

Invite New Team Member (New Developer)

A subscriber is able to invite a new member (New Developer) to the SAMi portal by sending an invitation from the My Teams page. The **My Teams** page, is categorized into 2 tabs:

- Invite tab
- Members tab

To invite a new team member to work on the subscribed app, do the following:

1. Go to My Teams, click on Doc Team to expand.

My Teams		Home My Teams
		Create Team
	& Doc	~
Available Filters Combine filters to get wished results	& Natual-Team06	~

The Doc team section expands and displays input fields to invite a member.

- 2. In Invite tab, enter the Email Address of the team member in the text box provided.
- 3. Click Invite button.

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			Create Team
	& Doc		^
Available Filters Combine filters to get wished results	Invite Members		
	Email *	Role	
Search by Team Name Q	james.d@yopmail.com	Team Developer	~
Roles	Invite		
	& Manual-Team06		~

Upon clicking **Invite** button, a message pops up stating, "User does not Exists. Complete the First Name and Last Name fields to have the user created".



- 4. Enter the **First Name** and **Last Name** in the respective textboxes.
- 5. Click Invite.

My Teams		н	ome • My Teams
		Cr	eate Team
	요 Doc		^
Available Filters Combine filters to get wished results	Invite Members		
	Email *	Role	
Search by Team Name Q	james.d@yopmail.com	Team Developer	-
Roles	First Name *	Last Name *	
	Invite Cancel		

A success message appears, "Invitation sent successfully".

	My Teams				Home • My Teams Create Team
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Available Filters Combine filters to get wished results		Invite Members			
	Front In Toro Marco		Email *	Role	
	Search by Team Name	Q	james.d@yopmail.com	Team Developer	•
	Roles	~	Invite		

An email message with the invitation is sent to the invited team member with a link to reset the password.



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6. The invited team member opens the email from the Inbox and clicks on the password reset link.

The SAMi portal opens in the browser with the option to enter **New Password** and **Confirm Password** in the respective textboxes.

- 7. The member enters the **Password** and **Confirm Password** in respective textboxes.
- 8. Clicks Save.

S.	Home E	xplore Community 🗸	Sign In
	Change Password		
	Password		
	Enter Again		
	Save		

An email message is sent to the team member mentioning, "You have been invited to join the team".



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9. Click on **Members** tab to view the added Team members.

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My Teams			Home • My 1 Create Team	Teams
	옰 Doc			\mathbf{N}
Available Filters Combine filters to get wished results	Invite Members			
Search by Team Name	Email qazia@sidgs.com	Role Owner	Operations	
Roles ~	james@yopmail.com	Member	Delete	
	reg123456@yopmail.com	Member	Delete	
	james.d@yopmail.com	Member	Delete	



Delete a Team Member

To delete an existing Team member, you need to navigate to My Teams and then Member tab, select and delete a member.

1. **In My Teams** page, click on **Members** tab, and then click on **Delete** button to delete any existing team member.

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My Teams			Home → Create T	My Teams
	ය Doc			~
Available Filters Combine filters to get wished results	Invite Members			
	Email	Role	Operations	
Search by Team Name Q	qazia@sidgs.com	Owner		
Roles 🗸	james@yopmail.com	Member	Delete	
	reg123456@yopmail.com	Member	Delete	
	james.d@yopmail.com	Member	Delete	
	& Manual-Team06		/	× /

The member is deleted successfully. A message appears, "Removed Successfully".

To confirm visit the **My Teams** page > **Members** tab and verify. The member will no longer be available in the My Teams page.

Invite Members					
Email	Role	Operations			
qazia@sidgs.com	Owner				
james@yopmail.com	Member	Delete			
reg123456@yopmail.com	Member	Delete			