



Hallmark Electronic Item Update Instructions

Hallmark files that you download from the O/PUS® PSN are loaded into your DDMS system as Direct Buy items with U_HMK.

1st - Download Files from the O/PUS PSN

(NOT Dedicated)

Run the **PsnControl** program to transfer any files listed to the right from the **O/PUS PSN** to your DDMS computer. You can get the latest quarter file each quarter, or get the complete file if you have missed any previous quarter.

File Names

U_HMK

↑ *update program name*

HMK-JAN (update file for 1st quarter)

HMK-APR (update file for 2nd quarter)

HMK-JUL (update file for 3rd quarter)

HMK-OCT (update file for 4th quarter)

HMK-ALL (complete file)

↑ *data file names*

2nd - Update Steps (DEDICATED)

Go to the **+IF** screen

Enter **P** for Run Program

Which program? **U_HMK**

Are you ready to run U_HMK Y/N ? **Y**

The following prompts will appear:

Hallmark Item File Update by OPUS Rev. MM/YY

ADD [A] = ADD NEW and Update Existing Items

UPDATE [U] = UPDATE ONLY Existing Items

[] Enter Requested Action *enter either 'A' or 'U'*

FILENAME = [] VOL SER = [] *enter the name and folder (VOL SER) of the data file that you downloaded*

Enter Stock Class to assign to NEW Items [] *when the program adds a new item, this will be its Stock Class (default = W)*

Item Dept for NEW Items [] *when the program adds a new item, this will be its Department*

Enter up to 10 Stock Classes you DO NOT want to be updated

<RETURN> = ALL CLASSES WILL BE UPDATED !

[] [] [] [] [] [] [] [] [] []

Reset Item Descriptions Y/N ? [] *if you want your items' descriptions to be updated, answer 'Y'*

Reset Item Units Y/N ? [] *if you want your items' 'Unit' field to be updated, answer 'Y'*

Reset Item Costs Y/N ? [] *if you want the Direct Buy and Pricing Record costs to be updated, answer 'Y'*

Reset Item List Price Y/N ? [] *if you want your items' Pricing Record 'List' to be updated, answer 'Y'*

Use 8 Digit UPC Barcode Y/N ? [] *when Hallmark has not assigned the usual 12 digit UPC barcode number to an item, do you want to assign it an 8 digit barcode ? (normally this is 'Y', but if you answer 'N', a 7 digit number will be assigned)*

Enter Printer (P1, P2, etc) for Hallmark Report [] *Printer ID for the exceptions report*

O.K. to Proceed ? (Y/N) [] *enter 'Y' when you are ready to begin the update*