

Create Forms

To create a form:

1. Go to **[Study Name] > Forms**.
2. Click **+ New Form**.
3. Select **Form** in the Form Type drop down (should be default)
4. Enter the **name of the form** and specify the **form details**.
5. Click **Add Question** in the bottom. A part where you can specify the question details will unfold.
6. Select **Question Type** and specify the **question details**.
Add as many questions to the form as you want.
7. Click **Save Form**.

Form Details

- **Introduction text** - A form can contain an introduction text to inform or alert the clinical personnel/subjects of certain factors when filling the form.
- **Inclusion/exclusion form** - A form marked as inclusion/exclusion form requires user to specify which answers will keep the subject included in the study. Inclusion/Exclusion form contains a fewer number of question types.
- **Calculate a score** - A score form calculates a total score for subjects based on the individual answers.

Question Editor

In SMART-TRIAL, you can select up to 17 pre-defined **question types**. Each question type contains a number of different features that can be applied. The different options are the following:

- **Question text** - Each question type requires you to specify the question text.



Question text is limited to 256 characters! If you need further elaboration or information upon your question, consider using [Help Text](#) or [Information Text](#)

- **Mandatory/Optional** - Select whether the question is mandatory to answer or not.
- **Image as Question** - Upload an image to your question.
- **Show rules** - To modify the question visibility. To see more, please go to our [Show rules](#) article.
- **Validation rules** - Enable to preventing self-inflicted errors during data entry by validate the provided answer to a e.g. manually defined min/max values. To see more, please go to our [Validation rules](#) article.
- **Advanced Options** - Enable a help text to be shown under the question, save answer possibilities for re-use, Export Labels and more. To see more, please go to our [Advanced Options](#) article.



When creating a form:

- Try to avoid open-ended questions that don't set specific options for response, as these types of questions are difficult to process later on.
- Make sure to specify the unit and create min/max validation rules when you select **Number** as a question type. This will prevent self-inflicted data entry mistakes and eliminate errors.

Related pages:

- [Edit Forms](#)
- [Preview Forms](#)
- [Create Image Charts](#)
- [Edit Image Charts](#)
- [Load form from profile](#)
- [Question Types](#)
- [Advanced Options](#)
- [Score forms](#)

Can't find the answer you're looking for?

Don't hesitate to raise a support request via support@smart-trial.co.