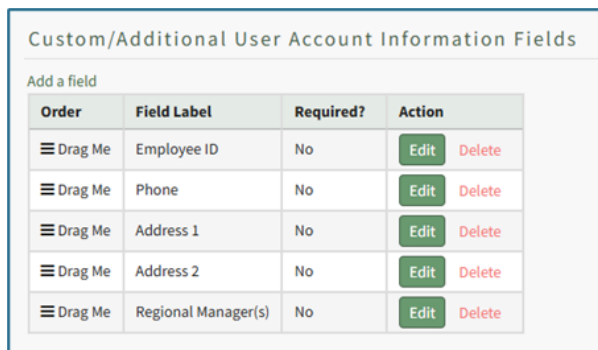


# Set Up Additional Account Fields for Email Settings

To utilize the CC and BCC Email Settings on the Module Settings Tab of the Settings Page in the Communications Module, you must first set up additional user account information fields.

To set up additional user account information fields with email settings, go to the Account Fields Tab of the Site Settings Module.

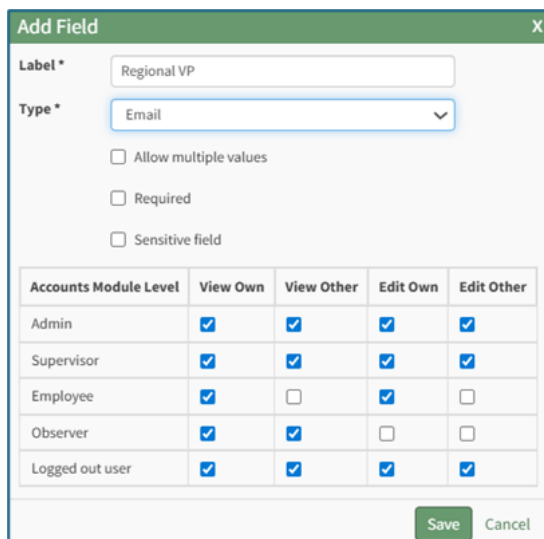


Custom/Additional User Account Information Fields

Add a field

Order	Field Label	Required?	Action
☰ Drag Me	Employee ID	No	<span>Edit</span> <span>Delete</span>
☰ Drag Me	Phone	No	<span>Edit</span> <span>Delete</span>
☰ Drag Me	Address 1	No	<span>Edit</span> <span>Delete</span>
☰ Drag Me	Address 2	No	<span>Edit</span> <span>Delete</span>
☰ Drag Me	Regional Manager(s)	No	<span>Edit</span> <span>Delete</span>

Select “Add a Field” beneath the Custom / Additional User Account Information Fields opening the Add Field Modal.



Add Field

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"/>

Save Cancel

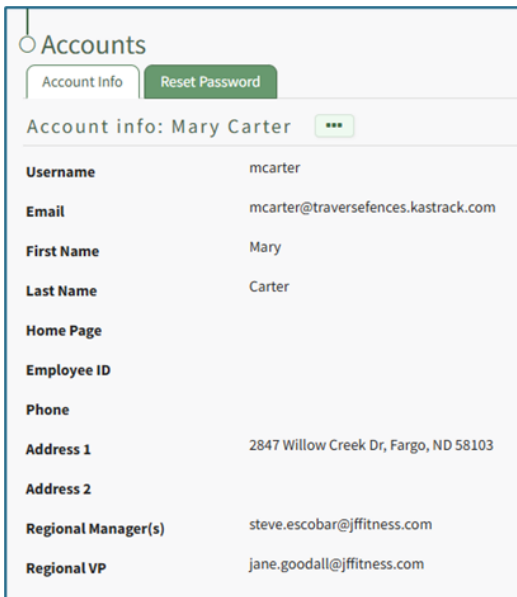
Enter a Label for the new field, and select “email” as the type of field.

The checkboxes below allow for customization. Select “Allow multiple values” if there could be multiple emails associated with this field for an account. Select “Required” if you would like to require that this field be filled out for each account. Selecting the “Sensitive field” checkbox will tell KAStrack not to show this information when the field is being included in a report or form entry.

Select the permissions to be granted for each Accounts Module Level for this field, communicating if each Module Level can view their own/others and edit their own/others.

Under Accounts Module Level in the permissions grid, “Logged out user” refers to how fields will be displayed to users creating their account via a Registration Profile Link. To allow users to fill in information for the chosen field, ensure that the Edit Own permission is enabled for that field for “Logged out user”.

Select “Save” to create the new account information field.



The screenshot shows the 'Accounts' module interface. At the top, there are two tabs: 'Account Info' (selected) and 'Reset Password'. Below the tabs, the user's name 'Account info: Mary Carter' is displayed with a three-dot menu icon. The main content area is a table of account details:

<b>Username</b>	mcarter
<b>Email</b>	mcarter@traversefences.kastrack.com
<b>First Name</b>	Mary
<b>Last Name</b>	Carter
<b>Home Page</b>	
<b>Employee ID</b>	
<b>Phone</b>	
<b>Address 1</b>	2847 Willow Creek Dr, Fargo, ND 58103
<b>Address 2</b>	
<b>Regional Manager(s)</b>	steve.escobar@jffitness.com
<b>Regional VP</b>	jane.goodall@jffitness.com

The newly created email account fields will now show on the Account Info: (UserName) Page.

Revision #3

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