

PowerPak – Interface:

For your ONE TIME ONLY import setup, simply follow these easy steps:

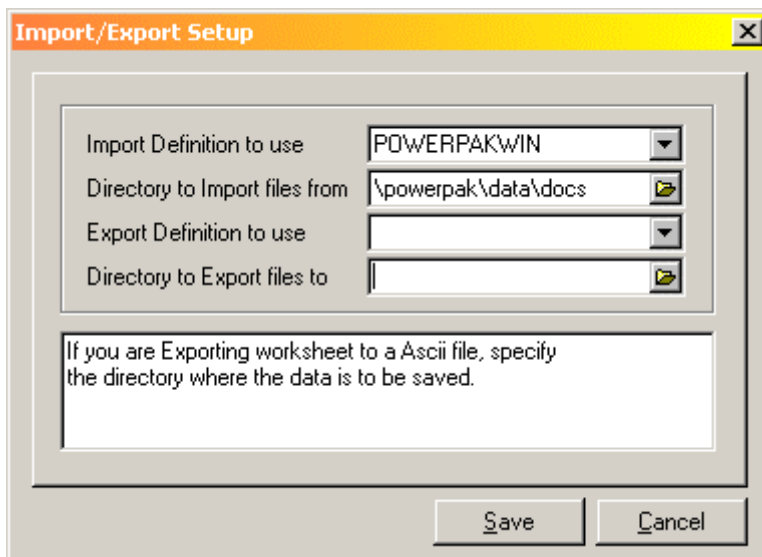
- In DocMagic
 1. From the DocMagic toolbar select the “Setup” menu and click on “Select ASCII Import/Export.”
 2. The “Import Definition to use” is “POWERPAK.” Click on the drop arrow and select it from the current list.
 3. In the “Directory to Import files from” field, click on the open folder button to locate the specified directory your PowerPak borrower files will be exported to. (i.e. C:\ POWERPAK\DATA\DOCS).
 4. Click on “Save.”
- In PowerPak
 1. In PowerPak, after logging in, go to “System Setup.”
 2. On the bottom, go to the “Miscellaneous” tab.
 3. Click on the “Browse” button to the right of “Docs Path” and select the “POWERPAK\DATA\DOCS” folder. (i.e. C:\ POWERPAK\DATA\DOCS).
 4. To exit out of the setup to “File” then “Close screen.”

Steps to Export from PowerPak software:

1. After inputting your information into PowerPak, click on the “Import/Export” button, then select “Export to Docs software.”
2. Exit out of the PowerPak software.

Steps to import into DocMagic:

1. Click on the “Worksheet” menu and select “Enter Worksheet.”
2. Click on the “File” menu and select “Import.” You will be prompted to “Import new loans now?” Click on “Yes.” Choose the proper file then click on “OK.”



Note: Import instructions only support the current version of this LOS system.