



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 a list of users with columns for Photo, Full name, Role, Group, Dummy User Account, Assigned, and Spare. On the right side, there is a 'Utilities' section with 'Add a new user', 'Export users', and 'Add/update from CSV file'. Below that is a 'Configuration' section with three options: 'General configuration' (highlighted with a red box), '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



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