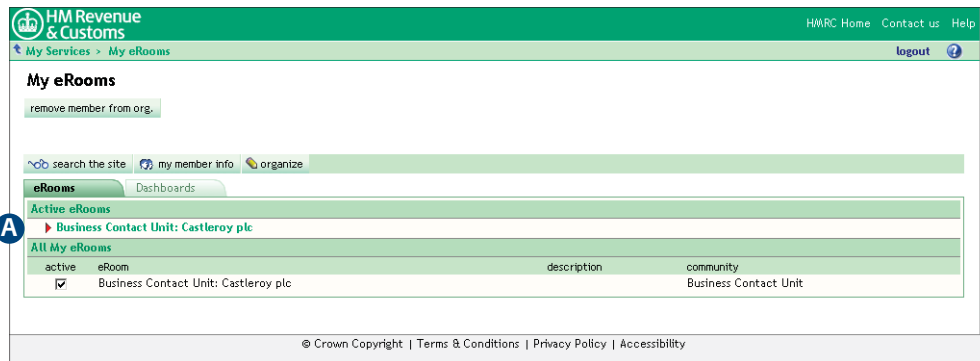


Customer Nominated Contact

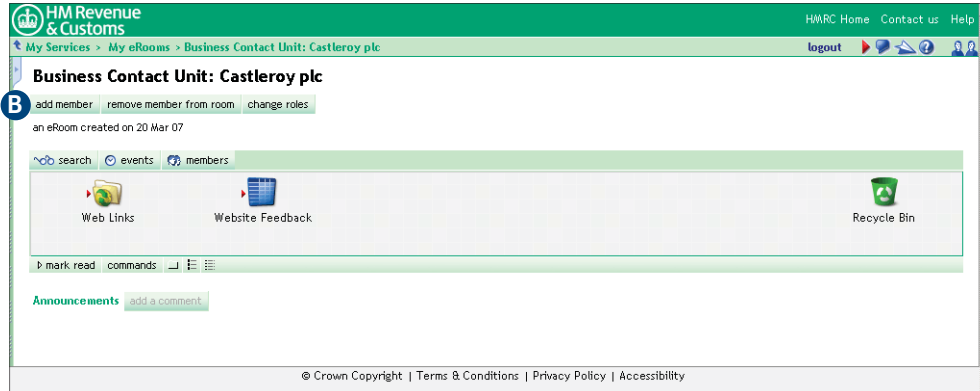
Request to add an existing Customer Member to a Room

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



A available Rooms

- 2 Select the **add member** button (B).



B add member button

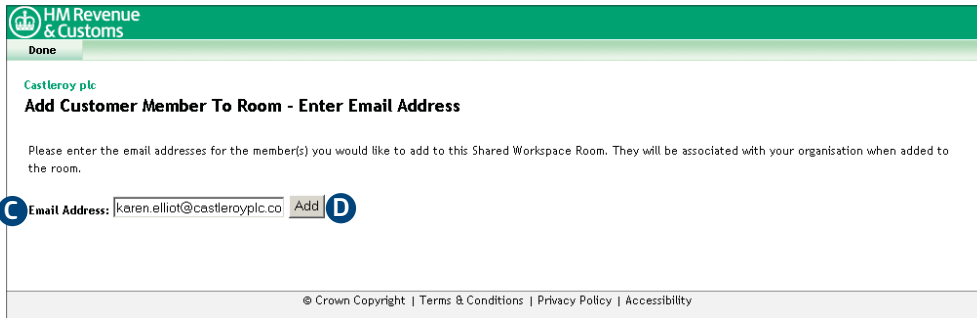
3 Enter the new member's **email address** (C).

4 Select **Add** (D).



Note

If you are adding more than one member, you must select the **Add** button after entering each Email Address.



C Email address field

D Add button

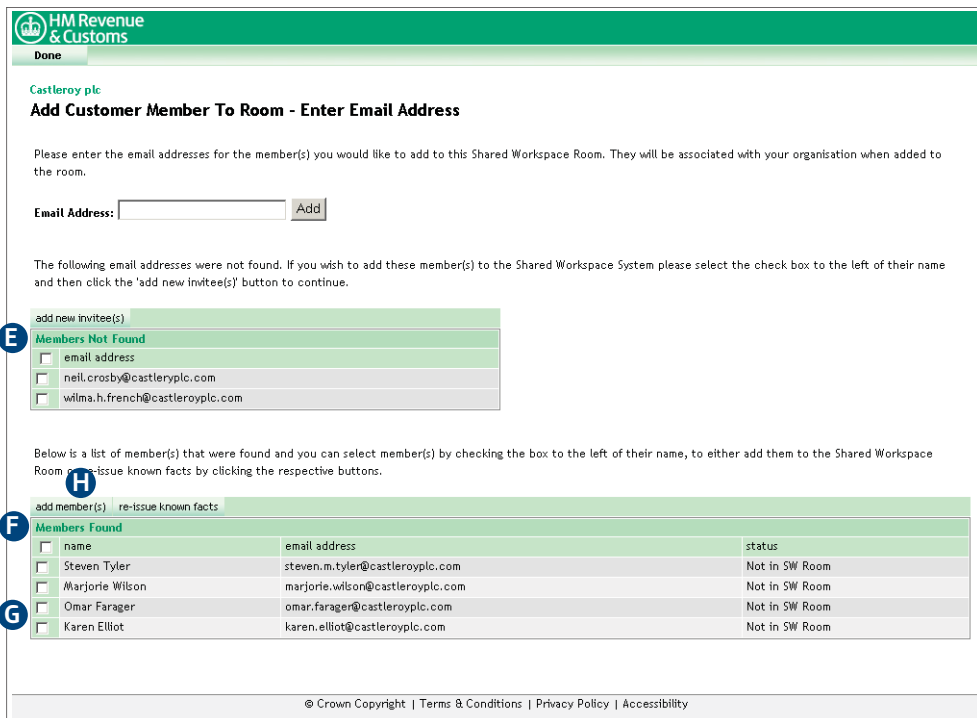
5 The screen then displays a list of **Members Not Found** (E) and a list of **Members Found** (F).

5a Members not found

Make sure you have entered the correct **Email Address** and amend as necessary. Go to 5b.

5b Members Found

Check the **checkbox(es)** alongside the relevant member(s) to be added (G) and select **add member(s)** (H).



The following email addresses were not found. If you wish to add these member(s) to the Shared Workspace System please select the check box to the left of their name and then click the 'add new invitee(s)' button to continue.

add new invitee(s)	
Members Not Found	
<input type="checkbox"/>	email address
<input type="checkbox"/>	neil.crosby@castleroyplc.com
<input type="checkbox"/>	wilma.h.french@castleroyplc.com

Below is a list of member(s) that were found and you can select member(s) by checking the box to the left of their name, to either add them to the Shared Workspace Room or re-issue known facts by clicking the respective buttons.

add member(s) re-issue known facts		
Members Found		
<input type="checkbox"/>	name	email address
<input type="checkbox"/>	Steven Tyler	steven.m.tyler@castleroyplc.com
<input type="checkbox"/>	Marjorie Wilson	marjorie.wilson@castleroyplc.com
<input type="checkbox"/>	Omar Farager	omar.farager@castleroyplc.com
<input type="checkbox"/>	Karen Elliot	karen.elliott@castleroyplc.com
		status
		Not in SW Room
		Not in SW Room
		Not in SW Room
		Not in SW Room

E Members Not Found

F Members Found

G checkbox(es)

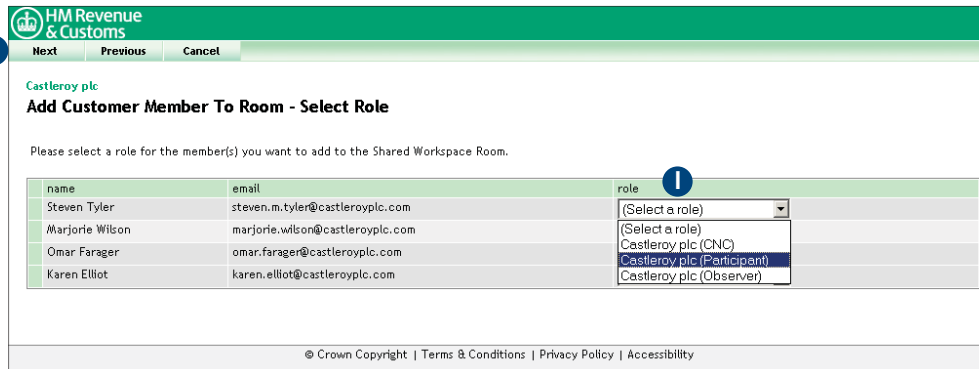
H add member(s) button

- 6 Select an appropriate role from the **role** drop down menu (I).
- 7 Select **Next** (J).



IMPORTANT

You must take care to select the correct role and ensure that you only select a role that contains your Organisation's name.



Castleroy plc

Add Customer Member To Room - Select Role

Please select a role for the member(s) you want to add to the Shared Workspace Room.

name	email	role
Steven Tyler	steven.m.tyler@castleroyplc.com	(Select a role)
Marjorie Wilson	marjorie.wilson@castleroyplc.com	(Select a role)
Omar Farager	omar.farager@castleroyplc.com	Castleroy plc (CNC)
Karen Elliot	karen.elliott@castleroyplc.com	Castleroy plc (Participant)
		Castleroy plc (Observer)

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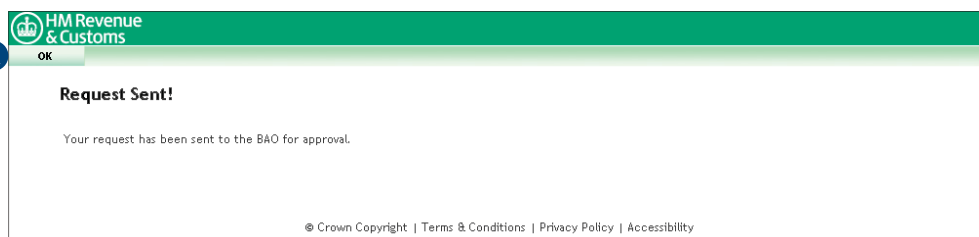
- I role drop down menu
- J Next button

- 8 The **Request Sent** screen confirms your action.
- 9 To complete the action select **OK** (K).



Note

The request is submitted to the Room's BAOs for approval.



HM Revenue & Customs

Request Sent!

Your request has been sent to the BAO for approval.

OK

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- K OK button