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Create & Manage Administrator Groups

PUQcloud Panel

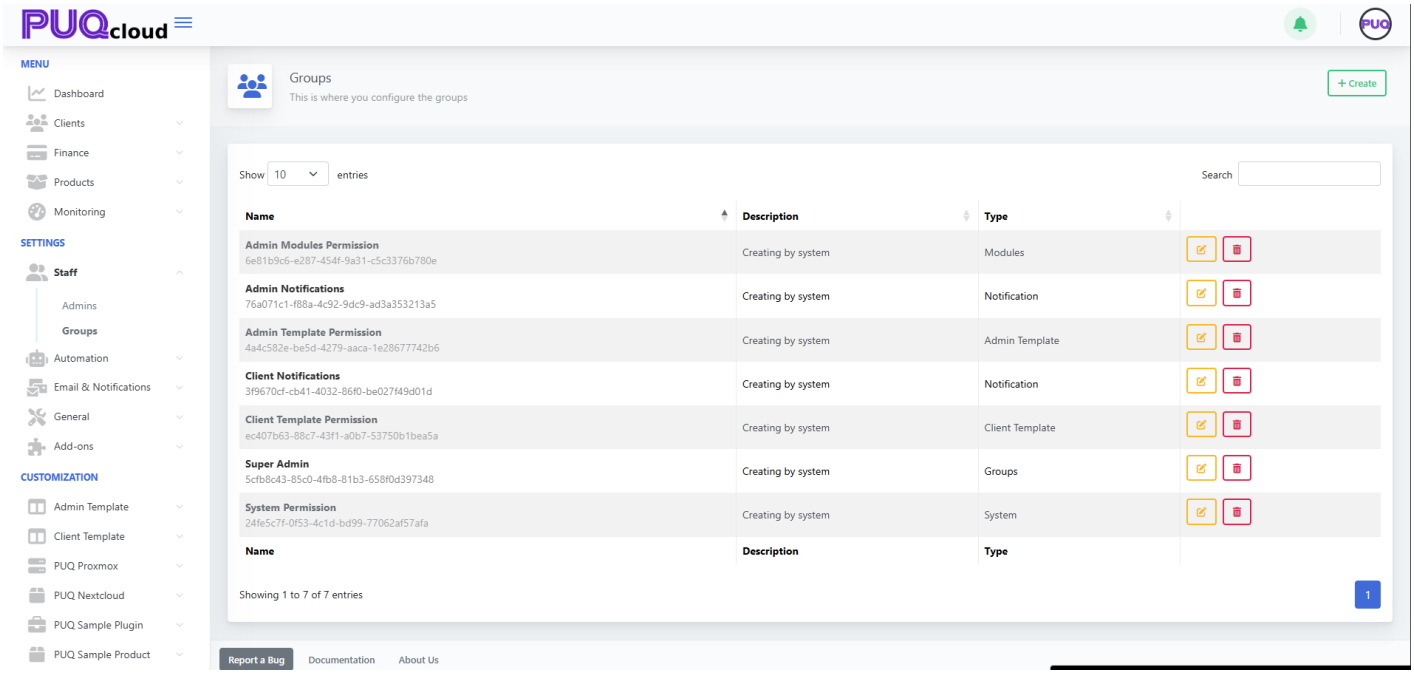
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Use this to build role-based access for your staff. I'll also show where to place each screenshot.

Open Groups

Path: Settings → Staff → Groups
Here you can see all groups plus **Edit** ✏ / **Delete** ◫.

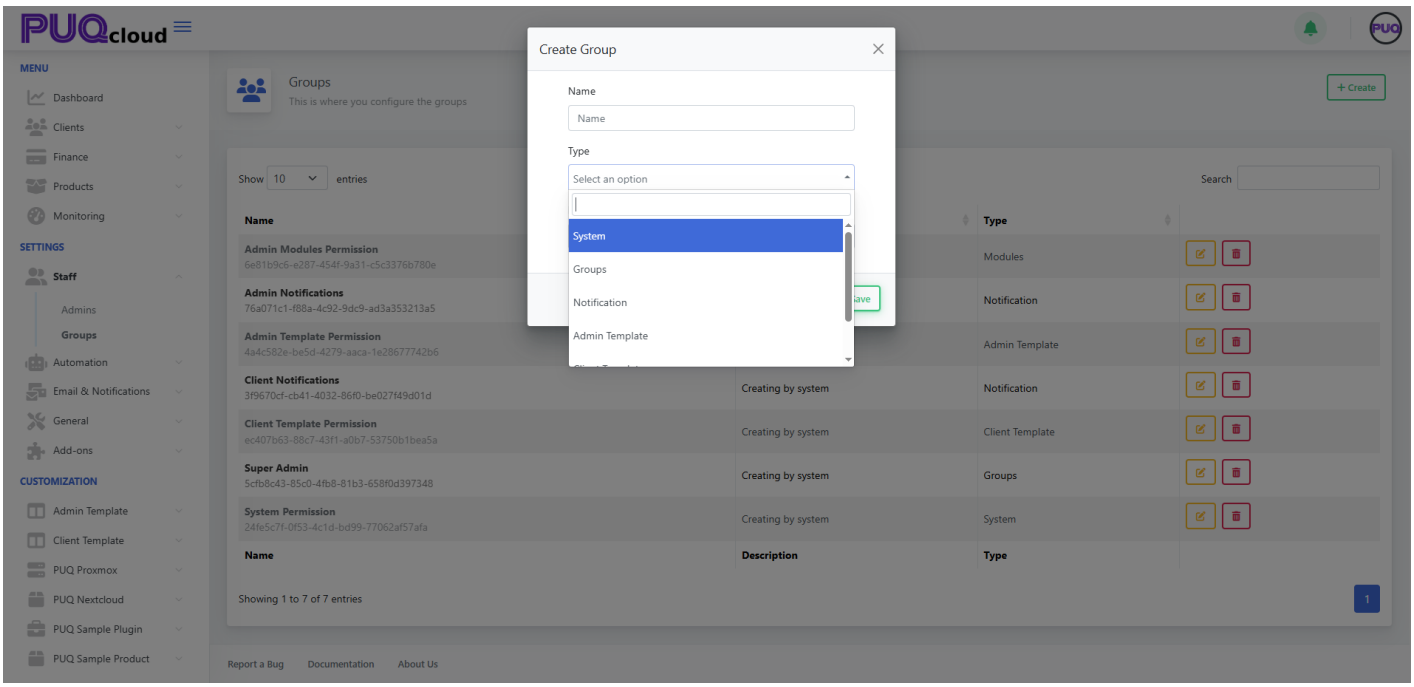
Groups list (with action buttons).



Create a Group (for Admins)

1. Click **+ Create** (top-right).
2. Fill in:
   - **Name** — e.g., *Support*, *Finance*, *Ops*
   - **Type** — choose **Groups** (this is the correct type for administrator roles)
3. **Save**.

“Create Group” modal (Type dropdown visible).



> Other types (System, Notification, Admin/Client Template) are system/helper sets. For admin roles, use **Groups**.

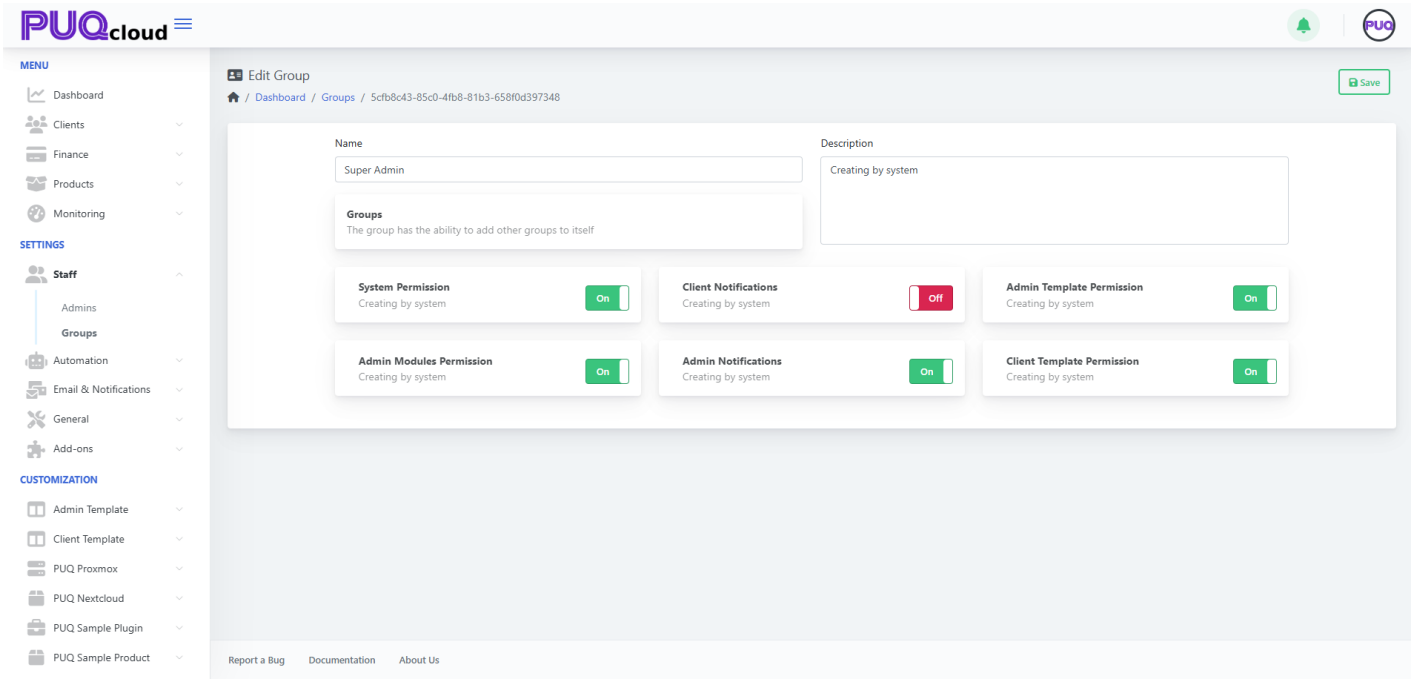
Configure Permissions

After saving, you’re on the **Edit Group** page. Toggle capabilities the group should have, e.g.:

- **System Permission** — system-level operations.
- **Admin Modules Permission** — access to admin modules/features.
- **Admin Notifications** — receive back-office alerts.
- **Client Notifications** — receive client-side alerts (usually off for admins unless needed).
- **Admin Template Permission** / **Client Template Permission** — manage templates.

Add a **Description**, then **Save**.

Edit Group with toggles (On/Off).



Assign the Group to Administrators

Path: Settings → Staff → Admins → Edit an admin → **Groups** field → add your group → **Save**. (Use least-privilege: only the access they need.)

Edit / Delete a Group

- From the **Groups** list, click ✏ **Edit** to change toggles or rename/describe.
- Click □□ **Delete** to remove a group (only if no critical users rely on it).

Tips & Good Practice

- Start with broad roles (*Support*, *Finance*, *Ops*), then refine toggles.
- Keep **Super Admin** for a few trusted people only.
- Review memberships monthly; remove access for ex-staff immediately.
- Test new roles with a non-super-admin account before rollout.

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