

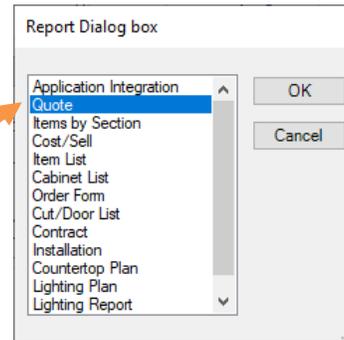
# Exporting Design Live Quotes to Mercury

Follow these steps to ensure that your Design Live Quote is transferred correctly into the Mercury Ordering System.

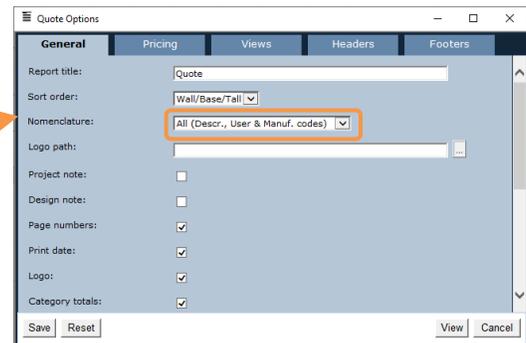
- 1 Open the design you created in Design Live using a Cabinetworks Group catalog.

*Note: Catalogs must have their original names for Mercury to recognize them. Increments on the last character are permitted to allow installation of additional copies.*

- 2 Select the Presentation menu-tab and click on Reports. In the Report Dialog window select **Quote** and click on OK.



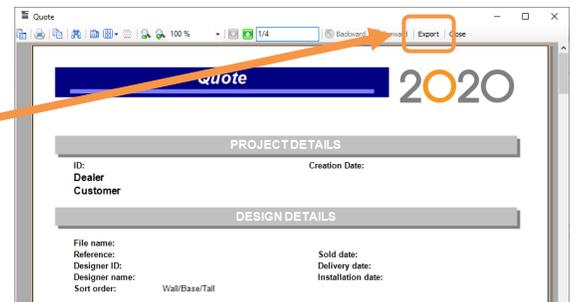
- 3 On the General tab of the Quote Options page choose **All (Descr, User & Manuf. codes)** from the **Nomenclature** drop-down.



- 4 Next, click the **Pricing** tab; make sure that the top, middle and bottom options are checked. Then click **View** at the bottom of the page.



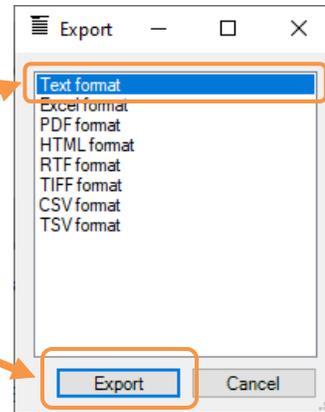
- 5 Once the Quote is generated, verify that all of the information is correct and all the modifications are included. Once satisfied that the quote is complete, click **Export** at the top of the page.



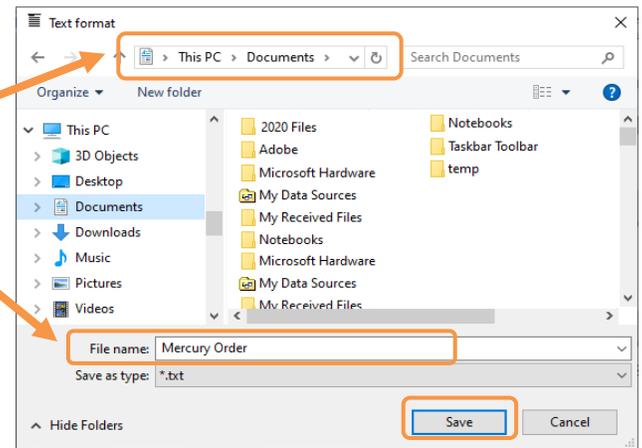
# Exporting Design Live Quotes to Mercury

(continued)

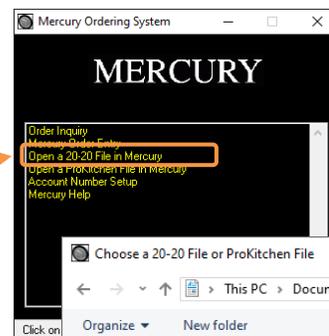
6 In the Export window select **Text format** and click **Export**.



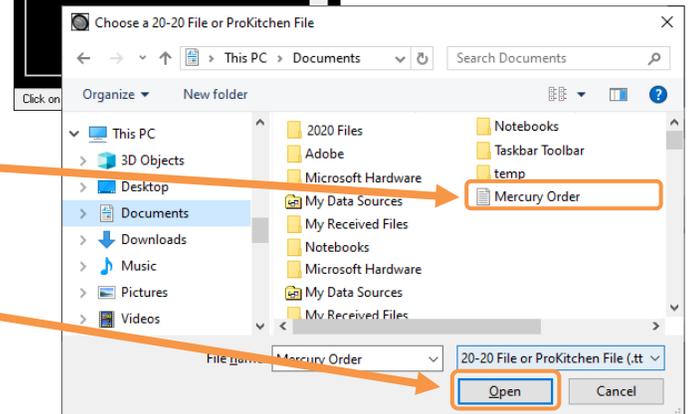
7 In the Save As window, select a location on your computer or network to save the file to. Assign a name to the file in the **File name** field and click **Save**.



8 Open the Mercury Ordering System from its location on your computer. Select the **Open a 2020 File in Mercury** option.



9 Find the file you exported out of 2020. Select it. Click **Open**.



The items on your quote will now import into Mercury. Be sure to check your order against the original quote for any discrepancies.