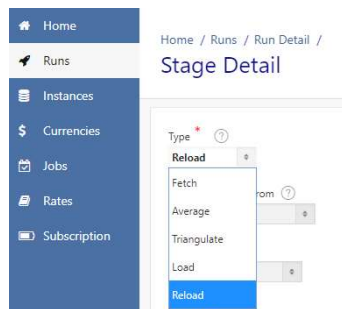## Create Reload Stage

When

An FXLoader Run consists of several different Stages.

Reload stages are used to load rates from prior runs into different target instances; or to different rate types/dates in a single target instance. These are often used to load test environments with the same rates as production.

Steps

1. Select 'Reload' in the 'Type' field

2. Set Run Order

This determines the sequence of Stages within the Run. It is best to number your stages 10,20,30…. so that extra stages can easily be added in future.

3. Ensure Stage is Enabled

4. Leave 'Back Up For' field blank

Rarely used. See on-screen help text for details.
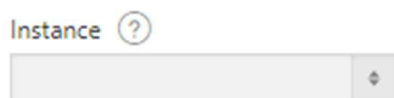
5. Set 'Run To Get Rates From' field

Choose which run you want to get rates from, in order to reload them. When the Reload Run starts, it will look for rates loaded by the Run specified here, for the same 'As Of Date'

6. Set 'Stage To Get Rates From' field

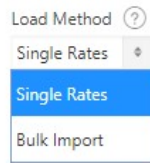Choose which Load Stage you want to get rates from.

7. Select 'Instance'

Choose which instance you want to load rates into. If the correct instance is not in the drop-down list you will need to create one. (Please refer to our article on Creating Instances).
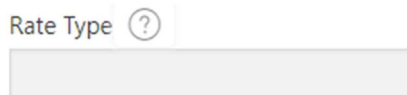
8. Select Load Method (Workday only)

Workday users can choose whether to load rates one by one (Single Rates option) or all at once (Bulk Import option). See on-screen help text for more details.

9. Enter 'Rate Type'

Enter the Rate Type to load rates against. The Rate Type must be valid within the target instance.

10. Set Date Offset, Date Offset Units, Extra and Extra Units

Date Offset determines the date which rates are loaded into the target instance. Set to 0 to load rates into the same date as the 'As Of' date; +1 to load into the following day, -1 to load into the previous day, etc.

Follow on-screen help texts for completing the 'Extra' fields.

11. Click the 'Create' button