

# Defining User Profile Items

The interface shows a configuration page for user profile items. On the left is a vertical list of items with counts. On the right is a table titled 'Profile field visibility' with columns for 'Hidden', 'Visible', and 'Required'.

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

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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

Campus (staff) department display

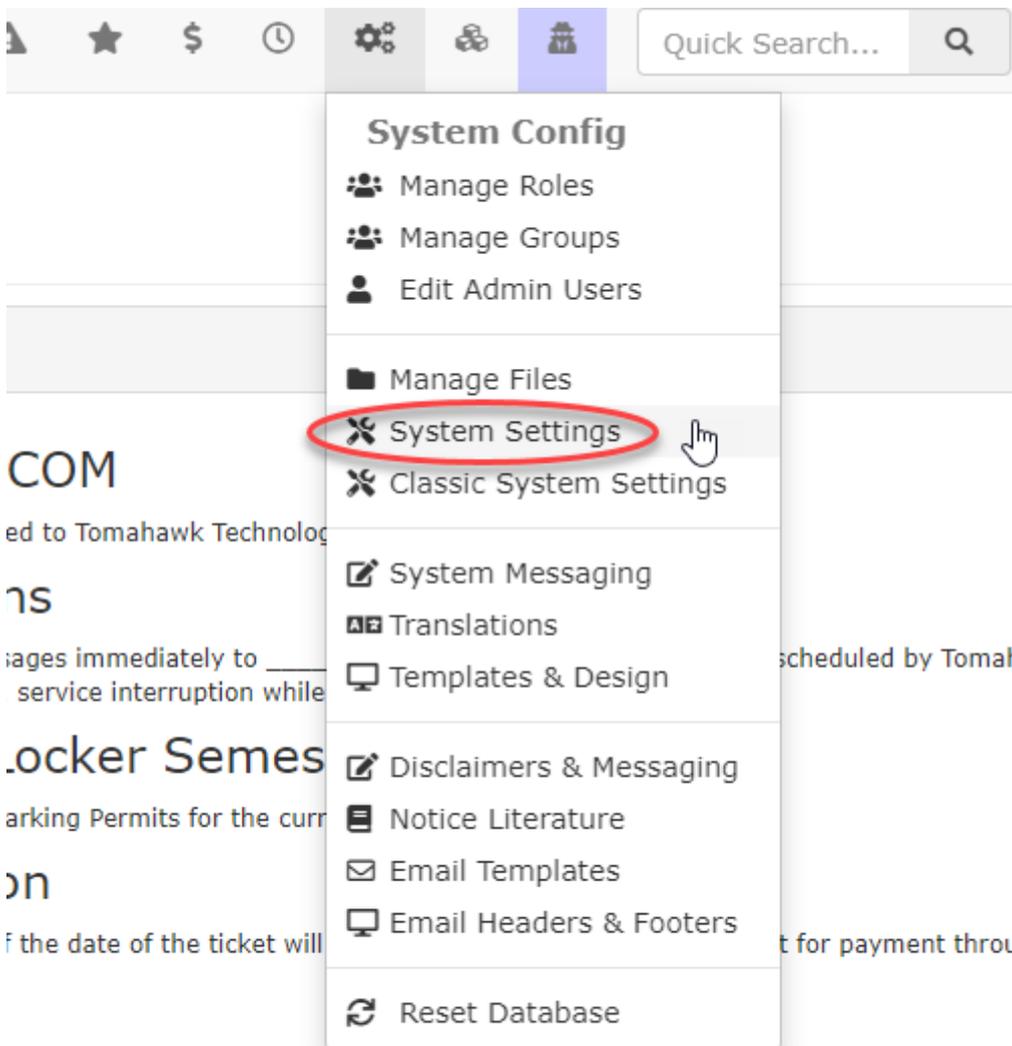
Campus (staff) phone display

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
<b>User Profile</b>	<b>24</b>
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

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**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 type="checkbox"/> Visible	<input checked="" 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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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			
<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			

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.

- 1
- 5
- 2
- 2
- 8
- 2
- 9
- 6
- 8
- Recognition
- 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

Preferred Name

Allow User Uploads

### Profile field visibility.

<input type="checkbox"/> Username display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> First name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Salutation display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Middle name display	<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
<input type="checkbox"/> Last name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Mailing address display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> City of residence display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Postal code display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Driver's license display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Student number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Student campus location display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> 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			

# Address

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

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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			

# Phone

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

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
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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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

Campus (staff) department display  
 Campus (staff) phone display  
 Pick Up At Parking Services  
 Campus box display

# 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.

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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			

# Student Information

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

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
Cell phone display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
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

Campus (staff) department display

Campus (staff) phone display

Pick Up At Parking Services

Campus box display

# Employee Information

- gin 1
- 5
- 2
- 2
- 8
- 2
- irectory Access Protocol 9
- 6
- 8
- Recognition 2
- 1
- 5
- 18
- 16
- 1
- 10
- 24
- 1
- 18

Preferred name  
 Allow User Uploads

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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

### Profile field visibility.

<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	<input checked="" type="checkbox"/> Required
<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		

# Text2ParkMe

If you are using **Text2ParkMe**, there will be a second tab on the page where end users can enter additional details including credit card information.

*Note: The only field that will show a "required" status is the Student ID. Additionally: If you enter any credit card information it switches all credit card information fields to required.*

## 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