



People: Configure User Profile Fields

People administrators can manage all user profile fields from the 'configure profile fields' area.

The order of fields, as well as which People areas they appear in, can be set or updated.

Your team can consider what fields work best in each area to ensure the information displayed in each is as useful as possible to those viewing and/or editing these.

List of all fields

Head to Applications > Admin > People > Configure profile fields:

The screenshot shows the 'People Control Panel' interface. The left sidebar contains a menu with the following items: Staff list, UTILITIES (Add a new user, Export users, Add/update from CSV file), CONFIGURATION (General configuration, **Configure user profile fields**, Configure Skills). The main content area displays user licenses (58 active, unlimited limit) and extranet users (7 active, unlimited limit). Below this are tabs for Users, Power users, Roles, Groups, and Password policy. A search bar and a list of user profile fields are visible. The list is sorted by 'First name, Surname' and contains two entries:

Photo	Full name	Email	Job Title	Role	Group	Extension Number
	Abigail Clark	abigail@claromentis.com	Human Resources Assistant	Page Editors, Policy Managers	Company, Finance, Human Resources, Learning and Development	122
	Alan	alan@claromentis.net	Sales	News Editors,	Company,	507

The main part of the page is a list of all user profile fields that exist on your site:

Admin > People Control Panel > Configure user profile fields

Title	Key	Type	Special view permissions	Special edit permissions	Action
ID	id	int	No	No	
Account state	intranetuser	varchar	No	No	
Username	username	varchar	No	No	
Password hash	password	varchar	No	No	
First name	firstname	varchar	No	No	
Surname	surname	varchar	No	No	
User code	user_code	varchar	No	No	
Company	company	varchar	No	No	
Job Title	job_title	varchar	No	No	

CHANGE FIELD LIST AND ORDER FOR

- Main users list
- "View profile" page
- "Edit My profile" page
- Advanced search form
- Users list for people admin
- "Edit profile" page in admin area

PERMISSIONS

- Permissions for viewing fields
- Permissions for editing fields

Some fields are hardcoded and come with the system, whereas others can be created by your team to fit any purpose you may have.

e.g. Date of Birth, Employee number, Portfolio upload, Location, Office number etc

More information on creating fields is in our guide [here](#), and more details about the available field types are [here](#).

Creating a field and it appearing in this list does not do anything alone; a field needs to be set to appear in People area(s) for it to become visible and editable.

People areas

In the configure profile fields area, on the right are the tabs representing other parts of the People application where fields can be set to appear.

Your team need to review each tab and consider what fields would work best in each, then add these across them and change their order if necessary.

Different fields can be selected to show in each area to suit different purposes and those who will be viewing and/or editing them.

Admin > People Control Panel > Configure user profile fields

Title	Key	Type	Special view permissions	Special edit permissions	Action
ID	id	int	No	No	
Account state	intranetuser	varchar	No	No	
Username	username	varchar	No	No	
Password hash	password	varchar	No	No	
First name	firstname	varchar	No	No	
Surname	surname	varchar	No	No	
User code	user_code	varchar	No	No	
Company	company	varchar	No	No	
Job Title	job_title	varchar	No	No	

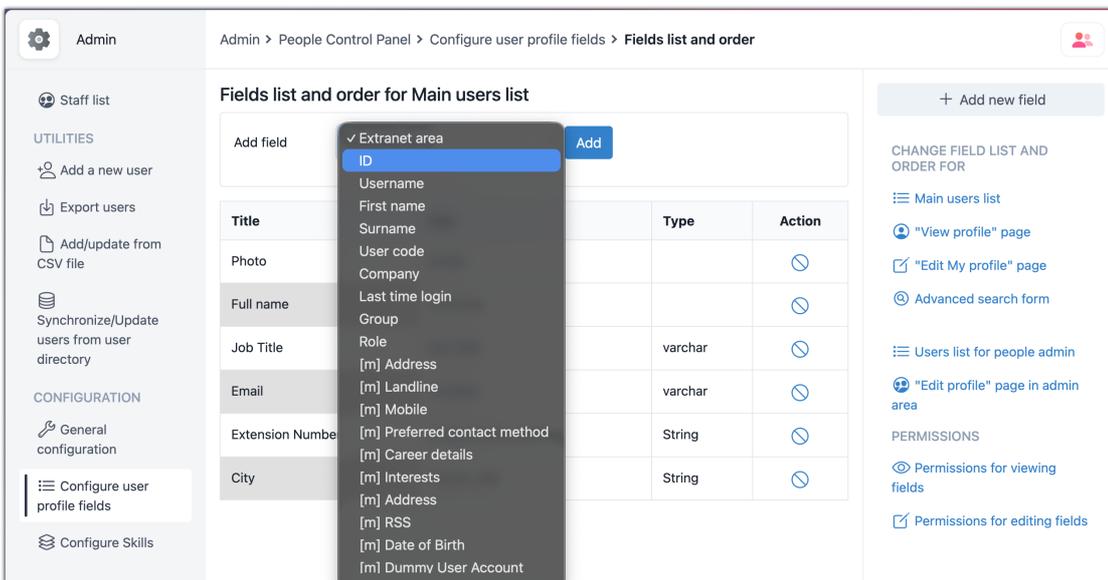
CHANGE FIELD LIST AND ORDER FOR

- Main users list
- "View profile" page
- "Edit My profile" page
- Advanced search form
- Users list for people admin
- "Edit profile" page in admin area

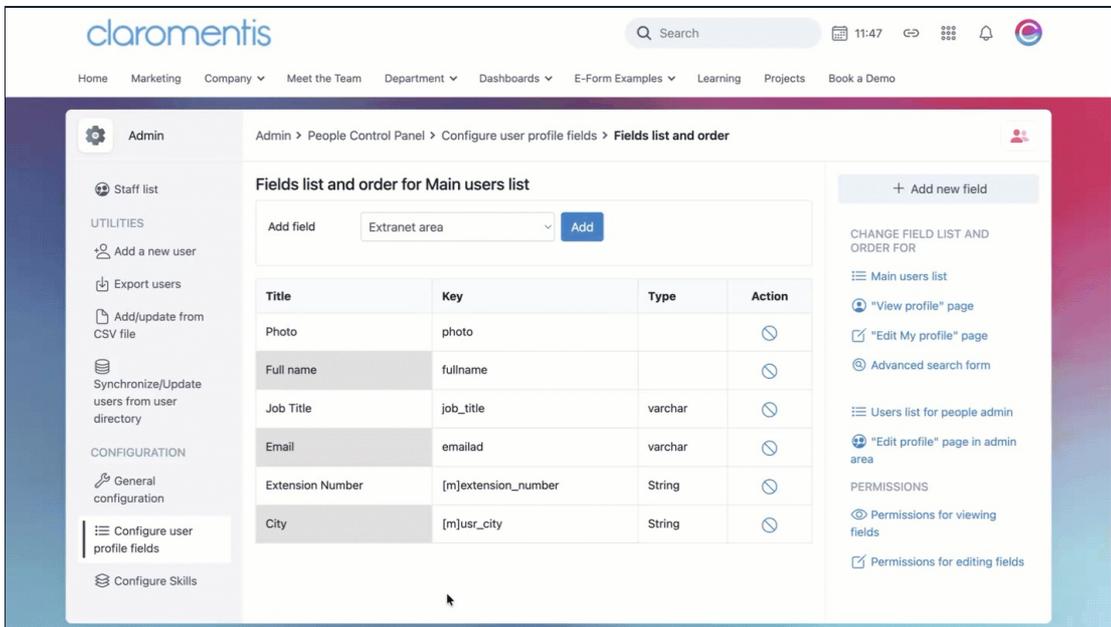
PERMISSIONS

- Permissions for viewing fields
- Permissions for editing fields

Clicking into each tab, add more fields that have already been created to appear there...



...and then re-order them by dragging and dropping:



Changes will be updated in the relevant People area.

Each tab and the area this corresponds to in People is explained below:

Main users list

This area corresponds to the front end of People, and the fields chosen in it will appear when a user has selected 'List' view.

This means all users will be able to see these fields, so generally we want to provide information that is useful in this context, e.g. job title, contact details, location, etc

Admin > People Control Panel > Configure user profile fields > **Fields list and order**

Fields list and order for Main users list

Add field

Title	Key	Type	Action
Photo	photo		
Full name	fullname		
Job Title	job_title	varchar	
Email	emailad	varchar	
Extension Number	[m]extension_number	String	
City	[m]usr_city	String	

+ Add new field

CHANGE FIELD LIST AND ORDER FOR

- Main users list
- "View profile" page
- "Edit My profile" page
- Advanced search form
- Users list for people admin
- "Edit profile" page in admin area

PERMISSIONS

- Permissions for viewing fields
- Permissions for editing fields

People

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z First name, Surname

Photo	Full name	Job Title	Email	Extension Number	City
	Abigail Clark	Human Resources Assistant	abigail@claromentis.com	122	London
	Alan Metcalfe	Sales Assistant	alan@claromentis.net	507	Manchester
	Alison Kelly	Human Resources Assistant	alison@claromentis.net	98	London
	Amelia Jackson	Human Resources Assistant	amelia@claromentis.net	32	Birmingham
	Anne Wilkins	Sales Director	anne@claromentis.net	154	London
	Austin Glover	Marketing Executive	austin@claromentis.net	77	London
	Barclay Martin	Sales & Training Manager	barclay@claromentis.com	48	Manchester

"View profile" page

This area corresponds to the front end of People when user profiles are being viewed in 'Card' view, and what appears once they have been opened.

Card View

The fields that appear in the card view are handled by the first section in this area:

Admin > People Control Panel > Configure user profile fields > **Fields list and order**

Fields list and order for "View profile" page

Fields at the top

Field 1	Full name
Field 2	Job Title
Field 3	Email
Field 4	[m] Mobile
Field 5	--Empty--

[Save](#)

Other fields

Add field: [Add](#)

PERMISSIONS

- Permissions for viewing fields
- Permissions for editing fields

People

Search: [Q](#)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [First name, Surname](#)

 <p>Abigail Clark Human Resources Assistant abigail@claromentis.com 07111123444</p>	 <p>Alan Metcalfe Sales Assistant alan@claromentis.net 07342156786</p>	 <p>Alison Kelly Human Resources Assistant alison@claromentis.net 07186734213</p>
 <p>Amelia Jackson Human Resources Assistant amelia@claromentis.net 0797302733</p>	 <p>Anne Wilkins Sales Director anne@claromentis.net</p>	 <p>Austin Glover Marketing Executive austin@claromentis.net</p>
 <p>Barclay Martin Sales & Training Manager barclay@claromentis.com</p>	 <p>Brian MacDonald Marketing Executive brian@claromentis.net</p>	 <p>Charles Johnston Marketing Director charles@claromentis.net</p>

Viewing a profile

The fields are shown when a user profile is clicked on.

The space on a profile is larger than the previous ones we have seen so there is an opportunity to have a lot of fields displaying to build a picture about each user, e.g. Career details, Bio, interests, communication preferences, address, mobile number, working pattern, etc

Your team can decide how formal (or informal!) the fields that appear here should be.

Admin > People Control Panel > Configure user profile fields > Fields list and order

Fields list and order for "View profile" page

Fields at the top

Field 1: Full name
Field 2: Job Title
Field 3: Email
Field 4: [m] Mobile
Field 5: --Empty--

[Save](#)

Other fields

Add field: [m] Interests [Add](#)

Title	Key	Type	Action
Photo	photo		↻
Department	[m]department	Select (options)	↻
Start Date	[m]date_started	Date	↻
Preferred contact method	[m]usr_pref_contact	Select (options)	↻
Company car model	[m]car	Select (options)	↻
Endorsements	endorsements		↻
City	[m]usr_city	String	↻
Extension Number	[m]extension_number	String	↻
Twitter	twitter_id	varchar	↻

[+ Add new field](#)

CHANGE FIELD LIST AND ORDER FOR

- [Main users list](#)
- ["View profile" page](#)
- ["Edit My profile" page](#)
- [Advanced search form](#)

Users list for people admin

["Edit profile" page in admin area](#)

PERMISSIONS

- [Permissions for viewing fields](#)
- [Permissions for editing fields](#)

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](#)

Tweets

Manager

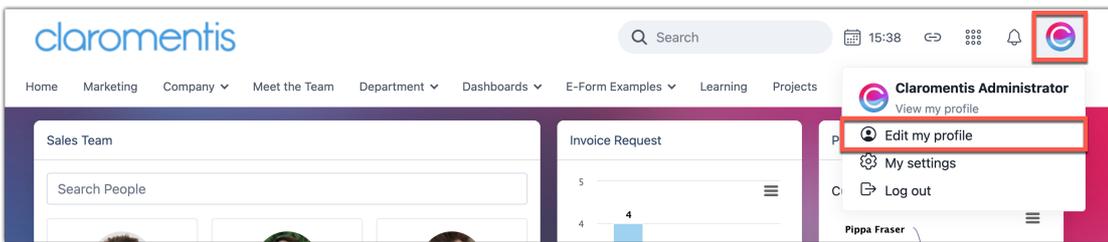
 **James Terry**
North America Senior Sales

Direct Reports

 **James Green**

"Edit My profile" page

This area corresponds to what users will see in the 'edit my profile' area:



As this is only visible to each user, place the fields here that you want a user to be able to update for themselves, or that could be private, and you won't necessarily need an administrator to change.

e.g. Job Title, Office location, Career details, Hobbies, Mobile number, preferred contact method, home address, emergency contact, etc

These fields can also be placed in the 'View my profile' area, allowing the user to update them as they see fit for others to view.

The screenshot shows the 'Admin' interface for configuring user profile fields. The breadcrumb trail is 'Admin > People Control Panel > Configure user profile fields > Fields list and order'. The main heading is 'Fields list and order for "Edit My profile" page'. There is an 'Add field' input with a dropdown set to 'Company' and an 'Add' button. A table lists the fields, with a red box highlighting the 'Editable' column. The table has columns for Title, Key, Type, Editable, and Action. The 'Editable' column contains checkboxes, and the 'Action' column contains edit icons.

Title	Key	Type	Editable	Action
Photo	photo		<input checked="" type="checkbox"/>	
First name	firstname	varchar	<input type="checkbox"/>	
Surname	surname	varchar	<input type="checkbox"/>	
Job Title	job_title	varchar	<input checked="" type="checkbox"/>	
Department	[m]department	Select (options)	<input checked="" type="checkbox"/>	
Address	[m]address_text	String	<input checked="" type="checkbox"/>	
Emergency Contact	[m]emergency_contact	String	<input checked="" type="checkbox"/>	
Mobile	[m]usr_mobile	String	<input checked="" type="checkbox"/>	
Preferred contact method	[m]usr_pref_contact	Select (options)	<input checked="" type="checkbox"/>	
Career details	[m]usr_career	Long text	<input checked="" type="checkbox"/>	
Interests	[m]usr_interests	Long text	<input checked="" type="checkbox"/>	
LinkedIn	linkedin_id	varchar	<input checked="" type="checkbox"/>	
Twitter	twitter_id	varchar	<input checked="" type="checkbox"/>	

On the right side, there is a '+ Add new field' button and a section for 'CHANGE FIELD LIST AND ORDER FOR' with links to various pages and permissions.

People > My profile

Profile details

First name: Claromentis

Surname: Administrator

Job Title: System Administrator

Department: -- None --

Address:

Emergency Contact:

Mobile:

Preferred contact method: Email

Career details: Digital Workplace

Interests:

LinkedIn: claromentis-ltd

Twitter: claromentis

Update My Profile

Advanced search form

This area corresponds to the fields listed in the advanced search on the front and admin side of People. This means both end users and administrators will see the same fields when using the advanced search.

Select fields that you think will further aid users searching for profiles for certain purposes beyond the default keyword search. e.g. locations, departments, etc

Admin > People Control Panel > Configure user profile fields > Fields list and order

Fields list and order for Advanced search form

Add field: Username Add

Title	Key	Type	Action
First name	firstname	varchar	⊘
Surname	surname	varchar	⊘
Job Title	job_title	varchar	⊘
Department	[m]department	Select (options)	⊘
City	[m]usr_city	String	⊘

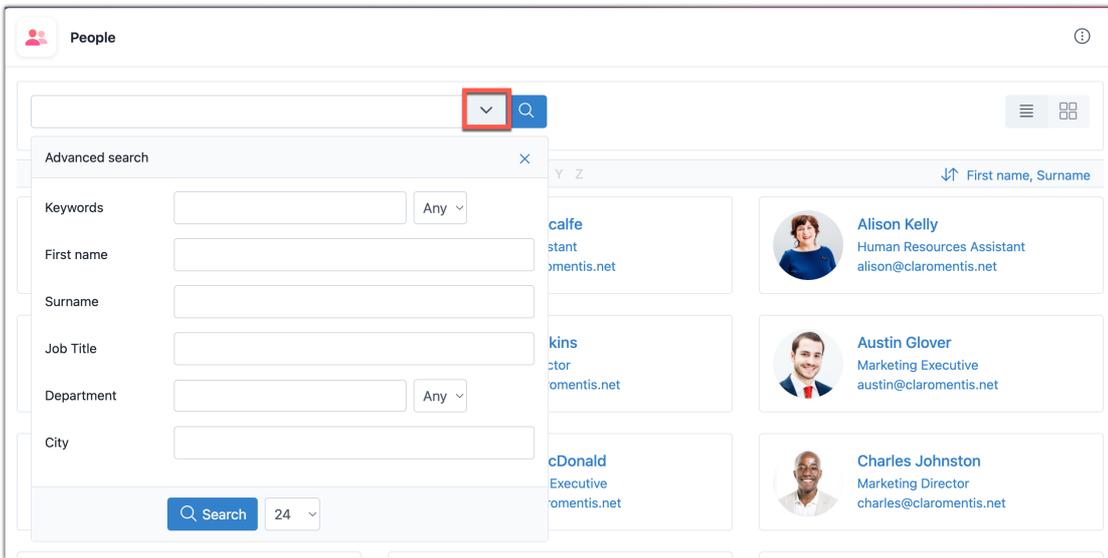
+ Add new field

CHANGE FIELD LIST AND ORDER FOR

- Main users list
- "View profile" page
- "Edit My profile" page
- Advanced search form
- Users list for people admin
- "Edit profile" page in admin area

PERMISSIONS

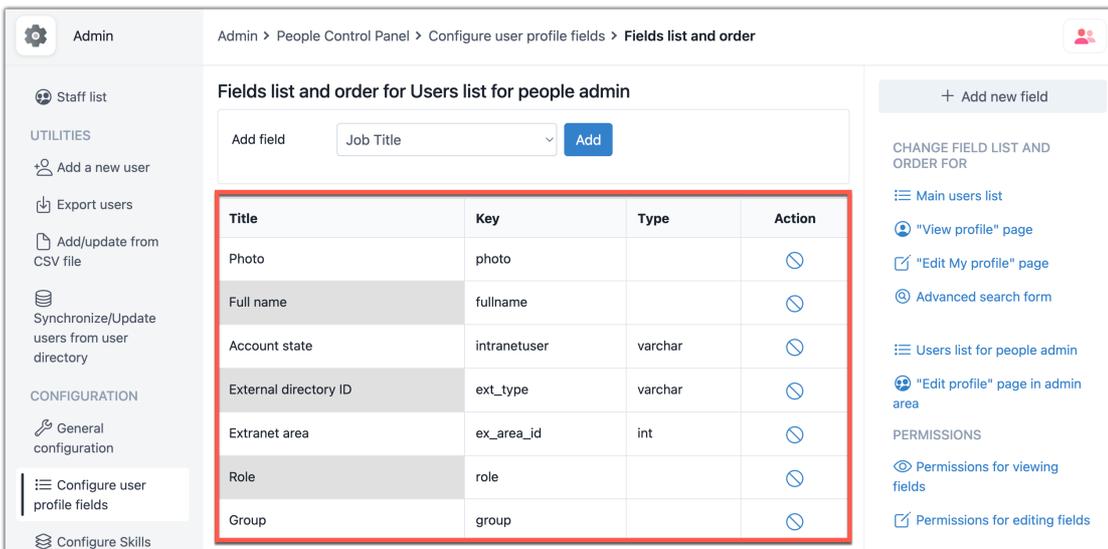
- Permissions for viewing fields
- Permissions for editing fields



Users list for people admin

This area corresponds to the admin side of People, and the fields chosen will appear to People administrators after opening Admin > People

This means only administrators will be able to see these fields, so generally we want to provide information that is useful in this context, e.g. account state, external ID, Role, Group, so that administrators can answer questions at a glance and save clicks.



Admin > People Control Panel

User licences Licence limit Unlimited Active users 54 Remaining users Unlimited

Extranet user limit Unlimited Active extranet users 7 Remaining extranet users Unlimited

If required, more user licenses can be requested on our support portal [Request licences](#) [More details](#)

Users Power users Roles Groups Password policy

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [First name, Surname](#)

Photo	Full name	Account state	Directory	Extranet area	Role	Group
	Abigail Clark	Active	Local	Primary Area	none	Company, Human Resources, Learning and Development
	Alan Metcalfe	Active	Local	Primary Area	none	Company, Onboarding, Sales
	Alison Kelly	Active	Local	Primary Area	none	Company, Human Resources
	Amelia Jackson	Active	Local	Primary Area	none	Company, Human Resources
	Anne Wilkins	Active	Local	Primary Area	Managers	Company, Leadership Team, Professional Services
	Austin Glover	Active	Local	Primary Area	none	Company, Marketing

"Edit profile" page in the admin area

This area corresponds to the fields listed on the admin side of People when a People administrator clicks into a user profile.

This means only administrators will be able to see these fields, so include any user information that an administrator may need to view or enter/update about a user (e.g. employee number, company phone number, email) rather than something personal that the user should update themselves (e.g. career details, interests, bio, etc)



Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Fields list and order for "Edit profile" page in admin area

Add field

Title	Key	Type	Editable	Action
Photo	photo		<input checked="" type="checkbox"/>	
Last time login	last_time_login		<input type="checkbox"/>	
Account state	intranetuser	varchar	<input checked="" type="checkbox"/>	
Extranet area	ex_area_id	int	<input checked="" type="checkbox"/>	
Username	username	varchar	<input checked="" type="checkbox"/>	
Password hash	password	varchar	<input checked="" type="checkbox"/>	
Password policy	password_policy	varchar	<input checked="" type="checkbox"/>	
First name	firstname	varchar	<input checked="" type="checkbox"/>	
Surname	surname	varchar	<input checked="" type="checkbox"/>	
Date of Birth	[m]dob	Date	<input checked="" type="checkbox"/>	
Company	company	varchar	<input checked="" type="checkbox"/>	
Department	[m]department	Select (options)	<input checked="" type="checkbox"/>	
Job Title	job_title	varchar	<input checked="" type="checkbox"/>	
Date started	[m]usr_date_started	Date	<input checked="" type="checkbox"/>	
Email	emailad	varchar	<input checked="" type="checkbox"/>	
Mobile	[m]usr_mobile	String	<input checked="" type="checkbox"/>	
City	[m]city	Select (options)	<input checked="" type="checkbox"/>	
Address	[m]address_text	String	<input checked="" type="checkbox"/>	
Company car model	[m]car	Multi-select	<input checked="" type="checkbox"/>	

+ Add new field

CHANGE FIELD LIST AND ORDER FOR

Main users list

"View profile" page

"Edit My profile" page

Advanced search form

Users list for people admin

"Edit profile" page in admin area

PERMISSIONS

Permissions for viewing fields

Permissions for editing fields

Admin
Admin > People Control Panel > Edit user info

Admin

Staff list

UTILITIES

Add a new user

Export users

Add/update from CSV file

Synchronize/Update users from user directory

CONFIGURATION

General configuration

Configure user profile fields

Configure Skills

Edit user information
Role
Group
Org chart
Other settings

Last time login: 19-11-2025 15:33

Account state: Enabled Disabled

Assign user to extranet area: Primary Area

Username: abigail

Password:

Generate random password (if you want to change it)

Confirm Password:

First name: Abigail

Surname: Clark

Email: abigail@claromentis.net

Date of Birth: 21-03-1991

Company: Claromentis Ltd

Department: HR

Job Title: Human Resources Assistant

Date started: 19-05-2007

Mobile:

City: London

Address: Towerpoint
44 North Road

Company car model: Fiat 500, **Ford Focus**, VW Golf, BMW M3, Skoda Octavia

[Change image](#)

Delete image

Email log-in details

Update

Reindexing

Please be advised that creating a new field to appear in the People areas or updating which fields will appear within the tabs themselves will trigger a reindex, which is how the system applies the changes made to the area in question or on user profiles themselves.

This can take a minute to complete, so it's possible the People application may display this message until the index completes, at which point the changes applied can be seen.

The screenshot shows the 'Admin > People Control Panel' interface. At the top, it displays 'User licences' with a shield icon, 'Licence limit' (Unlimited), 'Active users' (58), and 'Remaining users' (Unlimited). Below this, it shows 'Extranet user limit' (Unlimited), 'Active extranet users' (7), and 'Remaining extranet users' (Unlimited). A message states: 'If required, more user licenses can be requested on our support portal' with buttons for 'Request licences' and 'More details'. There are tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. A yellow warning box says: 'Some users have not been indexed. Returned results may be incomplete. Click here to search using the database (warning: may impact site performance)'. Below is a search bar with a dropdown and a search icon. A navigation bar shows letters A-Z and 'First name, Surname'. A table header includes 'Photo', 'Full name', 'Email', 'Job Title', 'Role', 'Group', 'Extension Number', 'Extranet area', and 'Last time login'. The table content is empty, showing 'Nothing found'.

If you encounter this message, wait a minute, then refresh the page or check the queue is going down in Admin > Search

The screenshot shows the 'Admin > Search Admin' page. The left sidebar has 'Indexing/Searching Service' selected. The main content area shows: 'Status' (OK), 'Requests in queue' (66) with an 'Index now' button, and a note: 'Index as much as possible within 15 seconds'. There is a 'Reindex data' link. Below, it shows 'Index name' (hannah104-demo.myintranet.com), 'Index size' (165.94 Mb), and 'Number of records' (3,784 (311 deleted)).

The time the reindex takes to complete will depend on how many user profiles are involved in the changes.

If there is ever an issue with the reindex completing, a fresh one can be triggered by an administrator from Admin > Search > Reindexing > Select the checkboxes for 'User' shown below > scroll down to click 'Start':

The screenshot shows the 'Admin > Search Admin > Reindexing' page. The left sidebar has 'Reindexing' selected. The main content area has a 'Warning: Be careful with this feature' box with a checkbox for 'Recreate the index and all mappings'. Below are radio buttons for 'Reindex all' (selected) and 'Reindex none'. A table lists areas to reindex with checkboxes for 'Recreate mapping', 'Reindex', and 'Clear cache':

Area	Recreate mapping	Reindex	Clear cache
Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum_message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IC_issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the right, a 'Note' box explains: 'Reindexing your data needs careful consideration and planning as your store size can vary the time it takes to complete. If you wish to clear all your indexes then select 'Recreate the index and all mappings'. This will delete all indexes from the database so that the entire system would then need reindexing. If you wish to reindex a specific application then select the appropriate option and press 'Start'. Once you receive a message saying that reindexing is in progress, navigate to the Indexing Service page to monitor progress.'

The reindex will start, and its progress can be checked in Admin > Search.

If issues persist, please [raise a support ticket](#) so we can assist you.

Created on 13 November 2025 by [Hannah Door](#). Last modified on 4 December 2025
Tags: [intranet](#), [people](#), [user guide](#), [edit](#), [field](#)