New SAMT Group Functionality Information

To ensure a smooth transition to the new SAMT, we **HIGHLY** encourage all admins who utilize group functionality to download their group reports from the legacy SAMT as soon as possible. This information will assist you with recreating the groups in the new SAMT, as data will not transfer when the legacy system sunsets. *Instructions on how to download your group report(s) can be found in this document below.*

We hope this message assists all admins in transitioning smoothly to the new SAMT for your contract and Bill-to ID support management needs. For any questions or concerns about the new tool's functionality or assistance creating Groups, please contact the IT Operations Team at samtsupport@cisco.com.

Some Key Differences of Groups: Legacy SAMT vs. New SAMT

| Legacy SAMT Groups	New SAMT Groups
Groups Contain Contracts or Bill-to IDs **and** Users	Groups Contain Contracts or Bill-to IDs Only – **No** users
Groups Can Be Shared between Administrators	Groups Cannot Be Shared between Administrators
Groups are used to grant access and maintain ongoing access.	Groups can be used to grant access but cannot be used to maintain access once access is granted.
Adding users to a Group grants access to all contracts and all companies on the contracts in the group	Users cannot be added to a Group. Groups can be leveraged when granting access to user(s).
Adding contracts to a Group grants access to all contracts and all companies on the contracts in the group to users in the Group.	When contracts are added to a Group, users who have been previously granted access to the contracts using that Group will not be granted access to the new contracts in the Group.
Removing users to a Group removes access to all contracts and all companies on the contracts in the group	Users cannot be added to or removed from a Group.
Removing contracts from a Group removes access to all contracts and all companies on the contracts in the group to users previously granted access using the Group.	When contracts are removed from a Group, users who have been previously granted access to the contracts using that Group will not lose access to the contracts removed from the Group.
Groups can contain contracts with different entitled companies on each contract.	Groups can contain contracts with same entitled company on each contract.

SAMT Admins that need to download their groups before Legacy SAMT shutdown, please follow the instructions below. Please note, only the contract numbers or Bill-to ID numbers in your groups are needed. The 'Groups' functionality in new SAMT does not include adding users to a group.

'Running a Bill to ID by Group' Report

Run this report to view a list of the Bill-to IDs in the group(s) and a list of Cisco.com users in the group.

Step 1. Click Bill-to ID by group.

Step 2. SAMT displays a list of your current Bill-to ID groups. Select one or more of the groups listed. Click 'Generate Report' button.
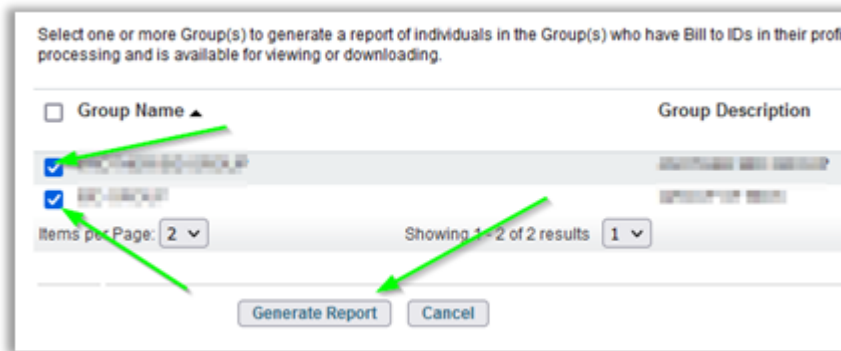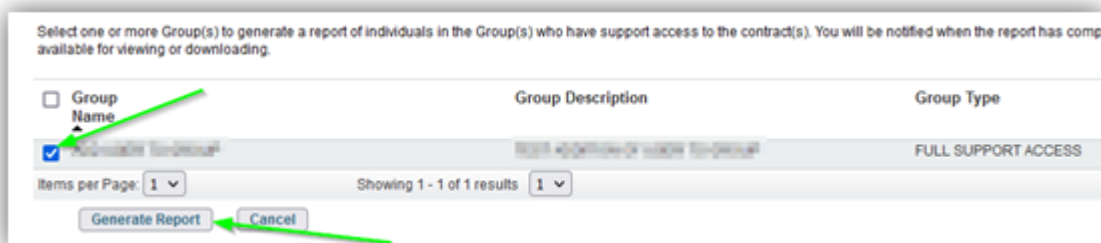

Step 3. A confirmation message appears. Make a note of the Report ID in the confirmation message. Report will be available in the Administration tab within 24 hours. You will receive an email when the report is available.
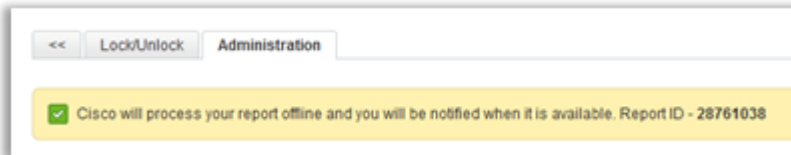

'Running a Contracts by Group' Report

Step 1. Click 'Contracts by Group'. SAMT displays a list of your current contract group.

Step 2. Select one or more of the groups listed. Click 'Generate Report' button.

Step 3. A confirmation message appears. Make a note of the Report ID in the confirmation message. Report will be available in the Administration tab within 24 hours. You will receive an email when the report is available.
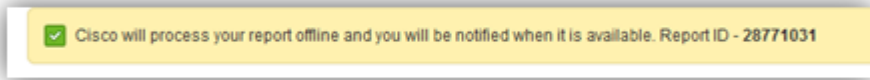
Accessing/Viewing Generated Reports

You will receive a notification when a report is available.
Step 1: Log into SAMT and navigate to the 'Administration' tab or you may click the link in the notification email which directs you to the 'View Generated Reports' screen in SAMT. In this case, skip to step 3.
Step 2: Click 'View Generated Reports' under the 'Generate Reports' section.
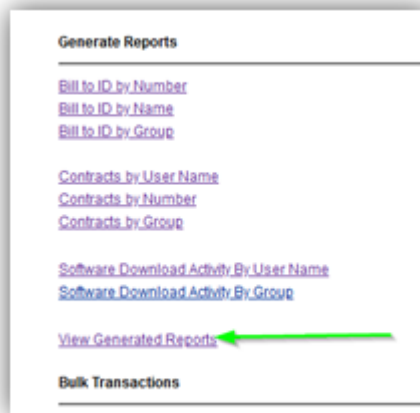
Step 3: Download the generated report(s) by clicking on the corresponding 'Download' hyperlink. Note that reports will be available for two weeks from the time they were generated.

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