

Importing to CVR with UCS

(Revised 08/25/10)

1. After you have completed entering and/or modifying the deal in UCS, you will use the integration program provided by UCS.
2. To use the integration program, you may have a shortcut on your desktop:



The shortcut may read as:

- **Electronic Title & Registration**
- **ETRXFR**
- **ETR**

If this icon is not available on the desktop, go to:

Start Menu > All Programs > UCC Software > and look for the relevant icon/name.

If the program still cannot be found, contact UCS for help on finding and enabling the integration program

3. Once the program is open, a window will appear that will prompt you to enter the:
 - **State**
 - **F&I Deal Number**
(F&I deal number may be the **Stock #**, **Deal #** or **NAD #** depending on your UCS setup)
4. Once you have entered the desired **F&I Deal Number**, select the **Download Button**. This will export the information from UCS into a format CVR can read to prevent as much redundancy in data entry as possible.

*****It is important to note that all information (that is mapped to be imported), if incorrect in UCS, will be imported incorrectly to CVR. Once in CVR however any mistakes can be corrected. If you have errors in values that are being imported from UCS reference the "ETR-CVR Interface User Documentation" provided by UCS*****