
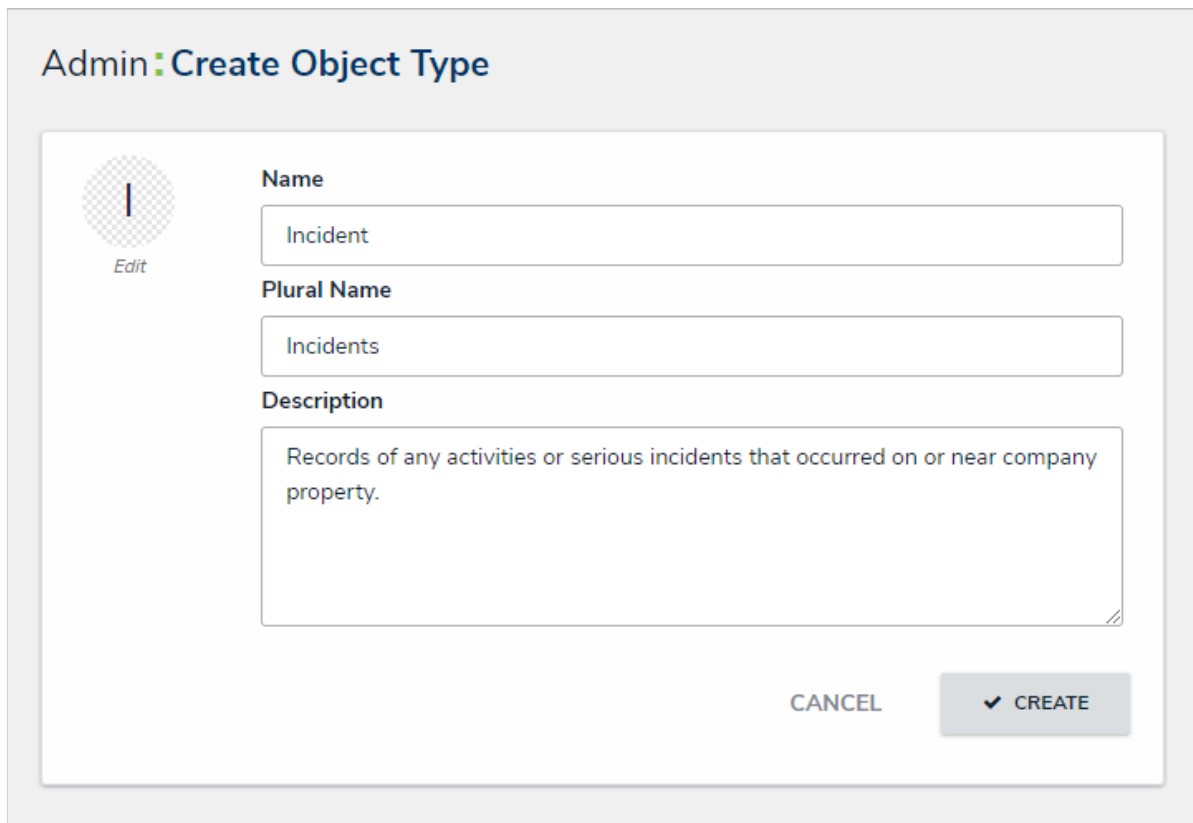



Create a New Object Type

To create a new object type:

1. Click the  icon in the top bar > **Object Types** in the **Data Model** section.
2. Click **Create Object Type**.
3. Enter a name for the object type in the **Name** field.
4. **Optional:** Enter a plural name for the object type, which will appear when viewing a list of the objects for that type (e.g. “View Incidents” instead of “View Incident”).
5. **Optional:** Enter a description of the object type, which will appear on the **Edit Object Type** page when editing the object type.



Admin: Create Object Type

 Edit

Name
Incident

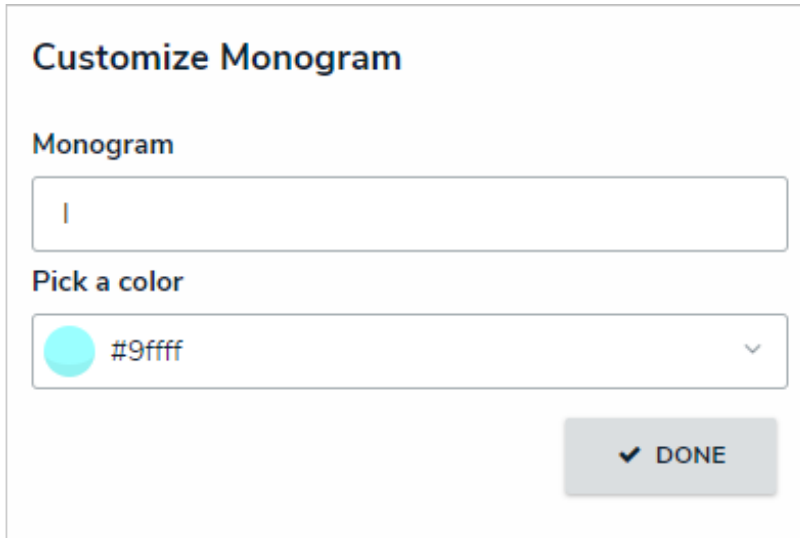
Plural Name
Incidents

Description
Records of any activities or serious incidents that occurred on or near company property.

CANCEL

The Create Object Type page.

6. **Optional:** To customize the object type monogram:
 - a. Click the monogram icon to the left of the **Name** field.
 - b. Enter 1 to 3 characters in the **Monogram** field.
 - c. Click the **Pick a color** dropdown menu to reveal the color picker. You can also type a hex color into this field to select a color.



Customize Monogram

Monogram

Pick a color

● #9ffff


✓ DONE


The Customize Monogram screen.

The monogram is used to help you quickly identify an object type throughout CORE. If you're creating multiple similar object types (e.g. Incidents and Incident Review) you may want to apply the same or similar colors to their monograms to help create a theme.


- d. Click **Done**.
7. Click **Create** to display **Edit Object Type** page.

Admin: **Edit Object Type**


INCIDENT 


 *Records of any activities or serious incidents that occurred on or near company property.*

WORKFLOW

 [CONFIGURE WORKFLOW](#)

CONCATENATIONS

 [CONFIGURE NAME CONCATENATION](#)


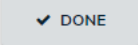
 [CONFIGURE DESCRIPTION CONCATENATION](#)

Overview Fields (0) Formulas (0) Relationships (0) References (0) Roles (0)

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

Related Forms

Related Data Definitions

A new object type. By default, new object types do not have any workflows, concatenations, or components.