

Accepting the Invitation to Contribute

Last Modified on 10/12/2021 7:58 am MST

If you've been invited to participate as a contributor in a DecisionDirector activity, whether to provide input on requirements or feedback on business process document, for example, your invitation will arrive by email, and it will look similar to the examples shown below.

DecisionDirector Invitation by Email

The invitation will be sent from an account named "notify@decisiondirector.com" and will include a subject line that begins with "INVITATION to Contribute".

Important Note: Please be sure that your email system will accept messages from notify@decisiondirector.com, and that they don't get blocked or sent to your spam folder. If you were told to expect an invitation but have not yet received it, please check your spam or junk folder or contact your mail administrator for assistance.

To respond to the invitation (accept or decline), click on the link under the "To view or act upon..." label.

This is a typical Invitation to Contribute email from DecisionDirector

If there are problems with how this message is displayed, click here to view it in a web browser.

From: DecisionDirector <notify@decisiondirector.com> Sent: Sat 4/2/2016 7:08 PM
To: dd5500@dddemo.com
Cc:
Subject: DecisionDirector - INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

DecisionDirector®

INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review
Regarding: ADVU Student System - Requirements Review

You have been invited to participate as a contributor in the ADVU Student System - Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Additional Message Text
We hope that you can participate. We really need your feedback.

Invitation expires on: 4/29/2016 11:00:00 AM

To view or act upon this message, please click the link below:
<https://advantiv.decisiondirector.com/users/messages/b6e045f3-0fba-4a55-896e-3a8319787911>

To access DecisionDirector, please click the link below:
<https://advantiv.decisiondirector.com>

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To ensure you keep receiving emails as specified for your account, add the following e-mail address to your contacts or safe list: notify@decisiondirector.com
This email was sent to the following email address: dd5500@dddemo.com
Please do not reply to this email

Click here to respond to the invitation

Standard DecisionDirector Email Invitation

Pre-Assigned DecisionDirector Accounts and Password

For some activities, accounts and password are pre-assigned, saving you time and steps in gaining access to DecisionDirector. When that is the case, the account id (your email address) and a pre-assigned password will be included in the email, and the invitation will look something like this:

DecisionDirector - INVITATION to Contribute -> Contributor request for Business Process Review - Current State

DecisionDirector <notify@decisiondirector.com>
Tue 10/12/2021 7:20 AM
To: adv.trainer2@dddemo.com

DD Demo and Training

DecisionDirector®

INVITATION to Contribute -> Contributor request for Business Process Review - Current State
Regarding: Business Process Review - Current State

You have been invited to participate as a contributor in the Business Process Review - Current State activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Additional Message Text
Your account has been pre-established for you. Your login will be your email address. Your password was communicated under separate cover.

Invitation expires on: 10/28/2021 8:00:00 PM

To view or act upon this message, please click the link below:
<https://advantiv.decisiondirector.com/users/advtrainer241/messages/2bb3822a-8bb8-47fb-9fa4-f62b0fad33df>

To access DecisionDirector, please click the link below:
<https://advantiv.decisiondirector.com>

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To ensure you keep receiving emails as specified for your account, add the following e-mail address to your contacts or safe list: notify@decisiondirector.com
This email was sent to the following email address: adv.trainer2@dddemo.com
Please do not reply to this email

Invitation Email with Information About Your Pre-Assigned Account

Important Notes

If you already have a DecisionDirector account... clicking on the "To view or act" link in the invitation email will take you to the DecisionDirector login page. Login with the credentials you had previously created (or those that were provided to you). Once you log in, you will be automatically directed to your Messages log and, specifically, to the actual invitation where you can Accept (or Decline) it. See the steps below.

If you do not have a DecisionDirector account... clicking on the "To view or act" link in the invitation email will take you to where you can [create your DecisionDirector account](#).

Invitations are Stored in your Messages Log

In addition to being sent to your email address, all DecisionDirector invitations are stored in your Messages Log. The Messages Log is where you access and act upon your invitations.

In the example below, Donna is preparing to respond to an invitation to contribute to a requirements gathering activity. She will click the "Accept..." button to open the Accept Invitation dialogue.

The screenshot shows the Decision Director interface for Donna Williams. The top navigation bar includes 'DECISION DIRECTOR', the user name 'Donna Williams', and links for 'Quick Nav', 'Learn More', and 'Support'. The main content area is divided into a 'Messages' list on the left and a 'Message Details' pane on the right. The 'Messages' list contains three entries, with the third entry, 'INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review', highlighted. The 'Message Details' pane shows the subject 'INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review', the recipient 'Donna Williams', and the message body. At the bottom of the message details, there is a status 'Invitation (Current Status = Invited)' and two buttons: 'Accept...' and 'Decline...'. Red boxes and arrows point to these elements, with text boxes explaining their function.

Donna Williams

Invitations are stored in your Message Log.

Messages

Created On	Title
4/3/2016 6:21 PM	Account - Verification Completed
4/3/2016 6:17 PM	Account - Created and Ready to VERIFY
4/2/2016 7:08 PM	INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Message Details

INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Regarding: ADVU Student System - Requirements Review
Created On: 4/2/2016 7:08 PM MST
Message Type: Invitation

You have been invited to participate as a contributor in the ADVU Student System - Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

[Additional Message Text](#)
We hope that you can participate. We really need your feedback.

Invitation expires on: 4/29/2016 11:00:00 AM

Invitation (Current Status = Invited):

You can accept or decline invitations.

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Accepting the Invitation

The Accept Invitation dialogue allows Donna to accept the invitation by clicking the **Accept** button. Optionally, Donna can also include a note to the issuer of the invitation.

(If Donna had chosen to decline the invitation, a similar dialogue would have appeared.)

DECISION DIRECTOR Donna Williams Quick Nav Learn More Support

Donna Williams Dashboard Messages Access Account Settings

Messages

Created On	Title
4/3/2016 6:21 PM	Account - Verification Completed
4/3/2016 6:17 PM	Account - Created and Ready to VERIFY
4/2/2016 7:08 PM	INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Message Details

Mark as Read Delete

INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

DecisionDirector - Invitation Change Status

Invitation - Accept Cancel / Close Window

Thank you for accepting this invitation to assist with ADVU Student System - Requirements Review. Upon your acceptance, access to ADVU Student System - Requirements Review will appear on your dashboard.

* Selected Invitation: INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Message to Issuer

* Title: Accepted Invitation -> Contributor for ADVU Student System - Requirements Review

* Text: This person has accepted the invitation to participate as a contributor for the activity ADVU Student System - Requirements Review.

Additional Text: I am happy to participate - thanks for asking!

Accept

To accept the invitation, click the Accept button. You may also add a note to the issuer.

After Accepting the Invitation, go to your Dashboard

After clicking the **Accept** button, DecisionDirector will close the Accept Invitation dialogue and return you to the Message Log where you may review other messages or respond to other invitations.

In this example, Donna has no other invitations, and will click the **Dashboard** tab to access the activity she has just accepted.

DECISION DIRECTOR Donna Williams Quick Nav Learn More Support

Donna Williams Dashboard Messages Access Account Settings

Messages

Created On	Title
4/3/2016 6:21 PM	Account - Verification Completed
4/3/2016 6:17 PM	Account - Created and Ready to VERIFY
4/2/2016 7:08 PM	INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Message Details

Mark as Read Delete

INVITATION to Contribute -> Contributor request for ADVU Student System - Requirements Review

Recipient: ADVU Student System - Requirements Review
Created On: 4/2/2016 7:08 PM MST
Message Type: Invitation

You have been invited to participate as a contributor in the ADVU Student System - Requirements Review activity. If you are able to participate, please Accept this invitation, and the activity will appear on your dashboard. Otherwise, you may Decline this invitation.

Additional Message Text
We hope that you can participate. We really need your feedback.

Invitation expires on: 4/29/2016 11:00:00 AM

Invitation (Current Status = Accepted): Accept... Decline...

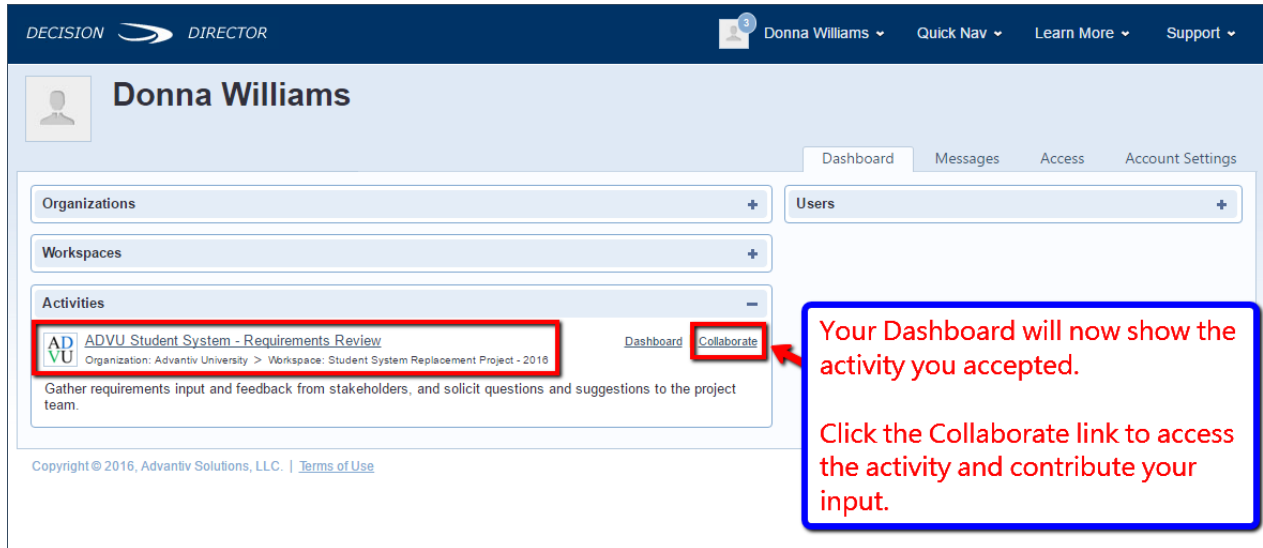
After you have accepted the invitation, click the Dashboard tab to access the activity.

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The Accepted Activities Appear on Your Dashboard

Once you accept an activity, it will show up on your dashboard. Click the **Collaborate** link to access and contribute to the activity.

See [Contributing to a DecisionDirector Activity](#).



Donna Williams

Dashboard Messages Access Account Settings

Organizations + Users +

Workspaces +

Activities -

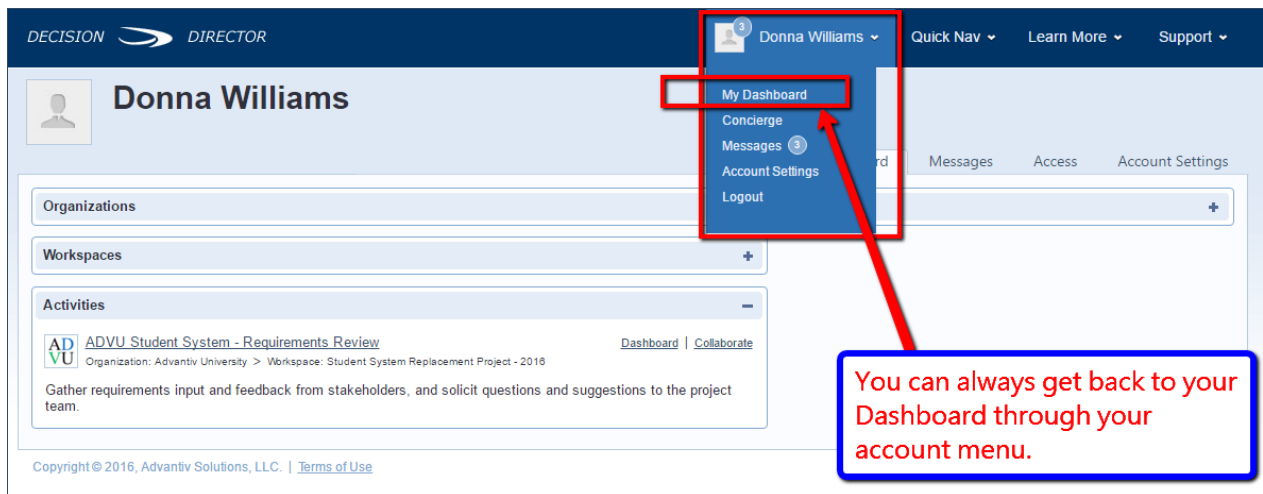
AD VU **ADVU Student System - Requirements Review** Dashboard Collaborate
Organization: Advantiv University > Workspace: Student System Replacement Project - 2018
Gather requirements input and feedback from stakeholders, and solicit questions and suggestions to the project team.

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Your Dashboard will now show the activity you accepted.
Click the Collaborate link to access the activity and contribute your input.

Getting Back to Your Dashboard

No matter where you are in DecisionDirector, you can always get back to your Dashboard. Just click on your account menu, then click **My Dashboard**. Think of it as going back to your home page.



Donna Williams

Quick Nav Learn More Support

My Dashboard
Concierge
Messages 3
Account Settings
Logout

Organizations +

Workspaces +

Activities -

AD VU **ADVU Student System - Requirements Review** Dashboard Collaborate
Organization: Advantiv University > Workspace: Student System Replacement Project - 2018
Gather requirements input and feedback from stakeholders, and solicit questions and suggestions to the project team.

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You can always get back to your Dashboard through your account menu.