

Settings – Password Management

Password Management allows you to Search for and update the Passwords of all your registered Users. The passwords given for Clients and Candidates allows them access to the members area on your website, if you have this integration.

Click Settings > Index > Password Management to access this area.

Search & Filter

If you have a large number of Users you can Search or Filter by:

- Using the Search Field
- Clicking the column headings (Login, Password etc)
- Using the page numbers at top right of the list

Editing Passwords

Simply click 'Enter new password', type in the required password for the User, and click OK