

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 displays the 'Admin / People Control Panel' interface. At the top, there are navigation tabs: Users, Power users, Roles, Groups, and Password policy. Below these is a search bar and a list of users. The right sidebar contains 'Utilities' (Add a new user, Export users, Add/update from CSV file) and 'Configuration' (General configuration, Configure user profile fields, Configure Skills). The 'Configure user profile fields' option is highlighted with a red box.

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

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



+ 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

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	














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

- ☰ 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

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



Title	<input type="text" value="Email 2"/>
Key	<input type="text" value="email_2"/>
<p>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "-"</p>	
Type	<div><div>String</div><div>▼</div></div>
Show as	<div><div>Medium Textarea</div><div>▼</div></div>
Default value	<div><div></div><div></div></div>

- ☒ 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.

Save changes

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

Start typing to add...

Browse

Remove

[View matching users...](#)

☒

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

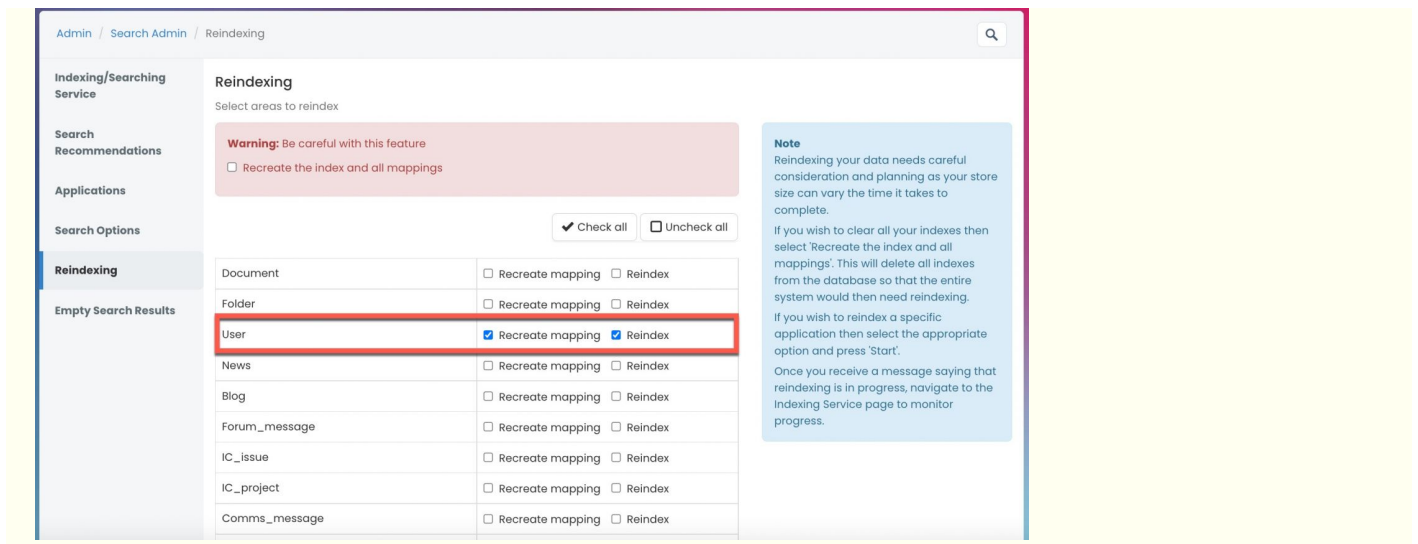
Add new

- **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](#)

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

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

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