Invite Users

Sortify.tm
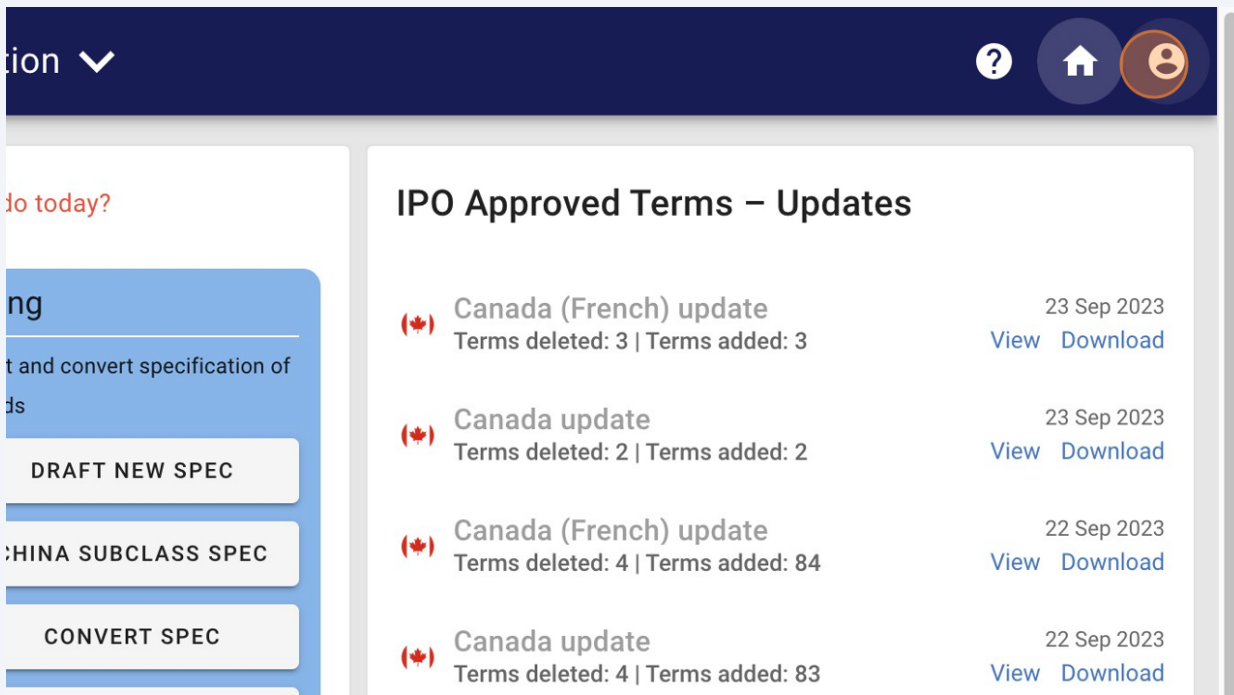
This guide explains how to invite multiple users to the Sortify application. It provides step-by-step instructions on how to navigate to the invite users section, enter email addresses, and check the status of invited users.

ⓘ Tip! You can only invite new users if you are the admin user for your organization.

1 Navigate to **https://app.sortify.tm**

2 Click the menu in the top right hand corner of your dashboard.

3 Click "Account"

4 Under the 'Invite Users' section, click the "Enter email" field.

(Converter, Reclassifier, Objection Manager)

- **File:** 80 search queries per month

  (Class Finder, Approved Goods Finder, Drafters)

- **Find:** Unlimited use

  (Dashboard, Quick Class, Quick Goods)

Next payment scheduled on 25, Sep, 2024 / Invoice

CANCEL SUBSCRIPTION

Invite users

You can add undefined more users

Enter email		INVITE

Admin	Zane Adams	zanea+testing123@sortify.tm

5 Enter the email address of the user you'd like to invite to join your organization's subscription.

6 Click "INVITE"

7 You can check the status of the invited users here.

8 Type "**fionadoyle+testing123@sortify.tm**"

9 Repeat the above steps to invite additional users.

Standard

YEARLY subscription

Started on 25, Sep, 2024

Includes:

- **Fix:** 20 fixes per month

  (Converter, Reclassifier, Objection Manager)

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Next payment scheduled on 25, Sep, 2024 / Invoice

CANCEL SUBSCRIPTION

Invite users   You can add undefined more users

Enter email

fionadoyle+testing123@sortify.tm   INVITE

Admin   Zane Adams   zanea+testing123@sortify.tm

PENDING		jackjones+testing123@sortify.tm	🗑
ACTIVE	Zane Adams	zanea+testing123@sortify.tm	🗑

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10 Click here.

Standard

UPGRADE PLAN

YEARLY subscription

Started on 25, Sep, 2024

Includes:

- **Fix:** 20 fixes per month

  (Converter, Reclassifier, Objection Manager)
- **File:** 80 search queries per month

  (Class Finder, Approved Goods Finder, Drafters)
- **Find:** Unlimited use

  (Dashboard, Quick Class, Quick Goods)

Next payment scheduled on 25, Sep, 2024 / Invoice

CANCEL SUBSCRIPTION

Invite users

You can add undefined more users

Enter email
fionadoyle+testing123@sortify.tm

INVITE

Admin   Zane Adams   zanea+testing123@sortify.tm

STATUS	NAME	EMAIL
PENDING		jackjones+testing123@sortify.tm
PENDING		fionadoyle+testing123@sortify.tm
ACTIVE	Zane Adams	zanea+testing123@sortify.tm

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ⓘ Tip! New users will receive an email invite with a link to create activate their **Sortify.tm** Attorney account.

Once they have created their account the status in the Account menu will change to "Active"