

April 20, 2009

MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: May 2009 CODES Price Change Software Release

The May 2009 CODES Price Change software release provides updates, corrections, and revisions to the following CODES applications: CCCS, IOCS, ODIS-RPW, RCCS, SIRVI, SIRVO-IODIS, TRACS, and utility programs.

The May 2009 Price Change software release will be distributed automatically via SMS push to the CODES laptops while connected to the postal routing network (PRN) on or about **April 23, 2009**. The May 2009 Price Change Update CD will also be mailed for the sites that only have dial-up connection to the Postal Network.

You will be notified of the availability of the May 2009 Price Change software release and the update CD mailout by e-mail and News items on the *Statistical Programs Web News* page.

The new release software must NOT be used on tests scheduled before May 11, 2009.

Attachment A provides instructions for receiving the May 2009 Price Change software release updates, activating the software, installing the May 2009 Price Change Update CD, changing the CODES laptop password, and resetting the scanner.

Attachment B describes the changes made to the CODES software applications and utility programs for the May 2009 Price Change release.

The new CODES applications versions that are documented in Attachment B may change after publication. On the software effective date, May 11, 2009, the *Software Versions* Web page will reflect the latest versions of the May FY09 Price Change release. You may access the *Software Versions* Web page from the *News* page of the *Statistical Programs Web* site (<http://blue.usps.gov/statprog/>).

We value the feedback you provide through the customer satisfaction survey. The survey for the May 2009 Price Change software release will be available from the *Statistical Programs Web* site *News* page **May 18 - June 8, 2009**, under the News item titled *May 2009 Price Change Software Release Survey*. Your comments help us improve our products – making them more dependable and easier to use. Your satisfaction is of great importance, so please continue to use the survey to help us exceed your expectations.

Thank You

Attachment A

RELEASE SOFTWARE INSTALLATION INSTRUCTIONS

INSTALLATION STEPS OVERVIEW

This attachment provides the basic procedures necessary for updating the CODES laptop with the new software for the May 2009 Price Change.

To make the May 2009 Price Change software update as smooth as possible, it is important that you read this document carefully and follow all steps in the order they are listed below.

1. Receive the software via SMS push to the CODES laptop (**Attachment A, Section 1**). Do **NOT** activate the software on the CODES laptop at this point. **Data collectors are to verify with the MSP when the new software should be activated.**
2. Once you have completed **all** scheduled tests and transmitted test data to the CODES Web Base Unit, activate the May 2009 Price Change updates on the CODES laptop (**Attachment A, Section 2**).
3. If you are unable to receive the software via SMS push due to problems, the inability to connect with, or the lack of access to the postal routing network (PRN); contact the CODES Computer Support Center *before* you install the updates via the May 2009 Price Change Update CD (**Attachment A, Section 3**).
4. Change the CODES laptop password. Postal IT policy requires all passwords be changed at a maximum of 180 days (**Attachment A, Section 4**).
5. If necessary, the scanner may be reset using the provided procedure (**Attachment A, Section 5**).
6. Review the software changes made to the CODES applications and utility programs for the May 2009 Price Change (**Attachment B**).

For support, please contact the CODES Computer Support Center via the toll-free telephone number (866) 877-2633 or e-mail CCODES@usps.gov.

Section 1

Receiving the Software via SMS Push

REMINDERS:

Connect the CODES laptop to an A/C adapter plugged into a working wall outlet and have a fully charged battery installed as a backup power source. Loss of power during a software update will render the CODES laptop unusable.

1. Once you receive notification that the release software is available, connect the CODES laptop to the Postal Network by a LAN cable or via the Internet using a dial-up connection.
2. The ACE system will automatically push the May 2009 Price Change Release software to the CODES laptop via SMS. The time needed for the software push will depend on the CODES laptop configuration and the network connection speed. With a dial-up connection, allow an hour to receive the software push completely.
3. The *activation* icon appears on the Windows desktop of the CODES laptop upon completion of the software push.

IMPORTANT: BEFORE activating the updates, ensure that you have completed all Jan 2009 Price Change tests and transmitted test data from the CODES laptop. **Data collectors are to verify with the MSP when the new software may be activated.** Double-clicking the *activation* icon will activate the release software immediately.

This completes receiving the release software via SMS push.

Section 2

Activating the Software on the CODES Laptop

After you have completed **all** scheduled tests and transmitted test data from the CODES laptop, proceed with activating May 2009 Price Change updates on the CODES laptop by following these steps:

Do NOT activate and use the installed software on tests scheduled before the May 11, 2008 software effective date. Data collectors are to verify with the MSP when the new software may be activated.

1. Exit all CODES, Microsoft Office, or Adobe Acrobat applications that are running on the CODES laptop and close the CODES Main Menu by clicking **Close** at the bottom of the window.
2. Double-click the *activation* icon on the Windows desktop of the CODES laptop.
3. A progress indicator displays the status of the software activation.
4. Upon completion, an information dialog box displays. Click **OK** or press ENTER.

This completes the activation of the May 2009 Price Change updates on the CODES laptop.

If you have multiple CODES laptops, you must follow the same procedures to receive the software and activate it on each CODES laptop.

Congratulations! You have successfully received and activated May 2009 Price Change updates on the CODES laptop.

Section 3 is only for the sites that were unable to receive May 2009 Price Change updates via SMS push.

Section 3

Installing the Release Software via the Update CD

On the CODES Laptop:

1. Complete **all** scheduled tests and transmit test data from the CODES laptop.
2. Exit all CODES, Microsoft Office, or Adobe Acrobat applications that are running on the CODES laptop and close the CODES Main Menu by clicking **Close** at the bottom of the window.
3. Insert the May 2009 Price Change Update CD into the CODES laptop DVD Drive and close the drive.
4. The CD opens to My Computer **D:** drive.

CAUTION: To prevent file corruption, do not unplug or shut down the CODES laptop during the CD installation.

5. Double-click the May 2009 Price Change executable (.exe) file to start the installation. The CD begins installing.
6. At the *CODES Update Received* dialog box, click **OK** or press ENTER to continue.
7. If necessary, close the window by clicking the **X** button in the upper-right corner.
8. Once the CD installation has completed, the *activation* icon appears on the Windows desktop of the CODES laptop.
9. Remove the May 2009 Price Change Update CD from the CODES laptop DVD Drive and close the drive.
10. To activate May 2009 Price Change updates on the CODES laptop, see **Section 2, steps 1-4** of this attachment.

If you have multiple CODES laptops that require installation using the May 2009 Price Change Update CD vs. SMS push, you must install the CD on each CODES laptop by following **steps 1-10** of this section.

Section 4

Changing the CODES Laptop Password

It is strongly recommended that the MSP coordinate new password changes to coincide with the change of the new quarter. The MSP should provide the new password to all data collectors during quarterly training dates and ensure that everyone uses the new password on the first day of the new quarter.

Postal IT policy requires all passwords for CODES laptops be changed at a maximum of 180 days. When a CODES laptop requires a password change, data collectors will see a message on the laptop stating that the password will expire in a number of days. Use the following guidelines to successfully change CODES laptop passwords throughout the District.

Choose a strong password that is easy to remember, but hard to guess. To comply with the national password policy, passwords must:

- Contain a minimum of eight characters.
- Contain at least one character from three of the following four types of characters:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - Non-alphanumeric characters (special characters such as &, #, and \$)

IMPORTANT

- **Data collectors must not change the password without consulting the MSP.** If one District CODES laptop password is changed and that computer interfaces with the Postal Network to log on or upload tests, all remaining District CODES laptops will require a password change before tests may be uploaded to the CODES Web Base Unit.
- **The MSP must change the password within the 180-day period before the password expires.** The MSP must coordinate password changes with all data collectors, including cadre personnel, prior to changing the password. If the password expires, only the MSP can contact USPS – HELP (800-877-7435) and request a password reset.

To change the District CODES Laptop password before it expires:

Connect one CODES laptop to the Postal Network and change the password on that laptop first to ensure that the password is propagated.

1. While attached to the Postal Network, perform the following steps on each CODES laptop in the District:
 - a. Log on to the CODES laptop using the current user name and current password.
 - b. Press **CTRL-ALT-DEL** to view the Windows Security Box.
 - c. Select the **Change Password** button.
 - d. Enter the Old password.
 - e. Enter the New password assigned by the MSP.
 - f. Re-enter the new password to confirm it.
 - g. Shut down the CODES laptop to end the session and save changed settings.
 - h. Restart the CODES laptop and log on by entering the new password to verify the password change.
2. Verify that all data collectors in the district are using the same password on the CODES laptops.

Section 5

Resetting the Scanner

The following sets of barcodes **may** be needed to reset the scanner or to allow scanning red ink barcodes by alternating the scanner light between red and green. Print this page for scanning since the scanner may not work with a photocopy.

Resetting the Scanner

If the scanner is outputting a string of characters starting with "HHP", or the user is experiencing difficulties during scanning, the following barcodes can be used to reset the scanner. Only Use the following procedure to reset the scanner if the scanner is not working properly.

1. Disconnect the scanner from the laptop and plug it back in again.

2. Scan the barcode. 
Restore Default Settings

3. Scan the barcode. 
USB HID Barcode Imager

4. Scan the barcode. 
All Symbologies On

5. Scan the barcode. 
POSTNET Barcode On

6. Scanning these barcodes has reset the scanner settings. The scanner may now be used for data entry.

Alternating between Red-Ink & Other-Color-Ink IBI Barcode Scanning – For IOCS

Use the following barcodes to set the scanner to read red-ink barcodes or return to the default setup.

- Scan this barcode 
to enable red-ink IBI
barcode scanning. **Enable Red- Ink Scanning**

- Scan this barcode 
to reset default
barcode scanning. **Reset for Default Scanning**

For future reference, a scanner reset document is posted in the *FAQ* section of the *Statistical Programs* Web site and may also be found under the utilities tab on the CODES Main Menu.

Attachment B

RELEASE NOTES

This attachment describes changes made to the CODES software applications and utility programs for the May 2009 Price Change release. The new CODES application versions that are documented in Attachment B may change after publication. On the software effective date, **May 11, 2009**, the *Software Versions Web* page will reflect the latest software versions of the May 2009 Price Change release. You may access the *Software Versions Web* page from the *News* page of the *Statistical Programs Web* site (<http://blue.usps.gov/statprog/>).

Note: In a previous release, the CODES applications and utilities were updated to allow data uploads from multiple sources (for example: floppy drives, thumb drives, and the Web). As well the CODES Web Base Unit is now updated and multiple devices may be used as targets for sample downloads.

CCCS

Data Entry (Version 1.7)

1. The new version is 1.7.
2. The CCCS Help file is updated.
3. If the user exits the **Header** screen without changing any data, the confirmation message will not display.
4. A new automation rate barcode data collection process is added to mailpiece collection with the following text:

Does the mailpiece(s) have a MAILER-applied Automation Rate Barcode?

The option buttons available are Yes, No, and Read about Barcodes.

If the user selects Read about Barcodes, then the following information screen pops up:

Information

Automation Rate Barcode - this is a mailer-applied barcode with one of the following:

For flats, a 9- or 11- digit Postnet barcode, or Intelligent Mail barcode anywhere on the piece.

For letters,

- a. 11-digit barcode in the address block, or
- b. 11-digit barcode in a window (including a window in the Barcode Clear Zone), or
- c. 7-character marking beginning with "A" through "L" (A?????-L?????) to the left of the barcode in the Barcode Clear Zone, or
- d. Intelligent Mail Barcode (IMB)

5. On the **Extra Services** screen:
 - Option 5 "Numbered Insured" is changed to "Insured".
 - A new signature required confirmation is added, which follows the selection of modified option 5 – Insured:

Is a Signature Required for the Insured mailpiece(s)?
(Typically a signature is required for mailpieces with insurance greater than \$200).
6. The EOR comment now accepts more than one line of input.
7. On the Shape menu, option 3 - FSS Flat is now enabled. The option was previously grayed out and was identified as (Reserved for future use). For First-Class Post Cards, in addition to 4 - Flat and 5 - Parcel, option 3 - FSS Flat is now also grayed out.
8. The high-count confirmation message is changed:

The total pieces (skip x count = xxx) is high for this mail category. Are you sure the skip and count are correct?
9. Users are now allowed to delete any previously entered extra service barcode or scanner ID. With Multiple barcodes, the user may select an extra service barcode or scanner ID from the list, delete it, and then enter a new one.
10. The Esc key is removed from the Barcode Scan screens.

IOCS

Data Entry (Version 6.3)

1. The new version is 6.3.
2. The list of publications is updated.
3. The list of MODS codes is updated.
4. IOCS help information is updated.
5. All occurrences of "mailhandler" are now spelled as a single word.
6. New option "FSS (Flats Sequencing System)" has been added to questions **Q18C2.BMC (Letter/Flat Sorting Equipment)**, and **Q18C3 (Flat Sorting Equipment)**.
7. Added new option C "Loading / Feeding (AFSM with no Automated Induction / AI equipment)" to question **Q18C11c (Activity at AFSM 100)**.
8. For question **Q20 (Handling Mail, Equipment, or Forms)** the following items are modified:
 - Original option A - Loose Mailpiece(s) or USPS Form(s) only is now A - Loose Mailpiece(s) or USPS Form(s) only (includes "Open & Distribute" containers).
 - Original option C - Pallet(s) or Pallet Box(es) Only (Includes Postal Paks and Westpaks) is now option C - Pallet(s) or Pallet Box(es) Only (Includes Postal Paks, Westpaks and Air Freight Containers).

- Original option D - Wheeled Container(s) Only (Including Air Cargo Containers/Air Cans/Igloos) is now option D - Wheeled Container(s) Only (Includes Air Cargo Containers / Air Cans / Igloos).
 - Original option E - from E 'Non-Wheeled Container(s) Only (Including Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers) is now option E - Non-Wheeled Container(s) Only (Includes Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers).
9. Barcode scanning screens **S20** and **S30** are modified:
- The wording for options B, D, and L on both screens are modified to the following:
 - B -Wheeled Container or Pallet - MTEL Placard (includes Intelligent Mail Container Placards)
 - D -Trays, Tubs, Sacks - Routing and Distribution (Slide) Labels (includes Intelligent Mail Tray Labels)
 - L - Mailpiece - Destination ZIP Parcel (UCC/EAN 128 aka GS1 - 128) Barcode
 - Both scanning screens now contain barcodes that can be used to switch the scanner to green-light mode (for scanning red-ink barcodes) or back to red-light mode (for normal scanning). Also see Section 5, *Resetting the Scanner*, for the new barcodes.
10. Option E - Air Freight Container is added to question **Q21C2 (Type of Pallet)**. This option flows to question **Q21C3 (Pallet Origin/Destination)**.
11. Option B for Question **Q21Z2 (International Sack Origin)** is changed to:
- B - Originated in United States/U.S. Territory/APO-FPO-DPO
12. Question **Q23A2 (IPP/Parcel Characteristics)** is modified as follows:
- Original option B - Non-Uniform Thickness and/or Non-Rectangular Shape is now option B - Non-Uniform Thickness and/or Non-Rectangular Shape (DO NOT include "Open and Distribute" containers).
 - A new option E - Open and Distribute container is inserted, which flows to new question **Q23A6 ('Open and Distribute' Container)**.
 - The previous original option E - None of the Above is now moved to option F - None of the Above.
13. A new question **Q23A6 ('Open and Distribute' Container)** is added with the following text and options:
- Does the container have any of the following tags or labels?
- Options:
- A - Black and White Tag 157 (Express Mail Open and Distribute)
 - B - Green Tag 161 (Priority Mail Open and Distribute)
 - C - Pink Tag 190 (Priority Mail Open and Distribute DDU only)
 - D - Orange Label 23 (Priority Mail Open and Distribute)
 - E - None of the above
- Question **Q23A6** includes a help button (F1) and question **Q23C1 (Weight)** follows the new question.
14. On Question **Q23D3 (Destination Country)**, U.S. Military Mail (code "AA") can now be selected as a destination country. When selected, IOCS will proceed to question **Q23D2b (Destination ZIP Code)**. For all other countries, IOCS will proceed to question **Q23E2 (Presence of Indicia)**.
15. The wording of the question text for Mail Class Marking questions **Q23G1 (Mail Class Marking)**, **Q23G1a (Mail Class Marking)**, and **Q23G1b (Mail Class Marking (U.S. address, stamped))** is changed to:

Which of the following mail class MARKINGS appears on the address side of the piece? (Frequently these MARKINGS appear in or around the postage area.)

16. Question number **Q23G1c (Priority Mail Packaging)** is changed to **Q23G4 (Priority Mail Packaging)** with the following modifications:

- The question is changed from:

What type of packaging is used?

to

What type of packaging is used? (Choose the FIRST applicable option.)

- A new option is added:

B - USPS Priority Mail Small Flat Rate Box [dimensions 8 5/8" x 5 3/8" x 1 5/8"]

Moved current options B and C TO C and D and All options flow to **N23M1**.

17. Option B of questions **Q23G1 (Mail Class Marking)** and **Q23G1a (Mail Class Marking (Cards and Letters))** is modified and now flows to **Q23G4 (Priority Mail Packaging)**.

18. Question **Q23X2c (Priority Mail International Packing)** is changed:

- The question text is changed from

What type of packaging is used?

to:

What type of packaging is used? (Choose the FIRST applicable option.)

- A new option is added:

B - USPS Priority Mail Small Flat Rate Box [dimensions 8 5/8" x 5 3/8" x 1 5/8"]

- A new edit check is added. When option B is selected, if the recorded weight is over 4 pounds then the following error message displays:

The maximum weight for the Priority Mail Small Flat Rate Box is 4 pounds for International Mail. Are you sure?

If the response is "OK" or **Q23C1 (Weight)** has passed the edit check, then **N23M1** displays.

19. IOCS now displays a warning in question **Q24 (Categories and Subcategories of Mail)**:

- If the data collector designates a domestic destination pallet with foreign mail products the following warning displays:

You have indicated a pallet with a domestic destination (Q21C3) but with foreign mail products. Please review and adjust if necessary.

- If the data collector designates a foreign destination pallet with domestic mail products the following warning displays:

You have indicated a pallet with a foreign destination (Q21C3) but with domestic mail products. Please review and adjust if necessary.

20. The following questions are modified:

- Question **Q20a.Cr (Handling - Mailpiece or Form Obtained)** options A and E are now:

A - A Loose Mailpiece(s) or USPS Form(s) only (includes "Open & Distribute" containers)

E - Non-Wheeled Container(s) Only (Includes Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers)

- Question **Q20b.Cr (Handling Mail or Equipment – No Mailpiece)** options A and D are now:
 - A - A Loose Mailpiece(s) or USPS Form(s) only (includes "Open & Distribute" containers)
 - D - Non-Wheeled Container(s) Only (Includes Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers)
- Question **Q20c.Cr (Handling Empty Equipment)** option B is now:
 - B - Non-Wheeled Container(s) Only (Includes Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers)

21. If a piece of mail has a permit indicia for Premium Forwarding Service (permit G-400), but no marking for Priority Mail, IOCS now displays the following message before proceeding to the next question:

Premium Forwarding Service (permit G-400) is generally shipped via Priority Mail. Please review your response and adjust if necessary.

22. A new question **Q23G8 (Parcel Select Markings)** is added with the following text and options:

Which of the following markings appear on the piece?

- A - Parcel Select BMC Presort (or Parcel Select BMC PRSRT)
- B - Parcel Select OBMC Presort (or Parcel Select OBMC PRSRT)
- C - Parcel Select Barcoded (or Parcel Select BC)
- D - None of the above

This question will be displayed from question **Q21G1 (Mail Class Marking)** and **Q21G1b (Mail Class Marking (U.S. address, stamped))** if the "Parcel Select" option is chosen.

23. The following questions are modified:

- Modified **Q23G1 (Mail Class Marking)** option I to:
 - I - Parcel Post / PP
- Modified **Q23G1b (Mail Class Marking (U.S. address, stamped))** option B to:
 - B - Parcel Post / PP
- Modified the text of **Q23G7N (Permit Parcel Post with No Markings)** to:

Parcels with permit indicia usually have some type of bulk marking. Are you sure?

24. Question **Q23G7 (Presort Markings for Parcel Post)** was modified:

- The title "**Presort Markings for Parcel Post**" was changed to "**Parcel Markings**".
- A validation check was added for options A, B and C. If any of these are selected, IOCS will display the following warning:

This marking is not valid with Parcel Post. Are you sure?"

25. The screen flow for foreign origin, non-M-bag, Canadian air or surface mail has changed. After responding to question **Q23Y3 (Transportation Markings)**, IOCS proceeds to question **Q23Y5c (XPRESSPOST Marking from Canada)**, then to question **Q23Y3a (Foreign Origin Global Priority Mail)**.

ODIS-RPW

IMPORTANT: If a laptop currently has Adobe Reader 7, in ODIS-RPW pressing F1 will not open the Help file. Some problems need to be corrected before distributing Adobe Reader 8. The ODIS-RPW Help file will be accessible once Adobe Reader 8 is installed.

Data Entry (Version 4.4)

1. The new version is 4.4.
2. Postage rates are updated.
3. The Help file is updated to reflect the May 11, FY2009 Price Change.
4. ODIS-RPW no longer displays the foreign (International Mail) subclass screens that in previous versions displayed for domestic Certificates of Mailing on COU tests.
5. The **Mail Preparation/Sortation Marking** screen is updated for Priority Mail Destinating and COU tests:
 - Option 1 is now :
 - 1- Commercial Base Pricing (or Online Discount).The option was previously:
 - 1 - Commercial Base Pricing – USPS Approved (or Commercial Base Pricing with other references).
 - A new option 2 is added:
 - 2 - Commercial Plus Pricing.
6. For Destinating and COU tests, when 1 - FIRST-CLASS, 7 - PRIORITY, or 8 - Package Services is selected from the **Mail Class & Type Screen**, and 1 - Private is selected from the **Type of Mailer Characteristics** screen:
 - The **Indicia** screen has been updated:
 - Option G- Forever Stamp (dated 2007) is now: G - Forever Stamp (Liberty Bell)
 - Option H - Forever Stamp (dated 2008) is deleted.The following text is removed from the bottom of the screen:

The current postage values for both Forever Stamps (2007 and 2008) are 42 cents.
The date reference for the year of the Forever Stamp is located at the upper, left corner of the stamp in small print.
 - On the **Indicia** screen when a user selects option G, the **Number of Forever Stamps** screen displays:

Number of Forever Stamps per Piece

Enter the Number of Forever Stamps (per piece):

2007 Forever Stamps: ----

2008 Forever Stamps: ----

2009 Forever Stamps: ----

Total Number of Forever Stamps (per piece): ----

The following text is displayed at the bottom of the screen:

The current postage value for all Forever Stamps is 44 cents. The year (2007, 2008, or 2009) is printed in the upper left corner of the stamp in small type. If the year is not printed on the stamp, or you cannot read it, record the stamp as 2007.

An edit check message is displayed if more than 5 forever stamps are entered:

Is the total number of Forever Stamps (per piece) correct?

7. The **Indicia** screen is updated:

- Option 7 - Postage Validation Imprint (PVI), is deleted
- Two new options are added:
 - Option P - Postage Validation Imprint (PVI) POS ("1XXX"; 1 is the first digit of PVI label)
 - Option Q - Postage Validation Imprint (PVI) non-POS ("0XXX"; 0 is the first digit of PVI label)

See explanation below:

Postage Validation Imprint (PVI) Indicia

When the indicia on the mailpiece is a Postage Validation Imprint (PVI), record whether the PVI was generated using a POS or a non-POS system. The first digit in the four-digit PVI number distinguishes the two label types (see example below). If the first digit is a "1," it is a POS-generated label. Record it using new option "P" on the *Indicia* screen. If the first digit is a "0," it is non-POS. Record it using new option "Q" on the *Indicia* screen.

PVI Non-POS ("0XXX"; 0 is the first digit of PVI label)

We will add the following information to Handbook F-75, in section 3.13.5.3:

3.13.5.3 PVI POS and PVI Non-POS

The PVI will indicate whether it was generated by a POS or a non-POS system (such as an IRT). A four-digit number is printed in the bottom left corner of the label. If the first digit is a "1," record it as a POS-generated label. If the first digit is a "0," record it as non-POS.

Replace the PVI entry in Handbook F-75, RM 3-13, with the following:

Indicia Description

Postal Validation Imprint (PVI) The postal validation imprint (PVI) is a meter strip with the postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, and the five-digit destination ZIP Code. A four-digit number is printed in the bottom left corner of the label. If the first digit is a "1," the PVI was generated by a Point of Sale (POS) terminal. If the first digit is a "0," the PVI was generated by a system other than POS.

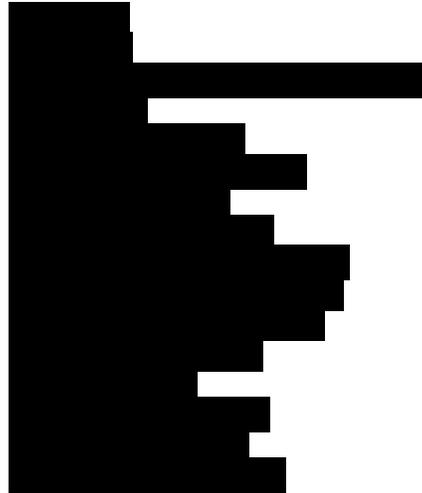
8. The Nonmachinability screens for Destinating and COU tests are modified:

- The **Nonmachinability - Letters** screen is updated:
 - The screen title is changed to **Nonmachinable Letters**.
 - The third bullet is now:
 - Polybagged, polywrapped, or made of non-paper material like plastic or cloth?

- The fifth bullet is now:
 - Contains items such as pens, keys, or coins that cause the thickness of the mailpiece to be uneven, or contains loose keys or coins?
 - The last bullet is now:
 - Very rigid (does not bend easily), like a wooden card or CD jewel case?
 - The **Nonmachinability - Flats** screen is updated:
 - The screen title is changed to **Nonmachinable Flats**.
 - The last bullet is now:
 - Very rigid (does not bend easily), like a license plate
9. The **Barcode Size (for POSTNET Only) or Barcode Type (for Intelligent Mail)** screen for Destinating tests is updated:
- The screen title is changed to **Intelligent Mail or POSTNET Barcode**.
 - The options are modified to the following:
 - 1 - No Barcode
 - 2 - 5-Digit POSTNET Barcode
 - 3 - 9-Digit POSTNET Barcode
 - 4 - 11-Digit POSTNET Barcode
 - 5 - Crossed out, Covered Up, or Unreadable
 - 6 - Intelligent Mail Barcode (or both Intelligent Mail Barcode and POSTNET Barcode)
10. For Destinating tests, when a user selects option 9 - Information Based Indicia (IBI) from the **Indicia** screen, and the mail shape is parcel, tube, or flat-rate box/envelope (see list below), a new **Information-Based Indicia scan** screen now displays.
- Mail shapes that trigger an IBI scan are:
 - 5 - Parcel
 - 7 - USPS Flat Rate Priority Envelope
 - (This option only displays when the envelope is more than 3/4-inch thick and the user selected "Yes" to the subsequent screen question, "Does this envelope exceed 3/4 inch at its thickest point?").
 - 8 - USPS Flat Rate Priority Box # 1 (14 x 12 x 3 1/2 inches)
 - 9 - USPS Flat Rate Priority Box # 2 (11 1/4 x 8 3/4 x 6 inches)
 - A - USPS Triangular Large Tube
 - B - USPS Triangular Small Tube
 - C - USPS Flat Rate Priority Box (all other)
 - D - USPS Large Flat Rate Priority Box # 3 (12 1/4 x 12 1/4 x 6 inches)
 - E - USPS Flat Rate Priority Military (APO/FPO) Box # 4 (12 1/4 x 12 1/4 x 6 inches)
 - F - USPS Small Flat Rate Priority Box (8 5/8 x 5 3/8 x 1 5/8 inches)

If the scan is successful, then the next screen is the **Weight** screen, followed by the **Extra Service(s) Present?** screen and the **Total Mailpiece(s) Revenue** screen. **The Meter/IBI Manufacturer, Meter/IBI Number, Pieces**, or any of the visible (printed) weight or zone screens will not be displayed

If the scan is NOT successful, or the scan is invalid, a warning screen will be displayed that reads, "Invalid scan. Enter the data manually." The next screen is the Meter/IBI Manufacturer screen (no change from current sequence).



Except for the options "Other (not listed above) ", the two lists above are in alphabetical order.

14. When a user selects End Test and Save from the Options menu, a new **DCT Time** screen now displays:

DCT Time

Enter the total work time required to perform test.

___ hrs ___ min

OK Cancel

Record the total time to prepare for and complete the test, including travel time to and from the test site. If another data collector worked on the test with you, record your times separately (do not add test times together).

RCCS

Data Entry (Version 1.7)

1. The new version is 1.7.
2. The RCCS Help file is updated.
3. On the **Header** screen, the dropdown menu for the office to be tested is disabled. The user can no longer change the random selection made by the software.
4. On the **Extra Services** screen:
 - Option 5 - Numbered Insured is changed to 5 - Insured.
 - A new signature required confirmation is added, which follows the selection of modified option 5 – Insured:

Is a Signature Required for the Insured mailpiece(s)?
(Typically a signature is required for mailpieces with insurance greater than \$200).
5. On the Shape menu, option 3 - FSS Flat is now enabled. The option was previously grayed out and was identified as (Reserved for future use). For First-Class Post Cards, in addition to 4 - Flat and 5 -Parcel, option 3 - FSS Flat is now also grayed out.

6. On the **NonMachinable Letter Characteristic** screen, option A is changed:
A - Rigid AND over 5 inches in height (Parcel Compensation Category).
7. A new automation rate barcode data collection process is added to mailpiece collection with the following text:
Does the mailpiece(s) have a MAILER-applied Automation Rate Barcode?
If the user selects Read about Barcodes, then the following information screen pops up:
Information
Automation Rate Barcode - this is a mailer-applied barcode with one of the following:
For flats, a 9- or 11- digit Postnet barcode, or Intelligent Mail barcode anywhere on the piece.
For letters,
 - a. 11-digit barcode in the address block, or
 - b. 11-digit barcode in a window (including a window in the Barcode Clear Zone), or
 - c. 7-character marking beginning with "A" through "L" (A?????-L?????) to the left of the barcode in the Barcode Clear Zone, or
 - d. Intelligent Mail Barcode (IMB)
8. The following EOR comment, which was generated by the application, is removed:
EOR counts verified by DCT or no EOR report available
9. When completing the test, if the EOR check fails, a screen now displays that allows for a comment to be entered on multiple lines.
10. The high-count confirmation message is changed:
The total pieces (skip x count = xxx) is high for this mail category. Are you sure the skip and count are correct?
11. In the XML output, the following labels are changed:
 - Original Label "Periodical Characteristic" is now "Periodical Parcel Characteristic".
 - Original Label "Extra Service" is now "Extra Services".
12. On the **Scanner ID** Screen, the user can select the scanner ID, delete it from the list, and then enter a new one.
13. The Esc key is disabled on the Barcode Scan screens.

SIRVI

Data Entry (Version 4.1)

1. The new version is 4.1.
2. At the end of the **Receptacle Summary** screen on the verification message a "Previous (Esc)" escape button is added and the text is modified:

If the data is incorrect, please correct by selecting the Previous (Esc) option below

3. On the **Foreign Post Destination** screen the following fields are renamed:
 - Original fieldname "Code" is now "Country Code".
 - Original fieldname "Country" is now "Country Name".

The Country Name field is now the default edit field, instead of the Country Code field.

4. On the **Receptacle Summary** screen, users can now transmit receptacles and un-archive a test as many times as desired. Receptacles are no longer deleted from the display when a test is transmitted. Instead, the status of transmitted receptacles is changed to "Transmitted" on the Receptacle Display. If a user attempts to edit or delete a transmitted receptacle, an error message displays.

SIRVO-IODIS

Data Entry (Version 4.2)

1. The new version is 4.2.
2. International Mail rates are updated.
3. The SIRVO-IODIS Indicia Help file is updated.
4. The **Product: Domestic Mail** screen is updated so that it interprets keystrokes as if the numeric keypad were turned on.
5. The maximum quantity of mail allowed in each receptacle has been increased from 2,000 to 3,500 pieces.
6. On the **Indicia** screen:
 - Indicia option 7 -Postal Validation Imprint (PVI) is replaced by new options P and Q:
 - P - Postage Validation Imprint (PVI) POS - ("1XXX" in the first digit of PVI label)
 - Q - Postage Validation Imprint (PVI) Non-POS - ("0XXX" in first digit of PVI label)
 - Forever Stamp options are consolidated into a single selection:
 - G - Forever Stamp (Liberty Bell)

The Number of Forever Stamps per Piece screen now includes an entry field for 2009 stamps, and a display is provided showing the total number of stamps entered for all years.
7. The Handwritten Address question is removed from Service Information data collection. (
8. While ending tests, a **DCT Time and Travel** screen appears and the data collector is required to provide work time estimates.

TRACS

Data Entry (Version 4.4)

1. The new version is 4.4.
2. The **Mail Information** screen is updated for AIR, Highway and Rail.
 - If the mailcode is 201, 202, or 917, then after Mailpiece Shape is entered, the current Select Priority Mail Packaging now displays the following:

Select Priority Mail Packaging
Packaging Description
(Select the best applicable option)

Identified as Priority Mail by Free USPS-Supplied Envelopes, Boxes and Tubes

A - USPS Flat Rate Priority Envelope

B - USPS Flat Rate Priority Box (14 x 12 x 3 ½ inches)

C - USPS Flat Rate Priority Box (11 1/4 x 8 3/4 x 6 inches)

D - USPS Large Flat Rate Priority Box (12 1/4 x 12 1/4 x 6 inches)

E - USPS Small Flat Rate Priority Box (8 5/8 x 5 3/8 x 1 5/8 inches)

F - USPS Triangular Large Tube (length = 38 inches)

G - USPS Triangular Small Tube (length = 25 inches)

H - USPS Other

Identified as Priority Mail by Mailer-Supplied Envelopes, Boxes and Tubes

I - Mailer Supplied Envelopes

J - Mailer Supplied Boxes

K - Mailer Supplied Tubes

L - USPS Retail Envelopes, Boxes and Tubes Identified as 'ReadyPost'

M - Mailer Supplied Other

The Select Priority Mail Packaging no longer applies to mailcode 203 (International Express Priority).

- On the **Mail Information** screen, user may now only add a note after a mail item exists in the record.
3. When entering ECR letters, TRACS displays the following question, with “Yes”, “No”, “Back” and “Read about Barcodes” options:

Does the mailpiece(s) have a MAILER-applied Automation Rate Barcode?

The “Back” option returns the user to the **Mail Category** selection screen to reselect the mail category and the Read about Barcodes information also displays the following text:

Automation Rate Barcode - this is a mailer-applied barcode with one of the following:

For flats, a 9- or 11- digit Postnet barcode, or Intelligent Mail barcode anywhere on the piece.

For letters,

- a. 11-digit barcode in the address block, or
 - b. 11-digit barcode in a window (including a window in the Barcode Clear Zone), or
 - c. 7-character marking beginning with "A" through "L" (A?????-L?????) to the left of the barcode in the Barcode Clear Zone, or
 - d. Intelligent Mail Barcode (IMB)
4. The auto-rate-barcode question is added to Air, Rail and Highway TRACS data collection for mailcode 511 and its shape is A - USPS Flat Rate Priority Envelope.

UTILITIES

The most current meter Hotlist file that is available is included in this release.

DCT DOCUMENTS

DCT Documents are updated to include SP Letter #4 FY2009.