



YouTestMe

Create an Option to Add Additional Custom Fields
for the User's Personal Information

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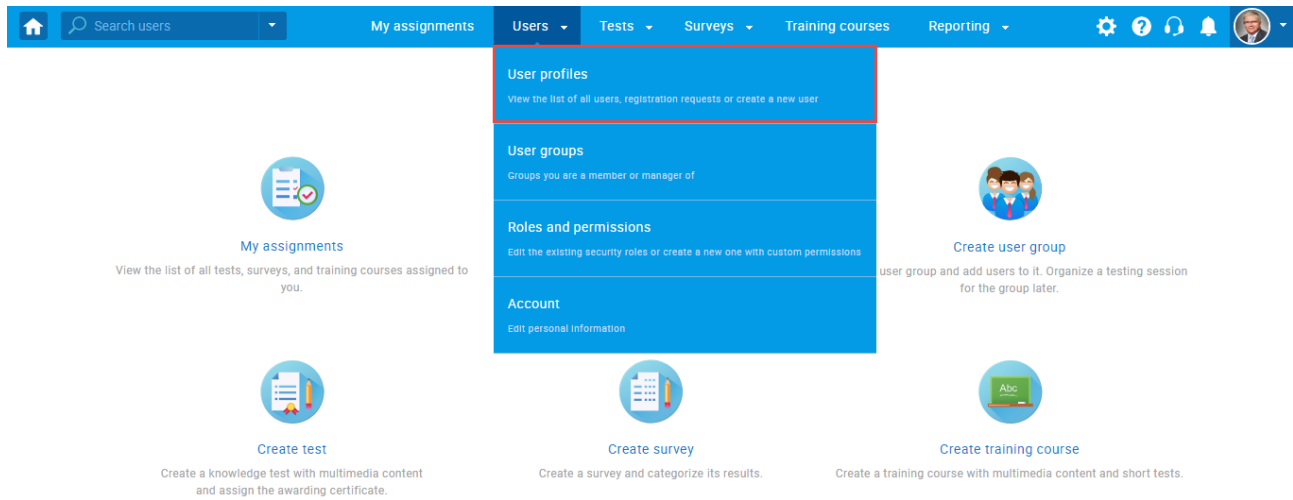
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1 Introduction

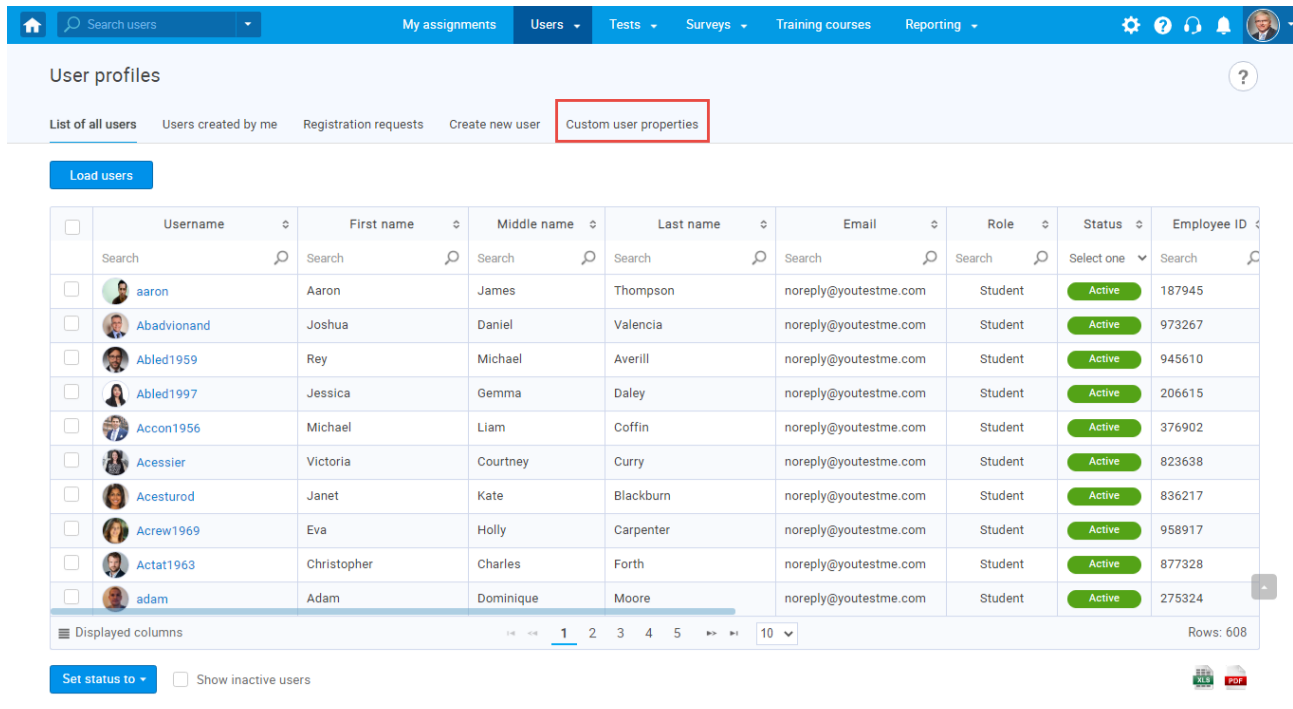
This document aims to explain how you can create new fields to record custom data. You can add custom properties of different types.

2 Creating the Custom User Properties

Navigate to the “Users” and choose the “User profiles” from the dropdown menu.

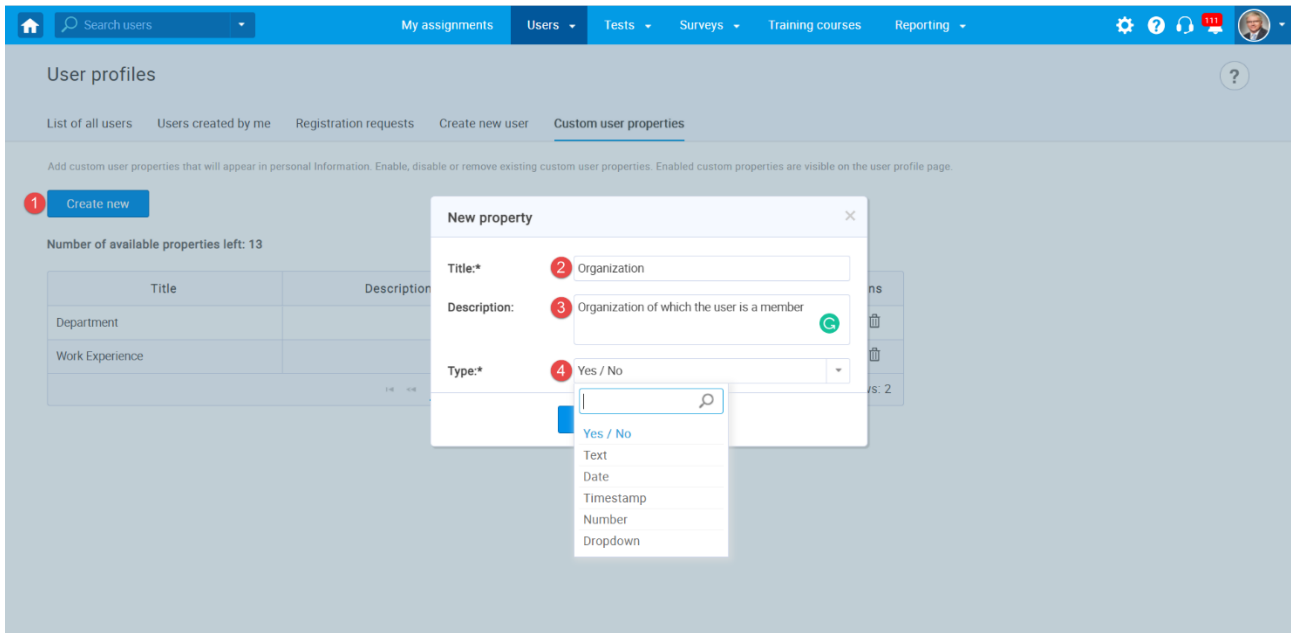


Click the “Custom user properties” tab.



Once you access the “Custom user properties,” follow the steps below to create a custom data field:

1. Click the “Create new” button.
2. Enter the title that will be displayed on the user profile.
3. Enter description.
4. Choose the type of custom field from the dropdown menu.

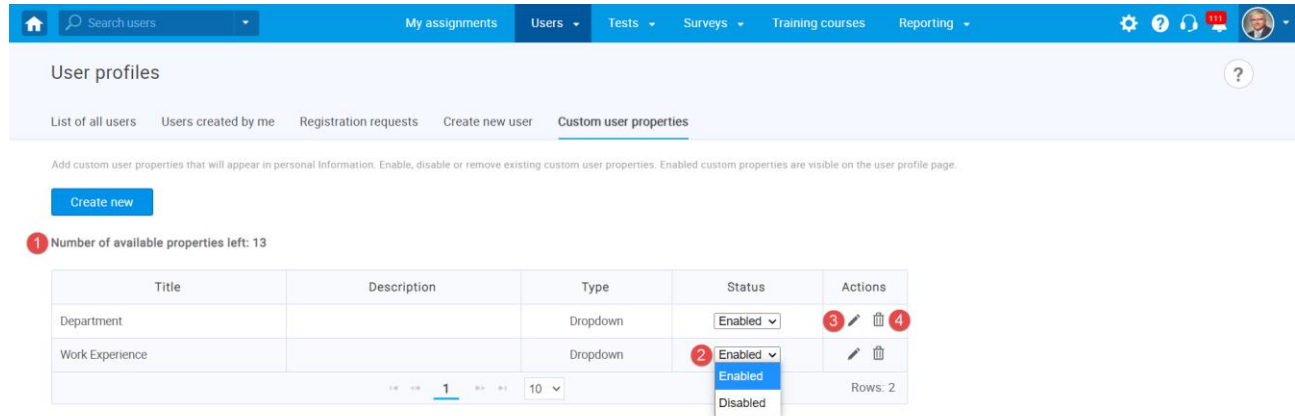


The list of available custom properties types:

- Yes / No
- Text
- Date
- Timestamp
- Number
- Dropdown – to see how to create the dropdown custom property type, see instructions from chapter [Creating a Custom Type](#).

The list of available options:





1. Remaining number of custom columns you can create.
2. By enabling/disabling the custom property, you can control the column’s visibility on the user profile page. If the custom column is disabled, all stored values in the property are persisted but not displayed.
3. You can edit the title and description of properties by clicking on the “pencil” icon.
4. You can delete the property by clicking on the “bin” icon.



Add custom user properties that will appear in personal information. Enable, disable or remove existing custom user properties. Enabled custom properties are visible on the user profile page.

[Create new](#)

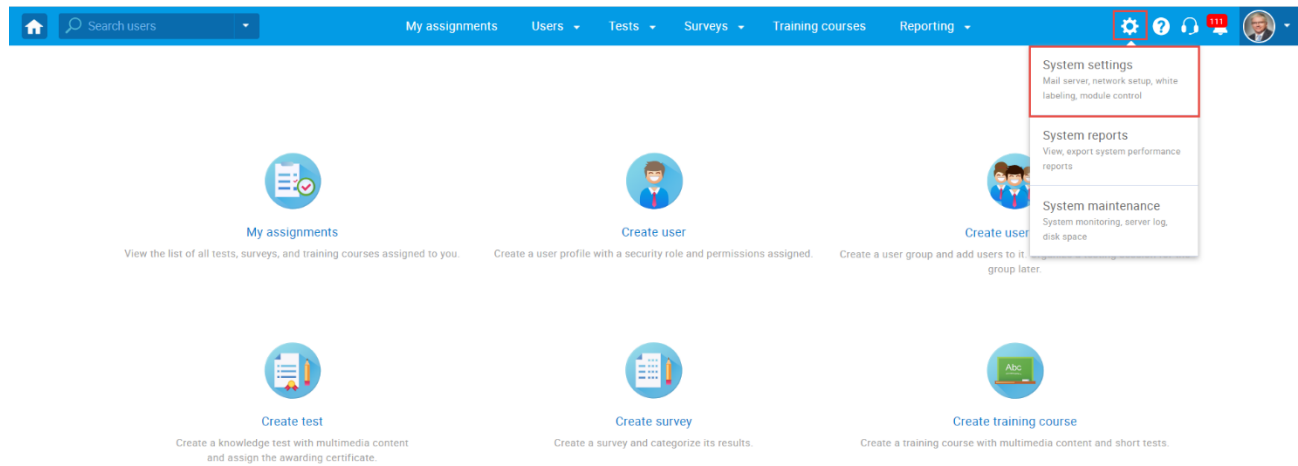
1 Number of available properties left: 13

Title	Description	Type	Status	Actions
Department		Dropdown	Enabled	 
Work Experience		Dropdown	Enabled	 

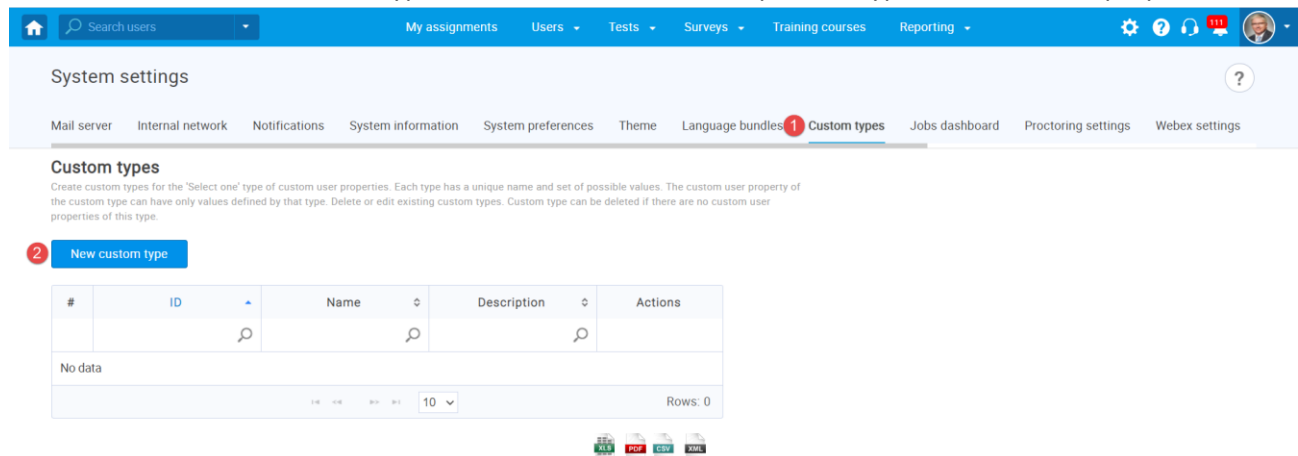
10 Rows: 2

3 Creating a Custom Type

Navigate to the System Menu and select "System Settings."

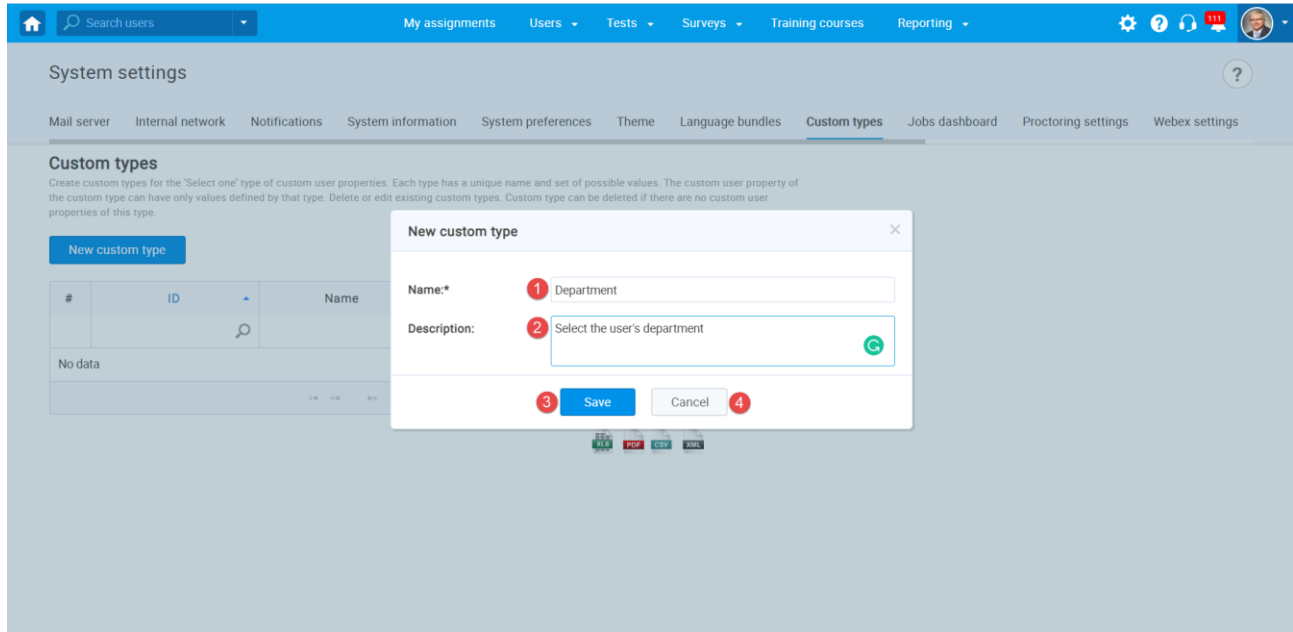


1. Navigate to the "Custom types" tab.
2. Click the "New custom type" button to create the "Dropdown" type of custom user properties.



The new pop-up window will show up, where you should:

1. Enter the name of the custom type. The name must be unique.
2. Enter the description (optional).
3. Click "Save" to create a custom type.
4. At any moment, you can cancel the creation of a new custom type by clicking the "Cancel" button.



The screenshot shows the 'System settings' page with the 'Custom types' tab selected. A 'New custom type' modal is open, displaying a form with the following fields and actions:

- Name:*** (1): A text input field containing 'Department'.
- Description:** (2): A text input field containing 'Select the user's department'.
- Save** (3): A blue button to save the new custom type.
- Cancel** (4): A white button to cancel the creation.

The background shows a table with columns for '#', 'ID', and 'Name', and a 'New custom type' button. The table is currently empty, showing 'No data'.

3.1 Creating a Value of the Custom Type

Once you create a custom type, you should add new values. To do so:

1. Click the show values icon (eye) to display a table of values for the wanted custom type.
2. Click the "Add new value" button.

New custom type

#	ID	Name	Description	Actions
1	100000	Department	Select the user's department	
2	100001	Work Experience Level	Select the user's work expe...	1

Rows: 2

Work Experience Level - Values
Add new value for the selected custom type. Values must be unique. Edit or delete existing values. Value can be deleted if there are no custom user properties of this type.

2 Add new value

#	ID	Value	Description	Actions
No data				

Rows: 0

The new pop-up will show up, where you should:

1. Enter the name of the value. The name must be unique.
2. Enter the description (optional).
3. Click "Save" to add a new value to a custom type.

Add new value

Name:* **1** Senior

Description: **2** 5-8 years of experience

3 Save Cancel

4 Editing and Deleting Custom Types and Their Values

4.1 Custom Types

1. At any moment, you can edit the existing custom type by clicking on the “pen” icon.
2. You can delete the existing type only if there are no custom user properties of this type. In case you want to delete the type; first, you will need to delete the custom user property of this type.
3. You can export the list of custom types as XLS, PDF, CSV, and XML files.

Custom types

Create custom types for the 'Select one' type of custom user properties. Each type has a unique name and set of possible values. The custom user property of the custom type can have only values defined by that type. Delete or edit existing custom types. Custom type can be deleted if there are no custom user properties of this type.

[New custom type](#)

#	ID	Name	Description	Actions
1	100000	Department	Select the user's department	1 2 3
2	100001	Work Experience Level	Select the user's work expe...	

1 | 10 | Rows: 2

4

4.2 Editing Values

1. At any moment, you can edit the existing value by clicking on the “pen” icon.
2. You can delete the existing value only if there are no custom user properties of this type. In case you want to delete the value; first, you will need to delete the custom user property of this type.
3. You can export the list of custom types as XLS, PDF, CSV, and XML files.

Work Experience Level - Values

Add new value for the selected custom type. Values must be unique. Edit or delete existing values. Value can be deleted if there are no custom user properties of this type.

[Add new value](#)

#	ID	Value	Description	Actions
1	100006	Senior	5-8 years of experience	1 2
2	100005	Mid-Level	2 - 4 years of experience	
3	100004	Junior	0 - 1.5 years of experience	

1 | 10 | Rows: 3

3

5 Creating a Custom User Property

Once you create custom types, you can add custom user properties in the user’s personal information. Navigate to the “Users” menu and select “User profiles.”

The screenshot shows the 'Users' menu with several options: 'User profiles', 'User groups', 'Roles and permissions', and 'Account'. The 'User profiles' option is highlighted with a red box.

Work Experience Level - Values

Add new value for the selected custom type. Values must be unique. Edit or delete existing values. Value can be deleted if there are no custom user properties of this type.

The screenshot shows a table with columns: #, ID, Value, Description, and Actions. There are three rows of data.

#	ID	Value	Description	Actions
1	100006	Senior	5-8 years of experience	
2	100005	Mid-Level	2 - 4 years of experience	
3	100004	Junior	0 - 1.5 years of experience	

1. Click the “Custom user properties” tab.
2. Click the “Create new” button to add a custom property.

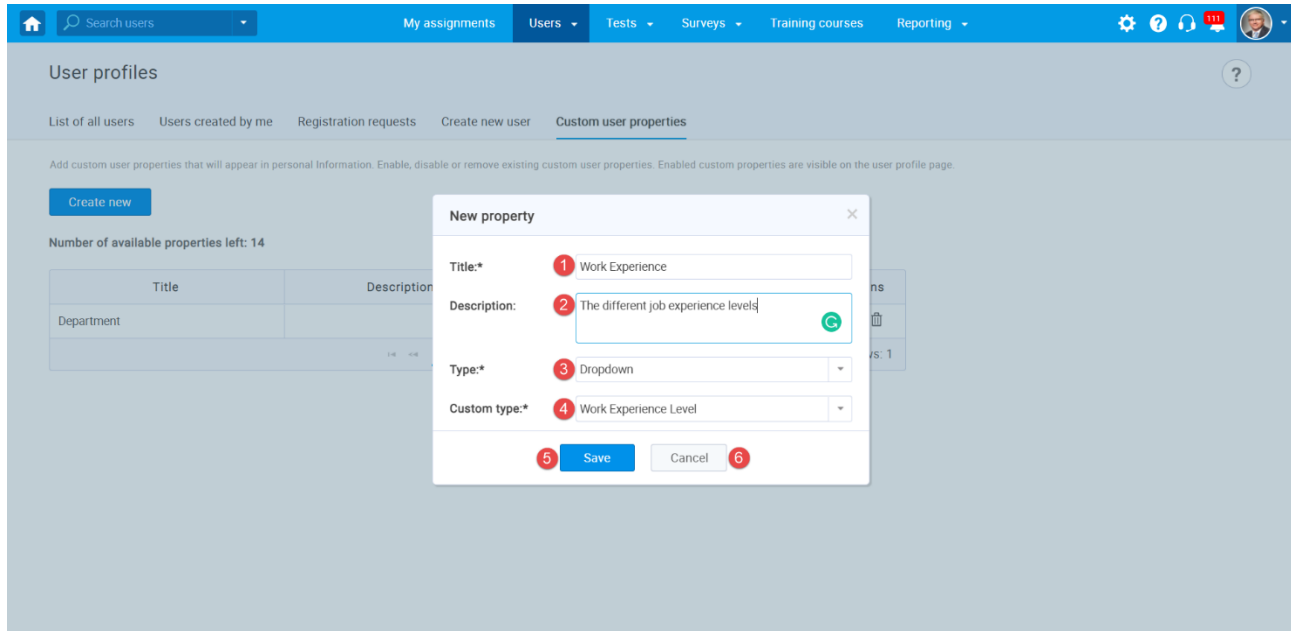
The screenshot shows the 'User profiles' page with the 'Custom user properties' tab selected. A 'Create new' button is highlighted with a red circle and the number 2.

Number of available properties left: 14

Title	Description	Type	Status	Actions
Department		Dropdown	Enabled	

The new window for creating a property will appear, and you should:

1. Choose a title that will be displayed on the user profile.
2. Enter the description (optional).
3. Choose the "Dropdown" as a type of property.
4. Choose an existing custom type from a dropdown.
5. Click "Save" to create a new property, which will be displayed on the user profile.
6. At any moment, you can cancel the creation of the custom user property.



The screenshot shows the 'Custom user properties' section of the Youtestme interface. A modal window titled 'New property' is open, allowing the user to create a new custom property. The modal contains the following fields and options:

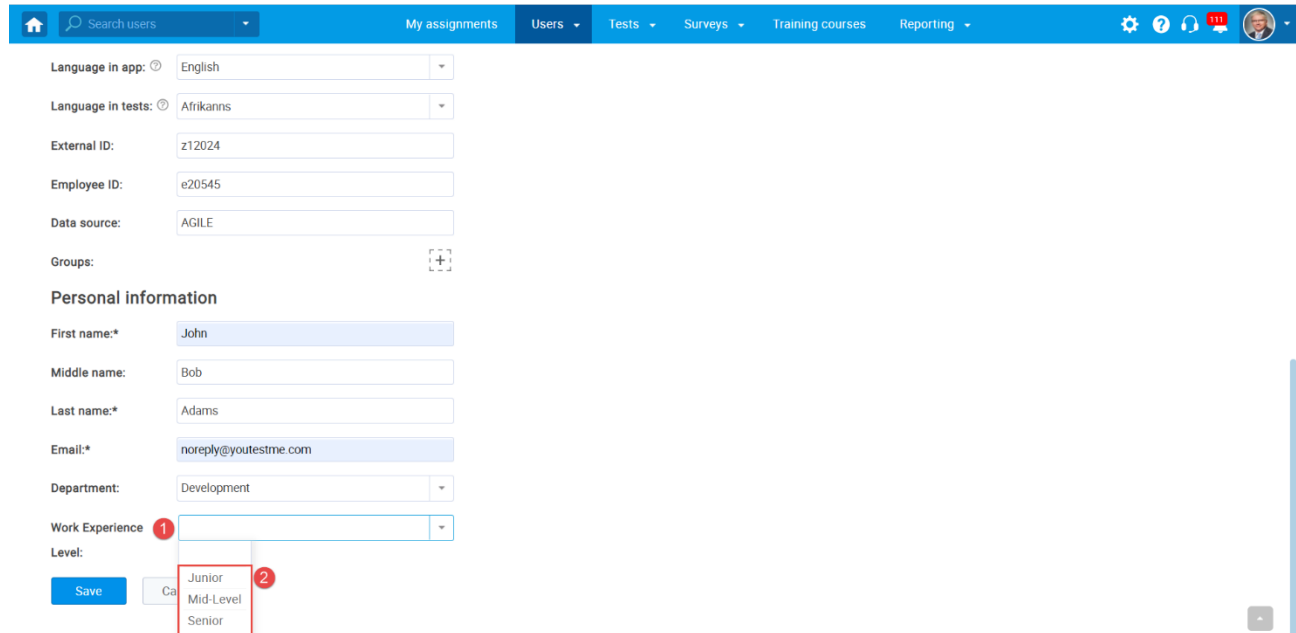
- Title:*** (1) Work Experience
- Description:** (2) The different job experience levels
- Type:*** (3) Dropdown
- Custom type:*** (4) Work Experience Level

At the bottom of the modal, there are two buttons: **Save** (5) and **Cancel** (6).

The background interface shows a table with columns for 'Title' and 'Description'. A 'Create new' button is visible on the left. The top navigation bar includes 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'.

6 Preview

Once created and enabled, custom user properties will be displayed on the user profile.



Language in app: English

Language in tests: Afrikaans

External ID: z12024

Employee ID: e20545

Data source: AGILE

Groups: [+]

Personal information

First name: John

Middle name: Bob

Last name: Adams

Email: noreply@youtestme.com

Department: Development

Work Experience: 1 [Dropdown menu]

Level: [Dropdown menu]

Junior 2

Mid-Level

Senior

Save

As well as in the Report Builder.

User									
External ID	Username	Employee ID	First name	Last name	Email	Date of birth	City	Department	Work Experience
EX584545	user_property	E654131	Anne	Martin	noreply@youtest...	Mar-12-1985 01:...	New York	Development	Junior
z513265851	user_property2	E56316	Bob	Johnson	noreply@youtest...	Feb-13-1991 01:0...	New york	Marketing and S...	Mid-Level