

# everyteam quick start

Click to edit the eTeam's name and logo (admins only)

Search by name, job title or phone number

User is **super admin** ✓  
User is **admin** ✓

**This is your profile!**  
Click to change your status and edit your info

Sort by availability, location, first name and last name

Sort by: Availability ▾ Shortlist

Toggle to only show your shortlisted co-workers

**Your co-workers**  
Click to see their status and to contact them

Toggle to shortlist

Click to logout

Read announcements and download files posted by admins

Send group emails to your shortlist or manually select recipients

Invite new users with an invite code (admins only)

The app interface includes a header with the company logo and name, a search bar, a list of team members with profile pictures, names, job titles, and availability status, and a bottom navigation bar with icons for logout, group email, invite, and announcements.