Changing users (admin)

If a team member leaves it can be a nightmare deleting old accounts and setting up new ones, but not in this case! It's super simple to change users and passwords. Simply go to settings at the top of the screen and select user admin. From there you will be able to add users, delete users and reset passwords. If settings is greyed out, it's likely that you are not the admin for the company, no problem, send us an email at support@prmax.co.uk and we'll get that sorted.