People: Configure User Profile Fields

Requirements

This user guide is for anyone on Claromentis 8.2+

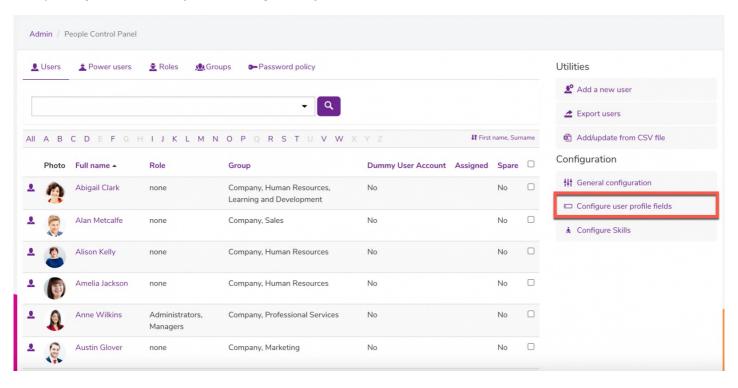
Introduction

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.

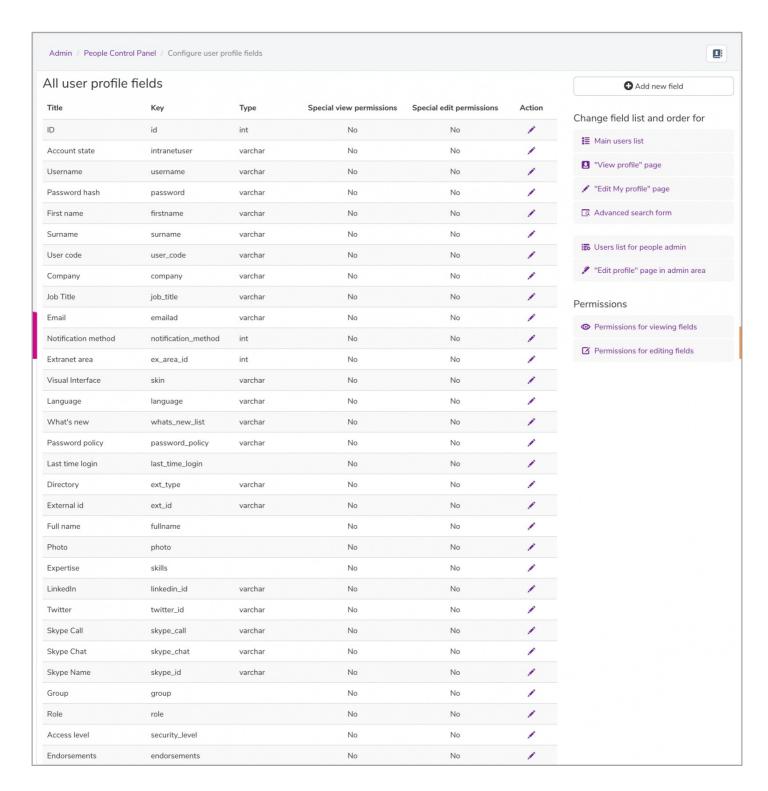
The information below is outlined in the video.

User profile configuration

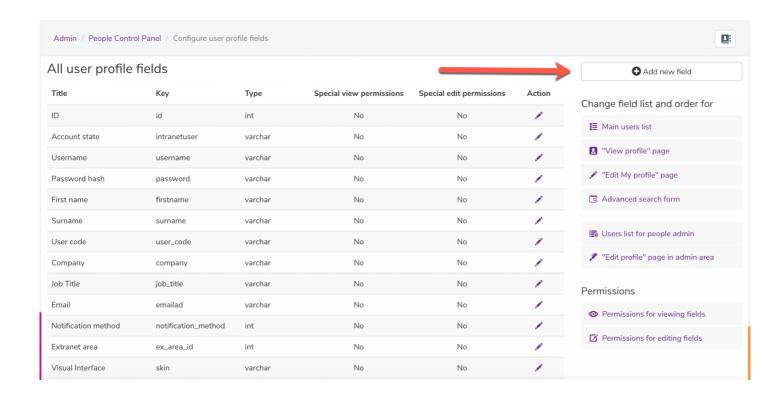
When you navigate to Admin > People, select Configure user profile fields:



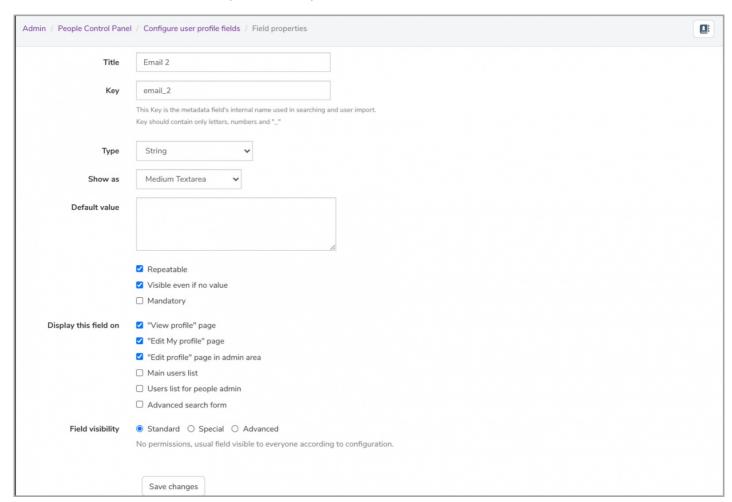
This area will show you a list of all currently available fields and newly created fields (metadata):



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



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

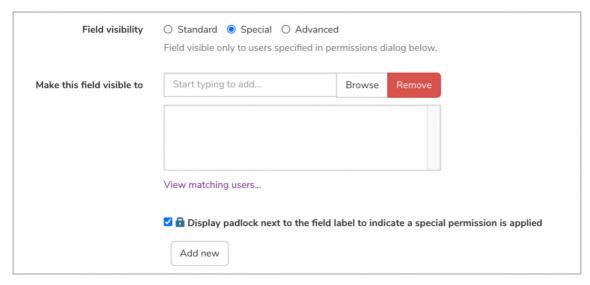


For more information on adding a new field, click to read our article here.

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:

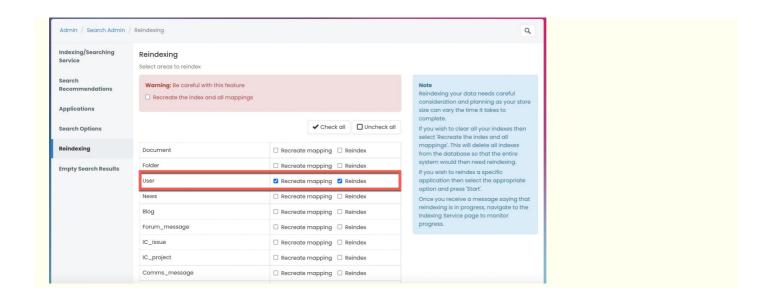


- Standard: No permissions, usual field visible to every one according to configuration.
- Special: Field visible only to users specified in permissions dialogue.
- · Advanced: Make the field visible by certain users for certain users. You'll be able to set permissions after the field is created.

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.



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