

# Add Name or Description Concatenations to an Object Type

Last Modified on 08/12/2024 2:58 pm EDT

## Overview

A concatenation uses data from [properties](#) and [fields](#) to populate the name and description properties of objects.

## User Requirements

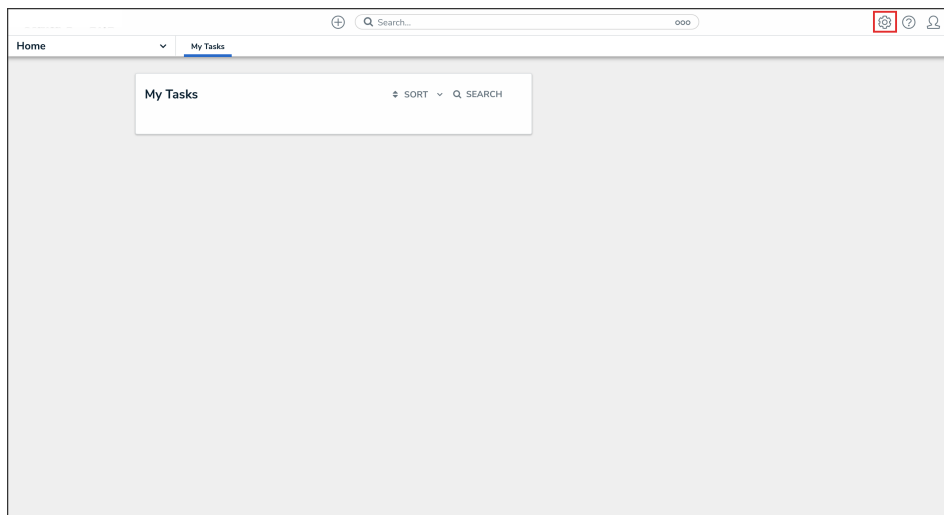
The user must have Administrator permissions in order to access the **Admin Overview** section.

## Related Information/Setup

Please refer to the [Name & Description Concatenation Overview](#) article for more information on using name and description concatenations.

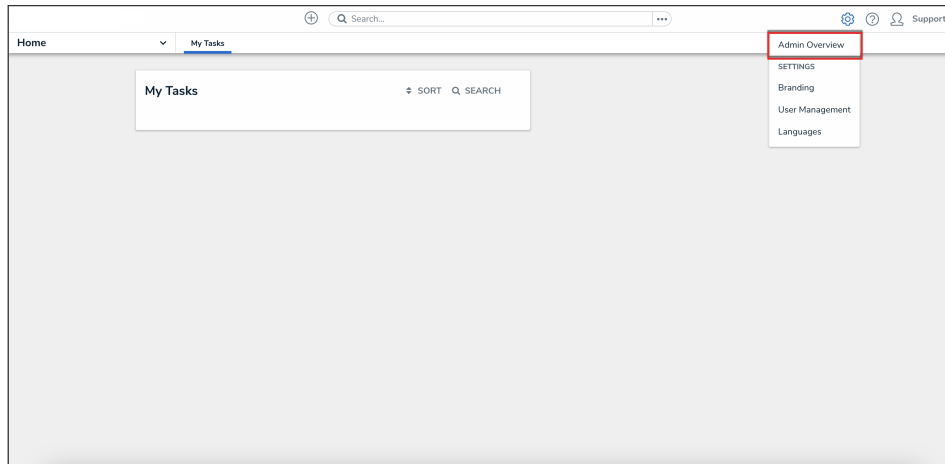
## Navigation

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



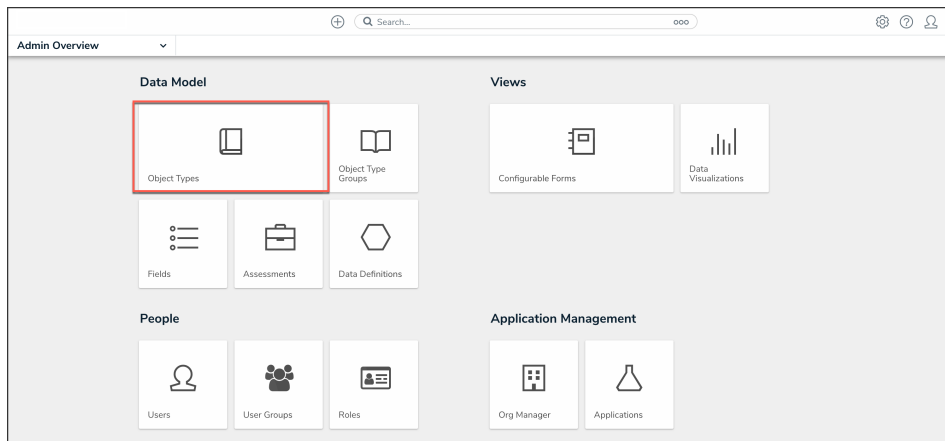
*Administration Icon*

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



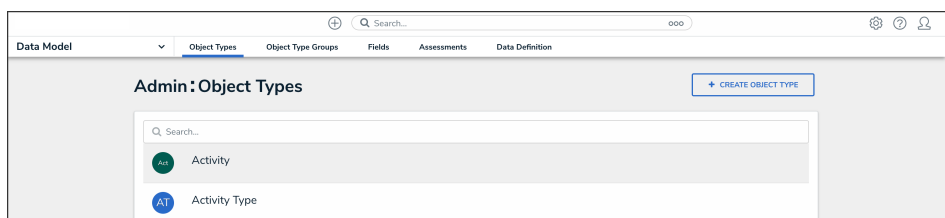
*Administrator Settings Menu*

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



*Object Types Tile*

4. From the list of object types, click the object type that you want to add a name or description concatenation to.



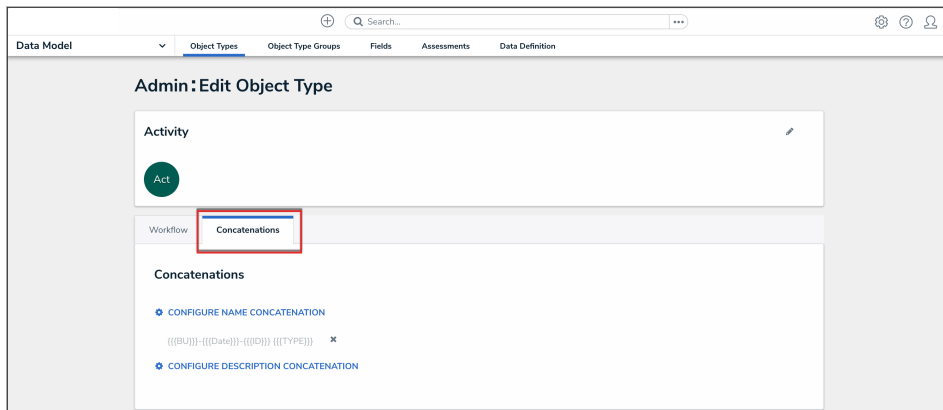
*Object Type Name*

## Adding a Name or Description Concatenation to an Object Type

Before you can add a name or description concatenation to an object type:

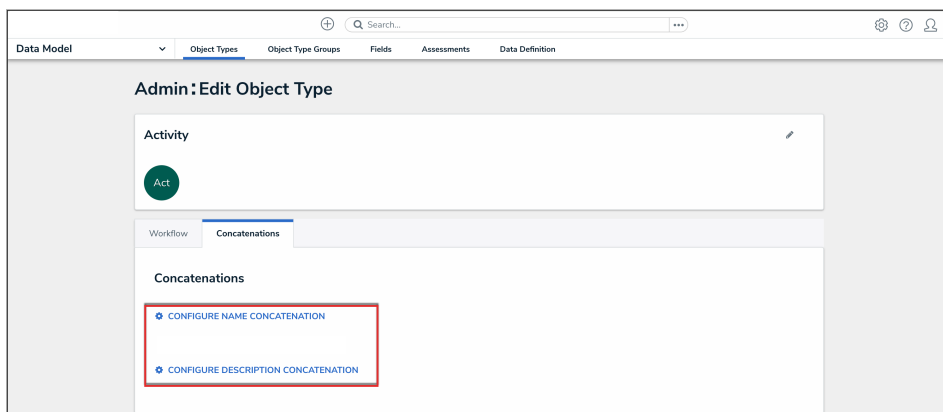
- Ensure that the required the **fields** and **Location** properties (if applicable) have been added to the object type and appropriate **configurable form**.
- If the concatenation will be pulling data from other object type(s), ensure the appropriate **relationships** and **references** have been added to those object types, along with the relevant fields.
- Ensure the data definition you wish to use to filter the data has been created from the **Data Definitions** settings.

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



*Concatenations Tab*

2. From the **Concatenations** tab, click either the **Configure Name Concatenation** or **Configure Description Concatenation** button.



*Configure Name Concatenation and Configure Description Concatenation Buttons*

3. From the **Edit Concatenation** pop-up, select a data definition from the **Data Definition** dropdown menu. This will determine which object types, properties, and fields are available to add as variables.

### EDIT CONCATENATION ✕

DETAILS

**Data Definition** 👁

VARIABLES

**+ ADD VARIABLE**

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EXPRESSION

Variables must be wrapped in triple braces. Eg: {{{VARIABLE1}}}-{{{VARIABLE2}}}

**SAVE EXPRESSION**

*Data Definition Dropdown*



**Note:**

If you want to select another data definition, you must delete the concatenation by clicking the **X** icon beside the concatenation on the **Edit Object Type** page, then recreate it.

4. To define the variables for your concatenation:

- Click the **Add Variable** button.

**EDIT CONCATENATION** [X]

DETAILS

**Data Definition** [Eye Icon]

Activity (Activity Type; Business Unit)

VARIABLES

TYPE	[X]
Field: Activity Type Abbreviation	
BU	[X]
Field: Abbreviation	
Date	[X]
Property: Created On	
ID	[X]
Property: Unique ID	

**+ ADD VARIABLE**

*Add Variable Button*

- Select an object type in the data definition from the **Select Object Type** dropdown menu.

**EDIT CONCATENATION** [X]

VARIABLES

**Select Object Type**

Available Component

Variable Name

Default Value

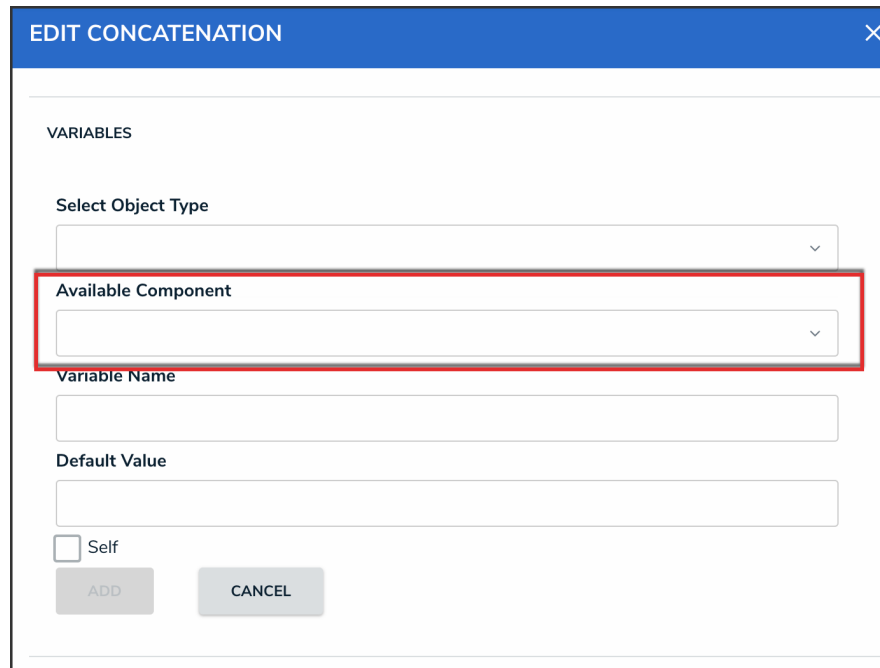
Self

ADD CANCEL

*Select Object Type Dropdown*

- Select a property or field you want to auto-populate in an object's name or

description from the **Available Component** dropdown menu.



The screenshot shows a dialog box titled "EDIT CONCATENATION" with a close button (X) in the top right corner. The dialog is divided into several sections:

- VARIABLES**: A section header.
- Select Object Type**: A dropdown menu.
- Available Component**: A dropdown menu, which is highlighted with a red rectangular box.
- Variable Name**: A text input field.
- Default Value**: A text input field.
- Self**: A checkbox.
- ADD** and **CANCEL**: Two buttons at the bottom.

*Available Component Dropdown*

- If you selected the **Created On** property or **date** field, select a date format (e.g. YYYY-MM-DD) from the **Variable Format** dropdown menu. See the [Time Zone Conversions on Concatenations](#) article for more information on how this information is captured.
- If you selected the **Location** property, choose an address component from the **Select Address Component** dropdown menu (i.e., House Number, Street, City, State, ZIP Code, or Country).



**Note:**

A separate variable must be created for each address component.

- Enter a name for the variable in the **Variable Name** field.

The screenshot shows a dialog box titled "EDIT CONCATENATION" with a close button (X) in the top right corner. The dialog is divided into several sections:

- VARIABLES**: A section header.
- Select Object Type**: A dropdown menu.
- Available Component**: A dropdown menu.
- Variable Name**: A text input field, which is highlighted with a red border.
- Default Value**: A text input field.
- Self: A checkbox.
- ADD** and **CANCEL**: Two buttons at the bottom.

*Variable Name Field*



**Note:**

Spaces and special characters in variable names are not permitted. For example, naming a variable **RiskName** in the **Variable Name** field is valid, but entering **Risk Name** in this field will result in an error.

5. **(Optional):** To display a default word or phrase in the concatenation when the variable has no data, enter that word or phrase in the **Default Value** field (e.g., "Null" or "None provided").

EDIT CONCATENATION

VARIABLES

Select Object Type

Available Component

Variable Name

Default Value

Self

ADD CANCEL

*Default Value Field*

6. If the variable has been created from a component on the same object type where the concatenation is saved (e.g., the Incident Name property is being saved to an expression on the Incident object type) select the **Self** checkbox.



### EDIT CONCATENATION ✕

**DETAILS**

**Data Definition** 👁

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**VARIABLES**

**Select Object Type**

**Available Component**

*Self Checkbox*

7. Click the **Add** button to save the variable.

**EDIT CONCATENATION** [X]

**DETAILS**

Data Definition

Activity

**VARIABLES**

Select Object Type

● Activity

Available Component

Property: Name

Variable Name

Name

Default Value

Self

ADD CANCEL

*Add Button*

8. Type the variable names in the **Expression** field. Variables can be entered in any order, but they must be enclosed in triple curly brackets (e.g. {{{CreatedBy}}}) **with no spaces or special characters within the brackets**. If needed, you can include spaces and other alphanumeric characters between the variables.

### EDIT CONCATENATION

DETAILS

Data Definition

VARIABLES

+ ADD VARIABLE

EXPRESSION

Variables must be wrapped in triple braces. Eg: {{{VARIABLE1}}}-{{{VARIABLE2}}}

SAVE EXPRESSION

*Expression Field*

9. Click the **Save Expression** button.

### EDIT CONCATENATION

DETAILS

Data Definition

VARIABLES

+ ADD VARIABLE

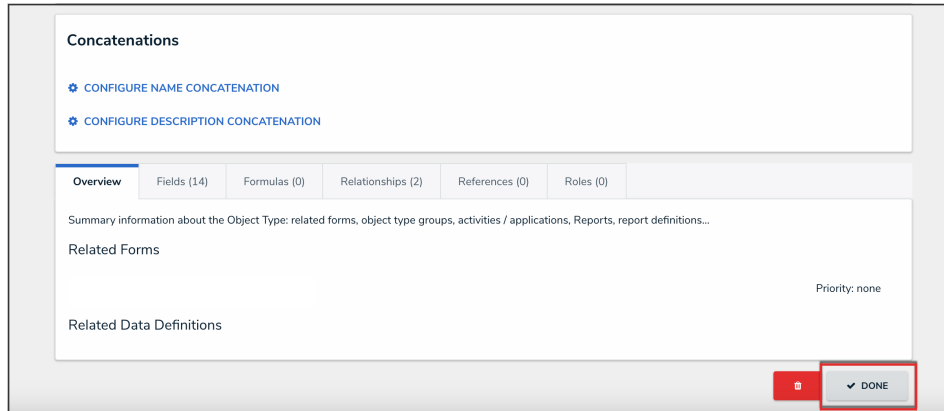
EXPRESSION

Variables must be wrapped in triple braces. Eg: {{{VARIABLE1}}}-{{{VARIABLE2}}}

SAVE EXPRESSION

*Save Expression Button*

10. From the **Admin: Edit Object Type** screen, click the **Done** button.



*Done Button*