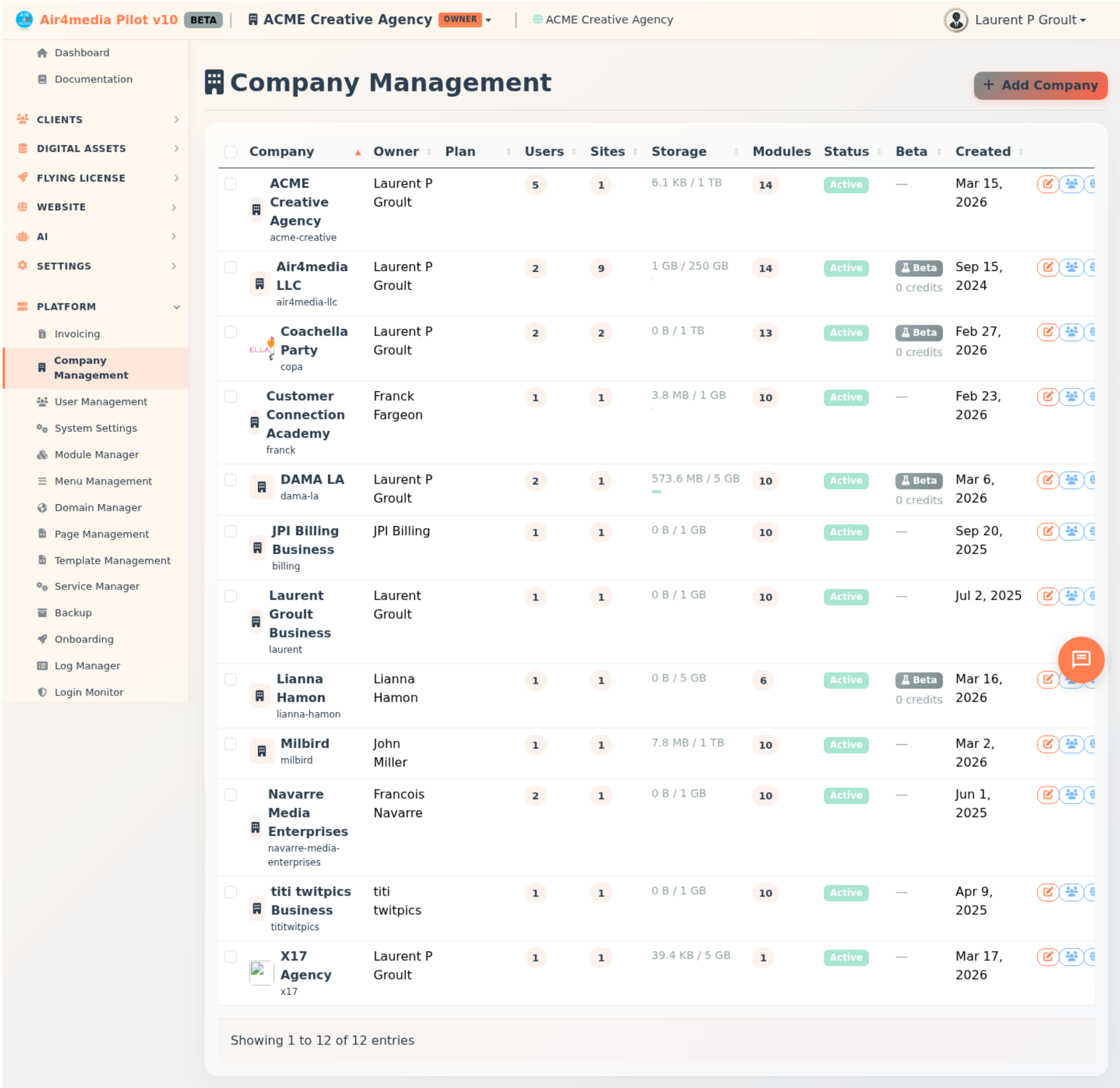


# Company Management

A platform-level tool for creating and managing client companies, their members, subscription plans, and enabled modules. Everything about a company like ACME Creative Agency — its team, plan, active modules, and AI credits — is managed from this single page.

## Key Features

- **Company List**: Browse all companies with sortable columns for name, owner, plan, user count, site count, storage usage, beta status, and creation date.
- **Search & Filter**: Search by company name or email, and filter by status (Active, Trial, Suspended, Cancelled), subscription plan, or beta status.

- **Add & Edit Companies**: Create or update companies across three tabs — Details, Plan & Options, and Modules.
- **Logo Upload**: Upload a company logo (JPG, PNG, SVG, or WebP, up to 5 MB) from the Details tab. A preview appears instantly; click remove to clear it.
- **Module Control**: Enable or disable modules per company — CRM, DAM, Airmail, Airblog, and Airforms. The list shows a count badge; hover it to see which modules are active.
- **Beta Status**: Mark a company as a beta participant to give them plan features for free. Beta companies display a Beta badge and show their current AI credit balance.
- **Startup Package**: Grant the Startup Package add-on. Activation date and expiry are tracked in the Plan & Options tab.
- **Grant Credits**: Add AI credits directly to a company's balance from the list row or the Plan & Options tab.
- **Member Management**: View active members, add existing platform users, change roles, or remove members.
- **Email Invitations**: Invite people by email with a secure link valid for 7 days. Existing users see **Accept Invitation**; new users see **Create Account & Join**.
- **Auto-Join**: When an invited person logs in or signs up, pending invitations for their email are accepted automatically — no link click needed.
- **Sites View**: See all sites associated with a company and their status.
- **Bulk Actions**: Select multiple companies to activate or suspend them 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. Optionally upload a logo. Set the status and assign an owner.
3. Switch to **Plan & Options** to select a subscription plan.
4. Switch to **Modules** and tick which modules to enable.
5. Click **Save**. A default site is automatically created for the new company.

### Edit a Company

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

### Toggle Beta or Startup Package

Open the company's **Edit** modal and go to **Plan & Options**. The options table shows Beta Tester, Startup Package, and AI Credits — each with its current status, activation date, and expiry. Click the toggle button next to an option to enable or disable it. Only platform admins can perform this action.

### Grant Credits

1. Click **Grant Credits** on a company row (or the **+** button in the Plan & Options tab).
2. Enter the number of AI credits to add and click **Grant Credits**. The balance updates immediately.

### 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**.
4. To change a member's role: use the role dropdown next to their name.
5. To remove a member: click the **×** on their row.

### Pending Invitations

Pending invitations appear below the member list. Click **Resend** to issue a fresh 7-day link, or **Cancel** to revoke the invitation.

### Change Company Status

- Click **Toggle Status** on a row to switch between Active and Suspended.
- Use checkboxes and **Activate Selected** or **Suspend Selected** for bulk updates.

### 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 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.
- Owner role can only be assigned by adding an existing platform user via the search field — it cannot be set via email invitation.
- Auto-join means invited users don't need to click the link — logging in or signing up with the invited email is enough.
- Toggle Status only switches between Active and Suspended. To set Trial or Cancelled, use **Edit**.
- The primary company (Air4.media LLC) cannot be deleted.
- Beta status, Startup Package, and Grant Credits are restricted to platform-level admins.