

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

| New Patient Registration Form - 1 | | |
|-----------------------------------|---------------|--|
| | Ŧ | |
| Patient Registration Form - 1 | Only form | |
| ى | 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

| 1 | Form Manag | er | | Patient |
|-------------|-----------------|---------------|------------------|------------------|
| Create Form | Restore Deleted | Hide Inactive | Import | |
| | Options | | Last Accessed | Times Accesse |

3. Select the file from the Downloads folder and open

| 🚺 Downloads | = | Addresses abc | 18/10/2019 2:53 PM | JSON File |
|-----------------|---|---------------------------------------|--------------------|-----------|
| 🔛 Recent Places | | New Patient Registration Form - 1 (1) | 21/10/2019 12:21 | JSON File |

- 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.