

Inviting Others

As the responsible party, you can invite coworkers, associates, and consultants to view and submit data on behalf of your facility.

To invite others:

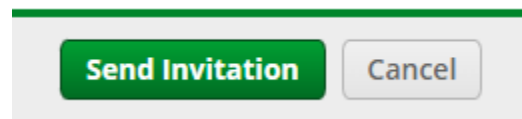
1. Click **Authorized Users** menu item at left side of screen.
2. Click the **Invite User** button at the top of the screen



3. Type the name, email, and select the role you wish to grant to the user (viewer or editor).

A screenshot of the 'Invite User' form. It features a breadcrumb trail 'Invite User < Users', three input fields labeled 'Name', 'Email', and 'Role', and a dropdown menu for the 'Role' field.

4. Click the **Send Invitation** button at bottom of screen.



An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make an account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles provide different capabilities:

- **Viewer** - Can view site information but can't make any changes
- **Editor** - Can fill out forms and reports. May require certifier permissions to submit, depending on the form
- **Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users