

What It Does

Printer Essentials, a source for Compatible Imaging Supplies and Power Products, provides an item catalog that contains item price changes and product information. This document guides you thru the process to load the item catalog into the ECi™ DDMS® Item database.



How To Do It

1st - Download Files from the O/PUS® PSN

Note: The PSNControl procedure is NOT a dedicated procedure

Run the **PSNControl** program and transfer the following files from the **O/PUS PSN** to your DDMS computer:

| <u>Filename</u> | <u>description</u> |
|-----------------|---------------------|
| U_PRINT | (update program) |
| I-PRINT | (item catalog file) |

2nd - Running the U_PRINT Item Catalog Update

Use the U_PRINT program to load the Printer Essentials item catalog into the DDMS inventory.

Note: The U_PRINT procedure is dedicated. Make sure no one is using your DDMS system.

1. Go to the (+ **I**) **O/PUS Toolbox**. In DDMS graphical software, double-click **Keyop Menu**, and double-click **Specials**. In the Special Programs screen, type **I**.
2. Type **F** for *O/PUS PSN Utilities*
3. Type **P** for *Run Program*
4. At the prompt for Which program?, type **U_PRINT** and press Enter.
5. At the prompt to verify **Are you ready to run U_PRINT?**, select your response:
 - a. Type **Y** if you are ready to begin the process.
 - b. Type **N** to start over.

```
Are you ready to run U_PRINT? (Y/N)
```

6. To accept the default filename (**I-PRINT**) and folder (**W1**), press Enter. The default folder displayed is your download folder from PSNControl. If the file is not found, you will be prompted to enter the file name, then press Tab to change the folder, and press Enter to accept.

```
File Name and \DDMS folder for the file to be processed:  
FILENAME = [ I-PRINT ] FOLDER = [ W1 ]
```

7. At the prompt to **Add new items NOT FOUND in your inventory?**, select your response:



Printer Essentials Item Catalog Update

- a. Type **Y** to add new items that do not already exist in your inventory file. The vendor name for the primary wholesaler record will be **PRINTESS**
 - b. Type **N** so that new items will not be added to your inventory.
8. If you answer ‘Y’ to add new items, you can specify a stock class (default=W) and/or item department (default=1) for the new items.

```
NEW Items will be created in:
Stock Class? [ ] Default = W      Item Dept ? [ ] Default = 1
```

9. At the prompt to **Specify the Cost Column provided to you by Printer Essentials**

```
Enter Cost Column [ ]
```

Enter the single character cost column designation that Printer Essentials has provided to you. Printer Essentials contact info: phone 1-800-965-1180 x1026 nloye@printeressentials.com

Note: This affects the I-WHL record for items where the Primary Wholesaler is PRINTESS. If, however, an item’s Primary Wholesaler is *not* PRINTESS, the Printer Essentials cost will be added (or updated if the PRINTESS record already exists) in the multivendor record (I-CAT).

10. At the prompt to **Update List Price on Existing Items?**, select your response:
- a. Type **Y** to load the Printer Essentials price into the Pricing Record (I-PRICE) List Price field.
 - b. Type **N** for items to retain their existing list price.
11. Specify any stock class(es) where you *do not* want any item information to be changed.

```
Enter up to 10 Stock Classes you DO NOT want to be updated:
<RETURN> = All Classes will be updated
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
```

12. Press Enter.
13. Enter the 2-character designation for the printer where you want the exception report to be printed. Typically this will be your report printer.

```
Enter Printer (P1, P2 ...) for Exceptions report [ ]
```

14. At the prompt to verify it is **OK to proceed? Y/N**, select your response:
- a. Type **Y** if you are satisfied with your selections, and the update process will begin.
 - b. Type **N** if you need to change your selections, and the program will abort.

```
O.K. to proceed? Y/N
```



Set Purchasing Vendor (Optional Post-Load Step)

The following optional steps move updated item costs into the (E) screen and Item database window. For details, see *O/PUS Toolbox* on the DDMS support site.

15. (Optional) To use the updated prices to determine your Purchasing Vendor, first use (+I-1) Reset Purch Vendor to Primary Whl program in the O/PUS Toolbox.
16. (Optional) Complete your normal post-load procedures to set your Purchasing Vendor using the (+I-L), (+I-Z) or (+I-T) program in the O/PUS Toolbox.

Troubleshooting

If you have questions regarding the U_PRINT parameters, contact ECi DDMS Technical Support.

Disclaimer

The item file update that you have requested 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' 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.