

## User Wizard - Set up the User Details screen

Starting in [Tiki12.2](#), the [User Wizard](#) feature can include a specific screen to request extra information to your users, as well as to provide custom information for further clarifications or notes specific to your site or that campaign to collect more information.

Click to expand

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### Step 1: Apply "User\_Trackers" Profile

You must apply the profile "User & Registration Tracker" ("User\_Trackers"). You can do so from the Profiles Admin Panel, or from the "Profiles Wizard" (in [Tiki12](#) ).

Click to expand

Once the profile is applied, you will see the Instructions page with further instructions.

## User\_Trackers

After this profile installation,

1. Go to <tiki-admingroups.php?group=Registered>
2. Find "Users Information Tracker" field and select the newly created tracker "Users" from the dropdown, and hit **Save**
3. Pick the "login" from the newly appeared dropdown, and then click save again
4. In the text field called **Users Information Tracker Fields Asked at Registration Time...**, enter the fieldIds for the fields of the **Users** tracker, which you want to be active on the user registration form. Then hit **Save** again.

1. [Add a user](#)
2. Become that user (SU)
3. Then, visit [tiki-view\\_tracker\\_item.php?view=+user](tiki-view_tracker_item.php?view=+user) or go there from the right column module

Edit Source Rename History More ▾

Click to expand

## Step 2: Edit group Registered

You need to go to manage groups, and edit group "Registered" (<tiki-admingroups.php?group=Registered&cookietab=2>).

There you must indicate which tracker is the "**Users Information Tracker**", and which field carries the login field (tracker "Users" and field "1 - login" in the example at the screenshot). You can set just below the fields that are to be shown at registration time (fields 2:10:17:18 in the example at the screenshot). And just below that you are indicated that you can also set up a different combination of fields in the **User Wizard**, through the "**Login admin panel**" (<tiki-admin.php?page=login>).

List Edit group *Registered* Members Import/Export No Tabs

### Edit group *Registered*

Group: Registered

Description:

Inherit permissions directly from following groups:

Also inheriting permissions from the following groups (indirect inheritance through the groups selected above):

Group Homepage or Url:

Default category assigned to uncategorized objects edited by a user with this default group:

Users Information Tracker:   Admin Users

Users Information Tracker Fields Asked at Registration Time:

Users Information Tracker Fields Asked in the User Wizard: By default, the same fields as in Registration. You can choose in the [Login admin panel](#) to show different fields in User Wizard than the ones asked at Registration Time.

Assign group management permissions:

Save

Click to expand

## Step 3 (optional): Choose in Login Admin Panel fields to be shown in the User Wizard

In the "Login Admin Panel" you can optionally choose to "**Ask different fields in the User Wizard than the ones in Registration**", and then, indicate which fields from the User Tracker selected in the previous step. This is not compulsory, and if this preference is not selected, then the same fields shown at Registration time will be shown in the User Wizard.

In this example shown in the screenshot, the preference is enabled, and fields 26:2:21:10:20 were chosen to be shown in the User Details screen from the User Wizard, a part from the fields shown in the

Registration process:

trunk tiki-admin.php?page=login

☐ Users must choose a group at registration ⓘ

**URL a user is redirected to after account validation:**

Default: tiki-information.php?msg=Account validated successfully.

☒ Use tracker to collect more user information ⓘ ➡

Use the "Admin Groups" page to select which tracker and fields to display

☒ Ask different fields in the User Wizard than the ones in Registration ⓘ

**Tracker Fields Asked in the User Wizard as User Details:**

☐ Use pretty trackers for registration form ⓘ

Click to expand

If we go to see the fields from that User Tracker, we can see that field 26, for instance, is of type "static text" and is the one suitable to provide custom information for your users if you need to do so (latest news, why some extra information is requested, site policy updates, etc). The other fields are some selection of the long list of fields provided by default in that user tracker.

Admin Tracker: Users ⓘ

Edit This Tracker Edit Fields Trackers View Items

Tracker fields Import Tracker Fields

+ Add Field

ID	Name	Type
26	Note	Static Text
1	login	User Selector
2	Name	Text Field
21	SkypeID	Text Field
3	Business Name	Text Field
4	Short Description	Text Field
5	Long Description	Text Area
6	Profession	Text Area
7	Products	Text Area
8	Services	Text Area
9	Bio	Text Area

**Edit Field**

General

Name:

Note

Description:

{TABS(name="Custom info" tabs="Read this first|Feedback" toggle="y" inside\_pretty="n")}  
(exclaim:) Take into consideration the latest changes in our site / organization. %%% %%%  
{FADE(label="Read more", icon="y")}  
\* Some more information about this topic comes

☒ Description contains wiki syntax

Options for Static Text

Validation

Permissions

OK Cancel

Click to expand

And that's it. You can go to the User Wizard yourself to check that the new screen is shown with the fields you chose.

Close

Back

Save and Continue

# User Details

Wizard Steps

Welcome to the User Wizard

User Preferences: Personal Information

User Preferences: Settings

User Watches: Report Preferences

User Watches: Notification Preferences

User Details

User Wizard Completed!

Use this form to fill in some extra information about you.

Extra information about you

Note

Read this first

Feedback

No Tabs

Take into consideration the latest changes in our site / organization.

Read more

Some more information about this topic comes here...

Some more information about this topic comes here...

Some more information about this topic comes here...

Name \*

John Doe

SkypeID

foo

Comments

My comments...

Facebook page

...

Fields marked with an \* are mandatory.

Click to expand