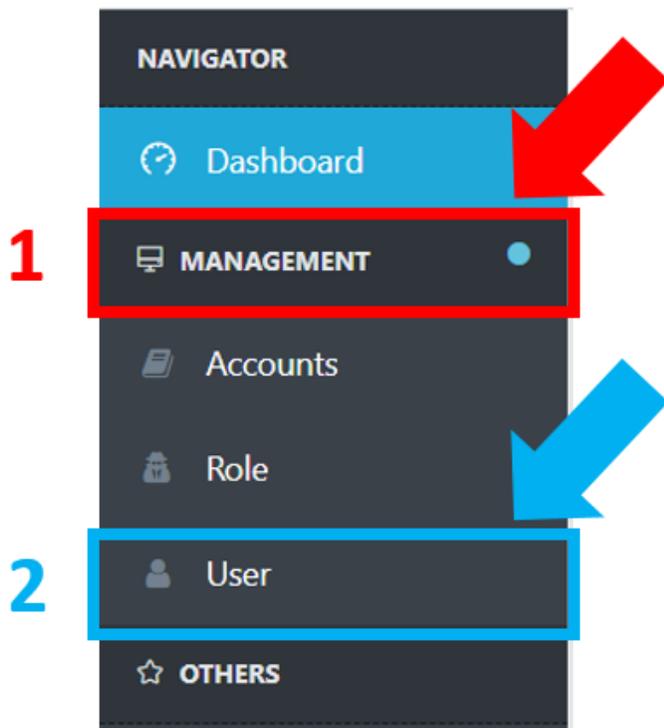


Invite User

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



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

The image shows a web interface for 'Invitations'. 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 'Show 20 entries' dropdown and a 'Page Number' field with 'Go' and 'Export to Excel' buttons. The main content is a table with the following data:

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

At the bottom left, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there is a pagination control with 'First', '1', and 'Last' buttons.

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: Jeff

Email: jeffma@gmail.com

Type: User Admin

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

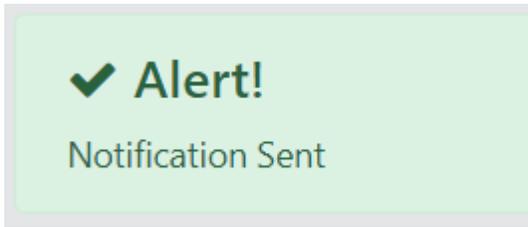
Email: XXXX@gmail.com

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.

Revision #1

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