

**FDS Module**  
Headings Functionality Tutorial

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**1. Aim of this feature**

* to create re-usable and shared page headings with shared title, subtitle, left and right logos and sub-texts
* to allow to repeat page heading on each page during print of form
* to allow to prepare more than one different heading design and reuse it on FDS forms as needed
* to allow to update those shared headings on a shared location at once

**2. Features**

* supports main title, subtitle texts
* supports left and right logo images
* supports left and right sub-texts under logo
* supports subheadings with left and right images and subtexts
* supports general / organization specific designs

**3. Steps to create a heading**

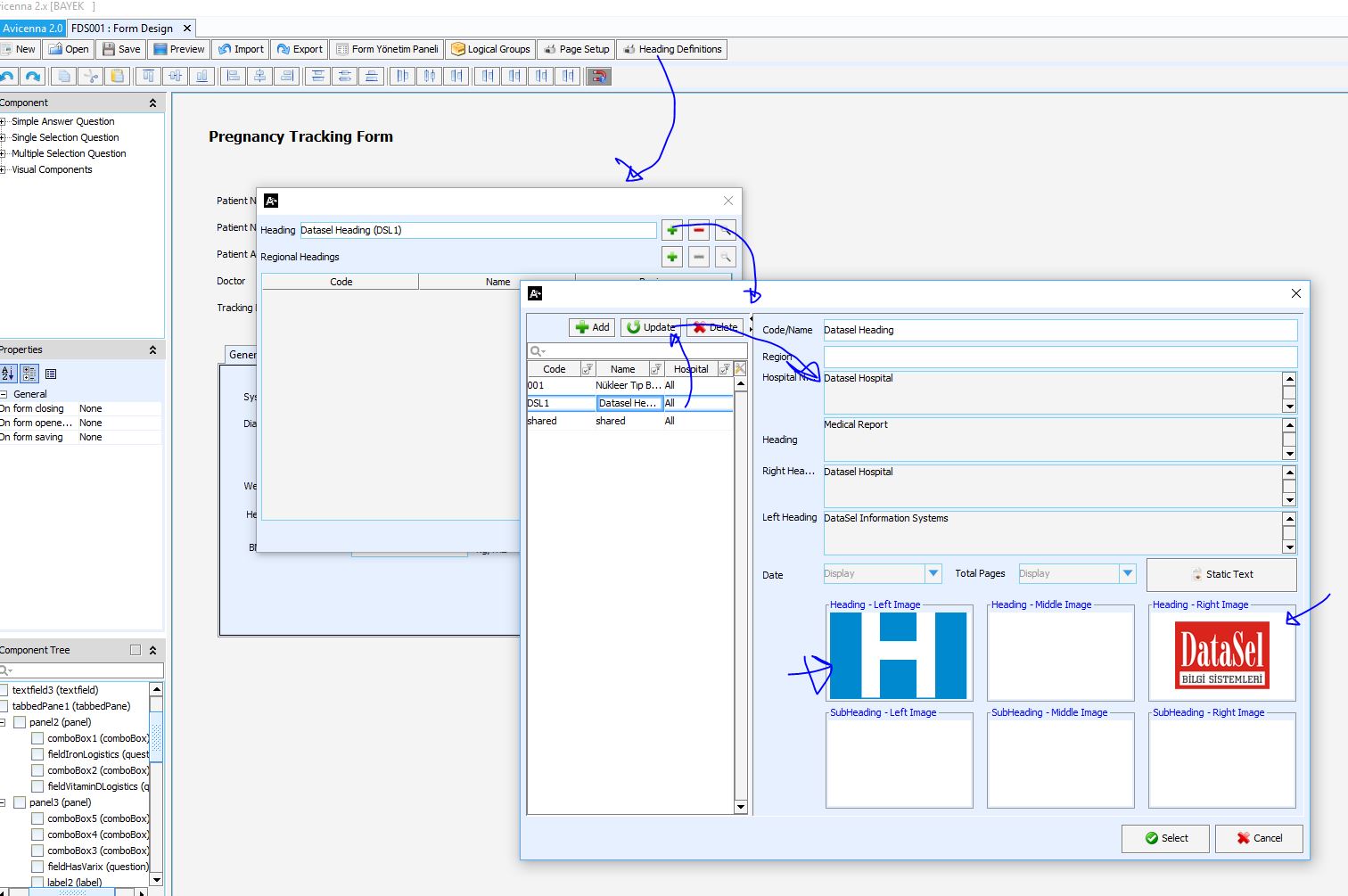
1. open a saves form
2. click "Heading Definitions" button
3. click "+" button on "heading" row (first row on screen) and this will open list of all previously created heading designs
4. click "Add" button and it will open an empty form to prepare new heading design
5. select "Region" if you want to design region-level heading
6. enter hospital name, heading (central header), left and right heading texts
7. specify whether you want to print date, total pages
8. if you want to print a text expression with some variables, use "Static Text" button
9. select logos for left, middle and right heading portions
10. select logos for left, middle and right subheading portions

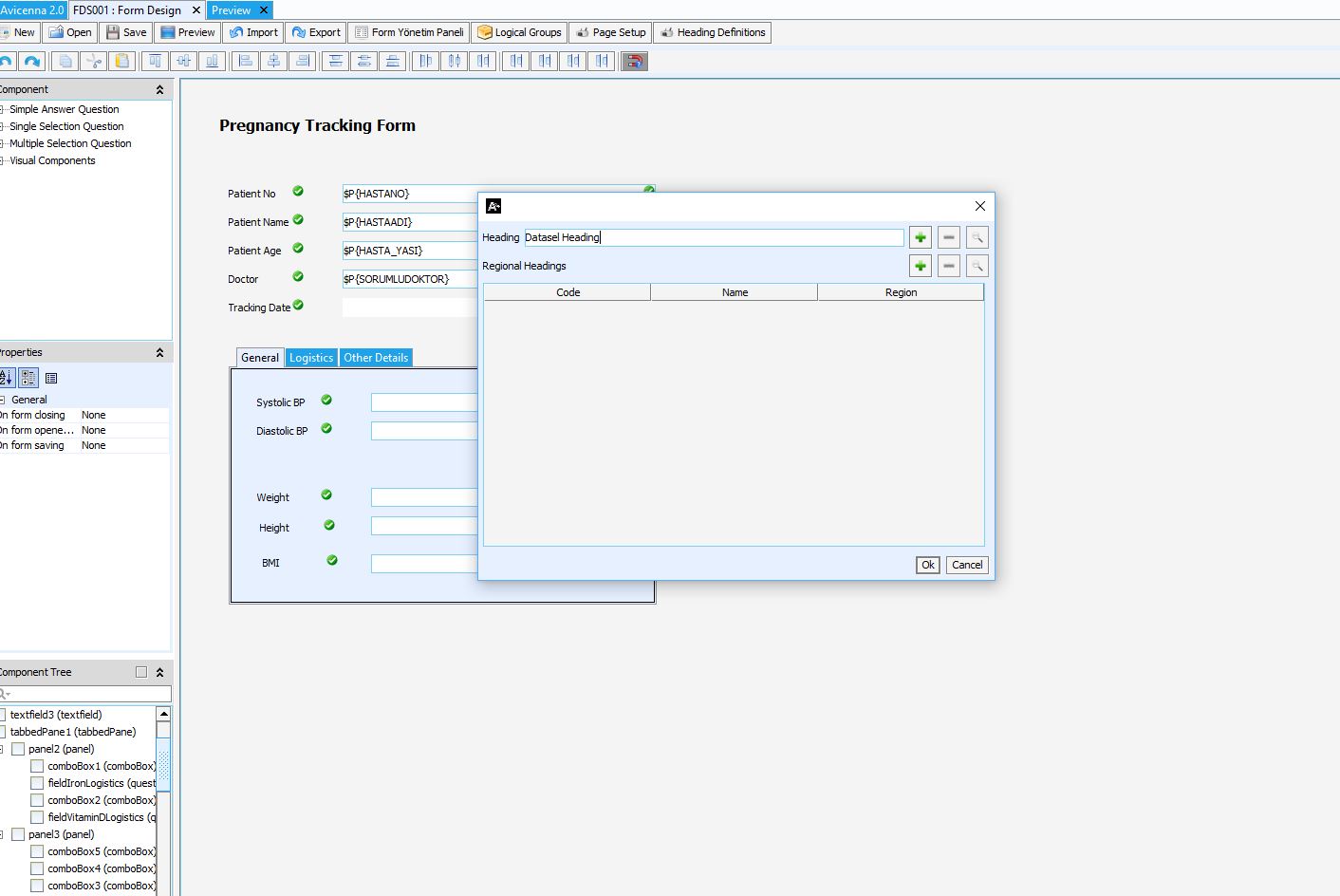
**4. Steps to enable a heading**

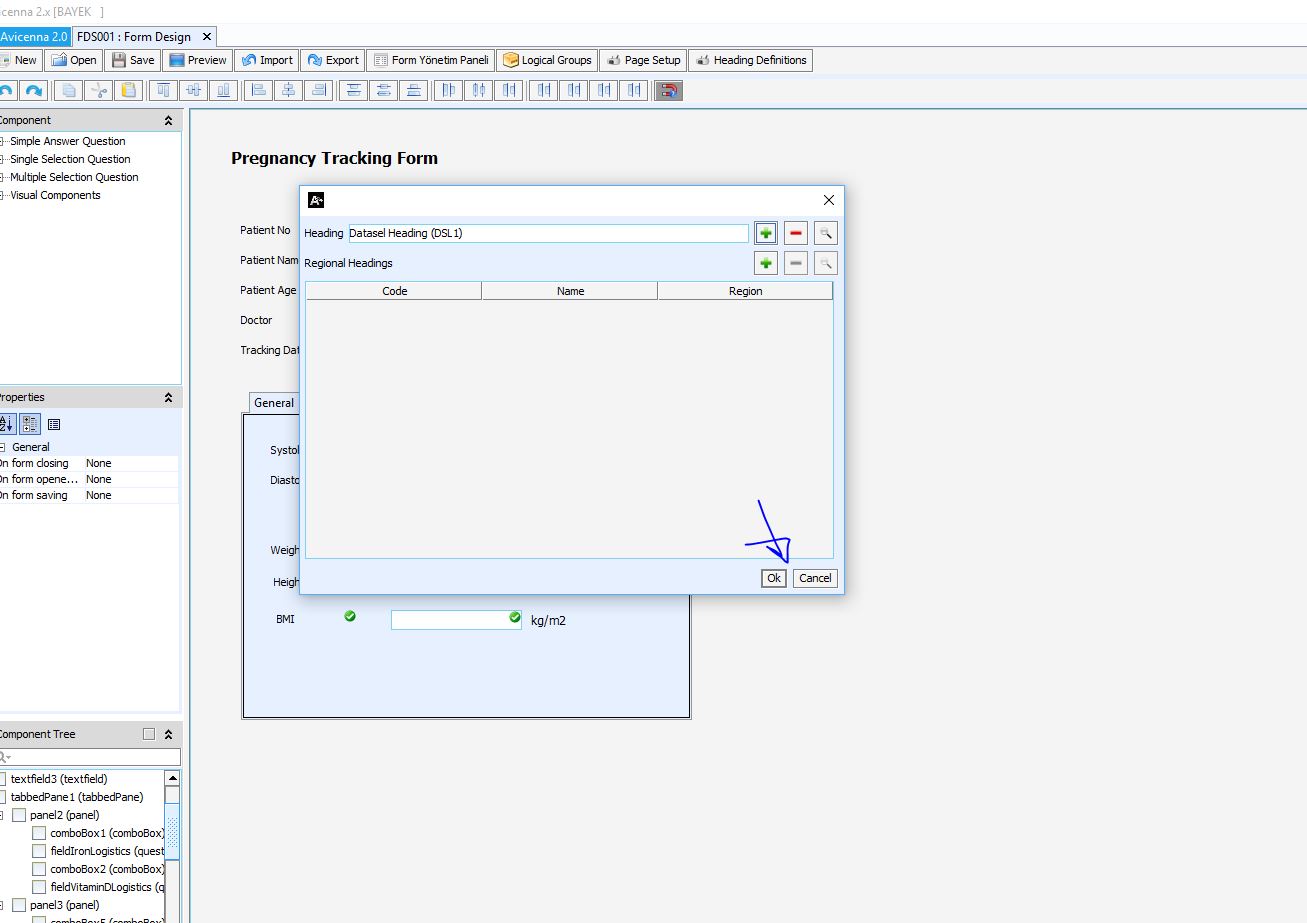
1. open FDS form
2. click "heading definitions"
3. click "+" button on "heading" row (first row on screen) and this will open list of all previously created heading designs
4. select one of them (or create new one as described in step3)
5. click "Select" button at the bottom
6. name of the heading will appear on previous screen
7. if you want to select special designs for special regions in your organization, use second line (regional headings)
8. click "+" on second line and again you will see the list of existing heading designs
9. select one for specific region and click select to add
10. repeat previous step for each different regions that you want to differantiate from general design
11. then click OK to close window
12. to test the heading either open form/report from medical screens
13. or click preview button on FDS design form
14. on the preview screen, click print button and if there is a Write-to-PDF printer driver, select that and print the form
15. you will see that heading will be printed on each page with the same design

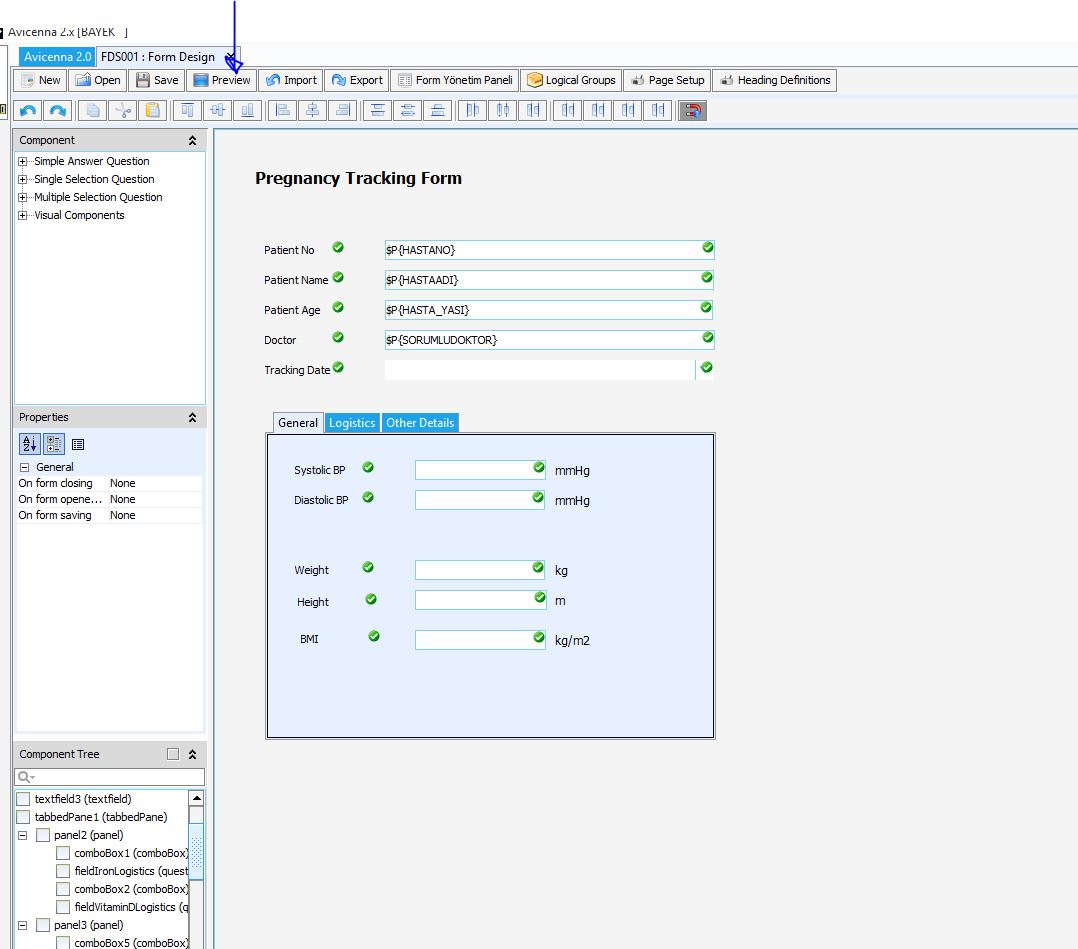
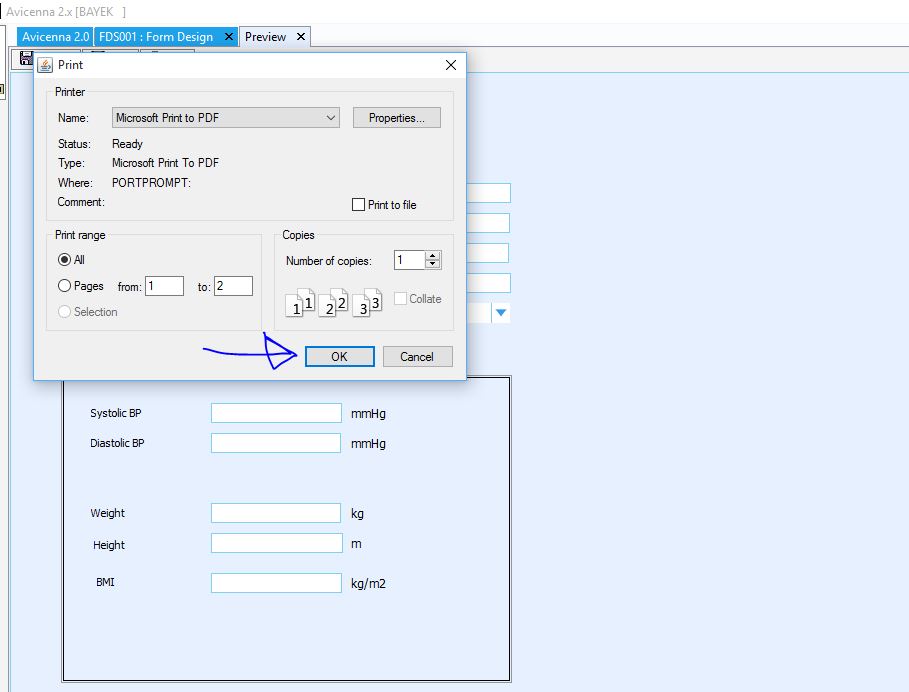
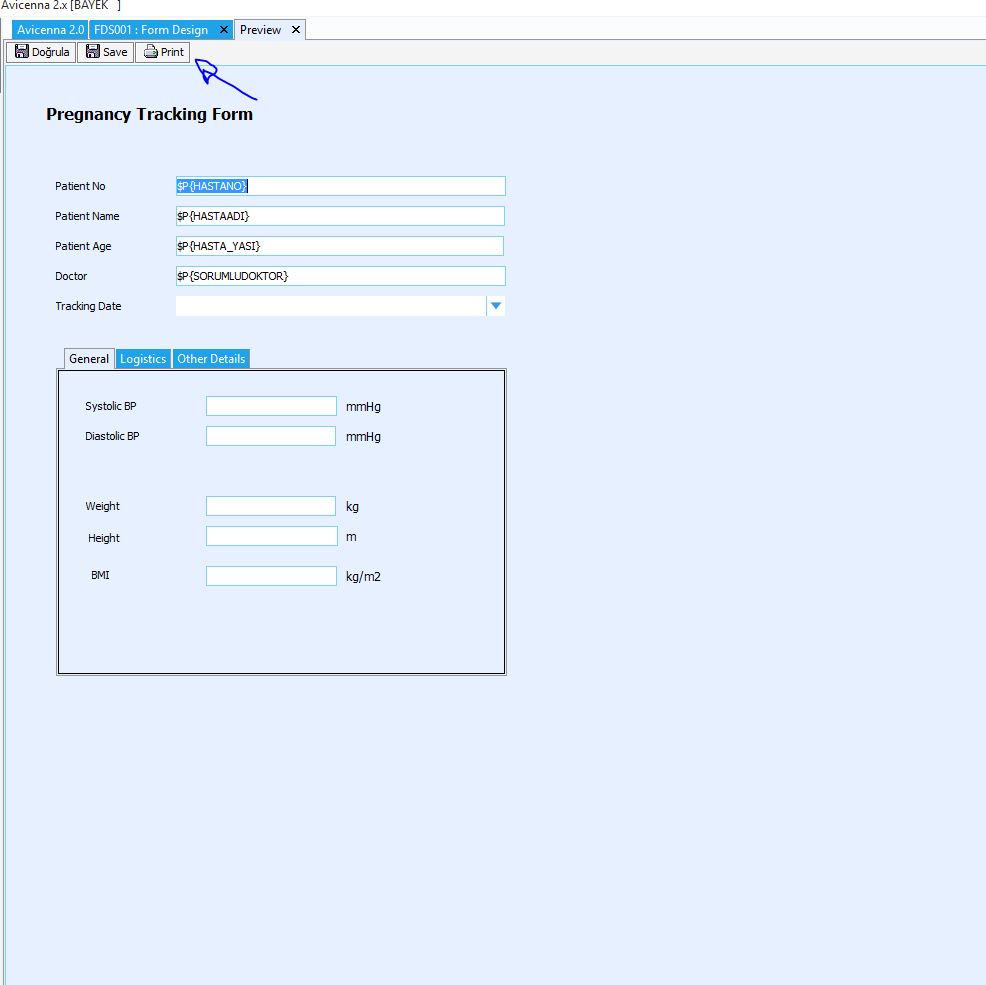
NOTE: headings will be visible only during print.

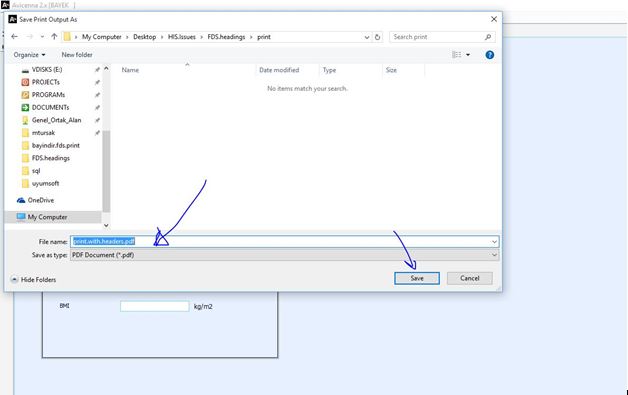
**Screenshoots:**

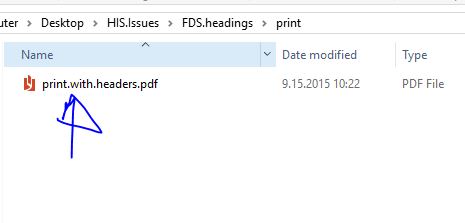
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