

User Management

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User Limits by Plan

Starter: Up to 5 administrator accounts. Professional: Up to 25 administrator accounts. Enterprise: Unlimited.

Adding Users

Navigate to your instance admin panel. Click Users then Invite User. Enter the users email address. Select a role (admin or user). Click Send Invitation.

The user receives an email with a link to set their password and log in.

User Roles

Admin: Full access to all features, settings, and user management.
User: Access to their own data and the AI agents. Cannot modify branding or billing.

Deactivating Users

Navigate to Users. Click the user to edit. Toggle Active status off. User immediately loses access but their data is preserved.

Reactivating Users

Follow the same process and toggle Active status on.

Resetting Passwords

Users can reset their own password via the login screen.
Administrators can force a password reset from the user management screen.

Deleting Users

Contact support@myworkforceteamtechnology.com to delete a user and all their data permanently.

Support

User management questions:
support@myworkforceteamtechnology.com