

Configure Form Layout Options

Last Modified on 04/19/2022 10:57 am EDT

The sidebar is an additional card on the side on a form, where users can drag and drop elements or sections. With the sidebar layout option, first consider the sidebar's contents before deciding its placement on the left or right. Remember that the sidebar card serves as a single quick reference, so components placed in the sidebar should stay accessible and not result in excessive scrolling. Therefore, admins should place no more than ten form components within a sidebar card, whether it appears on the right or the left.

Most people read from left to right, so a form's layout tends to flow more naturally when the information to be read first begins on the left. That's why the left sidebar form layout is recommended for general object information. Not only does this layout help with content flow and enables the reader's understanding, but it avoids cases where upper-level tabs conflict with the header navigation.

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

Details | Relationship Graph | History | Communications

General Information

Incident Severity
High

Incident Owner
Start typing to find Use...

Business Unit
Corporate

Primary Incident Type
Security Breach

Location
Search

Incident Start DateTime
June 17, 2019 8:00 pm

Involvements | Narratives | Attachments | Losses | Tasks & Access | Outcomes | Linked Records

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 card on a form.

Also consider whether the sidebar content will be read-only or editable in the adjacent card. In general, sidebars with many editable fields beside another card (with even more editable fields!) will become cluttered and confuse the form user. So do your best to keep sidebar card content succinct as possible. Read more here: [Form Layouts Overview](#).

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

Details | Relationship Graph | History | Communications

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.

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

Business Unit

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

Police File Number

A read-only left sidebar.



Avoid placing Relationship Tables in the sidebar card because they are often not re-sizeable and will therefore consume more sidebar space than what's available.

To configure the form layout:

- In the **Admin: Edit Configurable Form > Form Layout** settings, select your preferred layout option:
 - 1 Column
 - Left Sidebar
 - Right Sidebar.
- If using the Left Sidebar or Right Sidebar card, click the top right pencil icon to **Edit Form Section** and enter:
 - Section Title** for the card (e.g., General Information)
 - Optional:** Set Visibility to or Only If ([Conditional logic](#) that allows you to create unique configurations, e.g., hiding the sidebar at first until those conditions have been met).



All form sections and components must be 100% width in the sidebar card.

There is no option to create 50/50% width in the sidebar card.