eInduction User Guide for External Users

Version 1.0

January 13, 2013

Table of Contents

Change History

Date	Version	Section # - Updates
01/13/2012	1.0	Initial Submission

Section 1   eInduction

1.1   eInduction Reporting

eInduction Reporting consists of several report sets that allow users to view eInduction data, including both pre-induction and post-induction information.   Pre-induction data is defined as data that is available prior to a container arriving at USPS for eInduction (ex: eDoc information, appointment information). Post-induction data is defined as data that is available after a container arrives at USPS for eInduction (ex: scan information).

Additional information regarding eInduction can be accessed here:
https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/eInduction_Guide_for_Mailers.pdf
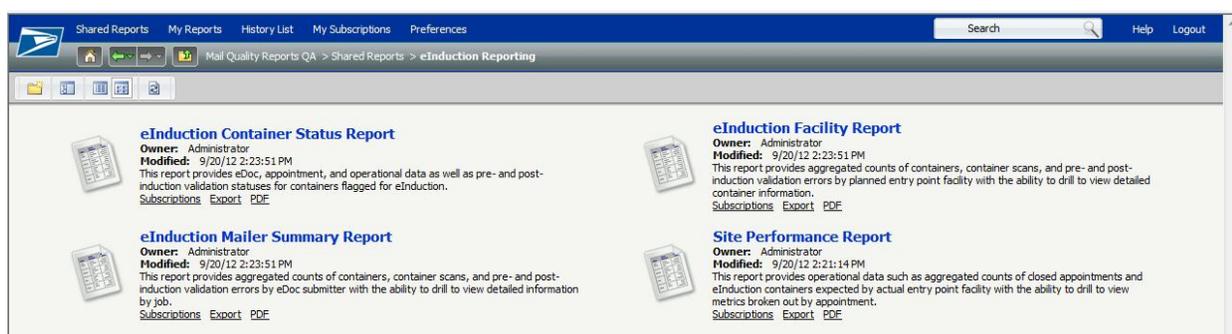
There are four external entry points to access eInduction data (noted in yellow "Folder Access" section below):

- eInduction Facility Report

- eInduction Container Status Report

- eInduction Mailer Summary Report

- Site Performance Report

There are several drills within these reports that add additional data-viewing capabilities (noted in green "Drill Access" section below). The reports are related in the following way:
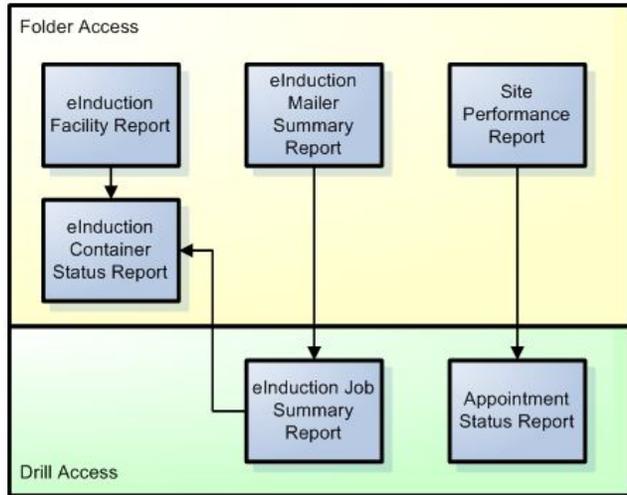
1.1.1 eInduction Facility Report

The eInduction Facility Report displays the aggregated counts of containers, container scans, and pre- and post-induction validation errors by entry facility.

The report prompts on the following:

1. Date Range: Required. Jobs are identified by the Postage Statement Mailing Date.

2. eDoc Submitter: Required. The CRID prompt will include all CRIDs associated to the user in the Business Customer Gateway.

Planned Entry Point Facility	# Containers Submitted for eInduction	# Containers Finalized/FPP for eInduction	# Containers Sent to SV	# Containers Sent to FAST	# Containers with SV Unload Scan	# Appointments with eInduction Containers Scanned	# Containers with eInduction Errors	% Containers with eInduction Errors
V24594 - WASHINGTON NDC	1	0	10	0	1	0	1	100.00%
V19160 - NEW YORK	5	0	0	0	3	0	3	60.00%
Total	6	0	10	0	4	0	4	66.67%

# Pre-Induction Unique Barcode Errors	# Barcode Format Errors	# Pre-Induction EPD Errors	# Missing Barcode Errors	# Pre-Induction Payment Errors	# Single Appointment Errors	# USPS Transported Appointment Errors	# Container Manifest Errors	# Pre-Induction Zone Based Errors	# Labeling List Errors
2	0	0	2	1	0	0	0	0	1
0	0	3	0	3	0	0	0	2	0
2	0	3	2	4	0	0	0	2	1

# Post-Induction EPD Errors	# Post-Induction Payment Errors	# Post-Induction Zone Based Errors	# FAST Appointment Errors	# Misshipped Containers	# SV Unscannable Errors	# Post-Induction Unique Barcode Errors	# Post-Induction Duplicate Barcode Errors	# Duplicate Containers within Appointments
0	0	1	0	1	0	1	3	1
0	0	0	0	0	0	2	1	0
0	0	1	0	1	0	3	4	1

Users have the ability to drill to the following reports:

- eInduction Container Status Report: View detailed container information for the selected facility.

1.1.2 eInduction Mailer Summary Report

The eInduction Mailer Summary Report displays the aggregated counts of containers, container scans, and pre- and post-induction validation errors by mailer.

The report prompts on the following:

1. Date Range: Required. Jobs are identified by the Postage Statement Mailing Date.

2. eDoc Submitter: Required. The CRID prompt will include all CRIDs associated to the user in the Business Customer Gateway.

eDoc Submitter	# Jobs	# Containers Submitted for eInduction	# Containers Finalized/FPP for eInduction	# Containers Sent to SV	# Containers Sent to FAST	# Containers with SV Unload Scan	# Containers with eInduction Errors	% Containers with eInduction Errors
20500634 - MDX AUTOINCENTIVE 1 (63106-4211)	1	8	0	0	0	0	8	100.00%
20500636 - MDX 2 AUTOINCENTIVE (63106)	2	8	0	0	0	0	8	100.00%
20488611 - MDXTESTER (63155-9903)	81	746	186	10	10	0	649	87.00%
Total	103	948	286	32	22	4	834	87.97%

# Pre-Induction Unique Barcode Errors	# Barcode Format Errors	# Pre-Induction EPD Errors	# Missing Barcode Errors	# Pre-Induction Payment Errors	# Single Appointment Errors	# USPS Transported Appointment Errors	# Container Manifest Errors	# Pre-Induction Zone Based Errors	# Labeling List Errors
0	0	0	0	8	0	0	0	0	8
0	0	0	0	4	0	0	0	0	8
6	0	302	0	579	99	99	99	119	444
8	0	306	2	663	99	99	99	121	619

# Post-Induction EPD Errors	# Post-Induction Payment Errors	# Post-Induction Zone Based Errors	# FAST Appointment Errors	# Misshipped Containers	# SV Unscannable Errors	# Post-Induction Unique Barcode Errors	# Post-Induction Duplicate Barcode Errors	# Duplicate Containers within Appointments
0	0	0	0	0	0	0	0	0
0	0	0	1	0	0	0	0	0
0	0	0	1	0	0	0	0	0
0	0	1	2	1	0	3	4	1

Users have the ability to drill to the following reports:

- eInduction Job Summary Report: View job information and eInduction metrics for the selected eDoc submitter.

1.1.3 eInduction Job Summary Report

The eInduction Job Summary Report displays the aggregated counts of containers, container scans, and pre- and post-induction validation errors by job for the selected mailer. The report is not accessible through prompts, and is only accessed by drilling from the eInduction Mailer Summary Report.

eDoc Submitter	Mailing Date	Job ID	User License Code	Customer Group ID	Mailing Group ID	# Containers Submitted for eInduction	# Containers Finalized/FPP for eInduction	# Containers Sent to SV
20490409 - STREAMLINED ACCEPTANCE (63101)	9/25/2012	105277OP	B052		409119	24	24	0
20490409 - STREAMLINED ACCEPTANCE (63101)	9/27/2012	SESM33AF	NET1		401289	10	0	0
20490409 - STREAMLINED ACCEPTANCE (63101)	10/10/2012	BVALID05	PHI1		401682	4	0	0
20490409 - STREAMLINED ACCEPTANCE (63101)	11/6/2012			VALID27	358063	3	0	0
20490409 - STREAMLINED ACCEPTANCE (63101)	11/6/2012			VALID27	361002	3	0	0
Total						59	27	10

# Containers Sent to FAST	# Containers with SV Unload Scan	# Containers with eInduction Errors	% Containers with eInduction Errors	# Pre-Induction Unique Barcode Errors	# Barcode Format Errors	# Pre-Induction EPD Errors	# Missing Barcode Errors	# Pre-Induction Payment Errors	# Single Appointment Errors
0	0	24	100.00%	0	0	0	0	0	0
0	0	10	100.00%	0	0	0	0	10	0
0	0	4	100.00%	0	0	0	0	4	0
0	0	3	100.00%	0	0	0	0	3	0
0	0	3	100.00%	0	0	0	0	3	0
10	0	44	74.58%	0	0	0	0	20	0

# USPS Transported Appointment Errors	# Container Manifest Errors	# Pre-Induction Zone Based Errors	# Labeling List Errors	# Post-Induction EPD Errors	# Post-Induction Payment Errors	# Post-Induction Zone Based Errors	# FAST Appointment Errors	# Misshipped Containers	# SV Unscannable Errors
0	0	0	24	0	0	0	0	0	0
0	0	0	10	0	0	0	0	0	0
0	0	0	3	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	37	0	0	0	0	0	0

# Post-Induction Unique Barcode Errors	# Post-Induction Duplicate Barcode Errors	# Duplicate Containers within Appointments
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

Users have the ability to drill to the following reports:

- eInduction Container Status Report: View detailed container information for the selected job.

1.1.4   eInduction Container Status Report

The eInduction Container Status Report can be accessed by drilling from the eInduction Facility Report or the eInduction Job Summary Report.

It can also be accessed directly through the following prompts:

1. Date Type: Required. User can select date type of Mailing Date (received from electronic documentation) or Actual Arrival Date (received from scan) to filter report results.

2. eDoc Submitter: Required. The CRID prompt will include all CRIDs associated to the user in the Business Customer Gateway.

3. Actual Entry Point Facility: Optional. User can select from Actual Entry Point Area, District, or Facility. This data is received from scan (not electronic documentation).

4. Appointment ID: Optional.

5. Container Barcode: Optional.

6. Job Identifier: Optional.

7. Origin Finance Number: Optional.

This report displays detailed container level information including several error indicators for pre- and post-induction validation errors.

Appointment ID	Appointment Scheduler	Planned Entry Point Facility	Actual Entry Point Facility	Planned Arrival Date/Time	Actual Arrival Date/Time
		001160 - NASHUA	UNKNWN - UNKNWN		
		001160 - NASHUA	UNKNWN - UNKNWN		
		001209 - INDIANAPOLIS MP ANNEX	UNKNWN - UNKNWN		
		001621 - ROCHESTER LADC	UNKNWN - UNKNWN		

Appointment Start Unload Date/Time	Appointment End Unload Date/Time	Container Unload Date/Time	Misshipped Error Indicator	Unscannable Error Indicator	eDoc Type	eDoc Version	Origin Finance Number	Origin City
					MAIL_DAT	12-2	010300	ANNISTON POST OFFICE
					MAIL_DAT	12-2	010300	ANNISTON POST OFFICE
					MAIL_DAT	12-2	010300	ANNISTON POST OFFICE
					MAIL_DAT	12-2	010300	ANNISTON POST OFFICE
					MAIL_DAT	12-2	010300	ANNISTON POST OFFICE

eDoc Submitter	Mail Preparer	Mailing Date	Mailing Group Open Date	Mailing Group ID	Job ID	User License Code
20488611 - MDXTESTER (63155-9903)	3591300 - Mail preparer name cannot be found	9/25/2012	10/3/2012 12:00:00 AM	401487	TESTFCAA	QUAD
20488611 - MDXTESTER (63155-9903)	3591300 - Mail preparer name cannot be found	9/25/2012	10/3/2012 12:00:00 AM	401487	TESTFCAA	QUAD
20488611 - MDXTESTER (63155-9903)		10/20/2012	11/1/2012 12:00:00 AM	413950	21111TST	M007
20488611 - MDXTESTER (63155-9903)		10/20/2012	11/1/2012 12:00:00 AM	413950	21111TST	M007
20488611 - MDXTESTER (63155-9903)	3591300 - Mail preparer name cannot be found	9/25/2012	10/3/2012 12:00:00 AM	401487	TESTFCAA	QUAD

Customer Group ID	eDoc Scheduled Induction Date	Deepest Discount Claimed	Mail Class	Processing Category	Container ID	Container Barcode	Finalized Indicator	Sent to SV Indicator	Sent to FAST Indicator
	3/26/2012 01:48:00 PM	DSCF	First Class	Letter	000065	99M10000000EI00338874	N		
	3/26/2012 01:48:00 PM	DSCF	First Class	Letter	000067	99M10000000EI00338876	N		
		DSCF	Standard	Flat	000016	99M200138000000000011	N		
		DNDC	Standard	Flat	000006	99M200138000000000004	N		
	3/26/2012 01:48:00 PM	DSCF	First Class	Letter	000055	99M10000000EI00338864	N		

Validation Status	Missing Barcode Validation	Barcode Format Validation	Unique Barcode Validation (Pre-Induction)	Payment Validation (Pre-Induction)	Single Appointment Validation	EPD Validation (Pre-Induction)	USPS Transported Appointment Validation	Container Manifest Validation	Zone Based Validation (Pre-Induction)	Labeling List Validation	Payment Validation (Post-Induction)
Fail	Pass	Pass	Pass	Fail	Pass	Fail				Fail	
Fail	Pass	Pass	Pass	Fail	Pass	Fail				Fail	
Fail	Pass	Pass	Pass	Fail	Pass	Fail				Fail	
Fail	Pass	Pass	Pass	Fail	Pass	Fail				Fail	
Fail	Pass	Pass	Pass	Fail	Pass	Fail				Fail	

EPD Validation (Post-Induction)	Zone Based Validation (Post-Induction)	Unique Barcode Validation (Post-Induction)	Duplicate Barcode Validation (Post-Induction)	Duplicate within Appointment Indicator	FAST Appointment Error Indicator	Container Release Status	Container Release Rejection Reason
	Pass				N		
	Pass				N		
	Pass				N		
	Pass				N		

Container Induction Status	Reload Indicator	Misscheduled Indicator	Missing Indicator	Extra Indicator
ACCEPTED	N			
ACCEPTED	N			
ACCEPTED	N			
ACCEPTED	N			

The eInduction Container Status Report does not have drilling capabilities.

1.1.5   Site Performance Report

The Site Performance Report displays the aggregated counts of operational data such as closed appointments and eInduction containers expected by actual entry point facility.

The report prompts on the following:

1. Date Type: Required. User can select date type of Mailing Date (received from electronic documentation) or Actual Arrival Date (received from scan) to narrow report results.

2. Actual Entry Point Facility: Optional. User can select from Actual Entry Point Area, District, or Facility. This data is received from scan (not electronic documentation).

3. eDoc Submitter: Required. The CRID prompt will include all CRIDs associated to the user in the Business Customer Gateway.

4. Appointment ID: Optional.

Actual Entry Point Facility	# Closed Appointments	# Containers Received	# eInduction Containers Expected	# Misshipped Containers	# Containers with Irregularities	Median Appointment Elapsed Time	# Containers Accepted	% Containers Accepted
000011 - SMITHRIDGE	0	25			154	4h 00m	4,978	100.00%
Total	0	25	0	0	154	4h 00m	4,978	100.00%

# Containers Rejected	% Containers Rejected	# Containers Reloaded	% Containers Reloaded	# Containers Misscheduled	% Containers Misscheduled	# Containers Missing	% Containers Missing	# Containers Extra	% Containers Extra	# Containers Duplicate in Same Appointment
2	8.00%		0.00%		0.00%		0.00%		0.00%	
2	8.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0

% Containers Duplicate in Same Appointment	# Containers Duplicate Across Appointments	% Containers Duplicate Across Appointments
0.00%		0.00%
0.00%	0	0.00%

Users have the ability to drill to the following report:

- Appointment Status Report: View appointment information and eInduction metrics for the selected actual entry point area, district, or facility.

1.1.6 Appointment Status Report

The Appointment Status Report can be accessed by drilling from the Site Performance Report. This report displays detailed appointment information as well as metrics pertaining to containers received, containers expected, misshipped containers, and containers with irregularities. The Appointment Status Report does not have drilling capabilities.

Appointment Scheduler	Appointment ID	Planned Entry Point Facility	Actual Entry Point Facility	Planned Arrival Date/Time	Actual Arrival Date/Time	Appointment Start Unload Date/Time
123456 - MSTR Demo CRID		000011 - SMITHRIDGE	000011 - SMITHRIDGE	9/28/2012 12:00:00 AM	9/28/2012 12:00:00 AM	9/20/2012 12:00:00 AM
123456 - MSTR Demo CRID		W23343 - CORPUS CHRISTI	Z13504 - ALBUQUERQUE ASF	9/16/2012 12:00:00 AM	9/17/2012 12:15:00 AM	9/17/2012 12:00:00 AM
123456 - MSTR Demo CRID		W23343 - CORPUS CHRISTI	Z13504 - ALBUQUERQUE ASF	9/16/2012 12:00:00 AM	9/19/2012 12:00:00 AM	9/19/2012 12:00:00 AM
123456 - MSTR Demo CRID		W23343 - CORPUS CHRISTI	Z13504 - ALBUQUERQUE ASF	9/17/2012 12:00:00 AM	9/18/2012 10:00:30 AM	9/18/2012 12:00:00 AM
123456 - MSTR Demo CRID		W23343 - CORPUS CHRISTI	Z13504 - ALBUQUERQUE ASF	9/17/2012 12:00:00 AM	9/20/2012 12:00:30 AM	9/20/2012 12:00:00 AM
Total						

Appointment End Unload Date/Time	Appointment Close Date/Time	Appointment Elapsed Time	Origin Finance Number	Origin City	eDoc Submitter	Mail Preparer	Mailing Date
9/21/2012 12:00:00 AM	9/28/2012 04:00:00 AM	04h 00m			123456 - MSTR Demo CRID	123456 - MSTR Demo CRID	9/17/2012
9/18/2012 12:00:00 AM	9/18/2012 02:00:00 AM	25h 45m			123456 - MSTR Demo CRID	123456 - MSTR Demo CRID	9/16/2012
9/20/2012 12:00:00 AM	9/20/2012 12:15:00 AM	24h 15m			123456 - MSTR Demo CRID	123456 - MSTR Demo CRID	9/16/2012
9/19/2012 12:00:00 AM	9/19/2012 10:15:00 AM	24h 14m			123456 - MSTR Demo CRID	123456 - MSTR Demo CRID	9/17/2012
9/21/2012 12:00:00 AM	9/21/2012 12:30:00 AM	24h 29m			123456 - MSTR Demo CRID	123456 - MSTR Demo CRID	9/17/2012

Mailing Group Open Date	Mailing Group ID	Job ID	User License Code	Customer Group ID	eDoc Scheduled Induction Date	# Containers Received	# eInduction Containers Expected	# Misshipped Containers	# Containers with Irregularities
9/17/2012 12:00:00 AM	323457	MK091701	A125	MSTR Demo CRID		25			154
9/16/2012 12:00:00 AM	223456	MK091601	A124	MSTR Demo CRID				3	
9/16/2012 12:00:00 AM	323456	MK091601	A124	MSTR Demo CRID		5,156		2	78
9/17/2012 12:00:00 AM	223457	MK091701	A125	MSTR Demo CRID		19			7
9/17/2012 12:00:00 AM	323457	MK091701	A125	MSTR Demo CRID					154
						5,200	0	5	393

# Containers Accepted	% Containers Accepted	# Containers Rejected	% Containers Rejected	# Containers Reloaded	% Containers Reloaded	# Containers Misscheduled	% Containers Misscheduled	# Containers Missing	% Containers Missing	# Containers Extra
4,978	100.00%	2	8.00%		0.00%		0.00%		0.00%	
54	N/A	6	N/A		N/A		N/A	15	N/A	
0	0.00%	5	0.10%		0.00%	4	0.08%	45	0.87%	
415	100.00%	5	26.32%		0.00%	45	100.00%		0.00%	
4,978	N/A	2	N/A		N/A		N/A		N/A	
10,425	100.00%	20	0.38%	0	0.00%	49	0.94%	60	1.15%	0

% Containers Extra	# Containers Duplicate in Same Appointment	% Containers Duplicate in Same Appointment	# Containers Duplicate Across Appointments	% Containers Duplicate Across Appointments
0.00%		0.00%		0.00%
N/A		N/A		N/A
0.00%		0.00%		0.00%
0.00%		0.00%		0.00%
N/A		N/A		N/A
0.00%	0	0.00%	0	0.00%