

# RevTrak/MiChoice 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 MiChoice

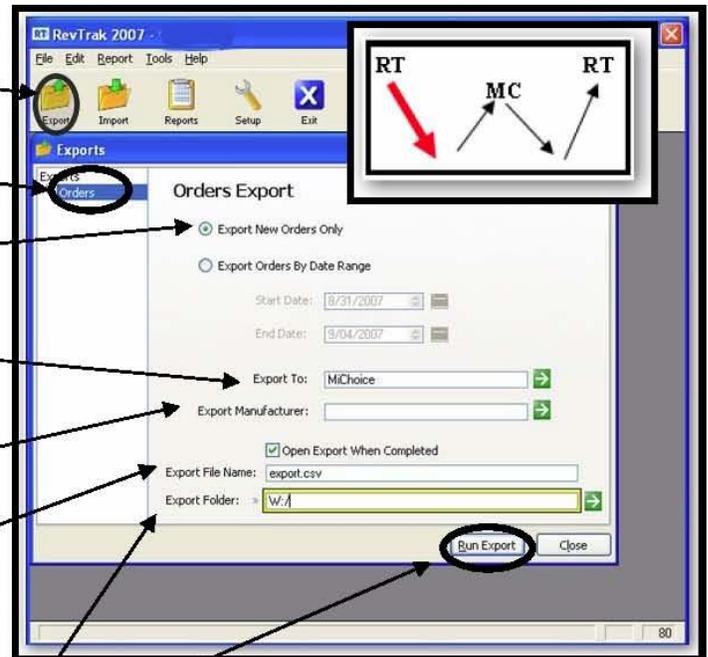
⇒ If applicable select a manufacture\*\*

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

⇒ In the Export Folder list Click C:\revtrak (This may vary according to the  
configuration at setup)

⇒ Click on Run Export

⇒ Click Ok when the export is complete.



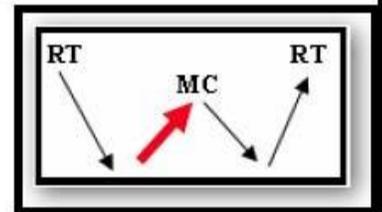
\*Once you setup the defaults they will not change

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

### 3. OPEN MICHoice

- ⇒ At the desktop of your computer, double-click on the MiChoice Icon

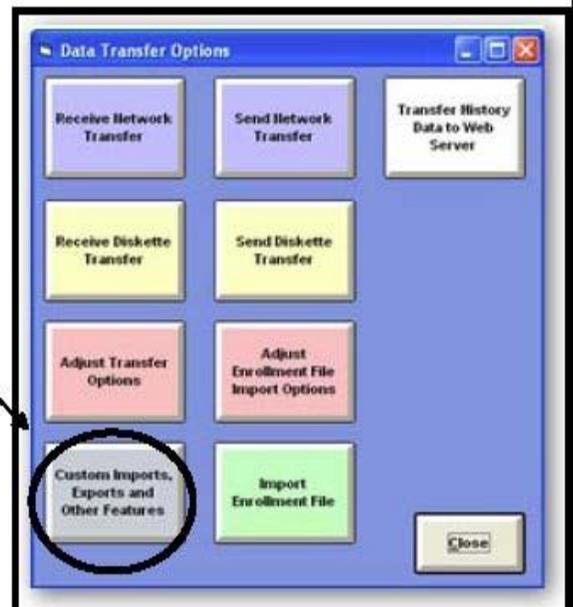
### 4. IMPORT PAYMENTS INTO MICHoice



- ⇒ The following steps must be done in Coms-Pro Central Office software to transfer and receive meal account data from PayOurSchool.com. (RevTrak)
- ⇒ Post the payments to MiChoice (On-Line Payment Import)

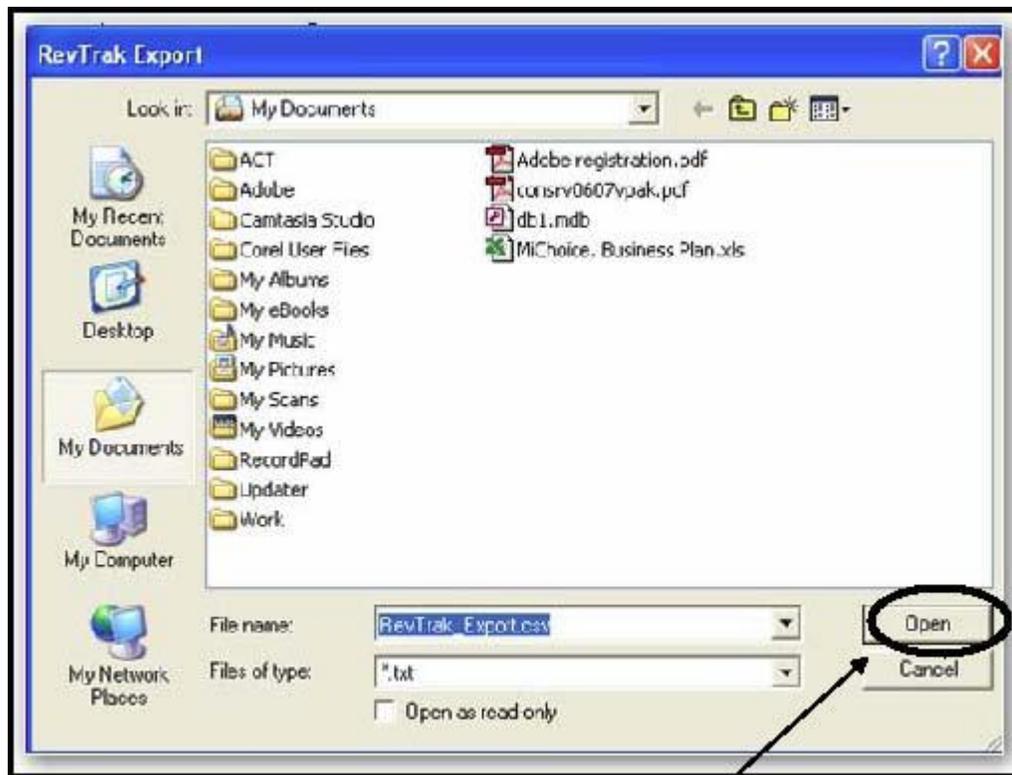
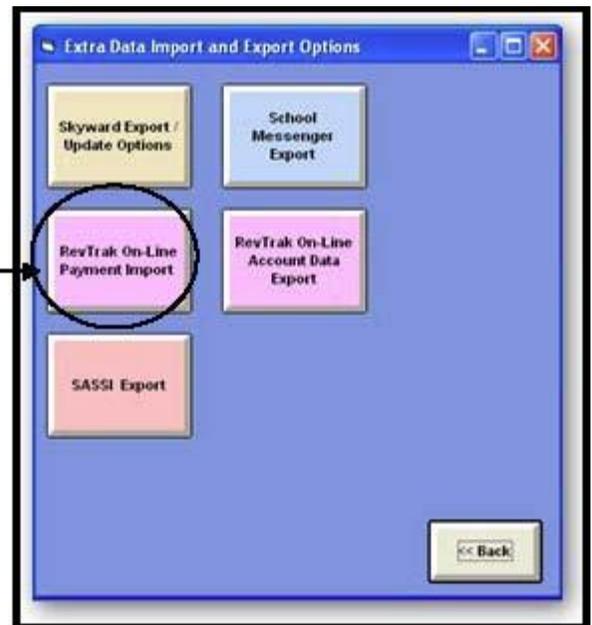


- ⇒ Click on the **DATA TRANSFER** Button on The toolbar, which opens the **DATA TRANSFER OPTIONS** dialog box.



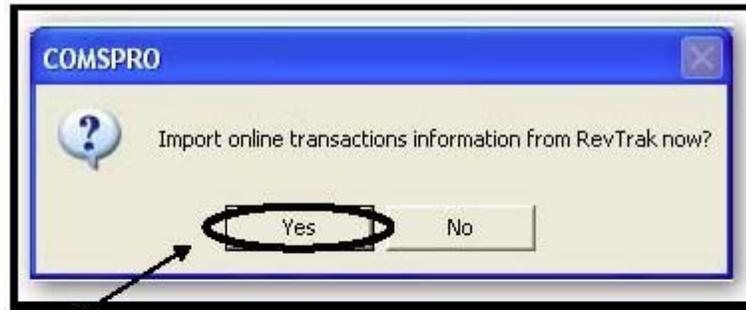
- ⇒ Click **CUSTOM IMPORTS, EXPORTS AND OTHER FEATURES** to display the **EXTRA DATA IMPORT AND EXPORT OPTIONS** dialog box.

☒ **To Import** the Credit Card Meal Payments from RevTrak, click **REVTRAK ON-LINE PAYMENT IMPORT** to display the **REVTRAK EXPORT** dialog box



Select the file to be imported then click **OPEN** to display **COMSPRO** dialog box.  
(This is the folder and file created in step 2)

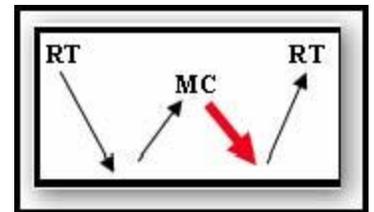
**NOTE:** This file name may be different. It is probably "export.csv" stored on your drive.



Click **YES** to Import the Credit Card Transactions (Meal Payments) into the Coms-Pro Central Office database.

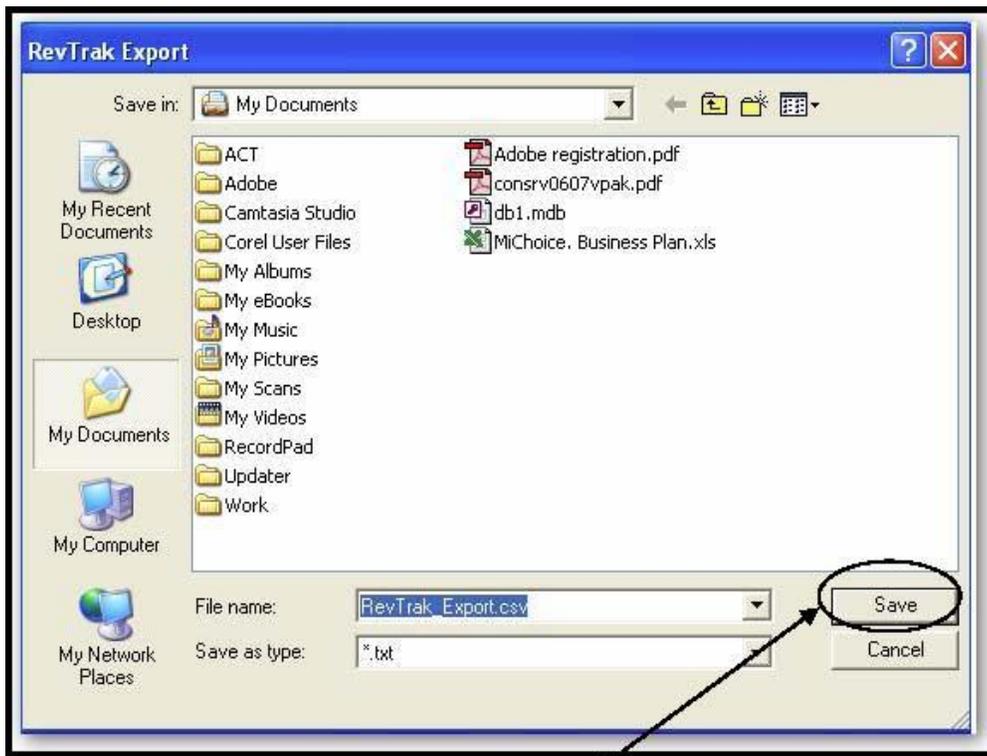
## 5. EXPORT BALANCES FROM MICHOICE

(On-Line Account Data Export)



⊗ **To Export** (Transfer) the Coms-Pro Central Office Meal Account Database to RevTrak click **REVTRAK ON-LINE ACCOUNT DATA EXPORT** to open the **REVTRAK EXPORT** dialog box.





☒ Select the file to be exported then click **SAVE** to display **COMSPRO** dialog box. (This is the folder and file entered into RevTrak in step 7)

**NOTE:** This file name may be different. It is probably “export.csv” stored on your drive.



☒ Click **YES** to Transfer the Account Information to PayOurSchool.com (RevTrak)

## 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 **MiChoice**

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

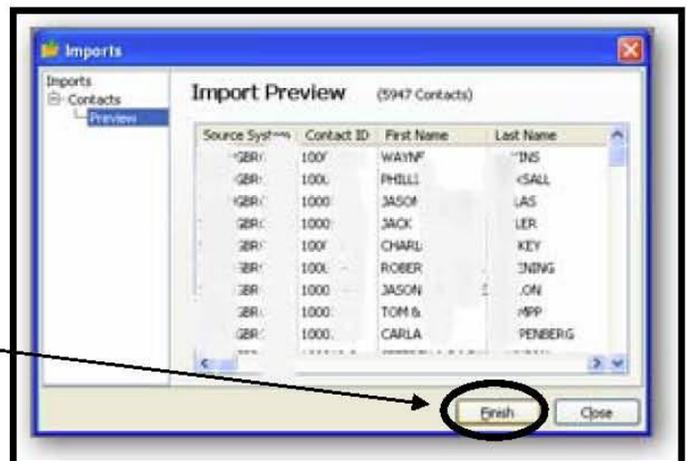
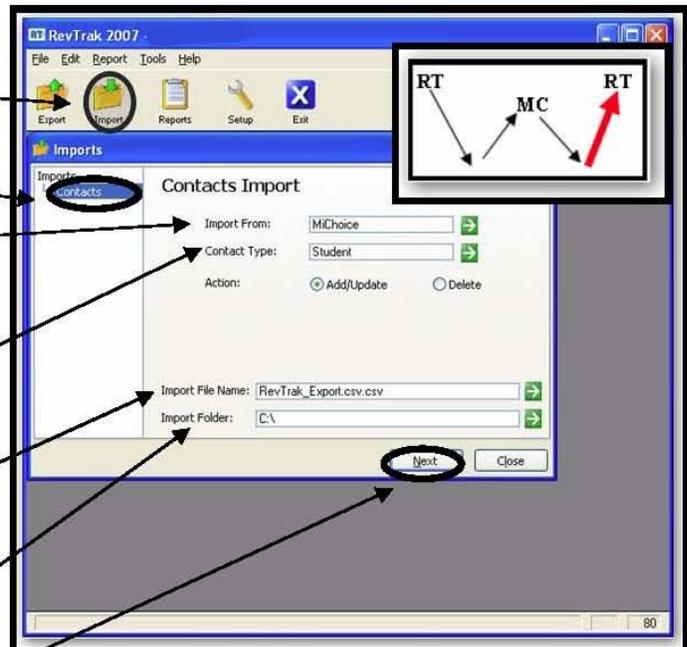
⇒ In the **Import File Name** list click **Export.csv** (This may vary according to the configuration at setup)

⇒ In the **Import Folder** list click **C:\RevTrak** (This may vary according to the configuration at setup)

⇒ Click **Next**

⇒ The **Imports** 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.