# Building a Macro in Secure Access

Please be aware that you won't blow anything up if you make a mistake creating the Macro. Yes, the macro does have to be perfect. But if you make a mistake just close the box and start again. While it is possible to edit the text in a Macro Definition window, it is not recommended. If you make a mistake just hit cancel or close the box and start again. If you build it and the macro doesn't run correctly you can still delete the macro and start again.

1. Log into Secure Access

2. At Function, type MIP

3. At top of screen, select the Options function

   a. Then scroll down to the Keys option
   b. Then scroll down to the Programmable Keys option and click your mouse
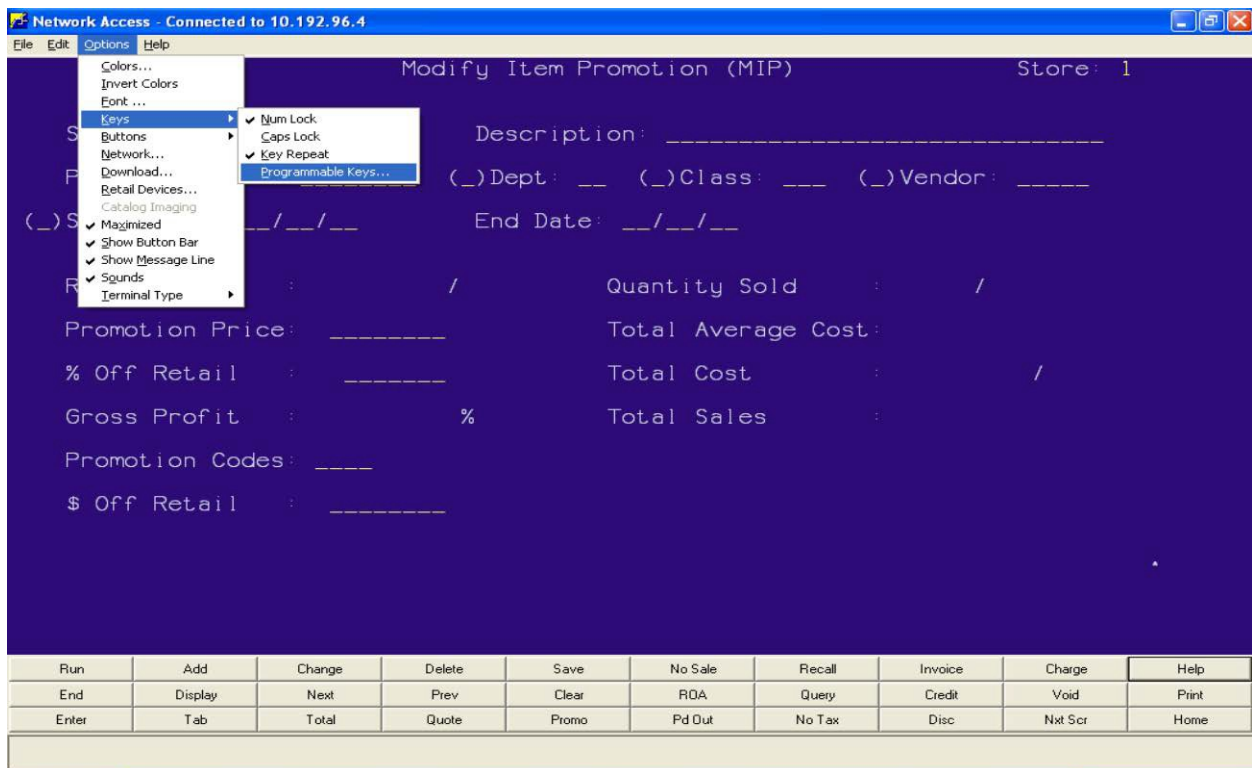
   c. A small window will open in the center of the screen that looks like this.
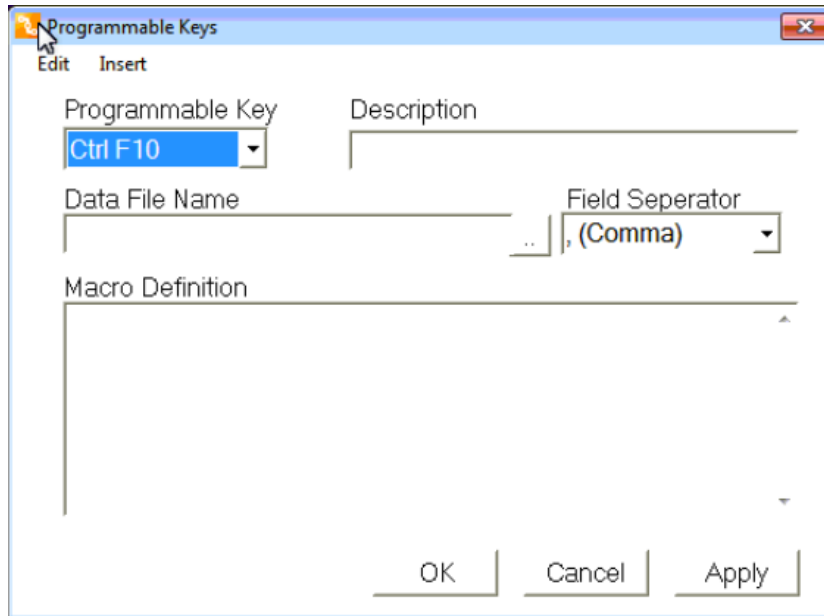
4. In the Programmable Key function, pull down on the drop bar option. Choose any *unused* programmable key. The Data File Name will come up blank if it is unused when you click on it. *For this example I used F10.*

5. In the Description field, type in "**Mango Closeout**"
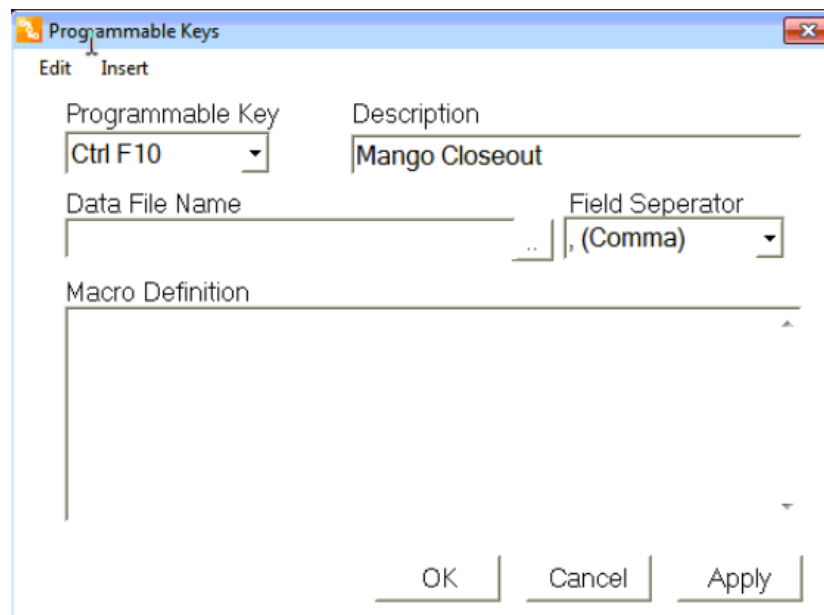
6. In the Data File Name field, click on the […] button next to the field.
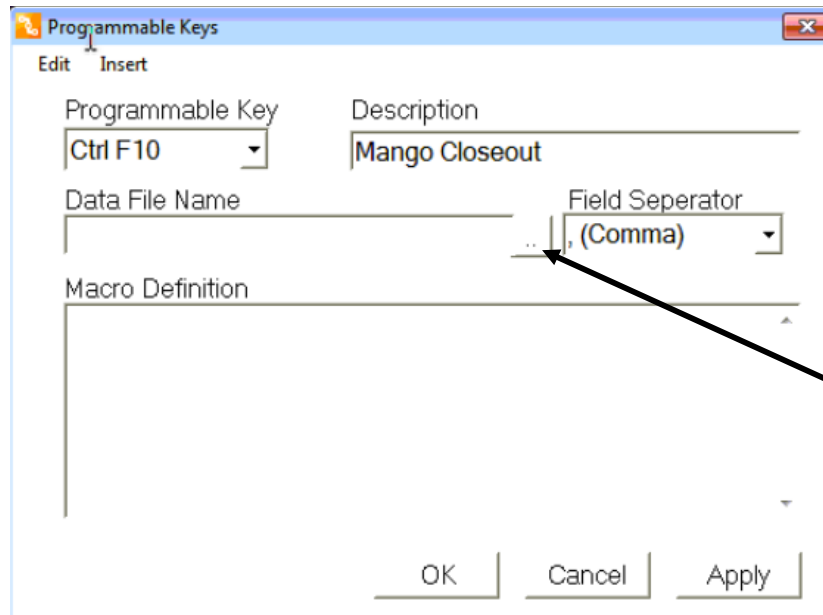

    a. This is where you are going to <u>select</u> the file that you are going to load. **DO NOT MANUALLY TYPE THE FILE NAME**.
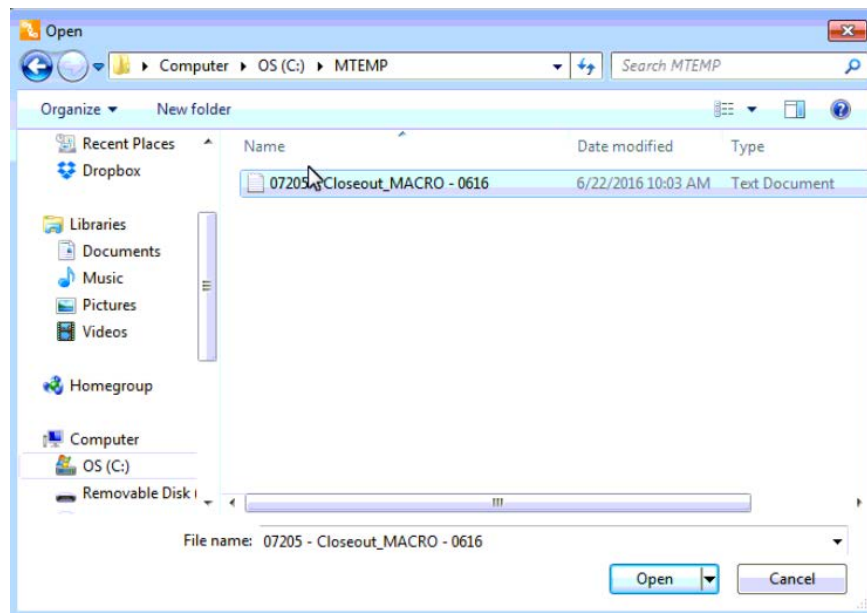
b. This is the same file you saved from your email in Step 1 (" - Closeout_MACRO - ", e.g. 07205 - Closeout_MACRO - 0216.txt). Note, the full path to this file will show in this window after you select it. So the file name may be hidden, scrolled off to the right but it is really there.
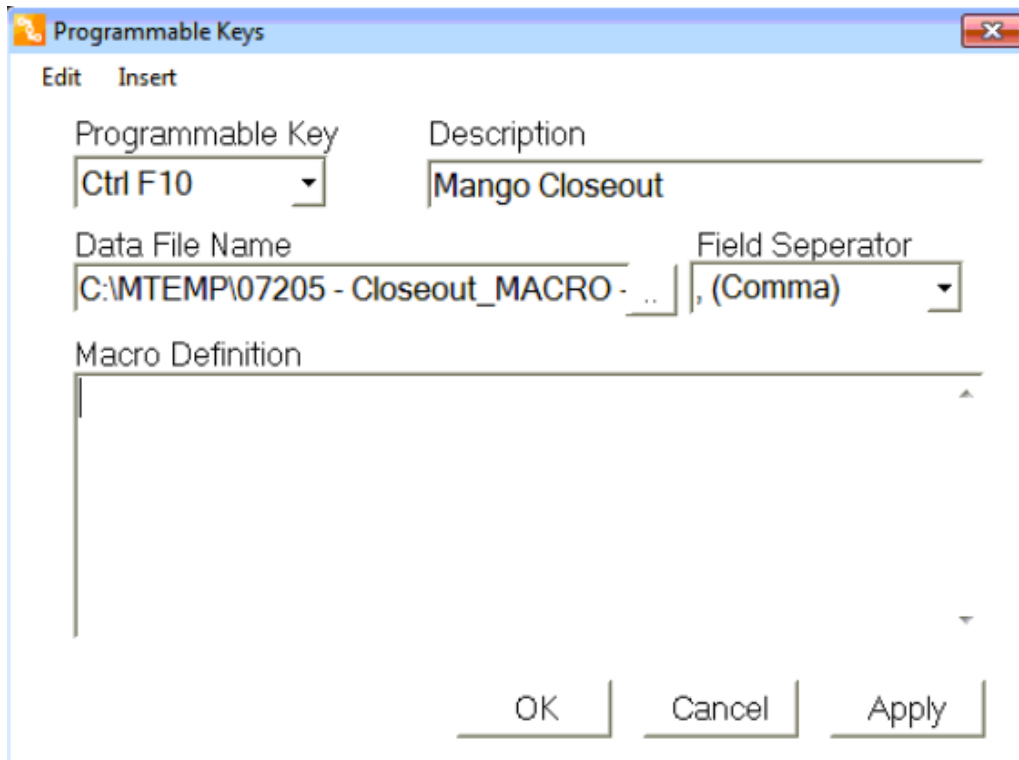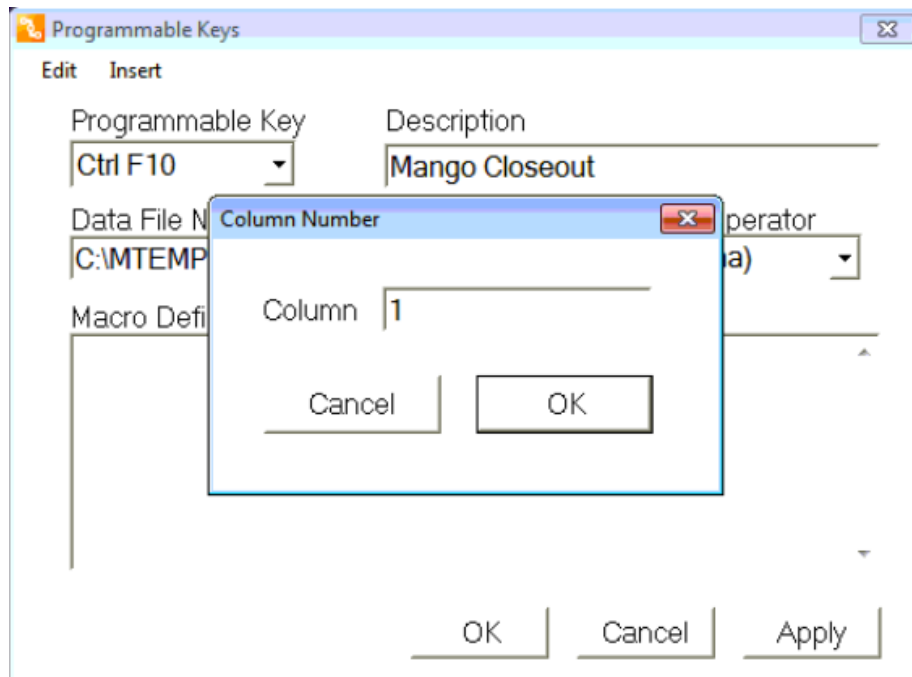
7. Now, put your cursor in the Macro Definition Field.
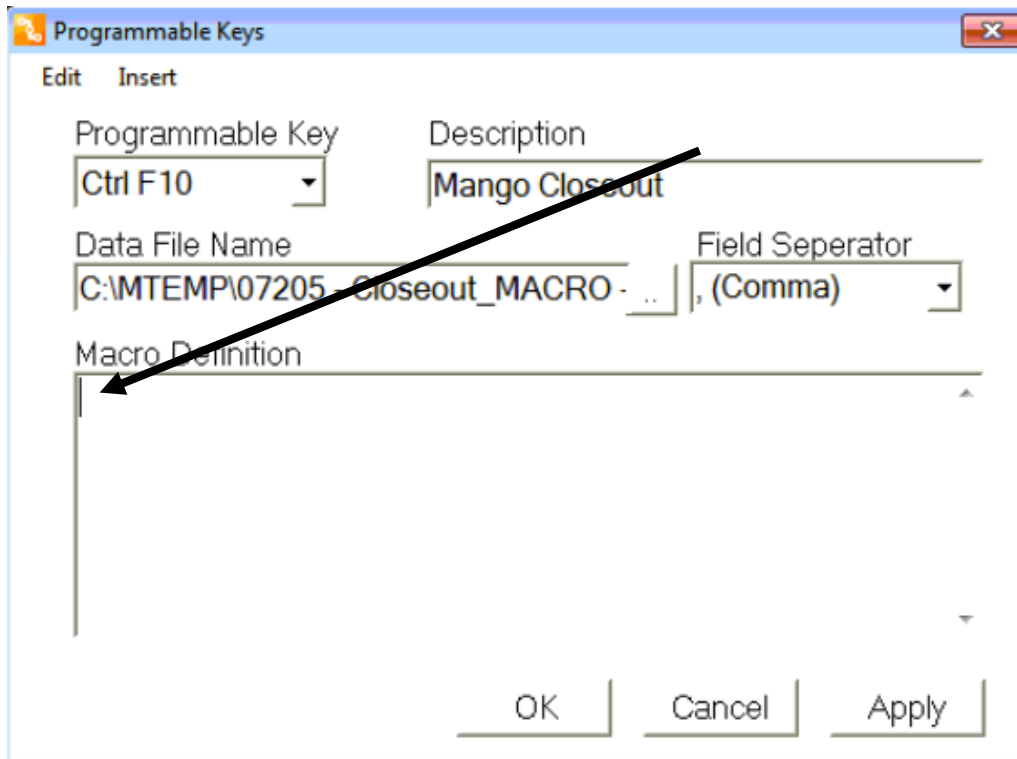
a. Click on the Insert button within the same box you are working in. Take your mouse all the way to the bottom of that window to the "Data File Column" feature.
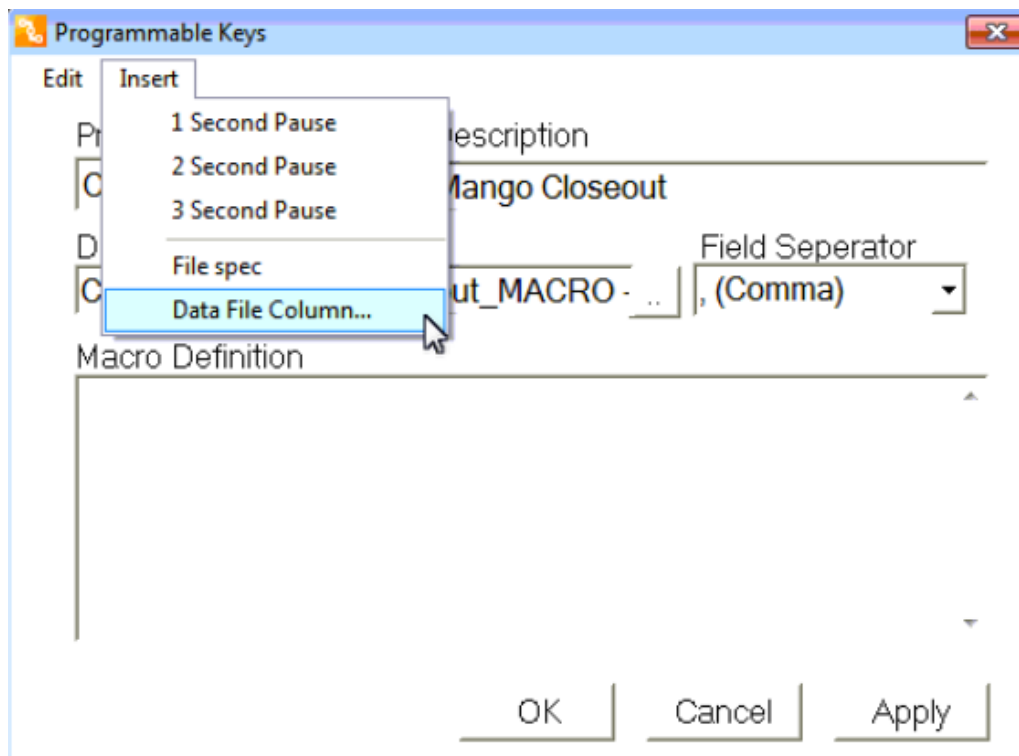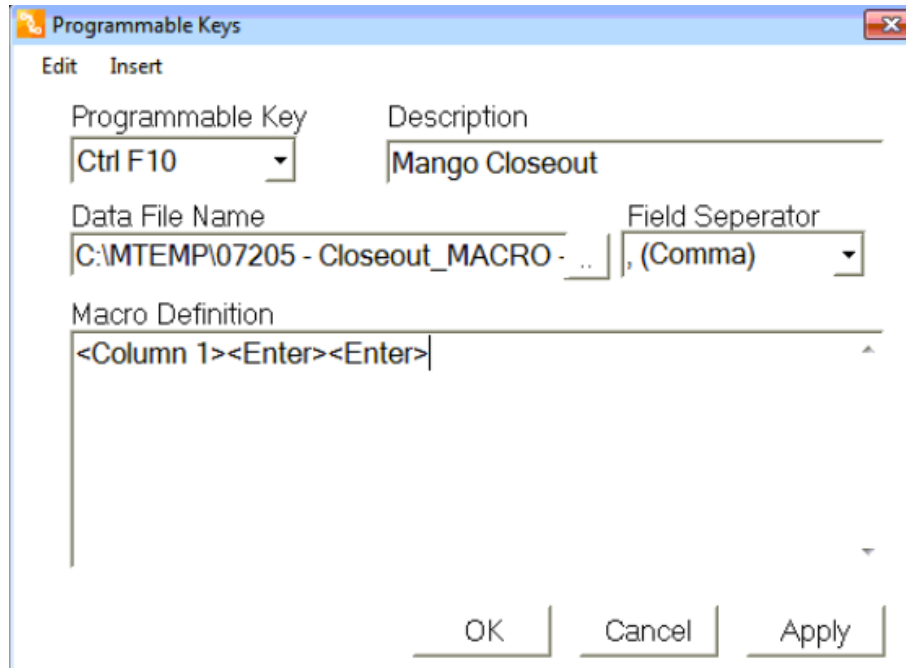
b. Another box (Column Number) will pop up when you click on this feature. Enter in the number **1**. Then click the OK button or hit the ENTER key. You will notice that <Column1> was added to the Macro Definition box.

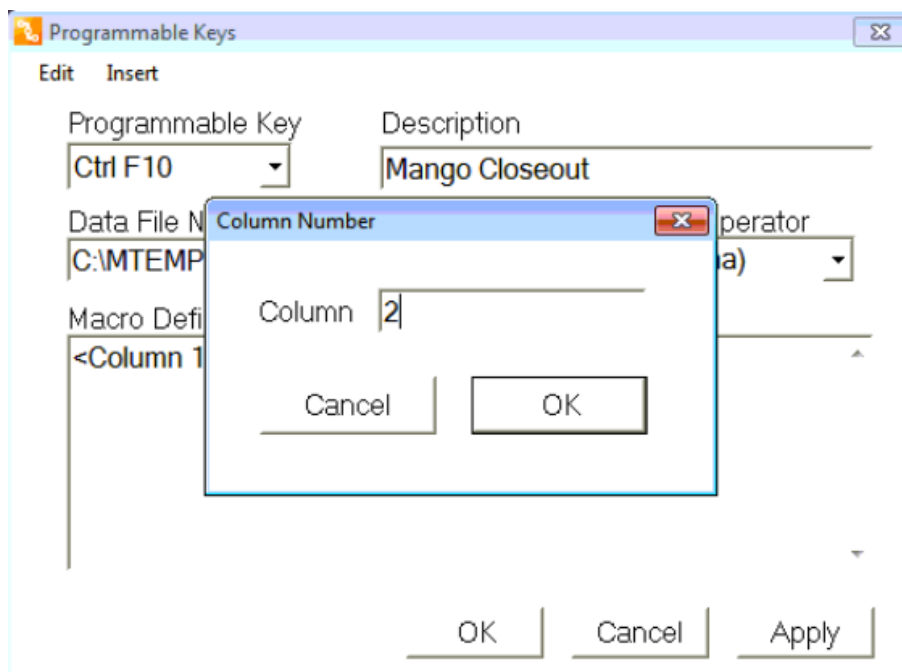After you press the Enter button or click OK, this is what you will see:
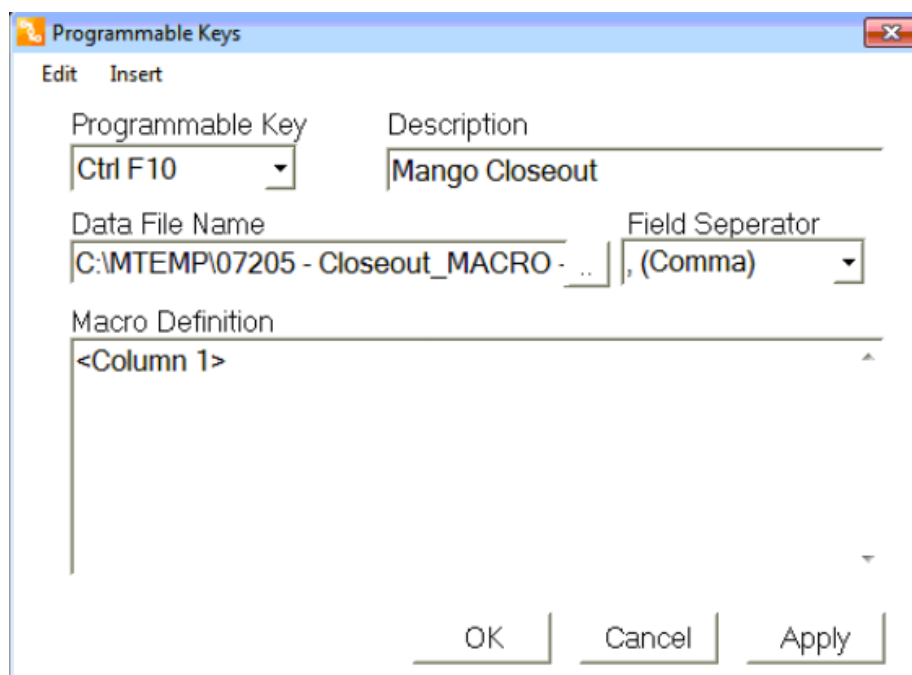
c. Proceed to hit the ENTER key twice so that <Enter><Enter> appears immediately after <Column 1> in the Macro Definition box.
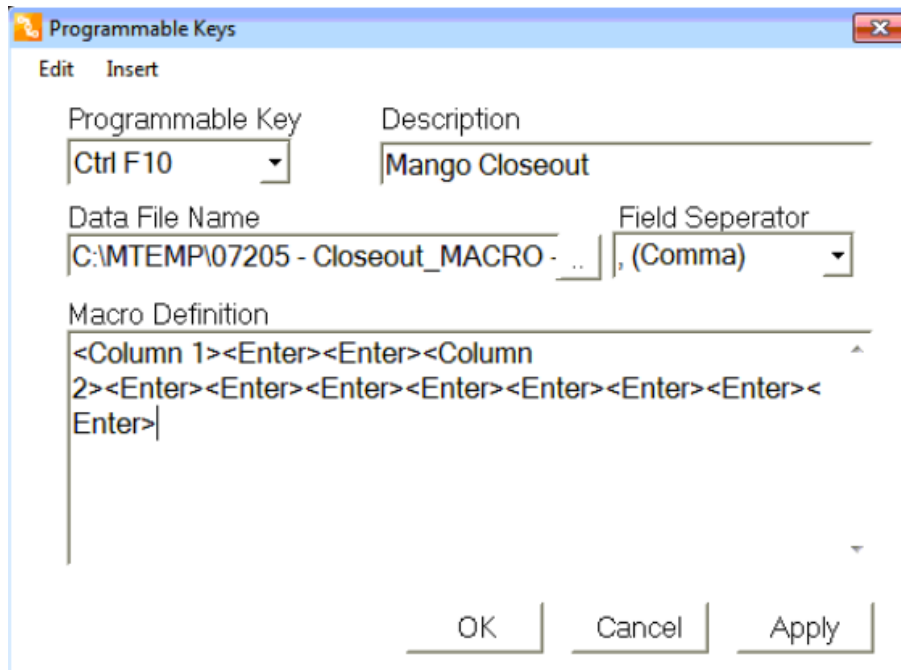
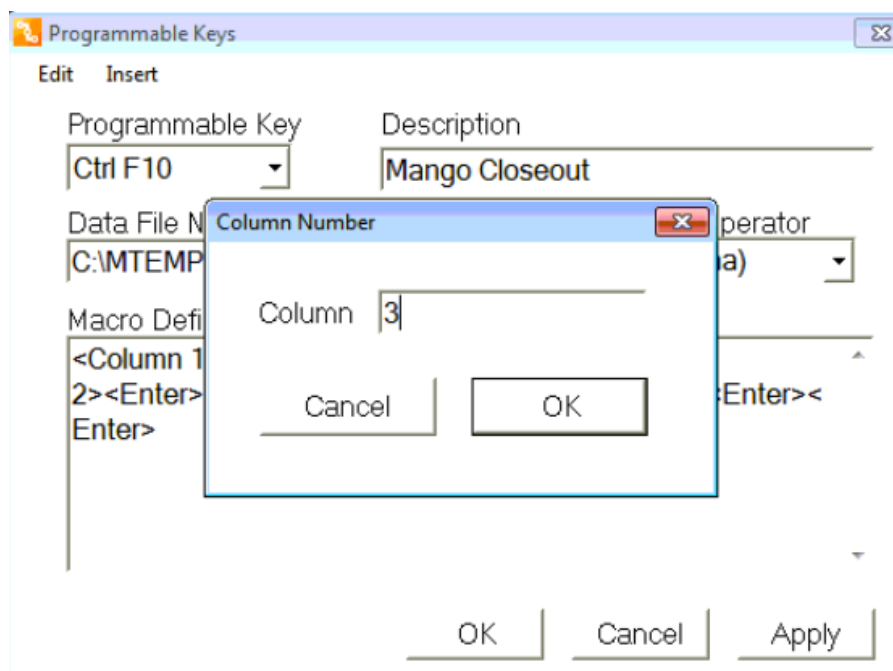d. Keep your cursor within the Macro Definition Field again.

Programmable Keys

Edit   Insert

Programmable Key   Description
Ctrl F10   ▼   Mango Closeout

Data File Name   Field Seperator
C:\MTEMP\07205 - Closeout_MACRO - .. | , (Comma)   ▼

Macro Definition
<Column 1><Enter><Enter>| ▲

                                                   ▼

          OK   Cancel   Apply

i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number **2**. Then click the OK button or hit the ENTER key. You will notice that <Column 2> was added to the Macro Definition box.

Programmable Keys

Edit   Insert

Programmable Key   Description
Ctrl F10   ▼   Mango Closeout

Data File N **Column Number**   ☒ perator
C:\MTEMP   a)   ▼

Macro Defi   Column 2|
<Column 1

          Cancel   OK

                                                   ▲

                                                   ▼

          OK   Cancel   Apply

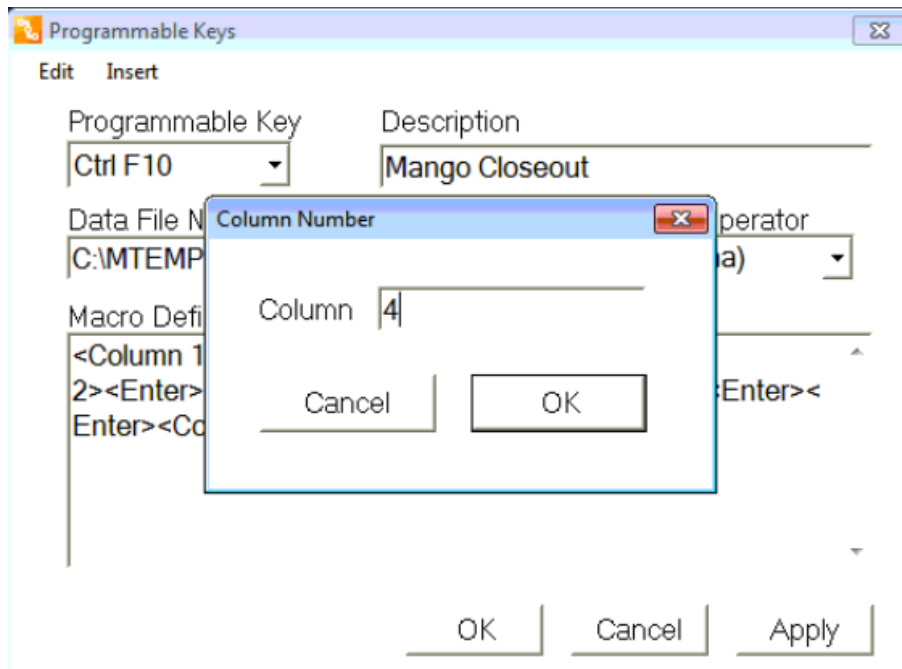e. Proceed to hit the ENTER key eight times so that
<Enter><Enter><Enter><Enter><Enter><Enter><Enter><Enter> appears
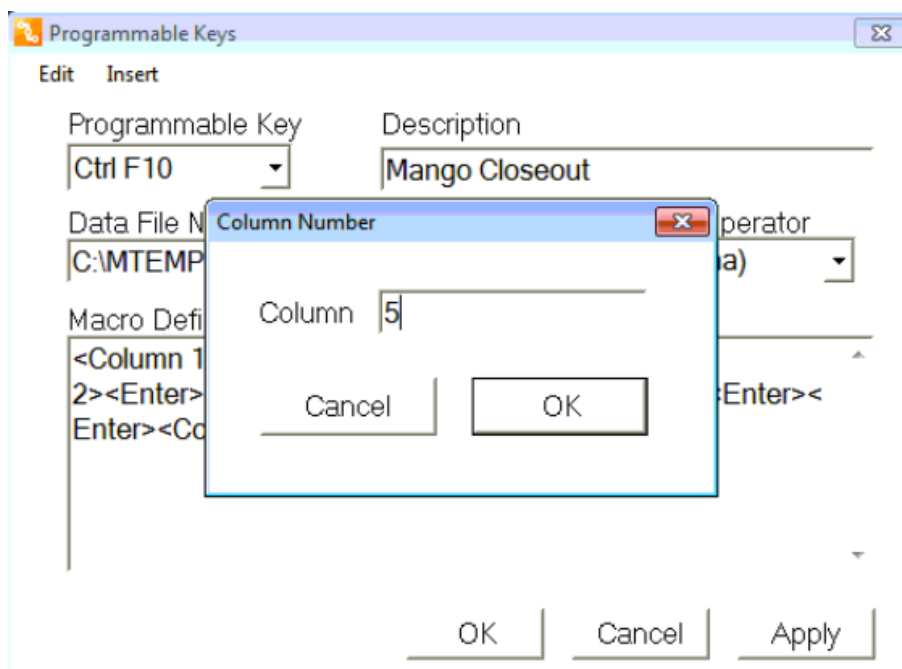immediately after <Column 2> in the Macro Definition box.

f. Leave your cursor within the Macro Definition Field again.
   i. Click on the Insert button and then click on "Data File Column". The
      Column Box will pop up again when you click on this feature. Enter in
      the number 3. Then click the OK button or hit the ENTER key. You will
      notice that <Column 3> was added to the Macro Definition box.

g. Leave your cursor within the Macro Definition Field again.

    i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 4. Then click the OK button or hit the ENTER key. You will notice that <Column 4> was added to the Macro Definition box.
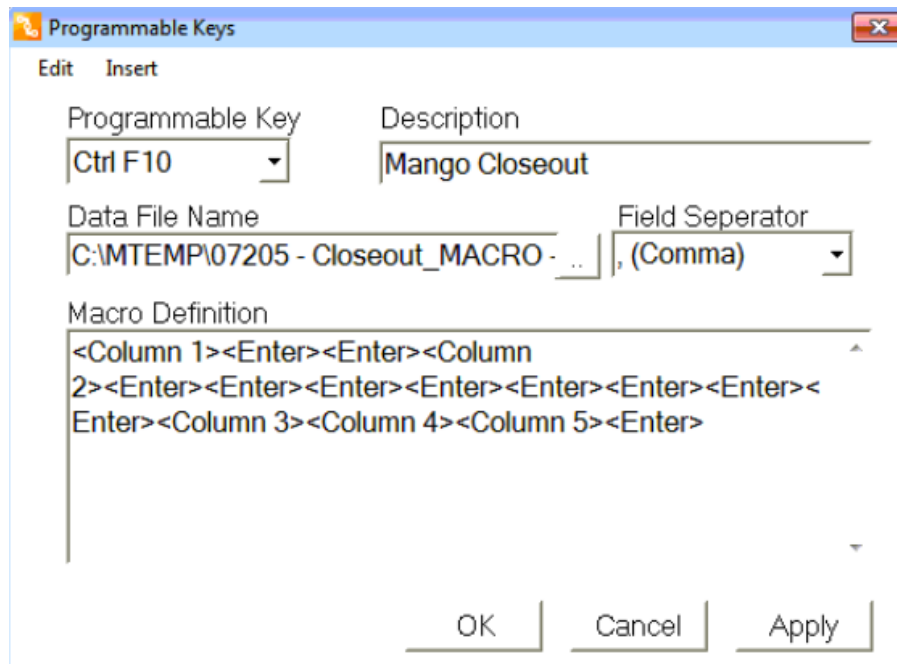

h. Leave your cursor within the Macro Definition Field again.

    i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 5. Then click the OK button or hit the ENTER key. You will notice that <Column 5> was added to the Macro Definition box.
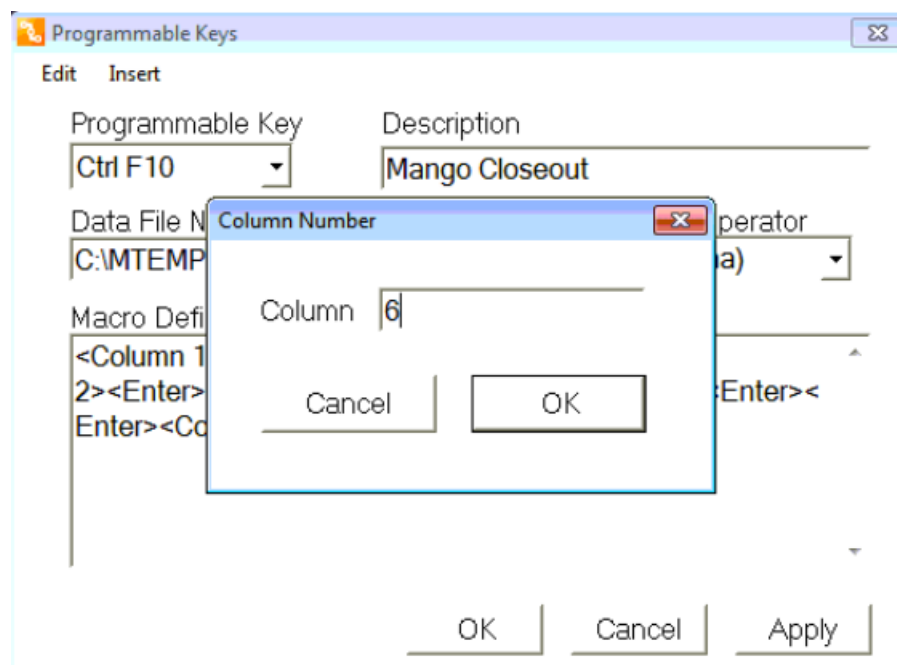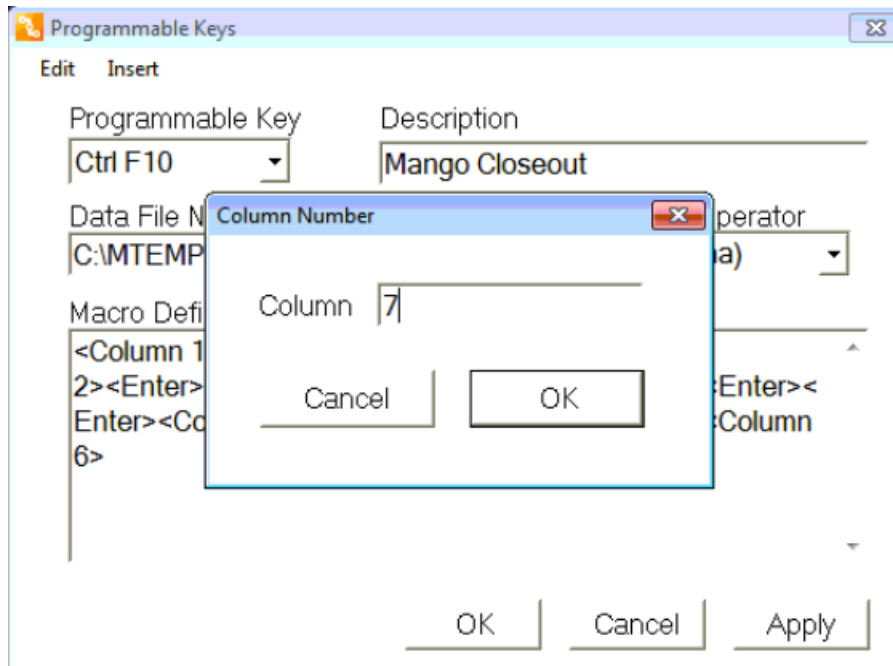
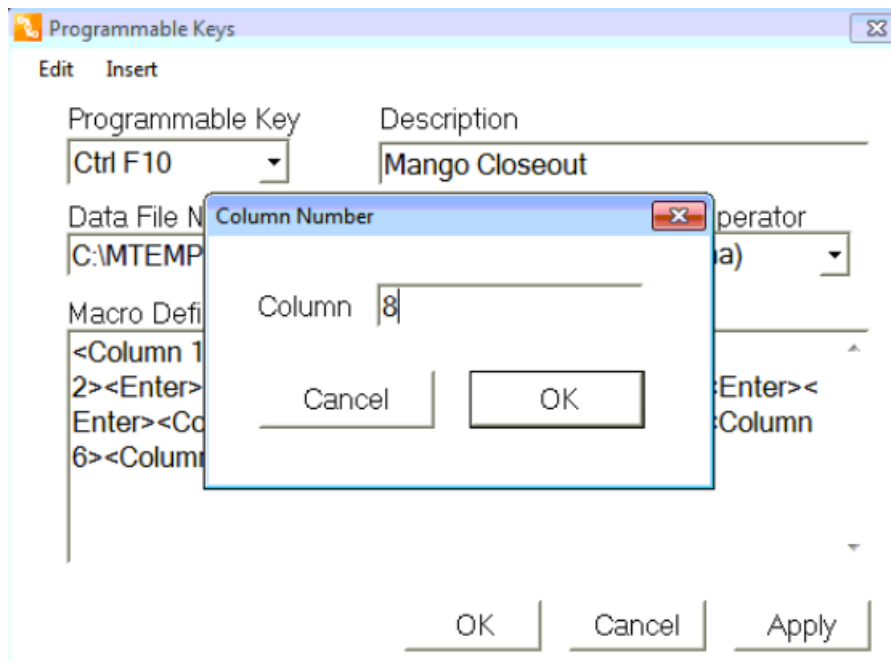i. Proceed to hit ENTER once so that <Enter> appears immediately after <Column 5> in the Macro Definition box.

j. Leave your cursor within the Macro Definition Field again.

i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 6. Then click the OK button or hit the ENTER key. You will notice that <Column 6> was added to the Macro Definition box.

k. Leave your cursor within the Macro Definition Field again.

  i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 7. Then click the OK button or hit the ENTER key. You will notice that <Column 7> was added to the Macro Definition box.
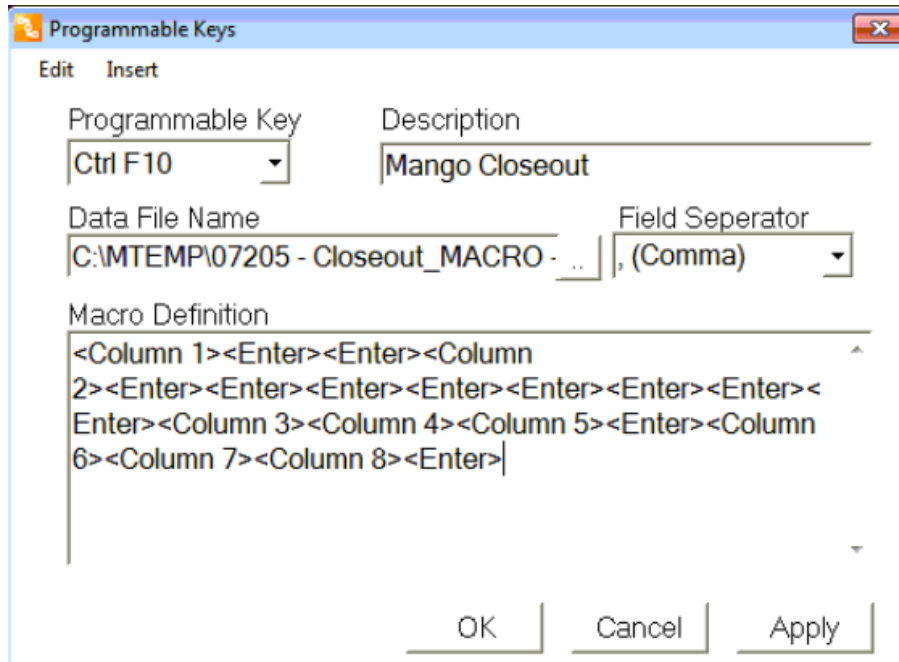

l. Leave your cursor within the Macro Definition Field again.

  i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 8. Then click the OK button or hit the ENTER key. You will notice that <Column 8> was added to the Macro Definition box.
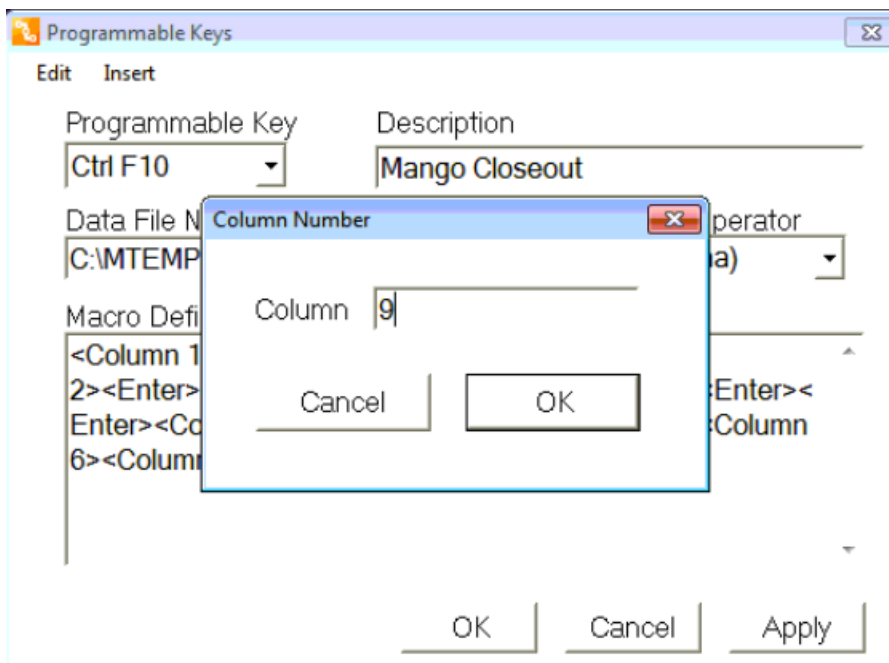
m. Proceed to hit ENTER once so that <Enter> appears immediately after <Column 8> in the Macro Definition box.

n. Leave your cursor within the Macro Definition Field again.
    i. Click on the Insert button and then click on "Data File Column". The Column Box will pop up again when you click on this feature. Enter in the number 9. Then click the OK button or hit the ENTER key. You will notice that <Column 9> was added to the Macro Definition box.
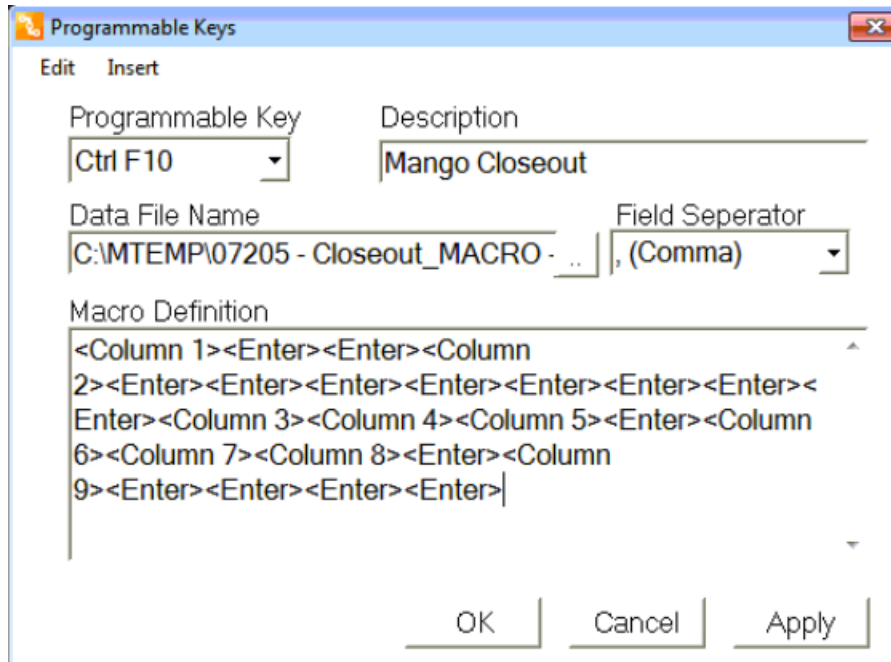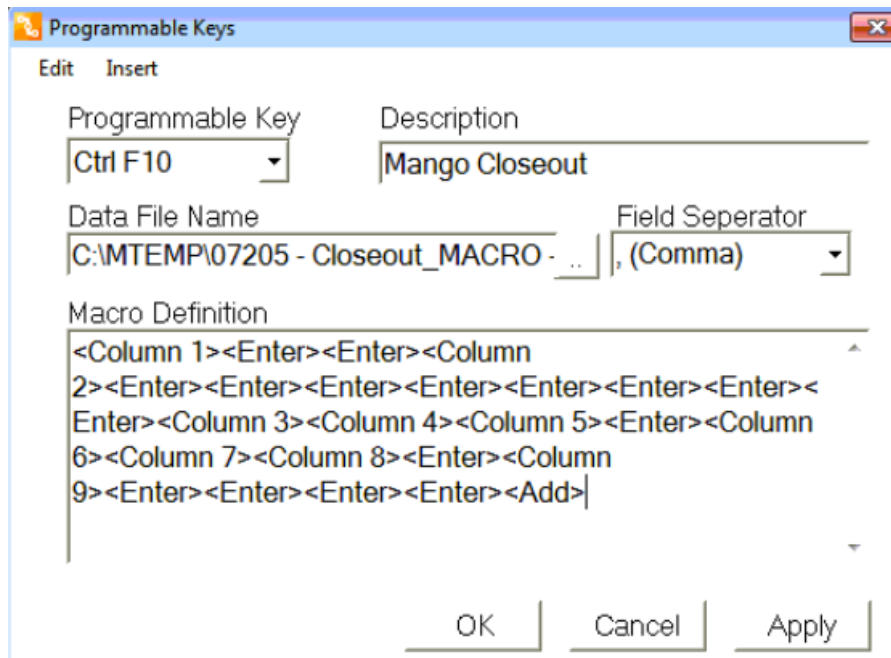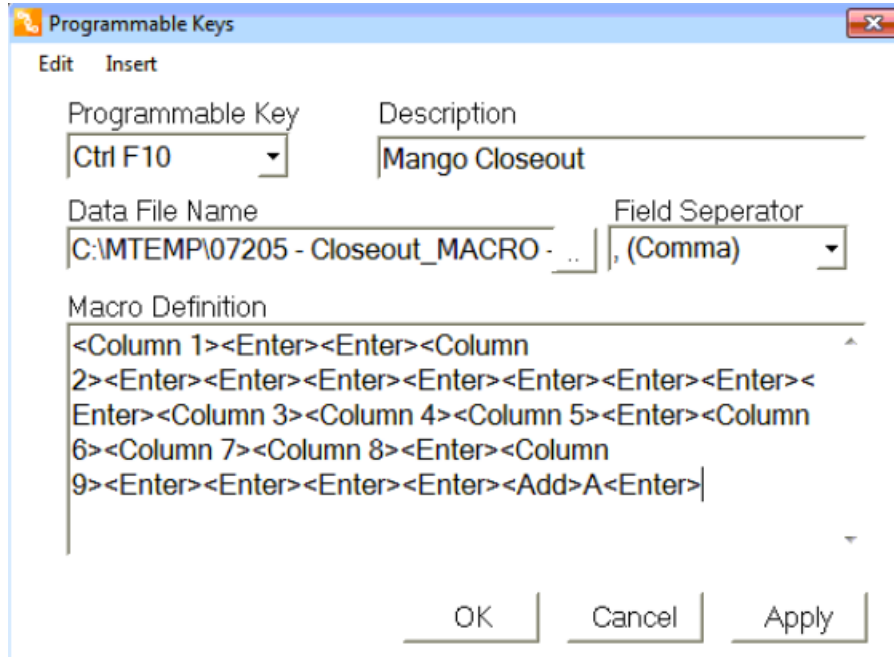
o. Proceed to press ENTER four times so that <Enter><Enter><Enter><Enter> appears immediately after <Column 9> in the Macro Definition box.
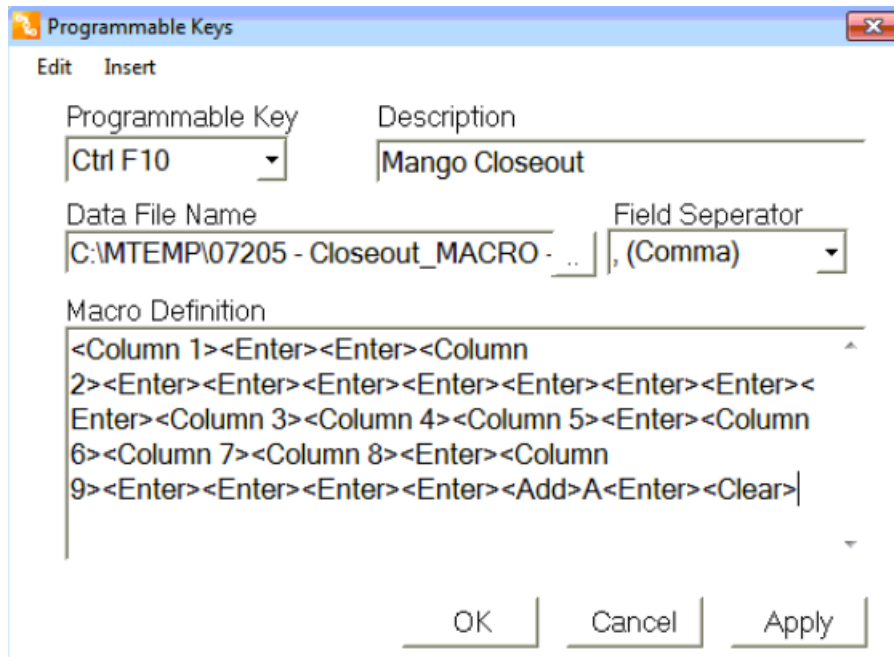

p. Press the F4 key. You will notice that <Add> was added to the Macro Definition box.

q. Keep your cursor within the Macro Definition Field again. Add the letter A, then press ENTER. (The A is an error protocol in case the promo price is lower than the store retail).

r. Press the F12 key. You will notice that <Clear> was added to the Macro Definition box.

s. You are now done entering the Programming Macro. The Macro Definition should read as follows.

{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}{Add}A{ENTER}{Clear}

If you are missing just one step, the file will not run properly.

*****IMPORTANT****

- **CLICK THE APPLY BOX TO SAVE THE WORK YOU JUST COMPLETED.**

The above instructions are only done once to set up your macro. Once the macro is saved in your system, it will be there until change is needed.

Finally click OK once you are sure everything is perfect and the Programmable Keys box will close.

Remember if something goes wrong during the building of your macro, it is better to reset or delete it and start fresh. Editing the macro is very unreliable.