# **FOTA WEB Users**

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This chapter is an overview of USERS menu.

#### **Users section**

The users tab is used to invite new users and manage existing users on your parent and child companies.

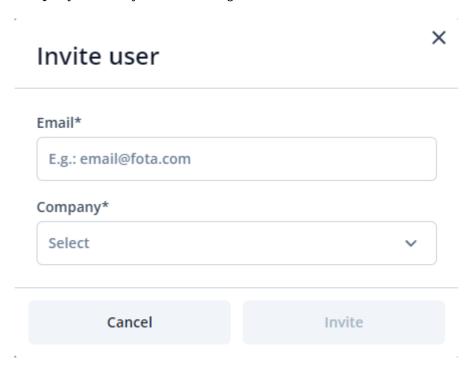


Below you shall find an explanation of what each column means.

| FIELD NAME | VALUE                | DESCRIPTION  |
|------------|----------------------|--|
| ID         | String: User ID      | The unique user ID   |
| EMAIL      | String: email        | This is the email that has been used for User invitation.  NOTE: you can not have more than one User bound to the same email address.  |
| COMPANY    | String: Company name | User can belong to the <b>root</b> level company or a <b>child</b> company. For Company and User hierarchy refer to <b>Companies</b> . |
| INVITED BY | String: email        | This is the user email that created the invitation.  |
| CREATED AT | String: date         | This is the date that a User accepted invitation thus creating an account.   |
| UPDATED AT | String: date         | This is the date that a User was active on his account.  |

### **Invite**

You are able to invite additional users by entering the invitee's email address and selecting the company that they should be registered to.



#### **Invitations**

With the invitations tab, you can view and manage invitations that have already been sent out.



There are 2 available actions for the invitations which are **RESEND INVITATION** and **CANCEL INVITATION**. Both options can be found on the right side of the screen.

## **Delete**

The **Delete** pop up button is used for deleting existing users under your companies.

These are the steps to delete existing users:

- 1. Check users that you would like to delete.
- 2. Click on **Delete**.
- 3. Make sure you have selected the correct users.
- 4. Click on **Delete**.

**NOTE:** Deleted users cannot be restored.