User Management – Team.Do

1. Creating New User:

You can add or remove users under the Admin page: https://app.team.do/Manager.

A new user is created by typing their email address (a unique identified in the system)

2. Changing User's Role:

There are several different user roles in the system that determine the level of the user's permissions (you can see their descriptions at the bottom of the Admin page).

To change a users' role, check the box next to the relevant name on the user table

Then, select the role as needed from the Selected Role dropdown and click the Change Role button

3. Removing Users from the System:

To remove a user from the system, check the box next to the relevant name on the user table

	Email	First Name	Last Name	Role	Projects
☐	**shirih@team.do**	Shiri	Huberman-...	Admin	All
☑	shiri.huberman@gmail.	שירי	Employee	Project Manager	All

and click the "Remove" button

Role of selected   **Admin** ▾   **Change Role**

4 Active users - Plus plan up to **5** active users allowed

Remove selected   **Remove**

All tasks assigned to this employee will be transferred to the company's creator, and this employee will no longer be able to see the company's data in the system.

4. Updating User's Personal Details:

User's personal details can be updated only by the user him/herself under the "My Info" page

User: **Shiri Huberman** | Company: **Shiri's Company** ▾ | (?) | My Info | Sign out

Where you can update information such as name, email, password and set the level of alerts from the system.

https://app.team.do/Users_Management/Pages/Personal_Details.aspx