

People: Admin overview

People administrators on your site can manage all user profiles from the admin side of the People application.

As People administrators can see all user information and make edits to this, they should be trusted individuals and trained on how to use the application.

Extra administrator functions are available from this side of the application to support this which are covered in this guide.

Admin side overview

Head to **Applications > Admin > People**.

The landing page will appear, and all its functions are explained below.

A screenshot of the 'People Control Panel' in an admin interface. The left sidebar contains a 'Staff list' section and 'UTILITIES' (Add a new user, Export users, Add/update from CSV file) and 'CONFIGURATION' (General configuration, Configure user profile fields, Configure Skills) sections. The main panel shows 'User licences' with 'Licence limit' and 'Active users' (53) and 'Remaining users' (Unlimited). Below this is 'Extranet user limit' with 'Active extranet users' (7) and 'Remaining extranet users' (Unlimited). A 'Request licences' button and 'More details' link are present. A navigation bar includes 'Users' (highlighted), 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar and a dropdown menu are also visible. A table lists users with columns: Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last. Two users are listed: Abigail Clark and Alan Metcalfe.

Photo	Full name	Email	Job Title	Role	Group	Extranet area	Last
	Abigail Clark	abigail@claromentis.com	Human Resources Assistant	none	Company, Human Resources, Learning and Development	Primary Area	30-1 12:10
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	none	Company, Onboarding,	Primary Area	17-0 17:17

1. User license statistics (v9.8.1+)

Displays the [current license limits](#) and the number of active accounts.

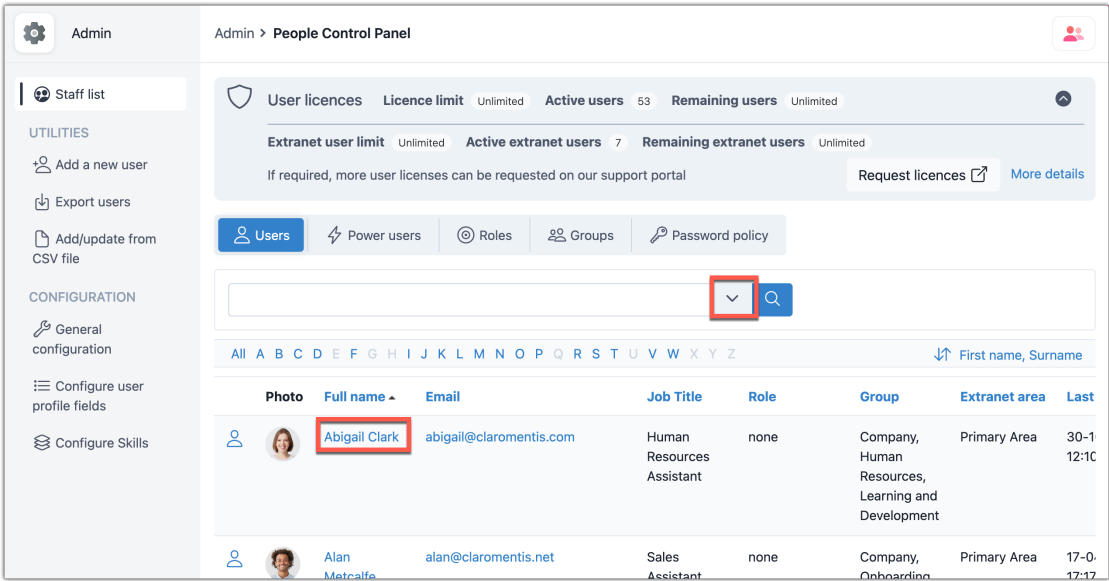
Allows People administrators to effectively manage the user base and ensure there are always licenses available for new accounts.

2. The Users tab

When in this tab, all active user profiles will be listed.

Profiles can be opened by clicking on their full name, and the fields set to show to an administrator can be edited.

The advanced search can be used to locate profiles, but most importantly, to see blocked accounts.



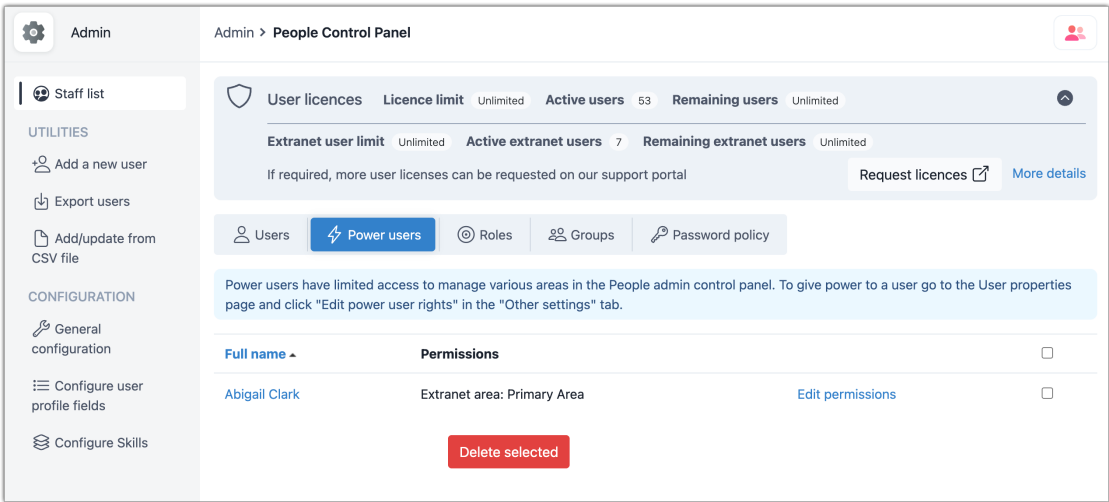
The fields that appear on user profiles to administrators and the advanced search can be changed in the Configure profile fields area.

Check out our guide for more information.

3. Power Users tab

Any power users who have been set up will be listed here, and with the rights they have been given.

This is an optional feature; our guide for assigning power users has more details.



4. Roles & Groups tab

Roles and Groups are used to ringfence users and are placed in permissions boxes across Intranet applications to give members abilities within those areas.

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Admin > People Control Panel

User licences

Licence limit

Unlimited

Active users

53

Remaining users

Unlimited

Extranet user limit

Unlimited

Active extranet users

7

Remaining extranet users

Unlimited

If required, more user licenses can be requested on our support portal

Request licences

More details

Users

Power users

Roles

Groups

Password policy

+ Add a new role

Role	Description	Extranet area	Users number	Delete
Content Creators			4	<input type="checkbox"/>
Intranet Administrators			8	<input type="checkbox"/>
Page Editors			0	<input type="checkbox"/>
Policy Managers			8	<input type="checkbox"/>

Delete selected

Click into each tab to see the current Roles or Groups in existence on the site.

More is explained in our guide.

5. Password policy tab

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Remaining extranet users

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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) 60

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

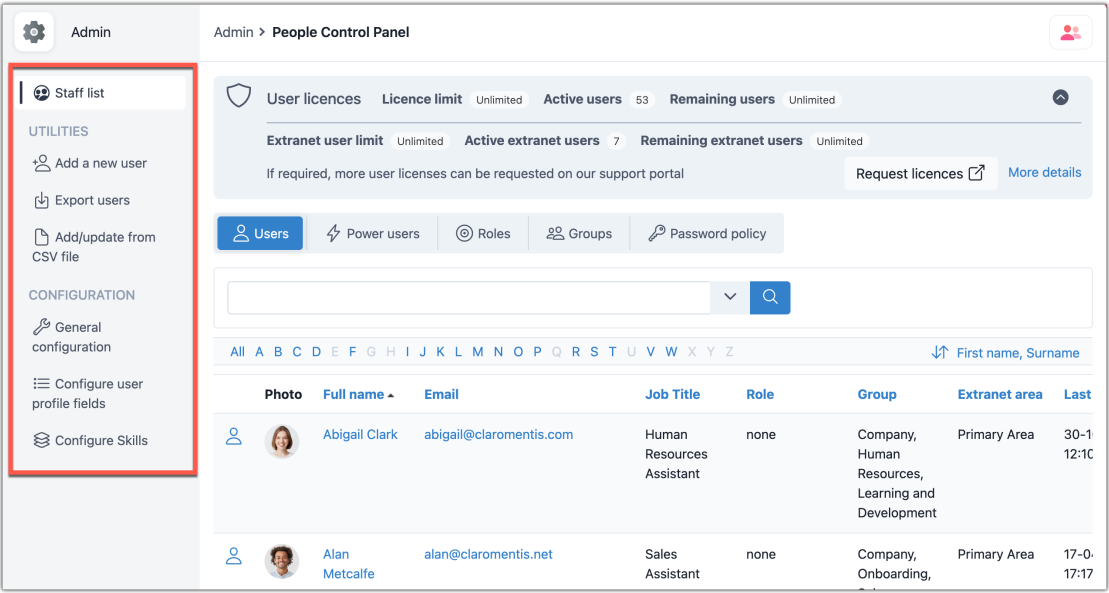
Save

An administrator can alter the rules about passwords that can be set in the Intranet.

More information in our guide.

Please note: This password policy only applies to local accounts whose password is controlled in Claromentis (Synced and SSO accounts have this controlled outside the Intranet)

On the left-hand side are more tabs that allow administrators to perform extra functions.



Add a new user

Manually [add one new local user](#).

Minimum required fields are username, first name, last name, email, and password.

Export users

Export user information to fulfil various use cases, e.g. I want to know who has their 'address' field filled out and what this is, or I want a list of all blocked and active users.

Add/Update from CSV file

Import a CSV file to [update user profile information en masse](#), or create [new local accounts in bulk](#).

General Configuration

Various tools to change how the People application behaves.

Configure user profile fields

[Create new profile fields](#) or change those that are already appearing [across People areas](#).

Configure Skills

[Set up skills](#) for users to attribute to their profiles.