



Adding a staff member

1. To add a new staff member, the Anchor first navigates to "Staff Members" in the top navigation, then clicks "+" in the top right of the staff members list page :

Staff members

Change Anchor

First name	Last name	Email	
Employee	First	e1@temp.org	×
Temp	Anchor	anchor@temp.org	×

2. This will open a modal dialog where the Anchor enters the new staff member's name and Email, to finish off clicking "Send invitation" :

First name* Second

Last name* Employee

Email* e2@temp.org

Cancel Send invitation



3. The effect of this is that BrainChain sends an Email to the new staff member with an activation link. As long as the staff member did not follow this link, his account is *not yet activated*. This not-yet-activated status is reflected to the Anchor in the staff member list with a greyed-out background for that staff member, as well as the ability to resend the invitation Email by clicking “Resend activation” :

BRAIN < > CHAIN | Staff members | Accreditation groups | Departments | Balance: 0€ | anchor@temp.org | EN

Role: Anchor

Staff members

Change Anchor +

First name	Last name	Email	
Second	Employee	e2@temp.org	Resend activation X
Employee	First	e1@temp.org	X
Temp	Anchor	anchor@temp.org	X

Removing a staff member

1. To remove a staff member from the list, it suffices the Anchor clicks “x” in the corresponding line:

BRAIN < > CHAIN | Staff members | Accreditation groups | Departments | Balance: 0€ | anchor@temp.org | EN

Role: Anchor

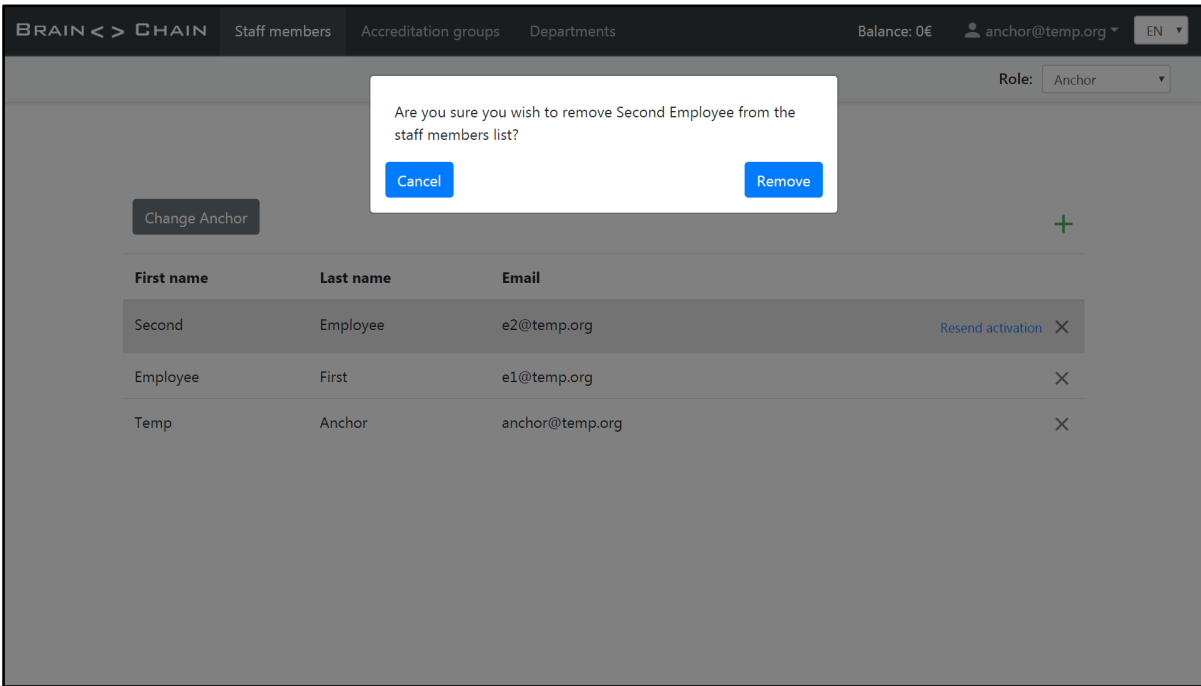
Staff members

Change Anchor +

First name	Last name	Email	
Second	Employee	e2@temp.org	Resend activation X Remove
Employee	First	e1@temp.org	X
Temp	Anchor	anchor@temp.org	X



2. This will open a modal dialog requesting removal confirmation:



To remove the staff member Anchor should click button.

3. Hitting "Remove" will immediately remove the staff member:

