If an ***exported*** OASIS was deleted or missing you can recover it if it has been exported.

If the Oasis does not show up, then it has not been exported yet.

If the Oasis was exported on or after 1/1/2015:

- Go to **Admin > Fix/Recover OASIS > Recover/Print an Oasis from Export File**
- Pull the patient up by entering the chart number or search by name and click on the Search button
- Select the Oasis from the list that appears at the bottom half, you'll select by DocID
- Click the **Recover** button. A pop up will appear that the Oasis has been recovered, click **Ok**
- You can **Print** the Oasis from here if needed, the long preview will appear
- Go to the **OASIS** screen to verify the Oasis shows up

If the Oasis was exported before 1/1/2015:

- Go to **Admin > Fix/Recover OASIS > Recover/Print an Oasis from Export File**
- Pull the patient up by entering the chart number or search by name and uncheck **Search Barnestorm Backups**
- Enter the **Doc ID** field and change the **Exported From** and **Thru** date to the date the Oasis was exported
- If needed, click the **Search Location** button to point the path to the location of where the exported files are saved
- Click the **Search** button
- Select the Oasis from the list that appears at the bottom half, you'll select by DocID
- Click the **Recover** button. A pop up will appear that the Oasis has been recovered, click **Ok**
- You can **Print** the Oasis from here if needed, the long preview will appear
- Go to the **OASIS** screen to verify the Oasis shows up

My OASIS is there, but it will not Sync over to Office:

- Select the **OASIS**

- Click the **Recover OASIS** tab

- You will receive this popup. Click **Yes**.

- You will receive a second popup instructing you to Sync.

Once you sync, the OASIS will appear in Office.