

How do I Invite a New Member?

Nehal Gowrish - 2021-09-14 - Team Management

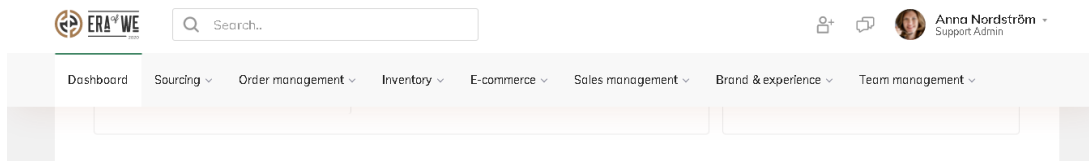
BRIEF DESCRIPTION

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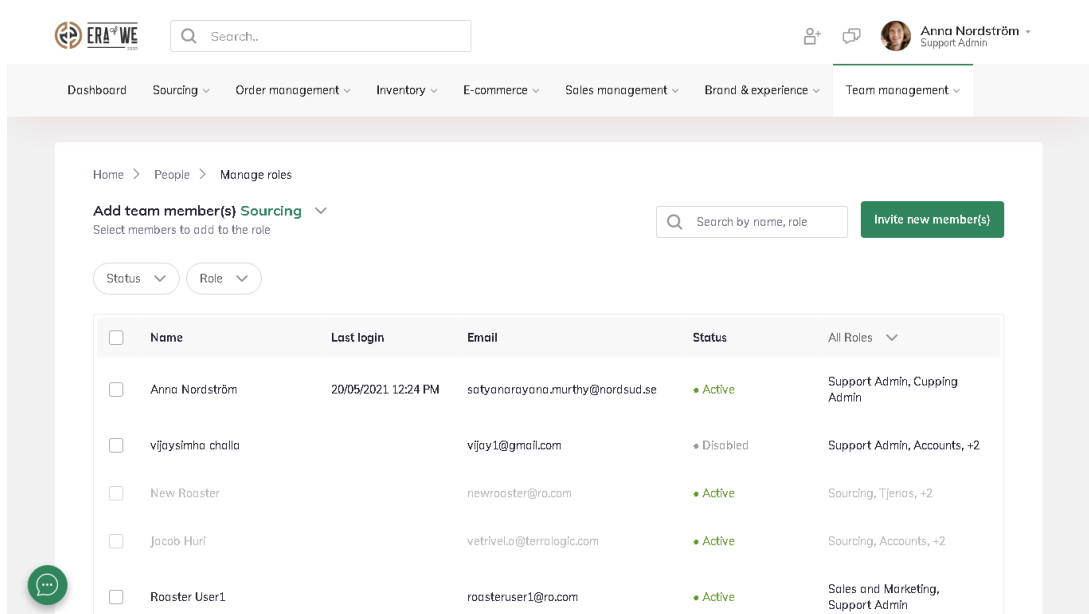
Era of We application allows you to manage and keep track of your team members with a click of a button. In this documentation, you will understand how to invite a new member.

STEP BY STEP GUIDE

Step 1: Log in to your admin account, click on the 'Add team member' button at the top-right corner of the interface.



Step 2: Click on the 'Invite new member(s)' button



Step 3: On

the invite new member page, enter the name into the 'Name' field and work email address into the 'email' field.

The screenshot shows the ERAWE system interface. At the top, there is a search bar and a user profile for Anna Nordström, Support Admin. The main navigation menu includes Dashboard, Sourcing, Order management, Inventory, E-commerce, Sales management, Brand & experience, and Team management. The current page is 'Manage roles' under 'People'. The main content area is titled 'Invite new member(s) to Sourcing'. It contains two input fields: 'Name*' with the placeholder 'Enter your full name' and 'Enter work e-mail address*' with the placeholder 'you@example.com'. Below these fields is a '+ Add another member' button. At the bottom of the form are 'Cancel' and 'Send Invites' buttons. The footer contains 'About us' links (General Terms and Conditions User, General Terms and Conditions Legal Entity, Privacy policy, Cookie policy), 'Help and support' (support@eraofwe.com), and social media icons for Facebook, Twitter, Instagram, and YouTube.

Roasters can invite multiple users at once by clicking on the 'Add another member' button.

This is a close-up screenshot of the 'Invite new member(s) to Sourcing' form. It shows the 'Name*' field with the placeholder 'Enter your full name' and the 'Enter work e-mail address*' field with the placeholder 'you@example.com'. Below the fields is the '+ Add another member' button.

Step 4: Click on the 'Send invites' button to invite a new member.

Home > People > Manage roles

Invite new member(s) to Sourcing ✓

Name*

Enter your full name

Enter work e-mail address*

you@example.com

+ Add another member

Cancel

Send Invites

Thus, you can invite a new member as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”