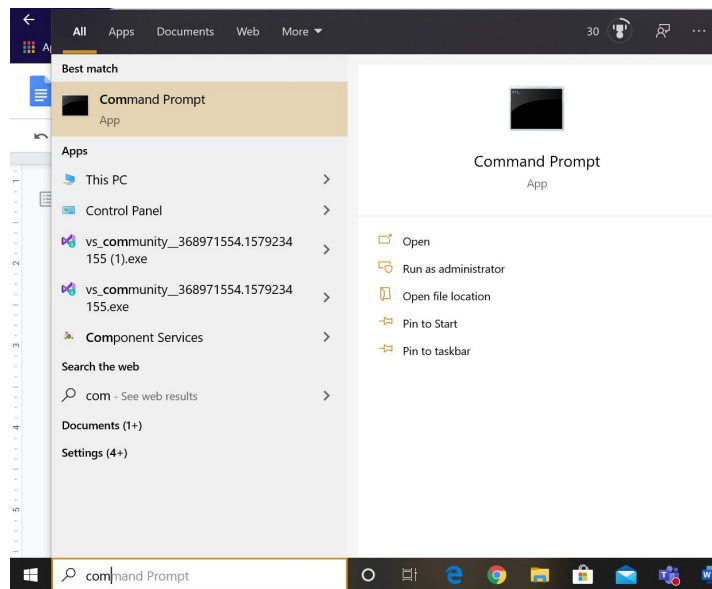Forms Team Documentation

## How to Use the Online Form?

**1.    Pre-check on the system**

   a. Go to the command prompt on the computer.
      i.    Press the windows button on the keyboard or press the windows
             button on the bottom left of the screen
      ii.   Type in "Command Prompt" in the search bar



      iii.  Launch the "Command Prompt" application
   b. Copy the IP address of the PC.
      i.    Type in "**ipconfig**" into the command prompt.

ii. Scroll down to find "**IPv4 address**" and copy the number associated with it.

c. Open the "manager-windows.exe" shortcut on the desktop to check if all programs in it are running.

i. Go to 'Manage Servers"
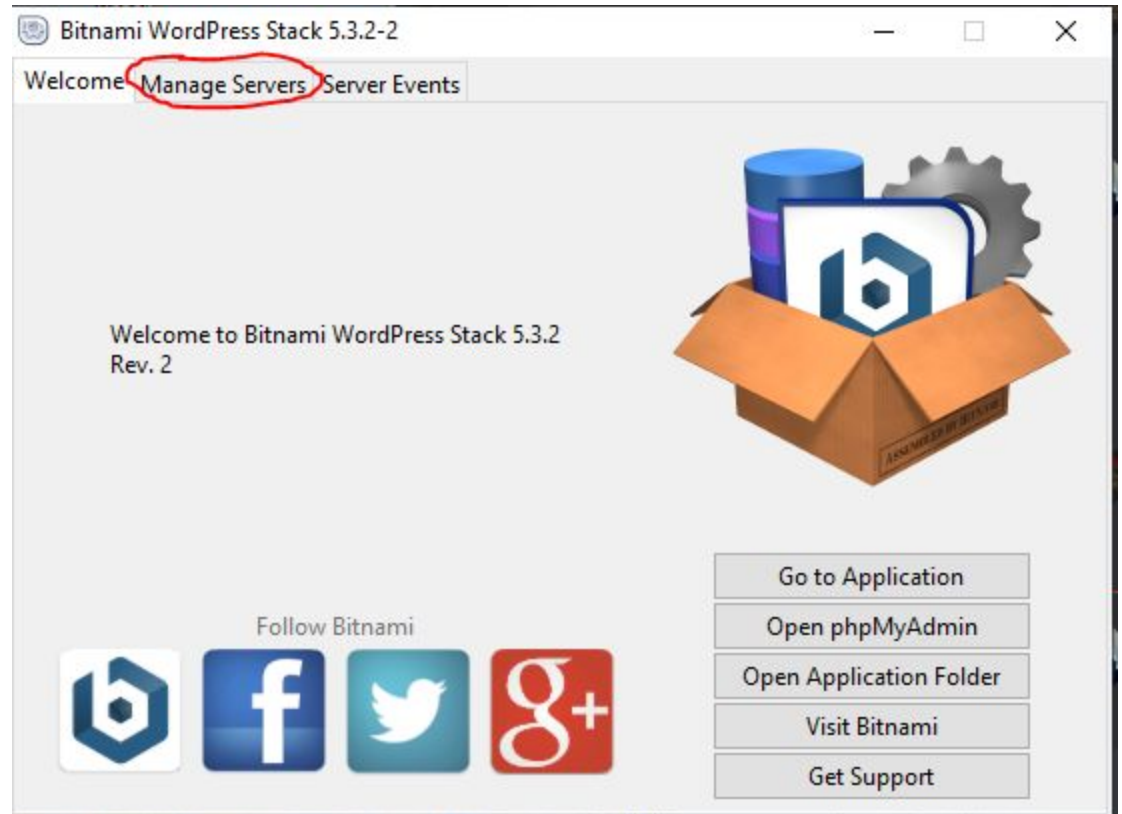
ii.    Make sure the two circles are green.
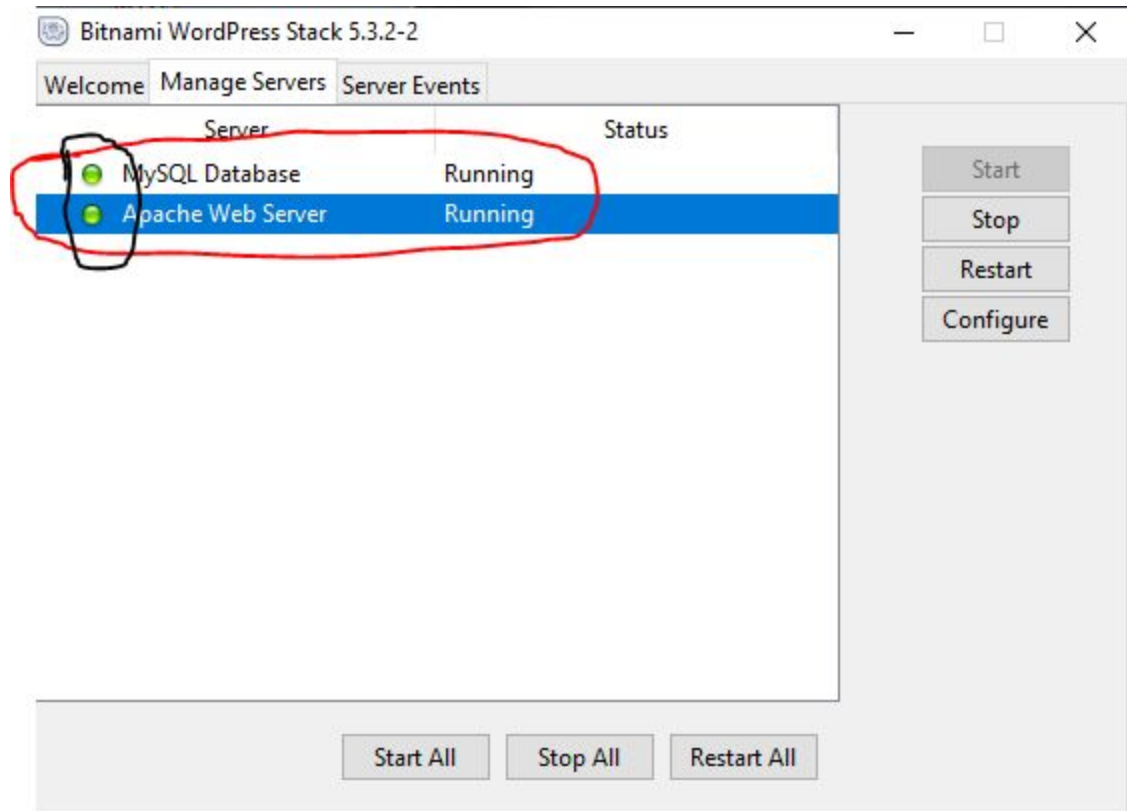


2.    **Running it on the tablet**

   a.  Launch the google chrome application on the tablet
   b.  Type the **10-digit IPv4 address** (*Example: 255.255.255.0*) (include the periods in between the numbers) obtained from the computer in the **search bar** (located at the top) of the web browser (google chrome) on the tablet and press **enter**.
   c.  You will see the form open on the browser.

3.    **User input**

   a.  Once the form opens on the tablet, choose the language you prefer (English or Spanish).
   b.  You will start on page 1 of 3, and you have the option to move to the next or previous page at the bottom as needed.
   c.  Fill in the appropriate details on all the pages.
   d.  Once you are done filling the form, give the tablet to the child advocate.
   e.  The child advocate will enter the "**Office Use (3311)**" and a submit button will appear

      f.   The child advocate will submit the form

## 4.     The form converts into a PDF

(The entirety of step 4 is an automated process, no human interaction necessary in this step)

After the submit button is pressed, a pdf version of the form is generated. The paragraph below explains the logistics of the process. You do not have to read it to use the form. It explains what and how technical stacks were used to create the form.

After the user presses the submit button, a csv file is generated that contains the user responses. Then, a script (web hook) is called. The script automatically sends the csv file to a python script (The Python script and the webhook are 2 different scripts). The python script (pdf converter) takes in the csv file and converts it to a pdf.

## 5.     The pdf is stored in the PC where the database is stored

1. After the pdf is generated, the child advocate can access the pdf of the submitted form in the shared location/drive of the network. **==Privacy stuff left to figure out. Does everyone have access to the file?==**
2. People who need to access the PDF of any submitted form should be able to access them remotely by accessing the shared drive/location on the PC.
3. The PDF is stored in a "first_middleInitial_last_year_month_day" (first_m_last_2019-12-1.pdf) format so child advocates can search for the pdf of any client in the drive with that information.
4. There is a limit of 1000 PDFs in the drive as of now which means after the number of PDFs exceeds 1000, the oldest files will be deleted and replaced by the new file. The limit on the number of deletions can be changed. Please access the update documentation for further information.