

The O/PUS® Contract Wizard is a Windows-based application that will allow you to import a Microsoft® Excel® spreadsheet into a contract for your ECi™ DDMS® system.

First-Time Installation

To install Contract Wizard for the first time, follow these steps (*for subsequent updates, see the next page*):

1. The O/PUS Contract Wizard can be installed on any Microsoft® Windows 2000 computer that is networked to a DDMS Server. The computer should have Microsoft Excel and an Unzip program already installed on it.
2. Request the Contract Wizard program from opus@ecisolutions.com.
3. You will receive an e-mail containing a file named “CONTRACT”. Save this file to a new folder that you create on the computer.

For example, go to “C:\Program Files\Download” and create a folder called “Contract Wizard” to save the file into.

4. Using Windows Explorer, locate the “CONTRACT” file and rename it to “CONTRACT.ZIP”. Then double click on this ZIP file so your Unzip program starts running. Use the Unzip program to unzip all files into the same folder as the CONTRACT.ZIP file.
5. PLEASE CLOSE ALL PROGRAMS BEFORE YOU PERFORM THE NEXT STEP.
6. You should now have a file named SETUP.EXE in your new folder. Double-click this file to start the installation of the Contract Wizard program. By default, the setup program will create necessary files in the folder, C:\Program Files\Contract Wizard. If you receive any messages about replacing your existing files, ALWAYS KEEP your existing file.

Creating an Excel Contract

Use your Excel program to create a contract containing custom sell prices for any number of your items. This contract will be transformed by the Contract Wizard into a DDMS contract that can be assigned to whichever customers you choose. The item numbers should be the same as you have in your DDMS item database.

Columns. You can put the *item numbers* in one column (like ABC1001) or put them in two columns (like ABC 1001). You will need to make a column containing the *List price*, and another column for the *Sell price*.

Optional Columns. You can put the following optional information into additional columns: *item cost, page number, minimum buy quantity, and DDMS Contract Number*.

Creating a DDMS Contract

After you create a contract in Excel, follow these steps to use Contract Wizard to import it into DDMS:

1. Go to **Start > Programs > Contract Wizard**, and start the Contract Wizard program.


Note: When you run Contract Wizard for the first time, it will prompt for the DDMS Server Name and store it in a Contract.ini file. If you do not know this information, consult your network administrator for the server name. The program will connect to the DDMS server and retrieve the system's DDMS parameters.

2. Click **Next** on the Start page, and then click **Browse** to search for the Excel file you want to process.
3. After you find your Excel file, press **Next**. The program then displays the Column Selection page and your Excel file. You may need to resize your windows to see both the spreadsheet and the Contract Wizard program.
4. Select one of the three option buttons to assign the style of the item key:
 - Prefix/Number in the same cell
 - Prefix/Number in their own cells
 - Only item number, with the prefix to be chosen later
5. Click each of the other fields and assign an Excel Column Letter to them.
6. Click **Next**. Enter the DDMS Contract Number if you didn't assign a column to it. (If you assigned a column to the DDMS Contract Number, the column will override anything you specify here.)
 - Choose whether the DDMS contract is to be fixed or flexible.
 - Choose whether to delete the DDMS contract if it already exists.
7. Click **Next**. Enter the DDMS contract description, beginning, and ending dates.
8. Click **Next**, and then click **Finish**. The Contract Wizard will import and build the DDMS contract based on your selections.

If you have questions, contact your ECi DDMS Technical Support team.

Subsequent Software Updates (Quarterly or As Needed)

It is advisable to download the latest version at least once every quarter once you've installed it. The software license expires every year, and enhancements are made regularly.

1. Download and run the latest **OPUSInstall** as instructed in our quarterly announcement. This will update the PSNControl software as needed.
2. Click Start > Programs > PSN Control >  PSNControl.
3. Enter the filename "CONTRACT".
4. Click Add to Transfer List.
5. Click **Transfer**.

The updated Contract Wizard program file will automatically be placed on your system:
\\Program Files\\Contract Wizard\\