

Procedure in installing the Tax Forms Template Update



VERSION 1.00

PROCEDURE SUMMARY

1.	Following the procedure for downloading the Tax Forms Template update locate the zip file and:
2.	On Opening Tax Forms, you will get a message. Select UPDATE NOW

VERSION 1.00

- 1. Following the procedure for <u>Downloading the Tax Forms Template update</u> locate the zip file and:
 - a. Right click and choose Extract files.

🔁 CaseWare Tax Forms 2	Open	
	 Open with WinRAR Extract files Extract Here 	Select Extract files

b. At destination path locate **TAX FORMS CENTRAL DATABASE** and select **Update** folder

Extraction path and options		?	Х	
General Advanced				
Destination path (will be created if does not exist)		Display		Select CaseWare Tax
W:\CaseWare Tax Forms Central Database 2017	\Update ~	New folder		Database
Update mode	CaseWare Tax Forms	Central Databas		
Extract and replace files	CaseWare Tax Forms	Central Databas		
 Extract and update files 	CaseWare Tax Forms	Central Databas		
○ Fresh existing files only	I extHeBackup		-	Select Update folder
Overwrite mode	Central			
 Ask before overwrite 	🗄 🔤 Local			

c. At the message "The following file already exists. Would you like to replace the existing file with this one?" Select **Yes to All**.

Confirm file replace X									
The following file already exists									
W:\CaseWare Tax Forms Central Database									
V									
Would you like to replace the existing file									
8,704 bytes modified on 21/05/2018 12:09									
with this one?									
8,704 bytes modified on 21/05/2018 12:09									
Yes	Yes to All	Rename	Rename All						
No	No to All	Cancel	Help						

2. On Opening Tax Forms, you will get a message. Select UPDATE NOW

UPDATES ARE AVAILABLE - PLEASE INSTALL UPDATE NOW THE TEMPLATE CANNOT BE USED UNTIL YOU UPDATE TO THE LATEST RELEASE

d. Click on UPDATE COMPLETE - CLICK TO EXIT

UPDATE COMPLETE - CLICK TO EXIT

The Update has been successfully completed. The program will now close.

The Tax Forms Template is now ready with the latest update.