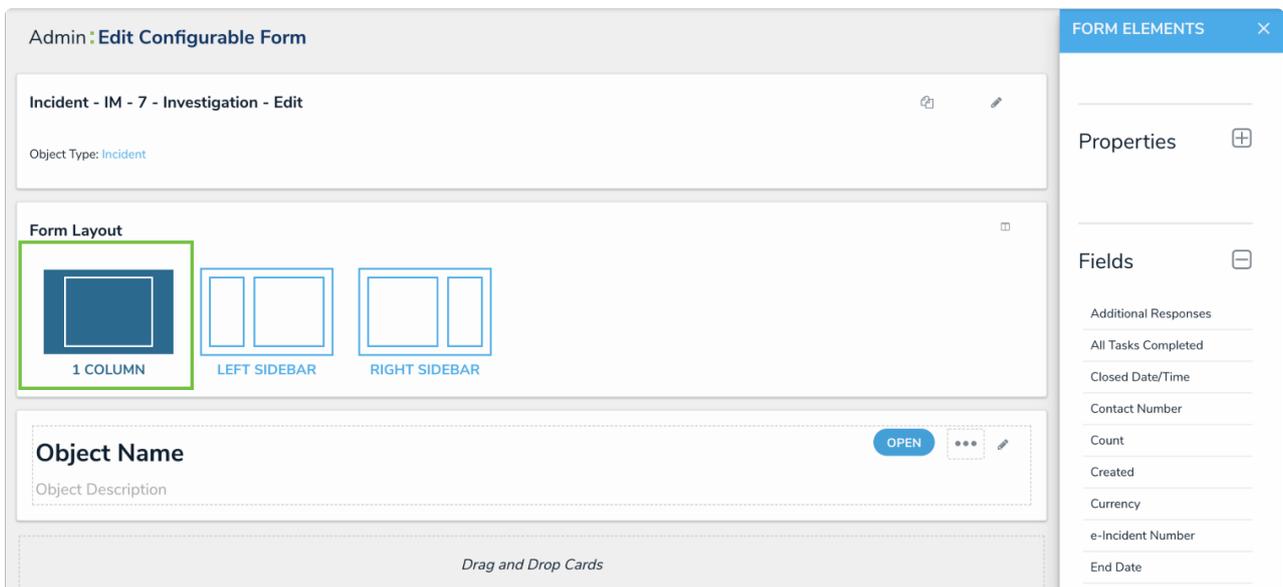


Form Layouts Overview

Last Modified on 03/22/2022 2:32 pm EDT

All form layouts display a separate object header at 100% width of the browser, with the form content underneath it. The form content can be split into two different sides - a 1 Column main form area or a 2 Column layout that has a left or right sidebar. With one-column form layouts, grey areas on the sides of the screen can be reduced to optimize the screen real estate for the form.

The sidebar option is a form card fixed to the left or right side and enables side-by-side cards for inline form content. Using this layout can also help breakdown long boxes of text, so your forms' key details (i.e., the main object reference points) are presented in a more accessible way. While the sidebar may not be dragged and moved elsewhere in the form, sections and components within the sidebar can be reordered.



Select the 1 Column Form Layout.

1 Column Form Layout

This layout option displays all form cards, sections, and components only in the main form area. With the 1 Column layout, the main form area is a single column (66% screen width), possibly with multiple cards in it, positioned vertically.

A 1 Column form.

Left Sidebar Form Layout

This layout separates the form content into a sidebar card on the left and a main form area on the right. In this layout option, the left sidebar should be used for general object information, so the application user has a quick reference on the object, while completing the actions in the main form area on the right. Example forms that use the left sidebar may include Collection types of forms, like Risk or Triage objects.

The Left Sidebar Form Layout.

2019-001 Bruised Foot from forklift operation INC-1 OPEN

General Information

Incident Severity: High

Incident Owner: [Search]

Business Unit: Corporate

Primary Incident Type: Security Breach

Location: [Search]

Incident Start DateTime: June 17, 2019 8:00 pm

Involvements

Description

On June 30, 2019, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a forklift. Alves was removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly. The fork assembly was supported approximately 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forklift up a few inches to allow placement of a waste oil catch pan.

Location

Location	Primary Location	Location Reason	Location
	No	Reported Location	Headquarters - Riverdale Industries
	No	Reported Location	Headquarters - Riverdale Industries

123 Fake Hollow Rd. York, PA 17406. United
Related Activity

A Left Sidebar Form.

Right Sidebar Form Layout

This layout separates the form content into a sidebar card on the right and a main form area on the left. In this layout option, the right sidebar should be used for general object information, but also works well for adding secondary functions. Examples of these secondary details in the right sidebar includes report buttons, formulas, or statistics/scores.

Admin: Edit Configurable Form

Incident - IM - 7 - Investigation - Edit

Object Type: Incident

Form Layout

1 COLUMN | LEFT SIDEBAR | **RIGHT SIDEBAR**

Object Name OPEN

Object Description

Drag and Drop Cards

FORM ELEMENTS

Properties

Fields

- Additional Responses
- All Tasks Completed
- Closed Date/Time
- Contact Number
- Count
- Created
- Currency
- e-Incident Number
- End Date

The Right Sidebar Form Layout.



If you choose the right sidebar form layout, the card will get covered by the editor palette. Therefore, all reference information that an application user needs while working in the form should be placed into the main form area.

2019-001 Bruised Foot from forklift operation

INC-1 OPEN

Details Relationship Graph History Communications

General Information

Severity

High

Primary Incident Type

Security Breach

Incident Start DateTime

June 17, 2019 8:00 pm

Incident Reported DateTime

June 17, 2019 8:00 pm

Additional Responses

EMS Police Contacted

Incident Flags

Violence Involved External Organization

Additional Incident Types

Loss/Theft/Compromise of Classified Information

Incident End DateTime

Closed Date/Time

Fiscal Year

FY 2019

Business Unit

Police File Number

Incident Overview

Incident Severity

High

Description

On June 30, 2019, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a forklift. Alves was removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly.

The fork assembly was supported approximately 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forklift up a few inches to allow placement of a waste oil catch pan.

During this operation, the nylon sling around the spare forklift slipped off. The fork assembly of the forklift being repaired dropped onto Alves, knocking him to the ground. He was hospitalized with a fracture of his left foot, head lacerations, and bruises on his forearm and several ribs.

A Right Sidebar Form.