



Forest Stewardship Council®



FM Online template Add-in installation guide



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Introduction

FM online reporting is a tool developed by FSC to harmonize FSC forest management audit reports across certification bodies, enabling data standardization and automated data transfer to the FSC database. It consists of two key components: an FM online report template for collecting the data and an FM online module in the FSC certification portal for managing FM data and its submission to FSC.

The FM online reporting template consists of a Microsoft Word template document, and an Add-In extension.

This document provides a step-by-step guide to help the users to correctly install the Microsoft Word Add-in extension part of the FM Online reporting template. Once installed, this extension will allow the connection to the FSC database for fetching and submitting data to/from the word template.

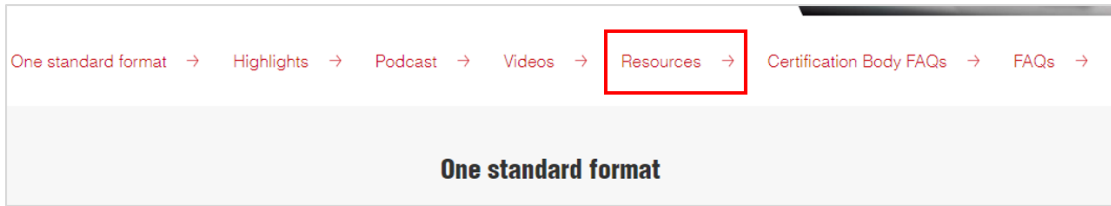
Requirements

- Operation system: Windows. The Add-in will not work in non-Windows machines.
- Microsoft Word version: 2013 and above. Versions below 2013 are not supported.
- Hardware: at least a Memory RAM of 8.00 GB, and a 64-bit Windows operating system for smooth functionality.
- Administrator credentials for machines connected to a corporate domain.

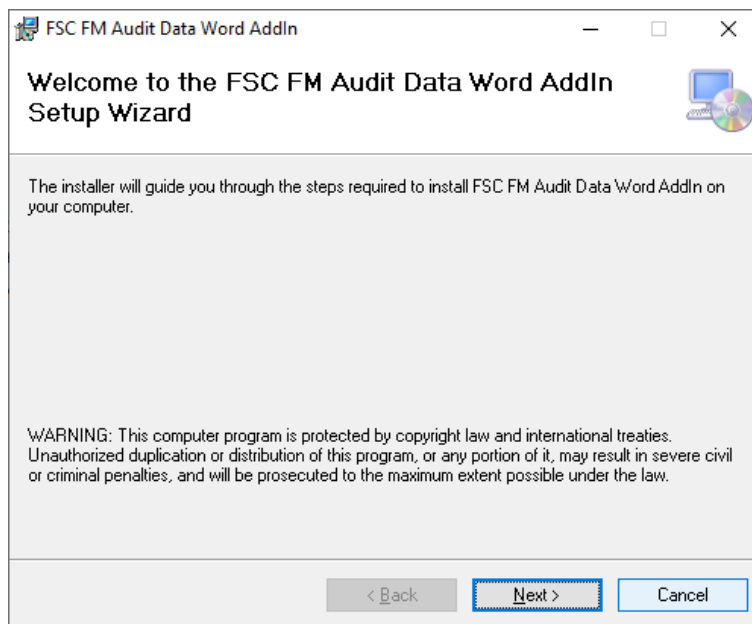
It is recommended, before proceeding with the installation to close all the Microsoft Word documents. In some cases, the default firewall settings are set to reject all automatic or online installations such as the Java online installation.

Download and install

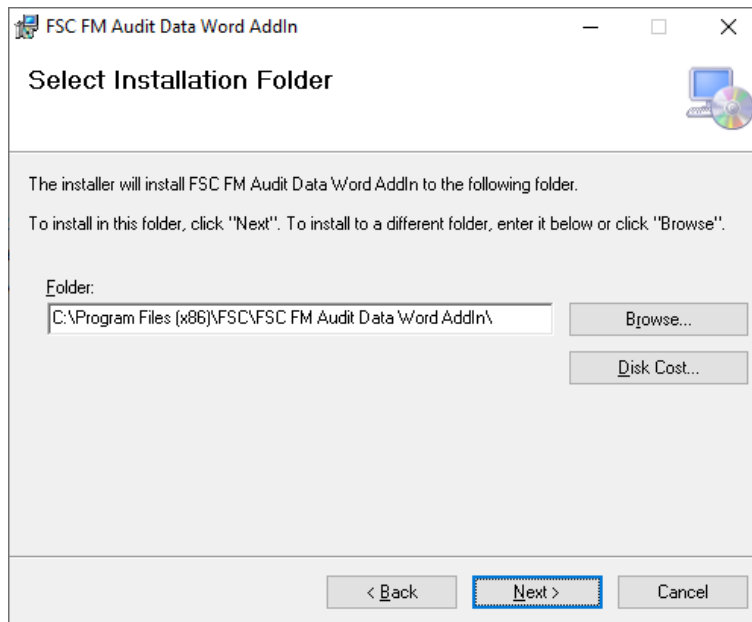
- Go to the FSC Digital Audit Report website (<https://fsc.org/en/innovation/digital-audit-report>).
- Navigate to the section “Resources” by clicking on the link or scrolling down.



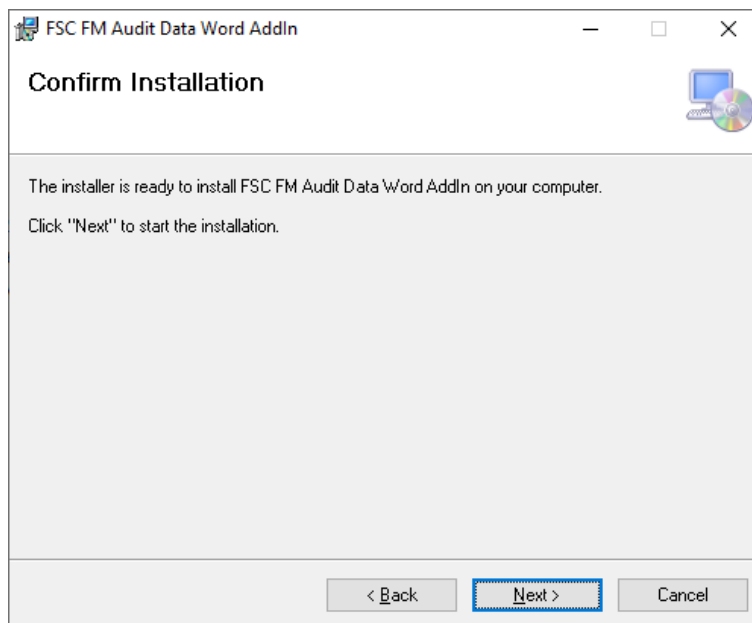
- Click on **FSCFMAuditDataAddInSetup.msi**.
- The File Download dialog box appears prompting you to run or save the download file
 - To run the installer, click Run.
 - To save the file for later installation, click Save.
 - Choose the folder location and save the file to your local system.
 - Tip: Save the file to a known location on your computer, for example, to your desktop.
 - Double-click on the saved file to start the installation process.
- The installation process starts. Click the Next button to continue with the installation.



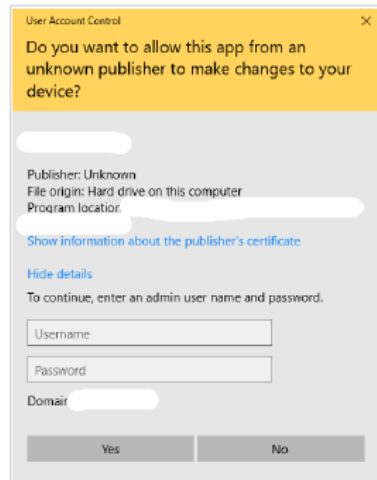
- Confirm the default or change the location where the Add-inn will be installed. Click the Next button.



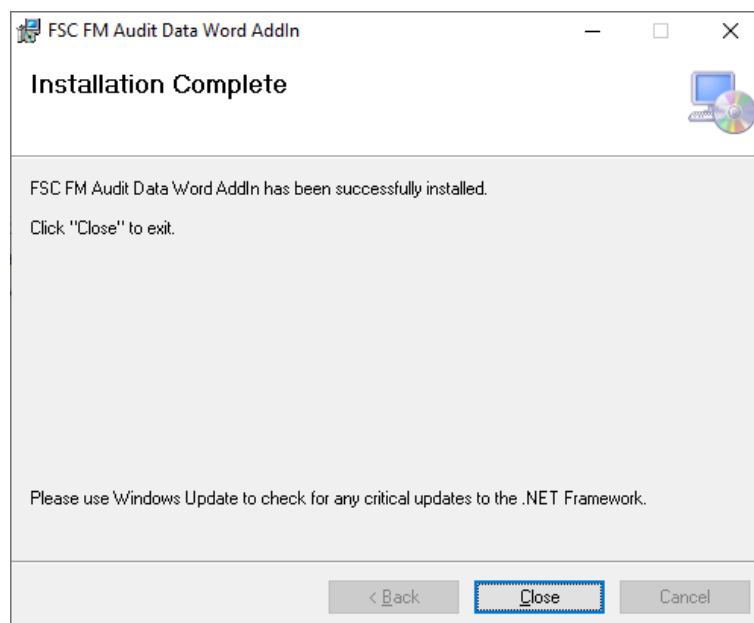
- Click the Next button to confirm the installation parameters and install the Add-in



- If the User control window appears, type the administrator credentials and on the Yes button.



- A few brief dialogs confirm the last steps of the installation process; click Close on the last dialog. This will complete the Add-in installation process.



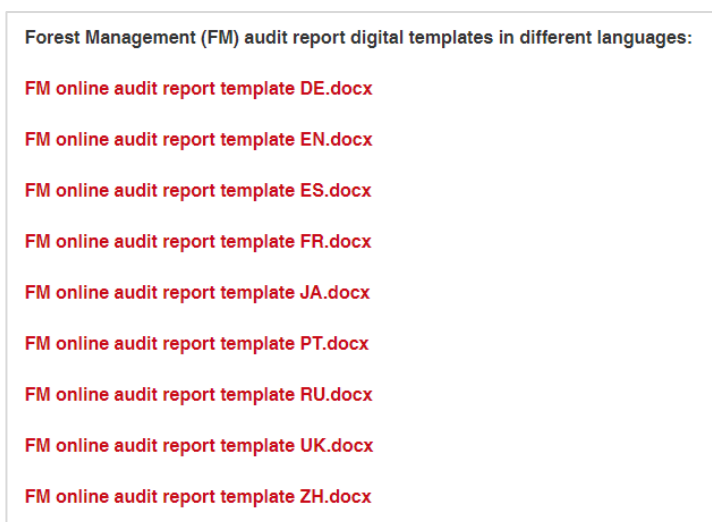
Templates and additional resources

FM Online template is available for download in nine different languages:

- English
- Spanish
- French
- Portuguese
- German
- Russian
- Ukrainian
- Chinese
- Japanese

All files can be downloaded from the Digital Audit Report website.

- Click on the name with the language of interest to download the word document containing the template.



The excel file available for download under **Group member list template.xlsx** serves as a template to perform a bulk upload of large sets of group members from within the FM Online template.

The excel file available for download under **MU RMU template.xlsx** serves as a template to perform a bulk upload of large sets of Management Units from within the FM Online template.

The excel file available for download under **Pesticide_CRM.xlsx** serves as the complete dataset of pesticides including the FSC classification as per FSC-POL-30-001a.