

Inviting Someone to the Project (Create Users)

EMDESK projects are workspaces for collaborating with colleagues - so start by inviting them to work with you.

First, if make sure you are in the correct project by going to **myEMDESK** and selecting the project you want to invite people to from the *Projects* dropdown menu.

To invite people to the project, go to **myEMDESK > Project Settings > User Accounts** and look for *User Invitation* in the left side panel.

1. Select the partner from the drop-down menu that the person you're inviting should be assigned to
2. Select their level of access: *Coordinator Right* or *Contractor Right*
3. Enter the new user's contact information: **title, email address, name and first name**
4. Optionally, you can add a personal message to your invitees
5. Click on the button *Send invitation* and an invitation email will be sent to the email address you've entered

The screenshot displays the EMDESK web interface for user management. The top navigation bar includes 'myEMDESK', 'Proposal', and 'Implementation' tabs. The main menu shows 'Project Settings' selected, with sub-options for 'Account Settings' and 'Create new project'. The 'User Invitation' panel on the left is highlighted with an orange border and contains the following fields:

- Add user to project:** A dropdown menu currently set to 'P1 - SLL'.
- Grant permission:** Two radio button options: 'Contractor rights (permission to access and edit contractor data)' (selected) and 'Coordinator rights (permission to access and edit all)'.
- Title:** A dropdown menu.
- Email address:** A text input field.
- Name:** A text input field.
- First name:** A text input field.
- Message:** A large text area for a personal message.
- Send invitation:** A green button at the bottom of the panel.

The main content area, titled 'User Accounts', shows a list of 'Assigned users to the project'. The contractor is set to 'P1 SLL - Smartland Ltd'. Two users are listed:

User Name	Contractor	Right level	User name	Email address	Invited by	Date joined	Actions
Ana Young	Smartland Ltd	Coordinator rights	AnaYoung				
Johns Oliver	Smartland Ltd	Contractor rights	OliverJohns	oliver.johns@o2.pl	Ana Young	28th January 2013	Deactivate user, Reset password, Remove user

The invited person you've invited will receive an invitation email in their email inbox. The email will contain a unique link and instructions on how to accept the invitation. The link will forward the invitee to a personal project registration page.

People you've invited who have yet to accept your invite will appear in the panel as *Pending user invitations* below the list of registered users. In this panel you have the ability to cancel the invitation or to resend the invitation email.

Please note:

- People can only receive access to your project via an invitation email
- Every user within the project can send invitations to join the project, but they can only give someone access up to the level of their own access level (e.g. only users with **Coordinator Rights** can grant **Coordinator Rights** to a user)
- You will have to create further partners before assigning users to a partner which is not already listed
- Users can only receive access to a project by getting an invitation from an existing user of the project

This entry was posted on Wednesday, February 11th, 2015 at 11:19 am and is filed under [User Account / Preferences](#)

You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.