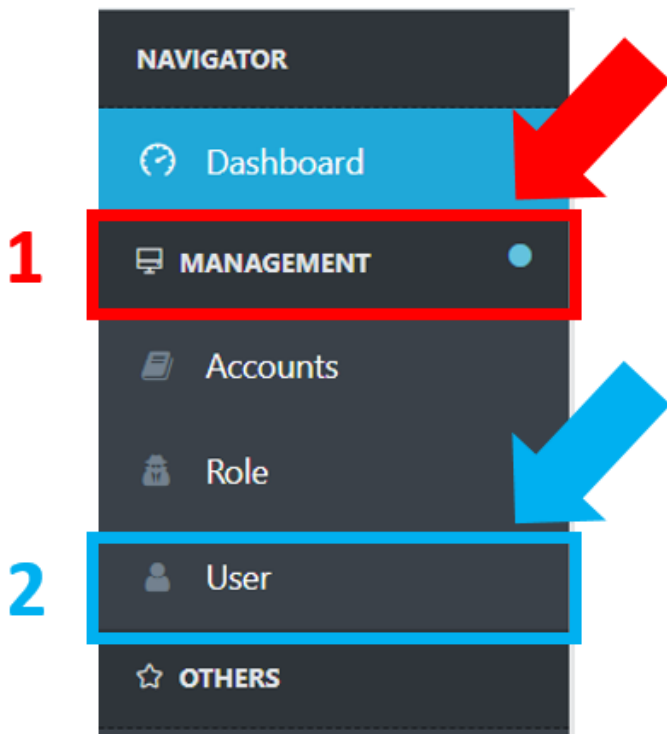


# Step 3 - Invite users

- Invite User


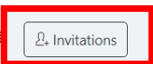
# Invite User

1. Go to Navigator Bar to find & click **MANAGEMENT** > **User**.



2. After that you will go to this page & click the

"Invitations" button.



Show 20 entries						Page Number	Go	Export to Excel
	Code	Name	Email	Status	Action			
1	717	Nan Liang	nanliang@kedios.com	Active	<a href="#">View</a>			
	Code	Name	Email	Status	Action			

Showing 1 to 1 of 1 entries

First 1 Last

- 3.
- Click Invite button to invite users to manage company group.

User List

+

Invite

Show 20 entries

Page Number

Go

Export to Excel

Created Date	Email	Alias	Direction	Type	Status	Action
No data available in table						
Created Date	Email	Alias	Direction	Type	Status	Action

Showing 0 to 0 of 0 entries

First

Last

- 4.
- This page need to fill in the user email address & his / her position in this company group.

User Invitation Invite New User To Join Your Company

User Info

Invitation email will be send if user does not registered in the system

Alias



Email

Type

Required Field

Return

Next



- 5.
- Check User information is correctly & click "Confirm"

button.

User Info

User's email found in the system, invitation notification has sent to this user, please confirm to proceed.

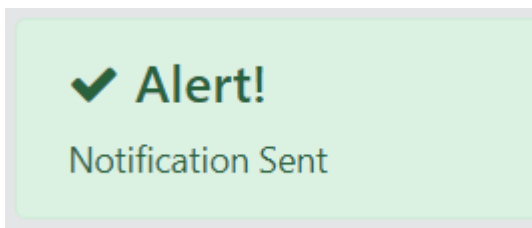
Alias	XXXX
Name	XXXX
Email	XXXX@gmail.com
Type	User

Return

Confirm

6.

If the email has sent successfully.



## User

1.

User will receive the invitation email. User need to activate account.

2.