

The logo for Galac, featuring the word "Galac" in a bold, black, italicized sans-serif font. A red triangle is positioned above the letter 'a', and a registered trademark symbol (®) is located at the top right of the word.

**GH – Agregar tasa de cambio ROL  
aprobador  
Instructivo**

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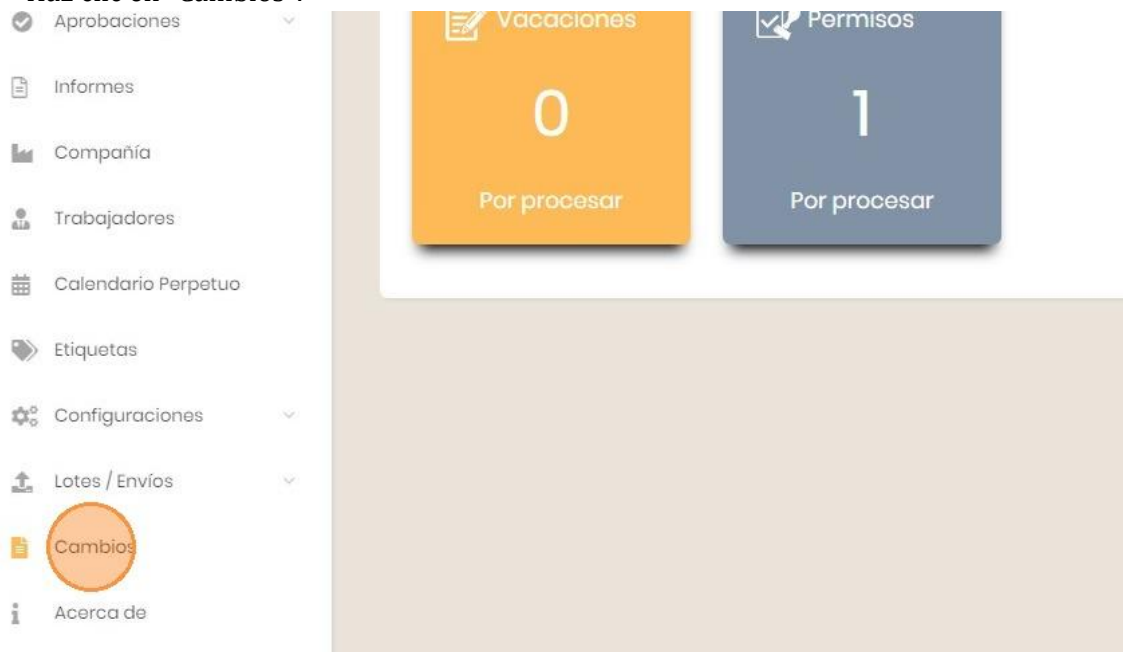
## Instructivo paso a paso para agregar y editar tasa de cambio en el GH.

### Inicio

1. Abre la aplicación WEB GH.

### Agregar tasa de cambio

2. Haz clic en "Cambios".



3. Haz clic en "+Nuevo Cambio".



4. Selecciona la fecha de entrada en vigencia de la tasa.



The screenshot shows a modal window titled "Nuevo Cambio" with a close button (X) in the top right corner. The "Fecha de Vigencia" field is highlighted with an orange circle and contains the date "12/11/2024". Below it, the "Moneda" field is set to "1" and the "Tasa de Cambio" field is set to "0.0000" with the unit "Bs". At the bottom, there are "Cancelar" and "Guardar" buttons.

5. Escoge la moneda.



The screenshot shows the same "Nuevo Cambio" modal window. The "Moneda" dropdown menu is open, showing "Dó" and "Dólar" options. The "Dólar" option is highlighted with an orange circle. The "Fecha de Vigencia" field still shows "12/11/2024" and the "Tasa de Cambio" field shows "0.0000" with the unit "Bs". The "Cancelar" and "Guardar" buttons are visible at the bottom.

6. Ingresa el valor del cambio.

The screenshot shows a modal window titled "Nuevo Cambio" with a close button (X) in the top right corner. The form contains the following fields:

- Fecha de Vigencia \***: A date picker showing "12/11/2024" with a calendar icon.
- Moneda \***: A dropdown menu showing "1" and "Dólar" with a close (X) and expand (v) icon.
- Tasa de Cambio \***: A text input field containing "0.0000" with a "Bs" label to its right. This field is circled in orange.

At the bottom of the modal, there are two buttons: "Cancelar" and "Guardar".

7. Haz clic en "Guardar".

This screenshot is identical to the previous one, but the "Guardar" button at the bottom right of the modal is circled in orange, indicating the next step in the process.

## Editar tasa de cambio.

8. Selecciona el registro del cambio agregado y presiona en "Opciones", veras las opciones de "editar y borrar".



The screenshot shows a web application interface with a search bar at the top and a table below. The table has three columns: 'Opciones', 'Fecha de Vigencia', and 'Moneda Origen'. A row is highlighted in blue, showing 'Opciones' with a dropdown menu open, '12/11/2024' in the 'Fecha de Vigencia' column, and 'Dólar' in the 'Moneda Origen' column. The dropdown menu contains 'Opciones', 'Editar', and 'Borrar'. An orange circle highlights the 'Editar' option.

Opciones	Fecha de Vigencia	Moneda Origen
Opciones ▾ Editar Borrar	12/11/2024	Dólar

**Fin**