EFORMS

An electronic form (eForm) is a grouping/collection of various questions and related Common and Unique Data Elements (CDEs and UDEs) used to gather information for a study. An electronic form is analogous to a case report form (CRF) (electronic or paper) where data elements are linked together for collection and display.

4.1.1 eForm Standardization (Standard vs. Non-Standard)

Below are the eForm Standardizations found in BRICS:

- Standard eForms are available for users with Dictionary eForm privilege.
- Non-standard eForms will be available only to users with permissions to the eForm.
- These users would have to be assigned permissions to the eForm under the eForm permissions tab by the operations team.
- EForms can be used to collect data in a protocol within the ProFoRMS module. The availability of an eForm in the protocol is dependent upon the eForm standardization status.
Search eForms

To Search eForms: Perform the following actions:

1. Login to the system.
2. Navigate to the Workspace landing page
3. Click the Data Dictionary module. The Search Form Structures page appears.
4. Click the ⃰️ on the left-side tool bar. The Data Dictionary Module menu opens and expands.

5. Select the Search eForms from the left-hand menu drop-down. The Search eForms page appears.

6. Using the search text-box, enter the search keyword to search. Note: Instead of starting from scratch you may find eForms available in the list of eForm entries.
7. Click on the desired eForm entry to open the eForm.
4.1.1 Create eForms

To Create eForms: Perform the following actions:

1. Login to the system.
2. Navigate to the Workspace landing page

Please note: For creating eForms for PROMIS measures, please reach out to your Operations team for guidance.

3. Click the Data Dictionary module. The Search Form Structures page appears.
4. Click the **Menu** on the left-side tool bar. The **Data Dictionary Module** menu opens and expands.

5. Select Create under eForms from the left-hand drop-down menu.
6. Click on the No Form Structure Linked (Click here to link).

7. Select a **Form Structure** for this form by selecting the check-box beside the Short Name.
9. Select the **Advanced Settings** tab.
10. Select the check-box to allow Multiple Instances.

11. Select the eFormatting tab.

12. Select the Permissions tab.
Things to Note:

- **Read** - Allows user to view this eForm.
- **Write** - Allows user to view this eForm, edit eForm details, manage documentation, manage data, and specify keywords and labels.
- **Admin / Owner** - Allows user to view this eForm, edit eForm details, manage documentation, manage data, specify keywords and labels, and grant permissions. There can only be one Owner.

14. Click the **Grant Permissions** button.
15. Click the **Save and Continue** button to create your form and retrieve the Form Structure details.

16. Click on **Save** will allow you to save the eForm.
17. Upon saving the eForm, the status is now “Draft”. Please reach out to your operations team to move the eForm status to “Published”.

18. The eForm standardization is defaulted to “Non-Standard”. Under **Status**, click on the “Standardize” to update the eForm standardization.