

How can I add team members in my vREST project?

Add team members to your project is a two step process as described below:

1. Add team members to your instance

To add team members to your instance, follow the steps below:

The screenshot shows the vREST Instance Configuration page. The top navigation bar includes 'User Guide', 'Instance Configuration' (highlighted with a red box), 'Instance: demo (4595)', and 'User1'. Below the navigation bar, there are tabs for 'Test Cases', 'Mock Server', 'Test Runs', 'Project Configuration', and 'vREST Contacts'. A red arrow points to the 'Instance Configuration' tab with the text 'Go to Instance Configuration'. The main content area shows a list of test suites under 'Test Suite "Test Suite 1"'. Below this, the 'Instance Configuration' page is shown with a left-hand menu containing 'Users' (highlighted with a red box). The main content area shows the 'Users' section with a table of users and an 'Invite Users' button. A red arrow points to the 'Users' link in the menu with the text 'Go to Users Section'. The table has columns for 'Email', 'Full Name', 'Instance Roles', 'Email Verified', and 'Active'. Three users are listed: user1@optimizory.com (Admin), user2@optimizory.com (User), and user3@optimizory.com (User). A red arrow points to the 'Invite Users' button with the text 'Add and invite users here'. A red arrow points to the 'Back to Instance' button in the top navigation bar with the text 'Go back to Instance page'.

- First go to Instance Configuration Page by clicking on "Instance Configuration" button available in the top header of your instance page.
- Then Click on "Users" link in the left hand side menu.
- Enter the email id of your team members one by one.
- Now select all the users which you have just created, then click on "Invite Users" button to invite those newly created users.
- That's it. Now these users are part of your instance. Now click on "Back to Instance" button to go back to your instance page again.

2. Then add team members to your project

Now, to add team members to your project, follow the steps below:

The screenshot shows the vREST Project Configuration page. The top navigation bar includes 'User Guide', 'Instance Configuration', 'Instance: demo (4595)', and 'User1'. Below the navigation bar, there are tabs for 'Test Cases', 'Mock Server', 'Test Runs', 'Project Configuration' (highlighted with a red box), and 'vREST Contacts'. A red arrow points to the 'Project Configuration' tab with the text 'Open Project Configuration tab'. The main content area shows the 'Project Users' section with a table of users and a 'Help' button. A red arrow points to the 'Project Users' link in the left-hand menu with the text 'Go to Project Users'. The table has columns for 'Full Name', 'Email', and 'Roles'. One user is listed: User1 (user1@optimizory.com) with the role of Manager. A red arrow points to the 'Add Project Users and assign project roles' button with the text 'Add Project Users and assign project roles'.

The screenshot shows the 'Add Project User' dialog box. The dialog box has a title bar 'Add Project User' and a close button. It contains a 'Select User' dropdown menu with 'user2@optimizory.com' selected. Below the dropdown, there are radio buttons for 'Select the roles': 'Manager', 'Tester', 'Viewer', and 'Executor'. The 'Manager' role is selected. At the bottom of the dialog box, there are 'Close' and 'Create User' buttons.

- First go to "Project Configuration" tab in your instance. Ensure that you have selected the desired project from project selector dropdown available at the top menu bar.

- b. Then click on "Project Users" link in the left hand side menu.
- c. Click on "New" button in the "Project Users" section.
- d. A modal window will appear as shown below. Select the user and its role.
- e. Now click on "Create User" button to add user to your project.
- f. That's it.