Instructions for Installing Zip eForms into OSCAR

This document contains the instructions for importing eForms that are Zipped, into OSCAR. Zip files contain html, png, and js files, that are required to enable full functionality of the eForm. Using the import function allows easy installation as all necessary files are placed in their appropriate libraries (eForm library, image library), and are properly named. This is vital, as the latest eForms are linked to other eForms and naming conventions allow this linkage to work.

Thanks to Pauline Dan, PITO, for creating the screenshots that demonstrate this process. The following is adapted from the instructions for installing the "Mental Health Toolkit Lite" into OSCAR.

A. Assemble zip file(s) required for importing.

- 1. Zip files may be found on the Oscar Canada User Society (OCUS) site (<u>http://oscarcanada.org/oscar-users/emr-resource/eform</u>), PSP courses, or fellow Oscar users who wish to share their personal eForms.
- 2. Ensure all zip files are in easy to find location, e.g. desktop. Simple eForms may have a single zip file. More complex forms, e.g. the Mental Health Tool Kit, may consist of multiple files, all will be needed.
- 3. Some forms may already exist in your eForm and image libraries. This will generate a warning message, which usually can be ignored. However, if the new zip files is an update of an older eForm, the older eForm needs to be archived, renamed, or deleted, to allow for the new eForm to be uploaded. If unsure, ask OSP or colleague for assistance.
- 4. Example: the Mental Health Toolkit consists of 5 main zip files, and another folder with additional zip files:
 - Mental Health Toolkit
 - MHT Images
 - Mental Health Patient Self -Assessment
 - Mental Health Care Plan
 - Diagnostic Assessment Interview
 - Extra forms needed

Each zip file must be "imported" separately.



B. Import into OSCAR

In Oscar, go to the Admin tab on the Menu-bar:



The Admin window will open:

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http://204.244.180.252:8080/Oscar12/admin.jsp
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Add a Provider Record
Search/Edit/Delete Provider Records
Group No
Add a Group No Record Search/Edit/Delete Group No Records
Security
Add a Login Record Search/Edit/Delete Security Records Add A Role Assign Role to Provider Assign Role/Rights to Object Security Log Report Unlock Account
Schedule
Schedule Setting Appointment Status Setting Appointment Type List
Billing
Manage Billing Form Manage Private Bill Manage Procedure/Fee Code Associations Manage Procedure/Fee Code Associations Manage Referral Doc Simulate Submission File2 Generate Teleplan File2 Manage Teleplan MSP Reconciliation Reports Accounting Reports Edit Invoices Settle Over/Under paid Claims Resource
Base URL Setting
oscarReport
Done

Go to the section called E-Forms:

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OCAN Export OCAN IAR OCAN Reports Usage Report Disease Registry Report oscarBackup oscarDatabase/Document Download	Go to eForms section of Admin tools	
oscarMessenger		
Messenger Group Admin		
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Select "Upload eForm":

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Disease Registry Report	
oscarBackup	
oscarDatabase/Document Download oscarMessenger Messages Messenger Group Admin eForms	Select "Upload eForm" from the eForms section
Upload eForm	
Upload an Image	
oscarEncounter	
Select Forms Import Form Data Customize Disease Registry Quick List Customize oscarMeasurements	
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The Upload eForms window will open. Then click the "Import eForm" tab:

This screen will open. Select the "Browse..." button:

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Use the Windows browser to go to the location where the zip files are saved and select the desired file (in this example, it is "Mental905Health905Toolkit.zip":

Choose File to U	Jpload	?×
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My Recent Documents Desktop My Documents	 Extra Forms Needed Diagnostic531Assessment531Interview Mental550Health550Patient550Self-Assesssment Mental895Health895Care895Plan Mental905Health905Toolkit MHT740Images 	
LT00478 My Network Places	File name: Mental905Health905Toolkit.zip Files of type: All Files (*.*)	<u>O</u> pen Cancel

Select OPEN. The "Choose File to Upload" window will close, and you will be returned to the eForm Upload window shown below. Then select "IMPORT" buttom and the form will be uploaded into OSCAR.

Phttp://204.244.180.252:8080/Oscer12/eform/upload=find.org Upload eForm Upload eForm Import eForm Create In Editor Download eForms eForm Generator Zip File: Import Import eForm Library eForm Additional Information File: Proliment 2013-02-16 11:05127 admin Upload Excert Delate Edit Inter generator Upload Excert Delate Edit	CUpload - Microsoft Interne	t Explorer provi	ided by Fraser Heall	h Authority				- 🗆 🗵
Upload eForm Upload New eForm Import eForm Create In Editor Download eForms eForm Generator Zip File: CitOccuments and Settings/bsalahon/Desktop/Eforms from Browse Import Instruments Back to Admin Page Upload eForm Upload number Browse Upload an Image eForm Groups eForm Library Enrolment Enrolment Form Only for new patients Froilment Form.pdf 2010-05-02 10100:00 Upload Excort Delate Edit	http://204.244.180.252:8080/Oscar12/eform/uploadHtml.do							
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Repeat this "Import eForm" cycle for the other zip files you need. Simply click "Browse" again and navigate to where the other files are stored, and import all the necessary files. If some files already exist, you may see a warning message such as this:

			Upload eForr	n	
Upload New eFo	rm Import eForm	Create In Editor	Download eForms	eForm Generator	Back to Admin Page
- Skip Zip Fil	ed form 'Mental He e:	ealth Care Plan', fo	rm already exists	Browse	Upload eForm List Deleted eForms
Imp	ort				eForm Groups
rm Library					

In general, these warnings can be ignored. Certain image (png) may be re-used from existing eForms. Certain javascript (js) files may be in use already. Any referenced png file will match with the current eForm and should not generate an error. As a rule, DO NOT DELETE any image files from the image library. These are required for older eForms to display properly, even if the eForm is now obsolete. eForm files can be deleted, but leave the image library intact. If unsure, as your OSP or colleague for advice.

A successful import will place the new eForm at the top of your Upload eForm list.