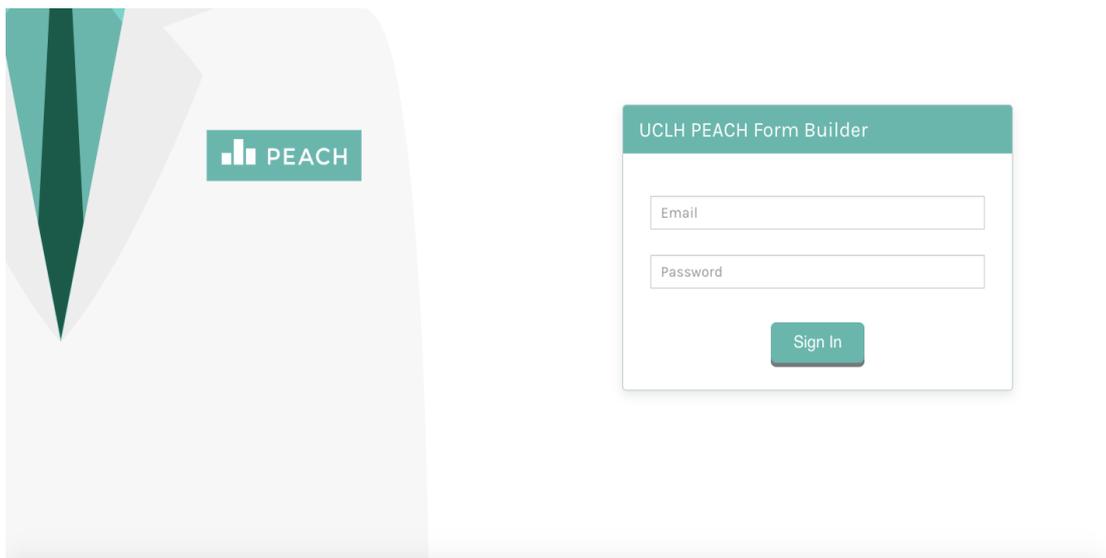
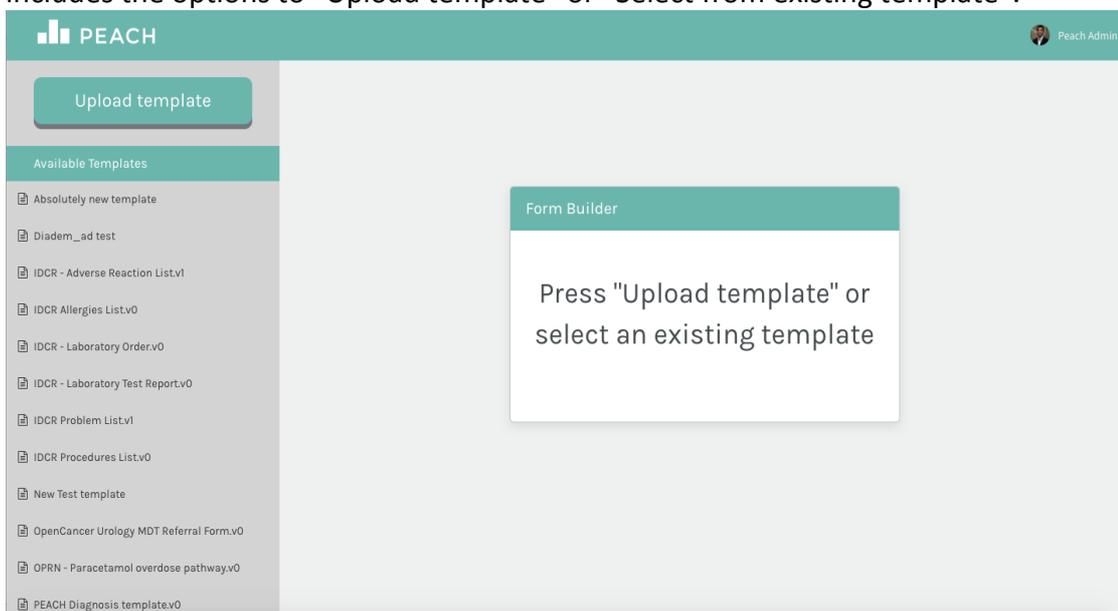


PEACH Form Builder User Manual

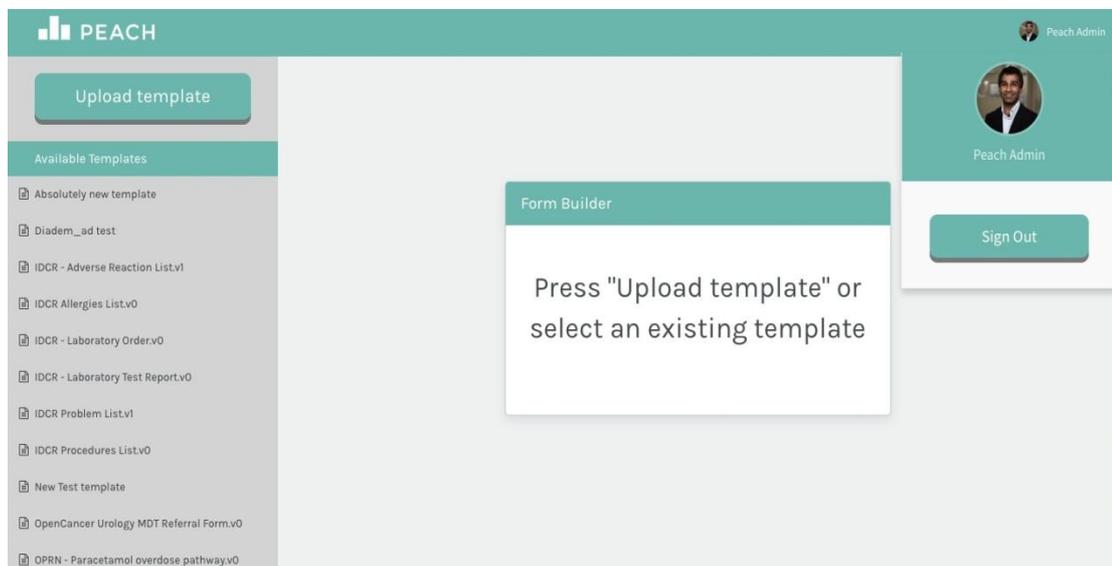
1. The PEACH Form Builder is an online system. To access the system, enter the following website domain “http://peachformbuilder.azurewebsites.net/” in the browser address bar.
2. User will be directed to login page where user can enter the credentials to access the system.



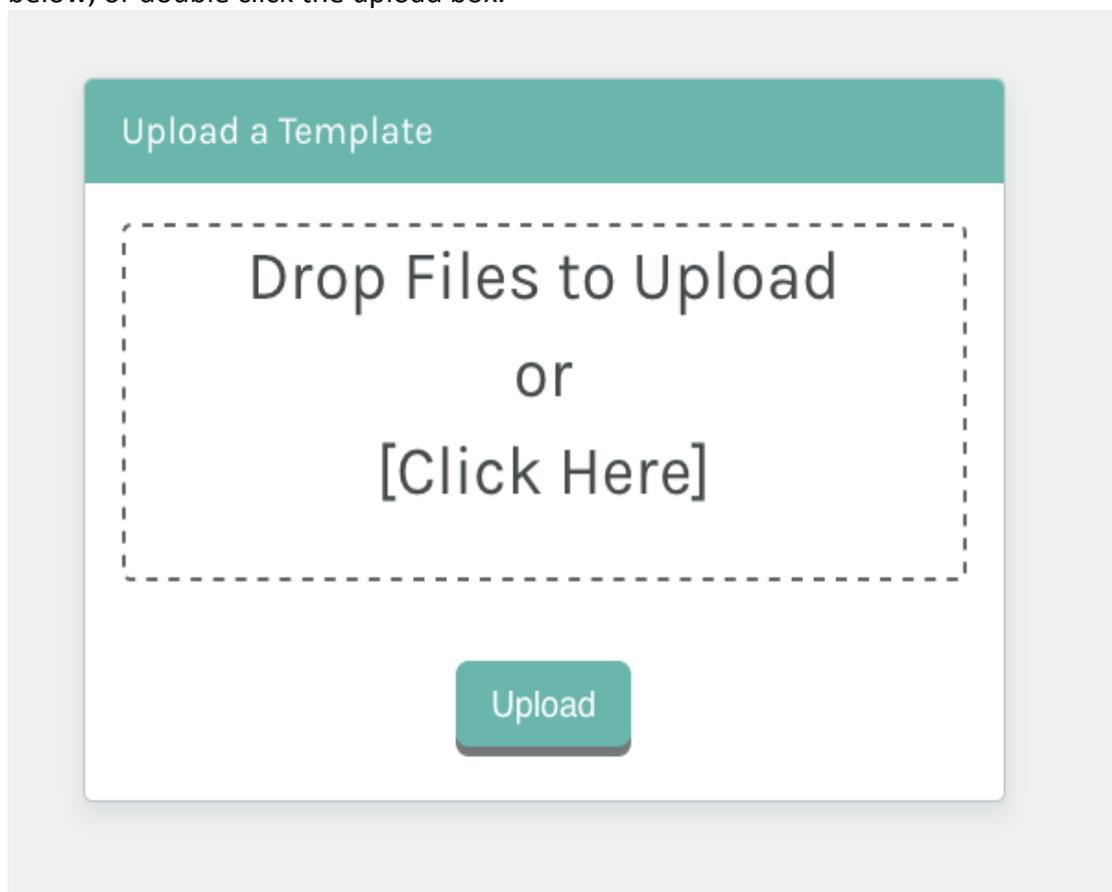
3. Upon a successful login, the following screen will be displayed. On the left of the screen, user will be able to find a list of available templates from EHScape to be rendered. The header bar displays PEACH logo and User Profile. The notification box provides guidance of steps required in order to successfully render a template. This includes the options to “Upload template” or “Select from existing template”.



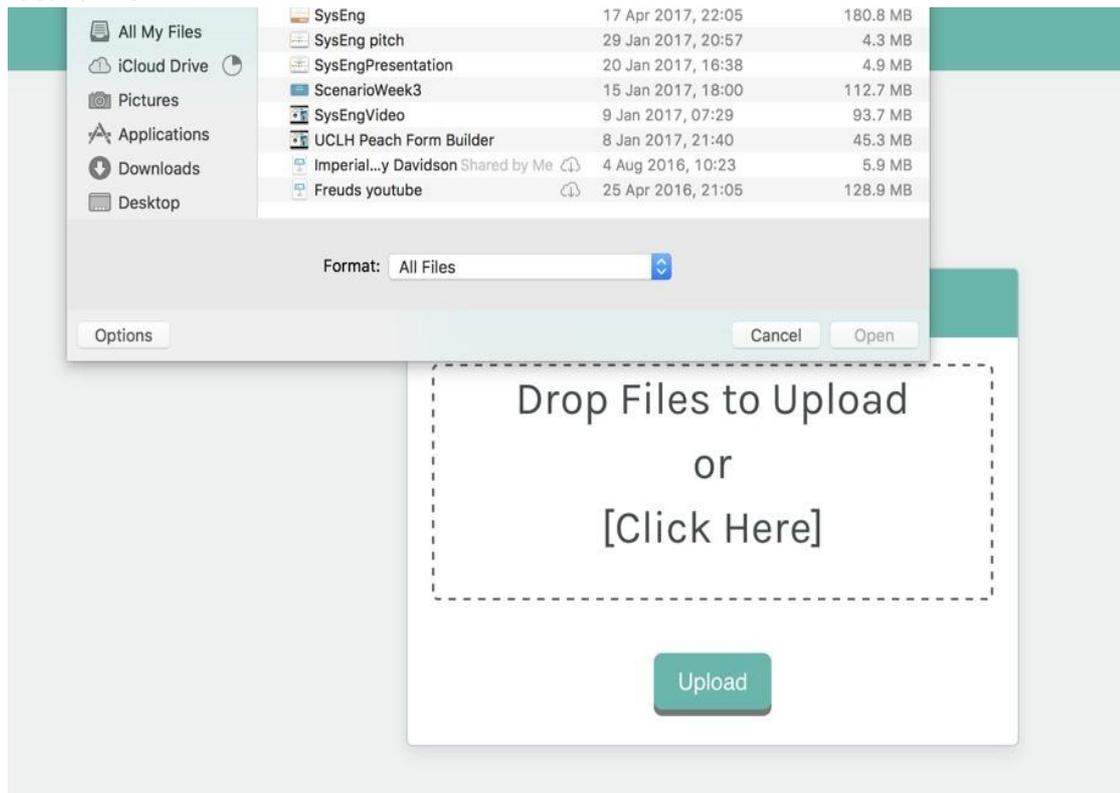
- When user click the header bar profile, a dropdown menu will display the user profile picture, user name as well as the logout button to exit the system.



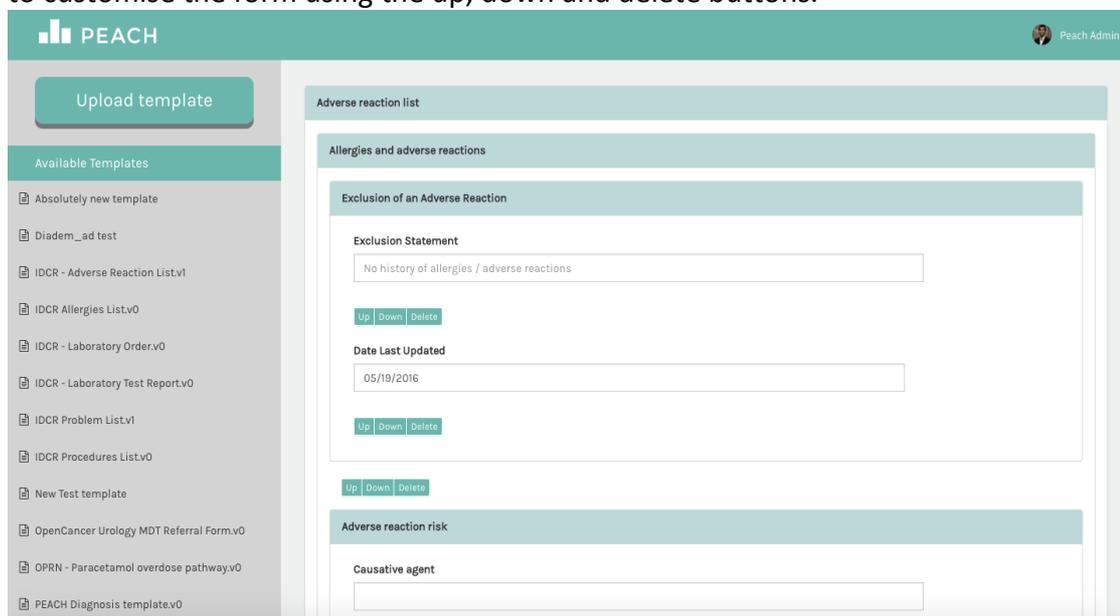
- When user clicks the upload template button, the following screen will be displayed. The user will be able to upload a new template by dropping .opt files to the screen below, or double click the upload box.



- When user double click the box, users will be to upload the .opt templates from the local drive.



- The following screen will be displayed when the form is rendered. User will be able to customise the form using the up, down and delete buttons.



8. When the customisation is complete, user can click the save form button, and the form generated will automatically be downloaded.

