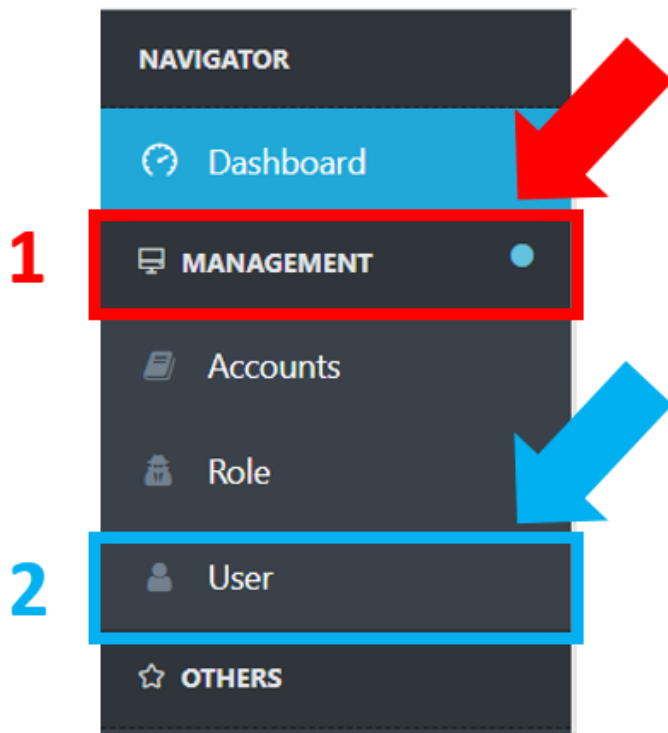
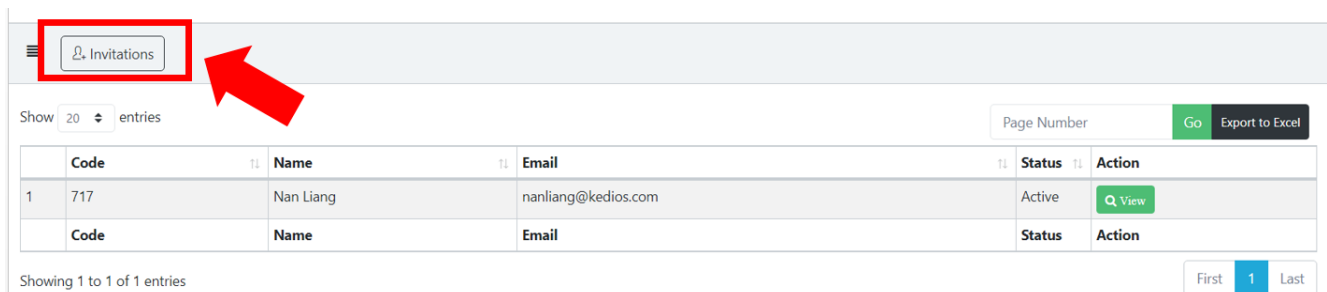


Invite User

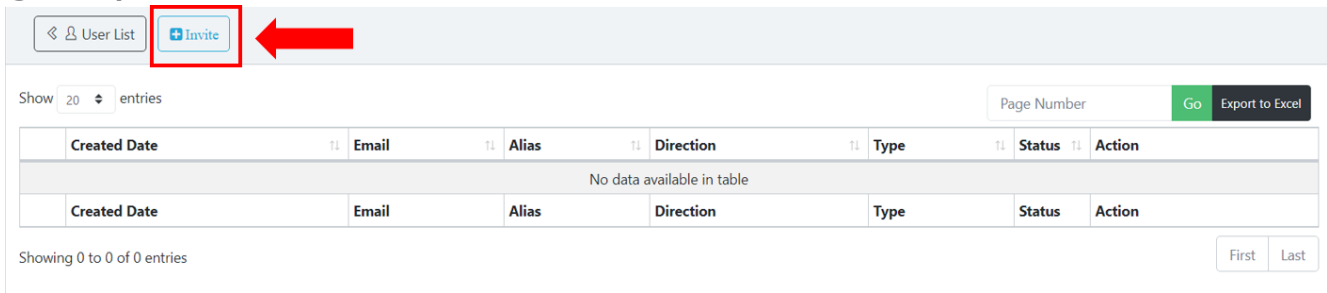
1. Go to Navigator Bar to find & click **MANAGEMENT** > **User**.



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

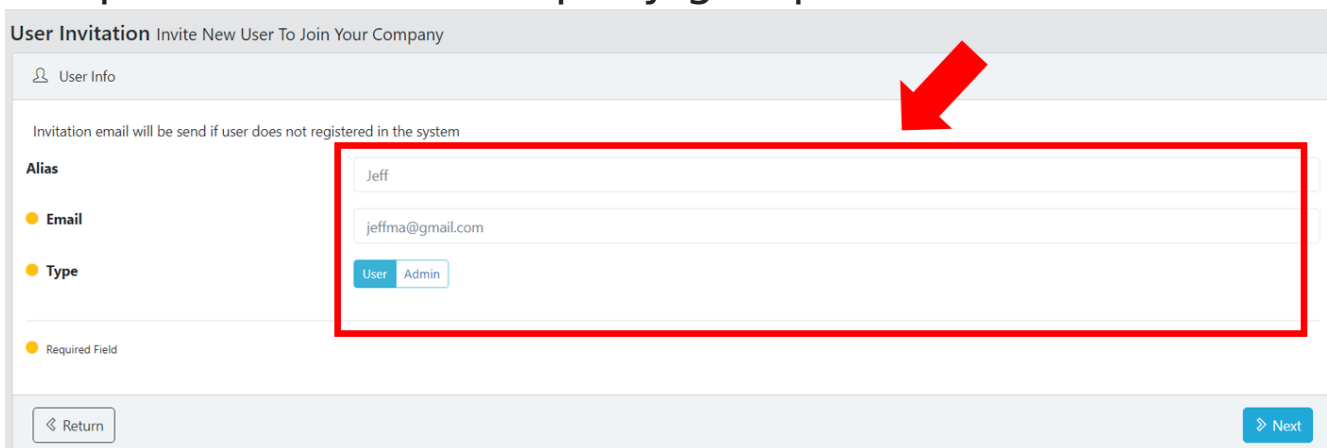


Click Invite button to invite users to manage company group.



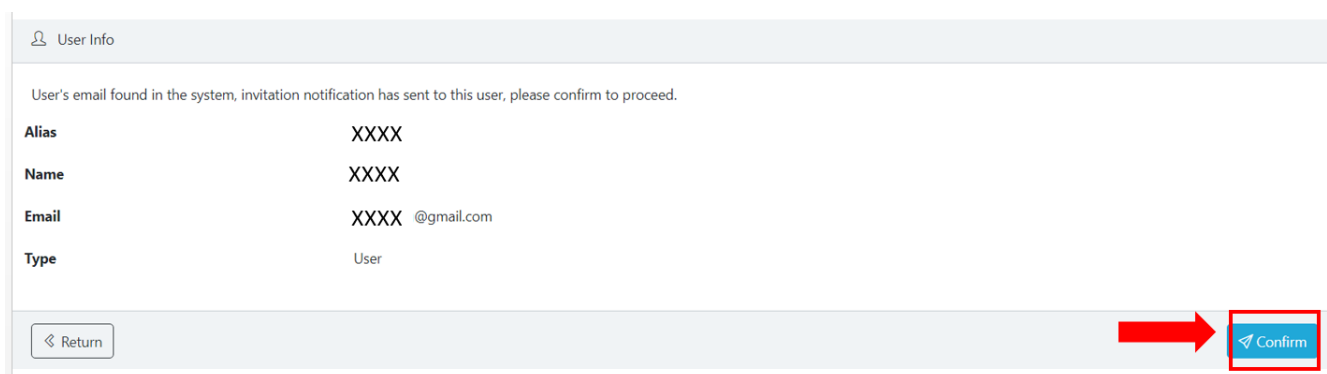
The screenshot shows a 'User List' interface. At the top left, there is a 'User List' button with a person icon and an 'Invite' button with a plus icon. A red box highlights the 'Invite' button, and a red arrow points to it from the right. Below the buttons, there is a 'Show 20 entries' dropdown and a 'Page Number' input field with 'Go' and 'Export to Excel' buttons. A table with columns 'Created Date', 'Email', 'Alias', 'Direction', 'Type', 'Status', and 'Action' is shown, but it contains no data. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'First' and 'Last' buttons.

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



The screenshot shows the 'User Invitation' form. The title is 'User Invitation Invite New User To Join Your Company'. Below the title, there is a 'User Info' section. A message says 'Invitation email will be send if user does not registered in the system'. The form has three main sections: 'Alias' with a text input field containing 'Jeff', 'Email' with a text input field containing 'jeffma@gmail.com', and 'Type' with two radio buttons, 'User' (selected) and 'Admin'. A red box highlights the 'Alias', 'Email', and 'Type' sections. A red arrow points to the 'Email' field. At the bottom, there is a 'Return' button and a 'Next' button.

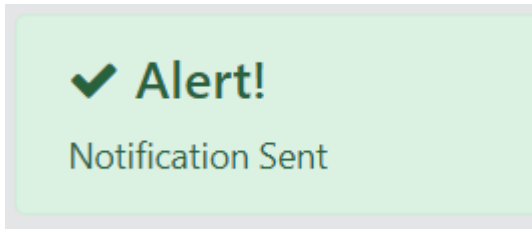
5. Check User information is correctly & click "Confirm" button.



The screenshot shows the 'User Confirmation' form. The title is 'User Info'. A message says 'User's email found in the system, invitation notification has sent to this user, please confirm to proceed.' The form has four sections: 'Alias' with a text input field containing 'XXXX', 'Name' with a text input field containing 'XXXX', 'Email' with a text input field containing 'XXXX@gmail.com', and 'Type' with a radio button labeled 'User'. At the bottom, there is a 'Return' button and a 'Confirm' button. A red box highlights the 'Confirm' button, and a red arrow points to it from the left.

- 6.

If the email has sent successfully.



User

1.
User will receive the invitation email. User need to activate account.
- 2.

Revision #1

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