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1 Introduction

The User Manual outlines the process to use Custom Fields in ASPS TOPS Registry. The Manage Custom Fields

- Provide an easy way to track and manage any information you choose to enter and how you choose to enter it.
- Allows you to enter any additional information which has not been captured through TOPS Intake Form.

2 Flowchart

![Flowchart Diagram]
3 How to Login to TOPS Dashboard?

To access the application,

1. Open a web browser (e.g. Google Chrome, Mozilla Firefox or Internet Explorer etc.)

2. Type or copy paste the URL https://psrn.plasticsurgery.org/Dashboard/Login.aspx in the browser.

   Opens the Login Page.

3. Enter your valid credentials.
4. Click on the Login button to display ASPS PSRN dashboard.

   ![Login Page](image)

   - I forgot/reset my password
   - I forgot my username

5. Click on the TOPS Registry tile to display the TOPS Dashboard.

3.1 ASPS TOPS Dashboard

   The dashboard displays graphical representation of Cases and Outcomes of patient cases and allows the User to print Blank Forms, refer to TOPS User Manual, Access Practice Reports, Manage Facility, Manage Template and Manage Custom Field.
4 How to Add a Custom Field?

4.1 Quick Steps to Add a Custom Field

Follow the steps mentioned below to add a new custom field.

1. Click on the **Manage Custom Field** option located near the top right corner of the screen.

2. Click on the **Add New Custom Field** button.

3. Enter the **Field Name**

4. Enter the **Display Label** name

5. Select the required field type from the **Field Type** drop down

6. Select the **Visibility** Option

7. **Save** the Custom Field

8. If the newly created Custom Field record has a red background, it means that there was an error while creating it. Please refer to **Errors** link to correct the error.
4.2 Detailed Steps to Add a Custom Field

Follow the 8 steps indicated below to add a custom field.

1. Click on the Manage Custom Field option located near the top right corner of the screen.

   ![Manage Custom Field Table with existing Custom Fields](image1)

   Opens the Manage Custom Field Table with existing Custom Fields

2. Click on the Add New Custom field button.

   ![Add New Custom Field](image2)

   Opens the Add Custom Field window.

   There are 4 fields that you need to enter/select to add a new custom field.

   - Field Name
   - Display Label
   - Field Type
   - Validity
4.2.1 **Field Name**
This field is internal and is used to differentiate the fields when entering data into the TOPS Registry.

3. Enter the Field name.

Note: Ideally, you should name the field something short and without spaces.

4.2.2 **Display Label**
The Display Label is the field as it appears in the TOPS Intake Form –Custom Fields tab.

4. Enter the **Display Label** name.

Note: You can enter anything you want, as long as you remember what the question is asking.

4.2.3 **Field Type**
You can select the different types of data entry tools in the **Field Type** dropdown menu.

5. Select the required field type from the drop down.

Please refer to **Explanation of each Field Type** for details of the field type.

4.2.4 **Visibility**
You can choose to hide or show a Custom Field by selecting the appropriate radio button.

6. Select the Visibility Option.

To hide a Custom Field:
- Select **Hide** radio button.

The selection is no longer displayed in the Custom Fields page.
To show a hidden Custom Field again:

- Select **Show** radio button.

The selection is now available in the Custom Fields page.

**Note:**
Hiding a Custom Field does not delete it, the selection will always be available in the Custom Field Table with the **Is Visible** column having a **No** value.

7. Click on the **Save** button to save the newly created Custom Field.

The added **Custom Field** is displayed in the **Custom Field table**.

---

8. If the newly created Custom Field record has a red background, it means that there was an error while creating it. Please refer to **Errors** link to correct the error.

### 5 How to Edit a Custom Field?

This option allows editing the existing custom fields.

#### 5.1 Edit through Manage Custom Field Table

1. Click on **Edit** link in the Edit Column of the record that you wish to change.
Displays **Edit Custom Field** window

**Note:**
Allows to make changes only to the **Display Label/ Visibility** fields. **Field Type** is greyed out and is not editable.

2. Make the required changes.

3. Click on **Save** button.
The updated changes are visible in the **Manage Custom Field** Table

### 5.2 Edit Through Add Options Table
This option allows editing the field options in the Add Option table.

1. Click on the **Edit** option.
   **Note:** Makes the **Name** column editable and the **Hide** column check box enabled.
   
The following changes are made visible.
   - Edit option changes to **Save**
   - Cancel option is displayed.
   - Hide checkbox is enabled (If checked, the hidden option will not be displayed in the TOPS Intake Form.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>OPTION ORDER</th>
<th>HIDE</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Make the requisite updates

3. Click on the **Save** option.
   **Cancel** button will cancel the changes made to the row.
The Updates are visible in the table.
6 How to Change Custom Field Order?
This option allows you to change the order of the custom fields.

6.1 Through Manage Custom Fields Table
This option allows to change the order of the existing custom fields from the Manage Custom Field Table.
You can change the order in 2 ways
- Drag and Drop the entire row to re-order the custom field list. OR
- Click on the Up or down arrow to re-order the row accordingly.

Note: The sequence number column gets updated as per the changed order.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Option</th>
<th>Hide</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First Name</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Last Name</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Address</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.2 Through Add Options Table
Allows to change the display order of the options in the Name column.

You can change the order in 2 ways
- Drag and Drop the entire row to re-order the custom field list. OR
- Click on the Up or down arrow to re-order the row accordingly.

Updated order is displayed in the table.
How to View Custom fields in TOPS Intake Form?

To view the customs fields in the TOPS Intake Form,

1. Go to ASPS TOPS dashboard.
2. Click on View My Cases tab located near top right corner of the dashboard.

   Displays My Cases Table.

3. Select a case from the table to which you would like to add Custom Field values.
   It can be added to either a “Complete”, “Incomplete” or a “Submitted to QCDR” case.

   Displays TOPS Intake Form for the selected case.
   The last tab in the list is the Customs Fields tab and it displays the created Custom Fields.

   Note:
   Certain fields created through Manage Custom Fields may not be visible in TOPS Intake Form >>Customs fields tab.

   Following are the reasons:
   - Record in the Add Option table is set to Hide
   - Visibility field in the Add Custom Field window is set to Hide
   - If the record has an incomplete data (marked by a red background)
4. Enter the relevant details in the displayed Custom Fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Address</td>
<td></td>
</tr>
<tr>
<td>Diagnosis</td>
<td>Select</td>
</tr>
<tr>
<td>Sites of the Practice</td>
<td>Select</td>
</tr>
<tr>
<td>Select Country</td>
<td>Select</td>
</tr>
<tr>
<td>Select Patient Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Follow-Up Visit Date</td>
<td>mm-dd-yyyy</td>
</tr>
<tr>
<td>Patient Weight</td>
<td></td>
</tr>
<tr>
<td>Height of Patient</td>
<td></td>
</tr>
</tbody>
</table>

5. Click on the **Save Custom Fields** Button to save the entered values.
8 Explanation of each Field Type

Fields marked with a red asterisk (*) are mandatory.

8.1 Boolean > Single Checkbox

The **Boolean > Single Checkbox** selection creates a checkbox on custom field tab. You can either click on the checkbox or leave it unselected.

**Example:**

8.2 Date > Date

The **Date > Date** selection creates a date field. You can then enter the date just like you would when you are entering any Date by either typing the date in, or using the calendar icon to the right.

After selecting this option, User will receive a default validation for allowing Future date entry.

**Example:**

8.3 Decimal Numeric

The **Decimal > Numeric** selection creates a field that you can enter numbers with decimal points. You can select the minimum value, the maximum value, and how many decimal places you would like to be able to record.

These fields open up when entering information for a decimal.

**Note:**
Pre-defined values displayed are auto-populated but can be changed as per requirement.

**Example:**
8.4 Integer Numeric

The Integer > Numeric selection creates a field that you can enter whole numbers without decimal points into. You can select the minimum value and the maximum value you would like to be able to record.

These fields open up when entering information for an integer:

Example:

```
Minimum Value*
Maximum Value*
```

8.5 Text multiple Line

The Text > Multiple Lines selection creates a text box that you can enter text and numbers into. You can select the maximum length of data and the maximum number of rows.

These fields open up when entering information for a text box:

**Note:**
Pre-defined values displayed are auto-populated but can be changed as per requirement.

Example:

```
Maximum Length of Data (4000 max)*
Number Of Rows (10 max)*
```

```
Patient Address
```
8.6 Text Single Line

The **Text > Single Line** selection creates a textbox that you can enter text and numbers into. You can set the maximum length of data with this selection.

This field opens up when entering information for a text box:

Example:

<table>
<thead>
<tr>
<th>Patient Name</th>
</tr>
</thead>
</table>

8.7 Multi – Select > Multiple Checkbox

The **Multi-select > Multiple Checkbox** selection creates more than one checkbox so that you can check all options that apply.

**Process:**
Enter text in the following fields:
1. Field Name
2. Display Label
3. Select Field Type – Multiple Checkbox.
4. Click on the **Save** button.
   Displays **Add Option** field.
5. Enter the option.
6. Click on **Add** Button
7. Repeat steps 5 to 6 to add multiple options

On adding, the options get added to the table:

<table>
<thead>
<tr>
<th>NAME</th>
<th>OPTION ORDER</th>
<th>HIDE</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sugar</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
For the Multiple Checkbox, Drop Down and Radio button options, you first needs to click on **Save** button for the “Add Options” to be displayed.

Example:

```
Diagnosis
- Select -
  - Diagnosis 1
  - Diagnosis 2
  - Diagnosis 3
```
8.8 Select Dropdown
The Select > Drop-down selection creates a drop-down menu so that you can select the option you would like.

Process:
Enter text in the following fields:
1. Field Name
2. Display Label
3. Select Field Type – Dropdown.
4. Click on the Save button.
   Displays Add Option field.
5. Enter the option.
6. Click on Add Button
7. Repeat steps 5 to 6 to add multiple options

On adding the options get added to a table:

Example:

8.9 Select Radio Button
The Select > Radio Button selection creates a radio button, which is a mutually exclusive selection.

Process:
Enter text in the following fields:
1. Field Name
2. Display Label
3. Select Field Type – Radio button.
4. Click on the Save button.
   Displays Add Option field.
5. Enter the option.
6. Click on Add Button
7. Repeat steps 5 to 6 to add multiple options
On adding, the options get added to a table:

<table>
<thead>
<tr>
<th>NAME</th>
<th>OPTION ORDER</th>
<th>HIDE</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

Example:

![Select Patient Gender](Unknown Male Female)

9 Errors and Warnings

9.1 Errors

The red colored records indicate the custom fields are not added with minimum required option as they are multi selection type controls.

Example – Drop-down, Radio button and Multi-Select Multiple Check Box.

<table>
<thead>
<tr>
<th>SEQUENCE NUMBER</th>
<th>DISPLAY LABEL</th>
<th>IS VISIBLE</th>
<th>INPUT TYPE</th>
<th>FIELD ORDER</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Patient Address</td>
<td>Yes</td>
<td>Text = Multiple Line</td>
<td></td>
<td>G01</td>
</tr>
<tr>
<td>2</td>
<td>Diagnoses</td>
<td>Yes</td>
<td>Radio button = Multiple Selection</td>
<td></td>
<td>G02</td>
</tr>
<tr>
<td>3</td>
<td>Practice Site</td>
<td>No</td>
<td>Select = Drop Down</td>
<td></td>
<td>G03</td>
</tr>
<tr>
<td>4</td>
<td>Sites of the Practice</td>
<td>Yes</td>
<td>Multi-select = Multiple Selection</td>
<td></td>
<td>G04</td>
</tr>
<tr>
<td>5</td>
<td>Select Pathological Findings</td>
<td>Yes</td>
<td>Multi-select = Multiple Selection</td>
<td></td>
<td>G05</td>
</tr>
<tr>
<td>6</td>
<td>Select Country</td>
<td>Yes</td>
<td>Select = Drop Down</td>
<td></td>
<td>G06</td>
</tr>
<tr>
<td>7</td>
<td>Select Patient Center</td>
<td>Yes</td>
<td>Select = Radio Button</td>
<td></td>
<td>G07</td>
</tr>
<tr>
<td>8</td>
<td>Follow-Up Visit Date</td>
<td>Yes</td>
<td>Date = Date</td>
<td></td>
<td>G08</td>
</tr>
<tr>
<td>9</td>
<td>Patient Weight</td>
<td>Yes</td>
<td>Decimal = Numeric</td>
<td></td>
<td>G09</td>
</tr>
<tr>
<td>10</td>
<td>Height of Patient</td>
<td>Yes</td>
<td>Integer = Numeric</td>
<td></td>
<td>G10</td>
</tr>
</tbody>
</table>

Refer to Edit through Manage Custom Field Table to make the required corrections.

On making the corrections, the red colored record changes to white.

<table>
<thead>
<tr>
<th>SEQUENCE NUMBER</th>
<th>DISPLAY LABEL</th>
<th>IS VISIBLE</th>
<th>INPUT TYPE</th>
<th>FIELD ORDER</th>
<th>EDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Patient Address</td>
<td>Yes</td>
<td>Text = Multiple Line</td>
<td></td>
<td>G01</td>
</tr>
<tr>
<td>2</td>
<td>Diagnoses</td>
<td>Yes</td>
<td>Radio button = Multiple Selection</td>
<td></td>
<td>G02</td>
</tr>
<tr>
<td>3</td>
<td>Practice Site</td>
<td>No</td>
<td>Select = Drop Down</td>
<td></td>
<td>G03</td>
</tr>
<tr>
<td>4</td>
<td>Sites of the Practice</td>
<td>Yes</td>
<td>Multi-select = Multiple Selection</td>
<td></td>
<td>G04</td>
</tr>
<tr>
<td>5</td>
<td>Select Pathological Findings</td>
<td>Yes</td>
<td>Multi-select = Multiple Selection</td>
<td></td>
<td>G05</td>
</tr>
<tr>
<td>6</td>
<td>Select Country</td>
<td>Yes</td>
<td>Select = Drop Down</td>
<td></td>
<td>G06</td>
</tr>
<tr>
<td>7</td>
<td>Select Patient Center</td>
<td>Yes</td>
<td>Select = Radio Button</td>
<td></td>
<td>G07</td>
</tr>
<tr>
<td>8</td>
<td>Follow-Up Visit Date</td>
<td>Yes</td>
<td>Date = Date</td>
<td></td>
<td>G08</td>
</tr>
<tr>
<td>9</td>
<td>Patient Weight</td>
<td>Yes</td>
<td>Decimal = Numeric</td>
<td></td>
<td>G09</td>
</tr>
<tr>
<td>10</td>
<td>Height of Patient</td>
<td>Yes</td>
<td>Integer = Numeric</td>
<td></td>
<td>G10</td>
</tr>
</tbody>
</table>

9.2 Warnings

The field names marked Hide or Visibility set to hide will not display these fields in the Custom Field tab in TOPS Intake Form.
10 Important Notes

10.1 Clear Cache
To Clear Cache of old js/css file version, follow the following steps:
1. Login to the application
2. When on the landing/default/dashboard page,
   - For Windows OS press Ctrl+F5 keys.
   - For MAC systems, press Cmd+R keys.
This clears the cache of old js/css file versions.

10.2 Help Text
Hover the mouse over the blue information icon to display the Help Text for the corresponding field.

11 Glossary

<table>
<thead>
<tr>
<th><strong>Add New Custom Field</strong></th>
<th>Allows to add New Custom Field.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add</strong></td>
<td>Allows to add multiple options to field type</td>
</tr>
<tr>
<td></td>
<td>- Multiple Check-box <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>- Drop Down <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>- Radio Button</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Saves the information entered in the</td>
</tr>
<tr>
<td></td>
<td>- Add Custom Field window <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>- Edit Custom Field window</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Closes the following windows without saving the entered information</td>
</tr>
<tr>
<td></td>
<td>- Add Custom Field window <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>- Edit Custom Field window</td>
</tr>
</tbody>
</table>

This concludes the **ASPS TOPS Custom Fields Creation** User Manual.