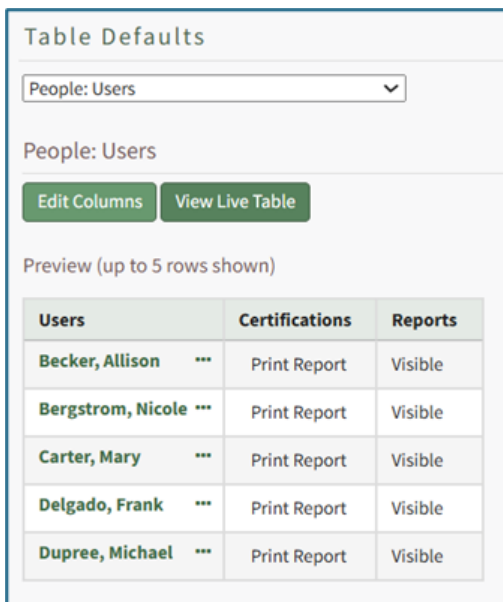


Edit the People Module Users Table

To edit the Users Table in the People Module, go to the Table Defaults Tab in the Site Settings Module.

Select “People: Users” from the dropdown menu.



The screenshot shows the 'Table Defaults' interface for the 'People: Users' table. At the top, there is a dropdown menu with 'People: Users' selected. Below the dropdown are two buttons: 'Edit Columns' and 'View Live Table'. Underneath these buttons is a preview section labeled 'Preview (up to 5 rows shown)'. The preview contains a table with three columns: 'Users', 'Certifications', and 'Reports'. The table lists five users: Allison Becker, Nicole Bergstrom, Mary Carter, Frank Delgado, and Michael Dupree. Each user row has a 'Print Report' link under 'Certifications' and 'Visible' under 'Reports'.

Users	Certifications	Reports
Becker, Allison ***	Print Report	Visible
Bergstrom, Nicole ***	Print Report	Visible
Carter, Mary ***	Print Report	Visible
Delgado, Frank ***	Print Report	Visible
Dupree, Michael ***	Print Report	Visible

Select the “Edit Columns” button, opening the Choose Columns Modal. The default column choices include users, certifications, reports, username, email, first name, last name, employee ID, phone, Address 1, and Address 2.

Customizable account information fields can be created on the Account Fields Tab of the Site Settings Module.

How To: Add a Custom/Additional User Account Information Field

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

Site Settings

Company Info Access Levels Security Registration Email Settings Inactive Accounts Payment Settings Account Fields Table Defaults Logs

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	Address 1	No	Edit Delete
≡ Drag Me	Address 2	No	Edit Delete
≡ Drag Me	Phone	No	Edit Delete
≡ Drag Me	Supplier	No	Edit Delete

Click the "Add a Field" clickable link above the Custom / Additional User Account Information Fields opening the Add Field Modal.

Add Field X

Label *

Type *

Allow multiple values

Required

Sensitive field

Accounts Module Level	View Own	View Other	Edit Own	Edit Other
Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logged out user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Input the label for the field.

Select the field type (text or email) from the dropdown menu.

Selecting the checkbox enables customization to "Allow multiple values," make the field "Required," or make it a "Sensitive Field."

Designating the field as a "Sensitive Field" allows an extra step in form security when integrating these fields within the Form module. The Form Designer must explicitly choose when they wish to use a sensitive field.

The Permissions Table determines who can view / edit their own and other user's fields. Selecting the checkbox gives the individual the specified permission. Deselecting the checkbox removed the permission.

Select the "Save" button and the custom field now shows in the table.

Use the Drag Me icon to drag and drop the field into your desired position of choice.

The bars icon allows the columns to be positioned in the order of your choosing.

Click "Cancel" to return to the Table Defaults Tab without making any changes.

Select the "Save" button to make the desired changes and return to the Table Defaults Tab. A preview of the first five rows of the table is shown. Select the "View Live Table" button to be directed to the live table in the People Module.

Revision #4

Created 2025-11-23 22:09:41 UTC by Mitzi Orkus

Updated 2026-01-28 22:12:33 UTC by Mitzi Orkus