



Issue 2
October 2016

*Newton
HSP 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

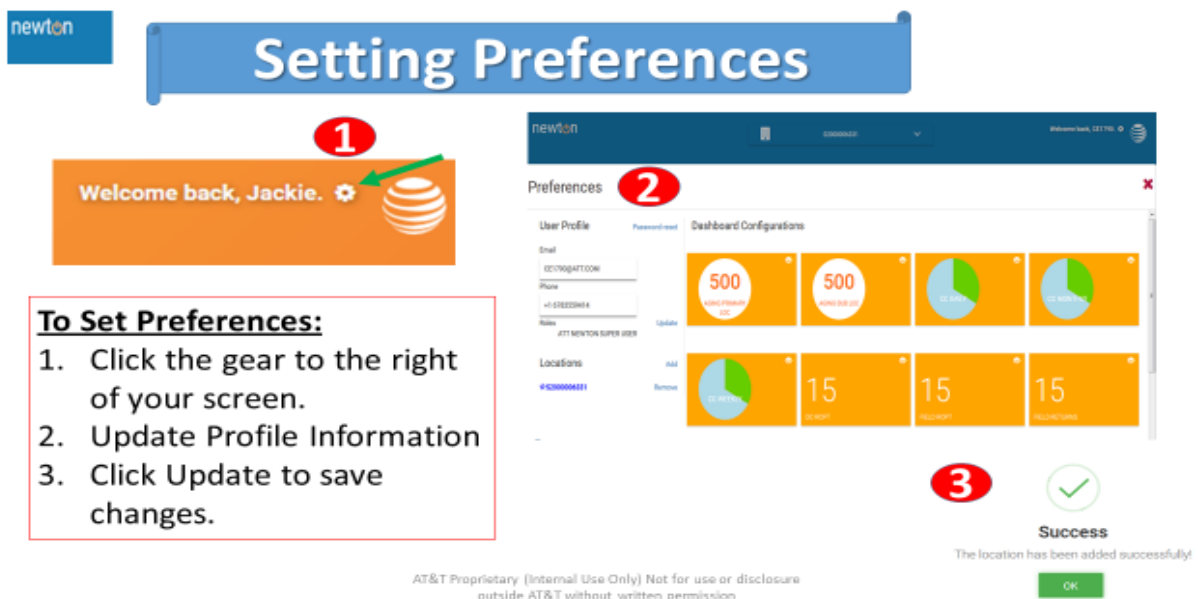
Access Newton using the Production Link: <https://smartforms.att.com/newton/home.jsp>

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.

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

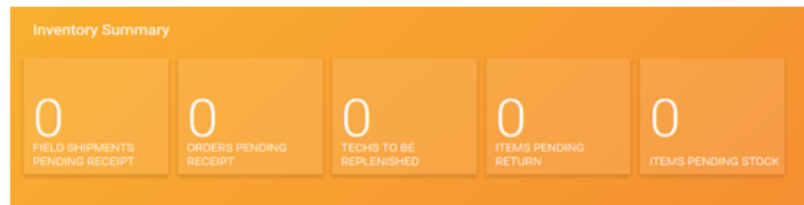


Inventory

Inventory Summary

Provides Information on the following:

- Field Shipments Pending Receipt
- Orders Pending Receipt
- Techs to be replenished
- Equipment Pending Return
- Items Pending Stock
- Additional options determined by Users.



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Receiving

Inventory Module – Receiving

Use the Tile or Receiving Link to Locate Orders/Shipping Numbers to be Received

NOTE: Types of Shipments to Receipt

- Field Shipments: Field to Field Transfers
- Orders: Distribution Center Shipments (Internal & External)
- Pallets and Cartons

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Inventory Module – Receiving

- Under Serialized Equipment header Select: Pallet – Carton – Equipment – Non-Serialized Materials bar (depending on the shipment received).
- Scan or enter the Pallet ID
- Scan or enter the required # of serial numbers (e.g. 2-3 serial numbers) 0 of 2
- Pallets and Cartons are received in Newton (Green Border for successful - Bar Chart reflects % increase in receipt)
- Progress meter will show 100% when all shipments are fully received.
- **NOTE:** Details of Pending orders can be viewed from this page. Use **View Details** to see details of un-receipted Order and Shipping numbers.

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Returns/RMA

Inventory Module – Returns/RMA

Actions

RECEIVING

RETURNS/RMAS

Returns

Details

Vendor
13890922: MEMPHIS REV LOG

Notes

Scan or Enter Serial #

Pending RMA Creation

13890922	ITEM QTY1
13894043	ITEM QTY2
13894047	ITEM QTY3

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

< Returns / Pending RMA

ATT210000517	ATT210000517	ATT210000517	ATT210000517
ATT210000517	ATT210000517	ATT210000550	ATT210000571

ATT.210000517
ATTLOGD11908

Actions

Vendor
13894047: REYNOSA REV LOG

Notes

Reason
Customer Damaged

RMA
Create New

RETURN

- 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

« Returns / Open RMA / AD3227001 ✕

Find Select All ▾

ATT.210000509 SDA01B01F01 - BASIC_BULK	A10GA70L321165	ATT.210000517 SDA01B04F01 - HDOVR_BULK	TSERIALNUM1
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Actions

- REMOVE FROM RMA
- 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](#)