

## 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**.

	Import ×	
	NEW PROJECT IMPORT	
ilter by	Import work in bulk by downloading and completing the template file below. Any Users or Custom Statuses included in the file must be	
	created in your account before importing the work.	
	Send email to users assigned to imported work	
@ 1		
	Drag and drop to upload file.	
7h 🖅 :	Cancel 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:



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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 Work	rð To Do 🗸 🚥		
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