

Document access reference

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Document access in organization administration

Organization administration is the place to manage the people and organization-level services that support access to documentation. This page covers the organization settings page: its invitation controls and links to organization access services. Project document access modes and share links belong to [Configure Branding](#), not to this organization surface.

If you need to...	Go to
Prepare the session and invitation details	What must be in place
Identify the organization access links and invitation choices	Find and understand the organization controls
Invite a team member	Invite a team member
Diagnose a failed member load or invitation	When invitation or loading goes wrong
Configure organization SSO or provisioning	Manage organization access

Start with the session, organization context, and invitation details you need before using these controls.

What must be in place

Before using the organization controls, have an authenticated session with an organization context. The member request does not run without an access token and organization ID. For an

invitation, have the recipient's email address ready. `Invite role` is the selector for the invitation role; its choices are `Viewer` , `Contributor` , `Maintainer` , and `Admin` .

Before you start	Why it matters
An access token	Member loading and invitation submission stop without one.
An organization ID	The member request and invitation are scoped to the organization.
The recipient's email address	<code>Invite email</code> is required before you can send the invitation.
<code>Invite role</code>	Choose <code>Viewer</code> , <code>Contributor</code> , <code>Maintainer</code> , or <code>Admin</code> .

With these prerequisites in place, locate the organization controls.

Find and understand the organization controls

The organization surface combines invitation controls with organization access links and a member list. Open the organization settings page to reach it. The header links take you to organization services; the invitation form contains `Invite email` , `Invite role` , and `Send invite` ; the member area shows loading, error, or table content according to the member request.

If you need to...	Use this control or area
Configure organization single sign-on	<code>Single Sign-On</code>
Configure organization provisioning	<code>Provisioning (SCIM)</code>
Review organization audit information	<code>Audit Log</code>
Enter the invite recipient	<code>Invite email</code>
Choose the invite recipient's role	<code>Invite role</code> ; choose <code>Viewer</code> , <code>Contributor</code> , <code>Maintainer</code> , or <code>Admin</code>
Send the invitation	<code>Send invite</code>

While the invitation is being sent, `Send invite` is disabled and its label changes to `Sending...` . While members are loading, the member area shows `Loading members...` . When members

load successfully and the list is non-empty, the member table contains `Name` , `Email` ,

`Role` , `Status` , and `Joined` . With the controls identified, continue to the invitation procedure.

Invite a team member

An invitation submits a recipient's email address with a selected role.

Prerequisites

- You have an access token and organization ID.
- You have the recipient's email address.
- You have a role choice from `Invite role` .

Steps

1. Enter the recipient's email address in `Invite email` .
2. In `Invite role` , choose `Viewer` , `Contributor` , `Maintainer` , Or `Admin` .

Choose
<code>Viewer</code>
<code>Contributor</code>
<code>Maintainer</code>
<code>Admin</code>

3. Select `Send invite` .

Result: The page shows `Invitation sent to {email} – they'll get an email with a join link.`

When invitation or loading goes wrong

Use the message on screen to identify whether the problem occurred while loading members, checking permission, receiving the invitation response, or reaching the service.

What you see	What it means	What to do
Could not load members, followed by the server status in parentheses	The member request was rejected.	Check the organization context and try again.

What you see	What it means	What to do
Only admins and maintainers can invite members.	The current role cannot invite members.	Ask an administrator or maintainer to send the invitation.
Invite failed, followed by the server status in parentheses	The invitation response returned an error without the authorization message.	Check the invitation details and try again.
Request failed – please try again.	The invitation request did not complete.	Try the invitation again.
Loading members...	The member list is still loading.	Wait for the member area to finish loading.

When the member request fails, the error appears in the member area. When members load with a non-empty list, the member table appears instead.