**REVENUE'S ROS OFFLINE APPLICATION**

**How to download the offline application**

To Download the ROS Offline Application:

- If you have Vista or Windows 7, close all open Browser windows
  At your desktop, go to Start, All Programs and right click on the Internet Explorer icon.
  Select RUN AS ADMINSTRATOR
- Go to www.revenue.ie and click on Get Desktop Apps at the bottom of the page under the heading ROS.
- Under ROS Offline Application, click on GO
- Select Download (on the top of the page) under ROS Offline Application
- Choose the compatible Operating system e.g. Windows or MAC and Click on the Download link
- Click Run
- During the second part of the download process, you should accept the terms and conditions. You will be asked to click Next a number of times as the Installation Wizard takes you through the Download.
- Please ensure you save the ROS Offline Application to the default location: C:\Program Files.
- A ROS icon should appear on your desktop when the installation is complete - click on the icon to open your ROS Offline Application.
- If you do not have the icon, go to C:\Program Files\ros - here, you should see an icon that says ROS Offline and looks like Right click to copy this and paste as a shortcut to your desktop.

You then have to get the blank forms to use in the offline application:

- Run the ROS Offline application - If you have Vista or Windows 7, you must right click on the icon and select RUN AS ADMINISTRATOR.
- Select Download and click on the Refresh button.
- You will be presented with a list of forms - you will have to scroll back up the screen.
- Click Download beside the forms you wish to use. Click on Finished at the bottom of the screen to get back to the main menu.

Please note that you should do the Refresh regularly to make sure that you have the most up to date version of the forms, as only the latest version will be accepted for upload.

From the main menu, you can use New to open a blank form, which can be saved on your computer, you can use Open to open a previously saved form and make changes, etc.

To upload saved forms to ROS, you have to log into your ROS Online account and select the “Upload Forms Created Offline” option.

If you receive a message to say that the list of available forms could not be downloaded, please ensure that you have selected the "Run as administrator" option.

If your computer is networked, you may need to enter details of your Proxy Server into ROS Offline (Options -> Configuration -> Proxy) - usually available from your IT department