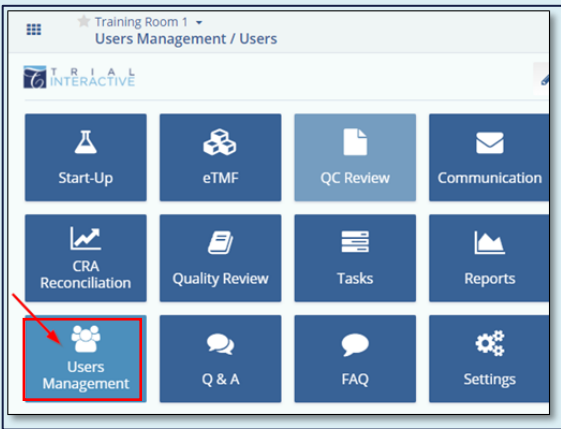


APPLICABLE TO:

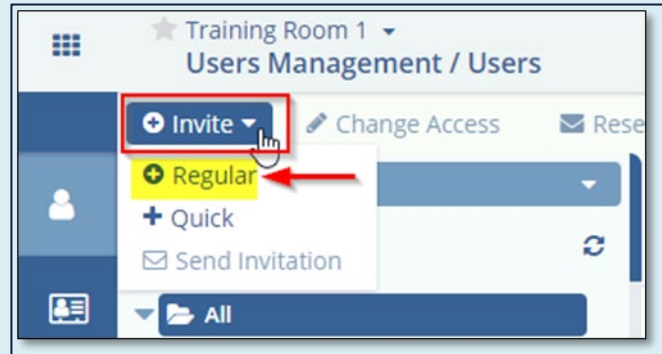
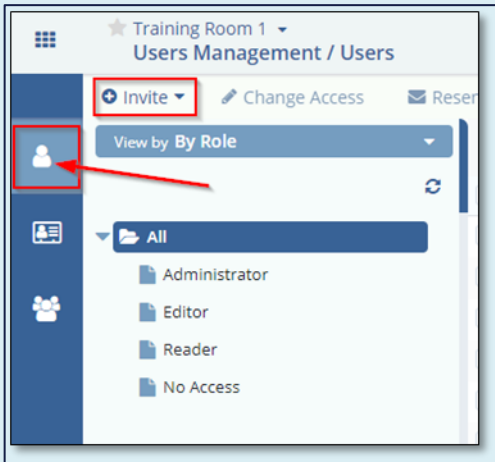
- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- Content Management



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

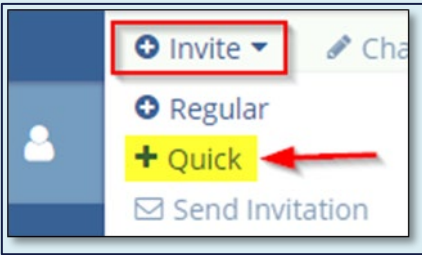
2. Click **Invite** and select **Regular** from the drop down menu.



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.

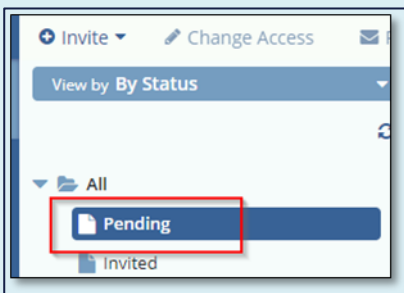
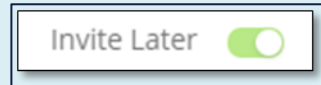
Add their email to the Email List area.

Grant access to any Groups for the users.

Click **Add**.

 A screenshot of the 'Quick Invite' form. It contains several fields: 'Email List*' (with a red arrow pointing to it), 'Role*' (dropdown), 'Expiration Date' (calendar icon), 'Actions' (dropdown), 'Regulatory Agency Inspector' (toggle), 'Invite Later' (toggle), and 'Groups' (dropdown, highlighted with a red box). At the bottom are 'Cancel' and 'Add' buttons, with 'Add' highlighted by a red box.

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.

