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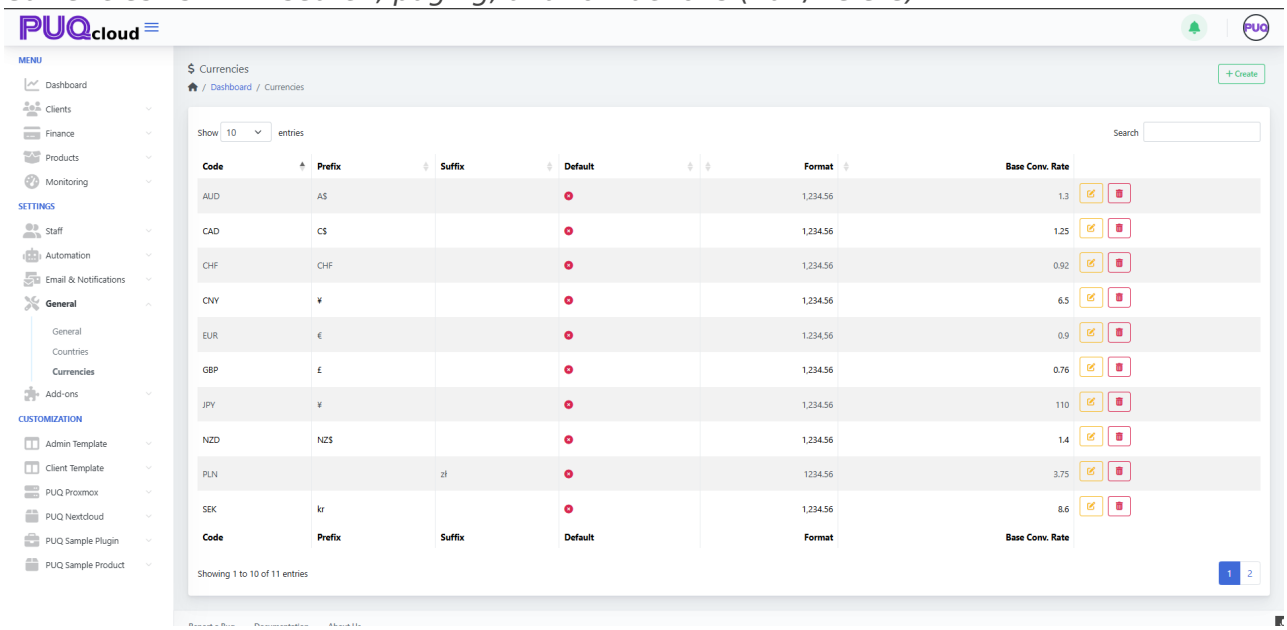
Create and manage Currencies in the Admin Area

PUQcloud Panel

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Where to find it

1. In the left menu go to **Settings → General → Currencies**.
   Currencies list with search, paging, and row actions (Edit/Delete).



Create a new currency

1. Click **+ Create** (top-right of the page).
2. In the **Create** modal, fill in:
   - **Code** – the ISO currency code (e.g., `USD`, `EUR`, `JPY`).

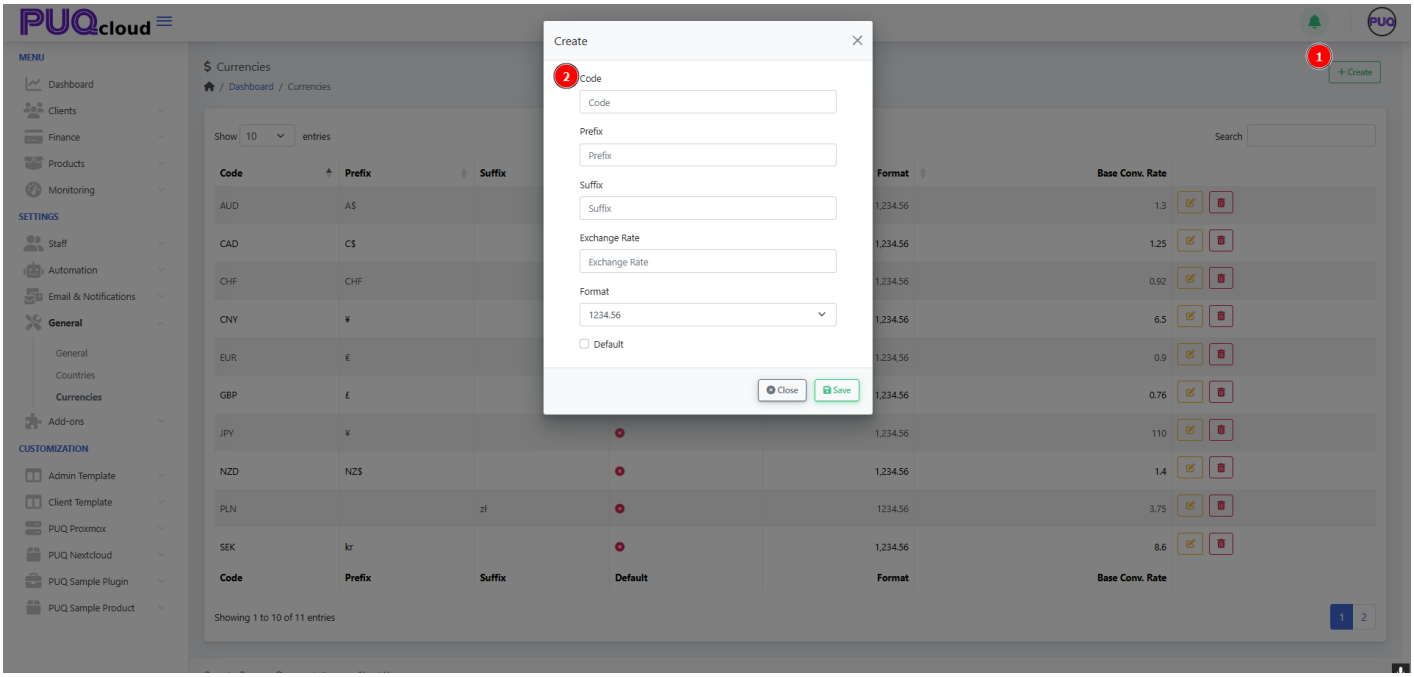
- **Prefix** – symbol shown **before** the amount (e.g., `$`, `CHF`).
- **Suffix** – symbol shown **after** the amount (e.g., `zł` for PLN).
- **Exchange Rate** – base conversion rate against your system's base currency.
- **Format** – choose the number formatting style (thousand/decimal separators).
- **Default** – tick if this should become the **system default** currency.

3. Click **Save**.

Notes

- You can use either a sign (e.g., `€`) or a short text (e.g., `NZ$`) for prefix/suffix.
- The **Exchange Rate** is relative to your base currency (the one you treat as "1.00").

"Create Currency" modal with all fields (Code, Prefix, Suffix, Exchange Rate, Format, Default).



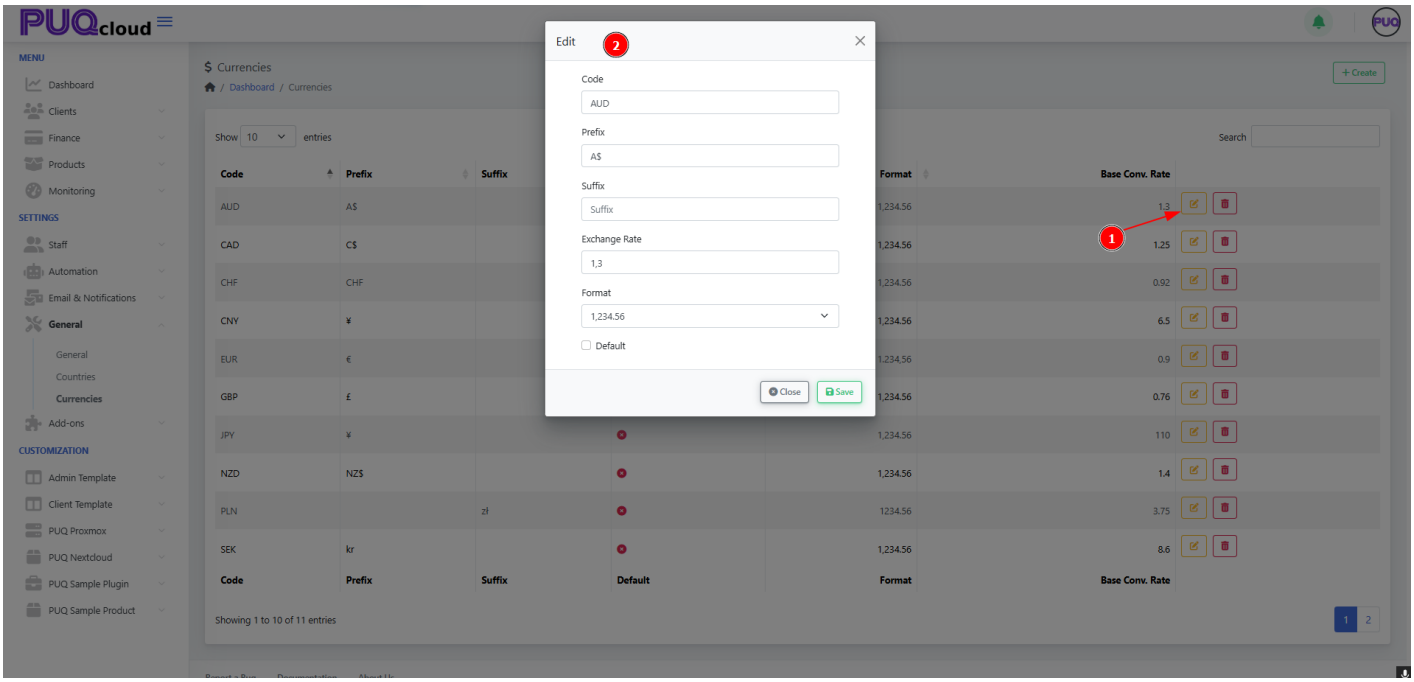
Edit an existing currency

1. In the list, click the **pencil** icon for the currency you want to change.
2. Update **Code**, **Prefix**, **Suffix**, **Exchange Rate**, **Format**, or toggle **Default**.
3. Click **Save** to apply changes.

Tips

- Use Format to enforce consistent display (e.g., `1, 234. 56` vs `1. 234, 56`).
- When you change **Exchange Rate**, all derived conversions will use the new rate going forward.

"Edit Currency" modal opened from the row (rate/format/default shown).



Delete a currency

- Click the **trash** icon on the currency row you wish to remove, then confirm.
  (You cannot delete a currency that is currently set as **Default**; switch default first.)

Search, sort, and paginate

- **Search** (top-right) filters by code or symbols.
- Click column headers to **sort** (e.g., by **Code**).
- Use page controls at the bottom to navigate through the list.

Best practices

- Keep **one** clear **Default** currency at all times.
- Review **Exchange Rates** regularly or automate updates if available elsewhere.
- Prefer **ISO codes** for clarity (`USD`, `EUR`, `GBP`, etc.).
- Use **Prefix/Suffix** consistently across your currencies (e.g., `$` as prefix, `zł` as suffix).

That’s it—you can now add, edit, remove, and format currencies in the Admin Area with confidence.

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