

Invite people and manage roles and teams

Explain organization membership, invitations, common role boundaries, teams, removal, and least privilege.

Organization administrators manage who belongs to a Vibework organization and what administrative responsibilities they hold. Teams make it easier to share supported resources and assign work to a maintained group instead of managing the same people one at a time.

Invite a person

1. Open Admin and go to the organization member or user management area.
2. Choose Invite and enter the person's correct work email address.
3. Assign the least-privileged role that lets the person do their job. Do not grant organization or platform administration for convenience.
4. Send the invitation and confirm its status. The person must accept and sign in to the same organization before shared resources appear.
5. Grant access to the necessary teams, projects, knowledge, agents, workflows, or connections after membership is active.

Use roles and teams for different purposes

A role grants a class of administrative or product permissions. A team groups people for supported sharing and assignment. Adding someone to a team does not make them an organization administrator, and assigning an administrative role does not automatically share every restricted resource.

Create and maintain a team

1. Choose a stable business-purpose name such as Safety reviewers or Customer Success rather than a temporary project nickname.
2. Add the current members and document who maintains the group.
3. Use the team when sharing supported resources or assigning tasks.
4. Review membership when people change roles, projects end, or access requirements change.

Remove or change access safely

Before removing a person, transfer ownership of durable resources where required and review organization-owned connections, agents, workflows, projects, and tasks they maintained. Then remove

unneded team and resource grants and complete the membership change. For urgent security events, follow your organization's access-removal process immediately.

Why an invited person may still see nothing

Check that the invitation was accepted, the person opened the correct organization, the resource is shared with them or their team, the required feature is enabled, and their role includes any administrator-only action they are trying to perform.