

Importing to CVR with ADP Reflections, and select Websuite's

(Revised 08/25/10)

1. After you have completed entering and/or modifying the deal in ADP, with the deal open in ADP Reflections/Websuite, enter the '**VR**' function in the command prompt from the main deal summary screen.
2. *This will export the information from ADP into a format CVR can read to prevent as much redundancy in data entry as possible.*
3. When ADP has finished exporting the deal, open the Illinois EVR software if it is not already open to then import the export file you created. *(You will know when it is finished exporting when it brings you back to the screen where you originally entered 'VR')*

<p>***It is important to note that all information (that is mapped to be imported), if incorrect in ADP, will be imported incorrectly to CVR. Once in CVR however any mistakes <u>can</u> be corrected***</p>
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