

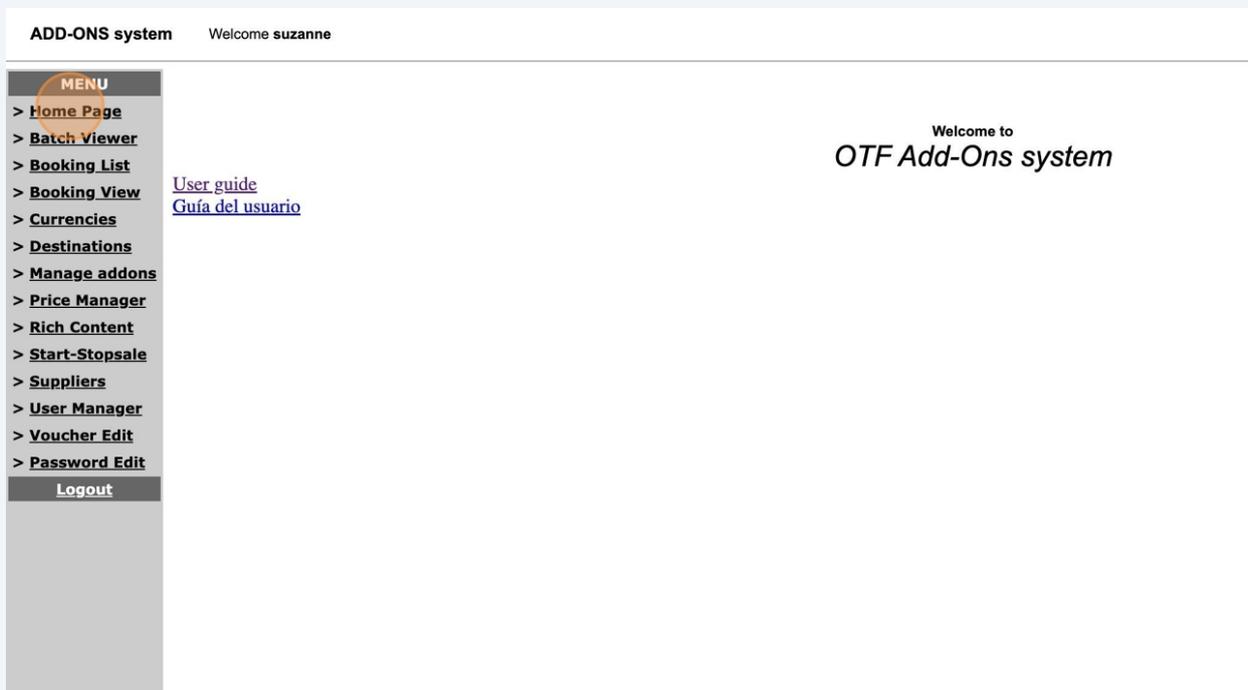
How to manage your currencies in Addons



This tutorial will show you how to manage, create and modify your currencies in Addons.

1 Navigate to <https://addons-new.otfsystems.com/left.php>

2 Go to the Addons home page.



3 Click on "Currencies".

ADD-ONS system Welcome suzanne

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Welcome to
OTF Add-Ons sy

Logout

4 To add a new currency, click on "Add".

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Currencies Manager

Final currency:

If you use 999 as exchange rate, we will use the online rate instead.

Code	Description (English)	Description (French)	Exchange Rate
CAD	Canadian Dollars	Dollars cansdiens	1
EUR	Euro	Euro	0.66
USD	Dollars US	US dollars	0.79

5

On the "Add Currency" page, complete the requested information. Once the information is complete, click on "Add".

Currency code: the currency code, e.g. JPY for Japanese yen.

Description: the currency description (in English and French).

Exchange rate: the current exchange rate. **NB: you must ensure that you keep your exchange rates up to date. The system will not do this automatically in all cases.**

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Add Currency

Code:	<input type="text" value="JPY"/>
Description (English):	<input type="text" value="Yen"/>
Description (French):	<input type="text" value="Yen"/>
Exchange Rate:	<input type="text" value="105.88"/>
<input type="button" value="Add"/>	

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6 To modify a currency, click on "Edit".

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Currencies Manager

Final currency:

If you use 999 as exchange rate, we will use the online rate instead.

Code	Description (English)	Description (French)	Exchange Rate	Action
CAD	Canadian Dollars	Dollars canadiens	1	Edit
EUR	Euro	Euro	0.66	Edit
JPY	Yen	Yen	105.88	Edit
USD	Dollars US	US dollars	0.79	Edit

7 Modify the necessary information, then click on "Update". The currency is now up to date!

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Currency Update

Description (English):	<input type="text" value="Euro"/>	Description (French):	<input type="text" value="Euro"/>	Exchange Rate:	<input type="text" value="0.66"/>
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