



Company Management

A platform-level tool for creating and managing client companies, their members, subscription plans, and enabled modules.

Key Features

- **Company List:** Browse all companies with sortable columns for name, owner, plan, user count, site count, storage usage, and status.
- **Search & Filter:** Search by company name or email, and filter by status (Active, Trial, Suspended, Cancelled) or subscription plan.
- **Add & Edit Companies:** Create new companies or update details including name, contact info, owner, status, plan, and modules.
- **Module Control:** Enable or disable individual product modules (CRM, DAM, Airmail, Airblog, Airforms) per company.
- **Member Management:** View all active members, add existing platform users, change their role, or remove them.
- **Email Invitations:** Invite people by email address. They receive a secure link valid for 7

days to join the company.

- **Sites View:** See all sites associated with a company and their current status.
- **Bulk Actions:** Select multiple companies to activate or suspend them all at once.

How to Use

Add a Company

1. Click **Add Company** in the top right.
2. Enter the company name, email, phone, and website.
3. Set the status and assign an owner.
4. Switch to the **Plan & Modules** tab to select a subscription plan and tick the modules to enable.
5. Click **Save**.

Edit a Company

1. Find the company in the list and click **Edit** in its row.
2. Update any details across the Details or Plan & Modules tabs.
3. Click **Save**.

Manage Members

1. Click **Members** on any company row.
2. To add an existing user: type their name or email in the search box, select them, choose a role, and click **Add**.
3. To invite someone new: enter their email under **Invite by Email**, choose a role (Admin, Editor, or User), and click **Invite**. They'll receive an email with an acceptance link.
4. To change a member's role: use the role dropdown next to their name.
5. To remove a member: click the **x** button on their row.

Manage Pending Invitations

Pending invitations appear below the member list. Click **Resend** to refresh the link and extend the expiry by 7 days, or **Cancel** to revoke the invitation.

View Company Sites

Click **Sites** on any company row to see all sites belonging to that company and their status.

Change Company Status

- Click **Toggle Status** on a row to switch a company between Active and Suspended.
- Use the checkbox selection and **Activate Selected** or **Suspend Selected** to update multiple companies at once.

Delete a Company

Click **Delete** on any company row. This permanently removes the company and all its stored files. This action cannot be undone.

Member Roles

Role	Description
Owner	Full control; cannot be removed
Admin	Can manage members and invitations
Editor	Can create and edit content
User	Standard access

Tips

- Storage usage is shown as a progress bar — it turns orange above 75% and red above 90%.
- The company owner is automatically added as a member when a company is created.
- Invitations expire after 7 days. Use **Resend** to issue a fresh link with a new 7-day expiry.
- Email invitations can only assign Admin, Editor, or User roles. To assign Owner, add an existing platform user directly via the search field.
- The primary company (Air4.media LLC) cannot be deleted.