# i2 Default Users – WordPress Plugin Guide

This document explains how to use the 'i2 Default Users' WordPress plugin in simple terms. This plugin automatically creates standard i2 team user accounts (like i2\_design, i2\_dev, etc.) and assigns them Administrator roles. It also provides an easy interface to view, copy, and regenerate their passwords.

## 1. What This Plugin Does

When you activate this plugin, it automatically creates a few default WordPress admin users for your team members. These users are given specific usernames and email addresses (for example, i2\_design, i2\_content, i2\_dev, i2\_qa).

For each account, the plugin:

• Creates or updates the user if they already exist.

• Assigns them the role of Administrator.

• Generates a random, strong password automatically.

• Shows you these passwords for a short time in the admin area so you can copy them.

## 2. Where to Find the Credentials

After activation, you’ll see a green success message at the top of your WordPress dashboard. This message lists the created users, their temporary passwords, and email addresses.

You can:

• Copy any user’s login and password using the 'Copy' button.

• Copy all credentials at once using the 'Copy All' button.

• Open the dedicated 'i2 Credentials' page to manage them.

## 3. Using the i2 Credentials Page

You can find the credentials page under Tools → i2 Credentials in your WordPress admin menu.

On this page, you can:

• View all standard i2 user accounts and their current passwords (if available).

• Regenerate new passwords for any user by clicking the 'Regenerate' button.

• Copy a specific user’s credentials or copy all of them together.

## 4. Password Expiry

The plugin keeps the plaintext passwords visible for only a short period of time (for example, 5 seconds). After that, they are automatically deleted from storage for security reasons. If you need a new password later, you can simply click 'Regenerate' to create a new one.

## 5. Security Information

• Only WordPress administrators can see or regenerate passwords using this plugin.

• Passwords are never emailed; they are only visible temporarily in your admin area.

• Each password generated is strong and random, using WordPress’s built-in password generator.

## 6. Troubleshooting

If you do not see the credentials:

• Make sure you are logged in as an Administrator.

• Try deactivating and reactivating the plugin — this will recreate users and passwords.

• Check under Tools → i2 Credentials for the list of accounts.

## 7. Summary

This plugin simplifies user management for the i2 team by automatically setting up standard admin users, allowing quick copying of credentials, and keeping passwords safe and temporary. You do not need any coding knowledge — everything is managed from the WordPress admin interface.