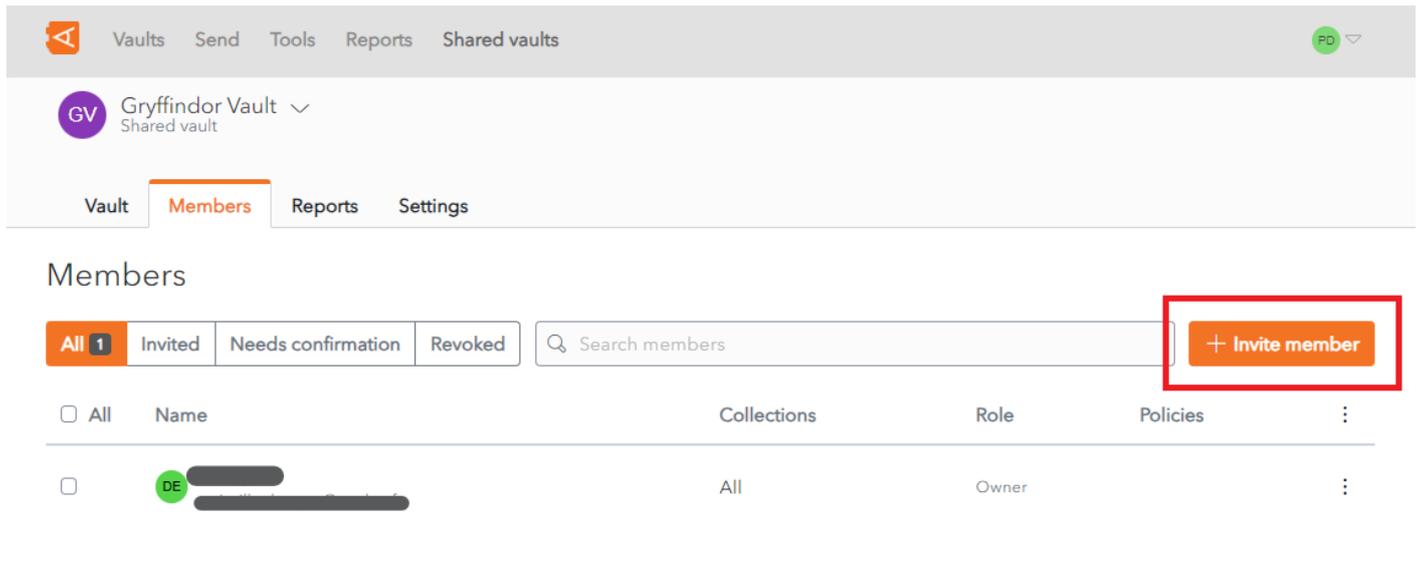


Invite Member to Shared Vault

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



The screenshot shows the 'Members' screen for a shared vault named 'Gryffindor Vault'. The interface includes a top navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below this, the vault name and a dropdown arrow are visible. A secondary navigation bar contains 'Vault', 'Members' (selected), 'Reports', and 'Settings'. The main content area is titled 'Members' and features a filter bar with 'All 1', 'Invited', 'Needs confirmation', and 'Revoked' tabs. A search bar labeled 'Search members' is also present. A red box highlights the '+ Invite member' button. Below the filter bar is a table with columns for 'Name', 'Collections', 'Role', and 'Policies'. A single member is listed with a green profile icon, the name 'DE', 'All' collections, and 'Owner' role.

<input type="checkbox"/>	Name	Collections	Role	Policies	
<input type="checkbox"/>	DE	All	Owner		⋮

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)

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**.

Role

Collections

 Grant access to all current and future collections.

If checked, this will replace all other collection permissions.

Permission

Can view



Select collections

-- 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**.

Role

Collections

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

Select new members.

A horizontal dropdown menu for selecting members. It contains one selected item, 'Ademo A.', which is highlighted with a red border. To the right of the item is a small 'x' icon for removal. At the far right of the menu is a larger 'x' icon and a downward-pointing triangle indicating the dropdown.

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.



Vault

Members

Reports

Settings

Members

All **3**

Invited

Needs confirmation

Revoked

[+ Invite member](#)

<input type="checkbox"/> All	Name	Collections	Role	Policies	⋮
<input type="checkbox"/>	 Ademo [Redacted]		Owner		⋮
<input type="checkbox"/>	 Bdemo [Redacted]		User		⋮
<input type="checkbox"/>	 [Redacted] [Redacted] fr	All	Owner		⋮

Revision #5

Created 22 November 2023 13:25:55 by WALLIX Admin

Updated 6 January 2025 19:30:16 by WALLIX Admin