



Add Name or Description Concatenations to an Object Type

To add name or description concatenations to an object type:

1. Ensure 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. See the [Concatenation Overview](#) article for more information.
2. Ensure the data definition you wish to use to filter the data has been created from the [Data Definitions](#) settings in **Administration**.
3. Click the  icon in the top bar > **Object Types** in the **Data Model** section.
4. Click the object type or enter the name of the object type in the **Search** field, then click it to display the **Edit Object Type** page.
5. Click either **Configure Name Concatenation** or **Configure Description Concatenation** to open the **Edit Concatenation** palette.
6. 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

EXPRESSION

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

SAVE EXPRESSION

A new concatenation.



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.

7. Click **Add Variable**.
8. Select an object type in the data definition from the **Select Object Type** dropdown menu.
9. Select a property or field you want to auto-populate in an object's name or description from the **Available Component** dropdown menu.

- 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 that a separate variable must be created for each address component.

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



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.

11. **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").

12. 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.

VARIABLES

Select Object Type
Incident

Available Component
Property: Created On

Variable Name
CreatedOn

Variable Format
YYYY-MM-DD
Today's date in the above format is: 2020-04-01

Default Value

Self

ADD CANCEL

The Variables section of the Edit Concatenation palette.

13. Click **Add** to save the variable.

VARIABLES

CreatedOn

Property: Created On

+ ADD VARIABLE

A new variable.

14. Repeat steps 7-13 above to continue adding variables as needed.

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

EXPRESSION

`{{{DateSubmitted}}} - {{{IncidentType}}} - {{{CreatedBy}}}`

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

SAVE EXPRESSION

An expression with variables. All variables must be enclosed in triple curly braces.

16. Click **Save Expression**.

CONCATENATIONS

⚙️ CONFIGURE NAME CONCATENATION

`{{{DateSubmitted}}} - {{{IncidentType}}} - {{{CreatedBy}}}` ✕

⚙️ CONFIGURE DESCRIPTION CONCATENATION

The new expression saved to the object type and displayed on the Edit Object Type page.

17. To edit a variable, it must be deleted by clicking the ✕ icon from the **Edit Concatenation** palette, then recreated.
18. To delete the concatenation, click the ✕ icon from the **Edit Object Type** page.