

Edit the Workflow Name or Description

Last Modified on 02/19/2025 10:21 am EST

Overview

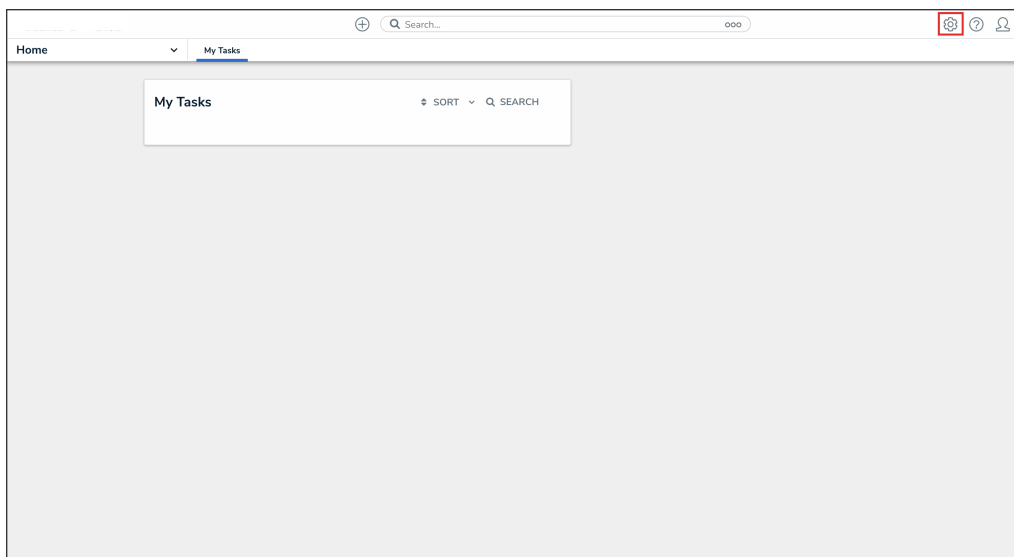
Administrator users can edit a workflows name and description.

User Account Requirements

The user must have Administrator permissions in order to access the ***Admin Overview*** section.

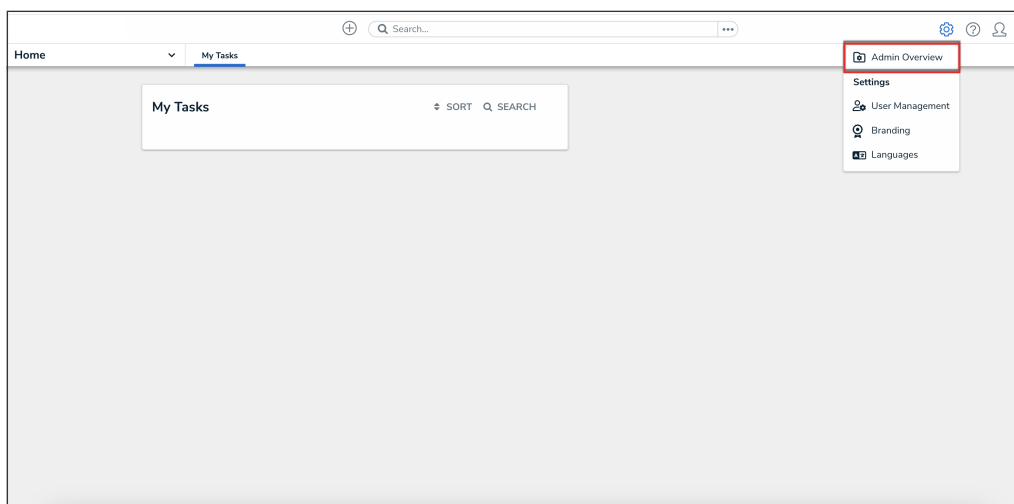
Navigation

1. From the ***Home*** screen, click the **Administration** icon.



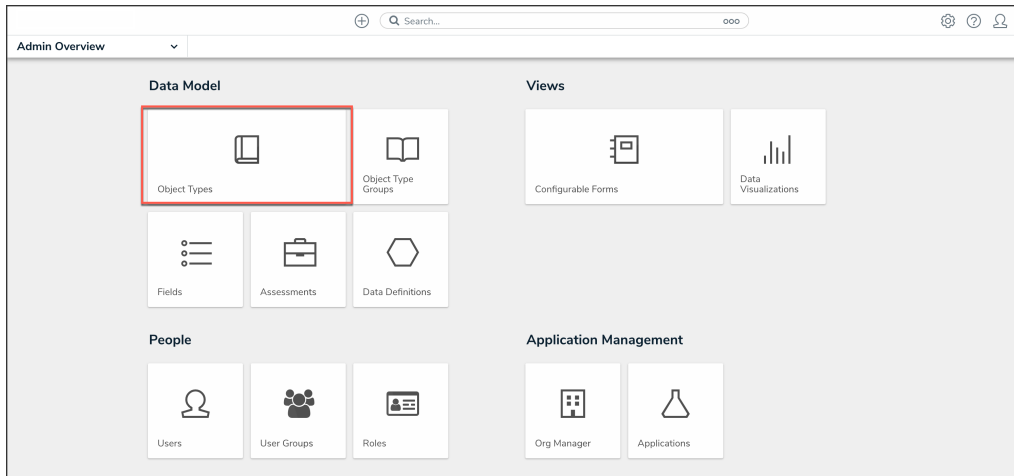
Administration Icon

2. From the **Administrator Settings** menu, click **Admin Overview**.



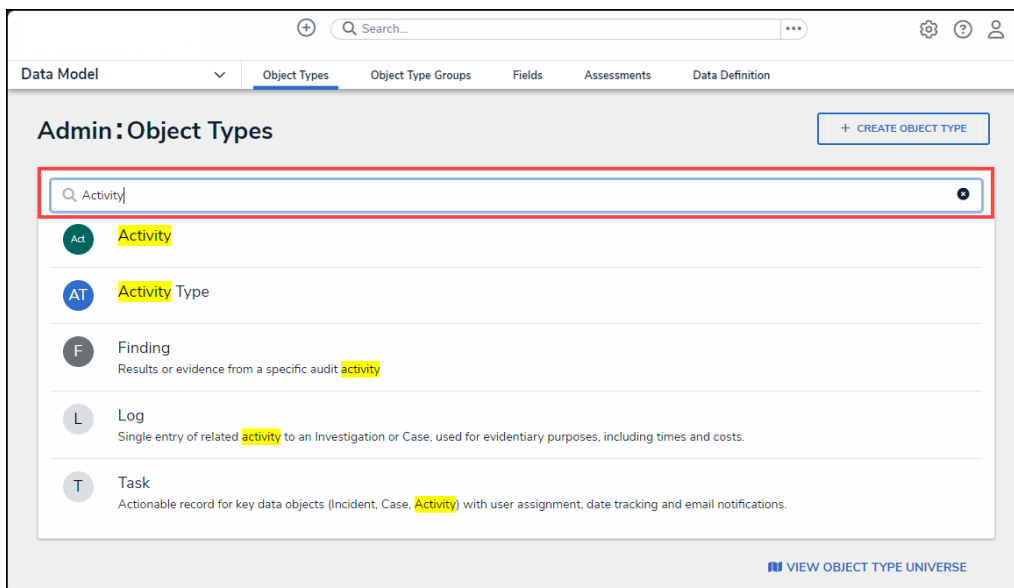
Administrator Settings Menu

- From the **Admin Overview** screen, click the **Object Types** tile under the **Data Model** section.



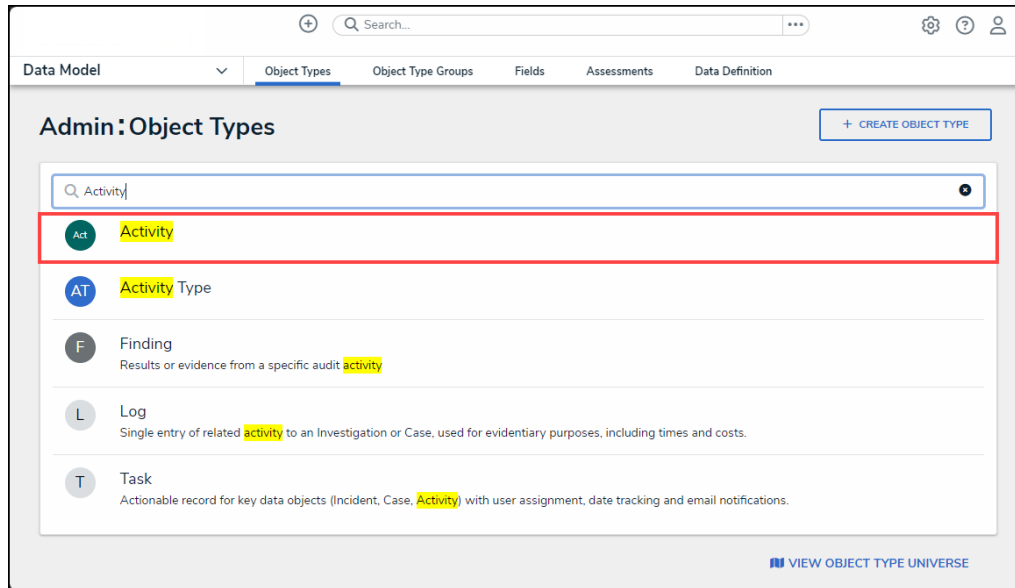
Object Types Tile

- From the **Admin: Object Types** screen, enter a keyword in the **Search** field to narrow the Object Types list.



Search Field

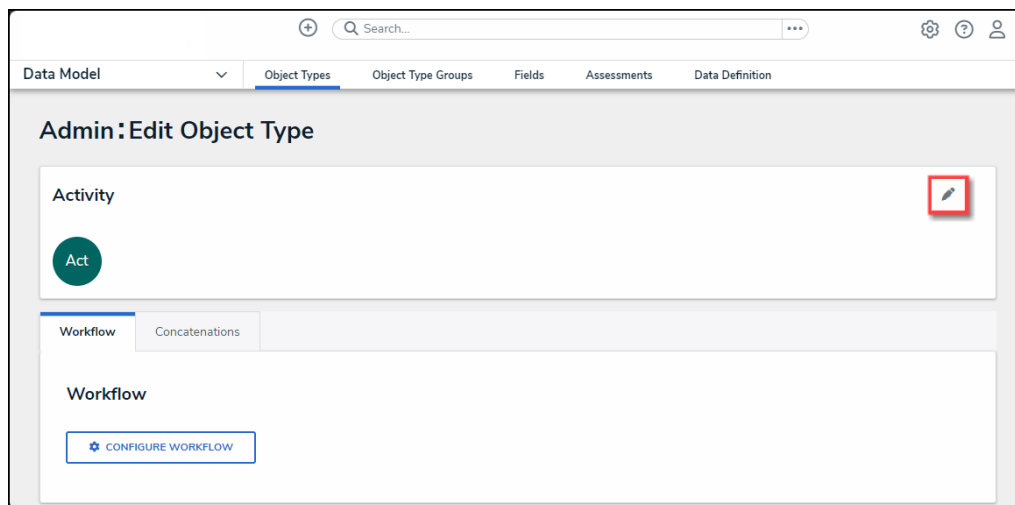
- Click the **Object Type** you wish to edit or delete.



Object Type Name

Edit the Workflow Name or Description

1. From the **Admin: Edit Object Type** screen, click the **Edit** icon.



Edit Icon

2. Click on the **Name** field and enter a new name value.

The screenshot shows the 'Admin:Edit Object Type' interface for an object type named 'Activity'. On the left, there is a green circular icon with the text 'Act' and 'Edit' below it. The main form area contains three fields: '* Name' with the value 'Activity', 'Plural Name' with the value 'Activities', and 'Description' which is empty. The '* Name' field is highlighted with a red rectangular box. The top navigation bar includes a search bar and tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'.

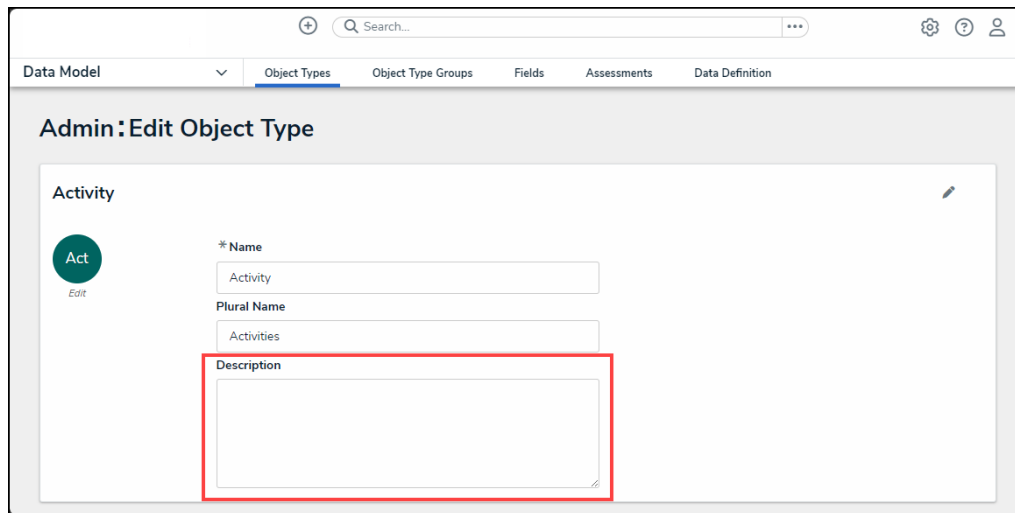
Name Field

3. Click on the **Plural Name** field and enter a new plural name value. The plural name will appear when viewing a list of the objects for that type (e.g. “View Incidentss” instead of “View Incident”).

This screenshot is similar to the previous one, showing the 'Admin:Edit Object Type' page for 'Activity'. In this instance, the 'Plural Name' field, which contains the value 'Activities', is highlighted with a red rectangular box. The '* Name' field still contains 'Activity' and the 'Description' field remains empty. The interface elements like the 'Act' icon and the top navigation bar are consistent with the previous screenshot.

Plural Name Field

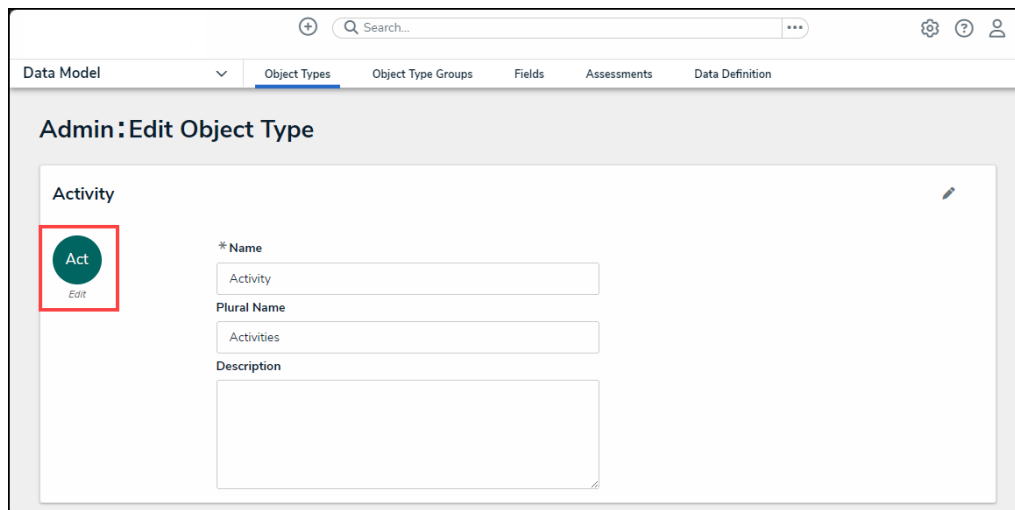
4. Click on the **Description** field and enter a new description.



The screenshot shows the 'Admin:Edit Object Type' interface for the 'Activity' object type. The page has a top navigation bar with a search bar and icons for settings, help, and user. Below the navigation bar are tabs: 'Data Model', 'Object Types' (selected), 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The main content area is titled 'Admin:Edit Object Type' and contains a form for the 'Activity' object type. On the left, there is a monogram icon labeled 'Act' with an 'Edit' link below it. The form fields are: '* Name' (text input with 'Activity'), 'Plural Name' (text input with 'Activities'), and 'Description' (text area, highlighted with a red box).

Description Field

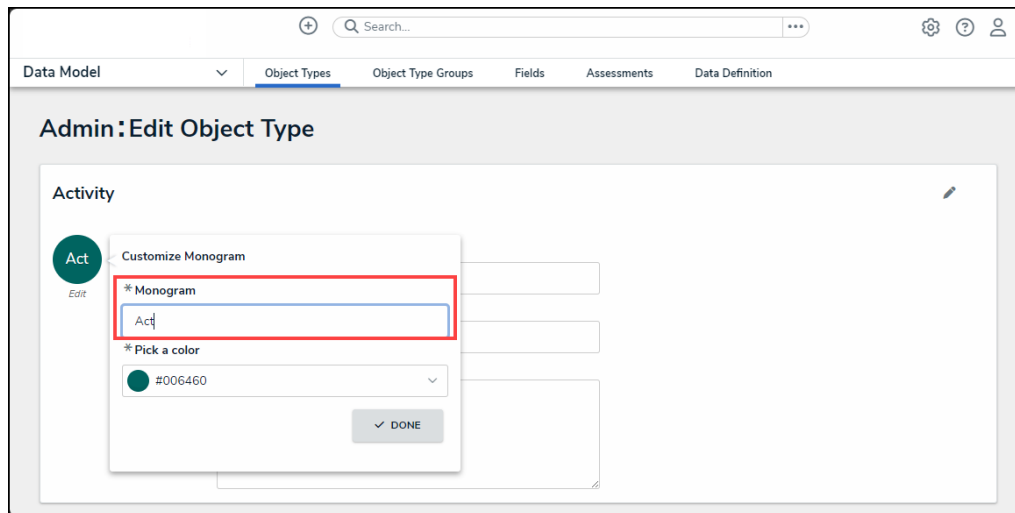
- Click on the **Monogram**.



The screenshot shows the same 'Admin:Edit Object Type' interface for the 'Activity' object type. In this view, the monogram icon labeled 'Act' with the 'Edit' link below it is highlighted with a red box. The form fields for '* Name', 'Plural Name', and 'Description' are visible but not highlighted.

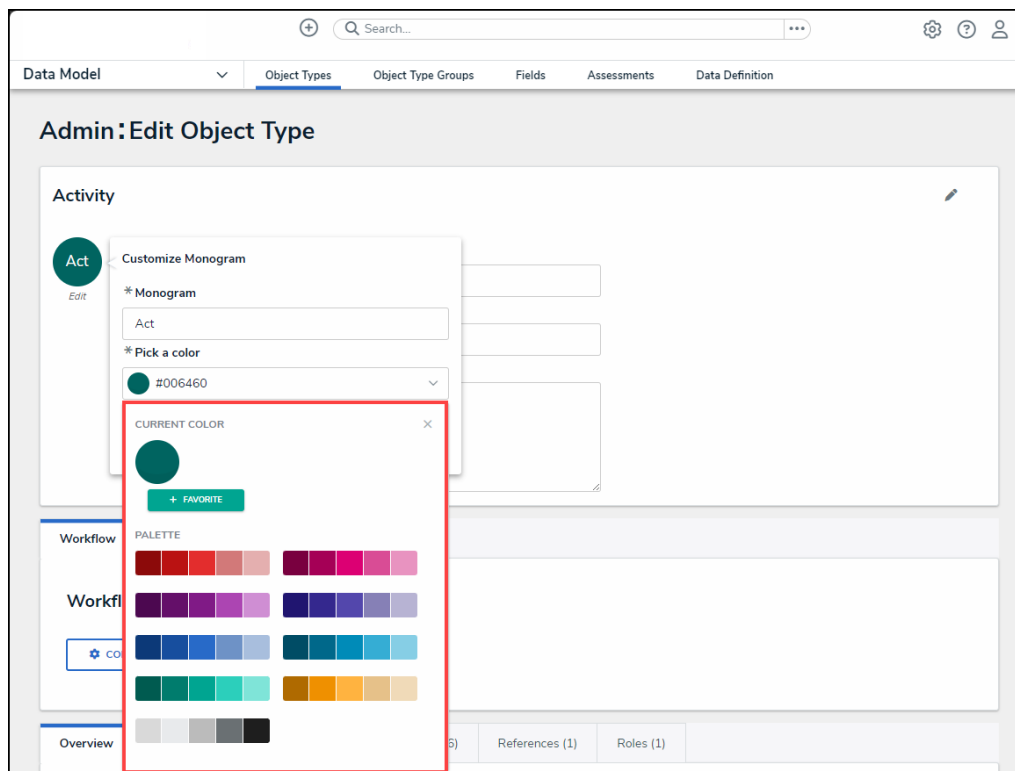
Monogram

- From the **Customize Monogram** pop-up, enter a new monogram value in the **Monogram** field.



Customize Monogram Pop-up

- Click the **Pick a Color** field and select a new color from the **Color Picker** dropdown menu.



Color Picker Dropdown

- Click the **Done** button when you are finished.

+

Q Search...

...

⚙️

?

👤

Data Model

Object Types

Object Type Groups

Fields

Assessments

Data Definition

Admin : Edit Object Type

Activity

Act

Workflow

Concatenations

Workflow

⚙️ CONFIGURE WORKFLOW

Overview

Fields (18)

Formulas (9)

Relationships (16)

References (1)

Roles (1)

Summary information about the Object Type: related forms, object type groups, activities / applications, Reports, report definitions...

Related Forms

Activity - CC - Create	Priority: none
Activity - CC - Create - Log	Priority: none
Activity - CC - Detailed Repeatable Form	Priority: none
Activity - CC - Details Navigation	Priority: none
Activity - CC - Edit	Priority: none
Activity - CC - Officer Portal - Requires Review	Priority: none
Activity - CC - Portal - Create	Priority: none
Activity - CC - Read Only	Priority: none

Related Data Definitions

Activity
Activity (Activity Type; Business Unit)
Activity (Involved Organization; Involved Person; Involved Vehicle; Involved Item; Incident)
Activity, Activity Type
Activity, Activity Type, Activity, Officer Response, Activity
Activity, Incident

✖

✓ DONE

Done Button