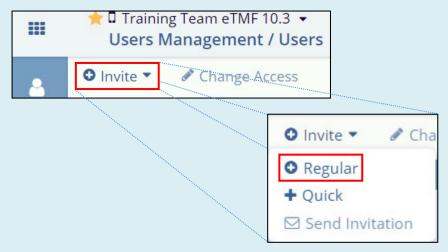
# Interactive How to Invite Room Users TI v 10.4 APPLICABLE TO: Administrators Room Managers Editors Study Start-Up Content Management

Readers



1. Enter your TI 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 in User Invitation.

Jser Invitation			×
User Group Membership			
Email *	Q	à	ור
First Name	Last Name	Title	
Role*	Organization*	<b>•</b>	÷
Invitation Details			
Expiration Date 🝞	Actions		
L	Cancel Sav	e	

Select the **Group Membership** tab to assign the user to any groups (optional). Click **Save**.



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#### T R I A L INTERACTIVE

#### How to Invite Room Users TI v 10.4

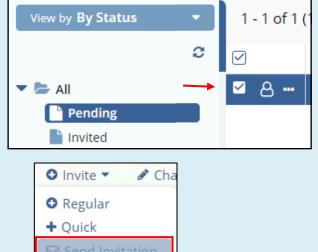
4b. Fewer fields are available via **Quick Invite**, but multiple users can be added this way.

5. Add users' email(s) in the **Email List** area. Separate each address using Enter on your keyboard.

Email List*	investigator12@sample.mail supervisor2@test.com testtubespecialist@fake.mail	
Role*	Reader	•
Expiration Date		k ش
Actions		
Regulatory Agency Inspector		
Invite Later		
Groups	Vendor ×	

6. Select a **Role**. Every invitee will get this attribute. Grant Actions and/or access to Groups for the users (optional), as well as any additional settings. When you're satisfied with your selection, click **Add**.

To send a previously delayed invitation, set the view to **By Status**, then open the **Pending** folder. Select a user, then choose **Send Invitation** from the **Invite** drop-down menu.



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