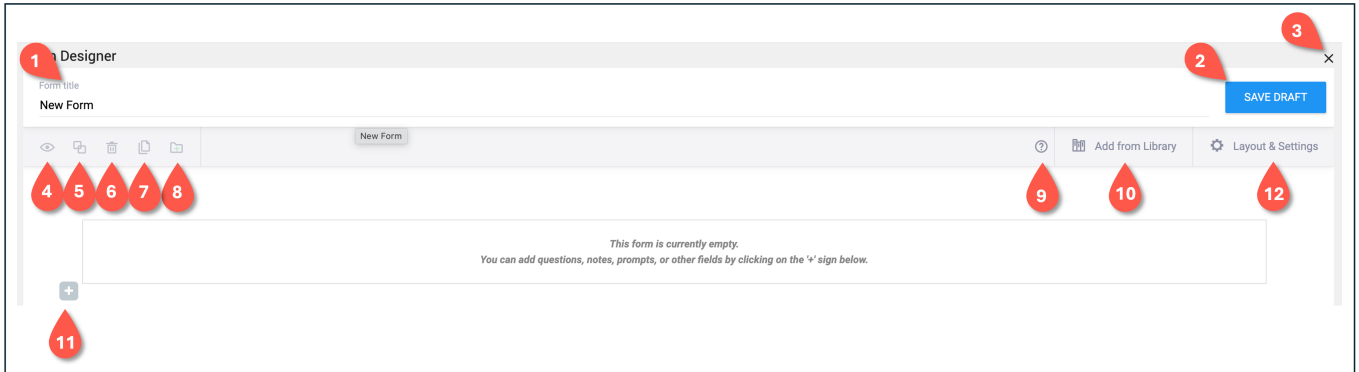


18.1 Form Designer

For full details of the functionality included in Form Designer, review [Using Form Designer](#).



1. Form Title

1. The title of the Form can be updated from what was initially entered when the Form Card was created.

2. Save Draft

1. Save Draft saves the Form.

3. Close Form Designer

1. Exit Form Designer by clicking the X.

4. Preview Form

1. Once Items have been created, the Form can be viewed as it will be seen by users in Study Runner. Simple validation of fields can be done within the Preview, with the exception of any Items utilizing cross-form logic.

5. Create Group with Selected Questions

1. Once Items have been created, Layout Groups can be created by clicking on this icon.

6. Delete Selected Items

1. Once Items have been created, they can be removed by clicking the trash can icon.

7. Duplicate Selected Questions

1. Once Items have been created, they can be duplicated by clicking on this icon.

8. Add Selected Questions to Library

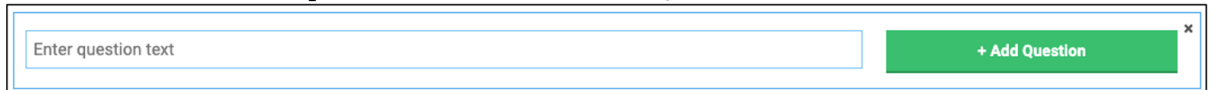
1. Once Items have been created, they can be added to the Library by clicking on this icon.

9. Help

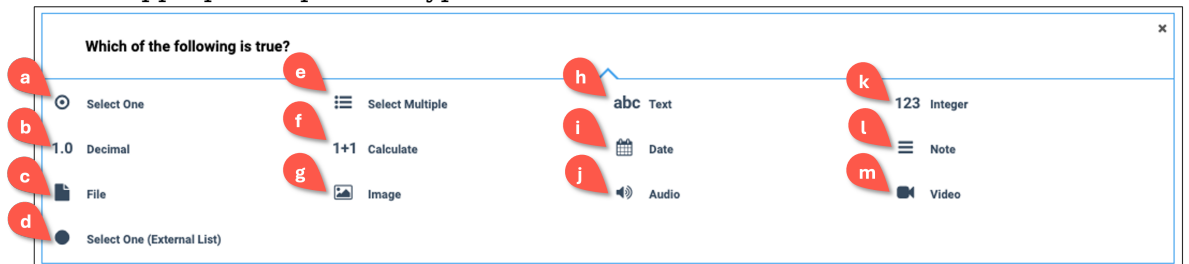
1. Access the Form Designer Help page by clicking the question mark icon.

10. Add an Item

1. Click the + to add an item to the Form
2. Enter the text for the question and click + **Add Question**.



3. Select the appropriate question type.

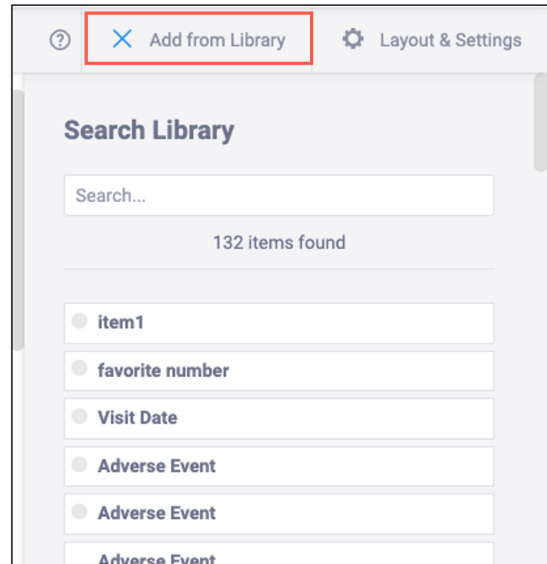


- Select One:** Allows the user to select one response from a list defined in the Form. The Form Designer user defines the list of response options.
- Decimal:** Allows the user to enter a decimal value.
- File:** Allows the user to attach a file.
- Select One (external list):** Allows the user to select one response from a list defined in an external file. The Form Designer user uploads the file containing the list of response options.
- Select Multiple:** Allows the user to select one or more responses from a list defined in the Form.
- Calculate:** Calculates a value and does not display it to the user by default.
- Image:** Allows the user to attach a .png or .gif file.
- Text:** Allows the user to enter a text value up to **3,999** characters.
- Date:** Allows the user to enter a date value.
- Audio:** Allows the user to attach an audio file.
- Integer:** Allows the user to enter an integer value.
- Note:** Displays a message to the user without collecting a value.
- Video:** Allows the user to attach a video file.

11. Add from Library

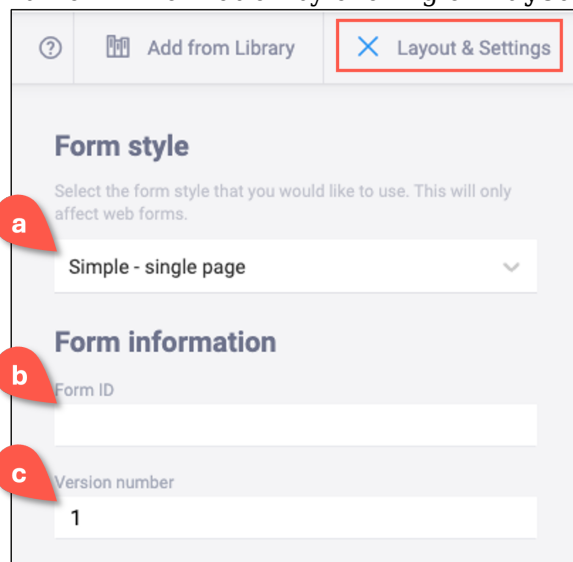
1. Search for Items that have previously been saved in the Library. Drag and drop the

appropriate Item into Form Designer.

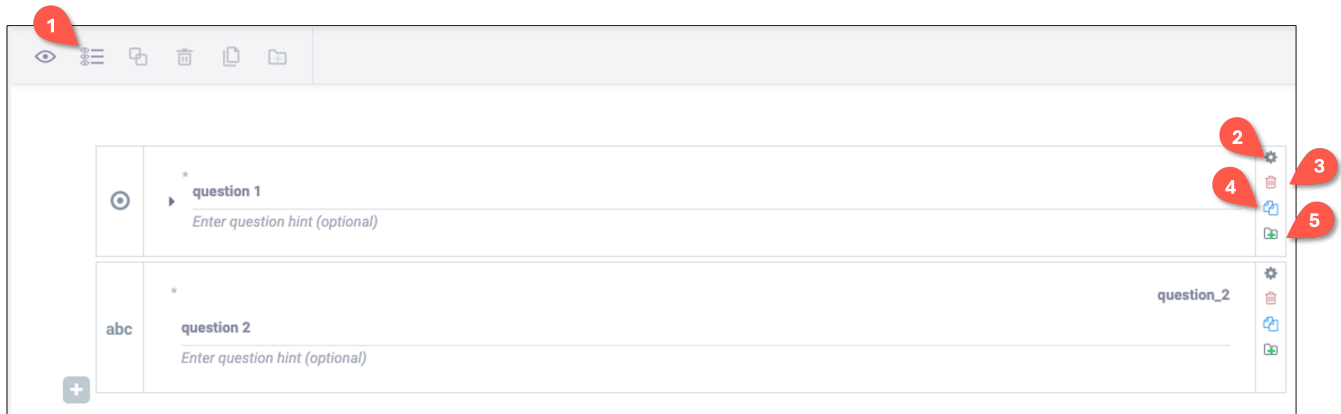


12. Layout and Settings

1. Update the Form style and Form information by clicking on **Layout and Settings**.



1. There are four options for Form style:
 - **Simple - single page:** Items appear in rows on a single page.
 - **Grid - single page:** Items appear together as a group but can have multiple questions appearing in the same row as columns; this is defined in the individual question settings.
 - **Simple - multiple pages:** Items appear in rows with the other items in their groups on, each group on a separate page.
 - **Grid - multiple pages:** The same as **Grid - single page** but each group of items will be displayed on its own page.
2. Update the Form ID.
3. Update the Form Version. Updating the form and not changing the form version will overwrite the given form version once it has been added to the Study.



1. Expand / Collapse Questions

1. Click the icon to expand or collapse all questions on the Form.

2. Settings

1. Selecting **Settings** allows the user to modify the following:
 - a. **Question Options** - Specific options available to be modified depend on the type of question selected. For specific information on the required and optional fields for each question type, see the **Form Designer** column within the **Form Designer and Form Template Fields** in the [Using Form Designer](#) article.
 - b. **Skip Logic** - Condition under which the question is skipped. Skip Logic can be added via the user interface by selection the question response that triggers the given question to be skipped, or manually in XLSForm code.
 - c. **Validation Criteria** - Condition under which an a response is considered invalid. Validation criteria can be added via the user interface by selection the question response that triggers the validation as well as the constraint message, or manually in XLSForm code.

3. Delete Question

1. The question can be removed by clicking the trash can icon.

4. Duplicate Question

1. The question can be duplicated by clicking this icon.

5. Add Question to Library

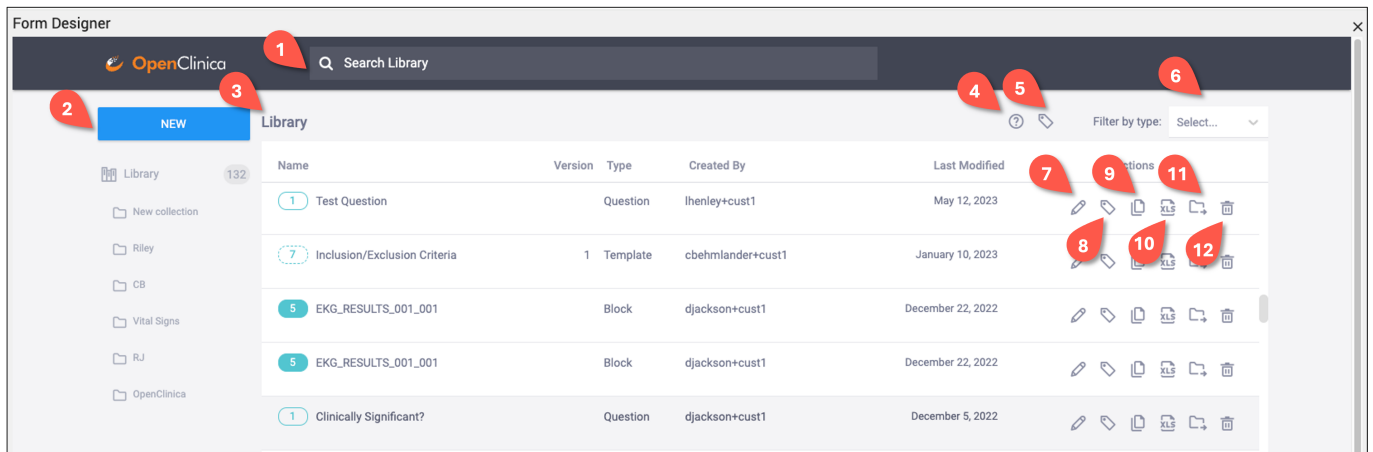
1. The question can be added to the Library by clicking on this icon.

Approved for publication by Kate Lambert. Signed on 2025-02-24 10:28AM

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18.1.1 Library Management

For full details of the functionality included in Library Management, review [Content Library](#).



1. Search Library

1. Enter text to search for an item.

2. New

1. Create a new single question, a block of questions, or a full Form Template to add to the library.
 - Question - a single item.
 - Template - a complete form template that can either be created/edited in the form design studio or uploaded with a form template.
 - Upload - a form definition file can be uploaded. Regardless of the number of items, uploads will be saved as templates in the Library.
 - Collection - a folder designed to hold Questions, Blocks (groups of Questions) and Templates.

3. Collections

1. Library objects can be organized into Collections to make it easier to manage the Library.

4. Library Contents

1. Displays the Library contents, filtered if applicable.

5. Help

1. Displays the Help page for Library Management.

6. Show All Labels

1. Displays labels with their associated Library objects.

7. Filter by Type

1. Filter the list by the type of item (**Question**, **Block**, or **Template**).

8. Edit

1. Edit the Library object within the question form as you normally would within Form Designer.

9. **Labels**

1. Can be used to further categorize Library objects beyond Collections.

10. **Clone**

1. Duplicate the Library object.

11. **Download XLS**

1. Download the XLS file of the Library object. The XLS is in the format of the form definition file regardless of whether the Library object is a question, block, or template.

12. **Manage Collection**

1. Add the Library object to a collection by clicking this icon and selecting the collection the item should be added to. If there are no available collections, the selection box will say none available.

13. **Delete**

1. Delete the Library object.