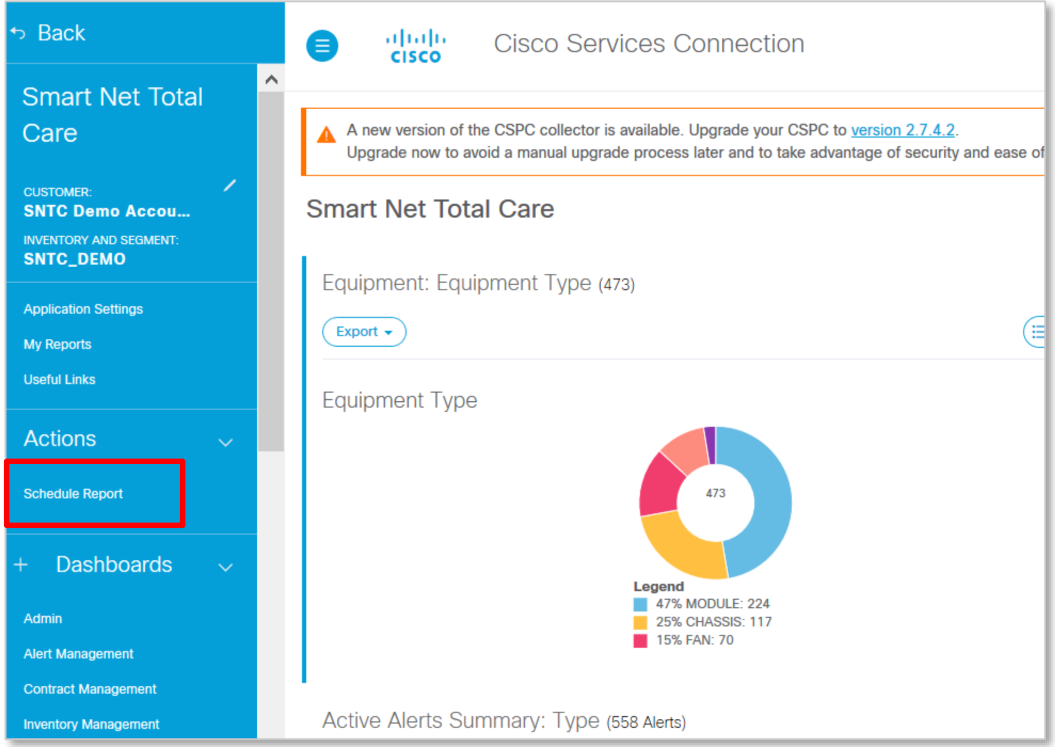
How to use the Offline Macro within the Smart Net Total Care Portal

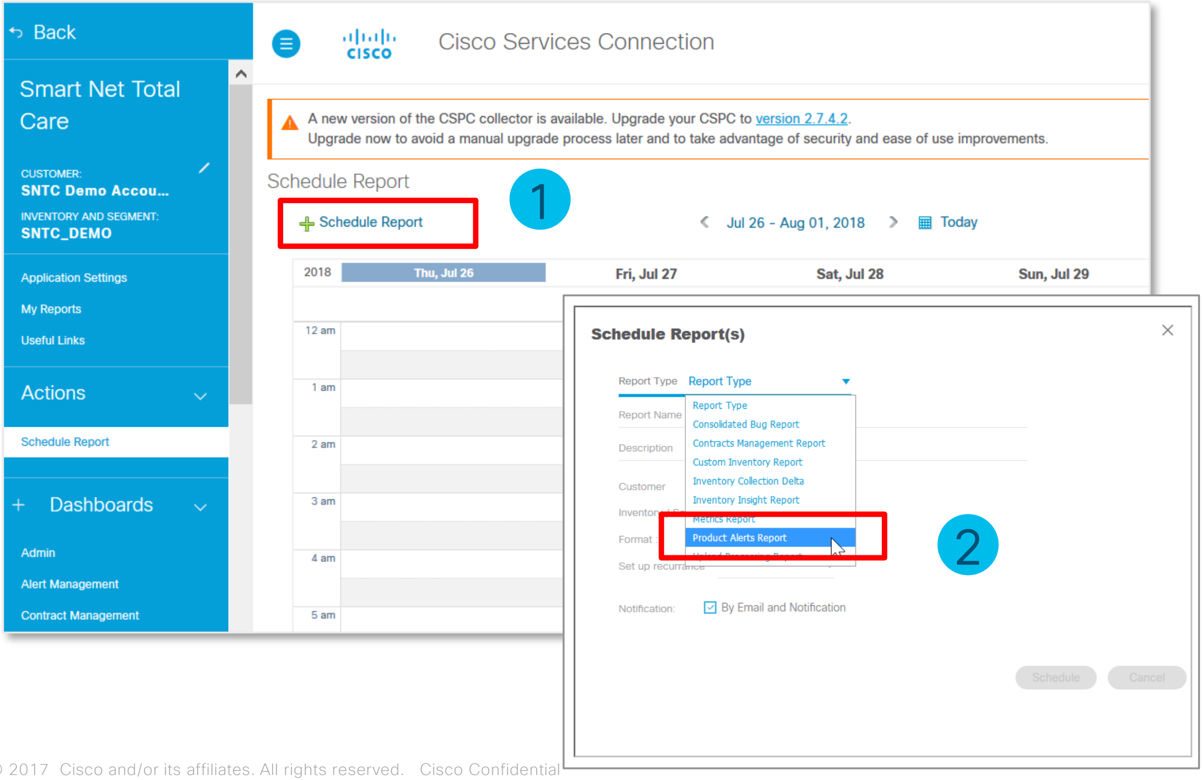
Updated 07/16/18

Requesting Required Reports from the Portal



To request the **Product Alerts** and **Custom Inventory** reports within the portal, click ***'Schedule Report'*** under the ***'Actions'*** section in the left navigation panel

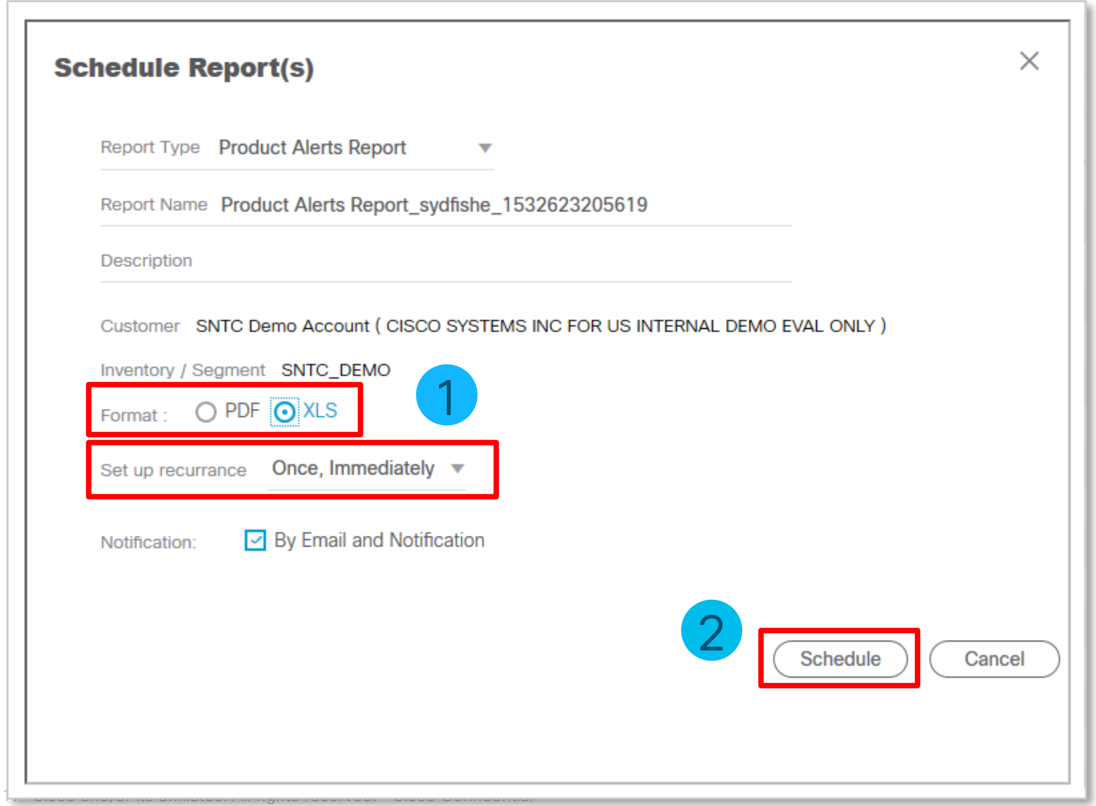
Requesting Required Reports from the Portal



Next, click ***'Schedule Report'*** .

Then select ***'Product Alerts Report'*** from the Report Type drop-down list.

Requesting Required Reports from the Portal



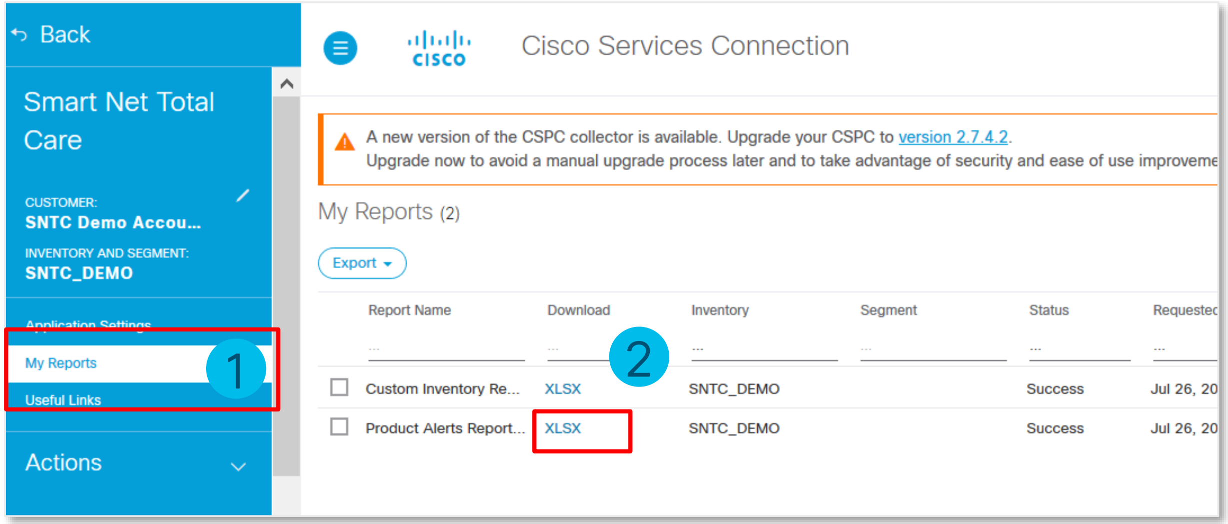
Make sure the Format is set to ‘XLS’. (Verify the blue radio button is selected to the left of ‘XLS’)

To generate the report immediately, select ***‘Once, immediately’*** from the **Set up occurance** field.

Click ***‘Schedule’***

An information prompt will display to confirm the report has been requested. Click ***‘OK’***.

Requesting Required Reports from the Portal



You will receive an email from the tool to your registered email address once the data is available. The files can be found in the ***'My Reports'*** section on the left navigation panel.

Click the ***'XLSX'*** link to download the report. Save it to your machine.

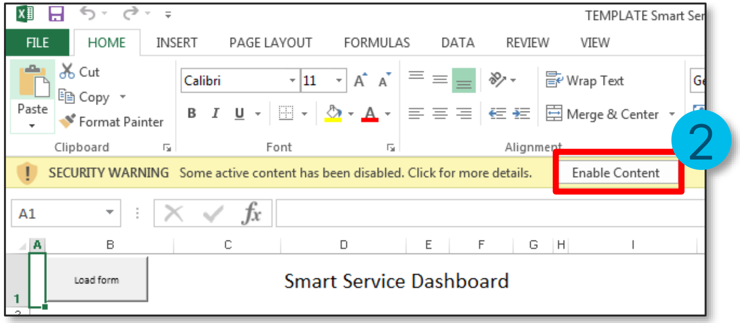
Repeat this process, but request the ***'Custom Inventory Report'***.

Finally, import the data into the macro using the instructions on the next slide.

Importing Reports into the Macro

1. Open the macro from your hard-drive.

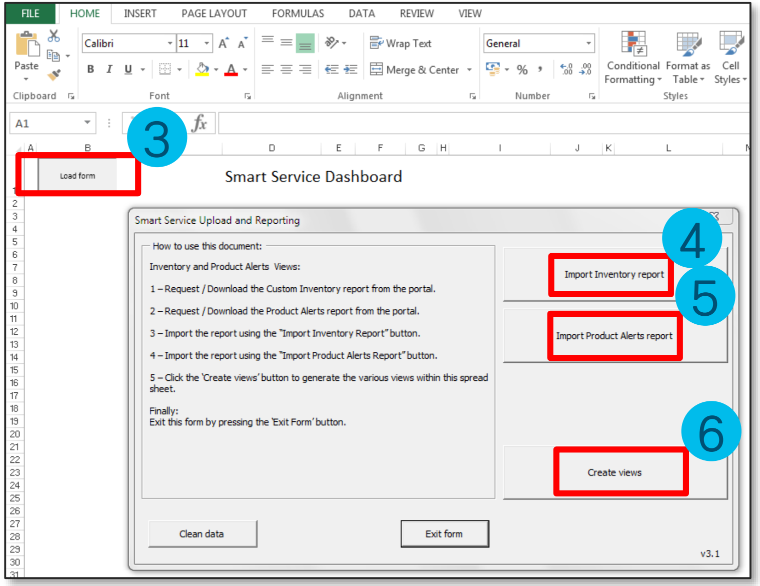
2. Upon prompt click, ***'Enable Content'***.



3. Click, ***'Load form'***.

4. Click, ***'Import Inventory report'***.
   - Select the inventory file you downloaded previously from the portal.
   - Click ***'OK'*** when done.

5. Click, ***'Import Product Alerts report'***.
   - Select the product alerts file you downloaded previously from the portal.
   - Click ***'OK'*** when done.



*Note: Click, **'Clean data'** to clear data from macro and restart the process*

6. Click, ***'Create views'*** to generate the Dashboard report and various tabs. Click ***'OK'*** when the report generation is complete.

7. Click, ***'Exit form'***.

CISCO