



Introduction to the People application

The People application is where user accounts are stored.

User profiles can be browsed on the front end by everyone, and managed on the admin side by administrators.

The index below offers more information on how to use the application. If you run into any issues or have a product functionality question, please [submit a support ticket](#) so our team can assist.

People application literature index

These guides are intended for [sysadmins & application administrators](#) - those who will advise end-users on how to use the application as well as manage the whole directory.

It is recommended to start at the top and read through in order.

Fundamentals

[User licenses explained](#)

[Extranets](#)

[Account creation methods available in Claromentis](#)

[Account States \(active, blocked, frozen/locked\)](#)

Overview

[People admin overview](#)

[People front-end overview](#)

[My settings](#)

User account set up

[Create a single local user](#)

[Create local users in bulk using a CSV import](#)

[How to create new synced accounts](#) (requires a sync to have been configured)

[Password policy \(local accounts only\)](#)

[How to create Roles and groups](#)

[How to add new profile fields](#)

[How to change which fields appear in People areas and their order](#)

[Updating user profile information with a CSV](#)

[Use our API to update profile pictures en masse](#)

Account management

[Viewing a user profile](#)

[Editing user information](#)

[Exporting user information](#)

[Deleting users](#)

[Managing a user sync \(if applicable\)](#)

Extras

[Configure Skills and expertise](#)

[Phone list and contacts](#)

[Org chart/Managers and direct reports](#)

[Power users](#)

Admin top tips

[How to update or view the roles/groups a user is in](#)

[User password recovery \(local accounts only\)](#)

[Password reset by an administrator \(local account only\)](#)

[What to do if a user can't log in](#)

[Notifications from the People application](#)

Further Learning

We have an e-Learning course available [here](#) on Discover that covers the People application in detail and would suit new administrators or those looking for a refresher.

Created on 11 March 2026 by [Hannah Door](#)

Tags: [account](#), [people](#), [profile](#), [users](#)