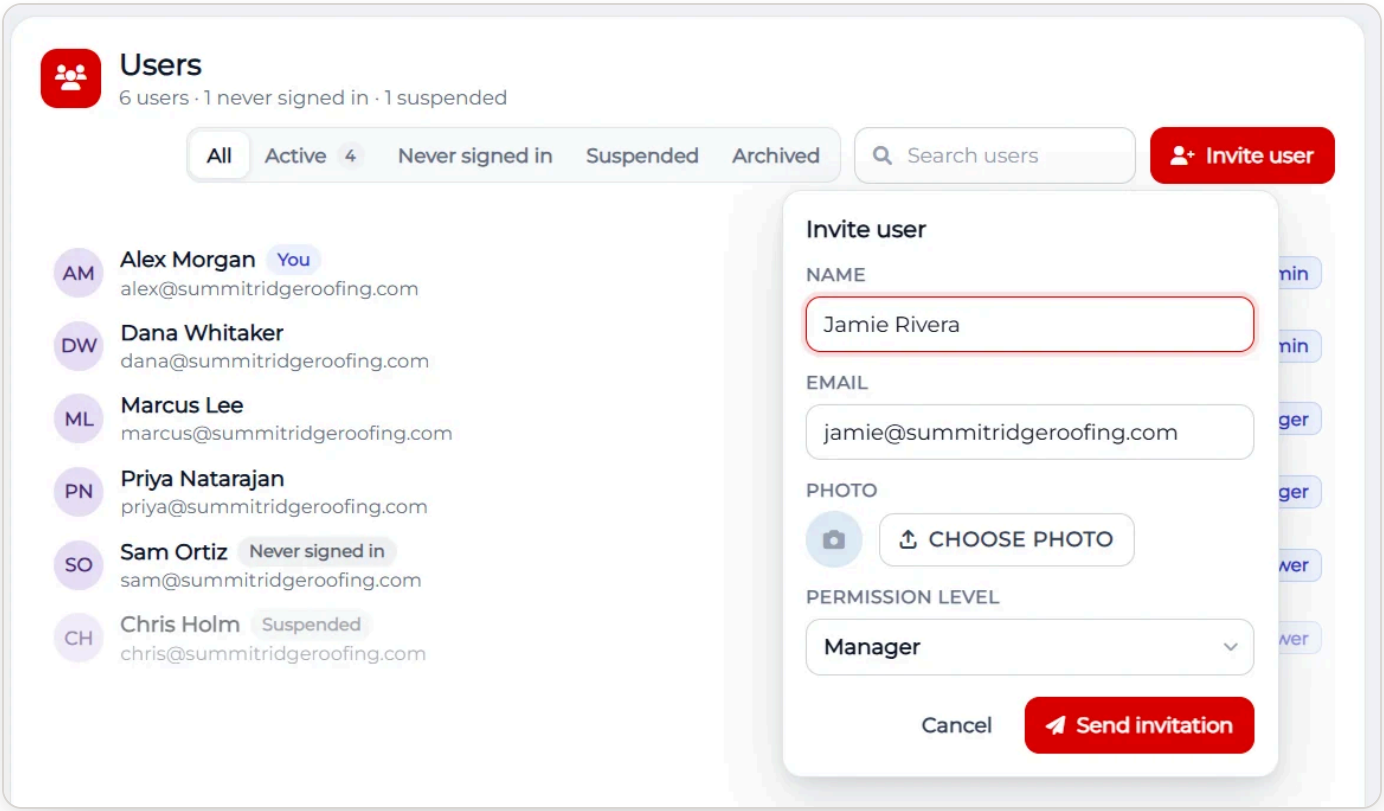
Add users and manage access

Invite your team and choose what each person can do.

Invite a user

1. Click the gear icon at the bottom of the left sidebar, then choose **People**.
2. Click **Invite user**.
3. Enter their **Name** and **Email**. Add a photo if you like.
4. Choose a **Permission level** (Super admins only).
5. Click **Send invitation**.



We email them a link to join your company. Until they sign in, they show as **Never signed in**.

Permission levels

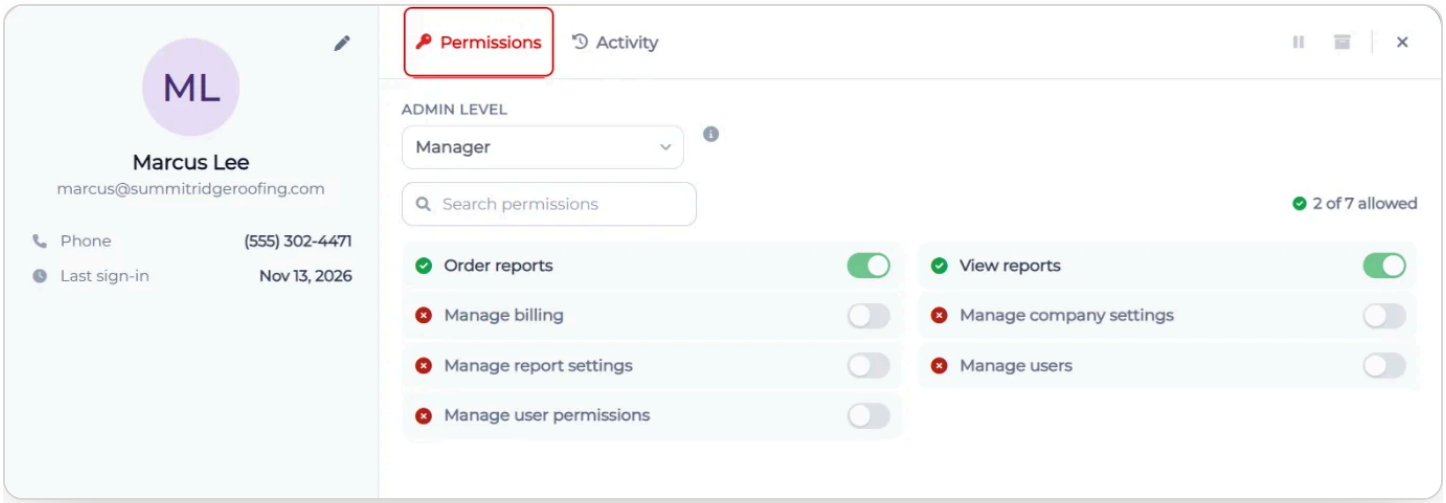
Each level is a preset set of these permissions:

Permission	Viewer	Manager	Admin	Super admin
View reports	✓	✓	✓	✓
Order reports		✓	✓	✓
Manage billing			✓	✓
Manage company settings			✓	✓
Manage report settings			✓	✓
Manage users			✓	✓
Manage user permissions				✓

People invited by an Admin start as Viewers.

Change what someone can do

1. In **People**, click the person in the Users list.
2. On the **Permissions** tab, choose a level under **Admin level**, or turn individual permissions on or off (this sets the level to **Custom**).
3. Click **Save**.



Manage invitations and access

Action	What happens
Resend invitation	Sends the invitation again to someone who hasn't signed in.
Revoke invitation	The invitation link stops working and they can't sign in.
Suspend	Turns off their sign-in right away. Reinstate turns it back on.
Archive	Removes their access and keeps them on record under Archived.

You can't suspend or archive yourself, and every account keeps at least one Super admin.

Find people quickly

Use the filters above the list: **All**, **Active**, **Never signed in**, **Suspended** and **Archived**. Search by name or email with **Search users**.

Questions

Who can invite users?

Admins and Super admins.

Can I change my own permission level?

No. Another Super admin can change it for you.

More guides: 1m8.ai/help-center

Scan the code or type the address.

Order at **app.1m8.ai**

Questions? Email **support@1m8.ai**