

Repeating Forms

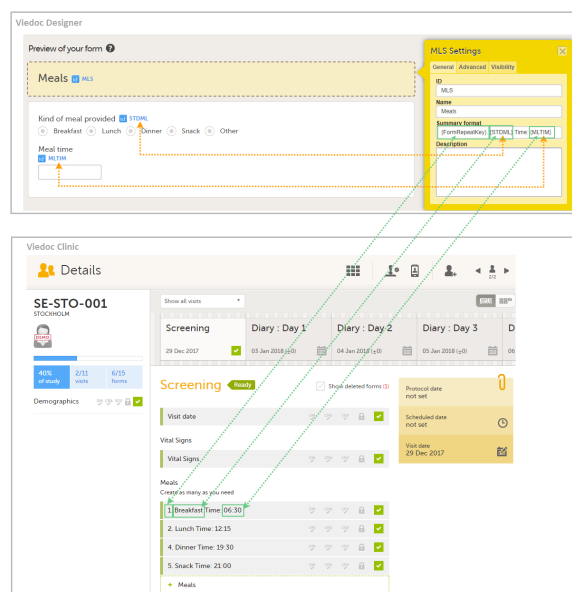
1 Introduction

- 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.

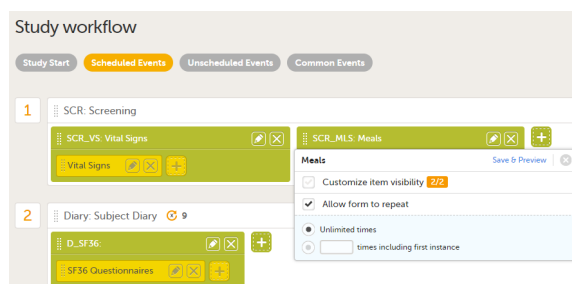
In our example, we set the summary format to `{FormRepeatKey}. {STDML} Time: {MLTIM}`. This will help in identifying the different form instances in Viedoc Clinic, as shown in the image.



The top screenshot shows the 'Viedoc Designer' interface for the 'Meals' form. It includes a 'Preview of your form' section and an 'MLS Settings' panel. The 'MLS Settings' panel shows the 'Summary format' set to '{FormRepeatKey}. {STDML} Time: {MLTIM}'. The bottom screenshot shows the 'Viedoc Clinic' interface for a subject named 'SE-STO-001'. It displays a 'Screening' event with a 'Meals' form instance. The 'Meals' form instance shows a list of meals with their times: 1. Breakfast Time: 06:30, 2. Lunch Time: 12:15, 4. Dinner Time: 19:30, 5. Snack Time: 21:00. The 'Meals' form is highlighted with a green box, and a green arrow points from the 'Meals' form in the 'Viedoc Designer' to the 'Meals' form in the 'Viedoc Clinic'.

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.



The screenshot shows the 'Study workflow' tab in the 'Viedoc Designer' interface. It displays a 'Screening' event with a 'Meals' activity. The 'Meals' activity is highlighted with a green box. The 'Meals' activity settings are shown in a panel on the right, where the 'Allow form to repeat' checkbox is checked and the 'Unlimited times' option is selected.

4 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.

The top screenshot shows the 'Meals' form with 5 instances. The third instance, 'Snack Time: 15:00', is marked as 'DELETED'. A '+ Meals' button is visible at the bottom. The bottom screenshot shows the same form after saving changes, with the third instance now being 'Other' at '22:30'. A green dotted arrow points from the 'Save changes' button in the top screenshot to the 'Other' meal instance in the bottom screenshot.

5 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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Site sequence number	Site name	Site code	Subject sequence number	Subject Id	Event sequence number	Event Id	Event name	Event date	Activity Id	Activity name	Form sequence number	Design version	Standard	Meals Provided	Meal time
1	Stockholm	STO	1	SE-STO-001	1	SCR	Screening	2017-12-29	SCR_MLS	Meals	1	1.0	Breakfast	1	06:30
1	Stockholm	STO	1	SE-STO-001	1	SCR	Screening	2017-12-29	SCR_MLS	Meals	2	1.0	Lunch	2	12:15
1	Stockholm	STO	1	SE-STO-001	1	SCR	Screening	2017-12-29	SCR_MLS	Meals	4	1.0	Dinner	3	19:30
1	Stockholm	STO	1	SE-STO-001	1	SCR	Screening	2017-12-29	SCR_MLS	Meals	5	1.0	Snack	4	21:00