

Approve a membership request

Review a person's pending request and approve membership for the intended workplace. You need permission to manage workplace members.

1

Open the request

Where you are: The workplace member list shows the person with a pending request.

What to do: Select the person whose request you want to review.

The screenshot displays the PhysioWorkplace Clinical workspace interface. The left sidebar contains navigation links: Dashboard, Patients, Programs, Exercises, and My favourites. The main content area is titled 'Workplaces' and shows a list of workplaces. The first workplace is 'Meadow Arc Rehab', which is an 'ORGANISATION'. Below it, there are buttons for '+ New workplace', '+ Subscribe', and '- End subscription'. The second workplace is also 'Meadow Arc Rehab', but it is a 'WORKPLACE'. It has a 'MODULE' section with 'Patients' (Active) and a description: 'Manage patients, individual rehabilitation programmes, patient access, and follow-up.' Below this, there is a section for 'Members and pending invites with roles and access status.' This section contains two users: 'Join Flow Owner' (Owner, Physio, Receptionist, Active) and 'Joining Browser Physio' (Physio, Waiting). The 'Joining Browser Physio' user is highlighted with a red box and a red circle with the number 1, indicating the user whose request is being reviewed.

Complete when: The membership request opens.

2

Approve membership

Where you are: The request shows the person's name and proposed access.

What to do: Check the details and select Approve membership.

The screenshot displays the PhysioWorkplace Clinical workspace interface. On the left is a sidebar with navigation links: Dashboard, Patients, Programs, Exercises, and My favourites. The main content area is titled 'Workplaces' and shows details for 'Meadow Arc Rehab'. It includes sections for 'Organisation' (with buttons for New workplace, Subscribe, and End subscription), 'Workplace' (with a Modules section for Patients), and 'Members and pending invites with roles and access status'. A user named 'Join Flow Owner' is listed with roles Owner, Physio, Receptionist, and Active. A '+ Join link' button is at the bottom. On the right, a 'MEMBERSHIP REQUEST' modal is open for 'Joining Browser Physio'. It shows roles (Admin, Physio, Reviewer, Receptionist) with 'Physio' selected. The 'Modules' section has a 'Patients' toggle. At the bottom of the modal are two buttons: 'Reject' and 'Approve membership', with the latter highlighted by a red circle with the number '2'.

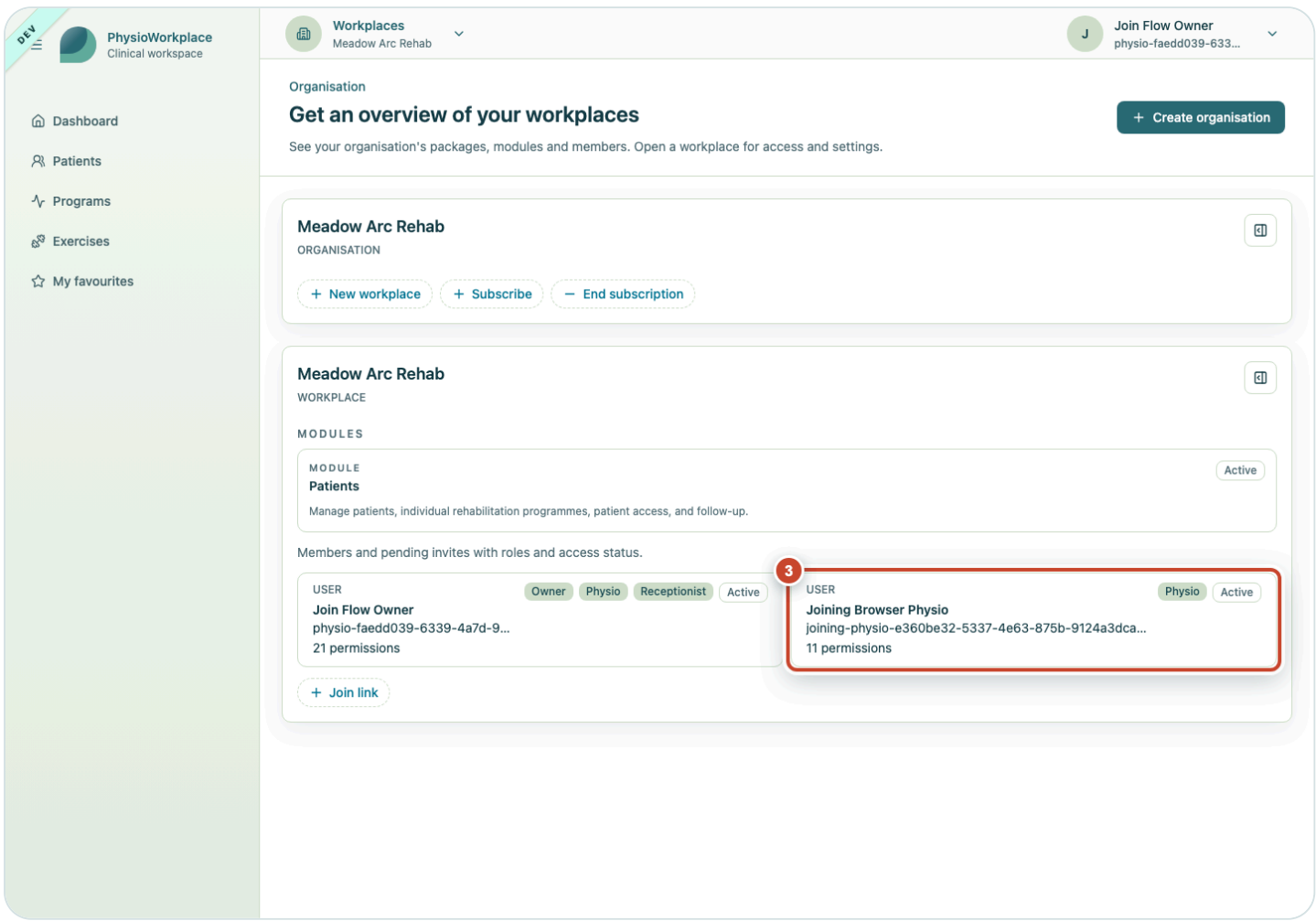
Complete when: The request closes and the membership becomes active.

3

Confirm the member

Where you are: The workplace member list is shown after approval.

What to do: Check that the person now appears as a member.



Complete when: The person appears in the workplace member list with active status.