

How to Invite Site Users

TI version 10.6

APPLICABLE TO:

☒ Admin

☐ Manager

☐ Editor

☐ Reader

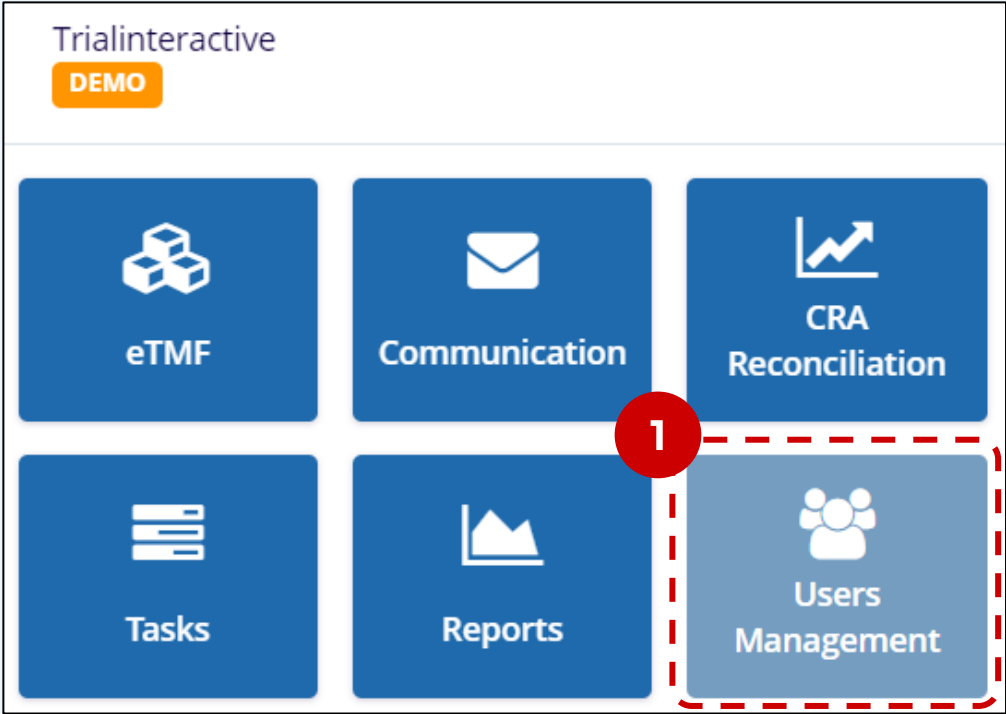
☒ eISF

☐ Collaborate

Site 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.

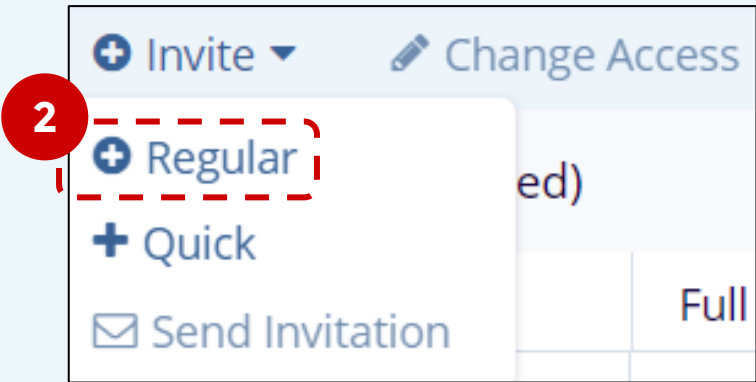
1

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



2

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



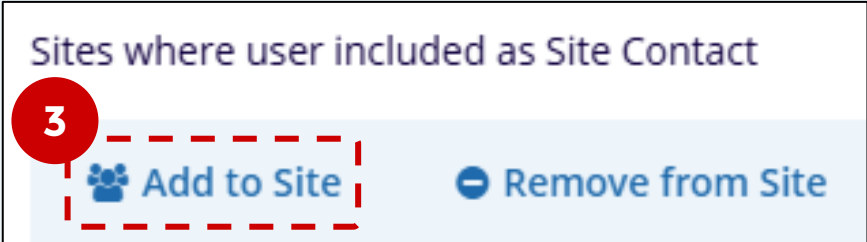
3

Complete the basic User details, then switch to the **Sites** tab.



4

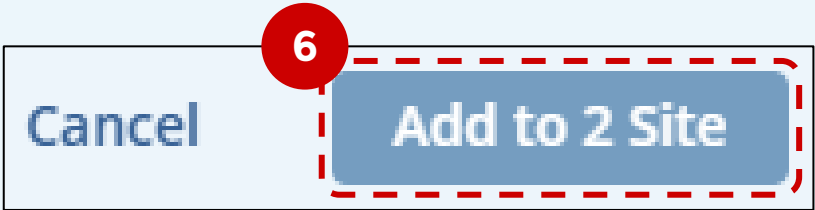
Click on **Add to Site**.



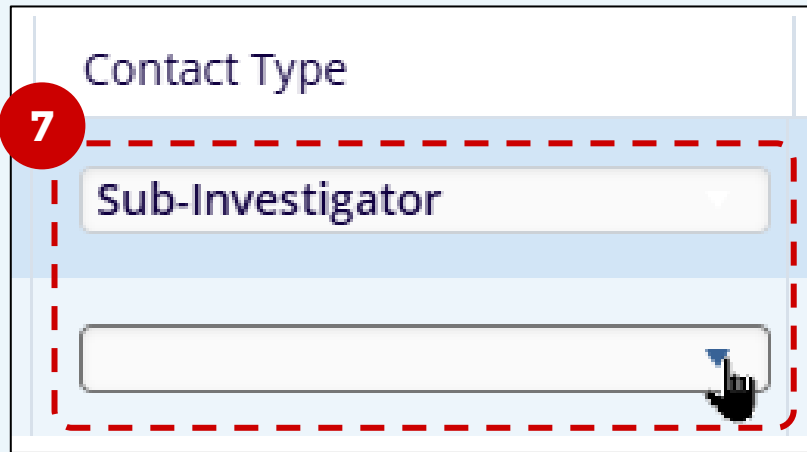
5 Select as many Sites as appropriate for the user.



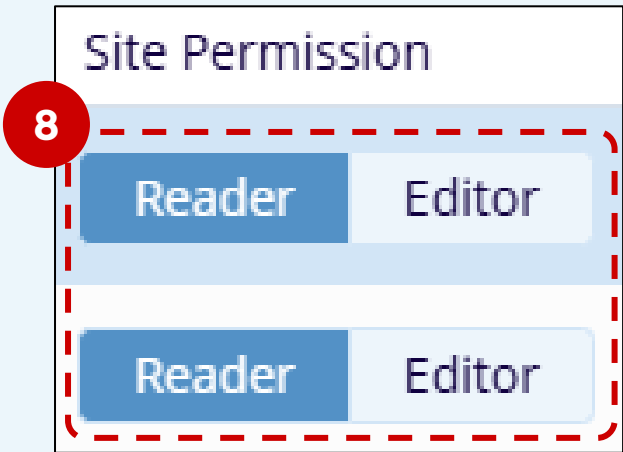
6 Click on **Add to *n* Site(s)**.



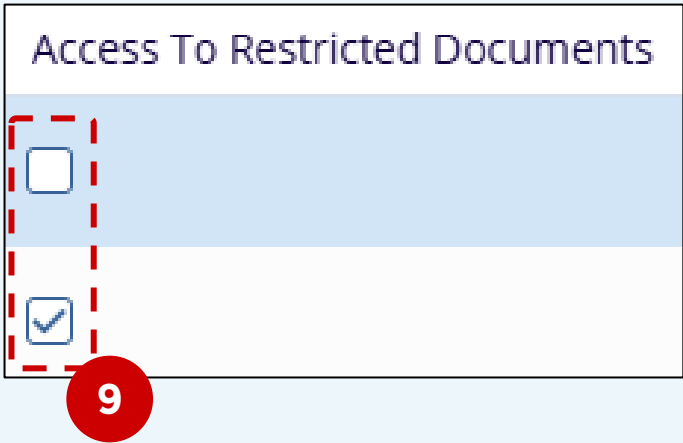
7 For each Site, select the **role** ('Contact Type') that the user will cover. Different roles at different sites can be selected.



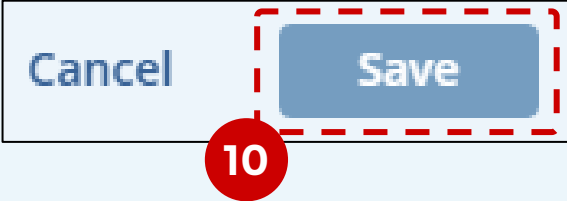
8 For each Site, **select** the level of access the user will have: read only - 'Reader'; or full access - 'Editor'.



9 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.



10 Review your preferences, then click **Save**.



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

