

Facility Access and Shipment Tracking (FAST) **Customer User Guide**

April 2013 Version 24.0

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1.0 Introduction

1.1 FAST Background

The Postal Service has identified the need to replace the Drop Shipment Appointment System (DSAS) and greatly enhance the appointment scheduling capabilities with the creation of the Facility Access and Shipment Tracking System (FAST). The main objective of FAST is to improve the dock efficiency time. FAST will provide advance notification of inbound mail volumes to Surface Visibility and will use scan data from Surface Visibility to automatically close and track appointments. FAST will also integrate with other USPS systems such as the Drop Ship Product and Facilities Database for a more streamlined data maintenance and distribution process to improve the current data latency and discrepancy issues that exist.

1.2 About This Guide

This guide describes how to use the FAST functions. The guide provides an explanation of search fields and reports, detailed instructions for completing searches and viewing report details, and helpful notes that will assist the user in maximizing FAST capabilities. This section describes the common conventions used throughout the guide and includes:

1.2.1 Icons

1.2.2 User Guide Font Indicators

1.2.1 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, buttons, and report columns found on each new page.



Look for the computer mouse icon to identify where **step by step instruction** begins. These steps detail the action the user must take to complete search fields and view detailed report information.

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

1.2.1 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 application. The following section provides detailed instructions for these practices which include:

1.3.1 Procedures

- Navigation
 - Top Navigation Bar
 - Left Navigation Bar
 - Go> Buttons
 - Previous Screen Hyperlink
 - Tables
 - Sorting Data
 - Pagination
 - View Printable Version
 - Downloading to Excel
- 1.3.2 Fields and Buttons
 - Select Date Range
 - Drop-Down Boxes
 - Search Button
 - Submit Button
 - Cancel Button
 - Back Button
- 1.3.3 Error Messages

1.3.1 Procedures

Navigation

There are several ways to navigate through the FAST application. The Top Navigation Bar allows 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 navigate between sections within the functional area they are currently using. The Previous Screen hyperlink, located within the report pages, allows the user to return to the page that brought them to the current page. More detailed information about navigation is found below.

Top Navigation Bar

The Top Navigation Bar allows 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 Bar is displayed below.

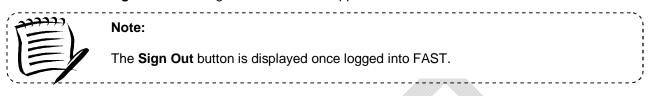
VINITED STATES POSTAL SERVICE®	Home Sign Out
	Facility Access and Shipment Tracking (FAST)

• CLICK the Facility Access and Shipment Tracking (FAST) link to return to the FAST Home area.

The USPS Home area features the USPS logo, a Home link, and a Sign Out link. This menu bar is highlighted below.

VINITED STATES POSTAL SERVICE®	Home Sign Ou
	Facility Access and Shipment Tracking (FAST)

- CLICK the **USPS logo** or the **Home** link to open the United States Postal Service website: USPS.com.
- CLICK the Sign Out link to sign out of the FAST application.



Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. 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 *Appointments Landing* page and the **Appointment** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is highlighted below.

Home | Sign Out

UNITED STATES POSTAL SERVICE.

	Facility Access and Shipment Tracking (FAST
Appointments ing Appointments	Facility Access and Shipment Tracking (FAST)
Facilities Profiles	Welcome to FAST
Reports Resources Origin Entry tomer / Supplier Agreements	FAST is a Postal Service [®] initiative that improves the drop shipment and Origin Entry appointment scheduling processes through allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the Postal Service and customers have end-to-end visibility of the mail product from entry to delivery.
TEM	Appointments
	Appointments contains functionality to create, manage, and closeout appointments. Unscheduled arrival functionality is also available in this module.
	Recurring Appointments
	Recurring Appointments contains functionality to create, manage, and review recurring appointments.
	Facilities
	Facilities contains functionality to view and manage physical and operating characteristics of USPS Facilities.
	Profiles
	Profiles contains functionality to view corporate and scheduler profile information such as name, address, and contact information.
	Reports
	Reports contains functionality to obtain information about facilities, schedules, appointments, and performance.
	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.
	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.
	Customer / Supplier Agreements
	Customer / Supplier Agreements contains functionality to view and download Customer / Supplier Agreements.
	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 MailXML. For additional information, please

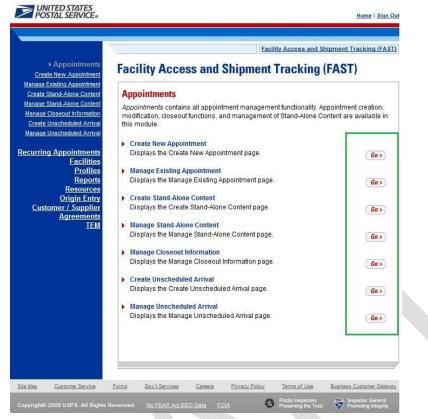
Left Navigation Bar options for each of the functional areas are listed below:

- The **Appointment** link includes the following sub-links: Create New Appointment, Manage Existing Appointment, Create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information, Manage Unscheduled Arrival
- The **Recurring Appointment** link includes the following sub-links: Request New Recurring Appointment, Manage Recurring Appointment/Request
- The Facility link includes the following sub-link: Facility Profile
- The **Profile** link includes the following sub-link: Corporate Profile
- The **Report** link includes the following sub-links: Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Appointment Rating Analysis Report, Closeout Data Report, Corporate Rating Report, Holiday and Contingency Report, Mail Direction Search, Recurring Appointment Performance Report, Slot Availability Report
- The **Resource** link includes the following sub-links: Reference Documents, Drop Ship Product File Download, Label List File Download, Message Board, What's New Board, View CIN List, View CIN Group List, MTE Returns
- The **TEM** link directs the user to Testing Environment for Mailers, where mock appointments can be created in order to test the application.

Go> Buttons

FAST displays a **Go>** button to the right of each functional area on the *FAST Login* page and *FAST Landing* pages, that takes 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 displayed below, the user is on the *Appointment Landing* page as indicated on the Left Navigation Bar. CLICKING the **Go>** button takes the user to the corresponding page.

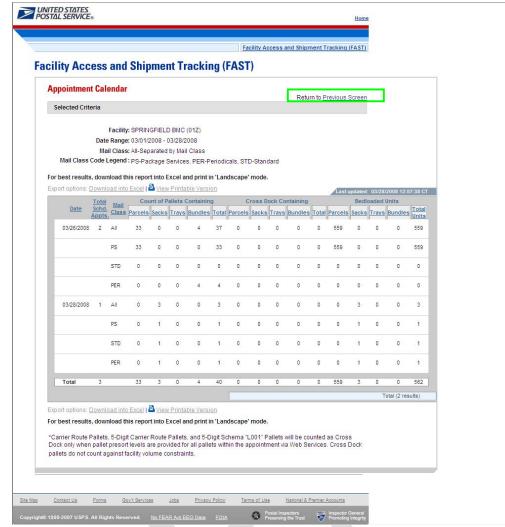


Previous Screen Hyperlink

FAST displays a Return to **Previous Screen** hyperlink at the top of the pages that takes the user back to the last page viewed.

Use the Return to **Previous Screen** hyperlink 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 displayed below, the user is on the *Appointment Calendar* page as indicated by the title. CLICKING the Return to **Previous Screen** link takes the user to the *Appointment Calendar Selection* page, which will contain the search criteria previously entered.





Note:

Any data that had been entered on the previous page is saved when the user clicks the Return to **Previous Screen** button.

Tables

Sorting Data

Each table displayed within FAST 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.



CLICK the heading of the column by which data is to be sorted. This sorts data in ascending order. The header will change from a blue underlined font to a red underlined font indicating the report has been sorted.

	Total			Pallets					Cross Do	ck			Bed	oaded	Units	
<u>Date</u>	Schd. Appts.	<u>Total</u>	Containing Parcels	<u>Containing</u> <u>Sacks</u>	<u>Containing</u> <u>Trays</u>	<u>Containing</u> <u>Bundles</u>	<u>Total</u>	<u>Containing</u> <u>Parcels</u>	<u>Containing</u> <u>Sacks</u>	<u>Containing</u> <u>Trays</u>	<u>Containing</u> <u>Bundles</u>	<u>Total</u> Units	Parcels	Sacks	<u>Trays</u>	<u>Bundles</u>
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
<u>03/31/2005</u>	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0

2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. The column heading will remain in the same red underlined font, but the report will be re-sorted.

	<u>Total</u>			Pallets					Cross Do				Bedl	loaded	Units	
Date	<u>Schd.</u> <u>Appts.</u>	<u>Total</u>	Containing Parcels	<u>Containing</u> <u>Sacks</u>	<u>Containing</u> <u>Trays</u>	Containing Bundles	<u>Total</u>	Containing Parcels	<u>Containing</u> <u>Sacks</u>	<u>Containing</u> <u>Trays</u>	Containing Bundles	<u>Total</u> Units	<u>Parcels</u>	<u>Sacks</u>	<u>Trays</u>	<u>Bundles</u>
03/28 2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0



Note:

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

Pagination

Reports in FAST may provide more data than may be displayed on one page. When this occurs, the user has the ability to view the other pages of the report. The total number of items displayed will also be shown.



- 1. CLICK the First link, Prev link, Next link or Last link to navigate to multiple pages, OR:
- 2. CLICK the hyperlinked page number in order to jump to the page. In the example on the following page, the user may CLICK the number 2. The page number that the user is currently on, number 1 in the example displays as a bold number.

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ate Range Ility Name Facility ID	MERRIC	ю4-11/10/200 Ж	4									
	o Excel 👌	View Printabl			ihowa	00	ncel Ahrs	Ca >2	ncel	Late.	Arrivala (Inscheduled
		ID Name	Apots			Court	5	Coun	1 5			Count
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<u>A100000</u>	012 Mailer 12	10015 MERRICH	(3	2	66.67%	0	.00%	0	.00%	٩	.00%	0
A100000	013 Mailer 13	10015 MERRICH	3	1	33.33%	0	.00%	0	.00%	٠	.00%	0
A100000	14 Mailer	10015 MERRICK	3	1	33.33%	٥	.00%	0	.00%	۰	.00%	1
A1000000	015 Mailer 15	10015 MERRICH	: 3	2	66.67%	0	.00%	0	.00%	1	33.33%	٥
A100000	016 Mailer 16	10015 MERRICA	6 3	٠	.40%	0	.00%	0	.00%	٠	.00%	2
A100000	017 Mailer 17	10015 MERRICH	3	٠	.00%	0	.00%	0	.00%	۰	.00%	1
A100000	018 Mailer 15	10015 MERRICA	6	2	33.33%	٥	.00%	1	16.67%	1	18.67%	1
A100000	19 Mailer 19	10015 MERRICA	6	3	50.00%	0	.00%	0	.00%	1	16.67%	2
A100000	020 Mailer 20	10015 MERRICK	•		10.0710	£	20.35%	0	.00%			
	20									Fin	at I Dr	ev Pag
saminad intr	Excel L	View Printable	v			_	_	_		FID	stipi	evirag



Note: Pagination only occurs in the report pages. The *Facility Profile Selection* page displays a list as a scrolling window.

Viewing a Printable Version and Printing

The user has the ability to print information provided by the FAST application. The user may view a version suitable for printing that removes the navigation bars and shows all the data that the report contains.



. CLICK the **View Printable Version** link. There are two links for **View Printable Version**, above and below the report table. The example may be found on the following page.

Total 1 2 9 12 1 24 0 0 0 0 3 17 4	Appoir	ntment C	alendar									Retu	m to Pre	vious 9	croon	
Date Range: 04/14/2008 - 04/18/2008 Mail Class: All Sort status: Advantage of the Excel and origin in Landscape' mode. Export options: Download this report into Excel and origin in Landscape' mode. Export options: Download into Excel Process Bock Containing Bedioaded Unit Applies Date Sock Stravs Bundles Total Parcets Sacks Travs Bundles Total Parcets Sacks Total	Select	ed Criteria	t ₎									rtota				
Total Count of all the strength of all the strengt of all the strength of all the strength of all the str	Ma For best	e Range: 04 nil Class: Al results, do	4/14/2008 - I ownload th	04/18/2 is repor	008 tinto Ex				scape'	mode.						12002
Appts Parcels Sacks Irays Bundles Iotal Parcels Iotal		To	tal Co	_				-	s D	ock Co	ntaining		Last		and a second sec	COLUMN DUE
Total 1 2 9 12 1 24 0 0 0 0 3 17 4 Total Export options: Download into Exce Image: Were printable Version For best results, download this report into Excel and print in 'Landscape' mode.	1			s Sacks	Trays	Bundles	Total	Parcels	Sacks	<u>Trays</u>	Bundles	Total	Parcels	Sacks	Trays	Bund
Export options: Download into Exce Yiew Printable Version For best results, download this report into Excel and print in 'Landscape' mode.	04/	18/2008	1 2	9	12	1	24	0	0	0	0	0	3	17	4	3
Export options: <u>Download into Exce</u>	Tot	al ′	1 2	9	12	1	24	0	0	0	0	0	3	17	4	3
For best results, download this report into Excel and print in 'Landscape' mode.									-						т	'otal (1
Dock only when pallet presort levels are provided for all pallets within the appointment via Web Services. Cross Dock pallets do not count against facility volume constraints.	For best *Carrier Dock on	results, do Route Pall ly when pa	ownload th ets, 5-Digit llet presort	is repor Carrier levels a	t into Ex Route P re provid	allets, a	i print ir and 5-D all palle	igit Sch	ema "L	001" Pa						

A new window appears, displaying a version suitable for printing.

An example of a printable version is displayed below.

FOS MAL SE	RVICE	D												Ē	Print	
ppointme	nt Cale	endar											F	Return t	to Previo	ous S
Selected Cri	teria															
		NGFIEL														
Date Rang Mail Clas		/2008 - 1	J4/18/2	2008												
Wall Clas	S. All															
or best res	ults, do	wnload	this	report	into E	xcel a	nd prin	nt in 'I	ands	cape' m	ode.					
	Total	Cou	unt of F	Pallets C	ontainii	ng	(Cross D	ock Co	ntaining	(₁		Bedl	oaded l	Jnits	
Date	Schd. Appts.	Parcels	Sacks	Trays	Bundles	s <u>Total</u>	Parcels	Sacks	Trays	Bundles	<u>Total</u>	Parcel	s Sacks	Trays	Bundle	s To Uni
04/18/200	3 1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	2
										0				4		27
Total or best res Carrier Route resort levels : onstraints.	Pallets,	5-Digit (Carrier	Route F	Pallets, :	and 5-F)igit Sch	nema "l	001" P	c <mark>ape' m</mark> allets wil	ll be co			s Dock)		en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa
or best res Carrier Route resort levels	ults, do Pallets,	wnload	l this Carrier	report Route F	into E	xcel a	nd pri i	nt in 'I nema "I	.ands	c <mark>ape' m</mark> allets wil	iode. Il be co	unted a	as Cross	s Dock)	only wh	en pa

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:

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

File E		
New		•
Open	Ctrl+O	
Edit		
Save	Ctrl+S	
Save As		
Page Setup		
Print	Ctrl+P	
Print Preview		
Send		۲.
Import and Export		
Properties		
Close		

Printed reports are almost identical to what is seen online in the printable version, with just two differences. First, printed reports do not show the Internet browser bar that is visible online. Second, reports print out in a clear format that does not display row shading.



Note:

View Printable Version includes any data that is on a different page due to pagination. It may be a lengthy report and print several pages. CLICKING the Return to **Previous Screen** hyperlink, on the printable version, will return the user to the Selection page.



Note:

If the printed report does not fit on a portrait page, change the orientation to landscape by CLICKING the **File** menu, selecting **Page Setup...**, and selecting the **Landscape** radio button.

Downloading to Excel

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



. CLICK the **Download to Excel** link. There are two links for **Download to Excel**, above and below the report table.

opointme	nt Cale	ndar									D -1			0							
elected Cri	teria										Retu	irn to <u>Pr</u>									
Date Rang Mail Clas best result	ss: All	2008 - ()4/18/20	008 into Ex				scape' n	node.												
port options.	Total		int of Pa	_				ross Do	ck Con	Itaining	1	Last		d: 04/1	4/2008 07 1 Units	42:39 0					
Date	Schd. Appts.	Parcels	Sacks	Trays	Bundle	s Total	Parcels	Sacks	Trays I	Bundle	s Total	Parcel	s Sacl	ts Tray	s Bundle	es Tota Unit					
04/18/2008	B 1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	27					
Total	1	2	9	12	1	24	0	0	0	0	0	3	17	4	3	27					
															Total (1 r	esult)					
r best result arrier Route ock only whe	Pallets,	oad this 5-Digit (resort le	report Carrier F evels ar	Route F	cel and allets, ded for	d print i and 5-D all palle	n 'Land	ema "L0	01" Pa												

Note: Download to Excel includes any data that is on a different page due to pagination.

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

?	Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open o save this file.
	File name:intmentCalendarContent.xls
	File type: Microsoft Excel Worksheet
	From: 170.248.232.40
	Would you like to open the file or save it to your computer?
	Open Save Cancel More Info

User Guide

If the user decides to save the report, the Save As window opens, prompting them to select the location on their computer in which to save the Excel spreadsheet. The Save As window is displayed below.

Save As	5				? 🗙	
Save in:	Besktop		G Ø	• 📰 🔊		
Recent	My Documents My Computer My Network Pl					
Desktop	Corp Rating2.					
My Documents						
My Computer						
	File name:	appointmentCalendarCon	tent xls		Save	,
My Network	Save as type:	Microsoft Excel Workshe	et		Cancel	

An example of a report that has been downloaded to Excel is displayed below.

	A	В	C	D	E	F	G	H		J	∣ K	L	M	N	0	P	Q
1 Ap	point	ment Calenda:	ır Re	eport													
2																	
3 Sele	ected Cr	riteria:															
4 USP	PS NAS	S Code: CINCINNAT	TI (110	01)													
5 Date	e Range	e: 03/27/2005 - 04/01	1/2005														
6																	
7					Pallet					Cross De				Bedloa			
6 7 8 Da	ate	Total Schd. Appts.	Total	Containing Parcels			Containing Bundles	Total	Containing Parcels			Containing Bundles	Total Units				Bundles
	ate 3/2005	Total Schd. Appts.	Total	Containing Parcels 44			Containing Bundles 44	Total 80	Containing Parcels			Containing Bundles 20	Total Units				Bundles 0
9 3/28		Total Schd. Appts. 1 1		Containing Parcels 44 37	Containing Sacks	Containing Trays			Containing Parcels 20 20			Containing Bundles 20 20	Total Units 0 0				Bundles 0 0
9 3/28	3/2005 /2005	Total Schd. Appts. 1 1 1	176	44	Containing Sacks 44	Containing Trays 44		80	Containing Parcels 20 20 30	Containing Sacks 20	Containing Trays 20	Containing Bundles 20 20 30	Total Units 0 0		Sacks 0		Bundles 0 0
9 <u>3/28</u> 10 <u>3/31</u>	3/2005 1/2005 3/2005	Total Schd. Appts. 1 1 1 3	176 148	44 37 36	Containing Sacks 44 37	Containing Trays 44 37	44 37 36	80 80 120	20 20	Containing Sacks 20 20	Containing Trays 20 20	Containing Bundles 20 20 30 70	Total Units O O O O		Sacks 0		Bundles 0 0 0

1.3.2 Fields and Buttons

Select Date Range

Many pages use a date range as one of the search criteria. The date range search criteria include a Date From field followed by a Date To field. All dates must be entered in MM/DD/YYYY format, as seen below, and the Date To may not be earlier than the Date From. Some pages may only allow the user to select one particular day.

Select Date Range: 08/23/2004 Select Date 08/27/2004 Select Date
Date From Date To
Note: In the FAST functional areas, date range limitations differ depending upon the report. More detailed information about the date range is provided in the specific module.

Dates may be typed directly in the **Date Range** fields or selected from the date picker, as displayed below.

		Facility Ac	cess	and	Shipn	nent	Trac	king (FAST	1
Appointments ng Appointments	Facility Access and Shipme	nt Tra	ck	ing	(F/	IS.	T)		
<u>Facilities</u> <u>Profiles</u> Reports	Appointment Calendar								7
pointment Calendar	Choose Search Criteria								<u> </u>
tment Rating Analysis Report	Please enter in the following information (* Reg	uired Fields	1			_			
pintment Status Report		e http:/	/56.2	24.61	.111/	- C			
ment Summary Report	The Start Date may not exceed 90 days pror to	-							
Closeout Data Report	14 days from the current date.	End Date							
prporate Rating Report	There are two options to search for a facil ty.								
cility Schedule Report			« (>>		
iday And Contingency Constraint Report	 Search for the facility using the "State" a Cities". Cities and Facilities within the s 	Su	M	Tu	W	Th	F	Sa	
Mail Direction Search	their respective dropdowns. If the city is					1	2	3	
Recurring Appointment	Facilities within the selected city will be	4	5	6	Z	8	2	10	
Performance Report	2. Enter the NASS Code for the facility. If the								
r Performance Report		11	<u>12</u>	2220	1000	<u>15</u>	<u>18</u>	17	
Scheduler Report		18	<u>19</u>	1000		22	23	24	
Slot Availability Report	State: Select One + Viev Citi	25	<u>26</u>	27	28	<u>29</u>	30	31	
Resources	City:				G	laca	Wind	low >	
Origin Entry	* Facility: 01Z - SPRINGFIELD BMC				C	1036	**inc	IUW >	
stomer / Supplier	Facility. 012-SPRINGFIELD BIVIC								
Agreements		<u> </u>	-			_	_		
<u>TEM</u>	* Report View: Date Range View	-	v (Subn	nit >)				

Using the Calendar

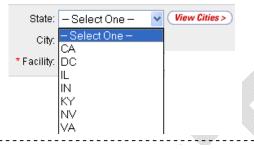


. CLICK the **Calendar** icon to bring up the Date Picker. The current date will be selected on the calendar. The **Calendar** icon is displayed below.

- 2. VERIFY that the current month corresponds to the desired date range criteria.
- 3. If not, CLICK the arrows next to the month field. The left arrow shifts the calendar to the previous month, and the right arrow shifts 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.
- **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 the user to select as search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one choice for each drop-down box. In the example below, the **State** drop-down box may be used to search for only one of the following: California, District of Columbia, Illinois, Indiana, Kentucky, Nevada, or Virginia.





Note:

For most of the FAST application the drop-down lists are defined by what facilities are available for Drop Ship.



- CLICK the arrow on the right side of the box. This will display all available choices for that drop-down box.
- 2. Place the cursor over the desired word or phrase so it is highlighted and CLICK. The selection then displays in the field.

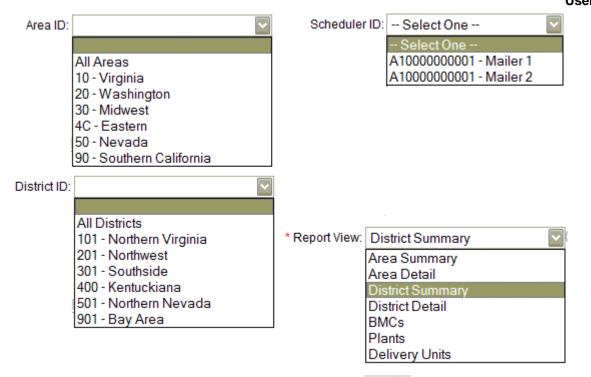


Note:

For a user more experienced with FAST, the keyboard shortcut for making selections from drop-down boxes is to type the first letter of the selection. This highlights the first option in the drop-down box beginning with that letter. The arrow keys may then be used to scroll up and down in the list.

In addition to the State drop-down box, there are many drop-down boxes found in FAST some include: District, Area, Report View, and Scheduler ID. Examples of these drop-down boxes are displayed on the following page.

......



Search Button

FAST 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 found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Appointment Calendar Selection* page as indicated on the Left Navigation Bar. CLICKING the **Search** button next to the city retrieves all of the facilities associated with Virginia and populates the **Facility** drop-down box. Additionally, CLICKING the **Search** button next to the NASS Code retrieves all of the facilities associated with the ID and populates the **Facility** drop-down box.

UNITED STATES POSTAL SERVICE. Home | Sign Out Facility Access and Shipment Tracking (FAST) Appointments Facility Access and Shipment Tracking (FAST) **Recurring Appointments** Facilities Profiles **Appointment Calendar** Reports **Choose Search Criteria** Appointment Rating Analysis Please enter in the following information (* Required Fields) Repor Appointment Status Report There are two options to search for a facility. Appointment Summary Report Closeout Data Report Search for the facility using the "State" and/or "City" field. Select a state and click "View 1. Corporate Rating Report Cities". Cities and Facilities within the selected state will be available for selection in Facility Schedule Report their respective dropdowns. If the city is known, select the city and click "Search". Holiday And Contingency Facilities within the selected city will be available for selection in the facility dropdown. Constraint Report 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. Mail Direction Search Recurring Appointment Performance Report State: NY NASS Code: Search > Scheduler Performance Report Scheduler Report Search >) City: All Cities Slot Availability Report * Facility: 100 - NEW YORK -Resources **Origin Entry** Submit >) * Report View: Calendar View Customer / Supplier Agreements TEM * Select Month: October -< Cancel) Create > Customer Service Gov't Services Terms of Use Site Map Forms Careers Privacy Policy Business Customer Gateway \sim 1

Submit Button

FAST 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 found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Scheduler Report Selection* page as indicated on the Left Navigation Bar. CLICKING the **Submit** button next to the Report View retrieves the facility search box.



Cancel Button

FAST displays a **Cancel** button on the Selection pages. The **Cancel** button is used to return to the associated Landing page. It may be found at the bottom of the page.

In the example shown above, the user is on the *Scheduler Report Selection* page, as indicated on the Left Navigation Bar. CLICKING the **Cancel** button on the bottom of the page returns the user to the *Reports Landing* page.

Back Button

FAST displays a **Back** button on each page. The **Back** button can be used to return to the previous page.

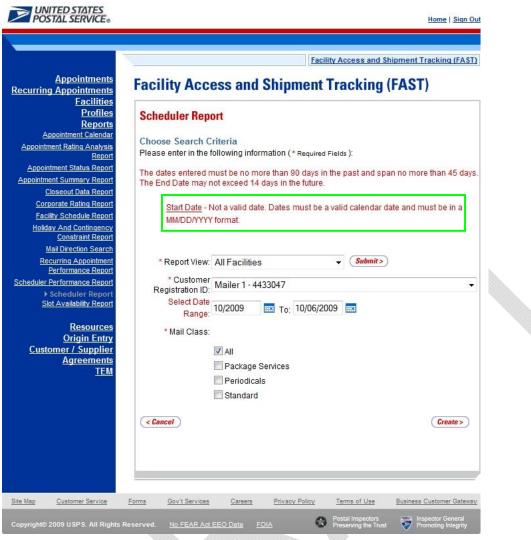
1.3.3 Error Messages

Throughout the FAST application error messages may be displayed when the user enters incomplete or erroneous data. Some examples of generic error messages may be found on the following page. For more detailed error message information the user should go to the corresponding module.

Appointment Summary Report Closeout Data Report Corporate Ratina Report Facility Schedule Report Holiday And Contingency Constraint Report Mai Direction Search Recurring Appointment Performance Report Stat Availability Report Resources Origin Entry Customer / Supplier Agreements TEM		Facility Access and Shipment Tracking (FAS
(<cancel) (create="">)</cancel)>	curring Appointments Facilities Profiles Reports Appointment Calendar Appointment Rating Analysis Report Appointment Status Report Corporate Rating Report Corporate Rating Report Facility Schedule Report Holiday And Contingency Constraint Report Mail Direction Search Recurring Appointment Performance Report Scheduler Report Scheduler Report Stot Availability Report Resources Origin Entry Customer / Supplier Agreements	Scheduler Report Choose Search Criteria Please enter in the following information (* Required Fields): The dates entered must be no more than 90 days in the past and span no more than 45 day The End Date may not exceed 14 days in the future. The "start" date may not be after the "end" date. * Report View: All Facilities * Customer Registration ID: Select Date Range: * Mail Class: All Package Services Periodicals

• The "start" date may not be after the "end" date

• Start Date – Not a valid date. Dates must be in MM/DD/YYYY format.

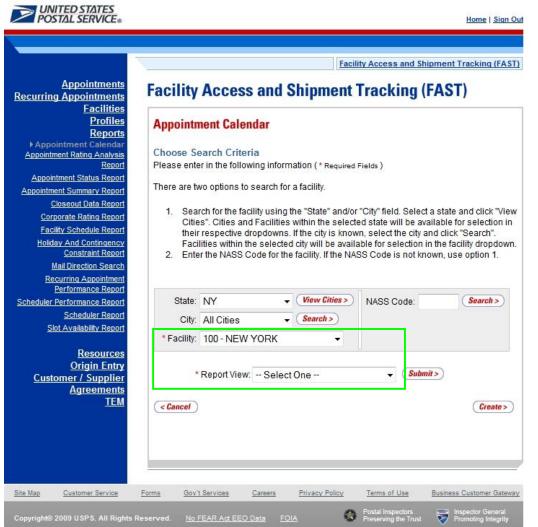


1.4 Helpful Hints

- The user will be logged out of FAST after fifteen minutes of inactivity.
- Throughout FAST the **Scheduler ID** drop-down box will only populate with those IDs associated to the user.
- The Left Navigation Bar is not displayed within the Reports section in order to give the user greater visibility to the displayed report. An example is displayed on the following page.

Арр	ointmen	t Calei	ndar						Datum	to Previous	0						
Sel	lected Crite	eria							Return	IU <u>Previous</u>	Screen						
			2004 - 10/1: Id into Excel		Printahla Va	reion							_				
Equi	n opnono. j	Total			Pallets				Cro	ss Dock		-			ast upda baded L	ated: 02/ Inits	ß
	Date	Schd. Appts.	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total C	Containing Parcels	Containing Sacks	Containing <u>Trays</u>	Containing Bundles	Total	Parcels	<u>Sacks</u>	<u>Trays</u>	Bundles	5
1	<u>10/15/2004</u>	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	
	Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	
															To	tal (1 re:	

• * Asterisks on a Selection page designate a required field. In the example displayed below, the user is on the *Appointment Calendar Selection* page. The required fields on this page are date range and facility.



• The **Create** button may be found on all Report Selection pages. In the example displayed below, the user is on the *Appointment Calendar Selection* page. After entering in the required fields the user will CLICK the **Create** button to display the corresponding report.

		F	acility Access and Ship	ment Tracking (FAS
			asing recover and only	
pointments Fac	cility Access	and Shinmen	t Tracking (F	AST)
lities				
	pointment Calend	lar		
ts ^P	pointment carein	Jai		
dar vsis Ch	oose Search Criteri	2		
		ng information (* Requi	red Fields)	
1.10				
eport eport The	ere are two options to s	earch for a facility.		
Report	4 Oceanth for the feet	ite contract the state of the s	1	
ort			d/or "City" field. Select a ected state will be avail	
ort			nown, select the city and	
ncy port			ailable for selection in	
	Enter the NASS Co	de for the facility. If the	NASS Code is not know	vn, use option 1.
arch ment				
ce Report			_ 1	
port	State: NY	View Cities	NASS Code:	(Search >)
eport	City: All Cities	✓ Search >)		
<u>rt</u> *	Facility: 100 - NEW Y			
2000 C	Tacility. TOU-INLAW	URK +		
rces ntry				
oplier	* Report View:	Select One	- Submit	>)
nents				
TEM	Cancel			Create>
5413				

• The **Facility** drop-down box will not automatically be populated. The user may search for a specific facility using the **State**, **State** and **City**, or **NASS Code** search options. An example with the facility search box highlighted is displayed below.

VINITED STATES POSTAL SERVICE®	Home Sign Out
-	Facility Access and Shipment Tracking (FAST)
Appointments curring Appointments	Facility Access and Shipment Tracking (FAST)
Facilities Profiles Reports Appointment Calendar Appointment Rating Analysis Report Appointment Status Report Consecut Data Report Corporate Rating Report Corporate Rating Report Facility Schedule Report Holiday And Contingency Constraint Report Mail Direction Search Recurring Appointment Performance Report Scheduler Report Scheduler Report	Appointment Calendar Choose Search Criteria Please enter in the following information (* Required Fields) There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. State: NY View Cities> NASS Code: State: NY * Facility: *
Resources Origin Entry Customer / Supplier Agreements <u>TEM</u>	* Report View: Select One
Map <u>Customer Service</u> F	Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway
oyright© 2009 USPS. All Rights Re	eserved. <u>No FEAR Act EEO Data</u> <u>FOIA</u> Postal inspectors Preserving the Trust Promoting Integrity

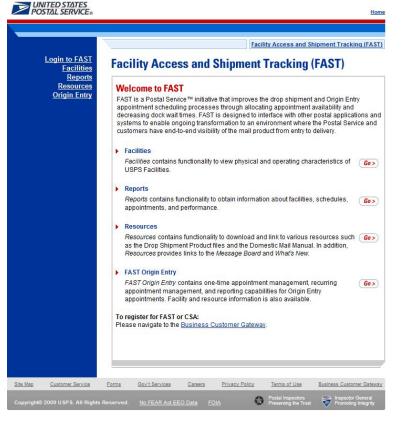
This page has been intentionally left blank.

2. Pre-Login

FAST users have information available to them without logging into the FAST application. The Pre-Login section includes:

- 2.1 Facilities
- 2.2 Reports
- 2.3 Resources
- 2.4 Origin Entry

The FAST Pre-Login Welcome Page is displayed below:



2.1 Facilities

The Facilities section contains functionality to view physical and operating characteristics of USPS Facilities. The following section is available pre-login to FAST:

2.1.1 Facility Profile – Describes how a user may view the Facility Profile information.

2.1.1 Facility Profile

Facility Profile information consists of the drop shipment contact information, physical characteristics and processing responsibilities for a given facility. The pre-login user may only view the information.

The Facility Profile section describes the processes for viewing the facilities information.

A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Facilities** link located in the "Important Information" section. The user is taken to the *Facilities Landing* page (described in module 4.0 - *Landing* pages) where the user may select the **Facility Profile** link, or associated Go> button to display the *Facility Profile Selection* page.

The *Facility Profile Selection* page will provide three different search options. The user can search for facilities by areas, districts, or by facility.



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

* Search By;	Drop-down box containing search options.
Submit button	Retrieves the search option to find a facility.
Search button	Retrieves the facility associated with the search option and displays it in the results table.
Cancel button	Navigates user to Facilities Landing page.
Return to Previous Screen	Navigates user to previous screen.

The Facility Profile Selection page is displayed below.

Login to FAST	Facility Access and Shipment]	
Eacilities	Facility Access and Shipment Tracking (FAST)
Reports	Facility Profile Selection	
Resources Origin Entry	Return to E	Etenia
	There are three options to search for facilities: by facility, by district or by area.	
	Search by area will also display contact information for the Area Coordinator(s)	1
	* Search Br Select One 🔹 (Subwit>)	
	Gancel	C

The Facility Profile Selection page contains three search options and is outlined below:

2.1.1 Search by Facility 2.1.2 Search by Area 2.1.3 Search by District

2.1.1 Search by Facility

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

1. SELECT "Facility" from Search by drop-down box and CLICK the Submit button



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 Search button to populate the table with the retrieved facilities

To search by NASS Code:

- 1. INPUT the three to five character NASS Code in the NASS Code text box
- 2. CLICK the Search button to populate the table with the retrieved facilities

To search by Facility Name:

- 1. ENTER the facility name in the Facility Name text box
- 2. CHECK Exclude Delivery Units checkbox, if applicable
- 3. CLICK the Search button to populate the table with the retrieved facilities

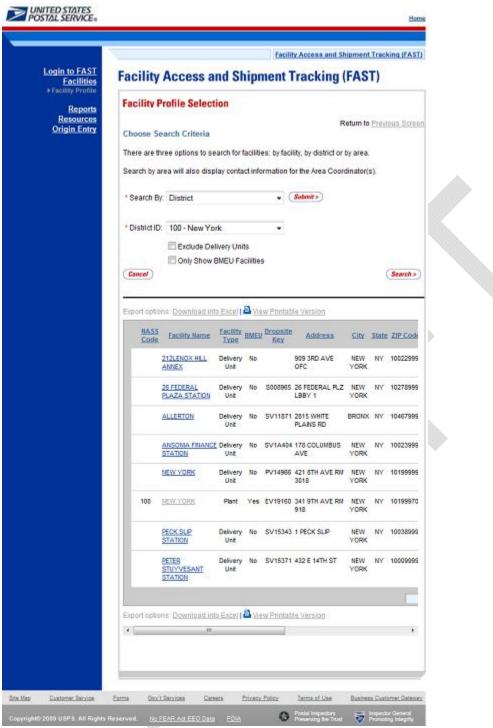


The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	The three to five character NASS Code associated with requested facility (Only shown for Facilities active in FAST).
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key	Displays dropsite key of the facility.
Address	Street of where the facility resides.

City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Information	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
Return to Previous Screen	Navigates user to previous screen.

The *Facility Profile Selection* section is displayed on the following page. Clicking on the Facility Name hyperlink will bring you to the complete facility profile.



Once the search results are displayed on the *Facility Profile Selection* page, the user can click on the facility hyperlink to access additional information for the facility such as: alternate drop ship coordinator information, holidays, and additional information on type of mail the facility is accepting and redirecting (reference section 2.1.4 – *Facility Profile*).

2.1.2 Search by Area

A user can search for a facility by an area from *the Facility Profile Selection* page. The user will navigate the Search By drop-down box and select an area from the Area ID drop-down box. A snapshot of this page is displayed below.



To search by Area:

- a. Select "By Area" in the Search By drop-down box
- b. CLICK the Submit button
- c. Select an area from the "Area ID" drop-down box
- d. CLICK the Search button to populate the table with the retrieved facilities

A snapshot of the page is shown below.

الددديم	Note:	
	A user can exclude Delivery Units from the search by checking the Exclude Deliv Units checkbox.	/ery
	A user choose to only view BMEU Facilities by checking the Only Show BMEU F checkbox	acilities
	Area Coordinator contact information will be displayed when user searches by A	rea.

November 9, 2012

	<u></u>		Fac	ility Access and Shipment Track	ting (FAST
Login to FAST Facilities	Facility	Access and Shipm	ent	Tracking (FAST)	
Facility Profile Reports	Facility P	rofile Selection			
Resources Drigin Entry	Choose Se	arch Criteria		Return to Presid	ous Scre
	There are the	ree options to search for facilitie	s: by fa	acility, by district or by area.	
	Search by an	ea will also display contact infor	matio	n for the Area Coordinator(s).	
	* Search By	Area	•	(Sabmit >)	
	Area ID:	4B - Northeast (B)			
		Exclude Delivery Units			
	Cancel	Only Show BMEU Facilities			Search >
	Canada				



The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	Three to five character NASS Code associated with requested facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
District column	District where the associated facility is located.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	Displays dropsite key associated with facility.
Address	Street where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP Code column	Nine-digit ZIP Code where the facility resides.

Drop Ship Coordinator Contact Info	Displays Name, Phone Number and Email for the Drop Ship Coordinator.						
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).						
Active in FAST column	lays if the Facility uses FAST to accept drop shipments (Yes); does not use T to accept drop shipments, (No); in the process of determining if the facility will FAST to accept drop shipments (Pending).						
The description be by Area.	low describes the Area Contacts Grid. It is displayed only when searching for a facility						
Name	Displays name of Area Contact						
Phone Number	Displays phone number of Area Contact						
E-Mail	Displays e-mail of Area Contact						
Return to							

Navigates user to previous screen.

Previous Screen

	CCESS #	and s	Shinm	lent	Trac	king (FAST	
English Deg							'
Facility Pro	inte Selec	tion				Datum in 1	ten de la Cent
Choose Sear	ch Criteria					Return to E	revious Scre
There are three	e options to s	earch f	or facilities	s: by fa	cility, by o	district or by area.	
Search by area	ı will also dis	play co	ntact infor	mation	tor the A	rea Coordinator(s)	
* Search By:	Area			٠	Sabavir)	
* Area ID:	4B - Northea	et (B)					
	Exclude D		Inits				
	Only Show						
Cancel							(Search>
Export options	Download in	nto Exce	a view	v Print	able Vers	ion	
NASS Code Ea	cility Name	Eacility Type	District	BMEU	Dropalte	Address	City
651	HINEANTRY		006- Caribbean		5V17283	100 CALLE ALONDRA	SAN JUAN
AD	UNTAS)		006- Caribbean		PV17135	37 CALLE MUNOZ RIVERA	ADJUNTAS
AG	UADA		006- Caribbean		PV17136	5 AVE NATIVO ALERS	AGUADA
AG	UADILLA	Delivery	005-	No	PV17137	50 CARR 459 STE	AGUADILLA
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JO	HN PRISCO		201-71	4-6593	ě –	john 1.prisco@usps.;	pov
	A MARKER		860-28			inda.j.marken@usps.j	
STE	VEN MARTIN		802-29	6-3247	51	EVE.R.MARTIN@usp	s.gov
						Total (4 resu	ts)
Export options		nto Exce	al I 🔤 Viev	v Print	able Vers	ion	
۲. <u></u>	m						,

2.1.3 Search by District

A user can search for a facility by district from *the Facility Profile Selection* page.



To search by District:

- 1. Select "By District" in 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 **Search** button to populate the table with the retrieved facilities

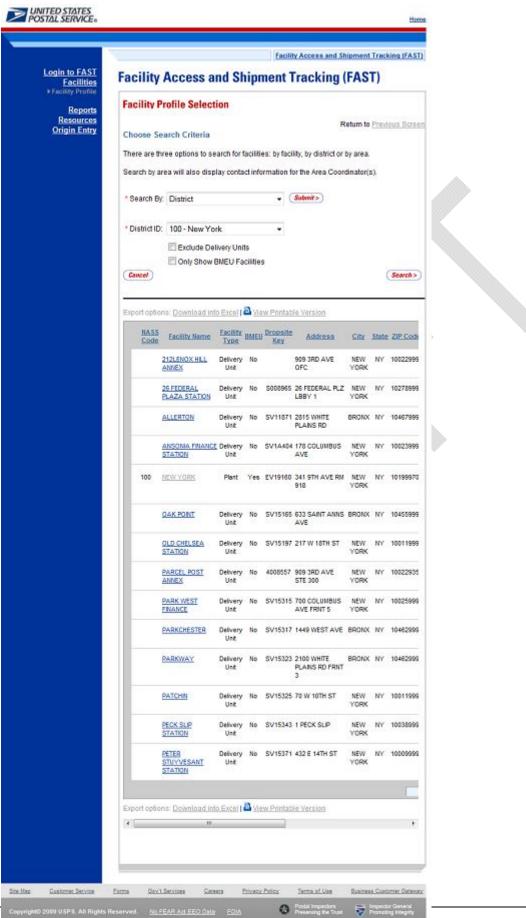
~				
	Note:			
	By checking the Exclude Delivery	Units Box, a user car	n exclude Delivery Unit	S
	from the search.			

A snapshot of the Facility Profile Selection page is displayed on the following page.



The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	Three to five character NASS Code associated with requested facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	Displays dropsite key associated with facility.
Address	Street of where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP Code column	Five- or nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Contact Info	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
Return to Previous Screen	Navigates user to previous screen.



From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

2.1.4 Facility Profile

From the *Facility Profile Selection* page, the facility profile can be accessed by clicking the hyperlink of the facility. The facility profile information includes: facility information, drop ship coordinator information, alternate drop ship coordinator information, hours of operation, drop ship hours, directions, holidays, and other important information. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Facility Informa	tion Section
Holiday button	Retrieves facility holiday information.
Additional Information button	Retrieves additional information about the facility, including default processing responsibilities and redirections.
Return to Previous Screen	Navigates user to previous screen.
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	Nine-digit ZIP Code where the facility resides.
District	The code and name of the district where the facility resides.
Area	The code and name of the area where the facility resides.
Locale Key	The locale key of the facility.
Surface Visibility Site	Indicates Yes if the Surface Visibility will be used at the Site and No if it will not be used at the site.
Facility Rating On	Indicates Yes if appointments and schedulers are subject to rating at that facility and No if they are not.
Active in FAST	Indicates Yes if the facility active in FAST or No if the facility is not active in FAST.
NASS Code	The three to five character NASS Code of the facility.
Drop Shipment	Contact Information
Contact Name	Name of the primary contact person of the drop shipment facility.
Hours of Availability	Time range to reach the drop shipment contact person.
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User Guide
Phone number at the facility for the contact person.
FAX number at the facility for the contact person.
Email address of the contact person.
Shipment Coordinator Information
Name of the alternate contact person of the drop shipment facility.
Time range to reach the alternate contact person.
Phone number at the facility for the alternate contact person.
FAX number at the facility for the alternate contact person.
Email address of the alternate contact person.
Ship Contact Information
Phone number to reach the facility at any time of the day.
Hours and Hours of Operation
Day of the Week for Drop Ship Hours and Hours of Operation
Date of Drop Ship Hours and Hours of Operation
Hours the facility accepts drop shipments for each day of the week
Hours the facility is open and staffed for each day of the week
acility Information
Directions to the Facility.
Any additional information relevant to the facility.
Height, width, and depth of the facility dock.
Truck length a facility can accommodate and the truck maneuverability within the facility (length, width, surface type).

The Facility Profile page is displayed on the following page.

Long and Markets Reserved Control of the Second Control of Control	d Shipment Tra	Tracking (FAST)	
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Depth:50 ft 0 in. Facility Yard Information Maximum Truck Length:53 ft. Truck Maneuverability: Length:60 ft. Viditik-0 ft. Surface Type:Concrete Motifleyr > Additional Automation			
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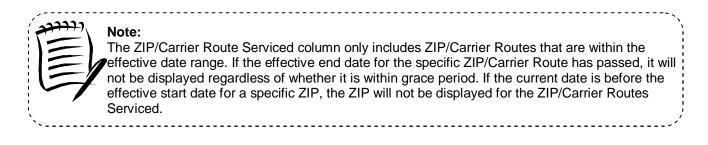


From the *Facility Profile* page, the user may CLICK the *Additional Information* button to view additional information about the facility.



The table below describes the fields and buttons found on the *Facility Profile—Additional Information* page. Following the table and a note is a snapshot of the page for facilities additional information.

Facility Name						
Name and ID of Fac	Name and ID of Facility provided.					
"Facility Name" is	the main processing facility for:					
ZIP/Carrier Route Serviced	Default processing responsibilities for the facility.					
"Facility Name" is	also accepting the following mail:					
CIN Group	Lists the CIN Group or Groups that are redirected to this facility from other facilities.					
Pallet Code	Y = Yes, redirection applies to palletized mail.N = No, redirection applies to non-palletized mail					
Discount	Lists the destination discount associated with the redirection.					
ZIP/Carrier Route Serviced	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.					
Effective Dates	Lists effective dates of the redirection.					
Truck Length	Indicates if the redirection applies only to specific truck lengths.					
"Facility Name" is	directing mail to the following facilities:					
Facility Name	Displays name of facility to which mail is being redirected.					
CIN Group	See above.					
Pallet Code	See above.					
Discount	See above.					
ZIP/Carrier Route Serviced	See above.					
Effective Dates	See above.					
Truck Length	See above.					
Return to Previous Screen	Navigates user to previous screen.					



The Additional Information page is displayed on the following page:

Reports Resources		ormation		Return to Previous	Screen
Prigin Entry Facility Name: 100053831-NEV NEW YORK is the main proces 2/P/Carrier Route Serviced		Bity for: SCF: 100-1 DDU: 1009 ADC: 100-1	9, 10161		
NEW YORK is also accepting	the follow	25363253	1.10		
Export options: Download into	Excel 1	View Print	able Version		
CIN Group	Pallet	Discount	ZIP/Carrier Route Serviced	Effective Dates	Insci
Periodicals/Non-Nachinable Parcels		SCF	104	05/22/2009-12/01/2999	NA
Periodicals/Non-Machinable Parcels	N	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Imegula Parcels	Y	SCF	104	05/22/2009-12/31/2999	NA
Periodicals (News)/Irregula Parcels	r N	SCF	104	05/22/2009-12/31/2999	NIA
Standard/Letters	Y	SCF	104	04/27/2009-12/31/2999	N/A
Standard/Letters	N	scr	104	12/01/2009-12/01/2999	N/A
Periodicals/Pregular Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals/Irregular Parcels	s N	SCF	104	05/22/2009-12/01/2999	NA
Periodicals (News)/Non- Machinable Parcels	Y	SCF	104	05/22/2009-12/31/2999	N/A
Periodicals (News)/Non- Machinable Parcels	N	SCF	104	05/22/2009-12/31/2999	NA
		the second s		5 30 Next Last Total (15	2 result
Export options: Download into	Excel	View Print	able Version		
Pallet Code Legend: Y = pallet Note: 21P/Canier Route Serviced car NEW YORK is directing mail to Export options: Download into	n be 3-Dig o the follo	it ZIP Code, 5 owing facilit	lies:		er Route
	CIN Gros	e e	allet Discount B	Carrier Sude Effective Dates viced	Truch
		No R/	ecords Found		
				Total (D	esut)

Additional Note:

If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS <u>Post Office Locator</u> homepage.

FAST Coordinators may also enter directions in the comments section.

2.2 Reports

The Reports section allows the user to create and view USPS reports. The following sections are available pre-login to FAST:

2.2.1 Appointment Calendar – Describes how a user may create and view an Appointment Calendar report.

2.2.2 Closeout Data Report – Describes how a user may create and view the Closeout Data Report

2.2.3 Mail Direction Report – Describes how a user may create and view the Mail Direction Report

2.2.4 Holiday and Contingency Report – Describes how a user may view which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints.

2.2.1 Appointment Calendar

The *Appointment Calendar* displays all appointment count data for a selected facility and scheduled drop date. The *Appointment Calendar* section describes the processes for viewing the *Appointment Calendar*.

The Appointment Calendar is accessible from two points in FAST, from the Welcome page (pre-login) and from the Reports Landing page (post-login). A pre-login user begins the process from the FAST Welcome page. The user CLICKS the **Reports** link located in the "Important Information" section. The user is taken to the Reports Landing page (described in module 4.0 - Landing pages) where the user may select the **Appointment Calendar** link, or associated **Go>** button to display the Appointment Calendar Selection page.



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

State	Drop-down box containing state options.						
View Cities button	Retrieves cities within the selected state and populates the cities in the City drop- down box.						
City	Drop-down box listing all cities within the selected state with postal facilities.						
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.						
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).						
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.						
*Facility	Drop-down box containing the facility(s) located in the specified city and state.						
*Report View	Drop- down box containing two options to view report.						
Submit button	Retrieves the appointment count data for the specific date range based on the						

	User Guide	
	entered criteria and displays the Appointment Calendar.	
Cancel button	Returns user to <i>Reports</i> navigation page.	
Create button	Retrieves Appointment Calendar report based on selected criteria.	

The Appointment Calendar Selection page is displayed below.

	Facility Access and Shipment Tracking (FA
<u>Appointments</u> curring Appointments Facilities	Facility Access and Shipment Tracking (FAST)
Profiles Reports	Appointment Calendar
alendar Analysis	Choose Search Criteria
Report	Please enter in the following information (* Required Fields)
tatus Report	There are two options to search for a facility.
nmary Report t Data Report	
ating Report	 Search for the facility using the "State" and/or "City" field. Select a state and click "Vie Citica". Citica and Easilities within the selected state will be graduate for selection.
ule Report	Cities". Cities and Facilities within the selected state will be available for selection i their respective dropdowns. If the city is known, select the city and click "Search".
ntingency	Facilities within the selected city will be available for selection in the facility dropdow
int Report on Search	Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.
ppointment	
ce Report	
ce Report	State: Select One View Cities >> NASS Code: Search >>
r <u>Report</u> y Report	City:
Report	* Facility:
ources	
in Entry	* Report View: Select One • (Submit >)
Supplier eements	Report view Select One V
TEM	
(and and a second s	(<cancel) (create=""></cancel)>

From the Appointment Calendar Selection page, the user may view the appointment information depending on two views; Calendar View and Date Range View.

To search by Calendar View:



SEARCH for a specific facility by one of the following two ways:

To Search for a Facility by State and City:

- a. SELECT a State from the 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 Search for a Facility by NASS Code:
 - a. ENTER the three to five character NASS Code in the text box
 - b. CLICK the Search button
- 2. ENTER the Selected Month
- 3. CLICK the Create button



The *Appointment Calendar – Calendar View* page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Month	A month with an arrow that allows the user to switch months.
Calendar	A calendar is used to display appointment and pallet counts in a calendar view.
Total Appts	The total number of appointments for the facility.
Palletized	The total number of palletized appointments for the facility.
Bedloaded	The total number of bedloaded appointments for the facility.
Total Pallets	The total number of pallets for the facility.
Periodicals Appts	The total number of Periodicals appointments for the facility.
Perishable Appts	The total number of Perishable appointments for the facility.
Cross Dock Pallets	The total count of cross docked pallets for the facility.
Recurring Appts	The total number of Recurring appointments for the facility.
Return to Previous Screen	Navigates user to previous screen.

Appointment	Calendar					_
Selected Criter	ia			f	Return to <u>Previous</u>	<u>Screen</u>
For best results, o	Facility: BILL Date: 09/2 I figures represe Iownload this repo wnload into Excel	22/2006 nt totals and rep nt into Excel and p Printable	rint in 'Landscape Version	' mode.	uals.	
		1	eptember 200			11
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday 1	Saturo 2
					Total Appls: 23 Paletzed: 21 Bedicaded: 22 Total Palets: 35 Perifyable Appls: 0 Cross Dock Palets: 33 Recuring Appls: 0	Total App Is: Paile lized: Bedicated: Total Pailets: Pertshable App Is Cross Dock Paile Recurring App Is:
3	4	5	6	7	8	9
	Total Appls: 5 Palle Lzed: 3 Sedioaded: 2 Total Palle I: 27 Periodicals Appls: 0 Periodicals Appls: 0 Cross Dock Palle I: 0 Recurring Appls: 0	Total Appls: 1+ Palle Lard: 12 Bedicaded: 22 Total Pallets: 10+ Perfolicads Appls: 1 Perfolicads Appls: 0 Cross Dock Pallets: 0 Recurring Appls: 0	Total Pailets: 124 Periodicals Appls: 0 Perishable Appls: 0 Cross Dock Pailets: 0	Total Appls: 20 Paile taxd: 18 Bedloaded: 2 Total Pailets: 276 Periodicati Appls: 1 Periodicati Appls: 0 Cross Dock Pailets: 28 Recurring Appls: 0	Total Appls: 25 Palle lard: 23 Bedloaded: 2 Total Patlets: 276 Periodicais Appls: 1 Perishable Appls: 0 Cross Dock Patlets: 8 Recurring Appls: 0	Total Appls: Pallelized: Bediloaded: Total Pallelis: Perishable Appls Gross Dock Palle Recurring Appls:
10	11	12	13	14	15	16
Total App Is: Palle Ized: Bedioaded: Total Palle Is: 2: Periodicals App Is: Periodicals App Is: Cross Dock Palle Is: Recurring App Is: 0	8 Pallelized: 18 9 Bedloaded: 2 4 Total Pallels: 173 9 Periodicals Appls: 0	Bedloaded: 2 Total Pallets: 92	Palle lized: 8 Bedioaded: 2 Total Palle Is: 96 Periodicals Appls: 0	Total Appls: 8 Patie Ized: 6 Bedicosted: 2 Total Patiets: 39 Periodicate Appls: 0 Periodicate Appls: 0 Cross Dock Patiets: 0 Recurring Appls: 4	Total App Is: 9 Paile Ized: 7 Bedicosted: 2 Total Paile Is: 00 Periodicate App Is: 0 Periodicate App Is: 0 Cross Dock Paile Is: 0 Recurring App Is: 5	Total Appls: Paile lized: Bedicasied: Total Paile Is: Periodicals Appls Cross Dock Paile Recurring Appls:
17	18	19	20	21	22	23
Palle Tardi: Bediaaded: () Total Palle Is: IS Periodicals Appls: () Perishable Appls: () Gross Dock Palle Is: ()	9 Total Pallets: 51 0 Periodicals Appls: 0 0 Perishable Appls: 0	Bedioaded: 2 Total Patiets: 8 Periodicals Appls: 0 Perishable Appls: 0	Palletzed: 3 Bedioaded: 2 Total Pallets: 5 Periodicals Appls: 0	Total App Is: 8 Patie teed: 6 Bedicasted: 2 Total Patie Is: 19 Periodicatic App Is: 0 Perishabite App Is: 0 Cross Dock Patie Is: 0 Recurring App Is: 4	Total Appls: 13 Palle lacd: 11 Bedicaded: 2 Total Palle is: 165 Periodicals Appls: 0 Perishable Appls: 0 Cross Dock Palle is: 0 Recurring Appls: 5	Bedloaded: Tokal Pallels:
24	25	26	27	28	29	30
	Total Apple: S Palle fized: 3 Bedioaded: 2 Total Palle b: 15 Periodicals Apple: 0 Periodicals Apple: 0 Cross Dock Palle b: 0 Recurring Apple: 4					

To search by Date Range View:



SEARCH for a specific facility by one of the following two ways:

To Search for a Facility by State and City:

- a. SELECT a **State** from the 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 Search for a Facility by NASS Code:

- a. ENTER the three to five character NASS Code in the text box
- b. CLICK the Search button
- 2. Report view to Date Range View
- 3. CLICK Submit button
- 4. ENTER the Date Range
- 5. SELECT Mail Class(es)
- 6. CLICK the Create button

Note:



The Start Date may not exceed 30 days prior to today's date.

The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The *Appointment Calendar* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the *Appointment Calendar* page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments.
Total Scheduled Appointments	The total scheduled appointments on a given date.
Mail Class	Displays details by specified mail class.
Count of Pallets Containing- Parcels	The total scheduled count of pallets containing parcels.
Count of Pallets Containing- Sacks	The total scheduled count of pallets containing sacks.
Count of Pallets Containing- Trays	The total scheduled count of pallets containing trays.

	User Guide
Count of Pallets Containing- Bundles	The total scheduled count of pallets containing bundles.
Count of Pallets Containing- Total	The total scheduled count of pallets.
Cross Dock Containing- Parcels	The total scheduled count of cross docked pallets containing parcels.
Cross Dock Containing- Sacks	The total scheduled count of cross docked pallets containing sacks.
Cross Dock Containing- Trays	The total scheduled count of cross docked pallets containing trays.
Cross Dock Containing- Bundles	The total scheduled count of cross docked pallets containing bundles.
Cross Dock Containing- Total	The total scheduled count of cross docked pallets.
Bedloaded- Parcels	The total scheduled count of parcels on the bedload appointment.
Bedloaded- Sacks	The total scheduled count of sacks on the bedload appointment.
Bedloaded- Trays	The total scheduled count of trays on the bedload appointment.
Bedloaded - Bundles	The total scheduled count of bundles on the bedload appointment.
Bedloaded- Total Units	The total scheduled count of units on bedload appointments.

The Appointment Calendar page is displayed on the following page.

Appointme	nt Cal	endar									Retu	urn to <u>P</u>	revious	Screen			
Selected Cri	iteria																
Mail Class For best result Export options:	Ma s Code I ts, down	e Range ail Class Legend nload th	nis repo	2008 - I barated ckage (rt into E	D3/28/ by Ma Bervice Excel a	2008 il Class es, PER-P and print i	n 'Lano										
Export options:	<u>Total</u>					Containin		(Tross D	ock Co	ntaining		Last		: 03/28/ oaded	2008 12: Inits	57:3
Date	Schd. Appts	Mail Class				Bundles							Parcels				
03/26/2008		All	33	0	0	4	37	0	0	0	0	0	559	0	0	0	5
		PS	33	0	0	0	33	0	0	0	0	0	559	0	0	0	
		STD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		PER	0	0	0	4	4	0	0	0	0	0	0	0	0	0	
03/28/2008	8 1	All	0	3	0	0	3	0	0	0	0	0	0	3	0	0	
		PS	0	1	0	0	1	0	0	0	0	0	0	1	0	0	
		STD	0	1	0	0	1	0	0	0	0	0	0	1	0	0	
		PER	0	1	0	0	1	0	0	0	0	0	0	1	0	0	
Total	3		33	3	0	4	40	0	0	0	0	0	559	3	0	0	4
				B		able Versi									т	otal (2 re	sult

2.2.2 Closeout Data Report

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

The *Closeout Data Report* 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 the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page.



The fields and buttons on the *Closeout Data Report 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: By appointment or facility.
Submit button	Retrieves the search option to create a closeout data report.

Cancel button	Displays the <i>Reports Landing</i> page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the Closeout Data Report Selection page displayed below.

	Facility Access and Shipment Tracking (FAST)	
Appointments curring Appointments <u>Facilities</u>	Facility Access and Shipment Tracking (FAST)	
Profiles Reports Appointment Calendar	Closeout Data Report	
Appointment Rating Analysis Report	Choose Search Criteria	
Appointment Status Report		
pointment Summary Report Closeout Data Report <u>Corporate Rating Report</u>	Please select the search method and enter the required appointment information	
Facility Schedule Report Holiday And Contingency Constraint Report	* Search by: Select One	
Mail Direction Search Recurring Appointment Performance Report	(Create>)	
neduler Performance Report		
Scheduler Report		
Slot Availability Report		
Resources		
Origin Entry		
Customer / Supplier Agreements		
TEM		

2.2.2.1 Create Report by Appointment ID



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

Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 appointment IDs or Shipper Appointment Request (SARs) can be entered.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointments' closeout information.

		Facility Act	cess and Ship	ment Tracking (FAST)	
ments ments cilities	ess and Shipm	ent Tra	cking (F	AST)	
rofiles eports Calendar	Report				
Analysis Report S Report	Criteria				
v Report	earch method and enter t	ne required a	appointment		
(SAR) ID and click t	nt data enter the Appointm he Create button. (* Requi		or Shipper Ap	pointment Request	
ointment * Search by e Report	Appointment	•	Submit >		
Report Appointment ID	:				
Appointment ID	:				
Entry Appointment ID	:				
ents Appointment ID					
Appointment ID					
Appointment ID					
Appointment ID	:				
Appointment ID					
Appointment ID					
Appointment ID	:				
< Cancel				Create >	
in and the second s					



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

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



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

	User Guide
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
	U = Unscheduled
Facility Name	The Facility Name associated with the appointment.
NASS Code	The three to five character 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	Identifies if content in the appointment was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed 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.

A snapshot of the *Closeout Data Report* page is on the following page.



Home | order o

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

UNITED STATES POSTAL SERVICE.

elected Criteria Facility Name NASS Code	: NEW YORK
NASS Code	NEW YORK
	: 100
Status Code Legend	: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled
Mail Class Code Legend	AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts D Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, 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 = N 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 Siz : PS-Package Services, PER-Periodicals, STD-Standard, N/C-No Content port into Excel and print in 'Landscape' mode.
Appointment ID Status CRID	<u>cheduler Scheduler Mail Mail Publication Facility NASS</u> Appointment Ar ID Name Owner Preparer Name Name Code Date Time Date
port options: <u>Download into Exc</u>	el ^a <u>View Printable Version</u>
III	

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>O Data FC</u>		Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity

2.2.2.2 Create Report by Facility

A user can also view the closeout data of all appointments



The fields and buttons on the *Closeout Data Report 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 cities within the selected state and populates the cities in 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 show in FDB.
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 three to five character 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.

Appointments Appointments Appointments Facilities Profiles Reports Closeout Data Report Choose Search Criteria Please select the search method and enter the required appointment information Please select the search method and enter the required appointment information There are two options to search for a facility. Constraint Report rour Data Report And Contingency Constraint Report rourmace Report rformance Report Scheduler Report rourmace Report report Availability Report report Supplier Agreements IEM Search for the facility using the "State" and/or "City" field Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and clin "Search". Facilities within the selected city will be available for selection in the faci oropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search by: Facility * Search by: Facility * Search by: Facility * Search by: Facility		Facility Access and Shipment Tracking (FAS
Profiles Reports Closeout Data Report Choose Search Criteria Choose Search Criteria Tata Report tatus Report tatus Report tatus Report Please select the search method and enter the required appointment information Presses select the search method and enter the required appointment information Please select the search method and enter the required appointment information Contingency traint Report Please select the search for a facility. Contingency traint Report There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and cli "Search". Facilities within the selected city will be available for selection in the faci dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. ability Report * Search by: Facility * Search by: Facility * Search by: Facility * Search by: Facility	ointments Faci	ility Access and Shipment Tracking (FAST)
Report tus Report ary Report ta Report information Please select the search method and enter the required appointment information Please select the search method and enter the required appointment information Please select the search method and enter the required appointment information Nue Report and Report on Search opointment nee Report ince Report uity Report There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and dli "Search". Facilities within the selected city will be available for selection in the fac dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search by: Facility * Search by: Facility * Search by: Facility * Search by: Facility	Profiles Reports Clos	seout Data Report
 Please select the search method and enter the required appointment information There are two options to search for a facility. There are two options to search for a facility. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and clin. "Search". Facilities within the selected city will be available for selection in the face dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search by: Facility Customer Registration ID: 	eport Choo	ose Search Criteria
 Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and cli "Search". Facilities within the selected city will be available for selection in the fac dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search by: Facility Customer Registration ID: 		
 Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and cit dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search by: Facility Submit > Customer Registration ID: 	There	e are two options to search for a facility.
Customer Registration ID:		"View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
Registration ID:		* Search by: Facility
	Re	
City:		State: Select One View Cities> NASS Code: Search> City:
* Facility:	* F#	acility:



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. INPUT the three to five character NASS Code in the NASS Code text box
- 2. CLICK the Search button
- 3. CLICK the Create button to populate the table with the retrieved facilities



The *Closeout Information Report* page opens, displaying the closeout information for the specified facilities. The fields and buttons on the *Closeout Data Report Selection* page are described below.

V	
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
	U = Unscheduled
Facility Name	The Facility Name associated with the selected criteria.
NASS Code	The three to five character 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	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.

2.2.3 Mail Direction Search

The *Mail Direction Search* is used to search for destination discount drop entry points. Users can search based on three report views that include Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View gives users the ability to search for default drop entry points as well as redirections. The Drop Entry Point View allows users to search for drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single Label List.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria page*. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user has made their selection, and CLICKS the Create button, the page is refreshed with the selected report view.



The fields and buttons on the *Mail Direction Criteria Search* page are described below. A snapshot of the page is displayed after the field description.

*Report View	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
Cancel button	Displays the Reports Landing page.
Create button	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the *Mail Direction Search Criteria* page is displayed below.

	Facility Access and Shipment Tracking (FAS
Appointments Recurring Appointments	Facility Access and Shipment Tracking (FAST)
<u>Facilities</u> <u>Profiles</u> <u>Reports</u>	Mail Direction Search Criteria
Appointment Calendar	Choose Search Criteria
Appointment Rating Analysis Report	Please enter in the following information (* Required Fields):
Appointment Status Report	
Appointment Summary Report	There are 3 options for viewing Mail Direction Search results:
Closeout Data Report	1. Select the Default and Redirections View to view results for both default and
Corporate Rating Report	redirection facilities.
Facility Schedule Report Holiday And Contingency	 Select Drop Entry Point View to view results for Drop Entry Points only. Select Label List View to view results for a specific Label List.
Constraint Report	5. Geleti Laber List view to view results for a specific Laber List.
Mail Direction Search Recurring Appointment	
Performance Report	* Report View: Select One 👻
Scheduler Performance Report	
Scheduler Report	(<cancel) (create=""></cancel)>
Slot Availability Report	
Resources	
Origin Entry	
Customer / Supplier Agreements	
Agreements	
TEM	

2.2.3.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

*Modified	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
*Effective Date Range	Drop-down box containing date range options in which the redirection is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
*Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
*Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
*Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
*Palletized	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Show Combined ZIP/CRIDS	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
*Show Results For	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
Show Truck Length Redirections Only	Checkbox to indicate whether to display truck length requirements for redirections.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Default and Redirections View page* is displayed on the following page.

Mail Direc				cing (F								
	tion Sea	irch - Defau	It and Redired	tions Vi	iew		Retur	m to <u>Previo</u> t	us Screen			
Select all a	pplicable s	earch criteria:										
* Modified:		Б	_ast 7 Days		*	Mail Clas	ss:	ALL				
* Effective I		: <mark> </mark>	Any Current or Fu	ure	~			Periodica Periodica Standard				
		× b	lf left blank, all appli e retrieved Use an asterisk (*) for : the end of 3-Digits			Mail Sha	pe:	ALL Flats Irregular F	arcels			
* Discount	Туре:	E	ALL BMC SCF			Palletize	254	Letters Both Default ar		a	~	
	acility ZIP/C	RID Ranges			R	edirectio	ns Only					
Export option			View Printable Ve			edirectio Cancel	ns Only					
Export option	s: <u>Downloa</u>		View Printable Ve Default F	rsion		Cancel)	ins Only	Effective	Dates			
	s: <u>Downloa</u>	d into Excel B		rsion	rrch>)	Cancel)	Effective	Effective Default Grace Period End	fective		Truck .ength	Modified Date
	s: <u>Downloa</u> Content li	d into Excel B	Default F	rsion acility IIASS	rch>) (Cancel	Effective Start Date	Effective Default Grace Period End Date	fective	Period nd Date		
ZIP/CRIE	s: <u>Downloa</u> Content Ir s Discount	d into Excel E	Default F Pallet Facility N <u>CHATTANOO</u>	rsion acility NASS GA 373 I	rch>) (Redirection Facility MONTGOMEN	Cancel n Facility <u>NASS</u> RY 360	Effective Start Date 01/01/2011	Effective Default Grace Period Date 01/	fective nd Date E	Period ! nd Date	<u>ength</u> N/A	<u>Date</u>
ZIP/CRI 307	a: <u>Downloa</u> Content II S Discount SCF SCF	d into Excel information <u>CIII Group</u> Standard/Flats	Default F Pallet Facility N <u>CHATTANOO</u> P&DC Y <u>CHATTANOO</u>	rsion acility IIASS GA 373 I	rch>) (Redirection Facility MONTGOMEN	Cancel n Facility <u>NASS</u> RY 360	Effective Start Date 01/01/2011	Effective Default Grace Period End Date 01/ 01/	fective nd Date 15/2011 06	Period 1 nd Date 1 /26/2012	. <u>ength</u> N/A N/A	Date 05/26/2012
21P/CRIE 307 307	a: <u>Downloa</u> Content II S Discount SCF SCF	d into Excel information t <u>CIII Group</u> Standard/Flats Standard/Flats	Default F Pallet Facility N CHATTANOO P&DC Y CHATTANOO P&DC CHATTANOO CHATTANOO CHATTANOO CHATTANOO	rsion acility IIASS GA 373 I	rch>) (Redirection Facility MONTGOMEN	Cancel n Facility <u>NASS</u> RY 360	Effective Start Date 01/01/2011 01/01/2011	Effective Default Grace Period End Date 01/ 01/	fective nd Date 15/2011 06	Period 1 nd Date 1 /26/2012	N/A N/A N/A	Date 05/26/2012 05/26/2012

Note:



The Content Zip Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

2.2.3.2 Drop Entry Point View

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of default drop entry points and redirections. After the user has selected Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be prepopulated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



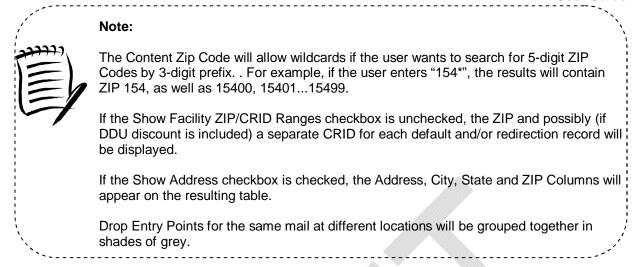
The fields and buttons on the *Mail Direction Search – Drop Entry Point View page* is described below. A snapshot of the page is displayed after the field description.

*Modified	Drop-down box containing date range options in which the drop entry point was last modified.
*Effective Date Range	Drop-down box containing date range options in which the drop entry point is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
*Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
*Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
*Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
*Palletized	Drop-down box allowing the user to search for drop entry points based on whether the mail is palletized, bedloaded, or both.
Show Address	Checkbox to choose if the address for the Facility will be shown on the report.
Show Combined	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped

ZIP/CRIDS	for display or will be listed on individual lines.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the Mail Direction Search – Drop Entry Point View page is displayed below.

lail Direction	Search - Dro											
		op Entry	Point	t View								
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2.2.3.3 Label List View

The Label List View gives users the ability to search for default drop entry points or redirections for a single or multiple Labels within a single Label List where destination discounts can be claimed. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable Label List from the drop-down menu and click the submit button so that the Label drop down menu is populated with the corresponding Labels for the Label List.



The fields and buttons on the *Mail Direction Search – Label List View page* is described below. A snapshot of the page is displayed after the field description.

*Label List	Drop-down box containing Label List options which include the Label List Name and Code.
Submit button	Button used to populate the Label drop-down list for a selected Label List option.
*Label	Drop-down box containing Label options that correspond to the Label List option selected.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

User Guide

A snapshot of the Mail Direction Search – Label List View page is displayed below.

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Users should consider alternate printing options such as printing in Landscape mode or use larger paper to account for the large number of fields potentially displayed.

The Mail Direction Search can produce a large number of results. Large reports will require more time to process, more time to load, and more time and paper to print. Users are encouraged to utilize the appropriate search criteria.

2.2.4 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.



The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
*Report View	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
Submit button	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
*Area ID	If the user searches by Area: Drop-down box listing all area options.
District ID	If the user searches by District: Drop-down box listing all district options.
Exclude Delivery Unit checkbox	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
State	Only displays when user searches by Facility: Drop-down box listing all state options.
View Cities button	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the City drop-down box. Only cities with postal facilities will be returned.
City	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
Search button	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
Search button	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
Facility	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

The Holiday and Contingency Constraints Report Selection page is displayed below.

Resources Resources The Start Date must be greater than or equal to the current date. The Date Range cannot	Reports orthreat Calender excut Data Record instraint Report Direction Search Direction Search Choose Search Criteria Please enter in the Date Range in MMDD///Y format (* Required Fields) The Start Date must be greater than or equal to the current date. The Date Range cannot exceed 7 days. Click the Create button to view the report. * Select Date Range: 06/25/2010 * Report View: By Area * Area ID: 4B • Northeast (B)
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The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.



From the Holiday and Contingency Constraints Report Selection page, the user may view the holiday and contingency information by one of four ways:

To Search for holiday and contingency constraints information by Area:

- 1. ENTER the Date Range
- SELECT 'by Area' from the **Report View** drop-down box 2.
- CLICK the Submit button 3.
- 4. SELECT an area in the Area ID drop-down
- 5. CLICK the Create button

To Search for holiday and contingency constraints information by District:

- 1. ENTER the Date Range
- 2. SELECT 'by District' from the Report View drop-down box

- 3. CLICK the **Submit** button
- 4. SELECT an district in the **District ID** drop-down
- 5. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by state and city:

- 1. ENTER the Date Range
- 2. SELECT 'by Facility' from the **Report View** drop-down box
- 3. CLICK the Submit button
- 4. SELECT a **State** from the drop-down box
- 5. CLICK the **View Cities** button
- 6. SELECT a city from the **City** drop-down box
- 7. CLICK the Search button
- 8. SELECT a facility from the **Facility** drop-down box
- 9. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by NASS Code:

- 1. ENTER the Date Range
- 2. SELECT 'by Facility' from the **Report View** drop-down box
- 3. CLICK the Submit button
- 4. ENTER the three to five character **NASS Code** in the text box
- 5. CLICK the Search button
- 6. SELECT a facility from the **Facility** drop-down box
- 7. CLICK the Create button



The Holiday and Contingency Constraints Report page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the Holiday and Contingency Constraints Report page are described below. A snapshot of the page is displayed after the field description.

NASS Code	The three to five character NASS Code associated with the selected criteria.
Facility Name	The Facility Name associated with the selected criteria.
Date	Date of when Holiday and Contingency Constraint is in effect.
Constraint Type	The type of constraint (Holiday or Contingency).
Drop Shipment Hours	The times the associated facility is accepting Standard and Package Service Drop Shipments.
Hours of Operation	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.

The Holiday and Contingency Constraints Report page is displayed below:

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6			777		
NASS Code 012	Facility Name	Date 07/04/2010	Constraint Type Contingency	Hours*	Operation



A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

2.3 Resources

The *Resources* section 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*. The following sections are available pre-login to FAST:

2.3.1 Reference Documents – Describes how a user may access the FAST User Guide, Customer Web Based Training, PS Forms 8125, Publication 804, and Domestic Mail Manual.

2.3.2 Drop Ship Product File Download - Describes how a user may download the different Drop Ship Product Files.

2.3.3 Label List Files Download - Describes how a user may download the Label List Files.

2.3.4 Message Board – Describes how a user may access the FAST Message Board.

2.3.5 What's New Board – Describes how a user may access the What's New Board.

2.3.6 View CIN List – Describes how a user may access the View CIN List page.

2.3.7 View CIN Group List – Describes how a user may access the View CIN Group List page.

2.3.8 Mail Transport Equipment Returns Request – Describes how a user may access the MTE Return Request page.

The user may access the processes associated with the above sections from the *FAST Login* page (described in module 4.0 - *Landing pages*) before logging into the application.

2.3.1 Reference Documents

The *Reference Documents* section describes the following processes:

- 2.3.1.1 Release Notes
- 2.3.1.2 Customer Job Aids
- 2.3.1.3 Customer Web based Training
- 2.3.1.4 Mailer Rating Information
- 2.3.1.5 Download User Guide
- 2.3.1.6 Link to Publication 804
- 2.3.1.7 Link to Domestic Mail Manual
- 2.3.1.8 Link to PS Forms 8125

The user may access the processes associated with the above sections from the *FAST Welcome* page by CLICKING the **Resources** link. The Resources link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing pages*) where the user may CLICK either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

2.3.1.1 Release Notes

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

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

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2.3.1.2 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 nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association, Creating Drop Ship Appointments Guide, Creating Origin Entry Appointments Guide, Facility Profile, Managing Drop Ship Appointments Guide, Managing Origin Entry Appointments Guide, FAST Appointment Container Association Quick Reference Guide , Appointment Shell, Formatting and Printing Reports, Joint Scheduling, Mail Direction Report, PostalOne! Customer Registration, Preferred Publications, Resolution and Internet Browser Settings, Web Services Overview, Customer / Supplier Agreements, Business Customer Gateway – Dock Handout, Business Customer Gateway – Existing Users.*

- Customer Supplier Agreements eDoc Association this document contains useful information around correctly mapping CSA information from FAST to eDocs. Sample scenarios outlining the proper use of the letter 'P' for the Critical Acceptance Time (CAT) for CSAs are provided.
- Creating Drop Ship Appointments Guide this document contains instructions to help the user create drop ship appointments in FAST.
- **Creating Origin Entry Appointments Guide -** this document contains instructions to help the user create Origin Entry appointments in FAST.
- Facility Profile Information this document contains useful information that the user may obtain from the Facility Profile in FAST.
- Managing Drop Ship Appointments Guide this document contains instructions to help the user manage drop ship appointments in FAST.
- Managing Origin Entry Appointments Guide this document contains instructions to help the user manage Origin Entry Appointments in FAST.
- Appointment Shell this document contains instruction to help the user understand the impact
 of creating and cancelling appointment shells. The user is given instructions for creating drop ship
 one-time and recurring appointment shells as well as Origin Entry JIT One-Time and JIT
 Recurring appointment shells.
- **Customer / Supplier Agreements** this document contains instructions to help the user understand the navigation and various sections of the CSA module.
- FAST Appointment Container Association Quick Reference Guide this document contains instruction to help the user understand the appointment container association process, Full-Service appointment scheduling options and best communication approach for their business process.
- Formatting and Printing Reports this document contains instructions to help the user properly format and print reports.
- **Joint Scheduling** this document contains instructions to help the user understand and create a joint scheduling appointment.
- Mail Direction Report this document contains instructions to help the user search for default drop entry points and redirections.
- **PostalOne!** Customer Registration this document contains instructions to guide the user in registering with PostalOne! and gaining login access to FAST.
- **Preferred Publications** this document contains instructions to help users select and save their regularly used publications.
- **Resolution and Internet Browser Settings** this document will help the user adjust their screen resolution and browser settings. This will ensure that the FAST application displays and works correctly on the user's computer.
- Web Services Overview this document contains an introduction to the features and benefits associated with Web Services.
- 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 right-clicks the desired link and selects "Save Target As..." A pop-up dialog will display asking the 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 Customer Job Aids section highlighted.

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acility Access and Shipment Tr	acking (FA
eference Documents	
Release Notes:	
Pre-Release Notes 11/07/2010	
Release Notes 05/23/2010 Release Notes 08/15/2010	
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Release Notes 03/28/2010	
Post-Release Notes 03/28/2010 Release Notes 03/14/2010	
Release Notes 11/15/2009	
Release Notes 10/18/2009	
Release Notes 08/16/2009	
Customer Job Aids: Creating Drop Ship Appointments Guide (PDF)	
Creating Origin Entry Appointments Guide (PDF)	
Facility Profile Information (PDF) Managing Drop Ship Appointments Guide (PDF)	
Managing Origin Entry Appointments Guide (PDF)	
FAST Appointment Container Association Quick Refe	erence Guide
(PDF) Appointment Shell (PDF)	
Formatting and Printing Reports (PDF)	
Joint Scheduling (PDF) Mail Direction Report (PDF)	
Mail Direction Report (PDF) PostalOnel Customer Registration (PDF)	
Preferred Publications (PDF)	
Resolution and Internet Browser Settings (PDF) Web Services Overview (PDF)	
Customer / Supplier Agreements (PDF)	
Business Customer Gateway Introduction - Dock Ha	ndout (PDF)
Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)	
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Mailer Rating Appointment Rating Process (PPT)	
Mailer Rating Reports (PPT)	
Mailer Rating Review (PPT)	
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FAST Drop Shipment Customer User Guide (PDF) FAST Drop Shipment Customer User Guide (HTML)	
FAST Drop Shipment Customer User Guide (ZIP)	
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 (ZIP)	
Drop Ship Delivery Unit Hours File:	
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Domestic Mail Manual:	
Domestic Mail Manual	
PS Forms (8125): PS Forms Page	
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PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS Clearance (10/2005)	S) Verification and
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PV Verification and Clearance (01/2006)	DS) Consolidated
Customer / Supplier Agreements: Guide to Customer / Supplier Agreements	
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2.6.2 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course is available for drop ship and Origin Entry and can be downloaded and run on any computer with a compatible browser.

To download the training course, the user simply clicks on the Customer Web Based Training Course link. A pop-up dialog will appear. The user should click "Save" and select a destination directory. The download may take several minutes as this is a fairly large module (about 26MB). Once the file is downloaded the user should locate the file on their computer using Windows Explorer. The user should right-click on the file and select "Extract to here" (the actual process of extracting/un-zipping files may vary depending on the type of extracting utility installed on the user's computer). The files will extract and create a new directory called "Customer FAST Training Course." The user should navigate to that directory. To start the training course the user double-clicks the file called "Start Here."

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.

UNITED STATES POSTAL SERVICE®

acility Access and Shipment Tracking (F
Reference Documents
Release Notes:
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010 Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010 Release Notes 03/14/2010
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Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF) Managing Origin Entry Appointments Guide (PDF)
EAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF) Mail Direction Report (PDF)
PostalOnel Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF) Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF) Business Customer Cateway, New Licens (RDF)
Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)
 Customer Drop Ship Web Based Training Course: Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop.
Please note this may take several minutes to save. Once the file is saved, clic the close button and navigate to your desktop. From your desktop EXTRACT
the zip file. To EXTRACT the file, right-click on the zip file and select "Extract the Here". Once the file is extracted to your desktop open the Customer Web
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Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
 Customer Origin Entry Web Based Training Course: Customer Web Based Training Course(ZIP)
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Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
Mailer Rating Information: <u>Mailer Rating Introduction (PPT)</u>
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT) Mailer Pating Review (PPT)
Mailer Rating Review (PPT)
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FAST Drop Shipment Customer User Guide (PDF) FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)
 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 (ZIP)
Drop Ship Delivery Unit Hours File:
Drop Ship Delivery Unit Hours File (EXCL) Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003
or greater.
Publication 804:
Publication 804
Domestic Mail Manual:
Domestic Mail Manual
PS Forms (8125):
PS Forms Page
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PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
 Customer / Supplier Agreements: Guide to Customer / Supplier Agreements
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To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Clic below to download it now.
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2.3.1.4 Mailer Rating Information

Mailer Rating information is a series of teleconference presentations designed to educate the user on Mailer Rating rules, Appointment Rating process, and associated reports. The following teleconference presentations are available:

- Mailer Rating Introduction
- Mailer Rating Appointment Rating Process
- Mailer Rating Reports
- Mailer Rating Review

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.

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F	acility Access and Shipment Tracking (FA
[Reference Documents
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	Release Notes 03/28/2010
	Post-Release Notes 03/28/2010 Release Notes 03/14/2010
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	Release Notes 06/16/2009
	 Customer Job Aids: Creating Drop Ship Appointments Guide (PDF)
	Creating Origin Entry Appointments Guide (FDF)
	Facility Profile Information (PDF)
	Managing Drop Ship Appointments Guide (PDF) Managing Origin Entry Appointments Guide (PDF)
	FAST Appointment Container Association Quick Reference Guide
	(PDF) Appointment Shell (PDF)
	Formatting and Printing Reports (PDF)
	Joint Scheduling (PDF) Mail Direction Report (PDF)
	PostalOnel Customer Registration (PDF)
	Preferred Publications (PDF)
	Resolution and Internet Browser Settings (PDF) Web Services Overview (PDF)
	Customer / Supplier Agreements (PDF)
	Business Customer Gateway Introduction - Dock Handout (PDF)
	Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)
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	To open the Customer Web Based Training file you must have WIN ZIP. To
	begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, clic
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	Based Training folder and select the "Start Here" (named Start here.htm.) file to begin the course.
	Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
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	saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the
	Customer Web Based Training folder and select the "Start Here" (named Start here, htm) file to begin the course.
	Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
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	Mailer Rating Appointment Rating Process (PPT)
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	Passe search for the following forms on the page to download: PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
	PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
	Customer / Supplier Agreements:
	Guide to Customer / Supplier Agreements
	To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.
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2.3.1.5 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST will provide the user. It contains detailed instructions for users to perform key functions in the FAST system. A pre-login user may only download the external version of the User Guide.

The *FAST User Guide* section describes the process for downloading the guide. More detailed information about downloading the FAST User Guide is described in module 12.1.1 – *FAST User Guide*.

The user has the option to download the User Guide in .PDF format, .RTF format, or as a ZIP file. The user begins the process by CLICKING the associated **Download** button.

The *Reference Documents* page is displayed on the following page with the FAST User Guide section highlighted.

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Fa	cility Access and Shipment Tracking (F
-	eference Documents
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	Release Notes: Pre-Release Notes 11/07/2010
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	Release Notes 08/15/2010 Release Notes 04/11/2010
	Release Notes 03/28/2010
	Post-Release Notes 03/28/2010 Release Notes 03/14/2010
	Release Notes 11/15/2009
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	Creating Origin Entry Appointments Guide (PDF)
	Facility Profile Information (PDF) Managing Drop Ship Appointments Guide (PDF)
	Managing Origin Entry Appointments Guide (PDF)
	EAST Appointment Container Association Quick Reference Guide (PDF)
	Appointment Shell (PDF)
	Formatting and Printing Reports (PDF) Joint Scheduling (PDF)
	Mail Direction Report (PDF)
	PostalOnel Customer Registration (PDF) Preferred Publications (PDF)
	Preferred Publications (PDF) Resolution and Internet Browser Settings (PDF)
	Web Services Overview (PDF)
	Customer / Supplier Agreements (PDF) Business Customer Gateway Introduction - Dock Handout (PDF)
	Business Customer Gateway - New Users (PDF)
	Business Customer Gateway - Existing Users (PDF)
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	Customer Web Based Training folder and select the "Start Here" (named Sta here.htm) file to begin the course.
	Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
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	Mailer Rating Appointment Rating Process (PPT) Mailer Rating Reports (PPT)
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L	FAST Drop Shipment Customer User Guide (HTML)
L	FAST Drop Shipment Customer User Guide (ZIP)
•	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 (ZIP)
	Drop Ship Delivery Unit Hours File:
	Drop Ship Delivery Unit Hours File (EXCL) Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 200
	Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 200 or greater.
	Publication 804:
	Publication 804
	Domestic Mail Manual:
	Domestic Mail Manual
	PS Forms (8125):
	PS Forms Page
	Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download: DS Form \$415 (PDE) linet Verified Pros Submetri (MCS) Verification and
	PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005) PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated
	PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
	Customer / Supplier Agreements:
1	Guide to Customer / Supplier Agreements
	o view the user guide as a .PDF file you must have Adobe Acrobat Reader. CI
To	elow to download it now.

Goy't Services

Forms

Career

Privacy Policy

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Site Map

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Note: The pre-login user may only download the customer version of the *FAST User Guide*.

2.3.1.6 Link to Publication 804

Drop Shipment Procedures for Destination Entry (Publication 804) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office, and to provide customers with access to requirements for participation in the Drop Ship Program. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM), as well as any additional information pertaining to drop shipment. The procedures establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the process for viewing the publication. More detailed information about viewing *Publication 804* is described in module 12.1.2 – *Publication 804*.

The user has the option to view *Publication 804* in .PDF format or text format. The user begins the process by CLICKING the associated *Publication 804* hyperlink. Upon CLICKING the *Publication 804* hyperlink, the user is brought to a new page with *Publication 804* displayed.

The USPS Document page is displayed on the following page with Publication 804 section highlighted.

POSTAL SERVICE

Reference Documents Release Notes:
Release Notes:
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010 Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010 Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009 Release Notes 08/16/2009
Customer Job Aids: Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF) Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF) Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOnel Customer Registration (PDF) Broforced Bublications (RDF)
Preferred Publications (PDF) Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF) Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway Introduction - Dock Handout (PDP) Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)
Customer Drop Ship Web Based Training Course:
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, clic
the close button and navigate to your desktop. From your desktop EXTRACT
the zip file. To EXTRACT the file, right-click on the zip file and select "Extract t Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file
to begin the course. Note: The Customer Web Based Training is best viewed using Internet
Explorer or Netscape 6.2 or 7.X web browsers.
Customer Origin Entry Web Based Training Course:
Customer Web Based Training Course(ZIP) To open the Customer Web Based Training tile you must have WIN ZIP. To
begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is
saved, click the close button and navigate to your desktop. From your desktop
EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and selec "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start
here.htm) file to begin the course. Note: The Customer Web Based Training is best viewed using Internet
Explorer or Netscape 6.2 or 7.X web browsers.
Mailer Rating Information:
Mailer Rating Introduction (PPT) Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)
Download FAST Drop Shipment User Guide (Version 14):
FAST Drop Shipment Customer User Guide (PDF) FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (HTML) FAST Drop Shipment Customer User Guide (ZIP)
 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 (ZIP)
Drop Ship Delivery Unit Hours File:
Drop Ship Delivery Unit Hours File (EXCL) Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003
Note: The Drop Ship Delivery one hours he must be viewed using excel 2003 or greater.
Publication 804:
Publication 804
Domestic Mail Manual:
Domestic Mail Manual
PS Forms (8125):
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
Customer / Supplier Agreements: Guide to Customer / Supplier Agreements
To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Clic
below to download it now.
Download Adobe Acrobat PDF Reader

2.3.1.6 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The public may access the DMM in PDF format on the Postal Explorer website. The online DMM is updated monthly.

The *Domestic Mail Manual* section describes the process for viewing the manual. More detailed information about viewing the *Domestic Mail Manual* is described in module 12.1.3 – *Domestic Mail Manual*.

The user may view the *Domestic Mail Manual* in .PDF format. The user begins the process by CLICKING the associated **Domestic Mail Manual** hyperlink. Upon CLICKING the **Domestic Mail Manual** hyperlink the user is brought to a new page with the *Domestic Mail Manual* displayed.

The USPS Document page is displayed on the following page with the Domestic Mail Manual section highlighted.

UNITED STATES POSTAL SERVICE.

1	Facility Access and Shipment Tracking (FA
	Reference Documents
	Release Notes:
	Pre-Release Notes 11/07/2010
	Release Notes 05/23/2010
	Release Notes 08/15/2010 Release Notes 04/11/2010
	Release Notes 03/28/2010
	Post-Release Notes 03/28/2010 Release Notes 03/14/2010
	Release Notes 11/15/2009
	Release Notes 10/18/2009 Release Notes 08/16/2009
	Customer Job Aids:
	Creating Drop Ship Appointments Guide (PDF)
	Creating Origin Entry Appointments Guide (PDF) Facility Profile Information (PDF)
	Managing Drop Ship Appointments Guide (PDF)
	Managing Origin Entry Appointments Guide (PDF)
	FAST Appointment Container Association Quick Reference Guide (PDF)
	Appointment Shell (PDF) Formatting and Printing Reports (PDF)
	Joint Scheduling (PDF)
	Mail Direction Report (PDF) PostalOnel Customer Registration (PDF)
	Preferred Publications (PDF)
	Resolution and Internet Browser Settings (PDF) Web Services Overview (PDF)
	Customer / Supplier Agreements (PDF)
	Business Customer Gateway Introduction - Dock Handout (PDF)
	Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)
	Customer Drop Ship Web Based Training Course:
	Customer Web Based Training Course(ZIP)
	To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop.
	Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT
	the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web
	Based Training folder and select the "Start Here" (named Start here.htm.) file to begin the course. Note: The Customer Web Based Training is best viewed using Internet
	Explorer or Netscape 6.2 or 7.X web browsers.
	Customer Origin Entry Web Based Training Course:
	Customer Web Based Training Course(ZIP) To open the Customer Web Based Training file you must have WIN ZIP. To
	to open the Customer web based training the you must have with 2.P. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is
	saved, click the close button and navigate to your desktop. From your desktop
	EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start
	here.htm) file to begin the course. Note: The Customer Web Based Training is best viewed using Internet
	Explorer or Netscape 6.2 or 7.X web browsers.
	Mailer Rating Information: Mailer Rating Introduction (PPT)
	Mailer Rating Appointment Rating Process (PPT)
	Mailer Rating Reports (PPT)
	Mailer Rating Review (PPT)
	Download FAST Drop Shipment User Guide (Version 14): EAST Drop Shipment Customer User Guide (PDE)
	FAST Drop Shipment Customer User Guide (PDF) FAST Drop Shipment Customer User Guide (HTML)
	FAST Drop Shipment Customer User Guide (ZIP)
	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 (ZIP)
	 Drop Ship Delivery Unit Hours File: Drop Ship Delivery Unit Hours File (EXCL)
	Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.
	Publication 804: Publication 804
	Domestic Mail Manual: Domestic Mail Manual
	PS Forms (8125): PS Forms Page
	Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
	Please search for the following forms on the page to download: PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
	PS Form 8125-C (PPF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)
	Customer / Supplier Agreements: Guide to Customer / Supplier Agreements
	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

2.3.1.8 Link to PS Form 8125

The *PS Form 8125* contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment 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 Forms* section describes the process for downloading the forms. More detailed information about downloading the *Plant-Verified Drop Shipment Form* is described in modules 9.1.2 – *Download Recurring Appointment Request Form and* 9.1.3 – *Download PS Form* 8125 (*Plant-Verified Drop Shipment Form*).

The user may download the form in .PDF format. The user begins the process by CLICKING the **PS Forms Page** hyperlink. Upon CLICKING the PS Forms Page hyperlink, the user is brought to the USPS Forms Page where they may search for PS Form 8125.

The USPS Document page is displayed on the following page with the PS Forms 8125 section highlighted.

UNITED STATES POSTAL SERVICE:

Facility	Access and Shipment Tracking (F/
Reference	e Documents
Release	Notes
Pre-Rel	ease Notes 11/07/2010
	Notes 05/23/2010
	Notes 08/15/2010 Notes 04/11/2010
	Notes 03/28/2010
_	lease Notes 03/28/2010 • Notes 03/14/2010
Releas	Notes 11/15/2009
	Notes 10/18/2009 Notes 08/16/2009
Custom	r Job Alds: 1 Drop Ship Appointments Guide (PDF)
	Origin Entry Appointments Guide (PDF)
	Profile Information (PDE) Ig Drop Ship Appointments Guide (PDE)
Managi	a Origin Entry Appointments Guide (PDF)
FAST A	pointment Container Association Quick Reference Guide
	ment Shell (PDF) ng and Printing Reports (PDF)
	heduling (PDF)
The second second	ection Report (PDF)
	nel Customer Registration (PDF) d Publications (PDF)
Resolu	ion and Internet Browser Settings (PDF)
	rvices Overview (PDF) er / Supplier Agreements (PDF)
	s Customer Gateway Introduction - Dock Handout (PDF)
	s Customer Gateway - New Users (PDF) s Customer Gateway - Existing Users (PDF)
	r Drop Ship Web Based Training Course: er Web Based Training Course(ZIP)
To open	he Customer Web Based Training file you must have WIN ZIP. To
Please n	ve the Customer Drop Ship Web Based Training file to your desktop. the this may take several minutes to save. Once the file is saved, clic button and navigate to your desktop. From your desktop EXTRACT
the zip fi Here", O	button and navigate to your desktop. From your desktop EXTRACT e. To EXTRACT the file, right-click on the zip file and select "Extract to the file is extracted to your desktop open the Customer Web
Based T	aining folder and select the "Start Here" (named Start here.htm) file he course.
Note: Th	e Customer Web Based Training is best viewed using Internet or Netscape 6.2 or 7.X web browsers.
Custom	r Origin Entry Web Based Training Course:
	er Web Based Training Course.
begin, si	he Customer Web Based Training file you must have WIN ZIP. To ve the Customer Origin Entry Web Based Training file to your
desktop. saved, c	Please note this may take several minutes to save. Once the file is ick the close button and navigate to your desktop. From your desktop
EXTRAC "Extract	The zip file. To EXTRACT the file, right-click on the zip file and select o Here". Once the file is extracted to your desktop open the
here.htm	Web Based Training folder and select the "Start Here" (named Start) file to begin the course.
Explorer	e Customer Web Based Training is best viewed using Internet or Netscape 6.2 or 7.X web browsers.
Mailer R	ting Information:
	ating Introduction (PPT)
	ating Appointment Rating Process (PPT) ating Reports (PPT)
	ating Review (PPT)
Download	d FAST Drop Shipment User Guide (Version 14):
FAST D	op Shipment Customer User Guide (PDF)
	op Shipment Customer User Guide (HTML) op Shipment Customer User Guide (ZIP)
	d FAST Origin Entry User Guide (Version 2): iain Entry Customer User Guide (PDF)
FAST O	igin Entry Customer User Guide (HTML)
FAST O	igin Entry Customer User Guide (ZIP)
	p Delivery Unit Hours File:
Note: Th	ip Delivery Unit Hours File (EXCL) Drop Ship Delivery Unit Hours file must be viewed using Excel 2003
or greate	r.
Publicat	
Publica	ion 804
	: Mail Manual:
Domes	ic Mail Manual
PS Form	
PS Forr Note: Cli	<u>is Page</u> king this link directs you to the USPS Forms page.
Please s PS Form	earch for the following forms on the page to download: 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and
Clearand PS Form	e (10/2005) 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated
Verificat	on and Clearance (01/2006)
	r / Supplier Agreements:
Guide t	Customer / Supplier Agreements
	user guide as a .PDF file you must have Adobe Acrobat Reader. Clic wnload it now.
Download	Adobe Acrobat PDF Reader

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2.3.3 Drop Ship Product File Download

The *Drop Ship Product File Download* page describes the process a user can download product files. The files the user can download are: All Files, Address File, Supplemental Site File, Parcel File, Mail Direction File, Mail Direction File v2, and CIN List File.

A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Resources** link located in the "Important Information" section. The user is taken to the *Resources Landing* page (described in module 4.0 – *Landing* pages) where the user may select the **Drop Ship Product File Download** link, or associated Go> button to display the *Drop Ship Product File Download* page.

Appointments Facilities Facilitie		
Profiles Reports Drop Ship Product File Download Perfect Download Download File: Ship Product File Download All Files All Files (as of 06/25/2010) Metsage: Board Address File Metsage: Board Address File White New Road Supplemental Site File Met Returns Parcel File Mail Direction File (as of 06/20/2010) Origin Enfry IEM Mail Direction File Mail Direction File (as of 06/25/2010) Origin Enfry IEM Mail Direction File Drop Ship Delivery Unit Hours File (as of 06/25/2010) Drop Ship Delivery Unit Hours File (as of 06/24/2010) Layout File (as of 02/15/2010)		Τ)
Download File: No Product File Devended File Devended File: Vist. CR Group Let Dercel File Parcel File Parcel File Devended File: Mail Direction File Mail Direction File Mail Direction File Drop Ship Delivery Unit Hours File Layout File Parcel File Devended	Profiles Drop Ship Product File Download	
Download All Files (as of 66(25(2010)) Download sslob Road Address File (as of 66(20(2010)) Download sslob Road Address File (as of 66(20(2010)) Download N Group List Supplemental Site File (as of 66(20(2010)) Download N Group List Parcel File (as of 66(20(2010)) Download Mail Direction File (as of 66(20(2010)) Download YEM Mail Direction File (as of 66(20(2010)) Download CIN List File (as of 66(20(2010)) Download Drop Ship Delivery Unit Hours File (as of 66(20(2010)) Download Layout File (as of 66(20(2010)) Download	e Documenta Download File:	
Address File (as of 06/20/2010) Conniced w CN List Supplemental Site File (as of 06/20/2010) Conniced Group List Parcel File (as of 06/20/2010) Conniced In Entry Mail Direction File (as of 06/20/2010) Conniced In Entry Mail Direction File (as of 06/20/2010) Conniced CIN List File (as of 06/25/2010) Conniced Drop Ship Delivery Unit Hours File (as of 06/24/2010) Conniced Layout File (as of 06/24/2010) Conniced	lownload	
w. Chi Liat Supplemental Site File (as of 06/20/2010) Download Scoup List Parcel File (as of 06/20/2010) Download In Entry Mail Direction File (as of 06/20/2010) Download Mail Direction File (as of 06/20/2010) Download CIN List File (as of 06/25/2010) Download Drop Ship Delivery Unit Hours File (as of 06/24/2010) Download Layout File (as of 02/15/2010) Download	Address File (as of 06/20/2010) (Download)	
TE Returns Parcel File (as of 06/20/2010) Ownstead In Entry TEM Mail Direction File (as of 06/20/2010) Ownstead Mail Direction File (as of 06/25/2010) Ownstead CIN List File (as of 06/25/2010) Ownstead Drop Ship Delivery Unit Hours File (as of 06/24/2010) Ownstead Layout File (as of 06/24/2010) Ownstead		
Mail Direction File (as of 06/25/2010) Download TEM Mail Direction File v2 (as of 06/25/2010) Download CIN List File (as of 06/25/2010) Download Drop Ship Delivery Unit Hours File (as of 66/24/2010) Download Layout File (as of 62/15/2010) Download	Darcal Lila (http://www.com/actional.com/	
TEM Mail Direction File v2 (as of 66/25/2010) Download CIN List File (as of 66/25/2010) Download Drop Ship Delivery Unit Hours File (as of 66/24/2010) Download Layout File (as of 62/15/2010) Download	Mail Direction File (as of 06/25/2010) (Download)	
Drop Ship Delivery Unit Hours File (as of 06/24/2010) Layout File (as of 02/15/2010) Download Download		
Layout File (as of 62/15/2010) (Downland)	CIN List File (an of DG/25/2010) Download	
	Drop Ship Delivery Unit Hours File (as of 06/24/2010) (Download)	
	Layout File (as of 02/15/2010) (Download)	
BMEU File (as of 06/25/2010) (Download)	BMEU File (as of 06/25/2010) (Bownload)	
Critical Entry Time File (an of 05/24/2010) Download	Critical Entry Time File (an of 06/24/2010) Download	

The Drop Ship Product File Download is displayed below.

2.3.3 Label List Files

The Label List File Download page contains a Postal Explorer link to Label List. The Label list link is accessible from two points in FAST: from the FAST Welcome page (pre-login), from the Resources Landing page (post-login), and from the FAST Welcome page (post-login), from the Resources Landing page (post-login),. A pre-login user begins the process from the Resources page. The user CLICKS the Label List File link or associated Go> button to display the Label List File Download page

The Label List Download page is displayed below:

Fac	ility Access and Shipment Tra	cking (FAS	T)
Lab	el List Files		
	abel List Files Iostal Explorer Link to Label List		Go>)
Do	wnload File:		
	Label List Files Download (All Label Lists)	(as of 05/05/2010)	Dewnlow
,	LOOO NDC Labeling List	(as of 06/09/2010)	Devalor
-	L001 5-Digit Scheme - Periodicals, Standard	fer a second of	Carrier
+	Mail, and Package Services Flats and Irregular Parcels	(as of 05/05/2010)	Dewnlow
٠	L002 3-Digit ZIP Code Prefix Matrix	(as of 05/09/2010)	Downlo
+	L003 3-Digit ZIP Code Prefix Groups - 3-Digit Scheme Sortation	(as of 05/09/2010)	Downlow
•	L004 3-Digit ZIP Code Prefix Groups - ADC Sortation	(as of 06/09/2010)	Downlos
	L005 3-Digit ZIP Code Prefix Groups - SCF Sortation	(as of 05/09/2010)	Downlo
	L006 5-Digit Metro Scheme	(as of 05/09/2010)	Dewnlow
+	L007 5-Digit Scheme - Periodicals, Standard Mall, and Package Services Flats in Bundles	(as of 05/09/2010)	Downloa
	L008 3-Digit Scheme - Periodicals, Standard Mail, and BPM Flats in Bundles	(#10 of 06/09/2010)	Downloa
	L009 Mixed ADCs - Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats	(as of 06/03/2010)	Devenior
	L010 NDC/ASF Entry - Standard Mail Letters and Package Services Irregular Parcels	(as of 05/09/2010)	Downloa
	L011 Non-NDC/ASF Entry - Periodicals and Standard Mail Letters	(as of DE/03/2010)	Dewnica
	L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC	(as of 06/09/2010)	Downloa
	L601 NDCs	(as of 06/09/2010)	Downlow
	L602 ASFs	(as of 05/09/2010)	Downlow
	L603 ADCs - Irregular Standard Mail Parcels	(as of 06/09/2010)	Downlow
	L604 Originating ADCs - Standard Mail Irregular Parcels	(as of 06/09/2010)	Downloa
	L605 NDCs/ASFs - Nonmachinable Parcel Post NDC Presort and ONDC Presort	(ars of 06/09/2010)	Downton
	L606 5-Digit Scheme - Standard Mail, First- Class Mail, and Package Services Parcels	(as of 06/09/2010)	Downloa
	L607 3-Digit ZIP Code Sort Option for Drop-Ship	(as of 06/05/2010)	Dewnloa
	Mailers L801 AADCs - Letter-Size Mailings	(as of 08/09/2010)	Dewnlos
1.60	Layout File	[as of 09/25/2019]	Dewnica

2.3.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Pre-login users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board. More detailed information about the Message Board is described in module 12.0 – *Resources*.

The Message Board is accessible from three points in FAST: from the *FAST Welcome* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). A prelogin user begins the process from the *Resources* page. The user CLICKS the **Message Board** link or associated **Go**> button to display the *Message Board*.

The FAST Message Board is displayed on the following page.

UNITED STATES POSTAL SERVICE	Home Sign	
Recurring Appointments Recurring Appointments Facilities Profiles Reports Resources Reference Documents Drop Ship Product File Download Label List Files Download Label List Files Download Mhafs New Board Whafs New Board View CN Group List View CN Group List MTE Returns Origin Entry Customer / Supplier	Facility Access and Shipment Tracking (FAST) FAST Message Board Facility Messages General Messages: No Facility Messages: General Messages:	
Agreements TEM Site Map Customer Service Copyright® 2009 USPS. All Rights R	No General Messages Available <u>Back to Top</u> <u>Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gate</u> Reserved. <u>No FEAR Act EEO Data FOIA</u> Potal Inspectors Preserving the Trust Topology Inspectors Preserved the Trust Topology Inspectors Prostal	

2.3.4 What's New Board

What's New is a message posting system where administrators of the FAST system may display systemrelated information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board. More detailed information about the What's New Board is described in module 12.0 – *Resources*.

The *What's New Board* is accessible from two points in FAST: from the *FAST Welcome* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The FAST What's New Board is displayed on the following page.

Appointments Appointments Facilities	I Shipment Tracking (FAST)
Profiles Reports What's New Board	View Printable Version
Resources erence Documents duct File Download No What's New Posting Availabl	le
ist Files Download Message Board hat's New Board	
View CIN List iew CIN Group List	
MTE Returns Origin Entry	
MTE Returns Origin Entry mer / Supplier Agreements	
MTE Returns Origin Entry mer / Supplier	
MTE Returns Origin Entry mer / Supplier Agreements	
MTE Returns Origin Entry mer / Supplier Agreements	

2.3.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active CINs. A user may view the complete list of active CINs or filter a list of active CINs to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The View CIN List page is accessible from three points in FAST: from the Resources Landing Page (prelogin), from the Resources Landing Page (post-login) and from the DEPS Resources Landing Page. The View CIN List section describes the process for viewing the page. More detailed information about the View CIN List is described in module 12.0 – Resources.

The FAST View CIN List is displayed on the following page.

View CIN L	st		Return to Previous Scr	reen
	bmit" to return to th		N List shown at the bottom of	rtne
Search and So	rt Options			
Enter CIN:				
Or Mail Class:		-		
Mail Shape:		•		
Presort:		-	Submit >	
CIN List				
Export options	Download into Ex	cel 🐴 <u>View Printable Ve</u>	rsion	
<u>CIN</u>	Mail Class	Mail Shape	Presort	
321	Periodicals	Flats	5D BC/NBC	
322	Periodicals	Flats	3D BC/NBC	
329	Periodicals	Flats	SCF BC/NBC	
331	Periodicals	Flats	ADC BC/NBC	
332	Periodicals	Flats	WKG BC/NBC	
339	Periodicals	Flats	5D CR	
340	Periodicals	Irregular Parcels	5D CR	
341	Periodicals	Letters	5D SCHEME BC	
342	Periodicals	Letters	5D BC	
343	Periodicals	Letters	SCHEME BC	
2.0	First Prev	Page 1, <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u> , <u>6</u> , <u>7</u> , <u>8</u>	Next Last Total (251 results	4)
Export options	: Download into Ex	cel 🖹 <u>View Printable Ve</u>	rsion	

2.3.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from three points in FAST: from the Resources Landing Page (pre-login), from the *Resources Landing* Page (post-login), and from the *DEPS Resources Landing* Page. The *View CIN Group List* section describes the process for viewing the page. More detailed information about *the View CIN Group List* is described in module 12.0 – *Resources*.

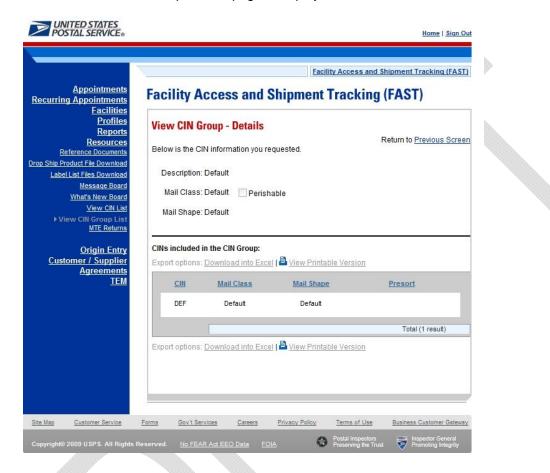
The FAST View CIN Group List is displayed on the following page.

Facility Access and Shipment Tra	ccess and Shipment Tr.
	icking (I AOT)
View CIN Group List Below is a list of all CIN Groups with their details.	Return to Pro
Export options: Download into Excel A View Printable	'ersion
<u>CIN Group</u>	<u>CINs</u>
Default	DEF
Package Services (Perishable)/Irregular Parcels	P63, P65, Q01, Q03
Package Services (Perishable)/Machinable Parcels	P62, P64, Q00, Q02
Package Services - BPM/Library/Media /Flats	635, 636, 637, 638, 639, 648, 649, 650, 65 653, 654, 657, 658, 65 661, 667, 668, 669
Package Services - BPM/Library/Media /hregular Parcels	690, 691, 692, 694, 696, 697, 698
Package Services - BPM/Library/Media /Machinable	
Parcels	687
Package Services - Parcel Select/ Machinable Parcels	680, 688
Package Services - Parcel Select/ Non-Machinable Parcels	688
Package Services - Parcel Select/Irregular Parcels	688, 690
Package Services/Flats	635, 636, 637, 638, 639, 648, 649, 650, 65 653, 654, 657, 658, 65 661, 669, P60, P66
Package Services/freqular Parcels	688, 690, 691, 692, 694, 696, 697, 698, P6 P63, P65, Q01, Q03, Q0 S88
Package Services/Machinable Parcels	660, 662, 663, 664, 680, 682, 683, 684, 68 688, Q04, S88
Package Services/Non-Machinable Parcels	688, S88
Periodicals (News)/Flats	421, 422, 429, 431, 432, 439, 449, 451, 45 471, 472, 473, 474, 47 477, 478, 479, 480, 48 482, 484, 485, 486, 48 488, P43
Periodicals (News)/Irregular Parcels	440, 454, 455, 463, 405, 409, 490, 491, 49; 494, 495, 496, 497, 49; 499, P44
Periodicals (News)/Letters	441, 442, 443, 444, 445, 446, 450, 453, 456 459, 466, 467, 468, 469 470, P40, P41, P42
Periodicals (News)/Machinable Parcels	P44
Periodicals (News)/Non-Machinable Parcels	P44
Periodicals/Flats	321, 322, 329, 331, 332, 339, 349, 351, 35 371, 372, 373, 374, 37 377, 378, 379, 380, 38 382, 364, 385, 386, 38 388, P33
Periodicals/Irregular Parcels	340, 354, 355, 363, 365, 389, 390, 391, 39 394, 395, 396, 397, 39 399, P34
Periodicals/Letters	341, 342, 343, 344, 345, 346, 350, 353, 356 359, 366, 367, 368, 360 370, P30, P31, P32
Periodicals/Machinable Parcels	P34
Periodicals/Non-Machinable Parcels	P34
Standard/Flats	521, 522, 529, 531, 532, 539, 549, 572, 57 574, 575, 578, 579, 58 582, 586, 587, 588, 58 P00, P03, P04, P56, P5 P58, P59
Standard/Irregular Parcels	500, 501, 502, 590, 591, 592, 594, 598, 59 600, 601, 603, P01, P0
Standard/Letters	541, 542, 543, 544, 545, 546, 552, 555, 55 558, 560, 563, 564, 56 567, 568, 569, 604, 60 606, 607, 608, 609, 61 P50, P51, P52, P53, P5 P55
Standard/Machinable Parcels	500, 501, 502, 503, 505, 603, 660, 662, 66 664, 670, 672, 673, 67
	Total (2
Export options: Download into Excel A View Printable	

All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.

The View CIN Group List section further describes the View CIN Group Details page which is described in module 12.0 – Resources.

The FAST View CIN Group Details page is displayed below.



2.3.8 Mail Transport Equipment Returns Request

The *Mail Transport Equipment (MTE) Returns Request* page gives users the ability to send a request to be reviewed by a USPS area contact. The USPS area contact will review the request and follow-up based on the information provided.

A pre-login user begins by CLICKING on the MTE Returns hyperlink or respective GO button.

The Mail Transport Equipment Returns Request page is displayed on the following page.

Facilities The M. Profiles review Reports inform Resources contact fennez hozuments the trait duct frie Downlead * Corp Message Board * Corp Whats New Beard * Corp Vew CN List Mail T JATE Returns * Addr Origin Entry Add ymer / Supplier * City: Agreements * City: Y 2IP (* Con Corp * Corp		nt Returns Requ ct will review the areas require a r USPS has not r on the confirma FAST ALSO	Request est will be forwarde information and for minimum of 7 days t esponded to yate tition page to follow-	llow-up based on the to review a request, a equest in 7 days, plea
Appointments Mail Facilities The Minor Profiles review Reports inform Resource contaication Greiner Documents Equipication Lis Files Download * Corp What's New Board * Cont View CNI Group List Mail T Port / Supplier * City: Agreements * Carp IEM * Stat * Zip/Q * Cont Contain * City: TEM * Stat * Contain * Contain	all Transport Equipmen The USPS area conta ation provided USPS a tyou to verify pick-up. If king number provided ment coordinator. orate Name: act Name: act Name: ransport Equipment Pi ess line 1: ess line 2: act Code: act Phone Number: tact Phone Ext	nt Returns Requ ct will review the reas require a r USPS has not r on the confirma FAST ALSO ck-up Address:	est will be forwarde information and fol esponded to your r tition page to follow-	llow-up based on the to review a request, a equest in 7 days, plea
Appointments Mail Facilities The Minor Profiles review Reports inform Resource contaication Greiner Documents Equipication Lis Files Download * Corp What's New Board * Cont View CNI Group List Mail T Port / Supplier * City: Agreements * Carp IEM * Stat * Zip/Q * Cont Contain * City: TEM * Stat * Contain * Contain	all Transport Equipmen The USPS area conta ation provided USPS a tyou to verify pick-up. If king number provided ment coordinator. orate Name: act Name: act Name: ransport Equipment Pi ess line 1: ess line 2: act Code: act Phone Number: tact Phone Ext	nt Returns Requ ct will review the reas require a r USPS has not r on the confirma FAST ALSO ck-up Address:	est will be forwarde information and fol esponded to your r tition page to follow-	llow-up based on the to review a request, a equest in 7 days, plea
Profiles review Reports contact retrance Documents the fort re- retrance Documents the fort re- terance Documents the fort re- terance Documents the fort re- terance Documents the fort re- terance Documents the fort re- vew CR Last Mail T > MTE Returns * Addr Origin Entry Add mer / Supplier Agreements * City: IEM * Stat 2 IP 0 Con	The USPS area conta ation provided USPS is tyou to verify pick-up. It cking number provided nent coordinator. orate Name: act Name: ransport Equipment Pi ess line 1: ress line 2: b: code: act Phone Number: tact Phone Ext.	ct will review the reas require a r USPS has not r on the confirma FAST ALSO ck-up Address:	information and foi minimum of 7 dependence esponded to your re- tition page to follow-	llow-up based on the to review a request, a equest in 7 days, plea
terence Documents terence Documents duct File Download USE Files Download Message Board Message Board Message Board Message Board Message Board Message Board Message Board New CRI Group List Mail T Mail T Mail T Mail T Mail T Mail T Mail T Mail T Addr Origin Entry Agreements IEM State Con Con Con Con Prefer	cking number provided ment coordinator. orate Name: act Name: ransport Equipment Pi ess line 1: ess line 2: ess line 2: code: tact Phone Number: tact Phone Ext:	FAST ALSO	tion page to follow-	quest in 7 days, prea
tuct File Download List Files Download Message Board What's New Board New Chi List What's New Board New Chi List What's New Board New Chi List Mail T Mail T Mail T Mail T Mat's New Board Chip Statu Con Con Prefer Prefer Prefer	orate Name: act Name: ransport Equipment Pi ess line 1: ress line 2: r es toode: tact Phone Number: tact Phone Ext	ck-up Address:		
Message Board hat's New Board View CNList Wiew CNList Mail T MTE Returns Address Address Address Address Chy: IEM State Con Con Con Con Prefer Prefer	act Name: ransport Equipment Pi ess line 1: ess line 2: e: 20de: tact Phone Number: tact Phone Ext.	ck-up Address:		
Athat's New Board View CN List View CN List View CN Cau List Mail T Mail T Mail T Mail T Addi Origin Entry Action Agreements IEM State Con Con Con Con Prefer	ransport Equipment Pi ess line 1: 'ess line 2: b: 20de: tact Phone Number: tact Phone Ext.		-	
2N Group List MTE Returns * Addr rigin Entry J Supplier greements TEM * Statk * ZIP (* Con Con * Con * Prefer	ess line 1: ress line 2: r: Code: tact Phone Number: tact Phone Ext		••	
E Returns * Addr supplier sements TEM * City: TEM * State * Con Con * Con * Con * Prefer Prefer	ess line 1: ress line 2: r: Code: tact Phone Number: tact Phone Ext		- •	
pplier nents IEM * City: * State * ZiP (* Con Con * Con * Prefer Prefer	e: Code: tact Phone Number: tact Phone Ext:	Select One	- •	
pplier ments * City: IEM * State * ZIP (* Con Con * Con * Prefer	e: Code: tact Phone Number: tact Phone Ext:	Select One	- •	
* State * ZIP (c * Con Con * Con * Prefer	Code: act Phone Number: tact Phone Ext:	Select One		
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	erred Pick-up Date:	10/14/2009	628	
Prefer	red Pick-up start hour:	 Hour is r 	military time	
	red Pick-up end hour:		nilitary time	
Mail Tr	ansport Equipment typ	es and quantitie	·S.	
	c Pallets:			
Tubs:				
Trays:				
Sacks				
Sleev				
3000000	g Stöck: ers, Cages, APCs,			
ERMC	i) i)			
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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

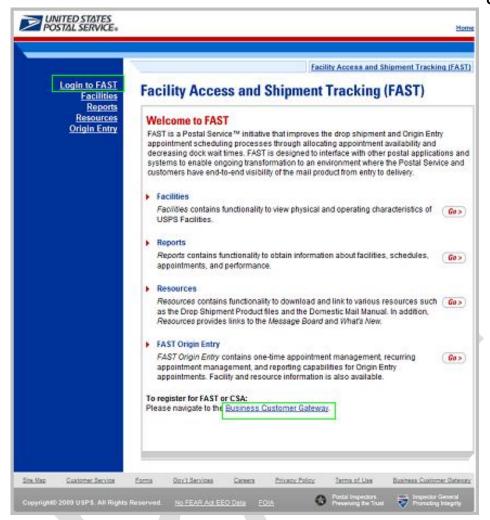
The user may begin the login process two ways. First, the user may navigate to the *Welcome to FAST* page by accessing <u>https://fast.usps.com/</u>. From there, the user will be directed to the *Business Customer Gateway* page upon clicking the **Login to FAST** link located in the Left Navigation Bar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



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.





Logging into FAST



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

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

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:

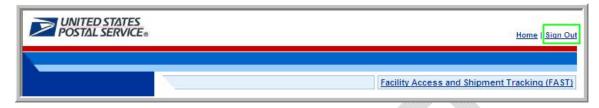
- 1. CLICK the Username field and ENTER the Username.
- 2. CLICK the **Password** field and ENTER the Password.
- 3. CLICK the Sign In button to login to the Business Customer Gateway.
- CLICK the Schedule a Mailing Appointment (FAST) link in the Mail & Transport section. 4.

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.

Note: FAST will display a notification on the Landing Page when a new message has been posted to the Message Board Pop-Up.

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	view Printable version	
Facility Messages:		
No Facility Messages Available		
General Messages:		
No General Messages Available		

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4.0 Landing pages

The user has several processes they may exercise upon login to the FAST application. The *Landing* pages section includes:

4.1 FAST Main Menu – Describes how a user may select the desired landing page.

4.2 Appointments – Describes how a user may select the desired appointment creation and management function.

4.3 Recurring Appointments – Describes how a user may select the desired recurring appointment request and management function

4.4 Facilities – Describes how a user may select the desired facility information function.

4.5 Profiles – Describes how a user may select the desired customer profile function.

4.6 Reports - Describes how a user may select a report to view.

4.7 Resources – Describes how a user may select the desired resources function.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the associated link or **Go>** button.

4.1 FAST Main Menu

The FAST Main Menu Landing page lists all FAST related functions accessible to the user depending on user access levels (described in module 11.1 – Security). The user has the following options to choose from:

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources



The fields and buttons on the *FAST Main Menu Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Appointments)	Displays the Appointments Landing page.
Go> (Recurring Appointments)	Displays the Recurring Appointments Landing page.
Go> (Facilities)	Displays the Facilities Landing page.
Go> (Profiles)	Displays the Profiles Landing page.
Go> (Reports)	Displays the Reports Landing page.
Go> (Resources)	Displays the Resources Landing page.

The FAST Main Menu Landing page is displayed below.

	Facility Access and Shipment Tracking (FAST
Appointments Facility Access a	nd Shipment Tracking (FAST)
Facilities	
ofiles Welcome to FAST	
in Entry Supplier Supplier FAST is a Postal Service "A" appointment scheduling pro decreasing dock wait times.	nitiative that improves the drop shipment and Origin Entry cesses through allocating appointment availability and FAST is designed to interface with other postal applications an transformation to an environment where the Postal Service and visibility of the mail product from entry to delivery.
Appointments	
Appointments contains fu	Inctionality to create and manage appointments.
Recurring Appointments	
Recurring Appointments appointments.	contains functionality to request and manage recurring
Facilities	
Facilities contains functio USPS Facilities.	nality to view physical and operating characteristics of Go>
Profiles	
Profiles contains function such as name, address,	ality to view corporate and scheduler profile information and contact information.
Reports	
Reports contains function appointments, and perfor	nality to obtain information about facilities, schedules, mance.
Resources	
as the Drop Shipment Pro	tionality to download and link to various resources such oduct files and the Domestic Mail Manual. In addition, to the Message Board and What's New.
FAST Origin Entry	
appointment management	ns one-time appointment management, recurring nt, and reporting capabilities for Origin Entry d resource information is also available.
Customer / Supplier Agree	eements
Customer / Supplier Agre	ements contains functionality to view and download Go>
Customer / Supplier Agre	
Customer / Supplier Agre Test Environment for Ma	ilers (TEM)

4.2 Appointments

The *Appointment Management Landing* page lists all appointment creation and management functions accessible to the user depending on user access level (described in module 11.1 – *Security*). The user has the following options to choose from:

- Create New Appointment page
- Manage Existing Appointment page
- Create Stand-Alone Content page
- Manage Stand-Alone Content page
- Manage Closeout Information page
- Manage Unscheduled Arrival page

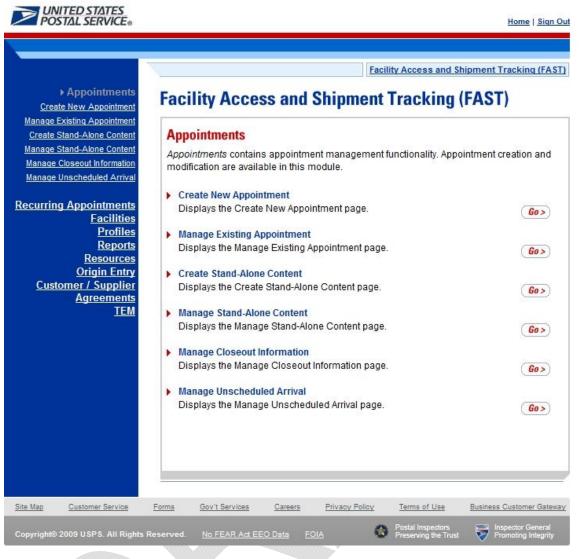
The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Appointments** link, or associated **Go>** button to display the *Appointment Management Landing* page.



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

Go> (Create New Appointment)	Displays the Create New Appointment page.
Go> (Manage Existing Appointment)	Displays the Manage Existing Appointment page.
Go> (Create Stand- Alone Content)	Displays the Create Stand-Alone Content page.
Go> (Manage Stand-Alone Content)	Displays the Manage Stand-Alone Content page.
Go> (Manage Closeout Information)	Displays the Manage Closeout Information page.
Go> (Manage Unscheduled Arrival)	Displays the Manage Unscheduled Arrival page.

The Appointment Management Landing page is displayed on the following page.





From the Appointment Management Landing page, the user may access the Create New Appointment page, Manage Existing Appointment page, create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information or the Manage Unscheduled Arrival page (described in module 6.0 – Appointments).

4.3 Recurring Appointments

The Recurring Appointments Landing page lists the request and management of recurring appointments functions (described in module 7.0 – Recurring Appointments). This functionality will allow the user to submit a recurring appointment request online within FAST.

The user has the following options to choose from:

- Request New Recurring Appointment
- Manage Recurring Appointment/Request
- Manage Publications Exclusions

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Recurring Appointments** link, or the associated **Go>** button to display the *Recurring Appointments Landing* page.



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

Go> (Request New Recurring Appointment)	Displays the Request New Recurring Appointment Selection page.
Go> (Manage Recurring Appointment/Request)	Displays the Manage Recurring Appointment/Request Selection page.
Go> (Manage Publications Exclusions)	Displays the Manage Publications Exclusions page.

The Recurring Appointments landing page is displayed below.

	Facility Access and Shipment Tracki	nq (FAS
Appointment ecurring Appointment	Facility Access and Snipment Tracking (FAST)	
Request New Recurrin <u>Appointment</u> Manage Recurrin <u>Appointment/Reques</u> Manage Publication Exclusion <u>Facilitie</u> <u>Profile</u> <u>Report</u> <u>Resource</u> <u>Origin Entr</u> <u>Customer / Supple</u>	Recurring Appointments • Request New Recurring Appointment Displays the Request New Recurring Appointment page. • Manage Recurring Appointment/Request Displays the Manage Recurring Appointment Requests page. • Manage Publication Exclusions Displays the Manage Publication Exclusions page for Periodicals Recurring Appointment Page Publication Exclusions page for Periodicals Recurring	G
<u>Agreement</u> <u>TEN</u>		



From the *Recurring Appointments Landing* page, the user may access the *Request New Recurring Appointment* page and the *Manage Recurring Appointment/Request page* (described in module 7.0 – *Recurring Appointments*).

4.4 Facilities

The *Facilities Landing* page lists all facility related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Facility Profile* section from the *Facilities Landing* page.

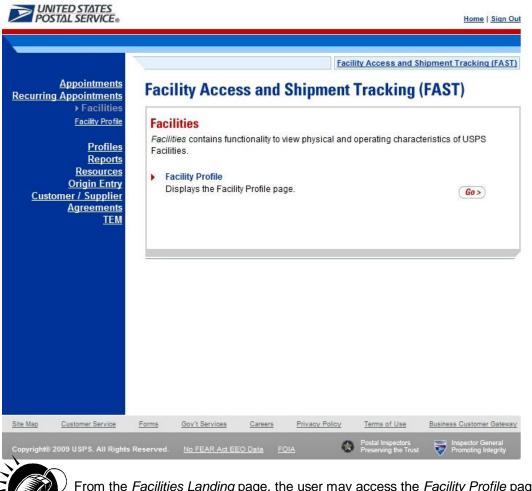
The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Facilities** link, or associated **Go>** button to display the *Facilities Landing* page.



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

Go> (Facility	Displays the Facility Profile Selection page.
Profile)	

The Facilities Landing page is displayed below.



From the *Facilities Landing* page, the user may access the *Facility Profile* page (described in module 5.0 – *Facilities*).

4.5 Profiles

The *Profiles Landing* page allows the user to search for corporate or scheduler profile. The *Profiles Landing* page lists all profile functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Corporate Profile* page from the *Profiles Landing* page.

Additionally, the user can manage their preferred customers (Mail Owners & Mail Preparers) along with their preferred publications on the *Scheduler Profile* page. Setting this data will help the user during the Appointment/Recurring Appointment create/manage processes.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page.



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

Go> (Corporate Profile) Displays the Corporate Profile Selection page.

The Profiles Landing page is displayed below.

UNITED STATES POSTAL SERVICE		vanostationas.	<u>Home Sign Out</u>
Appointments			ipment Tracking (FAST)
Recurring Appointments Facilities	Facility Access and	d Shipment Tracking (FAST)
Profiles <u>Corporate Profile</u>	Profiles	view corporate and scheduler profile i	pformation such as
<u>Reports</u>	name, address, and contact inf		niormation such as
Resources Origin Entry	Corporate Profile Displays the Corporate Prof	ile page.	Go>
Customer / Supplier Agreements TEM			
<u>, Em</u>			
Site Map Customer Service	Forms Gov't Services Careers	Privacy Policy Terms of Use	Business Customer Gateway
Copyright© 2009 USPS. All Rights F	Reserved. <u>No FEAR Act EEO Data</u>	FOIA Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity

User Guide



From the Profiles Landing page, the user may access the Corporate Profile page (described in module 7.0 – Corporate Profile).



Note:

The *Profiles* section allows the user to search for corporate or scheduler profile information. The user may search for USPS facility profiles by CLICKING on the **Facilities** link on the *FAST Main Menu* page (described in module 5.0 – Facility Information).

4.6 Reports

The *Reports Landing* page lists all reports management functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointment Calendar
- Appointment Rating Analysis Report
- Appointment Status Report
- Closeout Data Report
- Corporate Rating Report
- Holiday and Contingency Constraint Report
- Mail Direction Search
- Recurring Appointment Performance Report
- Scheduler Performance Report
- Scheduler Report
- Slot Availability Report

The user begins the process from the *FAST Main Menu* page. The user CLICKS the **Reports** link, or associated **Go>** button to display the *Reports Landing* page.



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

Go> (Appointment Calendar)	Displays the Appointment Calendar page.
Go> (Appointment Rating Analysis Report)	Displays the Appointment Rating Analysis Report page.
Go> (Appointment Status Report)	Displays the Appointment Status Report page.
Go> (Closeout Data Report)	Displays the Closeout Data Report page.
Go> (Corporate Rating Report)	Displays the Corporate Rating Report page.

Go> (Holiday and Contingency Constraint Report)	Displays the Holiday and Contingency Constraint Report page.
Go> (Mail Direction Search)	Redirects the Mail Direction Search page.
Go> (Recurring Appointment Performance Report)	Displays the Recurring Appointment Performance Report page.
Go> (Scheduler Performance Report)	Displays the Scheduler Performance Report page.
Go> (Scheduler Report)	Displays the Scheduler Report page.
Go> (Slot Availability Report)	Redirects the user to the Slot Availability Report page.

The Reports Landing page is displayed on the following page.



<u>Home | Sign Out</u>

	Facility Access and Shipment Tracking (FAS)
<u>Appointments</u> <u>Recurring Appointments</u> Facilities	Facility Access and Shipment Tracking (FAST)
Profiles → Reports	Reports
<u>Appointment Calendar</u> <u>Appointment Rating Analysis</u> Report	Please select the type of report to view from the left menu or from the report list below which gives a brief description of each report.
<u>Appointment Status Report</u> <u>Closeout Data Report</u> <u>Corporate Rating Report</u>	If you would like to return to pages previously viewed within a report, please use the upper navigation bar or the "Previous Screen" link found in the upper right of each level of a generated report.
Holiday And Contingency Constraint Report Mail Direction Search Recurring Appointment Performance Report	Appointment Calendar Displays the number and types of appointments for a designated date range or a month at a specified facility. Drill-down capabilities allow the user to get more detailed information for a specific date and hour. Go
Scheduler Performance Report Scheduler Report Slot Availabilify Report	Appointment Rating Analysis Report The Appointment Rating Analysis Report displays the appointment rating by appointment for the Date Range, Facility ID, and Scheduler.
<u>Resources</u> Origin Entry <u>Customer / Supplier</u> <u>Agreements</u>	Appointment Status Report Displays appointments for a designated facility or scheduler by the specific appointment status type and time period. Go
TEM	Closeout Data Report The Closeout Data Report allows users to enter appointment or recurring appointment Id's and view those appointments closeout information. Go:
	Corporate Rating Report The Corporate Rating Report displays the number of closed appointments with no exceptions, appointments that are exceptions, the number of exempt appointments, and the average points awarded per category. Get
	Holiday And Contingency Constraint Report The primary use of the Holiday and Contingency Constraint Report is to provide external users with the ability to determine the hours of all facilities depending on a preferred view.
	Mail Direction Search The Mail Direction Search allows users to view current and future drop entry points by ZIP, Discount, Mail Shape, Mail Class and Effective Date combinations. Go:
	Recurring Appointment Performance Report The Recurring Appointment Performance Report allows users to enter facilities or schedulers and view the corresponding recurring appointment information. Go
	Scheduler Performance Report Displays the counts and percentages of No Shows, Cancellations more than 12 hours in advance of the appointment, Cancellations within 12 hours of the appointment, Late Arrivals, and Unscheduled shipments. Get
	Scheduler Report Displays detailed appointment information for a specific scheduler and select facility, area, or district. Gost
	Slot Availability Report The Slot Availability Report displays the current available slots for a specified facility. Go:
Site Map Customer Service	Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gatewa
Copyright© 2009 USPS. All Rights Ro	eserved. <u>No FEAR Act EEO Data</u> <u>FOIA</u> Postal Inspectors Promoting Integrity



From the *Reports Landing* page, the user may access the Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Holiday and Contingency Constraint Report, Recurring Appointment Performance Report, Corporate Rating Report, Appointment Rating Analysis Report, Recurring Appointment Performance Report, the Closeout Data Report, and the Slot Availability Report (described in module 8.0 – *Reports*).

4.7 Resources

The *Resources Landing* page lists all resources functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Message Board
- What's New Board
- View CIN List
- View CIN Group List
- Mail Transport Equipment Returns Request

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Resources** link, or associated **Go>** button to display the *Resources Landing* page.



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

Go> (Reference Documents)	Redirects the user to the Reference Documents page.
Go> (Drop Ship Product File Download)	Redirects the user to the Drop Ship Product File Download page.
Go> (Label List Files Download)	Redirects the user to the Label List Files Download page.
Go> (Message Board)	Redirects the user to the Message Board page.
Go> (What's New Board)	Redirects the user to the What's New Board page.
Go> (View CIN List)	Redirects the user to the View CIN List page.
Go> (View CIN Group List)	Redirects the user to the View CIN Group List page.
Go> (Mail Transport Equipment Returns Request)	Redirects the user to the View Mail Transport Equipment Returns Request page.

A snapshot of the *Resources Landing* page is displayed on below.



From the *Resources Landing* page, the user may access Reference Documents, Drop Ship Product File Download, Label List Files Download, Message Board, What's New Board, View CIN List, View CIN Group List, and Mail Transport Equipment Returns Request (described in module 9.0 – *Resources*).

This page has been intentionally left blank.

5.0 Facilities

The *Facilities* section describes how a user may view facility drop shipment contact information and facility information within FAST.

5.1 Facility Profile – Describes how a user may access the *Facility Profile* page to view facility drop shipment contact and facility information

Users may access the above area in FAST from the *FAST Main Menu* page by clicking on the **Facilities** link, which takes the user to the *Facilities Landing* page (described in module 4.0 - *Landing Pages*). From the *Facilities* landing page, a user may select either the **Facility Profile** link associated **Go>** button to view the *Facility Profile* page.

5.1 Facility Profile

Facility profile information consists of the drop shipment contact information, physical characteristics, and processing responsibilities for a given facility. A user may view facility information for any facility within FAST.

To view facility information, a user CLICKS the **Facility Profile** link on the *Facilities Landing* page. The user is taken to the *Facility Profile Selection* page where they may search by: facility, area, or district.



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

*Search By:	Drop-down box containing Area, District and Facility.
Submit	Refreshes the Facility Profile Selection Facility 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. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
NASS Code column	Displays the three to five character NASS Code.
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.

The dropsite key identifying the facility.			
The address where the facility resides.			
City where the facility resides.			
Two character state code where the facility resides.			
Nine digit ZIP Code where the facility resides.			
oordinator Information formation listed below is shown when a facility is active in FAST			
Displays the drop ship Coordinator Name.			
Displays the drop ship Coordinator's phone number.			
Displays the drop ship Coordinator's email address.			
24 Hour Phone Number column			
Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).			

The Facility Profile Selection page is displayed on the following page.

				Facili	ty Access	and Ship	ment Track	ing (FAS
ents Ents ties	ity Acce	ess an	d Ship	oment	Frack	ing (F	AST)	
and the second se	ty Profile \$	Selectio	n					
Choos	e Search Cr	riteria				Ret	urn to <u>Previo</u>	us Scree
There a	are three optio	ons to sear	rch for facil	ities: by faci	ility, <mark>b</mark> y dis	trict or by	area.	
Search	by area will a	lso displa	y contact ir	nformation f	or the Are	a Coordir	nator(s).	
There a	are three optio	ons to sear	rch for a fa	cility.				
2. 3.	Search for the names for the facilities asso Enter the NAS Enter the Fac exclude Deliv	e state will ociated wit SS Code fo sility Name	be availat th the city n or the facilit and click s	ole in the dro ame will be ty. If the NAS search. Sele	op down. (available SS Code is ect the Exc	Once a ci for selec s not kno dude Deli	ty is identifie ction. wn, use opti-	d, all on 1 or 3
routing	IASS Codes a of mail.					mit>		
	Search By: F	-acility			- <u>Suu</u>			
State	e: Select C y:)ne	▼ View	v Cities >)	NASS Co	ode: 100	Sear	rch >)
Facilit	y Name:						Sear	ch >)
	Exclude Del	ivery Units						
								-
						3		
-	options: <u>Dowr</u>	nload into I	Excel 🐴)	/iew Printat	ole Version	<u>n</u>		
Export o	options: <u>Dowr</u> ASS <u>Facility</u> ode Name	Facility	Excel 🖹 \ Dropsite Key	/iew Printat	ole Version <u>City</u>	<u>State</u>	ZIP Code	Name
Export o	ASS <u>Facility</u> ode <u>Name</u>	51571/252	Dropsite	Address		2010	ZIP Code 101999701	Name Iris Mustafa
Export (ASS <u>Facility</u> ode <u>Name</u> 00 <u>NEW</u>	<u>Facility</u> <u>Type</u>	Dropsite Key	Address 341 9TH AVE RM	<u>City</u> NEW	<u>State</u>		
Export (Ca 10	ASS <u>Facility</u> ode <u>Name</u> 00 <u>NEW</u>	Facility Type Plant	Dropsite Key EV19160	Address 341 9TH AVE RM 918	City NEW YORK	<u>State</u> NY		Iris
Export (Ca 10	ASS Facility ode Name 00 <u>NEW</u> YORK	Facility Type Plant	Dropsite Key EV19160 Excel 🖹 \	Address 341 9TH AVE RM 918	City NEW YORK	<u>State</u> NY		Iris



To retrieve a facility profile by facility search:

- 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:

- 1. SELECT a State from the drop-down box
- 2. CLICK the View Cities button
- 3. SELECT a city from the City drop-down box
- 4. CLICK the **Search** button

To search for a Facility by NASS Code:

- 1. ENTER the three to five character **NASS Code** in the text box
- 2. CLICK the Search button

To search for a Facility by Facility Name:

- 1. ENTER the facility name in the Facility Name text box
- 2. CHECK Exclude Delivery Units checkbox, if applicable
- 3. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile Selection* page refreshes and displays the facility information for the selected facility. From the *Facility Profile Selection* page, the user may view additional information such as: contact information, hours of operation, drop ship hours, etc by clicking the hyperlink of the facility listed in the table.

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Note:

You may only search for facilities active in FAST by the NASS Code. Inactive facilities must be searched for using the state and city method.

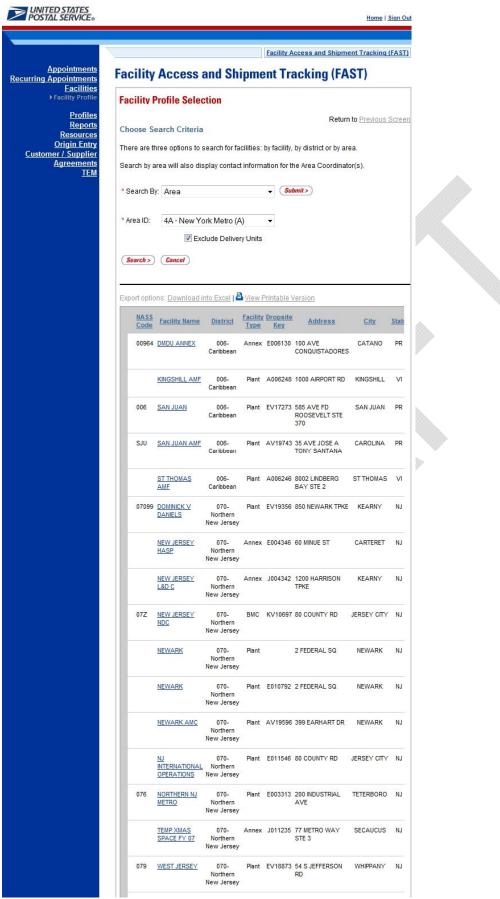


If the user would like to search for a facility by area or look at all the facilities within an area, the user can execute a search by Area. The fields and buttons on the Facility Profile Selection – Area Search page are described below. A snapshot of the page is displayed after the field description.

*Area ID	Drop-down box containing area ID options.
Exclude Delivery Units	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
Search button	Retrieves the facilities located in the selected area ID and displays them in the table.
NASS Code column	Displays the three to five character NASS Code for each facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.

	User Guide
District Column	District in which the associated facility is located.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	The dropsite key identifying the facility.
Address	The address where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coordi	inator Information
Name column	Displays the drop ship coordinator name.
Phone column	Displays the drop ship coordinator's phone number.
Email column	Displays the drop ship coordinator's email address.
24 Hour phone number column	Phone Number to reach the facility at any time of the day.
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)
The description be by Area.	low describes the Area Contacts Grid. It is displayed only when searching for a facility
Name	Displays name of Area Contact
Phone Number	Displays phone number of Area Contact
E-Mail	Displays e-mail of Area Contact
Return to Previous Screen	Navigates user to previous screen.

A snapshot of Facility Profile Selection – Area Search page is displayed on the following page.





To retrieve all the facilities within an area or to search for a facility within an area, perform the following steps:

- 1. Select an Area ID from the Area ID drop-down box
- 2. CLICK the **Submit** button
- 3. CLICK the **Search** button to populate the table with the retrieved facilities
- 4. CLICK the **Facility Name** hyperlink of the desired facility in the table of the requested facility



If the user would like to search for a facility by district or look at all the facilities within a district, the user can execute a search by District. The fields and buttons on the Facility Profile Selection- District Search page are described below. A snapshot of the page is displayed after the field description.

*District ID	Drop-down box containing district ID options.
Exclude Delivery Unit	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
Search button	Retrieves the facilities located in the selected district ID and displays them in the table.
NASS Code column	Displays the three to five character NASS Code.
Facility Name column	Name of the facility. Each name is a hyperlink to the <i>Facility Profile Information</i> page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	The dropsite key identifying the facility.
Address	The address where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coord	inator Information
Name column	Displays the drop ship coordinator name.
Phone column	Displays the drop ship coordinator's phone number.

Email column	Displays the drop ship coordinator's email address.
24 Hour phone number column	Phone Number to reach the facility at any time of the day.
Accepts Drop Ship column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)

A snapshot of Facility Profile Selection – District Search page is displayed on the following page.

				Essility Assess	and Shi		t Tracking	EAS
Facility	Access a	nd Sh		Facility Access				TAS
	Profile Select		-pine					
		ion.			Re	turn to	Previous	Scree
	earch Criteria hree options to se	arch for fa	cilities:	by facility, by dist	rict or by	/ area		
Search by a	area will also disp	lay contac	t inform	ation for the Area	l Coordi	nator((S).	
* Search B	y: District			✓ Submit>				
* District ID	0: 100 - New Yo	rk		-				
	Exclude	Delivery U	nits					
(Search >)	Cancel							
Export optic	ons: Download inte	o Excel	View P	Printable Version				
NASS Code	Facility Name	Facility D	ropsite <u>Key</u>	Address	City	State	ZIP Code	Na
	212LENOX HILL ANNEX	Delivery Unit		909 3RD AVE OFC	NEW YORK	NY	100229998	
	26 FEDERAL	Delivery S	5008965		NEW	NY	100072705	
-	PLAZA STATION	Unit Delivery S	SV11871	2815 WHITE	YORK	NY	104679991	
	ANSONIA FINANCE	Unit		PLAINS RD				
	STATION	Unit		AVE	NEW YORK		100239998	
	ANSONIA STATION	Delivery S Unit	SV11923	178 COLUMBUS AVE	NEW YORK	NY	100239998	
	APPRAISERS STORES	Delivery S Unit	\$002532	340 W 42ND ST FL 2	NEW YORK	NY	100369998	
	AUDUBON STATION	Delivery S Unit	SV11990	511 W 165TH ST	NEW YORK	NY	100329998	
	BATTERY PARK RETAIL UNIT	Delivery S Unit	\$008852	15 RECTOR ST	NEW YORK	NY	100069992	
	BAYCHESTER	Delivery S Unit	SV12085	1525 E GUN HILL RD	BRONX	NY	104699998	
	BOTANICAL	Delivery S	SV12218	2963 WEBSTER	BRONX	NY	104589991	
	BOULEVARD	Unit Delivery S	V12221	AVE 1132 SOUTHERN	BRONX	NY	104599998	
	BOWLING GREEN	Unit	V12230	90 CHURCH ST	NEW	NY	100079997	
	ANNEX	Unit		STE 200	YORK		104519998	
I	BRONX	Unit		558 GRAND CONCOURSE				
	BRONX	Plant E	V12305	558 GRAND CONCOURSE	BRONX	NY	104519998	Rar Mald
104DM	BRONX DETACHED	Plant E	006936	502 E 132ND ST	BRONX	NY	104549994	Mr.
10464	BRONX GPO	Delivory	1/12207	558 GRAND	RDONY	NV	104519998	Rose
10451	STORA OFU	Unit	1230/	CONCOURSE	DICONA	at	10-113330	H
	BRONX GPO ANNEX	Delivery 4 Unit	001804	1313 INWOOD AVE	BRONX	NY	104529997	
	BRONX STC	Annex E	004348	815 HUTCHINSON RIVER PKWY	BRONX	NY	104651818	
	BRYANT	Delivery S Unit	SV12335		NEW YORK	NY	100369998	
	CANAL STREET	Delivery S	SV12411	350 CANAL ST	NEW		100139998	
	CASTLE HILL	Unit Delivery S	SV12450	1163 CASTLE	YORK		104629991	
		Unit		HILL AVE				
	CATHEDRAL STATION	Unit	sv i∠460	215 W 104TH ST	YORK			
	CENTRALIZED PARCEL POST	Delivery Unit		341 9TH AVE BSMT BB30	NEW YORK	NY	101999793	
	CHELSEA STATION	Delivery S Unit	V1A468	217 W 18TH ST	NEW YORK	NY	100119998	
	CHEROKEE	Delivery S Unit	V12558	1483 YORK AVE FRNT 1	NEW YORK	NY	100759991	
	CHINATOWN	Delivery S Unit	SV12578	6 DOYERS ST	NEW YORK	NY	100139991	



From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

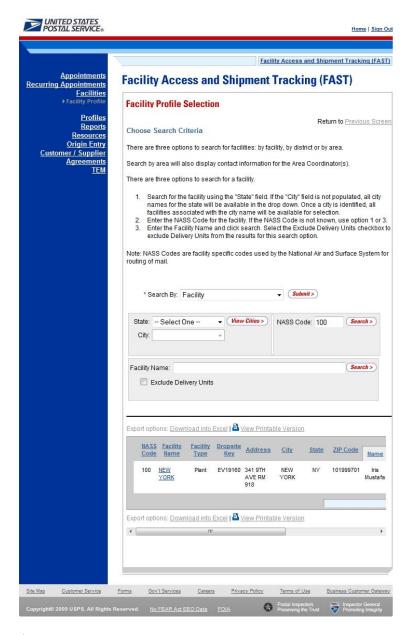
The *Facility Profile* page opens, displaying the contact information for the drop shipment facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Holidays button	Displays the Facility Holiday Information page.
Additional Information button	Displays the Facility Profile - Additional Information 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	Nine-digit ZIP Code where the facility resides.
District	The code and name of the district where the facility resides.
Area	The code and name of the area where the facility resides.
Locale Key	The locale key of the facility.
Facility Rating On	Indicates Yes if appointments and customers are subject to rating at the given facility and No if they are not.
Accepts Drop Shipments	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)
NASS Code	The three to five character NASS Code of the facility.
Drop Ship Coor	dinator Information
Contact Name	Name of the primary contact person of the drop ship facility.
Hours of Availability	Time range to reach the drop ship 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.
Alternate Drop	Ship Coordinator Information
Contact Name	Name of the alternate contact person of the drop ship facility.

	User Guide
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 alternative contact person.
24-Hour Telephone Number	Phone Number to reach the facility at any time of day.
Drop Shipment	Hours and Hours of Operation
Day	Day of the Week for Drop Ship Hours and Hours of Operation
Date	Date of Drop Ship Hours and Hours of Operation
Drop Ship Hours	Hours the facility accepts drop shipments for each day of the week
Hours of Operation	Hours the facility is open and staffed for each day of the week
Supplemental F	Facility Information
Facility Directions	Directions to the Facility.
Comments	Any additional information relevant to the facility.
Facility Dock	
Height	Height of the dock.
Width	Width of the dock.
Depth	Depth of the dock.
Facility Yard Inf	formation
Maximum Truck Length	The maximum truck length accepted at the facility.
Truck Maneuverability	The truck maneuverability at the facility.
Length	Length of the facility yard.
Width	Width of the facility yard.
Surface Type	Type of surface in the facility yard.
Holidays button	Displays the Facility Holiday Information page.

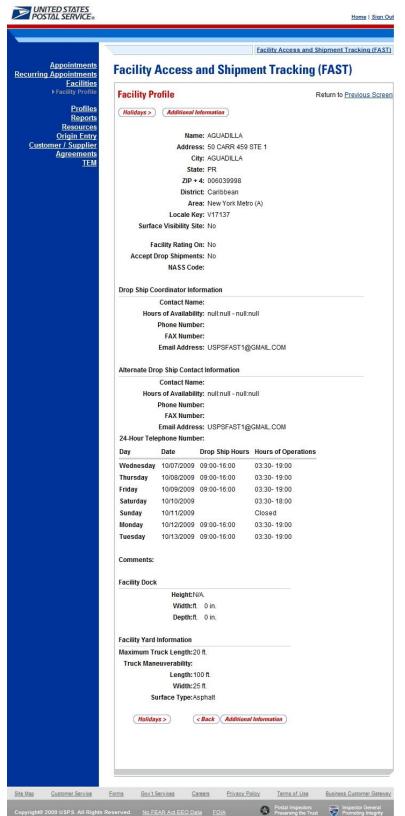
Back button	Displays the Facility Profile Selection page.
Additional Information button	Displays the Facility Profile - Additional Information page.

A snapshot of the *Facility Profile* Search page is displayed below.





From the *Facility Profile Search* page, the user may CLICK on the **Facility Name** to view information about the facility.



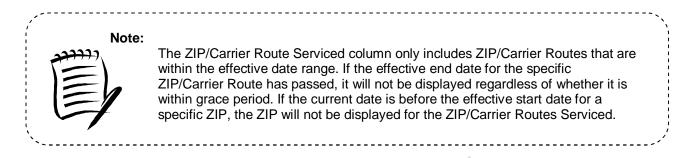


From the *Facility Profile* page, the user may also CLICK the **Additional Information** button to view additional information about the facility.

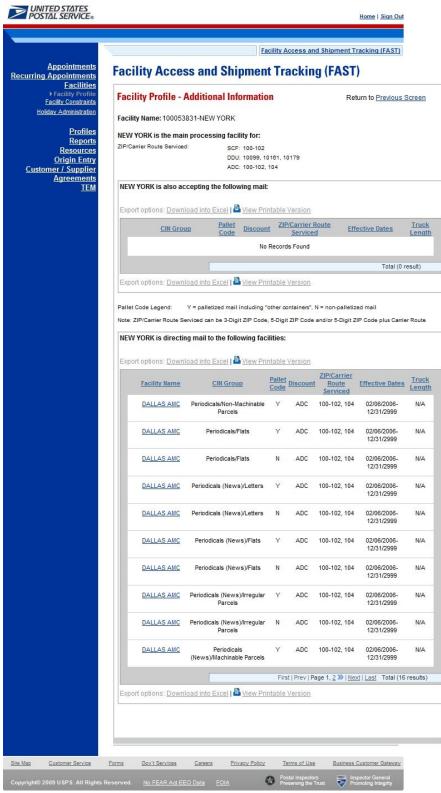


The *Facility Profile*—Additional Information page has two views; one for default facilities and one for non-default facilities. A default facility may redirect mail to alternate facilities, and may also receive redirected mail from other default facilities. A non-default facility may only receive redirected mail, and not redirect to any other facility. The table below describes the fields and buttons found on a default page. Following the table is a snapshot of the page for default facilities.

Facility Name	Full name of the facility.
"Facility Name" is the main processing facility for	The ZIP/Carrier Route for which the facility serves as a default.
"Facility Name" is also accepting the following mail table	Table displaying the mail redirected from other facilities to the current facility.
CIN Group column	Displays the CIN Group(s) of mail redirected to this facility.
Pallet Code	Displays the Pallet Code for mail redirected to this facility.
Discount	Displays the Discount for mail redirected to this facility.
ZIP/Carrier Route Serviced	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
Effective Dates	Displays the Effective Dates of the redirection.
Truck Length	Indicates if the redirection applies only to specific truck lengths.
Pallet Code Legend:	Y = Yes, redirection applies to palletized mail N = No, redirection applies to non-palletized mail
"Facility Name" is directing mail to the following facilities table	Table displaying the mail redirected from this facility to other facilities.
Facility Name	Lists the facility name to where the CIN Group is redirected.
CIN Group	Lists the CIN Group(s) redirected from the default facility.
Pallet Code	Indicates whether the redirection applies to palletized mail or non-palletized mail.
Discount	Destination discount associated with CIN Group and destination.
ZIP/Carrier Route Serviced	The list of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
Effective Dates	Effective dates of the redirection.



A snapshot of the *Facility Profile – Additional Information* (default facility) page is displayed on the following page.



	Note: If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.
4	If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS Post Office Locator homepage.
	The NASS Code field is not editable for Facility Users of a DDU.
	FAST Coordinators may also enter directions in the comments section.

The Facility Profile –Additional Information page for non-default facilities is the same as the page for default facilities except for the deletion of one table. The Processing Redirections to Alternate Facilities section is omitted because non-default facilities cannot redirect mail anywhere. The Facility Profile – Additional Information (non-default facility) page is displayed on the following page.

Facility Access and Shipment Tracking (FAST) Facility Profile - Additional Information Return to Previous Facility Profile - Additional Information Return to Previous Facility Profile - Additional Information Return to Previous Facility Name: 100102398-ANSONIA FINANCE STATION ANSONIA FINANCE STATION ANSONIA FINANCE STATION Export options: Download into Excel [I View Printable Version CIN Group Pallet Code Discount ZIP/Carrier Route Serviced Effective Dates
Facility Name: 100102398-ANSONIA FINANCE STATION ANSONIA FINANCE STATION is also accepting the following mail: Export options: Download into Excel View Printable Version CIN Group Pallet Discount ZIP/Carrier Route Effective Dates
ANSONIA FINANCE STATION is also accepting the following mail: Export options: Download into Excel View Printable Version CIN Group Pallet Discount ZIP/Carrier Route Effective Dates
Export options: Download into Excel Discount <u>ZIP/Carrier Route</u>
CIN Group Pallet Discount ZIP/Carrier Route Effective Dates
No Records Found
Total (0
Export options: Download into Excel A View Printable Version

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6.0 Appointments

The *Appointments* section describes the processes for creating, viewing and managing appointments in FAST. It also includes the processes for requesting recurring appointments at facilities and managing recurring appointment instances. The section includes the following:

6.1 Create New Appointment - Describes how a user may create and submit an appointment in FAST

6.2 Manage Existing Appointment- Describes how a user may edit or cancel an appointment

6.3 Create/Manage Stand-Alone Content - Describes how a user may create a stand-alone content, associate a stand-alone content with an appointment, and manage a stand-alone content.

6.4 Create a Drop Ship One-Time Appointment Shell – Describes how a user may create an appointment shell.

6.5 Drop Entry Point System (DEPS) Overview – Gives a brief introduction to DEPS

A user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING on the **Appointments** link. The **Appointments** link takes the user to the *Appointment Management* landing page (described in module 4.0 – *Landing pages*) where the user may CLICK the **Create New Appointment** link or the **Manage Existing Appointment** link.

6.1 Create New Appointment

The *Create New Appointment* section consists of the different actions a user may perform to create a new appointment in FAST. A user may create appointments at any active facility but may only view and manage appointments to which they are associated. For example, a corporate user may view and manage appointments created by schedulers that are associated to the corporate user. Scheduler users may only view and manage appointments that they have created. Section 11.1 – *Security* describes what the different user types have access to view, create and modify.

Creating a new appointment requires a user to first search for availability for the desired date, volume capacity and appointment type at a specified facility. A user must associate at least one set of content information to the appointment for the appointment to be valid. Origin Entry contents can be added to a Drop Ship One-Time appointment if at least one of the contents is Drop Ship. Once the user has added all the separate sets of content information associated to the appointment, the appointment is submitted and created in the system. Users also have the ability to create drop ship One-Time appointment shells (One-Time appointments with no associated contents). Content can be added at a later time by the Scheduler or Mail Owner/Mail Preparer. The *Create New Appointment* section details the above process and is outlined below:

6.1.1 Searching for Appointment Slot Availability

- Searching for All Appointment Types on a Single Date
- Searching for a Specific Appointment Type on a Span of Dates
- Searching for All Appointment Types on a Single Date Perishables and Periodicals
- Searching for a Specific Appointment Type on a Span of Dates Perishables and Periodicals
- 6.1.2 Creating a New Appointment
- 6.1.3 Adding Content Information to an Appointment
- 6.1.4 Confirming New Appointment Creation
- 6.1.5 Creating an Appointment for a Multi-Stop
- 6.1.6 Multi-Stop Management

6.1.1 Search for Appointment Slot Availability

A facility's availability to receive a drop shipment is shown in FAST by listing the number of available 'slots' or appointments the facility may receive per hour and by displaying the remaining amount of mail volume a facility may process for the day. A user must not only select an available slot but must take into account the remaining volume available at the facility and ensure the appointment will not exceed it.

To search for an available slot for an appointment, a user must first CLICK the **Create New Appointment** link on the *Appointment Management* landing page. The user is taken to the *Appointment Slot Availability* page where they may search for available slots by specifying a facility, appointment type and date.



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

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 Facility drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the Facility drop-down box.
*Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
Standard Checkbox	Indicates the appointment contains Standard Mail contents.
Package Services Checkbox	Indicates the appointment contains Package Services Mail contents.
Periodicals Checkbox	Indicates the appointment contains Periodicals Mail contents.
All Contents are Perishable checkbox	Indicates the appointment contains only Perishable contents.
*Customer Registration ID	Drop-down box listing the Mailer's code and name to associate to the new appointment.
*Appointment Type	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
*Select Date Range	Selects the date range to search for available slots for the specified appointment type and facility. Depending on the appointment type, the range may be restricted to only

	User Guide
	one day or up to seven days total. Both date fields default to the current date.
Search button	Retrieves the available appointment slots based on the entered criteria.

The Appointment Slot Availability page is displayed below.

	Facility Access and Shipment Tracking (FA
Appointments eate New Appointment	Facility Access and Shipment Tracking (FAST)
age Existing Appointment eate Stand-Alone Content age Stand-Alone Content	Appointment Slot Availability
nage Closeout Information	Choose Search Criteria
age Unscheduled Arriva	Please enter the following information (* Required Fields)
ing Appointments <u>Facilities</u>	Please note that if you choose to view slot availability for all appointment types, you may on view availability for a single day at a time.
Profiles	There are two options to search for a facility.
<u>Reports</u> <u>Resources</u> <u>Origin Entry</u> omer / Supplier Agreements	 Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facilit
TEM	dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.
	State: Select One View Cities >> NASS Code: Search >>
	City:
	' Facility:
	Standard Package Services Periodicals
	All contents are Perishable
	* Customer Registration ID: FAST ALSO - 4433047
	ppointment Type: All
	* Select Date Range: 10/07/2009 III To: 10/07/2009 III
	۰ m
	Search>
	Search>



To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

To Search for a Facility by State and City:

- 1. SELECT a State from the drop-down box
- 2. CLICK the View Cities button
- 3. SELECT a city from the **City** drop-down box
- 4. CLICK the Search button, populating the facility in the Facility drop-down

To Search for a Facility by NASS Code:

- 1. ENTER the three to five character NASS Code in the **NASS Code** textbox
- 2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

- 1. SELECT the facility in the **Facility** drop-down
- 2. SELECT a Mail Class checkbox (es)
- 3. CHECK the **All Contents are Perishable** checkbox if the appointment contains only perishable contents
- 4. SELECT the Customer Registration ID from the drop-down
- 5. SELECT the Appointment Type from the drop-down
- 6. ENTER the Date Range
- 7. CLICK the **Search** button

The *Appointment Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

When a user selects either only Periodicals or the **All Contents are Perishables** checkbox, the remaining volume is not displayed because volume availability is not affected by contents that are perishable or Periodicals. Appointment slot availability is shown for all hours a facility is open and staffed.

Depending on the search criteria entered, there are four possible results pages:

- All Appointment Types on a Single Date Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape
- Specific Appointment Type on a Span of Dates Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range
- All Appointment Types on a Single Date All contents are Perishable check box or Periodicals Mail Class checkbox – Displays four tables containing general availability per hour by appointment type
- Specific Appointment Type on a Span of Dates All contents are Perishable check box or Periodicals Mail Class checkbox - Displays a general availability table for the specified appointment type arranged by dates within the date range

The page descriptions for each result page are detailed below:



Appointment Slot Availability Results (All Appointment Types on a Single Date) page The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available by Type tables	A table for each appointment type displaying the number of available slots per hour of the day.
Hour row	Displays each hour of the day in military time.

Slots row	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
Remaining Volume Available table	Displays the remaining volume available at the facility for the specified day per mail shape.
Cancel button	Displays the Appointments Landing page.

The Appointment Slot Availability Results (All Appointment Types on a Single Date) page is displayed below.

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Remaining Volum	e / mai																				



Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates) The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available table	A table displaying the number of available slots for the appointment type for each hour for each day in the date range.
Hour row	Displays each hour of the day in military time.
Day column	Lists the days in the specified date range.
Slots rows	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
Remaining Volume Available table	Displays the remaining volume available at the facility for all days in the date range per mail shape.
Day column	Lists the days in the specified date range.
Remaining Volume rows	Displays the remaining available volume for each day in the date range per mail shape.
Cancel button	Displays the Appointments Landing page.

The Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates) page is displayed on the following page.

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For all result pages, the available appointment slots displayed are hyperlinks which take the user to the next page in the appointment creation process. A user must ensure there is available volume at the facility for the appointment when selecting a slot.



Appointment Slot Availability Results (All Appointment Types on a Single Date – All contents are Perishable or Periodicals Mail Class)

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

All Contents are Perishable or All Contents are Periodicals	Note displaying that all contents for the appointment are either perishable or Periodicals.
Appointment Slots Available by Type tables	A table for each appointment type displaying the available hours the facility may accept drop shipments.
Hour row	Displays each hour of the day in military time.
Slots rows	Displays an 'A' to indicate that hour is available for drop shipments of an all perishable or Periodicals appointment.
Cancel button	Displays the Appointments Landing page.

The Appointment Slot Availability Results (All Appointment Types on a Single Date - All contents are **Perishables or Periodicals**) page is displayed below.

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Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates – All contents are Perishables or Periodicals) page

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

All Contents are Perishable or All Contents are Periodicals	Note displaying that all contents for the appointment are either perishable or Periodicals.
Appointment Slots Available table	A table displaying the hours the facility is available to receive drop shipments for all days in the specified date range.
Hour row	Displays each hour of the day in military time (0-23).
Day column	Lists the days in the specified date range.
Slots rows	Displays an 'A' to indicate that hour is available to receive an appointment of all Periodicals or all perishable contents.
Cancel button	Displays the Appointments Landing page.

The Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates - Perishables and Periodicals) page is displayed on the following page.

Appointment Slot Availability – Perishables and Periodicals Return to Previous Selected Criteria Selected Criteria Scheduler ID: 99999999990 Scheduler Name: NEW YORK IASS Code: 100 Appointment Type: Pailet Selected Date: 05/04/2008 - 05/10/2008 All Contents are Periodicals Appointment Slots (Trips) Availabile: Note: Cells without contents mean that the facility is not open or unstaffed Tesults Toresults Tesults Appointment Yeer Yeer Yeer Yeer Yeer Yeer Yeer Yee	oility A	~~~			4 61	in		nt T		kie		EA			Acc	ess	and	Ship	mer	nt Tra	ackin	q		
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05/08/2008 A	Day Sunday 05/04/2008 Monday 05/05/2008 Tuesday	• A A	1 A A	2 A A	3 4 A A A A	\$ 	6 A A	7 A 4 A 4		10 A A	11 A A	12 A A	13 A A	14 A A	15 A A	16 A A	17 A A	18 A A	19 A A	20 A A	21 A A			
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05/10/2008	Day Sunday 05/04/2008 Monday 05/05/2008 Tuesday 05/06/2008 Wednesday 05/07/2008 Thursday 05/08/2008				3 4 A A A A A A A A	s A A A A A				10 A A A A	11 A A A A	12 A A A A	13 A A A A A	14 A A A A	15 A A A A	16 A A A A		18 A A A A		20 A A A A	21 A A A A			
7 results	Day Sunday 05/04/2008 Monday 05/05/2008 Tuesday 05/07/2008 Thursday 05/07/2008 Thursday 05/08/2008 Friday 05/08/2008				3 4 A A A A A A A A A A A A	s A A A A A A							13 A A A A A	14 A A A A A A	15 A A A A A			18 A A A A A	19 A A A A A		21 A A A A A A			
	Day Sunday 05/04/2008 Monday 05/05/2008 Tuesday 05/06/2008 Wednesday 05/07/2008 Thursday 05/08/2008 Friday 05/09/2008 Saturday				3 4 A A A A A A A A A A A A	s A A A A A A							13 A A A A A	14 A A A A A A	15 A A A A A			18 A A A A A	19 A A A A A		21 A A A A A A			
	Day Sunday 05/04/2008 Monday 05/05/2008 Tuesday 05/06/2008 Wednesday 05/06/2008 Friday 05/08/2008 Friday 05/09/2008 Saturday 05/10/2008				3 4 A A A A A A A A A A A A	s A A A A A A							13 A A A A A	14 A A A A A A	15 A A A A A			18 A A A A A	19 A A A A A		21 A A A A A A	New State of the s		



Note: 'A' indicates the facility is open and staffed to receive a drop shipment at the specific hour.

6.1.2 Create a New Appointment

From the *Appointment Slot Availability Results* page, a user CLICKS on an available slot hyperlink to continue the appointment creation process. After CLICKING a hyperlink, the user is taken to the *Create New Appointment* page for the specified scheduler, appointment type, appointment date and facility.

Appointment level information is entered on the Create New Appointment page.



The fields and buttons on the *Create New Appointment* page are described below. A snapshot of the page is displayed after the field description. Required fields are identified by an asterisk (*).

*Submission Method	Drop-down box where the user may specify if the appointment is being created online or via the phone; This field displays as read-only and set to Online .
Bill of Lading	The bill of lading number associated to the appointment.

Number	
Number of Pallet Positions	The number of pallet positions.
Vehicle ID	The ID of the vehicle.
Shipper Name	The name of the company transporting the shipment.
Multi-Stop checkbox	Indicates if the appointment is the part of a multi-stop; enables linking of appointments within the system.
Comments	Any additional comments.
Add Content Info button	Displays the Add Content Information page.
Cancel button	Displays the Appointments landing page.

The Create New Appointment page is displayed below.

Existing Appointment Stand-Alone Content Stand-Alone Content Closeout Information Please enter the following info	rmation to create an appointment. Once the information has Content button to enter content summary information for each Required Fields):
Stand-Alone Content Stand-Alone Content Create New Appointment Consecutinformation Unscheduled Arrival Please enter the following info been entered, select the Add C mailing in the appointment Facilities Profiles Reports NOD Content Customer Registration ID: 4 Facility Name: N NOD Content	rmation to create an appointment. Once the information has Content button to enter content summary information for each Required Fields):
e Unscheduled Arrival ng Appointments Facilities Profiles Reports Prease enter the following into been entered, select the Add mailing in the appointment. (* Customer Registration ID: 4 Facility Name: N	Content button to enter content summary information for each Required Fields):
ng Appointments Facilities Profiles Reports Customer Registration ID: 4 Facility Name: N	
Facilities Customer Registration ID: 4 Profiles Facility Name: N Reports NAME OF Context	433047
Reports Facility Name: N	
Reports NAOD Code: 1	
(0)301110(0)33	
gin Entry Maximum Truck Length: 5	
Supplier Appointment Date: 1	
reements Appointment Time: 1	
TEM Appointment Type: B	edload
Mail Class(es): S	tandard
* Submission Method:	Dnline •
Bill of Lading Number:	
Number of Pallet Positions:	
Vehicle/Trailer ID:	
Shipper Name:	
	Please check here if this appointment is part of a Multi-Sto
Comments:	*
	-
Cancel	Add Content

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

- 1. ENTER the **Bill of Lading Number** of the scheduled appointment
- 2. ENTER the Number of Pallet Positions of the scheduled appointment
- 3. ENTER the Vehicle ID of the scheduled vehicle for the appointment
- 4. ENTER the **Shipper Name** of the scheduled appointment
- CHECK the Multi-Stop checkbox if this appointment is part of a multi-stop trip 5.
- 6. ENTER any additional **Comments** for the appointment; product name should be entered
- 7. CLICK the Add Content button, displaying the Add Content Information page



Note: Multi-Stop appointments are discussed in section 6.1.5 - Creating an Appointment for a Multi-Stop

6.1.3 Add Content Information to an Appointment

The Add Content Information page associates content information to an appointment. At least one content information set must be created to make a valid appointment. A user may add Origin Entry contents to a drop ship One-Time appointment if at least one of the contents is drop ship. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the mail class(es) selected on the Appointment Slot Availability page. Additional error messages (section 1.3.3 - Error Messages) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.

	fields and buttons on the <i>Add/Edit Content Information</i> page are described below. A shot of the page is displayed after the field description.
Update Content Capacity: Standard	The number of expected Standard contents to be created with the appointment. It is only available if the Standard checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Package Services	The number of expected Package Services contents to be created with the appointment. It is only available if the Package Services checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Periodicals	The number of expected Periodicals contents to be created with the appointment. It is only available if the Periodicals checkbox was checked on the Appointment Slot Availability screen.
Manage Content button	Changes the number of contents associated with the current appointment.
Associate Stand Alone	Opens the Associate Stand Alone Content page (Available only if stand-alone contents

	User Guide
Content button	are associated to the user's Scheduler ID).
	pelow describes the Standard Content Grid. It is displayed when a number of expected s are entered into the Standard text box ,and the Manage Content button has been
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content (May not exceed 9999).
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content (May not exceed 9999)
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content (May not exceed 9999)
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content (May not exceed 9999)
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content .
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded	The total number of parcels that are bedloaded for this specific content.

	User Oulde						
Parcel Count							
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.						
In Home Start date	The starting date and time the content is expected to arrive at the final destination.						
In Home End date	The ending date and time the content is expected to arrive at the final destination.						
eVS Content Checkbox	Indicates eVS content if checked.						
eFile Number	The eFile Number of the eVS content being added.						
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will Creates specified number of duplicates of existing content to minimize re-keying of data.						
Duplicate button	Displays the Add Content Information page with the content duplicated the selected number of times.						
expected Packag	below describes the Package Services Content Grid. It is displayed when a number of ge Services contents are entered into the Package Services text box ,and the Manage as been CLICKED						
Content Number	Number of the current content being created.						
Clear Content Checkbox	Clears the data fields in the content.						
Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.						
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.						
Add button	Adds the selected Mail Owner to the list of associated mail owners.						
Associated Mail Owners	The names of the associated mail owners for this specific content.						
Remove	Removes the selected Mail Owner from the list of associated mail owners.						
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.						
Content Name	The name of the content being created.						
*Package Services Sub- Type	Drop-down box listing the following options to specify package services sub-type; Parcel Select, or BPM/Library/Media (only for Package Services).						
Perishable checkbox	Indicates if the content is perishables (only for Package Services).						
Count of	The total number of pallets containing sacks in the appointment for this specific content						
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	User Guide						
Pallets Containing Sacks	(May not exceed 9999)						
Count of Pallets Containing Trays	The total number of pallets containing trays in the appointment for this specific content (May not exceed 9999)						
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the appointment for this specific content (May not exceed 9999)						
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the appointment for this specific content (May not exceed 9999)						
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.						
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.						
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.						
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.						
In Home Start date	The starting date and time the content is expected to arrive at the final destination.						
<i>In Home End</i> The ending date and time the content is expected to arrive at the final destination. <i>date</i>							
eVS Content Checkbox	Indicates eVS content if checked.						
eFile Number	The eFile Number of the eVS content being added.						
Number to DuplicateDrop-down box listing the number of times to duplicate the selected content. This help to duplicate existing contents and minimize re-keying of data.							
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.						
	elow describes the Periodicals Content Grid. It is displayed when a number of expected nts are entered into the Periodicals text box ,and the Manage Content button has been						
Content Number	Number of the current content being created.						
Clear Content Checkbox	Clears the data fields in the content.						

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Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Content Name	The name of the content being created.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
News checkbox	Select the checkbox if the content is news (only for Periodicals).
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Count of Pallets Containing Sacks	The total number of pallets containing sacks in the appointment for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays in the appointment for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the appointment for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the appointment for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Publication Name	The name of the publication to search for (only for Periodicals).
USPS Publication ID	The Publication ID of the publication to search for (only for Periodicals).
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals).
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
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Add button	Adds the selected publication to the associated publications (only for Periodicals).
Associated Publications	The publications associated to this specific content (only for Periodicals).
Remove button	Removes the selected publication from the associated publications (only for Periodicals).
Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is checked the content will be considered drop ship otherwise the content will be considered Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount (only for Periodicals).
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected
Cancel Appointment button	Cancels the entire appointment creation process and redirects the user to the <i>Appointments Landing</i> page.
Submit button	Saves all associated contents to the appointment and creates the appointment in the system once all business rules are validated.

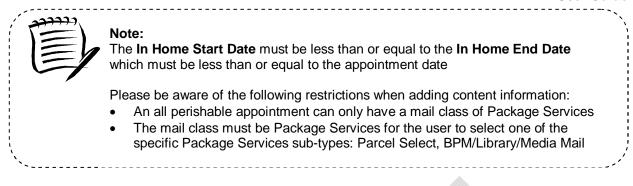
The Add/Edit Content Information page is displayed on the following page.

110				ccess and Shipm	ent Tracking (FAS	ם	
acili	ity Access and Ship	oment Tracl	cing (FAST)				
Add	d/Edit Content Information						
Plea	ase note: Content information des	cribes the mail asso	ociated with each PS For	m 8125, or each	line of consolidate	d PS Form 8125. (* Required Fields)	
Sele	ected Criteria						
		Facility Name: B	999999999980 ERCORP INTERNATION ALTIMORE	IAL			
	A A	NASS Code: 2 um Truck Length: 5 ppointment Date: 0 ppointment Time: 1 ppointment Type: P Mail Class(es): S	3 ft. 2/24/2010 4:00 allet				
Click To a	add content information, select the k the "Submit" button with only en associate stand-alone content, cli date Content Capacity:	npty content to bypas	s content creation and c	reate an appoint	ment shell.		
- pu	Standard	Package Serv	ices	Periodical	5		
	2	٥		C Manag	e Content		
As	sociate Stand Alone Contant >)			manag	e coment		
You	have pending Stand-Alone Conte	ent awaiting Associa	tion				
Click	k the "View All" button to select a N	lail Preparer and Ma	ail Owner from the drop-(down box.			
I	Content #1					Clear	Cont
,	Mail Class: Standard						
	Mail Preparer ID		• View All		Content Name	e	
	Mail Owner ID	View	• (Add >)	Assoc	iated Mail Owners	·	Remo
	Mail Shape Select O					•	
	Note: NFM < 6oz should be schedule		and NFM >= 6oz should be	scheduled as Mac	hinable Parcels.		
	Count of Pallets Sacks 0	Trays 0	Bundles ()	Parcels (1		
	Bedloaded Sack Count 0	Tray Count 0	Bundle Count 0	Parcel Count (1		
			Destination	Discount 🗹			
	In Home Start Date		In Home End Date				
		ile Number					
1	Number to Duplicate 1 - Dup	olicate >)					
	Content #2					Clear	Cont
1	Mail Class: Standard						
	Mail Preparer ID		View All		Content Name	e	
	Mail Owner ID	View	Add >	Assoc	iated Mail Owners		Remo
	• Mail Shape Select O Note: NFM < 6oz should be schedule		and NFM >= 6oz should be	scheduled as Mac	hinable Parcels.		
	Count of Pallets Sacks 0	Trays 0	Bundles ()	Parcels (1		
	Bedloaded Sack Count 0	Tray Count 0	Bundle Count 0	Parcel Count	1		
			Destination	Discount			
	In Home Start Date		In Home End Date		13		
	eVS Content	File Number					
	Number to Duplicate 1 -	olicate >)					
	nacel	(7)	el Appointment	()	Contents		1
Cre							



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

- 1. Select the number of contents for each mail class. (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)
- 2. CLICK the Manage Content button
- 3. SELECT the Mail Preparer ID
- 4. SELECT the Mail Owner ID
- 5. CLICK the Add button
- 6. ENTER the Content Name
- 7. SELECT the Mail Shape of the content
- 8. SELECT the **Package Services Sub-Type**, if applicable
- 9. CHECK the **Perishable** check box if the content is perishable
- **10.** ENTER the number of **Pallets containing Sacks**, if applicable
- 11. ENTER the number of Pallets containing Trays, if applicable
- 12. ENTER the number of Pallets containing Parcels, if applicable
- 13. ENTER the number of Pallets containing Bundles, if applicable
- 14. ENTER the number of Bedloaded Sacks, if applicable
- **15.** ENTER the number of **Bedloaded Trays**, if applicable
- 16. ENTER the number of Bedloaded Parcels, if applicable
- 17. ENTER the number of Bedloaded Bundles, if applicable
- **18.** SELECT a Publication in the **Publication** drop-down box, if applicable
- 19. CLICK the Add button
- 20. CHECK the Destination Discount check box, if applicable
- 21. CHECK the Zone Skipping check box, if applicable
- 22. ENTER the In Home Start Date, if applicable
- 23. ENTER the In Home End Date, if applicable
- 24. CHECK eVS Content checkbox, if applicable
- 25. ENTER eFile Number, if applicable
- 26. CLICK the **Submit** button to save all contents to the appointment and create the appointment in the system



After CLICKING the **Submit** button, the Appointment Confirmation page is displayed.

6.1.4 Confirm New Appointment Creation

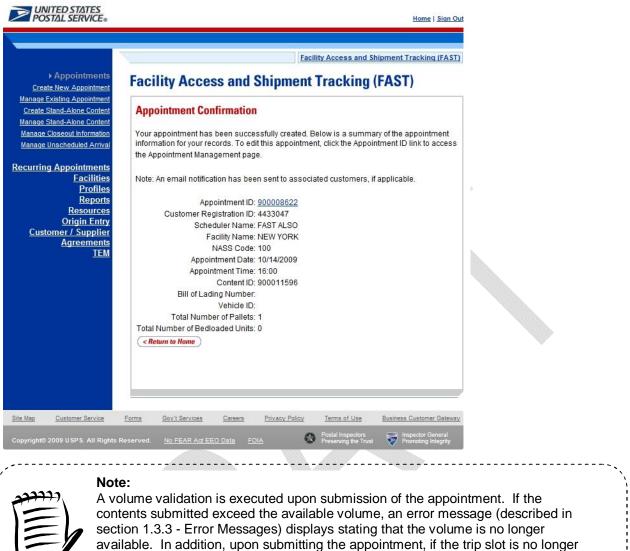
Once a user has entered all contents for an appointment and submits the appointment in the system, the *Appointment Confirmation* page displays to confirm the appointment contains valid information and has been created in the system.



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	Displays the ID associated to the new appointment and is a hyperlink to the <i>Appointment Management</i> page where a user may edit the appointment.				
Customer Registration ID	ID associated with the appointment's mailer.				
Scheduler Name	The name of the company scheduling the appointment.				
Facility Name	The name of the facility of the appointment.				
Facility ID	The ID associated with the facility.				
Appointment Date	The date of the appointment.				
Appointment Type	The selected appointment type.				
Content ID	The ID(s) associated to the content(s) associated to the new appointment.				
Bill of Lading	The Bill of Lading number associated to the appointment.				
Total Number of Pallets	The number of pallets in the appointment.				

The Appointment Confirmation page is displayed on the following page.



6.1.5 Create an Appointment for a Multi-Stop

content information.

A user may create an appointment for a new multi-stop trip for any active facility within FAST. A user may also create an appointment in an existing multi-stop trip by searching for the multi-stop and adding a new appointment to it.

available, the user will be directed to select a new trip slot without losing any of the

This section describes the above processes and includes:

- 6.1.5.1 Creating an Appointment for a New Multi-Stop
- 6.1.5.2 Creating an Appointment for an Existing Multi-Stop

6.1.5.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1.2 - *Creating a New Appointment*. A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.



The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.1.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed below.

4	Facility Access and Shipme	ent Tracking (FAS
pointments Appointment og Appointment	Facility Access and Shipment Tracking (FA	ST)
ne Content ne Content	Create New Appointment	
formation ed Arrival	Please enter the following information to create an appointment. Once the been entered, select the Add Content button to enter content summary info mailing in the appointment. (* Required Fields):	
ntments	namig in the appointment (nequice new).	
lities ofiles	Customer Registration ID: 4433047	
orts	Facility Name: NEW YORK	
ces	NASS Code: 100	
ntry	Maximum Truck Length: 53 ft.	
lier	Appointment Date: 10/14/2009	
nts M	Appointment Time: 12:00	
	Appointment Type: Bedload Mail Class(es): Standard	
	Mail Glass(es). Standard	
	* Submission Method: Online 👻	
	Bill of Lading Number:	
	Number of Pallet Positions:	
	Vehicle/Trailer ID:	
	Shipper Name:	
	Please check here if this appointment is p	art of a Multi-Stop
	Comments:	
	*	
	Cancel	Add Content



After checking the **Multi-Stop** checkbox, CLICK the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.1.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.



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

Displays the ID associated to the new appointment and is a hyperlink to the <i>Appointment Management</i> page where a user may edit the appointment.
ID associated with the appointment's mailer.
The name of the scheduler of the appointment.
The name of the facility of the appointment.
The three to five character NASS Code associated with the facility.
The scheduled date of the appointment.
The selected appointment type.
The ID(s) associated to the content(s) associated to the new appointment.
The Bill of Lading number associated to all appointments on the multi-stop.
The total number of pallets for the appointment.
The total number of bedloaded units for the appointment.
The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop.
Takes the user to <i>Appointment Slot Availability</i> search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop.

Return to Home button Takes the user to the Appointment Search page.

The Appointment Confirmation page is displayed below.

Appointment 1-Alone Content 1-Alone Content 1-Alone Content eout Information Your appoint	Access and Shipment Tracking (FAST) ent Confirmation
Appointment Alone Content J-Alone Content eout Information Your appoint	ent Confirmation
Alone Content A-Alone Content eout Information Your appoint	
1-Alone Content cout Information Your appoin	
out Information Your appoin	
ed Arrival information t	tment has been successfully created. Below is a summary of the appointment
	for your records. To edit this appointment, click the Appointment ID link to access
	nent Management page.
ments	
	ail notification has been sent to associated customers, if applicable.
ofiles ports	A
15000	Appointment ID: <u>900008624</u>
Entry	tomer Registration ID: 4433047 Scheduler Name: FAST ALSO
olier	Facility Name: NEW YORK
ents	NASS Code: 100
TEM	Appointment Date: 10/14/2009
	Appointment Time: 17:00
	Content ID: 900011597
	Bill of Lading Number:
	Vehicle ID:
A CONTRACTOR OF	otal Number of Pallets: 1
i otai Numb	
	Mulu-Stop ID. <u>300000032</u>
Add Additio	nal Appointment to Multi-stop
	Home



A user may add an additional appointment to this multi-stop appointment by CLICKING the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop.*

6.1.5.2 Create an Appointment for an Existing Multi-Stop

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A user beings the process by CLICKING the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may CLICK the **Manage Existing Appointment** link to search for an existing multi-stop trip. Section 6.2 – *Manage Existing Appointments* describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the *Search Existing Appointment Information* page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference section 6.2.1 – *Appointment Search* for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the *Multi-Stop Management* page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the *Multi-Stop Management* page which are described in section 6.1.6 – *Multi-Stop Management*. This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

Search for an Existing Multi-Stop by the Multi-Stop ID

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.



After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a Search by button.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop</i> <i>Management</i> page or <i>Appointment Management</i> page only when all required fields
	have been entered.
Cancel button	Displays the Appointment Management landing page.

The Search Existing Appointment Information (Search for Multi-Stop) page is displayed on the following page.

The state of the s	
- 200 State - 200	and Shipment Tracking (FAST)
ge Existing pointment lone Content Search Existing App	pointment Information
Ione Content It Information Choose Search Criteria	a
Then sligh Oceansh to Lease	method and enter the required appointment information. te the appointment (* Required Fields)
ties	
* Search for: Appo	intment Submit>
Entry pplier	
TEM	



To search for a multi-stop by the multi-stop ID, perform the following initial steps on the Search Existing Appointment Information page:

- 1. SELECT Multi-Stop in the Search for drop-down box
- 2. CLICK the Submit button beside the Search for drop-down box

The Search Existing Appointment Information (Search for Multi-Stop) page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop, or to search by appointment ID or scheduler ID when searching for an appointment.
Submit button	Refreshes the page and displays a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment.

The Search *Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.

Appointments					pment Trackin
Fate New Appointment ► Manage Existing	acility Acces	s and Ship	oment Tra	acking (I	FAST)
A numerication and	earch Existing A	ppointment l	nformation		
ge Stand-Alone Content Ige Closeout Information	hoose Search Crite	eria			
ring Appointments	Please select the sea Then click Search to lo				information.
Facilities Profiles	* Search for: Mu	ılti-Stop	•	Submit >	
<u>Reports</u> <u>Resources</u> <u>Origin Entry</u>	* Search by:	Select One	-	(Submit >)	
ustomer / Supplier Agreements					
TEM					



Perform the following steps on the Search Existing Appointment Information page:

- 1. SELECT Multi-Stop ID in the Search by drop-down box
- 2. CLICK the **Submit** button next to the **Search by** drop down box

The Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID) page refreshes with an additional field, described below.

*Multi-Stop ID	Input box to enter the ID associated to the multi-stop.

The Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID) page is displayed on the following page.

-	1.01.1			-
Facility Acce	ss and Shipn	nent I rac	king (FAS	1)
Search Existing	Appointment Info	rmation		
Chasses Search Cri	torio			
Choose Search Ch	teria			
				ation.
* Search for:	Multi-Stop	•	Submit >	
* Search by:	Multi-Stop ID	.	Submit >	
obaron by.				
* Multi-Stop ID:				
(Cancel)				(Search >)
	Search Existing Choose Search Cri Please select the se Then click Search to * Search for: * Search by: * Multi-Stop ID:	Search Existing Appointment Info Choose Search Criteria Please select the search method and ente Then click Search to locate the appointmen * Search for: Multi-Stop * Search by: Multi-Stop ID * Multi-Stop ID:	Search Existing Appointment Information Choose Search Criteria Please select the search method and enter the required ag Then click Search to locate the appointment.(* Required Field * Search for: Multi-Stop * Search by: Multi-Stop ID * Multi-Stop ID:	Choose Search Criteria Please select the search method and enter the required appointment inform Then click Search to locate the appointment.(* Required Fields) * Search for: Multi-Stop * Search by: Multi-Stop ID * Multi-Stop ID * Multi-Stop ID:



Perform the following final steps on the Search Existing Appointment Information page to view the Multi-Stop Management page for the specified multi-stop ID:

- 1. ENTER the multi-stop ID in the Multi-Stop ID input box
- 2. CLICK the Search button to display the Multi-Stop Management page for the multi-stop ID



Note:

A user may perform several different actions from the Multi-Stop Management page, please reference section 6.4.4 – *Multi-Stop*

Search for a Multi-Stop by the Customer Registration ID

Searching for a multi-stop by the customer registration ID displays a different *Search Existing Appointment Information* page then when searching by the multi-stop ID. This search option may retrieve several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a hyperlink to the *Multi-Stop Management* page for the ID.



After CLICKING the **Manage Existing Appointment** link on the *Appointment Management* page, the *Search Existing Appointment Information* page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

*Search for:	Drop-down listing the options a user may search for: Appointment, Multi-Stop.
Submit button	Displays the Search by: drop down box that contains search options based on the Search for selection.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page (depending on the search criteria) only after all required fields have been entered.
Cancel button	Displays the Appointment Management landing page.

The Search Existing Appointment Information (Search for Multi-Stop) page is displayed below.

		Facility	Access and Sh	ipment Tracking (FAST)	
ppointments ew Appointment Fa	cility Access and	Shipment T	racking (FAST)	
d / dono dontone	earch Existing Appoint	nent Information	1		
	hoose Search Criteria				
	lease select the search metho hen click Search to locate the a			t information.	
Profiles Reports	* Search for: Multi-Stop		• Submit >		
Resources Drigin Entry	* Search by: Customer R	egistration ID	• Submit >		
er / Supplier Agreements <u>TEM</u>					
- 26 m - 28					
ustomer Service Forms	Gov't Services Careers	Privacy Policy	Terms of Use	Business Customer Gateway	
stomer bervice		<u>Envacy Policy</u>	Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity	

initial steps on the Search Existing Appointment Information page:

- 1. SELECT Multi-Stop in the Search for drop-down box
- 2. CLICK the Submit button beside the Search for drop-down box

The Search *Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID or customer registration ID when searching for a multi-stop, or to search by appointment ID or scheduler ID or customer registration ID when searching for an appointment.
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons.

The Search Existing Appointment Information (Search for Multi-Stop by scheduler ID) page is displayed below.

			Facility Acce	ess and Shipme	ent Tracking (FA
Appointments Create New Appointment	Facility Acce	ss and Ship	ment Trac	king (FA	ST)
Manage Existing Appointment eate Stand-Alone Content	Search Existing	Appointment Inf	formation		
age Stand-Alone Content lage Closeout Information lage Unscheduled Arrival	Choose Search Cri	teria			
rring Appointments	Please select the se Then click Search to	arch method and ent locate the appointme			rmation.
<u>Facilities</u> <u>Profiles</u> <u>Reports</u>	* Search for:	Multi-Stop	•	Submit >	
Resources Origin Entry	* Search by:	Scheduler ID	•	(Submit >)	
<u>Customer / Supplier</u> Agreements TEM	* Multi-Stop ID:				
	Cancel				(Search >)



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

- 1. SELECT Customer Registration ID in the **Search by** drop-down box
- 2. CLICK the **Submit** button next to the **Search by** drop down box

The Search *Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page refreshes with the following additional fields, described below.

	Customer Pegistration ID	Drop-down box listing mailer names and IDs from which to select.
--	-----------------------------	--

*Select Date Range	Enter date range for which you wish to see occurrences of multi-stop appointments.
*State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities with postal facilities in the City drop-down box.
City	Drop-down box listing cities with postal facilities within the selected state.
Search button	Retrieves all facilities within the selected city and state and populates them in the Facility drop-down box.
NASS Code	The three to five character NASS Code of the facility.
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the Facility drop-down box.
Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the All Facilities option.
Search button	Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in a Multi-Stop Summary table at the bottom of the page.
Cancel button	Displays the Appointments Landing page.

The Search Existing Appointment Information (Search for Multi-Stop by scheduler ID) page is displayed on the following page.

Appointment Facility Act	ess and Shipmen	t Tracking (FA	ST)	
age Existing				1
Search Existi	ng Appointment Informa	tion		
Content				
ation Choose Search	Criteria			
Please select the	search method and enter the		ormation.	
	to locate the appointment.(* R	lequired Fields)		
There are two op	ions to search for a facility.			
S 1. Search fo S "View Citi S selection	the facility using the "State" an es". Cities and Facilities within in their respective dropdowns. Facilities within the selected ci pdown.	the selected state will be If the city is known, select	available for the city and click	
	NASS Code for the facility. If the	NASS Code is not know	n, use option 1.	
* Search for:	Multi-Stop	Submit >		
* Search by:	Scheduler ID	✓ Submit >		
* Scheduler ID:	FAST ALSO - 200026125001		•	
* Select Date Range:	10/14/2009 To: 10/14/20	009		
State: NY	✓ View Cities :	NASS Code:	(Search >)	
City: All C				
* Facility: 100 -	NEW YORK -			
Cancel			Search >	
				>



To view all multi-stops for the specified criteria, perform the following final steps on the Search Existing Appointment Information page:

- 1. SELECT the mailer to search for associated multi-stops in the **Customer Registration ID** drop-down box
- 2. SELECT the time frame within which to look for multi-stops in the **Select Date** Range textboxes
- 3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

To Search for a Facility 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 Search button

To Search for a Facility by NASS Code:

- 1. ENTER the three to five character NASS Code in the NASS Code textbox
- 2. CLICK the **Search** button
- 4. SELECT the facility in the Facility drop down box, or SELECT the All Facilities option
- 5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table



The Search Existing Appointment Information page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

Multi-Stop Summary section	Lists the multi-stops and related information that fall within the specified search criteria.
Multi-Stop ID hyperlink column	Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the <i>Multi-Stop Management</i> page for the multi-stop.
1 st Appt ID column	Lists the ID of the first appointment in the multi-stop.
Date column	Lists the date of the first appointment in the multi-stop.
Time column	Lists the time of the first appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code of the facility for the first appointment in the multi-stop.
Facility Name column	Lists the name of the facility for the first appointment in the multi-stop.

The Search Existing Appointment Information page is displayed on the following page.

 Search Existing 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) There are two options to search for a facility. There are two options to search for a facility with the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop • @ubmit> * Scheduler ID: FAST ALSO - 200026125001 • * Search Diz Chies and the Search or to: 10/14/2009 * * Search Diz Chies and the Search or to: 10/14/2009 * * Search Diz Chies and the Search or to: 10/14/2009 * * Search Diz Chies and the search or to: 10/14/2009 * * Search Diz Chies and the search or to: 10/14/2009 * * Search Diz Chies and the to view and/or edit. State: NY • View Chies • Search • * Facility: 100 • NEW YORK • * Facility: 100 • NEW YORK • * Scheduler Name: FAST ALSO 	Tents Tents Facility Access and Sh sting	ipment Tracking (FAST)
Choose Search Criteria Please select the search method and enter the required appointment information. Then click Search to locate the appointment (* Required Fields.) There are two options to search for a facility. There are two options to search for a facility using the "State" and/or "City" field. Select a state and click "Search." Facilities within the selected state will be available for selection in their respective dropdowns. If the city is frown, select the city and click "Search." Facilities within the selected city will be available for selection in their respective dropdowns. If the city is frown, select the city and click "Search." Facilities within the selected city will be available for selection in the respective dropdowns. There are two options to search or the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop	Search Existing Appointment	t Information
Please select the search method and enter the required appointment information. Then click Search to locate the appointment (* Required Fields) There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Otlies". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "search". Facility options. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop * Search for: Multi-Stop * Search by: Scheduler ID * Select Date 10/14/2009 * Select Date 10/14/2009 * Select Date 10/14/2009 * Facility: 100 - NEW YORK * Facility: 100 - NEW YORK * Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO	tion Choose Search Criteria	
There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "yiew Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the rispective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the rispective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the rispective dropdowns. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop * Search by: Scheduler ID * Scheduler ID: FAST ALSO - 200026125001 * Select Date 10/14/2009 * To: 10/14/2009 * State: NY * City: All Cities * Facility: 100 - NEW YORK * Facility: 100 - NEW YORK * Cancer Search > Multi-Stop ID Information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO You would like to view and/or edit.		
1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop * Search for: Multi-Stop * Search by: Scheduler ID * Scheduler ID: FAST ALSO - 200026125001 * Scheduler ID: FAST ALSO - 200026125001 * Select Date 10/14/2009 Range: 10/14/2009 * State: NY * Facility: 10/14/2009 * Facility: 100 - NEW YORK * Facility: 100 - NEW YORK * Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO		
"Yiew Cities" Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "search." Facilities within the selected city will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. * Search for: Multi-Stop * Search for: Multi-Stop * Search by: Scheduler ID * Scheduler ID: FAST ALSO - 200026125001 * Select Date 10/14/2009 Range: 10/14/2009 State: NY * Select Date 10/14/2009 City: All Cities * Selecting: Search > * Facility: 100 - NEW YORK * Facility: 100 - NEW YORK * Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop D 10/14/2009 100 10/14/2009		
* Search by: Scheduler ID * Search by: Scheduler ID * Scheduler ID: FAST ALSO - 200026125001 * Select Date Range: 10/14/2009 To: 10/14/2009 State: NY * Gancei State: NY * Facility: 100 - NEW YORK Concei Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you verguested. Click the multi-Stop ID link to access the multi-stop information you verguested. Click the multi-Stop ID link to access the multi-stop information you verguested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop 10 1st Appt 10 Date Time MASS Code Facility Mame Source Search Sear	"View Cities". Cities and Facil selection in their respective du "Search". Facilities within the facility dropdown.	ities within the selected state will be available for ropdowns. If the city is known, select the city and click selected city will be available for selection in the
* Scheduler ID: FAST ALSO - 200026125001 * Select Date Range: 10/14/2009 To: 10/14/2009 State: NY Vew Cities> NASS Code: Search> City: All Cities & Search> * Facility: 100 - NEW YORK * Facility: 100 - NEW YORK Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop ID 1st Appt ID Date Time NASS Code Hame 900000052 900008624 10/14/2009 17:00 100 NEW YORK	* Search for: Multi-Stop	✓ Submit >
* Scheduler ID: FAST ALSO - 200026125001 * Select Date Range: State: NY · Uiow Cities> City: All Cities · Search> * Facility: 100 - NEW YORK · Cancel Search> Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO <u>Multi-Stop 10 1st Appt ID Date Time NASS Code Facility</u> <u>Name</u>	* Search by: Scheduler ID	▼ (Submit>)
* Select Date Range: 10/14/2009 III To: 10/14/2009 III State: NY Vew Cities> NASS Code: Search> City: All Cities Search> * Facility: 100 - NEW YORK Vert Cancel Search> Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO <u>Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Hame</u> 900000052 900008624 10/14/2009 17:00 100 NEW YORK		
City: All Cities Search> * Facility: 100 - NEW YORK • Cancel Search> Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop 10 1st Appt ID Date Time NASS Code Eacility 90000052 900008624 10/14/2009 17:00 100 NEW YORK		o: 10/14/2009 III
Facility: 100 - NEW YORK Cancel Cancel Cancel Search > Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO <u>Multi-Stop 10 1st Appt ID Date Time NASS Code Facility Name 90000052 900008624 10/14/2009 17:00 100 NEW YORK </u>	State: NY -	View Cities > NASS Code: Search >
Cancel Search> Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO <u>Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name</u> 900000052 900008624 10/14/2009 17:00 100		Search >
Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name 900000052 900008624 10/14/2009 17:00 100 NEW YORK	* Facility: 100 - NEW YORK	
Multi-Stop Summary Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name 90000052 900008624 10/14/2009 17:00 100 NEW YORK	Cancel	(Search >)
Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO Multi-Stop ID 1st Appt ID Date Time NASS Code Facility 900000052 900008624 10/14/2009 17:00 100 NEW YORK		
multi-stop information you would like to view and/or edit. Scheduler Name: FAST ALSO <u>Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name</u> 900000052 900008624 10/14/2009 17:00 100 NEW YORK		
Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name 900000052 900008624 10/14/2009 17:00 100 NEW YORK		
Multi-Stop ID 1st Appt ID Date Time NASS Code Facility Name 900000052 900008624 10/14/2009 17:00 100 NEW YORK	Scheduler Name: FAST ALSO	
Multi-stop to 1st Apprilo Date Inne MASS Code Name 900000052 900008624 10/14/2009 17:00 100 NEW YORK		
		Name NASS Code Name
	900000052 900008624 10/14	4/2009 17:00 100 NEW YORK
in in P	•	III.

Create and Add a New Appointment to the Multi-Stop



After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	Displays the ID associated to the multi-stop trip.
Results table	Displays all appointment IDs and related information that are included in the multi-stop.
Appointment ID hyperlink	Displays the appointment ID of the associated appointment, and is a hyperlink which displays the <i>Appointment Management</i> page for the selected appointment.

Remove hyperlink	Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment.				
Date column	Lists the dates of each appointment in the multi-stop.				
Time column	ists the time of each appointment in the multi-stop.				
NASS Code column	Lists the three to five character NASS Code associated with the facility for each appointment in the multi-stop.				
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.				
Add Additional Appointment to Multi-Stop button	Displays the <i>Appointment Slot Availability Search</i> page where the user begins the process to create a new appointment.				
Cancel Multi- Stop button	Displays the <i>Confirm Cancel Multi-Stop</i> page where a user may confirm cancellation of the multi-stop and its associated appointments.				
Cancel button	Displays the Search Existing Appointment Information page.				

The Multi-Stop Management page is displayed below.

UNITED STATES POSTAL SERVICE®						Home Sign Out
Appointments Create New Appointment Manage Existing Appointment Create Stand-Alone Content Manage Closeout Information Manage Unscheduled Arrival Recurring Appointments Facilities Reports Resources Origin Entry Customer / Supplier Agreements TEM	appropriate appo	dividual appo intrment. If yo popintment to Search for E Dotto 2000052 Date 10/14/2009	ent intment fro o would li o Multi-Stop xisting App <u>Time</u> 17:00	pment T om this multi-s ke to add anol p. To cancel th	tracking (F	ment Tracking (FAST) AST)
Site Map Customer Service	Forms <u>Gov't Servi</u>	oes <u>Care</u>	ers Pri	vacy Policy	Terms of Use [Business Customer Gateway
Copyright© 2009 USPS. All Rights R	eserved. <u>No FEAR</u>	Act EEO Data	<u>FOIA</u>	0	Postal Inspectors Preserving the Trust	Promoting Integrity



CLICK the **Add Additional Appointment to Multi-Stop** button, which displays the *Appointment Slot Availability* page with the existing appointments associated with the Multi-Stop. From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.

· · · · · · · · · · · · · · · · · · ·	Note:	: ime difference between the first appointment's a intment's arrival date in the multi-stop cannot be	arrival date and the last greater than 24 hours.
i L			-

6.1.6 Multi-Stop Management

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

- Add appointments to a multi-stop
- Remove appointments from a multi-stop
- Edit appointment information
- Cancel a multi-stop

The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.



All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.				
Appointment ID column	Lists the IDs of each appointment associated with the multi-stop, with each ID being a hyperlink to the <i>Appointment Management</i> page for the appointment.				
Remove hyperlink	Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment.				
Date column	Lists the date of each appointment in the multi-stop.				
Time column	Lists the time of each appointment in the multi-stop.				
NASS Code column	Lists the three to five character NASS Code of each appointment's facility in the multi- stop.				
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.				
Add Additional Appointment to Multi-Stop button	Displays the <i>Appointment Slot Availability</i> page for the user to create a new appointment.				

Cancel Multi- Stop button	Displays the Confirm Cancel Multi-Stop page.
Cancel button	Displays the Search for Existing Appointment page without saving any changes.

The Multi-Stop Management page is displayed below.

			Facilit	v Access and Shipn	nent Tracking (FAS)
1000	cess a	nd Shi	pment T	racking (FA	AST)
Existing Dintment <u>e Content</u> Multi-Stop M	anageme	ent			
ival appropriate appro Add Additional Ap navigate back to s ies Multi-Stop ID: 900	intment. If yo pointment to Search for E	ou would li o Multi-Stop	ke to add anot o. To cancel th	stop, click Remove i her appointment to is Multi-Stop, click (ck Cancel.	this multi-stop, clic
1 result Appointment ID	Date	Time	NASS Code	Facility Name	i
900008624	10/14/2009	17:00	100	NEW YORK	
remove					
1 result		-141	.0		1
EM					
Add Additional A	_	Multi-stop			
Cancel Multi-stop					
Cancel					

Add Appointments to a Multi-Stop



A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by CLICKING the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

Remove an Appointment from a Multi-Stop

A user may remove an appointment from a multi-stop directly from the Multi-Stop Management page.



To remove an appointment from a multi-stop, CLICK the **Remove** hyperlink beneath the appointment to be removed.

The *Multi-Stop Management* page refreshes and displays the summary table without the selected appointment ID. A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

Edit Appointment Information

A user may edit the appointment information for an appointment within a multi-stop by accessing the *Appointment Management* page. A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper ID
- Comments regarding the appointment



To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The *Appointment Management* page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page. A user may modify the appointment slot information – as described in section 6.2.2 – *Appointment Management*.

From the *Appointment Management* page, a user may also manage the content information for the individual appointment, which is detailed in section 6.2.3 - *Content Information Management*.



NOTE: If a user changes Bill of Lading Number, Vehicle ID, and/or Shipper ID, the fields will change for all associated appointments on the Multi-Stop appointment.

Cancel a Multi-Stop

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the appointment slot back to the tier it was pulled from and redistributes the appointments.



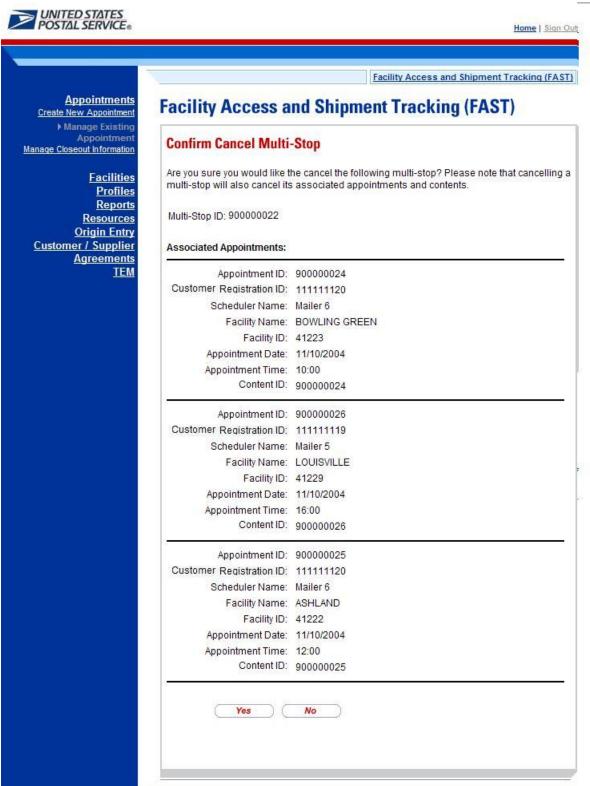
A user begins to cancel a multi-stop from the *Multi-Stop Management* page by CLICKING the **Cancel Multi-Stop** button. The *Confirm Cancel Multi-Stop* page displays. The page displays the Multi-Stop ID and all associated appointment IDs.

The fields and buttons on the *Confirm Cancel Multi-Stop* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments:	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

	User Guide
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.
Yes button	Cancels the multi-stop and all associated appointments and displays the <i>Cancel Multi-Stop Confirmation</i> page.
No button	Does not cancel the multi-stop and displays the Multi-Stop Management page.

The Confirm Multi-Stop Cancellation page is displayed on the following page.



The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.



To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The *Cancel Multi-Stop Confirmation* page displays. A cancellation number is generated for each appointment in the multi-stop.

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

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments sections	Displays the following fields for each appointment within the multi-stop.
Cancellation Number	The confirmation number for the cancelled appointment.
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility for the appointment.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.

The *Cancel Multi-Stop Confirmation* page looks identical to the *Confirm Multi-Stop Cancellation* page with the additional field(s) of the **Cancellation Number**.

6.2 Joint Scheduling

Joint scheduling provides various mailing industry entities with the capability to work together to provide USPS with accurate and complete appointment data when multiple parties prepare and transport drop shipments. Joint scheduling allows the transportation agent to be responsible for appointment logistics information while Mail Owners and Mail Preparers are responsible for mail content information. This is especially useful for consolidators and freight companies that manage logistics but are often unaware of the specifics of the mailing content.

The three unique joint scheduling roles have been identified as follows:

- Scheduler User in charge of planning the trailer load and date/time of arrival at specific USPS facility
- Mai owner User who owns the mail content
- Mail Preparer User in charge of preparing the mail for Mail Owners



Note:

A mailer may play multiple roles in the joint scheduling process and each role may have slight variations to what is stated above.

Joint scheduling allows information on appointment logistics and content information to be broken into separate data sets for entry into FAST. The appointment logistics piece of an appointment is called an appointment shell, and the content information piece of an appointment is called a content. Stand-Alone content can be created separately from the appointment shell and then be associated to the appointment at a later time.

If a mail owner or mail preparer uses a 3rd party for transporting mail to the USPS, they can create the content of the mailing and assign it to the Scheduler via the Stand-Alone content creation process. Once the content is created, the Scheduler will receive notification to schedule an appointment for the new content. The Scheduler can then associate the content to an existing appointment or schedule a new appointment.

Joint scheduling benefits USPS, Schedulers, mail owners and mail preparers greatly. These benefits are as follows:

- Scheduler benefits
 - Ability to focus on transportation and logistics
 - o More accurate content which leads to a better rating
 - More appointment availability due to reduction of multiple appointment numbers assigned to one trailer
- Mail Owner/Mail Preparer benefits:
 - Greater control of content information
 - Visibility into the content and appointment for induction of their mailings
 - No need to schedule appointments
- USPS benefits

• More accurate advanced notification information

Reduction of multiple appointment numbers assigned to one trailer

Notes:
 Shell appointments for Standard Mail or Package Services must have at least one content associated 24 hours prior to the appointment time or the shell will be cancelled.
 Periodicals shells appointments must have a content associated at least one hour prior.
 One-Time appointment shells may be created via the FAST Online application and Web Services messaging.

6.3 Manage Existing Appointments

From the *Appointments* landing page, a user may CLICK the **Manage Existing Appointment** link to access the appointment management area of the FAST application. A user may manage appointment information by editing appointment level information, editing content level information, adding content information, canceling content information, and canceling appointments. A user may modify appointment information created via Web Services. A user may view without editing closeout and unscheduled arrival information as well.

A user may modify and cancel multi-stop appointments as well as single stop appointments

The Managing Existing Appointments section includes:

6.3.1 Appointment Search

- 6.3.2 Appointment Management
- 6.3.3 Content Information Management
- 6.3.4 Web Services Appointment Management

6.3.1 Appointment Search

A user has the option to search for an appointment by either the appointment ID or by the scheduler ID. The resulting search page, *Search Existing Appointment Information*, may appear two different ways depending on how the user searches for the appointment.

One search option, searching for an appointment by the appointment ID, displays a page similar to the multi-stop search page displayed in section 6.1.5.2 – *Create an Appointment for an Existing Multi-Stop.* The user may enter a specific appointment ID which takes the user to the *Appointment Management* page for the appointment ID.

The second option, searching for an appointment by the scheduler ID, displays a different *Search Existing Appointment Information* page. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Appointment Management* page for the appointment ID.

Search for an Appointment by the Appointment ID



After CLICKING the **Manage Existing Appointment** link, the Search Existing Appointment Information page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a Search by button.
Cancel button	Displays the Appointment Management landing page.
Search button	Searches the database for the entered search criteria and displays either the <i>Multi-Stop Management</i> page or <i>Appointment Management</i> page only after all required fields have been entered.

The Search Existing Appointment Information (Search for appointment) page is displayed below.

	Facility Access and Shipment Tracking
	ccess and Shipment Tracking (FAST)
Manage Existing Appointment and-Alone Content	sting Appointment Information
and-Alone Content oseout Information Choose Searc	ah Critaria
nscheduled Arrival Please select th	he search method and enter the required appointment information.
Then click Sear	rch to locate the appointment.(* Required Fields)
Facilities * Search for: -	- Select One – 💉 (Submit >)
Profiles	
Reports esources	Cancel Search >
Drigin Entry	
Supplier eements	
TEM	
-	



To search for an appointment by the appointment ID, perform the following initial steps on the Search Existing Appointment Information page:

- 1. SELECT Appointment in the **Search for** drop-down box
- 2. CLICK the Submit button beside the Search for drop-down box

The Search Existing Appointment Information (Search for appointment) page refreshes with additional fields, described below.

*Searci	h by:	Drop-down box listing what a user may search by: Appointment ID, Scheduler ID, Multi-Stop ID.
Submit	button	Displays the Appointment ID textbox for the user to enter a specific appointment ID.

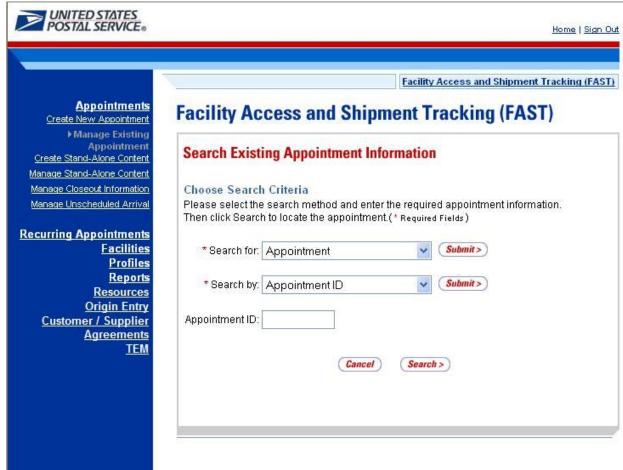
The Search Existing Appointment Information (Search for appointment by appointment ID) page is displayed below.

	Facility Access and Shipment Trac
ointments Appointment	Facility Access and Shipment Tracking (FAST)
ing ent <u>tent</u> tent	Search Existing Appointment Information
nii Din	Choose Search Criteria
	Please select the search method and enter the required appointment information. Then click Search to locate the appointment.(* Required Fields)
	* Search for: Appointment Submit>
	* Search by: - Select One - Submit>
	(Cancel) (Search >)
nts M	

- Perform the following steps on the *Search Existing Appointment Information* page: **1.** SELECT Appointment ID in the **Search by** drop-down box
 - 2. CLICK the Submit button next to the Search by drop down box

The Search Existing Appointment Information (Search for appointment by appointment ID) page refreshes with an additional field, described below.

The Search Existing Appointment Information (Search for appointment by appointment ID) page is displayed on the following page.





To view the *Appointment Management* page for the specified appointment ID, perform the following final steps on the *Search Existing Appointment Information* page:

- 1. ENTER the appointment ID in the Appointment ID input box
- 2. CLICK the Search button, displaying the Appointment Management page

For more on appointment management, please reference section 6.2.2 – Appointment Management.

Search for an Appointment by the Customer Registration ID



The second search option, searching for an appointment by the Customer Registration ID, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Customer Registration ID* from the **Search by** menu and CLICKS **Submit**, displaying the *Search Existing Appointment Information* page with the below fields and buttons.

*Search for:	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the Search by: drop down box that contains search options based on the search for selection

*Search by:	Drop-down box listing what a user may search by: Customer Registration ID, Publication ID, or Appointment ID
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
*Customer Registration ID	Drop-down box listing mailer names and IDs to select from
*Select Date Range	Enter date range for which you wish to see occurrences of appointments
*State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state
Search button	Retrieves all facilities within the selected city and state and populates them in the Facility drop-down box
NASS Code	The three to five character NASS Code of the facility
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the Facility drop-down box
*Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code
Search button	Retrieves all appointments that are for the specified scheduler, date range and facility and populates them in an Appointment Summary table at the bottom of the page

The Search Existing Appointment Information page when searching for an appointment by the scheduler ID is displayed on the following page.

	Facility Access and Shipment Tracking (FAST
Appointments Create New Appointment	Facility Access and Shipment Tracking (FAST)
▶Manage Existing Appointment	Search Existing Appointment Information
Create Stand-Alone Content anage Stand-Alone Content	Search Existing Appointment information
lanage Closeout Information	Choose Search Criteria
lanage Unscheduled Arrival	Please select the search method and enter the required appointment information.
curring Appointments	Then click Search to locate the appointment.(* Required Fields)
Facilities	There are two options to search for a facility.
Profiles	1. Search for the facility using the "State" and/or "City" field. Select a state and click "View
<u>Reports</u> Resources	Cities". Cities and Facilities within the selected state will be available for selection in
Origin Entry	their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdowr
Customer / Supplier	2. Enter the NASS code for the facility. If the NASS code is not known, use option 1.
<u>Agreements</u> TEM	
	* Search for: Appointment V (Submit>)
	* Search by: Scheduler ID 🛛 🖌
	* Customer
	Registration ID: - Select One -
	Select Date
	Range: 09/28/2006 To: 09/28/2006
	State: - Select One - View Cities > NASS Code: Search >
	City:
	* Facility:
	Cancel Search >



To search for and view all appointments for the specified criteria, perform the following steps on the Search Existing Appointment Information page:

- 1. SELECT Appointment in the Search for drop-down box
- 2. CLICK the Submit button
- 3. SELECT Customer Registration ID in the Search by drop-down box
- 4. CLICK the Submit button
- 5. SELECT the mailer to search for appointments for in the **Customer Registration ID** dropdown box
- 6. SELECT the time frame to search within in the Select Date Range textboxes
- 7. SEARCH for a facility by one of the following two ways:

TO SEARCH FOR A FACILITY BY STATE/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 THE NASS Code:

sh.

- a. ENTER the three to five character NASS Code in the NASS Code textbox
- **b.** CLICK the **Search** button, populating the **Facility** drop-down box
- 8. SELECT a facility from the **Facility** drop-down box
- 9. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table



The Search Existing Appointment Information page displays with an Appointment Summary table below the search fields and buttons. The new fields and buttons are described below.

Appointment Summary section	Lists the appointments and their related information that fall within the specified search criteria.
Appointment ID hyperlink column	Lists the appointment IDs of all appointments that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the <i>Appointment Management</i> page for the appointment.
Date column	Lists the date of each listed appointment.
Time column	Lists the time of each listed appointment.
NASS Code column	Lists the three to five character NASS Code of each listed appointment's facility.
Facility Name column	Lists the name of each listed appointment's facility.
Cancel checkbox	Cancels the appointment when the Cancel Selected Appointments button is clicked
Cancel Selected Appointments button	Directs user to Confirm Cancel page



Note: The Cancel checkbox is only available for appointments where the user has permission to cancel.

The Search Existing Appointment Information page is displayed on the following page.

Appointments Create New Appointment	Facility Ac	cess an	d Shipi	nent Tra	cking (F	AST)		
Manage Existing Appointment Create Stand-Alone Content	Search Exist	ing Appoir	ntment Inf	ormation				
anage Stand-Alone Content lanage Closeout Information	Choose Searc							
lanage Unscheduled Arrival	Please select the Then click Searc					nformation.		
urring Appointments Facilities	There are two op	tions to searc	h for a facilit	y.				
Profiles Reports Resources Origin Entry Customer / Supplier Agreements TEM	Cities". C their resp Facilities	ities and Faci ective dropdo within the sel	lities within t wns. If the ci ected city wil	te" and/or "City he selected st ty is known, se I be available f If the NASS C	ate will be ava elect the city ar for selection in	ilable for sel nd click "Seai n the facility d	ection in rch". ropdown.	
	* Search f	or: Appointm	nent	~	Submit >			
	* Search	y: Schedule	ar ID	~	(Submit >)			
	* Custom							
	Registration I		9999999999	980			~	
	Select Date Range:	05/03/200	18 🛄 To: 🛛	05/09/2008				
	State: N	(View	v Cities > N	ASS Code:	Se	arch >)	
	City: All	Cities	v Sea	rch >)				
	* Facility: 10	0 - NEW YOF	RK	*				
			Cancel	Search >)			
	Appointme	ant Sumr	nany					
	1.		10.11					
	Below is the app the appointment						o access	
	Scheduler Name	e: Mailer 1						
			Sele	nt All Decel	ect All Shov	All Deculte		
	2 results		Jeret	(All) (Deser		, All nestins)		
	Appointment ID	Date	Time	NASS Code	Facility Name	Cancel		
	922100029	05/03/2008	23:00	100	NEW YORK			
	922400029	05/05/2008	20:00	100	NEW YORK			
	2 results							
	Cancel Selected	Appointments >)					



Note:

CLICKING the **Appointment ID** hyperlink displays the *Appointment Management* page where a user may view the appointment information; access the *Appointment Closeout* page to view closeout information and access the *Content Information* page to view content information.

Search for an Appointment by Publication



The third search option, searching for an appointment by Publication, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Publication* from the **Search by**

menu and CLICKS **Submit** displaying the *Search Existing Appointment Information* page with the below fields and buttons. (Note: Publication search is only for Periodicals).

*Search for:	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the Search by: drop down box that contains search options based on the search for selection
*Search by:	Drop-down box listing what a user may search by: Scheduler ID, Publication ID, or Appointment ID
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
*Select Date Range	Enter date range for which you wish to see occurrences of appointments
Publication Name	Text box to input the publication name to search
USPS Publication ID	Text box to input the publication ID of the publication to search
Publication	Text box to input the publication name to search
Cancel button	Displays the Appointment Management landing page
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals)



To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

- 1. SELECT Appointment in the Search for drop-down box
- 2. CLICK the Submit button
- 3. SELECT Publication in the **Search by** drop-down box
- 4. CLICK the Submit button
- 5. SELECT the time frame to search within in the **Select Date** Range textboxes
- 6. ENTER the Publication Name OR
- 7. ENTER the Publication ID
- 8. CLICK the Search button
- 9. SELECT publication from Publication drop down list
- **10.** CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table



The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons described in previous section.

	Facility Access and Shipment Tracking (FAST)
Appointments e New Appointment	Facility Access and Shipment Tracking (FAST)
Manage Existing Appointment	
Stand-Alone Content	Search Existing Appointment Information
Stand-Alone Content Closeout Information	Choose Search Criteria
Jnscheduled Arrival	Please select the search method and enter the required appointment information. Then click Search to locate the appointment (* Required Fields)
Appointments	
Facilities Profiles	* Search for: Appointment 🗸 (Submit>)
Reports Resources	* Search by: Publication Submit>
Origin Entry mer / Supplier Agreements	* Select Date Range: 03/31/2008
TEM	Publication Name:
	USPS Publication ID: Search >
	* Publication

The Search Existing Appointment Information by Publication page is displayed below.

6.3.2 Appointment Management

Gov't Services

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Forms

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After a user searches for an appointment by either the appointment ID or the scheduler ID, they are taken to the *Appointment Management* page for the selected appointment. From the *Appointment Management* page, a user has the ability to:

National & Premier Accounts

- View Appointment Audit Information
- Edit appointment slot information
- Edit appointment level information
- Edit content level information
- Add additional contents
- View unscheduled arrival information
- View closeout information
- Cancel an appointment

The Appointment Management section details the steps and screens accessed when a user views closeout information, when a user cancels an appointment and briefly describes the previously discussed processes. Editing and adding contents is discussed in more detail in section 6.2.3 – *Content Information Management*.



All of the above actions may be accessed from the *Appointment Management* page. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment.
Status	The current status of the appointment: Open, Closed, Canceled, Unscheduled, No-show, Rejected.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Creation Source	The method used to create the appointment.
Last Update Date/Time	The date and time of the last update made to the appointment.
Last Update User ID	The ID associated to the user who last updated the appointment.
View Audit Information button	Displays the Appointment Audit Information.
Appointment Slot Information table	Displays the current slot information of the appointment, includes Facility Name, Facility ID, Appointment Date, Appointment Time, Appointment Type and the Change button.
Change button	Displays the Appointment Slot Availability page.
Facility Name	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility.
Maximum Truck Length	The maximum truck length allowed at the facility.
Appointment Date	The date the appointment is to arrive at the facility.
Appointment Time	The time the appointment is to arrive at the facility.
Appointment Type	The type of the appointment the facility is expecting.
Mail Class(es)	The mail class(es) of the appointment.
Bill of Lading Number	The bill of lading number associated to the appointment.
Number of Pallet Positions	The number of pallet positions.
Vehicle ID	The ID associated to the vehicle.

	User Guide
Shipper Name	The Shipper Name associated to the appointment.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Displays the Appointments Landing page.
Cancel Appointment button	Cancels the appointment in the system.
Copy Appointment button	Displays the <i>Create New Appointment</i> page with the fields already populated with the information from the current appointment.
Submit button	Submits the appointment.
Appointment Contents section	Displays all contents associated to the appointment.
Content ID column	Lists the IDs of each content associated to the appointment, which are hyperlinks to the <i>Content Information Management</i> page for the selected content ID.
Mail Preparer	The ID associated to the mail preparer of the content.
Mail Class	The mail class of the content.
Mail Shape	The shape of the content.
Content Name	Lists the name of the content.
Pallet Count	The number of pallets contained in the content.
Bedloaded Units	The number of units bedloaded in the content.
Manage Content button	Displays the Content Information Management page.



Note:

Depending on if the user is associated to the scheduler of the appointment or is the scheduler, the fields on the *Appointment Management* page may be editable or read-only, allowing the user to only view the information without modifying it.

The Appointment Management page is displayed on the following page.

Manage Existing Appointment Stand-Alone Content	Appointment Manag	gement			
Stand-Alone Content	Below is the appointment Submit to save. To access	information ; content info	ou requested. Edit the infor rmation, click the appropria	mation as needed and c e Content ID link.	lick
g Appointments	Appointment ID:	900000004			
Facilities	Status:	Closed			
Profiles Reports	Scheduler Name:	Mailer 1			
Resources Origin Entry	Scheduler ID:	99999999999	180		
omer / Supplier	Creation Source:				
Agreements TEM	Last Update Date/Time:		08:27		
	ast Update User Name:				
1.00	View Audit Information >)				
	Appointment Slot Inform	ation			-
	Facility Nan NASS Co	ne: SPRINGF	IELD BMC		
	Maximum Truck Leng				
	Appointment Da		08		
	Appointment Tin	ne: 11:00			
	Appointment Typ	oe: Pallet			
٨	Bill of Lading Numbe Number of Pallet Position Vehicle/Trailer II Shipper Nam Comment	s: D:			
-	Cancel Closeout > (tment>)		
	Content ID Mail Preparer	Mail Class	Mail Shape Content Name	Pallet Bedload Count Units	r
9	900000005	Standard	Machinable	1 1	1
9	90000006	Package	Parcel Machinable	1 1	
0	90000007	Services Periodicals	Parcel Machinable	1 1	_
			Parcel		
	Fotal			3 3	
(Manage Content				

View Appointment Audit Information

A user may view an appointment's audit information report by accessing the *Appointment Management* page.



A user may access the Appointment Audit Information page through the Appointment Management page. A user CLICKS the **View Audit Information** button on the Appointment Management page and is taken to the Appointment Audit Information page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions.

Scheduler Name	The name of the scheduler associated to the appointment.
Facility	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Status	The current status of 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.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Units Trays	The total number of tray that are bedloaded for this specific content.
Bedloaded Units Sacks	The total number of sacks that are bedloaded for this specific content.
Bedloaded Units Parcels	The total number of parcels that are bedloaded for this specific content.
Bedloaded Units Bundles	The total number of bundles that are bedloaded for this specific content.
Mail Class	Lists the mail class(es) for the appointment.
Update User ID	The ID associated to the user who last updated the appointment.
Last Update Date/Time	The date and time that the appointment was last updated.

The Appointment Audit Information page is displayed below.

Appointments <u>Create New Appointment</u> anage Existing Appointment					Facility A	ccess ar	nd Ship	nent Tr	acking	FAST)						
lanage Existing Appointment	Facility A	ccess a	nd S	hip	ment Tra	ackin	g (F	AST)								
Create Stand-Alone Content lanage Stand-Alone Content	Appointme	nt Audit Inf	orma	tion										14	Peturn to F	revious Scre
Manage Closeout Information Manage Unscheduled Arrival	Selected Cr	iteria														
curring Appointments Facilities Profiles Reports Resources Origin Entry Customer / Supplier		Appointm	e Legen ent Typ	d:CA e:B∶	. = Cancelled, (= Bedload, DP : -Package Serv	= Drop a	nd Pick	P = Pa	llet, S =	Speedlin	e		= Unsch	neduled		
<u>Agreements</u> <u>TEM</u>	*Please note: comments). For best resul	An audit row ir ts, download i	the rep	oort m	ay appear uncl	nanged, rint in 'La	due to	appointr	nent up				ny of the	displaye	d data in th	e report (e.g
	Schedule Name		NASS Code	atatus	Appointment	t Appt		allets C Sacks				edloade Sacke			l <u>ail</u> <u>Update</u> assUserII	opuate
	Schedule	er <u>Facility</u>	NASS Code		Appointment	t <u>Appt</u> Type				Ig Bundles D				Indles Cl 0 F Pl		Date/Time
	<u>Schedule</u> Name	E <u>Facility</u> SPRINGFIELD	NASS Code S	CL	Appointment	t <u>Appt</u> Type 00 P	Parcels	Sacks	Traye	Bundles F	Parcels	Sacke	Trays Bu	o F Pi S O F Pi Pi	ass User II S, USPS ER, TD S, Syster	03/28/2008 08:27:03
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	Schedule Name Mailer 1 Mailer 1 Mailer 1	FE Facility SPRINGFIELD BMC SPRINGFIELD BMC SPRINGFIELD BMC NEW	NASS Code s 01Z 01Z 01Z 01Z 07Z	CL O CL	Appointment Date Tim 03/28/2008 11:0 03/28/2008 11:0 03/28/2008 11:0	t Appt Type 00 P 00 P 00 P 00 P 00 P	Darcels 0 0	3 3 3	0 0 0	0 0 0	0 0 0	3 3 3 3	0 0 0	Undles Class	ass User II S, USPS TD S, Syster FR, Proces TD S, USPS FR, TD	Update Date:Time 03/28/2008 08:27:03 1 03/28/2008 08:14:47 03/28/2008 08:10:57 03/27/2008 11:28:00

Edit Appointment Slot Information

When editing an appointment's slot information, a user follows the same process described in section 6.1.1 – Searching for Appointment Slot Availability.



A user begins the process by accessing the *Appointment Slot Availability* page by CLICKING the **Change** button on the *Appointment Management* page. The *Appointment Slot Availability* page displays, populating the following fields with the existing appointment information:

- Facility
- Customer Registration ID
- Appointment Type
- Mail Class(es)

If a user needs to change any of the above fields, the appointment is considered as a cancelled appointment when it is scored for scheduler rating (described in section 10.0 - Rating Overview). However, a user still has the ability to change any of those fields and the appointment will retain the same appointment ID.



The user CLICKS the **Search** button on the *Appointment Slot Availability* page, displaying the results page for the specified facility, customer registration ID, mail class(es) and appointment type. A user may CLICK on a new appointment slot time to select the slot and display the *Appointment Management* page with the new appointment information. CLICKING the **Submit** button on the *Appointment Management* page updates the appointment with the new information and displays the *Appointment Confirmation* page.

When a user attempts to change the appointment's slot information, the new slot information is checked against the trip and volume constraints, just like when a new appointment is created. If the new information is not valid due to a constraint violation, the user sees an error which describes the problem and the appointment is not updated with the new slot information.

Edit Appointment Level Information

A user may edit the following appointment level information on the Appointment Management page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper Name
- Comments regarding the appointment



To edit any of the above fields, a user CLICKS in the desired textbox and replaces the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page.

Edit Content Level Information

A user may edit an appointment's content level information by accessing the *Content Information Management* page from the *Appointment Management* page.



To access the *Content Information Management* page, a user CLICKS on the **Manage Content** button in the Appointment Contents section of the *Appointment Management* page. After editing the content information, the user CLICKS the **Submit** button on the *Content Information Management* page, which updates the content information in the system and displays the *Appointment Management* page for the appointment.

Add Additional Contents

A user may also add additional contents to the appointment by accessing the *Add/Edit Content Information* page from the *Appointment Management* page and specifying the total number of contents per mail class (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)



To access the *Add/Edit Content Information* page, a user CLICKS the **Manage Content** button on the Appointment Contents section of the *Appointment Management* page. The user follows the same process as described in section 6.1.3 – *Adding Content Information to an Appointment*, to enter in and add content information for the appointment. A user may also CLICK the **Associate Stand-Alone Content** button to associate a stand-alone content to the appointment.

Managing content information is detailed in section 6.3.3 - Content Information Management.

View Unscheduled Arrivals



A user may view unscheduled arrival information in FAST by searching for the appointment and accessing the *Appointment Management* page. A user may search for the information by their customer registration ID or the appointment number created upon arrival. The Postal Service requires a customer registration ID on the PS Form 8125 when arriving with an unscheduled appointment at a facility. The scheduler may then search for an appointment by the customer registration ID associated to them at any or all facilities. The search option, the user may search by the created appointment ID on the *Search Existing Appointment Information* page The **Status** field on the *Appointment Management* page displays 'Unscheduled' to verify the appointment is an unscheduled arrival. The user may not edit this information.

View Closeout Information

A user may view an appointment's closeout information by accessing the *Appointment Closeout* page. A user may access the *Appointment Closeout* page by one of the following two ways.



A user may access the *Appointment Closeout* page through the *Appointment Management* page. A user searches for the closed appointment and is directed to the *Appointment Management* page. A user CLICKS the **Closeout** button on the *Appointment Management* page and is taken to the *Appointment Closeout* page. The fields display as read-only and contain all entered closeout information



A user may also access the *Appointment Closeout* page through the *Appointments Landing* page. A user CLICKS the **Manage Closeout Information** link on the landing page. The user is taken to the *Manage Closeout Information* search page where the user will search for an appointment in the same fashion as described in the prior section, section 6.2.1 – *Appointment Search*. This process is described next in more detail.



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

*Search by:	Drop down box listing the options to search for an appointment by: Appointment ID, Customer Registration ID, Area, District, Facility.
Submit button	Refreshes the page and displays appointment input text boxes for appointment ID search.
	For Area search, the page refreshes with the area drop-down, customer registration ID, date range and the appointment status check boxes.
	For District search, the page refreshes with the district drop-down, customer registration ID, date range and the appointment status check boxes.
	For Customer Registration ID search, the page refreshes with the customer registration ID of the user along with the date range and the appointment status check boxes.
	For Facility search, the facility search grid will be shown along with the customer registration ID of the user along with the date range and the appointment status check boxes.
Cancel button	Displays the Appointment Management landing page.

The Manage Closeout Information search page is displayed below.

V	Facility Access and Shipment Tra
Facility Access	and Shipment Tracking (FAST)
Manage Closeout Inf	formation
Choose Search Criteria	
Please select the search m	nethod and enter the required appointment information the appointment.(* Required Fields)
men tiitk beartin to locate	ure appointment.(" Kequired Fields)
* Search by: — Select One	B – Submit >
	Cancel (Search>)

To search for an appointment by the appointment ID, perform the following steps on the *Manage Closeout Information* search page:

- 1. SELECT Appointment ID in the Search by drop-down box
- 2. Input up to ten appointment IDs in the appointment ID text boxes
- 3. CLICK the **Submit** button

The *Manage Closeout Information* search page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

*Appointment ID	Input boxes to enter the requested appointment ID(s).
-----------------	---

The *Manage Closeout Information* search page with the additional field is displayed on the following page.

		Facility Access and Shipment Trackin
Appointments New Appointment	Facility Access and Shi	pment Tracking (FAST)
ting Appointment hd-Alone Content hd-Alone Content	Manage Closeout Information	
nage Closeout Information cheduled Arrival	Choose Search Criteria	nter the required appointment information.
	Then click Search to locate the appointm	
Facilities	* Search by: Appointment ID	✓ Submit>
Profiles Reports	Appointment ID:	Appointment ID:
esources gin Entry	Appointment ID:	Appointment ID:
ipplier ments	Appointment ID:	Appointment ID:
<u>TEM</u>	Appointment ID:	Appointment ID:
	Appointment ID:	Appointment ID:



Perform the following final steps on the *Manage Closeout Information* search page to view the *Appointment Closeout* page for the specified appointment ID:

- 1. ENTER the appointment ID in the **Appointment ID** input box
- 2. CLICK the **Search** button to display the *Appointment Closeout* page for the appointment ID



The *Appointment Closeout* page displays and lists key appointment information. All fields display as read-only for both corporate and scheduler users. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Appointment ID	The ID associated to the appointment.
Current Status	The current status of the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Scheduler Name	The name of the scheduler associated to the appointment.
USPS Facility Name	The name of the facility for the appointment.

	User Guide	
USPS Facility ID	The ID associated to the appointment's facility.	
Date	The appointment's scheduled arrival date.	
Appointment Time	The time the appointment is scheduled to arrive at the facility.	
Surface Visibility Placard Scans	Indicates if any content was scanned by Surface Visibility.	
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility	
*New Status	The new status of the appointment.	
*Arrival Date	The actual date the appointment arrived.	
*Arrival Time	The actual time the appointment arrived.	
*Unload Start Date	The actual date the appointment began to be unloaded.	
*Unload Start Time	The actual time the appointment began to be unloaded.	
*Unload End Date	The actual date the appointment finished being unloaded.	
*Unload End Time	The actual time the appointment finished being unloaded.	
Vehicle ID	The Vehicle ID.	
Tandem Trailer Appointment checkbox	Select if the appointment has tandem trailers.	
Mail Class Standard	The Standard mail class checkbox.	
Mail Class Package Services	The Package Services mail class checkbox.	
Mail Class Perishables	The Perishables checkbox.	
Mail Class Periodicals	The Periodicals mail class checkbox.	
Mail Class News	The News checkbox.	
*Appointment Irregulari	ities section	
Appointment ID	Fifteen (15) Appointment ID fields used to list the IDs of appointments with irregularities.	
*Mail Integrity and Load Irregularities		
-		

	User Guide	
	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 that record the differences between what content was scheduled and what content actually arrived.	
Bedloaded sacks percent	Displays the percent of the content type that arrived compared to what was scheduled.	
Bedloaded trays percent	Displays the percent of the content type that arrived compared to what was scheduled.	
Bedloaded parcels percent	Displays the percent of the content type that arrived compared to what was scheduled.	
Bedloaded bundles percent	Displays the percent of the content type that arrived compared to what was scheduled.	
Count of pallets containing sacks	Displays the actual number of pallets that arrived.	
Count of pallets containing trays	Displays the actual number of pallets that arrived	
Count of pallets containing parcels	Displays the actual number of pallets that arrived	
Count of pallets containing bundles	Displays the actual number of pallets that arrived	
Content Discrepancy	Comments box displaying additional remarks regarding content differences.	
Comments	Additional comments.	
Cancel button	Displays the Appointments Landing page.	
Return to Search button	Returns the user to the Manage Closeout Information search page.	

The Appointment Closeout page is displayed on the following page.

		Fa	cility Access and Shipment Tracking (F/
	ess and S	hipmen	t Tracking (FAST)
ent Appointment (loseout		
		in to close or	reject an appointment. Once the informa
has been entered,	click the Submit t	utton to close	e or reject the appointment.
Appointment ID	#: <u>910004001</u>		
	Current Statu		
Custor		D: 24540000	0001
u	Scheduler Nam ISPS Facility Nam	e: NEW YOR	
	USPS NASS Coo intment Date/Tim	e: 05/31/201*	1 13:00
Surface Visib	ility Placard Scar Closed by S		
The New Status dr	op-down menu bi	low will alwa	ays default to the current status of the
appointment. To ch drop-down menu a	ange the status o ind click the Subn	f the appointr hit button. (* R	ment, please select the new status from Required Fields)
* New Status: Op	en		*
Arrival Date:		Arriva	al Time:
Unload Start Date:		Unload Star	ut Time:
Unload End Date:		Unload En	id Time:
Vehicle ID:			
Tandem Traile	r Appointment		
Mail Class			
Standard			
Package Servi	ces		Perishable News
*Appointment Irre Note: If additional ap		d on the USPS	form 8125(s), please enter Appointment IDs.
Multiple Appts		d	
Appt ID:	Appt. ID: Appt. ID:		Appt ID:
Appt. ID:	Appt. ID:		Appt. ID:
Appt ID:	Appt. ID:		Appt. ID:
Appt ID:	Appt. ID:		Appt. ID:
✓ None			
*Mail Integrity and			
Broken Pallets Container Cou Damsged Mail Ortwer Refusec Incorrect Appol Incorrect Chars Incorrect Proce Load Unade Mailings Not S Massing Appoi	I to Assist ntment Type of Mail Office essing Category eparated by Desti trment Number Signature and/or	nation Round Stamp	
Missing Requi		Form	
Other	mipment		
Pallets Too Ta	II.		
Past in Home I			
Photo Copy of	PS Form		
Vehicle Size			
Resolution Code L	egend: 2- Driver 3- Driver		
*Content Discrepa			university of the function of the second s
		Expected	Actual Count
Bedloaded Sack C	ount:	0	
Bedloaded Tray Co		0	
Bedloaded Parcel		0	
Bedloaded Bundle Count of pallets co		0	
		2	
Count of pallets co			
Count of pallets co			
	ntaining bundles		
Count of pallets co	ntaining bundles		^
Count of pallets co	ntaining bundles		*
Count of pallets co Count of pallets co			х Т
Count of pallets co Count of pallets co Comments:			A T
Count of pallets co Count of pallets co Comments:	n to Search)	Privacy Policy	Tama d'Use Beatres Cattorne Ge

Cancel an Appointment

The following section details the process and pages to cancel an appointment in the FAST application. Users have the ability to cancel individual contents or appointments based on Publication and association. Depending on the appointment type and content type, canceling an appointment redistributes the available appointment slot and volume back to the facility and tier they were pulled from when creating the appointment.

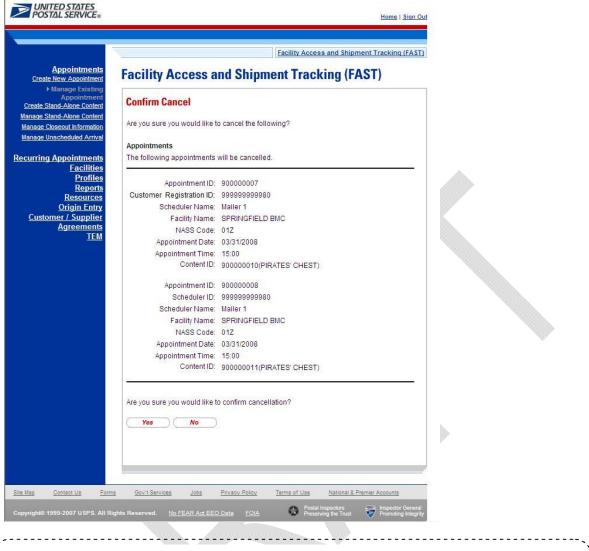


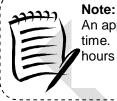
A user begins to cancel an appointment(s) from the *Appointment Management* page by SELECTING the **Cancel** checkbox. The *Confirm Cancel Appointment* page displays when user CLICKS the **Cancel Selected Appointments** button, which lists some of the important appointment information

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

Appointment ID	The ID associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Scheduler Name	The name of the scheduler associated to the appointment.
Facility Name	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Appointment Date	The date the appointment is to arrive at the facility.
Appointment Time	The time the appointment is to arrive at the facility.
Content ID	The IDs of each content associated to the appointment.
Yes button	Finalizes the cancellation of the appointment and displays the Cancel Appointment Confirmation page.
No button	Displays the <i>Appointment Management</i> page for the appointment and does not cancel it.

The Confirm Cancel Appointment page is displayed on the following page.





An appointment cannot be cancelled within one hour of its scheduled appointment time. Also, appointments are automatically no-showed if they have not arrived 24 hours after the scheduled appointment time.

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



To cancel the appointment and its associated contents, CLICK the **Yes** button. The Cancel Appointment *Confirmation* page displays, showing some of the key appointment information. When a user cancels an appointment, a cancellation number is generated for the appointment.



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

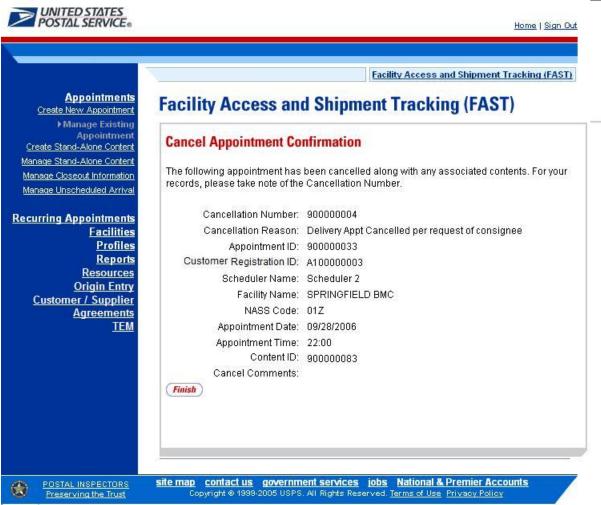
	User Guide
Cancellation Number	The confirmation number for the cancelled appointment.
Cancellation Reason	The reason for the cancellation.
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility for the appointment.
Facility ID	The three to five character NASS Code associated to the appointment's facility.
Appointment Date	The date the appointment was to arrive at the facility.
Appointment Time	The time the appointment was to arrive at the facility.
Content ID	The IDs of each content associated to the appointment.
Finish button	Displays the Appointments Landing page.



Note:

A cancellation number is only generated for the appointment; the associated contents that are also canceled do not receive a cancellation number.

The Cancel Appointment Confirmation page is displayed on the following page.



6.3.3 Content Information Management

A user may modify or cancel content level information for an appointment via the *Content Information Management* page. As described in section 6.2.2 – *Appointment Management*, a user may access the Content Information Management page by CLICKING on a **Content ID** hyperlink on the *Appointment Management* page. This section describes how to:

- Edit Content Level Information
- Cancel a Content from an Appointment

Edit Content Level Information



The Content Information Management page looks very similar to the Add Content Information page. The fields and buttons of the Content Information Management page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of Standard contents to be created with the appointment.
*Package Services	The number of Package Services content to be created with the appointment.

	User Guide
Periodicals	The number of Periodicals contents to be created with the appointment.
Manage Content Button	Changes the number and type of contents to be created with the current appointment and creates the appropriate content grid based on the mail class(es).
	below describes the Standard Content Grid. It is displayed when a number of expected ts are entered into the Standard text box ,and the Manage Content button has been
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.

	User Guide
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content appointment is expected to arrive at the final destination.
In Home End date	The ending date and time the content appointment is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.
expected Packag	below describes the Package Services Content Grid. It is displayed when a number of ge Services contents are entered into the Package Services text box, and the Manage as been CLICKED.
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
*Package Services Sub- Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables (only for Package Services).
Count of Pallets Containing	The total number of pallets containing sacks for this specific content.

Sacks				
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.			
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.			
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.			
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.			
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.			
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.			
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.			
In Home Start date	The starting date and time the content is expected to arrive at the final destination.			
In Home End date	The ending date and time the content is expected to arrive at the final destination.			
eVS Content Checkbox	Indicates eVS content if checked.			
eFile Number	The eFile Number of the eVS content being added.			
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.			
Duplicate button	Displays the Add Content Information page with the content duplicated the selected number of times.			
	below describes the Periodicals Content Grid. It is displayed when a number of expected ents are entered into the Periodicals text box ,and the Manage Content button has been			
Content Number	Number of the current content being created.			
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.			
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.			

News checkbox	Select the checkbox if the content is news.		
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.		
Add button	Adds the selected Mail Owner to the list of associated mail owners.		
Associated Mail Owners	The names of the associated mail owners.		
Remove	Removes the selected Mail Owner from the list of associated mail owners.		
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.		
Content Name	The name of the content being created.		
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.		
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.		
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.		
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.		
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.		
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.		
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.		
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.		
Publication Name	Text box to input the publication name to search for (only for Periodicals).		
USPS Publication ID	Text box to input the publication ID of the publication to search for (only for Periodicals).		
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals).		
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.		

	User Guide			
Add button	Adds the selected publication to the associated publications.			
Associated Publications	The publications associated to the for this specific content.			
Remove button	Removes the selected publication from the associated publications.			
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.			
Zone-Skipping checkbox	Indicates if the content is entered for zone-skipping rather than destination discount.			
Cancel button	Displays the Create Recurring Appointment Landing Page.			
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.			
Submit button	Saves all associated contents to the appointment.			
Update Content Capacity: Standard	Text box allowing the user to change the number of Standard contents associated to the appointment; editable only if the Mail Class: Standard checkbox was checked on the Appointment Slot Availability Page.			
Update Content Capacity: *Package Services	Text box allowing the user to change the number of Package Services contents associated to the appointment; editable only if the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.			
Update Content Capacity: Periodicals	Text box allowing the user to change the number of Periodicals contents associated to the appointment; editable only if the Mail Class: Periodicals checkbox was checked on the Appointment Slot Availability Page.			
Manage Content button	Changes the number of contents associated to the appointment.			
Content #	The unique number identifying the particular content.			
Cancel Content checkbox	Indicates if the user wants to cancel an individual content from the appointment.			
Mail-Preparer drop-down	The ID associated to the mail preparer.			
Content Name	The name associated to the content.			
Mail Owner ID	Drop-down box listing IDs of Mail Owners who could be associated with the content.			
Add button	Adds the selected Mail Owner ID from the Mail Owner ID drop-down box to the Associated Mail Owners field.			
Associated Mail Owner	The Mail Owner IDs of all Mail Owners that have been associated to the content.			
Remove button	Removes the selected Mail Owner ID from the Associated Mail Owner field.			
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*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.			
*Package Services Sub type	Drop-down box listing either Parcel Select of BPM/Library/Media; only displays the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.			
Perishable	Checkbox that indicates if the content contains perishable items.			
Count of Pallets: Sacks	The total number of pallets containing sacks in the content.			
Count of Pallets: Trays	The total number of pallets containing trays in the content.			
Count of Pallets: Bundles	The total number of pallets containing bundles in the content.			
Count of Pallets: Parcels	The total number of pallets containing parcels in the content.			
Bedloaded Sack Count	The total number of sacks in the bedloaded content.			
Bedloaded Tray Count	The total number of trays in the bedloaded content.			
Bedloaded Bundle Count	The total number of bundles in the bedloaded content.			
Bedloaded Parcel Count	The total number of parcels in the bedloaded content.			
Publication Name	The name of the publication to search for.			
USPS Publication ID	The Publication ID of the publication to search for.			
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box.			
Publication	Drop-down box containing publications associated with the selected publication name of publication ID search criteria.			
Add button	Adds the selected publication to the associated publications.			
Associated Publications	The publications associated to the appointment.			
Remove button	Removes the selected publication from the associated publications.			

Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU). If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
Zone-Skipping checkbox	Indicates if the content is entered for zone-skipping, rather than destination entry discount.
In Home Start date	The first date desired by the customer for delivery of mail pieces to the final destination.
In Home End date	The last date desired by the customer for delivery of mail pieces to the final destination.
Number to Duplicate	Drop-down box use to select how many times the content should be duplicated.
Duplicate button	Duplicates the content the number of times specified in the Number to Duplicate drop- down box.
Cancel Appointment button	Cancels the entire appointment.
Clear Contents button	Clears the data in each content of the appointment.
Submit button	Updates the content with the new information and displays the <i>Appointment Management</i> page.

The Content Information Management page is displayed on the following page.

	- Burnesson		
acility Acases and Chi		Access and Shipment Tracking (FAS)	
acility Access and Shi			
Add/Edit Content Information			
Please note: Content information des	cribes the mail associated with each PS Fo	orm 8125, or each line of consolidate	d PS Form 8125. (* Required Fields)
Selected Criteria	er Registration ID: 4433047		
Maxin j	Scheduler ID: 99999999980 Scheduler ID: 99999999980 Scheduler Name: DERCORP INTERNATIO Facility Name: BALTIMORE NASS Code: 212 hum Truck Length: 53 ft. Appointment Date: 02/24/2010 oppointment Time: 14:00 Appointment Type: Pallet Mail Class(es): Standard	NAL	
	e number of contents to add and click "Man: npty content to bypass content creation and		
To associate stand-alone content, cl Update Content Capacity:	ick the "Associate Stand-Alone Content" but	ton.	
Standard	Package Services	Periodicals	
2	0	0 (Manage Content)	
Associate Stand Alone Content >)		manage content	
You have pending Stand-Alone Cont	ent awaiting Association		
Click the "View All" button to select a	Mail Preparer and Mail Owner from the drop	-down box.	
Content #1			Clear Content
Mail Class: Standard			t cical content
Mail Preparer ID	▼ View All	Content Name	e
Mail Owner ID	✓ (Add >)		A 1
	View All	Associated Mail Owners	* Remove >
* Mail Shape Select C			
	d as Irregular Parcels and NFM >= 6oz should b		
Count of Pallets Sacks 0	Trays 0 Bundles 0 Tray Count 0 Bundle Count 0	Parcels 0 Parcel Count 0	
Bedloaded Sack Count 0			
In Home Start Date	In Home End Date	e Discount	
	File Number		
	plicate >)		
Content #2			Clear Content
Mail Class: Standard			
Mail Preparer ID	▼ View All	Content Name	e
Mail Owner ID	 ✓ (Add >) 	Associated Mail Owners	* (Remove >
	View All		+
Mail Shape Select C	ne •	e scheduled as Machinable Parcels.	
Mail Shape Select C		e scheduled as Machinable Parcels.	
* Mail Shape Select C Note: NFM < 6oz should be schedul	ed as Irregular Parcels and NFM >= 6oz should b		
* Mail Shape Select C Note: NFM < 6oz should be schedule Count of Pallets Sacks 0	rd as Irregular Parcels and NFM >= 6or should b Trays 0 Bundles 0 Tray Count 0 Bundle Count 0	Parcels 0	
* Mail Shape Select C Note: NFM < 6oz should be schedule Count of Pallets Sacks 0	rd as Irregular Parcels and NFM >= 6or should b Trays 0 Bundles 0 Tray Count 0 Bundle Count 0	Parcels 0 Parcel Count 0 n Discount	
Mail ShapeSelect O Note: NFM < 6ot should be schedule Count of Pallets Sacks 0 Bedloaded Sack Count 0 In Home Start Date eVS Content ■ e	d as Irregular Parcels and NFM >= 6oz should b Trays 0 Bundles 0 Tray Count 0 Bundle Count 0 Destination In Home End Date Fie Number	Parcels 0 Parcel Count 0	
Mail ShapeSelect O Note: NFM < 6ot should be schedule Count of Pallets Sacks 0 Bedloaded Sack Count 0 In Home Start Date eVS Content ■ e	d as Irregular Parcels and NFM >= 6oz should b Trays 0 Bundles 0 Tray Count 0 Bundle Count 0 Destination In Home End Date	Parcels 0 Parcel Count 0	
* Mail Shape Select O Note: NFM < 6oz should be scheduld Count of Pallets Sacks 0 Bedloaded Sack Count 0 In Home Start Date eVS Content e e Number to Duplicate 1 - 0	A as Irregular Parcels and NFM >= 6oz should b Tray 0 Bundles 0 Tray Count 0 Bundle Count 0 Destination In Home End Date File Number plicate >	Parcels 0 Parcel Count 0 Parcel Coun	
* Mail Shape Select C Note: NFM < 6ot should be schedule Count of Pallets Sacks 0 Bedloaded Sack Count 0 In Home Start Date eVS Content □ e	d as Irregular Parcels and NFM >= 6oz should b Trays 0 Bundles 0 Tray Count 0 Bundle Count 0 Destination In Home End Date Fie Number	Parcels 0 Parcel Count 0	ه



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.

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

Cancel a Content from an Appointment

From the *Content Information Management* page described and shown previously, a user may cancel the content from the appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the appointment is cancelled.



To cancel a content from an appointment, CHECK the **Cancel Content** checkbox on the *Content Information Management* page. Then CLICK the **Submit>** button. The *Confirm Content Cancellation* page is displayed. The *Confirm Content Cancellation* page allows the user to finalize the cancellation of the content or to return to the *Content Information Management* page.

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

Content ID	The ID associated to the content.	
Mail Preparer ID	The ID associated with the mail preparer for the content.	
Mail Owner ID	The ID associated with the mail owner for the content.	
Yes button	Finalizes the cancellation of the content.	
No button	Displays the Content Information Management page for the content.	

🗿 http://56.224.61.111 - USPS - Facility Access and Shipment Tracking (FAST) - Existing Appointme - Microso File Edit View Favorites Tools Help POSTAL SERVICE Home | Si Facility Access and Shipment Tracking (F Appointments Facility Access and Shipment Tracking (FAST) Create New Appointmen Manage Existin Manage Closeout Information **Confirm Content Information Cancellation** Facilities Profiles Are you sure you would like to cancel the following content? Reports Resources **Origin Entry Customer / Supplier** Agreements Content ID: 900000001 TEM Mail Preparer ID: MLP000001 Mail Owner ID: MON00001 No





To finalize the cancellation of the content, CLICK the **Yes** button. The *Appointment Confirmation* page displays and the content ID is not listed as a content for the Appointment.

6.3.4 Web Services Appointment Management

Appointments may be created via Web Services as well as through the online FAST application. A Web Services appointment is treated technically as an online appointment and is subject to the same restrictions and constraints as an online appointment. A user may perform many of the same actions to a Web Services appointment, such as editing appointment information and canceling the appointment. One restriction regarding Web Services appointments is that an online user may not modify content level information but can view content. They are restricted to modifying only appointment level information for the Web Services appointment. A user may only modify Web Services appointments that are associated to the user.

Please reference the section's 12.3 – *PostalOne!* User Guide and section 12.4 – *PostalOne!* Technical Guide for more detailed descriptions of actions related specifically to *PostalOne!* and Web Services that occur outside of the online FAST application.

A user may modify the appointment level information on the *Appointment Management* page (see section 6.3.2 – *Appointment Management* for the steps to edit appointment information). The following lists the information a user may change in a Web Services appointment.

- Scheduler restricted to schedulers associated to the user
- Facility
- Appointment Date/Time •
- Appointment Type
- Bill of Lading Number
- Number of Pallet Position Counts
- Vehicle ID
- Shipper ID
- Comments

Web Services appointments are subject to normal trip and volume availability checks when updates are made to the appointments. Also, mail class indicators may not be changed on appointment updates.

A user may perform the following actions to a Web Services appointment:

- Add an appointment to a multi-stop (described in section 6.1.5.2 Creating an Appointment for an Existing Multi-Stop)
- Cancel an appointment (described in section 6.2.2 Appointment Management)

	Note: All actions performed on a ^v trip and volume constraints	Web Se as an c	ervices appoin online appoint	ntment are subje ment.	ect to the same timing,
×					

Note:

6.4 Create/Manage Stand-Alone Content

Stand-Alone content contains information about the mail in the shipment, but does not specify any of the logistics information with regards to the drop shipment. 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 targeted for scenarios where the entity who prepares the mail is different from the entity that will be drop shipping the mailing. Hence mail preparers 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.

This section describes the above processes and includes:

- 6.4.1 Create a Stand-Alone Content
- 6.4.2 Associate a Stand-Alone Content
- 6.4.3 Manage a Stand-Alone Content
- 6.4.4 Confirm Stand-Alone Content Association

6.4.1 Create a Stand-Alone Content

The process to create a Stand-Alone content is similar to adding content to an appointment in section 6.1.3 - Adding Content Information to an Appointment.



The user begins at the *Appointments* Landing page and CLICKS the Create Stand-Alone Content **Go>** button. The user is taken to the *Create Stand-Alone Content* page where the user enters in the content level information.



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

Update Content Capacity: Standard	The field containing the number of Standard contents the user would like to create.			
Update Content Capacity: Package Services	The field containing the number of Package Services contents the user would like to create.			
Update Content Capacity: Periodicals	The field containing the number of Periodicals contents the user would like to create.			
Manage Content button	Creates the specified number of contents for each type of mail class			
	w describes the Standard Content Grid. It is displayed when a number of expected e entered into the Standard text box ,and the Manage Content button has been			
Content Number	Number of the current content being created.			
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.			
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID.			
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).			
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).			
State	Drop-down box containing state options.			
View Cities button	Retrieves cities within the selected state and populates the cities in the City drop- down box.			
City	Drop-down box listing all cities within the selected state with postal facilities.			
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.			
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).			
Search button	Retrieves the facility associated with the NASS Code and displays it in the results			
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	table.			
*Facility	Drop-down box containing the facility(s) located in the specified city and state.			
Add Button	Adds the selected Facility into the Desired Facility Name textbox.			
Desired Facility Name	The Desired Facility for the content.			
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.			
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.			
Add button	Adds the selected Mail Owner to the list of associated mail owners.			
Associated Mail Owners	The names of the associated mail owners for this specific content.			
Remove	Removes the selected Mail Owner from the list of associated mail owners.			
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.			
Content Name	The name of the content being created.			
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.			
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.			
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.			
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.			
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.			
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.			
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.			
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.			
In Home Start date	The starting date and time the content is expected to arrive at the final destination.			
In Home End date	The ending date and time the content is expected to arrive at the final destination.			
eVS Content Checkbox	Indicates eVS content if checked.			

eFile Number	The eFile Number of the eVS content being added.				
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.				
Duplicate button	Displays the Create Stand-Alone Content page with the content duplicated the selected number of times.				
	w describes the Package Services Content Grid. It is displayed when a number of Services contents are entered into the Package Services text box ,and the Manage been CLICKED.				
Content Number	Number of the current content being created.				
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.				
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID				
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).				
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).				
State	Drop-down box containing state options.				
View Cities button	Retrieves cities within the selected state and populates the cities in the City drop- down box.				
City	Drop-down box listing all cities within the selected state with postal facilities.				
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.				
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).				
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.				
*Facility	Drop-down box containing the facility(s) located in the specified city and state.				
Add Button	Adds the selected Facility into the Desired Facility Name textbox.				
Desired Facility Name	The Desired Facility for the content.				
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.				
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.				
Add button	Adds the selected Mail Owner to the list of associated mail owners.				

Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove button	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
*Package Services Sub-Type	Drop-down box listing the following options to specify Package Services sub-type: Parcel Select, or BPM/Library/Media (only for Package Services).
Perishable checkbox	Indicates if the content is perishables (only for Package Services).
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the Add Content Information page with the content duplicated the selected number of times.
The description below	w describes the Periodicals Content Grid. It is displayed when a number of expected

	User Guide
Periodicals contents CLICKED.	are entered into the Periodicals text box ,and the Manage Content button has been
Content Number	Number of the current mailing being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID.
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the City drop- down box.
City	Drop-down box listing all cities within the selected state with postal facilities.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
*Facility	Drop-down box containing the facility(s) located in the specified city and state.
Add Button	Adds the selected Facility into the Desired Facility Name textbox.
Desired Facility Name	The Desired Facility for the content.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
News checkbox	Select the checkbox if the content is news (only for Periodicals).
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.

Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.
Publication Name	Text box to input the publication name to search for (only for Periodicals).
USPS Publication ID	Text box to input the publication ID of the publication to search for (only for Periodicals).
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals).
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
Add button	Adds the selected publication to the associated publications (only for Periodicals).
Associated Publications	The publications associated to the appointment (only for Periodicals).
Remove button	Removes the selected publication from the associated publications (only for Periodicals).
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.
Receive an Email checkbox	Indicates if the user wishes to receive an email when their Stand-Alone content is associated to an appointment.
Cancel button	Cancels the Stand-Alone content.

Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.
Submit button	Saves all associated contents to the appointment and creates the appointment in the system.

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

Facility Access and Shipme	nt Tracking (FAST)
lity Access and Shipment Tracking (FAST)	
eate Stand-Alone Content	
ase note: Content information describes the mail associated with each PS Form 8125, or each I Form 8125. (* Required Fields)	ne of consolidated
pdate Content Capacity: Standard Package Services Perio	dicals
1 1 1	Manage Content
	wanage Content
Content #1	Clear Content
Mail Class: Standard * Customer Registration D: Select One	* Desired Induction Date:
Appointment D:	Desired induction base.
State: Select One View Cities> NASS Code: Search>	
City:	Desired Facility Name: (Remove >)
racky.	
* Mail Preparer ID: Select One	•
Mail Owner ID:	Add > Associated Mail Owners: Remove >
* Mail Shape: Select One Content Name:	
Count of Palets Sacks: 0 Trays: 0 Bundles: 0 Parcets: 0 Bedloaded Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcet Count: 0	
In Home Start Date:	
eVS Content: eFile Number:	
Number to Duplicate: 1	
Content #2	Clear Content
Mail Class: Package Services * Customer Registration D: Select One	* Desired Induction Date:
Appointment D:	Desired induction Date:
State: Select One View Cities > NASS Code: Search >	
City:	Desired Facility Name: Remove >
Packy.	
* Mail Preparer ID: Select One	
Mal Owner D:	Add > Associated Mail Owners: Remove >
* Mail Shape: Select One Content Name: Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Mach	nable Parcels.
* Package Services Select One Perishable:	
Count of Pallets Sacks: 0 Trays: 0 Bundles: 0 Parcels: 0	
Bedloaded Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0	
In Home Start Date: III Home End Date:	
eVS Content: eFile Number: Number to Duplicate: 1	
Content #3	Clear Content
Mail Class: Periodicals	
* Customer Registration ID: Select One	Pesired Induction Date:
Appointment D:	
State: Select One View Cities > NASS Code: Search >	
City:	Desired Facility Name: Remove >
Facility:	
Mail Preparer ID: - Select One	
Mail Owner ID:	Add > Associated Mail Owners: Remove >
* Mail Shape: Select One News: Content Name:	
Count of Pallets Sacks: 0 Trays: 0 Bundles: 0 Parcels: 0	
Bedioaded Sack Count: 0 Tray Count: 0 Bundle Count: 0 Parcel Count: 0	
Publication Name:	Associated Publications: Remove >
USPS Publication ID: OR Search >	Destination Discount:
Publication:	Uestnation Discount V Note: When Zone Skipping is checked, Zone-Skipping: CN
	Zone-Skipping: CIN validation will not be performed.
Number to Duplicate: 1 Duplicate > Duplicate >	
Receive an email once my content has been	
associated to an appointment. Cancel Clear Contents	(Submit >)

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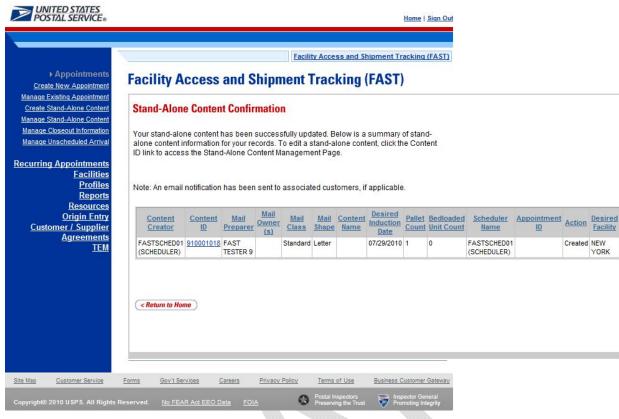
After CLICKING the **Submit** button, the Stand-Alone content is created and the user is taken to the *Stand-Alone Content Confirmation* page.



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

Stand-Alone Content table	A table displaying all the information for the Stand-Alone content that was just created.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
Content ID column	Displays the Content ID as a hyperlink.
Mail Preparer column	Displays the Mail Preparer.
Mail Owner(s) column	Displays the Mail Owner(s).
Mail Class column	Displays the Mail Class(es).
Mail Shape column	Displays the Mail Shape(s).
Content Name column	Displays the Content Name
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.
Bedload Unit Count column	Displays the number of bedloaded units.
Scheduler Name column	Displays the Scheduler Name.
Appointment ID column	Displays the Appointment ID.
Action column	Displays the most recent action.
Return to Home button	Takes the user to the Appointments Landing page.

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



Note:

An email will be sent to the scheduler notifying them of the contents that need to be associated to an appointment. Once the content has been associated by the scheduler, an email will be sent to the user confirming the transaction if the user selected the "Receive an email once my content has been associated to an appointment" checkbox.

6.4.2 Associate a Stand-Alone Content

Once Stand-Alone content has been created, it can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) and appointment management (reference Section 6.2 – Manage Existing Appointment).



To add a Stand-Alone content to a new appointment, the user should navigate to the *Appointment Slot Availability* page, input the data and then CLICK the **Add 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.

To add a Stand-Alone content to an existing appointment, the user should navigate to the *Appointment Management* 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.

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Note:

The user can filter the Stand-Alone content that is displayed on the *Associate Stand-Alone Content* page by checking the "Only display Stand-Alone Content(s) with a Facility of <the appointment scheduled Facility>" checkbox.

The user can also choose to select all the Associate Content checkboxes that are displayed on the *Associate Stand-Alone Content* page by checking the "Select all Stand-Alone Content to associate" checkbox.

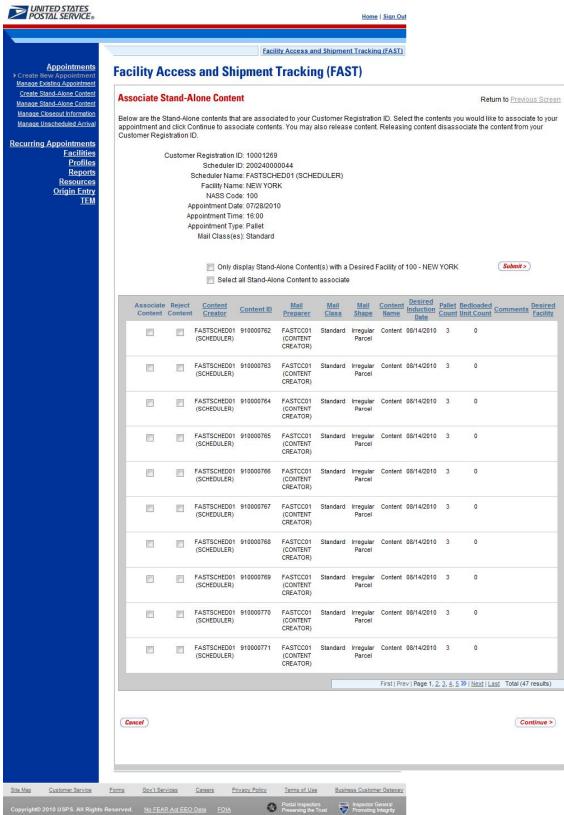


The fields and buttons on the *Associate Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	The Customer Registration ID of the Mail Scheduler selected by the mail owner/mail preparer.
Scheduler ID	The Scheduler 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 scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Appointment Type	The type of appointment.
Mail Class(es)	The Mail Class(es) associated with the Appointment.
Checkbox	Checkbox the user may select to only display Stand-Alone content that has the same Desired Induction Facility for the content as the Facility for the appointment being created.
Checkbox	Checkbox the user may select to only select all of the Stand-Alone content(s) that displays on the page.
Submit button	Refreshes the associate Stand-Alone content page and only display the Stand-Alone content where the Desired Induction Facility for the content is the same as the Facility for the appointment being created and/or selects all of the Stand-Alone content(s) that display on the page.
Associate Stand-Alone Content table	A table displaying all the information for the Stand-Alone content waiting to be associated.

User Guide
The column containing the Associate Content checkboxes.
The column containing the Reject Content checkboxes.
Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
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.
Takes the user back to the Add/Edit Content Information page.
Associates the selected contents to the appointment and removes any rejected contents associated to the user's Scheduler ID.

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



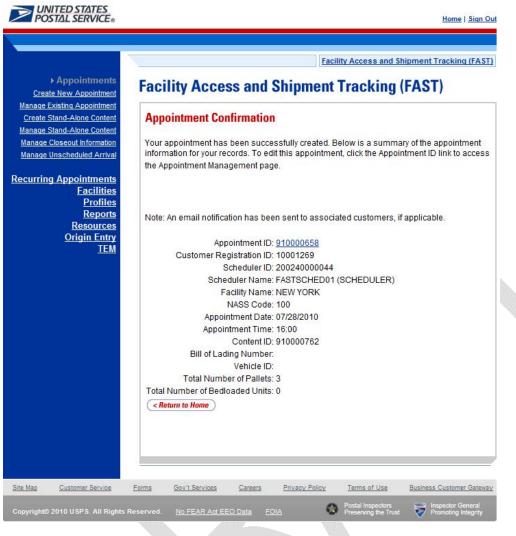


After checking the **Associate Content** checkbox, CLICK the **Continue** button to continue the associate Stand-Alone content process. If the selected Stand-Alone content has a Desired Induction Facility that is the same as the Facility specified for the appointment, the user is taken to the *Add/Edit Content Information* page. At this point, the user can add additional contents (see section 6.1.3 – *Adding Content Information to an Appointment*) or CLICK the **Submit** button to create the appointment. The user is then taken to the *Appointment Confirmation* page to view a summary of the appointment. If the Desired Induction Facility does not match the facility specified for the appointment, the user will be taken to the *Confirm Stand-Alone Content Association* page (see section 6.4.4 – Confirm Stand-Alone Content Associate *Stand-Alone Content* page.



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.



6.4.3 Manage a Stand-Alone Content

From the *Appointments* landing page, a user may CLICK the Manage Stand-Alone Content link to access the *Search Existing Stand-Alone Content* page to search for a Stand-Alone content to manage. A user may manage a Stand-Alone content by editing any of the fields on the content grid.

A user has the option to search for a Stand-Alone content by either the scheduler ID or the content ID of the Stand-Alone content. The resulting search page appears two different ways, depending on the how the user searches for the Stand-Alone content.



To manage a Stand-Alone content, the user should CLICK the **Manage Stand-Alone Content** link to get to the *Search Existing Stand-Alone Content* page. The user selects *Customer Registration ID* or *Content ID* from the **Search By** menu, and then either selects a customer registration ID or enters a content ID, depending on which search option was selected. Once the user clicks **Search**, the *Search Existing Stand-Alone Content* page reloads with a *Stand-Alone Content Summary*. The fields and buttons for the Customer Registration ID search are described below. A snapshot is displayed after the field description.

	User Guide
*Search By:	Drop-down box to select to search by scheduler ID or content ID.
*Customer Registration ID	Drop-down box to select the customer registration ID to search.
Cancel button	Takes user back to the Appointments landing page.
Search button	Reloads page with a Stand-Alone Content Summary table.
Stand-Alone Content Summary table	A table displaying all the information for the Stand-Alone content waiting to be associated.
Manage Content column	The column containing the Manage Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Owner column	Displays the Mail Owner name.
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.
Scheduler column	Displays the Scheduler name.
Cancel button	Takes the user back to the Appointments landing page.
Manage Content button	Takes the user to the Manage Stand-Alone Content page.

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

				Facility Access	and Sh	ipment T	racking (FA	ST)				
Facili	ty Acc	cess and	l Shipı	ment Tracki	ing (FAST)					
Search	n Existir	ng Stand-A	lone Co	ntent								
Choose	Search	Criteria										
Search t	o locate th		e content. Y	r the required conter 'ou may search by C ds)								
				d to an appointmen	t vou m	ustseard	ch for it					
through	the Manag			link using the Appoir								
associa	led.											
* Searc	h By: C	ustomer Reg	distration II	Submit								
*0	untomor											
	ation ID:	MYNAME_0	3222010 -	10000966			•					
		Cancel)						Search	>)		
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		0 0										
000000000000000000000000000000000000000		Content Su	amount				ID II-L L					
Below is	s the stan	d-alone conte	nt informati	ion you requested. C in you would like to v			ID link to					
Below is access Manage	s the stand the stand Reject	d-alone conte -alone conten <u>Content</u>	nt informati t informatio <u>Content</u>	n you would like to v			ID link to <u>Mail</u>	Content	Desired	Pallet	Bedload	Sabadu
Below is access Manage	s the stand the stand	d-alone conte -alone conten <u>Content</u>	nt informati t informatio		iew/edi	t. <u>Mail</u>		Content Name	Desired Induction Date	Pallet Count		Schedu
Below is access Manage	s the stand the stand Reject	d-alone conte -alone conten <u>Content</u> <u>Creator</u>	nt informati t informatio <u>Content</u> <u>ID</u>	n you would like to v	iew/edi <u>Mail</u>	t. <u>Mail</u> <u>Class</u>	<u>Mail</u> Shape	Name	Induction	Count		Schedu



After checking the Manage Content checkbox, CLICK the Manage Content button to continue the manage Stand-Alone content process. The user is taken to *the Manage Stand-Alone Content* page. The *Manage Stand-Alone Content* page is similar to the screenshot of the Create Stand-Alone Content page in Section 6.3.1 Create a Stand-Alone Content. The user may manage fields on the content grid and CLICK the Submit button.

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

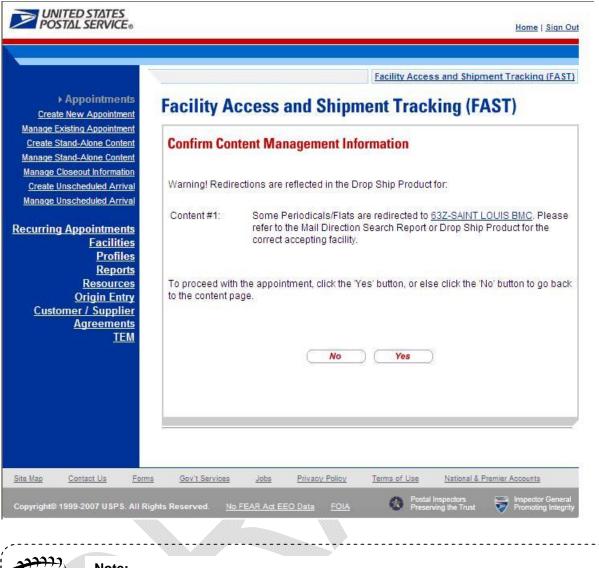
		ity Access and Shipment Tra	cking (FAST)		
ility Access and Ship	ment Tracking (FAST)				
	nation you requested. Edit the informa ribes the mail associated with each P				
Update Content Capacity:					
Standard	Package Services	Periodicals			
1	0	0			
		Manag	e Content		
Content ID: 910001018				Cancel Content	
Mail Class: Standard					
* Customer Registration ID: FASTSC	CHED01 (SCHEDULER) - 10001		* Desired Induction Date: 07/29/201	0	
Appointment ID:					
State: Select One	View Cities > NASS Code:	Search >			
City:	-		Desired Facility Name: 100 - NEV	/YORK (Remove >)	
Facility:	*		Loo HEI		
* Mail Preparer ID: FAST TESTER	0 10000				-
mail reparer ID: FAST TESTER	3.10000				
Mail Owner ID:		▼ (A)	dd > Associated Mail Owners:	(Remove >)	
* Mail Shape: Letter	✓ Content Name:				
Count of Pallets Sacks: 0	Trays: 1 Bundles: 0	Parcels: 0			
Bedloaded Sack Count: 0	Tray Count: 0 Bundle Count: 0	Parcel Count: 0			
In Home Start Date:	In Home End Date:				
	Number:				
Number to Duplicate: 1 - Dupli					
Dessive on empilier	ice my content has been				
				(Submit >)	
Cancel associated to an ap					

The validation could also output a warning on the Confirm Content page. A warning means that there is an incomplete redirection or specific conditions may apply (e.g. truck size limitation). A number of warning messages could appear advising the user of restrictions on the scheduled content. A snapshot of a confirmation warning is displayed on the following page.

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Note: The Desired Induction Facility search tag located in the *Manage Stand-Alone Content* page will display in read-only format for content that was created via Web Services. The Desired Induction Facility information for Web Services created content can only be updated via Web Services.





Note: The NASS Code – Facility Name in the error or warning messages for a Default facility is a hyperlink to the *Facility Profile* – *Additional Information* page for the specified facility.

6.4.4 Confirm Stand-Alone Content Association

The Confirm Stand-Alone Content Association page will display in the following cases:

When creating or managing an appointment:

Stand-Alone content can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) or via the normal appointment management process (reference Section 6.2 – Manage Existing Appointment).

If the Stand-Alone content being associated to an appointment ID has a Desired Induction Facility that is different from the Facility being used to create the appointment, upon clicking the **Continue** button, the user will be taken to the *Confirm Stand-Alone Content Association* page. On this page, the user can choose to keep the selected content and CLICK the **Yes** button, to be taken to the *Add/Edit Content*

Information page and continue the Stand-Alone content process. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page.



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

Displays the Appointment ID associated to the new appointment, this hyperlink will direct the user to the <i>Appointment Management</i> page where a user may edit the appointment.
ID associated with the appointment's mailer.
Scheduler ID associated with the appointment's mailer.
The name of the company scheduling the appointment.
The name of the facility of the appointment.
The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
The date of the appointment.
The time of the appointment.
The selected appointment type.
The Bill of Lading number associated to the appointment.
The ID associated to the vehicle.
The number of pallets in the appointment.
The total number of bedloaded units associated with the appointment.
A table displaying all the information for the Stand-Alone content waiting to be associated.
Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Displays the Content IDs.

	User Guide
Appointment ID column	Displays the Appointment ID.
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 Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
No button	Displays the Associate Stand-Alone Content page.
Yes button	Displays the Add/Edit Content Information page.

UNITED STATES POSTAL SERVICE ®	Home Sign Out
	Facility Access and Shipment Tracking (FAST)
Appointments ► Create New Appointment Manage Existing Appointment	acility Access and Shipment Tracking (FAST)
Create Stand-Alone Content Manage Stand-Alone Content Manage Closeout Information	Confirm Stand-Alone Content Association Return to Previous Screen
Manage Unscheduled Arrival	Customer Registration ID: 10001269 Scheduler ID: 200240000044
Recurring Appointments <u>Facilities</u> <u>Profiles</u>	Scheduler Name: FASTSCHED01 (SCHEDULER) Facility Name: NEW YORK NASS Code: 100
<u>Reports</u> <u>Resources</u> <u>Origin Entry</u>	Appointment Date: 07/28/2010 Appointment Time: 16:00 Total Number of Pallets: 0
<u>TEM</u>	Total Number of Bedloaded Units: 0
	Please note that the Desired Induction Facility for the following contents does not match the Appointment's Facility. Are you sure you want to continue? To proceed click the 'Yes' button or else, click the 'No' button to go back to the Associate Stand-Alone content bage.
	Content Content ID Appoinment Mail Preparer Mail Mail Content Induction Date Count Unit Count Unit Count Facility
	FASTSCHED01 910000762 N/A FASTCC01 Standard Irregular Content 08/14/2010 3 0 (SCHEDULER) (CONTENT Parcel CREATOR)
	Total (1 result)
	No
Site Map Customer Service Ec	
Copyright© 2010 USPS. All Rights Res	ved. <u>No FEAR Act EEO Data</u> EOIA Preserving the Trust Promoting Integrity

When creating or managing Stand-Alone content:

Stand-Alone content can be created via the normal Stand-Alone content creation (reference Section 6.4.1 – Create a Stand-Alone Content) and managed via the normal Stand-Alone management process (reference Section 6.4.3 – Manage a Stand-Alone Content).

If the user chooses to associate an appointment ID for a Facility different than the specified Desired Induction Facility for the Stand-Alone content during the Stand-Alone content creation or Stand-Alone content management process, upon CLICKING the **Submit** button, the *Confirm Stand-Alone Content Association* page will display. A warning will display on the *Confirm Stand-Alone Content Association* page warning the user that the Facility specified for the appointment ID is not the same as the Desired Induction Facility specified for the content. The user can CLICK the **Yes** button, to be taken to the *Stand-Alone Content Confirmation* page. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page



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

Stand-Alone Content Summary table	A table displaying all the information for the Stand-Alone content waiting to be associated.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Content ID column	Displays the Content IDs.
Appointment ID column	Displays the Appointment ID.
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 Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
No button	Displays the Associate Stand-Alone Content page.
Yes button	Displays the Add/Edit Content Information page.
Yes button	Displays the Add/Edit Content Information page.

pointment Facility Access and Shipment Tracking (FAST) pointment pointment necontext Return to Previous Sc Content 01Z - SPRINGFIELD BMC was specified as the Facility for Appointment ID: 910000647. The content selected to be associated has 100 - NEW YORK as the Desired Facility. Please note that the Desired Induction Facility for the following contents does not match the Appointment's Scheduled Facility. Please note that the Desired Induction Facility for the following contents does not match the Appointment's Scheduled Facility. Are you sure you want to continue? To proceed click the "Yes" button or else, click the 'No' button to go back to the Manage Stand-Alone Content page. Content Content 1D Appoinment Mail Content Desired Infiniter Content 1D Appoinment Mail Content Desired Count Unit Count Comments Desired Infiniter Content 1D Appoinment Mail Preparer Mail Shape Content Desired Count Unit Count Comments Facility Infiniter NA 910000647 FASTSCHED01 Na Name 07/28/2010 1 0 NEV					Facility Access	and Shipr	nent Tracl	king (FAST)					
ne Content and-Alone Content information aled Arrival Confirm Stand-Alone Content Association Return to Previous Sci Content selected to be associated has 100 - NEW YORK as the Desired Facility. Please note that the Desired Induction Facility for the following contents does not match the Appointment's Scheduled Facility. Profiles Reports sources jin Entry TEM Content Content ID Appointment ID Mail Content Desired Induction Name Pelse Bedloaded Count Unit Count Comments Facilities Page. Content Content ID Appointment ID Mail Content Desired Induction Date Pelse Bedloaded Count Unit Count Comments Facilities Page. FASTSCHED01 N/A 910000647 FASTSCHED01 Standard Letter 07/28/2010 1 0 NEV YOR	and the second	acility Acc	ess and	Shipme	ent Track	ing (F/	AST)						
Content Information Jed Arrival 012 - SPRINGFIELD BMC was specified as the Facility for Appointment ID: 910000647. The content selected to be associated has 100 - NEW YORK as the Desired Facility. Intments acilities Profiles Reports Please note that the Desired Induction Facility for the following contents does not match the Appointment's Scheduled Facility. Are you sure you want to continue? To proceed click the "Yes" button or else, click the 'No' button to go back to the Manage Stand-Alone Content page. Content Profiles Reports Content 10 Appointment 10 Mail Preparer Mail Creator Mail Content Desired Name Pelet Bedioaded Count Unit Count Comments Facility Facility FASTSCHED01 N/A 910000647 FASTSCHED01 Standard (SCHEDULER) Letter 07/28/2010 1 0 NEV YOR	d-Alone Content	onfirm Stand	Alone Con	tent Assoc	iation						Re	eturn to <u>Previ</u>	ous Sci
Are you sure you want to continue? To proceed click the "Yes" button or else, click the 'No' button to go back to the Manage Stand-Alone Content page. <u>Reports</u> <u>esources</u> <u>gin Entry</u> <u>TEM</u> FASTSCHED01 N/A 910000647 FASTSCHED01 Standard Letter 07/28/2010 1 0 NEV (SCHEDULER) <u>Content ID</u> <u>Content </u>	Content seout Information)647. The					
Content Content ID Appointment Mail Preparer Mail Class Content Desired Induction Date Comments Desired	Pointments	lease note that th	e Desired Indu	iction Facility f	for the following	contents o	does not n	natch the A	ppointme	nťs Sch	eduled Fac	cility.	
Content Content ID Appoinment Mail Preparer Mail Mail Content Desired Pallet Bedloaded Comments Pasire TEM ID ID Mail Preparer Mail Shape Name Date Count Unit Count Comments Pasired Comments Pasired Comments Pasired Count Unit Count Comments Pasired Count Induction Count Unit Count Comments Pasired Count Induction Count<	Facilities A		ant to continue	? To proceed	click the "Yes"	button or e	lse, click t	he 'No' butt	on to go t	ack to t	he Manage	Stand-Alone	Conten
Sine Content Content Dip Mail Preparer Mail Content Diduction Pallet Bedloaded Comments Desir Facility TEM FASTSCHED01 N/A 910000647 FASTSCHED01 Standard Letter 07/28/2010 1 0 NEV YOR	The second se	age.					1947 J. 12		Destand				
FASTSCHED01 N/A 910000647 FASTSCHED01 Standard Letter 07/28/2010 1 0 NEV (SCHEDULER) (SCHEDULER) Total (1 result) Total (1 result)	in Entry	State of the second	Content ID		Mail Preparer			Content	nduction			Comments	Desire Facility
Total (1 result)			N/A	910000647		Standard	Letter	C	7/28/2010	1	0		NEW YORK
		(JCHEDDEEN)			(SCHEDOLERY)	_							0.000
No												Total (1	result)
No Yes													
	(No											Yes

6.5 Create a Drop Ship One Time Appointment Shell

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

This section includes:

6.5.1 Creating a Drop Ship One-Time Appointment Shell

6.5.2 Confirming a Drop Ship One-Time Appointment Shell

6.5.1 Creating a JIT One-Time Appointment Shell

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

Users may create a new One-Time Appointment Shell by following the same steps for creating a new One-Time Appointment in FAST. A user must first search for an available hour for the desired date, volume capacity and appointment type at a specified facility. 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 Content Capacity: Standard	The number of expected Standard contents to be created with the appointment. It is only available if the Standard checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Package Services	The number of expected Package Services contents to be created with the appointment. It is only available if the Package Services checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Periodicals	The number of expected Periodicals contents to be created with the appointment. It is only available if the Periodicals checkbox was checked on the Appointment Slot Availability screen.
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.

Home	Sign Out

>

Periodicals

Manage Content

Submit >

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	Facility Access and Shipment Tracking (F
cility Access and Shipment Tracking (F	AST)
Add/Edit Content Information	
Please note: Content information describes the mail associated with PS Form 8125. (* Required Fields)	each PS Form 8125, or each line of consolid
Selected Criteria	
Customer Registration ID: 4433047	
Scheduler ID: 999999999	80
Scheduler Name: Mailer 1	
Facility Name: SPRINGFIEL	DBMC
NASS Code: 01Z	
Maximum Truck Length: 65 ft.	
Appointment Date: 03/01/2010	
Appointment Time: 15:00	
Appointment Type: Pallet	
Mail Class(es): Standard	
To add content information, select the number of contents to add and Click the "Submit" button to bypass content creation and create an ap	

Site Mag	Customer Service	Forms	Gov't Services	Careers	Privacy Policy	Terms of Use	Business Customer Gateway
CopyrightS	2009 USPS. All Right	s Reserved.	No FEAR Act EE	EO Data <u>F</u> C		Postal Inspectors Preserving the Trust	Inspector General Promoting Integrity

Package Services

0

6.5.2 Confirming a Drop Ship One-Time Appointment Shell

Standard

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Cancel

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

Note	Displays to warn the user that an appointment shell has been created:
	"Note: 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 to the new appointment and is a hyperlink to the
NI 1 0 0010	

	User Guide
	Appointment Management page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	The name of the company scheduling the appointment.
Facility Name	The name of the facility of the appointment.
Facility ID	The ID associated with the facility.
Appointment Date	The date of the appointment.
Appointment Type	The selected appointment type.
Content ID	The ID(s) associated to the content(s) associated to the new appointment.
Bill of Lading	The Bill of Lading number associated to the appointment.
Total Number of Pallets	The number of pallets in the appointment.

The Appointment Confirmation page is displayed on the following page.



Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Manage Existing Appointment Create Stand-Alone Content	Appointment Confirmation
Manage Stand-Alone Content	Appointment commation
Manage Closeout Information Manage Unscheduled Arriva	Your appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this appointment, click the Appointment ID link to access the Appointment Management page.
Recurring Appointments	
Facilities Profiles Reports	Note: There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added.
Resources	Appointment ID: 910000515
Origin Entry	Customer Registration ID: 4433047
Customer / Supplier	Scheduler ID: 99999999980
Agreements	Scheduler Name: Mailer 1
<u>TEM</u>	Facility Name: SPRINGFIELD BMC
	NASS Code: 01Z
	Appointment Date: 03/01/2010
	Appointment Time: 15:00
	Content ID:
	Bill of Lading Number:
	Vehicle ID:
	Total Number of Pallets: 0
	Total Number of Bedloaded Units: 0
	< Return to Home
Site Mag Customer Service	Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gatewa

6.6 Drop Entry Point System (DEPS)

The Drop Entry Point System (DEPS) section describes DEPS and how it will affect you. The Drop Entry Point System (DEPS) section is outlined below:

6.6.1 What is DEPS? 6.6.2 Effects of DEPS

6.6.1 What is DEPS?

DEPS is an internal USPS FAST subsystem that facilitates the creation and management of mail redirections, CINs and CIN Groups to improve drop ship accuracy. The information maintained in DEPS is then used to ensure appointments are created in FAST at the correct facility to claim a destination discount. The DEPS application also creates a downloadable Mail Direction file(version 1 and version 2) that Mailers can use in their own systems processing. The redirection information for a facility will be visible on the *Facility Profile – Additional Information* page (Section 2.1).

6.6.2 Effects of DEPS

FAST uses the DEPS information to check that the correct type of mail is dropped at the correct facility. Once you have clicked submit at the end of the *Add Content Information* page to create an appointment, FAST checks each contents' mail class and mail shape against current and future redirections maintained in DEPS. If the validation fails, one of two error messages is displayed above the content that is not valid. "<CIN Group> is not accepted at this facility; please refer to the Mail Direction Search Report or the Drop Ship Product for an accepting facility." Or, "<CIN Group> are not accepted at this Facility. Please clear content and create an appointment at <NASS Code – Facility Name>".

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7.0 Recurring Appointments

A recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day or days, at the same time of day, with usually the same contents and using the same form and size of transportation. The appointment may occur every week through the entire time period or on selected weeks in the time period. The *Recurring Appointments* section details the processes for requesting a recurring appointment and managing recurring appointment instances in FAST.

Postal customers are encouraged to request a recurring appointment online using FAST. The traditional process of submitting the PS Form 6241 has been made available for creation and management of recurring appointments within FAST. For consolidation scenarios, the electronic submission will allow multiple customers to work together in providing the most accurate information to USPS with regards to recurring appointments. The scheduler can enter the appointment and content information (single entity scheduling) or the scheduler can create the appointment level information and work with mail owner(s)/mail preparer(s) to provide content level information. This process is better known as joint scheduling. Once both the appointment level information and the content level information have been provided in FAST, the request is then directed to the selected USPS facility for approval.

FAST USPS and customer users are able to search for a single appointment instance of the recurring appointment series. They may edit the appointment and content information for the appointment instance. However, a new recurring appointment request must be submitted if the USPS customer wants to change the appointment or content information for an entire recurring appointment series. The new request must go through the same approval process as the original request.

The *Recurring Appointments* section describes how a user may request a recurring appointment online and how to manage a single instance of a recurring appointment. The section includes:

7.1 Request a Recurring Appointment – Describes how a user may create and submit a recurring appointment request in FAST

7.2 Manage a Recurring Appointment/Request – Describes how a user may edit or cancel a recurring appointment request in FAST

7.3 Manage a Recurring Appointment Instance – Describes how a user may edit or cancel a recurring appointment instance

7.4 Create a Drop Ship Recurring Appointment Shell – Describes how a user may create an appointment shell.

7.5 Manage a Publication Exclusion – Describes how a user may create, manage, or cancel a publication exclusion

7.1 Request a Recurring Appointment

FAST allows customers to submit recurring appointment requests online instead of completing the PS Form 6241 and submitting it to a facility for approval and subsequent recurring appointment creation. When a user makes the request online, the user specifies the details of the recurring appointment. The scheduler could input the logistics information of the recurring appointment (facility, frequency, time of day, etc) and the recurring content associated to the recurring appointment, or the scheduler can input only the logistics information and have mail owners and/or mail preparers input content information for the recurring appointment request. Once the logistics and the content information have been created the recurring appointment is submitted to the USPS facility for review and approval. Once approved, FAST will create a master record of the recurring appointment in the system and the recurring appointment is considered to be active Once the recurring appointment is active, FAST schedules individual instances of the recurring appointment beginning 15 days after the USPS user approves the recurring appointment request in FAST. If an appointment instance needs to be created within the 15 day window, it must be created as a one-time appointment in addition to the recurring appointment. FAST schedules recurring appointment instances before any other appointment, which gives the recurring appointment highest priority.



The Recurring Appointment Creation section details the above process and is outlined below:

- 7.1.1 Create a Recurring Appointment
- 7.1.2 Add Recurring Content Information
- 7.1.3 Confirm Recurring Appointment Creation

7.1.1 Create a Recurring Appointment Request

A user is encouraged to create a recurring appointment request online in FAST without submission of PS Form 6241 to a USPS facility. This enables the user to submit the data electronically and receive email confirmation once USPS reviews and approves the recurring appointment request. The online capability also gives the capability for mail owners and mail preparers to work with the scheduler to schedule a recurring appointment. Hence all the process owners associated to the recurring appointment will have visibility into the appointment. A user begins the process by CLICKING the **Request New Recurring Appointment** page.



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

Sequence Number	Input box to enter the Sequence Number of the recurring appointment to copy; used to leverage the information for an existing recurring appointment.
Create Copy button	Displays the Create Recurring Appointment page populated with information from the sequence number that the user wants to utilize.
Create New from Existing button	Displays the Search for Existing Appointment Information page where the user can search for an existing recurring appointment and leverage the information by copying the appointment.
State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities associated to the City and State and populates them in the Facility drop-down box.

NASS Code	Input box to enter the three to five character NASS Code of the facility.
Search button	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 search city/state or NASS Code search criteria.
*Mail Class	Selects the mail class(es) of the appointment.
All Contents are Perishable checkbox	Indicates that the appointment contains all perishable contents.
*Customer Registration ID	Drop-down box listing the ID associated with the appointment's mailer.
*Select Date Range	Selects the beginning date and the end date within which the recurring appointment will be active.
*Appointment Time	Drop-down box listing the time the appointment will be scheduled to arrive at the facility.
*Appointment Type	Drop-down box listing the appointment types to choose from.
Number of Pallet Positions	The number of pallet positions of the appointment (Required for speedline appointments).
*Scheduling Frequency	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
Comments	Displays any additional comments regarding the appointment.
Add Content button	Displays the Add Recurring Content Information page.
Cancel button	Returns the user to the Appointment Management page without creating the appointment.

The Request New Recurring Appointment page is displayed on the following page.

STATES SERVICE®		<u>Home Sign O</u>	т
	Facil	ity Access and Shipment Tracking (FAST)	
	s and Shipment	Tracking (FAST)	
Appointment age Recurring Request New Rec	urring Appointment		
tment/Request	10 - 5120 - 121 - 1 - 12		
Profiles Reports Resources Resources	cur and the week or weeks t te the appointment should ou content summary informatic	scurring appointment. For frequency, pleas he appointment should occur within the s ccur on a weekly basis. Once the informat in for each mailing in the recurring appoin	elected date range. Please select on has been entered, select the A
r / Supplier			OWNER OWNER DESIGNATION
TEM the selected sta "Search". Facilit	ate will be available for selec ties within the selected city w	r "City" field. Select a state and click "View tion in their respective dropdowns. If the ci ill be available for selection in the facility SS code is not known, use option 1.	ty is known, select the city and cli
Sequence Number:	(Create Copy >)	Create New from Existing >	
State: - Select (Dne – 👽 (View Cities >)	NASS Code: Search>	
City:			
* Facility:	~		
* Mail Cla	388:		
	Standard		
	Package Services		
	All contents are Peris	shable	
* Cu Registra	stomer tion ID: - Select One -		*
* Select Date	Range: 10/05/2006 📰 Ti	p: 10/05/2999	
* Appointmer	nt Time: – Select One –	*	
* Appointme	nt Type: - Select One -	~	
Number of Pallet Po			
* Scheduling Frequen	су		
	🔲 Daily	Weekly	
	🔲 Saturday	🔲 Bi-Weekly	
	📃 Sunday	🛄 First Week 🛄 Second Week	
	Tuesday	Third Week	
	🔲 Wednesday	🔲 Fourth Week	
	🛄 Thursday 🛄 Friday	🛄 Fifth Week 🛄 Sixth Week	
Comments:			
comments.		×	
(Add Con	tent Cancel		
Charle Con			



To enter appointment level information and access the Add Recurring Content Information page, perform the following steps on the Request New Recurring Appointment page:

1. SELECT the Facility of the appointment

To Search for a Facility by state and city:

- a. SELECT a State from the 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 search for a Facility by NASS Code:

- e. ENTER the three to five character NASS Code in the NASS Code textbox
- f. CLICK the Search button
- 2. SELECT the Mail Class(es) of the appointment
- 3. CHECK if All Contents are Perishable on the appointment
- 4. SELECT the Customer Registration ID of the appointment
- 5. SELECT the Date Range the recurring appointment is to occur within
- 6. SELECT the Appointment Time the appointment is to arrive at the facility
- 7. SELECT the **Appointment Type** of the appointment
- 8. ENTER the **Number of Pallet Positions** of the appointment
- 9. SELECT the Scheduling Frequency of the appointment
- **10.** ENTER any additional **Comments** regarding the appointment
- 11. CLICK the Add Content button to display the Add Recurring Content Information page

7.1.2 Add Recurring Content Information

The *Add Recurring Content Information* page associates content information to a recurring appointment request. The user can add Origin Entry contents to a Drop Ship appointment if at least one drop ship content has been selected. The user can create a recurring appointment request without associating content to the request, but USPS review will only occur once a content has been associated to the recurring appointment request. Content can be associated to the Recurring Appointment Shell(defined as recurring appointment request with no content associated) by other mail owners and mail preparers for scenarios where there are different process owners working together to provide advanced notification to USPS. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the appointment type and if the appointment is to contain all perishable contents. An error message (reference section 1.3.3 - Error Messages) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.



The fields and buttons on the *Add Recurring Content Information* page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of expected Standard contents to be created with the appointment		
Standard	The number of expected Standard contents to be created with the appointment.		
Package Services	The number of expected Package Services contents to be created with the appointment.		
Periodicals	The number of expected Periodicals contents to be created with the appointment.		
Manage Content Button	Changes the number and type of contents to be created with the current appointment		
	below describes the Standard Content Grid. It is displayed when a number of expected is are entered into the Standard text box ,and the Manage Content button has been		
Standard Content Grid	Displays when a number of expected Standard contents to be created are entered into the Standard text box and the Manage Content button has been CLICKED.		
Content Number	Number of the current content being created.		
Clear Content Checkbox	Clears the data fields in the content.		
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.		
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.		
Add button	Adds the selected Mail Owner to the list of associated mail owners.		
Associated Mail Owners	The names of the associated mail owners for this specific content.		
Remove	Removes the selected Mail Owner from the list of associated mail owners.		
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.		
Content Name	The name of the content being created.		
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.		
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.		
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.		

	User Guide
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.
expected packag	below describes the Package Services Content Grid. It is displayed when a number of ge services contents are entered into the Package Services text box, and the Manage has been CLICKED.
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat,

Content Name	The name of the content being created.
*Package Services Sub- Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.

	User Guide
The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box, and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
News checkbox	Select the checkbox if the content is news.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded	The total number of parcels that are bedloaded for this specific content.

Parcel Count		
Bedloaded Bundle Count	The total number of bundles that are bedloaded appointment for this specific content.	
Publication Name	Text box to input the publication name to search.	
USPS Publication ID	Text box to input the publication ID of the publication to search.	
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box.	
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.	
Add button	Adds the selected publication to the associated publications.	
Associated Publications	The publications associated for this specific content.	
Remove button	Removes the selected publication from the associated publications.	
Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is selected checked the content is will be considered drop ship otherwise, the content will be considered is Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.	
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.	
Cancel button	The user is directed back to the <i>Create Recurring Appointment</i> Landing Page if the user clicks the Cancel button.	
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.	
Submit button	Saves all associated contents to the appointment and creates the recurring appointment in the system.	



Note:

A recurring appointment cannot be part of a multi-stop, unlike a One-Time appointment.

An Appointment Shell is created when users select the **Submit** button on the *Add Recurring Content Information* page without entering any content information.

The Add Recurring Content Information page is displayed below.

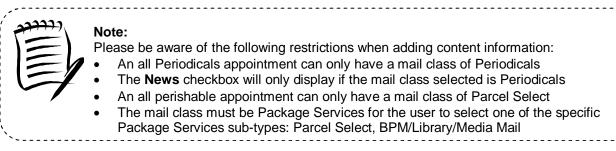
Facility Access and Shipment T	racking (FAST)
acility Access and Shipment Tracking (FAST)	
Add Recurring Content Information	
Please note: Content information describes the mail associated with each PS Form 8125, or each line o	f consolidated PS Form 8125. (* Required Fields)
Customer Registration ID: 4433047	
Scheduler ID: 99999999980 Scheduler Name: Maller 1	
Facility Name: BALTIMORE	
NASS Code: 212	
Maximum Truck Length: 53 ft. Appointment Date Range: 03/11/2010 to 03/11/2999	
Appointment Time: 4:00	
Frequency: Saturday, Bi-Weekly Appointment Type: Pallet	
Mail Class(es): Standard	
Click the Submit button to bypass content creation and create recurring appointment shell only.	
Update Content Capacity:	
2 Periodicals	
2 U Manage Cont	ant
Content #1	Clear Content
Mail Class: Standard	
Mail Preparer ID 👻	
Mail Owner D	
Mail Owner ID Add > Associate	ed Mail Owners
* Mail Shape Select One Content Name	
Count of Pallets Sacks 0 Trays 0 Bundles 0 Parcels 0	7
Bedioaded Sack Count 0 Tray Count 0 Bundle Count 0 Parcel Count 0	
Destination Discount	
In Home Start Date III In Home End Date	
Number to Duplicate 1	
Content #2	Clear Content
Mail Class: Standard	
Mail Preparer ID -	
Mail Owner ID Add > Associate	ed Mail Owners Remove
* Mail Shape Select One Content Name	
Count of Pallets Sacks () Trays () Bundles () Parcels ()	
Bedioaded Sack Count 0 Tray Count 0 Bundle Count 0 Parcel Count 0	
Destination Discount	
In Home Start Date	
eVS Content	
Number to Duplicate 1 - Duplicate >	
Cancel Clear Contents	-
Ciear Contents	(

Postal Inspectors Preserving the Trust



To enter content level information and save the master recurring appointment record in the system, perform the following steps on the *Add Recurring Content Information* page:

- 1. ENTER the number of **Standard** contents, if applicable
- 2. ENTER the number of **Package Services** contents, if applicable
- 3. ENTER the number of **Periodicals** contents, if applicable
- 4. CLICK the Manage Content button to display the appropriate content grids
- 5. SELECT the Mail Preparer ID
- 6. CHECK the **News** checkbox if the content is news (for Periodicals content only)
- 7. SELECT the Mail Owner ID
- 8. SELECT the Add button to add the Mail Owner to the Associated Mail Owners
- 9. SELECT the Mail Shape of the content
- 10. ENTER the Content Name of the content
- 11. SELECT the **Package Services Sub-Type**, if applicable (for Package Services content only)
- **12.** CHECK the **Perishable** checkbox if the content is perishable (for Package Services content only)
- 13. ENTER the number of Pallets containing Sacks, if applicable
- 14. ENTER the number of **Pallets containing Trays**, if applicable
- 15. ENTER the number of **Pallets containing Parcels**, if applicable
- 16. ENTER the number of Pallets containing Bundles, if applicable
- 17. ENTER the number of Bedloaded Sacks, if applicable
- 18. ENTER the number of Bedloaded Trays, if applicable
- **19.** ENTER the number of **Bedloaded Parcels**, if applicable
- 20. ENTER the number of **Bedloaded Bundles**, if applicable
- **21.** ENTER the In Home Dates of the content, if applicable
- 22. CHECK the eVS Content checkbox, if applicable
- 23. SELECT the Publication (for Periodicals content only)
- 24. CHECK the **Destination Discount** checkbox, if applicable.
- 25. CHECK the Zone Skipping checkbox, if applicable (for Periodicals content only)
- 26. REPEAT steps 1 through 21 in the additional content sections
- 27. CLICK the **Submit** button to save all contents to the appointment and create the recurring appointment request in the system



After CLICKING the **Submit** button and upon successful CIN validation, the *Recurring Appointment Confirmation* page is displayed.

7.1.3 Confirm Recurring Appointment Request Creation

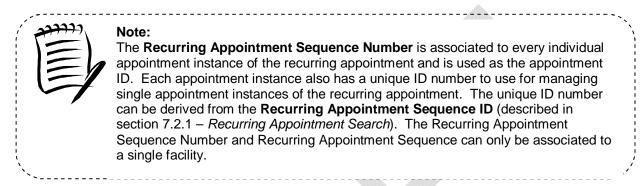
Once a user has entered all contents for an appointment and submits the recurring appointment request in the system, the *Recurring Appointment Request Confirmation* page displays to confirm the recurring appointment request has been sent to the facility.



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

Recurring Appointment Sequence Number hyperlink	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the <i>Recurring Appointment Management</i> page.
Status	The current status of the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	Name of the appointment's scheduler.
NASS Code	The three to five character NASS Code of the facility.
USPS Facility Name	The facility name of the recurring appointment.
Date Range The effective date range within which the recurring appointment occurs.	
Recurring Appointment Time	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Frequency	The specified frequency the recurring appointment is to arrive at the facility.
Content ID	The content ID(s) associated with the recurring appointment.
Total Number of Pallets	The total number of pallets in the recurring appointment.

Total Number of Bedloaded Units	The total number of bedloaded units in the recurring appointment.
Return to Home button	Redirects the user back to the <i>Create Recurring Appointment</i> page upon clicking the button.
Create Copy button	Redirects the user back to the <i>Create Recurring Appointment</i> page pre-populated with information from the current recurring appointment.



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

Facility Access and Shipment Tracking (FAST)

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Recurring ▶Reques App

VINITED STATES POSTAL SERVICE®

Recurring Appointme	ent Request Confirmation
appointment information for	has been successfully requested. Below is a summary of the ryour records. To edit the recurring appointment request, click nk to access the Recurring Appointment Request Management
Note: An email notification o an email response will be s	of the request has been sent to the facility for review. After review, sent to you.
Sequence Number:	90031
Status:	Pending Review
Customer Registration ID:	A10000003
Scheduler Name:	Scheduler 2
NASS Code:	01Z
USPS Facility Name:	SPRINGFIELD BMC
Date Range	10/05/2006 to 10/05/2999
Recurring Appointment Time:	12:00
Frequency:	Monday, Tuesday, Wednesday, Thursday, Friday; Bi-Weekly
Content ID:	90000031
Total Number of Pallets:	10
Total Number of Bedloaded Units:	0
	u Treate Copy >)

7.2 Manage Recurring Appointment/Request

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Recurring Appointment/Request** link to access the recurring appointment management area of the FAST application. There are several possible actions a user may perform to manage recurring appointment request information, such as editing appointment level information, editing content level information, adding content information, canceling content information, and canceling recurring appointments.

The Managing a Recurring Appointment/Request section includes:

- 7.2.1 Recurring Appointment Request Search
- 7.2.2 Recurring Appointment Request Management
- 7.2.3 Recurring Appointment Request Content Information Management

7.2.1 Recurring Appointment Request Search

A user has the option to search for an existing recurring appointment or recurring appointment request record by area, by district, or by facility of the appointment, or the recurring appointment sequence ID. Depending on the search option, the resulting search page, *Search for Existing Recurring Appointment/Request*, may appear with some variation based on the search criteria. A user may also search for the individual appointment instances via the appointment search.

Searching by the area, by district, or by facility of the recurring appointment, displays a different Search for Existing Recurring Appointment/Request page for each search. These searches may retrieve several recurring appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the Recurring Appointment Management page for the sequence ID.

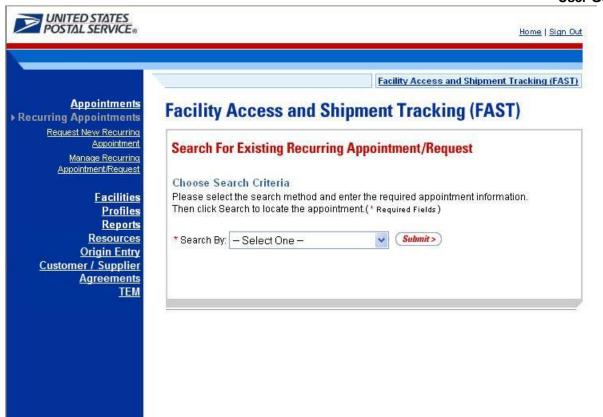
When a user searches for the recurring appointment by the recurring appointment sequence ID, the resulting page is similar to searching for an appointment by the appointment ID (described in section 6.3.1 – *Appointment Search*). If the user enters a specific sequence ID, the user will be re-directed to the *Recurring Appointment Management* page of the sequence ID.

The Recurring Appointment Search section describes each of the four search options.

Search for a Recurring Appointment by the Sequence ID

After CLICKING the Manage Recurring Appointment link, the Search For Existing Recurring Appointment/Request page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.		
*Search by:	Drop-down box listing indicating search options: By Area, By District, By Facility, or Sequence Number.	
Submit button	Displays the Sequence ID textbox when searching by sequence ID, the Area ID drop- down box when searching by area, the District ID drop-down box with searching by district, or the facility search section when searching by facility. The Scheduler ID drop-down box, Mail Class drop-down box, and Status drop-down box also display when searching by area, by district, or by facility.	

The Search for Existing Recurring Appointment/Request page is displayed on the following page.





To search for a recurring appointment by the sequence ID, perform the following initial steps on the Search for Existing Recurring Appointment/Request page:

- 1. SELECT Sequence ID in the Search by drop-down box
- 2. CLICK the Submit button beside the Search by drop-down box



The Search for Existing Recurring Appointment/Request (Search by sequence ID) page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

*Sequence Input box to enter the recurring sequence ID of the recurring appointment secure record.	
Cancel button	Displays the Appointment Management Landing page.
Search button	Displays the <i>Manage Recurring Appointment</i> page for the specified recurring sequence ID.

The Search for Existing Recurring Appointment/Request (Search by Sequence ID) page is displayed on the following page.



Once the user inputs the sequence number and clicks **Search**, the user is directed the *Manage Recurring Appointment* page for that specific sequence number.



Perform the following steps on the Search For Existing Recurring Appointment/Request page to search for a specific recurring sequence ID:

- 1. ENTER the sequence ID in the Sequence Number input box
- 2. CLICK the Search button, displaying the Manage Recurring Appointment page

Searching for a Recurring Appointment by the Area



Searching by the area displays different search results on the Search For Existing Recurring Appointment/Request page. The user SELECTS to **Search by** Area and CLICKS **Submit**, displaying the Search For Existing Recurring Appointment/Request page with the below fields and buttons. A snapshot of the page is displayed after the field description.

*Area ID	Drop-down box listing the areas the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.

Cancel button	Redirects the user to the Recurring Appointment Landing page.
Search button	Retrieves all recurring appointments that are for the specified area, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The Search for Existing Recurring Appointment/Request (Search by Area) page is displayed below.

VINITED STATES POSTAL SERVICE®	Home Sign Ou
	Facility Access and Shipment Tracking (FAST)
<u>Appointments</u> Recurring Appointments	Facility Access and Shipment Tracking (FAST)
Request New Recurring <u>Appointment</u> <u>Manage Recurring</u> <u>Appointment/Request</u>	Search For Existing Recurring Appointment/Request
<u>Facilities</u> Profiles	Choose Search Criteria Please select the search method and enter the required appointment information. Then click Search to locate the appointment.(* Required Fields)
<u>Reports</u> <u>Resources</u> Origin Entry	* Search By: Area Submit>
Customer / Supplier Agreements	* Area ID: 4A - New York Metro (A)
<u>TEM</u>	Customer Registration ID:
	Mail Class: Status:
	Cancel Search >



To search for and view all recurring appointments for criteria specific area, perform the following steps on the Search for Existing Recurring Appointment/Request page:

- 1. SELECT Area from the Search By drop-down box
- 2. CLICK the Submit button
- 3. SELECT the area to search for recurring appointments for from the Area ID drop-down box
- 4. SELECT the scheduler from the Customer Registration ID drop-down box
- 5. SELECT the Mail Class from the Mail Class drop-down box
- 6. SELECT the Status from the **Status** drop-down box
- 7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table

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The Search for Existing Recurring Appointment/Request page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Summary section	Lists the recurring appointments and their related information that fall within the specified search criteria.
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected area, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
Facility column	Lists the facility name of the recurring appointment.
NASS Code column	Lists the three to five character NASS Code of facility.
District column	Lists the district of the facility associated to the recurring appointment.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment Time column	Lists the time of day for the recurring appointment.
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	The effective date range within which the recurring appointment occurs.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).

Approval Date	Lists the date the recurring appointment request was approved or denied by an USPS
column	user.

The Search For Existing Recurring Appointment/Request page is displayed below when a user searches by Area.

			Facility A	Access ai	nd Shipment Trad	king (FAST)										
intments Facility	Access a	nd Ship	ment Tr	ackir	ng (FAST)											
Recurring poointment Recurring nt/Request	r Existing Re	ecurring A	Appointmer	nt/Requ	iest											
ities Please selec	arch Criteria t the search met arch to locate th				ment information											
try	Area		v Su	bmit >)												
¥ ≝ ≛ArealD:	4B - Northeast	t (B)	~													
Custom	er					1200										
Registration II	D:					Registration ID:										
Mail Cla	ss: Standard	~	Status:		*											
		Cancel) (Search >)	~											
Recurring	Appointmer	Cancel) (Search >		uda	a Appointment II) link to access	the appointmer	t and content inf	ormation vou	would like t	o view/edit.				
Recurring Below is the	Appointmen	Cancel nt/Reques) Search > st Summary mation you req	uested. (Click the Recurrin Scheduling					Old Pallet /	Hew		Pequest			
Recurring	Appointmer	Cancel) (Search >		Click the Recurrin		D link to access <u>Appt Time</u>	the appointmer <u>Appt Type</u>	t and content inf Mail Class			Effective Date	Request Date			
Recurring Below is the Sequence	Appointmen	Cancel nt/Reques ntment inform <u>IIASS</u> <u>Code</u>) Search > st Summary mation you req	uested. (<u>Status</u>	Click the Recurrin Scheduling	Frequency Weeks First Week, Second Week, Third Week, Fourth Week,				Old Pallet / Bedloaded	<u>Hew</u> <u>Pallet /</u> Bedloaded	Effective Date	Date			
Recurring Below is the <u>Sequence</u> <u>Humber</u> 10084	Appointmen recurring appoir Eacility SPRINGFIELD	Cancel) Search > st Summary mation you req <u>District</u> Massachusetts	uested. (<u>Status</u>	Click the Recurrin Scheduling Davs Saturday, Monday, Tuesday, Wednesday,	Frequency Weeks First Week, Second Week, Third Week, Firth Week, Sixth	Appt Time	Appt Type	<u>Mail Class</u>	<u>Old Pallet /</u> Bedloaded Unit Count	<u>Hew</u> Pallet / Bedloaded Unit Count	Effective Date	Date			

Search for a Recurring Appointment by the District



Searching by the district displays a different Search for Existing Recurring Appointment/Request page. The user SELECTS to Search by District and CLICKS Submit, displaying the Search for Existing Recurring Appointment/Request page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

*District ID	Drop-down box listing the districts the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the Recurring Appointment Landing page.
Search button	Retrieves all recurring appointments that are for the specified district, scheduler ID, mail
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class, and status. The Recurring Appointment Summary table is populated and displayed at the bottom of the page.

The Search For Existing Recurring Appointment/Request (Search by District) page is displayed below.

	Facility Access and Shipment Trac
ents Facility Access and Ship	oment Tracking (FAST)
ring Search For Existing Recurring A uest	Appointment/Request
Choose Search Criteria	
Please select the search method and end Then click Search to locate the appointme	지수는 계약을 수가 안내가 많아야 하는 것이 없는 것이 같은 것이 있는 것이 없는 것이 없는 것이 없다. 것이 없는 것이 없 것이 없
* Search By: District	Submit>
* District ID: 006 - Caribbean	
Customer	
Registration ID:	
Mail Class: 🗸 🗸	Status:
10 - 20 - 20 - 20 - 20 - 20 - 20 - 20 -	
Cancel) (Search >)



To search for and view all recurring appointments for the specified criteria, perform the following steps on the Search For Existing Recurring Appointment/Request page:

- 1. SELECT District from the Search By drop-down box
- 2. CLICK the Submit button
- 3. SELECT a district to search for recurring appointments for from the **District ID** drop-down box
- 4. SELECT the scheduler from the Customer Registration ID drop-down box
- 5. SELECT the Mail Class from the Mail Class drop-down box
- 6. SELECT the Status from the **Status** drop-down box
- 7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table



The Search For Existing Recurring Appointment/Request page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment	Lists the recurring appointments and their related information that fall within the specified search criteria.
Summary section	
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected district, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
Facility column	Lists the facility name of the recurring appointment.
NASS Code column	Lists the three to five character NASS Code of the facility.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment Time column	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	Lists the requested effective date range for the recurring appointment.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.

The Search For Existing Recurring Appointment/Request page is displayed below.

			Facility	Access and Shipr	nent Tracking (FA	ST)							
Appointments Facility	Access an	d Shipr	nent Tr	acking (F	AST)								
Manaze Rozurina Assortiner#Readest Profiles Reports Resources Origin Entry stomer / Supplier Agreements IEM * Custor Registration	018 - Massachi er	nod and enter appointmen	r the require t.(* Required	d appointment int Field#) ibmit>)	formation.								
	y Appointmen	A second s		· · · · · · · · · · · · · · · · · · ·	Recurring Appoir	itment ID link to	access the appoi	ntment and conte	ent information you	and the second	o view/edit.		
	recurring appoint								Old Pallet /	Hew Pallet /	Per		Anne
		IIASS Code	<u>Status</u>	Scheduling <u>Days</u>	g Frequency <u>Weeks</u>	Appt Time	Appt Type	Mail Class	Bedloaded Unit Count	Bedloaded Unit Count		Request Date	Da
Below is th Sequence			<u>Status</u> Active		Weeks First Week, Second Week, Third Week, Fourth Week, Fifth	11:00	Appt Type Bedload	Mail Class Standard	Bedloaded Unit	Bedloaded		Date	

Search for a Recurring Appointment by the Facility



Searching by the facility displays a different Search For Existing Recurring Appointment/Request page. The user SELECTS to **Search by** Facility and CLICKS **Submit**, displaying the Search For Existing Recurring Appointment/Request page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities associated to the City and State and populates them in the Facility drop-down box.
NASS Code	Input box to enter three to five character the NASS Code of the requested facility.
Search button	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 search city/state or NASS Code search criteria.
Customer	Drop-down box listing mailer names and IDs to select from.

Registration ID	
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the Recurring Appointment Landing page.
Search button	Retrieves all recurring appointments that are for the specified facility, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The Search For Existing Recurring Appointment/Request (Search by Facility) page is displayed on the following page.

and the second	Facility Access and Shipment Tracking
Appointments g Appointments	Facility Access and Shipment Tracking (FAST)
uest New Recurring Appointment Manage Recurring	Search For Existing Recurring Appointment/Request
ppointment/Request	Choose Search Criteria
<u>Facilities</u> Profiles	Please select the search method and enter the required appointment information. Then click Search to locate the appointment.(* Required Fields)
Reports	
sources	* Search By: Facility Submit>
Drigin Entry r / Supplier	
<u>greements</u> TEM	State: MA View Cities > NASS Code: Search
	City: All Cities Search>
	* Facility: 01Z - SPRINGFIELD BMC 🔽
	* Customer Registration ID:
	Mail Class: 🔽 Status: 🔽
	(Cancel) (Search>)



To search for and view all recurring appointments for criteria specific facility, perform the following steps on the Search For Existing Recurring Appointment/Request page:

- 1. SELECT Facility from the **Search By** drop-down box
- 2. CLICK the **Submit** button
- **3.** SELECT a facility from the **Facility** drop-down box by searching 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
- e. SELECT a facility from the Facility drop-down box

To search for a facility by NASS Code:

- a. ENTER the three to five character ID in the NASS Code text box
- b. CLICK the Search button
- c. SELECT a facility from the **Facility** drop-down box
- 4. SELECT the scheduler from the **Customer Registration ID** drop-down box
- 5. SELECT the Mail Class from the Mail Class drop-down box
- 6. SELECT the Status from the **Status** drop-down box
- 7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table



The Search For Existing Recurring Appointment/Request page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Summary section	Lists the recurring appointments and their related information that fall within the specified search criteria.
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected facility, scheduler ID, mail class, and status and is linked to the <i>Recurring Appointment Management</i> page for the appointment.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment	Lists the time of day for the recurring appointment.

Time column	
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	Lists the requested effective date range for the recurring appointment.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.

The Search For Existing Recurring Appointment/Request page is displayed on the following page.

UNITED STATES POSTAL SERVICE®						Hom	e Sign Out					
				Facilit	y Access and Sh	ipment Tracki	ng (FAST)					
Appointments ▶ Recurring Appointments	Facility /	Access	and Shi	pment T	racking (FAST)						
Request New Recurring Appointment Manage Recurring Appointment/Request Facilities Profiles	Choose Sea Please selec	arch Criter the search	ia	nter the requir	ent/Request							
Reports Resources	* Search By:				Submit >							
<u>Origin Entry</u> <u>Customer / Supplier</u> <u>Agreements</u> <u>TEM</u>	and the second	All Cities		fiew Cities > iearch > C v	NASS Code:	Sea	arch >)					
	Scheduler IC Mail Cla			Status:		~	~					
			Cance	I) (Search	>>							
	Sel a los de la serie de la	recurring ap	ment/Requi		iry equested. Click [:]	the Recurring /	Appointment ID	link to access	the appointmer	nt and content ir	iformation y	ou would
	Sequence Humber	<u>Status</u>	Schedulin <u>Days</u>	g Frequency <u>Weeks</u>	Appt Time	Appt Type	Mail Class	Old Pallet / Bedloaded Unit Count	Hew Pallet / Bedloaded Unit Count	Effective Date	Request Date	Approval Date
	90001	Pending Review	Daily		12:00	Pallet	Standard	10(P)	10(P)	10/05/2006	09/20/2006	
	90002	Pending Review	Monday, Tuesday, Wednesday, Thursday, Friday	Bi-Weekly	15:00	Pallet	Standard	10(P)	10(P)	10/05/2006	09/20/2006	
	90003	Pending Review	Monday, Tuesday, Wednesday, Thursday, Friday	First Week, Third Week, Fourth Week	13:00	Pallet	Standard	15(P)	15(P)	10/05/2006	09/20/2006	
	Export options:	Download in	nto Excel View	Printable Versio	on							

Search for an Individual Appointment Instance of a 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 recurring appointment and is different than the recurring sequence number.

The format of the unique ID number is defined as:

Recurring Sequence Number + 'R' + Date (mmdd) (maximum of 10 characters long)

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

For example, if a user wants to search for the appointment arriving on November 13^{th} in the recurring appointment with a sequence number of 10312, the user would use the one time appointment search process in FAST (described in section 6.4.1 – *Appointment Search*) to search for an appointment ID of 10312R1113.

7.2.2 Recurring Appointment Management

After a user searches for a recurring appointment by the sequence ID, area, district, or the facility, they are taken to the *Edit Recurring Appointment Request* page when the selected recurring appointment hyperlink is clicked. From the *Edit Recurring Appointment Request* page, a user has the ability to:

- Edit appointment level information
- View Appointment Audit Information

- Go to the Add/Edit Content Information page
- Add additional contents
- Cancel the recurring appointment
- Create a copy of the recurring appointment
- View/Access instances of the recurring appointment
- View a summary of the recurring appointment contents

Editing appointment and content level information through the Recurring Appointment Management area in FAST sets the Recurring Appointment Request status to Pending. A USPS user must approve the changes before they will take effect. If an already scheduled appointment instance needs to be updated and is within the allowable time frame to be modified, the user can update it by clicking the instances in the Recurring Appointment Instances section. The user may also edit the appointment or content information through the one time appointment management process via the recurring instance appointment ID (described in section 6.4.2 – Appointment Management).



Note: Non-Pure Periodical Recurring Appointment Series cannot change facilities.

A user may change the facility of a recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

The *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. Editing and adding contents is discussed in more detail in section 7.2.3 – *Recurring Content Information Management*.



The listed actions may be accessed from the *Edit Recurring Appointment Request* page. The fields and buttons on the *Edit Recurring Appointment Request* page are described below. A snapshot of the page is displayed after the field description.

Create Copy button	Displays the <i>Create Recurring Appointment</i> page populated with information from the copied recurring appointment.
Cancel Appointment button	Cancels the recurring appointment in the system.
Sequence Number	The ID associated to the master recurring appointment record.
Status	The status of the recurring appointment.
Facility Name	The name of the facility where the recurring appointment is scheduled.
NASS Code	The three to five character NASS Code associated to the recurring appointment's facility.
Customer Registration ID	The ID associated to the recurring appointment's mailer.
Scheduler Name	The scheduler name of the recurring appointment.

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Contact Name	The scheduler contact name of the recurring appointment.
Contact Phone Number	The scheduler phone number of the recurring appointment.
Contact Email	The scheduler email address of the recurring appointment.
Last Update Date/Time	The date and time that the recurring appointment was last updated.
Last Update User Name	The user name of the user who last updated the recurring appointment.
Requested Date	The date the recurring appointment was requested.
Approval Date	The date the recurring appointment was approved.
View Audit Information button	Displays the Recurring Appointment Audit Information page.
*Mail Class check boxes	The mail class(es) of the recurring appointment.
*Select Date Range	The effective date range of the recurring appointment.
Appointment Time	The appointment time of the recurring appointment.
Appointment Type	The appointment type of the recurring appointment.
Number of Pallet Positions	The number of pallet positions of the recurring appointment.
*Scheduling Frequency	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Displays the Search For Existing Recurring Appointment/Request page without saving any changes to the appointment.
Submit button	Displays the <i>Recurring Appointment Confirmation</i> page, saving any changes to the appointment.
Recurring Appointment Contents section	Displays all contents associated to the recurring appointment.
Content ID column	Lists the IDs of each content associated to the recurring appointment.

-	User Guide
Mail Preparer column	Lists the scheduler name of the mail preparer associated to the recurring content.
Mail Class column	Lists the mail class of the recurring content.
Mail Shape column	Lists the mail shape of the recurring content.
Pallet Count column	Lists the total count of pallets of the recurring content.
Bedloaded Unit Count column	Lists the total count of bedloaded units of the recurring content.
Manage Content Button	Displays the Recurring Content Information Management page.
Recurring Appointment Instances section	Displays all instances of the recurring appointment that have been created for the next 14 days.
Appointment ID column	Lists the appointment ID of each instance of the recurring appointment that has been created.
Appointment Date column	Lists the appointment's scheduled date.
*Appointment Time column	Lists the appointment's scheduled time of the recurring instance.
*Appointment Type column	Lists the appointment type of the recurring instance.
Mail Class column	Lists the mail class(es) of the recurring instance.
Total Pallet Count column	Lists the total pallet count of the recurring instance.
Total Bedloaded Unit Count column	Lists the total count of bedloaded units of the recurring instance.

The *Edit Recurring Appointment Request* page is displayed on the following page.

acility Access and Shipment Tracking (FAST)	ng (FAST)
Edit Recurring Appointment	
Create Copy >) Cancel Recurring Appointment >)	
Sequence Number: 90004 Status: Active	
Facility Name: SPRINGFIELD BMC	
NASS Code: 01Z Customer Registration ID: 99999999980	
Scheduler Name: Mailer 1 Contact Name: John Doe	
Contact Phone Number: (202) 651-1234 Contact Email: <u>USPSFAST2@GMAIL.COM</u>	
Last Update Date/Time: 03/28/2008 07:52:34 Last Update User Name: FSAD01	
Requested Date: 03/28/2008	
Approval Date: 03/28/2008 07:52:34 Original Date Range: 04/12/2008 to 04/12/2999	
View Audit Information >)	
* Mail Class: 🔽 standard	
 Mail Class:	
V Periodicals	
All contents are Perishable	
* Select Date Range: 04/15/2008 III To: 04/12/2999	
* Appointment Time: 0:00	
* Appointment Type: Pallet	
Number of Pallet Positions:	
Scheduling Frequency	
Daily Weekly Saturday Bi-Weekly	
Sunday First Week	
Tuesday Third Week	
Uednesday Fourth Week	
Friday Sixth Week	
Comments:	
~	
(Cancel) (Submit>)	
Recurring Appointment Contents	
Contract ID Mail Dropastor Mail Class Mail Shape Pallet Bedloa	dloaded t Count
900000005 N/A Standard Machinable Parcel 1 1 900000006 N/A Package Machinable Parcel 1 1	
Services 900000007 N/A Periodicals Machinable Parcel 1 1	
Total 3 3	

Edit Appointment Level Information

A user may edit the following appointment level information on the *Edit Recurring Appointment Request* page:

- Mail Class
- Date Range of Recurring Appointment
- Appointment Time
- Appointment Type
- Number of Pallet Positions
- Scheduling Frequency
- Comments regarding the appointment



To edit any of the above fields, a user CLICKS in the desired textbox and updates the entry with the new information. CLICKING the **Submit** button on the *Edit Recurring Appointment Request* page updates the recurring appointment with the new information and displays the *Recurring Appointment Confirmation* page.

View Appointment Audit Information

A user may view an appointment's audit information report by accessing the Recurring *Appointment Management* page.



A user may access the *Recurring Appointment Audit Information* page through the Recurring *Appointment Management* page. A user CLICKS the **View Audit Information** button on the *Edit Recurring Appointment Management* page and is taken to the *Recurring Appointment Audit Information report* page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Recurring Appointment Audit Information* search page are described below. A snapshot of the page is displayed after the field descriptions

Status	The current status of the appointment.
Scheduling Frequency Days	Day(s) of the week on which the recurring appointment is to occur.
Scheduling Frequency Weeks	Week(s) on which the recurring appointment is to occur.
Appt Time	The time the appointment is to arrive at the facility.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays.
Pallets Containing Sacks	The total number of pallets containing sacks.

Pallets Containing Parcels	The total number of pallets containing parcels.
Pallets Containing Bundles	The total number of pallets containing bundles.
Bedloaded Units Trays	The total number of tray that are bedloaded.
Bedloaded Units Sacks	The total number of sacks that are bedloaded.
Bedloaded Units Parcels	The total number of parcels that are bedloaded.
Bedloaded Units Bundles	The total number of bundles that are bedloaded.
Mail Class	Lists the mail class(es) for the appointment.
Update User ID	The ID associated to the user who last updated the appointment.
Last Update Date/Time	The date and time that the appointment was last updated.

The Recurring Appointment Audit Information Report page is displayed on the following page.

ing Facility /	100035	and Shipment	Hackin	y (r#	131)										
Recurring	Appointm	ent Audit Information	on											Return to	Previous
Selected C	riteria														
For best resu	Custon St Appoint An audit row Its, downloa	Irring Sequence Id: 9000 Facility: 012 ner Registration ID: 9999 atus Code Legend: ACT Mail Class Legend: PS-P ment Type Legend: B = B in the report may appear d this report into Excel a Into Excel (A View Printa	SPRINGFIEL 199999980 - N Active, CNC 1ackage Servi 2ackage Servi ackage Servi Servi ackage Servi Servi Servi ackage Servi Servi Servi Servi Servi Se	lailer 1 L = Canc ces, PER Drop an due to ap	R-Periodi d Pick, F opointme	cals, STI ' = Pallet ent updat)-Standa S = Spe	rd, N/C-N edline	o Conte	int	ayed data	in the r	eport (e.g.	comments).	
Export option	Sche	duling Frequency	Appt Time	Appt			ontaining				ded Units			Update User	
ACT	Davs Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	Weeks First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	P	0	3	0	0	0	3 3	0	0	<u>s Class</u> STD, PER, PS	USPS	Date/Tin 03/28/201 07:57:3-
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	Ρ	0	3	0	0	0	3	0	0	STD, PER, PS	USPS	03/28/200 07:55:34
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	Ρ	0	3	0	0	0	3	0	0	STD, PER, PS	USPS	03/28/200 07:52:34
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	Ρ	0	1	0	0	0	1	0	0	STD	USPS	03/28/200 07:42:05
														Tot	al (4 results

Edit Content Level Information

A user may edit a recurring appointment's content level information by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.



To access the *Recurring Content Information Management* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. After editing the content information, the user CLICKS the **Submit** button on the *Recurring Content Information Management* page, which updates the content information in the system and displays the *Recurring Appointment Confirmation* page for the appointment.

Managing recurring content information is detailed in section 7.2.3 – Content Information Management.

Add Additional Contents

A user may add additional contents to the appointment by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.



To access the *Recurring Content Information Management* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. The user then ENTERS the total number of contents for each mail class in the **Standard**, **Package Services**, and **Periodicals** textboxes Contents are dependent on the mail class chosen from the *Edit Recurring Appointment* page. Hence if the recurring appointment was scheduled for Periodicals, only Periodicals mail content can be added on the *Add/Edit Recurring Content Information* page.

Cancel a Recurring Appointment

The following section details the process and pages to cancel a recurring appointment in FAST. Canceling a recurring appointment also cancels all contents that are associated to the appointment. However, canceling a recurring appointment does not cancel any appointment instances that have been created within the next 14 days. A user needs to cancel each appointment instance individually to cancel those instances.

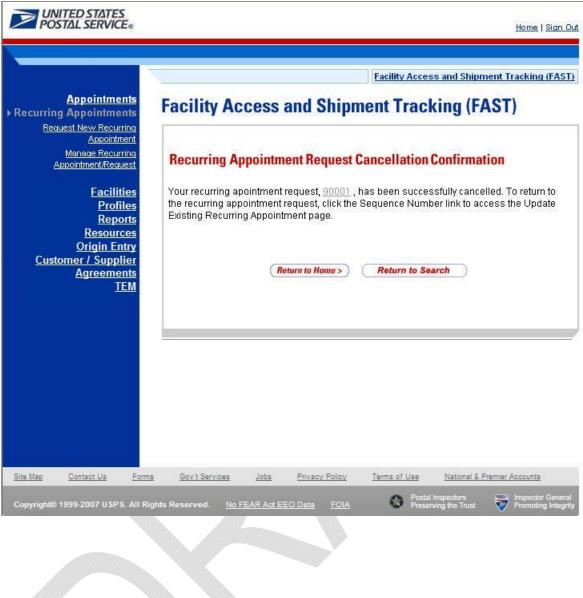


A user begins to cancel an appointment from the *Edit Recurring Appointment Request* page by CLICKING the **Cancel Recurring Appointment Request** button. The *Recurring Appointment Request Cancellation Confirmation* page displays confirming that the appointment was cancelled.

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

Sequence ID hyperlink	Displays the Edit Recurring Appointment Request page
Return to Home button	Displays the Recurring Appointments Landing page
Return to Search button	Displays the Search For Existing Recurring Appointment/Request page

The Recurring Appointment Request Cancellation Confirmation page is displayed on the following page.



7.2.3 Recurring Content Information Management

A user may modify and cancel content level information for a recurring appointment via the *Recurring Content Information Management* page. As described in section 7.2.2 – *Recurring Appointment Management*, a user may access the *Recurring Content Information Management* page by CLICKING on the **Manage Content** button on the *Edit Recurring Appointment Request* page. This section describes how to:

- Edit Content Level Information
- Add Additional Contents
- Cancel a Content from a Recurring Appointment

Edit Content Level Information



The *Recurring Content Information Management* page looks very similar to the *Add Recurring Content Information* page. The fields and buttons of the *Recurring Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of expected Standard contents to be created with the appointment.					
*Package Services	The number of expected Package Services contents to be created with the appointment.					
Periodicals	The number of expected Periodicals contents to be created with the appointment.					
Manage Content Button						
	n below describes the Standard Content Grid. It is displayed when a number of expecte ents are entered into the Standard text box, and the Manage Content button has been					
Standard Content Grid	Displays when a number of expected standard contents to be created are entered intered the Standard text box and the Manage Content button has been CLICKED.					
Content Number	Number of the current content being created.					
Clear Content Checkbox	Clears the data fields in the content.					
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.					
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.					
Add button	Adds the selected Mail Owner to the list of associated mail owners.					
Add button						

	User Guid
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This whelp the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated th selected number of times.

The descriptio	n balaw dagaribag the Deckage Services Content Crid. It is displayed when a number
expected pack	n below describes the Package Services Content Grid. It is displayed when a number of age services contents are entered into the Package Services text box ,and the Manage in has been CLICKED.
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
*Package Services Sub-Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.

Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This wi help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.
batton	
The descriptio	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto
The descriptio expected Perio	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto
The descriptio expected Perio has been CLIC Content	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butte CKED.
The descriptio expected Peri has been CLIC Content Number Clear Content	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto CKED. Number of the current content being created.
The descriptio expected Perio has been CLIC Content Number Clear Content Checkbox *Mail	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto CKED. Number of the current content being created. Clears the data fields in the content.
The descriptio expected Perio has been CLIC Content Number Clear Content Checkbox *Mail Preparer ID News	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto CKED. Number of the current content being created. Clears the data fields in the content. Drop-down box listing the partial scheduler IDs of available mail preparers.
The descriptio expected Perio has been CLIC Content Number Clear Content Checkbox *Mail Preparer ID News checkbox Mail Owner	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content buttle CKED. Number of the current content being created. Clears the data fields in the content. Drop-down box listing the partial scheduler IDs of available mail preparers. Select the checkbox if the content is news.
The descriptio expected Perio has been CLIC Content Number Clear Content Checkbox *Mail Preparer ID News checkbox Mail Owner ID	n below describes the Periodicals Content Grid. It is displayed when a number of odicals contents are entered into the Periodicals text box ,and the Manage Content butto CKED. Number of the current content being created. Clears the data fields in the content. Drop-down box listing the partial scheduler IDs of available mail preparers. Select the checkbox if the content is news. Drop-down box listing the partial scheduler IDs of available mail owners.

	User Guide
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
Publication Name	Text box to input the publication name to search.
USPS Publication ID	Text box to input the publication ID of the publication to search.
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box.
Publication	Drop-down box containing publications associated with the selected publication nan or publication ID search criteria.
Add button	Adds the selected publication to the associated publications.
Associated	The publications associated for this specific content.

Publications	
Remove button	Removes the selected publication from the associated publications.
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
Zone- Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.
Cancel button	The user is directed back to the <i>Create Recurring Appointment</i> Landing Page if the user clicks the Cancel button.
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.
Submit button	Saves all associated contents to the appointment and creates the recurring appointment in the system.

The Recurring Content Information Management page is displayed on the following page.

lity Access and Shi	pment Tracking (FA	Facility Access and Shipment Tracking (FAST)	
		517	
ecurring Content Informat	ion Management		
Sequence Number: 9000	4		
Status: Active Scheduler Name: Maile			
Customer Registration ID: 9999	9		
Contact Name: John Contact Phone Number: (202)	651-1234		
Facility Name: SPRI	SFAST2@GMAIL.COM NGFIELD BMC		
NASS Code: 01Z Maximum Truck Length: 65 ft.			
Appointment Date Range: 04/12 Original Date Range: 04/12			
Appointment Time: 0:00			
Frequency: Daily Appointment Type: Palle	and an internal sector to be		
Mail Class(es): Stand	lard, Package Services, Periodicals		
pdate Content Capacity:			
Standard	Package Services	Periodicals	
1		(Manage Content	
46			
Content # 1			Clear Content
Mail Class: Standard			
Mail Preparer ID:		×	
Mail Owner ID:		Add > Associated Mail Owners:	(Remove >
* Mail Shape: Select One	Content Name:		
Count of Pallets Sacks: 0	Trays: 0 Bundle	es: 0 Parcels: 0	
Bedloaded Sack Count: 0	Tray Count: 0 Bundle Cou	nt: 0 Parcel Count: 0	
In Home Start Date:	In Home End Date:		
eVS Content:			
Number to Duplicate: 1 💌 Du	plicate >		
Content # 2			Clear Content
Mail Class: Package Services Mail Preparer ID:		×	
Mail Owner ID:		Add > Associated Mail Owners:	(Remove >
* Mail Shape: Select C	Dne 🖌 Content Name:		
Dealars Readers		s should be scheduled as Machinable Parcels.	
Sub-Type: Select C	Dne Perishable:		
Count of Pallets Sacks: 0	Trays: 0 Bundle		
Bedloaded Sack Count: 0	Tray Count: 0 Bundle Cou	nt: 0 Parcel Count: 0	
In Home Start Date:	In Home End Date:		
eVS Content:	nlicate		
Content # 3			Clear Content
Mail Class: Periodicals			
Mail Preparer ID:		V News:	
Mail Owner ID:		Add > Associated Mail Owners:	(Remove :
* Mail Shape: Select One	Content Name:		
Count of Pallets Sacks: 0	Trays: 0 Bundle	es: 0 Parcels: 0	
Bedloaded Sack Count: 0	Tray Count: 0 Bundle Cou	nt: 0 Parcel Count: 0	
Publication Name:	40000	stated Publications:	(Remove >)
USPS Publication ID:	(Search >)		
Publication:	De	stination Discount: V Note: When Zone Skipping is checked, CIN	
	<u>×</u>	Zone-Skipping: Viole: Inner Zone Skipping is checked, Cin validation will not be performed.	
Number to Duplicate: 1 🔽 Du			
	Cancel	Clear Contents > Submit >	



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.

Cancel a Content from a Recurring Appointment

From the *Recurring Content Information Management* page, a user may cancel the content from the associated appointment. However, if it is the only content associated to the recurring appointment, it may not be cancelled unless the recurring appointment is cancelled.



To cancel a content from a recurring appointment, CLICK the Cancel checkbox for the appropriate content on the Recurring Content Information Management page. Then CLICK the Submit button. The Recurring Appointment Confirmation page is displayed with the updated information.

7.3 Manage a Recurring Appointment Instance

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 *Appointments* area in FAST. A user follows the same process as described in section 6.4 – *Appointment Management* 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:

Non-Pure Periodical Recurring Appointment Instances cannot change facilities.

A user may change the facility of an instance in the recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

In addition to the **Recurring Sequence Number**, which is used as the appointment number on the PS Form 8125, 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 6.3 – *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:

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 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.

Please reference section 6.4 – *Appointment Management* for the steps and screens accessed to manage single appointments. The multi-stop management section is not applicable because recurring appointments are not included in multi-stop trips.

7.4 Create a Drop Ship Recurring Appointment Shell

The *Create New JIT Recurring Appointment* module allows the user to create a Recurring Appointment Shell (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:

7.4.1 Creating a Drop Ship Recurring Appointment Shell

7.4.2 Confirming a Drop Ship Recurring Appointment Shell

7.4.1 Creating a Drop Ship Recurring Appointment Shell

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

Creating a new drop ship Recurring Appointment Shell requires the user to follow the same steps as creating a new drop ship Recurring Appointment in FAST except for entering content information. A user must first specify the logistics information of the recurring appointment (facility, frequency, time of day, etc). Once the user has completed entering the appointment information, the user is directed to the *Add Recurring Content Information* page. A Recurring Appointment Shell is created when the user selects the **Submit** button on the *Add Recurring Content Information* page without entering any content information.



The fields and buttons on the *Add Recurring 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 Add <i>Recurring Content Information</i> page and displays a content form for each content requested.
Cancel button	Directs the user to the Recurring Appointments page.
Submit button	Creates an Appointment Shell and redirects the user to the <i>Recurring Appointment Request Confirmation</i> page.

The Add Recurring Content Information page is displayed below.

			Facility Access and Shipment Tracking	(FAS
Facili	ty Access and Sh	nipment Tracking (FAS	ST)	
Add	Recurring Content Inf	ormation		
Pleas			ch PS Form 8125, or each line of conso	lidate
Cus	tomer Registration ID: 44330	047		
	Scheduler ID: 99999			
	Scheduler Name: Mailer			
	Facility Name: SPRI NASS Code: 01Z	NGFIELD BMC		
Ma	aximum Truck Length: 65 ft.			
1.1.1.1	ointment Date Range: 03/16	/2010 to 03/16/2999		
	Appointment Time: 14:00			
	Frequency: Daily;			
	Appointment Type: Pallet Mail Class(es): Stand			
	man class(es). Stario	alu		
	Click the Submit button to	bypass content creation and create re	curring appointment shell only.	
Upda	ate Content Capacity:			
	Standard	Package Services	Periodicals	
	0	0	0	
			Manage Content	
Can	cel		(Submit >)	

7.4.2 Confirming a Drop Ship Recurring Appointment Shell

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



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

	User Guide
Note	Displays to warn the user that an appointment shell has been created:
	"Request will not be submitted to USPS for approval until contents are added.
Recurring Appointment Sequence Number hyperlink	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the <i>Recurring Appointment Management</i> page.
Status	The current status of the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	Name of the appointment's scheduler.
NASS Code	The three to five character NASS Code of the facility.
USPS Facility Name	The facility name of the recurring appointment.
Date Range	The effective date range within which the recurring appointment occurs.
Recurring Appointment Time	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Frequency	The specified frequency the recurring appointment is to arrive at the facility.
Content ID	The content ID(s) associated with the recurring appointment.
Total Number of Pallets	The total number of pallets in the recurring appointment.
Total Number of Bedloaded Units	The total number of bedloaded units in the recurring appointment.
Return to Home button	Redirects the user back to the Create Recurring Appointment page upon clicking the button.
Create Copy button	Redirects the user back to the <i>Create Recurring Appointment</i> page pre-populated with information from the current recurring appointment.

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



Home | Sign Out

Facility Access and Shipment Tracking (FAST) Appointments Facility Access and Shipment Tracking (FAST) **Recurring Appointments** Request New Recurring **Recurring Appointment Request Confirmation** Manage Recurring Appointment/Request Manage Publication Exclusions Your recurring appointment has been successfully requested. Below is a summary of the appointment information for your records. To edit the recurring appointment request, click the Sequence Number ID link to access the Recurring Appointment Request Management Facilities page. Profiles Reports Request will not be submitted to USPS for approval until contents are added. Resources **Origin Entry** Note: There are no contents associated to this recurring appointment. An email Customer / Supplier notification will be sent to the facility for review once at least one content has been Agreements associated. TEM Sequence Number: 90223 Status: Pending Review Customer Registration ID: 4433047 Scheduler ID: 999999999980 Scheduler Name: Mailer 1 NASS Code: 01Z USPS Facility Name: SPRINGFIELD BMC Date Range: 03/16/2010 to 03/16/2999 Original Date Range: 03/16/2010 to 03/16/2999 **Recurring Appointment** Time: 14:00 Frequency: Daily; Content ID: **Total Number of** Pallets: 0 **Total Number of** Bedloaded Units: 0 < Return to Home Create Copy > Site Mag Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway Copyright@ 2009 USPS. All Rights Reserved. No FEAR Act EEO Data FOIA

7.5 Manage a Publication Exclusion

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Publication Exclusion** link to access the publication exclusion area of the FAST application. There are several possible actions a user may perform on the *Manage Publication Exclusion* page, such as creating an exclusion for a publication title over a specified date range, manage an existing exclusion date range, and cancel an existing exclusion.

The Managing a Publication Exclusion section includes:

- 7.5.1 Create a Publication Exclusion
- 7.5.2 Manage a Publication Exclusion



The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Delete checkbox	Deletes the publication exclusion when the Delete Exclusion button is clicked
Exclusions	Hyperlinks user to Manage Publication Exclusions page
Scheduler	The Scheduler name associated with the publication.
Publication ID	The ID associated to the publication
Publication Name	The name associated to the publication.
Start Date	Date exclusion becomes effective NOTE: The Start Date cannot be less than 15 days in the future and the date range
End Date	Date exclusion ends
	NOTE: The Date Range may not span more than 7 days.
Impacted Appointment s	Hyperlinks user to Impacted Appointments page
Delete Exclusion button	Displays Confirm Publication Exclusion page
Create New Exclusion button	Displays Create Publication Exclusion page

The Manage Publication Exclusion page is displayed on the following page.



7.5.1 Create a Publication Exclusion

A user may create a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

As described in section 7.5 *Manage Publication Exclusion*, a user may access the *Create Publication Exclusion* page by CLICKING on the **Create New Exclusion** button on the *Manage Publication Exclusion* page. This section describes how to:

- Select a Publication
- Create an Exclusion



The fields and buttons of the *Create Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Publication Name	Textbox to input the name of the publication.						
USPS Publication ID	Textbox to input Permit ID of the Publication.						
Search button	Retrieves the publications listed in the Publication Name textbox or the Publication ID box.						
Publication	Drop-down box listing publications returned from search.						
*Scheduler ID	Drop-down box listing all applicable Scheduler IDs.						
*Select Date Range	Selects the date range that the result will be displayed.						
Cancel button	Displays Recurring Appointments landing page						
Submit button	Displays Confirm Publication Exclusion page						
The description publications exi	below describes the existing publication exclusions grid. It is displayed when existing st.						
Scheduler	The scheduler name associated with the appointment.						
Publication Name	The name associated to the publication						
Publication ID	The ID associated to the publication.						
Start Date	Date exclusion becomes effective						
End Date	Date exclusion ends						

The Create Publication Exclusion page is displayed below.

age Recurring	Publication	Exclusion				
nt/Request ublication	Tublication	EXClusion		Return to	Previous Screer	1
clusions acilities Profiles	n click Submit to (create the exclus	r ID and date range for ion. (* Required Fields): : in one of the following		not be including	
ources h Entry 1. Ap upplier 2. Co ements ca <u>TEM</u> 3. Ift m	ppointment Exclu content Exclusion ancelled. the content to be nail owner and th	usion will cause r will cause conte excluded has m	ecurring appointment i nt on the recurring app ultiple publication titles ultiple mail owners the	instance(s) to b ointment instar or the Schedul	ice(s) to be ler ID is for a	
ι	Publication Nam OR USPS Publication Publication: SF		Search>			
Ren	* Customer					
iteg	* Customer gistration ID: Ma	iler 1 - 99999999	99980		*	
			05/25/2008		×	
* Select D	Date Range:05/	18/2008 🔣 * T	05/25/2008		<u> </u>	
* Select E Exclusion	Date Range:05/	18/2008 🔣 * T	o: 05/25/2008			
* Select E Exclusion The follow	Date Range: 05/ n Dates: wing are the exis	18/2008 III * T Cancel	o: 05/25/2008			
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Select a Publication



To select a publication for exclusion, select a publication title, Scheduler ID and date range for which you will not be including mail, then click Submit to confirm the exclusion.



To select a publication for specified criteria, perform the following steps on the *Create Publication Exclusion* page.

- 1. CLICK the **Create New Exclusion** button on the *Manage Publication Exclusions* page to display the *Create Publication Exclusion* page
- 2. ENTER the publication name OR
- 3. ENTER the publication ID
- 4. CLICK the Search button
- 5. SELECT publication from Publication drop down list

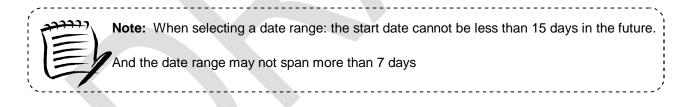
Create an Exclusion

Creating a publication exclusion may result in recurring appointment instance(s) to be cancelled, content on the recurring appointment instance(s) to be cancelled, and/or if the content to be excluded has multiple publication titles or the Scheduler ID is for a mail owner and the content has multiple mail owners, the exclusion will not be created and the content will not be cancelled.



To create a publication with the specified criteria, perform the following steps on the *Create Publication Exclusion* page.

- 1. SELECT Scheduler ID from the Scheduler ID drop down list
- 2. SELECT the time frame to search within in the **Select Date** Range textboxes
- 3. CLICK the Submit button to display the Confirm Publication Exclusion page





The *Confirm Publication Exclusion* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created Publication Exclusion before exclusion is submitted. The fields and buttons of the *Confirm Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Yes button	Finalizes exclusion and displays confirmation page
No button	Displays Create Publication Exclusion page
when a Publica	n below describes the Appointment Exclusion and Content Exclusion Grid. It is displayed ation Exclusion is created and recurring appointments and/or contents are impacted, and ton has been CLICKED on Create Publication Exclusion page.

Recurring Sequence ID	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
Recurring Content ID	Displays the Recurring Content ID for the impacted Recurring Appointment.
Appointment Dates	Displays all Appointment Dates for the impacted Recurring Appointment.
Facility Name	Displays the Facility Name for the impacted Recurring Appointment.
NASS Code	Displays the three to five character NASS Code for the impacted Recurring Appointment.
Total Pallet Count	Lists the total pallet count of the recurring instance
Total Bedloaded Count	Lists the total bedload count of the recurring instance

The Confirm Publication Exclusion page is displayed on the following page.

E Facili	n nage i				s and Shipment Tr		
Facili	ty Ac	cess ar	nd Shipn	ent Track	ing (FAST)		
Confir	m Publ	ication Ex	clusion				
Are you	sure you	ı want to cre	ate the follow	ing exclusion?			
	USPS P	ublication ID:	865800				
	Sche	ation Name: duler Name:	Mailer 1				
Cust			999999999999 05/18/2009 - 1				
Yes		No)				
Appoint	ment Exc	clusion:					
		recurring app	oointment insta	ances for all recur	ring sequence ID(s) and appointr	ment da
the table Export o		ownload into	Excel 🖪 Viet	w Printable Versio	n		
	ecurring equence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Tota Bedic Cou
	90163	900000223	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/22/2009,	NEW YORK	100	4	0
			05/24/2009, 05/25/2009				
Export o	ptions: <u>D</u>	ownload into		w Printable Versio	n		
Export o	the table ptions: <u>D</u> curring quence ID	ownload into	Excel 🖨 View Appointment Dates	w Printable Versic	n NASS Code	<u>Total Pallet</u> <u>Count</u>	<u>Tota</u> <u>Bedlo</u> <u>Cour</u>
	90162	900000221	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/23/2009, 05/25/2009,	NEWYORK	100	4	4
Unaffec The pub one or b 1. T 2. T	ted Recu lication ti oth of the here are here are	trring Appoin tle may not b following re multiple pub multiple ma	tment Instanc e excluded for asons: vlication titles. il owners.	the following recu	irring appointmen		content
				rithin 14 days of the work of	ie appointment da in	te.	
	ecurring equence	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Tota Bedlo Cour
1	ID 90162	900000222	05/18/2009,	NEW YORK	100	4	0
			05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009				
Export o	ptions: <u>D</u>	ownload into	Excel 🚨 Vier	v Printable Versio	<u>in</u>		



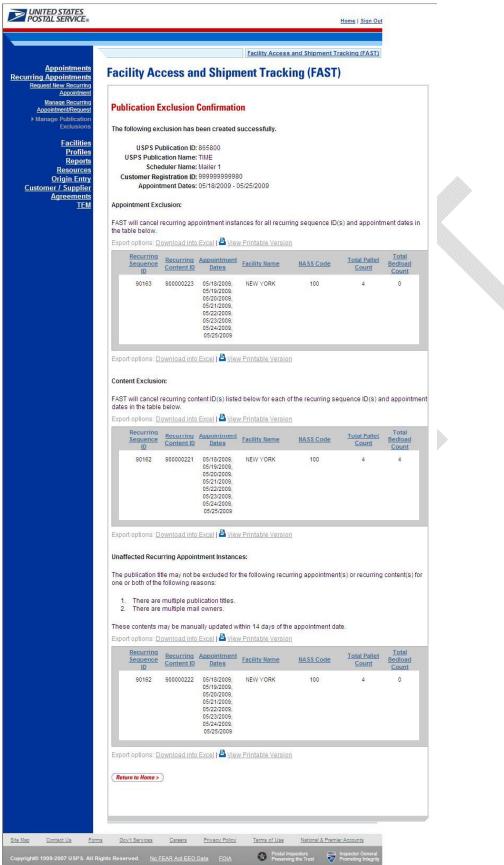
The *Publication Exclusion Confirmation* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created and confirmed Publication Exclusion. The *Publication Exclusion Confirmation* page also includes drop ship recurring appointment sequences impacted by a Publication Exclusion on Origin Entry

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

	tion Exclusion is submitted and recurring appointments and/or contents are impacted, tton has been CLICKED on Confirm Publication Exclusion page.
Recurring Sequence ID	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
Recurring Content ID	Displays the Recurring Content ID for the impacted Recurring Appointment.
Appointment Dates	Displays all Appointment Dates for the impacted Recurring Appointment.
Facility Name	Displays the Facility Name for the impacted Recurring Appointment.
NASS Code	Displays the three to five character NASS Code for the impacted Recurring Appointment.
Total Pallet Count	Lists the total pallet count of the recurring instance
Total Bedloaded Count	Lists the total bedload count of the recurring instance
Return to Home button	Displays Recurring Appointments landing page

The Confirm Publication Exclusion page is displayed on the following page.



7.5.2 Manage a Publication Exclusion

A user may manage a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

This section describes how to:

- Edit a Publication Exclusion
- Delete a Publication Exclusion

Edit a Publication

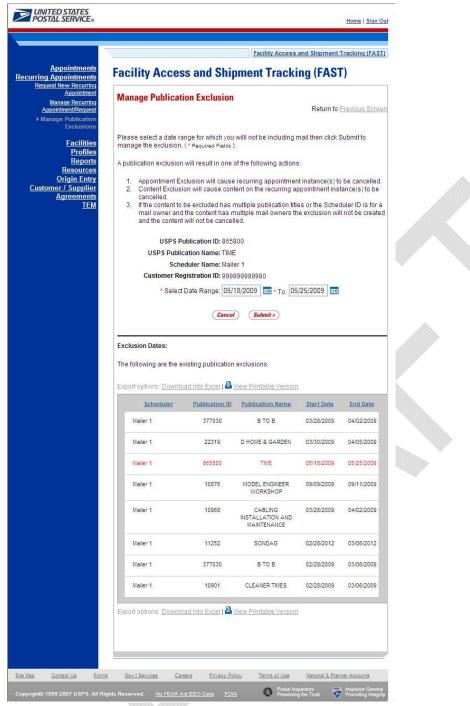
As described in section 7.5 *Manage Publication Exclusion*, a user may edit an exclusion via the *Manage Publication Exclusion page* by CLICKING on the **Manage** hyperlink for the desired exclusion on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.



The Manage Publication Exclusion page lists the selected publication exclusion details and existing publication exclusions grid. The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range that the result will be displayed.			
Cancel button	Displays Recurring Appointments landing page			
Submit button	Displays Confirm Publication Exclusion page			
The description exclusions exist	below describes the existing publication exclusions grid. It is displayed when publication			
Scheduler	The scheduler name associated to the appointment.			
Publication Name	The name associated to the publication			
Publication ID	The ID associated to the publication.			
Start Date	Date exclusion becomes effective			
End Date	Date exclusion ends			

The Manage Publication Exclusion page is displayed on the following page.





To edit a publication exclusion, perform the following steps on the Manage Publication Exclusion page

- 1. CLICK the **Manage** hyperlink for desired publication exclusion
- 2. SELECT the time frame to search within in the Select Date Range textboxes
- 3. CLICK the Submit button to display the Confirm Publication Exclusion page

Delete a Publication

As described in section 7.5 *Manage Publication Exclusion*, a user may delete an exclusion via the *Manage Publication Exclusion* page by CHECKING the **Delete** checkbox for the desired exclusion(s) on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.



To delete a publication(s), perform the following steps on the Manage Publication Exclusion

- 1. CHECK the **Delete** checkbox for desired publication exclusion(s)
- 2. CLICK the **Delete Exclusion** button to display the *Confirm Publication Exclusion* page

This page has been intentionally left blank.

8.0 Corporate Profile

Corporate Profile information refers to the Corporation's contact information shown in FAST. This information is entered in *PostalOne!* upon registering as a FAST user. *PostalOne!* then passes along the entered information to FAST. The *Corporate Profile* page displays the Corporation's Name, ID, Address, Contact Name, Phone Number, Fax Number, Email, and a hyperlinked listing of all schedulers associated with the Corporation. The hyperlink drills down to the *Scheduler Profile* page which displays all information regarding the specified scheduler.

The Profiles section includes:

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

8.2 Scheduler Profile – Describes how a user may view the Scheduler Profile information for the selected Corporation.

8.3 Manage Preferred USPS Publications – Describes how a user can set up preferred publications in the Scheduler Profile

8.4 Manage Preferred Customers – Describes how a user can set up preferred customers in the Scheduler Profile

The user may access the Corporate Profile and Scheduler Profile from **Profiles** link on *the FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page (described in module 4.0 - *Landing pages*). The user may then CLICK the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page.

8.1 Corporate Profile

Corporate profile information consists of the contact information for a selected corporate ID. The user may view Corporation contact information for associated corporate IDs. Maintenance of the data occurs in the Business Customer Gateway.

The Corporate Profile section describes the process for viewing the Corporation's information.

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 Selection* page. The user may select a Corporation from the **Corporate ID** drop-down box, on the *Corporate Profile Selection* page. Only Corporations associated to the user will be displayed in the drop-down box.

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Note: Users may only view the *Corporate/Scheduler Profile* for associated corporations and schedulers. If the user is only associated with one corporation the user will be directed to the *Corporate Profile* page without selecting a Corporation from the **Corporate ID** drop-down box.



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

*Corporate ID	Drop-down box containing Corporate Name and ID options.
Search button	Retrieves the Corporate Profile associated with that Corporate ID and displays the Corporate Profile page.

The Corporate Profile Selection page is displayed below.

<u>Appointmer</u> Faciliti		Access a	nd Shipm	ent Tracki	and Shipment Tracking (F ng (FAST)
<u>Profil</u> ▶ Corporate Prof <u>Resourc</u> <u>Origin Em</u> <u>Customer / Suppli</u> <u>Agreemer</u> <u>Tt</u>	te Corporat ts es ry Please selver er ts * Corporate	e Profile	14 820		



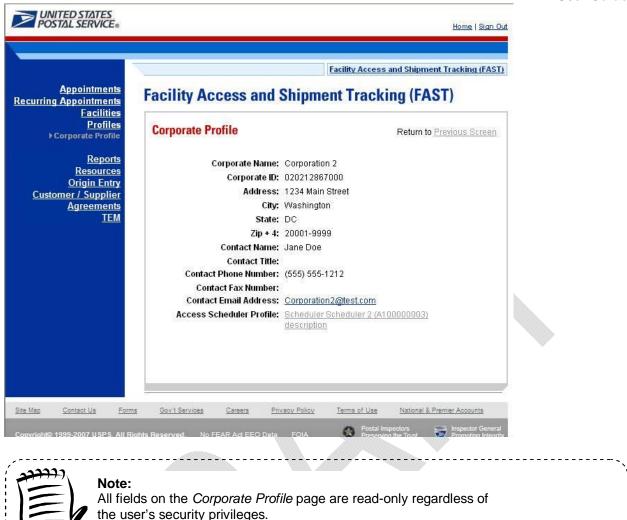
From the *Corporate Profile Selection* page, the user may view the contact information for a Corporate ID by performing the following steps:

- 1. SELECT a corporation from the **Corporate ID** drop-down box.
- 2. CLICK the **Search** button to view the Corporate Profile page.

The *Corporate Profile* page opens displaying the contact information for the Corporation. The fields and buttons on the *Corporate Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation.
Corporate ID	The Corporate ID of the Corporation as defined by PostalOne!
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 9-digit ZIP Code where the Corporation resides.
Contact Name	Name of the primary contact person of the Corporation.
Contact Title	Title of the primary contact person of the Corporation.
Contact Phone Number	Phone number for the contact person at the Corporation.
Contact FAX Number	FAX number for the contact person at the Corporation.
Contact Email Address	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 Scheduler Profile page, where the user may view the schedulers contact information.
Return to Previous Screen hyperlink	The hyperlink sends user back to previous screen.

The Corporate Profile page is displayed on the following page.



8.2 Scheduler Profile

Scheduler profile information consists of contact information for a selected Scheduler ID. The user may view contact information for associated schedulers.



From the *Corporate Profile* page, the user may view the contact information for a Scheduler by CLICKING the **Scheduler ID** hyperlink.

The *Scheduler Profile* page opens displaying the contact information for the Scheduler. The fields and buttons on the *Scheduler Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation.
Corporate ID	The Corporate ID of the Corporation as defined by PostalOne!
Scheduler Name	The full name of the Scheduler.

	User Guide	
Scheduler ID	The Scheduler ID of the Scheduler.	
Address	The street address of the Scheduler.	
City	The city where the Scheduler resides.	
State	The state code where the Scheduler resides.	
ZIP + 4	The 9-digit ZIP Code where the Scheduler resides.	
Contact Name	Name of the primary contact person of the Scheduler.	
Contact Title	Title of the primary contact person of the Scheduler.	
Contact Phone Number	Phone number for the contact person at the Scheduler.	
Contact FAX Number	FAX number for the contact person at the Scheduler.	
Contact Email Address	Email address of the contact person at the Scheduler.	
Comments	Comments of the Corporate/Scheduler ID.	
Preferred Public	ation Group	
Manage Publications button	Displays Scheduler Profile – Manage Preferred Publication Group page.	
Most often used	Mail Owners/Mail Preparers	
Manage Customers button	Displays Scheduler Profile – Manage Preferred Customers page.	
Back button	Returns user to previous screen.	

The Scheduler Profile page is displayed on the following page.

	acility Access and Shipment Tracking (FAST)
Facility Access and Shipmer	nt Tracking (FAST)
ties Scheduler Profile	
Corporate Na	ne: Corporation 2
orts Corporate	ID: 020212867000
ces Scheduler Nar	ne: Scheduler 2
lier Scheduler	ID: A10000003
Addre Addre	ss: 1234 Main Street
<u>EM</u> c	i ity: Washington
St	nte: DC
Zip	• 4: 20001-0000
Contact Na	ne: Jane Doe
Contact Ti	itle:
Contact Phone Num	oer: (555) 555-0000
Contact Fax Numl	oer: (555) 555-2200
Contact Email Addre	ss: fast_testing@hotmail.com
Comme	nts:
Preferred Publication Group:	(Manage Publications >)
	ESPN - 10971998
Most often used Mail Owners/Mail Prepare	ers: (Manage Customers >)
Mail Owners:	Scheduler 1 - 20001
Mail Preparer:	Scheduler 3 - 20001
(Back	



Note:

The user may access the Scheduler Profile from other functional areas in FAST. This includes accessing from the *Scheduler Performance Report* and *Appointment Calendar Report*.

8.3 Manage Preferred USPS Publications

Users can set up and manage preferred publications for a selected profile that can be utilized during the appointment creation process. This will enhance usability for the user without searching through all USPS Publications. The user can create and delete their preferred list. All data with regards to the title is received from *POSTALONE!* Permit system.

8.3.1 Manage a Preferred USPS Publication Group

The user can begin the process of adding or removing a preferred USPS publication from the *Scheduler Profile* page. The user CLICKS the Manage Publication button to display the *Scheduler Profile – Manage Preferred Publication Group* page.



The fields and buttons on the *Scheduler Profile – Manage Preferred Publication Group* page are described below. A snapshot of the page is displayed after the field description.

Publication Name	Textbox to input the name of the publication.	
USPS Publication ID	Textbox to input Permit ID of the Publication.	
Search button	Retrieves the publications listed in the Publication Name textbox or the Publication ID Box.	
Publication	Drop-down box listing publications returned from search.	
Add button	Adds selected publication to Associated Publications section.	
Associated Publications	Displays checkbox to delete preferred publication. Also displays Publication ID and Publication Name.	
Return to Scheduler Profile button	Returns user to Scheduler Profile page.	
Submit button	Accepts changes made for the Preferred Publication Group.	

nents Facinity Access and Simplifient Tracking (FAST) ilities ofiles Scheduler Profile - Manage Preferred Publication Group		Facility Access and Shipment Tracking (FAS
offles Scheduler Profile - Manage Preferred Publication Group Ports Please enter following information to maintain publications associated to the Scheduler Scheduler Name: Scheduler 2 Scheduler ID: A100000003 Publication Name: OR USPS Publication ID: Search> Publication: Image: Search> Scheduler: Image: Search>		Access and Shipment Tracking (FAST)
Please enter following information to maintain publications associated to the Scheduler Scheduler Name: Scheduler 2 Scheduler ID: A100000003 Publication Name: OR USPS Publication ID: Search > Publication: Search > Publication II: Search > Public	ALC: A DECEMBER OF	Profile - Manage Preferred Publication Group
Scheduler Name: Scheduler 2 Scheduler ID: A10000003 Publication Name: OR USPS Publication ID: Search> Publication: Image: Comparison of the search in th	Please et	er following information to maintain publications associated to the Scheduler
Publication Name: OR OR USPS Publication ID: Publication: Search> Publication: Image: Constraint of the search of the	s	heduler Name: Scheduler 2
Publication Name: OR OR USPS Publication ID: Publication: Image: Comparison of the second		Scheduler ID: A100000003
Publication Name: OR OR USPS Publication ID: Publication: Image: Constraint of the second	nts	
OR USPS Publication ID: Publication: Associated Publications: Detete Publication ID Publication Ilame 10971998 ESPN		cotion Name:
USPS Publication ID: Search> Publication: Image: Search > Associated Publications: Image: Search > Delete Publication ID Publication IIame 10971998 ESPN	Fab	
Associated Publications: Delete Publication ID Publication Name 10971998 ESPN	USF	
Delete Publication ID Publication Hame 10971998 ESPN	Pub	cation:
Delete Publication ID Publication Name 10971998 ESPN		
10971998 ESPN	Associated I	ublications:
	Delete	Publication ID Publication Name
Return to Scheduler Profile > Submit >		10971998 ESPN
(Return to Scheduler Profile >) (Submit >)		
(Return to Scheduler Profile >) (Submit >)		
		(Return to Scheduler Profile >) (Submit >)



From the Scheduler Profile – Manage Preferred Publication Group page, the user may add a preferred publication to the Scheduler Profile that can be utilized during the appointment creation process.

- 1. INPUT text into Publication Name or USPS Publication ID.
- 2. CLICK the Search button to view options in the Publication drop-down box.
- 3. SELECT a Publication from the drop-down box.
- 4. CLICK the Add button to add preferred publication to Scheduler Profile.
- 5. CLICK the Submit button to confirm publication has been added.

User Guide

From the Scheduler Profile – Manage Preferred Publication Group page, the user may remove a preferred publication to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated Publication Name or ID that the user would like to remove.

2. CLICK the Submit button to confirm publication has been removed.

When the user CLICKS the Submit button, the user is redirected back to the Scheduler Profile page.

8.4 Manage Preferred Customers

Users can set up and manage preferred mail owners and mail preparers for a selected profile that can be utilized during the appointment creation process. The user may add and remove mail owners/mail preparers to their preferred list.

8.4.1 Managing a Preferred Mail Owner/Mail Preparer

The user can begin the process of adding or removing a preferred customer from the Scheduler Profile page. The user CLICKS the Manage Customers button to display the Scheduler Profile – Manage Preferred Customers page.



The fields and buttons on the *Scheduler Profile – Manage Preferred Customers* page are described below. A snapshot of the page is displayed after the field description.

*Customer Registration ID	Drop-down box of Mailer IDs.	
Add to Mail Owner button	Retrieves Scheduler ID and adds the ID into the Associated Mail Owners table.	
Add to Mail Preparer button	Retrieves Scheduler ID and adds the ID into the Associated Mail Preparers table.	
Associated Mail Owners	Displays checkbox to delete Mail Owner from Scheduler Profile and includes ZIP Code and name of preferred mail owner.	
Associated Mail Preparers	Displays checkbox to delete Mail Preparer from Scheduler Profile and includes ZIP Code and name of preferred mail preparer.	
Return to Scheduler Profile button	Returns user to Scheduler Profile page.	
Submit button	Accepts changes made to Scheduler Profile.	

	Facility Access and Shipment Tracking	g (FAST)
	ess and Shipment Tracking (FAST)	
Profiles Scheduler Profi	le - Manage Preferred Customers	
Please select a S and/or Mail Prepa	cheduler ID and choose to Add to the most often used Mail Owne rer list.	<u>r</u>
try	neduler Name: Mailer 1	
ments <u>TEM</u>	Scheduler ld: 99999999980	
* Scheduler ID: Ma	iler 2 - 99999 d to Mail Owner > Add to Mail Preparer >	
Associated Mail	a to mail owners	
Owners:	Delete ZIP Code Mail Owner Name	
Associated Mail Preparers:	Delete ZIP Code Mail Preparer Name	
A CONTRACTOR	No Records Found	
	(Return to Scheduler Profile >) (Submit >)	



From the Scheduler Profile – Manage Preferred Customers page, the user may add a preferred customer to the Scheduler Profile.

1. SELECT a Scheduler from the Scheduler ID drop-down box.

2. CLICK the Add to Mail Owner button to add the FAST Scheduler to the Associated Mail Owners table. Or CLICK the Add to Mail Preparer button to add the Scheduler ID to the Associated Mail Preparers table.

3. CLICK the Submit button to confirm changes.



From the *Scheduler Profile – Manage Preferred Customers* page, the user may remove a preferred customer to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated ZIP Code or Mail Owner to be removed in the Associated Mail Owners table. Or CLICK the checkbox under the delete column for the associated ZIP Code or Mail Preparer to be removed in the Associated Mail Preparers table.

2. CLICK the Submit button to confirm customer has been removed.

When the user CLICKS the Submit button, the user is redirected back to the Scheduler Profile page.

This page has been intentionally left blank.

9.0 Reports

Users have restricted access to all reports listed below. The reports will only display results that directly relate to the user.

9.1 Appointment Calendar – Displays the number and types of appointments for a designated date range and specified facility.

9.2 Appointment Rating Analysis Report – Displays the breakdown of appointments for a given scheduler and date range.

9.3 Appointment Status – Displays appointments for a designated scheduler by the specific appointment status type and time period

9.4 Closeout Data Report – Displays closeout information and appointment status for entered appointment IDs. All information will be read-only.

9.5 Corporate Rating Report – Displays the breakdown of the scheduler rating score.

9.6 Holiday and Contingency Constraint Report – Displays which facilities have holiday constraints defined and the impacted facilities.

9.7 Mail Direction Search – Displays drop entry points for destination discount offering a number of search criteria and three different views.

9.8 Recurring Appointment Performance Report – Displays summary and detail level performance information for recurring appointments.

9.9 Scheduler Performance Report – Displays the counts and percentages of No Shows, Cancellations more than 24 hours in advance of the appointment, Cancellations within 24 hours of the appointment, Late Arrivals, and Unscheduled shipments.

9.10 Scheduler Report – Displays detailed appointment information for a specific scheduler at selected USPS facilities.

9.11 Slot Availability Report – Displays total slots available for a given date/time and appointment type.

9.1 Appointment Calendar

The Appointment Calendar displays the number and types of appointments for a designated date range and specified facility. The *Appointment Calendar* section describes the processes for viewing the Appointment Calendar.

The Appointment Calendar is accessible from two points in FAST; from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page. The user must select a specific facility and date range on the selection page.



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

*State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Report View	Drop-down box listing viewing methods of Date Range or Calendar View.
*Select Date Range	Selects the date range to search for the specified facilities appointments when Date Range View is selected from Report View.
*Select Month	Drop-down box listing months within viewing range when Calendar View is selected from Report View.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment count data for the entered criteria and displays the Appointment Calendar.

The Appointment Calendar Selection page is displayed on the following page.





From the Appointment Calendar Selection page, the user may view the appointment information for the specified date range by performing the following steps:

1. SEARCH for a specific facility by one of the following two ways:

To Search for a Facility by State and City:

- a. SELECT a State from the 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 Search for a Facility by NASS Code:

- a. ENTER the three to five character NASS Code in the text box
- b. CLICK the Search button
- 2. SELECT a Report View:

To View Calendar Report by Date Range View:

- 3. SELECT Date Range View from the drop-down box
- 4. ENTER the Date Range
- 5. SELECT Mail Class(es)

6. CLICK the Create button

To View Calendar Report by Calendar View:

- a. SELECT Calendar View from the drop-down box
- b. SELECT a month from the Select Month drop-down box
- c. CLICK the Create button



Note:

The Start Date may not exceed 30 days prior to the current date. The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The Appointment Calendar - Date Range View page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments.
Total Scheduled Appointments	The total scheduled appointments on a given date.
Mail Class	Displays details by specified mail class(es).
Pallets- Total	The total scheduled count of pallets containing parcels.
Pallets- Parcels	The total scheduled count of pallets containing sacks.
Pallets- Sacks	The total scheduled count of pallets containing trays.
Pallets- Trays	The total scheduled count of pallets containing bundles.
Pallets- Bundles	The total scheduled count of pallets.
Cross Dock - Total	The total scheduled count of cross docked pallets containing parcels.
Cross Dock- Parcels	The total scheduled count of cross docked pallets containing sacks.
Cross Dock - Sacks	The total scheduled count of cross docked pallets containing trays.
Cross Dock - Trays	The total scheduled count of cross docked pallets containing bundles.
Cross Dock - Bundles	The total scheduled count of cross docked pallets.
Bedloaded- Total	The total scheduled count of units on bedload appointments.
Bedloaded- Parcels	The total scheduled count of parcels on the bedload appointment.
Bedloaded- Sacks	The total scheduled count of sacks on the bedload appointment.
Bedloaded- Trays	The total scheduled count of trays on the bedload appointment.

Bedloaded - Bundles

The total scheduled count of bundles on the bedload appointment.

The Appointment Calendar Report – Date Range View is displayed below.

	nt Cal	endar									Retu	n to <u>P</u>	revious	Screen		
Selected Cri	teria															
Mail Class For best result Export options:	Ma Code I s, dow	e Range iil Class Legend nload th	: 03/01/ : All-Sep : PS-Pa is repoi	rt into Ex	v Mail v Mail rvices cel ar	008 Class 5, PER-P nd print in	n 'Lanı						Last	undated	03/28/2008	12:5
	Total	Mail	Cou	unt of Pal	lets C	ontainin	9	(cross D	ock Co	ntaining				oaded Units	
Date	Schd. Appts	Clace	Parcels	Sacks	rays	Bundles	<u>Total</u>	Parcels	Sacks	Trays	Bundles	Total	Parcels	Sacks	<u>Trays</u> Bun	dles
03/26/2008	3 2	All	33	0	0	4	37	0	0	0	0	0	559	0	0	0
		PS	33	0	0	0	33	0	0	0	0	0	559	0	0	0
		STD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		PER	0	0	0	4	4	0	0	0	0	0	0	0	0	0
03/28/2008	3 1	All	0	3	0	0	3	0	0	0	0	0	0	3	0	0
		PS	0	1	0	0	1	0	0	0	0	0	0	1	0	0
		STD	0	1	0	0	1	0	0	0	0	0	0	1	0	0
		PER	0	1	0	0	1	0	0	0	0	0	0	1	0	0
Total	3		33	3	0	4	40	0	0	0	0	0	559	3	0	0
															Total (2 res



The Appointment Calendar – Calendar View page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Month	A month with an arrow that allows the user to switch months.
Calendar	A calendar is used to display appointment and pallet counts in a calendar view.
Total Appts	The total number of appointments for the facility.
Palletized	The total number of palletized appointments for the facility.
Bedloaded	The total number of bedloaded appointments for the facility.

Total Pallets	The total number of pallets for the facility.
Periodicals Appts	The total number of Periodicals appointments for the facility.
Perishable Appts	The total number of Perishable appointments for the facility.
Cross Dock Pallets	The total count of cross docked pallets for the facility.
Recurring Appts	The total number or Recurring appointments for this facility.

The Appointment Calendar Report – Calendar View is displayed below.

Appointment	Calondar					
Selected Crite					Return to <u>Previo</u> u	us Screen
					tuals.	
Export options: <u>D</u>	ownload into Excel	🐴 <u>View Printable</u>	April 2008	⊳		
Cundau	Manday				Feider	Catural
Sunday	Monday	Tuesday 1	Wednesday 2	Thursday 3	Friday 4	5 5
			Total Appts: 0 Paliettact Total Appts: 0 Partolicaded: 0 Partolicas Appts: 0 Partolicas Appts: 0 Oriss Doct Paliets 0 Recurring Appts: 0			Constant Development Total Parlets Periodicate Aports Cross Pock Parlets Cross Dock Parlets Cross Dock Parlets
6	7	8	9	10	11	12
		Total Apots Palletzad Bediceded Total Panets Periodices Apots Periodice Apots Closs Docs Pallets Recurring Apots Recurring Apots	Total Apots: 0 Palletized: 0 Bedioaded: 0 Total Pallets Total Pallets Total Pallets Periodicas Apots: 0 Periodicas Pallets: 0 Recurring Apots: 0 Recurring Apots: 0			0 Total Apots: Pelletzad: Bedicaded Total Pallets Perionalis Apots: Cross Dock Pellets 0 Recurring Apots:
13	14	15	16	17	18	19
Total Applis: Palietized Bedioaded Total Palietis Periodicas Applis Periodicas Applis Cross Dock Palietis Recurring Applis			Total Apots: 0 Palletas: 0 Beldoaded: 0 Total Palets: 0 Total Palets: 0 Periodicas Apots: 0 Cross Dock Pallets: 0 Recurring Apots: 0			0 Total Apots 0 Paintized 0 Total Paints 0 Personale Apots 0 Cross Dock Paints 0 Cross Dock Paints 0 Recurring Apots
20	21	22	23	24	25	26
		Total Apots Palletard Palletard Betilopdet Total Palletar Periodicals Apots Periodicals Apots Cross Doce Pallets Recurring Apots	Total Apots: 0 Palletized: 0 Bedicaded: 0 Periodicals Apots: 0 Periodicals Apots: 0 Periodicals Apots: 0 Cross Dock Pallets: 0 Recurring Apots: 0			0 Total Apots: Palletizadi Bedioated Total Palletis Periodicalis Apots Cross Dock Palletis Cross Dock Palletis 0 Recuming Apots
27	28	29	30			-
Total Appts: Palletaed Bedipaded Total Pallets Periodical Appts: Periodical Appts: Cross Dock Pallets Recurring Appts:			Total Appts: 0 Palletized: 0 Bedicaded: 0 Total Pallets Total Pallets Periodical Appts: 0 Periodicak Appts: 0 Cross Dock Pallets O Recurring Appts: 0			

9.2 Appointment Rating Analysis Report

The Appointment Rating Analysis Report displays the breakdown of appointments for a given appointment ID or facility. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the Reports Landing page (described in module 4.0 – Landing Pages where the user may select the Appointment Rating Analysis Report link or the associated Go> button located to display the Appointment Rating Analysis Report Search Criteria Page.



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down menu that displays search options, includes appointment and facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the Appointment Rating Analysis Report for the entered criteria.

From the Appointment Rating Analysis Search Criteria Page the user may view the appointment information for the specified appointment ID by performing the following steps:

To search for an appointment by appointment ID:

- 1. SELECT Appointment from the drop-down box
- 2. CLICK the Submit button
- 3. Enter the Appointment ID of the appointment
- 4. Click the Create button



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by appointment ID are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down menu that displays search options of Appointment and Facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
Appointment ID	Text boxes where user is able to enter up to 10 appointment IDs to display on the Appointment Rating Analysis Report. Shipper Appointment Request (SAR) IDs may also be used (Web services users only).
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment rating analysis report for the entered criteria.

User Guide

The Appointment Rating Analysis Report Appointment ID search page is displayed below.

-		Fac	lity Access and Shipment Tra	ckina (FAST
100 C 100 C 100 C		1 400		
Appointments ecurring Appointments	Facility Acces	s and Shipment	Tracking (FAST)	
Facilities				
Profiles	Appointment Rati	ng Analysis Report		
Reports Appointment Calendar				
pointment Rating Analysis	Choose Search Crite			
Report			umber or Shipper Appointmen	t Request
Appointment Status Report	(SAR) ID and click the C	Create button. (* Required Fie	as)	
Appointment Summary Report Closeout Data Report			hat are no more than 90 days	s in the pa
Corporate Rating Report	and exceed 12 days p	prior to the current day.		
Facility Schedule Report			report. Appointments are rate	d 12 days
Holiday And Contingency	after the Appointment D	Date/Time.		
Constraint Report	Security and the			
Mail Direction Search Recurring Appointment	* Search by:	Appointment	Submit>	
Performance Report				
heduler Performance Report	Appointment ID:			
Scheduler Report				
Slot Availability Report	Appointment ID:			
Resources	Appointment ID:			
Origin Entry				
Customer / Supplier	Appointment ID:			
<u>Agreements</u> TEM	Annaistment ID:			
	Appointment ID:			
	Appointment ID:			
	Appointment ID:			
	Appointment ID:			
	Appointment ib.			
	Appointment ID:			
	Appointment ID:			
		Cancel	Create	

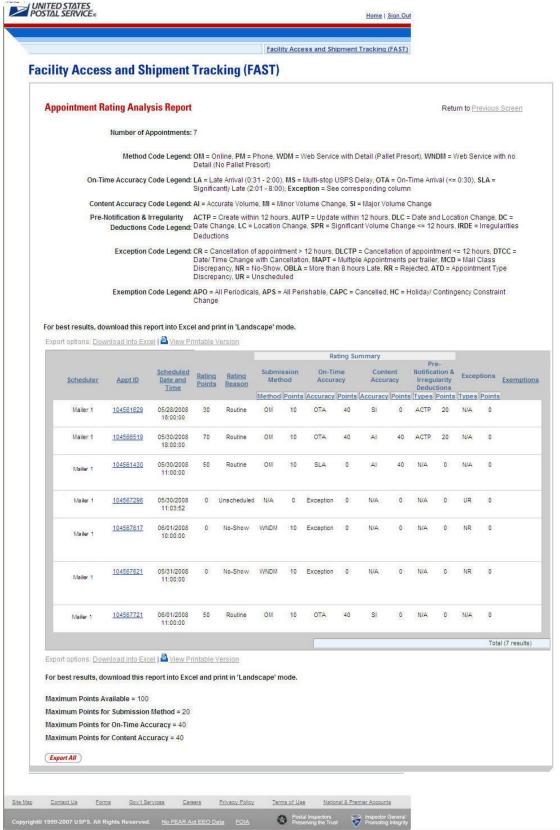
The Appointment Rating Analysis Report page opens, displaying the appointment rating information for the specified search criteria.



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

Scheduler	The Scheduler name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time of the appointment.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional date for each appointment.

The Appointment Rating Analysis Report is displayed on the following page.





The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.



The *Export All page* opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.



From the Appointment Rating Analysis Search Criteria Page, the user may also search for appointment rating information by facility

To Search for a Facility by State and City:

- 1. SELECT a **Date Range**
- 2. SELECT a state from the State drop-down box
- 3. CLICK the View Cities button
- 4. SELECT a city from the **City** drop-down box
- 5. CLICK the **Search** button
- 6. SELECT a facility from the Facility drop-down box
- 7. CLICK the **Create** button

To Search for a Facility by NASS Code:

- 1. SELECT a **Date Range**
- 2. ENTER the **NASS Code** in the textbox
- 3. CLICK the **Search** button
- 4. CLICK the **Create** button



The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by facility are described below. A snapshot of the page is displayed after the field description.

Drop-down menu that displays search options of Appointment ID and Facility.
Button used to populate the appointment rating analysis page based on Search By option.
Selects the date range to search for appointments at the specified facility. Both date fields default to the current date.
Drop-down box containing state options.
Retrieves cities within the selected state and populates the cities in the City drop- down box. Only cities with postal facilities will be returned.
Drop-down box listing all cities with postal facilities within the selected state.
Retrieves the facilities located in the selected state and city and displays them in the Facility drop down box.
Textbox to input the three to five character NASS Code of the requested facility.

Search button	Retrieves the facility associated with the NASS Code and displays it in the Facility drop-down box.
Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
Scheduler ID	Drop-down box listing the scheduler's code and name to associate to the new appointment.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment rating analysis report for the entered criteria.

The Appointment Rating Analysis Report facility search page is displayed on the following page.

	Facility Access and Shipment Tracking (FAST)
TOTILO I	ility Access and Shipment Tracking (FAST)
lities ofiles App ports	ointment Rating Analysis Report
Choo	ose Search Criteria
	se enter in the Date Range in 'MM/DD/YYYY' format and the Facility ID to display the opriate Appointment Rating Analysis Report (* Required Fields).
	lates entered must be no more than 90 days in the past and span no more than 7 days. The late must ex ceed 12 days prior to the current date.
There	e are two options to search for a facility.
	Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.
* Sea	arch by: Facility Submit>
* Sele	ect Date Range: 06/01/2008 * To: 06/01/2008
*	State: MA View Cities > NASS Code: Search > City: All Cities Search > Facility: 01Z - SPRINGFIELD BMC
8	
Sche	duler ID:
	Cancel Create

The Appointment Rating Analysis Report page opens, displaying the appointment rating information for the specified search criteria.

The fields and buttons on the *Appointment Rating Analysis Report* page are described below. A snapshot of the page is displayed after the field descriptions.

	User Guide
*Facility	The NASS Code and name of the facility.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Scheduler	The Scheduler name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional data for each appointment.

The Appointment Rating Analysis Report is displayed on the following page.

CIIII	y Acce	ss and Sl	hipment Tr	acki	ng (FA	ST)									
						eer wers it									
Арро	ointment	Rating Anal										Retu	rn to <u>Pr</u>	evious	Scr
			Corporate ID: 99 Facility: 01	Z - SPRI	NGFIELD	вмс									
		Number of A	Date Range: 05/ Appointments: 28	27/2008	- 06/01/2	008									
		Method	Code Legend: ON				= Web Serv	vice with D	etail (Pal	l <mark>let</mark> Pres	ort), WN	IDM = V	Veb Ser	rvice wi	ith n
	On-	Time Accuracy	Code Legend: LA	= Late A		1 - 2:00), MS						ival (<=	0:30), \$	SLA =	
	Co	ntent Accuracy	Code Legend: Al			1 - 8:00), Ex , MI = Minor									
	Pre	e-Notification & Deductions	Code Legend: Da	te Chan	ge, <mark>L</mark> C = L	12 hours, A	UTP = Upd nge, SPR =	ate within Significai	12 hours nt Volume	s, DLC = e Chan <u>c</u>	Date ar ie <= 12	nd Loca hours,	tion Ch IRDE =	ange, I Irregul	DC =
		Exception	Code Legend: CR		ellation of										тсс
			Dis	crepand	y, NR = N	vith Cancella o-Show, OBI nscheduled									pe
		Exemption	Code Legend: AP Ch	O = All P ange	eriodicals	, APS = All F	erishable,	CAPC = C	ancelled	, HC = ⊢	loliday/ (Conting	ency C	onstrai	int
Forbo	at regulta v	founload this s	anart inta Evaal a	nd print	in 'l ondo	ano' modo									
			eport into Excel a cel 🏝 <u>View Printa</u>			Jape moue.									
						Submissio		Rating Su Time	mmary Cont	lent	Pr				
		Appt ID	Scheduled Date			Method		uracy	Accu		Irregu	larity	Excep	tions	Exe
3	Scheduler	Apprilo	and Time	Points	Reason	Marthaut David		Detete		Delinte	Deduc		Town	Delinte	
5	<u>Scheduler</u> Mailer 1	11084R0502	and Time 05/27/2008 11:00:00	90		Method Poir OM 10		ey Points 40	Accuracy Al	Points			Types N/A	Points 0	
2			05/27/2008				OTA				Types	Points			
	Mailer 1	<u>11084R0502</u>	05/27/2008 11:00:00 05/27/2008	90	Routine	OM 10	OTA OTA	40	AI	40	Types N/A	Points 0	N/A	0	
	Mailer 1 Mailer 1	<u>11084R0502</u> <u>17529R0502</u>	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008	90 90	Routine Routine	OM 10 OM 10	OTA OTA LA	40 40	AI	40 40	Types N/A N/A	Points 0 0	N/A N/A	0	
	Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17956R0502	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008 07:00:00 05/27/2008	90 90 70	Routine Routine Routine	OM 10 OM 10 OM 10	0 0TA 0 0TA 0 LA 0 LA 0 0TA	40 40 20	AI AI AI	40 40 40	N/A N/A N/A	Points 0 0	N/A N/A N/A	0 0 0	
	Mailer 1 Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17956R0502 10082R0502	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008 07:00:00 05/27/2008 14:00:00 05/28/2008	90 90 70 90	Routine Routine Routine Routine	OM 10 OM 10 OM 10 OM 10	OTA OTA OTA LA OTA OTA SLA	40 40 20 40	AI AI AI AI	40 40 40 40	N/A N/A N/A N/A	Points 0 0 0	N/A N/A N/A	0 0 0 0	
5	Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17956R0502 10082R0502 17529R0503	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008 07:00:00 05/27/2008 14:00:00 05/28/2008 13:00:00	90 90 70 90 50	Routine Routine Routine Routine Routine	OM 10	0 0TA 0 0TA 0 LA 0 0TA 0 SLA 0 0TA	40 40 20 40 0	AI AI AI AI AI	40 40 40 40 40	ITypes N/A N/A N/A N/A	Points 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	N/A N/A N/A N/A	0 0 0 0 0 0	
2	Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17956R0502 10082R0502 10082R0502 17529R0503 18477R0503	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008 07:00:00 05/27/2008 14:00:00 05/28/2008 08:00:00 05/28/2008	90 90 70 90 50 90	Routine Routine Routine Routine Routine Routine	OM 10	0 0TA 0 0TA 0 LA 0 0TA 0 0TA 0 SLA 0 0TA 0 0TA	40 40 20 40 0 40	AI AI AI AI AI AI	40 40 40 40 40 40 40	Types N/A N/A N/A N/A N/A	Points 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	N/A N/A N/A N/A N/A	0 0 0 0 0	
2	Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17955R0502 10082R0502 10082R0502 17529R0503 18477R0503 22135R0503	05/27/2008 11:00:00 05/27/2008 13:00:00 05/27/2008 07:00:00 05/28/2008 05:00:00 05/28/2008 05:00:00 05/28/2008 05/28/2008	90 90 70 90 50 90 90	Routine Routine Routine Routine Routine Routine	OM 10	0 0TA 0 0TA 0 LA 0 0TA 0 0TA 0 0TA 0 0TA	40 40 20 40 0 40 40	AI AI AI AI AI AI AI AI	40 40 40 40 40 40 40 40	ITypes N/A N/A N/A N/A N/A N/A	Points 0 0 0 0 0 0 0 0 0 0 0 0 0	N/A N/A N/A N/A N/A N/A	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
2	Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1 Mailer 1	11084R0502 17529R0502 17955R0502 10082R0502 17529R0503 18477R0503 22135R0503 10082R0503	05/27/2008 11:00:00 05/27/2008 03:00:00 05/27/2008 05/27/2008 05/27/2008 05/28/2008 05/28/2008 05/28/2008 05/28/2008 05/28/2008 05/28/2008 05/28/2008 05/28/2008	90 90 70 90 90 90 90 90	Routine Routine Routine Routine Routine Routine Routine Routine	OM 10 OM 10	0 0TA 0 0TA 0 LA 0 0TA 0 0TA 0 0TA 0 0TA 0 0TA	40 40 20 40 0 40 40 40	AI AI AI AI AI AI AI AI AI	40 40 40 40 40 40 40 40 40	Types N/A N/A N/A N/A N/A N/A N/A N/A	Points 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	0 0 0 0 0 0 0 0 0	



The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.



The *Export All page* opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID of the corporation. (when searching by Facility).
Facility	The name of the facility.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Name	The name of the corporation.
Scheduler Name	The name of the Scheduler with the corporation.
Multi-Stop ID	The multi-stop ID (if applicable) of multi stop appointments.
Appt ID	The appointment ID.
NASS Code	NASS Code of the facility where the appointment was scheduled.
Facility Name	The name of the facility where the appointment was scheduled.
Scheduled Appt Date and Time	The scheduled date and time.
Appt Status	The appointment status code.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Included in Corporate Rating	Indicates the appointment was included in the calculation of corporate rating.
Method	The submission method.
Points Awarded	The points awarded for submission method.
Actual Arrival Date and Time	The actual time the appointment arrived at the USPS facility.
Scheduled and Actual Arrival Time Difference	The difference between the scheduled arrival time and the actual arrival time.
Unload Start Time	The time the appointment unload began.
Unload End Time	The time the appointment unloaded ended.
On-Time Accuracy Rating	The code stating the appointment's on time accuracy rating.

	User Guide
Points Awarded	The points awarded for on-time accuracy.
Expected Pallet Count	The scheduled number of pallets associated with appointment.
Actual Pallet Count	The actual number of pallets received with the drop shipment.
Actual Pallet Difference	The difference between scheduled pallet count and actual pallet count.
Bedload %	The percentage difference between scheduled and actual bedload volume.
Content Accuracy Rating	The code stating the accuracy of the content.
Points Awarded	The points awarded for content accuracy.
Significant Volume Change Pre-Notification	Indicates there was a significant volume change as calculated for pre- notification deduction.
Appt Update	Indicates the appointment time was updated within 12 hours of appointment time and date.
Date Change	Indicates there was a date change within 12 hours of appointment time and date.
Location Change	Indicates there was a location change within 12 hours of appointment time and date.
Irregularity	Indicates there was an irregularity noted on the PS Form 8125.
Points Deducted	The total points deducted for pre-notification and irregularity deductions.
Exceptions	The code stating the type of exceptions if appointment was an exception appointment.
All Periodicals	Indicates the appointment was all Periodicals.
All Perishable	Indicates the appointment was all perishable.
Destination Delivery Unit	Indicates the appointment was scheduled at a delivery unit.
Delayed Multi-Stop	Indicates downstream appointment of a Multi-Stop was delayed due to USPS.
Holiday/Contingency Constraint Change	Indicates the appointment was cancelled to a holiday or a contingency constraint.

Facility 450 - CNCNNATI Image Imag													
Number of Appointments: 3 Number of Appoint Name Number o	Facility: 450 - CINCI	NNATI											
Method Code Legend CM + Online, PM + Phone, VDM + Veb Service with Deal Palet Presont VDM + Veb Service Palet Presont VDM + Veb Service Palet Palet Palet Palet	Date Range: 10/02/2	2007 - 10/02/2007											
Method Code Legend CM + Online, PM + Phone, VDM + Veb Service with Deal Palet Presont Number Veb Service Palet Palet Presont Numb	Number of Appoint	ments: 3											
Dimme Accuracy Code Legend LA 1 use Anital (031 - 200), MS 2 Millituding USPS Delay, QT A : Dn-Time Anital (c: 0.00), SLA : Significantly, Like (CE 1-0.00), Exception : See corresponding column Context Accuracy Code Legend AI - Accurate Value, MI - Mico Value, Change, SI - Major Value Change D Pre-Molification & Inregularing Debattions Code Legend AET P : Create within & hours, AUTP + Update within & hours, DLC - Date and Louision Change OE - Date Change, LE - Louision Change, SPR + Significant Values Change Legend AB - Crussele within & hours, AUTP + Update within & hours, DLC - Date and Louision Change WE Cancellation, MAPT + Mattiger Appointments per trailer, MCD + Mail Classe Dir Exemption Code Legend CB - Crussele within & Dours, DLC - Deceding Constraint Change Per-Value Application and the device of appointments per trailer, MCD + Mail Classe Dir Comporate Selectiver Mailer I MA Mailer Strail Per-Value Application Code Legend APP - Patieng Period Comporate I Mailer I MAA Mailer Strail Mailer I MA Mailer I MAA Mail			A - Phone ME	M - Web Sen	rice with Detail	(Pallet Presort) 1	MDM - Web Service with no Detail (N	lo Pallet Preso	e)				
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Exception Code Legend CR = Cancellation of appointment > Ehors, DLCT P = Cancellation of appointment < Ehours, DTCC = Dart Time Change with Cancellation, MAPT = Multiple Appointments per trailer, MCD = Mal Class Dif Exernation Code Legend APO = All Periodicals, APS = All Perishable, CAPC = Cancelled, HC = Holiday Contingency Constraint Change * Appointment data rated with previous rating offenia Corporate Scheduler Multiston App 10 NASS Facility Scheduled App 1 Date and App 1 Corporation Maleri NAA 1014791002 460 CINCINNATI 1002/2007 0.00 CL P Exernat Corporation Maleri NAA 1014791002 460 CINCINNATI 1002/2007 0.00 CL P Exernat Corporation Maleri NAA 1003791002 460 CINCINNATI 1002/2007 0.00 CL P Exernat Corporation Maleri NAA 1003791002 460 CINCINNATI 1002/2007 0.00 CL P Exernat Corporation Maleri NAA 1003791002 450 CINCINNATI 1002/2007 0.00 CL P Exernat Corporate Nation App 10 NA 1003791002 450 CINCINNATI 1002/2007 0.00 CL P Exernat Corporate Nation Advanted Nation App 10 NA 1003791002 450 CINCINNATI 1002/2007 0.00 CL P Exernat Corporate Nation Advanted Nation App 10 NA 1003700 CINCINNATI 1002/2007 0.00 CL P Exernat Corporate Nation Advanted Nation Ad	Content Accuracy (Code Legend: AI = A	ccurate Volum	e, MI = Minor V	/olume Change	e, SI = Major Volu	ime Change						
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Exemption Code-legend APD = All Periduals, APS =	Exception Code Leo	gend: CR = Cancellat	ion of appointr	nent > 12 hours	DLCTP = Ca	ancellation of app	ointment <= 12 hours, DTCC = Date/ 1	Firme Change wit	h Cancellatio	, MAPT = Mul	tiple Appointments per trailer, MCD	= Mail Cla	ass Dis
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The user may click on one of the **Appt ID** hyperlinks on the *Appointment Rating Analysis Report* to view more details about the appointments associated to that appointment ID.



The Appointment Rating Details page opens, displaying the appointment rating detail information for the specified appointment ID. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Customer Registration ID	The customer registration ID and name associated with the appointment.
Appt ID	The appointment ID.
Multi-Stop ID	The multi-stop ID associated with the appointment.
Facility	The name of the facility.
Status	The status of the appointment.
Rating Points	The overall calculated rating.

View Audit Information button	Displays the Appointment Audit Information
Scheduling Method	The scheduling method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions code and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Final Rating Points	The overall rating points.

Facility Acce	ess and Shipment Tracking (
acility Access and Shipment Tracking (FAST)	
	and the second s
Appointment Rating Details	Return to Previous Sc
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Appointment ID: *100396050	
Multi-stop ID: 100018239	
Facility: 75261 - DALLAS AMC	
Status: Closed Rating Points: 90	
* Appointment data rated with previous rating criteria	
View Audit Information >	
Siew Printable Version	Points
view i findable version	, onto
Scheduling Method -	20/20
Scheduling Method: Web Services with Detail	
On-Time Accuracy - Scheduled Date & Time: 02/05/2008 11:00	40/40
Actual Arrival Date & Time: 02/05/2008 10:20	
Scheduled & Actual Arrival Time Difference: 40 Mins Early	
Unload Start Date & Time: 02/05/2008 10:25 Unload End Date & Time: 02/05/2008 10:30	
Multi-stop Delay: No	
Content Accuracy -	40/40
Scheduled Pallet Count: 0 Actual Pallet Count: 0	
Actual Pallet Difference: 0	
Bedload Percentage Difference: N/A	
Pre-Notification Deductions within 12 Hours & Irregularities - Appointment Creation: No	-10
Appointment Update: Yes	
Significant Volume Change: No	
Date Change: No	
Location Change: No Irregularities: No	
Appointment Rating	Pointe: 90
Appointment Rating	promitis. 90
Exceptions -	
Rejected: No	
No-Show: No More than 8 Hours Late: No	
Unscheduled Arrival: No	
Cancelled > 12 Hours: No	
Cancelled <= 12 Hours: No	
Date/ Time Change and Cancelled: No	
Multiple Appointments per Trailer: No Appointment Type Discrepancy: No	
Mail Class Discrepancy: No	
Exemptions -	
100% Periodicals: No 100% Periodicals: No	
100% Perishables: No Cancelled within 2 Hours of Creation: No	
Holiday and Contingency: No	
Liew Printable Version Final Rating	Points: 90
Contact Us Forms Gov'l Services Jobs Privacy Poloy Terms of Use	National & Premier Accounts

Viewing Appointment Audit Information

A user may view an appointment's audit information report by accessing the *Appointment Management* page.



A user may access the Appointment Audit Information page through the Appointment Management page. A user CLICKS the **View Audit Information** button on the Appointment Management page and is taken to the Appointment Audit Information report page. The fields display as read-only and contain all appointment audit information.



The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions

Scheduler Name	The name of the scheduler associated to the appointment.
Facility	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Status	The current status of the appointment.
Appointment Date	The date the appointment is scheduled to arrive at the facility.
Appointment Time	The time the appointment is scheduled to arrive at the facility.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays.
Pallets Containing Sacks	The total number of pallets containing sacks.
Pallets Containing Parcels	The total number of pallets containing parcels.
Pallets Containing Bundles	The total number of pallets containing bundles.
Bedloaded Units Trays	The total number of trays that are bedloaded.
Bedloaded Units Sacks	The total number of sacks that are bedloaded.

		User Ourde
Bedloaded Units Parcels	The total number of parcels that are bedloaded.	
Bedloaded Units Bundles	The total number of bundles that are bedloaded.	
Mail Class	Lists the mail class(es) for the appointment.	
Update User ID	The ID associated to the user who last updated the appointment.	
Last Update Date/Time	The date and time that the appointment was last updated.	

The Appointment Audit Information Report page is displayed below.

Appointments reate New Appointment ge Existing Appointment te Stand-Alone Content ge Closeout Information ate Unscheduled Arrival	Facility A Appointme				hipme	ent T	racl	kin	n (FA	CT								
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	Mailer 2	NEW YORK		0	05/03/200	3 23:00	P	0	0	0	4	0	0	0	4	PER		05/03/200 20:53:46
																	Total (2 results)

9.3 Appointment Status Report

The *Appointment Status Report* displays appointments for a designated scheduler 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 may select at least one of the appointment status options which include: Open, Closed, Cancelled, No-Show, and Unscheduled Arrival. The user must then search by Scheduler ID. The user has the ability to perform the following functions from the *Appointment Status Report* page:

- View Appointment Status Report
- Access the Appointment Management page

9.3.1 View Appointment Status Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Status Report** link, or associated **Go>** button to display the *Appointment Status Report Selection* page. The user must enter an appointment ID or select an appointment status, date range, and scheduler.



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

*Appointment ID	Textbox to input the Appointment ID.
*Appointment Status	Allows the user to select which Appointment Statuses to search for in the checkboxes, including: Open, Cancelled, Closed, Unscheduled Arrival, No Show, Rejected.
*Date Range	Selects the date range to search for the specified appointments. The start date is restricted to 90 days prior to the current date. The end date must be no greater than 14 days in the future.
*Customer Registration ID	Drop-down box listing the Mailer IDs.
*Report View	Drop-down box listing the report view to choose from: By Facility or By Publication.
Submit button	Displays the Facility search box if the facility report view was selected, and the Publication search box if the publication report view was selected.
State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Mail Class checkboxes	Allows the user to select the mail class(es) for the appointment status report.
Publication Name	The name of the publication to search for.
Publication ID	The ID of the publication to search for.

Search button	Retrieves the publications for the entered criteria and populates the Publication drop- down box.
Add button	Adds the selected publication to the Associated Publications.
Associated Publication ID(s)	Lists the associated publication ID(s).
Remove button	Removes the selected publication from the Associated Publications.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment status data for the entered criteria and displays the Appointment Status Report.

The Appointment Status Report Selection page is displayed on the following page.

	Home Sign Out
	Facility Access and Shipment Tracking (FAST)
Appointments Recurring Appointments	Facility Access and Shipment Tracking (FAST)
Facilities Profiles Reports Appointment Calendar Appointment Rating Analysis Report Appointment Status Report Corporate Rating Report Corporate Rating Report Holiday And Contingency Constraint Report Recurring Appointment Performance Report Scheduler Performance Report Scheduler Report Resources Origin Entry Customer / Supplier Agreements TEM	Appointment Status Report Choose Search Criteria: To view a single appointment Please enter the Appointment Number and click the Create Report button or To view appointments by status: Please choose: an appropriate Appointment Status or Statuses, a Scheduled Appointment Date Range, a Report View, an appropriate ID for that View and click the Create Report button. Appointment ID: or Appointment Status: Open Cancelled Closed Unscheduled Arrival No Show Rejected * Select Date Range: * Customer Registration ID: - Select One - * Report View: By Publication VIEW: By Publication Publication ID: VIEW: Core Core Core Core Core Core Core Core
	USPS Publication ID(s):
e Map Contact Us Forms	Gov't Services Careers Privacy Policy Terms of Use National & Premier Accounts

User Guide



From the Appointment Status Report Selection page, the user may view the appointment information by one of three ways:

To Search for a specific Appointment ID:

- 1. ENTER an **Appointment ID** in the text box
- 2. CLICK the Create button

To Search for an Appointment by Facility:

- 1. CLICK one/some/all Appointment Status checkboxes
- 2. ENTER the Date Range
- 3. SELECT the Scheduler ID from the Scheduler ID drop-down box
- 4. SELECT 'By Facility' from the Report View drop-down box
- 5. CLICK the **Submit** button
- 6. SELECT the **Facility**
- 7. SELECT the Mail Class(es)
- 8. CLICK the **Create** button

To Search for an Appointment by Publication:

- 1. CLICK one/some/all Appointment Status checkboxes
- 2. ENTER the Date Range
- 3. SELECT the Scheduler ID from the Scheduler ID drop-down box
- 4. SELECT 'By Publication' from the **Report View** drop-down box
- 5. CLICK the Submit button
- 6. ENTER the Publication Name or Publication ID
- 7. CLICK the **Search** button
- 8. Click the Add button
- 9. CLICK the **Create** button



Note:

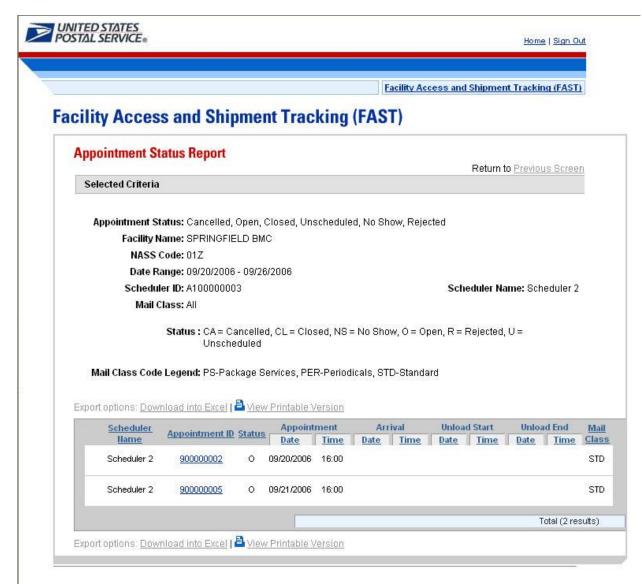
The Start Date may not exceed 90 days prior to the current date. The End Date may not exceed 14 days in the future.



The *Appointment Status Report* page opens, displaying the appointment status information for the specified search criteria. The fields and buttons on the *Appointment Status Report* page are described below. A snapshot of the page is displayed after the field description.

Scheduler Name	Name of the appointment's scheduler.
Appointment ID	The ID associated with the appointment. Each appointment ID is a hyperlink to the Appointment Management page, where the user may access more information about the appointment.
Facility	The name of the facility where the appointment was made.
NASS Code	The three to five character NASS code of the facility where the appointment was made.
Status	The status 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 arrival date for a given appointment.
Arrival Time	The arrival time for a given appointment.
Unload Start Date	The unload start date for a given appointment.
Unload Start Time	The unload start time for a given appointment.
Unload End Date	The unload end date for a given appointment.
Unload End Time	The unload end time for a given appointment.
Mail Class	The mail class(es) of the appointment.

The Appointment Status Report page is displayed on the following page.





A user may view the *Appointment Management* page (described in module 6.4 – *Manage Existing Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

9.4 Closeout Data Report

Closeout Data Report provides the closeout information for all the appointments associated with an appointment ID, a facility, a publication, scheduler, or eFile Number that the user provides. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

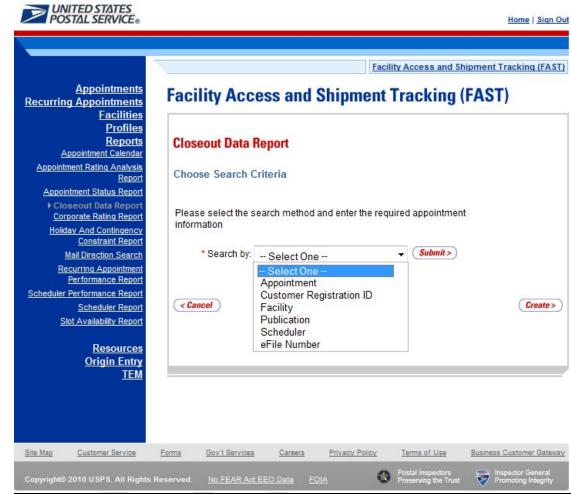
The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports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



The fields and buttons on the *Closeout Data Report 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 Selection page on the following page.





The user may view closeout information by performing the following steps. Users may use their Shipper Appointment Request (SAR) IDs for Web Services appointments when searching by appointment ID(s):

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



Note: When searching by scheduler: the start date may not be more than 90 days in the past and the end date may not be greater than the current date.

To search for closeout information by Appointment ID(s):

- 1. SELECT 'Appointment' from the Search by menu.
- 2. CLICK the Submit button.
- 3. ENTER Appointment ID, Recurring Appointment ID, or SAR ID in the field next to the first Appointment ID
- 4. REPEAT until the desired number of Appointment IDs is entered
- 5. CLICK the Create button

To search for closeout information by Customer Registration ID:

- 1. SELECT 'Customer Registration' from the Search by menu.
- 2. CLICK the Submit button.
- 3. SELECT a scheduler name from the **Customer Registration ID.**
- 4. ENTER the start date in the Select Date Range box.
- 5. ENTER the end date in the **To Date** box.
- 6. SELECT the Mail Class.
- 7. CLICK the Create button

To search for closeout information by Facility:

- 1. SELECT 'Facility' from the Search by menu.
- 2. CLICK the **Submit** button
 - a. SELECT a scheduler name from the **Customer Registration ID** to view information for that mailer, leave the field blank to view information for all schedulers.
- **3**. Search by State and City
 - a. SELECT a state from the State drop-down.
 - b. CLICK the View Cities button.
 - c. SELECT a city from the City drop-down.
 - d. CLICK the Search button.
- 4. Search by NASS Code
 - a. ENTER the three to five character NASS Code in the NASS Code textbox
 - b. CLICK the Search button
- 5. SELECT a facility from the **Facility** drop-down.
- 6. CLICK the Create button.

To search for closeout information by Publication:

- 1. SELECT 'Publication' from the Search by menu.
- 2. CLICK the Submit button.
- 3. ENTER the Publication Name or Publication ID.
- 4. CLICK the Search button.
- 5. SELECT the Publication.
- 6. CLICK the Add button.
- 7. REPEAT until the desired number of **Publications** is added.
- 8. ENTER the start date in the Select Date Range box.
- 9. ENTER the end date in the **To Date** box.
- **10.** CLICK the **Create** button.

To search for closeout information by Customer Registration ID:

- 1. SELECT 'Customer Registration' from the **Search by** menu.
- 2. CLICK Submit.
- 3. SELECT a scheduler name from the **Customer Registration ID** drop-down.
- 4. ENTER the start date in the **Select Date Range** box.
- 5. ENTER the end date in the **To Date** box.
- 6. CLICK the Create button.

To search for closeout information by eFile Number:

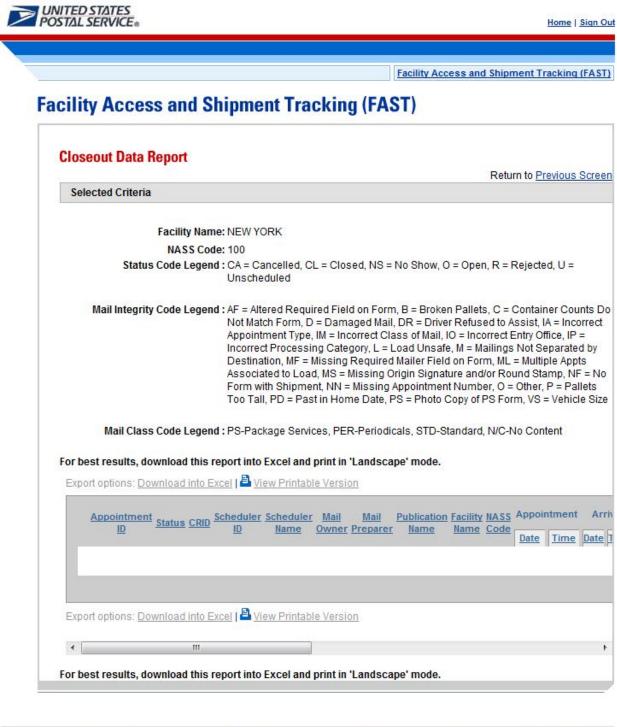
- 1. SELECT eFile number from the Search by menu.
- 2. CLICK Submit.
- 3. ENTER an eFile number the field next to the first eFile Number.
- 4. CLICK the **Create** button.



The *Closeout Data Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report 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
	U = Unscheduled
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.
Mail Class	Identifies the Mail Class(es).
News	Indicates if the appointment is News.
Perishable	Indicates if the appointment is Perishable.
Scheduled Pallet Count	Identifies the number of pallets scheduled to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload	Identifies the number of bedloaded mail pieces scheduled to arrive on an
Count	appointment
Actual Bedload Count	Identifies the actual number of bedloaded mail pieces recorded at closeout of an appointment.
eFile Number	The eFile Number(s) associated with the appointment, if applicable.

A snapshot of the Closeout Data Report page is on the following page.



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

9.5 Corporate Rating Report

The Corporate Rating Report presents the breakdown of the corporate rating score. An overview on Corporate Rating can be found in section **11.0 Rating Overview**. The report is generated based on the Effective Start Date Range, Report View (by all facilities or by a facility), and Corporate ID. If the user chooses to view "By All Facilities", a Corporate Rating Report by All Facilities View will be displayed. The report will list all of the facilities where the corporation was rated. Once the report is created, the user can click on one of the hyperlinked facilities to drill to the Corporate Rating Summary Report by Facility View page. The Corporate Rating Summary Report by Facility View shows three tables: Rating Summary, Exception Rating Summary, and Exempt Rating Summary. If the user selects to search "By Facility" on the Corporate Rating Report and selects the facility, a Corporate Rating Summary Report by Facility View page will be shown listing the facility that was selected.

9.5.1 View Corporate Rating Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Corporate Rating Report** link, or associated **Go>** button to display the *Corporate Rating Report Selection* page. The user must enter an effective start date range, report view, corporate ID, and facility (if generating "By Facility" view).



The fields and buttons on the *Corporate Rating Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Effective Date Range for Corporate Rating	Select an appointment scheduling week. The corporate rating report will return the rating information used to determine your scheduling. The drop down menu includes 3 weeks in the future and the current week.
*Report View	Select to search for a specific facility or to view for all available facilities.
*Facility	Only displays when user searched "By Facility": Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Select Corporate ID	Drop-down box listing the Corporate IDs.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the corporate rating data for the entered criteria and displays the <i>Corporate Rating Report.</i>

The Corporate Rating Report Selection Page is displayed on the following page.

And the formation of the second se		Facility Access and Shipment Tracking (FAST)
actilities Profiles Reports Calendary Report Report Corporate Rating Report Choose Search Criteria Please enter in the following information (* Required Fields): There are two options to search for a facility. 1. Search for the facility using the "State" and/or "Chy" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in the facility dropdown. 1. Search for the facility using the "State" and/or "Chy" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. 2. Enter the NASS Code for the facility. wupplier "Select Effective Start Date: "Select One - View Cities". Range for Corporate Rating: O2/02/2007 - 02/08/2007 * Report View: By Facility State: Select One - View Cities> NASS Code: Search> City:	Facility Access and SI	ipment Tracking (FAST)
Reports Cooperate facility report Calendary Reports Choose Search Criteria Please enter in the following information (* Required Fields): Das Reports There are two options to search for a facility. If Report I. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Bearch" Facility within the selected city will be available for selection in the facility dropdown. Our first facility I. Search for the facility. If the NASS Code is not known, use option 1. Our first facility "Select Effective Start Date Range for Corporate Rating: D2/02/2007 - 02/08/2007 * If Report View: By Facility State: Select One * View Cities NASS Code: State: Select One * NASS Code: If Report View: By Facility: * Facility: * Facility: * Facility: * Facility: * Facility: * Facility:		
Analyze Report Repor	Corporate Rating Report	
Analysis Please enter in the following information (* Required Fields): Please enter in the following information (* Required Fields): There are two options to search for a facility. 1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. 2. Enter the NASS Code for the facility. 3. Exercit The option of the facility. 3. Exercit The option of the facility. 3. Exercit The option of the facility using the "State" and/or "City" field. Select One - V View Cities Nown, select the city and click "Facility." 3. Exercit The option of the facility. 3. Exerc	Choose Search Criteria	
		ion (* Required Fields):
 Integent Report Report Report Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. Report "Select Effective Stat Date Rating: 02/02/2007 - 02/08/2007 * * Report View: By Facility view Submit> (Submit>) State: Select One View Cities NASS Code: Search City: * Facility. * Facility. ASS Code search is only available for addive and non-DU FAST facilities. 	There are him online to exactly for a	6-116-
 Select for the facility using the "state" and/or City field. Select a state and city View Unlest. Cities and Facilities within the selected state will be available for selection in the facility is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. Second "Select Effective Stat Date Raing: 02/02/2007 - 02/08/2007 Image for Corporate Raing: 02/02/2007 Image for Corporate Raing: 02/02/2007 Image for Corporate	There are two options to search for a	cat may.
 "Search". Facilities within the selected city will be available for selection in the facility dropdown. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. 2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. "Select Effective Start Date Range for Corporate Rating: 02/02/2007 - 02/08/2007 "Report View: By Facility view Submit> TEM State: -Select One - View Cities NASS Code: Search> "Facility: - Facility: - Faci		
1. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1. decord * Select Effective Start Date Range for Corporate Rating: 02/02/2007 - 02/08/2007 * Report View: By Facility View Citics> NASS Code: * Facility:		
exert exert exert * Select Effective Start Date Range for Corporate Rating: 02/02/2007 - 02/08/2007 * Report View: By Facility * Report View: By Facility * Select One - View Cities> NASS Code: Search> * Facility: * Faci		
esort * Select Effective Start Date Range for Corporate Rating: 02/02/2007 - 02/08/2007 * Report View: By Facility * Report View: By Facility * Report View: By Facility * State: -Select One - View: Cities> NASS Code: Search> City: * Facility: * Facility: View: Cities> * Facility:		
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Entry * Report View: By Facility Submit> plier state: -Select One - View Cities> NASS Code: Search> IEM City: * Facility: NASS Code search is only available for active and non-DU FAST facilities.		02/02/2007 - 02/08/2007
plier tents IEM State: - Select One - View Cities > City: * Facility: * Facility: * Facility: View Cities > City: * Facility: * Facility: * Facility: View and non-DU FAST facilities.		
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City: * Facility: * * * * * * * * * * * * *		
* Facility: Faci		State: - Select One - View Cities > NASS Code: Search >
*Facility/NASS Code search is only available for active and non-DU FAST facilities.		City:
		*Facility:
		*Excility/NASS Code course is only available for active and non DILEAST facilities
* Select Corporate ID: FAST TEST CORP - ACCENTURE - 221021234000		
	* Select Corporate ID:	FAST TEST CORP - ACCENTURE - 221021234000
(Cancel) (Create)	Cancel	Create

From the Corporate Rating Report Selection page, the user may view the rating information for the specified date range by performing the following steps:

To view the report information for all rated facilities:

- 1. SELECT an Effective Date Range from the drop down
- 2. SELECT 'All Facilities' from the **Report View** drop-down box
- 3. CLICK the Submit button
- 4. SELECT a corporate ID from the Corporate ID drop-down box
- 5. CLICK the Create button

To Search for a Facility by State and City:

- 1. SELECT an Effective Date Range from the drop down
- 2. SELECT 'By Facility' from the **Report View** drop-down box
- 3. SELECT a state from the **State** drop-down box
- 4. CLICK the View Cities button
- 5. SELECT a city from the **City** drop-down box
- 6. CLICK the Search button
- 7. SELECT a facility from the **Facility** from the drop down box
- 8. CLICK the Create button

To Search for a Facility by NASS Code:

- 1. SELECT an Effective Date Range from the drop down
- 2. SELECT 'By Facility' from the Report View drop-down box
- 3. ENTER the **NASS Code in the** textbox
- 4. CLICK the **Search** button
- 5. CLICK the **Create** button



Note: From the Corporate Rating by All Facilities Report View page you can drill to the Corporate Rating by Facility Report View by clicking on the Facility Name hyperlink for the desired facility.



The Corporate Rating Report by All Facilities View page displays basic rating information for all the facilities where the selected corporation was rated. From this report the user can navigate to the Corporate Rating Summary Report by Facility View which gives more detailed rating information for the selected corporate ID and facility. The fields and buttons on the Corporate Rating Report By All Facilities View page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Effective Date Range for Corporate Rating	The effective date range the corporate rating will be in effect.
Date Range of Data used for this Corporate Rating	Date range of the appointments used to calculate the corporate rating.
National Average Corporate Rating	The average of all corporations across all rated facilities.
Corporations' National Average Rating	The average of the corporation across all facilities.
NASS Code	NASS Code of the facility where the corporation was rated.
Locale Key	The locale key of the facility where the corporation was rated.
Facility Name	The name of the facility.
Facility Average Corporate Rating	The average rating for all corporations at a specific facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Total number of appointments	The total number of scheduled and unscheduled appointments for a specific corporation at a specific facility.
Submission Method	The average points awarded for submission method for all rated appointments.
On-Time Accuracy	The average points awarded for on-time accuracy for all rated appointments.
Content Accuracy	The average points awarded for content accuracy for all rated appointments.

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Pre-notification & Irregularity Deductions	The average points deducted for pre-notification and irregularities for all rated appointments.
Number of Appointments	The number of routine appointments which were rated at a facility.
Exception Average Points	The average points awarded for exception appointments.
Exception Number of Appointments	The number of appointments that were exceptions.
Number of Appointments Exempt	The number of appointments that were exempt from rating.

The Corporate Rating Report By All Facilities page is displayed on the following page.

Ef	for Data	Date Range for a Used for this	Corporate		3456789	876 - Corpori	ation 1	Return	to <u>Previous</u>	Screen			
	for Data		Corporate		3456789	876 - Corpor	ation 1						
	for Data		Corporate		9430703	oro-corpore							
Range	Corpo	a Used for this	0		29/2008	- 07/05/2008							
			corporate	Rating: 05	04/2008	- 05/31/2008							
	Ma	ration's Nation tional Average											
net rou	sulte do	wolcad this ro	nort into Ex	col and pri	ntin 'l a	ndecano' mo	do						
						nuscape mo	ue.						
nt opu	5115: <u>1704</u>			Timable	0101011	-	2.4						
			247220000		-				У		Exce	ption	
NASS	Locale	Facility Name	Facility Average		Total Number	Submission	On Time	Contont	Pre- Notification		Augrago	Number	Numl
Code	<u>Key</u>	Tacinty name	Corporate Rating	Rating	of Appts	Method		Accuracy		Appts	Points	of Appts	Appt Exem
<u>01Z</u>	V22551	SPRINGFIELD BMC	5.4	38	8	20	40	40	0	3	0	5	0
<u>430</u>	X20642	COLUMBUS	74	85	27	20	34	40	0	20	0	2	5
<u>60Z</u>	W12400	CHICAGO	69	96	17	20	39	38	0	17	0	0	0
<u>200</u>	V21176	WASHINGTON	45	75	15	20	15	40	O	11	0	0	4
<u>870</u>	Z13503	ALBUQUERQUE	48	100	6	20	40	40	0	6	0	0	0
	Z24121	LOS ANGELES	65	80	33	20	34	40	10	20	50	4	9
900													
	NASS Code 01Z 430 200	NASS Locale Code Key 01Z V22551 430 X20642 60Z W12400 200 V21176	NASS Code Locale Key Facility Name 01Z V22551 SPRINGFIELD BMC 430 X20642 COLUMBUS 60Z W12400 CHICAGO 200 V21176 WASHINGTON	NASS Code Locale Key Facility Name Facility Average Corporate Rating 01Z V22551 SPRINGFIELD BMC 54 430 X20642 COLUMBUS 74 60Z W12400 CHICAGO 69 200 V21176 WASHINGTON 45	NASS Code Locale Key Facility Name Facility Average Corporate Rating Corporate Rating 01Z V22551 SPRINGFIELD BMC 54 38 430 X20642 COLUMBUS 74 85 60Z W12400 CHICAGO 69 96 200 V21176 WASHINGTON 45 75	Int options: Download into Excel Image: View Printable Version NASS Code Locale Key Facility Name Facility Average Corporate Bating Corporate Rating Total Aumerican Appts 01Z V22551 SPRINGFIELD BMC 54 38 8 430 X20642 COLUMBUS 74 85 27 60Z W12400 CHICAGO 69 96 17 200 V21176 WASHINGTON 45 75 15	Int options: Download into Excel Image: View Printable Version NASS Locale Code Facility Name Facility Average Corporate Total Number Rating Total Mumber Appts Submission Method 01Z V22551 SPRINGFIELD BMC 54 38 8 20 430 X20642 COLUMBUS 74 85 27 20 60Z W12400 CHICAGO 69 96 17 20 200 V21176 WASHINGTON 45 75 15 20	NASS Locale Corporate Rating Average Corporate Number Submission On-Time Rating of Appts Total Submission On-Time Average Of Appts 01Z V22551 SPRINGFIELD S4 38 8 20 40 430 X20642 COLUMBUS 74 85 27 20 34 602 W12400 CHICAGO 69 96 17 20 39 200 V21176 WASHINGTON 45 75 15 20 15	Int options: Download into Excel View Printable Version NASS Locale Key Facility Name Facility Average Corporate Number of Appts Total Average Points NASS Locale Code Facility Name Facility Average Corporate Rating of Appts Total Number Submission On-Time Accuracy Content 012 V22551 SPRINGFIELD S4 54 38 8 20 40 40 430 X20642 COLUMBUS 74 85 27 20 34 40 602 W12400 CHICAGO 69 96 17 20 39 38 200 V21176 WASHINGTON 45 75 15 20 15 40	Int options: Download into Excel I View Printable Version Rating Summary NASS Locale Rating Average Corporate Number of Appts Submission On-Time Content Motification & Pre-Notification & Pre-No	NASS Locale Facility Name Facility Name Facility Name Facility Name Rating Corporate Number MASS Locale Code Facility Name Facility Rating Corporate Rating of Rating of Rating Submission On-Time Accuracy Content Notification Accuracy Number of Appts 01Z V22551 SPRINGFIELD S4 54 38 8 20 40 40 0 3 420 X20642 COLUMBUS 74 85 27 20 34 40 0 20 602 W12400 CHICAGO 69 96 17 20 39 38 0 17 200 V21176 WASHINGTON 45 75 15 20 15 40 0 11	Int options: Download into Excel Image: Yiew Printable Version NASS Locale Code Eaclify Name Facility Average Average Total Rating Total Appls Submission Method On-Time Accuracy Content Accuracy Number Motification Pre- Method Key Appls Pre- Method Number Appls Excel Average Points 01Z V22551 SPRINGFIELD BMC 54 38 8 20 40 40 0 3 0 420 X20642 COLUMBUS 74 85 27 20 34 40 0 20 0 602 W12400 CHICAGO 69 96 17 20 39 38 0 17 0 200 V21176 WASHINGTON 45 75 15 20 15 40 0 11 0	Average Points Exception NASS Locale Code Eaclify Name Eaclify Average Corporate Number Rating of Appts Total Number Submission On-Time Accuracy Average Points Enception Average of Appts Average of Appts Number of Appts Average of Appts Exception 012 V22551 SPRINGFIELD BMC 54 38 8 20 40 40 0 3 0 5 420 X20642 COLUMBUS 74 85 27 20 34 40 0 20 0 2 802 W12400 CHICAGO 69 96 17 20 39 38 0 17 0 0 200 V21176 WASHINGTON 45 75 15 20 15 40 0 11 0 0



The user can click on the Facility Name hyperlink to view the *Corporate Rating Report by* Facility for a particular facility.



The *Corporate Rating Summary Report by Facility View* page opens, displaying the corporate rating data for the specified effective start date range, facility, and corporation. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

	User Guide
Corporate ID	The corporate ID of the corporation.
Facility	The name of the facility.
Effective Date Range	The effective date range that the corporate rating will be in effect.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Facility Corporate Average Rating	The average rating for a facility across all corporations.
Corporation's National Average Rating	The average of a specific corporation across all facilities.
	Rating Summary
Submission Method	The submission method for all appointments being rated for the corporation for the specified date range. Possible categories are: Mail.dat/WS (with Pallet Presort), Online/WS (no pallet presort), and Phone.
Mail.dat/WS	Total count of appointments created via WS with pallet presort.
WS (No Pallet	Total count of appointments created via WS without pallet presort or
Presort)/Online	appointments submitted online.
Phone	Total count of appointments made by phone.
On-Time Accuracy	The on-time accuracy for all appointments being rated for the corporation for the specified date range. Possible categories are: On-Time, Late, and Significantly Late.
On-Time	Total count of on-time appointments.
Late	Total count of late appointments. An appointment is late if it arrives > 30 minutes to 2:00 hours later than the scheduled appointment date and time.
Significantly Late	Total count of significantly late appointments. An appointment is significantly late if it arrives > 2 hours to 8:00 hours later than the scheduled appointment date and time.
Multi-stop Delay	Total number of multi-stop appointments that were delayed by USPS.
Content Accuracy	The content accuracy calculation between what was scheduled and what
	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.
Accurate	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.
	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate Minor	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate Minor Major	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate Minor Major Pre-Notification and	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate Minor Major Pre-Notification and Irregularity Deductions	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.Total count of accurate content (<= 2 pallets or 10% bedload).
Accurate Minor Major Pre-Notification and Irregularity Deductions Create	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload). Total count of content inaccuracies that are minor (> 2 pallets and <= 5 pallets or 11-25% bedload). Total count of content inaccuracies that are major (>5 pallets or > 25% bedload). The counts of any deductions. Possible categories are: Create, Update, Date Change, Location Change, and Irregularity deductions. Total count of appointments that were created within 12 hours of appointment date and time.
Accurate Minor Major Pre-Notification and Irregularity Deductions Create Update	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload). Total count of content inaccuracies that are minor (> 2 pallets and <= 5 pallets or 11-25% bedload). Total count of content inaccuracies that are major (>5 pallets or > 25% bedload). The counts of any deductions. Possible categories are: Create, Update, Date Change, Location Change, and Irregularity deductions. Total count of appointments that were created within 12 hours of appointment date and time. Total count of appointments that have been updated within 12 hours of appointment date and time. Total count of appointments whose date was changed within 12 hours of
Accurate Minor Major Pre-Notification and Irregularity Deductions Create Update Date Change	actually arrived at the facility. Possible categories are: Accurate, Minor, and Major. Total count of accurate content (<= 2 pallets or 10% bedload). Total count of content inaccuracies that are minor (> 2 pallets and <= 5 pallets or 11-25% bedload). Total count of content inaccuracies that are major (>5 pallets or > 25% bedload). The counts of any deductions. Possible categories are: Create, Update, Date Change, Location Change, and Irregularity deductions. Total count of appointments that were created within 12 hours of appointment date and time. Total count of appointments that have been updated within 12 hours of appointment date and time. Total count of appointments whose date was changed within 12 hours of appointment date and time. Total count of appointments whose location was changed within 12 hours of

Method Points	(Min: 0, Max: 20).					
Average On-Time	The corporation's average points for on-time accuracy of appointments					
Accuracy Points	(Min: 0, Max: 40).					
Average Content	The corporation's average points for content induction accuracy					
Induction Points	(Min: 0, Max: 40)					
Average Pre-	The corporation's average points deducted for pre-notification and irregularity					
Notification Deductions Points	(Min: 0, Max: 50).					
	Exception Rating Summary					
More Than 8 Hours Late	Displays the count of appointments that were more than 8 hours late.					
No-Show	Displays the count of appointments that were no-shows.					
Unscheduled	Displays the count of unscheduled appointments.					
Rejected	Displays the count of rejected appointments.					
Appt Type Discrepancy	Displays the count of appointments with appointment type discrepancy.					
Mail Class Exception	Displays the count of appointments with mail class exception.					
Multi Appt Exception	Displays the count of appointments that had multiple appointments associated with load.					
Cancellations (<=12	Display the count of appointments that were cancelled within 12 hours of the					
hours)	appointment date and time.					
Cancellations (>12	Display the count of appointments that are cancelled greater than 12 hours in					
hours)	advance of the appointment date and time.					
Change and Cancelled	Display the count of appointments where there was an initial time change and					
	subsequently the appointment was cancelled.					
	Exempt Rating Summary					
Cancellation within 2 hours of Creation	The total count of appointments that are cancelled within 2 hours of creation.					
100% Perishable	The total count of appointments that are 100% perishable.					
100% Periodicals	The total count of appointments that are 100% Periodicals.					
Holiday/Contingency	The total count of appointments cancelled due to a holiday or contingency at the specified facility.					

The Corporate Rating Report page is displayed on the following page.

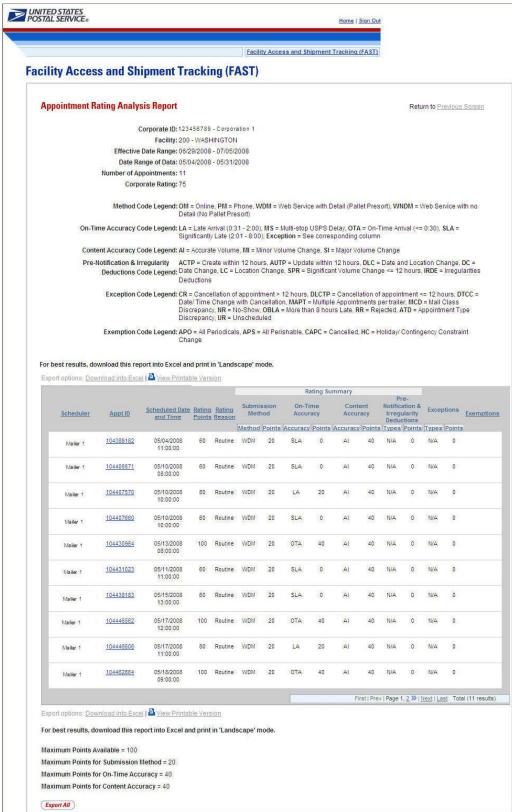
			Facility Acce	ess and shiph	nent Tracking	(FAST)	
cility Access	and Shipment	Tracking (F	AST)				
Corporate Rating	Summary Report B	y Facility View		Petu	n to Previous	Screen	
Selected Criteria				iverui	IT to Tevious	Cleen	
Da Number Corporation's Nationa	ctive Date Range: 06/29/ ate Range of Data: 05/04/ of Appointments: <u>15</u> Corporate Rating: 75	WASHINGTON 2008 - 07/05/2008	an 1				
Rating Summary							
For best results, down	nload this report into Exc	cel and print in 'Land	Iscape' mode.			1.1	
Export options: Down	load into Excel 🖹 View F	Printable Version					
Submission Mail.dat/WS Onli (With Pallet (No Level) Lo	Pallet Phone On- Time Late	Significantly Late Delay	Content Accur Accurate Minor		Update		Irre
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Average Submit	ssion Method Average	On-Time Accuracy Points: 15	Average Cont Induction Point		rage Pre-Noti	fication Ded	uctio
			Appointments: 1				
	load into Excel A View H nload this report into Exc ummary			±			
For best results, down Exception Rating St For best results, down Export options: Downle	nload this report into Exc ummary nload this report into Exc pad into Excel 🚔 View P	cel and print in 'Land cel and print in 'Land rintable Version	Iscape' mode,		Cancellation <= 12 (> urs) Hou	12 Chan	
For best results, down Exception Rating St For best results, down Export options: Downli More Than 8 No- Hours Show	nload this report into Exc ummary nload this report into Exc pad into Excel 🚔 View P	cel and print in 'Land cel and print in 'Land rintable Version	Iscape' mode,		<= 12 (> ours) Hou	12 Chan Irs) Chan	
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The user may click on one of the **Count** hyperlinks to view more details about the appointments associated with that count.

The Appointment Rating Analysis Report page displays appointment data according to the selected search criteria as well as the type of appointment rating hyperlink selected. Each appointment that meets the criteria is displayed. The appointment data shows the appointment ID, scheduled appointment date and time, and the actual appointment date and time. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Facility	The NASS Code and name of the facility.
Effective Date Range	The effective date range that the corporate rating will be in effect.
Date Range of Data	Date range of the appointments, used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Customer Registration	The Mailer name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional data for each appointment



9.6 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.



The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
*Report View	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
Submit button	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
*Area ID	If the user searches by Area: Drop-down box listing all area options.
District ID	If the user searches by District: Drop-down box listing all district options.
Exclude Delivery Unit checkbox	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
State	Only displays when user searches by Facility: Drop-down box listing all state options.
View Cities button	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the City drop-down box. Only cities with postal facilities will be returned.
City	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
Search button	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
Search button	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
Facility	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

		E	acility Access an	d Shipment Tracking (FAST
Appointments <u>Facilities</u>	Facility Access a	ind Shipmen	t Trackin	g (FAST)
Profiles Reports Appointment Calendar Appointment Rating Analysis Report Appointment Status Report ppointment Summary Report Closeout Data Report	Holiday and Continge Choose Search Criteria Please enter in the Date Ra	nge in 'MM/DD/YYYY'	format (* Require	
Corporate Rating Report Facility Schedule Report	* Select Date Range:	* T	0:	
Holiday And Contingency Constraint Report	* Report View:	By Area	~	(Submit >)
Recurring Appointment Performance Report	* Area ID:	4A - New York Met	ro (A) 🛛 🔽	
heduler Performance Report Scheduler Report		Exclude Delivery	Units	
Resources Origin Entry Customer / Supplier Agreements TEM	Cancel	Create		
Map Contact Us Forms	s Gov't Services Careers	Privacy Policy	Terms of Use	National & Premier Accounts
Map Contact Us Forms	<u>Gov't Services</u> <u>Careers</u>	PRVACY POBCY	Postal Inspe	

The Holiday and Contingency Constraints Report Selection page is displayed below.

The Start Date must be greater than or equal to the current date. The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.

From the Holiday and Contingency Constraints Report Selection page, the user may view the holiday and contingency information by one of four ways:

To Search for holiday and contingency constraints information by Area:

- 6. ENTER the Date Range
- 7. SELECT 'by Area' from the Report View drop-down box
- 8. CLICK the Submit button

- 9. SELECT an area in the Area ID drop-down
- 10. CLICK the Create button

To Search for holiday and contingency constraints information by District:

- 6. ENTER the Date Range
- 7. SELECT 'by District' from the **Report View** drop-down box
- 8. CLICK the Submit button
- 9. SELECT an district in the **District ID** drop-down
- 10. CLICK the Create button

To Search for holiday and contingency constraint information by Facility by state and city:

- 10. ENTER the Date Range
- **11.** SELECT 'by Facility' from the **Report View** drop-down box
- 12. CLICK the Submit button
- 13. SELECT a State from the drop-down box
- 14. CLICK the View Cities button
- **15.** SELECT a city from the **City** drop-down box
- 16. CLICK the Search button
- **17.** SELECT a facility from the **Facility** drop-down box
- **18.** CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by NASS Code:

- 8. ENTER the Date Range
- 9. SELECT 'by Facility' from the Report View drop-down box
- 10. CLICK the Submit button
- 11. ENTER the three to five character NASS Code in the text box
- 12. CLICK the Search button
- **13.** SELECT a facility from the **Facility** drop-down box
- 14. CLICK the Create button



The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

NASS Code	The three to five character NASS Code associated with the selected criteria.
Facility Name	The Facility Name associated with the selected criteria.

Date	Date of when Holiday and Contingency Constraint is in effect.
Constraint Type	The type of constraint (Holiday or Contingency).
Drop Shipment Hours	The times the associated facility is accepting Standard and Package Service Drop Shipments.
Hours of Operation	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.

The Holiday and Contingency Constraints Report page is displayed below:

			1.15	ccess and Shipr	nent Tracking (FAS
ility Access	s and Shipmer	nt Trackin	g (FAST)		
loliday and Con	tingency Constrai	nts Report		Date	te Descision Com
Selected Criteria				Reiu	rn to <u>Previous Scre</u>
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NASS Code: 2	00 Iload into Excel 📇 View		-		
NASS Code: 2 Export options: <u>Down</u> <u>NASS Code</u>	00 Iload into Excel ^a View Facility Name	Date	Constraint Type		Operation
NASS Code: 2 Export options: <u>Down</u> <u>NASS Code</u> 200	00 Iload into Excel ^a View Facility Name	<u>Date</u> 10/09/2006	Constraint Type Holiday		Operation 06:00 - 20:00

A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

9.7 Mail Direction Search

The *Mail Direction Search* is used to search for default drop entry points as well as redirections. This flexible and powerful function allows the user to search based on three report views that include a Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View give users the ability to search for default drop entry points as well as mail redirections. The Drop Entry Point View allows users to search for general drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single label list.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to

the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria page*. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user makes their selection and CLICKS the Create button, the page is refreshed with the selected report view.



The fields and buttons on the *Mail Direction Criteria Search* page are described below. A snapshot of the page is displayed after the field description.

*Report View	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
Cancel button	Displays the Reports Landing page.
Create button	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the Mail Direction Search Criteria page is displayed below.

	Facility Access and Shipment Tracking (FAST)
ointments ointments Facility Access and Facilities	d Shipment Tracking (FAST)
ofiles <u>ports</u> Mail Direction Search C	riteria
Choose Search Criteria Please enter in the following inf	ormation (* Required Fields):
There are 3 options for viewing	Mail Direction Search results:
redirection facilities. 2. Select Drop Entry Point V	edirections View to view results for both default and /iew to view results for Drop Entry Points only. view results for a specific Label List.
* Report View: - Select One -	-
Cancel	Create
¥ <u>r</u> s	
M	

9.7.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

*Modified	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
*Effective Date Range	Drop-down box containing date range options in which the redirection is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
*Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
*Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
*Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
*Palletized	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Show Combined ZIP/CRIDS	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
*Show Results For	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
Show Truck Length Redirections Only	Checkbox to indicate whether to display truck length redirections.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

User Guide

A snapshot of the Mail Direction Search – Default and Redirections View page is displayed below.

						Facility A	ccess	s and Shipn	nent Trad	king (FAS	T)		
cility Acc	ess a	nd Shin	me	nt Trackir	na (FAST)							
Mail Directi	on Sea	rch - Defa	ult ar	nd Redirectio	ons l	liew		Retur	n to Prev	ious Scre	en		
Select all app	dicable e	ooreb eriteris											
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* Modified:		Ī	Last 7	7 Days		🗸 📩 Ma	il Cla	ss:	ALL				
	* Effective Date Range:			Current or Future	9	~			Periodi				
Content ZIP C			300*		~				Periodi Standa	cals (Nev rd	vs)		
		,	lf left t	olank, all applicabl	e ZIP	Codes will * Ma	il Sha	ape:	ALL				
		,		asterisk (*) for wild	card s	searches			Flats	r Parcels			
* Discount Ty	pe	T	at the e	nd of 3-Digits		~			Letters	r Parceis	8		
,			BMC				lletize	ed:	Both			~	
			SCF ADC			🗸 * Sh	iow R	esults For:	Default	and Red	irections	~	
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Export options:]	Downloai	d into Excel	Viev	v Printable Versi	on								
	Content In	nformation		Default Facil	ity	Redirection F	acility		Effecti Default	ve Dates			
								Effective	Grace	Effective	Grace		Modifi
ZIP/CRIDs	Discount	CIN Group	Pallet	Facility	NASS	<u>Facility</u>	NASS	Start Date	Period End	End Date	Period End Date	Length	<u>Date</u>
-									Date				
307	SCF	Standard/Flats	N	CHATTANOOGA P&DC	373	MONTGOMERY	360	01/01/2011		01/15/2011	06/26/2012	N/A	05/26/20
7939	10110		25	and a second second	121225		100.00						10/07/07/07/07
307	SCF	Standard/Flats	Y	CHATTANOOGA P&DC	373	MONTGOMERY	360	01/01/2011		01/15/2011	06/26/2012	N/A	05/26/20
	SCF	Default		CHATTANOOGA P&DC	373			09/02/2010		03/21/2011	06/04/2011	N/A	03/04/20
307, 374				FODC									

Note:



The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

9.7.2 Drop Entry Point View

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of defaults and redirections. After the user selects Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be pre-populated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.



The fields and buttons on the *Mail Direction Search – Drop Entry Point View* page are described below. A snapshot of the page is displayed after the field description.

Drop-down box containing date range options in which the drop entry point was last modified.
Drop-down box containing date range options in which the drop entry point is at least partly active or in grace period.
Textbox to input the Content ZIP Code.
Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
Drop-down box allowing user to search for drop entry points based on whether the mail is palletized, bedloaded, or both
Checkbox to choose if the address for the Facility will be shown on the report.
Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Displays the Reports Landing page.

A snapshot of the Mail Direction Search – Drop Entry Point View page is displayed on the following page.

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ility Acc	cess a	and Shipmer	nt Tr	acking (F	ASI	,						
lail Direct	ion Sea	arch - Drop Entry	Poin	t View								
								Retur	n to <u>Pre</u>	<u>/ious Sr</u>	<u>creen</u>	
Select all ap	plicable s	search criteria:										
							I.					
* Modified:		Last 7	Days		*	* Mail C	100000	ALL Period	licale			
* Effective Da		e: Any C	urrent	or Future	*				dicals (I	vews)		
Content ZIP (Code:	374						Stand	ard			
		* If left b be retrie		l applicable ZIP Co	des will	* Mail SI	222.222	ALL				
			asterisk	(*) for wild card sea	irches			Flats Irregu	ar Parc	els		
* Discount Ty	ype:	ALL			~			Letter				
		BMC										
							1 12 I E					
Show Adı	0040-068	CRID Ranges		Sea	rch >)	* Palleti <i>Cancel</i>	L	Yes				~
Show Fa	cility ZIP/0	ADC CRID Ranges	Printa	ble Version		Cancel)					•
Show Fa	cility ZIP/0	ADC	Printa		rch >)	Cancel Eff) fective	Dates	Grace	Truck	Modified	•
Show Fa	Downloa	CRID Ranges	Printa Pallet	ble Version Facility	rch>)	Cancel Eff) fective Effect	Dates	Grace Period ad Date	<u>Truck</u> Length		~
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Note:

The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

9.7.3 Label List View

The Label List View gives users the ability to search for defaults or redirections where destination discounts can be claimed for a single label or multiple labels within a single label list. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable label list from the drop-down menu and click the submit button so that the label drop down menu is populated with the corresponding labels for the label list.



The fields and buttons on the *Mail Direction Search – Label List View* page are described below. A snapshot of the page is displayed after the field description.

*Label List	Drop-down box containing Label List options which include the Label List Name and Code.
Submit button	Button used to populate the Label drop-down list for a selected Label List option.
*Label	Drop-down box containing Label options that correspond to the Label List option selected.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

A snapshot of the Mail Direction Search – Label List View page is displayed on the following page.

Mail Directi	on Search - Lab	el List View		Ret	turn to <u>Previous Screen</u>		
Select all app	licable search criter	ia:					
*Label List:	L005 - 3-Digit ZIP Co	ode Prefix Groups - S	CF Sortation			Subm	iit>)
* Label:	SCFALBUQUERQ	UE NM 870; 870-872,	875; 05/07/2009	-05/07/2010 (05/07,	/2011)		~
	ect Address le are dependent on elig	ibility standards as preseri <u> View Printable Ver</u>	sion	Mail Manual.			_
C	ontent Information	Default Facility	Redirection Facility	Effec	ctive Dates	Truck Modified	
Discount J	ZIP Range CIN Group	Pallet Facility HASS	Facility NAS	S Effective Grace Start Date Perio End Da	d End Date End Date	Length Date	
ADC	871 <u>Default</u>	RIO 87124 RANCHO		05/07/2009	05/07/2010 05/07/2011	N/A 05/07/2009	
BMC	871 <u>Default</u>	RIO 87124 RANCHO		05/07/2009	05/07/2010 05/07/2011	N/A 05/07/2009	
BMC	871 <u>Periodicals/Flats</u>	Y <u>RIO</u> 87124 <u>RANCHO</u>	SHREVEPORT 710	05/07/2009 05/07/20	009 05/07/2010 05/07/2011	N/A 05/07/2009	
SCF	871 <u>Default</u>	RIO 87124 RANCHO		05/07/2009	05/07/2010 05/07/2011	N/A 05/07/2009	
						Total (4 results)	
Export options:)	Download into Exce <mark>l</mark>	A View Printable Ver	sion				
Contact Us	<u>Forms Gov't Servi</u> All Rights Reserved.			s of Use <u>National 8</u> Postal Inspectors Preserving the Trust	Inspector General		
	An Argina Reserved.		1004	 Preserving the trust 			

Users should consider alternate printing options such as printing in Landscape mode or use larger paper to account for the large number of fields potentially displayed.

The Mail Direction Search can produce a large number of results. Large reports will require more time to process, more time to load, and more time and paper to print. Users are encouraged to utilize the appropriate search criteria.

9.8 Recurring Appointment Performance Report

The Recurring Appointment Performance Report is a FAST online report that will provide users with information related to all of the recurring appointments at a specified facility, for a selected scheduler ID and specified date range.

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Recurring Appointment Performance Report** link, or associated **Go>** button to display the *Recurring Appointment Performance Report Selection* page. The user can select a specific facility or all facilities, scheduler ID and date range on the selection page.



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

*Report Views	Shows available report views – All Facilities or By Facility.
State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Select Date Range	Selects the date range that the result will be displayed.
Show All Rated Recurring Appointment Instances in the Last 90 Days checkbox	Selecting this checkbox will show all the rated recurring appointment instances in the last 90 days. The Select Date Range text boxes are not applicable when this checkbox is checked.
*Scheduler ID	Drop-down Box listing all applicable Scheduler IDs.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the recurring appointment data for the entered criteria and displays the Recurring Appointment Performance Summary Report.

A snapshot of the *Recurring Appointment Performance Report Selection* page is displayed below.

	Facility Access and Shipment Tracking (FAST)
nts nts	Facility Access and Shipment Tracking (FAST)
	Recurring Appointment Performance Report
	Choose Search Criteria:
	Please enter the following information (* Required Fields)
	The Start Date may not exceed 90 days prior to the current date. Please note the report only displays rated appointments (appointments are rated 12 days after their scheduled appointment date/time). The date range is not applicable when the "Show All Rated Recurring Appointment Instances in the Last 90 Days" checkbox is checked.
	There are two options to search for a facility.
	1) Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
	2) Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.
	State: Select One View Cities > NASS Code: Search > City:
	* Facility:
	Scheduler ID:
	Show All Rated Recurring Appointment Instances in the Last 90 D
	*Select Date Range: 06/01/2008 To: 06/01/2008
	* Mail Class:
	Package Services
	Standard



From the Recurring Appointment Performance Selection page, the user may view the recurring appointment information for the specified facility or All Facilities, Scheduler ID, and date range by performing the following steps:

SEARCH for a specific facility by one of the following two ways:

To search for a facility by state and city:

- 1. SELECT a **State** from the drop-down box
- 2. CLICK the View Cities button
- 3. SELECT a city from the **City** drop-down box
- 4. CLICK the Search button

To search for a facility by NASS Code:

- 1. ENTER the three to five character NASS Code in the text box
- 2. CLICK the Search button

OR

- 1. SELECT All Facilities for the Report Views
- 2. SELECT the Customer Registration ID
- 3. ENTER the Date Range
- 4. SELECT the Mail Class(es)
- 5. CLICK the Create button



Note:

The Start Date may not exceed 90 days prior to the current date. The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).



The *Recurring Appointment Performance Summary* page opens, displaying the recurring appointment count data for the specified facility, Scheduler, date range, and mail class. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Recurring Sequence ID	Displays the Recurring Sequence ID retrieved by search results. Users can click on the Recurring Sequence ID to view Appointment Level details on the <i>Recurring Appointment Performance Detail Report</i> page.
Scheduler Name	Displays the Scheduler Name for the associated recurring sequence ID.
Effective Start Date	Displays the effective start date for the associated recurring sequence ID.
Effective End Date	Displays the effective end date for the associated recurring sequence ID.
Total Appts	The total count of appointments.

No-Show Count	The total count of no-show appointments.
Cancel <= 12 hrs	The total count of appointments cancelled within or equal to 12 hours.
Cancel > 12 hrs	The total count of appointments cancelled outside of 12 hours.
Late Arrival Count	The total count of late arriving appointments.
Average Rating	The average rating for the appointments associated to the recurring sequence ID.
Mail Class	The mail class of the appointment.

A snapshot of the Recurring Appointment Performance Summary Report page is displayed below.

uu	ility Access	and Sh	ipment	Track	ing (FA	AST)				
	Recurring App	ointment P	erforman	ce Sumr	nary Rep	ort				
_								Return to Pre	vious Scree	n
	Selection Criteria									
	Facility : RC	ANOKE (240								
	Date Range : 03									
	Scheduler ID : FA	ST SCHED 1	- 201 <mark>4</mark> 81234	001						
	Mail Class: All									
	or best results, dov xport options: Down			22		cape' mode	Ð.			
	Recurring Sequence ID	Effective Start Date	Effective End Date	Total Appts.		Cancel <= 12 hrs		Late Arrival Count	Average Rating	Mai Clas
	10244	08/29/2005	08/25/2099	5	2	0	0	0	54	STD
									Total (1 re	sult)
E	xport options: Down	load into Exce	el I 🐴 View P	rintable Ve	rsion					

A user can view appointment level details for a specific recurring appointment by clicking on the Recurring Sequence ID. This will load the *Recurring Appointment Performance Detail Report* page.



A Recurring Appointment Performance Detail page opens, displaying the appointment and rating information for all FAST appointments created from the selected recurring sequence. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Scheduler Name	Displays the appointment IDs of the appointments created from a recurring sequence. Displays the Scheduler Name for the associated recurring sequence ID. The status of the appointment.
Appt Status	The status of the appointment.
Appt Type	The type of appointment.
Scheduled Appt Date and Time	The date and time the appointment is scheduled to arrive at the facility.
Cancelled Appt Date and Time	The date and time the appointment was cancelled. Blank otherwise.
	The points the appointment received for submission method. Applies to rated appointments only.
	The points the appointment received for on-time accuracy. Applies to rated appointments only.
	The points awarded for content accuracy. Applies to rated appointments only.
	The points deducted from an appointment during the rating process. Applies to rated appointments only.
	The total points the appointment received when rated. Applies to rated appointments only.
Return to Previous Page	Hyperlink that returns the user back to the previous page.

A snapshot of the *Recurring Appointment Performance Detail Report* page is displayed on the following page.

					Facilit	y Access and	d Shipr	nent Tra	cking (FAS1	D
ility Acc	ess and	Ship	nent Tra	cking (FAST)					
Recurring	Appointme	nt Perfo	rmance De	etail Repo	rt					
							Retu	rn to <u>Pre</u>	vious Scree	<u>en</u>
Selection Cri	teria									
Recurring Sec		194	D BMC (01Z)					11-11-	cheduled	
For best results		is report i	nto Excel and	print in 'Lar	38 1944 - 194		jected	0 = Ons	ine dale a	
	s, download th Download into	is report i	nto Excel and	l print in 'Lar e Version <u>Scheduled</u>	38 1944 - 194		05	Content Pts.	Time Penalty Deductions	Rating Points
f or best result Export options: <u>Recurring</u>	s, download th Download into I <u>Scheduler</u>	is report i Excel 🖹 App't	nto Excel and View Printabl	l print in 'Lar e Version <u>Scheduled</u> App't Date	ndscape' mo <u>Cancelled</u> <u>App't Date</u>	de. Submission	<u>On-</u> <u>Time</u>	Content	<u>Time</u> Penalty	Points

9.9 Scheduler Performance Report

The Scheduler Performance Report displays the number and percentage of No Shows, Cancellations more than 24 hours before the scheduled appointment time, Cancellations within 24 hours of the scheduled appointment time, Late Arrivals, and Unscheduled shipments. The user has the ability to perform the following functions from the Scheduler Performance Report page:

- View Scheduler Performance Report
- Access the Scheduler Profile page

9.9.1 View Scheduler Performance Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Performance Report** link, or associated **Go>** button to display the *Scheduler Performance Report Selection* page. The user must select a scheduler and date range on the selection page.



The fields and buttons on the *Scheduler Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range to search for the scheduler performance report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than the current date.
*Customer Registration ID	Drop-down box listing all Mailer ID options.
State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the scheduler performance information for the entered criteria and displays the Scheduler Performance Report.

	Facility Access and Shipment Tracking
ing Appontationta	Facility Access and Shipment Tracking (FAST)
<u>Facilities</u> <u>Profiles</u> <u>Reports</u>	Scheduler Performance Report
Appointment Calendar	Choose Search Criteria
intment Rating Analysis <u>Report</u>	Please enter in the following information (* Required Fields):
ointment Status Report	* Select Date
<u>Closeout Data Report</u> porate Rating Report	* Select Date Range: 09/19/2006 ### To: 09/19/2006 ###
And Contingency Constraint Report	* Scheduler ID: - Select One -
urring Appointment erformance Report	State: MA View Cities > NASS Code: Search >
r Performance	City: All Cities Search >
Report eduler Report	Facility: 01Z - SPRINGFIELD BMC
Resources Origin Entry	Cancel Create
ner / Supplier	

The Scheduler Performance Report Selection page is displayed below.



From the *Scheduler Performance Report Selection* page, the user may view the performance information for the specified date range by performing the following steps:

To Search for a Scheduler by Customer Registration ID:

- 1. ENTER a Date Range
- 2. SELECT a scheduler from the Customer Registration ID drop-down box
- 3. SELECT a Facility
- 4. CLICK the **Create** button

This will return all drop shipments for the specified scheduler.





The Scheduler Performance Report page opens, displaying the performance information for the selected criteria. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Customor	Displays the ID of the Meiler Each ID is a hyperlink to the Scheduler Drefile rece
Customer Registration ID	Displays the ID of the Mailer. Each ID is a hyperlink to the <i>Scheduler Profile</i> page, where the user may view the Mailer information.
Scheduler Name	The Scheduler Name associated with the selected criteria.
Facility Code	The three to five character NASS Code associated to the facility.
Facility Name	The Facility Name associated with the selected criteria.
Total Schd. Appts.	The total scheduled appointments for the associated scheduler.
No Shows – Count	The number of appointments that were no shows.
No Shows - %	The percentage of appointments that were no shows.
Cancel ≤ 12hrs – Count	The number of appointments that were cancelled within 12 hours of the scheduled appointment time.
Cancel ≤ 12hrs - %	The percentage of appointments that were cancelled within 12 hours of the scheduled appointment time.
Cancel > 12hrs – Count	The number of appointments that were cancelled, with at least 12 hours notice.
Cancel > 12hrs - %	The percentage of appointments that were cancelled, with at least 12 hours notice.
Late Arrivals – Count	The number of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
Late Arrivals - %	The percentage of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
Unscheduled Count	The number of shipments that arrived without an appointment.

The Scheduler Performance Report page is displayed on the following page.

	Facility Access and Shipment Track	king (FAST)
cility Access and Sh	ipment Tracking (FAST)	
Scheduler Performance Re	eport Return to Previo	ous Screen
Selected Criteria		
Export options: <u>Download into Exce</u> Scheduler Facil	34001 KE port into Excel and print in 'Landscape' mode. Il ² View Printable Version Ity <u>Total</u> No Shows Cancel <= Cancel >12 Late Name Appls Count % % Count % Count % Count % Count % % Count % % Count % % Count % % % % % % % % % % % % % % % % % % %	uni la
Total	5 2 40.00% 0 .00% 0 .00% 0 .00% 0	0
3	Total (1 res	suit)
	1 - View Bristople Version	
Export options: Download into Exce		
	port into Excel and print in 'Landscape' mode.	



A user may view *Scheduler Profile* page (described in module 7.2 – *Scheduler Profile*) for the selected mailer by CLICKING the **Customer Registration ID** hyperlink.

9.10 Scheduler Report

The Scheduler Report displays detailed appointment information for a specific scheduler and selected facility. The user has the ability to perform the following functions from the *Scheduler Report* page:

- View Scheduler Report
- Access the Appointment Management page

9.10.1 View Scheduler Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Report** link, or associated **Go>** button to display the *Scheduler Report Selection* page. The user must select a Scheduler ID, a facility, and a date range on the selection page.



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

*Customer Registration ID	Drop-down box listing the Mailer IDs.
*Select Date Range	Selects the date range for the scheduler report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than 14 days in the future.
*Report View	Drop-down box listing the report view to choose from: By Facility or All Facilities.
Submit button	Triggers the application to show the Facility ID and search fields.
State	Drop-down box listing all 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Mail Class checkboxes	Allows the user to select which Mail Class(es) to search for: All, Package Services, Periodicals, or Standard.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointments for the entered criteria and displays the Scheduler Report.

			Facility	Access and Ship	ment Tracking	(FAST
Faci	ility Acc	ess and SI	nipment T	racking (F	AST)	
ts ar	eduler Rep					
	o <mark>se Search</mark> C se enter in the f	riteria ollowing informat	iON (* Required Fi	elds):		
There	e are two optior	ns to search for a	facility.			
	Cities". Citie their respect Facilities wit	e facility using the s and Facilities w ive dropdowns. If hin the selected c SS code for the fa	ithin the selected the city is known ity will be availat	l state will be ava , select the city an le for selection in	ilable for select id click "Search' the facility drop	ion in ". odown
	* Report View:	By Facility		v Submit >		
*	Scheduler ID:	– Select One –	8			~
	City:	ect One – 💌	View Cities >	NASS Code:	Search	<u>h></u>)
F	Facility:					
	Select Date Range:	09/20/2006	To: 09/20/2000	i 📰		
	* Mail Class:					
		All				
		Package Serv Periodicals	ices			
		Standard				
	(Cancel)	Create				
	Gancer	create				

The Scheduler Report Selection page is displayed below.



From the *Scheduler Report Selection* page, the user may view the scheduler information for the specified facility date range, and mail class(es) by performing the following steps:

User Guide

- 1. SELECT a Customer Registration ID from the **Customer Registration ID** drop-down box
- 2. SELECT 'By Facility' from the **Report View** drop-down box
- 3. CLICK the Submit button
- 4. SELECT a state from the **State** drop-down box
- 5. CLICK the View Cities button
- 6. SELECT a facility from Facility drop-down box
- 7. ENTER a Date Range
- 8. SELECT the Mail Class(es)
- 9. CLICK the Create button



Note:

The Start Date may not exceed 90 days prior to the current date. The End Date value may not exceed 14 days in the future.



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

Appointment ID	The ID associated to the appointment. Each appointment ID is a hyperlink to the <i>Appointment Management</i> page, where the user may access more information about the appointment.					
Facility	The name of the facility.					
Status	The status for a given appointment.					
Schedule Date/Time	The scheduled date and time.					
Arrival Date/Time	rrival Date/Time The actual arrival date and time					
Unload End Date/Time	The unload end date and time.					
Vehicle ID	The ID of the transporting vehicle.					
Appt. Type	The type of appointment.					
Shipper Name	The name of the transporting company.					
Mail Integrity	The mail integrity for a given appointment.					
Mail Class	The mail class(es) of the appointment.					
News	Indicates if the content was news.					

Perishable	Indicates if the content was perishable.
------------	--

The Scheduler Report page is displayed on the following page.



Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

UNITED STATES POSTAL SERVICE®

Selected Criteria		
Scheduler Na	me: FASTTESTUSER11	
Customer Registratio	n ID: 4433047	
Schedule	r ID: 999999999980	
Date Ra	nge: 05/31/2011 to 05/31/2011	
Mail Cl	ass: All	
Status Code	egend : CA = Cancelled, CL = Closed, NS = No Unscheduled	o Show, O = Open, R = Rejected, U =
Appointment Type Code	.egend : B = Bedload, DP = Drop and Pick, P =	Pallet, S = Speedline
	Appointment Type, IM = Incorrect Class Incorrect Processing Category, L = Loa Destination, MF = Missing Required M Associated to Load, MS = Missing Orig Form with Shipment, NN = Missing Ap	OR = Driver Refused to Assist, IA = Incorrect s of Mail, IO = Incorrect Entry Office, IP = ad Unsafe, M = Mailings Not Separated by ailer Field on Form, ML = Multiple Appts gin Signature and/or Round Stamp, NF = I pointment Number, O = Other, P = Pallets = Photo Copy of PS Form, VS = Vehicle S
Export options: <u>Download i</u>	nto Excel 🖴 View Printable Version	
Appointment ID	Code Key Status Date/Time Date/Time	<u>oad Vehicle Appt. Shipper Mail Ma nd Ivpe Name Integrity Cla</u> Time
	No Records F	Found
Export options: <u>Download i</u>	nto Excel A View Printable Version	

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



A user may view the Appointment Management page (described in module 6.4 – Managing Existing Appointments) for the selected appointment by CLICKING the Appointment ID hyperlink.

9.11 Slot Availability Report

The Slot Availability Report displays the total available appointment slots for a given hour and appointment type.



The fields and buttons on the *Slot Availability Report* page are described below.

State	Drop-down box containing 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 will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state and city and displays them in the Facility drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility
Search button	Retrieves the facility associated with the NASS Code and displays it in the Facility drop-down box.
*Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
*Appointment Type	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
Select Date Range	Selects the date range to search for available slots for the specified appointment type and facility. If multiple appointment types are chosen, the range may be restricted to only one day. If a single appointment type is chosen, up to seven days will be returned. Both date fields default to the current date.
Search button	Retrieves the available appointment slots based on the entered criteria.

The Slot Availability Report Selection page is displayed on the following page.

		Facilit	y Access and Shipm	ent Tracking (FAS)
introllita interest interest interest	Access and S	hipment T	racking (FA	NST)
Facilities Profiles Reports Slot Avail	ability Report			
t Calendar A Analysis Report us Report	hows all slot availability active for rating, you ma		수가 같은 것이 같은 것이 같은 것이 같아요. 것 같은 것은 것이 같이 같이 같아.	
	arch Criteria			
ency Please note	r the following information that if you choose to vie ility for a single day at a	w slot availability		ypes, you may only
earch			1000	1000
Internet in the second se	e must be greater than 14 days in the future. Th			
Report		100 K.T.	and a second a second second	
Report There are tw	o options to search for :	a facility.		
eport 1. Sean	ch for the facility using th	ne "State" and/or "	CitV' field. Select a s	state and click "View
Cities	s". Cities and Facilities	within the selecte	d state will be availa	ble for selection in
ulen	respective dropdowns. ities within the selected	성상 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전	이 이상은 아직에 많이 잘 하지 않는 것 같아. 이 집에 많이 많이 했다.	
ier 2. Enter	the NASS Code for the			
ts M				
State:	– Select One – 🛛 👻	View Cities >	NASS Code:	Search >
City:	~			
		1		
* Facility:		×		
* Appointm	ent Type: All		*	
120000000	and the second			
* Select Dat	e Range: 10/17/2007	то: 10/17/20	007 📖	
		Lastoria		
		Cre	ate	



To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

To search for a facility by state and city:

- 1. SELECT a State from the drop-down box
- 2. CLICK the View Cities button
- **3**. SELECT a city from the **City** drop-down box
- 4. CLICK the Search button, populating the facility in the Facility drop-down

To search for a facility by NASS Code:

- 1. ENTER the three to five character NASS Code in the NASS Code textbox
- 2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

- 1. SELECT the facility in the **Facility** drop-down
- 2. SELECT the **Appointment Type** from the drop-down
- 3. ENTER the Date Range
- 4. CLICK the Search button

The *Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

Depending on the search criteria entered, there are two possible results pages:

- All Appointment Types on a Single Date Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape
- Specific Appointment Type on a Span of Dates Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range

The page descriptions for each result page are detailed below:



Appointment Slot Availability Results (All Appointment Types on a Single Date) page The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available by Type tables	A table for each appointment type displaying the number of available slots per hour.
Hour row	Displays each hour of the day in military time.
Slots row	Displays the number of available slots for each hour.

										-	10.01				от						ent Tr			
Fa	cility	Ac	ces	SS a	and	d S	hij	pm	en		ac	kir	Ig (FA	51)								
	Slot Av	aila	bilit	ty R	epo	rt																		
																			R	eturn	to <u>Pr</u>	evio	us Si	ree
	Select	ed Cr	rteria	1																				
			Fac	ility	Nam	ie: Cl	INCI	NNA ⁻	ГІ ВМ	IC														
			N	ASS	Cod	le: 45	5Z																	
		App	point																					
			Sele	ected	i Dat	e: 09	3/28/:	2007	- 09.	/28/2	007													
	Appointr	nent	Slots	Trip	is) Av	vailal	ble b	γ Τγρ	ie:															
	Note: Ce									s are	avai	lable												
	Pallet																							
	1 result																							
	Hou	r Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Ho1 23
	Slots												55	55	55	55	55	55	55	55	55	55	55	55
	1 result Speedlin	e																						
	1 result					00000000000				10000000			1.0007.0700						Tablet 1.100				1.000	
	Hou	r Hour	Hour 2	Bour	Hour 4	Hour	6 Hour	Hour 7	Hour	9	Hour 10	Hour 11	12	13	14	15	16	17	Hour 18	19	20	21	22	23
	Slots 1 result			0						10			55	55	55	55	55	55	55	55	55	55	55	55
	Bedload																							
	1 result	r Hour	Hour	Haur	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Haur	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hot
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Slots 1 result												55	55	55	55	55	55	55	55	55	55	55	55
	Drop and	Pick	(Ava	ilabl	e on	ly at I	вмс	with	prior	app	roval	from	a BN	IC m	anag	ger.)								
	1 result Hou	r Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour		Hou
	0 Slots	1	2	3	4	5	6	.7	8	.9	10	11	12 55	13 55	14 55	15 55	16 55	17 55	18 55	13 55	20 55	21 55	22 55	23
	1 result								1		L									1.55				

Note: The number of slots displayed in this report may not correspond to the Appointment Slot Availability during the appointment process. The appointment process shows the number of slots available to a particular mailer based on their mailer rating at the facility whereas this report shows the total number of slots available.

This page has been intentionally left blank.

10.0 Resources

The user has several processes they may exercise upon logging into the FAST application. The *Resources* section includes:

10.1 Reference Documents – Describes how a user may access the External FAST User Guide, PS Form 8125, Plant-Verified Drop Shipment (PVDS) Verification and Clearance, Publication 804, and Domestic Mail Manual.

10.2 Drop Ship Product File Download – Describes how a user may download the different Drop Ship Product Files.

10.3 Label List Files Download – Describes how a user may download the different Label List Files or access Postal Explorer to view Label Lists

10.4 Message Board – Describes how a user may access the Message Board.

10.5 What's New Board - Describes how a user may access the What's New Board.

10.6 View CIN List – Describes how a user may access the CIN List.

10.7 View CIN Group List – Describes how a user may access the CIN Group List.

10.8 MTE Returns – Describes how a user may access MTE Returns.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the **Resources** link or the associated **Go>** button. The **Resource Documents** link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing* pages).

10.1 Reference Documents

The Reference Documents section describes the following processes:

- 10.1.1 Links to Release Notes
- 10.1.2 Customer Job Aids
- 10.1.3 Customer Web Based Training Course
- 10.1.4 Download Mailer Rating Information
- 10.1.5 Download User Guide
- 10.1.6 Link to Publication 804
- 10.1.7 Link to Domestic Mail Manual
- 10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The user begins the process from the *Resources* page. The user CLICKS either the **Reference Documents** link, or the associated **Go>** button to display the *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 *Reference Documents* page.

10.1.1 Links to Release Notes

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

The *Reference Documents* page is displayed on the following page with the Release Notes section highlighted.

	Facility Access and Shipr
acility Access and Shipr	ent Tracking (F
Reference Documents	
Release Notes:	
Pre-Release Notes 11/07/2010 Release Notes 05/23/2010	
Release Notes 08/15/2010	
Release Notes 04/11/2010 Release Notes 03/28/2010	
Post-Release Notes 03/28/2010	
Release Notes 03/14/2010 Release Notes 11/15/2009	
Release Notes 10/18/2009 Release Notes 08/16/2009	
Customer Job Aids:	
Creating Drop Ship Appointments Guide	(PDF)
Creating Origin Entry Appointments Guid Facility Profile Information (PDF)	e (PDF)
Managing Drop Ship Appointments Guid	e (PDF)
Managing Origin Entry Appointments Gu	
FAST Appointment Container Associatio (PDF)	1 QUICK Reference Guide
Appointment Shell (PDF) Formatting and Printing Reports (PDF)	
Joint Scheduling (PDF)	
Mail Direction Report (PDF)	N.
PostalOne! Customer Registration (PDF Preferred Publications (PDF)	1
Resolution and Internet Browser Setting	<u>s (PDF)</u>
Web Services Overview (PDF) Customer / Supplier Agreements (PDF)	
Business Customer Gateway Introduction	n - Dock Handout (PDF)
Business Customer Gateway - New Us Business Customer Gateway - Existing	
Customer Drop Ship Web Based Trainin Customer Web Based Training Course	
To open the Customer Web Based Training fi begin, save the Customer Drop Ship Web Bas	ed Training file to your desktop.
Please note this may take several minutes to the close button and navigate to your deskto	ave. Once the file is saved, clic From your desktop EXTRACT
the zip file. To EXTRACT the file, right-click or Here". Once the file is extracted to your desk	op open the Customer Web
Based Training folder and select the "Start He to begin the course.	
Note: The Customer Web Based Training is to Explorer or Netscape 6.2 or 7.X web browse	
Customer Origin Entry Web Based Trair	ng Course:
Customer Web Based Training Course	<u>ZIP)</u>
To open the Customer Web Based Training fi begin, save the Customer Origin Entry Web B	ised Training file to your
desktop. Please note this may take several m saved, click the close button and navigate to EXTRACT the zip file. To EXTRACT the file, rig	our desktop. From your desktop
"Extract to Here". Once the file is extracted to Customer Web Based Training folder and sel	your desktop open the
here.htm) file to begin the course. Note: The Customer Web Based Training is b	
Explorer or Netscape 6.2 or 7.X web browse	s.
Mailer Rating Information:	
Mailer Rating Introduction (PPT) Mailer Rating Appointment Rating Proce	as (PPT)
Mailer Rating Reports (PPT)	<u>13 ((1 1)</u>
Mailer Rating Review (PPT)	
Download User Guide (Version 14):	
Customer User Guide (PDF) Customer User Guide (HTML)	
Customer User Guide (HTML) Customer User Guide (ZIP)	
Dron Shin Delivon: Unit House Files	
Drop Ship Delivery Unit Hours File: Drop Ship Delivery Unit Hours File (EXC	2
Note: The Drop Ship Delivery Unit Hours file n or greater.	
Publication 804:	
Publication 804	
Domestic Mail Manual:	
Domestic Mail Manual	
PS Forms (8125):	
PS Forms Page Note: Clicking this link directs you to the USPS	Farma ana 2
Please search for the following forms on the PS Form 8125 (PDF) - Plant-Verified Drop S	bage to download:
Clearance (10/2005) PS Form 8125-C (PDF) - Plant-Verified Drop	
Verification and Clearance (01/2006)	,
Customer / Supplier Agreements: Guide to Customer / Supplier Agreemen	<u>18</u>
To view the user guide as a .PDF file you must h	we ádobe á crobat Dandas Or
below to download it now.	Augus Auropai Reader. Clic
Download Adobe Acrobat PDF Reader	

08

10.1.2 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 nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association, Creating Drop Ship Appointments Guide, Creating Origin Entry Appointments Guide, Facility Profile, Managing Drop Ship Appointments Guide, Managing Origin Entry Appointments Guide, FAST Appointment Container Association Quick Reference Guide, Appointment Shell, Formatting and Printing Reports, Joint Scheduling, Mail Direction Report, PostalOne! Customer Registration, Preferred Publications, Resolution and Internet Browser Settings, Web Services Overview, Customer / Supplier Agreements, Business Customer Gateway – Dock Handout, Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users.*



The fields and buttons on the *Reference Documents* (*Customer Job Aids* section) page are described below. A snapshot of the page is displayed after the field description.

Customer Supplier Agreements – eDoc Association	Begins the downloading process of the Customer Supplier Agreements – eDoc Association document in PDF format								
Creating Drop Ship Appointments Guide	Begins the downloading process of the Creating Drop Ship Appointments Guide document in PDF format								
Creating Origin Entry Appointments Guide	Begins the downloading process of the Creating Origin Entry Appointments Guide document in PDF format								
Facility Profile	Begins the downloading process of the Facility Profile document in PDF format								
Managing Drop Ship Appointments Guide	Begins the downloading process of the Managing Drop Ship Appointments Guide document in PDF format								
Managing Origin Entry Appointments Guide	Begins the downloading process of the Managing Origin Entry Appointments Guide document in PDF format								
FAST Appointment Container Association Quick Reference	Begins the downloading process of the FAST Appointment Container Association Quick Reference document in PDF format								
Appointment Shell	Begins the downloading process of the Appointment Shell document in PDF format								
Formatting and Printing Reports	Begins the downloading process of the Formatting and Printing Reports document in PDF format.								
Joint Scheduling	Begins the downloading process of the Joint Scheduling document in PDF format.								
Mail Direction Report	Begins the downloading process of the Mail Direction Report document in PDF format.								
PostalOne! Customer Registration	Begins the downloading process of the <i>PostalOne!</i> Customer Registration document in PDF format.								
Preferred Publications	Begins the downloading process of the Preferred Publications document in PDF format.								

Resolution and Internet Browser Settings	Begins the downloading process of the Resolution and Internet Browser Settings document in PDF format.
Web Services Overview	Begins the downloading process of the Web Services Overview document in PDF format.
Customer / Supplier Agreements	Begins the downloading process of the Customer / Supplier Agreements document in PDF format.
Business Customer Gateway Introduction – Dock Handout	Begins the downloading process of the Business Customer Gateway Introduction – Dock Handout document in PDF format.
Business Customer Gateway- New Users	Begins the downloading process of the Business Customer Gateway – New Users document in PDF format.
Business Customer Gateway – Existing Users	Begins the downloading process of the Business Customer Gateway – Existing Users document in PDF format.



Click the **Customer Supplier Agreements – eDoc Association** hyperlink to be redirected to the page containing the Customer Supplier Agreements – eDoc Association PDF document.

Click the **Creating Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Creating Drop Ship Appointments Guide PDF document.

Click the **Creating Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Creating Origin Entry Appointments Guide PDF document.

Click the **Managing Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Managing Drop Ship Appointments Guide PDF document.

Click the **Managing Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Managing Origin Entry Appointments Guide PDF document.

Click the **Facility Profile Information** hyperlink to be redirected to the page containing the Facility Profile PDF document.

Click the **FAST Appointment Container Association Quick Reference Guide** hyperlink to be redirected to the page containing the FAST Appointment Container Association Quick Reference Guide PDF document.

Click the **Appointment Shell** hyperlink to be redirected to the page containing the Appointment Shell PDF document.

Click the **Formatting and Printing Reports** hyperlink to be redirected to the page containing the Formatting and Printing Reports PDF document.

Click the **Joint Scheduling** hyperlink to be redirected to the page containing the Joint Scheduling document.

Click the **Mail Direction Report** hyperlink to be redirected to the page containing the Mail Direction Report document.

Click the **PostalOne! Customer Registration** hyperlink to be redirected to the page

containing the PostalOne! Customer Registration PDF document.

Click the **Preferred Publications** hyperlink to be redirected to the page containing the Preferred Publications PDF document.

Click the **Resolution and Internet Browser Settings** hyperlink to be redirected to the page containing the Resolution and Internet Browser Settings PDF document.

Click the **Web Services Overview** hyperlink to be redirected to the page containing the Web Services Overview PDF document.

Click the **Customer / Supplier Agreements** hyperlink to be redirected to the page containing the Customer / Supplier Agreements PDF document.

Click the **Business Customer Gateway Introduction – Dock Handout** hyperlink to be redirected to the page containing the Business Customer Gateway Introduction – Dock Handout PDF document.

Click the **Business Customer Gateway – New Users** hyperlink to be redirected to the page containing the Business Customer Gateway – New Users PDF document.

Click the **Business Customer Gateway – Existing Users** hyperlink to be redirected to the page containing the Business Customer Gateway – Existing Users PDF document.

The *Reference Documents* page is displayed on the following page with the Customer Job Aids section highlighted.

UNITED STATES POSTAL SERVICE

acility Access and Shipment Tracking
Reference Documents
Release Notes:
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010 Release Notes 08/15/2010
Release Notes 04/11/2010 Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010 Release Notes 11/15/2009
Release Notes 10/18/2009 Release Notes 08/16/2009
Customer Job Aids:
Creating Drop Ship Appointments Guide (PDF) Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF) Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide
(PDF) Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF) Mail Direction Report (PDF)
PostalOnel Customer Registration (PDF) Preferred Publications (PDF)
Preferred Publications (PDF) Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF) Customer / Supplier Agreements (PDF)
Customer / Supplier Agreements (PDF) Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF) Business Customer Gateway - Existing Users (PDF)
Customer Drop Ship Web Based Training Course:
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desk
Please note this may take several minutes to save. Once the file is saved the close button and navigate to your desktop. From your desktop EXTRA the zip file. To EXTRACT the file, right-click on the zip file and select "Extra
Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm.)
to begin the course. Note: The Customer Web Based Training is best viewed using Internet
Explorer or Netscape 6.2 or 7.X web browsers.
Customer Origin Entry Web Based Training Course:
Customer Web Based Training Course(ZIP) To open the Customer Web Based Training file you must have WIN ZIP. To
begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file
saved, click the close button and navigate to your desktop. From your des EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and se "Extract to Here". Once the file is extracted to your desktop open the
Customer Web Based Training folder and select the "Start Here" (named S here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.
Mailer Rating Information:
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT) Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)
Download User Guide (Version 14):
Customer User Guide (PDF) Customer User Guide (HTML)
Customer User Guide (ZIP)
Drop Ship Delivery Unit Hours File:
Drop Ship Delivery Unit Hours File (EXCL) Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2
or greater.
Publication 804: Publication 804
Domestic Mail Manual:
Domestic Mail Manual: Domestic Mail Manual
PS Forms (8125):
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download: PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification
Clearance (10/2005) PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolida
Verification and Clearance (01/2006)
Customer / Supplier Agreements: Guide to Customer / Supplier Agreements
To view the user guide as a .PDF file you must have Adobe Acrobat Reader. below to download it now.
below to download it now. Download Adobe Acrobat PDF Reader

10.1.3 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course can be downloaded and run on any computer with a compatible browser.



The fields and buttons on the *Reference Documents* (*Customer Web Based Training Course* section) page are described below. A snapshot of the page is displayed after the field description.

Customer Web	Begins the downloading process of the Customer Web Based Training Course
Based Training	document in ZIP format.
Course	



Click the **Customer Web Based Training Course** hyperlink to begin the download of the Customer Web Based Training Course ZIP file.



Note:

To be able to open the Customer Web Based Training materials the user must have some form of zipping utility such as WinZip.



The file download may take several minutes to compete. The file size is about 26MB.

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.

.....

UNITED STATES POSTAL SERVICE®

acility Access and Shipment Tracki	ng (F <i>l</i>
Reference Documents	
Release Notes:	
Pre-Release Notes 11/07/2010	
Release Notes 05/23/2010 Release Notes 08/15/2010	
Release Notes 04/11/2010	
Release Notes 03/28/2010	
Post-Release Notes 03/28/2010 Release Notes 03/14/2010	
Release Notes 11/15/2009	
Release Notes 10/18/2009 Release Notes 08/16/2009	
Customer Job Aids:	
Creating Drop Ship Appointments Guide (PDF)	
Creating Origin Entry Appointments Guide (PDF) Facility Profile Information (PDF)	
Managing Drop Ship Appointments Guide (PDF)	
Managing Origin Entry Appointments Guide (PDF)	uide
FAST Appointment Container Association Quick Reference ((PDF)	9010
Appointment Shell (PDF) Formatting and Printing Reports (PDF)	
Joint Scheduling (PDF)	
Mail Direction Report (PDF)	
PostalOnel Customer Registration (PDF) Preferred Publications (PDF)	
Resolution and Internet Browser Settings (PDF)	
Web Services Overview (PDF)	
Customer / Supplier Agreements (PDF) Business Customer Gateway Introduction - Dock Handout (DF)
Business Customer Gateway - New Users (PDF)	
Business Customer Gateway - Existing Users (PDF)	
Customer Drop Ship Web Based Training Course:	
Customer Web Based Training Course(ZIP) To open the Customer Web Based Training file you must have WIN 3	P. To
begin, save the Customer Drop Ship Web Based Training file to you Please note this may take several minutes to save. Once the file is a	ved, clic
the close button and navigate to your desktop. From your desktop E the zip file. To EXTRACT the file, right-click on the zip file and select	Extract t
Here". Once the file is extracted to your desktop open the Customer Based Training folder and select the "Start Here" (named Start here	Web itm) file
to begin the course. Note: The Customer Web Based Training is best viewed using Inter	et
Explorer or Netscape 6.2 or 7 X web browsers.	
Customer Origin Entry Web Based Training Course: Customer Web Based Training Course(7/8)	
Customer Web Based Training Course(ZIP) To open the Customer Web Based Training file you must have WIN a	P. To
begin, save the Customer Origin Entry Web Based Training file to yo desktop. Please note this may take several minutes to save. Once the	e file is
saved, click the close button and navigate to your desktop. From yo EXTRACT the zip file. To EXTRACT the file, right-click on the zip file	r desktop nd select
"Extract to Here". Once the file is extracted to your desktop open th Customer Web Based Training folder and select the "Start Here" (na	ned Start
here.htm) file to begin the course. Note: The Customer Web Based Training is best viewed using Inter	et
Explorer or Netscape 6.2 or 7.X web browsers.	
Mailer Rating Information: Mailer Rating Information (RPT)	
Mailer Rating Introduction (PPT) Mailer Rating Appointment Rating Process (PPT)	
Mailer Rating Reports (PPT)	
Mailer Rating Review (PPT)	
Download User Guide (Version 14):	
Customer User Guide (PDF) Customer User Guide (HTML)	
Customer User Guide (HTML) Customer User Guide (ZIP)	
 Drop Ship Delivery Unit Hours File: Drop Ship Delivery Unit Hours File (EXCL) 	
Note: The Drop Ship Delivery Unit Hours file must be viewed using E or greater.	cel 2003
Publication 804: Publication 804	
Publication 804 Domestic Mail Manual:	
Domestic Mail Manual	
PS Forms (8125):	
<u>PS Forms Page</u> Note: Clicking this link directs you to the USPS Forms page.	
Please search for the following forms on the page to download: PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verific	tion and
Clearance (10/2005) PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Con Verification and Clearance (01/2006)	olidated
Customer / Supplier Agreements:	
Guide to Customer / Supplier Agreements	
To view the user guide as a .PDF file you must have Adobe Acrobat Ri below to download it now.	ader. Clicl
Download Adobe Acrobat PDF Reader	

10.1.4 Download Mailer Rating Information

The Download Mailer Rating Information section allows the user to access mailer rating teleconference presentations for facilities or mailers in Microsoft PowerPoint (PPT) format. Links to presentations are updated with the most recent material.

- Mailer Rating Introduction (PPT)
- Mailer Rating Appointment Rating Process (PPT)
- Mailer Rating Reports (PPT)
- Mailer Rating Review (PPT)

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents* (Mailer Rating Information section) page are described below. A snapshot of the page is displayed after the field description.

Mailer Rating Introduction (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Introduction.
Mailer Rating Appointment Rating Process (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Appointment Rating Process.
Mailer Rating Reports (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Reports (PPT).
Mailer Rating Review (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Review.

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.

UNITED STATES

Reference Documents Release Notes: PrintRease Notes 1107/2010 Release Notes 027/2010 Release Notes 027/2010 Release Notes 027/2010 Release Notes 027/2011 Release 027/2011	 Release Notes: Pri-Release Notes 21107/2010 Release Notes 2012/2010 Release Notes 2014/2019 Release 2014/2014 Release 201	 Release Notes: Pre-Release Notes 11/07/2010 Release Notes 02/15/2010 Release Notes 02/15/2019 Release Notes 02/15/2019	 Release Notes: Pre-Release Notes: 1107/2010 Release Notes: 02152010 Release Notes: 02152000 Release Note: 0215200 Release Note: 0215200 Release Note: 0215200 Release Note: 0215200 Release Note: 0215200 Release Note: 02152000 Release Note: 02152000 Release Note: 0215200 Release Release Note: 0200
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CLICK the **Mailer Rating Introduction** hyperlink to open the Mailer Rating Introduction in .PPT format.

CLICK the **Mailer Rating Appointment Rating Process** hyperlink to open the Mailer Rating Appointment Rating Process in .PPT format.

CLICK the **Mailer Rating Reports** hyperlink to open the Mailer Rating Reports in .PPT format.

CLICK the Mailer Rating Review hyperlink to open the Mailer Rating Review in .PPT format.

10.1.5 Download User Guide

The FAST User Guide is a document that explains the different features that FAST provides to the user. It contains detailed instructions for the user to perform key functions in the FAST system. The user may only download an external version of the User Guide. The download for the External User Guide is accessible from two points in FAST; from the FAST Login page (pre-login) and from the Resources Landing page (post-login).

The FAST User Guide section describes the following processes:

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

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents* (*FAST User Guide* section) page are described below. A snapshot of the page is displayed after the field description.

Customer User Guide (PDF) hyperlink	Begins the downloading process of the FAST User Guide in .PDF format.
<i>Customer User</i> <i>Guide (HTML)</i> hyperlink	Begins the downloading process of the FAST User Guide in .HTML format.
<i>Customer User</i> <i>Guide (ZIP)</i> hyperlink	Begins the downloading process of the FAST User Guide as a .ZIP file.

The *Reference Documents* page is displayed on the following page with the *FAST User Guide* section highlighted.





CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .PDF format*, to be redirected to a page with the User Guide in .PDF format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .HTML format*, to be redirected to a page with the User Guide in .HTML format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *as a .ZIP file*, to begin the downloading process. A new window will appear prompting the user to either open the WinZip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.



Note:

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

10.1.6 Link to Publication 804

Drop Shipment Procedures for Destination Entry (*Publication 804*) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM). They establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The Publication 804 section describes the following processes:

- Linking to Publication 804 in .PDF format
- Linking to Publication 804 in text format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



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The *Reference Documents* page is displayed on the following page with the Publication 804 section highlighted.

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CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **TEXT** to download .TEXT format.

The *Publication 804* in text format is displayed below with the shortcut highlighted.

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Bookmark Publication 804 Drop Shipment Proc April 2000 Contents Exhibits D 1 Introduction D 2 Procedures at Ori D 3 Appointment Proc D 4 Mailer Transport o D 6 Problem Resolutic D 7 Drop Shipment Ar Appendix A - Forms Appendix A - Forms Appendix C - Abbre	Introduction 1 11 Overview 1 12 Definition of Drop Shipment 1 13 Destination Entry Rate Levels 1 14 Plant-Verified Drop Shipment (PVDS) 2 2 Procedures at Origin Office 3 2-1 Verification at Mailer's Plant 3 2-1.1 Mailer Responsibilities 3 2-1.2 Postal Service Responsibilities 3 2-1.3 Resolving Discrepancies Reported by Destination Entry Facilities 3 2-2 Pallet Requirements 4	
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CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **PDF** to download .PDF format.

10.1.7 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The user may access the DMM in .PDF format on the Postal Explorer website. Postal Explorer holds the most recent Domestic Mail Manual.

The Domestic Mail Manual section describes how the user may view the manual in .PDF format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents* (*Domestic Mail Manual* section) page are described below. A snapshot of the page is displayed after the field description.

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The *Reference Documents* page is displayed on the following page with the Domestic Mail Manual section highlighted.

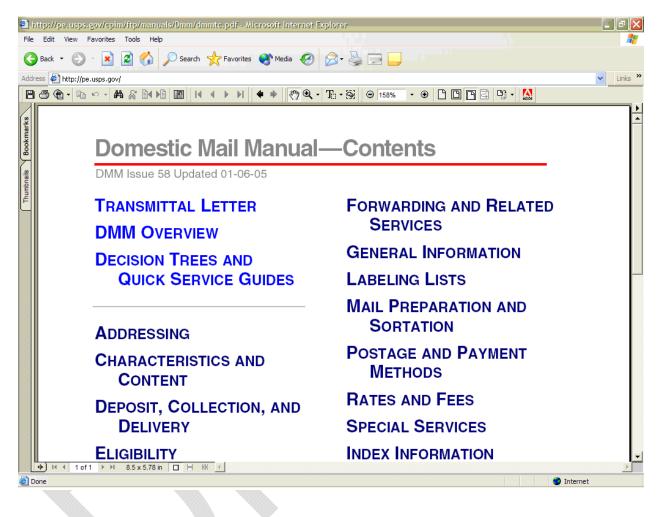
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CLICK the **Domestic Mail Manual** hyperlink, to be redirected to the USPS Domestic Mail Manual page. CLICK **Download DMM** to download the Domestic Mail Manual in .PDF format.

The Domestic Mail Manual in .PDF format is displayed below.



10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The PS Form 8125 contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment 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 8125 is divided into three main sections:

- Mailer Information section Contains the scheduled appointment information
- Origin Post Office section Contains more detailed appointment information that is verified by the originating Post Office
- **Destination Entry Post Office or Delivery Unit section** Contains the actual arrival site, time and any discrepancies or irregularities of the appointment

The PS Form 8125 section describes how the user may download the form in .PDF format.

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.



The fields and buttons on the *Reference Documents* (*PS Form 8125* section) page are described below. A snapshot of the page is displayed after the field description.

PS Forms PageRedirects user to the USPS Forms Page.hyperlink	•	
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The *Reference Documents* page is displayed on the following page with the PS Form 8125 section highlighted.

UNITED STATES POSTAL SERVICE.

acility Access an	d Shipment Tracking (FA
Reference Documents	
Release Notes:	
Pre-Release Notes: Pre-Release Notes 11/07/2	010
Release Notes 05/23/2010	
Release Notes 08/15/2010 Release Notes 04/11/2010	
Release Notes 03/28/2010	
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Release Notes 08/16/2009	
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Mailer Rating Reports (PPT	
Mailer Rating Review (PPT)	
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Publication 804:	
Publication 804	
Domestic Mail Manual:	
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PS Forms (8125):	
PS Forms Page	
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PS Form 8125-C (PDF) - Plant Verification and Clearance (01)	-Verified Drop Shipment (PVDS) Consolidated 2006)
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Guide to Customer / Supplier Agreen	
To view the user guide as a .PDF	ile you must have Adobe Acrobat Reader. Clici
below to download it now.	
Download Adobe Acrobat PDF	

Forms

Privacy Policy



CLICK the **PS Forms Page** hyperlink, to be redirected to the USPS Forms page. The user will search for the PS Form 8125 to download in .PDF format.

The PS Form 8125 in .PDF format is displayed on the following page.

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10.2 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.

- 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.



The fields and buttons on the *Drop Ship Product File Download* page are described below. 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.
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.
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.

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Mail Direction File v2 (as of)	Download
CIN List File (as of)	Download
Drop Ship Delivery Unit Hours File (as of)	Download
Layout File (as of)	Download
BMEU File (as of)	Download
Critical Entry Time File (as of)	Download



CLICK the **Download** button to begin the downloading process. A new window will appear prompting the user to either open the zip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:

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

10.3 Label List Files Download

The Label List Files page allows a user to access Postal Explorer to view various Label Lists as well as download all Label Lists together in a single download, or at one time. The files will be posted in alignment with changes in the Postal Bulletin.

The user may either download all of the files at once by clicking the **Label List Files Download (all Label Lists)** Download button, or they may download a specific label list by clicking on its corresponding Download button.

The user begins the process from the *Resources* Landing page. The user CLICKS the Label List Files **Download** link, or associated **Go>** button to display the *Label List Files* page.



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

Label List Files	Postal Explorer Link to Label Lists
Go button	Directs user to Postal Explorer page
Download (Label List Files Download)	Begins the downloading process of all Label Lists including guide and layout files
Download (L000 NDC Labeling List)	Begins the downloading process of the L000 NDC Label List
Download (L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L002 3-Digit ZIP Code Prefix Matrix)	Begins the downloading process of the L002 3-Digit ZIP Code Prefix Matrix Label List.
Download (L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation)	Begins the downloading process of the L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation Label List
Download (L004 3-Digit ZIP Code Prefix Groups – ADC Sortation)	Begins the downloading process of the L004 3-Digit ZIP Code Prefix Groups – ADC Sortation Label List
Download (L005 3-Digit ZIP Code Prefix Groups – SCF Sortation)	Begins the downloading process of the L005 3-Digit ZIP Code Prefix Groups – SCF Sortation Label List
Download (L006 FSS)	Begins the downloading process of the L006 FSS Label List
Download (L007 5-Digit	Begins the downloading process of the L007 5-Digit Scheme –

	User Guide
Scheme – Periodicals, Standard Mail, and Package Services Flats in Bundles)	Periodicals, Standard Mail, and Package Services Flats in Bundles Label List
Download (L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles)	Begins the downloading process of the L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles Label List
Download (L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels)	Begins the downloading process of the L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels Label List
Download (L011 Non- NDC/ASF Entry – Periodicals and Standard Mail Letters)	Begins the downloading process of the L011 Non-NDC/ASF Entry – Periodicals and Standard Mail Letters Label List
Download (L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC)	Begins the downloading process of the L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC Label List
Download (L601 NDCs)	Begins the downloading process of L601 NDCs Label List
Download (L602 ASFs)	Begins the downloading process of L602 ASFs Label List
Download (L603 – Origin Entry NDC – Parcels)	Begins the downloading process of L603 – Origin Entry NDC – Parcels Label List
Download (L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats)	Begins the downloading process of L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats Label List
Download (L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort)	Begins the downloading process of L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort Label List
Download (L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels)	Begins the downloading process of L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels Label List
Download (L607 3-Digit ZIP Code Sort Option for Drop- Ship Mailers)	Begins the downloading process of L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers Label List
Download (L801 – AADCs – Letter-Size Mailings)	Begins the downloading process of L801 – AADCs – Letter-Size Mailings Label List

A snapshot of the Label List Files page is displayed below.

<u></u>	Facility Ac	cess and Shipmer	nt Tracking (FA
Fac	ility Access and Shipment Tra	cking (FAS	ST)
	el List Files		
Lai	lei List Files		
1000	Label List Files Postal Explorer Link to Label List		Go>
Do	wnload File:		
	Label List Files Download (All Label Lists)	(as of 12/08/2010)	Download
	LOOO NDC Labeling List	(as of 12/08/2010)	Download
•	L001 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels	(as of 12/08/2010)	Download
	L002 3-Digit ZIP Code Prefix Matrix	(as of 12/08/2010)	Download
	L003 3-Digit ZIP Code Prefix Groups - 3-Digit Scheme Sortation	(as of 12/08/2010)	Download
•	L004 3-Digit ZIP Code Prefix Groups - ADC Sortation	(as of 12/08/2010)	Download
•	L005 3-Digit ZIP Code Prefix Groups - SCF Sortation	(as of 12/08/2010)	Download
	L006 5-Digit Metro Scheme	(as of 12/08/2010)	Download
•	L007 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats in Bundles	(as of 12/08/2010)	Download
•	L008 3-Digit Scheme - Periodicals, Standard Mail, and BPM Flats in Bundles	(as of 12/08/2010)	Download
٠	L009 Mixed ADCs - Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats	(as of 12/08/2010)	Download
	L010 NDC/ASF Entry - Standard Mail Letters and Package Services Irregular Parcels	(as of 12/08/2010)	Download
	L011 Non-NDC/ASF Entry - Periodicals and Standard Mail Letters	(as of 12/08/2010)	Download
•	L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC	(as of 12/08/2010)	Download
	L601 NDCs	(as of 12/08/2010)	Download
	L602 ASFs	(as of 12/08/2010)	Download
ж	L603 ADCs - Irregular Standard Mail Parcels	(as of 12/08/2010)	Download
	L604 Originating ADCs - Standard Mail Irregular Parcels	(as of 12/08/2010)	Download
•	L605 NDCs/ASFs - Nonmachinable Parcel Post NDC Presort and ONDC Presort	(as of 12/08/2010)	Download
	L606 5-Digit Scheme - Standard Mail, First- Class Mail, and Package Services Parcels	(as of 12/08/2010)	Download
	L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers	(as of 12/08/2010)	Download
	L801 AADCs - Letter-Size Mailings	(as of 12/08/2010)	Download
•	Layout File	(as of 09/25/2009)	Download

10.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Users may view all general and facility messages that have not yet expired.

The Message Board section describes the process for viewing the board.

The Message Board is accessible from three points in FAST; from the *FAST Login* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). The user begins the process from the *FAST Login* page. Upon login the **Message Board Pop Up** will automatically be displayed. The user may also access the **Message Board** from the *Resources Landing* page. The user CLICKS the **Message Board** link, or associated **Go>** button to display the *Message Board*.



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

Facility Messages link	Triggers the application to bring the user to the <i>Facility Message</i> section on the Message Board.
General Messages link	Triggers the application to bring the user to the <i>General Message</i> section on the Message Board.
Facility Messages	Includes all Facility Messages available.
General Messages	Includes all General Messages available.
Back to Top link	Triggers the application to bring the user back to the top of the Message Board.

The FAST Message Board is displayed on the following page.

Appointments	Facility Access and Shipment	t Tracking (FAST)	
ng Appointments Profiles Profiles Reports Resources Reference Documents Product File Download el List Files Download by Message Board What's New Board View CN List View CN List View CN List	FAST Message Board Facility Messages Facility Messages: No Facility Messages Available	View Printable Version	
MTE Returns Origin Entry tomer / Supplier Agreements TEM	General Messages: No General Messages Available Back to Top		
<u>Contact Us</u> Forms		Terms of Use National & Premier Accounts National & Premier Accounts Preserving through the Trust Transactor General Preving Integration	

10.5 What's New Board

What's New is a message posting system where administrators of the FAST system may display systemrelated information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The What's New Board section describes the process for viewing the board.

The *What's New Board* is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.



The fields and buttons on the *What's New Board* page are described below. A snapshot of the page is displayed after the field description.

What's New Post Date	The date the message was posted by the user.
What's New Expiration Date	The date the message will expire and cease to be displayed on the What's New Board.
Subject	The subject of the message entered by the user.
Nevember 0, 2012	EAST Customer Lleer Cuide Dege 420

What's New	The text of the new message entered by the user.
Back to Top link	Triggers the application to bring the user back to the top of the What's New Board.

The FAST What's New Board is displayed on the following page.

Appointments	And an end of the second second	Facility Access and Shipment Tracking (FAST)	
ring Appointments Facilities	Facility Access and Sh	ipment Tracking (FAST)	
Profiles Reports	What's New Board	View Printable Version	
Resources Reference Documents ip Product File Download	No What's New Posting Available		
abel List Files Download Message Board	Back to Top		
What's New Board <u>View CIN List</u> <u>View CIN Group List</u>			
MTE Returns			
<u>Origin Entry</u> ustomer / Supplier			
<u>Agreements</u> <u>TEM</u>			

10.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active Content Identifier Numbers (CINS). A user may view the complete list of active CINS or filter a list of active CINS to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The *View CIN List* page is accessible from two points in FAST: from the *Resources Landing* Page (prelogin), from the *Resources Landing* Page (post-login).



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

Enter CIN	Text box to enter the CIN of the desired CIN.
Mail Class	Drop-down box listing all mail classes that the user may choose to filter by.
Mail Shape	Drop-down box listing all mail shapes that the user may choose to filter by.
Presort	Drop-down box listing all presorts that the user may choose to filer by.
Submit	Retrieves the CIN List for the selected search criteria.
CIN	Displays the CIN Code.
Mail Class	Displays the mail class of the associated CIN.
Mail Shape	Displays the mail shape of the associated CIN.
Presort	Displays the presort of the associated CIN.

		Facility A	ccess and Shipment Tracking (FAS
1.			
Facility	Access and S	Shipment Tra	acking (FAST)
View CIN			
View CIN	LIST		Return to Previous Scree
The Search a	and Sort options below	allow you to filter the	CIN List shown at the bottom of th
	Submit" to return to the		
Search and	Sort Options		
Enter CI	N:		
Or Mail Class	s: Periodicals	122	
Wall Clas	s: Periodicais		
Mail Shap	e: Flats	~	
Duese	rt: 5D BC/NBC	1242	(Submit >)
Presu		~	(Julinie >)
CIN List			
Export option	ns: <u>Download into Exce</u>	el 🖹 View Printable '	Version
<u>CIII</u>	Mail Class	Mail Shape	Presort
321	Periodicals	Flats	5D BC/NBC
			Total (1 result)
Evport option	no: Download into Ever	al I 🖪 Miow Printable."	Version
Export option	ns: <u>Download into Exce</u>	el 🖹 View Printable '	Version

On initial load of the View CIN List page, the list of all active CINs will be displayed. The user may narrow down the search of active CINs by one of two ways:

Search for a specific CIN:

- 1. Enter the CIN Code into the Enter CIN textbox
- 2. CLICK the Submit button

Search for CINS based on Mail Class, Mail Shape, and Presort:

- 1. SELECT a mail class from the Mail Class drop-down box
- 2. SELECT a mail shape from the Mail Shape drop-down box
- **3**. SELECT a presort from the Presort drop-down box
- 4. CLICK the Submit button

The result(s) will be displayed in the CIN List table at the bottom of the page.

<u>.</u>

10.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from two points in FAST: from the Resources Landing Page (pre-login), and from the Resources Landing Page (post-login).



The fields and buttons on the View CIN Group List page are described below. A snapshot of the page is displayed after the field description.

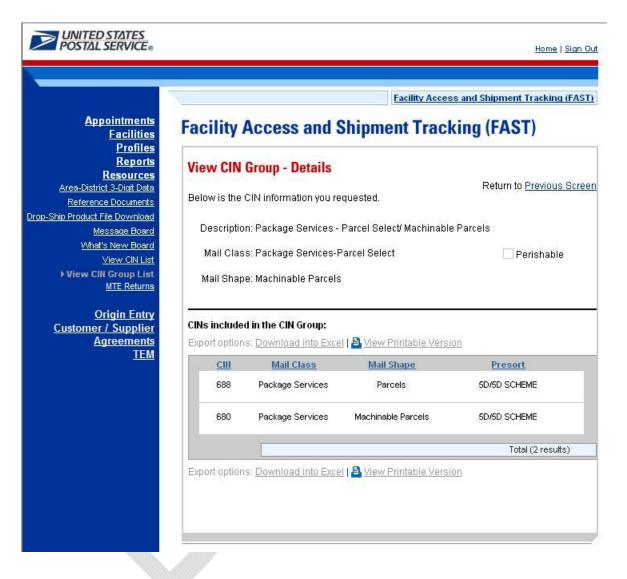
l Group I	Displays the CIN Group.
	Displays the CINs associated to the CIN Group.
TED STATE	3
INT SEKAK	Home Sign Di
	Facility Access and Shipment Tracking (FAST
Appointme Facili	
Prof	
Rep	VIEW LUV UTOUD LIST
<u>Resour</u> District 3-Digit I	Ces
ference Docum	ents Below is a list of all CIN Groups with their details.
duct File Down	
<u>Message Br</u> What's New Br	CIN Group CINS
View CIN	CODOD Charles day of the stand
w CIN Group	
MTE Ret	turns Default DEF
Origin Er mer / Supp	
Agreeme	
	Package Services - BPM/Library/Media /Flats 635, 636, 637, 638, 639, 648, 649, 650, 651, 653, 654, 657, 658, 659, 661, 667, 668, 669
	Package Services - BPM/Library/Media /Irregular 690, 691, 692, 694, Parcels 696, 697, 698
	Package Services - BPM/Library/Media /Machinable 680, 682, 683, 684, Parcels 687
	Package Services - Parcel Select/Machinable 680, 688 Parcels

All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.



The fields and buttons on the View CIN Group – Details page are described below. A snapshot of the page is displayed after the field descriptions.

Description	Displays the CIN Group Name.
Mail Class	Displays the mail class of the CIN Group.
Mail Shape	Displays the mail shape of the CIN Group.
Perishable	Read-Only checkbox to indicate if the CIN Group is perishable.
CIN	Displays the CIN Code.
Mail Class	Displays the Mail Class of the associated CIN.
Mail Shape	Displays the Mail Shape of the associated CIN.
Presort	Displays the Presort of the associated CIN.



10.8 MTE Returns Request

The *MTE Returns Request* section displays the Mail Transport Equipment Returns Request page, allowing a user to pick up residual mail transport equipment.



The fields and buttons on the Mail Transport Equipment Returns Request page are described below. A snapshot of the page is displayed after the field descriptions.

	User Guid
*Corporate Name	Text box to enter the corporate name.
*Contact Name	Text box to enter the contact name.
*Address line 1	Text box to enter address information.
Address line 2	Text box to enter more address information.
*City	Text box to enter the city.
*State	Drop-down box listing all states for the user to choose from.
*ZIP Code	Text box to enter the ZIP Code.
*Contact Phone	Text box to enter the contact number.
Number	
Contact Phone Ext	Text box to enter the contact phone extension.
*Contact	Text box to enter the contact email address
Email	
Address	
*Preferred	Text box to enter the preferred pick-up date.
Pick-up Date	
Calendar box	Icon that opens up to select a date.
Preferred	Drop-down box that allows user to select a pick-up start hour in military time.
Pick-up start	
hour	
Preferred	Drop-down box that allows user to select a pick-up start hour in military time.
Pick-up end	
hour	
Plastic Pallets	Text box to enter the number of plastic pallets being requested.
Tubs	Text box to enter the number of tubs being requested.
Trays	Text box to enter the number of trays being requested.
Sacks	Text box to enter the number of sacks being requested.
Sleeves	Text box to enter the number of rolling stock being requested.
Rolling Stock	Text box to enter the number of rolling stock being requested.
Comments	Text box to enter comments.
Send	Button that sends the entered information.
Clear	Button that clears all the current selections on the page.
Cancel	Button that cancels the request.

The Mail Transport Equipment Returns Request page is displayed on the following page.

Intments Mail Transport Equipment Returns Request acilities The Mail Transport Equipment Returns Request will be forwarded to a USPS area contact will review the information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request, ar contact you to verify pick-up. If USPS has not responded to your request in 7 days, pleas the tracking number provided on the confirmation page to follow-up with the HQ Mail Tr Equipment coordinator. Download * Comporate Name: Comporation 1					
Amintments Mail Transport Equipment Returns Request will be forwarded to a USPS area contract will versive whe information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request, an information provided. USPS areas require a minimum of 7 days to review a request, an information page to follow-up with the HO Mail Transport Equipment Contract will USP has not recommended to a USPS area continuous of the provided on the continuation page to follow-up with the HO Mail Transport Equipment Pick-up Address: Corporate Name: Corporation 1 Contact Name: Contact Phone Number: Contact Phone Stat: Preferred Pick-up Date: Mail Transport Equipment types and quantities: Plastic Pallets: Trays: Sacks: Sleeves: Rolling Stock: Herrore Rage APCA. Emiliant Stock: Mail Transport Equipment Conduction (Bood, Pair, Peor) Bample: Trays 12 - Good Conditios Comments:			E	acility Access and	Shipment Tracking (
age Board * Corporate Name: Corporation 1 * Contact Name: Mail Transport Equipment Pick-up Address: * Address line 1: Address line 2: * Address line 2: Address line 2: Supplier * City: * State: Select One - • * Contact Phone Number:	Facilities The M Profiles review Reports inform Resources contac ce Documents Equip File Download Equip	ail Transport Equipme . The USPS area conta ation provided. USPS t you to verify pick-up. I cking number provided	nt Returns Request act will review the info areas require a mini f USPS has not resp	will be forwarded t ormation and follov mum of 7 days to r onded to your requ	w-up based on the review a request, and Jest in 7 days, pleas
W. CN List Mail Transport Equipment Pick-up Address: * Address line 1: Address line 2: Supplier City: * Electrons * City: * State: - Select One - • * ZIP Code: * Contact Phone Number: Contact Phone Number: Contact Phone Number: Contact Phone Ext: * Contact Email Address; * Preferred Pick-up Date: 05/10/2008 * Preferred Pick-up Date: 05/10/2008 * Preferred Pick-up and hour: * Hour is military time Preferred Pick-up and hour: * Hour is military time Preferred Pick-up and hour: * Hour is military time Plastic Pallets: * Trays: * Sacks: * Sleeves: * Rolling Stock: * * * * * * * * * Comments: * * * * * * * * * * * * *	age Board * Corp		Corporation 1		
Mail Transport Equipment Pick-up Address: Address line 1: Address line 2: City: State: Contact Phone Number: Contact Phone Number: Contact Phone Ext: * Contact Email Address: * Contact Email Address: * Preferred Pick-up Date: 05/10/2008 * Preferred Pick-up start hour: * Hour is military time Preferred Pick-up start hour: * Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (Hampers, Cages, APCs, ERNCo) Comments: Mile: State Mail Transport Equipment Condition (Good, Fair, Poor) Example: Trays 12 - Good Condition Send > Clear>	Contraction of the second	act Name:	0.0		
Address line 1. Address line 2: City: * State: * State: * State: * Contact Phone Number: Contact Phone Ext: * Contact Email Address: * Contact Email Address: * Contact Email Address: * Preferred Pick-up Date: 05/10/2008 * Preferred Pick-up start hour: * Hour is military time Preferred Pick-up end hour: * Hour is military time Preferred Pick-up and pour: * Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (#mpars, Cages, APCa, ERMCa) Ermins: Trays 12 - Good Condition Comments: Example: Trays 12 - Good Condition Comer> This process is not supported by the FAST help desk or the fast@usps.com email add Any support or requests for follow-up must be directed to the USPS HQ Mail Transport	2012/01/01/01/01/01/01/01/01/01/01/01/01/01/	ransport Equipment P	ick-up Address:		
City: • City: • State: • Select One - • • ZIP Code: • ZIP Code: • Contact Phone Number: Contact Phone Ext: • Contact Email Address: • Contact Email Address: • Preferred Pick-up Date: • D5/10/2008 • Preferred Pick-up pate: • Option: • Preferred Pick-up start hour: • Hour is military time Preferred Pick-up end hour: • Preferred Pick-up end hour: • Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Trays: Sacks: Sacks: Sacks: Sacks: Sacks: Rolling Stock: (Hamper, Cages, APCs, ERNCs) Example: Trays 12 - Good Condition (Good, Fair, Poor) Example: Trays 12 - Good Condition This process is not supported by the FAST help desk or the fast@usps com email add Any support or requests for follow-up must be directed to the USP's HQ Mail Transport	rns * Addi	ess line 1:			
City: State: Contact Phone Number: Contact Phone Ext: Contact Email Address: State: <	y Add	ress line 2:			
* State: • Contact Phone Number: Contact Phone Ext: • Contact Email Address: • Preferred Pick-up Date: • O5/10/2008 • Preferred Pick-up Date: • O5/10/2008 • Preferred Pick-up and hour: • Hour is military time Preferred Pick-up end hour: • Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (Hempers, Cages, APCs, ERMCs) Entrics Comments: Sacks: Source: This process is not supported by the FAST help desk or the fast@usps com email add Any support or requests for follow-up must be directed to the USPS HQ Mail Transport					
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Contact Phone Ext: * Contact Email Address: * Preferred Pick-up Date: 05/10/2008 * Preferred Pick-up bate: Preferred Pick-up end hour: * Hour is military time Preferred Pick-up end hour: * Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (Hampers, Cages, APCs, ERMCs) ERMCs) Comments: State Mail Transport Equipment Condition (Good, Fair, Poor) Example: Trays 12 - Good Condition Send> Clear > Cancel	* ZIP	Code:			
* Contact Email Address: * Preferred Pick-up Date: 05/10/2008 Preferred Pick-up start hour: Hour is military time Preferred Pick-up end hour: Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (Hampers, Cages, APCs, ERMCs) Comments: Starts Mail Transport Equipment Condition (Good, Fair, Pior) Example: Trays 12 - Good Condition Starts Jack Starts Mail Transport Equipment Condition (Good, Fair, Pior) Example: Trays 12 - Good Condition This process is not supported by the FAST help desk or the fast@usps com email add Any support or requests for follow-up must be directed to the USPS HQ Mail Transport	* Con	tact Phone Number:			
* Contact Email Address: * Preferred Pick-up Date: Deferred Pick-up start hour: Hour is military time Preferred Pick-up end hour: Hour is military time Mail Transport Equipment types and quantities: Plastic Pallets: Tubs: Trays: Sacks: Sleeves: Rolling Stock: (Hampers, Cages, APCs, ERMCs) Comments: State Mail Transport Equipment Condition (Good, Fair, Pior) Example: Trays 12 - Good Condition Concert This process is not supported by the FAST help desk or the fast@usps com email add Any support or requests for follow-up must be directed to the USPS HQ Mail Transport	Con	tact Phone Ext:			
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11.0 Rating Overview

Ratings offer the most efficient drop shipment customers a greater availability to slots when scheduling appointments. FAST calculates two kinds of ratings: Appointment Rating and Corporate Rating. Individual appointments are evaluated and scored as they are finalized. The appointment scores are then used to calculate a corporate rating for each destination facility the corporation utilizes for drop shipments. Corporate rating is based on all finalized appointment ratings over a 28 day period for each corporation and destination facility combination. Corporations are rated on a weekly basis.

The *Rating Overview* section describes how appointments and corporations are rated in FAST. It also contains a calendar and time frames that affect appointments and the rating process. The section includes:

11.1 Appointment Rating

11.2 Corporate Rating

11.3 Rating Calendar

11.1 Appointment Rating

All appointments are rated within FAST. An appointment may not be scored until it is considered finalized. Appointments are considered finalized at 288 hours past the scheduled appointment time. Appointment ratings do not differentiate between recurring and one time appointments.

The Appointment Rating section discusses the following topics:

- 11.1.1 Routine Rating
- 11.1.2 Exception Scoring
- 11.1.3 Exempt Appointments and Additional Scenarios

11.1.1 Routine Rating

An appointment may receive a score from 0 to 100, with 100 being a perfect score. Closed appointments are scored based on the following criteria:

- Submission Method and Content Detail 20 points possible
- On-Time Accuracy 40 points possible
- Content Accuracy 40 points possible
- Pre-Notification Deductions up to 40 points can be deducted
- Irregularities Deductions 10 points will be deducted

An appointment will never receive a negative score as part of the appointment rating process.

Submission Method and Content Detail

Appointments are evaluated on the amount of detail provided for the content and the method by which the appointment is created by the Scheduler. Content detail refers to pallet presort information of the content. This category is used as an incentive for the corporations to provide a detailed level of information for every content in an electronic format. Depending on the submission method of an appointment request and the detail of content, the appointment may receive a score of 0, 10 or 20 points for this category.

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Content Detail/Submission Method	Points Awarded
Web Services/Web Services with Mail.dat with pallet presort	20/20
Web Services without pallet presort or FAST Online	10/20
Phone	0/20

On-Time Accuracy

In the on-time accuracy category, appointments are evaluated on the Scheduler's ability to meet the planned date/time of their appointment. The scheduled appointment information is evaluated against the actual arrival information. An appointment may receive a score of 0, 20 or 40 points for these categories.

On-Time Induction Accuracy	Points Awarded
On-Time (Up to 30 minutes late)	40/40
Late (> 30 minutes to 2 hours late)	20/40
Significantly Late (> 2 hours to 8 hours late)	0/40

Note: An appointment that arrives more than 8 hours after that appointment date and time will be given as an exception rating of 0 (see Section 10.1.2)

Content Accuracy

In the content accuracy category, the appointment is evaluated on the scheduled appointment contents match the actual contents arriving with the shipment. An appointment may receive a score of 0, 20 or 40 points for these categories:

Content Accuracy	Points Awarded
Accurate (less than or equal to 2 pallets or less than or equal to 10% bedload for bedloaded appointment)	40/40
Minor Volume Discrepancy (3 to 5 pallets or greater than 10% and less than or equal to 25 % bedload for bedloaded appointment)	20/40
Major Volume Discrepancy (greater than 5 pallets or greater than 25% bedload for bedloaded appointment)	0/40

Pre-Notification Deductions and Irregularity Deductions

In the pre-notification deduction category, the appointments are evaluated on the Scheduler's ability to provide accurate drop shipment information more than 12 hours before the scheduled appointment date and time. A mailer will only receive a pre-notification deduction if the create/update occurs within 12 hours of the scheduled appointment date and time. Pre-notification deduction changes are grouped into four categories: create, update (appointment type change, significant volume change, and appointment time change), date change, and location change.

Appointment Type update changes are defined to be from Pallet to Bedload, Speedline to Bedload or Speedline to Pallet.

Significant volume update changes are evaluated for USPS defined working volume and are then evaluated by each mail shape submitted. Depending on the total pallet count, the significant volume threshold may be in one of the following three categories:

- If the total pallet count is greater than 20, and the percentage change is greater than 10%, the change is considered significant. Anything less than or equal to 10% is not considered significant
- If the total pallet count is less than or equal to 20, a change greater than 2 pallets is considered a significant change and anything less than or equal to 2 pallets is not considered significant

 If the total working bedloaded volume difference exceeds 10%, then it will be considered as a significant volume change

Irregularity deductions apply to appointments that arrive with an irregularity. Irregularity deductions of 10 points are subtracted from the final appointment score. Irregularities may include one or more of the following:

- Altered Required Field on Form
- Broken Pallets
- Container Counts Do Not Match Form
- Damaged Mail
- Driver Refused to Assist
- 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 For
- No Form With Shipment
- Other
- Pallets Too Tall
- Past in Home Date
- Photo Copy of PS Form
- Vehicle Size
- None

Pre-Notification deductions apply to changes made within 12 hours of the scheduled appointment time and are deducted from the overall appointment score.

Create Update (appointment type change, significant volume change, and appointment time change Date Change	Deducted
change	20
Date Change	10
	40
Location Change	40

Irregularity Deduction	Points Deducted
Irregularities (one or multiple)	10

Now that we have identified all the various components of appointment rating, the total rating score is calculated by adding each section's individual score:

Appointment Rating Score = Submission Method/Content Detail + On-Time Accuracy + Content Accuracy + Pre-Notification Deductions and Irregularity Deductions

Note: If a rated appointment receives a pre-notification deduction and an irregularity deduction, the two deductions will be additive and reduce your overall score. For example, if a Scheduler creates an appointment within 12 hours of scheduled appointment date and time and also was noted for "Broken

Pallets" during induction, then you will receive a 20 point deduction for creating within 12 hours and a 10 point deduction for "Broken Pallets". A total of 30 points will be deducted from the overall score.

11.1.2 Exception Scoring

Appointments meeting certain criteria are considered exceptions to routine appointment rating score calculations. They are scored as follows:

Exception Scoring	Total Points Awarded
Multiple Appointments per trailer per location, Rejected appointments, No-Show appointments, Appointments greater than 8 hours late, and Unscheduled arrivals	0
Cancelled Appointments – greater than 2 hours past creation and greater than 12 hours from the scheduled arrival date and time.	50
Cancelled Appointments – greater than 2 hours past creation and within 12 hours from the scheduled arrival date and time.	15
Time Change and Cancelled Appointment – the time change occurs within 12 hours of the scheduled arrival date and time and the appointment is later cancelled	15
Mail Class Discrepancy	0
Appointment Type Discrepancy	0

11.1.3 Exempt Appointments and Additional Scenarios

11.1.3.1 The following appointments are always exempt from appointment and corporate rating:

- 100% Periodicals appointments
- 100% perishable appointments
- Delivery Unit drops
- Cancelled appointments within 2 hours of creation
- Appointments that are cancelled or no show due to USPS Holiday or Contingency after the appointment is scheduled.

11.1.3.2 Multi-stop and holiday/contingency constraint impacted appointments will be rated as follows:

The following lists the allowable unload timeframes for each appointment type by facility type. Anything over the allowable timeframe is considered a USPS delay. For multi-stop appointments that are affected due to USPS delay, FAST awards all subsequent appointments of the multi-stop 40 points for on-time accuracy.

Appointmen Type	t Type/ Facility	Pallet	Speedline	Bedload
BMC		3 Hours	1.5 Hours	8 Hours
P&DC		2 Hours	1 Hour	8 Hours

Drop & Pick Appointment scenarios are explained below:

- 1. Scheduled appointment for a time period prior to 3pm and vehicle arrived prior to 3pm 8 hours to unload
- Scheduled appointment for a time period prior to 3pm, but vehicle arrived after 3pm 18 hours to unload
- Scheduled appointment for a time period after 3pm and vehicle arrived prior to 3pm 18 hours to unload

4. Scheduled appointment for a time period after 3pm, but vehicle arrived after 3pm – 18 hours to unload



Note: Drop and Pick appointments cannot be included in a multi-stop.

A USPS delayed appointment is determined using pre-defined timeframes for each appointment type.

- 1. If the actual appointment arrival time is earlier than the scheduled appointment time, the timeframe evaluated is from the scheduled appointment date/time or from the unload start time (whichever comes first) to unload end time.
- 2. If the actual appointment arrival time is less than or equal to 30 minutes after the scheduled appointment time, the timeframe evaluated is from the vehicle arrival time to the unload end time.
- 3. If the actual appointment arrival time is greater than 30 minutes after the scheduled appointment time, the timeframe evaluated is from the unload start time to the unload end time.

Appointments updated by USPS or customers due to Holiday or Contingency Constraints will be as follows:

- Location change will not be penalized
- Date change will not be penalized
- After USPS or customer updates the appointment to a new location or a new date, it is subject to all rating criteria
- Appointment cancellations will result in the appointment being exempt during rating calculation

11.2 Corporate Rating

Appointment scores are used to calculate corporate rating for all Schedulers within a corporation. Each corporation is given a separate rating for each postal facility where they have scheduled appointments. Corporations are then placed into rating tiers depending on their drop shipment performance at each facility. Tier levels are used for each corporation/facility pair to determine slot availability.

The Corporate Rating section describes the overall rating calculation and tier description. It includes:

11.2.1 – Corporate Rating Information 11.2.2 – Tier Summary

11.2.1 Corporate Rating Information

Corporate rating is defined as the average of all non-exempt appointment scores over a 28 day period for a given facility. The 28 day period includes finalized appointments that are 12 days prior to the current date through 40 days prior to the current date. Four operational weeks of data are used to calculate corporate rating.

Corporate ratings are calculated weekly on Thursday mornings. When a corporate rating is calculated, it becomes effective two weeks following the rating calculation.

Each corporate rating score falls into one of four tiers for each of their rated facilities. The rating scores for each tier range are configurable by USPS and set at a national level by Headquarters. Tiers are described in the next section – *Tier Summary*.

11.2.2 Tier Summary

Tiers are assigned score ranges which are set by Headquarters. When a corporation's rating is calculated for a designated facility, the corporation is placed in to one of four tiers, (see Table 11.2.2.1). USPS allocates slot availability to the four tiers by a percent calculation. The percent calculation is based on the number of appointments within a specific rating tier at a facility compared to the total number of appointments at the facility over the 28 day period. Higher tiered corporations will have access to more slots than lower tiered corporations.

Table 11.2.2.2 illustrates how a corporation may have different tier ratings at different USPS facilities based on the tier score ranges.

		Cor	Corporation A	
USPS Tier Rang		Appointme Score pe Facility		Tier Placement
90 & up	Tier 1	Facility A	83	2
80 - 89	Tier 2	Facility B	76	3
70 - 79	Tier 3	Facility C	92	1
69 & below	Tier 4	Facility D	66	4
Table 1	1.2.2.1	Table 1	1.2.2	.2

Appointment slots are allocated to each of the four tiers and are based on the corporate rating distribution per facility. A corporation placed into Tier 1 has access to available slots in Tier 1, Tier 2, Tier 3 and Tier 4. A corporation placed into Tier 2 has access to available slots in Tier 2, Tier 3 and Tier 4 and so on. To determine the percentage of dock slots allocated for a tier, the total number of scheduled and finalized appointments for the specified tier for the previous 28 days is divided by the total number of scheduled and finalized and finalized appointments for the previous 28 days. (Note: Both totals described in tier percentage calculation do not include exempt appointments).

The percentage calculation allows for the availability of appointments to be based on the number of appointments that each tier had during the last 28 days. It helps to ensure that the allocation of appointment availability is in line with the number of appointments that the corporations have had during a range of time.

The following table 11.2.2.3 illustrates the calculated tier availability percentages for a facility with 1000 scheduled and finalized appointments over the last 28 days.

	Appointments	Availability Percentage	Percentage Calculation
Tier 1	9	30%	(9/30)*100
Tier 2	3	10%	(3/30)*100
Tier 3	6	20%	(6/30)*100
Tier 4	12	40%	(12/30)*100
Total	30	100%	

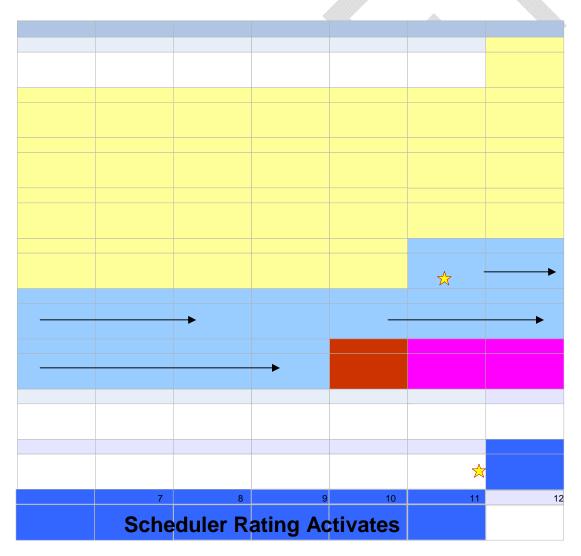
Table 11.2.2.3

Dock slot and volume availability allocation is based on the percentages calculated. If the available slots are below 4, then the logic below is utilized.

Number of available appointments	Allocation of appointments
1 available appointment	Tier 4 = 1 appointment
2 available appointments	Tier 4 = 1 appointment
	Tier 3 = 1 appointment
3 available appointments	Tier 4 = 1 appointment
	Tier 3 = 1 appointment
	Tier 2 = 1 appointment
4 available appointments	Tier 4 = 1 appointment
	Tier 3 = 1 appointment
	Tier 2 = 1 appointment
	Tier 1 = 1 appointment
More than 4 available appointments	FAST will calculate

11.3 Rating Calendar

The following calendar displays the appointment and corporate rating timeline of events.



* Last appointment to be summarized is on Friday at midnight. USPS Operational week is from Saturday - Friday

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12.0 Appendix

The Appendix contains the following sections:

- 12.1 Security Describes the different user groups for external customers
- 12.2 Glossary List of the relevant terms and their definitions used in FAST
- 12.3 PostalOne! User Guide User Guide for the PostalOne! system
- 12.4 PostalOne! Technical Guide Technical Guide for the PostalOne! system

12.1 Security

FAST uses different security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee the appointment or facility information a user wishes to view, create or edit is correct and has not been manipulated by unauthorized persons.

FAST allows login by two main groups of users – internal and external. Internal users are USPS employees and external users are USPS customers.

The following section describes the different types of external users and what they are able to access in FAST.

External Users

External users are divided into the following user groups in FAST:

- **Corporate users** Users with the ability to view, create and update appointment data for all schedulers who are associated to their corporation. They may not view appointment data or create reports for any other corporations.
- Scheduler users Users with the ability to view, create and update appointment data for themselves only. They may not view appointment data or create reports for any other schedulers.

External users are restricted to viewing only appointment information in FAST that is associated with that specific user. For example, a report generated by an external user only displays results that are directly related to the user. If the user generates the Facility Schedule Report, the report would only show the appointment information that was scheduled by that person (if the user is a scheduler) or by the scheduler associated to the user's corporation (if the user is a corporate user).

The external user groups may be granted read-only access, read-only/restricted access or restricted access. Read-only access allows the pages to be viewed but not managed. Read-only/restricted access allows only pages that are associated to the user to be viewed only. Restricted access allows the pages to be viewed and to be managed if the information is associated to the user.

The graph shown on the following page displays the different areas and FAST and the access level for each user group.

Facility Access and Shipment Tracking User Guide

	Access Level	Code	Description
9	Read-Only access	RO	Pages may be viewed but not managed
GEI	Read-Only/Restricted access	RO-R	Pages associated to the user may be viewed only
Ш	Restricted access	R	Pages may be viewed and managed if associated to the user

		EXTERNA	L U SE R S
		Corporate	Scheduler
	Facility Profile	RO	RO
z	Appointment Calendar	RO	RO
PRELOGIN	BMC Information	RO	RO
RE	USPS Documents	RO	RO
۰.	Message Board	RO	RO
	What's New Board	RO	RO
		Corporate	Scheduler
s			
APP OINTMENTS	Create New Appt.	R	R
INTE	Manage Existing Appt.	R	R
PPC	Appointment Closeout	R	R
۷			
		Corporate	Scheduler
		corpolate	Schodalor
ES	Corporate Profile	RO-R	RO-R
OFILES	Corporate Profile Scheduler Profile		
PROFILES		RO-R	RO-R
PROFILES		RO-R	RO-R
		RO-R RO-R	RO-R RO-R
	Scheduler Profile	RO-R RO-R Corporate	RO-R RO-R Scheduler
	Scheduler Profile Scheduler	RO-R RO-R Corporate R	RO-R RO-R Scheduler R
REPORTS PROFILES	Scheduler Profile Scheduler Scheduler Performance	RO-R RO-R Corporate R R	RO-R RO-R Scheduler R R
	S cheduler P ro file S cheduler S cheduler P erformance Appointm ent C alendar	RO-R RO-R Corporate R R R	RO-R RO-R Scheduler R R R R
REPORTS	S cheduler P ro file S cheduler S cheduler P erformance Appointm ent C alendar	RO-R RO-R Corporate R R R R R	RO-R RO-R Scheduler R R R R R R
REPORTS	S cheduler P ro file S cheduler S cheduler P erformance Appointm ent C ale ndar Appointm ent Status	RO-R RO-R Corporate R R R R Corporate	RO-R RO-R Scheduler R R R R R Scheduler
	Scheduler Profile Scheduler Scheduler Performance Appointment Calendar Appointment Status USPS Documents	RO-R RO-R Corporate R R R R Corporate RO	RO-R RO-R Scheduler R R R R Scheduler RO

12.2 Glossary

Address Management System (AMS) - An application that allows USPS users to update the master addressing database; the AMS database is a repository of all deliverable mailing addresses in the United States and its affiliated territories, and their associated ZIP Codes, ZIP+4 Codes and city/state names.

Administration User - USPS employee that is an internal user with full access to all areas of FAST to view and edit information.

Appointment Number - A sequential number assigned when an appointment has been scheduled in FAST; must be included on all types of PS Forms 8125.

Appointment Score - Numeric scores given to individual appointments to rate how efficiently the appointment was scheduled and managed; used in customer rating.

Appointment Status - Indicates the current standing of the appointment; Open, Closed, Cancelled, No Show, Unscheduled, Rejected.

Area Distribution Center (ADC) - A mail processing facility that receives and distributes mail destined for specific ZIP Codes under the Managed Mail Program (MMP).

Area User - USPS employee that is an internal user with full access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated area

Auxiliary Service Facility (ASF) - A facility that performs the same function as a Network Distribution Center (NDC) in an area where volume is not sufficient to support the construction of a NDC.

Bill of Lading Number - The number associated to the bill of lading document; the document is issued by the facility to the appointment's shipper, listing and acknowledging receipt of goods for transport and specifying terms of delivery.

Network Distribution Center (NDC) - A highly mechanized mail processing plant that distributes (1) Standard Mail in piece and bulk form, (2) Package Services Mail in piece form, (3) and Periodicals Mail in bulk form.

Cancellation Number - A confirmation number generated by FAST that is associated to a cancelled appointment.

Closed Appointment - A scheduled appointment that arrived at the correct destination facility and unloaded successfully.

Content – A set of information describing the mail associated with a PS Form 8125 or a line on the PS Form 8125-CD. An appointment may have multiple contents associated to it.

Content ID - The ID associated to a content set of information for an appointment.

Corporate User - USPS customer at a corporate level with the ability to access, view, and edit records in FAST that are associated to all schedulers for the customer's corporation and records created by the customer.

Customer Registration ID - ID associated with the mailer.

Daily Volume Constraints - The maximum number of mail per mail shape a facility can process in a day. DDU

Default Constraints - The trip availability and daily volume constraints that are set for a facility as daily limits.

Destination Area Distribution Center (DADC) – A rate category associated with the drop shipments to ADCs; (DMM L004).

Destination Network Distribution Center (DNDC) – A rate category associated with the drop shipments to NDCs and ASFs; (DMM L601).

Destination Delivery Unit (DDU) – A post office, post office station, or office branch that accepts drop shipments.

Destination Sectional Center Facility (DSCF) - A rate category associated with the drop shipments to ADCs; (DMM L005).

Discontinued Date - The last date in a date range when the associated action is in effect

District User - USPS employee that is an internal user with access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated district.

Dock Slot (Slot) - An available time at a USPS facility for an appointment to be drop shipped.

Drop and Pick (D&P) - An appointment unique to DNDC drop shipments of bedload parcels, wherein the Postal Service waives the driver unload responsibility and allows a shipper to leave the trailer for postal unloading.

Drop Entry Point System (DEPS) – An internal module within FAST utilized by USPS users to redirect mail from a default drop entry to point to an alternative alternate drop entry point. The FAST appointment scheduling processes utilizes redirections maintained in DEPS to validate the correct drop entry point for drop shipments.

Effective Date - The first date in a date range when the associated action is in effect.

eFile Number - A representation of one or more eVS (Electronic Verification System) parcels grouped under one organization, one drop entry point at one time.

eVS – Electronic Verification System

Expiration Date - The date a Message Board message or What's New Board posting is removed from the boards.

External User – A FAST user that is a USPS customer.

Facilities Database (FDB) - Repository of facility information such as a facility's physical characteristics, facility address and additional information.

Facility Constraints - The default and holiday/contingency constraints that are required for active facilities

Facility ID – The FAST generated ID associated to Postal Service facilities.

Facility User - USPS employee that is an internal user with full access to all areas in FAST (except Administration) and can edit appointment and facility information for their designated facility.

Finalized - The timeframe when an appointment can no longer be modified and is given an appointment score (288 hours past the scheduled appointment time).

Headquarters User - USPS employee that is an internal user with view-only access to all areas of FAST.

Holiday/Contingency Constraints - The trip availability and daily volume constraints that are set for a facility when changes in constraint limits are needed for a short period of time.

In Home End Date - The end date of the timeframe when the mail should be delivered to the customer.

In Home Start Date - The start date of the timeframe when the mail should be delivered to the customer.

Internal User – A FAST user that is a USPS employee.

Late Appointment - An appointment that arrives more than 30 minutes after the scheduled appointment time up to two hours after the scheduled appointment time (see significantly late).

Mail Class – The class of mail associated to the appointment; Standard, Package Services, Periodicals.

Mail Integrity – The condition of the mail when it was dropped at the facility; matches to the Load Integrity Conditions section of the PS Form 8125.

Mail Owner ID - The owner of a mailing responsible for postage payment

Mail Preparer ID - The ID associated to the consolidator or printer of the mail

Mail Shape - The shape or shapes of mail associated with an appointment: Letters, Flats, Machinable Parcels, Non-Machinable Parcels, and Irregular Parcels.

Mailing - A group of mail pieces within the same mail class and mail processing category; a mailing may be split across multiple drop shipment appointments.

Major Content Discrepancy - Used to calculate appointment and scheduler rating; where the difference between the scheduled content and the actual content is more than 5 pallets or greater than 25% bedload.

Message Board - A messaging system for USPS Administrators to post messages for USPS facilities about facility related events or information; messages may be generic for all facilities or for specific facilities.

Minor Content Discrepancy - Used to calculate appointment and customer rating; where the difference between the scheduled content and the actual content is up to 5 pallets or less than 25% bedload.

Multi-Stop - A trip that contains multiple one stop appointments all carried by the same vehicle.

Multi-Stop ID - ID associated to the multi-stop trip to link each appointment within the multi-stop.

NASS Code - The National Air and Surface System (NASS) code associated to a USPS facility.

No Show - An appointment status when a scheduler fails to arrive within 24 hours of the scheduled appointment time at the destination facility.

Number of Pallet Positions - The number of positions on a trailer occupied by pallets.

On-Time Appointment - An appointment that arrives at the correct destination facility within 30 minutes of the scheduled arrival. Early arriving appointments are not guaranteed entry to a facility prior to the appointment time.

Open Appointment - A scheduled appointment that has not arrived at the destination facility.

Parcel Select – Package Services mail that is drop shipped at a destination entry rate.

Periodicals – Mail class associated to an appointment that contains publications and written work

Perishable - Content type associated to an appointment that contains products that are perishable

Plant Verified Drop Shipment (PVDS) - Procedure to enable origin verification and postage payment for shipments transported by the scheduler from the scheduler's plant to destination post offices for USPS acceptance as mail. It is typically used for mailings for which a destination entry discount is claimed.

Post Date - The date a Message Board message or a What's New posting is created and posted to the boards

PostalOne! - A system used to facilitate the integration of customer and Postal Service business processes to expedite mail and better support USPS and scheduler operations.

PS Form 8125 - The Plant Verified Drop Shipment (PVDS) Verification and Clearance formed containing the required appointment information for a drop shipment and is required for each content set of information within an appointment.

PS Form 8125-CD - A consolidated version of the PS Form 8125 where each set of content information on a PS Form 8125 is consolidated to one line in the PS Form 8125-CD.

Recurring Appointment - A drop shipment that is delivered to a destination office on a consistent frequency, on the same day or day(s) at the same time of day; The content of drop shipment must be consistent in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc), and mode of transportation.

Recurring Appointment ID - Unique ID that is associated to one appointment instance in an approved recurring appointment record; Format is: Recurring Sequence ID + R + Date (MMDD).

PS Form 6241, Recurring Appointment Request - A form for USPS customers to provide the required appointment information, mailing information and frequency information to request a recurring appointment at a given facility. The preferred method to request a recurring appointment is through FAST online.

Recurring Appointment Sequence Number - Sequential ID that is associated to every appointment instance within an approved recurring appointment series.

Rejected Appointment - An appointment that does not meet the criteria to be unloaded at a facility upon arrival.

Scheduler ID - ID associated to the scheduler user.

Scheduler Rating - A score given to each scheduler at each destination facility; rewards high performing schedulers with more dock slot options when scheduling an appointment.

Scheduler User - USPS customer that is an external user with the ability to view, create and update appointment data for appointments to which they are associated.

Sectional Center Facility (SCF) - A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

Shipper Name - The name of the appointment's transporting company.

Significant Volume Change – A change to volume amount in a scheduled appointment; used to calculate appointment and scheduler rating.

Significantly Late - When the appointment arrives more than 2 and up to 8 hours after the scheduled arrival time.

Tier - The score range a scheduler is placed into for each destination facility; used to calculate the percentage of slots the scheduler should be allocated at the given facility.

Transportation Information Management Evaluation System (TIMES) - An application that maintains all appointment arrival data in order to support other USPS systems that require the data.

Trip Availability Constraints - The number of available appointments, dock slots the dock may process per hour per appointment type (dock slot constraints).

Unscheduled Arrival - A drop shipment that arrives at a facility without a booked appointment for that facility.

Vehicle ID - The ID associated to the appointment's transporting vehicle.

Web Services - An interface among schedulers, PostalOne! and FAST that enables schedulers to submit appointment request through an electronic messaging system without accessing the FAST online application.

What's New Board – A message posting system where administrators of the FAST system may display system-related information.

12.3 PostalOne! User Guide

PostalOne!_® Facility Access and Shipment Tracking (FAST) User Guide

Fast User Guide Table of Contents

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1.0. FAST Welcome

On behalf of Postal Service[™] Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® teams, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business.

This document is a comprehensive user guide that explains how to use the functionality available to our customers for communicating in an automated fashion, via the *PostalOne!* system, with the Facility Access and Shipment Tracking system. The features described in this guide have been developed for the U. S. Postal Service customers who wish to conduct business electronically.

About FAST

FAST is an initiative that will improve the drop shipment process and decrease dock wait times, and is intended to replace Drop Shipment Appointment System (DSAS) by summer, 2005. FAST enables mailing shipment schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, as well as provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

All customers needing access to the FAST system will be required to become participants of the *PostalOne!* system. Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- **PostalOne!** automated data exchange capability Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using the *PostalOne!* system Web Services capabilities. The schedulers must make sure that they are sending the Web Services messages to the *PostalOne!* system with the SchedulerId and SchedulerCorpId that is provided to them via e-mail by the *PostalOne!* system at the time of their user registration. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (either Mail.dat) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at http://www.idealliance.org/maildat. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

Applying for Participation

FAST utilizes the *PostalOne!* portal and users must register as a FAST user through the *PostalOne!* system to schedule appointments or access shipment information. It's as easy as visiting the *PostalOne!* home page at www.usps.com/postalone and on the right corner, under **New Customers Apply for a** *PostalOne!* Account, click on the Learn More button. There, you will find additional information about the program and application process. Then click on Apply Online. If you have questions about the online application process, call our Customer Care Center at (800) 522-9085.

After completing your online application

Our Customer Care Center will review your online application to ensure that we have accurately established your account. Within 24-48 hours of completing your online application, you will receive a FAST Welcome Kit containing:

PostalOne! Data Exchange Agreement - an agreement between your company and the Postal Service that outlines the terms and conditions for participating in the program.

Site Administrator Card - you will fill out a card to designate a coordinator to oversee administrative requirements and user access. The designated corporate site administrator will receive a site administrator welcome kit with information and forms for user access.

Customer Request for Web Access, PS Form 1357-C - a form to be completed and signed by each new user applying for access to the *PostalOne!* system. A signed hardcopy must be mailed to the Customer Care Center after your required approval signatures are obtained.

Customer Account Activation - When all required forms have been signed and processed by the Customer Care Center, your account will be activated. The Customer Care Center will send the site administrator all usernames and passwords via e-mail.

Site Administrator Responsibilities

The site administrator role is a critical part of your company's transition to access FAST through the *PostalOne!* system. The site administrator is the key contact for your company and is responsible for coordinating system administration within your company. This person also must approve all requests for computer access to the *PostalOne!* system within your company. The excerpts below are taken from the user agreement. For more information, please read the entire user agreement.

<u>Site Administrator</u> The participant will appoint a site administrator to administer participant's access and use of the *PostalOne!* system. Participant will provide the *PostalOne!* Customer Care Center with the name of, and contact information for its site administrator by completing the Site Administrator Information Card.

<u>Site Administrator Responsibility</u> Participant or site administrator will (a) accept logon IDs from the *PostalOne!* Customer Care Center on behalf of its users, (b) be responsible for activating and deactivating its users' logon IDs, and (c) be responsible for assigning the appropriate access levels to its users.

<u>Site Administrator Obligations</u> Participant or site administrator will advise its users of their obligations under this agreement.

Personnel Change Site Administrator Participant shall notify the *PostalOne!* team in writing when a site administrator leaves employment at participant's company. If participant fails to notify the *PostalOne!* team, participant is liable for any loss sustained by the Postal Service and any other third-parties resulting from the subscriber's failure to submit such notification.

Contact Us

The *PostalOne!* **system** is responsible for the "user" management and the automated data exchange process (Web Services) for the FAST system. If you are experiencing problems with:

- Applying to be a FAST user,
- System access (i.e., user ID or logon process, data transfer)
- The Web Service communication (i.e. data transmission, transmission errors, data receipt) process to and from the FAST system

•

Please contact the *PostalOne!* Customer Care Center at (800) 522-9085 and at the prompt, press 1.

- - - - - - -

The FAST system is responsible for the overall business functionality of the system. If you are experiencing problems with:

- The FAST Web application
- Appointment scheduling and management
- Information or data content
- Reports or rating assessments

Please contact the FAST Help Desk at 1-800-USPSHELP.

Helpful Links

Access information about IDEAlliance®, Mail.dat® and the Transportation Messaging Specification, Version 1.0 at <u>http://www.idealliance.org/maildat</u>.

More information about FAST, the *PostalOne!* system and how to apply for access is available at <u>www.usps.com/postalone</u>.

Access to the *PostalOne!* – FAST Technical Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at <u>https://cat.uspspostalone.com/fastxml/index.cfm</u>

2.0 Introduction

2.1 Overview

This document will define the business scenarios for *PostalOne*!® implementation of the IDEAlliance transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Shippers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Shipper business scenarios associated with using the IDEAlliance transportation Web Services are:

- Shipper Queries USPS Facility For Open Appointment Slots
- Shipper Requests An Appointment With a USPS Facility
- Shipper Updates an Appointment
 - Update an Appointment Mail Contents
- Shipper Cancels an Appointment
 - Shipper Requests Appointment Close-Out Information
 - Shipper Requests an Exact Appointment Close-Out
 - Shipper Requests All Appointment Close-Outs
 - Shipper Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the shipper to keep the Mail.dat data synchronized with the mail contents Web Services request.
- The list of assumptions and constraints will expand.

2.4 References

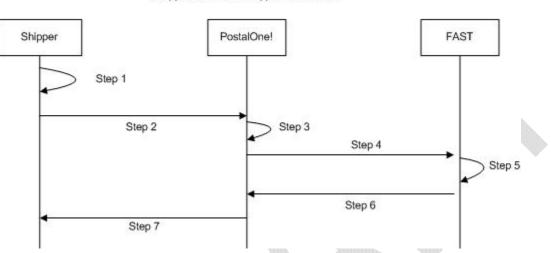
- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- PostalOne! FAST IDEAlliance Appendix (Version 1.2).doc, 2004 11 16.

PostalOne! - AppointmentServices.wsdl, 2004, 11 12. This will be updated when the *PostalOne!* URL for FAST Web Services is finalized and is available.

3.0 Business Scenarios

3.1 Shipper Queries for Open Appointment Slots

In the mailing business model, a shipper will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the shipper will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the shipper will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.



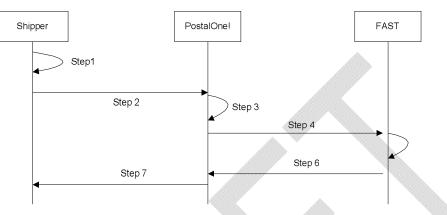
Shipper Queries For Appointment Slots

Figure 0-1 - Shipper Queries For Open Appointment Slots

- *Step 1.* The shipper will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.
- Step 2. The shipper will send the DeliveryApptQueryRequest request to the PostalOne! system.
- **Step 3.** The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.
- *Step 4.* The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.
- *Step 5.* FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.
- **Step 6.** FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has the open appointment slot and can handle the mail load. In the future, FAST will be able to send multiple available appointments information. Currently, FAST will only provide one available slot info.
- Step 7. The PostalOne! system will send the response back to the shipper.

3.2 Shipper Requests to Schedule an Appointment

Shippers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Shippers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.



Shipper Schedules An Appointment

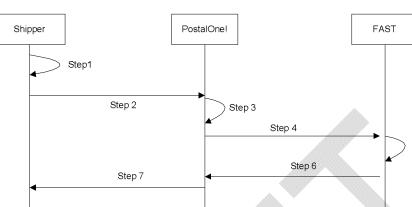
Figure 0-2 – Shipper Request to Schedule an Appointment

- *Step 1.* The shipper will populate the DeliveryApptRequest Web Services data elements.
- Step 2. The shipper will send the DeliveryApptRequest to the PostalOne! system.
- Step 3. The PostalOne! system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the PostalOne! system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the PostalOne! database. After validating required values, the PostalOne! system will populate the USPSSummary information with stored Mail.dat data.
- Step 4. The PostalOne! system will send the DeliveryApptRequest message to FAST.
- **Step 5.** FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.
- *Step 6.* FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.
- *Step 7.* The *PostalOne!* system will send the DeliveryApptResponse message back to the shipper.

3.3 Shipper Updates an Appointment

As shippers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Shippers will use the DeliveryApptUpdate message to update an appointment's mail content, date, time, or facility. The Consignee will send

shippers update appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.



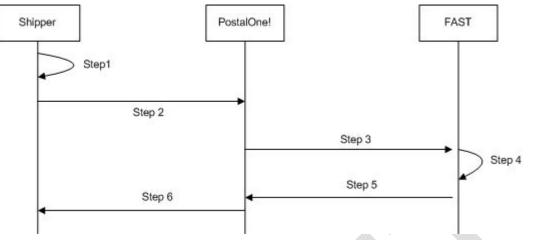
Shipper Updates an Appointment's Mail Contents

Figure 0-3 – Shipper Updates an Appointment

- *Step 8.* The shipper will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content, date, time, or facility.
- *Step 9.* The shipper will send the DeliveryApptUpdate message to the *PostalOne!* system.
- Step 10. The PostalOne! system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the PostalOne! system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the PostalOne! database. After validating required values, the PostalOne! system will populate the USPSSummary information with stored Mail.dat data.
- Step 11. The PostalOne! system will send the DeliveryApptUpdate message to FAST.
- Step 12. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.
- *Step 13.* FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.
- Step 14. The PostalOne! system will send the response message back to the mailer.

3.4 Shipper Cancels an Appointment

As shippers produce or prepare transportation for mailings, they might run into problems or delays causing the shipper to cancel an existing appointment. Shippers will only be able to cancel a whole appointment. Shippers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A Consignee will send a DeliveryApptCancelResponse message back to a shipper indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.



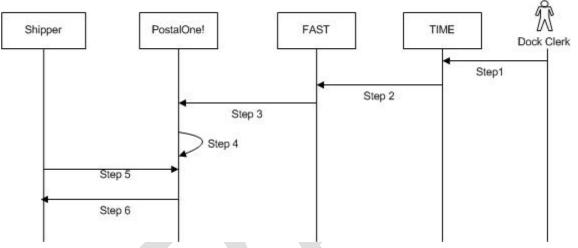
Shipper Sends Delivery Appointment Cancellation

Figure 0-4- Shipper Cancels an Appointment

- Step 15. The shipper will populate the DeliveryApptCancelRequest Web Services data elements.
- Step 16. The shipper will send the DeliveryApptCancelRequest message to the PostalOne! system
- Step 17. The PostalOne! system will route the message request to FAST.
- Step 18. FAST will cancel the appointment.
- *Step 19.* FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.
- Step 20. The PostalOne! system will send the message response back to the shipper.

3.5 Shipper Request a Single Appointment Close-Out

When a shipper's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A shipper will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out information, and send aDeliveryApptStatusResponse message back to the shipper that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.



Shipper Retrieves A Single Scheduled Appointment Close-Out Data

Figure 0-5- Shipper Receives an Appointment Close-Out

- Step 21. The dock clerk enters an appointment close-out date and time into TIMES.
- Step 22. TIMES system sends the appointment close-out data to FAST.
- *Step 23.* FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.
- Step 24. The PostalOne! system receives the ConsigneeGoodsReceipt message and stores the data.
- Step 25. Shippers and the PostalOne! system will have business rules established where the shipper can pull the PostalOne! system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The shipper will send a DeliveryApptStatusRequest to the PostalOne! system.
- *Step 26.* The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the shipper with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

3.6 Shipper Request All Scheduled and Unscheduled Appointment Close-Out

A Shipper can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the shipper's appointment close-out and send the information back to the shipper in an AllDeliveryApptCloseoutResponse message. A shipper can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

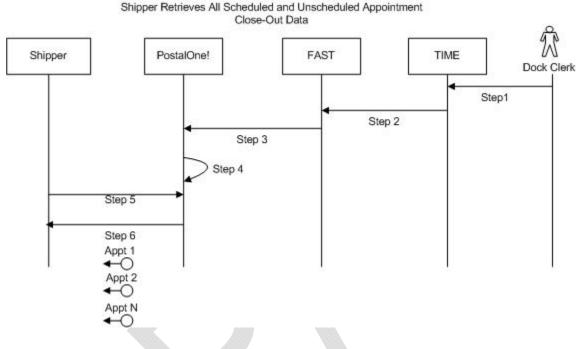


Figure 0-6- Shipper Receives an Appointment Close-Out

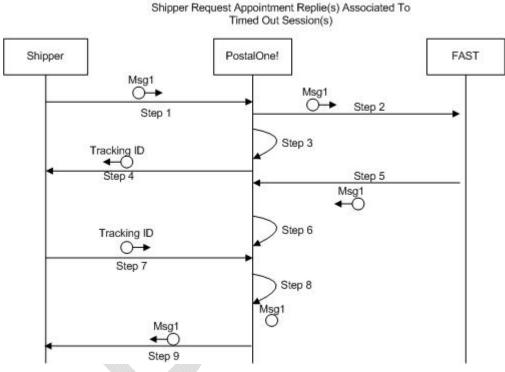
- Step 27. The dock clerk enters an appointment close-out date & time into TIMES.
- Step 28. TIMES system sends the appointment close-out data to FAST.
- Step 29. If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.
- *Step 30.* The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.
- Step 31. Shippers and the PostalOne! system will have business rules established where the shipper can poll the PostalOne! system every 15 minutes for the appointment close-out data. The shipper will send the PostalOne! system an AllDeliveryApptCloseoutRequest.
- *Step 32.* The *PostalOne!* system will receive the request, retrieve all shipper scheduled and unscheduled appointment close messages based on corporation ID, and send a

AllDeliveryApptCloseoutResponse message back to the shipper with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

3.7 Shipper Request Appointment Reply(s) Where Initial Request Timed Out

When the *PostalOne!* system receives an appointment request, it will process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the shipper with a unique tracking ID in the fault block. If the shipper wishes to receive the appointment response associated to an initial request that timed out, the shipper will have to implement the USPS RetrieveApptRepliesRequest message where the shipper supplies at least one unique tracking ID in the message. The shipper will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response (s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a RetrieveApptRepliesResponse message and send it back to the shipper. Otherwise, the shipper will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.





Step 33. The shipper sends an appointment request message to the PostalOne! system.

Step 34. The PostalOne! system receives the message and sends the message to FAST.

Step 35. The *PostalOne!* session times out waiting for a reply message.

Step 36. The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the shipper.

- **User Guide**
- Step 37. FAST finishes processing the appointment request and sends a response back to the PostalOne! system.
- Step 38. The PostalOne! system receives the message and stores the data.
- Step 39. Based on business rules defined between shippers and the PostalOne! system, shippers will periodically send a RetrieveApptRepliesRequest to the PostalOne! system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.
- Step 40. The PostalOne! system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.
- Step 41. The PostalOne! system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the shipper.

12.4 PostalOne! Technical Guide

PostalOne!_® Facility Access and Shipment Tracking Technical Guide

Version 1.0 January 2005

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1 FAST WELCOME

1.1 Facility Access and Shipment Tracking (FAST) Welcomes You

On behalf of Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® team, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business. If you need assistance, our Customer Care Center can be contacted at (800) 522-9085.

This document is a comprehensive technical guide that explains how to use the functionality available to our customers for FAST Web Services via the *PostalOne!* system. The features described in this guide have been developed for the Postal Service[™] customers who wish to conduct business electronically. Access to the FAST User Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at https://cat.uspspostalone.com/fastxml/index.cfm

1.2 FAST Program Overview

FAST, an alternative to using the Drop Shipment Appointment System (DSAS) system, is a Postal Service initiative that will improve the drop shipment process and decrease dock wait times. FAST enables schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, and to also provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- **PostalOne! Web Services data exchange capability** Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using Web Services, to the *PostalOne!* system. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (Mail.dat®) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at <u>http://www.idealliance.org/maildat</u>. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

1.3 PostalOne! FAST Web Services

The *PostalOne!* FAST Web Services (PFWS) allows customers to electronically submit scheduling requests via the Simple Object Access protocol (SOAP) over the Internet. The *PostalOne!* FAST Web Services is an alternative to using the DSAS system and manually populating the Mail.dat data with appointment numbers

for notifying Postal Service operations organization about planned verified drop shipments. The *PostalOne!* FAST Web Services allows schedulers to inquire, create, update, and cancel the appointment requests for Plant Verified Drop Shipments while also providing all necessary details about the mailing containers related to the appointments. The *PostalOne!* FAST Web Services also allows the Postal Service to provide responses, status of appointments, and closeout information back to the schedulers. The PFWS will also make use of all of the transportation and scheduling data to rate the corporations/schedulers as to the overall performance of their Transportation Management interface with the Postal Service. Schedulers can use the http://fast.uspspostalone.com URL to send Web Services messages to FAST via the *PostalOne!* system. Schedulers may view the status reports and can also manually create appointments by going to the FAST Website at http://fast.usps.com (launch date February 21, 2005). Postal Service internal users of FAST can also go to the FAST website to manage appointments, proactively manage operations at facilities, help with overall transportation management processing and provide a rating system for rating Schedulers.

1.4 Simple Object Access Protocol

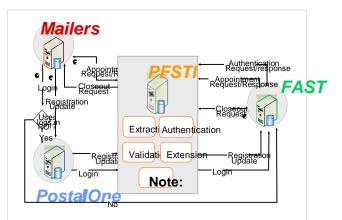
Simple Object Access Protocol (SOAP) 1.1 is a key enabler of Web Services through XML. SOAP enables the exchange of XML messages so that services can easily describe their capabilities and allow any other service, application or device on the Internet to easily invoke those capabilities. TM, working with SOAP, adds the mechanisms for the management of syndication on the Web. SOAP is being widely used as transport for Web Services related RPC. TM 1.0 is designed to layer its communications on SOAP. This will enable developers and users to take advantage of their existing communication infrastructure and management services while taking advantage of TM for their content distribution applications or content subscription activities. SOAP V1.1 became a W3C Recommendation on June 24, 2003.

1.5 Web Services Definition Language

Web Services Definition Language (WSDL) is an XML-based description language that currently describes RPC based end-points. This is currently being developed by W3C for extending RPC to enable messagingstyle program end-points. TM 1.0 has an XML-based protocol for conversation between client and server. For TM 1.0, we are defining TM end-points with WSDL (either message-oriented or RPC-based or both). This will eliminate the need for TM client packages. Any WSDL to Java or any other programming language-based generator will be able to generate TM client interfaces in that programming language

1.6 FAST Functional Architecture

The following figure 1-1 shows the *PostalOne!* FAST functional architecture.



Customer Registration - A mailer either creates a new PostalOne! registration or updates an existing registration profile. PFSTI sends new or updated information to FAST.

Appointment Scheduled - Mailers sends appointment schedules to PFSTI, which are then sent to FAST.

Authentication - User logs in through *PostalOne!* website or goes directly to FAST website. In both instances, the user is authenticated through PFSTI. Closeout Messages - FAST sends closeout messages to PFSTI, which are then sent to mailers.

Publication 804 is under revision. The screenshot above reflects documents currently available.

1.7 **PFWS Structure**

The PFWS is part of the overall *PostalOne!* application and provides customers with the business to business (B2B) capability of submitting postal documents through the Internet using a Web service over a secure connection (HTTPS) with the Postal Service. The PFWS uses the SOAP protocol to transmit information in an XML format that insures that the data can be sent and received by applications written in various languages and deployed on various platforms.

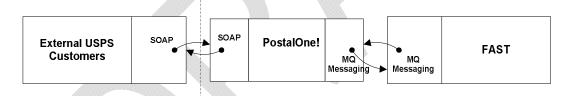


Figure 1-2. PostalOne! FAST Web Service Overview

PFWS is a stateless RPC-style Web service that accepts requests via the SOAP protocol using the HTTP bindings. PFWS uses an implementation of the SOAP 1.1 specification; therefore an application should be able to communicate with PFWS using any SOAP implementation that is compliant with the SOAP 1.1 specification. In addition, a client application should be able to be written in any language that has a SOAP implementation. Data is encoded using the SOAP encoding style as defined in section 5 of the SOAP 1.1 specification.

By using SOAP, the Web service de facto standard transmission protocols, the PFWS application allows Postal Service customers and commercial software vendors to develop SOAP-enabled custom software applications to generate postal transportation messaging documents and submit them electronically to the Postal Service *PostalOne!* system where, after format validation and in some cases after completion of messages via Mail.dat data, they will be passed to the FAST system. Once the FAST system processes the information, the FAST system sends messages back to the *PostalOne!* system and from there mailers can pull the messages. PFWS has opened up the ability for Postal Service customers to start performing actions on data without having to visit the FAST HTML-based application.

User Interface

The PFWS provides the capability to submit postal transportation messaging data electronically, so no user interface exists within the *PostalOne!* system to support such functionality. Each Postal Service customer must determine the best way to integrate the features of the PFWS into their own systems or to acquire third-party software capable of using PFWS features.

Functions and Processes

The *PostalOne!* FAST Web Services API consists of one major area of functionality, i.e. Transportation messaging, with its own Web Services Definition Language (WSDL) file that defines the objects and methods available. The different methods available are

- Query
- Create
- Update
- Cancel
- Closeout

The following sections in this guide describe each functional area in detail. The Web Services interface is described using WSDL. The WSDL document that describes the *PostalOne!* FAST Web Services can be found at the following location: Customer Acceptance Test (CAT) URL: https://cat.uspspostalone.com/fastxml/index.cfm

2 Introduction

2.1 Overview

This document will define the business scenarios for *PostalOne!*® implementation of the IDEAlliance® transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Developers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

 See PostalOne! - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Scheduler business scenarios associated with using the IDEAlliance transportation Web Services are:

- Scheduler Queries USPS Facility For Open Appointment Slots
- Scheduler Requests An Appointment With a USPS Facility
- Scheduler Updates an Appointment
- Update an Appointment Mail Contents
- Scheduler Cancels an Appointment
- Scheduler Receives Appointment Close-Out Information
 - Scheduler Request an Exact Appointment Close-Out
 - Scheduler Request All Appointment Close-Outs
- Scheduler Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the scheduler to keep the Mail.dat data synchronized with the mail contents Web Services request.
- It is the responsibility of the scheduler to keep track of SchedulerID and SchedulerCorplds for its users who are responsible for sending Web Services messages to *PostalOne!* FAST.
- *PostalOne!* FAST Web Services are not completely supporting the IDEAlliance TM specifications. For further details, see *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.
- The list of assumptions and constraints will expand.

2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- PostalOne! FAST IDEAlliance Appendix (Version 1.0).
- PostalOne! AppointmentServices.wsdl, 2004, 11 12.

3 Business Scenarios

3.1 Getting Ready for *PostalOne!* FAST Web Services

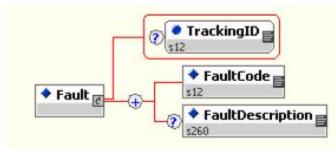
Before schedulers can send any Web Services messages to the *PostalOne!* system, all Web Services messages need to have a SchedulerId and SchedulerCorpId which is provided by the *PostalOne!* team at the time of customer registration. When a customer is successfully added to the *PostalOne!* system and user accounts are created, the user will be notified of his/her SchedulerId and SchedulerCorpId that "MUST" accompany all Web Services messages to the *PostalOne!* system. The SchedulerId represents a business role within the scheduler's organization and the SchedulerCorpId represents the ID by which the *PostalOne!* system and FAST will recognize the customer's corporation.

• See PostalOne! - FAST IDEAlliance Appendix (Version 1.0) for details.

3.2 Fault Element

The <Fault> element is designed to pass operational and implementation errors via the detail portion of SOAP Fault mechanism. The Fault has an optional TrackingID attribute which identifies the message that was interrupted by the fault and can be used for fault recovery. The Fault is made up of one or more Fault Codes with an optional Fault Description. See the error codes section with each specific Web Services message for *PostalOne!* and FAST specific fault or error codes and descriptions.

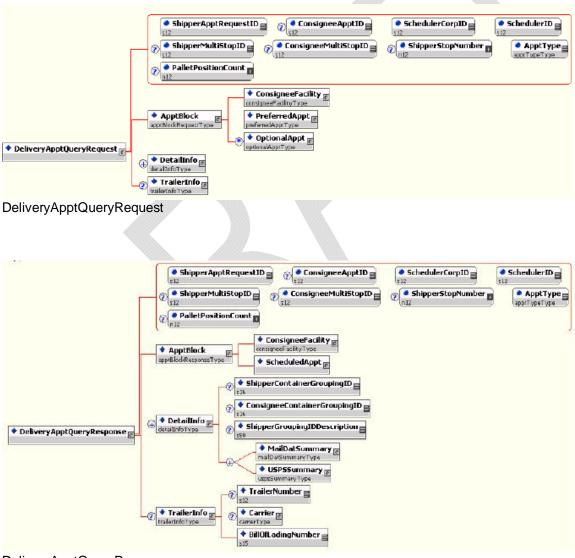
The following figure shows the Fault message structure.



Fault Structure

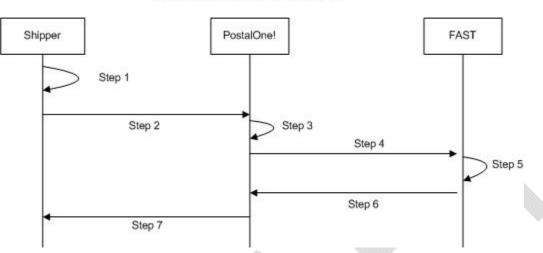
3.3 Scheduler Queries for Open Appointment Slots

The following two figures show the DeliveryApptQueryRequest and DeliveryApptQueryResponse message structure.



DeliveryApptQueryResponse

In the mailing business model, a scheduler will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the scheduler will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the scheduler will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.



Shipper Queries For Appointment Slots

Figure 3-1 – Scheduler Queries For Open Appointment Slots

- *Step 42.* The scheduler will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.
- Step 43. The scheduler will send the DeliveryApptQueryRequest request to the PostalOne! system.
- Step 44. The PostalOne! system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the PostalOne! system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the PostalOne! database. After validating required values, the PostalOne! system will populate the USPSSummary information with stored Mail.dat data.
- Step 45. The PostalOne! system will send the DeliveryApptQueryRequest message to FAST.
- *Step 46.* FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.
- *Step 47.* FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has an open appointment slot and can handle the mail load.
- Step 48. The PostalOne! system will send the response back to the scheduler.

PostalOne! Supported Error Conditions:

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412

		User Guide
Invalid user ID		
User authentication failed –	SOAP Body	TMErrorCode: 412
Invalid password		
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation	SOAP Body	TMErrorCode: 408
Arguments – unexpected root		
element		
Mail.dat user license code not	SOAP Body	TMErrorCode: 1100
supported by receiver		
Mail.dat job ID not in consignee	SOAP Body	TMErrorCode: 1101
database		
Mail.dat DatabaseContainerID	SOAP Body	TMErrorCode: 1102
not in consignee database		
Mail.dat verification ZIP+4 not in	SOAP Body	TMErrorCode: 1103
consignee database		
FAST too slow – system timed	SOAP Body	TMErrorCode: 501
out		
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

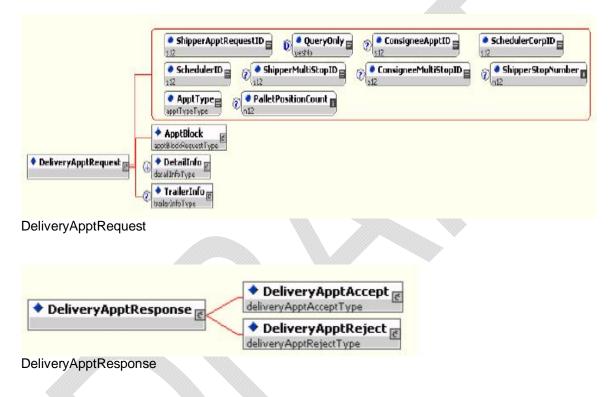
Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in	SOAP Body	
advance		TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Optional Appointment Start Time must be before the Optional End	SOAP Body	E 0 1 0004
Time		ErrorCode: 3004
Optional Appointment Start Time	SOAP Body	ErrorCode: 3005

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must be within 8 hours of the		
Optional End Time		
Appointment date/time must be	SOAP Body	
earlier than In Home Start Date	,	ErrorCode: 3007
A Speedline Appointment cannot	SOAP Body	
have more than 6 pallet positions	,	ErrorCode: 3009
Facility does not accept drop	SOAP Body	
shipments.	,	ErrorCode: 3011

3.4 Scheduler Requests to Schedule an Appointment

The following two figures show DeliveryApptRequest and DeliveryApptResponse message structures.



Schedulers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Schedulers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.



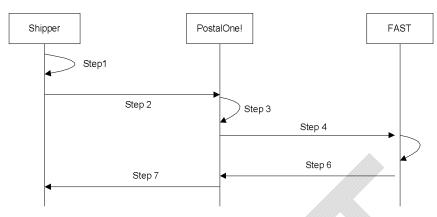
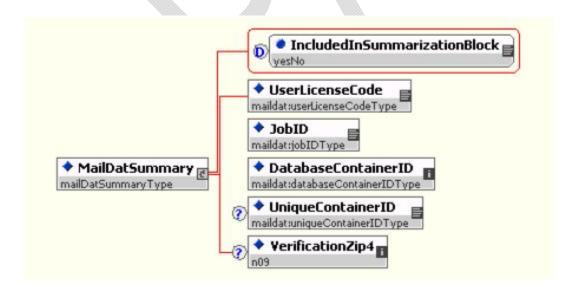


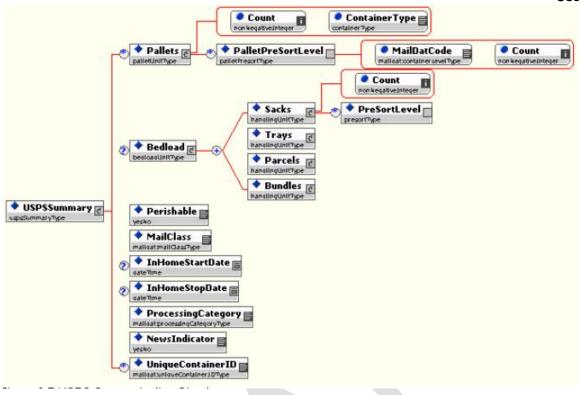
Figure 3-2 – Scheduler Request to Schedule an Appointment

- Step 49. The scheduler will populate the DeliveryApptRequest Web Services data elements.
- Step 50. The scheduler will send the DeliveryApptRequest to the PostalOne! system.
- Step 51. The PostalOne! system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the PostalOne! system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the PostalOne! database. After validating required values, the PostalOne! system will populate the USPSSummary information with stored Mail.dat data.

The following two figures show the MailDatSummary and USPSSummary structure.



MailDatSummary



USPSSummary

- Step 52. The PostalOne! system will send the DeliveryApptRequest message to FAST.
- **Step 53.** FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.
- *Step 54.* FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

Step 55. The PostalOne! system will send the DeliveryApptResponse message back to the scheduler.

PostalOne! Support Error Cond	itions:
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Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408

		User Guide
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

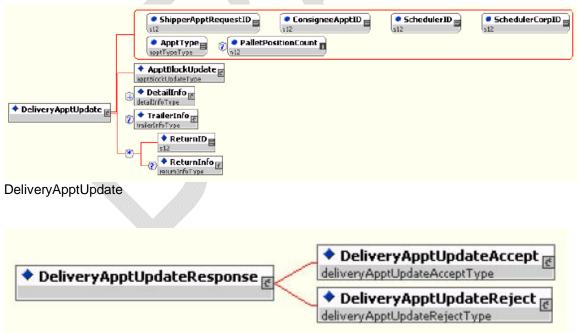
FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid Multistop ID	SOAP Body	TMErrorCode: 1005
Duplicate Unique Container ID's	SOAP Body	TMErrorCode: 1006
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-	SOAP Body	ErrorCode: 3003

		User Guide
Machineable Parcel), or Irregular		
Parcel		
Optional Appointment Start Time	SOAP Body	
must be before the Optional End	,	
Time		ErrorCode: 3004
Optional Appointment Start Time	SOAP Body	
must be within 8 hours of the	,	
Optional End Time		ErrorCode: 3005
The time difference between the	SOAP Body	
first and last appointment of a		
multi-stop must be within 24		
hours		ErrorCode: 3006
Appointment date/time must be	SOAP Body	
earlier than In Home Start Date	_	ErrorCode: 3007
Number of USPSSummary	SOAP Body	
blocks exceeded maximum limit		
of 100		ErrorCode: 3008
A Speedline Appointment cannot	SOAP Body	
have more than 6 pallet positions		ErrorCode: 3009
Facility does not accept drop	SOAP Body	
shipments.		ErrorCode: 3011

3.5 Scheduler Updates an Appointment

The following two figures show the DeliveryApptUpdate and DeliveryApptUpdateResponse message structure.



DeliveryApptUpdateResponse

As schedulers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Schedulers will use the DeliveryApptUpdate message to update an appointment's mail content. The consignee will send schedulers update

appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.

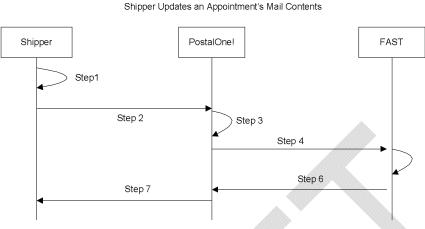


Figure 3-3 – Scheduler Updates an Appointment

- *Step 56.* The scheduler will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content.
- Step 57. The scheduler will send the DeliveryApptUpdate message to the PostalOne! system.
- Step 58. The PostalOne! system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the PostalOne! system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the PostalOne! database. After validating required values, the PostalOne! system will populate the USPSSummary information with stored Mail.dat data.
- Step 59. The PostalOne! system will send the DeliveryApptUpdate message to FAST.

Step 60. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.

- *Step 61.* FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.
- Step 62. The PostalOne! system will send the response message back to the mailer.

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412

		User Guide
Invalid user ID		
User authentication failed –	SOAP Body	TMErrorCode: 412
Invalid password		
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation	SOAP Body	TMErrorCode: 408
Arguments – unexpected root		
element		
Mail.dat user license code not	SOAP Body	TMErrorCode: 1100
supported by receiver		
Mail.dat job ID not in consignee	SOAP Body	TMErrorCode: 1101
database		
Mail.dat DatabaseContainerID	SOAP Body	TMErrorCode: 1102
not in consignee database		
Mail.dat verification ZIP+4 not in	SOAP Body	TMErrorCode: 1103
consignee database		
FAST too slow – system timed	SOAP Body	TMErrorCode: 501
out		
All other system level errors	SOAP Body	TMErrorCode: 500
FAST Support From Conditions	-	

FAST Support Error Conditions:

Ennen Cenelitien		
Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for	SOAP Body	TMErrorCode:
Scheduler Corp ID		1000
	SOAP Body	TMErrorCode:
Invalid Scheduler Corp ID		1001
	SOAP Body	TMErrorCode:
Facility not found.		1002
	SOAP Body	TMErrorCode:
Invalid ConsigneeApptID		1004
No slots available for that time /	SOAP Body	TMErrorCode:
type - dock limit		1009
Volume requested exceeded	SOAP Body	TMEnnenOeder
available amount (VOLUME		TMErrorCode:
TYPE SPECIFIED)		1010
Appointments must be scheduled	SOAP Body	TMErrorCode:
at least 8 hours in advance		1011
Appointments may only be	SOAP Body	TMErrorCode:
scheduled up to 14 days in advance		1012
Update/cancel refused -		TMErrorCode:
appointment closed/canceled	SOAP Body	1015
Customer and Consignee	00455.4	1015
Appointment ID do not	SOAP Body	TMErrorCode:
correspond		1017
correspond	COAD Date:	TMErrorCode:
Requested appt date/time is past	SOAP Body	1018
News content is only valid when	SOAP Rody	TMErrorCode:
Mail Class is Periodicals	SOAP Body	1200
Perishable content is only valid	SOAP Body	1200
when Mail Class is Package	JUAF DUUY	TMErrorCode:
Services		1201
Invalid Mail Shape/ Handling Unit	SOAP Body	TMErrorCode:
combination		1202
In Home Start Date must be	SOAP Body	TMErrorCode:
November 9, 2012	EAST Customer Liser Guide	

earlier than the In Home End		1203
Date		
Mail Class not supported by	SOAP Body	TMErrorCode:
Consignee	,	1300
Processing Category not	SOAP Body	TMErrorCode:
supported by Consignee		1301
Presort Level not supported by	SOAP Body	TMErrorCode:
Consignee		1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time	SOAP Body	
must be scheduled on the hour		ErrorCode: 3001
Customer and Consignee	SOAP Body	
Multistop ID do not correspond		ErrorCode: 3002
Perishable content is only valid	SOAP Body	
when Processing Category (Mail		
Shape) is Machineable Parcel,		
Outside Parcel (Non-		
Machineable Parcel), or Irregular		
Parcel		ErrorCode: 3003
Optional Appointment Start Time	SOAP Body	
must be before the Optional End		
Time		ErrorCode: 3004
Optional Appointment Start Time	SOAP Body	
must be within 8 hours of the		
Optional End Time		 ErrorCode: 3005
Appointment date/time must be	SOAP Body	
earlier than In Home Start Date		 ErrorCode: 3007
Number of USPSSummary	SOAP Body	
blocks exceeded maximum limit		
of 100		ErrorCode: 3008
A Speedline Appointment cannot	SOAP Body	
have more than 6 pallet positions		ErrorCode: 3009
Appointments must be updated	SOAP Body	
at least 8 hours in advance		ErrorCode: 3010
Facility does not accept drop	SOAP Body	
shipments.		ErrorCode: 3011

3.6 Scheduler Cancels an Appointment

The following two figures show the DeliveryApptCancelRequest and DeliveryApptCancelResponse message structure.

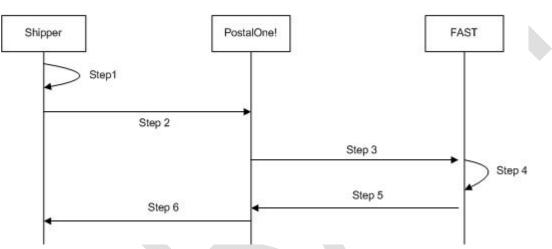
	SchedulerID SchedulerCorpID
Г	2 ShipperMultiStopID 3 0 3 0 4 0 4 0 5 0 5 0 5 0 6 0 6 0 7 0 7 0 7 0 8 0 8 0 9 0
	PalletPoskionCount
DaliveryApptCancelRequest	ConsigneeFacility consigneerative PaturnInfo PaturnInfo PaturnCode
	ReturnDescription

DeliveryApptCancelRequest

	ShipperApptRequest ID	ConsigneeApptID	SchedulerID	hedulerCorpID
	Image: Shipper MultiStep ID Image: Shipper MultiStep ID Image: Shipper MultiStep ID Image: Shipper MultiStep ID	ConsignaeMultiStopID	ShipperStopNumber 1	Аррттуре арритратра
◆ DeliveryApptCancelResponse ┏	ReturnInfo retrintence CancelConfirmID			

DeliveryApptCancelResponse

As schedulers produce or prepare transportation for mailings, they might run into problems or delays causing the scheduler to cancel an existing appointment. Schedulers will only be able to cancel a whole appointment. Schedulers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A consignee will send a DeliveryApptCancelResponse message back to a scheduler indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.



Shipper Sends Delivery Appointment Cancellation

Figure 3-4- Scheduler Cancels an Appointment

- Step 63. The scheduler will populate the DeliveryApptCancelRequest Web Services data elements.
- Step 64. The scheduler will send the DeliveryApptCancelRequest message to the PostalOne! system.
- Step 65. The PostalOne! system will route the message request to FAST.
- Step 66. FAST will cancel the appointment.
- **Step 67.** FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.
- Step 68. The PostalOne! system will send the message response back to the scheduler.

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404

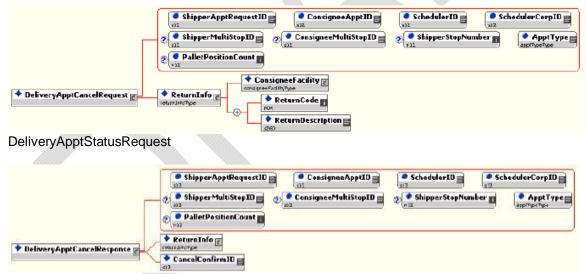
		User Guide
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed -	SOAP Body	TMErrorCode: 412
invalid user ID		
User authentication failed –	SOAP Body	TMErrorCode: 412
invalid password		
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation	SOAP Body	TMErrorCode: 408
arguments – unexpected root		
element		
FAST too slow – system timed	SOAP Body	TMErrorCode: 501
out		
All other system level errors	SOAP Body	TMErrorCode: 500
EAST Support Error Conditions		

FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
Update/cancel refused -	SOAP Body	
appointment closed/canceled	-	TMErrorCode: 1015
Appointments must be updated	SOAP Body	
at least 8 hours in advance	-	ErrorCode: 3010

3.7 Scheduler Request a Single Appointment Close-Out

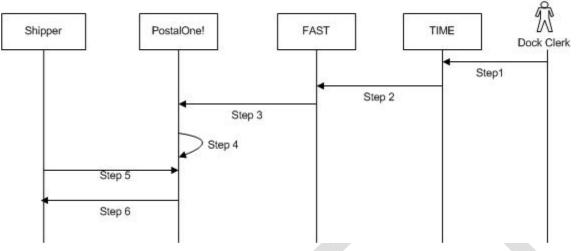
The following two figures show the DeliveryApptStatusRequest and DeliveryApptStatusResponse message structures.



DeliveryApptStatusResponse

When a scheduler's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A scheduler will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out information, and send a DeliveryApptStatusResponse message back to the scheduler that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5

shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.



Shipper Retrieves A Single Scheduled Appointment Close-Out Data

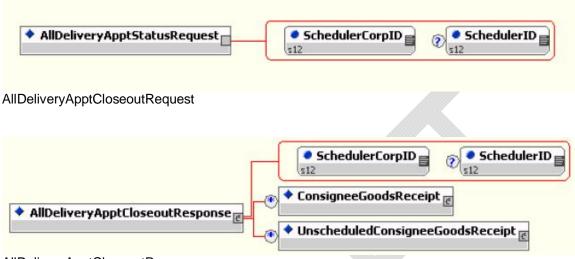
Figure 3-5- Scheduler Receives an Appointment Close-Out

- Step 69. The dock clerk enters an appointment close-out date and time into TIMES.
- Step 70. TIMES system sends the appointment close-out data to FAST.
- *Step 71.* FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.
- Step 72. The PostalOne! system receives the ConsigneeGoodsReceipt message and stores the data.
- Step 73. Schedulers and the PostalOne! system will have business rules established where the scheduler can pull the PostalOne! system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The scheduler will send a DeliveryApptStatusRequest to the PostalOne! system.
- **Step 74.** The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the scheduler with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412
invalid user ID		
User authentication failed –	SOAP Body	TMErrorCode: 412
invalid password		
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation	SOAP Body	TMErrorCode: 408
arguments – unexpected root		
element		
All other system level errors	SOAP Body	TMErrorCode: 500

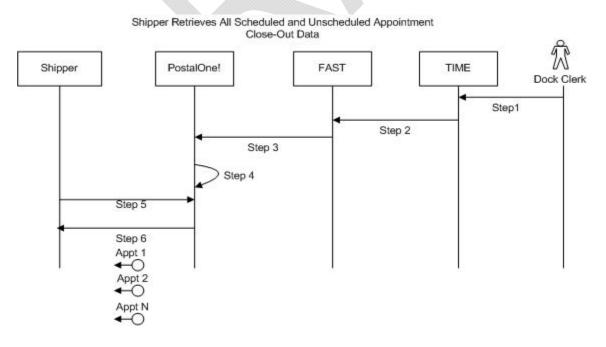
3.8 Scheduler Request All Scheduled and Unscheduled Appointment Close-Out

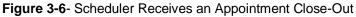
The following two figures show the AllDeliveryApptCloseoutRequest and AllDeliveryApptCloseoutResponse message structures.



AllDeliveryApptCloseoutResponse

A scheduler can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the scheduler's appointment close-out and send the information back to the scheduler in an AllDeliveryApptCloseoutResponse message. A scheduler can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.





- Step 75. The dock clerk enters an appointment close-out date & time into TIMES.
- Step 76. TIMES system sends the appointment close-out data to FAST.
- Step 77. If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.
- *Step 78.* The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.
- *Step 79.* Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data. The scheduler will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.
- *Step 80.* The *PostalOne!* system will receive the request, retrieve all scheduler scheduled and unscheduled appointment close messages based on corporation ID, and send a AllDeliveryApptCloseoutResponse message back to the scheduler with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

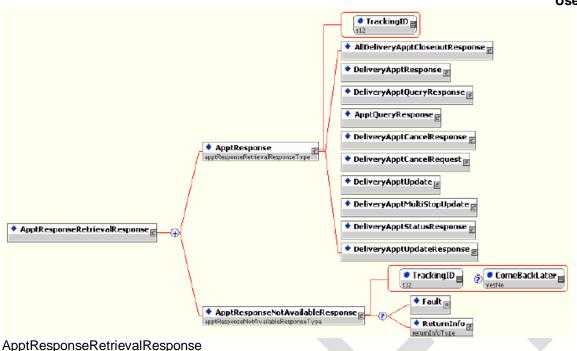
PostalOne! Support Error Conditions

3.9 Scheduler Request Appointment Reply(s) Where Initial Request Timed Out

The following two figures from IDEAlliance TM specification 1.0 show the ApptResponseRetrievalRequest and ApptResponseRetrievalResponse message structure.

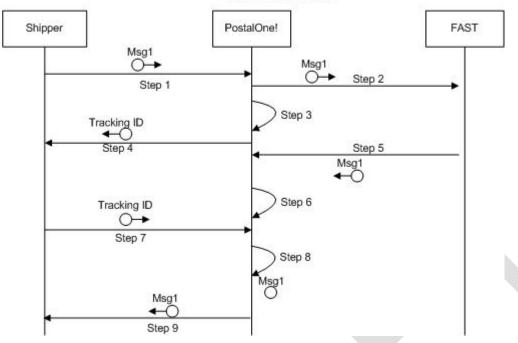


ApptResponseRetrievalRequest

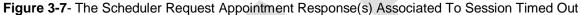


When the *PostalOne!* system receives an appointment request, it will try to process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the scheduler with a unique tracking ID in the fault block. If the scheduler wishes to receive the appointment response associated to an initial request that timed out, the scheduler will have to implement the Postal Service ApptResponseRetrievalRequest message where the scheduler supplies at least one unique tracking ID in the message. The scheduler will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a ApptResponseRetrievalResponse message and send it back to the scheduler. Otherwise, the scheduler will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.



Shipper Request Appointment Replie(s) Associated To Timed Out Session(s)



- Step 81. The scheduler sends an appointment request message to the PostalOne! system.
- Step 82. The PostalOne! system receives the message and sends the message to FAST.
- Step 83. The PostalOne! session times out waiting for a reply message.
- *Step 84.* The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the scheduler.
- Step 85. FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.
- Step 86. The PostalOne! system receives the message and stores the data.
- Step 87. Based on business rules defined between schedulers and the PostalOne! system, schedulers will periodically send a RetrieveApptRepliesRequest to the PostalOne! system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.
- **Step 88.** The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.
- *Step 89.* The *PostalOne!* system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the scheduler.

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Fault	TMErrorCode: 412
User authentication failed – invalid password	SOAP Fault	TMErrorCode: 412
User authorization failed	SOAP Fault	TMErrorCode: 412
Invalid tracking ID	SOAP Fault	TMErrorCode: 410
Invalid tracking ID – for the user ID	SOAP Fault	TMErrorCode: 410
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Response not yet available try later	SOAP Fault	TMErrorCode: 501
All other system level errors	SOAP Fault	TMErrorCode: 500