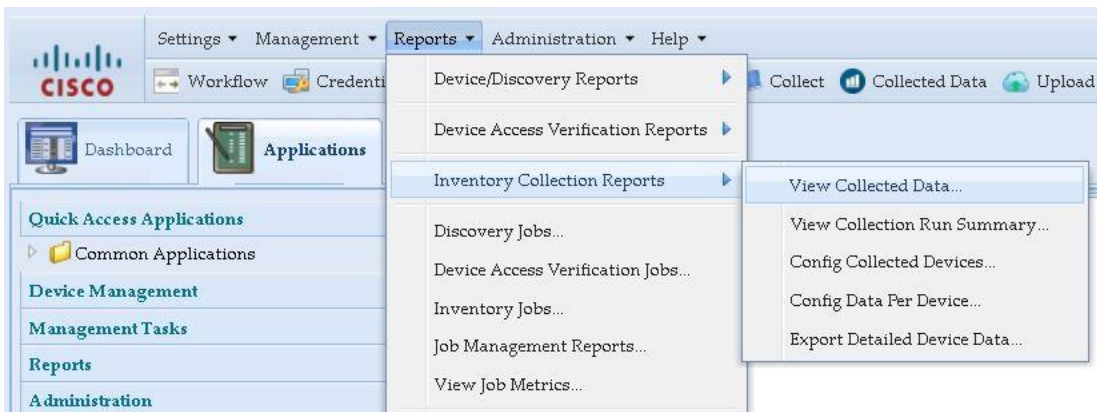
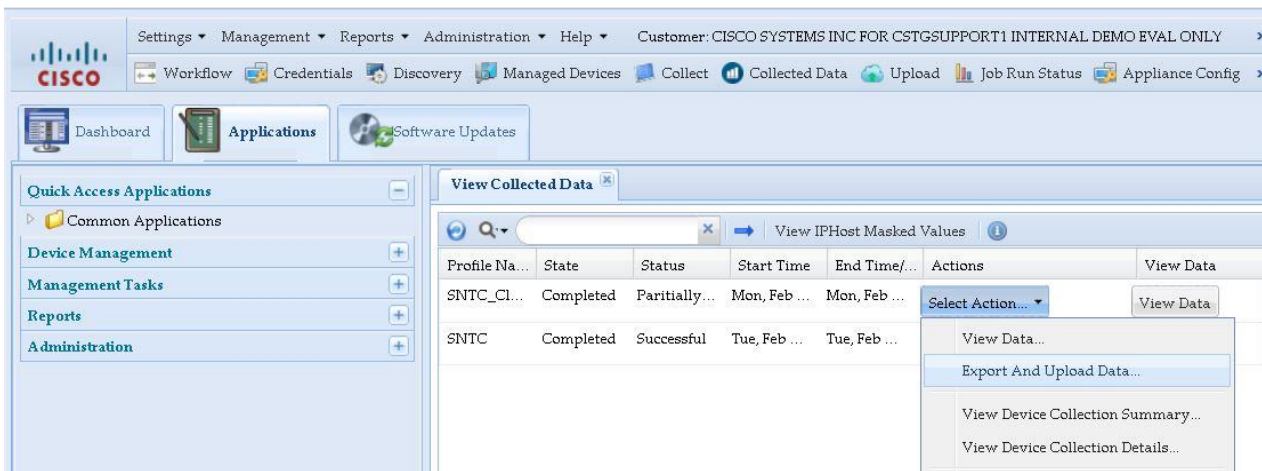


Exporting collection file from CSPC for manual import into SNTC portal

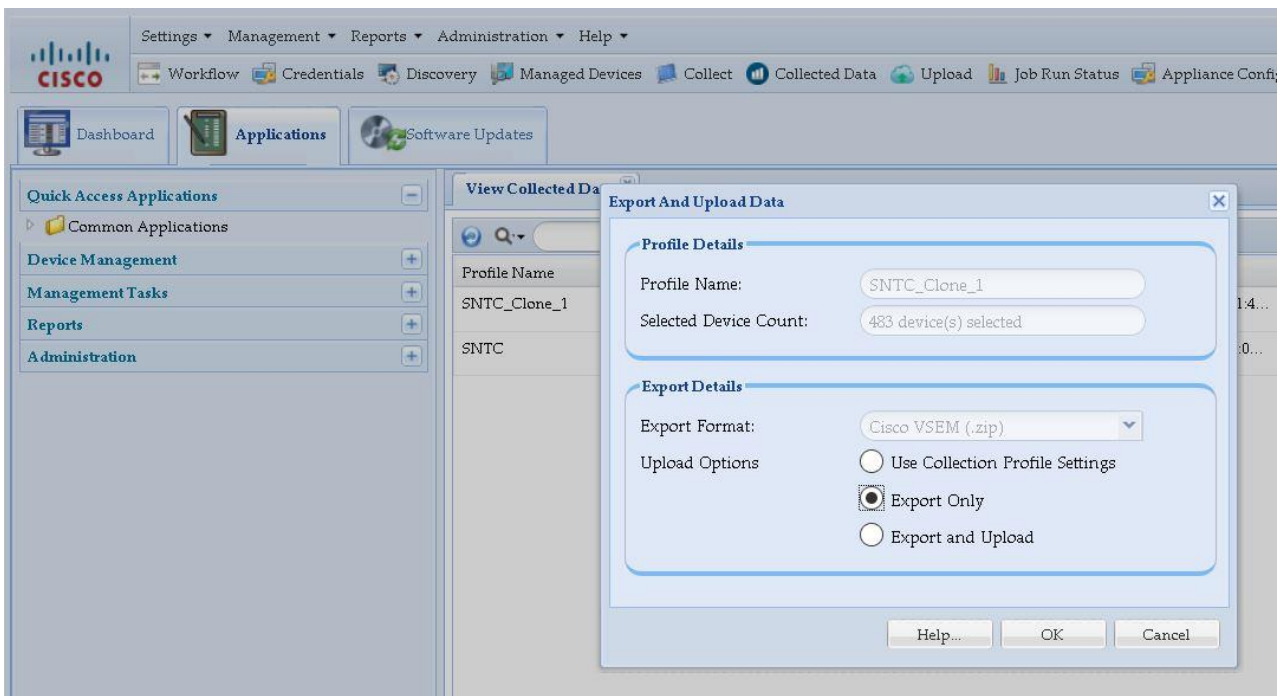
1. From the CSPC GUI, go to Reports→Inventory Collection Reports→View Collected Data...



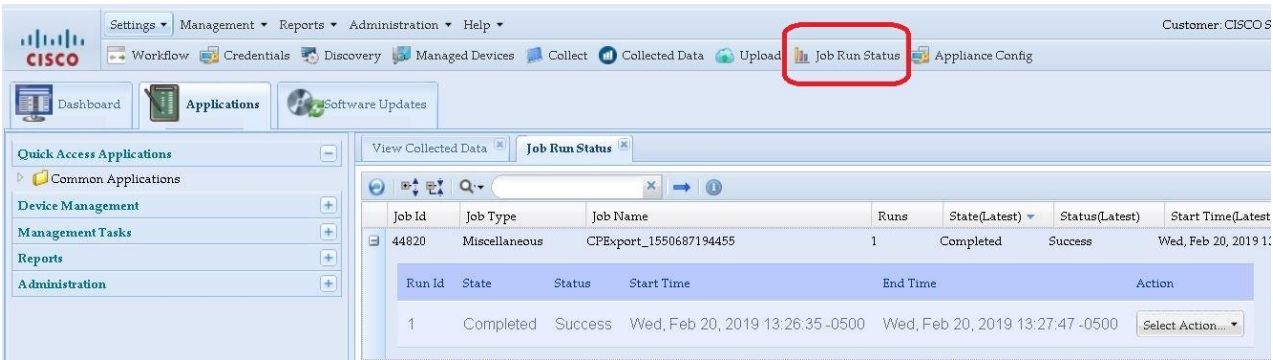
2. From the most recently completed collection, select Export and Upload Data from the drop-down menu



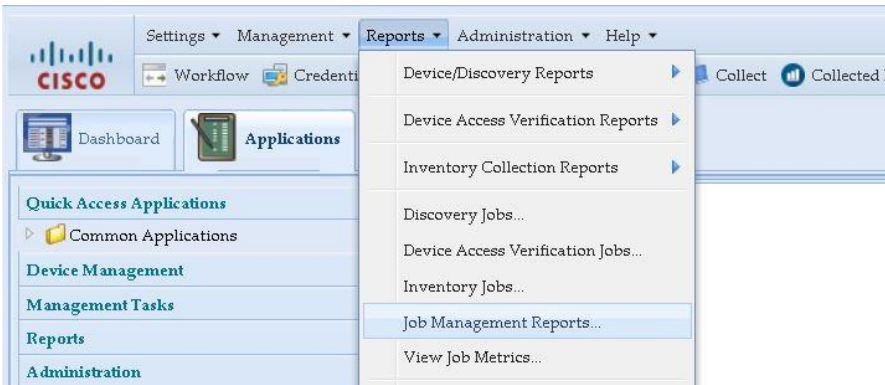
3. In the pop-up window select Export Only and click OK to confirm



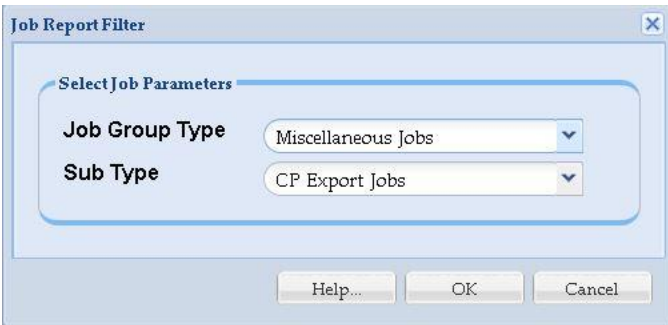
4. To monitor the creation of the file, go to Job Run Status and find the CPExport job currently running



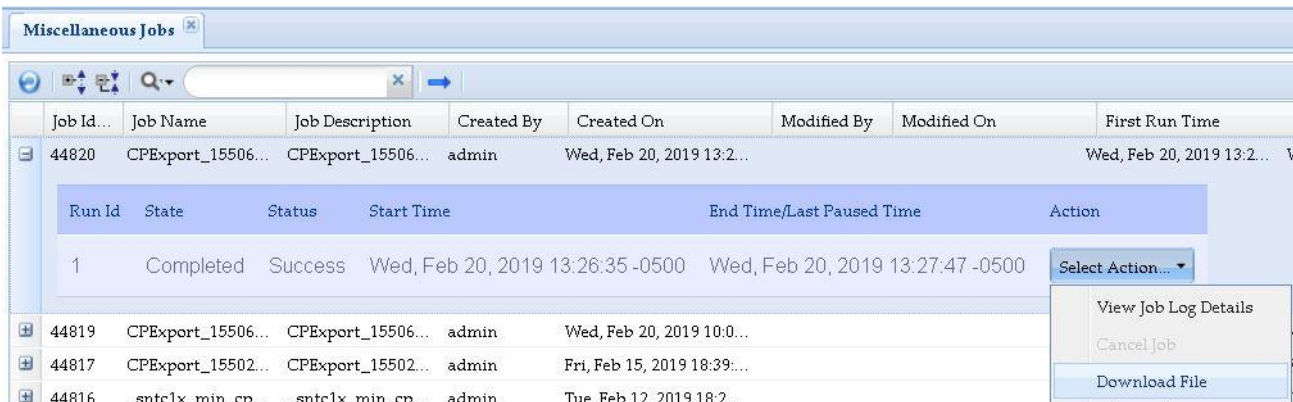
5. To download the file, go to Reports→Job Management Reports...



6. From the Job Group Type select Miscellaneous Jobs and be sure the Sub Type is set to CP Export Jobs



7. Find the Job Name that matches the one from Step 4, expand the job details and select Download File from the drop-down menu



8. Import this zip file directly to the SNTC portal and make no changes to the contents.