

# Create & Manage Administrators

## PUQcloud Panel

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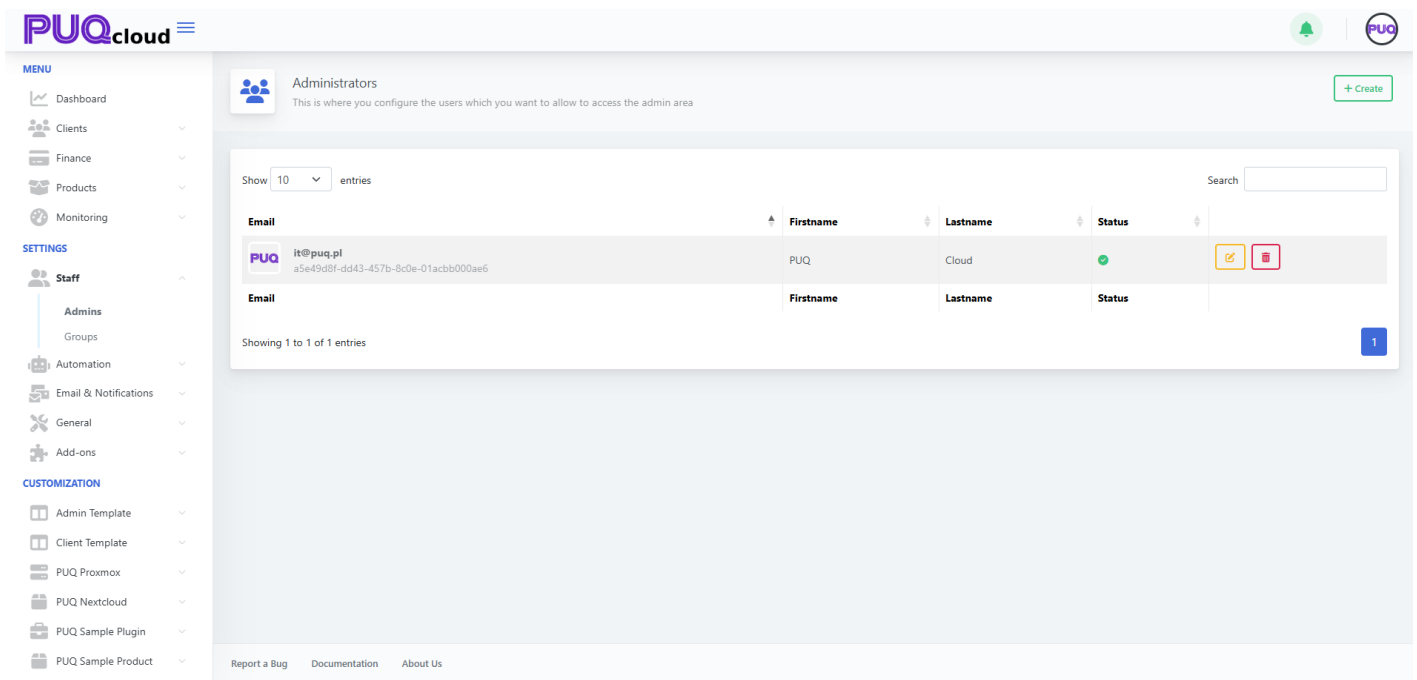
Use this quick, practical guide to add new admins, edit access, reset passwords, and keep your panel secure. Each step tells you exactly where to place your screenshots.

### Open the Administrators page

**Path: Settings → Staff → Admins**

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

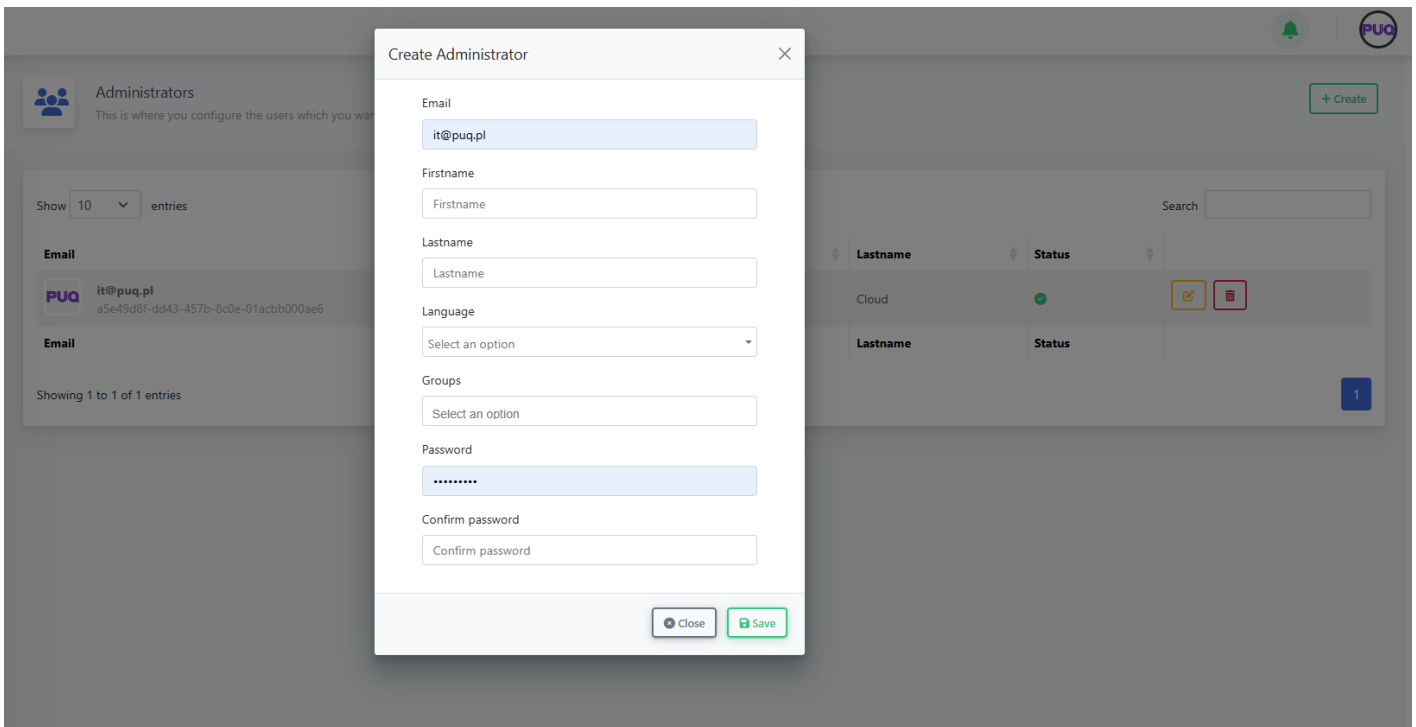
Administrators list (with Edit/Delete).



### 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. At the top right, there are two buttons: 'Save' (green) and 'Change password' (blue). 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
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	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, 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. It has a title bar with 'Change password' and a close button. The form inside the modal has two input fields:

- Password:
- Confirm password:

At the bottom of the modal, there are two buttons: 'Close' (grey) and 'Save' (green). The background shows the 'Edit Administrator' page with the 'Change password' button highlighted in blue.

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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