How to Invite Site Users

TI version 10.6



APPLICABLE TO:

AdminManagerEditor

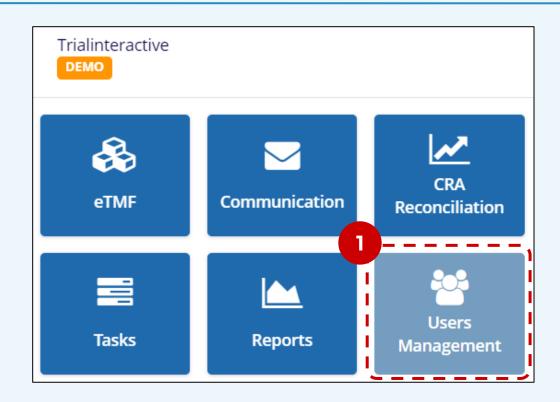
Reader

elSF

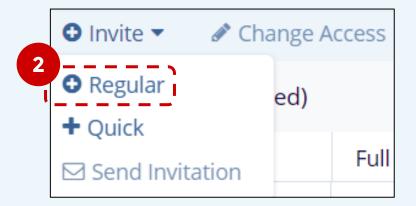
Collaborate

<u>Site</u> users have access to the eISF only in the areas of their direct competence. The correct assignment of personnel to Sites is crucial to maintain information security and confidentiality. Note: Because Administrators cannot be restricted, they never should be invited as Site users.

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



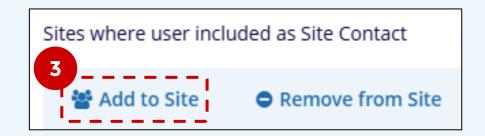
2 Expand the **Invite** tray and select **Regular**.



Complete the basic <u>User</u> details, then switch to the **Sites** tab.



4 Click on Add to Site.



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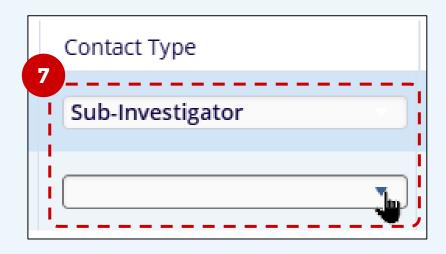
Select as many Sites as appropriate for the user.



6 Click on Add to n Site(s).



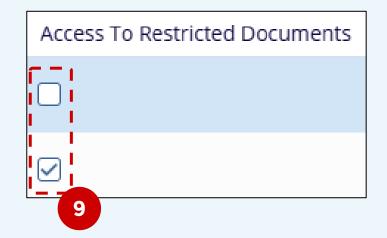
7 For each Site, select the **role** ('Contact Type') that the user will cover.
Different roles at different sites <u>can</u> be selected.



For each Site, select the level of access the user will have: read only -'Reader'; or full access -'Editor'.



eISF can contain Restricted Folders at each site, to host sensitive documents. Use the **checkboxes** to give the user access to such folders at any of the selected Site.

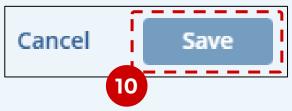


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10 Review your preferences, then click Save.



11 Users will receive an email inviting them to access the eISF room.





Welcome to Study ABC-123 eISF. You have been granted access to this room as a user.

In order to use the room you will need the following:

- Supporting Browser (Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, Edge, Safari)
- Adobe 8.0 and above
- Software for any additional file types hosted

Follow the link below to visit the room.

Room Link