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Manage the Client Area Dashboard

PUQcloud Panel

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Overview

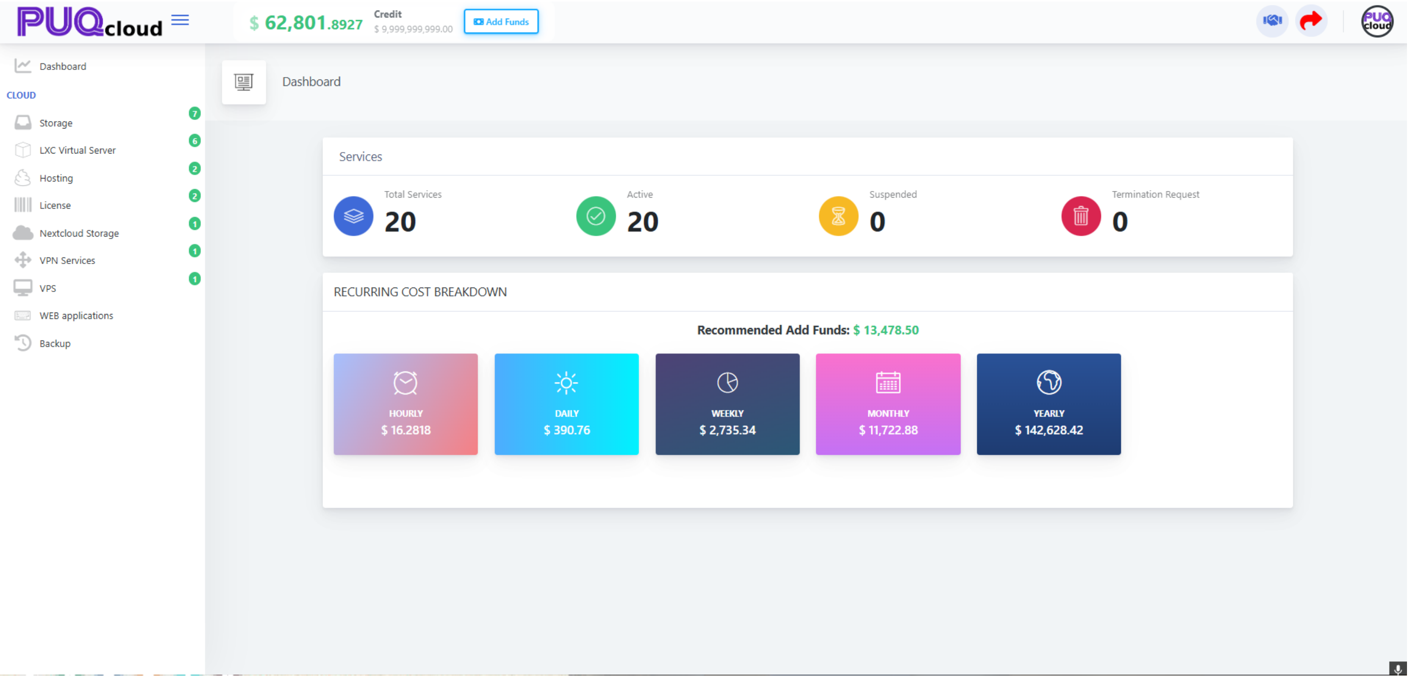
Your **Client-Area Dashboard** is the command centre for balances, services, and quick actions (funds, invoices, security). This guide shows what each block means and how to use it daily — with exact spots to drop your screenshots.

Get Oriented

Open the client area. You'll see:

- **Balance strip** (top): current **Balance**, **Credit**, and a **Add Funds** button.
- **Left menu**: service families (Storage, LXC, Hosting, VPN, etc.) with counters.
- **Main canvas**: cards for Services + Recurring Cost Breakdown.

Full Dashboard overview.



Services Summary

At the top of the canvas you'll find four counters:

- **Total Services** — everything you own
- **Active** — running and billable
- **Suspended** — paused due to payment or policy
- **Termination Request** — pending cancellations

> Click any card to jump to the filtered services list (where applicable).

Recurring Cost Breakdown

Below the counters are your **Hourly / Daily / Weekly / Monthly / Yearly** spend estimates and the **Recommended Add Funds** amount.

Use it to:

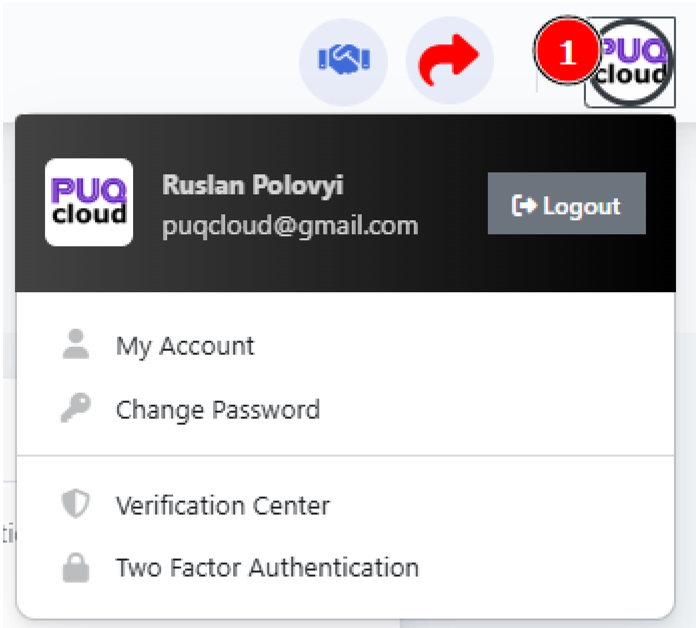
- Forecast top-ups before renewals
- Spot anomalies (e.g., a spike in Hourly vs. Monthly)

Account & Security Menu

Top-right avatar opens quick actions:

- **My Account** (profile & company details)
- **Change Password**
- **Verification Center**
- **Two-Factor Authentication** (enable 2FA)
- **Logout**

Account dropdown.



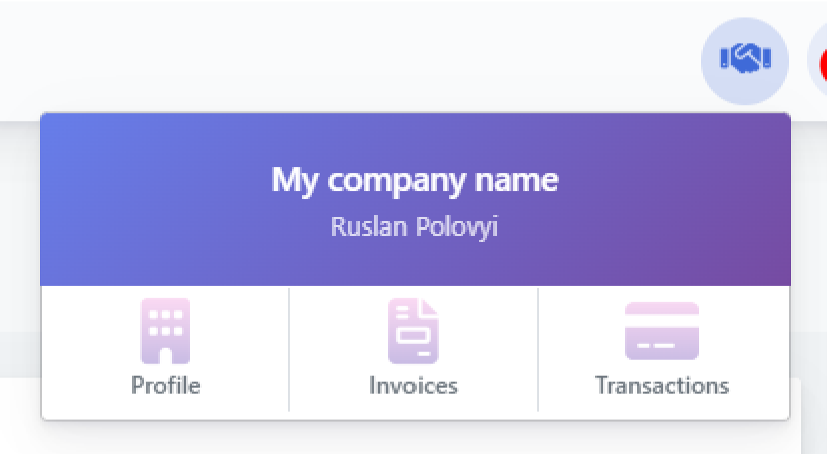
Best practice: enable **2FA** immediately and complete **Verification Center** to lift payment/security limits.

Company Hub (Profile • Invoices • Transactions)

From **My Account**, open your company tile to reach:

- **Profile** — legal details, addresses, tax IDs
- **Invoices** — download/print invoices & credit notes
- **Transactions** — all top-ups, payments, refunds

Company tile with Profile / Invoices / Transactions.



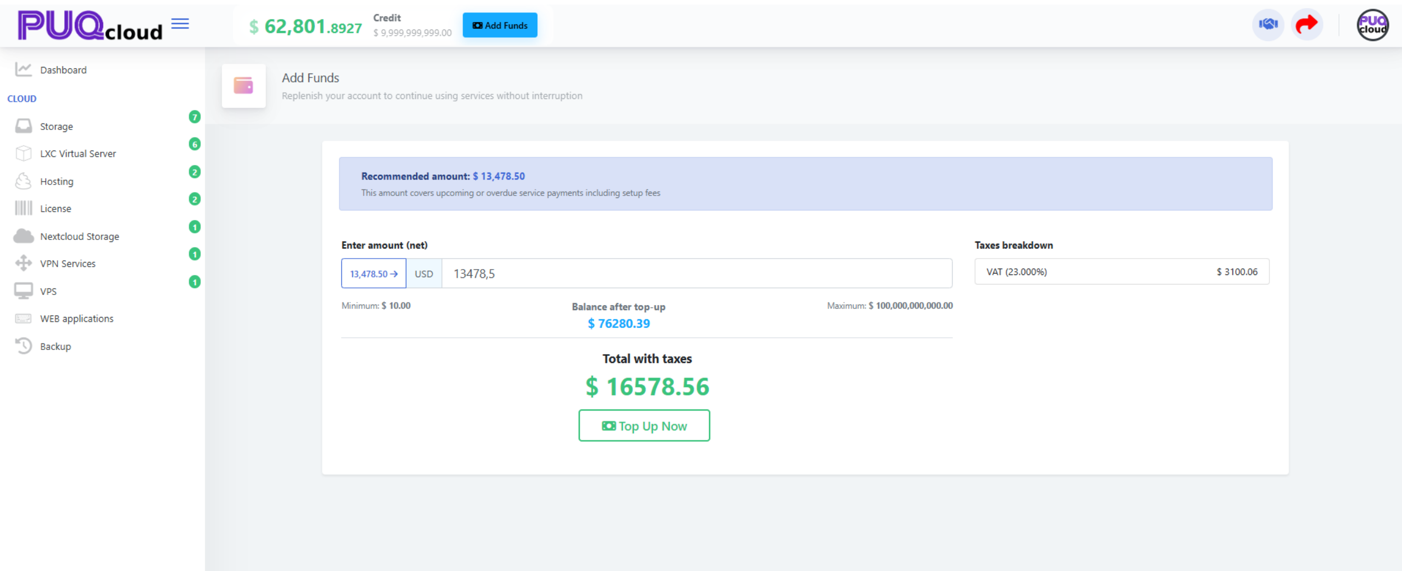
Add Funds (Top-Up)

From the top strip click **Add Funds** to open the payment screen.

Steps:

1. Review the **Recommended amount** banner.
2. Enter **net amount** and **currency**.
3. Check **Taxes breakdown** (VAT, etc.).
4. Confirm **Balance after top-up**.
5. Click **Top Up Now**.

Add Funds page.



Tip: If you sell in multiple currencies, keep one primary currency for predictability; taxes depend on your profile’s country/region.

Daily Workflow (5 minutes)

1. Open dashboard → check **Active** vs **Suspended**.
2. Scan **Recurring Cost Breakdown** → compare to yesterday.
3. If **Recommended Add Funds** > your comfort buffer, **Top Up**.
4. Open **Invoices** if any new charges posted.
5. Review **Transactions** for failed/duplicate payments.
6. Security sweep: confirm **2FA** is still active for all users.

Troubleshooting

- **Costs look too high** → open services list and verify no unintended upgrades.
- **Top-up rejected** → finish **Verification Center** and confirm billing info.
- **Taxes seem wrong** → check company **Tax ID** and country in **Profile**.
- **See “Suspended”** → settle outstanding invoices or contact support.

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