

# 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
<b>ID</b>	String: User ID	The unique user ID
<b>EMAIL</b>	String: email	This is the email that has been used for User invitation. <b>NOTE:</b> you can not have more than one User bound to the same email address.
<b>COMPANY</b>	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 <a href="#">Companies</a> .
<b>INVITED BY</b>	String: email	This is the user email that created the invitation.
<b>CREATED AT</b>	String: date	This is the date that a User accepted invitation thus creating an account.
<b>UPDATED AT</b>	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.

×

Invite user

Email\*

E.g.: email@fota.com

Company\*

Select

Cancel

Invite

## Invitations

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

Invitations (1)			Invite user
Users <u>Invitations</u>			
Q Search			< 1 > Table view
Email	Company	Created at	
@teltonika.lt	Teltonika	2023-06-15 16:10:28	✕ ↺

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.

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