Job Aid: Import an AgentNet Search Product® (ASP)

The purpose of this document is to show you how to import an AgentNet Search Product in StreamLine ASP.

If the product ordered is the AgentNet Search Product (ASP), a document type of 'xml' is returned. This type of document contains the data necessary to import the AgentNet® values into your StreamLine ASP order, but cannot be viewed or saved.

1. Click [AgentNet®] in the **Worksheet** window
2. Enter your **AgentNet User Name** in the **AgentNet Login** dialog box
3. Enter your **Password**
4. Click ✔ OK

5. Click [Order Search] in the **Product Information** window

6. Select the desired **Open Order Search**

   NOTE: The **Order** must have a **Status** of **Open** to import.

7. Click [View]

   NOTE: The **View Order Search Details** window opens.

8. Select the desired **xml Order** in the **Received Docs tab**

   NOTE: Review the data in the **Review/Import AgentNet Data** window prior to importing into your order.
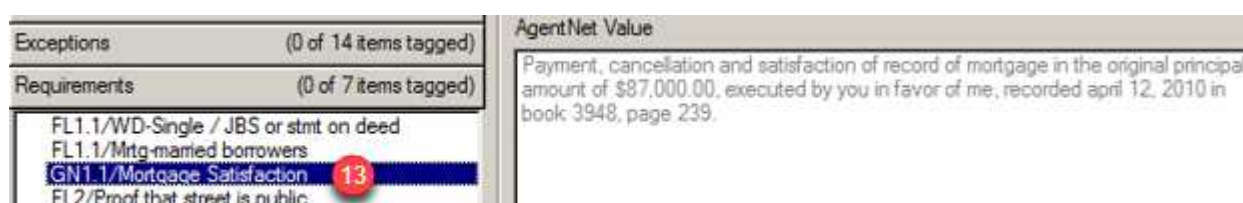
9. Click [Import]

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10. Click `File Data (0 of 8 items tagged)` to display the list of items available for importing
11. Click `Exceptions (0 of 14 items tagged)` to display the list of **Exceptions** available for importing
12. Click `Requirements (0 of 7 items tagged)` to display the list of **Requirements** available for importing

NOTE: A yellow background indicates **File Data** in **StreamLine** and **AgentNet** do not match.
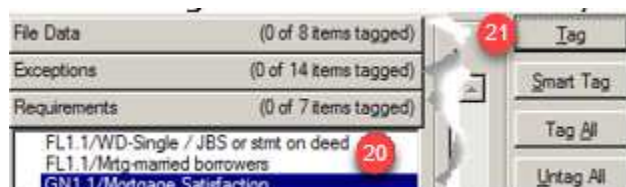
13. Click on any item to view the **AgentNet Value** in the **Preview Data** window

14. Click the **Exceptions** checkbox
15. Click the **Exceptions** ▼
16. Select the desired **Exception**
17. Click the **Requirements** checkbox
18. Click the **Requirements** ▼
19. Select the desired **Requirement**

20. Select the desired item you want to **Tag**
21. Click the **Tag** button to indicate items you want to import

NOTE: A green arrow displays next to the selected **Requirement** and/or **Exception**, indicating the item is tagged. When an item is tagged, the **Import** button is enabled.

22. Make revisions as necessary for the selected **Requirement** and/or **Exception** in the **AgentNet Value** section

23. Click [Smart Tag] to tag all items, if necessary

    NOTE: The **SmartTag** button tags all highlighted **File Data** items that do not match, as well as all **Exceptions** and **Requirements**.

24. Click [Import]

    NOTE: The **Import** button is available when any item is tagged. Using the **Import** button enables you to import the **AgentNet Values** into your file, overwriting **StreamLine File Data** and updating **Exceptions** and **Requirements** phrases to the selected document.

25. Click [OK] to confirm the import