RESOURCE GUIDE

Settings and support

OVERVIEW

Settings brings your account, team access and billing together in one place.

Scout uses credits to run searches. Your team shares the account's available credits, and Settings lets you check the balance, review your plan and manage billing.

Account owners can add colleagues and control whether they can purchase credits. This helps your team work from a shared account while keeping spending permissions clear.

Use Settings when you need to:

- Add a colleague or review their purchasing permissions.
- Check available credits or buy a top-up.
- Manage your subscription and payment details.

YOUR PLAN

Choose a plan to suit the number of roles you expect to work on each month. One credit covers a full search for one role, including Market Intelligence, Candidate Workspace, Field and the Outreach page.

PLAN	PRICE	CREDITS A MONTH	WHAT YOU GET
Starter	£29.99 /mo	1	For occasional hiring or trying Scout on live roles.
Standard	£149.99 /mo	6	For recruiters and teams managing several roles each month.
Scale	£499 /mo	25	For teams running a higher volume of searches.

Prices are per month and exclude tax. Every plan includes the same features, unlimited team seats and one shared pool of credits, with no contract.

Monthly credits reset each billing month and don't roll over. Subscribers can top up at any time at £30 per report; top-up credits never expire.

WHY IT'S USEFUL

- **Work as a team** — colleagues share the account's available credits, with no additional charge for team seats.
- **Control purchasing** — choose which colleagues can buy credits.
- **Keep track of usage** — see your available credits and their expiry information.
- **Manage billing** — review your plan, purchase top-ups and manage payment details in one place.

ACCESSING SETTINGS AND SUPPORT

Open **Settings** from the account menu at the bottom of the sidebar. For current prices, allowances and credit expiry information, refer to **Credits / Billing**.

If you need help, use the **Something wrong?** link at the bottom of the sidebar to contact the Scout team.
