

Form Headers Overview

Last Modified on 11/15/2024 2:45 pm EST

By default, when creating a new object, each standard form has a header of **Create a New [Object Type name]**. Once the object is created, the header is replaced with the value entered into the **Name** property (i.e., the title) on the form and no description (i.e., the sub-title) is displayed. However, administrators can configure the header settings to:

- Display a Custom Name for the Form Title and a Custom Description for the Form Description.
- Allow end-users to make edits by clicking and typing directly into the header, or by making changes to the **Name** or **Description** properties (provided the appropriate [Edit permissions](#) are enabled on the user's role and the header is not marked as read-only).
- Show the object's **Unique ID** in the header to the far right of the object title.



Default concatenations (i.e., automatically completed fields) on the Name and Description properties are applied when an object is created. However, any edits made to these properties after that point will override the default concatenations. Therefore, when creating customized headers with your own titles and descriptions, you should take note of any concatenations you need to ensure they are not overridden and cause reporting errors.

Header Navigation

The Form Features appear in the header navigation, which hosts essential object information at the top of the form. These Form Features include:

- **Details** – the primary information about the object
- **Assessments** – a collection of two features:
 - Assessment Results
 - Update Assessments (only available for library objects with that function enabled)
- **Relationship Graph** – how that object is connected to other objects in your organization
- **History** – every change made in the object's entire lifecycle
- **Communications** – emails and comments about the object. Note: The Email option is only visible in the Navigation, based on the Email Settings used to generate that Object. Read more here: [Create an Email Setting](#).

2019-001 Bruised Foot from forklift operation INC-1 OPEN ⋮

Details Relationship Graph History Communications

General Information

Incident Severity
High

Incident Owner

Business Unit

Primary Incident Type

Location

Incident Start DateTime

Involvements Narratives Attachments Losses Tasks & Access Outcomes Linked Records

Description

On June 30, 2019, Tristan Alves, the lead mechanic, and an assisting mechanic (Ainsley Martinet) were replacing a bearing on a forklift. Alves was removing a hydraulic line from the forklift being repaired while standing underneath the fork assembly.

The fork assembly was supported approximately 10 feet above the ground by a nylon sling looped over the fork of a separate forklift. The assisting mechanic was jacking the forklift up a few inches to allow placement of a waste oil catch pan.

Location

Location	Primary Location	Location Reason	Location
	No	Reported Location	Headquarters - Riverdale Industries
	No	Reported Location	Headquarters - Riverdale Industries

123 Fake Hollow Rd, York, PA 17406, United Related Activity

A standard form with header navigation enabled.



To create consistency and establish naming conventions - particularly as an object transitions across workflow states - objects should utilize the Object Name for their form Title and not a Custom Name.