

# Edit a Custom / Additional User Account Information Field

To edit a custom user account information field, open the Account Fields Tab in the Site Settings Module from the Main Menu.

The screenshot shows the 'Site Settings' interface with the 'Account Fields' tab selected. It displays two tables of user account information fields.

**System User Account Information Fields**

Field Label	Required?	Action
Username	No	Permissions
Email	No	Permissions
First Name	No	Permissions
Last Name	No	Permissions
User Photo	No	Permissions
Session Timeout	No	Permissions
Home Page	No	Permissions

**Custom/Additional User Account Information Fields**

Add a field

Order	Field Label	Required?	Action
≡ Drag Me	Employee ID	No	Edit Delete
≡ Drag Me	Purchasing Level	No	Edit Delete
≡ Drag Me	Address 1	No	Edit Delete
≡ Drag Me	Address 2	No	Edit Delete
≡ Drag Me	Phone	No	Edit Delete
≡ Drag Me	Supplier	No	Edit Delete

Custom Fields show in the Additional User Account Information Fields Table. Click the Edit button in the Action column of the table opening the Edit Field Modal.

The 'Edit Field: Purchasing Level' modal form contains the following fields and options:

- Label \***: Text input field containing 'Purchasing Level'.
- Type \***: Dropdown menu set to 'Text'.
- Allow multiple values
- Required
- Sensitive field
- [Show permissions](#)
- Save** button and **Cancel** button.

Make the desired changes and select the Save button, returning to the Account Fields Tab.

Revision #1

Created 2026-01-24 21:28:21 UTC by Mitzi Orkus

Updated 2026-01-24 21:37:19 UTC by Mitzi Orkus