

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 shows the 'Configure user profile fields' option highlighted with a red box. The main content area displays user licenses and a list of users. The user list table is as follows:

Photo	Full name	Email	Job Title	Role	Group	Extranet area	Last
	Abigail Clark	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:

Admin > People Control Panel > **Configure user profile 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	✎

[+ 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](#)

3. Fill out the options for your field purpose

Admin > People Control Panel > Configure user profile fields > **Field properties**

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

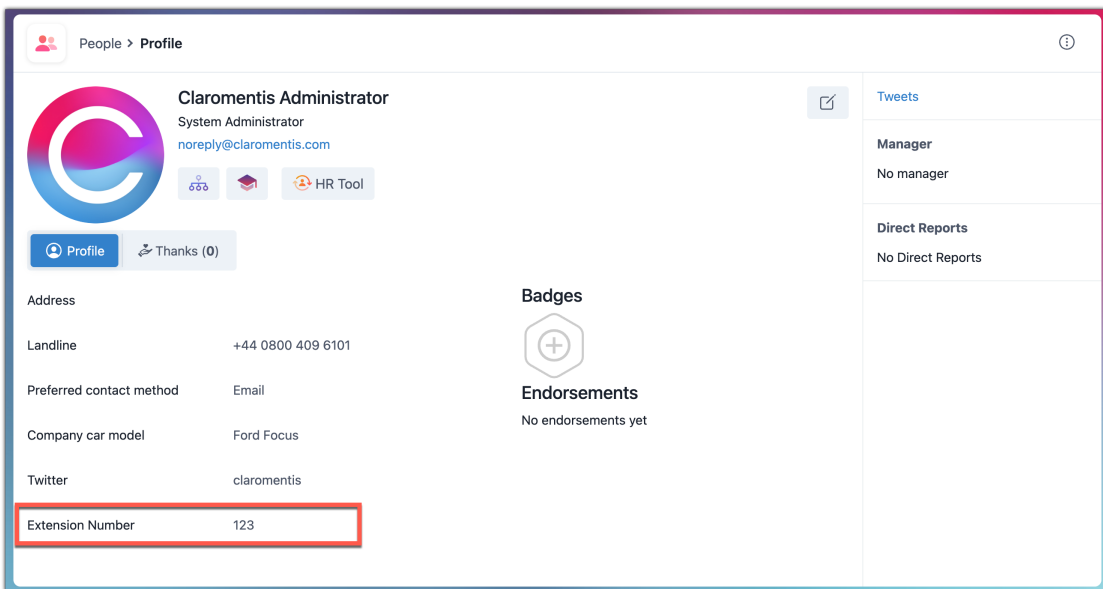
Field visibility Standard Special Advanced
No permissions, usual field visible to everyone according to configuration.

[Add new](#)

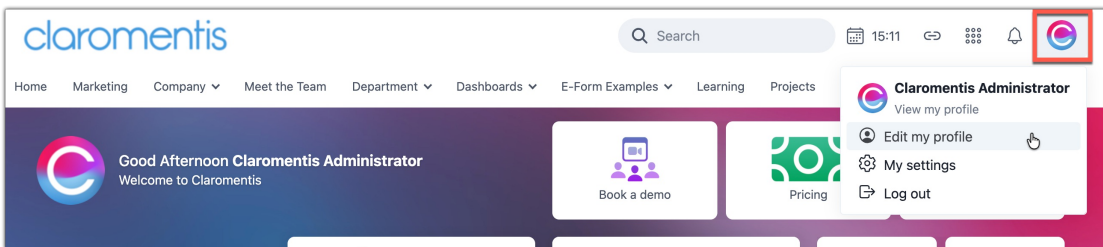
- **Title:** The name of the field (visible where it is displayed)
- **Key:** Only visible to administrators. This will autopopulate based on what is entered for the title. It is the database reference for the field and what is used if importing data to it via CSV. The Key should contain only letters, 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)

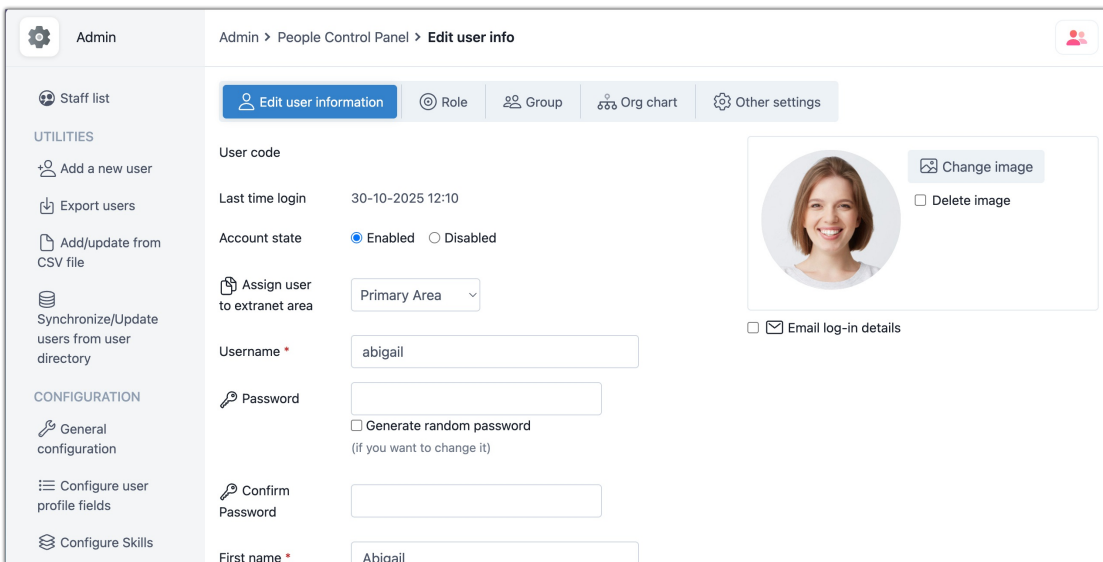
- **'View profile' page:** The field will appear on user profiles when viewed from the front end of People.



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



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



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

People

Search: [Filter] [Search]

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [First name, Surname](#)

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

Admin | Admin > **People Control Panel**

User licences Licence limit Unlimited Active users 58 Remaining users Unlimited

Extranet user limit Unlimited Active extranet users 7 Remaining extranet users Unlimited

If required, more user licenses can be requested on our support portal [Request licences](#) [More details](#)

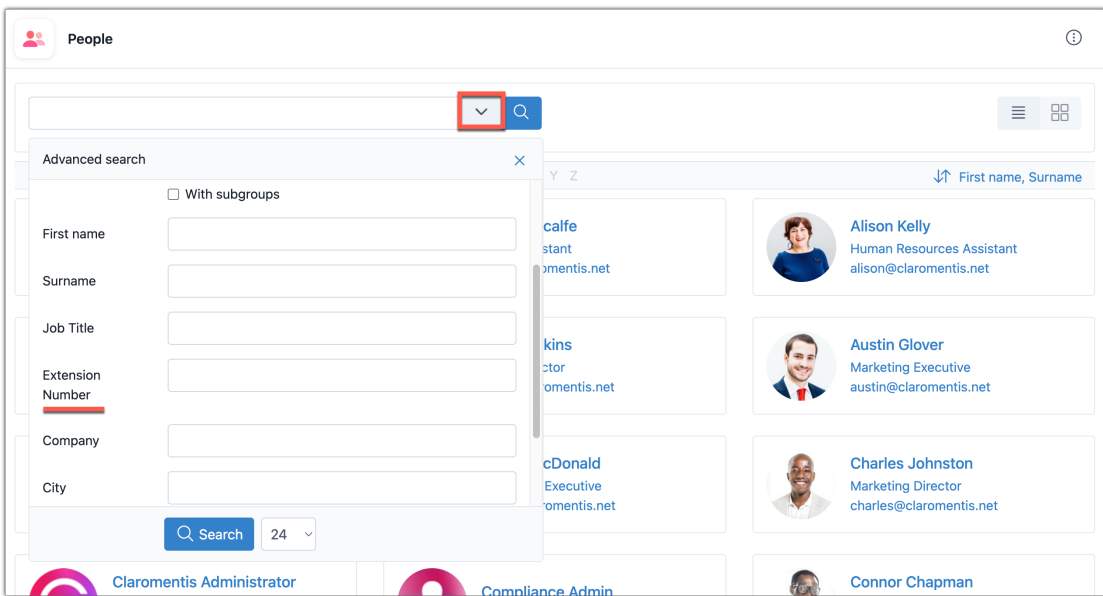
Users | Power users | Roles | Groups | Password policy

Search: [Filter] [Search]

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [First name, Surname](#)

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)



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.

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

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

Field visibility Standard Special Advanced

Make field visible by certain users for certain users.

[Click here](#) to set up or edit permissions **(but save changes on this page first)**

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

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.



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](#)