

# 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

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## WHAT'S IN THIS GUIDE

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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**

TSG Safety

**Organization**

TSG Safety  
Created Dec 9, 2025

**Your Role** Owner  
Full access to all features, policy generation, and team management

**Permissions**

- Manage team
- Generate policies
- Manage profiles
- View sessions

**Team Members**  
People who have access to this organization

| Member          | Role   | Joined              | Actions          |
|-----------------|--------|---------------------|------------------|
| M [team member] | Owner  | Joined Dec 9, 2025  |                  |
| S [team member] | Member | Joined Jun 9, 2026  | Assign locations |
| M [team member] | Member | Joined Jun 9, 2026  | Assign locations |
| E [team member] |        | Joined Jun 11, 2026 | Assign locations |
| A [team member] | Member | Joined Jun 24, 2026 | Assign locations |

**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, policy generation, 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, policy generation, 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

Team → **Invite Member**

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 <b>Assign locations</b> 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.                   |

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