

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

₽	claron	nentis		Q What are you lo	oking for:	2	17:25	ര		4	۲
Admin / People Control Panel											\checkmark
Lisers Power users Roles Groups Password policy Image: Comparison of the second							Utilities Add a new user				
Pho	to Full name •	Role	Group	Dummy User Account Assigned	Spare		Configuration				
• 6	Abigail Clark	none	Company, Human Resources, Leadership Team, Learning and Development	Yes	Yes		Iff General configuration Configure user profile field Configure Skills				3
- 9	Alan Metcalfe	none	Company, Sales	Yes	No		* 00				
- 🦉	Alison Kelly	none	Company, Human Resources	Yes	Yes						
• (Amelia Jackson	none	Company, Human Resources	Yes	Yes						
* 🧯	Anne Wilkins	Administrators, Managers	Company, Leadership Team, Professional Services	Yes	No						

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

O 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