



Invite a collaborator

Azopio is a user-friendly and sharing document platform. It is therefore giving you the possibility to invite a certain number of collaborators (this number depends on the offer you subscribed to) so that you can share all your documents and exchange information with others.

To invite a collaborator you just need to follow the different steps here below:

- Click on “Manage your account” and then on “Manage your account settings”

The screenshot shows the Azopio user interface. At the top, there is a search bar and buttons for 'BROWSE YOUR FILES' and 'ADD A DOCUMENT'. Below this, there are navigation tabs: 'Home Azopio Testing', 'Manage your documents', and 'Manage your account' (highlighted with a red box). The main content area contains several management options:

- MANAGE YOUR ACCOUNT SETTINGS** (highlighted with a red box)
- ADD YOUR CLOUD SERVICES (STORAGE, ONLINE ACCOUNTING,...)
- MANAGE YOUR SUBSCRIPTION
- ADD YOUR BANK ACCOUNTS
- ORDER YOUR DEMAT'BOX
- ADD YOUR SUPPLIERS' ACCOUNTS
- ADD YOUR DEMAT'BOX

- Next, click on the tab “User management”

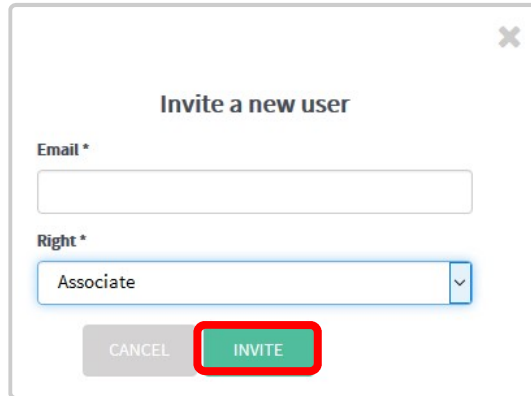
Number of users you still can invite (this number depends on your subscription plan)

The screenshot shows the 'Manage your account details' page. The left sidebar contains several management options, with 'USERS MANAGEMENT' (Rights management, adding user) highlighted in red. The main content area is titled 'USERS MANAGEMENT' and includes a table of users for the company 'azopio testing':

Last Name	First name	Email	Right	
azopio	testing	testing@azopio.com	Administrator	
azopio	support	support@azopio.com	Associate	EDIT
azopio	product	product@azopio.com	Guest	EDIT

Below the table, there is a message: 'You still can connect 2 users' (highlighted with a red dashed box) and an 'ADD A USER' button (highlighted with a red box). A red arrow points from this message to the text 'Number of users you still can invite' above.

- If you wish to invite a new user, just click on “Add a User” and a new window will appear (see below) inviting you to give the email address of the new user you wish to invite as well as the user rights you wish to grant to him/her (Administrator, collaborator or guest – for more details about the users rights, please go to page 31). Once all the information has been entered, click on “Invite” and an email invitation will be automatically sent to the person you wish to invite.



The image shows a dialog box titled "Invite a new user" with a close button (X) in the top right corner. Inside the dialog, there are two required fields: "Email *" and "Right *". The "Email *" field is an empty text input box. The "Right *" field is a dropdown menu currently showing "Associate". At the bottom of the dialog, there are two buttons: "CANCEL" and "INVITE". The "INVITE" button is highlighted with a red rectangular border.