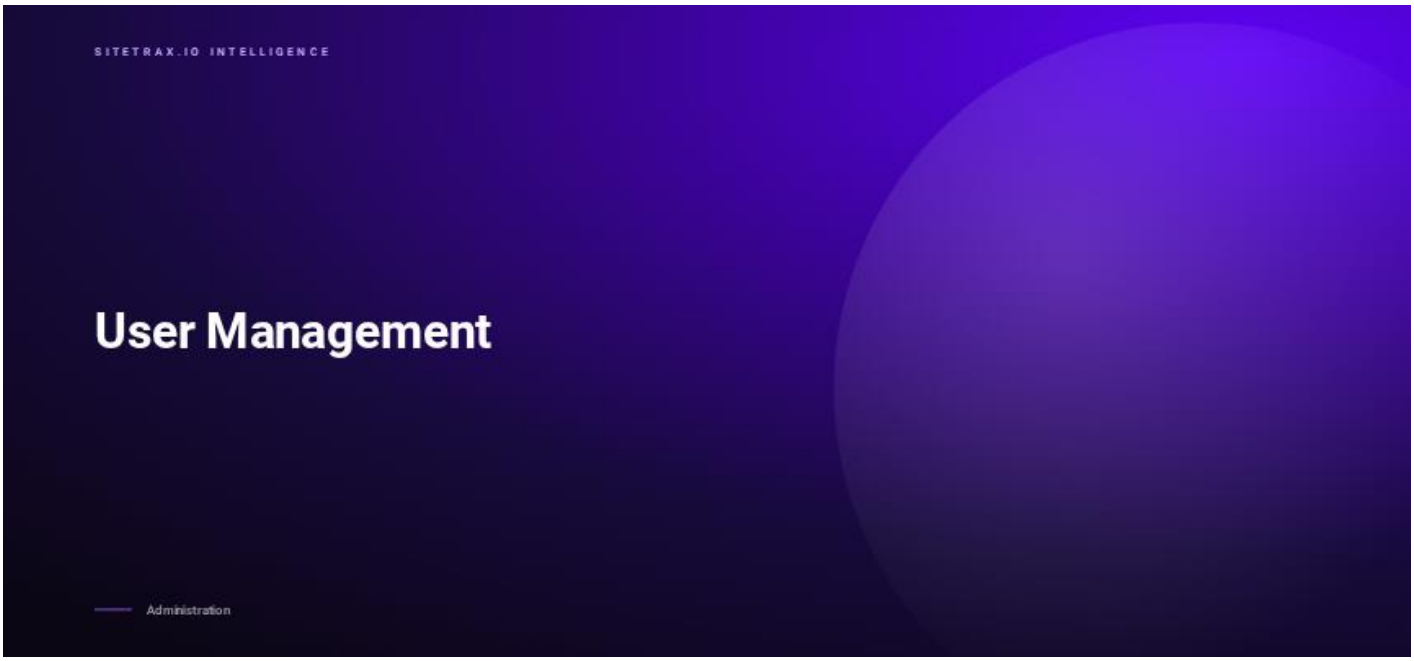
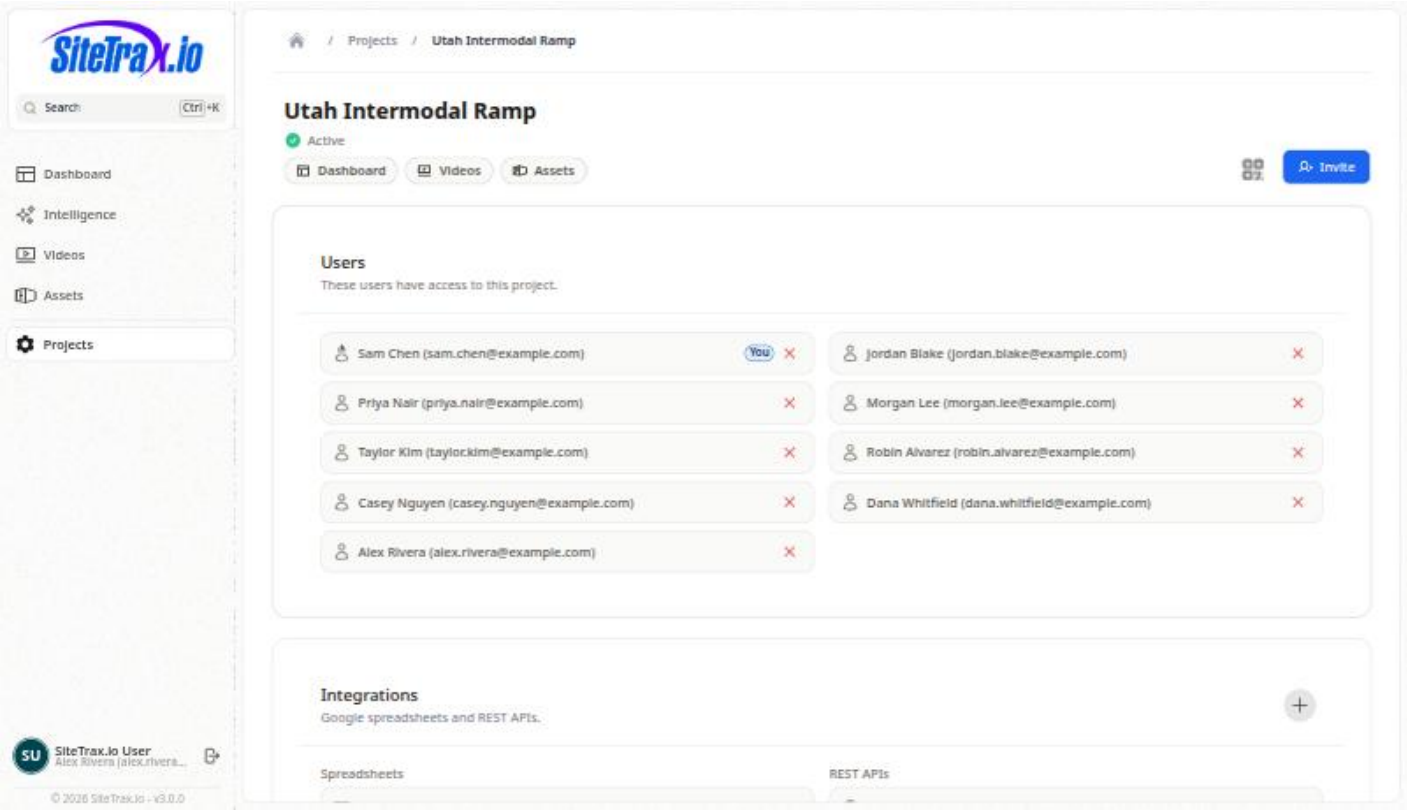
User Management



Access in SiteTrax.io is granted per project. A shared project makes its permitted operational information available to that account; media availability and redaction rules still apply. A project that is not shared with the account remains out of reach. External assistants also need that user to authorize a connection, and notification changes require the additional write permission.

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’s address. They need a SiteTrax.io account; external assistant authorization also requires an active account with verified email. Once access is granted, the project appears in their application and becomes available to an assistant they authorize with that account. Complete account verification before starting the assistant connection.

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 also removes that project from future authorized assistant requests. Project sharing and disconnecting an assistant are different controls. SiteTrax.io does not currently provide a per-connection revoke screen; see Account Access and OAuth for the available access controls.

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