

Add admins and team members

Give people at your company their own sign-in to the customer dashboard.

Team members are the people with access to your organization, your company's Supreme Point account. Owners and Admins can invite people to the [customer dashboard](#), and deactivate them when they leave. To give someone access to the iPad app at a location instead, see [Invite your front desk staff](#).

Before you begin

- You need an Owner or Admin account.

Choose an account role

When you invite someone on the **Team members** page, you choose their **Account role**:

- **Admin**: manages locations, staff, tenants, and settings in the customer dashboard, and can manage billing and team members.
- **Staff**: signs in to the customer dashboard but can't manage billing or team members.

Your organization has one **Owner**, who has full control. The Owner can't be deactivated from the dashboard.

Note: The roster also lists your location staff, the Managers and Associates who use the iPad app. Their account role shows as **Staff**. To add or change location staff, see [Invite your front desk staff](#).

Invite a team member

- 1 In the customer dashboard, click your name in the top-right corner, then click **Team members**.
- 2 Click **Add member**.

- 3 Enter their **Full name** and **Work email**.
- 4 Under **Account role**, click **Admin** or **Staff**.
- 5 Click **Send invite**.

Supreme Point emails them an invite code to set up their account. The code expires in 7 days. If they're new to Supreme Point, the dialog shows **Invite sent** and the invite code, so you can also share it yourself. Click **Done** to close it.

They appear in the **Account roster** with the status **Invited**. Their status changes to **Active** once they set up their account.

Deactivate a team member

- 1 On the **Team members** page, find the person in the **Account roster**.
- 2 Click **Deactivate** in their row.
- 3 In the confirmation dialog, click **Deactivate**.

They lose access to your organization and their status changes to **Deactivated**. The **Deactivate** button is grayed out for you and for the Owner.

Reactivate a team member

- 1 On the **Team members** page, find the person with the status **Deactivated**.
- 2 Click **Reactivate**.

Their access comes back right away and you see **Team member reactivated**.

Add an administrator

You can also invite an Admin from the **Administrators** page, which lists everyone with a customer dashboard account.

- 1 Click your name in the top-right corner, then click **Administrators**.
- 2 Click **Add administrator**.
- 3 Enter their **Full name** and **Work email**.
- 4 Click **Send admin invite**.

They get an email with an invite code and appear in the list with the status **Invited**.

Troubleshooting

- **That email already belongs to an active team member:** this person already has access. Find them in the **Account roster**.
- **This email belongs to a Supreme Point operator account. Use a different email:** the email belongs to Supreme Point's own team. Use the person's company email instead.
- **A building is required before sending an admin invite:** add a location first, then send the invite.

See also

- Invite your front desk staff
- Manage billing
- Manage your account