ASPS TOPS

Custom Fields Creation

Quick Reference Guide

Version 1

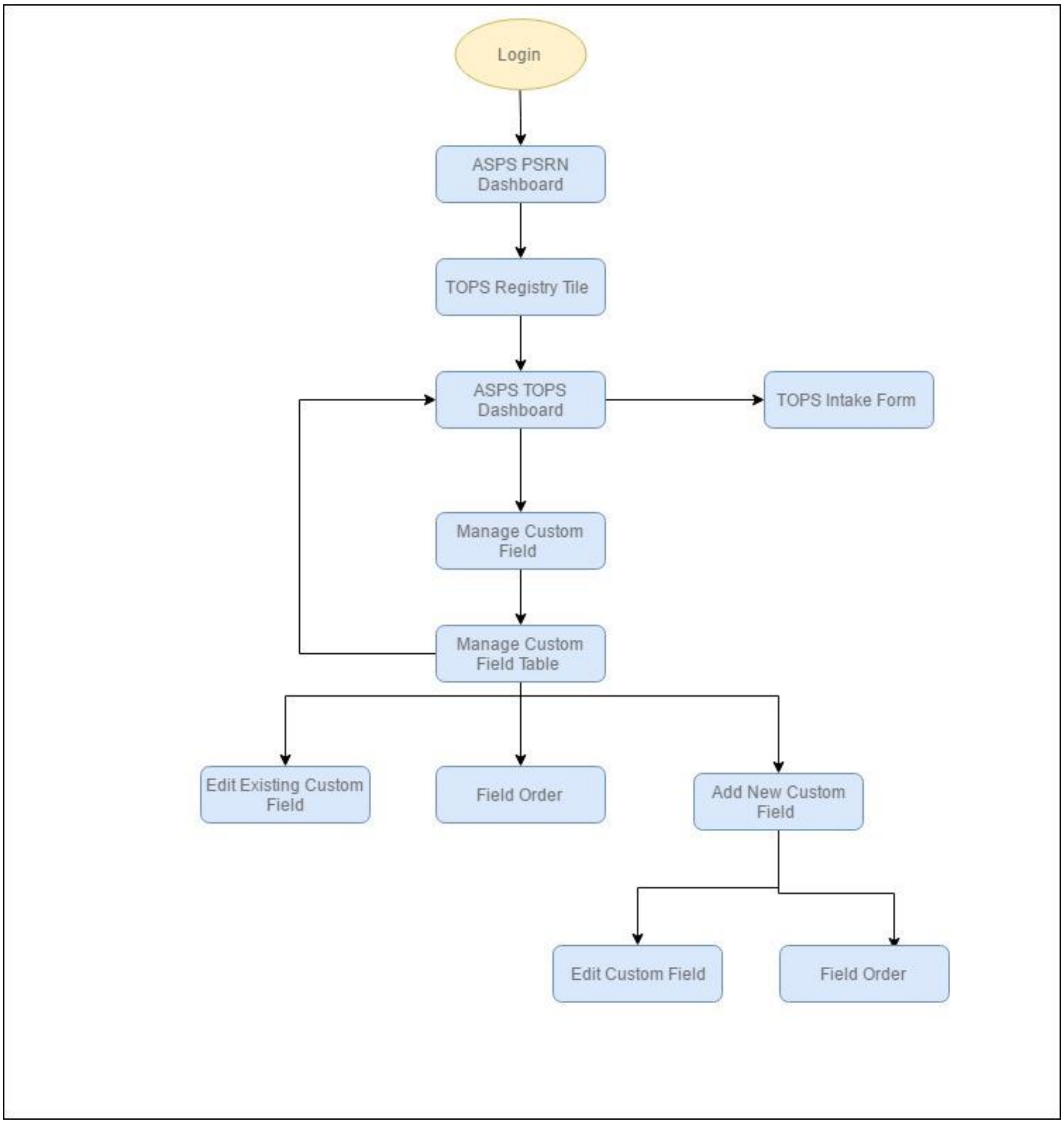
Table of Contents

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



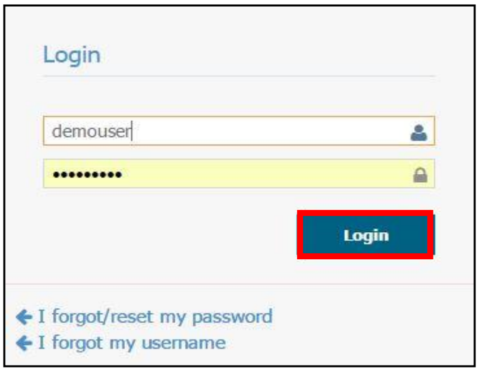
3 How to Login to TOPS Dashboard?

To access the application,

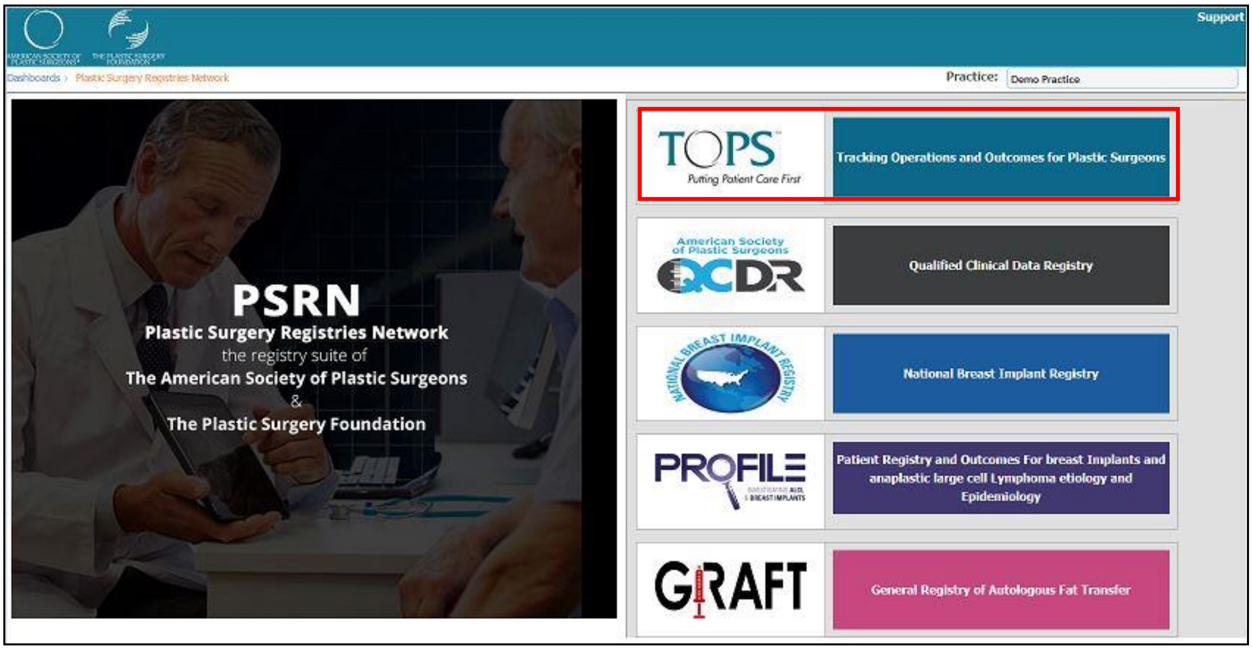
1. Open a web browser (e.g. Google Chrome, Mozilla Firefox or Internet Explorer etc.)

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.



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?

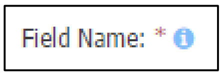
4.1 Quick Steps to Add a Custom Field

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.

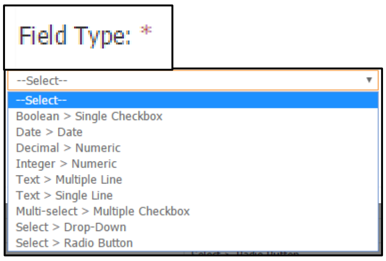
2. Click on the **Add New Custom field** button.

3. Enter the **Field Name**

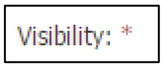


4. Enter the **Display Label** name

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



6. Select the **Visibility** Option



7. **Save** the Custom Field

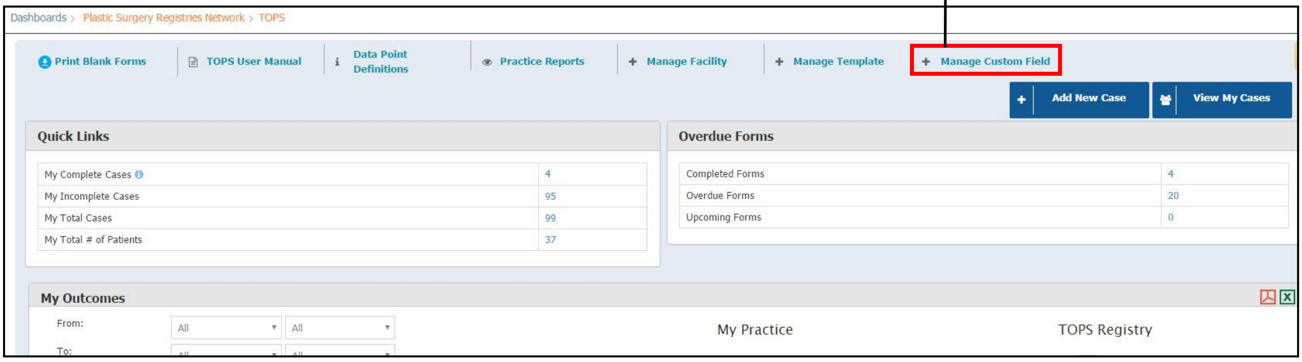
8. If the newly created Custom Field record has a red background, it means that there was an error while creating it. Please refer to [Errors](#) link to correct the error.

4.2 Detailed Steps to Add a Custom Field

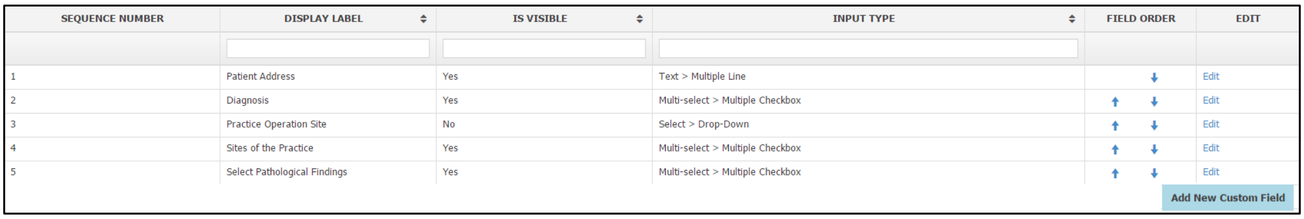
Follow the 8 steps indicated below to add a custom field

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

Manage Custom Field option



Opens the **Manage Custom Field** Table with exisiting Custom Fields



SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
3	Practice Operation Site	No	Select > Drop-Down	↑ ↓	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit

Add New Custom Field

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

Opens the **Add Custom Field** window.

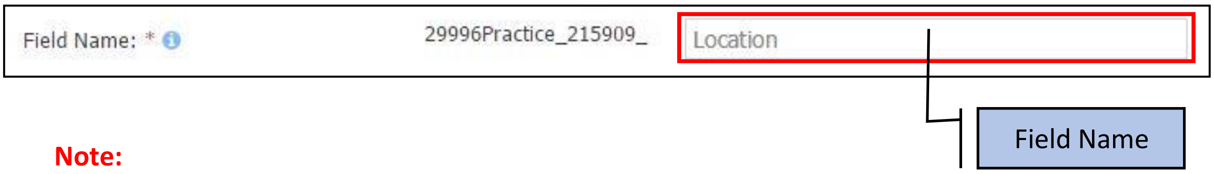
There are 4 fields that you need to enter/select to add a new custom field.

- 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.

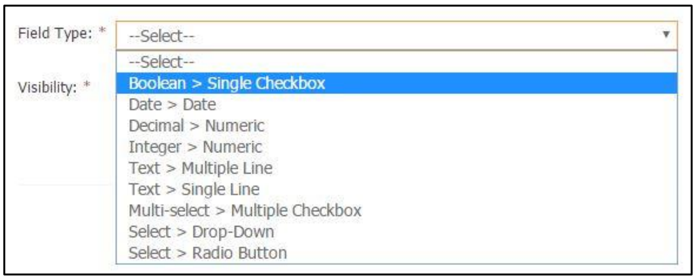
4. Enter the **Display Label** name

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.

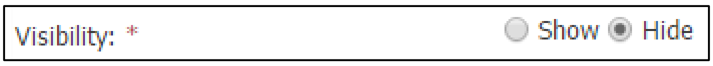
4.2.4 Visibility

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.

Visibility: * Show Hide

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.

Save

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

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
3	Practice Site	No	Select > Drop-Down	↑ ↓	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
5	Select Pathological Findings	No	Multi-select > Multiple Checkbox	↑ ↓	Edit
6	Select Country	Yes	Select > Drop-Down	↑ ↓	Edit
7	Select Patient Gender	Yes	Select > Radio Button	↑ ↓	Edit
8	Follow-Up Visit Date	Yes	Date > Date	↑ ↓	Edit
9	Patient Weight	Yes	Decimal > Numeric	↑ ↓	Edit
10	Height of Patient	Yes	Integer > Numeric	↑	Edit

Close: Clicking the **Close** button closes the **Add Custom Field** window without saving the entered data.

Close

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?

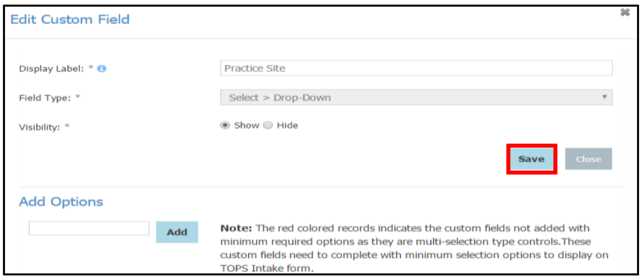
This option allows editing the existing custom fields.

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.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
3	Practice Operation Site	No	Select > Drop-Down	↑ ↓	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit

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.)

NAME	OPTION ORDER	HIDE	EDIT	
Male	↓	☐	Save	Cancel
Female	↑ ↓	☐	Edit	
Unknown	↑	☐	Edit	

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.

NAME	OPTION ORDER	HIDE	EDIT
White Male	↓	☐	Edit
Female	↑ ↓	☐	Edit
Unknown	↑	☐	Edit

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.

1	Practice Operation Site	No	Select > Drop-Down	↓	Edit
2	Patient Address	Yes	Text > Multiple Line	↑ ↓	Edit
3	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit

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.

Add Options

Add

Note: The red colored records indicates the custom fields not added with minimum required options as they are multi-selection type controls.These custom fields need to complete with minimum selection options to display on TOPS Intake form.

NAME	OPTION ORDER	HIDE	EDIT
Unknown	↓		Edit
While Male	↑ ↓		Edit
Female	↑		Edit

NOTE: Drag and Drop the row to reorder the Options.

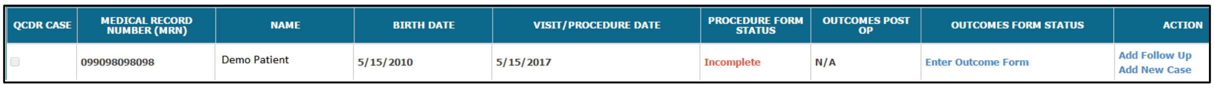
7 How to View Custom fields in TOPS Intake Form?

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.

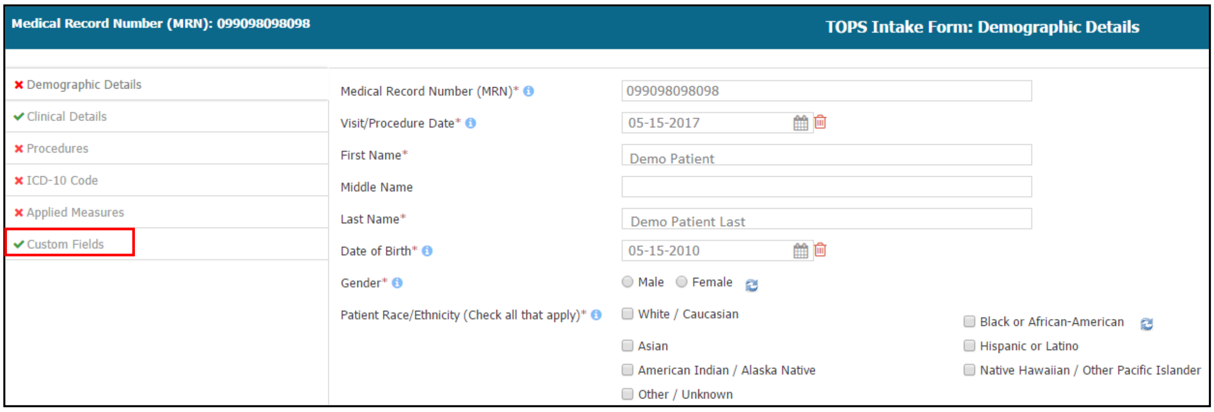
Displays **My Cases** Table.

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.



QCDR CASE	MEDICAL RECORD NUMBER (MRN)	NAME	BIRTH DATE	VISIT/PROCEDURE DATE	PROCEDURE FORM STATUS	OUTCOMES POST OP	OUTCOMES FORM STATUS	ACTION
	099098098098	Demo Patient	5/15/2010	5/15/2017	Incomplete	N/A	Enter Outcome Form	Add Follow Up Add New 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**.

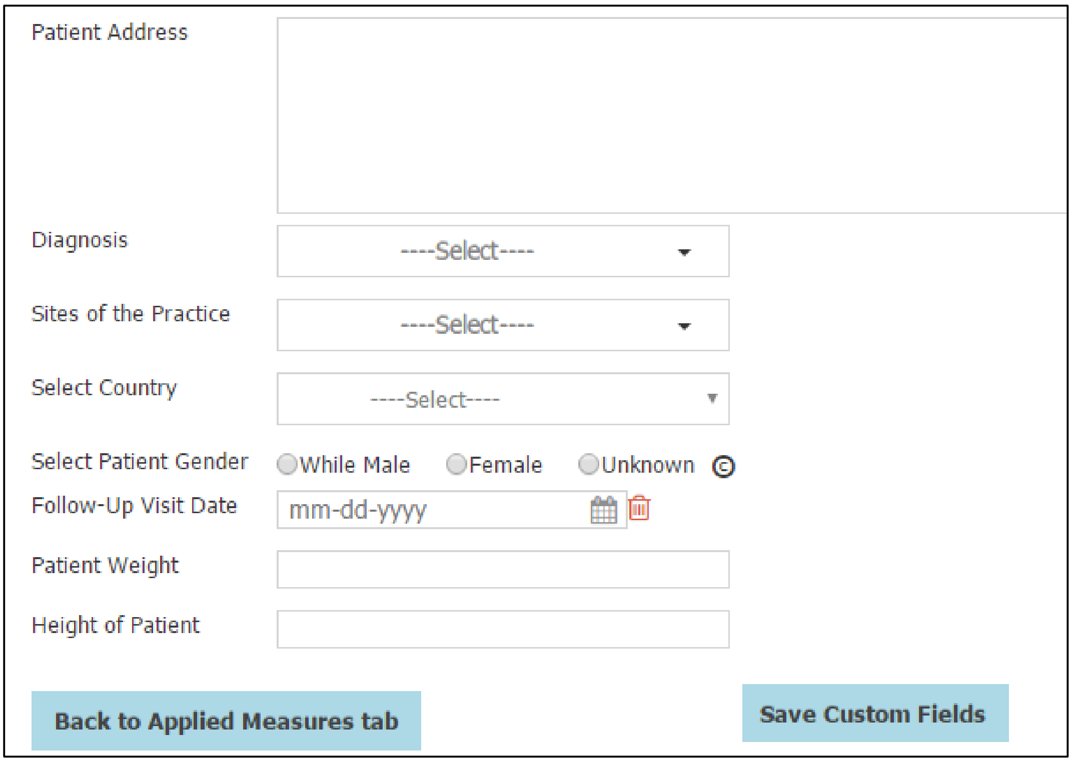


Note:
Certain fields created through **Manage Custom Fields** may not be visible in TOPS Intake Form >>Customs fields tab.

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.



5. Click on the **Save Custom Fields** Button to save the entered values.

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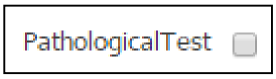
8 Explanation of each Field Type

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:

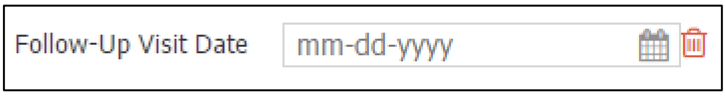


8.2 Date > Date

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:

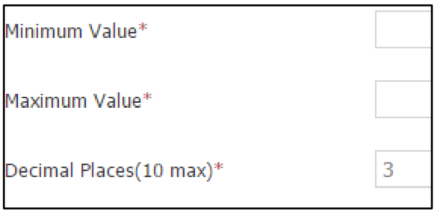


8.3 Decimal Numeric

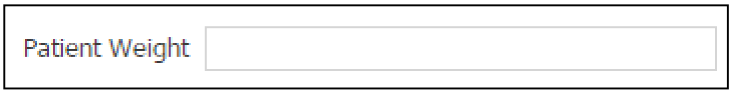
The **Decimal > Numeric** selection creates a field that you can enter numbers with decimal points. You can select the minimum value, the maximum value, and how many decimal places you would like to be able to record.

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.



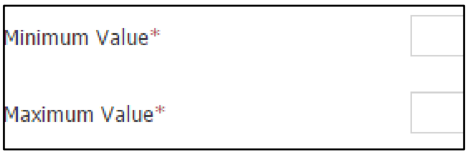
Example:



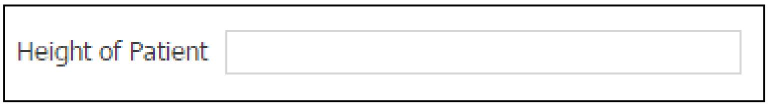
8.4 Integer Numeric

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:

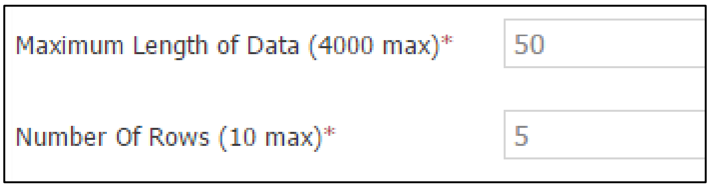


8.5 Text multiple Line

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:

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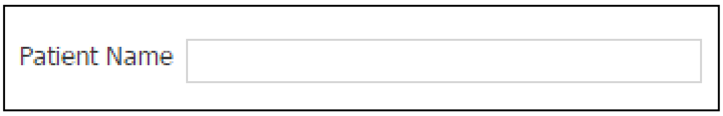
8.6 Text Single Line

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:



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:

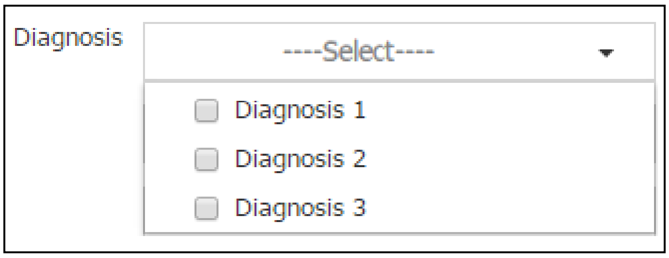
1. Field Name
2. Display Label
3. Select Field Type – Multiple Checkbox.
4. Click on the **Save** button.
   Displays **Add Option** field.
5. Enter the option.
6. Click on **Add** Button
7. Repeat steps 5 to 6 to add multiple options

On adding, the options get added to the table:

NAME	OPTION ORDER	HIDE	EDIT
HB	↓	☐	Edit
Sugar	↑	☐	Edit

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:



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:

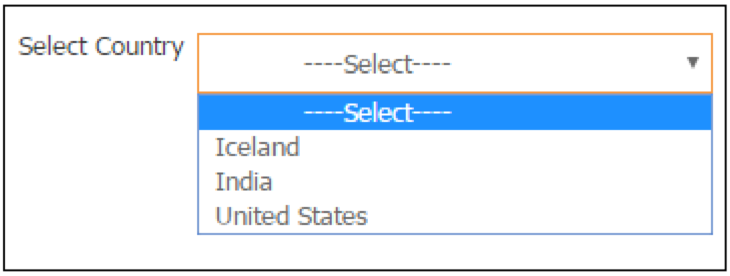
Enter text in the following fields:

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:

NAME	OPTION ORDER	HIDE	EDIT
Iceland	↓		Edit
India	↑ ↓		Edit
United States	↑		Edit

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:

NAME	OPTION ORDER	HIDE	EDIT
Male	↓	☐	Edit
Female	↑ ↓	☐	Edit
Unknown	↑	☐	Edit

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.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
3	Practice Site	No	Select > Drop-Down	↑ ↓	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
5	Select Pathological Findings	No	Multi-select > Multiple Checkbox	↑ ↓	Edit
6	Select Country	Yes	Select > Drop-Down	↑ ↓	Edit
7	Select Patient Gender	Yes	Select > Radio Button	↑ ↓	Edit
8	Follow-Up Visit Date	Yes	Date > Date	↑ ↓	Edit
9	Patient Weight	Yes	Decimal > Numeric	↑ ↓	Edit
10	Height of Patient	Yes	Integer > Numeric	↑	Edit

Refer to [Edit through Manage Custom Field Table]() to make the required corrections.
On making the corrections, the red colored record changes to white.

SEQUENCE NUMBER	DISPLAY LABEL	IS VISIBLE	INPUT TYPE	FIELD ORDER	EDIT
1	Patient Address	Yes	Text > Multiple Line	↓	Edit
2	Diagnosis	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
3	Practice Operation Site	No	Select > Drop-Down	↑ ↓	Edit
4	Sites of the Practice	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
5	Select Pathological Findings	Yes	Multi-select > Multiple Checkbox	↑ ↓	Edit
6	Select Country	Yes	Select > Drop-Down	↑ ↓	Edit
7	Select Patient Gender	Yes	Select > Radio Button	↑ ↓	Edit
8	Follow-Up Visit Date	Yes	Date > Date	↑ ↓	Edit
9	Patient Weight	Yes	Decimal > Numeric	↑ ↓	Edit
10	Height of Patient	Yes	Integer > Numeric	↑	Edit

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

Add New Custom Field	Allows to add New Custom Field.
Add	Allows to add multiple options to field type • Multiple Check-box **OR** • Drop Down **OR** • Radio Button
Save	Saves the information entered in the • Add Custom Field window **OR** • Edit Custom Field window
Close	Closes the following windows without saving the entered information • Add Custom Field window **OR** • Edit Custom Field window

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