

Add a Clear Relationships Action to a Transition

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Overview

The **Clear Relationships** action clears the values from selected fields on a form (excluding formulas). This is particularly helpful to users who are working with existing assessments because they avoid the need to go into the assessment and manually remove data that's no longer applicable.

For example, the **Clear Relationships** action could be used when a user is relaunching an assessment.

Before you can create this action on a workflow state, the fields must be added to the object type as components and a transition must be created.

User Account Requirements

The user must have Administrator permissions to access the ***Admin Overview*** screen.

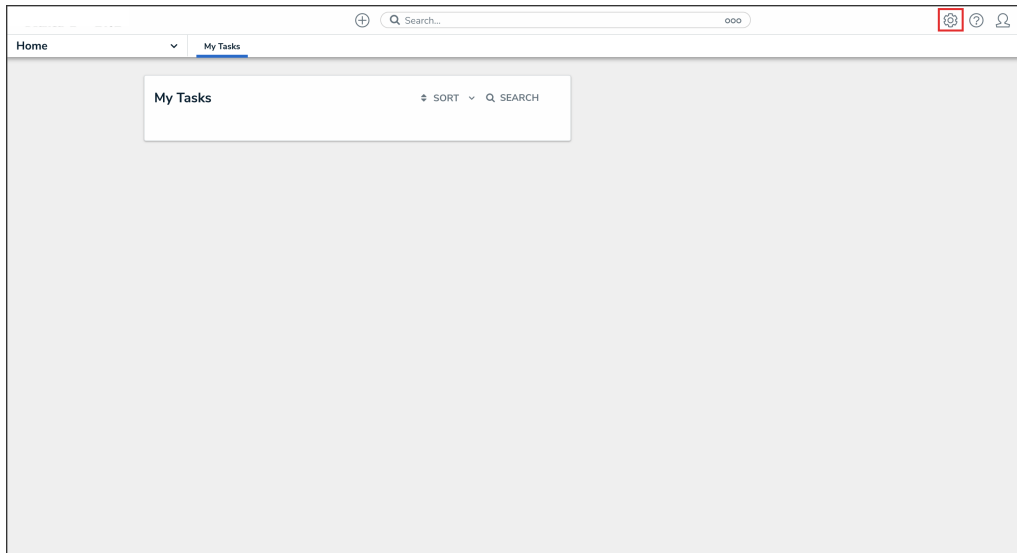
Required Information/Setup

Please refer to the [Add a Trigger & Transition to a State](#) article for instructions on how to add triggers and transitions.

Please refer to the [Roles](#) and [Workflow Permissions](#) sections for more information on configuring roles and workflow permissions.

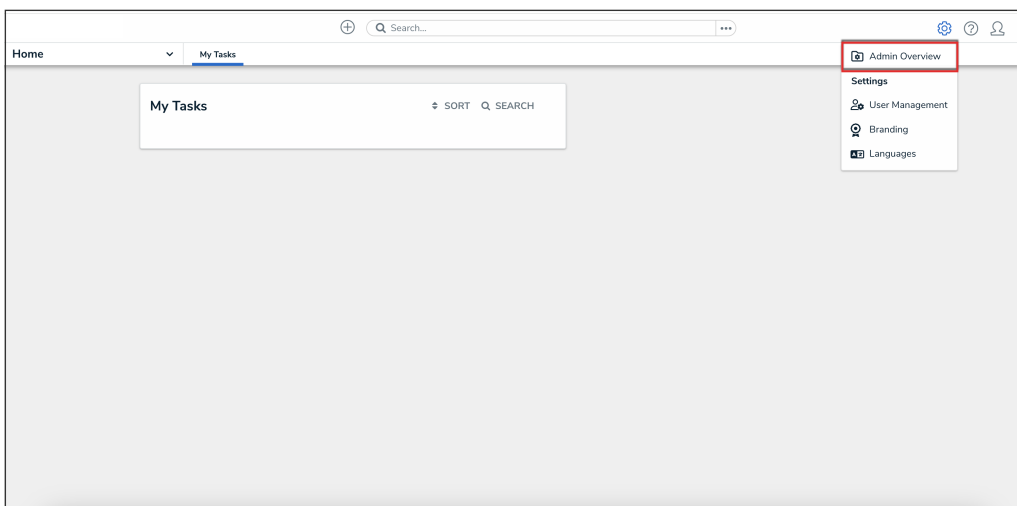
Navigation

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



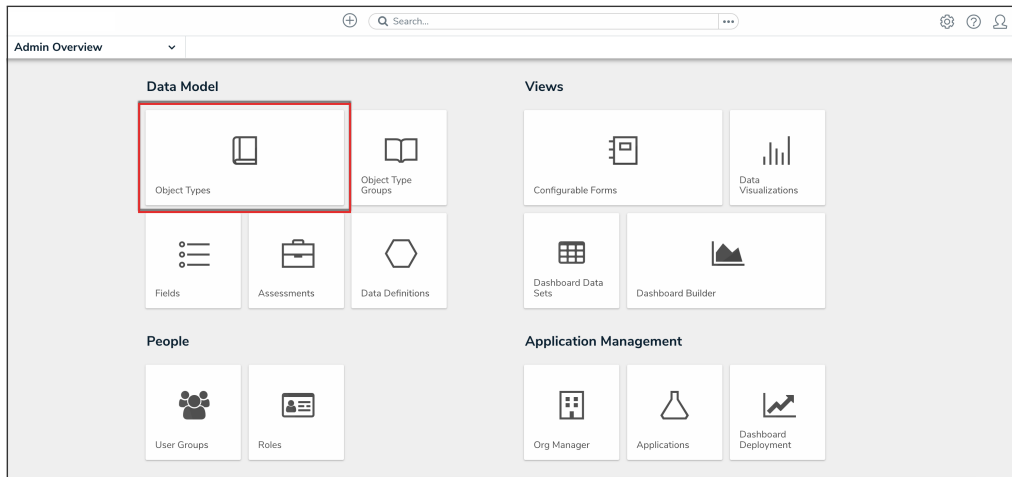
Administration Icon

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



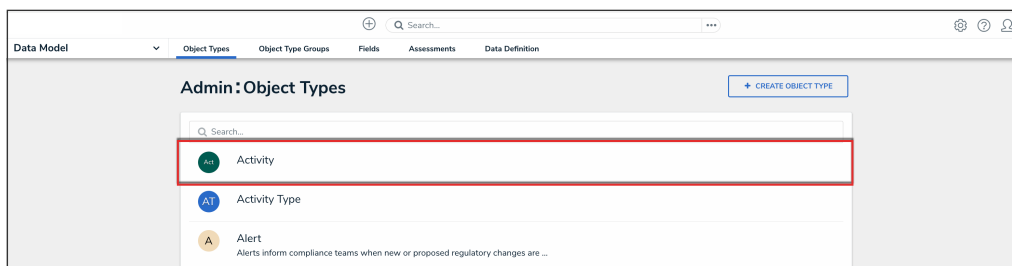
Administrator Settings Menu

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



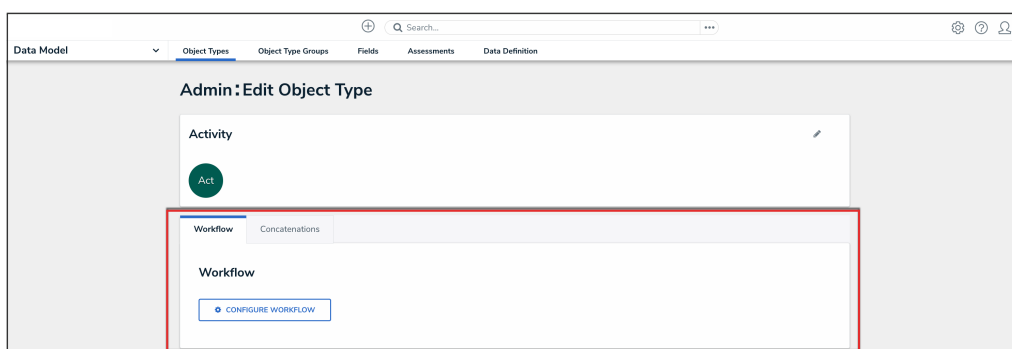
Object Types Tile

4. From the **Object Types** screen, enter an object type name in the **Search** field to narrow down the object types list.
5. Click the object type name you want to edit.



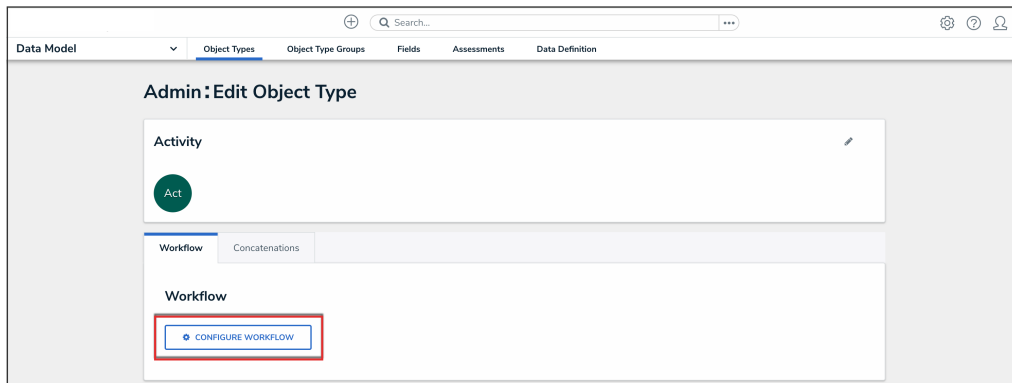
Object Type Name

6. From the **Edit Object Type** screen, click a workflow under the **Workflow** tab.



Workflow Tab

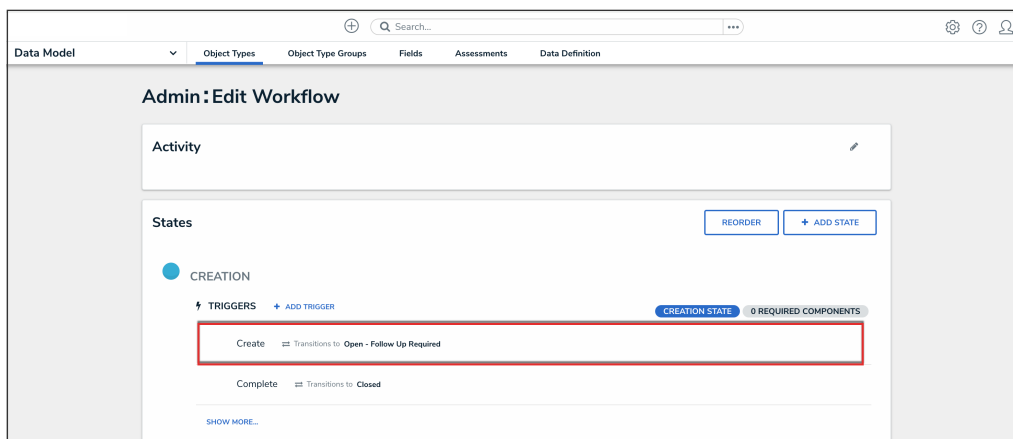
7. If there are no workflows listed, click the **Configure Workflow** button.



Configure Workflow Button

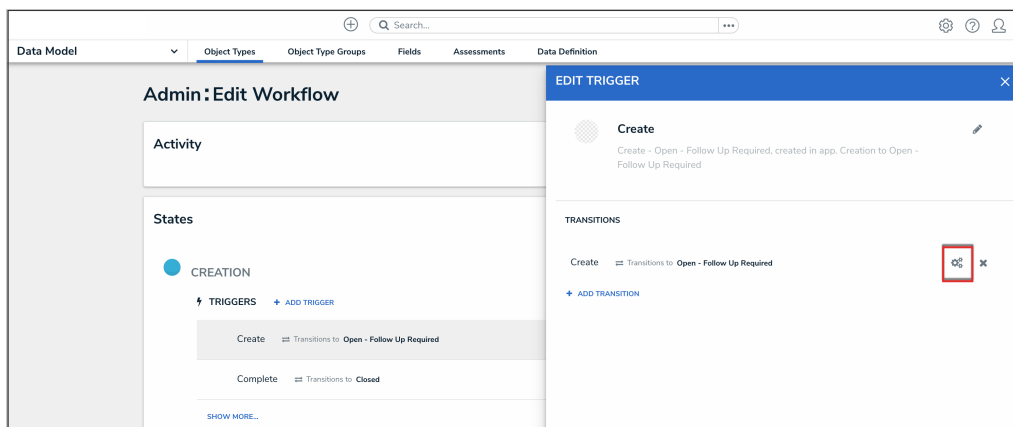
Add a Clear Relationships Action to a Transition

1. From the **Edit Workflow** screen, click the trigger that you want to add the **Clear Relationships** action to.



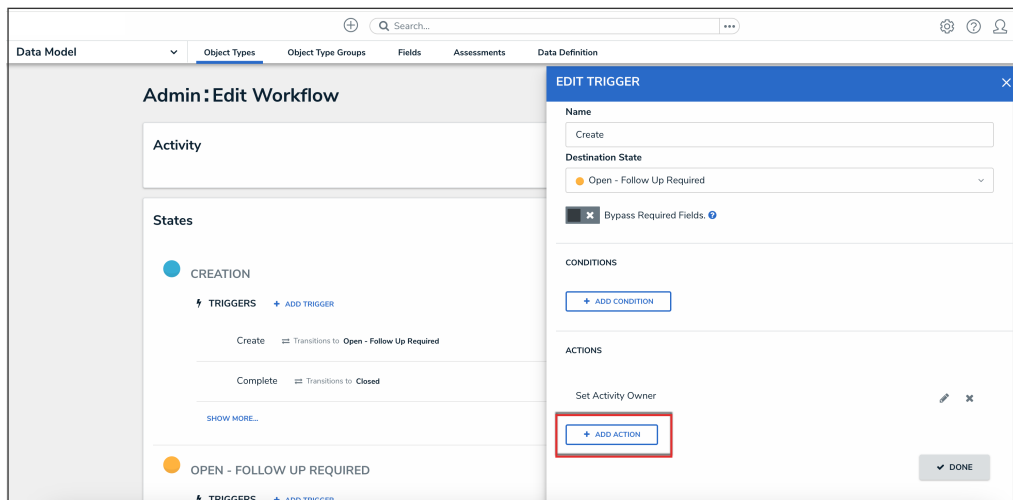
Workflow Trigger

2. From the **Edit Trigger** pop-up, click the **Configure** icon under **Transitions**.



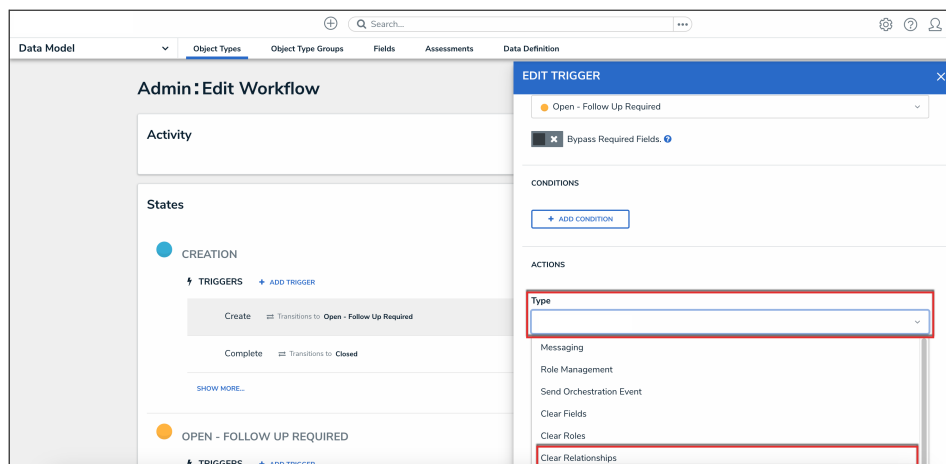
Configure Icon

- Click the **Add Action** button under **Action**



Add Action Button

- Select **Clear Relationships** from the **Type** dropdown menu.



Type Dropdown

- Enter a name for the action in the **Name** field.

The screenshot shows the 'Admin: Edit Workflow' interface. On the left, there's a sidebar with 'Activity' and 'States' sections. The 'States' section shows two states: 'CREATION' and 'OPEN - FOLLOW UP REQUIRED'. The 'OPEN - FOLLOW UP REQUIRED' state is selected. On the right, the 'EDIT TRIGGER' dialog is open. It has a 'Type' dropdown set to 'Open - Follow Up Required'. Below it, there's a 'Name' field which is highlighted with a red box. The 'Relationships' dropdown is also visible below the 'Name' field.

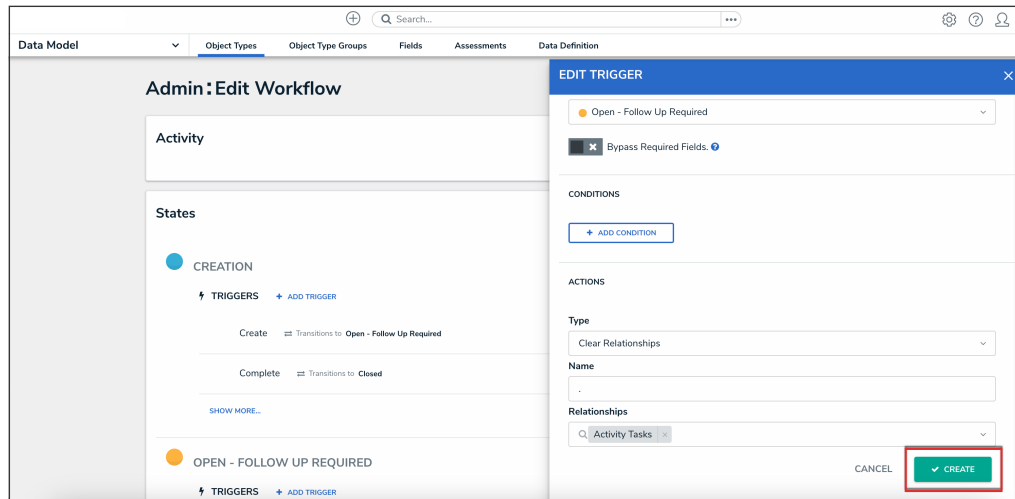
Name Field

6. Select the relationship fields you wish to clear data from (once the object transitions) in the **Relationships** dropdown menu.

This screenshot is similar to the previous one, showing the 'Admin: Edit Workflow' interface. The 'EDIT TRIGGER' dialog is open, and the 'Relationships' dropdown menu is highlighted with a red box. The 'Name' field is now empty, and the 'Relationships' dropdown is the focus of the instruction.

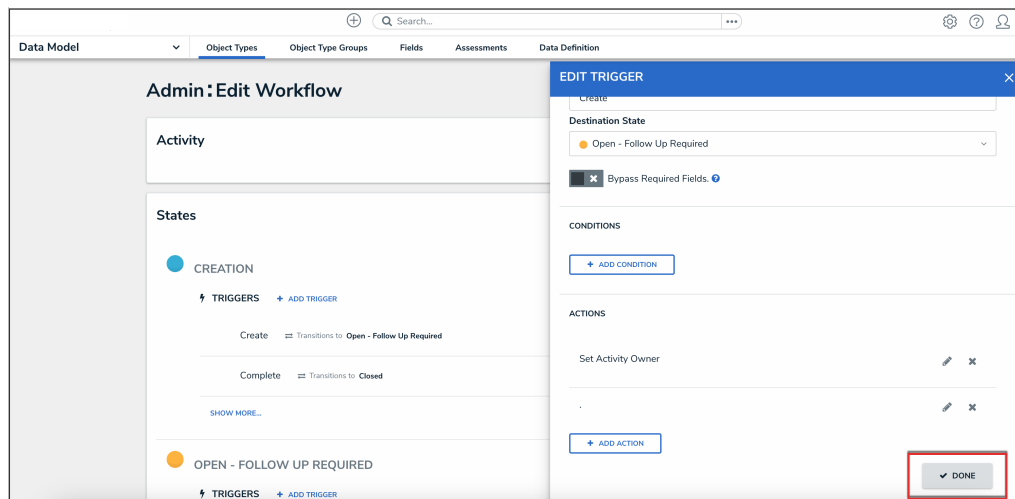
Relationships Dropdown

7. Click the **Create** button.



Create Button

- From the **Edit Trigger** pop-up, click the **Done** button to save your changes.



Done Button