

# People: Configure User Profile Fields

## Requirements

This user guide is for anyone on Claromentis 8.2+

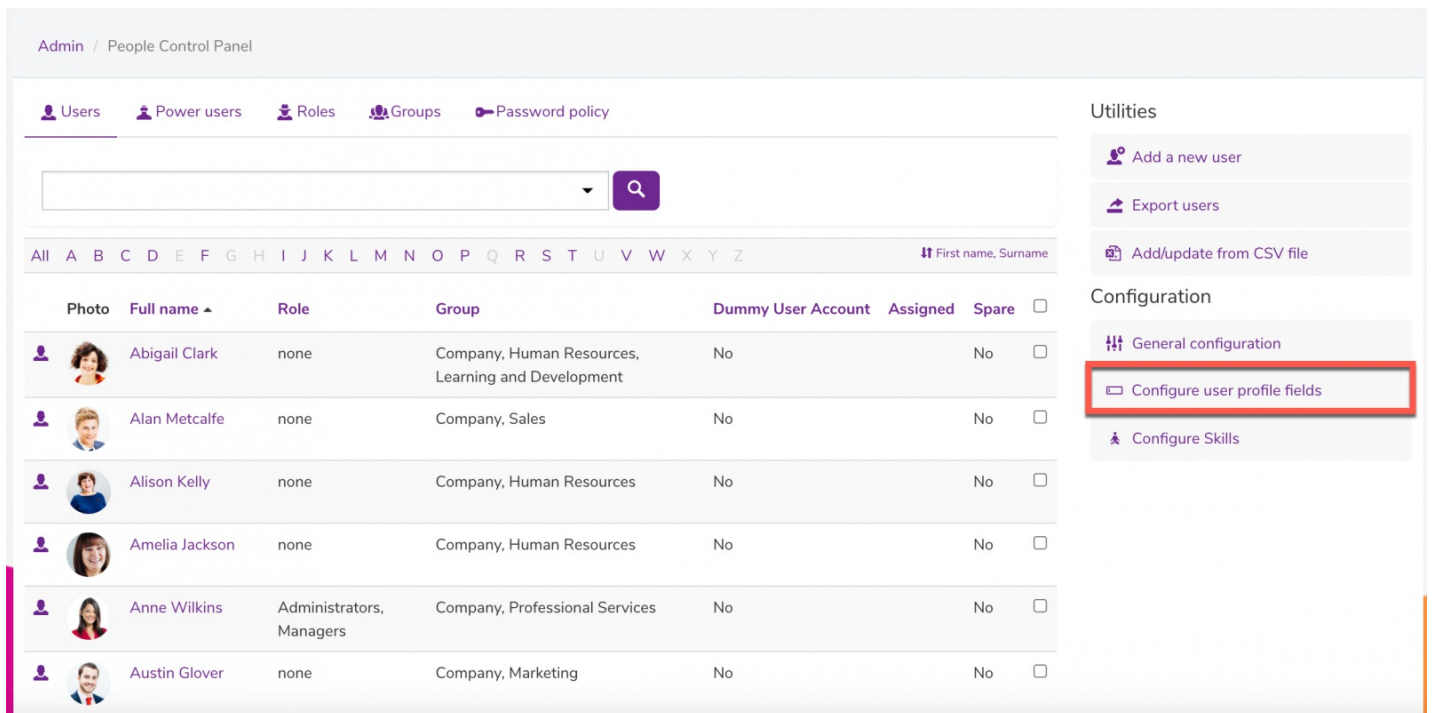
## Introduction

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**:



The screenshot shows the 'Admin / People Control Panel' interface. At the top, there are navigation tabs for 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. Below these is a search bar and a list of users. The 'Configuration' sidebar on the right contains options for 'General configuration', 'Configure user profile fields' (highlighted with a red box), and 'Configure Skills'. The user list table has columns for Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare.

Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare
	Abigail Clark	none	Company, Human Resources, Learning and Development	No		<input type="checkbox"/>
	Alan Metcalfe	none	Company, Sales	No		<input type="checkbox"/>
	Alison Kelly	none	Company, Human Resources	No		<input type="checkbox"/>
	Amelia Jackson	none	Company, Human Resources	No		<input type="checkbox"/>
	Anne Wilkins	Administrators, Managers	Company, Professional Services	No		<input type="checkbox"/>
	Austin Glover	none	Company, Marketing	No		<input type="checkbox"/>

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



## All user profile fields

[+ Add new field](#)

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	

## 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:



## All user profile fields



+ Add new field

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	

## Change field list and order for

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## Permissions

Permissions for viewing fields

Permissions for editing fields

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

Title Key 

This Key is the metadata field's internal name used in searching and user import.  
Key should contain only letters, numbers and "\_"

Type Show as Default value 

- Repeatable  
 Visible even if no value  
 Mandatory

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

Field visibility  Standard  Special  Advanced

No permissions, usual field visible to everyone according to configuration.

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:

**Field visibility**  Standard  Special  Advanced

Field visible only to users specified in permissions dialog below.

**Make this field visible to**

[View matching users...](#)

**Display padlock next to the field label to indicate a special permission is applied**

- **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**.

Admin / Search Admin / Reindexing

Indexing/Searching Service

Search Recommendations

Applications

Search Options

**Reindexing**

Empty Search Results

### Reindexing

Select areas to reindex

**Warning:** Be careful with this feature

Recreate the index and all mappings

Check all  Uncheck all

Document	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
Folder	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
User	<input checked="" type="checkbox"/> Recreate mapping	<input checked="" type="checkbox"/> Reindex
News	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
Blog	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
Forum_message	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
IC_issue	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
IC_project	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex
Comms_message	<input type="checkbox"/> Recreate mapping	<input type="checkbox"/> Reindex

**Note**

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.

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## Related Article

[Understanding Field Types](#)

[Adding A New Field](#)

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Last modified on 1 December 2023 by [Hannah Door](#)

Created on 1 February 2018 by [Michael Hassman](#)

Tags: [intranet](#), [people](#), [user guide](#), [edit](#), [field](#)