



# *Setting Up & Using FileMapper*



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## About FileMapper

The FileMapper™ program for Microsoft® Windows® NT/2000 lets you quickly convert price update files from manufacturers into a format that can be read by the DDMS system. It lets you maintain current prices from such manufacturers as Smead and Fellowes, for example, in your DDMS Item database. Once FileMapper has formatted the data, you move the formatted file to a DDMS system folder on the DDMS server and run the O/PUS™ program U\_MFG to complete the process.

### Before You Begin

- 1 Get a copy of the FileMapper program.
- 2 Install FileMapper.
- 3 Obtain an inventory data file from a manufacturer.

### Getting FileMapper

To request a copy of the FileMapper program, send an email to opus@eci2.com.

### Installing FileMapper

FileMapper can be installed on any Windows NT/2000 computer. It is recommended that you install it on a computer that is networked to your DDMS server. You can install it on the DDMS server if necessary, but this may cause performance conflicts.

When you receive a FileMapper file from O/PUS via email:

- 1 Save the FileMapper file in any folder that you use for temporary storage on your Windows system.
- 2 Using Windows Explorer, locate this file and change the name to FileMapper.zip.
- 3 Double-click FileMapper.zip to open it with your Zip program.
- 4 Unzip the files to the same temporary folder.
- 5 Double-click Setup.exe and answer all questions with the default answers.

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**Note:** During the installation procedure, if you receive a Replace Existing File message, click No. **Always keep your existing file.**

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### Obtaining an Inventory Data File from a Manufacturer

You can obtain an inventory data file from any manufacturer. When requesting a file, you might discuss any of the following points with your manufacturer's contact person:

- **Required Data - updating**
  - Manufacturer item number
  - MSRP (List Price)
  - Dealer net cost (if available)
- **Required Data - creating**
  - Item description
  - Retail unit of measure
- **Additional Data**
  - UPC code
  - Purchasing unit of measure
  - Number of retail units in a purchasing unit.
- **File Type**

The FileMapper program can process two types of ASCII text files: tab delimited and fixed width. If the manufacturer does not provide their data in one of those formats, you must convert it to one of those formats. Find out what program they use to create their data files, and you may be able to read their file by running that same program on your computer. There is a good chance that once you are able to read their file on your computer, you can then convert their file into a tab delimited or fixed width ASCII text file. For example, if they give you a file written in Microsoft Excel 2000, you can open the file with Excel 2000, and then save it as a text (tab delimited) file.

- **Delivery**

If the manufacturer sends the file to you on media such as disk or tape, you need equipment similar to theirs to read that media. The easiest method is to have them send the file to you as an email attachment.

## Using FileMapper

To use FileMapper, you must:

- Convert the manufacturer's data
- Move the converted data file to your DDMS system
- Update your item database.

### Converting a Manufacturer's Data File

Once you have the raw manufacturer data file in either tab delimited or fixed width format, you can use FileMapper to convert it into a DDMS-ready manufacturer's update file by following these steps:

- 1 Click Start, then click Programs.
- 2 From the Program menu, select FileMapper.
- 3 Click Select Input File.
- 4 In the Select File dialog box, find and highlight the manufacturer data file to convert, then click Open.
- 5 The first line of the file is displayed. At the Select This Record prompt:
  - Click Yes to process the data. Go to **Step 6**.
  - Click No if you are not ready to process this data. At the Is This a Header Record prompt,
    - Click Yes to display the information as a heading
    - Click No to display the next line in the file
    - Click Cancel to quit this session and get another file.
- 6 Next, determine where in your DDMS screen to put the information from the manufacturer data file (input file).

How you assign the fields depends on whether your input file is tab delimited or fixed width.

- Tab Delimited – Click and drag each desired field from the input file to the appropriate field in the DDMS Item window.
- Fixed Width – Click and hold the beginning of a field in the input file display and drag it to the end of the field. Then release it and move to the DDMS Item window. Click the output field into which to place the chosen data.

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You are prompted for the MAC (manufacturer abbreviated code) to use as the item company. For example, the MAC for Smead Manufacturing is SMD. For a list of MACs, go to [www.ddms.com/Resources/Support/faq/opus/opus\\_mfglist.pdf](http://www.ddms.com/Resources/Support/faq/opus/opus_mfglist.pdf).

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**Note:** During the actual U\_MFG update process, you are prompted for the vendor name to use as the Vendor ID. This is the Vendor ID displayed in the Direct Buy box in the Item Master tab.

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- 7 (Optional) Once you've assigned the fields, you can save your map in a file to use again.
  - Step 1:** Click Map and select Save Map.
  - Step 2:** In the Save File dialog box, enter a name for this map.
  - Step 3:** Click Save. If you are converting a fixed width file, the file extension is .dat. If you are converting a tab delimited file, the file extension is .tab.
- 8 Run the file conversion.
  - Step 1:** Click Start Conversion.
  - Step 2:** In the Save File dialog box, enter the name of the converted file. (The default file extension is .txt.)
  - Step 3:** Click Save. This file updates your DDMS inventory.
  - Step 4:** The conversion starts and a progress bar appears. When the conversion is done, a Conversion Complete dialog box appears. Click OK.
- 9 (Optional) You can save the entire conversion process so you can easily run it the next time you run FileMapper.
  - Step 1:** Click Conversion.
  - Step 2:** Click Save Conversion.
  - Step 3:** Select a file name with an extension of .cnv and click Save.
  - Step 4:** If you did not save the map file as described in Step 6, you are also prompted for a file name for the map file.
- 10 Select another file for conversion, or click Exit to quit.

## Moving Converted Files to Your DDMS Server

Whether you have FileMapper loaded on your DDMS server or on a networked computer, you need to move the converted manufacturer file to a system folder on your DDMS server:

- 1 Using Windows Explorer or an equivalent program, go to the folder with your converted .txt file.
- 2 Copy the file to a folder in the \DDMS folder on the DDMS server, for example D:\DDMS\W1.
- 3 You are now ready to update your Item database.

## Updating Your DDMS Item Database

The U\_MFG program reads the information from the converted manufacturer item file that you produced with FileMapper and puts it into your DDMS Item database.

To update your Item database:

- 1 Download the U\_MFG Update Program.
- 2 Run the U\_MFG Update Program.

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**Note:** Building the (+I-I) Super Index — using the first 4 options — dramatically decreases item exceptions and/or duplications. Run the Super Index before you update your Item database. The Super Index may take several hours to process, depending upon the number of items in your system. This function should be performed at least once per quarter, and is usually performed automatically during the quarterly O/PUS OPdb Catalog Update.

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## Downloading the U\_MFG Update Program

Download the U\_MFG update program at least once every quarter. You can do this from either:

- O/PUS PSNControl program to transfer U\_MFG to your DDMS computer.
- BPIR BBS.

To use the PSNControl program:

- 1 From the Microsoft Windows Start menu, click Programs, then click PSNControl, and then click PSNControl. (Do not use a PSNControl shortcut on your desktop, if there is one.)
- 2 In the Select Update quarter, select the applicable quarter. For example, for updates effective April 1, select 2nd.

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- 3 In the Enter File Name box, type the name of the file.
  - To select the O/PUS MultiVendor Update file, type **OPUS**
  - If you are an is.group member loading the is.ezTrade Edition of the O/PUS update, type **OPUSISG**. is.group PSNControl instructions and password are available at [www.isgroup.org](http://www.isgroup.org). Click the DDMS tab, then File Load Instructions. DDMS cannot provide the password for is.group members.
- 4 Press Enter or click the Add to File Transfer List button.
- 5 The OPUS Database Download dialog box prompts you to confirm whether you have selected the correct quarterly update for this quarter.

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**Note:** It is important to verify you are downloading the correct quarter's file.

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- If the selected quarter is incorrect, click No and repeat steps 2-4.
  - If the selected quarter is correct, click Yes.
- 6 The file name for that quarter appears in the File Transfer List on the right side of the screen.
  - 7 To begin downloading immediately, click the Transfer Now button.
  - 8 The PSNControl window shows the download status.

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**Note:** The time the O/PUS file takes to download depends on your Internet connection and the bandwidth available. Users have reported downloading it in as little as 3 minutes, and as long as 30 minutes.



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- If the download is successful, the File Transfer List shows "Download Complete."
  - If the file cannot be downloaded, the File Transfer List shows "File Not Found." If you see this message, try again. If the problem continues, contact Support.
- 9 When the download process is complete, click Exit.

To use the BPIR BBS:

- 1 Go to the (+IF) BPIR Communications screen.

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**Note:** In Ensight Pro, double-click  , then double-click  . The (+) Special Programs screen opens. In the Enter Program Request field, type **I**. The (+I) O/PUS Toolbox screen opens. In the Enter Selection field, type **F**. The (+IF) screen opens.

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**10** At the Update List (I-PRICE) prompt:

- Type **Y** to use the list price from the manufacturer's update file in the List box in the Item Vendors tab.
- Type **N** if you are not updating the List box.

**11** At the Update Average Cost prompt:

- Type **Y** to update the Cost box in the Item Vendors tab with the cost from the manufacturer's update file.
- Type **N** if you are not updating the Cost box.

**12** At the Update Description prompt:

- Type **Y** to update the Description box in the Item Master tab with the item description from the manufacturer's update file.
- Type **N** if you are not updating the Description box.

**13** If the program cannot find an item to update in your item database, you can add that item to your database. However, before doing so, you should consider the tools you provide to the program to find a matching item. The program tries to find an item with the same SKU number and MAC, and it also considers the item's prefix in the wholesale record. In addition, it looks for a UPC number match. If you do not have UPC numbers in your Super Index, the matching process is not as reliable and you could end up with an item added to your file that already exists as a different number.

At the Create New Items prompt:

- Type **N** if you are not adding new items. Go to **Step 16**.
- Type **Y** to add the new items to your database.

**14** At the Enter Stock Class for New Items prompt, enter a stock class for items that are created.

**15** At the Enter Department for New Items prompt, enter a department for items that are created. Go to **Step 17**.

**16** At the Print Items Not Found prompt:

- Type **Y** to print all items without a matching item in your database, and that were not added to your database.
- Type **N** if you are not printing these items.

**17** At the OK to Proceed prompt, type **Y**.

**18** When the update finishes:

- Press Esc to exit the program.
- Press Enter to process another manufacturer's file.

## Appendix

### FileMapper Support

Information about the FileMapper and U\_MFG programs can be found in this documentation. You can call ECI<sup>2</sup> Support at 1.800.366.4778 or e-mail support@eci2.com if you have any additional questions.

For help with third-party programs, such as Excel or dBase, contact the vendor from whom you purchased the software.

### Using Previously Saved Maps and Conversions

You can save map and conversion information to use again. You can convert new files from the same manufacturer. You can also convert the same data, but alter it slightly.

#### Converting a New File From the Same Manufacturer

- 1 Start FileMapper.
- 2 Click Select Input File.
- 3 In the Select File dialog box, find the manufacturer data file to convert and click Open.
- 4 Select the file record and MAC as usual in FileMapper.
- 5 Click the Map menu.
- 6 Select either Open Fixed Text Map File or Open Tab Map File, depending on the type of manufacturer's file you are converting.
- 7 In the Select File dialog box, find the Map file you previously saved and click Open.
- 8 Click Start Conversion.

#### Converting and Changing the File Map Slightly

- 1 Start FileMapper.
- 2 Click the Conversion menu.
- 3 Select Open Conversion.
- 4 In the Select File dialog box, find the Conversion file you previously saved and click Open.
- 5 Click Start Conversion to run the previous conversion, or you can alter the fields before you run the conversion.

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### Filename Extensions

- .txt** manufacturer's input file and converted output file
- .dat** map saved for a *fixed width* input file
- .tab** map saved for a *tab-delimited* input file
- .cnv** overall conversion process file