Configure Your Account

Published on 02/10/2020

As you begin configuring your Lytho Workflow account, use these resources to guide you through each step.

Create Roles & Import Your Users

- Roles and Permissions 🎞 (https://vimeo.com/389769229/50192bd3fe)
- Managing Users (https://guide-ignite.inmotionnow.com/help/managing-users)

Create Custom Fields, Custom Statuses, & Tags

- Tags, Custom Fields, and Work Statuses 🎞 (https://vimeo.com/389769279/8b960b840b)
- Managing Custom Fields (https://guide-ignite.inmotionnow.com/help/custom-fields)
- Custom Work Statuses (https://guide-ignite.inmotionnow.com/help/custom-work-statuses)
- Managing Tags (https://guide-ignite.inmotionnow.com/help/managing-tags)

Auto-Naming & Numbering

- Auto-Naming (https://guide-ignite.inmotionnow.com/help/auto-naming)
- Auto-Numbering (https://guide-ignite.inmotionnow.com/help/auto-numbering)

Additional Customizations (Optional)

- General Account Settings (https://vimeo.com/389769326/b7ad6585c9) 🎞 (https://vimeo.com/389769279/8b960b840b)
- Business Days (https://guide-ignite.inmotionnow.com/help/business-days)
- Automatic Review Reminders (https://guide-ignite.inmotionnow.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-ignite.inmotionnow.com/help/review-sharing)
- Secure Review Submission (https://guide-ignite.inmotionnow.com/help/secure-review-submission)
- Scheduling (https://guide-ignite.inmotionnow.com/help/scheduling)
- Time Tracking (https://guide-ignite.inmotionnow.com/help/time-tracking)
- Requester Insights (http://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights)