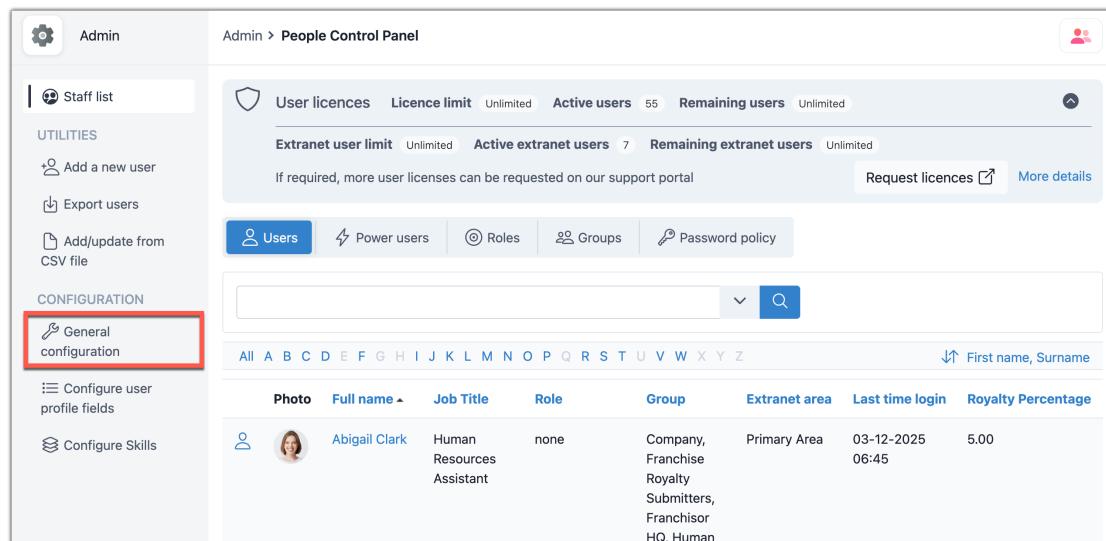


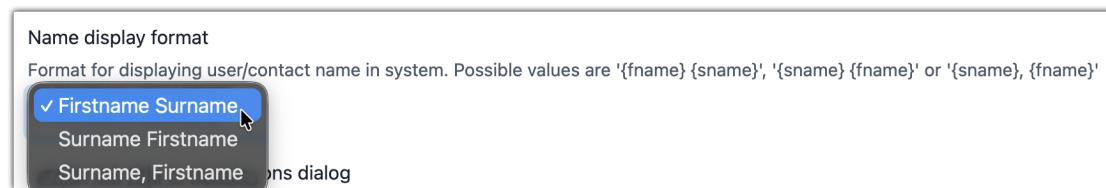
An **application administrator** of People can change the format in which the user's first and last names are displayed at any time.

1. Navigate to Admin > People > General Configuration



The screenshot shows the Admin > People Control Panel. On the left, there is a sidebar with options: Staff list, UTILITIES (Add a new user, Export users, Add/update from CSV file), and CONFIGURATION (General configuration, Configure user profile fields, Configure Skills). The 'General configuration' option is highlighted with a red box. The main panel shows User licences, Active users (55), and Remaining users (Unlimited). Below this, there are tabs for Users, Power users, Roles, Groups, and Password policy. A search bar and a table listing users are also present. The table includes columns for Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. One user, Abigail Clark, is listed with the following details: Photo of a woman, Full name: Abigail Clark, Job Title: Human Resources Assistant, Role: none, Group: Company, Franchise Royalty Submitters, Franchisor HQ, Human, Extranet area: Primary Area, Last time login: 03-12-2025 06:45, Royalty Percentage: 5.00.

2. Scroll to find **Name Display Format** and select the format you wish to display.



The screenshot shows a configuration dialog for 'Name display format'. It contains a description: 'Format for displaying user/contact name in system. Possible values are '{fname} {surname}', '{surname} {fname}' or '{surname}, {fname}''. Below this, there is a list of options: '✓ Firstname Surname' (which is selected and highlighted with a blue box), 'Surname Firstname', and 'Surname, Firstname'. There is also a link 'Options dialog'.

3. Scroll to the end of the screen and click **Save configuration** to apply the changes.

4. Open the **People application** and check that the username format change has applied.

People

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

↓↑ Surname, First name

 Account, Demo demo@claromentis.net	 Adams, Lucy test@email.com	 Admin, Compliance support@claromentis.com
 Admin, Playground support@claromentis.com	 Administrator, Claromentis System Administrator noreply@claromentis.com	 Allan, Victoria Finance Executive victoria@claromentis.net
 Apple, John john@claromentis.net	 Arora, Sameer sameer@claromentis.net	 Arril, Dave Head Of Sales dave@claromentis.net

Created on 7 January 2026 by [Hannah Door](#)

Tags: [people](#), [format](#), [name](#)