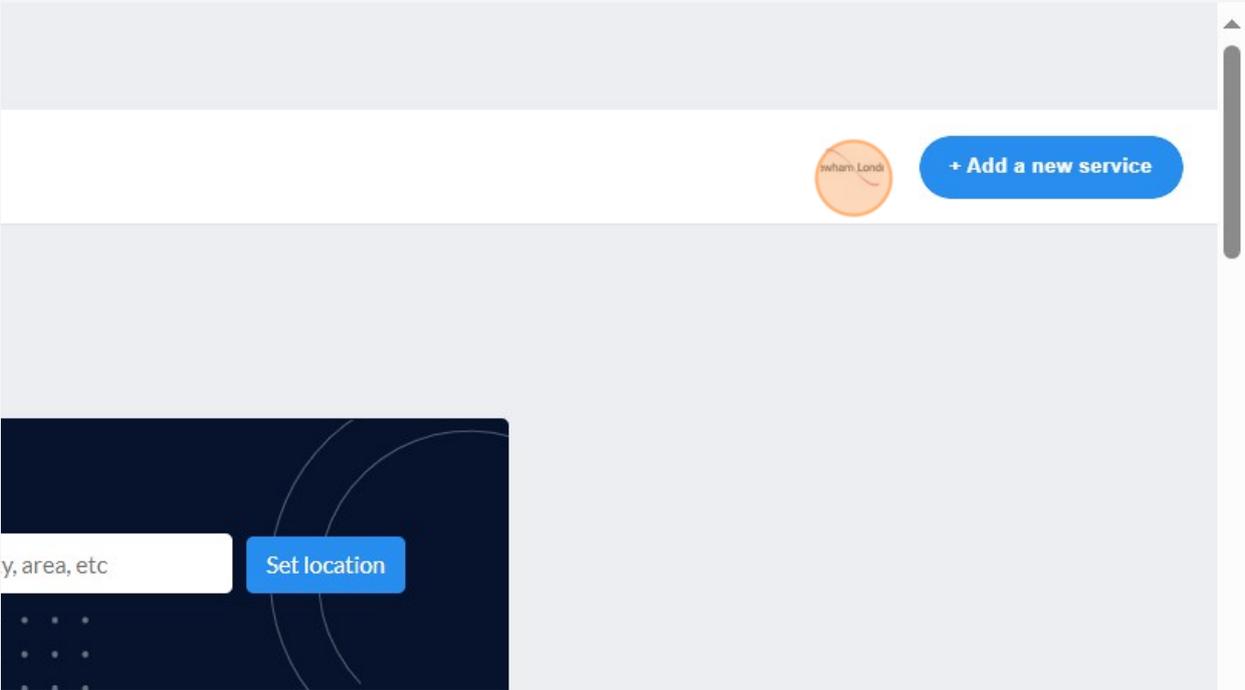


# How to Add a User to Your Organisation on Scribe<sup>®</sup> The Joy App

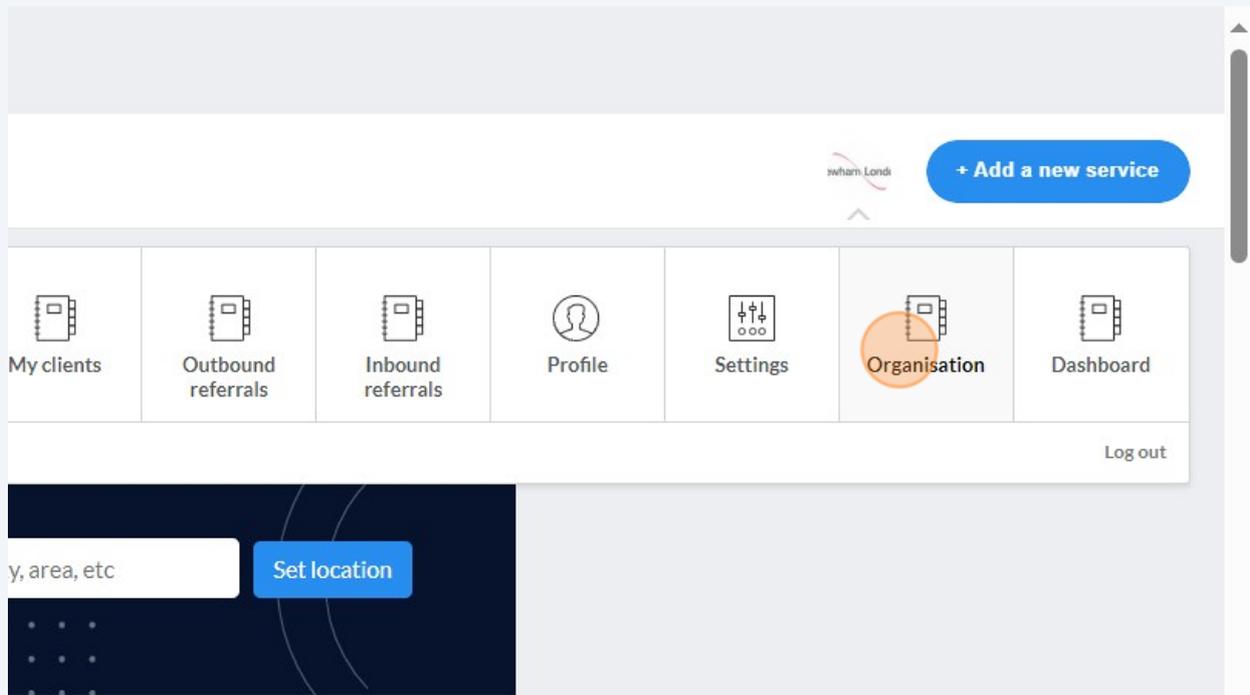
1 Navigate to <https://services.thejoyapp.com/>

2 Login

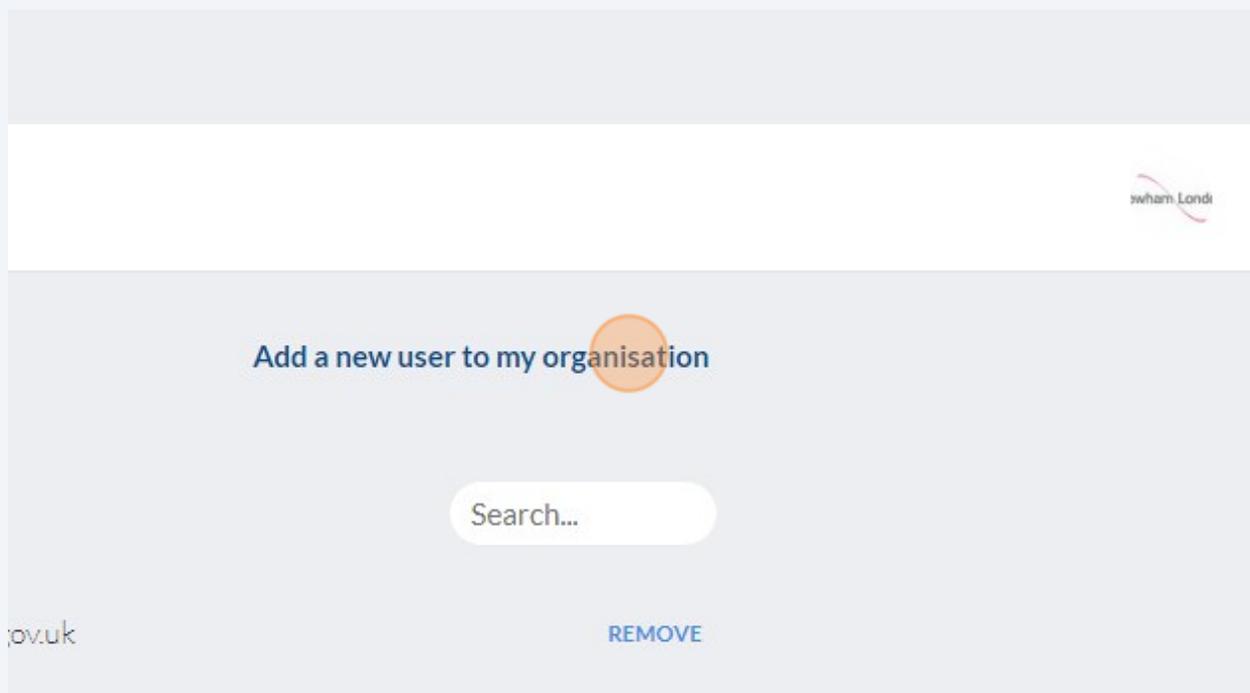
3 Click the circle in the top right hand corner of the page.



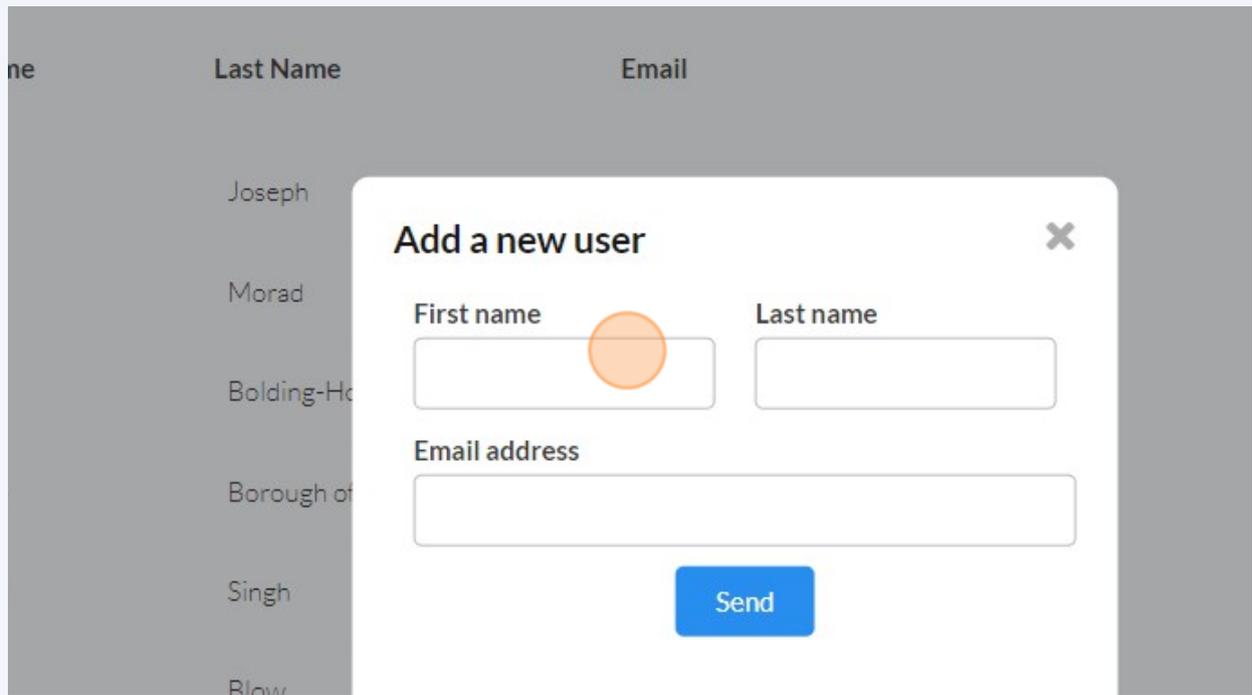
4 Click "Organisation"



5 Click "Add a new user to my organisation"



**6** Enter the colleague's details.



The screenshot shows a user management interface with a modal form titled "Add a new user". The modal has a close button (X) in the top right corner. It contains three input fields: "First name", "Last name", and "Email address". A blue "Send" button is located at the bottom of the modal. The background shows a table with columns "First Name", "Last Name", and "Email". The table contains several rows of data, including "Joseph", "Morad", "Bolding-H...", "Borough of...", "Singh", and "Blow".

First Name	Last Name	Email
Joseph		
Morad		
Bolding-H...		
Borough of...		
Singh		
Blow		

**7** Click 'send' and this will send a link to your colleague where they can set up an account and view your listings.