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. Log onto PSS
- 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 (Refer to Figure 1 below)

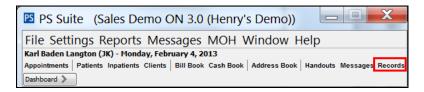


Figure 1: PSS Navigation Bar

3. Once you are in the *Records* window, click on Settings and then select Edit Custom Forms (Refer to Figure 2 below)

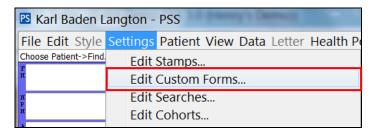


Figure 2: Edit Custom Forms

Once in the *Custom Forms* window, click on **File** and select **Import Form(s)** (Refer to Figure 3 A)

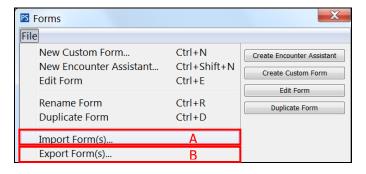


Figure 3: Import Forms/ Export Forms

- 5. Navigate to the form you would like to import and click on **Choose.** The form name should now be visible in the left hand column of the *Forms* window.
- 6. Exporting forms can be done in a similar fashion, from the *Forms* window, click on **Export Forms** (Refer to Figure 3 B above) and then continue from step 5.