# How to Invite a Regulatory Agency Inspector User
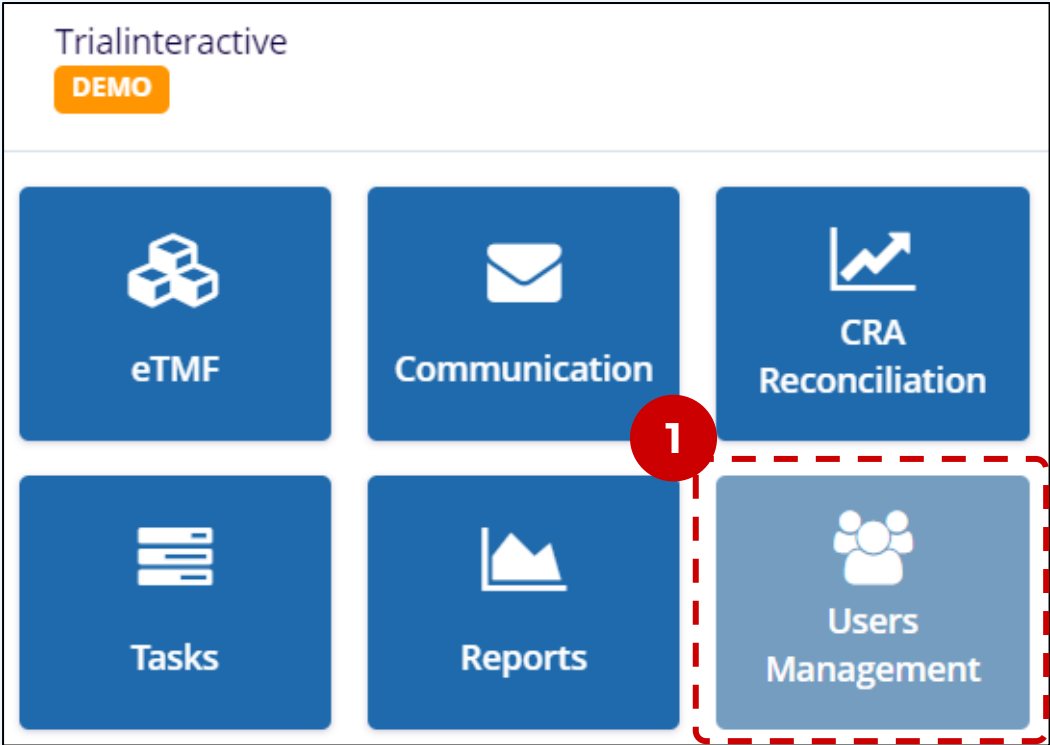
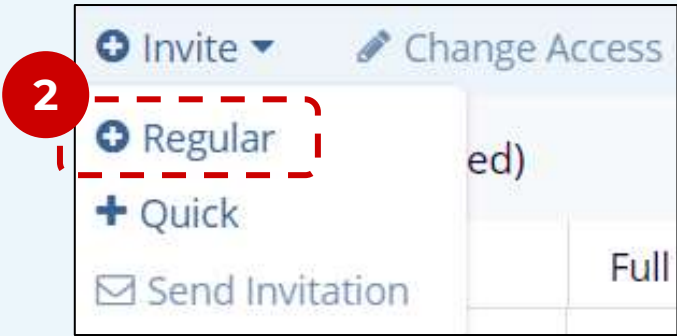**TI version 10.7**

**TRIAL INTERACTIVE**

**APPLICABLE TO:**

- ● Admin
- ○ Manager
- ○ Editor
- ○ Reader

- ● eTMF
- ● Collaborate

The Regulatory Agency Inspector restriction can be applied to any Reader or Editor user. These users will only be able to access the Reports module and Audit module. 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.

Trialinteractive
DEMO

- eTMF
- Communication
- CRA Reconciliation
- Tasks
- Reports
- **1** Users Management

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

- ⊕ Invite ▼    ✎ Change Access
- **2** ⊕ Regular
- ✚ Quick
- ☑ Send Invitation
- ed)
- Full

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

**3**
Email *
new.user@
Please enter an email address in the form "user@example.com"

First Name

Middle Name

Title

Prefix

Role*
Reader ▼

Company*
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**TRANSPERFECT**
LIFE SCIENCES

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

**Special Access**

Special Access overrides role's permissions

○ None

◉ Regulatory Agency Inspector ⓘ

**4**

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

Actions

**5**

Cancel    Save