

People: Admin overview

In this article, you will be given an overview of the admin area of the People application where you will be able to manage/edit users within your intranet.

The information below is outlined in the video.

The admin side & people permissions

Head to **Admin > People**.

The first area you will enter is the **People Control Panel**. From here, you will be presented with various tabs found at the top of the page.

Users

Users is the area you will be able to view a list of all current (active) users.

The screenshot displays the 'People Control Panel' interface. At the top, there's a breadcrumb 'Admin / People Control Panel' and a green checkmark icon. Below this is a navigation bar with tabs: 'Users' (selected), 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar with a magnifying glass icon is positioned below the tabs. Underneath the search bar is an alphabetical index from 'All' to 'Z' and a sort option 'First name, Surname'. The main content area features a table of users with columns: Photo, Full name, Role, Group, Dummy User Account, Assigned, Spare, and a checkbox. The table lists six users: Abigail Clark, Alan Metcalfe, Alison Kelly, Amelia Jackson, Anne Wilkins, and Austin Glover. To the right of the table, there are two sections: 'Utilities' with options 'Add a new user', 'Export users', and 'Add/update from CSV file'; and 'Configuration' with options 'General configuration', 'Configure user profile fields', and 'Configure Skills'.

Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare	
	Abigail Clark	none	Company, Human Resources, Learning and Development	Yes		Yes	<input type="checkbox"/>
	Alan Metcalfe	none	Company, Sales	Yes		No	<input type="checkbox"/>
	Alison Kelly	none	Company, Human Resources	Yes		Yes	<input type="checkbox"/>
	Amelia Jackson	none	Company, Human Resources	Yes		Yes	<input type="checkbox"/>
	Anne Wilkins	Administrators, Managers	Company, Leadership Team, Professional Services	Yes		No	<input type="checkbox"/>
	Austin Glover	none	Company, Marketing	Yes	Robert Reith	No	<input type="checkbox"/>

As an admin, you will have additional filtering options including to also search for **Account state** (i.e. Blocked or Frozen status). This will be a useful tool if you are having to find users who are not visible from the front-end or if you are having to reinstate Blocked users to Active status.

▼

🔍

Advanced search ✕

Keywords

Any ▼

Account state

Blocked account ▼

Group

Any ▼

☐ With subgroups

First name

Surname

Job Title

Company

🔍 Search

24 ▼

Reminder: Blocked users do not count toward your license limit.

When selecting a user from the list, you will be taken to an edit field where you can make changes to the user's profile.

Admin / People Control Panel / Edit user info

Edit user information

Role

Group

Org chart

Other settings

User code

Last time login

(Never)

Account state

Enabled

Disabled

Assign user to extranet area

Primary Area

Username*

charles

Password

Generate random password

(If you want to change it)

Confirm Password

First name*

Charles

Surname*

Johnston

Change image

Delete image

Email log-in details

For more information, check out our guide on [Configure User Profile Fields](#).

Power Users

Power users have limited access to manage various areas in the People admin control panel.

For more information, check out our guide on [Power Users](#).

The **Roles** section is where can see the roles that currently exist.

Admin / People Control Panel

Users
 Power users
 Roles
 Groups
 Password policy

+ Add a new role

Role	Description	Extranet area	Users number	Delete
Administrators			5	<input type="checkbox"/>
Claromentis			8	<input type="checkbox"/>
Extranet users (Partner)			6	<input type="checkbox"/>
Managers			5	<input type="checkbox"/>

Delete selected

Utilities

Add a new user

Export users

Add/update from CSV file

Configuration

General configuration

Configure user profile fields

Configure Skills

Groups

Similarly to Roles, **Groups** will provide the group structure placed in your system.

You can also add and delete roles, as well as, view the number of users within that group.

Admin / People Control Panel

Users

Power users

Roles

Groups

Password policy

+ Add a new group

Title	Description	Extranet area	Users number	Delete
Company			47	<input type="checkbox"/>
Development			3	<input type="checkbox"/>
Testing			3	<input type="checkbox"/>
Finance			3	<input type="checkbox"/>
Health & Safety			3	<input type="checkbox"/>
Human Resources			8	<input type="checkbox"/>
Learning and Development			2	<input type="checkbox"/>
Marketing			9	<input type="checkbox"/>
Professional Services			3	<input type="checkbox"/>

Delete selected

Utilities

Add a new user

Export users

Add/update from CSV file

Configuration

General configuration

Configure user profile fields

Configure Skills

For more information, check our our guide on [Roles & Groups](#).

Password Policy

The **Password Policy** area is where you can set (default) password settings for all users.

Admin / People Control Panel

Users

Power users

Roles

Groups

Password policy

Default password policy options

Minimum password length: 8

☒ Require strong password

☒ Maximum password age: 5 days

Notify user 1 days before expiration.

Accounts lockout

How many attempts the user is allowed until account is locked 3

How long they are locked out for (minutes) 3

☒ Send notification to People Administrators when an account is locked out

Save

Utilities

Add a new user

Export users

Add/update from CSV file

Configuration

General configuration

Configure user profile fields

Configure Skills

You have the following default password policy options:

- **Minimum password length:** Set the least number of characters that will be accepted as a password
- **Require strong password:** A checkbox option where users will have to make a password that meets complexity requirements to lower the overall risk of a security breach
- **Maximum password age:** A checkbox option to set the maximum password age meaning the number of days the password is valid
- **Notify user X days before expiration:** Set the number of days for users to get a notification before the password expires

You are also able to configure the following when accounts have been locked:

- Set the number of attempts users have until their account is locked.
- How long (in minutes) users will be kicked out of their accounts after being locked out.
- A checkbox option to send a notification to People admin when an account is locked out.

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Tags: [intranet](#), [people](#), [user guide](#), [admin](#)