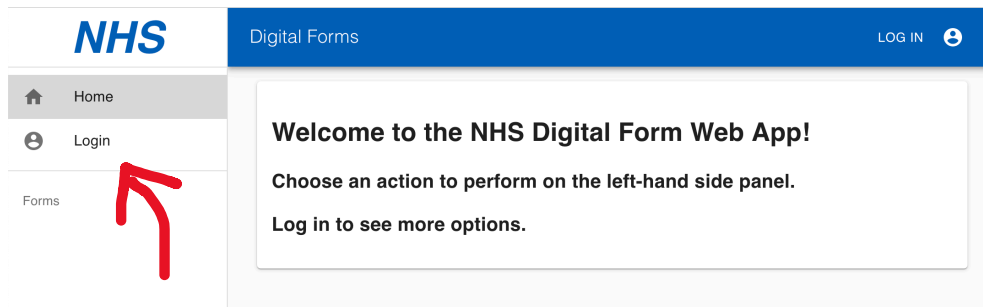


Digital Forms Application: User Manual

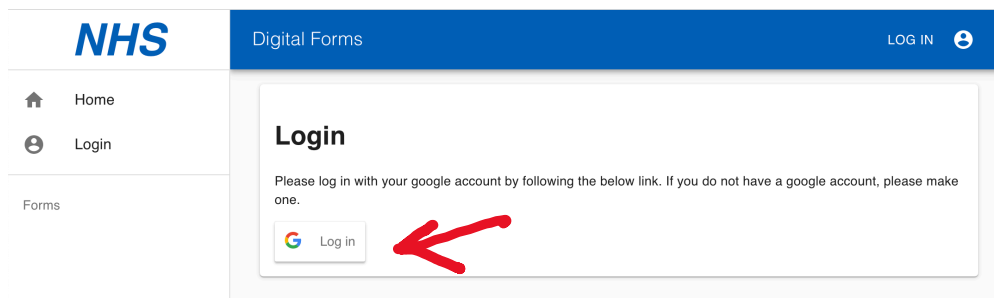
Link to the deployed Digital Forms Application: <https://mhtriagefrontend.azurewebsites.net>

Login/Register

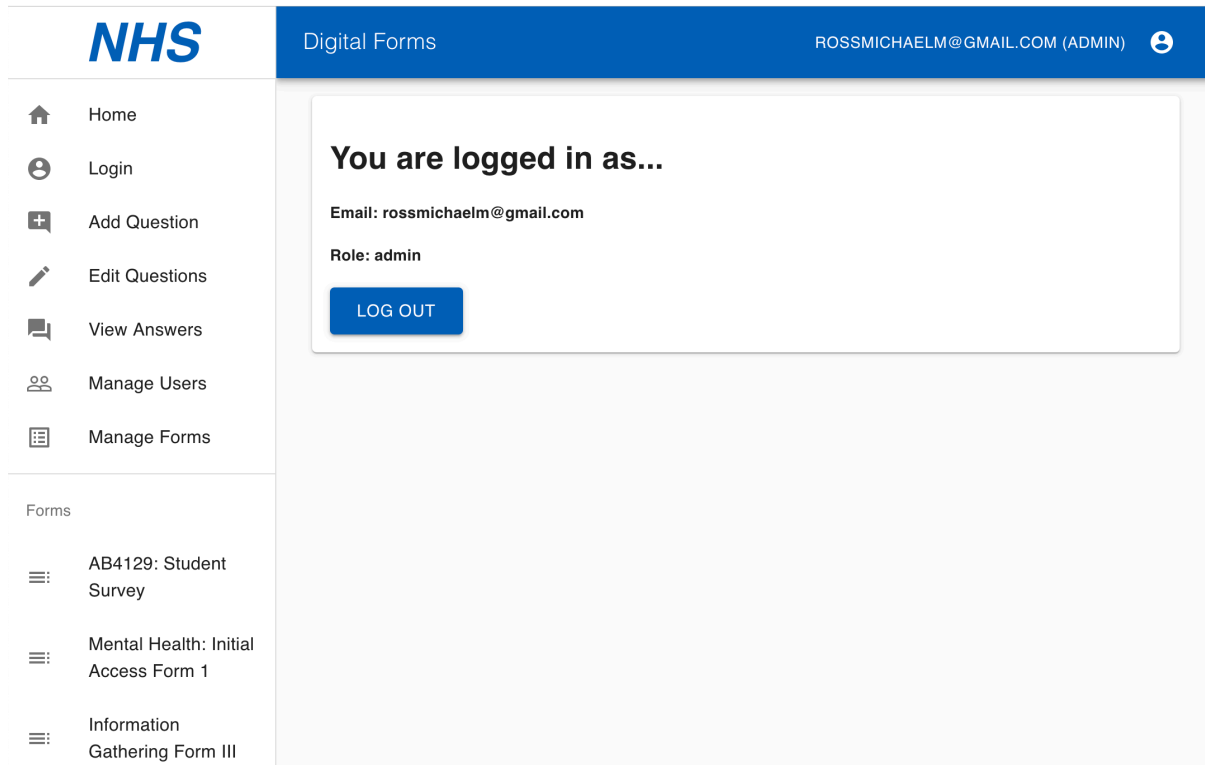
1. First, you will see a screen like this:



2. Click login on the left hand "drawer".
3. You will see a google login button like below. Click on the button with the Google logo that says Log in. Note: you will need a Google account to log in to the system.



4. Depending on what role you are currently assigned, you will see something like the below image.



5. Don't worry if you are missing some of the buttons on the left-hand side – the buttons you see depend on your permissions.
6. You are now logged in!

Requesting Permission to Change Role

Only Administrator users can change the role of another user in the system. You will need to contact an administrator and get them to do this for you. At the time of writing this guide, you can email Ross Murray (the developer and first Administrator) at ross.murray.18@ucl.ac.uk.

Filling in a Form

1. Click on a form on the left-hand side. Alternatively, you may have been linked to a form directly by a clinician or someone else in the NHS.

The screenshot shows the NHS Digital Forms app interface. The top header is blue with the NHS logo on the left, 'Digital Forms' in the center, and the user's email 'ROSSMICHAELM@GMAIL.COM (ADMIN)' on the right. A left sidebar contains navigation links: Home, Login, Add Question, Edit Questions, View Answers, Manage Users, and Manage Forms. Below these is a 'Forms' section with a list of forms: 'AB4129: Student Survey', 'Mental Health: Initial Access Form 1', and 'Information Gathering Form III'. The main content area displays the login status: 'You are logged in as...' followed by 'Email: rossmichaelm@gmail.com' and 'Role: admin'. A 'LOG OUT' button is present. A red arrow points from the 'Mental Health: Initial Access Form 1' in the list to the main content area.

2. You will then start at the first question of the form. From there, follow the instructions and questions presented.

The screenshot shows the NHS Digital Forms app interface for the 'Mental Health: Initial Access Form 1'. The top header is blue with the NHS logo on the left, 'Digital Forms' in the center, and the user's email 'ROSSMICHAELM@GMAIL.COM (ADMIN)' on the right. The left sidebar is the same as in the previous screenshot. The main content area displays the form title 'Mental Health: Initial Access Form 1' and the question 'Are you filling out this form for yourself?'. There are two radio button options: 'True' (selected) and 'False'. A 'NEXT QUESTION' button is at the bottom.

For Clinicians: Create Questions and Forms

Note: You will need to have the Clinician Role set on your profile to perform these actions. You can see your current role in the top right side of the App (next to your email address).

Creating a Free Text question:

First, click on Add Question on the left

1. Fill out the question text field with what you want the question to ask
2. Choose a question type (Free Text in this example)
3. Choose the question to follow this question when the user has answered it

4. Finally, click save. Congratulations! You have now created a question.

Creating an Option Type question

An option or Boolean question type has slightly more logic to it as you can decide on the following question based on the user's current answer.

1. Choose option type.
2. You can then add the text for the option and a link to the next question
3. Click the plus button (circled) to add a new option.

4. Press the bin icon to delete a certain option
5. Once done editing, click save.

Editing Questions

1. Click on Edit Questions on the left
2. Find the question you would like to edit
3. Click the pencil icon. This will open up the same interface that we encountered in the above "Add Question" section.
4. Save the question as normal once done editing
5. You can also delete questions by clicking on the bin icon

The screenshot displays the NHS Digital Forms management interface. On the left sidebar, the 'Edit Questions' option is highlighted with a red circle. The main content area is titled 'Edit Questions & Services'. It shows a list of existing questions. The first question, 'Are you filling out this form for yourself?', has a red arrow pointing to its edit (pencil) icon. Below this, another question 'What is your name?' is visible. A large red circle highlights the 'Question' editor form. This form contains a 'Question Text' field with the text 'What is your date of Birth', a 'Type' dropdown menu set to 'Date', and a 'Following Question' dropdown menu with the text 'Please tell us why you have contacted the service.'. A blue 'SAVE' button is located at the bottom of the editor form.

Creating a Form

1. Click on Manage Forms
2. Click the plus icon to add a form
3. Create a title and choose the first question on the form (the subsequent questions will be defined by the chain of questions)

Digital Forms: User Manual

NHS Digital Forms ROSSMICHAELM@GMAIL.COM (ADMIN)

Form Management

Form Title: AB4129: Student Survey First Question: Write down the reason

Form Title: Mental Health: Initial Access Form 1 First Question: Are you filling out this form for yours...

Form Title: Information Gathering Form III First Question: Write down the reason

Forms

- AB4129: Student Survey
- Mental Health: Initial

Viewing Answers

1. Click on the View answers button on the left

NHS Digital Forms ROSSMICHAELM@GMAIL.COM (ADMIN)

View User Answers

User	Question	Form	Answer	Time
rossmichaelm@gmail.com	Mental Health: Initial Access Form 1	Are you filling out this form for yourself?	True	Invalid Date
rossmichaelm@gmail.com	Mental Health: Initial	What is your name?	Ross Murray	Invalid Date

Forms

Admins Only: Changing user roles

1. Click on Manage Users
2. Find a user and change their role

NHS Digital Forms ROSSMICHAELM@GMAIL.COM (ADMIN)

Add New Question

Question

Question Text: What is your name? Type: Free Text

Following Question

Choose next question: What is your date of Birth

SAVE

Forms

AB4129: Student