



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

RECOMMENDED PROCEDURE



Procedure for download and installation of Templates

VERSION 4.00

PROCEDURE SUMMARY

1. **Back-up Information Store details.....3**

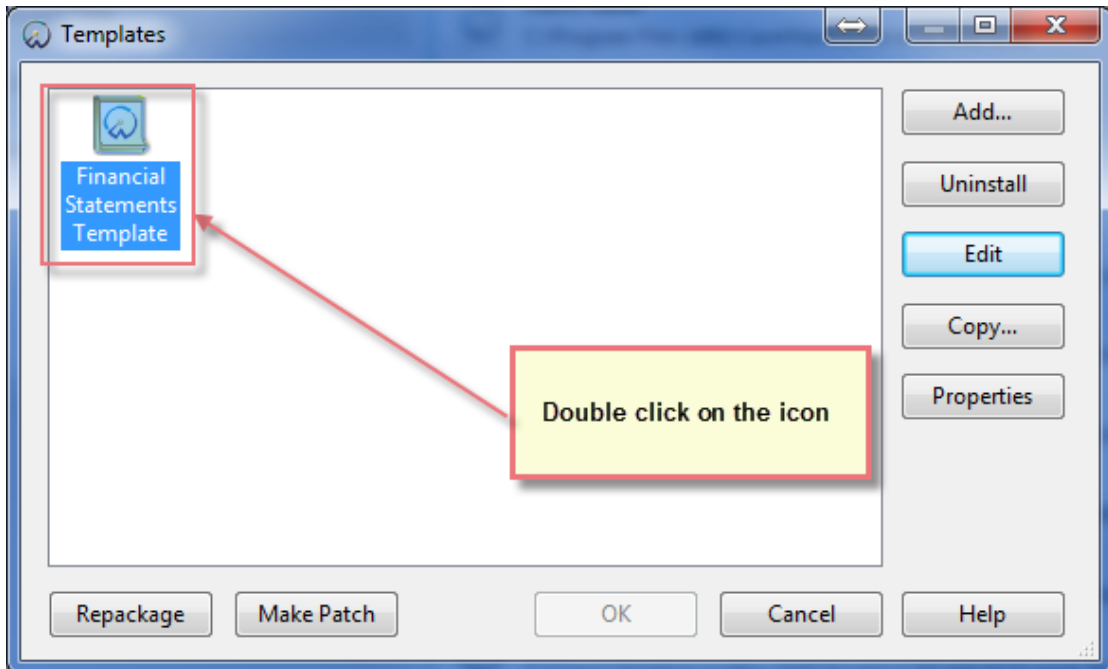
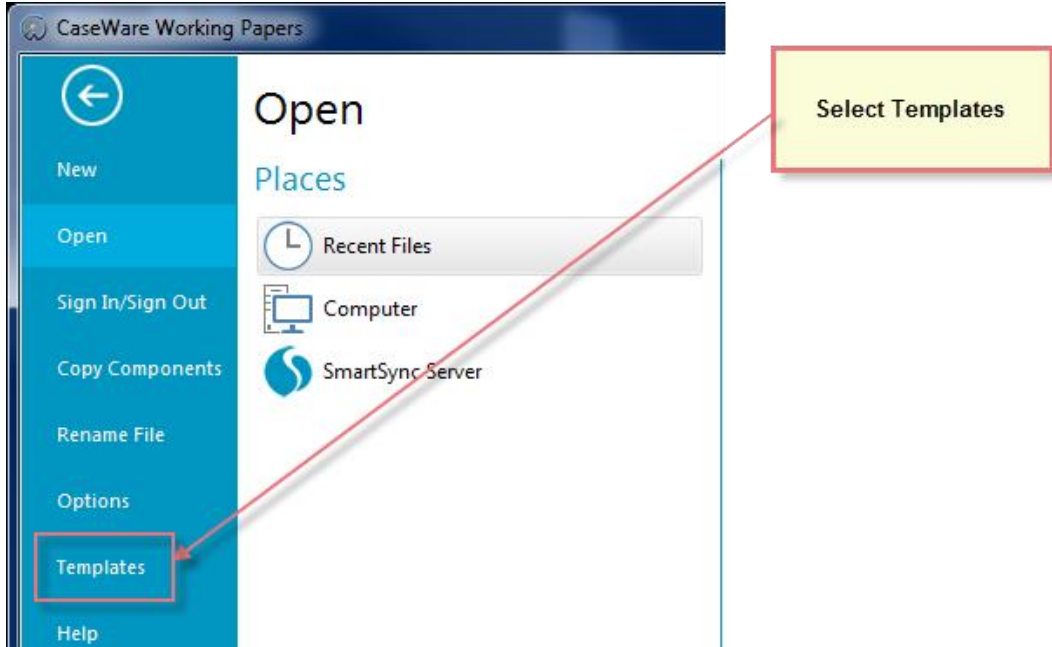
2. **Download the latest Financial Statements Template update file from the Client Support area of our web site.....5**

3. **When the download process completes, find the file in Downloads.....7**

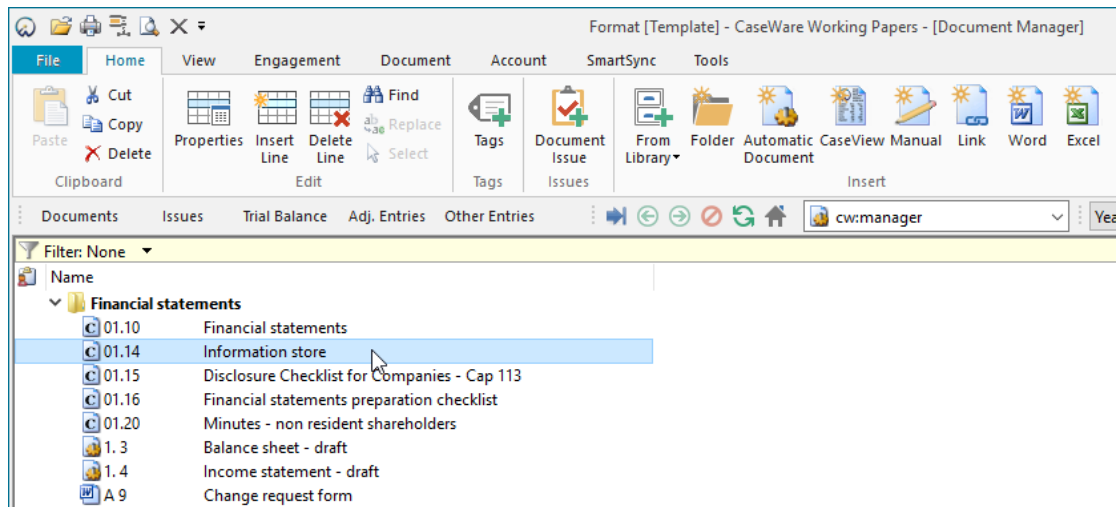
4. **Open the updated financial statements template11**

1. Back-up Information Store details.

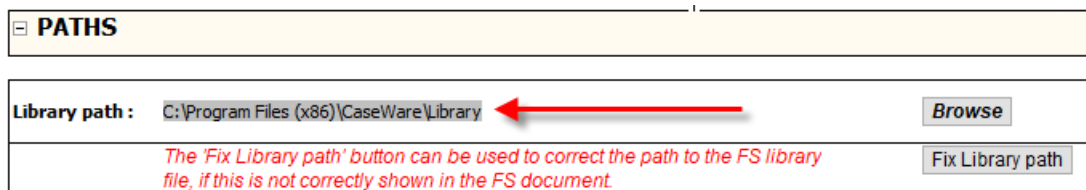
- a. Select Templates. Then double click on financial statements template to open it



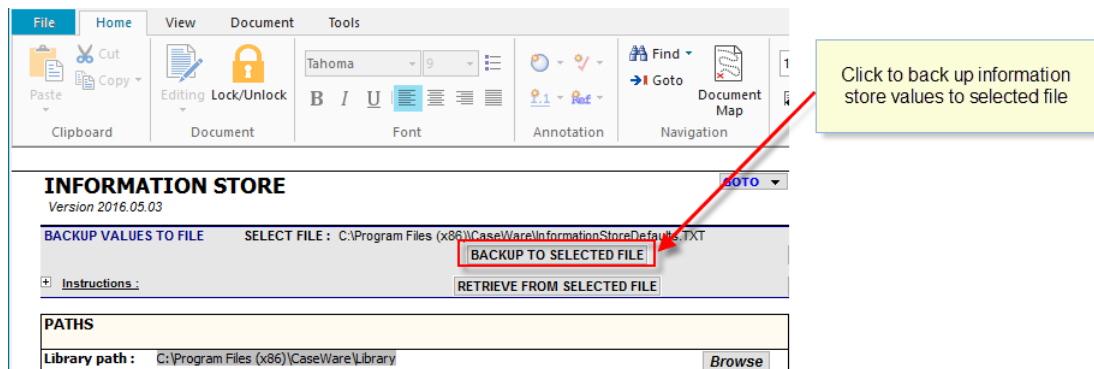
- b. Select to open 01.14 Information store



- c. In the PATHS section, confirm that the Library Path is the correct one. If not press the browse button to set the correct Library path e.g. C:\Program Files (x86)\CaseWare\Library.



- d. In BACKUP VALUES TO FILE click the button “BACKUP TO SELECTED FILE” to save information store values.



CLOSE INFORMATION STORE AND CASEWARE WORKING PAPERS

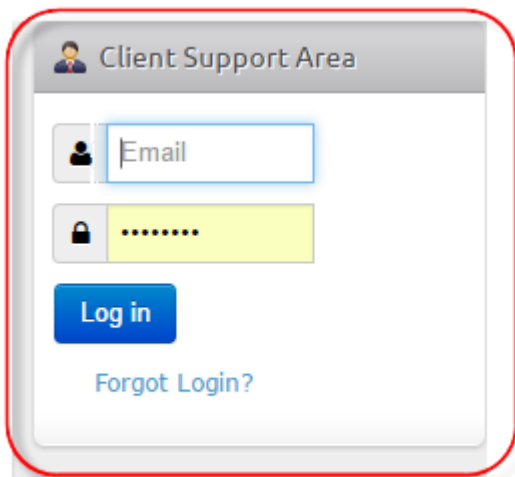
2. Download the latest Financial Statements Template update file from the Client Support Area of our web site.

(Note: We recommend using [Mozilla Firefox](#) or [Google Chrome](#) for browsing our website)

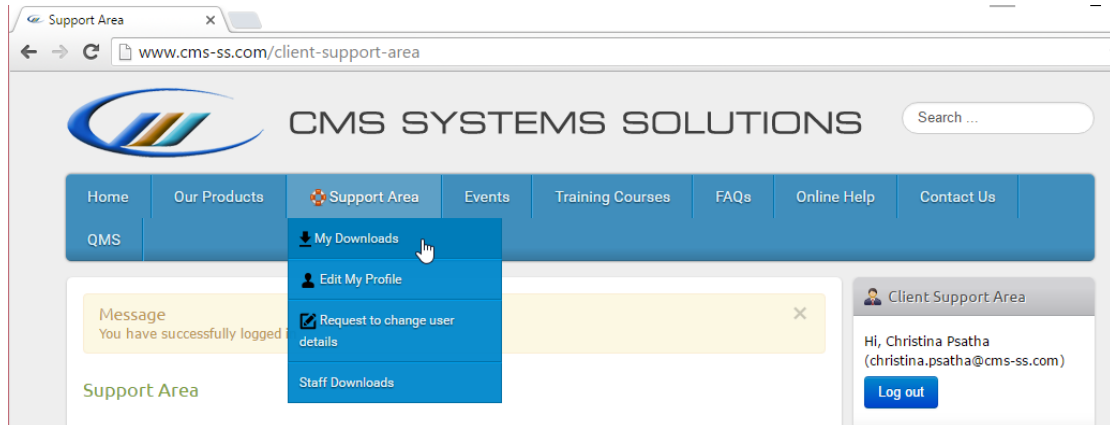
- a. You can access the Client Support Area either at <http://cms-ss.com/>



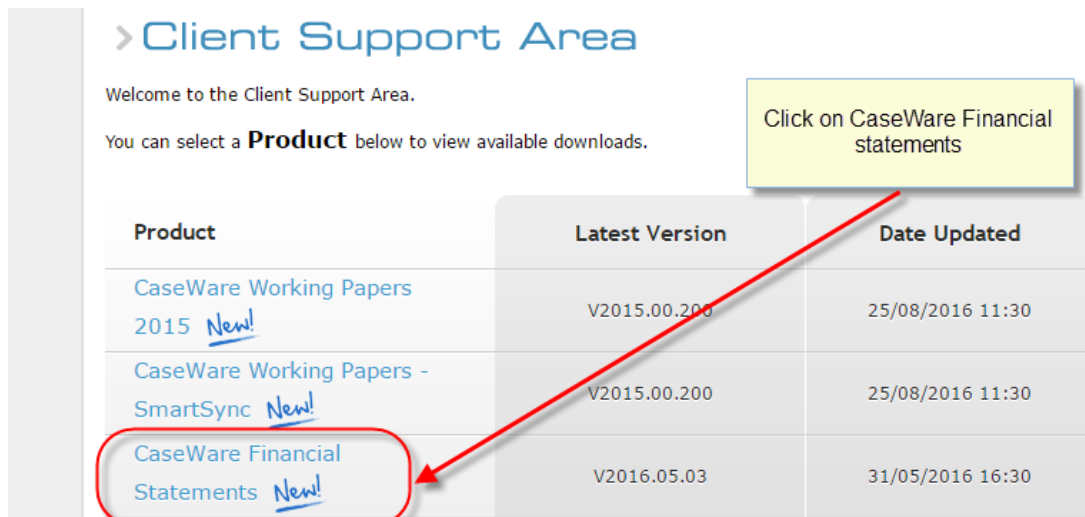
- b. Login using your Email and Password



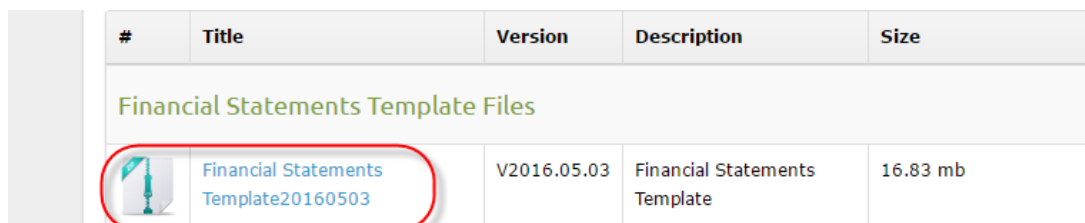
c. Once logged in, click on the option "Support Area", "My Downloads"



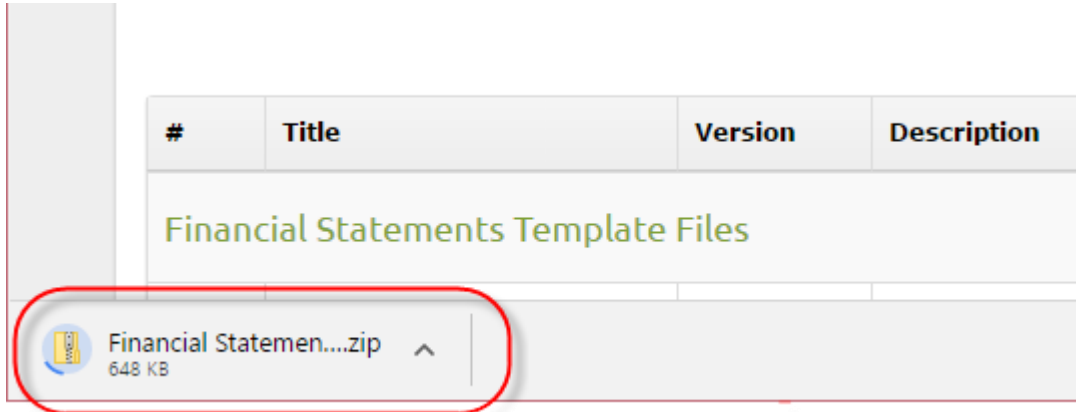
d. From the list of Product, click on CaseWare Financial Statements



e. On the Financial Statements Template files, click to download Financial Statements Template

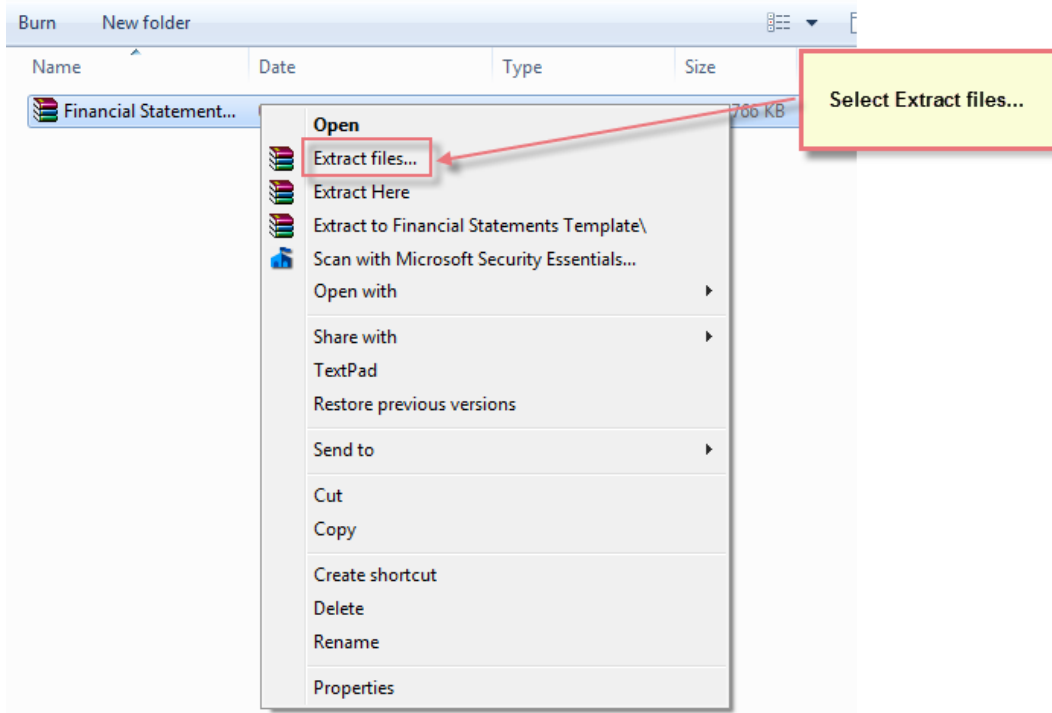


- f. At the bottom of the page you will see the template downloading. In some cases, a window will pop up and select to **Save File**.

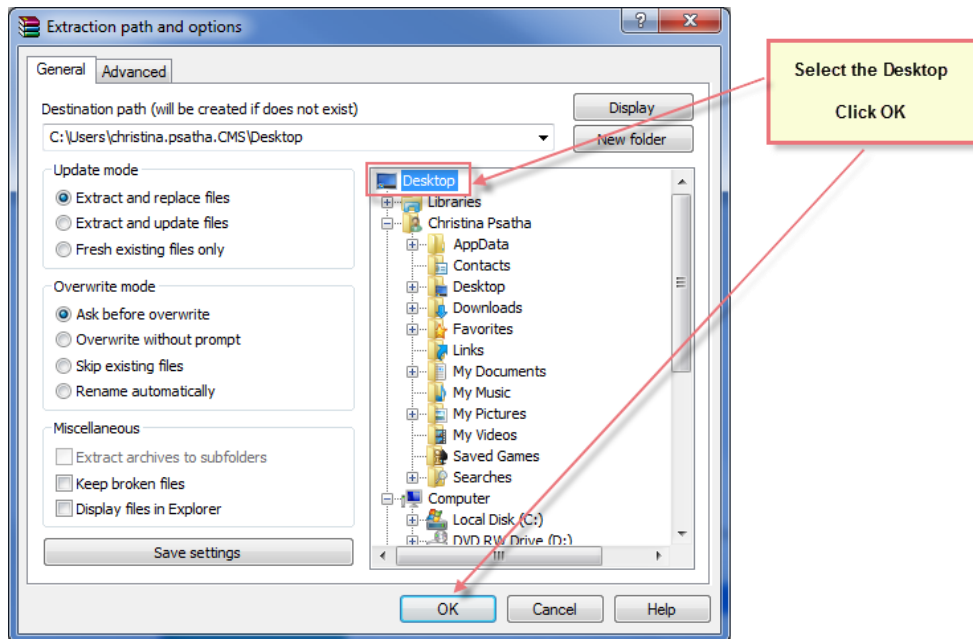


3. When the download process completes, find the file in Downloads.

- a. Right click on the zip file and choose Extract files.

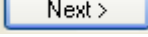


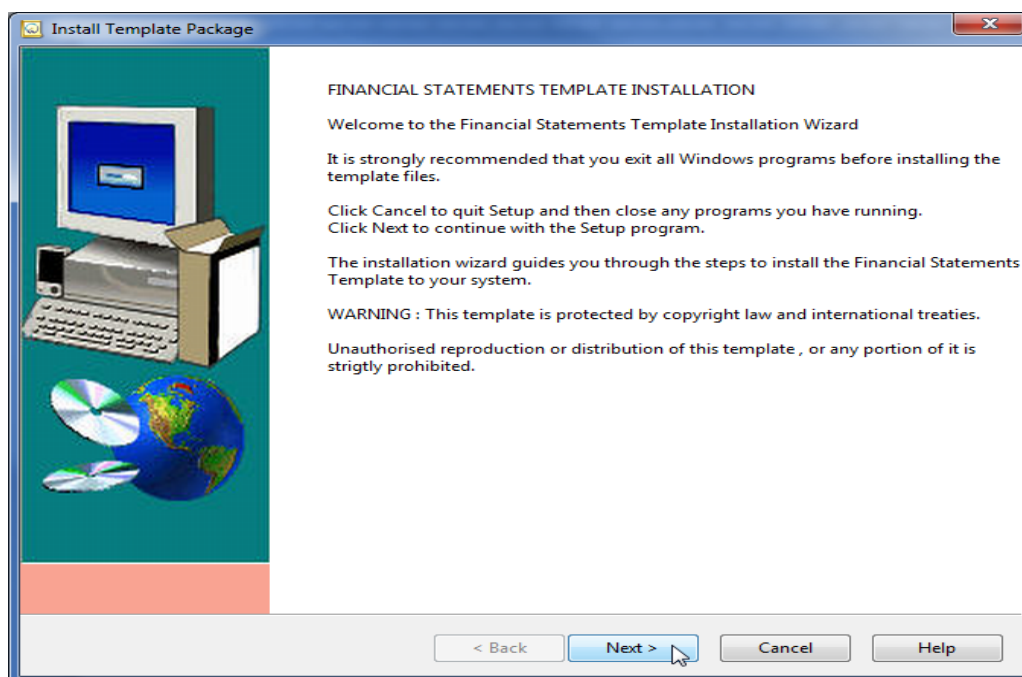
b. At destination path select the Desktop and click OK.

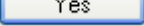


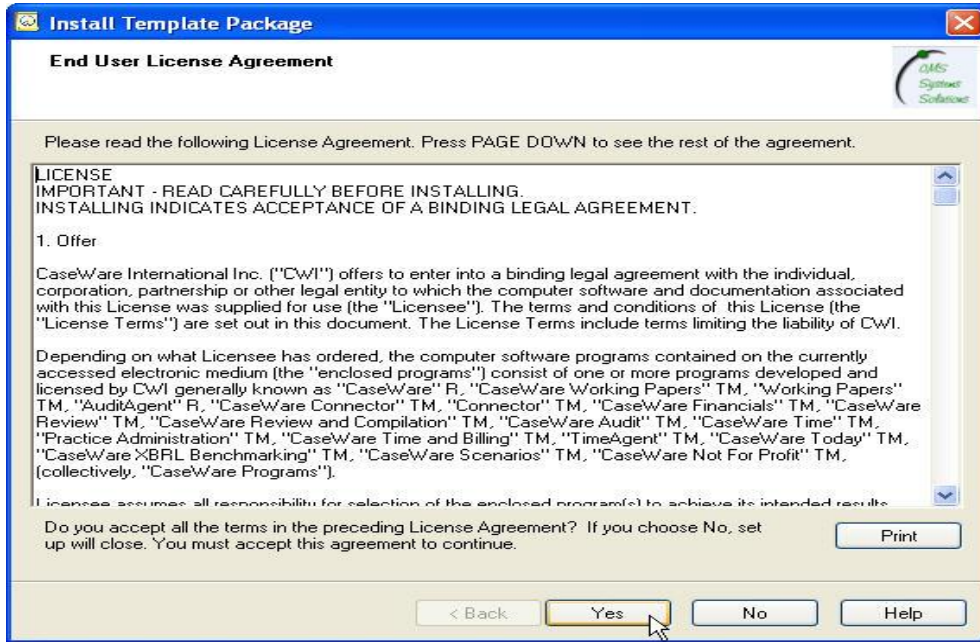
c. The extracted file is a CaseWare Package File as shown below. To install the template, double click on it.



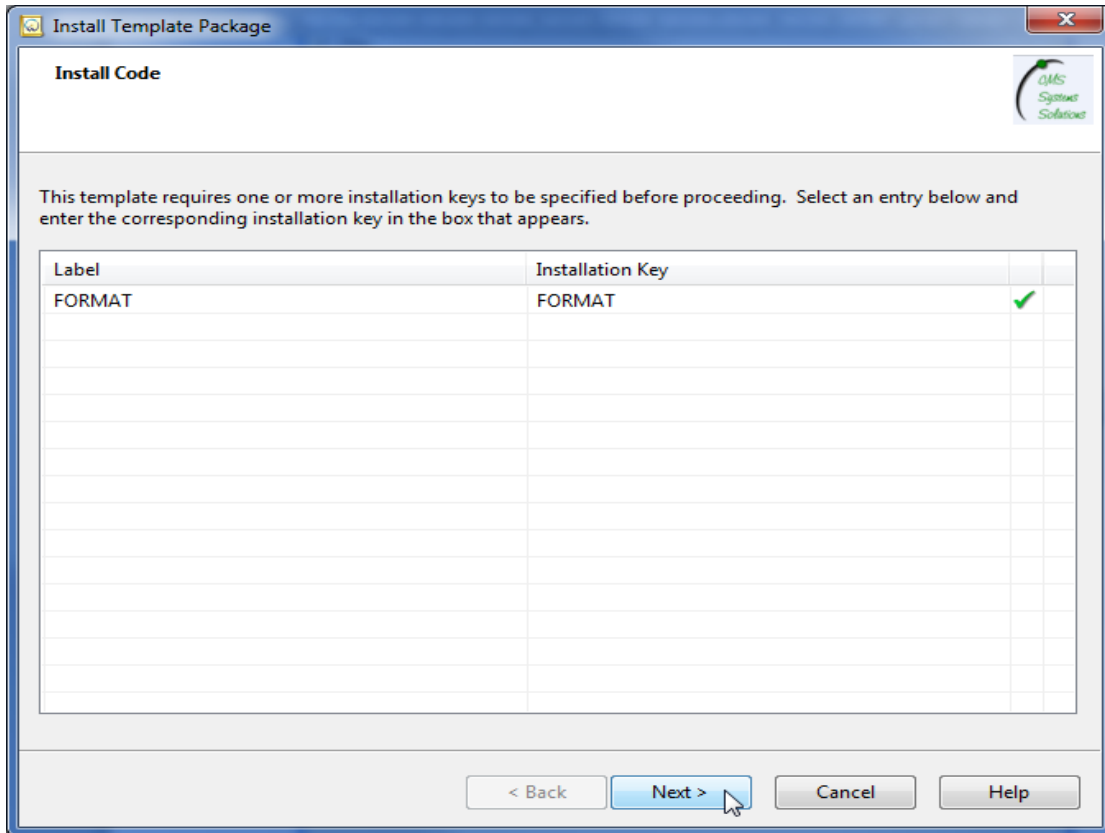
d. In the Install Template Package window, click  to proceed with the installation



- e. On the next screen, click  to accept the User Licence Agreement.

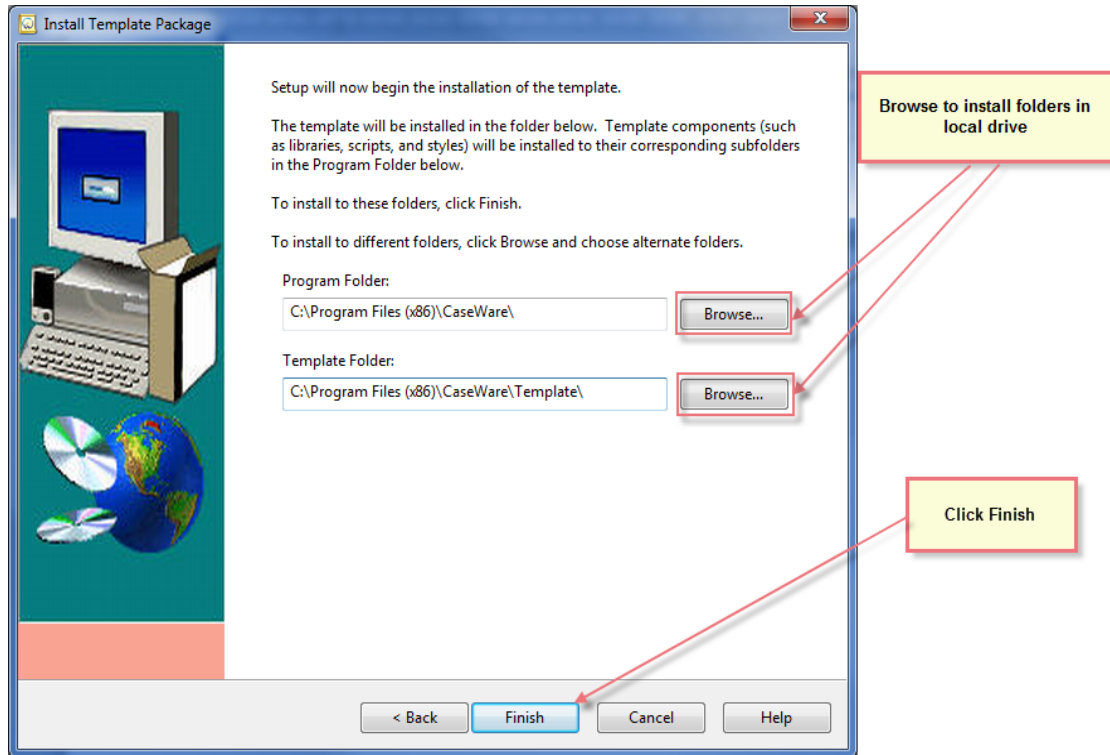


- f. Then enter the installation key "FORMAT" and click .

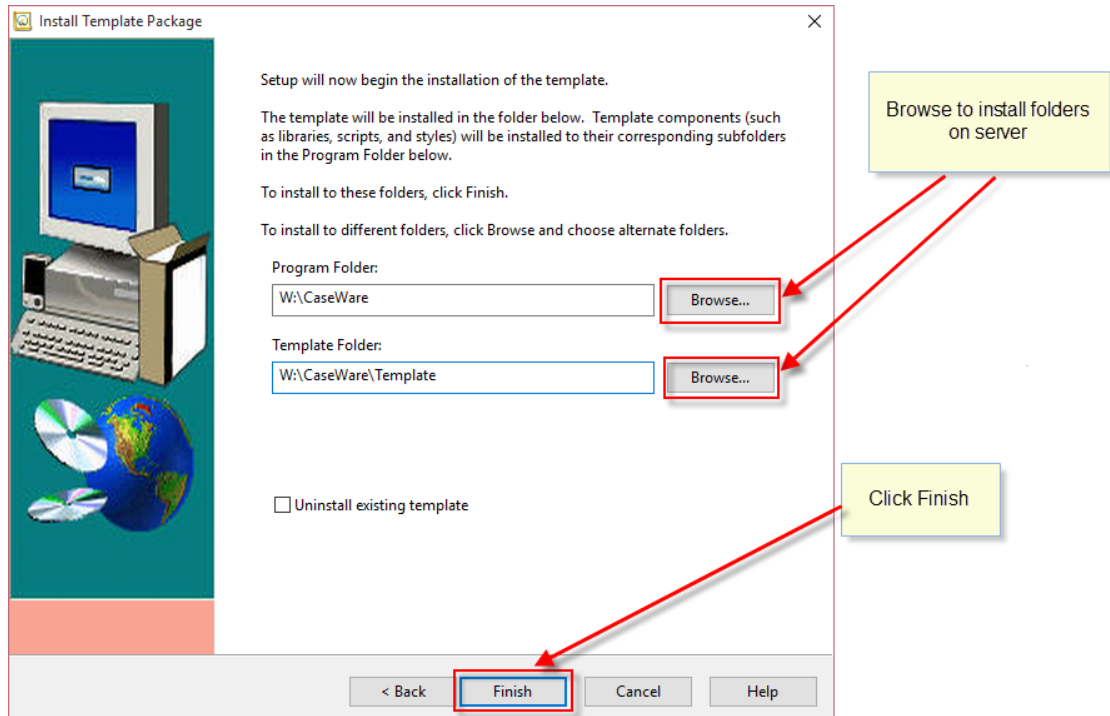


- g. Click Browse to install Library and Template folders. Click Finish.

OPTION 1: Browse to install Library and template folder on local drive



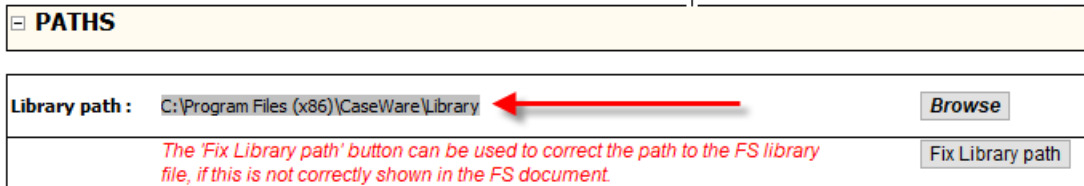
OPTION 2: Browse to install Library and template folder on server



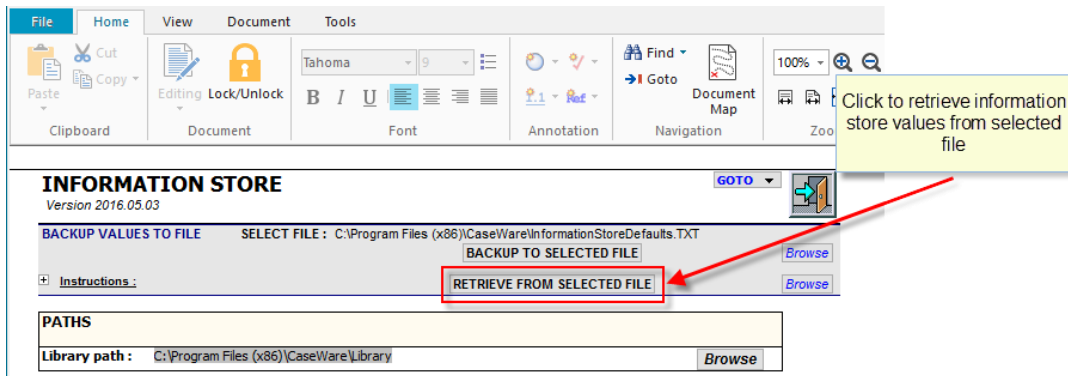
NOTE: The folders for Audit International template must be installed LOCALLY

4. Open the updated financial statements template

- a. Open 01.14 Information store
- b. Ensure that the library path is correct



- c. and click button "RETRIEVE FROM SELECTED FILE".



The template is now updated with the latest version.