


Configure Your Account


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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)   (<https://vimeo.com/389769229/50192bd3fe>)
- [Managing Users](https://lytho.knowledgeowl.com/help/managing-users) (<https://lytho.knowledgeowl.com/help/managing-users>)



Create Custom Fields, Custom Statuses, & Tags

- [Tags, Custom Fields, and Work Statuses](https://vimeo.com/389769279/8b960b840b)   (<https://vimeo.com/389769279/8b960b840b>)
- [Managing Custom Fields](https://lytho.knowledgeowl.com/help/custom-fields) (<https://lytho.knowledgeowl.com/help/custom-fields>)
- [Custom Work Statuses](https://lytho.knowledgeowl.com/help/custom-work-statuses) (<https://lytho.knowledgeowl.com/help/custom-work-statuses>)
- [Managing Tags](https://lytho.knowledgeowl.com/help/managing-tags) (<https://lytho.knowledgeowl.com/help/managing-tags>)

Auto-Naming & Numbering

- [Auto-Naming](https://lytho.knowledgeowl.com/help/auto-naming) (<https://lytho.knowledgeowl.com/help/auto-naming>)
- [Auto-Numbering](https://lytho.knowledgeowl.com/help/auto-numbering) (<https://lytho.knowledgeowl.com/help/auto-numbering>)

Additional Customizations (Optional)

- [General Account Settings](https://vimeo.com/389769326/b7ad6585c9)   (<https://vimeo.com/389769326/b7ad6585c9>)
(<https://vimeo.com/389769279/8b960b840b>)
- [Business Days](https://lytho.knowledgeowl.com/help/business-days) (<https://lytho.knowledgeowl.com/help/business-days>)
- [Automatic Review Reminders](https://lytho.knowledgeowl.com/help/automatic-review-reminders) (<https://lytho.knowledgeowl.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) (<http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review#collaborating-on-a-returned-proof>)
- [Proof Sharing](https://lytho.knowledgeowl.com/help/review-sharing) (<https://lytho.knowledgeowl.com/help/review-sharing>)
- [Secure Review Submission](https://lytho.knowledgeowl.com/help/secure-review-submission) (<https://lytho.knowledgeowl.com/help/secure-review-submission>)
- [Scheduling](https://lytho.knowledgeowl.com/help/scheduling) (<https://lytho.knowledgeowl.com/help/scheduling>)
- [Time Tracking](https://lytho.knowledgeowl.com/help/time-tracking) (<https://lytho.knowledgeowl.com/help/time-tracking>)
- [Requester Insights](http://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights) (<http://guide-ignite.inmotionnow.com/help/request-permissions#requester-insights>)