



Forest Stewardship Council®



FM Digital Reporting Add-in installation guide

1 August 2021



Table of Contents

Introduction	3
Requirements	3
Add-in installation Set up	4
Updating the Add-in to the new version	8

Introduction

FM digital 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 key components: an FM digital report template for collecting the data and an FM digital reporting module in the FSC Connect portal for managing FM data and its submission to FSC.

The FM digital 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 Digital reporting template. Once installed, this extension will allow the validation of data inserted in the template (mandatory from 1 October 2021), as well as the connection to the FSC database for fetching and submitting data to/from the FM digital reporting MS Word template (available from 1 January 2022).

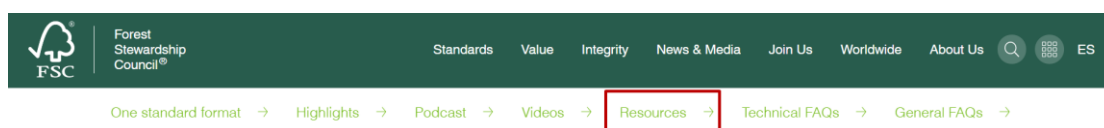
Requirements

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

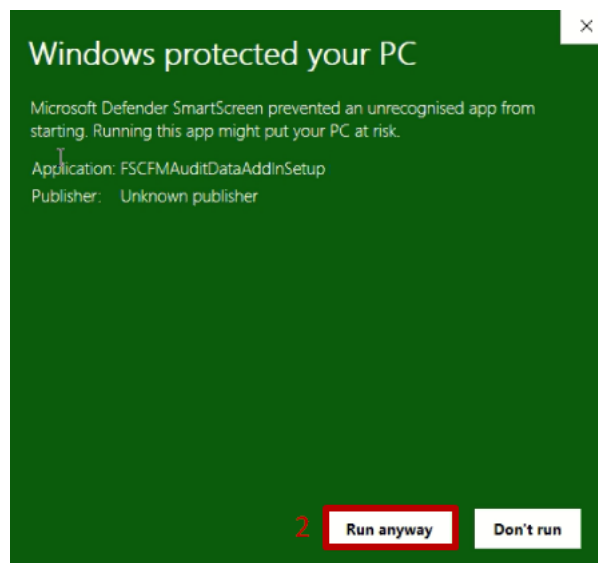
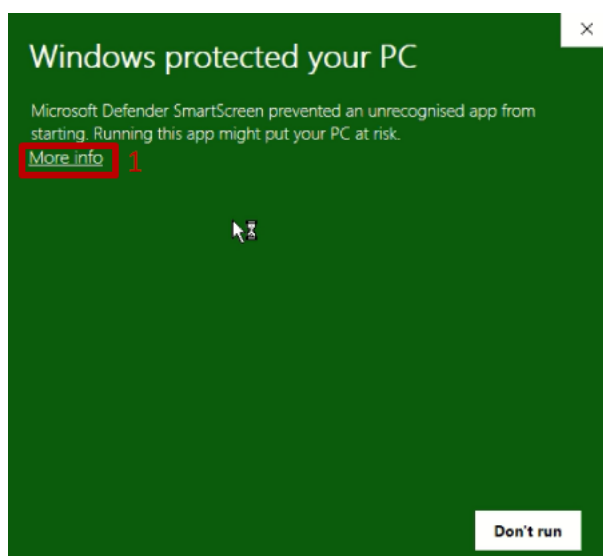
It is recommended, before proceeding with the installation to close all the Microsoft Word documents. In some cases, the default firewall settings are set to reject all automatic or online installations such as the Java online installation.

Add-in installation Set up

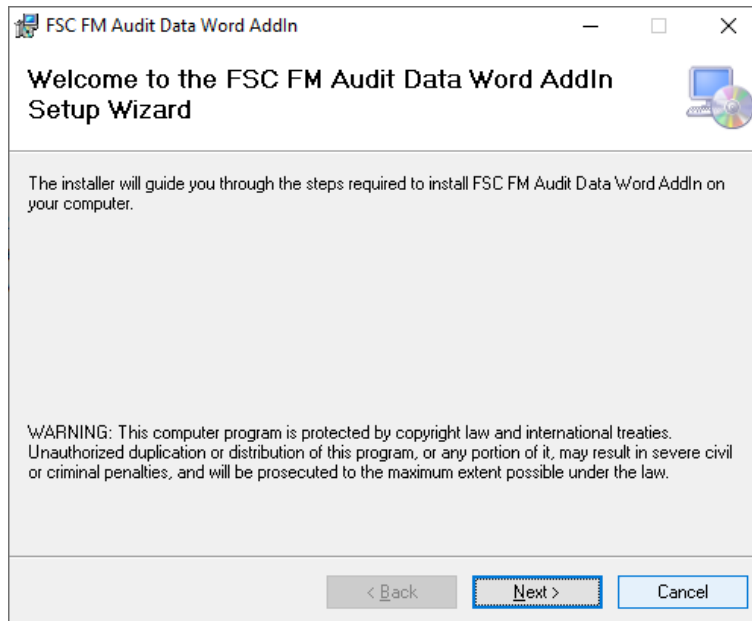
1. Go to FSC Digital audit report website (<https://fsc.org/en/innovation/digital-audit-report>).
2. Once on the FSC Digital audit landing page scroll through the page until you find the “Resources” Section or alternatively click on click on “Resources”.



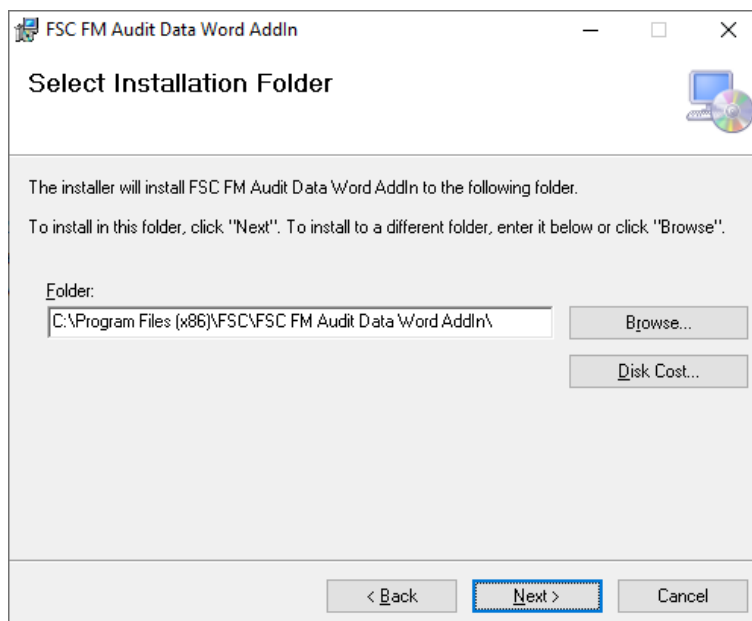
3. Once in the resource section scroll through until you find **FM digital reporting Word Add-in installation file**. Under this section, you will find **FSCFMAuditDataAddInSetup_V20210729.msi**. Click on it to begin download.
4. The File Download dialog box appears prompting you to run or save the downloaded file. You can choose either.
 - 4.1 To run the installer, click Run.
 - 4.2 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.
 - 4.3 Once you run the file, a pop-up message appears. Click on More info and proceed by clicking on Run anyway.



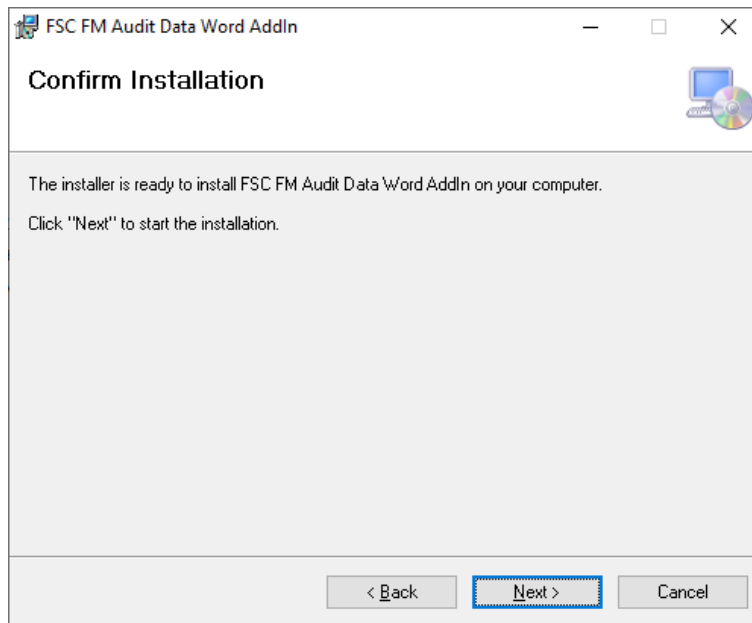
5. A pop-up window appears prompting user to start installation process. Click the Next button to continue with the installation.



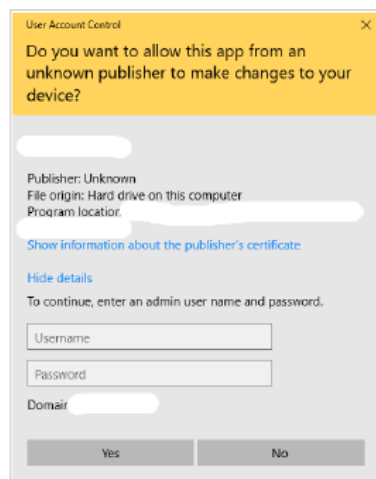
6. Confirm the default or change the location where the Add-in will be installed. Click the Next button.



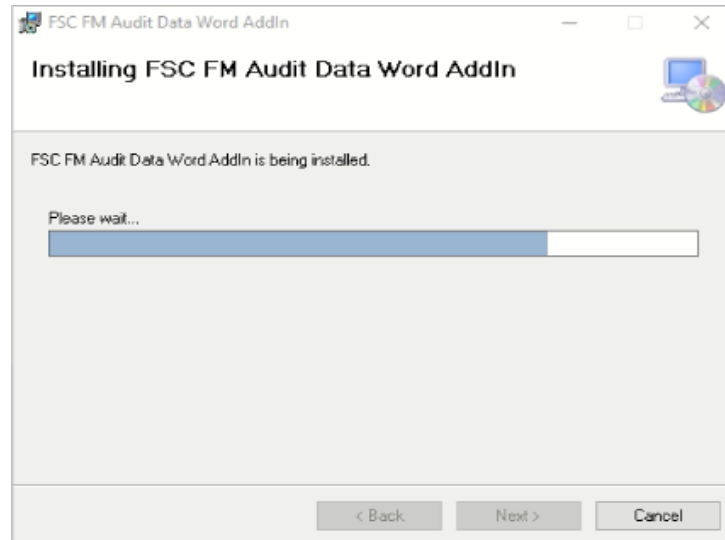
7. Click the Next button to confirm the installation parameters and install the Add-in.



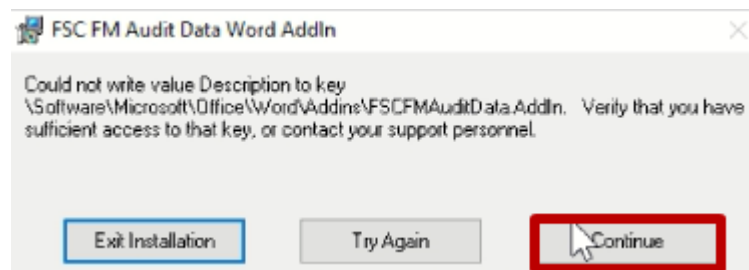
- 7.1 If the User control window appears, type the administrator credentials and on the Yes button.



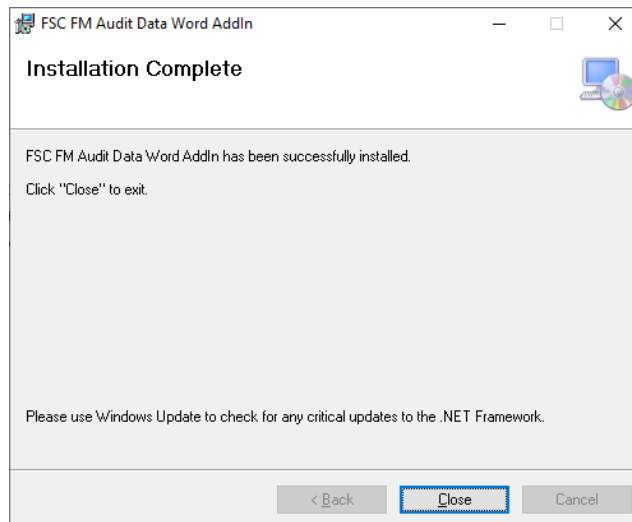
8. Installation phase is now in progress.



9. A pop window will appear during the installation, click on continue a few times to proceed with installation.

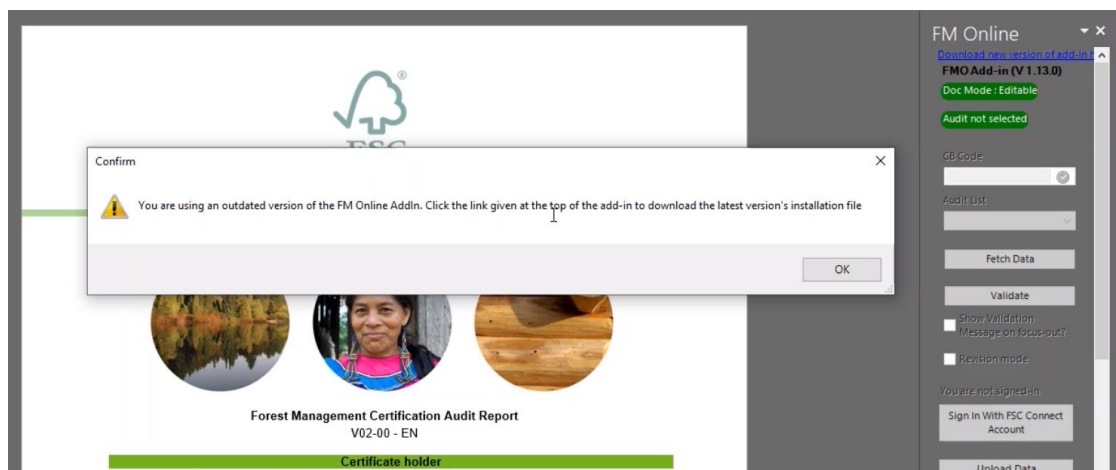


10. Click Close on the last dialog. This will complete the Add-in installation process.

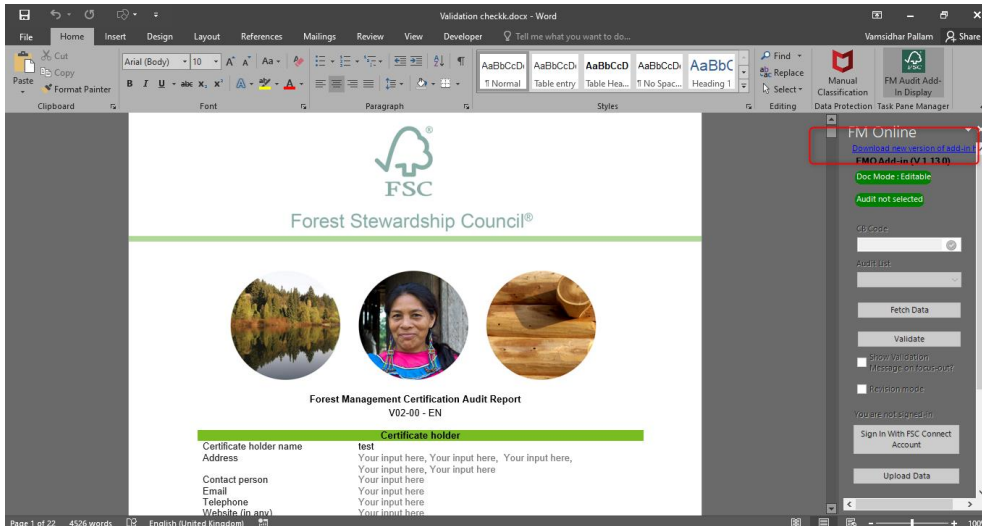


Updating the Add-in to the new version

1. If you already have a previous version installed and a new version becomes available, upon opening the template a pop-up message will appear saying that “You are using an outdated version of the FM Online Addin. Click the link given at the top of the add-in to download the latest version’s installation file”.
2. Click OK on this message. Once you click on OK, all the functionalities of the current Add-in will be disabled in Add-in task pane.



3. Click on the link, displayed on the pane.



4. Pop-up will display the message, “You are about to download the latest version of FM digital Add-in”. Click on Ok to proceed. The New Add-in will be downloaded, and all the word document will be closed while saving your work.

Note: You should not need to uninstall the old Add-in. Instead, installing the new version will overwrite the existing one.

5. The File Download dialog box appears prompting you to run or save the download file.
6. Now follow steps 4-10 from the instructions in the chapter “Add-in installation Set up”.
7. Open the FM digital Word template, and in the Add-in task pane, you will be able to view the version number including all the Add-in functionalities.

