Using the PDF Forms Tab

This guide provides step-by-step instructions for navigating the PDF Forms Tab.

- PDF Forms has replaced the Forms tab
- All forms created under the old Forms tab have been moved to the PDF Forms tab

1   Load the client chart and Navigate to the PDF Forms tab.

2 Any existing forms will appear under this tab, grouped by form type.

3 View the existing forms by expanding each section.

ⓘ Tip! All forms that were previously saved under the Forms tab have been moved to the PDF Forms tab.

4   Forms from the old Forms tab will have a checkmark under the Legacy column.

Creating a New Form

5   To create a new form, click on Add.

6 Click on the form you would like to create. The form will open in a new window.
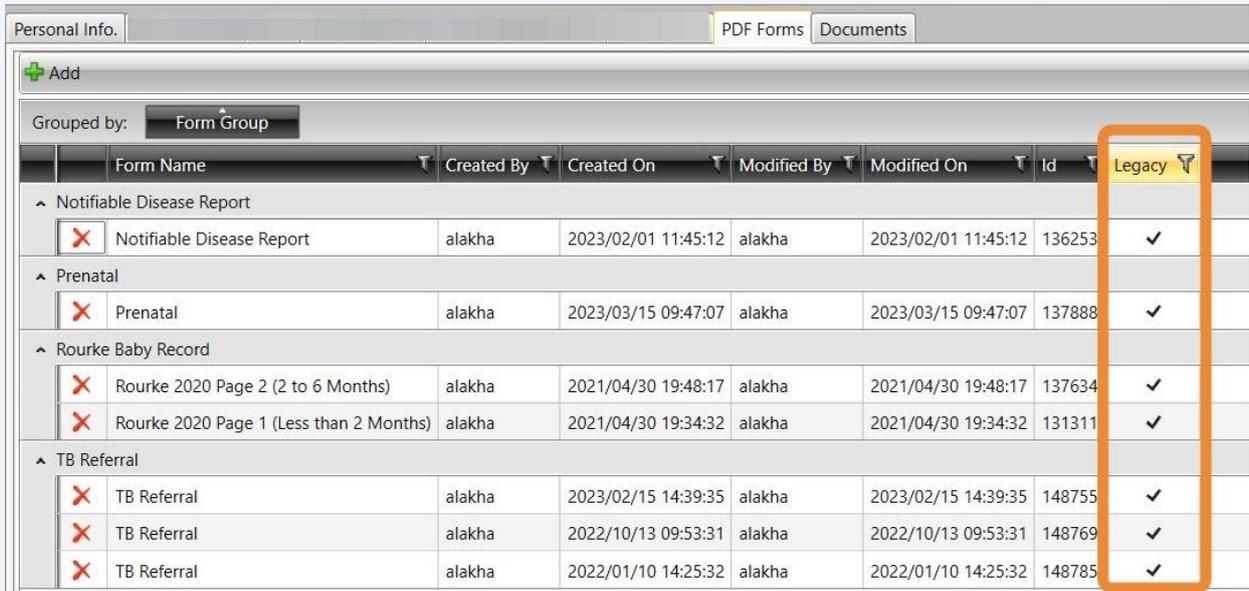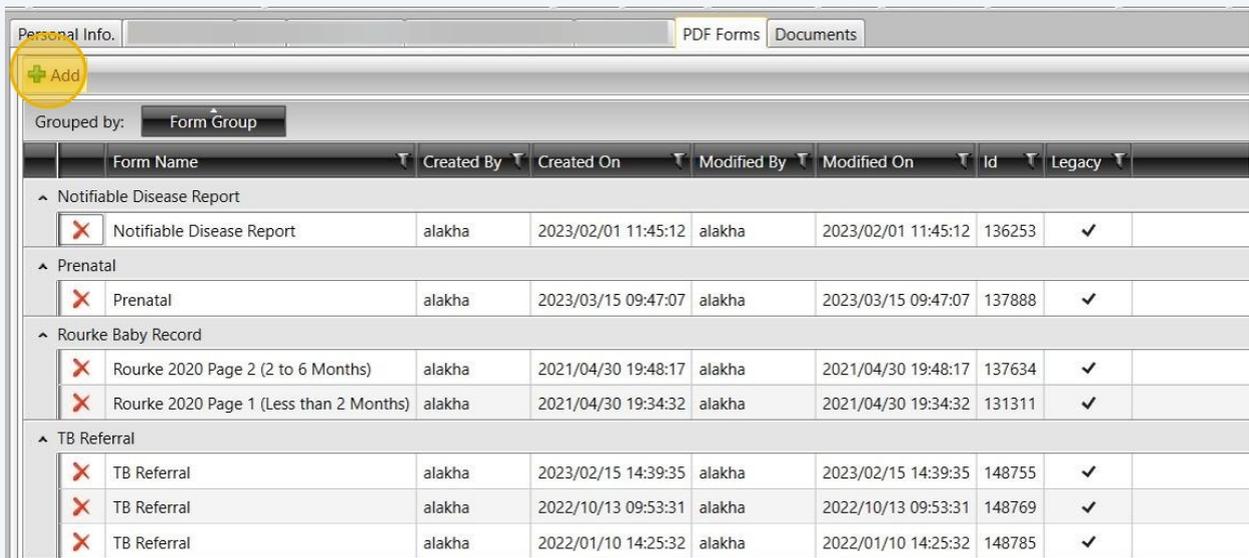
| Personal Info. | Health Profile | Tasks | Growth Charts | Immunization History | Chart Notes | PDF Forms | Documents |

➕ Add

	reated By ▼	Created On	▼	Modified By ▼	Modified On	▼	Id ▼	Legacy ▼
Autopopulate (with NDR)								
Client Depo Provera Checklist								
Dropdown Test								
END OF LIFE	akha	2023/02/01 11:45:12		alakha	2023/02/01 11:45:12		136253	✔
End of Life Assessment								
EPDS Scoring Instructions v2023	akha	2023/03/15 09:47:07		alakha	2023/03/15 09:47:07		137888	✔
General Laboratory Requisition								
Hepatitis C Data Collection Form v2015	akha	2021/04/30 19:48:17		alakha	2021/04/30 19:48:17		137634	✔
Infant Assessment	akha	2021/04/30 19:34:32		alakha	2021/04/30 19:34:32		131311	✔
Maternal Assessment								
Notifiable Disease Report v2018	akha	2023/02/15 14:39:35		alakha	2023/02/15 14:39:35		148755	✔
Prenatal	akha	2022/10/13 09:53:31		alakha	2022/10/13 09:53:31		148769	✔
Prenatal Assessment Record	akha	2022/01/10 14:25:32		alakha	2022/01/10 14:25:32		148785	✔

7 To Save the form, click on the floppy disc icon on the top left of the window.

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Save...

Analgesia			Self-Care	
Other			Awareness of Infant Ter
PHYSICAL ASSESSMENT			Hx Depression	
General Appearance			Domestic Violence	
Breasts/Nipples			Postpartum Exercis	
Fundal Height			Family Planning	
C/S Incision			Post-partum check	
Sutures/Staples			Immunization Stat	
Lochia			EPDS Score	
Perineum			Other	
Pain Control			**RESOURCES**	
Extremities			Printed Informatio	
Bowels			Referrals	
Bladder			Other	
Hemoglobin				
Blood Glucose			Initial	
TPR/BP			Print Name	

(i) Tip! The following functions can be completed by the buttons on the top left corner of the form:

- Save

- Print

- Fax

- Navigate to the previous page

- Navigate to the next page

- Zoom

File

8 If you are creating a form that already exists, the App will ask you if you would like to load the data from the previous form.
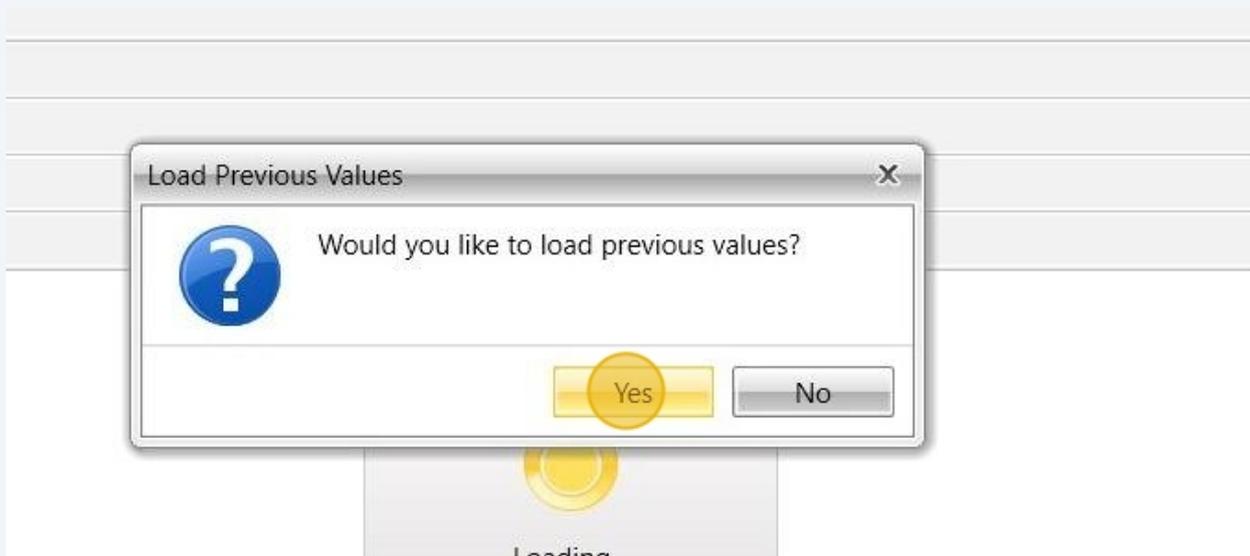
⚠ Alert! Data can only be loaded from previous forms created under the PDF Forms tab (not the old Forms tab).

(i) If you have any questions, please email helpdesk@okaki.com