



Configure Your Account

Published on 01/27/2022

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

Create Roles & Import Your Users

- [Managing Users](https://guide.lytho.com/help/managing-users) (https://guide.lytho.com/help/managing-users)

Create Custom Fields, Custom Statuses, & Tags

- [Managing Custom Fields](https://guide.lytho.com/help/managing-custom-fields) (https://guide.lytho.com/help/managing-custom-fields)
- [Custom Work Statuses](https://guide.lytho.com/help/custom-work-statuses) (https://guide.lytho.com/help/custom-work-statuses)
- [Managing Tags](https://guide.lytho.com/help/managing-tags) (https://guide.lytho.com/help/managing-tags)

Auto-Naming & Numbering

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

Additional Customizations (Optional)

- [Business Days](https://guide.lytho.com/help/business-days) (https://guide.lytho.com/help/business-days)
- [Automatic Review Reminders](https://guide.lytho.com/help/automatic-review-reminders) (https://guide.lytho.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://guide.lytho.com/help/review-sharing) (https://guide.lytho.com/help/review-sharing)
- [Secure Review Submission](https://guide.lytho.com/help/secure-review-submission) (https://guide.lytho.com/help/secure-review-submission)
- [Time Tracking](https://guide-ignite.inmotionnow.com/help/time-tracking-7073ad0) (https://guide-ignite.inmotionnow.com/help/time-tracking-7073ad0)
- [Requester Insights](https://guide-ignite.inmotionnow.com/help/requester-insights) (https://guide-ignite.inmotionnow.com/help/requester-insights)
- [Password Management](https://guide-ignite.inmotionnow.com/help/account-settings-password-management) (https://guide-ignite.inmotionnow.com/help/account-settings-password-management)

© 2024 Lytho, Inc. All rights reserved. | [Privacy Policy](https://www.lytho.com/privacy-policy/) (https://www.lytho.com/privacy-policy/)

Have a friend who could benefit from Lytho? Refer them and get a \$200 gift card!

(<https://www.lytho.com/share-the-lytho-love/>)