

## Admin: Emailing users their login credentials

Sending an email to users with their usernames and passwords can help save time during project setup, or during the course of a project.

Click on **User Management** from the Administrative Tasks Menu.

From the User Management screen, select the boxes for the user(s) that you'd like to email their usernames and password to.

Then select **Batch Email...** from the dropdown menu and click on **Continue**.

ADMINISTRATIVE TASKS MENU Quick Search:

K Go
All Contact Types \$ Quick (tight)
Quick (loose) Activity Types (162) **Group Management** ID Only Contact Types (59) Address Types (6) Include Activities Referral Sources (22) Ratings (9) Project SetUp (1) FINISH LINE Relationship Types (51) Sales Rens New Contact Escrows **Events & Announc** Profile **Project Level Escrow Settings** Additional Info Escrow Activity Types (106) **Duplicates Finder** Preferences **Escrow Relationship Types (8)** Addresses Inventory Refresh Labels Inventory Features Setup Labels Maker Activity **Inventory Activity Types (10)** Access Log Inventory Inventory Relationship Types (5) Escrow FinishLine Multi-Project Data Download Punch List Plan Views (Advanced) (58) Plan Types (Advanced) (58)



On the next screen you can edit the default message or send as is.

There are 4 "merge fields" that can be used in the body of the emails.

Make edits as you wish and click **Send**.

