

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 is a breadcrumb 'Admin / People Control Panel' and a search bar. Below the search bar, there are navigation tabs: 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. The 'Users' tab is selected. A table lists several users with columns for Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. To the right of the table, there are utility buttons: 'Add a new user', 'Export users', and 'Add/update from CSV file'. Below these are configuration 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.

Admin / People Control Panel

Users Power users Roles Groups Password policy

Advanced search

Keywords Any

Account state

Group Any

With subgroups

First name

Surname

Job Title

Company

Search 24

Y	Z	First name, Surname	Assigned	Spare
		Jimmy User Account	Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
			Yes	<input type="checkbox"/>
			Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
		Robert Reith	No	<input type="checkbox"/>

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

Username*

Password Generate random password
(if you want to change it)


Confirm Password

First name*

Surname*

Email log-in details

Delete image

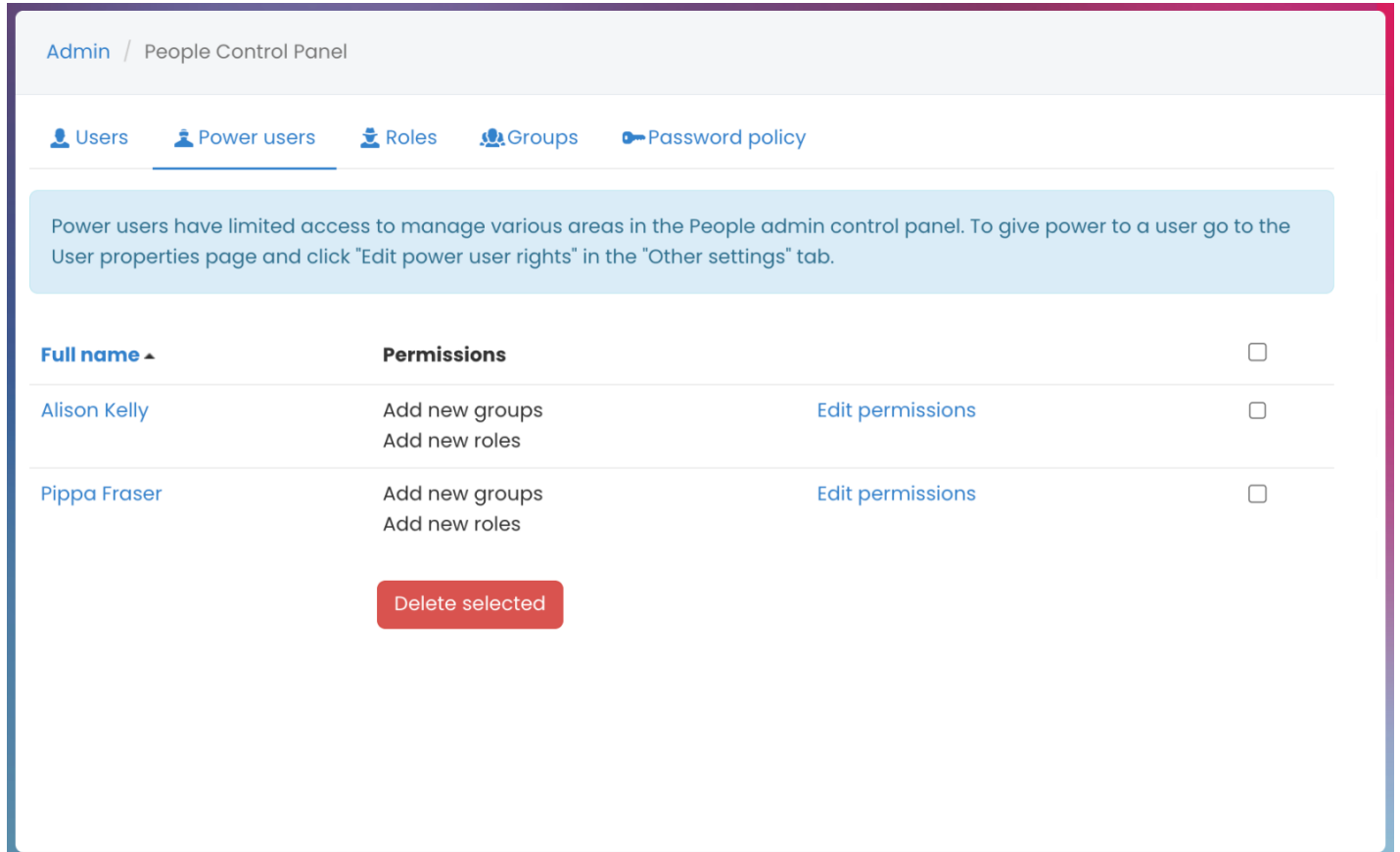


For more information, check out our guide on [Configure User Profile Fields](#).

Power Users

Power Users is a feature that will give certain users access to the People Admin Panel but on a more restrictive level.

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



The screenshot shows the 'People Control Panel' interface. At the top, there is a breadcrumb 'Admin / People Control Panel'. Below this is a navigation bar with tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. The 'Power users' tab is selected. A light blue informational box states: 'Power users have limited access to manage various areas in the People admin control panel. To give power to a user go to the User properties page and click "Edit power user rights" in the "Other settings" tab.' Below this is a table with columns for 'Full name', 'Permissions', and an action column. Two users are listed: Alison Kelly and Pippa Fraser. Both have permissions for 'Add new groups' and 'Add new roles', and an 'Edit permissions' link. A red 'Delete selected' button is positioned below the table.

Full name	Permissions	
Alison Kelly	Add new groups Add new roles	Edit permissions
Pippa Fraser	Add new groups Add new roles	Edit permissions

Delete selected

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

Roles

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

From here you can add and delete Roles, as well as, view the number of users within that Role.

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 ✓

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+ 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](#)

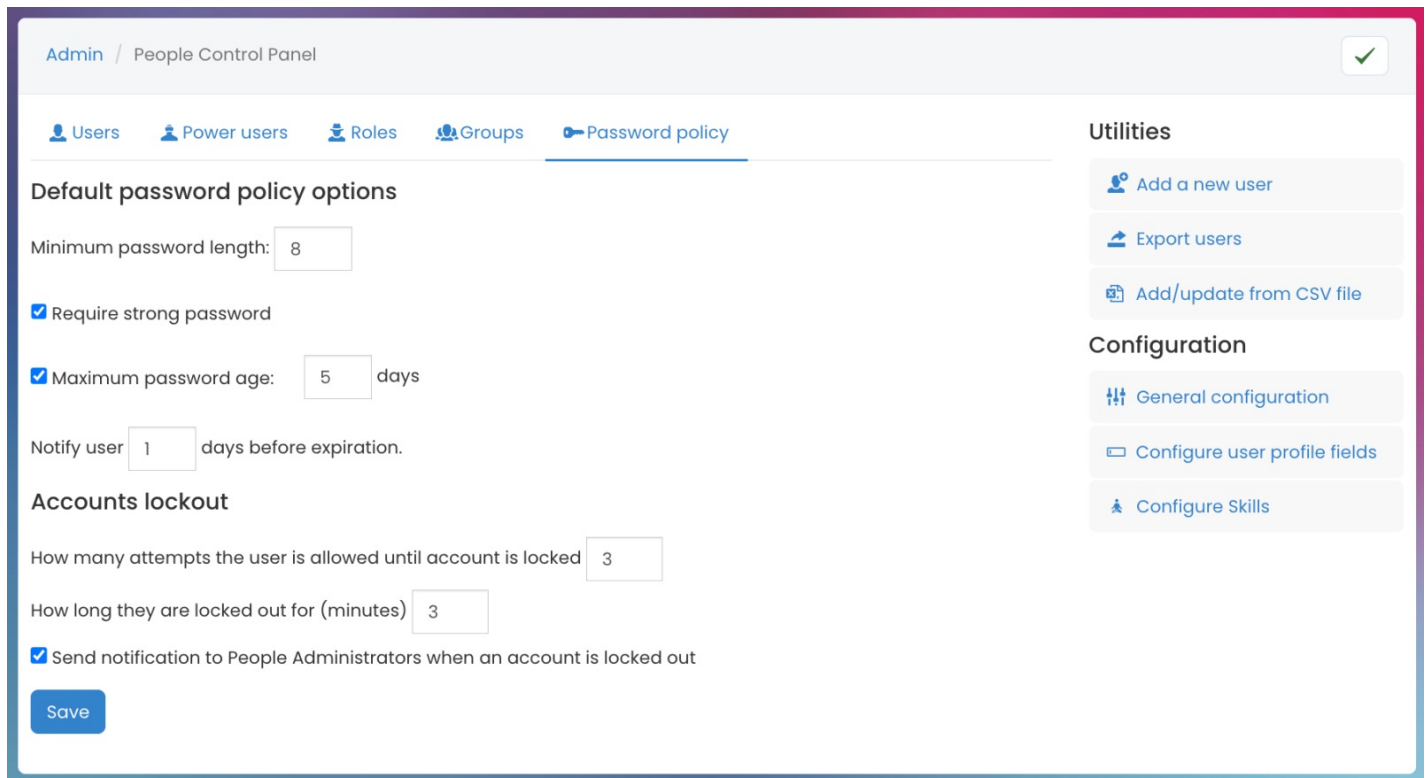
Configuration

- [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.



The screenshot shows the 'Password Policy' configuration page. At the top, there is a breadcrumb 'Admin / People Control Panel' and a green checkmark icon. Below this is a navigation bar with tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. The 'Password policy' tab is selected. The main content area is divided into two sections: 'Default password policy options' and 'Accounts lockout'. In the 'Default password policy options' section, there are input fields for 'Minimum password length' (8), 'Maximum password age' (5 days), and 'Notify user' (1 days before expiration). There are also checkboxes for 'Require strong password' and 'Maximum password age'. In the 'Accounts lockout' section, there are input fields for 'How many attempts the user is allowed until account is locked' (3) and 'How long they are locked out for (minutes)' (3). There is also a checkbox for 'Send notification to People Administrators when an account is locked out'. A 'Save' button is located at the bottom left of the form. On the right side, there are two panels: 'Utilities' with buttons for 'Add a new user', 'Export users', and 'Add/update from CSV file'; and 'Configuration' with buttons for 'General configuration', 'Configure user profile fields', and '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.