Invitation Statuses

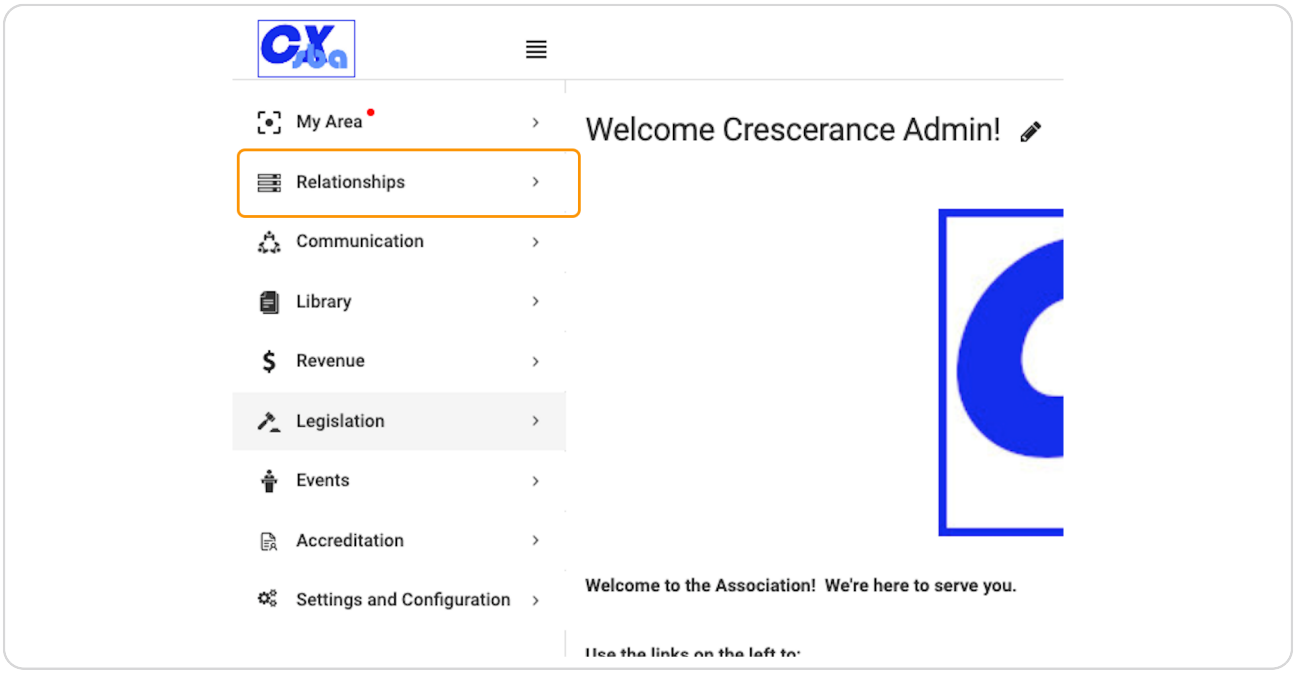
Understanding the different types of statuses for invitation

9 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	October 6, 2023	October 6, 2023

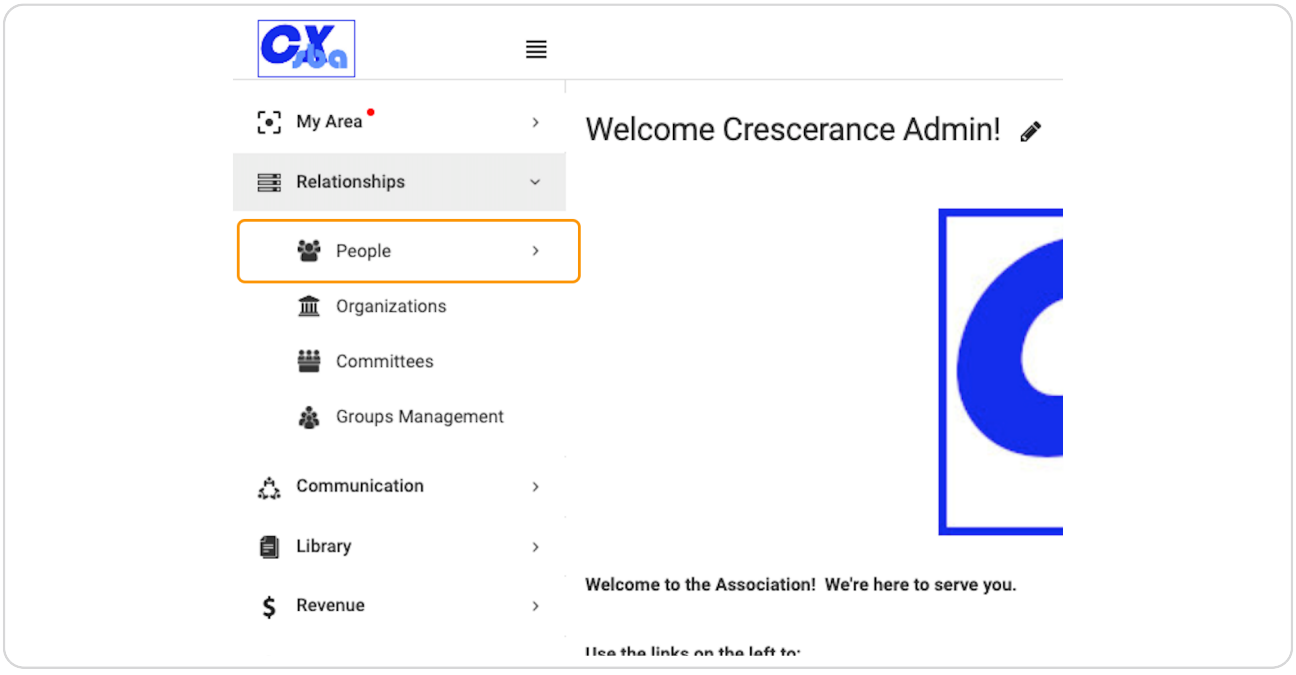
STEP 1

Click on Relationships



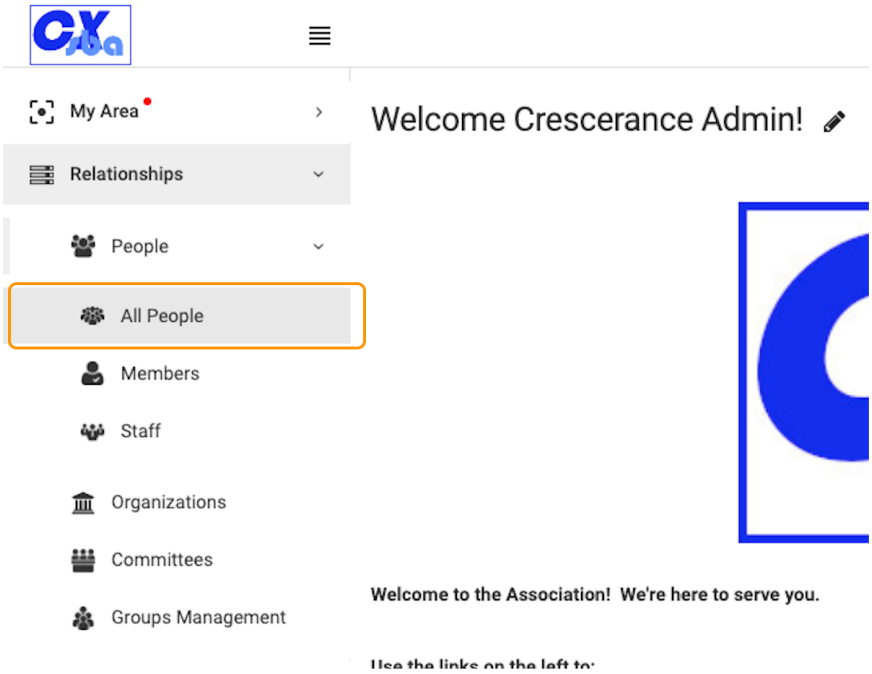
STEP 2

Click on People



STEP 3

Click on All People



The different types of Invitation Statuses

6 Steps

There are 3 types of statuses you'll encounter: Pending, Expired and Active

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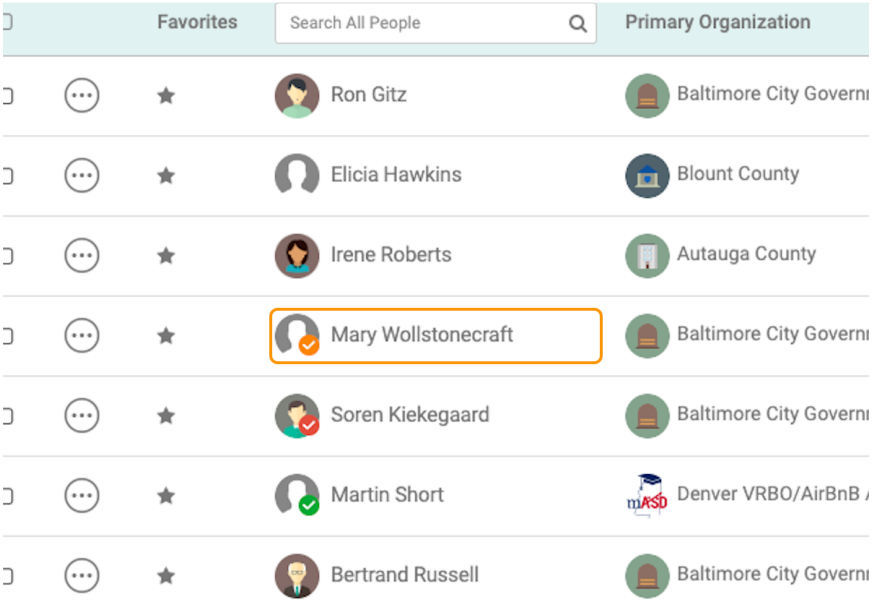
STEP 4

Pending Status

This will show up as an orange check mark next to the user's profile icon

This indicates this user has been sent an invitation, but has not yet created their password

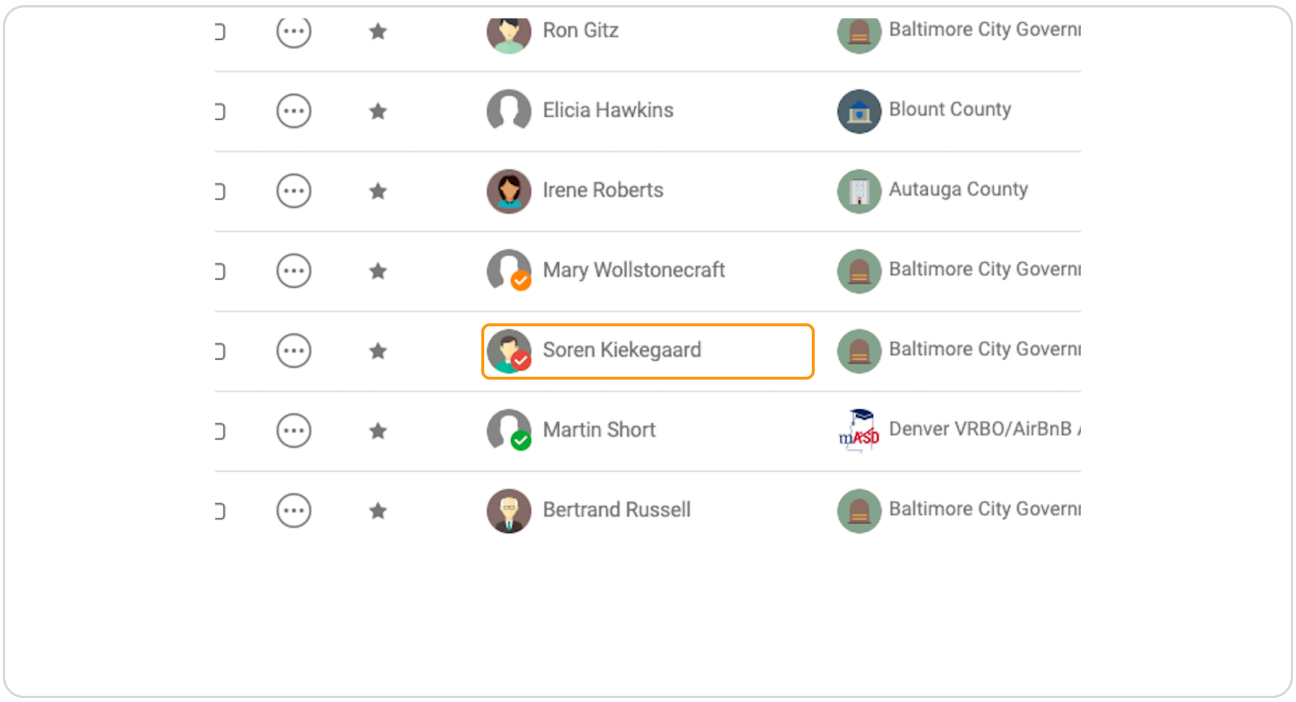


STEP 5

Expired Status

This will show up as a Red checkmark next to the user's profile icon

This indicates the person has not responded to the invitation, and it is now expired. This means the person will need to be resent an invitation in order to gain access into Engagifii

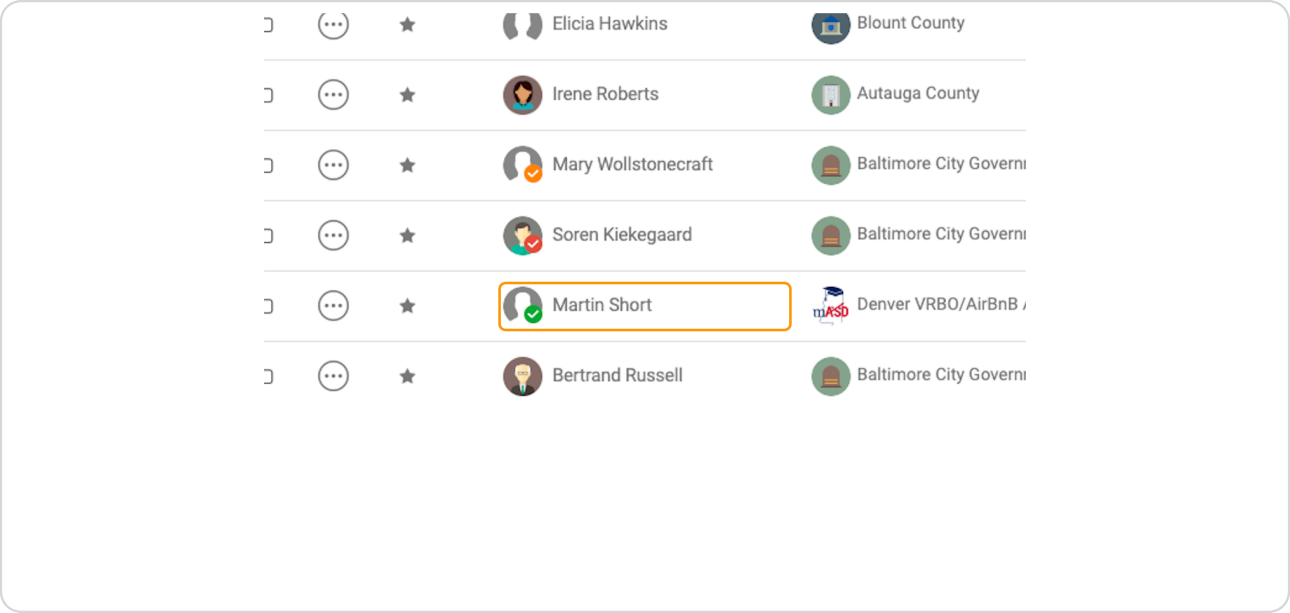


STEP 6

Active Status

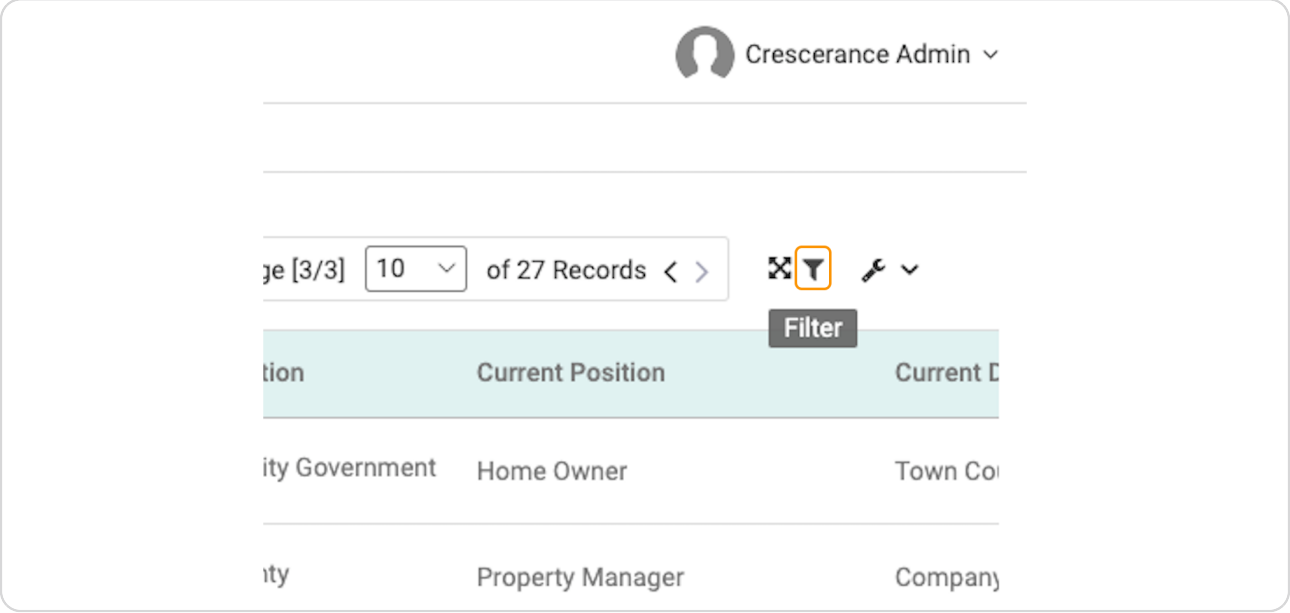
This will show up as a green check mark next to the user's profile icon

This indicates this user has created their password and gained access into Engagifii



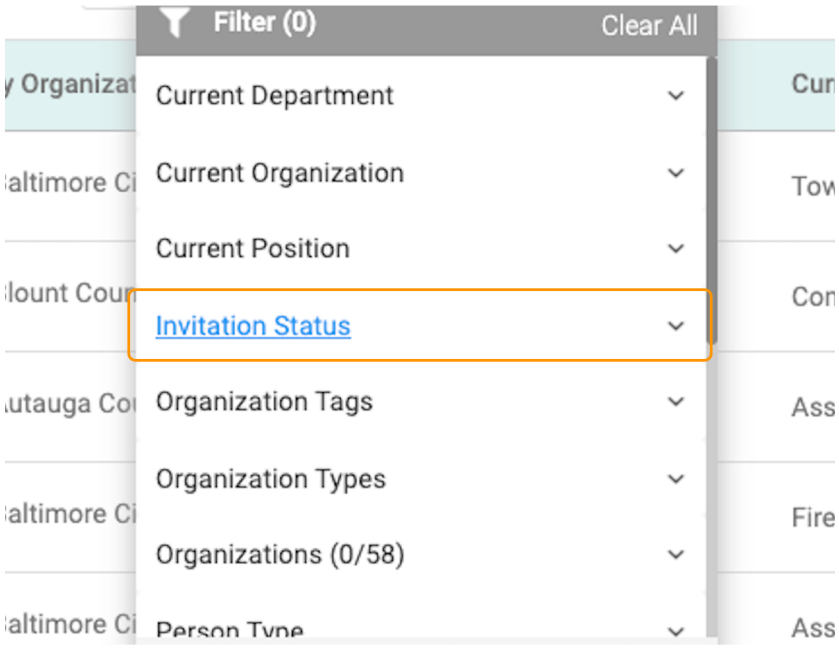
STEP 7

Click on the filter icon



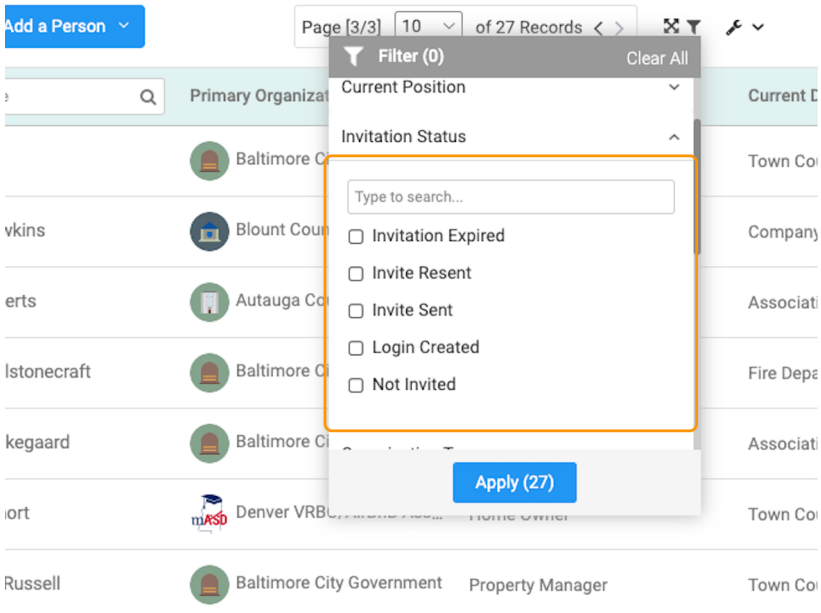
STEP 8

Click on Invitation Status



STEP 9

Filter and search your database based on the listed criteria



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