

Designing a Form

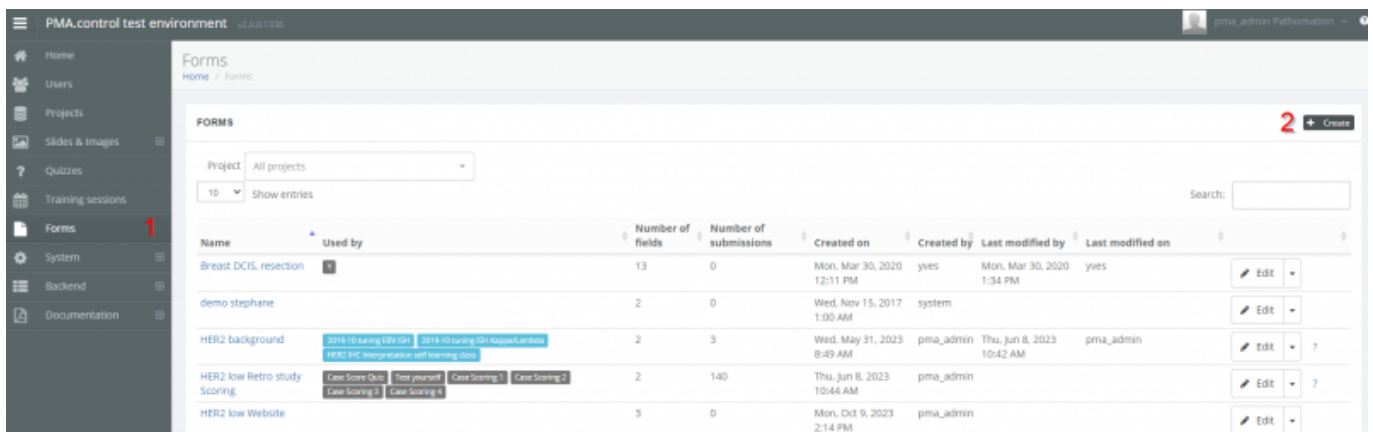
Forms are the way to collect data from your Users, whether it's an examination, gathering a consensus score for a WSI, or feedback on course content.

Form Management

To manage forms (if you are in a role with permission to manage them) you navigate to (1) in the sidebar.

Here you are presented with an overview of existing forms including what projects they are included in, how many fields they have, and how many times they have been submitted.

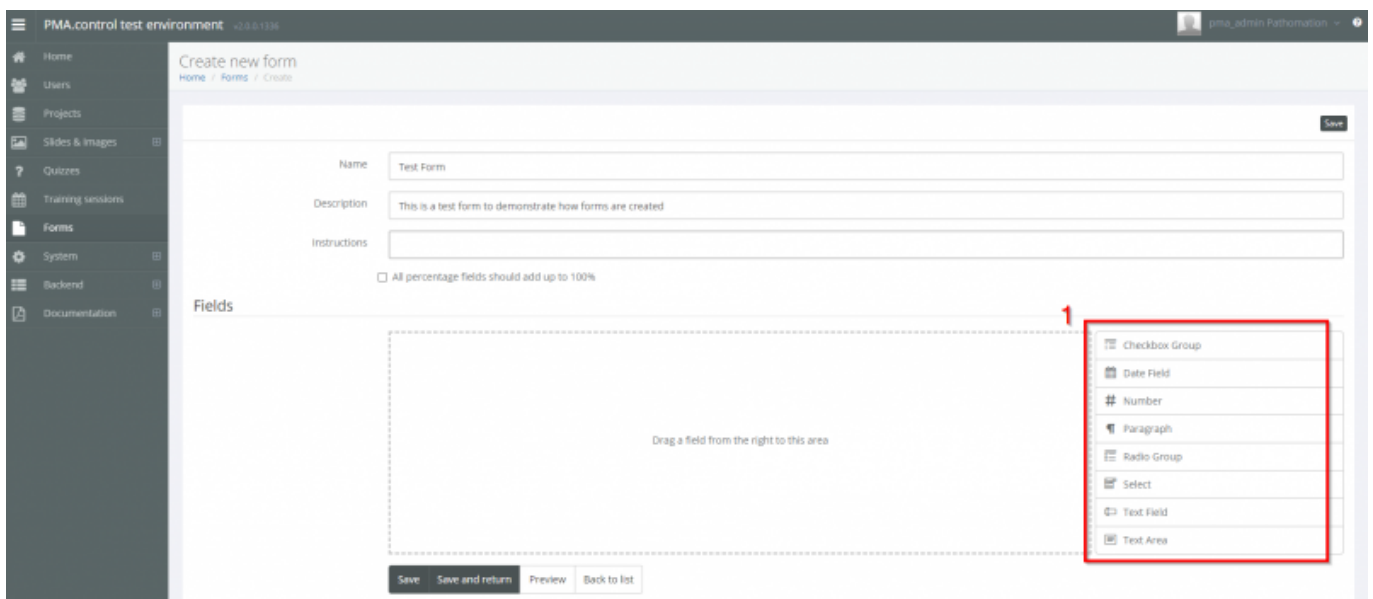
You can also create new forms by hitting 'create' (2).



Form Creation

After pressing create, you will be taken to the form creation screen. Here you can fill in the name, description and instructions for the form.

You can click on or drag any field type (1) into the Form Builder area to get started.



In the image below, a Checkbox Group (aka multiple choice) field has been selected. You can see

there are icons to

- 1. Delete
- 2. Edit
- 3. Copy

the field you've just added. Lets hit (2) to edit

The screenshot shows the 'Create new form' interface. At the top, there are fields for 'Name' (Test Form), 'Description' (This is a test form to demonstrate how forms are created), and 'Instructions'. Below these is a checkbox for 'All percentage fields should add up to 100%'. The 'Fields' section contains a 'Checkbox Group' field with one option, 'Option 1', which is checked. To the right of the field are three icons: a red 'x' (labeled '1'), a pencil (labeled '2'), and a document with a plus sign (labeled '3'). A dropdown menu is open, showing options for 'Remove Element', 'Date Field', and 'Number'.

You can fill out the question title and put in multiple entry options for the users to check, indicating which option(s) is/are correct with the blue check mark.

Fields

The screenshot shows the configuration window for a 'Checkbox Group' field. The question is 'What is the HER2 score of this WSI?'. The 'Required' checkbox is checked. The 'Label' is 'What is the HER2 score of this WSI?'. The 'Enable Other' checkbox is unchecked. The 'Options' section has four entries: '0-1' (checked with a blue checkmark), '1-2', '2-3', and '3+'. Each option has a red 'x' icon to its right. There is an 'Add Option +' button at the bottom right. At the bottom of the window are buttons for 'Save', 'Save and return', 'Preview', and 'Back to list'.

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