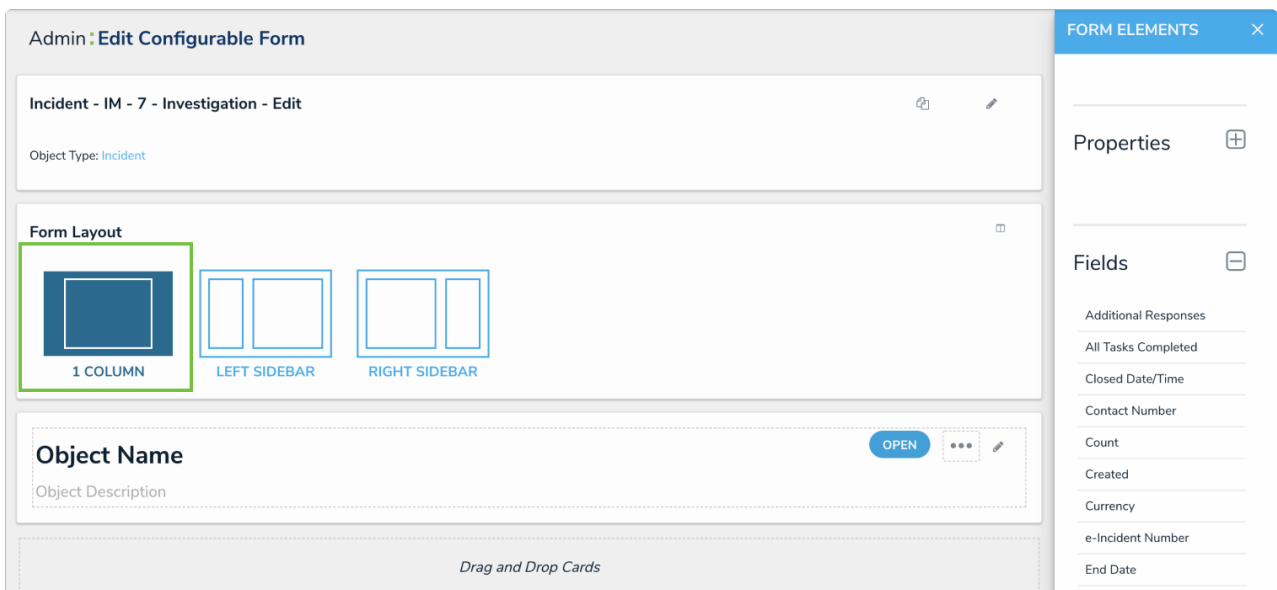


## Form Layouts Overview

Last Modified on 03/22/2022 12:31 pm MDT

All form layouts display a separate object header at 100% width of the browser, with the form content underneath it. The form content can be split into two different sides – a 1 Column main form area or a 2 Column layout that has a left or right sidebar. With one-column form layouts, grey areas on the sides of the screen can be reduced to optimize the screen real estate for the form.

The sidebar option is a form card fixed to the left or right side and enables side-by-side cards for inline form content. Using this layout can also help breakdown long boxes of text, so your forms' key details (i.e., the main object reference points) are presented in a more accessible way. While the sidebar may not be dragged and moved elsewhere in the form, sections and components within the sidebar can be reordered.



Select the 1 Column Form Layout.

### 1 Column Form Layout

This layout option displays all form cards, sections, and components only in the main form area. With the 1 Column layout, the main form area is a single column (66% screen width), possibly with multiple cards in it, positioned vertically.

The screenshot shows a web interface for 'Action Plan 002'. At the top, there's a navigation bar with 'Applications' and a 'REVIEW' button. Below that, a tabbed interface shows 'Details', 'Relationship Graph', and 'Communications'. The main content area is titled 'Corrective Actions' and includes instructions: 'Type your remediation notes in the Description field below. Corrective actions are the steps you take to correct the issue.' It features three main input fields: 'Corrective Action Field Photo' (with a drag-and-drop area), 'Corrective Action Name' (containing 'Action Plan 002'), and 'Description' (with placeholder text). A 'Priority' dropdown menu is set to 'Medium'. At the bottom, there's a section for 'Corrective Action Fields'.

A 1 Column form.

## Left Sidebar Form Layout

This layout separates the form content into a sidebar card on the left and a main form area on the right. In this layout option, the left sidebar should be used for general object information, so the application user has a quick reference on the object, while completing the actions in the main form area on the right. Example forms that use the left sidebar may include Collection types of forms, like Risk or Triage objects.

The screenshot displays the 'Admin: Edit Configurable Form' interface. It shows a form titled 'Incident - IM - 7 - Investigation - Edit' with 'Object Type: Incident'. A 'Form Layout' section offers three options: '1 COLUMN', 'LEFT SIDEBAR' (highlighted with a green border), and 'RIGHT SIDEBAR'. Below this, there's a preview of the form with fields for 'Object Name' and 'Object Description', and an 'OPEN' button. A 'Drag and Drop Cards' section is visible at the bottom. On the right, a 'FORM ELEMENTS' sidebar lists various properties and fields like 'Additional Responses', 'All Tasks Completed', 'Closed Date/Time', 'Contact Number', 'Count', 'Created', 'Currency', 'e-Incident Number', and 'End Date'.

The Left Sidebar Form Layout.

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

*A Left Sidebar Form.*

## Right Sidebar Form Layout

This layout separates the form content into a sidebar card on the right and a main form area on the left. In this layout option, the right sidebar should be used for general object information, but also works well for adding secondary functions. Examples of these secondary details in the right sidebar includes report buttons, formulas, or statistics/scores.

*The Right Sidebar Form Layout.*



If you choose the right sidebar form layout, the card will get covered by the editor palette. Therefore, all reference information that an application user needs while working in the form should be placed into the main form area.

## 2019-001 Bruised Foot from forklift operation

INC-1

OPEN

Details

Relationship Graph

History

Communications

### General Information

#### Severity

High

#### Incident Flags

Violence Involved

External Organization

#### Primary Incident Type

Security Breach

#### Additional Incident Types

Loss/Theft/Compromise of Classified Information

#### Incident Start DateTime

June 17, 2019 8:00 pm

#### Incident End DateTime

#### Incident Reported DateTime

June 17, 2019 8:00 pm

#### Closed Date/Time

#### Additional Responses

EMS

Police Contacted

#### Fiscal Year

FY 2019

Business Unit

Police File Number

### Incident Overview

#### Incident Severity

High

#### 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.

During this operation, the nylon sling around the spare forklift slipped off. The fork assembly of the forklift being repaired dropped onto Alves, knocking him to the ground. He was hospitalized with a fracture of his left foot, head lacerations, and bruises on his forearm and several ribs.

*A Right Sidebar Form.*