Download a Form

As an administrator, you can download forms that you want to share with other regions or environments. Downloaded forms are emtrackform files that can be uploaded to create new forms. The uploaded forms are already designed and appear exactly the same as the downloaded form. Once the new form has been created, form fields, including data elements behind the fields, along with Regional Availability and Visibility options should be reviewed to make sure they work properly in the new region or environment.

To download a form

1. On the upper right, click **System Settings**.
2. On the left, under *Other Settings*, click **Patient Forms**. The *Forms Configuration* page opens.
3. Locate the form you want to download. On that row, in the **Actions** menu, click **Download**. The file is downloaded according to your browser settings.