



SYSTEMS SOLUTIONS

# Procedure in installing the Financial Statements Template



caseware™

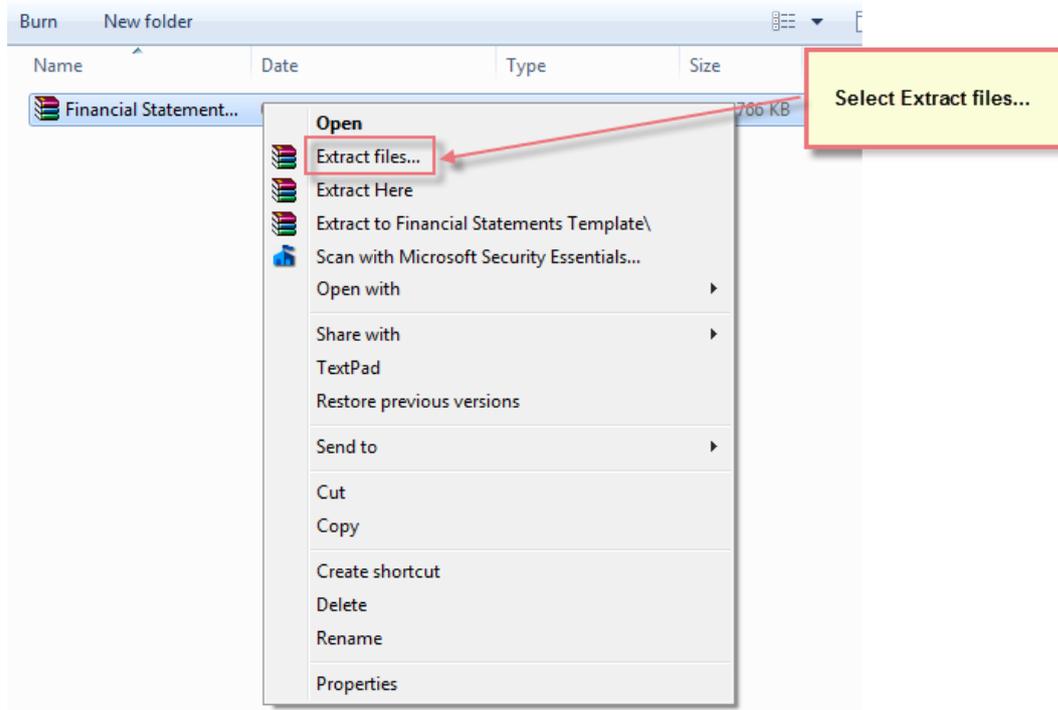
VERSION 1.00

**PROCEDURE SUMMARY**

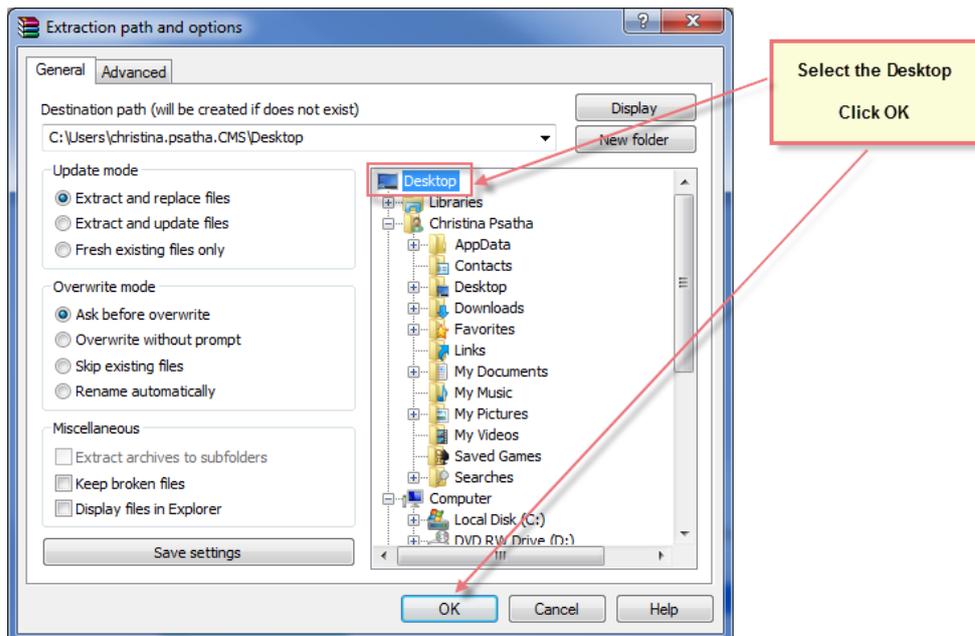
1. Following the procedure for downloading the Financial Statements template locate the zip file and: .....3

1. Following the procedure for [downloading the Financial Statements template](#) locate the zip file and:

- a. Right click and choose Extract files.



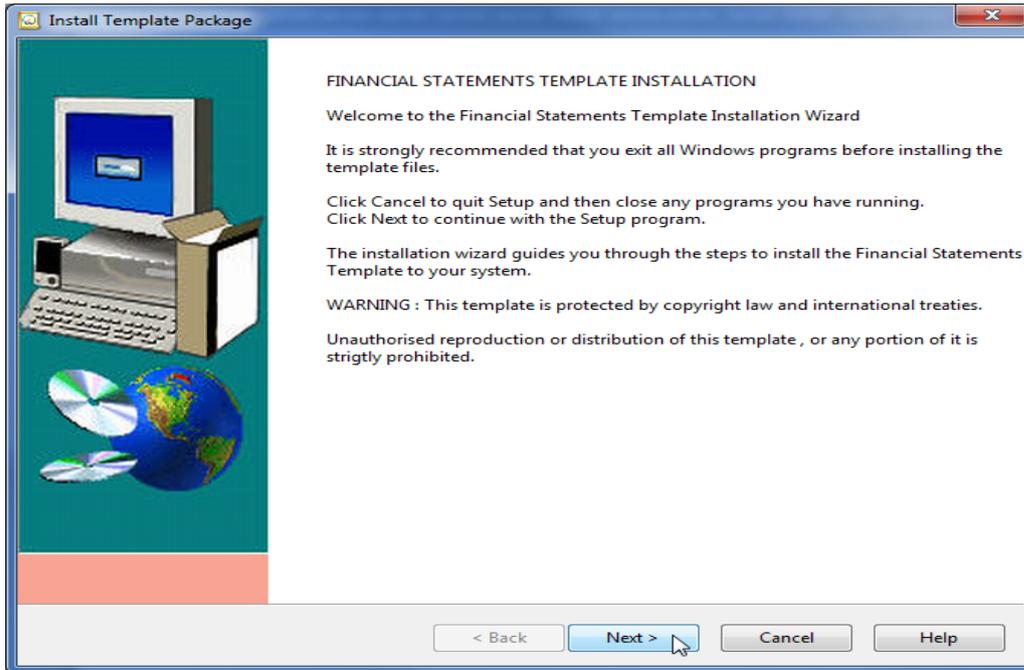
- b. At destination path select the Desktop and click OK.



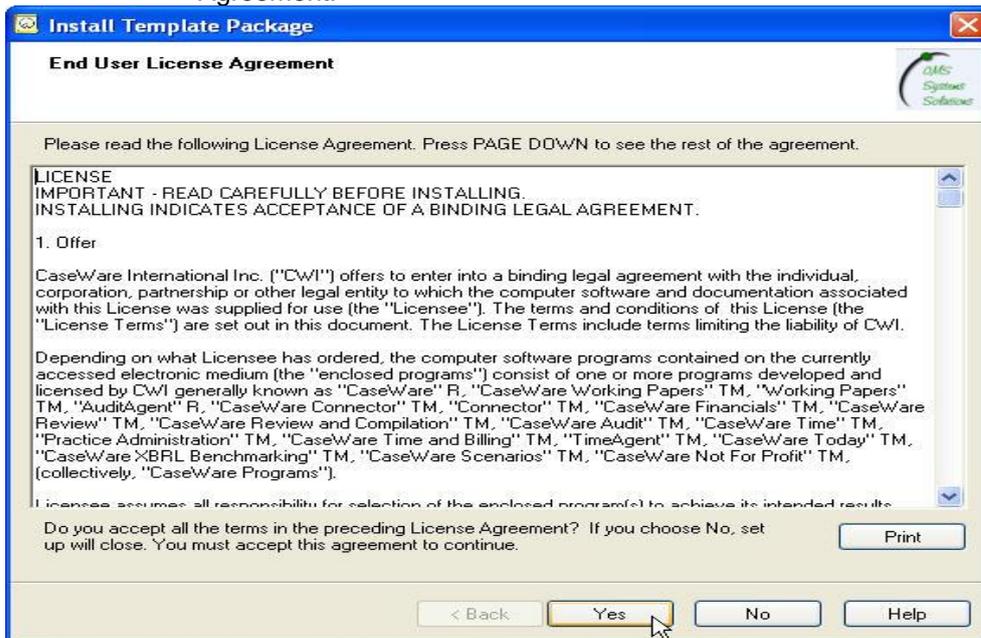
- c. The extracted file is a Caseware Package File as shown below. To install the template, double click on it.



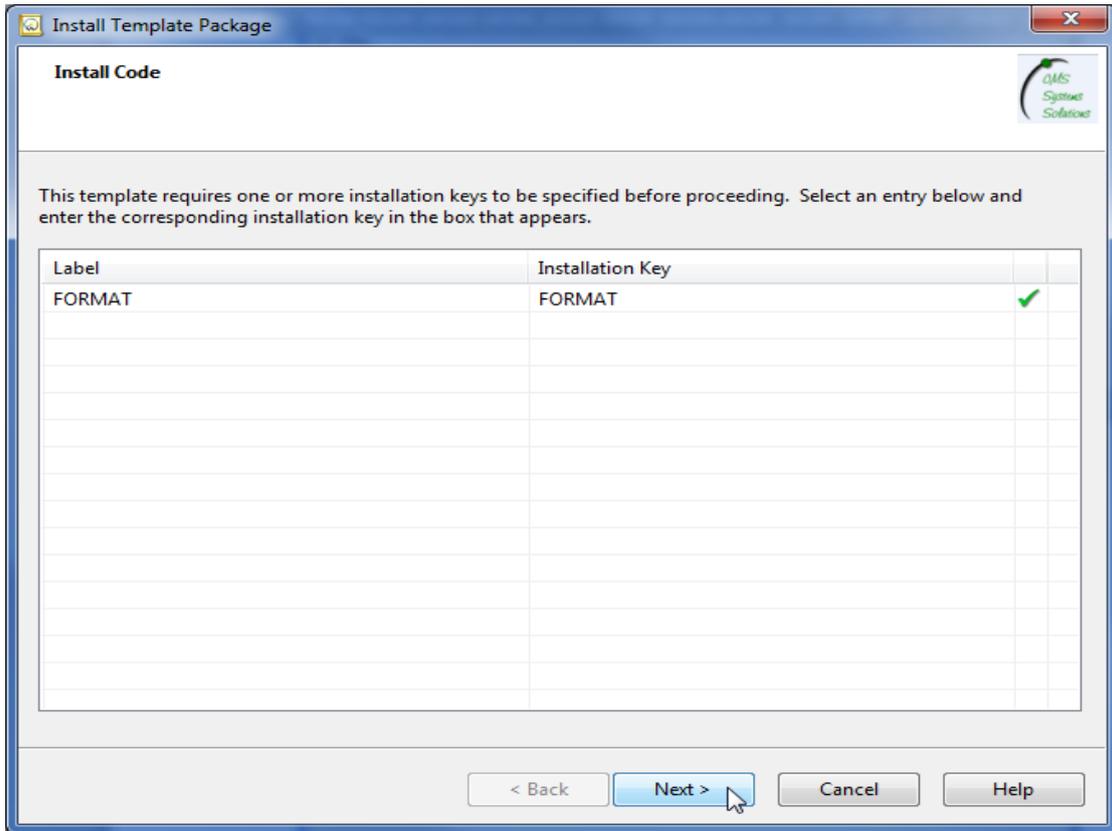
- d. In the Install Template Package window, click  to proceed with the installation



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

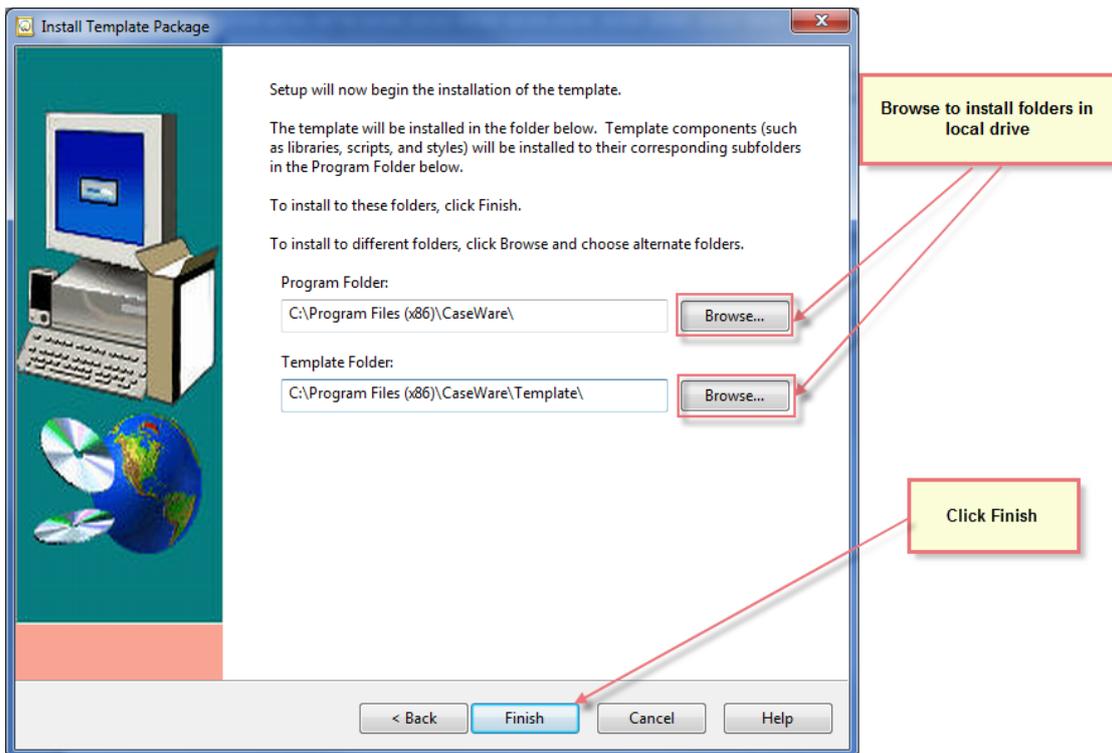


f. Then enter the installation key "FORMAT" and click

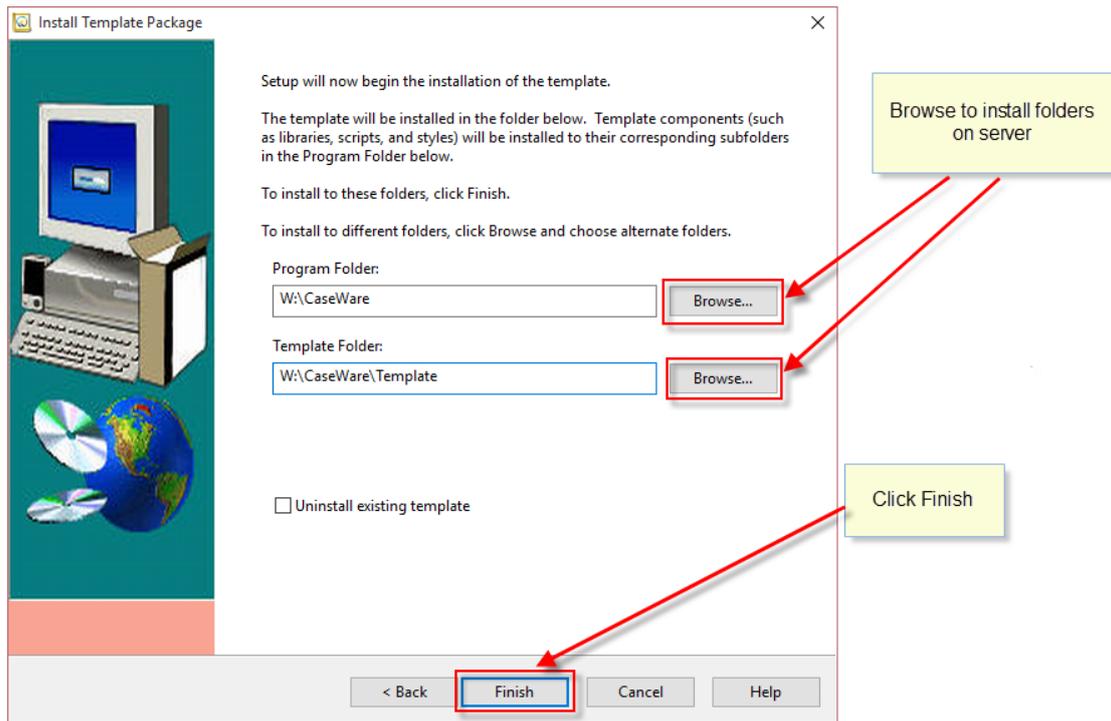


g. Click Browse to install Library and Template folders. Click Finish.

**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**

The template is now updated with the latest version.