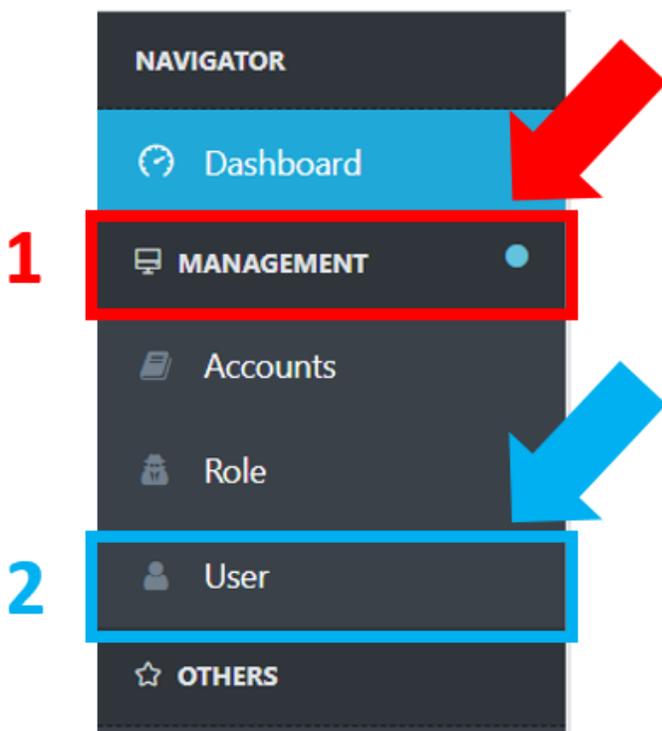


Step 3 - Invite users

- Invite User

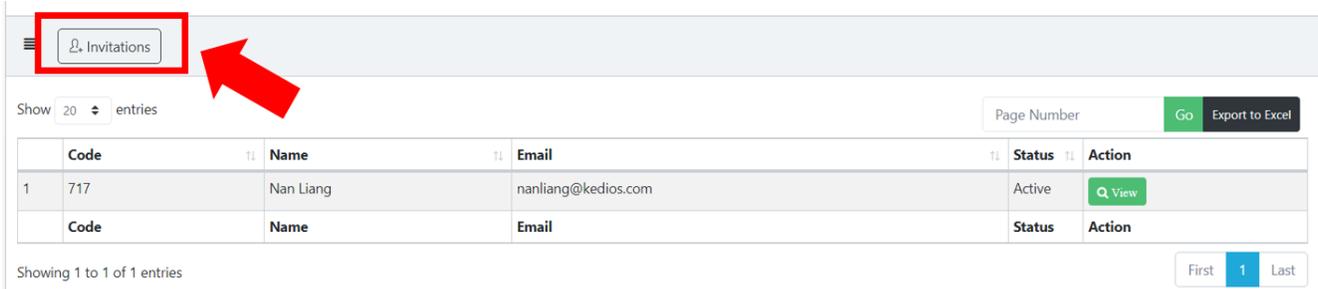
Invite User

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



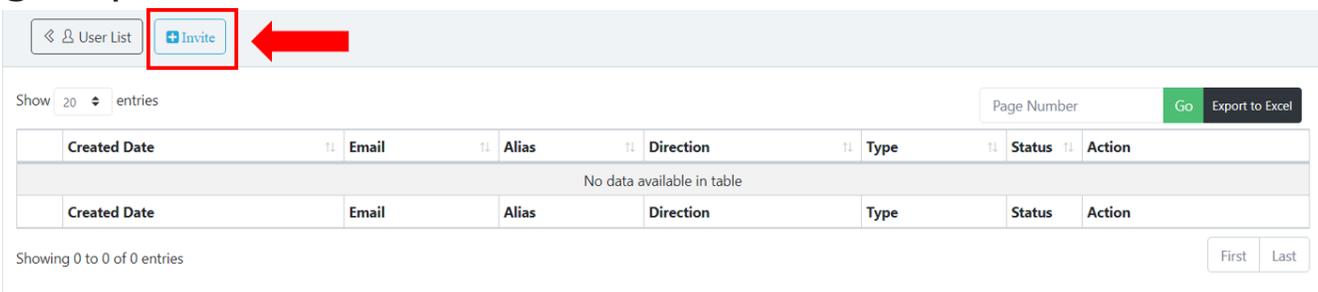
2. After that you will go to this page & click the

"Invitations" button.



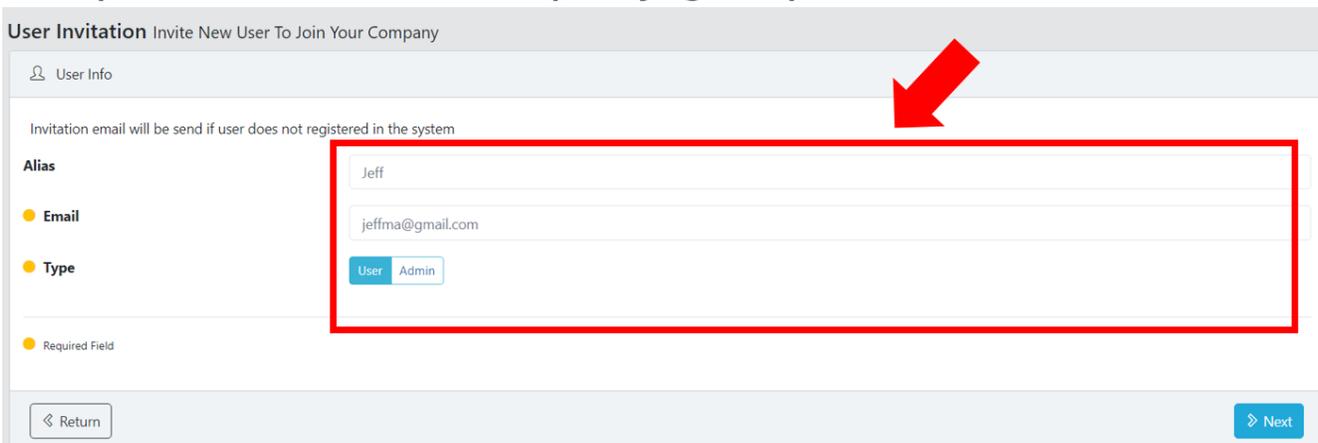
The screenshot shows a user management interface. At the top left, there is a button labeled "Invitations" with a red box around it and a red arrow pointing to it. Below the button, there is a table with columns: Code, Name, Email, Status, and Action. The table contains one entry with Code 717, Name Nan Liang, Email nanliang@kedios.com, and Status Active. A "View" button is next to the entry. At the bottom, there are pagination controls showing "Showing 1 to 1 of 1 entries" and "Page Number" with "Go" and "Export to Excel" buttons.

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



The screenshot shows a user management interface. At the top left, there is a button labeled "Invite" with a red box around it and a red arrow pointing to it. Below the button, there is a table with columns: Created Date, Email, Alias, Direction, Type, Status, and Action. The table is empty, with the text "No data available in table" in the center. At the bottom, there are pagination controls showing "Showing 0 to 0 of 0 entries" and "Page Number" with "Go" and "Export to Excel" buttons.

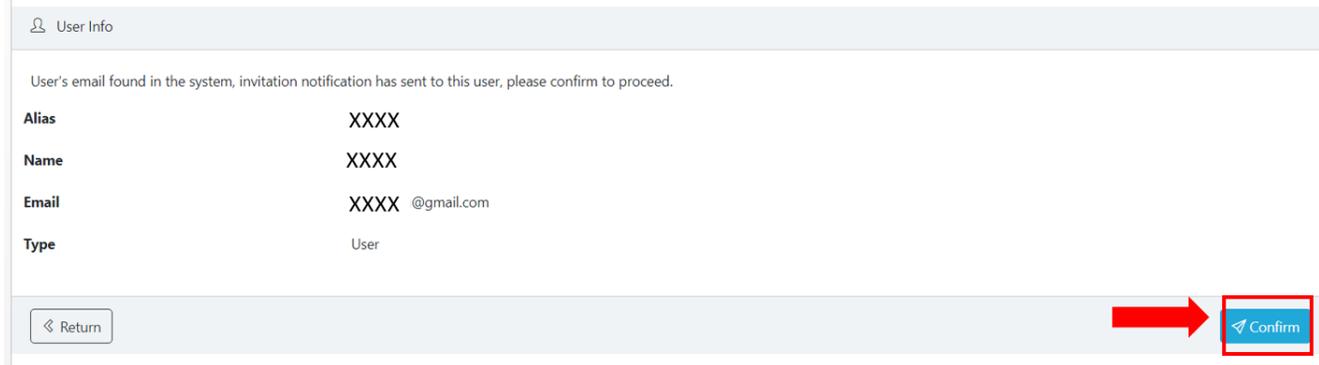
4. This page need to fill in the user email address & his / her position in this company group.



The screenshot shows a "User Invitation" form titled "Invite New User To Join Your Company". The form has a "User Info" section with the following fields: Alias (filled with "Jeff"), Email (filled with "jeffma@gmail.com"), and Type (with "User" selected and "Admin" as an option). A red box highlights the form fields, and a red arrow points to the "Next" button at the bottom right. The form also includes a "Return" button at the bottom left and a note: "Invitation email will send if user does not registered in the system".

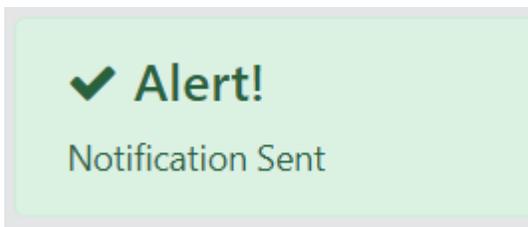
5. Check User information is correctly & click "Confirm"

button.



6.

If the email has sent successfully.



User

1.

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

2.