

People: Adding a new profile field

Fields that appear on user profiles and across People areas are managed by administrators in Admin > People > [Configure profile fields](#)

A certain number of fields come hardcoded with Claromentis, such as 'Date of birth', 'City' & 'Job title'.

However, it's possible to add new fields to fit any other data or purpose your company needs, and then choose which areas to display this in.

This guide will cover how to create a new field. e.g. 'Extension Number' to be displayed on all user profiles.

Add a new profile field

1. Head to Admin > People > Configure profile fields

A screenshot of the Admin > People Control Panel. The left sidebar has sections for Staff list, UTILITIES (Add a new user, Export users, Add/update from CSV file), and CONFIGURATION (General configuration). The 'Configure user profile fields' option is highlighted with a red box. The main panel shows user statistics: User licences (Unlimited), Licence limit (Unlimited), Active users (58), Remaining users (Unlimited). It also shows Extranet user limit (Unlimited), Active extranet users (7), Remaining extranet users (Unlimited). A note says 'If required, more user licenses can be requested on our support portal' with 'Request licences' and 'More details' buttons. Below is a table of users with columns: Photo, Full name, Email, Job Title, Role, Group, Extranet area, and Last. One user, Abigail Clark, is listed with the following details: abigail@claromentis.com, Human Resources Assistant, Page Editors, Policy Managers, Company, Finance, Human Resources, Learning and Development, Primary Area, 30-12:11.

2. Click the '+ Add new field' option:

The screenshot shows the 'Configure user profile fields' page in the Admin section. The left sidebar includes links for Staff list, Utilities (Add a new user, Export users, Add/update from CSV file, Synchronize/Update users from user directory), Configuration (General configuration, Configure user profile fields, Configure Skills), and a 'Main users list' icon. The main content area displays a table titled 'All user profile fields' with columns: Title, Key, Type, Special view permissions, Special edit permissions, and Action. The table lists fields such as ID, Account state, Username, Password hash, First name, Surname, User code, Company, Job Title, and Email. A red box highlights the '+ Add new field' button in the top right corner. The right sidebar contains links for '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), and 'PERMISSIONS' (Permissions for viewing fields, Permissions for editing fields).

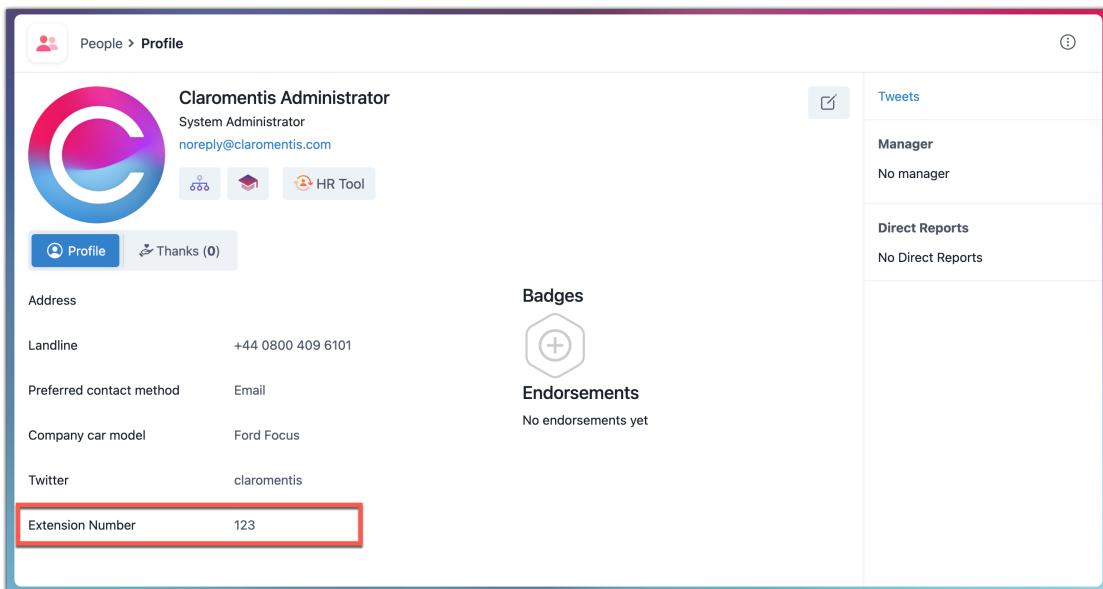
3. Fill out the options for your field purpose

The screenshot shows the 'Field properties' configuration page for a new field. The left sidebar is identical to the previous screenshot. The main form has the following fields: Title (input field), Key (input field with a note: 'This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"'), Type (dropdown menu set to 'String'), Show as (dropdown menu set to 'Medium Textarea'), Default value (input field), and a section for 'Display this field on' with checkboxes for 'Repeatable', 'Visible even if no value', and 'Mandatory'. Below this is a list of display options: "View profile" page, "Edit My profile" page, "Edit profile" page in admin area, Main users list, Users list for people admin, and Advanced search form. The 'Field visibility' section shows radio buttons for 'Standard' (selected), 'Special', and 'Advanced', with a note: 'No permissions, usual field visible to everyone according to configuration.' A 'Add new' button is at the bottom.

- **Title:** The name of the field (visible where it is displayed)
- **Key:** Only visible to administrators. This will autopopulate based on what is entered for the title. It is the database reference for the field and what is used if importing data to it via CSV. The Key should contain only letters, numbers, and "_"
- **Type:** Select the appropriate field type for the data that will be entered into your field. e.g. A date of birth field is of date type. More information on field types and corresponding data entry to help you make this decision is [here](#).
- **Show as:** The secondary setting for the chosen type (if applicable)
- **Default Value:** (Optional) The content entered here will be shown in the field by default.
- **Repeatable:** Selecting this means an option will appear on the front end, allowing the user to add another of the same field
- **Visible even if no value:** If selected, the field will always appear in the chosen People areas even if empty.
- **Mandatory:** If selected, a red asterisk appears next to the field, and it must have data entered in it whenever edited in People areas.

Display this field on (check the box next to the People areas this field should appear in)

- **'View profile' page:** The field will appear on user profiles when viewed from the front end of People.



People > Profile

Claromentis Administrator
System Administrator
noreply@claromentis.com

Profile Thanks (0)

Address

Landline +44 0800 409 6101

Preferred contact method Email

Company car model Ford Focus

Twitter claromentis

Extension Number **123**

Badges 

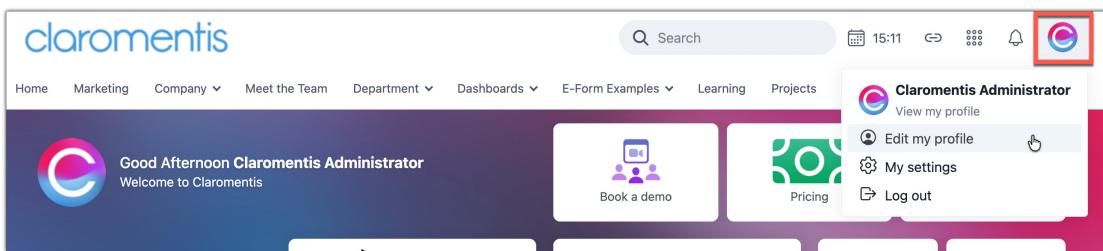
Endorsements No endorsements yet

Tweets

Manager No manager

Direct Reports No Direct Reports

- **'Edit My Profile' page:** The field will appear on the 'Edit My Profile' page area that users can open to edit their own profile



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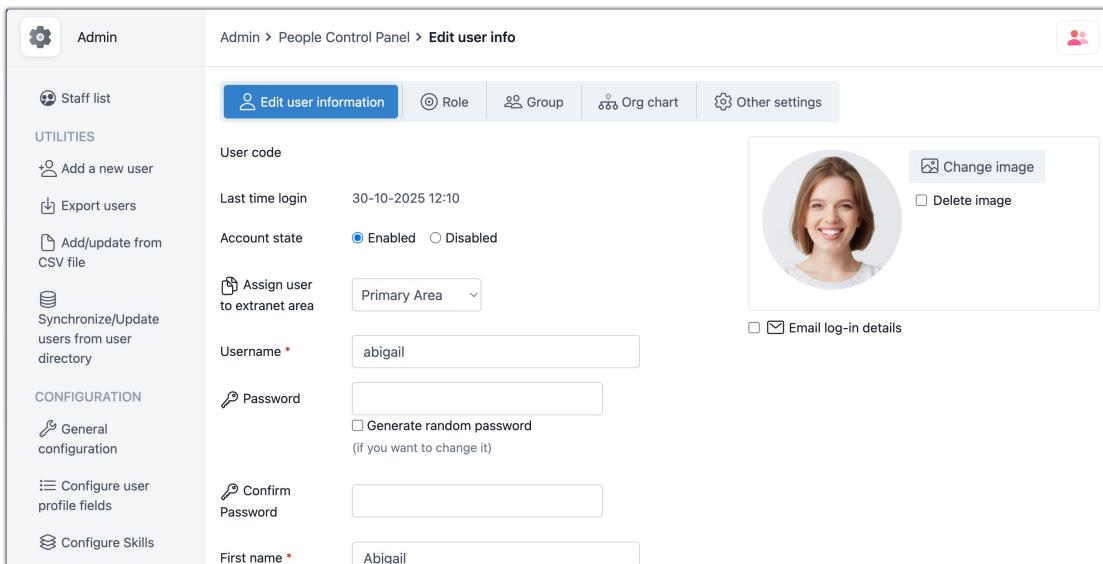
Good Afternoon Claromentis Administrator
Welcome to Claromentis

 Book a demo  Pricing

 **Claromentis Administrator**
View my profile

 **Edit my profile** **My settings**  Log out

- **'Edit profile' page in admin area:** The field will appear on user profiles when opened by an administrator on the admin side



Admin > People Control Panel > **Edit user info**

 **Edit user information**  Role  Group  Org chart  Other settings

UTILITIES

-  Add a new user
-  Export users
-  Add/update from CSV file
-  Synchronize/Update users from user directory

CONFIGURATION

-  General configuration
-  Configure user profile fields
-  Configure Skills

User code

Last time login 30-10-2025 12:10

Account state Enabled Disabled

 Assign user to extranet area **Primary Area**

Username * abigail

 Password Generate random password (if you want to change it)

 Confirm Password

First name * Abigail

 Change image Delete image

Email log-in details

- **Main users list:** The field will be visible on the front end of People when the 'List' view is chosen by a user.

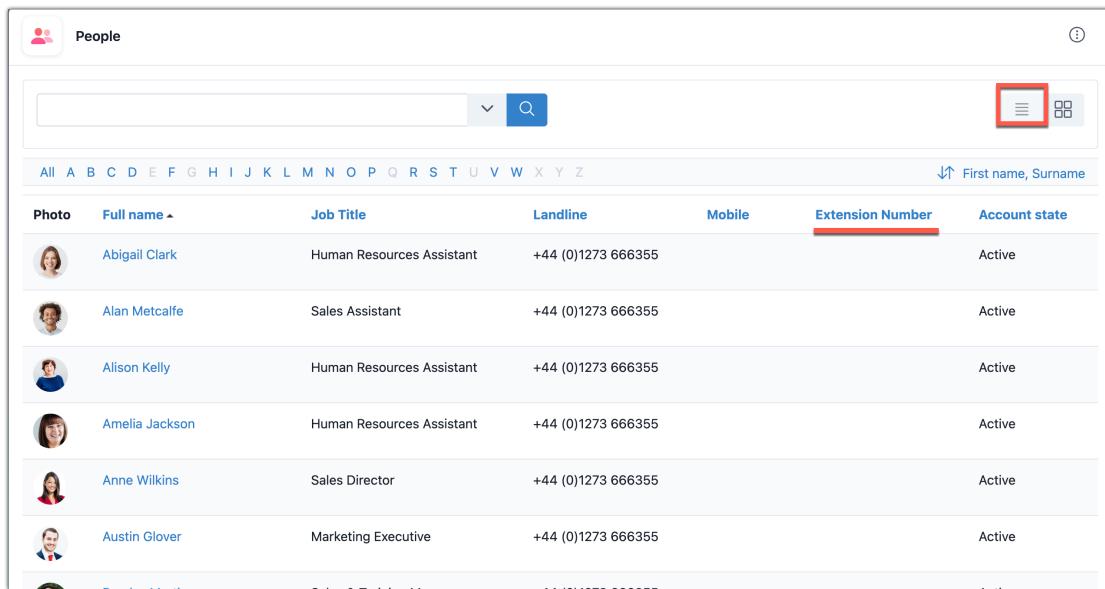


Photo	Full name	Job Title	Landline	Mobile	Extension Number	Account state
	Abigail Clark	Human Resources Assistant	+44 (0)1273 666355			Active
	Alan Metcalfe	Sales Assistant	+44 (0)1273 666355			Active
	Alison Kelly	Human Resources Assistant	+44 (0)1273 666355			Active
	Amelia Jackson	Human Resources Assistant	+44 (0)1273 666355			Active
	Anne Wilkins	Sales Director	+44 (0)1273 666355			Active
	Austin Glover	Marketing Executive	+44 (0)1273 666355			Active

- **Users list for people admin:** The field will be visible in the 'Users' tab on the admin side to administrators

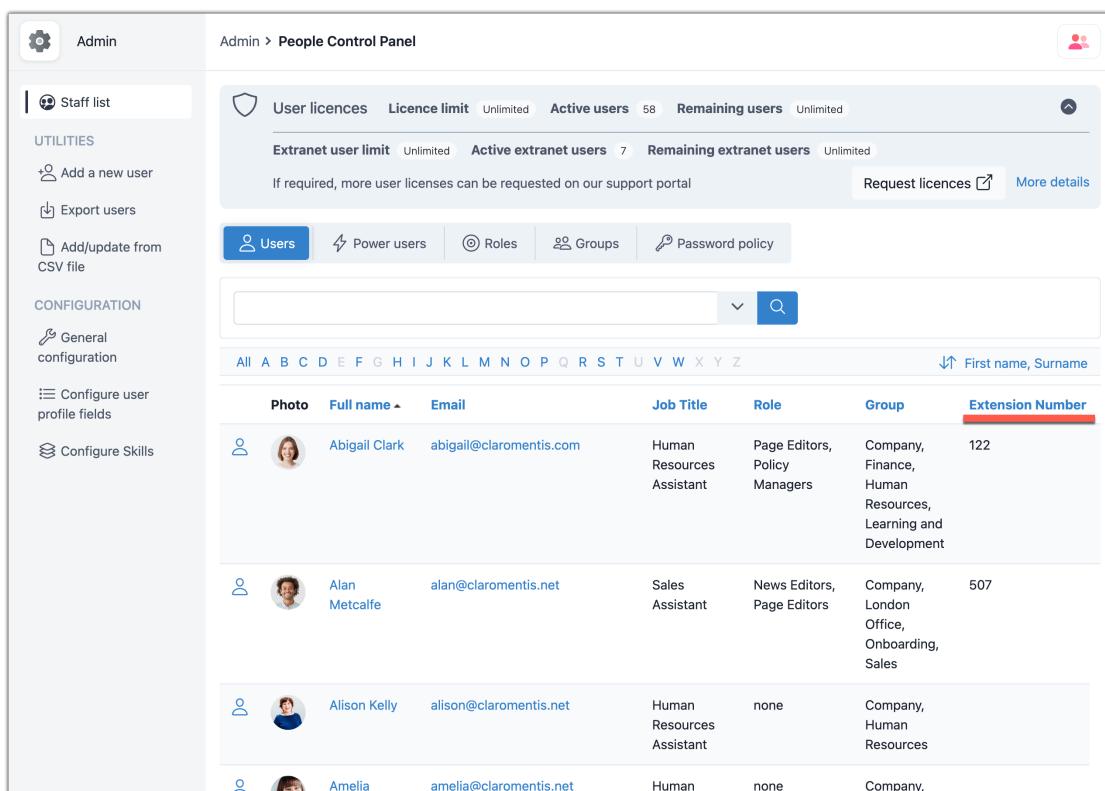


Photo	Full name	Email	Job Title	Role	Group	Extension Number
	Abigail Clark	abigail@claromentis.com	Human Resources Assistant	Page Editors, Policy Managers	Company, Finance, Human Resources, Learning and Development	122
	Alan Metcalfe	alan@claromentis.net	Sales Assistant	News Editors, Page Editors	Company, London Office, Onboarding, Sales	507
	Alison Kelly	alison@claromentis.net	Human Resources Assistant	none	Company, Human Resources	
	Amelia	amelia@claromentis.net	Human	none	Company	

- **Advanced search form:** The field will appear in the advanced search and can be used in searches (on the front end and admin side)

The screenshot shows the 'People' search interface. On the left, there is an 'Advanced search' panel with fields for 'First name', 'Surname', 'Job Title', 'Extension Number', 'Company', and 'City'. Below these fields is a 'Search' button and a dropdown menu showing '24'. On the right, the search results are displayed in a grid. Each result card includes a user's name, job title, and email address. The results are sorted by 'First name, Surname'.

Please note: the order of fields in each area can be changed as well, using the tabs in the 'Configure profile fields' area as detailed [here](#).

Field visibility

- **Standard:** No permissions, the usual field visible to everyone according to configuration.
- **Special:** Field visible only to users specified in the permissions box.

The dialog box is titled 'Field visibility' and has a radio button for 'Special' selected. It says 'Field visible only to users specified in permissions dialog below.' Below this is a list of users with checkboxes next to their names. At the bottom are buttons for 'Display padlock' (checked) and 'Save changes'.

- **Advanced:** Make the field visible to certain users for certain users.

The dialog box is titled 'Field visibility' and has a radio button for 'Advanced' selected. It says 'Make field visible by certain users for certain users.' Below this is a note: 'Click [here](#) to set up or edit permissions (but save changes on this page first)'. At the bottom are buttons for 'Display padlock' (checked) and 'Save changes'.

4. Click 'Save changes' to create the field.

This may take a minute to complete, depending on the number of users on your site, because a reindex is triggered to update the People areas selected with the field.

5. You will be returned to the 'Configure profile fields' area.

Your new field should now be listed at the end of the list and can be edited again by using the pencil icon.

Your browser doesn't support video.
Please download the file [video/mp4](#)

6. Check that the field now appears in the People areas you selected.

Depending on where this was added, users or administrators can enter data into the field to update it.

e.g. for Extension Number, users can update this from the 'edit my profile' area and then everyone can view this on their profile from the front end.

7. Repeat these steps as required to create other new fields and build out the various People areas to your needs.

Created on 12 November 2025 by [Hannah Door](#). Last modified on 20 January 2026

Tags: [intranet](#), [people](#), [user guide](#), [add](#), [create](#)