

# Managing Profile Tabs and Fields

12 Steps [View most recent version](#) 

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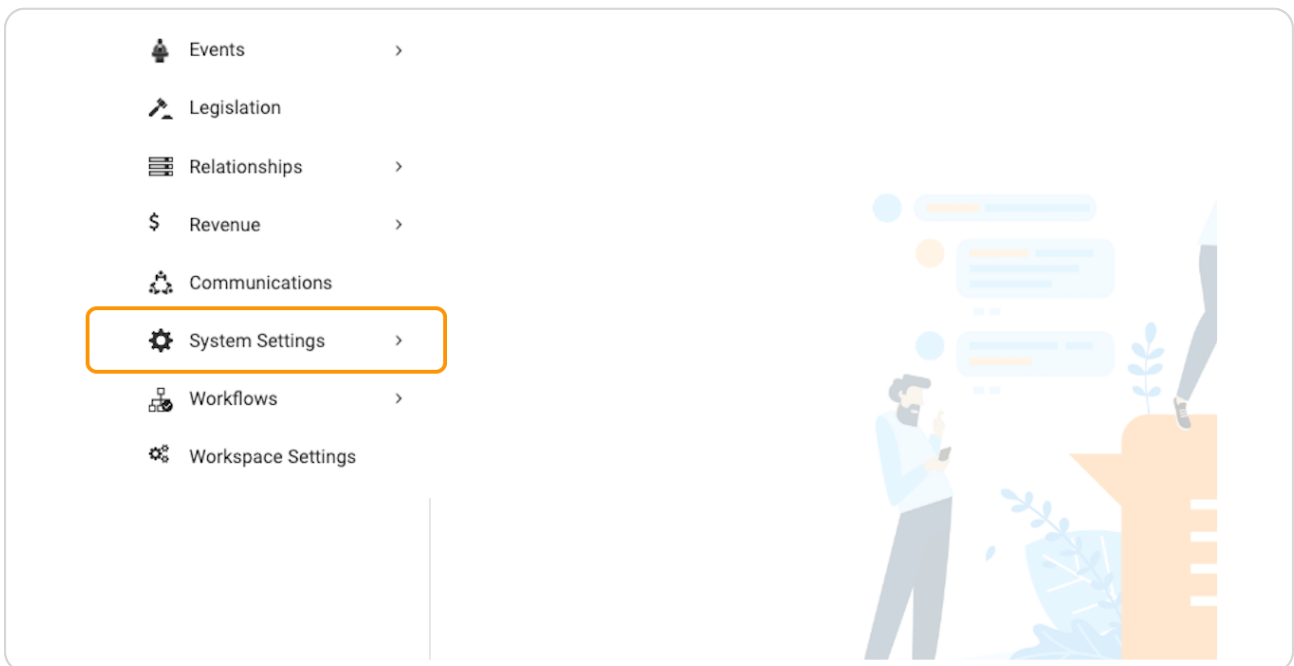
## STEP 1

### Click on Settings and Configuration



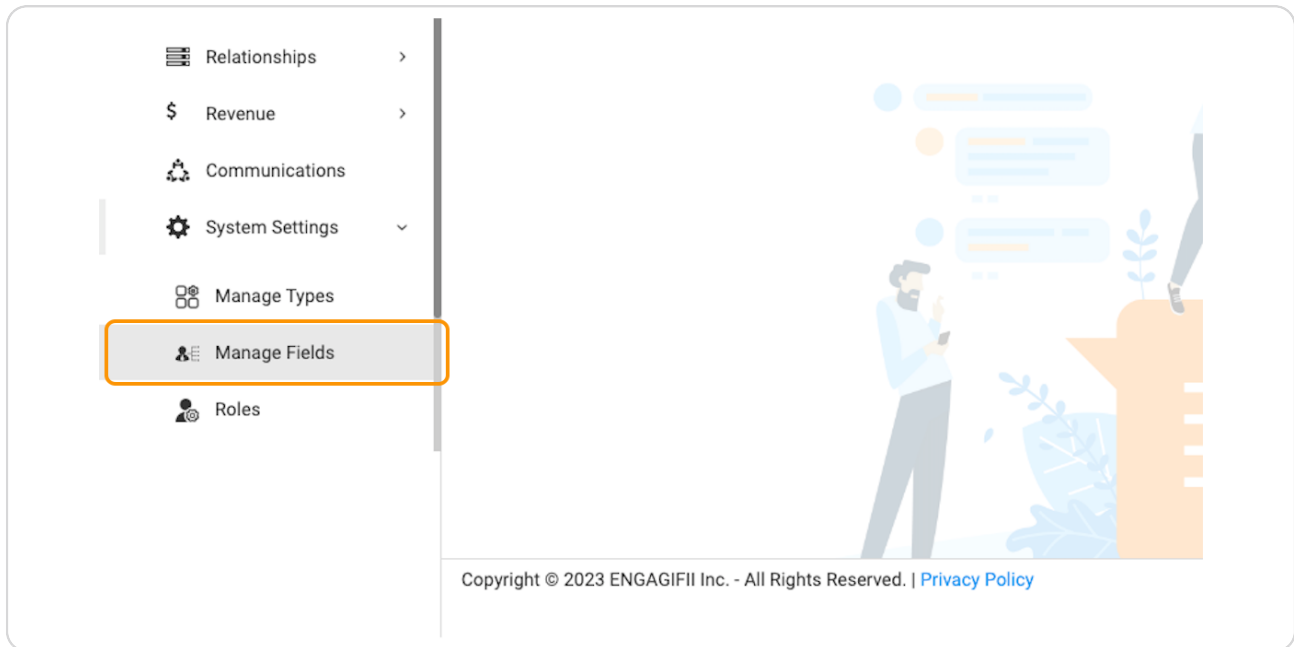
## STEP 2

### Click on System Settings



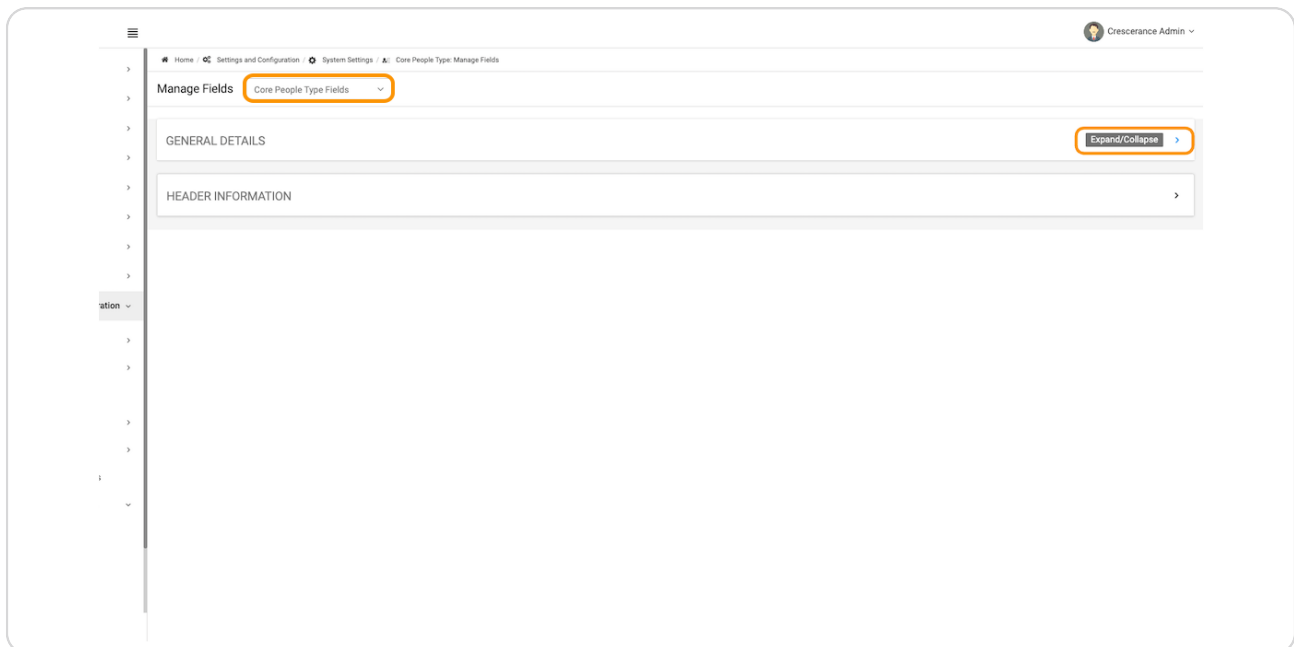
### STEP 3

#### Click on Manage Fields



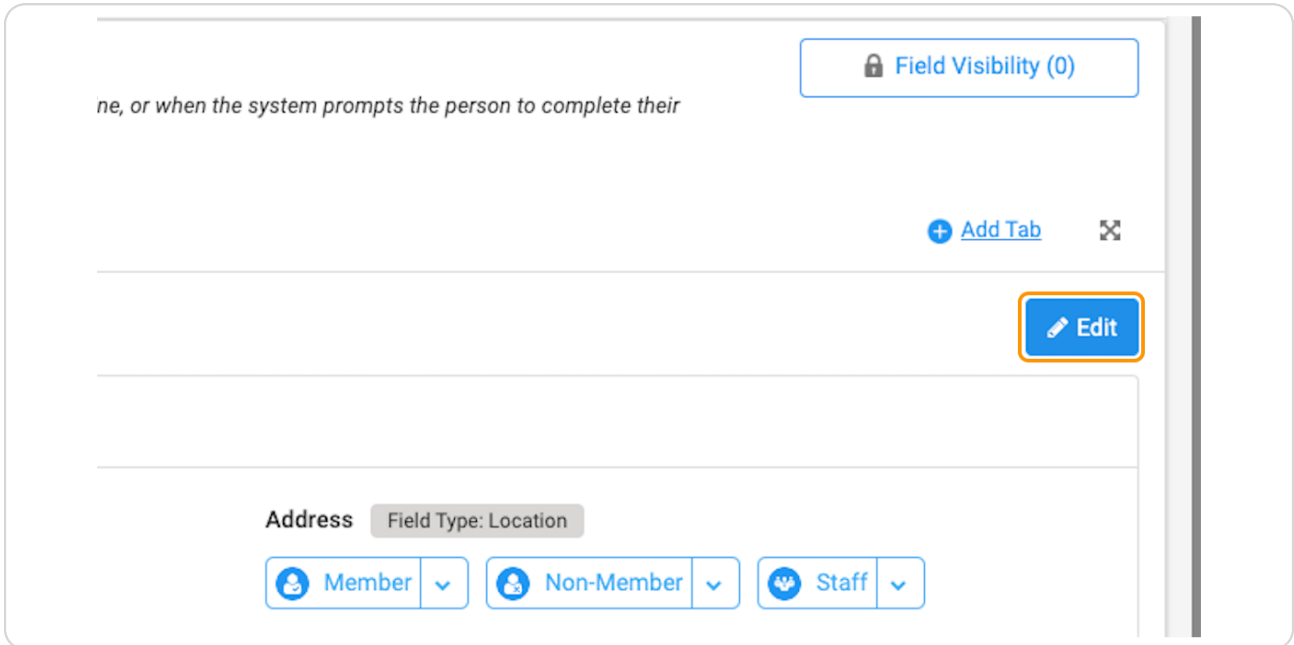
### STEP 4

#### To edit people fields click on Core People Type Fields and expand the general details section



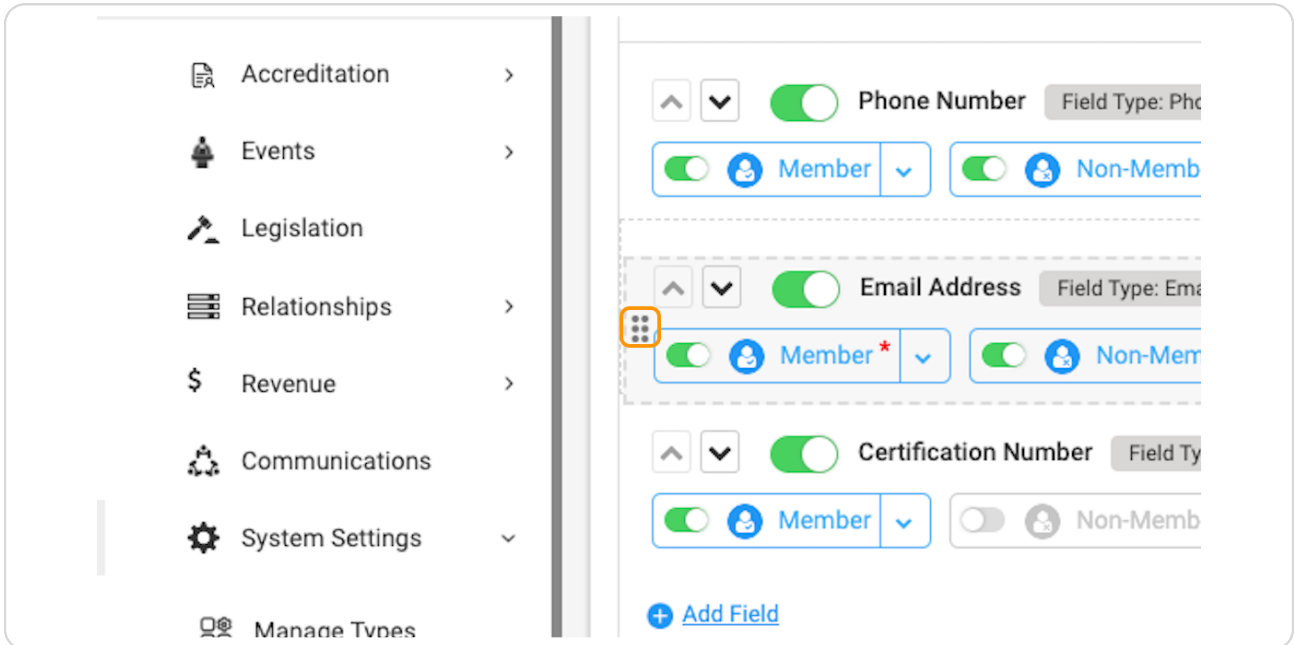
## STEP 5

### Click on Edit



## STEP 6

You can reposition the fields by clicking on the vertical dots and dragging to move to desired location



## STEP 7

### Click on Save

ne, or when the system prompts the person to complete their

Field Visibility (0)

+ Add Tab

Cancel Save

Number Field Type: Phone

Non-Member Staff

## STEP 8

### To make changes to Organization fields, click on Organizations

Home / Settings and Configuration / System Settings / Core People Type: Manage Fields

Manage Fields

Core People Type Fields

Relationships

People

Organizations

Core Organization Type Fields

PERSON TYPE: MANAGE FIELDS

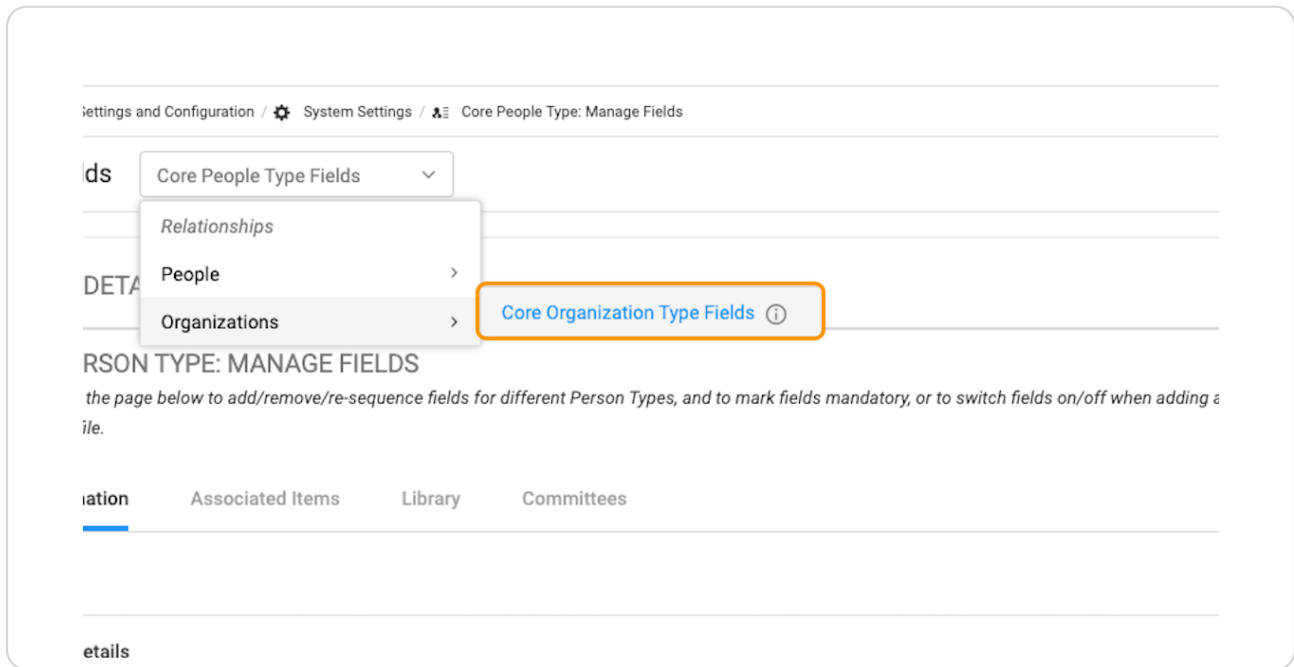
Use the page below to add/remove/re-sequence fields for different Person Types, and to mark fields mandatory profile.

Basic Information Associated Items Library Committees

Contact Details

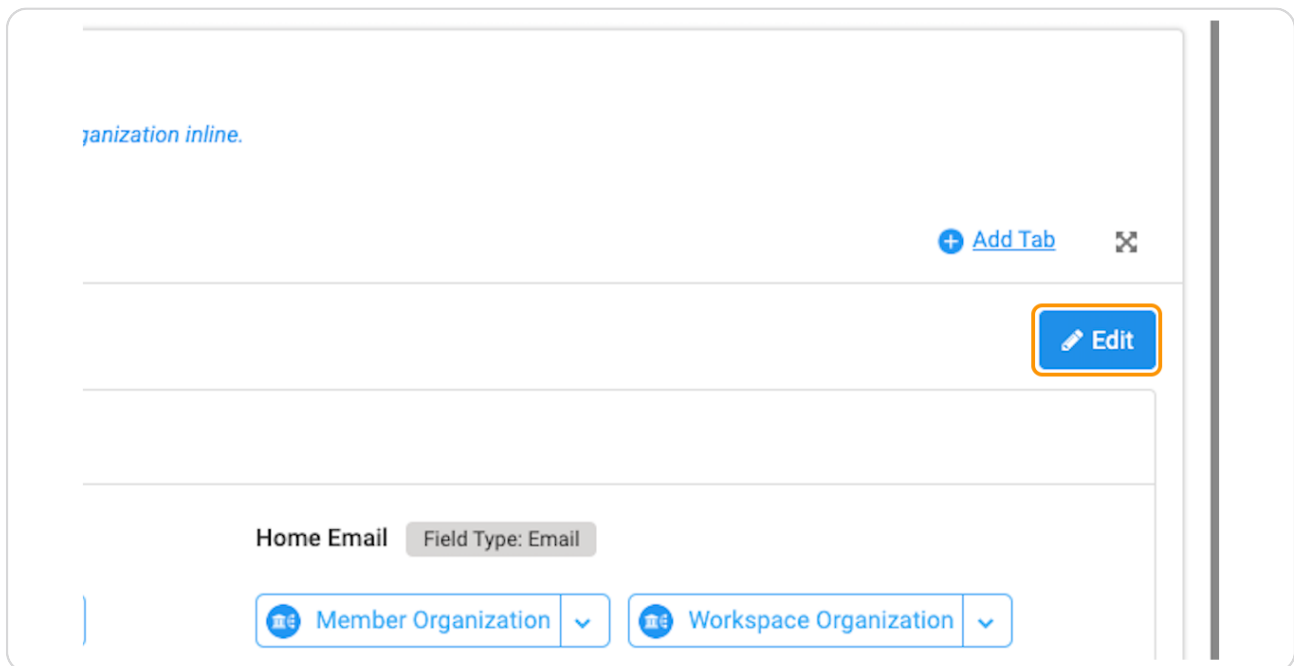
## STEP 9

### Click on Core Organization Type Fields



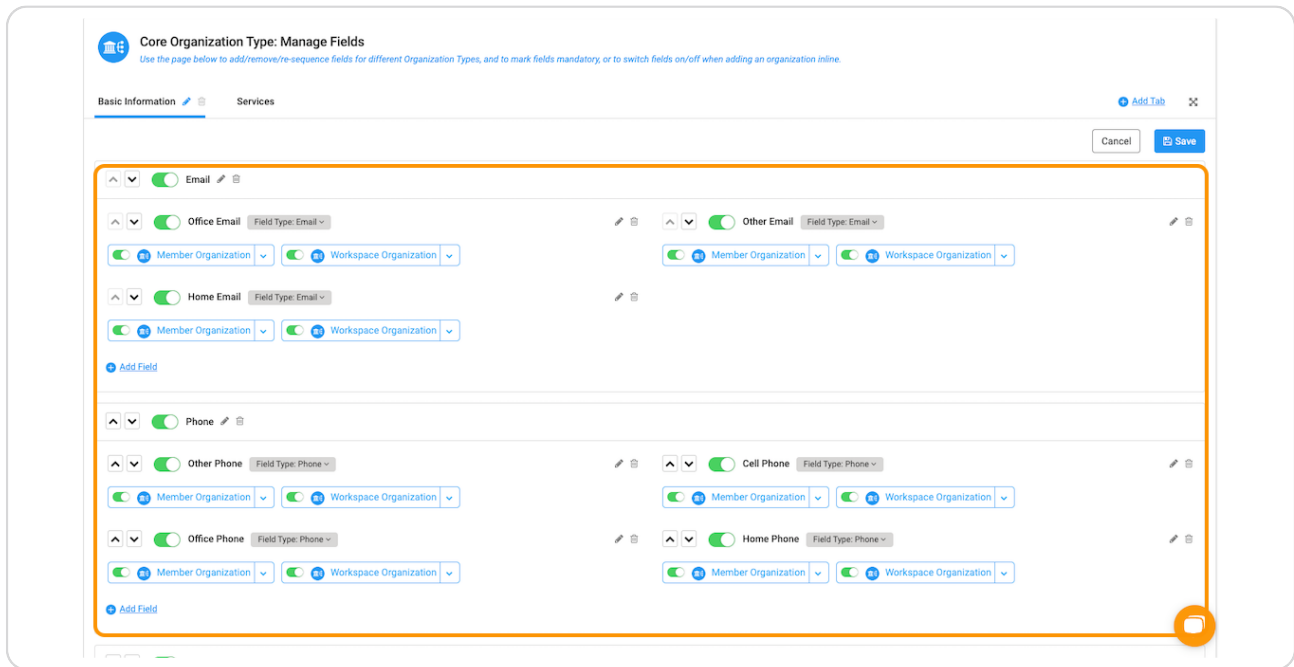
## STEP 10

### Click on Edit



## STEP 11

Click on Field(s) you wish to reposition



## STEP 12

Click on Save when finished with changes

