

How to Invite a Regulatory Agency Inspector User

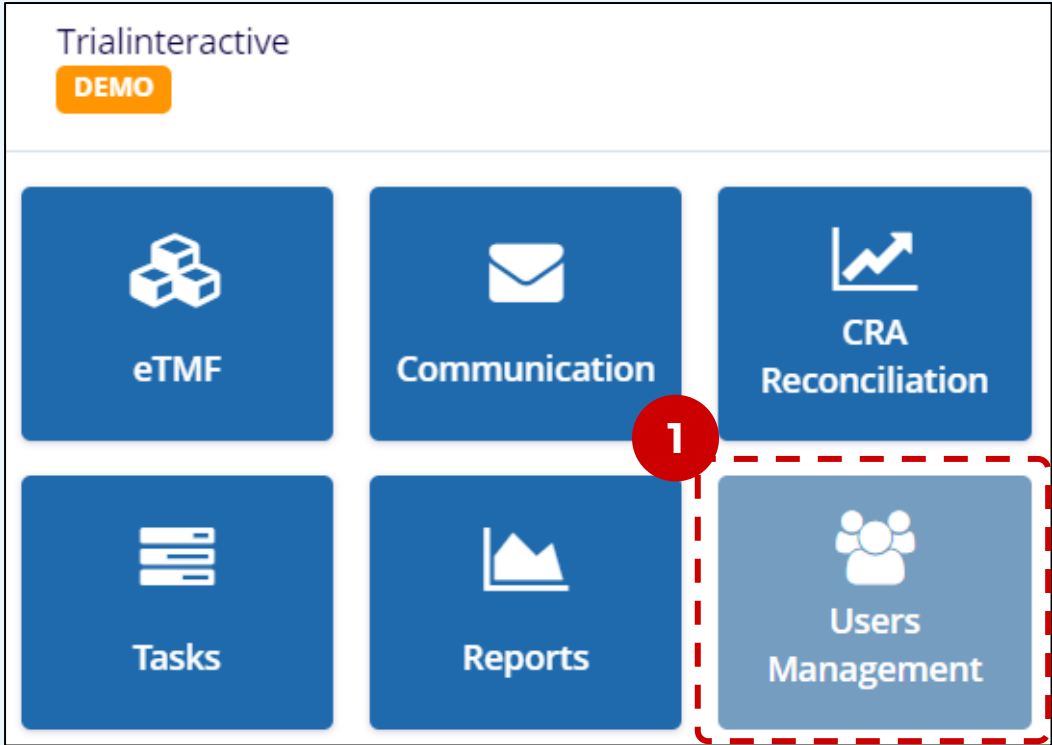
TI version 10.8

APPLICABLE TO:

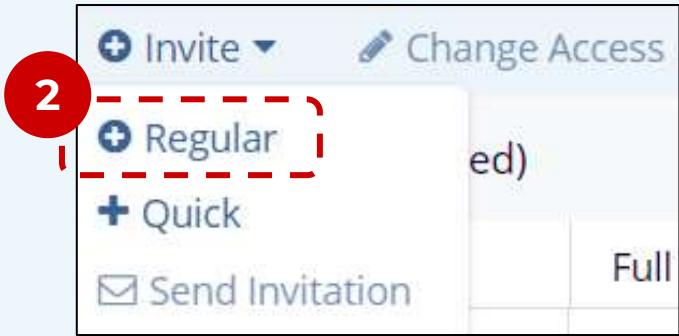
- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☒ Collaborate

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. The form is enclosed in a red dashed border. At the top, there is an 'Email *' field with the text 'new.user@' and a red wavy underline. Below this is a red error message: 'Please enter an email address in the form "user@example.com"'. The form has several other fields: 'First Name', 'Middle Name', 'Title', 'Prefix', 'Role *' (a dropdown menu with 'Reader' selected), and 'Company *' (a text field with 'Trial Interactive' entered). A red circle with the number '3' is placed over the 'Email' field.

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

A screenshot of the 'Special Access' dialog box. It has a title 'Special Access' and a subtitle 'Special Access overrides role's permissions'. There are two radio buttons: 'None' and 'Regulatory Agency Inspector'. The 'Regulatory Agency Inspector' option is selected and highlighted with a red dashed box and a red circle with the number 4. An information icon (i) is next to the selected option.

Special Access
Special Access overrides role's permissions

☐ None

☒ Regulatory Agency Inspector *i*

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

A screenshot of the 'Actions' dialog box. It has a title 'Actions' and a text input field. At the bottom, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red dashed box and a red circle with the number 5.

Actions