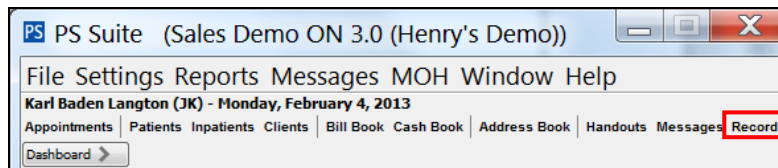


# How to Install Custom Forms in PSS

This guide shows you how to install a custom form into PSS.

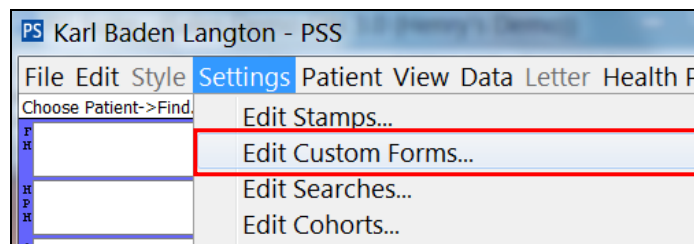
## How to Import a Custom Form in PSS

1. Save the custom form(s) (.cfm file) to a location on your computer. If you have files in a compressed or zipped file, double-click the .zip file to unzip the folder (or right-click and choose to unzip).
2. Navigate into the patient record portion of PSS by clicking on the **Records** button on the far right side of the main PSS menu.



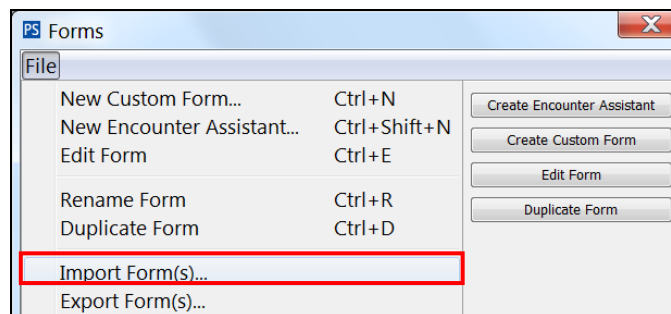
**Figure 1: PSS Navigation Bar**

3. Once you are in the *Records* window, click on Settings and then select **Edit Custom Forms**.



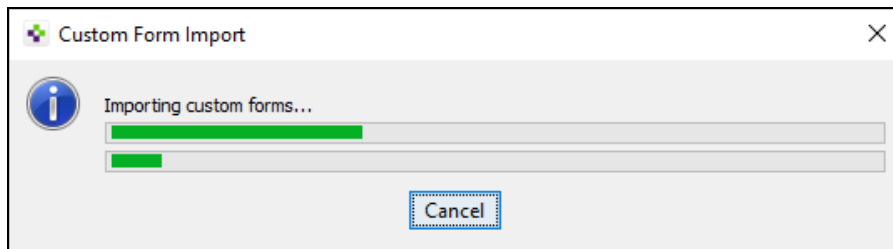
**Figure 2: Edit Custom Forms**

4. Once in the *Custom Forms* window, click on **File** and select **Import Form(s)**.



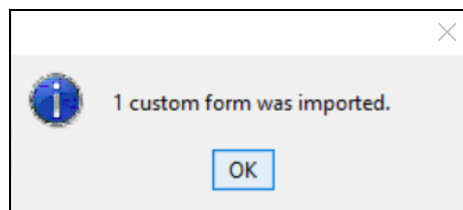
**Figure 3: Import Forms**

5. Navigate to the form you would like to import. If you have more than one form (.cfm file) in the same folder, you can select all forms by clicking the first file, holding down the Shift key on the keyboard and then click the last custom file in the list. This will highlight all of the files within the list. Click on **Choose**.
6. The form(s) will take a few seconds to import.



**Figure 4: Custom Form Import Progress**

7. Once done click **Ok**. The form name should now be visible in the custom forms list.



**Figure 5: Custom Form Import Complete**