

Send an invitation

Call a contact without an XpertEye account in order to fully leverage the solution. This feature is an option. You will need to contact your dedicated project manager to activate it.

Prerequisites: Make sure that you are connected to the Internet and logged in to XpertEye.

1. Select the  icon.



2. Choose a contact name for the invited participant. If you do not set a name, the contact will be named "Guest" by default.
3. You can:
 - send the link by **EMAIL**
 - send the link by **SMS**
 - copy the **LINK**
4. Tick the Confidential mode box if you wish to activate it.
5. Then click on **Change invitation settings**.

Invite a guest

Invitation mode: ?

SMS EMAIL LINK

+44 Enter mobile number...

☐ Confidential mode ?

Guest name:

Valid for: 01:00

Valid from: Apr 12, 5:44 PM

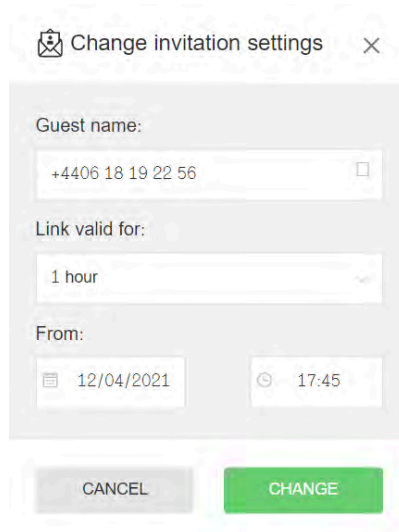
[Change invitation settings](#)

CANCEL SEND

6. Set:
 - a duration for the invitation

Send an invitation

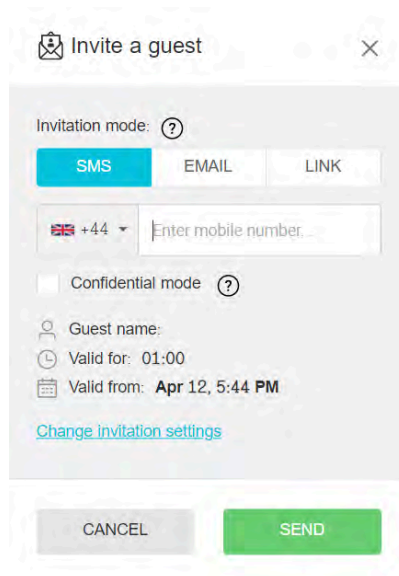
- a date and time
7. To confirm, click on **CHANGE**.



The 'Change invitation settings' dialog box contains the following fields and controls:

- Guest name:** A text input field containing the phone number '+4406 18 19 22 56'.
- Link valid for:** A dropdown menu currently set to '1 hour'.
- From:** Two input fields showing the date '12/04/2021' and the time '17:45'.
- Buttons:** 'CANCEL' (grey) and 'CHANGE' (green).

8. Click on **SEND** to send the invitation or on **GENERATE** to copy the link.
- The invitation will appear in your contact list in the guest section.



The 'Invite a guest' dialog box contains the following fields and controls:

- Invitation mode:** Three tabs: 'SMS' (selected), 'EMAIL', and 'LINK'.
- Phone Number:** A dropdown menu showing '+44' and a text input field with the placeholder 'Enter mobile number...'.
- Confidential mode:** A checkbox that is currently unchecked.
- Guest name:** A text input field.
- Valid for:** A dropdown menu set to '01:00'.
- Valid from:** A date/time field showing 'Apr 12, 5:44 PM'.
- Link:** A blue link labeled 'Change invitation settings'.
- Buttons:** 'CANCEL' (grey) and 'SEND' (green).

9. When the invitation is sent, a summary of the invitation settings will appear.

Send an invitation

Guest Information [X]

Link created:
<https://xe.live/6.2.0/?option=invite> [Copy]

Guest name: Guest_0719_1214
Valid from: Jul 19, 2021 12:14 PM
Valid for: 1 hour
Confidential mode: Disabled

Add to my calendar [Calendar icon]

Send by email
Enter email... [Email icon]

Download file
[XpertEye_invitation_2021-07-19-1](#) [Download icon]

CLOSE

10.If you wish to add the invitation to your calendar, click on **Add to my calendar**.

11.Enter your e-mail adress or download the ISC file, then click on **CLOSE**.

12.When you wish to delete the invitation, press on the  icon next to the invitation and then select **Delete the invitation**.

Delete invitation

Do you want to delete the invitation sent previously to your contact, and thus disable their link ?
Your contact will be logged out.

DELETE INVITATION

CANCEL

Note:

- For Android, you need a Google Chrome or Microsoft Edge browser to use the XpertEye solution.
- For IOS, XpertEye is compatible with iPads and iPhones. Your invitation will open with a Safari browser.
- With a MacOS computer, XpertEye is available with a Google Chrome or a Safari browser.