

Edit the Workflow Name or Description

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

Overview

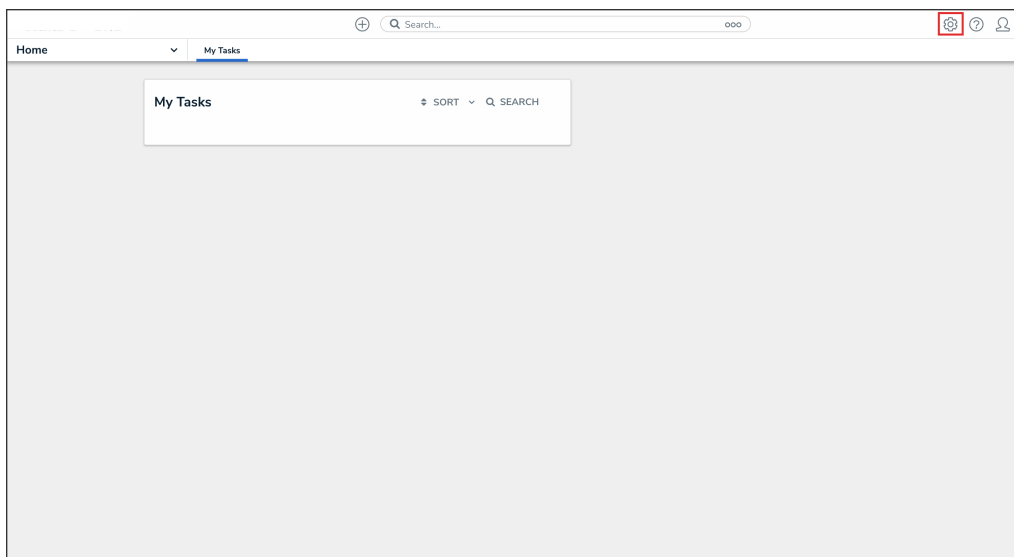
Administrator users can edit a workflows name and description.

User Account Requirements

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

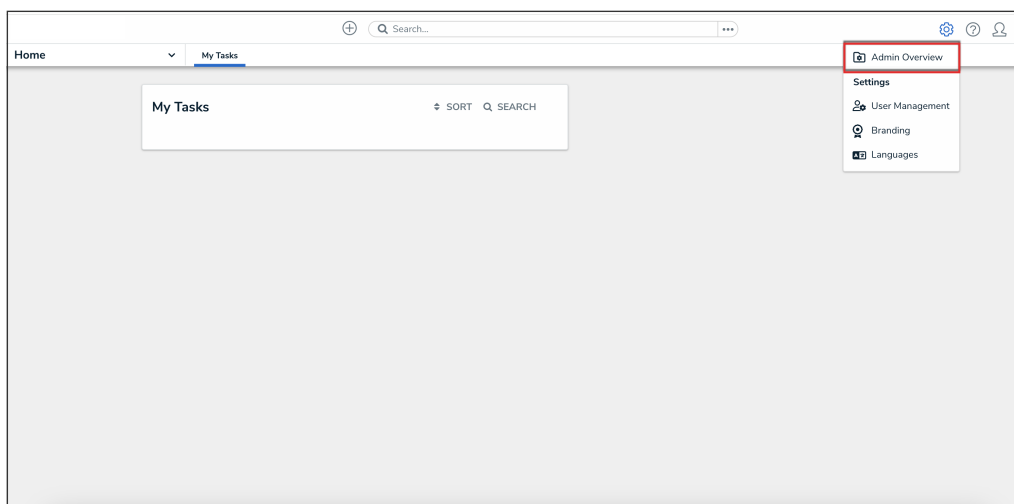
Navigation

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



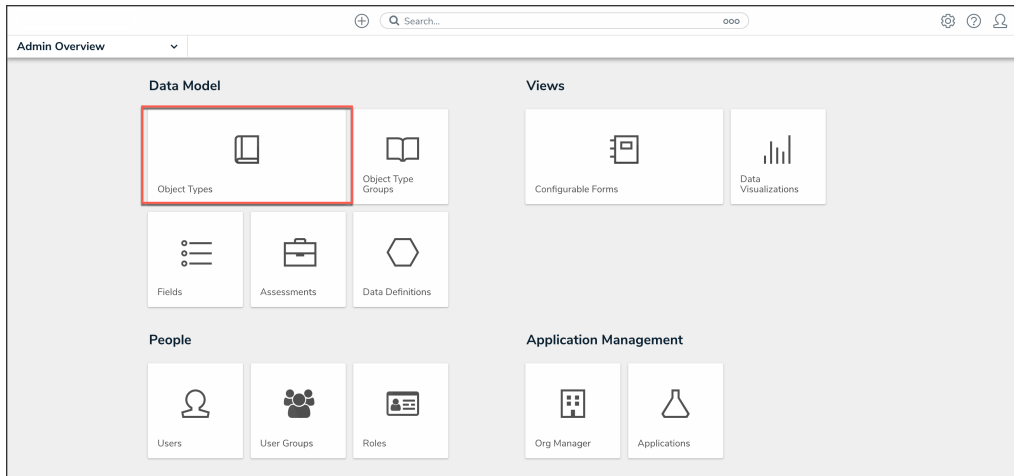
Administration Icon

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



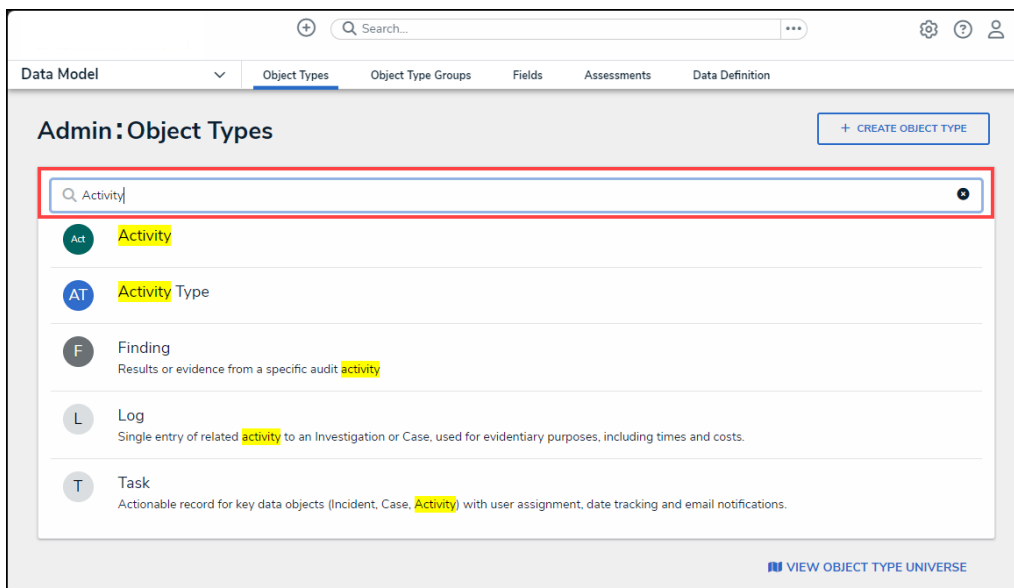
Administrator Settings Menu

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



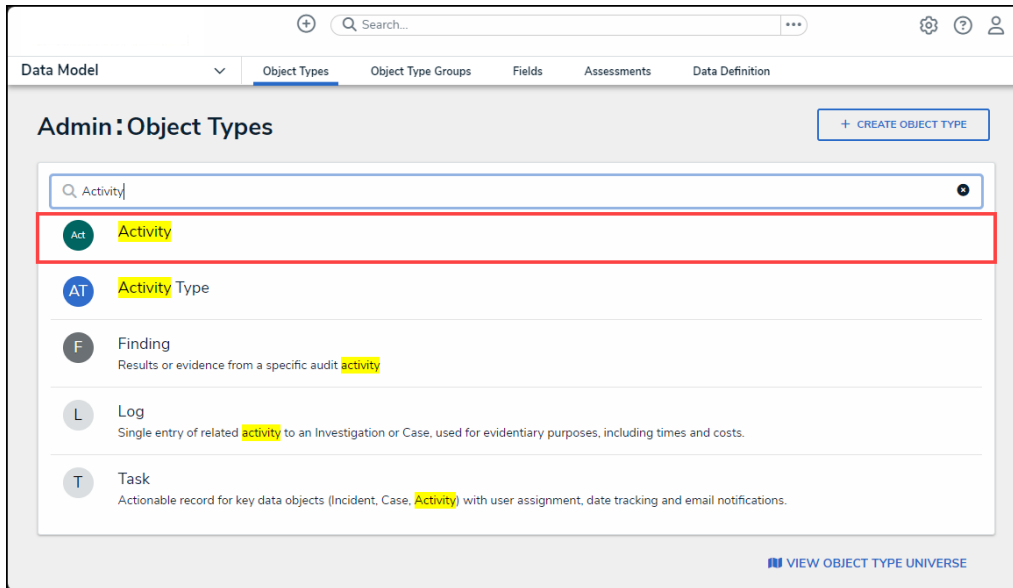
Object Types Tile

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



Search Field

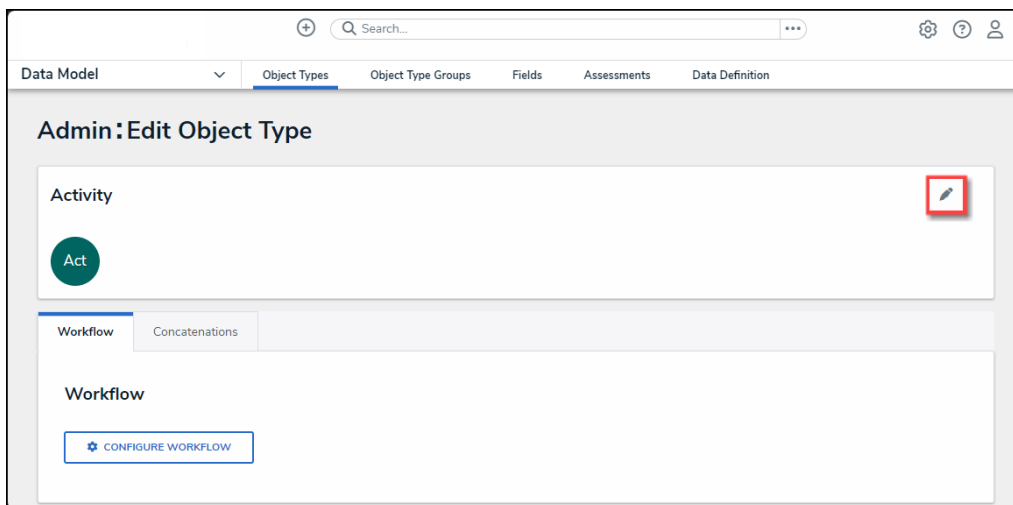
5. Click the **Object Type** you wish to edit or delete.



Object Type Name

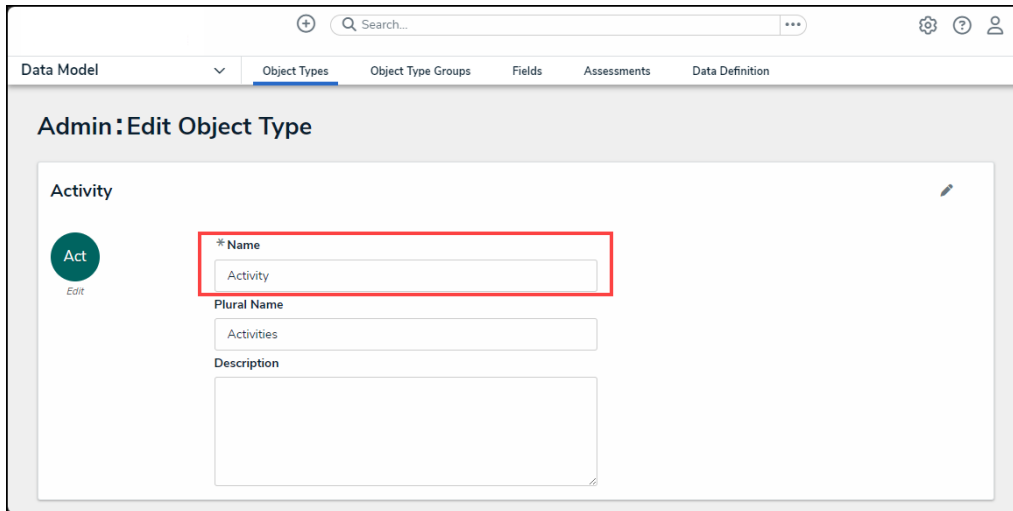
Edit the Workflow Name or Description

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



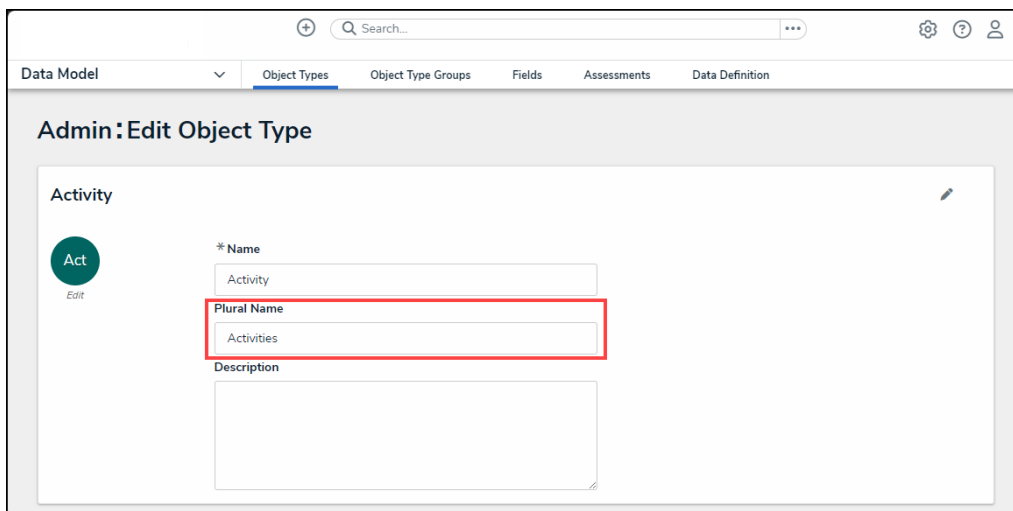
Edit Icon

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



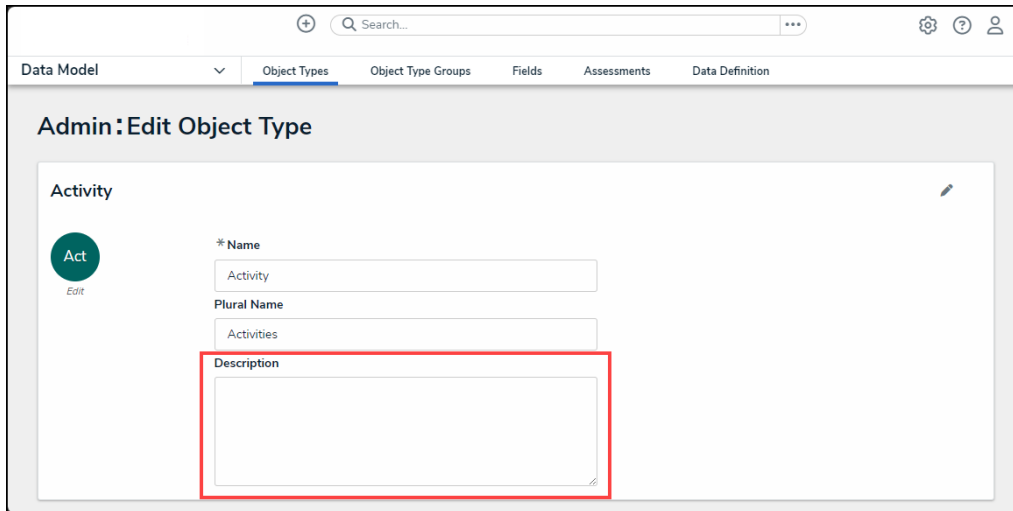
Name Field

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 Incidents” instead of “View Incident”).



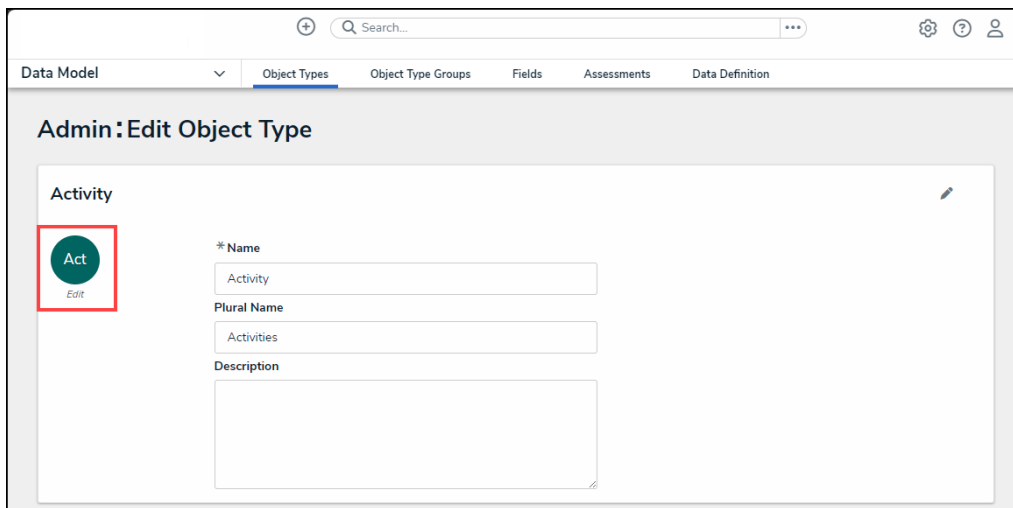
Plural Name Field

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



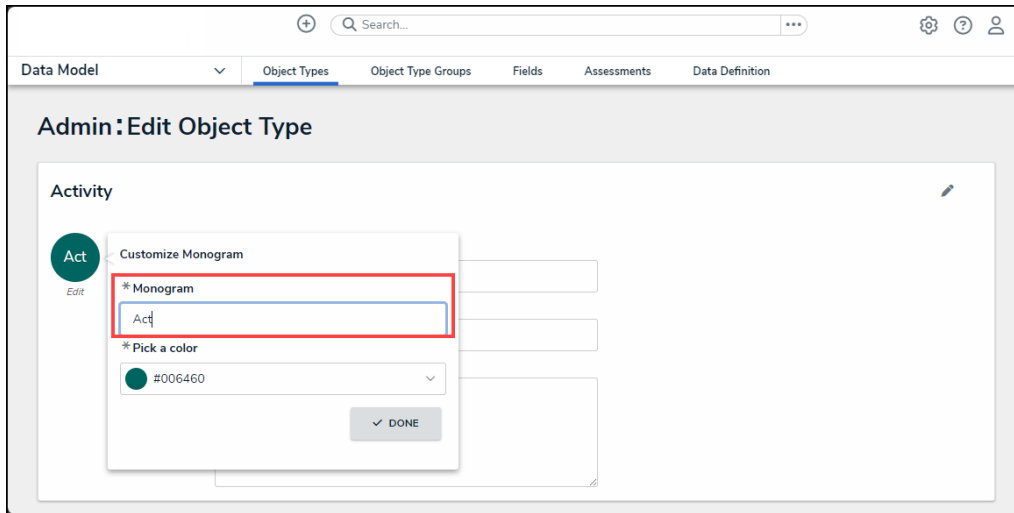
Description Field

5. Click on the **Monogram**.



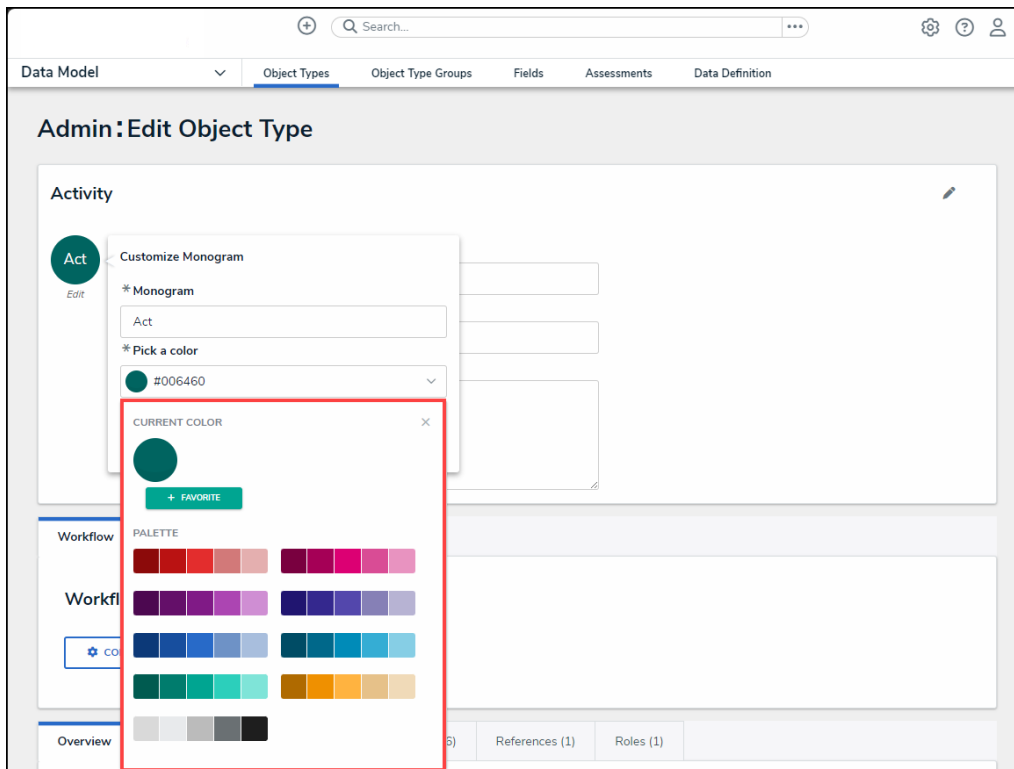
Monogram

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



Customize Monogram Pop-up

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




Color Picker Dropdown


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

⊕ Search... ⚙️ ? 👤

Data Model ▾ **Object Types** Object Type Groups Fields Assessments Data Definition

Admin : Edit Object Type

Activity 



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