Digital Forms Application: User Manual
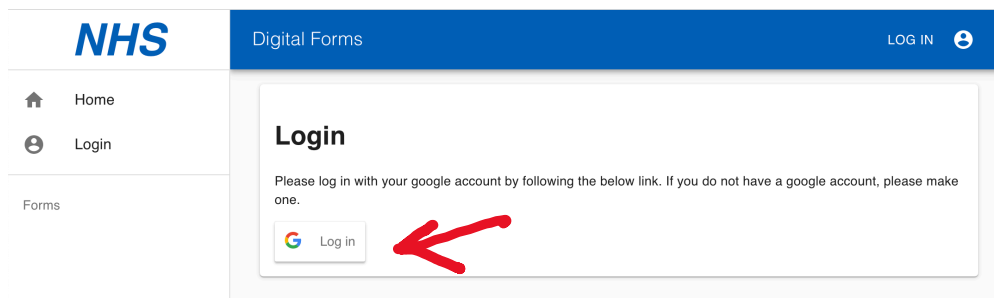
Link to the deployed Digital Forms Application: https://mhtriagefrontend.azurewebsites.net
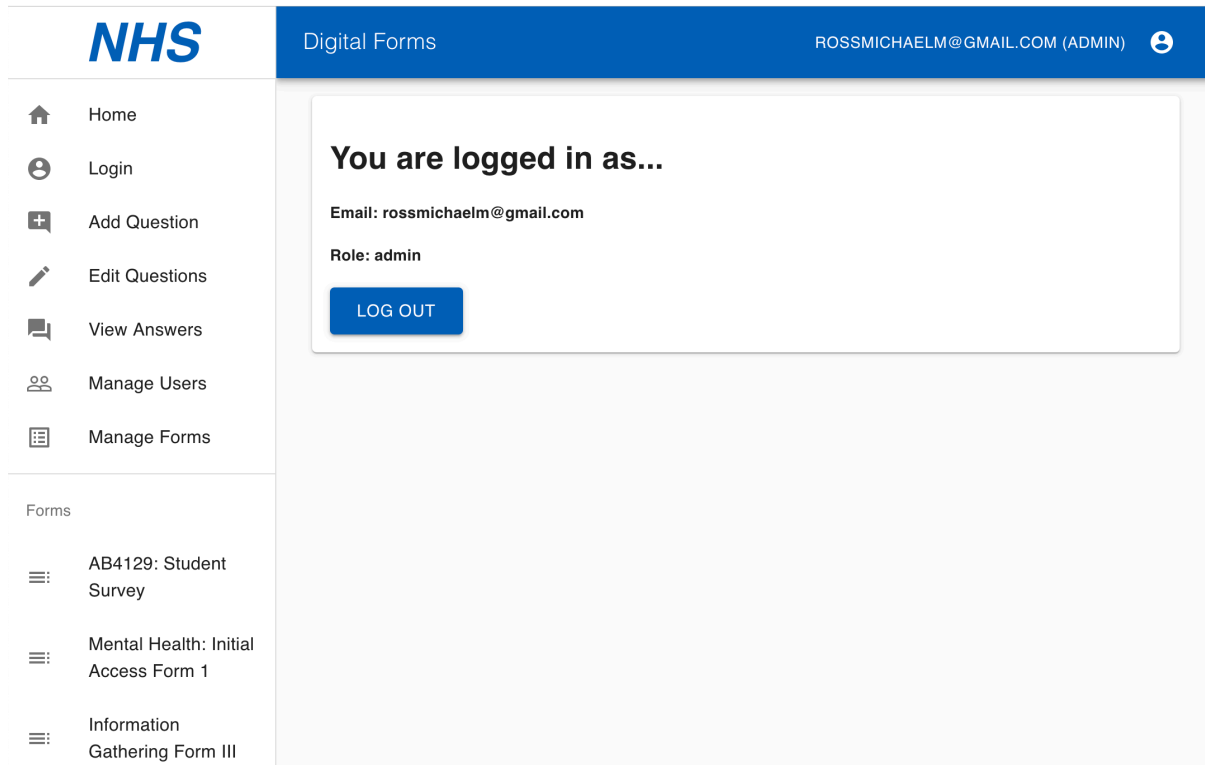
Login/Register

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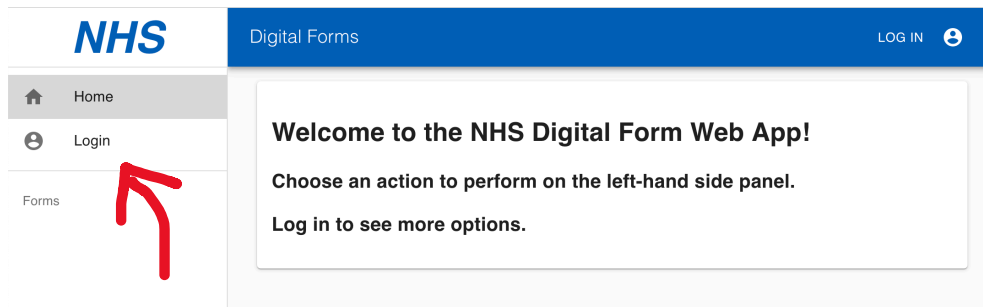
2. Click login on the left hand "drawer".
3. You will see a google login button like below. Click on the button with the Google logo that says Log in. Note: you will need a Google account to log in to the system.

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

NHS	Digital Forms	ROSSMICHAELM@GMAIL.COM (ADMIN) 👤

🏠 Home
👤 Login
➕ Add Question
✏️ Edit Questions
💬 View Answers
👥 Manage Users
📋 Manage Forms

Forms

☰ AB4129: Student Survey

☰ Mental Health: Initial Access Form 1

☰ Information Gathering Form III

You are logged in as...

Email: rossmichaelm@gmail.com

Role: admin

[LOG OUT]

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.

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

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

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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.

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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

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)

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Viewing Answers

1. Click on the View answers button on the left

Admins Only: Changing user roles

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