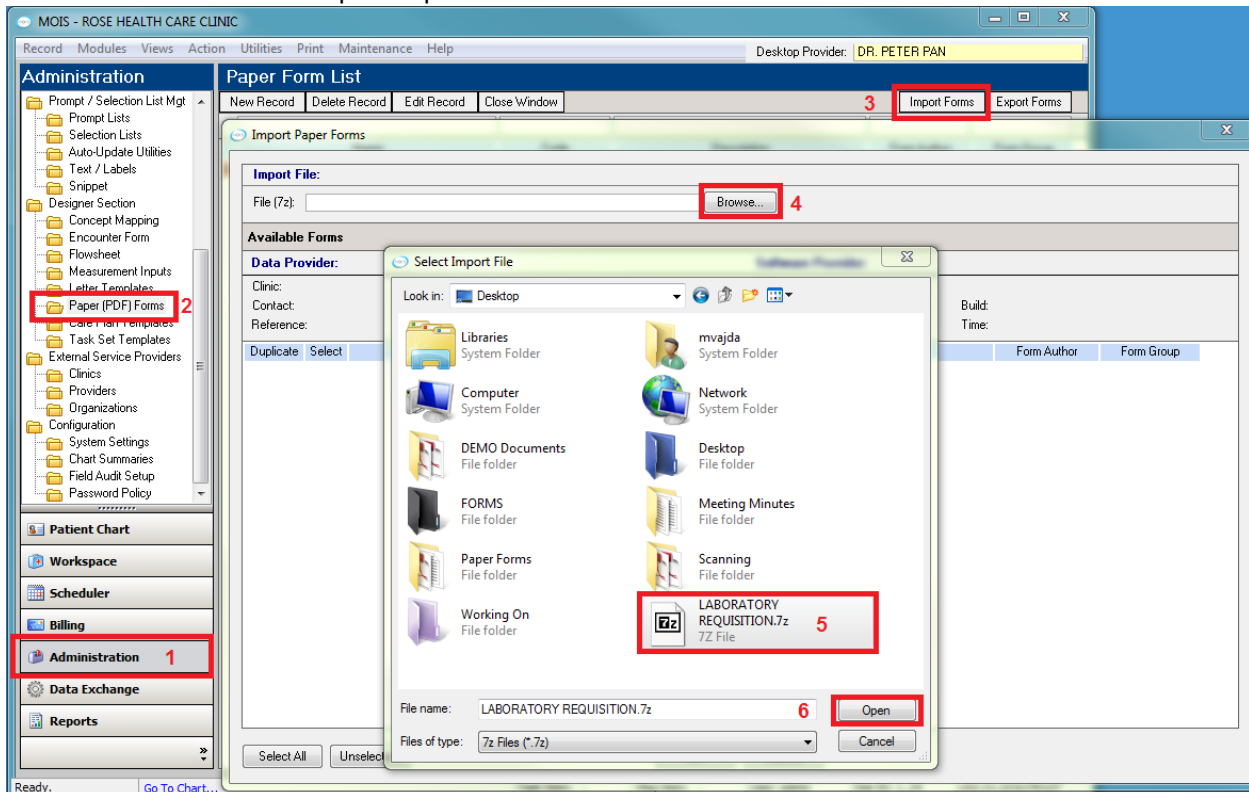


Reliable Method for Paper Forms

1. Save to your desktop (or somewhere you can find easily)
 - a. You can drag and drop the file from Outlook!
2. Open MOIS
3. Go to Administration
4. Open 'Paper (PDF) Forms' under the Designer Section
5. Click 'Import Forms'
6. Navigate to your desktop (or where you save the 7z file) by pressing file
7. Click the 7z file and press open



8. If you already have this form but want to replace it with the newest version
 - Click the select button
9. Press Ok
 - If you already have the form click 'Yes' to overwrite the old one.

Now you can open a patient's chart and use the form or double click on it while still in administration and rename the form.