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## Custom fields

Ester Andersson - 2024-07-22 - [Functions](#)

Custom fields are extra fields that can be added to a user's profile to more easily filter reports, use Automations, or limit visibility in the course catalog. Furthermore, custom fields can be used for an integration that you have with another system, for example, an HR system. Examples of different types of custom fields are found below:

Note

- Company
- Role
- Employment Number

Custom fields are available from the professional price plan. When a user logs in for the first time to a learning platform with custom fields, it can look like this (if there is an \*, it means the field is mandatory to fill in). **Note: Scroll down to find instructions on how to add custom fields.**

**How to know which settings to set?**

- One reason to have a field visible to learners can for example be if you want information on what language the participant wants their courses on.
- One reason to have a field visible only to administrators (not learners) can be if you want a custom field where you set whether or not a user is a manager or not. Most likely, this information should only be visible to administrators.
- One reason to have a mandatory field that learners must fill in is, for example, if they need to enter their dietary requirements.

The screenshot shows the Learnifier registration interface. At the top is the Learnifier logo. Below it is a circular placeholder for a profile picture, with 'Edit image' and 'Select image' buttons. The 'Confirm Details' section contains the following fields:

- First name\***: Ester
- Last name\***: Andersson
- Select preferred language\***: Engelska (USA) / English (United States) (dropdown menu)
- Department\***: (empty dropdown menu)
- Land\***: (empty dropdown menu)

A 'Confirm Details' button is at the bottom of the form. The footer includes 'Privacy Policy | Terms of Use', '© 2024 Learnifier', and 'Powered by LEARNIFIER®'.

From the admin perspective, custom fields can look like this:

The screenshot shows the admin dashboard for the user Ester Andersson. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The user profile section shows:

- User ID**: ED
- Name**: Ester Andersson
- Buttons**: Edit User, Set Password, Delete

Below the profile are two columns of details:

- Left Column**:
  - Email**: ester.andersson+demouser@learnifier.com
  - Email verified**: Yes
  - Language**: English (United States)
  - Username**: Not set
  - API User Id**: 583d7eb3-9445-4ec8-98ca-1f7a386e3643
  - Organization**: Learnifier
  - Locked**: No
  - Last login**: Friday, July 12, 2024 at 8:30:59 AM Central European Summer Time
- Right Column**:
  - Mobile Phone**: (empty field)
  - Company**: Learnifier (dropdown menu, highlighted with a green arrow)
  - Department**: Customer Success
  - Country**: Sweden

At the bottom, there is a table with columns: PARTICIPATIONS, ORG DETAILS, ROLES, PROJECT ROLES, GROUPS, NOTIFICATION SETTINGS, and AWARDS. The table shows one entry for 'Life at Learnifier' with status 'In progress' and dates for invited, last email, and last seen.

To add custom fields, please get in touch with [support@learnifier.com](mailto:support@learnifier.com) with answers to the following questions:

1. Should the field be visible to participants or should only admins be able to fill it in?
2. Should the field be answered with free text or choosing an alternative? If the latter, which are the alternatives?
3. Should the field be shown in reports or not?

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