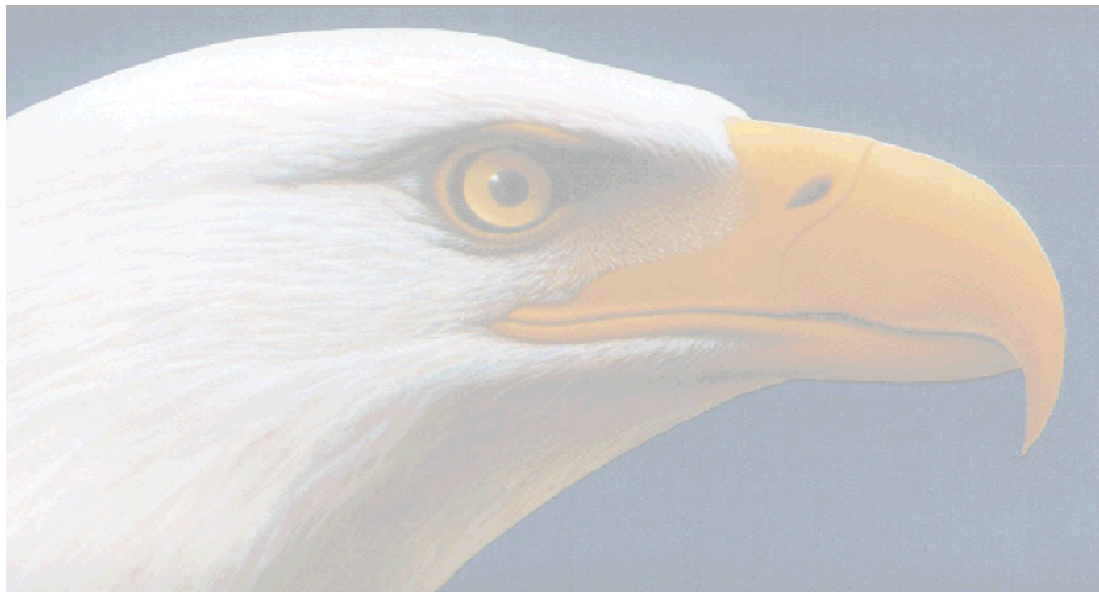




Address Information System Product



AIS VIEWER USER'S GUIDE

Version 1.07.04.15 (DVD)

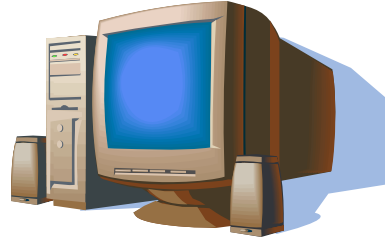
January 2012

Address Management
National Customer Support Center
United States Postal Service
6060 Primacy Pkwy Ste 101
Memphis, TN 38188-0001
(800) 238-3150

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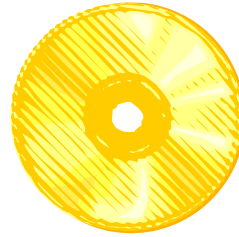


SYSTEM REQUIREMENTS

The minimum requirements to run the AIS Viewer application are listed below:

- 1.98 megabytes of available hard drive space
- 32MB of RAM or higher (128 recommended)
- Operating system Windows 2000 or later

***Note:** The AIS Viewer application will not operate on a Macintosh computer.*



OVERVIEW

AIS Viewer is an interactive DVD, which includes five different AIS products:

- Address Lookup
- City/State/Delivery Type
- County Name Retrieval
- Delivery Statistics Retrieval
- ZIP + 4[®] Retrieval

The application provides the ability to retrieve, view, and print hardcopy reports, on demand, at a 5-digit ZIP Code level. The DVD is updated monthly and the data is valid for 105 days from the product (monthly) cycle date. This provides a significant improvement in the content, accuracy, and currency of information over the obsolete Publication 65, National Five-Digit ZIP Code, and Post Office Directory.

The data is encrypted and cannot be exported. Using the AIS Viewer with the "address lookup" option meets the 5-digit ZIP Code accuracy standard for addresses used on pieces in non-automation Presorted rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter mailings.

ORDER FORM



Address Information System (AIS) Viewer Order Form

Shipping Information *(Please print)*

Contact Name		Company Name	
Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number			
City	State	ZIP + 4 [®] Code	E-mail Address
Telephone Number <i>(Include area code)</i>		Fax Number <i>(include area code)</i>	

Billing Information *(if different from Shipping Information)*

Contact Name		Company Name	
Street Address, PO Box, Rural/Contract Delivery Service Route and Box Number			
City	State	ZIP + 4 [®] Code	E-mail Address
Telephone Number <i>(Include area code)</i>		Fax Number <i>(include area code)</i>	

Ordering Instructions

Products available for purchase are the City/State Delivery Type Retrieval, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. The Address Lookup function is free with the purchase of another product. The Address Lookup function is not available for individual sale. All products are based on an annual subscription with monthly updates. This software is compatible with Windows 2000, Windows NT, and Windows XP.

Enter the quantity of each product. Multiply the quantity and the cost then enter the results in the purchase amount:

Product Description	Product ID	Quantity	Cost	Purchase Amount
City/State Delivery Type Retrieval	ACS215R	<input type="text"/>	X \$ 60.00 =	<input type="text"/>
County Name Retrieval	ACN215R	<input type="text"/>	X \$ 60.00 =	<input type="text"/>
Delivery Statistic Retrieval	ADS215R	<input type="text"/>	X \$ 85.00 =	<input type="text"/>
ZIP + 4 Retrieval	AZ4215R	<input type="text"/>	X \$ 60.00 =	<input type="text"/>
Address Lookup	Free with the purchase of another product.			Total Amount Due

Add purchase amounts and enter the total amount due

Available on DVD media only.

Payment Options

Indicate the method of payment and mail this completed form and payment to the address below. Please allow 10 business days for processing and delivery. Customers needing assistance may contact the Customer Care Department at 800-238-3150. Prices subject to change without prior notice. Returned checks will incur a **\$25.00 fee**.

No refunds will be made on products returned with the tamper-evident seal broken. Damaged or unreadable media may be exchanged for an identical product.

Payment Method	
Make check or money order payable to "United States Postal Service" [®]	
<input type="checkbox"/> ACH Credit <input type="checkbox"/> Check <input type="checkbox"/> USPS [®] Money Order <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard	
Card #	<input type="text"/>
Card expiration date:	<input type="text"/> / <input type="text"/> <i>(MM/YY)</i>
Authorized Personnel <i>(please print)</i>	
Signature	
<i>The signature above indicates that signee accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i>	

Mail order form and payment to:

ACCOUNTS RECEIVABLE—AIS VIEWER
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 231
MEMPHIS TN 38119-5772
FAX: 901-681-4409

LICENSE AGREEMENT

To use the AIS Viewer DVD, you (the “End User”) must read the Agreement set forth below and *agree to be bound by the terms of this Agreement* between you and the United States Postal Service® (USPS®).

BY PROCEEDING TO THE NEXT SCREEN IN THIS SOFTWARE/DATABASE PACKAGE -- BY SELECTING THE “I ACCEPT” BUTTON -- YOU WILL BE AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT WISH TO BE BOUND TO THE TERMS OF THIS AGREEMENT, DO NOT SELECT THE “I ACCEPT” BUTTON – DO NOT PROCEED ANY FURTHER INTO THIS SOFTWARE PACKAGE.

If you do not agree to the terms of this Agreement, promptly return this software and all items purchased with it (including written matter, binders or other containers and materials, if any are part of this purchase) to the place where you obtained the DVD.

References herein to this “Agreement” are also referencing the Disclaimer of Warranty set forth below which is part of this Agreement.

Note: Once processed by the USPS, this Agreement and the authorization constitutes the complete agreement between you and USPS.

As stated above, before selecting the “I ACCEPT” button– before proceeding to the next screen in this software – you must read this Agreement and agree to its terms. *By selecting the “I ACCEPT” button, you will be agreeing to the terms of this Agreement.*

USPS Software/Database License

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6. TERMINATION. This license is effective for one year from date of purchase of PRODUCT. This License will terminate automatically without notice from USPS if you fail to comply with any provision of this License. Upon termination you shall destroy the written materials and all versions of the PRODUCT.

Disclaimer of Warranty and Limited Warranty

THE PRODUCT AND ACCOMPANYING WRITTEN MATERIALS (INCLUDING INSTRUCTIONS FOR USE) ARE PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND. FURTHER, USPS DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE, OR THE RESULTS OF THE USE OF THE PRODUCT OR WRITTEN MATERIALS IN TERMS OR CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS, OR OTHER QUALITIES.

USPS warrants to the original LICENSEE that (a) the media on which the PRODUCT is recorded is free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of delivery as evidenced by a copy of the receipt. Further, USPS hereby limits the duration of any implied warranty (ies) on the PRODUCT to the respective periods stated above. Some states do not allow limitations on duration of implied warranty, so the above limitation may not apply to you.

USPS’ entire liability and your exclusive remedy shall be, at USPS option, either (a) return of the purchase price or (b) replacement of the PRODUCT that does meet USPS

Limited Warranty and which is returned to USPS with a copy of the receipt. If failure of the PRODUCT has resulted from accident, abuse, or misapplication, USPS shall have no responsibility to replace the PRODUCT or refund the purchase price. Any replacement will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is greater.

Manufacturer



Manufacturer is:

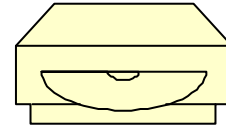
**CUSTOMER CARE DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001**

Should you have any questions concerning this PRODUCT or Agreement, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to the address above.

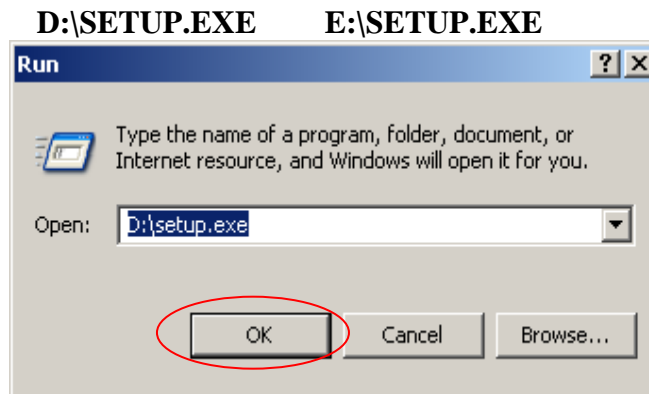
AIS VIEWER DVD INSTALLATION INSTRUCTIONS

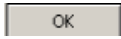

Note: Before the user starts the installation process, all other applications should be closed. The user should only install the DVD upon receiving the first copy of their subscription. Subsequent copies should not be installed unless directed by an AIS Viewer technical support representative.

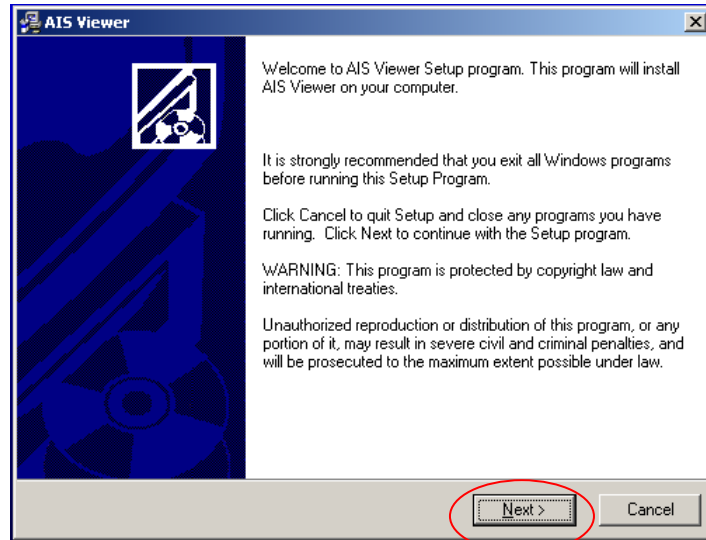
1. Insert the AIS Viewer DVD into the DVD drive.
2. Select the  button, and then select .
3. Type the letter of the DVD drive plus: \setup.exe.



Example:

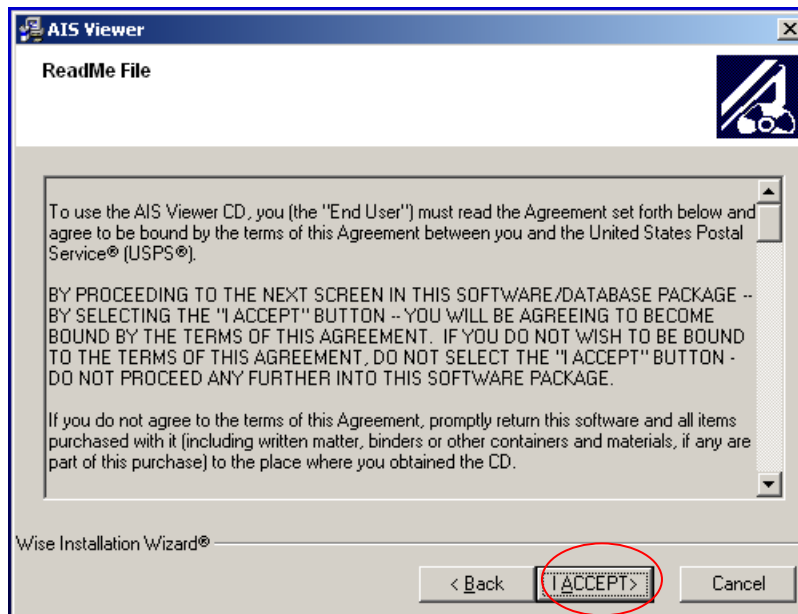


4. Select the  button.
5. The following screen will be displayed welcoming the user to the installation process. The user needs to select the  button to continue with the installation.

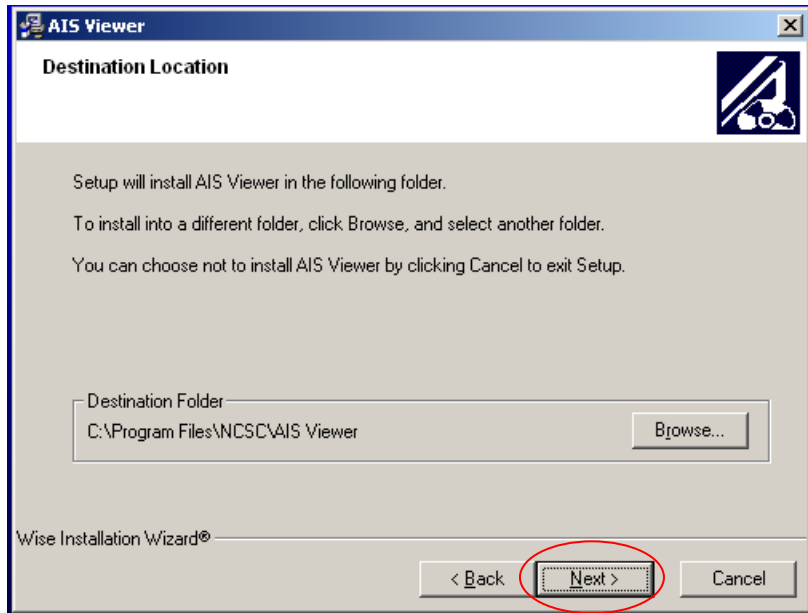


- The following dialog box will then be displayed providing the user with the license agreement. The user should read the license agreement. By choosing the button the user is agreeing to the license agreement and the installation will continue.

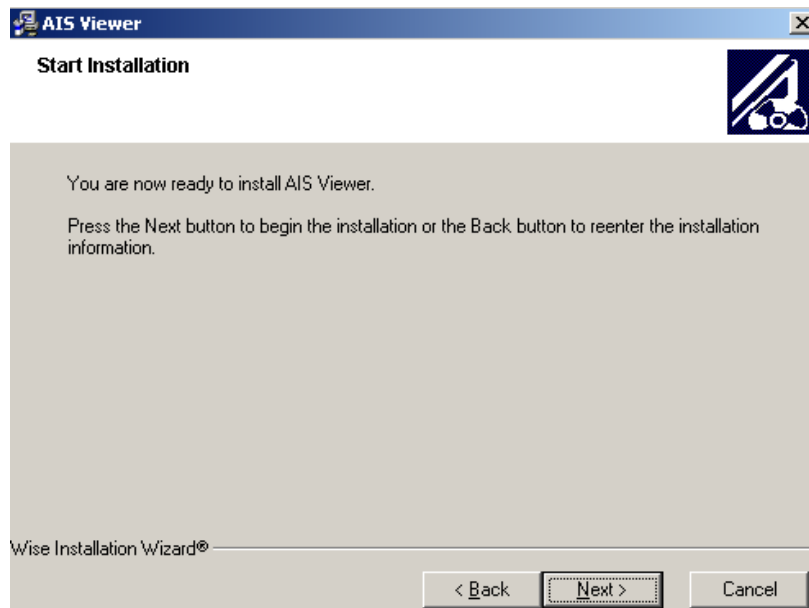
Note: If the user disagrees with the license agreement the button should be selected to stop the installation of the product.



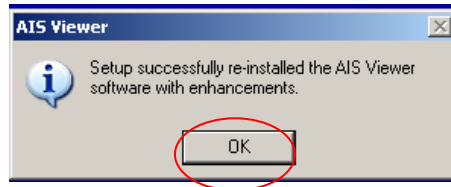
- The following screen will then be displayed allowing the user to select the folder where the application should be installed. To use the default folder the user should simply select the button.




8. The following screen will tell the user that the installation is ready to begin. The user will need to select the button. The installation will take a few minutes to complete.

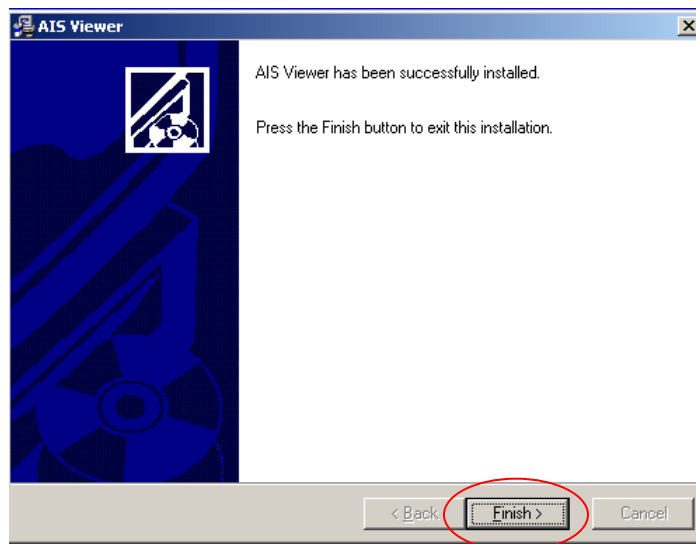


9. If this is a reinstallation the following alert box will be displayed. The user will need to select the button to finish.




Note: If the AIS Viewer application has never been installed on the user's computer, this alert box will not be displayed.

10. The completion screen will then be displayed. The user will need to select the  button.



NEW CUSTOMER SETUP

Opening the AIS Viewer Application


1. Select the  button. Then choose Programs > AIS Viewer > AIS Viewer Application

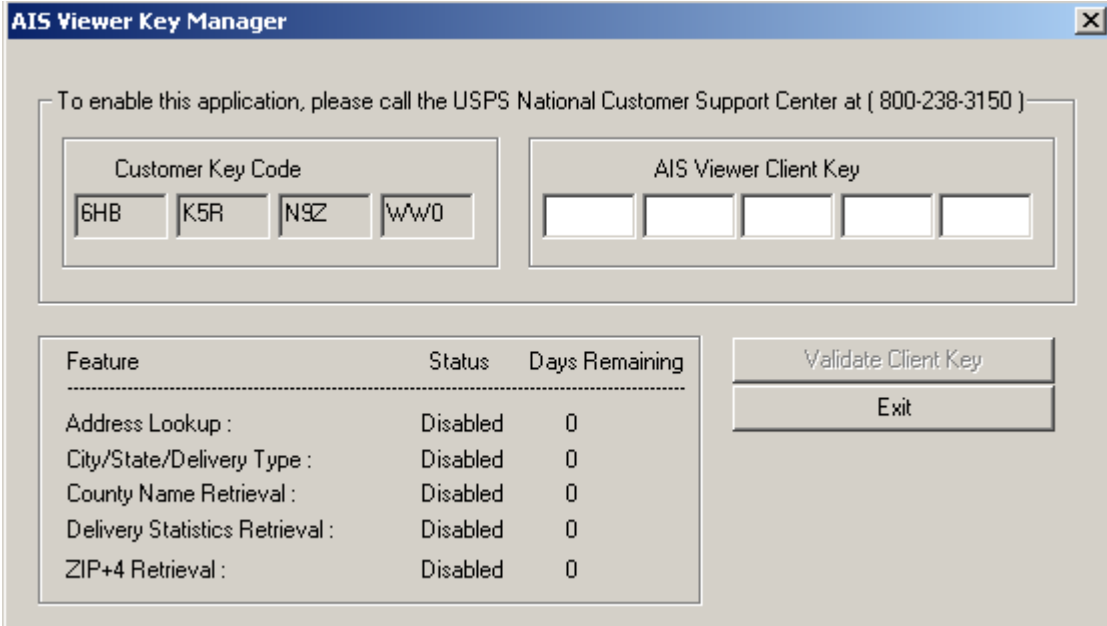
Or

Double click the AIS Viewer application desktop icon.



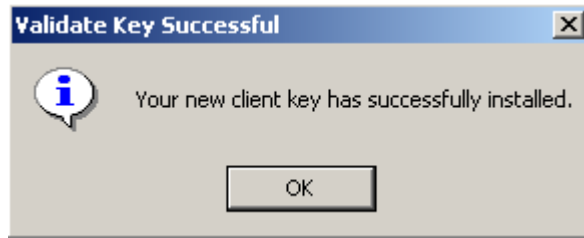
Entering the Customer Key Code

2. After the application has been opened the Key Manager dialog will appear. To install the purchased AIS Viewer features, please contact the Customer Service Department at 800-238-3150 for the assigned *AIS Viewer Client Key*. This will enable the features and set the number of days the features are accessible. Enter the Client Key and then select the activated  button.

A screenshot of the "AIS Viewer Key Manager" dialog box. The title bar is blue with the text "AIS Viewer Key Manager" and a close button. The main area is light gray. At the top, it says "To enable this application, please call the USPS National Customer Support Center at (800-238-3150)". Below this are two input sections: "Customer Key Code" with four text boxes containing "6HB", "K5R", "N9Z", and "WW0"; and "AIS Viewer Client Key" with five empty text boxes. At the bottom left is a table with columns "Feature", "Status", and "Days Remaining". At the bottom right are two buttons: "Validate Client Key" and "Exit".


Feature	Status	Days Remaining
Address Lookup :	Disabled	0
City/State/Delivery Type :	Disabled	0
County Name Retrieval :	Disabled	0
Delivery Statistics Retrieval :	Disabled	0
ZIP+4 Retrieval :	Disabled	0

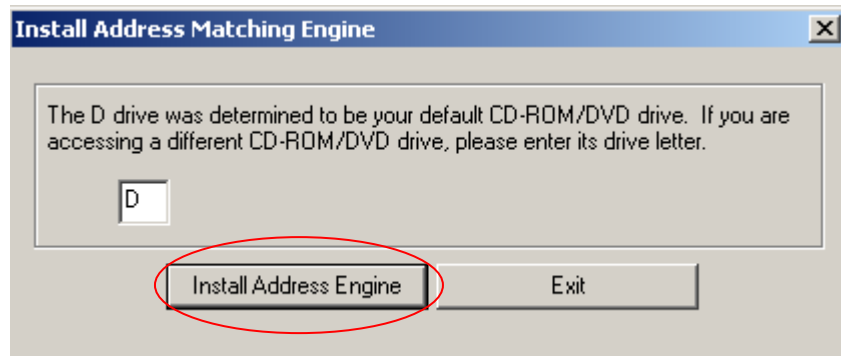
3. The following message will appear when the purchased features are enabled.



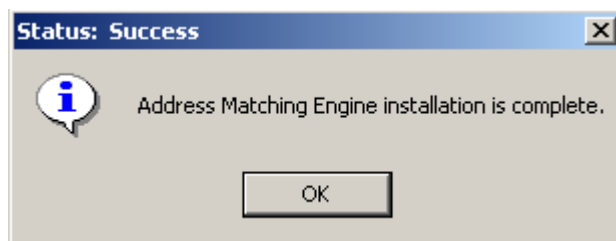
Note: When the number of days remaining is 0 and the feature is disabled, call the Customer Service Department to re-order the product(s).

Installing the Address Matching Engine

4. After the application has been completely installed, the Address Matching Engine installation will need to be performed. The following dialog box will be displayed. The user should select the  button to enable the Address Matching Engine data.





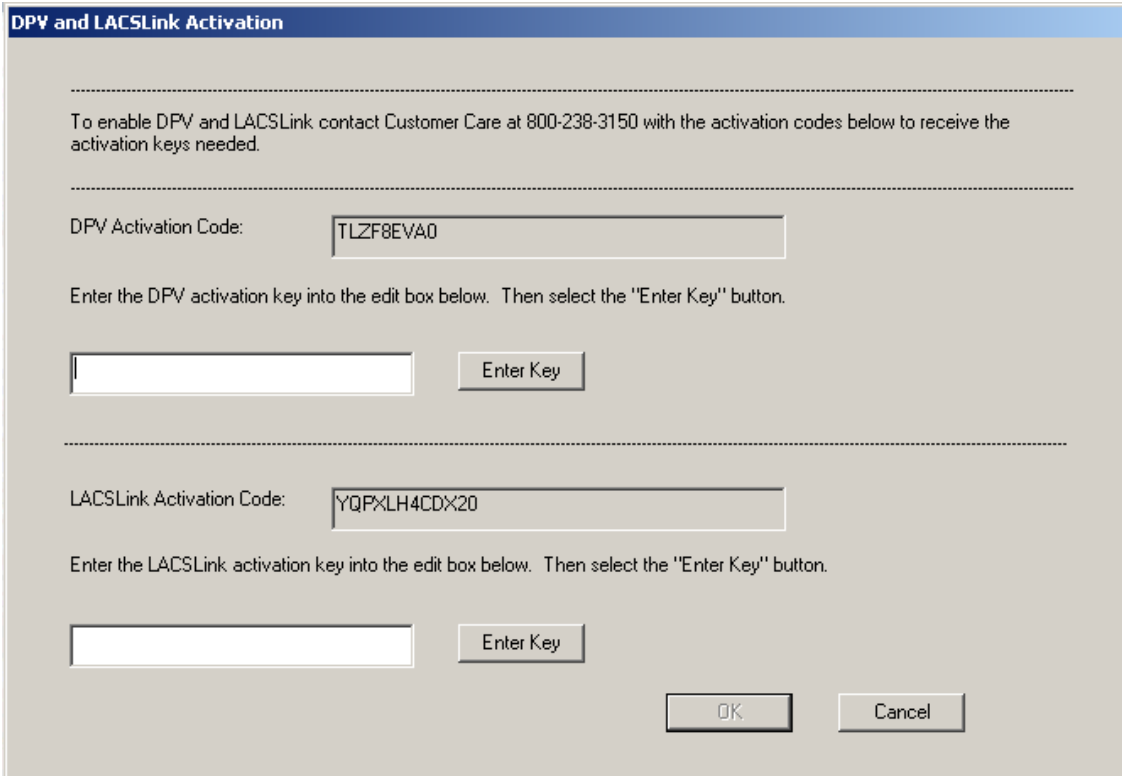
5. The following message will be displayed to indicate that the Address Matching Engine was installed.



Note: Monthly reinstallation of the Address Matching Engine will be necessary to update the user's system with any current changes.

Activating DPV and LACS^{Link}


6. Beginning with the CASS 2007-2008 (Cycle L) release, the DPV and LACS^{Link} components are required and must be enabled to use the AIS Viewer application. The following dialog will appear to allow the user to enable DPV and LACS^{Link}. Contact Customer Care at 800-238-3150 with the DPV and LACS^{Link} activation codes. The user will receive activation keys that should be entered in the edit boxes. After entering the activation keys, select the  buttons to enable DPV and LACS^{Link}. Then select the  button to close this dialog. The AIS Viewer features are ready for use.

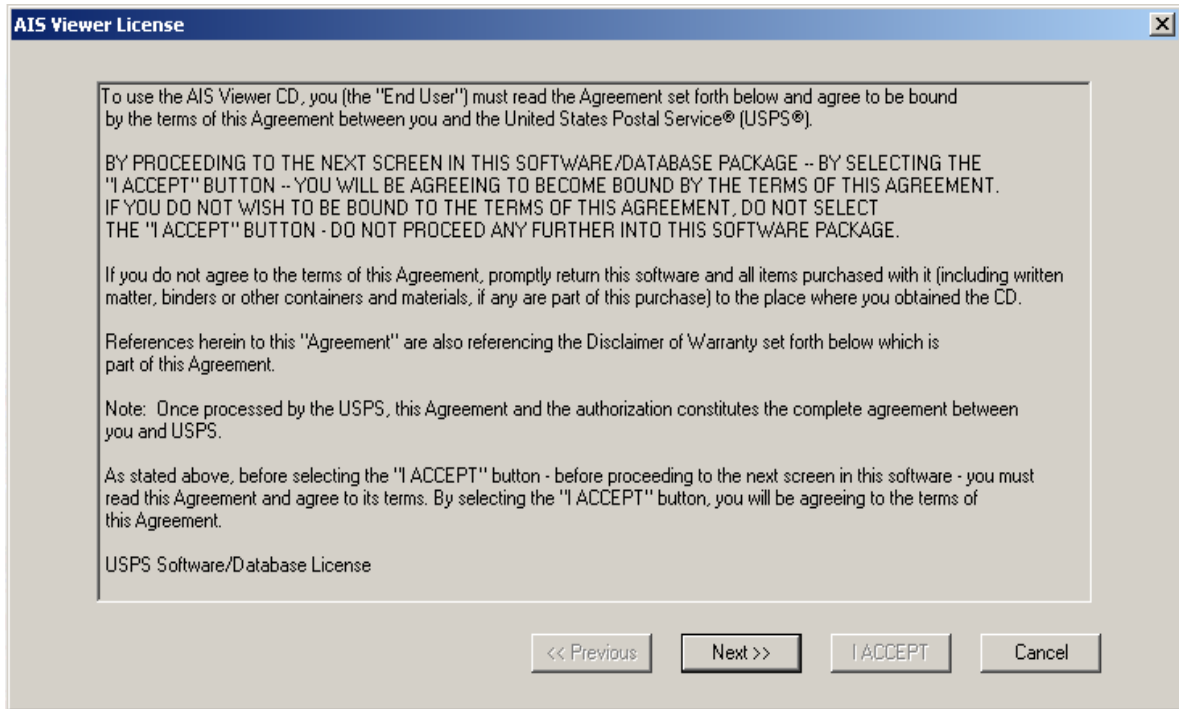


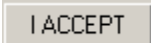
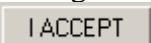
The screenshot shows a dialog box titled "DPV and LACSLink Activation". The dialog contains the following elements:

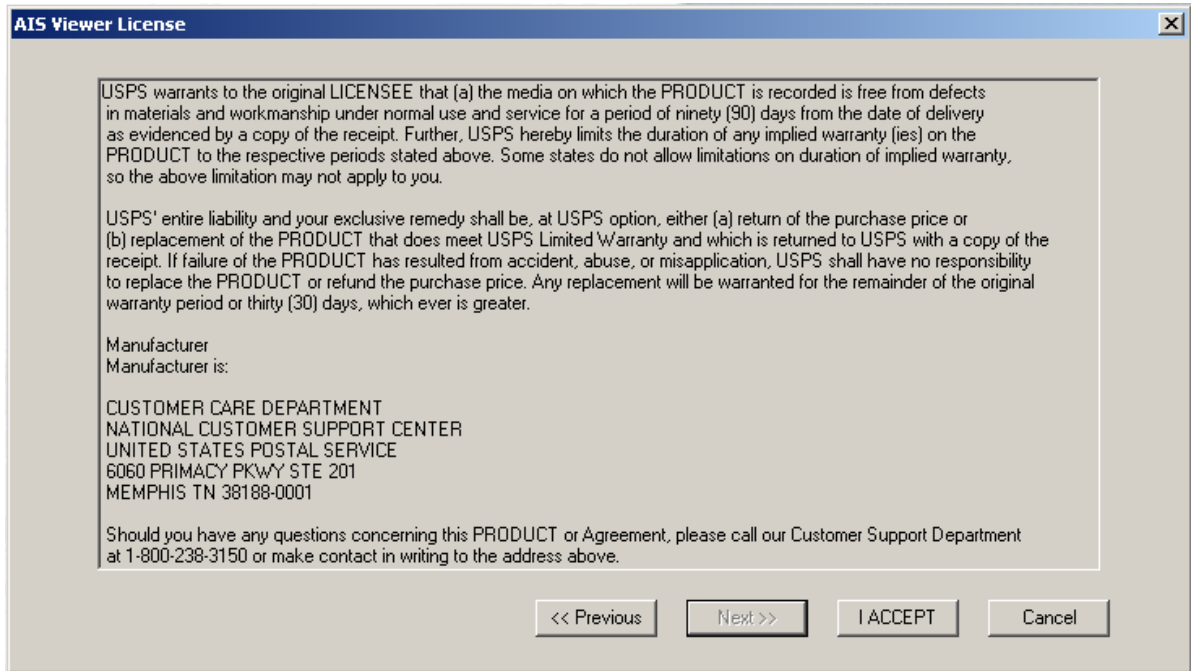
- A header bar with the text "DPV and LACSLink Activation".
- A dashed line separator.
- Instructional text: "To enable DPV and LACSLink contact Customer Care at 800-238-3150 with the activation codes below to receive the activation keys needed."
- Another dashed line separator.
- DPV Activation Code: A text box containing "TLZF8EVA0".
- Instructional text: "Enter the DPV activation key into the edit box below. Then select the 'Enter Key' button."
- An empty text box for the DPV activation key.
- An "Enter Key" button.
- Another dashed line separator.
- LACSLink Activation Code: A text box containing "YQPXLH4CDX20".
- Instructional text: "Enter the LACSLink activation key into the edit box below. Then select the 'Enter Key' button."
- An empty text box for the LACSLink activation key.
- An "Enter Key" button.
- At the bottom right, there are "OK" and "Cancel" buttons.

ACCEPTING THE LICENSE AGREEMENT

1. It is required that the user periodically view and accept the license agreement for use of the AIS Viewer application. When the following dialog appears, please read and accept the license agreement.
2. Select the  button to view the pages in the license agreement.



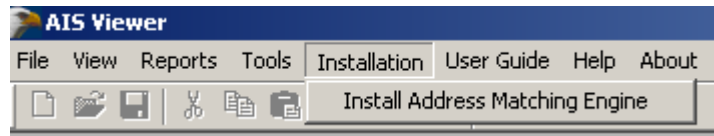
3. On the last page of the license agreement the  button will be enabled. By selecting the  button the user is agreeing to the terms of the license agreement.



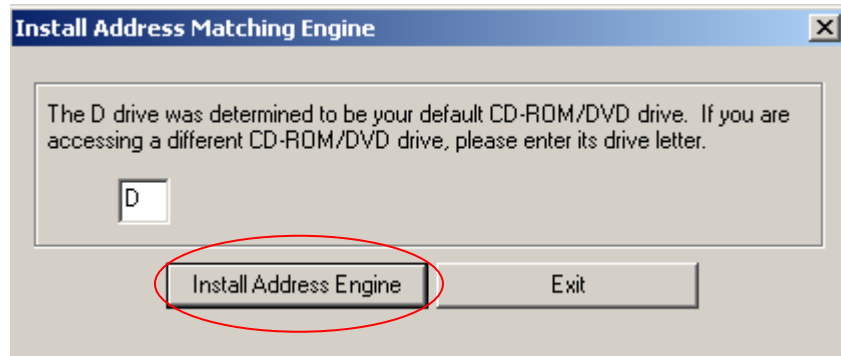
ADDRESS MATCHING ENGINE INSTALLATION INSTRUCTIONS

After the application has been completely installed or when the user's system needs to be updated with any current changes, the Address Matching Engine installation will need to be performed.

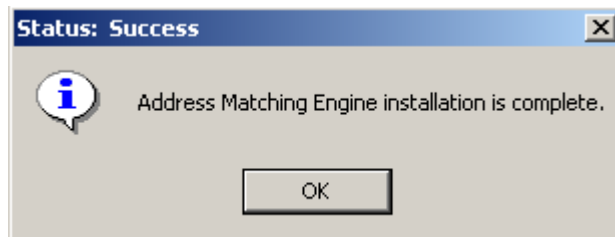
1. Select the **Installation** menu option and then select the **Install Address Matching Engine** option that is displayed.



2. The following dialog box will then be displayed. The user should select the **Install Address Engine** button to enable the Address Matching Engine data.



3. The following message will be displayed to indicate that the Address Matching Engine was installed.



MENU FUNCTIONS

The Menu bar across the top of the screen contains the following functions: File, View, Reports, Tools, Installation, User Guide, Help, and About.

Example: Menu Bar



File

The **File** menu provides the user with an option to exit the application.

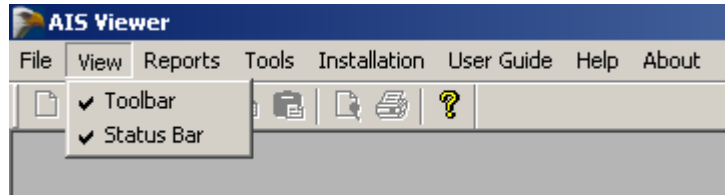
Example: File from the Menu Bar



View

The **View** menu provides the user with the following two options.

Example: View from the Menu Bar

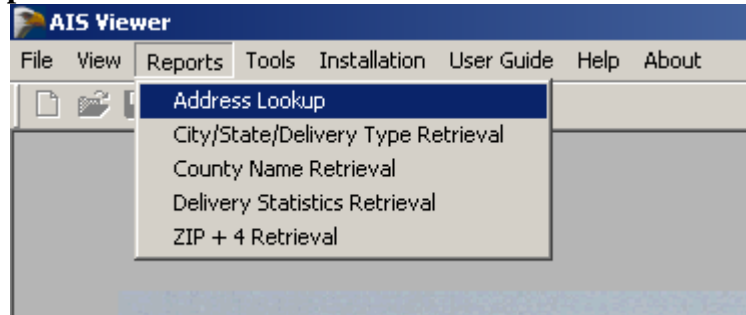


1. Toolbar - will allow the user to show or hide the toolbar on the screen.
2. Status Bar - will allow the user to show or hide the status bar on the screen.

Reports

The **Reports** option lists the five different products available.

Example: Reports from the Menu Bar



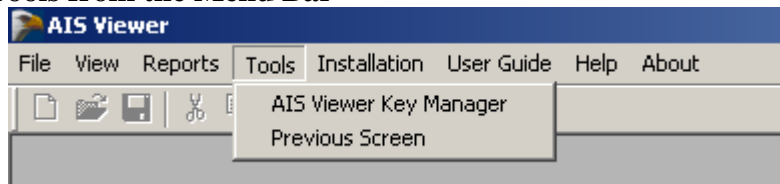
1. Address Lookup
2. City/State/Delivery Type Retrieval
3. County Name Retrieval
4. Delivery Statistics Retrieval
5. ZIP + 4 Retrieval

Note: For more information on Reports, please see the “AIS Viewer Reports” section of this guide.

Tools

The **Tools** menu provides the user with the following two options:

Example: Tools from the Menu Bar



1. The **AIS Viewer Key Manager** option is used to retrieve the Customer Key Code when the product days have expired (0 days remaining) and the product is disabled. Call the National Customer Support Center at 800-238-3150 to renew the subscription or to activate another product.
2. The **Previous Screen** option allows the user to return to the previous screen from a report.

Installation

Reinstallation of the Address Matching Engine should be updated monthly when the user receives the updated DVD product. For more information please see the “Address Matching Engine Installation Instructions” section of this guide.

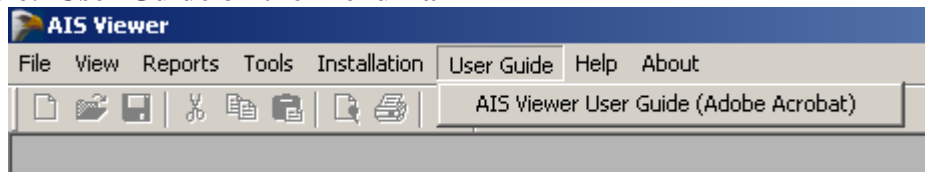
Example: Installation from the Menu Bar



User Guide

The User Guide menu option provides documentation on the installation and usage of the AIS Viewer application.

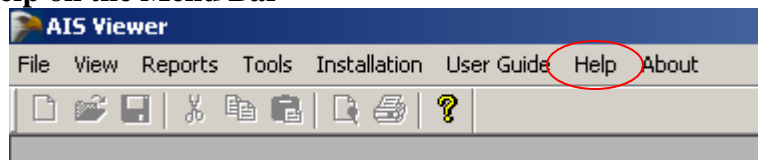
Example: User Guide on the Menu Bar



Help

The Help menu option provides help files that give the user the ability to search for an AIS Viewer topic.

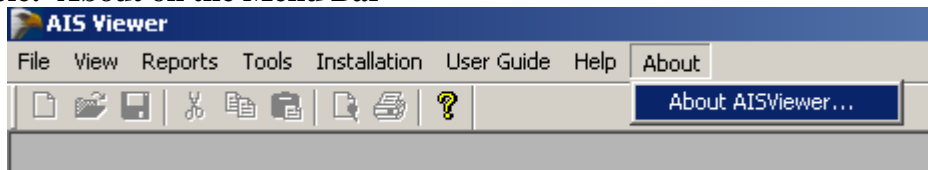
Example: Help on the Menu Bar

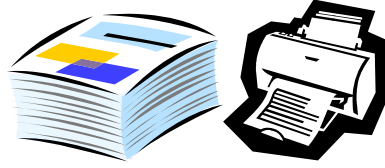


About

The About menu option provides the user with copyright and version information for the AIS Viewer application.

Example: About on the Menu Bar





AIS VIEWER REPORTS

The report option on the Menu Bar list five options: Address Lookup, City/State/Delivery Type Retrieval, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. An optional sort routine is available to re-sort the output by sorting one header at a time. Selecting the top of a single column heading will allow the user to sort in alphabetical or numerical order.

Report Print Options

Below is an example of a printout of a report that contains 82,839 records to be printed on 2128 pages. The user can select pages to be printed from the Print Preview screen by selecting the printer icon and indicating the page(s) to print.


Example: Report Print Option sorted by the ZIP Code

The screenshot shows the AIS Viewer application window. The title bar reads "Report Viewer". The menu bar includes "File". The toolbar shows a printer icon circled in red, along with navigation and zoom controls. The main window displays a report titled "ZIP+4 RETRIEVAL REPORT" from the "NATIONAL CUSTOMER SUPPORT CENTER". The report is dated 12/01/2003 and is page 1 of 2128. The report content is a table with columns: REC TYPE, ZIP CODE, CARR ID, PRE DIR, PRIMARY NAME, SUFFIX, POST DIR, PRIMARY LOW, PRIMARY HIGH, E FIRM B, NAME, SEC ARR, SECONDARY L, SECONDARY H, E B, ZIP ADD ON L, ZIP ADD ON H. A "Print" dialog box is overlaid on the report, showing the printer "System Printer (Lexmark Optra E310)", "Print Range" set to "Pages", and "From" and "To" fields circled in red. The "Collate Copies" checkbox is checked. The Windows taskbar at the bottom shows the Start button and several open applications: AIS VIEWER USER.doc, Inbox - Microsoft Outlook, and AIS Viewer - [AISVie1]. The system clock shows 4:25 PM.

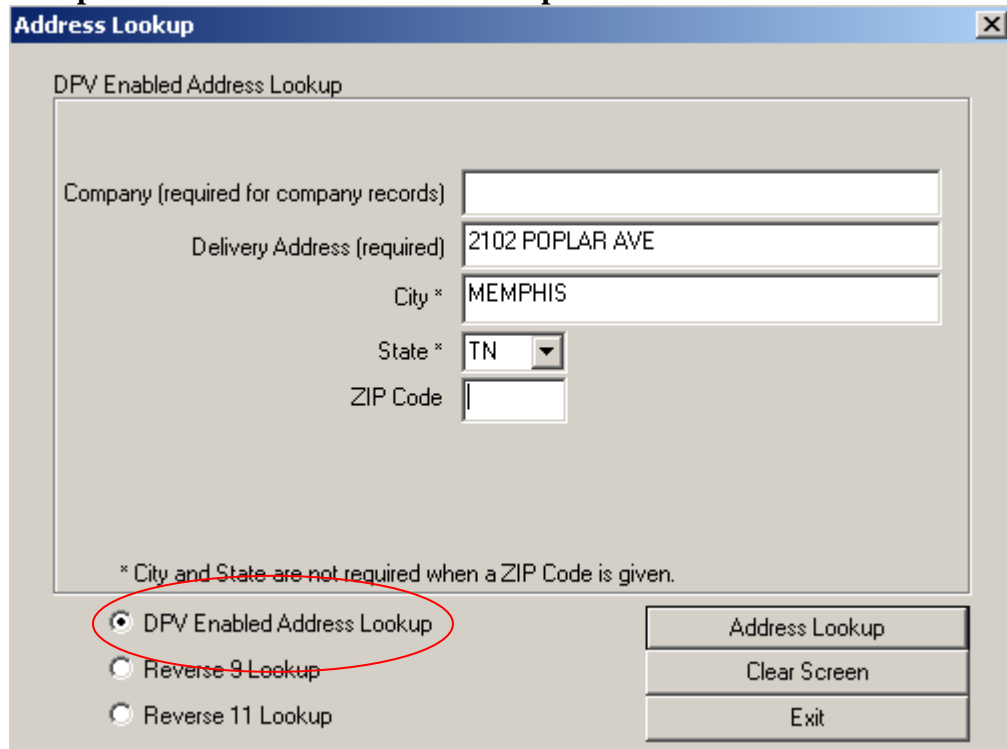
Address Lookup

Address Lookup allows the user to look up an individual address through DPV Enabled Address Lookup, Reverse 9 Lookup, and Reverse 11 Lookup options.

DPV Enabled Address Lookup

The user can enter in a ZIP Code or a city/state after entering the address. Then select the  button. The report displays the address, County Code, County Name, Carrier Route Number, Delivery Point, the Check Digit and DPV status.

Example: DPV Enabled Address Lookup



Note: The Urbanization box will be displayed after the user types in a Puerto Rican address and selects the  button.

Example: DPV Enabled Address Lookup Report Results



Address Lookup




06/25/2007

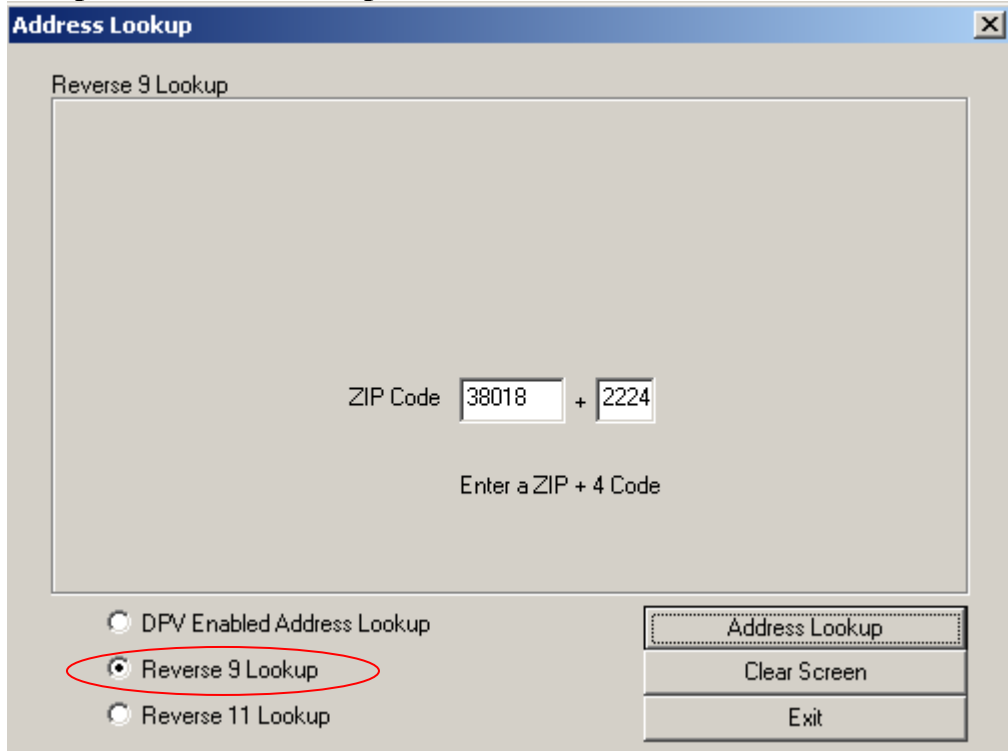
Address: 2102 POPLAR AVE
MEMPHIS TN

2102 POPLAR AVE
MEMPHIS TN 38104
County Code : 157 County Name : SHELBY
Carrier Route : C024
Delivery Point : Check Digit :
DPV : Address not confirmed (ZIP + 4 matched. Primary number invalid.)

Reverse 9 Lookup

Enter the ZIP + 4 Code in the edit boxes. Select the  button. The report displays the address, County Code Number, County Name, and Carrier Route.

Example: Reverse 9 Lookup



Example: Reverse 9 Lookup Report Results



Address Lookup



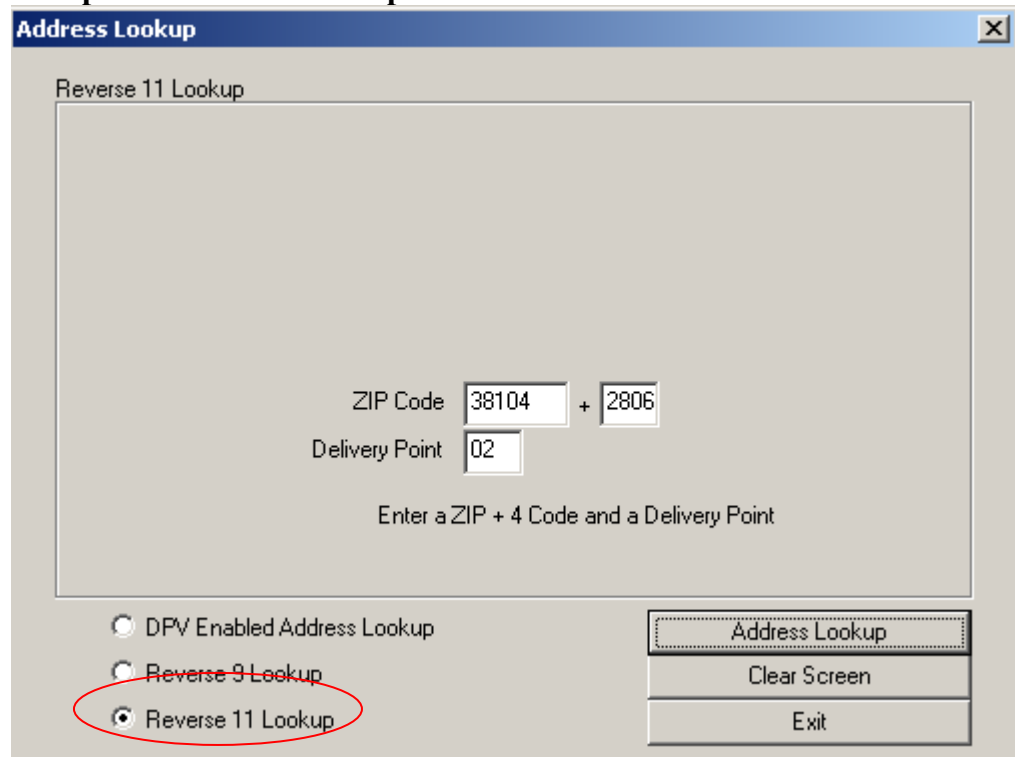
07/25/2006

421 ENQUIREE CT APT 101 208
CORDOVA TN 38018-2224
County Code : 157 County Name : SHELBY
Carrier Route : R037

Reverse 11 Lookup

Enter the ZIP + 4 Code and Delivery Point in the edit boxes. Select the **Address Lookup** button. The report displays the address, County Code Number, County Name, Carrier Route Number, Delivery Point, and Check Digit.

Example: Reverse 11 Lookup



Example: Reverse 11 Lookup Report Results



Address Lookup



10/10/2006

2102 POPLAR AVE
MEMPHIS TN 38104-2806
County Code : 157
Carrier Route : C024
Delivery Point : 02


County Name : SHELBY
Check Digit : 6

City/State/Delivery Type Retrieval

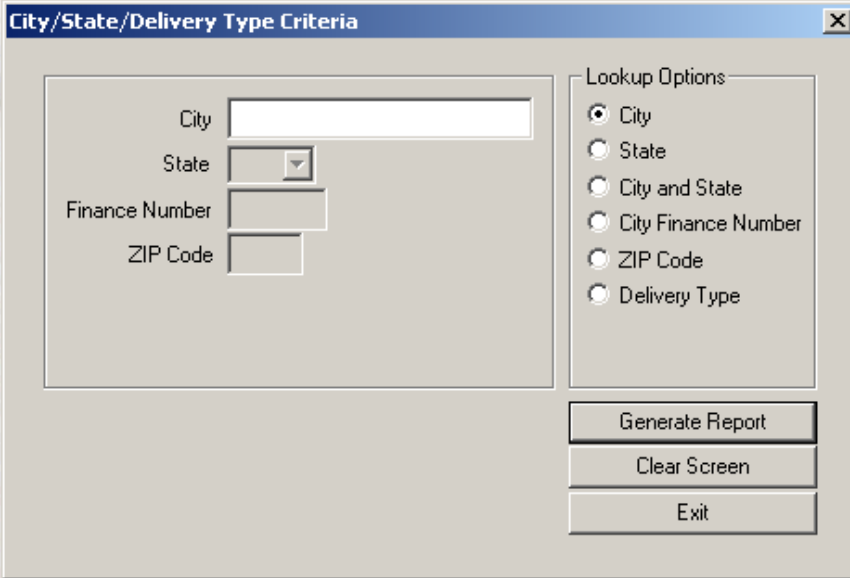
City/State Option

The city/state portion is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code of a mailing address. The user can search for information with the following lookup options:

- City
- State
- City and State
- City Finance Number
- ZIP Code

The user will need to select the Lookup Option and then type in the information in the activated text boxes. The user can then begin the search by either pressing [Enter] on the keyboard or selecting the  button. In order to view the entire report on screen, it will be necessary to use the scroll bars.


Example: City/State Lookup




The screenshot shows a dialog box titled "City/State/Delivery Type Criteria". On the left side, there are four input fields: "City" (a text box), "State" (a dropdown menu), "Finance Number" (a text box), and "ZIP Code" (a text box). On the right side, there is a section titled "Lookup Options" containing five radio buttons: "City" (which is selected), "State", "City and State", "City Finance Number", and "Delivery Type". At the bottom of the dialog, there are three buttons: "Generate Report", "Clear Screen", and "Exit".

Based on the user's search criteria this type of retrieval will provide the following information to view and print: ZIP Code, City, State, Mailing IND, Preferred Last Line, County Number, County Name, and Finance Number.

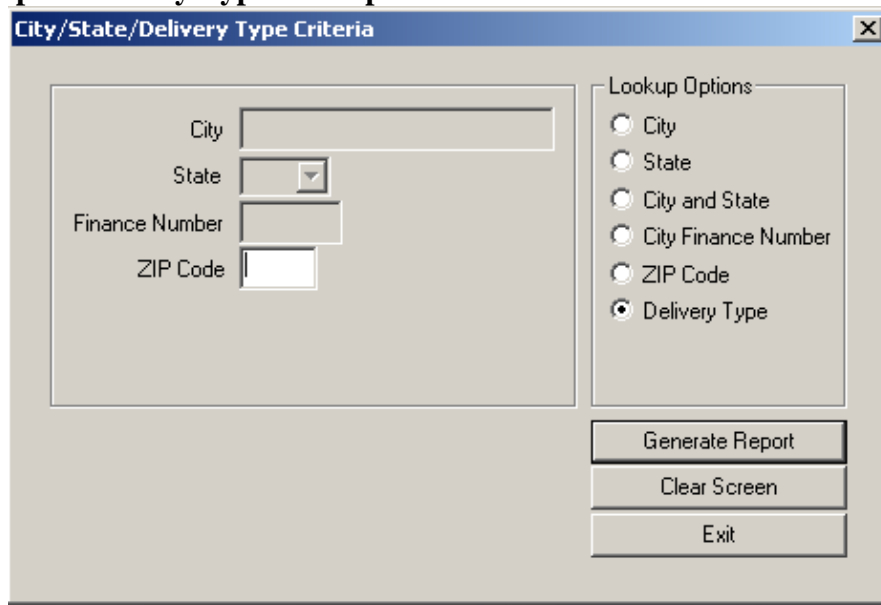
Example: City/State Report Results

						
City/State/Delivery Type Retrieval National Customer Support Center United States Postal Service 1 (800) 238-3150 Cycle Date 12/15/2003						
ZIP Code	City	State	Mailing Ind	Preferred Last Line	County Number	County Name
48706	BAY CITY	MI	Y	BAY CITY	017	BAY

Delivery Type Option

The Delivery Type portion is a comprehensive list of delivery types available to the user by ZIP Code. The user should first select the delivery type option and then type in the ZIP Code. The user can press [Enter] on the keyboard or select the  button on the report screen. This will generate a report for viewing or printing. In order to view the entire report on screen, it will be necessary to use the scroll bars.

Example: Delivery Type Lookup



The dialog box titled "City/State/Delivery Type Criteria" contains the following elements:

- Input fields for "City", "State" (dropdown), "Finance Number", and "ZIP Code".
- A "Lookup Options" section with radio buttons for:
 - City
 - State
 - City and State
 - City Finance Number
 - ZIP Code
 - Delivery Type (selected)
- Buttons for "Generate Report", "Clear Screen", and "Exit".

The results of the search will provide the ZIP Code, County Number, County Name and whether or not there is a delivery type that coincides with the search criteria.


Example: Delivery Type Report Results



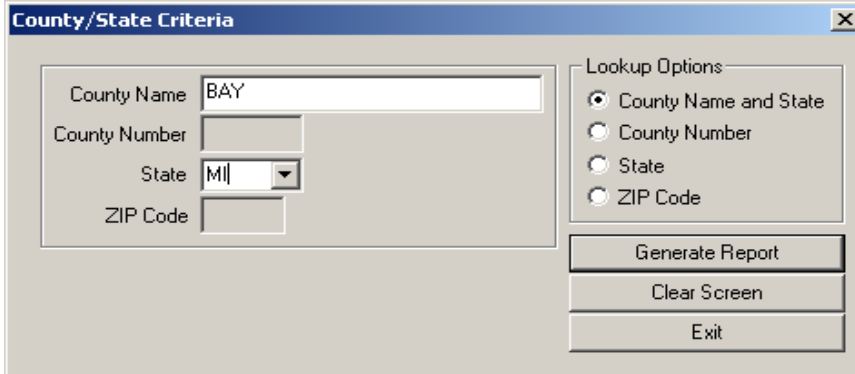
City/State/Delivery Type Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	Street	Rural	PO Box	Gen/Del	Military	Unique	Non Active	County Number	County Name
48001	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48002 *	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48003	Y	Y	Y	N	N	N	N	087	LAPEER

County Name Retrieval

This report provides the user the ability to view and print reports based on United States counties and parishes. The user has the option of viewing data based on County Name and State, County Number, State, or ZIP Code. The user selects the lookup option and types in the information in the activated text boxes. To view the report the user will then need to either select [Enter] or the  button.

Example: County Name Retrieval Lookup



County/State Criteria

County Name: BAY

County Number:

State: MI

ZIP Code:

Lookup Options:

- County Name and State
- County Number
- State
- ZIP Code

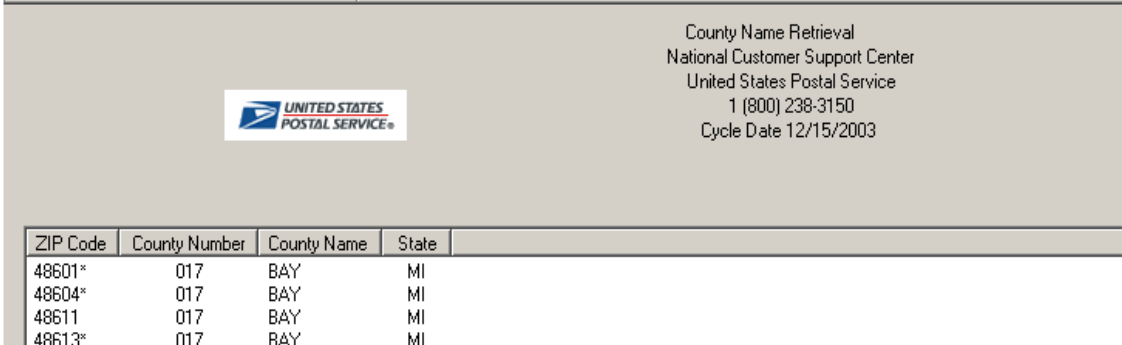
Generate Report

Clear Screen


Exit

The report will provide the user with the ZIP Code, County Number, County Name, and State based on the search criteria.

Example: County Name Report Results



County Name Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003



ZIP Code	County Number	County Name	State
48601*	017	BAY	MI
48604*	017	BAY	MI
48611	017	BAY	MI
48613*	017	BAY	MI

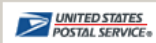
Delivery Statistics Retrieval

This report allows the user to look up statistical information based on ZIP Code (3, 5, or 9 digit), ZIP Code and County Name, or ZIP Code and County Number.


Example: Delivery Statistics Lookup

The results from a Delivery Statistics search will provide the following data based on the criteria searched: Carrier ID, Possible/Active Residential, Business, and Total along with the Finance Number, State, and County Number.

Example: Delivery Statistics Report Results



Delivery Statistics Retrieval
 National Customer Support Center
 United States Postal Service
 1 (800) 238-3150
 Cycle Date 12/15/2003
 ZIP Code 48706



Carrier ID	Possible Residential	Possible Business	Total	Active Residential	Active Business	Total	Finance Number	State	County Number
B001	28	29	57	21	21	42	250690	MI	017
B002	18	15	33	12	10	22	250690	MI	017
B003	30	37	67	24	29	53	250690	MI	017
B004	43	30	73	40	24	64	250690	MI	017
B005	51	23	74	42	22	64	250690	MI	017

ZIP + 4 Retrieval

ZIP + 4 Retrieval is used when the user wants to search for specific data or individual street information. The user can search using the following search criteria:

- Street and ZIP Code (3, 5, or 9 digit)
- Street, City, and State
- City and State
- ZIP Code (3, 5, or 9 digit)

Full Report

The user will need to select their search criteria and type in the data for the activated boxes. The user will need to then select the Full Report option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

ZIP + 4 Retrieval Lookup Options for Full Report

Note: When entering an address do not enter the physical street number, only enter the street name.

Example: Full Report for ZIP + 4 Retrieval Lookup

The Full Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB, Firm Name, Abbreviation, Secondary Low, Secondary High, OEB, Add-on Low, Add-on High, and County Number.

Example: ZIP + 4 Retrieval Full Report Results

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB	Firm Name	Abbrev	Sec Low	Sec High	OEB	Add-On Low	Add-On High	County Num
S	48706	C031		2 MILE	RD		2300	2398	E			1155	1155		1155	1155	017
S	48706	C031		2 MILE	RD		2301	2399	O			8130	8130		8130	8130	017
S	48706	C031		2 MILE	RD		2400	2498	E			1181	1181		1181	1181	017
-	----	----		----	----		----	----	----			----	----		----	----	----

Note: For a definition of the column headers, please refer to the Glossary

CRIS Report

The user will need to select the search criteria and type in the data for the activated boxes. The user will need to then select the CRIS Report option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

ZIP + 4 Retrieval Lookup Options for CRIS Report

Note: When entering an address do not enter the physical street number, only enter the street name.

Example: CRIS Report for ZIP + 4 Retrieval Lookup

The screenshot shows a dialog box titled "ZIP + 4 Criteria". It contains the following elements:

- Input Fields:** Pre-Directional, Street Name, Suffix, Post Directional, City, State (dropdown), ZIP Code (with a plus sign for the 4th digit), CRID's (dropdown with asterisk), and Record Type (dropdown with asterisk).
- Lookup Options:** Radio buttons for "Street and ZIP Code" (selected), "Street, City, and State", "City and State", and "ZIP Code".
- Report Type:** Radio buttons for "Full Report" and "CRIS Report" (selected).
- Buttons:** "Generate Report", "Clear Screen", and "Exit".
- Instructions:** "Use asterisk (*) for all street names." and "Use asterisk (*) for all Carrier Route IDs or Record Types".

The CRIS Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB.

Example: ZIP + 4 Retrieval CRIS Report Results

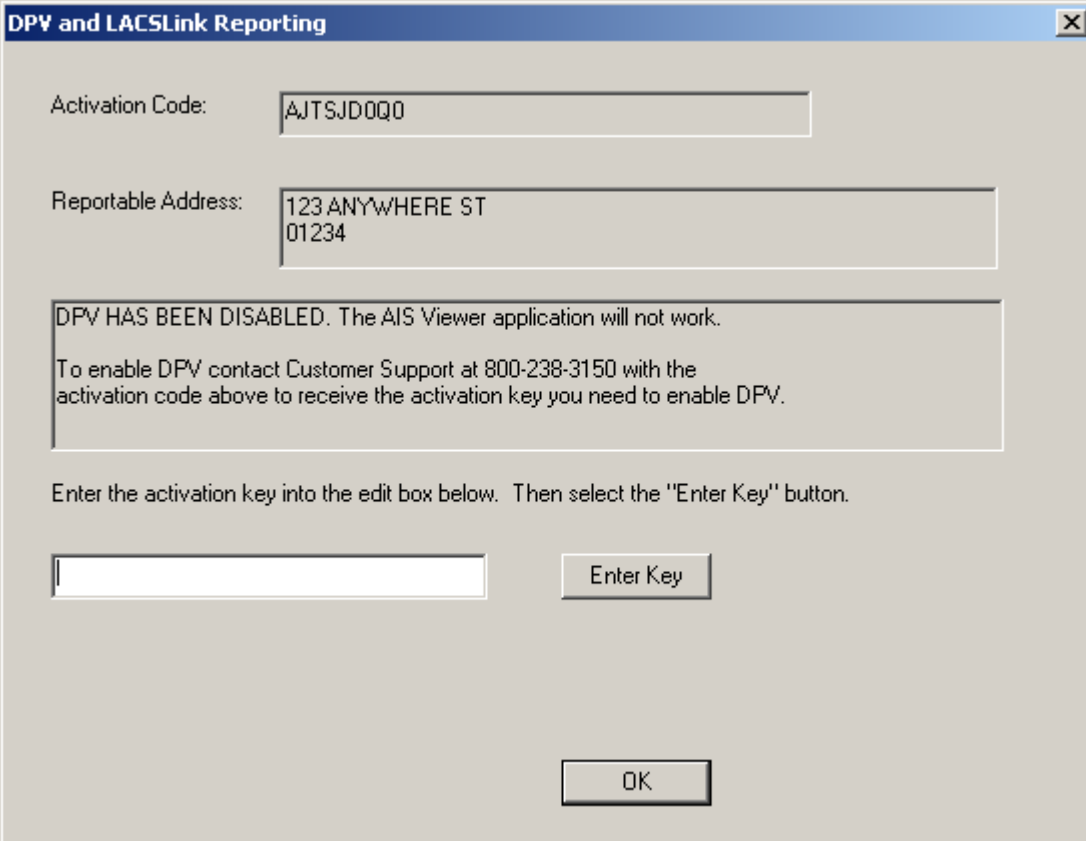
Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB
S	38018	R038		LAGRANGE	CIR	N	6800	6999	B
S	38018	R038		LAGRANGE	CIR	S	6800	6999	B
S	38018	R038		LAGRANGE DO...	RD		1100	1499	B
S	38018	R051		LAGRANGE HILL	DR		7000	7199	B
S	38018	R038		LAGRANGE HILL	RD		6800	6999	B

Note: For a definition of the column headers, please refer to the Glossary

DPV AND LACS^{LINK} REPORTING

DPV is Disabled

1. If the DPV component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when DPV is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.
2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the button to enable DPV. Then select the button to close this dialog.

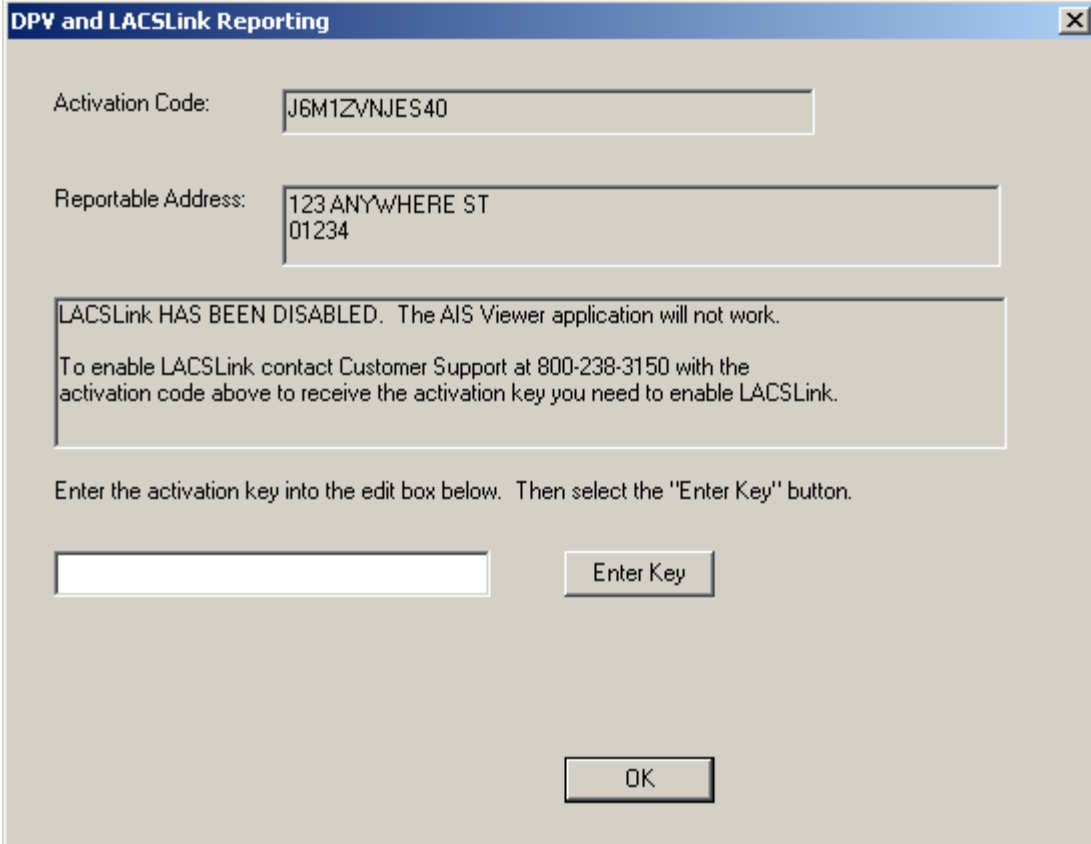


The screenshot shows a dialog box with a blue title bar that reads "DPV and LACSLink Reporting". The dialog contains the following elements:

- An "Activation Code:" label followed by a text box containing "AJTSJDOQO".
- A "Reportable Address:" label followed by a text box containing "123 ANYWHERE ST" and "01234" on separate lines.
- A large text area containing the message: "DPV HAS BEEN DISABLED. The AIS Viewer application will not work. To enable DPV contact Customer Support at 800-238-3150 with the activation code above to receive the activation key you need to enable DPV."
- Below the text area, a line of text reads: "Enter the activation key into the edit box below. Then select the 'Enter Key' button."
- An empty text box for entering the activation key.
- An "Enter Key" button to the right of the empty text box.
- An "OK" button centered at the bottom of the dialog.

LACSLink is Disabled

1. If the LACSLink component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when LACSLink is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.
2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the button to enable LACSLink. Then select the button to close this dialog.



The screenshot shows a dialog box with a blue title bar that reads "DPV and LACSLink Reporting". Inside the dialog, there are two text input fields. The first is labeled "Activation Code:" and contains the text "J6M1ZVNJES40". The second is labeled "Reportable Address:" and contains the text "123 ANYWHERE ST" on the first line and "01234" on the second line. Below these fields is a large text area containing the following message: "LACSLink HAS BEEN DISABLED. The AIS Viewer application will not work. To enable LACSLink contact Customer Support at 800-238-3150 with the activation code above to receive the activation key you need to enable LACSLink." Below the text area, there is a line of text: "Enter the activation key into the edit box below. Then select the 'Enter Key' button." This is followed by an empty text input field and a button labeled "Enter Key". At the bottom center of the dialog is a button labeled "OK".

GLOSSARY

Abbrev (Abbreviation)

Abbreviate directionals to the appropriate one or two character abbreviation.

Address Primary Name

Primary Name of a street without a directional or suffix.

Asterisk

The asterisk represents a wildcard to search by all carrier routes or all record types in the ZIP + 4 Retrieval option.

Carrier Route Delivery Number (Carr ID)

This is also referred to as a CRID which is assigned to a mail delivery or collection route within a 5-digit ZIP Code. There are five types:

B = PO Box

H = Highway contract

R = Rural route

C = City delivery

G = General Delivery

County Number

The Federal Information Processing Standards (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is “S”, “H”, or “F”, the county number will be blank.

Delivery Point

The Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP + 4 and represented by the delivery point barcode (DPBC).

DPV™

The DPV™ Product identifies whether a ZIP + 4® coded address is currently represented in the USPS® delivery file as a known address record. The DPV™ Product allows users to confirm known addresses as well as identify potential addressing issues that may hinder delivery. Correcting potential addressing issues can reduce the amount of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.

The DPV™ Product confirms that:

- The known address has verifiable primary and secondary data.
- The known address has the verifiable primary but not secondary data.
- The address cannot be verified as a known address.

Firm Name

The firm name is the name of firm or business.

LACS^{Link™}

The LACS^{Link™} Product is a secure dataset of converted addresses that primarily arise from the implementation of a 911 system, which commonly involves changing rural-style addresses to city-style addresses. The LACS^{Link™} Product also contains existing city-style addresses that have been renamed or renumbered.

The LACS^{Link™} Product:

- Reduces undeliverable mail by providing the most current address information for matches made to the LACS^{Link™} file.
- Lowers mailer costs by reducing the number of undeliverable or duplicate mailpieces by using the most current address information.
- Provides the opportunity for faster product/service marketing through accurate mail delivery.

Menu Options

This is the function that is displayed across the top of your screen. It includes: File, View, Reports, Tools, Installation, User Guide, Help, and About. For a better understanding of these options, please see the section “Menu Functions”.

O/E/B

The abbreviation O/E/B indicates if a ranged number contains odd, even, or both odd and even numbers in the range of numbers.

Post Dir

Post Directional indicator for street directions. (N, SE, E, W, NE, NW, SE, SW)

Pre Dir

Pre-directional indicator for street directions. (N, S, E, W, NE, NW, SE, SW)

Prim Low (Primary Low)

The Primary Low is the low-end address in a range of addresses – often referred to as house number.

Prim High (Primary High)

The Primary High is the high-end address in a range of addresses – often referred to as house number.

Record Type

An alpha value that identifies the type of data in the record. Record type codes include the following:

F = Firm or business address

G = General delivery

H = High-rise

P = PO Box
R = Rural route/highway contact
S = Street

Sec Abb

A descriptive code (abbreviations) used to identify the type of secondary address. (Apt, Ste, F1, etc.)

Sec Low (Address Secondary Low)

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

Sec High (Address Secondary High)

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component is in a range of secondary addresses.

Status Bar

The status bar is the strip along the bottom of the screen that may include the current date and time, the position of the cursor on your screen, etc.

Street Name

The street name is the official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals or suffixes.

Suffix

Suffix is a code that is the standard USPS abbreviation for the trailing designator in a street address. (ST, AVE, RD, etc)

Tool Bar

The tool bar is a horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands.

ZIP Add-On High

The ZIP add-on high number is the last four positions of a ZIP + 4 Code; the high end ZIP add-on of the last ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Add-On Low

The ZIP add-on low is the last four positions of a ZIP + 4 code; the low-end ZIP add-on of the first ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Code

A ZIP Code is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.