



SYSTEMS SOLUTIONS

Procedure in installing the Tax Forms Template Update



casewareTM

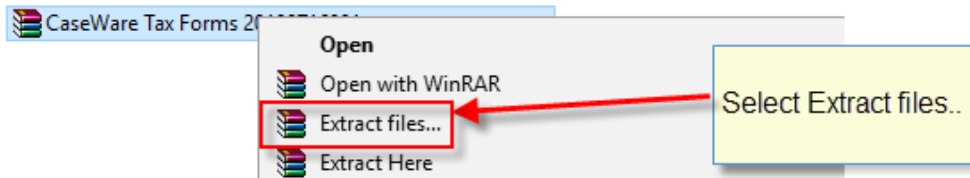
VERSION 1.00

PROCEDURE SUMMARY

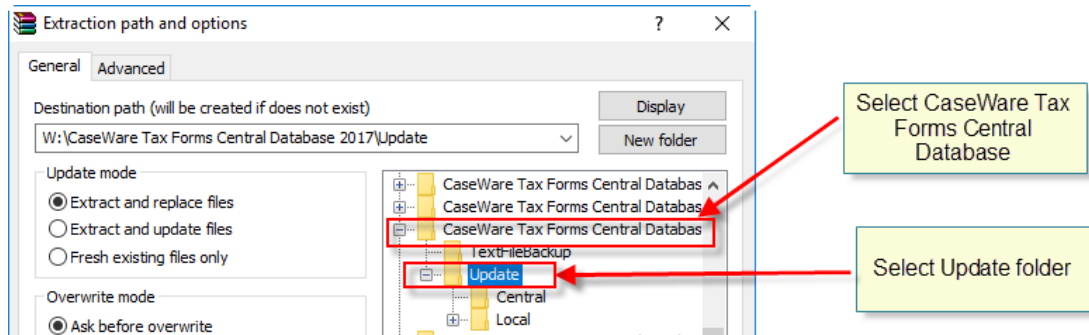
1. Following the procedure for downloading the Tax Forms Template update locate the zip file and:3
2. On Opening Tax Forms, you will get a message. Select UPDATE NOW4

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

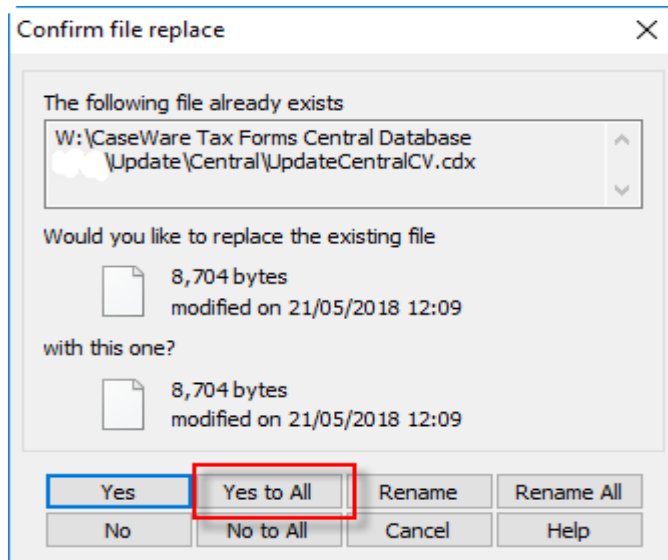
- a. Right click and choose Extract files.



- 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**

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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.