

Change Full Name Format

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**

A screenshot of the 'Admin > People Control Panel' interface. The left sidebar shows a navigation menu with 'General configuration' highlighted with a red box. The main panel displays user statistics and a table of users. The table has columns for Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. A user named 'Abigail Clark' is listed with the role 'Human Resources Assistant'.

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

A screenshot of the 'Name display format' dropdown menu. The menu is open, showing three options: 'Firstname Surname' (selected with a blue checkmark), 'Surname Firstname', and 'Surname, Firstname'. The text 'ons dialog' is partially visible at the bottom right of the dropdown.


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
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