

Company	Owner	Plan	Users	Sites	Storage	Modules	Status	Beta	Created
ACME Creative Agency	Laurent P Groult		165	1	212 MB / 1 TB	14	Active	—	Mar 15, 2026
Air4media LLC	Laurent P Groult		2	9	1.3 GB / 250 GB	14	Active	Beta 0 credits	Sep 15, 2024
Coachella Party	Laurent P Groult		2	2	8.9 MB / 1 TB	13	Active	Beta 0 credits	Feb 27, 2026
Customer Connection Academy	Franck Fargeon		1	1	3.8 MB / 1 GB	10	Active	—	Feb 23, 2026
DAMA LA	Laurent P Groult		2	2	573.6 MB / 5 GB	10	Active	Beta 0 credits	Mar 6, 2026
JPI Studios	Laurent Groult		2	1	0 B / 1 TB	10	Active	—	Apr 1, 2026
Laurent Groult Business	Laurent Groult		1	1	0 B / 1 GB	10	Active	—	Jul 2, 2025
Lianna Hamon	Lianna Hamon		1	1	0 B / 5 GB	6	Active	Beta 0 credits	Mar 16, 2026
Milbird	John Miller		1	2	13.3 MB / 1 TB	10	Active	—	Mar 2, 2026
Navarre Media Enterprises	Francois Navarre		2	1	39.4 KB / 1 GB	10	Active	—	Jun 1, 2025
Test Company 69d28a70dfb6b	Test User		1	1	0 B / 5 GB	3	Active	—	Apr 5, 2026
Test Company 69d28a7207915	Test User		1	1	0 B / 5 GB	3	Active	—	Apr 5, 2026
Test Company 69d28a721b3c6	Test User		1	1	0 B / 5 GB	3	Active	—	Apr 5, 2026
Test Company 69d28a722f633	Test User		1	1	0 B / 5 GB	3	Active	—	Apr 5, 2026
Test Company 69d28a761ca3c	Test User		1	1	0 B / 5 GB	3	Active	—	Apr 5, 2026

# 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:** Sortable columns for name, owner, plan, user count, site count, storage, modules, beta status, and creation date. Search by name or email; filter by status, plan, or

beta status.

- **Add & Edit Companies:** Three-tab modal — Details (name, logo, owner, contact info), Plan & Options (subscription plan, Beta, Startup Package, AI Credits), and Modules (CRM, DAM, Airmail, Airblog, Airforms).
- **Logo:** Upload or pick from existing assets (JPG, PNG, GIF, SVG, or WebP — up to 5 MB). A preview appears instantly; click Remove to clear it.
- **Plan & Options Tab:** Shows Beta Tester, Startup Package, and AI Credits in a table — each with its current status, activation date, and expiry date. Toggle each add-on with a single click.
- **Beta & Startup Package:** Toggle per company from the Plan & Options tab. Beta companies get plan features for free and display their AI credit balance in the list.
- **Grant Credits:** Add AI credits to any company from its list row or the Plan & Options tab.
- **Member Management:** Add existing users, invite by email (7-day link), change roles, and remove members — all from the Members panel.
- **Auto-Join:** Invited users are added automatically when they log in or sign up with their invited email — no link click required.
- **Sites View:** See all sites linked to a company and their current status.
- **Bulk Actions:** Select multiple companies to activate or suspend at once.

## How to Use

### Add a Company

1. Click **Add Company** in the top right.
2. Fill in the name, email, phone, and website. Upload or choose a logo. Set status and assign an owner.
3. Go to **Plan & Options** and select a subscription plan.
4. Go to **Modules** and enable the modules this company needs.
5. Click **Save**. A default site is created automatically.

### Edit a Company

Click **Edit** on a row, update fields across any tab, and click **Save**.

### Toggle Beta or Startup Package

Open **Edit** → **Plan & Options**. The options table shows current status, activation date, and expiry for each add-on. Click the toggle to enable or disable it. Platform admins only.

## Grant Credits

Click **Grant Credits** on a row (or the + button in Plan & Options). Enter the number of AI credits to add and confirm.

## Manage Members

Click **Members** on any company row.

- **Add existing user:** Search by name or email, choose a role, and click **Add**.
- **Invite by email:** Enter an email address, choose a role (Admin, Editor, or User), and click **Invite**.
- **Change role:** Use the dropdown next to a member's name.
- **Remove:** Click **x** on their row.
- **Pending invitations:** Appear below the member list. Click **Resend** for a fresh 7-day link, or **Cancel** to revoke.

## Change Company Status

Click **Toggle Status** on a row to switch between Active and Suspended. For bulk updates, use the checkboxes and **Activate Selected** or **Suspend Selected**.

## Delete a Company

Click **Delete** on a row. This permanently removes the company and all its stored files and 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 bar turns orange above 75% and red above 90%.
- The company owner is automatically added as a member on creation.

- Invitations expire after 7 days — use **Resend** to issue a fresh link.
- Owner role can only be set by adding an existing user via the search field. It cannot be assigned via email invitation.
- Auto-join means invited users don't need to click their link — logging in with the invited email is enough.
- Toggle Status only switches between Active and Suspended. Use **Edit** to set Trial or Cancelled.
- The primary company (Air4.media LLC) cannot be deleted.
- Beta status, Startup Package, and Grant Credits are restricted to platform-level admins.