

# Pro Team Management

Team management allows you to have control over who is on your Heatpunk 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.

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## Team Preferences

General Email Proposal Automatic pricing Shrunk Punk

### Manage team members

Invite or add other Heatpunk users to your team. If you want to remove a user from your team you can, but you'll lose access to any projects that user has shared with you or other team members.

Team Name  
Midsummer Heatpunk Pro T Edit

First Name	Last Name	Email Address	Role Type
ProElliot	Hobbs	elliott.hobbs+pro@n	Owner
Leo	Kelly (you)	leo.kelly@midsummr	Admin

+ Add User

### Company details

The details you set here will be automatically applied to forms and reports for all the users in your team.

Company Name  
Company Name

## 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 manage team settings.

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.

Admin

Admin

Standard

## Company details

You can set default information that will be used across all your team's user accounts. This includes company name, accreditation, logo, address, phone number, and email address. The details you set here will be used where relevant throughout Heatpunk 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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