

iWN Tutorial Members Control Panel Passwords

How to send a Member their username and password, how to peek at their password, and how to change their password



Step 1

Manage the Exchange

- [Listings](#)
- [Exchanges](#)
- [Companies](#)
- [Members](#)
- [Banned Members](#)
- [Administrators](#)
- [News](#)
- [Statistics](#)

CLICK HERE

Step 2

Members

[Home](#) / [Admin](#) / [Members](#)

All

Search

Managed

CLICK SEARCH TAB TO FIND A MEMBER QUICKLY

 Add New Member

Created	Name	Email	Active	Actions
Sep 08, 09	McTesty, Testmember	jackietest2@iwastenotsystems.com	Yes	View Edit Delete
Feb 09, 10	McTesty, iamtesting	jackietest1@iwastenotsystems.com	Yes	View Edit Delete
Feb 09, 10	McTestalot, jL	jackietest10@iwastenotsystems.com	Yes	View Edit Delete

Step 3

Members

[Home](#) / [Admin](#) / [Members](#)

All

Search

Managed

SEARCH BY EMAIL IS BEST WAY TO FIND MEMBER, SINCE NO TWO EMAILS ARE THE SAME

Email:

Last Name:

First Name:

CLICK HERE AFTER YOU ENTER: EMAIL, LAST NAME OR FIRST. NOTE: You only need to enter one

Created	Name	Email	Active	Actions
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There are no members to list.

Step 4

Members
Home / Admin / Members

All **Search** **Managed**

Email:

Last Name:

First Name:

Search by Email: jackietest2@iwas **MEMBER ACCOUNT DISPLAYS**

Created	Name	Email	Active	Actions
Sep 08, 09	McTesty, Testmember	jackietest2@iwastenotsystems.com	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Step 5

Members
Home / Admin / Members

All **Search** **Managed**

[+ Add New Member](#)

All # **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Created	Name	Email	Active	Actions
Sep 08, 09	McTesty, Testmember	jackietest2@iwastenotsystems.com	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Feb 09, 10	McTesty, iamtesting	jackietest1@iwastenotsystems.com	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Feb 09, 10	McTestalot, jL	jackietest10@iwastenotsystems.com	Yes	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

CLICK HERE

Step 6

Member Account

[Home](#) / [Admin](#) / [Members](#) / [Member Account](#)

[Profile](#)

[Alerts](#)

Managed: No

Created: September 8, 2009

Logins: 3

Last Login: July 13, 2010

Exchange Administrator Options:

- [Edit](#) Edit Member's Profile
- [Password](#) Peek at Member's Password
- [Welcome](#) Email Password to Member
- [Listings](#) View this Member's Listings
- [Create](#) Create a Listing for this Member
- [Ban](#) Ban this Member

CLICK HERE to see member's password.
Handy if you're on phone with them.

CLICK HERE to email member their
username and password.

Note: Screenshot edited; not all text is displayed

To change a member's password

Step 1

Members
Home / Admin / Members

All Search Managed

[+ Add New Member](#)

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Created	Name	Email	Active	Actions
Sep 08, 09	McTesty, Testmember	jackietest2@iwastenotsystems.com	Yes	View Edit Delete

CLICK HERE

Step 2

Member Account
Home / Admin / Members / Member Account

Profile Alerts

Managed: No
Created: September 8, 2009
Logins: 3
Last Login: July 13, 2010

Email Newsletter: YES
Password: [Change Password](#)

CLICK HERE

Note: Screenshot edited; not all text is displayed

Step 3

Change Password
Home / Admin / Members / View Account / Change Password

Enter your new password below:

*New Password:

*(retype) New Password:

[Update](#) [Cancel](#)

CLICK HERE

ENTER NEW PASSWORD TWICE

Please choose a password that is a minimum of 6 characters and a maximum of 15 characters. For security reasons you should choose a password which is not in the dictionary.

Note: The Member can also do this by clicking on the 'My Account' button and they will see the same information shown above.