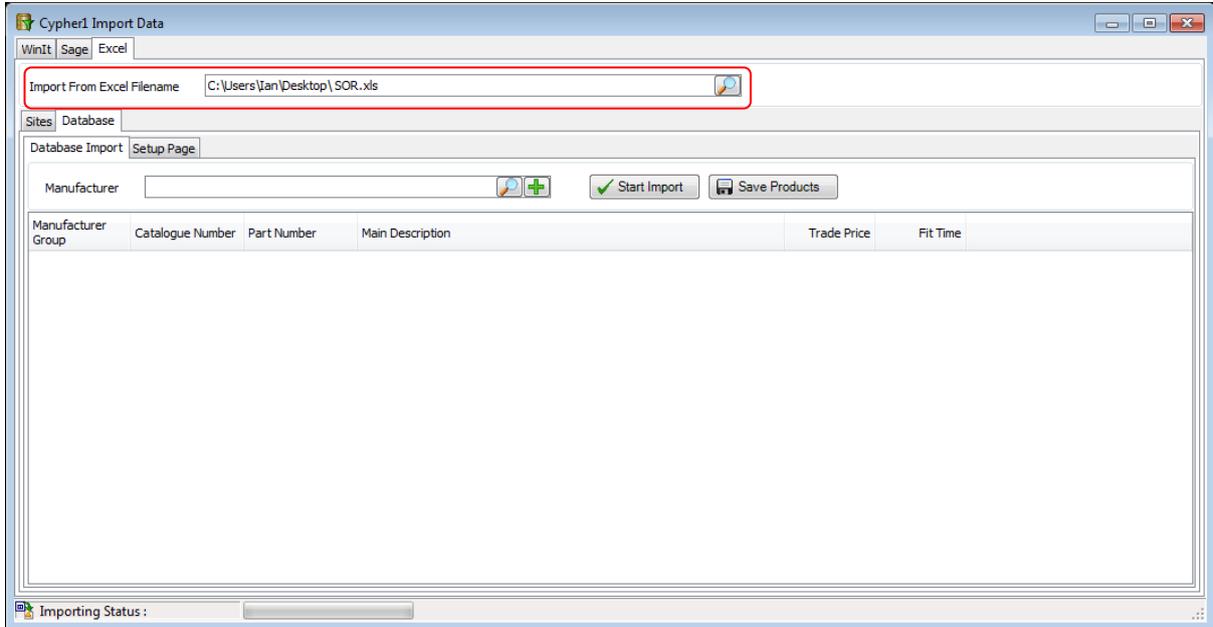


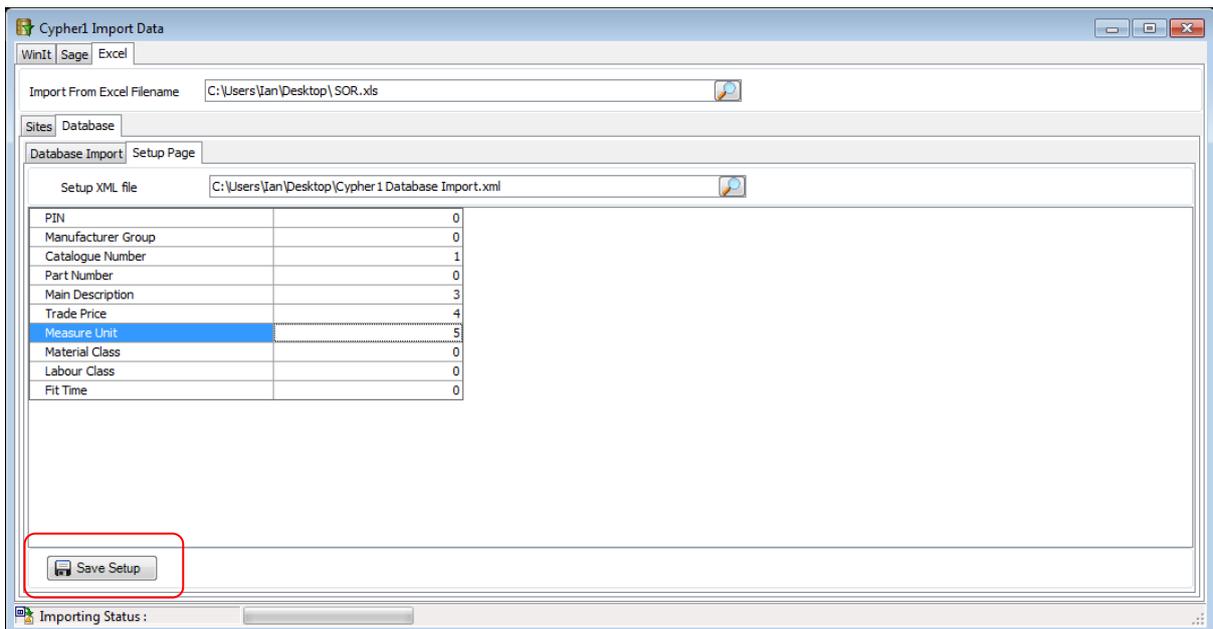
WORKING NOTES: 9 – IMPORTING PRODUCTS FORM SPREADSHEETS

THE LATEST RELEASE OF CYPHER 1 (2.0.2.xx AND NEWER) ALLOWS THE END USER TO IMPORT THEIR OWN PRODUCT RANGES FROM A SPREADSHEET

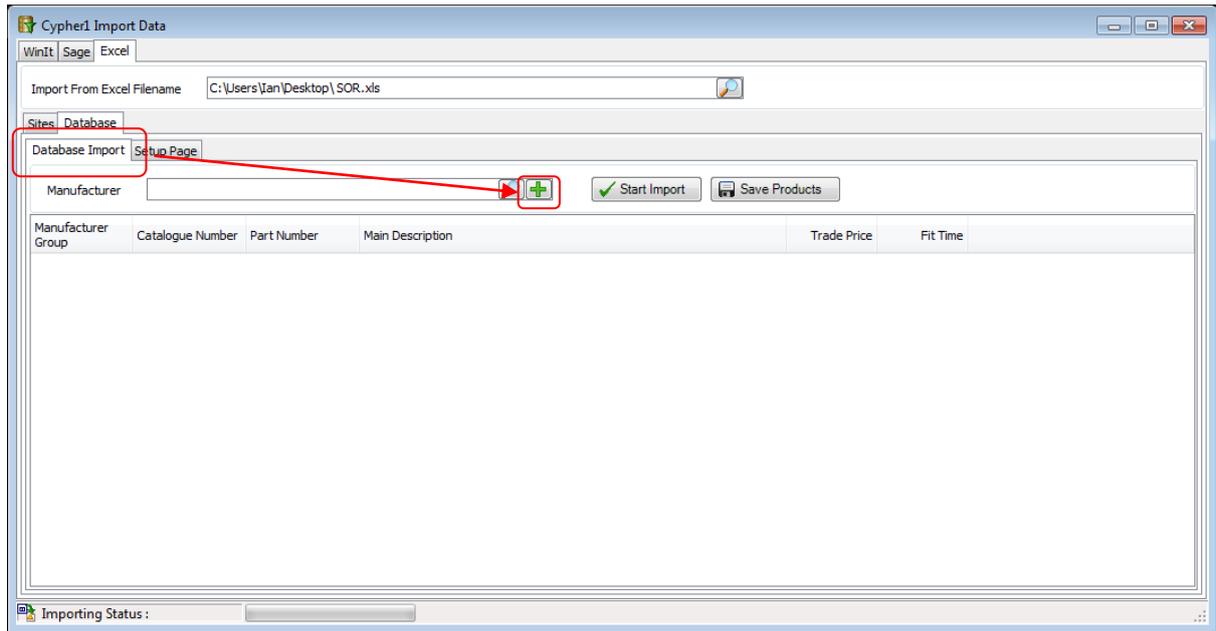
1. OPEN THE PROGRAM AT **SYSTEM** TAB THEN **IMPORT** AND SELECT THE **EXCEL** TAB:
2. SELECT THE RELEVANT SPREADSHEET FROM THE BROWSE BUTTON:



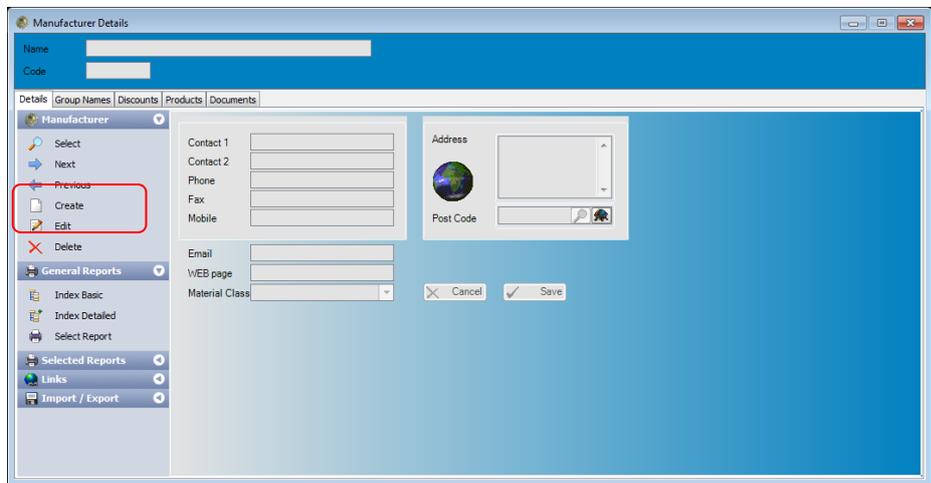
3. CLICK ON THE SETUP PAGE TAB
4. CORRESPOND THE SPREADSHEET COLUMNS WITH THE RELEVANT NUMBERS (A= 1 B=2 ETC)



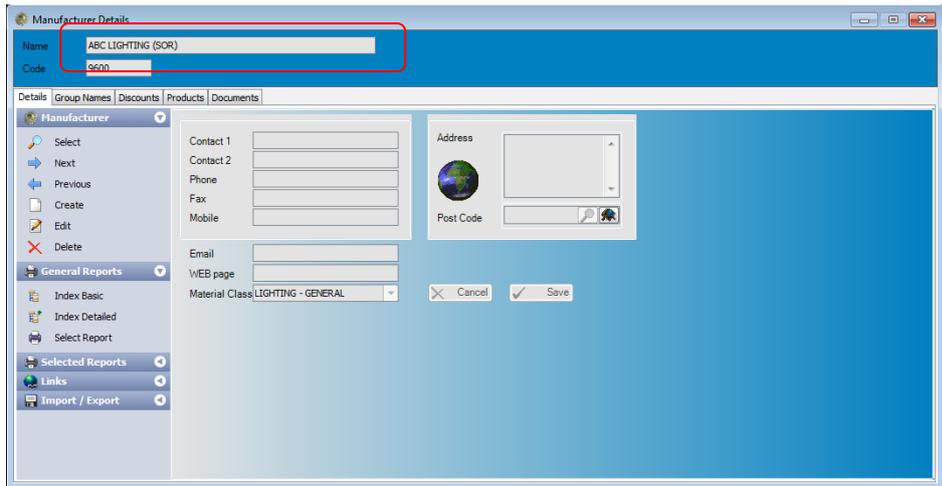
5. CLICK ON **SAVE SETUP**
6. RETURN TO THE **DATABASE IMPORT** TAB AND CLICK ON THE GREEN **+** BUTTON TO CREATE THE NEW MANUFACTURER :



7. CLICK ON THE **CREATE** OPTION:



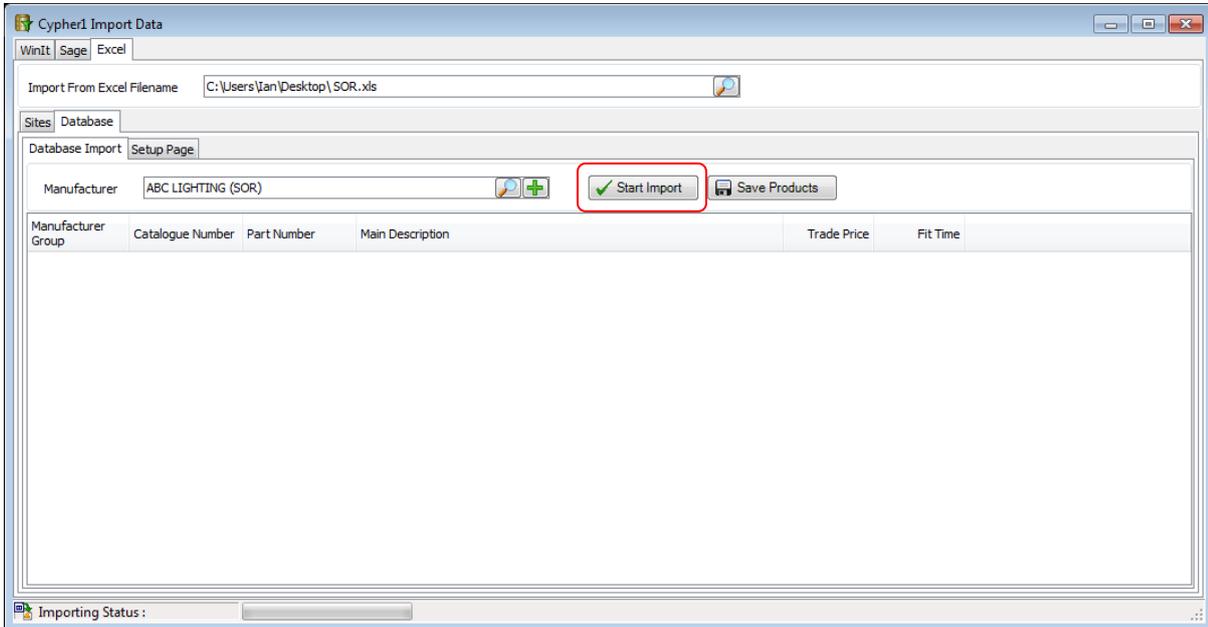
8. THE NEXT FREE **MANUFACTURER CODE** WILL BE ALLOCATED SO JUST TYPE IN THE REQUIRED NAME:



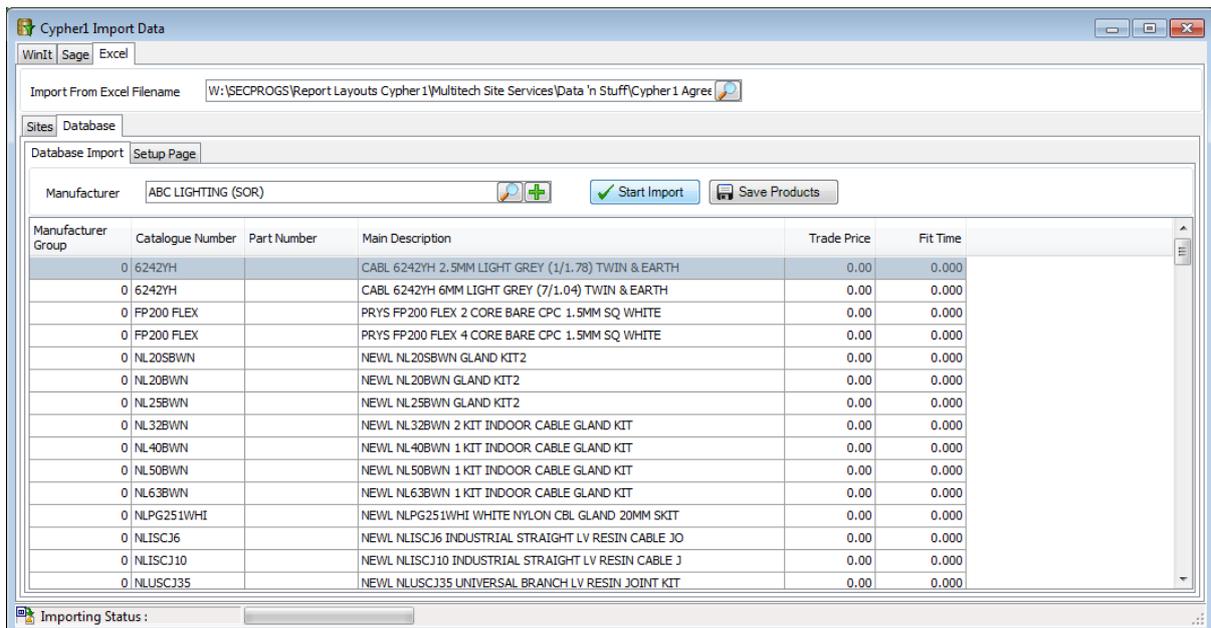
9. CLICK **SAVE**

10. CLOSE THE MANUFACTURER WINDOW AND YOU WILL BE RETURNED TO **THE IMPORT SCREEN:**

11. CLICK ON **START IMPORT**



12. ONCE THE DATA HAS BEEN IMPORTED TO YOUR SATISFACTION CLICK ON **SAVE PRODUCTS;**



NB.. NO DATA HAS BEEN WRITTEN TO THE HARD DRIVE UNTIL SAVE PRODUCTS IS CLICKED