

Setting the Name, Type, and Owner for an Entity

Set the following information on the **Entity Wizard Name and Owners** page:

Add Entities to your Organization

While adding Entities to your organization, you can manually create/import from a file. If you would like to export entities, select the folder and choose **Export Entities** of the Entities Grid.

Please select how you would like to add new Entities:

Use the Entity creation wizard to create an Entity

Enter the following information for the entity you wish to create. The wizard will guide you to create an entity.

Name*

Entity type* +

Entity subtype

Description

Primary Owner* +

Import Entities from a file

The Entity Wizard Name and Owners page.

Setting	Type	Description
Name	string	Enter a name that identifies the entity in programs, assessments, questionnaires, tickets, exceptions, incidents, and reports.
Entity type	Default entity types	Displays a list of predefined entity types.
	Define new type	Displays a text box where you can enter up to 255 characters. The new type is added to the list of entity types when you save the entity.
Entity subtype	Define new type	(Optional) Displays a text box where you can enter up to 255 characters. The new subtype is added to the selected type and displays as an option the next time you select the type.

Description	Type	Description
		Enter up to 1024 characters that summarize the entity. Displays in the entity in list and detail pane.
Primary owner	System user	Select a user.