

Lytho Workflow Capabilities for Stakeholder Users

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A Stakeholder is a user type in Lytho Workflow that can be given permissions to request work, review work, receive final deliverable files, and collaborate on requests and reviews. Lytho Workflow keeps a history of all requests, files, and reviews so you can easily access past work and create new requests when needed!

Creating Requests

A request is a new job or brief that outlines the requirements of a project or initiative.

Access to request forms is managed by your account's Lytho Workflow admin.

My Requests

Submit and manage your requests from the **My Requests** tab in **Requests**. By default, this is the page that opens when you log into your Lytho account.

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ш		SUBMITTED True Soap ad extention D (ne:)1	6	Q		
		ACCEPTED Sunflower social media ad Roman	6	Ð		
4 ?		COMPLETED Sunflower Social Media Ad Computer	6	Q		

Requests may appear in the following sections:

- DRAFT Requests that you have started but not yet submitted
- SUBMITTED Requests that you have submitted but have not yet been accepted
- ACCEPTED Requests that you have submitted and have been accepted
- **COMPLETED** -Requests that you have submitted that have been completed and not yet archived

Learn more about creating and managing your requests:

- How to create a request (https://guide-ignite.inmotionnow.com/help/submitting-request#creating-a-request)
- How to modify a request (https://guide-ignite.inmotionnow.com/help/submitting-request#modifying-a-request)



• How to delete a request (https://guide-ignite.inmotionnow.com/help/submitting-request#deleting-a-request)

Open a submitted request to view request details, keep track of request progress, and collaborate with your team.

Members include team members responsible for accepting the request. @mention these team members to notify them of request updates. We recommending keeping communication inside of the request so that all pertinent information is in one place. Once work is complete, you will also be able to access your final deliverable from the request details page.

6	Requests	Sunflower Social Media Ad	& Submitted
с 2 1	My Requests Shared With Me Archived	Request Progress Complete Orested Submitted Accepted Complete Nov 19 Nov 19 Mar 11, 2021 Request Details Asset Type short video Specs 1200 xr 200, 120 pixels	DETAILS Members Comparent Due Date Due Mar 11, 2021 Requester Name Comparent Emily Sanchez Request Form Internal Marketing Team Form
₽ ?		Content Sunflower social ad/ truesoap Design Direction & Inspiration Modify Request In	COMMENTS ACTIVITY

Shared With Me*

Requests may be shared so that you can monitor progress or collaborate with others. View requests that have been shared with you in the **Shared With Me** tab.

*Request Sharing is only available for Business & Enterprise customers.

٥	Requests		Shared With Me	Add Request
	My Requests	•	List, Grouped by Status 🐱 Filter by tags	
© ⊳	Shared With Me Archived		SUBMITTED	
			True Soap Sunflower Campaign Submitted	۰۰ 🛛 🚷
			2 May 29	
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• Learn how to view a shared request (https://guide-ignite.inmotionnow.com/help/request-sharing#view-a-sharedrequest)

Archived



When the request has been completed and associated work is archived, the request will appear in the **Archived** list. Your requests and associated files will remain available for historical tracking and easy duplication so you can begin the request process again!

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ପ 2 ଅ	My Requests Shared With Me Archived	•	List, Grouped by Status v Filter by tags ACCEPTED	
LU.			True Soap Winter Print Ad Accepted	۰۰ 🛛 🧑
			1-1 of 1 >	20 per page 🗸
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Submitting Reviews

My Reviews

When a review has been routed for your approval, you will receive an email notification. Click **Start Your Review** to be taken directly to the review and approval environment.

You've been invited to	review the proof Script approval				
N noreply@ignite.inn To Admin	notionnow.com	← Reply	Reply All	→ Forward Thu 7/1/2021 1	 57 PM
f there are problems with how t	this message is displayed, click here to view it in a web browser.				_
	motion				
	Christy Drucker with True Soap invited y a review:	ou to sub	mit		
	 Script approval 2 Pages 				
	Project True Soap Sunflower Ad				
	Start Your Review				
	Review on the go with the inMotion ignite Review + Appro	val app			Ŧ

Additionally, you will receive an in-app notification. Select the bell icon towards the bottom of your global navigation to view your notifications. Select the review name to be taken directly to the review and approval environment.



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	Notifications		×	
	Christy Drucker invited you to review approval 8 minutes ago	Script	•	:mail push
	Your request <u>Summer Scents Email pu</u> 15 days ago	<u>ush</u> is overdue	•	
	inMotionNow Support changed the your request <u>Winter social media ad</u> 1 2022 a month ago		•	dia ad
	inMotionNow Support set the due d request <u>Summer Scents Email push</u> to a month ago		•	
	Christy Drucker accepted your reque Scents Email push 2 months ago	st <u>Summer</u>	•	pieted
B	You have been skipped in the review	of <u>True Soap</u>	•	
?		True Soap Completed	_	l Blast
https://true	esoap.demo.goinmo.com/proofs/92818?retu	rnUrl=https%3A%	62F%2	- Ftruesoap.demo.goinmo.com%2Fwork-requests%2Flist-vio

Content that you have been invited to review will be located in the **My Reviews** tab in **Reviews**.

٥	Reviews	My Reviews	
а 23 Ш	My Reviews Archived	TO DO True Scap Scents - Digital Mar 23 Spring Scents Campaign - Print Ad No No	6
		IN REVIEW BY OTHERS True Scoap print ad Rev 19	Þ
ي ج		RETURNED	
		Newspaper Half-page Display ad Vesion 2 On New 19 Display New 20	B

Reviews may appear in the following sections:

- **TO DO** Items that you need to review
- IN REVIEW BY OTHERS Items that you have reviewed but are still waiting on others to review
- RETURNED Items that have completed their review and have not yet been archived

The area under the review name provides additional context, such as the associated project name, the current proof version, the date you were invited to the review, and the review's deadline, if applicable.



 This is my R	eview Name	
This is my pro	ject name	
♦ Version 2	🔂 Nov 23	Dec 5

Click on the review to open it in the review environment and submit your approval. Use the links below to learn more about reviewing assets.

- An Introduction to Review & Approval (https://guide-ignite.inmotionnow.com/help/intro-review-approval)
- Submitting a Review (https://guide-ignite.inmotionnow.com/help/quick-start-guide-submitting-a-review)
- Reviewing a Media Asset (https://guide-ignite.inmotionnow.com/help/reviewing-a-media-asset)
- Reviewing a Web Page (https://guide-ignite.inmotionnow.com/help/reviewing-a-media-asset)
- Collaborating During a Review (https://guide-ignite.inmotionnow.com/help/collaborating-during-a-review)
- Viewing Review Versions (https://guide-ignite.inmotionnow.com/help/proof-versioning)
- inMotion ignite Review App for iOS and Android (https://guide-ignite.inmotionnow.com/help/inmotion-ignitereview-app-for-ios-and-android)

Archived

When the review has been completed and associated work is archived, the review will appear in the Archived list. Reviews will remain available for reference.

6	Reviews	Archived
٩	My Reviews	 ✔ List, Grouped by Status
Ø	Archived	
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Viewing Shared Reports

Report Sharing is only available for Business and Enterprise customers.

View any reports that have been shared with you in the Shared With Me tab in Reports.



٥	Reports		Reports Shared With Me	
Q 23	Shared With Me	٠	All Open Projects Project Overview	•
C>	-		1-2 of 2	20 per page 🗸
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All reports are updated in real time. Open the report to view shared data. To export a report to CSV, click on the action menu in the top right corner of your screen and select **Export**. To remove your access to the report, select **Leave Report**.

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Q Q B	Shared With Me	Description Use this report to better understand the status of your open projects, including Report Type Projects	Export Leave Report
Ш Ф ?		Projects By Status 13 Projects Projects Projects	
		1-13 of 13	

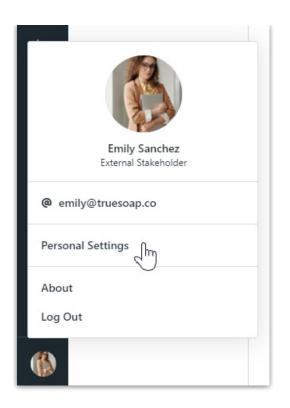
• Learn how to export a report (https://guide-ignite.inmotionnow.com/help/reports#exporting-a-report)

Once you leave a report, you will no longer be able to see it or access the data

Updating Settings

Access your personal settings by clicking your avatar in the bottom left corner of your screen and selecting **Personal Settings**.



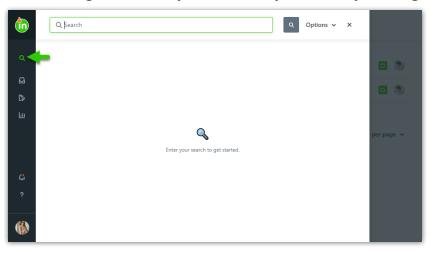


- From the My Profile tab in Settings you can edit your profile details (https://guideignite.inmotionnow.com/help/profile-management#profile-details) and update your password (https://guideignite.inmotionnow.com/help/profile-management#password)
- From the **Notifications** tab you can manage your notification preferences (https://guideignite.inmotionnow.com/help/notifications#notification-preferences)
- From the Integrations tab you can set up your storage integrations (https://guide-

ignite.inmotionnow.com/help/storage-integrations#setting-up-your-storage-integrations)

Using Global Search

When looking for items in Lytho Workflow, you can always utilize global search!





• Learn more about the items you can search for in global search (https://guide-

ignite.inmotionnow.com/help/global-search)