Accessing and Understanding Mail Quality Reporting

National PCC Day 2013

September 18, 2013

Agenda

- What is Mailer Scorecard
- How Are the Reports Accessed
- Full Service Mailer Scorecard
- Investigating Full-Service Issue
- Tips & Tricks
- Additional Reports

Mailer Scorecard

REPORT DETAILS

Report Filter:
(Date (ID) Between 10/11/2011 and 11/10/2012) And (ApplyComparison("#0 in (select CRID from PR_MSTR_SECURITY_CRID_ALL_V where upper(MS_USER_NAME) = #1)",{Mail Owner CRID} (CRID_NUMERIC),Upper("MQR_SASP_ ApplyComparison("#0 in (select CRID from PR_MSTR_SECURITY_CRID_ALL_V where upper(MS_USER_NAME) = #1)",{Mail Preparer CRID} (CRID_NUMERIC),Upper("MQR_SASP_Sub_2")))

Data rows

Customer Location	# of Container Errors	# of Container Warnings	# of Containers	# of Handling Unit Errors	# of Handling Unit Warnings

4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)
Total

# of Handling Units	# of Piece Errors	# of Piece Warnings	#
224	255	0	
12	289	0	
236	544	0	

Mailer Scorecard — FEBRUARY 2013

Full-Service Compliance	eInduction	Seamless	Manual Sampling	Entry Point Verification	Mailer Profile

○ # Metrics   ◉ % Metrics

Full-Service Compliance

eDoc Submitter	20400555 Chicago Presort Company	123456 St. Louis Mailing Management Inc.
# Containers	157	12,427
# Handling Units	3,461	182,875
# Pieces	1,352,849	47,471,183
% FS Mail Volume	100.00%	99.38%
% OCI Not in Error	100.00%	91.33%
% Container MID Not in Error	100.00%	100.00%
% HU MID Not in Error	100.00%	100.00%
% Piece MID Not in Error	100.00%	99.98%
% STID Not in Error	100.00%	100.00%
% By/For Not in Error	99.84%	83.55%
% By/For Matching Not in Error	82.62%	77.69%
% Container Barcode Uniqueness Not in Error	100.00%	100.00%
% HU Barcode Uniqueness Not in Error	99.83%	100.00%
% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

What is Mailer Scorecard

- The Mailer Scorecard provides a dashboard view summarizing performance

- Allows comparison across facilities

- Conditional formatting provides a trending view across months

- Drill reports provide a way to determine specific mail preparation errors

- Available for any company that submits electronic documentation
  - Data grouped by eDoc submitter CRID

How Are the Reports Accessed

- To access the Mailer Scorecards log in through the Business Customer Gateway
  - https://gateway.usps.com/bcg
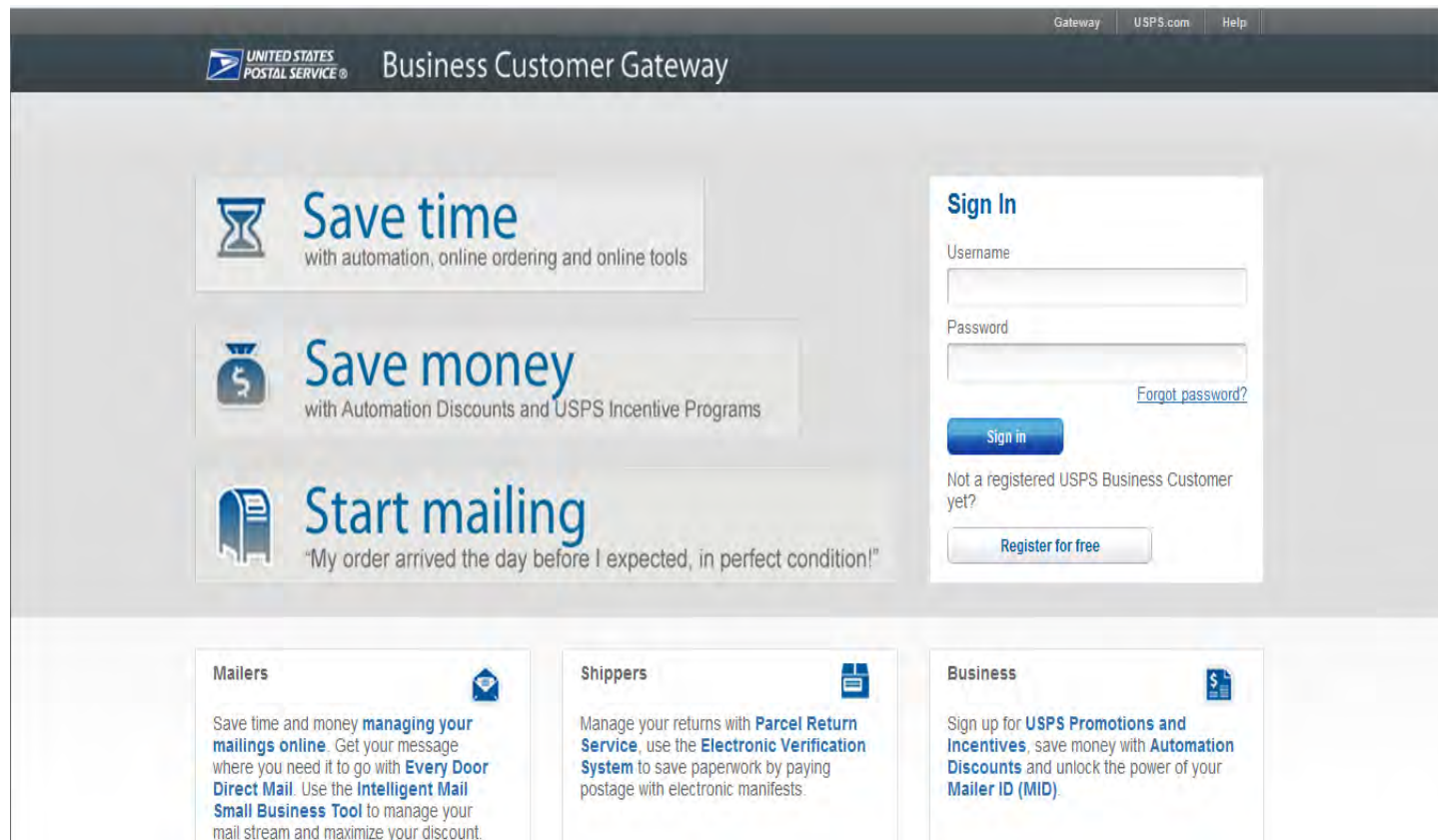
How Are the Reports Accessed

- Enter the appropriate user name and password
  - Select Sign In

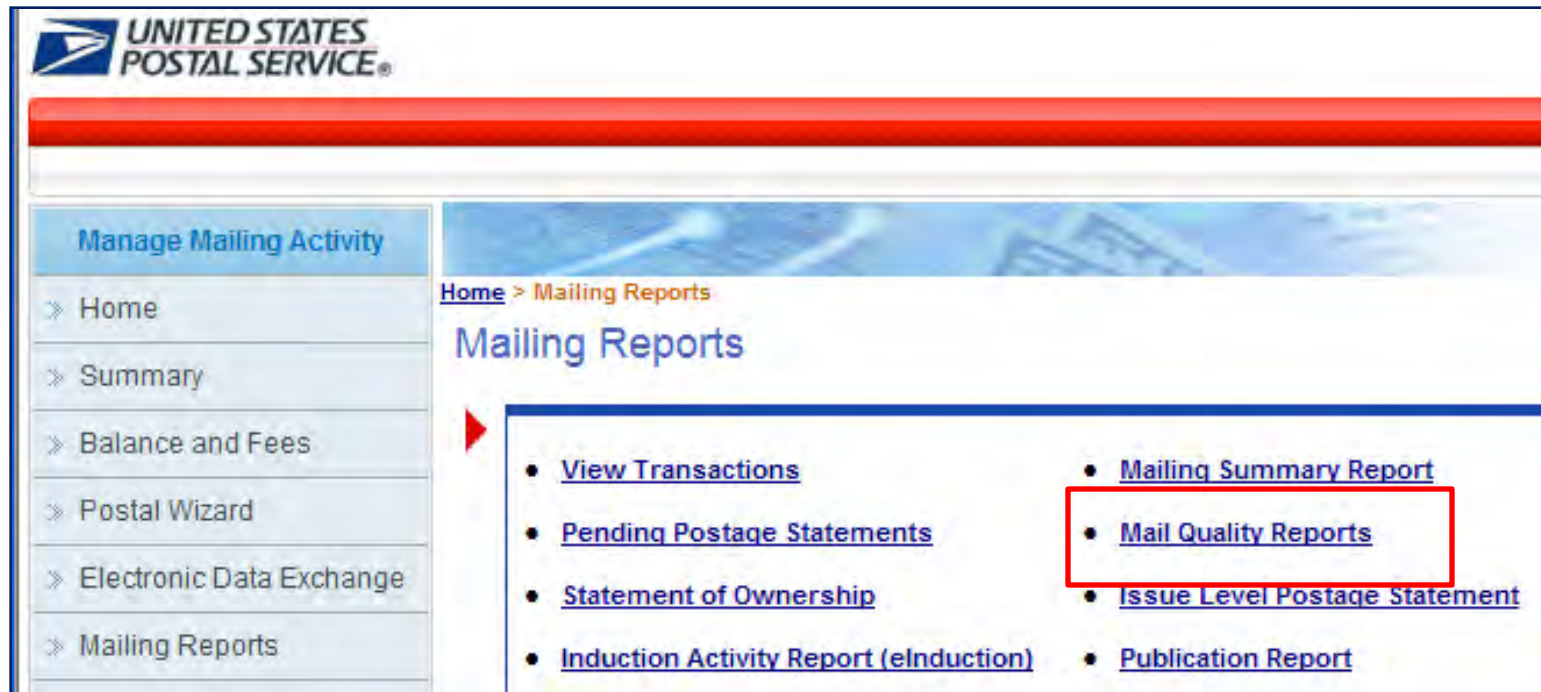# How Are the Reports Accessed

- Scroll down to the Tools & Wizard section
    - Select Mailing Reports (PostalOne!)

How Are the Reports Accessed

- Select Mail Quality Reports

How Are the Reports Accessed

- Select the Shared Reports folder
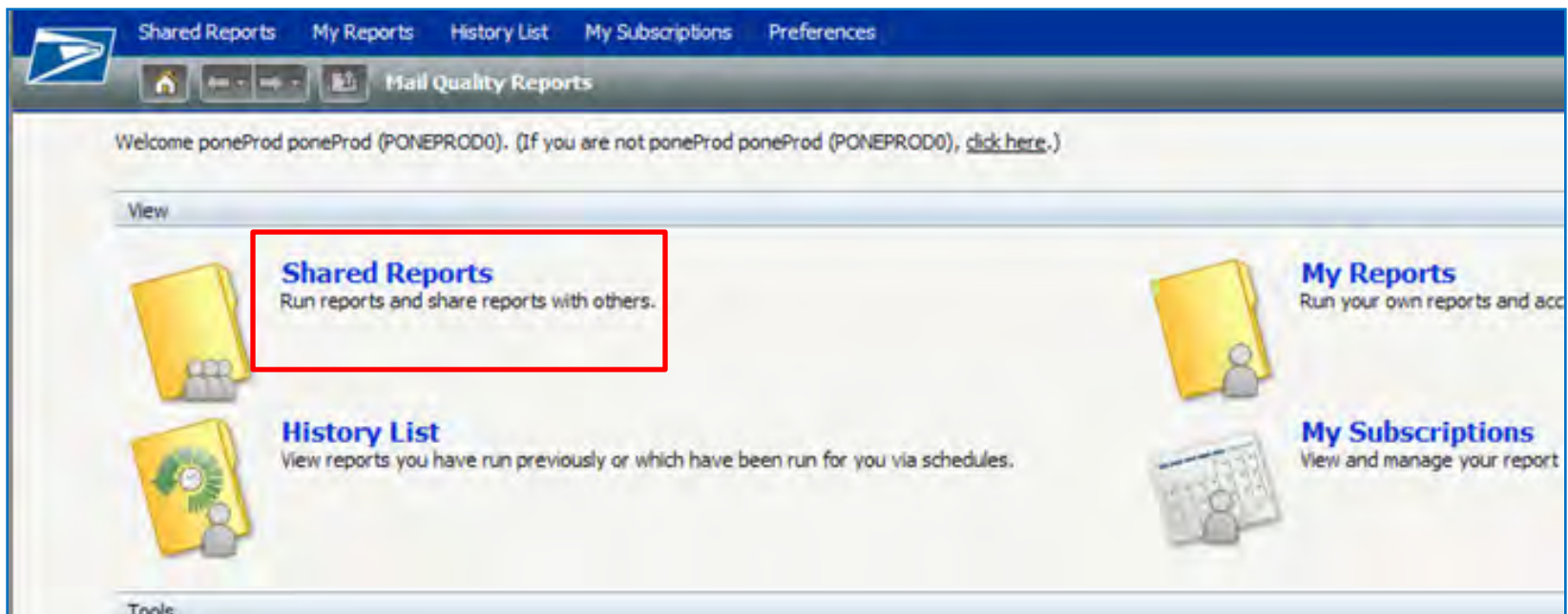
How Are the Reports Accessed

- Select Mailer Scorecard folder to access the reports

Full Service Mailer Scorecard

What Validations Are Performed

- Within 48 hours after the mailing is processed the following occurs:
  - Full-Service eDoc verification
    - Check every container, handling unit and piece in electronic documentation and evaluate for specific errors
  - Trend results are monitored for at least one month

Data Type	eDoc record level
Mailer ID	Container, Tray, Piece Barcode
Service Type ID	Piece Barcode
By/For	Piece
Unique Container Barcode	Container Barcode
Unique Tray Barcode	Tray Barcode
Unique Piece	Piece Barcode
Co-Palletization	Tray/Sack
Entry Facility	Container
Scheduled Ship Date	Container

What Validations Are Performed

- All validations are performed by checking against values provided in the eDoc

Validation	What is it?
Mailer ID	Mailer ID provided in the IMb, IMtb, or IMcb is valid and registered with the USPS Mailer ID system
Service Type ID	Service Type ID provided in the IMb is valid, appropriate for the class of mail, and appropriate for the service level of the mailpiece
By/For	Mail Owner and Mail Preparer are provided for each mailpiece
Unique Container Barcode	IMcb is unique across all mailings from all eDoc submitters for the past 45 days
Unique Tray Barcode	IMtb is unique across all mailings from all eDoc submitters for the past 45 days
Unique Piece	IMb is unique across all mailings from all eDoc submitters for the past 45 days
Co-Palletization	Co-palletization files are submitted within 14 days for trays/virtual sacks marked for co-palletization at origin
Entry Facility	Entry facility provided in eDoc (Locale key or ZIP Code) is a valid USPS facility
Scheduled Ship Date	For USPS Transported containers that do not receive scan at arrival to USPS facility, scheduled ship date/time is within 48 hours of finalization date/time.

Full Service Mailer Scorecard

Mailer Scorecard   **FEBRUARY 2013**

| Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile |

○ **# Metrics**   ◉ **% Metrics**

Full-Service Compliance

eDoc Submitter	20400555 Chicago Presort Company	123456 St. Louis Mailing Management Inc.
# Containers	157	12,427
# Handling Units	3,461	182,875
# Pieces	1,352,849	47,471,183
% FS Mail Volume	100.00%	99.38%
% OCI Not in Error	100.00%	91.33%
% Container MID Not in Error	100.00%	100.00%
% HU MID Not in Error	100.00%	100.00%
% Piece MID Not in Error	100.00%	99.98%
% STID Not in Error	100.00%	100.00%
% By/For Not in Error	99.84%	83.55%
% By/For Matching Not in Error	82.62%	77.69%
% Container Barcode Uniqueness Not in Error	100.00%	100.00%
% HU Barcode Uniqueness Not in Error	99.83%	100.00%
% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

14

Full Service

Mailer Scorecard

FEBRUARY 2013

Full-Service Compliance	eInduction	Seamless	Manual Sampling	Entry Point Ver...

○ **# Metrics**   ● **% Metrics**

Full-Service Co...

eDoc Submitter	20400555 Chicago Presort Company	123456 St. Louis Mailing Management Inc.
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% HU Barcode Uniqueness Not in Error	99.83%	100.00%
% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

- Changes in metrics since previous month are highlighted
  - Green: metric has improved by more than 5%
  - Red: metric as declined by more than 5%
  - Yellow: metric exceeds USPS threshold

15

Full Service

Full Service

Full Service

Full Service

Mailer Scorecard | Thresholds

Mailer Scorecard — **FEBRUARY 2013** — UNITED STATES POSTAL SERVICE ®

| Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile |

Legend
Percentage metric value has improved by more than 5% from previous month

○ # Metrics   ◉ % Metrics

Full-Service Compliance

	20400555	123456

% OCI Not in Error — **100.00%** — **91.33%**

# Handling Units	3,461	182,875
# Pieces	1,352,849	47,471,183
% FS Mail Volume	100.00%	
% OCI Not in Error	100.00%	
% Container MID Not in Error	100.00%	
% HU MID Not in Error	100.00%	
% Piece MID Not in Error	100.00%	
% STID Not in Error	100.00%	
% By/For Not in Error	99.84%	
% By/For Matching Not in Error	82.62%	
% Container Barcode Uniqueness Not in Error	100.00%	100.00%
% HU Barcode Uniqueness Not in Error	99.83%	100.00%
% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container		
% Early Sche		

Trays/Virtual Sacks are marked for co-palletization at origin and no electronic documentation is submitted with tray/virtual sack on a pallet within 14 days

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Included in Other Documentation	I or O
Mail.XML	QualificationReportDetailCreateRequest	IncludedInOtherDoc	I or O

19

Full Service

The Mailer ID portion of the electronic documentation Intelligent Mail Container Barcode is invalid or does not exist

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	21 digit IMcb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	21 digit IMcb

Full Service

Mailer Scorecard | Thresholds

Mailer Scorecard FEBRUARY 2013 **UNITED STATES POSTAL SERVICE** ®

Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile

⚪ # Metrics ⚫ % Metrics

Full-Service Compliance

eDoc Submitter	20400555 Chicago Presort Company	123456 St. Louis Mailing Management Inc.
# Containers	157	12,427
# Handling Units	3,461	182,875
# Pieces	1,352,849	47,471,183
% FS Mail V		
% OCI Not i		
% Container		
% HU MID Not in Error	100.00%	100.00%
% Piece MID Not in Error	100.00%	99.98%
% STID Not in Error	100.00%	
% By/For Not in Error	99.84%	
% By/For Matching Not in Error	82.62%	
% Container Barcode Uniqueness Not in Error	100.00%	
% HU Barcode Uniqueness Not in Error	99.83%	
% Piece Barcode Uniqueness Not in Error	10.07%	
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

% HU MID Not in Error ... 100.00% ... 100.00%

The Mailer ID portion of the electronic documentation Intelligent Mail Tray Barcode is invalid or does not exist

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	24 digit IMtb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	24 digit IMtb

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Full Service

Mailer Scorecard | Thresholds

Mailer Scorecard — **FEBRUARY 2013** — **UNITED STATES POSTAL SERVICE ®**

Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile

Legend
Percentage metric value has improved by more than 5% from previous month

◯ # Metrics   ◉ % Metrics

Full-Service Compliance

| | 20400555 | 123456 |

eDoc Su...

% STID Not in Error — 100.00% — 100.00%

# Containers		
# Handling Units	5,401	182,073
# Pieces	1,352,849	47,471,183
% FS Mail Volume	100.00%	
% OCI Not in Error	100.00%	
% Container MID Not in Error	100.00%	
% HU MID Not in Error	100.00%	
% Piece MID Not in Error	100.00%	
% STID Not in Error	100.00%	
% By/For Not in Error	99.84%	
% By/For Matching Not in Error	82.62%	
% Container Barcode Uniqueness Not in Error	100.00%	
% HU Barcode Uniqueness Not in Error	99.83%	
% Piece Barcode Uniqueness Not in Error	10.07%	
% Container Entry Facility Not in Error	100.00%	
% Container CSA Not in Error	100.00%	
% Early Scheduled Ship Date Not in Error	N/A	100.00%

The STID portion of the IMb in the electronic documentation is invalid, does not exist, identifies a Mail Class that does not match the Mail Class in the eDoc, or identifies a piece as basic when the piece was identified as Full-Service in the eDoc

eDoc Type	File/Message	Field	Value
Mail.Dat	.pdr or .pbc	.pdr Piece Barcode .pbc Barcode	31 digit IMb
Mail.XML	MailPieceCreateRequest	IMB Block	31 digit IMb

Full Service

A Mail Preparer or Mail Owner could not be identified for a piece due to invalid MID, CRID, or Permit information

eDoc Type	File/Message	Field	Value
Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner -CRID of Mail Owner Mailer ID of Preparer -CRID of Preparer -Permit Number -Publication Number	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
Mail.XML	QualificationReportDetail CreateRequest	MailerID CRID PermitNumber PublicationNumber	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number

Full Service

Mailer Scorecard — FEBRUARY 2013 — UNITED STATES POSTAL SERVICE ®

| Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile | Legend |

% By/For Matching Not in Error — 82.62% — 77.69%

declined by more than 5% from previous month

eDoc Submitter

	Chicago Presort Company	St. Louis Mailing Management Inc.
# Containers	157	
# Handling Units	3,461	
# Pieces	1,352,849	
% FS Mail Volume	100.00%	
% OCI Not in Error	100.00%	
% Container MID Not in Error	100.00%	
% HU MID Not in Error	100.00%	100.00%
% Piece MID Not in Error	100.00%	99.98%

Mailer Owner and Mail Preparer are identified as the same Business Entity

eDoc Type	File/Message	Field	Value
Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner -CRID of Mail Owner Mailer ID of Preparer -CRID of Preparer -Permit Number -Publication Number	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
Mail.XML	QualificationReportDetailCreateRequest	MailerID CRID PermitNumber PublicationNumber	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number

Full Service

Mailer Scorecard | **Thresholds**

Mailer Scorecard — FEBRUARY 2013 — UNITED STATES POSTAL SERVICE®

| Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile |

○ # Metrics   ◉ % Metrics

Full-Service Compliance

	20400555	123456
eDoc Submitter		
% Container Barcode Uniqueness Not in Error	**100.00%**	**100.00%**
# Pieces	1,352,849	47,471,183
% FS Mail Volume	100.00%	99.38%
% OCI Not in Error	100.00%	
% Container MID Not in Error	100.00%	
% HU MID Not in Error	100.00%	
% Piece MID Not in Error	100.00%	
% STID Not in Error	100.00%	
% By/For Not in Error	99.84%	
% By/For Matching Not in Error	82.62%	
% Container Barcode Uniqueness Not in Error	100.00%	
% HU Barcode Uniqueness Not in Error	99.83%	
% Piece Barcode Uniqueness Not in Error	10.07%	
% Container Entry Facility Not in Error	100.00%	
% Container CSA Not in Error	100.00%	
% Early Scheduled Ship Date Not in Error	N/A	

Legend
Percentage metric value has improved by more than 5% from previous month
Percentage metric value has...

The IMcb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	21 digit IMcb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	21 digit IMcb

26

Full Service

Mailer Scorecard	Thresholds

Mailer Scorecard

FEBRUARY 2013

UNITED STATES POSTAL SERVICE ®

Full-Service Compliance	eInduction	Seamless	Manual Sampling	Entry Point Verification	Mailer Profile

○ **# Metrics**   ● **% Metrics**

Full-Service Compliance

Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from

eDoc Submitter	20400555 Chicago Presort	123456 St. Louis Mailing
# Containers		
# Handling Units		
# Pieces		

% HU Barcode Uniqueness Not in Error — 99.83% — 100.00%

% FS Mail Volume	100.00%	99.38%
% OCI Not in Error	100.	
% Container MID Not in Error	100.	
% HU MID Not in Error	100.	
% Piece MID Not in Error	100.	
% STID Not in Error	100.	
% By/For Not in Error	99.	
% By/For Matching Not in Error	82.	
% Container Barcode Uniqueness Not in Error	100.	
% HU Barcode Uniqueness Not in Error	99.	
% Piece Barcode Uniqueness Not in Error	10	
% Container Entry Facility Not in Error	100.	
% Container CSA Not in Error	100.	
% Early Scheduled Ship Date Not in Error		

The IMtb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	24 digit IMtb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	24 digit IMtb

Full Service

Mailer Scorecard | Thresholds

Mailer Scorecard FEBRUARY 2013   UNITED STATES POSTAL SERVICE ®

Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile | Legend

○ # Metrics   ● % Metrics

Percentage metric value has improved by more than 5% from previous month

Full-Service Compliance

	20400555	123456
eDoc		
# Container		
# Handling Units	3,461	182,875
# Pieces	1,352,849	
% FS Mail Volume	100.00%	
% OCI Not in Error	100.00%	
% Container MID Not in Error	100.00%	
% HU MID Not in Error	100.00%	
% Piece MID Not in Error	100.00%	
% STID Not in Error	100.00%	
% By/For Not in Error	99.84%	
% By/For Matching Not in Error	82.62%	
% Container Barcode Uniqueness Not in Error	100.00%	
% HU Barcode Uniqueness Not in Error	99.83%	
% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

% Piece Barcode Uniqueness Not in Error   10.07%   99.99%

The IMb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.pdr or .pbc	.pdr Piece Barcode .pbc Barcode	31 digit IMb
Mail.XML	MailPieceCreateRequest	IMB Block	31 digit IMb

Tooltips

Tooltips will appear when you hover over a column or row header to explain the metric

Drills

Clicking on a blue hyperlink in the report allows you to get additional detail on errors

Investigating Full-Service Issue

Mailer Scorecard FEBRUARY 2013

| Full-Service Compliance | eInduction | Seamless | Manual Sampling | Entry Point Verification | Mailer Profile |

◎ # Metrics   ◉ % Metrics

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% Piece Barcode Uniqueness Not in Error	10.07%	99.99%
% Container Entry Facility Not in Error	100.00%	100.00%
% Container CSA Not in Error	100.00%	100.00%
% Early Scheduled Ship Date Not in Error	N/A	100.00%

View Error Details by Error Type

eDoc Submitter		Error Type	Threshold	# Container Errors	# Handling Unit Errors	# Piece Errors	# Projected Container Errors	# Projected Handling Unit Errors
20400555	Chicago Presort Company	Barcode Uniqueness	97.80%	0	0	69,047	0	0
20400555	Chicago Presort Company	By/For	94.20%	0	0	11,160	0	0

# Projected Piece Errors	% Containers Not in Error	% Handling Units Not in Error	% Pieces Not in Error	% Containers Not in Error National Average	% Handling Units Not in Error National Average	% Pieces Not in Error National Average
0	100.00%	100.00%	10.07%	100.00%	100.00%	0.00%
0	100.00%	100.00%	82.62%	99.96%	100.00%	83.84%

Seamless Acceptance Job Error Type

eDoc Submitter		Mailing Group ID	Customer Group ID	Job ID	User License Code	Date	Error Type	Mail Class	Processing Category
20400555	Chicago Presort Company	53467512		KMM0511	KMM	2/26/2013	Barcode Uniqueness	First Class	Letters and Cards
20400555	Chicago Presort Company	53467513		KMM0720	KMM	2/14/2013	Barcode Uniqueness	Standard	Letters and Cards

Threshold	# Container Errors	# Handling Unit Errors	# Piece Errors	# Projected Container Errors	# Projected Handling Unit Errors	# Projected Piece Errors	% Containers Not in Error	% Handling Units Not in Error	% Pieces Not in Error
97.80%	0	0	60,047	0	0	60,047	100.00%	100.00%	10.07%
97.80%	0	0	9,000	0	0	9,000	100.00%	100.00%	82.62%

% Containers Not in Error National Average	% Handling Units Not in Error National Average	% Pieces Not in Error National Average
99.98%	100.00%	100.00%
100.00%	100.00%	100.00%

Seamless Acceptance Detailed Error Report

eDoc Submitter		Mailing Date	IM Barcode	Error Level	Source	Verification Type	Error Type
20400555	Chicago Presort Company	2/26/2013	00141665544541417201930363 6110	Piece	eDoc Verification		Barcode Uniqueness
20400555	Chicago Presort Company	2/26/2013	00141665544153414172019303 69650	Piece	eDoc Verification		Barcode Uniqueness

Error Code	Error Description		Sub-Error	Error Data
7702	The same Piece Barcode (IMb) from the eDoc (.csm or Mail.XML MailPiece) was used more than once across all eDoc Sender CRIDs within the 45 days based on the Postage Statement Mailing Date (.csm or Mail.XML QualReport)			DUPLICATE JOB ID = KMM228, DUPLICATE MAILING GROUP ID = 1209876
7703	The same Piece Barcode(IMb) from the eDoc(.pdr or Mail.XML MailPiece) was used more than once within the 45 days from the Postage Statement Mailing Date, across Jobs and eDoc Sender CRIDs			DUPLICATE JOB ID = KMM228, DUPLICATE MAILING GROUP ID = 1209876

eDoc Job ID	eDoc User License Code	eDoc Mailing Group ID	eDoc Customer Group ID	eDoc Type	eDoc Mail Class	eDoc Processing Category	Mail
KMM0511	KMM	53467512		MAIL_DAT	First Class	Letter	
KMM0511	KMM	53467513		MAIL_DAT	First Class	Letter	

User Guide (RIBBS)

outs of Intelligent Mail services.

A Guide to Intelligent Mail for Letters and Flats (PDF)

A Guide to Intelligent Mail for Letters and Flats provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services.

Postal Service Mail.dat Technical Specification

The Postal Service Mail.dat Technical Specification provides detailed

specifications for how to populate your Mail.dat files to comply with the requirements for

Postal Service™ Mail.dat® Specific Documents

Postal Service™ Mail.XML® Specific Documents

Guide to Customer Supplier Agreements (PDF)

eInduction Guide for Mailers (PDF)

MicroStrategy Seamless Acceptance User Guide (PDF)

MicroStrategy eInduction User Guide (PDF)

Mailer Scorecard User Guide (PDF)

MicroStrategy Tips and Tricks (PDF)

PostalOne! Transportation Management (TMS) Guide (PDF)

User Guide Table of Contents

35

User Guide Error Type Appendix

Error Type	Seamless Verifications	Additional Reported Validations
Barcode Uniqueness	A Barcode Uniqueness error will be logged if the following condition is met: • Container Barcode in eDoc is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers)	A Barcode Uniqueness error will be logged if any of the following conditions are met: • Container/HU/Piece Barcode from sample scan is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers) • HU/Piece Barcode in eDoc is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers)

Tips & Tricks - Drill

To drill down to a lower-level report, you can left-click the blue hyperlink in the report. If you want to see if the report has multiple drill paths, **right-click** the blue hyperlink to view all drill options.
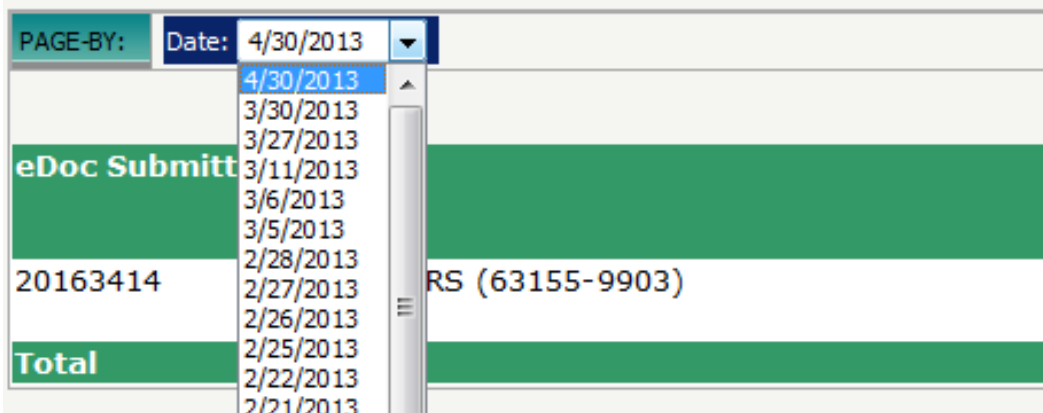
Tips & Tricks – Filter

To move a report column into the Page-By axis, which will allow you to filter your report results:

1. Right-click the desired column header
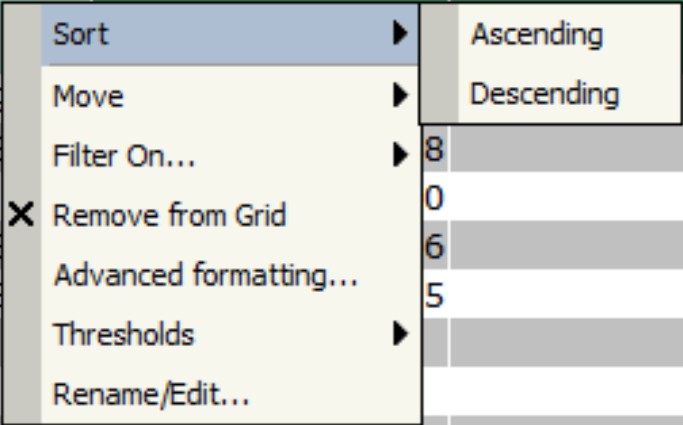2. Click 'Move'
3. Click 'To Page-by Axis'

Tips & Tricks - Sort

To sort report results by a specified column:
1. Right-click the column header
2. Click 'Sort'
3. Select either 'Ascending' or 'Descending'. The report will update based on selection
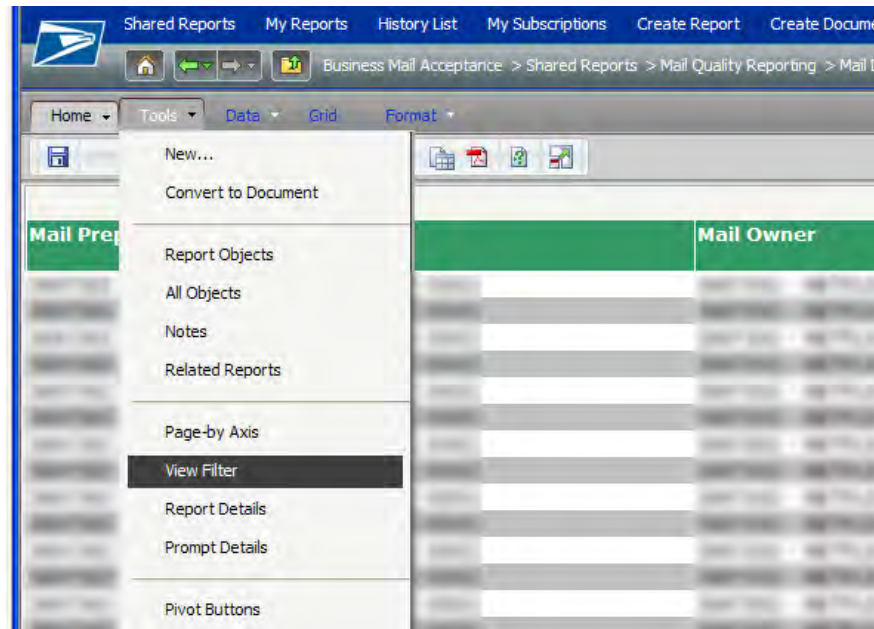
Tips & Tricks – Filter

To filter on any attribute or metric on the report:
1. Enable the view filter by clicking the arrow next to 'Tools'
2. Click 'View Filter'

The view filter is now displayed at the top of the report
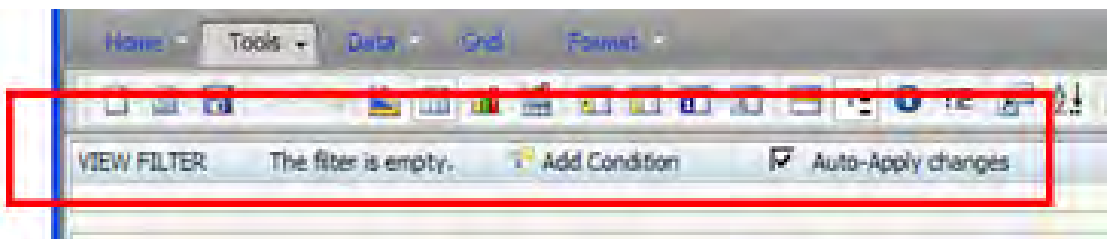
Tips & Tricks

3. Click 'Add Condition' to add a filter criteria to the report
4. Select any attribute or metric you wish to filter on
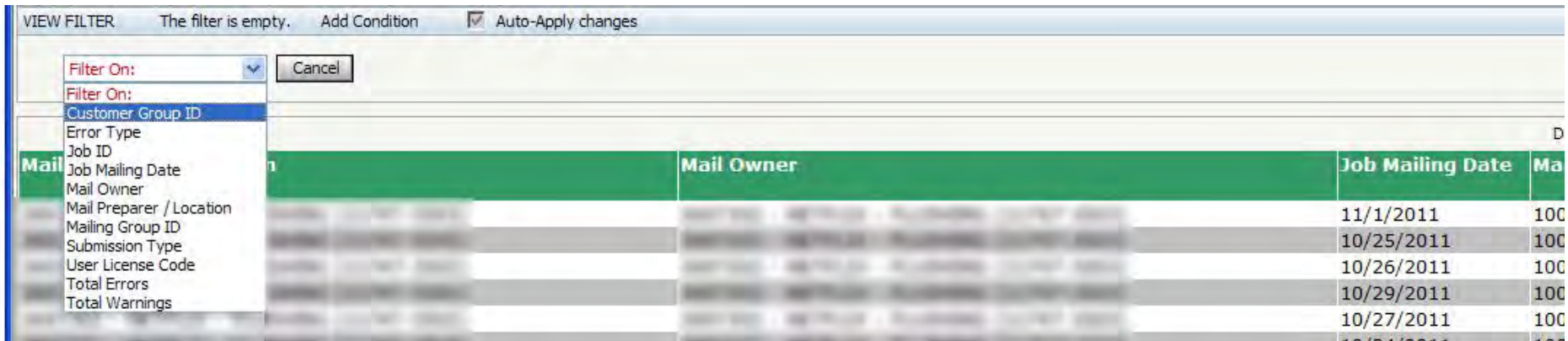
5. The attribute or metric values can be selected using prompt (with search) by moving selections from the 'Available' box to the 'Selected' box and clicking the 'Apply' checkmark

Tips & Tricks

The attribute or metric values can also be selected by inputting a value and selecting a qualifier and clicking the 'Apply' checkmark
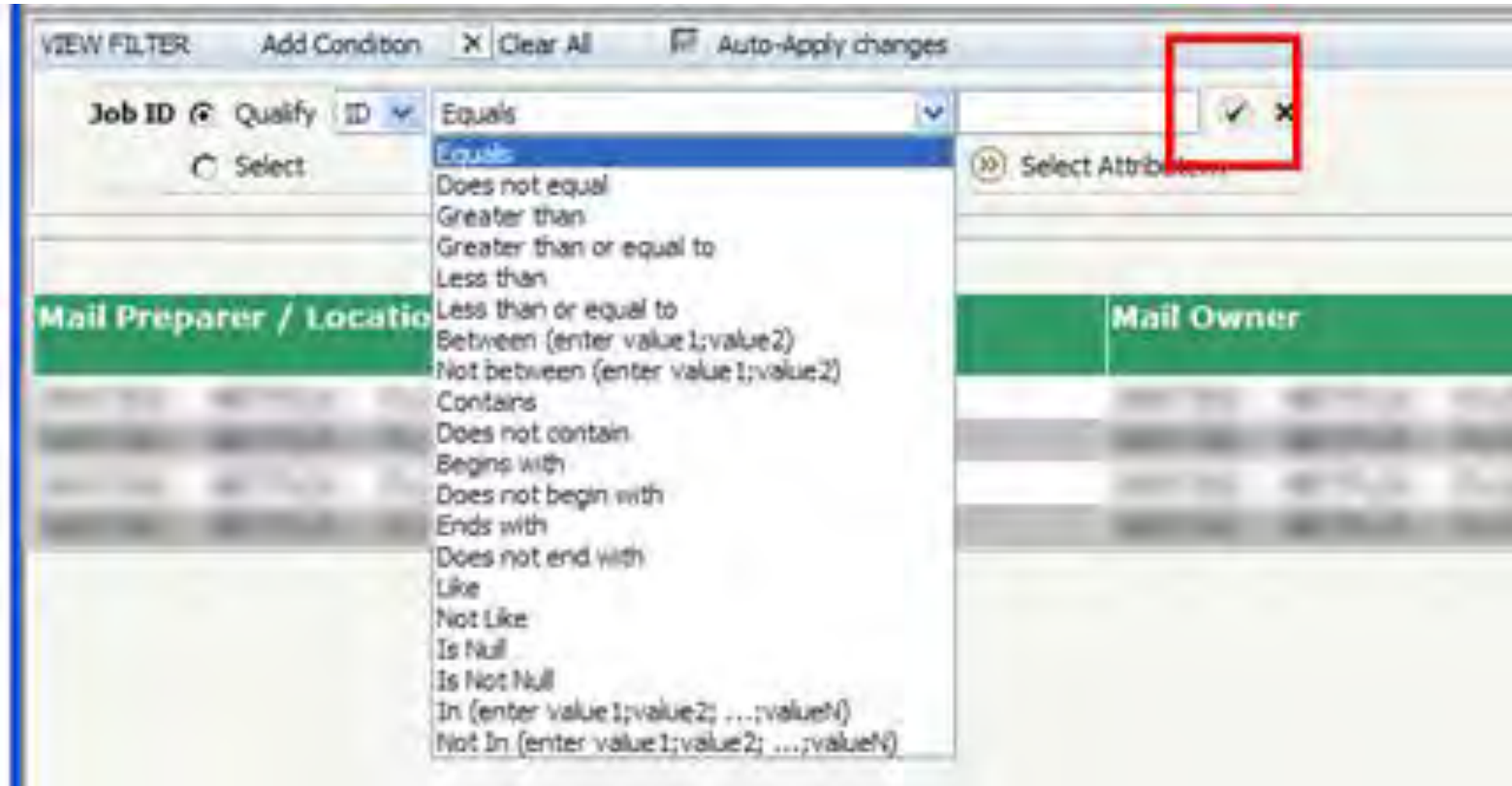
Subscriptions

If there is a report to plan to repeatedly run, schedule a subscription:
1. Click the 'Subscriptions' link under the report icon
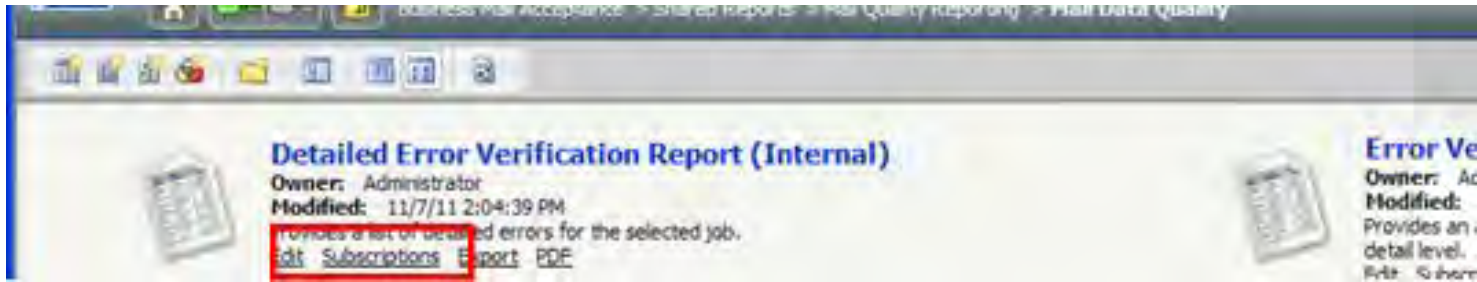
2. Select a run schedule and any other preferences you may have
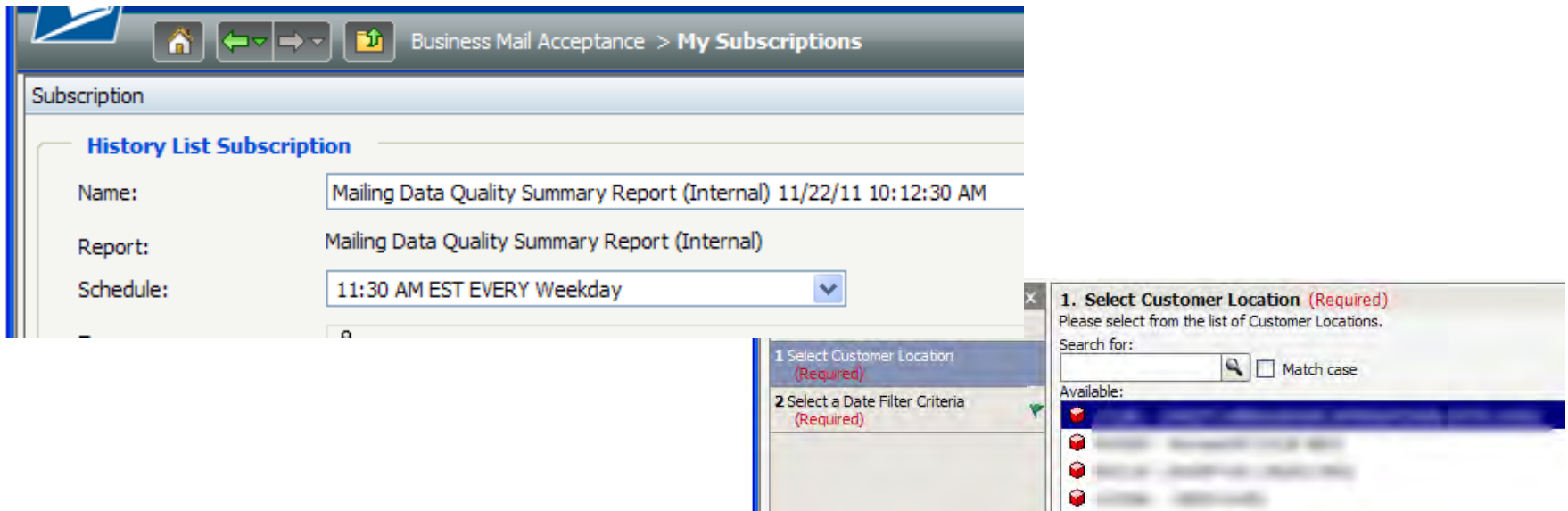
Subscriptions

3. Click 'OK'
4. You can access your subscriptions by clicking 'My Subscriptions'

Additional Reports

The following reports provide access to the detail data that is compiled to produce the Mailer Scorecards.

Additional Reports

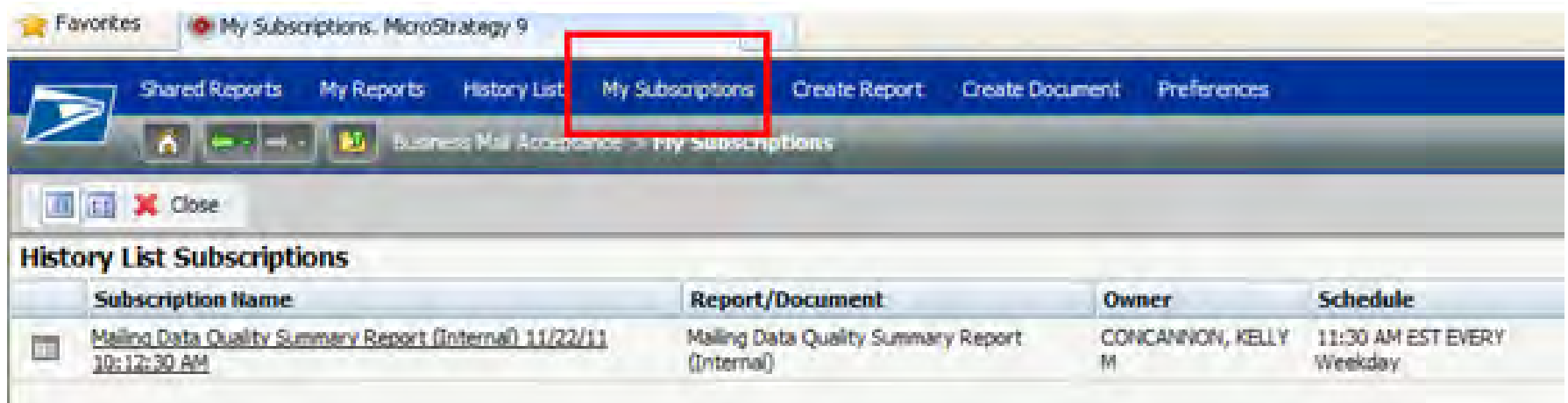| Report Name	Description
eInduction Job Summary Report	Users will access the eInduction Job Summary Report to see data associated to eInduction metrics by job.
Mailer Scorecard Job Details	Users will access the Mailer Scorecard Job Details drills to review Full-Service Compliance, eInduction, Seamless Acceptance, Manual Sampling, or Entry Point Verification data by job.
Mailer Scorecard Weekly Trending	Users will access the Mailer Scorecard Weekly Trending report to see how percentage metrics that are reported on the Mailer Scorecard have been trending week-by-week.
Seamless Acceptance Error Type Report	Users will access the Seamless Acceptance Error Type Report to see the details of Full-Service, Seamless Acceptance, Manual Sampling or Entry Point Verification errors by error type.
Seamless Acceptance Job Error Type Report	Users will access the Seamless Acceptance Job Error Type Report to see the details of Full-Service, Seamless Acceptance, Manual Sampling or Entry Point Verification errors by job and error type.
Undocumented Summary Report	Users will access the Undocumented Summary Report in order to investigate the details of undocumented piece counts.

Additional Reports

Drill Name	Drill Description
Mailer Scorecard Job Details (All)	Drill to this report to see metrics from the Full-Service Compliance, eInduction, Seamless, Manual Sampling and Entry Point Verification panels of the Mailer Scorecard broken down by job.
Mailer Scorecard Job Details (Full-Service Compliance)	Drill to this report to see metrics from the Full-Service Compliance panel of the Mailer Scorecard broken down by job.
Mailer Scorecard Job Details (eInduction)	Drill to this report to see metrics from the eInduction panel of the Mailer Scorecard broken down by job.
Mailer Scorecard Job Details (Seamless)	Drill to this report to see metrics from the Seamless panel of the Mailer Scorecard broken down by job.
Mailer Scorecard Job Details (Manual Sampling)	Drill to this report to see Manual Sampling metrics at the job level.
Mailer Scorecard Job Details (Entry Point Verification)	Drill to this report to see Entry Point Verification metrics at the job level.
eInduction Job Summary Report	Drill to this report to see eInduction errors broken down by job.

Additional Reports

Drill Name	Drill Description
View Error Details by Error Type	Drill to this report to see Manual Sampling or Entry Point Verification errors broken down by eDoc Submitter.
View Error Details by Job and Error Type	Drill to this report from any job detail report by clicking on the Mailing Group ID to see individual Full-Service Compliance, eInduction, Seamless Acceptance, Manual Sampling and Entry Point Verification errors.
Undocumented Summary Report	Drill to this report to see Undocumented errors broken down by Mailer ID.
Mailer Scorecard Weekly Trending	Drill to this report to see how metrics reported on the Mailer Scorecard have been trending week by week.