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

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

Article and impact details

- [ ] Create subject tag segments
- [ ] Create impact tags according to organizational goals

Part 2, Recipes

- [ ] Discuss existing workflows
- [ ] Identify existing Sous Chefs that cover those services and create Recipes to match existing workflow
- [ ] Identify areas to possibly create new Sous Chefs for
- [ ] Walk through approving events and associating them with articles

Part 3, Metrics

- [ ] Walk through sorting and filtering articles in the comparison view
- [ ] Walk through article detail page, creating events, metrics and exporting data