

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**



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



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