

Default User Profile Fields

Version 8

Published 4/17/2018 01:25 AM by [Grace Kamau](#) Last updated 6/23/2021 10:12 PM by [Grace Kamau](#)

This page provides a list and description of the default user profile fields. Default user profile fields cannot be deleted, but can be removed from pages.

TABLE OF CONTENTS

- [Default User Profile Fields](#)
- [How to Make Fields Optional](#)
- [How to Change the Default Profile Photo](#)

Default User Profile Fields

Field name	Description and field type
About me	User description. This field also appears in the Organizational Chart user card. Type: Textarea Field
Address 1	Line 1 of the user's address. Type: Textbox Field
Address 2	Line 2 of the user's address. Type: Textbox Field
CAPTCHA	Adds a required CAPTCHA for submitting the page. Advanced Settings > Enable CAPTCHA must be checked. To require CAPTCHA for logged in users, also check Enable CAPTCHA for logged in members .
City	The user's city. Type: Textbox Field
Company	The user's company. Type: Textbox Field
Connected devices	List of mobile devices the user is logged into on the Apple and Google Apps .
Country	The user's country. To add, edit, or delete country options, edit the page, edit the field, and click Field Options . Type: Picklist Field
Cover photo	The cover photo appears in the user Profile Header , User Hover Card , and Org Chart . Type: Image Field
Date format	This field changes the way dates appear throughout the intranet. Advanced Settings > Allow members to modify date & time format must be checked for this field to appear in User Level Preferences . Type: Picklist Field
Date of birth	The user's date of birth. This field populates the Upcoming Birthdays and Anniversaries People Widget . Type: DateTime Field
Department	To add, edit, or delete department options, edit the page, edit the field, and click Field Options . Type: Picklist Field
Digest emails	Option to receive the Daily Digest Email and Weekly Digest Email . To set the default values, edit the page, edit the field, click Advanced , and select the Default value . Type: Picklist Field
Email	The user's email address. Type: Textbox Field
Email notifications	Option to receive emails for Notifications . To set the default values, edit the page, edit the field, click Advanced , and select the Default value . Type: Yes / No Field
First name	The user's first name. Type: Textbox Field
Hire date	When the user was hired. This field populates the Upcoming Birthdays and Anniversaries People Widget . Type: DateTime Field

I agree to receive promotional offers.	Option to receive promotional offers via email. Type: Yes / No Field Note: The "I agree to receive promotional offers" preference is for your internal use. You can Download CSV File of Users , filter the CSV file by people who checked "I agree to receive promotional offers" setting, then provide the CSV file to a 3rd party or import the file into your own system to send email promotions to your users.
I agree to the terms	Required checkmark for usage of the intranet. Update the Terms and Conditions page in Control Panel > Content > Top Level: CMS Pages . Or link the field to a different page: edit the page, edit the field, click Field Help , and update the link. Type: Yes / No Field
Last name	The user's last name. Type: Textbox Field
Location	The user's location information. This field groups Address 1, Address 2, Country, State, and City. Type: Field Group
Member since	The date a user joined the intranet. (Only available for the User Profile page.)
My REST API Key	The user's REST API key. The REST API must be enabled in REST API Settings . Type: Textbox Field
Occupation	The user's job title. Type: Textbox Field
Password	Use this field to allow users to login, register, and update their password. Type: Textbox Field
Phone	The user's phone number. Type: Textbox Field
Postal code	The user's postal code. Type: Textbox Field
Profile photo	The profile photo typically appears next to the user's name. Type: Image Field
Rank	The user's rank. Only available for the User Profile page.
Remember me next time	Option to stay logged in. To change when cookies expire and users are logged out, go to Control Panel > System > System Properties and set FormsAuthPersistentCookieTimeoutInMinutes. The default value is 43200 (30 days). Type: Yes / No Field
Reports to	The user's supervisor. This field generates the Organizational Chart . Type: Lookup Field
Roles	All the top level Roles a user has. Only available for the User Profile page.
Share my email address	Option to show or hide the user's email address on their profile. Type: Yes / No Field
Share my phone number	Option to show or hide the user's phone number on their profile. Type: Yes / No Field
Share my profile	Option to make the user appear in search and make their profile visible to other users. Type: Yes / No Field
Signature	The signature appears on discussion posts. Type: Textarea Field
State	The user's state. To add, edit, or delete state options, edit the page, edit the field, and click Field Options . Type: Picklist Field
Sync folders	Folders to sync using File Sync for Windows Desktop .
Time format	Time format changes the way timestamps appear throughout the intranet. Advanced Settings > Allow members to modify date & time format must be checked. Type: Picklist Field
Time zone	The user's time zone. Type: Picklist Field
Total points	The user's total points. Only available for the User Profile page.
Total posts	The user's number of discussion posts. Only available for the User Profile page.
User Passcode Configure	The Two-Factor Authentication section where a user can enable and set up two-factor authentication for their account.
Username	The user's username, used for logging in. Type: Textbox Field

How to Make Fields Optional

Some default user profile fields (Company, Occupation, etc) are required fields. To make a profile field optional:

1. Go to **Control Panel > People > User Profiles**.

2. Edit the page that contains the field.
3. On the field, click the gear icon > **Edit Properties**.
4. Set **Number required** to 0.
5. Save the widget and page.

How to Change the Default Profile Photo

1. Go to **Control Panel > People > User Profiles**.
2. For the **Edit Profile** page, click the gear icon > **Edit**.
3. On the **Profile Photo and Avatar** section, click the gear icon > **Expand**.
4. On the **Profile photo** field, click the gear icon > **Edit Properties**.
5. Click the **Advanced** tab.
6. Click the image below **Default value** and upload a photo.
7. If you want to use a different image for the profile photo avatar, click the image below **Default thumbnail** and upload a photo. Otherwise check **Update default thumbnail on save**.
8. Save the widget and page.
9. Click **All pages**.
10. Click **System > Advanced System Utilities**.
11. Click **Restart Site**.

After you restart the site, the profile photo will be updated for all users who have a default profile photo.

tags : site-administrator