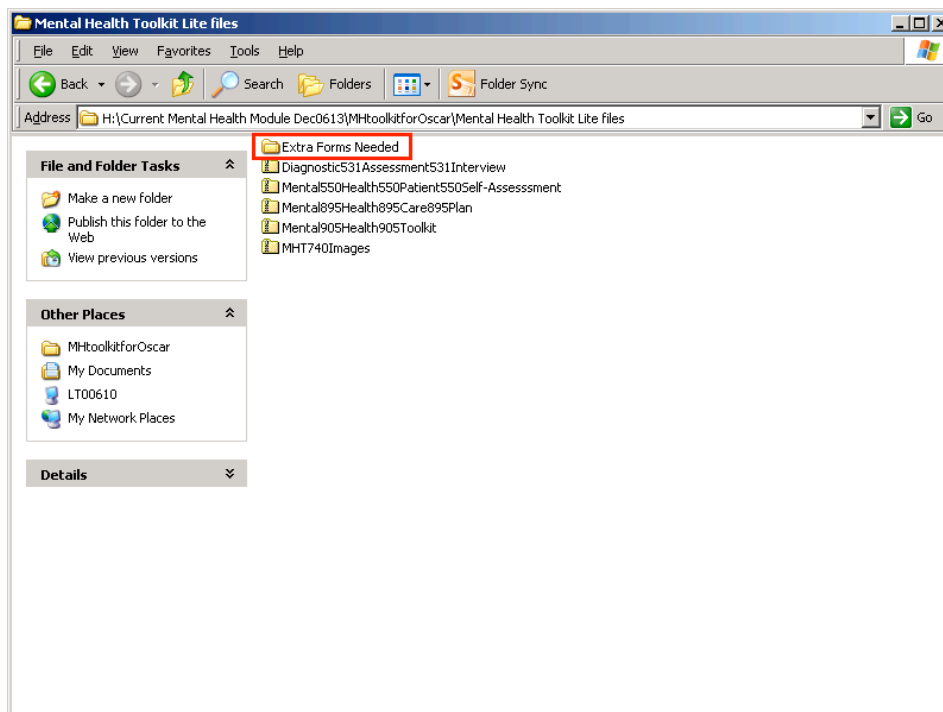# Instructions for Installing Zip eForms into OSCAR

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.

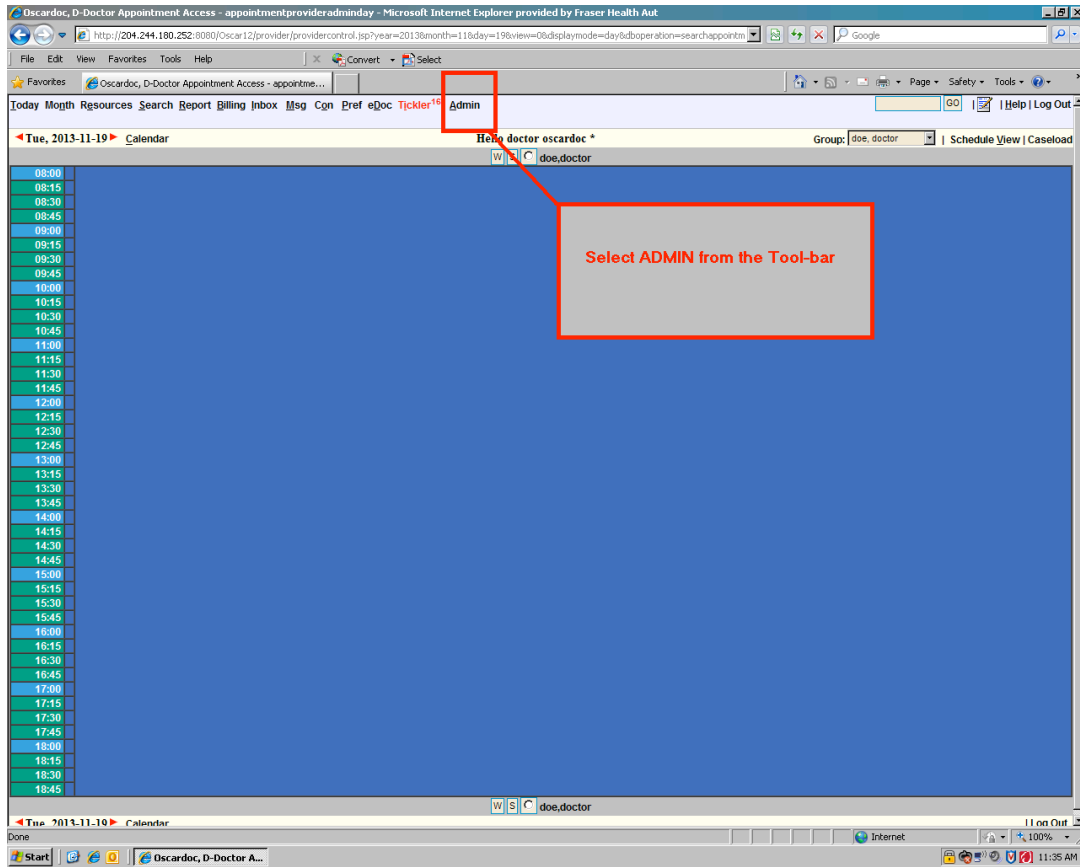## A. Assemble zip file(s) required for importing.

1. Zip files may be found on the Oscar Canada User Society (OCUS) site (http://oscarcanada.org/oscar-users/emr-resource/eform), 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

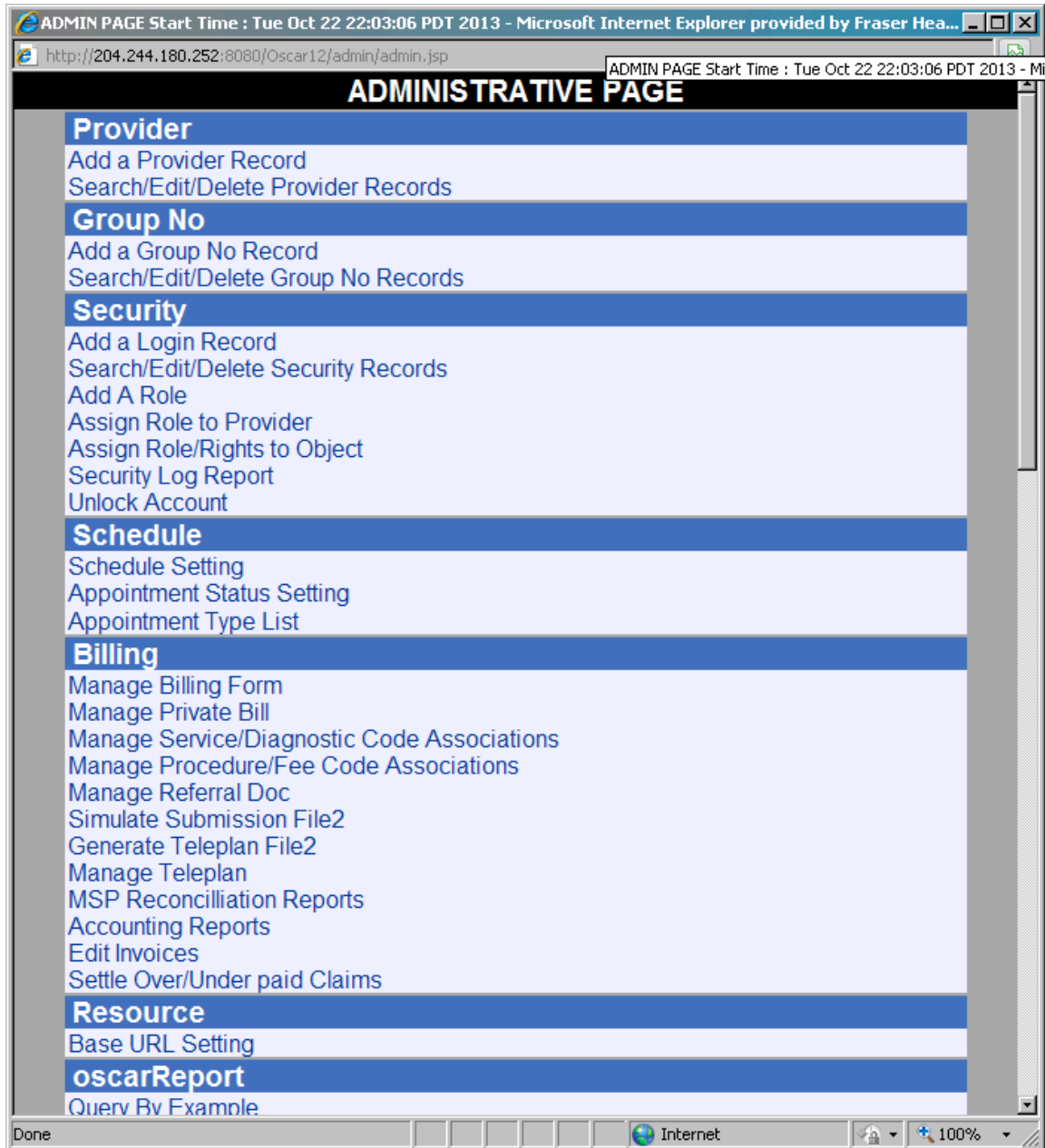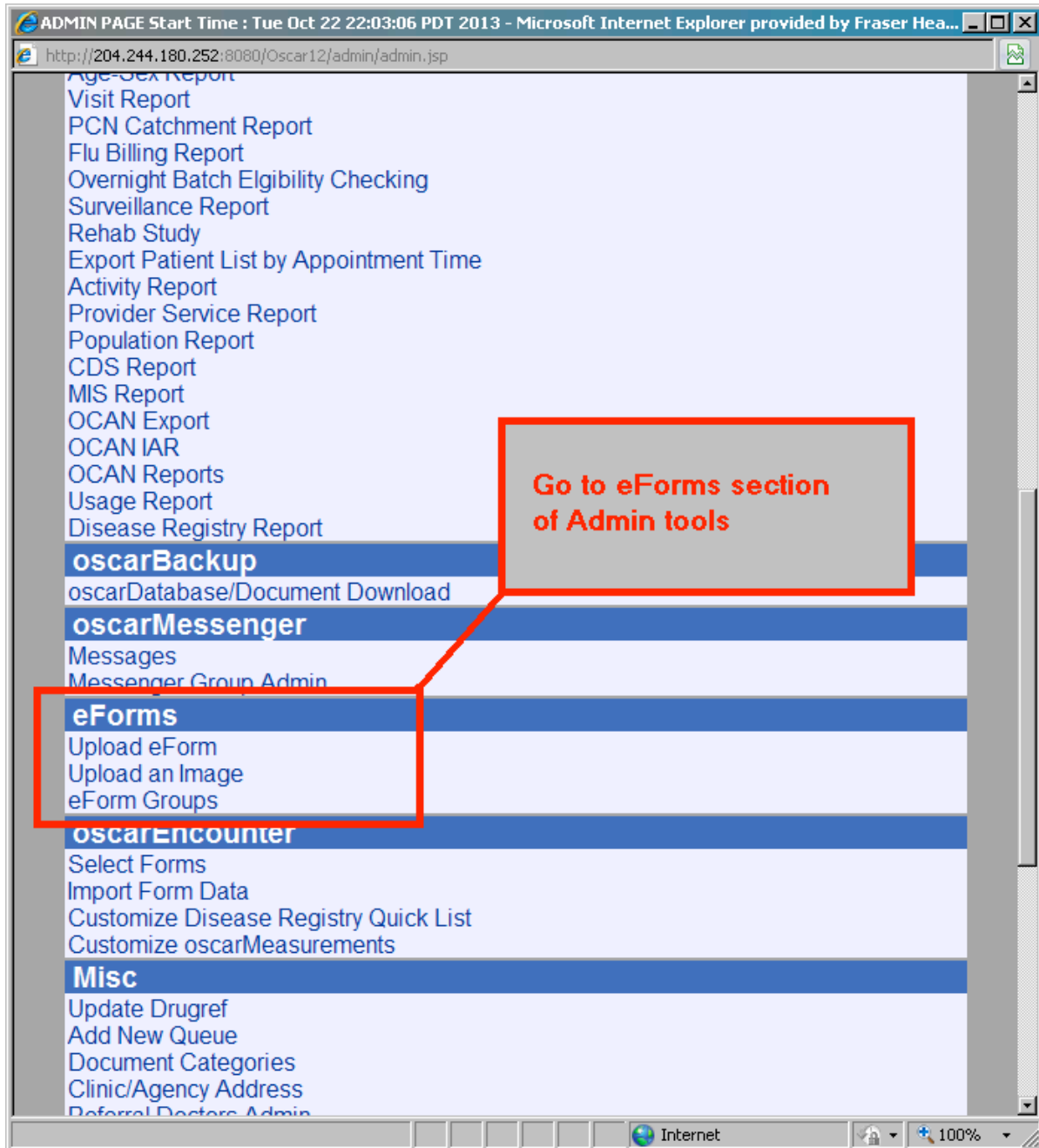Each zip file must be "imported" separately.

B. Import into OSCAR

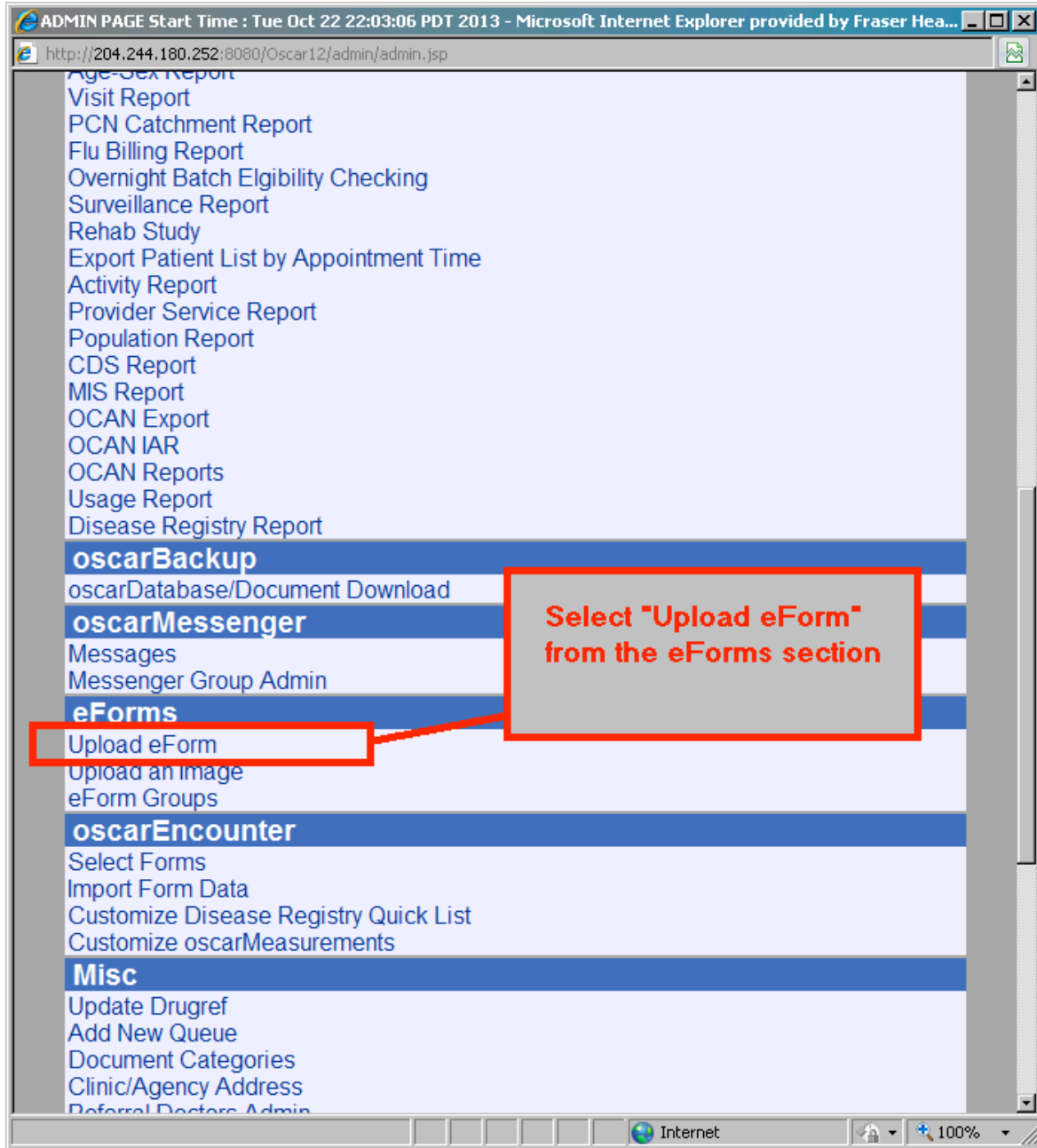In Oscar, go to the Admin tab on the Menu-bar:

Select ADMIN from the Tool-bar

The Admin window will open:

ADMIN PAGE Start Time : Tue Oct 22 22:03:06 PDT 2013 - Microsoft Internet Explorer provided by Fraser Hea...

http://204.244.180.252:8080/Oscar12/admin/admin.jsp

ADMINISTRATIVE PAGE

Provider
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 Service/Diagnostic Code Associations
Manage Procedure/Fee Code Associations
Manage Referral Doc
Simulate Submission File2
Generate Teleplan File2
Manage Teleplan
MSP Reconcilliation Reports
Accounting Reports
Edit Invoices
Settle Over/Under paid Claims

Resource
Base URL Setting

oscarReport
Query By Example

Done   Internet   100%

Go to the section called E-Forms:

Select "Upload eForm":

The Upload eForms window will open. Then click the "Import eForm" tab:

This screen will open.   Select the "Browse…" button:
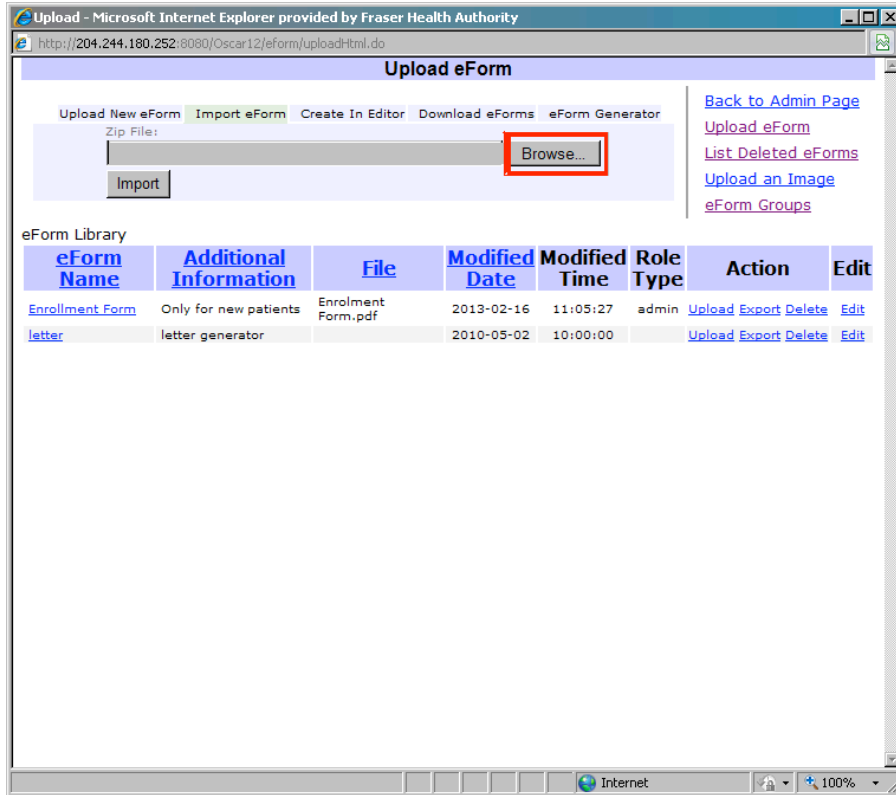
Use the Windows browser to go to the location where the zip files are saved and select the desired file (in this example, it is "Mental905Health905Toolkit.zip":
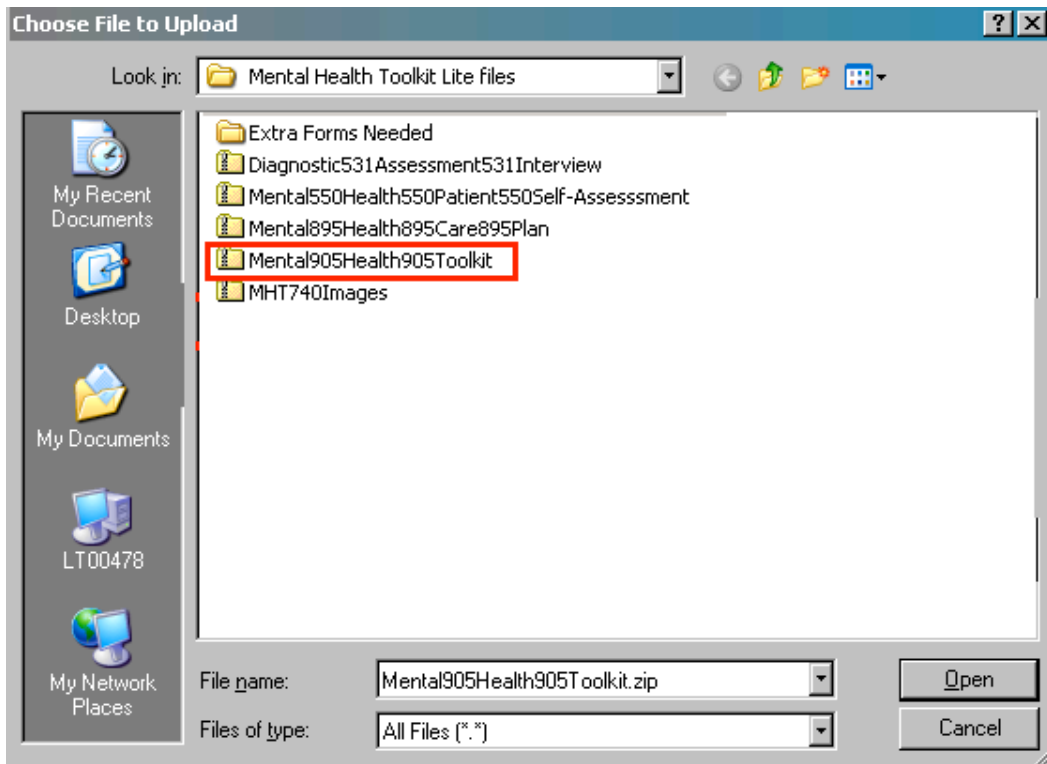
Select OPEN. The "Choose File to Upload" window will close, and you will be returned to the eForm Upload window shown below. Then select "IMPORT" buttom and the form will be uploaded into OSCAR..
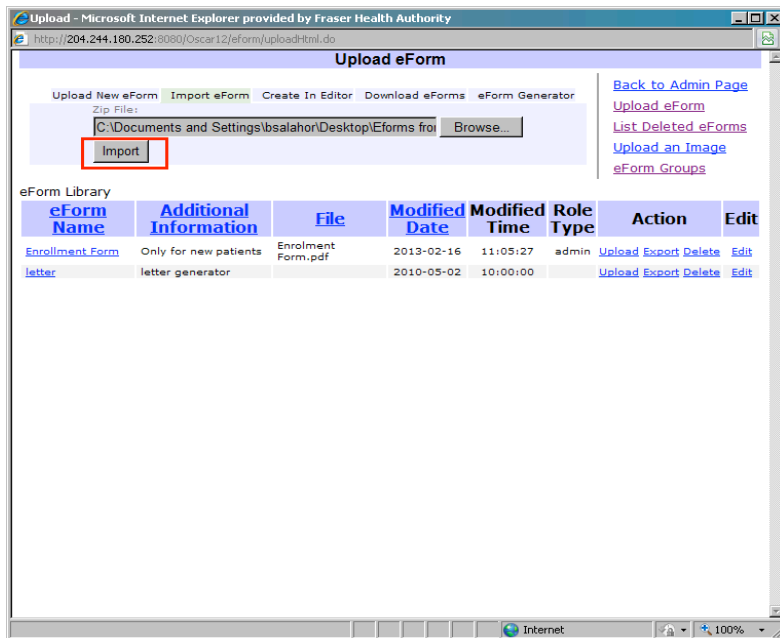
Repeat this "Import eForm" cycle for the other zip files you need. Simply click "Browse" again and navigate to where the other files are stored, and import all the necessary files. If some files already exist, you may see a warning message such as this:
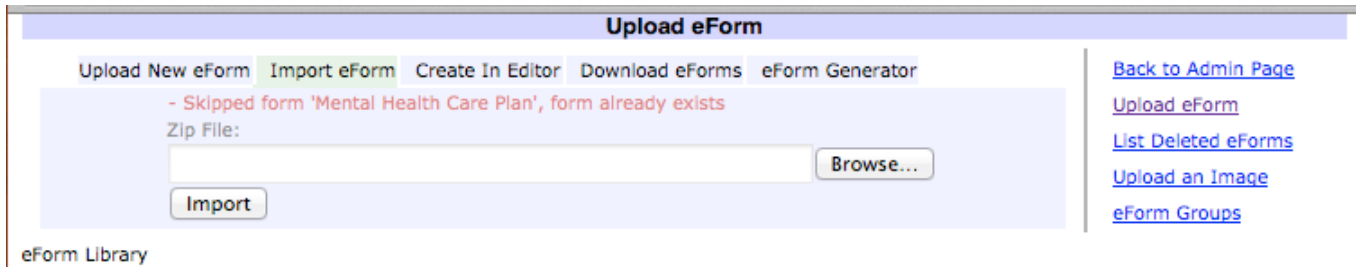
In general, these warnings can be ignored. Certain image (png) may be re-used from existing eForms. Certain javascript (js) files may be in use already. Any referenced png file will match with the current eForm and should not generate an error. As a rule, DO NOT DELETE any image files from the image 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.