Orientation Sprint Runbook

Capture these 10 screenshots as you progress through the Orientation Sprint.

1. Account confirmation
   - Screenshot the agency account selector showing the correct sub-account highlighted.

2. Navigation map
   - Capture the map/diagram you built that lists the fastest paths to Workflows, Sites, Payments, and Reporting.

3. Global search proof
   - Show the platform search bar returning the intended workspace or contact record.

4. Evidence naming
   - Grab a shot of your evidence folder using the naming pattern client-feature-step#-result.

5. Workflow safety defaults
   - Show a newly imported workflow in Paused status with the launch criteria documented in the description.

6. Owner notifications
   - Screenshot the notification step that alerts an owner before activating automations.

7. Volume cap
   - Show the rate/volume limit you set to prevent runaway sends during testing.

8. Stop after conversion rule
   - Capture the workflow rule that removes contacts from marketing after a conversion goal is hit.

9. Schedule change log
   - Screenshot the note that documents who changed a workflow schedule, when, and why.

10. Lab notes
   - Show your lab notes entry that pairs a navigation path, an evidence example, and a safety rule.

Tip: store artifacts in a shared folder and link them inside your lab notes for quick reviews.