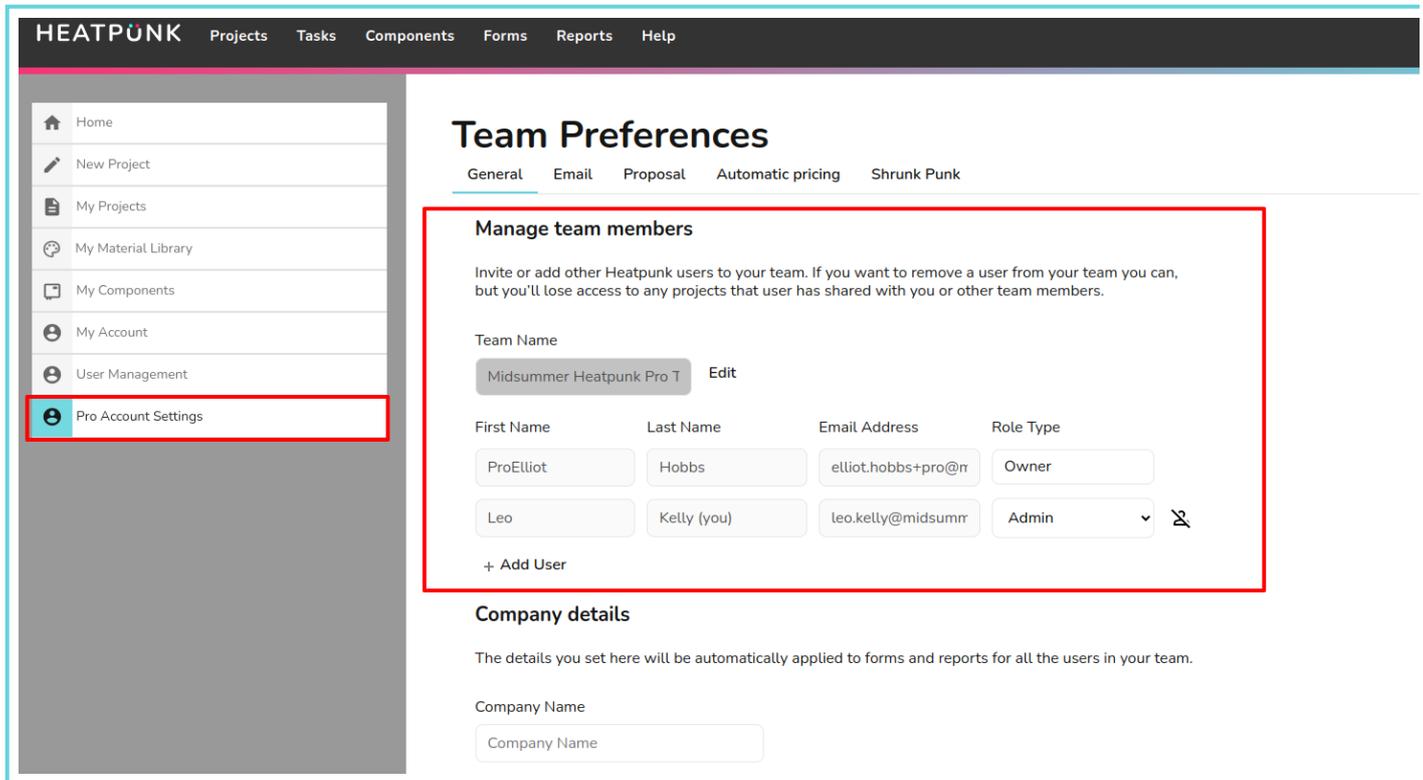# Pro Team Management

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.

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.
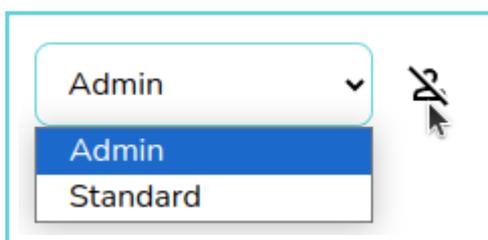
Company details

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.

Revision #1
Created 13 November 2024 11:22:57 by Harry Doyle
Updated 15 May 2025 16:31:04 by Harry Doyle