# 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):

#### Admin / People Control Panel / Configure user profile fields

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All user profile	fields					Add new field
Title	Кеу	Туре	Special view permissions	Special edit permissions	Action	Change field list and order for
ID	id	int	No	No	1	Change field list and order for
Account state	intranetuser	varchar	No	No	1	Main users list
Username	username	varchar	No	No	1	View profile" page
Password hash	password	varchar	No	No	1	"Edit My profile" page
First name	firstname	varchar	No	No	1	Advanced search form
Surname	surname	varchar	No	No	1	
User code	user_code	varchar	No	No	1	Users list for people admin
Company	company	varchar	No	No	1	"Edit profile" page in admin area
lob Title	job_title	varchar	No	No	1	Pormissions
Email	emailad	varchar	No	No	1	
Notification method	notification_method	int	No	No	1	Permissions for viewing fields
Extranet area	ex_area_id	int	No	No	1	Permissions for editing fields
√isual Interface	skin	varchar	No	No	1	
Language	language	varchar	No	No	1	
What's new	whats_new_list	varchar	No	No	1	
Password policy	password_policy	varchar	No	No	1	
_ast time login	last_time_login		No	No	1	
Directory	ext_type	varchar	No	No	1	
External id	ext_id	varchar	No	No	1	
Full name	fullname		No	No	1	
Photo	photo		No	No	1	
Expertise	skills		No	No	1	
_inkedIn	linkedin_id	varchar	No	No	1	
Twitter	twitter_id	varchar	No	No	1	
Skype Call	skype_call	varchar	No	No	1	
Skype Chat	skype_chat	varchar	No	No	1	
Skype Name	skype_id	varchar	No	No	1	
Group	group		No	No	1	
Role	role		No	No	1	
Access level	security_level		No	No	1	
Endorsements	endorsements		No	No	1	

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

#### 

All user profile	fields				$\rightarrow$	Add new field
Title	Key	Туре	Special view permissions	Special edit permissions	Action	Change field list and order for
ID	id	int	No	No	1	
Account state	intranetuser	varchar	No	No	1	i≣ Main users list
Username	username	varchar	No	No	1	View profile" page
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First name	firstname	varchar	No	No	1	Advanced search form
Surname	surname	varchar	No	No	1	
User code	user_code	varchar	No	No	1	Users list for people admin
Company	company	varchar	No	No	1	🖋 "Edit profile" page in admin area
Job Title	job_title	varchar	No	No	1	Permissions
Email	emailad	varchar	No	No	1	Demissions
Notification method	notification_method	int	No	No	1	• Permissions for viewing fields
Extranet area	ex_area_id	int	No	No	1	Permissions for editing fields
Visual Interface	skin	varchar	No	No	1	

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

Admin / People Control Pane	el / Configure user profile fields / Field properties	0
Title	Email 2	
Key	email_2	
	This Key is the metadata field's internal name used in searching and user import.	
	Key should contain only letters, numbers and "_"	
Туре	String V	
Show as	Medium Textarea 🗸	
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 〇 Special 〇 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 articlehere.

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	O Standard <b>•</b> Special O Advanced Field visible only to users specified in pe	<b>d</b> rmissions di	alog below.		
Make this field visible to	Start typing to add	Browse	Remove		
	View matching users				
	Add new	abel to indio	cate a special	permission is a	pplied

- 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	Om Yes	ŃÖ	
Address	[m]usr_address	Address	No	No	¢	
Landline	[m]usr_phone	String	No	No	<b>∕</b> ¢⊃	
Mobile	[m]usr_mobile	String	No	No	<b>∕</b> ¢⊙	
Preferred contact method	[m]usr_pref_contact	Select (options)	No	No	<b>∕</b> ⇔	
Career details	[m]usr_career	Long text	No	No	<b>∕</b> ¢⊙	
Interests	[m]usr_interests	Long text	No	No	<b>∕</b> ¢©	
Address	[m]address_text	String	No	No	<b>∕</b> ¢⊙	
RSS	[m]rss_feed	String	No	No	<b>∕</b> ¢⊃	
Date of Birth	[m]dob	Date	No	No	<b>∕</b> ¢⊃	
Dummy User Account	[m]dummy_user	Checkbox	No	No	<b>∕</b> ¢⊃	

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.

South and a south and a south and a south and a south	tondoxing .				5
Indexing/Searching Service	Reindexing Select areas to reindex				
Search Recommendations Applications	Warning: Be careful with this feature Recreate the index and all mappings				Note Reindexing your data needs careful consideration and planning as your store size can vary the time it takes to
Search Options			✓ Check all	Uncheck all	complete. If you wish to clear all your indexes then select 'Recreate the index and all
Reindexing	Document	Recreate	mapping 🗆 R	eindex	mappings'. This will delete all indexes from the database so that the entire
Empty Search Results	Folder	Recreate mapping Reindex			system would then need reindexing. If you wish to reindex a specific
	User	Recreate	mapping 🗹 R	eindex	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.
	News	C Recreate	mapping 🗆 R	eindex	
	Blog	Recreate	mapping 🗆 R	eindex	
	Forum_message	Recreate	mapping 🗆 R	eindex	
	IC_issue	Recreate	mapping 🗆 R	eindex	
	IC_project	Recreate	mapping 🗆 R	eindex	
	Comms_message	Recreate	mapping 🗆 R	eindex	

#### **Related Article**

### Understanding Field Types

## Adding A New Field

Last modified on 1 December 2023 by Hannah Door

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