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**Document Description: Creating a new Form**

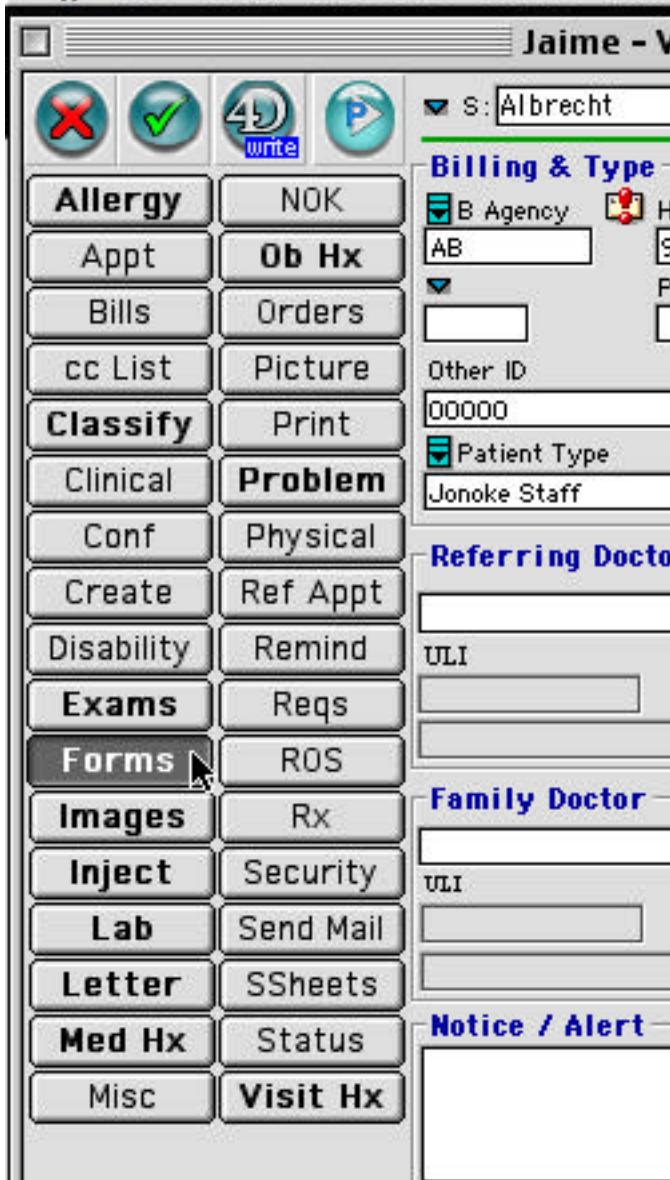
**Date of Tech Note:** March 22nd, 2002

**Bug Fix:** N/A

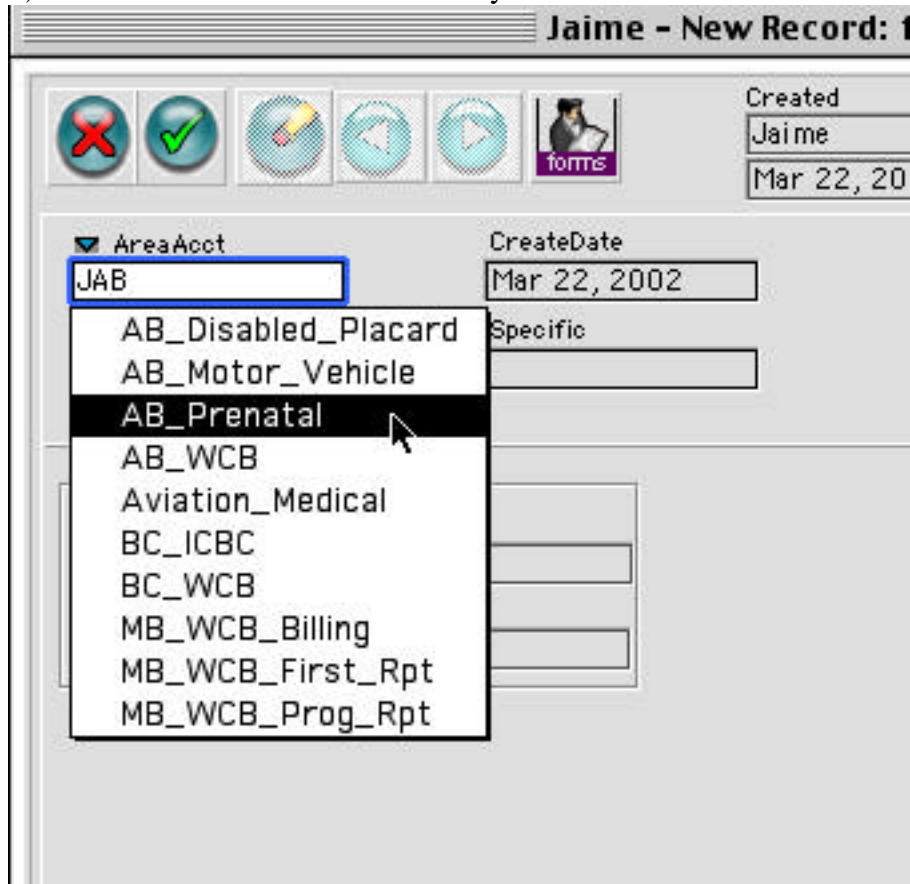
**Description:** This document will explain how to create and save a new form

To create and save a new form:

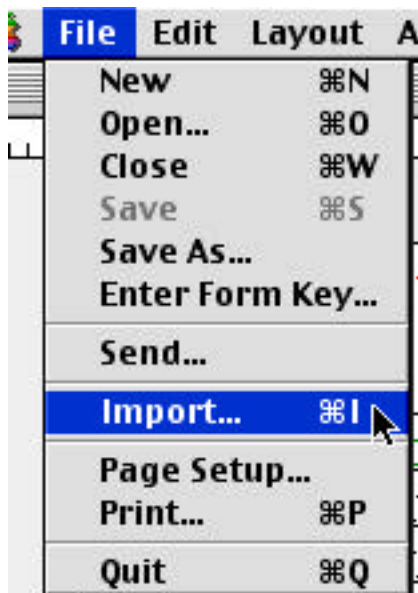
1) From the Patient's file, hold down the Alt / Option key and click on Forms



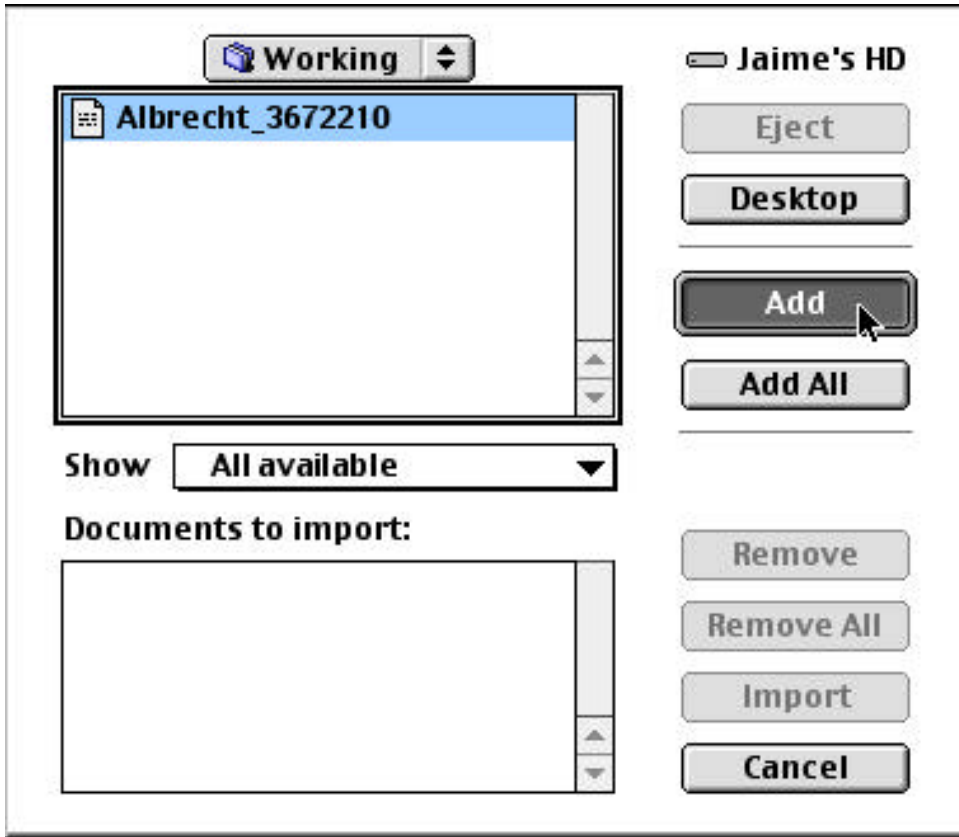
2) Select the Doctor and the form that you would like to use



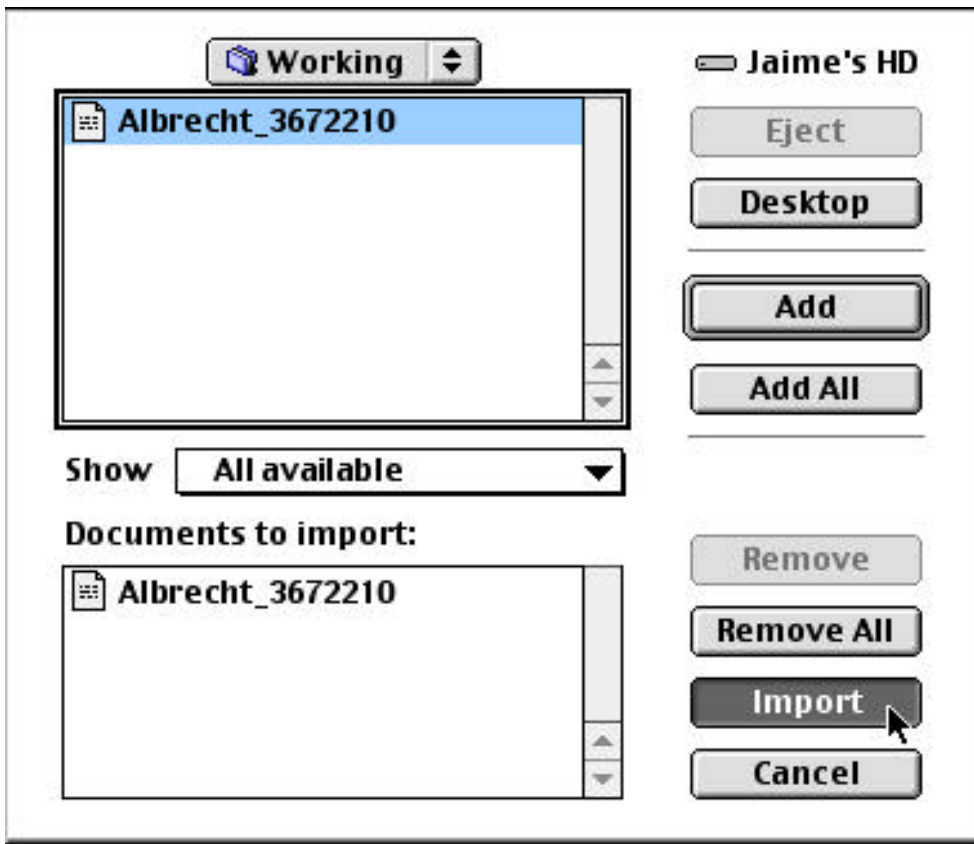
3) The Informed Filler program will start up. Once it has loaded the form, go to the File menu and select Import.



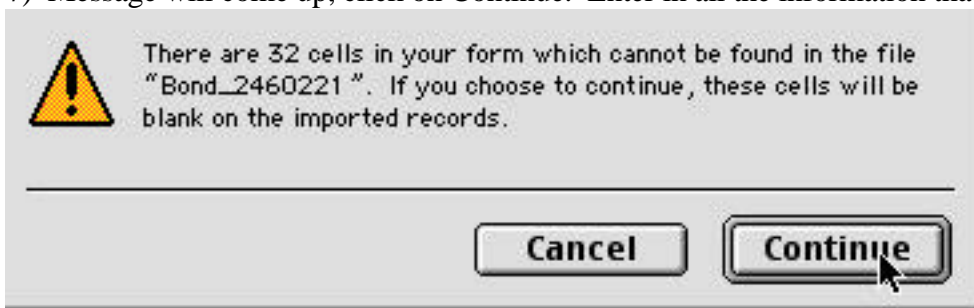
5) The Import window will open up. Click on the Add button (The folder that this information is kept in is very important. It will be: Harddrive / Jonoke / Informed / Working)



6) Click on Import.



7) Message will come up, click on Continue. Enter in all the information that you need in the form.



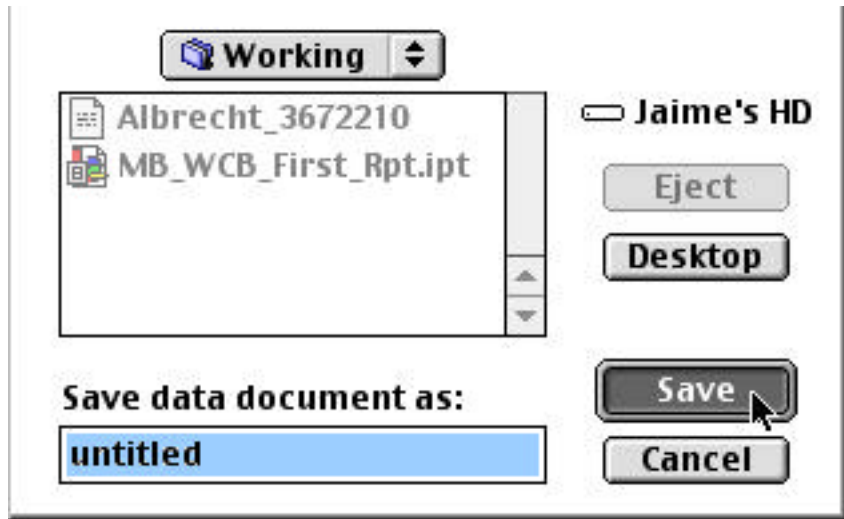
8) Close the Window.



9) Click on Save



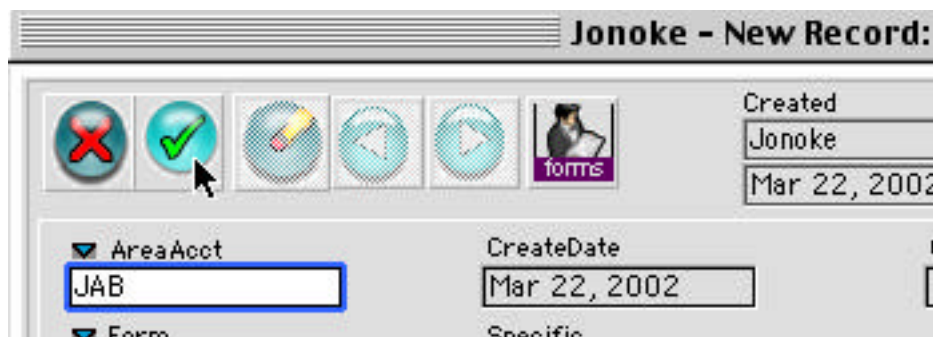
10) Ensure that it is saving the “untitled” file to the Working folder. It will be: Harddrive / Jonoke / Informed / Working



11) Informed will close the window so you see MediFile again. Ensure to make MediFile the active program before doing any of the following steps. Clicking on one of the MediFile windows will make it the active program. To check that it is, look in the top right hand corner of the screen. It should say MediFile Client or 4D Client.



12) Click on the Green Check Mark to save the record.



13) This will bring up a blank form, where you can enter in another form or exit out of that screen.