

Field	Required	Segmentation	User detail	Description
External Id	<input checked="" type="checkbox"/>	No	No	The identifier of a user in the source system.
Other Identifiers	<input type="checkbox"/>	No	No	Key value pairs of identifier keys to identifier value mappings.
Alias	<input type="checkbox"/>	No	No	The username of the user (used mostly in cases in which the user can't be uniquely be identified by an email address or phone number. This field is unique, but optional.
Source	<input type="checkbox"/>	No	No	<p>Unique identifier for the source system from which the user originates. In case a user exists across systems, then the combination of these systems gets an identifier in Spencer.</p> <p>Example: The user partially exists in System 1 and some properties live in System 2. In this case the user's data is spread across two systems. The combination of both systems will need to be used to source Spencer.</p>
First Name	<input checked="" type="checkbox"/>	No	Yes	The first name of the user.
Last Name	<input checked="" type="checkbox"/>	No	Yes	The last name of the user.
Authentication Type	<input checked="" type="checkbox"/>	No	No	<p>Defines the flow that Spencer should initiate for authenticating the user.</p> <ul style="list-style-type: none"> - Company account: The user logs in using the customer's SSO solution. - Username / password: The user registers and logs in via Spencer Identity.
Manager	<input type="checkbox"/>	No	Yes	<p>The user to which the current user reports.</p> <p>* Not mandatory by default, but required to make Spencer functionalities work that depend on the company's reporting lines.</p>
Business Email	<input checked="" type="checkbox"/>	No	Yes	<p>The primary email address used for company-related communication.</p> <p>* Mandatory in case the user has 'authentication method' set to 'company_account'. One of the fields 'Business Email', 'Business Mobile Phone', 'Private Email', 'Private Mobile Phone' or 'Alias' should always be available for a user.</p>
Business Mobile Phone	<input checked="" type="checkbox"/>	No	Yes	<p>* One of the fields 'Business Email', 'Business Mobile Phone', 'Private Email', 'Private Mobile Phone' or 'Alias' should always be available for a user.</p>
Profile Picture	<input type="checkbox"/>	No	Yes	<p>The profile picture for the user.</p> <p>Used throughout Spencer whenever the user's details are shown. If not provided an avatar will be shown containing the user's initials.</p> <p>* Not mandatory, but required in order to have a great user experience.</p>
Contract Type	<input type="checkbox"/>	Yes	Yes	<p>The type of contract that the user has within the customer's organization.</p> <p>For example:</p> <ul style="list-style-type: none"> - Internal: The user is an employee at the customer's company. - External: The user is assigned to work at the customer's company, but is an employee at another company. - Temporary: The user is working for the customer's company for a short duration of time and doesn't have a fixed contract. - Self-employed: The user has his/her own company, but is currently employed by the customer. - Shared: The user is an account shared by multiple employees.
Department	<input type="checkbox"/>	Yes	Yes	<p>The department the user is working for at the customer's organization. E.g. HR, Internal Comms, IT, Shared services, Marketing, Finance, ...</p> <p>The distinct values for this property can be chosen by the customer. However, a finite list of possibilities needs to be agreed upon. This is to facilitate translation to improve segmentation efforts.</p>

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Division	<input type="checkbox"/>	Yes	Yes	<p>The division of the company in which this person is active.</p> <p>The distinct values for this property can be chosen by the customer. However, a finite list of possibilities needs to be agreed upon. This is to facilitate translation to improve segmentation efforts.</p>
Subdivision	<input type="checkbox"/>	Yes	Yes	<p>The sub-division of the company in which this person is active.</p> <p>The distinct values for this property can be chosen by the customer. However, a finite list of possibilities needs to be agreed upon. This is to facilitate translation to improve segmentation efforts.</p>
Job Title	<input type="checkbox"/>	Yes	Yes	<p>The job title of the user.</p>
Domain	<input type="checkbox"/>	Yes	Yes	<p>The domain or area of expertise in which this person is active.</p> <p>The distinct values for this property can be chosen by the customer. However, a finite list of possibilities needs to be agreed upon. This is to facilitate translation to improve segmentation efforts.</p>
Company	<input type="checkbox"/>	Yes	Yes	<p>The actual legal entity that the user is employed at. This could be a subsidiary of the customer's company or an external company that is contracted by the customer.</p>
Subsidiary	<input type="checkbox"/>	Yes	Yes	
Employee Code	<input type="checkbox"/>	No	Yes	<p>A personnel identifier for this user. Typically used in HR.</p>
Date of Birth	<input type="checkbox"/>	No	Yes	<p>When was the user born.</p>
Private Email	<input type="checkbox"/>	No	No	<p>The personal email address of the user.</p> <p>* Mandatory in case the user has 'authentication method' set to 'company_account'. One of the fields 'Business Email', 'Business Mobile Phone', 'Private Email', 'Private Mobile Phone' or 'Alias' should always be available for a user.</p>
Private Phone	<input type="checkbox"/>	No	No	<p>The personal landline number of the employee.</p>
Private Mobile Phone	<input type="checkbox"/>	No	No	<p>The personal mobile phone number of the employee.</p> <p>* Mandatory in case the user has 'authentication method' set to 'company_account'. One of the fields 'Business Email', 'Business Mobile Phone', 'Private Email', 'Private Mobile Phone' or 'Alias' should always be available for a user.</p>
Business Phone	<input type="checkbox"/>	No	Yes	<p>The landline number of the employee at the customer's company.</p>
Country	<input type="checkbox"/>	Yes	Yes	<p>The country where this user works or is enlisted for employment.</p> <p>Should be a valid country according to the ISO country list. (see https://www.iso.org/obp/ui/#search)</p>
Region	<input type="checkbox"/>	Yes	Yes	<p>The geographical area in which this person is active.</p> <p>The distinct values for this property can be chosen by the customer. However, a finite list of possibilities needs to be agreed upon. This is to facilitate translation to improve segmentation efforts.</p>
Zone	<input type="checkbox"/>	Yes	Yes	<p>A company-specific subdivision of a region.</p>
Default Site	<input type="checkbox"/>	Yes	Yes	<p>The main site (or location) at which the user performs most of his/her work. This should match one of the sites configured via the Spencer Back Office.</p> <p>Used to power a lot of the location-based functionalities in Spencer.</p> <p>*For location services to work at their best, this value should be provided.</p>
Workstation	<input type="checkbox"/>	No	Yes	<p>A unique identifier of the workstation or desk that has been assigned to the user.</p>
Company Join Date	<input type="checkbox"/>	No	Yes	<p>The date in time at which the user started working at the customer's company.</p>
Tags	<input type="checkbox"/>	Yes	No	<p>A generic set of tags associated with the current user.</p>

Field	Required	Segmentation	User detail	Description
Preferred Language	<input type="checkbox"/>	Yes	Yes	An ISO compliant language code. Identifying the users main language.
Additional Fields	<input type="checkbox"/>	No	Yes	An array of key-value pairs of which both the key and the value are provided by the customer. The value is always text and the only purpose is displaying these fields on the user profile.