

## 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 People Control Panel Admin interface. The left sidebar shows navigation 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 content area shows 'Admin > People Control Panel' with user license statistics (Licence limit: Unlimited, Active users: 55, Remaining users: Unlimited; Extranet user limit: Unlimited, Active extranet users: 7, Remaining extranet users: Unlimited). Below this are tabs for Users, Power users, Roles, Groups, and Password policy. A search bar and a list of users are visible. The user list has columns for Photo, Full name, Job Title, Role, Group, Extranet area, Last time login, and Royalty Percentage. One user, Abigail Clark, is listed with her details.

Photo	Full name	Job Title	Role	Group	Extranet area	Last time login	Royalty Percentage
	Abigail Clark	Human Resources Assistant	none	Company, Franchise Royalty Submitters, Franchisor HQ, Human	Primary Area	03-12-2025 06:45	5.00

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

A screenshot of the 'Name display format' configuration dropdown menu. The text above the dropdown reads: 'Name display format' and 'Format for displaying user/contact name in system. Possible values are '{fname} {sname}', '{sname} {fname}' or '{sname}, {fname}'. The dropdown menu is open, showing three options: 'Firstname Surname' (selected with a checkmark), 'Surname Firstname', and 'Surname, Firstname'. A mouse cursor is pointing at the 'Firstname Surname' option.

Name display format  
Format for displaying user/contact name in system. Possible values are '{fname} {sname}', '{sname} {fname}' or '{sname}, {fname}'

- ✓ Firstname Surname
- Surname Firstname
- Surname, Firstname










### 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 ⓘ

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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

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

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