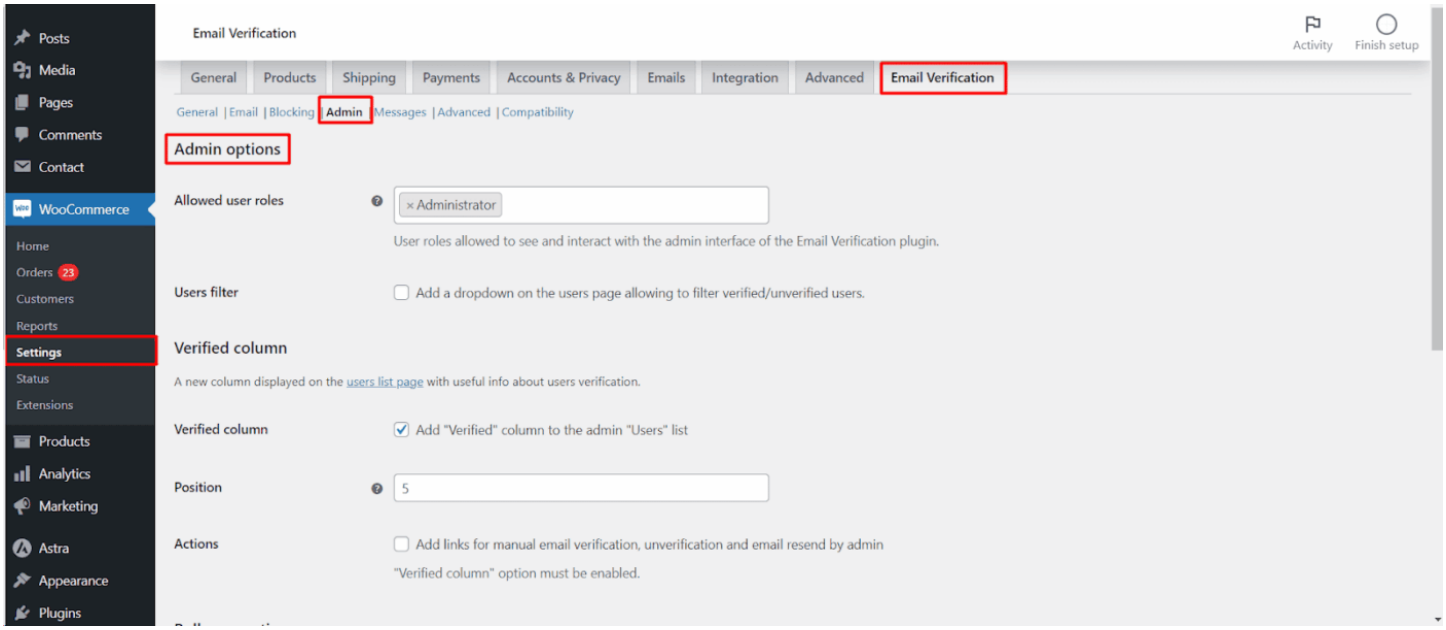
Managing User Verification from the Admin Panel

How to · https://wpfactory.com/docs/manage-user-verification/

To see who is verified and verify, unverify or resend activation emails by hand, open **WPFactory > Email Verification** (also reachable at **WooCommerce > Settings > Email Verification**) > **Admin** in Customer Email Verification for WooCommerce. It adds a **Verified** column, per-user action links, a status filter and bulk actions to the WordPress **Users** screen. All of these options are free.



Options reference

Label	Option ID	Default	What it does
Allowed user roles	`alg_wc_ev_admin_allowed_user_roles`	Empty (all roles)	Roles that can see and use the plugin's admin interface. The administrator cannot be removed.

Label	Option ID	Default	What it does
Users filter	`alg_wc_ev_admin_users_filter`	No	Adds an All Users / Verified Users / Unverified Users dropdown and a **Filter** button above the Users list.
Verified column	`alg_wc_ev_admin_column`	Yes	Adds the **Verified** column to **Users**.
Position	`alg_wc_ev_admin_column_position`	5	Column position in the table.
Actions	`alg_wc_ev_admin_manual`	No	Adds Verify, Unverify and Resend links in the column. Needs **Verified column**.
Resend verification email (bulk)	`alg_wc_ev_admin_bulk_user_actions_resend`	No	Adds the bulk action.
Verify users (bulk)	`alg_wc_ev_admin_bulk_verify_users`	No	Adds the bulk action.
Unverify users (bulk)	`alg_wc_ev_admin_bulk_unverify_users`	No	Adds the bulk action.

Set it up

1. Go to **WPFactory > Email Verification** (also reachable at **WooCommerce > Settings > Email Verification**) and open the **Admin** sub-tab.
2. Keep **Verified column** on and tick **Actions**.
3. Tick **Users filter** and the three bulk actions you want.
4. Click **Save changes**, then open **Users**.

What you see on the Users screen

- A check mark means verified. A cross means not verified; hover it to see when the last activation code was created.
- Unverified users get **Verify** and **Resend** links, verified users get **Unverify**. Each link asks "Are you sure?" and then shows a notice such as "User ID: 12: verified."
- Users whose role is in **General > Ignore user roles** (administrator by default) always show as verified and have no Unverify link.

How bulk actions behave

- **Resend verification email** only emails the selected users who are still unverified.
- **Verify users** and **Unverify users** skip users already in the target state.
- When the selection reaches **Advanced > Background processing > Minimum amount** (default 20), the job runs in the background and, with **Send email** on (default), emails the site admin when it finishes.

If it does not work

- **No Verify or Resend links: Actions** is off, or **Verified column** is off.
- **A shop manager cannot see the column or links:** their role is not in **Allowed user roles**. Leave the field empty to allow every role.
- **Old customers show as verified:** accounts created before the plugin was active count as verified unless **General > Pre-plugin users** is on.

FAQ

Does verifying a user by hand send them an email?

Not by default. Turn on **Email > Confirmation email > Send confirmation email to the user manually verified by admin** if you want them notified.

Can I delete unverified users from here?

Use the standard WordPress Delete action, or the cleanup tool in **Advanced > Delete options**. See How to Delete Unverified Users in WooCommerce.

Where is the verification status stored?

In the user meta `alg_wc_ev_is_activated`.

Related: Restricting Logins for Unverified Users and How to Display Verification Information.



CUSTOMER EMAIL VERIFICATION FOR WOOCOMMERCE

The admin tools are free. Customer Email Verification for WooCommerce Pro adds checkout and cart blocking, editable email content, link expiry and third-party integrations.

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Related articles

- Tailoring User Messages with Email Verification Pro
- Admin Controls for Customizing Email Verification in WooCommerce
- How to Verify Users via the REST API
- How to Verify Guest Users at Checkout in WooCommerce
- General Settings in the Email Verification Plugin