

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 shows the 'Admin / People Control Panel' interface. At the top, there are navigation tabs: 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. Below the tabs is a search bar with a dropdown arrow and a search icon. A horizontal menu below the search bar lists letters from 'A' to 'Z' for filtering, with 'First name, Surname' as the current filter. The main content is a table of users with columns: Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. The table lists seven users: Abigail Clark, Alan Metcalfe, Alison Kelly, Amelia Jackson, Anne Wilkins, and Austin Glover. The 'Assigned' column for Austin Glover shows 'Robert Reith'. To the right of the table is a 'Utilities' sidebar with options: 'Add a new user', 'Export users', and 'Add/update from CSV file'. Below that is a 'Configuration' sidebar 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.

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 Primary Area

Username* charles

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

Confirm Password


First name* Charles

Surname* Johnston

Email log-in details

Change image

Delete image

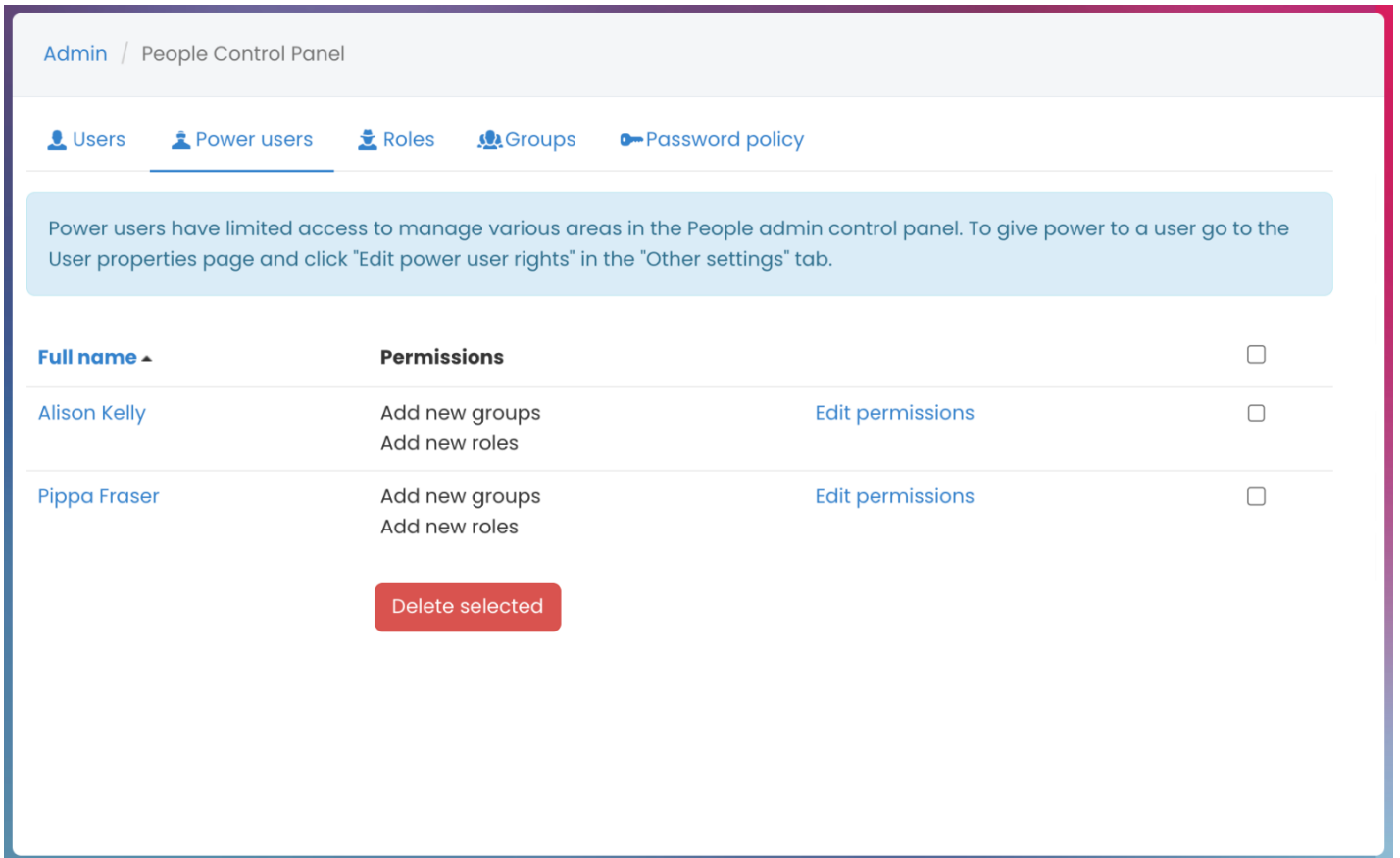


For more information, check out our guide on [Configure User Profile Fields](#).

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 two columns: 'Full name' and 'Permissions'. The table lists two users: Alison Kelly and Pippa Fraser. Alison Kelly's permissions include 'Add new groups' and 'Add new roles', with an 'Edit permissions' link. Pippa Fraser's permissions also include 'Add new groups' and 'Add new roles', with 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 <input type="checkbox"/>
Pippa Fraser	Add new groups Add new roles	Edit permissions <input type="checkbox"/>

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 ✓

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[+ 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](#)

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Configuration

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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](#)

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Configuration

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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 navigation menu with 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. The main content area is titled 'Default password policy options' and includes: 'Minimum password length: 8', 'Require strong password' (checked), 'Maximum password age: 5 days', and 'Notify user 1 days before expiration'. Below this is the 'Accounts lockout' section with: 'How many attempts the user is allowed until account is locked: 3', 'How long they are locked out for (minutes): 3', and 'Send notification to People Administrators when an account is locked out' (checked). A 'Save' button is at the bottom left. On the right, there are 'Utilities' (Add a new user, Export users, Add/update from CSV file) and 'Configuration' (General configuration, Configure user profile fields, Configure Skills) sections.

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.