



# 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](mailto:support@prmax.co.uk) and we'll get that sorted.

The screenshot shows the PR MAX web interface. At the top is a navigation bar with icons for Home, Search, Results, Lists, Distribute, Private, Settings, and Help. Below the navigation bar, there are two main panels. The left panel is titled 'Media Lists' and contains a table with columns for Name, Client, and Qty. The right panel is titled 'Journalists' Requests' and contains a table with columns for User, Tweet, Financial, and Created. The 'Settings' icon in the navigation bar is highlighted in pink.

Name	Client	Qty
123		1
aa11	Bristol City Council	145
aa2		1474
Abby1		163
abby3		6115
abby test 2		5
abs2		8
Andrea Flourish		498

User	Tweet	Financial	Created
EvaSins5	Did you know that Evasins is the only platform in the WORLD that matches people based on the you... https://t.co/dzD9mbiCNk		04/09/19
Annftzgerald00	RT @ArleneHarris11: #joumorequest - am looking to talk to people (in Ireland) asap today who left a secure job to set up on their own, in...		04/09/19
PRJournoRequest	RT @alicegibbs_: Have you ever bought/sold second hand makeup online? I'd love to talk to you about it for a piece. Get in touch 🙋 You need...		04/09/19
PRJournoRequest	RT @GHPPlusFive: Looking for people aged 50+ who were there to witness a historical event - royal wedding, famous sporting victory, etc. #...		04/09/19