



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 system 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 an alphabetical index. A table lists users with columns for Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. On the right sidebar, under 'Configuration', the 'General configuration' option is highlighted with a red box. Other options include 'Configure user profile fields' and 'Configure Skills'.

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}'

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



Last modified on 1 December 2023 by [Hannah Door](#)

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