Case-E (GRDHD HANDS Case management program) Developed by Kyle Ross

The program was developed with Auto-IT which uses BASIC for its programming language. It only works on Windows machines.

Note: All windows are closed by clicking the red X in the top right corner. When closing a child window, it will return to the previous window. If closing the main window, it will close the GUI completely.

# Update

All versions will run an update script upon first launching. This will check the first 27 characters of c:\users\%username%\documents\GUI\readme.txt file and compare them to the first 27 characters of \\server\hands\GUI\readme.txt. If they aren’t an exact match, the GUI will write a batch script that will delete itself and copy the server version back to the computer, then overwrites the local readme.txt file with a copy of the server version, finally it launches the new GUI .exe.  
The first 27 characters are:

GRDHD HANDS GUI Version x.x

# Worker GUI

This section will break down how the Worker Version of the GUI functions. The Worker version of the GUI works with local copies of files and synchronizes to the server. When first launched, the worker version will attempt to synchronize. If the server is not visible (checks to see if it can find \\server\HANDS) the synchronize step is skipped. The GUI will also make sure the “working” directories exist (c:\users\%username%\hands\...activities, caseloads, forms, GUI, handouts, labels, needs corrections, supervision, to data entry, to supervisor, visits completed, work in progress)

## Main Window

### Lists

On the main window, there are two lists. The leftmost reads and displays the c:\users\%username%\documents\labels folder.

The rightmost list reads and displays the C:\users\%username\documents\hands\forms\language\* folder and location.  
\* Language defaults to English but can be changed by a button above the list.  
\* The ASQ3/SE button above the list changes the location to [C:\users\%username%\documents\hands\forms](file:///\\server\hands\documents\ASQ\language)\asq\language

### Buttons

#### Search

There are two search buttons, one above each list. The search button pops up an input box. When the user clicks the ok button on that input box, it changes the filter to search for that particular string anywhere in the strings of its lists. Leaving the input box empty resets the filter.

#### ASQ3/SE

The ASQ3/SE button changes the form location to view the ASQ forms (c:\users\%username%\documents\hands\forms\asq\language)

#### Spanish and English

The Spanish and English buttons change the language variable, then clears and repopulates the form list using the new variable to display the proper location.

#### Refresh

The Refresh button deletes and recreates the GUI window, also setting language and form paths back to default (English and c:\users\%username%\documents\hands\forms\language)

#### New

The new button displays the New Label GUI for the creation of a new label.

#### Delete

The delete button deletes the currently selected label.

#### Create Form

1. Displays the service date GUI which has three buttons (today, yesterday, and use selected) and a date picker. Upon clicking a button, it will move to the next step

2. Checks to see if the selected form is a .pdf or .txt

PDF file: copies the selected form into the “work in progress” folder, uses the selected date and label to rename the file (date lastname, firstname, mi – formname.pdf)

Txt file: reads the txt file to determine what forms to copy. Follows the PDF process for each form listed in the txt file. The text of the txt file must be an exact match for the form names, or there will be an error.

3. Open the file(s)

\*A file is also stored in the %temp% location.

#### Forms In Progress

Opens the “forms in progress” GUI

#### Send to Supervisor

Opens the “send to supervisor” GUI

#### Charts

Opens the “charts” GUI

#### Needs Corrections

Opens the “needs corrections” GUI

#### Supervision

Opens the “supervision” GUI

#### Surveys to Sign

Opens the “surveys to sign” GUI

#### Visit Completed Signature Form

Opens the “visit completed” GUI

#### Caseload

Opens the “caseload” GUI

#### Import

Opens the “import” GUI

#### Activities

Opens the “activities” GUI

#### Goals

Opens the “goals” GUI

#### Handouts

Opens the “handouts” GUI

## Forms in Progress

### List

The list for the Working or Forms in Progress GUI reads and displays the contents of c:\users\%username%\documents\work in progress

### Buttons

#### Delete

The Delete button will delete the currently selected form (with multiple confirmation prompts)

#### Change Date

Change Date will provide an input prompt with the Guideline of mm-dd-yyyy.  
After ok is pressed, it will remove the date from the name of the selected form and in its place insert the input string.

#### Change Name

Change name will provide an input prompt with the Guideline of last, first, mi.  
After ok is pressed, it will remove the name from the name of the selected form and in its place insert the input string.

#### Open

Open will open the currently selected form.

## Send To Supervisor

### List

The list of the send to supervisor GUI reads and displays the contents of c:\users\%username%\documents\work in progress

### Button

#### Queue

The queue button will ask for confirmation, then move the selected file from c:\users\%username%\documents\work in progress to c:\users\%username%\documents\to supervisor. It will then clear and repopulate the list

## Charts

Charts are only accessible while on the GRDHD network

### List

There is one list on the charts GUI, and it displays the contents of [\\server\charts](file:///\\GRDHD3\charts)

### Buttons

#### Rename

Displays an input box with the format Guideline of lastname, firstname – code.

After ok is clicked on the input box, the selected folder is renamed to the input text.

#### Search

Search will display an input box. Upon clicking ok, the list will be cleared and repopulated with the input text between two \* wildcards, looking for any string that matches the text at any location.

#### Select

Opens the secondary charts GUI with the path including the selected folder:  
\\server\charts\family\*

## Secondary Charts

### Lists

The one list in the secondary charts GUI displays the contents of [\\server\charts\family](file:///\\GRDHD3\charts\family) (family is selected in the primary charts GUI)

### Buttons

#### Rename

Rename button displays an input box with the format Guideline of role – lastname, firstname. When ok is clicked, it will rename the selected folder.

#### Select

Opens the tertiary charts GUI with the file path including the selected folder:   
[\\server\charts\family\patient](file:///\\grdhd3\charts\family\patient) \*  
(family is selected in primary charts GUI, patient is selected in secondary charts GUI)

## Tertiary Charts

### Lists

There is one list that displays the contents of \\server\charts\family\patient\*

### Buttons

#### Select

The only button on the tertiary charts GUI is the select button. When pressed, this button will open the quaternary GUI with the file path including the selected folder:

\\server\charts\family\patient\page

\*family is selected in the primary GUI, patient in the secondary GUI, and page in the tertiary GUI.

## Quaternary Charts

### Lists

The only list in the quaternary charts displays the file contents of \\server\charts\family\patient\page\*

### Buttons

#### Page Selection

Page selection will launch a GUI window with 5 buttons, one for each page. It will relaunch the Quaternary Charts GUI with the page set to match the selected button

#### Select

The Select button on the quaternary charts will use the default program to open the selected file using the shellexecute command.

\*family is selected in the primary charts GUI, patient in the secondary, and page in the tertiary.

## Needs Corrections

### Lists

There is one list in the Needs Correction GUI. It displays the contents of c:\users\%username%\documents\hands\needs correction folder.

### Buttons

#### Queue to Supervisor

The Queue to Supervisor button moves the selected file to c:\users\%username%\documents\hands\to supervisor folder

#### Change Date

Change Date will provide an input prompt with the Guideline of mm-dd-yyyy.  
After ok is pressed, it will remove the date from the name of the selected form and in its place insert the input string.

#### Change Name

Change name will provide an input prompt with the Guideline of last, first, mi.  
After ok is pressed, it will remove the name from the name of the selected form and in its place insert the input string.

#### Open

The open button uses the shellexecute command to open the selected file in the default program

## Surveys (to Sign)

### Lists

There is one list in the surveys GUI. This list displays the contents of c:\users\%username%\documents\hands\needs corrections\surveys to sign

### Buttons

#### Send to Supervisor

The send to supervisor button moves the selected file to c:\users\%username%\documents\hands\to supervisor folder

#### Select

The select button uses the shellexecute command to open the selected file in the default program

## Visit Completed

If the visit completed location is empty when the button is clicked, a message box will pop up, alerting the user that there were no files found, and asking if they want to create a new one. Clicking yes on this message box has the same effect as the new button

### Lists

There is one list on the visit completed GUI. It lists the contents of the c:\users\%username%\documents\hands\visits completed folder.

### Buttons

#### New

The new button will display an input box with the prompt “input family / patient name”. When ok is clicked on this box a copy of the blank (located at c:\users\%username%\documents\hands\completed signatures) form is copied to the list location, and renamed to the value of the input box. A “– Month” is appended, where Month is the month value of the current date.

#### Transmit

The transmit button prompts for confirmation, and then moves the entire .pdf contents of the list location to c:\users\%username%\documents\hands\completed visit archive\YEAR folder, where YEAR is the year value of the current date.

#### Open

The open button uses the shellexecute command to open the selected file in the default program

## Caseload

The Caseload GUI requires network connection. If the network connection is not detected, the user will be notified.

### Buttons

#### Open Current

Uses the shell execute command to open the current caseload (\\server\hands\caseloads\%username%\caseload.xlsx)

#### Staff Caseloads

Launches the staff caseload GUI

#### Open Archive

Launches the Caseload Archive GUI

## Staff Caseloads

### Lists

There is one list in Staff Caseloads. It displays a list of the workers in the HANDS program.

### Buttons

#### Select

When the select button is pushed, it opens that user’s caseload. (\\server\hands\caseloads\%username%\caseload.xlsx)

## Caseload Archive

### Lists

There is one list in the caseload archive. It displays the contents of the current user’s caseload archive folder. (\\server\hands\caseloads\%username%\caseload archive)

### Buttons

#### Select

The Select button dynamically determines if the select item is a folder or a file using the attributes of the selected item. If it is a folder, it clears the list and displays the contents of that folder (\\server\hands\caseloads\%username%\caseload archive\YEAR , where YEAR is the selected item). If it is a file, it is opened using the shell execute command which opens in the default program for that file type.

## Import

### Lists

There are three lists on the Import GUI.

The top left list, with the title “select file to import” displays the contents of the c:\users\%username%\desktop\import folder.

The top right list, with the title “select a Label” displays the contents of the c:\users\%username%\documents\hands\labels folder.

The third list is a dynamic list in the form of a drop down box. The list is read from the c:\users\%username%\documents\hands\forms\importforms.txt file

### Buttons

#### Search

The search button creates an inputbox. When ok is pressed on the inputbox, the label list is cleared and repopulated with the value of the input box surrounded by wildcards, matching the input string to any available text.

#### Select Date

The select date is an interactive date picker button.

#### Import

The import button will take the selected file from the import folder, move it to the work in progress folder (..\hands\work in progress) and rename it to the standardized naming convention using the selected label, form type, and date.

## Activities

### List

There is one list in the Activities GUI. It displays the contents of the c:\users\%username%\documents\hands\activities

### Buttons

#### Open

The open button will open determine if the selected item is a file or folder. If a folder, it will clear the list and display the contents of the selected folder. It uses a dynamic path variable as some of these folders can go several layers deep. If a file, it will use the shell execute command to open the file with its default program.

## Goals

Goals are processed like any other form except the following change. When filed by data entry or supervisor, a copy is also placed in the ...\hands\work in progress\Goals in progress folder. When a goal is completed, the word completed is appended to the name before the type of goal it is. When the word completed is detected in the name, it is queued to the supervisor and not copied into the goals in progress folder.

### Lists

There is one list in the Goals GUI, it lists the contents of the …\hands\work in progress\goals in progress folder

### Buttons

#### Complete Goal

Complete goal appends the word “completed” into the name of the selected file before the type of goal (eg. Test, Test T - Completed family goal.pdf) then sends the selected file to the …\hands\to supervisor folder.

#### Open

Open will open the selected file using the shell execute command, opening the file with the default program.

## Handouts

### List

There is one list in the Handouts GUI. It displays the contents of the c:\users\%username%\documents\hands\activities

### Buttons

#### Open

The open button will open determine if the selected item is a file or folder. If a folder, it will clear the list and display the contents of the selected folder. It uses a dynamic path variable as some of these folders can go several layers deep. If a file, it will use the shell execute command to open the file with its default program.

## New Label

The New Label GUI launches a window with multiple input fields, and a combo box. The combo box is populated from the .txt file billingcodes.txt located at \\server\hands\documents\forms.

### Buttons

#### Create Label

Create label button launches the labelcreate function, which compiles the data from the input fields into an .fdf file for storage.

#### Cancel

Returns to the main window.

# Data GUI

## Main Window

### Lists

There are two Lists on the Main Window of the GUI. The first, leftmost list, titled “Workers”, Lists the contents of the \\server\hands\employee folders directory (eg. A lists of the workers). The second list, the rightmost list displays a corresponding count of the \\server\hands\Worker\*\to data directory.

\*The worker portion of this path is dynamic the count is done once per worker. Both lists are given in the same order, and are un-sortable.

### Buttons

#### Open “to Data”

Saves the selected worker as a variable, then opens the “To Data” GUI

#### Open Caseload

Saves the selected worker as a variable, then launches the Caseload GUI.

#### Open KY Health Net

Launches the KY Health Net Website in Internet explorer

#### Refresh

Clears both lists and repopulates them with updated data

#### Charts

Opens the “Charts GUI”

#### Open HANDS 2.0

Opens the HANDS 2.0 Website in Internet Explorer

#### Labels

Opens the “Data Labels” GUI

#### Supervisor Folder

Opens the \\server\hands\supervisor in Windows Explorer.

## Caseload

### Buttons

#### Open Current

Opens the caseload of the selected worker.

\\server\hands\caseloads\\*worker\*\caseload.xlsx (doesn’t have to be an excel file, that is just what was in use at this writing – file type is a variable in the main window in each Main GUI script)

#### Open Archive

Launches the Caseload Archive GUI.

## Caseload Archive

### Lists

There is one list in the caseload archive GUI. It displays the contents of \\server\hands\caseloads\\*worker\*\archive directory.

### Buttons

#### Open

When the opened button is pressed, the computer will determine if the selected item is a file or folder. If it is a folder, the list will be cleared, and the contents of that folder will be displayed. This only works for 1 layer in this GUI. If the item is a file, it uses the Windows default program to open the file.

## To Data

### Lists

There is one list in the “to Data” GUI. It displays the contents of the directory \\server\hands\\*worker\*\to data.

Worker variable is set when a worker is selected on the main window

### Buttons

#### File to Chart

Caches the selected file as a variable and launches the “Chart File” GUI.

#### Open

Opens the selected file in the windows default program.  
\\server\hands\\*worker\*\to data\\*file\*

#### Caseload

Opens the caseload of the worker who’s “to data” folder is currently being viewed

\\server\hands\caseloads\\*worker\*\caseload.xlsx (doesn’t have to be an excel file, that is just what was in use at this writing – file type is a variable in the main window in each Main GUI script)

#### Rename

Prompts with an input box and provides the format Guide “mm-dd-yyyy lastname, firstname – form”. When OK is pressed, it will rename the selected file to the string that was given to the input box, with .pdf appended to the end.

#### Send to Corrections

Moves the selected file to the \\server\\*worker\*\needs correction directory. The GUI will then return to the main window.

#### Send to Supervisor

Moves the selected file to the \\server\\*worker\*\to supervisor directory, then clears and refreshes the list.

#### Submit Survey to Worker for Signature

Saves the worker and selected file as variables and passes them onto the DataSurveySign GUI.

## Charts

### List

There is one list on the charts GUI, and it displays the contents of \\server\charts

### Buttons

#### Rename

Displays an input box with the format Guideline of lastname, firstname – code.

After ok is clicked on the input box, the selected folder is renamed to the input text.

#### Search

Search will display an input box. Upon clicking ok, the list will be cleared and repopulated with the input text between two \* wildcards, looking for any string that matches the text at any location.

#### Select

Opens the secondary charts GUI with the path including the selected folder:  
\\server\charts\family\*

## Secondary Charts

### Lists

The one list in the secondary charts GUI displays the contents of [\\server\charts\family](file:///\\GRDHD3\charts\family) (family is selected in the primary charts GUI)

### Buttons

#### Rename

Rename button displays an input box with the format Guideline of role – lastname, firstname. When ok is clicked, it will rename the selected folder.

#### Select

Opens the tertiary charts GUI with the file path including the selected folder:   
\\server\charts\family\patient \*  
(family is selected in primary charts GUI, patient is selected in secondary charts GUI)

## Tertiary Charts

### Lists

There is one list that displays the contents of \\server\charts\family\patient\*

### Buttons

#### Select

The only button on the tertiary charts GUI is the select button. When pressed, this button will open the quaternary GUI with the file path including the selected folder:

\\server\charts\family\patient\page

\*family is selected in the primary GUI, patient in the secondary GUI, and page in the tertiary GUI.

## Quaternary Charts

### Lists

The only list in the quaternary charts displays the file contents of \\server\charts\family\patient\page\*

### Buttons

#### Page Selection

Page selection will launch a GUI window with 5 buttons, one for each page. It will relaunch the Quaternary Charts GUI with the page set to match the selected button

#### Select

The Select button on the quaternary charts will use the default program to open the selected file using the shellexecute command.

\*family is selected in the primary charts GUI, patient in the secondary, and page in the tertiary.

## Data Labels GUI

### Lists

The only list for the Data Labels GUI displays the contents of \\server\hands\documents\Labels

### Buttons

#### Search

The search button will display an input box. When ok is clicked on the input box, it will clear the list, and repopulate it with the string from the input box (it uses \* wildcards to find the string in any position of the file names)

#### New

The new button displays the New Label GUI for the creation of a new label.

#### Delete

The delete button deletes the currently selected label.

## Data Survey Sign GUI

### Lists

The list on the Data Survey Sign GUI displays the HANDS workers. (populated from \\server\hands\employee folders)

### Buttons

#### Select

The select button will move the file that was selected in the previous GUI into the surveys to sign folder of the worker selected on the list from this GUI. (\\server\hands\employee folders\needs correction\surveys to sign)

## New Label

The New Label GUI launches a window with multiple input fields, and a combo box. The combo box is populated from the .txt file billingcodes.txt located at \\server\hands\documents\forms.

### Buttons

#### Create Label

Create label button launches the labelcreate function, which compiles the data from the input fields into an .fdf file for storage.

#### Cancel

Returns to the main window

# Supervisor GUI

## Main Window

### Lists

There are two lists on the Supervisor Main Window. The first list displays workers as they are displayed in \\server\hands\employee folders. The second list displays a count of the \To Supervisor, \needs correction, \to data, and \work in progress locations for each worker in the first list.

### Buttons

#### Open “To Supervisor”

Saves the selected worker as a variable, then opens the “To Supervisor” GUI.

#### Open “Needs Correction”

Saves the selected worker as a variable, then opens the “Needs Corrections” GUI.

#### Supervision

Saves the selected worker as a variable, then opens the “Supervision” GUI.

#### Import

Launches the Import GUI

#### Open Charts

Opens the “charts” GUI

#### Caseload

Saves the selected worker as a variable, then opens the Caseload GUI

#### Open “Completed Visits”

Saves the selected worker as a variable, the opens the Completed Visits GUI

#### Supervisor Folder

Opens the \\server\hands\supervisor in Windows Explorer.

#### Open “To Data”

Saves the selected worker as a variable, then opens the “To Data” GUI

#### “Completed Visits Archive”

Saves the selected worker as a variable, then opens the “Completed Visits Archive” GUI

#### Create New User

Runs the HANDSuserfolders.cmd file from \\server\hands.

## To Supervisor

### Lists

There is one list in the “to Supervisor” GUI. It displays the contents of \\server\hands\employee folders\\*worker\*\to supervisor

Worker variable is set when a worker is selected on the main window.

### Buttons

#### File to Chart

Caches the selected file as a variable and launches the “Chart File” GUI.

#### Open

Opens the selected file in the windows default program.  
\\server\hands\\*worker\*\to data\\*file\*

#### Send to Corrections

Moves the selected file to the \\server\hands\employee folders\\*worker\*\needs correction directory, then clears and refreshes the list.

#### Sent to Data Entry

Moves the selected file to the \\server\hands\employee folders\\*worker\*\to data directory, then clears and refreshes the list.

#### Submit Survey to Worker for Signature

Saves the worker and selected file as variables and passes them onto the SurveySign GUI.

#### Rename File

Prompts with an input box and provides the format guide “mm-dd-yyyy lastname, firstname – form”. When OK is pressed, it will rename the selected file to the string that was given to the input box, with .pdf appended to the end.

## Needs Corrections

### Lists

There is one list in the needs corrections GUI. It lists the contents of the \\server\hands\employee folders\\*worker\*\needs corrections directory.

The worker variable is saved from the selection on the main window.

### Buttons

#### Open

The open button uses the file execute command to open the selected file in the Windows Default Program.

## Supervision

## Import

### Lists

There are three lists on the Import GUI.

The top left list, with the title “select file to import” displays the contents of the c:\users\%username%\desktop\import folder.

The top right list, with the title “select a Label” displays the contents of the c:\users\%username%\documents\hands\labels folder.

The third list is a dynamic list in the form of a drop down box. The list is read from the c:\users\%username%\documents\hands\forms\importforms.txt file

### Buttons

#### Search

The search button creates an inputbox. When ok is pressed on the inputbox, the label list is cleared and repopulated with the value of the input box surrounded by wildcards, matching the input string to any available text.

#### Select Date

The select date is an interactive date picker button.

#### Import

The import button will take the selected file from the import folder, move it to the work in progress folder (...\hands\work in progress) and rename it to the standardized naming convention using the selected label, form type, and date.

## Charts

### List

There is one list on the charts GUI, and it displays the contents of \\server\charts

### Buttons

#### Rename

Displays an input box with the format Guideline of lastname, firstname – code.

After ok is clicked on the input box, the selected folder is renamed to the input text.

#### Search

Search will display an input box. Upon clicking ok, the list will be cleared and repopulated with the input text between two \* wildcards, looking for any string that matches the text at any location.

#### Select

Opens the secondary charts GUI with the path including the selected folder:  
\\server\charts\family\*

## Secondary Charts

### Lists

The one list in the secondary charts GUI displays the contents of [\\server\charts\family](file:///\\GRDHD3\charts\family) (family is selected in the primary charts GUI)

### Buttons

#### Rename

Rename button displays an input box with the format Guideline of role – lastname, firstname. When ok is clicked, it will rename the selected folder.

#### Select

Opens the tertiary charts GUI with the file path including the selected folder:   
\\server\charts\family\patient \*  
(family is selected in primary charts GUI, patient is selected in secondary charts GUI)

## Tertiary Charts

### Lists

There is one list that displays the contents of \\server\charts\family\patient\*

### Buttons

#### Select

The only button on the tertiary charts GUI is the select button. When pressed, this button will open the quaternary GUI with the file path including the selected folder:

\\server\charts\family\patient\page

\*family is selected in the primary GUI, patient in the secondary GUI, and page in the tertiary GUI.

## Quaternary Charts

### Lists

The only list in the quaternary charts displays the file contents of \\server\charts\family\patient\page\*

### Buttons

#### Page Selection

Page selection will launch a GUI window with 5 buttons, one for each page. It will relaunch the Quaternary Charts GUI with the page set to match the selected button

#### Select

The Select button on the quaternary charts will use the default program to open the selected file using the shellexecute command.

\*family is selected in the primary charts GUI, patient in the secondary, and page in the tertiary.

## Caseload

### Buttons

#### Open Current

Opens the caseload of the selected worker.

\\server\hands\caseloads\\*worker\*\caseload.xlsx (doesn’t have to be an excel file, that is just what was in use at this writing – file type is a variable in the main window in each Main GUI script)

#### Send to Archive

Moves the current caseload into the \\server\hands\caseloads\\*worker\*\archive\\*year\* directory and renames the file to \*month\*

\*worker\* is determined by the selected worker on the main window, \*year\* is the current year, \*month\* is the current month. Year and month are determined by the system time when the button is pressed.

#### Open Archive

Launches the Caseload Archive GUI.

## Caseload Archive

### Lists

There is one list in the caseload archive GUI. It displays the contents of \\server\hands\caseloads\\*worker\*\archive directory.

### Buttons

#### Open

When the opened button is pressed, the computer will determine if the selected item is a file or folder. If it is a folder, the list will be cleared, and the contents of that folder will be displayed. This only works for 1 layer in this GUI. If the item is a file, it uses the Windows default program to open the file.

## Completed Visits

### Lists

There is one list in the completed visits archive GUI. It lists contents of the \\server\hands\employee folders\completed visits directory.

### Buttons

#### Open

The open button opens the selected item in the Windows default program.

## To Data

### Lists

There is one list in the “to Data” GUI. It displays the contents of the directory \\server\hands\employee folders\\*worker\*\to data.

Worker variable is set when a worker is selected on the main window

### Buttons

#### File to Chart

Caches the selected file as a variable and launches the “Chart File” GUI.

#### Open

Opens the selected file in the windows default program.  
\\server\hands\\*worker\*\to data\\*file\*

#### Caseload

Opens the caseload of the worker who’s “to data” folder is currently being viewed

\\server\hands\caseloads\\*worker\*\caseload.xlsx (doesn’t have to be an excel file, that is just what was in use at this writing – file type is a variable in the main window in each Main GUI script)

#### Rename

Prompts with an input box and provides the format Guide “mm-dd-yyyy lastname, firstname – form”. When OK is pressed, it will rename the selected file to the string that was given to the input box, with .pdf appended to the end.

#### Send to Corrections

Moves the selected file to the \\server\\*worker\*\needs correction directory. The GUI will then return to the main window.

#### Send to Supervisor

Moves the selected file to the \\server\\*worker\*\to supervisor directory, then clears and refreshes the list.

#### Submit Survey to Worker for Signature

Saves the worker and selected file as variables and passes them onto the DataSurveySign GUI.

## Completed Visit Archive

### Lists

There is one list in the completed visits archive GUI. It lists contents of the \\server\hands\employee folders\completed visits archive directory.

### Buttons

#### Open

When the opened button is pressed, the computer will determine if the selected item is a file or folder. If it is a folder, the list will be cleared, and the contents of that folder will be displayed. This only works for 1 layer in this GUI. If the item is a file, it uses the Windows default program to open the file.