

# MedChemica

CREATING A STEP CHANGE IN MEDICINAL CHEMISTRY

## MCPairs Accounts – Inviting more users

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Last update – Jan 2021

January 2021

# Inviting new users as group admin

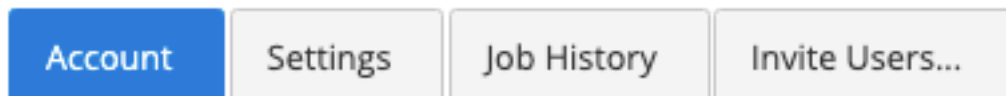
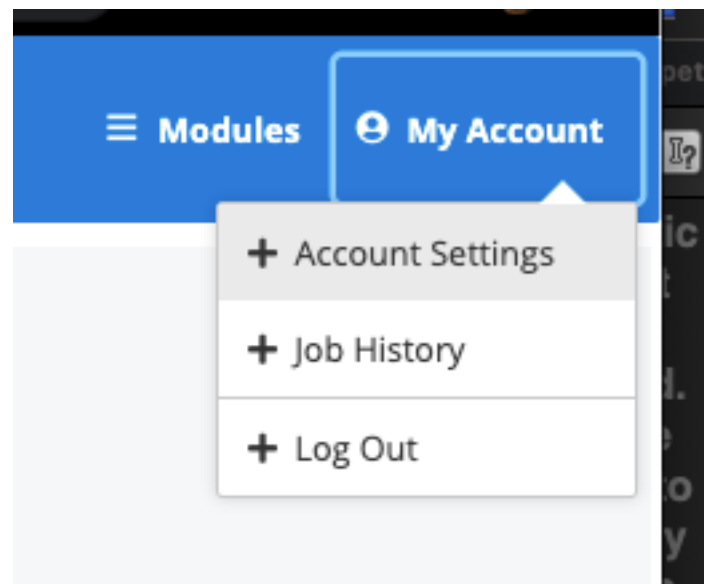
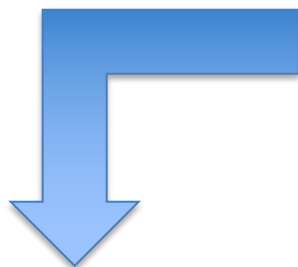
Click My Account (top right)

→ Account Settings

...screen changes

Then click

→ Invite users



**Name**

First Name  
Middle Name  
Last Name

# Invite new users by email address

Account Settings Job History **Invite Users...**

Invite Users to join MCPairs under the group account below  
On submission, emails will be sent to users to inform them of the request. Please let them know ahead of time.

**Group:**

BO5BZ-4FTFJ-MBXYD

**E-Mail Addresses:**

jeremy@medchemica.com	✓	✗
david@medchemica.com	✓	✗
<b>+ Add Email...</b>		

**Message**

Follow the instructions below.

Hey Guys: Please follow the link in the invitation to set up your own account on MCPairs. This really is me Alan inviting you. If in doubt drop us an email and I will confirm this is real,

Best Alan

**Lifetime (hours)**

6

✓ Send ✗ Clear

Invite users by their email.

Click Add Email to add another input box to add more

We suggest adding an addition message so the users know it is a true invitation not a phishing attempt

One click to send all invites

January 2021

# User inputs details.....

**New User**

**First Name:**

**Middle Name:**

**Last Name:**

**E-Mail:**  
An email is required for use with MCPairs. This will be used to alert you when certain requests are finished, and ready for you to look at.

**Institute:**

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**Group Account ID:**  
Please enter the Group Account ID that the account holder has given you. It's a 15 character string, seperated by

On submission of the form an account will be created and an email sent to the user to confirm they can go ahead and login

# And Finally...

- Problems, suggestions, ideas for interface / calculation engine
  - [contact@medchemica.com](mailto:contact@medchemica.com)