

Kosovo National Health Information System

Form Designer Tool Training



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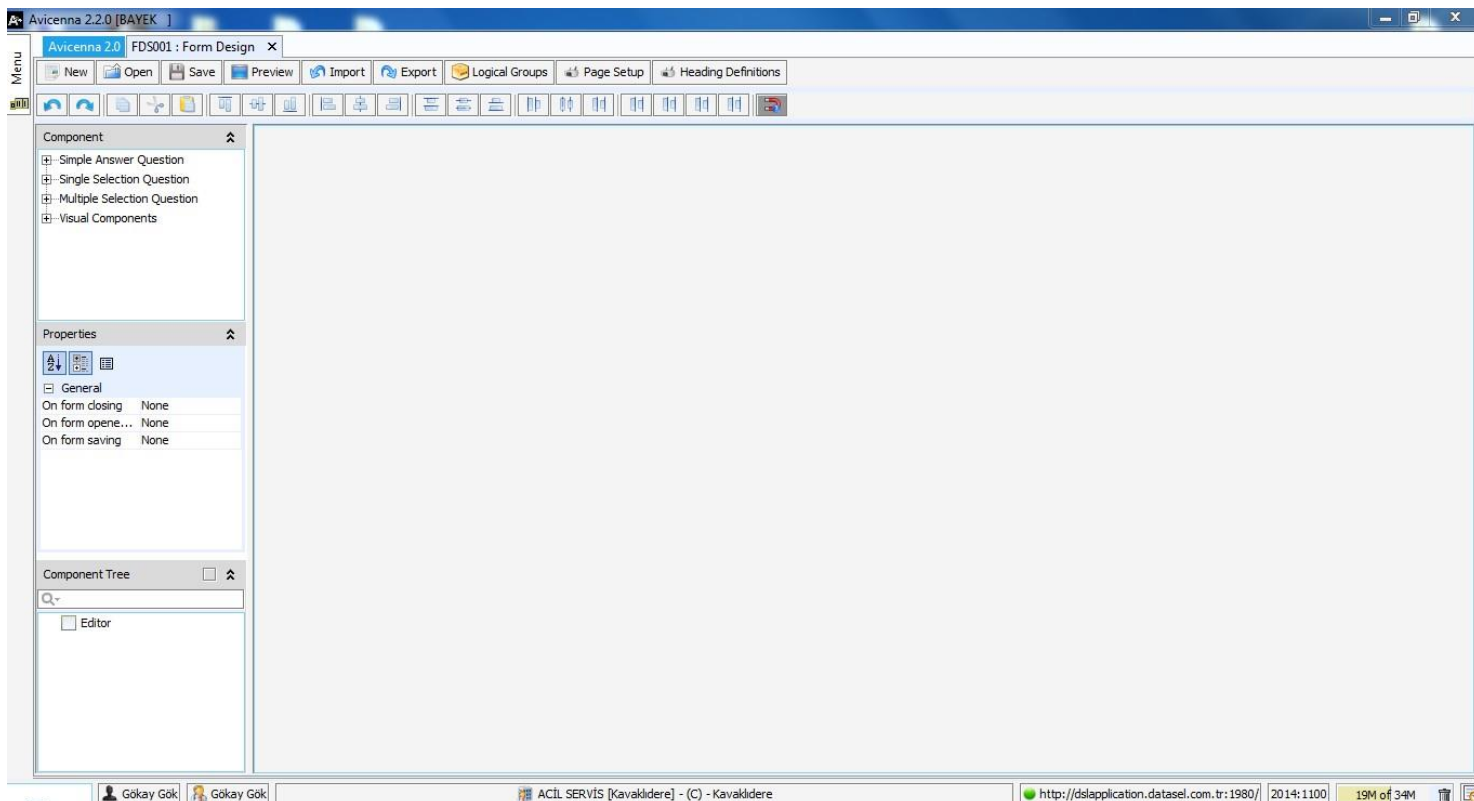
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1. FORM DESIGNER TOOL

Screen Name	Form Design	Screen ID	FDS001
Navigation	Menu → Form Design		
Purpose	Designing Forms		
Pre-requisites	None		
Target Group	IT		

Screen Shot



General Overview

- Form Designer Tool enables users to design, display the forms, and give printouts.
- Form Designer Tool provides ability to incorporate the entire data entry components needed by users ("Text Box", "Multi-line Text Box", "Multiple Choice Box", "List", "Select Button", "Check Box", "Label", "Picture Editor" etc.).
- Designing facilities are provided within the Form Designer Tool and it is user configurable and friendly (such as: input fields, text fields, check boxes, lists, buttons, images, coloring and fonts, etc.).
- Form Designer Tool enables the user to use the keyboard (TAB, ENTER, Function keys) to facilitate the data entry process with minimum number of keystrokes required instead of using the mouse.
- Grouping and classifications of the user defined screens for easy referencing and manipulations.
- Only authorized users can login and use the system.
- These are search capabilities provided to look for predefined designs within the design engine.

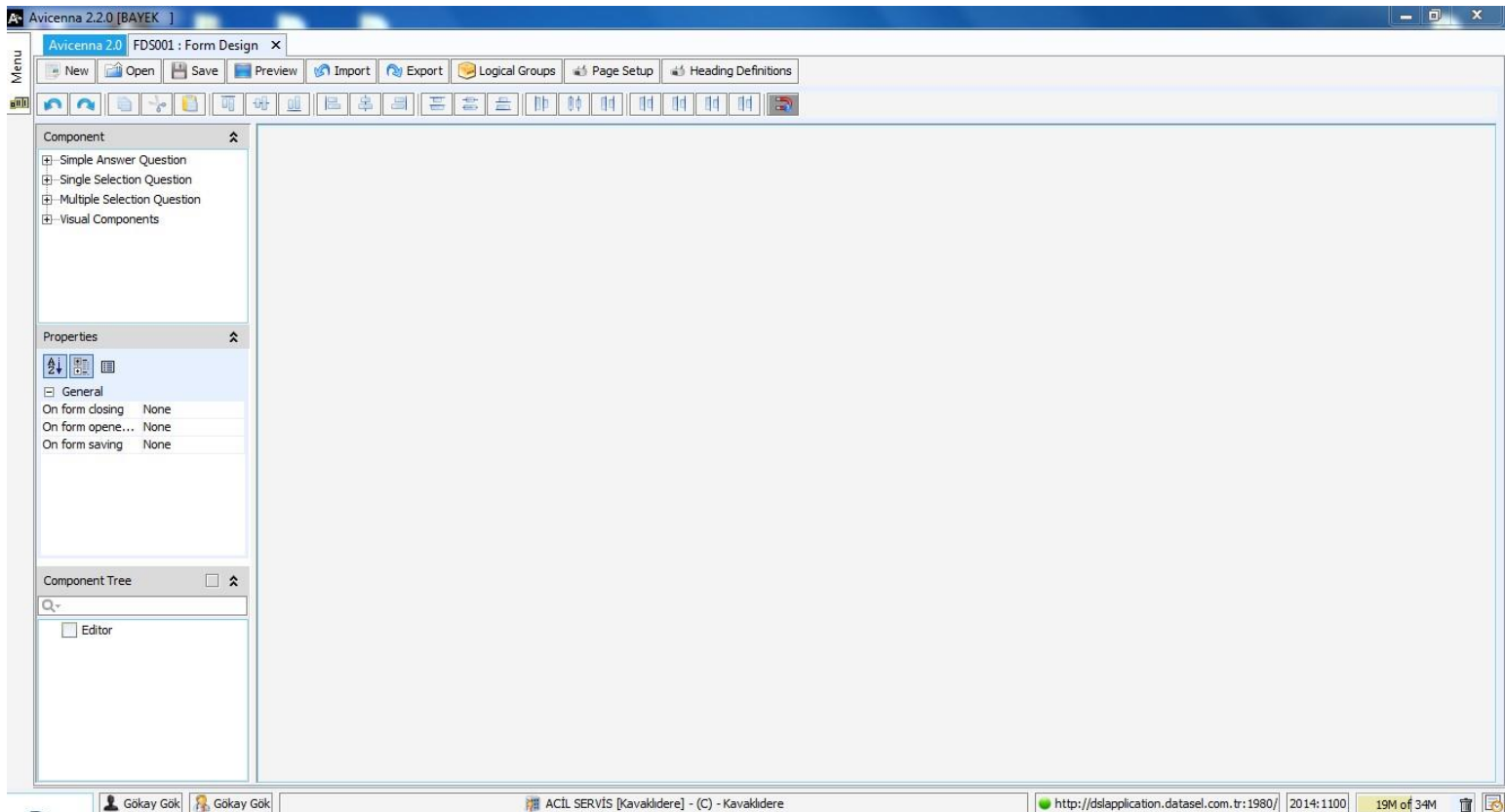
- Form Designer Tool have controls to minimize user errors during data entries in particular.
- Provides custom input validation.
- Form Designer Tool provides functionality to export or import designed forms.
- Provides printing capabilities for any predefined design within the design engine.
- Provides functionality to test the hospital defined design prior to implement it.
- Provides functionality to design and customize interactive medical screens and attach them to specific specialties for the use of doctor's diagnosis and tailored medical applications.
- Enables user to capture free text from keyboard.
- A preview option is available in the form design tool to test the designed interface.
- Form Designer Tool provides functionality to choose page layouts according to paper standards for the form designed.



2. USER INTERFACE

The main window of the Form Design Tool consists of the following areas:

- Main Menu: Located at the top of the window.
- Toolbar: Located below the main menu.
- Component Section: Located at the left side of the window.
- Properties Section: Located at the left side of the window.
- Component Tree Section: Located at the left side of the window.
- Design Area: Located at the right side of the window.



2.1. MAIN MENU

The main menu is displayed at the top of the main windows and the following commands can be invoked from the main menu.

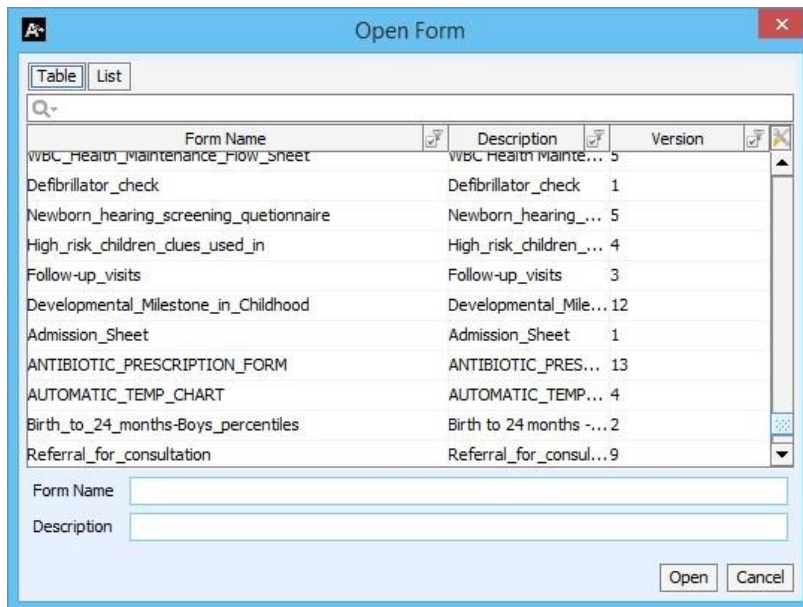


2.1.1. New

When user clicks it, creates a new blank form.

2.1.2. Open

Opens an existing form (which was previously save on HIS environment) through the window below.



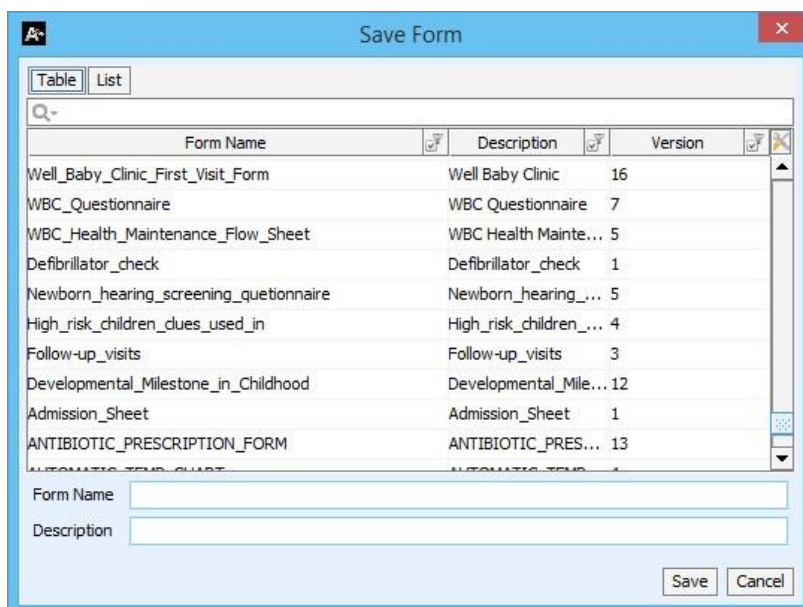
The 'Open Form' dialog box contains a table with the following data:

Form Name	Description	Version
WBC_Health_Maintenance_Flow_Sheet	WBC Health Mainte...	5
Defibrillator_check	Defibrillator_check	1
Newborn_hearing_screening_questionnaire	Newborn_hearing_...	5
High_risk_children_dues_used_in	High_risk_children_...	4
Follow-up_visits	Follow-up_visits	3
Developmental_Milestone_in_Childhood	Developmental_Mile...	12
Admission_Sheet	Admission_Sheet	1
ANTIBIOTIC_PRESCRIPTION_FORM	ANTIBIOTIC_PRES...	13
AUTOMATIC_TEMP_CHART	AUTOMATIC_TEMP...	4
Birth_to_24_months-Boys_percentiles	Birth to 24 months -...	2
Referral_for_consultation	Referral_for_consul...	9

Below the table are input fields for 'Form Name' and 'Description', and 'Open' and 'Cancel' buttons.

2.1.3. Save

Saves the active form through the window below.



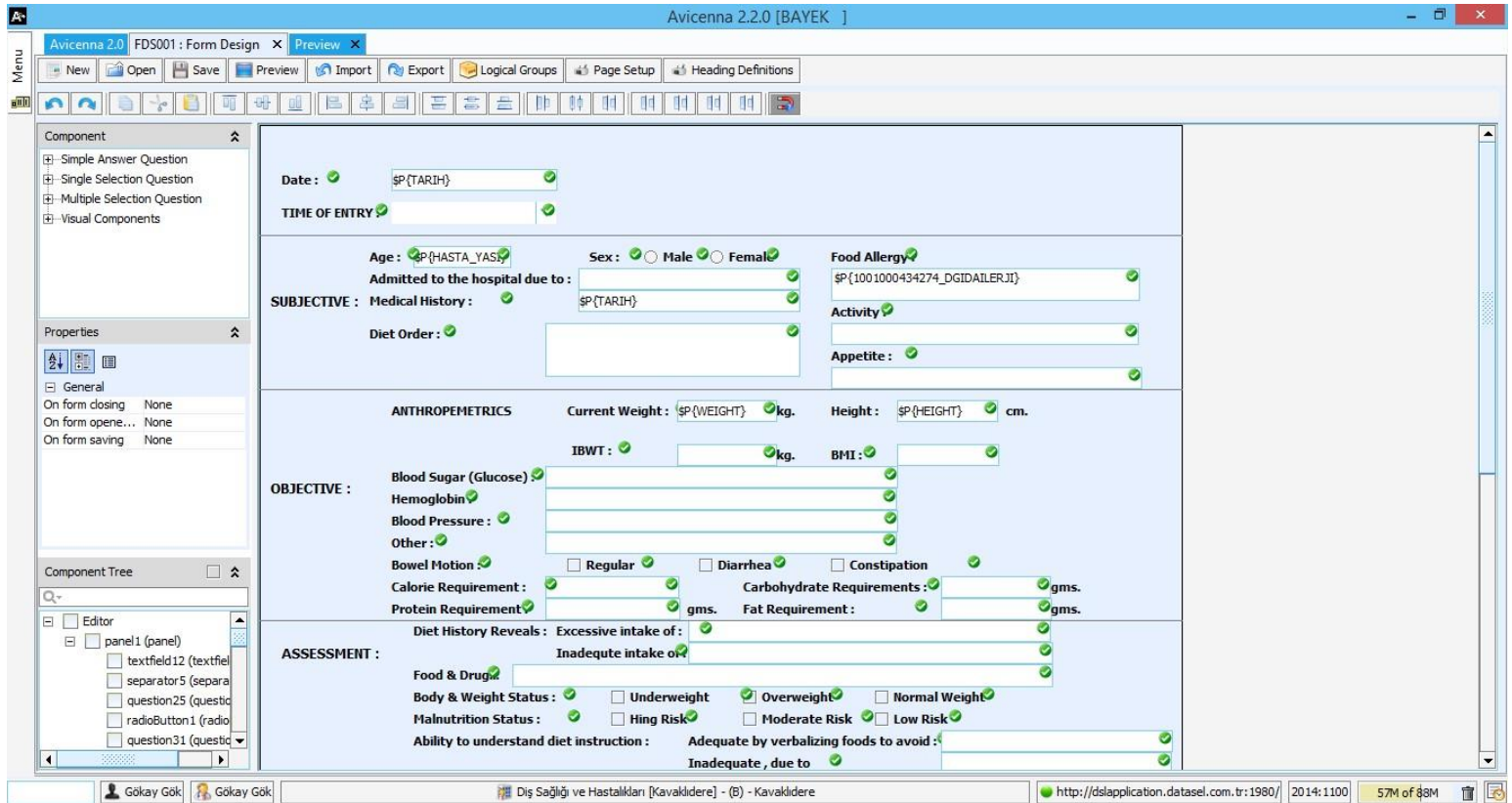
The 'Save Form' dialog box contains a table with the following data:

Form Name	Description	Version
Well_Baby_Clinic_First_Visit_Form	Well Baby Clinic	16
WBC_Questionnaire	WBC Questionnaire	7
WBC_Health_Maintenance_Flow_Sheet	WBC Health Mainte...	5
Defibrillator_check	Defibrillator_check	1
Newborn_hearing_screening_questionnaire	Newborn_hearing_...	5
High_risk_children_dues_used_in	High_risk_children_...	4
Follow-up_visits	Follow-up_visits	3
Developmental_Milestone_in_Childhood	Developmental_Mile...	12
Admission_Sheet	Admission_Sheet	1
ANTIBIOTIC_PRESCRIPTION_FORM	ANTIBIOTIC_PRES...	13
AUTOMATIC_TEMP_CHART	AUTOMATIC_TEMP...	4

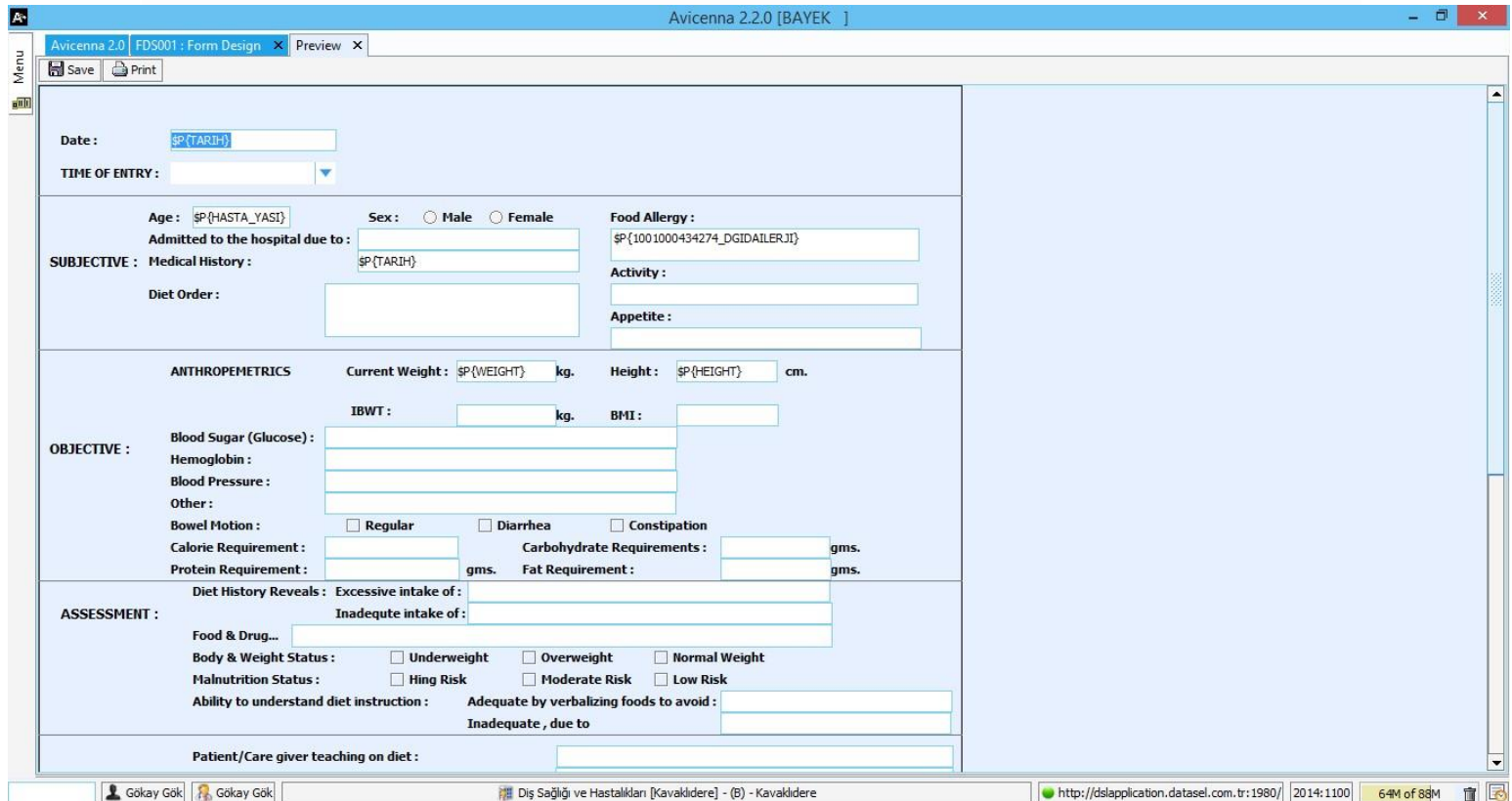
Below the table are input fields for 'Form Name' and 'Description', and 'Save' and 'Cancel' buttons.

2.1.4. Preview

Enables user to preview the active form within the Preview Tab. A sample form design and the preview of this design are given below.

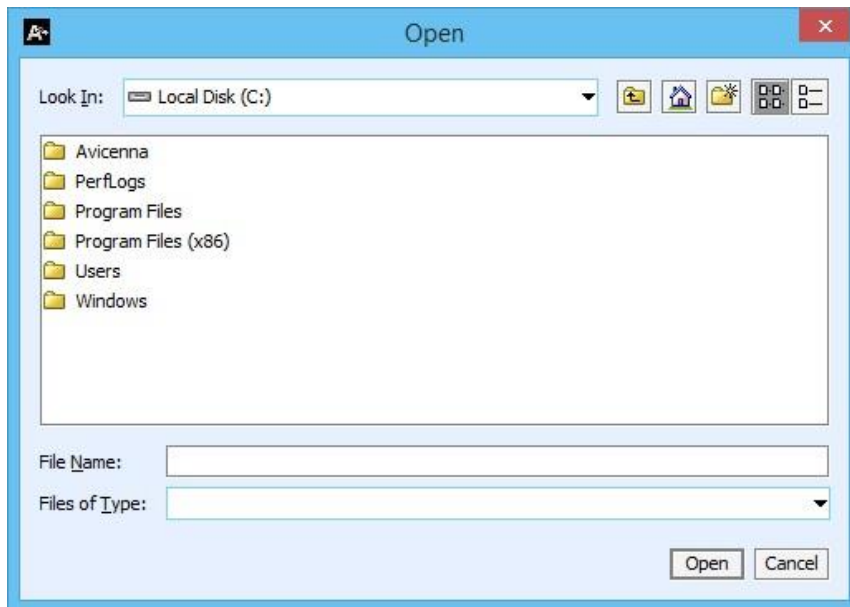


The preview of the designed form.



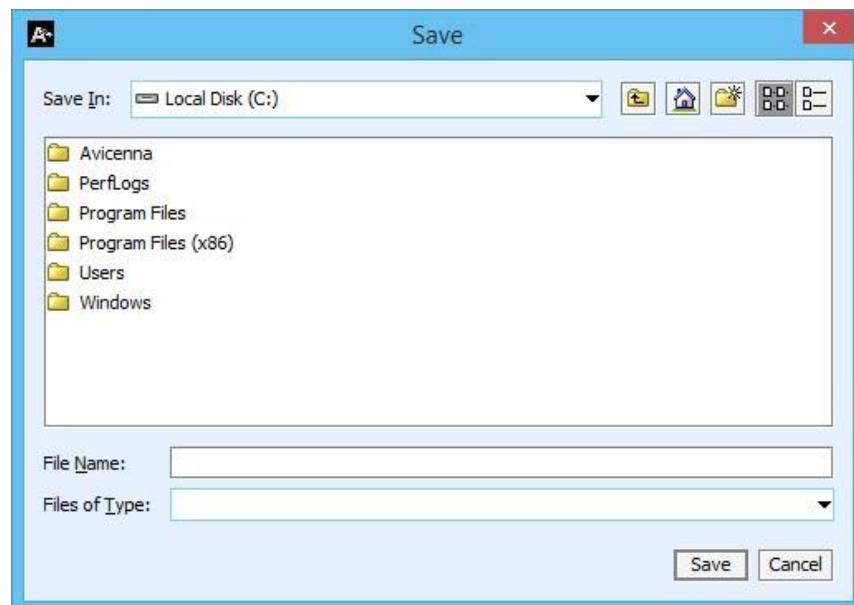
2.1.5. Import

Imports the form design from user's local disk into Form Designer Tool through the following window. The file to be imported should be in the form format.



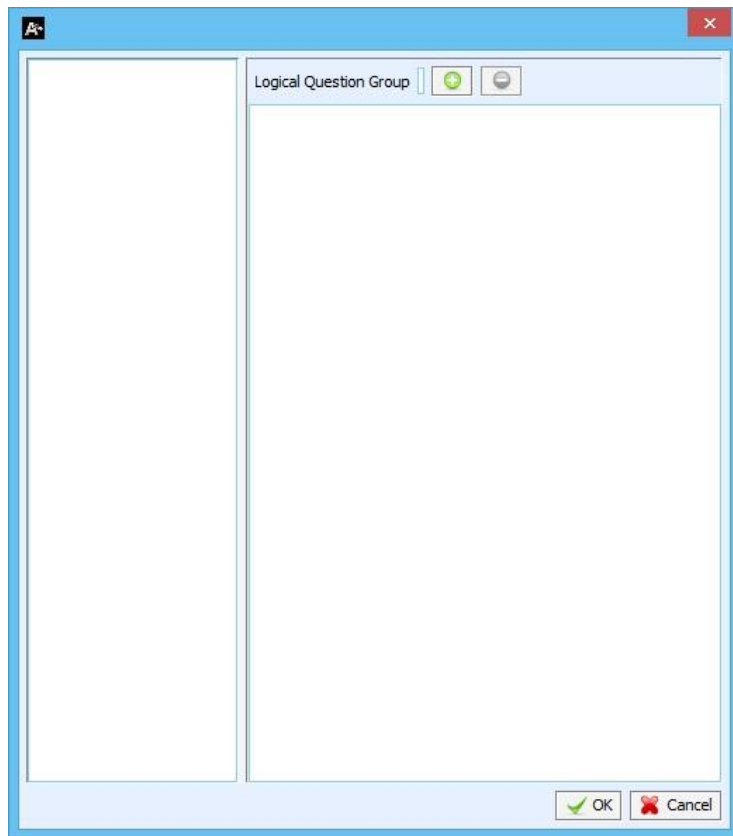
2.1.6. Export

Exports the active form to user's local disk through the following window.



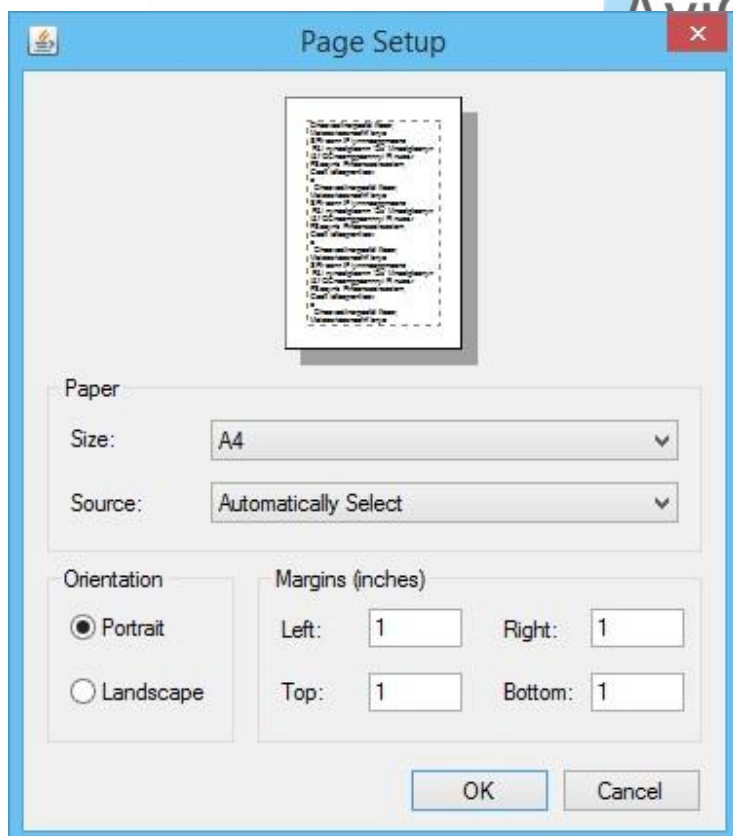
2.1.7. Logical Groups

Enables user to make logical grouping of the questions through the following window.



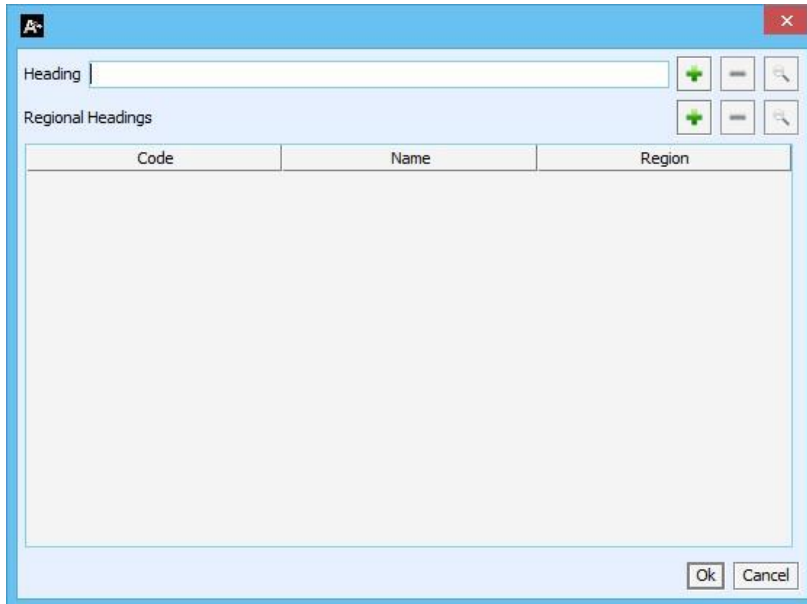
2.1.8. Page Setup

Provides page setup functionality

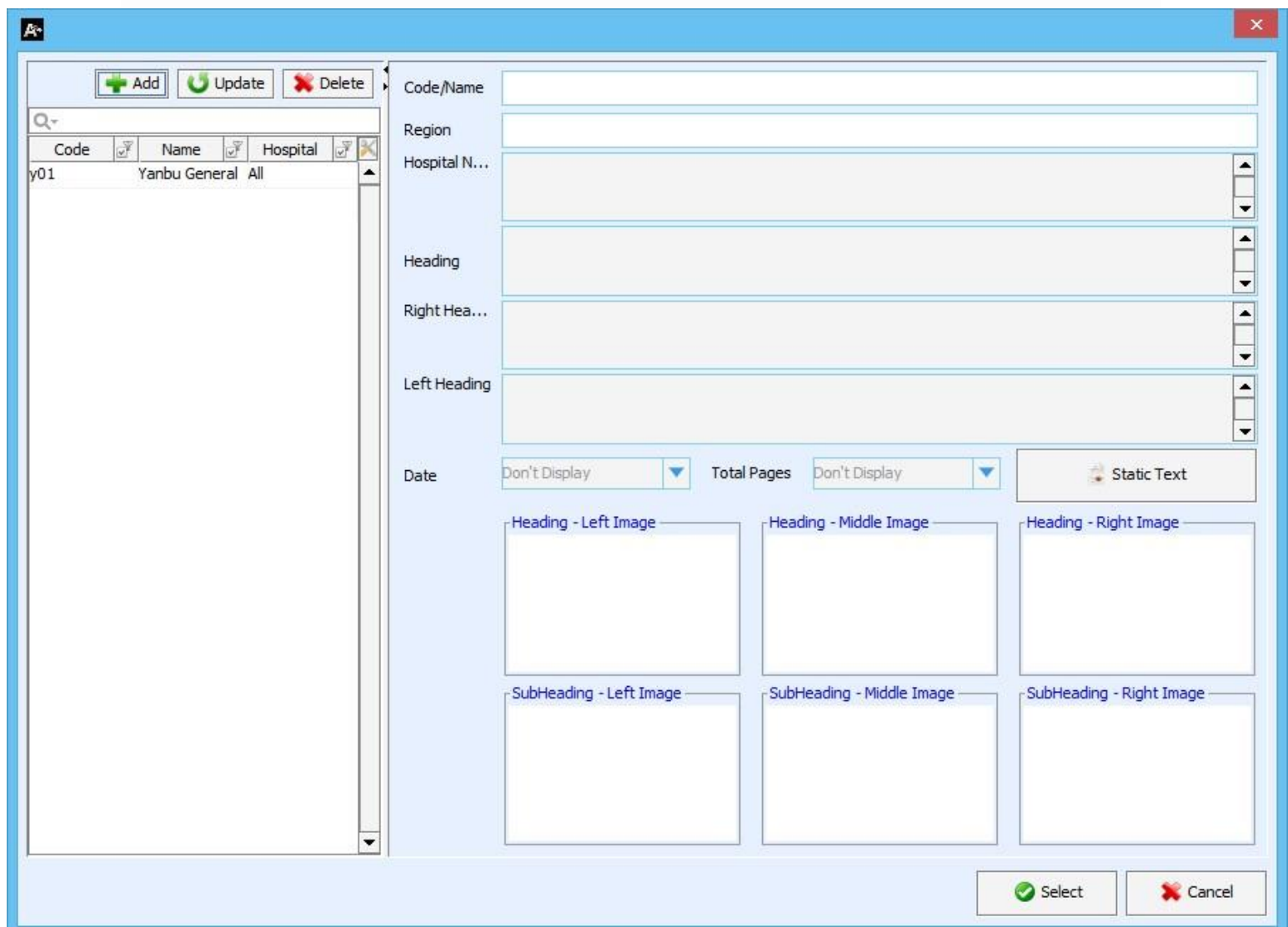


2.1.9. Heading Definitions

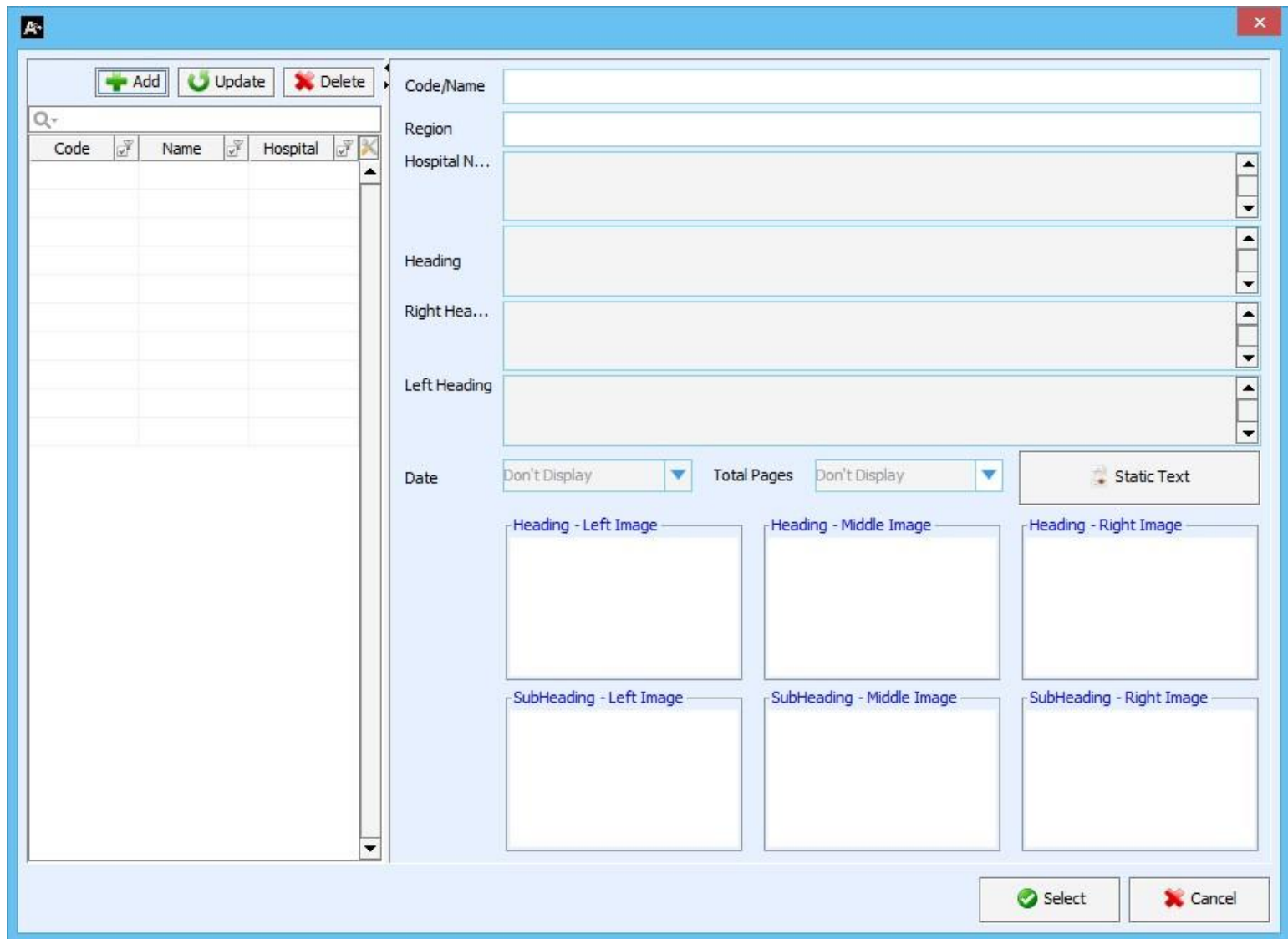
Enables user to create heading definitions.



When the green plus sign next to the heading text box is clicked, then the following window opens. By using this window either the new main headings are entered into the system or selected from list of predefined headings. This window enables user to update or delete the predefined headings as well. Heading includes text and image sections.



When the green plus sign next to the regional headings label is clicked, then the following window opens.



By using this window either the regional headings are entered into the system or selected from list of predefined headings. This window enables user to update or delete the predefined headings as well. Heading includes text and image sections.

2.2. TOOLBAR

The Toolbar of the Form Designer Tool provides the following commands:



2.2.1. Back



Provides undo function.

2.2.2. Forward



Provides redo function.

2.2.3. Copy



Copies the selected component into clipboard.

2.2.4. Cut



Cuts the selected component into clipboard.

2.2.5. Paste



Pastes the previously copied or cut component.

2.2.6. Align Top Edges



Aligns top edges of the selected components.

2.2.7. Align Vertical Centers



Aligns vertical centers of the selected components

2.2.8. Align Bottom Edges



Aligns bottom edges of the selected components.

2.2.9. Align Left Edges



Aligns left edges of the selected components.

2.2.10. Align Horizontal Centers



Aligns horizontal centers of the selected components

2.2.11. Align Right Edges



Aligns right edges of the selected components.

2.2.12. Distribute Top Edges



Distributes top edges of the selected components and makes the distance between the top edges of selected components equal.

2.2.13. Distribute Vertical Centers



Distributes vertical centers of the selected components and makes the distance between the vertical centers of selected components equal.

2.2.14. Distribute Bottom Edges



Distributes bottom edges of the selected components and makes the distance between the bottom edges of selected components equal.

2.2.15. Distribute Left Edges



Distributes left edges of the selected components and makes the distance between the left edges of selected components equal.

2.2.16. Distribute Vertical Edges



Distributes vertical edges of the selected components and makes the distance between the vertical edges of selected components equal.

2.2.17. Distribute Right Edges



Distributes right edges of the selected components and makes the distance between the right edges of each component equal.

2.2.18. Same width to minimum



Find the shortest width size within the selected components then sets the width value of all selected components to this minimum width size value.

2.2.19. Same width to maximum



Find the maximum width size within the selected components then sets the width value of all selected components to this maximum width size value.

2.2.20. Same height to minimum



Determines the shortest height size within the selected components then sets the height value of all selected components to this minimum height size value.

2.2.21. Same height to maximum



Determines the maximum height size within the selected components then sets the height value of all selected components to this maximum height size value.

2.2.22. Add Question and Answer together



If “Add Question and Answer together” option is selected then the user does not need to match each question with an answer. By default this selection is ON. If it is not selected, then the user should match each question with an answer.

2.3. COMPONENTS

Components section covers the following four groups to categorize the components: Simple Answer Question, Single Selection Question, Multiple Selection Question, and Visual Components.

Components to be used within the form should be selected from Components section and should be dragged and dropped into the Design Area.

2.3.1. Simple Answer Question

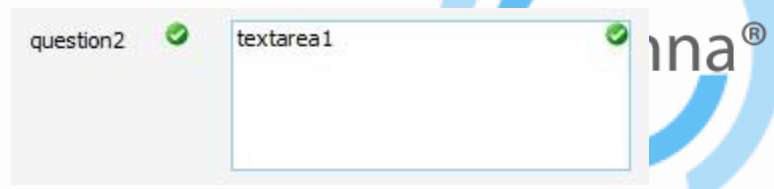
Components with simple answer question type are described below. These components are Text Box, Multi Line Text Box, Combobox, Slider, Table, DataSet ComboBox, DataSet List, DataSet TextField, HdmCodeValue, ICD, Date, Time

2.3.1.1. Text Box



Enables user to create free text entry field.

2.3.1.2. Multi Line Text Box



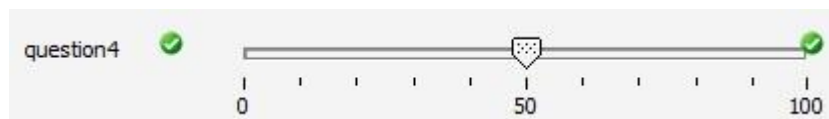
Enables user to create multi line free text entry field.

2.3.1.3. Combobox



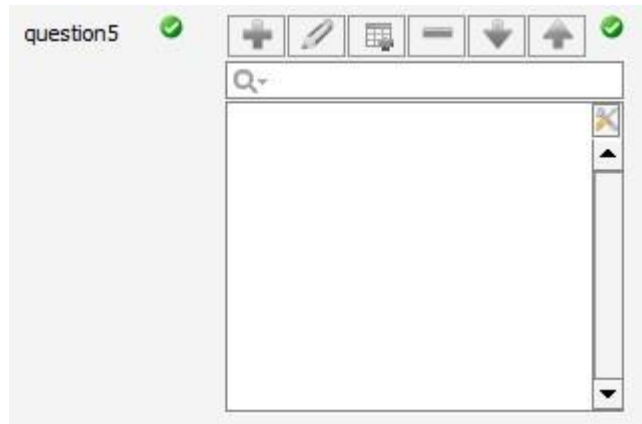
Enables user to create a standard combobox. The values are entered through properties section.

2.3.1.4. Slider



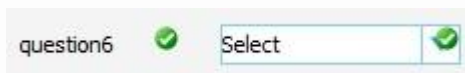
Enables user to create a slider functionality within the form.

2.3.1.5. Table



Enables user to create a table from scratch

2.3.1.6. DataSet ComboBox



Enables user to create a combobox having values populated from a specific column of a specific table.

2.3.1.7. DataSet List



Enables user to create a list box having values populated from a specific column of a specific table.

2.3.1.8. DataSet TextField



Enables user to create a text field having a selection functionality from values populated with a specific column of a specific table.

2.3.1.9. HdmCodeValue



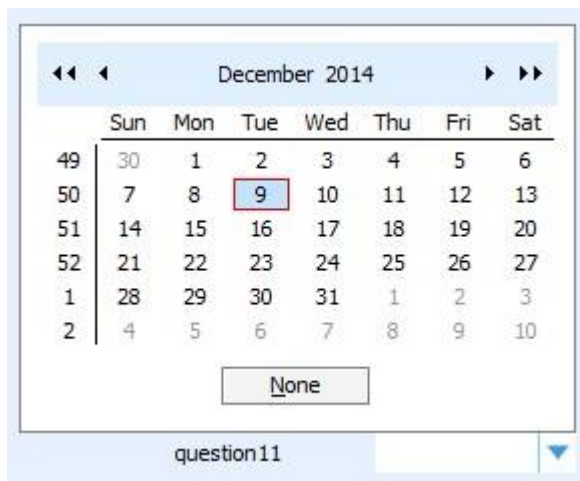
Enables user to create a list box having values populated from selected definition within HDM001.

2.3.1.10. ICD



Retrieves ICD diagnose list and enables user to select from the list.

2.3.1.11. Date



Enables user to create a date field which can be filled in manually or by using a calendar.

2.3.1.12. Time

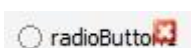


Enables user to create a time field which can be filled in manually or by using up and down arrows.

2.3.2. Single Selection Question

Single Selection Question type components provides radio button functionality to the form designers. The user should drag and drop the text “Single Selection Question” from Component section into the design area, in order to create the question for the radio buttons to be created and associated.

2.3.2.1. Selection Button



User create a radio button, by dragging and dropping “Selection Button” into design area.

When the following steps are completed, the red sign on the top-right corner of the radio button turns into green check sign.

- Minimum two radio buttons are created
- These radio buttons are associated with a question

2.3.2.2. Selection Button with Text Box



When user creates a selection button with text, a selectable radio button and an associated text box is created. The use of this text box is to enable the user to enter text data that is not listed in the selectable selection buttons (e.g. Other please enter).

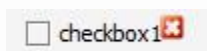
When the following steps are completed, the red sign on the top-right corner of the radio button turns into green check sign.

- Minimum two radio buttons are created
- These radio buttons are associated with a single selection question

2.3.3. Multiple Selection Question

Multiple Selection Question type components provides check box functionality to the form designers. The user should drag and drop the text “Multiple Selection Question” from Component section into the design area, in order to create the question for the check boxes to be created and associated.

2.3.3.1. Check Box

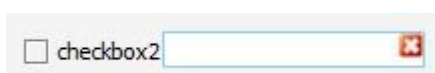


User creates a check box by dragging and dropping “Check Box” into design area.

When the following steps are completed, the red sign on the top-right corner of the check box turns into green check sign.

- Minimum two check boxes are created
- These check boxes are associated with a question

2.3.3.2. Check Box With Text Box



When user creates a check box with text box, a check box and an associated text box is created. The use of this text box is to enable the user to enter text data that is not listed in the check boxes to be selected (e.g. Other please enter).

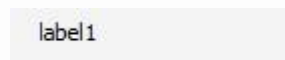
When the following steps are completed, the red sign on the top-right corner of the check box turns into green check sign.

- Minimum two check boxes are created
- These check boxes are associated with a multiple selection question

2.3.4. Visual Components

Form Designer Tool provides the following visual components: label, slider sum, panel, tab pane, image editor, picture and separator.

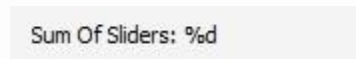
2.3.4.1. Label



label1

The label component provides user to create labels on the form.

2.3.4.2. Slider Sum



Sum Of Sliders: %d

In order to use slider sum functionality, the user should create one or more sliders.

Sum of Sliders automatically calculates and shows the sum of values on the sliders. If there is only one slider on the form, then the slider sum shows its value. If there are more than one slider, then the slider sum show the sum of the associated sliders.

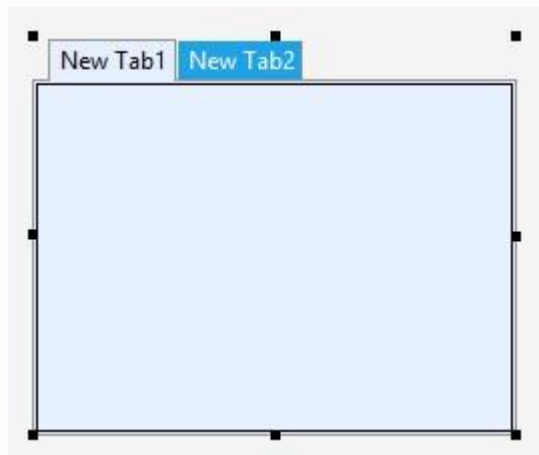
In order to associate the slider sum with the sliders, all of these components should be placed within the same panel.

2.3.4.3. Panel



Panel is used to group components and associated them whenever applicable

2.3.4.4. Tab Pane

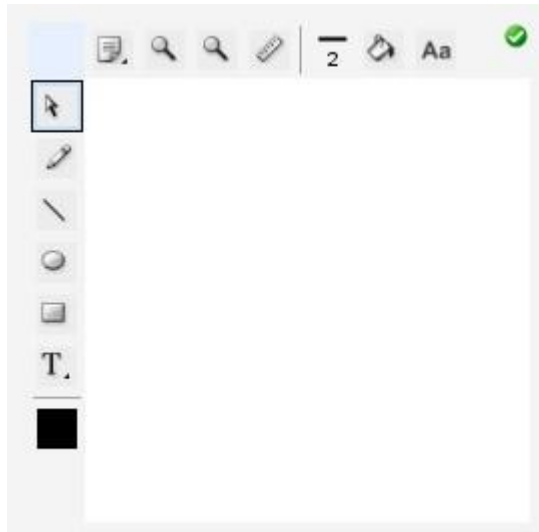


In order to create a tab, the user should drag and drop tab pane into the design area. Then the user should drag and drop a panel onto the created tab pane.

To add a second tab to the created panel, a new panel should be dragged and dropped onto the topright corner of the created tab pane.

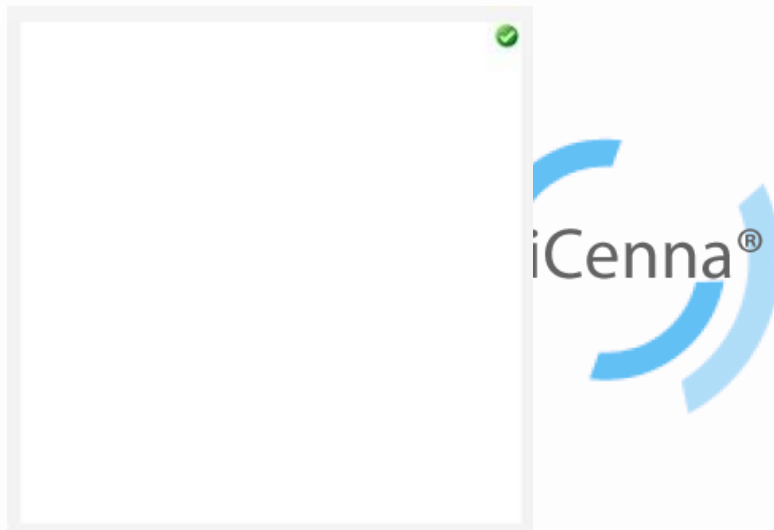
Each tab may contain any component.

2.3.4.5. Image Editor



The Image Editor enables the end user to edit an image.

2.3.4.6. Picture



The picture component may contain a solid picture.

2.3.4.7. Separator

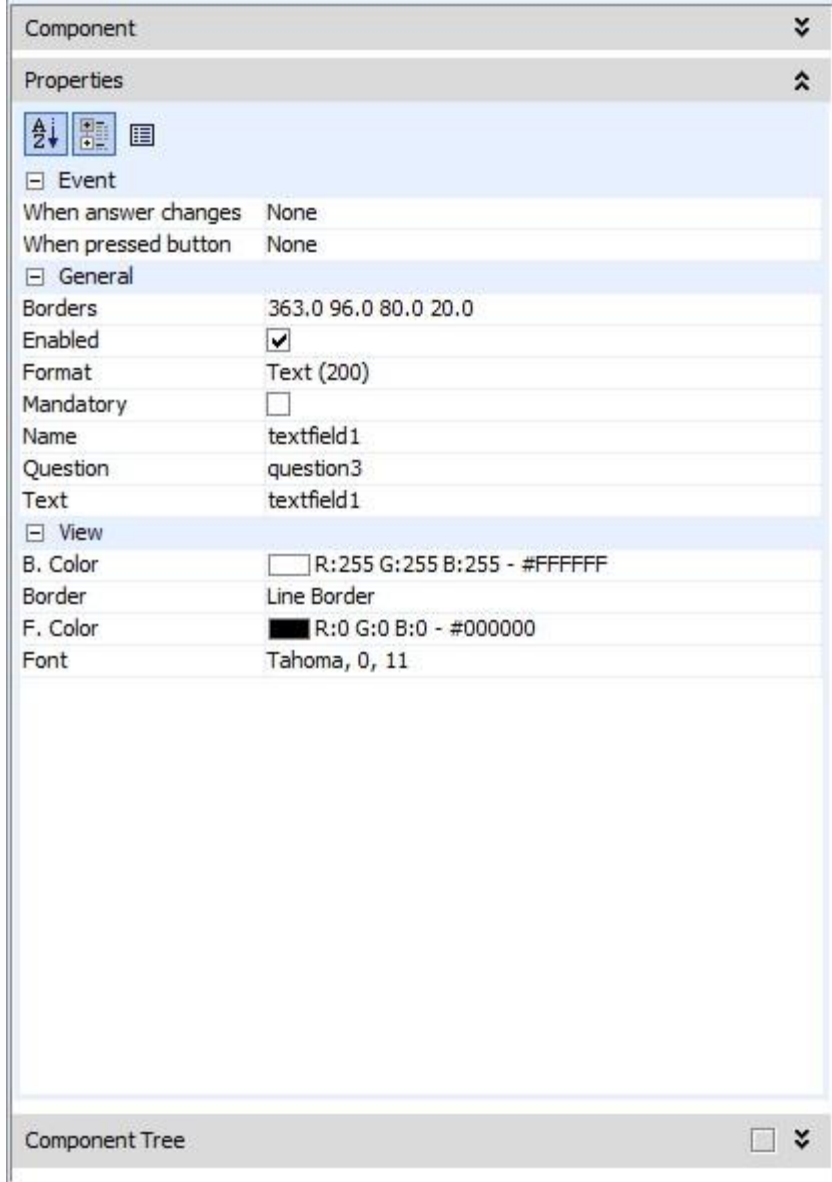


Separator is used to separate components visually either horizontally or vertically.

2.4. PROPERTIES

When a component is selected in the Design Area, then the properties of this specific component appears on the properties section. The properties of components differ regarding the functionality they provide.

The properties section of a text box is given below.

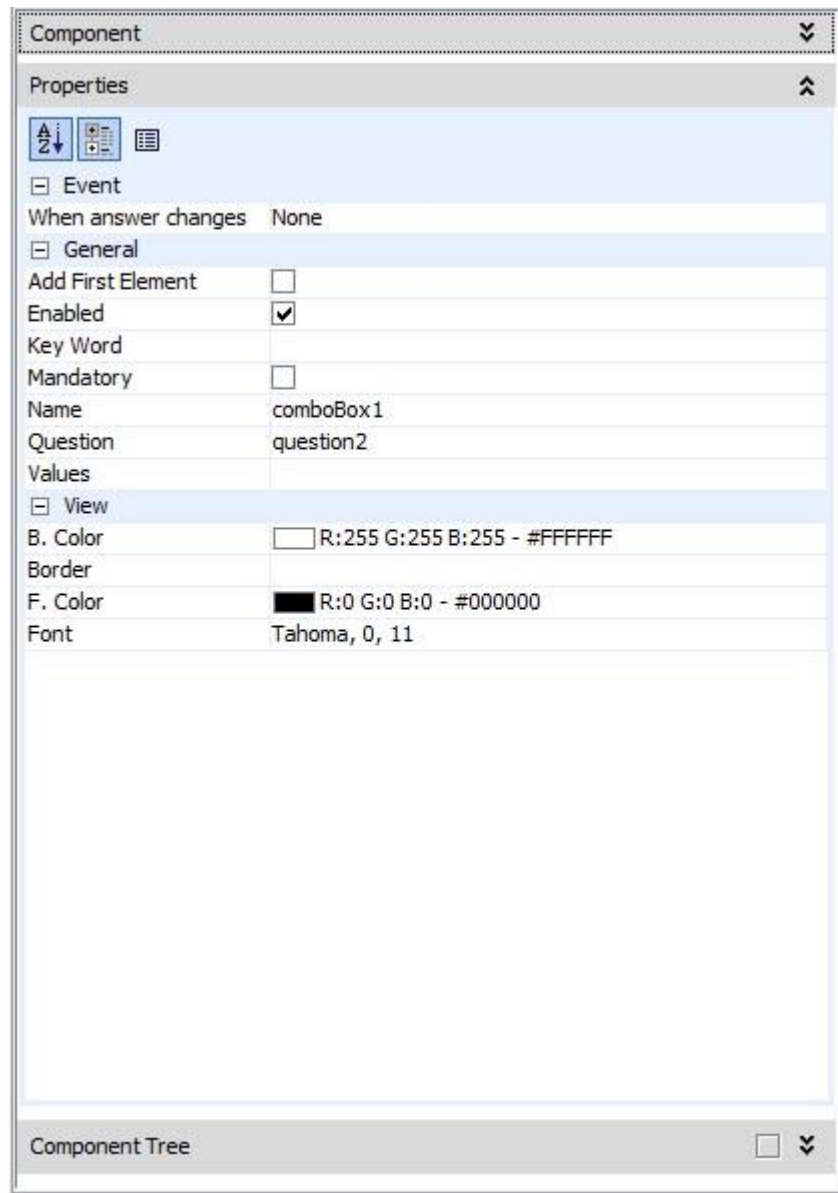


The screenshot shows a 'Properties' panel for a text box component. The panel is divided into three sections: 'Event', 'General', and 'View'. The 'Event' section has two properties: 'When answer changes' and 'When pressed button', both set to 'None'. The 'General' section has properties: 'Borders' (363.0 96.0 80.0 20.0), 'Enabled' (checked), 'Format' (Text (200)), 'Mandatory' (unchecked), 'Name' (textfield1), 'Question' (question3), and 'Text' (textfield1). The 'View' section has properties: 'B. Color' (R:255 G:255 B:255 - #FFFFFF), 'Border' (Line Border), 'F. Color' (R:0 G:0 B:0 - #000000), and 'Font' (Tahoma, 0, 11). At the bottom of the panel is a 'Component Tree' section with a checkbox and a dropdown arrow.

Component	
Properties	
Event	
When answer changes	None
When pressed button	None
General	
Borders	363.0 96.0 80.0 20.0
Enabled	<input checked="" type="checkbox"/>
Format	Text (200)
Mandatory	<input type="checkbox"/>
Name	textfield1
Question	question3
Text	textfield1
View	
B. Color	<input type="color"/> R:255 G:255 B:255 - #FFFFFF
Border	Line Border
F. Color	<input type="color"/> R:0 G:0 B:0 - #000000
Font	Tahoma, 0, 11

Component Tree ☐ ▼

Properties section of a combo box is given below



2.5. COMPONENT TREE

The Component Tree section presents the component hierarchy of the form designed (e.g. Tab Pane, and Panel-wise). By using component tree the designer may easily see which component belongs to which container (e.g. Tab Pane, Panel)

