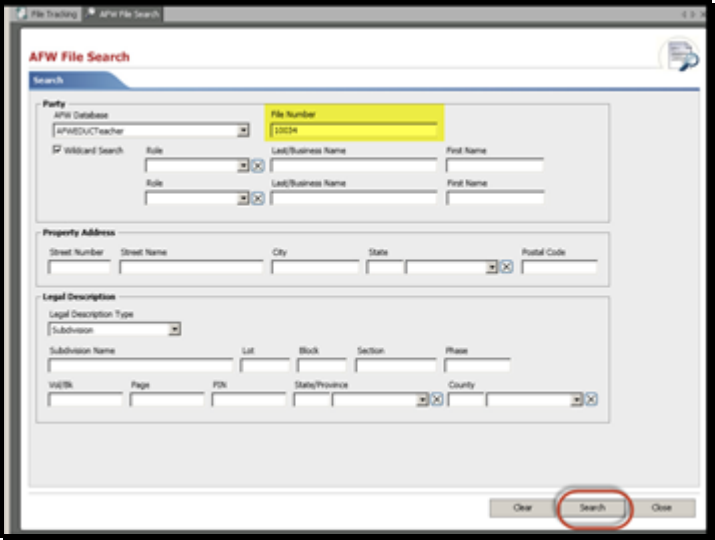


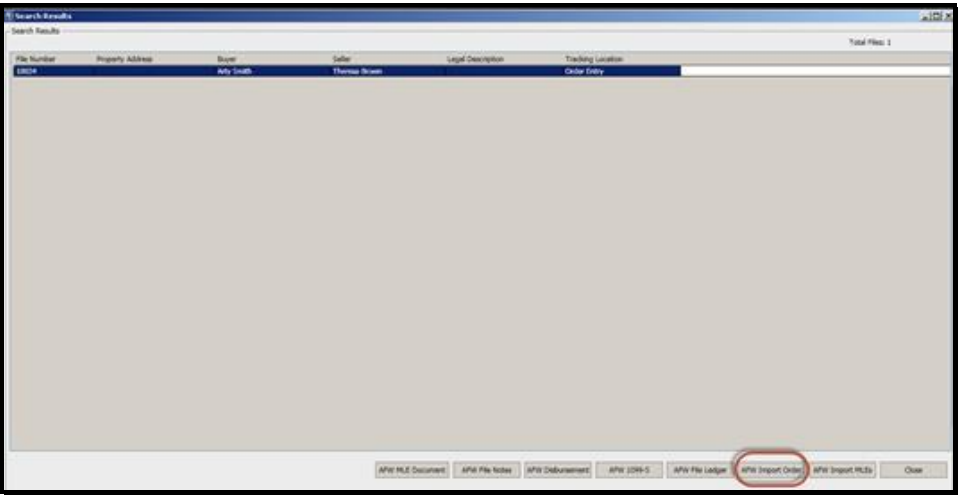
# AFW to AIM+ Order Import

## Steps

- 1. Click **Module** from the top *menu* and **select** AFW File Search. The AFW File Search tab will display. **Enter** the AFW file number or search for the AFW file using any of the values shown and click **Search**.



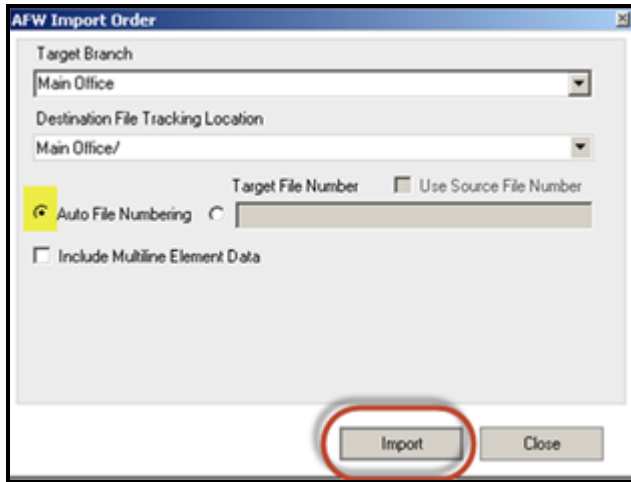
- 2. **Select** your file from the *Search Results* screen and click **AFW Import Order Button**.



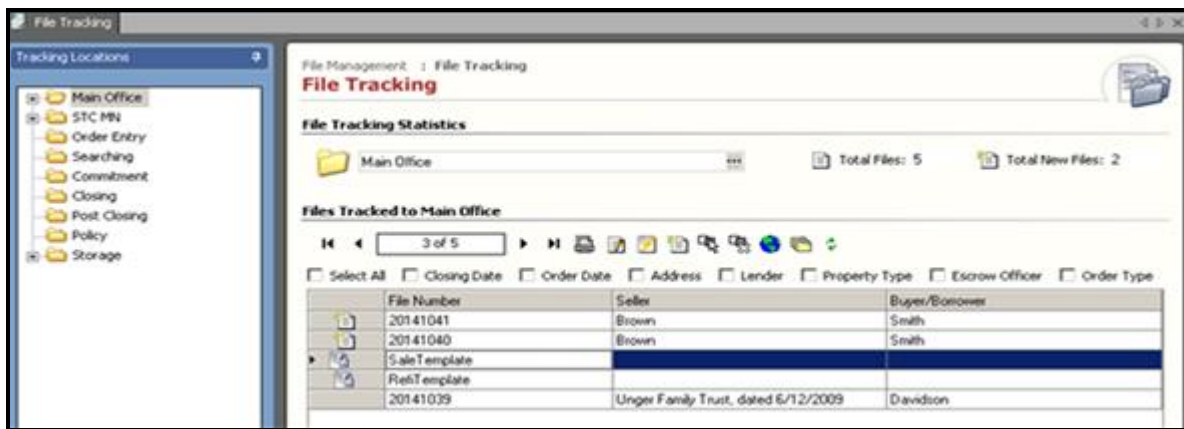
- 3. The Branch should default unless you have more than one Branch that you are associated to, if so select the drop-down arrow and choose the correct Branch. In the Destination File Tracking Location list, select the Tracking Location you would like the new file to be created in. If your Company has Auto-File Numbering active, select the radio button, if you would like to manually assign a number to this file, select the other radio button and enter the file number of your choice.

## AFW to AIM+ Order Import

- Click **Import**.



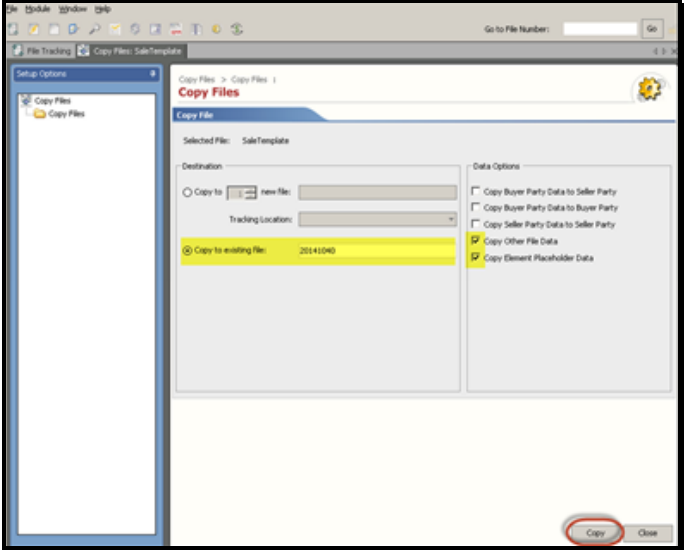
- Close** the AFW Import Order Screen and the Search Results screen. Navigate to the Tracking Location where your new file was imported to.
- Locate and **select** your template file used to create new orders in AIM+.



- Click **Module** from the top menu and **select** Copy Files. In the **Destination** section select the radio button Copy to Existing File and enter the file you created in the steps above. In the Data Options section select the bottom two check boxes.

# AFW to AIM+ Order Import

8. Click Copy.



9. Complete the order as applicable.