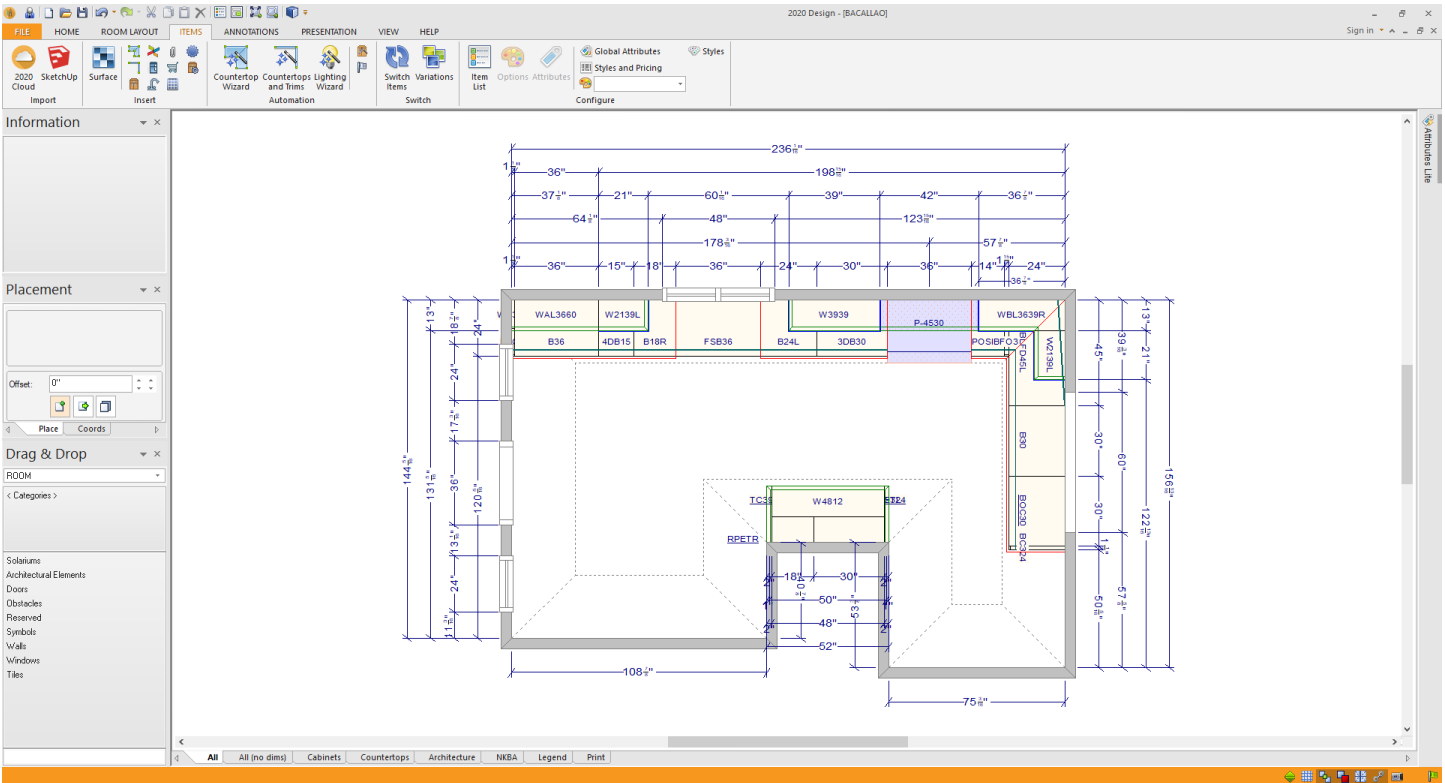


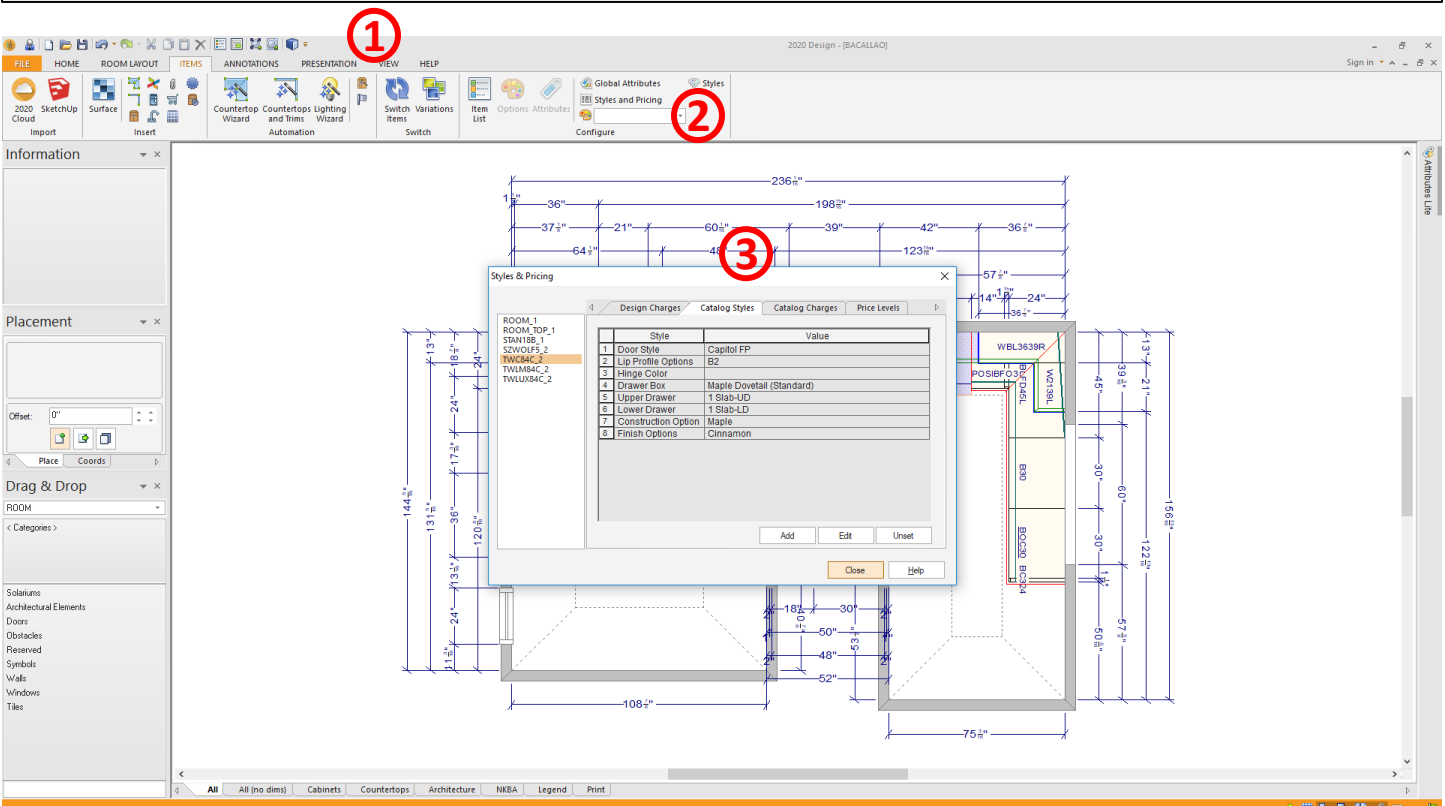
Order Express 2.3 – Export/Import a 2020 Design – 2020 v11.x

Note: These instructions are based on 2020 Design version 11.11

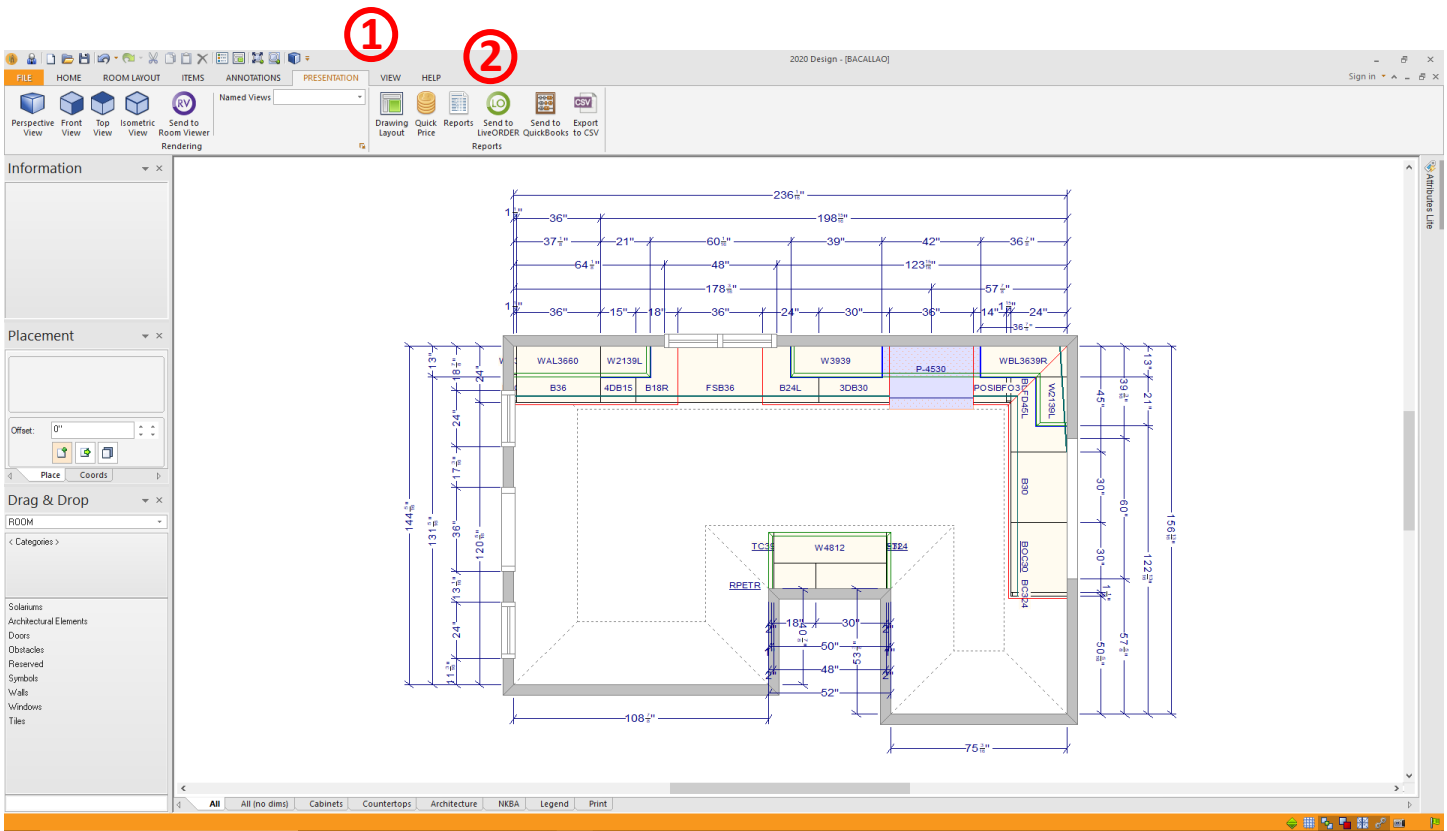
1. Begin by creating a 2020 design by placing items in the floorplan or using the Items List view. This example uses the floorplan view



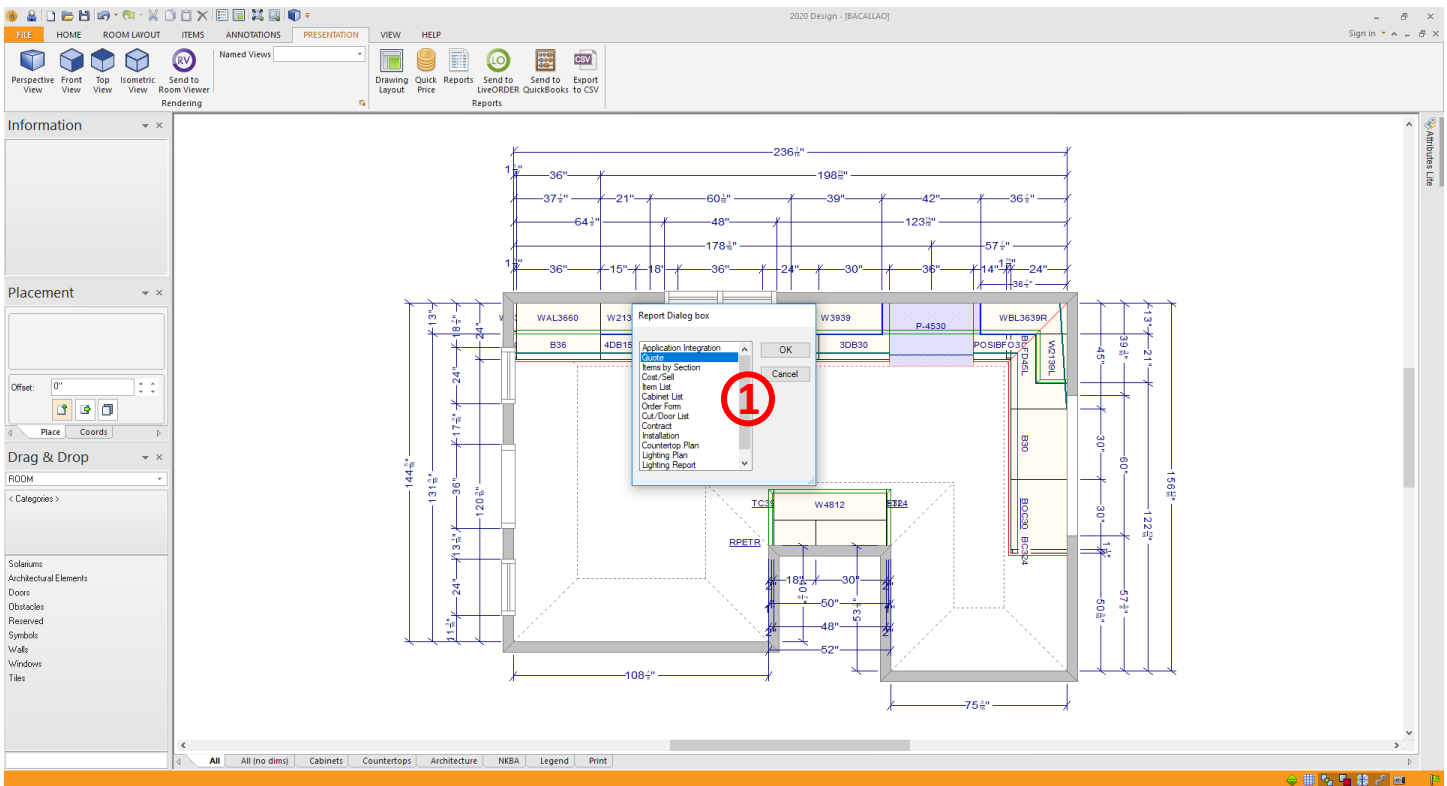
2. The next step is to set the Styles and Pricing for the design. Click the Presentation tab to access the Styles and pricing menu (1). Next click the Styles and Pricing button (2). This will load the Styles and Pricing dialog. Click the Catalog Styles tab (3). Click on each category and make the appropriate selections.



3. Now we are ready to being creating the TTX (v9.x) or TSV (v10.x) file we will use to import into Order Express. Click the Presentation tab (1) and then click the Reports button (2).

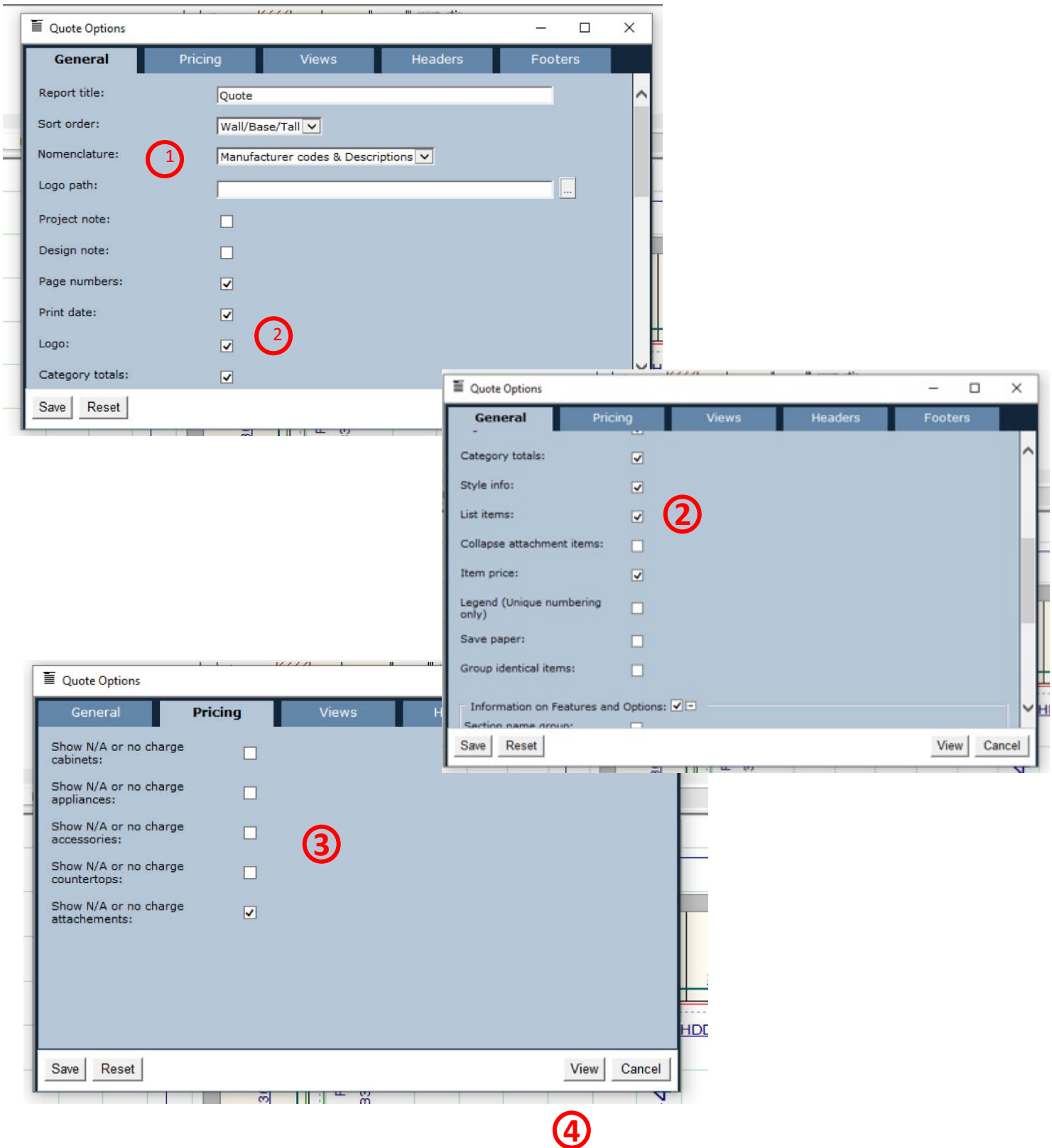


4. You will see a Reports dialog. Select Quote from this menu and click the OK button.

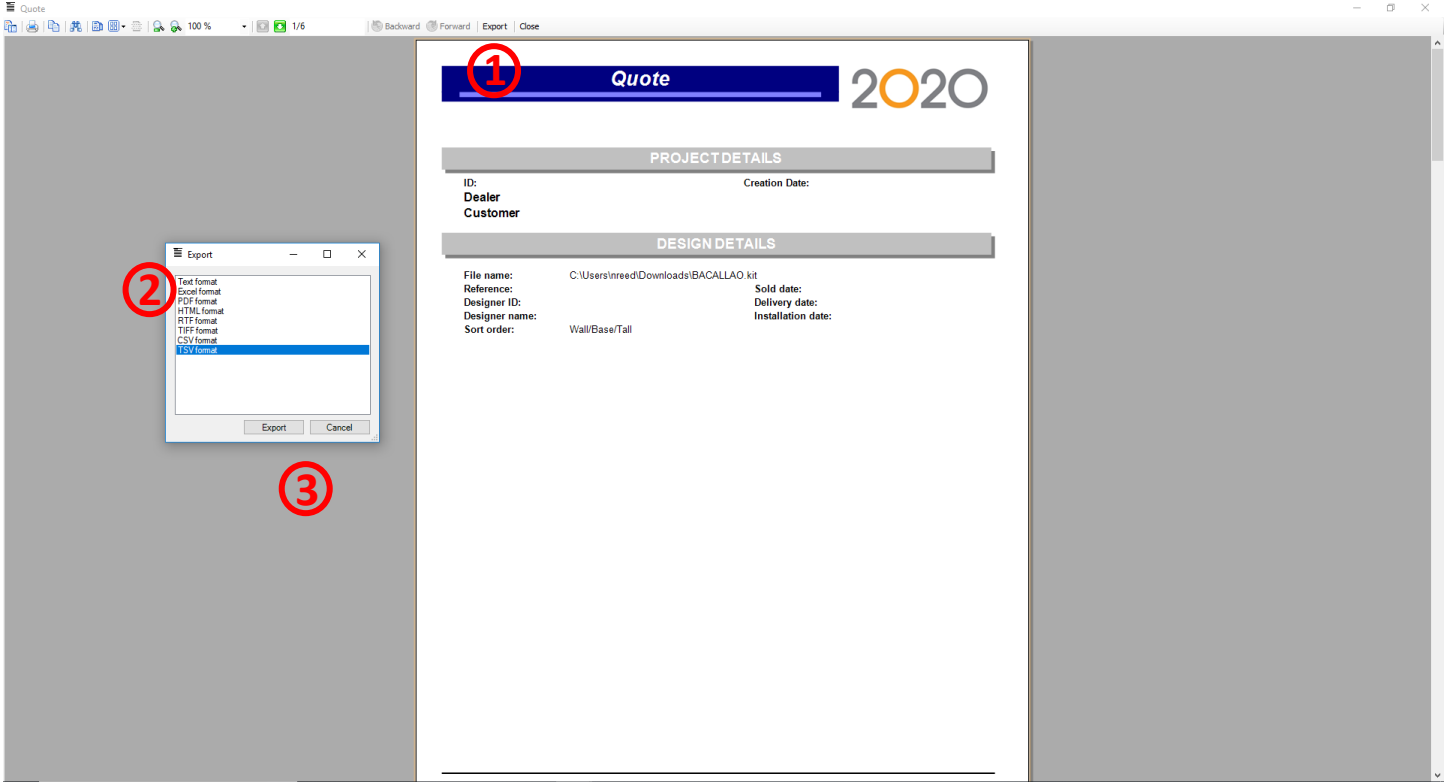


5. In the Quote Options box you have now opened under the "General" tab, make sure "Nomenclature" is set to "Manufacturer Codes and Descriptions" (1). Next confirm the: Page Numbers, Print Date, Logo, Category Totals, Style Info, List Items and Item Price checkboxes are checked (2). The "Project Note", "Design Note", "Collapse Attachment Items", "Legend (Unique Numbering Only)", "Save Paper" and "Group identical items" selections are not required. Next click the Pricing tab and confirm that only the "Show N/A or no charge attachments" is selected. Leave the other four tabs unchecked(3). When these settings have been made, click the View button in the lower right corner of the Quote Options dialog (4).

Note: Once these selections are set, they remain selected for all future designs until setting are modified.

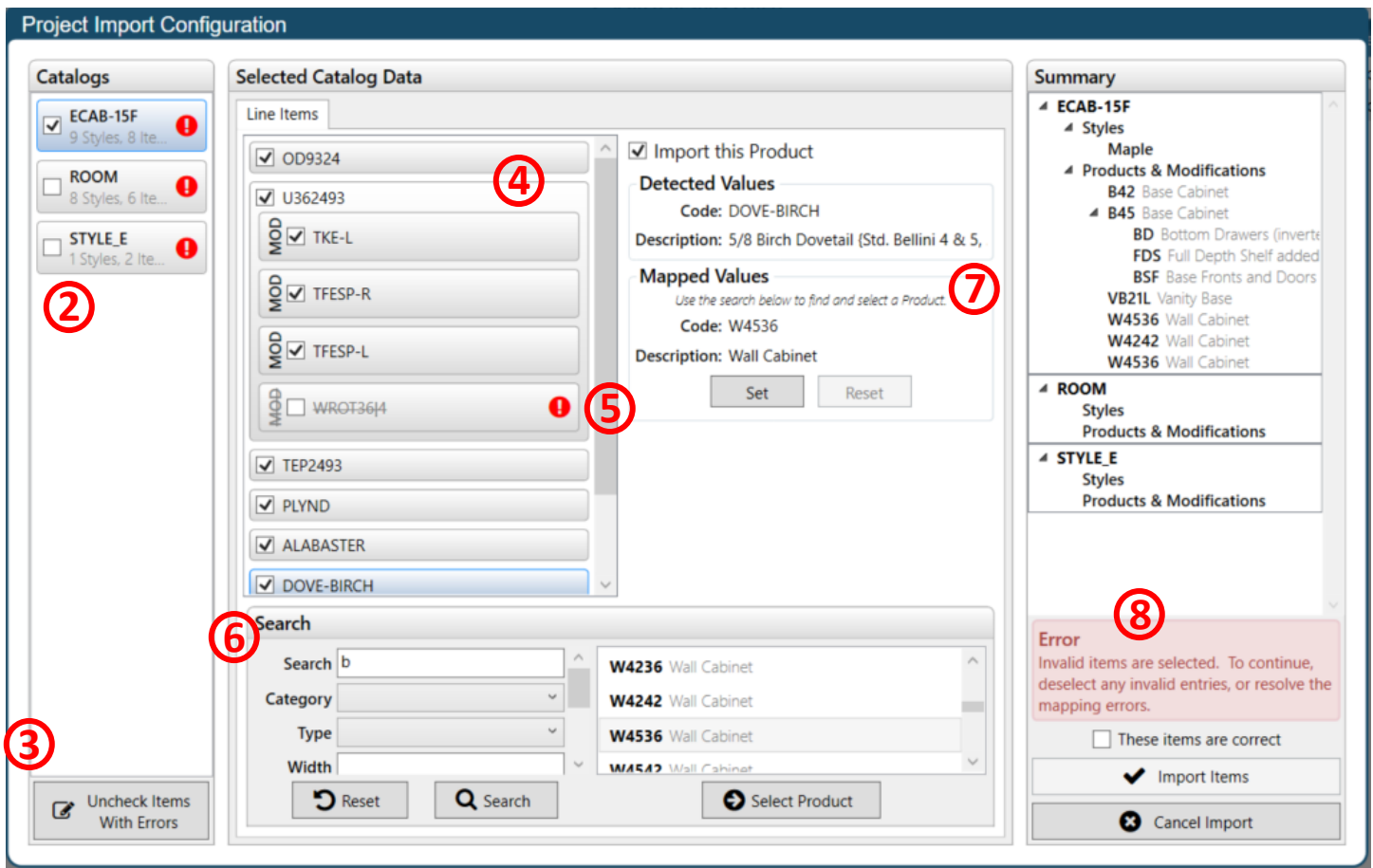


6. On the Quote report screen click the Export button (1). In the Export dialog, click TSV format (TTX format for v9.x)(2). Click the Export button (3) to create the file. You will be prompted for a filename and location. Save the file as you would any other file. This completes the steps to produce the TTX/TSV file.



Order Express 2.3 – Importing the TSV File Into Order Express

1. To import a 2020 file into Order Express, go to the Project Manager Screen and select the import button. This will trigger OE to bring up a Windows dialog where the user will select the file to import . The NEW import screen will now show.
2. A list of Catalogs that were present in the 2020 file will show here. Select as few or as many to import as desired. If there are any issues with the import file, a red (!) will appear next to any issues. This lets the user know that corrections will need to be made before the project can be imported.
3. This box will automatically deselect all boxes in the Line Items section that have Errors to allow the user to advance forward without individually fixing or unchecking items with issues.
4. This section shows all items from the 2020 file. If no issues exist, the line item will be grey. The user can choose to select the product if they would like to see the basic information in (7) or they may deselect the product or mod if they choose not to import those into OE. If the mod has prompts, the mod prompt values will appear in (7) and can be edited at this point if desired.
5. The red (!) boxes show that these products cannot be imported in as listed in the 2020 file. They must be either unchecked or changed using the search box below represented by (6) before moving forward.



6. The search box allows the user to search for a product to correct invalid items. To correct an invalid item, the user must first select the Product or Modification they want to fix. Once the item is selected in the Line Items tab, the user can search for a replacement product using the search and clicking on the **(Select Product)** button.

7. Once (Select Product) is hit, the user must select **(Set)** to replace the current Item. Additionally, this area shows what Item is selected along with Item details and mapped values. Please Note: If a mistake is made when mapping a product, just click **(Reset)**

8. Once everything is correct with the import and there are no red boxes showing errors, check the (These Items are correct) box. Then the (Import Items) button will now be able to be selected. Click that box and Order Express will import in the project.