

# Telelink 6 - Quick Reference Guide

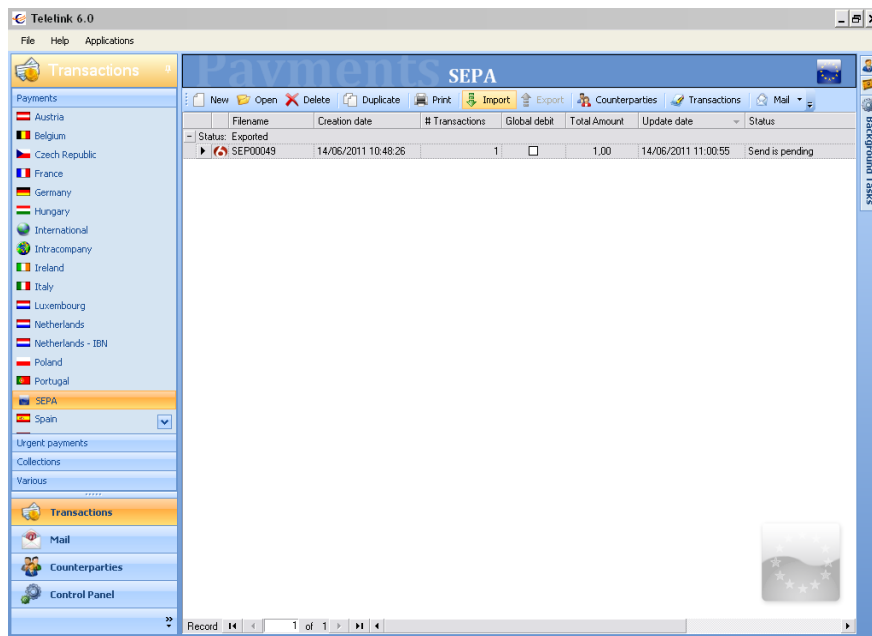
## Importing a file

This Quick Reference Guide provides information on importing a file in Telelink 6. The screens may differ slightly according to the language you have selected.

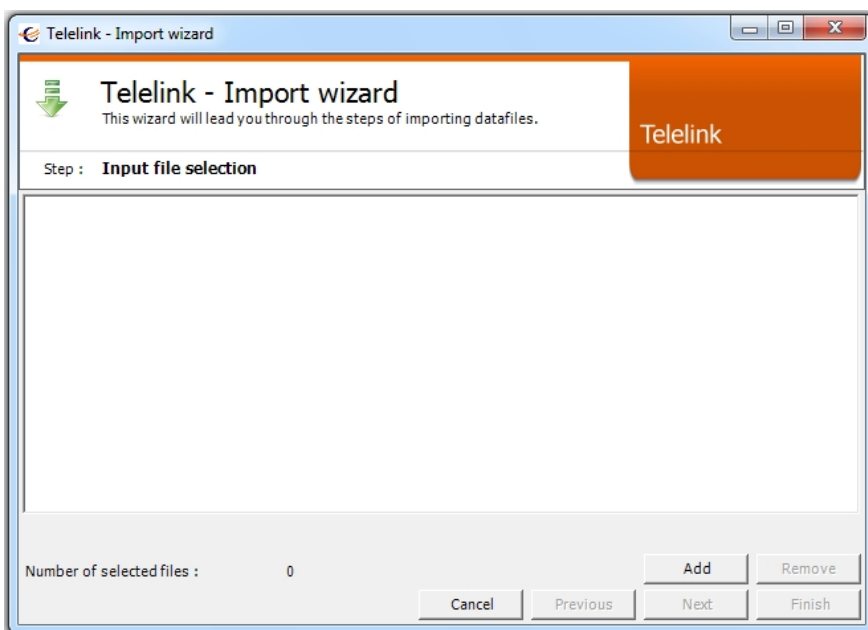
First start Telelink 6.

Once the program is running, you select the 'Transactions' option, then 'Payments' and you then click on the 'SEPA' icon on the left.

Click on 'Import' at the top.



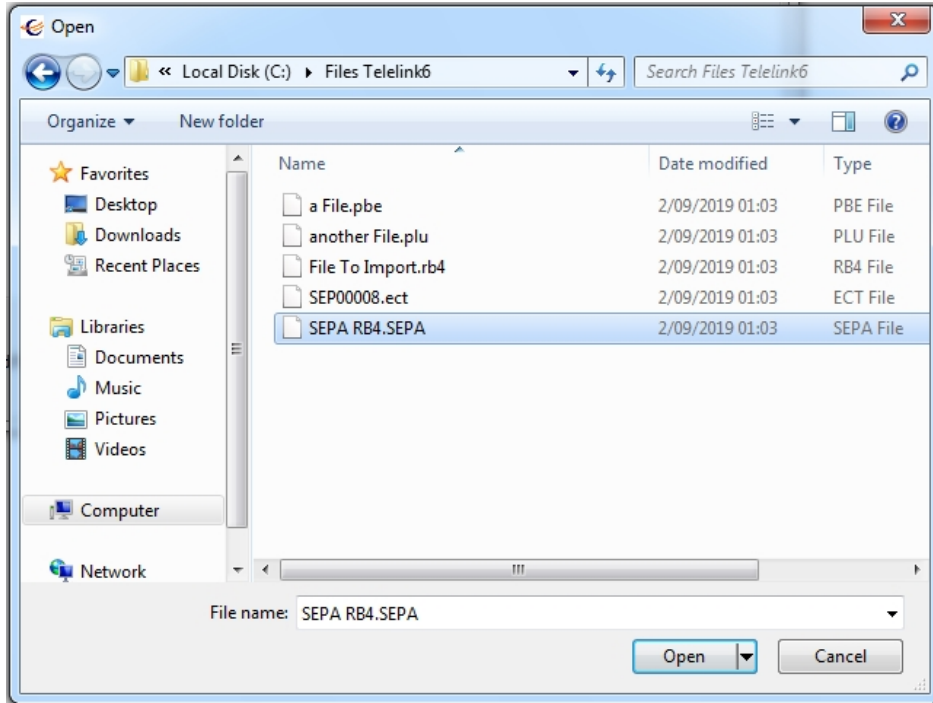
The following window will show you the file(s) you want to import. Click on Add and select your file(s) to import



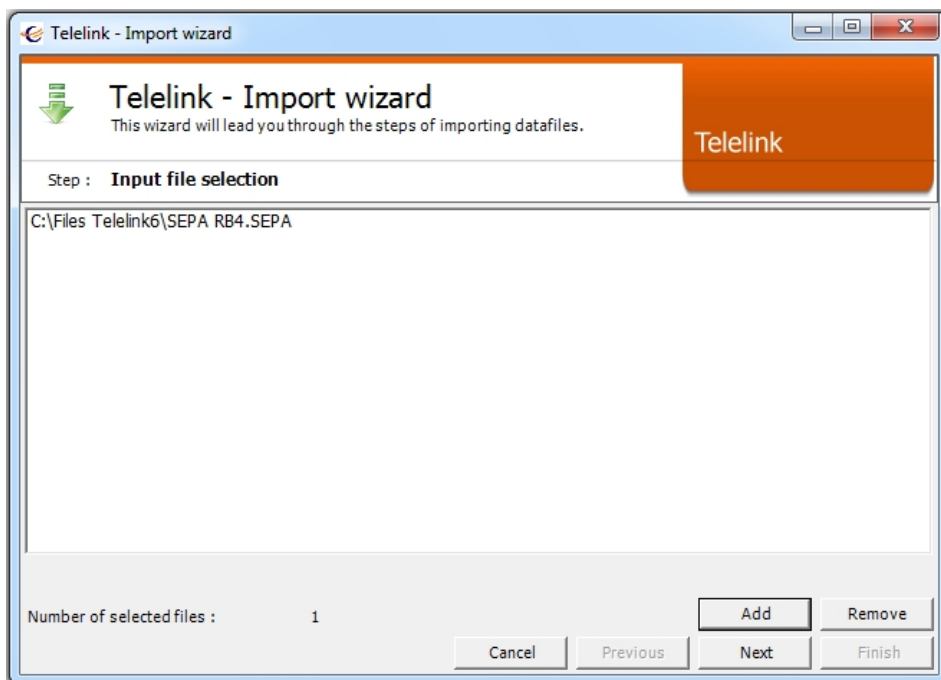
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## Importing a file

A new window will open, in which you can select the file you want to import. Click Open once you have selected the file(s)



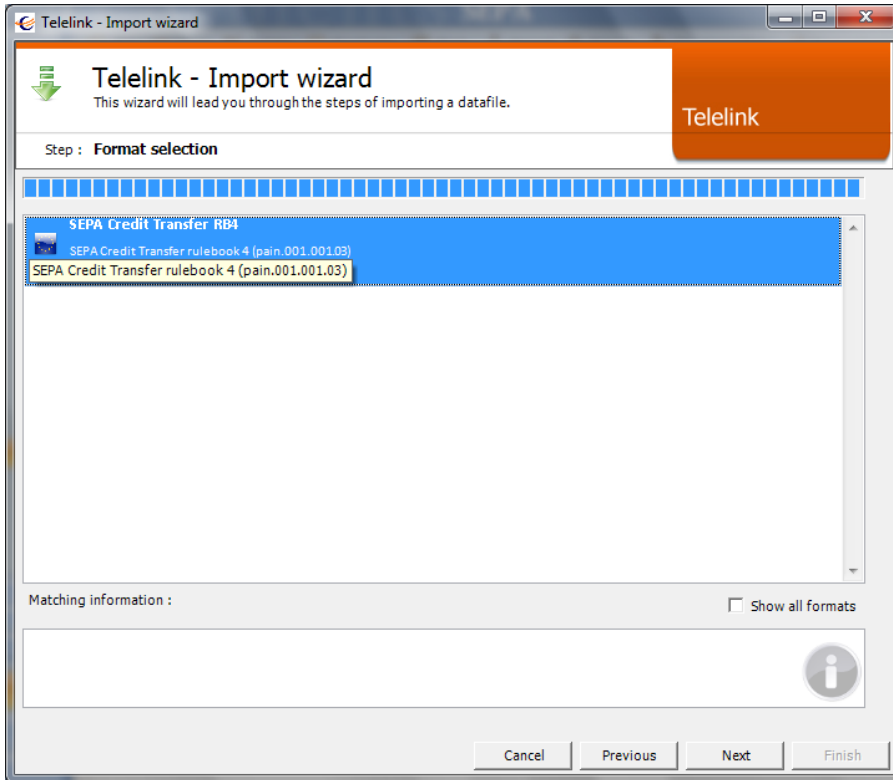
The file is now added on the list of files to import. You can still add or remove file from the list of files you want to import. When you are ready, click on 'Next'.



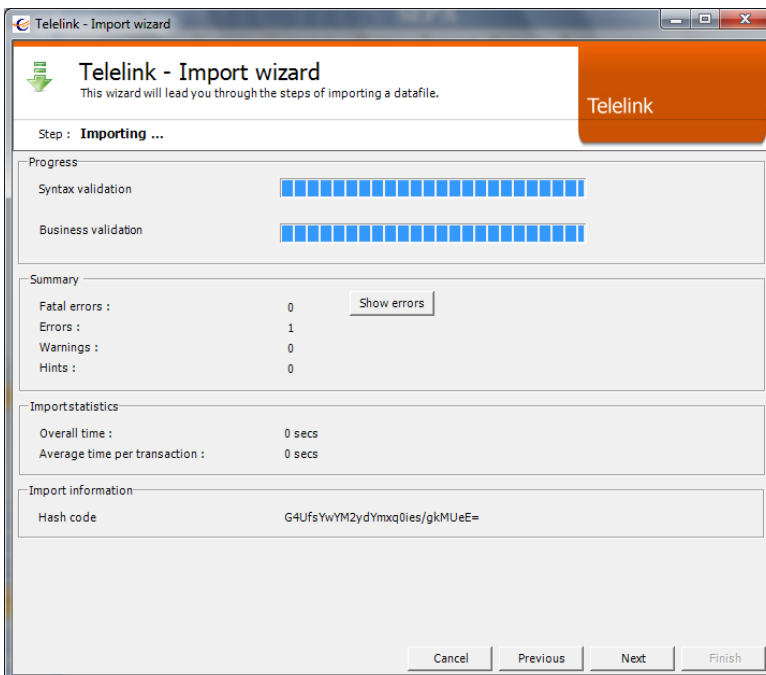
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The Wizard analyses your file and suggests possible formats.  
If you believe the suggested format is inappropriate, tick 'Show all formats'. All formats are shown and you can select the appropriate one.



Then click on 'Next' and the import will start.





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If the import is successful, your transaction will appear in the 'Transaction list' window.

At this stage you can, if required, change a transaction that has not yet been sent to the bank. You can create a new transaction or open, delete, copy or print an existing transaction.

Click on 'Finish' and your file appears in the main Telelink window, with 'LQSSWLRQ' status; it is now ready to be sent to Isabel.