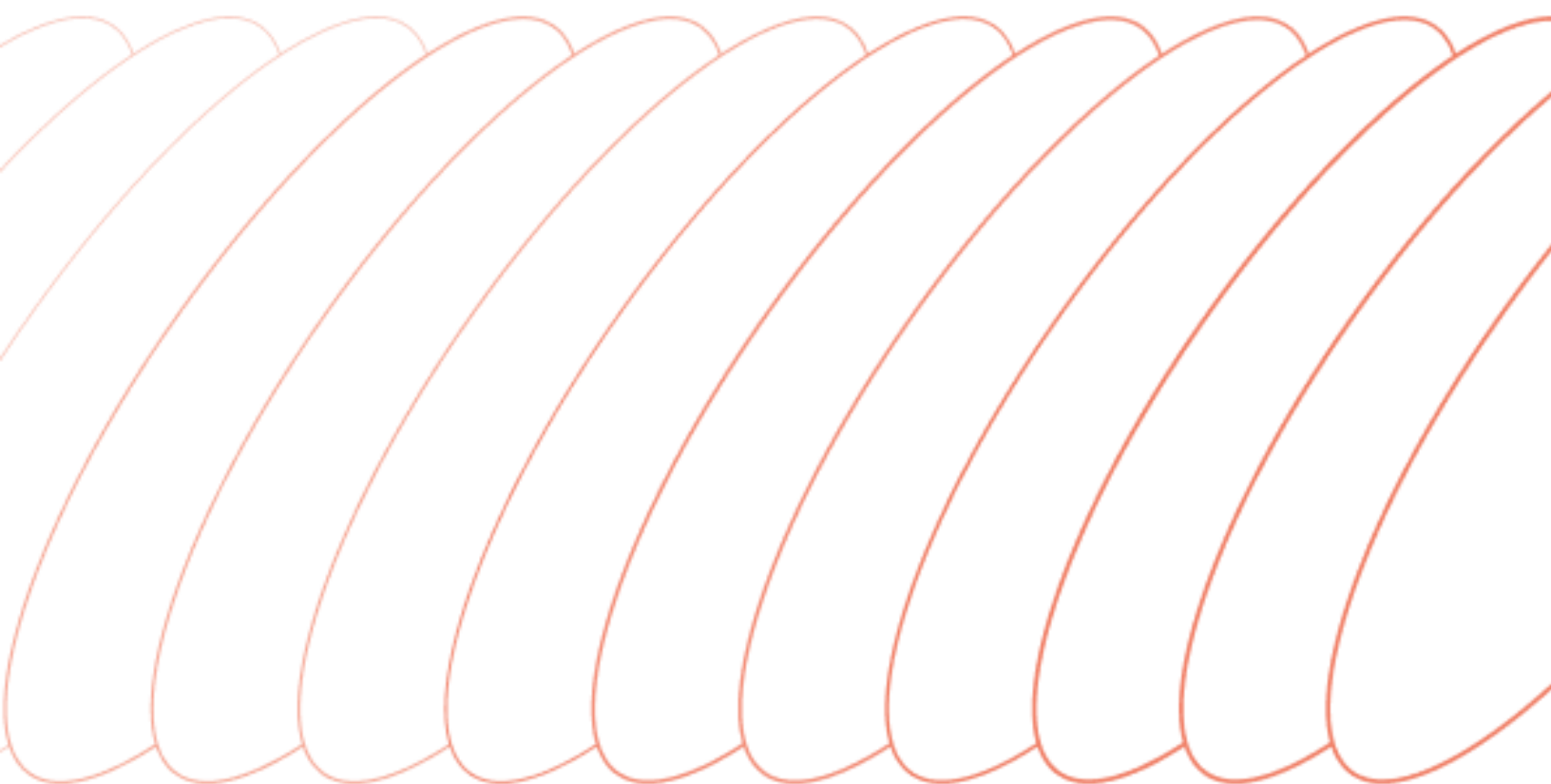
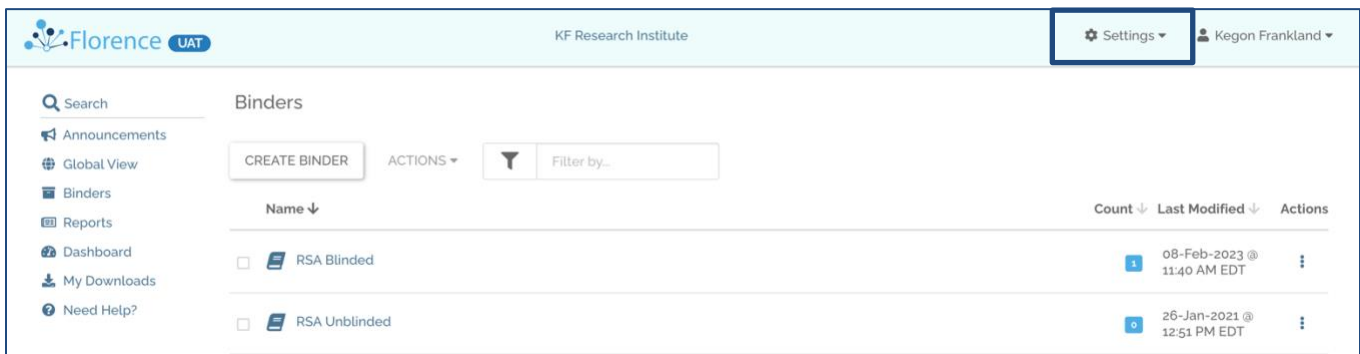


STEPS TO

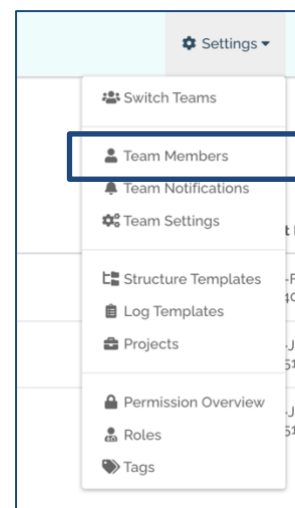
Invite New Users and Assigning Roles



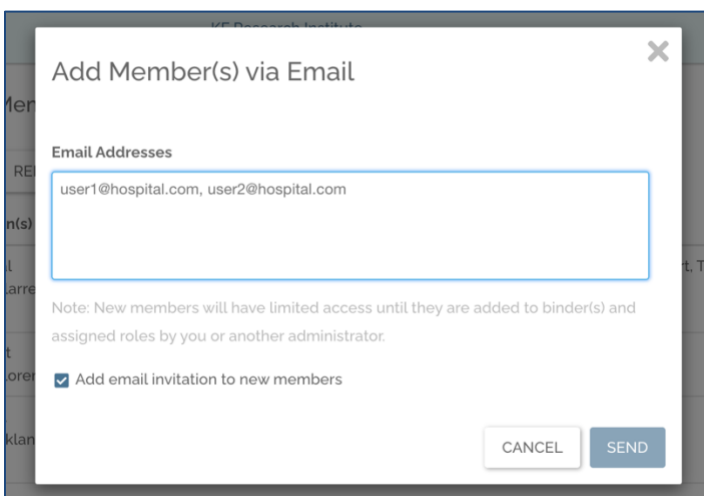
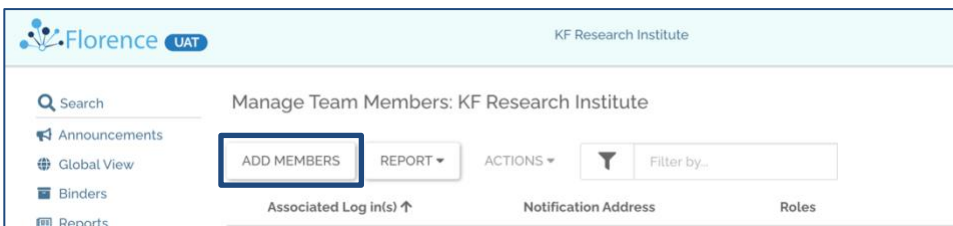
1. Click **Settings** in the top right corner.




2. Select **Team Members**.








3. Click **Add Members** and enter the email address(es) of the team members you wish to invite to the space.



Note: The invited user(s) will receive an email invitation to join the team. If they are brand new to Florence, they will be prompted to create an account within the invitation.

4. Assign the new user a role by clicking the Actions  Icon, then **Manage Access**.


<input checked="" type="checkbox"/>	Florence Support support@florencehc.com	support@florencehc.com	Team Setup	
<input type="checkbox"/>	Kegon Frankland kegon.frankland@florencehc.com	kegon.frankland@florencehc.com	Florence Support	


-  Manage Access
-  Permission Overview
-  Remove ALL Permissions
-  Remove Member


5. Select the role you'd wish to assign from the drop down. Turn the role "ON" and save your changes.

Manage Access for Florence Support

Search below to add a role and manage their access

 Filter list below

Bulk Assign 

<input type="checkbox"/>	Role	2 Status	Start	End
<input type="checkbox"/>	Team Setup	Off <input checked="" type="checkbox"/> On	15-Jun-2023 @ 01:36 PM PDT	Never 

CANCEL SAVE