

## Visual Forms Installation Instructions

To install a new visual form install package and import a new form please follow the instructions provided below.

1. Copy the attached file into the VisualFormsInstallPackages folder on your server. If unfamiliar with this step follow the steps below.
  - a. Save the attached file to your desktop, then right-click it and select "Copy".  
**DO NOT ATTEMPT TO UNZIP THE FILE**
  - b. Click the Start button in the lower left-hand corner of your screen and select All Programs>RescueNet>Support Toolbox
  - c. The password is RW
  - d. Once the application opens, select the Explore button in the upper left-hand corner beneath the word "System"
  - e. This will take you to the Central Share folder on your server where you will open the VisualFormsInstallPackages folder
  - f. Right-click on any white space in this folder and choose the "Paste" command to copy your new package in this location
2. Open Administration to Billing>Schedules>Forms and ECM's
3. Click the **Import Visual** button and select the form that was just added above
4. On the next screen you will be prompted for a description (ie. How the name will appear in the Print Forms list) – enter the name
5. You will also be asked for the file name as you wish it to be saved on the server. It is often a good idea to keep this very similar to the Description you chose above (for troubleshooting purposes), but remember not to accidentally delete the filename extension (.rpt) or the file will not print successfully.
6. Once the form is saved, edit the form and click the Configuration button to make your individual changes such as address output, Place of Service, company override, MailTo address, etc.

If you have any issues with your new form, please contact Support directly at (800) 663-3911 or [support@zoll.com](mailto:support@zoll.com).