

Facility Access and Shipment Tracking (FAST) Origin Entry Customer User Guide

Deleted: June Deleted: 5

November, 2011 Version <u>6</u>.0

Document Change History

	These are the cha	anges from the <u>5.0, vers</u>	ion to the 60 version.	Deleted: 4.3
-	Page #	Title	Description	Deleted: 5
	<u>12</u>	Help Hyperlink Section	Added Help Link section and updated screenshot.	Deleted: 31, 202 [1]
	<u>213-215</u>	<u>Download</u> <u>Resources – Mail</u> <u>Direction File v3</u>	 Added Mail Direction File v3 to chart Update screenshot to reflect download of Mail Direction File v3 	Formatted: bullets and Numbering

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1.0 Introduction

1.1 FAST Origin Entry Background

Facility Access and Shipment Tracking (FAST) Origin Entry is an addition to the existing FAST system to enable the scheduling of Origin Entry postal-verified, customer-transported appointments. The main objective of FAST Origin Entry is to support the USPS Service Performance Measurement initiative by capturing appointment arrival times and other valuable data to be used in measuring service performance.

FAST Origin Entry provides notification to Surface Visibility and uses scan data from Surface Visibility to automatically close and track appointments. FAST Origin Entry also integrates with other USPS systems, such as the Facilities Database (FDB) and Transportation Information Management Evaluation System (TIMES), for a more streamlined data maintenance and distribution process. The Origin Entry functionality is incorporated into the existing FAST system via a FAST Origin Entry module that may be accessed from the *Welcome to FAST* page.

1.2 About This Guide

This guide describes how to use the FAST Origin Entry functions. It provides a detailed explanation of creating and managing Just In Time (JIT) One-Time appointments, JIT Recurring appointments, and viewing closeout information. The guide also explains how to create and access reports, and it contains important notes about security in the Origin Entry application.

This section includes:

1.1.1 Icons1.1.2 User Guide Font Indicators

1.1.1 Icons

Several icons are used in this guide to aid the user in quickly locating specific information. The icons and their associated references are shown below:



Look for the magnifying glass icon to identify where page descriptions begin. Page descriptions provide explanations of the search fields and buttons found on each new page.



Look for the computer mouse icon to identify where step-by-step instructions begin. These steps detail the action the user must take to complete search fields.



Look for the paper and pen icon to identify additional notes. These notes provide reminders, alternative options, and helpful tips for using FAST Origin Entry.

1.1.2 User Guide Font Indicators

Throughout this guide, the user will see several instances where selected words are bolded. These words are bolded to bring user attention to the key phrases.

Italicized words are used for all section and page titles, where no action is required by the user.

Additionally, capitalized words represent an action the user may take within the application. Some examples of capitalized words are 'CLICK,' 'SELECT,' and 'ENTER.'

1.3 Common Application Features

There are several tools and processes that are common across the FAST Origin Entry application.

This section includes:

1.3.1 Procedures1.3.2 Fields and Buttons1.3.3 Error Messages

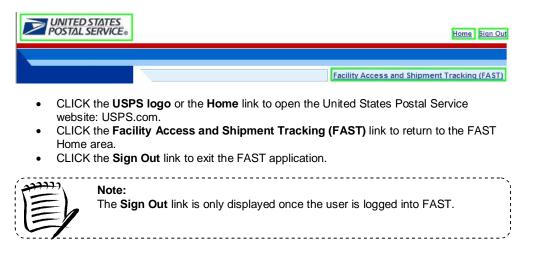
1.3.1 Procedures

Navigation

There are several ways to navigate through the FAST application. The Top Navigation Links allow the user to enter the USPS Home area, to enter the FAST Home area, and to sign out of the FAST application. The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as to navigate between sections within the functional area. The **Go>** button directs the user to the appropriate page. The **Back** button allows the user to return to the previous page. More detailed information about navigation is located on the following pages.

Top Navigation Links

The Top Navigation Links allow the user to enter the USPS Home area, to enter the FAST Home area, and to sign out of the FAST application. The Top Navigation Links are displayed below.



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Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the FAST application, as well as to navigate between sections within the functional area. The name of the page that the user is currently on will be highlighted on the Left Navigation Bar. If there is more than one option under a menu choice in the Left Navigation Bar, each choice will be listed. In this example, the user is on the *FAST Origin Entry* Landing page and the **Origin Entry** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is displayed below.

and and and	Facility Access and Shipment	Tracking (FA
Appointments curring Appointments	Facility Access and Shipment Tracking (FAS	r)
Facilities Profiles	FAST Origin Entry	
Reports Resources ► Origin Entry <u>If One-Tene</u> Jf Resurces	FAST Origin Entry contains one-time appointment management, recurring ap management, and reporting capabilities for Origin Entry appointments. Facilit information is also available.	
Janage Closeout Information	 JIT One-Time Appointment Displays the Just In Time (JIT) One-Time Appointment landing page. 	1
Reporta	Distribute on a proving control on the control of t	60>
Facilies Resources	 JIT Recurring Appointment 	
	Displays the Just in Time (JIT) Recurring Appointment landing page.	60>
Customer / Supplier	Manage Closeout Information	
Agreements TEM	Displays the Manage Closeout Information page.	Geo
11000	Reports	
	Displays the Reports landing page.	Ge>
	Facilities	
	Displays the Facility Profile landing page.	Gos
	Resources	
	Displays the Resources landing page.	Gos

Left Navigation Bar options for each of the FAST Origin Entry functional areas are listed below:

- The **JIT One-Time** link directs the user to the following sub-links: Create New JIT One-Time Appointment and Manage Existing JIT One-Time Appointment.
- The **JIT Recurring** link directs the user to the following sub-links: Create New JIT Recurring Appointment and Manage Existing JIT Recurring Appointment.
- The **Manage Closeout Information** link directs the user to the following sub-link: Manage Closeout Information.
- The Reports link directs the user to the following sub-links: Facility Schedule Report Origin Entry, Appointment Status Report – Origin Entry, and Closeout Data Report – Origin Entry.
- The Facilities link directs the user to the following sub-link: Facility Profile.
- The **Resources** link directs the user to the following sub-link: Reference Documents.

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Go> Buttons

A **Go>** button is displayed to the right of each functional area on the FAST Landing pages that advances the user to the appropriate page. Use the **Go>** button and other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example shown below, the user is on the *FAST Origin Entry* Landing page. Clicking the **Go>** buttons advances the user to the corresponding pages.

Facility Access and Shipment Tracking (FAST)	
FAST Origin Entry	
FAST Origin Entry contains one-time appointment management, recurring appo management, and reporting capabilities for Origin Entry appointments. Facility a information is also available.	
 JIT One-Time Appointment Displays the Just In Time (JIT) One-Time Appointment landing page. 	<u>Go></u>
 JIT Recurring Appointment Displays the Just In Time (JIT) Recurring Appointment landing page. 	Go>
 Manage Closeout Information Displays the Manage Closeout Information page. 	<u>Go></u>
Reports Displays the Reports landing page.	Go>
 Facilities Displays the Facility Profile landing page. 	<u>Go></u>
 Resources Displays the Resources landing page. 	Go>

Back Button

FAST Origin Entry displays a **Back** button at the top and/or bottom of the pages to return the user back to the last page viewed.

Use the **Back** button and the other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example shown below, the user is on the *JIT One-Time Appointment Time Selection* page, as indicated by the title. Clicking the **Back** button returns the user to the *Create New JIT One-Time* page, which will contain the search criteria previously entered.

														E	acilit	y Ac	cess	s and	Ship	omer	nt Tr	icki
ility A	00	0.00		nd	CH	in	mo	mt	т.	200	L.	20	/E/	10	T)							
анцу А	L L	62:	s a	nu	31	пþ	me	int		au	KII	ıy		10	"							
JIT One-1	lim	e Aj	ppoi	ntn	nen	t Ti	me S	Sel	ect	ion												
Selected	Crite	eria																				
								Sc	chec	luler	ID: 2	2002	4219	9800	2							
							Sc	chec	lule	Nar	ne: F	AST	SCH	HED	2							
					C	usto	mer	Reg	istra	ation	ID: 3	355	3013	3								
					U	SPS	Origi						NGF	IELC	BM	С						
										S Co			01									
								Mai		iss(e	es): F	Irst-	Clas	S								
Please sele	act yo	our re	eques	sted	app	ointr	ment	time	ð.													
3 results	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Ноц
Day Wednesday	0	1	2	3	4	5	6	7	8	9	10	11 A	12 A	13 A	14 A	15 A	16 A	17 A	18 A	19 A	20 A	21 A
04/29/2009												9	-	9	-	9	8	8	-	8	-	-
Thursday 04/30/2009											A	Α	Δ									
Friday	Α	Α	Α	Α	Δ	Α	Α	Δ	Α	Α	Δ	Α	Δ	Α	Δ	Α	Α	Δ	Α	Α	Α	A
05/01/2009						_		_					_		_	_	-	-	-	-	_	-

	Note: Any data that was entered on a previous page is available when the user clicks the Back button.
--	--

Help Hyperlink

FAST displays a **Help** hyperlink on each page which redirects the user to the appropriate FAST Job Aid located in the Reference Documents section.

PLACEHOLDER IMAGE

Tables

Sorting Data

Each table displayed within FAST Origin Entry allows the user to sort data. Data may be sorted by clicking the column headers, with the first click sorting in ascending order and the second click sorting in descending order. All column headings that are underlined may be sorted in this manner.

Sorting Data



CLICK the heading of the column by which data is to be sorted. This function sorts data in ascending order. An example is shown below.

Deleted: Help Hyperlink¶

¶ FAST displays a **Help** hyperlink on each page which redirects the user to the appropriate FAST Job Aid located in the Refernce Documents section.¶



FAST Origin Entry Customer User Guide

Search	Existing J	IT Re	currin	ig Appointm	ent Infor	mation		
Please se		h met		l enter the requi		tment infor	mation.	
* Searc	h By: Origin E	Entry F	acility	~	Submit >			
* Origin	State: MA City: SPRI Entry acility: 01Z - 9			 View Cities Search > D BMC 	NAS: Code		Sea	rch >)
Schedul	er ID:							~
Below is to access	g JIT Recu a summary of	your e	P Appo existing	ackage Service eriodicals intment Sun recurring appoin i would like to vi	nmary htments. PI	ease selec	t an ap	
Existin Below is to access 5 results Sequenc	g JIT Recu a summary of s the content in the content in <u>USPS Origin</u> <u>Entry</u>	your e	P Appo existing ation you	eriodicals intment Sun recurring appoli u would like to vi	nmary htments. PI	Effective	t an ap <u>Mail</u> <u>Class</u>	
Existin Below is to access 5 results Sequenc	g JIT Recu a summary of a the content in the content in	your enforma	P Appo existing tition you Locale Key	eriodicals intment Sun recurring appoli u would like to vi <u>Scheduling</u> <u>Frequency</u>	ntmary ntments. Pi ew/edit. <u>Effective</u> <u>Start Date</u>	Effective	Mail Class	pointmer <u>Status</u>
Existin Below is to access 5 results Sequenc Number	g JIT Recu a summary of the content in USPS Origin Entry Facility SPRINGFIELD	your enforma	P Appo existing t tion you Locale Key V22551	eriodicals intment Sun recurring appoli y would like to vi Scheduling Frequency Every MONDAY, TUESDAY	ntmary ntments. Pl ew/edit. <u>Effective</u> <u>Start Date</u> 04/25/2009	Effective End Date	Mail Class First- Class	pointmer <u>Status</u>
Existin Below is to access 5 results Sequenc Number, 90001	g JIT Recu a summary of s the content in Entry Facility SPRINGFIELD BMC SPRINGFIELD	your enforma <u>Time</u> 18:00	P Appo existing stilon you Locale Key V22551 V22551	eriodicals intment Sun recurring appolit would like to vi Erequency Every MONDAY, TUESDAY Every WEDIESDAY, HURSDAY	ntmary ntments. Pl ew/edit. <u>Start Date</u> 04/25/2009 04/28/2009	Effective End Date 04/25/2999	Mail Class First- Class First- Class	pointmer <u>Status</u> Canceller
Existin Below is to access 5 results Sequenc Number. 90001 90002	g JIT Recu a summary of s the content in Entry Facility SPRINGFIELD BMC SPRINGFIELD BMC	your e forma 18:00 18:00 20:00	P Appo Existing to Existing volume V22551 V22551	eriodicals intment Sun recurring appoli would like to vi Scheduling <u>Frequency</u> Every WEDNESDAY, WEDNESDAY, WEDNESDAY, WEDNESDAY, WEDNESDAY, TUESDAY Every WEDNESDAY, WEDNESDAY, TUESDAY	nmary htments. Pl ew/edit. <u>Start Date</u> 04/25/2009 04/28/2009 04/28/2009	Effective End Date 04/25/2999 04/28/2999	Mail Class First- Class First- Class First- Class	<u>Status</u> Cancelet Open

2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. An example is shown below.

Facility Access and Shipment Tracking Origin Entry User Guide

	Existing	JIT Re	curri	ing Ap	pointment	Informa	tion		
	ect the se	arch met			the required		nt informati	on.	
* Search	By: Origi	n Entry F	aciit	(• (5)	danit >)			
5	tate: NY			-0	New Cities >)	NASS	1	Search	5
	City: NE	W YOR		- 1	Search >	Code:	100		-6
• Origin I	Entry 100			6	•				
" Cusi Registrati	on ID: Ma	ailer 1 - 4	4330-	17					۲
* Mail Clas									
Mail Clas	19.		17	48					
				First-Cl	ass				
			100	Standa	ed.				
				Contract					
			13	Packag	e Services				
			13		e Services				
(< Gansel	>		13	Packag	e Services			Sear	a)>)
	>		0	Packag Periodi	e Services cals			Sear	ed>)
Existing			App	Packag Periodi ointm	e Senvices cals ent Summa				n)
Existing Below is a	summary	of your o	App	Packag Periodi ointm g recurr	e Services cals	ents. Pleas			<mark>n)></mark>
Existing Below is a	summary	of your o	App	Packag Periodi ointm g recurr	e Services cals ent Summi	ents. Pleas			n)
Existing Below is a appointme	summary	afyour o ss the co	App	Packag Periodi ointm g recurr	e Services cals ent Summi	ents. Pleas			et >)
Existing Below is a appointme 2 results	summary ent to acce	of your of ss the co	App	Packag Periodi ointm g recurr informa	e Senvices cals ent Summi ing appointme tion you would	ents. Pleas d like to vie	w/edit.		
Existing Below is a appointme 2 results Sequence Number	summary ent to acce <u>Schedule</u> <u>Name</u>	USPS USPS Origin Entry Eacility	App	Packag Periodi ointm g recurr informa <u>Locals</u>	e Senices cals ent Summ. Ing appointm tion you woul : <u>Scheduling</u> <u>Erequency</u>	ents. Pleas d like to vier <u>Effective</u> <u>Start Date</u>	Effective End Date	Mail Class	Statu
Existing Below is a appointme 2 results Sequence Number	summary ent to acce Schedule	uses Uses Corigin Entry	App	Packag Periodi ointm g recurr informa	e Senices cals ent Summ. Ing appointm tion you woul : <u>Scheduling</u> <u>Erequency</u>	ents. Pleas d like to vier <u>Effective</u> <u>Start Date</u>	effective	Mail Class	
Existing Below is a appointme 2 results Secure of	summary ent to acce <u>Schedule</u> <u>Name</u>	USPS USPS Origin Entry Eacility NEW	App existing taxoo	Packag Periodi ointm g recurr informa <u>Locals</u>	e Services cals ent Summi- ing appointmy fion you would scheduling Frequency Every SUNDAY, FRDAY	ents. Pleas d like to vier <u>Effective</u> <u>Start Date</u> 09/25/2009	Effective End Date	Mail Closs First- Class	Statu



Note: A sort on a particular column includes any data that is located on a different page due to pagination.

Pagination

FAST Origin Entry may provide more data than can be displayed on one page. When this occurs, the user has the ability to view the other pages of data. The total number of available results will be displayed at the bottom of the table. An example of pagination is shown below.

Using Pagination



CLICK the **First** link, **Prev** link, **Next** link, or **Last** link to navigate to multiple pages. OR:

CLICK the hyperlinked page number in order to advance to the page. The page number that the user is currently on, number 1 in the example, displays as a bold number. In the example shown below, the user may CLICK the number 2 to display the data on that page.

Appointmen	t Status	Report	- Origin	Entry							
Selected Crit	eria										
Origin F Origin F	acility Nan acility NAS Date Ran Mail Clas atus Leger code Leger	ne: NEW SS: 100 ge: 03/01 ss: First-(nd: CA =) nd: FC-Fi	YORK /2009 - 04// Class, Pack Cancelled, rst-Class, F	(age Service CL = Close (S-Package	es, Peri d, NS = Servic	odicals, No Sho es, PER-	Standar w, O = O Periodic	pen, R = als, STE			
View Printable	Version										
Origin Facility <u>Name</u>	Origin Facility NASS	<u>Status</u>	Mail Class	Appoint Date	ment <u>Time</u>	Arr Date	rival <u>Time</u>	Unioa Date	d Start <u>Time</u>	Unioa Date	time
NEW YORK	100	0	FC	03/20/2009	10:00						
NEW YORK	100	0	STD	03/21/2009	06:00						
NEW YORK	100	0	STD, PER, PS	03/21/2009	10:00						
NEW YORK	100	0	PS	03/23/2009	16:00						
NEW YORK	100	0	STD, PER, PS	03/24/2009	10:00						
NEW YORK	100	0	PER	03/24/2009	13:00						
NEW YORK	100	0	PS	04/02/2009	05:00						
NEW YORK	100	0	STD	04/02/2009	10:00						
NEW YORK	100	0	PS	04/02/2009	12:00						
NEW YORK	100	0	PER	04/02/2009	17:00						
View Printable	Version				Fi	rst Prev	Page 1, 2	2 >> <u>Nex</u>	t <u>Last</u>	Fotal (13	results)
View Printable		d this rer	ort into Ex	cel and nrir	nt in 'l a	ndscan	e' mode				
or poor reduite	, aomin'da		S. CINCO EA	ser una prin		maocap	o mode.				

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Viewing a Printable Version and Printing

The user has the ability to print information in the FAST Origin Entry application. The user may view a printable version that removes the navigation bars and displays all the data that the report contains.

Facility	Profile	Selec	tion							
Choose	Search C	riteria								
There are	three opti	ons to s	earch	for faci	lities: by	facility, by dis	strict or	by are	а.	
* Search	By: Distri	ict			~	Submit >)			
* District	ID: 100 -	New Y	ork		*					
	🗹 Ex	clude D	elivery	Units						
	🗌 Or	ly Show	V BMEL	J Facili	ties					
<(Cancel								Search >)
NAS	tions: <u>Dow</u> <u>S Facility</u> <u>e Name</u>					ntable Versio Address	_	State	ZIP Code	Nar
NAS	<u>S Facility</u> e <u>Name</u>	Facility			Locale	Address	<u>City</u>		ZIP Code 104651818	Nar
NAS	<u>S</u> <u>Facility</u> <u>e</u> <u>Name</u> <u>BRONX</u>	Facility Type	<u>BMEU</u>	District	Locale Key 004348 V18877	Address 815 HUTCHINSON RIVER PKWY	<u>City</u> BRONX	NY		Nar
NAS	<u>S Facility</u> <u>Name</u> <u>BRONX</u> <u>HASP</u> <u>MOUNT</u>	Facility Type Annex	<u>BMEU</u> No	District New York New York	Locale Key 004348 ∨18877	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON	City BRONX BRONX	NY NY	104651818	Vinr
NAS. Code	S Facility e Name BRONX HASP MOUNT VERNON NEW	Facility Type Annex Plant	BMEU No No	District New York New York	Locale Key 004348 V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON AVE 341 9TH AVE	City BRONX BRONX BRONX NEW YORK	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc
NAS Code 100	S Facility e Name BRONX HASP MOUNT VERNON NEW YORK BRONX	Facility Type Annex Plant Plant Plant	BMEU No No No	District New York New York New York	V18877 V12305	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON AVE 341 9TH AVE RM 1042 558 GRAND	City BRONX BRONX NEW YORK BRONX	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur

Viewing a Printable Version and Printing



CLICK the **View Printable Version** link. There are two links for **View Printable Version**, located above and below the report table.

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A new window will appear, displaying a version suitable for printing. An example of a printable version is displayed below.

Selected C	Criteria																				
	Recurring Seque	nce ID: 000	103																		
		y Type: Ori		v																	
	USPS Origin Entry				DBMC																
		le Key: V22																			
	Scheo	uler ID: 999	999999	9980 - M	ailer 1																
	A	anond : CA	= Cano	0 halla	- Onen																
	Status Code L																				
ease note	Mail Class Code L An audit row in the r Wire Containers, Ha	egend : FC eport may a ampers, an	First-Cl ppear u d APC/E	lass, PS unchang RMCs a	-Package ed, due t re incluc	to appoint and in Roll	ment upda ing Stock.	ites that			ie displa	/ed data	in the re	port (e.	g. com	ments).					
ease note	Mail Class Code L	egend : FC eport may a ampers, an eport into E	First-Cl ppear u d APC/E xcel an	lass, PS unchang RMCs a d print li	-Package ed, due t ire incluc n 'Lands	to appoint and in Roll	ment upda ing Stock.	ites that	do not affe	ct any of t	ie displa	ed data	in the re	port (e.	_		Inite				
ease note best res	Mail Class Code L An audit row in the r Wire Containers, Ha	egend : FC eport may a ampers, an eport into E rer Letter vs Travs	First-Cl ppear u d APC/E xcel an olling S	lass, PS unchang RMCs a d print in tock Con	Package ed, due t ire incluc n'Lands ntaining	to appoint and in Roll	ment upda ing Stock. le.	ites that	do not affe	ct any of f	ne displa s <u>Sacks</u>		Letter	etter I	Bed	oaded I		Sacks	Bundle	Updated By	Las Upda Date/T

The user has two options for printing the report.

To Print using the Print Hyperlink



1. CLICK the **Print** hyperlink.

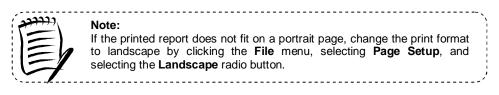
To Print according to the Settings on the Individual Computer



- CLICK File from the Internet browser menu bar.
- SELECT Print from the File menu and print according to the settings on the individual computer.

ile	Edit	View	Favorites	Tools	Help	
Ne	w Tab			1	Ctrl+T	
Ne	ew Wind	dow		1	Ctrl+N	
Open				Ctrl+O		
Ed	lit with I	Microsof	t Office From	ntPage		
Sa	ive			,	Ctrl+S	
Sa	ve As					
Clo	Close Tab			Ctrl+W		
Pa	ige Seti					
Pri	Print			Ctrl+P		
Pri	int Prev	iew				
Se	nd				,	
Im	iport an	d Expor	t			
Pre	operties	s				
W	ork Off	ine				
Ex	it					

The printed page is almost identical to what is seen online in the printable version, with just two differences. First, the printed page does not show the Internet browser bar that is visible online. Second, the page prints in a clear format that does not display row shading.



Downloading to Excel

Several FAST Origin Entry pages allow the user to download information shown on the page into Microsoft Excel in order to manipulate and save data.

Facility Profile Selection
Choose Search Criteria
There are three options to search for facilities: by facility, by district or by area.
* Search By: District Submit >
* District ID: 100 - New York
Exclude Delivery Units
Only Show BMEU Facilities
<cancel (search="">)</cancel>
Export options. Download into Excel]
NASS Facility Facility BMEU District Locale Address City State ZIP Code
BRONX Annex No New 004348 815 BRONX NY 104651818 HASP York HUTCHINSON RIVER PKWY RIVER PKWY
MOUNT Plant No New V18877 2619 BRONX NY 104619998
VERNON York PONTON AVE
100 <u>NEW</u> Plant No New V19160 341 9TH AVE NEW NY 101999704 Vinni <u>YORK</u> York RM 1042 YORK Turz
BRONX Plant No New V12305 558 GRAND BRONX NY 104519998 Rand
Vork CONCOURSE Maldor
Export options Download into Excel A View Printable Version
<>

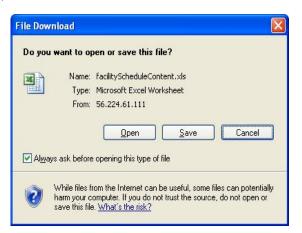
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Downloading to Excel

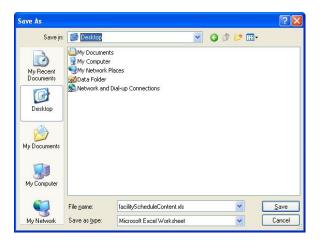


CLICK the **Download into Excel** link. There are two links for **Download into Excel**, above and below the table. An example is shown below.

- 2. A new window appears, prompting the user to either open the Excel file in a new window or save it.
 - a) CLICK **Open** to access a new window and display the data in an Excel spreadsheet.
 - b) CLICK Save to select a directory on the computer to save the Excel spreadsheet.



If the user decides to save the file, the **Save As** window opens, prompting him/her to select a location on the computer in which to save the Excel spreadsheet. The **Save As** window is displayed below.



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1.3.2 Fields and Buttons

Select Date

Many pages require the user to choose a date as one of the search criteria. All dates must be entered in the MM/DD/YYYY format.

Using the Date Picker



CLICK the **Calendar** icon to access the **Date Picker** window. The current date will be highlighted on the calendar by default. The **Calendar** icon is displayed below.

- 2. VERIFY that the current month corresponds to the desired Date Range criteria.
- 3. If not, CLICK the arrows on either side of the month field. The left arrows shift the calendar to the previous month and the right arrows shift the calendar to the next month. The calendar shifts in chronological order when using these arrows, meaning that the year automatically changes when navigating from December of one year to January of the next year. The **Date Picker** window is displayed below.



- 4. VERIFY that the current year corresponds to the desired Date Range criteria. If not, select the year to be entered in the **Date** field by CLICKING the arrows next to the month.
- 5. SELECT the desired day by CLICKING the number of the day to be entered into the **Date** field. Once the date is clicked, the full month, day, and year selected will display in the **Date** field.

Drop-Down Boxes

Several pages in the FAST application use drop-down boxes to provide choices for search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one selection for each drop-down box. Below, the **Search by** drop-down box is used to choose only one of the following: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.

		Facility Access and Shipment Tracking (FAST
Facility	Access and Shipn	nent Tracking (FAST)
Manage C	loseout Information	
Choose Se	arch Criteria	
	ect the search method and ente Search to locate the appointmer	er the required appointment information. nt (* Required Fields)
* Search by:	Select One	✓ Submit >

Using Drop-Down Boxes



CLICK the arrow on the right side of the box. This will display all available choices for the drop-down box.

2. Place the cursor over the desired word or phrase so it is highlighted and CLICK to select. The selection then displays in the field.

In addition to the **Search by** drop-down box, there are numerous drop-down boxes located in the FAST Origin Entry application.

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Search Button

FAST Origin Entry displays a **Search** button on the selection pages. The **Search** button is used to retrieve information corresponding to the selected search criteria. It may be located next to a drop-down box, next to a text box, or at the bottom of a page. In the example displayed below, the user is on the *Manage Closeout Information* page.

Man	age Clos	eout Info	rmation			
Choo	se Searcl	h Criteria				
				nter the required nent.(* Required i	l appointment infor Fields)	mation.
		Search by	Facility		+ (Sabmit)	0
There	e are two op	tions to sea	irch for a fac	ility.		
	"View Cit selection "Search". dropdow	ies". Cities a in their resp Facilities w n.	and Facilities pective drops thin the sele	s within the select downs. If the city ected city will be	y" field. Select a sta cted state will be ar is known, select th available for select code is not known,	vailable for le city and click bon in the facilit
	State	NY		(View Cities >)	NASS Code:	Searc
				1		
	City:	All Cities	•	(Search>)		
	1000	All Cities	•)ne	(Search>)		
	* Facility		•)ne -	(Search>)		
	*Facility Regi	Select C Customer stration ID:		(Search >) -		
	*Facility Regi	Select C Customer stration ID ate Range:	10/09/2009	To: 10/09		
(4	*Facility Regi	Select C Customer stration ID ate Range:	IO/09/2009 All Copen Closed Cancelle Unsched No Show	To: 10/09		(Search>)

Submit Button

FAST Origin Entry displays a **Submit** button on the selection pages. The **Submit** button is used to retrieve information corresponding to the selected search criteria or to save new data entered into FAST. It may be located next to a drop-down box, next to a text box, or at the bottom of a page. In the example below, the *Manage Closeout Information* page is displayed.

FAST Origin Entry Customer User Guide

Facility Access and Shipment Tracking (FAST)		
Manage Closeout Information		
Choose Search Criteria		
Please select the search method and enter the required appointment information. Then click Search to locate the appointment (* ${\sf Required Fields}$)		
* Search by: Select One V		

Cancel Button

FAST Origin Entry displays a **Cancel** button on the selection pages. The **Cancel** button is used to return to the associated Landing page. It is located at the bottom of the page.

In the example below, the *Manage Closeout Information* page is displayed. Clicking the **Cancel** button on the bottom of the page returns the user to the *Manage Closeout Information* Landing page.

Ma	nage Clos	eout Information				
Cho	ose Searcl	h Criteria				
		te search method and en ch to locate the appointm			ent informatio	n.
		Search by: Facility		•	Salmit >	
The	re are two op	tions to search for a facil	ity.			
	"View Cit selection "Search". dropdow	er the facility using the "St ies". Cities and Facilities in their respective dropd Facilities within the sele n. NASS Code for the facilit	within the select owns. If the city cted city will be	ted state is known, available l	will be availab select the city for selection in	le for and click the facility
	State:	NY -	(View Cities >)	NASS C	code:	Search
	City:	All Cities 🔹	Search >			
	* Facility:	Select One	•			
		Customer stration ID:				
		Status: V All Copen Closed Cancelled Unschedu Rejected				
	Concel				Se	arch >)

Facility Search Area

FAST Origin Entry displays a Facility search area on many of the selection pages. The Facility search area allows the user to search for a Facility by State/City or NASS Code.

To search for a Facility by State/City, the user must first select a State from the **State** drop-down box. After clicking the **View Cities** button, the **City** drop-down box refreshes to display the Cities within the selected State. The user may then select a City from the **City** drop-down box. After selecting a City and clicking the **Search** button, the **Facility** drop-down box refreshes to display the Facilities within the selected City. The user may then select the appropriate Facility from the **Facility** drop-down box.

If the user knows the NASS Code of the Facility, it may be entered in the **NASS Code** field located in the Facility search area. After clicking the **Search** button, the **Facility** drop-down box refreshes to display the Facility corresponding to the selected NASS Code. The Facility search area is shown below.

State:	MD	View	Cities >	NASS Code:	Search >
City:	All Cities	✓ Searc	h>		
* Facility:	212 - BALTIMORE		*		

1.3.3 Error Messages

Throughout the FAST Origin Entry application, error messages may be displayed when the user enters incomplete or erroneous data. For more detailed error message information, please reference the corresponding module.

1.4 Helpful Hints

- The user will receive a warning message after five minutes of inactivity. The user will be logged out of FAST after ten minutes of inactivity.
- * Asterisks on a selection page designate a required field. In the example below, the user is on the *Search Existing Appointment Information* page. The required fields on this page are **Search for** and **Search by**.

acility Access and Shipment Trac	king (FAST)
Search Existing Appointment Information	
Choose Search Criteria	
Please select the search method and enter the required ap Then click Search to locate the appointment.(* Required Fiel	
Search for: Appointment	amit >
Search by: Appointment ID	unit >
Appointment ID:	
Cancel	Search >

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This page has been intentionally left blank.

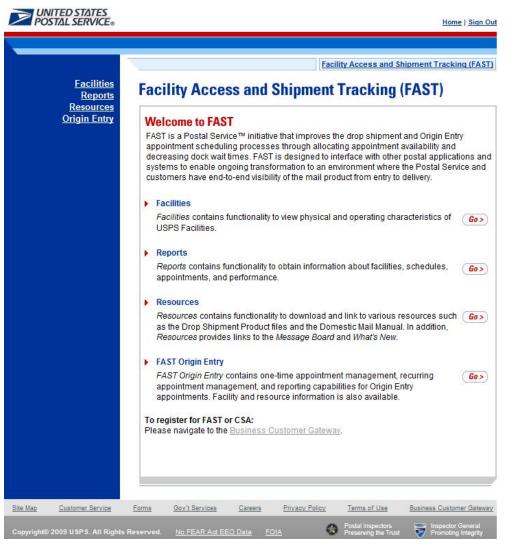
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2. Pre-Login

The user has several processes they may exercise before logging into the FAST application. Origin Entry Pre-Login section includes:

2.1 Reports

The FAST Pre-Login Welcome Page is displayed below:



2.1 Reports

The Reports section describes the following processes:

2.1.1 Closeout Data Report - Origin Entry.

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2.1.1 Closeout Data Report – Origin Entry

The *Closeout Data Report* – *Origin Entry* displays the appointment information for the entered appointment IDs. The *Closeout Data Report* – *Origin Entry* section describes the processes for viewing the *Closeout Data Report* – *Origin Entry*.

The *Closeout Data Report* – *Origin Entry* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS on **Origin Entry** link located on the sidebar and then selects the **Reports** link also located on the side bar, or the associated **Go>** button. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Go>** button associated to the *Closeout Data Report* – *Origin Entry* link.



The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

*Search By:	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
Submit button	Retrieves the search option to create a closeout data report.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the Closeout Data Report - Origin Entry Selection page is displayed below.

		Facili	ty Access and Shipr	nent Tracking (FAST
Login to FAST Facilities	Facility Access an	nd Shipment	Fracking (F	AST)
Reports Resources Origin Entry	Closeout Data Report -	Origin Entry		
Reports	Choose Search Criteria			
	Please select the search met information	hod and enter the requ	ired appointment	
	* Search by: - Select	One	• Submit>	
	(Cancel)			Create
				2

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2.1.1.1 Create Report by Appointment ID



The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below when searching by appointment ID. A snapshot of the page is displayed after the field description.

*Search By:	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 appointment IDs can be entered.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointments' closeout information.

The Closeout Data Report Selection page is displayed below.

		Facility Access and Shipmen	t Tracking
Facility Acc	ess and Shipr	nent Tracking (FAS	T)
Closeout Data	Report - Origin En	try	
Choose Search	Criteria		
Please select the information	search method and ente	r the required appointment	
	ent data enter the Appoin and click the Create butt	tment Number or Shipper Appoin on. (* Required Fields)	tment
* Search by:	Appointment	✓ Submit >)	
Appointment ID:			
Appointment ID:	[]		
Appointment ID:			
Appointment ID:			
Appointment ID:			
Cancel			0

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The user may view closeout information by performing the following steps:

- 1. ENTER Appointment ID in the field next to the first Appointment ID
- REPEAT until the desired number of Appointment IDs are entered
 CLICK Create



The *Closeout Information Report- Origin Entry* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID for which you wish to view closeout information.
Status	The Appointment Status
	CA = Cancelled
	CL = Closed
	NS = No Show
	O = Open
	R = Rejected
Facility Name	The Facility Name associated with the appointment.
NASS Code	The NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload Start Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Identifies if content in the appointment was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility.

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Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

A snapshot of the Closeout Data Report- Origin Entry page is displayed on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Selected Criteri	a										
USPS Ori	gin Entr	y Facility: 1	NEW YORK								
	NA	SS Code: *	100								
	Lo	cale Key: \	V19160								
	Dat	te Range: (05/31/2011	to 05/31/2	011						
Statu	us Code	Legend : (CA = Cance	lled, CL =	Closed	d, NS = No	Show, O =	Open, F	R = Rej	jected	
		L I	Load Unsaf Mailer Field	e, M = Mai on Form, nd/or Rou	lings N ML = M nd Stan	ot Separa ultiple App np, NF = N	e, IP = Incorr ted by Destin ots Associate to Form with	nation, l ed to Lo n Shipm	MF = N ad, MS	lissing f 3 = Miss	Requing C
Mail Clas or best results, c	lownloa	= Legend : F Ind this repo	= Photo Cop FC-First-Cla ort into Exc	ey of PS Fo ss, PS-Pa el and prin	orm, VS ackage nt in 'La	= Vehicle Services,	PER-Period	A L C			
or best results, c	lownloa wnload	Legend : F d this repo into Excel	= Photo Cop FC-First-Cla ort into Exc	ey of PS Fo ss, PS-Pa el and prin	orm, VS ackage nt in 'La <u>rsion</u> <u>Mail</u>	= Vehicle Services,	Size PER-Period ' mode. <u>Publication</u>	licals, S <u>USPS</u>	TD-St:	andard	e Da
or best results, c Export options: <u>Do</u> <u>Appointment</u>	lownloa wnload	Eegend : F d this repo into Excel Scheduler	= Photo Cop FC-First-Cla ort into Exce [▲] <u>View Pr</u>	y of PS Fo ss, PS-Pa el and prin intable Ve <u>CRID</u>	orm, VS ackage nt in 'La <u>rsion</u> <u>Mail</u> <u>Owner</u>	= Vehicle Services, andscape <u>Mail</u>	Size PER-Period ' mode. <u>Publication</u>	USPS Origin Entry	TD-Standard	andard Locale	e Dat Apr

Site Map	Customer Service	Forms	Gov't Services	<u>Careers</u>	Privacy Policy	Terms of Use	Business Customer Gateway
Copyright®	2010 USPS. All Right	s Reserved.	No FEAR Act EE	<u>O Data FC</u>		Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity

2.1.1.2 Create Report by Facility

A user can also view the closeout data of all appointments



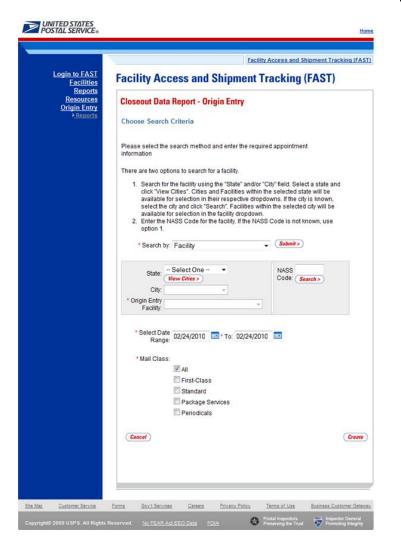
The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below when searching by facility. A snapshot of the page is displayed after the field description.

*Search By:	Drop-down box containing Appointment ID and Facility.
Submit	Refreshes the Closeout Data Report Search Criteria page with the appropriate fields.
State	Drop-down box containing state options.
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the City drop-down box.
City	Drop-down box containing the cities within the specified state that have a facility.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
*Facility	Drop-down box containing facilities for a selected city.
NASS Code	Textbox to input the NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the closeout information.

The Closeout Data Report - Origin Entry Selection page is displayed on the following page.

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To view by facility, search for a facility by one of the following two ways:

To search by state and city:

- 1. SELECT a state from the State drop-down box
- 2. CLICK the View Cities button
- 3. SELECT a city from the City drop-down box
- 4. CLICK the Create button to populate the table with the retrieved facilities

To search by NASS Code:

1. ENTER the three to five character NASS Code in the NASS Code textbox

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- 2. CLICK the Search button
- 3. CLICK the Create button to populate the table with the retrieved facilities

The *Closeout Information Report* - *Origin Entry* page opens, displaying the closeout information for the specified facilities. The fields and buttons on the *Closeout Data Report* – *Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID associated with the selected criteria.
Status	The Appointment Status
	CA = Cancelled
	CL = Closed
	NS = No Show
	O = Open
	R = Rejected
Facility Name	The Facility Name associated with the selected criteria.
NASS Code	The NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload End Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Indicates if the appointment had containers that were scanned by Surface Visibility.
Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

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3.0 Login/Logout

When the user opens the FAST application, the first page that displays is the *Welcome to FAST* page. From the *Welcome to FAST* page, the user can access the *Business Customer Gateway* page by clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page. Alternatively, the user may navigate directly to the *Business Customer Gateway* to login. The Username and Password are entered on this page and then verified by the system upon clicking the **Sign In** button. Upon login, the *Business Customer Gateway* page displays.

3.1 Logging In/Logging Out of FAST

In order to access most of the processes available in FAST, the user must login to the application. The *Business Customer Gateway* page will verify the Username and Password information entered.

This section includes:

3.1.1 Logging into FAST 3.1.2 Logging out of FAST

3.1.1 Logging into FAST

The user may begin the login process two ways. First, the user may navigate to the *Welcome to FAST* page by accessing <u>https://fast.usps.com/</u>. From there, the user will be directed to the *Business Customer Gateway* page upon clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page.

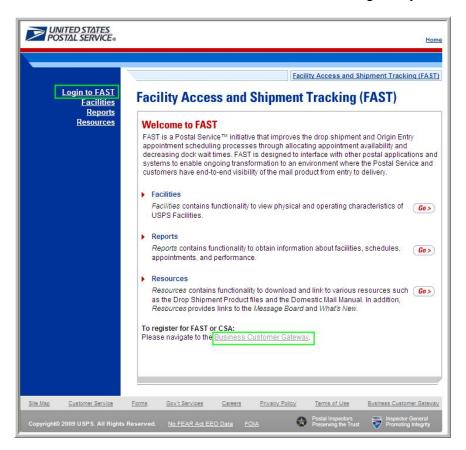
Alternatively, the user may navigate directly to the *Business Customer Gateway* page to login. Once the *Business Customer Gateway* page is reached, the user may enter a Username and Password. Upon verification, the user will be logged into the *Business Customer Gateway*. The user may access FAST by clicking the **Schedule a Mailing Appointment (FAST)** hyperlink located in the Mail & Transport section of the page.



The fields and buttons on the *Welcome to FAST* page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Login to FAST hyperlink	Directs the user to the Business Customer Gateway page.
Business Customer Gateway hyperlink	Directs the user to the Business Customer Gateway page.

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The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Username	Field where the user enters his/her Username.
Password	Field where the user enters the Password for the associated Username.
l forgot my password hyperlink	Allows the user to begin the process of resetting his/her password.
Sign In button	Allows the user to access the <i>Business Customer Gateway</i> page after the correct entry of the Username and Password.

Facility Access and Shipment Tracking Origin Entry User Guide



Logging into FAST



From the *Welcome to FAST* page, the user may access the *Business Customer Gateway* page by performing the following step:

- 1. CLICK the Login to FAST link in the Left Navigation Bar.
 - OR:

CLICK the Business Customer Gateway link at the bottom of the page.



From the *Business Customer Gateway* page, perform the following steps to access the FAST application:

- 1. CLICK the Username field and ENTER the Username.
- 2. CLICK the **Password** field and ENTER the Password.
- 3. CLICK the Sign In button to login to the Business Customer Gateway.
- 4. CLICK the Schedule a Mailing Appointment (FAST) link in the Mail & Transport section.

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Business Customer Gateway Login Difficulties

If the user login is unsuccessful, an error message is displayed.

3.1.2 Logging Out of FAST

On each page of the FAST application there is a **Sign Out** link in the right corner of the Top Navigation Bar.



Logging out of FAST

To exit the FAST application, perform the following step: **1.** CLICK the **Sign Out** button.

A successful logout brings the user to the *Business Customer Gateway* page. To return to the FAST application, re-sign in to the Business Customer Gateway.

3.2 Message Board Pop-Up

Messages are created by administrators in the FAST system to display Facility-specific and general information to FAST users. Messages are displayed to the user via the Message Board pop-up window.

Upon accessing the FAST application, the Message Board pop-up window is automatically displayed. The user may also access the Message Board from the *Welcome to FAST* page by clicking on the **Resources** link on the Left Navigation Bar or its associated **Go>** button, followed by clicking on the **Message Board** link on the Left Navigation Bar or its associated **Go>** button. If there is a new message posted to the Message Board, the user will see a new message alert at login.

The FAST Message Board pop-up window is below.

FAST Message Board	Close Window	
Facility Messages	View Printable Version	
General Messages		
Facility Messages:		
No Facility Messages Available		
General Messages:		
No General Messages Available		

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4.0 Landing Pages

The FAST Origin Entry functionality may be accessed by using the Landing pages.

The Landing Pages module includes:

4.1 Welcome to FAST Page - Describes how to access the FAST application modules.

4.2 FAST Origin Entry Page – Describes how to display the *Just In Time (JIT) One-Time Appointment, JIT Recurring Appointment Information, Manage Closeout Information, Reports, Facilities,* and *Resources* Origin Entry Landing pages.

4.3 Just In Time (JIT) One-Time Appointment Page – Describes how to create or manage a JIT One-Time appointment.

4.4 JIT Recurring Appointment Information Page – Describes how to create or manage a JIT Recurring appointment.

4.5 Manage Closeout Information Page – Describes how to view Origin Entry appointment closeout information.

4.6 Reports Page – Describes how to display the Appointment Status Report – Origin Entry and the Closeout Data Report – Origin Entry.

4.7 Facilities Page – Describes how to display the *Facility Profile Selection* page.

4.8 Resources Page – Describes how to display the Origin Entry Reference Documents page.

The user may access the processes associated with the above sections from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or the **Go>** button associated with **FAST Origin Entry**.

4.1 Welcome to FAST Page

The *Welcome to FAST* Landing page lists all FAST related functions accessible to the user. The user has the following options to choose from:

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- FAST Origin Entry



The fields and buttons on the *Welcome to FAST* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Appointments)	Directs the user to the Appointments Landing page.
Go> (Recurring Appointments)	Directs the user to the <i>Recurring Appointments</i> Landing page.
Go> (Facilities)	Directs the user to the Facilities Landing page.
Go> (Profiles)	Directs the user to the <i>Profiles</i> Landing page.
Go> (Reports)	Directs the user to the <i>Reports</i> Landing page.
Go> (Resources)	Directs the user to the Resources Landing page.
Go> (FAST Origin Entry)	Directs the user to the FAST Origin Entry Landing page.
Business Customer Gateway hyperlink	Directs the user to the Business Customer Gateway page.

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W	elcome to FAST	
ap de sy	ST is a Postal Service ™ initiative that improves the drop shipment and Origin Entr pointment scheduling processes through allocating appointment availability and creasing dock wait times. FAST is designed to interface with other postal applicat stems to enable ongoing transformation to an environment where the Postal Serv stomers have end-to-end visibility of the mail product from entry to delivery.	ions and
	Appointments	
	Appointments contains functionality to create and manage appointments.	(Go >)
	Recurring Appointments	
	Recurring Appointments contains functionality to request and manage recurring appointments.	Go>
	Facilities	
	Facilities contains functionality to view physical and operating characteristics of USPS Facilities.	<u>Go ></u>
	Profiles	
	Profiles contains functionality to view corporate and scheduler profile information such as name, address, and contact information.	Go >
	Reports	
	Reports contains functionality to obtain information about facilities, schedules, appointments, and performance.	Go >
•	Resources	
	Resources contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, Resources provides links to the Message Board and What's New.	<u>Go ></u>
	FAST Origin Entry	
	FAST Origin Entry contains one-time appointment management, recurring appointment management, and reporting capabilities for Origin Entry appointments. Facility and resource information is also available.	Go >
	Test Environment for Mailers (TEM)	
	Test Environment for Mailers (TEM) TEM is a testing environment for mailers who will be participating in Full-Service. TEM provides mailers with a way to test appointment scheduling via Mail.XML. For additional information, please reference the Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST) located <u>here</u> .	<u>Go></u>
	register for CSA: ease navigate to the <u>Business Customer Gateway</u> .	
Ple	r customer care: ease contact the USPS Help Desk via email <u>fast@usps.com</u> telephone 1-877-569-6614.	
~	ck on the Facilities link to access 24-hour facility contact information.	

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4.2 FAST Origin Entry Page

The *FAST Origin Entry* Landing page lists all Origin Entry related functions accessible to the user depending on user access levels. The user has the following options to choose from:

- JIT One-Time Appointment
- JIT Recurring Appointment
- Manage Closeout Information
- Reports
- Facilities
- Resources



The fields and buttons on the *FAST Origin Entry* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (JIT One-Time Appointment)	Directs the user to the Just In Time (JIT) One-Time Appointment Landing page.
Go> (JIT Recurring Appointment)	Directs the user to the JIT Recurring Appointment Information Landing page.
Go> (Manage Closeout Information)	Directs the user to the Manage Closeout Information Landing page.
Go> (Reports)	Directs the user to the <i>Reports</i> Landing page.
Go> (Facilities)	Directs the user to the <i>Facilities</i> Landing page.
Go> (Resources)	Directs the user to the Resources Landing page.

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FAST Origin Entry	1	
	tains one-time appointment management, recurrin orting capabilities for Origin Entry appointments. Fa ilable.	
 JIT One-Time Appoint Displays the Just In 	intment Time (JIT) One-Time Appointment landing page.	Go >
 JIT Recurring Appo Displays the Just In 	i <mark>ntment</mark> Time (JIT) Recurring Appointment landing page.	Go >
 Manage Closeout In Displays the Manag 	formation e Closeout Information page.	Go>
 Reports Displays the Report 	s landing page.	Go>
 Facilities Displays the Facility 	Profile landing page.	Go>
 Resources Displays the Resources 	rces landing page.	<u>Go></u>

4.3 Just In Time (JIT) One-Time Appointment Page

The Just In Time (JIT) One-Time Appointment Landing page contains creation and management functionality for providing advance notification information for Origin Entry postal-verified, customer-transported appointments. The user has the following options to choose from:

- Create New JIT One-Time Appointment
- Manage Existing JIT One-Time Appointment
- Manage JIT Stand-Alone Content

To access the Just In Time (JIT) One-Time Appointment Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **JIT One-Time Appointment**. From the Just In Time (JIT) One-Time Appointment Landing page, the user may access the Create New JIT One-Time Appointment page and the Search Existing JIT One-Time Appointment Information page.

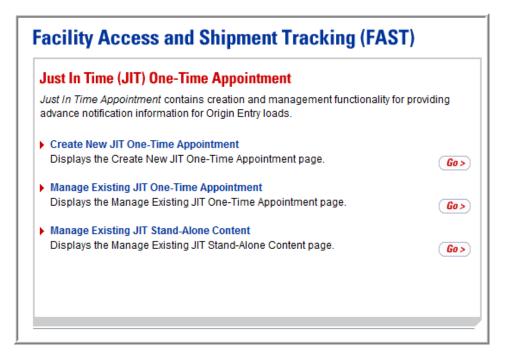


The fields and buttons on the *Just In Time (JIT) One-Time Appointment* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

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Field/Button	Description
Go> (Create New JIT One-Time Appointment)	Directs the user to the Create New JIT One-Time Appointment page.
Go> (Manage Existing JIT One- Time Appointment) Directs the user to the Search Existing JIT One-Time Appointment Inform page.	Directs the user to the Search Existing JIT One-Time Appointment Information page.
Go> (Manage Existing JIT Stand- Alone Content)	Directs the user to the Search Existing Stand-Alone Content page.



4.4 JIT Recurring Appointment Information Page

The *JIT Recurring Appointment Information* Landing page contains creation and management functionality for providing advance notification information for Origin Entry loads that occur on a recurring basis. The user has the following options to choose from:

- Create New JIT Recurring Appointment
- Manage Existing JIT Recurring Appointment

To access the *JIT Recurring Appointment Information* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **JIT Recurring Appointment**. From the *JIT Recurring Appointment Information* Landing page, the user may access the *Create New JIT Recurring Appointment* page and the *Search Existing JIT Recurring Appointment Information* page.



The fields and buttons on the *JIT Recurring Appointment Information* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Create New JIT Recurring Appointment)	Directs the user to the Create New JIT Recurring Appointment page.
Go> (Manage Existing JIT Recurring Appointment)	Directs the user to the Search Existing JIT Recurring Appointment Information page.

Facility Access and Shipment Tracking (FAST)	
JIT Recurring Appointment Information	
JIT Recurring Appointment Information contains creation and management fi providing advance notification information for origin entry loads that occur on a basis.	
Create New JIT Recurring Appointment	
Displays the Create New JIT Recurring Appointment page.	Go>
Manage Existing JIT Recurring Appointment	
Displays the Manage Existing JIT Recurring Appointment page.	Go>

4.5 Manage Closeout Information Page

The *Manage Closeout Information* Landing page contains closeout information for destination entry and Origin Entry appointments. The user has the following option:

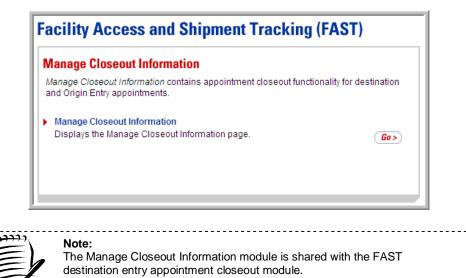
Manage Closeout Information

To view closeout information, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Manage Closeout Information** to display the *Manage Closeout Information* Landing page.



The fields and buttons on the *Manage Closeout Information* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Manage Closeout Information)	Directs the user to the Manage Closeout Information page.



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4.6 Reports Page

The *Reports* Landing page contains the available Origin Entry reports. The user has the following options to choose from:

- Appointment Status Report Origin Entry
- Closeout Data Report Origin Entry

To access the *Reports* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Reports**. From the *Reports* Landing page, the user may access the *Appointment Status Report – Origin Entry* page and the *Closeout Data Report – Origin Entry* page.



The buttons on the *Reports* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Appointment Status Report – Origin Entry)	Directs the user to the Appointment Status Report – Origin Entry page.
Go> (Closeout Data Report – Origin Entry)	Directs the user to the Closeout Data Report – Origin Entry page.

acility Access and Shipment Tracking (FAST)	
Reports	
Please select the type of report to view from the report list below which gives a b description of each report.	rief
f you would like to return to pages previously viewed within a report, please use navigation bar or the 'Back'' button found in the lower left of each level of a gener	
 Appointment Status Report - Origin Entry Displays appointments for a designated facility or scheduler by the specific appointment status type and time period. 	Go>
 Closeout Data Report - Origin Entry The Closeout Data Report allows users to enter appointment or recurring appointment Id's and view those appointments closeout information. 	<u>Go></u>

4.7 Facilities Page

The *Facilities* Landing page contains contacts and Facility operating characteristics for USPS Origin Entry Facilities. The user has the following option:

• Facility Profile

To access the *Facilities* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Facilities**. From the *Facilities* Landing page, the user may access the *Facility Profile Selection* page.



The fields and buttons on the *Facilities* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Facility Profile)	Directs the user to the Facility Profile Selection page.



Go>

4.8 Resources

The *Resources* Landing page contains functionality to access Origin Entry documents such as PS Forms and manuals. The user has the following option:

• Reference Documents

To access the *Resources* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Resources**. From the *Resources* Landing page, the user may access the *Origin Entry Reference Documents* page.



The fields and buttons on the *Resources* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Reference Documents)	Directs the user to the Origin Entry Reference Documents page.

Facility Access and Shipment Tracking (FAST) Resources

 ${\it Resources}$ contains functionality to access Origin Entry documents such as PS Forms and manuals.

Reference Documents
 Displays the Reference Documents page.

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This page has been intentionally left blank.

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5.0 Facilities

The *Facilities* module describes how a user may access Facility contact and NASS Code information that is maintained within FAST. Facility address information, which is maintained in the Facilities Database (FDB), may also be viewed

The Facilities module includes:

5.1 Facility Profile – Describes how a user may view an Origin Entry Facility Profile.

Users may access the above functionality in FAST from the *FAST Origin Entry* page by clicking on the **Facilities** navigation link or the associated **Go>** button, which takes the user to the Origin Entry *Facilities* page. From the *Facilities* page, a user may select the **Go>** button for **Facility Profile**.

5.1 Facility Profile

Origin Entry Facility Profiles consists of contact information, NASS Code information, and address information for a selected Origin Entry Facility. All users may view the information for any Origin Entry Facility.

This section includes:

5.1.1 Viewing Origin Entry Facility Information

5.1.1 Viewing Origin Entry Facility Information

To view Origin Entry Facility information, the user clicks the **Go>** button for **Facility Profile** on the *Facilities* Landing page. The user is taken to the *Facility Profile Selection* page where he/she may search by Area, District, or Facility. Only Facilities that are associated with the entered search criteria are displayed in the Facility Profile search results.

Searching for Facility Profile Information by Area



The fields and buttons on the *Facility Profile Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the Area ID drop-down box.
*Area ID	Drop-down box containing Area IDs.
Exclude Delivery Units check box	Check box to exclude delivery units from the Facility Profile search results.
Only Show BMEU Facilities check box	Check box to only show Business Mail Entry Unit Facilities in the Facility Profile search results.

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Cancel button	Directs the user to the Origin Entry Facilities page.
Search button	Refreshes the page and displays the Facilities located in the selected Area.

acility	Access and Shipment Tracking (FAST)
Facility Pr	rofile Selection
Choose Sea	arch Criteria
There are thr	ee options to search for facilities: by facility, by district or by area.
* Search By:	Area Submit>
* Area ID:	4A - New York Metro (A)
	Exclude Delivery Units Only Show BMEU Facilities
< Cano	sel) (Search >)

Searching for Facility Profile Information by Area



To search for Facility Profile information by Area, perform the following steps on the *Facility Profile Selection* page:

- 1. SELECT "Area" from the **Search By** drop-down box.
- 2. CLICK the Submit button.
- 3. SELECT an Area from the Area ID drop-down box.
- 4. CLICK the Exclude Delivery Units check box, if applicable.
- 5. CLICK the Only Show BMEU Facilities check box, if applicable.
- 6. CLICK the Search button to display the search results.

Searching for Facility Profile Information by District



The fields and buttons on the *Facility Profile Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the District ID drop-down box.
*District ID	Drop-down box containing District ID options.
Exclude Delivery Unit check box	Check box to exclude delivery units from the Facility Profile search results.
Only Show BMEU Facilities check box	Check box to only show Business Mail Entry Unit Facilities in the Facility Profile search results.
Cancel button	Directs the user to the Origin Entry Facilities page.
Search button	Refreshes the page and displays the Facilities located in the selected District.

ch >)

Searching for Facility Profile Information by District



To search for Facility Profile information by District, perform the following steps on the *Facility Profile Selection* page:

- SELECT "District" from the Search By drop-down box.
- 2. CLICK the Submit button.
- 3. SELECT a District from the **District ID** drop-down box.
- 4. CLICK the Exclude Delivery Units check box, if applicable.
- 5. CLICK the Only Show BMEU Facilities check box, if applicable.
- 6. CLICK the Search button to display the search results.

Searching for Facility Profile Information by Facility



The fields and buttons on the *Facility Profile Selection* page are below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the Facility search area.
State	Drop-down box listing State options.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State.
Search button (City)	Retrieves the Facilities located in the selected State and City.
NASS Code	Field in which a valid three to five character NASS Code may be entered.
Search button (NASS Code)	Retrieves the Facility associated with the NASS Code.
Cancel button	Directs the user to the Origin Entry Facilities page.

 Choose Search Criteria There are three options to search for facilities: by facility, by district or by area. There are two options to search for a facility. 1. Search for the facility using the "State" field. If the "City" field is not popul names for the state will be available in the drop down. Once a city is ide facilities associated with the city name will be available for selection. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use * Search By: Facility Submit State S	
 Search for the facility using the "State" field. If the "City" field is not popul names for the state will be available in the drop down. Once a city is ide facilities associated with the city name will be available for selection. Enter the NASS Code for the facility. If the NASS Code is not known, use 	
 Search for the facility using the "State" field. If the "City" field is not popul names for the state will be available in the drop down. Once a city is ide facilities associated with the city name will be available for selection. Enter the NASS Code for the facility. If the NASS Code is not known, use 	
names for the state will be available in the drop down. Once a city is ide facilities associated with the city name will be available for selection. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use	
State: Select One V (View Cities > NASS Code: (City: V	Search >

Searching for Facility Profile Information by Facility



To search for Facility Profile information by Facility, perform the following steps on the *Facility Profile Selection* page:

- 1. SELECT "Facility" from the Search By drop-down box.
- 2. CLICK the **Submit** button.
- 3. SEARCH for a Facility by one of the following two ways:

To search for a Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the City drop-down box.
- d. CLICK the Search button to display the search results.

To search for a Facility by NASS Code:

- a. ENTER a three to five character ID in the NASS Code field.
- b. CLICK the Search button to display the search results.

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Facility Profile Results Table

After performing the search by Area, District, or Facility, the page refreshes to show a Facility Profile summary table at the bottom.



The fields and buttons in the summary table are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
NASS Code	Displays the three to five character NASS Code for each Facility.
Facility Name	The name of the Facility.
Facility Type	Displays the type of Facility: NDC, Plant, Delivery Unit, or Annex.
BMEU	Specifies whether the Facility is a BMEU Facility.
District	Displays the District in which the Facility is located.
Locale Key	The USPS Facility identifier used in FAST.
Address	The street address of the Facility.
City	The City where the Facility resides.
State	The two character State code where the Facility resides.
ZIP Code	The nine-digit ZIP Code where the Facility resides.
Facility Coordinator	Contact Information
	n listed below will be populated if the Facility is already active in FAST. Facility formation is shared between the FAST Facility Profile page and the FAST Origin age.
Name	The name of the Facility Coordinator.
Phone	The phone number of the Facility Coordinator.
E-Mail	The e-mail address of the Facility Coordinator.
24-Hour Number	The phone number to reach the Facility at any time of the day.
Accepts Origin Entry Mail	Specifies whether the Facility accepts Origin Entry Mail.

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acility l	Profile	Selec	tion							
Choose S	earch C	riteria								
'here are t	hree opti	ons to s	earch	for faci	lities: by	facility, by dis	strict or I	oy are	a.	
Search B	y: Distri	ict			Y	Submit >)			
District ID	D: 100 -	New Y	ork		~	*				
	Ex	clude D	elivery	Units						
	🗌 Or	ly Show	BME	J Fa <mark>cil</mark> i	ties					
< Ca	ncel								Search >	K.
what antic	nne: Dow	mload in	nto Eve	al I 🖪	View Prin	ntable Versio	10			
NASS	ons: <u>Dow</u> <u>Facility</u> <u>Name</u>	-				ntable Versio <u>Address</u>		<u>State</u>	ZIP Code	Nar
NASS	Facility	Facility	<u>BMEU</u>		Locale	Address	<u>City</u> BRONX		ZIP Code 104651818	Nar
NASS	Facility Name BRONX	Facility Type Annex Plant	<u>BMEU</u>	District New York	Locale Key	Address 815 HUTCHINSON RIVER PKWY	<u>City</u> BRONX	NY		Nar
NASS Code	Eacility Name BRONX HASP	Facility Type Annex Plant	<u>BMEU</u> No	District New York New	UCCALE Key 004348 V18877	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON	City BRONX BRONX	NY NY	104651818	Vinr
NASS Code	Facility Name BRONX HASP MOUNT VERNON NEW	Facility Type Annex Plant	BMEU No No	District New York New York New York	004348 004348 V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON AVE 341 9TH AVE	City BRONX BRONX BRONX NEW YORK	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc
NASS Code	Facility Name BRONX HASP MOUNT VERNON NEW YORK	Facility Type Annex Plant Plant	BMEU No No	District New York New York New York	004348 004348 V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON AVE 341 9TH AVE RM 1042 558 GRAND	City BRONX BRONX BRONX NEW YORK	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc
NASS Code	Facility Name BRONX HASP MOUNT VERNON NEW YORK BRONX	Facility Type Annex Plant Plant Plant	No No No No	New York New York New York New York	V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWY 2619 PONTON AVE 341 9TH AVE RM 1042 558 GRAND	City BRONX BRONX NEW YORK BRONX	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc
NASS Code	Facility Name BRONX HASP MOUNT VERNON NEW YORK BRONX	Facility Type Annex Plant Plant Plant	No No No No	New York New York New York New York	V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWYY 2619 PONTON AVE 341 9TH AVE RM 1042 558 GRAND CONCOURSE	City BRONX BRONX NEW YORK BRONX	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc Maldo
NASS Code	Facility Name BRONX HASP MOUNT VERNON NEW YORK BRONX	Facility Type Annex Plant Plant Plant	No No No No	New York New York New York New York	V18877 V19160 V12305	Address 815 HUTCHINSON RIVER PKWYY 2619 PONTON AVE 341 9TH AVE RM 1042 558 GRAND CONCOURSE	City BRONX BRONX NEW YORK BRONX	NY NY NY	104651818 104619998 101999704 104519998	Vinr Tur Ranc Maldo

From the *Facility Profile Selection* page, the user may view the contact information for a Facility by clicking the **Facility Name** hyperlink.



Note:

The user must scroll horizontally to view the entire Facility Profile results table.

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Facility Profile

The *Facility Profile* page opens, displaying the contact information for the Origin Entry Facility. The fields are read-only and may not be edited.



The fields and buttons on the page *Facility Profile* are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Back Button	Directs the user to the Facility Profile Selection page.
Name	The full name of the Facility.
Address	The street address of the Facility.
City	The City where the Facility resides.
State	The State code where the Facility resides.
ZIP + 4	The nine-digit ZIP Code of the Facility.
District	The name of the District where the Facility resides.
Area	The name of the Area where the Facility resides.
Locale Key	The Locale Key of the Facility.
Surface Visibility Site	Displays Yes if Surface Visibility will be used at the site and No if it will not be used at the site.
BMEU	Displays Yes if the Facility is a BMEU Facility or No if it is not a BMEU Facility.
Accept Origin Entry Mail	Indicates Yes if the Facility accepts Origin Entry mail or No if the Facility does not accept Origin Entry mail.
NASS Code	The three to five character NASS Code of the Facility.
Coordinator Informat	tion
Contact Name	Name of the primary contact person for the Origin Entry Facility.
Hours of Availability	Time range to reach the contact person.
Phone Number	Phone number at the Facility for the contact person.
FAX Number	FAX number at the Facility for the contact person.
Email Address	Email address of the contact person.

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Alternate Contact Information		
Contact Name	Name of the alternate contact person for the Origin Entry Facility.	
Hours of Availability	Time range to reach the alternate contact person.	
Phone Number	Phone number at the Facility for the alternate contact person.	
FAX Number	FAX number at the Facility for the alternate contact person.	
Email Address	Email address of the alternate contact person.	
24-Hour Telephone Number	Phone number to reach the Facility at any time of the day.	
Origin Entry Hours of Operation		
Day	Day of the week for Hours of Operation.	
Date	Date of Hours of Operation.	
Hours of Operation	Hours the Facility is open and staffed for each day of the week.	
Supplemental Facility Information		
Comments	Any additional information relevant to the Facility.	
Facility Dock Information	Displays the Height, Width, and Depth of the dock at the Facility.	
Facility Yard Information	Displays the following fields: Maximum Truck Length, Truck Maneuverability, Length, Width, and Surface Type.	

Facility Pr	ofile		
< Back			
			PRINCE ANNEX
			350 CANAL ST NEW YORK
		State:	
			100139998
			New York New York Metro (A)
	Lo	cale Key:	
	Surface Visi	bility Site: BMEU:	
Ac	cepts Origin E		
		SS Code:	
Coordinator I			
		act Name: vailability:	null:null - null:null
	Phone	Number:	
		Number:	for the state of t
	Email	Address:	fasttest3@hotmail.com
Alternate Co	ntact Informa		
		act Name: vailability:	null:null - null:null
		Number:	
		(Number:	
24-Ho	Email our Telephone		fasttest3@hotmail.com
Day	Date	Hours of	Operation
Wednesday	04/08/2009		
	04/09/2009		
	04/10/2009		
	04/11/2009 04/12/2009		
	04/13/2009		
	04/14/2009		
Comments:			
Facility Dock			
			0 ft. 0 in. 0 ft. 0 in.
			ft. 0 in.
Facility Yard	Information		
	iximum Truck ruck Maneuv		0 ft.
		Length:	0 ft.
		Width:	0 ft.
	Surfa	ce Type:	
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6.0 Corporate and Scheduler Profiles

Corporate Profile information refers to the corporation's contact information shown in FAST. The information is maintained in the Business Customer Gateway and is passed to FAST. The *Corporate Profile* page is shared with FAST (for destination entry), and therefore, it is accessible via the **Profiles** link on the *Welcome to FAST* page.

The Corporate and Scheduler Profiles module includes:

6.1 View a Corporate Profile – Describes how a user may view the Corporate Profile information.

6.2 View a Scheduler Profile – Describes how a user may view the Scheduler Profile information

The user may access the *Corporate Profile* page from the **Profiles** link on the *Welcome to FAST* page. The user clicks on the **Profiles** link on the Left Navigation Bar, or associated **Go>** button, to display the *Profiles* Landing page. The user may then click the **Corporate Profile** link or **Go>** button to display the *Corporate Profile* page.

The use may access the *Scheduler Profile* page by selecting the Mailer description link on the *Corporate Profile* page

6.1 View a Corporate Profile

Corporate Profile information consists of the contact information for the user's Corporate ID. Maintenance of the data occurs in the Business Customer Gateway.

The user begins the process from the *Profiles* Landing page. The user clicks the **Corporate Profile** link or associated **Go>** button to display the *Corporate Profile* page.



The fields and buttons on the *Corporate Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description	
Corporate Name	The full name of the corporation.	
Corporate ID	The Corporate ID of the corporation, as defined by the Business Customer Gateway.	
Deactivated Date	The date on which the corporation was deactivated by the Business Customer Gateway (displays as null if the corporation is still active).	
Address	The street address of the corporation.	
City	The city where the corporation resides.	
State	The state code where the corporation resides.	
ZIP + 4	The nine-digit ZIP Code where the corporation resides.	

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Contact Name	The name of the primary contact person at the corporation.	
Contact Title	The title of the primary contact person at the corporation.	
Contact Phone Number	The phone number for the contact person at the corporation.	
Contact Fax Number	The fax number for the contact person at the corporation.	
Contact Email Address	The email address of the contact person at the corporation.	
Access Scheduler Profile	The associated Scheduler ID(s) for the corporation. Each Scheduler ID is a hyperlink to the <i>Scheduler Profile</i> page, where the user may view the Scheduler's contact information.	
Customer Registration hyperlink	Directs the user to the Business Customer Gateway page.	
Return to Previous Screen hyperlink	Directs the user back to the <i>Profiles</i> Landing page.	

Corporate ID: Customer Registration ID: Deactivated Date: Address:	FASTTestUser5 Corp 76589646897 666666
Customer Registration ID: Deactivated Date: Address:	
Deactivated Date: Address:	666666
Address:	
City	5 DAN RD
City.	CANTON
State:	MA
Zip + 4:	02021-2867
Contact Name:	BMEU
Contact Title:	
Contact Phone Number:	(508)427-0177
Contact Fax Number:	
	USPSFAST2@GMAIL.COM
Access Scheduler Profile:	Scheduler FASTTestUser1 (212100000004) description
	Scheduler FASTTestUser2 (212100000007) description
	Scheduler FASTTestUser3 (21210000008) description
	Scheduler FASTTestUser4 (21210000009) description
	Scheduler FASTTestUser5 (212100000005) description
Please visit <u>Customer Regist</u>	tration to update profile information.

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All fields on the *Corporate Profile* page are read-only, regardless of the user's security privileges.

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6.2 View a Scheduler Profile

Scheduler Profile information consists of the contact information for the user's Corporate ID. Maintenance of the data occurs in the Business Customer Gateway.

The user begins the process from the *Profiles* Landing page. The user clicks the **Corporate Profile** link or associated **Go>** button to display the *Corporate Profile* page. The user may then access the *Scheduler Profile* by selecting the hyperlink associated with the Customer Registration ID associated for the corporation.



The fields and buttons on the *Scheduler Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Corporate Name	The full name of the corporation.
Corporate Customer Registration ID	The Corporate ID of the corporation, as defined by the Business Customer Gateway.
Deactivated Date	The date on which the corporation was deactivated by the Business Customer Gateway (displays as null if the corporation is still active).
Address	The street address of the corporation.
City	The city where the corporation resides.
State	The state code where the corporation resides.
ZIP + 4	The nine-digit ZIP Code where the corporation resides.
Manage Publications	
Manage Customers	
Customer Registration hyperlink	Directs the user to the Business Customer Gateway page.
Return to Previous Screen hyperlink	Directs the user back to the Corporate Profile Landing page.

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Scheduler Profile	
Corporate Name:	FAST ALSO
Corporate Customer Registration ID:	4433047
Scheduler Name:	FAST ALSO
Customer Registration ID:	4433047
Address:	801 D ST NE
City:	WASHINGTON
State:	DC
Zip + 4:	20002-6125
Contact Email Address:	USPSFAST2@GMAIL.COM
Preferred Publication Group:	(Managa Publications >
Most often used Mail Owners/Mail Prepa	arers: Monago Customers >
< Back	
Please visit Customer Registration to up	date profile information

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Note: All fields on the *Scheduler Profile* page are read-only, regardless of the user's security privileges.

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7.0 JIT One-Time Appointment

This module details the processes for creating and managing a single occurrence Just-In-Time (JIT) appointment. The FAST JIT One-Time Appointment module allows for the creation and management of JIT appointments for Origin Entry postal-verified customer-transported appointments that will occur only once. JIT One-Time appointments may be created or updated one hour to fourteen days prior to the scheduled appointment date and time.

The JIT One-Time Appointment module includes:

7.1 Create a New JIT One-Time Appointment – Describes how to create and submit a JIT One-Time appointment.

7.2 Joint Scheduling JIT One-Time Appointment – Describes how to associate Stand-Alone contents to a new appointment and/or an already existing appointment.

7.3 Manage an Existing JIT One-Time Appointment – Describes how to edit or cancel a JIT One-Time appointment.

7.4 Create a JIT One-Time Appointment Shell– Describes how a user may create an appointment shell.

The user may access the processes above from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or associated **Go**> button, followed by the **JIT One-Time Appointment** navigation link or associated **Go**> button. The **JIT One-Time Appointment** link takes the user to the *Just In Time (JIT) One-Time Appointment* page where the user may click the **Go**> buttons associated with Create New JIT One-Time Appointment or Manage Existing JIT One-Time Appointment.

7.1 Create a New JIT One-Time Appointment

The *Create New JIT One-Time Appointment* section consists of the different actions the user may perform to create a new JIT One-Time appointment in FAST. The user may create appointments only at an associated Facility but may view appointment information at any Facility.

Creating a new JIT One-Time appointment requires the user to first search for the availability of the desired date and Mail Class. The user may also enter comments. He/she must associate at least one set of content information to the appointment for the appointment to be valid. Once the user has added all of the separate sets of content information associated to the appointment, the appointment is submitted and created in the system. The user also has the ability to create JIT One-Time appointments with no associated contents, this creates a JIT One-Time Appointment Shell and content can be added at a later time.

This section includes:

7.1.1 Searching for JIT One-Time Appointment Availability

7.1.2 Creating a New JIT One-Time Appointment

7.1.3 Confirming New JIT One-Time Appointment Creation

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7.1.1 Searching for JIT One-Time Appointment Availability

An Origin Entry Facility's availability to receive a JIT One-Time appointment is shown in FAST by displaying an "**A**" (for available) for all hours a Facility is open and staffed, based on information in the Facilities Database (FDB).

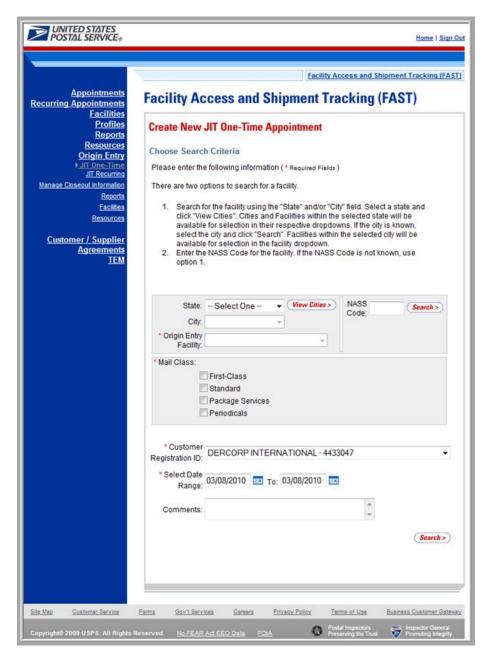
To search for an available appointment, the user must first click the **Go>** button for **JIT One-Time Appointment** on the *FAST Origin Entry* Landing page, followed by the **Go>** button for **Create New JIT One-Time Appointment** on the *Just In Time (JIT) One-Time Appointment* Landing page. The user is then taken to the *Create New JIT One-Time Appointment* page where he/she may search hours of availability by specifying an Origin Entry Facility, Mail Class, Scheduler ID, and Date Range.



The fields and buttons on the *Create New JIT One-Time Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description	
State	Drop-down box listing State options. Only States with Facilities that are Origin Entry active and show in FDB will be returned.	
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Facilities that are Origin Entry active and show in FDB will be returned.	
City	Drop-down box listing all Cities within the selected State with Facilities that are Origin Entry active and show in FDB.	
Search button (City)	Retrieves the Facilities located in the selected State and City.	
NASS Code	Field in which a valid three to five character NASS Code may be entered.	
Search button (NASS Code)	Retrieves the Facility associated with the NASS Code.	
*Origin Entry Facility	Drop-down box listing the Facilities associated to the City/State combination or NASS Code.	
*Mail Class check boxes	Check boxes listing Mail Class options to select from: First-Class, Standard, Package Services, and Periodicals.	
*Customer Registration ID	Drop-down box listing all of the Postal customer names and IDs. The user must select the name and ID of the customer making the request for the One-Time appointment.	
*Select Date Range	Selects the Date Range to search for available hours for the Origin Entry appointment type and Facility. For an Origin Entry appointment, the range is restricted from the present date to fourteen days into the future. Both date fields default to the current date.	
Comments	Any additional comments.	
Search button	Retrieves the hours of availability based on the entered search criteria.	

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Searching for JIT One-Time Appointment Availability



To view an Origin Entry Facility's availability for an appointment, perform the following steps on the *Create New JIT One-Time Appointment* page:

1. SELECT the Origin Entry Facility of the appointment.

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To Search for an Origin Entry Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the **City** drop-down box.
- d. CLICK the **Search** button, populating the Facilities in the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the NASS Code field.
- b. CLICK the **Search** button, populating the Facility in the **Origin Entry Facility** drop-down box.
- 2. SELECT one or more Mail Classes from the Mail Class check boxes.
- 3. SELECT a Customer Registration ID from the Registration ID drop-down box.
- 4. SELECT the Date Range the One-Time appointment is to occur within.
- 5. ENTER any additional Comments regarding the appointment in the **Comments** field.
- **6.** CLICK the **Search** button to display the *JIT One-Time Appointment Time Selection* page.

The JIT One-Time Appointment Time Selection page displays the hours of availability for the given USPS Origin Entry Facility, Date Range, and Scheduler. Hours of availability for which a Facility is open and staffed are shown, based on information in the Facilities Database (FDB).

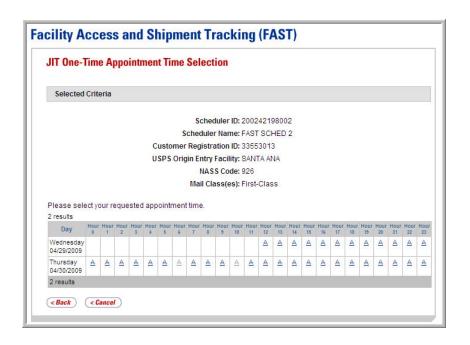


The fields and buttons on the *JIT One-Time Appointment Time Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a Customer.
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Mail Class(es)	The Mail Class(es) for the appointment.
JIT One-Time Appointment Time Selection table	A table displaying appointment availability by the hours of the day.

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Hour row	Lists each hour of the day in military time.
Day column	Lists the days that are specified in the Select Date Range fields.
Slots row	Displays an 'A' to indicate each hour that is available; each available hour is a hyperlink the user may click to proceed in the appointment creation process.
Back button	Directs the user to the Create New JIT One-Time Appointment page.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.



7.1.2 Creating a New JIT One-Time Appointment

From the *JIT One-Time Appointment Time Selection* page, the user clicks on an available hour hyperlink to continue the appointment creation process. After clicking a hyperlink, the user is taken to the *Add/Edit Content Information* page for the specified Scheduler, Date Range, and USPS Origin Entry Facility.

Selected criteria that will be presented to the Postal Service are displayed on the *Add/Edit Content Information* page. To update the number of contents for the appointment, update the number of contents from the default "0" and click the **Manage Content** button.



The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

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Field/Button	Description
Update Number of Contents	Fields where the user may specify the number of contents requested by Mail Class.
Manage Content button	Refreshes the <i>Add/Edit Content Information</i> page and displays a content form for each content requested.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.

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			Facility Access	and Shipment Tra
Faci	lity Access and	Shipment Trac	king (FAST)	
A	dd/Edit Content Infor	mation		
	ease Note: A content descr be presented to the postal		o a mailing or segment of a mail e.	ing
ca		ogether and/or presented u	mail and the same processing inder a single minimum volume	
	Selected Criteria			
		Scheduler ID:	9999999999980	
		Scheduler Name:		
		Sustomer Registration ID: SPS Origin Entry Facility:		
	0			
		NASS Code: 1	012	
		NASS Code: Appointment Date:	Contraction of the second s	
		Appointment Date: Appointment Time:	03/01/2010 14:00	
		Appointment Date:	03/01/2010 14:00	
		Appointment Date: Appointment Time:	03/01/2010 14:00	
To	associate stand-alone con	Appointment Date: Appointment Time: Mail Class(es): Input the number of content ntent, click the "Associate S	03/01/2010 14:00	ent".
CI	associate stand-alone con	Appointment Date: Appointment Time: Mail Class(es): in apput the number of content ntent, click the "Associate S ypass content creation and	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button.	ent".
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CI	associate stand-alone con ick the "Submit" button to by pdate Number of Contents	Appointment Date: I Appointment Time: Mail Class(es): in mput the number of content ntent, click the "Associate S ypass content creation and :	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button. d create an appointment shell.	Periodic
CI	associate stand-alone con ick the "Submit" button to by pdate Number of Contents First-Class	Appointment Date: I Appointment Time: Mail Class(es): i nput the number of content ntent, click the "Associate S ypass content creation and : Standard	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button, i create an appointment shell, Package Services	Periodic
CI	associate stand-alone con ick the "Submit" button to by pdate Number of Contents First-Class	Appointment Date: I Appointment Time: Mail Class(es): i nput the number of content ntent, click the "Associate S ypass content creation and : Standard	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button, i create an appointment shell, Package Services	Periodic
	associate stand-alone con ick the "Submit" button to by pdate Number of Contents First-Class	Appointment Date: I Appointment Time: Mail Class(es): i nput the number of content ntent, click the "Associate S ypass content creation and : Standard	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button, i create an appointment shell, Package Services	Periodic
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	associate stand-alone con ick the "Submit" button to by pdate Number of Contents First-Class 0	Appointment Date: I Appointment Time: Mail Class(es): i nput the number of content ntent, click the "Associate S ypass content creation and : Standard	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button, i create an appointment shell, Package Services	Periodic
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	associate stand-alone con ick the "Submit" button to by pdate Number of Contents First-Class 0	Appointment Date: I Appointment Time: Mail Class(es): i nput the number of content ntent, click the "Associate S ypass content creation and : Standard	03/01/2010 14:00 First-Class s to add and click "Manage Cont Stand-Alone Content" button. d create an appointment shell.	Periodic. () () Manag

To enter content level information and access the reloaded *Add/Edit Content Information* page, perform the following steps on the *Add/Edit Content Information* page:

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- 1. ENTER the requested number of contents in the First-Class field.
- 2. CLICK the **Manage Content** button, reloading the *Add/Edit Content Information* page to display a content form for each content requested.

		Facility Access a	nd Shipment Tracking (I
Facility Access an	d Shipment Trac	king (FAST)	
Add/Edit Content Info	ormation		
	cribes the mail associated to al service at one specific time	a mailing or segment of a mailin a.	g
	d together and/or presented u	mail and the same processing inder a single minimum volume	
Selected Criteria			
	Scheduler ID: 2		
	Scheduler Name: F		
	Customer Registration ID: 4 USPS Origin Entry Facility: E		
	NASS Code: 2		
	Appointment Date: 0		
	Appointment Time: 1		
	Mail Class(es): F	First-Class	
		s to add and click "Manage Conter I create an appointment shell.	nt".
Update Number of Conter	its:		
First-Class	Standard	Package Services	Periodicals
U	0	U	(Manage Conten
			(manage conter
Cancel			Submit

The *Add/Edit Content Information* page associates content information to an appointment. At least one content must be created to make a valid appointment. An Appointment Shell is created upon users selecting the **Submit** button on the *Add/Edit*

Error messages will be displayed if the user tries to submit a content that violates any of the restrictions. The error message describes the restriction to help the user to submit valid information.

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The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Search criteria the user selected on the Create New JIT One-Time Appointment page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
	ibe the content grid. The grid is displayed when the number of expected contents is ge Content button is clicked.
Content Number	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the View All button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the Mail Preparer ID drop- down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
*Mail Shape	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.

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# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.
# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.

# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment creation process and directs the user to <i>the Just In Time</i> (<i>JIT</i>) One-Time Appointment page.

Clear Contents button	Clears the data fields of all the contents in the One-Time appointment where the Clear Content check box has been selected.
Submit button	Saves all associated contents to the One-Time appointment and creates the One- Time appointment in the system once all business rules are validated.

dd/Edit Content Infor	mation				
ease Note: A content descri be presented to the postal	bes the mail assoc		egment of a	mailing	
mailing is a group of pieces tegory that may be sorted to ailing required under the ap	gether and/or pres	ented under a single i	ame process ninimum vol	ing ume	
Selected Criteria					
	oonoad	ler ID: 200242198002			
C	Scheduler f ustomer Registrati	lame: FAST SCHED 2 on ID: 33553013			
	SPS Origin Entry Fa	cility: SANTA ANA			
		Code: 926 Date: 04/29/2009			
	Appointment				
	Mail Clas	s(es): First-Class			
add content information, in	iput the number of o	contents to add and cli	ick "Manage	Content".	
odate Number of Contents:					
First-Class	Standard	Packa	ge Services	11	Periodicals
1	0	-	D		0
					Manage Co
10					
Content #1				🗆 c	lear Content
Mail Class: First-Class					
Mail Preparer ID:				~ (View All
Content Name:		Comments:			< >
* Mail Shape: Select On	e 🗸 🗸	Priority Mail:			
Total Pieces: 0		Total Weight(oz):	22		
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Little and	1' Letter Trays: 0	2' Letter Trays:		M Letter Trays:	
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1	Flat Trays: 0	Parcels:	0	Sacks:	0
# of APC/ERMCs Containing		Parcels:	0	Sacks:	0
# of APC/ERMCs Containing		Parcels: 2' Letter Trays:		Sacks: M Letter Trays:	
# of APC/ERMCs Containing	: 1' Letter Trays: 0	2' Letter Trays:	0 EM	M Letter Trays:	0
	: 1' Letter Trays: 0 Flat Trays: 0		0 EM		0
# of APC/ERMCS Containing	: 1' Letter Trays: 0 Flat Trays: 0 ining:	2º Letter Trays: Parcels:	0 EN	M Letter Trays: Sacks:	0
	: 1' Letter Trays: 0 Flat Trays: 0 ning: 1' Letter Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays:	0 EN	M Letter Trays: Sacks: M Letter Trays:	0
	: 1' Letter Trays: 0 Flat Trays: 0 ining:	2º Letter Trays: Parcels:	0 EN	M Letter Trays: Sacks:	0
	: 1' Letter Trays: 0 Flat Trays: 0 ning: 1' Letter Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays:	0 EN	M Letter Trays: Sacks: M Letter Trays:	0
# of Wire Containers Contai	: 1' Letter Trays: 0 Flat Trays: 0 ning: 1' Letter Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays:	0 EN 0 EN 0 EN	M Letter Trays: Sacks: M Letter Trays:	0
# of Wre Containers Contai	: 1' Letter Trays: 0 Flat Trays: 0 1' Letter Trays: 0 1' Letter Trays: 0 1' Letter Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays:	0 EN	M Letter Trays: Sacks: M Letter Trays: Sacks: M Letter Trays:	0
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# of Wire Containers Contai	: 1' Letter Trays: 0 Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 Flat Trays: 0 Flat Trays: 0 Flat Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays: Parcels:	0 EM 0 EM 0 EM 0 EM	M Letter Trays: Sacks: M Letter Trays: Sacks: M Letter Trays: Sacks:	0 0 0 0 0 0 0 0 0
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# of Wire Containers Contai Wire Containers Contai Wire Containers # of Palets Containing:	: 1' Letter Trays: 0 Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 Flat Trays: 0 Flat Trays: 0 Flat Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays: Parcels:	0 EN 0 EN 0 EN 0 EN 0 EN 0 EN 0 EN	M Letter Trays: Sacks: M Letter Trays: Sacks: M Letter Trays: Sacks:	0 0 0 0 0 0 0 0 0 0 0 0 0 0
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# of Wre Containers Contai Wre Containers Containers # of Palets Containing:	: 1' Letter Trays: 0 Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 Flat Trays: 0 Flat Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays:	0 EN 0 EN 0 EN 0 EN 0 EN 0 EN 0 EN	M Letter Trays: Sacks: M Letter Trays: Sacks: M Letter Trays: Sacks: M Letter Trays:	0 0 0 0 0 0 0 0 0 0 0 0 0 0

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Enter Content Level Information



To enter content level information and save the appointment in the system, perform the following steps on the *Add/Edit Content Information* page:

- 1. CLICK the View All button, to display all Mail Preparers.
- 2. SELECT the Mail Preparer ID from the **Mail Preparer ID** drop-down box, if applicable.
- 3. ENTER the Content Name in the Content Name field, if desired.
- 4. ENTER any additional Comments in the Comments field, if desired.
- 5. SELECT the Mail Shape of the mailing from the Mail Shape drop-down box.
- 6. CHECK the Priority Mail check box, if applicable.
- 7. ENTER the number of total pieces in the **Total Pieces** field, if desired.
- 8. ENTER the value of the total weight in the Total Weight(oz) field, if desired.
- 9. CHECK the eVS Indicator check box, if applicable.
- 10. ENTER the eFile Number in the eFile Number field, if applicable.
- 11. ENTER the number of Hampers containing 1' Letter Trays, if applicable.
- 12. ENTER the number of Hampers containing 2' Letter Trays, if applicable.
- 13. ENTER the number of Hampers containing EMM Letter Trays, if applicable.
- 14. ENTER the number of Hampers containing Flat Trays, if applicable.
- 15. ENTER the number of Hampers containing Parcels, if applicable.
- **16.** ENTER the number of Hampers containing Sacks, if applicable.
- 17. ENTER the number of APC/ERMCs containing 1' Letter Trays, if applicable.
- 18. ENTER the number of APC/ERMCs containing 2' Letter Trays, if applicable.
- 19. ENTER the number of APC/ERMCs containing EMM Letter Trays, if applicable.
- 20. ENTER the number of APC/ERMCs containing Flat Trays, if applicable.
- **21.** ENTER the number of APC/ERMCs containing Parcels, if applicable.
- 22. ENTER the number of APC/ERMCs containing Sacks, if applicable.
- 23. ENTER the number of Wire Containers containing 1' Letter Trays, if applicable.
- 24. ENTER the number of Wire Containers containing 2' Letter Trays, if applicable.
- 25. ENTER the number of Wire Containers containing EMM Letter Trays, if applicable.
- 26. ENTER the number of Wire Containers containing Flat Trays, if applicable.
- **27.** ENTER the number of Wire Containers containing Parcels, if applicable.
- 28. ENTER the number of Wire Containers containing Sacks, if applicable.
- 29. ENTER the number of Pallets containing 1' Letter Trays, if applicable.

- 30. ENTER the number of Pallets containing 2' Letter Trays, if applicable.
- 31. ENTER the number of Pallets containing EMM Letter Trays, if applicable.
- 32. ENTER the number of Pallets containing Flat Trays, if applicable.
- **33.** ENTER the number of Pallets containing Parcels, if applicable.
- 34. ENTER the number of Pallets containing Sacks, if applicable.
- 35. ENTER the number of Bedloads containing 1' Letter Trays, if applicable.
- 36. ENTER the number of Bedloads containing 2' Letter Trays, if applicable.
- 37. ENTER the number of Bedloads containing EMM Letter Trays, if applicable.
- 38. ENTER the number of Bedloads containing Flat Trays, if applicable.
- **39.** ENTER the number of Bedloads containing Parcels, if applicable.
- **40.** ENTER the number of Bedloads containing Sacks, if applicable.
- **41.** CLICK the **Submit** button to save all contents to the One-Time appointment and create the JIT One-Time appointment in the system.

7.1.3 Confirming New JIT One-Time Appointment Creation

Once the user has entered all contents for an appointment and has submitted the appointment in the system, the *JIT One-Time Appointment Confirmation* page displays to confirm that the appointment contains valid information and that it has been created in the system.



The fields and buttons on the *JIT One-Time Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	Displays the ID associated with the new appointment and is a hyperlink to the <i>JIT One-Time Appointment Information</i> page where the user may edit the appointment.
Status	The current Status of the One-Time appointment.
Scheduler ID	ID associated with the One-Time appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a Customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Locale Key	USPS Facility identifier.

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Appointment Date/Time	The date and time of the One-Time appointment.
Mail Class(es)	The Mail Class(es) associated with the One-Time appointment.
Total Pallets	The total number of Pallets for the One-Time appointment.
Total Rolling Stock	The total number of Rolling Stock for the One-Time appointment.
Total Bedload	The total number of Bedload Units for the One-Time appointment.
Update user	The user that has most recently updated the appointment information.
Update Time	The date and time when the appointment was most recently updated.
Return to Home	Directs the user to the Just In Time (JIT) One-Time Appointment page.

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JIT One-Time Appointment Confirmation

Your appointment has been successfully created . Below is a summary of the information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management Page.

Appointment ID	900002010
Status	Open
Scheduler ID	200242198002
Scheduler Name	FAST SCHED 2
Customer Registration ID	33553013
USPS Origin Entry Facility	SANTA ANA
NASS Code	926
Locale Key	Z22855
Appointment Date/Time	04/29/2009 19:00
Mail Class(es)	First-Class
Total Pallets	: 1
Total Rolling Stock	
Total Bedload	: 0
Update user	33554906
Update Time	: 04/29/2009 12:54
< Return to Home	

7.2 Joint Scheduling JIT One-Time Appointment

The Associate Stand-Alone Content to an Appointment section consists of the different actions the user may perform to associate Stand-Alone content to a new JIT One-Time appointment in FAST or to an already existing appointment.

This section includes:

7.2.1 Associate-Stand Alone Content to an Appointment

7.2.1 Associate Stand-Alone Content to an Appointment

The Stand-Alone Content Page provides users with the ability to associate Stand-Alone contents to a particular appointment being created and/or already existing. These Stand-Alone contents would currently exist without being attached to an appointment.

Stand-Alone content contains information about the mail in the shipment, but does not specify any of the logistics information with regards to the shipment. For Origin Entry mailings, Stand-Alone content can only be created via Web Services messaging. Contents can be associated online or via Web Services. A user may create the content information to be associated to an appointment later by the Scheduler.

Additionally, if the user knows the ID of the desired appointment, the user can associate the content to the appointment during the Stand-Alone content creation process. This functionality is target for scenarios where the entity who prepares the mail is different from the entity that will be drop shipping the mailing.

Hence mail prepares can use FAST to create content level information while the scheduler focuses on the logistics of the appointment (facility, date, time, location, etc). Once a Stand-Alone content is created, a user may manage information on the content grid.

Once stand-alone content has been created, it can be added to a new or existing appointment via the normal appointment creation (reference Section 7.1 – Create New JIT One-Time Appointment) and appointment management (reference Section 7.2 – Manage Existing JIT One-Time Appointment).



To add a stand-alone content to a new appointment, the user should navigate to the *JIT One-Time Appointment Time Selection* page and CLICK on an Available time slot. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

To add a stand-alone content to an existing appointment, the user should navigate to the *Existing JIT One-Time Appointment* page, and then CLICK the **Manage Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.



The fields and buttons on the *Associate Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

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Customer Registration ID	The ID of the Mailer selected by the mail owner/mail preparer.
Scheduler Name	The name of the Mail Scheduler selected by the mail owner/mail preparer.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Mail Class(es)	The Mail Class(es) associated with the Appointment.
Associate Stand-Alone Content table	A table displaying all the information for the stand-alone content waiting to be associated.
Associate Content column	The column containing the Associate Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in- home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit	Displays the number of bedloaded units associated with the content.
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Count column	
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
Cancel button	Takes the user back to the Add/Edit Content Information page.
Continue button	Associates the selected contents to the appointment and removes any rejected contents associated to the user's ID.

The Associate Stand-Alone Content page is displayed on the following page.

				Facility Acc	ess and Sh	ipment Tra	cking (FAS)
	acility Ac	cess	and Sh	ipment Tra	king (FAST)	
iles /	Associate St	and-A	lone Conte	ent			
cos (Select the conter	nts you w	ould like to a	at are associated to ssociate to your app	ointment an	d click Cor	tinue to
	content from you			ase content. Releas	ing content	disassocia	ate the
tion orts				Registration ID: 443 cheduler Name: FAS			
<u>05</u> 05			0	Facility Name: CIN NASS Code: 452	CINNATI NI	DC	
				pointment Date: 10/*	0/2009		
			Api	pointment Time: 13:0 Mail Class(es): Star			
	Associate		Content ID	Mail Preparer	Mail Class	Mail	Content In
	Content (100012459	TRANSCONTINENTAL DIRECT - CALIFORNIA	Standard	Shape Machinable Parcel	name
			100012460	MYSTIC LOGISTICS	Standard	Machinable Parcel	Tester 1 10
			100012461	QUEBECOR LOGISTICS BENSENVILLE	Periodicals	Machinable Parcel	Tester 2 10
		٢	100012462	TRANSCONTINENTAL DIRECT - HAMBURG	Standard	Machinable Parcel	Tester 3 10
			100012463	TRANSCONTINENTAL DIRECT - CALIFORNIA	Standard	Machinable Parcel	Retset 4 10
	B		100012412	MYSTIC LOGISTICS	Standard	Machinable Parcel	Tester 1 10
		۵	100012413	QUEBECOR LOGISTICS BENSENVILLE	Periodicals	Machinable Parcel	Tester 2 10
			100012414	TRANSCONTINENTAL DIRECT - HAMBURG	Standard	Machinable Parcel	Tester 3 10
			100012415	TRANSCONTINENTAL DIRECT - CALIFORNIA	Standard	Machinable Parcel	Retset 4 10
			100012416	MYSTIC LOGISTICS	Standard	Machinable Parcel	Tester 1 10
							First
3	•						,
	(<back) (<c<="" td=""><td>ancel</td><td></td><td></td><td></td><td>Ce</td><td>ontinue >)</td></back)>	ancel				Ce	ontinue >)



After checking the **Associate Content** checkbox, CLICK the **Continue** button to continue the associate stand-alone content process. The user is taken to the *Add/Edit Content Information* page. At this point, the user can add additional contents or CLICK the **Submit** button to create the appointment. The user is taken to the *Appointment Confirmation* page to view a summary of the appointment.



The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The appointment ID to which the content was associated.
Customer Registration ID	The customer registration ID of the user who created the content.
Scheduler Name	The scheduler name of the scheduler who created the content.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility with which the appointment is associated.
Appointment Date	The scheduled date of the appointment.
Appointment Time	The scheduled time of the appointment.
Content ID	The content ID number(s) of the content associated with the appointment.
Bill of Lading Number	The Bill of Lading number associated with the appointment.
Total Number of Pallets	The total number of pallets associated with the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units associated with the appointment.
Return to Home button	Takes the user back to the Appointments Landing page.
Customer Registration ID	The ID of the Mail Scheduler selected by the mail owner/mail preparer.
Scheduler Name	The name of the Mail Scheduler selected by the mail owner/mail preparer.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility to which the appointment is

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scheduled to be delivered.
The date of the appointment.
The time of the appointment.
The type of appointment.
The Mail Class(es) associated with the Appointment.
A table displaying all the information for the stand-alone content waiting to be associated.
The column containing the Associate Content checkboxes.
The column containing the Reject Content checkboxes.
Displays the Content IDs.
Displays the Mail Preparer name.
Displays the Mail Class of the content.
Displays the Mail Shape of the content.
Displays the name of the content.
Displays the Desired Induction Date (For use by schedulers only; not a substitute for in- home date).
Displays the number of pallets associated with the content.
Displays the number of bedloaded units associated with the content.
Displays any comments associated with the content.
Displays the desired facility of the content, if applicable.

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Cancel button	Takes the user back to the Add/Edit Content Information page.
Continue button	Associates the selected contents to the appointment and removes any rejected contents associated to the user's Scheduler ID.

7.3 Manage an Existing JIT One-Time Appointment

From the Just In Time (JIT) One-Time Appointment Landing page, the user may click the **Go**> button for **Manage Existing JIT One-Time Appointment** to access the JIT One-Time appointment management area of the FAST Origin Entry application. The user may manage appointment information by editing appointment and content level information or by cancelling contents and appointments.

This section includes:

7.3.1 JIT One-Time Appointment Search 7.3.2 JIT One-Time Appointment Information

7.3.1 JIT One-Time Appointment Search

The user has the option to search for an appointment by the Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID. The search page, *Search Existing JIT One-Time Appointment Information*, will refresh depending on the selected search criteria.

Searching for an appointment by the Appointment ID displays a page where the user may enter a specific Appointment ID and perform a search. This search displays a summary table at the end of the *Search Existing JIT One-Time Appointment Information* page where the user may select an **Appointment ID** hyperlink. The user is then taken to the *JIT One-Time Appointment Information* page associated with the selected Appointment ID.

Searching for an appointment by the Scheduler ID displays a different *Search Existing JIT One-Time Appointment Information* page where the user selects the Scheduler ID, Date Range, and Mail Class. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.

Searching for an appointment by the Origin Entry Facility displays a different *Search Existing JIT One-Time Appointment Information* page where the user may select the Scheduler ID and must select an Origin Entry Facility, Date Range, and Mail Class. This search combination may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.

Searching for an appointment by the Customer Registration ID displays a *Search Existing JIT One-Time Appointment Information* page where the user selects the Customer Registration ID, Date Range, and Mail Class. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

×2		
-	Field/Button	Description
	*Search By	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
	Submit button	Refreshes the page and displays further inputs depending on which search option is requested.

Facility Ac	cess and Shipment Tracking (FAST)
Search Exist	ing JIT One-Time Appointment Information
	h Criteria e search method and enter the required appointment information. Then click the appointment. (* Required Fields)
* Search By:	Select One

Searching for an Appointment by the Appointment ID



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the Appointment ID field and Search button when Appointment ID is chosen.
*Appointment ID	Field in which the user may enter a valid Appointment ID.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.

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Search	button
oouron	Datton

Retrieves the appointment associated to the entered Appointment ID and populates it in a summary table at the bottom of the page.

Facility Access and Shipment Tracking (FAST)				
Search	Existing JIT One-	Time Appo	intment Infor	mation
Please s	Search Criteria elect the search method locate the appointment			ment information. Then clic
	earch By: Appointmer	nt ID	Subm	iit >
< Canc	ম)			(Search >)

Searching for a JIT One-Time Appointment by the Appointment ID



To search by Appointment ID, perform the following steps on the Search Existing JIT One-Time Appointment Information page:

- 1. SELECT "Appointment ID" in the Search By drop-down box.
- 2. CLICK the **Submit** button to display the **Appointment ID** field.
- 3. ENTER a valid Appointment ID in the Appointment ID field.
- 4. CLICK the **Search** button to refresh the page and display the associated Appointment ID in the summary table.

Searching for an Appointment by Origin Entry Facility



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the Origin Entry Facility search area, Scheduler ID drop-down box, Select Date Range fields, and Mail Class check boxes when Origin Entry Facility is chosen.

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State	Drop-down box listing State options. Only States with Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing Cities within the selected State with Postal Facilities that are Origin Entry active and shown in FDB.
Search button (City)	Retrieves Origin Entry Facilities within the selected City and State and populates them in the Origin Entry Facility drop-down box.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Search button (NASS Code)	Retrieves the Facility associated with the entered NASS Code and populates it in the Origin Entry Facility drop-down box.
*Origin Entry Facility	Drop-down box containing the Origin Entry Facilities associated with either the State/City or the NASS Code.
Customer Registration ID	Drop-down box listing Mailer and IDs from which to select.
*Select Date Range	Selects the Date Range to search for One-Time appointments. The Date Range may not span more than fourteen days, and the search dates may not be more than thirty days in the past. Both fields default to the current date.
*Mail Class check boxes	Check boxes listing Mail Class options to select from: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.
Search button	Retrieves the appointments associated to the entered search criteria and populates them in a summary table at the bottom of the page.

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aron Exist	ing JIT One-Time A	ppointment	Information	
oose Search	n Criteria e search method and ente	ar the required -	annointment inf	ormation Then
	the appointment. (* Requi		appointmont in	
* Search By:	Origin Entry Facility	• (Submit >	
State:	NY •	(View Cities >)	NASS Code:	Search >
City:	All Cities 🗸	Search >	Code.	
* Origin Entry Facility:	120 - ALBANY	•		
* Customer gistration ID:				
* Select Date Range:	10/09/2009 III To: 10	0/09/2009		
* Mail Class:				
	IIA 💟			
	First-Class			
	C Standard			
	Package Services			
	Periodicals			
				Search
Cancel				Search

Searching for an Appointment by Origin Entry Facility

To search by Origin Entry Facility, perform the following steps on the Search Existing JIT One-Time Appointment Information page:

- 1. SELECT "Origin Entry Facility" in the Search By drop-down box.
- 2. CLICK the Submit button.
- 3. SEARCH for an Origin Entry Facility by one of the following two ways:

To search for an Origin Entry Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the City drop-down box.
- d. CLICK the **Search** button, populating the **Origin Entry Facility** dropdown box.

To search for an Origin Entry Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the NASS Code field.
- b. CLICK the **Search** button, populating the **Origin Entry Facility** dropdown box.
- 4. SELECT a Facility from the Origin Entry Facility drop-down box, if applicable.

- 5. SELECT a Mailer from the **Customer Registration ID** drop-down box.
- 6. SELECT the time frame to search in the Select Date Range fields.
- 7. SELECT at least one Mail Class from the Mail Class check boxes.
- 8. CLICK the **Search** button, refreshing the page and displaying the associated appointment summary table.

Searching for an Appointment by the Customer Registration ID



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the Customer Registration ID drop-down box, the Select Date Range fields, and the Mail Class check boxes when Customer Registration ID is chosen.
*Customer Registration ID	Drop-down box listing Customer Registration IDs.
*Select Date Range	Selects the Date Range to search for appointments. The Date Range may not span more than fourteen days, and the search dates may not be more than thirty days in the past. Both fields default to the current date.
* Mail Class check boxes	Includes the following Mail Class check boxes: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.
Search button	Retrieves the appointments associated to the entered information and populates them in a summary table at the bottom of the page.

Search Ex	isting JIT One-Time Appointment Information	
Please selec	arch Criteria t the search method and enter the required appointment inform ate the appointment. (* Required Fields)	nation. Then click
* Sear	ch By: Customer Registration ID 🛛 🖌 Submit >	
* Custon Registration		~
* Select D Ran	04/07/2009 Tec 04/07/2009	
* Mail Cla	SS:	
	First-Class	
	Standard Standard	
	Package Services	
	Periodicals	
< Cancel		(Search >)

Searching for a JIT One-Time Appointment by the Customer Registration ID



To search by Customer Registration ID, perform the following steps on the Search Existing JIT One-Time Appointment Information page:

- 1. SELECT "Customer Registration ID" in the Search By drop-down box.
- 2. CLICK the Submit button.
- 3. SELECT a Mailer from the Customer Registration ID drop-down box.
- 4. SELECT a Date Range to search in the **Select Date Range** fields.
- 5. SELECT at least one Mail Class from the Mail Class check boxes.
- 6. CLICK the **Search** button, refreshing the page and displaying the associated appointment summary table.

Existing JIT One-Time Appointment Summary Table



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Existing JIT One- Time Appointment Summary	Lists the appointments that fall within the specified search criteria.
Show All button	Shows all appointments in one page view (appears if there are more than ten appointments resulting from the search).
Appointment ID hyperlink	Lists the Appointment IDs of all JIT One-Time appointments that are associated with the selected search criteria and is a hyperlink to the <i>JIT One-Time Appointment Information</i> page for the One-Time appointment.
Status	The current Status of the appointment: Open, Closed, Cancelled, No-Show, or Rejected.
USPS Origin Entry Facility	Lists the name of each listed appointment's Origin Entry Facility.
Locale Key	USPS Facility identifier.
Date	Lists the date of each listed appointment.
Time	Lists the time of each listed appointment.
Mail Class	Lists the Mail Class of each listed appointment.

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Search Existi	ing JIT Or	ne-Time A	ppoint	nent Info	mation		
Choose Search Please select the Search to locate t	search me				itment inform	nation. Th	en clic
				- Submit			
* Search By:	Origin Entr	yFacility		- Submit	2		
State:	NY	•	View Ci		SS de:	Searc	h>)
City:	NEW YOF	RK 👻	Search		ue.		
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* Customer Registration ID:							¥
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t Oalant Data							
* Select Date Range:	10/05/2009	То: 1	0/09/200	9			
	10/05/2009	То: 1	0/09/200	9			
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Range: * Mail Class: < <u>< Cancel</u>	✓ All First-Cla Standard Package Periodic Dne-Time nmary of you	ass d Services als Appointm rr existing on	nent Su e-time ap you would	mmary pointments.			

7.3.2 JIT One-Time Appointment Information

After the user searches for a JIT One-Time appointment by the Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID, he/she can click an Appointment ID hyperlink to access the *JIT One-Time Appointment Information* page for the selected appointment. From the *JIT One-Time Appointment Information* page, the user has the ability to:

- Edit appointment logistics information
- Edit appointment level information
- Edit content(s) information
- Add additional content(s)
- Cancel a content
- Close an appointment
- Cancel an appointment



The fields and buttons on the *JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

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Field/Button	Description
Appointment ID	The ID associated to the appointment.
Status	The current Status of the appointment: Open, Closed, Cancelled, No-Show, or Rejected.
Last Update Date/Time	The date and time of the last update made to the appointment.
Last Update Username	The Username associated to the user who last updated the appointment.
View Audit Information button	Directs user to the JIT Appointment Audit Information page.
Appointment Information section	Displays the current information of the appointment; includes Scheduler ID, Scheduler Name, USPS Origin Entry Facility Name, NASS Code, Appointment Date/Time, and Mail Class(es).
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Mailer associated to a customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Appointment Date/Time	The date and time of the appointment.
Mail Class(es)	The Mail Class(es) of the appointment.
Manage Logistics button	Directs the user to the Manage JIT One-Time Appointment page.
Comments	Displays any miscellaneous comments regarding the appointment.
Back Button	Directs the user to the Search Existing JIT One-Time Appointment Information page.
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.
Closeout button	Directs the user to the Appointment Closeout page.
Cancel Appointment button	Directs the user to the Confirm Cancel JIT One-Time Appointment page.
Submit button	Directs the user to the JIT One-Time Appointment Confirmation page.

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Appointment Contents section	Displays all contents associated to the appointment.
Content ID	Lists the IDs of each content associated to the appointment.
Mail Preparer	Lists the name of the Mail Preparer associated to the content.
Mail Class	The Mail Class of the content.
Mail Shape	The Mail Shape of the content.
Pallet Count	The number of Pallets for the One-Time appointment.
Rolling Stock Count	The number of Rolling Stock units for the One-Time appointment.
Bedload Count	The number of Bedloads for the One-Time appointment.
Manage Content button	Directs the user to the Add/Edit Content Information page.



Note:

Depending on the user access level, the fields on the *JIT One-Time Appointment Information* page may be read-only, allowing the user to only view the information without editing it.

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JII Une-Time	Appointment I	nformation	1			
Choose Search	Criteria					
	pintment information	n you request	ed.			
	Appoin	tment ID: 900	002010			
		Status: Ope	n			
	Last Update Da	ate/Time: 04/2	9/2009 12:54			
	Last Update Us	ername: 335	54906			
View Audit Inform	ation >					
Appointment Inf	ormation					
	Sche	eduler ID: 200	242198002			
	Schedul	er Name: FAS	T SCHED 2			
	Customer Regist	ration ID: 335	53013			
	USPS Origin Entr	y Facility: SAN	ITA ANA			
	NA	SS Code: 926				
	Appointment D	ate/Time: 04/2	29/2009 19:00			
	Mail C	lass(es): Firs	t-Class			
Comments:				(Manage Lo	gistics
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Appointment Cor		Mail Class First-Class	Mail Shape Automation Letters			
Appointment Cor result <u>Content Id</u>	Mail Preparer		Automation	Count	Stock Count	Coun
Appointment Corresult Content Id 100000515	Mail Preparer		Automation	Count	Stock Count 1	Coun

View Audit Information

A user may view the following audit information by accessing the *JIT Recurring Appointment Audit Information* page from the *Manage Existing JIT Recurring Appointment* page:

- Appointment ID
- Entry Type
- Scheduler Name
- USPS Origin Entry Facility
- NASS Code
- Locale Key
- Status
- Appointment Date/Time
- Rolling Stock
- Pallet Contents
- Bedloaded Units Contents
- Mail Class
- Updated By
- Last Update Date/Time

JIT Appoint	ment Audi	it Informat	tion						
Selected Crit	leria								
Apt	Entry Type:	Origin Entry							
Status Co	ode Legend :	CA = Cancel Rejected	led, CL	= Closed, I	4S = N	lo Shov	v, O = 0	pen, R	Ξ
Mail Class Co		FC-First-Cla Standard	ss, PS-	Package Se	invices	PER-	Periodi	cals, ST	rD-
*Please note: A that do not affec							ppointn	nent up	date
*Please note: V	/ire Containe	rs. Hampers	and Al	PC/ERMCs	are in	cluded	in Rolli	na Stoc	ĸ
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	Download int	to Excel 🐴 y	/lew Pri	ntable Vers	ion	ndscap	ie' mod		24-
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To access the *JIT Appointment Audit Information* page, CLICK the **View Audit Information** button on the *JIT One-Time Appointment Information* page.

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Editing JIT One-Time Appointment Logistics Information

When editing a JIT One-Time appointment's logistics information, the user follows the same process described in section 7.1.1 – *Searching for JIT One-Time Appointment Availability*.



The user begins the process by accessing the *Manage JIT One-Time Appointment* page by CLICKING the **Manage Logistics** button on the *JIT One-Time Appointment Information* page. The *Manage JIT One-Time Appointment* page displays, populating the following fields with the existing appointment information:

- Origin Entry Facility
- NASS Code
- Mail Class(es)
- Customer Registration ID
- Date Range



After editing any of the above information, if necessary, the user CLICKS the **Search** button on the *Manage JIT One-Time Appointment* page, displaying the *JIT One-Time Appointment Time Selection* page. The user may CLICK on an available hour to select the time and display the *JIT One-Time Appointment Information* page with the updated appointment logistics information.

Editing/Adding Content Information

The user may edit a One-Time appointment's content level information by accessing the Add/Edit Content Information page from the JIT One-Time Appointment Information page.



To access the Add/Edit Content Information page, the user CLICKS on the Manage Content button in the Appointment Content section of the JIT One-Time Appointment Information page. After editing the content information, the user CLICKS the Submit button on the Add/Edit Content Information page, which updates the content information in the system and displays the JIT One-Time Appointment Confirmation page for the appointment. The user may CLICK the Appointment ID hyperlink to display the JIT One-Time Appointment ID hyperlink to Appointment Shells thought the JIT One-Time Appointment Information page.

The user may also add additional contents to the One-Time appointment by accessing the *Add/Edit Content Information* page from the *JIT One-Time Appointment Information* page.



To access the *Add/Edit Content Information* page, the user CLICKS the **Manage Content** button in the Appointment Contents section of the *JIT One-Time Appointment Information* page. If needed, the user updates the content capacity of the page using the First-Class **Update Number of Contents** field and CLICKING the **Manage Content** button to refresh the page. To edit Mail Shape, volume, and/or containerization information, the user follows the same process as described in section 7.1.2 – *Creating a New JIT One-Time Appointment*.

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The fields and buttons of the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Search criteria the user selected on the Create New JIT One-Time Appointment page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
	ibe the content grid. The grid is displayed when the number of expected contents is ge Content button is clicked.
Content #	Number of the current content.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the View All button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the Mail Preparer ID drop- down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
*Mail Shape	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.

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# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.
# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.

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# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment management process and directs the user to the <i>Just In Time (JIT) One-Time Appointment</i> page.

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Clear Contents button	Clears the data fields of all the contents in the One-Time appointment where the Clear Content check box has been selected.
Submit button	Saves all associated contents to the One-Time appointment and updates the One-Time appointment in the system once all business rules are validated.

dd/Edit Content Infor				
ease Note: A content desc be presented to the postal			egment of a mai	ing
mailing is a group of piece tegory that may be sorted t ailing required under the a	ogether and/or preser			
Selected Criteria				
	Schedule	r ID: 200242198002		
		me: FAST SCHED 2	1	
	Sustomer Registration			
	NASSCO	ode: 926		
	Appointment D Appointment Ti	ate: 04/29/2009		
		es): First-Class		
add content information, in	nput the number of co	ntents to add and cl	ick "Manage Con	tent".
odate Number of Contents				
First-Class	Standard	Packa	ge Services	Periodicals
1	0		0	0
				(Manage Co
Mail Class: First-Class				
Mail Preparer ID:				View All
Content Name:		Comments:		~ ~
* Mail Shape: Automation	Letters 🔽	Priority Mail:		
Total Pieces: 0		Total Weight(oz):	0	
eVS Indicator:		eFile Number:		
# of Hampers Containing:				
Scoll V	1' Letter Trays: 1	2' Letter Trays:	0 EMM Le	tter Trays: 0
S	1' Letter Trays: 1 Flat Trays: 0	2' Letter Trays: Parcels:		tter Trays: 0 Sacks: 0
# of APC/ERMCs Containing	Flat Trays: 0			
# of APC/ERMCs Containing	Flat Trays: 0		0	
# of APC/ERMCs Containin	Flat Trays: 0	Parcels:	0 EMM Le	Sacks: 0
	Flat Trays: 0 g: 1' Letter Trays: 0 Flat Trays: 0	Parcels: 2' Letter Trays:	0 EMM Le	Sacks: 0
# of APC/ERMCs Containing	Flat Trays: 0 g: 1' Letter Trays: 0 Flat Trays: 0 ining:	Parcels:	0 EMM Le	Sacks: 0
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# of Wire Containers Conta	Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 ining: 1' Letter Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays:	0 EMM Le 0 EMM Le 0 EMM Le	Sacks: 0
# of Wire Containers Conta	Flat Trays: 0 1' Letter Trays: 0 Flat Trays: 0 ining: 1' Letter Trays: 0 Flat Trays: 0	2' Letter Trays: Parcels: 2' Letter Trays: 2' Letter Trays: Parcels:	0 EMM Le 0 EMM Le 0 EMM Le	Sacks: 0
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# of Palets Containing:	Flat Trays: 0 Flat Trays: 1 Flat Trays: 0 Flat T	Parcels: 2 Letter Trays: Parcels: 2 Letter Trays: Parcels: 2 Letter Trays: Parcels: 2 Letter Trays: 2 Letter Trays:	0 EMM Le 0 EMM Le 0 EMM Le	Sacks: 0 tter Trays: 0 Sacks: 0



To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.



Note: Updating content information is subject to the same constraints that are found in creating content information.

Cancelling a Content from a JIT One-Time Appointment

From the *Add/Edit Content Information* page described and shown previously, the user may cancel a content from the JIT One-Time appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the entire appointment is cancelled.



To cancel a content from an appointment, CLICK the **Cancel Content** check box on the *Add/Edit Content Information* page and click the **Submit** button. The *JIT One-Time Appointment Confirmation* page is displayed.



Note:

All One-Time appointments must have at least one content. Therefore, the last content of a One-Time appointment cannot be cancelled.

Cancelling a JIT One-Time Appointment

The following section details the process to cancel a JIT One-Time appointment in FAST Origin Entry. Cancelling an appointment also cancels all contents that are associated to the appointment.

If the user is cancelling the JIT One-Time appointment, the user will be required to select a cancellation reason. If the cancellation reason is USPS cancellation, the user must provide comments in the **Comments** text box.



The user begins cancelling an appointment from the *JIT One-Time Appointment Information* page by CLICKING the **Cancel Appointment** button. The *Confirm Cancel JIT One-Time Appointment* page displays, which list important appointment information.



The fields and buttons on the *Confirm Cancel JIT One-Time Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description		
Appointment ID	The ID associated to the appointment.		
Scheduler ID	The ID associated to the appointment's Scheduler.		
Scheduler Name	The name of the One-Time appointment's Scheduler.		
Customer Registration ID	Registration ID associated to a customer.		
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.		
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.		
Appointment Date	The date the appointment is to arrive at the Facility.		
Appointment Time	The time of the One-Time appointment.		
Mail Class(es)	The Mail Class(es) for the appointment.		
Content ID(s)	The Content ID(s) associated to the One-Time appointment.		
Cancellation Reason	Drop-down box listing cancellation reasons to select from: Delivery Appt Cancelled per request of consignee, Product combined into another existing appointment, Major change in expected delivery window, Product not available, Appt made in error – human error, or Holiday/Contingency.		
Comments	Additional comments regarding the One-Time appointment cancellation.		
No button	Directs the user to the <i>JIT One-Time Appointment Information</i> page for the appointment and does not cancel it.		
Yes button	Submits the cancellation of the One-Time appointment and directs the user to the <i>Cancel JIT One-Time Appointment Cancellation Confirmation</i> page.		

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Confirm Cancel JIT 0	ne-Time Appointment
	to cancel the following appointment? Please note that cancelling ncel its associated contents.
Appointment ID:	900002010
Scheduler ID:	200242198002
Scheduler Name:	FAST SCHED 2
Customer Registration ID:	33553013
USPS Origin Entry Facility:	SANTA ANA
NASS Code:	926
Appointment Date:	04/29/2009
Appointment Time:	
Mail Class(es):	
Content ID(s):	100000515
Cancellation Reason:	A CONTRACTOR CONT
Comments:	~ ~
No	Yes
Note: An appointment of appointment time	annot be cancelled within one hour of its schee

The appointment is not officially cancelled until the user confirms the cancellation from the above page.



To cancel the appointment and its associated contents, select a cancellation reason and CLICK the **Yes** button. The *JIT One-Time Appointment Cancellation Confirmation* page displays, showing key appointment information.



The fields and buttons on the *JIT One-Time Appointment Cancellation Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	The ID associated to the appointment.
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Appointment Date	The date the appointment is to arrive at the Facility.
Appointment Time	The time the appointment is to arrive at the Facility.
Mail Class(es)	The Mail Class(es) for the appointment.
Total Pallets	The total number of Pallets for the appointment.
Total Rolling Stock	The total number of Rolling Stock units for the appointment.
Total Bedload	The total number of Bedloads for the appointment.
Return to Home button	Directs the user to the Just In Time (JIT) One-Time Appointment page.

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Facility Access and Shipme	ent Tracking (FAST)
JIT One-Time Appointment Cancella	ation Confirmation
Choose Search Criteria	
Your appointment has been cancelled. Below records.	is a summary of the information for your
Appointment ID:	900002010
	200242198002
Scheduler Name:	
Customer Registration ID:	
USPS Origin Entry Facility:	
NASS Code: Appointment Date:	
Appointment Date.	
Mail Class(es):	
Total Pallets:	1
Total Rolling Stock:	1
Total Bedload:	0
< Return to Home	

7.4 Create a JIT One-Time Appointment Shell

The *Create New JIT One-Time Appointment* module allows users to create JIT One-Time Appointment shells (JIT One-Time appointments with no associated content). Content may be added at a later time by the Scheduler or Mail Owner/Mail Preparer. JIT One-Time Appointment shells must have at least one associated content one hour prior to the scheduled appointment date/time or the JIT One-Time Appointment Shell will be automatically cancelled.

This section includes:

7.4.1 Creating a JIT One-Time Appointment Shell

7.4.2 Confirming a JIT One-Time Appointment Shell

7.4.1 Creating a JIT One-Time Appointment Shell

A JIT One-Time Appointment shell can be created via the *Create New JIT One-Time Appointment* module. This module outlines actions a user may perform to create a new JIT One-Time appointment as well as Appointment Shell in FAST.

Users may create a new JIT One-Time Appointment Shell by following the same steps for creating a new JIT One-Time Appointment in FAST. A user must first search for an available hour for the desired date and Mail Class. Once the user has selected an available time, the user is directed to the *Add/Edit Content Information* page. An Appointment Shell is created upon the user selecting the **Submit** button on the *Add/Edit Content Information* page without entering any content information.



The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

/		
Field/Button	Description	
Update Number of Contents	Fields where the user may specify the number of contents requested by Mail Class.	
Manage Content button	Refreshes the <i>Add/Edit Content Information</i> page and displays a content form for each content requested.	
Cancel button	Directs the user to the Just In Time (JIT) One-Time Appointment page.	
Submit button	Creates an Appointment Shell and redirects the user to the JIT One-Time Appointment Confirmation page.	

The Add/Edit Content Information page is displayed on the following page.

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7.4.2 Confirming a JIT One-Time Appointment Shell

Once a user has entered the JIT One-Time shell appointment date, time and mail class(es), the *JIT One-Time Appointment Confirmation* page displays confirming the JIT One-Time appointment shell. A note will display to warn the user that no contents are associated to the appointment.

Note	Displays to warn the user that an appointment shell has been created:			
	"There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added"			
Appointment ID	Displays the ID associated with the new appointment and is a hyperlink to the <i>JIT One-</i> <i>Time Appointment Information</i> page where the user may edit the appointment.			
Status The current Status of the One-Time appointment.				
Customer Registration ID	II) associated with the ()ne-lime appointment's Mailer			
Scheduler Name	The name of the One-Time appointment's Scheduler.			
USPS Origin Entry Facility The name of the Origin Entry Facility at which the One-Time appointment is so				
IASS Code The NASS Code for the Origin Entry Facility associated with the appointment.				
Locale Key	e Key USPS Facility identifier.			
Appointment Date/Time	The date and time of the One-Time appointment.			
Mail Class(es) The Mail Class(es) associated with the One-Time appointment.				
Total Pallets	otal Pallets The total number of Pallets for the One-Time appointment. This field is left blank an Appointment Shell has been created.			
Total Rolling StockThe total number of Rolling Stock for the One-Time appointment. This field is when an Appointment Shell has been created.				
Total BedloadThe total number of Bedload Units for the One-Time appointment. This field is when an Appointment Shell has been created.				
Update user	The user that has most recently updated the appointment information.			
Update Time	The date and time when the appointment was most recently updated.			

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The JIT One-Time Appointment Confirmation page is displayed below.

		Facility Access and Shipment Tracking (FAS)
Appointments		
ppointments Fa	cility Access and Shipme	ent Tracking (FAST)
Reports	T One-Time Appointment Confirm	ation
Entry yo	our appointment has been successfully creat our records. To edit this appointment, click the opointment Management Page.	ed . Below is a summary of the information fo Appointment ID link to access the
nation N	ote: There are no contents associated to this the facility schedule until contents are adde	appointment. The appointment will not appea d.
ities	Appointment ID:	910000506
ources	Status:	Open
lier	Scheduler ID:	999999999980
ients	Scheduler Name:	Mailer 1
TEM	Customer Registration ID:	4433047
	USPS Origin Entry Facility:	SPRINGFIELD BMC
	NASS Code:	01Z
	Locale Key:	V22551
	Appointment Date/Time:	03/01/2010 14:00
	Mail Class(es):	First-Class
	Total Pallets:	0
	Total Rolling Stock:	0
	Total Bedload:	0
	Update user:	33554906
	Update Time:	03/01/2010 07:06
(< Return to Home	

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This page has been intentionally left blank.

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8.0 JIT Recurring Appointments

A Just In Time (JIT) Recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day(s), at the same time of the day, with usually the same contents and using the same form and size of transportation. The FAST JIT Recurring Appointment module contains creation and management functionality for providing advance notification information for Origin Entry postal-verified customer-transported appointments that occur on a recurring basis.

JIT Recurring appointments will be verified against the Facility's hours of operation to ensure that the Facility may process the appointment on the required day(s) and time. An error message will be displayed if the request falls outside of the Facility's availability.

Users are able to update the JIT Recurring appointment information in FAST Origin Entry by one of two ways. A Scheduler may update a single appointment instance of the recurring appointment or he/she may update the information for the entire recurring appointment series. No approval is needed for creating or managing JIT Recurring appointments, though the appointments must fall within the hours of operation of a Facility.

The JIT Recurring Appointment module includes:

8.1 Create a New JIT Recurring Appointment – Describes how to create a recurring appointment in FAST.

8.2 Manage an Existing JIT Recurring Appointment – Describes how to edit or cancel a recurring appointment.

8.3 Create a JIT Recurring Appointment Shell– Describes how a user may create an appointment shell.

A user may access the processes above from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or associated **Go>** button, followed by the **JIT Recurring Appointment** navigation link or associated **Go>** button. The **JIT Recurring Appointment** link takes the user to the *JIT Recurring Appointment Information* page where the user may click the **Go>** buttons associated with Create New JIT Recurring Appointment or Manage Existing JIT Recurring Appointment.

8.1 Create a New JIT Recurring Appointment

The *Create a New JIT Recurring Appointment* section describes the actions a user must perform to create a JIT Recurring appointment in FAST Origin Entry. The user may create and edit a JIT Recurring appointment for Facilities that he/she is associated with and may view recurring appointment information for any Facility.

Creating a JIT Recurring appointment requires the user to specify the Origin Entry Facility, Mail Class, Scheduler ID, Date Range, Appointment Time, and Frequency of the appointment. He/she will need to associate at least one content to the recurring appointment. Once the user has added all of the separate sets of content information associated to the appointment, the recurring appointment is submitted and a master record of the recurring appointment is created in the system. Users also have the ability to create JIT Recurring Appointments shells (JIT Recurring appointments with no associated contents). Contents can be added at a later time by the Scheduler or Mail Owner/Mail Preparer.

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Once FAST records the JIT Recurring appointments, FAST schedules individual instances of the recurring appointment beginning 15 days after the user creates the appointment in FAST Origin Entry. If an appointment instance is required sooner than 15 days after the initial recurring appointment creation, it must be created as a JIT One-Time appointment.

This section includes:

- 8.1.1 Creating a JIT Recurring Appointment
- 8.1.2 Adding JIT Recurring Content Information
- 8.1.3 Confirming JIT Recurring Appointment Creation

8.1.1 Creating a JIT Recurring Appointment

When a user needs to create a recurring appointment, he/she begins the process by clicking the **Go>** button associated with Create New JIT Recurring Appointment to display the *Create New JIT Recurring Appointment* page.



The fields and buttons on the *Create New JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description	
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and shown in FDB will be returned.	
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.	
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.	
Search button (City)	Retrieves the Facilities located in the selected State and City.	
NASS Code	Field in which a valid three to five character NASS Code may be entered.	
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code.	
*Origin Entry Facility	Drop-down box listing the Facility associated to the City/State combination or NASS Code.	
*Mail Class check boxes	Check boxes listing Mail Class options to select from: First-Class, Standard, Package Services, and Periodicals.	
*Customer Registration ID	Drop-down box listing all the Postal customer names and IDs. The user must select the name and ID of the customer making the request for the recurring appointment.	
*Select Date Range	Selects the beginning date and the end date of the recurring appointment.	

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*Appointment Time	Drop-down box listing the hours of the day for when the appointment is to arrive at the Origin Entry Facility.
*Scheduling Frequency	Selects which day(s) of the week within the selected Date Range the recurring appointment is to occur.
Comments	Displays any additional comments regarding the appointment.
Cancel button	Directs the user to the JIT Recurring Appointment Information page.
Next button	Directs the user to the Add/Edit Content Information page.

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	IT Recurring Appo	ointment		
Please enter the t	following information(*	Required Fields):		
here are two opt	ions to search for a faci	lity.		
"View Citie selection i "Search". I dropdown	the facility using the "S ss". Cities and Facilities in their respective dropo Facilities within the sele NASS Code for the facili	within the select lowns. If the city i acted city will be a	ted state will be is known, select available for sele	available for the city and click action in the facility
State:	NY •	(View Cities >)	NASS	(Search >)
	All Cities -	(Search >)	Code:	(detailer >)
	100 - NEW YORK			
1.00	il Class:			
* Customer Registration ID:	Periodicals			•
* Select Date - Range:	10/10/2009 🔤 To: 1	0/10/2999		
* Appointment	15:00	-		
Time:	10.00			
	ng frequencies occur or	ı a weekly basis.		
	🗹 Saturday 🗹 Sunday			
	Monday			
	Tuesday			
	🔲 Wednesday			
	Thursday			
	🔲 Friday			
				*
Comments:				+

Creating a JIT Recurring Appointment



To enter appointment level information and access the *Add/Edit Content Information* page, perform the following steps on the *Create New JIT Recurring Appointment* page:

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1. SELECT the **Origin Entry Facility** of the appointment

To search for an Origin Entry Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the **City** drop-down box.
- d. CLICK the **Search** button, displaying the Facilities in the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the NASS Code field.
- **b.** CLICK the **Search** button, displaying the Facility in the **Origin Entry Facility** drop-down box.
- 2. SELECT one or more Mail Classes from the Mail Class check boxes.
- 3. SELECT a Mailer from the Customer Registration ID drop-down box.
- 4. SELECT the **Date Range** the recurring appointment is to occur within.
- 5. SELECT the time the appointment is to arrive at the Origin Entry Facility from the **Appointment Time** drop-down box.
- 6. SELECT the scheduling frequency of the appointment from the **Scheduling Frequency** drop-down box.
- 7. ENTER any additional comments regarding the appointment in the **Comments** field.
- 8. CLICK the Next button to display the Add/Edit Content Information page.

8.1.2 Adding JIT Recurring Content Information

The Add/Edit Content Information page associates content information to a JIT Recurring appointment. At least one content information set must be created for each recurring appointment.

A user may encounter restrictions when entering content information for the JIT Recurring appointment. An error message will be displayed if the user tries to submit a content that violates any of the restrictions. The error message describes the restriction to help the user to submit valid information.



The fields and buttons on the *Add/Edit Content Information* page for JIT Recurring appointments are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description		
Update Number of Contents	Field where the user may specify the number of contents requested.		
Manage Content button	Refreshes the <i>Add/Edit Content Information</i> page and displays a content form for each content requested.		
Back button	Directs the user to the Create New JIT Recurring Appointment page.		
Cancel button	Directs the user to the JIT Recurring Appointment Information page.		

Add/Edit (Content Inform	nation		
	A content descril rvice at one spec		a mailing or segment of a ma	ailing to be presented to
			mail and the same processing um volume mailing required u	
Selected C	riteria			
		Scheduler ID:	200242198002	
		Scheduler Name:	FAST SCHED 2	
		Customer Registration ID:		
	L	ISPS Origin Entry Facility: NASS Code:		
			05/14/2009 to 05/14/2999	
		Appointment Time:		
		Mail Class(es):	First-Class	
Fo add conte	nt information, in	put the number of content	s to add and click "Manage Co	ntent".
Update Num	ber of Contents:			
Firs	t-Class	Standard	Package Services	Periodicals 0 Manage Content

Adding JIT Recurring Content Information



To enter content information and access the reloaded Add/Edit Content Information page, perform the following steps on the Add/Edit Content Information page:

- 1. ENTER the requested number of First-Class contents in the First-Class field.
- 2. CLICK the **Manage Content** button. The *Add/Edit Content Information* page will refresh and display a content form for each content requested.



Note: A content describes the mail associated to a mailing or segment of a mailing to be presented to the postal service at one specific time.



The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Criteria the user selected on the Create New JIT Recurring Appointment page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
The fields below descrient entered and the Mana	ibe the content grid. The grid is displayed when the number of expected contents is ge Content button is clicked.
Content #	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the View All button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the Mail Preparer ID drop- down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
*Mail Shape	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.

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# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.
# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.

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# of Wire Containers	The total number of Wire Containers containing Flat Trays for this specific
Containing Flat Trays	content.
# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Back button	Directs user to Create New JIT Recurring Appointment page.

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Cancel button	Cancels the appointment creation process and directs the user to the <i>JIT Recurring Appointment Information</i> page.
Clear Contents button	Clears the data fields of all the contents in the recurring appointment where the Clear Content check box(es) has been selected.
Submit button	Saves all associated contents to the recurring appointment and creates the recurring appointment in the system once all business rules are validated.

dd/Edit Content Info	rmation					
lease Note: A content desc le postal service at one spe	ribes the mail ass ecific time.	sociated	to a mailing or s	segment o	of a mailing to be	presented to
mailing is a group of piece orted together and/or prese tandards.						
Selected Criteria						
	Schedu Customer Regis USPS Origin Entr NA Appointment Da Appointm	ler Name tration IE ry Facility SS Code te Range ent Time	r: SANTA ANA 8: 926 8: 05/14/2009 to	2	99	
o add content information,		of conten	ts to add and cl	ick "Mana	ge Content".	
pdate Number of Content First-Class	Standa	ird		<mark>ge Servic</mark> 0	es	Periodicals
Content #1						lear Content
Mail Class: First-Class					_	
Mail Preparer ID:					v (View All
Content Name:			Comments:			~
		-	J [~
* Mail Shape: Select	: One 💉	*	Priority Mail: [
				-		
Total Pieces: 0			Total Weight(oz)	C 0		
eVS Indicator:			Total Weight(oz)	0		
eVS Indicator:						
eVS Indicator:	1' Letter Trays:		2' Letter Trays:	0	EMM Letter Trays:	
eVS Indicator:	1' Letter Trays: Flat Trays:			0	EMM Letter Trays:	
eVS Indicator:	Flat Trays:		2' Letter Trays:	0		
eVS Indicator:	Flat Trays:	0	2' Letter Trays:	0		0
eVS Indicator:	Flat Trays:	0	2' Letter Trays: Parcels:	0] Sacks:	0
eVS Indicator:	Flat Trays: 19: 11 Letter Trays: Flat Trays:	0	2' Letter Trays: Parcels: 2' Letter Trays:	0	Sacks:	0
eVS Indicator:	Flat Trays: 19: 11 Letter Trays: Flat Trays:	0	2' Letter Trays: Parcels: 2' Letter Trays:	0	Sacks:	0
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: aining: 1' Letter Trays:	0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels:	0 0 0 0 0 0 0] Sacks:] EMM Letter Trays:] Sacks:	0
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: aining:	0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays:	0 0 0 0 0 0 0	EMM Letter Trays: Sacks:	0
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: aining: 1' Letter Trays: Flat Trays:	0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays: Parcels:	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0] Sacks:] EMM Letter Trays:] Sacks:] EMM Letter Trays:] Sacks:	0
eVS holicator:	Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays:	0	2 Letter Trays: Parcels: 2 Letter Trays: 3 Parcels: 3 Par	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	EMM Letter Trays: EMM Letter Trays: EMM Letter Trays: EMM Letter Trays:	
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: aining: 1' Letter Trays: Flat Trays:	0	2' Letter Trays: Parcels: 2' Letter Trays: Parcels: 2' Letter Trays: Parcels:	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0] Sacks:] EMM Letter Trays:] Sacks:] EMM Letter Trays:] Sacks:	
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays:	0 0 0 0 0	2 Letter Trays: Parcels: 2 Letter Trays: 3 Parcels:	0 0 0 0 0 0	Sacks: EMM Letter Trays: Sacks: EMM Letter Trays: Sacks: EMM Letter Trays: Sacks:	0 0 0 0 0
eVS Indicator:	Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: 1' Letter Trays:		2 Letter Trays: Parcela: 2 Letter Trays: 3 Parcela: 3 3 Parcela	0 0 0 0 0 0] Sacks:] EMM Letter Trays:] EMM Letter Trays:] EMM Letter Trays:] Sacks:] EMM Letter Trays:	
eVS holicator:	Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays: 1' Letter Trays: Flat Trays:		2 Letter Trays: Parcels: 2 Letter Trays: 3 Parcels:	0 0 0 0 0 0	Sacks: EMM Letter Trays: Sacks: EMM Letter Trays: Sacks: EMM Letter Trays: Sacks:	

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Adding JIT Recurring Content Information



To enter content information and save the JIT Recurring appointment record in the system, perform the following steps on the *Add/Edit Content Information* page:

- 1. CLICK the View All button, to display all Mail Preparers.
- 2. SELECT the Mail Preparer ID from the Mail Preparer ID drop-down box, if applicable.
- 3. ENTER the Content Name in the Content Name field, if applicable.
- 4. ENTER any additional Comments in the Comments field, if applicable.
- 5. SELECT the Mail Shape of the mailing from the Mail Shape drop-down box.
- 6. CHECK the Priority Mail check box, if applicable.
- 7. ENTER the number of Total Pieces in the Total Pieces field, if applicable.
- 8. ENTER the value of the Total Weight in the Total Weight(oz) field, if applicable.
- 9. CHECK the eVS Indicator check box, if applicable.
- 10. ENTER the number of Hampers containing 1' Letter Trays, if applicable.
- 11. ENTER the number of Hampers containing 2' Letter Trays, if applicable.
- 12. ENTER the number of Hampers containing EMM Letter Trays, if applicable.
- 13. ENTER the number of Hampers containing Flat Trays, if applicable.
- 14. ENTER the number of Hampers containing Parcels, if applicable.
- 15. ENTER the number of Hampers containing Stacks, if applicable.
- 16. ENTER the number of APC/ERMCs containing 1' Letter Trays, if applicable.
- 17. ENTER the number of APC/ERMCs containing 2' Letter Trays, if applicable.
- 18. ENTER the number of APC/ERMCs containing EMM Letter Trays, if applicable.
- 19. ENTER the number of APC/ERMCs containing Flat Trays, if applicable.
- 20. ENTER the number of APC/ERMCs containing Parcels, if applicable.
- **21.** ENTER the number of APC/ERMCs containing Sacks, if applicable.
- 22. ENTER the number of Wire Containers containing 1' Letter Trays, if applicable.
- 23. ENTER the number of Wire Containers containing 2' Letter Trays, if applicable.
- 24. ENTER the number of Wire Containers containing EMM Letter Trays, if applicable.
- 25. ENTER the number of Wire Containers containing Flat Trays, if applicable.
- 26. ENTER the number of Wire Containers containing Parcels, if applicable.
- 27. ENTER the number of Wire Containers containing Sacks, if applicable.
- **28.** ENTER the number of Pallets containing 1' Letter Trays, if applicable.
- 29. ENTER the number of Pallets containing 2' Letter Trays, if applicable.

- 30. ENTER the number of Pallets containing EMM Letter Trays, if applicable.
- **31.** ENTER the number of Pallets containing Flat Trays, if applicable.
- **32.** ENTER the number of Pallets containing Parcels, if applicable.
- **33.** ENTER the number of Pallets containing Sacks, if applicable.
- 34. ENTER the number of Bedloads containing 1' Letter Trays, if applicable.
- 35. ENTER the number of Bedloads containing 2' Letter Trays, if applicable.
- 36. ENTER the number of Bedloads containing EMM Letter Trays, if applicable.
- 37. ENTER the number of Bedloads containing Flat Trays, if applicable.
- **38.** ENTER the number of Bedloads containing Parcels, if applicable.
- **39.** ENTER the number of Bedloads containing Sacks, if applicable.
- **40.** CLICK the **Submit** button to save all contents to the recurring appointment and create the JIT Recurring appointment in the system.

8.1.3 Confirming JIT Recurring Appointment Creation

Once a user has entered all contents for a JIT Recurring appointment and submits the recurring appointment in the system, the *JIT Recurring Appointment Confirmation* page displays to confirm that the recurring appointment contains valid information and that it has been created in the system.

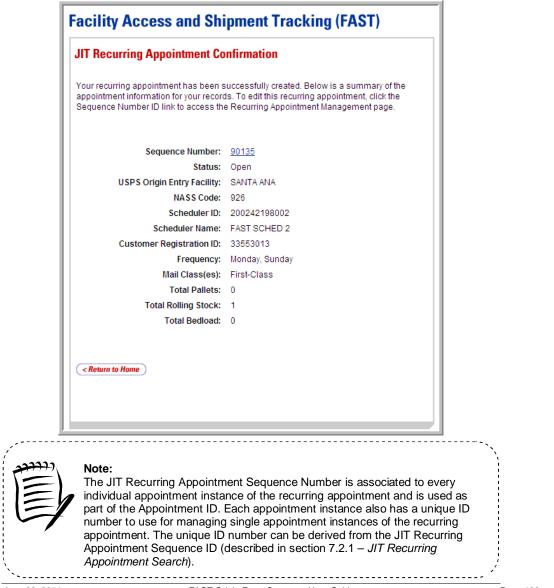


The fields and buttons on the *JIT Recurring Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	Displays the Sequence Number for the master recurring appointment record and is a hyperlink to the <i>Manage Existing JIT Recurring Appointment</i> page.
Status	The current Status of the recurring appointment.
USPS Origin Entry Facility.	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Scheduler ID	ID associated with the recurring appointment's Scheduler.
Scheduler Name	Name of the recurring appointment's Scheduler.
Customer Registration ID	Registration ID associated to a customer.
Frequency	The specified frequency of the recurring appointment.

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Mail Class check boxes	Mail Class associated with the recurring appointment.
Total Pallets	The total number of Pallets in the recurring appointment.
Total Rolling Stock	The total number of Rolling Stock in the recurring appointment.
Total Bedload	The total number of Bedload units in the recurring appointment.
Return to Home button	Directs the user to the JIT Recurring Appointment Information page.



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8.2 Manage an Existing JIT Recurring Appointment

From the *JIT Recurring Appointment Information* Landing page, the user may click the **Go>** button associated with **Manage Existing JIT Recurring Appointment** to access the JIT Recurring appointment management functionality of the FAST application. There are several possible actions the user may perform to manage recurring appointment information, such as editing appointment and content level information as well as cancelling contents or appointments.

This section includes:

- 8.2.1 JIT Recurring Appointment Search
- 8.2.2 JIT Recurring Appointment Management
- 8.2.3 JIT Recurring Appointment Instance Management

8.2.1 JIT Recurring Appointment Search

The user has the option to search for a master JIT Recurring appointment record by Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID. The search page, *Search Existing JIT Recurring Appointment Information,* will refresh depending on the selected search criteria. The user may also search for the individual appointment instances via the Appointment ID search on the *Search Existing JIT One-Time Appointment Information* page.

The Search Existing JIT Recurring Appointment Information page displays different search criteria fields for each search method. These searches may retrieve several recurring appointments that fall within the specified search criteria and will display them in a summary table. Each Sequence ID is a hyperlink to the Manage Existing JIT Recurring Appointment page.

Searching for an individual appointment instance is done in a similar fashion, detailed in section 7.2.1 – *JIT One-Time Appointment Search*. The user may enter a specific recurring Appointment ID, not the Sequence ID, which takes the user to the *JIT One-Time Appointment Information* page for that individual appointment instance.



The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what a user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.

Facility	Access and Shipment Tracking (FAST)
Search E	xisting JIT Recurring Appointment Information
Please sele Then click S	earch Criteria ect the search method and enter the required appointment information. search to locate the appointment.(* Required Fields) By: Select One Submit >

Searching for a JIT Recurring Appointment by Customer Registration ID



The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what the user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the Customer Registration ID drop-down box and the Mail Class check boxes when Customer Registration ID is chosen.
*Customer Registration ID	Drop-down box listing Customer Registration IDs.
*Mail Class check boxes	Includes five Mail Class check boxes: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the JIT Recurring Appointment Information page.
Search button	Retrieves the appointments associated to the entered search criteria and populates them in a summary table at the bottom of the page.

Search Existing	JIT Recurring Appointment Information	
	riteria arch method and enter the required appointment infor locate the appointment (* Required Fields)	mation.
* Search By: Cust	omer Registration ID 💉 (Submit>)	
* Customer Registr	ation ID: Select One	~
* Mail Class:		
	All	
	First-Class	
	Standard	
	Standard	
	Standard Package Services	

Searching for a JIT Recurring Appointment by Customer Registration ID



To search by Customer Registration ID, perform the following steps on the *Search Existing JIT Recurring Appointment Information* page:

- 1. SELECT "Customer Registration ID" from the Search By drop-down box.
- 2. CLICK the Submit button.
- 3. SELECT a Mailer from the Customer Registration ID drop-down box.
- 4. SELECT at least one Mail Class from the Mail Class check boxes.
- 5. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Searching for a JIT Recurring Appointment by Origin Entry Facility



The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing what a user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the Origin Entry Facility search area, the Scheduler ID drop-down box, and the Mail Class check boxes.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and shown in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves Origin Entry Facilities within the selected City and State and populates them in the Origin Entry Facility drop-down box.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Search button (NASS Code)	Retrieves the Facility associated with the entered NASS Code and populates it in the Origin Entry Facility drop-down box.
*Origin Entry Facility	Drop-down box containing Origin Entry Facilities associated with the selected State/City or NASS Code.
Customer Registration ID	Drop-down box listing Mailer and IDs from which to select.
*Mail Class check boxes	Check boxes listing Mail Class options to select from: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the JIT Recurring Appointment Information page.
Search button	Retrieves JIT Recurring appointments for the entered search criteria and populates them in an appointment summary table at the bottom of the page.

earch Exis	ting JIT Rec	urring	Appointme	ent Informati	on
				ed appointment d Fields)	information.
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City:	All Cities		Search >	oodo.	
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Facility: * Custome Registration IC * Mail Class:	f Moilor 1 - 44	33047 All First Stan Pack	-Class Idard kage Services odicals		

Searching for a JIT Recurring Appointment by Origin Entry Facility



To search by Origin Entry Facility, perform the following steps on the Search Existing JIT Recurring Appointment Information page:

- 1. SELECT "Origin Entry Facility" from the Search By drop-down box.
- 2. CLICK the Submit button.
- 3. SEARCH for an Origin Entry Facility by one of the following two ways:

To search for an Origin Entry Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the City drop-down box.
- d. CLICK the **Search** button, displaying the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the NASS Code field.
- **b.** CLICK the **Search** button, populating the **Origin Entry Facility** dropdown box.
- 4. SELECT a Facility from the Origin Entry Facility drop-down box.
- 5. SELECT a Mailer from the Customer Registration ID drop-down box.
- 6. SELECT at least one Mail Class from the Mail Class check boxes.
- 7. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Searching for a JIT Recurring Appointment by Sequence Number



The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search By	Drop-down box listing search options: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the Sequence Number field when Sequence Number is chosen.
Sequence Number	Field in which a user may enter a valid recurring Sequence Number.
Cancel button	Directs the user to the JIT Recurring Appointment Information page.
Search button	Retrieves the JIT Recurring appointment associated to the entered Sequence ID and populates it in a summary table at the bottom of the page.

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Γ	Facility Access and Shipment Tracking (FAST)
	Search Existing JIT Recurring Appointment Information
	Choose Search Criteria Please select the search method and enter the required appointment information. Then click Search to locate the appointment.(* Required Fields)
	* Search By: Sequence Number
	Sequence Number:

Searching for a JIT Recurring Appointment by Sequence Number



To search by the Sequence Number, perform the following steps on the Search *Existing JIT Recurring Appointment Information* page:

- 1. SELECT "Sequence Number" from the Search By drop-down box.
- 2. CLICK the **Submit** button.
- 3. ENTER a Sequence Number in the Sequence Number field.
- 4. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Existing JIT Recurring Appointment Summary



The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Existing JIT Recurring Appointment Summary section	Lists the JIT Recurring appointments that fall within the specified search criteria and their related information.
Sequence Number hyperlink	Lists the Sequence Number of each recurring appointment that is associated with the search criteria and is a link to the <i>Manage Existing JIT Recurring Appointment</i> page for the recurring appointment. Only one sequence will be returned in a search by Sequence Number.
USPS Origin Entry Facility	The Origin Entry Facility for the recurring appointment.

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Time	The time of day the recurring appointment is scheduled to arrive.
Locale Key	USPS Facility identifier.
Scheduling Frequency	The day(s) of the week for the recurring appointment.
Effective Start Date	The date the recurring appointment is scheduled to start.
Effective End Date	The date the recurring appointment is scheduled to end.
Mail Class	Lists the Mail Class of each listed appointment.
Status	The Status of the recurring appointment.

Facility Access and Shipment Tracking (FAST)

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Searching for an Individual Appointment Instance of a JIT Recurring Appointment

A user may search for a single appointment occurrence of a recurring appointment by searching for the unique ID number assigned to the appointment instance. The ID number is unique for each individual appointment in the JIT Recurring appointment and is different than the JIT Recurring sequence number.

The format of the unique ID number is defined as: JIT Recurring Sequence Number + 'R' + Date (mmdd) (10 characters long).

When the user needs to search for a single appointment instance, he/she may derive the unique ID number by using the defined format above.

For example, if the user wants to search for the appointment arriving on November 13 in the recurring appointment with Sequence Number 10312, he/she would use the JIT One-Time appointment search process (described in section 7.2.1 – *JIT One-Time Appointment Search*) to search for the Appointment ID 10312R1113.

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8.2.2 JIT Recurring Appointment Management

After the user searches for a JIT Recurring appointment by the Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID, he/she can click a Sequence Number hyperlink to access the *Manage Existing JIT Recurring Appointment* page. From the *Manage Existing JIT Recurring Appointment* page, the user has the ability to:

- Edit appointment level information
- Go to the Add/Edit Content Information page
- Cancel the JIT Recurring appointment
- View/access instances of the JIT Recurring appointment
- View summary contents

Editing appointment and content level information through the JIT Recurring Appointment Management area updates the master JIT Recurring appointment record in FAST. Hence all instances of the recurring appointment that have not yet been created will contain the updated information. However, if an already scheduled appointment instance occurring within the next 14 days needs to be updated and is within the allowable appointment management time frame of one hour prior to the scheduled arrival, the user can update it by clicking the instance in the JIT Recurring Appointment Instances table. The user may also edit the logistics or content information of an already scheduled recurring appointment instance through the JIT One-Time appointment management process, searching by the recurring instance Appointment ID.

Additionally, a JIT Recurring appointment sequence may not be closed, but the individual appointments within the recurring appointment sequence may be closed. Each appointment instance needs to be closed out separately using the unique ID number assigned to that appointment instance. A user follows the same process to close out recurring appointments as is done when closing out One-Time appointments. Entering closeout information for a single appointment occurrence is discussed in module 9.0 – *Manage Closeout Information*.

The *JIT Recurring Appointment Management* section gives a brief description of the processes listed above. It also details the steps and screens accessed when a user cancels a recurring appointment.



The fields and buttons on the *Manage Existing JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Status	The Status of the recurring sequence.
Scheduler ID	The ID associated to the recurring appointment's Scheduler Mailer.
Scheduler Name	Name of the recurring appointment's Scheduler.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Locale Key	USPS Facility Identifier.

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View Audit Information button	Directs the user to the JIT Recurring Appointment Audit Information page.
*Mail Class	Mail Class of the recurring appointment (Origin Entry is checked by default).
*Select Date Range	The effective Date Range of the recurring appointment.
*Appointment Time	The appointment time of the recurring appointment.
*Scheduling Frequency	Selects which day(s) of the week the recurring appointment is to occur.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Directs the user to the <i>JIT Recurring Appointment Information</i> page without saving any changes to the recurring appointment.
Cancel Recurring Appointment button	Directs the user to the Confirm Cancel JIT Recurring Appointment page.
Submit button	Directs the user to the <i>JIT Recurring Appointment Confirmation</i> page, saving any changes to the recurring appointment sequence.
Recurring Appointment Contents section	Displays all contents associated to the recurring appointment.
Content ID	Lists the ID of each content associated to the recurring appointment.
Mail Preparer	Lists the name of the Mail Preparer associated to the recurring content.
Mail Class	Lists the Mail Class of the recurring content.
Mail Shape	Lists the Mail Shape of the recurring content.
Rolling Stock Count	Lists the total count of Rolling Stock for the recurring content.
Pallet Count	Lists the total count of Pallets for the recurring content.
Bedload Unit Count	Lists the total count of Bedload units for the recurring content.
Manage Content button	Directs the user to the Add/Edit Content Information page.
Recurring Appointment Instances section	Displays all instances of the recurring appointment that have been created for the next 14 days.
Appointment ID	Lists the Appointment ID of each instance of the recurring appointment that has been created.
Appointment Date/Time	Lists the appointment's scheduled date and time.

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Mail Class	Lists the Mail Class of the recurring instance.
Total Rolling Stock Count	Lists the total Rolling Stock count of the recurring instance.
Total Pallet Count	Lists the total Pallet count of the recurring instance.
Total Bedloaded Count	Lists the total Bedloaded units count of the recurring instance.

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5	JIT Recurring A	ppointme	nt		
Below is the recurring	appointment informat	tion you requ	uested.		
	Sequence Number Status stomer Registration IE Scheduler Name PS Origin Entry Facility NASS Code Locale Kep	s: Cancelleo D: 4433047 e: FAST ALS y: SPRINGF e: 01Z	60		
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View Audit Information

A user may view the following audit information by accessing the *JIT Recurring Appointment Audit Information* page from the *Manage Existing JIT Recurring Appointment* page:

- Recurring Sequence ID
- Entry Type
- USPS Origin Entry Facility
- Locale Key
- Scheduler ID
- Status
- Scheduling Frequency
- Appointment Time
- Rolling Stock Contents
- Pallets Contents
- Bedloaded Units Contents
- Mail Class
- Updated by
- Last Update Date/Time

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Entry Type: Origin Entry USPS Origin Entry Facility: 740 - TULSA P & DC Locale Key: W22564 Scheduler Name: FAST ALSO Customer Registration ID: 4433047 Status Code Legent : CA = Cancelled, O = Open Mail Class Code Legent : CA = Cancelled, O = Open Mail Class Code Legent : FC-First-Class, PS-Package Services, PER- Periodicals, STD-Standard *Please note: An audit row in the report may appear unchanged, due to appointment update that do not affect any of the displayed data in the report (e.g. comments). *Please note: Wire Containers, Hampers, and APC/ERMCs are included in Rolling Stock. For best results, download this report into Excel and print in "Landscape' mode. Export options: Download Into Excel I very Travs	Selected	Criteria									
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To access the *JIT Recurring Appointment Audit Information* page, the user CLICKS the **View Audit Information** button above the **Mail Class** check boxes on the *Manage Existing JIT Recurring Appointment* page.

Editing JIT Recurring Appointment Level Information

A user may edit the following JIT Recurring appointment level information on the *Manage Existing JIT Recurring Appointment* page:

- Mail Class
- Date Range
- Appointment Time
- Scheduling Frequency
- Comments regarding the appointment



To edit any of the above fields, the user CLICKS in the desired field or drop-down box and updates the entry with the new information. Clicking the **Submit** button on the *Manage Existing JIT Recurring Appointment* page updates the recurring appointment with the new information and displays the *JIT Recurring Appointment Confirmation* page.

Editing Content Level Information

A user may edit a JIT Recurring appointment's content level information by accessing the *Add/Edit Content Information* page from the *Manage Existing JIT Recurring Appointment* page. A user can also manage Appointment Shells through the *Add/Edit Content Information* page.



To access the *Add/Edit Content Information* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Manage Existing JIT Recurring Appointment* page.

The fields and buttons of the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
	be the content grid. The grid is displayed when the number of expected contents is ge Content button is clicked.
Content #	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the View All button is clicked).

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View All button	Refreshes the page to show all Mail Preparer IDs in the Mail Preparer ID drop- down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
*Mail Shape	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.
# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.

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he total number of Pallets containing Sacks for this specific content.

# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment management process and directs the user to the <i>JIT Recurring Appointment</i> page.
Clear Contents button	Clears the data fields of all the contents in the recurring appointment where the Clear Content check box has been selected.
Submit button	Saves all associated contents to the recurring appointment and updates the recurring appointment in the system once all business rules are validated.

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To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content. The user will then be directed to the *JIT Recurring Appointment Confirmation* page.

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Adding Additional Contents

A user may add additional contents to the recurring appointment by accessing the *Add/Edit Content Information* page from the *Manage Existing JIT Recurring Appointment* page. JIT Recurring Appointment Shells can also be managed through the *Add/Edit Recurring Content Information* page.



To access the *Add/Edit Content Information* page, the user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Manage Existing JIT Recurring Appointment* page. The user then ENTERS the total number in the **Origin Entry** field.

The user follows the same process as described in section 8.1.2 – Adding JIT *Recurring Content Information* to add content information for the recurring appointment.

Cancelling a Content from a JIT Recurring Appointment

From the Add/Edit Content Information page, a user may cancel the content from the associated appointment.



To cancel a content from a JIT Recurring appointment, CLICK the **Clear Content** check box for the appropriate content followed by the **Clear Content** button on the *Add/Edit Content Information* page. The *JIT Recurring Appointment Confirmation* page is then displayed.

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Note:

All recurring appointments must have at least one content. Therefore, the last content of a recurring appointment cannot be cancelled.

Cancelling a JIT Recurring Appointment

The following section details the process for cancelling a JIT Recurring appointment in FAST Origin Entry. Cancelling a recurring appointment also cancels all contents that are associated to the appointment. However, cancelling a recurring appointment does not cancel any appointment instances that have been created within the next 14 days. The user needs to cancel each appointment instance individually to cancel those instances.

If the user is cancelling the JIT Recurring appointment or the appointment instances, he/she will be required to select a cancellation reason. If the cancellation reason is USPS cancellation, the user must provide comments in the **Comments** text box.



A user begins to cancel an appointment from the *Manage Existing JIT Recurring Appointment* page by CLICKING the **Cancel Recurring Appointment** button. The *Confirm Cancel JIT Recurring Appointment* page displays, which lists important recurring appointment information.



The fields and buttons on the *Confirm Cancel JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Customer Registration ID	The ID associated to the appointment's Mailer
Scheduler ID	The ID associated to the recurring appointment's Scheduler.
Scheduler Name	The name of the recurring appointment's Scheduler.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
USPS Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Date Range	The start and end dates of the recurring appointment sequence.
Appointment Time	The appointment time of the recurring appointment.
Mail Class	The Mail Class of the recurring appointment.
Frequency	The scheduled day(s) of the week the recurring appointment will occur.
Content ID(s)	The Content ID(s) associated to the recurring appointment.
Cancellation Reasons	Drop-down box listing cancellation reasons to select from: Delivery Appointment Cancelled per request of consignee, Product combined into another existing appointment, Major change in expected delivery window, Product not available, Appointment made in error – human error, USPS Cancellation, or Holiday/Contingency.
Comments	Additional comments regarding the recurring appointment cancellation.
No button	Directs the user to the <i>Manage Existing JIT Recurring Appointment</i> page for the recurring appointment and does not cancel it.
Yes button	Submits the cancellation of the recurring appointment and directs the user to the <i>Cancel JIT Recurring Appointment Confirmation</i> page.

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Confirm Cancel JIT I	Recurring Appointment
	e to cancel the following recurring appointment? Please note that intment will also cancel its associated content.
Sequence Number: Customer Registration	
	4433047
	99999999980
Scheduler Name:	
NASS Code:	The second se
USPS Facility Name:	
Date Range:	
Appointment Time:	13:00
Mail Class(es):	
	Sunday, Friday
Content ID(s):	100000104
Cancellation Reasons:	Select One
Comments:	^ ~
No	Yes



To cancel the recurring appointment, CLICK the **Yes** button. The *Cancel JIT Recurring Appointment Confirmation* page then displays, showing appointment information.

The fields and buttons on the *Cancel JIT Recurring Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Status	The current Status of the recurring appointment.
USPS Origin Facility Name	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Customer Registration ID	The ID associated to the appointment's Mailer
Scheduler ID	The ID associated to the recurring appointment's Scheduler.

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Scheduler Name	The name of the recurring appointment's Scheduler.
Frequency	The scheduled day(s) of the week of the recurring appointment.
Mail Class	The Mail Class of the recurring appointment.
Return to Home button	Displays the JIT Recurring Appointment Information page.

Cancel JIT Recurrin	g Appointment Confirmation
Your recurring appointmen nformation for your record	nt has been cancelled. Below is a summary of the appointment ls.
Sequence Number:	90097
Status:	Cancelled
USPS Origin Facility Name:	NEW YORK
NASS Code:	100
Customer Registration ID:	4433047
Scheduler ID:	99999999980
Scheduler Name:	Mailer 1
Frequency:	Sunday, Friday
Mail Class(es):	First-Class
< Return to Home	

8.2.3 JIT Recurring Appointment Instance Management

A user may update and cancel a single appointment instance of a recurring appointment. However, a scheduler must submit a new recurring appointment request if the appointment or content information for an entire recurring appointment series needs to be changed.

A user may manage a recurring appointment instance through the *JIT One-Time* area in FAST. A user follows the same process as described in section 7.3– *Manage an Existing JIT One-Time Appointment* to update appointment and content information, add additional contents to an appointment instance, cancel a content from an appointment instance and cancel the appointment instance.

Note: A user may change the facility of an instance in JIT recurring appointment series.	、

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In addition to the **Recurring Sequence Number**, which is used as the appointment number on the PS Form 8017, a unique ID number is created for each appointment instance in the recurring appointment series. This unique ID number will be used as the appointment ID when searching for the single appointment instance of the recurring appointment series. A user searches for the appointment instance using the unique ID number through the *search for an appointment by the appointment ID* process described in section 7.3 – *Manage an Existing JIT One-Time Appointment Management*. The unique ID number is derived from the **Recurring Sequence Number** associated to the recurring appointment series.

The format of the unique ID number is defined as:

JIT Recurring Sequence Number + R + Date (mmdd)

The unique ID number distinguishes an appointment instance on one day from an instance on another day in the recurring series.

For example, a user needs to update information for an appointment that is scheduled to arrive on November 20th. The **Recurring Sequence Number** for the JIT recurring appointment series is 10302. The unique ID number for that appointment instance would be 10302R1120, based on the defined format above. However, if the user needed to update the information for the appointment scheduled for November 25th in the same recurring series, the user would search for an appointment by the appointment ID of 10302R1125.

8.3 Create a JIT Recurring Appointment Shell

The *Create New JIT Recurring Appointment* module allows the user to create a JIT Recurring Appointment Shell (JIT Recurring Appointment with no associated contents). Contents can be added by the Scheduler or Mail Owner/Mail Preparer at a later time.

This section includes:

8.3.1 Creating a JIT Recurring Appointment Shell

8.3.2 Confirming a JIT Recurring Appointment Shell

8.3.1 Creating a JIT Recurring Appointment Shell

A JIT Recurring Appointment shell is created through the *Create New JIT Recurring Appointment* module. This module consists of the different actions a user may perform to create a new JIT Recurring Appointment Shell in FAST.

Creating a new JIT Recurring Appointment Shell requires the user to follow the same steps as creating a new JIT Recurring Appointment in FAST except for entering content information. A user must first specify the Origin Entry Facility, Mail Class, Customer Registration ID, Date Range, Appointment Time and Frequency of the appointment. Once the user has completed entering the appointment information, the user is directed to the *Add/Edit Content Information* page. A JIT Recurring Appointment Shell is created when the user selects the **Submit** button on the *Add/Edit Content Information* page without entering any content information.

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The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	Field where the user may specify the number of contents requested.
Manage Content button	Refreshes the <i>Add/Edit Content Information</i> page and displays a content form for each content requested.
Back button	Directs the user to the Create New JIT Recurring Appointment page.
Submit button	Creates an Appointment Shell and redirects the user to the JIT Recurring Appointment Confirmation page.

The Add/Edit Content Information page is displayed on the following page.

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cility Access and	Shinmont Trac	king (FAST)	
cinty Access and	Sinpinent rrac	king (FAST)	
Add/Edit Content Infor	mation		
Please Note: A content descr the postal service at one spe		a mailing or segment of a mailin	g to be presented to
		mail and the same processing ca im volume mailing required unde	
Selected Criteria			
	Scheduler ID:	999999999980	
	Scheduler Name:	Mailer 1	
	Customer Registration ID:		
1	USPS Origin Entry Facility: NASS Code:		
	Appointment Date Range:		
	Appointment Time:	13:00	
	Mail Class(es):	First-Class	
To add content information, ir Click the 'Submit' button to by		s to add and click "Manage Conter create an appointment shell.	nt".
Update Number of Contents			
First-Class	Standard	Package Services	Periodicals
U	0	U	Manage Co
			(manage of
<back <cancel<="" td=""><td></td><td></td><td>C</td></back>			C

8.3.2 Confirming a New JIT Recurring Appointment Shell

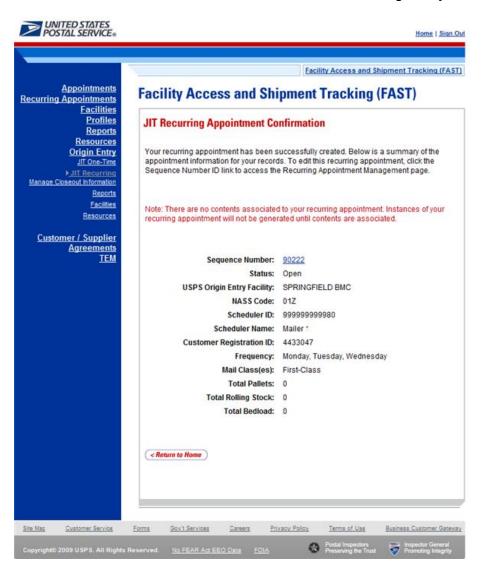
After a user enters the JIT Recurring appointment shell information, the *JIT Recurring Appointment Confirmation* page displays. A note informing the user that no contents have been associated to the JIT recurring appointment is displayed.

	ields and buttons on the <i>JIT Recurring Appointment Confirmation</i> page are ibed below. A snapshot of the page is displayed after the field description.
Note	Displays to warn the user that an appointment shell has been created:
	"Note: There are no contents associated to your recurring appointment. Instances of your recurring appointment will not be generated until contents are associated."
Sequence Number	Displays the Sequence Number for the master recurring appointment record and is a hyperlink to the <i>Manage Existing JIT Recurring Appointment</i> page.
Status	The current Status of the recurring appointment.
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Customer Registration ID	ID associated with the recurring appointment's Mailer.
Scheduler Name	Name of the recurring appointment's Scheduler.
Frequency	The specified frequency of the recurring appointment.
Mail Class(es)	Mail Class(es) associated with the recurring appointment.
Total Pallets	The total number of Pallets in the recurring appointment.
Total Rolling Stock	The total number of Rolling Stock in the recurring appointment.
Total Bedload	The total number of Bedload units in the recurring appointment.
Return to Home button	Directs the user to the JIT Recurring Appointment Information page.

The JIT Recurring Appointment Confirmation page is displayed on the following page.

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This page has been intentionally left blank.

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9.0 Manage Closeout Information

Customer users have the ability to view closeout information through the Origin Entry Manage Closeout Information page or the JIT One-Time Appointment Information page (described in section 7.2.2 – JIT One-Time Appointment Information). The Manage Closeout Information page is shared with FAST (for destination entry), therefore, it is also accessible via the **Manage Closeout Information** navigation link or **Go**> button on the Appointments Landing page.

The Manage Closeout Information module includes:

9.1 PS Form 8017 (Expedited Plant Load Shipment Clearance) – Describes the different sections of PS Form 8017.

9.2 Manage Closeout Information – Describes how the user may view closeout information for a JIT One-Time appointment or an instance of a JIT Recurring appointment.

9.1 PS Form 8017 (Expedited Plant-Load Shipment Clearance)

The PS Form 8017 contains the expected unload and appointment information of the scheduled Origin Entry appointment. When the appointment arrives at the Origin Entry Facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The PS Form 8017 is divided into three main sections:

- 1. Mailer Information section contains the scheduled appointment information.
- 2. Origin Post Office section contains more detailed appointment information that is verified by the originating Post Office.
- **3.** Destination Post Office section contains the actual arrival site, time, and any discrepancies or irregularities of the appointment.

Mailer Information Section

The Mailer Information section of the PS Form 8017 is filled out by the Mail Owner, Mail Preparer, or Appointment Scheduler and contains information such as the Appointment Number, Mailer Contact Information, Mail Class, Mail Shape, Appointment Type Contents, and FAST Scheduler ID.

The PS Form 8017 is displayed below with the Mailer Information section highlighted.

	pedited Plant-Load Ship Instructions on Reverse	Sinch Clearance		
Ī	1. Mailer's Name		2. Mailer's Contact Name	3. Mailer's Contact Telephone
	4. Origin Plant Location (City, State, ZIP+4)		5. Total Gross Weight of Shipmen	t
	6. Class of Mail First-Class [®] /Priority Mail Package Services Periodicals Standard Mail	 Product or Publication Titles or Names 	8. Type of Mail Processing Catego	on Compatible 🗆 Irregular Parcels
	9. Number of Containers by Type Pallets and Pallet Boxes: with pkgs. or bundles with trays	with sacks with parcels	Non-Palletized Containers: bundles trays	sacks parcels other (describe):
	10. Comments			
1	11. Appointment Number		12. FAST Scheduler ID	
	13. Origin Post Office (City, State, a	and ZIP+4)	19a. Name of USPS Employee Verifying Mail	19b. Employee's Telephone
	14. Verified at DMU (Mailer's plant) BMEU S. Permit Number	16. Postage Payment Method	20. Signature of Verifying Employee	22. Date (Round) Stamp
	17. Total Pieces	(Except for Periodicals) Permit Stamped Meter	21a. Contact's Name (If other th verifying employee)	an
	18. Total Weight of Mailing		21b. Contact's Telephone	
	23. Comments			
	24. Destination Office (City, state, Z facility, write "BMC" as well)	iP+4. If mail will be entered at a BMC	31. Comments	
	25a. USPS Receiving Employee's Name	25b. USPS Receiving Employee's Signature		
	26. Date of Arrival	27. Time of Arrival	32. Scan the barcode upon recie	ept
	28. Date of Departure	29. Time of Departure		
	30. Load Condition Irregularities (C Pallets Too Tall (T) Broken Pallets (B) Packages on BMC Pallets Not N Separations Do Not Match 8017 Container Counts Do Not Match	□ Load Unsafe (U) □ Overweight Pallets (O) fachinable (M) s (P) □ Courtesy Pallets (I)		

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Origin Post Office Section

The Origin Post Office section is filled out by the originating USPS personnel to indicate that the shipment has been verified. This section contains the appointment specific information, including the postage payment method, total pieces of mail, and total weight of the mailing.

The PS Form 8017 is displayed below with the Origin Post Office section highlighted.

	pedited Plant-Load Shi				
1	1. Mailer's Name		2. Mailer's Contact Name	3. Mailer's Contact Telephone	
32	4. Origin Plant Location (City, State, ZIP+4)		5. Total Gross Weight of Shipment		
	6. Class of Mail First-Class [®] /Priority Mail Package Services Periodicals Standard Mail	 Product or Publication Titles or Names 	8. Type of Mail Processing Category (Letters Automation C Flats Machinable P	compatible 🗆 Irregular Parcels	
	Number of Containers by Type Pallets and Pallet Boxes: with pkgs. or bundles with trays 10. Comments		Non-Pailetized Containers: bundles trays	sacks parcels other (describe):	
2	11. Appointment Number		12. FAST Scheduler ID		
	13. Origin Post Office (City, State, and ZIP+4)		19a. Name of USPS Employee Verifying Mail	19b. Employee's Telephone	
	14. Verified at DMU (Mailer's plant) BME		20. Signature of Verifying Employee	22. Date (Round) Stamp	
	15. Permit Number 17. Total Pieces	16. Postage Payment Method (Except for Periodicals) Permit Stamped Meter	21a. Contact's Name (If other than	-	
			verifying employee)		
-	18. Total Weight of Mailing		21b. Contact's Telephone		
	23. Comments				
	 Destination Office (City, state, a facility, write "BMC" as well) 	ZIP+4. If mail will be entered at a BMC	31. Comments		
	25a. USPS Receiving Employee's Name	25b. USPS Receiving Employee's Signature			
	26. Date of Arrival	27. Time of Arrival	32. Scan the barcode upon reciept		
	28. Date of Departure	29. Time of Departure			
	30. Load Condition Irregularities (<i>Check all that apply</i>) □ Palets Too Tall (T) □ Cod Unsafe (U) □ Broken Pallets (B) □ Overweight Pallets (C) □ Packages on BMC Pallets Not Machinable (M) □ Separations Do Not Match 8017s (P) □ Courtesy Pallets (I) □ Other (<i>Describe in "Comments" section 30.</i>)				

Destination Post Office Section

The Destination Post Office section is filled out by the USPS employee receiving the shipment to record the appointment arrival date and time, destination Facility information, load condition irregularities, and any content discrepancies. Content discrepancies are recorded in the Comments box in this section.

The PS Form 8017 is displayed below with the Destination Post Office section highlighted.

_	Instructions on Reverse	oment Clearance		
	1. Mailer's Name		2. Mailer's Contact Name	3. Mailer's Contact Telephone
	4. Origin Plant Location (City, State, ZIP+4)		5. Total Gross Weight of Shipment	
	6. Class of Mail First-Class [®] /Priority Mail Package Services Periodicals Standard Mail	 Product or Publication Titles or Names 	8. Type of Mail Processing Category Letters Automation Flats Machinable	Compatible 🗆 Irregular Parcels
	 Number of Containers by Type Pallets and Pallet Boxes: 		Non-Palletized Containers:	
MAILE	with pkgs. or bundles with trays	with sacks with parcels	bundles trays	sacks parcels other (describe):
	10. Comments			
	11. Appointment Number		12. FAST Scheduler ID	
	TT. Appointment rumber			
	13. Origin Post Office (City, State, and ZIP+4)		19a. Name of USPS Employee Verifying Mail	19b. Employee's Telephone
nomino	14. Verified at DMU (Mailer's plant) BMEU or Post Office		20. Signature of Verifying	22. Date (Round) Stamp
DIDITA	15. Permit Number	16. Postage Payment Method (Except for Periodicals) Permit Stamped Meter	. Employee	
AIRIN LOST OILING (MALIGIA AGUILON)	17. Total Pieces		21a. Contact's Name (If other than verifying employee)	
TCO-LI	18. Total Weight of Mailing		21b. Contact's Telephone	
ĥ	23. Comments			
,				
	 Destination Office (City, state, 2 facility, write "BMC" as well) 	IP+4. If mail will be entered at a BMC	31. Comments	
LOST OILLE	25a. USPS Receiving Employee's Name	25b. USPS Receiving Employee's Signature		
	26. Date of Arrival	27. Time of Arrival	32. Scan the barcode upon reciept	
nconi arion	28. Date of Departure	29. Time of Departure		
-	30. Load Condition Irregularities (Check all that apply) □ Pallets Too Tall (T) □ Load Unsafe (U) □ Broken Pallets (B) □ Overweight Pallets (S) □ Packages on BMC Pallets Not Machinable (M) □ Separations Do Not Match 8017s (P) □ Courtesy Pallets (I) □ Other (Describe in "Comments" section 30.)			

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The *PS Form 8017* may be downloaded in .PDF format through the United States Postal Service (USPS) intranet. The URL for the USPS intranet is <u>http://blue.usps.gov/</u>. Under the **Essential Links** left navigation menu, CLICK **Forms** to display the *Welcome to Forms Management, Policies & Procedures Information* page. Under the **Browse Forms** left navigation menu, CLICK *8000 – 8999*, and the *Postal Forms 8000 – 8999* page is displayed. The PS Form 8017 Expedited Plant-Load Shipment Record form may then be opened and downloaded in PDF format. This process is also discussed in module 10.0 – *Resources*.

9.2 Manage Closeout Information

The *Manage Closeout Information* section covers how to view One-Time or Recurring appointment closeout information. From the *Manage Closeout Information* page, the user has the option to search by Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility. The *Manage Closeout Information* page will refresh depending on the search option selected.

This section includes:

9.2.1 Search by Appointment ID9.2.2 Search by Customer Registration ID9.2.3 Search by Area9.2.4 Search by District9.2.5 Search by Facility9.2.6 View Closeout Information

The user begins the process from the *FAST Origin Entry* Landing page by clicking on the **Go>** button associated with **Manage Closeout Information**. The user then clicks the **Go>** button for **Manage Closeout Information** to display the *Manage Closeout Information* page.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays additional fields depending on which search option was requested.

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acility	Access and Shipme	ent Tracking (FAST)
Manage (Closeout Information	
Choose Se	arch Criteria	
Then click S	ect the search method and enter the search to locate the appointment.(ne required appointment information. * Required Fields) Submit >
Search by.	- Select One -	
	Appointment ID Customer Registration ID Scheduler ID Area District	

9.2.1 Search by Appointment ID

When searching by Appointment ID, the user must select the "Appointment ID" option from the **Search by** drop-down box and click the **Submit** button to display the Appointment ID search area. The user may then enter one or more Appointment IDs and click the **Search** button to display a list of appointments for which the user may manage closeout information.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Appointment ID	Ten fields to enter up to ten Appointment IDs.
Cancel button	Directs the user to the Appointments Landing page.
Search button	Displays a table with all appointments associated with the entered Appointment ID(s).

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anage	Closeout Information	
Choose Se	earch Criteria	
	lect the search method and e Search to locate the appointr	enter the required appointment information. ment.(* Required Fields)
* Search by	Appointment ID	Submit >
	Appointment ID:	Appointment ID:

Search by Appointment ID



Perform the following steps on the *Manage Closeout Information* page to search by Appointment ID:

- 1. SELECT "Appointment ID" in the Search by drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the Appointment ID search area.
- 3. ENTER one or more Appointment IDs in the Appointment ID fields.
- **4.** CLICK the **Search** button to display a table with all appointments associated with the entered Appointment ID(s).

9.2.2 Search by Customer Registration ID

When searching by Customer Registration ID, the user must select the "Customer Registration ID" option from the **Search by** drop-down box and click the **Submit** button to display the Customer Registration ID search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.

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The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
*Customer Registration ID	Drop-down box listing the Customer Registration IDs from which the user may choose.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the City drop-down box. Only Cities with Postal Facilities that show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities associated to the City and State and populates them in the Facility drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code and populates it in the Facility drop-down box.
*Facility	Drop-down box containing Facilities associated with the selected City/State or NASS Code search criteria.
*Entry Type check boxes	Allows the user to select which Entry Type to search by: Destination entry or Origin Entry.
*Mail Class check boxes	Allows the user to select which Mail Class to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Appointments Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.

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Manage C	loseout Inform	ation		
Choose Se	arch Criteria			
		od and enter the requ appointment.(* Requi	ired appointment info red Fields)	rmation.
* Sea	rch by: Customer F	Registration ID	✓ Submit>	
* Cus Registrat	tomer on ID: Select Or	1e		~
* Selec F	t Date ange: 04/10/2009	то: 04/10/200	9	
State:	MA	View Cities >	NASS Code: 01z	Search >
City:	SPRINGFIELD	Search >		
* Facility:	01Z - SPRINGFIE	LD BMC 🔽		
* Entry * Mail •	Drop Ship			
	 ✓ All First-Class Standard Package Periodica 	Services		
Cancel				Search >

Search by Customer Registration ID



Perform the following steps on the *Manage Closeout Information* page to search by Customer Registration ID:

- 1. SELECT "Customer Registration ID" in the **Search by** drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the Customer Registration ID search area.
- 3. SELECT a Mailer from the Customer Registration ID drop-down box.
- 4. ENTER a Date Range in the Select Date Range fields.
- 5. SEARCH for a Facility by one of the following two ways:

To search for a Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.
- c. SELECT a City from the City drop-down box.
- d. CLICK the Search button, populating the Facility drop-down box.

To search for a Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the **NASS Code** field.
- **b.** CLICK the **Search** button, populating the **Facility** drop-down box.
- 6. SELECT a Facility from the Facility drop-down box.
- 7. SELECT Entry Type(s) by CLICKING on the appropriate Entry Type check boxes.
- 8. SELECT Mail Class(es) by CLICKING on the appropriate Mail Class check boxes.
- **9.** CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

9.2.3 Search by Area

When searching by Area, the user must select the "Area" option from the **Search by** drop-down box and click the **Submit** button to display the Area search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
*Area ID	Drop-down box listing the Area IDs by which the user may search.
Customer Registration ID	Drop-down box listing the Mailer by which the user may search.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
*Status check boxes	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the Appointments Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.

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Manage Clos	eout Information			
Choose Search	Criteria			
	e search method and h to locate the appoir			information.
* Search by:	Area	Ŧ	Submit >	
* Area ID:	4B - Northeast (B)	•		
Customer Registration ID:)
* Select Date Range:	10/14/2009 III To	10/14/2009		
Status:	V AII			
	🔲 Open			
	Closed			
	Cancelled			
	Unscheduled Arri	val		
	No Show			
	Rejected			
Cancel				(Search >)

Search by Area



Perform the following steps on the *Manage Closeout Information* page to search by Area:

- 1. SELECT "Area" in the **Search by** drop-down box.
- 2. CLICK the Submit button to refresh the page and display the Area search area.
- 3. SELECT an Area ID from the Area ID drop-down box.
- 4. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
- 5. ENTER a Date Range in the Select Date Range fields.
- 6. SELECT one or more Status(es) by CLICKING the Status check boxes.
- 7. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

9.2.4 Search by District

When searching by District, the user must select the "District" option from the **Search by** dropdown box and click the **Submit** button to display the District search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
*District ID	Drop-down box listing the District IDs by which the user may search.
Customer Registration ID	Drop-down box listing the Mailer by which the user may search.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
*Status check boxes	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the Appointments Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.

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Manage Clos	eout Information			
Choose Search	Criteria			
	e search method and enter the ch to locate the appointment.(*			ormation.
* Search by:	District	Ŧ	Submit >	
* District ID:	018 - Massachusetts	Ŧ		
Customer Registration ID:	FAST ALSO - 4433047			•
* Select Date Range:	10/14/2009 To: 10/14/	2009		
Status:	II AII			
	🔲 Open			
	Closed			
	Cancelled			
	Unscheduled Arrival			
	No Show Rejected			
	Rejected			
Cancel				Search >
				(contrary)

Search by District



Perform the following steps on the *Manage Closeout Information* page to search by District:

- 1. SELECT "District" in the **Search by** drop-down box.
- 2. CLICK the Submit button to refresh the page and display the District search area.
- 3. SELECT a District ID from the District ID drop-down box.
- 4. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
- 5. ENTER a Date Range in the Select Date Range fields.
- 6. SELECT one or more Status(es) by CLICKING the Status check boxes.
- 7. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

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9.2.5 Search by Facility

When searching by Facility, the user must select the "Facility" option from the **Search by** dropdown box and click the **Submit** button to display the Facility search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the City drop-down box. Only Cities with Postal Facilities that show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities associated to the City and State and populates them in the Facility drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code and populates it in the Facility drop-down box.
*Facility	Drop-down box containing Facilities associated with the selected City/State or NASS Code search criteria.
*Customer Registration ID	Drop-down box listing the Mailer by which the user may search.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
*Status check boxes	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the Appointments Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.

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Man	age Clos	eout Info	ormation			
Choo	se Search	h Criteria				
				enter the required ment.(* Required F		ormation.
	*	Search by:	Facility		✓ Submit	
There	e are two op	otions to se	arch for a fao	cility.		
1.	"View Citi selection "Search". dropdowr	ies". Cities in their res Facilities v n.	and Facilitie pective drop vithin the sel	State" and/or "City s within the selec downs. If the city lected city will be lity. If the NASS C	ted state will be is known, select available for sele	available for the city and click ection in the facility
	State:	MA	Ŧ	View Cities >	NASS Code:	Search
	City:	All Cities		(Search >)		
	* Facility:	015 - CEN	NTRAL MA	-		
	Regis	Customer stration ID: ate Range:	10/14/2009	To: 10/14/	/2009	
		Status:	Open Closed Cancelle	duled Arrival		
C	ancel					(Search >)
				III		F

Search by Facility



Perform the following steps on the *Manage Closeout Information* page to search by Facility:

- 1. SELECT "Facility" in the **Search by** drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the Facility search area.
- 3. SEARCH for a Facility by one of the following two ways:

To search for a Facility by State and City:

- a. SELECT a State from the State drop-down box.
- b. CLICK the View Cities button.

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- c. SELECT a City from the City drop-down box.
- d. CLICK the Search button, populating the Facility drop-down box.

To search for a Facility by NASS Code:

- a. ENTER a valid three to five character NASS Code in the **NASS** Code field.
- b. CLICK the Search button, populating the Facility drop-down box.
- 4. SELECT a Facility from the Facility drop-down box.
- 5. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
- 6. ENTER a Date Range in the Select Date Range fields.
- 7. SELECT one or more Status(es) by CLICKING the Status check boxes.
- 8. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

Appointment Summary Table

The Appointment Summary table displays at the bottom of the page upon executing a search on the *Manage Closeout Information* page. The Appointment Summary table lists key appointment information including the current Status of the appointment.



The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment Summary table	Table containing information about the requested appointments.
Appointment ID	The ID number of a given appointment.
Status	The Status of the appointment.
Date	The scheduled date of the appointment.
Time	The time of the appointment.
Scheduler Name	The name of the Scheduler.
Entry Type	The Entry Type of the appointment: Origin Entry or Destination Entry.
Mail Class	The Mail Class of the appointment.
Area	The name of the Area where the Facility resides.
District	The name of the District where the Facility resides.

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NASS Code	The NASS Code for the USPS Facility associated with the appointment.
USPS Facility	The name of the Facility at which the appointment is scheduled.

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9.2.6 View Closeout Information

The *Appointment Closeout* page displays when the user selects an Appointment ID hyperlink from the Appointment Summary table.

	Note: The Appointme associated to t
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Note: The Appointment ID will not appear as a hyperlink if the user is not associated to the Scheduler ID that created the appointment.



The fields and buttons on the *Appointment Closeout* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID #	The ID number of a given appointment. Select the Appointment ID hyperlink to view appointment information for the requested Appointment ID.
Current Status	The current Status of the appointment.
Scheduler ID	The ID associated with the appointment's Scheduler.
Scheduler Name	The name of the Scheduler of the appointment.
Customer Registration ID	The Customer Registration ID associated with the appointment.
USPS Facility Name	The name of the USPS Facility associated with the appointment.
USPS NASS Code	The NASS Code for the USPS Facility associated with the appointment.
Appointment Date/Time	The appointment's scheduled arrival date and time at the USPS Facility.
Surface Visibility Placard Scans	Indicates if the content was scanned and closed via the Surface Visibility system.
Times Total Pallet Count	The total pallet count that was entered into TIMES.
*New Status	Drop-down box listing the three Status options the user may choose: Closed, Open, or Rejected.
Submit button	Refreshes the <i>Appointment Closeout</i> page, displaying different options depending on the new Status the user selected.
Clear Closeout Information button	Clears closeout information, if selected. NOTE: This button is only available for appointments with an "Open" Status.
Arrival Date	The arrival date of the appointment.

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Arrival Time	The arrival time of the appointment.	
Unload Start Date	The date when the unload began.	
Unload Start Time	The time when the unload began.	
Unload End Date	The date when the unload was completed.	
Unload End Time	The time when the unload was completed.	
Vehicle ID	The ID number of the vehicle which transported the mail associated with the appointment.	
Mail Class	The Mail Class(es) of the appointment.	
*Appointment Irregularities section		
Appointment ID	Appointment ID 15 Appointment ID fields used to list the IDs of appointments with irregularities.	
* Mail Integrity and Load Irregularities	Allows the user to select mail integrity and load irregularities including: Altered Required Field on Form, Broken Pallets, Container Counts Do Not Match Form, Damaged Mail, Incorrect Appointment Type, Incorrect Class of Mail, Incorrect Entry Office, Incorrect Processing Category, Load Unsafe, Mailings are not Separated by Destination, Missing Appointment Number, Missing Origin Signature and/or Round Stamp, Missing Required Mailer Field on Form, No Form With Shipment, Other, Pallets Too Tall, Past in Home Date, Photo Copy of PS Form, Vehicle Size, None.	
Resolutions	Textboxes for a Resolution to be entered (when applicable):	
	1. Destination Contacted Origin	
	2. Driver Contacted Dispatch Office	
	3. Driver Reconciled Load	
	4. Irregularities Could Not Be Resolved on Dock.	
*Content Discrepancy section	Lists the fields to record differences between the content which was scheduled and the content which actually arrived.	
Bedloaded Tray Count	Field to input the count of Bedloaded Trays which arrived compared to what was expected.	
Bedloaded Parcel Count	Field to input the count of Bedloaded Parcels which arrived compared to what was expected.	
Bedloaded Sack Count	Field to input the count of Bedloaded Sacks which arrived compared to what was expected.	
Bedloaded Bundle Count	Field to input the count of Bedloaded Bundles which arrived compared to what was expected.	

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Pallets/Containers Containing Trays	Field to input the count of Pallets/Containers containing Trays which arrived compared to what was expected.
Pallets/Containers Containing Parcels	Field to input the count of Pallets/Containers containing Parcels which arrived compared to what was expected.
Pallets/Containers Containing Sacks	Field to input the count of Pallets/Containers containing Sacks which arrived compared to what was expected.
Pallets/Containers Containing Bundles	Field to input the count of Pallets/Containers containing Bundles which arrived compared to what was expected.
Comments	Field to input additional comments about the appointment closeout.
Cancel button	Cancels the appointment closeout process and directs the user to the FAST Origin Entry Landing page.
Return to Search button	Directs the user to the Manage Closeout Information page.



Note: The user may also access the *Appointment Closeout* page from the *JIT One-Time Information* page by clicking the **Closeout** button. Refer to section 6.2.1 – *JIT One-Time Appointment Search* for more information.

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	USPS Facility Name USPS NASS Code	: 100		
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10.0 Reports

USPS customers have access to the two reports listed below within the Origin Entry module of FAST.

The Reports module includes:

10.1 Appointment Status Report – Origin Entry – Displays appointments for a designated Origin Entry Facility or Scheduler by the specific appointment Status type and time period.

10.2 Closeout Data Report – Origin Entry – Allows users to enter One-Time appointment or Recurring appointment information and view the corresponding appointment closeout information.

10.1 Appointment Status Report – Origin Entry

The Appointment Status Report – Origin Entry displays appointments for a designated Origin Entry Facility by the specific appointment Status type and time period. The user may elect to view a specific appointment's Status by entering a specific Appointment ID. To view a group of appointments, the user must select at least one of the appointment Status options, which include Open, Closed, Cancelled, No Show, and Rejected, and then search for an Origin Entry Facility.

This section includes:

10.1.1 View the Appointment Status Report – Origin Entry

10.1.2 Access the JIT One-Time Appointment Information Page

10.1.1 View the Appointment Status Report - Origin Entry

The user begins the process from the *FAST Origin Entry* Landing page by clicking on the **Go**> button associated with **Reports**. The user then clicks on the **Go**> button for **Appointment Status Report – Origin Entry** to display the *Appointment Status Report – Origin Entry* page. The user must enter an Appointment ID or select an appointment Status, Date Range, Report View, Origin Entry Facility, and Mail Class.



The fields and buttons on the *Appointment Status Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	Field to input the Appointment ID.
Appointment Status check boxes	Allows the user to select which appointment Statuses to search for: Open, Closed, Cancelled, No Show, and Rejected.
*Select Date Range	Selects the date range to search for the specified appointments. The start date is restricted to ninety days prior to the current date. The end date must no greater than fourteen days in the future.
Customer Registration ID	Drop-down box listing the Mailers.

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*Report View	Drop-down box that is locked on "By Origin Facility."
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the City drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities located in the selected State/City and populates the Origin Entry Facility drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facilities associated with the NASS Code and populates the Origin Entry Facility drop-down box.
*Origin Entry Facility	Drop-down box listing all Facilities associated with the selected State/City or NASS Code search criteria.
*Mail Class	Allows the user to select which Mail Classes to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Origin Entry Reports page.
Create button	Retrieves the appointment Status data for the entered criteria and displays the <i>Appointment Status Report – Origin Entry</i> page.

Appointment	Status Report - Origin Entry
Choose Search	Criteria
To view a single	annointment
	appointment.
Enter the A	
T	or
	e or more of the Status boxes, select the Scheduled Appointment Date Customer Registration ID, a Report View, and click the Create Report butto
	ed must be no more than 90 days in the past and span no more than 45 ate must be no more than 14 days in the future.
There are two op	tions to search for a facility.
"View Citi selection "Search". dropdowi	r the facility using the "State" and/or "City" field. Select a state and click es". Cities and Facilities within the selected state will be available for in their respective dropdowns. If the city is known, select the city and click Facilities within the selected city will be available for selection in the facilit n. NASS Code for the facility. If the NASS Code is not known, use option 1.
Appointment ID	
or	
1910 1910 19	
Appointmen Status	
	Open
	Closed
	Cancelled
	No Show
	Rejected
* Select Date Range	e 10/14/2009 = To: 10/14/2009
* Custome Registration ID	FAST ALSO - 4433047
* Report View	E By Origin Facility
State:	Select One View Cities > NASS Search >
City:	Code:
* Origin Entry	
Facility:	
* Mail Class	
	All
	First-Class
	Standard
	Package Services Periodicals
< Cancel	Create >

Create an Appointment Status Report – Origin Entry



Perform the following steps on the *Appointment Status Report* – Origin Entry page to display the Appointment Status Report – Origin Entry:

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- 1. ENTER an Appointment ID in the **Appointment ID** field OR:
- 2. SELECT one or more Appointment Statuses by CLICKING on the appropriate Appointment Status check boxes.
- 3. ENTER a Date Range in the Select Date Range fields.
- SELECT a Mailer from the Customer Registration ID drop-down box, if applicable.
- 5. SEARCH for a Facility by State/City or by NASS Code in the Facility search area.
- 6. SELECT an Origin Entry Facility from the Origin Entry Facility drop-down box.
- 7. SELECT Mail Class(es) by CLICKING on the appropriate Mail Class check boxes.

8. CLICK the **Create** button to create the Appointment Status Report – Origin Entry.



Note:

The dates entered must be no more than ninety days in the past and span no more than forty-five days. The end date must be no more than fourteen days in the future.



The fields and buttons on the *Appointment Status Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment Status	The Status options selected as search criteria.
Origin Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Origin Facility NASS	The three to five character NASS Code associated to the Origin Entry Facility.
Date Range	The Date Range in which the appointments occur.
Mail Class	The Mail Class of the appointments.
Status Legend	The codes for the different appointment Status types: $CA = Cancelled$, $CL = Closed$, $NS = No$ Show, $O = Open$, $R = Rejected$.
Mail Class Code Legend	The codes for the different Mail Classes: FC-First Class, PS-Package Services, PER-Periodicals, STD-Standard.
Download into Excel	Prompts the user to open or save an Excel version of the report.
View Printable Version	Displays the printable version of the report.

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Appointment ID	The ID associated with the appointment. Each Appointment ID is a hyperlink to the <i>JIT One-Time Appointment Information</i> page, where the user may access more information about the appointment.
Scheduler Name	The Scheduler name associated with the appointment.
Origin Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Origin Facility NASS	The NASS Code for the Origin Entry Facility associated with the appointment.
Status	The Status for a given appointment.
Mail Class	The Mail Class for a given appointment.
Appointment Date	The scheduled date for a given appointment.
Appointment Time	The scheduled time for a given appointment.
Arrival Date	The actual arrival date of a given appointment.
Arrival Time	The actual arrival time of a given appointment.
Unload Start Date	The actual unload start date of a given appointment.
Unload Start Time	The actual unload start time of a given appointment.
Unload End Date	The actual unload end date of a given appointment.
Unload End Time	The actual unload end time of a given appointment.
Back button	Directs the user to the Appointment Status Report – Origin Entry page.

Appointment S	tatus Report	- Origin Entr	У						
Selected Criteri	a								
Appointn	ent Status: Ope	n, Closed							
Origin Fa	cility Name: ALB	ANY							
Origin Fa	cility NASS: 120								
I	ate Range: 10/0	1/2009 - 10/16/2	009						
Customer Reg	stration ID: 443	3047							
Schee	uler Name: FAS	T ALSO							
	Mail Class: First	-Class, Package	Services,	Periodic	als, Stand	dard			
Mail Class Co	de Legend: FC-I	= Cancelled, CL = First-Class, PS-P	'ackage S	ervices, F	PER-Perio	dicals, STD			
Mail Class Co For best results, d Export options: <u>Do</u>	de Legend: FC-I ownload this rej vnload into Exce	First-Class, PS-P port into Excel and I I 🖹 View Printal	ackage S nd print in ble Versio <u>Origin</u>	ervices, F 'Landsc D	PER-Perio	dicals, STD	-Stand		al
Mail Class Co For best results, d	de Legend: FC-I ownload this rej wnload into Exce	First-Class, PS-P port into Excel ar	ackage S nd print in ble Versio	ervices, F 'Landsc	PER-Perio	odicals, STD Ie.	-Stand	ard	
Mail Class Co For best results, d Export options: <u>Do</u> Appointment	de Legend: FC-I ownload this rej wnload into Exce <u>Scheduler</u>	First-Class, PS-P port into Excel and I A View Printal Origin Facility	ackage S nd print in ble Versio Origin Facility	ervices, F 'Landsc D	PER-Perio ape' mod <u>Mail</u>	dicals, STD e. Appointr	-Stand nent <u>Time</u>	Arriv Date	Time
Mail Class Co For best results, d Export options: Do Appointment D	de Legend: FC-1 ownload this re wnload into Exce <u>Scheduler</u> <u>Name</u> FAST ALSO	First-Class, PS-P port into Excel ai I I A <u>View Printa</u> <u>Origin Facility</u> <u>Name</u> ALBANY	ackage S nd print in ble Versio Origin Facility MASS 120	ervices, F 'Landsc <u>O</u> <u>Status</u> CL	PER-Perio cape' mod <u>Mail</u> <u>Class</u> FC, STD,	Appointr	-Stand nent <u>Time</u>	Arriv Date	Time
Mail Class Co For best results, d Export options: <u>Do</u> <u>Appointmen</u> <u>10</u> 900000106	de Legend: FC-I ownload this rej wnload into Exce <u>Scheduler</u> FAST ALSO wnload into Exce	First-Class, PS-P port into Excel ai (1) A <u>View Printa</u> Origin Facility Name ALBANY	ackage S nd print in ble Versio Origin Facility NASS 120 ble Versio	ervices, F 'Landsc Q Status CL	PER-Perio cape' mod <u>Class</u> FC, STD, PER, PS	e. Appointr Date 10/07/2009	-Stand nent <u>Time</u>	Arriv Date	Time

10.1.2 Access the JIT One-Time Appointment Information Page



A user may view the *JIT One-Time Appointment Information* page (described in module 7.2 – *Manage Existing JIT One-Time Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

10.2 Closeout Data Report - Origin Entry

The Closeout Data Report – Origin Entry allows the user to enter One-Time or Recurring appointment information and view those appointments' closeout information. When generating the Closeout Data Report – Origin Entry, the user has the option to search by Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number. The *Closeout Data Report – Origin Entry* page will refresh depending on the search option selected.

This section includes:

10.2.1 Search by Appointment
10.2.2 Search by Customer Registration ID
10.2.3 Search by Facility
10.2.4 Search by Publication
10.2.5 Search by Scheduler
10.2.6 Search by eFile Number
10.2.7 View the Closeout Data Report – Origin Entry

The user begins the process from the *FAST Origin Entry* Landing page by clicking the **Go>** button associated with **Reports**. The user then clicks the **Go>** button for **Closeout Data Report** – **Origin Entry** to display the *Closeout Data Report* – Origin Entry page.



The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Cancel button	Directs the user to the <i>Reports</i> Landing page.
Create button	Creates the Closeout Data Report – Origin Entry based on the specified criteria.

Closeout Data	Report - Origin Entry	
Choose Search	Criteria	
information	search method and enter the required a	
* Search by:	Select One Select One Appointment Customer Registration ID Facility Publication Scheduler eFile Number	Submit >) Create

10.2.1 Search by Appointment

When searching by Appointment, the user must select the "Appointment" option from the **Search** by drop-down box and click the **Submit** button to display the Appointment search area. The user may then enter an Appointment ID and click the **Create** button to display a list of appointments with their associated closeout data.



The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
*Appointment ID	Fields in which a valid Appointment ID may be entered.
Cancel button	Directs the user to the <i>Reports</i> Landing page.
Create button	Displays a table with all appointments associated with the entered Appointment IDs.

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Closeout Data	Report - Origin En	itry			
Choose Search (Criteria				
Please select the s nformation	search method and ente	er the requi	red appointmer	t	
Fo view appointme Request (SAR) ID a	nt data enter the Appoir and click the Create but	ntment Nur ton. (* Regi	nber or Shipper Jired Fields)	Appointment	
* Search by:	Appointment		♥ Submit>		
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Appointment ID:					
Cancel					Create

Search by Appointment



Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Appointment:

- 1. SELECT "Appointment" in the Search by drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the Appointment search area.
- 3. ENTER one or more Appointment IDs in the Appointment ID fields.
- 4. CLICK the Create button to display the Closeout Data Report Origin Entry.

10.2.2 Search by Customer Registration ID

When searching by Customer Registration ID, the user must select the "Customer Registration ID" option from the **Search by** drop-down box and click the **Submit** button to display the Customer Registration ID search area. The user may then select the Customer Registration ID from a drop-down box, enter a date range in the **Select Date Range** fields, select one or more Mail Classes, and click the **Create** button to display a list of appointments with their associated closeout data.



The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
*Customer Registration ID	Drop-down box listing the Customer Registration IDs from which the user may choose.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
*Mail Class	Allows the user to select which Mail Class to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the <i>Reports</i> Landing page.
Create button	Displays a table with all appointments associated with the selected search criteria.

Closeout Data Report	- Origin Entry
Choose Search Criteria	
Please select the search mo information	ethod and enter the required appointment
The dates entered must be end date may not exceed the	no more than 90 days in the past and span no more than 30 days. The e current date.
To view appointment data: F Create button (* Required Fie	lease select a Customer Registration ID and date range then click the los).
* Search by:	Customer Registration ID Submit>
* Customer Registration ID:	Select One
* Select Date Range:	03/27/2009 III * To: 04/01/2009 III
* Mail Class:	
	II All
	First-Class
	Standard
	Package Services
	Periodicals
Cancel	Create

Search by Customer Registration ID



Perform the following steps on the Closeout Data Report - Origin Entry page to search by Customer Registration ID:

- SELECT "Customer Registration ID" in the **Search by** drop-down box. 1.
- 2. CLICK the Submit button to refresh the page and display the Customer Registration ID search area.
- 3. SELECT a Mailer from the Customer Registration ID drop-down box.
- ENTER a valid date range in the **Select Date Range** fields. 4.
- SELECT one or more Mail Classes by CLICKING on the appropriate Mail Class 5. check boxes.
- 6. CLICK the Create button to display the Closeout Data Report – Origin Entry.

,		Note: The dates entered must be no more than ninety days in the past span no more than thirty days. The end date may not exceed the current date.
ί.	,	

Note: The dates entered must be no more than ninety days in the past and span no more than thirty days. The end date may not exceed the current date.

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10.2.3 Search by Facility

When searching by Facility, the user must select the "Facility" option from the **Search by** dropdown box and click the **Submit** button to display the Facility search area. The user may then enter the required search criteria and click the **Create** button to display a list of appointments with their associated closeout data.



The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Customer Registration ID	Drop-down box listing the Mailers from which the user may choose.
State	Drop-down box listing States from which the user may choose.
View Cities button	Refreshes the City drop-down box with Cities in the selected State.
City	Drop-down box listing Cities from which the user may choose.
Search button (City)	Refreshes the Origin Entry Facility drop-down box to list Facilities in the selected City.
*Origin Entry Facility	Drop-down box allowing the user to select the appropriate Facility. The user must search for the Facility by State/City or by NASS Code.
NASS Code	Field in which the NASS Code for a Facility may be entered.
Search button (NASS Code)	Refreshes the Facility drop-down box to list Facilities with the corresponding NASS Code.
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
*Mail Class	Allows the user to select which Mail Class(es) to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Reports Landing page.
Create button	Displays a table with all appointments associated with the entered Facility information.

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	ata Report - Origin Entry
Choose Sear	ch Criteria
Please select t	he search method and enter the required appointment
There are two o	pptions to search for a facility.
"View C selectio "Search dropdov	for the facility using the "State" and/or "City" field. Select a state and click ittles". Cities and Facilities within the selected state will be available for on in their respective dropdowns. If the city is known, select the city and click ". Facilities within the selected city will be available for selection in the facility wn. le NASS Code for the facility. If the NASS Code is not known, use option 1.
* Search	by: Facility
Custor Registration	
State: City: * Origin Entry Facility:	
* Select D Ran	ate 10/14/2009 III * To: 10/14/2009 III
* Mail Cla	All First-Class Standard Package Services
	Periodicals

Search by Facility



Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Facility:

- 1. SELECT "Facility" in the Search by drop-down box.
- 2. CLICK the Submit button to refresh the page and display the Facility search area.
- 3. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
- SEARCH for an Origin Entry Facility by one of the following two ways: To search for an Origin Entry Facility by State and City:

- e. SELECT a State from the State drop-down box.
- f. CLICK the View Cities button.
- g. SELECT a City from the City drop-down box.
- h. CLICK the Search button, populating the Origin Entry Facility dropdown box.

To search for an Origin Entry Facility by NASS Code:

- c. ENTER a valid three to five character NASS Code in the NASS Code field.
- d. CLICK the **Search** button, populating the **Origin Entry Facility** dropdown box.
- 5. SELECT a Facility from the **Origin Entry Facility** drop-down box.
- 6. ENTER a valid date range in the **Select Date Range** fields.
- 7. SELECT one or more Mail Classes by CLICKING on the appropriate Mail Class check boxes.
- 8. CLICK the Create button to display the Closeout Data Report Origin Entry.

10.2.4 Search by Publication

When searching by Publication, the user must select the "Publication" option from the **Search by** drop-down box and click the **Submit** button to display the Publication search area. The user may then enter the required search criteria and click the **Create** button to display a list of appointments with their associated closeout data.



The fields and buttons on the *Closeout Data Report* – *Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Publication Name	Field in which the user may enter a Publication Name.
USPS Publication ID	Field in which the user may enter a USPS Publication ID number.
Search button	Searches for a Publication based on the criteria entered in either the Publication Name or the USPS Publication ID field.
Publication	Drop-down box listing the Publication(s) a user may choose from based on the search criteria.

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Add button	Adds the selected Publication to the USPS Publication ID(s) list box [displays after the user has searched for a publication].
USPS Publication ID(s)	Lists the Publication(s) the user wishes to search for.
Remove button	Removes the selected Publication from the USPS Publication ID(s) list box [displays after the user has added a Publication to the USPS Publication ID(s) list box].
*Select Date Range	Field in which the user may enter a date in MM/DD/YYYY format.
*То	Field in which the user may enter a date in MM/DD/YYYY format.
Cancel button	Directs the user to the Reports Landing page.
Create button	Displays a table with all appointments associated with the selected search criteria.

Closeout Data Report - Origin Entry	
Choose Search Criteria	
Please select the search method and enter the required appointment information	
The dates entered must be no more than 90 days in the past and span no more than 30 days. The end date may not exceed the current date.	
To view appointment data please select USPS Publication ID(s) and Date Range then click the Create button. (* Required Fields)	
* Search by: Publication Submit >	
Publication Name: OR USPS Publication ID: 12345 Publication: FAST Weekly - 12345 Add >	
USPS Publication ID(s): FAST Weekly · 12345 Remove >	
* Select Date Range: 04/01/2009 = + To: 04/01/2009	
Cancel	Create

Search by Publication



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Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Publication:

- 1. SELECT "Publication" in the **Search by** drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the Publication search area.
- 3. ENTER a Publication Name in the **Publication Name** field. OR:
- 4. Enter a USPS Publication ID in the USPS Publication ID field.
- 5. CLICK the Search button to populate the Publication drop-down box.
- 6. SELECT a Publication from the **Publication** drop-down box.
- 7. CLICK the Add button to add the Publication to the USPS Publication ID(s) list box.
- 8. ENTER a valid date range in the Select Date Range fields.
- 9. CLICK the **Create** button to display the Closeout Data Report Origin Entry.



Note:

The dates entered must be no more than ninety days in the past and span no more than thirty days. The end date may not exceed the current date.

10.2.5 Search by eFile Number

When searching by eFile Number, the user must select the "eFile Number" option from the **Search by** drop-down box and click the **Submit** button to display the eFile Number search area. The user may then enter an eFile Number and click the **Create** button to display a list of appointments with their associated closeout data.



The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Search by	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
eFile Number	Fields in which a valid eFile Number may be entered.
Cancel button	Directs the user to the <i>Reports</i> Landing page.
Create button	Displays a table with all appointments associated with the entered eFile Number(s).

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Closeout Data Report - Origin Entry	
Choose Search Criteria	
Please select the search method and enter the required appointment information	
* Search by: eFile Number Submit>	
eFile Number:	
eFile Number.	
Cancel	Create

Search by eFile Number



Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by eFile Number:

- 1. SELECT "eFile Number" in the **Search by** drop-down box.
- 2. CLICK the **Submit** button to refresh the page and display the eFile Number search area.
- 3. ENTER one or more eFile Numbers in the eFile Number fields.
- 4. CLICK the Create button to display the Closeout Data Report Origin Entry.

10.2.6 View the Closeout Data Report - Origin Entry



The fields and buttons on the *Closeout Data Report* – *Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description		
<i>Header Data</i> (displays	Header Data (displays when searching by Appointment ID)		
Appointment ID	The ID number(s) selected in the search criteria.		
Header Data (displays when searching by Customer Registration ID)			
Scheduler Name	The Scheduler Name associated with the Customer Registration ID selected in the search criteria.		
Customer Registration ID	The Customer Registration ID selected in the search criteria.		
Date Range	The range of dates selected in the search criteria.		
<i>Header Data</i> (displays	Header Data (displays when searching by Facility)		
USPS Origin Entry Facility	The name of the USPS Origin Entry Facility selected in the search criteria.		
NASS Code	The three to five character NASS Code associated to the Origin Entry Facility selected in the search criteria.		
Locale Key	The Locale Key of the Origin Entry Facility selected in the search criteria.		
Date Range	The range of dates selected in the search criteria.		
Header Data (displays when searching by Publication)			
USPS Publication(s)	The name of the Publication(s) selected in the search criteria		
Date Range	The range of dates selected in the search criteria.		
Header Data (displays when searching by Scheduler)			
Scheduler Name	The name of the Scheduler selected in the search criteria.		
Scheduler ID	The ID of the Scheduler selected in the search criteria.		
Date Range	The range of dates selected in the search criteria.		
Mail Class	The Mail Class(es) selected in the search criteria.		

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Header Data (displays when searching by eFile Number)		
eFile Number	The eFile Number(s) selected in the search criteria.	
Mail Class	The Mail Class(es) selected in the search criteria.	
Header Data (common	to all Closeout Data Reports)	
Status Code Legend	The codes for the different appointment Status types: $CA = Cancelled$, $CL = Closed$, $NS = No$ Show, $O = Open$, $R = Rejected$.	
Mail Integrity Code Legend	The codes for the different Mail Integrities: $AF = Altered Required Field on Form$, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size.	
Mail Class Code Legend	The codes for the different Mail Classes: FC -First Class, PS-Package Services, PER-Periodicals, STD-Standard.	
Closeout Data Report	t List Table	
Appointment ID	The ID associated with the appointment. Each Appointment ID is a hyperlink to the <i>JIT One-Time Appointment Information</i> page, where the user may access more information about the appointment.	
Status	The Status for a given appointment.	
Scheduler ID	The ID associated with the appointment Scheduler, if chosen as a search option.	
Scheduler Name	The Scheduler Name for a given appointment.	
CRID	The Customer Registration ID associated with a given appointment.	
Mail Owner	The Mail Owner for a given appointment.	
Mail Preparer	The Mail Preparer for a given appointment.	
Publication Name	The Publication Name for a given appointment.	
USPS Origin Entry Facility	The USPS Origin Entry Facility for a given appointment.	
NASS Code	The three to five character NASS Code associated to the Origin Entry Facility for a given appointment.	
Locale Key	The Locale Key for a given appointment.	

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Appointment Date	The scheduled date for a given appointment.
Appointment Time	The scheduled time for a given appointment.
Arrival Date	The actual arrival date of a given appointment.
Arrival Time	The actual arrival time of a given appointment.
Unload Start Date	The actual unload start date of a given appointment.
Unload Start Time	The actual unload start time of a given appointment.
Unload End Date	The actual unload end date of a given appointment.
Unload End Time	The actual unload end time of a given appointment.
Mail Integrity	The mail integrity code of a given appointment.
Content Discrepancy	The content discrepancies associated with a given appointment.
Surface Visibility Placard Scans	Indicates whether or not Surface Visibility Placard Scans were used for a given appointment.
Closed by Surface Visibility	Indicates whether or not a given appointment was closed by Surface Visibility.
Mail Class	The Mail Class of a given appointment
News	Indicates whether or not a given appointment is News.
Scheduled Pallet/Container Count	The expected number of Pallets/Containers for a given appointment.
Actual Pallet/Container Count	The actual number of Pallets/Containers for a given appointment.
Scheduled Bedload Count	The expected number of Bedloads for a given appointment.
Actual Bedload Count	The actual number of Bedloads for a given appointment.
eFile Number	The eFile Number associated with a given appointment.
Back button	Directs the user to the Manage Closeout Information – Origin Entry page.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

u	JSPS Orig											
		in Entry	y Facility: 1	NEW YORK								
		NA	SS Code: 1	100								
		Log	cale Key: \	/19160								
		Dat	e Range: (5/31/2011	to 05/31/2	011						
	<u>Statu</u>	s Code	Legend : C	CA = Cance	lled, CL =	Closed	I, NS = No	Show, O = 0	Open, R	t = Rej	jected	
			C L S A = Legend : F	Class of Ma Load Unsaf Mailer Field Signature an Appointmen Photo Cop	ill, IO = Inc e, M = Mai on Form, nd/or Rou th Number by of PS Fo ass, PS-Pa	orrect E lings N ML = M nd Stan , O = Ott orm, VS ackage	Entry Office ot Separat ultiple App np, NF = N her, P = P = Vehicle Services,	PER-Period	ect Proc nation, I ed to Lo I Shipm all, PD =	essin MF = M ad, MS ent, N Past	g Categ lissing F 3 = Miss N = Miss in Hom	ory, L Requi ing O sing
				View Pr			63					
			Scheduler	Scheduler	CRID	Mail	Mail	Publication	USPS Origin	NASS	Locale	
App	ointment ID	Status	ĪD	Name	CRID	Owner	Preparer	Name	Entry Facility	Code	Key	App <u>Da</u>
	ointment ID 0551332	<u>Status</u> O	<u>ID</u> 20024	Name ETR TEST			<u>Preparer</u> N/A	<u>Name</u> N/A			<u>Key</u> V19160	Da
<u>91(</u>	<u>10</u> 0551332	0	20024	ETR TEST	10001215	N/A			Facility NEW			Da
<u>91(</u>	<u>10</u> 0551332	0	20024	name	10001215	N/A			Facility NEW			Da

Site Map	Customer Service	<u>Forms</u>	Gov't Services	<u>Careers</u>	Privacy Policy	Terms of Use	Business Customer Gateway
Copyright©	2010 USPS. All Right	s Reserved.	No FEAR Act EE	<u>EO Data FC</u>		Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity

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FAST Origin Entry Customer User Guide

11.0 Resources

The user has several processes they may exercise upon logging into the FAST application and accessing the FAST Origin Entry *Resources* page.

The Resources module includes:

11.1 Reference Documents – Describes how a user may access Release Notes, Job Aids, the FAST Origin Entry User Guide, and PS Forms.

11.2 Reference Documents – Describes how a user may download the different Drop Ship Product Files.

The user may access the processes associated with the above section from the *Welcome to FAST* page by clicking the **Origin Entry** link or the associated **Go>** button, followed by the **Go>** button associated with **Resources**. The **Resources** link takes the user to the Origin Entry *Resources* page.

11.1 Reference Documents

This section includes:

11.1.1 Links to Release Notes

11.1.2 Download the FAST Customer Job Aids

11.1.3 Download the FAST Origin Entry User Guide

11.1.5 Download the PS Form 8017 (Expedited Plant-Load Shipment Clearance and the PS Form 8026 (Expedited Shipment Agreement for Plant-Load Mailings)

The user begins the process from the *Resources* page. The user clicks the **Go**> button associated with **Reference Documents** to display the *Origin Entry Reference Documents* page.

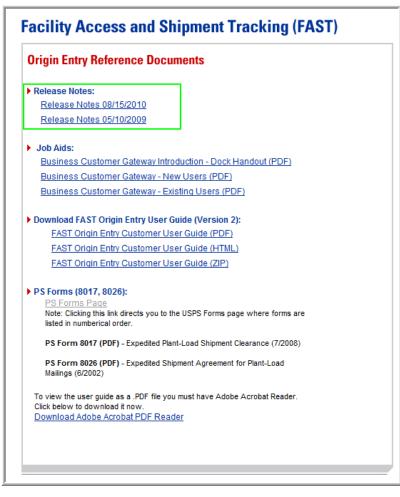


Note: To download or access any of the reference documents in .PDF format, the user must have Adobe Acrobat Reader. The user may download Adobe Acrobat Reader by clicking **Download Adobe Acrobat PDF Reader** on the *Origin Entry Reference Documents* page.

11.1.1 Links to Release Notes

The Origin Entry *Reference Documents* section includes links to release notes, allowing the user to download release notes for a specific date.

The Origin Entry Reference Documents page is displayed below with the Release Notes section highlighted.



11.1.3 Download the FAST Customer Job Aids

The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are three (3) files available for download: *Business Customer Gateway Instructions – Dock Handout, Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users.*

- Business Customer Gateway Instruction Dock Handout this document contains instructions to guide the user in registering for FAST, CSA and other services in the Business Customer Gateway.
- Business Customer Gateway New Users this document contains instructions to guide the user in registering for FAST in the Business Customer Gateway.
- **Business Customer Gateway Existing Users –** this document contains instructions to guide the user with the new Business Customer Gateway.

All the files are available in Adobe PDF format. To download any of the files, user simply rightclicks the desired link and selects "Save Target As..." A pop-up dialog will display asking the

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user to select where the file will be saved. Once the destination is determined, user clicks "Save" and waits for the download to complete.

The *Reference Documents* page is displayed below with the Origin Entry Customer Job Aids section highlighted.

Business Customer Gateway Introduction - Dock Handout (PDF) Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)	
Release Notes 05/10/2009 Job Aids: Business Customer Gateway Introduction - Dock Handout (PDF) Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF) FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
Job Aids: Business Customer Gateway Introduction - Dock Handout (PDF) Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF) Business Customer Gateway - Existing Users (PDF) Download FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF) Download FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF) Download FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
Business Customer Gateway - Existing Users (PDF) Download FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
Download FAST Origin Entry User Guide (Version 2): FAST Origin Entry Customer User Guide (PDF) FAST Origin Entry Customer User Guide (HTML)	
FAST Origin Entry Customer User Guide (HTML)	
PS Forms (8017, 8026): <u>PS Forms Page</u> Note: Clicking this link directs you to the USPS Forms page where forms are listed in numberical order.	
PS Form 8017 (PDF) - Expedited Plant-Load Shipment Clearance (7/2008)	
PS Form 8026 (PDF) - Expedited Shipment Agreement for Plant-Load Mailings (6/2002)	
To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now. Download Adobe Acrobat PDF Reader	

11.1.3 Download the FAST Origin Entry User Guide

The FAST Origin Entry User Guide is a document that explains the different features that the Origin Entry section of FAST provides to the user. It contains detailed instructions for the user on how to perform key functions within the *FAST Origin Entry* Landing page.

The FAST Origin Entry User Guide section describes the following processes:

- Downloading the User Guide in .PDF format
- Downloading the User Guide in .HTML format
- Downloading the User Guide as a .ZIP file

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FAST Origin Entry Customer User Guide



The fields and buttons on the *Origin Entry Reference Documents* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
FAST Origin Entry Customer User Guide (PDF) hyperlink	Link to access the FAST Origin Entry Customer User Guide in .PDF format.
FAST Origin Entry Customer User Guide (HTML) hyperlink	Link to access the FAST Origin Entry Customer User Guide in .HTML format.
FAST Origin Entry Customer User Guide (ZIP) hyperlink	Link to access the FAST Origin Entry Customer User Guide as a .ZIP file.

rigin Entr	Reference Documents		
Release Note	5:		
Release N	es 08/15/2010		
Release N	tes 05/10/2009		
Job Aids:			
Business (ustomer Gateway Introduction	- Dock Handout (PD	<u>F)</u>
Business (ustomer Gateway - New Users	(PDF)	
Business (ustomer Gateway - Existing Us	ers (PDF)	
Download FA	T Origin Entry User Guide (Ve	ersion 2):	
FAST Or	in Entry Customer User Guide	(PDF)	
FAST Or	in Entry Customer User Guide	(HTML)	
FAST Or	in Entry Customer User Guide	<u>e (ZIP)</u>	
PS Forms (8	17, 8026):		
PS Forms	Page		
) this link directs you to the USPS F perical order.	forms page where form	ns are
PS Form 8	17 (PDF) - Expedited Plant-Load Si	hipment Clearance (7/2	(800)
PS Form 8 Mailings (6/	26 (PDF) - Expedited Shipment Agi 002)	reement for Plant-Load	
Click below to	r guide as a .PDF file you must hav ownload it now.	ve Adobe Acrobat Rea	der.
Download Ac	be Acrobat PDF Reader		



CLICK the **FAST Origin Entry Customer User Guide (PDF)** hyperlink to be redirected to a page with the FAST Origin Entry User Guide in .PDF format.

CLICK the **FAST Origin Entry Customer User Guide (HTML)** hyperlink to be redirected to a page with the FAST Origin Entry User Guide in .HTML format.

CLICK the **FAST Origin Entry Customer User Guide (ZIP)** hyperlink to begin the download process for the .ZIP file. A new window will appear prompting the user to either open the WinZip file or save it to the computer.



Note:

To extract and open any of the WinZip files, the user must have the WinZip application.

11.1.4 Download the PS Form 8017 (Expedited Plant-Load Shipment Clearance) and the PS Form 8026 (Expedited Shipment Agreement for Plant-Load Mailings)

This section describes how the user may download the forms in .PDF format.

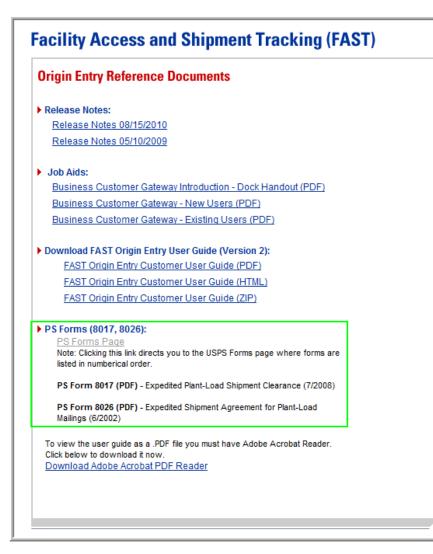


The fields and buttons on the Origin Entry Reference Documents page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
PS Forms Page hyperlink	Directs the user to the USPS Forms page.

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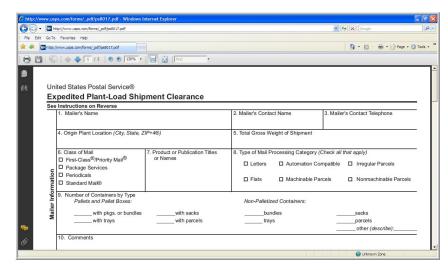


CLICK the **PS Forms Page** hyperlink to be redirected to the USPS Forms page. The user may then search for the PS Form 8017 or 8026 to download in .PDF format.

FAST Origin Entry Customer User Guide

PS Form 8017

The PS Form 8017 is used for expedited plant-load shipment clearance. The form in .PDF format is displayed below.



PS Form 8026

The PS Form 8026 is used for expedited shipment agreements for plant-load mailings. The form in .PDF format is displayed below.

Title	of Mailing or Publication (If applicable)	Plant Location			
Origi	in Post Office	Effective D Start Date	ates (Mo., Day, Year) End Date	Date of Agreement (Mo., Day, Year)	
4	caused in whole or in part by any event that oc except in accordance with DMM refund standa created by this agreement. The mailer agrees that all vehicles into which e postal facility for mailing will be loaded under th	rds. The mailer acknowled	lges that it has no cla ent mail is loaded for ervice personnel in ac	im or right to a refund transportation to a	T

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11.2 Drop Ship Product File Download

The *Drop Ship Product* page allows a user to download various drop ship product files. There are 10 different files that include:

- Address File The Drop Ship Address portion of the product contains USPS facility address and telephone information.
- **Supplemental Site File** The Drop Ship Supplemental Site portion of the product contains docking information, processing hours, and directions to the drop ship facilities.
- **Parcel File** The Drop Ship Parcel portion of the product contains ZIP Codes and processing hours.
- Mail Direction File The Drop Ship Mail Direction File lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates.
- Mail Direction File v2 The Drop Ship Mail Direction File v2 lists the DDU, SCF, ADC and NDC discount drop entry points (no default or redirection records) by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code, Effective Dates and applicable Truck Sizes (if specific). All non-DDU drop entry points will be linked to a corresponding Label in L601, L602, L004 or L005 Label Lists.
- Mail Direction File v3 The Drop Ship Mail Direction File v3 lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates. This version also lists each facility's SV scanning capability.
- CIN List File The Drop Ship CIN List File lists CIN Codes with their Mail Class, Mail Shape and Sort Type.
- **Drop Ship Delivery Unit Hours File** The Drop Ship Delivery Unit Hours File lists the Delivery Unit hours per Facility by Locale Key.
- Layout File The Layout File displays detailed information for each file located in the Drop Ship Product File Download page.
- BMEU File The BMEU File will display BMEU hours for all days of the week as well as the Drop Site Key for all facilities identified as a BMEU from FDB. Additional details for the BMEU can be found in the Address and Supplemental Site File (other files in the Drop Ship Product).
- **Critical Entry Time File** The Critical Entry Time (CET) file contains the nationally standardized CET times for all mail classes other than Periodicals. For Periodicals, this data is received from the MPOPS system per Facility within the FAST application.

The user may either download all of the files at once by selecting the **All File** download button or they may download each file individually.

The user begins the process from the *Resources Landing* page. The user CLICKS the **Drop Ship Product File Download** link, or associated **Go>** button to display the *Drop Ship Product File Download* page. The user may then select which file to download and CLICK the associated **Download** button.

		Is and buttons on the <i>Drop Ship Product File Download</i> page are described A snapshot of the page is displayed after the field description.
•	Download (All Files)	Begins the downloading process of all files in the Drop Ship Product File.
	Download (Address File)	Begins the downloading process of the Address File.

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Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Download (Supplemental Site File)	Begins the downloading process of the Supplemental Site File.
Download (Parcel File)	Begins the downloading process of the Parcel File.
Download (Mail Direction File)	Begins the downloading process of the Mail Direction File.
Download (Mail Direction File v2 File)	Begins the downloading process of the Mail Direction File v2.
<u>Download (Mail</u> <u>Direction File v3</u> <u>File)</u>	Begins the downloading process of the Mail Direction File v3.
Download (CIN List File)	Begins the downloading process of the CIN List File.
Download (Drop Ship Delivery Unit Hours File)	Begins the downloading process of the Drop Ship Delivery Unit Hours File.
Download (Layout File)	Begins the downloading process of the Layout File.
Download (BMEU File)	Begins the downloading process of the BMEU File.
Download (Critical Entry Time File)	Begins the downloading process of the Critical Entry Time File.

The Drop Ship Product File Download page is displayed on the following page.

FAST Origin Entry Customer User Guide

TED STATES TAL SERVICE®				Home Si	ign Out	Comment [J1]: Upd for MDF v3	ate Screensho
		Facility Ac	cess and Ship	pment Tracking (F	AST]		
Appointmento	lity Access and S	Shipment Tra	cking (I	FAST)			
Facilities Profiles Reports	Ship Product File Dow	vnload					
Resources Dov	vnload File:						
hip Product File Download All Fi st Files Download	les	(as of 02/22/2010)	Download)			
the second se	ress File	(as of 01/25/2010)	Download)			
New Board Supp	plemental Site File	(as of 01/25/2010)	Download)			
Group List Parce	el File	(as of 01/25/2010)	Download)			
TE Returns Mail	Direction File	(as of 02/12/2010)	Download)			
in Entry Mail	Direction File v2	(as of 01/11/2010)	Download)			
upplier	List File	(as of 02/12/2010)	Download)			
TEM	Ship Delivery Unit Hours File		Download				
			Download				
	out File	(as of 09/16/2008)					
	U File cal Entry Time File	(as of 02/18/2010)	Download Download	2			
		{as of 02/22/2010}					
ner Service Eorma	Gov't Services Careers	Privacy Policy Terr	ts of Use	Business Customer Gr	atenay		
JSPS. All Rights Reserved.	No FEAR Act EEO Data FOI	A Posta	Inspectors rving the Trust	Promoting Integ	al Ry		
appear prompting th	nd button to begin the le user to either open about downloading fil	the zip file or sa	ve it to the	e computer. I			
Note:	open any of the Winz	Zin filos, the use					

FAST Origin Entry Customer User Guide

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12.0 Appendix

The Appendix module includes:

12.1 Security – Describes FAST security for customers.

12.1 Security

FAST Origin Entry uses various security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee that the appointment or Facility information a user wishes to view, create, or edit is accurate and has not been manipulated by unauthorized users.

FAST Origin Entry allows login by two main groups of users – internal and customer. Internal users are USPS employees and customer users are USPS customers. Internal users are required to register with eAccess to activate themselves in FAST.

This section includes:

12.1.1 New Customer Users 12.1.2 Existing Customer Users

12.1.1 New Customer Users

New FAST users who are customers of USPS must go through the Business Customer Gateway (BCG) to start the customer registration process. The Business Customer Gateway allows users to register for services available through the Gateway as well as to access general information and customer support links that are important in mail management.

The user begins the process by navigating to <u>http://www.usps.com/</u> and clicking the **Business Customer Gateway** hyperlink in the bottom right corner to access the *Business Customer Gateway* page. Click the **Sign Up** button to proceed to the *New User Sign Up* page.



The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description		
Existing Users sectio	Existing Users section		
*Username	Field to input the customer's Username.		
*Password	Field to input the customer's Password.		
I forgot my password hyperlink	Link to access the <i>Forgotten Password</i> page, where the user may reset his or her Password.		
Sign In button	Logs the user into the Business Customer Gateway with the credentials provided.		
New Users section			

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Sign Up button	Directs the user to	o the <i>New User</i>	⁻ Sign Up page.
	UNITED STATES		HOME GATEWAY HELP
	POSIAL SERVICE®		HOME I SHIEWAL I HELE
	Business Customer Gateway		
	Welcome to the Business Customer Gateway! W landing point to access the Postal Service's onlii Intelligent Mail Full Service Mailing. This includes Label Distribution System), and Mailer IDs (MID) services you need to manage your mailings. Nov	he business offerings. These cha PostalOnel, FAST (Facility Acces No more logging in and out on n v, your online experience will be o	nnels consist of the products that support is and Shipment Tracking), CLDS (Customer nultiple systems to access the business sentralized allowing you to be more efficient.
	For your ease of use, below is an interim list of p offering. As Intelligent Mail Full Service enhances displaying a full range of products and services f	, this Gateway will evolve to supp	
• 11	🛛 Design & Prepare		Login
	Intelligent Mail Services Mailer ID		Existing Users
	🗄 Mail & Transport		Please fill in the following information:
	Centralized Account Processing System (CA	PS)	(* Required case sensitive fields)





The fields and buttons on the *New User Sign Up* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Username	Field to input the customer's Username. A valid Username must contain a minimum of six characters.
*Password	Field to input the customer's Password. A valid Password must contain a minimum of eight characters and much include each of the following: one uppercase letter, one lowercase letter, and one number.
*Re-enter Password	Field to re-input the customer's Password.
*Question	Drop-down box listing the Questions the user may choose from.
*Answer	Field to input the Answer to the selected Question.
*Re-enter Answer	Field to re-input the Answer to the selected Question.

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	Directs the user to the <i>Business Customer Gateway</i> page, where the user may log in using his/her existing Username and Password.
Continue button	Directs the user to the Profile Account Type page.

New User Sign Up	
Please fill in the following information: (* Required cas	se-sensitive fields)
Create a Password	
* Username	Minimum 6 characters
* Password	Minimum S characters, at least 1 uppercase, 1 lowercase, and 1 number
* Re-enter Password	Minimum 8 characters, at least 1 uppercase, 1 lowercase, and 1 number
Password Hint	
In case you forget your password, we'll ask you the	question below.
* Question What is you	r mother's maiden name? 💌
* Answer	
* Re-enter Answer	

Create a Username and Password



Perform the following steps on the *New User Sign Up* page to create a Username and Password for a new user in the Business Customer Gateway:

- 1. ENTER a valid Username in the Username field.
- 2. ENTER a valid Password in the Password field.
- 3. ENTER the same Password in the Re-enter Password field.
- 4. SELECT a Question from the **Question** drop-down box.
- 5. ENTER the Answer to the selected Question in the **Answer** field.
- 6. ENTER the same Answer in the Re-enter Answer field.
- 7. CLICK the Continue button to proceed to the Profile Account Type page.

There are two types of accounts that the user may register for using the Business Customer Gateway:

• **Personal accounts** are best for the everyday mailing needs of the individual consumer, including buying stamps online, printing postage-paid labels with Click-N-Ship®, and changing an address.

• **Business accounts** meet all of these needs, but also offer additional business capabilities including ordering postage-paid Business Replay Mail and providing customers with more robust tracking and reporting services.



Note: Customers requesting access to FAST must select the "Business" account type.



The fields and buttons on the *Profile Account Type* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Personal radio button	If selected, registers the user for a Personal account.
*Business radio button	If selected, registers the user for a Business account. Note: Customers requesting access to FAST must select this account type.
Continue button	Directs the user to the Business Profile page.



Register for a Business Account



Perform the following steps on the *Profile Account Type* page to register for a Business account in the Business Customer Gateway:

- 1. CLICK the Business radio button.
- 2. CLICK the Continue button to proceed to the Business Profile page.

The *Business Profile* page allows the user to create a Company Profile, where the user may enter contact information and company information pertinent to his/her company.



The fields and buttons on the *Business Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description	
Contact Information section		
Title	Drop-down box listing the Titles from which the user may choose.	
*First Name	Field to input the user's First Name.	
Middle Initial	Field to input the user's Middle Initial.	
*Last Name	Field to input the user's Last Name.	
Suffix	Drop-down box listing the Suffixes from which the user may choose.	
Company Information	section	
*Company Name	Field to input the Company Name.	
*Country	Drop-down box listing the Countries from which the user may choose.	
*Address 1	Field to input the first line of the Address where the company resides.	
Address 2	Field to input the second line of the Address where the company resides, if applicable.	
*City	Field to input the City where the company resides.	
*State	Drop-down box from which the user may select the State where the company resides.	
*ZIP Code™	Field to input the ZIP Code where the company resides.	
*Business Phone	Field to input the company's Business Phone number.	
Ext	Field to input the Extension of the company's Business Phone number, if applicable.	
Business Fax Number	Field to input the company's Business Fax Number, if applicable.	
*Email	Field to input the user's Email address.	
*Re-enter Email	Field to re-input the user's Email address.	
Source Code	Field to input the Source Code, if provided by a USPS representative.	

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Other USPS programs, products, or services check box	Allows the user to opt to receive additional communications about other USPS programs, products, or services.
Products or services of USPS partners that you may find of interest check box	Allows the user to opt to receive additional communications about products or services of USPS partners that he/she may find of interest.
Back button	Directs the user to the Profile Account Type page.
Continue button	Directs the user to the <i>Address Confirmation</i> page or the <i>Company Profile Summary</i> page, depending on whether the address entered matches an address stored in the database.

usiness Profile		
Please create your Company Prof Please fill in the following informat		you to access helpful business tools. Isitive fields)
Contact Information		
Title * First Name Middle Initial * Last Name Suffix]
Company Information		
* Company Name		
* Country * Address 1	UNITED STATES	
Address 2		Apt, floor, suite, etc.
* City * State	Select One	V
* ZIP Code™ * Business Phone		Ext 10 digits required, no dashes or spaces
Business Fax Number		10 digits required, no dashes or spaces
* Email		
* Re-enter Email		
Source Code		Optional Field: Source Code only applies if provided by a USPS representative
	services you select. Send me additional infor	unicating with you about the USPS products or mation about: is, products, or services
		of USPS partners that you may find of interes
(<back)< td=""><td></td><td>Continue</td></back)<>		Continue

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Create a Business Profile



Perform the following steps on the *Business Profile* page to create a Business Profile in the Business Customer Gateway:

- 1. SELECT a Title from the **Title** drop-down box, if applicable.
- 2. ENTER the user's First Name in the First Name field.
- 3. ENTER the user's Middle Initial in the Middle Initial field, if applicable.
- 4. ENTER the user's Last Name in the Last Name field.
- 5. SELECT a Suffix from the Suffix drop-down box, if applicable.
- 6. ENTER the Company Name in the Company Name field.
- 7. SELECT a Country from the **Country** drop-down box.
- 8. ENTER the first line of the company's Address in the Address 1 field.
- 9. ENTER the second line of the company's Address in the Address 2 field, if applicable.
- 10. ENTER a City in the City field.
- 11. SELECT a State from the State drop-down box.
- 12. ENTER a ZIP Code in the **ZIP Code™** field.
- 13. ENTER a Business Phone number in the Business Phone field.
- 14. ENTER an Extension in the Ext field, if applicable.
- 15. ENTER a Business Fax Number in the Business Fax Number field, if applicable.
- 16. ENTER an Email address in the Email field.
- 17. ENTER the same Email address in the Re-enter Email field.
- 18. ENTER a Source Code in the Source Code field, if applicable.
- 19. CLICK the Other USPS programs, products, or services check box, if desired.
- 20. CLICK the Products or services of USPS partners that you may find of interest check box, if desired.
- **21.** CLICK the **Continue** button to proceed to the *Address Confirmation* page or *Company Profile Summary* page, depending on whether the address entered matches an address stored in the database.

Note:

It is extremely important for users wishing to affiliate to the same company to enter the company Name and address information accurately.

A Customer Registration ID (CRID) is a registration ID associated to a customer and assigned to a company name at an address. Too much variance in company information will result in different CRIDs, and consequently company users will not be linked to the same business entity.

Business Service Administrators (BSAs) are the key contacts for the management of a selected service at a business location. They need to ensure that their company users apply with the exact company information that has been entered for the desired location.

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If the address entered on the *Business Profile* page does not match an address currently stored in Business Customer Gateway database, the user will be prompted to either use the address as it was entered or to return to the *Business Profile* page to enter a new address.



The fields and buttons on the *Address Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Address Line 1	The first line of the Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Postal Code	The Postal Code where the company resides.
Use the address as I entered it radio button	Uses the address that was entered on the Business Profile page.
Return to the profile edit screen and enter a new address radio button	Directs the user to the <i>Business Profile</i> page, where he/she may enter a new address.
Continue button	Directs the user to the <i>Company Profile Summary</i> page or the <i>Business Profile</i> page, based on the option selected.



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Confirm the Address Entered on the Business Profile Page



Perform the following steps on the *Address Confirmation* page to confirm the address entered:

If the user would like to continue with the address entered

- 1. CLICK the Use the address as I entered it radio button.
- 2. CLICK the **Continue** button to proceed to the *Company Profile Summary* page. If the user would like to go back and edit the address
- 1. CLICK the Return to the profile edit screen and enter a new address radio button.
- 2. CLICK the **Continue** button to proceed to the *Business Profile* page and enter a new address.
- **3.** ENTER the new address information into the appropriate fields on the *Business Profile* page.
- 4. CLICK the **Continue** button to proceed to the Address Confirmation page.
- 5. CLICK the Use the address as I entered it radio button.
- 6. CLICK the Continue button to proceed to the Company Profile Summary page.

The *Company Profile Summary* page displays your Company Account Information, Company Profile Information, and Communication Preferences.

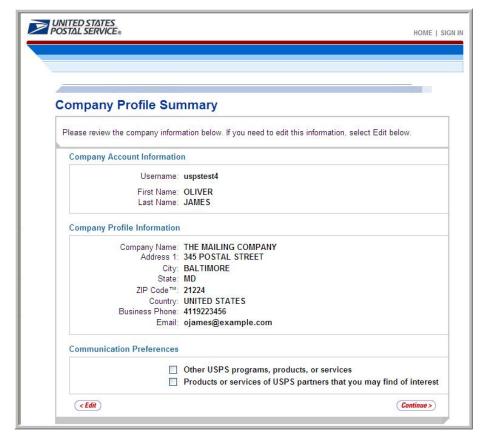


The fields and buttons on the *Company Profile Summary* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Username	The Username of the customer.
First Name	The First Name of the customer.
Last Name	The Last Name of the customer.
Company Name	The Name of the company.
Address 1	The first line of the Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
ZIP Code™	The ZIP Code where the company resides.
Country	The Country where the company resides.
Business Phone	The Business Phone number of the company.

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Email	The Email address of the customer.
Other USPS programs, products, or services check box	Indicates whether or not the user has selected to receive communications about other USPS programs, products, or services.
Products or services of USPS partners that you may find of interest check box	Indicates whether or not the user has selected to receive communications about products or services of USPS partners that he/she may find of interest.
Edit button	Directs the user to the Business Profile page.
Continue button	Directs the user to the Privacy Act page.



Confirm Company Profile Summary Information



If the information displayed on the *Company Profile Summary* page is correct, CLICK the **Continue** button to proceed to the *Privacy Act* page. If the information needs to be edited, CLICK the **Edit** button to be directed to the *Business Profile* page.

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On the *Privacy Act* page, the user must read and accept the Privacy Act before he /she may sign up for a Business Customer Gateway account.



The fields and buttons on the *Privacy Act* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Yes radio button	If selected, indicates that the user accepts the terms of the Privacy Act.
No radio button	If selected, terminates the user registration process.
Continue button	Directs the user to the <i>Select a Business Service</i> page or the <i>Business Customer Gateway</i> page, depending on whether the user has accepted the terms of the Privacy Act.

_	
Priva	acy Act
	signing up, you must read and accept the following Privacy Act. Acceptance means that you stand and consent to the terms.
	provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, and 404. We do not disclose your personal information to anyone, except in accordance with the Privacy Act.
	Authorized disclosures include limited circumstances such as the following:
	Do you agree to these terms? ④ Yes 〇 No

Accept the Terms of the Privacy Act



Perform the following steps on the *Privacy Act* page to accept the terms of the Privacy Act:

- 1. CLICK the Yes radio button.
- 2. CLICK the Continue button to proceed to the Select a Business Service page.

On the Select a Business Service page, the user will be able to request access for the FAST service.



The fields and buttons on the *Select a Business Service* page are described below. A screenshot of the page is displayed after the field descriptions,

Field/Button	Description
Locate service where	Drop-down box listing the criteria by which the user may search for a service.
contains	Field to input the search criteria.
Submit button	Searches for a service based on the entered search criteria.
Mail & Transport section	
Schedule a Mailing Appointment (FAST) hyperlink	Directs the user to the Select Business Locations page.

		<u> </u>	HOME GATEWAY	HELP SIGN O
<u></u>	Prof	le	Request Access	Request State
Select a Business Select a	ervice			
users to conduct business a apply for a business service	own on the Business Customer Gateway are group tivities for their companies. Click the details link for simply select one of the service links from the list b	more elow.		
	Service Name	cn.		
Locate service where	Service Name 💌 contains:	cn.	Subn	nit
Locate service where		cn.	Subr	nit
Locate service where Design & Prepare Mailer ID (details)		cn.	Subn	nit
Locate service where Design & Prepare Mailer D (details) Mail & Transport	Service Name 💌 contains:	cn.	Subr	nit
Locate service where Design & Prepare Mailer ID (details)	Service Name contains:		Subn	nit

Request Access to the FAST Service



CLICK the **Schedule a Mailing Appointment (FAST)** hyperlink to request access to FAST and proceed to the *Select Business Locations* page.

The FAST service must be associated with at least one business location. When using the FAST service, the user will have the ability to be associated with one or more business locations from his/her user profile. The *Select Business Locations* page displays the currently existing business location(s) that the user may associate with the FAST service.

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The fields and buttons on the *Select Business Locations* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
details hyperlink	Displays details about the associated service.
New Business Location button	Directs the user to the <i>Add a Service</i> page where the user may input new location information.
Existing Business Locations check boxes	Allows the user to select one or more Existing Business Locations to associate with the FAST service.
Business Name	The Name of the company.
CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
Cancel button	Directs the user to the Select a Business Service page.
Next button	Directs the user to the Add a Service page.

			Profile	e Request Access	Request Sta	atu
Selec	t Business Locatio	ons				
	online Business Service mu for the business location with		with at least one business loc if the service selected.	ation. This enables use	ers to access	
You	nave selected the following o	nline Business Se	irvice:			
Servio	e					
Cus Whei user	profile. If you would like to be	u will have the abi associated with a	Is) lity to be associated with one I business location that is not Jusiness location to your profi	shown in the table belo		
Cus When user selec After	n using this online service yo profile. If you would like to be t the "New Business Locatio you have identified all of your	u will have the abi associated with a n" link to add the t business locatior	lity to be associated with one (business location that is not	shown in the table belo le. selected business ser	ow, please	
Cus When user selec After selec	n using this online service yo profile. If you would like to be t the "New Business Locatio you have identified all of your	u will have the abi associated with a n" link to add the t business locatior	lity to be associated with one of business location that is not business location to your profiles location to your profiles.	shown in the table belo le. selected business ser select "Next".	ow, please	
Cus When user selec After selec	n using this online service yo profile. If you would like to be tt the "New Business Locatio you have identified all of your dting the checkbox next to eac	u will have the abi associated with a n" link to add the t business locatior	lity to be associated with one of business location that is not business location to your profiles location to your profiles.	shown in the table belo le. selected business ser select "Next".	ow, please vice by w Business Lo	ca
Cus When user selec After selec	n using this online service yo profile. If you would like to be at the "New Business Locatio you have identified all of your ding the checkbox next to eac usiness Locations Business	u will have the abi associated with a n° link to add the b business location ch location. After ch	ity to be associated with one of the business location that is not business location that is not ous iness location to your profiles, you may attach them to the ecking the desired locations,	shown in the table belo le. selected business ser select "Next".	ow, please vice by w Business Lo	Zij

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FAST Origin Entry Customer User Guide

Associate One or More Business Locations with the FAST Service



Perform the following steps on the *Select Business Locations* page to associate one or more Business Locations with the FAST service:

- 1. CLICK one or more of the check boxes to associate Existing Business Locations.
- 2. If the Business Location is not listed in the Existing Business Locations list table, CLICK the **New Business Location** button to add a Business Location to the table listing.
- 3. CLICK the **Next** button to proceed to the *Add a Service* page.

If the user needs to associate the FAST service with one or more locations which are not listed in the Existing Business Locations list table, he/she may click the **New Business Location** button to be directed to the *Add a Service* page.



The fields and buttons on the *Add a Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
*Company Name	Field to input the Company Name.
*Country	Drop-down box listing the Countries from which the user may choose.
*Address 1	Field to input the first line of the Address where the company resides.
Address 2	Field to input the second line of the Address where the company resides, if applicable.
*City	Field to input the City where the company resides.
*State	Drop-down box from which the user may select the State where the company resides.
*ZIP Code™	Field to input the ZIP Code where the company resides.
Cancel button	Directs the user to the Select a Business Service page.
Continue button	Directs the user to the <i>Address Confirmation</i> page or the <i>Select Business Locations</i> page, depending on whether the address entered matches an address stored in the database.

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			Profile	Request Access	Reques
Add a Servio	20				
Add a Servic	e				
Fill in the followi	ng information: (* Required fie	lds)			
Business Infor	metiani				
* Company Name	ination.				
		(000)			
* Country	UNITED STATES	*			
* Address 1					
Address 2					
* City					
* State	Select One	*			

Associate One or More Business Locations with the FAST Service



Perform the following steps on the *Select Business Locations* page to associate one or more Business Locations with the FAST service:

- 1. ENTER a Company Name in the **Company Name** field.
- 2. SELECT a Country from the Country drop-down box.
- 3. ENTER the first line of the company's Address in the Address 1 field.
- ENTER the second line of the company's Address in the Address 2 field, if applicable.
- 5. ENTER a City in the **City** field.
- 6. SELECT a State from the State drop-down box.
- 7. ENTER a ZIP Code in the **ZIP Code™** field.
- 8. CLICK the **Continue** button to proceed to the *Address Confirmation* page or the *Select Business Locations* page, depending on whether the address entered matches an address stored in the database.

After the user has finished selecting the Business Locations to be associated with the FAST service, the user must confirm the service being requested and the selected business locations for that service on the *Add a Service* page.



The fields and buttons on the *Add a Service* page are described below. A screenshot of the page is displayed after the field descriptions.

-	Field/Button	Description
	details hyperlink	Displays details about the associated service.
	Business Name	The Name of the company.

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CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
Back button	Directs the user to the Select Business Locations page.
Cancel button	Directs the user to the Select a Business Service page.
Confirm button	Directs the user to the <i>Business Service Administrator Approval</i> page or the <i>Business Customer Gateway</i> page, depending on whether there is already a Business Service Administrator for the selected location.

		Profi	e Request Access	s <u>Request St</u>
Add a Service				
Service				
Customer/Supplier Agreem	ents (CSAs) (d	etails)		
Business Locations Business Name	CRID	Address	City	State Zip

The FAST service requires a Business Service Administrator (BSA) to be in place to manage user access at a business location. If a Business Service Administrator has not been established, the *Business Service Administrator Approval* page will be displayed. If the user agrees to become the Business Service Administrator, the user registration process continues. If the user declines, his/her service request will go into a pending status until there is a Business Service Administrator for the FAST service at the user's business location. The request is held for ten days.



Note:

The first user requesting the service at a business location should be the person that will assume the Business Service Administrator responsibilities.



The fields and buttons on the *Business Service Administrator Approval* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
I certify that I have read and understand the foregoing check box	If selected, indicates the user has read and understood the terms and conditions of the BSA Agreement.
Business Name check boxes	Allows the user to select one more Business Names for which to become the Business Service Administrator.
Business Name	The Name of the company.
CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
No Thanks button	Declines the system's request for the user to become the Business Service Administrator, and places the request in a pending status.
Yes button	Agrees to the system's request for the user to become the Business Service Administrator.

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			Profile	Request Access	Reques	t Stat
Bu	isiness Service Admi	nistrator A	pproval			
į	It is a requirement for this online E user access for this business loc for this business location?					
	If you do not want to accept these becomes the BSA.	responsibilities,)	your access request will be plac	ed in a queue until an	other indivi	idual
Plea	ase review the following BSA Agre	ement				
	uirements within your company. 1		and approve an requests for co	and a contract of the contract		
• lev • (1- not Se not	cess to these services for your con Administrator Responsibility: Ad advating its users' logon IDs, and els to its users. Administrator Obligations: BSAS Administrator Personnel Change 800-522-9085) when a BSA leave tify the USPS Customer Service C vice and any other third-parties re tification.	ministrator will (a (b) be responsit will advise its us er Participant shal s employment at enter, participant esulting from the s	ble for assigning the appropriate ers of their obligations under thi II notify the USPS Customer Sen participants company. If particip is liable for any loss sustained I subscriber's failure to submit su	e access s agreement. vice Center pant fails to py the Postal ch		
• lev • (1- not Se not	Administrator Responsibility: Ad activating its users' logon IDs, and els to its users. Administrator Obligations: BSAs Administrator Personnel Chang 00-522-0035 when a BSA leave tify the USPS Customer Service C rvice and any other third-parties re tification.	ministrator will (a (b) be responsit will advise its us er Participant shal s employment at enter, participant esulting from the s	ble for assigning the appropriate ers of their obligations under thi II notify the USPS Customer Sen participants company. If particip is liable for any loss sustained I subscriber's failure to submit su	e access s agreement. vice Center pant fails to py the Postal ch	State	Z

Agree to Become the Business Service Administrator



Perform the following steps on the *Business Service Administrator Approval* page to agree to become the Business Service Administrator for one or more companies:

- 1. CLICK the I certify that I have read and understand the foregoing check box to agree to the terms and conditions of the BSA Agreement.
- 2. CLICK one or more of the check boxes next to the Business Names of the companies for which to become the Business Service Administrator.
- **3.** CLICK the **Yes** button to proceed to the *Business Service Administrator (BSA) Access Granted* page.

The Business Service Administrator (BSA) Access Granted page displays each of the business locations for which the user has agreed to become the Business Service Administrator.



The fields and buttons on the *Business Service Administrator (BSA) Access Granted* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description	
Business Name	The Name of the company.	
CRID	The Customer Registration ID number of the company.	
Address	The Address where the company resides.	
City	The City where the company resides.	
State	The State where the company resides.	
Zip	The Zip Code where the company resides.	
Continue button	Directs the user to the <i>Business Service Administrator Approval</i> page or the <i>Apply for BSA Fast Service</i> page, depending on whether there is already a Business Service Administrator for the selected location.	

				HOME GATE		1
	Profile	Request Access	<u>Request Status</u>	<u>Request Inbox</u>	Manage U	Iser Acc
Business Service A	dministr	ator (BSA) A	ccess Grant	ed		
Business Service A				ed		
	A privileges to			ed	State	Zip

Request Access to the FAST Service



CLICK the Continue button to proceed to the Apply for BSA FAST Service page.

If the company the user is applying for access to is not currently using *FAST* services, the user must create a new corporation to allow the company to serve as the headquarters/corporate office in *FAST*. If the user needs to associate the company to an existing corporation in *FAST*, he/she may locate the existing corporation using that corporation's Customer Registration ID.

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The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
CRID	The Customer Registration ID of the company.
Company Name	The Name of the company.
Address	The Address where the company resides.
Locate Corporation button	Directs the user to the <i>Apply for BSA Fast Service Page</i> where the user may enter a Customer Registration ID to locate an existing corporation in <i>FAST</i> .
Create Corporation button	Directs the user to the <i>Apply for BSA FAST Service</i> page where the user may confirm that the company will be created as the headquarters/corporate office in <i>FAST</i> .



Apply for BSA FAST Service



CLICK the **Locate Corporation** button to proceed to the *Apply for BSA FAST Service* page, where the user may enter a Customer Registration ID to locate an existing corporation in *FAST*.

OR:



CLICK the **Create Corporation** button to proceed to the *Apply for BSA FAST Service* page, where the user may confirm that the company will be created as the headquarters/corporate office in *FAST*.

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If the user needs to locate an existing corporation in *FAST*, the *Apply for BSA FAST Service* page will display, allowing the user to enter a Customer Registration ID number and search for a corporation.



The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Enter CRID	Field to input the existing corporation's Customer Registration ID.
Search button	Locates the existing corporation based on the specified Customer Registration ID.

	E	acility Access and Shipment Tracking
acility Acces	ss and Shipment Tracking (FAS	T)
Apply for BSA	FAST Service	
Please enter the e currently selected	xact Customer Registration Id (CRID) of the corporate entity to.	ntity using FAST services to associate
	Company Name: THE MAILING COMPANY	
	CRID: 10000703	
	Address 1: 901 POSTAL STREET	
	City: BALTIMORE	
	State: MD ZIP Code: 21224	
A CRID is a numer	ic identifier up to 15 digits.	
* Customer Regist		

Locate an Existing Corporation in FAST

Perform the following steps on the *Apply for BSA FAST Service* page to locate an existing corporation in *FAST*:

- 1. ENTER a Customer Registration ID number in the Enter CRID field.
- 2. CLICK the **Search** button to search for the existing corporation.

After the user has located an existing corporation, the *Apply for BSA FAST Service* page will display to prompt the user to confirm the corporation to be created as the headquarters/corporate office in *FAST*.



The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

w.						
•	Field/Button	Description				
	Confirm button	Confirms the existing corporation will be created as the headquarters/corporate office in <i>FAST</i> and directs the user to the <i>Business Customer Gateway</i> page.				
	Cancel button	Directs the user to the <i>Apply for BSA FAST Service</i> page, where the user may enter a Customer Registration ID to locate an existing corporation in <i>FAST</i> ,				



Associate the Existing Company as the Headquarters/Corporate Office in FAST.



CLICK the **Confirm** button to associate the existing corporation as the headquarters/corporate office in *FAST* and proceed to the *Business Customer Gateway* page.

If the user created a new corporation in *FAST* on the *Apply for BSA FAST Service* page, a similar screen will appear. For a detailed list of fields and buttons on this page, please reference the section above. A screenshot of the *Apply for BSA FAST Service* page is displayed below.

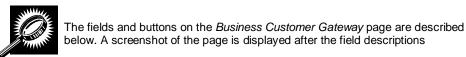


Create a New Corporation in FAST.



CLICK the **Confirm** button to create a new corporation in *FAST*, associate the corporation as the headquarters/corporate office, and proceed to the *Business Customer Gateway* page.

On the Business Customer Gateway page, the user may directly access the FAST service.



Field/Button	Description		
Mail & Transport Section			
Schedule a Mailing Appointment (FAST)	Link to access the Welcome to FAST page.		

≥ UNITED STATES POSTAL SERVICE®			HOME GATE	WAY HELP SIGN
Profile	Request Access	Request Status	Request Inbox	Manage User Ac
Business Customer Gateway This is the navigation page to access the s options will assist you in the steps of your r When you select a service you do not have	nailing, from design	and prepare to tran:	sport and tracking.	
		Yo	ur Account Set	tings
Design & Prepare Intelligent Mail Services Mailer ID			lcome JEANIE	
Mail & Transport Centralized Account Processing System Customer Label Distribution System (C CustomerSupplier Agreements (CSAs Electronic Data Exchange (PostalOnel) Electronic Data Exchange (PostalOnel) Schedule a Mailing Appointment (FAST Profile	2 <u>LDS)</u> 1	Us	Profile Request Access Request Status er Management Request Inbox Manage User Acc	
<u>Permit Profile (PostalOne!)</u>		Cu	stomer Suppor	1
	ervice	:	National Custome - RIBBS Service Updates ePubwatch Business Service eService Customer Suppor News & Informatio	Network (BSN) t Contacts

Access FAST from the Business Customer Gateway Page



CLICK the **Schedule a Mailing Appointment (FAST)** hyperlink to access the FAST service from the *Business Customer Gateway* page.



Note:

After completing the customer registration process, the user may not have access to all FAST functionality immediately. Please be patient as the system registers the new service request.

12.1.2 Existing Customer Users

Existing FAST users that logged into *PostalOne!* between March 30, 2009 and April 14, 2009 will automatically have their account information migrated to the new Business Customer Gateway. These users will be able to log directly into the new Gateway with their existing usernames and passwords.

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Existing FAST users that did not login during this time period will need to reset their passwords through the Business Customer Gateway.

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Page 2: [1] Delet	ed	JB4WB0	7/26/2011 1:52:00 PM
31, 202	Closeout Data Report-Origin Entry Screenshot	The Closeout Data Report-Origin Entry screenshot was update to display the following in the Integrity Code Legend: (PS) = Photo Copy of PS Form	
178	Appointment Irregularities section	The Appointment Irregularities section was added.	
178	Appointment ID	The Appointment ID field and description were added.	
178	Mail Integrity and Load Irregularities	updated to display th <i>None</i> irregularity	0
178	Content Discrepancy section	The Content Discre following: * (required)	pancy section was updated to display the
180	Appointment Closeout Screenshot	following: The Appointmen 15 checkboxes f irregularity <i>None</i> irregularity	ut screenshot was updated to display the t Irregularities section or the <i>Multiple Appts Associated to Load</i> <i>PS Form</i> irregularity
200	Mail Integrity Code Legend	Mail Integrity Code L following irregularity PS = Photo Cop	