

Control Panel: People

Version 17

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Manage account details of all people in your intranet. You can add people, specify roles, and perform other administrative operations on specific users.

The screenshot shows the 'Manage People' interface. At the top, there are navigation tabs: 'Manage People', 'Pending Activation', 'Invitations', 'Deactivated People', 'Banned People', and 'Banned IPs'. Below the tabs, a search bar is present with a 'Search' button. A dropdown menu for 'Select roles' is open, showing options: 'SiteAdministrator', 'Moderator', and 'Member'. Below the search bar, a table lists user details. The table has columns for Name, Username, Email Address, Signup Date, Last Login, Last Activity Date, and ID. There are also action buttons for 'Send Email', 'Ban User', 'Delete', and 'Set User Role'.

<input type="checkbox"/>	Name	Username	Email Address	Signup Date	Last Login	Last Activity Date	ID	
<input type="checkbox"/>	Halleigh Jacob	halleigh	user91939@axerosolutions.com	4/25/2018	4/1/2021	4/1/2021	616	⋮
<input type="checkbox"/>	Penny Ray	penny	user1331@axerosolutions.com	10/30/2017	4/23/2021	4/23/2021	615	⋮
<input type="checkbox"/>	John Black	user1329	user1329@axerosolutions.com	10/30/2017	3/4/2021	3/4/2021	613	⋮
<input type="checkbox"/>	Laura Carter	laura	user1328@axerosolutions.com	10/30/2017	4/1/2021	4/1/2021	612	⋮
<input type="checkbox"/>	Julie Labarre	user1327	user1327@axerosolutions.com	10/30/2017	3/4/2021	3/4/2021	611	⋮
<input type="checkbox"/>	Isabelle Keen	user1325	user1325@axerosolutions.com	10/30/2017	10/30/2017		609	⋮

[Manage People](#)

[Roles](#)

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Related

[New User Engagement Email](#)

The new user engagement email is sent to new users who haven't engaged on your intranet after a certain number of days. The new user engagement email helps you automate engagement reminders to your new users.

[Inactive User Email](#)

The inactive user email is sent to users who haven't engaged on your intranet after a certain number of weeks. The inactive user email automates engagement reminders to your intranet users.

[Data Backup](#)

Sites hosted on our cloud are backed up every day, and backups are retained over a 3-month period. You can request a data backup.

[Add People to Space](#)

Add people to a space to give them immediate access to the space. When you add people to a space using this tool, they are automatically approved and can create and interact with content in the space. Bypass the invite process and give people access to the content and resources they need.

tags : site-administrator