

How to Import an eForm in OSCAR

How to Import an eForm in OSCAR

This Document will provide you with instructions on how to import an eForm in OSCAR 15.

1. First **Save** the eForm file somewhere on your computer – this is a .ZIP file
2. Next, log into OSCAR and then click on the **Administration** tab. **(Fig.1)**
3. Click on the **Forms/eForms** link to expand it, and then click on **Manage eForms** **(Fig. 2)**
4. Click on the **Import** link. **(Fig. 3)**
5. Click **Browse** to navigate the **.ZIP** that you would like to import.
6. Once you have found the **.ZIP** file that you saved previously, click on the **Import** button to finish the process. **(Fig. 4)**
7. You will get a brief message that the form was added Successfully, and then you will see it on your list of eForms



Fig. 1

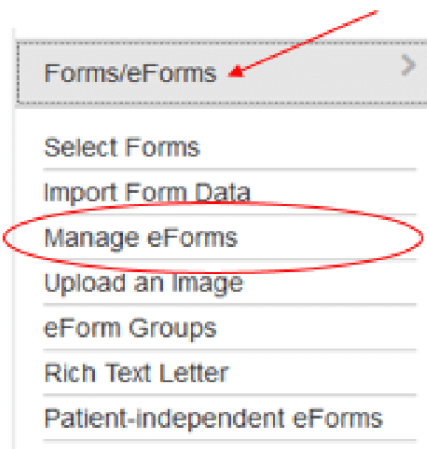


Fig. 2



Fig. 3

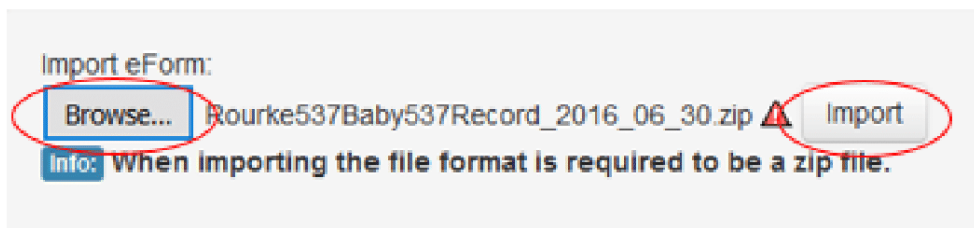

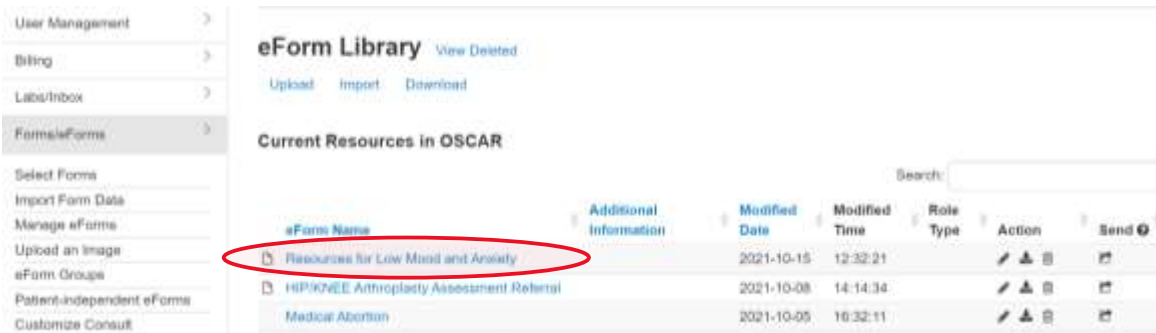


Fig. 4

How to Export eForms in OSCAR

This document will provide you with instructions on how to export a file or a form from OSCAR.

1. Follow steps and figs **1-3** on page **1**.
2. In the 'Manage eForms' window a library of eForms will appear. Under **eForm Name** tab select the eForm that you would like to export. **(Fig. 5)**
3. After selecting the eForm click on the export icon  under Action tab. **(Fig.6)**
4. After you click on the export icon you can either choose to **open** the file or **save** it.


















eForm Name	Additional Information	Modified Date	Modified Time	Role Type	Action	Send
 Resources for Low Mood and Anxiety		2021-10-15	12:32:21		  	
 HIP/KNEE Arthroplasty Assessment Referral		2021-10-08	14:14:34		  	
 Medical Abortion		2021-10-05	16:32:11		  	

Fig.5



eForm Name	Additional Information	Modified Date	Modified Time	Role Type	Action	Send
 Resources for Low Mood and Anxiety		2021-10-15	12:32:21		  	
 HIP/KNEE Arthroplasty Assessment Referral		2021-10-08	14:14:34		  	

ie
ie **Action** S

Fig.6