


What It Does

Many furniture dealers use specification programs such as 20-20 Worksheet™ or ProjectMatrix™ ProjectSpec®. These programs can export your specifications to a Standard Interchange Format (SIF) file. You can then import SIF files directly into your DDMS Order Entry Detail tab, eliminating the need to re-enter the item numbers, item options, cost, price, and tag information.

It is not necessary to have 20-20 Worksheet, ProjectSpec, or any other specification program installed on the workstations where you will be importing SIF files into your DDMS business system.

- If you want to access SIF files from any workstation on your network, you must store your SIF files in a shared folder on the network. For help with sharing a folder, contact your network consultant.
- However, if you will only be importing SIF files into Ensite Pro on one workstation, you may store your SIF files on that same workstation.

How to Do It

1. In your DDMS main menu, double-click the **Order Entry** icon.
2. Click the drop down arrow for **Order Style** and select **Furniture**.
3. On the Global tab, fill in the appropriate information, such as:
 - Customer
 - Shipping address
 - Installation address
 - PO number
 - Salesperson
4. Press the F3 function key at the top of your keyboard to go to the Item Detail tab.
5. Click the  **Process SIF** icon on the Item Detail toolbar (or press the F12 key).
6. In the Look in window, browse to the folder where the SIF file is located.
7. Click the SIF file you wish to import.
8. Click the **Open** button.
9. At the Process SIF prompt, click **Yes**. The items from the SIF file will be added to your order.

Note: The system creates an order, assigning it a ticket number to match the current Invoice # field in the (LGØ) screen. If you exit the order without importing a SIF file, the ticket number will appear on your (TR-I) Order Entry Exceptions report as a wasted invoice number.

You can import additional SIF files, add uncataloged items or items from your inventory database to the order, or end the order by going to the Order Totals tab.

Additional Information

On the DDMS support site, see also:

- *Creating DDMS Furniture SIFs in 20-20 Worksheet*
- *Creating DDMS Furniture SIF Files in ProjectSpec*
- *Setting Up and Using Steelcase® Hedberg System™ Communication* (You can create furniture orders by importing and releasing Hedberg files into DDMS.)
- *Setting Up Electronic Communications with Herman Miller* (For Herman Miller P/Os, DDMS exports a text file, which you can import into Kiosk)

If you need further assistance in using SIF files in DDMS, please contact your DDMS Technical Support Team and attach your SIF file.

If you require assistance with your specification program, please contact the makers of the specification program you are using.