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:

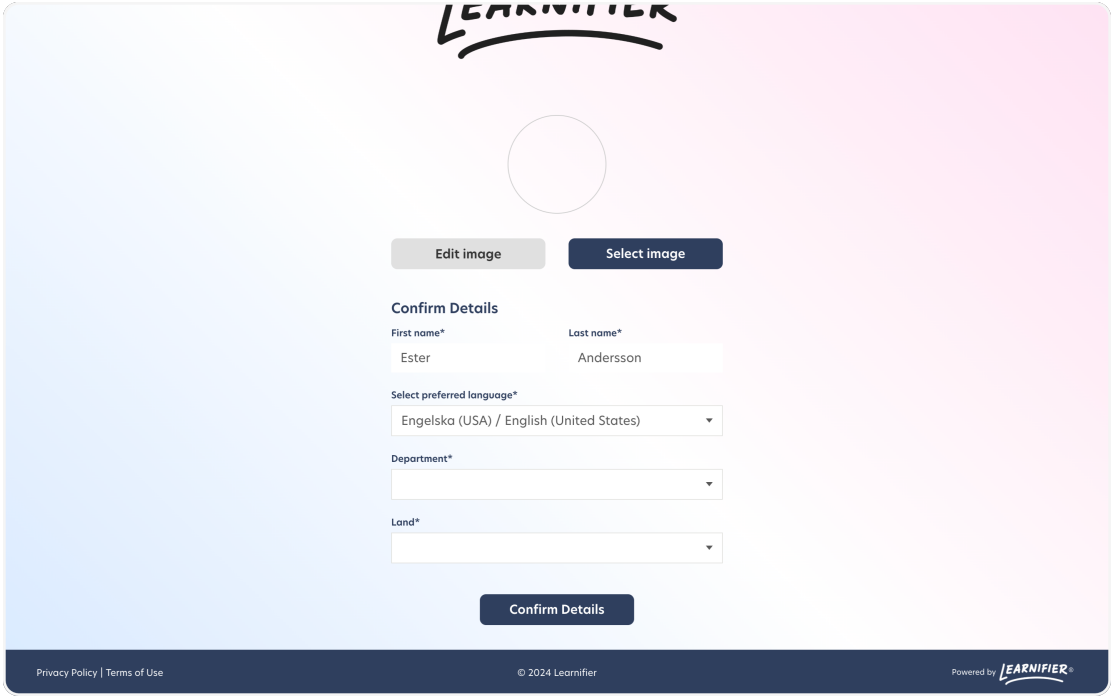
Note

- Company
- Role
- Employment Number

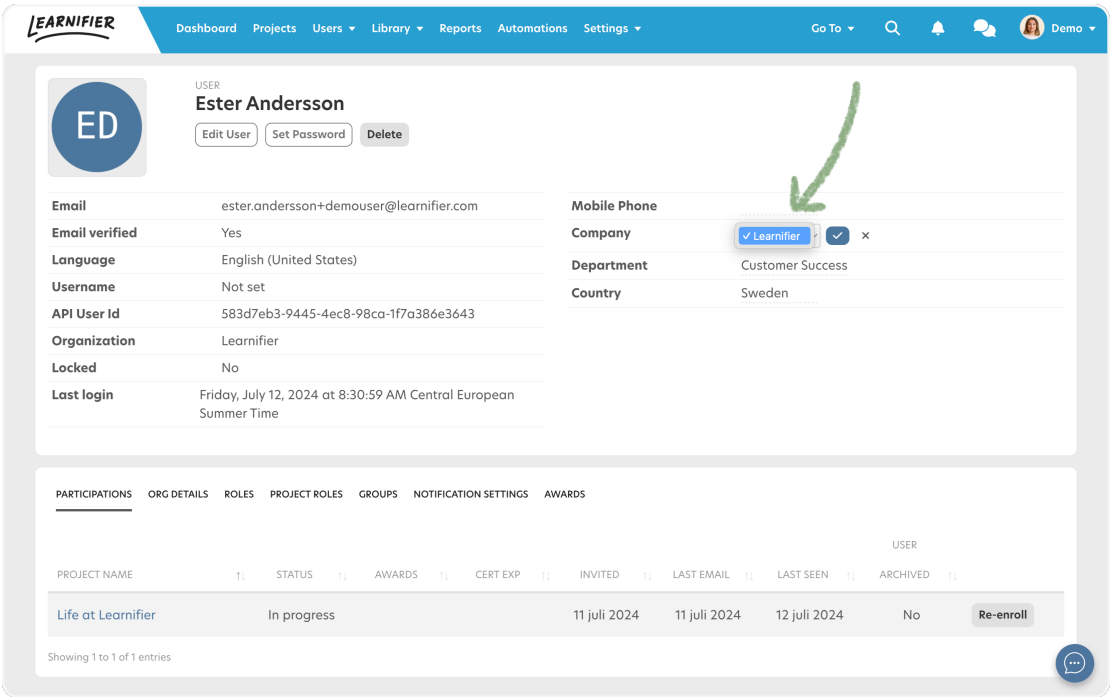
Custom fields are available from the professional price plan. When a user logs in for the first time to a learning platform with custom fields, it can look like this (if there is an *, it means the field is mandatory to fill in). **Note: Scroll down to find instructions on how to add custom fields.**

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.



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



To add custom fields, please get in touch with 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?

Related Content

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