



## Installing the CFOP Claims Form

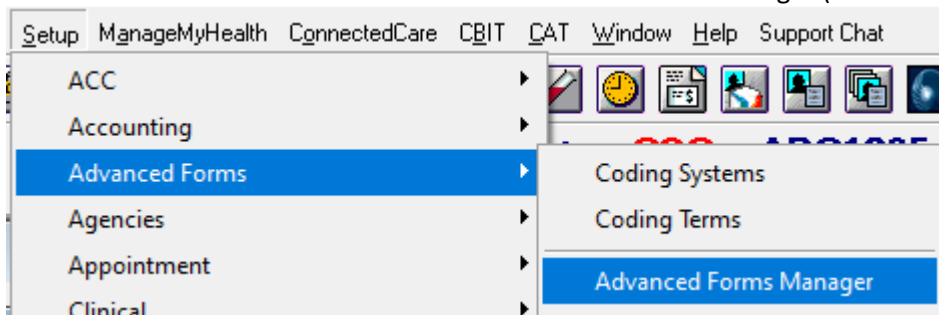
### Download:

Go to <https://www.procon.co.nz/wrhn.html> and download the **CFOP Claims Form Installer** form installation. (**Right**-click on the appropriate “Download” button and select “Save link as” (Chrome) or “Save target as” (IE).

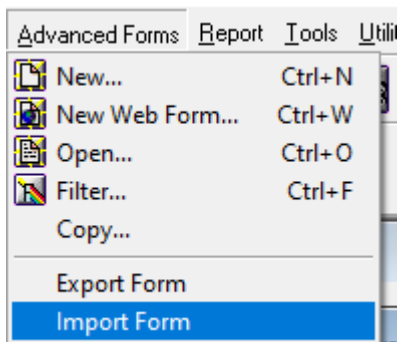
Make sure you know where you put them!

### For MedTech32:

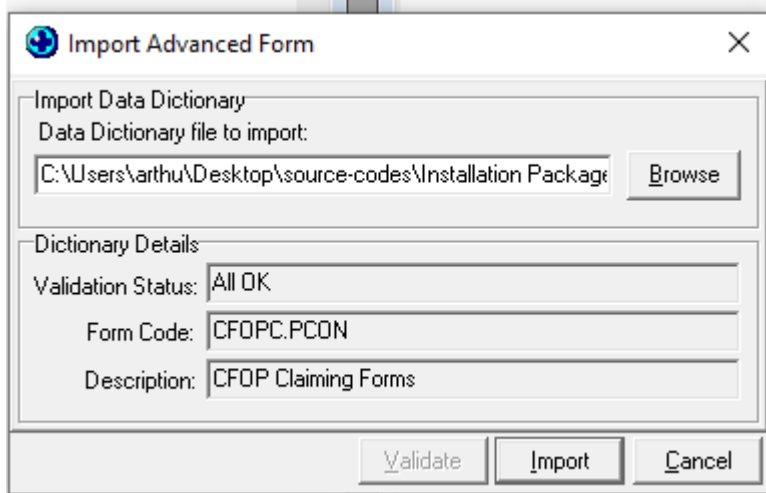
1. Click on **Setup**
2. Hover over Advanced Forms then choose Advanced Forms Manager (screenshot attached)



- 3.
4. Click on the **Advanced Forms** Menu and choose **Import Form**

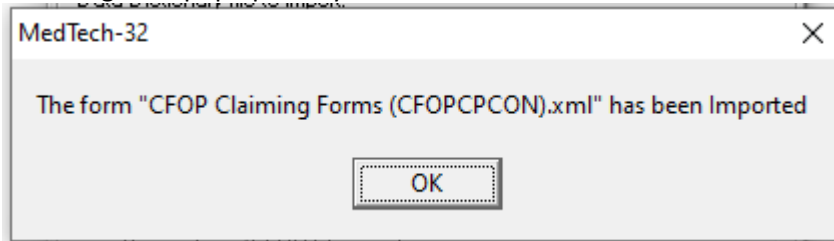


- 5.
6. A small dialog window will open to let you choose the installer for CFOP. Click on **Browse** to choose it. Then click on **Validate**, if the status says “**All OK**” click “**Import**”.



- 7.

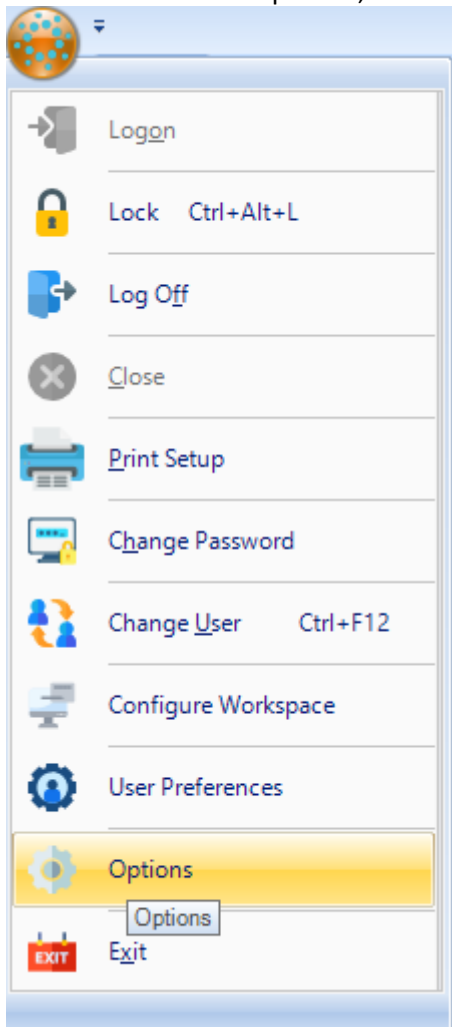
8. A message will pop up to say that the installation was a success



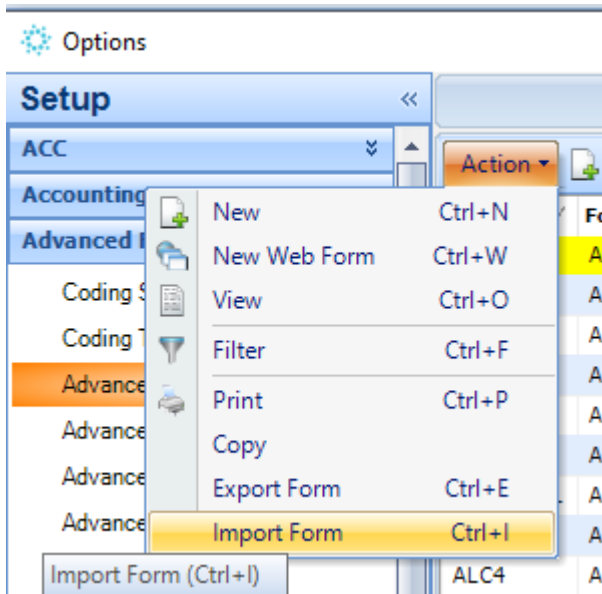
- 9.
10. The form is now installed, usually it is instant, but if there's an error when opening the form, try to Exit MedTech and Login back.
11. If an error occurs please email me with a screenshot of the error 😊

**For Evolution:**

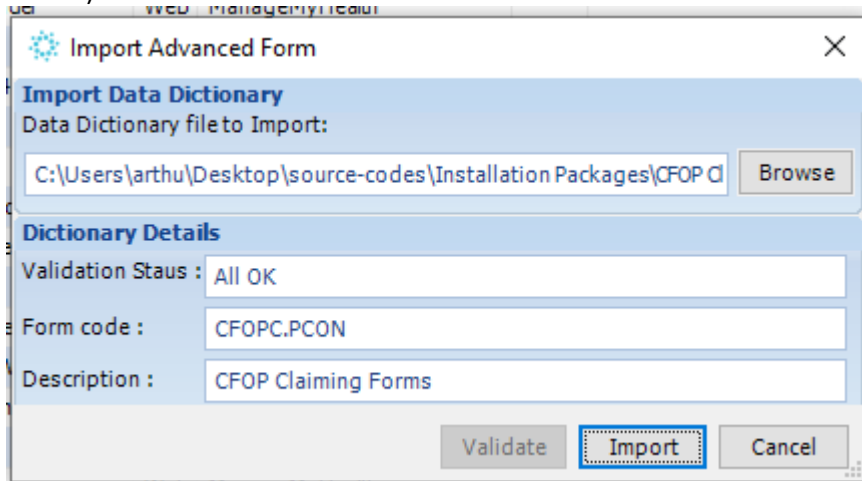
1. Click on "File" then "Options", for newer ones, click on the Logo then "Options"



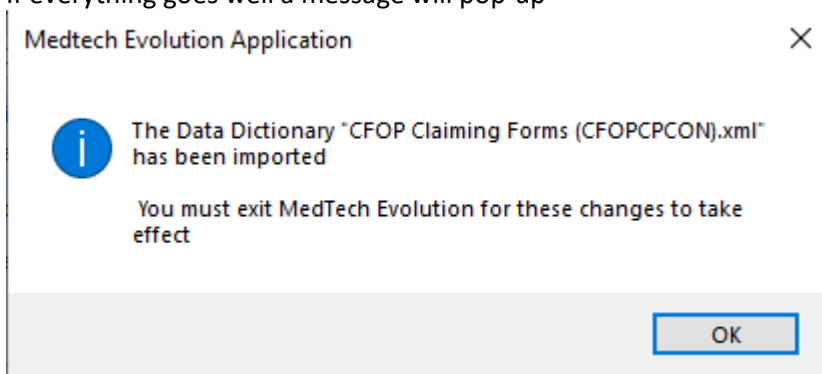
- 2.
3. Click on **Advanced Forms** then choose **Advanced Forms Manager**, then click **Action** and choose **Import Form**.



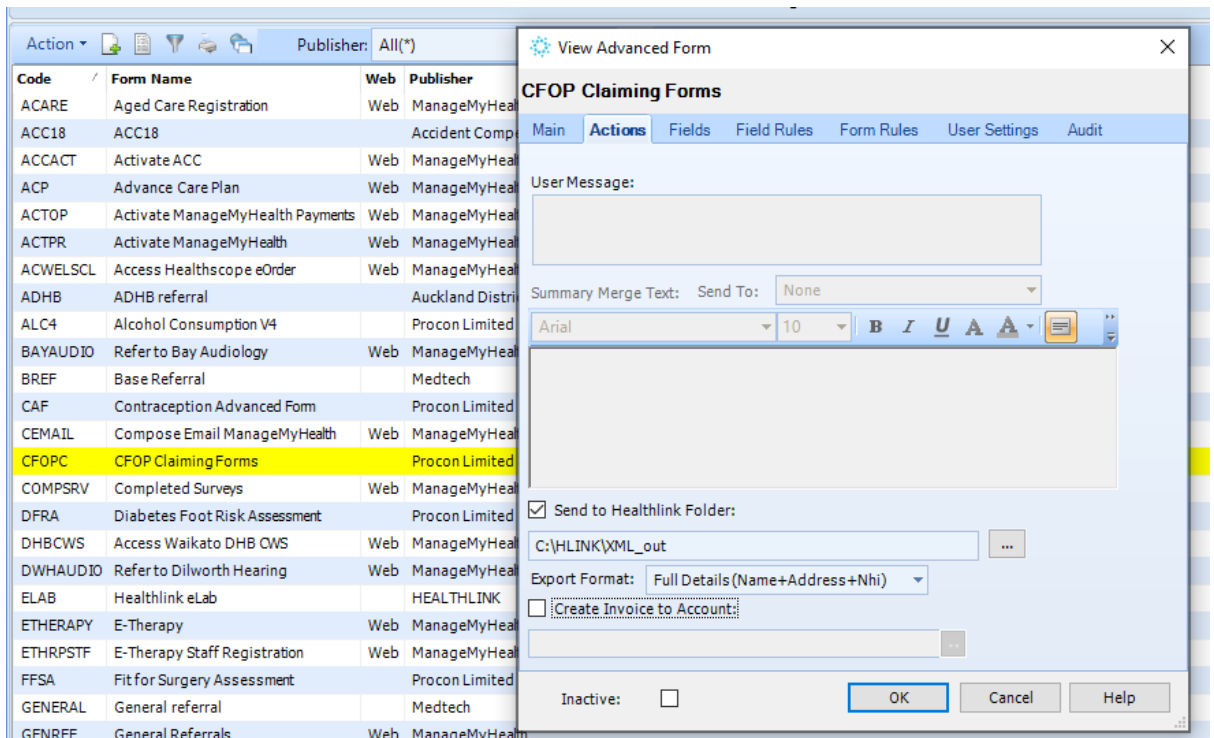
- 4.
5. Select the installer for CFOP by clicking on "Browse", then click Validate, if the "All OK" status is shown, click Import. (if an error occurs please screenshot and email it to me, thanks)



- 6.
7. If everything goes well a message will pop-up



- 8.
9. After Installing, Open the Advanced Form Manager -> CFOPC -> And tick the "Create Invoice to Account" Select the account by clicking on the ".."



- 10.
  11. Click OK to Save
  12. Exit Evolution and login again.
  13. If any error occurs when installing, please screenshot the error and email it to me please.
- Thanks 😊

## CREATING THE SERVICE CODES

FOR MEDTECH32

### Setting up Service Codes:

You need to add a new service codes, as follows:

Code	Description	Amount
CFOP	CFOP Claim Combine	Leave blank or 0

MedTech32:

Setup -> Accounting -> Services.  
"Add a new service".

Evolution:

File -> Accounting -> Service.  
"Add a new service"