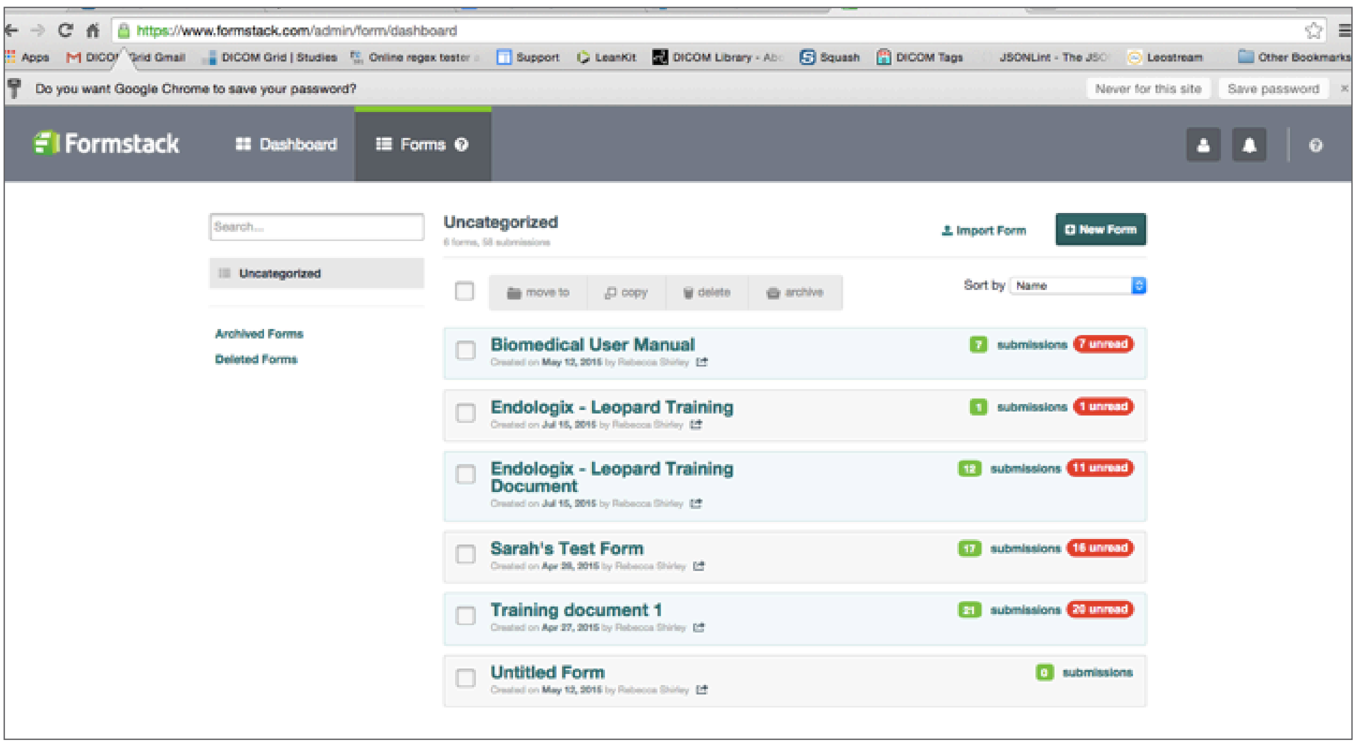
DICOM GRID

Creating the template in Formstack

Step 1: Login to formstack by going to:
formstack.com/admin/user/login
and entering in your credentials.

Step 2: Once logged in you should be brought to the Forms page.



Click "New Form" and add a name.

This will bring up a blank template.

Step 3: Add a description area and type in "Please click the 'I have read and reviewed this training document' at the bottom of this form."

Step 4: Add another description area below this.

You will want to create a duplicate of your PDF training guide and then save each page as a JPEG on your desktop.

You can upload each page onto the document by clicking the add image button. This should be visible when you are editing the description area.

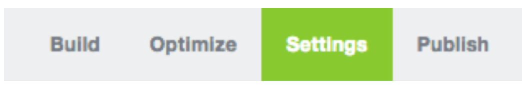
Step 5: Click on the "Submit" button at the bottom of the template.

This will allow you to edit the text of the button.

Type in "I have read and reviewed this training document".

The basic template design is done at this point, you may add more fields if needed.

Step 6: Click on the settings tab of the template.



In General, add a simple URL. For example, training.

Leave everything else as is.

Step 7: Click on "Emails & Redirects".

Remove the email from Notifications Emails. This causes an email to be sent to the given email address whenever the form is completed.

Under After the form is submitted click "Click here to change".

> Select "redirect to an external link" and type in a redirect URL.
>
> This will be a combination of the vanity URL (if one exists for the account you are attaching the template to, if not just the regular DG URL) and the text
>
> /training.html?unique_id={$_submission_id}&form_id={$_form_id}
>
> For example for the Endologix-Leopard account:
>
> https://endologixleopard.dicomgrid.com/training.html?unique_id={$_submission_id}&form_id={$_form_id}
>
> Check the box "append the submitted data to the URL" and save.

DICOM GRID

Attaching the form to the account

Step 1: Make sure you are logged into DICOM Grid.

Step 2: Open up the API tester and the private API.

Step 3: Run the call /training/add.

Description	Add a training forms to the account
URL	/training/add
Parameters	*sid* • The session id of a system administrator or account support user *account_id* • The account *group_number* • The group number for the form *group_description* • The group number description (optional) *form_number* • The formstack id of the form *form_description* • The form description
Returns	*status* • OK
Errors	NOT_SYSADMIN_OR_SUPPORT • The user is not a sysadmin or support user ALREADY_USED • The form is already used by the account NOT_FOUND • The account was not found

The group number should be 1, unless you are doing, for example, the training in different languages. The form description can be anything related to the document. For example, Becky's Hospital Training. The form number can be found in the URL of the template in formstack, as shown below.

https://www.formstack.com/admin/form/builder/2070159

Step 4: Test out the functionality by creating a new, dummy user within the account.

Upon the initial login, the dummy user should be prompted to read the document and click the button acknowledging he/she has read the document.

Once they click the button they should be redirected to the home DICOM Grid screen.