

**The CD supplied with these instructions contains the new catalogue data for use with Premier Finance (Windows version).**

Before importing the new catalogue, however, it is advisable where possible to first to delete any existing catalogue for that supplier. This ensures that old items are not available for selection, and that the prices of current items will be correct.

1. Download the catalogue file from the website and save it in the VPREMTMP folder on the drive where your data is held. (Click 'Yes' if you are asked to overwrite an existing file with the same name.)
2. If the relevant supplier does not yet exist in your data, click on the **System** menu option (on the top line), then **Modify Structure Menu**, then **Suppliers**. Click 'Add' and type in the details to add a new supplier and then click 'OK'.
3. Click on the **System** menu option (on the top line), then **Modify Structure Menu**, then **Supplier Catalogues**.
4. Highlight the supplier whose catalogue this is then click on the '*Delete Cat*' button and confirm deletion.
5. With the highlight still over this supplier, click on the '*Import Cat*' button.
6. This will bring up a browse window entitled '*Select Directory*' in which you should select EITHER the relevant CD drive from the drop down list of available drives at the bottom (in addition, maybe navigating to the folder containing the file PCAT.DBF) OR the drive (from the dropdown list) where you saved the file PCAT.DBF then navigate to the VPREMTMP folder
7. With the correct drive selected (and the VPREMTMP or other folder if applicable), click the '*Select*' button and confirm the import.
8. The import is complete when the cursor has changed from the 'hourglass' back to the 'arrow'.
9. Click the '*Edit Cat*' button to check that the catalogue has been imported successfully.
10. Finally, if you have updated the catalogue via a file download, use '*My Computer*' to delete the file *PCAT.DBF* from the VPREMTMP folder as it will not be needed further.

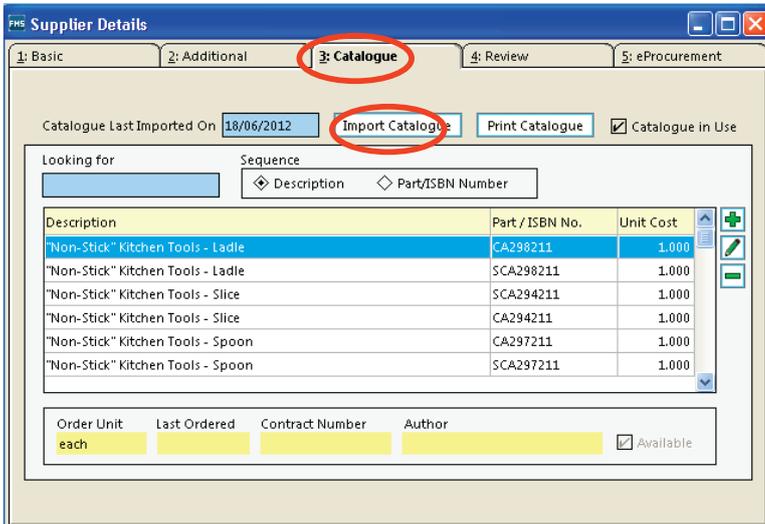
If you are having any difficulties with your system contact Premier Finance on:

- Tel: 01829 782130
- Email: [admin@informaticsc computing.co.uk](mailto:admin@informaticsc computing.co.uk)
- Web: [http://www.informaticsc computing.co.uk/staticpages/index.php/contact\\_us](http://www.informaticsc computing.co.uk/staticpages/index.php/contact_us)

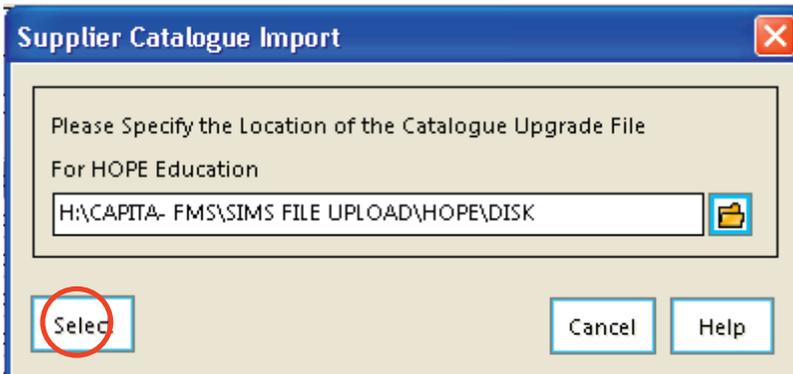
# Instructions for installing our catalogues into SIMS FMS

## 2. Installing the catalogue data

Click on the **Catalogue** tab (tab 3) and click on the **Import Catalogue** button:



The **Supplier Catalogue Import** dialog box will appear. Make sure the path is correct and click on the **Select** button



The catalogue will then start to load.

When installation is taking place, information is either added (if they do not already exist) or details such as prices and descriptions will be updated. The disc contains thousands of records, so this may take a few moments to fully load.

When the load has been completed, please check the **Catalogue in use** box. There should be a tick in the box, if there isn't, simply click on the box.