



CMS SYSTEMS SOLUTIONS
CASEWARE AUTHORISED DISTRIBUTOR

Procedure in installing the Tax Forms Template Update



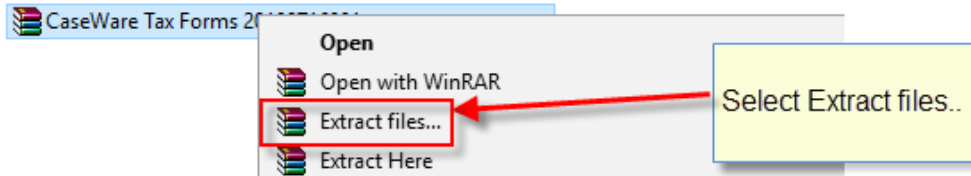
VERSION 6.00

PROCEDURE SUMMARY

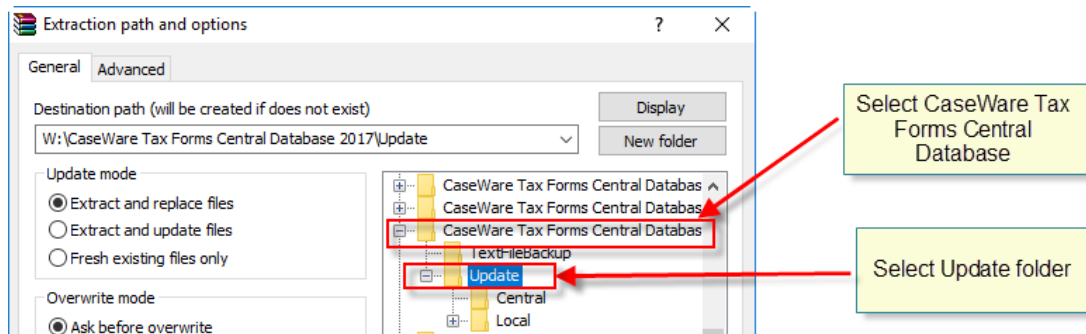
1. **Following the procedure for downloading the Tax Forms Template update locate the zip file and:3**
2. **On Opening Tax Forms, you will get a message. Select UPDATE NOW4**

1. Following the procedure for [Downloading the Tax Forms Template update](#) locate the zip file and:

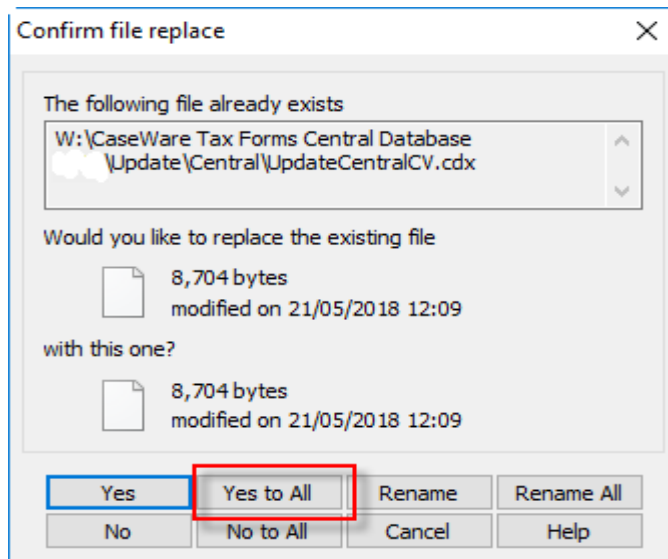
- a. Right click and choose Extract files.



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



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



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**

I

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.