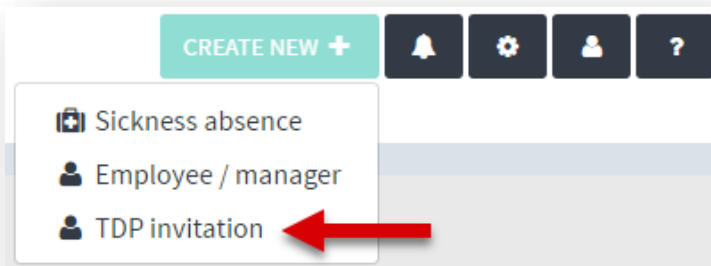


Registration of external user for TDP

It is possible to invite an external person, who is not a part of the organisation, to participate in one or more TDP dialogues. This person can not be added to the other modules/dialogues. It is only possible for TDP.



Select 'TDP invitation'

New external user

Employee details

Language in question sheets

Webpage language

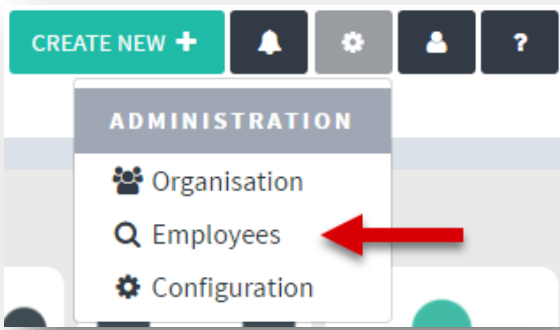
Male Female

Insert new employee in team

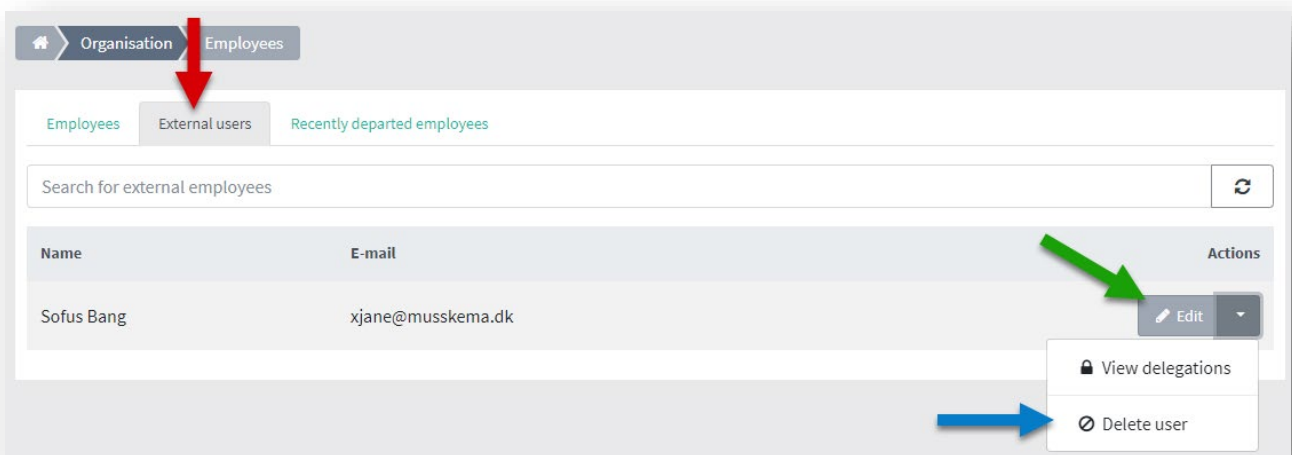
More than 20 in team requires an extra license

Fill in and select which TDP team he/she should be a part of.

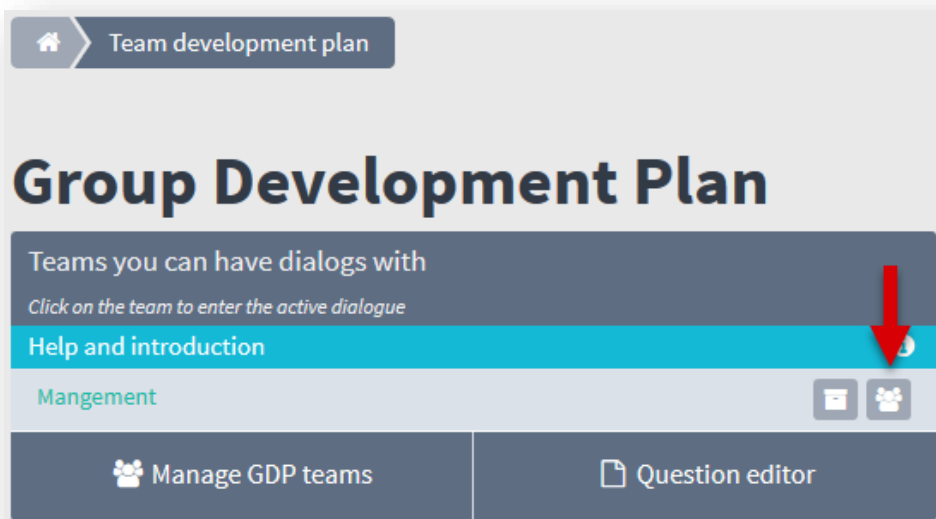
If you need to edit the data of the external user, you have two options:



First option: Choose 'Employees'



Then select 'External users'. Here you can edit (green arrow) or delete the relevant person (blue arrow)



Second option: When you are inside the TDP module with your teams, click the employee icon (red arrow).

Team development plan > My own TDP organisation

Mangement

Owner: Jonna L




You are here	Employees
Jonna engelsk	A_External user  
> Jonna L	Employee A 
> Mangement	Employee D 

Here you can edit the data (green arrow) – or remove that person from the team (blue arrow).

Team development plan

Group Development Plan

Teams you can have dialogs with
Click on the team to enter the active dialogue


Help and introduction 
Mangement  

Manage GDP teams Question editor

If an external user has been created who is not yet in a team, you can select that person to join the team by clicking on the employee icon beside the team to which you want to add the external user.


See next...

Search employee
You can search by name, e-mail or team




Search

Employees
Employees not in team in this module

Leadership team, Economy 

External users
Non-employees invited to use TDP in your organisation

A_External user (jane@musskema.dk) 

Then click the plus beside the employee and he/she will now be able to participate in the dialogue.