

# Create & Manage Administrators

## PUQcloud Panel

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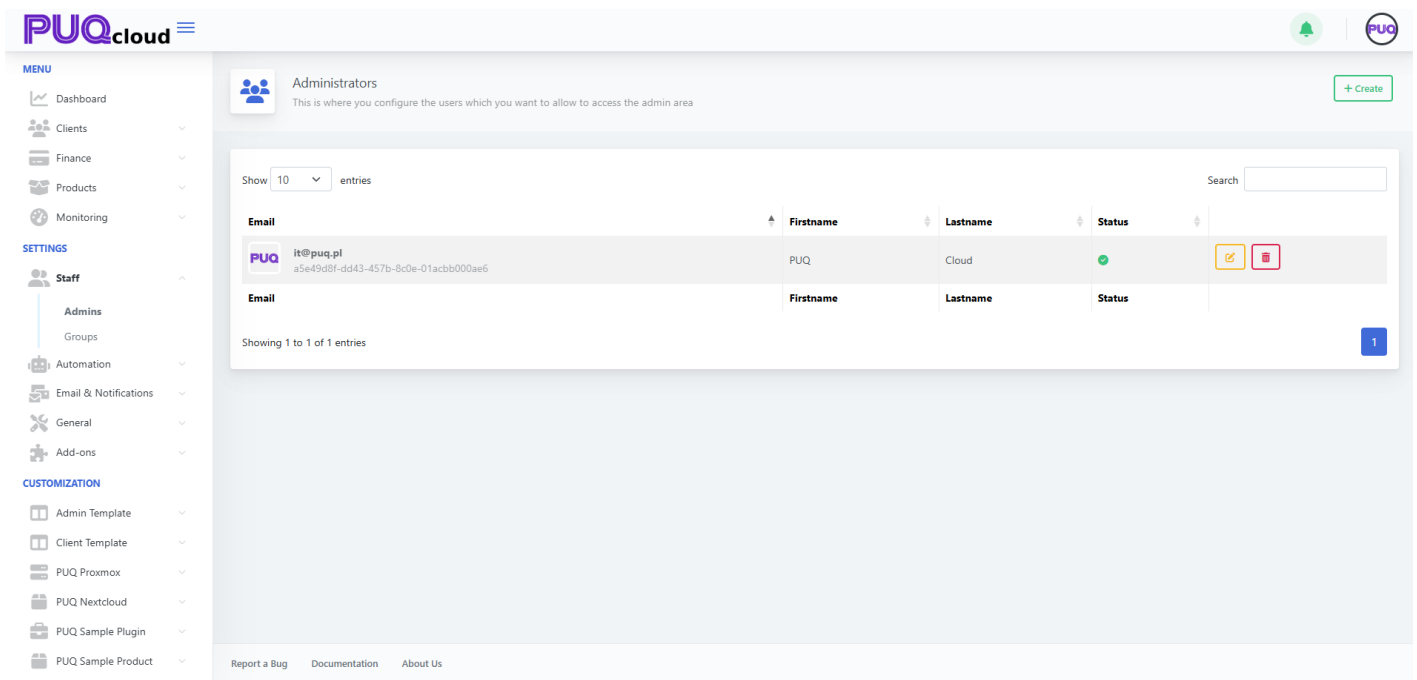
Use this quick, practical guide to add new admins, edit access, reset passwords, and keep your panel secure. Each step tells you exactly where to place your screenshots.

### Open the Administrators page

**Path: Settings → Staff → Admins**

Here you'll see the current admins list with **Edit**  and **Delete**  actions.

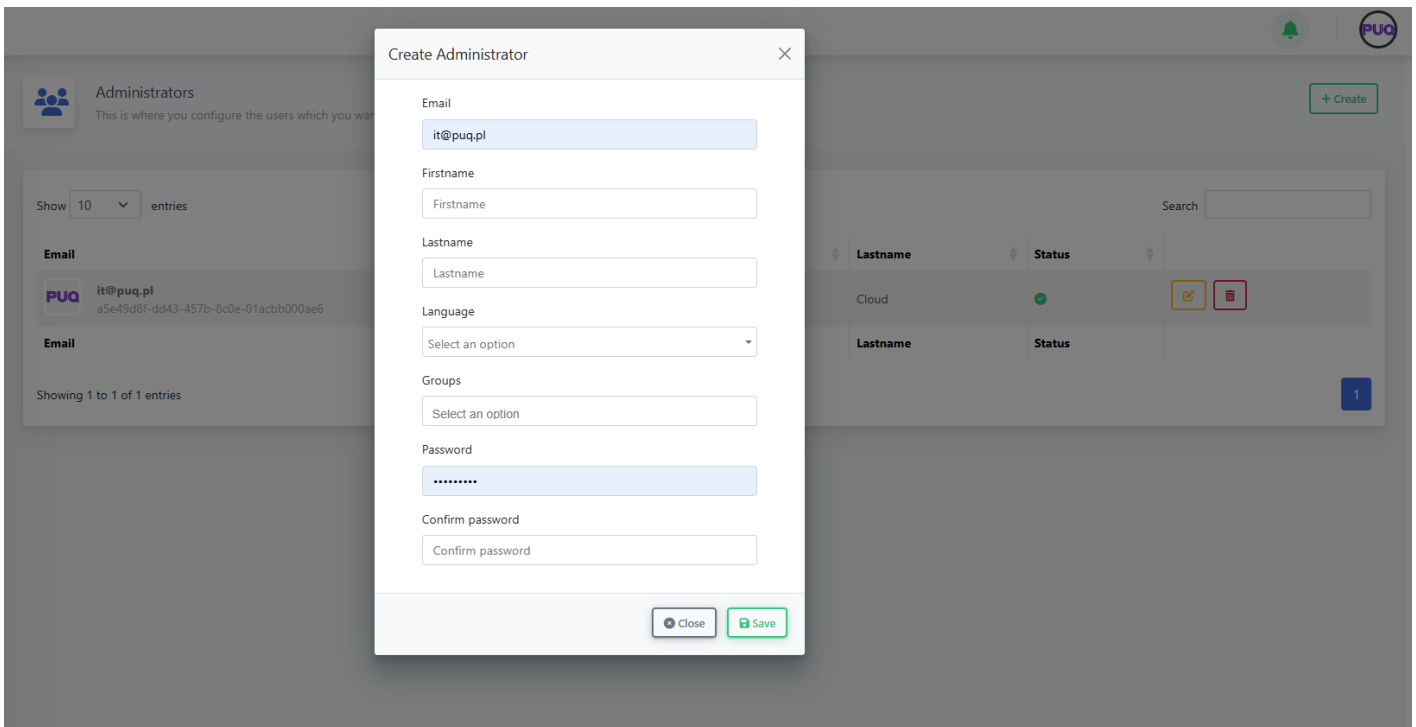
Administrators list (with Edit/Delete).



### Create a new Administrator

1. Click **+ Create** (top-right).
2. Fill in:
  - **Email, Firstname, Lastname**
  - **Language** (UI language for this admin)
  - **Groups** (permission set; e.g., *Super Admin* or your custom groups)
  - **Password** and **Confirm password**
3. Click **Save**.

“Create Administrator” modal (all fields)



## Notes

- Use a **unique, work email** per person (no shared logins).
- Assign the **minimum necessary group** (least privilege).

## Edit an Administrator (status, groups, details)

From the list, click **Edit**:

- **Status**: toggle **Enabled/Disabled** to grant or block access.
- **Groups**: add/remove roles to change permissions.
- **Language, Phone Number**, and **Notes** as needed.
- **Session IPs** (right side): quick audit of recent logins.

Click **Save** when done.

## Edit Administrator page (Status, Groups, Session IPs, Save)

The screenshot shows the 'Edit Administrator' page in the PUQcloud interface. The page has a breadcrumb trail: [Dashboard](#) / [Administrators](#) / [a5e49d8f-dd43-457b-8c0e-01acbb000ae6](#). In the top right corner, there are two buttons: a green 'Save' button and a blue 'Change password' button. The main content area is a form with the following fields:

- Email:**
- Status:** Enabled (green button)
- Firstname:**
- Lastname:**
- Language:**
- Phone Number:**
- Groups:**
- Notes:**

On the right side, there is a 'SESSION IPS' table:

Date	IP Address
2025-09-17	77.87.125.4
2025-09-06	2025-09-06 23:46:07 - 2025-09-17 07:38:30
2025-09-06	45.44.164.152
2025-09-06	2025-09-06 23:44:07 - 2025-09-06 23:45:07
2025-09-06	77.87.125.4
2025-09-06	2025-09-06 21:54:08 - 2025-09-06 23:43:06
2025-09-06	45.44.164.152
2025-09-06	2025-09-06 21:45:07 - 2025-09-06 21:53:07
2025-09-06	77.87.125.4
2025-09-04	2025-09-04 18:48:39 - 2025-09-06 21:43:07
2025-09-04	45.44.164.152
2025-09-04	2025-09-04 18:48:07 - 2025-09-04 18:48:07
2025-09-04	45.44.164.152

At the bottom of the page, there are links for [Report a Bug](#), [Documentation](#), and [About Us](#).

## Change an Administrator's Password

On the **Edit** page, click **Change password** (top-right), enter **Password** and **Confirm**, then **Save**.

“Change password” modal

The screenshot shows the 'Change password' modal dialog box overlaid on the 'Edit Administrator' page. The modal has a title bar with 'Change password' and a close button. It contains two input fields: 'Password' and 'Confirm password'. At the bottom of the modal, there are two buttons: a grey 'Close' button and a green 'Save' button. The background page is dimmed, showing the same 'Edit Administrator' form and session IP table as in the previous screenshot.

Tip: enforce strong passwords and ask the user to enable 2FA in their Client Area.

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## Delete an Administrator

On the **Admins** list, click the **Delete** button next to the user and confirm.

**Best practice:** never delete your **last Super Admin**. Create/assign another Super Admin first.

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## Groups & permissions (quick tips)

- Define groups in **Settings** → **Staff** → **Groups** (e.g., *Support, Finance, Ops*).
  - Follow **least privilege**: grant only what the role needs.
  - Separate **Finance** vs **Technical** access when possible.
  - Review group membership regularly (monthly/quarterly).
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## Security checklist

- One person = one account (no shared logins).
  - Require **2FA** for all admins (set in the user's Client Area).
  - Rotate passwords for high-privilege accounts.
  - Watch the **Session IPs** for unusual activity.
  - Immediately **Disable** or **Delete** ex-staff accounts.
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## Troubleshooting

- **“Save” is greyed out / error:** check required fields, unique email, password match.
  - **Can't log in:** ensure **Status = Enabled**; verify correct email.
  - **Missing features:** user likely lacks the right **Group**.
  - **Password change fails:** confirm both fields match and meet policy.
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