



Doane Keyes Electronic Item Update Instructions

The Doane Keyes item file that you download from the O/PUS® PSN is loaded into your DDMS item database with U_DOAN. Items that are unique to Doane Keyes will have the cost and price updated in the I-WHL file, and the other items will get a Doane Keyes record in the Scanalog. Also, a contract containing costs for all Doane Keyes items can be created.

1st - Download Files from the O/PUS PSN

(NOT Dedicated)

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

File Names

U_DOAN

↑ *update program name*

DOANE

↑ *data file name*

2nd - Update Steps (DEDICATED)

Make sure that you have a current Backup of the Inventory and Contract folders

Go to the **+ I F** screen
Enter **P** for Run Program
Which program? **U_DOAN**
Are you ready to run U_DOAN Y/N ? **Y**

The following prompts will appear:

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| 1. Printer for Report | <i>enter the printer you wish to print exceptions to (default is P1)</i> |
| 2. Filename of the Doane Keyes Item File | <i>enter the name of the data file that you downloaded (DOANE)</i> |
| 3. Folder that the Doane Keyes file is in | <i>this should be your Download Folder e.g. W1</i> |
| 4. Only update Doane Keyes unique items ? | <i>if you want to only update items that have 'Doane-Keyes' in the item's WHL record, then answer 'Y'; if you want to update all items, answer 'N'</i> |
| 5. Enter the Codes provided by Doane Keyes
[] [] [] [] [] [] [] [] [] [] [] [] [] [] [] | <i>enter all the two digit codes you received from Doane Keyes (some codes will prompt you for another DDMS contract number to put prices into)</i> |
| 6. DDMS Contract Number for All Items | <i>enter the DDMS contract number you want to put the items into</i> |
| 7. Stock Class for New Items | <i>when creating new items, this will be the item's 'stock class'</i> |
| 8. Department for New Items | <i>when creating new items, this will be the item's 'department'</i> |
| 9. O.K. to Proceed ? (Y/N) | <i>enter 'Y' when you are ready to begin the update</i> |

The following step is optional. It will set the updated item costs into the Purchasing Vendor.

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| 1. Run + I L , + I Z , or + I T | <i>see instructions in the O/PUS documentation if needed</i> |
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If you have any questions, please contact ECI² Support at ddmssupport@ecisolutions.com or 800.366.4778.

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