

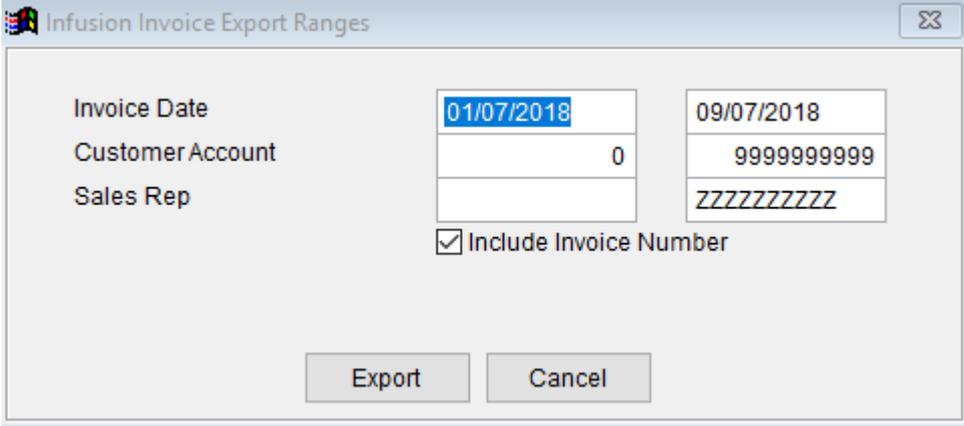
## How can I use Infusion at a Trade Show / Field Days / Trade Fair?

The first step is to install Infusion locally onto the laptop and then [restore a backup](#) of the live data onto it.

This offline copy of the Live Data can then be taken to the Trade Show and used to process sales to the Cash Sale account. You'll need to record the total amount received by each Customer Payment method for each day of a trade show, this will need to be entered into your live Infusion system later.

When the Trade Show has finished and the laptop is back in the office:

- Go to **Admin / Settings / Import/Export / Manage Exports** and make sure the Infusion Invoice Export is selected.
- Then **Import/Export** menu and select **Export Data**. Here, select the Infusion Invoice Export.
- You'll then see the following window:



Field	Start Value	End Value
Invoice Date	01/07/2018	09/07/2018
Customer Account	0	9999999999
Sales Rep	0	7777777777

Include Invoice Number

Export Cancel

- Enter the date range that the Trade Show occurred, along with the Cash Sale account number. Click the **Export** button and Infusion will generate a .CSV file that contains the list of sales at the Trade Show.
- Copy the file that has been generated onto a computer that is running your Live Infusion system.
- In your live Infusion system, take a backup.
- In your live Infusion system go to **Admin > Import Customer Invoices** and select the .CSV file that you generated on the laptop.
- Select **Import** and Infusion will import all of these Invoices as Pending Invoices.

Once the invoices have all been imported as Pending, you can post them all. Then, receive Customer Payments to the Cash Sale account for the total amount received through each payment method for each day of the Trade Show.

### Options

Move invoice numbers forward in the Live System by the approximate number of invoices that will be used. This can be done by going to Admin / Defaults / Manage Customer Defaults and the Invoices tab to change the Next Invoice number.

If the Invoice numbers generated at the Trade Show have already been used in the live Infusion system (i.e. if the store was also trading while the trade show was in progress) you will need to open the .CSV file generated on the laptop in Excel and edit the Invoice numbers, prefacing them with 'TS' or something similar will be fine.