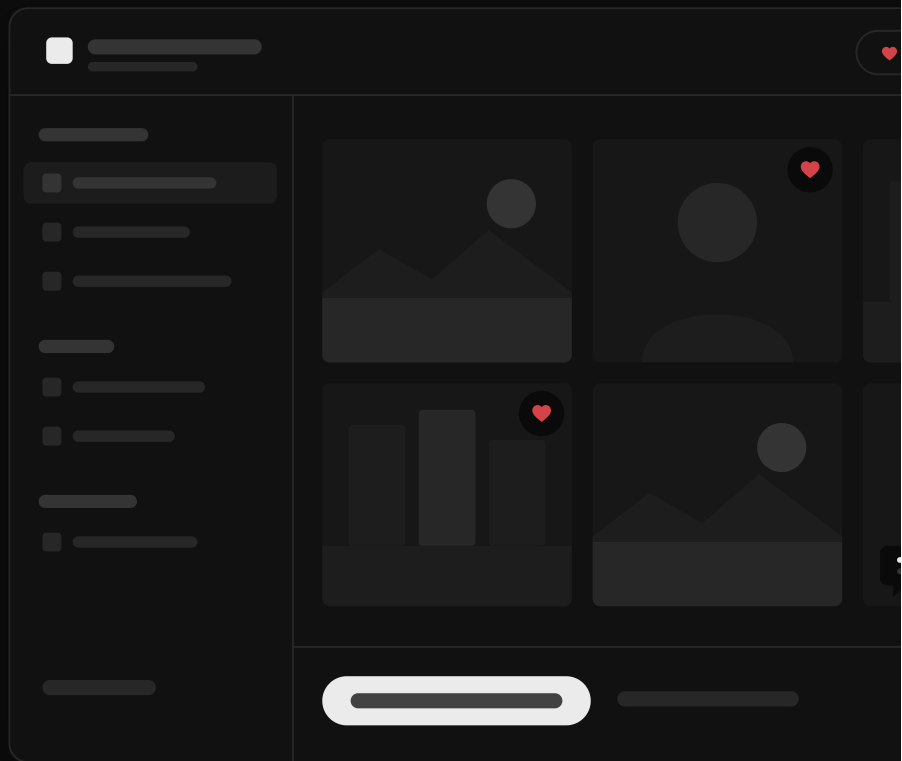


Workspace, team & plans

Branding, seats and roles, security, custom domains, what each plan includes, and what happens at the end of a job.



GUIDE 05 · REFERENCE

Workspace, team & plans

Everything that is not a project: who can do what, how the gallery carries your brand, what the plans include, and how material is kept and deleted.

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1 Roles

ROLE	CAN	CANNOT
Owner	everything, including billing and deleting the workspace	—
Admin	projects, uploads, client logins, branding, team	billing, deleting the workspace
Uploader	add files to projects	delete, invite, see billing

Invite from **Workspace settings** → **Team** → **Send invite**: copy the link it shows and send it yourself; the colleague opens it and chooses a password. Each active member uses a seat. The last owner can never be removed or demoted. Forgot your own password? Write to hello@scout-lane.com and we reset it.

PREPRO SELECTS

Meridian Producciones

PRODUCTION

55 MB / 250 GB

NR

All projects

M

LOGO

Choose File No file chosen

PNG or SVG, transparent background, at least 240px wide.

GALLERY ACCENT

#e0a442

☐ Hide "Powered by PrePro Selects" in galleries

SAVE BRANDING

Team

Seats used: 1 of 15

PERSON	ROLE	STATUS	LAST SEEN
Núria Bosch marketing-demo@scout-lane.com	owner	ACTIVE	just now

EMAIL

NAME

ROLE

producer@studio.com

admin

SEND INVITE

HELP

4 sessions

Every browser currently signed in as you.

Team: seats used, roles, invitations.

2 Branding

Gallery branding: logo, accent colour, wordmark, an optional login background. The client sees your name on the login page and in the gallery header. On Studio and above, "powered by PrePro Selects" can be switched off.

PREPRO SELECTS Meridian Producciones PRODUCTION 55 MB / 250 GB NR

All projects

Workspace settings

Workspace

WORKSPACE NAME

Meridian Producciones

BILLING CONTACT EMAIL

marketing-demo@scout-lane.com

GALLERY ADDRESS

https://preproselects.com/g/meridian/...

Client links live here. Ask us if you need it changed.

SAVE

Gallery branding

What your client sees when they open a link.

LOGO

Choose File No file chosen

PNG or SVG, transparent background, at least 240px wide.

GALLERY ACCENT

#e0a442

☐ Hide "Powered by PrePro Selects" in galleries

HELP SAVE BRANDING

Gallery branding: logo, accent, wordmark.

3 Security, in plain words

- Every file link a client receives is signed and private. Nothing in a gallery can be reached without a login or a link you issued.
- Passwords are hashed (Argon2id). Client login passwords are generated and shown to you once.
- Viewer addresses are stored only as a salted hash: enough to count a visit, not to identify a person.
- Sign-in is rate-limited per account and per address. Brute force locks the login, not the office.
- A shared agency login asks each person for a name; every vote and note carries it, and each change is its own small write, so nobody's work is overwritten by a colleague.
- Backups nightly. Your material is served from our own infrastructure in the EU.

Your **sessions** lists every device signed in to your account; revoke any of them.

4 Custom domains and integration

- **Custom domain** (Studio and up): `gallery.yourstudio.com` instead of `preproselects.com`. Add it in **Custom domains**, point a CNAME at us, and we issue the certificate.
- **API keys and webhooks** (Production and up): create keys in **Workspace settings**; every call your own tools make is scoped to your workspace.
- **Embedded gallery** (Integrated): the gallery runs inside your own website, on your own domain, through a script tag and registered origins.

5 Plans

	RECCE	SOLO	STUDIO	PRODUCTION	INTEGRATED
Monthly, net of VAT	Free	€12	€39	€89	€249 + €750 setup
Annual (two months free)	—	€120	€390	€890	€2,490
Active projects	1	3	10	30	50
Client logins	5	25	Unlimited	Unlimited	Unlimited
Storage	5 GB	25 GB	100 GB	250 GB	1 TB
Team seats	1	1	5	15	Unlimited

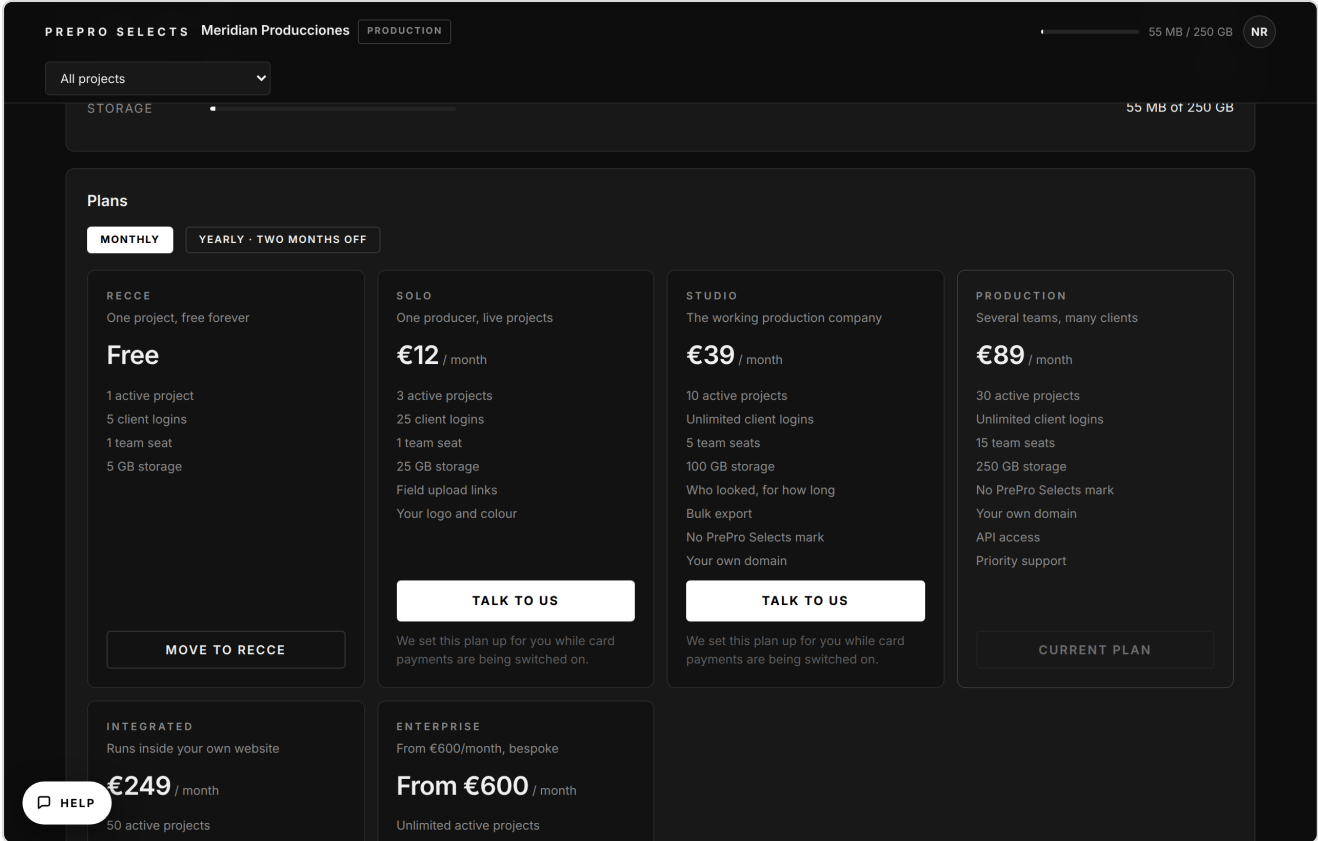
Never gated, on any plan, including Free: likes, notes, votes and the ZIP of the client’s selection. The viewer is your client; what they can do is never a function of what you pay.

INCLUDED FROM	FEATURE
Solo	Shoot documents on a project · your logo and accent · field upload links · basic analytics (who logged in, what they liked)
Studio	Audience analytics (time spent, timeline, CSV) · custom domain · expiring logins · PrePro Selects branding removed · bulk export
Production	Several brands under one workspace · per-viewer watermark · API and webhooks · priority support
Integrated	Embedded gallery on your site · SSO · SLA

A new workspace is Recce: one project, five client logins, 5 GB, no card and no time limit. Paid plans are arranged with us while card payments are off, and your client’s gallery keeps working whatever happens to the subscription. Add-ons: extra seat €6, +5 projects €15, extra storage €5 per 100 GB a month (added by us on request), archived project storage €0.015/GB.

PRICE LOCK

Anyone who signs up before a price change keeps their price for 24 months, in writing, from the day they sign up.



Billing and plan: subscription, usage against limits, plans.

6 The life of a project

STAGE	WHAT HAPPENS
Active	Counts against your plan's active projects. Client logins work.
Archived	Logins stop, material stays, does not count as active. Unarchive any time. Archived storage is billed at the archive rate.
Wrap + retention (casting)	Material is deleted automatically after the retention period set at creation, 90 days by default. Export the report first.
Deleted	Files are purged within seconds and cannot be recovered. Archive instead, unless you mean it.

PrePro Selects · preproselects.com · hello@scout-lane.com. Prices net of VAT, September 2026; the pricing page is the reference. Guide 05 · v1.0.