



InstaMember USER'S GUIDE

Manage Licenses Option

Manage Licenses Option

The **Manage Licenses** option is a powerful feature in InstaMember that manages and tracks licensed products. You have the power to suspend, delete, deactivate and reactivate licenses of members.

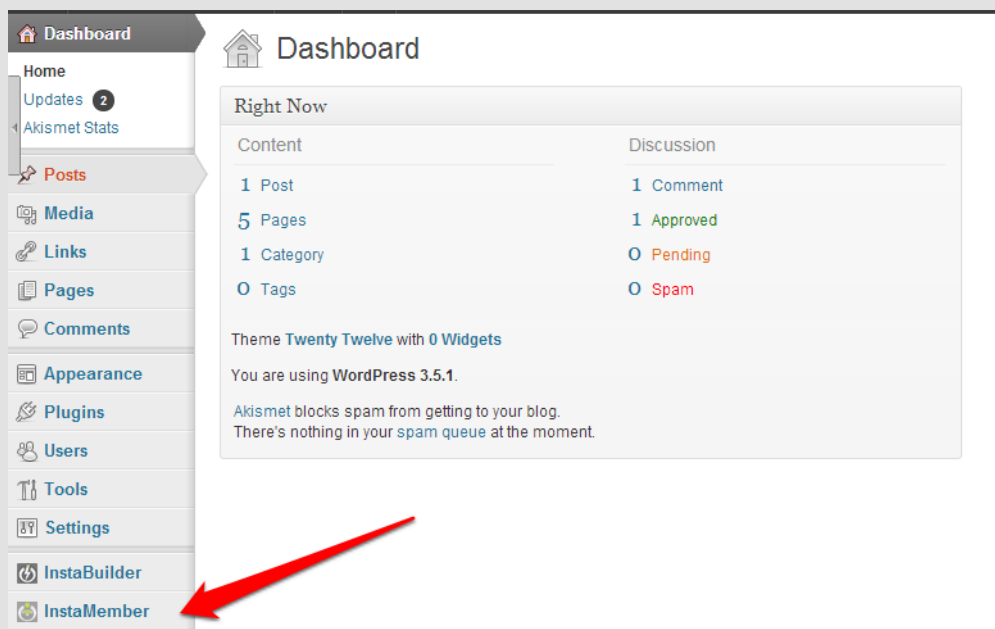
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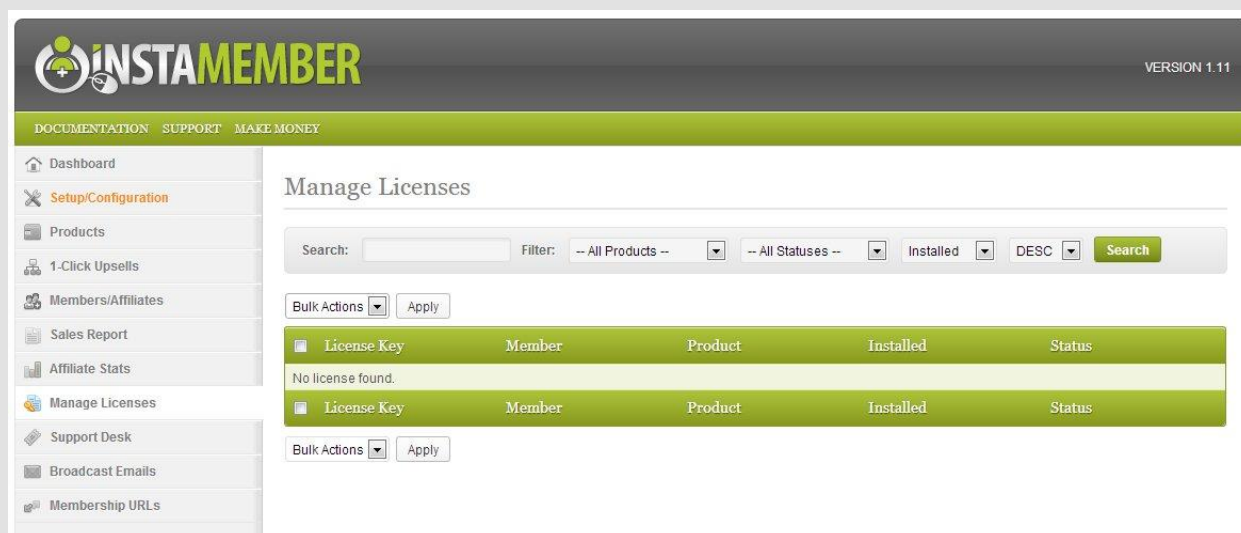
Manage Licenses Options

This guide assumes that you have already logged in and successfully installed InstaMember to your wordpress site and that you have a product where the use of license is applicable.

1. Navigate to your Instamember Dashboard by clicking the **Instamember** menu option on your wordpress dashboard.



2. Click the '**Manage Licenses**' option.



The **Manage Licenses** option page contains filters can help you navigate easily through your list. It is a powerful way in managing and keeping track of your products where licenses are applicable.

- **Search** – this field is where you can type in a keyword to help narrow down the search results.
- **Products Dropdown** – this is a dropdown where all of the products are listed in. By default it is set to all products. Specify which product you want to search for to improve search results.
- **Status Dropdown** – this lists down the types of status available for the account. By default it is set to all statuses. Other options include: Active, Suspended, Inactive, Expired and Maxed Out. Use this filter to further narrow the search results.
- **Sort Dropdown** - this dropdown lists the option on how you wanted the search results to be displayed or sorted. By default, its value is set to installed. Other options include: License, Member, Product and Status
- **Order Dropdown** – this dropdown lists the option in what order would you like the search results to be displayed or sorted out. You can set it up to be ASC for ascending order or DESC for descending order which is the default value of the field.

Once the criteria or values have been set, click search.

EMBER

VERSION 1.11

MAKE MONEY

Manage Licenses

Search:

Filter: -- All Products --

-- All Statuses --

Installed

DESC

Search

Bulk Actions

Apply

2 items

	License Key	Member	Product	Installed	Status
<input type="checkbox"/>	<input type="text"/>		InstaMember - Unlimited Sites	11	Active
<input type="checkbox"/>	<input type="text"/>		InstaMember - Unlimited Sites	5	Active

Dashboard

Setup/Configuration

Products

1-Click Upsells

Members/Affiliates

Discounts

Sales Report

Affiliate Stats

Manage Licenses

Support Desk

Broadcast Emails

Membership URLs

License Usage Details

License Key:

Product:

Member:

Restriction:

Expiration:

Status:

InstaMember - Unlimited Sites

stheresia

No Restriction (unlimited)

No Expiration

Active

11 items

Domain Name	Server IP/Hostname	User IP	Activation Date
...	05/16/2013 03:13:10
...	05/21/2013 14:10:20
...	05/27/2013 16:43:27
...	05/15/2013 05:33:57
...	05/29/2013 02:51:45
...	05/29/2013 02:51:45
...	05/28/2013 20:38:50
...	05/29/2013 00:23:28
...	05/28/2013 20:46:13
...	05/29/2013 04:00:43

BROUGHT TO YOU BY: SUZANNA THERESIA

If you have any questions or input on how we could improve this manual, please contact our support team at <http://asksuzannatheresia.com>