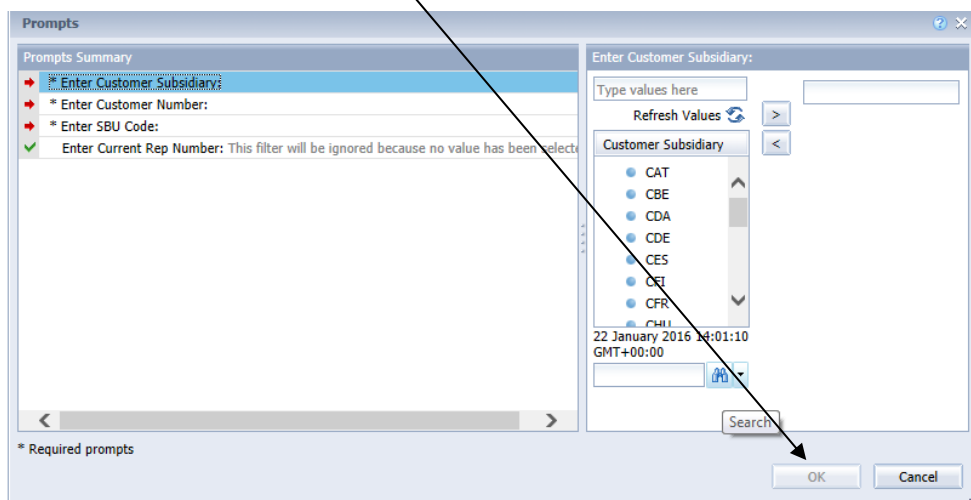


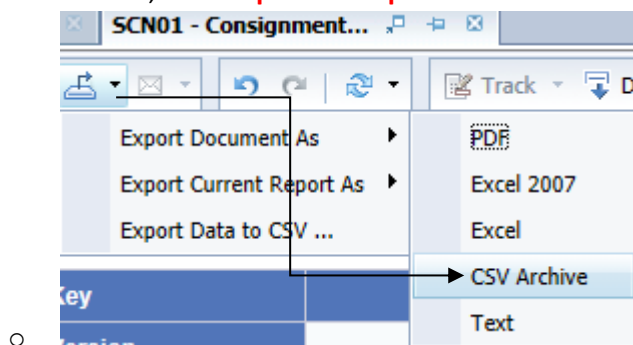
Running the Cook Scan CSV file:

Open BI

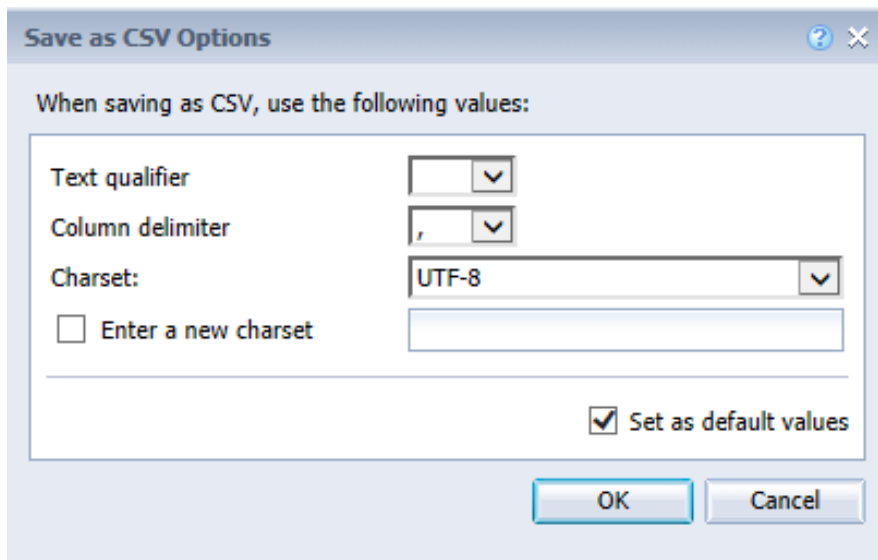
- Open report titled 'SCN01-consignment Cook Scan'
- Enter prompt as required
 - o Select Customer subsidiary
 - o Enter Customer Number or Search - example CUK_230
 - o Select SBU code
 - o Enter your rep number
 - If the information you put into the fields does not work the use the search option



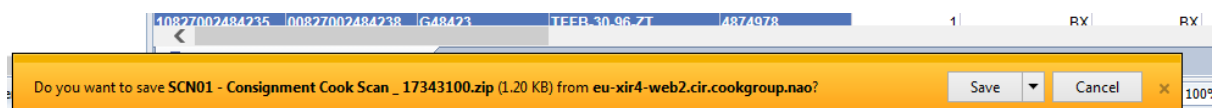
- Once you have entered the fields click 'OK'
- The file should now have the information requested:
- On the tool bar , **select option to export the data as 'CSV archive'**



- The table below will appear , ensure that the 'text qualifier' box is empty (like the below)

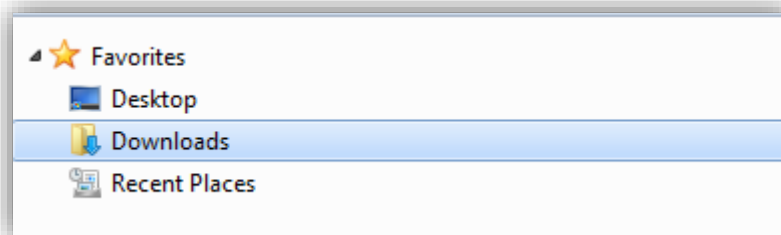


-
- Select ok
 - Below screen will appear
 - Click Save



- DO NOT CLICK OPEN – as you will open the file in excel version and the rep will not be able to upload to Cook Scan app.

- Instead open 'my computer' , & select ' downloads' folder



- The file will transfer across in ZIP format, you must double click the ZIP version and it will then open as a .csv file (see picture)

Name	Date modified	Type	Size
SCN01 - Consignment Cook Scan.zip	18/01/2017 15:32	Compressed (zipp...	1 KB

Outstanding Open Consignment.csv	Microsoft Excel Comma S...	1 KB	No	2 KB	58%	18/01/2017 15:32
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and drag the file onto the email