

Preference Types

Classifications used to define and organize different kinds of user or system preferences within a platform. They help in customizing user experiences, managing settings, and standardizing configurable options based on organizational needs. Clearly defining preference types ensures consistency, clarity, and efficiency in managing user settings or preferences.

When adding or editing a Preference Type, you typically complete the following fields:

- **Preference Type Name** – Enter a clear and descriptive name for the preference type (e.g., “Notification Settings,” “Language Preference,” “Theme Selection”).
- **Parent** – Select the parent category under which the preference type belongs, if applicable. This helps in grouping related preferences for easier management.
- **Description** – Provide a brief explanation of the purpose or function of the preference type to ensure clarity for users and administrators.
- **Save Preference Type** – Click this button to confirm and store the preference type details in the system.

Please find attached the video for the Preference Types.

Follow these Steps to navigate and use **Preference Types**:

1. Click "**Administrative Task**"
2. Click "**Preference Types**"
3. Click "**New Membership Type**"
4. Enter the desired "**Preference Type Name**"
5. Enter/Choose the desired "**Parent**"
6. Add a Description if desired
7. Click "**Save Preference Type**"

Please find the link to the Step-By-Step reference guide for Preference Types. [Preference Types.png](#)

? Tips for Preference Types:

1. **Use Clear and Descriptive Names - Choose names that clearly indicate the purpose of the preference (e.g., “Email Notifications,” “Language**

Settings”).

- 2. Organize with Parent Categories - Group related preferences under appropriate parent categories to keep settings structured and easy to manage.**
- 3. Provide Concise Descriptions - Clearly describe what each preference type controls or affects to help users understand its function.**
- 4. Maintain Consistency - Follow a standard naming and formatting convention to ensure uniformity across all preference types.**
- 5. Review and Update Regularly - Periodically check preference types to ensure they remain relevant and aligned with current user needs and system updates.**
- 6. Simplify User Experience - Create preference types that make configuration intuitive and reduce user confusion.**

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