How do I download a file?

For ease of use we recommend that you print out this file prior to starting the download.

You may need to have administrative rights to download or install files on your PC.

The example we are using here is for the Ambulance and Chair Car Services Cost Report using Microsoft Windows XP Professional Edition.

Other operating systems or versions may contain different screens, dialogs, or methods.

Procedures you need to follow may vary depending on how your machine is configured.

Hyphenated words i.e.: *TYPE, PRESS, CLICK, etc.* are instructions to the user and require action on your part.

1. ***CLICK* on the appropriate file name link.**

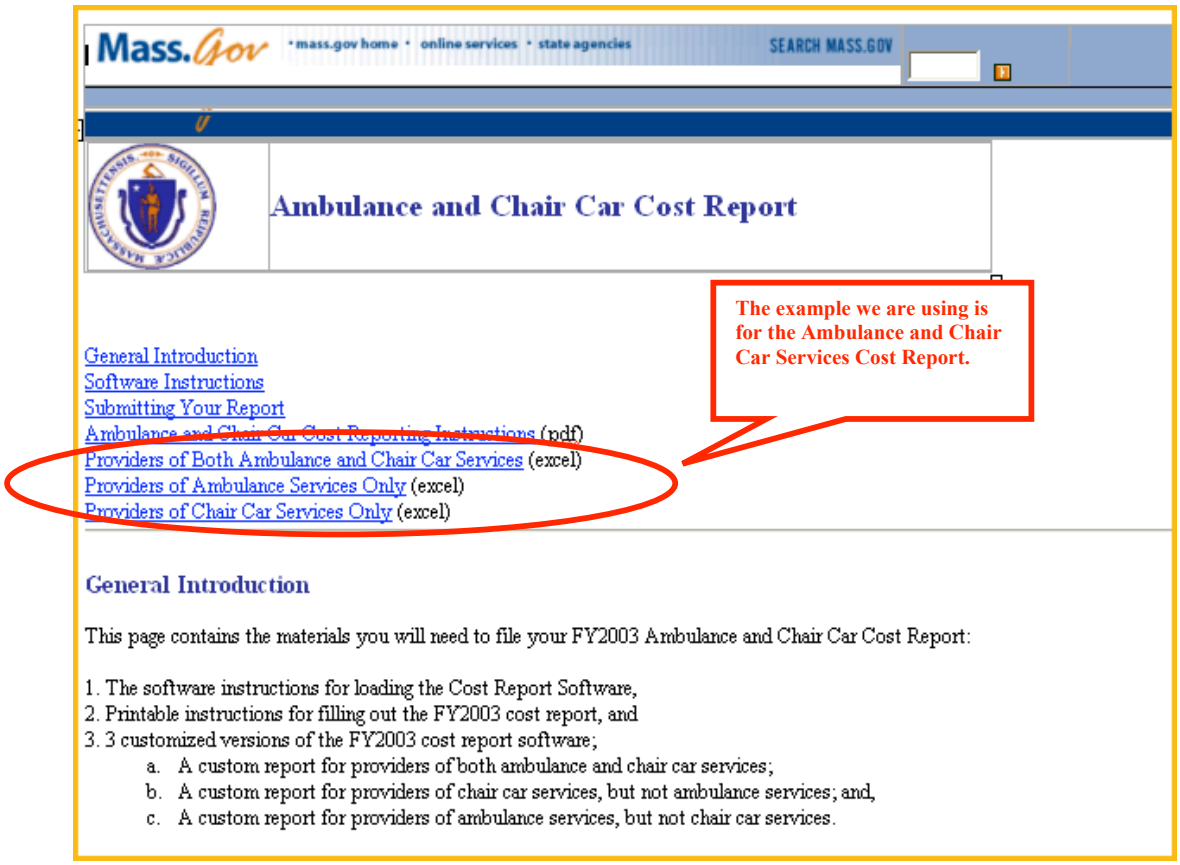

Figure 1. Select File Name Link

2. **At the "File Download" dialog box *CLICK* Save.**

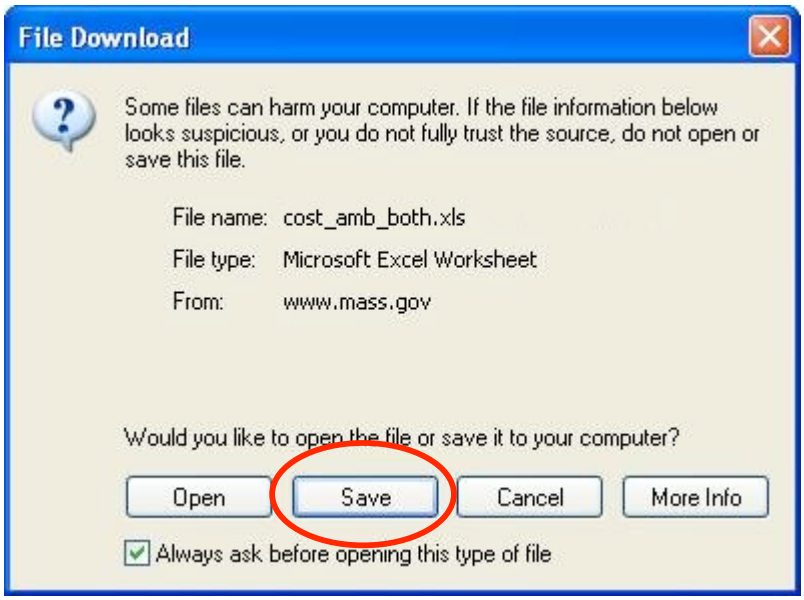

Figure 2. File Download Dialog Box

3. **The "Save As" dialog box will open. *CLICK* on the "Create New Folder" button to create a new file folder.**

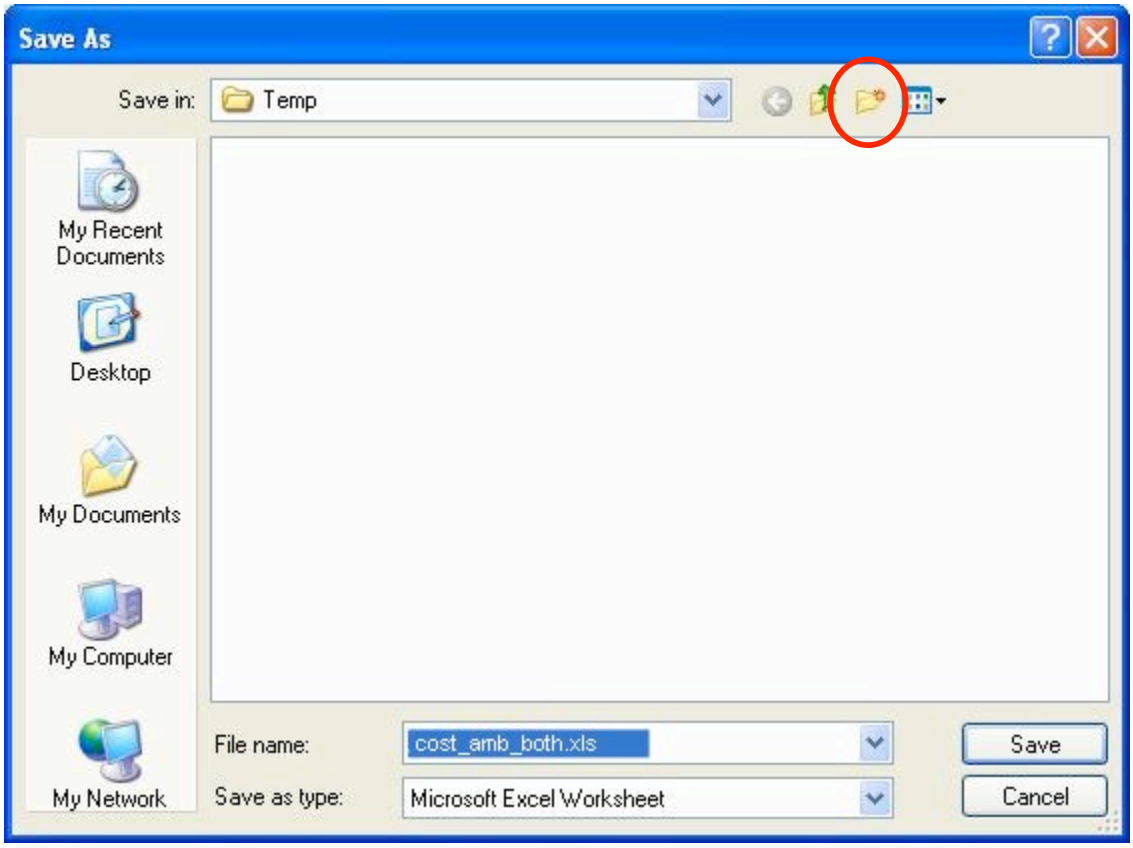

Figure 3. Create new folder.

4. **A New Folder will be created. If it isn't already highlighted, highlight the new folder by *CLICKING* on it.**

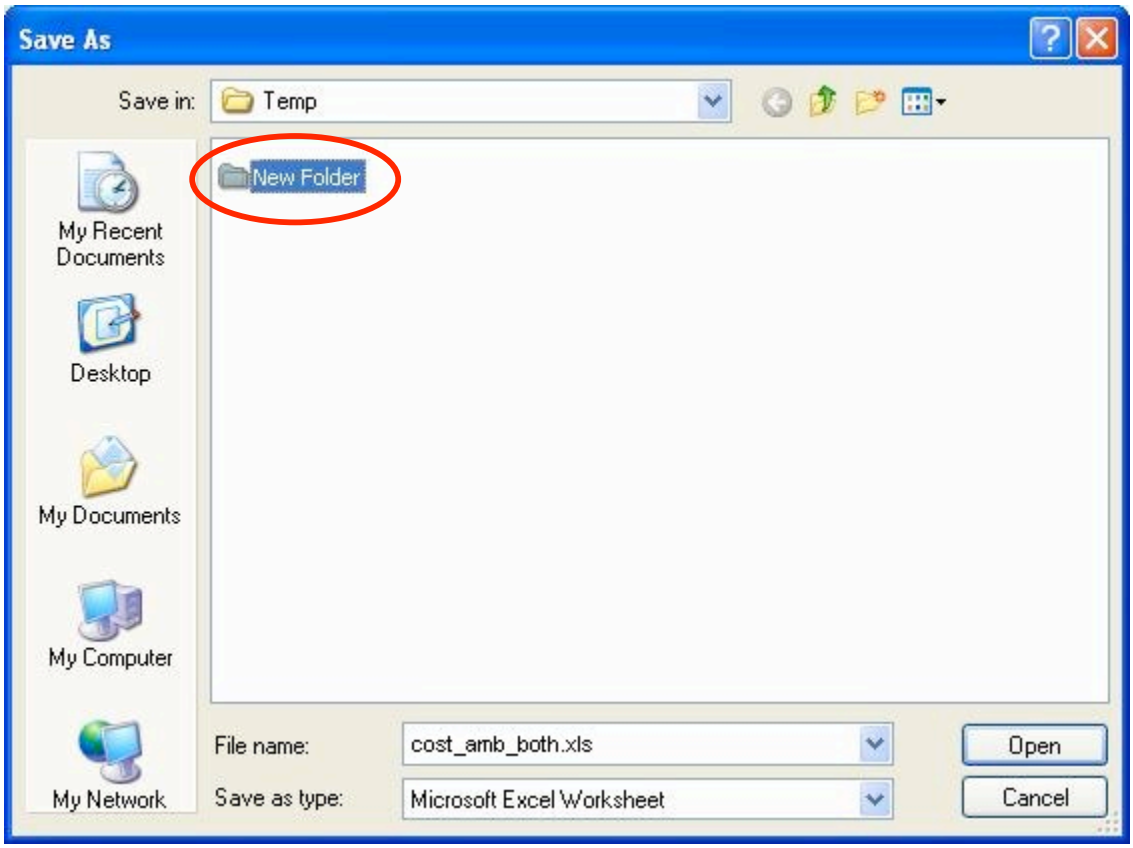

Figure 4. New Folder was created.

5. **Rename the new folder. *TYPE* "Cost Report" and *PRESS* Enter**.

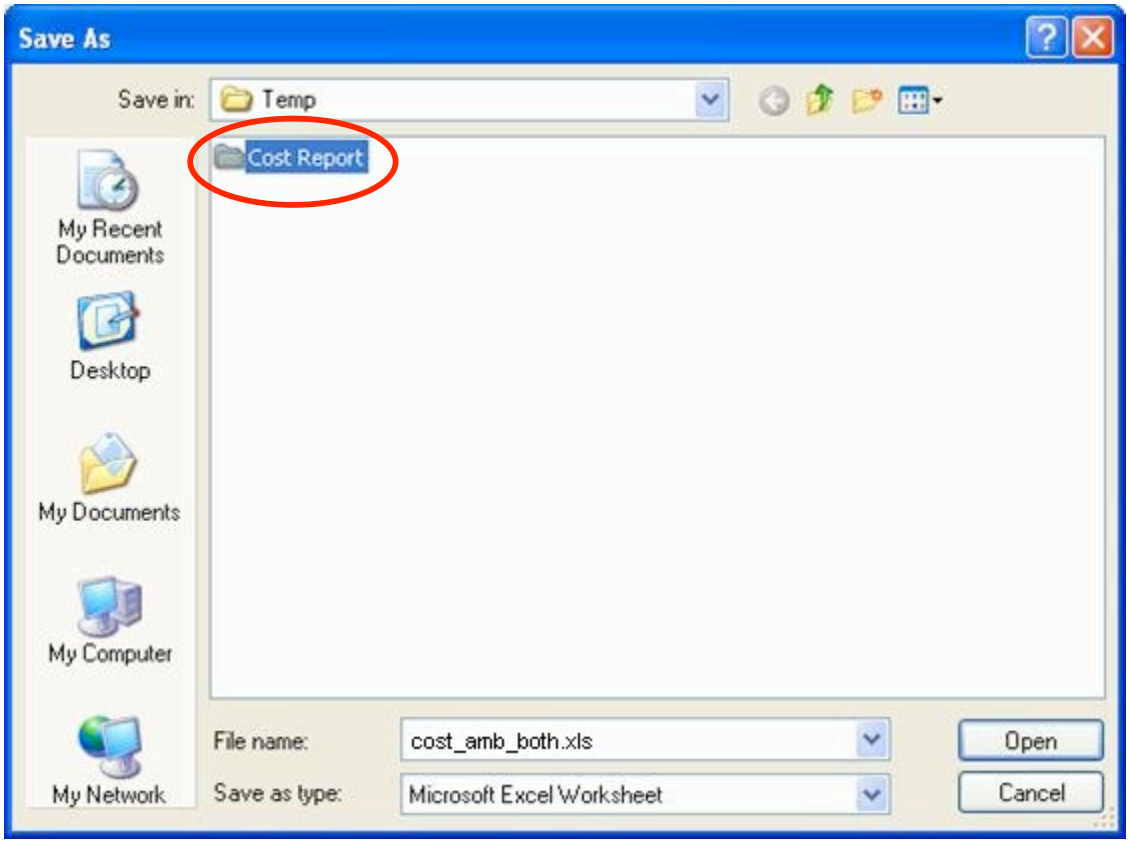

Figure 5. Rename New Folder

6. ***DOUBLE CLICK* on the new folder to open it.**

7. **Note that the "Save in" dropdown box now contains the "Cost Report" folder as the active folder.**

8. ***CLICK* on the "Save" button to save the file to the "Cost Reports" folder.**

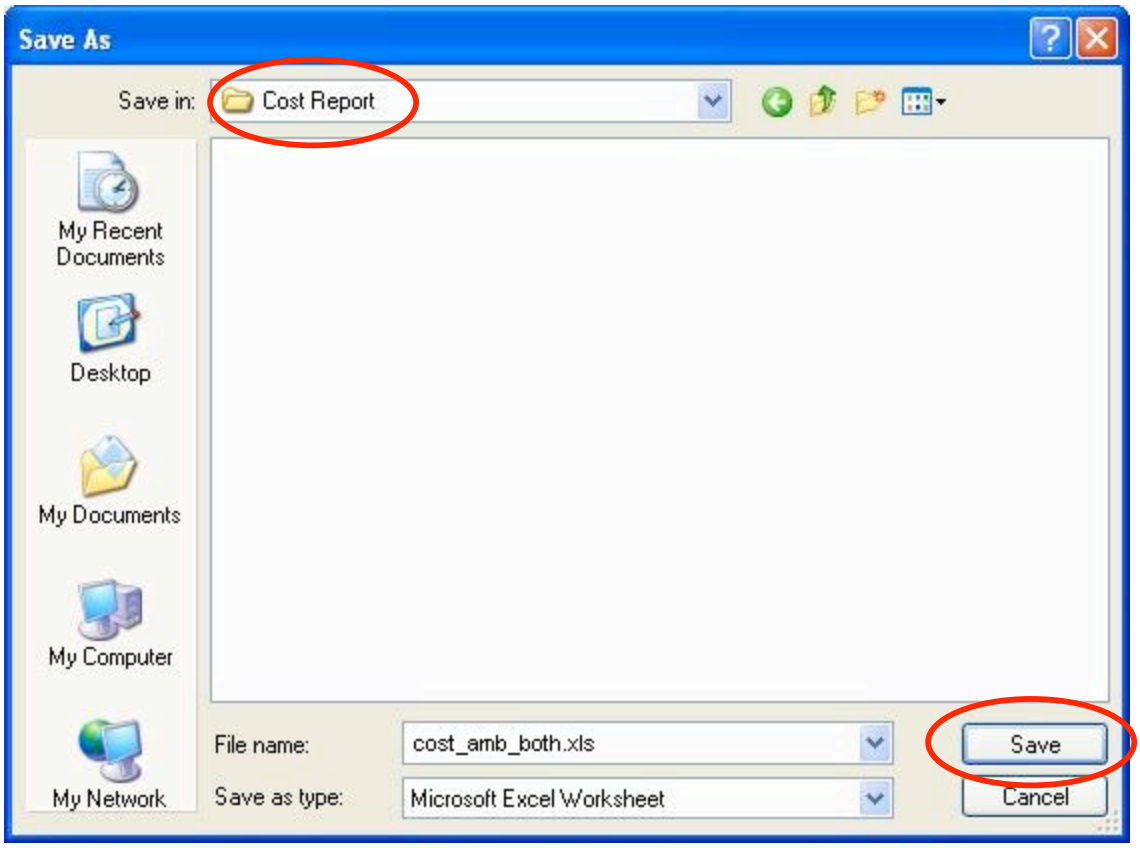

Figure 6. Cost Report folder is now the active folder.

9. **If the download was successful you will see the "Download Complete" dialog box.**

10. **If you see this box, *CLICK* on the "Open Folder" button.**

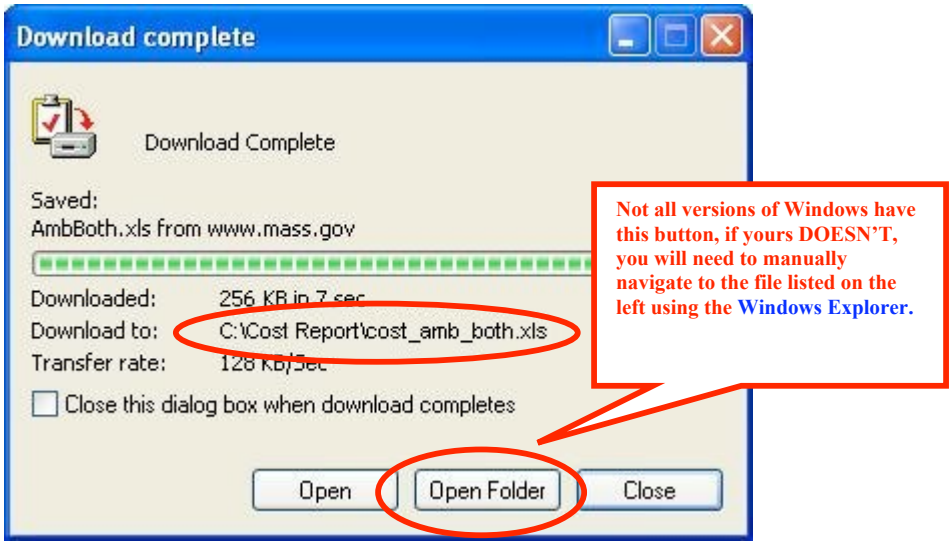

Figure 7. Download complete dialog box

a. If you DO NOT see this box the download was not successful.

b. If the download was NOT successful, you may see an error message such as Figure 7 or no message at all due to the nature of the error.

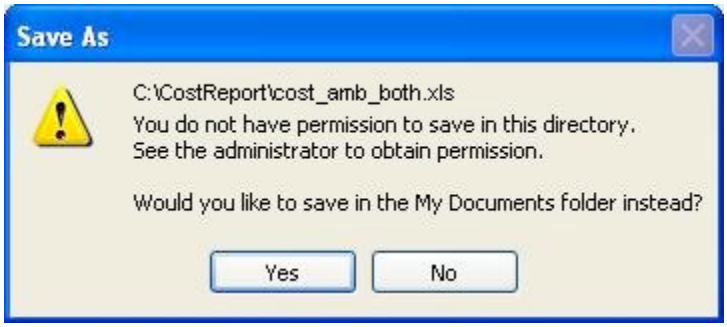

Figure 8. One possible error message.

c. If you see this box or another error message you need to start over at Item 1 above.

d. If the download fails a second time contact **your** network or systems administrator.

e. If **they** are unable to resolve the problem, call 1-800-542-7648 and ask for assistance regarding the **Ambulance and Chair Car Services Cost Report.**

11. Select the file you just downloaded by *CLICKING* on it.

12. *DOUBLE CLICK* on the file to open it.

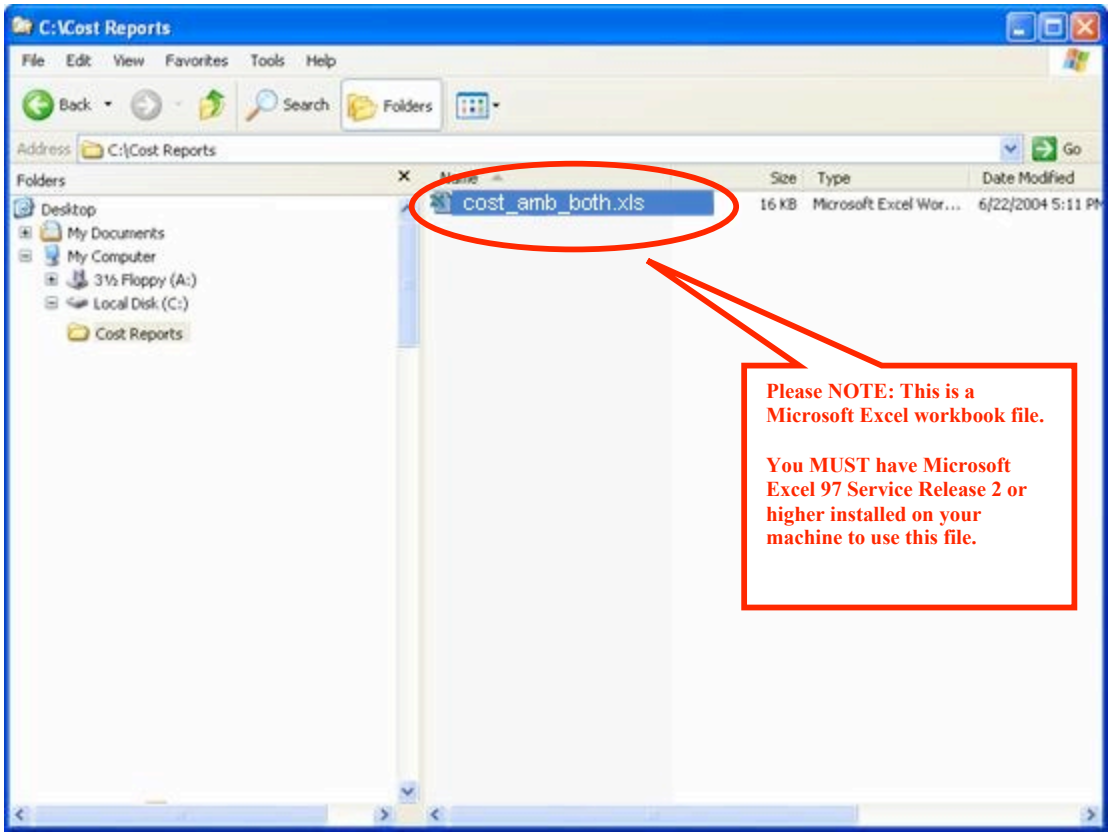

Figure 9. Select and open a file.

13. **When the file opens, immediately save a copy.**

a. From the MS Excel main menu *SELECT* File, Save As.

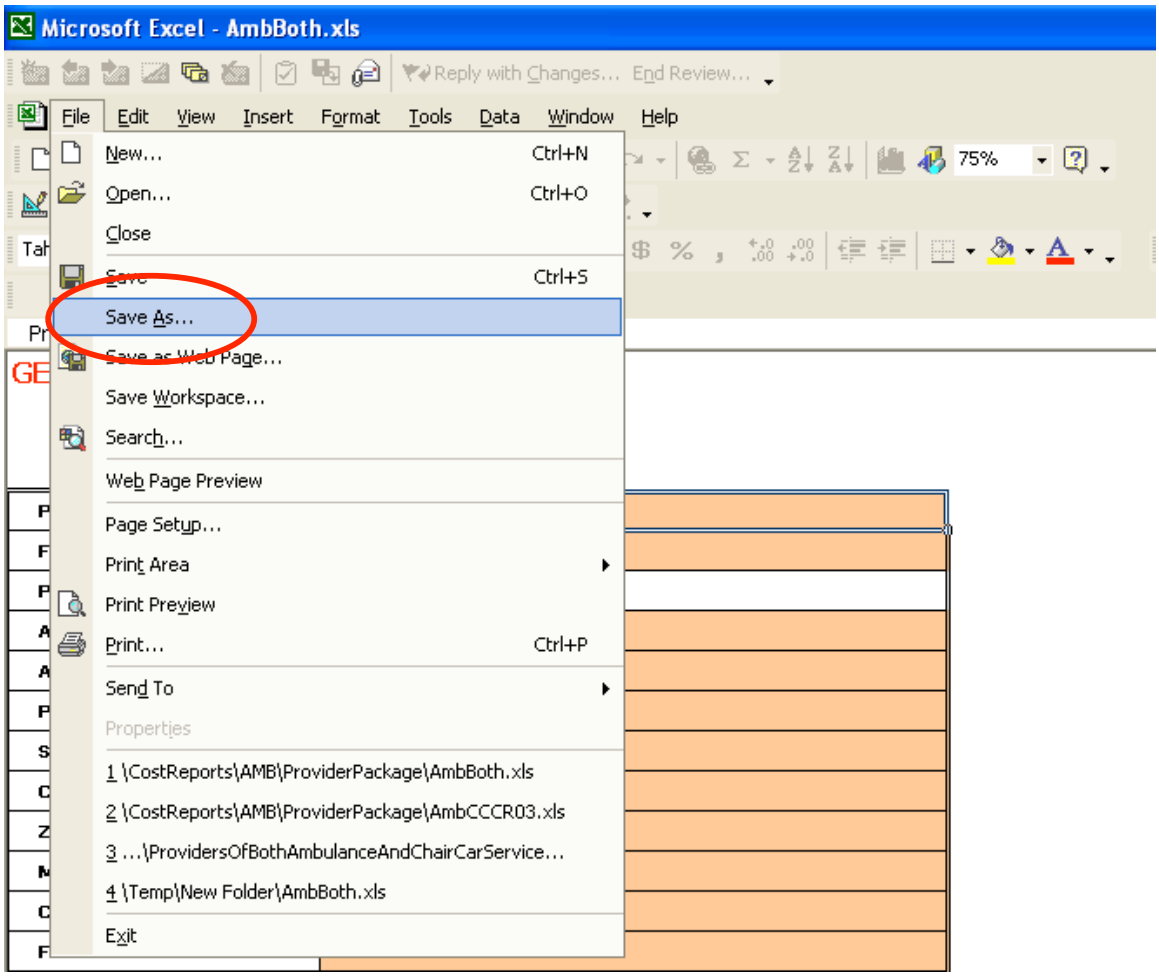

Figure 10. MS Excel File, Save As.

b. In the Save As dialog box *PLACE THE CURSOR* in the "File name" dropdown box.

c. *TYPE* a new name using the "AMBCRNN.XLS" format where NN = the last two digits of the report year.

EXAMPLE: If the report year is 2003 then NN = 03 and the new file name will be AMBCR03.XLS.

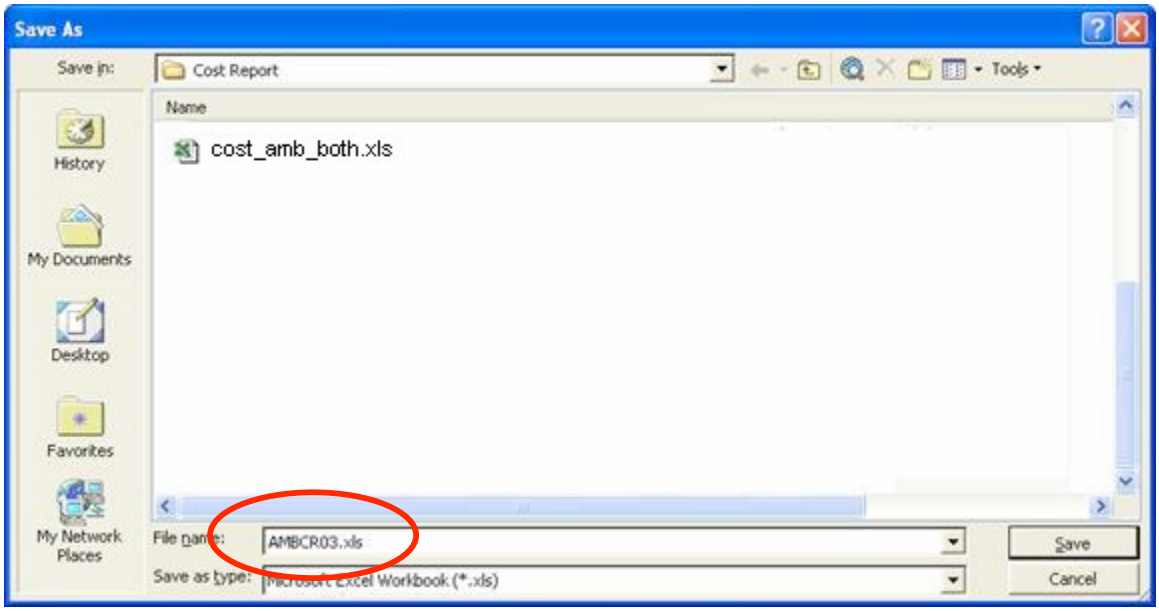

Figure 11. New File Name.

d. *CLICK* Save.