

Change how names are displayed

7 Steps [View most recent version](#) 

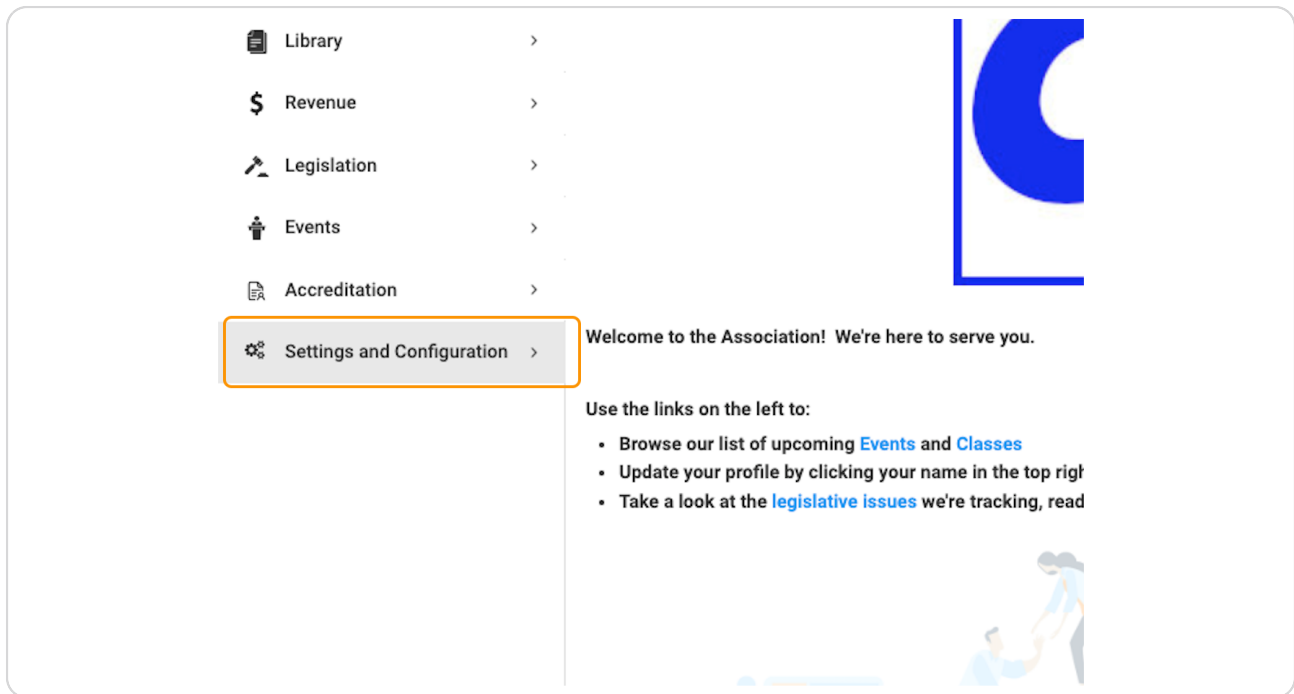
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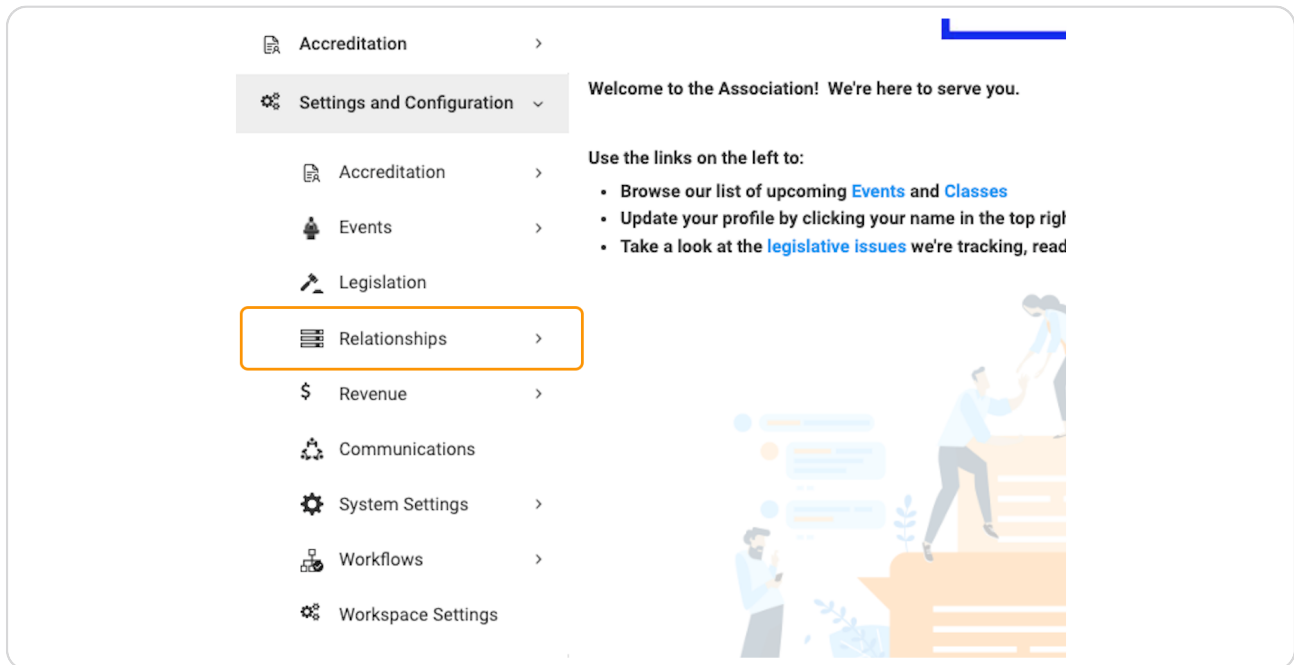
STEP 1

Click on Settings and Configuration



STEP 2

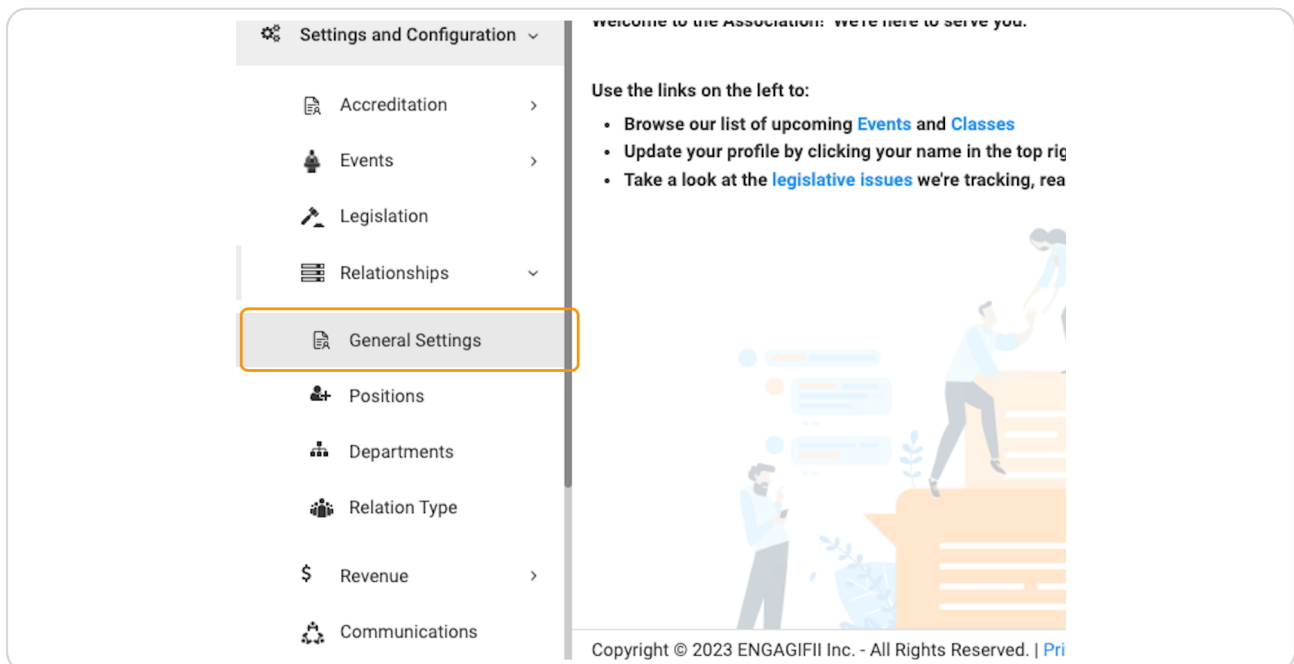
Click on Relationships



The screenshot shows a sidebar menu on the left with the following items: Accreditation, Settings and Configuration (expanded), Accreditation, Events, Legislation, Relationships (highlighted with an orange border), Revenue, Communications, System Settings, Workflows, and Workspace Settings. The main content area displays a welcome message: "Welcome to the Association! We're here to serve you." Below this, it says "Use the links on the left to:" followed by a list of instructions: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". An illustration of people interacting with a screen is visible in the background.

STEP 3

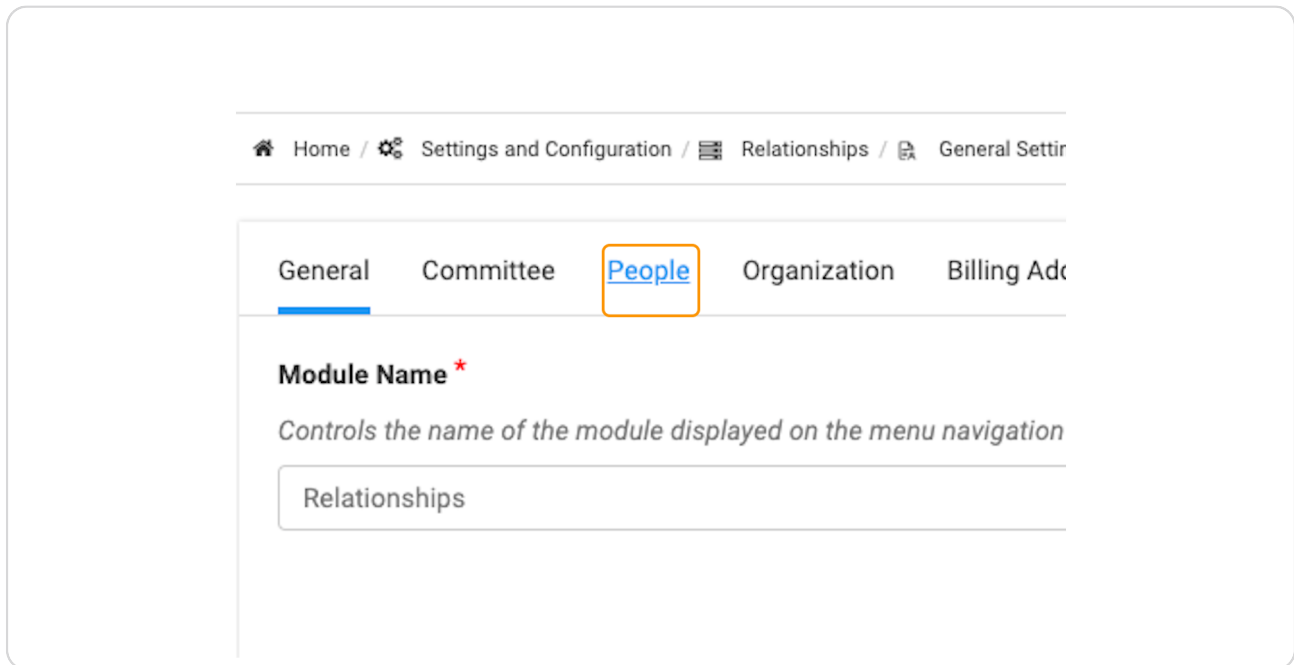
Click on General Settings



The screenshot shows the same sidebar menu as in Step 2, but with 'General Settings' highlighted in orange. The main content area is identical to Step 2, showing the welcome message and instructions. At the bottom of the page, there is a copyright notice: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pri".

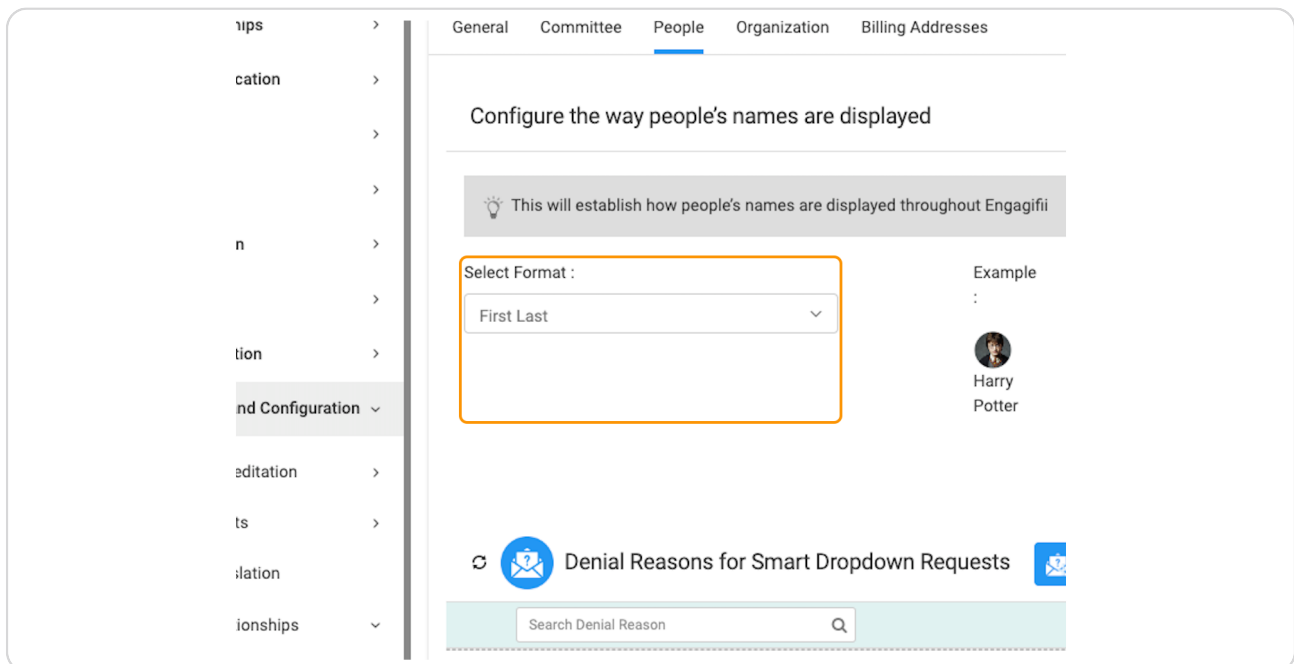
STEP 4

Click on People



STEP 5

Choose the format you would like to use from the dropdown



STEP 6

Then choose the way you would like to have the names sorted

▼

Select Sort By :

First Name, then Last Name ▼

Save

⊞ ▼

STEP 7

Click on Save

First Name, then Last Name ▼

Save

Add a Denial Reason

⊞ ▼

Actions

