

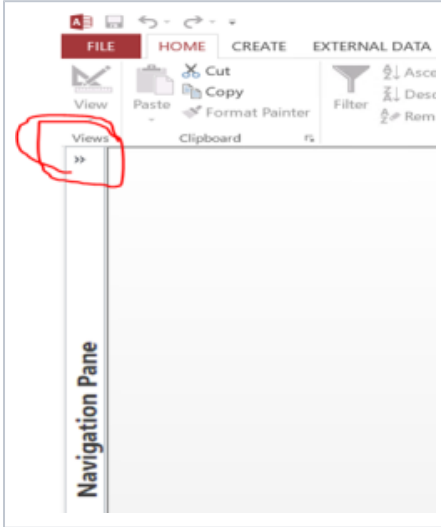
Update the PAM tools

Step-by-step guide

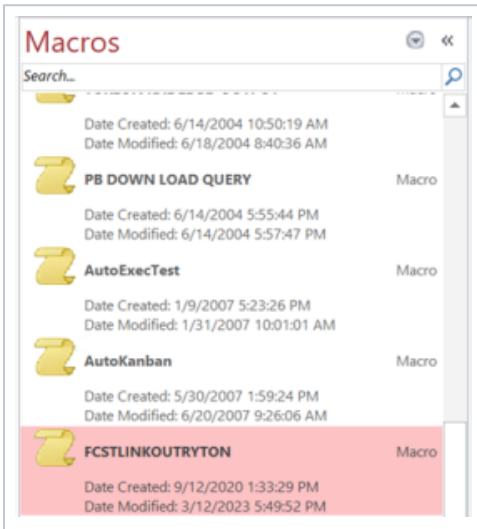
1. Log into Picaso TS03
2. Click on "US PicReporting" Icon to log into Microsoft Access [see picture]



3. On the home page, you will see the "Navigation Pane" on the left side of the screen. Now, Click on the double arrows located on the side bar [see picture]



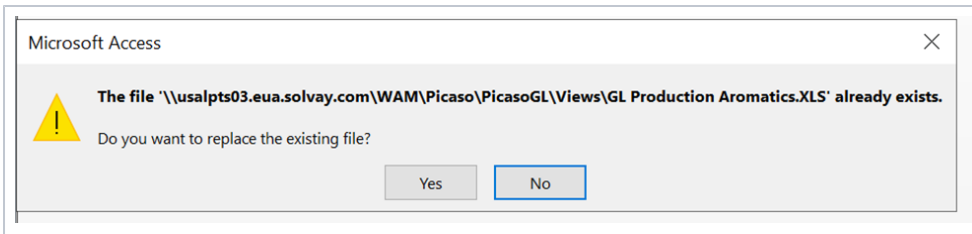
4. Make sure "Macros" is what you are searching for. To change the category click the drop down arrow. Your menu screen should look like the following [see picture]



5. Once your in the "Macros" category, you can macro we are going to need to run is highlighted in red from step 4. It is called "FCSTLINKOUTRYTON" and is towards the bottom of the menu. Double click once you find it.



6. A prompt is going to appear numerous times with "YES" and "NO". Select YES everytime the prompt appears. In the bottom right of your screen you will see a loading bar with "Running query" after you select "YES". This is how you know it is updating the PAM tools.



7. Once the prompts stop appearing on your screen and after "Running query" in the bottom right of your screen disappears, the PAM tools are done updating. This usually takes about 8-10 minutes of selecting YES on the prompts



Related articles

- [Access Picaso / EP / PicReport](#)
- [Run the weekly adherence Report](#)
- [Run the monthly adherence Report](#)
- [Redirect a forecast from a ship-to to another ship-to](#)
- [Setup a material in Picaso](#)