

# Updating the Formatting of Names

9 Steps [View most recent version](#) 

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Created by  
Engagifii Inc.

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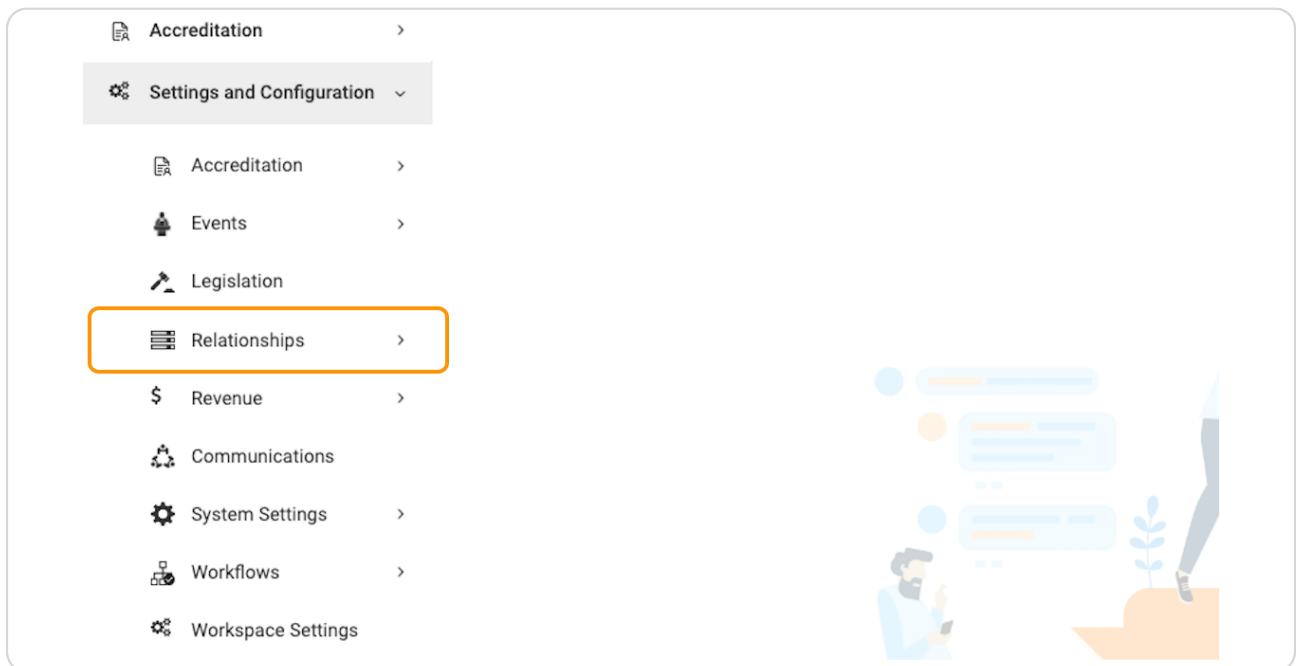
## STEP 1

### Click on Settings and Configuration



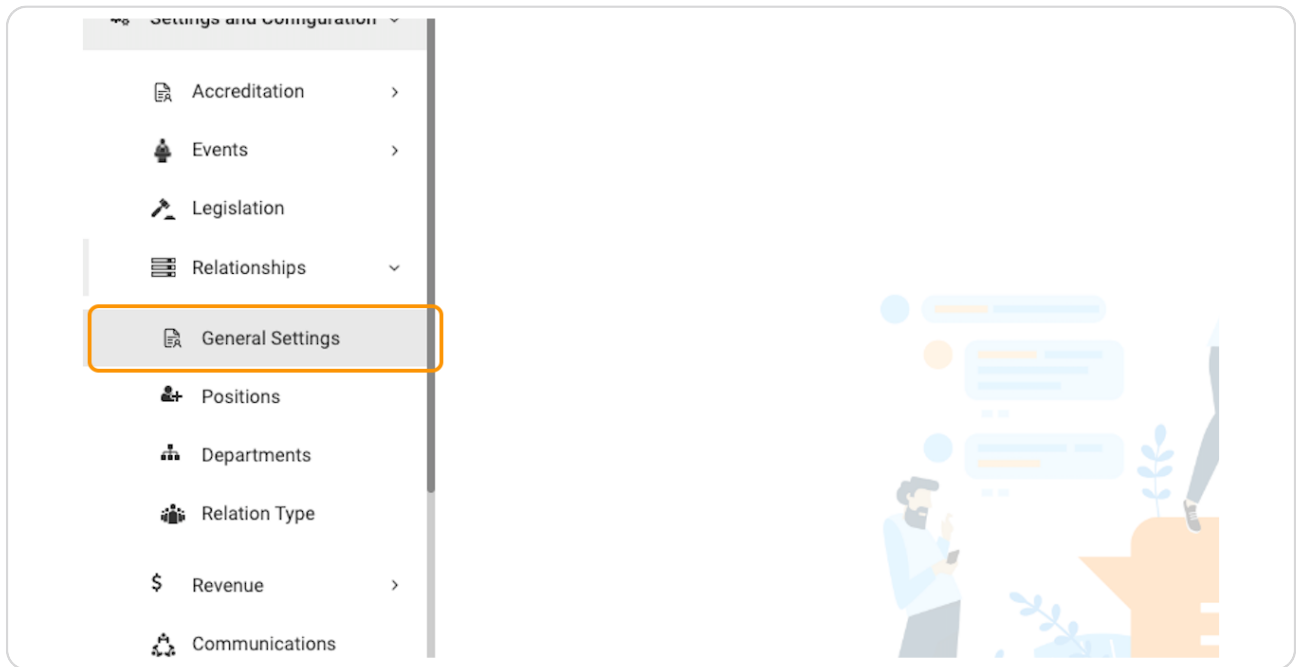
## STEP 2

### Click on Relationships



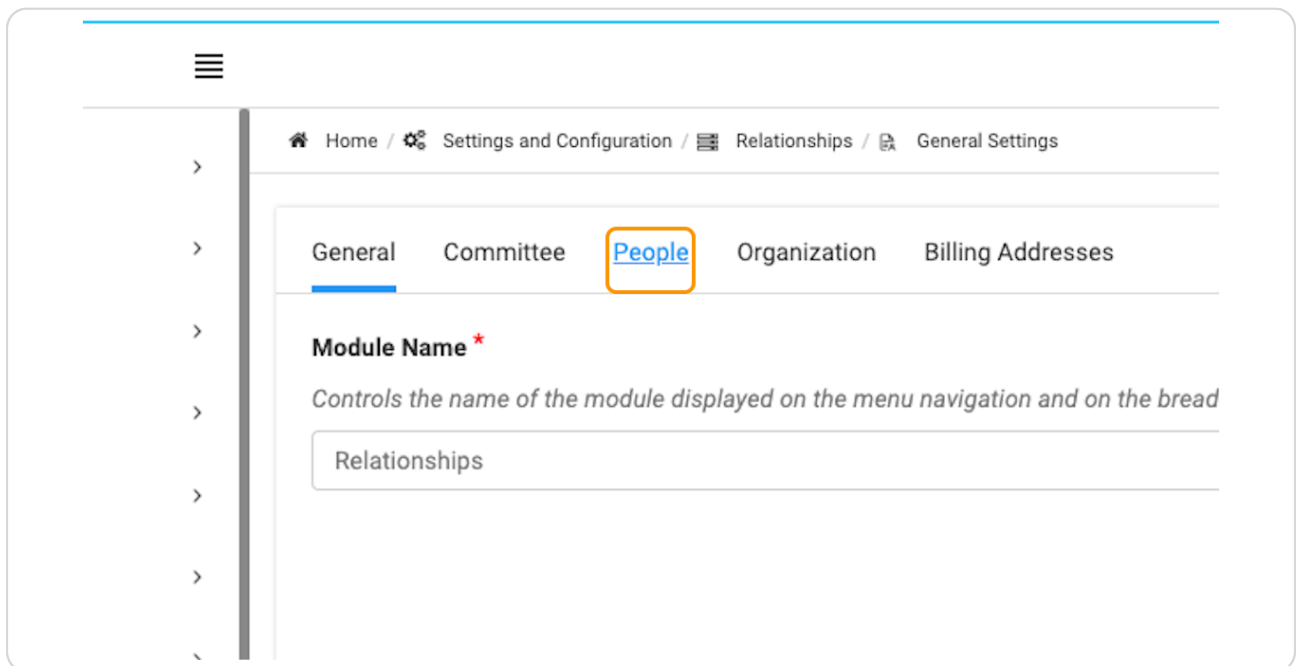
### STEP 3

#### Click on General Settings



### STEP 4

#### Click on People



## STEP 5

### Click on the Select Format dropdown

The screenshot shows the 'Settings and Configuration' page in the Engagifii system. The left sidebar contains a navigation menu with items like 'My Area', 'Relationships', 'Communication', 'Library', 'Revenue', 'Legislation', 'Events', 'Accreditation', and 'Settings and Configuration'. The main content area is titled 'Configure the way people's names are displayed'. A lightbulb icon indicates that this setting affects the entire system. A dropdown menu labeled 'Select Format' is highlighted with an orange box, showing 'First Last' as the selected option. To the right, an example shows a profile picture and the name 'Harry Potter'. Below this, there is a section for 'Denial Reasons for Smart Dropdown Requests' with a search bar and an 'Add a Denial Reason' button.

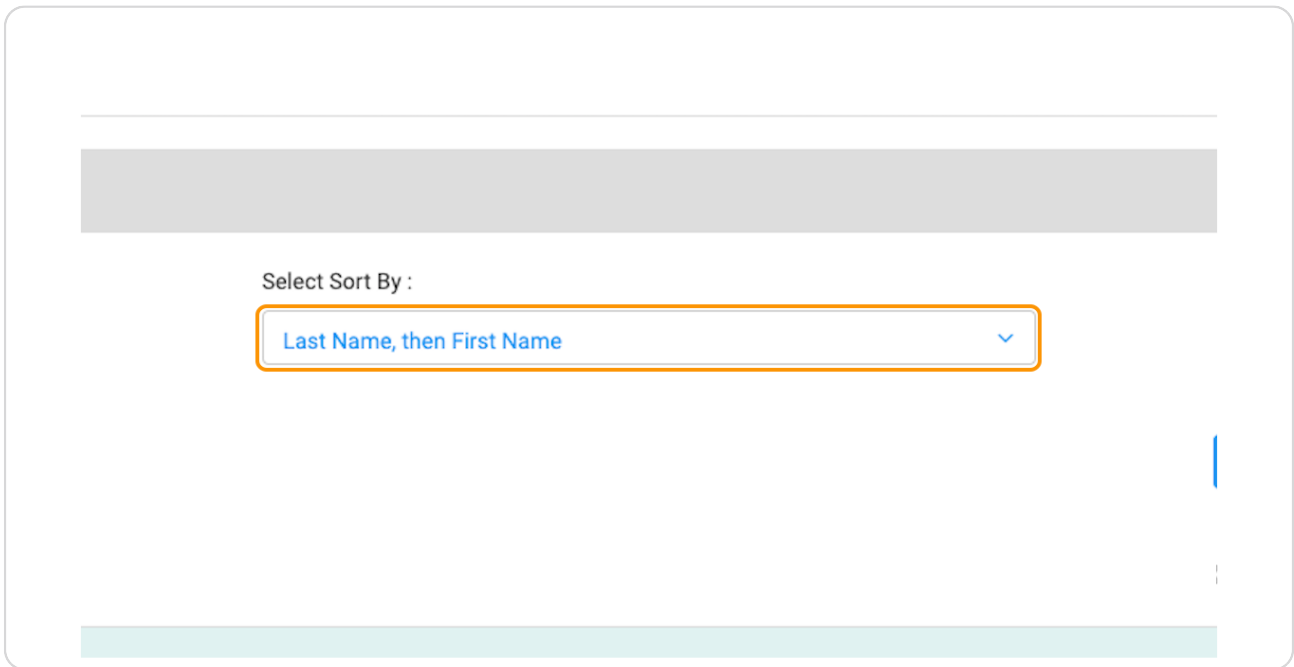
## STEP 6

### Select your preferred format

This screenshot shows the same 'Settings and Configuration' page, but the 'Select Format' dropdown menu is open, displaying a list of name format options. The options are: 'First Last', 'Last First', 'Last, First', and 'First MI Last'. The 'First Last' option is currently selected. The search bar in the dropdown is empty. The rest of the page, including the sidebar and the 'Denial Reasons' section, remains the same as in the previous screenshot.

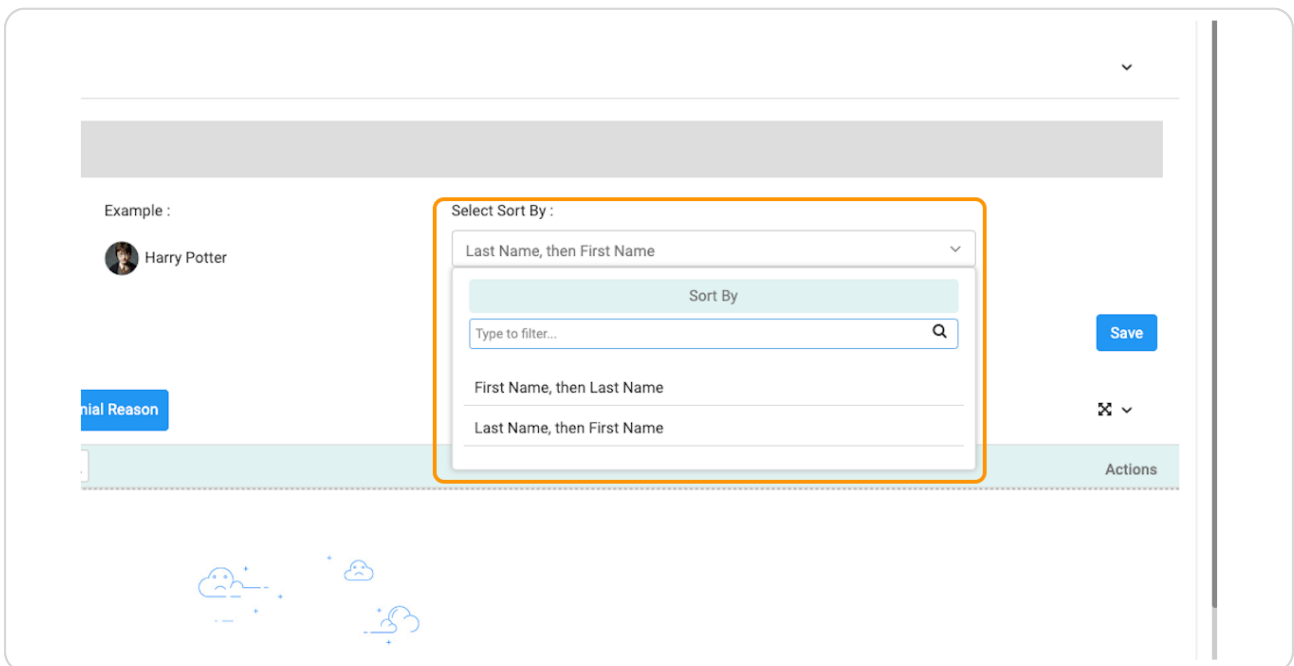
## STEP 7

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



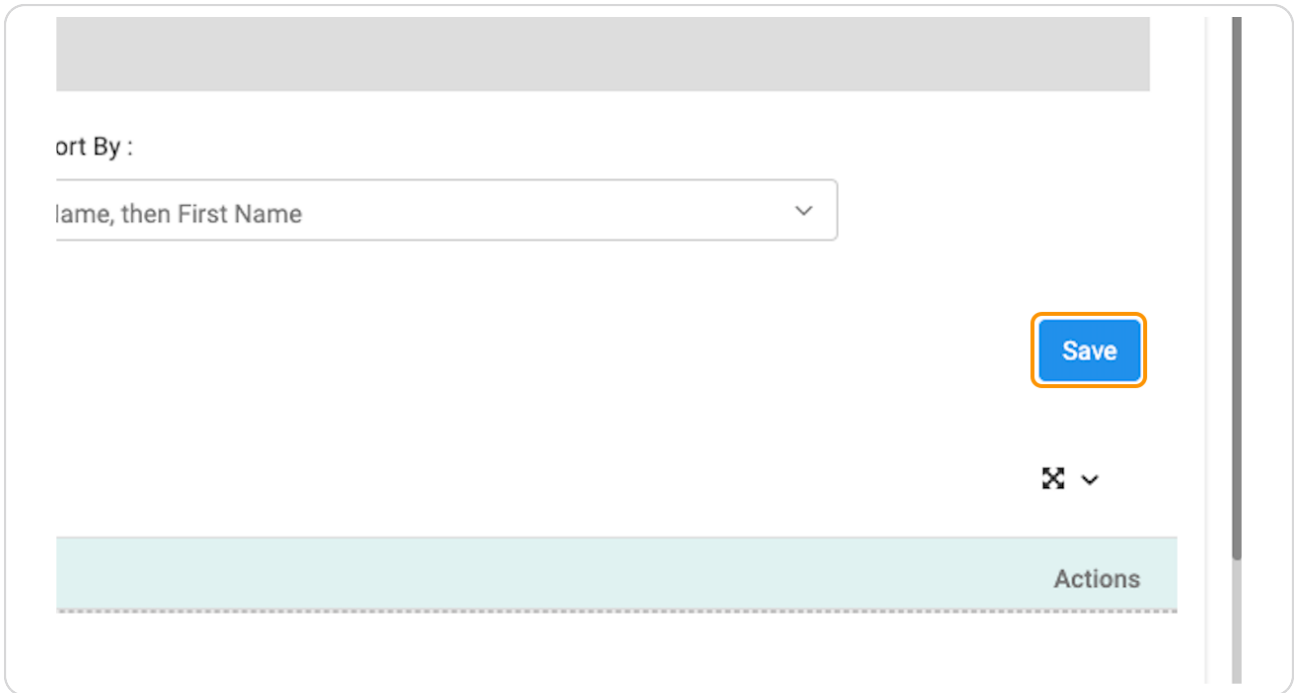
## STEP 8

Click on Sort By...



**STEP 9**

**Click on Save when finished**



A screenshot of a web form interface. At the top, there is a grey header bar. Below it, the text "Sort By:" is followed by a dropdown menu showing "Name, then First Name" with a downward arrow. To the right of the dropdown is a blue button with the word "Save" in white text, which is highlighted with an orange border. Below the "Save" button is a small icon of a square with an 'X' inside and a downward arrow. At the bottom of the form area, there is a light blue bar with the word "Actions" on the right side. A vertical scrollbar is visible on the right edge of the form container.

