

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)

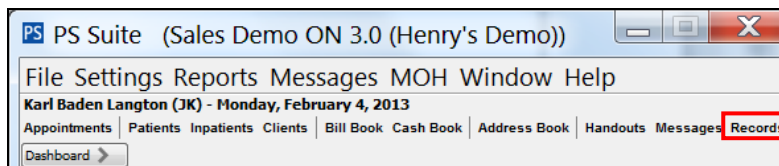


Figure 1: PSS Navigation Bar

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

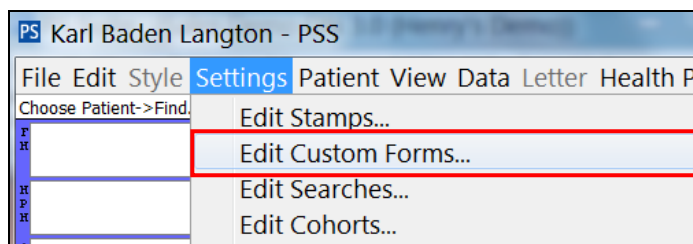


Figure 2: Edit Custom Forms

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

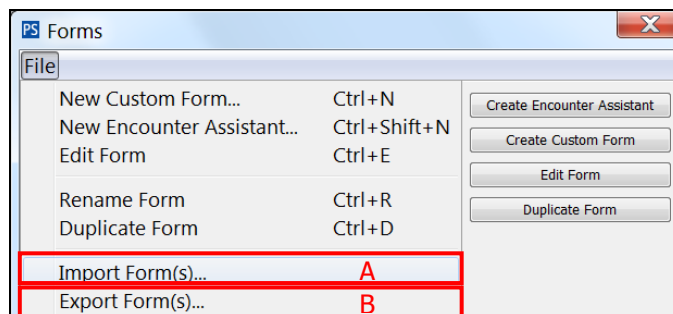


Figure 3: Import Forms/ Export Forms

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.