Onboard to Lytho Workflow Starter

Published on 01/27/2022

> ℹ️ This guide is for customers on our **Starter** plan.

Welcome to Lytho Workflow! We're excited to have your team on board. Use these resources to get acquainted with the system as you prepare to launch!

Workflow 101

- Request Management (https://guide.lytho.com/help/request-management)
- Editing Project Details (https://guide.lytho.com/help/editing-project-details)
- Managing Project Files (https://guide.lytho.com/help/managing-project-files)
- Collaboration (https://guide.lytho.com/help/collaboration)
- Creating a Proof (https://guide.lytho.com/help/creating-a-proof)
- An Introduction to Review + Approval (https://guide.lytho.com/help/intro-review-approval)
- Quick Start Guide: Submitting a Review (https://guide.lytho.com/help/quick-start-guide-submitting-a-review)
- Collaborating During a Review (https://guide.lytho.com/help/collaborating-during-a-review)
- Global Search, List By, and Filter By (https://guide.lytho.com/help/global-search)
- Custom Views (https://guide.lytho.com/help/custom-views)

Configure Your Account

- Managing Roles and Permissions (https://guide.lytho.com/help/managing-roles-and-permissions)
- Managing Users (https://guide.lytho.com/help/managing-users)
- User Authentication (https://guide.lytho.com/help/user-authentication)
- Managing Tags (https://guide.lytho.com/help/managing-tags)
- Business Days (https://guide.lytho.com/help/business-days)
- Automatic Review Reminders (https://guide.lytho.com/help/automatic-review-reminders)
- Collaborating on a Returned Proof (http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review#collaborating-on-a-returned-proof)
- Proof Sharing (https://guide.lytho.com/help/review-sharing)
- Password Management (https://guide-ignite.inmotionnow.com/help/account-settings-password-management)

Create Your Templates

- Creating Proof Routes (https://guide.lytho.com/help/review-routes)
- Project Templates (https://guide.lytho.com/help/project-templates)

Create Your Requests & Reports

- Best Practices for The Form Template Builder ☐ (https://guide.lytho.com/help/an-introduction-to-form-template-builder#video-best-practices-for-the-form-template-builder-%F0%9F%8E%9E%EF%B8%8F)
- An Introduction to The Form Template Builder (https://guide-ignite.inmotionnow.com/help/an-introduction-to-form-template-builder)
- An Introduction to Reporting (https://guide.lytho.com/help/reports)
- Reporting Reference Guide (https://guide.lytho.com/help/reporting-reference-guide)

Train Your Teams & Launch!

- Lytho Extension for Adobe CC (https://vimeo.com/inmotionnow/review/307365575/dcea9e0937) ☐
- Lytho Review App for iOS (https://guide.lytho.com/help/inmotion-ignite-review-app-for-ios-and-android)
- Lytho Starter: Capabilities for Stakeholder Users (https://guide-ignite.inmotionnow.com/help/inmotion-ignite-starter-capabilities-for-stakeholder-users)
- Requester Training ☐ (https://vimeo.com/380579339/e05e3a1516)
- Submitting a New Request (https://guide.lytho.com/help/submitting-request)
- Reviewer Training (https://vimeo.com/380579307/b950dc4b27) ☐
- Quick Start Guide: Submitting a Review (https://guide.lytho.com/help/quick-start-guide-submitting-a-review)

Training Resources for Admins

- Email Templates (https://guide-ignite.inmotionnow.com/help/email-templates)
- Training Decks & Agendas (https://guide-ignite.inmotionnow.com/help/ignite-starter-training-decks)

© 2024 Lytho, Inc. All rights reserved. | Privacy Policy (https://www.lytho.com/privacy-policy/)

Have a friend who could benefit from Lytho? Refer them and get a $200 gift card!
(https://www.lytho.com/share-the-lytho-love/)