

Manage People

Version 20

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Manage users in your intranet in the Control Panel. You can add and edit users; deactivate, delete, or ban users; download user data; and more.

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Manage People

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Below are all the people in your intranet. You can access everything related to a user from their user account.













Search people

- Select roles
- SiteAdministrator
- Moderator
- Member

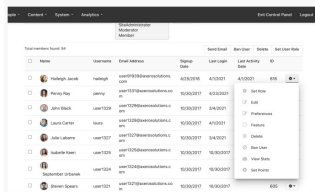
Search

Total members found: 94

[Send Email](#) [Ban User](#) [Delete](#) [Set User Role](#)

<input type="checkbox"/>	Name	Username	Email Address	Signup Date	Last Login	Last Activity Date	ID	
<input type="checkbox"/>	 Haileigh Jacob	haileigh	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	

Search for a user in the search box and press enter. Click the gear icon for a user to see options.



[Add User](#)

[Download CSV File of Users](#)

[Bulk Import Users](#)

[Set User Role](#)

[Edit User](#)

[Feature User](#)

[Delete User](#)

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[View User Activity](#)

[Set User Points](#)

[Send Email](#)

[Mass Email](#)

[Pending Activation](#)

[Invitations](#)

[Deactivated People](#)

[Banned People](#)

[Banning and whitelisting IP addresses](#)

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.

[How to Unlock an Account](#)

If someone gets locked out of their account after too many invalid login attempts, a site administrator can unlock their account.

tags : site-administrator