

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 interface. On the left is a sidebar with a 'DEV' tag and a menu containing 'Dashboard', 'Patients', 'Programs', 'Exercises', and 'My favourites'. The main header shows 'Workplaces' for 'Meadow Arc Rehab' and a user profile 'Join Flow Owner'. The main content area is titled 'Workplaces' and includes a '+ Create organisation' button. Below this, there are two sections for 'Meadow Arc Rehab': one for 'ORGANISATION' with a '+ New workplace' button, and another for 'WORKPLACE' showing a list of members. The 'WORKPLACE' section has a sub-header 'Members and pending invites with roles and access status.' and contains a table of users. A red box highlights the user 'Joining Browser Physio', who has the role 'Physio' and a status of 'Waiting'. A red circle with the number '1' is placed next to this user's entry. At the bottom of the 'WORKPLACE' section is a '+ Join link' button.

USER	Owner	Physio	Active
Join Flow Owner physio-783f1725-9dd6-497b-bc99-89c457f0ab98@example.test 20 permissions			
Joining Browser Physio 11 permissions		Physio	Waiting

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 interface. On the left is a sidebar with a 'DEV' tag and a menu containing 'Dashboard', 'Patients', 'Programs', 'Exercises', and 'My favourites'. The main content area is titled 'Workplaces' under the 'Meadow Arc Rehab' organization. It shows a list of workplaces, with the selected one being 'Meadow Arc Rehab' (WORKPLACE). Below this, it lists members and pending invites with roles and access status. Two users are listed: 'Join Flow Owner' (20 permissions) and 'Joining Browser Physio' (11 permissions). A '+ Join link' button is at the bottom. On the right, a 'MEMBERSHIP REQUEST' modal is open for 'Joining Browser Physio', noted as 'Requested through the workplace join link'. It shows a 'Roles' section with checkboxes for 'Admin', 'Physio' (checked), 'Reviewer', and 'Receptionist'. At the bottom of the modal are two buttons: a red 'Reject' button and a blue 'Approve membership' button. A red circle with the number '2' is placed over the 'Approve membership' button.

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.

The screenshot displays the PhysioWorkplace interface. On the left is a sidebar with a 'DEV' label and a menu containing 'Dashboard', 'Patients', 'Programs', 'Exercises', and 'My favourites'. The top header shows the 'PhysioWorkplace Clinical workspace' logo and a 'Workplaces' dropdown menu set to 'Meadow Arc Rehab'. The user profile in the top right is 'Join Flow Owner' (physio-783f1725-9dd...). The main content area is titled 'Workplaces' and includes a '+ Create organisation' button. Below this, there are two cards for 'Meadow Arc Rehab'. The first card is for the 'ORGANISATION' and has a '+ New workplace' button. The second card is for the 'WORKPLACE' and lists members and pending invites. A red box highlights a member named 'Joining Browser Physio' with the role 'Physio' and status 'Active'. A red circle with the number '3' is next to this member.

USER	Owner	Physio	Active
Join Flow Owner physio-783f1725-9dd6-497b-bc99-89c457f0ab98@example.test 20 permissions			
Joining Browser Physio joining-physio-4c35cf00-0b7c-4775-bb6c-0e578b55704e@example.test 11 permissions		Physio	Active

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