

# Team Invites

## User Guide

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Create invite links, assign roles, and configure feature access for every tech on your team.

### Quick Reference

Command: /invite

Access: Plan owners only

Roles: Tech or Manager

Features: Estimator, Inventory, Tools toggles per member

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# 1. Getting Started

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Team invites are how you add techs to your ArklyTech plan. As the plan owner, you generate a unique invite link that your techs tap to join. They get instant access to all paid features without creating an account or entering payment info.

Type `/invite` to generate a new invite link. The bot confirms how many seats you have remaining on your plan.

Note: Only the plan owner can generate invite links. If you're a team member (tech or manager), you cannot invite others — ask your plan owner.

## 2. Creating an Invite

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The invite process is simple:

- Type `/invite` in the bot chat
- The bot checks your seat count and confirms availability
- A unique invite link is generated (e.g., `t.me/arklytechbot?start=invite_CODE`)
- The link is valid until used or until your plan changes
- When a tech taps the link, they are activated immediately

Each invite link is single-use — once a tech joins via the link, it cannot be reused. Generate a new link for each tech you want to add.

## 3. Invite Link Sharing

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Share invite links through any channel:

- Text message — copy and paste the link to an SMS
- Email — include the link in an onboarding email
- Group chat — share in your team's Telegram group or WhatsApp
- In person — show the QR code or link on your phone screen

The tech needs to have Telegram installed. When they tap the link, it opens Telegram, starts a chat with `@arklytechbot`, and activates their account under your plan.

Tip: Send invite links during onboarding. Include a quick note like "Tap this link to join our ArklyTech plan — you'll get AI-powered access control support on your phone."

## 4. Role Assignment

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Each team member has a role that controls their access level:

<b>Tech</b>	Full bot access, self-scoped portal view, cannot manage team
<b>Manager</b>	Full bot access, team-wide portal view, can manage members

By default, invited members join as techs. To change a member's role, go to the Manager Portal > Team Management and select the member.

When you change a member's role, their portal sessions are invalidated and new permissions apply on their next login.

Note: Managers can see all team activity, billing information, and analytics. Only assign the manager role to supervisors and project managers who need that visibility.

## 5. Feature Toggles

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Control which premium web apps each team member can access:

<b>can_estimate</b>	Access to the Job Estimator web app and /estimator command
<b>can_inventory</b>	Access to the Inventory web app and /inventory command
<b>can_tools</b>	Access to the Tools Tracker web app and /tools command

Managers always have all three features enabled. For techs, you can toggle each one individually in the Portal > Team Management.

- Disabling a feature immediately revokes access on next login
- Enabling a feature grants access on next login
- Core bot features (device lookup, AI, wiring diagrams) are always available
- Feature toggles only affect the web apps and their associated API endpoints

Tip: Keep it simple for field techs — enable only the features they use daily. A tech who never creates estimates doesn't need can\_estimate enabled.

## 6. Quick Reference

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<b>Generate invite link</b>	Type /invite
<b>Change member role</b>	Portal > Team Management > Select member
<b>Toggle features</b>	Portal > Team Management > Feature toggles
<b>Remove a member</b>	Portal > Team Management > Remove
<b>Check seat count</b>	/invite shows remaining seats