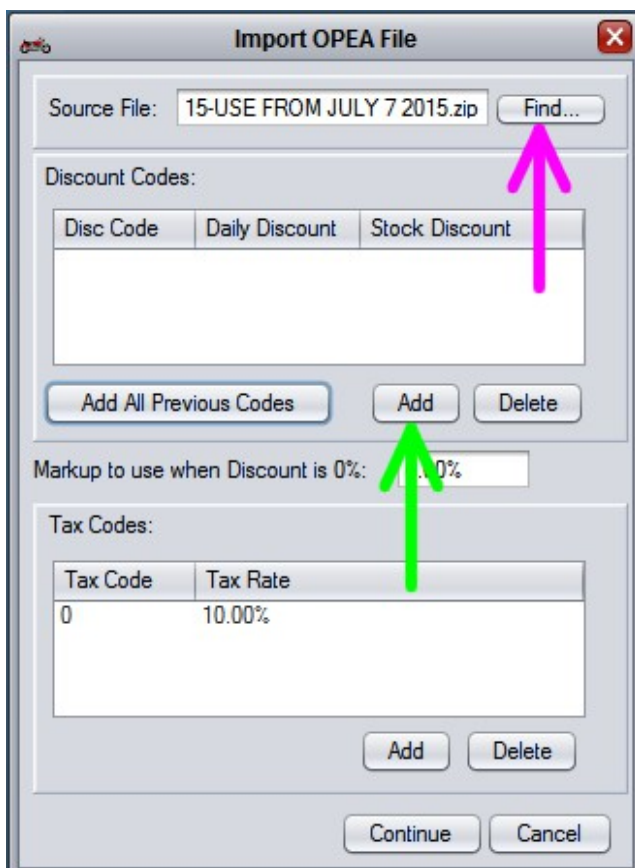


To import an OPEA file, follow the same initial steps, selecting “Import Price File” from the “Utilities” drop down menu. Highlight your franchise and click “Select”.

When you reach the following screen highlight OPEA and click “Select”.



On the next screen click the “Find” button (purple arrow) and find your OPEA file on the computer and open it. You then need to set your discount codes and their values. To do this click on “Add” (green arrow) and enter the first value. This may be a time consuming exercise dependant on how many discount codes there are. This is why it's best to use *.csv and *.xls(x) where possible.



Once you have finished adding your discount codes and tax codes you can

then click "Continue" and you will see the same confirmation screen as before to confirm the source and target details of the file are correct. When you click "OK" you will see a message with a breakdown of the file. The highlighted portion will be automatically selected, Click "OK" to continue.

The file will complete in the same manner as before, although if there are any holes in the discount codes or tax codes it will stop and give a chance to make changes to these holes. In this case check the data in the fields is correct and click "OK" to allow the file to keep processing.

Once done it will ask if there are any further files in the set and select "Yes" or "No" depending on your requirements. If you select "Yes" the process is repeated as before and when done select "No" and the price file will finalise and take you to the printable report.