

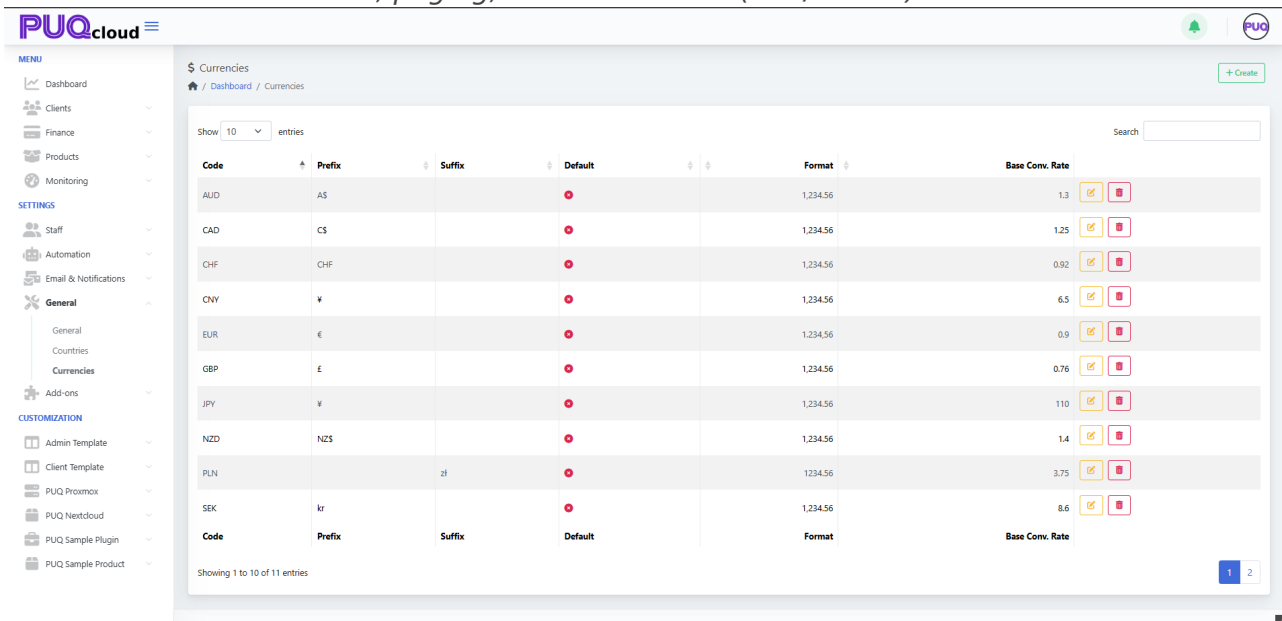
# Create and manage Currencies in the Admin Area

## PUQcloud Panel

[Order Now](#) | [Download](#) | [FAQ](#)

### 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|`).

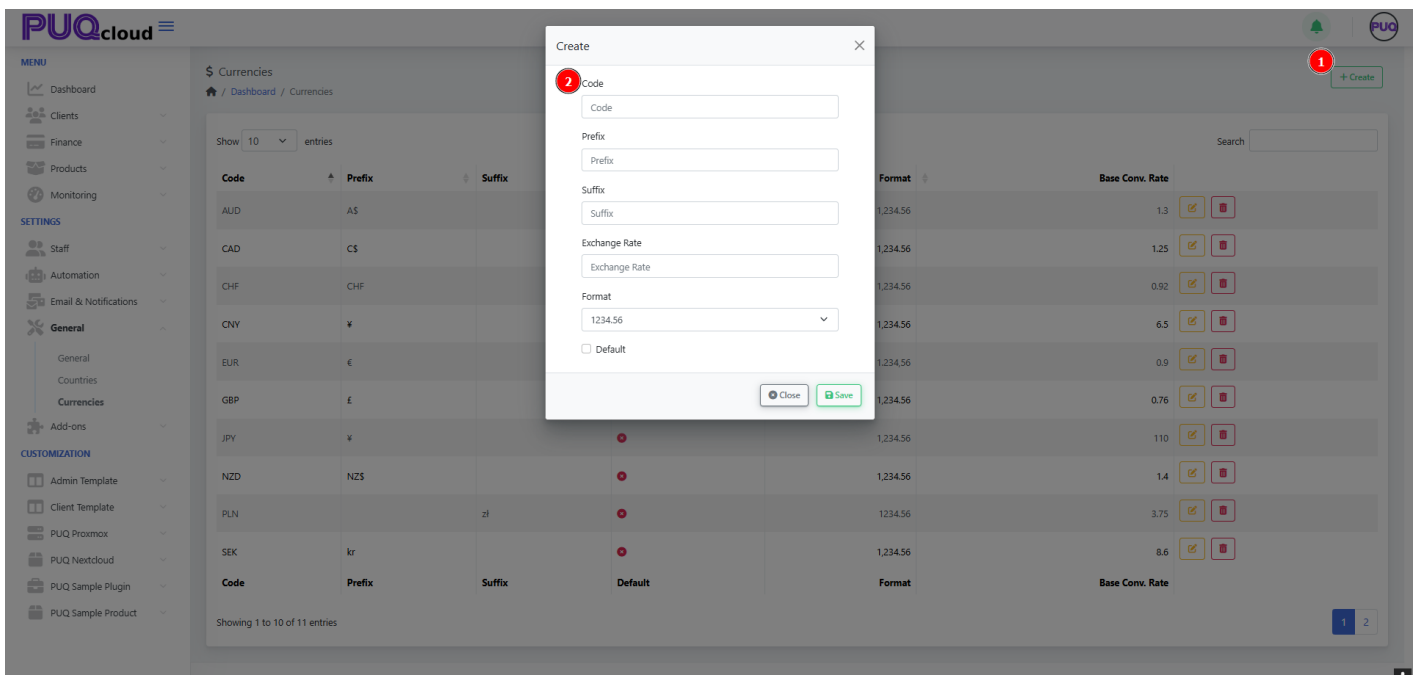
- **Prefix** – symbol shown **before** the amount (e.g.,  $\boxed{\$}$ ,  $\boxed{\text{CHF}}$ ).
- **Suffix** – symbol shown **after** the amount (e.g.,  $\boxed{\text{zł}}$  for PLN).
- **Exchange Rate** – base conversion rate against your system’s base currency.
- **Format** – choose the number formatting 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.,  $\boxed{\text{¤}}$ ) or a short text (e.g.,  $\boxed{\text{NZ\$}}$ ) 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).



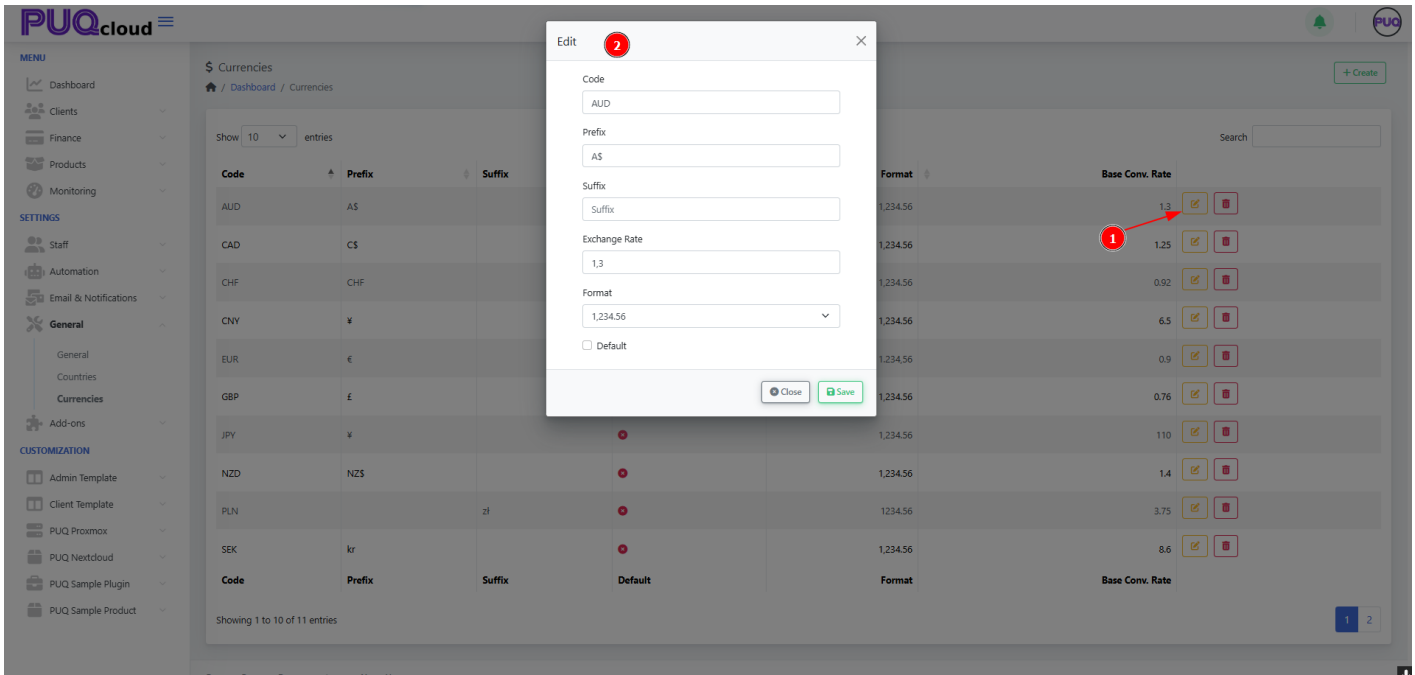
## Edit an existing currency

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.,  $\boxed{1, 234. 56}$  vs  $\boxed{1. 234, 56}$ ).
- 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.

### Revision #4

Created 18 September 2025 07:00:01 by Yuliia Noha

Updated 13 November 2025 06:43:49 by Yuliia Noha