

How to Create a Batch in ETC

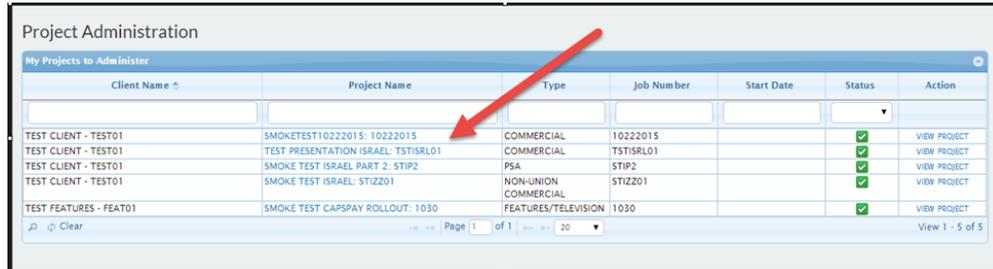
Quick Start Guide

ETC

How to Create a Batch in ETC Quick Start Guide

This guide will demonstrate and show the steps taken on how to create a Batch in ETC.

Once you're logged in to ETC, select the **specific project** you'll be working on from your list by clicking on the **project name** in blue.



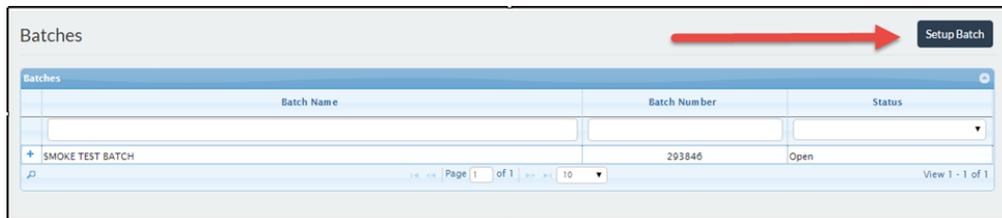
Project Administration

My Projects to Administer

Client Name	Project Name	Type	Job Number	Start Date	Status	Action
TEST CLIENT - TEST01	SMOKETEST10222015: 10222015	COMMERCIAL	10222015		<input checked="" type="checkbox"/>	VIEW PROJECT
TEST CLIENT - TEST01	TEST PRESENTATION ISRAEL: TSTISRLO1	COMMERCIAL	TSTISRLO1		<input checked="" type="checkbox"/>	VIEW PROJECT
TEST CLIENT - TEST01	SMOKE TEST ISRAEL PART 2: STIP2	PSA	STIP2		<input checked="" type="checkbox"/>	VIEW PROJECT
TEST CLIENT - TEST01	SMOKE TEST ISRAEL: STIZZ01	NON-UNION COMMERCIAL	STIZZ01		<input checked="" type="checkbox"/>	VIEW PROJECT
TEST FEATURES - FEAT01	SMOKE TEST CAPSPAY ROLLOUT: 1030	FEATURES/TELEVISION	1030		<input checked="" type="checkbox"/>	VIEW PROJECT

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Once you're at the project page, scroll down to the section that says "**Batches.**" In this section, click on "**Setup Batch**" on the right-hand side.



Batches

Batch Name	Batch Number	Status
SMOKE TEST BATCH	293846	Open

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After you click on "**Setup Batch,**" you will get a pop-up asking you what you want the batch name to be. You can name it anything you want, and then click "**Save.**"

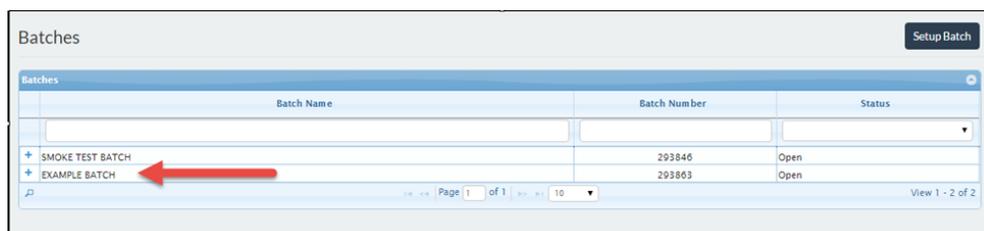


Create Batch

Name* EXAMPLE BATCH

Cancel Save

Once the batch name has been saved, the name will now appear in the batch name list.



Batches

Batch Name	Batch Number	Status
SMOKE TEST BATCH	293846	Open
EXAMPLE BATCH	293863	Open

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Have a question?
Contact support
today.



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