



Demo sharing and invites

Purpose

Give other people access to your workspace from the Sharing page. Manage members and their roles, invite someone by email, and create public share links that open the guest chat experience.

Prerequisites

- A demo workspace where you can manage members (this walkthrough uses an Owner account).
- The available roles are Owner, Manager, Builder, and Tester. Use the lowest role that fits; Tester is a good default for people who only need to try the assistant.

Steps

1 Step 1

The screenshot shows the Ringle workspace interface. On the left is a sidebar with the Ringle logo at the top, followed by a 'Guide Ecommerce' dropdown. Below this is a list of navigation items: Dashboard, Chat, Voice, Blueprints, Experiments, Helpdesk, Analytics, Settings, and Sharing (which is highlighted). At the bottom of the sidebar, there is a 'Demo Owner' toggle switch and a 'Log Out' button. The main area of the workspace is titled 'Sharing' and contains three tabs: 'Members' (selected), 'Invites', and 'Share Links'. The 'Members' tab displays a table with the following data:

Name	Email	Role	Actions
Demo Owner	owner@getringle.com	Owner	

Below the table is an 'Invite' form consisting of an 'Email' input field, a 'Role' dropdown menu, and an 'Invite' button. At the bottom of the main area, there is a 'Demo Owner' toggle switch and a 'Log Out' button.

⚡ Action: Open Sharing from the workspace sidebar.

✓ **What you should see:** The Sharing page has three tabs: Members, Invites, and Share Links. The Members tab lists everyone in the workspace with Name, Email, an inline Role dropdown, and a trash icon ("Remove Member"). Below the table is the invite form: an Email field, a Role select, and an Invite button that stays disabled until both are filled. Changing a role applies immediately, with no confirmation. Removing a member first opens a "Remove member?" dialog that names the member and warns they lose access immediately.

2 Step 2

The screenshot shows the Ringle application interface. On the left is a sidebar with the Ringle logo and a navigation menu including: Guide Ecommerce, Dashboard, Chat, Voice, Blueprints, Experiments, Helpdesk, Analytics, Settings, and Sharing (which is highlighted). Below the menu is a user profile for 'Demo Owner' with a toggle switch and an 'Invite sent' confirmation message with a 'Log Out' link. The main content area is titled 'Sharing' and contains tabs for 'Members', 'Invites', and 'Share Links'. The 'Members' tab is active, displaying a table with the following data:

Name	Email	Role	Actions
Demo Owner	owner@getringle.com	Owner	[Red delete icon]

Below the table is an 'Invite' form with an 'Email' input field, a 'Role' dropdown menu, and an 'Invite' button. At the bottom of the main area, there is a confirmation message: 'Invite sent' with a green checkmark and a 'Log Out' link.

⚡ Action: Type the invitee's email address. Pick a role (Tester here). Click Invite.

✅ What you should see: An "Invite sent" message confirms the email went out. The form clears and the invite appears on the Invites tab. The Role dropdown offers Owner, Manager, Builder, and Tester. The recipient gets an email with an acceptance link. They must sign in (or register) to accept, and they join with the role you picked.

3 Step 3

The screenshot shows the Ringle application interface. On the left is a sidebar with the Ringle logo and a dropdown menu set to 'Guide Ecommerce'. Below this is a list of navigation items: Dashboard, Chat, Voice, Blueprints, Experiments, Helpdesk, Analytics, Settings, and Sharing (which is highlighted). At the bottom of the sidebar are a 'Demo Owner' toggle switch and a 'Log Out' button. The main content area is titled 'Sharing' and has three tabs: 'Members', 'Invites' (which is selected), and 'Share Links'. Below the tabs is a table with the following columns: Email, Role, Status, ExpiresAt, and Actions. There is one row in the table with the email 'crankymagician+ringle-guide-share@gmail.com', the role 'Tester', a yellow 'Pending' status chip, the expiry date '7/16/2026', and a trash icon in the Actions column.

Email	Role	Status	ExpiresAt	Actions
crankymagician+ringle-guide-share@gmail.com	Tester	Pending	7/16/2026	

⚡ Action: Open the Invites tab.

✓ **What you should see:** The tab lists sent invites with Email, Role, Status, an expiry date, and an Actions column. (The expiry column header renders as "ExpiresAt", a known label bug.) A fresh invite shows a yellow Pending chip and expires a week after sending. Once the recipient accepts, the status changes to accepted and they appear on the Members tab. Pending rows carry a trash icon that revokes the invite. It opens a "Revoke invite?" confirmation; confirming shows an "Invite revoked" message and removes the row. Accepted invites cannot be revoked; remove the member instead.

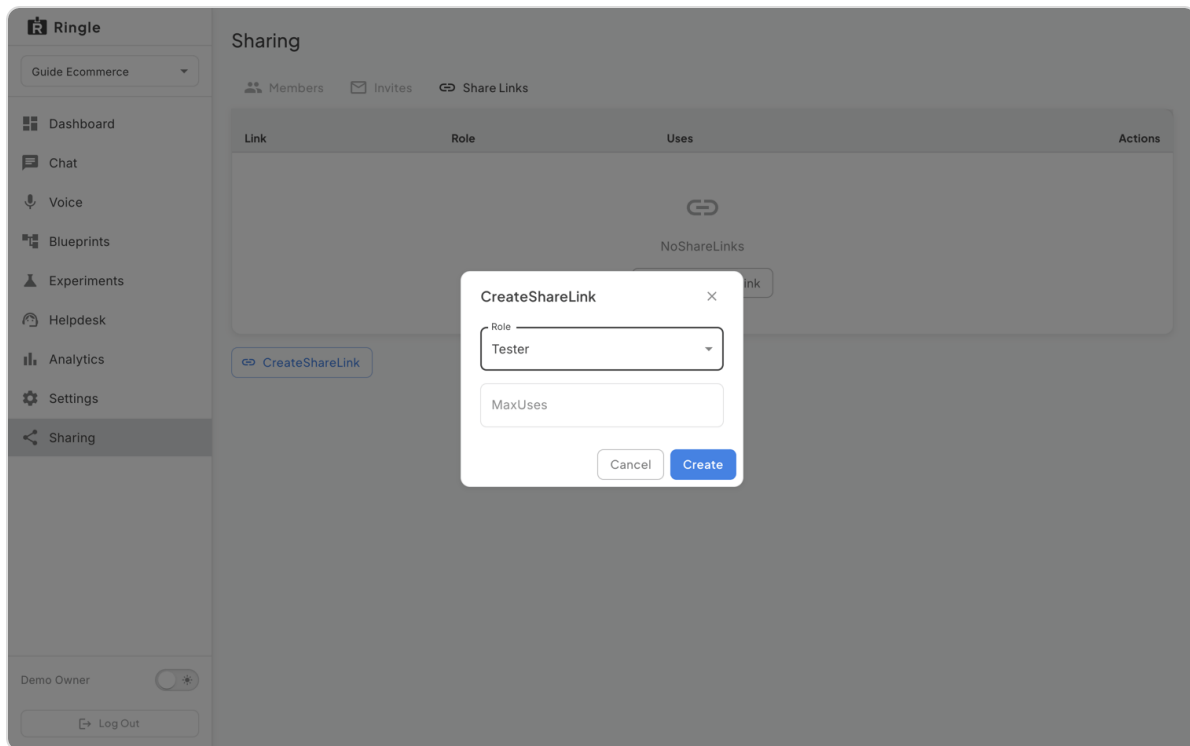
4 Step 4

The screenshot shows the Ringle application interface. On the left is a sidebar with the Ringle logo and a dropdown menu set to 'Guide Ecommerce'. Below this is a list of navigation items: Dashboard, Chat, Voice, Blueprints, Experiments, Helpdesk, Analytics, Settings, and Sharing (which is highlighted). At the bottom of the sidebar, there is a 'Demo Owner' toggle switch and a 'Log Out' button. The main content area is titled 'Sharing' and has three tabs: 'Members', 'Invites', and 'Share Links' (which is active). Below the tabs is a table with columns 'Link', 'Role', 'Uses', and 'Actions'. The table is currently empty, displaying a message 'NoShareLinks' with a link icon. Below the table, there is a 'CreateShareLink' button. Another 'CreateShareLink' button is located below the table's header area.

⚡ **Action:** Open the Share Links tab.

✓ **What you should see:** With no links yet, the tab shows an empty state and a create button below the table. (The empty-state message and buttons render raw label keys, "NoShareLinks" and "CreateShareLink", a known bug.) Share links are for handing out broadly: anyone with the link can try the workspace assistant as a guest, without an account.

5 Step 5



⚡ **Action:** Click the create button. Pick a Role for the link. Optionally, set a maximum number of uses. Click Create.

✓ **What you should see:** The create dialog opens; its title renders as "CreateShareLink". It has a required Role select and an optional max-uses number field (the label renders as "MaxUses"). Create is disabled until a role is chosen. Leaving max uses empty allows unlimited uses.

6 Step 6

The screenshot shows the Ringle application interface. On the left is a sidebar with the Ringle logo and a dropdown menu set to 'Guide Ecommerce'. Below this are navigation links: Dashboard, Chat, Voice, Blueprints, Experiments, Helpdesk, Analytics, Settings, and Sharing (which is highlighted). At the bottom of the sidebar are a 'Demo Owner' toggle and a 'Log Out' button. The main content area is titled 'Sharing' and has tabs for 'Members', 'Invites', and 'Share Links' (which is active). Below the tabs is a table with the following structure:

Link	Role	Uses	Actions
https://portal-getringle.com/demos/try/M8...	Tester Inactive	0	

Below the table is a button labeled 'CreateShareLink'.

⚡ Action: Review the new link row. Use the copy icon to share the link. Use the trash icon ("Deactivate") when you want to kill it.

✓ What you should see: The row shows the full link URL (a `/demos/try/...` address), the role it grants, a use counter, and Copy and Deactivate actions. Deactivate opens a confirmation dialog warning that the link stops working immediately and cannot be reactivated. After confirming, a "Link deactivated" message appears. The row stays in the list marked as inactive: the URL is greyed out and struck through, an Inactive chip appears next to the role, and the Copy and Deactivate actions disappear. This walkthrough deactivated the link it created.

Troubleshooting

- You need to withdraw a pending invite: use the trash icon on its row in the Invites tab. Only pending invites can be revoked; once accepted, the person is a member and is removed from the Members tab instead.
- A link you deactivated is still listed: deactivated links stay in the list marked Inactive, with the URL struck through and no actions. Anyone opening the link gets an invalid-link message; a deactivated link cannot be reactivated, so create a new one if needed.
- A member row shows "Owner" or "Guest" with an empty Email column: accounts created from an anonymous session have no name or email on file. The workspace owner is labeled Owner and other such members Guest; the rows still work normally.

Notes

- Route: `/demos/:demoWorkspaceId/sharing` . Source component: `pages/demo-workspace/DemoWorkspaceSharing.jsx` .
- What recipients see: email invites land on `/demos/invite/:token` , a "You've been invited!" acceptance page that requires signing in. Share links created on this page point to `/demos/try/:token` , the public guest experience where visitors chat or talk with the workspace assistant, no account needed. A third route, `/demos/join/:token` , is a signed-in "Join a Workspace" acceptance page used for workspace-join links.
- Several labels on this page render raw keys instead of text (ExpiresAt, NoPendingInvites, NoShareLinks, CreateShareLink, MaxUses). Known bug; the screenshots capture the current state.
- Member removal, invite revocation, and link deactivation all ask for confirmation before anything happens. Role changes on the Members tab apply immediately with no confirmation, so double-check before changing one, especially on Owner rows.