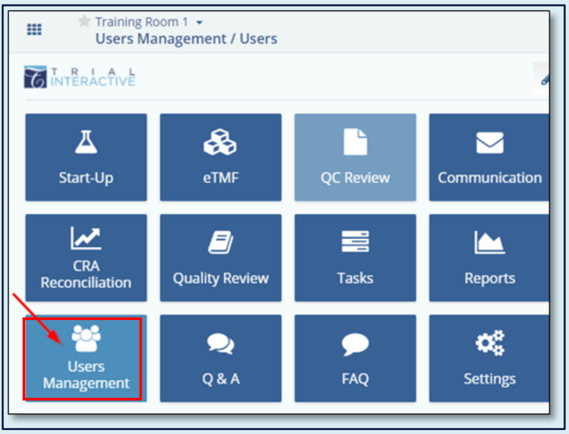
TRIAL INTERACTIVE

How to Invite Room Users
TI v 10.2

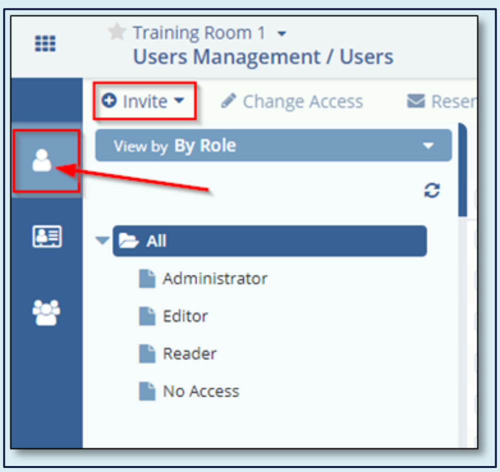
APPLICABLE TO:

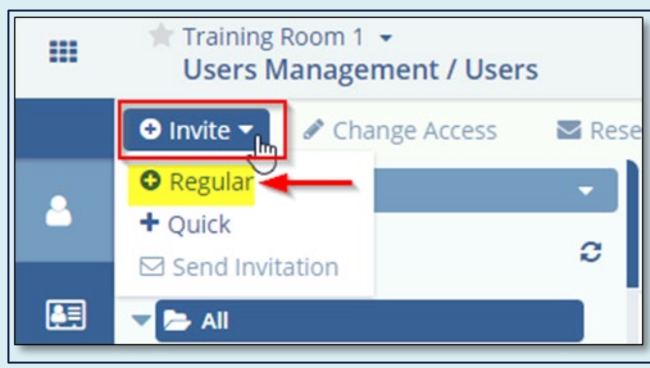
- ● Administrators
- ○ Editors
- ○ Readers
- ● eTMF
- ○ Study Start-Up
- ● Content Management

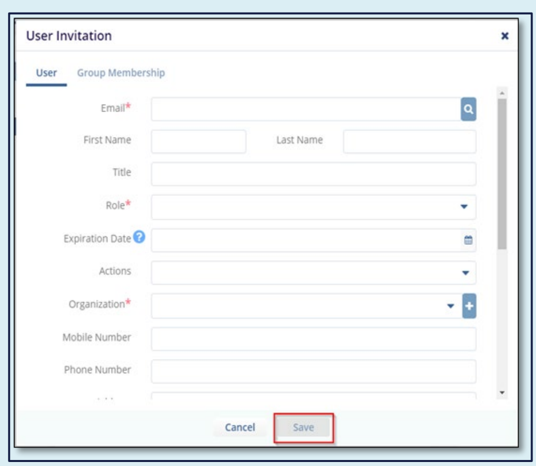


1. Enter the room and click on **Users Management** from the Navigation Grid.

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



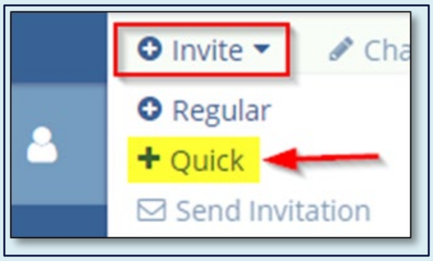




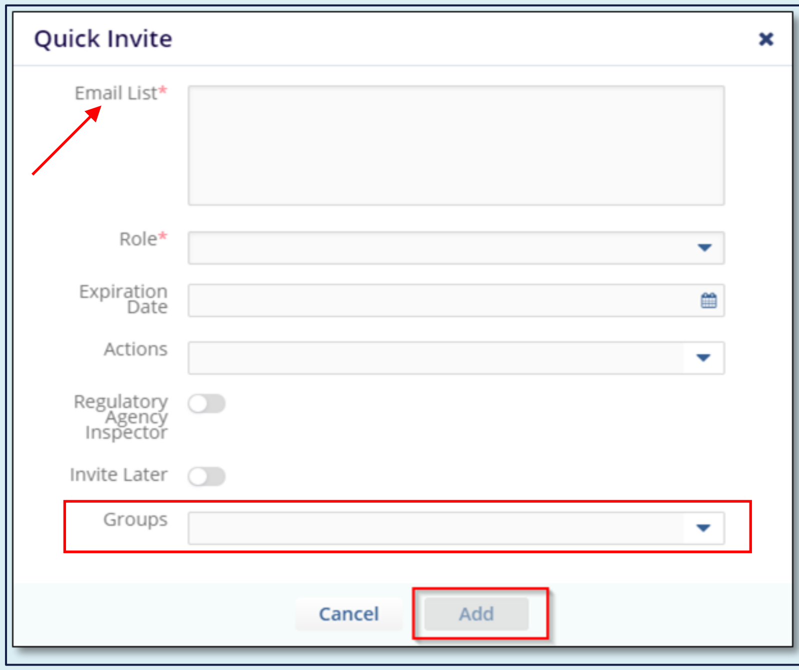
3.Complete the User Profile.

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

4. Click **Save**.



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



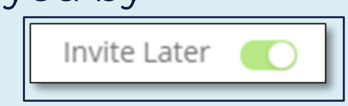
Fewer fields are available via the **Quick** Invite but multiple users can be invited this way.

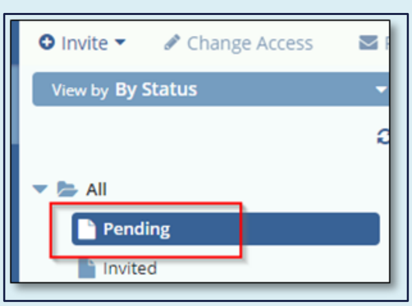
Add their email to the Email List area.

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.