qliqSOFT

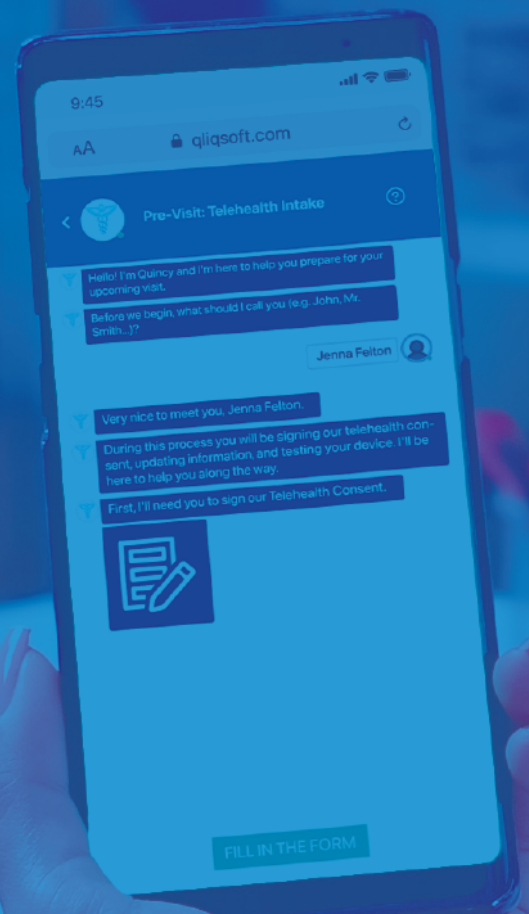# Quick Forms
Module User Guide

Quick Forms Module User Guide

Welcome to the QliqSOFT Quick Forms Module User Guide.

The purpose of this document is to provide our internal users with a comprehensive and focused explanation of how the Quick Forms Module functions. This document was prepared with the goal of providing QliqSOFT users the information necessary to become fully competent in understanding what Quick Forms are, what purpose they serve in the QliqSOFT ecosystem, what each functionality does, and how to configure them.

Disclaimer: Please be advised that the content covered in this document features all relevant information related to the Quick Forms Module. This part of the software is still under development, and any and all content is subject to change.

1: Introduction to the Quick Forms Module

What is the Quick Forms Module, and what are its uses?

The Quick Forms Module provides users with the ability to construct versatile forms for Patient and Visitor use.

The most important, and fundamental aspect of Quick Forms is their capacity to gather qualitative and quantitative information from Patients.
Before proceeding with a detailed overview of each form field, it is crucial to get an understanding of what category(s) these data types fall under.
For QliqSOFT users, understanding these crucial distinctions as early as possible increases the potential for using the fields in specific use cases as effectively as possible.

Field Name	Data Type	Qualitative/Quantitative/ Neither/Either
Address	String	Qualitative
Blood Pressure	Integer	Quantitative
Boolean	Boolean	Quantitative
Check List	Tuple	Either
Date	String	Quantitative

Date+Time	String	Quantitative
Dosage	Integer	Quantitative
Drop-Down	Set	Either
Email	String	Qualitative
Frequency	Integer-Tuple	Quantitative
Markdown	String	Neither
Notice	String	Neither
Number	Float	Quantitative
Pain Scale	Tuple	Qualitative* Counted as qualitative as it is based on self-reported perception-there is no way to accurately compare pain perception using a 10-point scale
Phone Number	Integer	Quantitative
Radio Buttons	Tuple-values can repeat	Quantitative
Ratings	Set	Qualitative
Signature	Image/ data	Neither
Text	String	Either
Time	String	Quantitative
Upload a File	N/A	Neither
Weight	Float	Quantitative

2: Functional Breakdown of the Quick Forms Module

1. Quick Forms Landing Page

The Quick Forms Landing Page provides users with three different sections for Quick Form configuration. These sections are as follows:

1. **Forms List:**
Lists all of the forms created in the organization in an ascending/descending order.
2. **Form Fields List:**
Lists all of the fields that have been inserted into a form. Form Fields List also offers seven action buttons that allow the user to configure the form to fit their use case as best as they can.

These action buttons are as follows:

    a. **+NEW FIELD**: adds another field to the form.

    b. **+NEW SUBFORM**: adds a new subform (form within the form) to the form.

    c. **+EXISTING SUBFORM**: adds an existing subform to the form.

    d. **PREVIEW**: when clicked, displays a preview of the form.

    e. **CONDITIONAL LOGIC**: allows the configuration of fields and subforms to perform certain actions due to predetermined conditions being met.

    f. **TRANSLATIONS**: allows the user to customize the translations that non-English speaking users will see when they interact with the form.

    g. **WEBHOOK MAPPING**: allows users to set up data equivalencies that are necessary when creating webhooks. Having webhook mappings in place ensures that a data point in the form will have a corresponding counterpart in the target database.

3. **Field Configuration:**
   Provides the necessary tools to configure each data type to the needs of the user. The details of each field type vary, but for most data types, this section provides the ability to:
   - Enable/Disable Field
   - Toggle Input Requirement (Patients must then complete the field)

2. Quick Forms Functionality Breakdown

Forms List

The Forms List allows users to perform the following actions:

Create New Form

To start working with a new form, click the blue + icon next to the 'Forms' title; doing this will create a Quick Form that uses the following naming convention:

- **'Untitled Form n'**

When the new form is created, the Form Field List and the Field Configuration sections appear as follows. From here, the next step will be to start inserting the following:

- Fields (using 'Add A Field' to start)
- (Optional) Subforms
- (Optional) Conditional Logic
- (Optional) Translations
- (Optional) Webhook Mappings
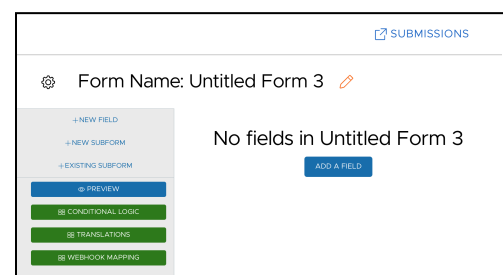
Search Existing Form

In organizations where there are a large number of forms, using the search button to find an existing form is the easiest way to do so.

🔍	Search Form
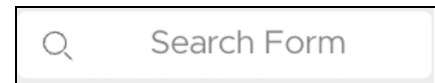
Sort Form

The Sort form button allows the user to sort forms alphabetically in either ascending or descending order.

Duplicate/Delete Form

The Delete and Duplicate buttons are used to either remove a form from the organization, or make a copy of the selected form.

Form Fields List

The Forms List allows users to perform the following actions:

+NEW FIELD

The + NEW FIELD button allows the user to insert one of the twenty-two types of fields, so they can be configured to fit the needs of the organization.

+NEW FIELD

+NEW SUBFORM

The +NEW SUBFORM button allows the user to insert a new subform into the existing form. If necessary, the subform interactivity can be determined using Conditional Logic clauses.

+NEW SUBFORM

### +EXISTING SUBFORM

+EXISTING SUBFORM

The +EXISTING SUBFORM button allows the user to insert a previously created subform into the existing form. If necessary, the subform interactivity can be determined using Conditional Logic clauses.

PREVIEW

The Preview Section allows users to view how the form will appear to the Patients when they're prompted to fill it out.

Note: While in Preview Mode, the user cannot make any submissions for this form.
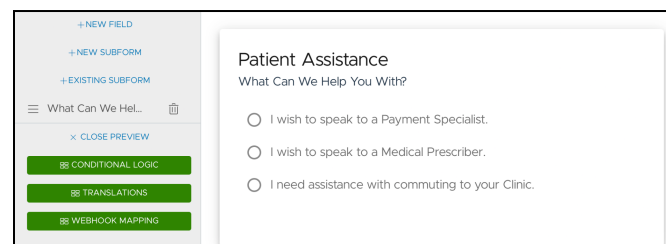
CONDITIONAL LOGIC

The Conditional Logic section allows users to set conditions that trigger certain actions when the Form inputs satisfy them.

To understand the full capabilities of the Conditional Logic clauses, the first issue that needs to be explained is the logic operators that are used

- **AND**: Valid when two or more conditions are met
- **OR**: Valid when either one of the conditions are met
- **NOT**: Valid when everything else but the condition has been met.

There are three main criteria for measuring conditions:

- **Field**: The condition is based on the value of a Form/Subform field.
- **Note**: This excludes the Markdown and Notice data types, as they don't take user input when a form is filled.
- **Patient Attribute**: The condition is based on the value stored in preset variable categories.
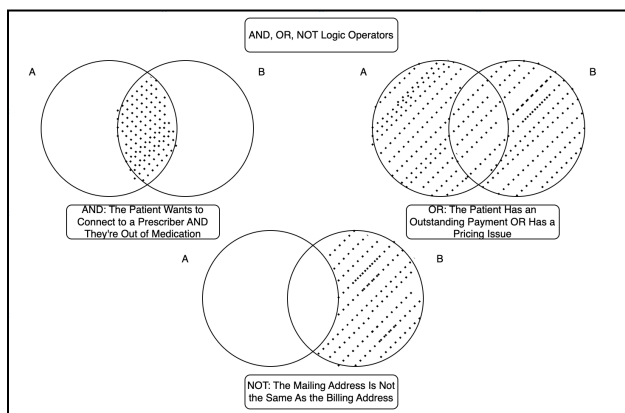
Once these conditions are met, the next step is to set up the conditions.

Doing so requires deciding what the value of conditions is going to be measured on. Doing so can be accomplished by the following methods:

- **Equal to**
- **Does Not Equal**
- **Is Less Than**
- **Is Greater Than**
- **Is Less Than Or Equal To**
- **Is Greater Than Or Equal To**

Note: Each Conditional Logic Instance can have multiple conditions within them; additionally, the limit of conditional logic tests you can perform in a quick form isn't small by any means.

As a mental exercise, it is smart to consider potential use cases for conditional logic where you may need only one simple condition for a simple form, or two dozen conditions for an extensive and complex form.

Translations

The Translations section allows users to provide greater user accessibility for non-English speakers by giving them the ability to add translations to their organization's Quick Forms.

When a form is created, any field that has coherent English text written in it is automatically translated to the target language. When the user clicks the Translations button, they are able to view these translations.

English (US)	Español	
What Can We Help You With?	¿Qué podemos ayudarte?	
Option 1	Option 1	
I wish to speak to a Payment Specialist.	Deseo hablar con un especialista en pagos.	
Option 2	Option 2	
I wish to speak to a Medical Prescriber.	Deseo hablar con un prescriptor médico.	
Option 3	Option 3	
I need assistance with commuting to your Clinic.	Necesito ayuda para trasladarme a su clínica.	
New Field	Nuevo campo	
Are You Out of Your Medication	¿Está fuera de su medicamento?	
Option 1	Option 1	
Yes	Sí	
Option 2	Option 2	
No	No	
Do You Have an Outstanding Payment, or a Pricing Issue?	¿Tiene un pago pendiente o un problema de precios?	
Option 1	Option 1	
Outstanding Payment	Pago pendiente	
Option 2	Option 2	
Pricing Issue	Problema de precios	

SAVE   DISCARD ALL CHANGES

After selecting the target language from the drop-down on the left side of the screen, the users can then complete the translation by clicking the globe icon to the right of the drop-down.

Note: Although the Quick Forms text fields are automatically translated, the custom translation edits can be made in the rows on the right side of the screen.
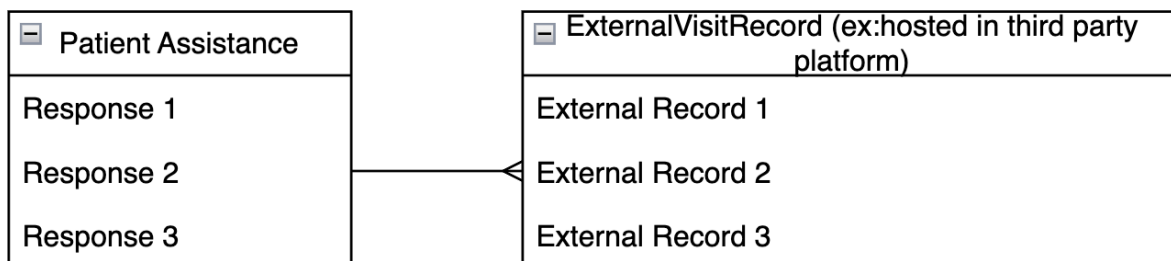
Webhook Mapping

Webhook Mapping is the most fundamental step of webhook data transfer using the QliqSOFT product suite.

By setting up the webhook name, the users can understand what Patient input will correspond to at the Webhook's destination.

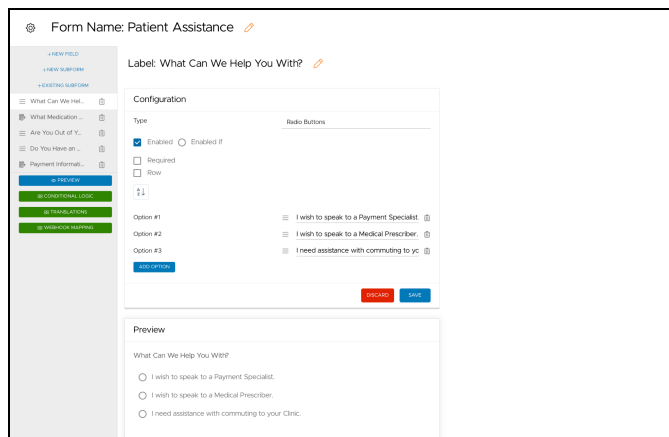| Original name	Webhook name
Patient Assistance	PatientAssistance
What Can We Help You With?	patientReason
Are You Out of Your Medication	isOutofMeds
Do You Have an Outstanding Payment, or a Pricing Issue?	isPriceOrPmt

SAVE   DISCARD ALL CHANGES

Note: To gain extensive information on Webhooks, refer to the Chat Widget Module Guide for Internal users.

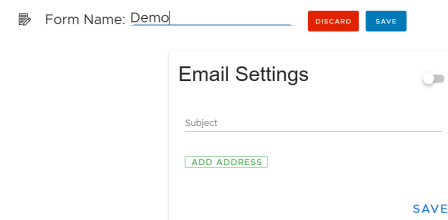| Patient Assistance	ExternalVisitRecord (ex:hosted in third party platform)
Response 1	External Record 1
Response 2	External Record 2
Response 3	External Record 3

Field Configuration

The Field Configuration section allows the users to configure the details of each field they insert into the Quick Form. The Field Configuration section has six important features necessary for configuring the form fields. They are as follows:
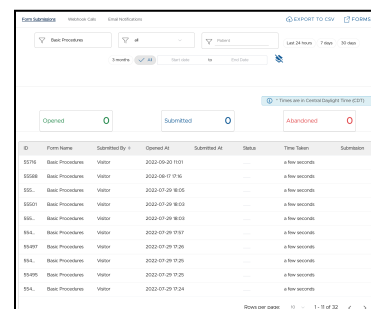

- **Form Name**: Allows the user to edit the form name using the ✏ icon next to it.
- **Field Label**: Allows the user to edit the form field label using the ✏ icon next to it.
- **Configuration**: Allows the user to configure the specifications of each form field.
- **Preview**: Provides the users with a demonstration of what each field will look like when the Patient interacts with it.
- **Settings**: Allows the user to configure the settings of each Quick form for the following attributes:
  - Email Settings- allows the user to attach a Quick Form to be sent to the desired email address for each submission.
  - EMR Upload Settings-allows the user to associate a patient's emergency medical records with the Quick Form.

- Submissions: The Submissions Window provides the user with the logs of all of the following:
  - Form Submissions
  - Webhook Calls
  - Email Notifications

Configuration

The Configuration section provides every form field with the necessary options to customize the contents and the specifications of each field type and instance. The Configuration options have aspects that are shared across all data types, but each field type can have different configuration settings depending on what the Quick Forms module allows it to be used for.

Note: To fully understand and explore the different ways field types can be used, refer to the initial field data chart featured in Section 1.

Breakdown of Field Types

Address

The address field type is used to gather a patient's billing/mailing/other address information.
Its Configuration options are as follows:

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls Patient Data from outside of the Quick Form to populate the field when the icon is clicked.	Option: Location

Blood Pressure

The Blood Pressure field type is used to gather a patient's blood pressure if they're able to measure it using the knowledge/tools available to them. The value range/parameters for this field type is customizable.
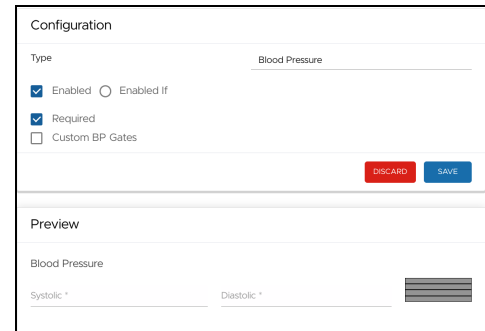
Info:
Blood pressure is measured in millimeters of mercury (mmHg) and is given as two figures:
- Systolic pressure – the pressure when your heart pushes blood out.
- Diastolic pressure – the pressure when your heart rests between beats.

For example, if your blood pressure is "140 over 90" or 140/90mmHg, it means you have a systolic pressure of 140mmHg and a diastolic pressure of 90mmHg.

As a general guide, ideal blood pressure is at or lower than 120/80mmHg high blood pressure. Anything higher than these values is considered to be elevated. Low blood pressure is considered to be below 90/60 mmHg.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Custom BP Gates	Allows the user to configure the Blood Pressure Parameters	Default Values: Systolic Minimum: 10 Systolic Low: 90 Systolic Ideal: 120 Systolic Pre-High: 140 Systolic Maximum: 250

		Diastolic Minimum: 10 Diastolic Low: 60 Diastolic Ideal: 80 Diastolic Pre-High: 90 Diastolic Maximum: 250

Boolean

The Boolean field type is used as a binary test for a logic test. A logic test can be something as simple as a basic question, or a complex question that can be answered with binary answers (Either the statement is True(Yes), or the Statement is False(No).

The Boolean field type's default value is False (No).

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Checked	The default value is switched to Yes (True).	
Checked If	The default value is switched to Yes (True) if a condition has been met.	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn

		patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	

Text

The Text field type is used to enter a String value into the text field. This field's input can be used to provide an answer for a prompt that may not necessarily be answered with a binary answer or a choice from a set of answers.

Configuration	**Function**	**Details**
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal

		Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	It makes the user input mandatory to complete the form submission.	**"[FIELD NAME]" is a required field.**
Minimum Length	Enter an integer value to set a lower character limit for the String input the user provides.	**Default Value:0**
Maximum Length	Enter an integer value to set an upper character limit for the String input the user provides.	**Default Value:0**
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Parameter**: First Name Last Name Name patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups

Date

The Date field type is used to enter a date value for any given purpose. This data type can be configured to autofill the date with the current date, or record the date in different formats.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Autofill Current Date	Uses the system date data to autofill the field.	
Format	Changes the date display format	**Options**: YYYY-MM-DD MM/DD/YYYY DD/MM/YYYY
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	

Date+Time

The Date field type is used to enter a date value for any given purpose. Additionally, this field also features the time of a certain event (current time, time of event occurrence, etc.).

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Autofill Current Date	Uses the system date data to autofill the field.	
Format	Changes the date display format	**Options**: YYYY-MM-DD MM/DD/YYYY DD/MM/YYYY
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Date** **Date+Time**

Dosage

The Dosage field type is used to enter the value of a substance dosage that the system needs to record. This field can be used to document anything from medication consumption to any weight or volume that can be measured.

The Units of measurement are as follows:
- ml
- mg
- other

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.

Drop-down

The drop-down field type is used to create a set of options listed in an expandable/collapsable drop-down format.

Whatever Options are added to the configuration will appear in the order in which they were added.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	

Email

The email field type is used to log a Patient's email address.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a	**Parameter**:

	condition has been met	patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Email**

Frequency

The Frequency field type records the number of instances a certain event occurs, or produces a certain outcome.

The Frequency field type can only take integer values for the following time measurements.

- Hour
- Day
- Week
- Month
- Year

Configuration

Type   Frequency

☑ Enabled   ○ Enabled If

☐ Required

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Preview

Frequency   Times per

hour
day
week
month
year

Configuration	Function	Details
Enabled	Makes a field instance visible by default	

Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.

Markdown

The Markdown field type allows users to insert Markdown texts into the Quick Forms.

Markdown is a lightweight markup language for creating formatted text using a plain-text editor. Its main purpose is to control the display of the document and enrich its content to facilitate processing. The contents of the Markup field type are not visible to the Patients.

Configuration

Type   Markdown

B I U S   " </>   H₁ H₂   ☰ ☰   x₂ x²   ⊆ ⊇   ▸¶   A 🖉
☰   ↺ ↻

This is a test Markdown Field

The Save button is blue colored.
The Discard button is red colored.

DISCARD   SAVE

Notice

The Notice field type allows users to insert notice texts, images, and other attachments into the Quick Forms.

Unlike Markups, the main purpose of Notices is to communicate messages with the Patients as they're filling the Quick Forms

Configuration

Type   Notice

B I U S   " </>   🔗 🖼   H₁ H₂   ☰ ☰   x₂ x²   ⊆ ⊇   ▸¶
A 🖉   ☰   ↺ ↻

This is a test Notice

DISCARD   SAVE

Number

The Number field type allows Patients to enter an integer value as a response to a prompt. The uses for this particular field type vary greatly, as the user input can be the response to virtually any question that can be answered with an integer, as long as it is suitable in the context of the form.

Configuration

Type   Number

☑ Enabled ○ Enabled If
☑ Required
☐ Minimum value
☐ Maximum value
☐ Hint

DISCARD   SAVE

Preview

Number *

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Minimum Length	Enter an integer value to set a lower character limit for the String input the user provides.	**Default Value:0**
Maximum Length	Enter an integer value to set an upper character limit for the String input the user provides.	**Default Value:0**
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	

Pain Scale

The Pain Scale field type allows Patients to quantify the level of pain they are experiencing by ranking it on a scale. It should be assumed that there is no quantitative method to accurately measure a person's felt pain level and compare it to someone else's (with the given tools). The pain scale is a qualitative measure of pain intensity.

The pain scale classifies pain intensity as:

0-5: No-Moderate Pain
5-10: Moderate-Critical Pain

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Pain Scale**

Phone Number

The Phone Number field type is used to record a Patient's phone number. The default area code for this field is +1 (USA & territories, Canada).

Configuration

Type: Phone Number

☑ Enabled ○ Enabled If

☑ Required
☐ Hint

☐ Pull From

DISCARD   SAVE

Preview

+1   Phone # *
Phone Number Required

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Phone**

Radio Buttons

The Radio Buttons field type allows the users to create multiple-choice answers for a given prompt. This field type offers a great deal of versatility, as the Options accept String-type responses, which can be configured to fit a wide range of use cases that require a multiple-choice answer.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Row	When toggled, the Radio Buttons are juxtaposed instead of listed in an ascending order.	
Option	When filled in, the values will appear as choices to Patients	To save the field, the user must add at least two Options.

Ratings

The Ratings field type is used to gather a Patient's rating on any particular prompt. The answers provided in this section can be later viewed in the Patient Feedback dashboard in the Reports Module>Virtual Visits Activity.

Configuration

Type — Ratings

☑ Enabled ○ Enabled If

☑ Required

☐ Numbers

DISCARD SAVE

Preview

Ratings *

☆ ☆ ☆ ☆ ☆

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Numbers	When toggled, Numbers will appear instead of starts as a measure of rating	

Signature

The Signature field type is used when there is a need to obtain a Patient's electronic signature. Once the patient uses the signature marking pad and completes the form, their drawn input is saved as a PNG and can be viewed in the Form Submissions Subsection in the Reports Module.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.

Text

The Text field type allows Patients to respond to a prompt using a String response. This field can be used in a variety of ways by adjusting the character limit. For example, the field can be used for a Patient to write a long explanation of their situation when the character limit is set high, or briefly describe their issue in fewer than 30 characters.

Configuration

Type — Text

☑ Enabled   ○ Enabled If
☑ Required
☐ Minimum Length
☐ Maximum Length
☐ Hint

☐ Pull From

DISCARD   SAVE

Preview

Text *

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Minimum Length	Enter an integer value to set a lower character limit for the String input the user provides.	**Default Value:0**
Maximum Length	Enter an integer value to set an upper character limit for the String	**Default Value:0**

	input the user provides.	
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Parameter**: First Name Last Name Name patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob patient.groups

Time

The Time field type is used to record the time during which an event occurs(ed). This field type allows the Patients to autofill the current time if they choose.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber patient.email patient.dob

		patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Autofill Current Time	When toggled, the system time will be used to populate this field.	
Hint	Provides the Patients with a hint message that prompts them to input a value for the field.	
Pull From	Pulls data from outside of the Quick Form to populate the field when the icon is clicked.	**Time of Day**

Upload a File

The Upload a File field provides Patients with the tools to upload file(s) and specify the types of files they can upload as a part of their submission.

Configuration	Function	Details
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn

		patient.mobileNumber patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.
Multiple Files	When toggled, allows the submission of multiple files	
Specific Kind	When selected, the user will be able to determine what file types can exclusively be uploaded to the field.	File Categories: Images Videos Word Documents PDFs

Weight

The Weight field type allows users to specify the weight of either their person or an object.
For instance, depending on the use case of the form, the patient might enter their weight, or use the weight field to specify the weight of food they've consumed (e.g., 400g lean ground beef).

Configuration	**Function**	**Details**
Enabled	Makes a field instance visible by default	
Enabled if	Makes a field instance visible if a condition has been met	**Parameter**: patient.firstName patient.lastName patient.middleName patient.mrn patient.mobileNumber

		patient.email patient.dob patient.groups **Conditions**: Equal to Does Not Equal Is Less Than Is Greater Than Is Less Than Or Equal To Is Greater Than Or Equal To
Required	Makes the user input mandatory to complete the form submission.	"[FIELD NAME]" is a required field.

Settings

The Settings tab allows the user to configure the settings of each Quick Form for the following attributes:

Email Settings

The Email Settings Section allows the user to configure a target email address that will receive all the form submissions that are made by Patients. The main purpose of using this feature is to either manually track when a submission is made, or use an API to track and log any submission data that is sent over, which can then be used for various purposes.

Email Settings

Form 1-Includes all fields

Email Address *
peanut@butter.com

Email Address *
abc@123.com

ADD ADDRESS

SAVE

EMR Upload Settings

If the organization has EMR settings enabled, then the users have direct access to the Patients' Emergency Medical Records when this setting is toggled on. They can then use this direct access to upload EMR data obtained in the Quick Form and then use it in various QliqSOFT application functions.

EMR Upload Settings

Automatic Upload

0

Folder Path

Mark as Reviewed

Assign To

SAVE

Submissions

The Submissions subsection contains the log of all Patient form submissions, Webhook Calls, and Email Notifications

The Form Submissions Subsection's filtration methods are:
- Filtering by Form Name
- Filtering by Form Status (all/submitted/opened)
- Filtering by Patient Name
- Filtering by Time Periods (24 hours, 7 days, 30 days, 3 months, All)
- Filtering by Start & End Dates

The Form Submission subsection contains the following counters:
- Opened
- Submitted
- Abandoned

The Form Submission Subsection has three tabs that provide logs on the instances of the following features:
- Tab 1: Form Submissions
- Tab 2: Webhook Calls
- Tab3: Email Notifications

Note: The counters values are the same between the tabs.

Form Submissions

The Form Submissions Tab contains all the Patient submissions that have been made during their virtual visit. The Form Submissions categories are as follows:
- **ID**
- **Form Name**
- **Submitted By**
- **Opened At**
- **Submitted At**
- **Status**
- **Time Taken**
- **Submission** [button]-click on this button to view user submissions.

ID	Form Name	Submitted By	Opened At	Submitted At	Status	Time Taken	Submission
56123	Test Form	person one	2023-02-09 16:47		Submitted	a few seconds	
56116	Test Form	Person one	2023-02-09 16:41		Submitted	a few seconds	
56104	Test Form	random person	2023-02-09 12:22		Submitted	a few seconds	
56103	Test Form	random person	2023-02-09 12:21		Submitted	a few seconds	
56102	Test Example	any 1	2023-02-09 12:00		Submitted	a few seconds	
56101	Test Form	any 1	2023-02-09 11:59		Submitted	a few seconds	
56100	Test Form	any 1	2023-02-09 11:59		Submitted	a few seconds	
560...	Test Example	test email	2023-01-25 16:03		Submitted	a few seconds	
560...	Test Example	test email	2023-01-25 16:00		Submitted	a few seconds	
560...	Test Form	patient 1	2022-12-30 16:55		Opened	a few seconds	
560...	Test Example	Visitor	2022-12-28 10:39		Opened	a few seconds	
55958	Test Form	visitor 3	2022-11-10 13:40		—	a few seconds	
55957	Test Form - copy	patient 1	2022-11-10 13:30		—	a few seconds	
55956	Test Form	patient 1	2022-11-10 13:29		—	a few seconds	
55955	Test Form	patient 1	2022-11-10 13:28		—	a few seconds	

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Webhook Calls

The Webhook Calls tab contains all the system-defined HTTP callbacks that have been sent out during a form submission. [VERIFY]

Note: Webhook calls are methods for augmenting or altering the behavior of a web page or web application with custom callbacks.

The Webhook Call categories are as follows:
- **ID**
- **Last**
- **Form Name**
- **Status**
- **Webhook URL**
- **Submission** [button]-click on this button to view user submissions.

ID	Last	Form Name	Status	Webhook URL	Submission
56123		Formulaire sans titre 6	Submitted	No webhook url	
56116		Formulaire sans titre 6	Submitted	No webhook url	
56104		Formulaire sans titre 6	Submitted	No webhook url	
56103		Formulaire sans titre 6	Submitted	No webhook url	
56102		Formulaire sans titre 1	Submitted	No webhook url	
56101		Formulaire sans titre 6	Submitted	No webhook url	
56100		Formulaire sans titre 6	Submitted	No webhook url	
560...		Formulaire sans titre 1	Submitted	No webhook url	
560...		Formulaire sans titre 1	Submitted	No webhook url	
560...		Formulaire sans titre 6	Opened	No webhook url	
560...		Formulaire sans titre 1	Opened	No webhook url	
55958		Formulaire sans titre 6	—	No webhook url	
55957		Formulaire sans titre 6	—	No webhook url	
55956		Formulaire sans titre 6	—	No webhook url	
55955		Formulaire sans titre 6	—	No webhook url	

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Email Notifications

The Email Notifications tab contains all the email form notices that have been sent out to the patients.
The Webhook Call categories are as follows:
- **ID**
- **Submission Time**
- **Form Name**
- **Subject**
- **Address**
- **Submission** [button]-click on this button to view user submissions.

ID	Submission Time	Form Name	Subject	Address	Submission
56123		Formulaire sans titre 6	No Email Subject	No email adress	
56116		Formulaire sans titre 6	No Email Subject	No email adress	
56104		Formulaire sans titre 6	No Email Subject	No email adress	
56103		Formulaire sans titre 6	No Email Subject	No email adress	
56102		Formulaire sans titre 1	No Email Subject	No email adress	
56101		Formulaire sans titre 6	No Email Subject	No email adress	
56100		Formulaire sans titre 6	No Email Subject	No email adress	
560...		Formulaire sans titre 1	No Email Subject	No email adress	
560...		Formulaire sans titre 1	No Email Subject	No email adress	
560...		Formulaire sans titre 6	No Email Subject	No email adress	
560...		Formulaire sans titre 1	No Email Subject	No email adress	
55958		Formulaire sans titre 6	No Email Subject	No email adress	
55957		Formulaire sans titre 6	No Email Subject	No email adress	
55956		Formulaire sans titre 6	No Email Subject	No email adress	
55955		Formulaire sans titre 6	No Email Subject	No email adress	

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