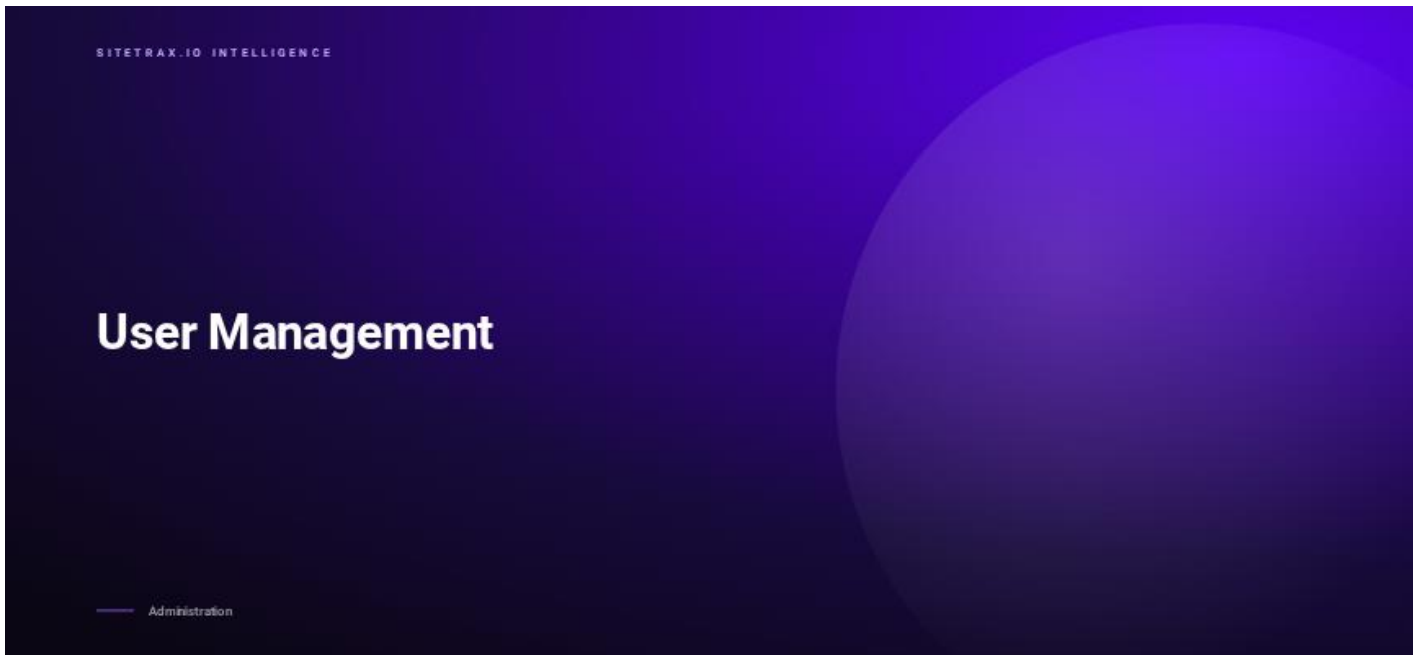


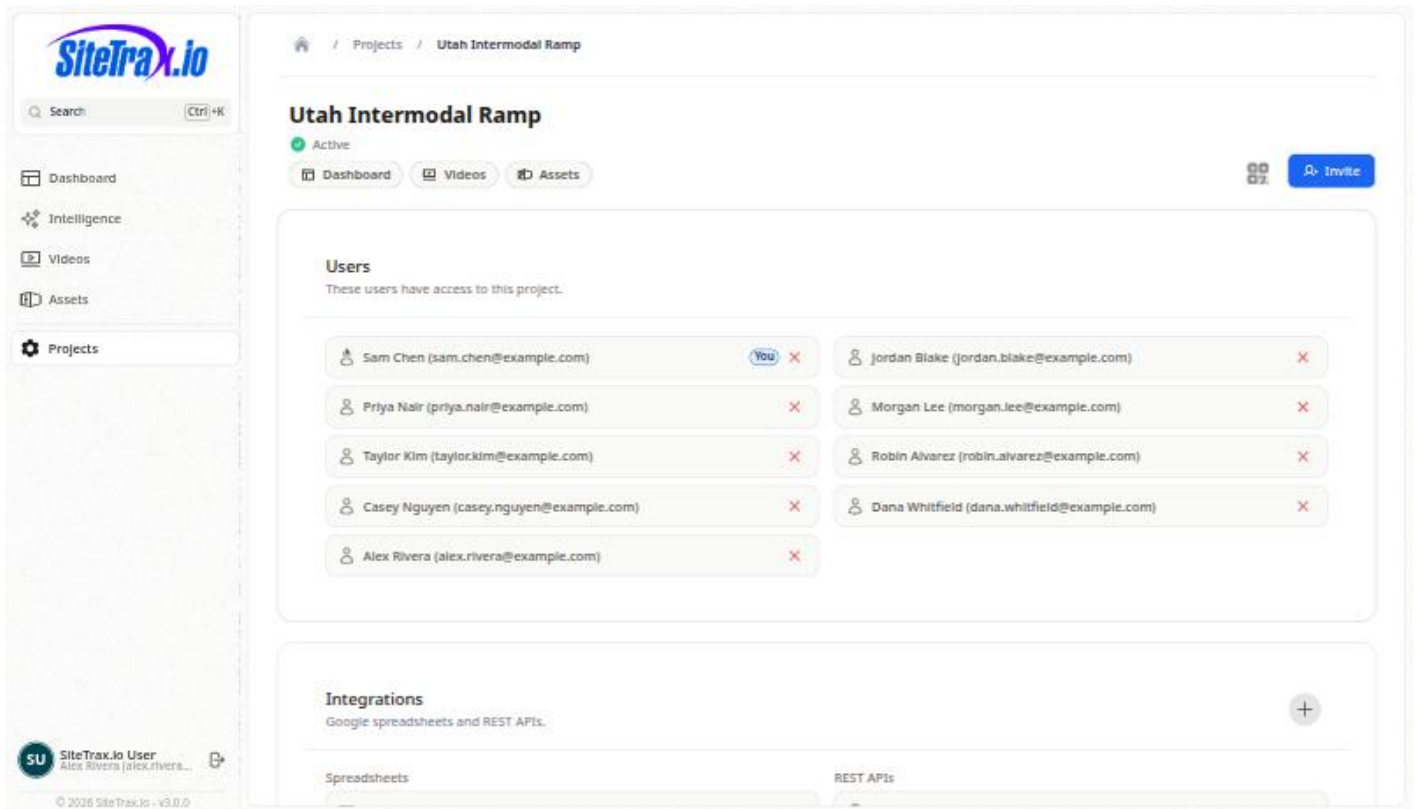
User Management



Access in SiteTrax.io is granted per project. A user who has been given a project can work with everything in it; a user who has not cannot see it at all. There is no separate Intelligence permission to grant.

See who has access

1. Open **Projects** and select the project.
2. The **Users** card lists everyone with access, with your own account marked **You**.



The addresses in this screenshot have been replaced with examples. Your own project will show real accounts.

Add someone

Select **Invite** on the project and supply the person address. They will need a SiteTrax.io account, and once invited the project appears in their application and in the scope available to any assistant they connect.

Remove someone

Select the remove control beside their entry in the Users card. Removing access takes effect for the application and for connected assistants alike, because both resolve against the same project sharing.

Service and integration accounts

Projects commonly carry non-human accounts alongside staff, for automation and testing. Treat them like any other entry: review them periodically, and remove ones that are no longer needed. They carry the same project access as a person.

What to review each quarter

- People who have changed roles or left.
- Service accounts nobody can now explain.
- External parties added for a project that has since ended.
- Whether anyone who needs Intelligence is missing a project they should have.

Removing a person from a project removes their reach through any connected assistant as well. There is no separate assistant access list to maintain.

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