



## APPENDIX **A**

# Installing and Upgrading SCA Reporter Templates

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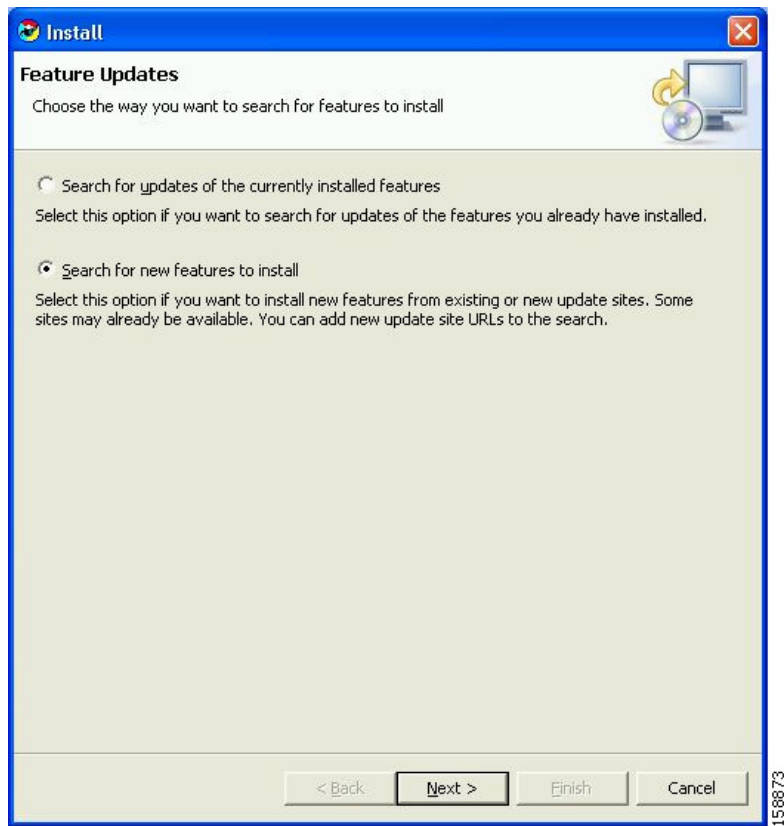
This appendix describes the how to install and upgrade Cisco Service Control Application Reporter (SCA Reporter) report templates.

- [How to Install Report Templates, page A-1](#)
- [How to Upgrade Report Templates, page A-7](#)

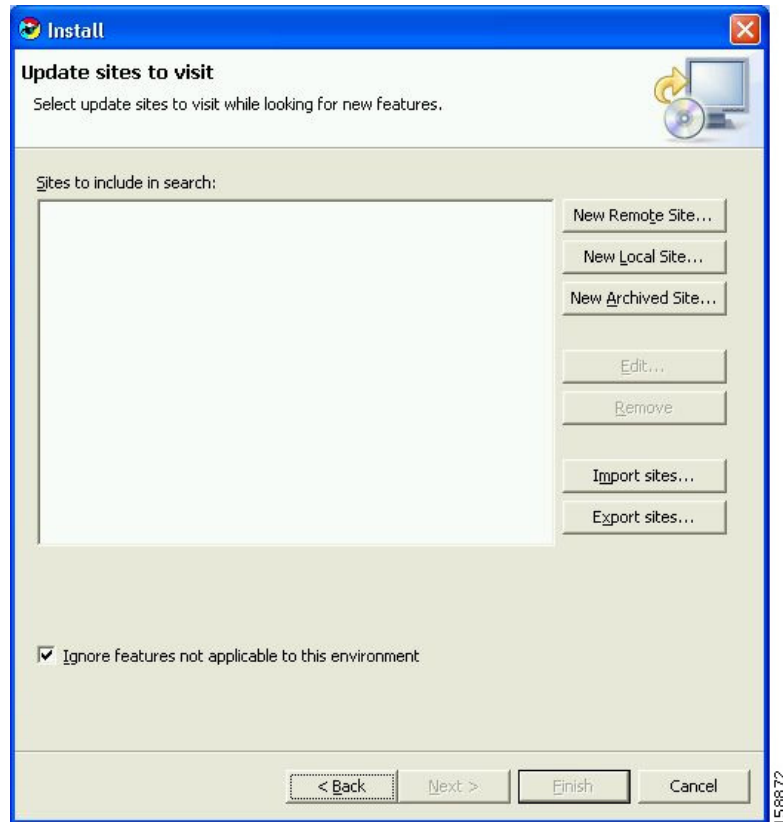
## How to Install Report Templates

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**Step 1** From the main menu, choose **Help > Find and Install**.



**Step 2** Check the **Search for new feature to install** radio button and click **Next**.



**Step 3** Click **New Local Site**.

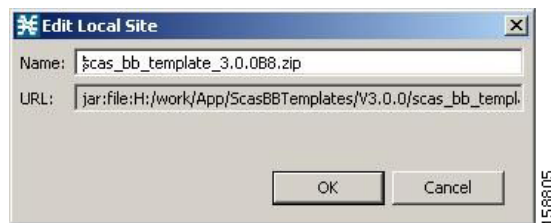
The Select Local Site Archive dialog box appears.

**Step 4** Browse to the archive file and select it.

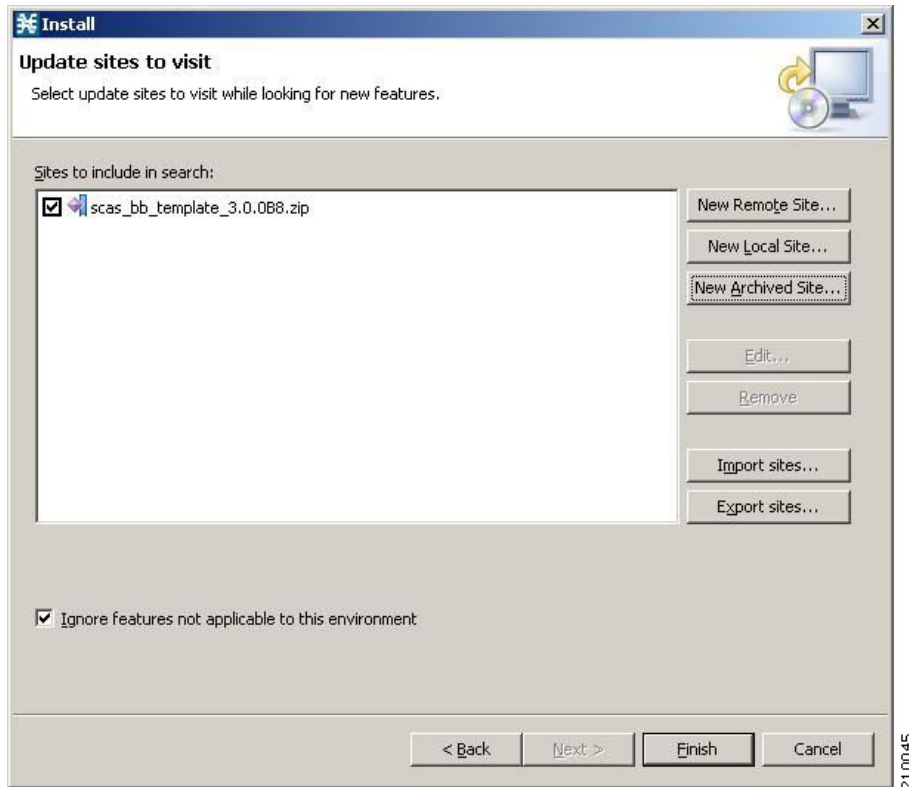
The file is named **SCAS\_bb\_template\_.<version>B<build>.zip**. For example, the file may be named **SCAS\_bb\_template\_3.1.6B8.zip**.

**Step 5** Click **Open**.

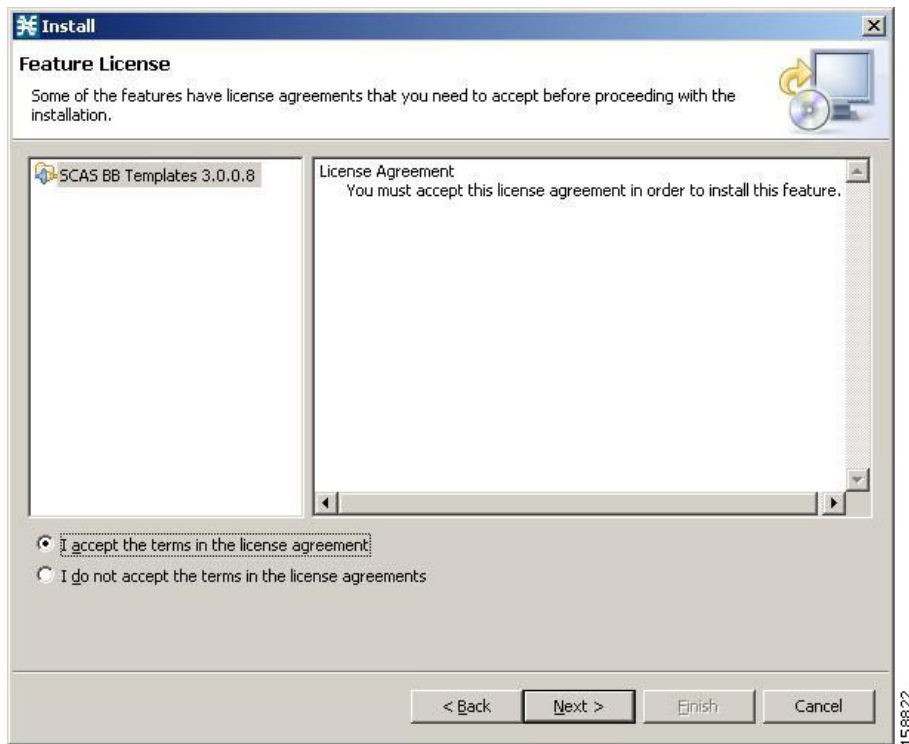
The Edit Local Site dialog box appears displaying the file name and its location and contents.



**Step 6** Click **OK**.



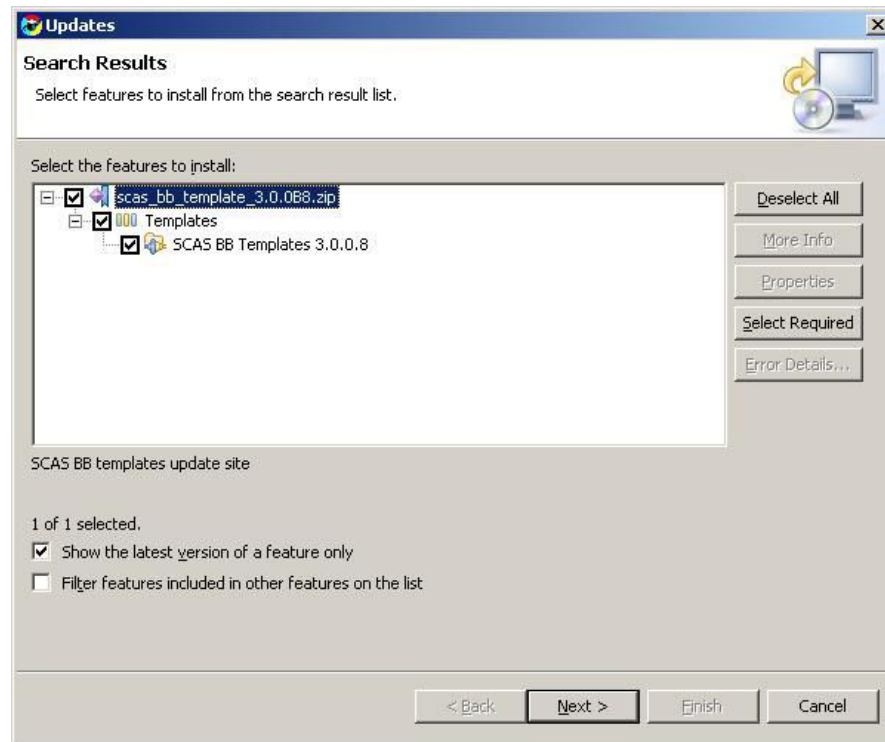
**Step 7** Click **Finish**.



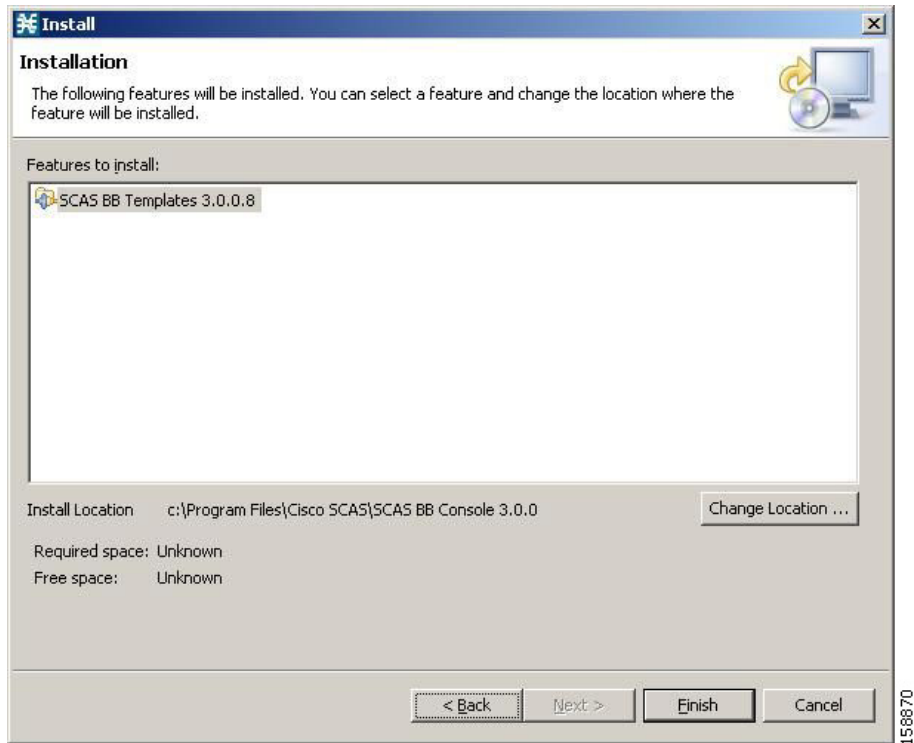
**Step 8** Accept the agreement and click **Next**.

The Updates dialog box appears with the installed features available for the site.

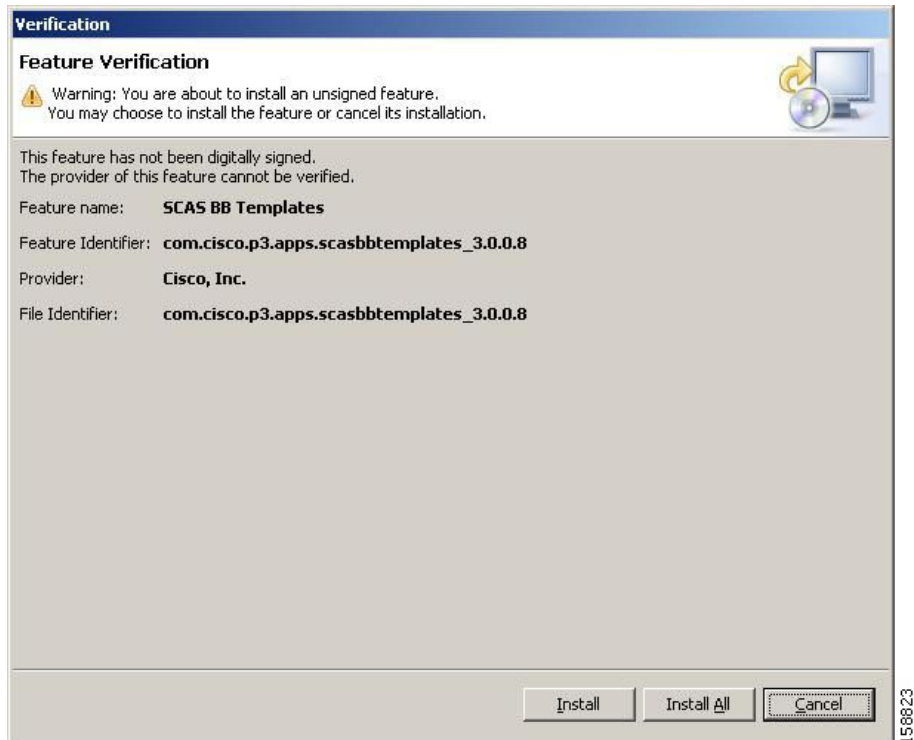
**Step 9** Select the required feature, which should be named **SCAS BB Templates<version.<build>**. For example, the file may be named **SCAS BB Template 3.1.6.8**.



**Step 10** (Optional) To install the feature in a different location, click **Change Location** and browse to the required location.



**Step 11** Click **Finish**.



**Step 12** Click **Install** or **Install All**.



**Step 13** Click **Yes**, and wait for the application to come up.

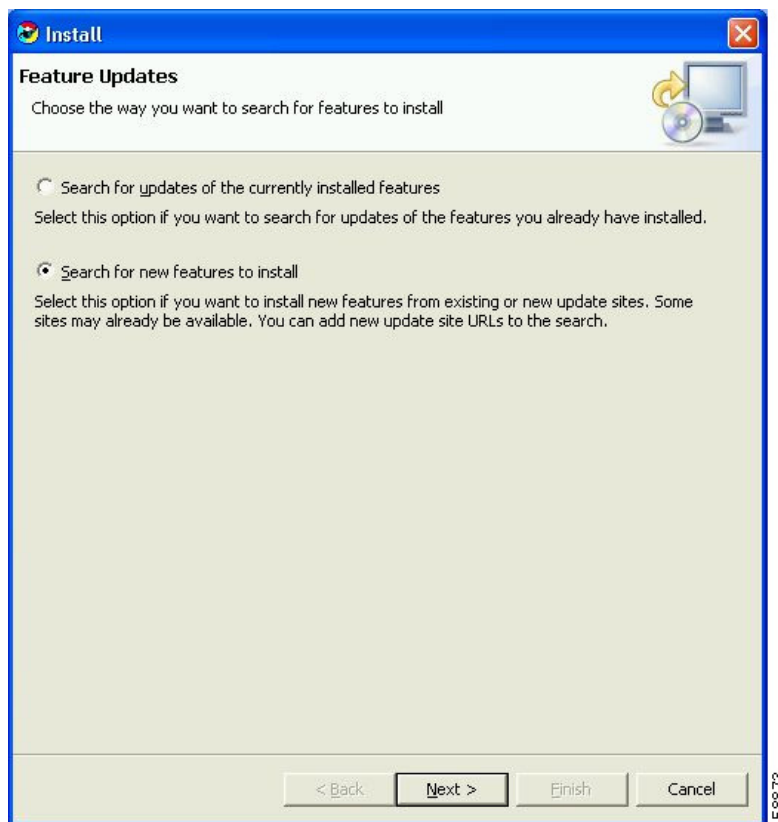
The computer restarts.

The new report templates are installed.

## How to Upgrade Report Templates

**Step 1** From the main menu, choose **Help > Find and Install**.

The Install/Update dialog box appears.

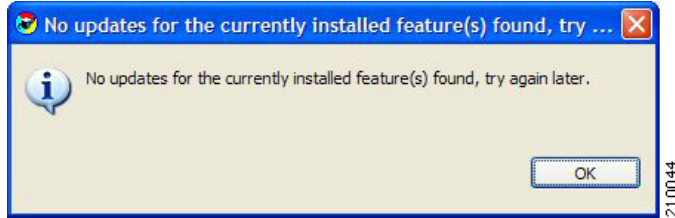


**Step 2** Check the **Search for updates of the currently installed features** radio button.

**Step 3** Click **Finish**.

One of the following occurs:

- There are no updates.



- There are updates.

The wizard appears (see [How to Install Report Templates, page A-1](#)).

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