

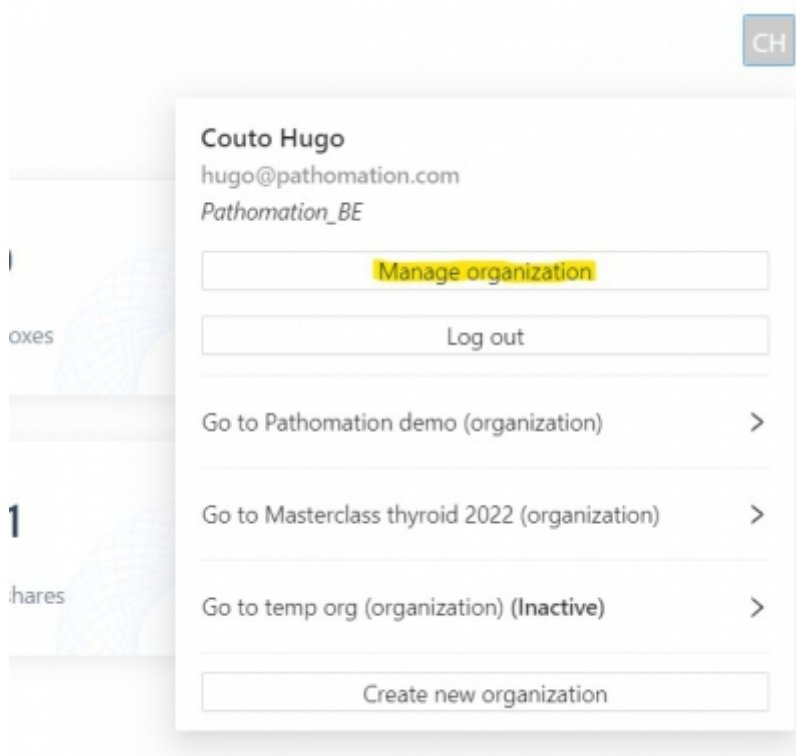
Inviting Users to an Organization

Having an Organization in My Pathomation gives you the possibility to create a collaborative space. To create such space we can invite users into the Organization. The users that you invite will receive an email. Existing users will be invited to login into my Pathomation and join the Organization. Email addresses without a Pathomation account will be invited to create a new Pathomation free account so that they may join your Organization.

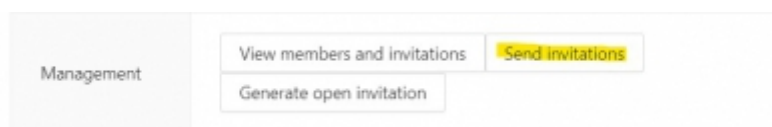
To send invites, access the Profile management section by clicking in the icon on the upper right corner. The icon displays the initials of your name.



Then select "Manage Organization"

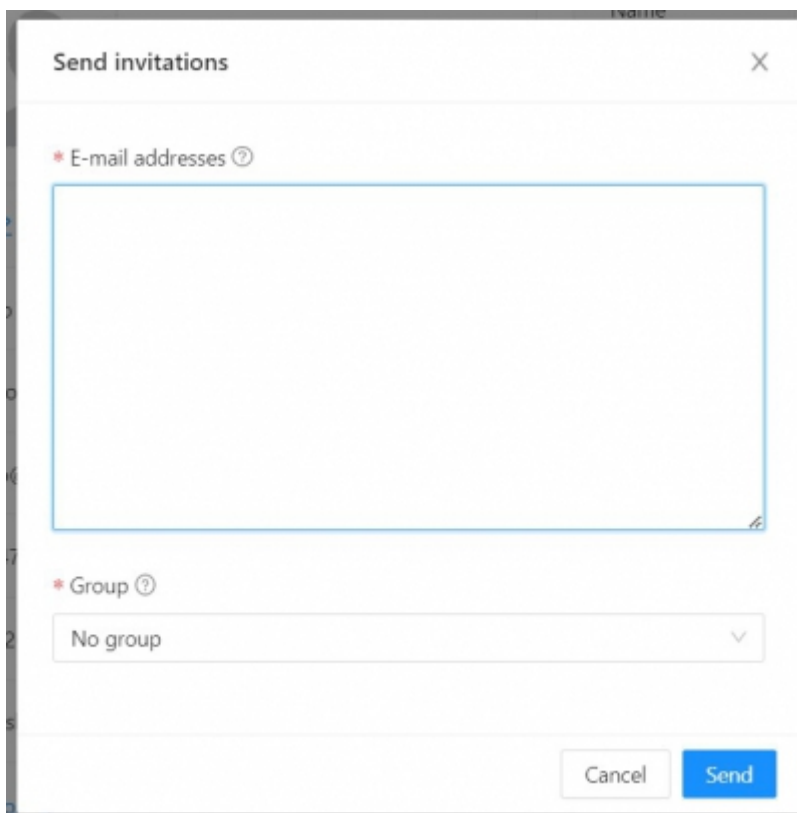


And once in the "Manage Organization" menu, select "send invitations"



In the pop-up window you can add the email of the individuals to be invited and specify their roles.

You can also select sub groups within the organization to add them to as well. You can check the section related to groups to better understand how you can create groups as working teams within your Organization.



The screenshot shows a 'Send invitations' dialog box. It features a title bar with the text 'Send invitations' and a close button (X). Below the title bar, there are two required fields, each marked with a red asterisk and a question mark icon. The first field is 'E-mail addresses', which has a large, empty text input area. The second field is 'Group', which is a dropdown menu currently displaying 'No group'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Send'.

From: <https://docs.pathomation.com/my/> - My Pathomation

Permanent link: https://docs.pathomation.com/my/doku.php?id=inviting_users_to_the_organization&rev=1699537198

Last update: 2023/11/09 16:39

