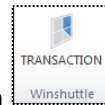


Winshuttle Central Job Aid

Run a Transaction script with No Data Review using a template from Central



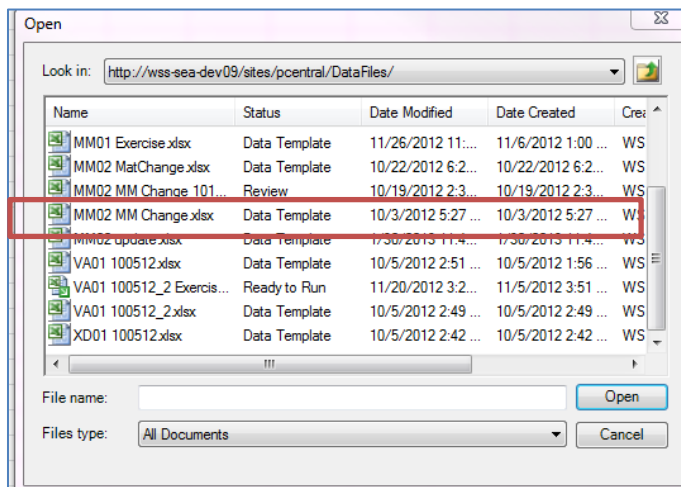
1. Open Excel > click **Winshuttle** > click **Transaction**, this opens the Runner Add-in.

The screenshot shows the 'Winshuttle TRANSACTION' window. It has a title bar with 'Winshuttle TRANSACTION' and window controls. The main area is divided into sections: 'Select TRANSACTION script:' with a search icon; 'Title:' with a text field; 'Run Settings' with a 'Run Rows:' dropdown set to 'As Specified Below', and fields for 'Start Row', 'End Row', 'No of Rows', and 'Log Column'; 'Run Reason:' with a text field; 'Run Options:' with a dropdown set to 'Run Now'; 'Test' and 'Stop' buttons; 'Tools' with 'Write Headers' and 'Look Up Values' buttons; a 'CENTRAL' section with a 'Welcome pverbeek' dropdown; a 'Data file path:' field with 'Book1'; 'Script status:' and 'Post Type:' fields with 'Manual'; and a 'Submit' button.

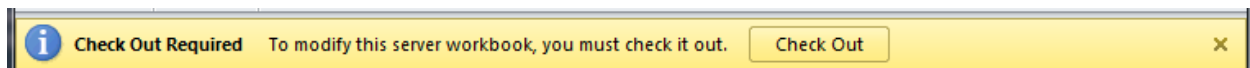
2. Click **Open from Central**.



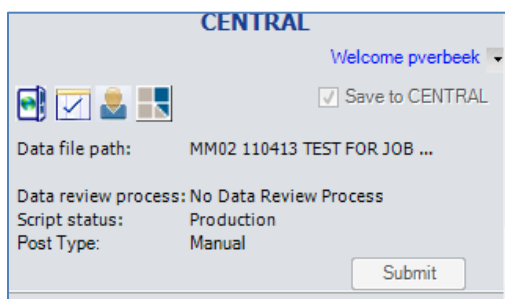
3. Select the template (Status should be Data Template) > click **Open**. Template will load and header row will populate, if available.



*Note: If the **Check Out Required** message appears, close by clicking the 'X' at the right.*



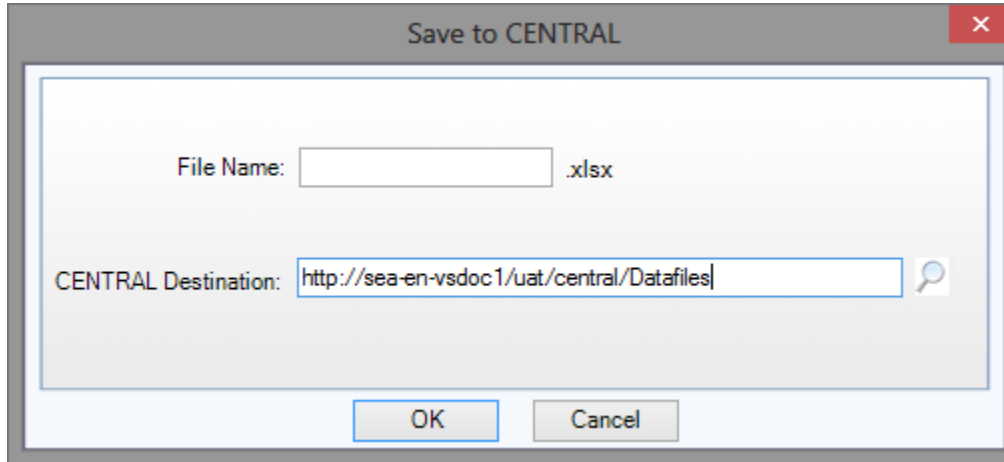
4. Save the template locally. Click **File** > click **Save As** > select the location > change the name of the template > click **Save**.
5. Insert the data in the template > click **Save**.
6. Since the script has the '**No Data Review**' option, the script is now ready to Run.



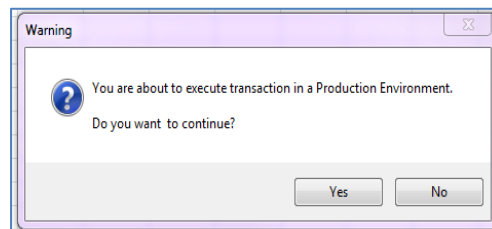
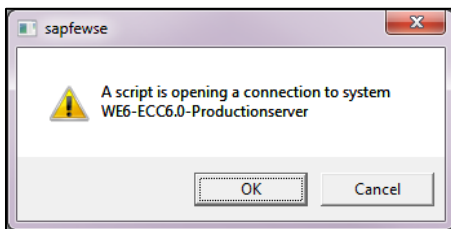
7. Set Run Settings: Start Row, End Row, and Log Column.
8. In Run Options, select **Run Now**.
9. Click **Run**.

10. Login to SAP > click **OK**.


11. Name File > click **OK** on Save to CENTRAL pop-up

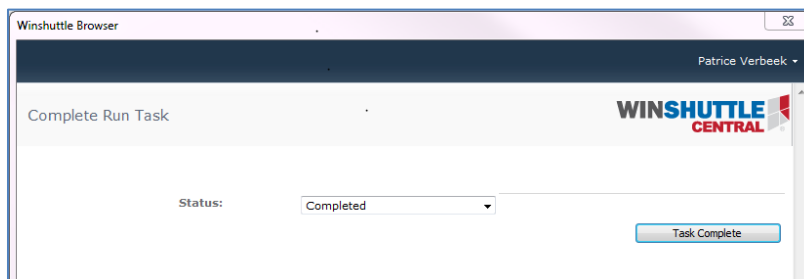


12. Click **OK** or **Yes** on the production warning message. Message will vary depending on script.



13. Review the Log message and data in the Excel spreadsheet.

14. Click **View tasks**  in the Runner Add-In > this will access the Complete Run task > click **Task Complete**. This will move the data file into the Completed Data Files library.



15. Close Excel.

16. The locally saved copy of the template may be deleted, as it is no longer needed.