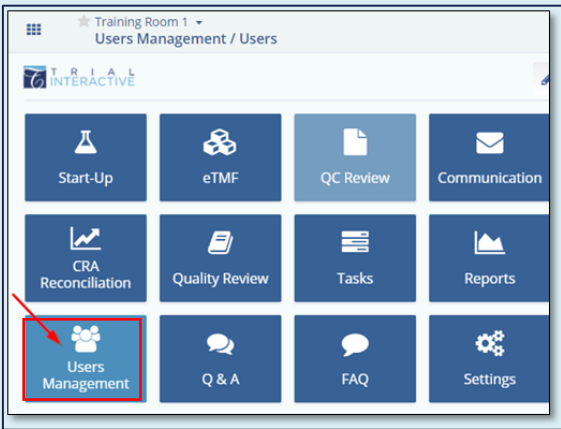


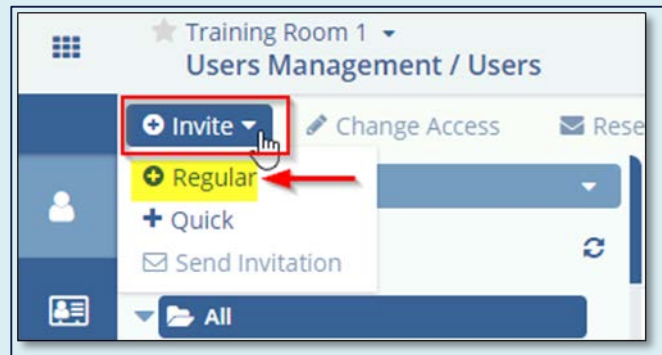
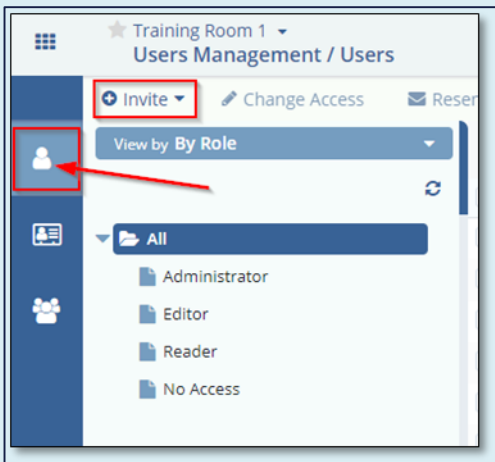
APPLICABLE TO:

- Administrators
- eTMF
- Editors
- Study Start-Up
- Readers
- Content Management



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

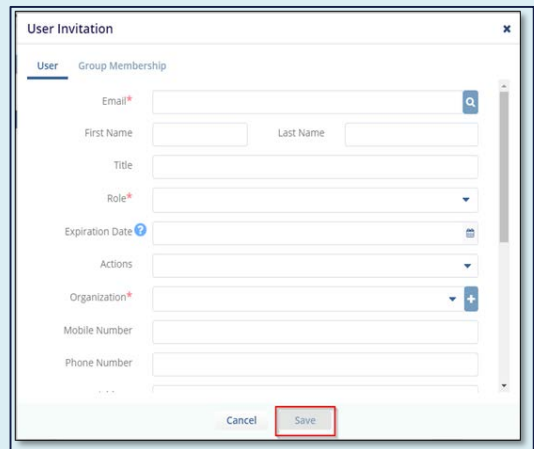
2. Click **Invite** and select **Regular** from the drop down menu.

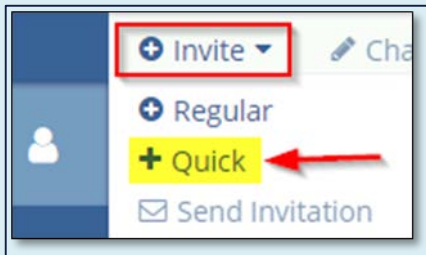


3. Complete the User Profile.

Select the **Groups** tab to assign the user to any groups.

4. Click **Save**.





Alternately, Invite users via the **Quick** invitation method.

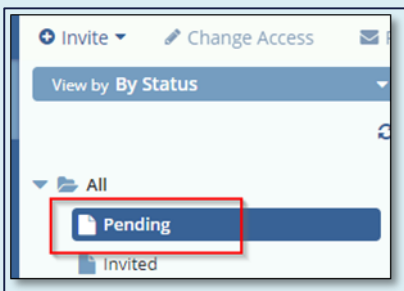
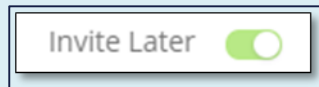
Fewer fields are available via the **Quick** Invite but multiple users can be invited this way.

Add their email to the Email List area.

Grant access to any Groups for the users.

Click **Add**.

Invitations can be delayed by checking Invite later.



Delayed invitations can be sent by viewing users **By Status**, selecting the user, and choosing **Send Invitation** from the drop-down menu.

