

# 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 'Admin / People Control Panel' interface. At the top, there are navigation tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. Below these is a search bar and a list of users. The user list has the following columns: Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. The users listed are:

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

On the right side, there are two sections: 'Utilities' and 'Configuration'. The 'Utilities' section includes 'Add a new user', 'Export users', and 'Add/update from CSV file'. The 'Configuration' section includes 'General configuration', 'Configure user profile fields', and 'Configure Skills'.

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.

Admin / People Control Panel

Users Power users Roles Groups Password policy

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.

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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[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 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.