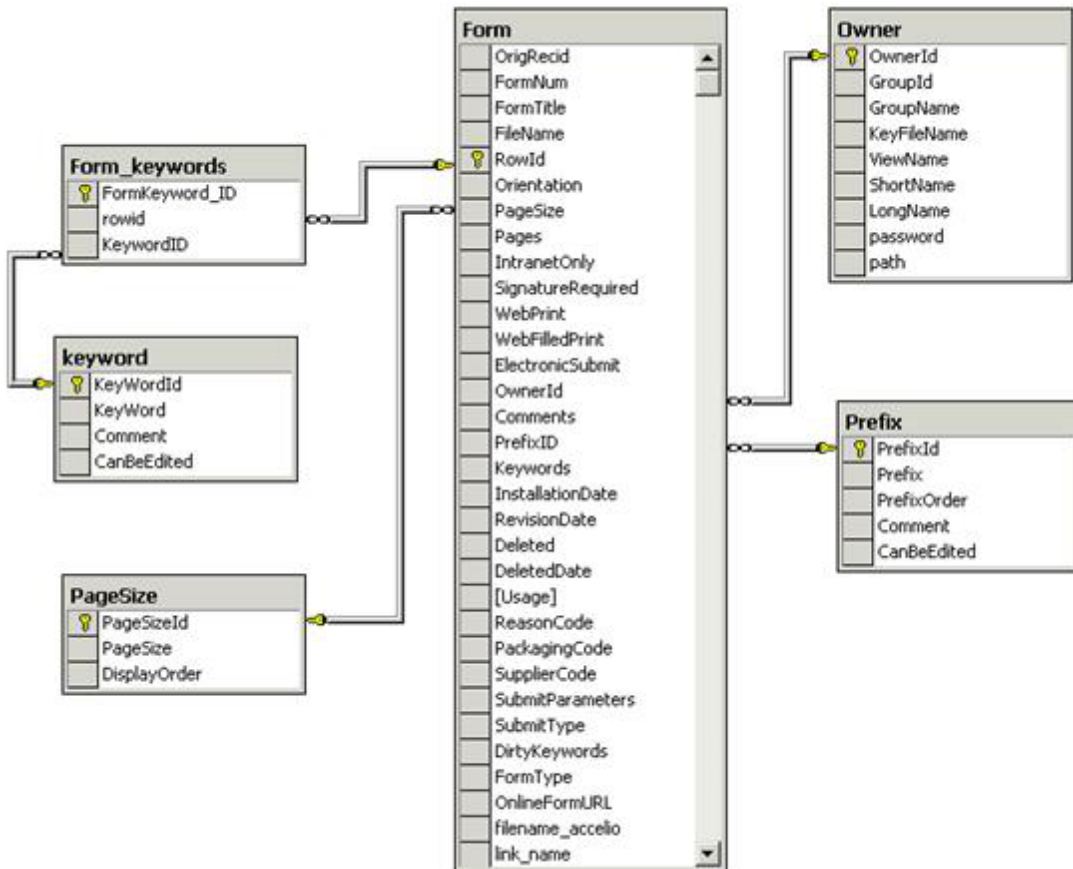


From: [Reid, Kevin](#)
To: [Lee, Jennifer Y.](#); steve.wirt@civicaactions.com
Cc: [Stephanie Orkand](#)
Subject: RE: Practice documentation - uploading forms
Date: Tuesday, June 2, 2020 2:11:37 PM

DB Schema below, if that helps. RowID is unique per form.



Use cases (blue text is the response from the dev):

- A Forms Manager wants to update an existing form but instead of uploading a PDF with the same filename as the old form, they upload a file with a slightly different name and create a new record in the VA Forms Admin UI while leaving the old form in the Forms database. In this case, there would be two similar forms on the Internet; The old one (because they didn't delete it) and the new one. Is this correct? [Correct](#)
- A Forms Manager wants to update an existing form and uploads a PDF with the same filename as the old form. They update the existing record in VA Forms and the new form is published. This is the preferred method of updating an existing form, right? [Correct](#)
- A Forms Manager could delete an existing form and at a later date upload a new version of the same form. From the DB point of view, this would be a new record with a new RowID, right?

Correct

As relates to the request to add a column to the “master table” to mark a record as archived, the developer indicates that is not a problem.

From: Lee, Jennifer Y. <Jennifer.Lee27@va.gov>
Sent: Tuesday, June 2, 2020 12:11 PM
To: steve.wirt@civicaactions.com; Reid, Kevin <Kevin.Reid@va.gov>
Cc: Stephanie Orkand <sorkand@governmentcio.com>
Subject: Practice documentation - uploading forms

Here is VHA’s documented steps for uploading forms to the VA forms database. It is ca. 2016, so not too old but I don’t know if it’s still current. This would give some indication of how the forms managers are uploading new or updating existing or deleting forms in the db.

Action items from today’s call:

- Email EWIZ and submit ticket to them re exposing the db data via json, xml, or csv endpoint (automated for nightly migration). Jen and Steve will regroup to do this.
- We need a unique identifier for each record in the form db – need to verify if RowID is used that way in the db. Kevin will investigate.
- Desired state for identifying deleted forms in the db is to have it all be within the master table (vs. separate archive table per first ask) – example as a new data column in the db. Kevin will investigate.

Discoveries for further discussion/thinking:

- the need to maintain the Drupal custom content for forms that may have been ‘deleted’ in the db – via unpublish rather than ‘delete’ – because of the frequency of human error re incorrectly updating forms (via deletion and creating a new record). We need a way to easily bring back the Drupal node with the custom fields when a form was incorrectly deleted.
- Even with a unique record identifier like RowID, we’d need to concatenate multiple metadata fields to create a more stable unique record ID (e.g., RowID + form name + PDF file name or URL)
- How do people add, update, delete a form in the db? See SOP doc attached. (I can also try to arrange a screen share of how it is done IRL to see reality vs. ‘should-but-doesn’t-always-actually.’)