

Recover a missing OASIS

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

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
- 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

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
- Uncheck **Search Barnestorm Backups**
- Enter the **Doc ID** field
- 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

Note:

- As needed, you can find where the file needs to be located by going to **Admin > Export OASIS > Set up OASIS Agency Data > Export File Path**.
- If the OASIS was archived already it will be inside of a folder name Archived - inside of the export file path.
If the file was archived, copy and paste it back to the Export File Path.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50432.aspx>