**Lytho Workflow Stakeholder Training Agenda & Guide**

**Instructions:** Congratulations – if you’re reading this, that means you are only one training away from launching Lytho Workflow! Customize this agenda, guide, and the complementary presentation slides to best suit the needs of your team’s processes. You know your teams best – these are sources of inspiration and guidance for you to use as the inMotion ignite champion in your organization! We’ll be here cheering you on!

**STAKEHOLDER TRAINING AGENDA:**

1. Introduction to Lytho Workflow
2. Platform Overview & Navigation
3. Requests
4. Reviews
5. Final Files
6. Action Items

**DETAILED TRAINING GUIDE**

1. Introduction to Lytho Workflow
   1. Introduce yourself and your role with the launch of Lytho Workflow
   2. Cover the high level purpose of the Lytho training, including:
      1. Reasons that your company chose this platform & problems being solved
      2. Expectations for trainees following the training (e.g. Create your account, complete a test request, etc.)
   3. Accepting your invitation
      1. Invitationfrom your Admin/Welcome Email
      2. Create Your Account
      3. Bookmark your team’s unique Lytho URL
2. Platform Overview & Navigation
   1. Navigating through Lytho Workflow
      1. Global Search
      2. Requests
      3. Reviews
      4. Shared Reports
      5. Notifications
      6. Personal Settings
3. Requests
   1. Creating a request
      1. Open Stakeholder log-in
      2. Click ‘Add Request’ and fill out a Request Form
         1. Add an Attachment
         2. Submit Request and Discuss Requester’s Request View
      3. Review important areas of forms / why certain information is needed
      4. Discuss Request Status Bar, Acceptor(s), and Collaboration features
4. Reviews
   1. Receiving your invite to review a proof
      1. Review email and highlight the Notification bell that contains the invite to the new Review.
   2. Go to Reviews under To Do and open the created Proof (from above)
   3. Begin to provide feedback
      1. Highlight annotation icons and their purposes
      2. Make some annotations and add comments
      3. Discuss Collaboration options: Click open the chat bubble and @mention a User
      4. Also click the tab for ‘Everyone Else’ and the ability to @mention others not in the route (only if this feature is enabled)
      5. Highlight Share Review icon on top and ability to both @mention and ‘Require approval status’ from an additional person (only if this feature is enabled)
   4. Submit your review
      1. Discuss Approval Statuses and Choose ‘Approved with Changes’ and ‘Submit Review’
   5. Reviewing past versions side-by-side
   6. Downloading the inMotion ignite Review App
5. Final Files
   1. View completed request with associated files
   2. Point out deliverables area
6. Action Items Customize this list for the actions you want your stakeholders to complete after training!
   1. Accept invitation & create your account
   2. [Download the iOS/Android app](https://support.lytho.com/support/solutions/articles/151000189885-lytho-review-app-for-ios-and-android)