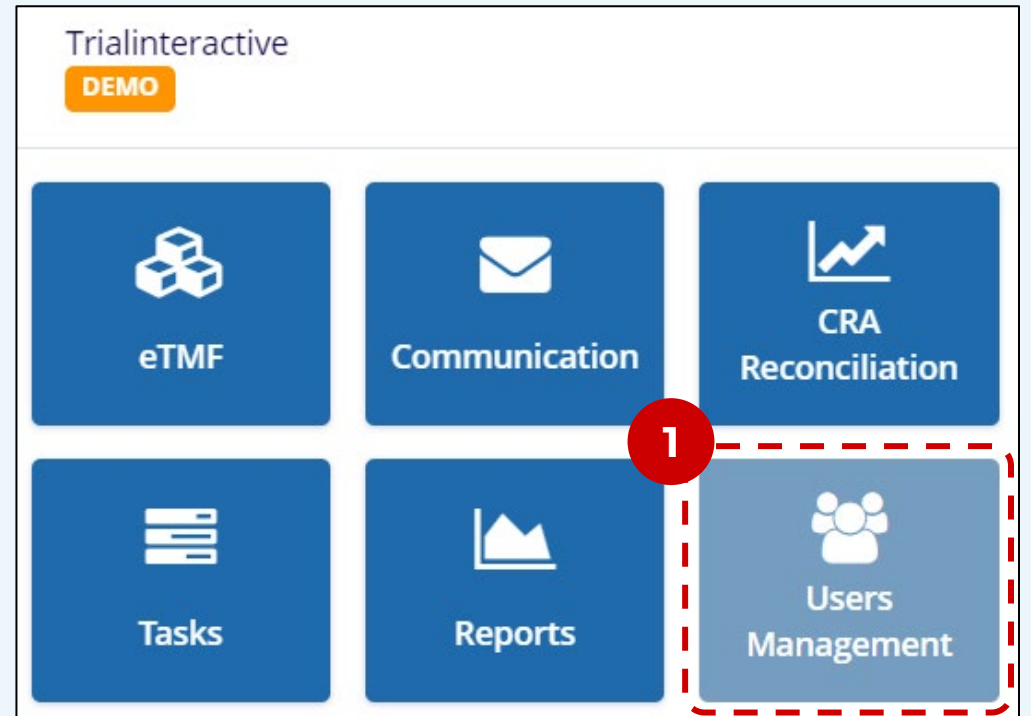


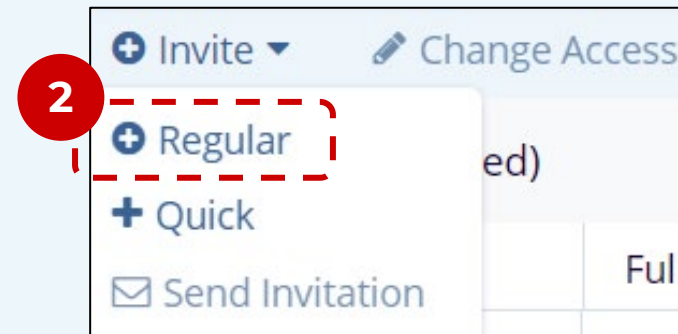
APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate

1 Enter the room and navigate to the **Users Management** panel via the Navigation Grid.



2 Expand the **Invite** tray and select **Regular**.

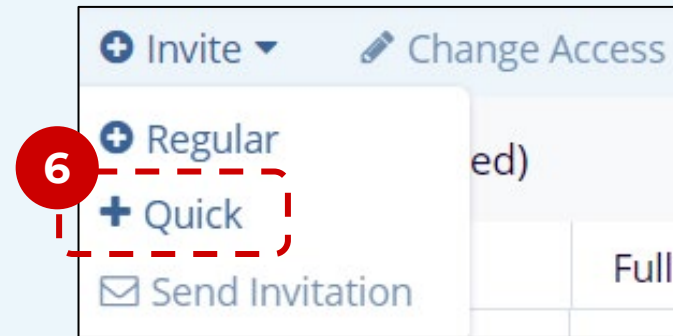


3 Complete the *user profile fields*.

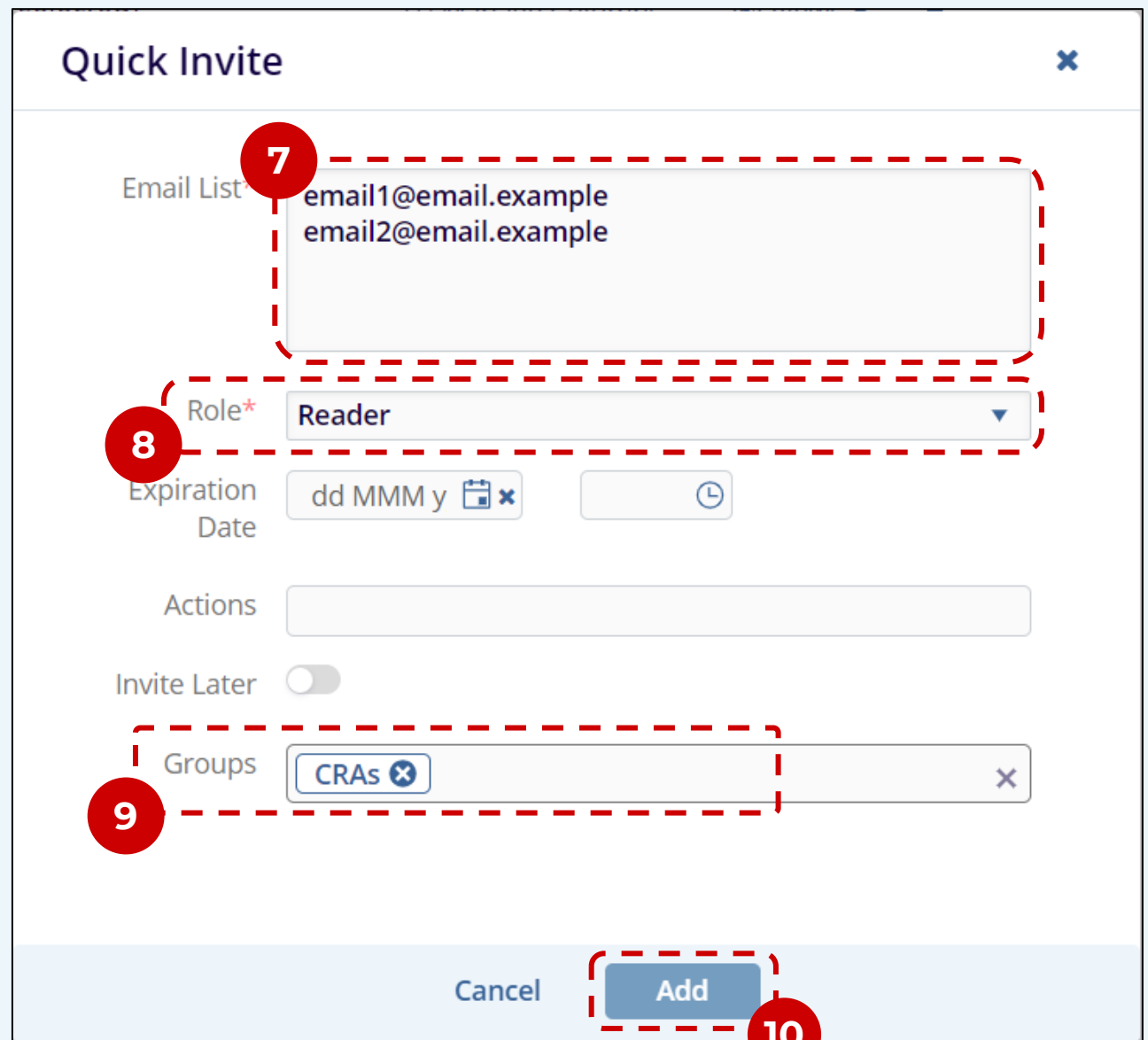
4 Consider optional changes such as Group Membership, Invite Later, Actions, etc.

5 Click **Save** when ready.

6 If you wish to add multiple users (of the same role) at once, choose the Quick invite option.



7 List the **email address** for each user.



8 Select the assigned **role**.

9 Add any group affiliation, or other optional characteristics.

10 Click Add to confirm invites.