

6. Personnel | Work'N'Roll

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6.1 How to add a user [🔗](#)

6.1.1 On the home page, select the Personnel section

6.1.2 Select All Personnel

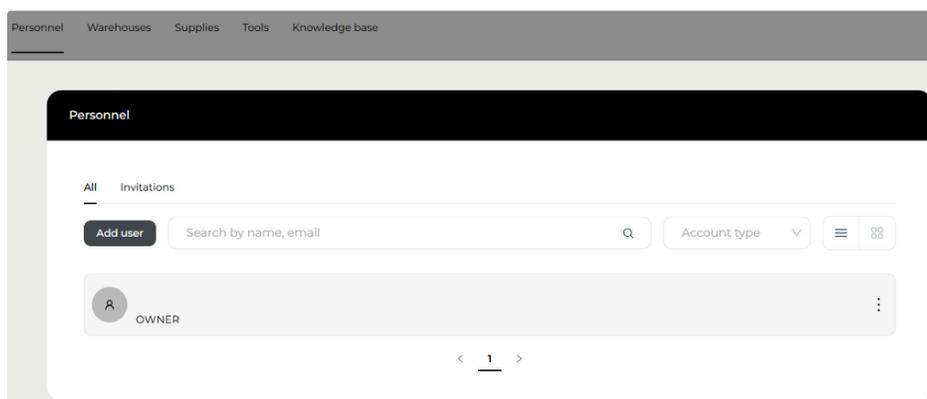


Figure 6.1 - Personnel

6.1.3 Click Add User

6.1.4 Select the account type for the new participant: manager, worker, subcontractor

6.1.5 Enter the user's email

6.1.6 Click Add

6.1.7 An invitation link will be sent to the email address provided

6.1.8 Use the search by name, email, or account type

6.1.9 Click on the field with the desired user

6.1.10 View the user's information

6.1.11 Click on the three-dot icon next to the desired user and select Details

6.1.12 You will be redirected to a page with general and professional information

Further See paras. 3.1-3.2 [3. User profile | Work'N'Roll](#)

6.2 How to accept a user's invitation and register with a company [🔗](#)

6.2.1 Log in to your email account

6.2.2 Follow the link sent from your Work and Roll email address to confirm your invitation

6.2.3 You will be redirected to the registration page

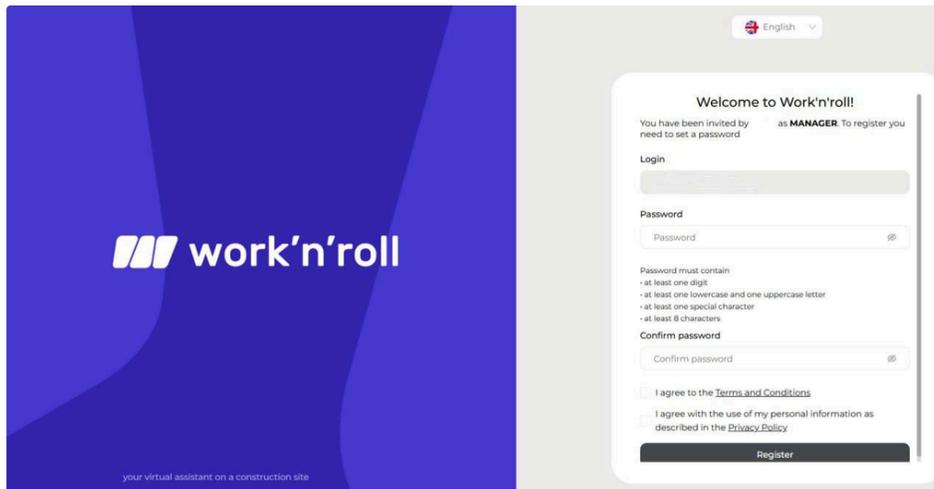


Figure 6.2 - Registration page

6.2.4 Create your login password following the instructions

6.2.5 Confirm your password

6.2.6 Agree to the Terms and Conditions and Privacy Policy by checking the empty boxes

6.2.7 Click Register

6.3 Invitation management [🔗](#)

6.3.1 From the home page, select the Personnel section

6.3.2 Select Invitations

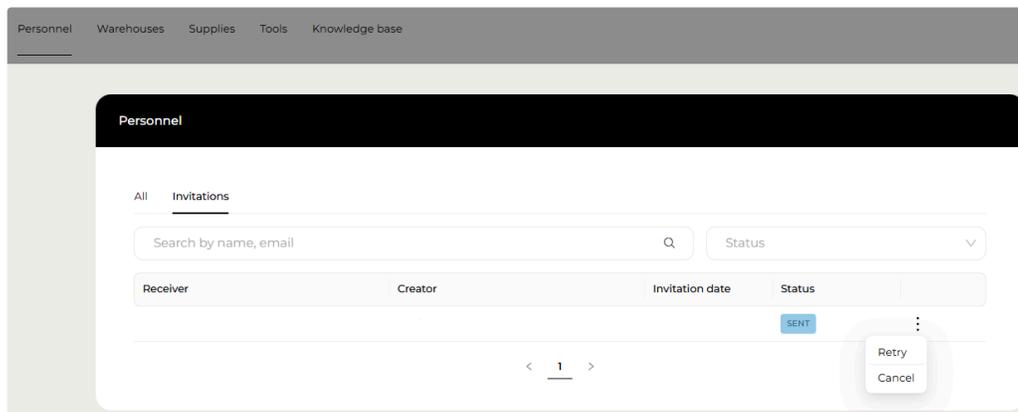


Figure 6.3 - Invitations

6.3.3 Search by name, email or user status

6.3.4 View all sent invitations and information about the recipient, creator, date and status of the invitation

6.3.4 Click the three-dot icon next to the desired user

6.3.5 If the recipient does not confirm the invitation, click Retry or Cancel the invitation