# tobii dynavox

How to invite somebody to the application

A. At any time, you can invite the end user, client contact or SLP. This can be done from the **CLIENT INFORMATION** section.   It can also be done from the main ***My Applications*** Page.

1. When in an application, click ***CLIENT INFORMATON***

∨ Client Information

Basic Info	✅
Fam Contact/Legal Guardian	✅
Speech Language Pathologist	✅
Treating Physician	✅
Shipping Address	✅
Equipment Recommendation	✅
Insurance	⚪

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2. To invite the end user, SLP, etc. Scroll down to the bottom of the task bar. There will be a box with an envelope on it, click **Send invitation.**
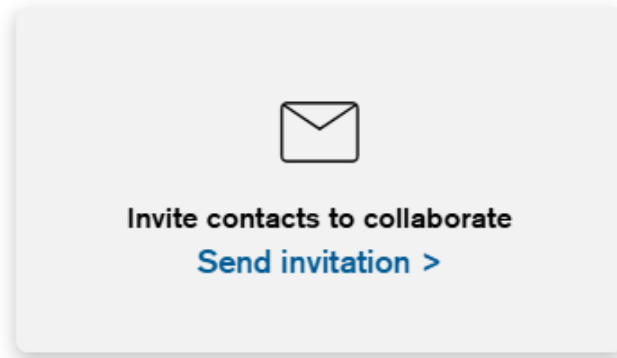
That will lead you to this page:

Invite access

To collaborate with others in the application you must invite the contact. This will give them access to view and edit the application. You can also add and revoke invitations later from the application's Invite page.

Email

Access Level

Select access level ⌄

Invite

3. Enter the email address of the person you would like to invite to this application. Then, select the access level you would like to give them. Select **Full access** or **Read Only** access.

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4. You can also invite from the Applications landing page:
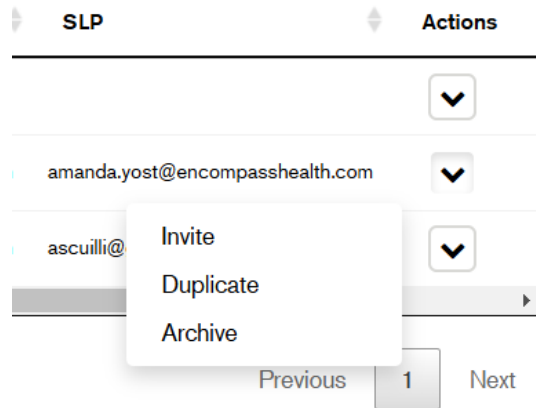
Click **My Applications**

5. Locate your application that you want to Invite a collaborator to. Find the **Actions** tab. Click the arrow to open up the list of available actions.

Client	Created	Last Modified	Type	Completion	Status	Created By	Rep	SLP	Actions
CHARLIE BROWN	01/13/2025	01/13/2025	Purchase	69%	Not yet submitted	ascuilli@gmail.com	paula.cook@tobiidynavox.com		⌄
HARRY POTTER	01/09/2025	01/09/2025	Purchase	51%	Not yet submitted	ascuilli@gmail.com	mark.sauka@tobiidynavox.com	amanda.yost@encompasshealth.com	⌄
GEORGE WASHINGTON	01/02/2025	01/07/2025	Trial/Purchase	92%	Sent to Tobii Dynavox	ascuilli@gmail.com	mark.sauka@tobiidynavox.com	ascuilli@gmail.com	⌄

Showing 1 to 3 of 3 entries

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6. Select *Invite* from the dropdown menu.

That will lead you to this page:

7. Enter the email address of the person you would like to invite to this application. Then, select the access level you would like to give them. Select *Full access* or *Read Only* access.