



The “Team Management” section is the place where you can manage your team’s information. Here you can add, edit, and delete team members. Follow the quick steps below to manage your team.

## Step 1: Access Team Management

Team 10 Employees			Role <span>▼</span>	<input type="text" value="Search by name, email or phone"/>	<a href="#">+ Add Employee</a>	<a href="#">Previous</a> <a href="#">Next</a>
Name	Email	Phone				
AD A Test Demo	test@thedemoaccount.com	(234) 567-8910			<a href="#">Edit</a>	<span>▼</span>
AU Another Test User	test@user.com				<a href="#">Edit</a>	<span>▼</span>
DU Demo User	demo+cancelled@thedemoaccount.com	(234) 567-8910			<a href="#">Edit</a>	<span>▼</span>

- Navigate to Settings > My Staff> Team Management.
- Click “Add Employee” to add a new team member.
- Click the edit or trash can icon next to an existing team member to edit their access or delete their user.
- You can also search or sort by role in the top right.