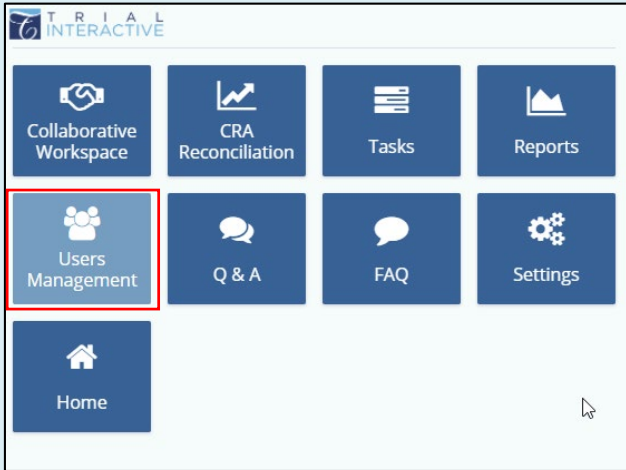


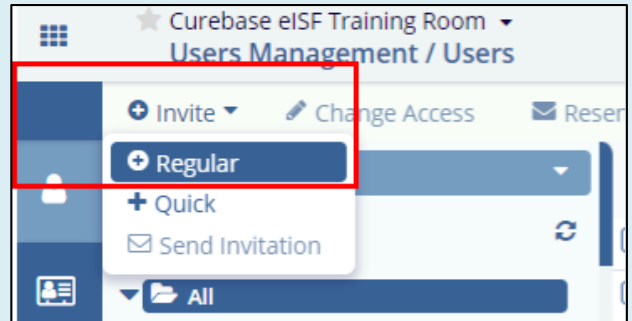
APPLICABLE TO:

- Administrators
 - Managers
 - Editors
 - Readers
- eISF

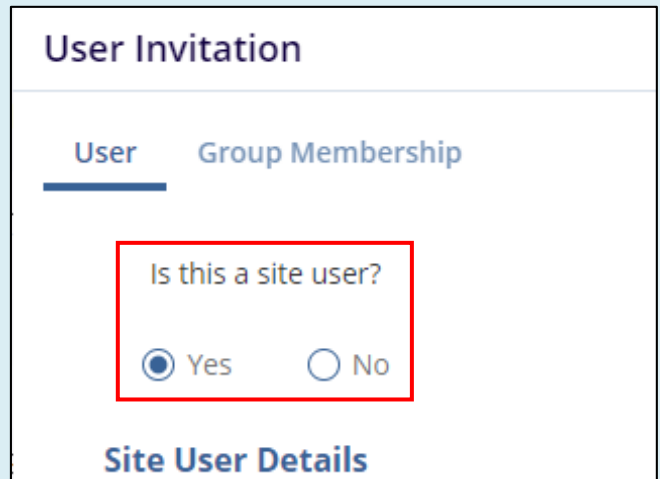


1. Enter a room and click on **Users Management** from the Navigation Grid.

2. Click **Invite** and select **Regular** from the drop down menu.









3. The User Invitation screen pops up. Select **Yes** on "Is this a site user?"



4. Edit the **Site User Details** fields to assign a site to the user and set their access level. You can add multiple sites using the plus sign to the right.

Site User Details


Investigative Site	Contact Type	Site Profile Reader	Site Profile Editor	Access to Restricted Document	
-Test Site 001234_Mo... 	Site Coordinator 	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	
<input type="text" value=""/> <input type="text" value=""/>		<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	 





Check **'Access to Restricted Document'** to allow users to view documents with restricted content for a specific site, regardless of their access level.

5. Fill the remaining fields in the **User** dashlet according to your requirements. Invitations can be delayed by checking **Invite Later**.

Invitation Details

Expiration Date  Actions

Invite Later

Contact Details

6. Switch to the Group Membership dashlet and check off any groups you wish the user to be assigned to.

User Invitation

User **Group Membership**

Add the name of the groups the user(s) should be listed as a member. Please make sure to enter the group name as it appears on the room. If the group name doesn't exist in the room, user will not be added to that room.

+ Add New Group Edit Group Delete Group

- eSignature Workflow Managers
- myTI Access
- Periodic Review Notification Recipients
- Workflow Approvers


+ Invite Change Access

View by **By Status**

All

Pending

Invited

 Delayed invitations can be sent from the **By Status** users view. Filter by **Pending** users. Select the user, and choose **Send Invitation** from the **Invite** drop-down menu.

1 - 4 of 4 (1 selected)

<input type="checkbox"/>	Last Name ▲	First Name
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	106	Reader

+ Invite Change Access

- + Regular
- + Quick
- Send Invitation**