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Issue 1  
October 2016

*Newton*  
*Distributor Module*

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## What is Newton

To better align with the One AT&T initiative and streamline processes an Inventory Tracking application called Newton has been developed to improve asset tracking. The goal of Newton is to drive adoption of asset tracking business processes through improved user efficiency and experience. Newton is designed for use on a Desktop/Laptop.

## How to Access to Newton

Access Newton using the Production Link: <https://smartforms.att.com/newton/home.jsp>

**Note:** Firefox Browser is required to use Newton

## Preferences

### User Profile

Your security profile determines what you see in Newton

**Setting Preferences**

1. Click the gear to the right of your screen.

2. Update Profile Information

3. Click Update to save changes.

**To Set Preferences:**

1. Click the gear to the right of your screen.
2. Update Profile Information
3. Click Update to save changes.

**Success**  
The location has been added successfully!  
OK

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## Dashboard Configuration

NOTE: modify button returns user to the preference screen to adjust dashboard layout



NOTE: Use center dropdown to select desired location

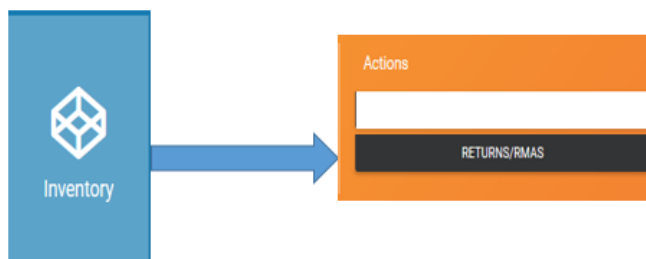


## Inventory

newton

### Inventory – RMA Transactions

☐ Click the Inventory Tile to access the Returns/RMAs Action Menu



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## Creating RMAs

### Inventory Module – Returns/RMA

Actions

RECEIVING

**RETURNS/RMAS**

#### Returns

Details

Vendor: 13890922 MEMPHIS REV LOG

Notes

Scan or Enter Serial #

#### Pending RMA Creation

13890922	MEMPHIS REV LOG	ITEM QTY:1
13894043	CHIKAHUA REV LOG	ITEM QTY:2
13894047	REYNOSA REV LOG	ITEM QTY:8

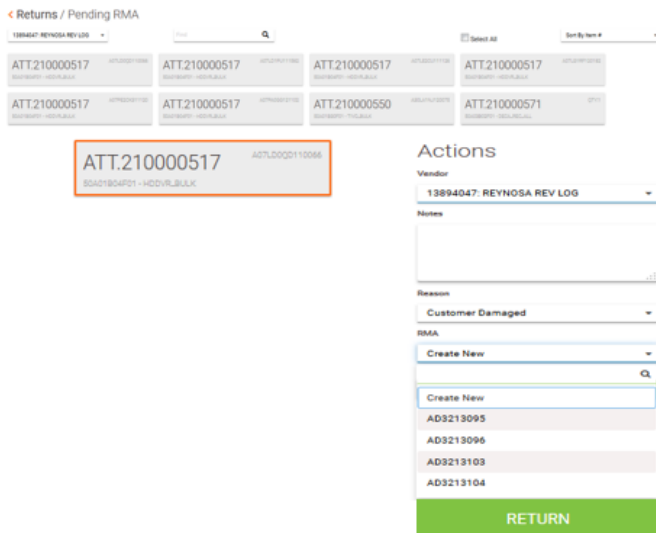
Actions

VIEW OPEN RMAs

- Returns from the Field to be sent to Vendors are processed using the Returns/RMA function.
- Select the Vendor receiving the Return/RMA
- Scan or Enter the Serial # of the Items to be returned.
- Once the RMA is created it shows in the Pending section (option to add to RMA before sending)
- Click the Black Bar to View existing open RMAs

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## Inventory Module –Pending RMA



- **Click Pending RMAs to view RMAs to be processed.**
- **Select All or individual Orders to be processed.**
- **From the Actions menu the Vendor can be changed and Notes added.**
- **Select the Reason for Return.**
- **Select Create a New RMA or add to a previous RMA**
- **Click Return to process the Return**
- **Shipment Documents are retrieved from SMS**

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## Cancelling RMAs

# Cancelling RMAs

1. To Cancel a RMA select the individual RMA or Click Select All
2. Click Remove From RMA or Cancel RMA



## Application Support

IP&O Training and Support Documents: <http://ebizweb.att.com/dcpr/cats/locations.cfm>

AOTS Tickets to Report Application Issues:  
<http://ushportal.it.att.com/step2.cfm?app=3668&home=ush>

Newton Q & A Cube: [Q & A Cube](#)