



# West Point Products

## Electronic Item Update Instructions

The West Point item file can be loaded into your DDMS item database with the U\_WEST program.

### **1<sup>st</sup> - Download Files from the O/PUS PSN** (NOT Dedicated)

Run the **PsnControl** program to transfer the following files from the **O/PUS PSN** to your DDMS computer.

**U\_WEST**

↑ *update program name*

**I-WEST**

↑ *item file name*

### **2<sup>nd</sup> - Update Steps (DEDICATED)**

*Make sure that you have a current Backup of the DDMS Inventory folder.*

In the **+IF** screen, enter **P** for 'Run Program'

Which program? **U\_WEST**

Are you ready to run U\_WEST Y/N ? **Y**

#### **The following prompts will appear:**

- 1. Printer for Report** Enter the printer designation to print the exceptions report.
- 2. Filename of the West Point Update File** Enter **I-WEST**.
- 3. Create New Items ? (Y/N)** U\_WEST will look for items in your inventory by using the item number and company provided by West Point. A second search is made by using the UPC code provided by West Point. If no item is found in your database that matches this SKU or UPC, do you want to create a new item?

*If you answer "Y" to the "Create New Items" question, the following 2 questions will appear:*

**Class for New Items** Enter the stock class you want the new items to have.

**Department for New Items** Enter the department you want the new items to have.

- 4. O.K. to Proceed? (Y/N) [ ]** If you are ready to run the program, answer 'Y'.

*The following step can be run after you load the West Point item file. It will move the lowest item costs into the Purchasing Vendor.*

- 1. Run +IZ , +IL , or +IT** See instructions in the O/PUS documentation if needed.

If you have any questions, please contact ECI<sup>2</sup> Support at [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com) or 800.366.4778.