

## 11-0013-EN-How do I import my GlobeCharge orders into S...

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Example is for Sales Manager Pro (other versions may differ) 1. Open up Sales Manager. 2. From the Edit Menu choose Options 3. Then Choose the GlobeCharge Tab 4. Enter your GlobeCharge username and password and tick "remember password" so you dont have to enter it each time and Click Ok The GlobeCharge username & password is the one you use to login to [www.globecharge.com](http://www.globecharge.com) to view your orders online. 5. Now from the Order menu choose Get Orders => ... From Globecharge 6. Now it will begin importing your orders.