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Manage General on Admin Area

PUQcloud Panel

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The **General** page centralizes platform-wide defaults and housekeeping rules. It’s organized into four tabs:

1. **Time Based** – how long to keep logs and histories
2. **Finance** – billing and balance limits
3. **Client** – customer-facing timeouts
4. **Social** – your company’s social/profile links

> All tabs share a **Save** button (top-right). Changes apply system-wide.

Time Based (log retention)

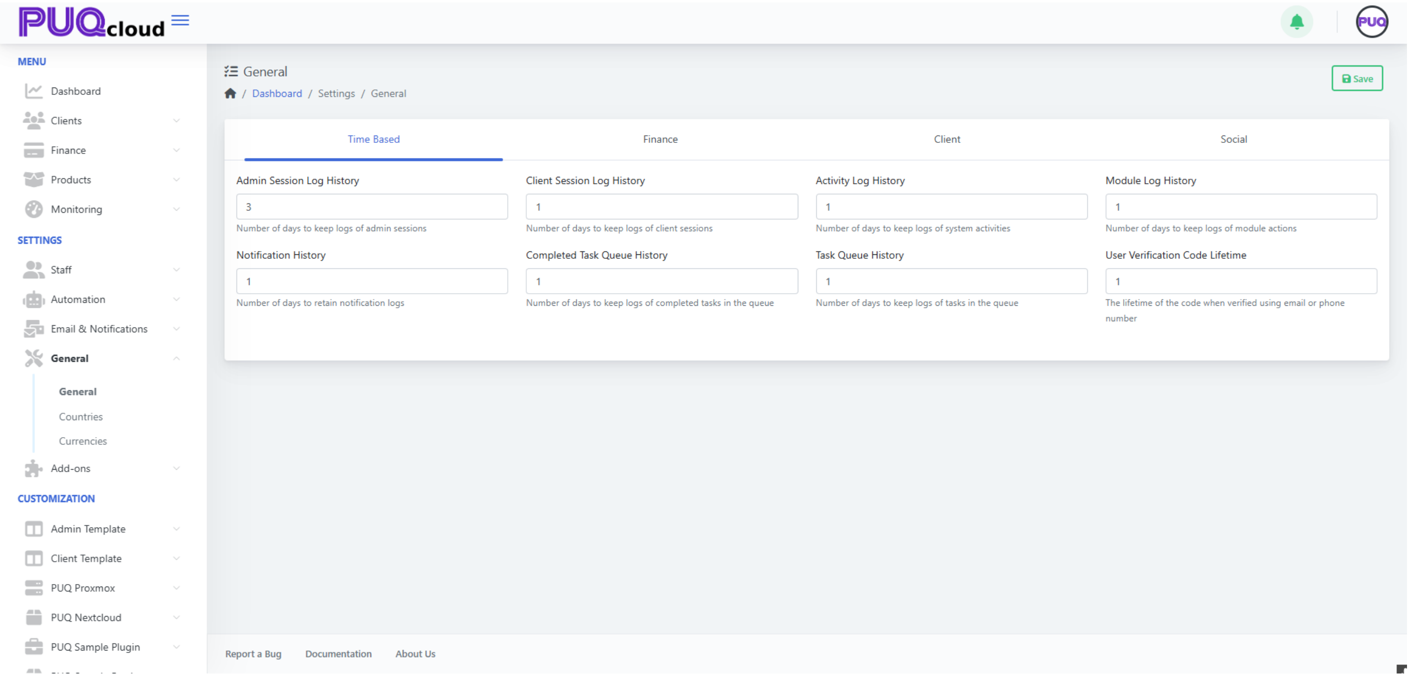
Use this tab to control how long different histories are kept before cleanup jobs remove them.

- **Admin Session Log History** – days to keep admin login/session logs.
- **Client Session Log History** – days to keep client session logs.
- **Activity Log History** – days to keep system activity logs (actions, events).
- **Module Log History** – days to keep module-specific logs.
- **Notification History** – days to keep notification entries.
- **Completed Task Queue History** – days to keep completed queue items.
- **Task Queue History** – days to keep all queue task records.
- **User Verification Code Lifetime** – minutes a verification code remains valid.

Tips

- Shorter values reduce storage usage and improve log queries.
- Keep compliance needs in mind (audit requirements) before trimming aggressively.

General › Time Based tab with retention fields.



Finance (billing defaults & limits)

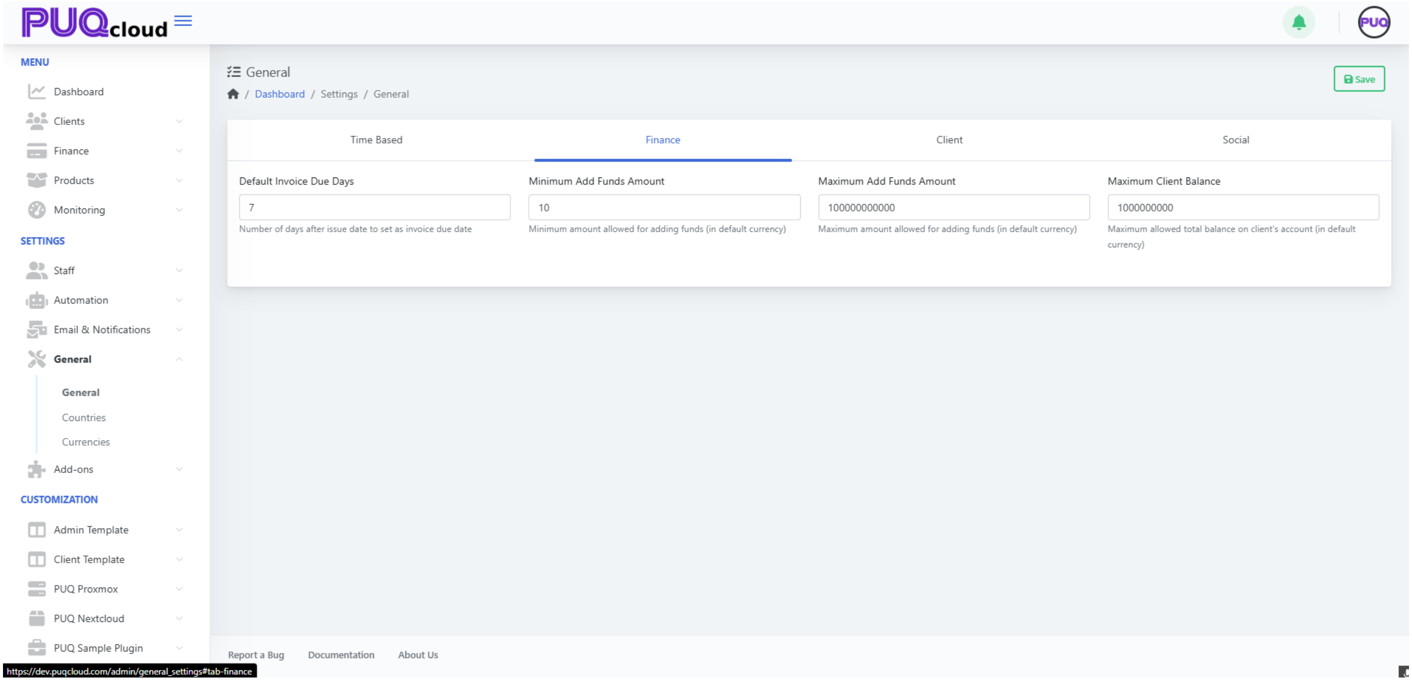
Define monetary guardrails and invoice behavior.

- **Default Invoice Due Days** – number of days after issue date when invoices are due.
- **Minimum Add Funds Amount** – smallest wallet/top-up amount allowed.
- **Maximum Add Funds Amount** – largest single top-up amount allowed.
- **Maximum Client Balance** – hard ceiling for a client’s total wallet balance.

Best practices

- Align *Default Invoice Due Days* with your dunning/collections process.
- Set realistic *Min/Max Add Funds* to reduce micro-payments and risk.
- Use *Max Client Balance* to avoid accounting or AML headaches.

General › Finance tab with invoice and balance limits.



Client (customer timeouts)

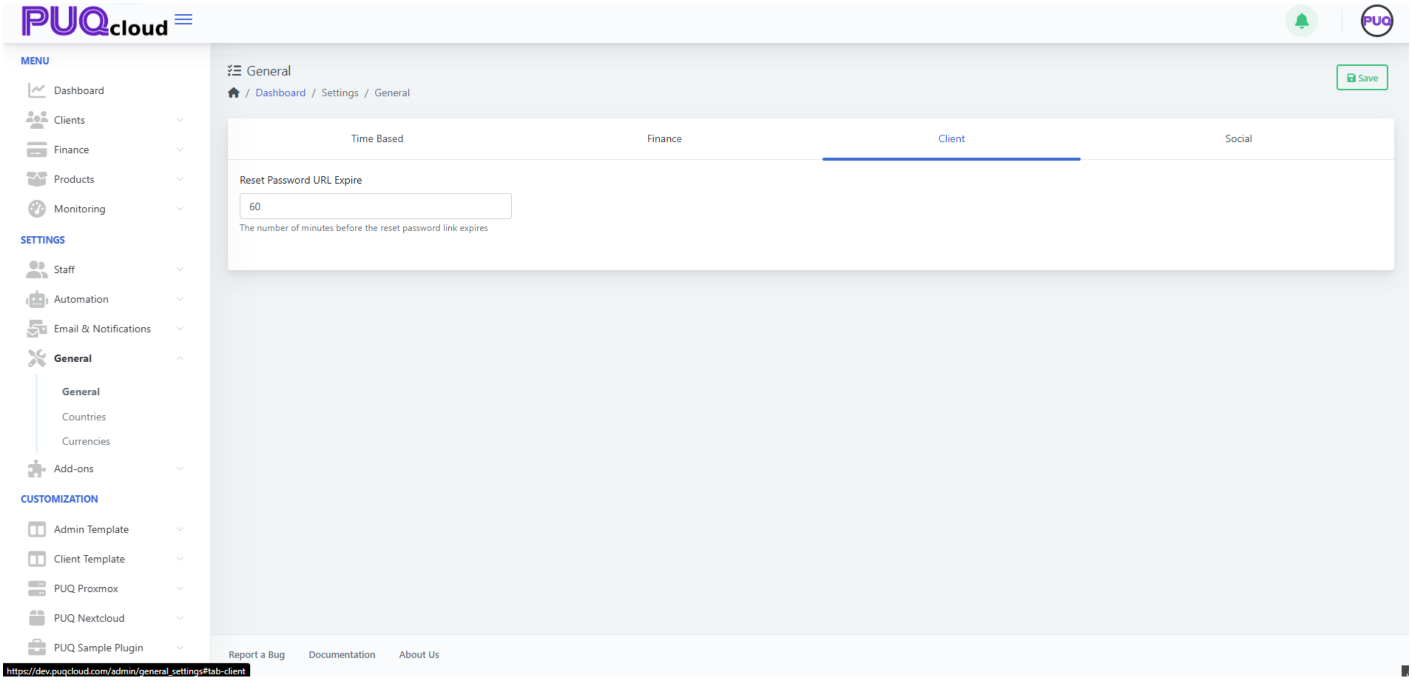
A small but important setting for customer security & UX.

- **Reset Password URL Expire (minutes)** – how long a password-reset link remains valid after it’s issued.

Guidance

- 30–120 minutes is common; lower values are more secure, higher values are more forgiving.

General › Client tab with reset link expiry.



Social (brand & contact presence)

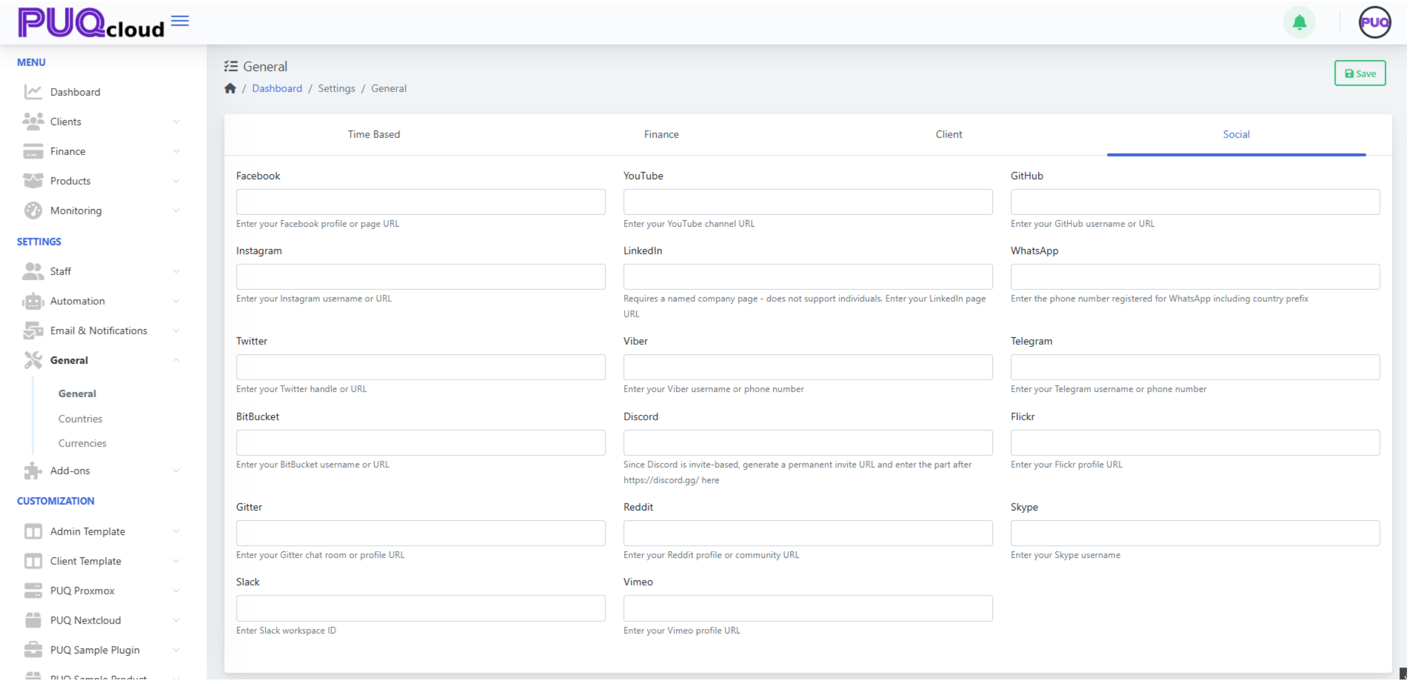
Store the official social/profile identifiers used across notifications and the client portal. Fields include:

- **Facebook, YouTube, LinkedIn, WhatsApp, Telegram, Twitter (X), Viber, Discord, Reddit, Vimeo, GitHub, Flickr, Skype, Bitbucket, Gitter, Slack**.

Usage

- Enter full URLs where applicable; for chat apps, follow the placeholder notes (e.g., WhatsApp in full international format, Discord invite URL path).
- These can be pulled into notification templates or shown in the client area footer/headers, depending on your theme.

General › Social tab with profile/link fields.



Workflow summary

1. Go to **Dashboard → Settings → General**.
2. Work through each tab (**Time Based → Finance → Client → Social**).
3. Click **Save** (top-right).
4. If you reduced retention periods, confirm your **Scheduler/Cleanup** tasks are enabled (so old data is actually purged).
5. Review notification templates/layouts if you plan to surface your social links there.

Quick defaults (safe starting points)

- **Admin/Activity/Module logs:** 7–30 days
- **Client/Task queues:** 7–14 days
- **Verification code lifetime:** 10–30 minutes
- **Invoice due days:** 7–14 days
- **Min/Max add funds:** set to your business model (e.g., 10 / 10,000)
- **Max client balance:** large enough for typical prepayments, but not unlimited

Revision #3
Created 18 September 2025 06:26:54 by Yuliia Noha
Updated 13 November 2025 06:43:49 by Yuliia Noha