Notifying users who have not updated their profile

`Archived`
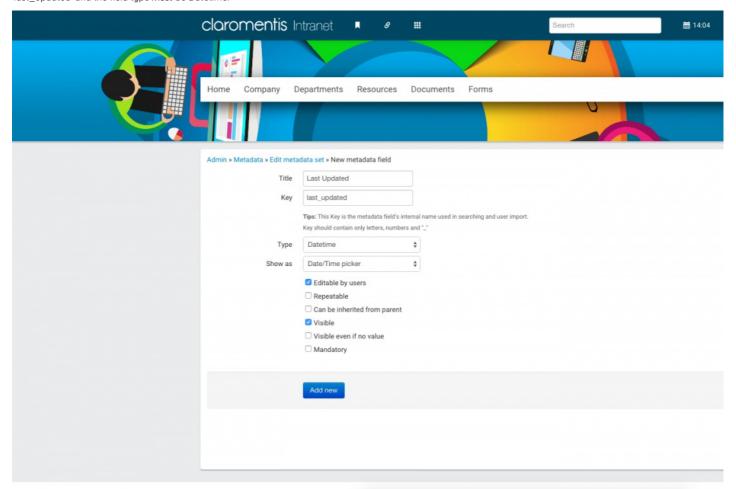
Access to the configuration file is required, please read guidelines here.

It is possible to send a notification to users who have not updated their profile within a specific time period.

To enable this feature, look for the following lines of code in the configuration file and insert a preferred metadata key, e.g. 'last_updated'. The key specified **must not be** 'usr_profile_last_updated' as this is a system metadata key, already in use.
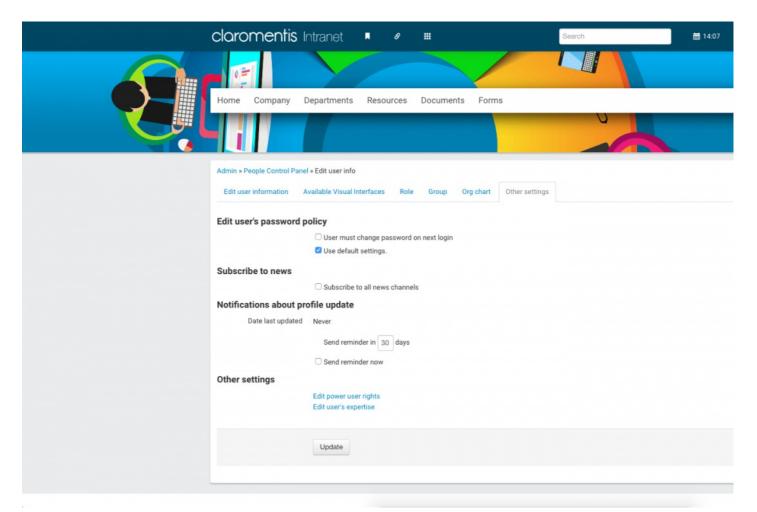
```
// Notification about user profile expiration.
$cfg_profile_last_updated_field = "";
```

Following that, a new metadata field must be created. From the People Control Panel, click 'Configure user profile fields' under the 'Configuration' heading on the right hand side. Create a new metadata field by clicking 'Add new field' on the right hand side. The metadata key **must** match the key defined in the configuration file, e.g. 'last_updated' and the field type **must** be Datetime.

Then edit a user's profile by clicking on their name in the People Control Panel. Select the 'Other settings for this user tab' and notice the additional section 'Notifications about profile update'. The date the user last updated their profile will be displayed. Set the number of days after which a reminder should be sent to the user. Alternatively, tick the 'Send reminder now' checkbox to send the reminder immediately.

The default number of days after which a notification should be sent can be modified in the configuration file. Look for the following lines of code in the configuration file:

```
// after this period of time user profile become outdated (days)
$cfg_profile_default_notification_period = 30;
```

It is also possible to configure the number of days after which additional reminders should be sent if the user does not update their profile after the first notification. Look for the following lines of code in the configuration file:

```
// after user profile became outdated and has not been updated by user, send notification again every ... days
$cfg_profile_default_notification_interval = 2;
```

Last modified on 3 April 2019 by Mhairi Hutton

Created on 20 February 2013 by deleted user

Tags: profile, users, notifications