

Refreshing your Packages after a Form Update

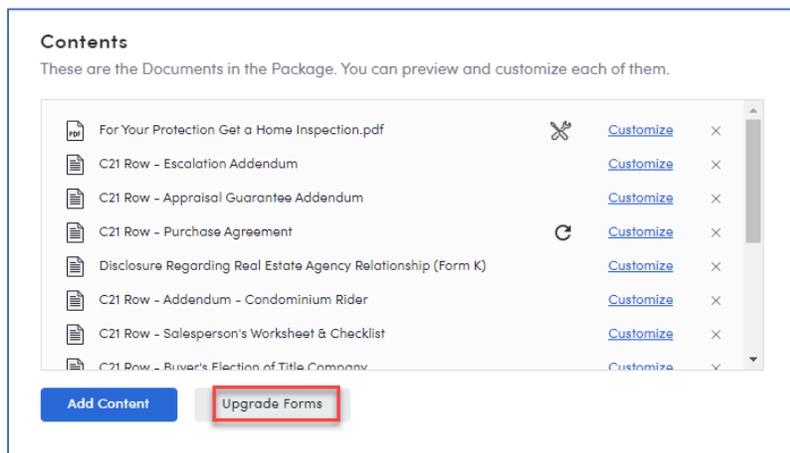
When you make a change or a correction to a form, you must refresh any form package that you have created, or the revised form will not be included when that package is used.

To refresh a package, Go to Docs+ and click Package Library in the menu on the left.

Click on the office name.

Click on the package name.

When you see the list of forms included in the package, click Upgrade Forms below the box that includes the list of forms.



When you click Upgrade Forms, you will get a message that you will lose all saved data. Click Upgrade.

You will get a message that your forms have been updated. You will need to re-enter any saved/prefilled data that you had in the updated forms.

If you have additional questions, please contact Realcomp's Customer Care at (866) 553-3430.