

# Defining User Profile Items

gjin

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Directory Access Protocol

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Recognition

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Preferred Name

Allow User Uploads

Profile field visibility.

Username display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
First name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Salutation display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Middle name display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
Last name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Mailing address display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
City of residence display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Postal code display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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Driver's license display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Student number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Student campus location display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
Employee number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input checked="" type="checkbox"/> Campus (staff) department display			
<input checked="" type="checkbox"/> Campus (staff) phone display			
<input checked="" type="checkbox"/> Pick Up At Parking Services			
<input type="checkbox"/> Campus box display			

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☒ Preferred Name
 ☐ Allow User Uploads

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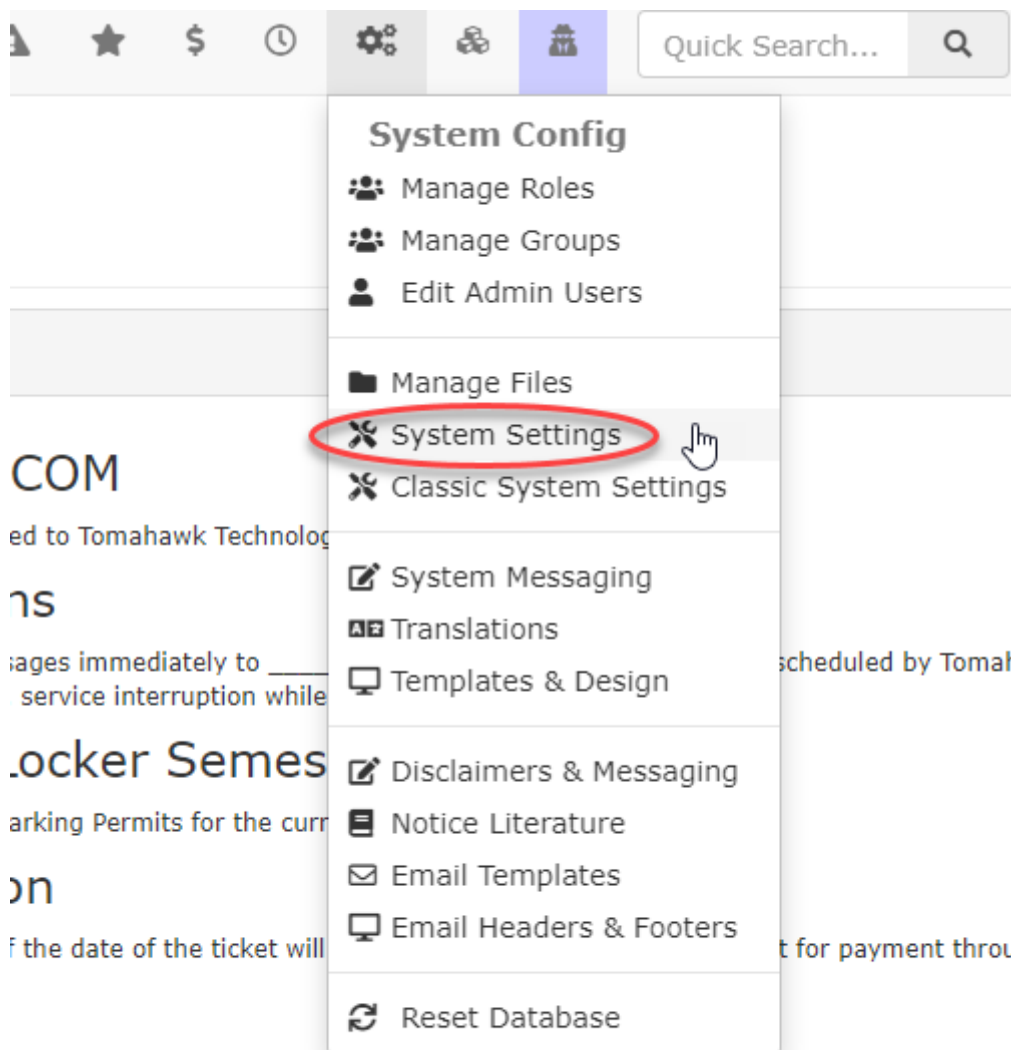
### Profile field visibility.

Username display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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☒ Campus (staff) department display
 ☒ Campus (staff) phone display
 ☒ Pick Up At Parking Services
 ☐ Campus box display

# Setting up User Profile Items

To access the profile items click **System Config** menu and select **System Settings**.



On the **Manage System Settings** screen, click **User Profile** to display the list of possible items that can be added or removed from the profile.

## Manage System Settings

Components

- General System Settings **12**
- Alarms **11**
- Automatic Login **1**
- Collections **5**
- Deposits **2**
- Forms **2**
- Global **8**
- Incidents **2**
- Lightweight Directory Access Protocol **9**
- Licensing **6**
- Lockers **8**
- License Plate Recognition **2**
- Parking **1**
- Payments **5**
- Permits **18**
- Security **16**
- Temp Permits **1**
- Third Party **10**
- User Profile **24****
- Vehicles **1**
- Violations **18**

Editing Settings: User Profile **24**

These settings are used to control the User Profile Module.

☒ Enable Public Registration

☐ Preferred Name

☐ Allow User Uploads

Profile field visibility.

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Employee number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input checked="" type="checkbox"/> Campus (staff) department display			
<input checked="" type="checkbox"/> Campus (staff) phone display			
<input checked="" type="checkbox"/> Pick Up At Parking Services			
<input type="checkbox"/> Campus box display			
<input type="checkbox"/> Campus location display			
Select how permits mailed display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input checked="" type="checkbox"/> Allow Username Edits			
<input type="checkbox"/> Read Only User Profile			

Save Settings

Items in this list can be in one of three states:

- **Hidden** - Not seen on the user side profile form
- **Visible** - Seen on the user side form but optional as far as entering information in the field
- **Required** - Seen on the user side form as a required field. Indicated as required by a red asterisk

(Note: The system will not allow the user to save the profile if there is any **required** information missing)

The form has **6** essential categories that have various elements that can be set in any one of the three states mentioned above:

- User Name
- Address Information
- Phone Information
- License Information
- Student Information
- Employee Information

If we hide everything that can be hidden, the system will still require certain pieces of information and may override your settings. Here's what the form looks like for a staff end user in this case.

## Profile Information

Personal Information

User Type

Full Time Staff

Locker User Type

Username

pbirch

Email Address

pbirch@xperience.ca

First Name

Patricia

Middle Name

x

Last Name

Birch

Cell Phone

Driver's License

Province on License

Address Information

Your address can be viewed and changed [here](#).

Here is the form with everything visible -

Personal Information	
User Type	Full Time Staff
Locker User Type	
Username	pbirch
Email Address	pbirch@xperience.ca
First Name	Patricia
Middle Name	x
Last Name	Birch
Cell Phone	
Driver's License	
Province on License	
Address Information	Your address can be viewed and changed <a href="#">here</a> .

Staff Information	
Salutation	Dr.
Employee Number	00900125
Campus Phone	
Department Name	

# User Name

A User Name is essential. It is one of the unique identifiers required to use the system. However, there are various permutations of the required information associated with the user's name. Best practice tells us a bare minimum might be Username, First Name, and Last Name, although any of these items can be toggled on/off. The state selected is highlighted in blue and a checkmark is added to illustrate the selection.

**Note:** One scenario where we might hide username would be if an external source such as LDAP is supplying the username.

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Profile field visibility.

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<input checked="" type="checkbox"/> Campus (staff) department display		
<input checked="" type="checkbox"/> Campus (staff) phone display		
<input checked="" type="checkbox"/> Pick Up At Parking Services		
<input type="checkbox"/> Campus box display		

Allow User Uploads

Username display

First name display

Salutation display

Middle name display

Last name display

Mailing address display

City of residence display

Postal code display

Cell phone display

Driver's license display

Student number display

Student campus location display

Employee number display

# Address

If you plan to mail permits to end users you will need to collect addresses.

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☒ Preferred Name
 ☐ Allow User Uploads

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Phone



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# License

This field is for Driver License number (not plate number). If you are connected with local law enforcement you may opt to record this information.

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☒ Campus (staff) department display

☒ Campus (staff) phone display

☒ Pick Up At Parking Services

☐ Campus box display

Student Information

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Directory Access Protocol

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Recognition

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<input type="checkbox"/> Campus box display			

# Employee Information



## Student Information

Salutation

Ms.

Student Number

0001244

Local Phone

6135552514

Student Phone

6135554141

## User Settings

Mail Permit to

Local Mailing Address

**What is Text2ParkMe?** Text2ParkMe is available at your campus in selected lots. The Text2ParkMe system allows you to pay for parking through the use of SMS (text) messaging. Register your cellular phone and credit card to make temporary parking as easy as possible.

**NOTE:** Completing this section is not required if you will not use this service.

☒ Allow Text2ParkMe reminders

Parking Expiry Reminder

30 minutes

Your credit cards for Text2ParkMe can be viewed and changed [here](#).

Save Changes

Revision #3

Created 15 May 2024 08:08:45

Updated 5 May 2025 09:49:14