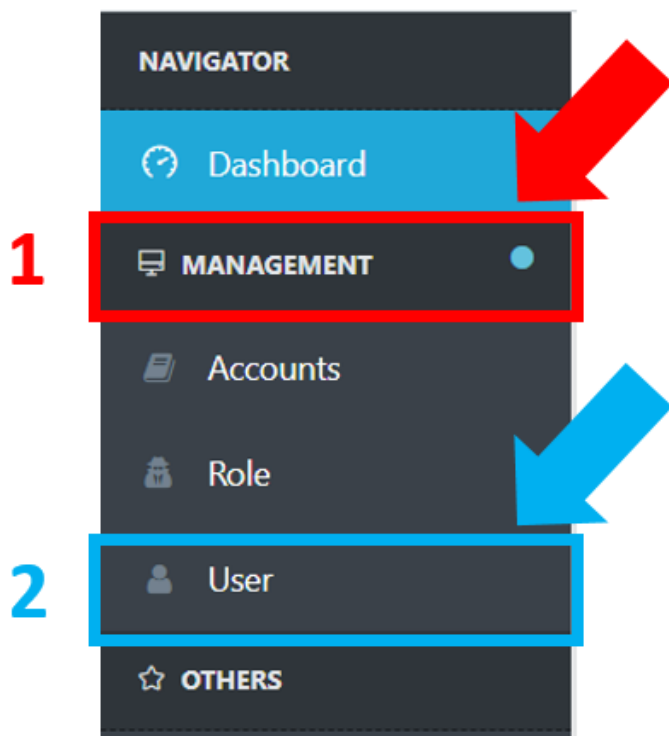


Step 3 - Invite users

- Invite User


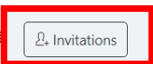
Invite User

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



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

"Invitations" button.



Invitations

Show 20 entries


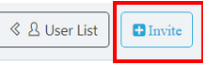
Page Number Go Export to Excel

	Code	Name	Email	Status	Action
1	717	Nan Liang	nanliang@kedios.com	Active	View
	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

Jeff

jeffma@gmail.com

User Admin

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.

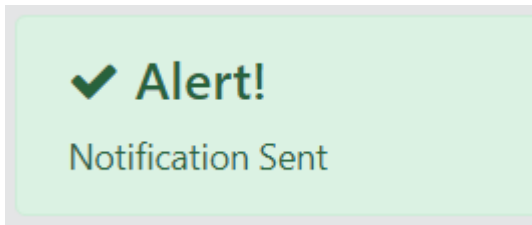
Alias	XXXX
Name	XXXX
Email	XXXX@gmail.com
Type	User

Return

Confirm

6.

If the email has sent successfully.



User

1.

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

2.