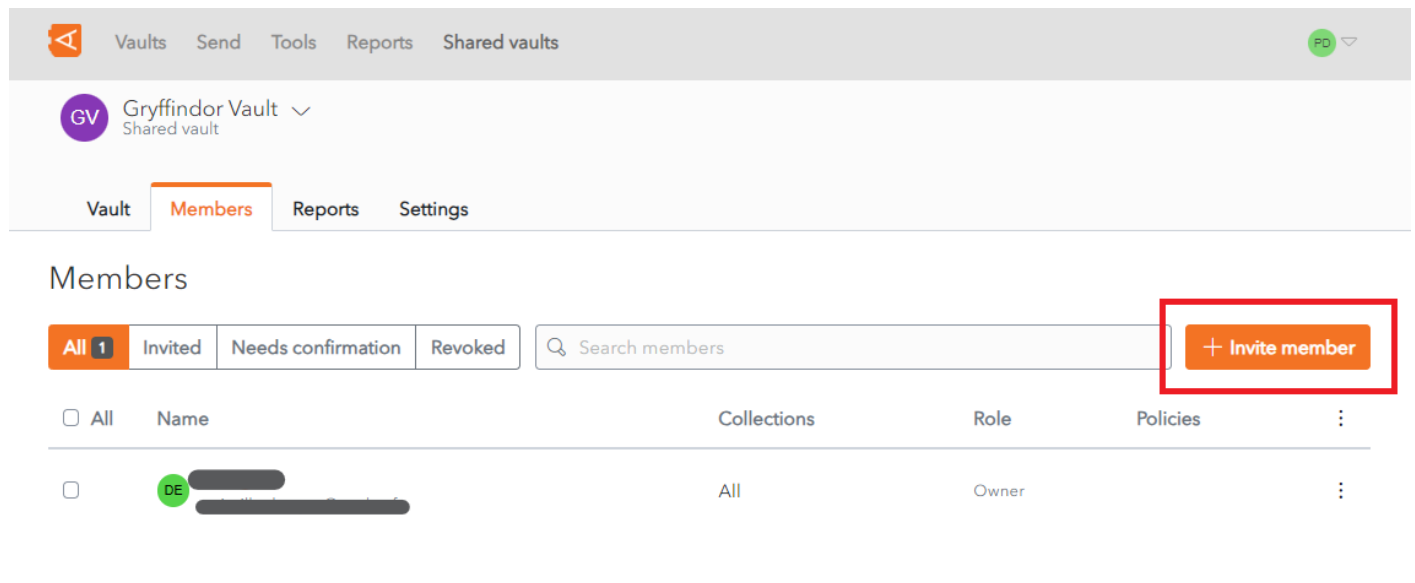


Invite Member to Shared Vault

From the **Shared Vaults screen**, click on the **Invite member** button.



The screenshot shows the 'Gryffindor Vault' interface. At the top, there's a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below this, the 'Gryffindor Vault' header is visible, followed by tabs for 'Vault', 'Members' (which is selected), 'Reports', and 'Settings'. The 'Members' section displays a list of members with columns for 'All', 'Invited', 'Needs confirmation', and 'Revoked'. A search bar labeled 'Search members' is present. On the right side of the members list, there is an orange button labeled '+ Invite member', which is highlighted with a red rectangular box. Below the tabs, there is a table with columns: 'All', 'Name', 'Collections', 'Role', 'Policies', and a vertical ellipsis. The table contains one row with a green circular icon, a name, 'All' under Collections, 'Owner' under Role, and a vertical ellipsis under Policies.

The **Invite Members** screen is displayed. The **Role Tab** is selected by **default**.

Role**Collections**

Add new users to your shared vault by selecting them below.

Email (required)

joe.bloggs@myemail.com

enter the email address of new members separated by a comma.

Member role

- ☒ **User**
Access and add items to assigned collections
- ☐ **Manager**
Create, delete, and manage access in assigned collections
- ☐ **Admin**
Manage shared vault access, all collections, members, reporting, and security settings
- ☐ **Owner**
Manage all aspects of your shared vault, including billing and subscriptions

Save

Cancel

Grant Permissions to a Collection

Before granting a user access to a Shared Vault, you must **grant permissions** to at least one **collection** in the Shared Vault.

Click on the **Collections** tab.

Choose the Permission from the **Permission** dropdown.

Choose the Collection from the **Select Collections** dropdown.

INVITE MEMBER

Role

Collections

☐ Grant access to all current and future collections.
If checked, this will replace all other collection permissions.

Permission

Can view

Select collections

Default collection

✓

Default collection

Collection

Permission

No collections added

Save

Cancel

Click **Enter**. The **Permissions assigned** to the **Collection** is **displayed**.

INVITE MEMBER×

Role

Collections

☐ Grant access to all current and future collections.
If checked, this will replace all other collection permissions.

Permission


Select collections

Can view

-- Type to filter --

Collection

Permission

 Default collection

Can view

×

Save

Cancel

Select Member to Invite

Once at least one Collection in the Shared Vault has Permissions assigned, Members can be invited to the Shared Vault.

The **Role** Tab is selected by **default**.

Select a Member to invite from the **Select New Members** dropdown.

Select the **Member Role. User** is checked by **default**.

INVITE MEMBER



Role

Collections

Add new users to your shared vault by selecting them below.

Select new members.

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Member role

- ☒ **User**
Access and add items to assigned collections
- ☐ **Manager**
Create, delete, and manage access in assigned collections
- ☐ **Admin**
Manage shared vault access, all collections, members, reporting, and security settings
- ☐ **Owner**
Manage all aspects of your shared vault, including billing and subscriptions

Save

Cancel

Click **Save** to invite the member to the Shared Vault. The Member is displayed in the **Member List** for the Shared Vault.

Alternatively, click **Cancel** to cancel the operation.

Members

All 3

Invited

Needs confirmation

Revoked

🔍

Search members

+ Invite member

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	<div><div>AD</div><div>Ademo</div><div></div></div>		Owner		
<input type="checkbox"/>	<div><div>BD</div><div>Bdemo</div><div></div></div>		User		
<input type="checkbox"/>	<div><div>DE</div><div></div><div></div></div>	All	Owner		