SHIELDSPHERE

Team

who can log in, and what they can do

How to invite ShieldSphere users to your organization, set their roles, and scope which sites each one can reach.

ADMIN GUIDE – FOR ADMINISTRATORS | VERSION 1.0 | SCREENS CAPTURED JULY 2026

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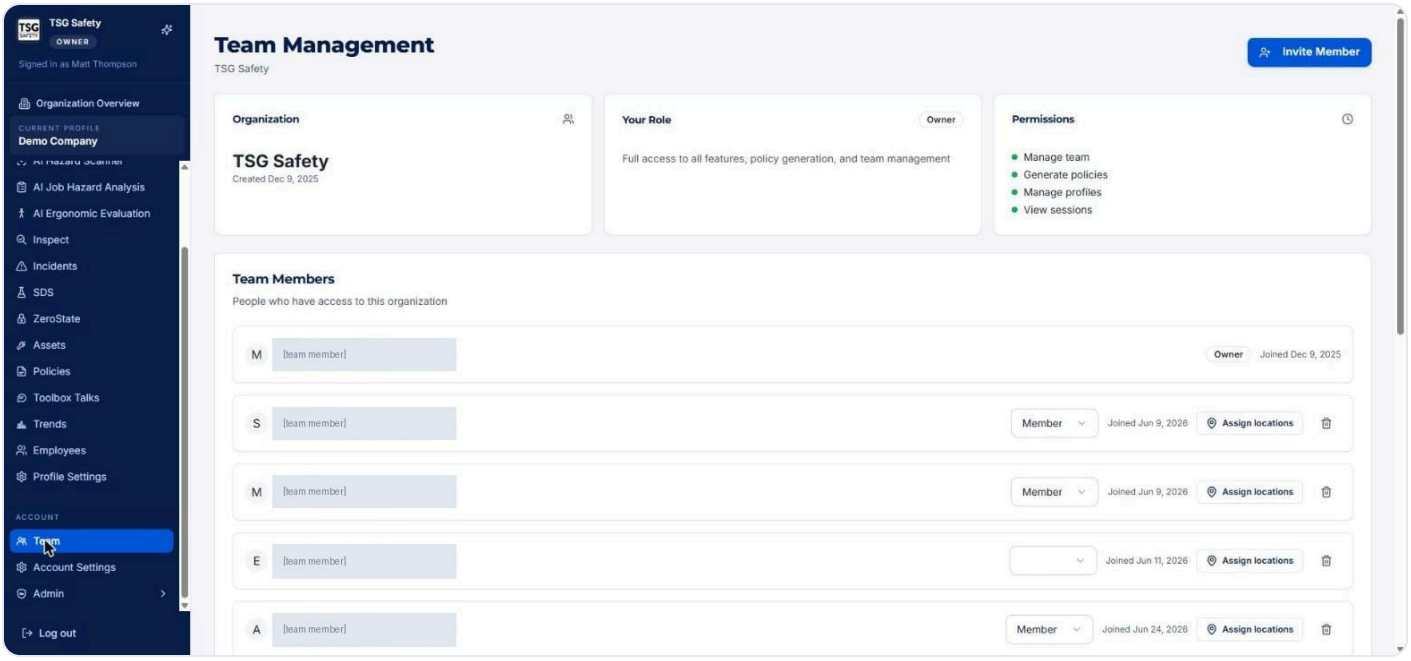
5 Troubleshooting

ShieldSphere's Team page controls who can log in to your organization and how much they can touch. It is the account-level companion to the Employees roster: where Employees lists the workers safety is about, Team lists the people who use the software. Each member has an account, a role that decides their reach, and a set of sites they can see.

1 What the Team page does

Team is where you decide who can log in to ShieldSphere for your organization - and how much of it they can touch.

It is the account-level companion to the Employees roster. Where **Employees** lists the workers safety is *about*, **Team** lists the people who *use the software* - the safety managers, coordinators and admins with a ShieldSphere login. Every person here has an account, a role, and a set of sites they can reach.



Team Management. Your organization and your own role sit up top, with the permissions your role grants. Below, every member who can access the organization, each with a role and per-member actions. (Member identities masked in this guide.)

2 Roles and permissions

The panels at the top of the page show **your role** and the **permissions** it grants - for an owner, full access to all features, written programs, profile management and team management. Each member you invite is given a role that decides their reach.

ROLE	WHAT IT CAN DO
Owner	Full control - all features, written programs, managing profiles, and managing the team itself.
Member	Works within the organization at the sites and features their access allows. The default for an invited user.

> **OWNER IS POWERFUL - GRANT IT SPARINGLY**
>
> An owner can add and remove other team members and change roles. Keep the owner count small and give most people **Member**, scoped to just the sites they work.

3 Invite a member

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Team → Invite Member
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Click **Invite Member** at the top right and enter the person's email. They receive an invitation to create their login and join your organization. Once they accept, they appear in the **Team Members** list with a join date, where you can set their role and scope their sites.

> **REMOVING ACCESS**
>
> The trash icon on a member row removes their access to the organization. Use it promptly when someone leaves - a stale login is an open door.

4 Assign locations

Not everyone needs every site. Assigning locations keeps a member's view to the sites they actually work.

Each member row carries an **Assign locations** button. Use it to pick which sites (profiles) that member can see and work in. A regional coordinator might get several; a single-site safety lead gets just theirs.

> **SCOPE DOWN, NOT UP**
>
> Give a new member the narrowest set of sites that lets them do their job, and widen it later if needed. It keeps their dashboards focused and limits the blast radius of a mistake.

5 Troubleshooting

SYMPTOM	CAUSE AND FIX
An invited person cannot log in	They have not accepted the invitation yet, or used a different email. Confirm the address and re-invite if needed.
A member cannot see a site	That site is not in their assigned locations. Use **Assign locations** to add it.
A member can do too much	Their role is too high. Change it from Owner to Member, and scope their locations.
Someone left the company	Remove them with the trash icon on their row so their login no longer works.
I cannot manage the team	Team management requires an owner role. Ask an existing owner to make the change or promote you.

ShieldSphere Team – Admin Guide. Published at shieldspheresafety.com/guides/team-admin. Screens are illustrative; the written steps are what to follow if the two ever disagree.