

NewsLynx onboarding checklist

Preboarding

- ☐ Do they use Google Analytics? (If “no,” the organization won’t be able to use any of the metric capabilities.)
- ☐ Create a new organization. (This must be done on the command line. See [documentation](#))
- ☐ Create a new user. (This must be done on the command line. See [documentation](#))

Part 1, organization details

These details can be filled out on the Settings page of the interface.

Authentication

The user will need credentials for the following accounts in order to authorize NewsLynx to access its data

- ☐ Google Analytics
- ☐ Twitter (used to make requests for share counts)
- ☐ Facebook (same as above)

Org info

- ☐ Homepage (make sure to include `http://`)
- ☐ Timezone
- ☐ Staff Twitter List(s)
- ☐ Main Twitter account(s)
- ☐ Main Facebook page(s)
- ☐ Article RSS Feed(s) for ingestion