

Add Users to a Connection

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You can invite someone to help manage a connection at any time — not just when you first create it. Depending on your own role, you can invite them as an **Owner** or a **Collaborator**. This is done from the connection's Connection Properties page.

Who can invite whom

- Owners can invite either an Owner or a Collaborator.
- Collaborators can invite a Collaborator (not an Owner).

Steps

1. Open the connection and go to **Connection Properties**.
2. Go to the **Users and Roles** section.

Connection Properties < Back to Connections ⋮ 🔍

Connection: d3v-svltanatestingsomething to Jira

Error notifications

Enable error notifications ☐

Turn this on to receive an email the moment a new error occurs on this connection.
Alerts are sent to mariana.kolomilets@exlata.com

Systems connected

Zendesk-svltanatest ⋮

URL: <https://d3v-svltanatest.zendesk.com>

Authentication: OAuth 2.0

Sync Panel extension
Give users quick access to view sync status and run manual sync actions directly from their browser. [Get the Chrome extension.](#)

Enable Sync Panel for this system ☐

Jira-marianex ⋮

URL: <https://marianex.atlassian.net>

Authentication: OAuth 2.0

Sync Panel extension
Give users quick access to view sync status and run manual sync actions directly from their browser. [Get the Chrome extension.](#)

Enable Sync Panel for this system ☐

3. Click **Add User**.
4. Enter the person's email address and select the role to grant — **Owner** or **Collaborator**.

Add User to Connection

Invite someone to help configure this connection "d3v-svitlanatesttingsomething to Jira". They'll be added as a **Collaborator** and receive an email invitation to complete registration.

Email *

name@company.com

Role *

Collaborator

Collaborators can create versions and edit scripts, triggers and labels. They can't manage authentication, membership, or connection settings.

Cancel **Send invitation**

5. Send the invitation.

While an invitation is pending

The invitee shows in the member list marked **Invite Pending**.

- An Owner can cancel any pending invitation.
- A Collaborator can only cancel invitations they sent themselves.

Users and roles				+ Add User
☐	Name	Email	Role	
☐	mariana.kolomiets	mariana.kolomiets@exalate.com	Owner Initiator	Leave Connection
☐	Invite pending	123@exalate.com	Collaborator	Resend Cancel invitation

Once cancelled, the link grants nothing.

Removing someone from a connection

- An Owner can remove anyone; a Collaborator can remove a Collaborator they invited themselves (not one invited by someone else, and not an Owner).
- The connection's Initiator — the Owner who originally created it — can't be removed by anyone, and can't leave the connection either.
- Anyone else can also remove themselves from a connection they no longer want access to.
- The removed person is emailed, naming who removed them and from which connection.

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