



VRE USER GUIDE

How to get access to the VRE platform?

A user will get access to VRE platform by invitation. A user will gain access once been invited into a project by site admin or program admin and finishes the registration process.

How to get access to a project?

A user can get access to a project by invitation from the admin of the project.

Once logging in, a user will see the project list of projects that they are a member of, and the projects that's visible too all the platform users. A user can view the project content and upload files to the project if he/she is a member of that project.

How to invite a user into a project?

As a project admin, you can add a user in the "teams" page of a project.

1. Go to teams' page by click on the "Teams" icon on the right of the project details page.
2. Click on "Add User" button to add a user.
3. You will fill in the email of the user you would like to invite in a popup modal and select what role you would like to assign to the user. Click "OK" to submit.
4. If the user already registered with this email on the platform, you would see a prompt noting this, and the user will get an email notification that he/she is added to the platform.
5. If the user's email is not registered with VRE, the user will get an email notification that guides he/she to finish the registration process. After the registration, the user should be able to log in to the platform with the credential.

Other questions?

You can email us at vre-support@charite.de