

CDOL Tip of the Week. October 10, 2011

Editing Leader Names in CDOL

When an individual is put into an assignment by using either the membership record number or the LDS Account user name, the name as it is first displayed comes directly from CMIS (Church Membership Information System) and is the full name.

Please edit this name so that

- It displays the person's preferred name
 - An individual in an ecclesiastical assignment should use the most formal of the preferred name
 - Steven, not Steve; Robert, not Bob; etc.
 - A first or middle initial followed by a period; if the initial does not stand for something else, the standard is to then leave off the period
 - A non-ecclesiastical leader may display the name as desired, so long as it is not offensive
- Any suffix that appears in the "Given Name" field (Jr, Sr, I, II, III, etc.) is moved to the "Suffix" field without a period
- Prefixes such as Brother, Sister, Bishop, Elder, etc., do not appear in the name fields

In the example below, the name pulls in as shown

The screenshot shows a web browser window titled "Edit Assignment - Windows Internet Explorer". The address bar shows the URL: <https://apps-stage.ldsglobal.net/cdol/assignment/assignment-edit.js?conversationId=5904>. The page content includes several form sections:

- Private** (checkbox), **Lock Sensitivity** (checkbox), **Change order of names** (link), **Release** (link)
- Preferred Given Name:**
- Family Name:**
- Suffix:**
- Assignment Dates:**
 - Active:**
 - Released:**
 - Released Reason:**
- Preferred Local Given Name 1:**
- Local Family Name 1:**
- Local Suffix 1:**
- Preferred Local Given Name 2:**
- Local Family Name 2:**
- Local Suffix 2:**

The user would then edit the name to display as follows

Private Lock Sensitivity Change order of names Release

Preferred Given Name:
Nephi M.

Family Name:
Smith

Suffix:
Jr

Assignment Dates:

Active:
17 Aug 2008

Released: Released Reason:
None

Preferred Local Given Name 1:
Local Family Name 1:
Local Suffix 1:

Preferred Local Given Name 2:
Local Family Name 2:
Local Suffix 2:

Local intranet 100%

The local name fields are used only for non-English speaking units where a local, non-English name in the language of the region may be displayed. The local name fields should not be used to display

- Leader nick names, preferred names, or full names in English
- A duplicate of that which is displayed in the main preferred name fields
- Email addresses (email address fields are provided further down on the page)
- Other addresses (use the Addresses tab)
- Phone numbers
- Notes or comments
- Other information