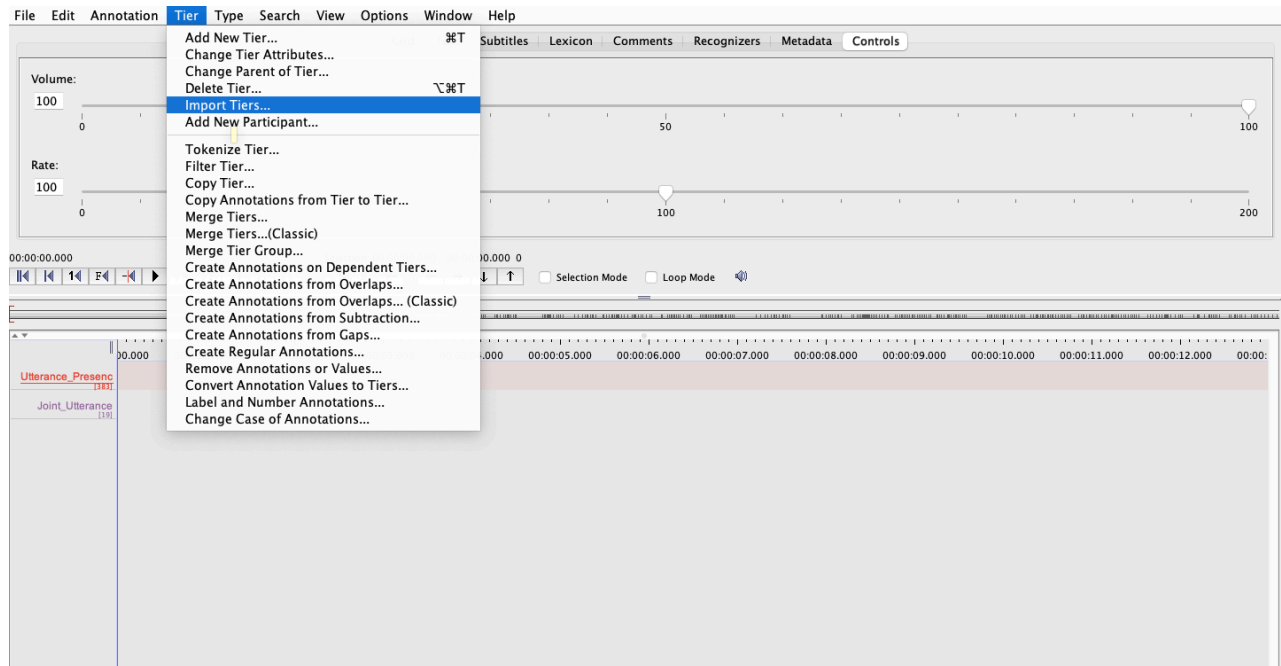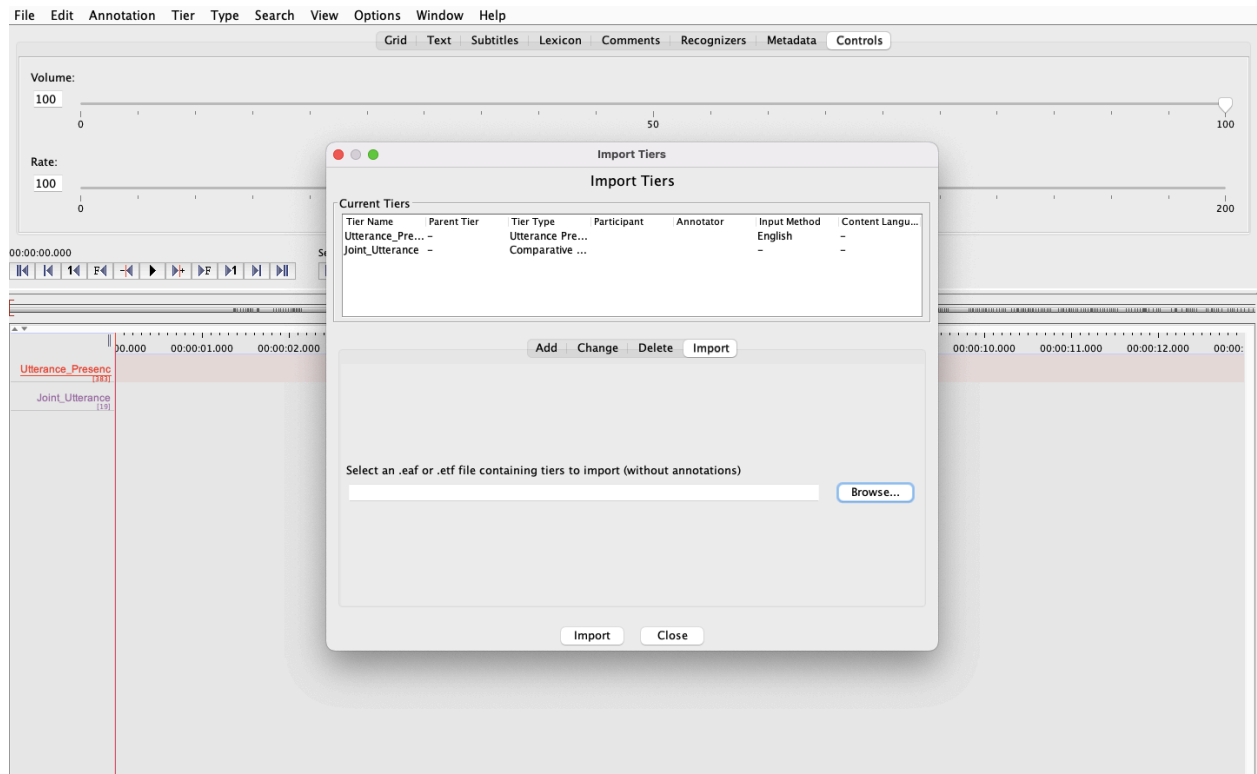# How to import tiers from a template (.etf) file
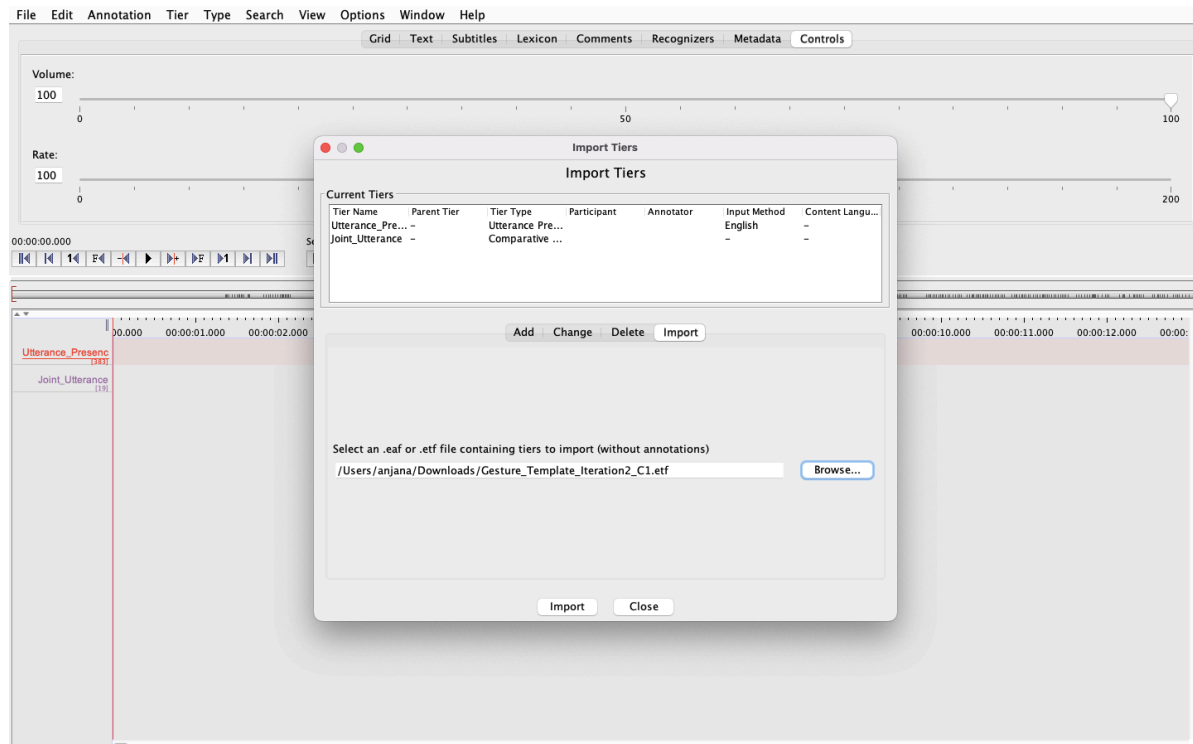
Step 1: Go to Tier -> Import Tiers

Step 2: In the window that appears next, click "Browse" and select template file to import from:

Step 3: Click on "Import" and then "Close":

Step 4: Your tiers should now be loaded!