

Pro Team Management

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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**.

Team Name

SUNMAX Edit

First Name	Last Name	Email Address	Role Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Owner	
<input type="text"/>	<input type="text" value="(you)"/>	<input type="text"/>	Admin ▼	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	Standard ▼	✕

+ Add User

Role types

With Easy PV pro, different members of the team can have different levels of access. The roles available are:

- **Admin:** role includes the ability to view and manage Pro team settings.
- **Owner:** this is the user who set up the pro team and this role cannot be selected or changed. They have same permissions as admin but cannot be removed from the team, so make sure this is under an email address you can access even if the owner was to leave the company.
- **Standard:** can access all pro features but cannot view or edit the pro account settings.

Adding or removing users

To **add users**, you'll need the individual's name and email address (they do not need an existing Easy PV account). You can choose a user's role. This role can be changed at any time.

+ Add User

Standard ▾ —

Cancel Save

The cost for adding a new user will be proportional to how much time is left until your next charge date, subsequent direct debits will also be automatically updated.

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.

See here for information on [sharing permissions](#).

Revision #12

Created 17 September 2024 17:29:09 by Matt Agnes

Updated 19 June 2025 10:27:45 by Daisy Kernick