



## 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 page has a left sidebar with navigation options like 'Staff list', 'Add a new user', and 'Export users'. The main content area shows 'User licences' with statistics for 'Licence limit', 'Active users', and 'Remaining users'. Below this is a section for 'Extranet user limit' with similar statistics. A navigation bar contains tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar is present below the tabs. At the bottom, there is a table of users with columns for 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	30-12:10
	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.

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	30-12:10
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	none	Company, Onboarding	Primary Area	17-0:17:17

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.

Full name	Permissions
Abigail Clark	Extranet area: Primary Area <a href="#">Edit permissions</a>

[Delete selected](#)

## 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.

The screenshot shows the 'Admin > People Control Panel' interface. At the top, there are statistics for 'User licences' (Licence limit: Unlimited, Active users: 53, Remaining users: Unlimited) and 'Extranet user limit' (Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited). Below this is a navigation bar with tabs for 'Users', 'Power users', 'Roles' (selected), 'Groups', and 'Password policy'. A table lists the following roles:

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"/>

Buttons for '+ Add a new role' and 'Delete selected' are visible at the bottom right of the table area.

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

The screenshot shows the 'Admin > People Control Panel' interface with the 'Password policy' tab selected. The 'Default password policy options' section includes:

- Minimum password length:
- Require strong password
- Maximum password age:  days
- Notify user  days before expiration.

The 'Accounts lockout' section includes:

- How many attempts the user is allowed until account is locked:
- How long they are locked out for (minutes):
- Send notification to People Administrators when an account is locked out

A 'Save' button is located at the bottom left of the configuration area.

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.

The screenshot shows the 'Admin > People Control Panel' interface. On the left, a sidebar menu is highlighted with a red box, containing the following items:

- Staff list
- UTILITIES
  - Add a new user
  - Export users
  - Add/update from CSV file
- CONFIGURATION
  - General configuration
  - Configure user profile fields
  - Configure Skills

The main content area displays user statistics: 'User licences' (Licence limit: Unlimited, Active users: 53, Remaining users: Unlimited) and 'Extranet user limit' (Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited). Below this are tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. A search bar and a filter dropdown are also present. The main table lists users with columns for Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last login.

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	30-12:10
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### 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.