

## 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<sup>®</sup> 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 VOK



- 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 <u>View</u>



**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 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.

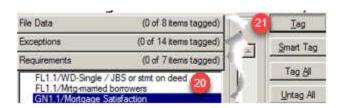
13. Click on any item to view the AgentNet Value in the Preview Data window



- 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



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**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 \_\_\_\_\_\_ to confirm the import

