

Customize standard fields

This section allows you to configure how and when standard Faces fields appear in profiles depending on the selections made.

Overview

Customize standard fields

Profile type	Field	Apply to	Override	
C	Phone	Entire agency	Mandatory	✖
T	Phone home	Entire agency	Mandatory	✖
Add new				

Description

Field	Description
Profile type	A distinction is made between Traveller and Company. T is for Traveller, C for Company
Field	

The following standard fields can be selected:

Company:

- Airline Company program
- Car Travelguidelines
- Car Travelguidelines / Billing number
- Car Travelguidelines / Company
- Car Travelguidelines / Corporate discount number
- Car Travelguidelines / Customer request
- Car Travelguidelines / Sepcial request
- Car Travelguidelines / Preferred rental
- Confidential
- Credit cards
- Credit cards / Remark
- Credit cards / Use as form of payment (Air Tickets)
- E-mail
- E-mail 2
- E-mail 3
- Email delivery
- Email invoice delivery
- Fax
- Guarantee hotel
- Guarantee rental car
- Hotel Travelguidelines
- Hotel Travelguidelines / Customer request
- Hotel Travelguidelines / Hotel chain
- Hotel Travelguidelines / Rate code
- Itinerary / e-ticket
- Other forms of payment
- Phone
- Reporting Office
- Street 2
- Web-Card

Traveller:

- Approver
- Arranger / Assistant
- Car Programm
- Car Programm / Company
- Car Programm / Customer number
- Car Programm / Customer request
- Car Programm / Special request
- Citizenship
- Date of birth
- Emergency Contact
- Emergency Contact / E-mail
- Frequent flyer
- Frequent flyer / PIN
- Guarantee rental car
- Hotel guarantee
- Hotel Program
- Hotel Program / Customer number
- Hotel Program / Customer request
- Hotel Program / Hotel chain
- Identification cards
- Itinerary / e-ticket
- Middle name as in passport
- Meal request
- Mobile
- Other form of payment
- Passport(s)
- Passport(s) / Issue date
- Passport(s) / Issue place
- Passport(s) / Primary Passport
- Phone business
- Phone private
- Seat Request
- Smoker
- Title
- Visa Information
- Web card

Apply to	The following apply to can be selected: Entire Agency, Company-admin and travellers, Travellers - Entire Agency: will apply to all users in the entire agency - Company-admin and travellers: will apply to all Company-admin and travellers, but not to the Agency-admin - Travellers: will apply only to travellers (Type: Travellers, Approver, Arranger), but not to other User-admin
Override	The following overrides can be selected: Optional, Mandatory, Hidden, Read-only - Optional: for all fields, this is the standard in the agency and will not have any effect, except for the field Date of birth (Travellers) as the default is mandatory. - Mandatory: This is selected if the field must always be filled. - Hidden: This is selected if the field should not be displayed. - Read-only: This is selected if the field should be viewable but not writeable.

Specifics

Collection fields	Company: - Airline Companyprogram - Car Travelguidelines - Credit Cards - Hotel Travelguidelines Traveller: - Car Programm - Emergency Contact - Frequent Flyer - Hotel Programm - Identification Card - Passport(s) - Visa Information	The following will apply if overrides are selected: - Mandatory: a minimum of one field of the collection needs to be filled - Hidden: all fields of the collection are not displayed - Read-Only: all fields of the collection are read-only - Optional: all fields of the collection will be displayed Error message shown: must contain at least one entry.
Hotel & Car	Company: - Car Travelguidelines / Company - Car Travelguidelines / Corporate discount number - Hotel Travelguidelines / Hotel chain - Hotel Travelguidelines / Rate code Traveller: - Car Program / Company - Car Program / Customer number - Hotel Program / Hotel chain - Hotel Program / Customer number	Car: In case only one of the fields is configured with the override "mandatory", at least one value needs to be entered into the profile.

Profile Reminders	Traveller: • Passport(s) • Visa Information • Identification card	Override: Hidden In case of data stored in the fields, the profile reminder will be sent.
Update External System & CSV file	all	Override: Hidden Any data received from external sources such as csv import, interfaces, HR feeds and/or API etc., will still be stored in Faces and pushed to the activated target, based on the standard mapping even if the field is not displayed within the UI.