Performing Pricing Service Updates for P21

1. Open P21 and use Standard Windows Authentication.
2. Run Layout Maintenance.
3. Select the necessary template (in the case of this documentation, the 51v coo template).
4. Export the Excel spreadsheet to a tab delimited text file by saving it as such.
5. Point to that file in the Path field on P21 in Layout Maintenance.
6. The file name should automatically update.
7. Click on Build/Update Items.
8. Double check that the information is correct (~~date formats must match the value they’re entered as~~).
   1. The system should now be able to convert the date no matter what format it takes.
9. Once everything is fine, right-click and choose Test Layout.
10. The import increment should be somewhere around 100.
11. Cancel on error percent should be fine but may need to be modified (will update this later).
12. After reviewing the necessary information, choose Start Import From Beginning, and use the same settings that you used on Test Layout.
13. Click on the Summary tab to see the results of the import and the returned error percentage.

**NOTE:** Make sure to create a specific folder for EACH update or it will get very messy!