



Preparing for Launch Checklist

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Account Clean-Up

- Archive and/or Delete Test Data:
 1. [Archiving and Deleting Proofs](http://guide.inmotionnow.com/help/recall-proof#archive-and-delete-a-proof) (<http://guide.inmotionnow.com/help/recall-proof#archive-and-delete-a-proof>)
 2. [Complete any additional workflows](http://guide.inmotionnow.com/help/workflows) (<http://guide.inmotionnow.com/help/workflows>)
 3. [Finalize Proof Templates](http://guide.inmotionnow.com/help/proof-templates) (<http://guide.inmotionnow.com/help/proof-templates>)

Resend Login Credentials

- [User Login Credentials](http://guide.inmotionnow.com/help/sending-login-credentials-to-users) (<http://guide.inmotionnow.com/help/sending-login-credentials-to-users>)
- [Contact Login Credentials](http://guide.inmotionnow.com/help/resend-login-credentials-contacts) (<http://guide.inmotionnow.com/help/resend-login-credentials-contacts>)

Train Your Staff

- [An Introduction to Review + Approval](http://guide.inmotionnow.com/help/reviewing-an-asset) (<http://guide.inmotionnow.com/help/reviewing-an-asset>)
- [Video: Reviewing a Proof](http://guide.inmotionnow.com/help/video-reviewing-a-proof) (<http://guide.inmotionnow.com/help/video-reviewing-a-proof>)
- [Proof Management Resources](http://guide.inmotionnow.com/help/proofs) (<http://guide.inmotionnow.com/help/proofs>)
- [Review + Approval Resources](http://guide.inmotionnow.com/help/review-approval) (<http://guide.inmotionnow.com/help/review-approval>)