



## 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

A screenshot of the Claromentis Admin interface. The top navigation bar includes the Claromentis logo, a search bar, and various utility icons. The main content area is titled 'Admin / People Control Panel' and contains a navigation menu with 'Users', 'Power users', 'Roles', 'Groups', and 'Password policy'. Below this is a search bar and a list of users. The 'Configuration' sidebar on the right has 'General configuration' highlighted with a red box. The user list table is as follows:

Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare	
	Abigail Clark	none	Company, Human Resources, Leadership Team, Learning and Development	Yes		Yes	<input type="checkbox"/>
	Alan Metcalfe	none	Company, Sales	Yes		No	<input type="checkbox"/>
	Alison Kelly	none	Company, Human Resources	Yes		Yes	<input type="checkbox"/>
	Amelia Jackson	none	Company, Human Resources	Yes		Yes	<input type="checkbox"/>
	Anne Wilkins	Administrators, Managers	Company, Leadership Team, Professional Services	Yes		No	<input type="checkbox"/>

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

#### Name display format

Format for displaying user/contact name in system. Possible values are '{fname} {sname}', '{sname} {fname}' or '{sname}, {fname}'

Firstname Surname ▾

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

**Show user's manager on their profile page**

Setting this to "no" will hide the "manager" card in the sidebar of the view profile page

Yes     No

**Show user's direct reports on their profile page**

Setting this to "no" will hide the "direct reports" card in the sidebar of the view profile page

Yes     No

Save Configuration



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