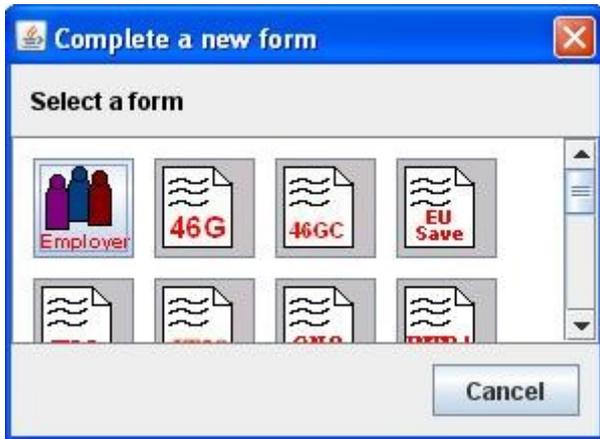


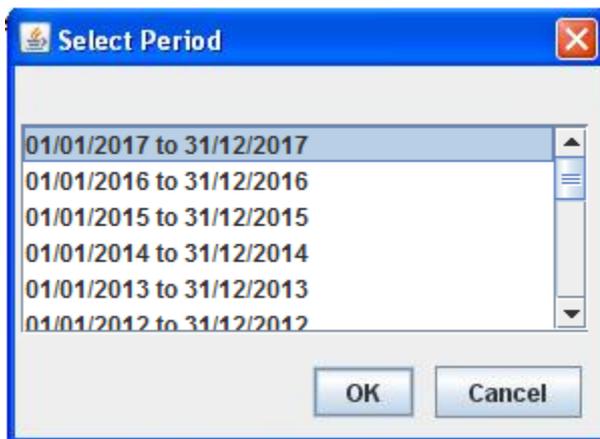
Complete and Save new forms

Click on the “**New**” button in the main menu to open and complete a blank form.

Select the relevant form you wish to file.



Then select the period you wish to file for and click “**OK**”.

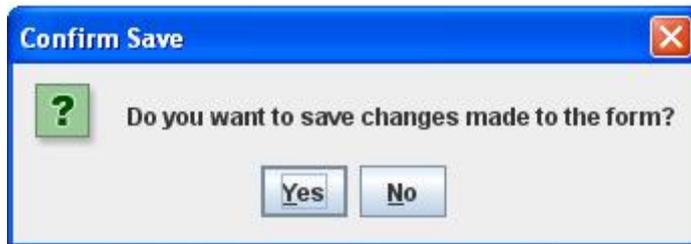


You will then see the following message: “Please wait while your form is loaded” - this may take a number of seconds. Once the form appears you can then commence completing the form.

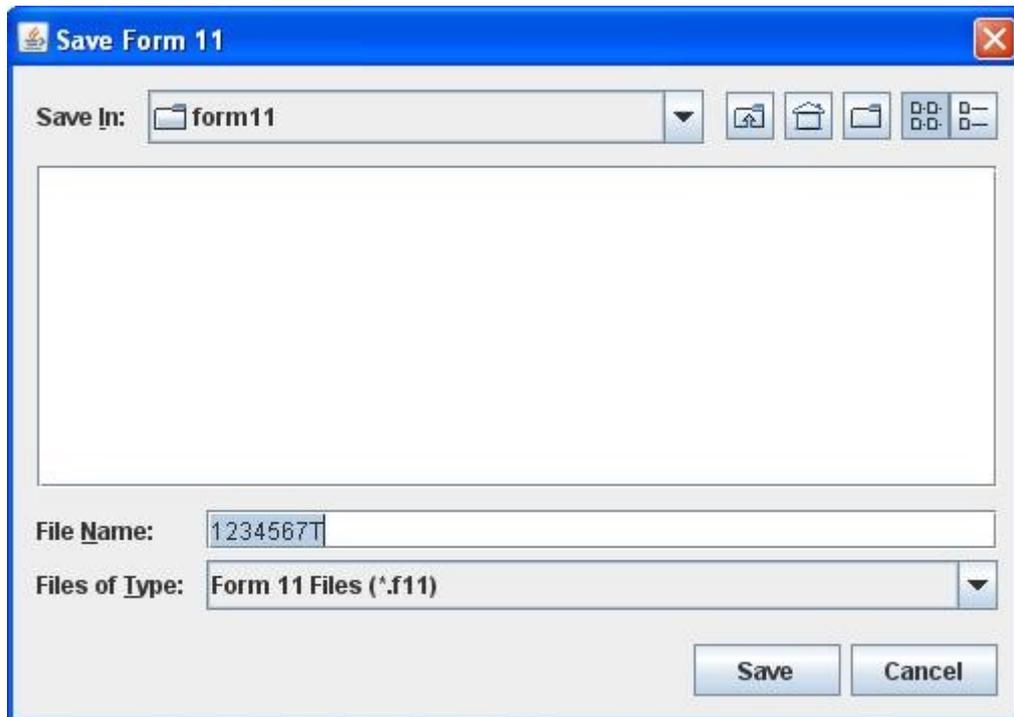
Please ensure you save your work regularly as only saved forms can be retrieved at a later stage.

In order to save the form, click “**File**” and then “**Save As**” on the top left hand corner of the screen. You will then get the following prompt “Do you want to save changes made to the form?”

Click “**Yes**”.



The Save form window will then appear. The filename will automatically default to your tax registration number. If you wish to change this, type in your preferred filename under File Name and click "Save".



When you get the Form has been successfully saved prompt click "OK".



The form will automatically save to a folder in C:\ROS\ for that form type, unless you opted to save it to another location.

If you receive an error message when you try to save or proceed to the next screen please check the form to find the highlighted errors and correct them. The file will not save until these errors are corrected.

To exit out of the form select "File" and "Close" and this will return you to the main menu.

To exit out of the ROS Offline Application, select "File" and "Exit".