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UNITED STATES POSTAL SERVICE™

PLANET™ Codes
Operational Reporting Manual

Version: 4.0
April 2002

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1.0 OVERVIEW

General Orientation

Background

Confirm® is a service provided by the PLANET™ Codes web site. Confirm® is a new product from the United States Postal Service. Confirm® tracks and provides valuable electronic information to USPS customers about their First-Class and Standard letter-size, flat mail and periodicals. Confirm® offers the customer a choice between two tracking services: Origin Confirm® and Destination Confirm®.

Origin Confirm® notifies a USPS customer as to when their mailpiece is going to be returned to them. For example, Origin Confirm® notifies a credit card company when a cardholder has mailed back their monthly invoice.

Destination Confirm® notifies a USPS customer as to when their mailpiece is going to be delivered (in the previous example, this would be when the invoice made it to the cardholder).

Confirm® can change the way a company conducts business. Confirm® allows a customer to track the mail that they are sending out as well as monitor when certain pieces of mail will be returned to them. Confirm® represents another way in which USPS is trying to empower their customers by taking away some of the uncertainty attached to mass mailing.

PLANET™ Codes Operational Reporting Manual

PLANET™ Codes Operational Reporting Manual Overview

This manual is intended for the end-user of PLANET™ Codes. The web site allows a user to generate statistical reports using data received by the Confirm® Electronic Post Office (EPO).

This guide explains, in detail, how to:

- Generate statistical reports, including:
    - Administrative Reports:
        - EPO Statistics Report
    - Subscriber Reports:
        - First Pass Only by Subscriber ID Report
        - Invalid Operations at Originating Facility by Subscriber ID Report
        - Late Mail by Subscriber ID at Destinating Facility Report
        - Late Mail from Originating Facility by Subscriber ID Report
        - No DPS by Subscriber ID Report
        - Mailpiece Summary Report
        - Short POSTNET Code by Subscriber ID Report
    - Advance Shipping Notice (ASN) Reports:
        - Shipment Delivery Performance Report
        - ASN Late Mail Report
        - Delivery Window Report
        - Entry Scan Performance Report
        - Unrecognized Entry Scan Facilities Report
    - Location Reports:
        - Performance by Location Report
        - Scan Quality by Location Report
        - Short POSTNET Code by Location Report
- View Advance Shipping Notices
- Obtain answers to 'Frequently Asked Questions'

NOTE: THE DATA CONTAINED WITHIN THE DATA ENTRY SCREENS AND REPORTS IS NEITHER REAL NOR ACCURATE. THESE SCREEN SHOTS ARE FOR DEMONSTRATIVE PURPOSES ONLY.

2.0 User Privileges

Overview of Confirm® User Privileges

The system administrator will establish and maintain Confirm® user privileges, and only users with a legitimate business need will obtain a user account. Users will be placed into one or multiple user groups that provide appropriate data-level security, as determined by the business need. For example, an employee in the Honolulu district might obtain access privileges that limit viewing rights to his respective district only. However, a manager in the Pacific area might obtain access privileges that allow him to view statistics for the entire area, as well as the specific districts and/or facilities to which he has been assigned.

The Confirm® user privileges are defined in Table 2.1.

Table 2.1 Confirm® User Privileges and Descriptions

User Privilege	Description
Admin	This group allows *READ* and *WRITE* access to all areas, districts, facilities, and customers (including customer ASN data).
National	This group allows *READ* access to all areas, districts, facilities, as well as all customer ASN data.
Area	This group allows *READ* access to a specified area(s), as well as all customer ASN data.
District	This group allows *READ* access to a specified district(s), as well as all customer ASN data.
Facility	This group allows *READ* access to a specified facility, as well as all customer ASN data.
Customer	This group allows *READ* and *WRITE* access to a specified customer.
Operational Reporting	This group allows *READ* access to all Operational Reports based on the type of access paired with the user.
Consolidator	This group allows access to upload Advance Shipping Notices (ASN).

In order for the user to have access to Operational Reporting this privilege must be paired with either the Admin privilege, National privilege, Area privilege or District privilege.

See Table 2.2 User Privilege Combinations.

Table 2.2 User Privilege Combinations

User Privilege	Description
Admin/Operational Reporting	This group allows *READ* and *WRITE* access to all customers (including customer ASN data) as well as *READ and WRITE* access to operational reporting for all areas and all customers.
National/Operational Reporting	This group allows *READ* access to all areas, districts, facilities, and customers, all customer ASN data as well as access to operational reporting for all areas and all customers.
Area/Operational Reporting	This group allows *READ* access to a specified area(s), all customer ASN data as well as operational reporting for the assigned area.
District/Operational Reporting	This group allows *READ* access to a specified district(s), all customer ASN data as well as operational reporting for the assigned district.
Facility/Operational Reporting	This group allows *READ* access to a specified facility, all customer ASN data as well as operational reporting for the assigned facility.

For detailed steps on creating User IDs, passwords and access privileges please refer to the PLANET™ Codes System Administration Manual.

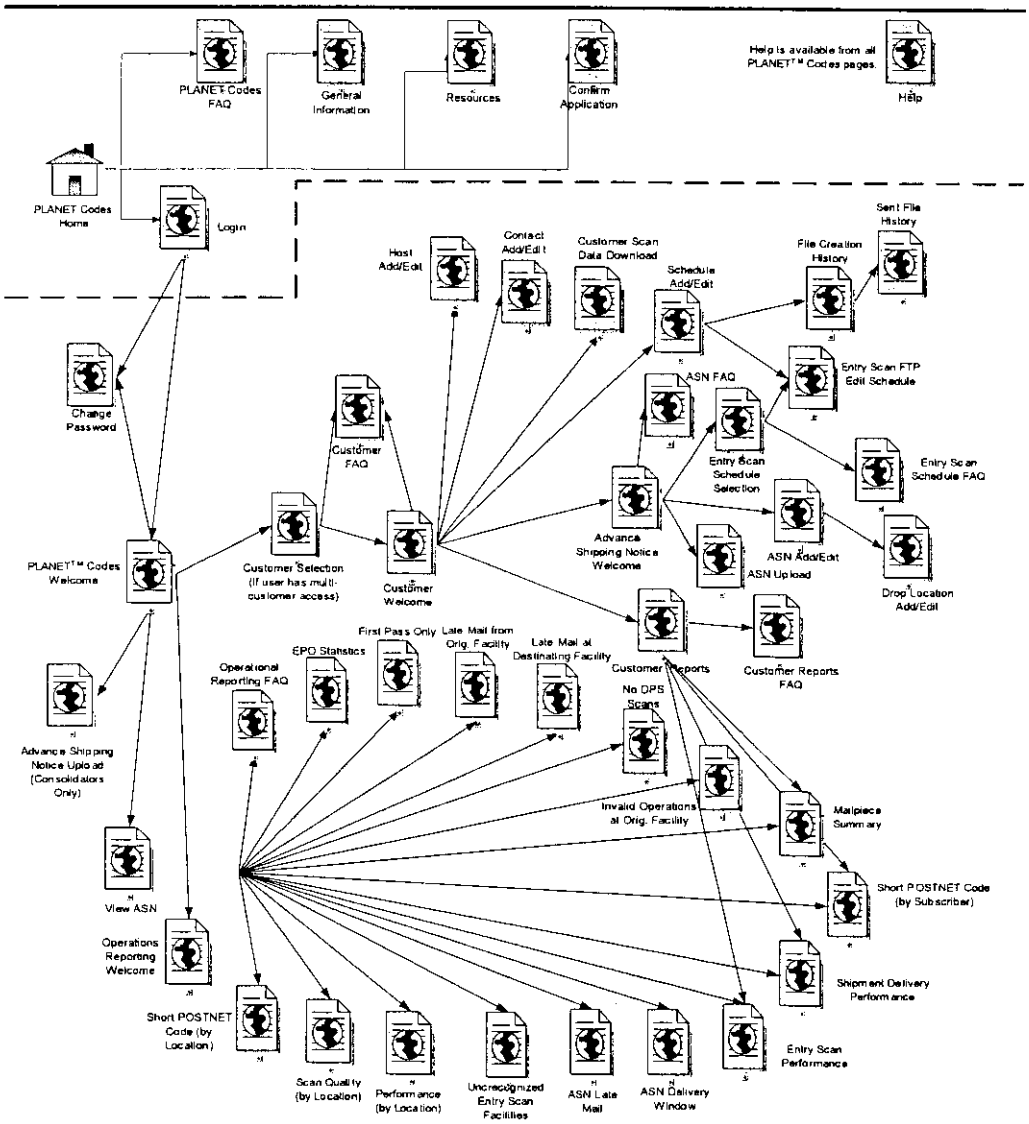
3.0 Site Map

The following is an Overview of the PLANET™ Codes Site Map. This Site Map shows the pages and flow of the PLANET™ Codes web site.

PLANET™ Codes Site Map

See Figure 3.1 PLANET™ Codes Site Map

Figure 3.1 PLANET™ Codes Site Map



4.0 Home Page

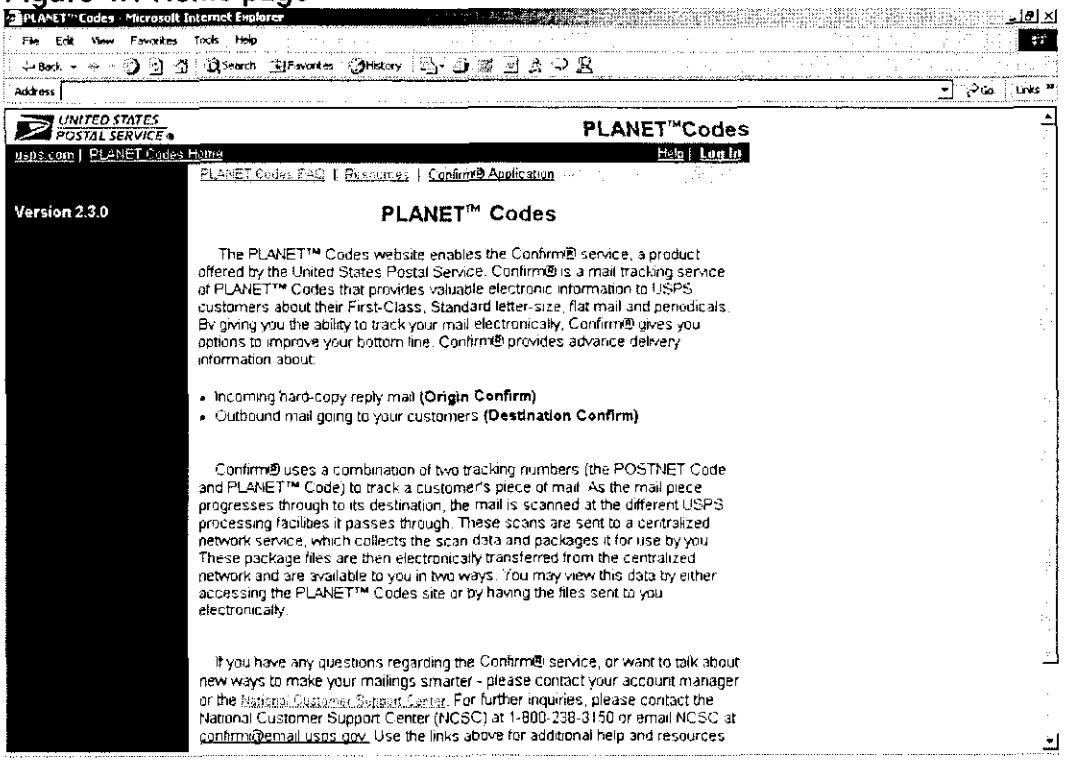
Upon entering the PLANET™ Codes web site Address, the user will see the sites Home page.

Description

To arrive at the PLANET™ Codes Home page, start the Web browser and enter the following URL: planetcodes.usps.gov . The Home page gives basic information about the purpose of the Confirm® service. This page is both informational and an entry point into the application. The links located in the Menu Header serve as menu items that allow the user to navigate to those areas of the service.

See Home page Figure 4.1

Figure 4.1 Home page



5.0 Log In Page

Overview of the Log In Page.

Description

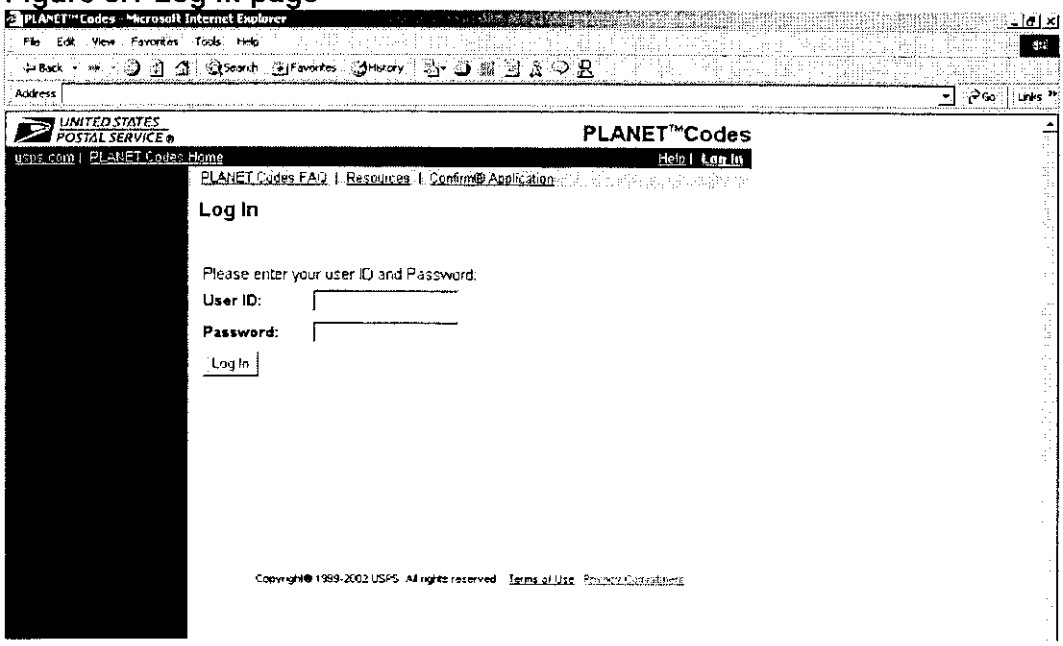
The **Log In** page allows users to log in to the Confirm® service of the PLANET™ Codes web site.

To arrive at the **Log In** page the user will select the **Log In** link from the Menu Header on the sites Home page.

The Confirm® service will not permit access to any web pages within the site without a successful log in.

See Figure 5.1 Log In page.

Figure 5.1 Log In page



Log In Steps

Once at the **Log In** page the user will:

1. **User ID**: Enter the User ID
2. **Password**: Enter the Password
3. Click the **Log In** button.

6.0 Introduction

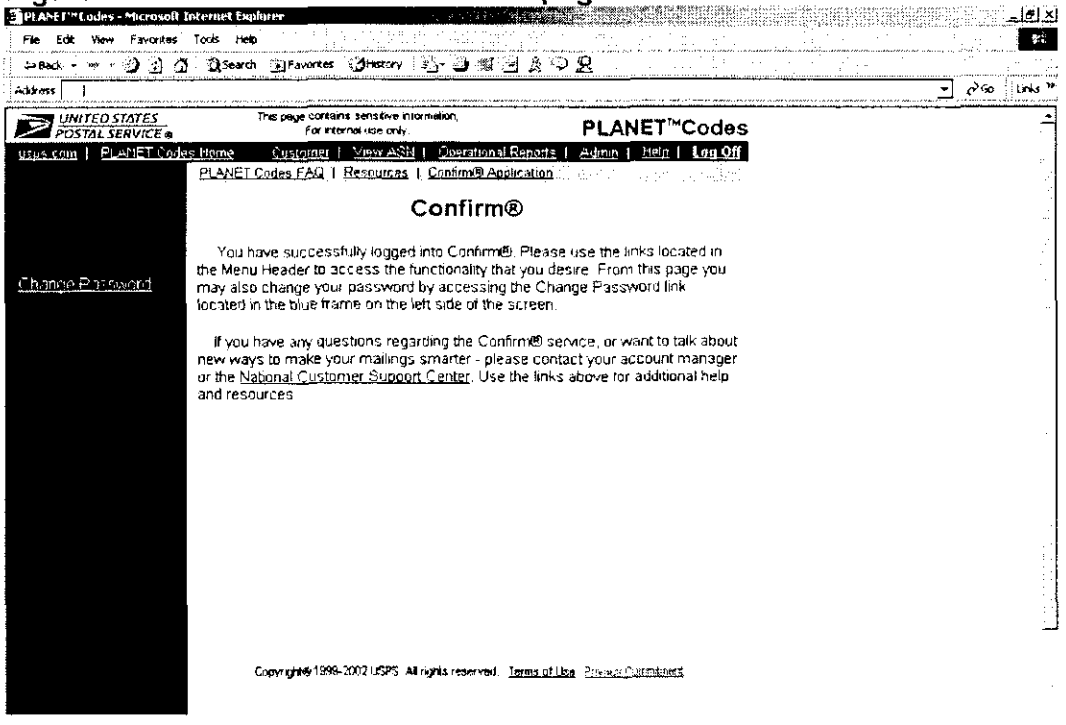
Overview of the Welcome page and Change Password page.

Welcome Page

Upon login, the user is brought to the **Welcome** page. After logging into to the system, a user may access any of the links with in the Menu Header by selecting the link.

See Figure 6.1 PLANET™ Codes Welcome page.

Figure 6.1 PLANET™ Codes Welcome page

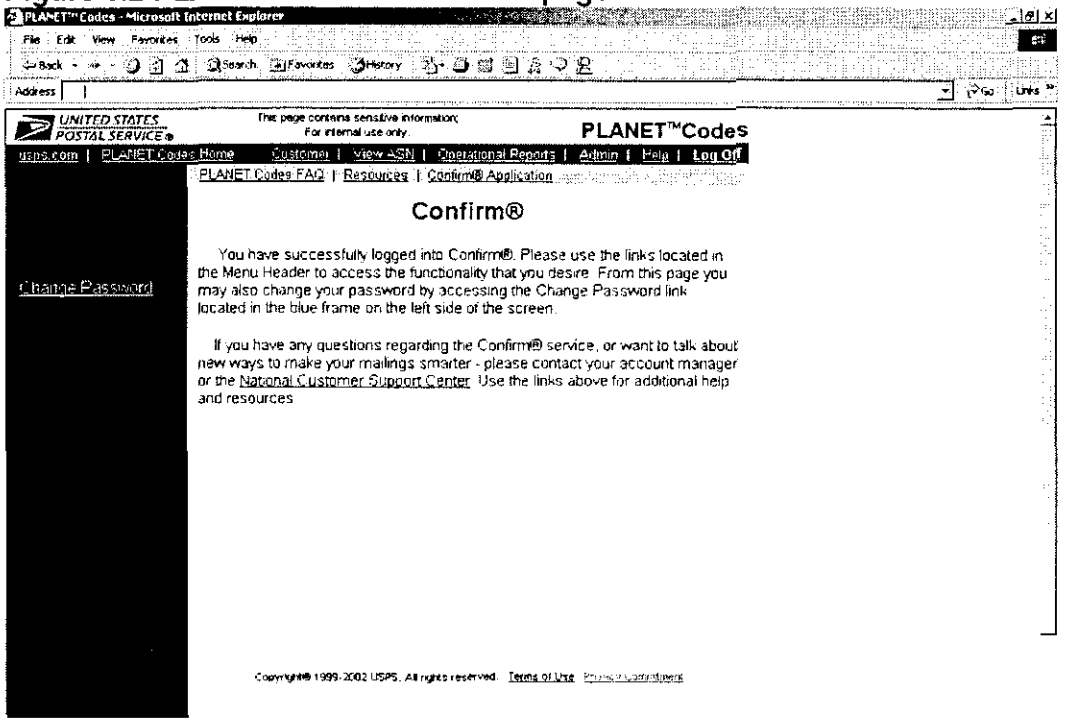


Change Password

To change a password the user accesses the Welcome page. If the user is logging in for the first time at initial login the Change Password page is automatically displayed.

See Figure 6.2 PLANET™ Codes Welcome page

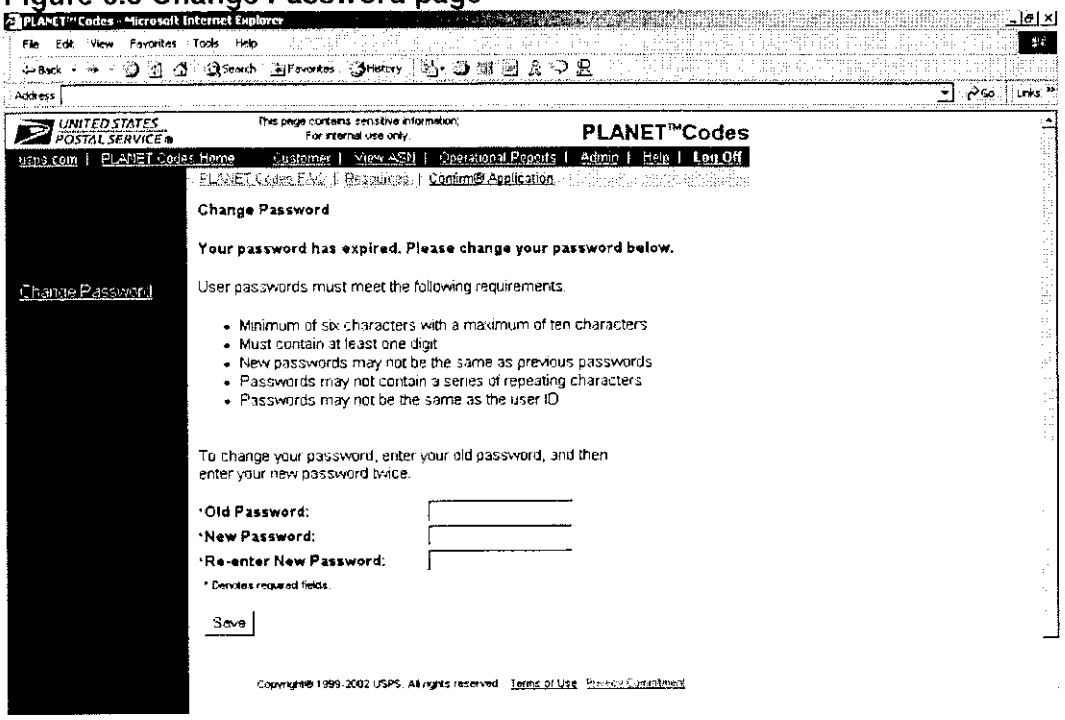
Figure 6.2 PLANET™ Codes Welcome page



To access the **Change Password** page from the Welcome page the user selects the **Change Password** link on the left side of the screen in the blue frame.

See Figure 6.3 Change Password page.

Figure 6.3 Change Password page



Once the **Change Password** page is accessed the user will:

1. **Old Password**: Enter the old password
2. **New Password**: Enter the new password
3. **Re-enter the New Password**: Re-enter the new password
4. Click the **Save** button.

7.0 Reports

Overview of the reports including data limiting feature, drill-down feature, Administrative Reports, Subscriber Reports, ASN Reports and Location Reports

Reports Page

During a login session users may access reports at anytime using the Menu Header. Upon selecting the **Operational Reports** link, the user sees a list of available reports on the left side of the screen in the blue frame. Users may select a link to any of the reports under the following headings:

- Administrative Reports (for Admin users only)
- Subscriber Reports
- ASN Reports
- Location Reports

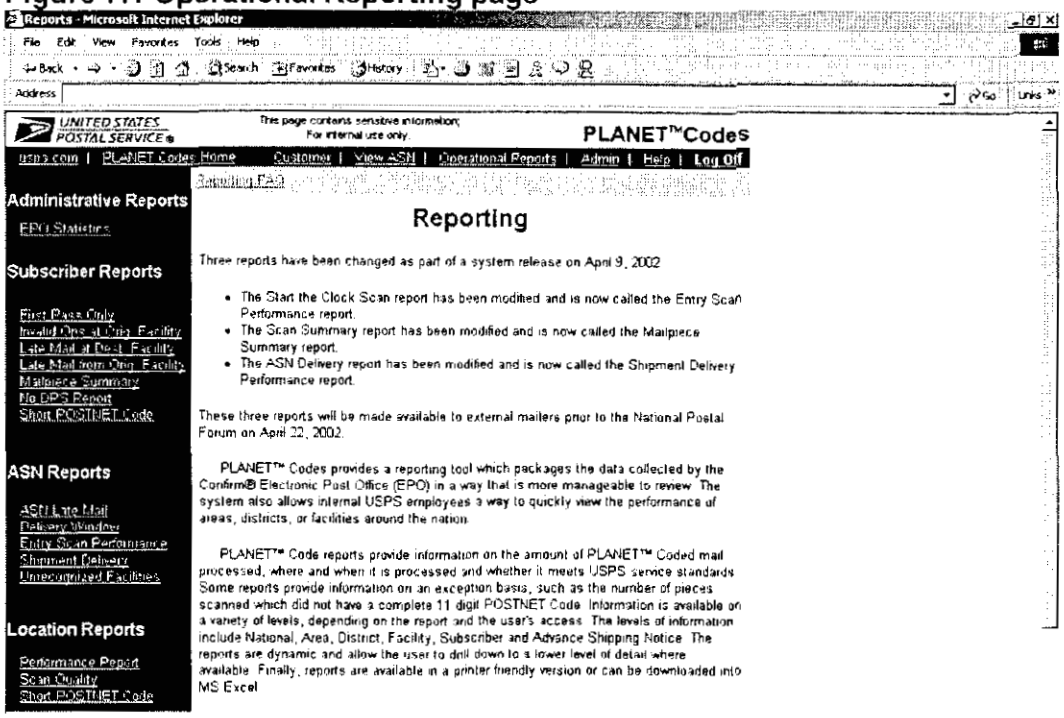
See Figure 7.1 Operational Reporting Home page

Note: Located at the bottom of each report are five links the links are as follows:

- Go Back to Report Selection – This allows the user to go back and edit report criteria
- View Help for this report – This allows the user to link to the specific section of the Operational Reporting FAQ for the report they are currently viewing
- Bookmark this Report – This allows the user to establish the period of time for the dates that they want to view the report
- Download this report into Microsoft Excel – This allows the user to put the report data directly into an Excel spreadsheet
- View printable version of this report – This allows the user to view the report in printable format

Note: When selecting report criteria the user has the option to generate the report by clicking the **Generate** button or may choose to have the report directly downloaded into Microsoft Excel by clicking the **Download** button.

Figure 7.1 Operational Reporting page



Note: When no data is available for the given criteria a user receives a report (Figure 7.2 Example Report Containing No Data) stating that there is 'No data to report'. If a user receives this message, they may select the **Go back to Report Selection** link or click the **Back** button on the web browser. This allows the user to reselect report criteria.

See Figure 7.2 Example Report Containing No Data

Figure 7.2 Example Report Containing No Data

Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites History

Address Go Links

UNITED STATES POSTAL SERVICE

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PLANET™Codes

usps.com | PLANET Codes Home Customer | View ASN | Operational Reports | Admin | Help | Log Off

First Pass Only by Subscriber ID Report

Start Date:	End Date:	Customer:	Subscriber ID:
15-Jan-2002	29-Jan-2002	[redacted]	[redacted]

Area Name	Area ID	Total Pieces Scanned	Pieces with Only DPS First Pass Scans	Percentage with Only DPS First Pass Scans
No data to report based on your criteria.				

<- Go back to Report Selection | View help for this report | Bookmark this report
Download this report into MS Excel | View printable version of this report

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7.1 Data-Limiting Feature

The PLANET™ Codes web site includes the functionality for a user to specify the level of detail they want to display on a report. Specifically, the user may choose to specify none, some, or all of the location criteria (Area/District/Facility). If a user fails to specify criteria for one (or all) of the criteria prior to clicking the **Generate** or **Download** button, the system will create a report using all Areas/Districts/Facilities applicable to the selected criteria. For example, if the user does not specify any location criteria, the report will display data for all Areas/Districts/Facilities within the default date range. If the user specifies the area only, the report will display data for all districts and facilities associated with that area.

Screen prints are included in Sections 7.3 through 7.5 to provide examples of reports where data may be limited according to location criteria. Also see Section 7.2 (Drill-Down Feature) to view report details without using the data-limiting feature.

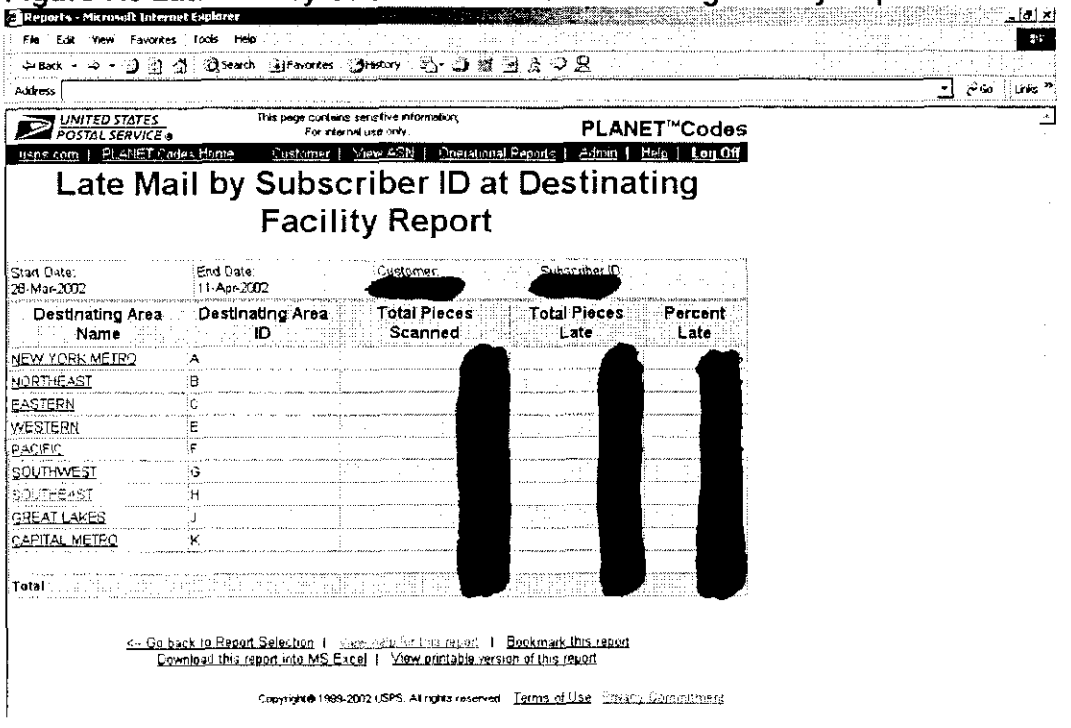
7.2 Drill-Down Feature

Confirm® includes a 'drill-down' feature that allows users the ability to obtain a greater level of detail by selecting a link within the report. The drill-down feature allows the user to view a lower level of detail without generating a new report. This feature is illustrated in the following example, where a user has created a **Late Mail by Subscriber ID at Destinating Facility** report specifying only a date range, customer, and subscriber.

Because the user did not specify a location criteria, Confirm® generates a report at the highest level, which is Area.

See Figure 7.3 Late Mail by Subscriber ID at Destinating Facility Report.

Figure 7.3 Late Mail by Subscriber ID at Destinating Facility Report



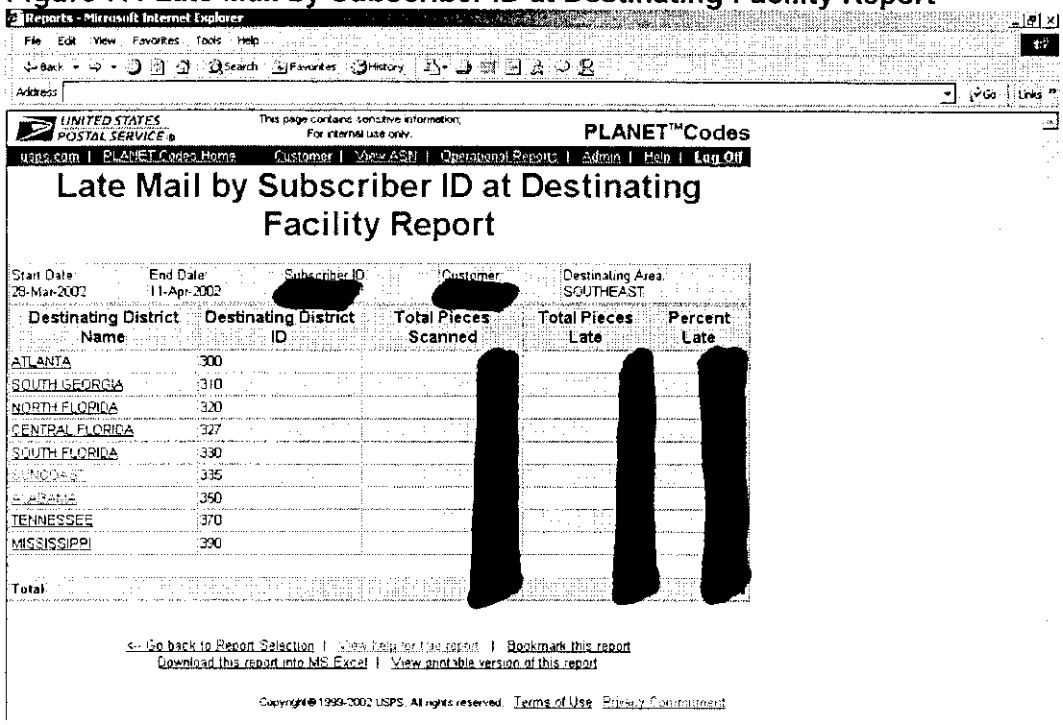
At the time of report generation, PLANET™ Codes had data for all 9 areas had late mail. Notice that these areas appear as a hyperlink.

To obtain detail on the late mail within the SOUTHEAST area, the user will select the **SOUTHEAST** hyperlink.

Upon selecting the **SOUTHEAST** Area link, Confirm® returns a list of districts (within that area) with district data.

See Figure 7.4 Late Mail by Subscriber ID at Destinating Facility Report.

Figure 7.4 Late Mail by Subscriber ID at Destinating Facility Report



Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address Go Links

UNITED STATES POSTAL SERVICE

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usps.com | PLANET Codes Home | Customer | View ASN | Operational Reports | Admin | Help | Log Off

Late Mail by Subscriber ID at Destinating Facility Report

Start Date	End Date	Subscriber ID	Customer	Destinating Area
28-Mar-2002	11-Apr-2002	[redacted]	[redacted]	SOUTHEAST

Destinating District Name	Destinating District ID	Total Pieces Scanned	Total Pieces Late	Percent Late
ATLANTA	300	[redacted]	[redacted]	[redacted]
SOUTH GEORGIA	310			
NORTH FLORIDA	320			
CENTRAL FLORIDA	327			
SOUTH FLORIDA	330			
SUNCOAST	335			
ALABAMA	350			
TENNESSEE	370			
MISSISSIPPI	390			
Total:				

<- Go back to Report Selection | View help for this report | Bookmark this report
Download this report into MS Excel | View printable version of this report

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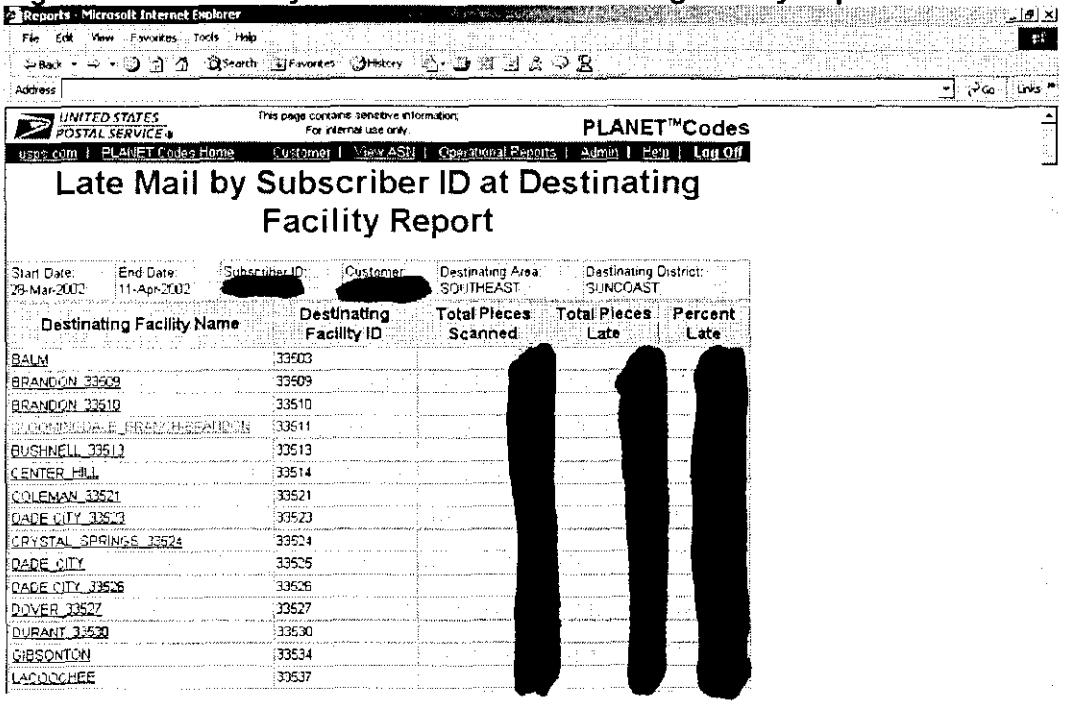
At the time of report generation, Confirm® had data 9 districts within the SOUTHEAST Area, one of which had late mail. Notice that these districts, appear as hyperlinks.

To obtain detail on the late mail within the SUNCOAST district, the user selects the **SUNCOAST** hyperlink.

Upon selecting the SUNCOAST district link, Confirm® returns a list of *destinating* facilities (within that district) with mailer data.

See Figure 7.5 Late Mail by Subscriber ID at Destinating Facility Report.

Figure 7.5 Late Mail by Subscriber ID at Destinating Facility Report



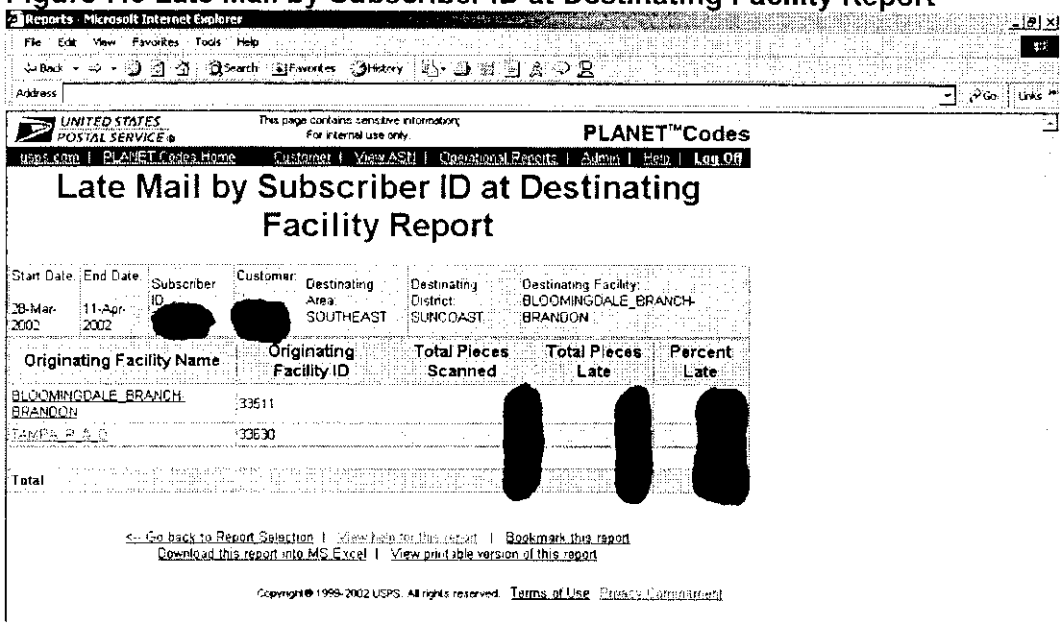
At the time of report generation, Confirm® had data for many *destinating* facilities within the SUNCOAST district. Notice that these facilities, appears as hyperlinks.

To obtain *originating* detail on the late mail within the BLOOMINGDALE_BRANCH-BRANDON facility, the user selects the **BLOOMINGDALE_BRANCH-BRANDON** hyperlink.

Upon selecting the BLOOMINGDALE_BRANCH-BRANDON *destinating* link, Confirm® returns a list of *originating* facilities with mailer data.

See Figure 7.6 Late Mail by Subscriber ID at Destinating Facility Report.

Figure 7.6 Late Mail by Subscriber ID at Destinating Facility Report



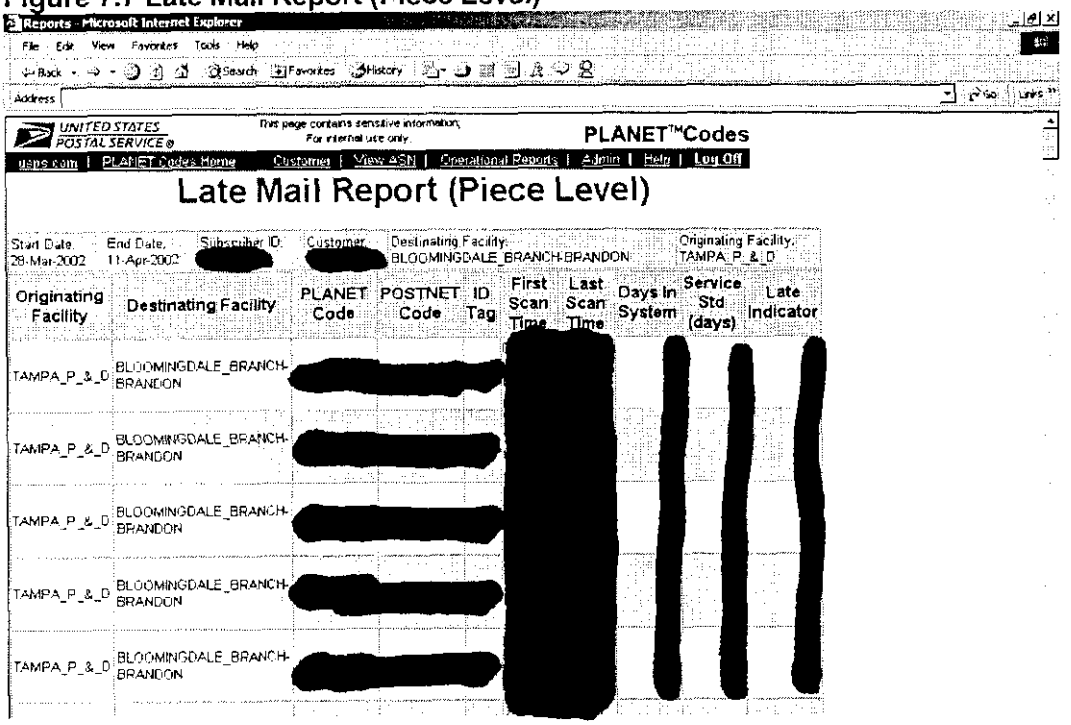
At the time of report generation, Confirm® had data for 2 *originating* facilities, one of which had late mail. Notice that this facility, **TAMPA_P_&_D**, appears as a hyperlink.

To obtain details on this mailing, the user selects the **TAMPA_P_&_D** hyperlink.

Upon selecting the **TAMPA_P_&_D** *originating* link, Confirm® returns a list of specific mailpieces.

See Figure 7.7 Late Mail Report (Piece Level).

Figure 7.7 Late Mail Report (Piece Level)



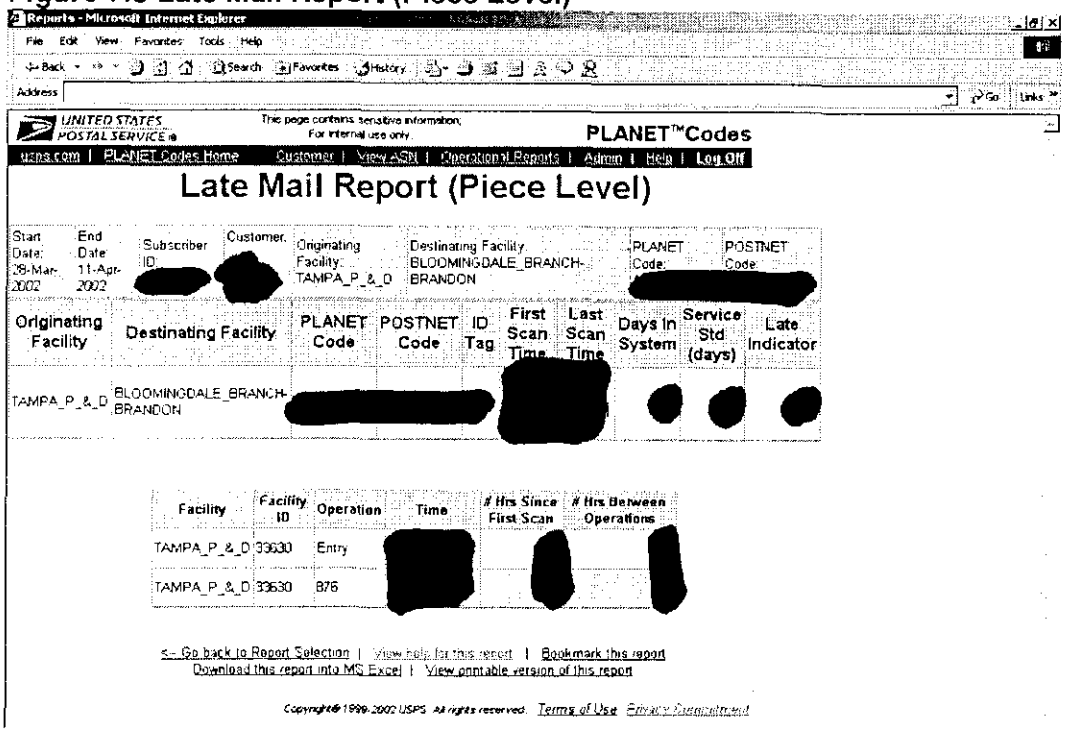
At the time of report generation, there were many PLANET™ coded pieces of late mail. Notice that these PLANET™ Codes appear as hyperlinks.

To obtain details on the mailpiece, the user selects the **PLANET™ Code** hyperlink for the specific mailing.

Upon selecting the PLANET™ Code, Confirm® provides scan details for the late piece of mail. Confirm® provides the originating and destinating facilities where the mail was scanned, the PLANET™ Code, the date and time of the first scan and last scan, and the amount of time (days) that elapsed since the first scan.

See Figure 7.8 Late Mail Report (Piece Level).

Figure 7.8 Late Mail Report (Piece Level)



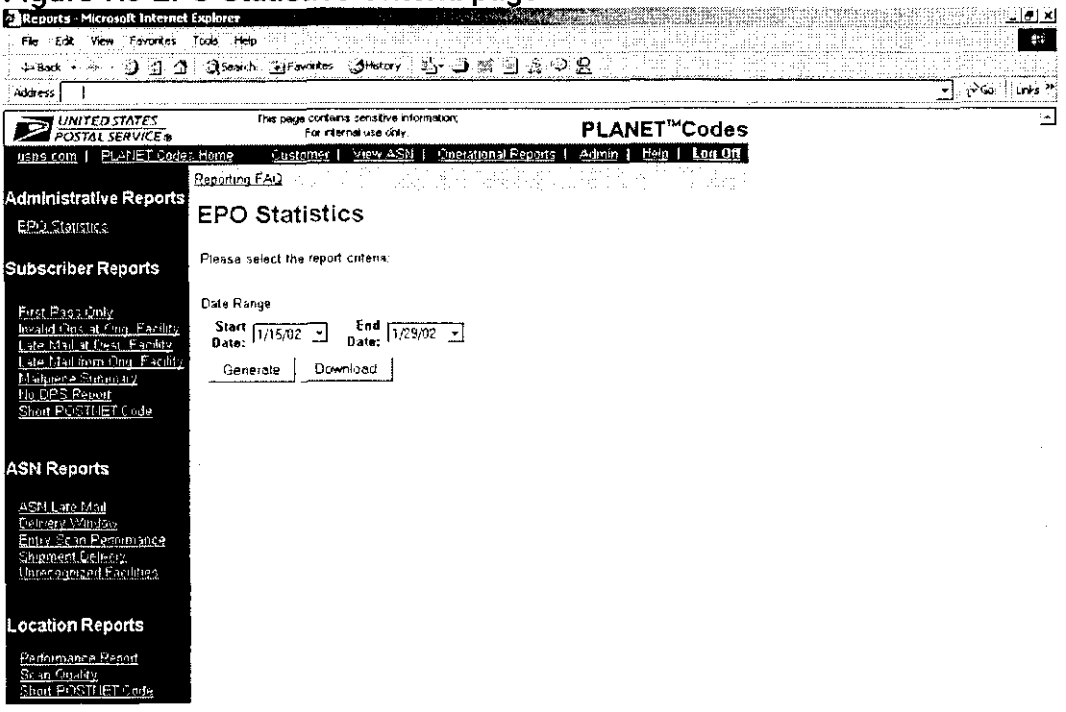
7.3 Administrative Reports

7.3.1 EPO STATISTICS REPORT

The source of Confirm® data comes from the Confirm® Electronic Post Office (EPO). This report allows the user to view the information flowing through the EPO.

See Figure 7.9 EPO Statistics Criteria page.

Figure 7.9 EPO Statistics Criteria page



In order to generate this report, the user only specifies the Date Range, and then clicks the **Generate** or **Download** button.

NOTE: THE LINK FOR THE EPO STATISTICS REPORT WILL ONLY BE AVAILABLE TO USERS WITH ADMIN PRIVILEGES.

Figure 7.10 provides an example of the fields that are displayed in the EPO Statistics Report.

Figure 7.10 EPO Statistics Report

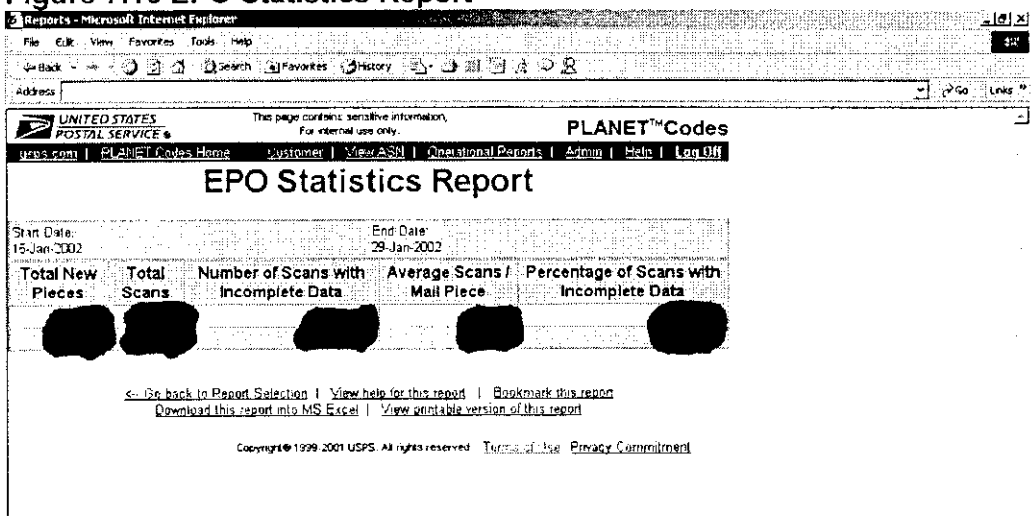


Table 7.1 provides a detailed description of each field displayed in the EPO Statistics Report.

Table 7.1 EPO Statistics Report Column Names and Descriptions

Column Name	Description
Total New Pieces	The number of distinct pieces of mail that were created in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ code or a unique ID Tag.
Total Scans	The number of scans that Confirm received in the selected timeframe. A piece of mail will have more than one scan attached to it, so the number in the Total Scans column should be greater than the number in the Total New Pieces column. The Total Scans column represents scans received for all mailpieces in the system (not just those received for the new pieces).
Number of Scans with Incomplete Data	The number of scans that have been identified as having incomplete data. This includes scans that have short POSTNET codes, incorrect facility codes, no operation codes, or no machine IDs. A short POSTNET code is a POSTNET code that contains less than eleven digits.
Average Scans/Mailpiece	Average number of scans received by each mailpiece. (Total Scans)/(Total New Pieces)
Percentage of Scans with Incomplete Data	Percentage of the total number of scans that do not have complete information. (Number of Scans with Incomplete Data)/(Total Scans)*100

7.4 Subscriber Reports

A user may specify the following criteria for each Subscriber report by selecting data from the corresponding drop-down menus:

- Date Range
- Customer
- Subscriber ID
- All Data or Exception Only Data
- Originating Area
- Originating District
- Originating Facility

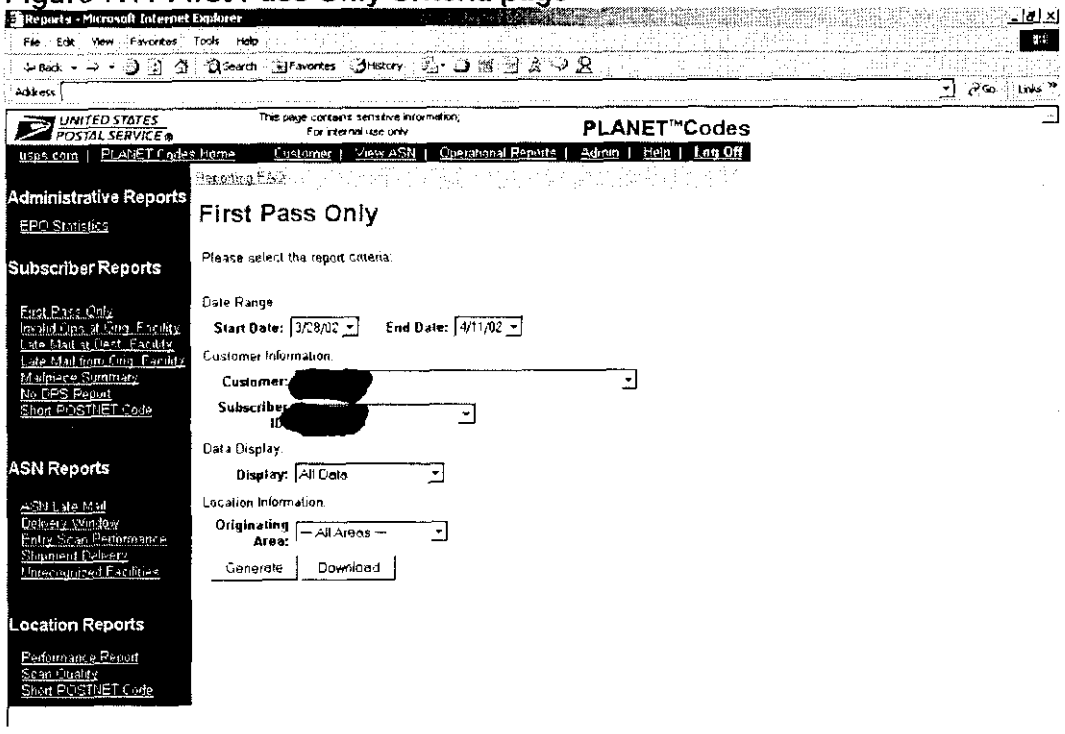
The Customer and Subscriber ID fields are mandatory fields, and thus must be completed in order to generate a Subscriber Report. Also reference sections 6.1 and 6.2 for additional information regarding generating reports using the data-limiting and drill-down features.

7.4.1 FIRST PASS ONLY BY SUBSCRIBER ID REPORT

The First Pass Only by Subscriber ID Report reflects the number of mailpieces that have gone through operation number 918 (DBCS-Delivery Point Sequence, 1st Pass), but have not gone through operation 919 (DBCS-Delivery Point Sequence, 2nd Pass). The absence of operation 919 means that the mailpiece is flagged in the Confirm® system and appears on this report.

See Figure 7.11 First Pass Only by Subscriber ID Criteria page.

Figure 7.11 First Pass Only Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.12 First Pass Only by Subscriber ID Report.

Figure 7.12 First Pass Only by Subscriber ID Report

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usps.com | PLANET Codes Home | Customer | View ASN | Operational Reports | Admin | Help | Log Off

First Pass Only by Subscriber ID Report

Start Date: 28-Mar-2002 | End Date: 11-Apr-2002 | Customer: [redacted] | Subscriber ID: [redacted]

Area Name	Area ID	Total Pieces Scanned	Pieces with Only DPS First Pass Scans	Percentage with Only DPS First Pass Scans
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]
NORTHEAST	B			
EASTERN	C			
WESTERN	E			
PACIFIC	F			
SOUTHWEST	G			
SOUTHEAST	H			
GREAT LAKES	J			
CAPITAL METRO	K			
Total				

<- Go back to Report Selection | View help for this report | Bookmark this report
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Table 7.2 provides a detailed description of each field displayed in the First Pass Only by Subscriber ID Report.

Table 7.2 First Pass Only by Subscriber ID Report Column Names and Descriptions

Column Name	Description
Area/District/Facility Name	The name of the chosen Area/District/Facility.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail for the selected subscriber that originated at the selected facility and were processed in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ code or a unique ID Tag.
Pieces with Only DPS First Pass Scans	The number of distinct mailpieces for the selected subscriber that originated at the selected facility and went through operation number 918, but did not go through operation number 919. This count reflects the status of the piece on the date the report is run, not the selected timeframe.
Percentage with Only DPS First Pass Scans	Percentage of the Total Pieces Scanned which only have a DPS first pass scan. (Pieces with only DPS First Pass Scans)/(Total Pieces Scanned)*100

The user is able to get information at a piece level, by selecting the destinating facility. The piece level report displays the information below.

See Table 7.3 First Pass Only By Subscriber ID Report (Piece Level) Column Names and Descriptions.

Table 7.3 First Pass Only by Subscriber ID Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Facility Name	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility Name	The name of the Destinating Facility for the mailpiece based on the POSTNET ZIP Code.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Pass Only Indicator	Displays a "Y" if the mailpiece has only a First Pass scan (918) and a "N" if the piece has a 919 scan in addition to the 918 scan (or does not have a 918 scan).

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

See Table 7.4 First Pass Only by Subscriber ID Report (Scan Level) Column Names and Descriptions.

Table 7.4 First Pass Only by Subscriber ID Report (Scan Level) Column Names and Descriptions

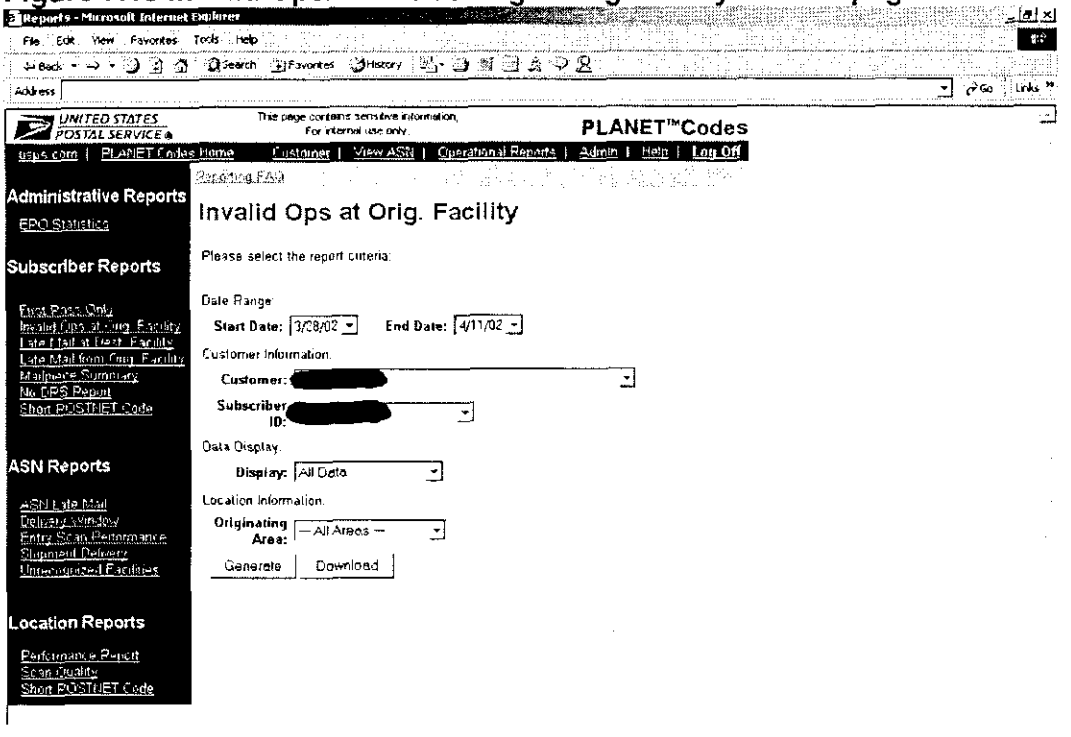
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.2 INVALID OPERATIONS AT ORIGINATING FACILITY REPORT

This report allows the user to identify all invalid operations that occurred during the duration of time that a specific piece of mail spent at the originating facility. Invalid operations are defined as being whether the piece went through more operations then it should have based on mail type and the mail processing location.

See Figure 7.13 Invalid Operations at Originating Facility Criteria page.

Figure 7.13 Invalid Operations at Originating Facility Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display type. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.14 Invalid Operations at Originating Facility by Subscriber ID Report.

Figure 7.14 Invalid Operations at Originating Facility by Subscriber ID Report

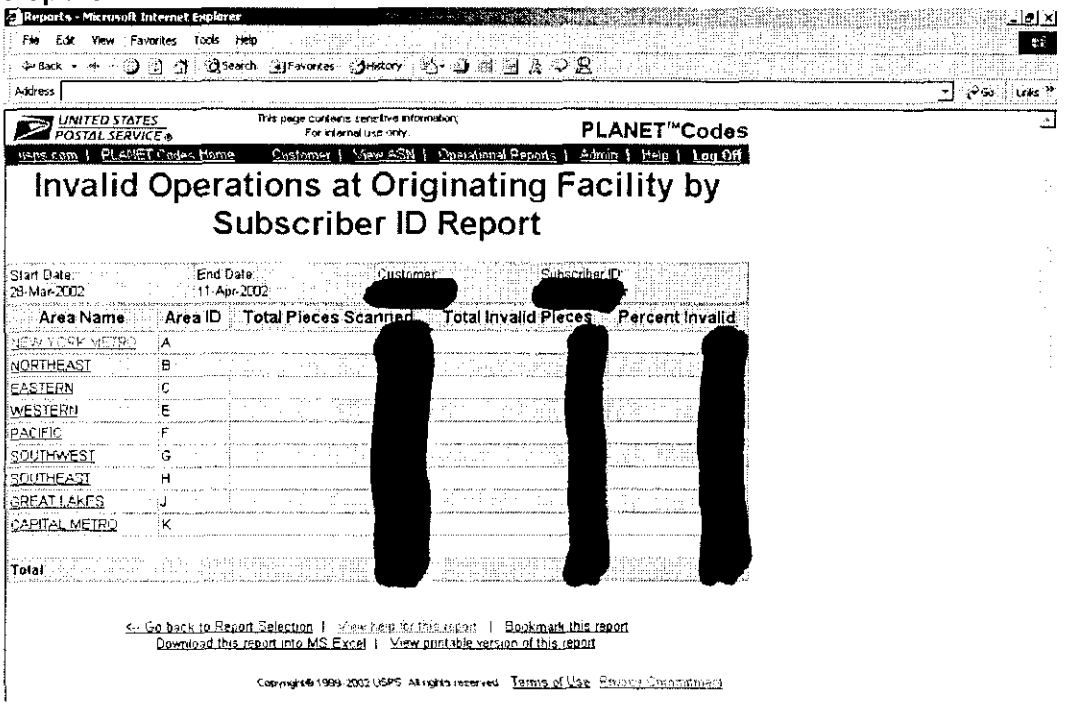


Table 7.5 provides a detailed description of each field displayed in the Invalid Operations at Originating Facility by Subscriber ID Report.

Table 7.5 Invalid Operations at Originating Facility by Subscriber ID Report Column Names and Descriptions

Column Name	Description
Area/District/Facility Name	The name of the chosen Area/District/Facility.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail for the selected subscriber that originated at the selected facility and were processed in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ code or a unique ID Tag.
Total Invalid Pieces	The number of distinct mailpieces for the selected subscriber that originated at the selected facility and have gone through more operations than expected at the originating facility. The expected number of operations for a piece to go through is between 1-3. This count reflects the status of the piece on the date the report is run, not the selected timeframe.
Percent Invalid	Percentage of the Total Pieces Scanned that have gone through more operations than expected for the type of mail and location of the mail processing. (Total Invalid Pieces)/(Total Pieces Scanned)*100

The user is able to get information at a piece level by selecting the destinating facility.

See Table 7.6 Invalid Operations at Originating Facility by Subscriber ID Report (Piece Level).

Table 7.6 Invalid Operations at Originating Facility by Subscriber ID Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Area/District/Facility	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Area/District/Facility	The name of the Destinating Facility for the mailpiece based on the POSTNET ZIP Code.
PLANET™ Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
Ops at Orig Facility	The number of operations that occurred at the Originating Facility.
Ops at Dest Facility	The number of operations that occurred at the Destinating Facility.
Invalid Operation Indicator	Displays a "Y" if the mailpiece has passed through more operations than expected at the originating facility and a "N" if it has passed through an equal number or fewer number of operations than expected at the originating facility. The expected number of operations for a piece to go through is between 1-3.
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan	The date and time of the piece's last scan.

Days in System	The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

See Table 7.7 Invalid Operations at Originating Facility by Subscriber ID Report (Scan Level)

Table 7.7 Invalid Operations at Originating Facility by Subscriber ID Report (Scan Level) Column Names and Descriptions

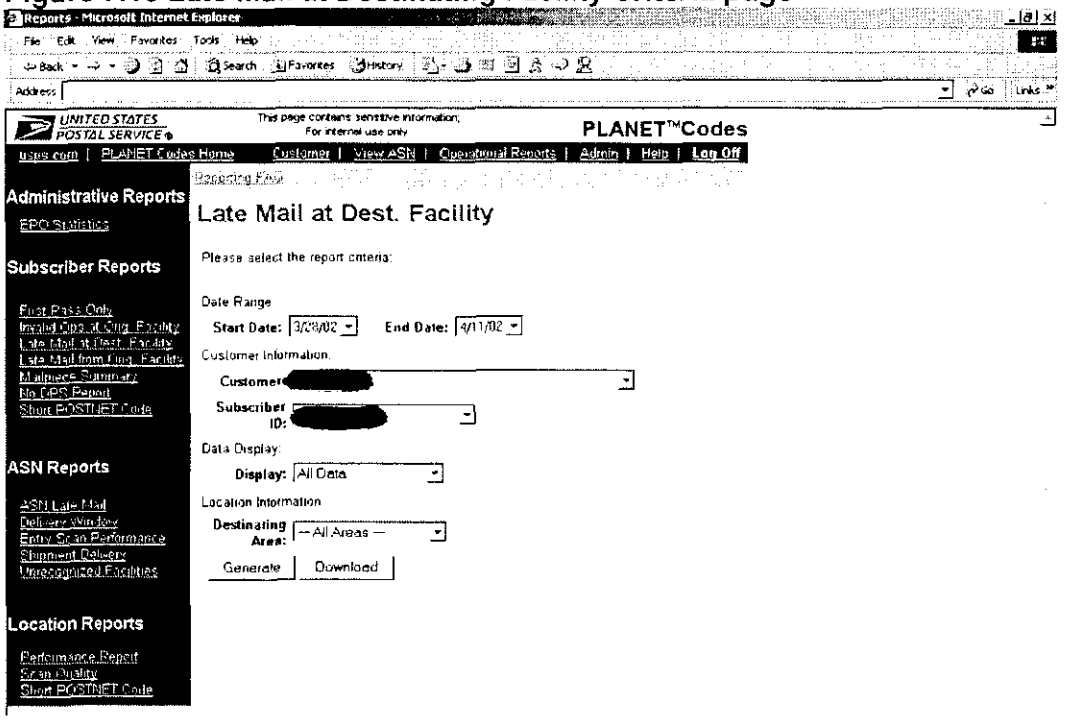
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.3 LATE MAIL BY SUBSCRIBER ID AT DESTINATING FACILITY REPORT

The Late Mail by Subscriber ID at Destinating Facility Report shows how successfully USPS delivered a Subscriber's mailpieces with the information grouped by destinating facility, district, or area. The destinating facility is identified from the POSTNET Code on the mailpiece. The report does this by comparing the number of pieces mailed to the number of pieces that were late (as per USPS service standards).

See Figure 7.15 Late Mail at Destinating Facility Criteria page.

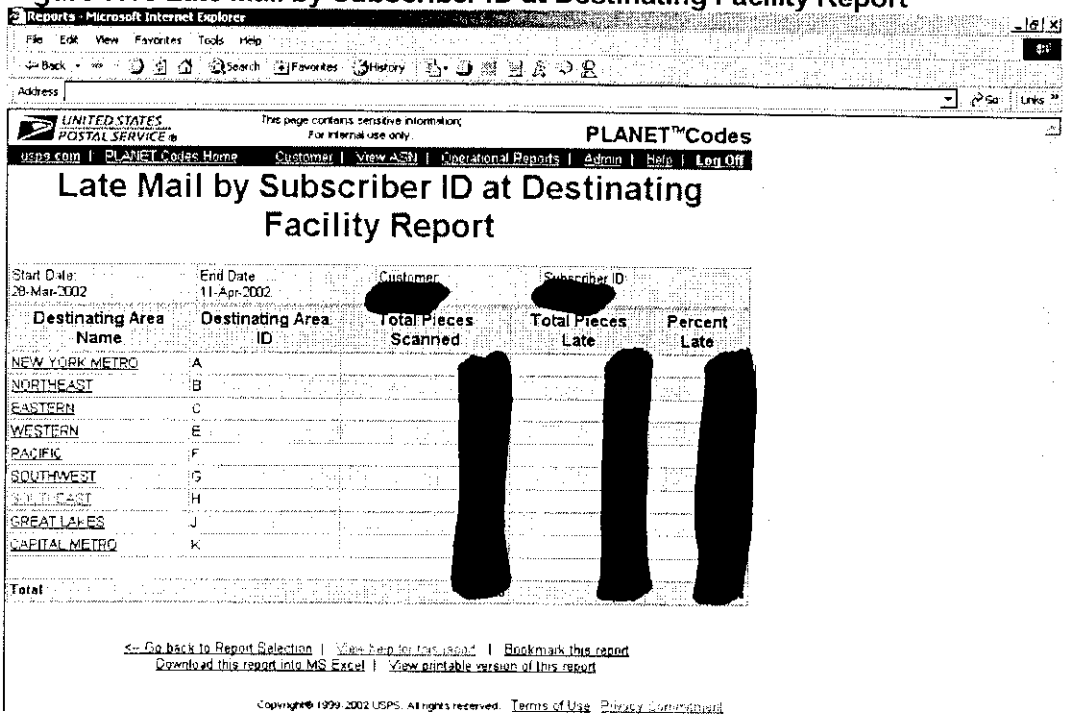
Figure 7.15 Late Mail at Destinating Facility Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display type. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.16 Late Mail by Subscriber ID at Destinating Facility Report.

Figure 7.16 Late Mail by Subscriber ID at Destinating Facility Report



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Late Mail by Subscriber ID at Destinating Facility Report

Start Date: 28-Mar-2002	End Date 11-Apr-2002	Customer [redacted]	Subscriber ID [redacted]		
Destinating Area Name	Destinating Area ID	Total Pieces Scanned	Total Pieces Late	Percent Late	
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]	
NORTHEAST	B				
EASTERN	C				
WESTERN	E				
PACIFIC	F				
SOUTHWEST	G				
SOUTHEAST	H				
GREAT LAKES	J				
CAPITAL METRO	K				
Total					

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Table 7.8 provides a detailed description of each field displayed in the Late Mail by Subscriber ID at Destinating Facility Report.

Table 7.8 Late Mail by Subscriber ID at Destinating Facility Report Column Names and Descriptions

Column Name	Description
Destinating Area/District/Facility Name	The name of the chosen Area/District/Facility.
Destinating Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail for the selected subscriber that destinated at the selected facility and were processed in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ Code or a unique ID Tag.
Total Pieces Late	The number of distinct mailpieces for the selected subscriber that destinated at the selected facility and have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. This count reflects the status of the piece on the date the report is run, not the selected timeframe. This count includes the number of pieces that destinated during the selected timeframe.
Percent Late	Percentage of the total pieces scanned that have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. (Total Pieces Late)/(Total Pieces Scanned) *100

The user is able to get information at a piece level, by selecting the destinating facility.

See Table 7.9 Late Mail by Subscriber ID at Destinating Facility Report (Piece Level).

Table 7.9 Late Mail by Subscriber ID at Destinating Facility Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Facility	The name of the originating facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the destinating facility for the mailpiece based on the POSTNET ZIP Code.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan Time	The date and time of the piece's last scan.
Days in System	The calculation is performed by a batch program that runs daily. The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)

Service Std (days)	Indicates the USPS Service Standard for the type of mail and location of the mail processing. If this information is unknown, the mail type is assumed to be Standard. The type of mail is embedded in the PLANET™ Code applied by the customer.
Late Indicator	Compares the Days in System to the Service Standard and displays a "Y" if the piece is late or a "N" if the piece is not late.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

See Table 7.10 Late Mail by Subscriber ID at Destinating Facility Report (Scan Level).

Table 7.10 Late Mail by Subscriber ID at Destinating Facility Report (Scan Level) Column Names and Descriptions

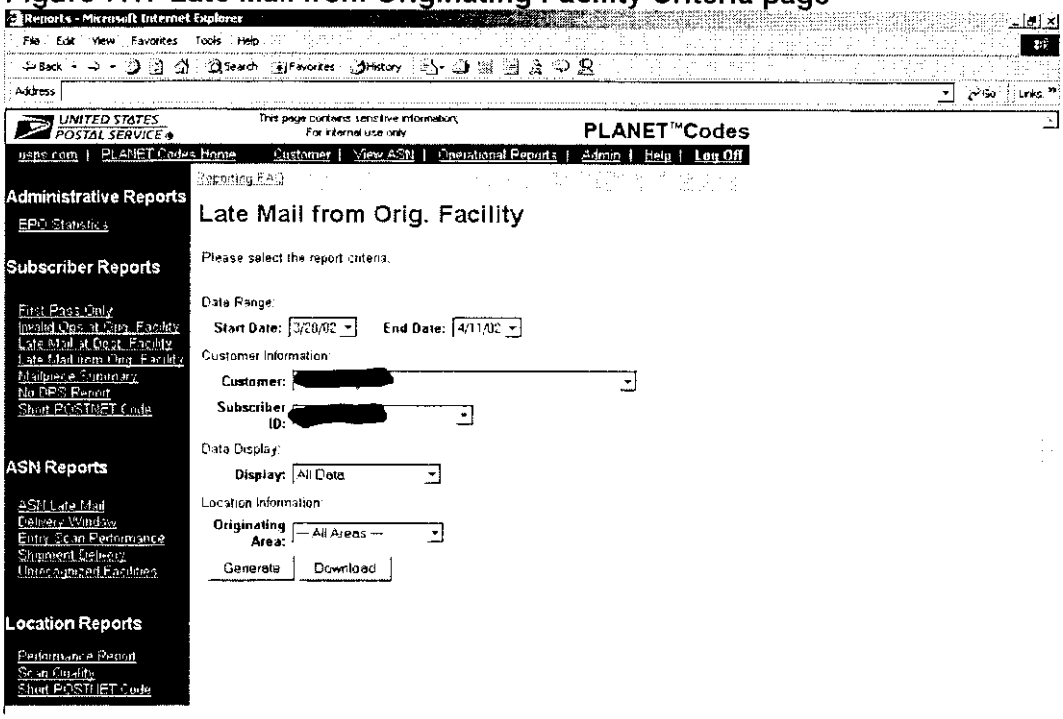
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.4 LATE MAIL FROM ORIGINATING FACILITY BY SUBSCRIBER ID REPORT

The Late Mail from Originating Facility by Subscriber ID Report shows how successfully USPS delivered a Subscriber's mailpieces with the information grouped by originating facility, district, or area. The report does this by comparing the number of pieces scanned to the number of pieces that were late (as per the USPS service standard).

See Figure 7.17 Late Mail from Originating Facility Criteria page.

Figure 7.17 Late Mail from Originating Facility Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display type. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.18 Late Mail from Originating Facility by Subscriber ID Report.

Figure 7.18 Late Mail from Originating Facility by Subscriber ID Report

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Late Mail from Originating Facility by Subscriber ID Report

Start Date: 28-Mar-2002	End Date: 11-Apr-2002	Customer: [redacted]	Subscriber ID: [redacted]	
Originating Area Name	**Originating Area ID**	**Total Pieces Scanned**	**Total Pieces Late**	**Percent Late**
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]
NORTHEAST	B			
EASTERN	C			
WESTERN	E			
PACIFIC	F			
SOUTHWEST	G			
SOUTHEAST	H			
GREAT LAKES	J			
CAPITAL METRO	K			
Total				

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Table 7.11 provides a detailed description of each field displayed in the Late Mail from Originating Facility by Subscriber ID Report.

Table 7.11 Late Mail from Originating Facility by Subscriber ID Report Column Names and Descriptions

Column Name	Description
Originating Area/District/Facility Name	The name of the chosen Area/District/Facility.
Originating Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail for the selected subscriber that originated at the selected facility and were processed in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ Code or a unique ID Tag.
Total Pieces Late	The number of distinct mailpieces for the selected subscriber that originated at the selected facility and have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. This count reflects the status of the piece on the date the report is run, not the selected timeframe. This count includes the number of pieces that originated during the selected timeframe.
Percent Late	Percentage of the total pieces scanned that have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. (Total Pieces Late)/(Total Pieces Scanned)*100

The user is able to get information at a piece level, by selecting the originating facility.

See Table 7.12 Late Mail from Originating Facility by Subscriber ID Report (Piece Level).

Table 7.12 Late Mail from Originating Facility by Subscriber ID Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Facility	The name of the originating facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the destinating facility for the mailpiece based on the POSTNET ZIP Code.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan Time	The date and time of the piece's last scan.
Days in System	The calculation is performed by a batch program that runs daily. The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)

Service Std (days)	Indicates the USPS Service Standard for the type of mail and location of the mail processing. If this information is unknown, the mail type is assumed to be Standard. The type of mail is embedded in the PLANET™ Code applied by the customer.
Late Indicator	Compares the Days in System to the Service Standard and displays a "Y" if the piece is late or a "N" if the piece is not late.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

See table 7.13 Late Mail from Originating Facility by Subscriber ID Report (Scan Level).

Table 7.13 Late Mail from Originating Facility by Subscriber ID Report (Scan Level) Column Names and Descriptions

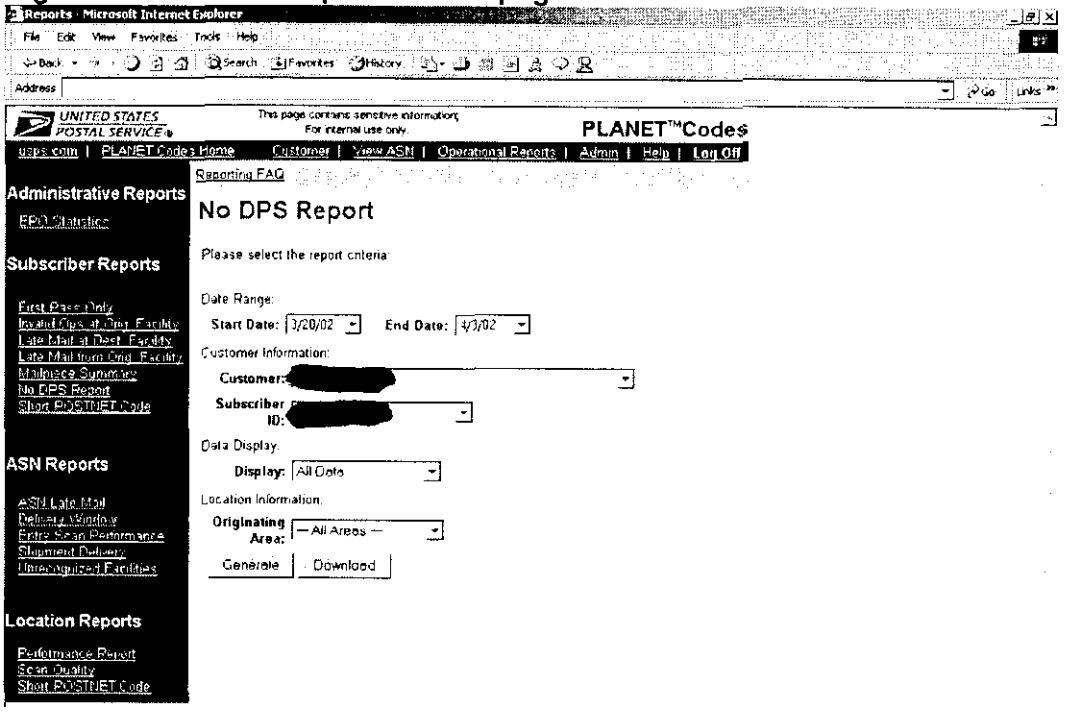
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.5 NO DPS BY SUBSCRIBER ID REPORT

The No DPS by Subscriber ID Report reflects the number of mailpieces that have not gone through operation numbers 905, 918, 919, 336, 337, 406, 407, 426, 427, 466, or 467. The absence of a scan from at least one of these operations means that the mailpiece is flagged in the Confirm® system and appears on this report.

See Figure 7.19 No DPS Report Criteria page.

Figure 7.19 No DPS Report Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display type. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.20 No DPS by Subscriber ID Report.

Figure 7.20 No DPS Scans by Subscriber ID Report

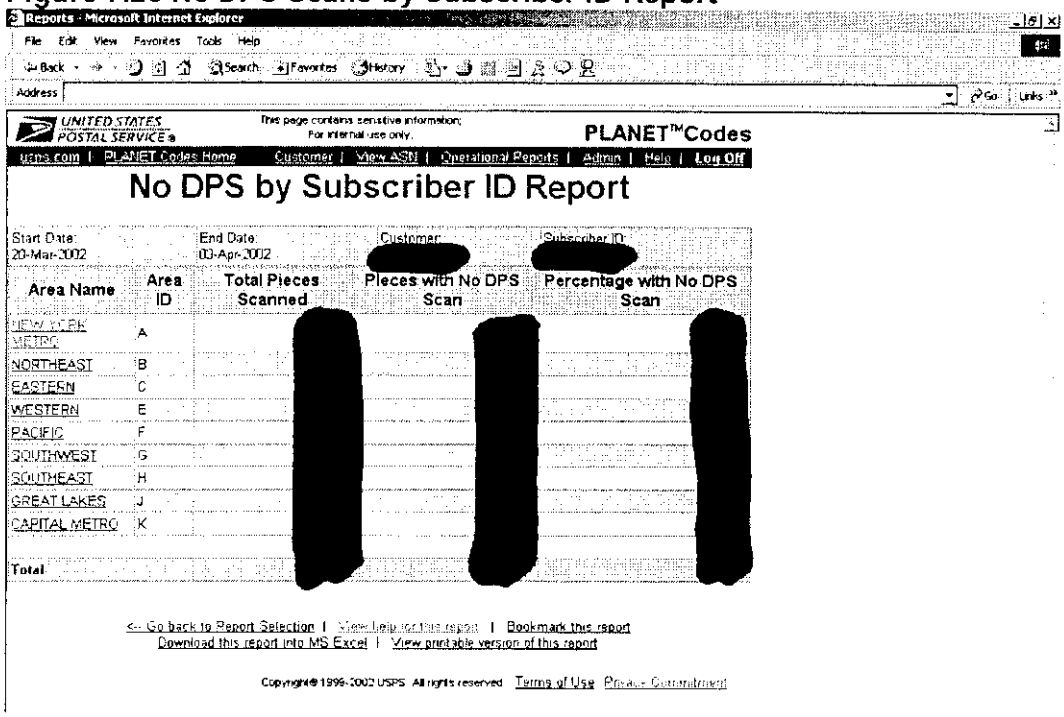


Table 7.14 provides a detailed description of each field displayed in the No DPS by Subscriber ID Report.

Table 7.14 No DPS by Subscriber ID Report Column Titles and Descriptions

Column Name	Description
Area/District/Facility Name	The name of the chosen Area/District/Facility.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail for the selected subscriber that originated at the selected facility and were processed in the selected timeframe. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ code or a unique ID Tag.
Pieces with No DPS Scan	The number of distinct mailpieces for the selected subscriber that originated at the selected facility and have not gone through operation number 905, 918, 919, 336, 337, 406, 407, 426, 427, 466, or 467. This count reflects the status of the piece on the date the report is run, not the selected timeframe.
Percentage with NO DPS Scan	Percentage of the Total Pieces Scanned that have not received a DPS scan. (Pieces with No DPS Scan)/(Total Pieces Scanned) *100

The user is able to get information at a piece level, by selecting the destinating facility.

See Table 7.15 No DPS Scans by Subscriber ID Report (Piece Level).

Table 7.15 No DPS Scans by Subscriber ID Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Facility	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the Destinating Facility for the mailpiece based on the POSTNET ZIP.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
DPS Indicator	Displays a "Y" if the piece has received a DPS scan and a "N" if the piece has not received a DPS scan. A DPS Scan is a scan received from operation number 905, 918, 919, 336, 337, 406, 407, 426, 427, 466, or 467.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

See Table 7.16 No DPS Scans by Subscriber ID Report (Scan Level).

Table 7.16 No DPS Scans by Subscriber ID Report (Scan Level) Column Names and Descriptions

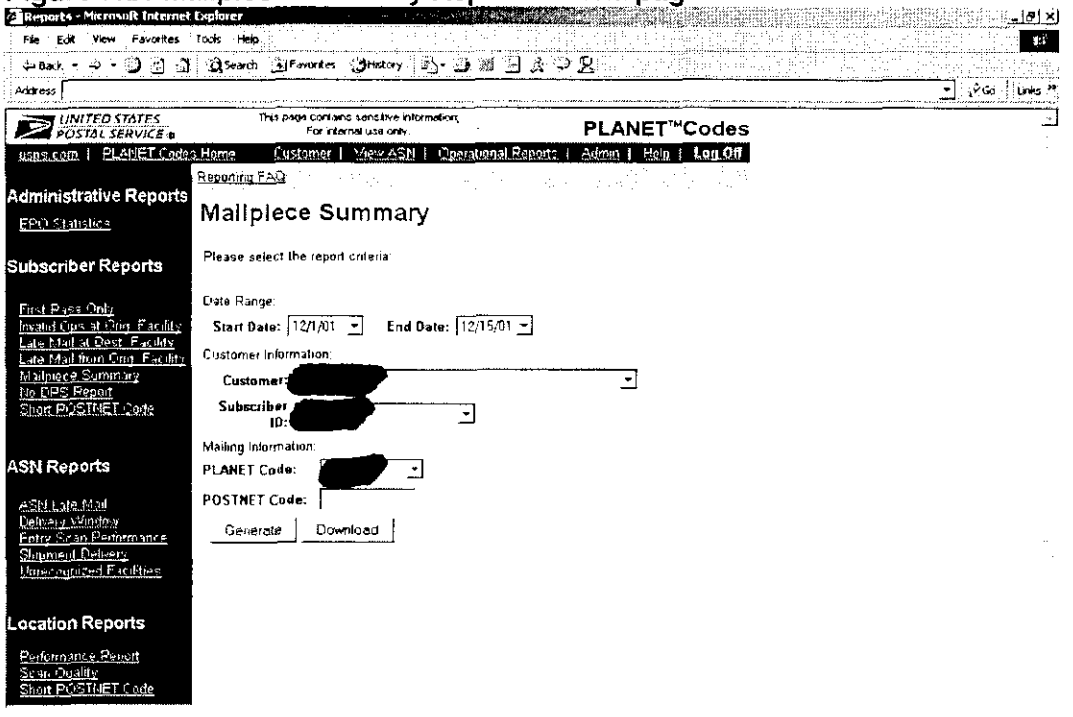
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded down.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.6 MAILPIECE SUMMARY REPORT

The Mailpiece Summary Report shows the scans that were received for subscriber's mailpieces. This report shows the time and location of each of the scans that were received by mailpiece.

See Figure 7.21 Mailpiece Summary Report Criteria page.

Figure 7.21 Mailpiece Summary Report Criteria page



NOTE: THE MAILPIECE SUMMARY REPORT CANNOT BE DOWNLOADED OR VIEWED IN A PRINTABLE FORMAT.

In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and PLANET™ Code. POSTNET Code is optional criteria that can be set. Then the user clicks the **Generate** button.

Entering a POSTNET Code is optional.

See Figure 7.22 Mailpiece Summary Report.

Figure 7.22 Mailpiece Summary Report

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Mailpiece Summary Report

Start Date:	End Date:	Customer:	Subscriber ID:	PLANET Code:
01-Dec-2001	15-Dec-2001	[redacted]	[redacted]	[redacted]

Originating Facility	Destinating Facility	POSTNET Code	ID Tag	First Scan Time	Last Scan Time	Days in System
SHREVEPORT_71102	HAUGHTON	[redacted]				1
SHREVEPORT_71102	SHREVEPORT_71102	[redacted]				1

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Table 7.17 provides a detailed description of each field displayed in the Mailpiece Summary Report.

Table 7.17 Mailpiece Summary Report Column Names and Descriptions

Column Name	Description
Originating Facility	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the Destinating Facility for the mailpiece based on the POSTNET ZIP Code.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan Time	The date and time of the piece's last scan.
Days in System	The calculation is performed by a batch program that runs daily. The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

See Table 7.18 Mailpiece Summary Report (Scan Level) Column Names and Descriptions

Table 7.18 Mailpiece Summary Report (Scan Level) Column Names and Descriptions

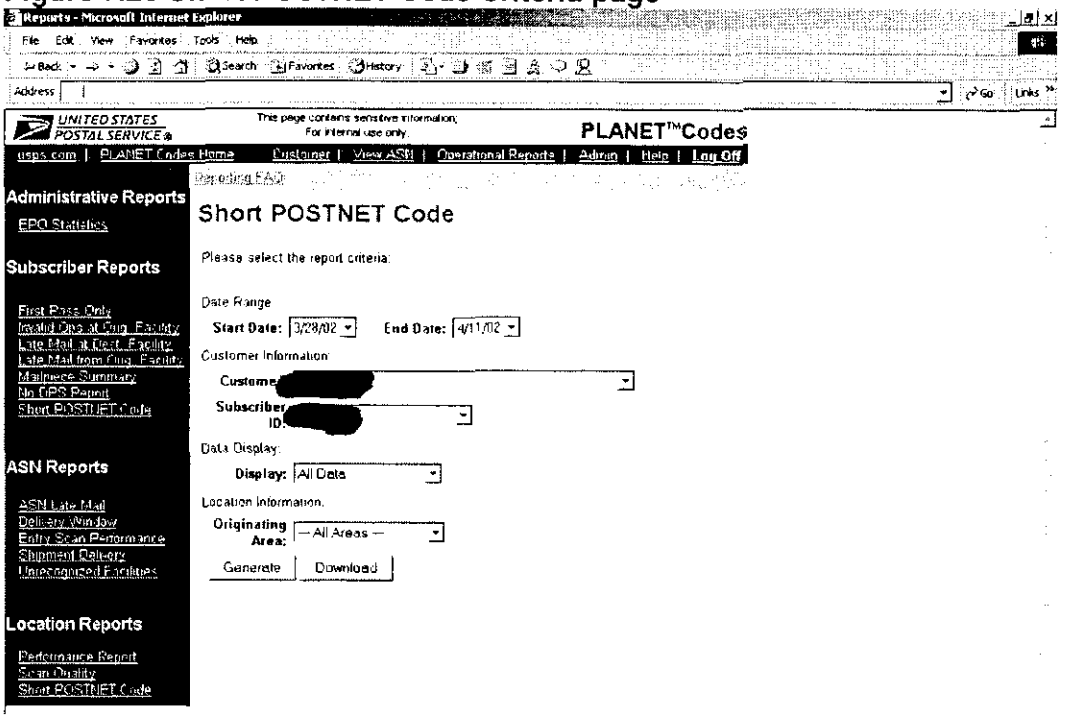
Column Name	Explanation
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred. The number of hours is rounded up or down to the closest whole number.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.4.7 SHORT POSTNET CODE BY SUBSCRIBER ID REPORT

The Short POSTNET Code by Subscriber ID Report shows the number and percentage of a specific Subscriber's mailpieces whose POSTNET codes do not include eleven digits (making them a short POSTNET code).

See Figure 7.23 Short POSTNET Code Criteria page.

Figure 7.23 Short POSTNET Code Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID and Data Display type. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.24 Short POSTNET Code by Subscriber ID Report.

Figure 7.24 Short POSTNET Code by Subscriber ID Report

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Short POSTNET Code by Subscriber ID Report

Start Date: 28-Mar-2002	End Date: 11-Apr-2002	Customer: [redacted]	Subscriber ID: [redacted]	
Originating Area Name	**Originating Area ID**	**Total Scans**	**Scans with Short POSTNET Codes**	**Percentage of Scans with Short POSTNET Code**
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]
NORTHEAST	B			
EASTERN	C			
WESTERN	E			
PACIFIC	F			
SOUTHWEST	G			
SOUTHEAST	H			
GREAT LAKES	J			
CAPITAL METRO	K			
Total				

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Table 7.19 provides a detailed description of each field displayed in the Short POSTNET Code by Subscriber ID Report.

Table 7.19 Short POSTNET Code Report Column Titles and Descriptions

Column Name	Description
Originating Area/District/Facility Name	The name of the chosen Originating Area/District/Facility.
Originating Area/District/Facility ID	The ID number that is paired with the chosen Originating Area/District/Facility.
Total Scans	The number of scans that were received at the selected facility during the selected timeframe.
Scans with Short POSTNET Codes	The number of scans that contain a short POSTNET code. A short POSTNET code is a POSTNET code that contains less than eleven digits.
Percentage of Scans with Short POSTNET Code	Percentage of the total pieces scanned whose last scan did not consist of a complete eleven digit POSTNET code. (Scans with Short POSTNET Codes)/(Total Scans)*100

The user is able to get information at a piece level, by selecting the destinating facility.

See Table 7.20 Short POSTNET Code by Subscriber ID Report (Piece Level).

Table 7.20 Short POSTNET Code by Subscriber ID Report (Piece Level) Column Names and Descriptions

Column Name	Description
Originating Facility Name	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility Name	The name of the Destinating Facility for the mailpiece based on the POSTNET ZIP Code.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
Short POSTNET Indicator	Displays a "Y" if the piece has a short POSTNET code and a "N" if the piece has a normal length POSTNET code. A short POSTNET code is defined to be a POSTNET code that contains less than eleven digits.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed.

See Table 7.21 Short POSTNET Code by Subscriber ID Report (Scan Level).

Table 7.21 Short POSTNET Code by Subscriber ID Report (Scan Level) Column Names and Descriptions

Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.5 ASN Reports

An Advance Shipping Notice (ASN) provides information on shipments containing PLANET™ coded mail. Each shipment is sent to a particular drop facility on a single day. Each shipment contains one or more mail drops.

PLANET™ Codes matches customer-generated shipment information to Entry scans and PLANET™ coded mailpieces to provide enhanced reporting and troubleshooting information. This allows both the customer and USPS to analyze how USPS processes a customer's mail. Confirm® provides five reports related to ASN information:

- Shipment Delivery Performance Report
- ASN Late Mail Report
- Delivery Window Report
- Entry Scan Performance Report
- Unrecognized Entry Scan Facilities Report

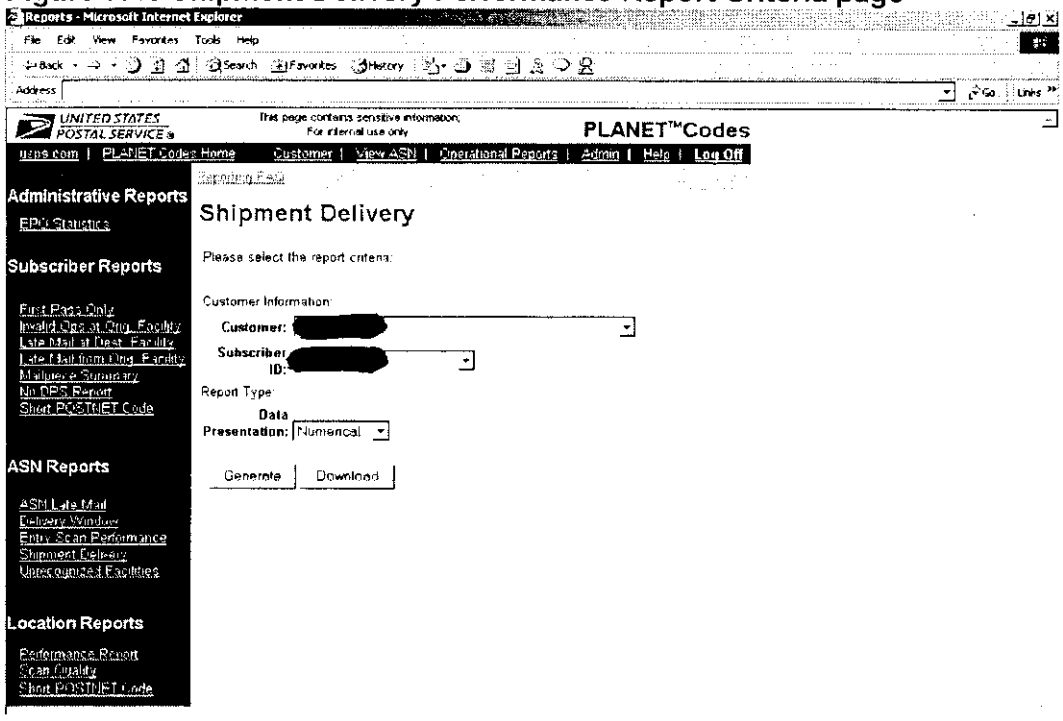
7.5.1 Shipment Delivery performance Report

The Shipment Delivery Performance Report provides information regarding the delivery of PLANET™ Coded mailpieces included in a shipment. Shipments are identified by a unique Shipment ID barcode.

Mailpieces that are displayed in the Shipment Delivery Performance Report are subject to stringent data requirements to ensure that the pieces displayed reflect the most accurate depiction of processing that is possible. In order for a piece to be counted in the report, the shipment that included the piece must have received an Entry scan and the piece itself must have received a "Stop the Clock" operation. "Stop the Clock" operations are operation numbers 905, 918, 919, 336, 337, 406, 407, 426, 427, 466 or 467.

See Figure 7.25 Shipment Delivery Performance Report Criteria page.

Figure 7.25 Shipment Delivery Performance Report Criteria page



In order to generate this report the user sets the following criteria: Customer, Subscriber ID, and Report Type (data can be displayed either numerically or in a percentage). Then the user clicks the **Generate** or **Download** button.

See Figure 7.26 Shipment Delivery Performance Report page.

Figure 7.26 Shipment Delivery Performance Report

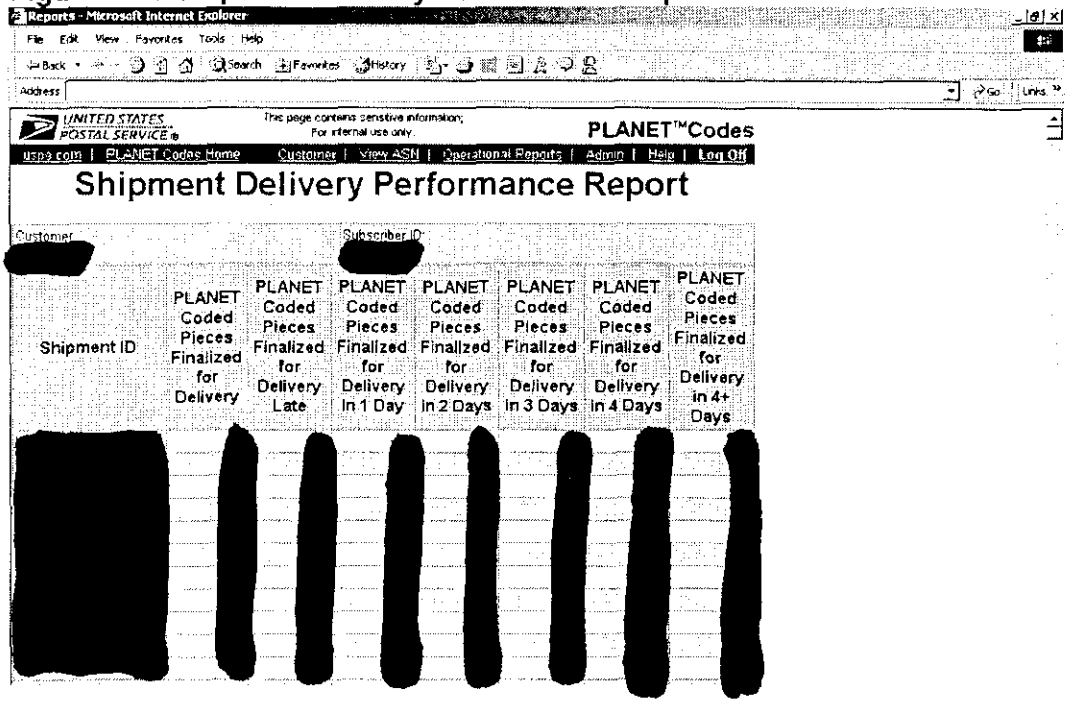


Table 7.22 provides a detailed description of each field displayed in the Shipment Delivery Performance Report.

Table 7.22 Shipment Delivery Performance Report Column Names and Descriptions

Column Name	Description
Shipment ID	Denotes the 20-digit barcode printed on the mail induction form, which uniquely identifies a shipment.
PLANET Coded Pieces Finalized for Delivery	The number or percentage of pieces belonging to the shipment, and owned by the selected customer, which have received an Entry scan and "Stop the Clock" operation. "Stop the Clock" operations are operation numbers 905, 918, 919, 336, 337, 406, 407, 426, 427, 466 or 467.
PLANET Coded Pieces Finalized for Delivery Late	The number or percentage of pieces that have received a "Stop the Clock" operation and have exceeded the USPS Service Standard based on the type of mail and originating/destinating locations of the piece.
PLANET Coded Pieces Finalized for Delivery in 1 Day	The number or percentage of pieces that have received "Stop the Clock" operation and have been in the system for one processing day. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces Finalized for Delivery in 2 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for two processing days. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces D Finalized for Delivery in 3 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for three processing days. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces Finalized for Delivery in 4 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for four processing days. Only pieces that received a "Stop the Clock" operation are counted.

PLANET Coded Pieces Finalized for Delivery in 4+ Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for more than four processing days. Only pieces that received a "Stop the Clock" operation are counted.

The user is able to get information at a Mail Drop level, by selecting the Shipment ID. The Mail Drop level report displays the information below.

Table 7.23 Shipment Delivery Performance Report Column Names and Descriptions

Column Name	Description
PLANET Code	The PLANET™ Code on the mailpiece.
Mailing ID	Denotes the ASN Mailing ID that has been designated by the customer.
Mailing Name	Denotes the ASN Mailing Name that has been designated by the customer.
PLANET Coded Pieces Finalized for Delivery	The number or percentage of pieces belonging to the mail drop, and owned by the selected customer, which have received an Entry scan and "Stop the Clock" operation. "Stop the Clock" operations are operation numbers 905, 918, 919, 336, 337, 406, 407, 426, 427, 466 or 467.
PLANET Coded Pieces Finalized for Delivery Late	The number or percentage of pieces that have received a "Stop the Clock" operation and have exceeded the USPS Service Standard based on the type of mail and originating/destinating locations of the piece.
PLANET Coded Pieces Finalized for Delivery in 1 Day	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for one processing day. Only pieces that received a "Stop the Clock" operation are counted.

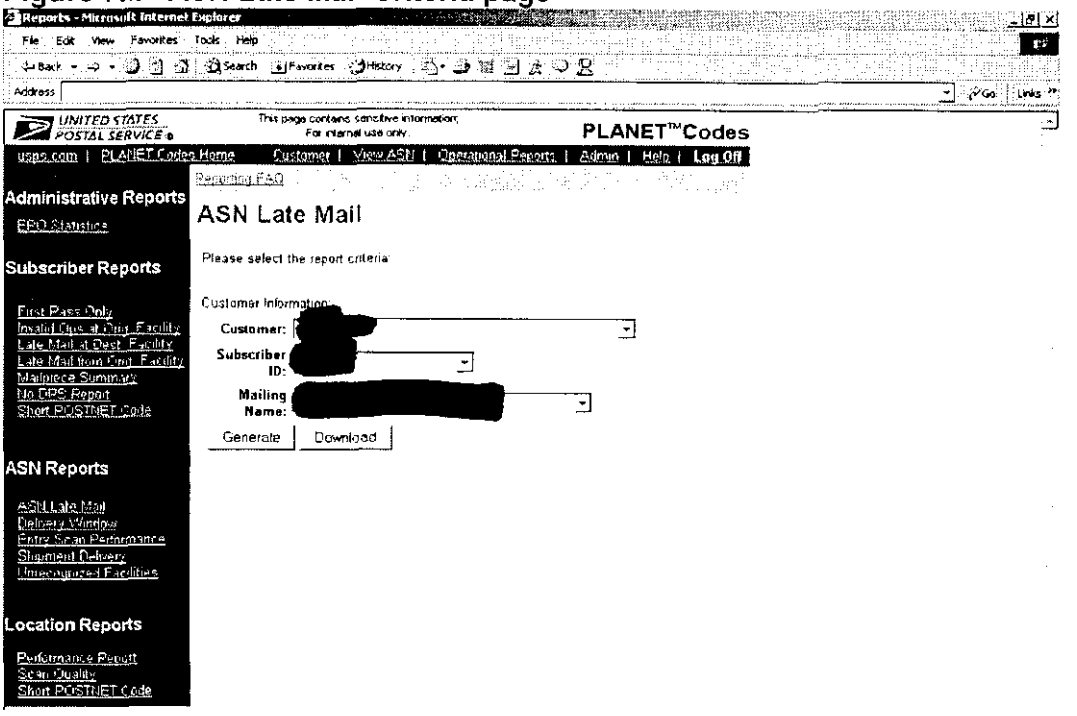
Column Name	Description
PLANET Coded Pieces Finalized for Delivery in 2 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for two processing days. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces Finalized for Delivery in 3 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for three processing days. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces Finalized for Delivery in 4 Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for four processing days. Only pieces that received a "Stop the Clock" operation are counted.
PLANET Coded Pieces Finalized for Delivery in 4+ Days	The number or percentage of pieces that have received a "Stop the Clock" operation and have been in the system for more than four processing days. Only pieces that received a "Stop the Clock" operation are counted.

7.5.2 ASN LATE MAIL REPORT

The ASN Late Mail Report shows how successfully USPS delivered a Subscriber's mailpieces. The report does this by comparing the number of pieces mailed to the number of pieces that were late (as per the USPS service standard).

See Figure 7.27 ASN Late Mail Criteria page.

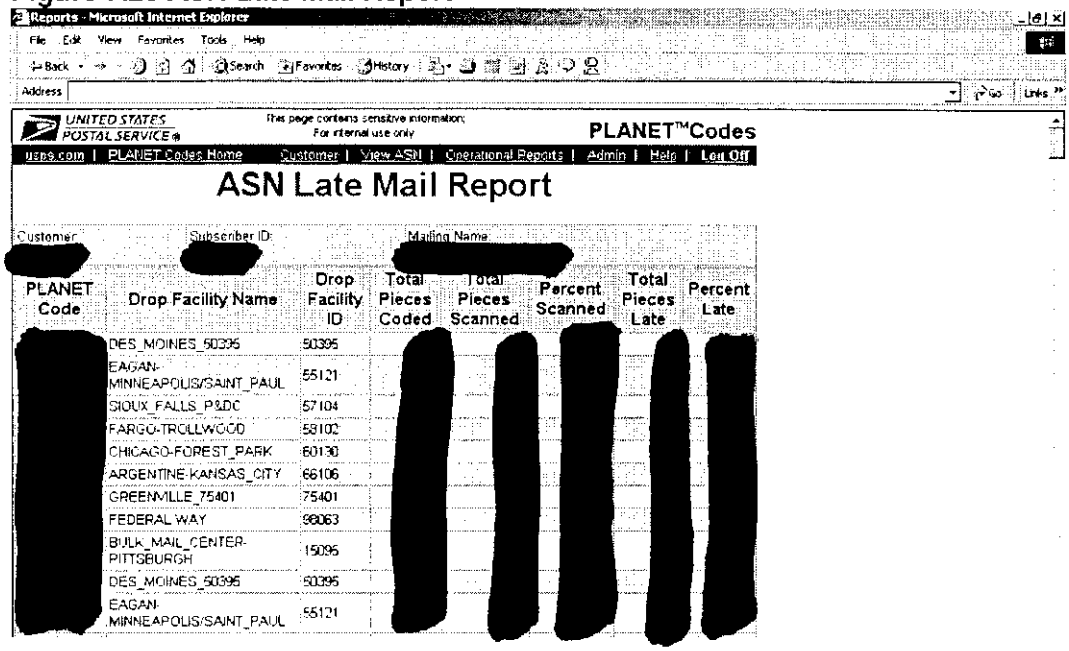
Figure 7.27 ASN Late Mail Criteria page



In order to generate this report the user sets the following criteria: Customer, Subscriber ID, and Mailing Name. Then the user clicks the **Generate** or **Download** button.

See Figure 7.28 ASN Late Mail Report.

Figure 7.28 ASN Late Mail Report



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ASN Late Mail Report

Customer: [redacted] Subscriber ID: [redacted] Mailing Name: [redacted]

PLANET Code	Drop Facility Name	Drop Facility ID	Total Pieces Coded	Total Pieces Scanned	Percent Scanned	Total Pieces Late	Percent Late
[redacted]	DES_MOINES_50395	50395	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	EAGAN-MINNEAPOLIS/SAINT_PAUL	55121					
	SIOUX_FALLS_P&DC	57104					
	FARGO-TROLLWOOD	58102					
	CHICAGO-FOREST_PARK	60130					
	ARGENTINE-KANSAS_CITY	66106					
	GREENVILLE_75401	75401					
	FEDERAL WAY	98063					
	BULK_MAIL_CENTER-PITTSBURGH	15096					
	DES_MOINES_50395	50395					
	EAGAN-MINNEAPOLIS/SAINT_PAUL	55121					

Table 7.24 provides a detailed description of each field displayed in the ASN Late Mail Report.

Table 7.24 ASN Late Mail Report Column Titles and Descriptions

Column Name	Explanation
PLANET Code	The PLANET™ Code associated with the selected mail drop.
Drop Facility Name	The name of the facility where the mail drop occurred.
Drop Facility ID	The ID number that is paired with the facility where the mailing was dropped.
Coded Pieces Mailed	The number of distinct pieces of mail that were PLANET™ Coded according to the customer.
Pieces Scanned	The total number of pieces of mail associated with the mail drop that were scanned by mail processing equipment (MPE).
Percent Scanned	Percentage of PLANET™ coded pieces that were scanned by mail processing equipment (MPE). (Total Pieces Scanned)/(Total Pieces Coded)*100
Total Pieces Late	The total number of pieces that have exceeded the USPS Service Standard based on the type of mail and location of the mail processing.
Percent Late	Percentage of the Total Pieces Scanned that have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. (Total Pieces Late)/(Total Pieces Scanned)*100

If the user selects a PLANET™ Code for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

Table 7.25 ASN Late Mail Report (Scan Level) Column Names and Descriptions

Column Name	Description
Originating Facility	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the Destinating Facility for the mailpiece based on the expected location for final processing. The expected location for final processing is determined by comparing the POSTNET ZIP Code to the Processing Facility data.
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan Time	The date and time of the piece's last scan.
Days in System	The calculation is performed by a batch program that runs daily. The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)

Column Name	Description
Service Std (days)	Indicates the USPS Service Standard for the type of mail and location of the mail processing. If this information is unknown, the mail type is assumed to be Standard. The type of mail is embedded in the PLANET™ Code applied by the customer.
Late Indicator	Compares the Days in System to the Service Standard and displays a "Y" if the piece is late or a "N" if the piece is not late.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a third table will be displayed along with the second. This table specifies the scan information for the piece selected.

Table 7.26 ASN Late Mail Report (Scan Level) Column Names and Descriptions

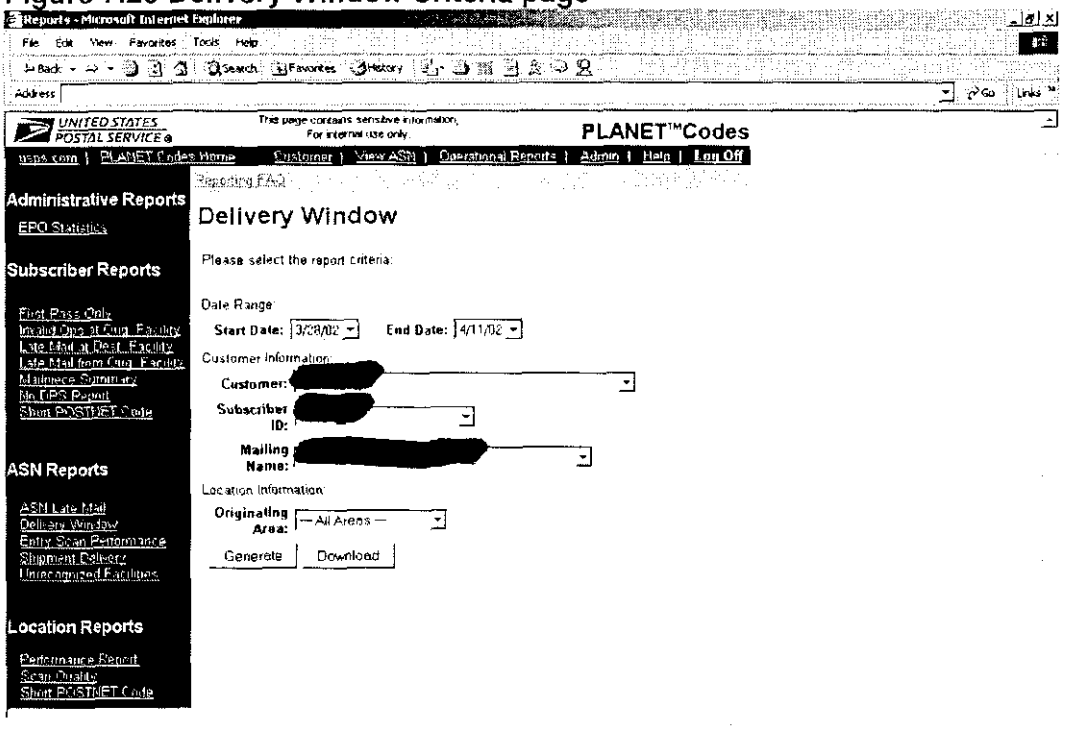
Name:	Description:
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

Name:	Description:
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.5.3 DELIVERY WINDOW REPORT

The Delivery Window report shows how successfully USPS delivered a subscriber's mailpieces within the requested delivery window. The information is grouped by originating Facility, District, or Area. The report evaluates whether the last scan occurred within the delivery window specified on the ASN.
See Figure 7.29 Delivery Window Criteria page.

Figure 7.29 Delivery Window Criteria page



In order to generate this report the user sets the following criteria: Date Range, Customer, Subscriber ID, and Mailing Name. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.30 Delivery Window Report.

Figure 7.30 Delivery Window Report

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Delivery Window Report

Start Date: 28-Mar-2002 | End Date: 11-Apr-2002 | Customer: [redacted] | Subscriber ID: [redacted] | Mailing Name: [redacted]

Area Name	Area ID	Total Pieces Scanned	Total On-time Pieces	Percent Delivered Within Delivery Window
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]
NORTHEAST	B			
EASTERN	C			
WESTERN	E			
PACIFIC	F			
SOUTHWEST	G			
SOUTHEAST	H			
GREAT LAKES	J			
CAPITAL METRO	K			
Total				

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Table 7.27 provides a detailed description of each field displayed in the Delivery Window Report.

Table 7.27 Delivery Window Report Column Titles and Descriptions

Column Name	Explanation
Area/District/Facility Name	The name of the chosen Area/District/Facility.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Pieces Scanned	The number of pieces, originating at the facility, associated with the mail drop that were scanned by mail processing equipment.
Total On-Time Pieces	The total number of pieces originating at the facility that were scanned by mail processing equipment (MPE) that arrived within the Delivery Window specified for the mail drop. On-time is defined as a piece that receives its last scan within the Delivery Window.
Percent Delivered within Delivery Window	Percentage of mailpieces that received a last scan during the Delivery Window. (Total On-Time Pieces)/(Total Pieces Scanned)*100

If the user selects a District Name for a specific piece, a second table will be displayed. This table specifies the scan information for the piece selected.

Table 7.28 Delivery Window Report (Piece Level) Column Titles and Descriptions

Column Name	Description
Originating Facility	The name of the Originating Facility for the mailpiece. This is determined by the facility where the first scan for the mailpiece occurred. This may be an Entry scan or an MPE scan.
Destinating Facility	The name of the Destinating Facility for the POSTNET ZIP Code.

Column Name	Description
PLANET Code	The PLANET™ Code on the mailpiece.
POSTNET Code	The POSTNET Code on the mailpiece.
ID Tag	The unique ID tag for the mailpiece (if one is available).
First Scan Time	The date and time of the piece's first scan. This scan may be an Entry scan or a MPE scan.
Last Scan Time	The date and time of the piece's last scan.
Days in System	The number of days that a mailpiece has been in the system is the difference between the first scan for the mailpiece and the most recent scan for the mailpiece when the batch program begins. The number of days that a mailpiece is in the system is based on processing days, not calendar days. Processing days run from 10:00 AM to 9:59 AM. (This is an approximation of the standard "processing for delivery cut-off" at USPS facilities.)
Service Std (days)	Indicates the USPS Service Standard for the type of mail and location of the mail processing. If this information is unknown, the mail type is assumed to be Standard. The type of mail is embedded in the PLANET™ Code applied by the customer.
Late Indicator	Compares the Days in System to the Service Standard and displays a "Y" if the piece is late or a "N" if the piece is not late.

NOTE: WHILE MOST ID TAGS ARE USPS-GENERATED, A SMALL NUMBER ARE OWNED AND GENERATED BY EXTERNAL CUSTOMERS. THESE EXTERNAL ID TAGS MAY BE READ BY USPS MAIL PROCESSING EQUIPMENT (MPE) AND INCLUDED IN MPE SCAN DATA. FOR THIS REASON, USPS WILL NOT BE ABLE TO PROVIDE SPECIFIC ANSWERS TO QUESTIONS ABOUT THE ORIGIN OF EVERY ID TAG.

If the user selects a PLANET™ Code for a specific piece, a third table will be displayed along with the second. This table specifies the scan information for the piece selected.

Table 7.29 Delivery Window Report (Scan Level) Column Titles and Descriptions

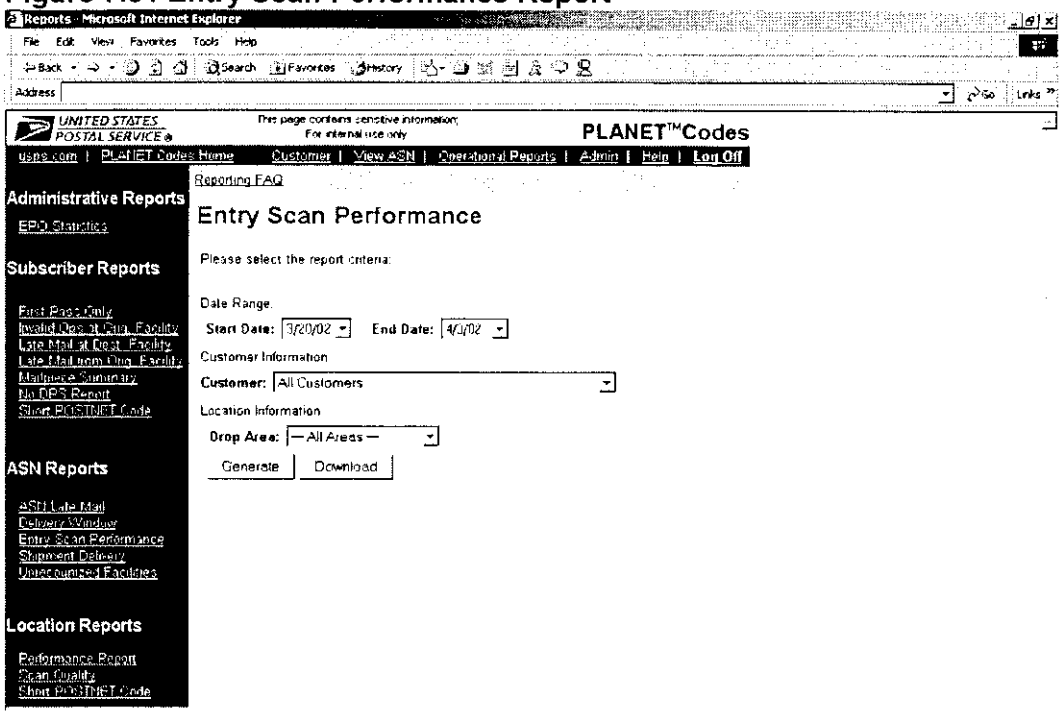
Column Name	Description
Facility	The name of the facility where the scan occurred.
Facility ID	The ID number that is paired with the chosen facility.
Operation	The operation number of the scan.
Time	The date and time the scan occurred.
# Hrs Since First Scan	The number of hours that elapsed since the first scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.
# Hrs Between Operations	The number of hours that elapsed since the previous scan for the mailpiece. The number of hours is rounded up or down to the closest whole number.

7.5.4 ENTRY SCAN PERFORMANCE REPORT

The Entry Scan Performance Report provides detailed information on where and when shipments receive an Entry scan, compared to customer reported information in the Advance Shipping Notice (ASN). It also reports mailpieces associated with shipments that are being processed and have received a Mail Processing Equipment (MPE) scan, but did not receive an Entry scan. The purpose of the report is to identify disparities between shipments that receive an Entry scan and shipments that do not receive an Entry scan.

See Figure 7.31 Entry Scan Performance Report

Figure 7.31 Entry Scan Performance Report



In order to generate this report the user sets the following criteria: Date Range, and Customer. Location information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.32 Entry Scan Performance Report.

Figure 7.32 Entry Scan Performance Report

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Entry Scan Performance Report

Start Date: 20-Mar-2002 | End Date: 03-Apr-2002 | Customer: All Customers

Area Name	Area ID	Shipments Received Based on System Scans	Entry Scans Received at Expected Location	Percentage of Entry Scans Received at Expected Location	Entry Scans Received at Unexpected Location	Percentage of Entry Scans Received at Unexpected Location	Shipments Processed with No Entry Scan	Percentage of Shipments Processed with No Entry Scan
NEW YORK METRO	A	[redacted]						
EASTERN	C							
WESTERN	E							
CAPITAL METRO	K							
Total								

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Table 7.30 provides a detailed description of each field displayed in the Entry Scan Performance Report.

Table 7.30 Entry Scan Performance Report Column Titles and Descriptions

Column Name	Explanation
Area/District/Facility Name	The customer reported drop Area/District/Facility for the shipment.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Shipments Received Based on System Scans	Denotes the total number of Entry Scans that occurred at the expected location, unexpected location, and those exclusively verified by a Mail Processing Equipment (MPE) scan for that specific location.
Entry Scans Received at Expected Location	Of the expected Entry scans, the number that occurred at the expected facility. This count reflects the status of the Entry scans on the date the report is run, not the selected timeframe. This count includes the number of Entry scans that were expected during the selected timeframe.
Percentage of Entry Scans Received at Expected Location	Of the expected Entry scans, the percentage that occurred at the expected facility. (Entry Scans Received at Expected Location)/(Shipments Received Based on System Scans)*100
Entry Scans Received at Unexpected Location	Of the expected Entry scans, the number of Entry scans that occurred at a facility other than the expected facility. Even Entry scans received at unrecognized facilities will be included. This count reflects the status of the Entry scans on the date the report is run, not the selected timeframe. This count includes the number of Entry scans that were expected during the selected timeframe.

Percentage of Entry Scans Received at Unexpected Location	Of the expected Entry scans, the percentage of Entry scans that occurred at a facility other than the expected facility. (Entry Scans Received at Unexpected Location)/(Shipments Received Based on System Scans)*100
Shipments Processed with No Entry Scan	The number of shipments that have not received a conventional Entry scan but have received a MPE scan.
Percentage of Shipments Processed with No Entry Scan	The percentage of shipments that did not receive a conventional Entry scan but have received a MPE scan. (Shipments Processed with No Entry Scan)/(Shipments Received Based on System Scans)*100

If the user selects a facility, details about the mailing at the Shipment level are displayed.

See Table 7.31 Entry Scan Performance Report (Shipment Level).

Table 7.31 Entry Scan Performance Report (Shipment Level) Column Names and Descriptions

Column Name	Description
Shipment ID	A 20-digit barcode printed on a mail induction form. This barcode uniquely identifies a shipment. The system matches the value from the barcode to the information submitted by the customer on an ASN.
Entry Appointment Number	A number provided by the customer, if available.
Actual Entry Scan Facility Name	The name of the facility at which the Entry scan occurred.

Actual Entry Scan Facility ID	The ID of the facility at which the Entry scan occurred.
Customer Reported Entry Date	The expected drop date identified in the ASN.
Actual Entry Scan Date	The date and time when the Entry scan occurred.
First MPE Scan Location for Shipment	The location of the first MPE scan if the Shipment is being accounted for by MPE scan instead of by Entry scan. If an Entry scan was received, an "N/A" will populate this column.
First MPE Scan Data for Shipment	The date of the first MPE scan if the Shipment is being accounted for by MPE scan instead of by Entry scan. If an Entry scan was received, an "N/A" will populate this column.

If the user selects a Shipment ID, details about the mailing at the Mail Drop level are displayed. The Mail Drop level report displays the information below.

Table 7.32 Entry Scan Performance Report (Mail Drop Level) Column Names and Descriptions

Column Name	Description
Customer Name	The customer associated with the PLANET™ Code for the mail drop.
Shipment ID	Denotes the 20-digit barcode printed on the mail induction form, which uniquely identifies a shipment.
PLANET Code	The PLANET™ Code associated with the selected mail drop.
Mailing ID	Denotes the ASN Mailing ID that has been designated by the customer.

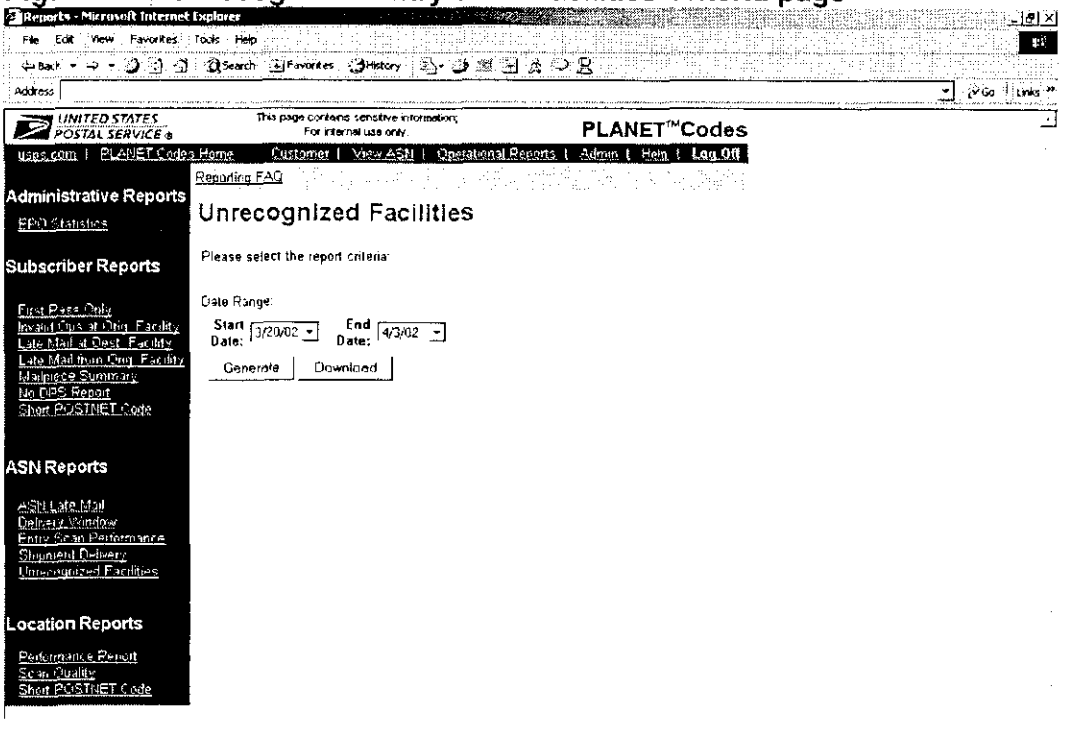
Column Name	Description
Mailing Name	Denotes the ASN Mailing Name that has been designated by the customer.
Expected Entry Date	The date and time of the expected Entry scan if available.
Actual Entry Scan Date	The date and time of the actual Entry scan if available.
First MPE Scan Location for Mail Drop	The location of the first MPE scan if the Mail Drop is being accounted for by MPE scan instead of by Entry scan. If an Entry scan was received, an "N/A" will populate this column.
First MPE Scan Data for Mail Drop	The date of the first MPE scan if the Mail Drop is being accounted for by MPE scan instead of by Entry scan. If an Entry scan was received, an "N/A" will populate this column.

7.5.5 UNRECOGNIZED ENTRY SCAN FACILITIES REPORT

The Unrecognized Scan Entry Facilities Report provides statistics and trend information regarding Entry scans that have unrecognized facility information at both the Unit Level and the Assignment Facility Level.

See Figure 7.33 Unrecognized Entry Scan Facilities Criteria page.

Figure 7.33 Unrecognized Entry Scan Facilities Criteria page



In order to generate this report the user sets the Date Range. Then the user clicks the **Generate** or **Download** button.

See Figure 7.34 Unrecognized Entry Scan Facilities Report.

Figure 7.34 Unrecognized Entry Scan Facilities

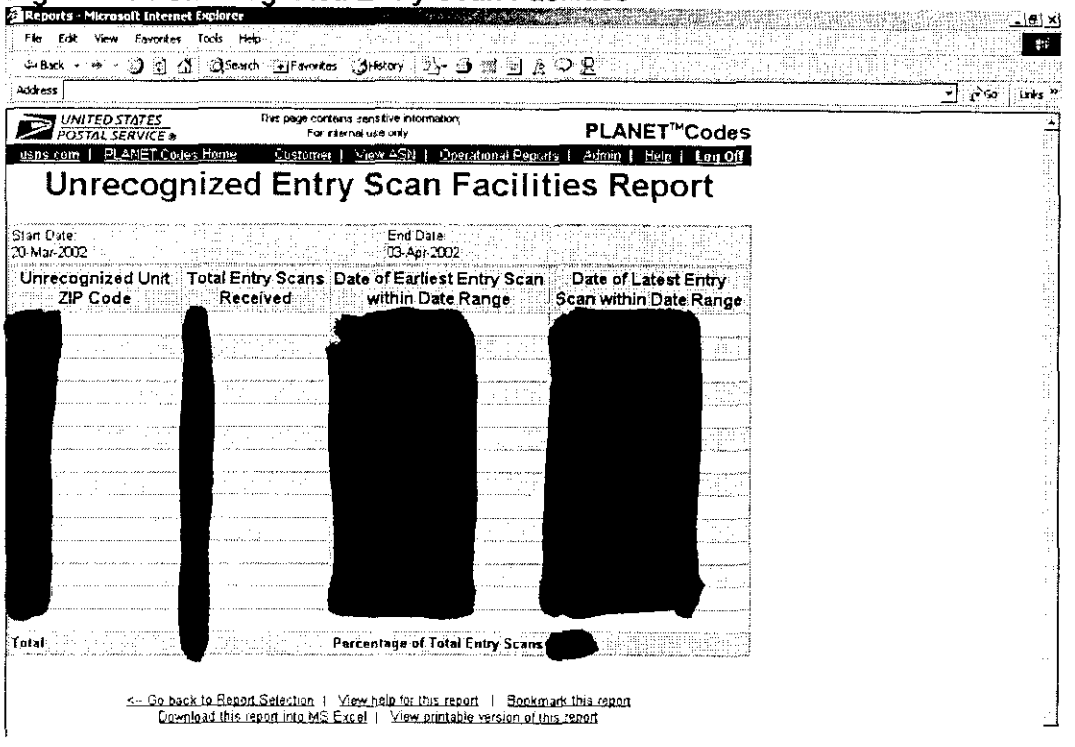


Table 7.33 provides a detailed description of each field displayed in the Unrecognized Entry Scan Facilities Report.

Table 7.34 Unrecognized Entry Scan Facilities Report (Facility Level) Column Names and Descriptions

Column Name	Description
Unrecognized Unit ZIP Code	Unit ZIP Code, sent from Delivery Confirmation scanner, that could not be found in the Confirm® Facility Table.
Total Entry Scans Received	The total number of times the Unrecognized Unit ZIP Code was received in Entry scan data within the selected date range.
Date of Earliest Entry Scan within the Date Range	The date of the earliest Entry Scan containing the Unrecognized Unit ZIP Code within the selected date range.
Date of Latest Entry Scan within the Date Range	The date of the most recent Entry Scan containing that Unrecognized Unit ZIP Code within the selected date range.
Summary Information	
Total	The total number of Entry scans with Unrecognized Unit ZIP Codes for the specified date range.
Percentage of Total Entry Scans	Percentage of scans with Unrecognized Unit ZIP Codes. (Total Scans with Unrecognized Unit ZIP Codes)/ (Total Entry Scans Received)*100

If the user selects an Unrecognized Unit ZIP Code, information at the Assignment ZIP Code level is available.

See Table 7.35 Unrecognized Entry Scan Facilities Report (Assignment ZIP Code Level).

Table 7.35 Unrecognized Entry Scan Facilities Report (Assignment ZIP Code Level) Column Names and Descriptions

Column Name	Description
Assignment ZIP Code Received	The Assignment ZIP Code for the Delivery Confirmation scanner that sent the Unrecognized Unit ZIP Code.
Assignment Facility Name	The name that corresponds to the Assignment ZIP Code based on the Facility File. If the Assignment cannot be recognized then the column will display "Unknown".
Total Entry Scans Received	The number of times the Unit ZIP/Assignment ZIP combination was received within the specified date.
Date of Earliest Entry Scan within the Date Range	The date of the earliest Entry Scan containing the Unit ZIP/Assignment ZIP combination.
Date of the Latest Entry Scan within the Date Range	The date of the most recent Entry Scan containing the Unit ZIP/Assignment ZIP combination.

If the user selects an Assignment ZIP Code, information at the scan level is available.

See Table 7.36 Unrecognized Entry Scan Facilities Report (Scan Level).

Table 7.36 Unrecognized Entry Scan Facilities Report (Scan Level) Column Names and Descriptions

Column Name	Description
Shipment ID	The Shipment ID to which the Entry scan was intended to match.
Device ID	The Device ID for the Delivery Confirmation scanner that sent the Entry scan.
Entry Scan Date/Time	The date and time of the Entry scan.
Barcode Data Input Method	The method by which the Entry scan occurred ("scanned" or "keyed").

7.6 Location Reports

A user may specify the following criteria for each Location report by selecting data from the corresponding drop-down lists:

- Date Range
- Originating Area
- Originating District
- Originating Facility

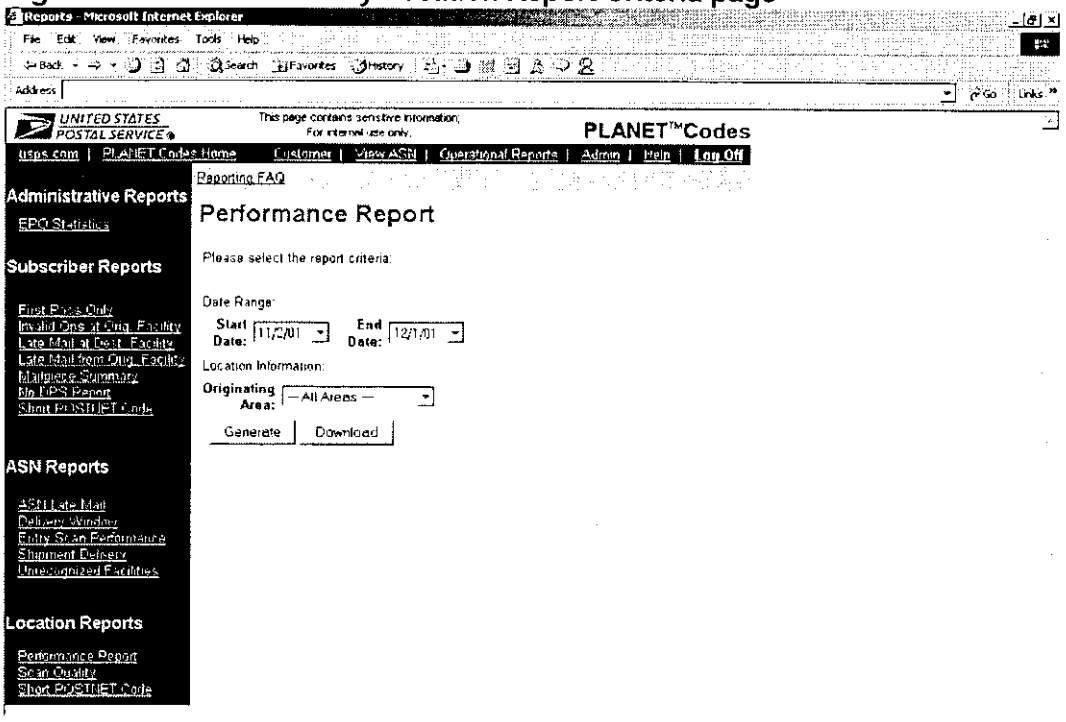
Also reference sections 6.1 and 6.2 for additional information regarding generating reports using the data-limiting and drill-down features.

7.6.1 PERFORMANCE BY LOCATION REPORT

The Performance by Location Report allows the user to obtain an overview of a facility's performance. The performance of a facility is measured by the amount of scans and mailpieces processed by the Area/District/Facility and the total number and percentage of those pieces that arrived at their destination late.

See Figure 7.35 Performance by Location Report Criteria page.

Figure 7.35 Performance by Location Report Criteria page



In order to generate this report the user sets the Date Range. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.36 Performance by Location Report.

Figure 7.36 Performance by Location Report

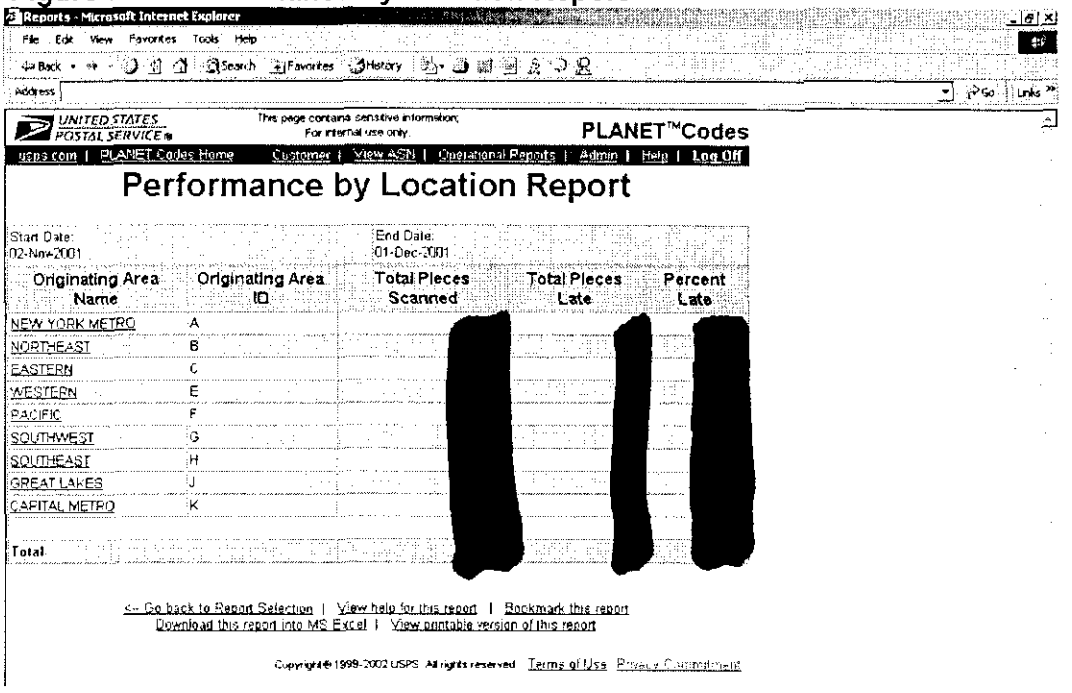


Table 7.37 provides a detailed description of each field displayed in the Performance by Location Report.

Table 7.37 Performance by Location Report Column Titles and Descriptions

Column Name	Description
Originating Area/District/Facility Name	The name of the chosen Originating Area/District/Facility.
Originating Area/District/Facility ID	The ID number that is paired with the chosen Originating Area/District/Facility.
Total Pieces Scanned	The number of distinct pieces of mail that meet the selection criteria. A distinct piece of mail is identified by a unique combination of a POSTNET and PLANET™ Code or an ID tag. A piece of mail is only counted at the facility where it originated. (The name of the column should be changed to "Total Scannded Originating Pieces" in order to reflect this clarification.)
Total Pieces Late	The number of distinct mailpieces that originated at the selected facility and have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. This count reflects the status of the piece on the date the report is run, not the selected timeframe. This count includes the number of pieces that originated during the selected timeframe.
Percent Late	Percentage of the total pieces scanned that have exceeded the USPS Service Standard for delivery based on the type of mail and location of the mail processing. (Total Pieces Late)/(Total Pieces Scanned)*100

The user is able to get information on a subscriber level, by selecting the destinating facility. The subscriber level report displays the same information as above except it lists the Subscriber ID and the Service Code for that ID.

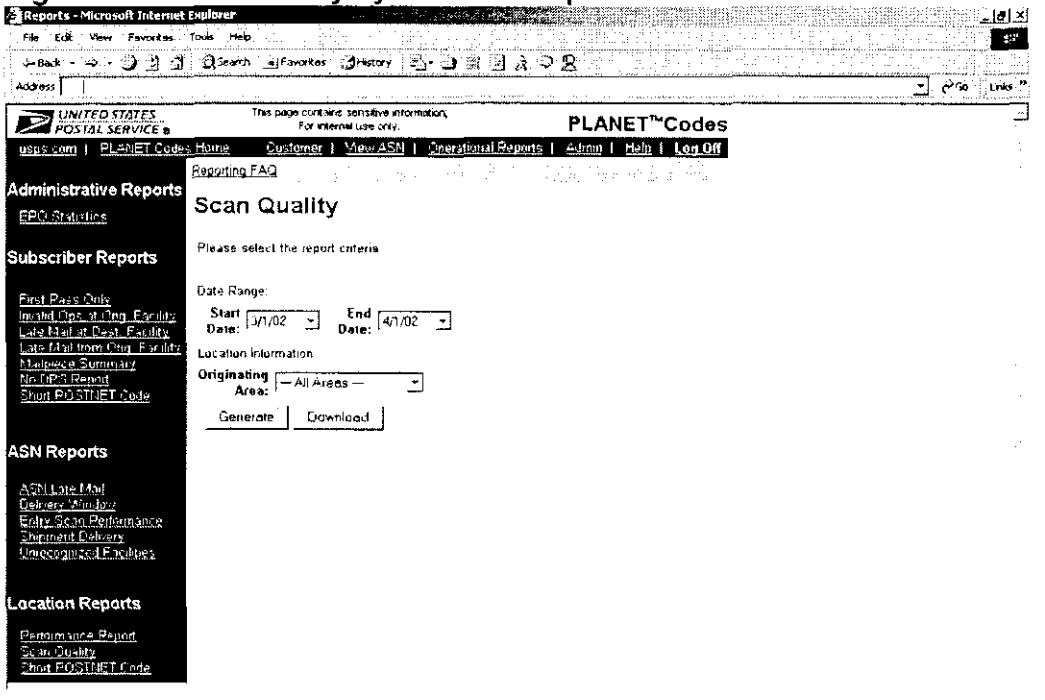
If pieces were late for a particular Subscriber ID, the user can drill down to see the Late Mail by Subscriber ID at Originating Facility report. This report will allow the user to see piece and scan level information for the late mail.

7.6.2 SCAN QUALITY BY LOCATION REPORT

The Scan Quality by Location Report provides information about the integrity of the scans that occur in a specific Area/District/Facility. A "bad scan" would be a scan that did not possess a complete POSTNET code, did not possess any POSTNET code at all, did not possess operation codes or did not possess machine IDs from the different machines that scan the piece of mail during the delivery process.

See Figure 7.37 Scan Quality by Location Report.

Figure 7.37 Scan Quality by Location Report



In order to generate this report the user sets the Date Range. Location Information is optional criteria that can be set. Then the user clicks the **Generate** or **Download** button.

See Figure 7.38 Scan Quality by Location Report.

Figure 7.37 Scan Quality by Location Report

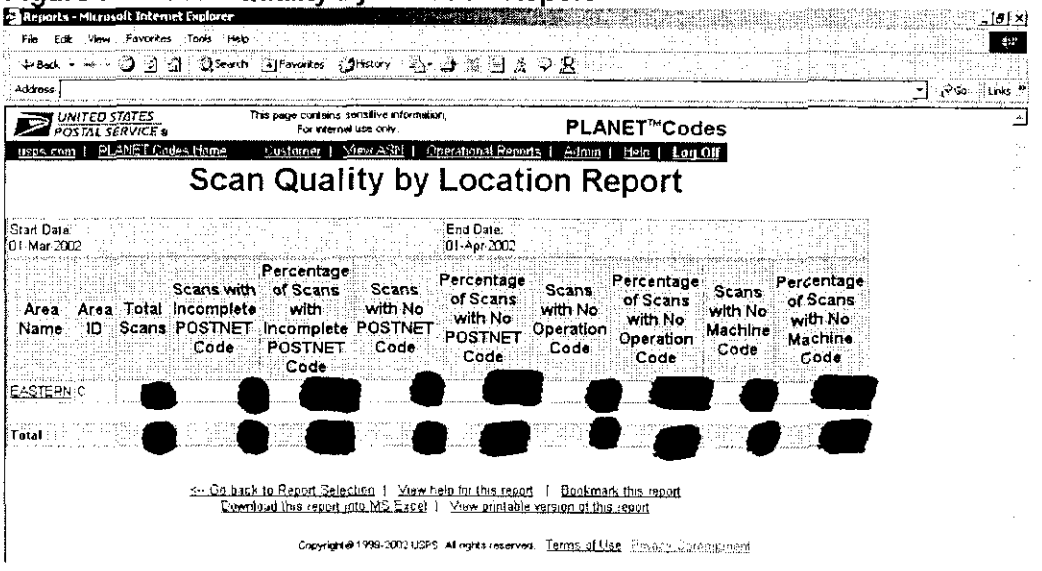


Table 7.38 provides a detailed description of each field displayed in the Scan Report.

Table 7.38 Scan Quality by Location Report Column Titles and Descriptions

Column Name	Description
Area/District/Facility Name	The name of the chosen Area/District/Facility.
Area/District/Facility ID	The ID number that is paired with the chosen Area/District/Facility.
Total Scans	The number of scans that occurred at each Area/District/Facility within the chosen date range.
Scans with Incomplete POSTNET Code	The number of scans for mailpieces originating in the selected facility that contain a short POSTNET code. A short POSTNET code is a POSTNET code that contains less than eleven digits.
Percentage of Scans with Incomplete POSTNET Code	Percentage of scans that contained a short POSTNET Code. (Scans with Incomplete POSTNET Code)/ (Total Scans)*100
Scans with No POSTNET Code	The number of scans that do not contain a POSTNET Code.
Percentage of Scans with No POSTNET Code	Percentage of scans that do not contain a POSTNET Code. (Scans with No POSTNET Code)/(Total Scans)*100
Scans with No Operation Code	The number of scans that do not contain an operation code.

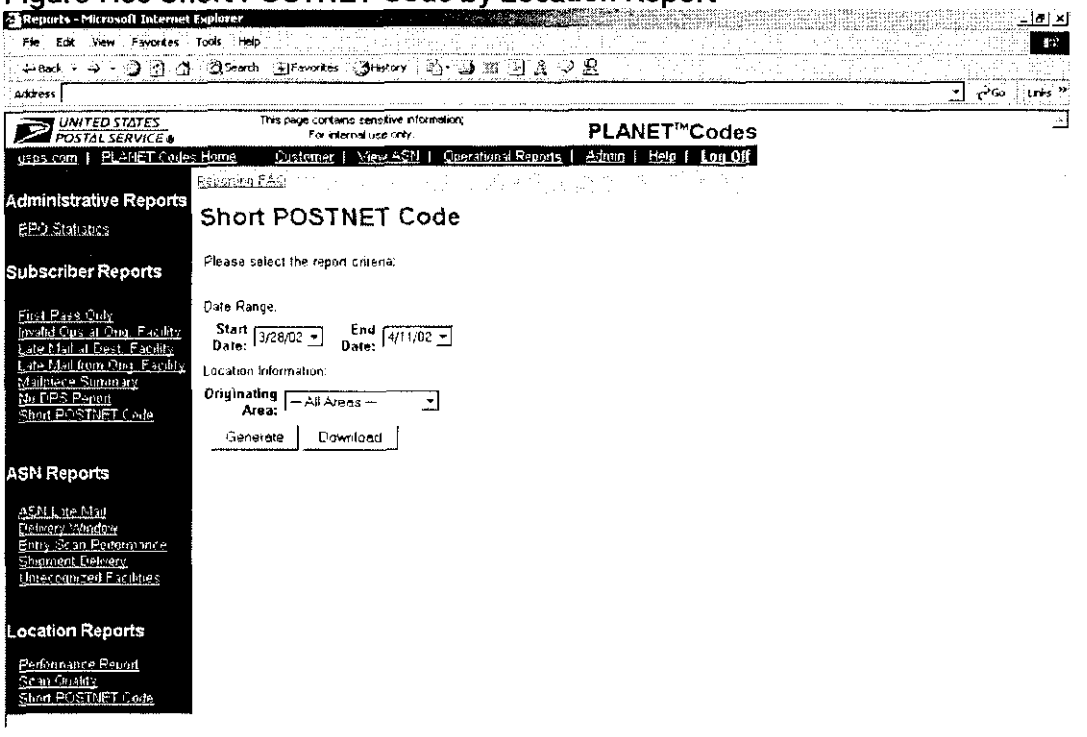
Percentage of Scans with No Operation Code	Percentage of scans that do not contain an operation code. (Scans with No Operation Code)/(Total Scans)*100
Scans with No Machine Code	The number of scans that do not contain a valid machine ID.
Percentage of Scans with No Machine Code	Percentage of scans that do not contain a valid machine ID. (Scans with No Machine Code)/(Total Scans)*100

7.6.3 SHORT POSTNET CODE BY LOCATION REPORT

The Short POSTNET Code by Location Report provides information about pieces of mail that do not have a complete POSTNET code as of its last scan. A POSTNET code should contain eleven digits by the time the last scan is done. Thus, Confirm® flags any POSTNET code that does not have eleven digits by its last scan. This report then displays the flagged information.

See Figure 7.38 Short POSTNET Code by Location Report.

Figure 7.38 Short POSTNET Code by Location Report



In order to generate this report the user sets the date range. Location information is optional criteria that can be set. Then the user clicks the **Generate or Download** button.

See Figure 7.39 Short POSTNET Code by Location Report.

Figure 7.39 Short POSTNET Code by Location Report

Reports - Microsoft Internet Explorer

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Address Go Links

UNITED STATES POSTAL SERVICE

This page contains sensitive information; For internal use only

PLANET™Codes

usps.com | PLANET Codes Home | Customer | View ASN | Operational Reports | Admin | Help | Log Off

Short POSTNET Code by Location Report

Start Date: 28-Mar-2002 End Date: 11-Apr-2002

Originating Area Name	Originating Area ID	Total Scans	Scans with Short POSTNET Codes	Percentage of Scans with Short POSTNET Codes
NEW YORK METRO	A	[redacted]	[redacted]	[redacted]
NORTHEAST	B			
EASTERN	C			
WESTERN	E			
PACIFIC	F			
SOUTHWEST	G			
SOUTHEAST	H			
GREAT LAKES	J			
CAPITAL METRO	K			
Total				

<-- Go back to Report Selection | View help for this report | Bookmark this report
Download this report into MS Excel | View printable version of this report

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Table 7.39 provides a detailed description of each field displayed in the Short POSTNET Code by Location Report.

Table 7.39 Short POSNET Code by Location Report Column Titles and Descriptions

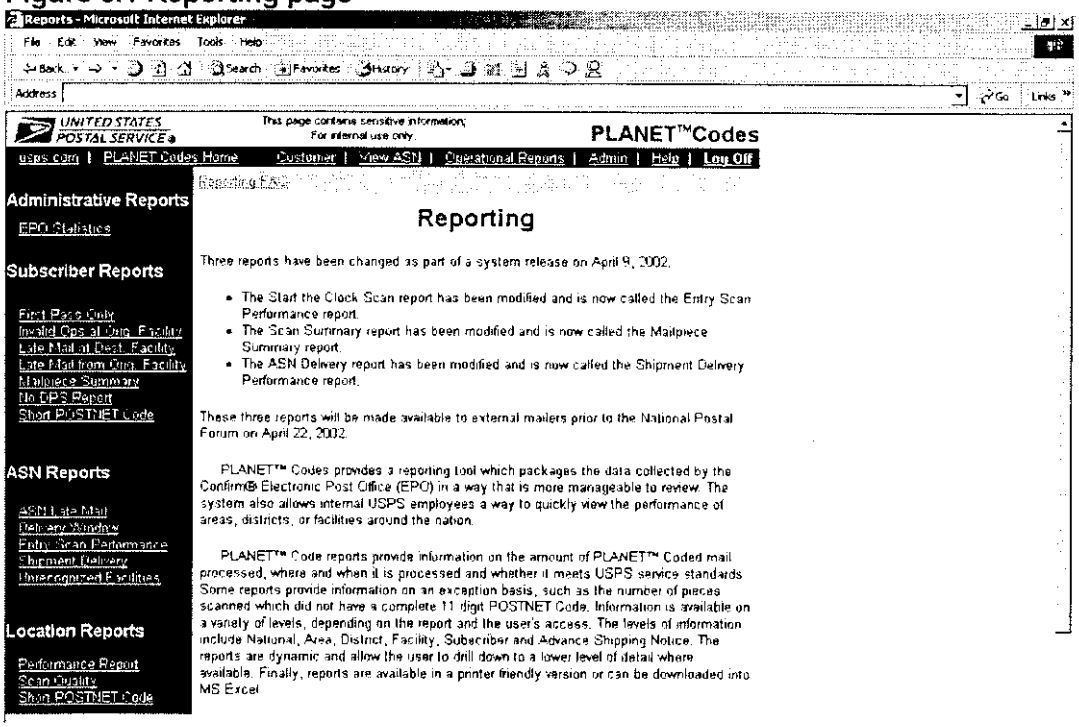
Column Name	Description
Originating Area/District/Facility Name	The name of the chosen Originating Area/District/Facility.
Originating Area/District/Facility ID	The ID number that is paired with the chosen Originating Area/District/Facility.
Total Scans	The number of scans that occurred at each Area/District/Facility within the chosen date range.
Scans with Short POSTNET Codes	The number of scans for mailpieces originating in the selected facility that contain a short POSTNET code. A short POSTNET code is a POSTNET code that contains less than eleven digits.
Percentage of Scans with Short POSTNET Codes	Percentage of scans that contained a short POSTNET Code. (Scans with Short POSTNET Code)/ (Total Scans)*100

8.0 View ASN

To view ASN the user selects the **Operational Reporting** link from the Menu Header. A new Menu Header will display the **View ASN** link.

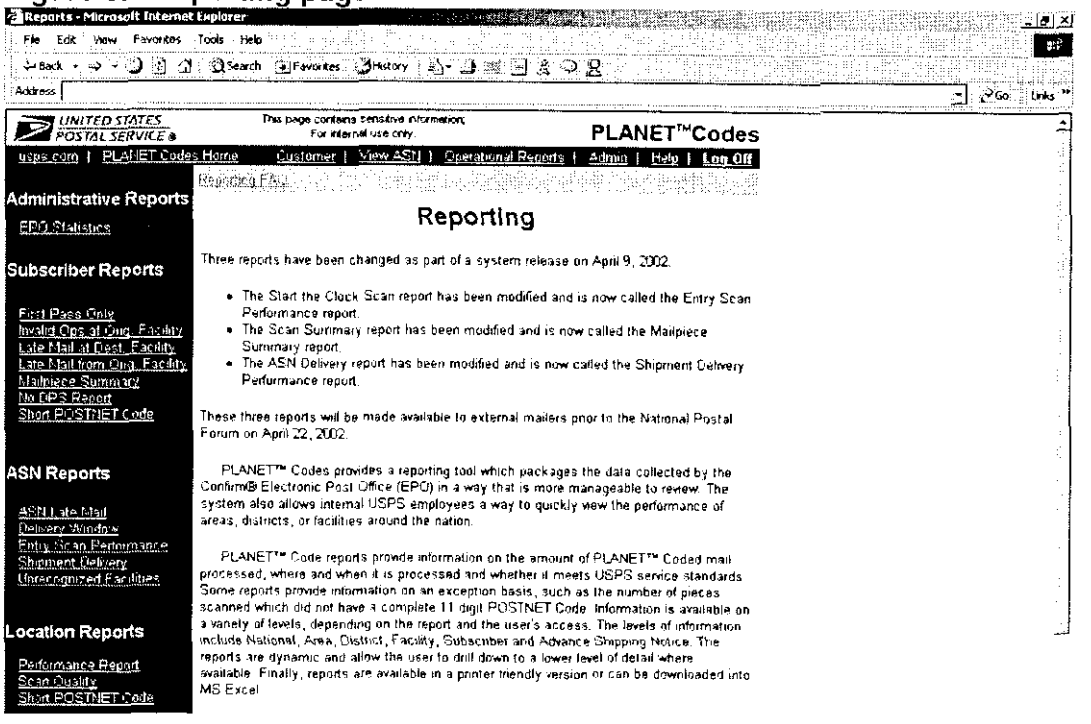
See Figure 8.1 Reporting page.

Figure 8.1 Reporting page



8.1 View ASN

Figure 8.2 Reporting page



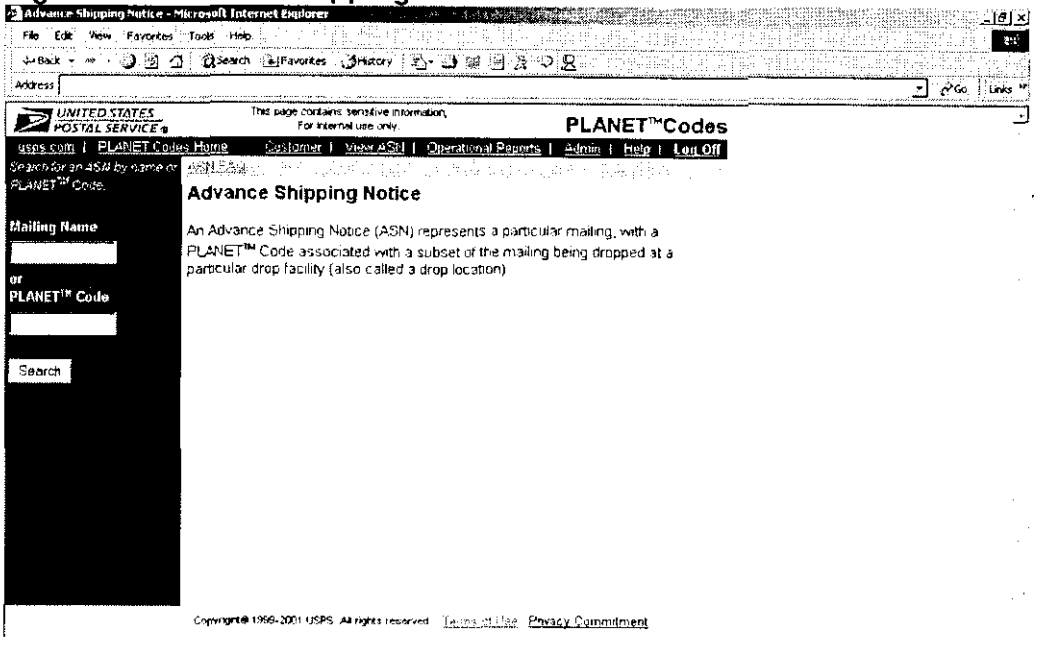
To view an ASN the user will select the **View ASN** link form the Menu Header.

Steps to View ASN

To view ASN the user will do a search of the Mailing Names that exist in the database.

See Figure 8.3 Advance Shipping Notice

Figure 8.3 Advance Shipping Notice

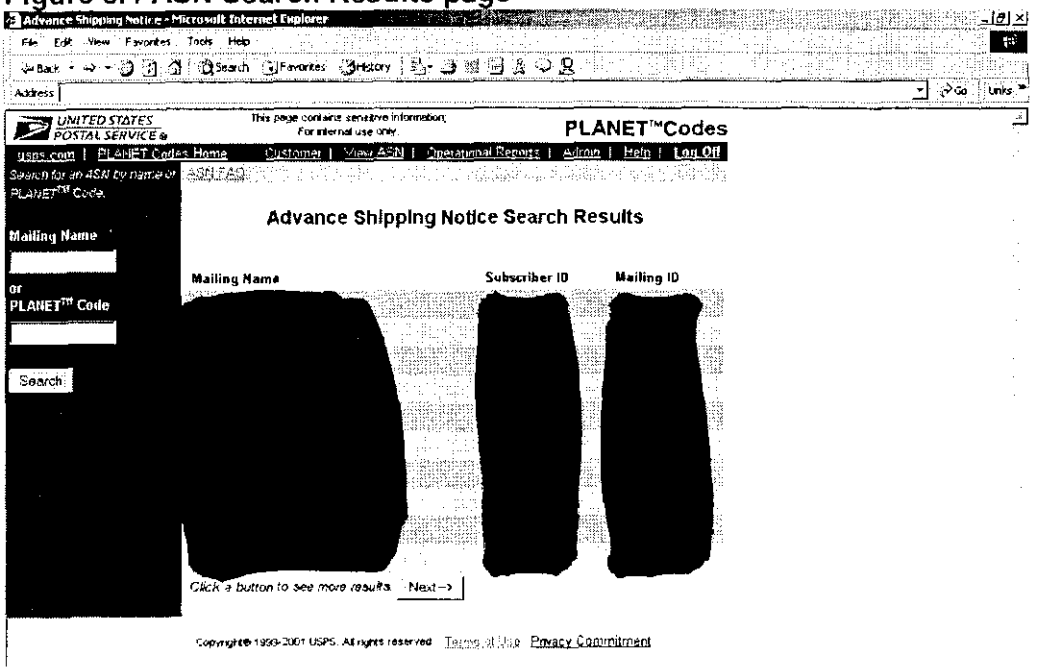


1. In the **Mailing Name** field the user will type in the first letter or as many letters as desired of the mailing name
2. Click the **Search** button

A new ASN screen will display showing a list of all the mailing names in the database that begin with the letters that were entered. Each of the mailing names is a link to the mailing detailed information.

See Figure 8.4 Advanced Shipping Notice Search Results page.

Figure 8.4 ASN Search Results page



1. Click on the desired **ASN Name** link. For example: December Mailing

A new screen displays the ASN.

See Figure 8.5 ASN.

Figure 8.5 ASN

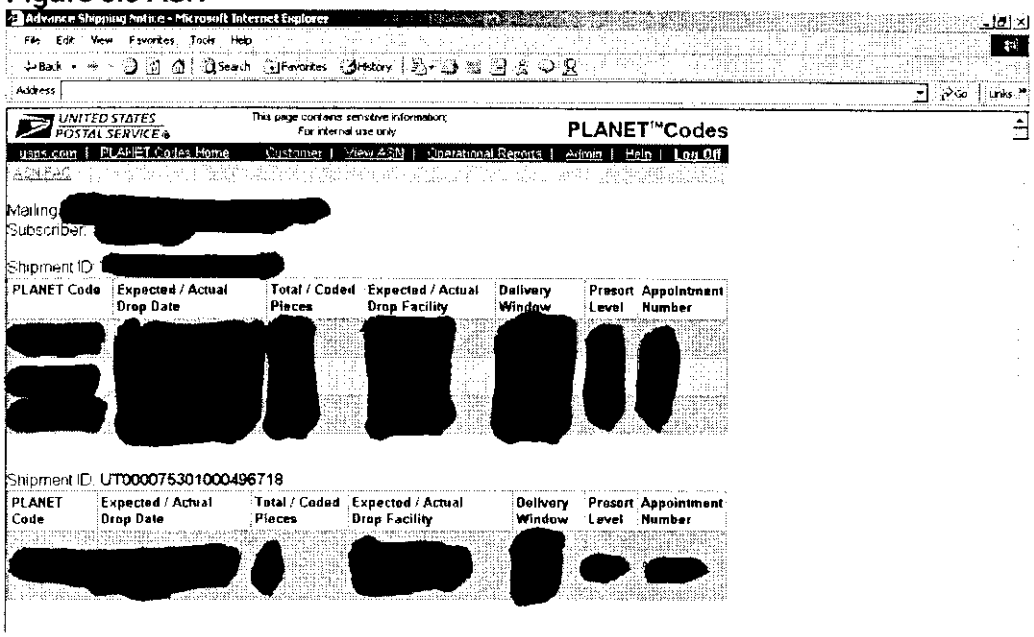


Table 8.1 provides ASN Column Names and Descriptions.

Table 8.1 ASN Column Names and Descriptions

Column Name	Description
PLANET Code	The PLANET™ Code associated with the selected mail drop.
Expected/Actual Drop Date	The expected Drop Date as compared to the Actual Drop Date
Total/Coded Pieces	Total pieces compared to Coded Pieces
Expected/Actual Drop Facility	The Expected Drop Facility compared to the Actual Drop Facility
Delivery Window	The range for when mail is to be delivered
Presort Level	Amount of presorting the mailing has been through
Appointment Number	A number provided from the Drop Shipment Appointment System (DSAS) for the approved delivery and scheduled drop-off of bulk mailings.

9.0 Frequently Asked Questions (FAQ)

To find the answers to Frequently Asked Questions regarding to Operational Reporting, a user may select the **Reporting FAQ** link located in the **Menu Header**. The user, however, will notice that the Menu Headers are slightly different from page to page.