

Configure Your Account

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

Create Roles & Import Your Users

• Managing Users (https://guide-ignite.inmotionnow.com/help/managing-users)

Create Custom Fields, Custom Statuses, & Tags

- 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)

- 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-7073ad0)
- Requester Insights (https://guide-ignite.inmotionnow.com/help/requester-insights)
- Password Management (https://guide-ignite.inmotionnow.com/help/account-settings-password-management)