COLLEGE of AMERICAN PATHOLOGISTS

Structured Data Capture (SDC) System Manual

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Version 1.0

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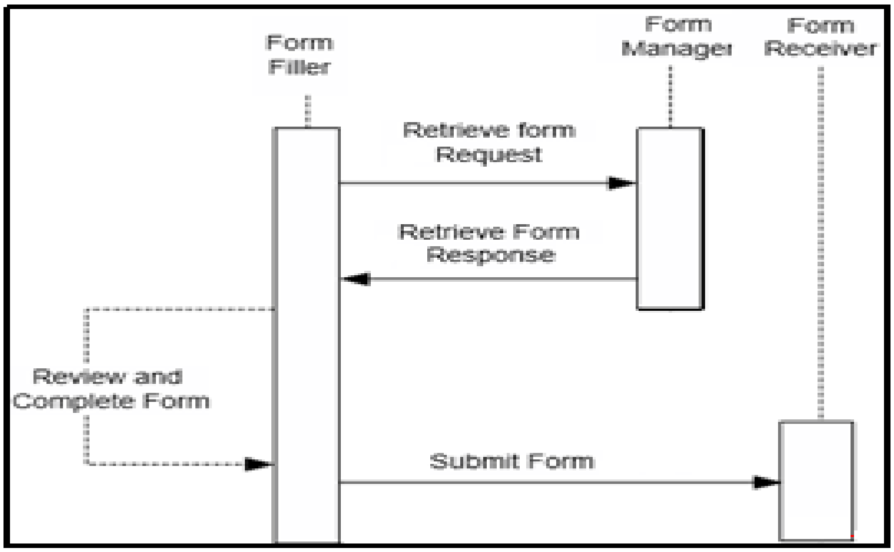
Table of Contents

Introduction

Structured Data Capture (SDC) allows for the creation of coherent standardized Question/Answer sets (QAS) in Data Entry Forms (DEFs). SDC includes the content and design of QAS items in DEFs on a computer screen, the behavior of DEFs during user-DEF interactions, the transfer and display of DEF user responses, storage of DEF-captured data, the allowance to re-edit the original DEF captured data as well as create reports based on the captured DEF data.

There are three primary actors in the SDC ecosystem, each of which is a diverse kind of node in an SDC transaction network:



1. Form Managers (FMs) store the Form Design Files (FDFs) in a repository and transfers them immediately in response to requests from Form Fillers (FFs). Form Creators upload FDFs to one or multiple Form Managers.

Form Fillers (FFs) retrieve FDFs from a Form Manager in the form of an HTML or URL from where the SDC HTML can be retrieved. FFs can also transform the XML as a DEF using programming languages, capture and validate the user-entered responses in the DEF, as well as implement rules that define the behaviors/actions of the forms in response to user interactions. Lastly, FFs can store and/or transfer the captured response data that is contained in the original FDF.

Form Receivers (FR) receive the SDC response data in an FDF-R (an FDF that contains user responses) file from the Form Filler and process the data according to their own needs. Form Receivers are also responsible for storing the SDC data as native SDC XML and/or in another storage format.

The CAP SDC tool is a browser-based tool that allows users to request an SDC form from the CAP Form Manager repository. The Form Filler can request available SDC packages in various formats such as XML, HTML and URI from the registered/authorized Form Manager. The Form Manager will process the request and returns the requested SDC form.
The Form Filler will input the data and submit the form response to the Form Receiver.

This user manual provides instructions for accessing the SDC tool from the CAP Server. It also provides an introduction to using the SDC tool, including instructions for viewing and interacting with various IHE transactions.

Comments and Contact Information

Please send comments/questions or feedback to the CAP SDT:

College of American Pathologists
Email: CAPeCC@cap.org
Phone: 847-832-7700

Trademark and Copyright Notices

System Compatibility

The SDC web tool is compliant with the operating systems and browsers listed below.

Windows 7, 8, 8.1 & 10 (✓ Compatible; ✗ Not Recommended) Websites and Applications	Microsoft Internet Explorer (10, 11)	Microsoft Edge	Mozilla Firefox	Google Chrome	Notes
SDC Web Tool	✓	✗	✓	✓	▪ **HOW TO ADJUST BROWSER SETTINGS** ▪ Enable pop-ups ▪ Enterprise mode must be turned off (for IE11 only)

Mac OSX (✓ Compatible; ✗ Not Recommended) Websites and Applications	Mac Safari (7.1, 8, 9)		Mozilla Firefox	Google Chrome	Notes
SDC Web Tool	✓		✓	✓	▪ **HOW TO ADJUST BROWSER SETTINGS** ▪ Enable pop-ups ▪ For IE 11 Only: Enterprise mode must be turned off

Login Instructions

There are two approaches to access and navigate the “CAP SDC” web tool.

Approach 1 – Via the CAP Website

1. Click the following CAP website link http://www.cap.org/capeCC
2. Then click “**Access CAP SDC Tool**” on the right site. This will take you to the CAP SDC Tool Home page.

Approach 2 – Via Direct Login to the “CAP SDC” Web tool

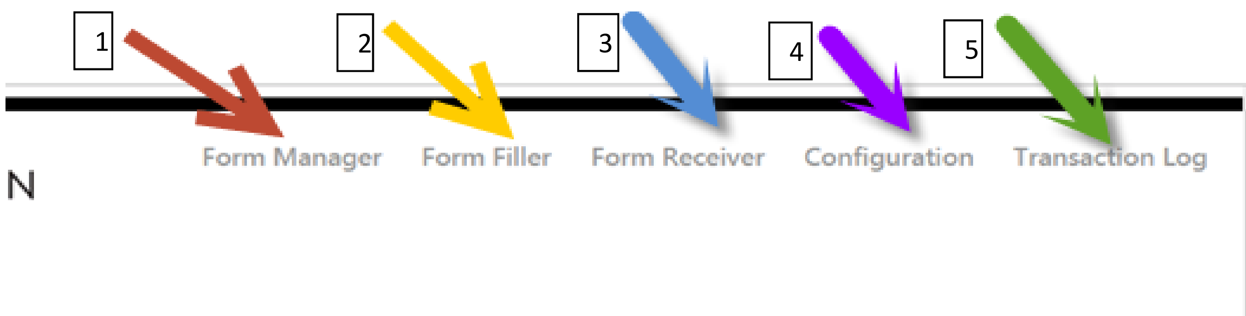
1. Click the following CAP SDC website link. This will take you to the **CAP SDC Tool** Home page. https://sdt.cap.org/SDCApp/Index.aspx

CAP SDC Home Page

After launching SDC web tool in the browser, https://sdt.cap.org/SDCApp/Index.aspx
Users will be presented with the SDC home page.

SDC home page includes various options at the right hand side top mentioned here-

1. Form Manger – Lists all the available packages and Option to upload new SDC forms.
2. Form Filler – Request SDC forms from authorized Form Manager in the specific content format with an option to send form to more than one form receiver.
3. Form Receiver – Receives form and displays submitted content of the received form.
4. Configuration – This option supports adding new form mangers and form receivers.
5. Transaction Log – Displays all the transactions that occurred between various actors.



Form Manager

After clicking on the “Form Manager” option at the top of the page, users will be presented with all the available forms in the Form Manager Repository.

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Form Manager | Form Filler | Form Receiver | Configuration | Transaction Log

Form Manager

Available Packages

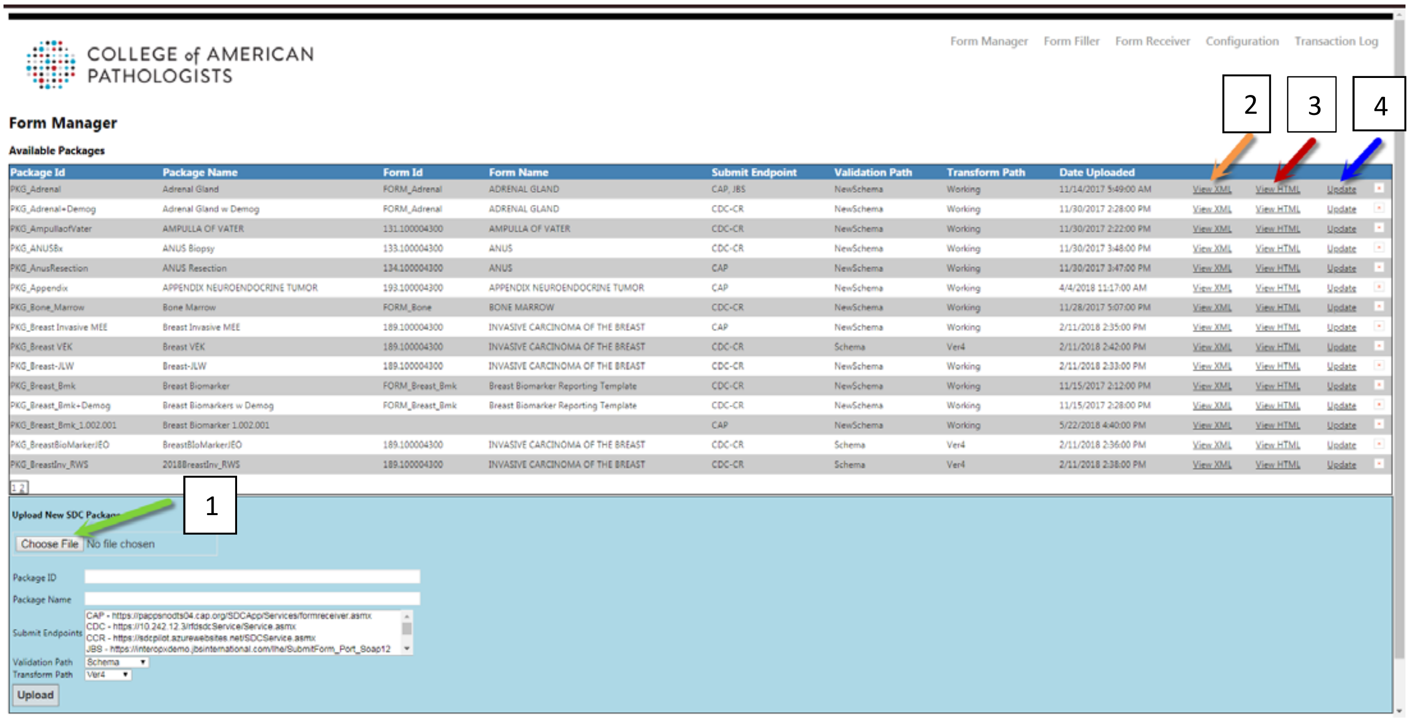
Package Id	Package Name	Form Id	Form Name	Submit Endpoint	Validation Path	Transform Path	Date Uploaded			
PKG_Adrenal	Adrenal Gland	FORM_Adrenal	ADRENAL GLAND	CDC	NewSchema	Working	11/14/2017 5:49:00 AM	View XML	View HTML	Update
PKG_Adrenal+Demog	Adrenal Gland w Demog	FORM_Adrenal	ADRENAL GLAND	CDC	NewSchema	Working	11/30/2017 2:28:00 PM	View XML	View HTML	Update
PKG_AmpullaofVater	AMPULLA OF VATER	131.100004300	AMPULLA OF VATER	CDC	NewSchema	Working	11/30/2017 2:22:00 PM	View XML	View HTML	Update
PKG_ANUSBx	ANUS Biopsy	133.100004300	ANUS	CDC	NewSchema	Working	11/30/2017 3:48:00 PM	View XML	View HTML	Update
PKG_AnusResection	ANUS Resection	134.100004300	ANUS	CDC	NewSchema	Working	11/30/2017 3:47:00 PM	View XML	View HTML	Update
PKG_APPENDIX	APPENDIX NEUROENDOCRINE TUMOR	193.100004300	APPENDIX NEUROENDOCRINE TUMOR	CAP-PROD	NewSchema	Working	3/20/2018 9:44:00 AM	View XML	View HTML	Update
PKG_Appendix_Net	APPENDIX NEUROENDOCRINE TUMOR	193.100004300	APPENDIX NEUROENDOCRINE TUMOR	CAP-PROD	NewSchema	Working	6/1/2018 11:49:00 AM	View XML	View HTML	Update
PKG_APPENDIXResection	APPENDIX: Resection	135.100004300	APPENDIX	CAP-PROD, CDC-ECR, CDC-CR	NewSchema	Working	3/20/2018 9:45:00 AM	View XML	View HTML	Update
PKG_Bone_Marrow	Bone Marrow	FORM_Bone	BONE MARROW	CDC	NewSchema	Working	11/28/2017 5:07:00 PM	View XML	View HTML	Update
PKG_Breast_Bmk	Breast Biomarker	FORM_Breast_Bmk	Breast Biomarker Reporting Template	CDC	NewSchema	Working	11/15/2017 2:12:00 PM	View XML	View HTML	Update
PKG_Breast_Bmk+Demog	Breast Biomarkers w Demog	FORM_Breast_Bmk	Breast Biomarker Reporting Template	CDC	NewSchema	Working	11/15/2017 2:28:00 PM	View XML	View HTML	Update
PKG_Colorectal_Bmk+Demog	Colorectal Bmk w Demog	FORM_Colon_Bmk	Colon and Rectum Biomarker Reporting Template	CDC	NewSchema	Working	2/22/2018 3:00:00 PM	View XML	View HTML	Update
PKG_ColorectalBiomarker	Colorectal Biomarker	228.100004300	Colon and Rectum Biomarker Reporting Template	CDC	NewSchema	Working	1/25/2018 10:31:00 AM	View XML	View HTML	Update
PKG_DISTAL_EXTRAHEPATIC_BILE_DUCTS	DISTAL EXTRAHEPATIC BILE DUCTS	142.100004300	DISTAL EXTRAHEPATIC BILE DUCTS	CAP-PROD	NewSchema	Working	3/20/2018 9:46:00 AM	View XML	View HTML	Update
PKG_INTRAHEPATIC_BILE_DUCTS	INTRAHEPATIC BILE DUCTS	194.100004300	INTRAHEPATIC BILE DUCTS	CAP-PROD	NewSchema	Working	3/20/2018 9:48:00 AM	View XML	View HTML	Update

CAP Form Manager displays all the available Packages with the following information:

- Package Id – Package Identifier (CAP prefixes all the packages with PKG_***)
- Package Name – Name of the Package
- Form Id - Name of the form Id (Ckey for eCC SDC forms)
- Form Name – Name of the SDC form
- Default Submission Endpoints registered with the package
- Date Uploaded- Displays when form was registered with the form manager
- Validation Path – SDC schema version

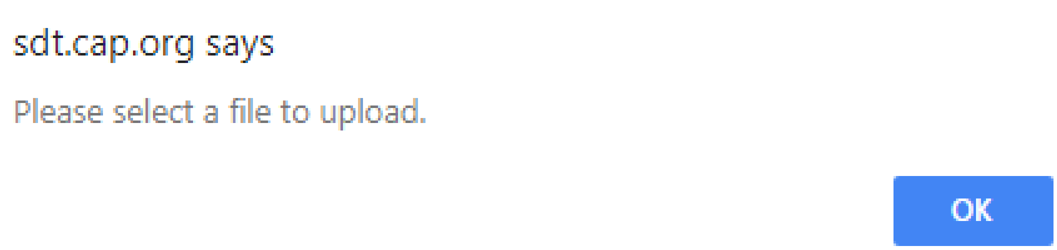
Note-SDC has gone through various phases and hence different versions are available, recommend using the latest versions, unless legacy support required.

1. On this page, authorized user can add a new SDC Package by clicking on "choose file", which is indicated by the **green arrow** below.
2. The user can view a previously uploaded package in the XML (**orange arrow**).
3. The user can view a previously uploaded package in the HTML (**red arrow**) format.
4. Update a package if they choose to do so by clicking on the underlined "update" option indicated by the **blue arrow**.



When uploading a new file, click on "choose file" and navigate the finder window to choose the SDC compliance file that needs to be uploaded. Only SDC-compliant files can be uploaded.

If no file is chosen then the error message shown below will pop up.

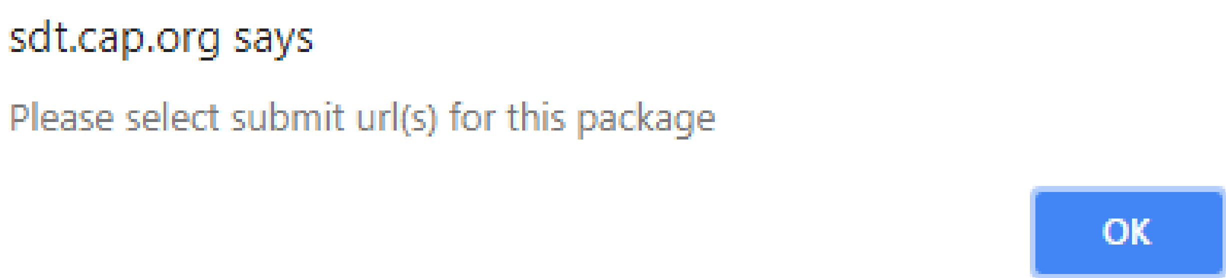


If a file is chosen that is not SDC-compliant, then "Invalid file format" error message will pop up, indicating that the file chosen is not SDC -compliant and a different file must be chosen to upload.

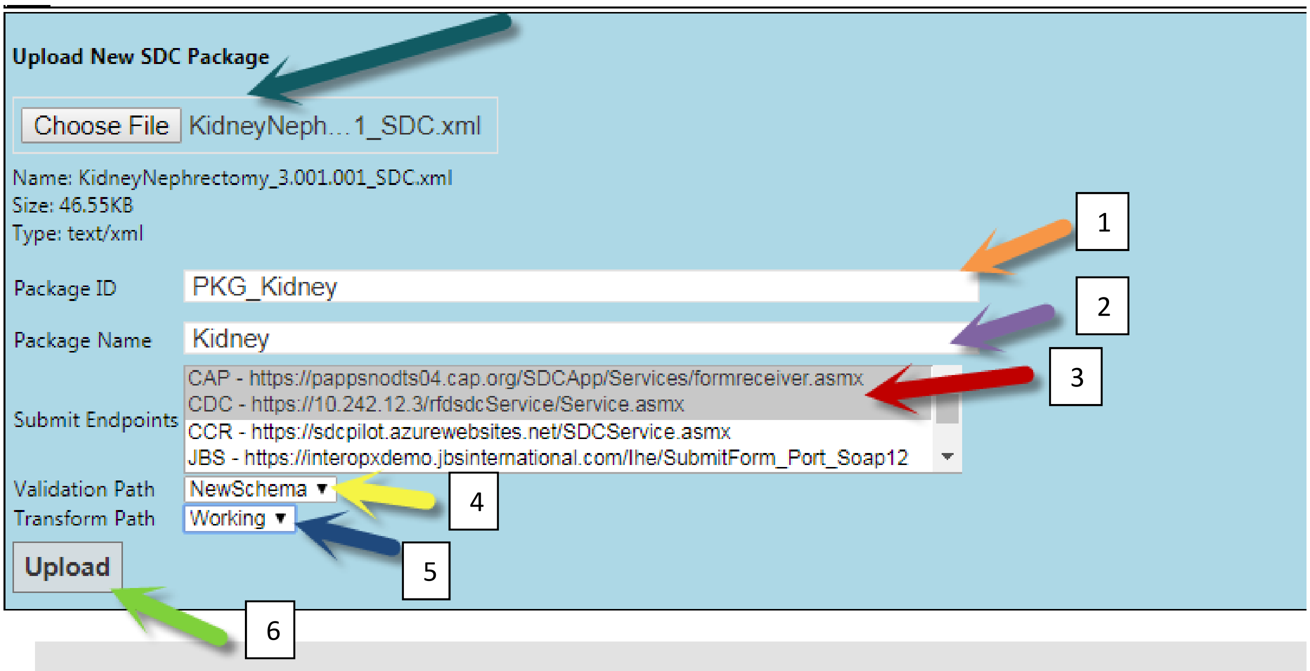
If No Package ID information is entered then the error message shown below will pop up.

If No Package Name is entered then the error message shown below will pop up.

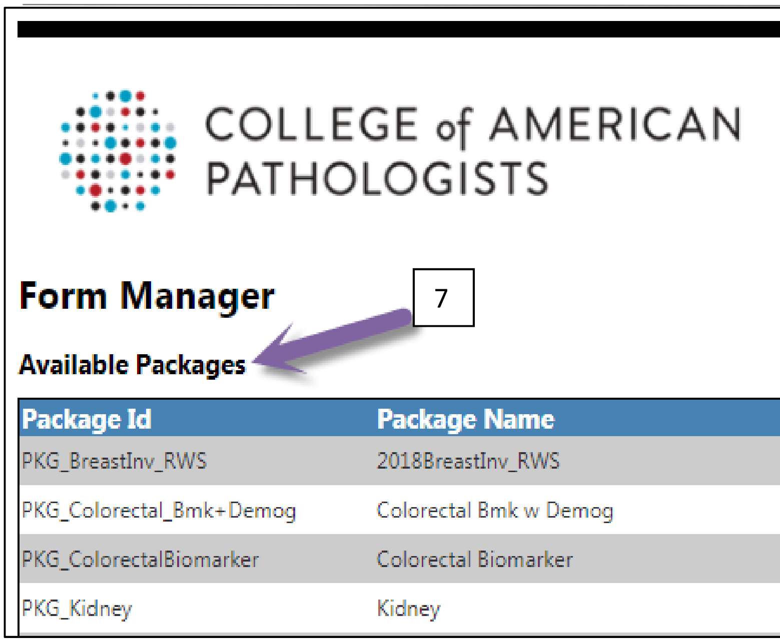
If the user tries to upload a package without selecting a submit endpoint, this error message will appear:

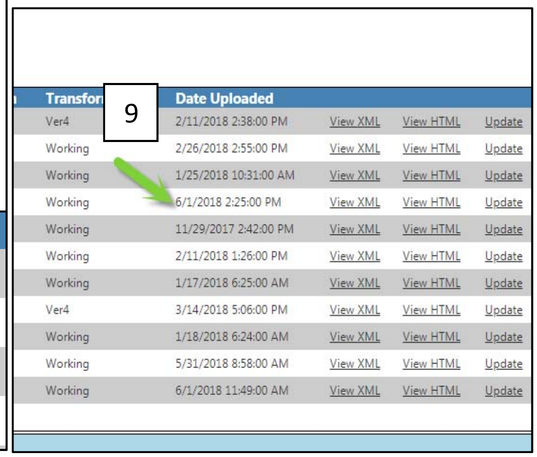


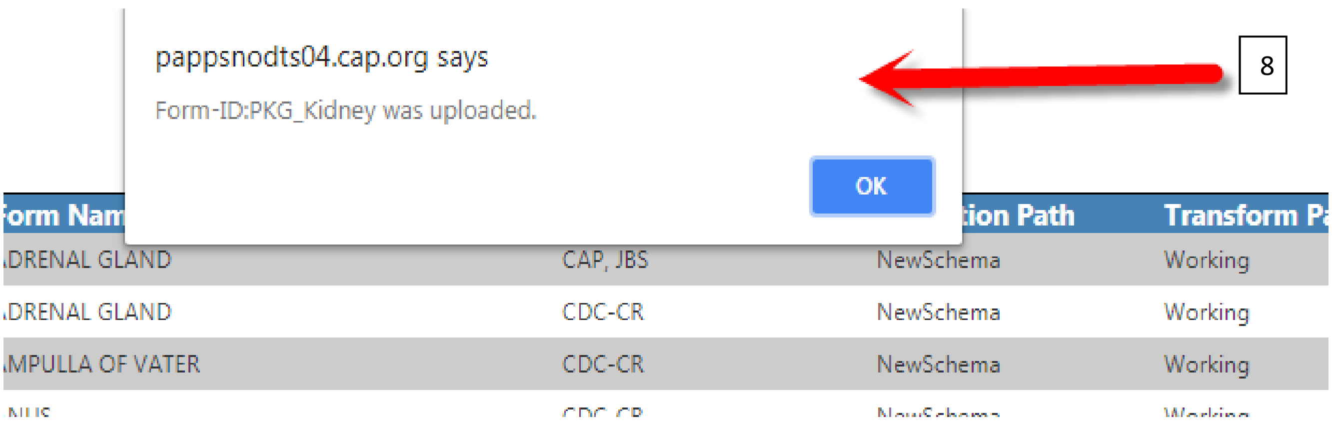
User should fill out the remaining fields as shown in the example below of a Kidney Nephrectomy Package:



1. For the Package ID (**orange arrow**), start by labeling the item with “PKG_[insert title]”.
2. The Package Name (**purple arrow**) can be a user chosen, user friendly form label.
3. The user then selects the endpoints for the package being uploaded which designates the destination of package (**red arrow**). The user is allowed to choose multiple endpoints.
4. Fill out Validation Path (**yellow arrow**).
5. Fill out Transform Path (**blue arrow**) from pick list choices as shown in the image above.
6. Then, click “upload” (**green arrow**), which is seen at the bottom of the image above.
7. The package will be added to the “Available Packages” list under the Form Manager page (**purple arrow**) below.
8. A confirmation of the upload will also be displayed at the top (**red arrow**).
9. The package will also display the date and time of upload (**green arrow**):



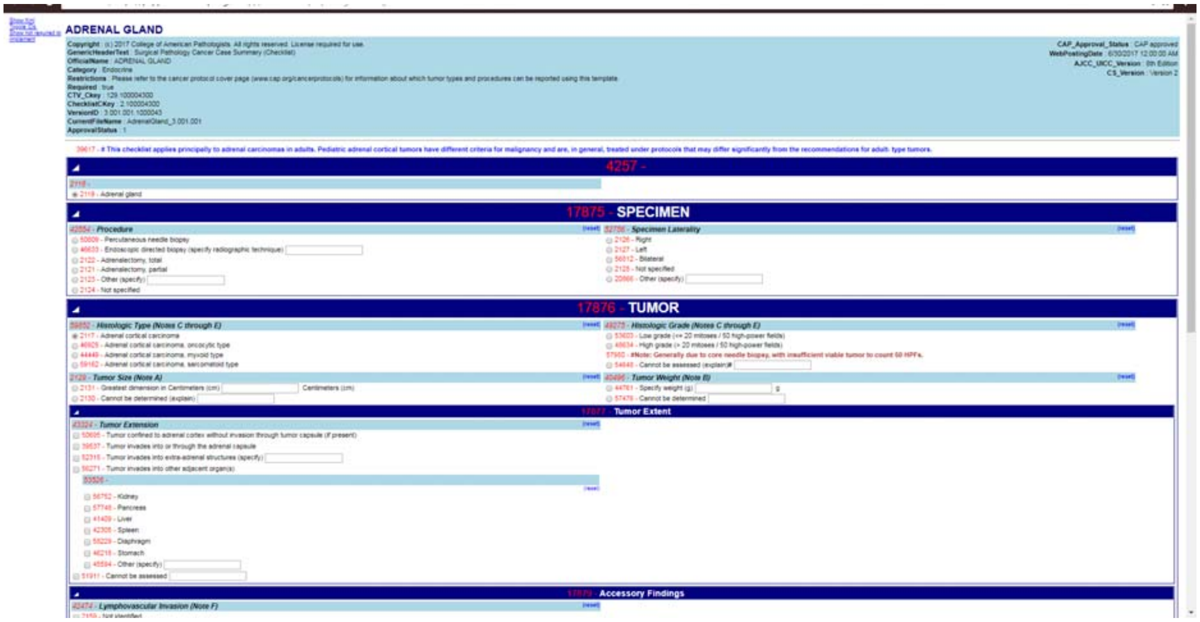




In order to view the package in the XML format, click on the "View XML" option indicated by the **orange arrow** on page 8 of this User Guide. A new tab will automatically open up to display the XML format of the package:

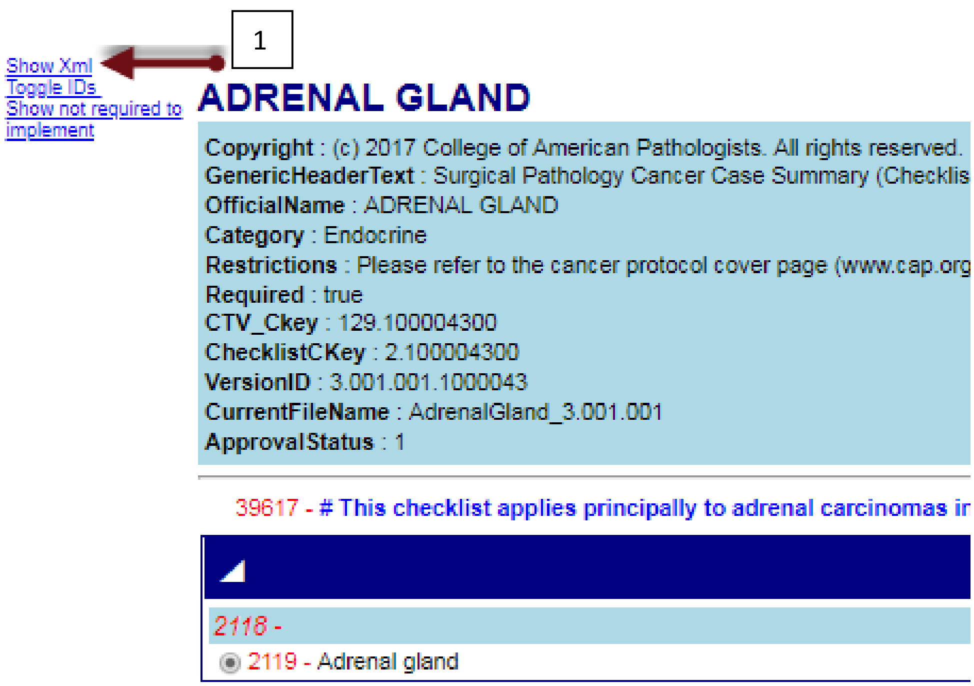
To view the package in the HTML format, click on the “View HTML” option indicated by the **red arrow**, also on page 8.

A new tab will automatically open up to display the HTML format of the package as shown below:

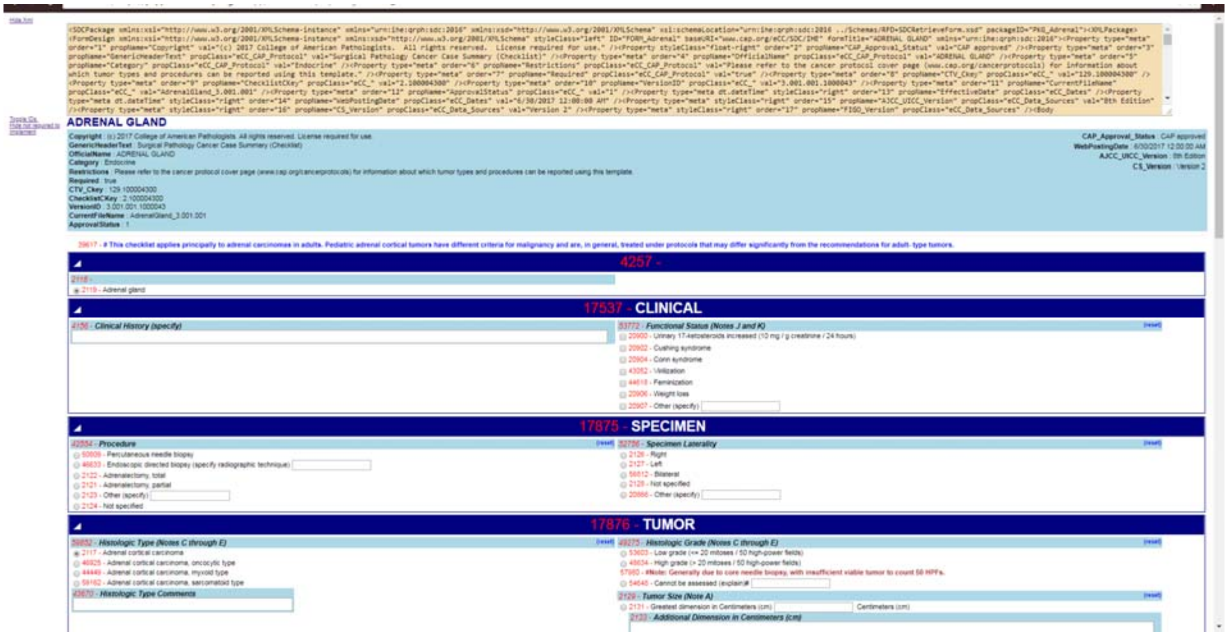


The HTML format allows the user to have some viewer options.

1. They can show the XML format above by clicking on the “Show Xml” option that is located in the top left corner and is indicated by the **dark red arrow**.

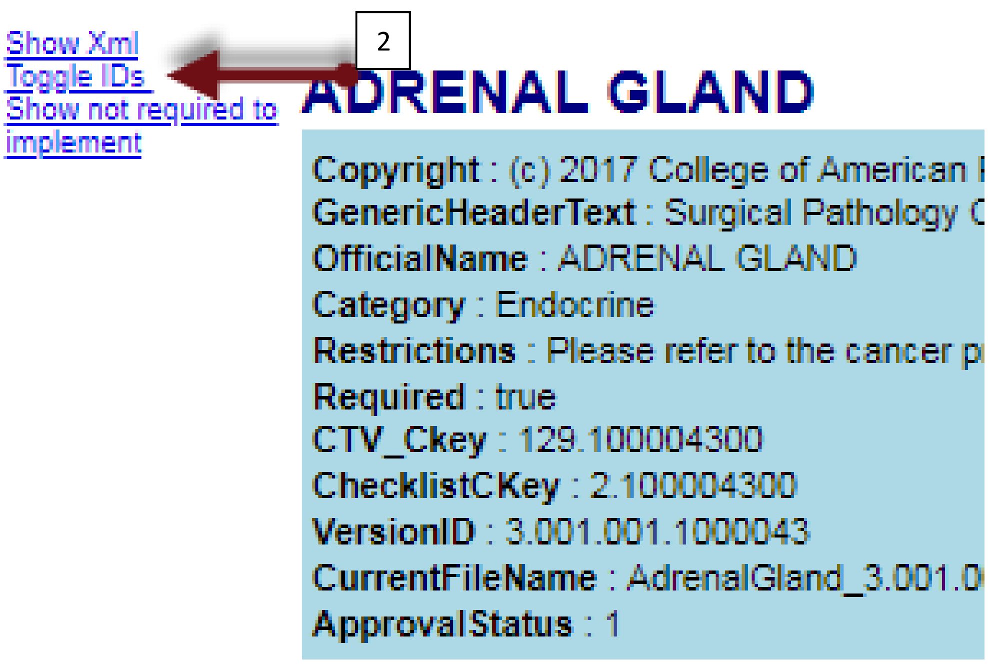


After clicking on “Show Xml”, user will be presented with the screen below (XML format of the package will be displayed as the HTML version).

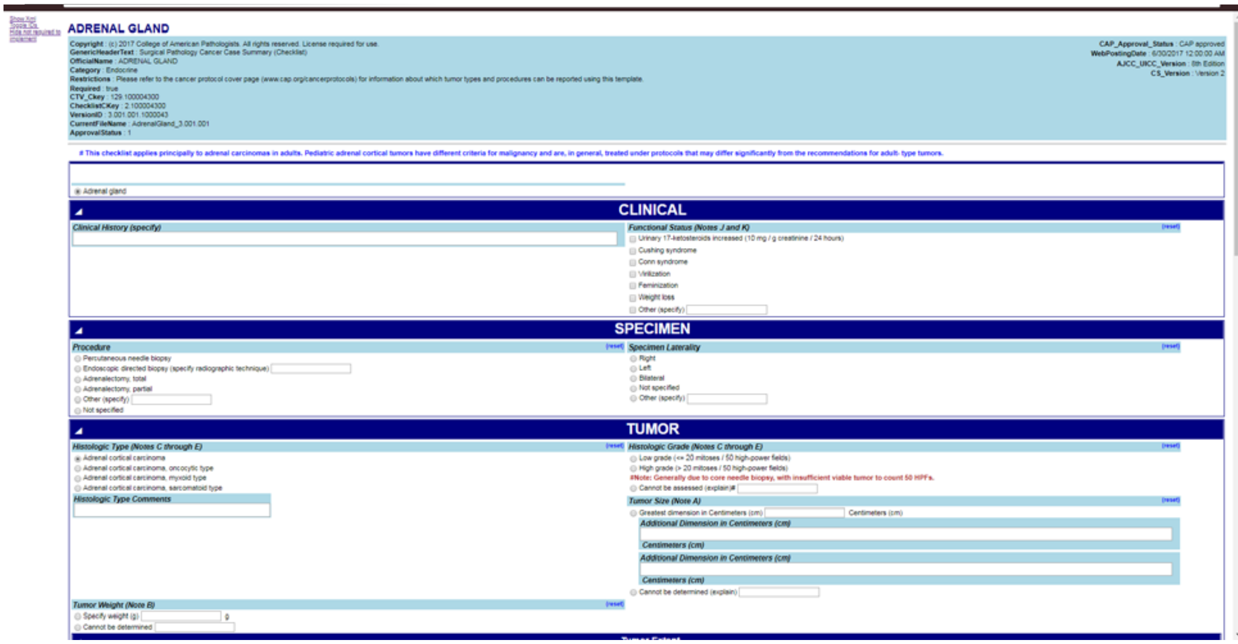


User can hide the Xml format by clicking on the “Hide Xml” option which will appear in place of the “Show Xml” option.

2. User can click on “Toggle IDs” which is also located in the top left corner under the “Show Xml” option indicated by the **dark red arrow**.



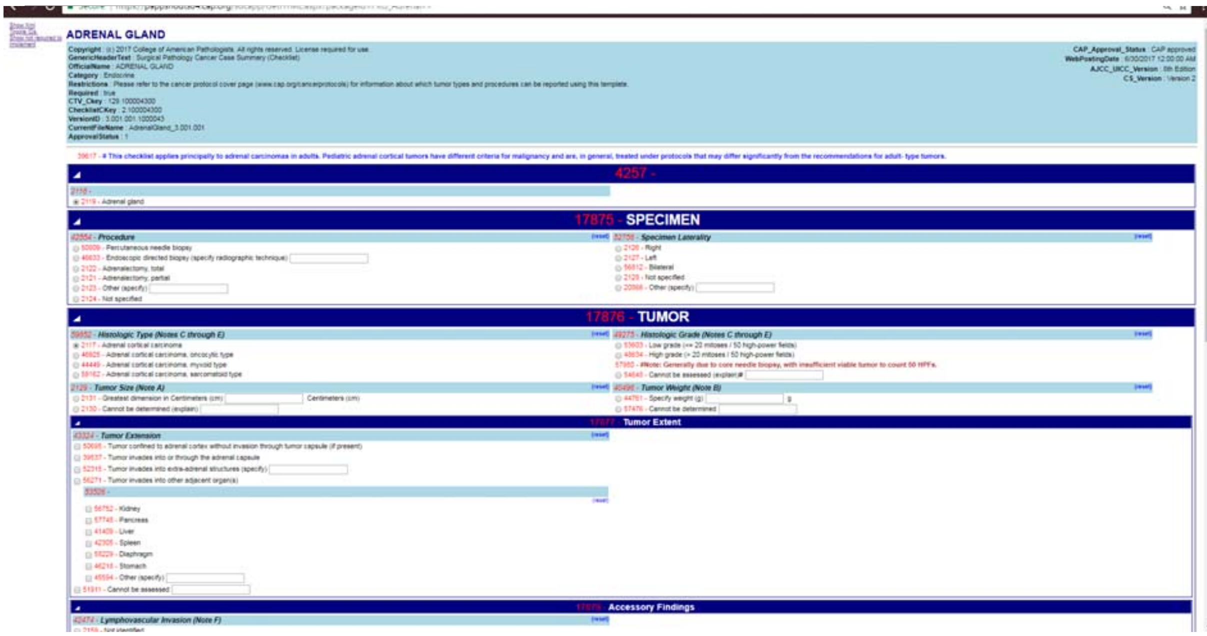
After clicking on “Toggle IDs”, the page will look like this:



To view the Toggle IDs again, click “Toggle IDs” again and Ckey(identifier) will reappear.

3. To only view the sections that are required to fill out, click on “Hide not required to implement” option located under the “Toggle IDs” option which is indicated by the **dark red arrow below**.

After clicking on “Hide not required to implement”, the window should look something like this:

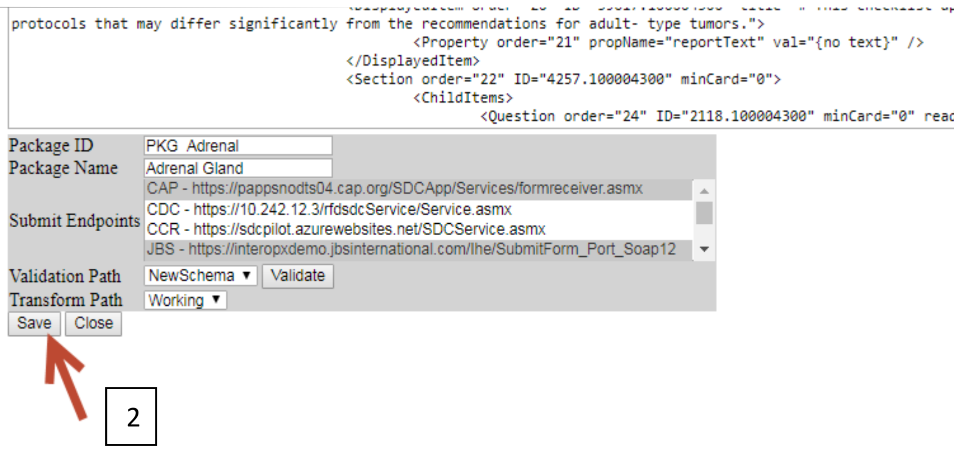


Essentially, some items will disappear from the screen, like the "Clinical" section, because this section was not required for fill in. To see those items again, click on the "Show not required to implement" option which appears in place of "Hide not required to implement".

1. To update a package, click on the "update" option shown below:

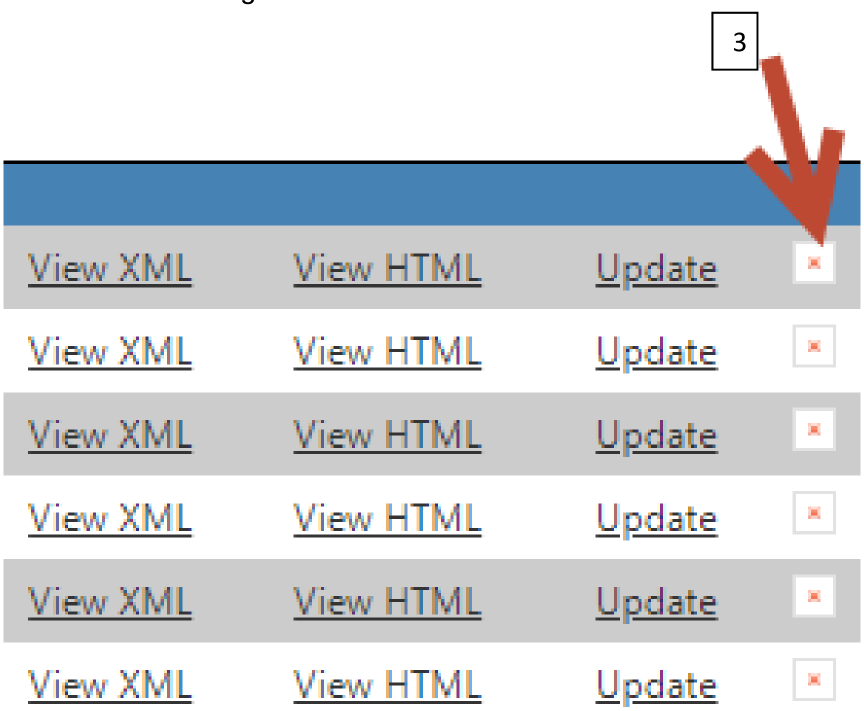
Use will be presented with the below screen with the option to modify the following fields:

- XML
- Package Id and Package Name
- Submit Endpoints etc.



2. User clicks “save” button to updates the information in the CAP-SDC System.

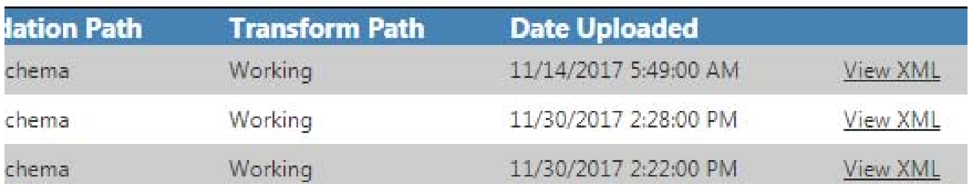
3. To delete a Package from the “Available Packages” section, click the “x” button that is placed to the far right of each row:



Package will be deleted from the CAP-SDC System.

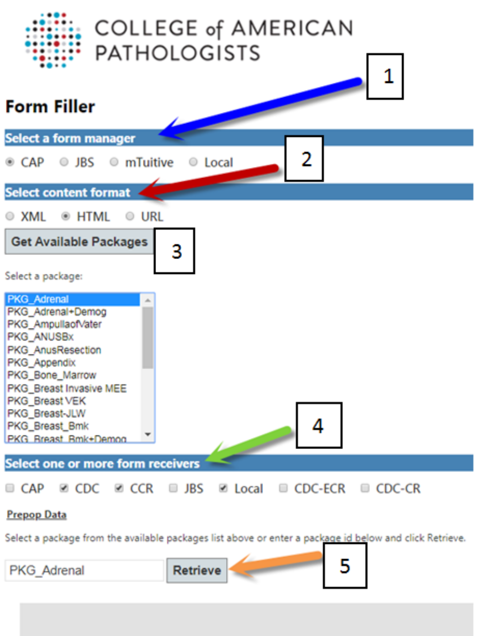
Form Filler

1. Click on the “Form Filler” option to the right of the “Form Manager” option.



lation Path	Transform Path	Date Uploaded	
chema	Working	11/14/2017 5:49:00 AM	View XML
chema	Working	11/30/2017 2:28:00 PM	View XML
chema	Working	11/30/2017 2:22:00 PM	View XML

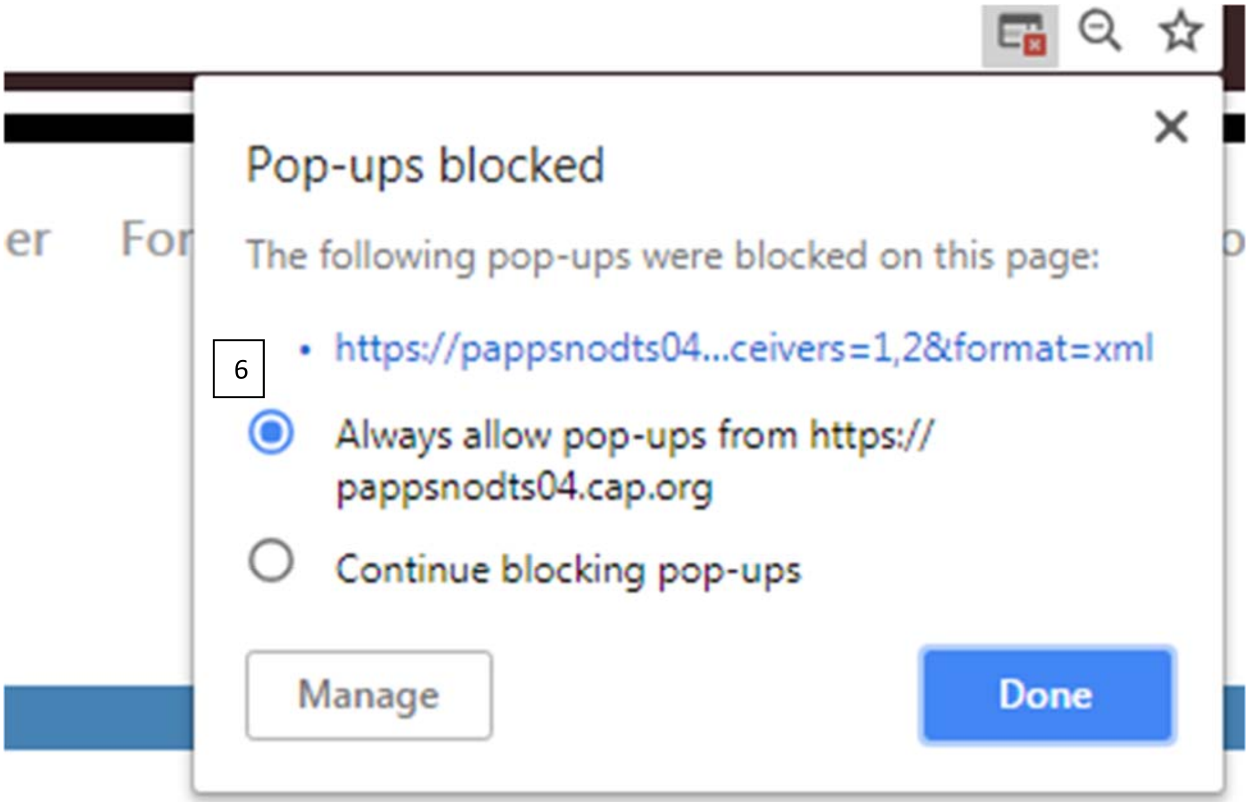
The screen will look something like this:



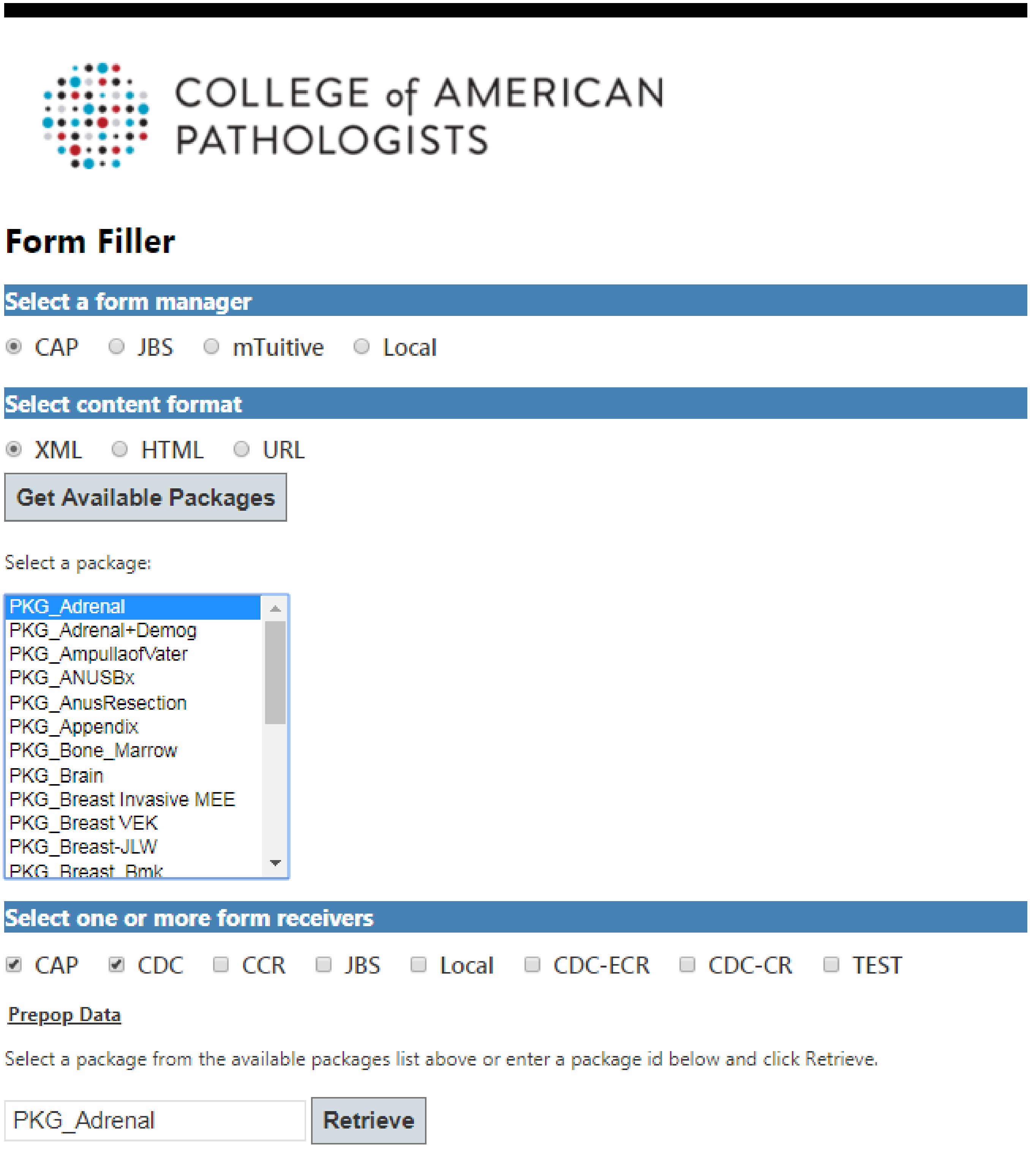
Here, the user can request to submit a specific form from one site to one or multiple sites.

1. The user must indicate the company from which the form will be coming from – Form Manager (**blue arrow**).
2. Then, the user must indicate the content format which is shown by the **red arrow**.
3. After clicking on a content format, click on “Get Available Packages” to choose the specific package that needs to be sent to the form receivers.

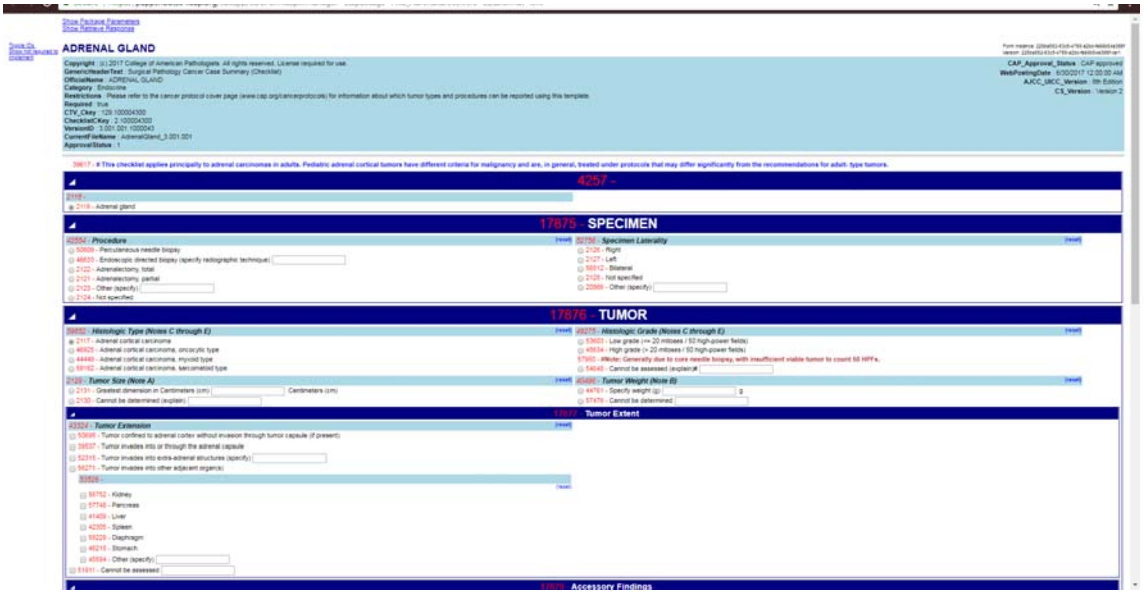
4. The user should then choose the form receivers, which is indicated by the green arrow.
5. Lastly, in order to submit the request for the retrieval of the forms from the specific company, click on "Retrieve", which is indicated by the orange arrow.
6. After clicking "Retrieve", the user must unlock pop-ups from this software. Click "Always allow pop-ups from…" and then click "Done".



For an XML format, the user may enter items as shown below:

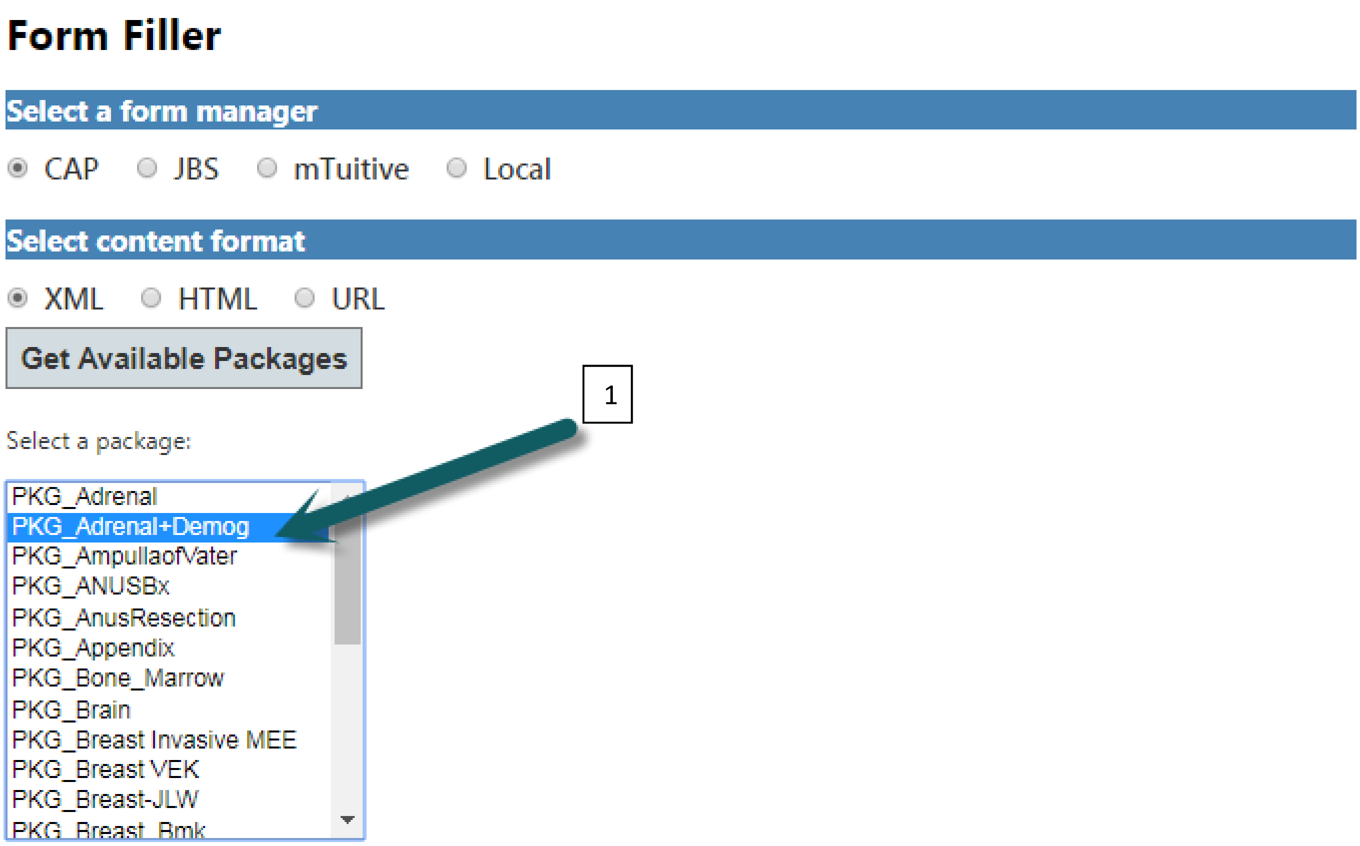


The screen will appear like this after clicking “Retrieve”:

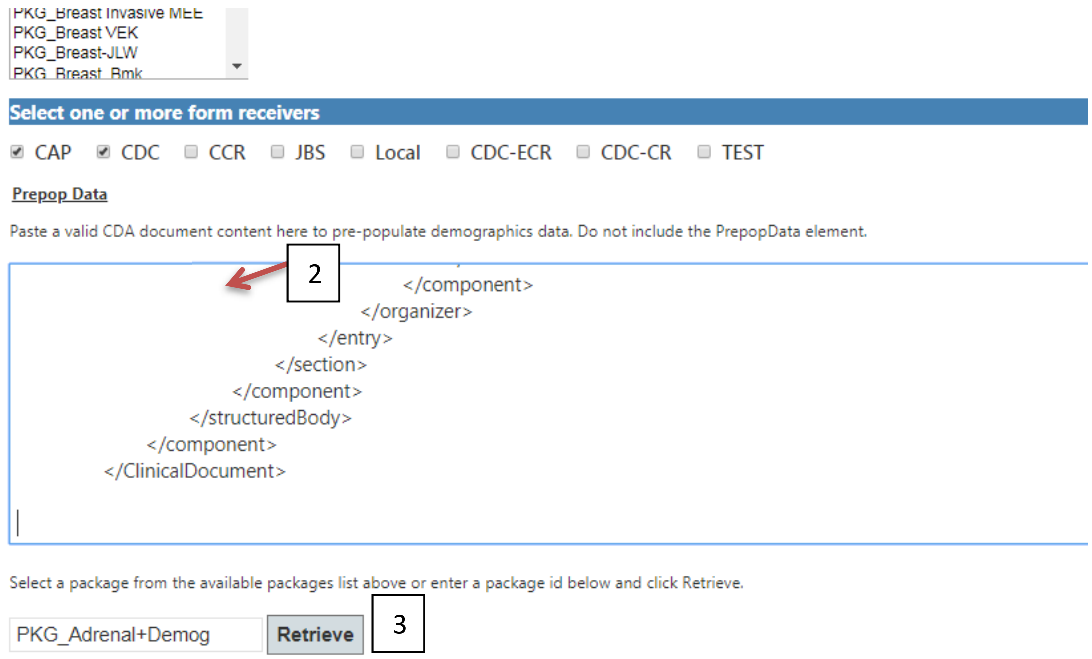


The filler can then fill out the form accordingly.

1. For the XML format, if the user chooses “PKG_Adrenal+Demog”, then the user has the option of pasting in Prepop Data, which allows for the easy insertion of demographic data:



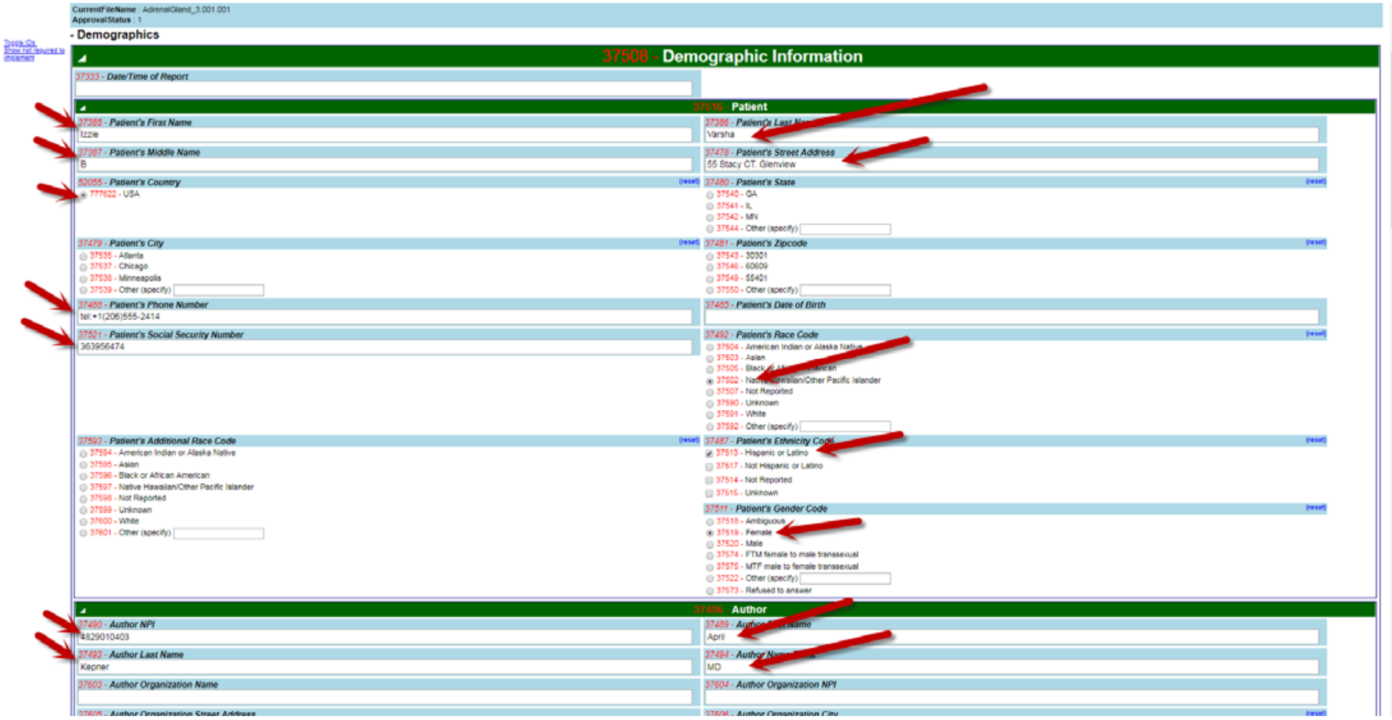
2. Next, click on “Prepop Data” and **paste in CCDA data**, the pasted prepop data will be parsed and mapped out by the Form Manager to display in the form properly.



3. Click “Retrieve” (Red arrow). The screen should then look like this:

The arrow indicates the Demographics section of the data.

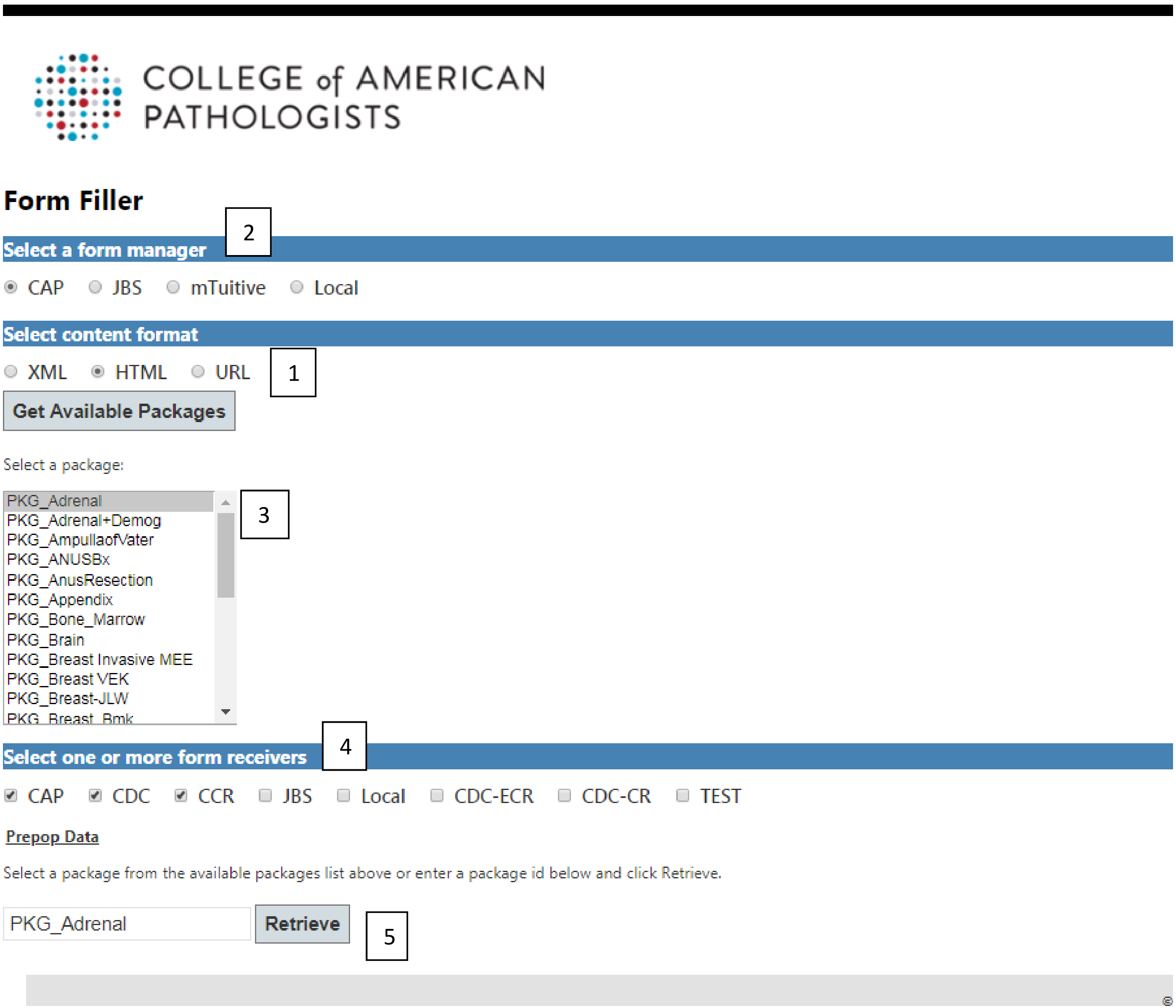
4. Click the "+" button that is right next to the "Demographics" section, green arrow above. The screen will then look like this:



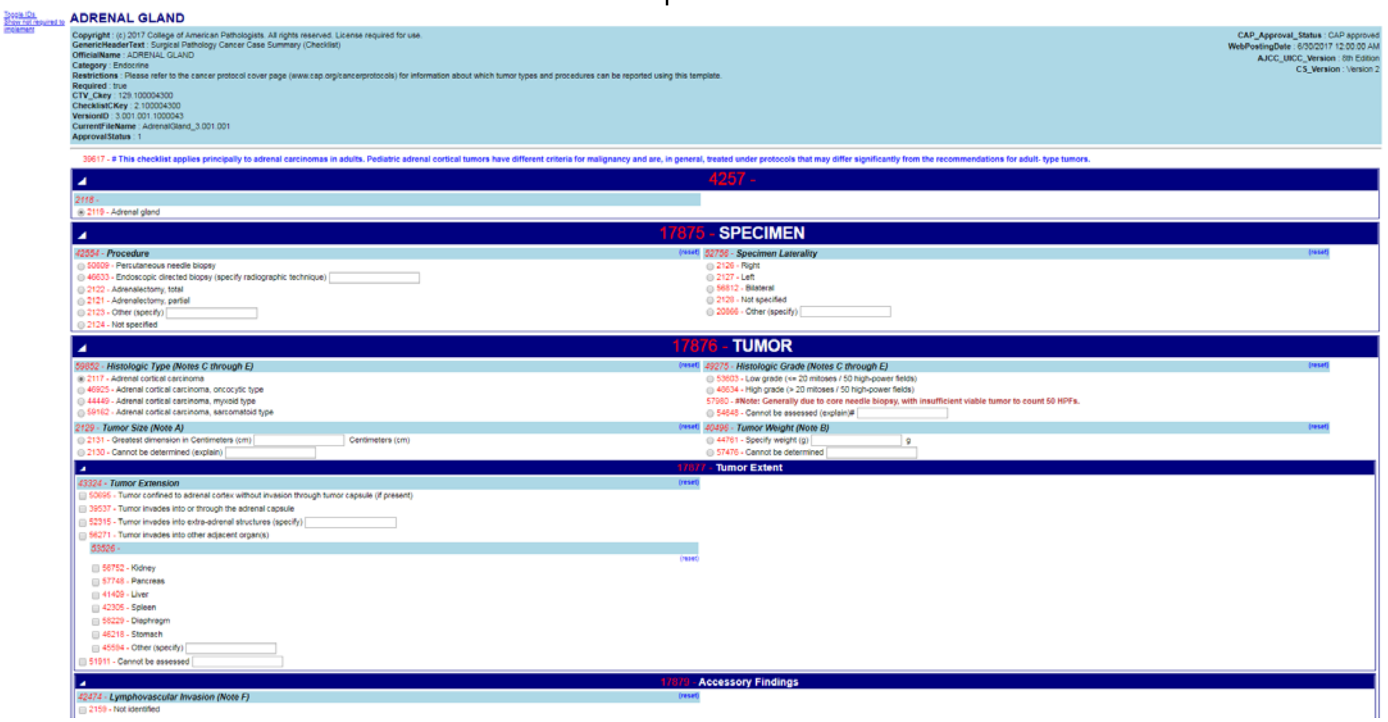
The Prepop Data functionality allows the user to populate patient available data a lot faster and more efficiently than re-entering patient data.

All of that the information indicated by the red arrows above was parsed by form manager automatically after providing Prepop Data with the form request.

1. For an HTML form request, user will select “HTML” as content format.
2. Select specific form manager.
3. Select the package name.
4. In the case of “HTML” option, the Form Manger makes the decision regarding the Form Receiver using destination end points and selected Form Receiver by Form-Filler will be ignored.



5. User will click “retrieve” button to receive requested form as shown below:



Toggle IDs
Show not required to implement

ADRENAL GLAND

Copyright : (c) 2017 College of American Pathologists. All rights reserved. License required for use.
GenericHeaderText : Surgical Pathology Cancer Case Summary (Checklist)
OfficialName : ADRENAL GLAND
Category : Endocrine
Restrictions : Please refer to the cancer protocol cover page (www.cap.org/cancerprotocols) for information about which tumor types and procedures can be reported using this template.
Required : true
CTV_Ckey : 129.100004300
ChecklistCKey : 2.100004300
VersionID : 3.001.001.1000043
CurrentFileName : AdrenalGland_3.001.001
ApprovalStatus : 1

CAP_Approval_Status : CAP approved
WebPostingDate : 6/30/2017 12:00:00 AM
AJCC_UICC_Version : 8th Edition
CS_Version : Version 2

39617 - # This checklist applies principally to adrenal carcinomas in adults. Pediatric adrenal cortical tumors have different criteria for malignancy and are, in general, treated under protocols that may differ significantly from the recommendations for adult- type tumors.

4257 -

2118 -
2119 - Adrenal gland

17875 - SPECIMEN

42554 - Procedure (reset)
50809 - Percutaneous needle biopsy
46633 - Endoscopic directed biopsy (specify radiographic technique)
2122 - Adrenalectomy, total
2121 - Adrenalectomy, partial
2123 - Other (specify)
2124 - Not specified

52756 - Specimen Laterality (reset)
2126 - Right
2127 - Left
56812 - Bilateral
2128 - Not specified
20866 - Other (specify)

17876 - TUMOR

59852 - Histologic Type (Notes C through E) (reset)
2117 - Adrenal cortical carcinoma
46925 - Adrenal cortical carcinoma, oncocytic type
44449 - Adrenal cortical carcinoma, myxoid type
59162 - Adrenal cortical carcinoma, sarcomatoid type

49275 - Histologic Grade (Notes C through E) (reset)
53603 - Low grade (<= 20 mitoses / 50 high-power fields)
40634 - High grade (> 20 mitoses / 50 high-power fields)
57980 - #Note: Generally due to core needle biopsy, with insufficient viable tumor to count 50 HPFs.
54648 - Cannot be assessed (explain)#

2129 - Tumor Size (Note A) (reset)
2131 - Greatest dimension in Centimeters (cm) Centimeters (cm)
2130 - Cannot be determined (explain)

40496 - Tumor Weight (Note B) (reset)
44761 - Specify weight (g) g
57476 - Cannot be determined

17877 - Tumor Extent

43324 - Tumor Extension (reset)
50695 - Tumor confined to adrenal cortex without invasion through tumor capsule (if present)
39537 - Tumor invades into or through the adrenal capsule
52315 - Tumor invades into extra-adrenal structures (specify)
56271 - Tumor invades into other adjacent organ(s)
53526 - (reset)
56752 - Kidney
57748 - Pancreas
41409 - Liver
42305 - Spleen
58229 - Diaphragm
46218 - Stomach
45594 - Other (specify)
51911 - Cannot be assessed

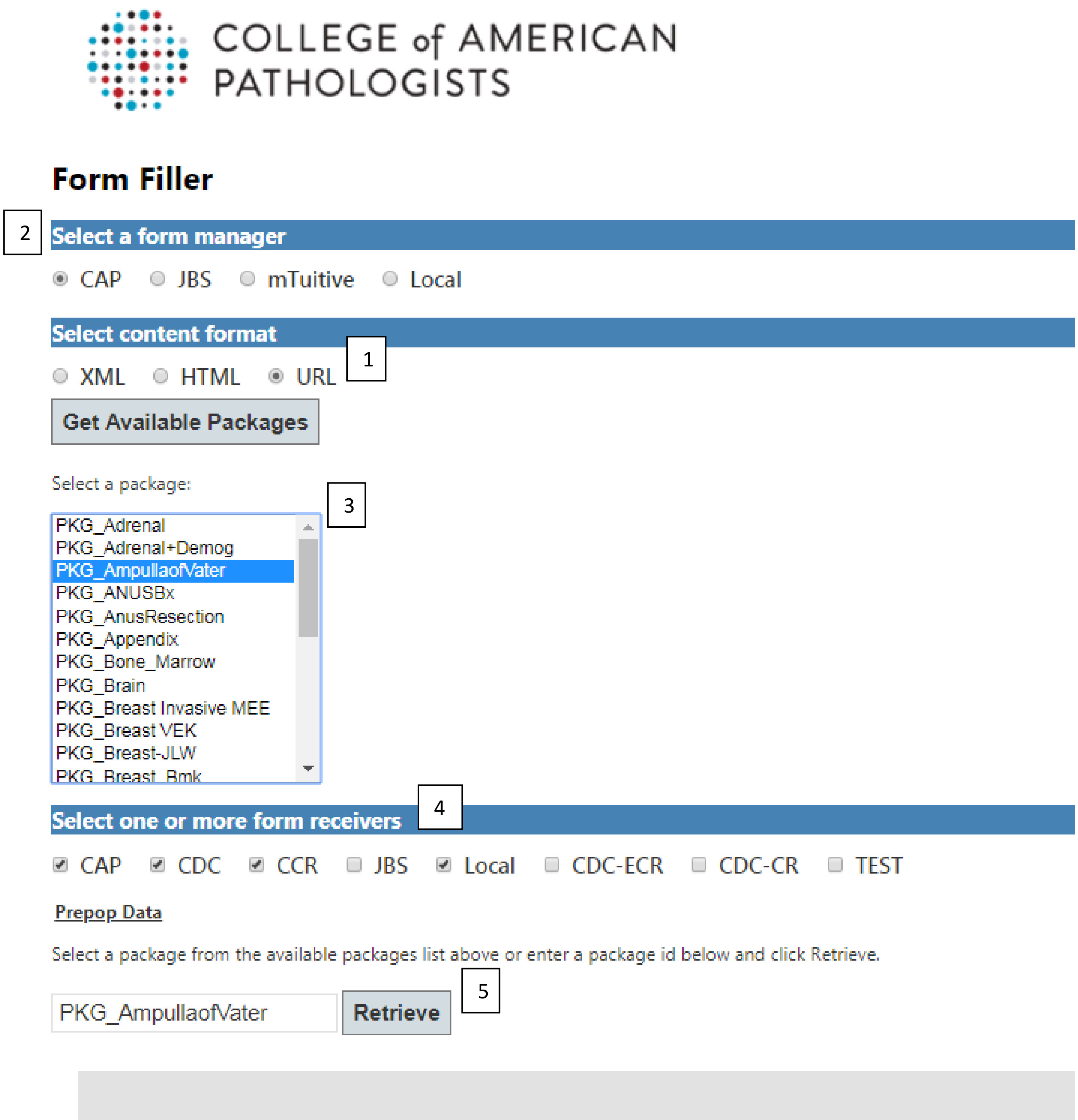
17879 - Accessory Findings

42474 - Lymphovascular Invasion (Note F) (reset)
2159 - Not identified

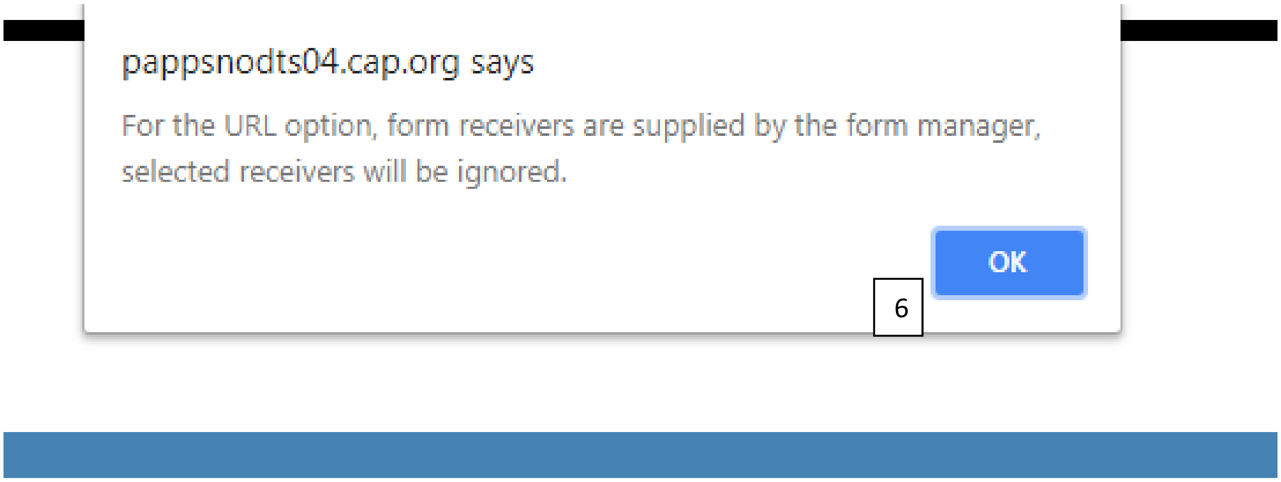
The Form-Filler can then fill out the form data and submit the form to pre-selected form receivers.

1. For a URL form request, user will select “URL” as content format.
2. Select specific form manager.
3. Select the package name.
4. In case of “URL” option, form manger will use pre-defined destination end points so that the submitted form will be received by pre-selected form receiver.

This option launches the URL and operation gets handled by form manager system and no additional configuration or development is required at form-filler side.



5. Click “retrieve”. The screen will look like this:

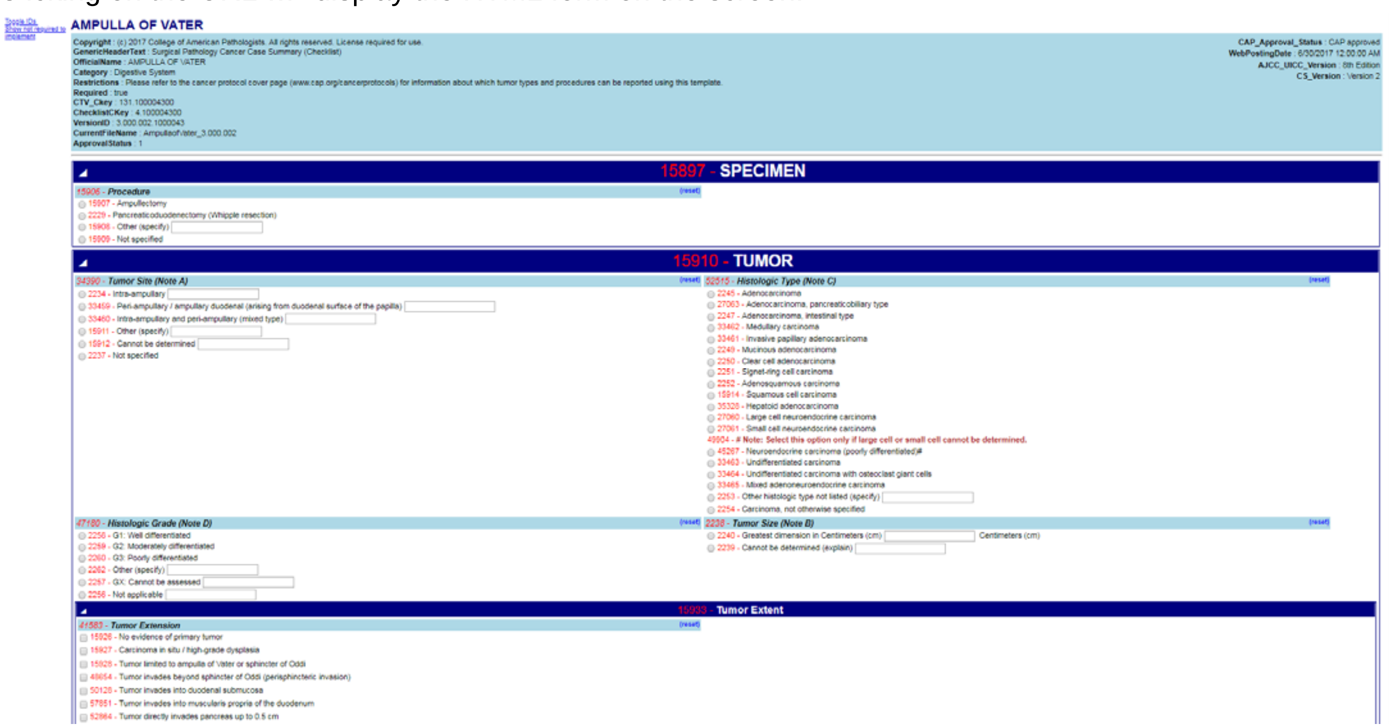


The popup message displayed above explains that for URLs, the Form Manager chooses the receivers. Thus, some of the receivers chosen by the user may be ignored.

6. Click “OK”. The screen will then display a URL:

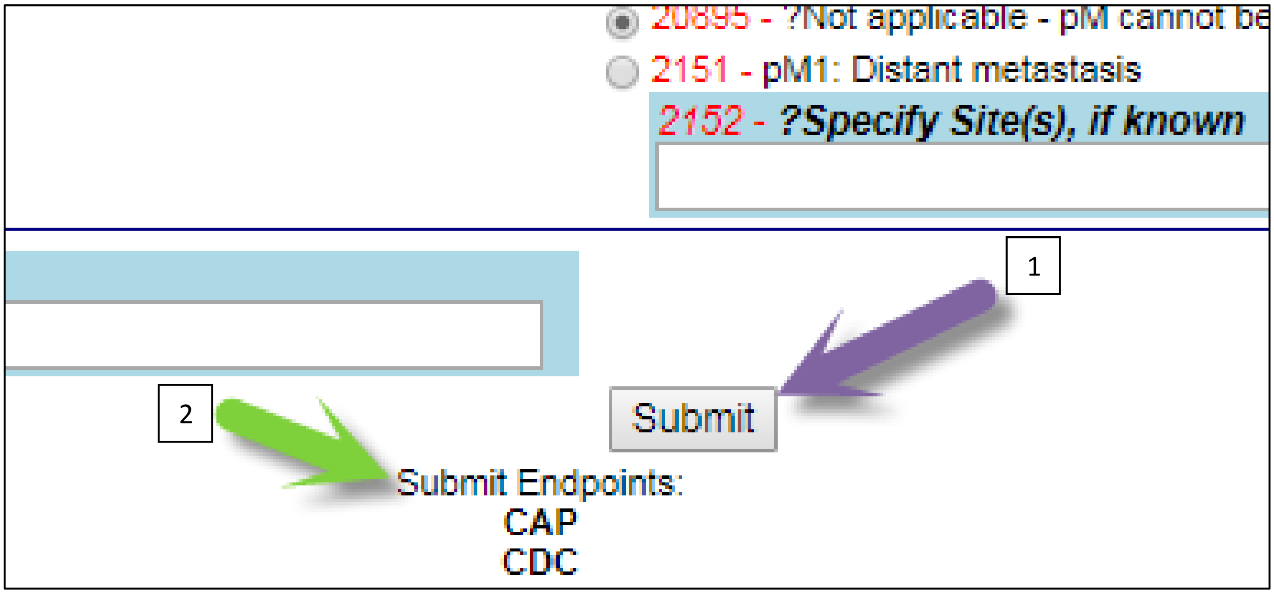
Visit: https://pappsnodts04.cap.org/sdcwebapi/API/Forms/cccb4134-99ff-4da3-9b83-f250aa92eebd

Clicking on the URL will display the HTML form on the screen:



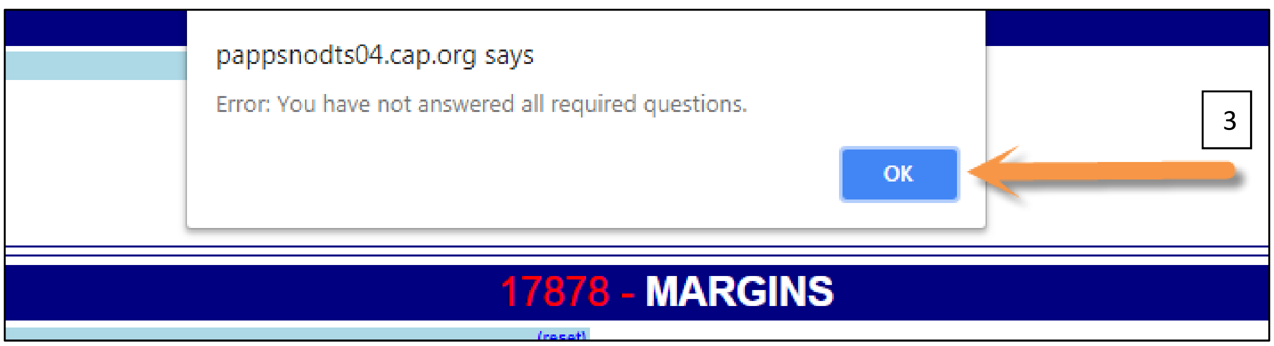
The Filler can then fill out the form accordingly.

1. The bottom of the form has a “submit” button (**purple arrow**).
2. The **green arrow** is the indication of where this form will be going to:



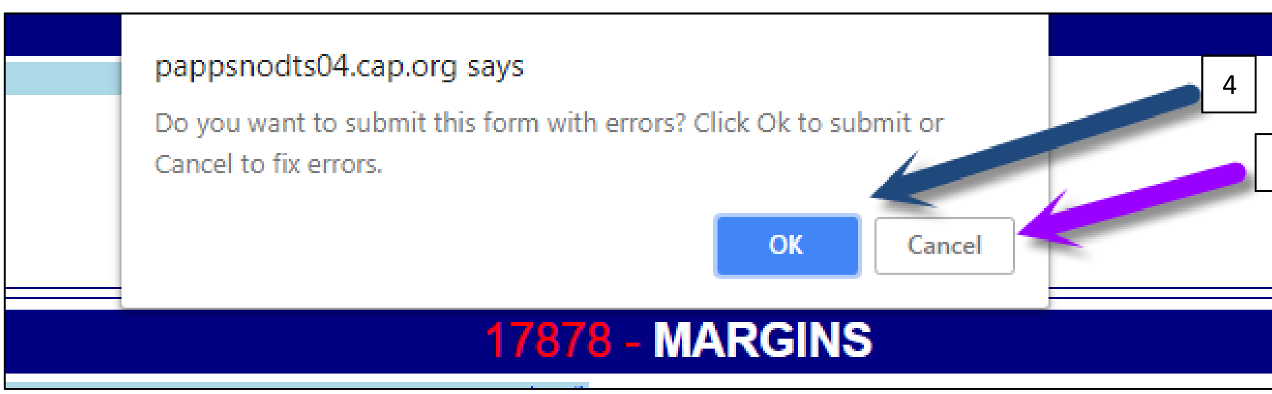
After filling the form out, and clicking “submit”. The screen will then notify the user if there are required sections that have not been filled out yet.

3. Click “OK” (orange arrow):

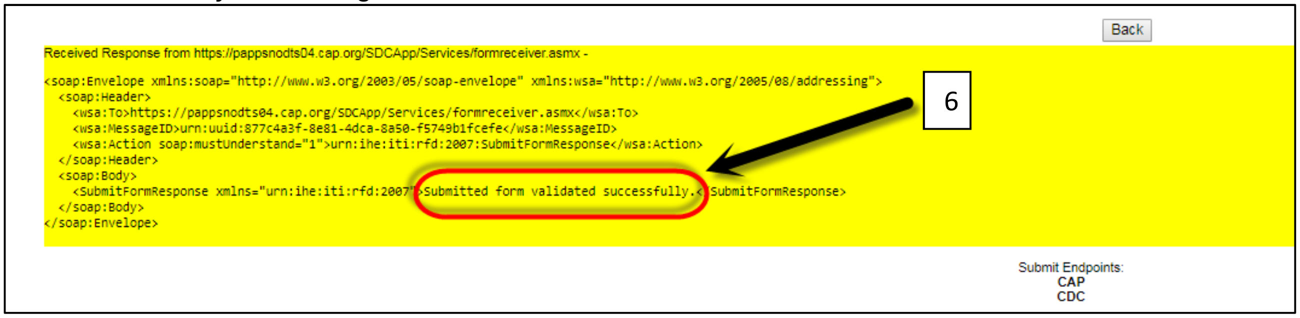


The screen will then ask if the user would still like to continue and submit the form.

4. Click “OK” (**blue arrow**) to submit.
5. Click “Cancel” (purple arrow) to return to the form and fill out the required sections.



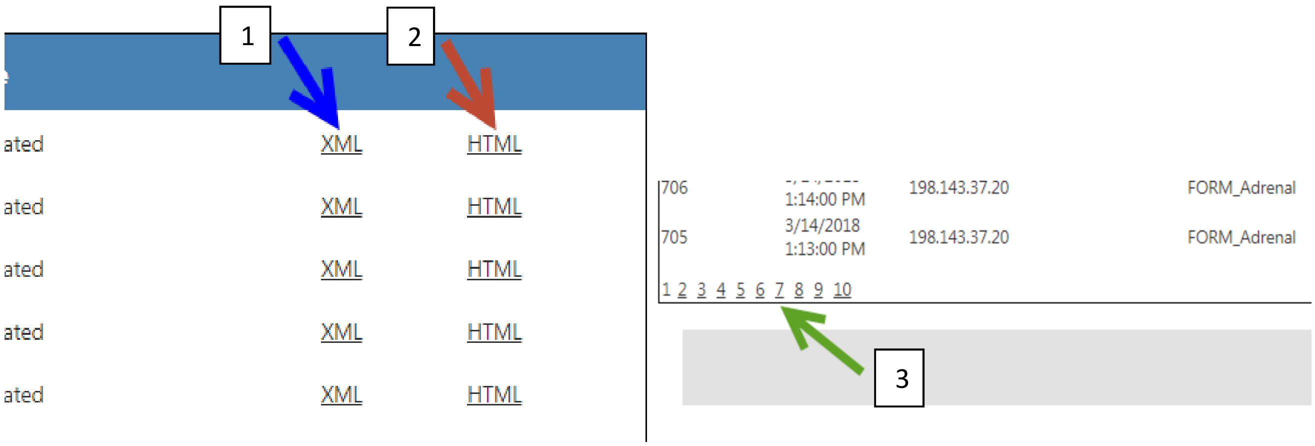
After successfully submitting the form, the screen will look like this:



6. The section that is highlighted by the red circle shows that the form has been submitted successfully.

Form Receiver

The Form Receiver page can be viewed by clicking on "Form Receiver" option, located adjacent to the "Form Filler" option. After clicking "Form Receiver", the screen below will be displayed:



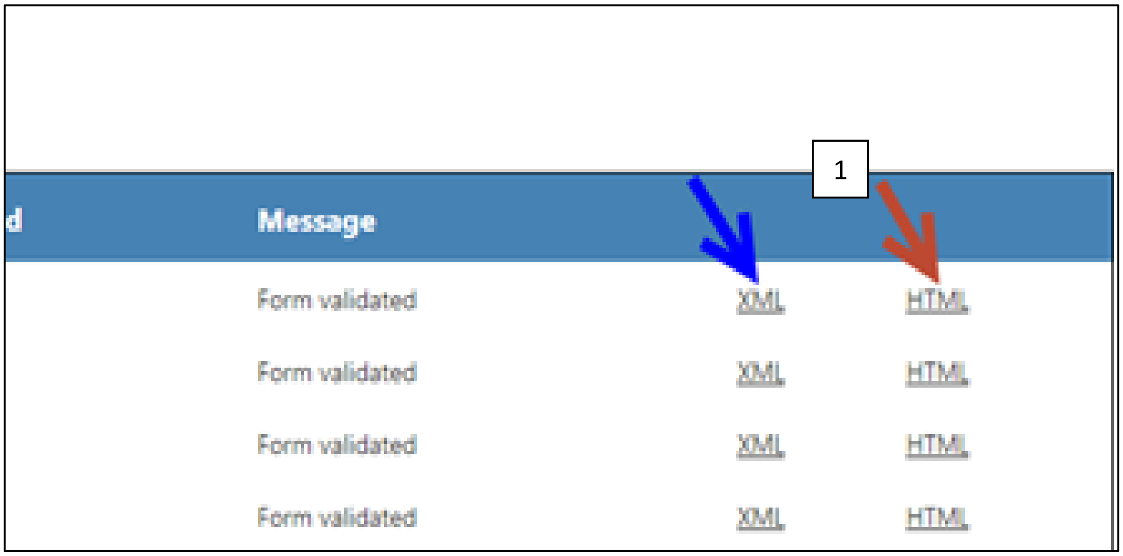
The Form Receiver page displays all of the forms that have been received by date.

1. The Form Receiver page also allows the user to view the forms in an XML format (**blue arrow**)
2. The Form Receiver page allows the user to view an HTML format (**red arrow**). Both options are located to the right of each form.
3. Paging can also be used to see previous or later records (**green arrow**).

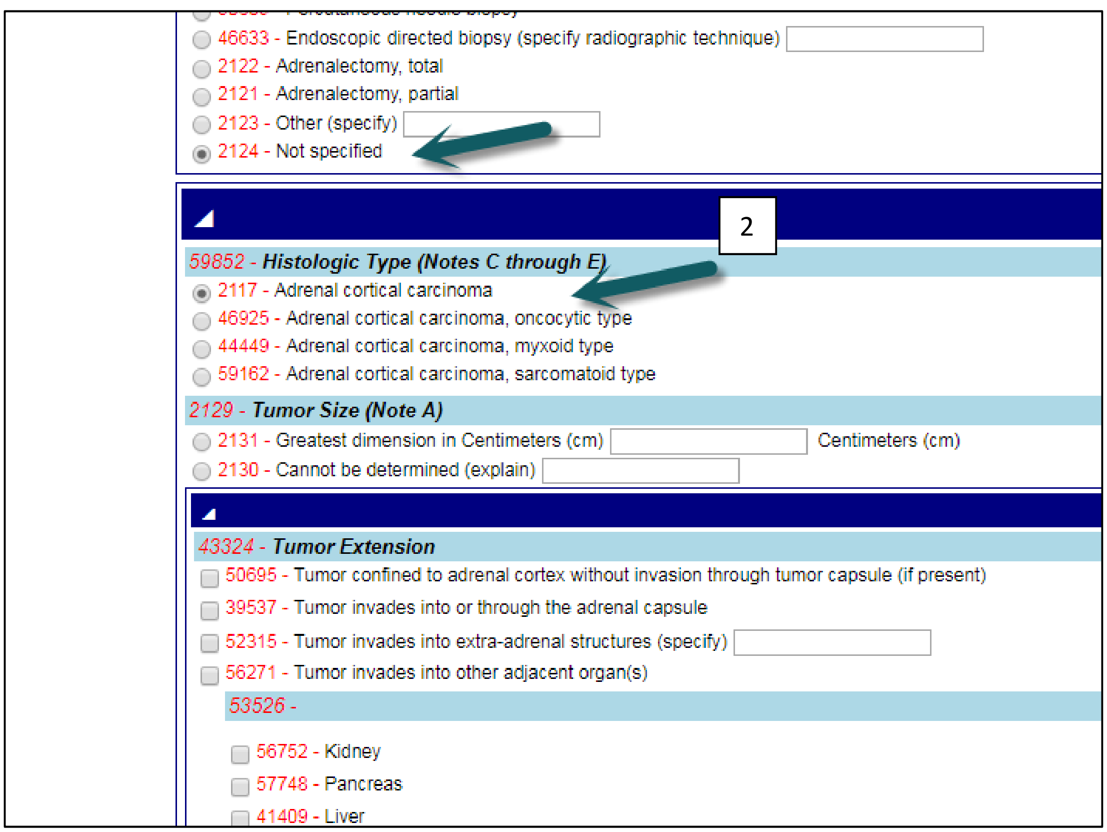
After clicking on "XML", this screen will be shown:

```
<SDCSubmissionPackage xmlns="urn:ihe:qrph:sdc:2016" pkgInstanceURI="1223456" pkgInstanceVersionURI="1223456" pkgPreviousInstanceVersionURI="1223456" pkgDateTimeStamp="2018-06-02T08:48:49">
	<FormDesign xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="urn:ihe:qrph:sdc:2016 SDCFormDesign.xsd" baseURI="http://hl7.org/ihe/2016Sep/questionnaire.xsd
		<Property val="(c) 2017 Cancer Care Ontario.  All rights reserved." propName="Copyright" order="1" styleClass="copyright" type="meta" />
		<Property val="CCO Cancer Imaging Program approved" propName="Approval" order="2" styleClass="float-right" propClass="meta" />
		<Property val="High Risk Lung Cancer Screening Summary (Checklist)" propName="GenericHeaderText" styleClass="left" type="meta" />
		<Property val="LDCT Lung Cancer Screening Reporting Template" propName="OfficialName" propClass="meta" />
		<Property val="Thoracic" propName="Category" propClass="meta" />
		<Property val="Protocol LDCT Lung Cancer Screening." propName="Restrictions" propClass="meta" />
		<Property val="true" propName="Required" propClass="meta" />
		<Property val="" propName="CTV_Dkey" propClass="meta" />
		<Property val="" propName="ChecklistCKey" propClass="meta" />
		<Property val="1.1" propName="VersionID" propClass="meta" />
		<Property val="LDCT Lung Screening Pilot ver 1.1" propName="CurrentFileName" propClass="meta" />
		<Property val="0" propName="ApprovalStatus" propClass="meta" />
		<Property val="2017-02-24" propName="EffectiveDate" styleClass="right" propClass="meta" />
		<Body title="LDCT Lung Screening Template" ID="root" styleClass="title">
			<Property val="Cancer Care Ontario" propName="Publisher" propClass="Reporttext" />
			<Property val="version 1.1" propName="Version" propClass="Reporttext" />
			<Property val="2017-02-24" propName="ReleaseDate" propClass="Reporttext" />
			<Contact>
				<Organization>
					<OrgName val="Cancer Care Ontario" />
					<Email>
						<EmailAddress val="alexander.goel@cancercare.on.ca" />
					</Email>
					<Email>
						<EmailAddress val="david.kwan@cancercare.on.ca" />
					</Email>
				</Organization>
			</Contact>
			<ChildItems>
				<Section title="CLINICAL INFORMATION" ID="000001" type="level1">
					<CodedValue>
						<Code val="55752-0" />
						<CodeText val="Clinical Information" />
						<CodeSystem>
							<CodeSystemName val="LOINC" />
						</CodeSystem>
					</CodedValue>
					<ChildItems>
```

1. User will be presented with the submitted data in the XML format shown (**teal arrow**). The user can also simply highlight the text and copy that information wherever the user deems necessary.
2. User can click "Close" button to go back to the Form Receiver page.



1. After clicking on "HTML" link (**red arrow**), user will be presented as shown below:



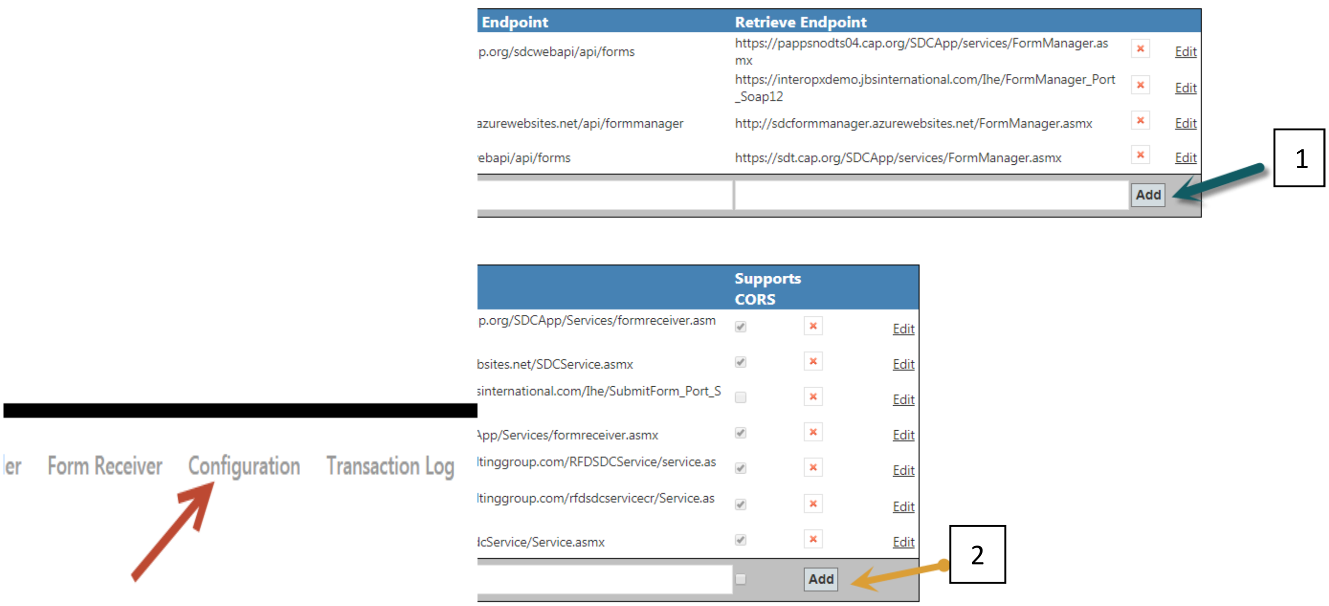
2. As shown above, the user can view the submitted data by Form-Filler in an HTML format (**teal arrows**).

User can also use “Toggle IDs” and “Show not required to implement” options to see ids and optional elements.

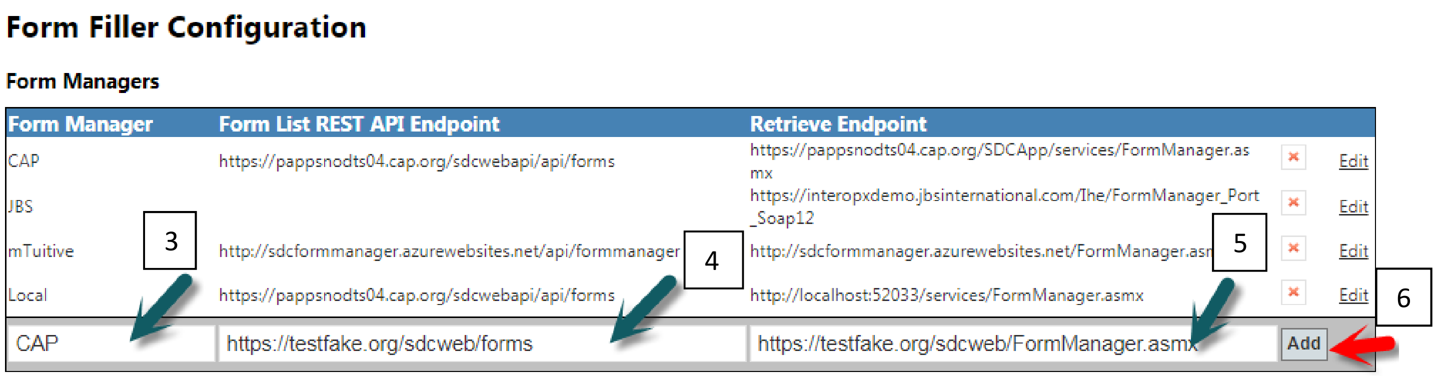
Configuration

The Configuration option can be used to register a new Form Manager or Form Receiver to the list of managers and receivers. This option will also be used to update or Remove an existing Form Manager or Form Receiver.

The screen below will be displayed when user clicks on the “Configuration” option:

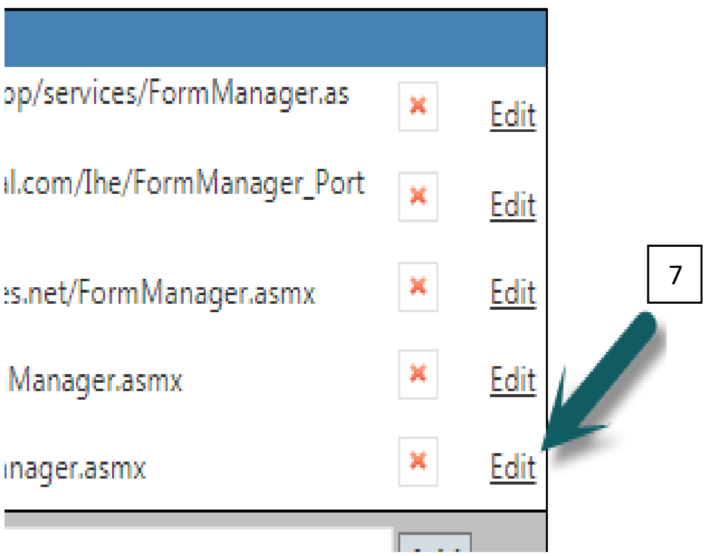


1. The user can then add in the information required to add a Form Manager – **teal arrow**.
2. To add a Form Receiver, the user must fill in the required information that is indicated by the **orange arrow**. After submitting the necessary information, the user must click “add”. This information will then be added to the list of Form Managers or Form Receivers in the table above.
3. To add a Form Manager, fill out the Form Manager name
4. Fill out Form List REST API Endpoints
5. Fill out Retrieve Endpoints information
6. Click the “add” button.

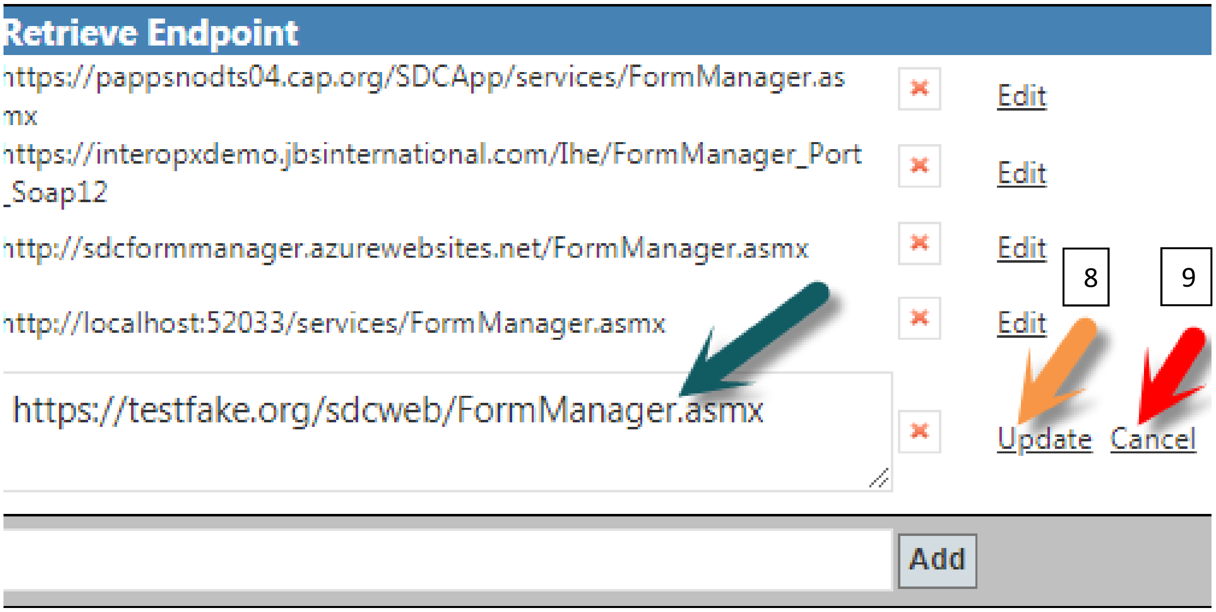


After clicking “add”, the new Form Manager will be added.

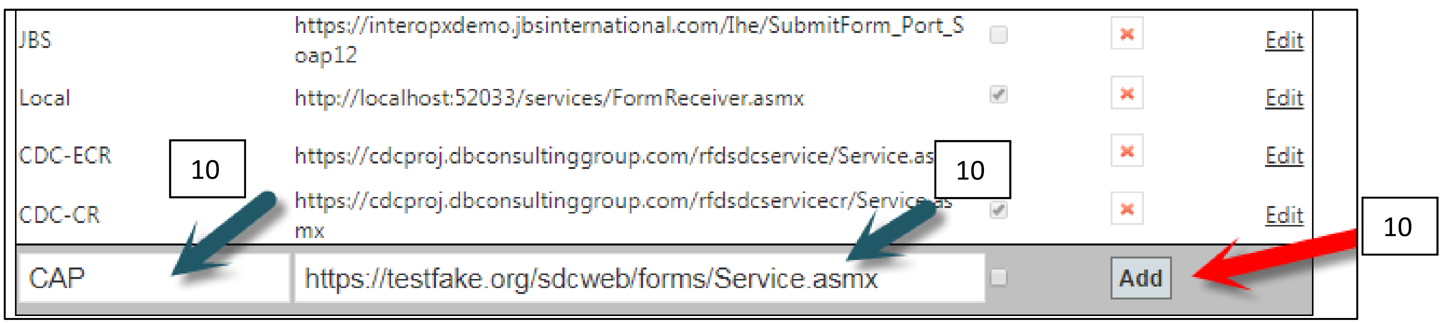
7. The user can then edit the Form Manager by clicking the “edit” option as shown below:



8. To update after entering in the new material, click “update” as shows below (orange arrow).
9. To cancel the edits made, click “Cancel” and the Form Manager will go back to the way it was in the table:

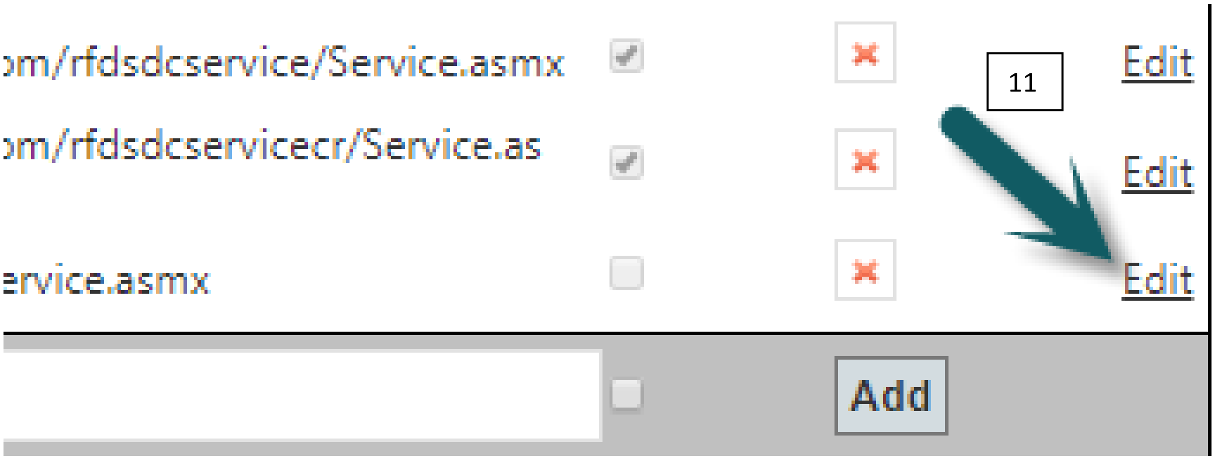


10. To add a Form Receiver, fill out the three sections in the chart and click “add”:

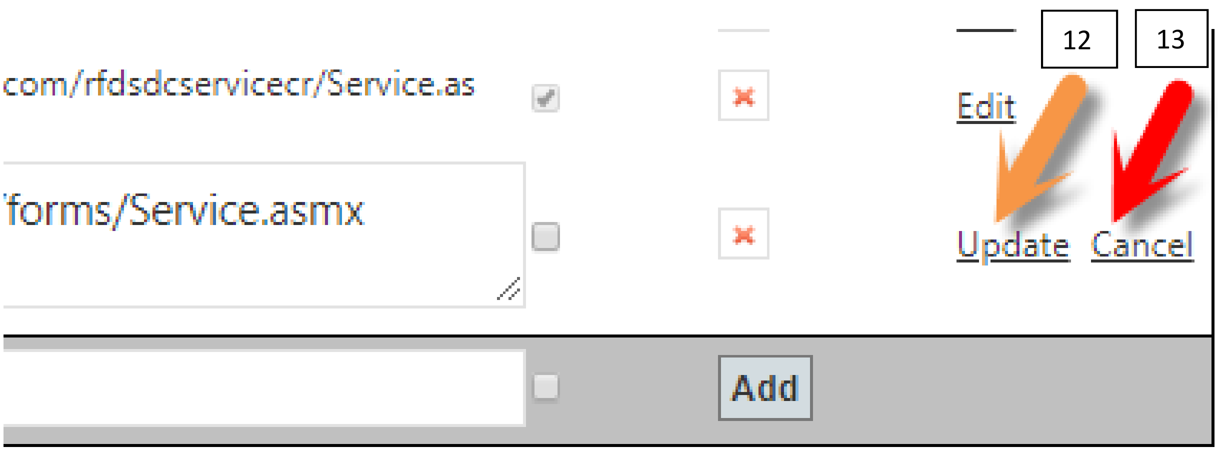


After clicking “add”, the new Form Receiver will be added in the system.

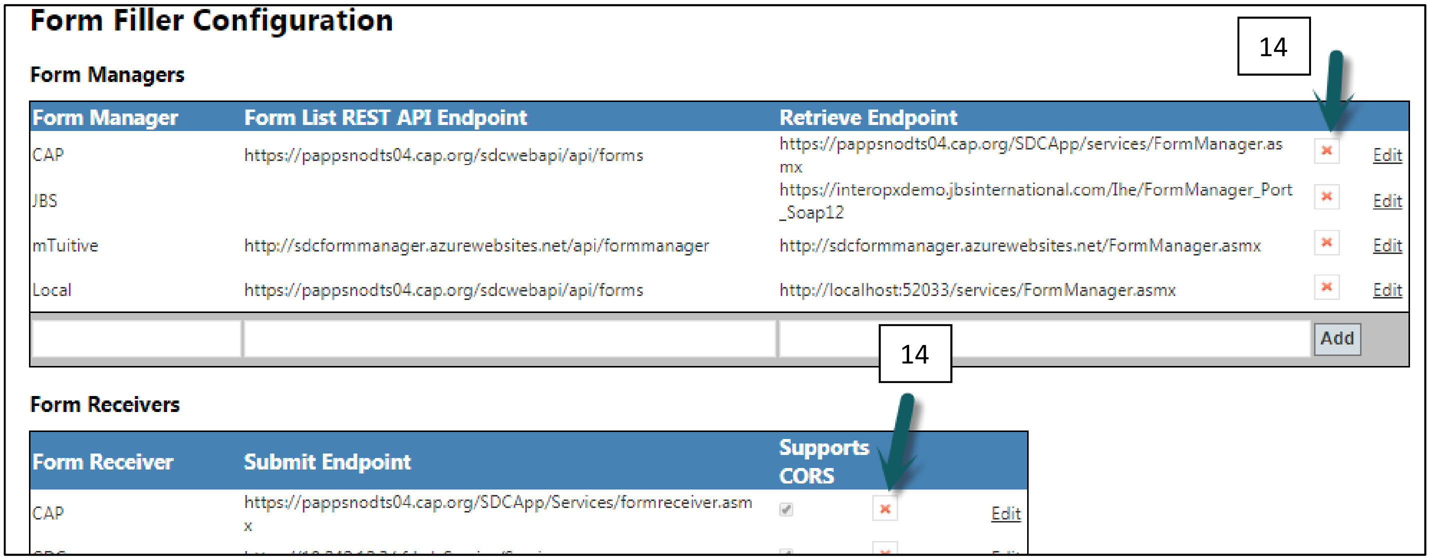
11. The use can then edit the Form Receiver by clicking “edit” option:



12. To update after entering in the new material, click “update” as shows below (orange arrow).
13. To cancel the edits made, click “Cancel” and the Form Receiver will go back to the way it was in the table:

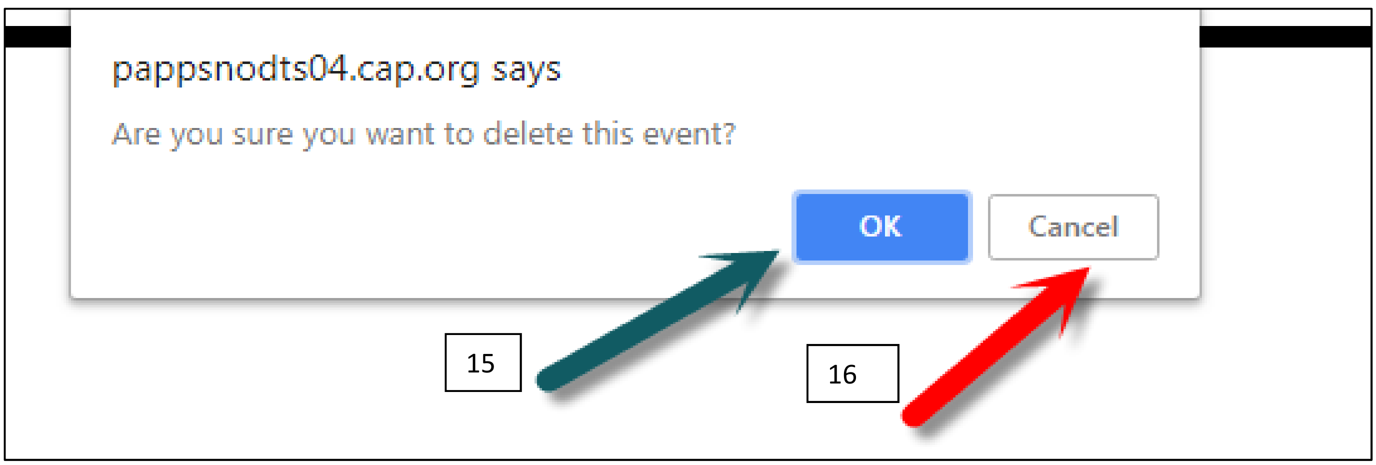


14. To delete a certain Form Manager or Form Receiver, click the “x” button that is located to the right of each row:



The server will then prompt the user to confirm their intention to delete the form.

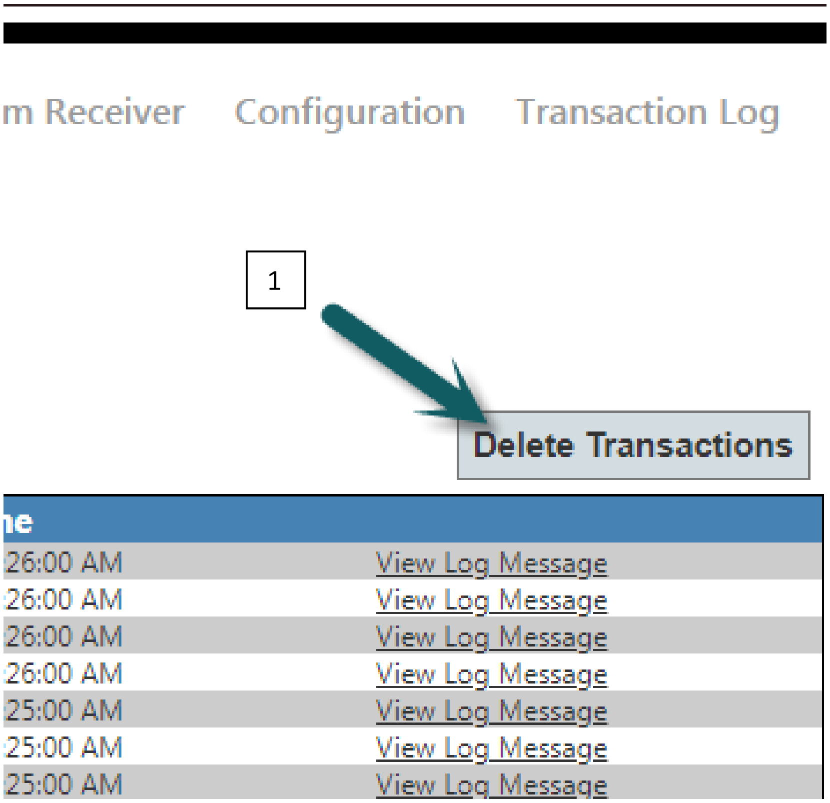
15. Click “OK” to delete.
16. Click “Cancel” to keep the form.



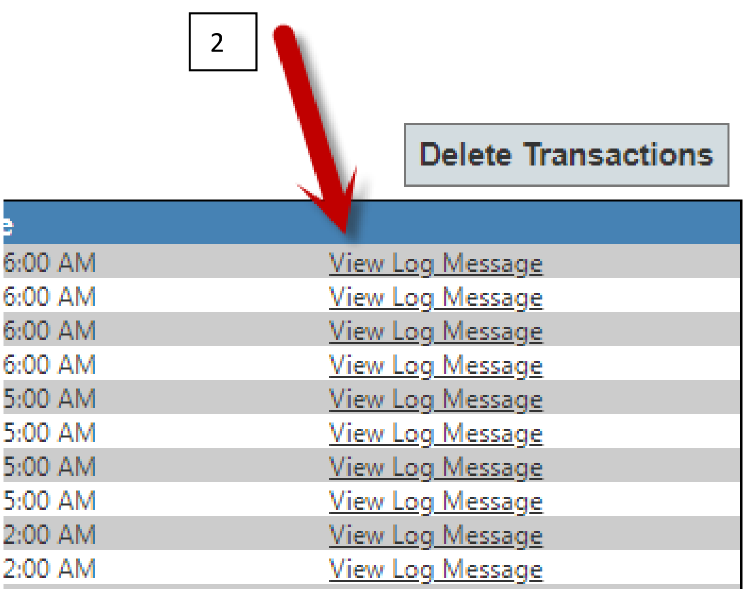
Transaction Log

The Transaction Log is where the user can view all requests/submissions of forms as well as all of their details.

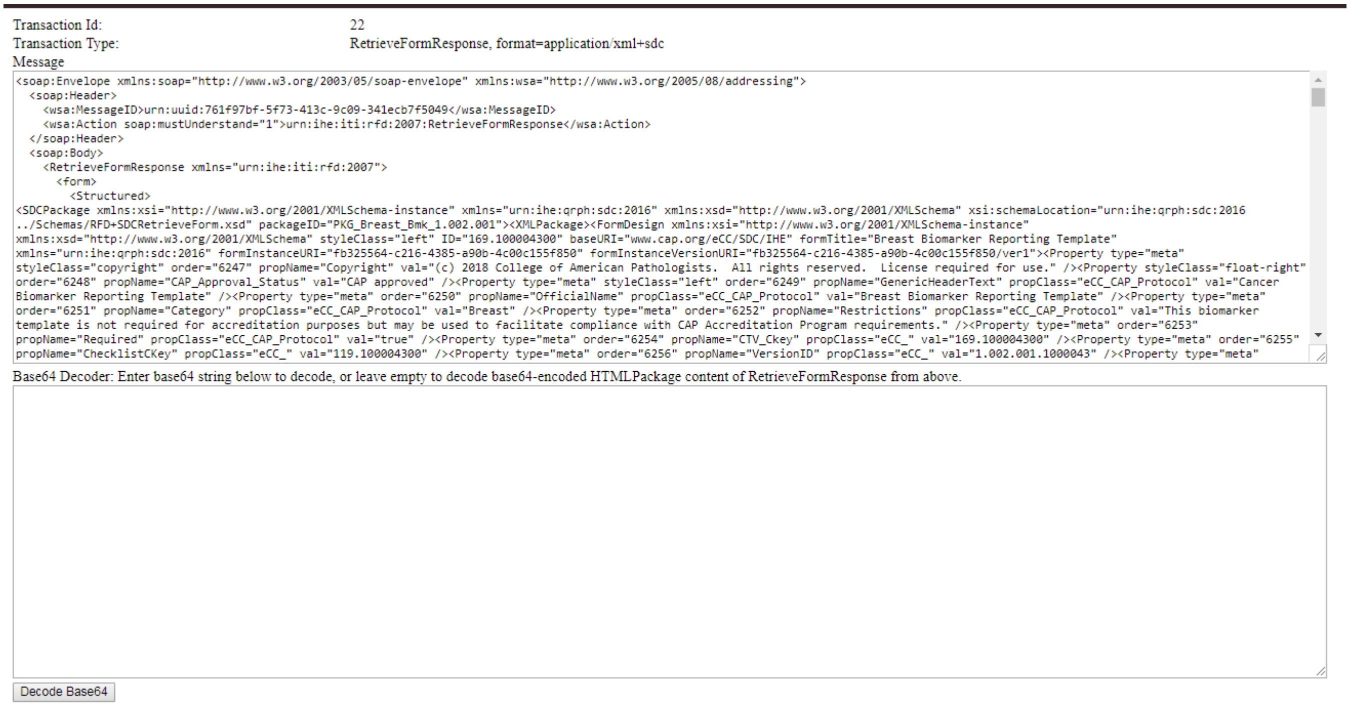
1. In order to delete these transactions, click on the “Delete Transactions” option at the top right corner of the table:



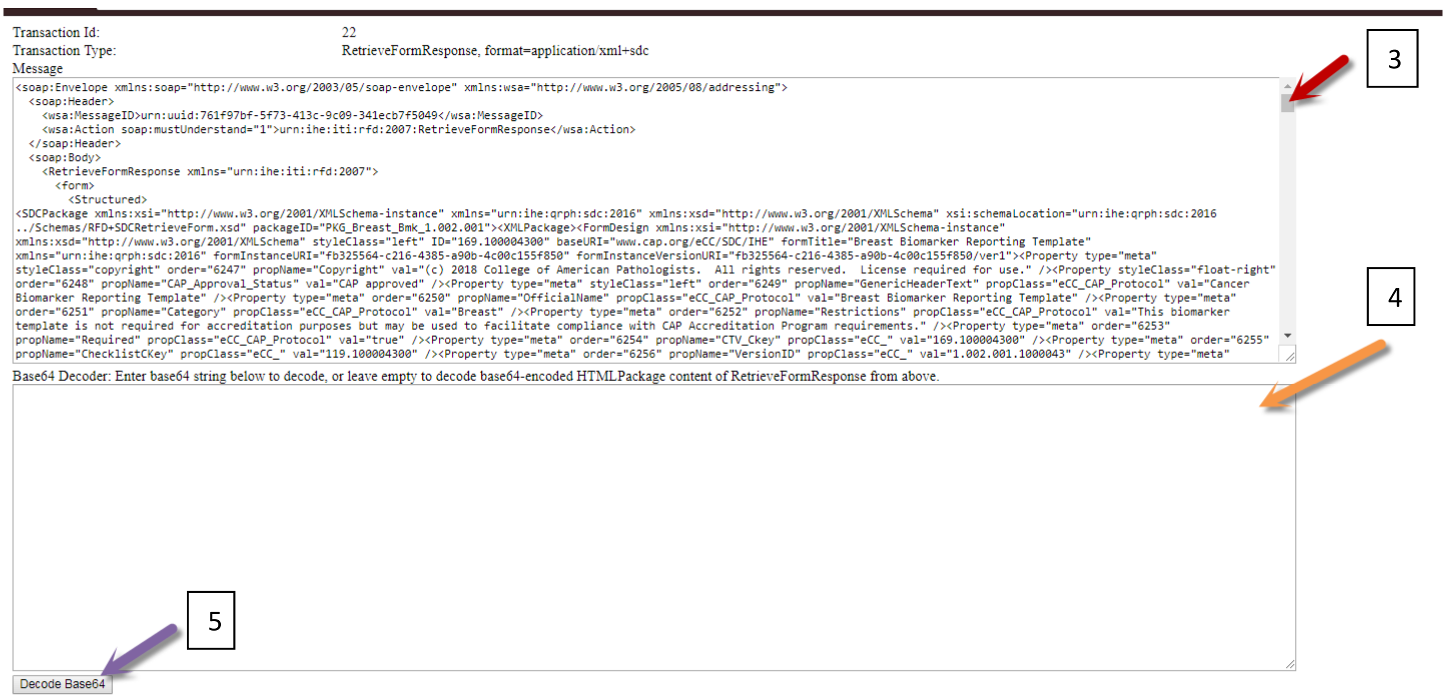
2. To view the Log Message, which entails the Transaction ID, the Transaction Type as well as the code for the form, click on "View Log Message" which is pointed out by the **red arrow** below:

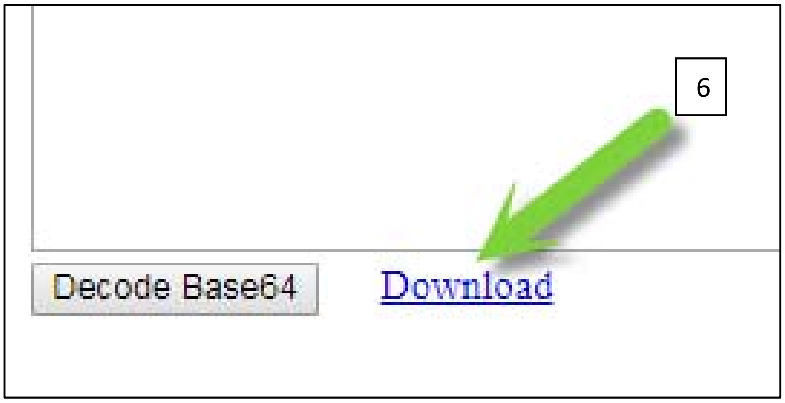


After clicking on "View Log Message", a new tab will open up that looks like this:

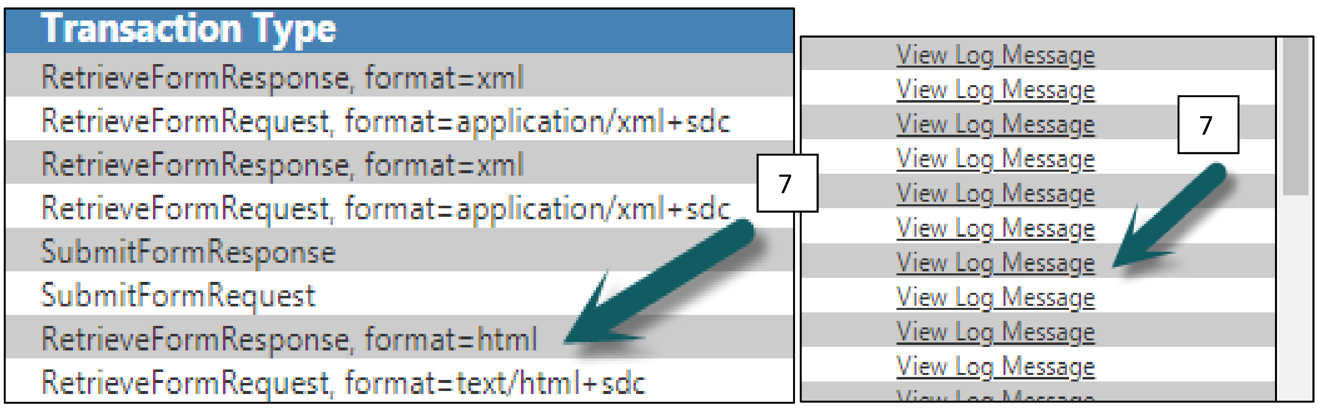


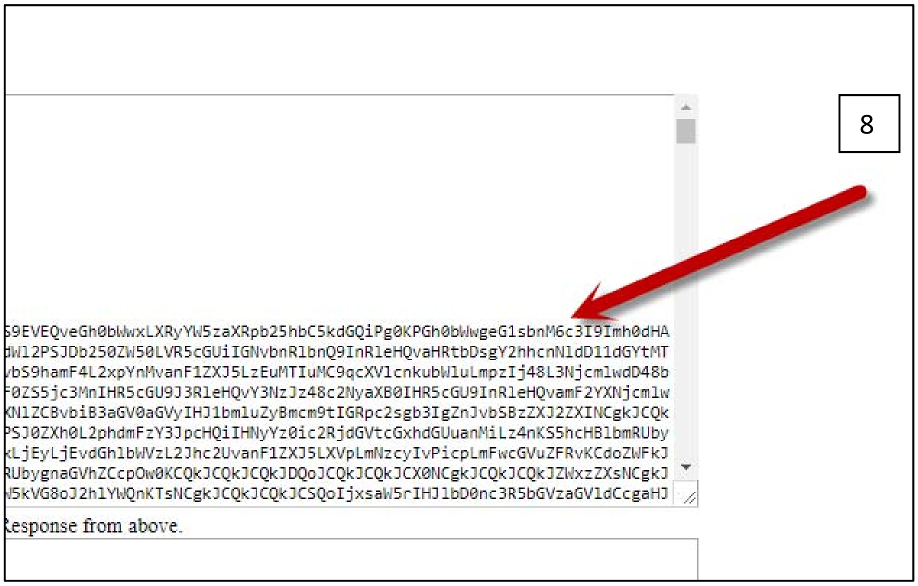
3. Here, the user can scroll down and see the rest of the code (**red arrow**).
4. Enter base64 string below to decode (**orange arrow**).
5. Click on "Decode Base64" (**purple arrow**).
6. Download the code (**green arrow**).



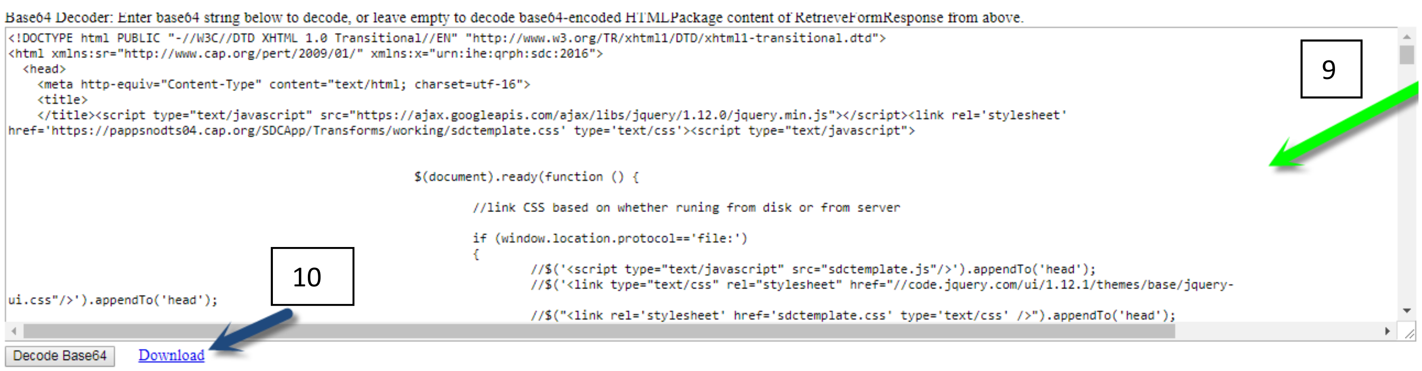


7. Specifically, with an HTML form (**teal arrow**) below, after clicking on “View Log Message”, a screen will be displayed with binary data.
8. This binary data (**red arrow**) below allows the user to successfully click on “Decode Base64” (**purple arrow**) above and view the decoded data.





After clicking “Decode Base 64”, users will see the following:



9. Now, the user can easily read the binary data from above in the decoded message indicated by the **green arrow**.
10. The user can then download this data by clicking on the “Download” option at the bottom (**blue arrow**).
11. The new HTML file will be downloaded at the default location based on system/user configuration. After clicking on the download (**orange arrow**), the user will be able to view the HTML version of the file.

The HTML Download appears as follows: