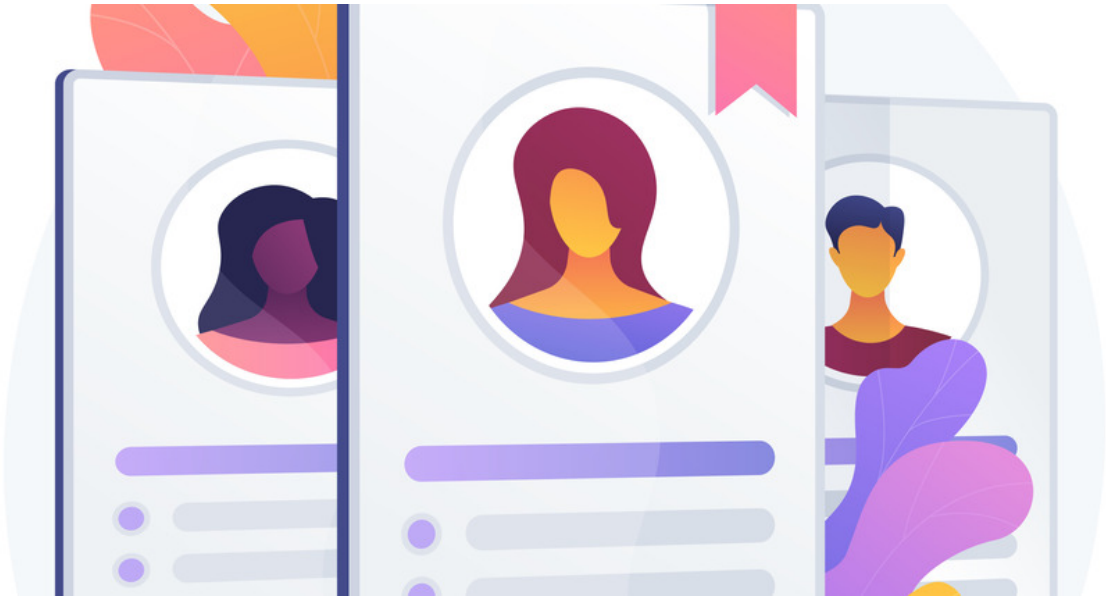
Link to article: https://discover.claromentis.com/knowledgebase/articles/416



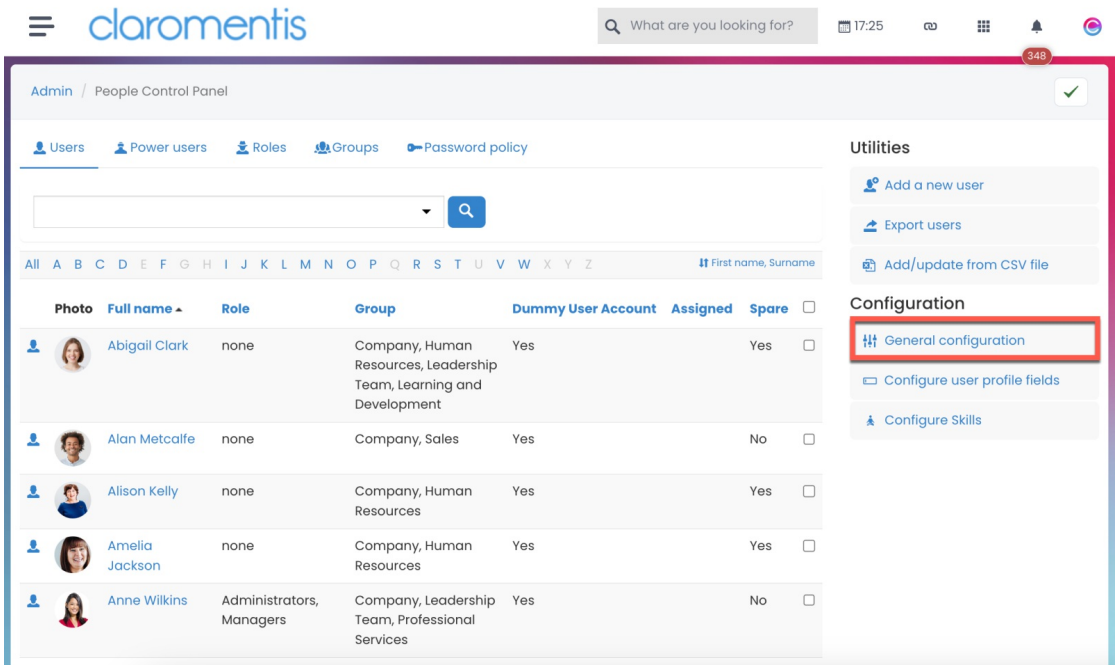
Change Full Name Format

Introduction

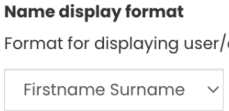
The article covers how to change the way the system displays the names of users and contacts. The configuration is only available from the admin side of the People application.

People Configuration

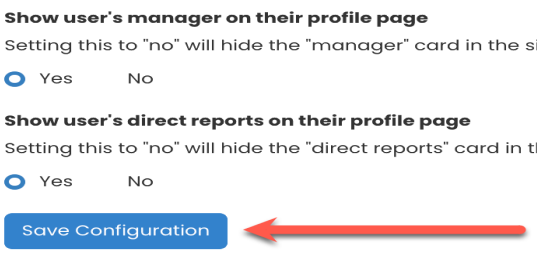
1. Navigate to **Admin > People > General Configuration**



2. Under **Name Display Format**, select the format you wish to display.



3. Select **Save configuration** to apply the changes



Last modified on 1 December 2023 by Hannah Door

Created on 14 June 2018 by Michael Christian
Tags: people, format, name