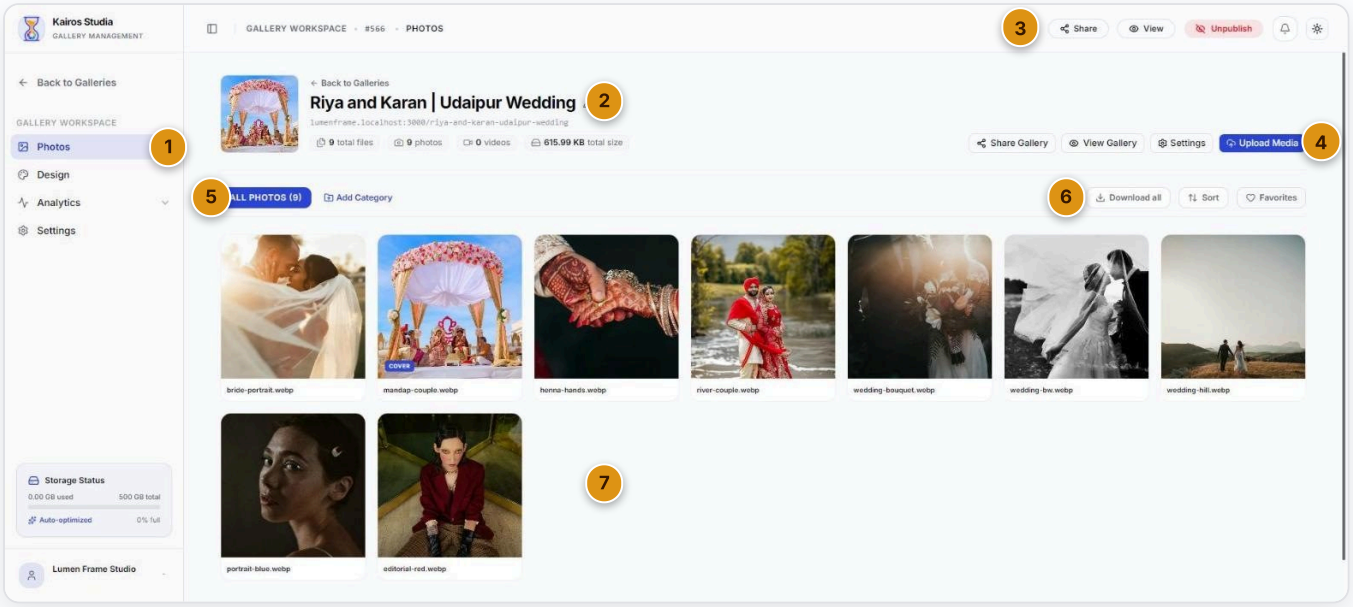
Every gallery has four areas, in the left menu of its workspace:

Photos	Design	Analytics	Settings
Upload, organise, preview and download.	Cover layout, grid style and spacing.	Views, favourites, comments, downloads.	Link, expiry, PINs and client features.

CHAPTER 2 · CONTINUED

Upload and *organise* your photos

Drag in a whole shoot. Kairos uploads directly to secure cloud storage, then prepares fast web versions for you.



The gallery workspace (Photos). Numbers match the list below.

1. **Gallery menu.** Photos, Design, Analytics, Settings.
2. **Header.** Cover, name, link and counts of files, photos, videos and size. Press the pencil to rename.
3. **Top bar.** Share, View, and Publish Live.
4. **Upload Media.** Choose files to upload.
5. **Categories.** "All Photos" plus any sections you add.
6. **Tools.** Download all, Sort, and Favorites.
7. **Photo grid.** Click any photo to preview it.

Uploading

1. Drag files onto the dashed drop area, or press **Upload Media** to browse.
2. A progress panel shows each file. You can keep working, or leave the page: **uploads continue in the background**.
3. Each thumbnail briefly shows *Optimizing…* while Kairos creates the preview versions, then the photo appears. The first photo becomes your cover automatically.

ACCEPTED FILES	
Photos	JPEG, PNG, WebP, AVIF, TIFF, GIF
Videos	MP4, MOV, WebM

SIZE LIMITS	
Photos	up to 150 MB and 80 megapixels
Videos	up to 300 MB and 3 minutes

Duplicates are caught for you
Kairos recognises a photo you have already uploaded and skips it, so re-dropping a folder will not fill your storage. A failed file can be retried from the upload panel.

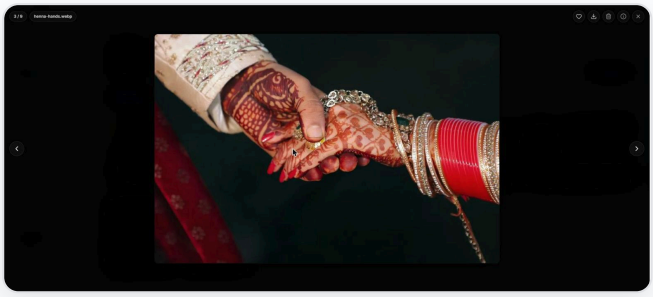
CHAPTER 2 · CONTINUED

Working with *your photos*

Preview, star, rename, move and download: everything you need to curate a gallery before it goes to the client.



Hover a photo. A ⋮ menu appears at the top right and a ♡ star at the bottom right.



Click a photo to open it full screen. Use the arrows to move through the gallery. Along the top: favourite, download, delete and info.

What you can do

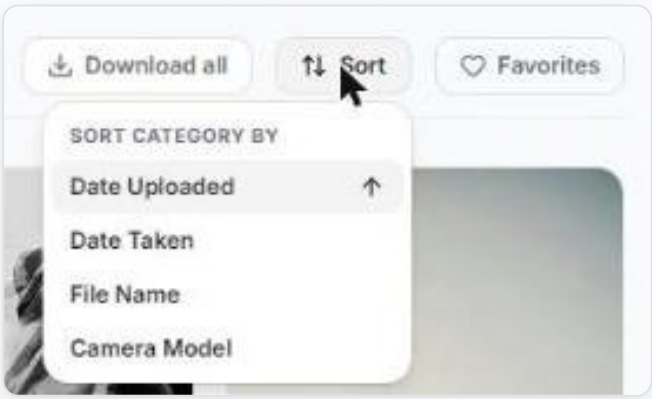
ACTION	HOW
Preview	Click a photo. Videos play in the same viewer.
Star a photo	Press the heart on a thumbnail to mark your own picks.
Select several	Tick photos to work on many at once: move, copy, delete (up to 100 at a time) or download.
Rename, move, copy	Use the ⋮ menu. When you move or copy into another gallery, Kairos warns you about duplicates and lets you overwrite.
Choose a cover	Pick any photo as the gallery cover, and set its position and zoom to frame it.
Reorder	Drag photos into your preferred order, or use **Sort** for an automatic order.
Download	Download one photo, or **Download all** as a ZIP (up to 500 files, built in your browser).

Categories and sorting

Categories split a gallery into sections that clients can switch between, for example *Getting Ready*, *Ceremony* and *Reception*.

1. Press **Add Category** beside the “All Photos” tab.
2. Type a name and press **Save**.
3. Move photos into it from the ⋮ menu or by selecting several.

Each category can be shown or hidden, locked behind the gallery password, and given its own sort rule. Clients’ compiled favourites also land in a category of their own.

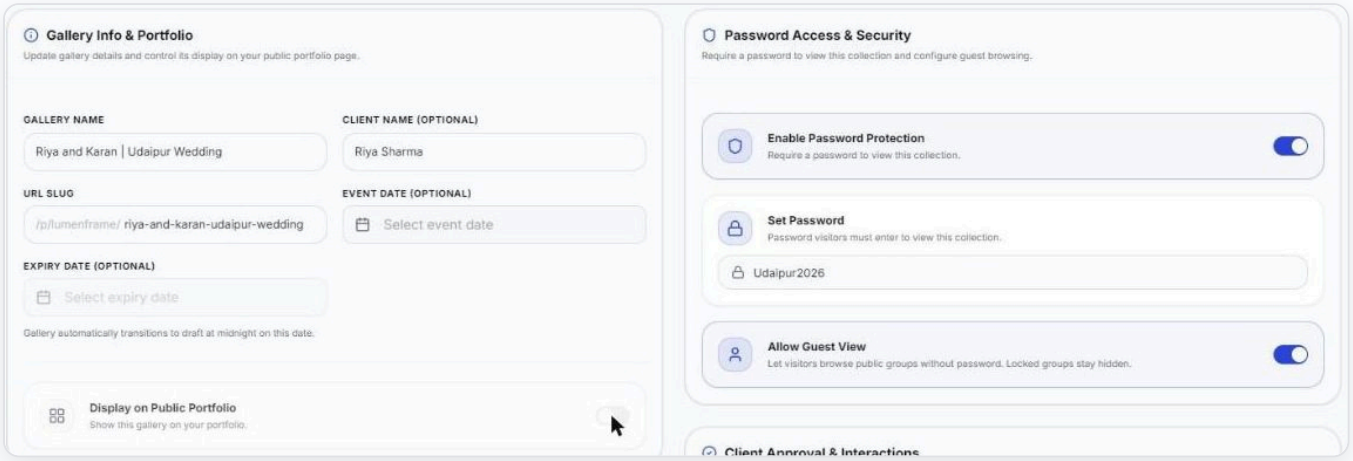


Sort menu. Order a category by Date Uploaded, Date Taken, File Name or Camera Model.

CHAPTER 3

Decide *who can see* your gallery

Open a gallery and choose **Settings**. Every option is a simple switch. Press **Save Settings** at the top when you are done.



Gallery Settings. Information and portfolio display on the left, password and client approval on the right.

Gallery info

SETTING	WHAT IT DOES
Gallery name, client name	Edit the details you entered when creating the gallery.
URL slug	Changes the end of the gallery link. Links you have already sent will stop working, so avoid changing it after sharing.
Event date	Shown on the gallery and used for sorting.
Expiry date	On this date the gallery automatically returns to draft at midnight, ideal for time-limited proofing.
Display on public portfolio PORTFOLIO PLANS	Shows this gallery on your public portfolio website.

Access control

SETTING	WHAT IT DOES
Enable Password Protection	Clients must enter a password before they see anything. A browser remembers it for 7 days.
Allow Guest View	Lets visitors browse the categories that are not locked, without the password. Locked categories stay hidden.
Allow Client Approval Flow	Lets a client submit a final selection (they sign in with email first).

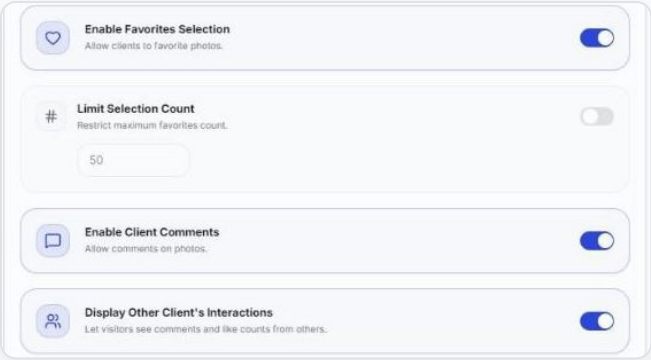
Locked toggles

A switch that looks greyed out belongs to a feature your current plan does not include. A small lock icon marks it. See chapter 8 for what each plan unlocks.

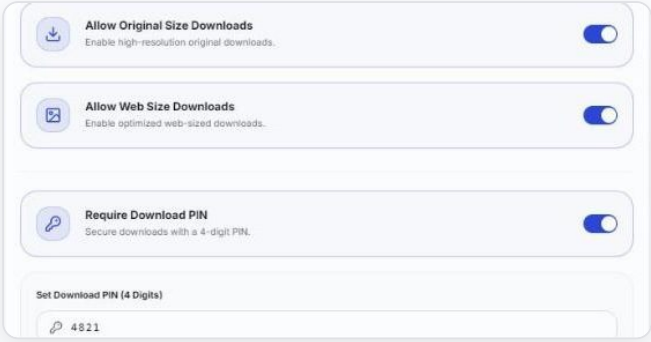
CHAPTER 3 · CONTINUED

Favourites, comments, *downloads & sign-in*

Decide how clients interact with your photos, and what they can take home.



Engagement. Favourites, selection limit, comments.



Downloads. Original, web-size and the download PIN.

Client interaction

SETTING	WHAT IT DOES
Enable Favorites Selection	Clients can heart the photos they love. Turn on **Limit Selection Count** to cap how many (for example, 50 for an album).
Enable Client Comments	Clients can comment on individual photos, and reply in threads.
Display Other Client's Interactions	Lets visitors see likes and comments from other people. Leave it off for private selections.

Downloads

SETTING	WHAT IT DOES
Allow Original Size Downloads	Full-resolution files. Use it for final delivery.
Allow Web Size Downloads	Lighter, optimised files that are perfect for social media.
Require Download PIN	Clients must enter a 4-digit PIN that you choose before they can download. You can share the PIN only after payment.

Visitor registration and watermark

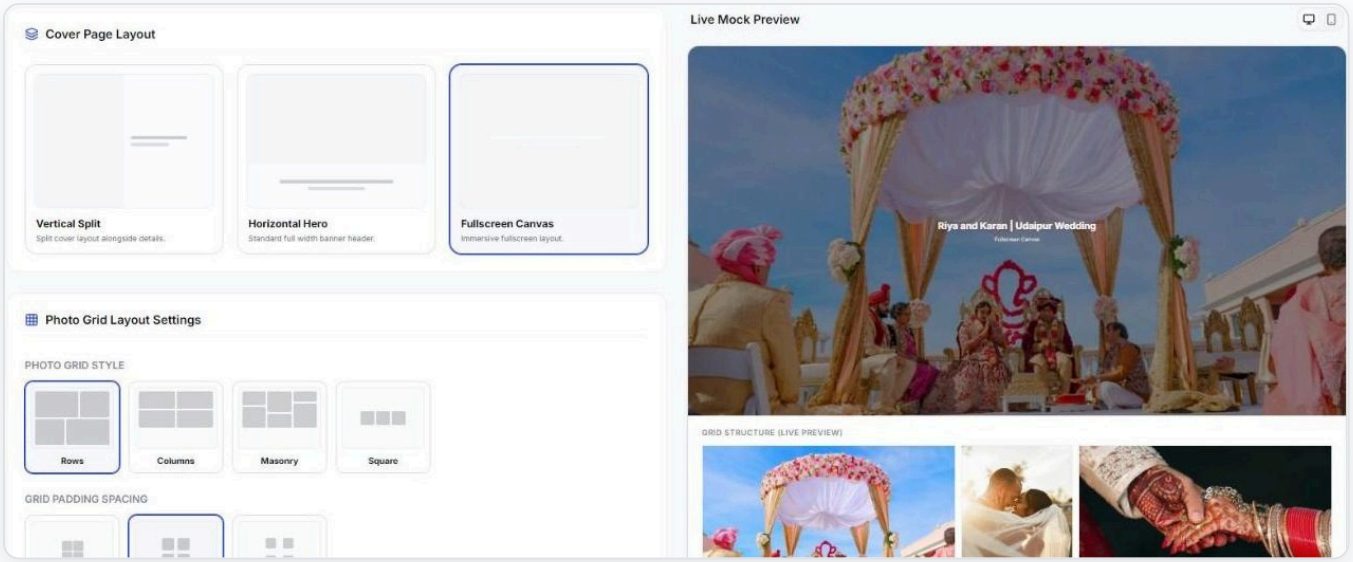
SETTING	WHAT IT DOES
Visitor Verification Fields	Choose what a visitor must provide before entering. **Email** is always required; add **Name** and **Phone** if you want them. Visitors also choose a 4-digit PIN to return later.
Watermark Web Downloads	Stamps your watermark on web-size downloads. Set it up once in *Studio Customize → Watermark* (chapter 7).

Tip: for weddings, switch on favourites (with a limit), comments and approval while the client picks their album, then enable original downloads with a PIN once the final invoice is paid.

CHAPTER 3 · CONTINUED

Make it *yours*: gallery design

Choose how your gallery opens and how photos are laid out. A live preview on the right shows every change as you make it.



Design. Pick a cover layout and grid style on the left. The preview on the right updates instantly; switch between desktop and phone view with the buttons above it.

Cover page layout

- **Vertical Split.** Cover on one side, details on the other.
- **Horizontal Hero.** A full-width banner header.
- **Fullscreen Canvas.** An immersive full-screen cover with the title over your photo.

Photo grid style

- **Rows.** Even rows, classic and tidy.
- **Columns.** Vertical columns of varied heights.
- **Masonry.** Photos keep their natural shape and interlock.
- **Square.** Uniform square tiles.

Below the grid style you can also set the **grid padding (spacing)**, the **thumbnail size**, and a separate **mobile layout**. Press **Save Layout** to apply.

Cover photo matters
The cover is the first thing your client sees. In the gallery's *Photos* area, pick a strong portrait or wide landscape and adjust its position so faces are not cropped. Wide, bright covers work well with Fullscreen Canvas.

Basic vs advanced
Every plan includes gallery design, and some plans unlock extra options. What you can change is shown on the page.

CHAPTER 4

Publish, then *send the link*

A gallery is private until you publish it. Publishing makes the link live; sharing sends it to your client.

Publish

1. Finish your photos, settings and design.
2. Press **Publish Live** in the top bar of the gallery. The gallery is now reachable at its link.
3. To take it offline again, unpublish it. Your photos and settings are untouched.

> **Plan note**
> Publishing needs a paid plan PAID PLAN. On the free trial the button is locked and **Share** shows "Publish the gallery to enable sharing".

Galleries with an **expiry date** unpublish themselves at midnight on that date, and you can republish whenever you like.

Share

Once published, press **Share** (top bar) or **Share Gallery** (in the header). The dialog gives you the link, the access details, and one-tap sending by **Email**, **WhatsApp** or **Instagram**, or **Copy Link**.

View Gallery opens the live gallery in a new tab so you can see exactly what your client sees.

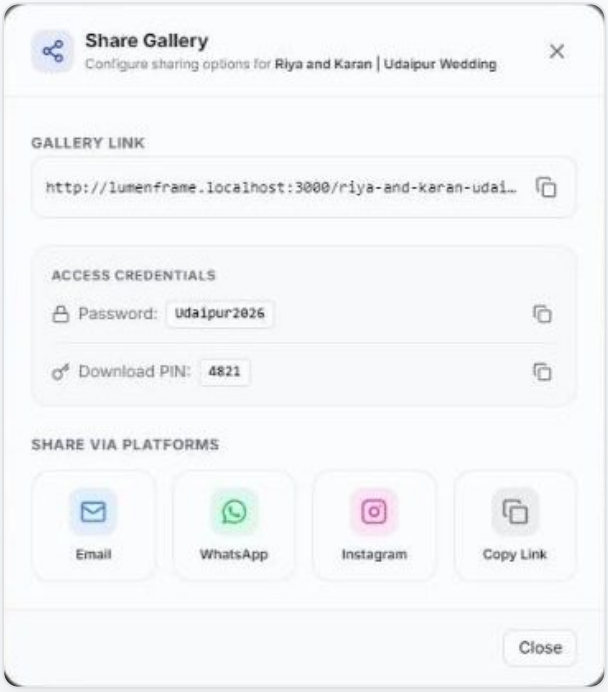
Your link and access details

Your link looks like **studio-name**.kairosstudia.com/**gallery-slug**: the first part is your studio username, the second is the gallery's URL slug. On a Business plan you can use your own domain instead (chapter 7).

If you set a gallery password or a download PIN, the **Access Credentials** box shows both with a copy button, so you can paste them into your message. Send the download PIN only once the client has paid.

Email templates

Write your share message once. Open **Studio Customize** → **Email Templates**, press **Create Template**, add a subject and a personal message, and choose it when you share. The *Template Slots* counter shows how many you have used; the number depends on your plan.



Share Gallery. Link, access credentials and sharing options.

CHAPTER 5

The *client experience*, step by step

Your clients do not need an account or an app. They open your link, and everything happens in the browser on any phone or computer.

1 · OPEN
Click your link
The gallery opens with your cover and studio name.

2 · UNLOCK
Password & sign-in
If you set them, clients enter the password and register.

3 · BROWSE
View & choose
Scroll, open photos full screen, heart favourites, comment.

4 · DELIVER
Approve & download
Submit a selection, then download with the PIN.

What clients can do

FEATURE	CLIENT EXPERIENCE	YOU CONTROL IT IN
Unlock	If the gallery has a password, a lock screen appears first. Once entered, it is remembered for 7 days, and deep links to a photo keep working.	Settings → Password
Register	Email (and name or phone, if you require them) plus a 4-digit PIN they choose. A “forgot PIN” email is available. Anything they did as a guest is kept.	Settings → Visitor registration
Browse	Category tabs, smooth infinite scroll, a full-screen viewer with preview-quality images, and video playback.	Photos, Design
Favourite	Heart any photo. Favourites are compiled for you in analytics.	Settings → Favorites
Comment	Leave a note on a photo, and reply in threads.	Settings → Comments
Approve	Submit a final selection with one click on **Approve Gallery**. The client then shows an *Approved* badge in your analytics, with their picks.	Settings → Approval
Download	Original or web-size files, behind the download PIN if you set one. Web-size files can carry your watermark.	Settings → Downloads
Share one photo	Each photo has its own link with a social preview, handy for sharing a favourite.	Always on
Contact card	Your studio’s contact details and a QR code to your portfolio.	Portfolio settings

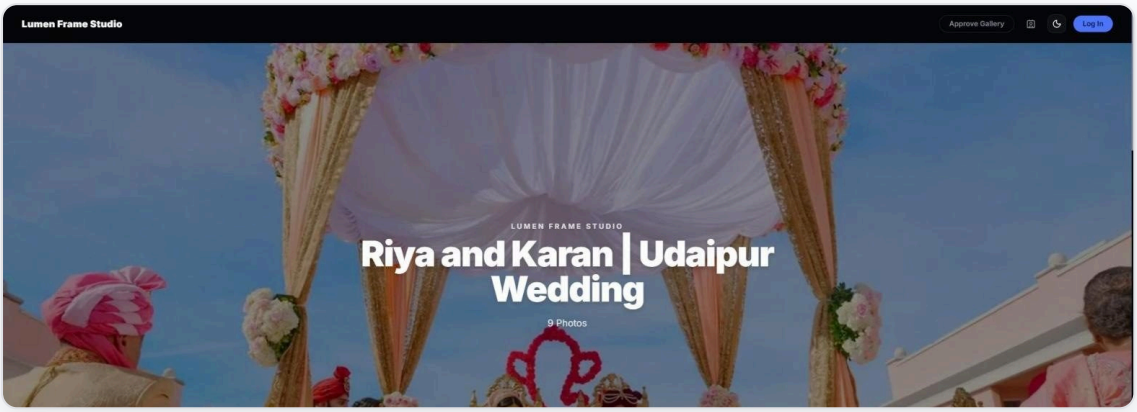
Unavailable galleries
If a gallery is unpublished or its expiry date has passed, visitors see a friendly “unavailable” page instead of an error. Republish or change the expiry date to bring it back.

Test it yourself
Open the link in a private/incognito window to experience it exactly as a client does, including the password screen and registration.

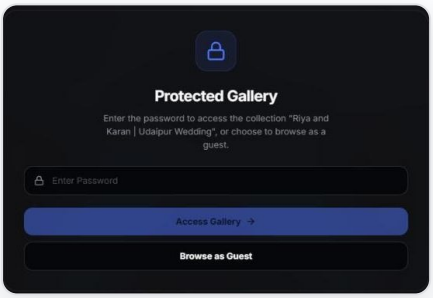
CHAPTER 5 · CONTINUED

The client view, *in pictures*

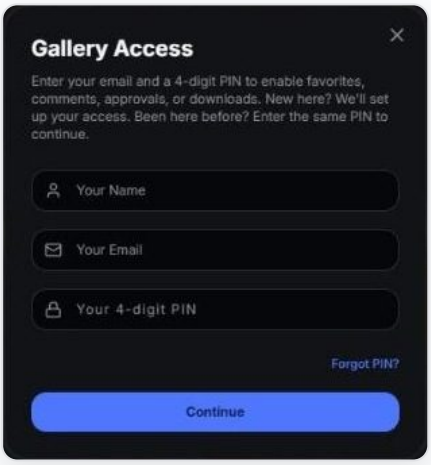
Screens from a demo gallery set up with a password, favourites, comments, approval, registration and a download PIN.



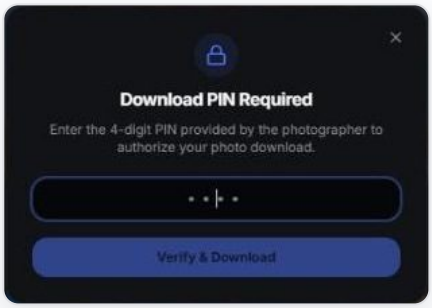
The cover. Your studio name, the gallery title and photo count over your cover photo (here the Fullscreen Canvas layout). Top right: Approve Gallery, studio contact card, a light/dark switch and Log In, or the client's initials once registered.



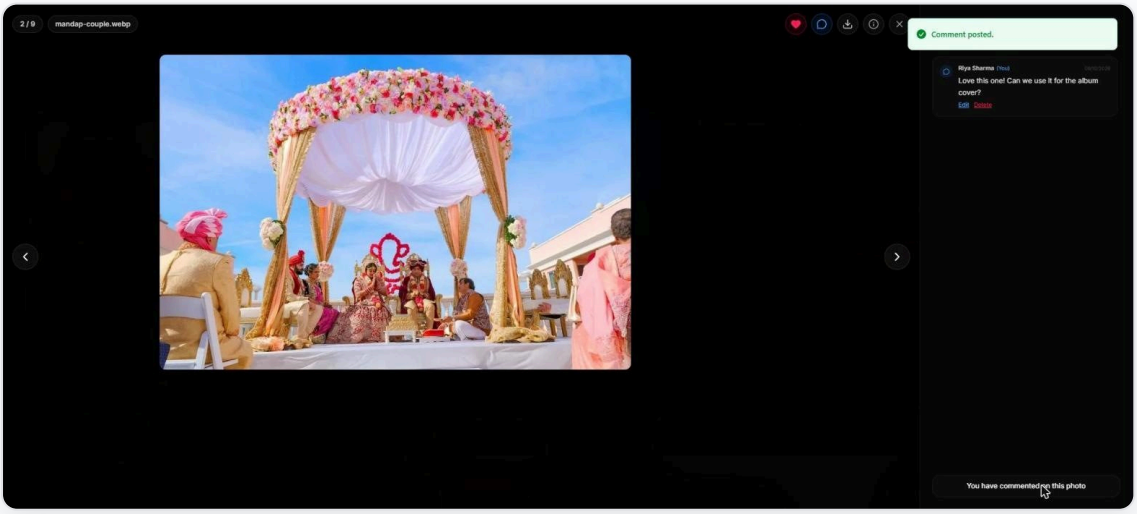
1 · Unlock. Password, or Browse as Guest if you allowed it.



2 · Sign in. Name, email and a 4-digit PIN. Returning clients use the same PIN.



3 · Download. The download PIN you chose is asked before any file is sent.



The viewer. A client hearts a photo, opens the comment panel and leaves a note. The download button offers Download Original and Download Web Size.

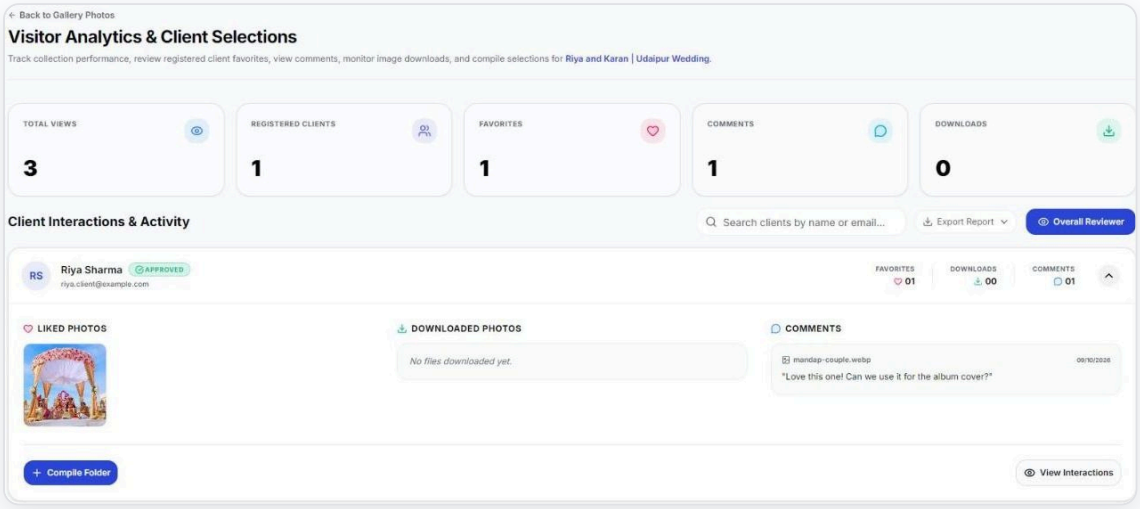
CHAPTER 6

Know what your *clients are doing*

See who opened the gallery, what they loved, and what they downloaded, without asking.

Gallery analytics

Open a gallery and choose **Analytics → Report**.

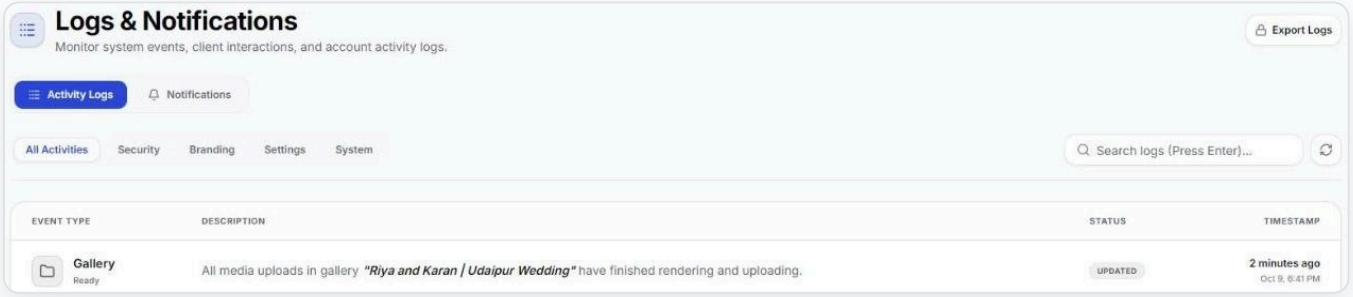


Visitor Analytics & Client Selections. Five totals on top, then one row per registered client. Open a row to see their liked photos, downloads and comments.

- **Totals:** total views, registered clients, favourites, comments and downloads.
- **Client interactions:** search a client by name or email and see exactly which photos they favourited, commented on or downloaded.
- **Export Report** saves the data as a CSV file. **Overall Reviewer** opens the combined review view.
- **Compile folder:** turn a client's favourites into a ready-made category, so you can deliver or edit exactly their selection.

Activity logs

Logs & Notification records everything that happens in your studio. Filter by All, Security, Branding, Settings or System, or search for a word.



Activity Logs. Gallery created, photos uploaded, uploads finished, with timestamps. You can also see activity for a single gallery under *Analytics → Logs*.

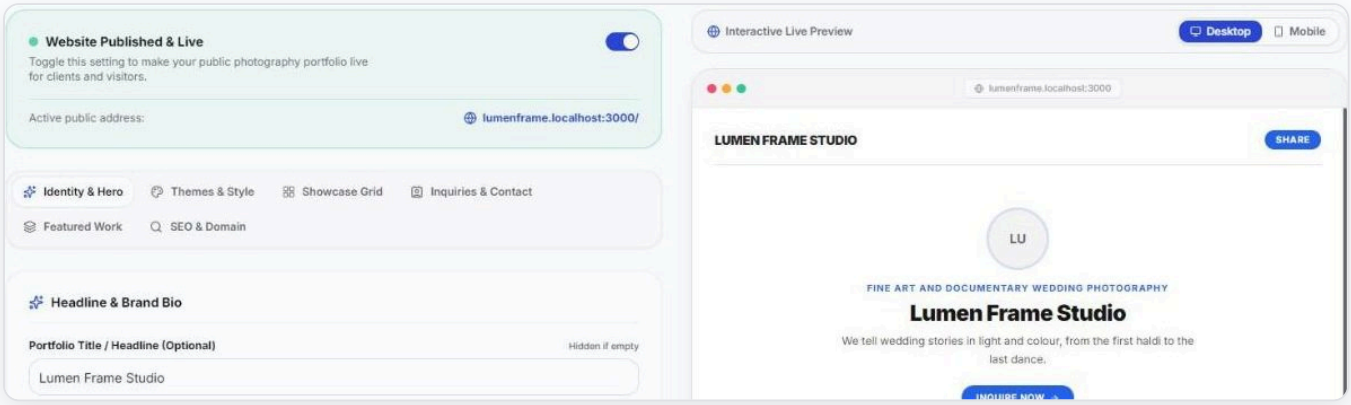
Notifications

The **bell** (top right) alerts you to finished uploads, gallery expiry, plan and payment notices, and announcements from the Kairos team. Open *Logs & Notification → Notifications* for the full list. Exporting logs is a Professional-and-above feature PAID PLAN.

CHAPTER 7

Your own *portfolio website*

Every studio can have a public website at the root of its address. Open **Studio Customize → Portfolio** to design it.



Portfolio Customizer. Settings on the left; an interactive desktop / mobile preview on the right. On the free trial and Basic plan this page shows "Portfolio Locked".

What you can set

- **Identity & Hero:** headline, tagline and bio.
- **Themes & Style:** fonts and card style.
- **Showcase Grid:** how many columns your galleries use.
- **Inquiries & Contact:** call-to-action button, contact details, map link.
- **Featured Work:** which galleries appear (tick *Display on public portfolio* in each gallery's settings).
- **SEO & Domain:** whether search engines may list your site.

Plans

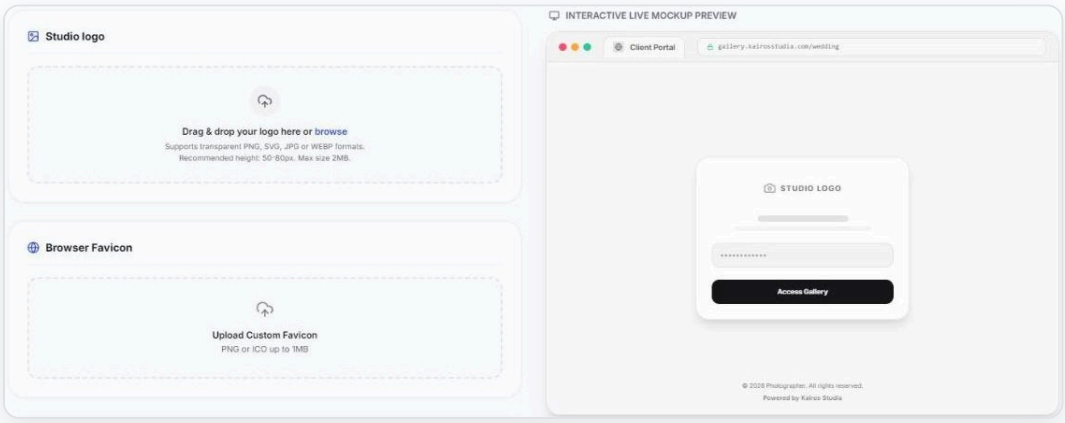
A basic portfolio starts on **Professional Studio** PAID PLAN. Layout, font, card-style, grid and "about" controls are part of **Business Elite** BUSINESS.

Use the master switch (*Website Active / Inactive*) to take your whole site online or offline in one click.

> **Search engines**
> Your portfolio is hidden from search results until you opt in under *SEO & Domain*.

Branding: logo and favicon

Open **Studio Customize → Branding** to upload your **studio logo** (PNG, SVG, JPG or WebP, ideally 50–80 px tall, up to 2 MB) and a **browser favicon** (PNG or ICO, up to 1 MB). The preview on the right shows how your client sign-in page will look.



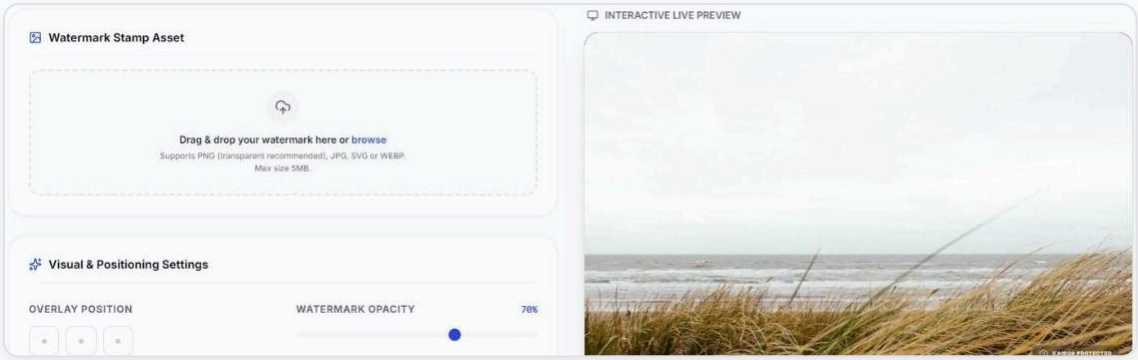
Branding & Assets. Logo, favicon and a live preview of your client sign-in page. **White-label** BUSINESS: tick "Hide Powered by Kairos Studia" to remove our branding from your client pages entirely.

CHAPTER 7 · CONTINUED

Watermark, *domain* and profile

Watermark

Protect your work. Upload a PNG (transparent works best), JPG, SVG or WebP stamp up to 5 MB, then position it on a 9-point grid and tune its opacity and size. The photo preview updates live. Then turn on **Watermark Web Downloads** in any gallery's settings.



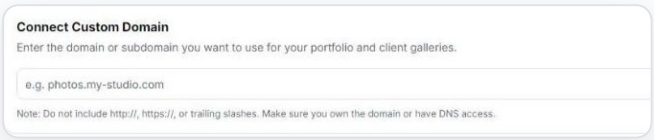
Watermark Settings. Choose position, opacity and scale. If you do not upload an image, a text watermark is used.

Custom domain BUSINESS

Serve your galleries and portfolio from your own address, such as `photos.mystudio.com`.

1. Open **Studio Customize → Custom Domain** and type your domain (no `https://` and no trailing slash).
2. Press **Connect Domain**, then add the DNS records shown at your domain provider.
3. Kairos verifies ownership and checks the connection. Once it is healthy, your old Kairos address redirects to your domain automatically.

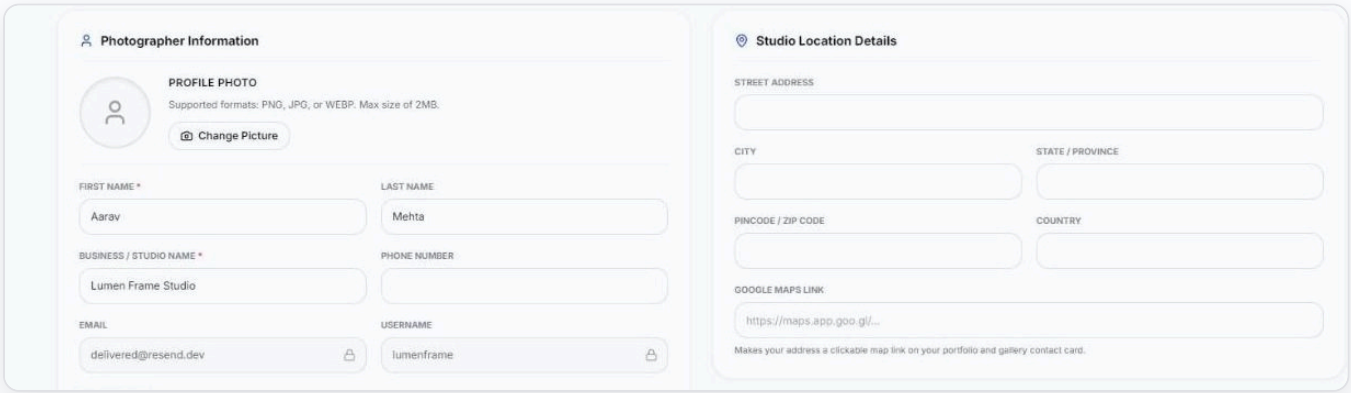
You can disable or change the domain at any time.



Custom Domain. Type your domain and press Connect Domain. On other plans this page shows "Custom Domain Locked" with an Upgrade Plan button.

Studio profile

Under your studio name (bottom of the sidebar) open **Profile Settings** to keep your details current. Everything here can appear on your portfolio and your gallery contact card.

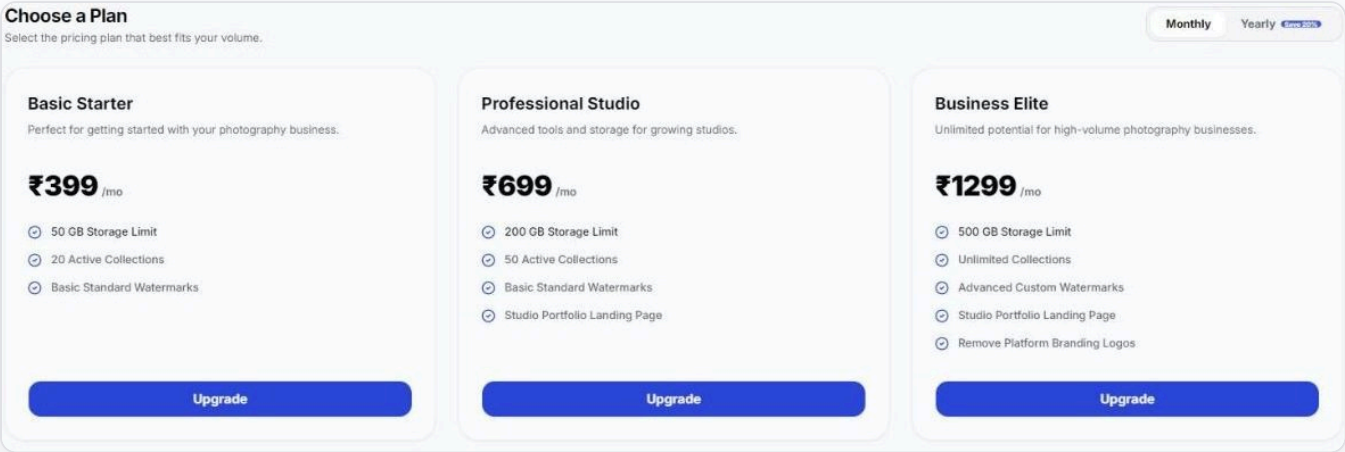


Studio Profile. Photo, name, phone, bio, address with a Google Maps link, website, WhatsApp and social links. Your email and username are locked.

CHAPTER 8

Choose the *right plan*

Start free for 14 days, then pick the plan that fits your volume. Prices are in Indian rupees and are final; there is no extra tax line.



Choose a Plan. Switch between *Monthly* and *Yearly* (yearly saves 20%). Use *Compare Plans & Features* for the full list.

	FREE TRIAL	BASIC STARTER	PROFESSIONAL STUDIO	BUSINESS ELITE
Monthly price	₹0	₹399	₹699	₹1,299
Yearly price	₹0	₹3,830	₹6,710	₹12,470
Storage	2 GB	50 GB	200 GB	500 GB
Galleries	1	20	50	Unlimited
Photos per gallery	100	Unlimited	Unlimited	Unlimited
Email templates	1	5	10	25
Publish to clients	×	✓	✓	✓
Gallery password, download PIN, comments	✓	✓	✓	✓
Client approvals, original downloads	✓	×	✓	✓
Watermark image	✓	×	✓	✓
Advanced design & analytics	✓	×	✓	✓
Portfolio website	×	×	**Basic**	**Advanced**
Log export	×	×	✓	✓
Custom domain, remove branding	×	×	×	✓

Plan contents can be updated by Kairos; the Subscription page always shows the current offer. The free trial includes advanced tools to explore, but publishing to clients requires a paid plan.

CHAPTER 8 · CONTINUED

Billing, renewals and *storage*

Everything about money lives on **Subscription**. Here is what to expect.

Buying and changing a plan

- Choose **Monthly** or **Yearly**, then pay **one-time** or set up **auto-renew**. Payments are processed securely by Razorpay (cards, netbanking and UPI).
- Have a promo code? Enter it at checkout.
- You can renew early at any time. Paid service can be stacked up to two cycles ahead.
- **Upgrading** can start immediately (the unused part of your current period is forfeited) or at the end of the current period. **Downgrades** take effect when the current period ends.
- Cancel auto-renew whenever you like. You keep what you paid for until the period ends.
- Every payment gets an invoice (PDF) under *Payment History Invoices*.

What happens when a plan runs out

You are never cut off without warning. Banners and emails tell you each step.



Grace · 3 days

Your plan has ended but everything still works as normal. Renew now and nothing changes.

On hold · 14 days

Your galleries are unpublished and your studio is read-only. **Your data is kept.** Renew to switch everything back on.

After the hold period

If an account is still unrenewed after the on-hold period, the studio's data is permanently deleted and the account returns to a free, expired state. Download anything you need first. The same applies when a free trial ends without an upgrade.

Storage and add-ons

The **Storage Status** meter in the sidebar shows what you have used. If you run low, you can:

- Upgrade to a plan with more space, or
- Buy a **storage add-on**: extra gigabytes (between 5 and 500 GB) at about **₹10 per GB**, valid for 30 days.

If you go over your limit: you get 7 days of warnings, after which uploading and creating new galleries pauses. **Nothing is ever deleted** because of storage. Free up space or add storage and everything resumes.

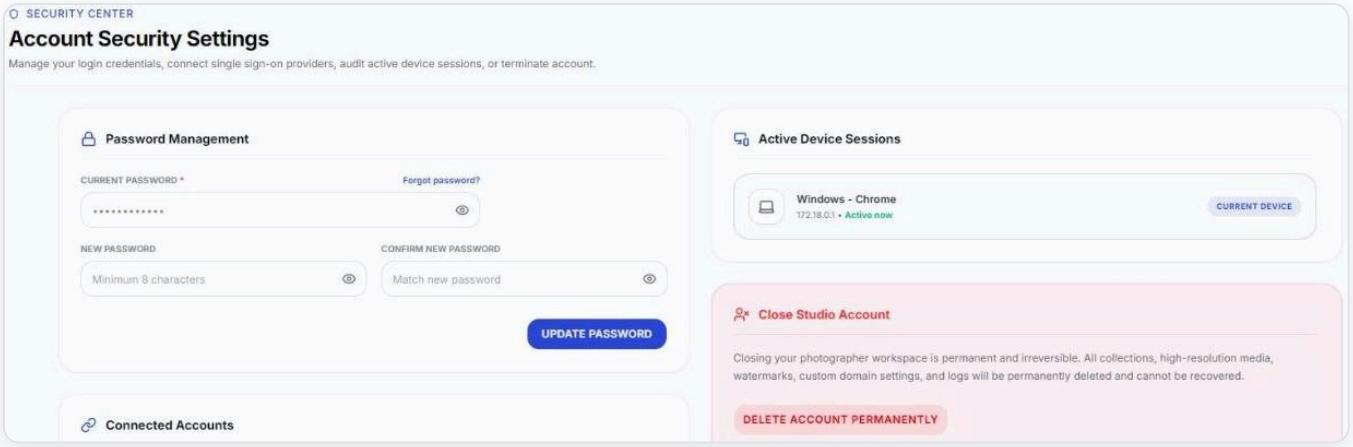
Save space easily

Delete rejected shots, and rely on Kairos's automatic duplicate detection when re-uploading. Web-size previews are generated for you, so you only need to upload each photo once.

CHAPTER 9

Keep your account *safe*

Open **Security** from the menu under your studio name (bottom of the sidebar).



Account Security Settings. Password, connected accounts, device sessions and account closure.

- **Change your password.** Enter the current one, then a new one (at least 8 characters). Forgotten it? Use *Forgot password?* to reset by email.
- **Connect Google.** Link your Google account to sign in with one click.
- **Active device sessions.** See where you are signed in. Sign out other devices you no longer use.
- **Close studio account.** Permanently deletes your galleries, media, settings and logs. It asks for your password and cannot be undone.

Frequently asked questions

My photos say “Optimizing...”

Normal for a moment after upload while previews are created. If it stays that way, refresh the page; if it persists, contact support.

The Share button is greyed out

Sharing needs a published gallery, and publishing needs a paid plan. Upgrade, then press Publish Live.

A setting is greyed out with a lock

Your plan does not include that feature. Compare plans in chapter 8 or on the Subscription page.

A client lost the gallery PIN

Clients can use *Forgot PIN* on the sign-in screen to receive it by email. You can also reset the gallery password in Settings.

Will I lose photos if I downgrade?

No. If you exceed the new limits, Kairos pauses growth, not your content. Nothing is deleted for being over a limit.

Can clients download everything?

Only what you allow: original and/or web-size, optionally with a PIN. Turn downloads off to keep a gallery view-only.

Need help?

Choose **Help & Support** from your account menu, or use the **Help Center** link at the bottom of any public page, or write to **support@kairosstudia.com**. Tell us your studio username and what you were trying to do.

QUICK REFERENCE

Your first-day *checklist*

Pin this page. Work top to bottom and you will have your first gallery in front of a client in under an hour.

Set up

☐ Verify email and set a password
☐ Name your studio and claim your username
☐ Add a logo and favicon (Branding)
☐ Fill in your Studio Profile
☐ Upload a watermark (optional)
☐ Choose a plan before the trial ends

First gallery

☐ Create the gallery with the client's name
☐ Upload photos and check they finished optimising
☐ Choose a cover and set its position
☐ Add categories

Rules and look

☐ Set a gallery password (if private)
☐ Decide favourites, comments, approval
☐ Decide downloads and download PIN
☐ Pick a cover layout and grid style
☐ Set an expiry date (optional)

Deliver

☐ Press Publish Live
☐ Open the link in a private window and test it
☐ Share the link or email the client
☐ Check Analytics for views and favourites

Numbers worth remembering

14
days of free trial, then workspace data is removed unless you upgrade.

3 + 14
days of grace, then read-only "on hold", after a plan ends.

7
days that a gallery password is remembered by a client's browser.

4
digits in a client PIN and in the download PIN.

500
files maximum in one "Download all" ZIP.

100
files maximum per bulk delete.

Where to find things

Create or find a gallery	Client Galleries
Gallery rules and PINs	Gallery → Settings
Cover and grid look	Gallery → Design
Who viewed and favourited	Gallery → Analytics
Logo, watermark, domain, portfolio	Studio Customize
Invoices, plans, storage	Subscription
Password and devices	Account menu → Security

Kairos Studia

Now go make something *extraordinary.*

Your clients are waiting to see their story. We will take care of the delivery.

kairosstudia.com

Questions? support@kairosstudia.com