



# Pegasus Web Xchange

## Services Setup Guide



Pegasus Web Xchange  
Version 2.00  
Services Setup Guide

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# Pegasus Web Xchange - Services Setup Guide

## Welcome

Thank you for purchasing Pegasus Web Xchange, the web application from Pegasus Software that provides online services for viewing payroll information, entering timesheets, and mobile sales.

### Installation Guides

Follow the instructions in the installation guides to install or upgrade the software before completing the steps in this guide.

These installation guides are available at [www.pegasus.co.uk/opera3infocentre](http://www.pegasus.co.uk/opera3infocentre):

- Opera 3 Installation Guide
- Pegasus Web Xchange Installation and Implementation Guide.

### About this Guide

This setup guide provides information needed to set up Pegasus Web Xchange Services after the following have been completed:

- Opera 3 and Pegasus Web Xchange have been installed
- the Pegasus Web Xchange Communications Service has been configured
- the Pegasus Web Xchange website has been set up.

After the steps in the guides have been completed the website can be used.

### Pegasus Web Xchange Services

Payroll Self Service	This service gives employees remote access to their personal data, holiday entitlement, payslips and P60s. Any personal data changed on the website can be exported to Opera 3.
Timesheets	This service provides for the entry of timesheets, submission of timesheets for managerial approval in Pegasus Web Xchange, and the export of approved timesheets to Opera 3. Time is entered against defined projects, shifts and tasks.
Pegasus Mobile Sales	This service makes it possible for sales reps to take mobile orders on an Android tablet and export them to Opera 3.

### Audience & Expected Skills

This guide is for administrators who are responsible for setting up Pegasus Web Xchange services.

You must have a good understanding of the following:

- Pegasus Opera 3
- Pegasus Web Xchange.

### Companion Guides

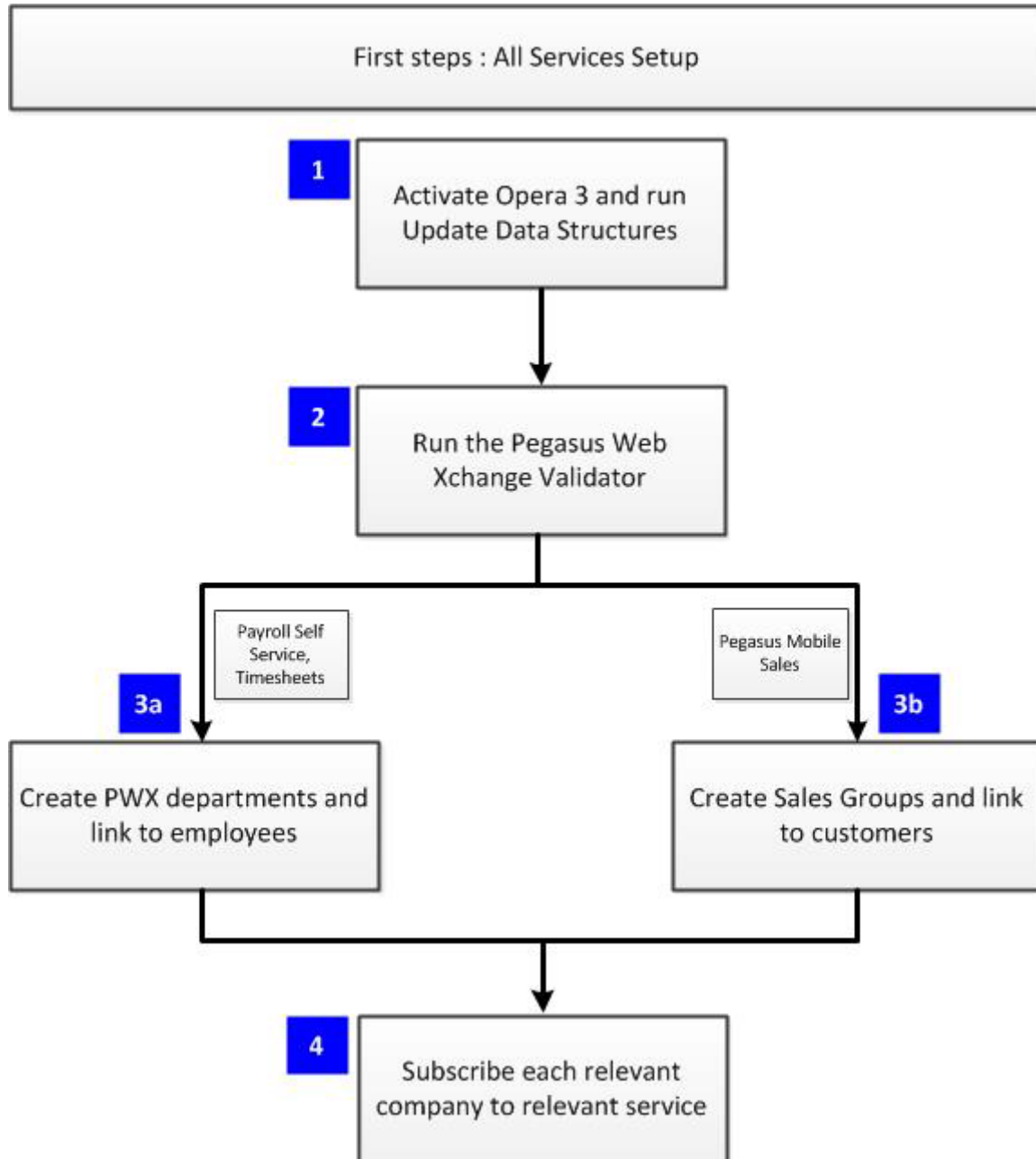
These other guides for Pegasus Web Xchange are available:

Installation & Implementation	This PDF guide for implementation engineers provides information concerning the installation and initial configuration of the necessary components for Pegasus Web Xchange on one or more machines.
Payroll Self Service - User Guide	This PDF guide provides assistance with using Payroll Self Service for employees and departmental managers.
Timesheets - User Guide	This PDF guide provides assistance with using Timesheets for workers, timesheet managers, and project managers.
Help	Help is available for the website and Pegasus Mobile Sales.



## Setting Up Opera 3 - Setup Flowchart

These steps must be completed in Opera 3 for Payroll Self Service, Timesheets and Pegasus Mobile Sales.





# Pegasus Web Xchange - Services Setup Guide

## All Services - Setup

### STEP 1: Activate the Services and Run Update Data Structures

The first step is to activate Opera 3 with the activation details supplied for the service you are going to use.

After upgrading and logging in to Opera 3 you must update the structure of the data files to match the latest data dictionary of Opera 3, and also prepare the data for Pegasus Web Xchange. If the installation includes more than one Opera 3 'Additional System', you must update each system.

		<input checked="" type="checkbox"/>
1.	Run Opera 3. On the <b>Activation</b> screen enter the details supplied with Pegasus Web Xchange.	<input type="checkbox"/>
2.	Log on as the ADMIN user and use the <b>System - Utilities - Backup</b> command to back up the data files. Make sure that nobody else is logged on to the current system.	<input type="checkbox"/>
3.	Run the <b>System - Utilities - Update Data Structures</b> command.	<input type="checkbox"/>
4.	On page two select the companies to update.	<input type="checkbox"/>
5.	On page four select the <b>Run unattended</b> box to prevent messages interrupting the completion of the process. Any messages will be saved in an audit file that you can view after the process is finished.	<input type="checkbox"/>
6.	On the last page select the <b>Start</b> button to run the process.	<input type="checkbox"/>
7.	Use the <b>System - Utilities - Backup</b> command again to back up the data files after the Update Data Structures has completed.	<input type="checkbox"/>
8.	Close Opera.	<input type="checkbox"/>

### STEP 2: Run the Pegasus Web Xchange Validator

Run the Pegasus Web Xchange Validator utility on the Opera 3 data to validate it prior to subscribing the company to the service. This utility checks for issues with the payroll and personnel data in the selected companies.

---

**Important:** This utility is intended for use by Pegasus partners.

---

		<input checked="" type="checkbox"/>
1.	Copy all the Pegasus Web Xchange Validator files into the Opera 3 Client Installation folder. The default installation folder is either <i>C:\Program Files (x86)\Pegasus\O3 Client XXX</i> or <i>C:\Program Files\Pegasus\O3 Client XXX</i> (where XXX is either VFP or SQL).	<input type="checkbox"/>
2.	Open the <i>pssReadme.html</i> file and read the contents.	<input type="checkbox"/>
3.	Run the <i>pssv.exe</i> or <i>pssvsq.exe</i> file (depending on whether the Visual Foxpro or SQL Server edition of Opera 3 is used).	<input type="checkbox"/>
4.	Follow the on-screen prompts and information and run the report.	<input type="checkbox"/>
5.	If applicable fix the data issues using either the Opera 3 form described under the <b>Action</b> heading in the Pegasus Web Xchange Validator or by using either Visual Foxpro or SQL Server (depending on the edition of Opera 3 used).	<input type="checkbox"/>




## Pegasus Web Xchange - Services Setup Guide

### STEP 3a (Payroll Self Service & Timesheets): Create Pegasus Web Xchange Departments and Link to Employees

Departments need to be created and employees then need to be assigned to their department so that:

- In Payroll Self Service, team leaders can see the details for people in their departments.
- In Timesheets, timesheet managers must approve timesheets for their departments before the time is imported into Opera 3.

		<input checked="" type="checkbox"/>
1.	<p>Log on to Opera 3 again and run the <b>Payroll - Maintenance - PWX Department Details</b> command and create a department for each of the required teams. To copy the existing Payroll Departments, use <b>CTRL+ M</b> or select the copy data icon from the Opera 3 toolbar.</p> 	<input type="checkbox"/>
2.	<p>Run the <b>Payroll - Processing</b> command. For each employee:            Locate their record and open the <b>Details &amp; Bank</b> form. Enter their PWX Department code on the <b>Additional Information</b> tab. Close the form and repeat for each employee.</p>	<input type="checkbox"/>

### STEP 3b (Pegasus Mobile Sales): Create Sales Groups and Link to Customers

PWX Sales Groups are used to link customers in Opera to sales reps using the Pegasus Mobile Sales. If you use the Pegasus Mobile Sales you must create at least one group.

		<input checked="" type="checkbox"/>
1.	<p>Run Opera 3 and run the <b>Sales Ledger - Maintenance - PWX Sales Groups</b> command and create the required PWX Sales Groups.</p> <p>You can set up PWX Sales Groups in whatever way you need. So you may decide to create one group for all mobile sales, or a group for each of your sales people, a group for each region, the customer type and so on.</p> <hr/> <p><b>Tip:</b> You can use the copy function on the toolbar to copy codes that have already been set up in the Sales Ledger for regions, territories, types and routes.</p> <hr/>	<input type="checkbox"/>
2.	<p>After creating your PWX Sales Groups, you must assign a group to each customer who is likely to have sales recorded in Pegasus Mobile Sales. You can do this either for individual customers or for many customers.</p>	<input type="checkbox"/>
3.	<p>To assign groups to many customers in one go:            Use the <b>Sales Ledger - Utilities - Quick PWX Sales Group Setup</b> command.</p> <p>To include customers with particular Region, Territory, Type, Route or PWX Sales Groups code, select the box/es under <b>Only include customers with ...</b> and choose the relevant codes.</p> <p>To record the same group for all selected customers, select the <b>Set Sales Group to</b> box and choose the required group. Leave the box cleared to choose a group for each customer on the next form.</p>	<input type="checkbox"/>
4.	<p>To assign a group to an individual customer:            Enter the code for the customer on the <b>Sales Ledger - Processing - Options</b> form.</p>	<input type="checkbox"/>



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### STEP 4: Subscribe Companies to the Service

The subscription to a service is when company information from Opera 3 is uploaded to the Pegasus Web Xchange SQL Server databases. After a company is subscribed all future updates to relevant data in Opera 3 will automatically be synchronised and updated on the website.

This must be done for all companies that will be included in Pegasus Web Xchange.

		<input checked="" type="checkbox"/>
1.	<b>(Payroll Self Service only)</b> Run the <b>Personnel - Utilities - Re-Organise</b> command. This must be done only before subscribing the first company.	<input type="checkbox"/>
2.	Run the Opera 3 <b>System - PWX Centre</b> command.	<input type="checkbox"/>
3.	From the <b>Action</b> menu select the <b>Subscription</b> command to load the subscription wizard or press <b>F7</b> .	<input type="checkbox"/>
4.	On page two of the wizard select the service for each selected company.	<input type="checkbox"/>
5.	On the last page select <b>Start</b> to run the process. This process may take some time, depending on both the number of companies selected and the number of employees in each company.	<input type="checkbox"/>

---

**Note:** There may be a delay after a company is subscribed before it can be used in Pegasus Web Xchange. This depends on the amount of data that needs to be synchronised between Opera 3 and Pegasus Web Xchange.

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If you are setting up Payroll Self Service, go to the next page.

If you are setting up Timesheets, go to the [Timesheets - Setup Flowchart](#).

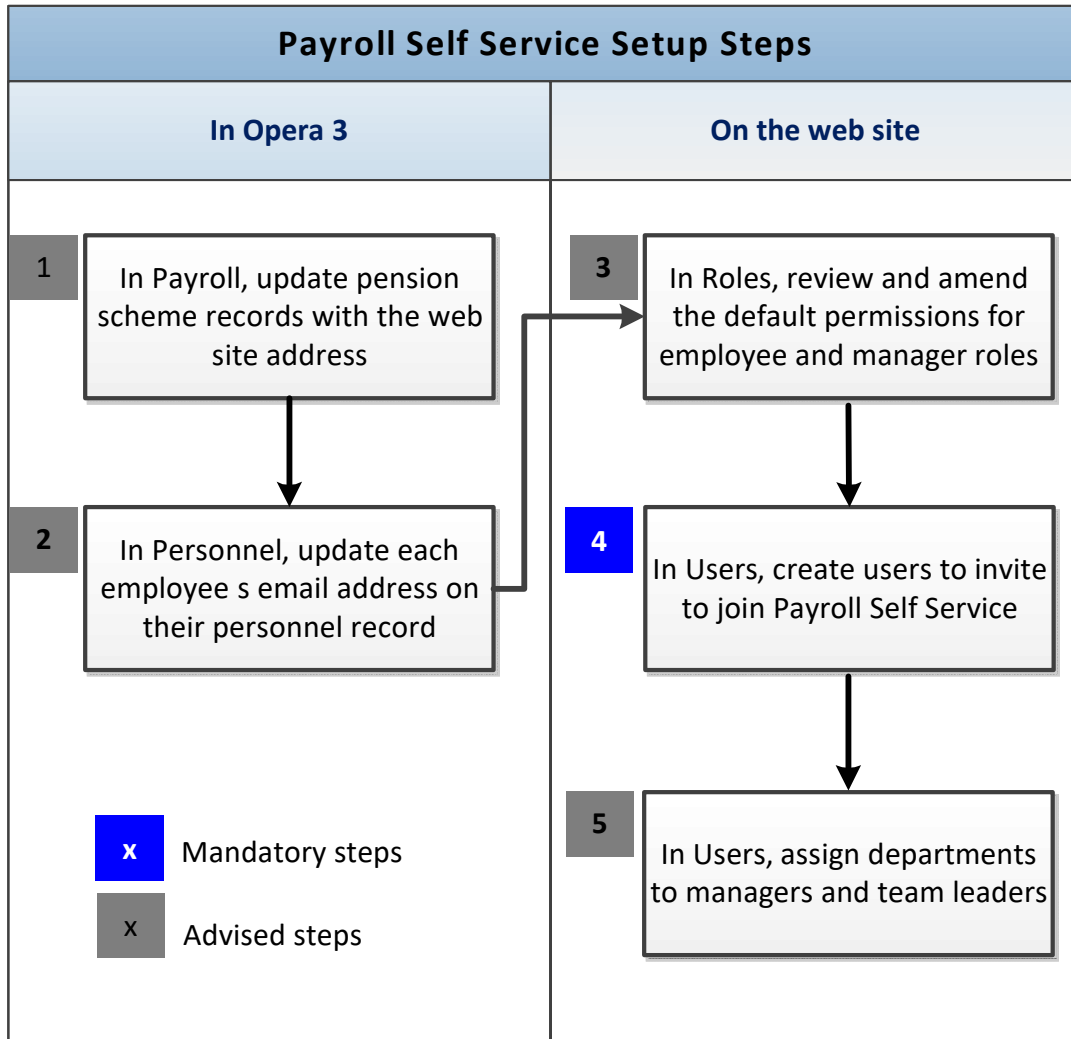
If you are setting up Pegasus Mobile Sales, go to the [Sales App - Setup Flowchart](#).





## Payroll Self Service - Further Steps Flowchart

Follow this flow chart if you are setting up Payroll Self Service. Step 4 is mandatory, the remaining steps are advised.





## Payroll Self Service - Opera 3 Setup

### STEP 1: Add Website Address to Pension Schemes (Optional)

The **Web Site** box on the **Provider** tab of the **Pension Scheme** form has been included so that the upload of information from Opera 3 to Payroll Self Service includes a link to the pension provider's web site address. That website can then be opened directly from the Payroll Self Service website.

		<input checked="" type="checkbox"/>
1.	Log on to Opera 3 as an administrator.	<input type="checkbox"/>
2.	Run the <b>Payroll – Maintenance – Pension Scheme</b> command, find the pension scheme.	<input type="checkbox"/>
3.	Open the <b>Provider</b> tab and enter the pension provider's web site address in the <b>Web Site</b> box. Then save the record. Repeat for each pension scheme.	<input type="checkbox"/>

### STEP 2: Update Employees' Email Addresses (Optional)

This step is necessary only if the Personnel application is used and the employees' email addresses have not been saved on their record. The email addresses are included in the data upload to the Pegasus Web Xchange website. If the email addresses have not been entered you must add them when you create the users on the website.

		<input checked="" type="checkbox"/>
1.	Log on to Opera 3 as an administrator.	<input type="checkbox"/>
2.	Run the <b>Personnel – Processing</b> command. For the first employee, open the <b>Personal</b> form from the <b>Action</b> menu.	<input type="checkbox"/>
3.	Update the email address on the form and select <b>Save</b> . Repeat for each employee.	<input type="checkbox"/>



## Payroll Self Service - Website Setup

### STEP 3: Set Access for User Roles

Payroll Self Service includes managers and employees user roles. These define access to employee summary and details pages. Managers will see their details plus details of the people in their departments.

Sign in		<input checked="" type="checkbox"/>
1.	Sign in to Pegasus Web Xchange as the Payroll Self Service Administrator. This user should have been created by the engineer who installed and implemented Pegasus Web Xchange.	<input type="checkbox"/>
2.	Select the <b>Roles</b> button.	<input type="checkbox"/>
3.	Set the access permissions for the manager role and save the page. Repeat for the employee role and save the page.	<input type="checkbox"/>
4.	Remain signed in as the Payroll Self Service administrator.	<input type="checkbox"/>

### STEP 4: Create User Accounts & Send Invitations to Join

After updating the user roles with the default access permissions the next step is to create the user accounts and send email invitations to each user to join Pegasus Web Xchange. New user accounts can be created either individually or in bulk.

---

**Important:** Before creating user accounts you must check that an engineer has correctly set up SMTP server details on the Pegasus Web Xchange Administration page. If this has not been done new users will not receive an automatic email invitation to join Payroll Self Service. If you have access to the **Settings** page, you can send a test email from the **Mail Server** tab.

---

		<input checked="" type="checkbox"/>
1.	Click the <b>Users</b> button in the <b>Payroll Self Service Administration</b> section.	<input type="checkbox"/>
2.	<p>On the <b>Users</b> page, use the <b>Add</b> or <b>Multiple user creation</b> links to add one or more 'Employee' users.</p> <hr/> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- The <b>Users</b> link displays users who have been set up in another service, who can also be set up in Payroll Self Service.</li> <li>- The <b>Employees</b> link displays all employees who have not been set up in Payroll Self Service.</li> <li>- The <b>Archived</b> link displays deleted users.</li> </ul>	<input type="checkbox"/>
3.	Remain signed in as the Payroll Self Service administrator.	<input type="checkbox"/>



## Pegasus Web Xchange - Services Setup Guide

### STEP 5: Give Managers Access to their Team's Details (Optional)

If you created the required PWX Departments and then linked those departments to the employees in the Payroll application, you must now link the departments to the managers on the Payroll Self Service website. This will give the managers access to some details for people in their teams. The access they are given is controlled by the access permissions on the manager role.

		<input checked="" type="checkbox"/>
1.	Select the <b>Users</b> button. Then select the edit button for the relevant manager record.	<input type="checkbox"/>
2.	On the <b>User Details</b> page, select the <b>Assign departments</b> link and then select the <b>Add</b> link for each relevant PWX department. Select <b>Done</b> when all the necessary departments have been selected.	<input type="checkbox"/>
3.	On the <b>User Details</b> page, select the <b>Assign manager access</b> link and choose the appropriate access permissions for the manager's access to their team's details. This defines what the manager will be able to see, and whether they will be able to change any details. Select <b>Save</b> .	<input type="checkbox"/>
4.	On the <b>User Details</b> page, select the <b>Assign employee access</b> and choose the appropriate access permissions for the manager's access to their own details. Select <b>Save</b> .	<input type="checkbox"/>
5.	Sign out.	<input type="checkbox"/>

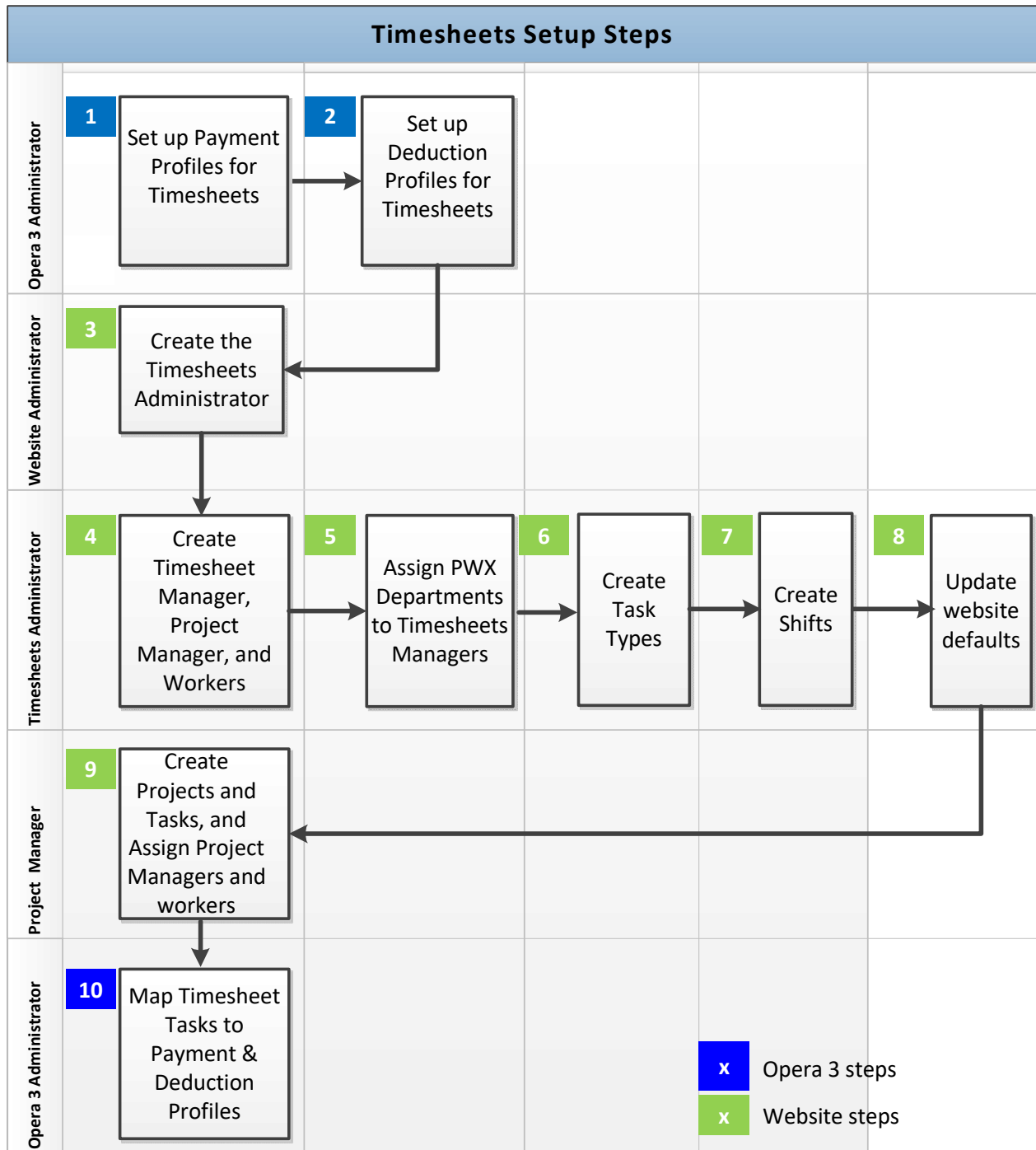
Sign Out

All the mandatory and optional steps for setting up the Payroll Self Service service are now completed. To set up Timesheets, first look at the [Timesheets - Setup Flowchart](#).



## Timesheets - Further Steps Flowchart

Follow this flowchart if you are setting up Timesheets. All steps are mandatory. Steps numbered in blue are completed in Opera 3. Steps numbered in green are completed on the website, using the user noted in the first column.





## Timesheets - Opera 3 Setup (First Steps)

Before setting up the website, Payment Profiles and, if relevant, Deduction Profiles, need to be created for the import of Pegasus Web Xchange Timesheets into Opera 3.

---

**Important:** Do not select the **Retain Units** box on payment or deduction profiles used for Timesheets. If you do select the option, the time (units) paid will not be cleared at the end of each pay period - so the time will be included again in the next pay period.

---

### STEP 1: Create Payment Profiles for Timesheets

Payment Profiles need to be created for Timesheets so that they can be mapped to the Timesheet Task Types - used when timesheets are entered on the website. The recorded time will then be posted to Payroll after timesheets have been imported into Opera 3 from the website.

		<input checked="" type="checkbox"/>
1.	Log on to Opera 3 as an administrator.	<input type="checkbox"/>
2.	Run the <b>Payroll - Maintenance - Payment Profile</b> command and create the required payment profiles for Timesheets.	<input type="checkbox"/>
3.	Select the <b>PWX Timesheets</b> box. Save the record. Repeat for each relevant profile.	<input type="checkbox"/>
4.	Link the payment profile to each relevant employee using: - The <b>Payroll - Processing - Payments &amp; Deductions</b> form (also enter the rate) - The <b>Payroll - Maintenance - Employee Profile</b> form - The <b>Payroll - Global Changes - Pay/Deds Changes</b> form (also enter the rate).	<input type="checkbox"/>
5.	If the rate has not been applied, enter it using either: - The <b>Payroll - Processing - Payments &amp; Deductions</b> form - The <b>Payroll - Global Changes - Pay/Ded Changes</b> form.	<input type="checkbox"/>

### STEP 2: Create Deduction Profiles for Timesheets

As with Payment Profiles, if timesheet entries need to result in a deduction from pay, the deduction profiles need to be created for Timesheets so that they can be mapped to Timesheet Task Types.

		<input checked="" type="checkbox"/>
1.	Run the <b>Payroll - Maintenance - Deduction Profile</b> command and create the required deduction profiles for Timesheets.	<input type="checkbox"/>
2.	Select the <b>PWX Timesheets</b> box. Then save the record. Repeat for each relevant profile.	<input type="checkbox"/>
3.	Link the deduction profile to each relevant employee using: - The <b>Payroll - Processing - Payments &amp; Deductions</b> form (also enter the rate) - The <b>Payroll - Maintenance - Employee Profile</b> form - The <b>Payroll - Global Changes - Pay/Ded Changes</b> form (also enter the rate).	<input type="checkbox"/>
4.	If the rate has not been applied, enter it using either: - The <b>Payroll - Processing - Payments &amp; Deductions</b> form - The <b>Payroll - Global Changes - Pay/Deds Changes</b> form.	<input type="checkbox"/>



## Timesheets - Website Setup

### STEP 3 & 4: Create Timesheets Users

Timesheets users need to be created for the different available roles. At least one of each type of user must be created.

#### Create Timesheets Administrator

		<input checked="" type="checkbox"/>	
Sign in	1.	Sign in to Pegasus Web Xchange as the Website Administrator. This user was created by the engineer who installed and implemented Web Xchange.	<input type="checkbox"/>
	2.	In the <b>Website Administration</b> page, select the <b>Users</b> button.	<input type="checkbox"/>
	3.	Add at least one Timesheets Administrator user, making sure the <b>Administrator</b> box is selected under <b>Timesheets</b> .	<input type="checkbox"/>
Sign Out	4.	Sign out.	<input type="checkbox"/>

#### Create Timesheets Managers, Project Managers and Workers

		<input checked="" type="checkbox"/>	
Sign in	1.	Sign in to Pegasus Web Xchange as the Timesheets Administrator.	<input type="checkbox"/>
	2.	In the <b>Timesheets Administration</b> page, select the <b>Users</b> button.	<input type="checkbox"/>
	3.	On the <b>Users</b> page, use the <b>Add</b> or <b>Multiple user creation</b> links to create one or more of the following users: Timesheets Manager, Project Manager, and Worker. Use the <b>Create a brand new user</b> link to create a new user, and make sure the relevant box is selected under <b>Roles</b> .	<input type="checkbox"/>
	4.	Remain signed in as the Timesheets Administrator.	<input type="checkbox"/>

#### Note:

- The **Users** link displays users who have been set up in another service, who can also be set up in Timesheets.
- The **Employees** link displays all employees who have not been set up in Timesheets.
- The **Archived** link displays deleted users.

### STEP 5: Assign PWX Departments to Timesheets Managers

After the users have been created the Timesheets Manager needs to be assigned to PWX departments so that they can approve the timesheets of workers in their departments.

		<input checked="" type="checkbox"/>	
	1.	In the <b>Timesheets Administration</b> page, select the <b>Departments</b> button.	<input type="checkbox"/>
	2.	On the <b>Departments</b> page, for each department select the <b>Assign</b> button to open the <b>Assign managers</b> page.	<input type="checkbox"/>
	3.	On the <b>Assign managers</b> page, using the <b>Add</b> link to assign each relevant manager under the <b>Available</b> section.	<input type="checkbox"/>
	4.	Remain signed in as the Timesheets Administrator.	<input type="checkbox"/>



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### STEP 6: Create Task Types

Task types are used to categorise tasks, which are used when entering timesheets. A default task type can be selected, which will be chosen automatically when new tasks are added by Project managers.

		<input checked="" type="checkbox"/>
1.	In the <b>Timesheets Administration</b> page, select the <b>Task types</b> button.	<input type="checkbox"/>
2.	On the <b>Task types</b> page, use the <b>Add</b> link for the required task types. Mark a default task type if required.	<input type="checkbox"/>
3.	Remain signed in as the Timesheets Administrator.	<input type="checkbox"/>

### STEP 7: Create Shifts

Shifts are entered by workers when entering timesheets. A default shift can also be selected, which will be selected automatically when timesheets are entered.

		<input checked="" type="checkbox"/>
1.	In the <b>Timesheets Administration</b> page, select the <b>Shifts</b> button.	<input type="checkbox"/>
2.	On the <b>Shifts</b> page, use the <b>Add</b> link for the required shifts. Mark a default shift if required.	<input type="checkbox"/>
3.	Remain signed in as the Timesheets Administrator.	<input type="checkbox"/>

### STEP 8: Select Default Timesheet Settings

A default task type and shift, time display format, and time rounding settings can be selected on the **Timesheet Settings** page.

		<input checked="" type="checkbox"/>
1.	In the <b>Timesheets Administration</b> page, select the <b>Timesheet Settings</b> button.	<input type="checkbox"/>
2.	On the <b>Settings</b> page, select the default task type, shift, time display format, and time rounding setting.	<input type="checkbox"/>
3.	Sign out of Pegasus Web Xchange.	<input type="checkbox"/>

Sign Out





## Pegasus Web Xchange - Services Setup Guide

### STEP 9: Create Projects and Tasks, and Assign Project Managers and Workers

Tasks and projects must be created before timesheets can be entered. All projects must have project managers assigned to them.

		<input checked="" type="checkbox"/>	
Sign in	1.	Sign in to Pegasus Web Xchange as a Project Manager.	<input type="checkbox"/>
	2.	On the <b>Timesheets</b> page, select the <b>Projects</b> button.	<input type="checkbox"/>
	3.	On the <b>Projects</b> page, add the required projects. Set the status to 'Active'. To give all workers automatic access to a project, select the <b>Administrative project</b> box.	<input type="checkbox"/>
	4.	Each project will automatically be assigned to the project manager who is signed in. If necessary, add further project managers.	<input type="checkbox"/>
	5.	Edit the project and select the <b>Task management</b> link. On the <b>Task management</b> page: <ul style="list-style-type: none"> <li>• Select the <b>Add task</b> link to create one task.</li> <li>• Select the <b>Multiple task creation</b> link to create more than one task.</li> </ul>	<input type="checkbox"/>
	6.	For each task, select the button under <b>Workers</b> to assign workers to each task. The assigned workers will be able to enter time against the assigned tasks when they enter timesheets.	<input type="checkbox"/>
	7.	When all tasks have been created and workers assigned, select the <b>Done</b> button to return to the <b>Projects</b> page.	<input type="checkbox"/>
Sign Out	8.	Sign out of Pegasus Web Xchange.	<input type="checkbox"/>



### Timesheets - Opera 3 Setup (Final Step)

Complete this step after completing the set up steps for the Pegasus Web Xchange website.

#### STEP 10: Map Timesheet Tasks to Payment & Deduction Profiles

After Task Types and Shifts have been set up on the website and the relevant Payment Profiles and Deduction Profiles have been set up for PXW Timesheets in Opera 3 Payroll, they must be mapped together in the 'PWX Centre' in the System Manager so that time entered is imported into Opera 3 for the correct profile.

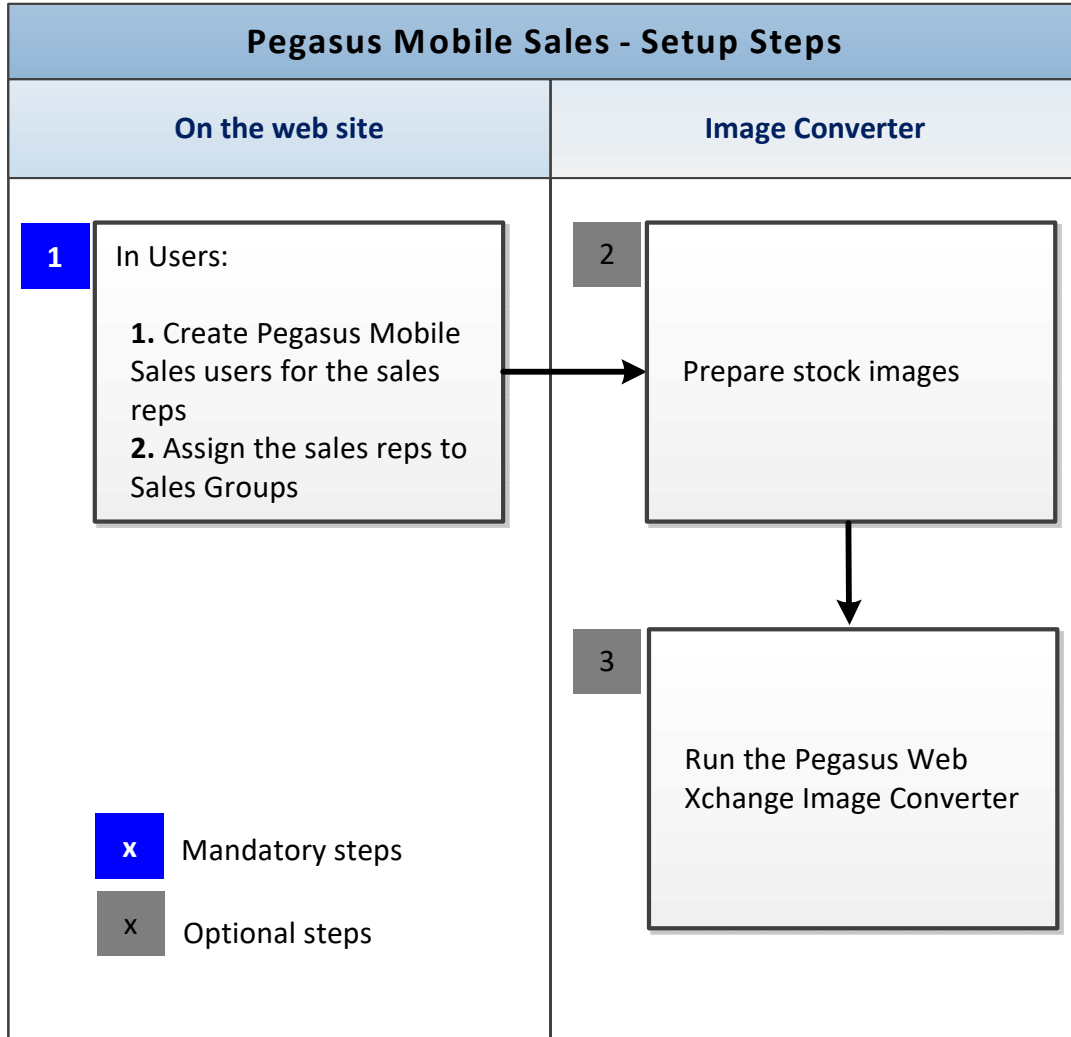
		<input checked="" type="checkbox"/>
1.	Log on to Opera 3 as an administrator.	<input type="checkbox"/>
2.	Run the <b>System - PWX Centre</b> command. Open the <b>Company</b> tab and select <b>Timesheets - Set Options</b> from the <b>Action</b> menu.	<input type="checkbox"/>
3.	For each Task Type/shift, select a Payment or Deduction Profile, as appropriate.	<input type="checkbox"/>
4.	Log out of Opera.	<input type="checkbox"/>

All the steps for setting up the Timesheets service are now completed.



## Pegasus Mobile Sales - Further Steps Flowchart

Follow this flowchart if you are setting up Pegasus Mobile Sales. The steps under 'Image Converter' are relevant only if stock images will be uploaded to Pegasus Mobile Sales.





## Pegasus Mobile Sales - Website Setup

### STEP 1: Create users for Sales Reps and Assign to PWX Sales Groups

In Pegasus Web Xchange, now create PWX Pegasus Mobile Sales user records and assign one or more groups to each user.

		<input checked="" type="checkbox"/>
1.	Sign in to Pegasus Web Xchange as the Pegasus Mobile Sales Administrator.	<input type="checkbox"/>
2.	In the <b>Sales App Administration</b> page, select the <b>Users</b> button.	<input type="checkbox"/>
3.	On the <b>Users</b> page, use the <b>Add</b> links to create one or more sales reps users.	<input type="checkbox"/>
4.	On the <b>Sales Groups</b> page, use the <b>Assign</b> button to assign one or more PWX Sales Groups to the user.	<input type="checkbox"/>

### STEP 2: Prepare stock images (Optional)

Stock item images can be downloaded to Pegasus Mobile Sales if the images are suitable.

- Only JPEG images ('.jpg' or '.jpeg') can be downloaded.
- The name of each image must be the same as the stock reference code followed by '\_1'. For example, an image for the stock reference 'CMAT044' must be saved as 'CMAT044\_1.JPG' or 'CMAT044\_1.JPEG'.
- Images must be saved in the '?\_IMG\sa\products' folder below the Opera 3 data folder (where ? is the company ID). The folder is created automatically.

For example, if the data folder for company Z is on a server called 'DataServer' in a folder structure '\Pegasus\O3 Server VFP\Data', the images must be located in the '\\<DataServer>\Pegasus\O3 Server VFP\Data\Z\_IMG\sa\products' folder.

		<input checked="" type="checkbox"/>
1.	Name the stock image files using the stock reference's code followed by '_1'.	<input type="checkbox"/>
2.	Copy the stock image files into the '?_IMG\sa\products' folder.	<input type="checkbox"/>

### STEP 3: Run the Pegasus Web Xchange Image Converter (Optional)

The PWX Image Converter will resize and compress the JPEG image files to an acceptable size and quality for Pegasus Mobile Sales.

		<input checked="" type="checkbox"/>
1.	Copy all the Pegasus Web Xchange Image Converter files into a new folder on the PC.	<input type="checkbox"/>
2.	Open the <i>ICReadme.html</i> file and read the contents.	<input type="checkbox"/>
3.	Run <i>ImageConverter.exe</i> .	<input type="checkbox"/>
4.	Choose the location of the images and select either <b>Report</b> or <b>Report and Convert</b> .	<input type="checkbox"/>



## Pegasus Web Xchange - Services Setup Guide

Your Notes

End of Guide