

Inviting People to be Contributors

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RFP Proposal Managers: To learn how to invite team members to respond to an RFP, see [Creating the Proposal Team](#).

Wilson Jones, our Project Manager from the Advantiv University PMO, has created an activity that will be used to gather input and feedback regarding business (or functional) requirements from people who are involved in their Student System Replacement project.



To do this, he will:

1. **Access the Administrative page for the activity.** He can do this from his personal dashboard, from the Advantiv University dashboard, from the Student System Replacement Project workspace dashboard, or from the dashboard of the activity itself. The example below shows Wilson starting from the project workspace dashboard.
2. **Access the Contributors page.**
3. **Enter email addresses of the invitees.**
4. **Send the invitations.**

This process is explained in detail below.

Activity Administration from the Workspace Dashboard

Wilson accesses the Administration link for the Student System Requirements Review activity.

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Workspace: Student System Replacement Project - 2016

Organization: [Advantiv University](#)

Dashboard Library Administration Configuration

Activities

- ADVU Student System - Requirements Review**
Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)
Dashboard | Collaborate | Workflow | **Administration**
Gather requirements input and feedback from stakeholders, and solicit questions and suggestions to the project team.
- ADVU Student System RFP
Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)
Dashboard | Workflow | Administration
Capture and analyze vendor responses

Users

Wilson is preparing to invite people who are involved with the current Student system to contribute their input and feedback to an initial draft of business requirements for a new Student system.

To start this process, he clicks on the Administration link of the Student System Requirements Review activity he created.

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Contributors link on the Activity Administration Page

Wilson accesses the Contributors link from the Activity Administration page.

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Activity: ADVU Student System - Requirements Review

Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)

Dashboard Workflow Collaborate **Administration**

- Administration**
 - Edit Activity
 - Account Permissions
 - Contributors

- Edit Activity**
Update or modify the ADVU Student System - Requirements Review activity.
- Account Permissions**
Create, modify, or review account permissions for the ADVU Student System - Requirements Review activity.
- Contributors**
Manage assignments of people who will participate in this activity as contributors.

The Contributors page allows administrators like Wilson to issue and manage invitations to the activity.

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Two Options for Adding Contributors

Wilson can add contributors in one of two ways. He can paste a list of email addresses of invitees, or he can invite one at a time as needed.

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Activity: ADVU Student System - Requirements Review
 Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)

Dashboard Workflow Collaborate Administration

Administration
 Edit Activity
 Account Permissions
Contributors

Contributors

Send Invitation... **Add Multiple Contributors** **Add Contributor**

Person Email	Roles	Status	Last Status Change On	
dmiller@advantiv.com	Respondent, Facilitator	Accepted	3/7/2016 5:29 PM	
wjones@dddemo.com	Respondent	Accepted	3/7/2016 10:25 AM	
swithers			3/7/2016 10:27 AM	
wdavis0			3/7/2016 10:31 AM	
mconn			3/7/2016 10:27 AM	
rsmith0			3/7/2016 10:31 AM	
cbaldwi			3/7/2016 10:23 AM	
cwalls00			3/7/2016 10:23 AM	
smeeha			3/7/2016 10:27 AM	
mpeters			3/7/2016 10:31 AM	
gjacob0			3/7/2016 10:23 AM	
cdenard			3/7/2016 10:23 AM	
tlewis00			3/7/2016 10:31 AM	
kbillings001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM	

There are two options for inviting people to be contributors to an activity.

Add Multiple Contributors - allows for one or more persons to be invited at a time. This option allows lists of email addresses to be pasted in and processed.

Add Contributor - allows one person at a time to be invited. It also allows for anyone who already have some form of access to the activity to be easily selected for invitation.

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Adding Multiple Contributors

Wilson adds multiple contributors by pasting (or typing) their email addresses.

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AD VU Activity: ADVU Student System - Requirements Review
Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)

Administration Edit Activity Account Permissions Contributors

Person Email

dmiller@advantiv.com	
wjones@dddemo.com	
swithers001@dddemo.com	
wdavis001@dddemo.com	
mconnors001@dddemo.com	
rsmith001@dddemo.com	
cbaldwin001@dddemo.com	
cwalls001@dddemo.com	
smeehan001@dddemo.com	
mpeterson001@dddemo.com	
gjacob001@dddemo.com	
cdenardo001@dddemo.com	
tlewis001@dddemo.com	
kbillings001@dddemo.com	

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DecisionDirector Add Multiple Contributors Cancel / Close Window

Enter email addresses below (one per line):

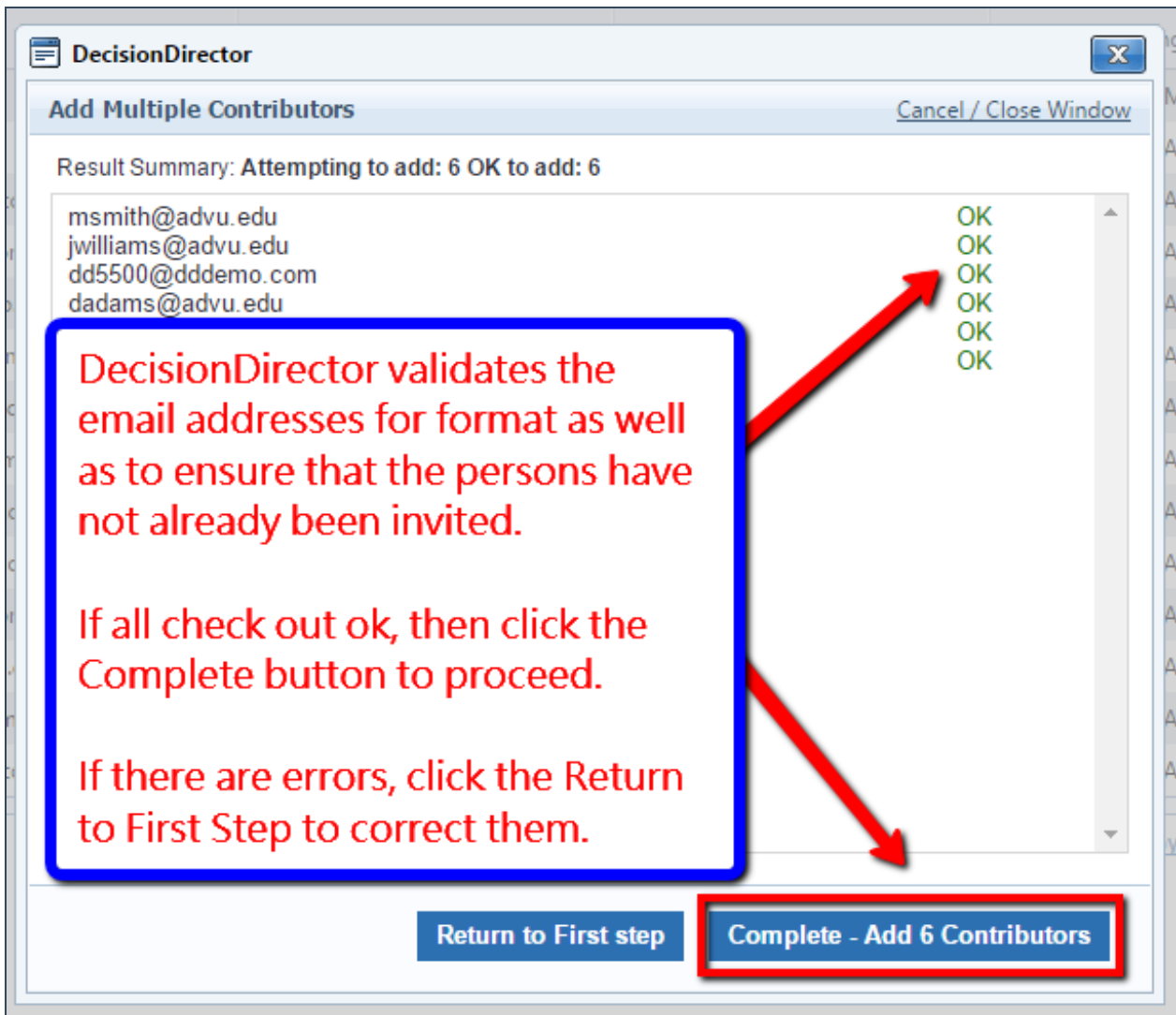
- msmith@advu.edu
- jwilliams@advu.edu
- dd5500@dddemo.com
- dadams@advu.edu
- lrichards@advu.edu
- kwhite@advu.edu

Continue

Validating Email Addresses

DecisionDirector will confirm 1) that each address is entered in a valid email format and 2) that invitations have not already been sent to any of the addresses. If those checks are ok, then they can be added as invitees. Wilson can click the "Complete" button to proceed.

The "Complete" button also confirms the number of contributors to be added.



Selecting Invitees to Whom Invitations will be Sent

Now that the invitees have been added to the list, the invitations can be sent. Invitations will be sent via email to each address that is selected. Wilson can select the invitees individually, or he can select the box at the top of the list to check (or uncheck) all who are eligible to be sent an invitation.

When invitees are selected, the "Send Invitation..." button is activated. Wilson clicks it.



Activity: ADVU Student System - Requirements Review

Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)

Dashboard

Workflow

Collaborate

Administration

Administration

Edit Activity

Account Permissions

Contributors

Contributors

Send Invitation...

Add Multiple Contributors

Add Contributor

Person Email	Roles	Status	Last Status Change On	<input checked="" type="checkbox"/>	
dmiller@advantiv.com	Respondent, Facilitator	Accepted	3/7/2016 5:29 PM		
wjones@dddemo.com	Respondent	Accepted	2/19/2016 8:35 AM		
swithers001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM		
wdavis001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM		
mconnors001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM		
rsmith001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM		
cbaldwin001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM		
cwalls001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM		
smeehan001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM		
mpeterson001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM		
gjacob001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM		
cdenardo001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM		
tewis001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM		
kbillings001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM		
msmith@advu.edu	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	
jwilliams@advu.edu	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	
dd5500@dddemo.com	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	
dadams@advu.edu	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	
lrichards@advu.edu	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	
kwhite@advu.edu	Respondent	No invitation created / sent		<input checked="" type="checkbox"/>	

After the invitees are added to the list, check the boxes and then click the "Send Invitation" button.

Sending the Invitations

Wilson completed the invitation form, clicks "Send", and DecisionDirector processes the invitations.

Important: It may take one to two seconds per invitation to be processed. If you are issuing a large number of invitations, be aware that this might take a few to several minutes.

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Activity: ADVU Student System - Requirements Review

Organization: [Advantiv University](#) > Workspace: [Student System Replacement Project - 2016](#)

Dashboard Workflow Collaborate Administration

Administration Edit Activity Account Permissions Contributors

Contributors

DecisionDirector - Invitation

Invitation - Contributors

This invitation to contribute to the ADVU Student System - Requirements Review will be issued to the recipients listed below.

Selected Contributors (6): msmith@advu.edu jwilliams@advu.edu dd5500@dddemo.com dadams@advu.edu lrichards@advu.edu kwhite@advu.edu

Expires On: 4/29/2016 11:00 AM

Message to Invitee

INVITATION to Contribute -> Contributor request for 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 Text: We hope that you can participate. We really need your feedback.

There are 6 Contributors that will be sent an email upon clicking "Send" below. This may take a bit to complete, as much as 1-2 seconds per Contributor. This dialog will close when all emails have been sent.

Send

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by the DecisionDirector® platform

Monitoring Accepts and Declines

Wilson can return to the Activity Administration Contributors page to check on the status of invitations. As the invitees respond to their invitations, Wilson will also receive an email with their status, Accept or Decline. Accepts and Declines are also sent to Wilson's message log.



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Organization: Advantiv University > Workspace: Student System Replacement Project - 2016

Dashboard Workflow Collaborate Administration

- Administration
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Person Email	Roles	Status	Last Status Change On		
dmiller@advantiv.com	Respondent, Facilitator	Accepted	3/7/2016 5:29 PM	<input type="checkbox"/>	
wjones@dddemo.com	Respondent	Accepted	2/19/2016 8:35 AM	<input type="checkbox"/>	
swithers001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM	<input type="checkbox"/>	
wdavis001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM	<input type="checkbox"/>	
mconnors001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM	<input type="checkbox"/>	
rsmith001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM	<input type="checkbox"/>	
	Respondent	Invited	3/7/2016 10:23 AM	<input type="checkbox"/>	
	Respondent	Invited	3/7/2016 10:23 AM	<input type="checkbox"/>	
	Respondent	Invited	3/7/2016 10:27 AM	<input type="checkbox"/>	
mpeterson001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM	<input type="checkbox"/>	
gjacob001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM	<input type="checkbox"/>	
cdenardo001@dddemo.com	Respondent	Invited	3/7/2016 10:23 AM	<input type="checkbox"/>	
tlewis001@dddemo.com	Respondent	Invited	3/7/2016 10:31 AM	<input type="checkbox"/>	
kbillings001@dddemo.com	Respondent	Invited	3/7/2016 10:27 AM	<input type="checkbox"/>	
msmith@advu.edu	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	
jwilliams@advu.edu	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	
dd5500@dddemo.com	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	
dadams@advu.edu	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	
lrichards@advu.edu	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	
kwhite@advu.edu	Respondent	Invited	4/2/2016 7:08 PM	<input type="checkbox"/>	

Send Invitation... Add Multiple Contributors Add Contributor

Wilson can periodically check on the status of invitations.

