# 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.

Admin / People Control Panel									<ul> <li>Image: A set of the set of the</li></ul>
	Users	2 Power users	🛓 Roles 🛛 🤐 Group:	s Password policy					Utilities
						🙎 Add a new user			
				• 4					🖆 Export users
All	A B	CDEFGH	I J K L M N O	P Q R S T U V W	X Y Z	<b>11</b> First r	name, Surno	ame	🔁 Add/update from CSV file
	Photo	Full name 🔺	Role	Group	Dummy User Account	Assigned	Spare		Configuration
2	6	Abigail Clark	none	Company, Human	Yes		Yes		H General configuration
				Resources, Learning and Development					Configure user profile fields
2	9	Alan Metcalfe	none	Company, Sales	Yes		No		★ Configure Skills
*	9	Alison Kelly	none	Company, Human Resources	Yes		Yes		
	Ø	Amelia Jackson	none	Company, Human Resources	Yes		Yes		
		Anne Wilkins	Administrators, Managers	Company, Leadership Team, Professional Services	Yes		No		
1		Austin Glover	none	Company, Marketing	Yes	Robert Reith	No		

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.

А	Admin / People Control Panel									
1	Users 🚊 Power u	isers 🛓 Roles 🤱	Groups	Password policy						
ſ				- Q						
A	Advanced search	1			×	Y Z	<b>\†</b> First r	iame, Surno	ame	
	Keywords			Any 🗸		ımmy User Account	Assigned	Spare		
1	Account state	Blocked account			~			Yes		
	Group			Any 🗸						
2		With subgroups						No		
1	First name							Yes		
1	Surname							Yes		
1	Job Title							No		
	Company									
1		Q Search 24	~				Robert Reith	No		

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								
Ledit user information	ation 🛓 Role 🧟 Group 🛔 Org chart 🏟 Other settings							
User code								
Last time login	(Never)							
Account state	Enabled O Disabled							
Assign user to extranet area	Primary Area 🗸							
Username*	charles							
<b>O</b> -Password	Generate random password							
	(if you want to change it)							
🛏 Confirm Password								
First name*	Charles							
Surname*	Johnston							

For more information, check out our guide on Configure User Profile Fields.

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							
LUSERS LOWER USERS	🛓 Roles 🛛 🤐 Groups 🛛 🖙 Password polic	ey (					
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					
Pippa Fraser	Add new groups Add new roles	Edit permissions					
	Delete selected						

For more information, check out our guide on Power Users.

#### Roles

The  $\ensuremath{\textbf{Roles}}$  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			Utilities
	+ Add d		+ Add a n	ew role	上 Add a new user
			Users		差 Export users
Role	Description	Extranet area	number	Delete	🗐 Add/update from CSV file
Administrators			5		Configuration
Claromentis			8		HH General configuration
Extranet users (Partner)			6		Configure user profile fields
Managers			5		A Configure Skills
			Delete sele	ected	

#### 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					<ul> <li>Image: A start of the start of</li></ul>
👤 Users 🚊 Power users 🚊 Roles	🚇 Groups 🛛 🕞 Passwo	ord policy			Utilities
			+ Add a nev	v group	🔮 Add a new user
			Users		差 Export users
Title	Description	Extranet area	number	Delete	🔁 Add/update from CSV file
– Company			47		Configuration
Development			3		Ht General configuration
Testing			3		Configure user profile fields
Finance			3		Configure Skills
Health & Safety			3		
Human Resources			8		
Learning and Development			2		
- Marketing			9		
- Professional Services			3		
			Delete sele	ected	

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.

Admin / People Control Panel							
👤 Users 😩 Power users 💆 Roles 🚇 Groups 📭 Password policy	Utilities						
Default password policy options	上 Add a new user						
Minimum password length: 8	📥 Export users						
Require strong password	🛍 Add/update from CSV file						
Configuration							
Maximum password age: 5 days	iii General configuration						
Notify user 1 days before expiration.	Configure user profile fields						
Accounts lockout	▲ Configure Skills						
How many attempts the user is allowed until account is locked 3							
How long they are locked out for (minutes) 3							
Send notification to People Administrators when an account is locked out							
Save							

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.

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