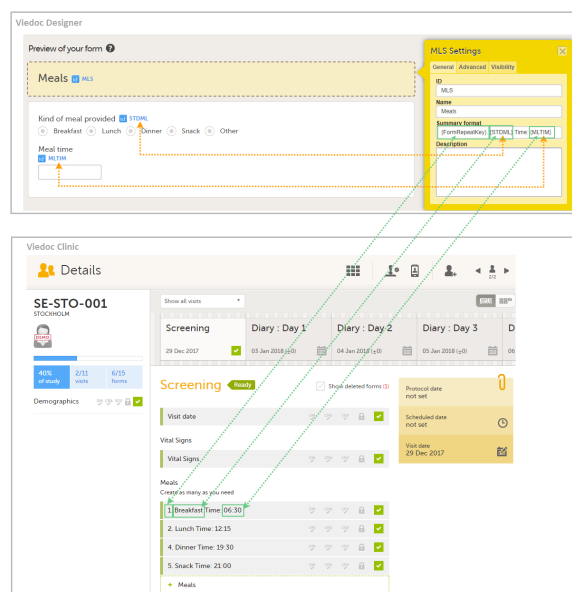VIEDOC™ eLearning

Repeating Forms

1 Introduction

- This lesson illustrates an example of using repeating forms, how to configure this in Viedoc Designer and how it looks in Viedoc Clinic.

- For a complete description of repeating form settings see *Form settings* section in the [Study workflow](#) lesson.

- In this example, we consider having a form called *Meals* that will be set as repeating, so that one instance of the form can be filled in in Viedoc Clinic for each meal for a specific subject.

2 Design the form

- We have two items in our form:
  - *Kind of meal provided* - possible to choose one of the five options (see image), with item ID *STDML*

  - *Meal time* - to be filled in with the time of the respective meal, with item ID *MLTIM*.

- When planning to use a form as repeating, it is important to set the **Summary format** in a way so that the instances of the same form will be easily identified in Viedoc Clinic.
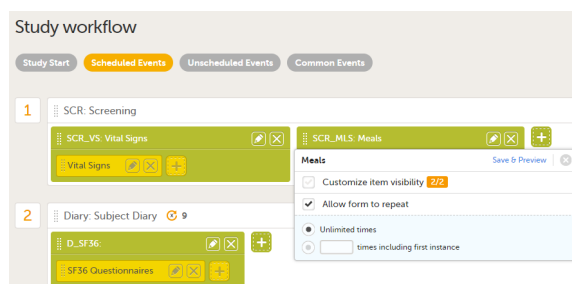
  In our example, we set the summary format to *{FormRepeatKey}. {STDML} Time: {MLTIM}*. This will help in identifying the different form instances in Viedoc Clinic, as shown in the image.

3 Set the form as repeating

- Setting a form as repeating is done at activity level and therefore it is configured under **Study workflow**.

- In our example, we add within the *Screening* event, the *Meals* activity that contains the *Meals* form. We click the pen icon of the *Meals* form and select **Allow form to repeat** and **Unlimited times**. This means that for this form, an unlimited number of instances can be added in Viedoc Clinic for a specific subject, within the respective event and activity.

How it looks in Viedoc Clinic

- If we now go to a subject in Viedoc Clinic and add a few instances of the *Meals* form to the Screening visit, it will look as shown in the image.

- Each instance of the form is identified according to the **Summary format** that we have set for the form, as described and illustrated in section *Design the form*.

- If we delete one instance of the form, the respective FormRepeatKey won't be re-used.

  In the example illustrated in the image, we delete the form instance with FormRepeatKey = 3. When we then add a new form instance, the new instance will receive the next available FormRepeatKey, which is FormRepeatKey = 4.

  Note! Please note that an instance of a repeating form can not be reset, it can only be deleted, which means that the same instance can not be filled in again. A new instance must be created in this case.

Export output

- The repeating forms are identified in the export output by the FormRepeatKey.

- The image illustrates how the export of the *Meals* form for the subject illustrated in the previous section looks when exported to excel. The instances of the form are identified by the FormRepeatKey that is listed in the **Form sequence number** column.