Digital Evidence – Quick Reference

Invite a Case Participant – Public Users

This task can only be completed by a user that has been granted the case access permission of Invite People.

1. View Case List > Locate the appropriate case > Select Update Case

Hon	ne Invite Lista	View Case List	View Hearings	Admin	Support		Case name / referen	C0	Search Cases	Account
-	Case List									
	Name	Reference	,	u	isting Number	Next Hearing Date	Last Updated	Created By		
	* TrainingAOC202	220808 Elisabeth v	s. Quick Refrence	Sheets			August 11, 2022 10:48 AM	AZ AOC	Review Evidence Up	date Case

 Select the People tab > Select Invite New Participant > Invite A New Case Participant will be selected by default

Case Home Review	lndex Se	ctions	eople M	y Share Group	Bundles								
TrainingAOC20220727													
People Index													
Invite New Participant Invite A List													
2	Title (Mr, Mrs, )	First Name	Last Name	Role	Expiry Date								
Update Case Access	Deputy Clerk	Summer	Dalton	Clerk									

- i. Person's Email: enter the participant's email address
- ii. <u>Role</u>: will be automatically selected when the participant has an existing user account, <u>or</u> select the appropriate role for a participant that does not have an existing user account
- iii. Pre-Register: leave unchecked
- iv. **Expiry Date: leave blank**, <u>or</u> to provide limited-time access, <u>select the calendar icon</u> to choose the date that the participant's access to the case will expire
- v. Bundle Access: select the box to add a checkmark for the appropriate Hearing Bundle(s)
- vi. Access Permissions: will be automatically selected based on the participant's Role
  - A. Additional permissions may be selected
  - B. Any automatically selected permissions may be removed
- vii. <u>Emails</u>: Send Advisory Invitation Email will be automatically selected based on the participant's Role
  - A. **If a custom message needs to be included but the text box is missing, deselect** <u>and</u> reselect Send Advisory Invitation Email, and the invitation message text box will appear
  - B. Do NOT select Send bundle update notifications by Email
- viii. Select Invite