Setting Up and Inviting Users, for Customers Using the Whitespace Platform Active Directory

The email domain needs to be on a list of known domains for your organisation.

Your existing domains have automatically been added.

Talk to Support if you need to add a new email domain

Users Editor ✕

Email:	user@whitespace.co.uk
Notification Email:	
Name:	User Name

Authoriser

Team CSV:		
	☑ AVIATION	☑
	☑ AEROSPACE	☐
	☐ COMPLEX PROPERTY	☐
	☐ CASUALTY	☐
	☐ CARGO	☐
	☐ FINANCIAL LINES	☐
	☐ MARINE	☐
	☐ SPECIAL RISKS	☐

Allow Reporting: ☐

Off-Platform: ☐ Only Whitespace administrators can change this option.

Current state: Live

Invite User: Send Invite

Ok   Cancel

An invitation is automatically issued when the status is set to Live or Read only.

Suspending a user also suspends their account on the Platform active directory

Click **'Send Invite'** when ready to invite user to access the Platform

Click **Ok**

Search in the current table...   Verify   Save & Publish

#	Emails	Alert	Name	Teams	Allow Reporting	Off-Platform	Current State	Invite	Actions
9	**Email:** user@whitespace.co.uk **Notification Email:** user@hotmail.co.uk	@→	User Name	AVIATION	NO	NO	Live	☑	👤
10	**Email:** user@whitespace.co.uk	@	User Name	AVIATION	NO	NO	Live	✉	👤
11	**Email:** user@hotmail.co.uk	@	User Name	AVIATION, AEROSPACE, FINANCIAL LINES	YES	NO	Draft	➖	👤 🗑 ⚠
12	**Email:** user@whitespace.co.uk	@	User Name	AVIATION, AEROSPACE,	NO	NO	Draft	✕	👤 🗑 ⚠

👤 Download csv template   Choose file to import   Browse   Import   Cancel

Invitation Status:

☑	User is fully set up on the platform
✉	User has been invited, pending response
➖	Domain is not permitted
✕	User has not been invited