



*Setting Up
the*

oplus[®]

PSN



eCommerce Industries, Inc.



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Understanding the O/PUS PSN

Office products manufacturers and wholesalers typically provide pricing information in numerous paper-based flyers, programs, and catalogs. Manually keeping up with this pricing information for each inventory item from multiple vendors can be very labor-intensive.

Therefore, Office Products Update Service (O/PUS®) created a service that allows dealers to download and process inventory pricing information in electronic format. This eliminates data entry errors in manual procedures and saves valuable employee time.

Vendors provide an ever-expanding list of pricing information files for general distribution to all O/PUS customers, as well as confidential pricing files for individual dealers.

Using the O/PUS PSNControl software, you are able to obtain all your quarterly OPdb O/PUS Multi-Vendor Updates by simply downloading them via the Internet, rather than waiting for a CD-ROM shipment. O/PUS distributes the OPdb Multi-Vendor Update file via the O/PUS PSN service. In addition, you can download vendor pricing files over your broadband Internet connection. Using the O/PUS PSN is a dramatically simpler, faster, and more reliable way to update your item database and customer pricing.

Before You Begin

System Requirements

For your DDMS server to communicate with the O/PUS PSN, *your DDMS server must have the following:*

- A broadband Internet connection
- Microsoft® Windows® 2000 with Service Pack 4, or Windows 2003 or 2008. If you have Windows 2000, and you're not sure whether you have Service Pack 4, follow these steps:
 1. On your Windows desktop, right-click the My Computer icon.
 2. Select Properties.
 3. In the System Properties window, select the General tab. Look under System, and check for a service pack number.
 4. Click Cancel.
 5. If Service Pack 4 is not installed for Windows 2000, you can download and install it from the Microsoft Windows Update Web site.



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Note: If you do not have Service Pack 4 installed, a run-time error “430: Class does not support Automation or does not support expected interface” appears when you run PSNControl.

- DDMS 6.1.102 or greater
- DDMS must be installed, even if you do not use the graphical interface. (The SIMPLE program uses the DDMS gateway.)
- You must have an O/PUS PSN account. If you do not yet have an O/PUS PSN account, please sign up online at <http://www.ddms.com/products/psn/newpsn.htm>. Instructions will be sent to you.

It may take up to two business days to receive your User ID and Password from O/PUS.

Setting Up Your O/PUS PSN Account

You will need a User ID and password from O/PUS for your Communications ID screen. You can submit a request online at www.ddms.com/products/psn/newpsn.htm. For your Item Database, be sure to select O/PUS PSN for Multi-vendor Catalog Update (Trade Service Corp).

Support Contact Information

For assistance with DDMS, O/PUS, or PSN software, contact ddmsupport@ecisolutions.com.

Access the Portal and Run the OPUS Install

1. Go to <http://support.ecisolutions.com/>
2. In the Email Address box, enter your unique email address.
3. Click the Password box and enter your password.
4. Click Submit.
5. At the top of the page, click the Software Downloads link.
6. Click the down arrow in the Select Product Line box and choose OPUS.
7. Click the OPUSInstall.exe link.
8. Follow the onscreen instructions to install the software.
9. When finished installing, close the web page to exit the portal. You can also click the Home link at the top of the page to access O/PUS documentation, including updated release notes.

Running O/PUS Install is a dedicated procedure. Make sure no one else is using the system.



Setting Up the O/PUS PSN

Before using the O/PUS PSN, you must set up the (L6X) screen. After you've set parameters, set up the (+IFI) Communications ID screen.

Setting Up the (L6X) Screen

You must set up the PSN parameters in the (L6X) screen, shown in Figure 1.

Use the following instructions:

- 1 Go to the (L6X) screen.

Note: In Ensight Pro, double-click . Then double-click .

to access the (L) Parameters screen.

- 2 If the ISA ID field is blank, enter your DDMS account number.
- 3 When you finish, press Enter.

Setting Up Your (+IFI) Communications ID Screen

Your Communications ID Screen may already be set up if you previously used the O/PUS Bulletin Board System to download files over a modem line. To check the (+IFI) screen and change it as needed, follow these steps:

Figure 1: The (L6X) Screen

```

13:09:48                PSN Parameter Screen                02/09/04
=====
                        PSN Parameters
ISA Qualifier           :
ISA Id (PSN Id)        :OPDX
Receivers Code ID      :

                        DDMS System Parameters
Outbound Volume/Folder [W2 ]
Inbound Volume/Folder  [W2 ]

Acknowledgment Format [   ] Printer [   ]
Pre-Receive Y/N ?Y
=====

```

Setting Up the O/PUS PSN

- 1 Go to the (+IFI) Screen, as shown in Figure 2.

Step 1: Double-click  , then double-click  .

Step 2: Make sure your Caps Lock key is on.

Step 3: Select the hidden [I] Item Update selection code.

Step 4: Select the [F] Communications Menu.

Step 5: Select the [I] User ID action code.

- 2 Depending on the results, choose the appropriate action:
 - If the User ID Screen immediately appears, select the [C] Change action code and go to **Step 3**.
 - However, if you have not previously set up your Communications account, you may see the following prompt in the upper right portion of the O/PUS OPdb Toolbox:

The USER ID needs to be set up correctly!
Hit any key to go to the ID screen.

If this prompt appears, follow these steps:

Step 1: Press Enter to go to the ID screen.

Step 2: Select the [A] Add action code.

Figure 2: The (+IFI) Communications ID Screen

```

User ID Screen
-----
Action [_]  I=Inquiry, C=Change, A=Add, D=Delete, H=Help
-----
ID : _____
PSN : _____  PASSWORD : _____
Download Folder : _____
-----
Modem Dialing Information
-----
Modem           :M_
I/O Board       :_
Access Code     :_
Dial 1 (Y/N)    ?_
Dial Area Code (Y/N) ?_
Authorization Code :_____
Custom: _____
-----
***** MODEM EXAMPLE *****
if you dial: 9 1 817 555 1212 939393
then:   Modem = your Modem Name
        I/O Board = D(2400),S(9600)
        Access Code = 9
        Dial 1 = Y
        Dial Area Code = Y
        Authorization Code = 939393
        Custom = custom init string
-----

```

Step 3: Go to **Step 3**.

- 3 In the ID field, enter your O/PUS User ID and press Tab.
If the Correct ID prompt appears, type **Y**.
- 4 In the PSN field, enter the PSN that O/PUS provided to you and press Tab.
- 5 In the Password field, enter your Password and press Tab.
- 6 In the Download Folder field, enter the volume serial (folder name) for your work unit, from the (LØ) screen.
- 7 For the Modem Dialing Information, press Tab to accept the current settings or enter the appropriate codes. (You can set up modem settings to use as backup.)
- 8 Press Enter.
- 9 Press Esc until you return to the Master Menu.

Note: For detailed instructions on using the O/PUS PSN to update your Item database and pricing, see also Loading the O/PUS Multi-Vendor Update.

