Updating the Formatting of Names

9 Steps   [View most recent version](#) ⬈

Created by

Engagifii Inc.

Creation Date

October 11, 2023

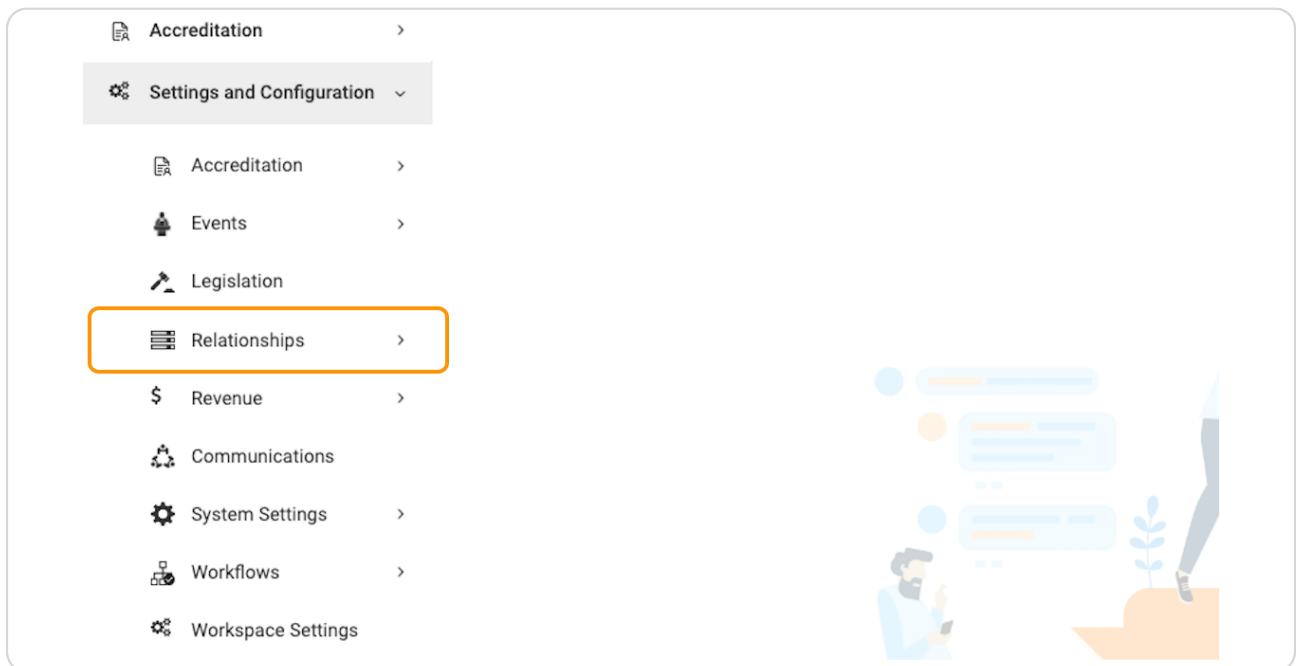Last Updated
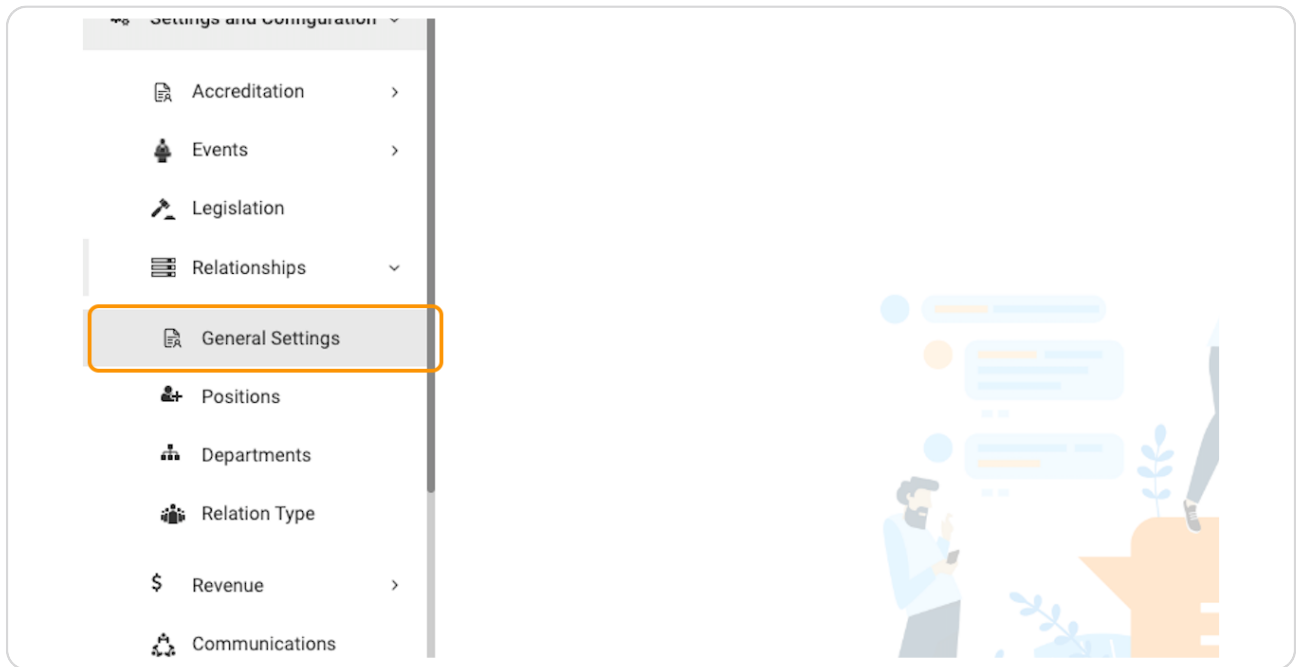
October 11, 2023

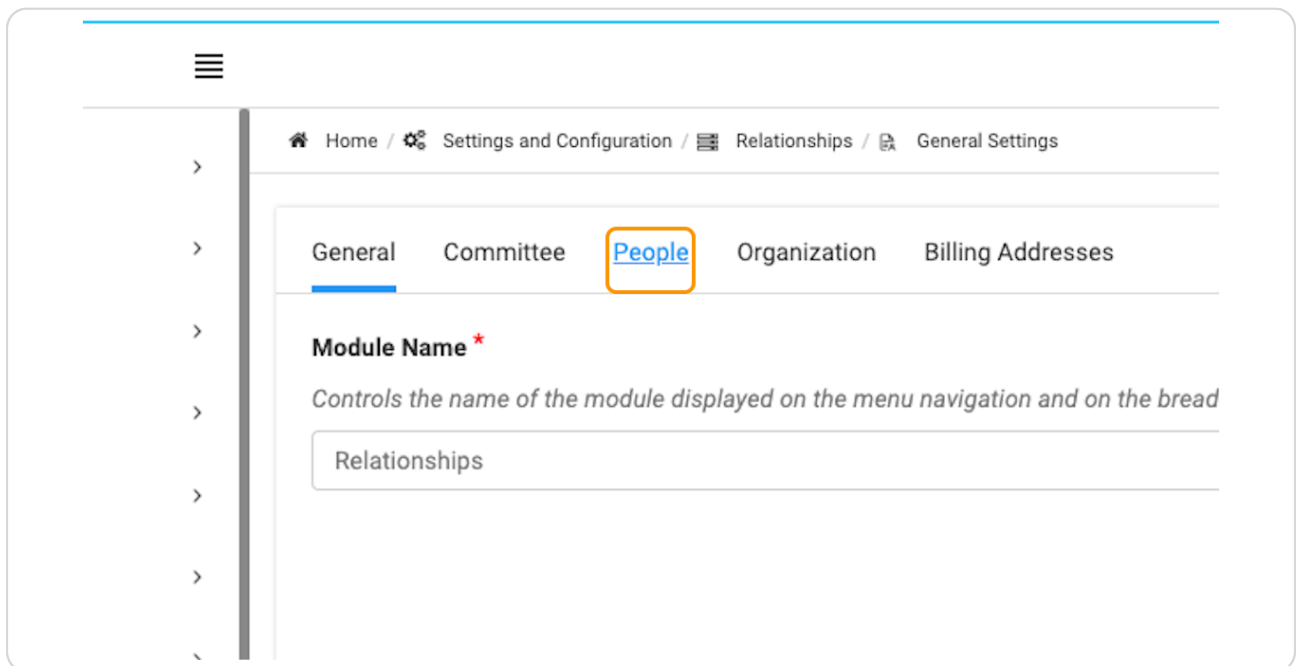## Click on Settings and Configuration

Click on Relationships

STEP 3

Click on General Settings

STEP 4

Click on People

STEP 5

Click on the Select Format dropdown

STEP 6

Select your preferred format

STEP 7

To chose how the names are sorted, click on the drop down

Select Sort By :

Last Name, then First Name ⌄

STEP 8

Click on Sort By...

Example :

Harry Potter

Select Sort By :

Last Name, then First Name ⌄

Sort By
Type to filter... 🔍
First Name, then Last Name
Last Name, then First Name

Save

nial Reason

⤢ ⌄

Actions
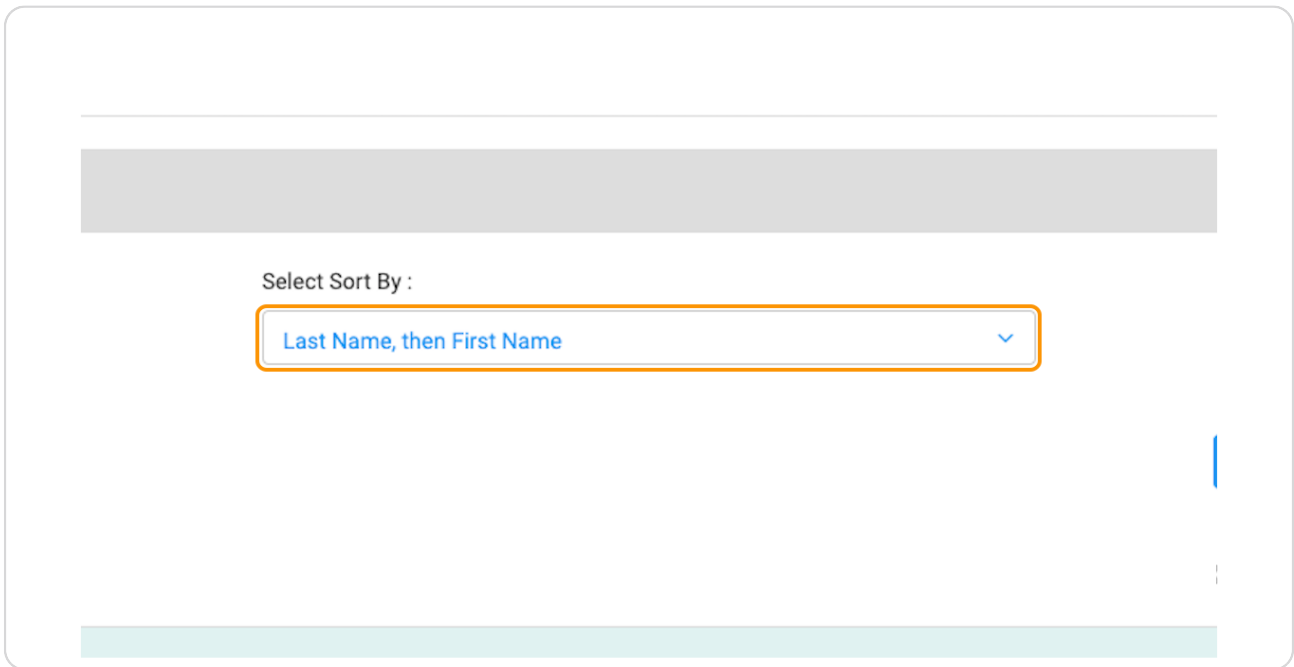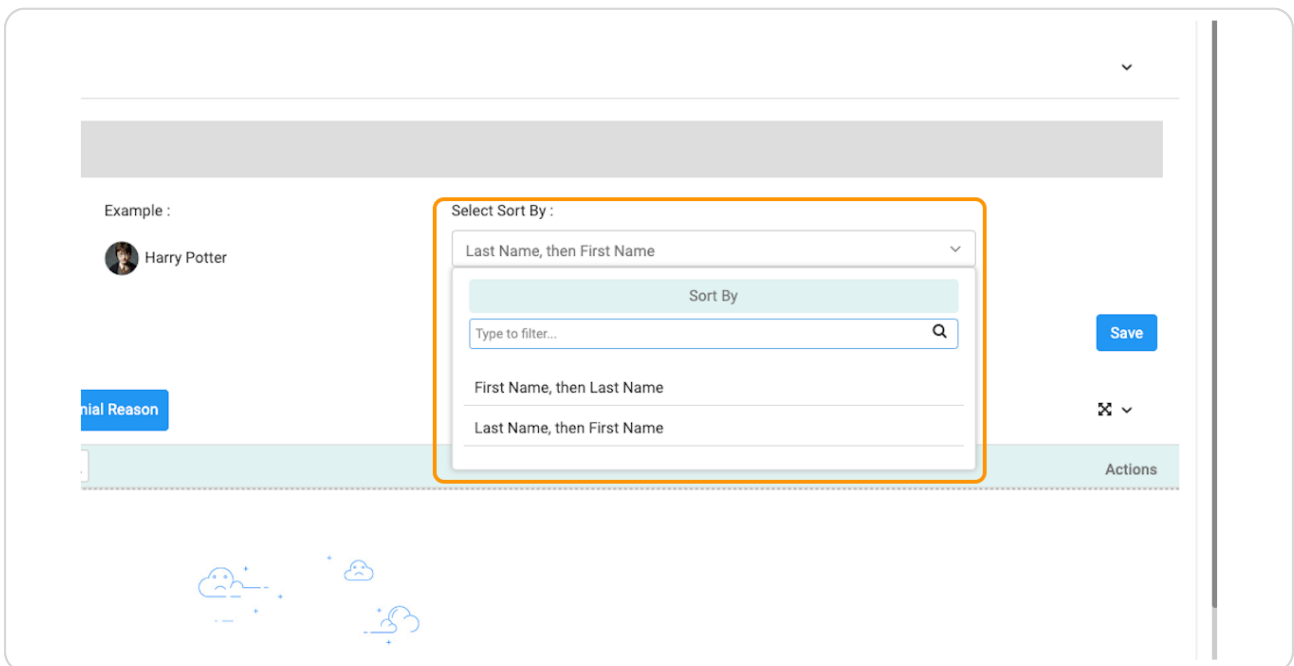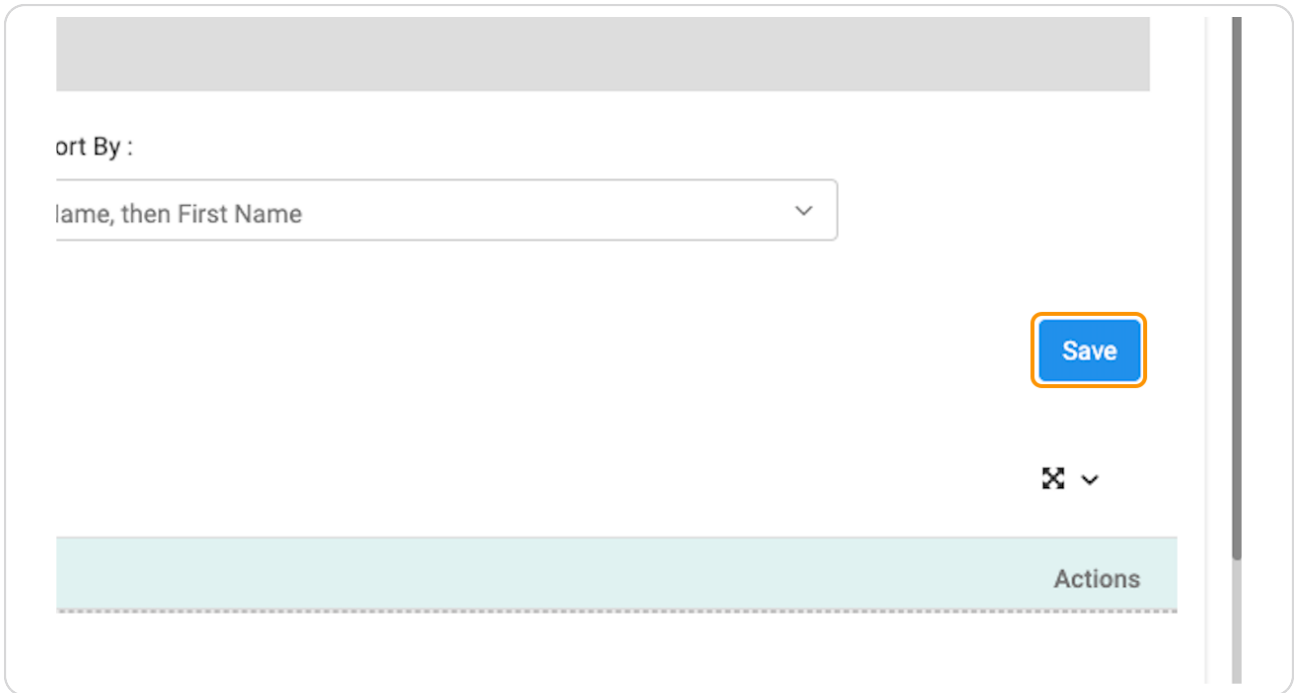
STEP 9

Click on Save when finished

ort By :

lame, then First Name ⌄

Save

⤢ ⌄

Actions