

RevTrak/JMC Daily Procedure

Follow these steps a minimum of once per day

1. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon.



2. EXPORT PAYMENTS FROM REVTRAK WEBSTORE*

⇒ Click **Export**

⇒ Click **Orders**

⇒ **ALWAYS SELECT:**
Export New Orders Only.

⇒ In the **Export To** list click **JMC**

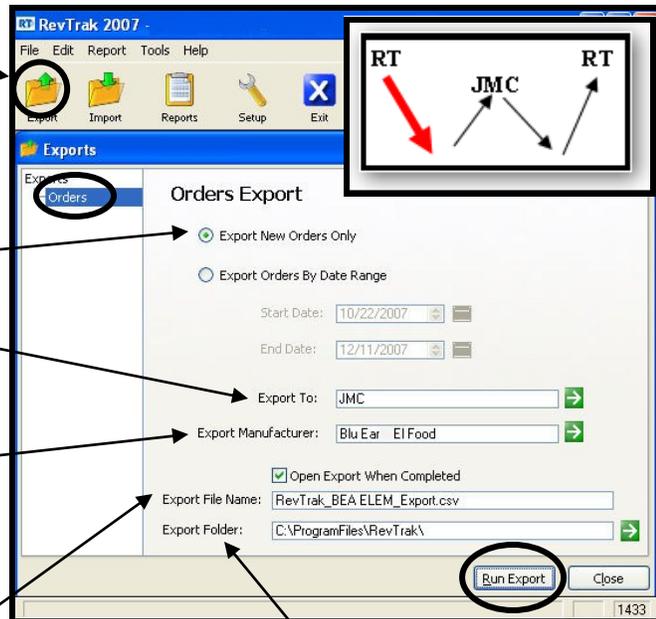
⇒ If applicable select a manufacturer**

⇒ In the **Export File Name** list click **xxx export.csv** (This may vary according to the configuration at setup)

⇒ In the **EXPORT FOLDER** list click **c:\ProgramFiles\RevTrak** (This may vary according to the configuration at setup)

⇒ Click **Run Export**

⇒ Click **Ok** when the export is complete



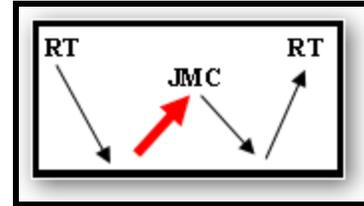
*Once you setup the defaults they will not change

**Contact RevTrak if you have a question about the export manufacturer

3. OPEN JMC

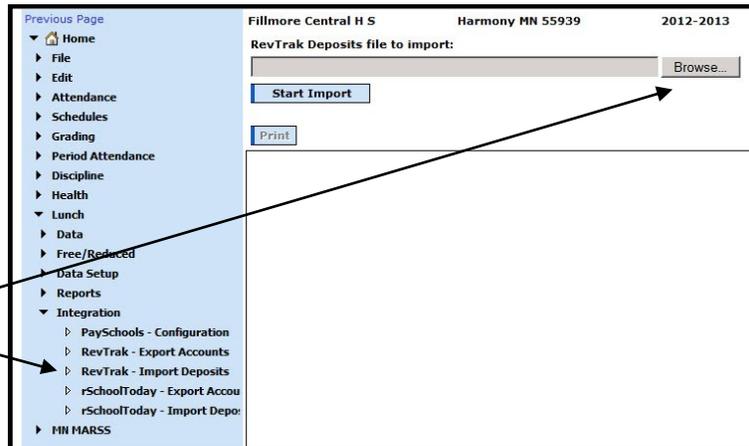
⇒ At the desktop of your computer, double click on the JMC Icon.

4. IMPORT PAYMENTS INTO JMC



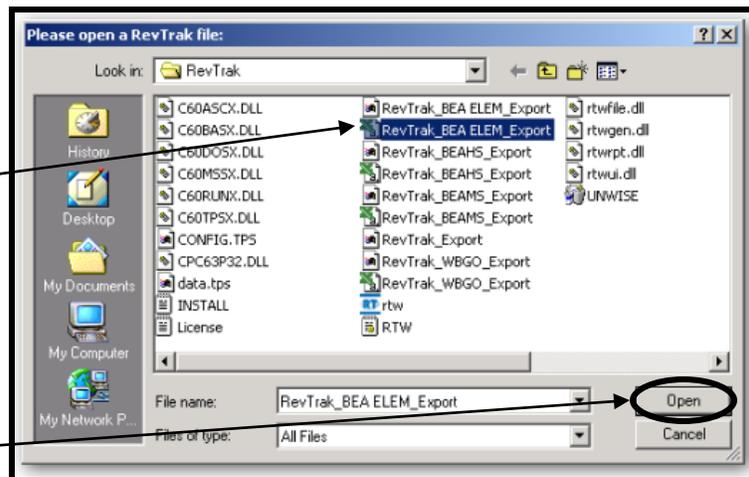
⇒ From the side menu, select **Integration > RevTrak - Import Deposits** to import PAYMENTS into JMC

⇒ Then click **Browse**

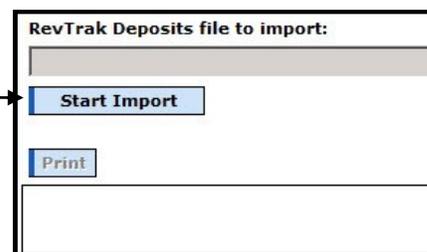


⇒ Select the file to be Imported (This may vary according to the configuration at setup)

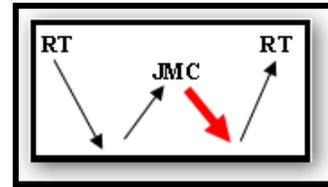
⇒ Click **Open**



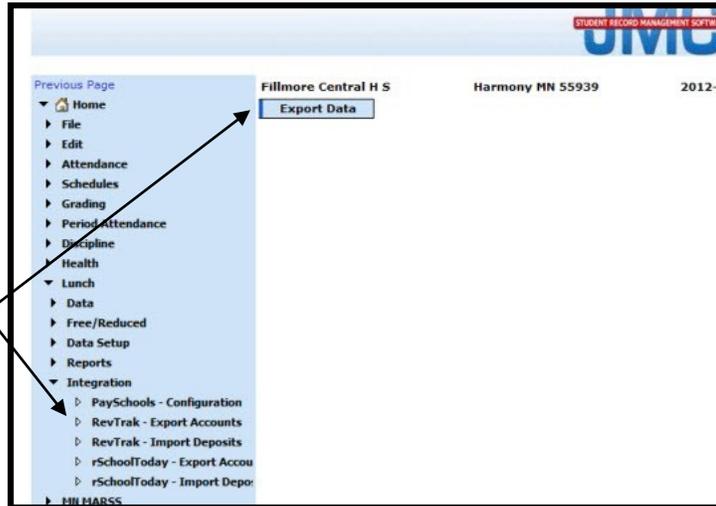
⇒ Now click **Start Import**



5. EXPORT BALANCES FROM JMC

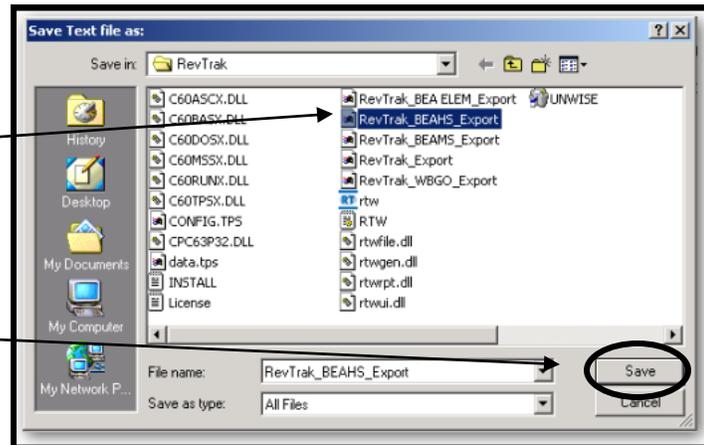


⇒ From the side menu, select **Integration > RevTrak - Export Accounts**



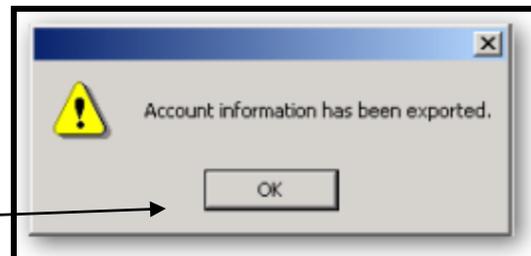
⇒ Then click, **Export Data**

⇒ Select the file to be Exported (This file may vary according to the configuration at setup)



⇒ Click **Save**

⇒ Click **Ok**



6. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon.



7. IMPORT BALANCES TO REVTRAK WEB STORE*

⇒ Click **Import**

⇒ Click **Contacts**

⇒ In the **IMPORT FROM** list click **JMC**

⇒ In the **Contact Type** list click **Student** (This may vary) **

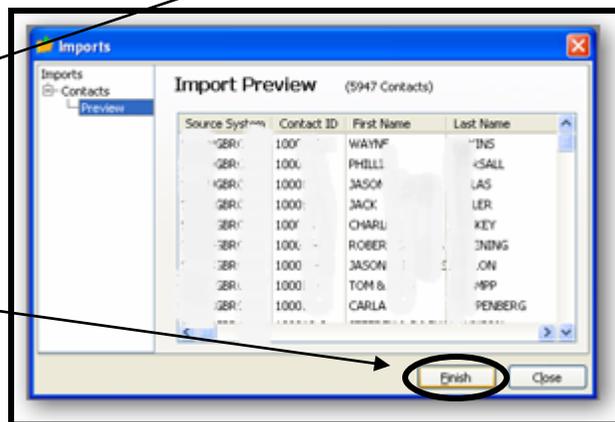
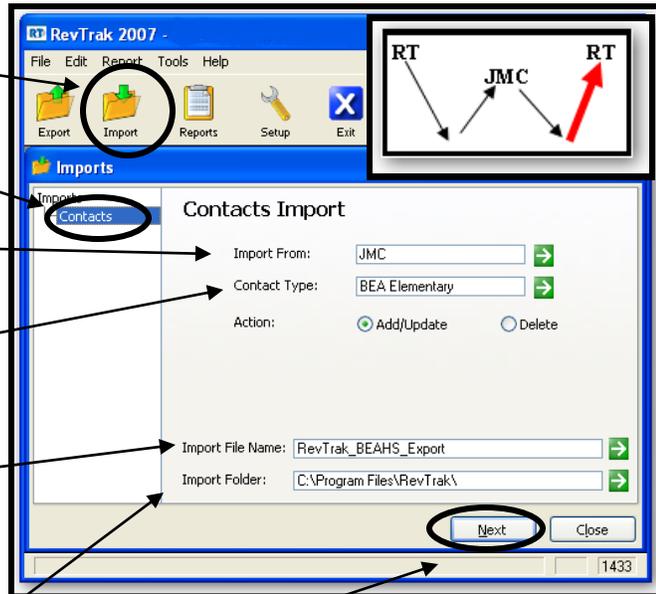
⇒ In the **Import File Name** list click **XXX .csv** (This may vary according to the configuration at setup)

⇒ In the **Import Folder** list click **c:\program files\revtrak** (This may vary according to the configuration at setup)

⇒ Click **Next**

⇒ The **import** dialog box will be displayed. Click **Finish**.

⇒ Click **Ok** when the import is complete.



NEW BALANCES ARE NOW UPLOADED TO THE WEB STORE!

*Once you setup the defaults they will not change.

**Contact RevTrak if you have a question about the Contact type