CMS SYSTEMS SOLUTIONS
CaseWare Authorised Distributor

RECOMMENDED PROCEDURE

CaseWare Working Papers Installation and setup Procedure

VERSION 5.00

PROCEDURE SUMMARY
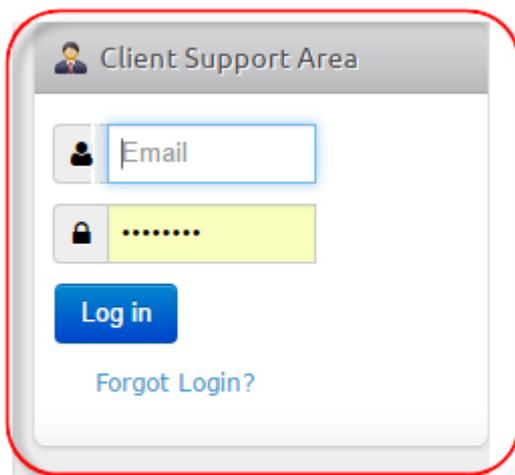
1. Download CaseWare Working Papers from the Client Support Area of our web site.

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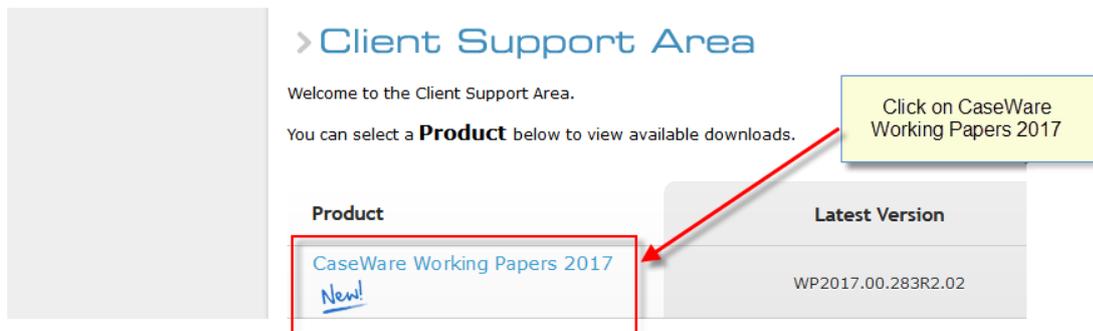

     b. Login using your Email and Password

c. Once logged in, click on the option "Support Area > My Downloads"
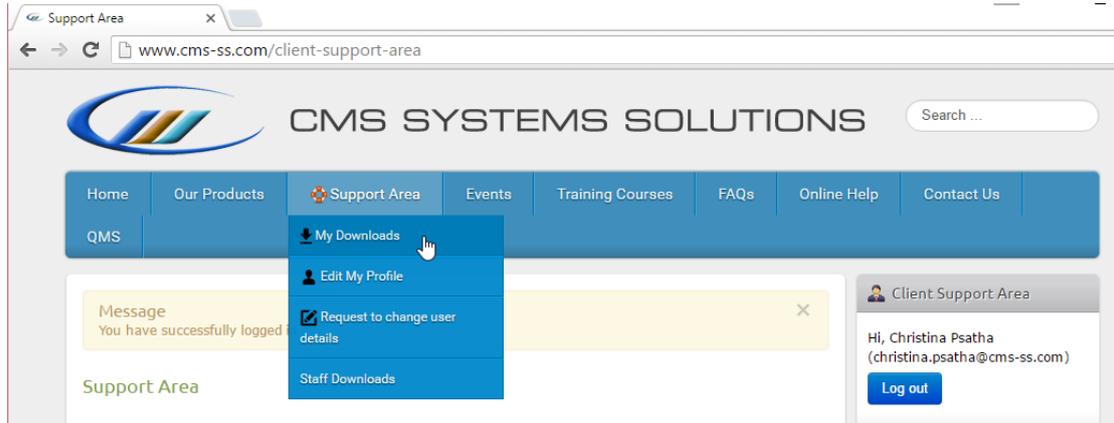
d. Select CaseWare Working Papers 2017

e. In Working Papers download page, click to download Working Papers 2017 64bit

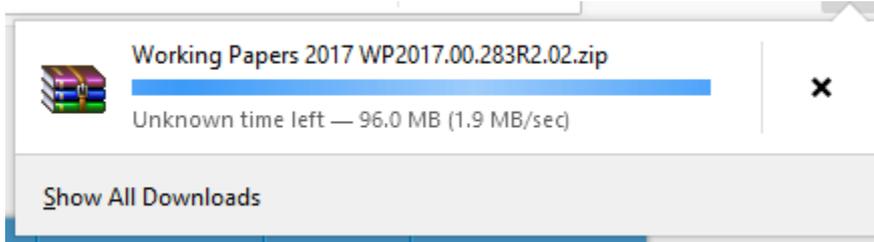**IMPORTANT NOTE: CaseWare Working Papers 2017 does not work on machines with 32bit**

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

Working Papers 2017 WP2017.00.283R2.02.zip
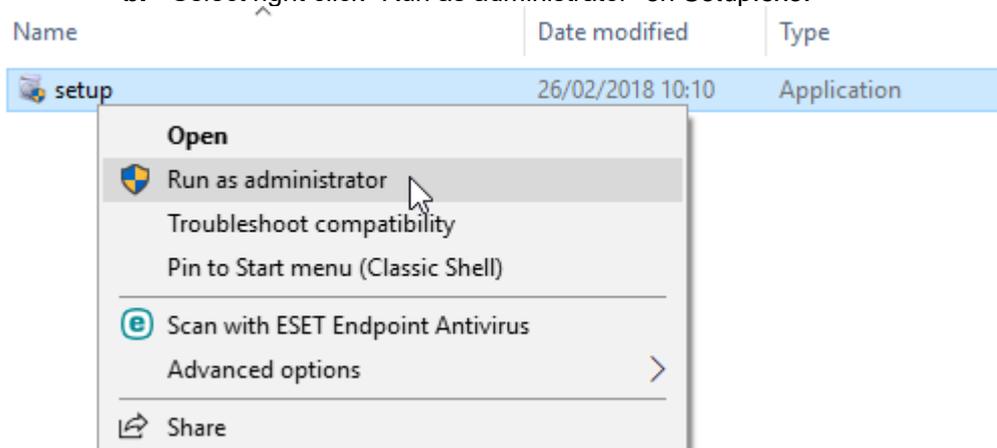
Unknown time left — 96.0 MB (1.9 MB/sec)

×

Show All Downloads

2. **When the download process completes, find the file in Downloads and proceed with the installation**

a. Select to extract zip file
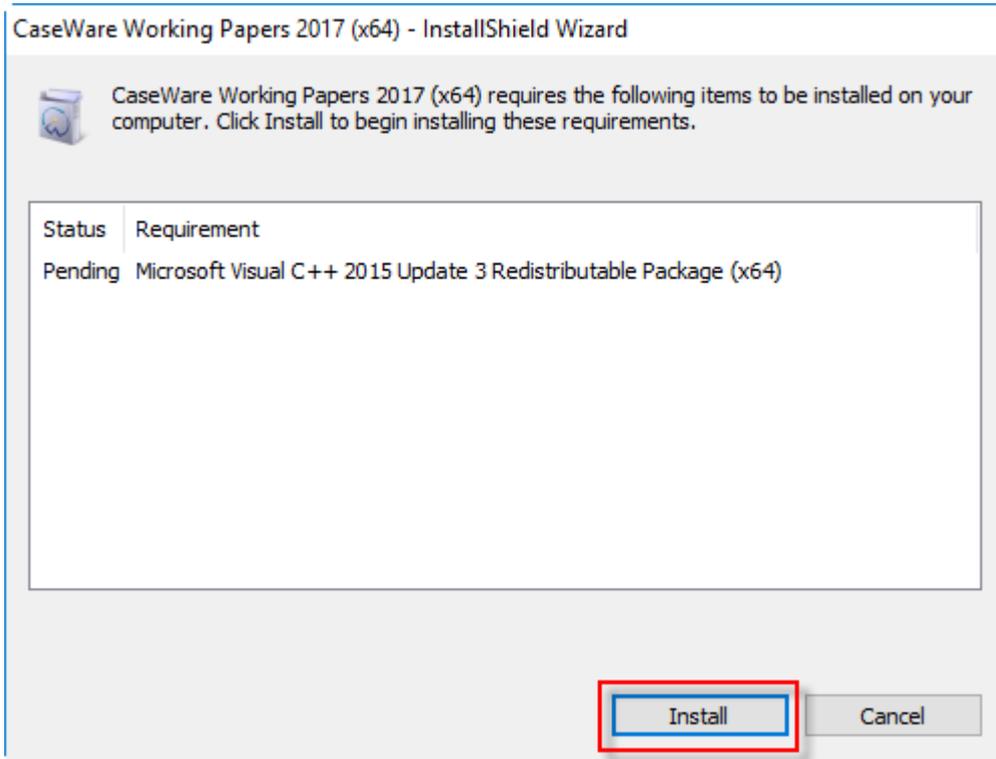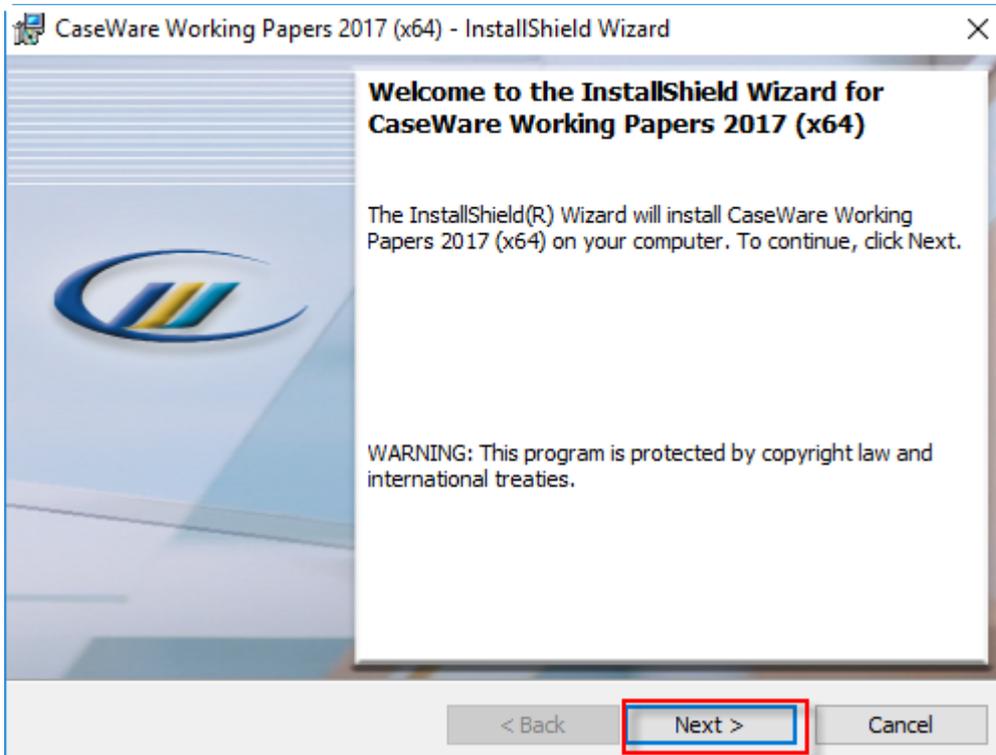
Name	Date modified	Type
Working Papers 2017 WP2017.00.283R2.02	20/03/2018 11:24	WinRAR ZIP archiv

Open
- Open with WinRAR
- Extract files...
- Extract Here
- Extract to Working Papers 2017 WP2017.00.283R2.02\
- Scan with ESET Endpoint Antivirus
- Advanced options
- Share
- Open with
- Give access to
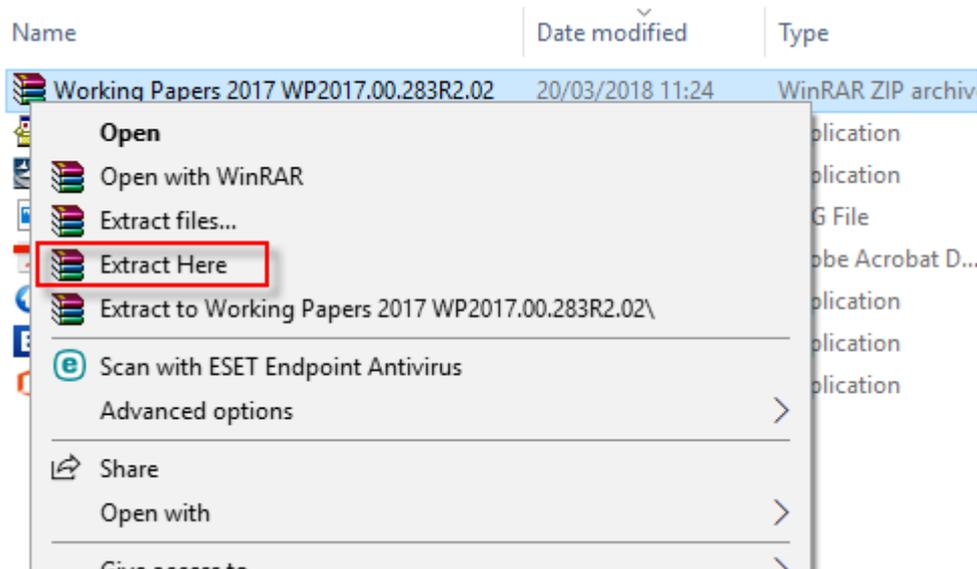
b. Select right click "Run as administrator" on Setup.exe.

Name	Date modified	Type
setup	26/02/2018 10:10	Application

Open
- Run as administrator
- Troubleshoot compatibility
- Pin to Start menu (Classic Shell)
- Scan with ESET Endpoint Antivirus
- Advanced options
- Share

c. On InstallShield Wizard click to Install the required updates
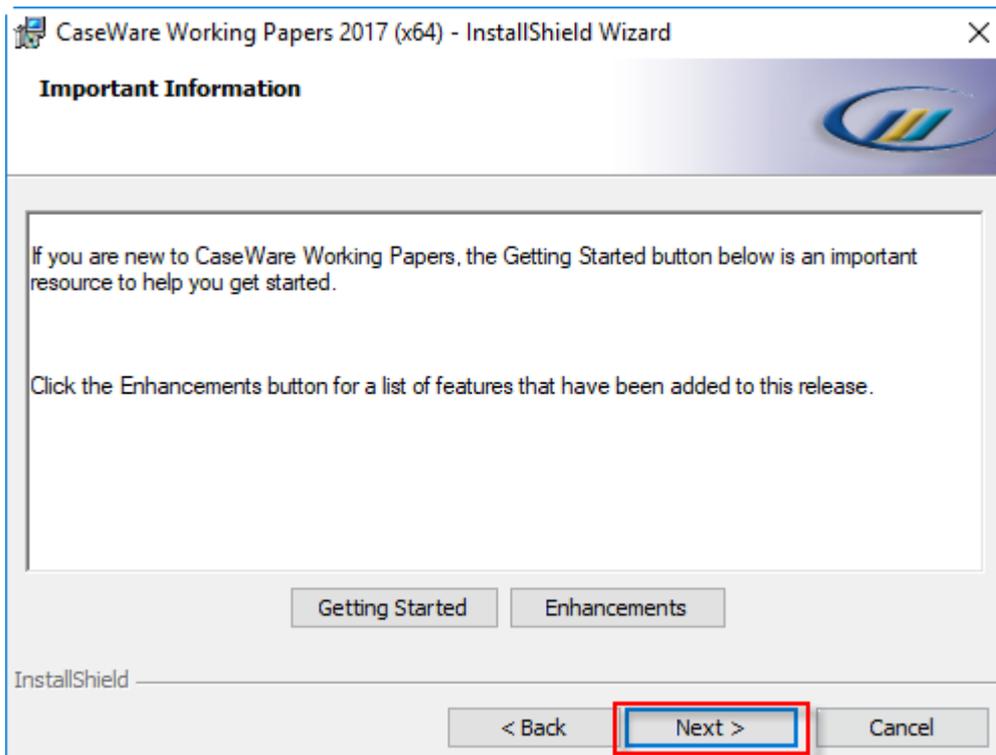

d. Click Next

e. Read the License agreement at the Installation Window Wizard.

Select the option: "I accept the terms in the license agreement" and press Next to continue.

f. Review the several new features that have been added in Working Papers 2017 and click 'Next' to continue.

g. Click Next.

PLEASE NOTE: The default folder for installing CaseWare Working Papers is as shown below "C:\Program Files or Program files (x86)\CaseWare". It is important that the installation is in the same folder as the existing CaseWare Working Papers 2016 installation to ensure that all current settings are maintained. If your current installation is in a different folder than the default, then select that folder instead.
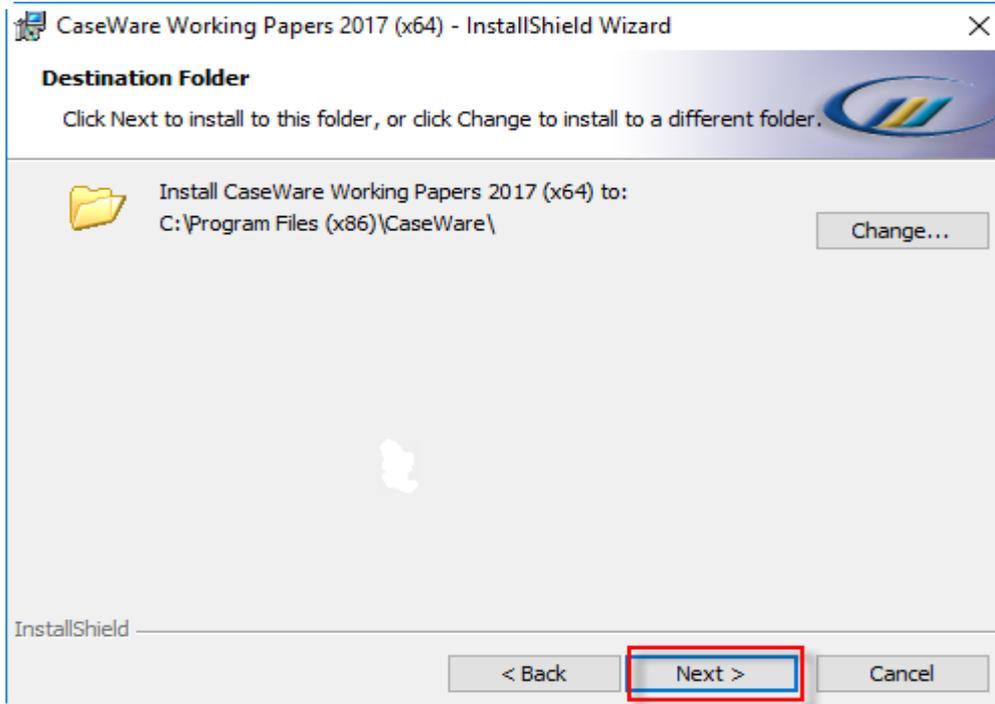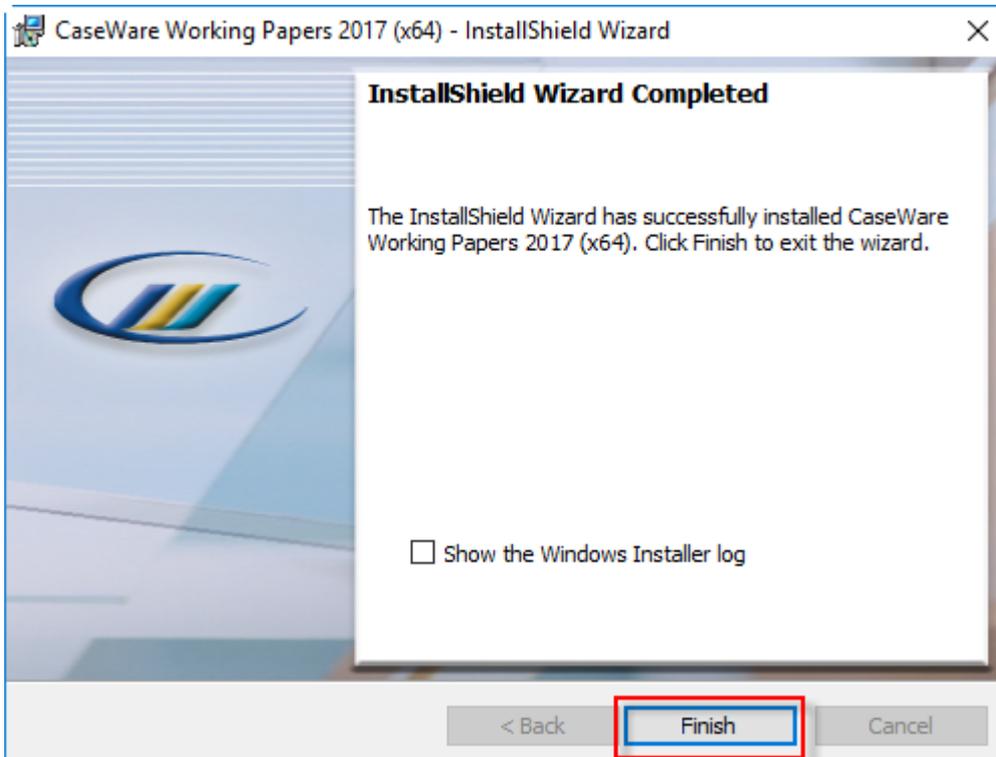

h. On registration Options, it is selected by default to send identifying information to CaseWare International Inc. Leave the default option and click "Next" to continue
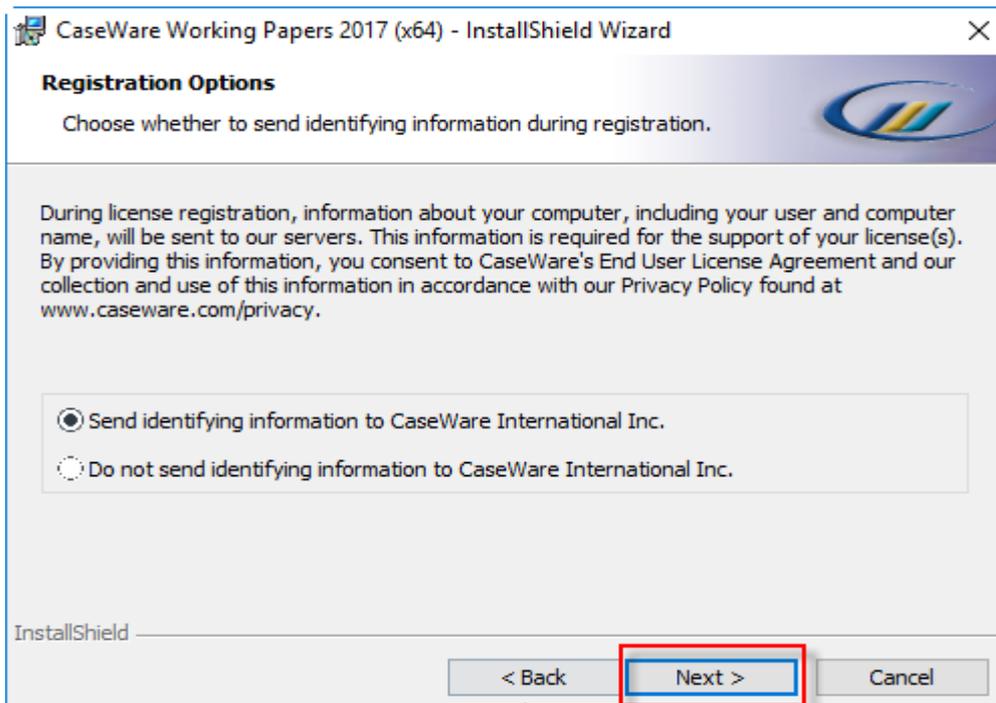
i. The wizard is ready to begin installation. Click Install.
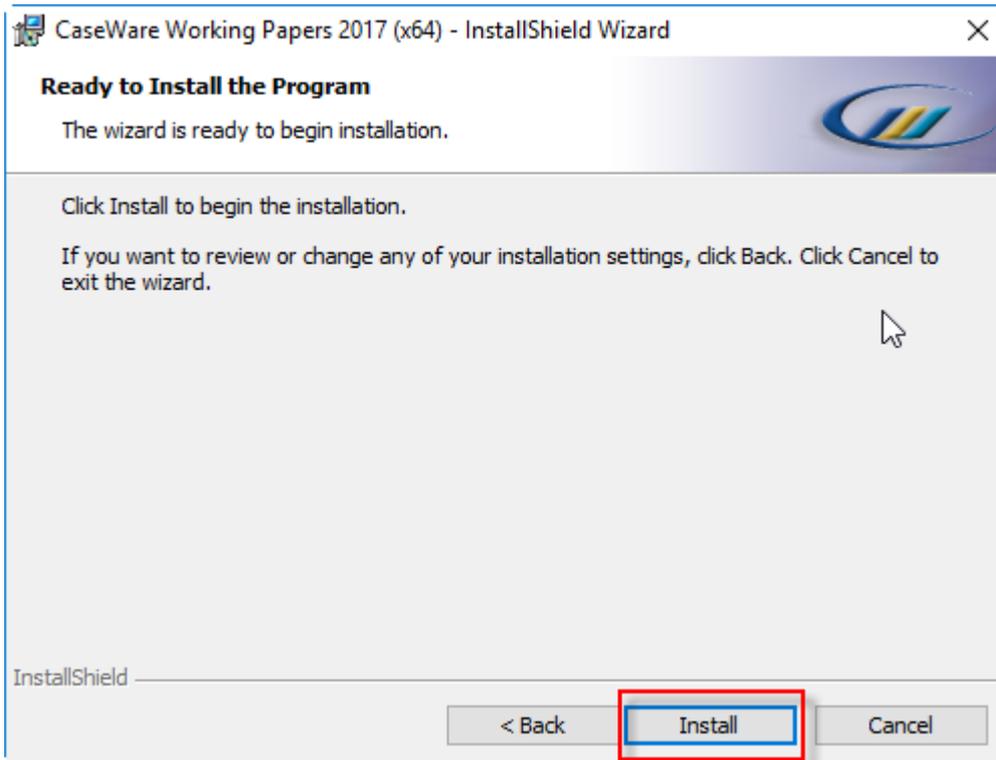
j. When the installation successfully completes, a completion message appears. Click Finish to close the dialogue.
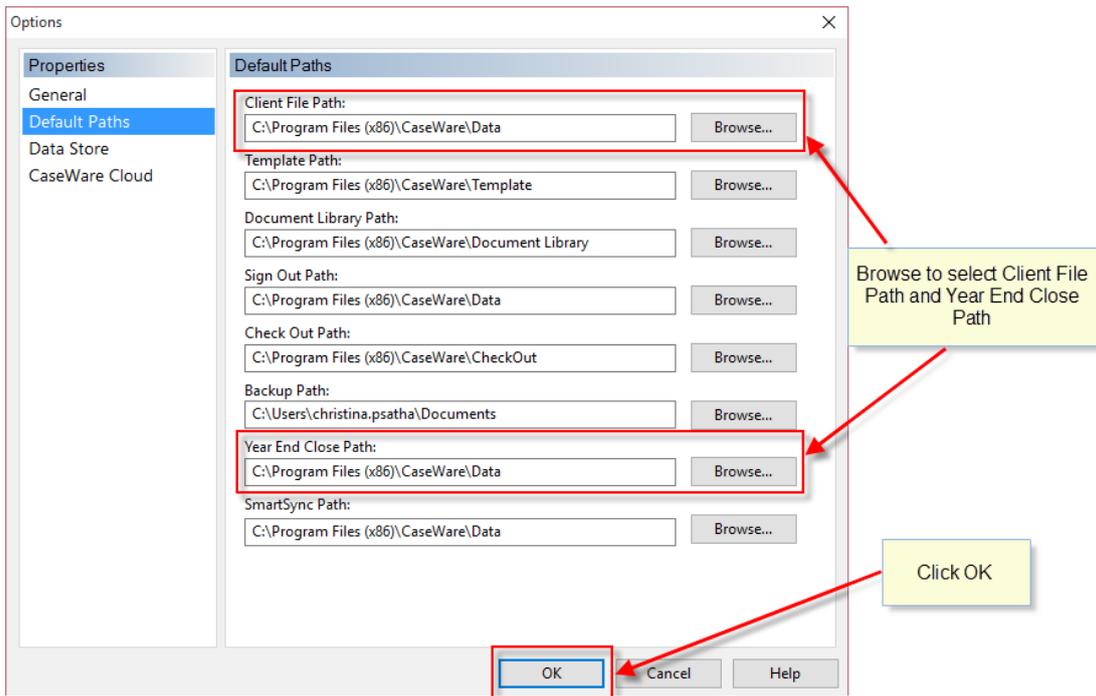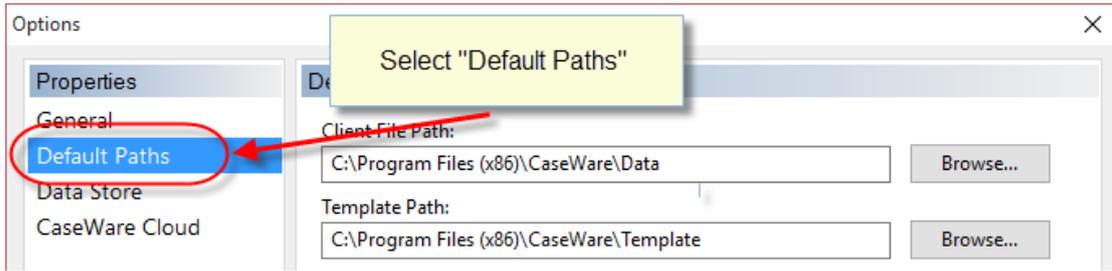
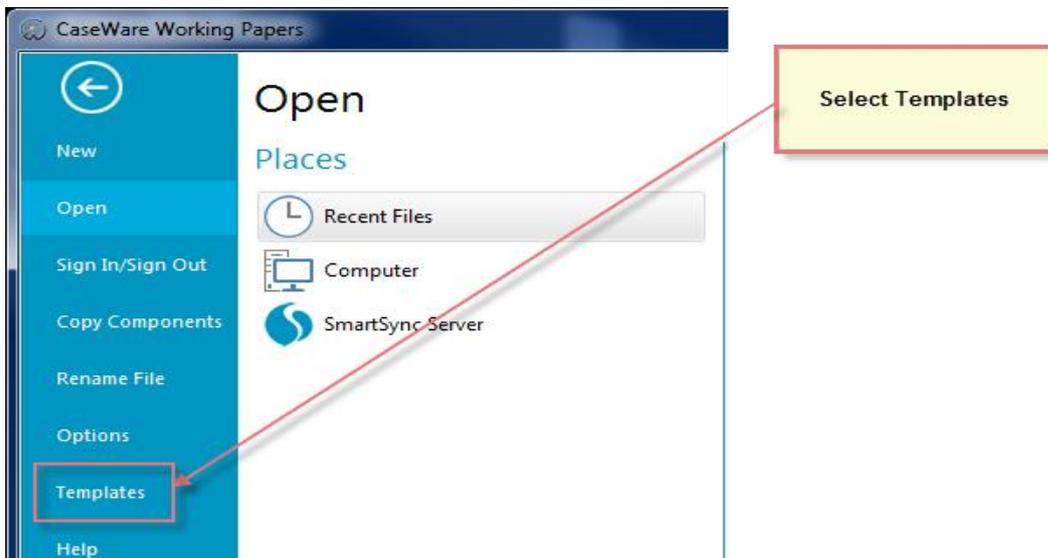**3. Open CaseWare Working Papers and choose "Options"**
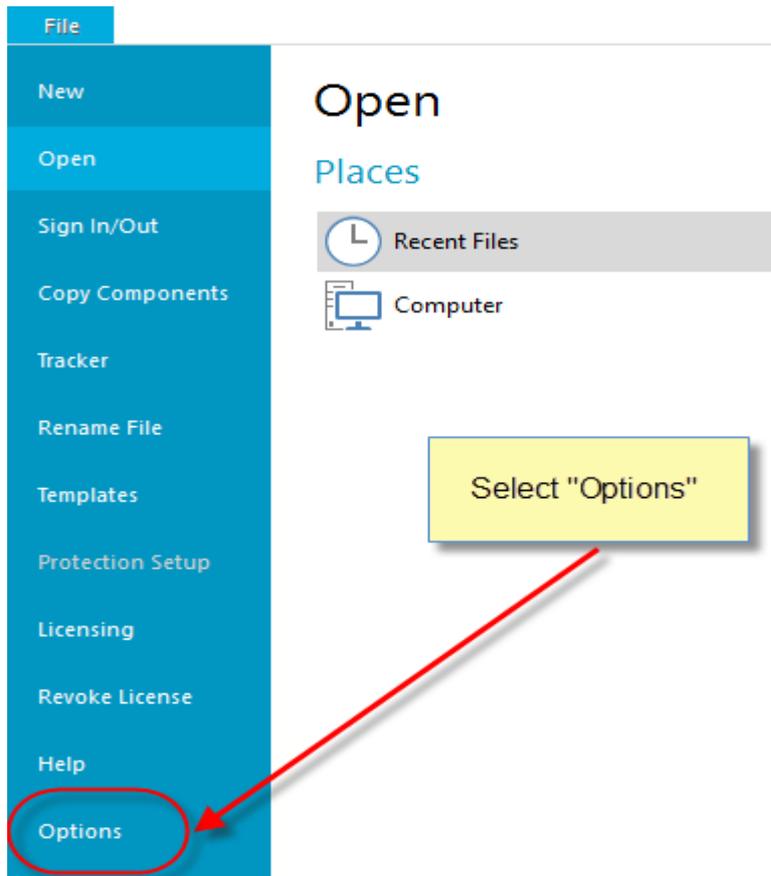
Select "Options"

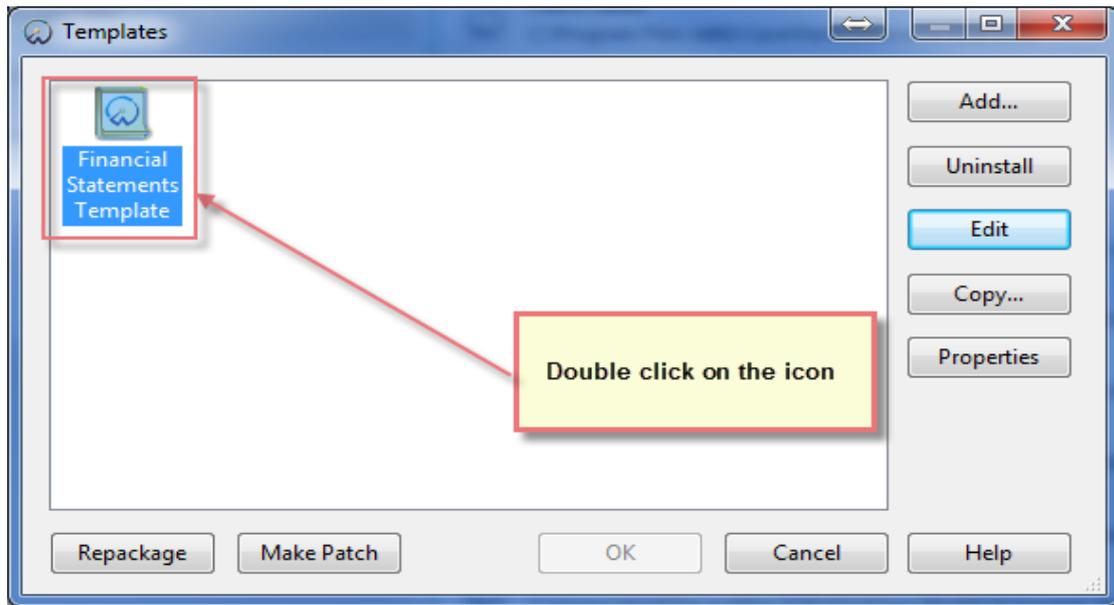   **a.** In General / Auto Compress select Prompt in order to have the option to compress files
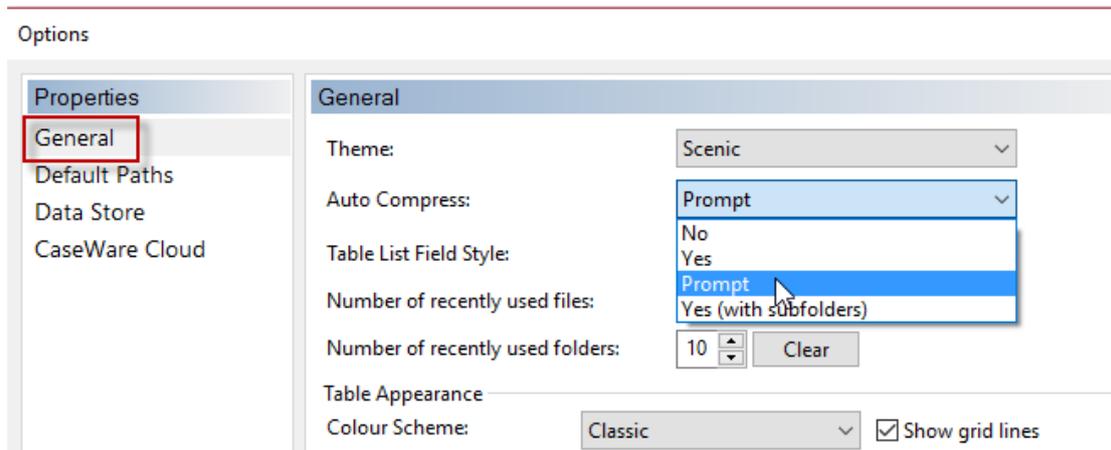
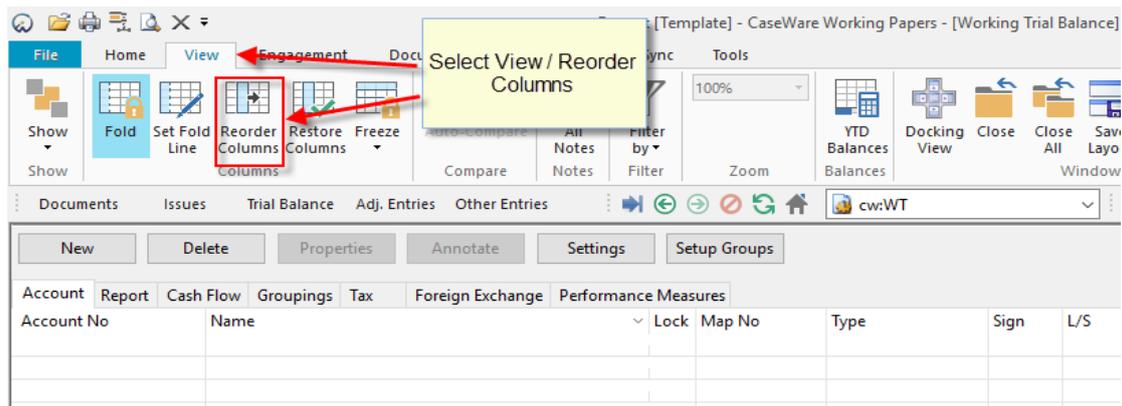b. Select Default Paths. Browse to select the correct Client file path and Year End Close Path. Click OK.
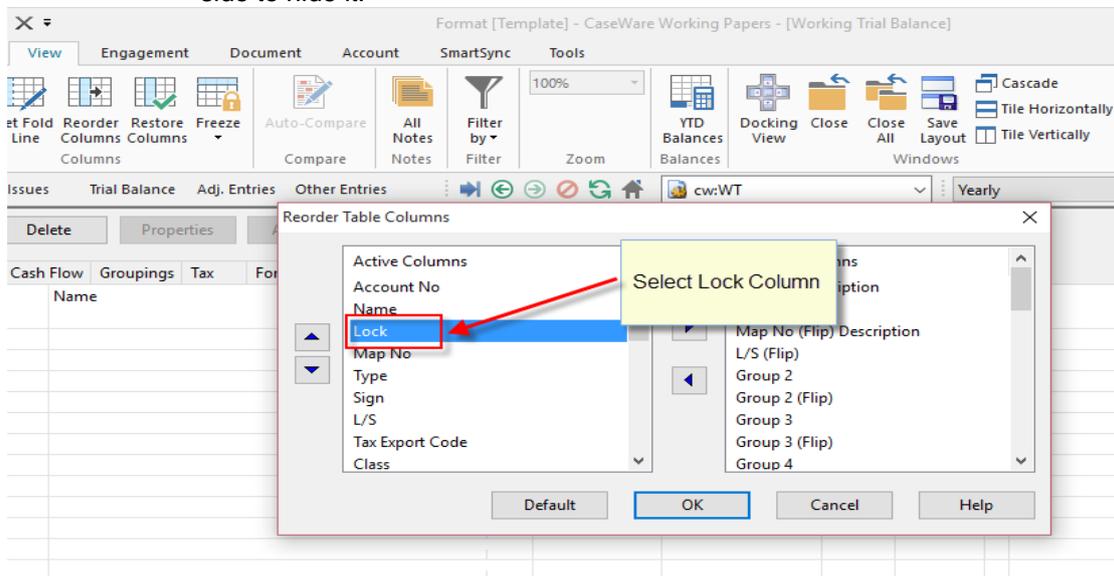

4. **Select Templates.**

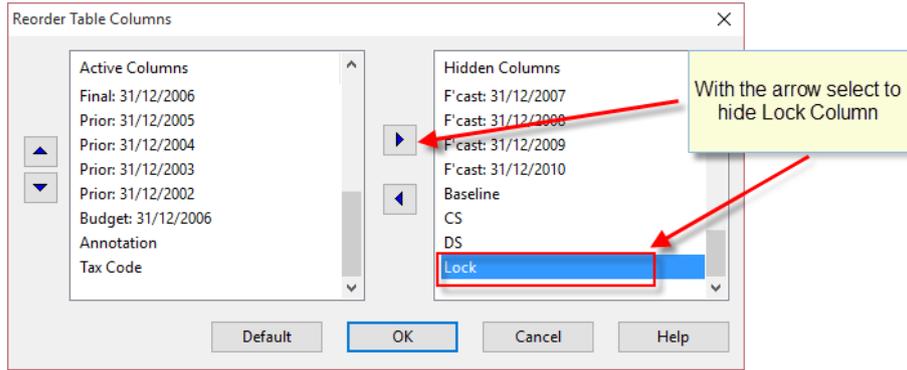**a.** Select to open Financial Statements Template

b. In Trial balance Select View/Reorder Columns

c. Select Lock column from the left side and with the arrow move it to the right side to hide it.

d. Select to move "Balances" columns before "Type" column to be easier to identify them in Trial balance

CaseWare Working Papers installation and setup is now completed.