

## **Importing to CVR with Reynolds & Reynolds**

*(Revised 08/25/10)*

1. After you have completed entering the deal in Reynolds & Reynolds, with the deal open select '**F5**', or if you have reprogrammed your F-Key's, select the one that opens the '**Internal Menu**'.
2. Select '**F&I Download**' from the list of options.
  - *If prompted to enter a state, select the number corresponding to your state.*
3. When Reynolds & Reynolds has finished exporting the deal, open the Illinois EVR software if it is not already open to then import the export file you created.

**\*\*\*It is important to note that all information (that is mapped to be imported), if incorrect in Reynolds & Reynolds, will be imported incorrectly to CVR. Once in CVR however any mistakes can be corrected\*\*\***

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