



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 sidebar with options: Users, Power users, Roles, Groups, and Password policy. The main panel displays a table of users with columns for Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. The 'Full name' column is currently set to 'First name, Surname'. On the right, a 'Utilities' sidebar contains links for 'Add a new user', 'Export users', and 'Add/update from CSV file'. Below this, a 'Configuration' section is highlighted with a red box, containing links for 'General configuration', 'Configure user profile fields', and 'Configure Skills'.

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

Created on 14 June 2018 by Michael Christian

Tags: people, format, name