



DDMSPLUS[®] Administration

Updated January 2024



Contents

- Introduction.....4**
- Accessing DDMSPLUS Administration.....4**
- Using the Dashboard.....4**
 - Stopping the Runtime Service.....5
 - Refreshing the Runtime Cache.....5
 - Terminating Active Sessions.....5
 - Viewing Task Logs5
- Using Configuration6**
 - Using Application Settings.....6
 - Adjusting Log Settings6
 - Defining Printers7
 - Creating PlanetPress HTTP Email Definitions.....7
 - Creating PlanetPress Server Definitions8
 - Creating Email Print Overlays.....8
 - Changing the Server Option.....8
 - Defining Volumes.....9
 - Adding a New Volume9
 - Changing an Existing Volume.....10
 - Deleting an Existing Volume10
- Using Database10**
 - Performing Data Validations11
 - Deleting Records.....11
 - Copying Tables12
 - Deleting Tables.....13
 - Exporting Tables.....14
 - Importing Tables15
 - Viewing Tables16
- Using Custom Fields18**
- Using Utilities19**
 - Deleting User Settings19
 - Unlocking the System19
 - Setting Up EDI19
 - Creating EDI Tasks.....20
 - Editing EDI Tasks21
 - Deleting EDI Tasks.....21
 - Running EDI Tasks21
 - Scheduling EDI Tasks.....21

Scheduling Tasks	22
Creating Tasks	22
Creating Suspend Tasks.....	24
Editing Tasks.....	24
Launching Tasks Manually.....	24
Using Warehouse Mgmt.....	24
Using Security	24
Managing Users	24
Adding a New User	24
Changing a User	25
Deleting a User	25
Changing Your Password	26

Introduction

The DDMSPLUS® Administration Dashboard allows you to perform all of your admin tasks in an easy-to-use graphical interface. Admin tasks include stopping the service, exporting tables, performing data backups, etc. When you first install your DDMSPLUS software, you are prompted to set up a user for DDMSPLUS Administration after accepting the license agreement. We recommend you only give access to your system administrator.

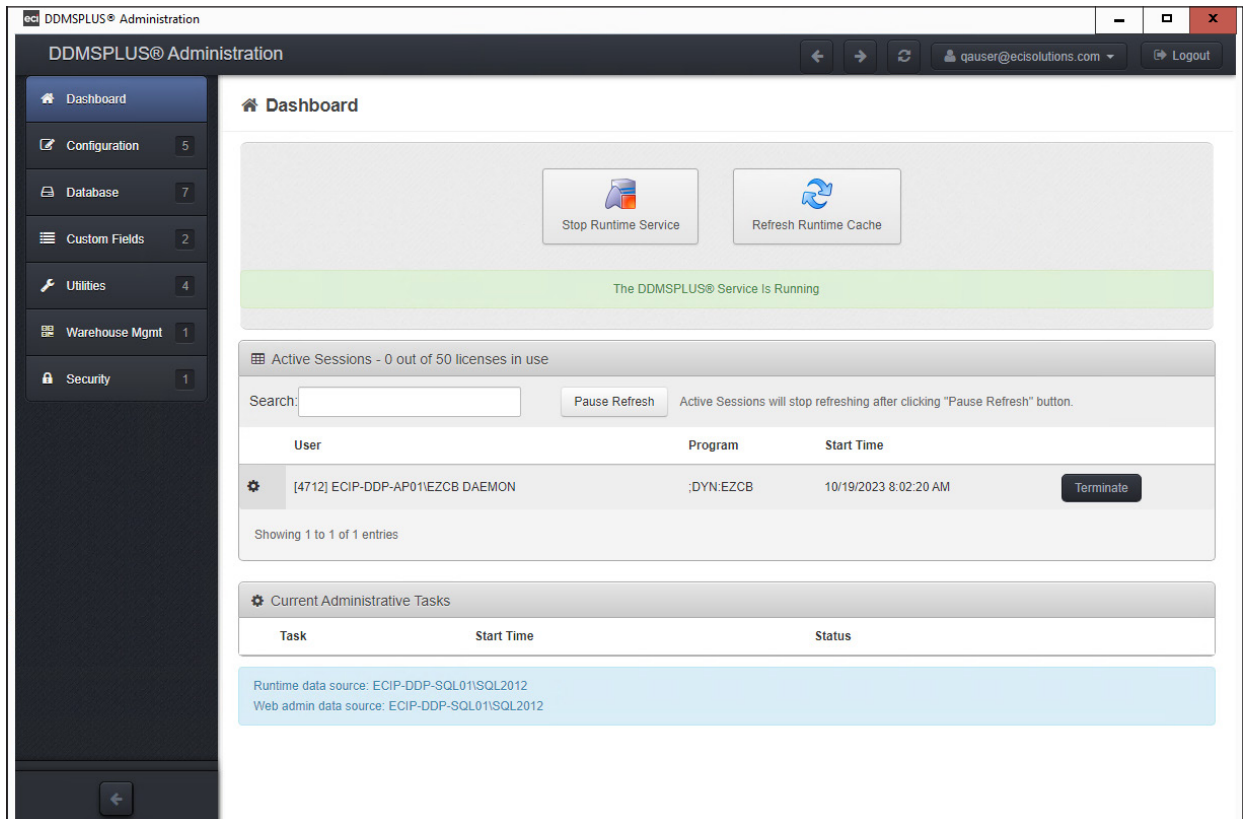
Some of the processes discussed in this handout require Super User privileges.

Accessing DDMSPLUS Administration

To access DDMSPLUS Administration, double-click the DDMSPLUS Administration icon from your desktop.

Using the Dashboard

The DDMSPLUS Administration Dashboard displays active sessions, current administrative tasks, and connection information. It also indicates if the DDMSPLUS Service is running. From this dashboard, you can stop the runtime service and refresh the runtime cache. You can also manually terminate active sessions and view administrative task logs.



Stopping the Runtime Service

Stopping the runtime service restarts your services. This is a dedicated function. Ensure that no one is currently using the service.

1. From the DDMSPLUS Administration window, click Dashboard.
2. Click Stop Runtime Service.
3. At the Are You Sure You Want to Stop the Service prompt, click Yes. The service is stopped.

Refreshing the Runtime Cache

1. From the DDMSPLUS Administration window, click Dashboard.
2. Click Refresh Runtime Cache. The Refresh Operation Complete message displays.

Terminating Active Sessions

Active sessions display on the Dashboard under the Active Sessions heading. The Active Sessions header displays the amount of licenses in use and your total amount of licenses. For example, if you are using five out of 100 licenses, the header would say Active Sessions - 5 Out of 100 Licenses In Use. The Active Sessions footer displays how many entries are in the grid.

To manually terminate a session:

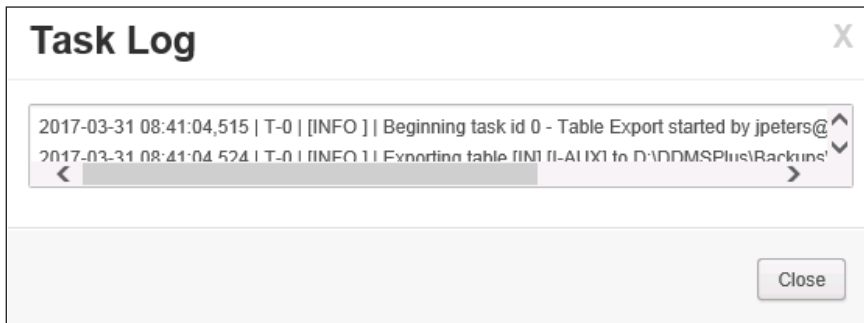
1. From the DDMSPLUS Administration window, click Dashboard.
2. Click Terminate next to the session to terminate. You can use the Search box at the top of the grid to search for sessions. While you are searching, the grid does not refresh, allowing you to search only for active sessions.
3. Respond to the confirmation prompt.

Viewing Task Logs

To view task logs:

1. From the DDMSPLUS Administration window, click Dashboard.
2. In the Current Administrative Tasks section, click the link in the Status column. The Task Log opens and lists details of the administrative task.

For example, if a user previously exported a table, the Task Log lists each step of the export process.



3. Click Close.

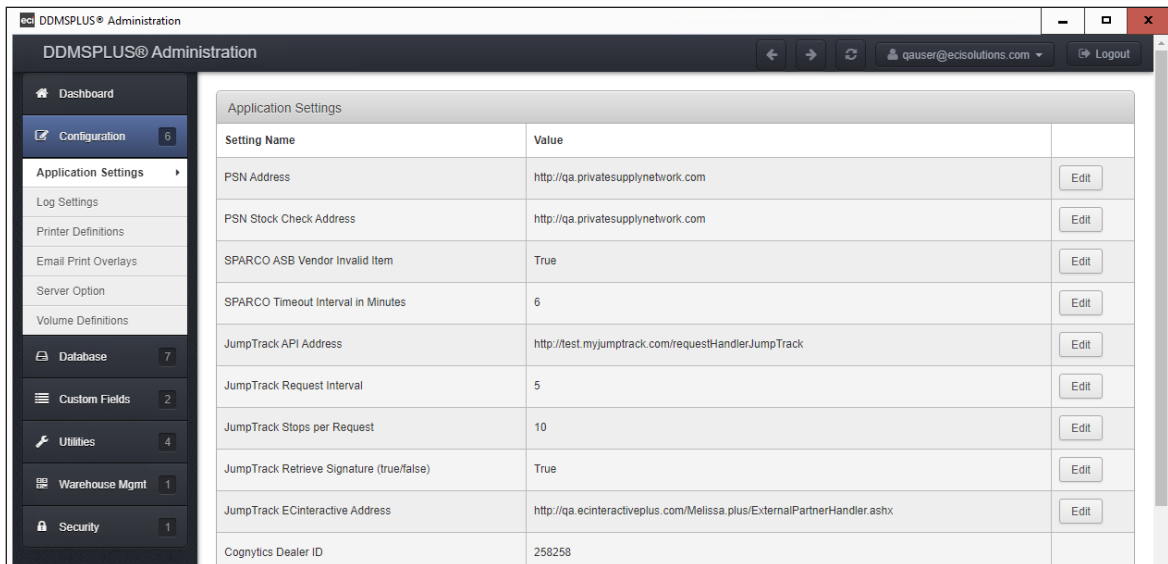
Using Configuration

Configuration settings allow you to change application settings, adjust log settings, define printers, change the server option and change volume serial definitions. You can define new printers and volumes and change existing printers and volumes. Previously in DDMS®, you could only view log files. You could not change settings. In DDMSPLUS Administration, you can now adjust your log settings.

Using Application Settings

You can set up values for different applications.

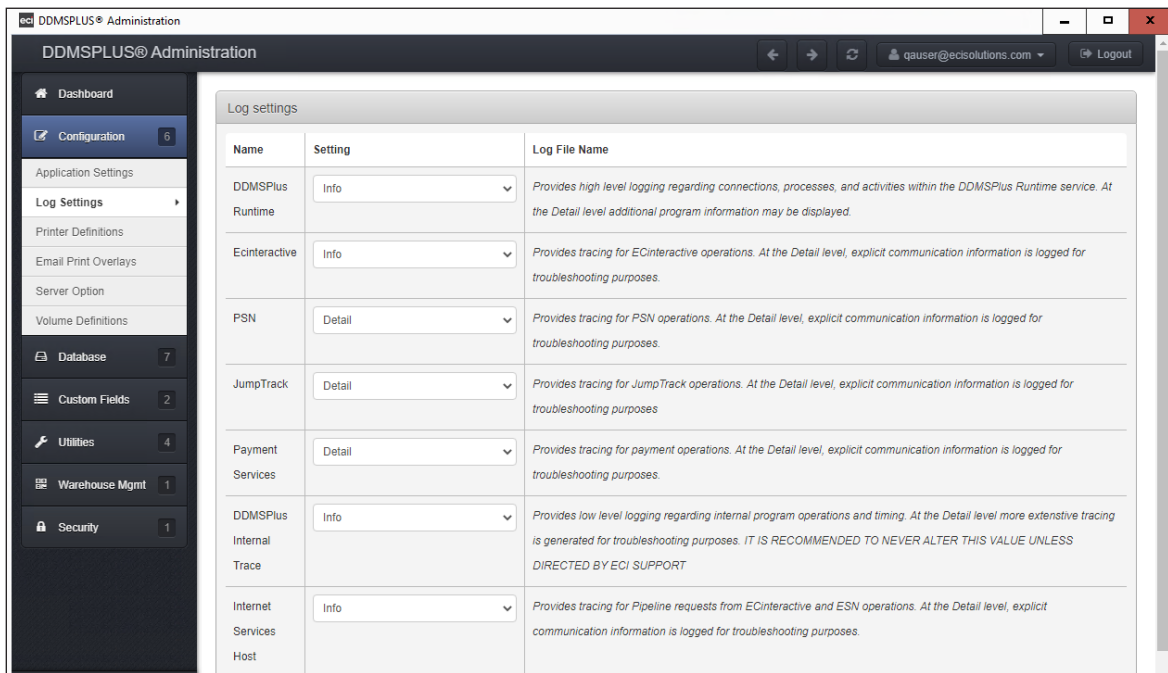
1. From the DDMSPLUS Administration window, click Configuration.
2. Click Application Settings. The Application Settings window opens.



3. To change the value for the application, click Edit next to the one you need to change.
4. Enter the new value and click Save. Or if you do not need to change the value, click Back to List.

Adjusting Log Settings

1. From the DDMSPLUS Administration window, click Configuration.
2. Click Log Settings. The Log Settings window opens.



- Click the Setting drop-down menu and select the log type. You can choose from the following:
 - Detail:** Logs detailed runtime information.
 - Info:** Logs basic runtime information.
 - Errors Only:** Logs runtime errors only.
- Click Save Changes. You can click Reset to Default to return to the default log settings.

Defining Printers

Printing workflows in PlanetPress® come through the HTTP Server Input plug-in instead of the WinQueue plug-in.

- From the DDMSPLUS Administration window, click Configuration.
- Click Printer Definitions. The Printer Definitions window opens.

Creating PlanetPress HTTP Email Definitions

You can send HTTP emails. To use this feature, you must type **Y** in the Http Emailing box in the DDMSPLUS Email/Faxing General Configuration Parameters window.

- Click Create New above PlanetPress HTTP Email Definitions. The PlanetPress HTTP Email Definition Creation window opens.
- Enter your email address in the PlanetPress HTTP Email box.
- Enter the IP address in the IP Address box.
- Enter the port number in the TCP Port box.
- In the Use Secure Connection box, use the drop-down arrow to select Yes or No.

6. Enter the location in the GL Location box.
7. In the Save Jobs box, use the drop-down arrow to select Only Errors, All or None.
8. In the Retention Days box, enter the number of days to retain the job.
9. Click Create.

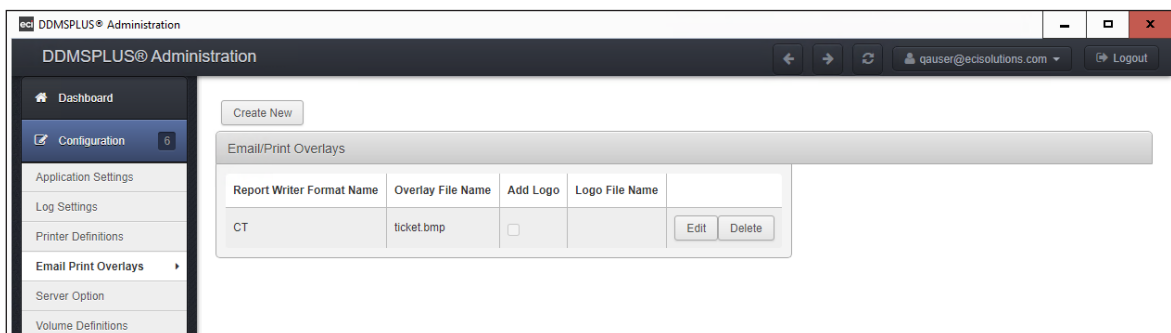
Creating PlanetPress Server Definitions

1. Click Create New above PlanetPress Server Definitions. The PlanetPress Server Definition Creation window opens.
2. In the PlanetPress Input box, enter the server name.
3. Enter the IP address in the IP Address box.
4. Enter the port number in the TCP Port box.
5. In the Use Secure Connection box, use the drop-down arrow to select Yes or No.
6. Click Create.

Creating Email Print Overlays

You can set up overlays for emails and print jobs.

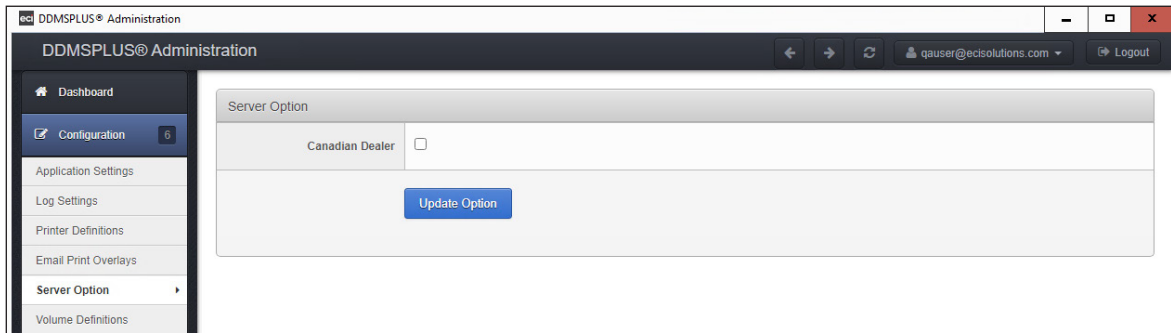
1. Click Create New.
2. In the Report Writer Format Name box, enter the Report Writer format name.
3. In the Overlay File Name box, enter the name of the image file.
4. Click the Add Logo if you need to add a logo to the overlay.
5. In the Logo File Name box, enter the logo file name, if needed.
6. Click Create.



Changing the Server Option

You can change your server from US to Canada through the sever options in Configuration.

1. From the DDMSPLUS Administration window, click Configuration.
2. Click Server Option.

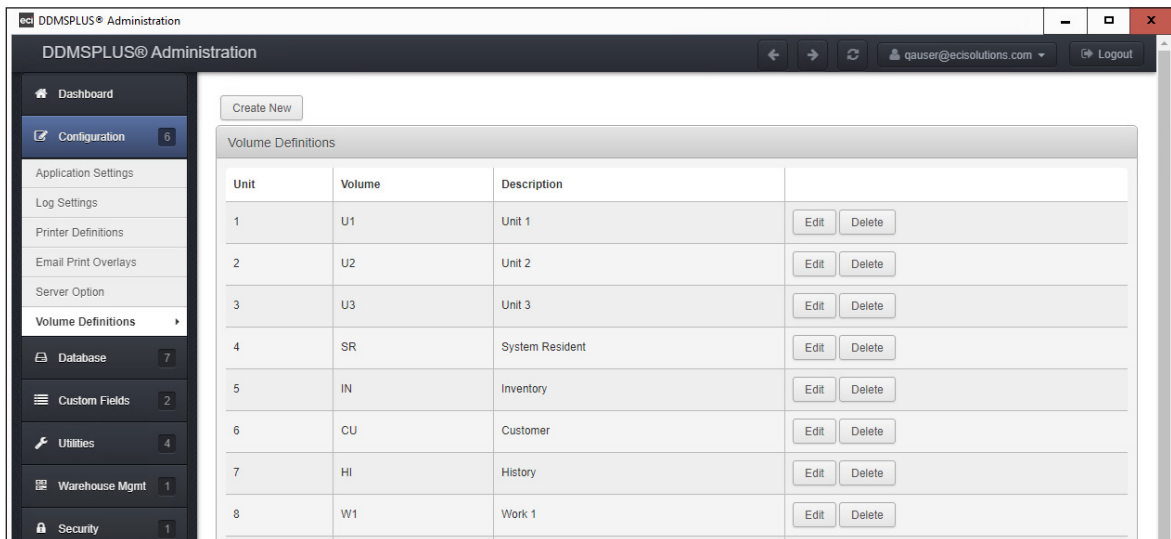


3. Check the Canadian Dealer box.
4. Click Update Option.

Defining Volumes

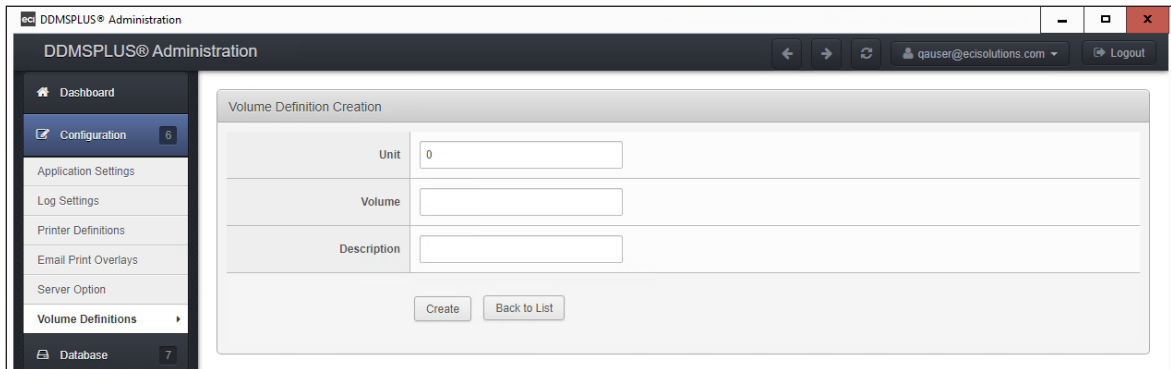
Volume serials are the logical names assigned to DDMSPLUS units on your system. You can add, change, or delete a volume.

1. From the DDMSPLUS Administration window, click Configuration.
2. Click Volume Definitions. The Volume Definitions window opens.



Adding a New Volume

1. Click Create New. The Volume Definition Creation window opens.



2. Click the Unit box and enter the partition number for this volume. You must assign a unit number to volumes.
3. Click the Volume box and enter the volume serial. Use uppercase characters only.
4. Click the Description box and enter a description for this volume serial. For example, if this is a volume serial for history, you could enter History in this box.
5. Click Create. The volume is added to the list and the system returns to the Volume Definitions window.

Changing an Existing Volume

1. Click Edit next to the volume to change.
2. Enter the new information. You can also click X in the box to clear it.

Note: You can only change the description of the volume.

3. Click Save.

Deleting an Existing Volume

1. Click Delete next to the volume to delete. The Confirm Delete prompt displays.
2. Click Continue.

Using Database

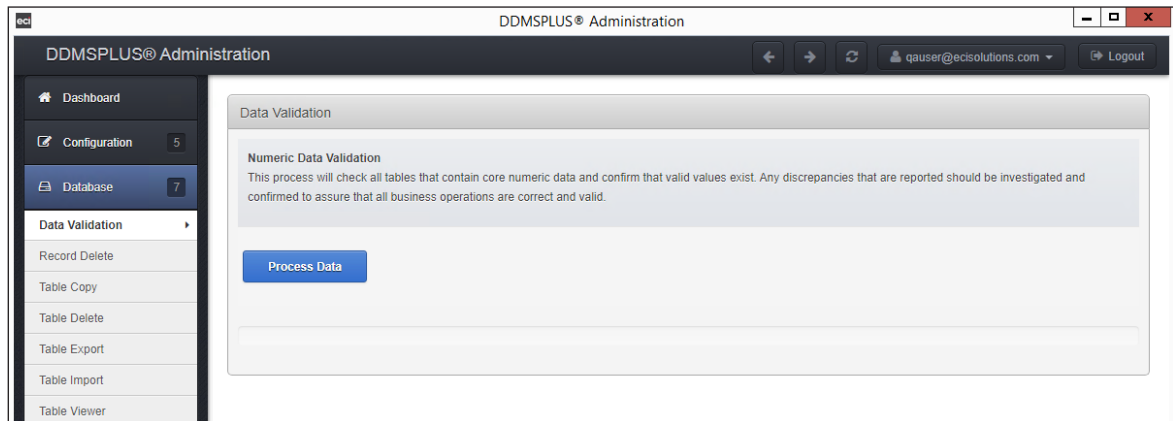
In the Database, you can:

- Perform data validations
- Delete records
- Copy tables
- Delete tables
- Export tables
- Import tables
- View tables

Performing Data Validations

To perform a data validation:

1. From the DDMSPLUS Administration window, click Database.
2. Click Data Validation. The Data Validation window opens.

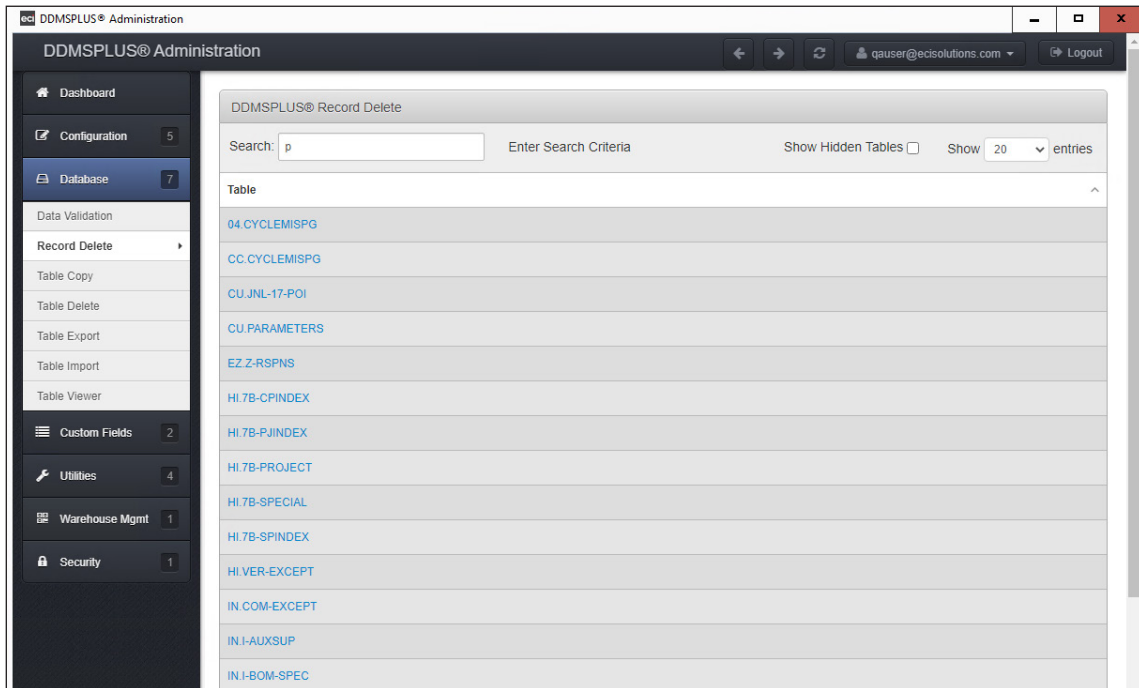


3. Click Process Data. You should investigate and confirm any reported discrepancies.

Deleting Records

Deleting records is permanent. Data cannot be recovered once deleted.

1. From the DDMSPLUS Administration window, click Database.
2. Click Record Delete. The DDMSPLUS Record Delete window opens.
3. Click the Search box.
4. Enter the name of the table that contains the record to delete and press Enter. The system displays the tables that most closely match the search term you entered. Use the First, Previous, Next, and Last buttons to navigate through the different pages. Click a specific page number to view it. You can also check the Show Hidden Tables box to see any hidden tables.

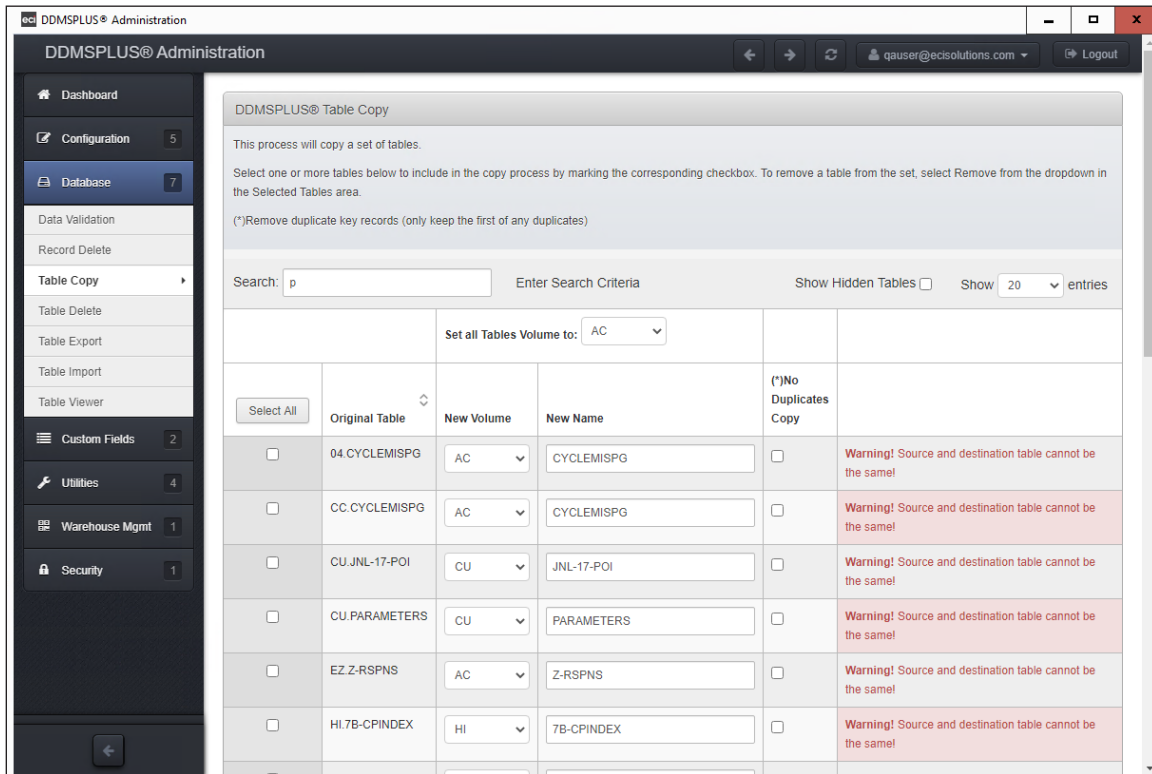


5. Click the table. A list of records in the table displays.
6. To find a specific record in the table:
 - 6.1 Click Find By Key.
 - 6.2 In the text box, enter the record key and click Apply. The page containing the record with the closest match opens.
7. Check the box next to the record or records to delete. When you select a record, it displays in the Selected Records section. You can click Remove to remove records from this table, if needed.
8. Click Delete Records. The Confirm Delete prompt displays.
9. Click Continue. The Dashboard opens and the deletion process displays in the Current Administrative Tasks section.

Copying Tables

You can copy from one table to another.

1. From the DDMSPLUS Administration window, click Database.
2. Click Table Copy. The DDMSPLUS Table Copy window opens.
3. Click the Search box.
4. Enter the name of the table and press Enter. The system displays the tables that most closely match the search term you entered. Use the First, Previous, Next, and Last buttons to navigate through the different pages. Click a specific page number to view it. You can also check the Show Hidden Tables box to see any hidden tables.



5. Check the box next to the table or tables to copy. You can also click Select All to select all displayed tables. When you select a table, it displays in the Selected Tables section.

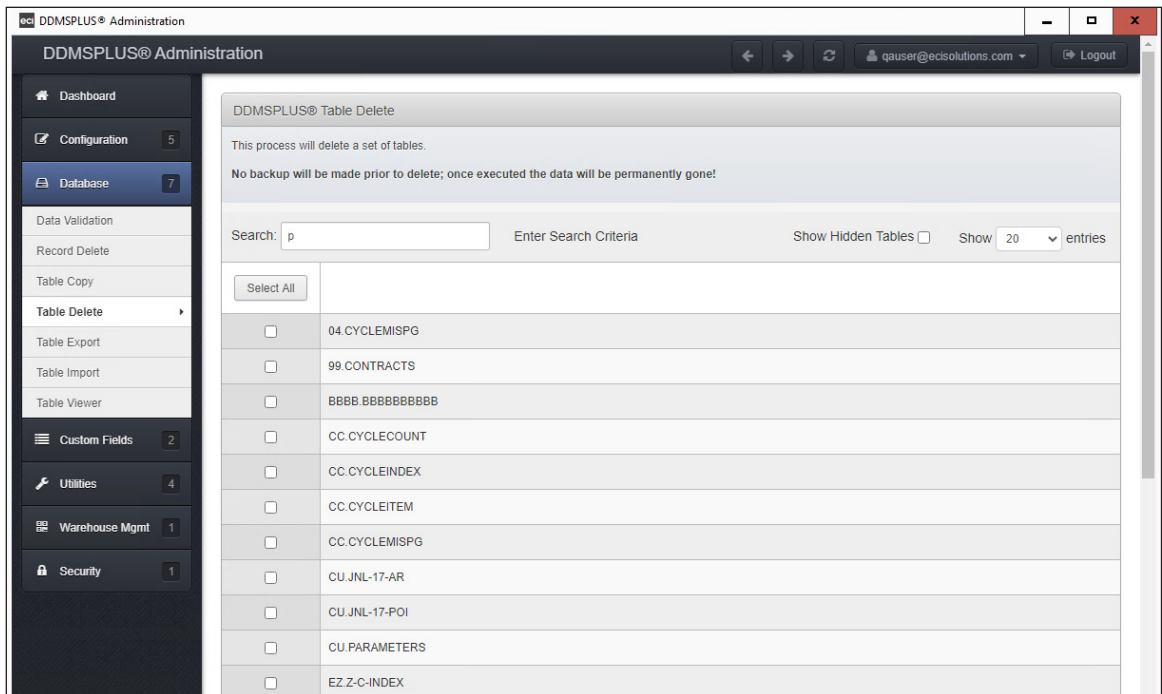
Note: You cannot copy a table to the same volume under the same name. If you attempt to do so, the checkbox to select the table is disabled and a warning message displays.

6. Click the New Volume drop-down menu and select the volume to which to copy this table, if needed. You can also click the Set All Tables Volume To drop-down menu to apply the new volume to all selected tables.
7. Click the New Name box and enter a new name for the table you are copying.
8. Click Begin Table Copy. The Confirm Selection prompt displays.
9. Click Continue. The tables are copied and the process displays in the Current Administrative Tasks section of the Dashboard.

Deleting Tables

You must have Super User privileges to delete tables.

1. From the DDMSPLUS Administration window, click Database.
2. Click Table Delete. The DDMSPLUS Table Delete window opens.
3. Click the Search box.



4. Enter the name of the table and press Enter. The system displays the tables that most closely match the search term you entered. Use the First, Previous, Next, and Last buttons to navigate through the different pages. Click a specific page number to view it. You can also check the Show Hidden Tables box to see any hidden tables.
5. Check the box next to the table to delete. The table displays in the Selected Tables section. You can also click Select All to select all displayed tables.
6. Ensure that the correct tables are selected. You can click the drop-down arrow next to a table and select Remove to remove it from the Selected Tables section.
7. Click Begin Table Delete. The Confirm Selection prompt displays.

Note: If the file you selected to delete is currently in use, a warning message advising that the table is in use and cannot be deleted displays.

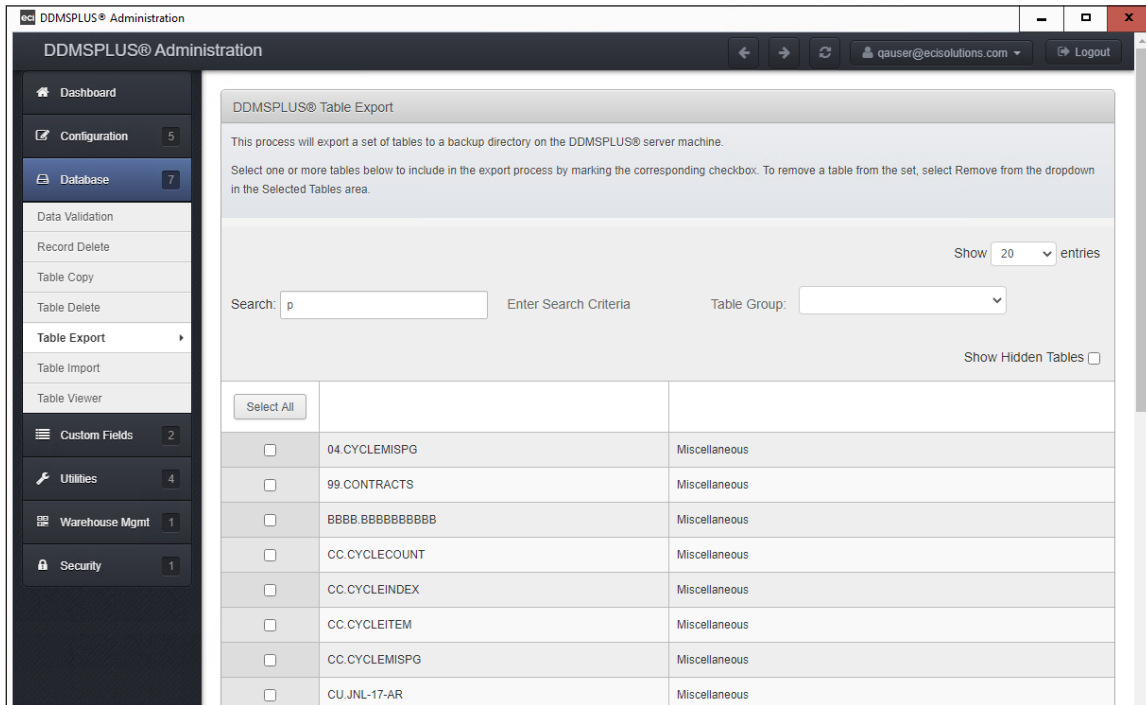
8. Click Continue. The Dashboard opens and the deletion process displays in the Current Administrative Tasks section. When the deletion process is complete, the Status column shows Completed and displays the time it took for the process to complete.

Exporting Tables

This process exports a set of tables to a backup directory on the DDMSPLUS server machine.

1. From the DDMSPLUS Administration window, click Database.
2. Click Table Export. The DDMSPLUS Table Export window opens.

3. Click the Search box.

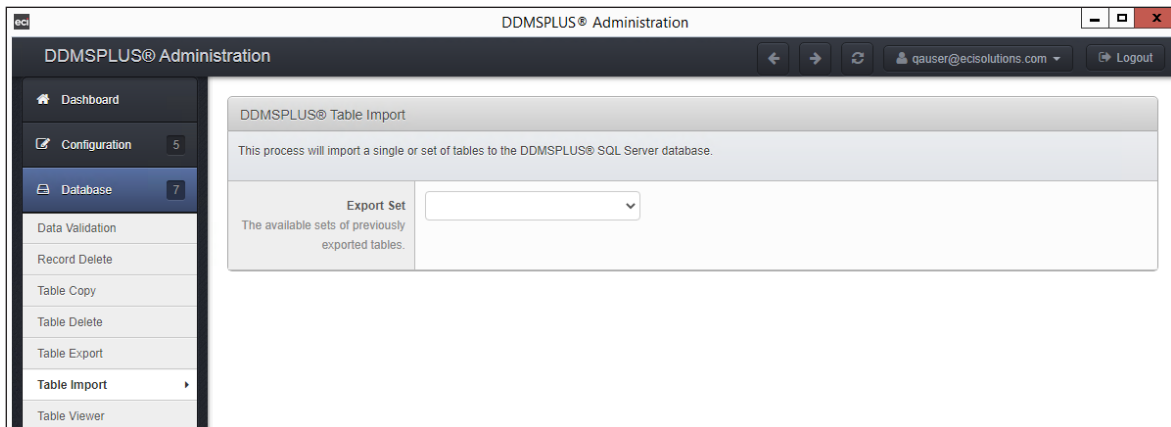


4. Enter the name of the table and press Enter. The system displays the tables that most closely match the search term you entered. Use the First, Previous, Next, and Last buttons to navigate through the different pages. Click a specific page number to view it. You can check the Show Hidden Tables box to see any hidden tables. You can use the drop-down arrow in the Table Group box to narrow the search results.
5. Check the box next to the table to export. The table displays in the Selected Tables section. To remove a table from this section, click the down arrow next to the table name and select Remove.
6. Click the Export Set Name box and enter a name for the exported set of tables. The name you enter is the name of the folder created in D:\DDMSPLUS\Backups when you complete the export process.
7. Click Begin Table Export. The Dashboard opens and the export process displays in the Current Administrative Tasks section. When the export process is complete, the Status column shows Completed and displays the time it took for the process to complete. A folder for the export is created in D:\DDMSPLUS\Backups.

Importing Tables

This process imports a single table or a set of tables to the DDMSPLUS SQL Server database.

1. From the DDMSPLUS Administration window, click Database.
2. Click Table Import. The DDMSPLUS Table Import window opens.

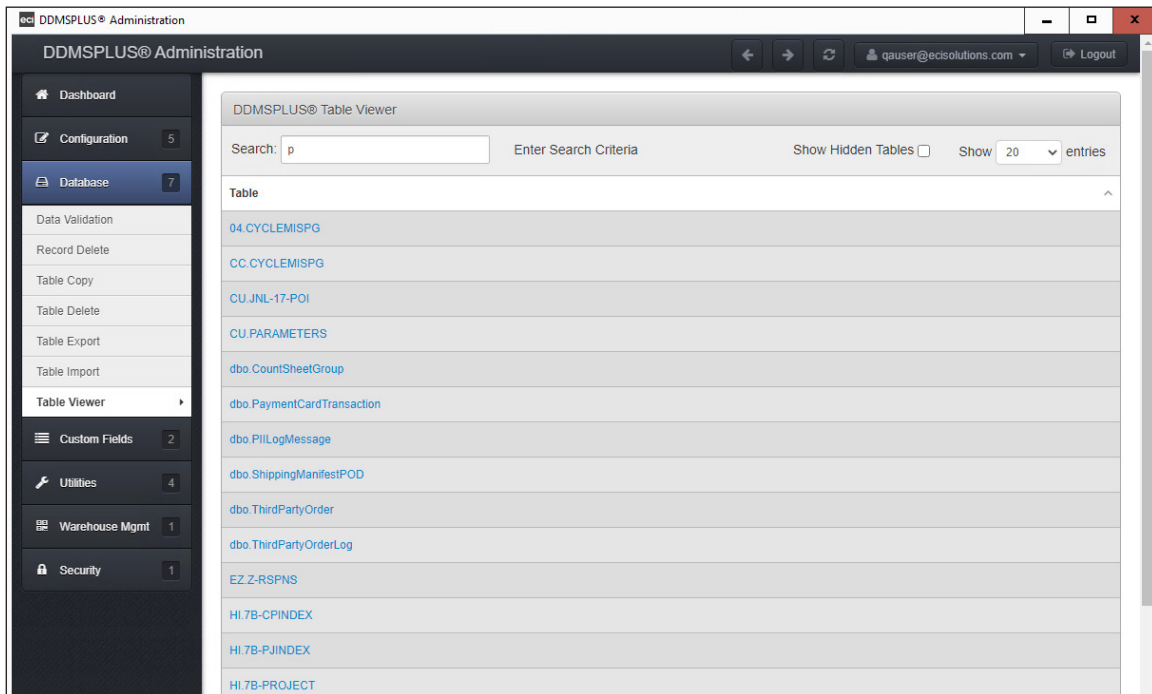


3. Click the Export Set drop-down menu and select the folder to import. This menu is populated from previously exported tables.
4. When you select a set of tables to export, the Table Selection section displays. Check the box next to the table to import. You can also click Select All to select all of the tables in the folder.
5. For each table you are importing, click the drop-down and select the volume serial and enter the name under which to restore the table. If the table already exists, the Warning Table Already Exists And Will Be Overwritten message displays.
6. Click Begin Table Import. The Confirm Selection prompt displays.
7. Click Continue. The Dashboard opens and the import process displays in the Current Administrative Tasks section. When the import is complete, the Status column shows Completed and displays the time it took for the process to complete.

Viewing Tables

Tables are details of the files in your system.

1. From the DDMSPLUS Administration window, click Database.
2. Select Table Viewer. The DDMSPLUS Table Viewer window opens.
3. Click the Search box.



4. Enter the name of the table and press Enter. The system displays the tables that most closely match the search term you entered. Use the First, Previous, Next, and Last buttons to navigate through the different pages. Click a specific page number to view it. You can also check the Show Hidden Tables box to see any hidden tables.
5. Click the table name to open the table and view the table details.
Tables include detailed information arranged in columns specific to the selected table. You can scroll left to right to view all of the information, and you can navigate through the pages as you did on the main Table Viewer window.
6. Click the Show Entries drop-down menu and select the number of entries to display on each page. You can select 20, 50, or 100.
7. To find a specific part of a table:
 - 7.1 Click Find By Key.
 - 7.2 Enter the keys by which to search and click Apply. The table moves to the page on which the information is located.
8. Click each column to sort information by that column. You can apply multiple sorts.
9. You can filter to specific information in the table.
 - 9.1 Click the Column drop-down menu and select a specific column in which to search. If you leave this set to All Columns, your filters are applied to all columns.
 - 9.2 Click the Criteria box and enter a value by which to search. For example, if you selected E_O_Taker in the Column box, you could enter an order-writer number, such as 101.

- 9.3 Check the Exact Match box to retrieve data that exactly matches what you entered in the Criteria box. If you leave this box unchecked, partial matches are included.
- 9.4 Click Search. The information displays.

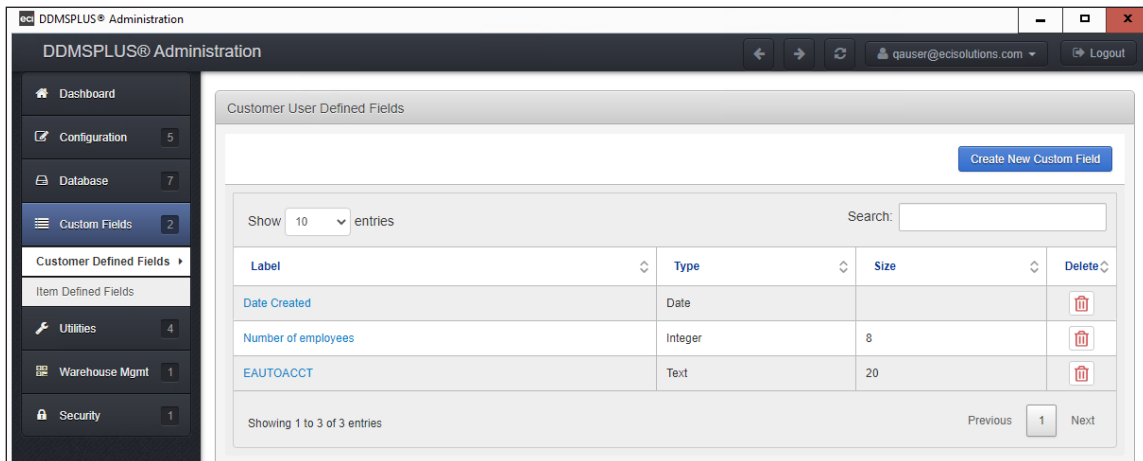
Using Custom Fields

You use this window to create custom fields for the Customer database Custom tab or the Item database Custom Fields tab. To create reports with this data, you must have access to the Ensite SQL database.

Note: This feature is not included in all software packages and may require authorization. For more information, contact ECI sales.

1. From the DDMSPLUS Administration window, click Custom Fields.
2. To create customer custom fields, click Customer Defined Fields. The Customer User Defined Fields window opens.

To create item custom fields, click Item Defined Fields. The Item User Defined Fields window opens.



3. Click Create New Custom Field.
 4. In the Label box, enter the name for the field display.
 5. In the Type field, use the drop-down menu to select the type. The type determines what displays in the Value box in the Customer Custom or Item database Custom Fields tabs.
- If you select Integer or Text, the Size box displays. To set up the Integer size, you must enter 9 or lower. To set up Text, you must enter 400 or lower.
6. Click Save & Close.
 7. The custom fields you created display in the Customer User Defined Fields or Item User Defined Fields window. The fields created here are visible in either the Customer Custom tab or Item Custom Fields tab. You can now edit, delete or search for the fields.

To edit the field, click the Label and make the changes as needed then click Save & Close.

You can delete the field by clicking the trash bin. Deleting the field removes it from the Customer or Item database.

Using Utilities

In Utilities, you can delete user settings, unlock the system, set up EDI tasks, and schedule tasks.

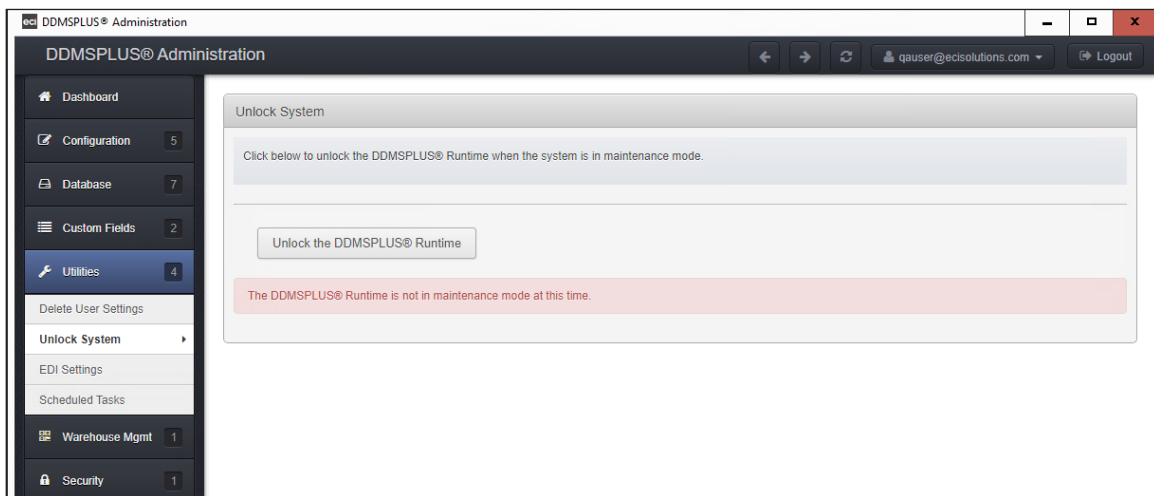
Deleting User Settings

If you delete user settings, custom grid views are deleted and have to be set up again. Any Function Keys set up for that user are also deleted and must be re-entered. For more information, see [Function Keys](#).

1. From the DDMSPLUS Administration window, click Utilities.
2. Click Delete User Settings. The Delete User Settings window opens.
3. Select Single User or All Users. If you select All Users, go to **Step 5**.
4. In the Single User ID box, enter the User ID for the settings to delete.
5. Select All Settings or Windows Settings Only.
6. Click Delete Settings. The Dashboard opens and the deletion process displays in the Current Administrative Tasks section. When the import is complete, the Status column shows Completed and displays the time it took for the process to complete.

Unlocking the System

1. From the DDMSPLUS Administration window, click Utilities.
2. Click Unlock System. The Unlock System window opens.



3. Click Unlock the DDMSPLUS Runtime to unlock the system.

Note: DDMSPLUS Runtime must be in maintenance mode. If you attempt to unlock the system while DDMSPLUS Runtime is not in maintenance mode, the DDMSPLUS Runtime Is Not In Maintenance Mode At This Time message displays.

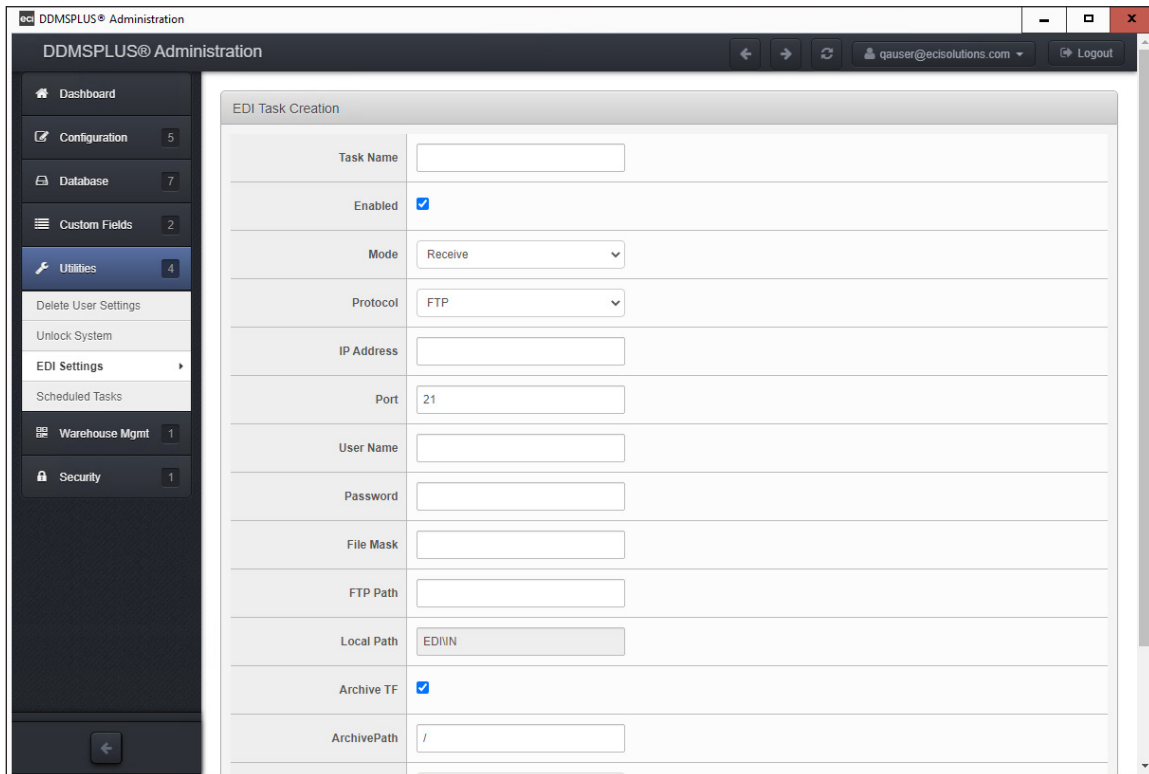
Setting Up EDI

Previously, you used two programs to set up and manage electronic invoicing files for AOPD and Point Nationwide: Importer and FTP File Manager. With DDMSPLUS, both of these programs have been combined and moved to the DDMSPLUS Administration site.

Note: Your tasks from Importer and FTP File Manager do not automatically import to DDMSPLUS Administration. You must manually create new tasks.

Creating EDI Tasks

1. From the DDMSPLUS Administration window, click Utilities.
2. Click EDI Settings. The EDI Settings window opens.
3. Click Set Terminal ID to change the terminal ID you are setting up, if needed.
4. Click Create New. The EDI Task Creation window opens.



5. Click the Task Name box and enter a unique name for this task. For example, to add a task for sending invoices, you could type `inv_send`.
6. Check the Enabled box if this task is going to be active.
7. Click the Mode drop-down menu and select Receive, Send, or Import Only.
8. Click the Protocol drop-down menu and select the FTP protocol you are using. You can select FTP, FTPS, or SFTP.
9. Click the IP Address box and enter the IP address for your trading partner.
10. The Port box defaults to the port for the protocol you select in **Step 8**. To change it, click the box and enter a new port.
11. Click the User Name and Password boxes and enter your user name and password. You receive this information from your trading partner.

12. Click the File Mask box and enter the type of file for this task. For example, to send 810 files, you could type *_810. This task would send all files ending in _810.
13. Click the FTP Path box and enter the path where the files are stored on the FTP site. This path must always begin with a forward slash (/).

Note: The Local Path box is set automatically when you select a mode and cannot be changed. If your mode is send, the path is EDI\OUT. If your mode is receive, the path is EDI\IN.

14. Check the Archive TF box to archive your files. If you enable this option, the system renames and saves your files when you finish sending or receiving them. This option is enabled by default.
Clear the Archive TF box to not archive your files. If you choose not to archive your files, they are deleted once the task is complete.
15. Click the ArchivePath box and enter the path where your archived files are stored. If you are sending files, this path should go to the FTP server. If you are receiving files, this path should go to your local machine.
16. Click the Rename File Option drop-down menu and determine how to rename your files. You can select None, AOPD, or PNW. This applies to sending tasks only.
17. Click Create. The task is created and you are returned to the EDI Settings window.

Editing EDI Tasks

1. From the DDMSPLUS Administration window, click Utilities.
2. Click EDI Settings. The EDI Settings window opens.
3. Click Edit next to the task to edit. The Editing EDI Settings window opens.
4. Click each box and enter the new information. For details, refer to the **Creating EDI Tasks** heading.
5. When finished, click Save.

Deleting EDI Tasks

1. From the DDMSPLUS Administration window, click Utilities.
2. Click EDI Settings. The EDI Settings window opens.
3. Click Delete next to the task to delete.

Running EDI Tasks

Once you have set up your EDI tasks, you can run them manually in DDMSPLUS Administration.

1. From the DDMSPLUS Administration window, click Utilities.
2. Click EDI Settings. The EDI Settings window opens.
3. Click Run Now next to the task to run.

Note: When you run a receive task, the files download from your FTP and are imported to P-MASTER.

Scheduling EDI Tasks

Once you have created an EDI task, you can schedule it to run when needed. You can schedule the same task multiple times. For example, if you need to run a task at 9:45, 1:45, and 4:45, you can add three scheduled tasks for these times.

1. From the EDI Settings Window, click Edit next to the task to schedule.
2. Click Schedule. The Scheduled EDI Settings Task Creation window opens.
3. Click the Active Mode drop-down menu and select Active or Inactive. It defaults to Active.
4. Specify when the EDI task should run:
 - To run the task on a specific day, click the Day of Week drop-down menu and select the day on which to run the task. You can also select Monday - Friday or Saturday & Sunday.
 - To run the task on a specific date, click the Date drop-down menu and select the month. Then, click the corresponding box and enter the day. For example, to run the task on January 1st, select Jan in the first box and type 01 in the second box.
5. Use the time drop-down menus to set the time when this task should run. You can also use wildcards, which are indicated by ??. For example, to set a task to run every hour, you would select ?? in the Hour box and 00 in the Minutes box.

Editing Scheduled Task	
Active Mode	Active <input type="button" value="v"/>
Day of Week	MONDAY-FRIDAY <input type="button" value="v"/>
Date	JAN <input type="button" value="v"/> / <input type="text"/> (MM/DD)
Time	?? <input type="button" value="v"/> : 00 <input type="button" value="v"/> P.M. <input type="button" value="v"/> (HH/MM)

6. The Description box populates with a description based on your EDI settings. Click this box and enter a new description, if needed.

Note: The information in the Device, Program, Type of File, and Start Parameters boxes is for display only.

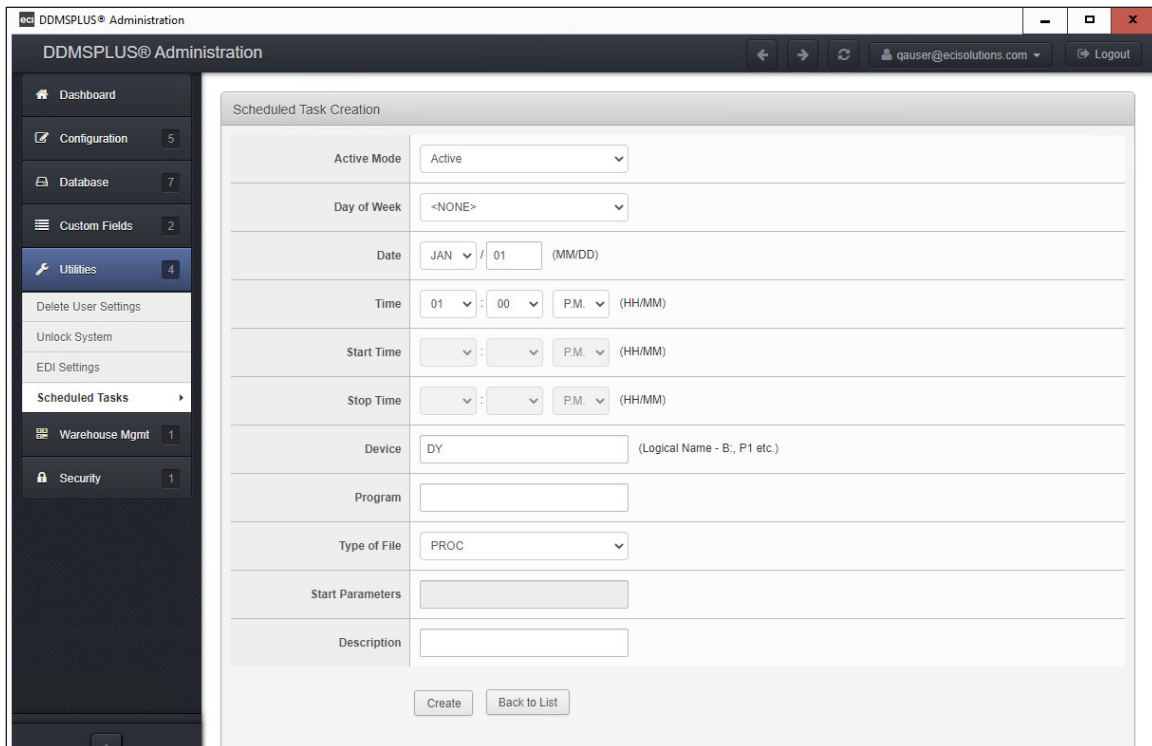
7. Click Create. The EDI Task is added to the Scheduled Tasks window.

Scheduling Tasks

The DDMSPLUS Administration Scheduled Tasks window replaces the text-based (Z)[C] Program Launcher screen. On this page, you can schedule procs and other tasks. Moving this function to DDMSPLUS Administration provides you with an easy-to-use graphical interface.

Creating Tasks

1. From the DDMSPLUS Administration window, click Utilities.
2. Click Scheduled Tasks. The Scheduled Tasks window opens.
3. Click Create New. The Scheduled Task Creation window opens.



4. Click the Active Mode drop-down menu and select Active or Inactive.
5. Specify when the task should run.
 - To run the task on a specific day, click the Day of Week drop-down menu and select the day on which to run the task. You can also select Monday - Friday or Saturday & Sunday.
 - To run the task on a specific date, click the Date drop-down menu and select the month. Then, click the corresponding box and enter the day. For example, to run the task on January 1st, select Jan in the first box and type 01 in the second box.
6. Use the time drop-down menus to set the time when this task should run. You can also use wildcards, which are indicated by ??. For example, to set a task to run every hour at the 45-minute mark, you would select ?? in the Hour box and 45 in the Minutes box.
7. Click the Device box and type **DY**.
8. Click the Program box and enter the program you are running. You can enter up to 10 characters in this box.
9. Click the Type Of File drop-down menu and select Proc or Program.
10. Click the Start Parameters box and enter the start parameters for the task. You can enter up to 30 characters in this box. If you selected Proc in **Step 9**, you cannot edit this box.
11. Click the Description box and enter a description of the task. You can enter up to 30 characters in this box.
12. When finished, click Create. The task is added to the Scheduled Tasks window.

Creating Suspend Tasks

1. From the Scheduled Tasks window, click Suspend. The Scheduled Suspended Task Creation window opens.
2. Specify when the task should run.
 - To run the task on a specific day, click the Day of Week drop-down menu and select the day on which to run the task. You can also select Monday - Friday or Saturday & Sunday.
 - To run the task on a specific date, click the Date drop-down menu and select the month. Then, click the corresponding box and enter the day. For example, to run the task on January 1st, select Jan in the first box and type 01 in the second box.
3. Click Create. The Suspend Task is added to the Scheduled Tasks window.

Editing Tasks

1. From the Scheduled Tasks window, click Edit next to the task to change.
2. Click each box and enter the new information.
3. When finished, click Save. The task is updated and you are returned to the Scheduled Tasks window.

Note: To delete a task from the Scheduled Tasks window, click Delete next to the task to remove.

Launching Tasks Manually

While you can schedule tasks to run automatically, you can also manually run tasks as needed. From the Scheduled Tasks window, click Launch Now.

Note: Suspend tasks can not be manually launched. They run on the day of the week or date specified.

Once you launch a task, it appears on the Dashboard window and a line is added to the Log Viewer.

Using Warehouse Mgmt

The Warehouse Mgmt menu gives you access to the Inventory Counts feature. The Inventory Counts feature allows you to update your inventory counts through the ScanIT mobile app. You can create inventory lists to submit to the ScanIT app. Once the counting is completed, warehouse personnel can submit their counts from the app back to DDMSPLUS. For more information on Inventory Counts, see the handout [DDMSPLUS: Inventory Counts](#).

Using Security

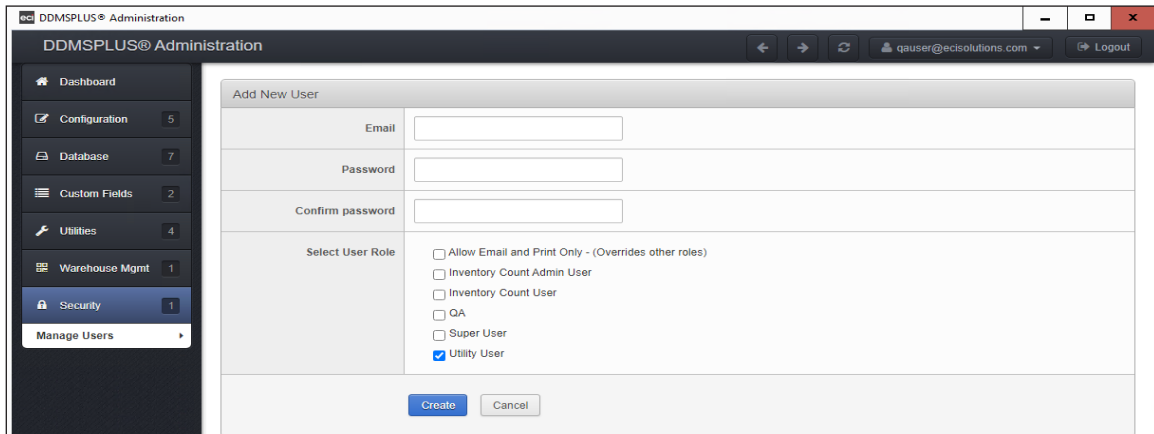
In the Security window, you can add, edit, and delete DDMSPLUS Administration users.

Managing Users

1. From the DDMSPLUS Administration window, click Security.
2. Click Manage Users. The Manage Users window opens. You can add, edit, or delete users. See the following headings.

Adding a New User

1. Click Add New User. The Add New User window opens.



2. Click the Email box and enter the user's email address.
3. Click the Password box and enter a password for this user. The password must have at least one lowercase character, one uppercase character, one numeric character, and one special character (!@#\$%^&*).
4. Click the Confirm Password box and re-enter the password. It must match exactly.
5. Select the user role. You can select the following options:
 - **Allow Email and Print Only:** Select this option to restrict this user to Email/Print Manager access only.
 - **Inventory Count Admin User:** Select this option to allow this user to view and edit inventory counts in DDMSPLUS Administration.
 - **Inventory Count User:** Select this option to allow this user to use the ScanIT mobile app to count inventory and submit count changes.
 - **Super User:** Super Users have access to all DDMSPLUS administrative tasks.
 - **Utility User:** Utility Users cannot add or edit other users, import tables, or restore databases.
6. Click Create. The user is added and the system returns to the Manage Users window.

Changing a User

1. Click Edit next to the user to change.
2. Enter the new information.
3. Click Save.

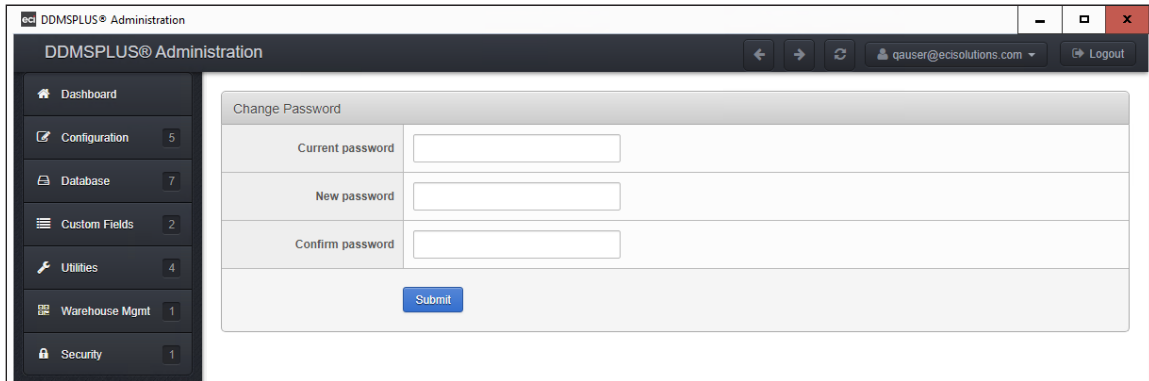
Deleting a User

1. Click Delete next to the user to delete. The Delete User window opens.
2. Click Delete. The user is deleted and the system returns to the Manage Users window.

Changing Your Password

You can change your password without navigating to the Manage Users window.

1. Click your email address in the top-right corner and select Change Password. The Change Password window opens.



The screenshot shows a web browser window titled "eci DDMSPLUS® Administration". The browser's address bar shows "gauser@ecisolutions.com" and a "Logout" button. On the left is a navigation sidebar with the following items: Dashboard, Configuration (5), Database (7), Custom Fields (2), Utilities (4), Warehouse Mgmt (1), and Security (1). The main content area is titled "Change Password" and contains three input fields: "Current password", "New password", and "Confirm password". Below these fields is a blue "Submit" button.

2. Click the Current Password box and enter your current password.
3. Click the New Password box and enter your new password. Passwords must have at least one lowercase character, one uppercase character, and one special character (!@#%&^*).
4. Click the Confirm Password box and re-enter the password. It must match exactly.
5. Click Submit.