

# 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)

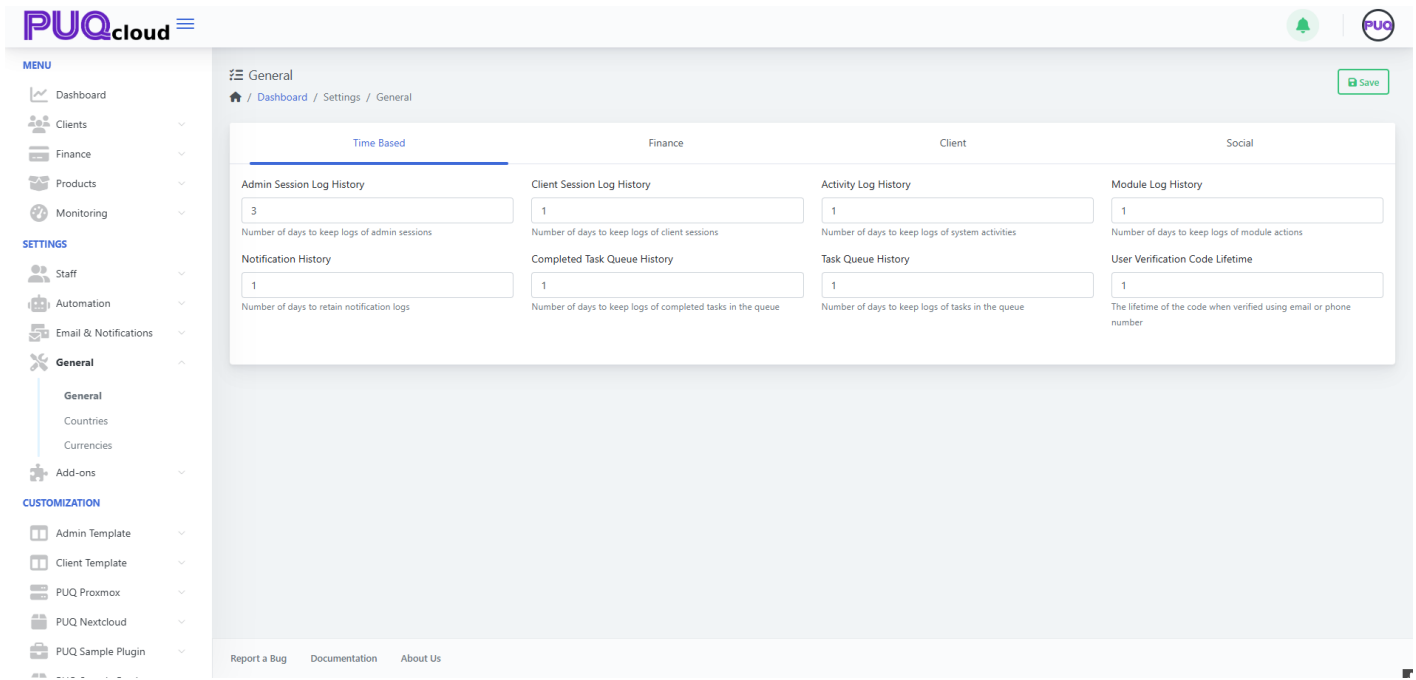
Use this tab to control how long different histories are kept before cleanup jobs remove them.

- **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.

The screenshot shows the PUQcloud admin interface. The top navigation bar includes the PUQcloud logo, a notification bell, and a user profile icon. The left sidebar contains a 'MENU' section with options like Dashboard, Clients, Finance, Products, and Monitoring, followed by a 'SETTINGS' section with options like Staff, Automation, Email & Notifications, and General. The 'General' settings are expanded, showing sub-sections for General, Countries, and Currencies. The 'CUSTOMIZATION' section includes Admin Template, Client Template, PUQ Proxmox, PUQ Nextcloud, and PUQ Sample Plugin. The main content area is titled 'General' and shows the 'Client' tab selected. The 'Finance' sub-tab is active, displaying four settings: 'Default Invoice Due Days' (7), 'Minimum Add Funds Amount' (10), 'Maximum Add Funds Amount' (10000000000), and 'Maximum Client Balance' (1000000000). Each setting has a text input field and a brief description below it. A 'Save' button is located in the top right corner of the settings area. At the bottom of the page, there are links for 'Report a Bug', 'Documentation', and 'About Us'. A URL bar at the very bottom shows 'https://dev.puqcloud.com/admin/general\_settings#tab-finance'.

## Client (customer timeouts)

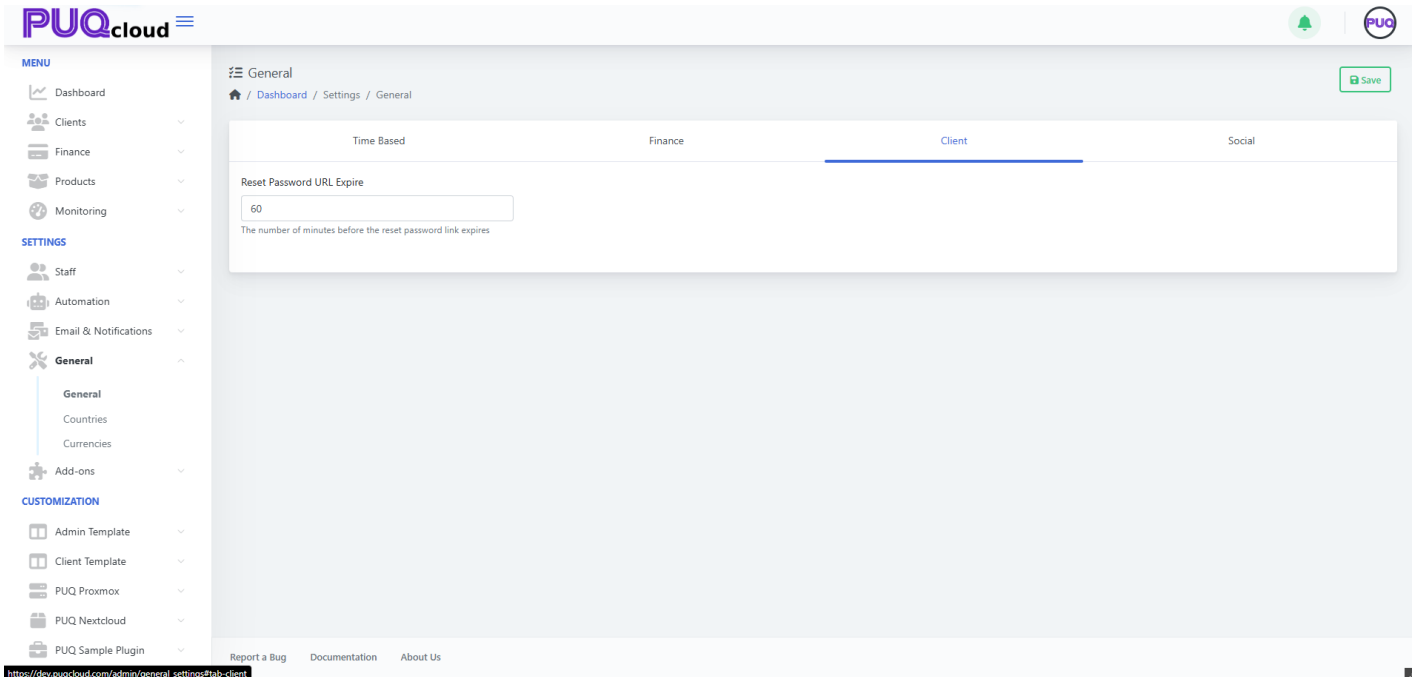
A small but important setting for customer security & UX.

- **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.

The screenshot shows the PUQcloud settings interface. On the left is a navigation menu with sections: MENU (Dashboard, Clients, Finance, Products, Monitoring), SETTINGS (Staff, Automation, Email & Notifications, General, Countries, Currencies, Add-ons), and CUSTOMIZATION (Admin Template, Client Template, PUQ Proxmox, PUQ Nextcloud, PUQ Sample Plugin). The main content area is titled 'General' and contains a breadcrumb 'Dashboard / Settings / General'. Below this are four tabs: 'Time Based', 'Finance', 'Client', and 'Social'. The 'Social' tab is selected and underlined. It contains the following settings:

- Facebook:** Enter your Facebook profile or page URL
- YouTube:** Enter your YouTube channel URL
- GitHub:** Enter your GitHub username or URL
- Instagram:** Enter your Instagram username or URL
- LinkedIn:** Requires a named company page - does not support individuals. Enter your LinkedIn page URL
- WhatsApp:** Enter the phone number registered for WhatsApp including country prefix
- Twitter:** Enter your Twitter handle or URL
- Viber:** Enter your Viber username or phone number
- Telegram:** Enter your Telegram username or phone number
- BitBucket:** Enter your BitBucket username or URL
- Discord:** Since Discord is invite-based, generate a permanent invite URL and enter the part after <https://discord.gg/> here
- Flickr:** Enter your Flickr profile URL
- Gitter:** Enter your Gitter chat room or profile URL
- Reddit:** Enter your Reddit profile or community URL
- Skype:** Enter your Skype username
- Slack:** Enter Slack workspace ID
- Vimeo:** Enter your Vimeo profile URL

A 'Save' button is located in the top right corner of the settings area.

## 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

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