



Members

Members are the users of your organization. This section allows you to manage the users within your Zoho RPA organization. You can create new members, assign different roles and permissions, and manage their access to your RPA flows. Additionally, you can be a member of multiple organizations, expanding your collaborative capabilities.

There are three types of organization members in Zoho RPA: *owners*, *admins*, and *users*. You can create an organization and belong to multiple organizations.

Types of Members : Roles and Permissions

Owners

By default, the person who creates an organization is the owner. As the owner, you can:

- Modify the organization name
- Add or remove members
- Change roles of members
- Create, edit, and delete flows
- Create, test, delete, and reconnect app connections
- View audit trail

Admins

As an admin, you can:

- Modify the organization name
- Add or remove members
- Change roles of members
- Create, edit, and delete flows
- Create, test, delete, and reconnect app connections
- View audit trail

Users

As a user you can:

- Create, edit, and delete flows
- Create, test, delete, and reconnect app connections

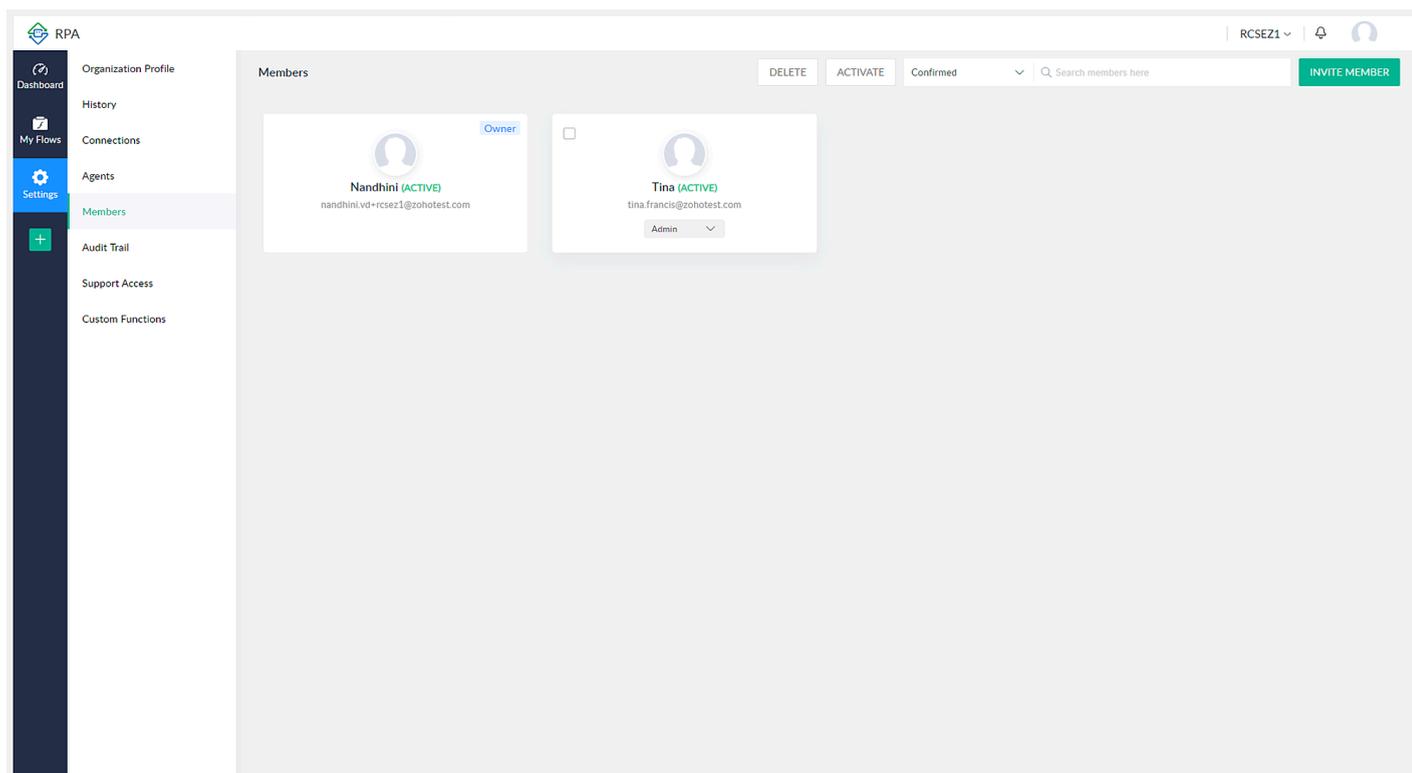
Manage Members

The owner or admin can manage the members of the organization.

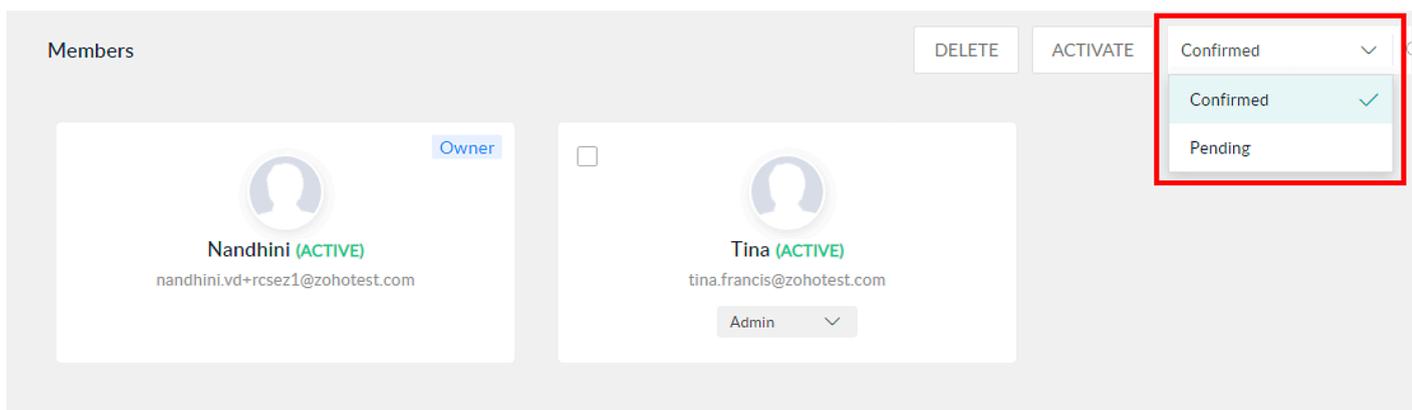
Invite member

To add a member to your Zoho RPA organization:

1. Go to **Settings > Members**.
2. Click **Invite Member** in the top-right corner.

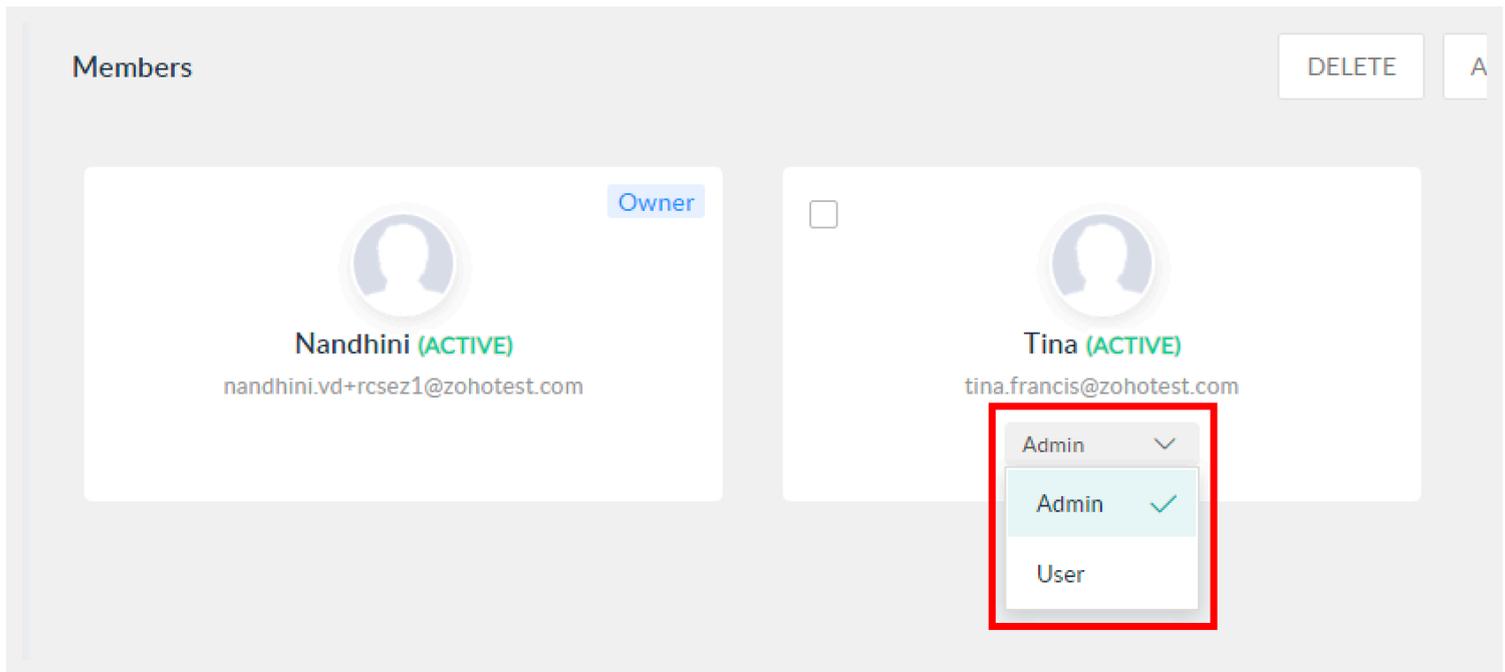


3. Enter the name, email address, and role of the new member, then click **Send** to invite them. You will be notified by email when the member accepts your invitation.
4. View the list of confirmed or pending members by choosing one of these options from the dropdown.



Change Role for a member

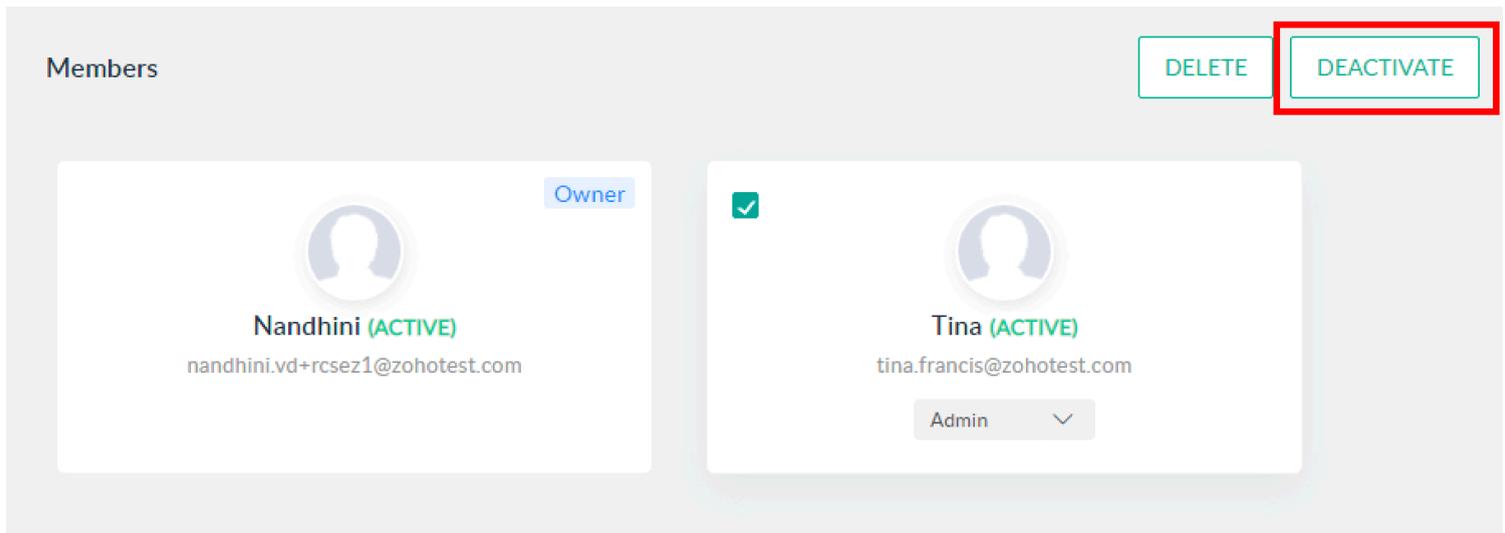
To change the role of a member, click on the current role. Choose the new role from the dropdown.



Deactivate or activate member

Deactivating a member restricts them from accessing your Zoho RPA organization.

Select the checkbox for the required user and click **Deactivate**. To activate the member again, select the checkbox for the user and click **Activate**.



Delete member

Deleting a member denies them access to your organization until they are invited again. This feature is particularly useful when you want to invite a client or an employee from another team to work in your Zoho RPA organization for a limited time.

Members

DELETE

DEACTIVATE



Owner

Nandhini (ACTIVE)

nandhini.vd+rcsez1@zohotest.com



Tina (ACTIVE)

tina.francis@zohotest.com

Admin



To remove a member or an invitee, select the checkbox for the user and click **Delete**.