

How to Configure User Attributes

User Attributes are used to categorize **Users** based on characteristics such as language, location or area of expertise.

A **User Attribute** is composed of an **Attribute Name** (e.g., Language) that contains specific **Options** (e.g., English), which are then linked to **Associated Users** who possess that characteristic. Proper configuration allows visitors to filter **Booking Hub** options and connect with the appropriate team member.

To learn more about the practical application, have a look at our [Introduction to User Attributes](#) article.

Navigating to the User Attributes

To create or manage attributes, follow the steps below:

1. Click the **gear icon** in the top right corner.
 2. Select **User Attributes** from the dropdown.
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How to Create a New User Attribute

Follow these steps to create a new **User Attribute**:

1. Click **Create user attribute** button.
 2. Enter an **Attribute Name**.
 3. Click **Save and add options**.
 4. Enter an **Option Name**.
 5. Select the **Associated User(s)** from the dropdown.
 6. Click **Done** after selecting the **Associated User(s)**.
 7. Click **Save** to finish, or click **Save and add another option** to add more options immediately.
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How to Manage Existing User Attributes

User Attributes can be updated as your team or requirements change.

Adding New Options to a User Attribute

1. Click the **User Attribute** you want to edit.
2. Click **Add new option** in the top right corner.
3. Enter an **Option Name**.
4. Select the **Associated User(s)** using the dropdown.
5. Click **Done** after selecting the **Associated User(s)**.
6. Click **Save** to finish, or **Save and add another option** to continue editing.

Editing the Options of a User Attribute

1. Click the **User Attribute** you want to edit.
2. Click the three-dot menu to the right of the **Option**.
3. Select **Edit**.
4. **(Optional)** Change the **Option Name**.
5. **(Optional)** Select the **Associated User(s)** and click **Done**.
6. Click **Save** to confirm the changes.

Deleting the Options from a User Attribute

1. Click the **User Attribute** you want to edit.
2. Click the three-dot menu to the right of the **Option**.
3. Select **Delete**.
4. Confirm by clicking **Delete** in the pop-up.

Renaming a User Attribute

1. Click the three-dot menu next to the **User Attribute**.
2. Click **Rename**.
3. Enter a new **Attribute Name**.
4. Click **Save** to confirm the changes.

Deleting a User Attribute

1. Click the three-dot menu next to the **User Attribute**.
 2. Select **Delete**.
 3. Confirm by clicking **Delete** in the pop-up.
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