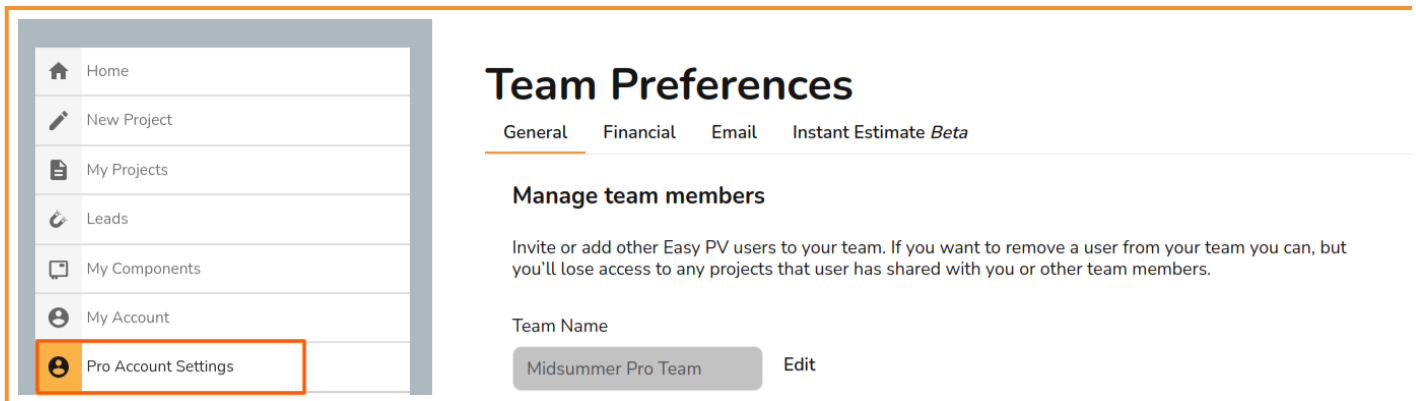


Pro Team Management and general settings

Team management allows you to have control over who is on your Easy PV Team and the role type they have. The team owner and any users with the **Admin** role type can add and remove users as well as change their role type.

You can manage your team settings in **Pro Account Settings > General**.



Add and remove users

To add users, you'll need the individual's name and email address. You can choose a user's role from the **Role Type** drop-down menu. The **Admin** role includes the ability to view and manage Pro team settings whereas a **Standard** user will not have these options.

To remove a user, click on the icon beside the user. This will disable their account and remove them from the subscription. The owner account cannot be removed so ensure it is under a company email address.

Company details

You can set default information that will be used across all your team's user accounts. This includes company name, number, accreditation, logo, address, and postcode. The details you set here will be used where relevant throughout Easy PV tasks, forms, and reports.

Billing information

Here you enter the details we should use for billing your subscription. If you have a separate accounts department, you may wish to use their email address here. We send out invoices by email every month after your subscription payment has been taken.

Cancel your subscription

To cancel your subscription, scroll to the bottom of the screen while in **Pro Account Settings**. Then click **Cancel Subscription**. This will cancel your subscription and your team's accounts will switch back to standard access.

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