

# Defining User Profile Items

gjn

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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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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.

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

☒ Campus (staff) department display

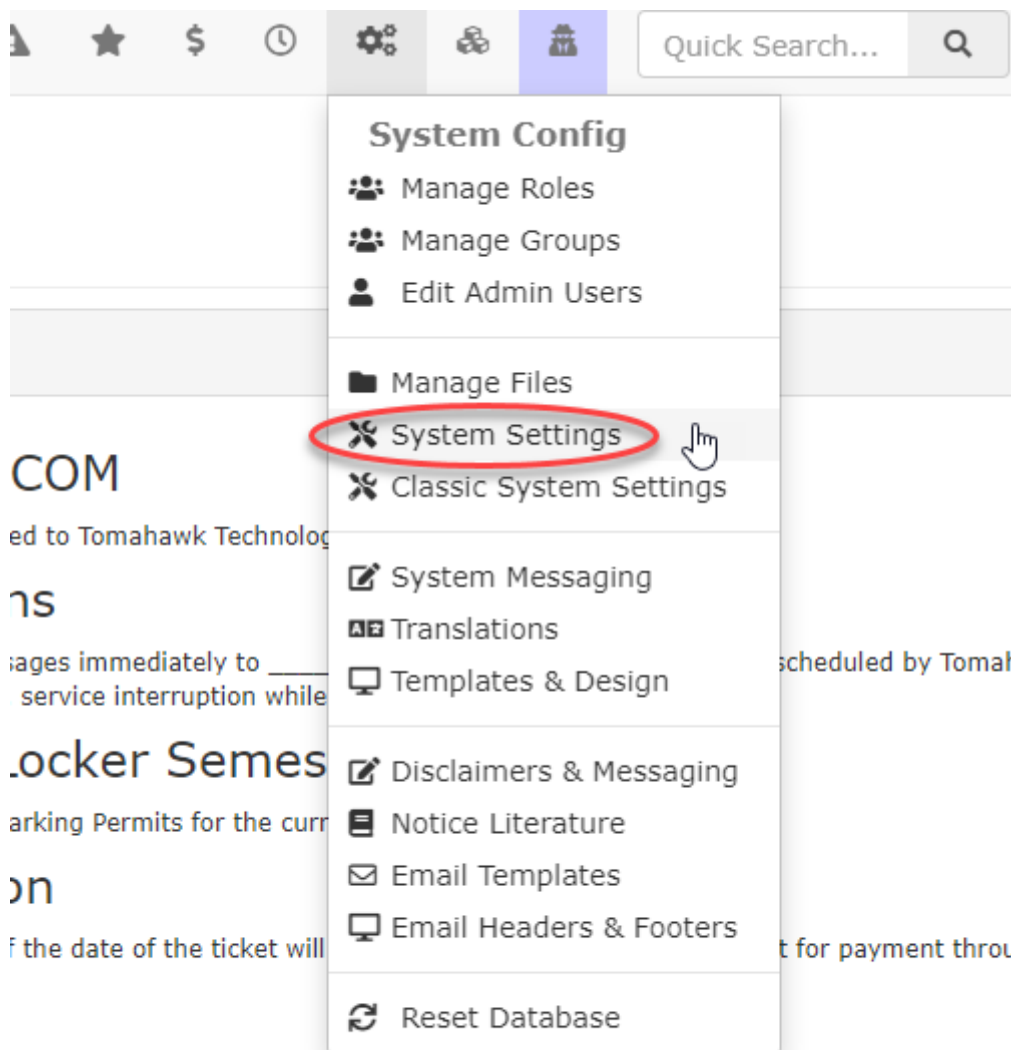
☒ Campus (staff) phone display

☒ 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

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These settings are used to control the User Profile Module.

✓ Enable Public Registration

☐ Preferred Name

☐ Allow User Uploads

Profile field visibility.

Username display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
First name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Salutation display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Middle name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Last name display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
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City of residence display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
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Driver's license display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Student number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Student campus location display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
Employee number display	<input type="checkbox"/> Hidden	<input type="checkbox"/> Visible	✓ Required
✓ Campus (staff) department display			
✓ Campus (staff) phone display			
✓ 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	✓ Required
✓ 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.

The image shows a web form titled "Profile Information" with a dark header. Below the header is a section titled "Personal Information" in a light gray box. This section contains several input fields: "User Type" with a value of "Full Time Staff", "Locker User Type" as a dropdown menu, "Username" with "pbirch", "Email Address" with "pbirch@xperience.ca", "First Name" with "Patricia", "Middle Name" with "x", "Last Name" with "Birch", "Cell Phone", "Driver's License", and "Province on License" as a dropdown menu. Below the "Personal Information" section is a section titled "Address Information" which contains a light blue box with the text "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.

Username display

Hidden

Visible

Required

First name display

Hidden

Visible

Required

Salutation display

Hidden

Visible

Required

Middle name display

Hidden

Visible

Required

Last name display

Hidden

Visible

Required

Mailing address display

Hidden

Visible

Required

City of residence display

Hidden

Visible

Required

Postal code display

Hidden

Visible

Required

Cell phone display

Hidden

Visible

Required

Driver's license display

Hidden

Visible

Required

Student number display

Hidden

Visible

Required

Student campus location display

Hidden

Visible

Required

Employee number display

Hidden

Visible

Required

Campus (staff) department display

Campus (staff) phone display

Pick Up At Parking Services

Campus box 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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☒ Preferred Name
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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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☒ Preferred Name

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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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Preferred Name

Allow User Uploads

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<input checked="" type="checkbox"/> Campus (staff) phone display			
<input checked="" type="checkbox"/> Pick Up At Parking Services			
<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 11 September 2024 13:40:49