

1. Enter the room to invite a user.

Locate the **Users Management** menu in the Navigation Grid.

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



3. Complete the User Profile.

Select **Study Startup** under **Actions**.

User Invitation ✕

User **Group Membership**

Email* 🔍

First Name Last Name

Title

Role* ▼

Expiration Date 📅

Actions ▼

Organization* ▼ +

Mobile Number

Phone Number

Address

City

State Zip code

Under the **Groups** tab, select **Site Activation Members** if needed.

User Invitation

User **Group Membership**

Add the name of the groups the user(s) should be listed as a member. group name as it appears on the room. If the group name doesn't exist added to that room.

Site Activation Members

Auditor

Escalations

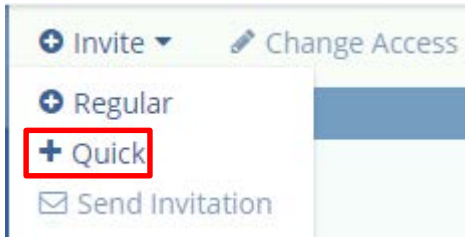
QC 1

QC 2

QC3

QC4

Index Manager Group

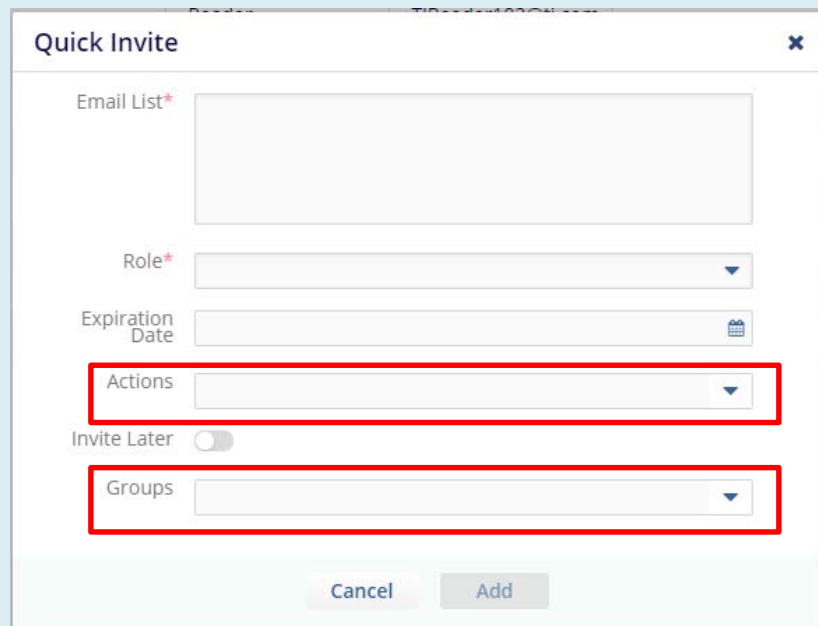


Alternately, **Invite** a user by clicking **Quick**.

Fewer fields are required when using the **Quick Invite** option.

Multiple users can be invited by adding their emails in the **Email List** area.

Select **Study Startup** under **Actions** & any applicable **Groups**.



For any additional assistance, click ...

