People: Configure User Profile Fields

Requirements

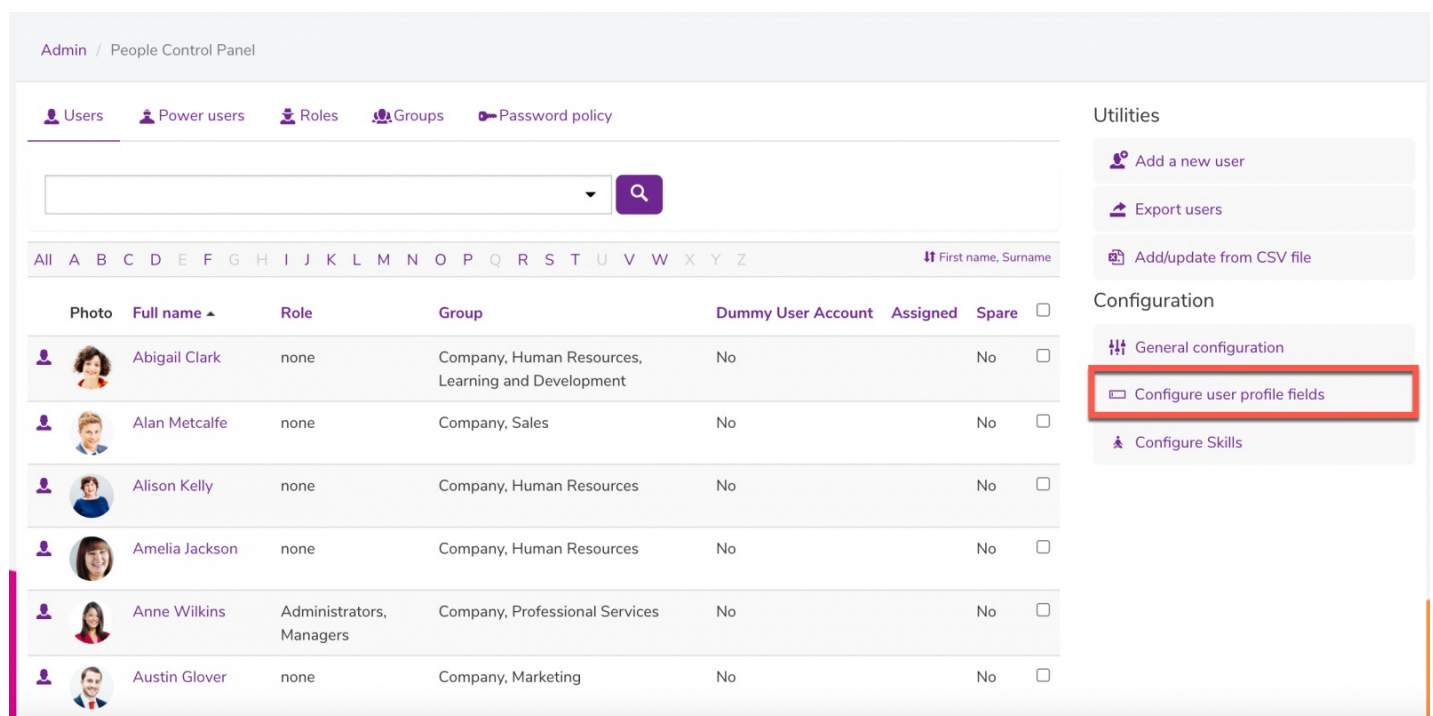This user guide is for anyone on Claromentis 8.2+

Introduction

We will give you an overview of the Configure User Profile Fields area in the People admin area. This location allows you to configure, add, and define new fields to a user profile allowing you to provide more information if needed.

The information below is outlined in the video.

User profile configuration

When you navigate to **Admin > People**, select **Configure user profile fields**:

This area will show you a list of all currently available fields and newly created fields (metadata):

All 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	✏
Email	emailad	varchar	No	No	✏
Notification method	notification_method	int	No	No	✏
Extranet area	ex_area_id	int	No	No	✏
Visual Interface	skin	varchar	No	No	✏
Language	language	varchar	No	No	✏
What's new	whats_new_list	varchar	No	No	✏
Password policy	password_policy	varchar	No	No	✏
Last time login	last_time_login		No	No	✏
Directory	ext_type	varchar	No	No	✏
External id	ext_id	varchar	No	No	✏
Full name	fullname		No	No	✏
Photo	photo		No	No	✏
Expertise	skills		No	No	✏
LinkedIn	linkedin_id	varchar	No	No	✏
Twitter	twitter_id	varchar	No	No	✏
Skype Call	skype_call	varchar	No	No	✏
Skype Chat	skype_chat	varchar	No	No	✏
Skype Name	skype_id	varchar	No	No	✏
Group	group		No	No	✏
Role	role		No	No	✏
Access level	security_level		No	No	✏
Endorsements	endorsements		No	No	✏

⊕ 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

You can create new fields or metadata by selecting the **+Add new field** option:

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	✏️
Email	emailad	varchar	No	No	✏️
Notification method	notification_method	int	No	No	✏️
Extranet area	ex_area_id	int	No	No	✏️
Visual Interface	skin	varchar	No	No	✏️

From here, fill in the information and check any of the necessary boxes:

For more information on adding a new field, click to read our article here.

We cover field types in more detail here.

Profile field permissions

The visibility of these fields can be altered as needed. By doing this, the newly created field will only be visible to specific users you have designated:


- **Standard:** No permissions, usual field visible to every one according to configuration.
- **Special:** Field visible only to users specified in permissions dialogue.
- **Advanced:** Make the field visible by certain users for certain users. You'll be able to set permissions after the field is created.

You can also change these permissions at a later time by going back into the 'All user profile fields' and clicking on the pencil icon or detach the items from a user-profiles by selecting the chain icon accordingly.

City	[m]usr_city	String	No	🔑 Yes	✏️ 🔗
Address	[m]usr_address	Address	No	No	✏️ 🔗
Landline	[m]usr_phone	String	No	No	✏️ 🔗
Mobile	[m]usr_mobile	String	No	No	✏️ 🔗
Preferred contact method	[m]usr_pref_contact	Select (options)	No	No	✏️ 🔗
Career details	[m]usr_career	Long text	No	No	✏️ 🔗
Interests	[m]usr_interests	Long text	No	No	✏️ 🔗
Address	[m]address_text	String	No	No	✏️ 🔗
RSS	[m]rss_feed	String	No	No	✏️ 🔗
Date of Birth	[m]dob	Date	No	No	✏️ 🔗
Dummy User Account	[m]dummy_user	Checkbox	No	No	✏️ 🔗

Please Note: **From Claromentis 8.10+ People search is performed using Elastic Search.** After modifying People metadata, our search engine needs time to perform re-mapping & indexing which may temporarily stop the People search functionality. This can be triggered manually by going to **Admin > Search > Reindexing.**
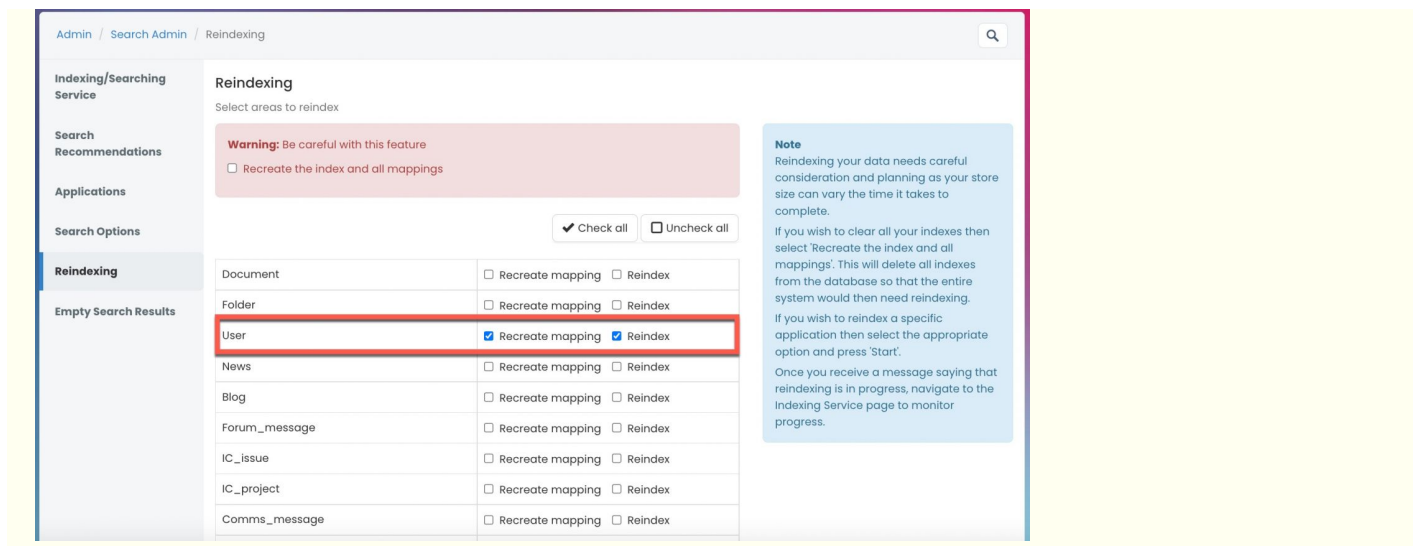
Related Article

[Understanding Field Types](#)

[Adding A New Field](#)

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