



Educators Resource

Electronic Item Update Instructions

1st - Download Files from the O/PUS® PSN (NOT Dedicated)

Run the **PsnControl** program to transfer **U_EDRES** and **I-EDRES** from the **O/PUS PSN** to your DDMS computer.

2nd - Item Price Update Steps (DEDICATED)

1. Make sure that you have a current Backup of your Inventory units.
2. Go to the **+ I F** Screen
Enter **P** for *Run Program*
Which program? **U_EDRES**

The following questions will display:

1. Filename and Volume of the file to be processed:
FILENAME = [] VOL SER = []
Enter the File Name that you downloaded and the Volume Serial (folder) that it is in. If you are not sure, see your ID Parameters in +IFI for the Download VOLSER

2. Enter up to 10 Stock Classes you DO NOT want to be updated: [] [] [] [] [] [] [] [] [] []
Enter the stock class of items that you do NOT want any item information to be changed.

3. Update List Price on Existing Items? Y/N []
Answer 'Y' to load the Educator supplied price into the pricing record (I-PRICE) List field. 'N' will not.

4. Enter Cost Column []
Enter the level of Cost that you have been instructed by Educators Resource to load.

5. Update Whlstr Cost on Existing Items? (Y/N) []
Answer 'Y' to load the Educator supplied cost into the wholesaler (I-WHL) record. 'N' will not.

6. Add Ed. Resource UPC/ISBN codes to your Alias file ? []
Answer 'Y' to load the Educator supplied UPC or ISBN codes into your Alias file. 'N' will not.

7. Add NEW ITEMS not found in your inventory?
Answer 'Y' to have items created that could not be found in your inventory file. The items will be created using the Educator supplied number. 'N' will not create items.

If you answer 'Y', the following will be asked:
Enter STOCK CLASS for NEW ITEMS []
Enter DEPARTMENT for NEW ITEMS []

8. Enter Printer (P1, P2 ..) for Exceptions report []
The exception report will be printed on this printer.

9. O.K. to proceed ? (Y/N)
Answer 'Y' to begin the update, 'N' will end the program.

Note: Once the update is complete, be sure to execute the ;SPCCHGIT program, using the file EDU-C-ITEM that was created on your work unit.

Note: If an item exists in your inventory under a wholesale vendor other than 'EDUC', a vendor record will be created in the Scanalog file for MultiVendor lookup.

The following step is optional. It will move the updated item costs into the E screen.

1. Run + I Z or + I T
See instructions in the O/PUS documentation if needed.

If you have any questions, please contact ECI² Technical Support at ddmssupport@ecisolutions.com or 800.366.4778.

Disclaimer:

The item file update for this O/PUS Supplemental Vendor does not qualify to be error free and/or duplicate free. When loading an update, the O/PUS software attempts to match each item against an existing record in your database. New records are created only when an item cannot be matched to an existing record. This matching is done using information provided by the vendors.

Sometimes a vendor does not provide enough information to allow the software to accurately identify items. This may be due to a lack of UPC codes, unknown vendor abbreviations, or other factors that are beyond O/PUS's control. In these cases, you may find that you have new items records that duplicate items already in your system.

O/PUS must expressly reject and disclaim any representations, warranties, obligations, liability or responsibility for duplicated item records or product errors in your inventory, and for any losses or damage, including consequential damages, resulting from use of the duplicated or erroneous information. Nor can O/PUS provide support on duplicated or erroneous item records, or on issues resulting from them.