

Pre-Load Steps (One week to 24 hours before loading O/PUS)

- [] 1 Make sure your Trade Service O/PUS account is up-to-date
- [] 2 Obtain from vendor(s):
 - What items have buy unit of measure (UOM) changes that may mismatch your sell units
 - What price plan(s), dealer cost level or cost column to load (and password, if required) www.ddms.com/Resources/Support/faq/opus/opuspriceplan.pdf
 - Which consumer price level to use per price plan
- [] 3 Are your price plans on the O/PUS OPdb Catalog Update or on the O/PUS PSN?
 - Check *FYI² Notes* newsletter www.ddms.com/Resources/Support/faq/opus/fyi2_notes.pdf
 - Price plans not listed in *FYI² Notes* are on the O/PUS PSN
 - Find the loading program name for each pricing plan at www.ddms.com/support/doc/opusdoc.htm
- [] 4 Download and run the **OPUSInstall software update** while TBL is shut down (*after we announce it is ready to load*); log on **Support Portal** (support.ecisolutions.com) click **Software Downloads** and click **OPUSInstall**.
- [] 5 Download price plans *any time after installing the OPUSInstall software update*:
 - Download price plans and loading programs, *including UPDATEUNI/UPDATESPR* www.ddms.com/support/doc/opusdoc.htm (*Do not process until post-O/PUS load*)
 - Fill out “PSN File Not Found” form for any price plans you could not download <http://www.ddms.com/support/forms.htm#opus>
- [] 6 Check O/PUS Update Notes on DDMS web page www.ddms.com/support/opus_status.htm
- [] 7 Check critical news via Portal (support.eci2.com) or Mass Emails (www.ddms.com/support/massfax.htm)
- [] 8 Perform optional pre-load procedures
 - Compress Inventory and CONTRACTS files to avoid quarter-end hang-ups www.ddms.com/Resources/Support/faq/windows/comp-windows.pdf
 - Using ECi Content Services Instant Contract Eraser (www.ddms.com/Resources/Support/faq/opus/ContractEraser.pdf)
 - Handling UOM Changes with Make-Buys www.ddms.com/resources/support/faq/opus/uomchanges.pdf
 - Preparing to Remove Vendors at Quarter End www.ddms.com/Resources/support/faq/inventory/opRemovingVendor.pdf
 - Switching Primary Vendors www.ddms.com/Resources/Support/faq/opus/OpusSwitchPriVen.pdf

Loading Steps (Immediately before loading O/PUS)

- [] 9 Are all Pre-Load Steps completed?
- [] 10 Dedicate your DDMS system (make sure no one else is using it)
- [] 11 Turn on your Web Storefront “Down for Maintenance” settings (See your online help for the Dealer Station family of products or ECinteractive family of products.)
- [] 12 Deactivate any procs that are scheduled
- [] 13 Put plenty of paper in the printer you plan to use for O/PUS Load reports
- [] 14 Close TBL Server (TBL must be shut down during backup and OPUSInstall)
- [] 15 Manually backup DDMS files www.ddms.com/Resources/Support/faq/windows/backup.pdf
- [] 16 If you have not yet done so this quarter, download and run OPUSInstall while TBL is shut down log on **Support Portal** (support.ecisolutions.com) click **Software Downloads** and click **OPUSInstall**.
- [] 17 Open TBL Server (*Do **NOT** put system in maintenance mode*)
- [] 18 Download the “OPUS” multi-vendor update file using the PSNControl program www.ddms.com/Resources/Doc/PSN/opuspsn.pdf (for TriMega, the file is “OPUSTPA”)
- [] 19 (*IF On DDMS 8.16.0-8.16.39*) Stop the Scheduler Engine in EBS SQL Import Control Panel.
- [] 20 Load O/PUS Quarterly Update by running **Start > Programs > OPUS > SIMPLE**
 - Check O/PUS Parameters www.ddms.com/Resources/Support/faq/opus/OPUSload.pdf
 - Make sure price plans and dates are correct

Post-Load Steps (When O/PUS Load is 100% Complete)

- [] 21 Verify that the end of the printout says 100% complete
 - If you chose any re-indexing options, they run after printout says 100% complete.
 - If you chose to rebuild SuperIndex, it will run after re-indexing is complete.
- [] 22 Shut down and then restart **TBL Server** (if you did not yet do so after running SIMPLE).
- [] 23 Review exception reports and make manual corrections as needed
www.ddms.com/Resources/Support/faq/opus/opus_listprice.pdf
- [] 24 Download remaining price plans and programs (if not downloaded in the Pre-Load Steps)
- [] 25 Process price plans from the (+IFP) screen, UpdateUNI.exe, or UpdateSPR.exe using cost and consumer levels obtained from the vendor(s) in the Pre-Load steps www.ddms.com/support/doc/opusdoc.htm
- [] 26 Complete optional post-load procedures (*The type of optional post-load procedure will determine whether it should be completed before or after setting the purchasing vendor.*)
- [] 27 Set purchasing vendor (+IL, +IZ, or +IT)
- [] 28 Inventory Housekeeping www.ddms.com/Resources/Support/faq/inventory/opus-del.pdf
- [] 29 If you use Customer Price Plans, Price Modeling, SQL Preview Reports, or other DDMS SQL applications, Use EBS SQL Import Control Panel to run a FULL (NOT DELTA) import of all inventory files and CONTRACTS to ensure proper data synchronization, and Restart Scheduler Engine
www.ddms.com/Resources/Support/faq/utilities/EBSSQLimport.pdf

Optional Procedures (Usually After Post-Load Steps are Complete)

The type of optional post-load procedure determines whether to do before or after setting the purchasing vendor. Go to www.ddms.com/support/faq/opus.htm

- Update Sales Journals
- Set Stock Class or Department by Purchasing Vendor
- Remove Contracts and Pricing Plans with Instant Contract Eraser
- Change Contract Prices
- Why Your Cost or Price is Incorrect
- Set Contract Percentage
- Correct Contract Dates
- Remove a Vendor
- Adjust Flyer Costs
- Build a Contract for a Vendor
- View Special Catalog Page Numbers
- Other _____
- Super Store Data Update (should be the last optional procedure)

Additional Resources

- Loading O/PUS www.ddms.com/Resources/Support/faq/opus/OPUSload.pdf
- O/PUS Toolbox www.ddms.com/Resources/Support/faq/opus/OPUSToolbox.pdf
- O/PUS Quarter-End Procedure FAQs www.ddms.com/support/faq/opus.htm
- O/PUS Update Notes www.ddms.com/support/opus_status.htm
- Support Portal <https://support.ecisolutions.com>
- Support (800) 366-4778
- Fax (682) 831-9909 | 9910
- support@eci2.com
- www.ddms.com