## 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

- **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**

- been recovered, click **Ok** You can **Print** the Oasis from here if needed, the long preview will
- ٠ 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.

Knowledgebase http://kb.barnestorm.biz/KnowledgebaseArticle50432.aspx