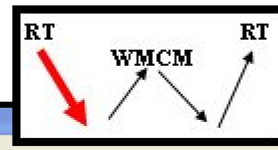
RevTrak/Win MCM
Daily Procedure

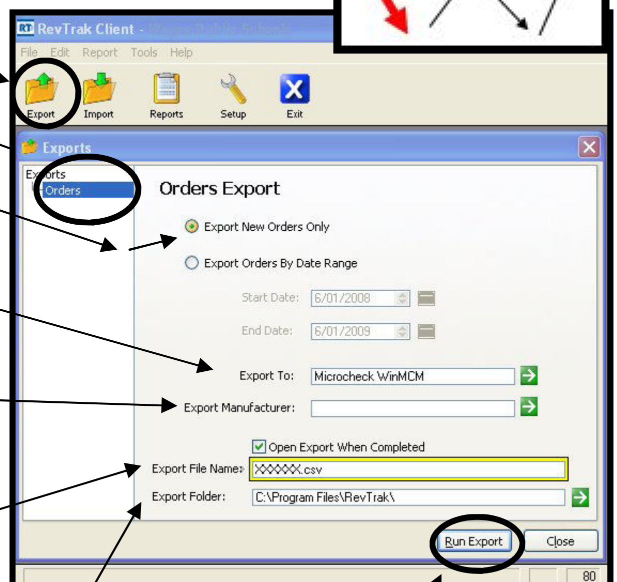
Follow these steps a minimum of once per day

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

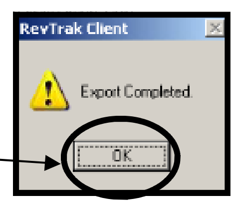
⇨ In the **Export To** list click **Microcheck WinMCM**

⇨ If applicable select a manufacturer **

⇨ 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:\program files\revtrak (This may vary according to the configuration at setup)

⇨ Click **Run Export**



⇨ When finished this screen will apprear. Click **Ok.**

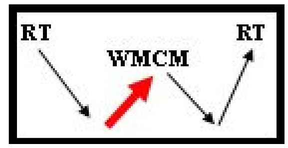
*Once you setup the defaults they will not change

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

3. LOG INTO WinMCM

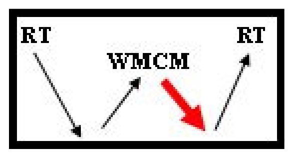
⇨ At the desktop of your computer, double click on the WinMCM icon.

4. IMPORT PAYMENTS INTO WINMCM



- ⇒ Go to Utilities
- ⇒ Select RevTrak Interface
- ⇒ Select RevTrak Import
- ⇒ Verify that the file and Folder name are the same that were selected in step 2
- ⇒ It will ask you if you want to import on line transactions from Rev-Trak now – select YES

5. EXPORT BALANCES TO REVTRAK

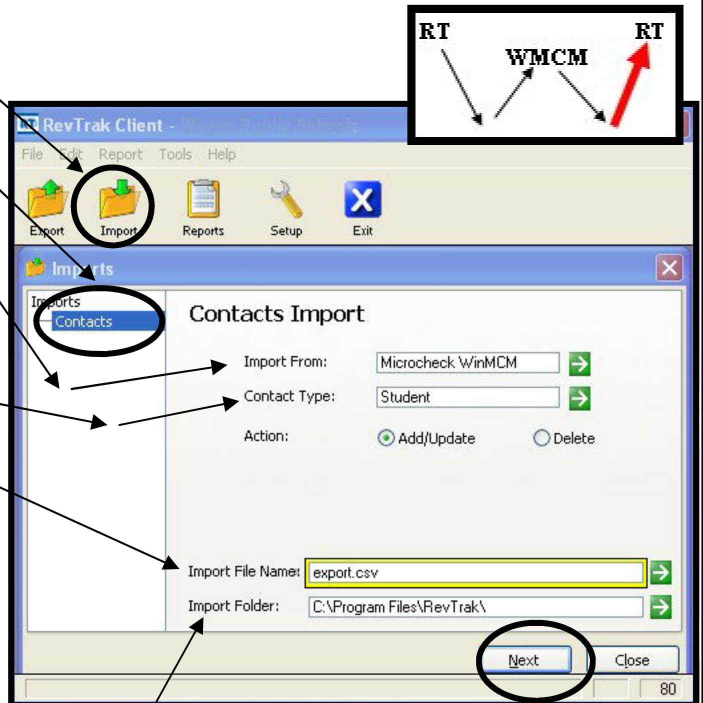


- ⇒ Go to WinMCM
- ⇒ Go to Utilities
- ⇒ Choose RevTrak Interface
- ⇒ Select RevTrak EXPORT
- ⇒ File name will appear in the box – leave it there
- ⇒ Hit SAVE

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**

⇒ **IMPORT FROM Microcheck WinMCM**

⇒ **CONTACT TYPE: Student**

⇒ 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:\Program Files\RevTrak** (This may vary according to the configuration at setup)

⇒ Click **NEXT**

⇒ The Import Preview appears next.

⇒ Click **Finish**

⇒ Click **OK**

NEW BALANCES ARE NOW ULOADED TO THE WEB STORE!

* Once you setup the defaults they will not change.