

Onboarding Team Members Project Template

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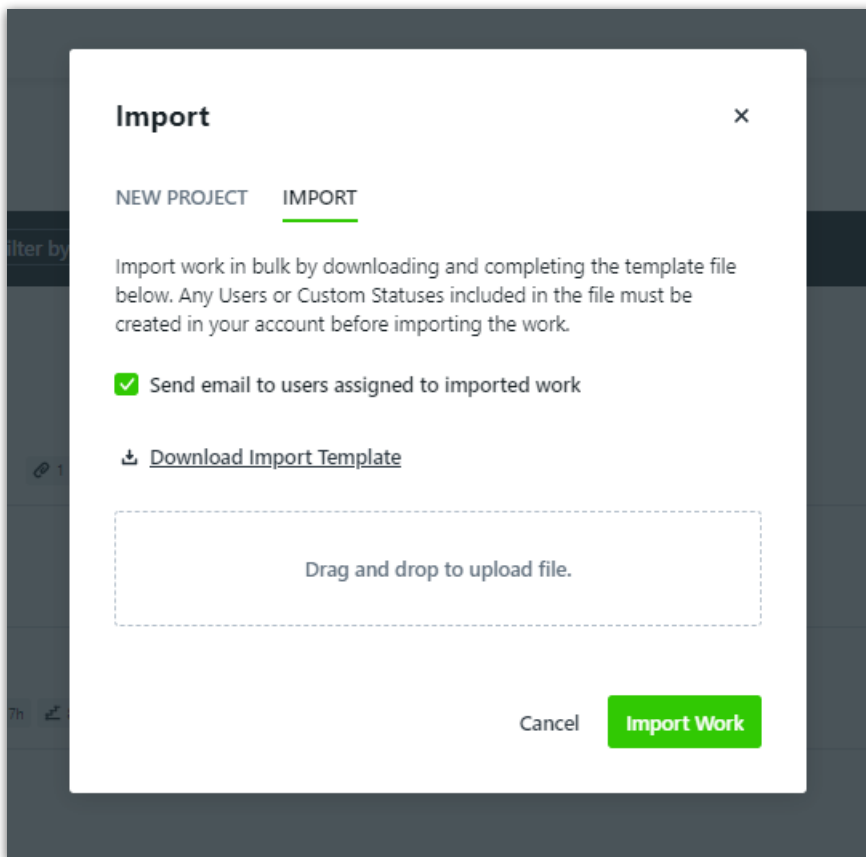
Lytho Workflow is unique in that it can help facilitate its own adoption! Use the project import template below as a starting point for your own onboarding creation.

1. Download the project template here:

[Onboarding New Team Members Project Template.csv](#)

(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/6246253007c6f811667b274d/n/onboarding-new-team-members-project-template.csv>)

2. Create a new project and select the **IMPORT** (<https://guide-ignite.inmotionnow.com/help/importing-work-items>) Option. Place the downloaded spreadsheet into the specified file block and click **Import Work**.



3. Now that your project has been imported, you may want to move your tasks into [work groups](https://guide-ignite.inmotionnow.com/help/work-groups) for easier digestion and instruction. We recommend the following:

Get to Know Lytho Workflow Using Common Steps

- ✓ Set a Due Date for this Project
- ✓ Update the Project Status to In Progress
- ✓ Set a Start and Due Date for this Task
- ✓ Add Yourself as a Member of this Task
- ✓ Send this Proof to Yourself for Review
- ✓ Enter LOE for this Task
- ✓ Add a Tag to Indicate This is a "Digital" Task
- ✓ Add a Comment to this Task
- ✓ Attach a File to the Project
- ✓ Update Task Statuses to Completed
- ✓ Update this Project's Status to Completed

Extra Credit

- ✓ Create a Work Group
- ✓ Create a Task Two Different Ways
- ✓ Check the Activity to See the Project History
- ✓ Drag & Drop to Rearrange Tasks
- ✓ Convert this Task to a Proof and Send for Review

Add a task...

i Convert any tasks that need to be a proof! With the example above, the task **Send this proof to yourself for review** will need to be converted.

4. Convert your project into a [Project Template](https://guide-ignite.inmotionnow.com/help/project-templates) so that you can easily access whenever a new Team Member joins your team.

Webinar: Start Learning Lytho Workflow

OVERVIEW CALENDAR

Add Task Add Proof Add Group Edit Blockers

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DETAILS FILES

Project Number: 33

Description: Add description...

Members: +

Priority: Add Priority

Start Date: Add Start Date

Due Date: Add Due Date

Tags: WEBINAR Add tag...

Tracked Time: 0h

Context menu options: Move to Campaign, Duplicate, Add Thumbnail, Publish as Template, Archive, Publish as Template, Delete

