

NEW FEATURES AVAILABLE IN Vi5


==== WEB STABLES 37 ====

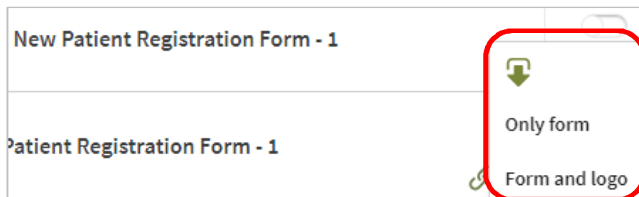
ENHANCEMENT: Export and Import buttons created in eforms Manager

This enhancement has created an Export Button within the eForm Manager to enable a form to be exported (create a copy) and then imported to another location within the same organisation.

Export the form

Exporting the form is creating a copy that can be used at another practice within the same organisation

1. Go to eServices Portal > **My Cabinet** > **Practice Management** > **eForms Manager**
2. Select form to export
3. Click the download  icon
4. Select from the drop list **Only form** or **Form and logo**



6. The form is saved in the Download folder as a json file (don't change the file format)

Import the Form

Importing the form enables a form that was previously exported to be placed into the eForm Manager of another practice within the same organisation.

1. Go to eServices Portal > **My Cabinet** > **Practice Management** > **eForms Manager**
2. Click **Import** button



3. Select the file from the Downloads folder and open



4. The form will be added at the end of the forms listed in Form manager
5. Open the form to add the logo if required
6. Turn Online

Note: The form must be imported as a json file. After the importation, the system will check that the Dental4Windows fields are consistent and present.