

## People: Creating & using Skills

Skills can be created in the Intranet for users to attribute to themselves and give a proficiency rating.

These appear on their profile for others to view in the 'expertise' field, and a search can be performed to see who has those skills.

This guide covers this functionality.

## Managing Skills as an administrator

### - Adding skills

An application administrator of People can add skills by heading to Admin > People > Configure Skills

A screenshot of the 'People Control Panel' in an administrative interface. The left sidebar contains a 'Configure Skills' option highlighted with a red box. The main content area shows user license statistics and a table of users. The table has columns for Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. Two users are listed: Alan Metcalfe and Alison Kelly.

Photo	Full name	Job Title	Role	Group	Extranet area	Last time login	Royalty Percentage
	Alan Metcalfe	Sales Assistant	none	Company, Franchisor HQ, Onboarding, Sales	Primary Area	17-04-2025 17:17	
	Alison Kelly	Human Resources	none	Company, Human	Primary Area	26-05-2020 15:45	

This will open the 'Skills Management' area, where any skills already configured will be listed.

Expertise	Endorsed users
1st Line Support	4
2nd Line Support	0
Account Management	8
Active Directory	3
Blog Writing	8
Business Process Management	3
Coaching	9
Communication	16
Credit Control	2

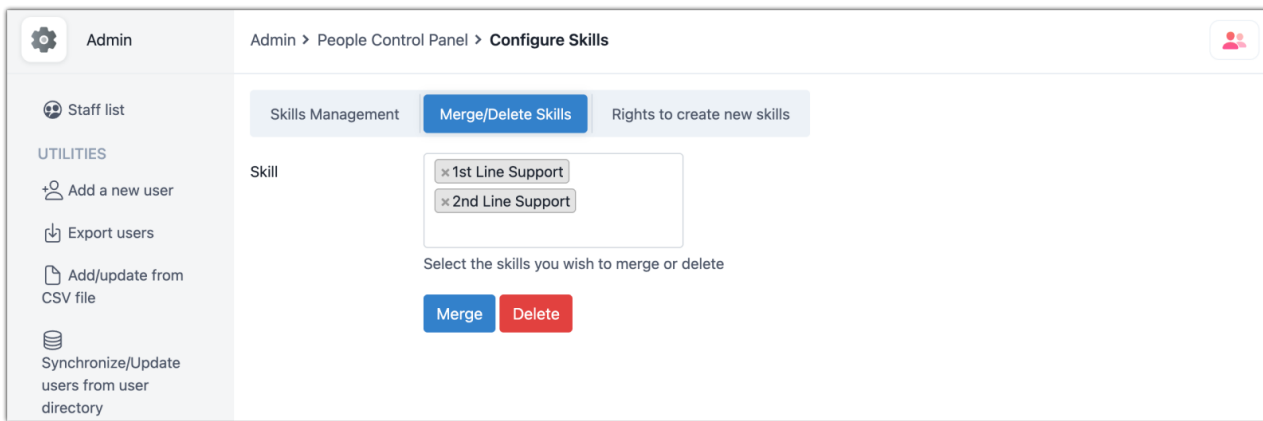
To add a new skill:

- Click the 'Create new skill' button.
- A pop-up will appear where the name of the skill can be entered.
- Click 'Create' to add the skill to the system.

### - Merge/delete skills

The next available tab as an administrator in this area is the ability to merge skills together or to delete them.

If two or more skills are similar and could be merged, this can be carried out under a new overarching skill name, or by retaining one of the names already given.



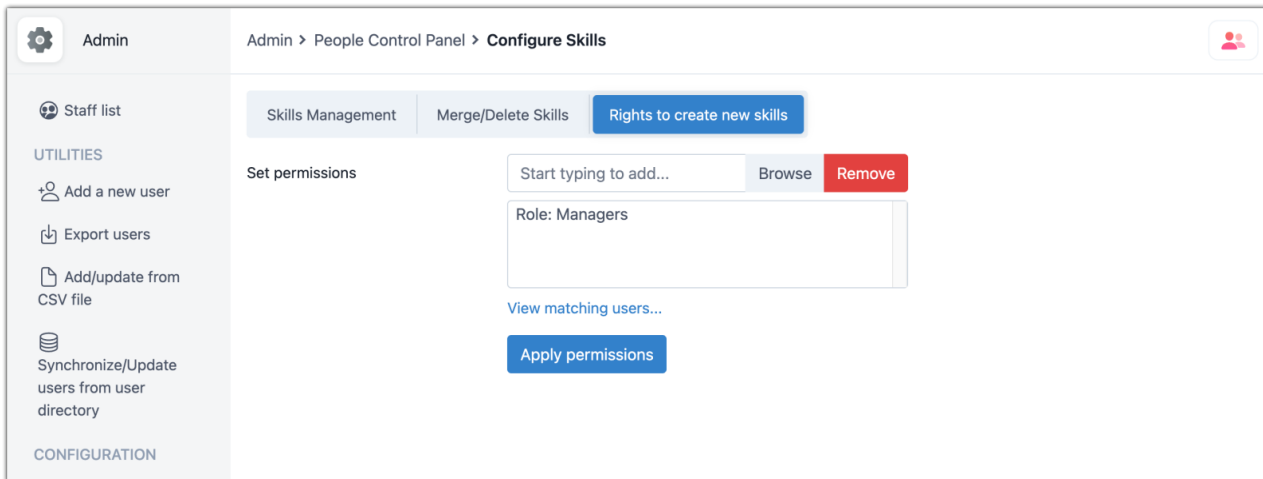
### - Give other users the ability to create new skills

The final tab available on the administrative side is where the right to create new skills can be given.

This means users with this permission can create new skills when editing their profile, rather than just choosing from the list administrators have already created.

Any new skill users with this permission create will be added in the back end and become available for everyone else to choose when editing their profiles.

For this reason, only give this permission to trusted individuals.



## Using Skills on the front end

### - User attributes Skills to themselves

When editing their profile, a user can choose skills that apply to them and give themselves a proficiency rating.

Individual skills can be added to the profile or several at once by using the multiple select field given, as shown below:


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

### - Expertise field

The skills a user has chosen will appear in the hardcoded 'expertise' user profile field.

If this is not appearing on your site, make sure it is [chosen to appear](#) in the 'view my profile' area.

People > Profile ⓘ



**Claromentis Administrator**  
System Administrator  
hannah.door@claromentis.com

Profile Thanks (0)

Address

Landline +44 0800 409 6101

Group Franchisor HQ

Preferred contact method Email

LinkedIn claromentis-ltd


Twitter claromentis

Tweets

Manager  
No manager

Direct Reports  
No Direct Reports

**Badges**



**Expertise**

Business Process Management Good

Software Training Expert

**Career details**  
Digital Workplace


**- Skills search**

This can be accessed via the eye icon given on the front end of People or when on a user's profile.


People ⓘ

▼ 🔍


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




**Alan Metcalfe**  
Sales Assistant  
alan@claromentis.net




**Alison Kelly**  
Human Resources Assistant  
alison@claromentis.net




**Ame**  
Huma  
ameli




**Anne Wilkins**  
Sales Director  
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**Austin Glover**  
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**Barc**  
Sales & Training Manager  
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**Brian MacDonald**  
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**Charles Johnston**  
Marketing Director  
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**Claire Bond**  
Audit Manager  
claire@claromentis.net

- 👤 Staff list
- 📊 View Organisation Chart
- 👤 My profile
- ⚙️ My settings
- 👁️ Skills Search
- 📞 Phone List
- 📖 Contacts
- ⚙️ People - Admin

People > Profile

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Twitter claromentis

Badges

Endorsements  
No endorsements yet

Career details

- Staff list
- View Organisation Chart
- My profile
- My settings
- Skills Search**
- Phone List
- Contacts
- People - Admin

Once in the search, a user can click into the dropdown to see the whole list of configured skills and select one or multiple.

The returned list will give each user who attributed this skill to themselves and the proficiency rating chosen.

A Skills search is helpful when needing to find assistance for a particular task or project.

People > Skill Search

Skill name

1st Line Support Account Management

Expertise Endorsements

Search Export to CSV

**Name**

<b>Phil Lawrence</b> Developer	Account Management Expert
<b>Anne Wilkins</b> Sales Director	1st Line Support Expert
<b>Claromentis Administrator</b> System Administrator	Account Management Good 1st Line Support Good
<b>Michael Christian</b> Information Architect	Account Management Good

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Tags: [people](#), [user](#), [skills](#), [endorsements](#), [skill](#), [endorsement](#)