

How to activate a user and send information on Login through e-mail

Open the user in question and click the **Account** tab.

The screenshot shows a user management interface with the following details:

- Account Tab:** Highlighted with a red box.
- Username (Email address):** sc@rotary-yep.dk
- Password:** *****
- Times Visited:** 1928
- Expiry Date:** 01-07-2015
- Userlevel:** Chairman
- Active:**
- Replicate:**
- Log:** A list of timestamps from 01-02-2006 13:17:31 to 17-02-2006 18:49:40.
- Buttons:** Save, E-mail Login (highlighted with a red box), Close, <<, >>

1. Correct **Expiry Date** if needed/wanted, and click **Active**.
2. Leave Replicate unchecked.
3. Click **Save**.
4. Click the button **E-mail Login** to send e-mail with information on User Name and Password to the user.

If you are simply extending Expiry Date on a user who has already got Login information, it is not necessary to send username and password again.

Log

Shows the number of times a user has been logged into the Database.