



Viewing a user profile

User profiles can be viewed by others from the [front end of People](#) (Applications > People)

The People each user sees listed in this area will depend on which [extranet area](#) they are in.

As a rule of thumb, all primary area users (the main intranet) can see everyone (including those in extranets if extranets exist)

This guide will outline what can be seen on profiles and the available options.

The 'View my profile' page

A profile can be opened from the front end of People by clicking on it.


A screenshot of a user profile page. The profile is for Alan Metcalfe, a Sales Assistant. The page includes a profile picture, contact information (email: alan@claromentis.net, phone: 07342156786), and a list of skills (HR Tool). The page also shows a list of endorsements (Presentations: 6, Demos: 5, 1st Line Support: 1) and a list of direct reports (Pippa Fraser, Human Resources Manager). The page is titled 'People > Profile' and has a 'Profile' button and a 'Thanks (1)' button.

Department	Sales
Start Date	5 April 2008
Preferred contact method	Email
Company car model	BMW M3
City	Brighton
Extension Number	507
Twitter	alan_tweets


Presentations	6	+
Demos	5	+
1st Line Support	1	+

Each area or icon that appears here is explained below.

People > Profile




Alan Metcalfe
Sales Assistant
alan@claromentis.net
07342156786



Profile | Thanks (1)

Department	Sales
Start Date	5 April 2008
Preferred contact method	Email
Company car model	BMW M3
City	Brighton
Extension Number	507
Twitter	alan_tweets

Badges



Endorsements

Presentations	6	+
Demos	5	+
1st Line Support	1	+

Endorse this person for... **Endorse**

Manager
James Terry
North America Senior Sales

Direct Reports
Pippa Fraser
Human Resources Manager

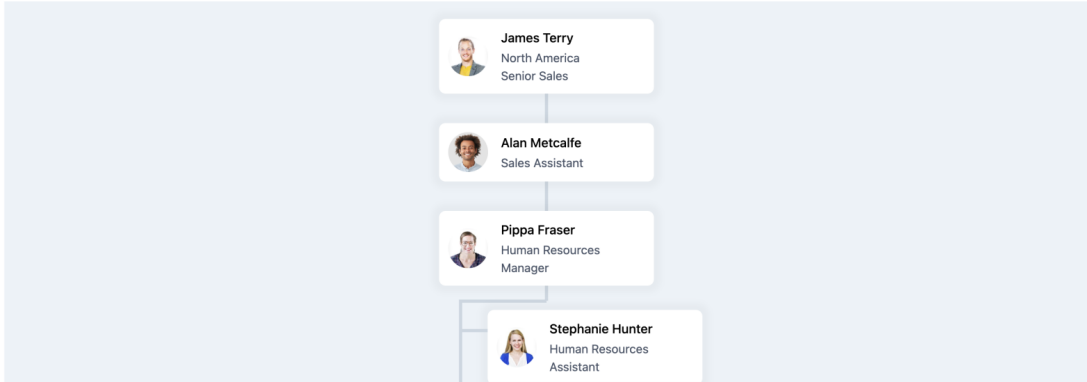
On the top left:

- The user's profile picture as set on their profile
- The information that appears under their name is chosen by People administrators on the admin side, as detailed [here](#)
- A shortcut to open an Org chart that shows this user's position

Org charts > Alan Metcalfe

Export

Alan Metcalfe



```

graph TD
    JT[James Terry  
North America Senior Sales] --- AM[Alan Metcalfe  
Sales Assistant]
    AM --- PF[Pippa Fraser  
Human Resources Manager]
    PF --- SH[Stephanie Hunter  
Human Resources Assistant]
  
```

- A shortcut to view the user's training record. Completed [Courses](#) and [Learning paths](#) will appear here. Administrators can manually add records and certificates, too.

Learning > Training Records

View training records for

Alan Metcalfe
Sales Assistant

Health & safety 2024
Training Record
9 January 2024

Latest progress
You have no active Learning Paths

Filter by...

	Training Records	1
	Certificates	0
	Learning Paths	0
	Quizzes	0

- A button to open the [HR tool](#) for this user (only appears to users with permissions to do this)

claromentis

Hi, Claromentis Administrator
To continue, first verify it's you
noreply@claromentis.com

HR Passcode

[Forgotten passcode?](#)

[Go Back](#)

People > Profile

Alan Metcalfe
Sales Assistant
alan@claromentis.net
07342156786

Department Sales

Start Date 5 April 2008

Preferred contact method Email

Company car model BMW M3

City Brighton

Extension Number 507

Twitter alan_tweets

Badges

Endorsements

Presentations 6

Demos 5

1st Line Support 1

Manager
James Terry
North America Senior Sales

Direct Reports
Pippa Fraser
Human Resources Manager

Taking up the most space on the profile:

- Under the 'profile' tab, the user profile fields that have been [set to display by administrators](#).
- The [Badges](#) area is hardcoded to appear here; any badges the user has will be displayed
- Endorsements can be removed from this area; they tie to the [Skills area](#) set up by administrators
- Under the 'Thank you' tab, all posts made for that user

People > Profile

Alan Metcalfe
Sales Assistant
alan@claromentis.net
07342156786

Profile Thanks (1)

Department: Sales
Start Date: 5 April 2008
Preferred contact method: Email
Company car model: BMW M3
City: Brighton
Extension Number: 507
Twitter: alan_tweets

Badges

Endorsements

Presentations 6 +
Demos 5 +
1st Line Support 1 +

Endorse this person for... **Endorse**

Manager
James Terry
North America Senior Sales

Direct Reports
Pippa Fraser
Human Resources Manager

On the top right:

- If set, the user's manager and direct reports will display
- Under the 3 dots, the extra menu items available to all users as detailed [here](#)

Created on 3 December 2025 by [Hannah Door](#). Last modified on 4 December 2025

Tags: [fields](#), [profile](#), [view](#)