

### **Step 1: Deactivate previous Promotional File**

If this is your first month loading Mango's Closeout Promotion file then please skip this step.

1. Open Eagle Browser
2. In the Launch Bar, type in **MIP**
3. In the Type drop-down select the currently active closeout promo, example **CLEAR02** (02 represents the month, February. If it were August it would be CLEAR08)
4. If multi-store, you will need to select the correct store in the Store dropdown.
5. In the top ribbon, click on **Display** (F6). A listing of SKUs should appear.
6. In the top ribbon, click on **Misc Kpad** (-)
7. Click on **Make Global Changes to Promotions in the grid** (1)
8. A new window will appear, set the **end date** to be yesterday and click **OK**
9. If you have more than 200 SKUs on promotion then a box may appear asking if you want to load more than 200, click **Yes**
10. In the top ribbon, click on **Change** (F5)
11. A new window will appear, click **ALL** and it will commit the change to all the SKUs in the list.
12. Close out of MIP
13. In the Eagle Launch Bar, type in **RUP**
14. Print Setup -> Print To -> **S**
15. Options -> Options -> **F**
16. From/To -> Promo Type -> Enter your currently active closeout Promo, example **CLEAR02** to **CLEAR02**
17. From/To -> From/To Range is Correct -> **Y**
18. In the top ribbon, click on **Run** (F4)
19. Do you wish to exit, click **Yes**
20. The promotion is now deactivated

## **Step 2: Retrieve the new Promotional File**

1. Find your Closeout\_MACRO text file attached to your Excel Reports email or in your Online Reports Excel directory ([online report instructions](#)).
2. Download / Save As the file named: " - Closeout\_MACRO - ", e.g. "07205 - Closeout\_MACRO - 0216.txt"
3. You will need to remember where this file is saved.

## **Step 3: Load the new Promotional File**

Note: Secure Access users, please use this alternative help content: [Closeout Secure Access.pdf](#)

Note: Large Format users, please use this alternative help content: [Closeout Large Format.pdf](#)

Note: For stores with Promotional Import (Option ID 1082 = Yes), please use this alternative help content: [COM MIP Import](#)

The steps below will guide you through creating a macro (programmable key) in Network Access and then using that macro to import your promotional file saved in Step 2 above.

1. In the Eagle Launch Bar type in **NA** (Network Access) and press **Enter** then log into Network Access
  1. You may need to type "m" at the login: prompt, then enter your Eagle login credentials
2. In the FUNCTION line of Network Access type **MIP** and press Enter
3. NOTE: if your system says "Access not allowed when large field size enabled" please use this alternative help content: [Closeout Large Format.pdf](#)
4. In the top menu bar, click on **Options**
5. Under the **Keys** submenu, click **Programmable Keys...**

### **First Time Setup:**

1. Select an open (without a macro already assigned) Programmable Key, Ctrl+F10 for example
2. Type **Mango Closeout** for the Description
3. Click on the "... " button after Data File Name and a new window will open
4. Find the Closeout\_MACRO.txt file you saved in Step 2, click on the file then click the **Open** button
5. Make sure the Field Separator says , **Comma**
6. ----- (steps 7 - 10 are a one-time setup) -----

7. Select the text between the asterisks (DO **NOT** SELECT THE asterisks) then right-click and select copy:

```
**{Column 1}{ENTER}{ENTER}{Column  
2}{ENTER}{ENTER}{ENTER}{ENTER}{ENTER}{ENTER}{ENTER}{ENTER}{Column 3}{Column 4}{Column  
5}{ENTER}{Column 6}{Column 7}{Column 8}{ENTER}{Column  
9}{ENTER}{ENTER}{ENTER}{ENTER}{F4}A{ENTER}{F12}**
```

8. *Note: if using printed instructions, then please visit [mangoreport.com/help](http://mangoreport.com/help) and click Closeout Management from the leftside Contents list, then click MIP & Label, Step 3; this will show you to the asterisks text for this step.*
9. Under Macro Definition, **right-click** on the white space and select **Paste**
10. NOTE: if your system doesn't not allow you to paste then it is because you have Secure Access. Please use this alternative help content: [Closeout Secure Access.pdf](#)
11. IMPORTANT: **uncheck** the box that says "Macro playback follows keyboard focus"
12. Click **OK**
13. Press **F12** to clear the MIP screen
14. Now press **Ctrl+F10** (or the programmable key you chose in step 6) and the macro will begin to run.
15. Let the macro completely finish before closing Network Access, this can take several minutes depending on the size of your closeout file.
16. Once the macro is finished, close Network Access.

Repeat Users:

1. Select the previously assigned Programmable Key, Ctrl+F10 for example
2. Click on the "... " button after Data File Name and a new window will open
3. Find the Closeout\_MACRO.txt file you saved in Step 2, click on the file then click the **Open** button
4. Click **OK**
5. Press **F12** to clear the MIP screen
6. Now press **Ctrl+F10** (or assigned the programmable key) and the macro will begin to run.
7. Let the macro completely finish before closing Network Access, this can take several minutes depending on the size of your closeout file.
8. Once the macro is finished, close Network Access.

Note: you may see "THIS SKU IS NOT IN THE INVENTORY FILE-NOT ALLOWED" messages at the bottom of the MIP screen when the macro is running; this behavior is desired and your macro is running correctly.

Multi-store: this process will need to be completed for each store in your organization.

#### **Step 4: Inspect the new Promotional File**

Review the promotional file loaded in the previous section to make sure your closeouts file loaded correctly.

1. In the Eagle Launch Bar, type in **MIP** and press enter
2. Click the drop-down for the **Type** field, select the correct promotion file, and click **Display** (F6). These instructions reference the month of February which means the Type will be CLEAR02 because it is the 2nd month of the year. March's Promo file will be called CLEAR03 and so on.
3. Review the items to be placed on promotion. If you decide to remove an item, delete the line, but also take preventive action so that it doesn't appear again next month:
  1. If it should not be closed out then change its store closeout flag in IMU back to "No"
  2. If you want it to remain in a closed out status but not be a part of Mango's Closeout Management file then change its Location 2 (in IMU) from MDR to something else like XDR and the year. (Example: XDR16) [Review the Location Strategies here if needed.](#)

#### **Step 5: Activate the new Promotional File**

1. In the Eagle Launch Bar, type in **RUP**
2. Print Setup -> Print To -> **S**
3. Options -> Options -> **F**
4. From/To -> Promo Type -> Enter the new promo type name, example **CLEAR03** to **CLEAR03**
5. From/To -> From/To Range is Correct -> **Y**
6. In the top ribbon, click on **Run** (F4)
7. "Do you wish to exit", click **Yes**

The promotion is now active and labels can be printed

## **Step 6: Print and Label Items**

A common question we get asked is why we provide a separate label file. This is because many SKUs will stay at their price for 2-3 months. The label file only has you print labels where the price is changing. We've found this can help reduce labor by up to 50% vs. print labels for every SKU in the promotion.

1. Find your **COM Labels** file attached to your Excel Reports email or in your Online Reports Excel directory ([online report instructions](#)).
2. Download / Save As the file named: " - COM Labels - ", e.g. "07205 - COM Labels - 0216.csv"
3. **\*\*Please don't open this file in Excel, it can cause formatting issues, use Eagle only.\*\***
4. You will need to remember where this file is saved.
5. From Eagle Browser, click **Label Design & Printing Menu**
6. Click **Print Inventory Labels**
7. If there are any items listed, delete them from the view before continuing
8. In the top ribbon, click **Viewer** (F9)
9. A new window will appear, in the top ribbon click **Misc Kpad** (-)
10. Click **Custom SKU List** (2)
11. Click **Import from CSV File** (6)
12. Find the *COM Labels* file you downloaded earlier and select **Open**
13. A message may ask if you want to clear the grid before importing, click **Yes**
14. Let the SKU list load, this may take a minute or two
15. In the top ribbon, click **Select** (F4)
16. A message will ask "Select all records from viewer?" click **Yes**
17. This may take a few minutes to load. Be patient.
18. Double click on the **Location header** to have the label list print in order.
19. In the top ribbon, click **All/None** (+) and click **Print**
20. [Locate the Mango Closeout label](#) or **Ace Markdown Label** (Eagle 26.1 or higher) and click **Open**
21. Select the correct printer and click **Ok**
22. Hang the labels and start selling through your dead inventory!