

Power users

The article aims to show the Power Users feature in the People application. This feature will allow you to give certain users access to the People Admin panel on a more restrictive level.

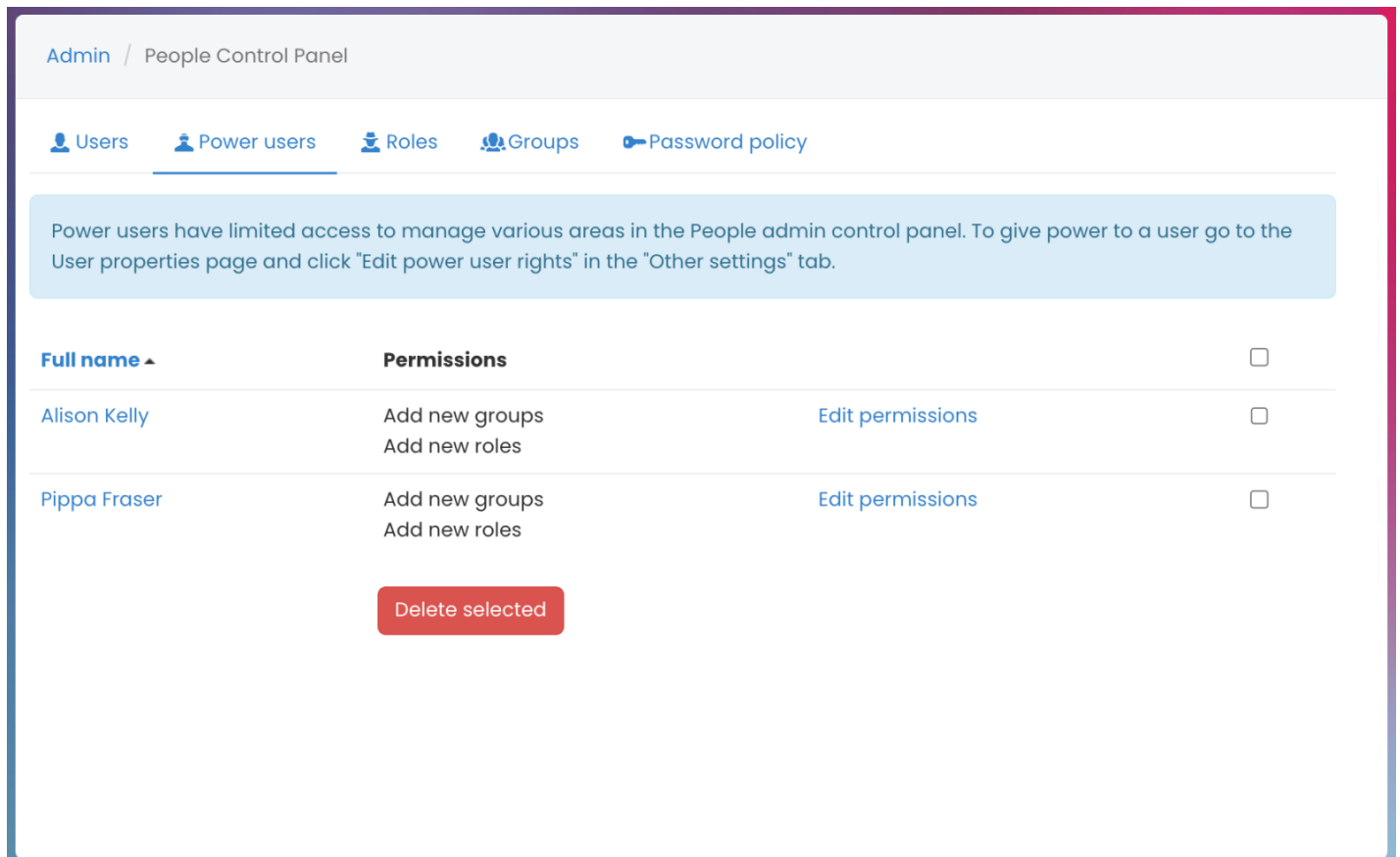
The information below is outlined in the video.

What is a power user?

Power users are specific users who are not necessarily People Admins but have limited access to the back-end of the People application.

You can configure these users to create new and edit existing accounts while alerting administrators to any change they apply.

To view a list of Power Users & their permissions, navigate to **Admin > People > Power users**.



The screenshot shows the 'Admin / People Control Panel' interface. The 'Power users' tab is selected, showing a list of users with their permissions and a 'Delete selected' button.

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

How to set up a power user

1. Head to **Admin > People**, and select the user you wish to make a Power user.
2. Navigate to the **Other settings** tab and click on the **Edit power user rights** option.

Admin / People Control Panel / Edit user info 👤

[Edit user information](#)
[Role](#)
[Group](#)
[Org chart](#)
[Other settings](#)


Password policy

- User must change password on next login
- Use default settings.
- Require strong password
- Maximum password age: days
- Notify user days before expiration.

Subscribe to news

- Subscribe to all news channels

Other settings

- [Edit power user rights](#) 
- [Edit user's expertise](#)

Two-factor status Disabled

[Update](#)

3. You can determine what the user can do by checking the appropriate boxes and applying the permissions accordingly.

Admin / People Control Panel / Edit user info / Edit power user rights

This power user can

- Add new users
(has no effect if the power user can't assign to at least one extranet area)
- Add new roles
- Add new groups
- Alert global People Administrators when a power user makes a change

This power user can manage the following

Permissions

- View users
- Edit/delete users in selected groups/roles/extranet
- Assign/unassign users to selected group/role/extranet
- Edit/delete role/group properties

[View effective permissions...](#)

[Save](#)

You can control permissions for power users even more by allowing them to only manage specific Users/Roles/Groups and not all users in your system.

Please note: All registered should not be entered for power user rights, as this hardcoded group includes all users on the site and power users are being made responsible for only certain groups.

If a user should be responsible for everyone then they should be made an application administrator of People rather than a power user.

A power user is a person who is being given more responsibility to manage some users, not all like an application administrator.

e.g. The below power user will be able to add new users, edit and manage users within the 'Marketing' People group, but no one else. Their power user rights mean they can navigate to the admin side to perform these duties, and only those in the Marketing group will appear there are editable.

Admin / People Control Panel / Edit user info / Edit power user rights

This power user can

- Add new users
(has no effect if the power user can't assign to at least one extranet area)
- Add new roles
- Add new groups
- Alert global People Administrators when a power user makes a change

This power user can manage the following

Permissions

Group[+]: Marketing

- View users
- Edit/delete users in selected groups/roles/extranet
- Assign/unassign users to selected group/role/extranet
- Edit/delete role/group properties

[View effective permissions...](#)

Last modified on 7 December 2023 by [Veronica Kim](#)

Created on 1 February 2018 by [Michael Hassman](#)

Tags: [intranet](#), [people](#), [user guide](#)