ATELIER Vesper

Version 1.0

Owner Atelier Vesper Studio Team

Portal › Tech guide

6 Nov 2026

English · Original

Portal

Tech guide

Purpose

The person who looks after Vesper Rooms, the client portal of Atelier Vesper

Vesper Rooms is the client portal of Atelier Vesper. A client sees one project in it: moodboards, approvals and invoices. This page sets the portal up and hands a finished project over.

At a glance

4 settings	to check once: logo, accent colour, reminders and file keeping.
7 days	is how long an invite link works. After that, press Resend.
12 months	is how long a client can still read a closed project.

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1.

Set up the portal

Settings › Portal

1.1 Check the four settings

Only studio admins see **Settings**. Do this once.

1. Open **Settings**, then the **Portal** tab.
2. Upload the logo. Use an SVG or PNG up to 1 MB.
3. Type the accent colour, `#b42318`. The client's buttons use it.
4. Set **Remind a client after** to `3 days`. A second reminder follows at 7 days, then it stops.
5. Set **Keep project files for** to `24 months`.



Figure 1.1
Logo, accent colour, reminder and file keeping

6. Click **Save settings** at the bottom right. Nothing is saved before this click.

1.2 Who can do what

Role	Can see
Studio admin	Everything
Designer	Only the projects they work on
Finance	Invoices, not boards
Client	Their own project, never another client's

2.

Invite a client

Clients › Invite client

2.1 Send the invite

1 Click **Clients** in the left menu.

2 Click **Invite client** at the top right.

3 Type the client name, `Mei Tan`.

4 Type the email, `mei@example.com`.

5 Pick the project.

6 Click **Send invite**.

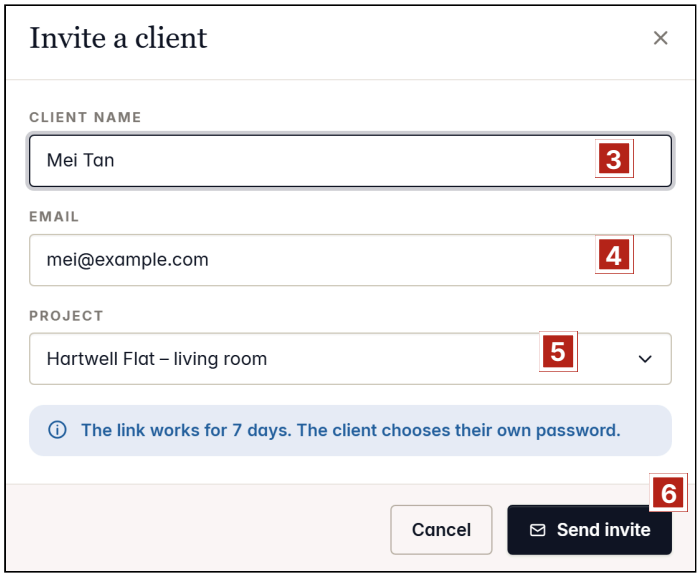


Figure 2.1
Name, email, project and Send invite

The link works for 7 days. The client opens it and chooses their own password. You never see it and never send one.

- **If the email bounces, the client's row turns red and says Not delivered. Fix the address, then press Resend.**

3.

Moodboards and approvals

Project › Moodboards › **Living room**

3.1 Send a board

A board holds up to 40 items. Each item takes a JPG, PNG or PDF up to 20 MB, a caption and a price note.

1 Open the project, then **Moodboards**, then the board.

2 Click **Add item** and add the pictures.

3 Tick **Studio only** before you write a comment for the team.

4 Click **Send for approval**. The client gets an email and the board shows **Waiting for client**.

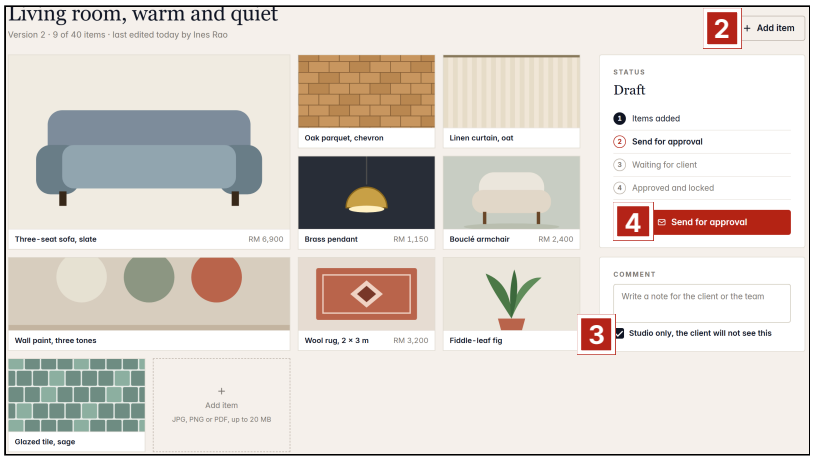


Figure 3.1
Add item, Studio only and Send for approval

Comments marked Studio only are never shown to the client. Check the tick before you post.

3.2 What the client does

The client presses **Approve this board** or **Ask for changes**. Asking for changes needs a note.

An approved board is locked, with the date. The studio can **Reopen** it and the client is told. Each resend after changes is a new version: v1, v2 and so on. Old versions are kept.

4.

Invoices and handover

Invoices, then Project › **Close project**

4.1 Mark an invoice as paid

The portal gives each invoice its number, for example `VES-2026-0142`. You cannot edit it. A status is Draft, Sent, Overdue or Paid. Overdue means past the due date and not paid. Invoices are due after 14 days, and you can change that per invoice. Clients pay by bank transfer. The portal does not take cards.

1 Open **Invoices**.

2 Find the invoice. Check the money is in the bank.

3 Click **Mark as paid**.

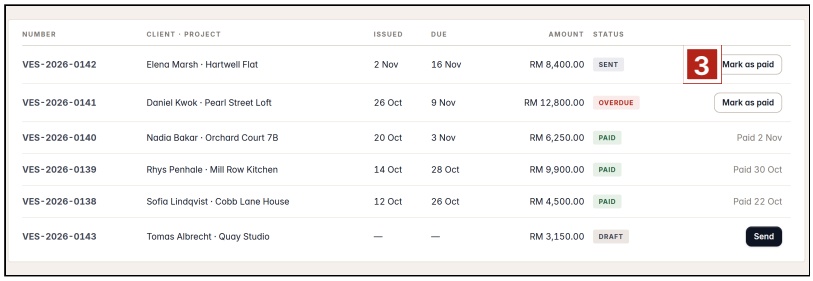


Figure 4.1
The invoice list with Overdue and Mark as paid

4.2 Hand over a project

Close the project when the work is finished. First check the list.

- [ ] All boards are approved.
- [ ] The final invoice is paid.
- [ ] The client has opened the portal at least once.
- [ ] The export is downloaded.

1 Click **Download export**. It holds the approved boards and all invoices, as PDF, and takes about 2 minutes.

2 Click **Close project**.

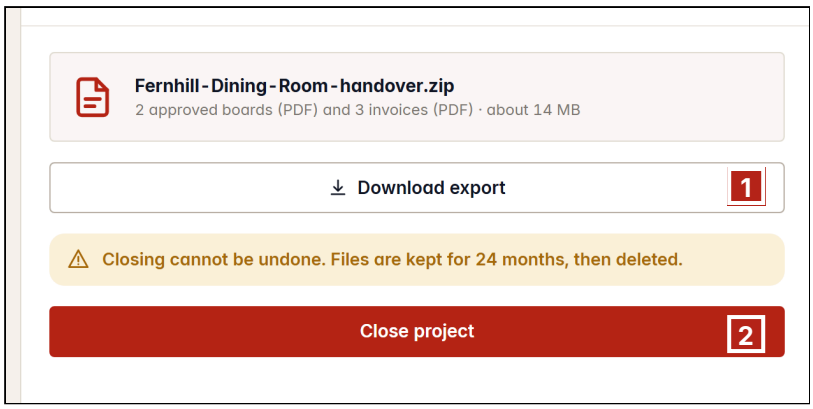


Figure 4.2
Download export and Close project

After closing, the client keeps read-only access for 12 months. Files are kept for 24 months, then deleted for good. A backup runs every night and is kept for 30 days.

■ **Never delete a board a client approved. Reopen it instead.**

Change log

Version	Date	Change	By
1.0	2026-11-06	First version	Atelier Vesper Studio Team