

*Setting Up
& Using
HON Direct Content
for Use with
HON Daily PSN*



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HON Direct PSN

Most office supply dealers and retailers offer a smaller selection of furniture. HON Daily is designed to cater to specific dealers. The process is automated and the price files are downloaded directly to your DDMS system. This creates a direct-buy flow for your PSN.

*Email questions to
dmsupport@
ecisolutions.com*

Setting up HON Daily involves:

- 1 Installing ECI Content Integration software.
- 2 Selecting HONDaily content source for integration.
- 3 Verifying Username, Password, and Download.
- 4 Setting parameters.
- 5 Updating inventory with HON Daily products.

Installing ECI Content Integration Software

To load items from HON Direct, you must install the ECI Content Integration software:

- 1 Log in to <https://support.ecisolutions.com>.
- 2 On the top navigation bar, click **Software Downloads**.
- 3 Under DDMS, click the link for **ECi Content Install**.
- 4 Follow the steps listed on the page.

Opening Content Integration

Once Content Integration is installed, you access it from your Start menu. The steps to open Content Integration are as follows:

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Select **ECiContentServices, ECI ContentIntegration, ECI ContentIntegration.exe**. The Content Integration for DDMS PSN window opens.

Setting Up and Using HON Direct PSN

- 1 Open Content Integration for DDMS PSN .
- 2 Click the down arrow to select HONDaily. See Figure 1.
- 3 The HON Office Furniture logo appears. See Figure 2.
- 4 Click the HON Office Furniture logo to open the HON Download & Update Parameters.

Figure 1: The Content Integration Window

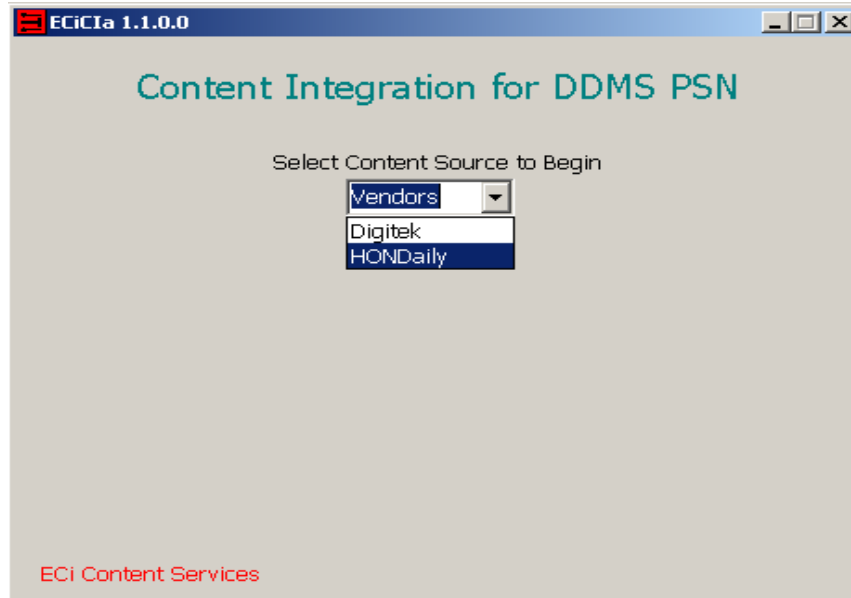
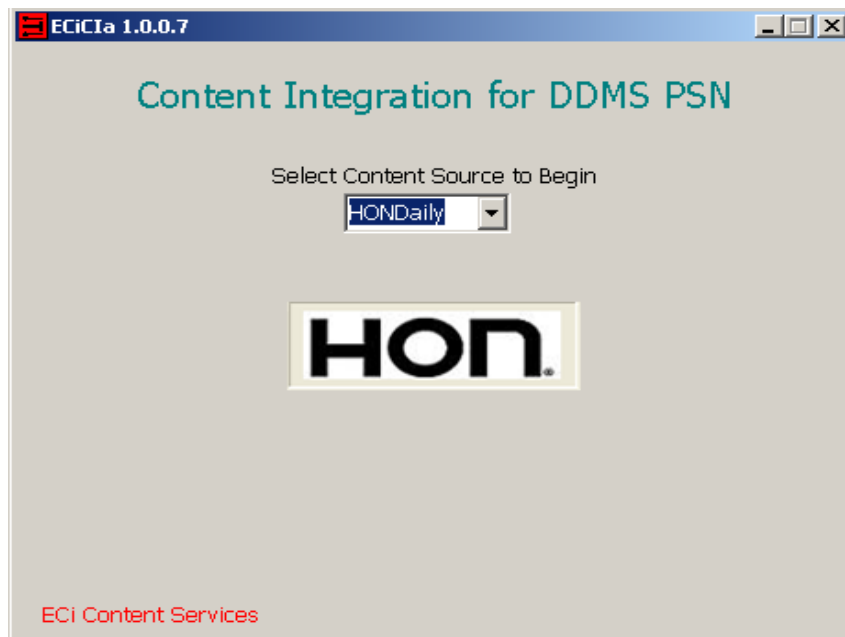


Figure 2: The HON Office Furniture Logo



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- 5 The HON Office Furniture Download Data & Update Items window appears. In the Download Data tab, verify that the User Name, Password, and Download Folder is populated. See Figure 3.

Note: The User Name, Password, and Download Folder defaults to your normal PSN user name, password, and download folder.

- 6 Click Get New Update File to begin downloading the price files for HON.

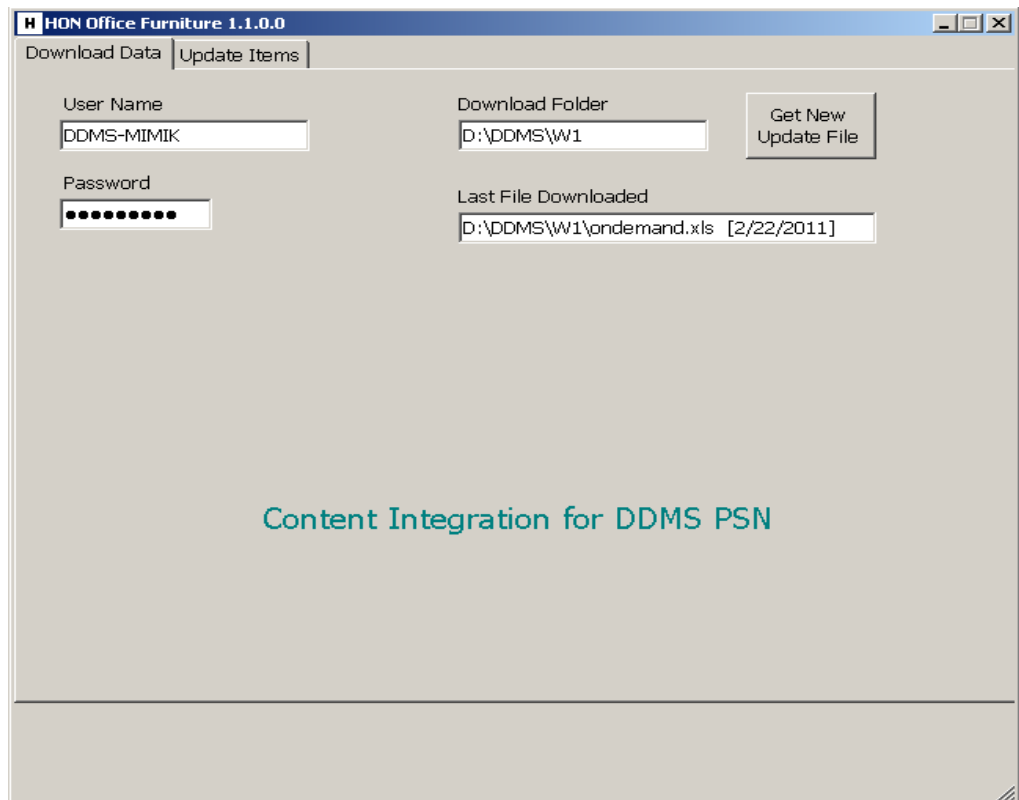


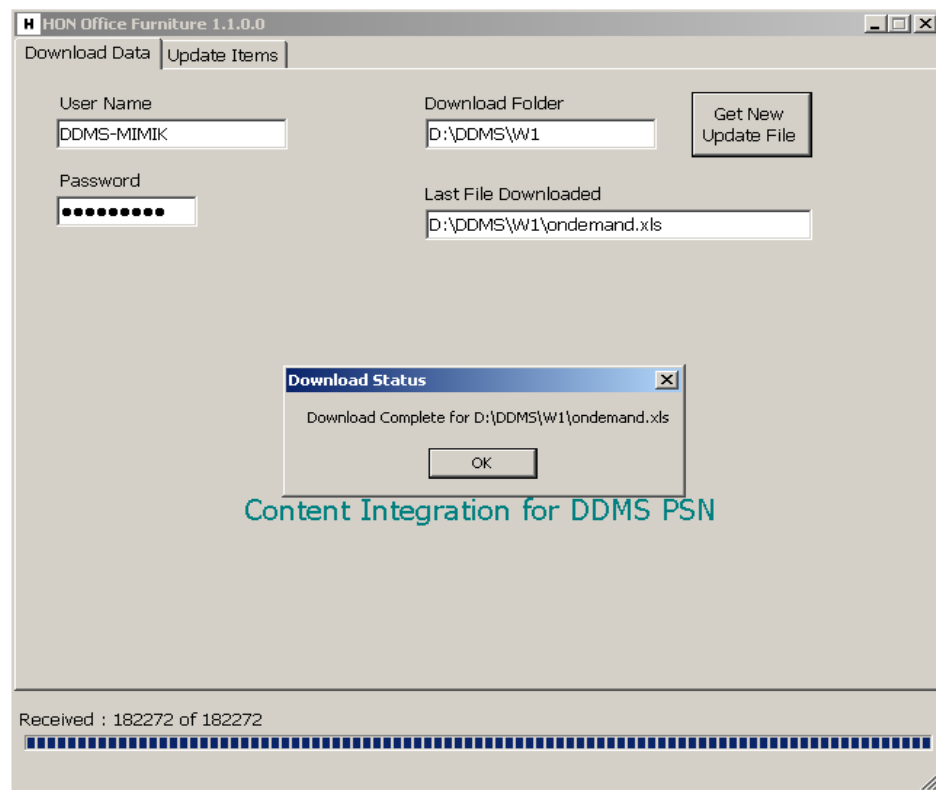
Figure 3: The HON Download Data Tab

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- 7 The Download Complete dialog box appears. See Figure 4. Click OK to accept.
- 8 Click the Update Items tab.
- 9 The File To Process box defaults to the downloaded folder. You can click the Browse button to select a different file location.
- 10 Check the Add New Items not Found in my Database checkbox to add additional items. The New Items options appear. See Figure 5.
- 11 Complete the Stock Classes and Department boxes and select Update weight and Update UPC.
- 12 Enter the cost level as provided by your HON account representative and check the corresponding check boxes relating to average cost, list price, and matching items.

Note: The Use I-SUPER to Match Items check box defaults to checked. Deselect only for trouble shooting purposes.

Figure 4: The Download Complete Dialog Box



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- 13 Enter up to 10 stock classes to exclude from the update. A dash in the second box indicates a range of classes.
- 14 The Clear Hon.log and Clear Exceptions check boxes relate to normal item update reports that are placed into the Content Integration program folder. It is recommended that these reports be cleared (kept at the default of checked) so the most recent price file information is saved.
- 15 Click Save Update Options to save your preferences.
- 16 Click Begin Update.
- 17 The Update Complete Dialog box appears. Click OK.

Figure 5: The Update Items Tab

HON Office Furniture 1.1.0.0

Download Data Update Items

File To Process
D:\DDMS\W1\ondemand.xls <-Browse

Save Update Options

Add New Items not found in my Database

New Items
Stock Class Department Update Weight
W 1 Update UPC

Cost Level
ENTER COST LEVEL

Update Average Cost (I-PRICE)
 Update list Price (I-PRICE)

Use I-SUPER to Match Items


Enter upto 10 Stock Classes to exclude from Update
(A Dash in the second box indicates a range of classes)

Last File Processed
D:\DDMS\W1\ondemand.xls on 2/23/2011

Clear Hon.log
 Clear Exceptions

Begin Update

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- 18 The Last File Processed displays in the lower left corner, along with the item number and record count being processed in the lower right corner. See Figure 6.
- 19 You can click the View HON.Log button to view items that were updated, as well as the View Exceptions button to view items that did not load, along with an explanation.
- 20 Click the  in the upper right corner to close the program.

**Figure 6:
Update
Complete**

