

## About csICE

Effective 4<sup>th</sup> quarter 2006, ECI Content Services offers an application to delete contracts and price plans from your DDMS business system at quarter-end. The application, Instant Contract Eraser (csICE), will help to dramatically speed up the price file load process.

## Installing csICE

csICE is installed and updated during the OPUSInstall. For detailed instructions, see Loading O/PUS documentation.

## Before Running csICE: Dedicated Procedure, Backup

Deleting contracts is a dedicated procedure; make sure no one else is using your system before you proceed.

Backup CONTRACTS.dbf, CONTRACTS.cdx, and CONTRACTS.key to another unit.

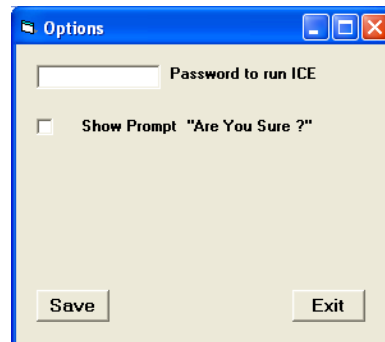
## Launching csICE

1. On your Ensite Pro server, navigate to the Windows **Start** menu.
2. Click **Programs**, then click the **csICE** folder icon, and then click the **csICE** program icon. The Instant Contract Eraser window appears as shown here.



## (OPTIONAL) Setting csICE Options

1. Launch csICE on your Ensite Pro server, and click the **Options** button.
2. To set a password, enter it in the field provided. This field allows 1-255 characters, including any combination of letters, numbers and symbols.
3. To be prompted before the program deletes records, select **Show Prompt "Are You Sure?"**
4. To save your changes, click **Save**.
5. To return to the main csICE window, click **Exit**.



## Using csICE to Remove Contracts from ECI DDMS

6. Launch csICE on your DDMS server.
7. Enter the contract designation in the **DDMS Contract to Delete** field, and click **DELETE**.
8. If prompted, enter the password you set.
9. If prompted, "Delete Contract [nn] Are You Sure?", where "nn" specifies the contract designation you entered, click **Yes**.



The results box will show how many records were deleted from the contract specified. Also, the deleted contracts during this session are displayed on the screen.

10. To close csICE, click **Exit**.