

Forms - Design & Implementation

REQUIREMENTS

- To create forms the following are first required
 1. **Dictionary Concepts** which are the building blocks of the form.
 2. **Form formulae:** for forms with calculated values from different input fields in the form

How to create a Dictionary Concept

1. Navigate to Front Office > Form Management > Concept Management > Add New Dictionary Concept
2. Fill in the Concept fields which include:
 - Title: This is the concept name
 - Description: A brief description to let form builders know what concept is used for
 - Data Type: Can be
 - **Text:** Alphanumeric
 - **Numeric:** Numbers only
 - **Coded:** For concept with list options: radio buttons, check boxes or drop-downs
 - **Date Time:** For both date and time
 - **Boolean:** Can be either true or false
 - **Form Control:** Concepts are mapped to Form controls which can be added into the form. This is where the user specifies which control we want to map the concept to the form control includes:
 1. **Input Fields:** For short texts e.g. names
 2. **Check Box:** To display the options in checkboxes
 3. **Radio List:** To display the option in radio buttons
 4. **Input Number Fields:** Short input for numbers only.
 5. **Date Picker:** For the date selection form control
 6. **Time:** To display the time-picker form-control
 7. **ICD 11:** To display the diagnosis tool in a form
 8. **Detailed Text:** For lengthy text information
 9. **Link:** To display options from already existing doctypes
 - **Form Label:** The label to be displayed on top of the control

- **Form Sub Label:** Smaller label below the main form label(main used for description)
- **Link Reference:** If the Form control has been set as a link; at the point we select the from which doctype we desire to extract options
- **Children:** If the dictionary concept has a set of lists or options, normally for form controls like Checkboxes, radio lists, and drop downs, we add the option in the children child table we require
 - **Concept:** An already existing concept created in the system if non existent need to be created first
 - **Title:** To be displayed as a label for this particular option

3. Save

How to create a form

1. Navigate to Front Office > Patient Records Page > Build a Form
2. Each form requires at least one section: Click Add Section; There are three types of Sections:
 1. **Normal section:** A basic section where form components can be added
 2. **Toggleable section:** A section where form components can be added but can be foldable
 3. **Table Section:** This is a section that can hold tables: To select the content of the table click on the **Configuration button in the table section**, and in the **reference table** input box type in the name of the form.
3. After adding a section set the section title and subtitle
4. To add more configuration to the form click the configuration button.
5. To add form controls to the section click add control, which opens a sidebar showing a search input field,
6. Search for the component you want to add, (these are derived from already created concepts in the system). After the desired field has been found click on the field to add it to the form.
7. Once all the controls have been added to the form click the Export button which will display a dialog requesting the creator:
 1. **Department:** Select the department the form belongs to and the name of the form.
 2. **Title:** The name of the form.
8. Click save on the dialog which will create the form.

How to update a form

1. Navigate to Front Office > Patient Records Page > Form Repository
2. Search for the desired form by typing the name in the search input box to filter all available forms
3. Click on the Desired form; a dialog should pop up with two options:

1. **View:** Allows the user to all records saved for the particular form
 2. **Edit:** Allows the user to navigate to the window to edit the form
 4. Once the Edit window appears modify the form as desired and click update
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