

How to Invite a Regulatory Agency Inspector User

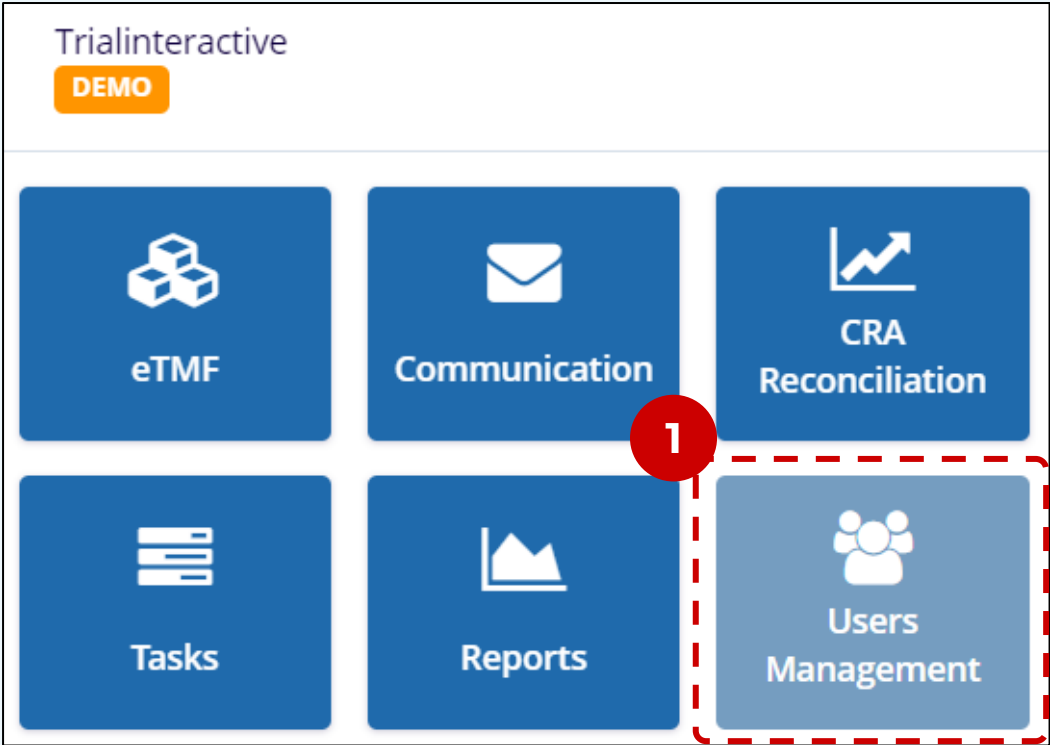
TI version 10.8

APPLICABLE TO:

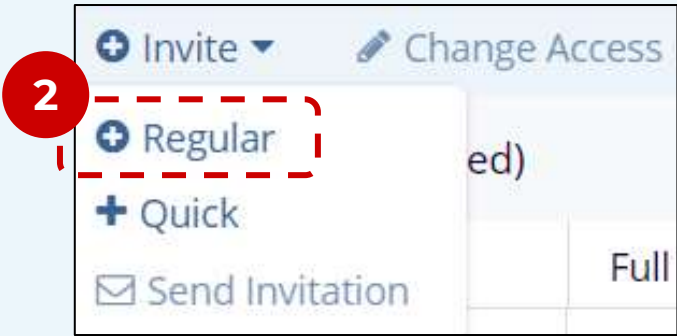
- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☒ Collaborate

The ‘Regulatory Agency Inspector’ restriction can be applied to any Reader or Editor user. Users will only be able to access the FAQ module and Audit module. Notice: The feature may need enabling in your room before it can be used.

1 Enter the room and navigate to the **Users Management** panel via the Navigation Grid or Module Selector.



2 Expand the **Invite** tray and select **Regular**.



3 Proceed to fill the user profile fields as you would normally.

A screenshot of the user profile form. It has a red dashed border and a red circle with the number '3' next to it. The form contains the following fields: 'Email *' (with a red underline and a red message 'Please enter an email address in the form "user@example.com"'), 'First Name', 'Middle Name', 'Title', 'Prefix', 'Role *' (a dropdown menu with 'Reader' selected), and 'Company *' (a text field with 'Trial Interactive' entered).

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- 4 Select the radio button for **Regulatory Agency Inspector** under Special Access.

Special Access

Special Access overrides role's permissions

☐ None

☒ Regulatory Agency Inspector

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- 5 Complete the user setup and click **Save** to finish.

Actions

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Cancel

Save