

# Emailing Property Management Username Details to Contractors in iamproperty CRM

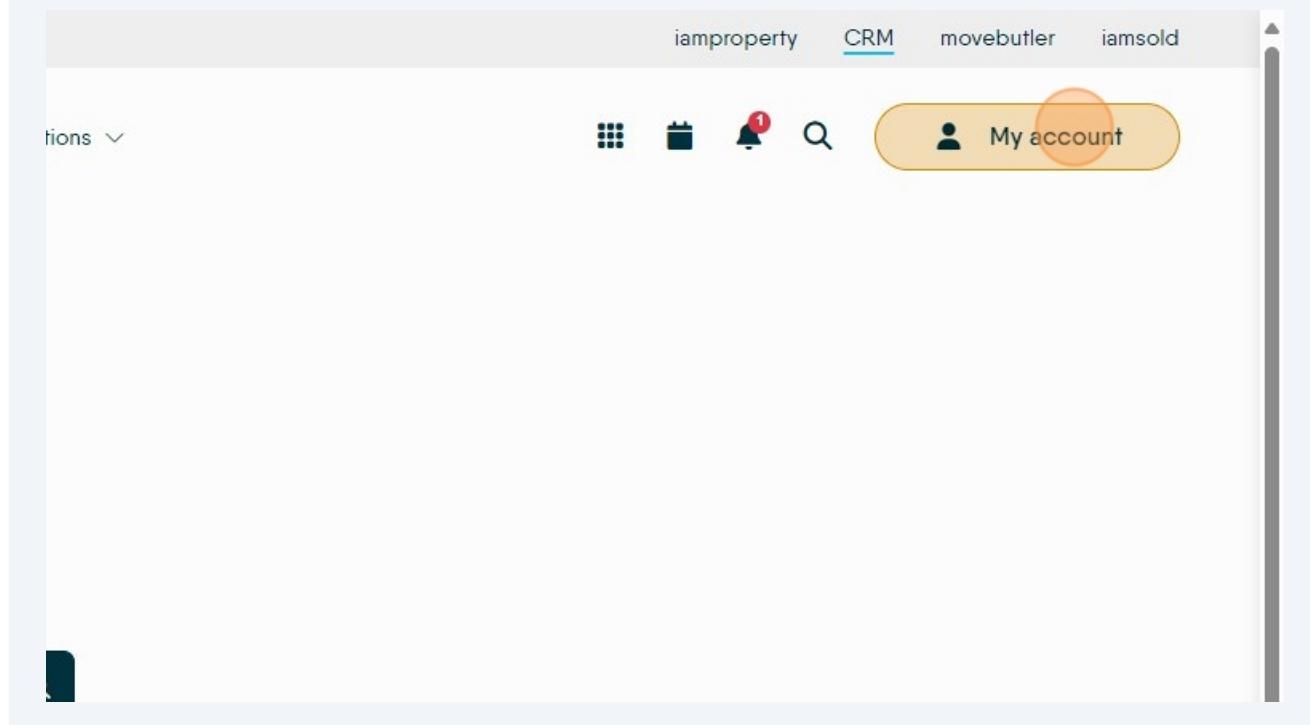


This guide provides a straightforward process for efficiently emailing Property Management login details to contractors within the iamproperty CRM system.

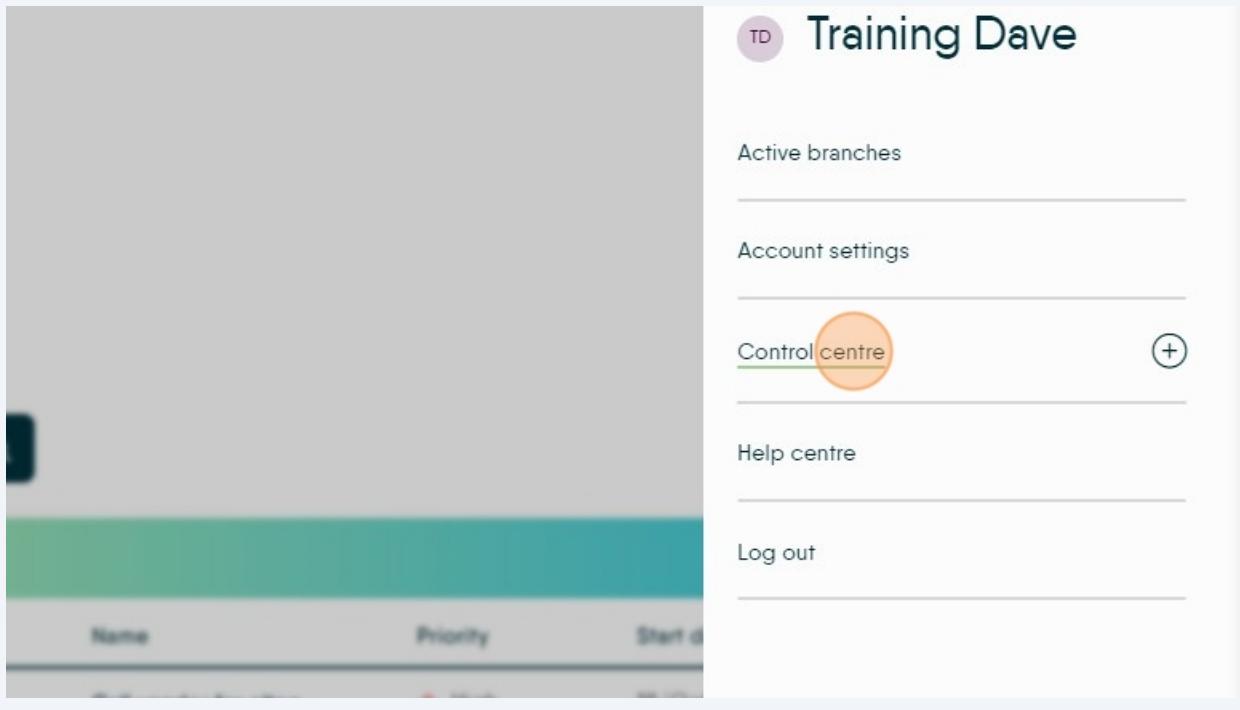
By following the steps outlined, users can quickly ensure the contractors are sent their Usernames. This is essential for maintaining effective relationships and facilitating smooth operations in property management.

- 1 Navigate to <https://crm.iamproperty.com/MyDay>

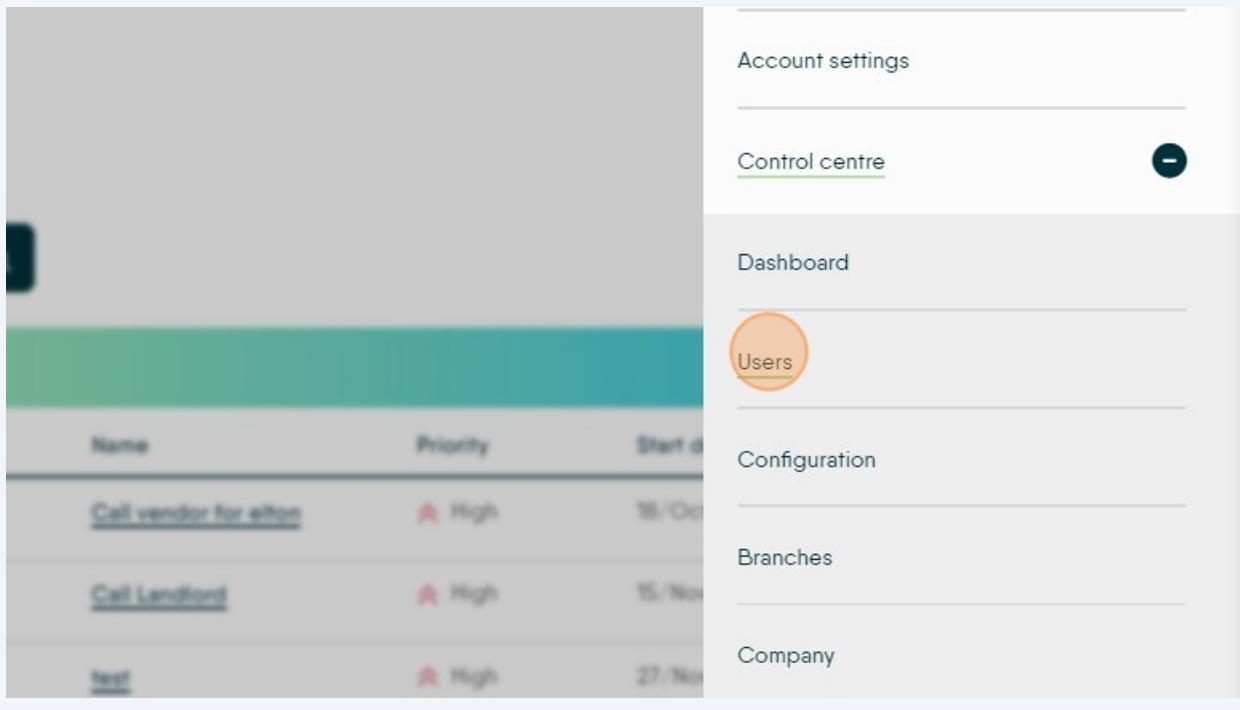
- 2 Click "My Account"



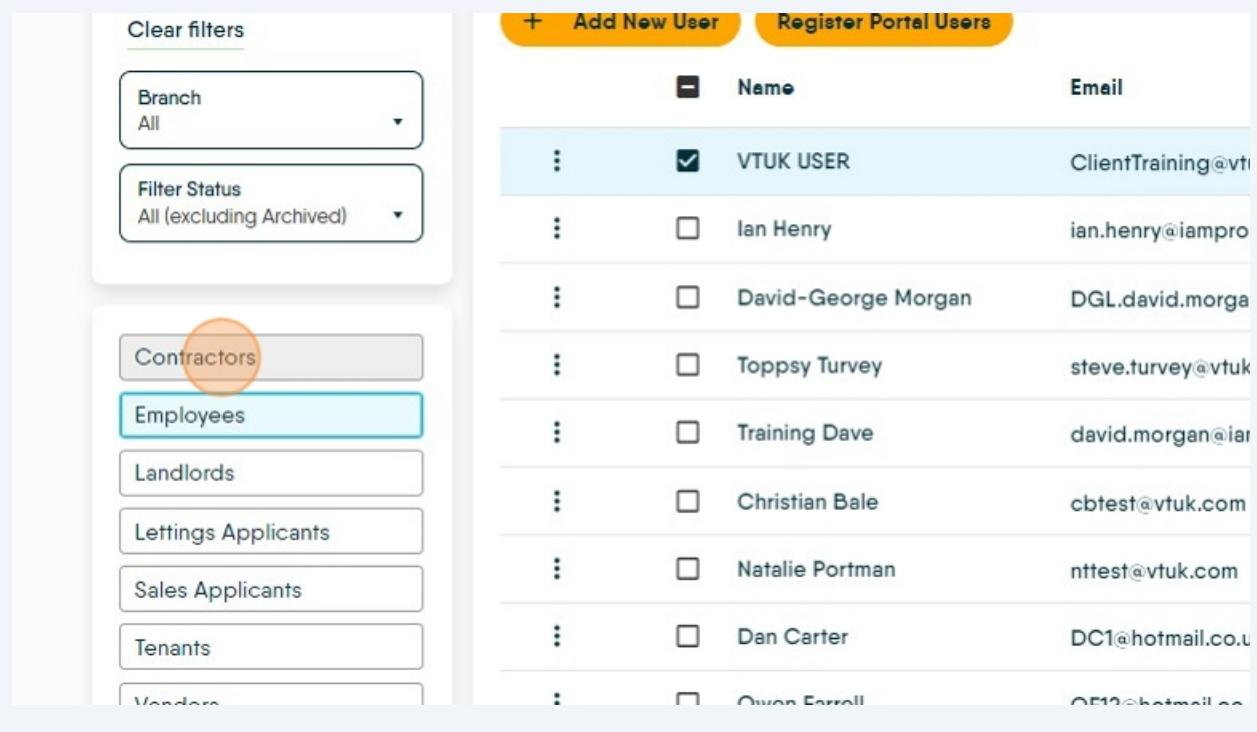
3 Click "Control centre"



4 Click "Users"



5 Click "Contractors"



Clear filters

Branch: All

Filter Status: All (excluding Archived)

**Contractors** (highlighted)

**Employees**

Landlords

Lettings Applicants

Sales Applicants

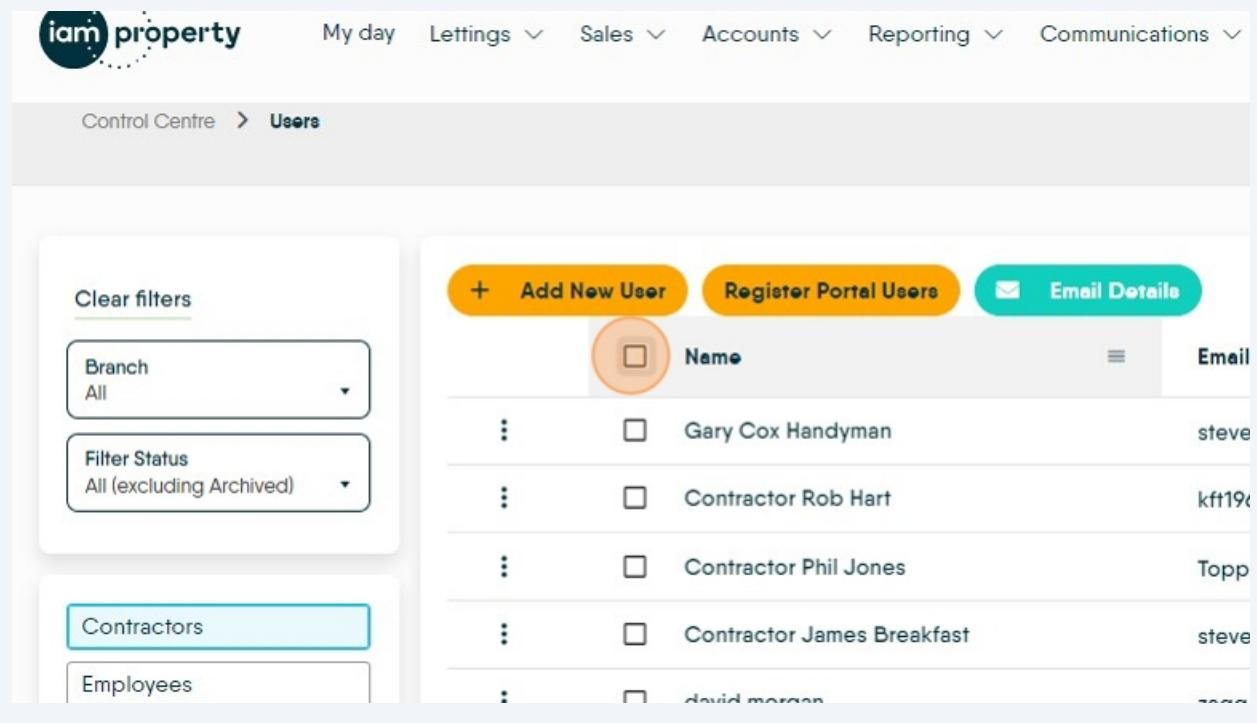
Tenants

Vendors

**+ Add New User** **Register Portal Users**

	<input checked="" type="checkbox"/> Name	Email
⋮	<input checked="" type="checkbox"/> VTUK USER	ClientTraining@vtuk.com
⋮	<input type="checkbox"/> Ian Henry	ian.henry@iampro.com
⋮	<input type="checkbox"/> David-George Morgan	DGL.david.morgan@iampro.com
⋮	<input type="checkbox"/> Toppsey Turvey	steve.turvey@vtuk.com
⋮	<input type="checkbox"/> Training Dave	david.morgan@iampro.com
⋮	<input type="checkbox"/> Christian Bale	cbtest@vtuk.com
⋮	<input type="checkbox"/> Natalie Portman	nttest@vtuk.com
⋮	<input type="checkbox"/> Dan Carter	DC1@hotmail.co.uk
⋮	<input type="checkbox"/> Owen Farrell	OF12@hotmail.co.uk

6 Once in the Contractors screen you can either, click the checkbox at the top of the screen to select all Contractor records.  
Or, click this checkbox to select an individual Contractor record.



Control Centre > **Users**

My day Lettings Sales Accounts Reporting Communications

Clear filters

Branch: All

Filter Status: All (excluding Archived)

**Contractors** (highlighted)

**Employees**

**+ Add New User** **Register Portal Users** **Email Details**

	<input type="checkbox"/> Name	Email
⋮	<input type="checkbox"/> Gary Cox Handyman	steve.cox@iampro.com
⋮	<input type="checkbox"/> Contractor Rob Hart	kft1967@iampro.com
⋮	<input type="checkbox"/> Contractor Phil Jones	Toppsey.Turvey@iampro.com
⋮	<input type="checkbox"/> Contractor James Breakfast	steve.breakfast@iampro.com
⋮	<input type="checkbox"/> David Morgan	david.morgan@iampro.com

Contractors

Employees

Landlords

Lettings Applicants

Sales Applicants

Tenants

Vendors

⋮	<input type="checkbox"/> Contractor Rob Hart	kft1963
⋮	<input type="checkbox"/> Contractor Phil Jones	Topps.
⋮	<input type="checkbox"/> Contractor James Breakfast	steve.t
⋮	<input type="checkbox"/> david morgan	zagg.c
⋮	<input type="checkbox"/> Contractor Sodor Construction	zagg.c
⋮	<input checked="" type="checkbox"/> Contractor DM Electrics	zagg.c
⋮	<input type="checkbox"/> Contractor Blenkiron	zagg.c
⋮	<input type="checkbox"/> Contractor DaMor Gardening	zagg.c
⋮	<input type="checkbox"/> Contractor Trotters independent Traders	Trotter

7 Then click "Email Details" this will send all Contractors an email with their Username.

Actions ▾ Sales ▾ Accounts ▾ Reporting ▾ Communications ▾

Add New User Register Portal Users

Send Details to Users

Email Details

Search

⋮	<input type="checkbox"/> Name	Email	Username
⋮	<input type="checkbox"/> Gary Cox Handyman	steve.turvey@lamproperty.com	GaryCox1
⋮	<input type="checkbox"/> Contractor Rob Hart	kft1963@hotmail.com	RobHart1
⋮	<input type="checkbox"/> Contractor Phil Jones	Topps_1960@hotmail.com	PhilJones
⋮	<input type="checkbox"/> Contractor James Breakfast	steve.turvey@lamproperty.com	JamesBreakfast



Alert! If the Contractor already has a login for the Property Management Contractor Portal sending this message will override the existing login.

8 Click here to send the email.  
Click "Yes, Send it!"

Name	Email	Username
<input type="checkbox"/> Gary Cox Handyman	steve.turvey@iamproperty.com	GaryCox1
<input type="checkbox"/> Contractor Rot		RobHart1
<input type="checkbox"/> Contractor Phil		PhilJones
<input type="checkbox"/> Contractor Jan		JamesBreakfast
<input type="checkbox"/> david morgan		MorganContracting
<input type="checkbox"/> Contractor Soc		SodorConstruction
<input checked="" type="checkbox"/> Contractor DM		DMElectrics
<input type="checkbox"/> Contractor Blenkiron	zagg.dave@gmail.com	Blenkiron
<input type="checkbox"/> Contractor DaMor Gardening	zagg.dave@gmail.com	DaMorGardening

Are you sure?  
You won't be able to revert this!

[Cancel](#) [Yes, Send It!](#)

Name	Email	Username
tractor Rot		RobHart1
tractor Phil		PhilJones
tractor Jan		JamesBreakfast
d morgan		MorganContracting
tractor Soc		SodorConstruction
tractor DM		DMElectrics
tractor Blenkiron	zagg.dave@gmail.com	Blenkiron
tractor DaMor Gardening	zagg.dave@gmail.com	DaMorGardening
tractor Trotters independent Traders	Trotters@test.com	TrottersindependentTraders

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The Email received by your Contractor will look like this.

