Users

Overview

The **Users** section allows you to manage registered users and configure the profile information collected from them. It provides options to view users, manage common profile fields, and create custom profile fields.

Access Path

Left Side Bar → Settings → Users

User Management

The **Users** page displays the list of users registered in the project.

The user list includes the following information:

- **Name** – Displays the user's name.
- **Phone** – Displays the user's registered phone number.
- **Created On** – Shows when the user account was created.
- **Status** – Displays the current status of the user.
- **Action** – Provides available actions for managing the user.

The page also provides:

- **Show Entries** – Select the number of users displayed per page.
- **User Status** – Filter users based on their status.
- **Admin Notes** – Filter users based on admin notes.
- **Search** – Search for a specific user.

Manage Profile

Click **Manage Profile** to configure the information collected in the user's profile.

The **Manage Users Profile** section contains two profile types:

- **Common Profile** – Configure commonly used profile fields.
- **Custom Profile** – Create additional profile fields according to project requirements.

Profile Question

Click **Add New Question** to add a new profile field.

Each profile question can be configured using the following options:

Type

Select the type of information that the user needs to provide.

Example:

`Short Text`

Other question types can be selected based on the required input.

Title

Enter the name or question that will be displayed to the user.

Example:

`Full Name`

Key

Enter a unique key for the profile field.

Example:

`full_name`

> **Note:** The key should use valid characters such as letters, numbers, hyphens, underscores, and periods as supported by the system.

Placeholder

Enter placeholder text to guide the user about what information should be entered.

Example:

`Enter your full name`

Note

Add additional information or instructions related to the profile field.

Example:

```
Please enter your name as it appears on your ID.
```

Profile Field Options

The following options are available for configuring the profile field:

- **Required** – Makes the field mandatory for the user.
- **Editable** – Allows the user to edit the field after providing the information.
- **Moderated** – Enables moderation for the profile field.
- **Subtitle** – Allows a subtitle to be displayed with the profile field.

After configuring the profile field, click **Update** to save the changes.

To add additional profile fields, click **Add New Question**.

> **Note:** Configure the profile fields according to the information required from users. Use clear titles, keys, placeholders, and notes to provide a consistent user experience.

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