



Web Forms

<http://10.210.65.188/Webforms/default.aspx>

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Web Forms submissions

Web Forms provides a number of facilities for the submission of forms.

Currently set for:

- Allow users to save partially completed forms.
- Allow users to reload previously submitted forms

Logon to system

Go to url: <http://10.210.65.188/Webforms/default.aspx>

Save in your Favourites

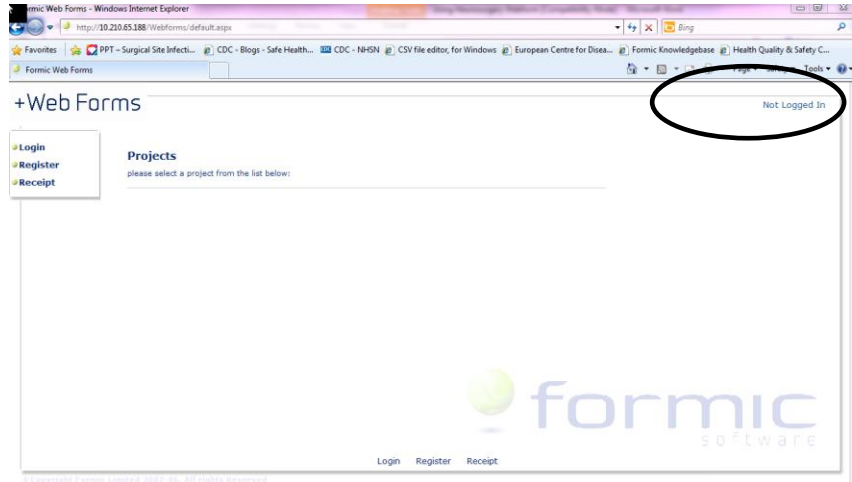
We have created Web User accounts for each Hospital.

This provides a number of advantages and additional options:

- Project access restriction
- User submission restriction
- Partially completed forms saving
- Receipt issue

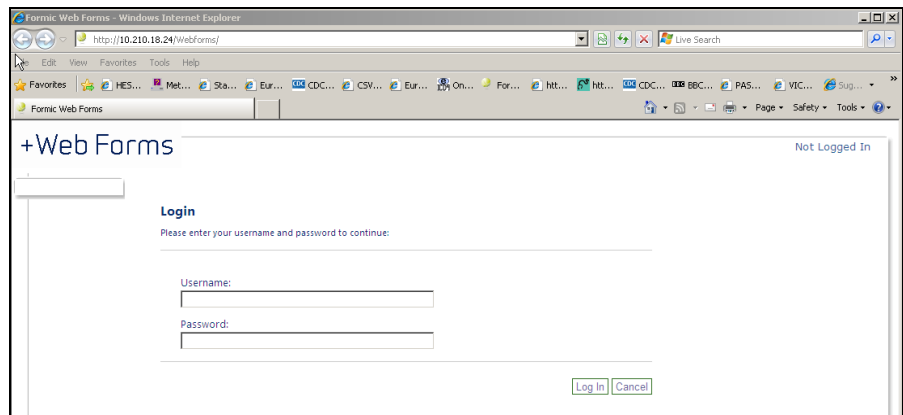
Logging In

On access to the Web forms page you see a login screen as per the example below. Prior to logging in you will see the Not Logged In status in the top right of the screen:



1 Click onto **Login**

The Login screen will open



2 Enter your login credentials into the relevant fields

You will now be logged in to Web Forms and be able to access projects.



3 Select **Project**

- The form will start to load
- When all pages for the form have loaded you will be taken to the form.

Navigating the Web Form

When the Web Form is open and ready for completion it will be displayed in the browser window.

+Web Forms Logged in as : tester

Project Navigation

- NEXT PAGE
- PREVIOUS PAGE
- CANCEL
- CLEAR
- SAVE
- SUBMIT

Completion Errors

PATIENT DETAILS Surgical Site Infection 11/2014

H&C Number

Gender Male Female Date of birth / /

PROCEDURE DETAILS Identify index procedure that led to infection (not reoperation)

Facility where index procedure performed

Date of index procedure that led to SSI / /

Procedure site

<input type="checkbox"/> Orthopaedic	<input type="checkbox"/> Lower digestive tract	<input type="checkbox"/> Abdominal wall
<input type="checkbox"/> Endocrine and Breast	<input type="checkbox"/> Bile duct, liver, pancreatic surgery	<input type="checkbox"/> Caesarean section
<input type="checkbox"/> Upper digestive tract	<input type="checkbox"/> Vascular	<input type="checkbox"/> Urinary/Kidney

ORTHOPAEDIC	Anatomical site	<input type="text"/>
	Procedure category	<input type="text"/>
	OPCS and description	<input type="text"/>
ENDOCRINE SYSTEM AND BREAST	Procedure category	<input type="text"/>
	OPCS and description	<input type="text"/>
UPPER DIGESTIVE TRACT	Procedure category	<input type="text"/>
	OPCS and description	<input type="text"/>
LOWER DIGESTIVE TRACT	Procedure category	<input type="text"/>
	OPCS and description	<input type="text"/>

The elements of the Web Form are:

- Project Navigation pane:

	Use	When you want to
	Next Page	Navigate to the next page of the form
	Previous page	Navigate to the previous page of the form
	Cancel	Cancel the completion of the form and return to the contents list
	Clear	Clear all entries on the form
	Submit	Submit the form

- Footer Navigation pane:

CANCEL CLEAR SAVE SUBMIT

These options are the same as found on the Project Navigation pane.

Completing a Web Form

Web Form is designed with the following types of objects and questions:

- Text entry fields, e.g. Date of birth
- Close-ended, single response, e.g. Male or Female
- Picklist

All are used to capture responses and will automatically be entered into a database when the form is submitted.

➤ **To complete a text entry field**

1 Click into the first available field and enter a required value:

Position your cursor over the field for on screen help if it is not obvious as to the format of data required to be entered:

When text has been entered into one field your cursor will automatically jump to the next field in the object.

➤ **To complete a closed-entry single response question**

1 Click onto the box with the required response:

Position your cursor over the field for on screen help if it is not obvious as to how many responses may be selected:

When another response is selected the original response is deselected.

Click onto a selected response to de-select it.

Note: if the field is a required field the form cannot be submitted until one of the responses has been selected

➤ **To complete a closed-entry multiple response question**

1 Click onto each box associated with required responses:

AETIOLOGY			
<input type="checkbox"/> Meningomyelocele	<input type="checkbox"/> Haemorrhage	<input type="checkbox"/> Degenerative	<input type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Congenital	<input checked="" type="checkbox"/> Tumour	<input type="checkbox"/> Functional	<input type="checkbox"/> Other
<input type="checkbox"/> Trauma	<input type="checkbox"/> Vascular	<input type="checkbox"/> Infection	

Position your cursor over the field for on screen help if it is not obvious as to how many responses may be selected:

AETIOLOGY			
<input type="checkbox"/> Meningomyelocele	<input type="checkbox"/> Haemorrhage	<input type="checkbox"/> Degenerative	<input type="checkbox"/> Unknown
<input checked="" type="checkbox"/> Congenital	<input checked="" type="checkbox"/> Tumour	<input type="checkbox"/> Functional	<input type="checkbox"/> Other
<input type="checkbox"/> Trauma	<input type="checkbox"/> Vascular	This Field allows a maximum of 2 response(s).	
		Infection	

When the maximum number of responses has been met it is not possible to select any further responses until one or more responses have been de-selected.

Click onto a selected response to de-select it.

Note: if the field is a required field the form cannot be submitted until one of the responses has been selected

➤ **To complete a picklist question**

A picklist question is identified by a field with a down facing arrow in the top right-hand corner:

Consultant responsible for operation	<input type="text"/>	▼
--------------------------------------	----------------------	---

1 Click onto the arrow to display the responses that have been pre-defined for this question:

Consultant responsible for operation	<input type="text"/>	▼
Operation principally performed by	<input type="text"/>	▼
Grade of principal surgeon	<input type="checkbox"/> Consultant	
If operation was not performed by consultant, was consultant present in theatre?	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Mr A Abouharb
Mr D McAuley
Mr G Quigley
Mr J Gray
Mr J Nagaria
Mr K A Choudhari
Mr N Simms
Mr R S McConnell
Mr S Cooke

2 Do one of the following:

- Use the vertical scroll bar to scroll through the list
- Use mouse wheel (located between the left and right mouse buttons) to scroll through the list

Note: some PCs will not display the vertical scroll bar for some picklists. You will have to use the mouse wheel

The screenshot shows a web form with several fields. The 'Consultant responsible for operation' field is open, displaying a list of names: Mr J Nagaria, Mr K A Choudhari, Mr N Simms, Mr R S McConnell, Mr S Cooke, Mr T Abdelhafiz, Mr T Flannery (highlighted), Mr V Kakar, and Ms F Convery. Other fields include 'Operation principally performed by', 'Grade of principal surgeon' with a 'Consultant' checkbox, and 'If operation was not performed by consultant, was consultant present in theatre?' with 'No' and 'Yes' checkboxes.

3 Click onto desired response.

This will appear in the response field:

The screenshot shows the 'Consultant responsible for operation' dropdown menu now closed, with 'Mr T Flannery' displayed as the selected value in the response field.

Should you wish to respond with a value that does not appear in the drop down list, click into the field and type your response.

Note: typing a response rather than selecting one from the list will not add it to the list for future selection

➤ **Question routing**

Web users can be routed through a form based on the responses that they enter into specific tickbox questions.

If certain responses are selected in tickbox you will be routed to the specific question that requires a response. Questions that are not applicable are disabled and you cannot answer those questions.

Example routing to another question:

You choose 'Endocrine' you are routed to Endocrine question. Procedure categories that are not 'Endocrine' are disabled.

The screenshot shows a form with a 'Procedure site' section containing several tickbox options: Orthopaedic, Endocrine and Breast (checked), Upper digestive tract, Lower digestive tract, Bile duct, liver, pancreatic surgery, and Vascular. Below this, there are two sections: 'ORTHOPAEDIC' and 'ENDOCRINE SYSTEM AND BREAST'. The 'ORTHOPAEDIC' section is disabled (greyed out), while the 'ENDOCRINE SYSTEM AND BREAST' section is active and highlighted in blue. The 'ENDOCRINE SYSTEM AND BREAST' section contains 'Procedure category' and 'OPCS and description' fields.

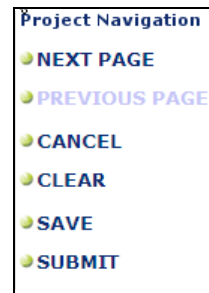
Submitting a Web Form

When you have completed the form it will be ready to be submitted. During the process of submitting a form the system will check that all required fields have been completed and all rules have been met. Should any required fields be blank or any fields be incorrectly completed the form will not be submitted and all completion errors will be logged on screen.

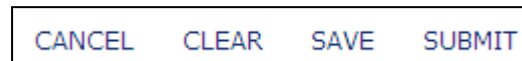
➤ To submit a form

- 1 Complete the form
- 2 Do one of the following:

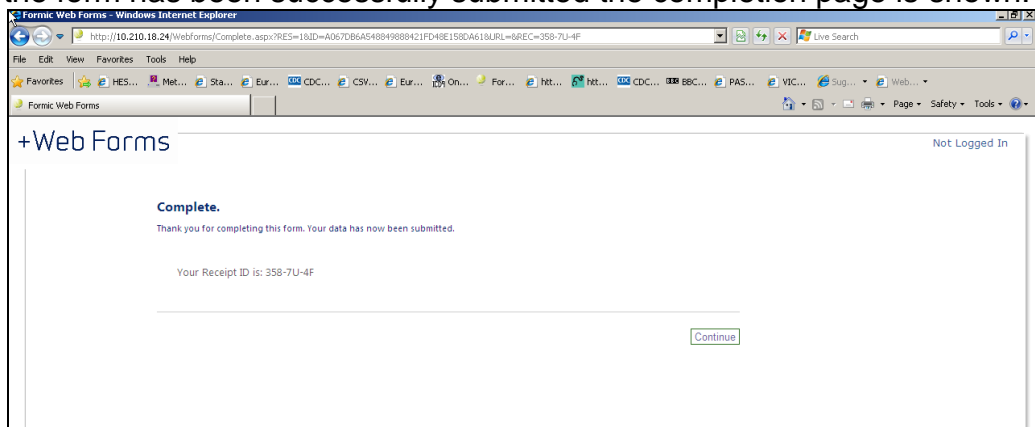
- Click onto Submit from the Project Navigation pane:



- Click onto Submit from the Footer Navigation pane:

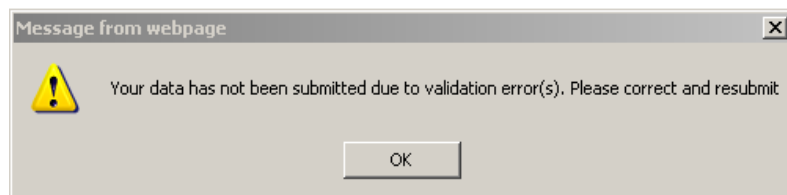


When the form has been successfully submitted the completion page is shown:



- 3 Click Continue to return to the home page with contents list

When Submit has been selected and the form contains completion errors the following message will be returned:



Completion Errors pane

- Each question has a field associated with it
- If validation rule is not met, an error message appears when you goto next page
- Form cannot be submitted until errors are corrected
- Examples:
 - Mandatory field (cannot be bypassed)
 - “No” to SSI cannot record “Date of SSI”
 - “Date of surgery” cannot be before “Date of admission”

When moving to the next page/saving a partially completed form or submitting a form all completion errors will be listed as per the following example:

The screenshot shows a web form interface for 'Neurosurgery WEB 2010' by the 'Public Health Agency'. The form title is 'Surveillance of Surgical Site Infections following Neurosurgery'. A 'Completion Errors' pane is open on the left, listing three errors for 'Page One (3)':

- Gender**
Mandatory Field Error (Gender)
- addate**
Mandatory Field Error (addate)
- exter_icu**
Mandatory Field Error (exter_icu)

The main form area shows a 'Project Navigation' sidebar with buttons for NEXT PAGE, PREVIOUS PAGE, CANCEL, CLEAR, SAVE, and SUBMIT. A callout box points to the error messages on the form, stating: "Completion errors from built-in validation rules. Must be corrected before submission". The form fields include:

- Receipt ID: [text input]
- HC_number: [text input] - [text input] - [text input]
- Date of birth *mandatory entry: 14 / 05 / 11
- Infants - gestational age at birth: [text input] weeks
- Gender *mandatory entry: Male Female
- Date of admission *mandatory entry: [text input] / [text input] / [text input]
- Reason for operation: Primary operation

Correcting completion errors

1 Do one of the following:

- Click onto the relevant question
- Click onto an error in the Completion Errors list

You will be directed to the associated question

The screenshot displays a web form with several fields and a pop-up window. The pop-up window, titled "Completion Errors Page One (3)", lists the following errors:

- Gender**: Mandatory Field Error (Gender)
- addate**: Mandatory Field Error (addate)
- exter_icu**: Mandatory Field Error (exter_icu)

The main form fields are:

- Healthcare number**: Three input boxes containing "014", "985", and "1045".
- Date of birth e.g. 31/Jan/1986**: Three input boxes for "DD", "MMM", and "YYYY".
- Infants - gestational age at birth**: One input box followed by the text "weeks".
- Gender**: Two radio buttons labeled "Male" and "Female".

2 Complete

3 Repeat as necessary

When all completion errors have been corrected form is ready for submission.

Saving partially completed forms

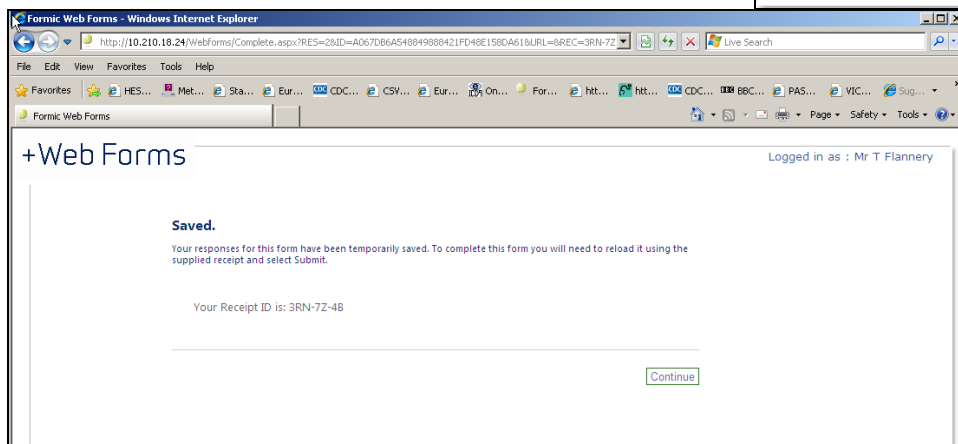
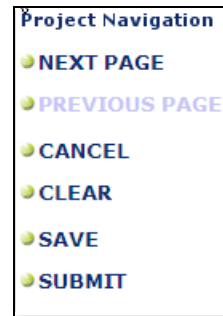
The project has been enabled to allow partially completed forms to be saved.

Note: A form which is saved is not submitted

➤ To save a partially completed form

- 1 Complete the form
- 2 Click onto Save

You will be directed to the Saved page



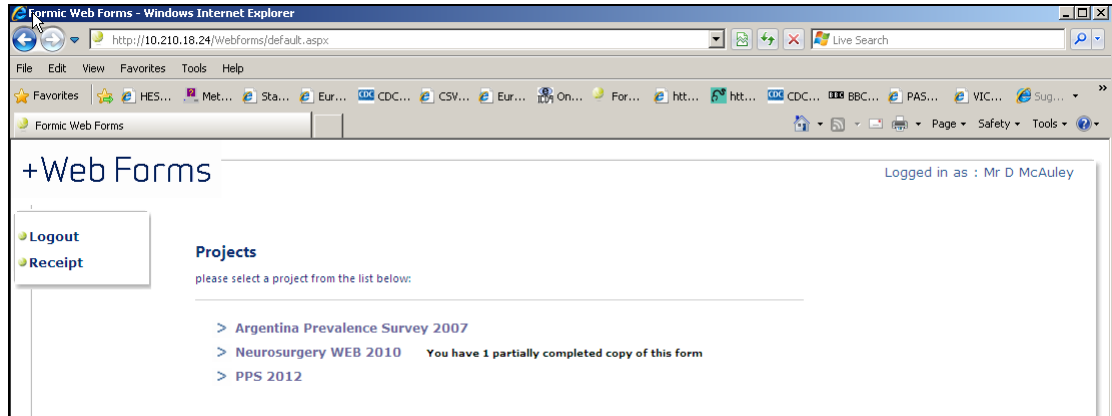
3 Click **Continue** to be routed to:

- The home page with contents list

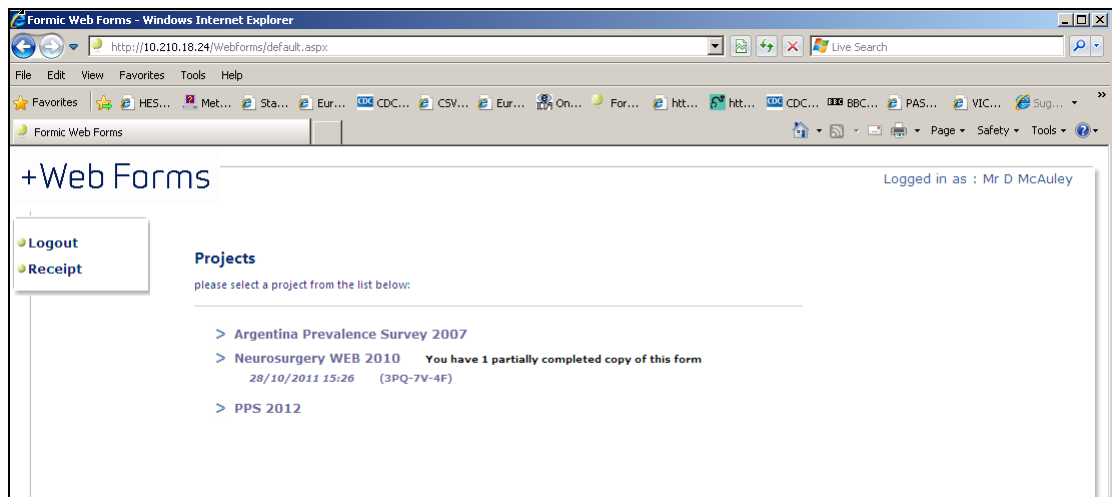
To open a partially saved form

1 Login to Web Forms

Projects with partially saved forms will be listed as per the example below:



2 Click onto the text 'You have x partially completed copy of this form':



All partially completed Receipt ID numbers with the date and time of when the form was saved will be listed

3 Click onto the required receipt

Note: when a partially completed form is completed and submitted a new Receipt ID will be issued

➤ To delete a partially saved form

1 Contact gerry.mcilvenny@hscni.net with your Receipt ID

Provision will be made for this to be deleted

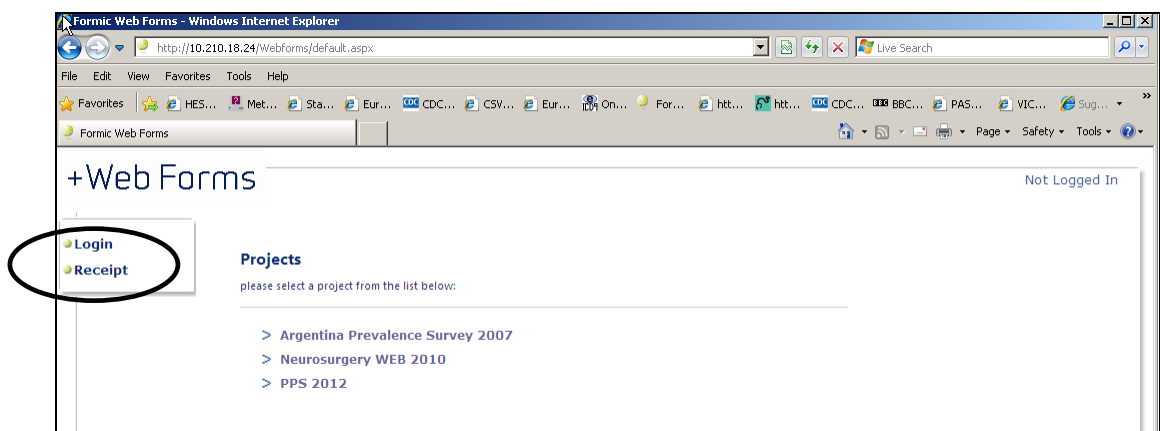
Working with Receipts

Receipts are used as a way to help you track your submitted and saved forms. All submitted and saved forms will be issued with a Receipt ID which can be used to track when a form was submitted, by whom and to re-open saved forms for editing and submitted forms for viewing..

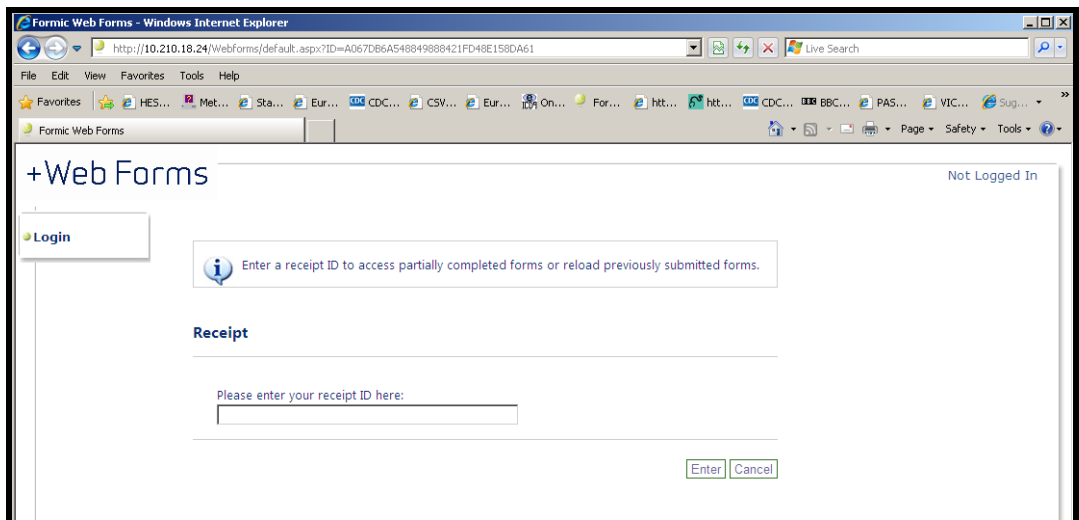
Note: Receipt IDs are currently auto-generated by the software.

➤ To enter a Receipt ID

The Receipt option will be displayed on the home page.



1 Click on Receipt



2 Enter your Receipt ID

3 Click Enter