

June 15, 2009

MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: Q4, Fiscal Year (FY) 2009 CODES Software Release

The Q4, FY2009 CODES software release provides updates, corrections, and revisions to the following CODES applications: CCCS, IOCS, ODIS-RPW, RCCS, SIRVI, SIRVO-IODIS, TRACS, and utility programs.

The Q4, FY2009 software release will be distributed automatically via SMS push to the CODES laptops while connected to the postal routing network (PRN) on or about **June 20, 2009**. The CODES Q4 Update CD will also be mailed for the sites that only have dial-up connection to the Postal Network.

You will be notified of the availability of the Q4, FY2009 software release and the update CD mailout by e-mail and News items on the *Statistical Programs Web News* page.

The new release software must NOT be used on tests scheduled before July 1, 2009.

Attachment A provides instructions for receiving the Q4, FY2009 software release updates, activating the software, installing the Q4 Update CD, changing the CODES laptop password, and resetting the scanner.

Attachment B describes the changes made to the CODES software applications and utility programs for the Q4, FY2009 release.

The new CODES applications versions that are documented in Attachment B may change after publication. On the software effective date, July 1, 2009, the *Software Versions* Web page will reflect the latest versions of the Q4, FY2009 release. You may access the *Software Versions* Web page from the *News* page of the *Statistical Programs* Web site (<http://blue.usps.gov/statprog/>).

We value the feedback you provide through the customer satisfaction survey. The survey for the Q4, FY2009 software release will be available from the *Statistical Programs* Web site *News* page **July 8 - July 31, 2009**, under the News item titled *Q4, FY2009 Software Release Survey*. Your comments help us improve our products – making them more dependable and easier to use. Your satisfaction is of great importance, so please continue to use the survey to help us exceed your expectations.

Thank You

Attachment A

RELEASE SOFTWARE INSTALLATION INSTRUCTIONS

INSTALLATION STEPS OVERVIEW

This attachment provides the basic procedures necessary for updating the CODES laptop with the new software for the Quarter 4.

To make Q4, FY2009 software update as smooth as possible, it is important that you read this document carefully and follow all steps in the order they are listed below.

1. Receive the software via SMS push to the CODES laptop (**Attachment A, Section 1**). Do **NOT** activate the software on the CODES laptop at this point. **Data collectors are to verify with the MSP when the new software should be activated.**
2. Once you have completed **all** scheduled tests and transmitted the test data to the CODES Web Base Unit, activate the Q4 updates on the CODES laptop (**Attachment A, Section 2**).
3. If you are unable to receive the software via SMS push due to problems, the inability to connect with, or the lack of access to the postal routing network (PRN); contact the CODES Computer Support Center *before* you install the updates via the Q4 Update CD (**Attachment A, Section 3**).
4. Change the CODES laptop password. Postal IT policy requires all passwords be changed at a maximum of 180 days (**Attachment A, Section 4**).
5. If necessary, the scanner may be reset using the provided procedure (**Attachment A, Section 5**).
6. Review the software changes made to the CODES applications and utility programs for Quarter 4 (**Attachment B**).

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

Section 1

Receiving the Software via SMS Push

REMINDERS:

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

1. Once you receive notification that the release software is available, connect the CODES laptop to the Postal Network by a LAN cable or via the Internet using a dial-up connection.
2. The ACE system will automatically push the Q4, FY2009 software to the CODES laptop via SMS. The time needed for the software push will depend on the CODES laptop configuration and the network connection speed. With a dial-up connection, allow an hour to receive the software push completely.
3. The *activation* icon appears on the Windows desktop of the CODES laptop upon completion of the software push.

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

This completes receiving the release software via SMS push.

Section 2

Activating the Software on the CODES Laptop

After you have completed **all** scheduled tests and transmitted test data from the CODES laptop, proceed with activating Q4, FY2009 updates on the CODES laptop by following these steps:

Do NOT activate and use the installed software on tests scheduled before the July 1, 2009 software effective date. Data collectors are to verify with the MSP when the new software may be activated.

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

This completes the activation of the Q4 updates on the CODES laptop.

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

Congratulations! You have successfully received and activated Q4 updates on the CODES laptop.

Section 3 is only for the sites that were unable to receive Q4 updates via SMS push.

Section 3

Installing the Release Software via the Update CD

On the CODES Laptop:

1. Complete **all** scheduled tests and transmit test data from the CODES laptop.
2. Exit all CODES, Microsoft Office, or Adobe Acrobat applications that are running on the CODES laptop and close the CODES Main Menu by clicking **Close** at the bottom of the window.
3. Insert the Q4 Update CD into the CODES laptop DVD drive and close the drive.
4. The CD opens to My Computer **D:** drive.

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

5. Double-click the Q4 executable (.exe) file to start the installation. The CD begins installing.
6. At the *CODES Update Received* dialog box, click **OK** or press ENTER to continue.
7. If necessary, close the window by clicking the **X** button in the upper-right corner.
8. Once the CD installation has completed, the *activation* icon appears on the Windows desktop of the CODES laptop.
9. Remove the Q4 Update CD from the CODES laptop DVD drive and close the drive.
10. To activate Q4 updates on the CODES laptop, see **Section 2, steps 1-4** of this attachment.

If you have multiple CODES laptops that require installation using the Q4 Update CD, you must install the CD on each CODES laptop by following **steps 1-10** of this section.

Section 4

Changing the CODES Laptop Password

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

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

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

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

IMPORTANT

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

To change the District CODES Laptop password before it expires:

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

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

Section 5

Resetting the Scanner

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

Resetting the Scanner

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

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

2. Scan the barcode. 
Restore Default Settings

3. Scan the barcode. 
USB HID Barcode Imager

4. Scan the barcode. 
All Symbologies On

5. Scan the barcode. 
POSTNET Barcode On

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

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

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

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

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

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

Attachment B

RELEASE NOTES

This attachment describes changes made to the CODES software applications and utility programs for the Q4 release. The new CODES application versions that are documented in Attachment B may change after publication. On the software effective date, **July 1, 2009**, the *Software Versions* Web page will reflect the latest software versions of the Q4, FY2009 release. You may access the *Software Versions* Web page from the *News* page of the *Statistical Programs* Web site (<http://blue.usps.gov/statprog>).

CCCS

Data Entry (Version 1.8)

1. The new version is 1.8.
2. The **Bundle/Container Shape** screen is renamed the **Direct Bundle Top Piece Shape** screen and now TOP PIECE is capitalized for emphasis in the question of the newly named screen.
3. If a user selects a Parcel mailpiece for Direct Bundles, a new confirmation message displays:

Most Direct Bundles consist of letters or flats. Are you sure that the shape of the top piece is Parcel?
4. Periodical Parcel Characteristics data is no longer collected.
5. On the **Shape** screen, if the user selects 3 - *FSS Flat*, a new selection screen **FSS Mailpiece Shape** displays with the following text and Yes/No options:

Is the mailpiece(s) selected from the FSS container letter-shaped?
6. A new international-barcode collection screen **International Customs Form Scan** displays when a user adds an International Economy or International Air (Subclasses 1, 2, and 3 ONLY) and the shape is FSS Flat, Other Flat, or Parcel. The new screen contains the following text:

Please scan the Customs Form Barcode on the International mailpiece(s) (for example CP72 or CN22). If there is no Customs Form Barcode, leave this field blank and select OK or hit Enter-Key.

IOCS

Data Entry (Version 6.4)

1. The new version is 6.4.
2. The list of publications is updated.
3. IOCS now provides a lookup for the Respondent Name on the **Header** and **End Reading** screens. As the user types the name of the respondent (last name, then first name), IOCS displays a list of names that match what is typed. When the desired name is displayed in the list, the user can either finish typing the name or scroll down in the list to select it. If the name does not appear in the list, IOCS can accept the name as it is typed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

RCCS

Data Entry (Version 1.8)

1. The new version is 1.8.
2. On the Menu tree, if the mail class selected by the user is *2 - Priority*, *6 - Express*, *8 - International Economy*, or *9 - International Air*, then in the **Compensation Category** screen, option *7 - Boxholder* is grayed out.
3. The **Direct Bundle Shape** screen is renamed **Direct Bundle Top Piece Shape** and now TOP PIECE is capitalized for emphasis in the question of the newly named screen.
4. On the **Shape** screen, if the user selects *6 - Direct Bundle*; and on **Direct Bundle Top Piece Shape** screen, the user selects *C - Parcel* as the shape of the top piece, the following warning message displays:

Most Direct Bundles consist of letters or flats. Are you sure that the shape of the top piece is Parcel?

If the user selects Yes, the application continues. Selecting No returns the user to the **Direct Bundle Top Piece Shape** screen.
5. The **Periodical Parcel Characteristics** screen has been removed.
6. On the **Shape** screen, if the user selects *3 - FSS Flat*, a new selection screen **FSS Mailpiece Shape** displays with the following text and Yes/No options:

Is the mailpiece(s) selected from the FSS container letter-shaped?
7. On the Menu tree, if the user selects mail class *8 - International Economy* or *9 - International Air (Subclasses 1, 2, and 3 ONLY)* and on the **Shape** screen, if the user selects *3 - FSS Flat*, *4 - Other Flat*, or *5 - Parcel*, to obtain a scan a new **International Customs Form Scan** screen displays with the following text:

Please scan the Customs Form Barcode on the International mailpiece(s) (for example CP72 or CN22). If there is no Customs Form Barcode, leave this field blank and select OK or hit the Enter-Key.

SIRVI

Data Entry (Version 4.2)

1. The new version is 4.2.
2. The sample load process is updated.

SIRVO-IODIS

Data Entry (Version 4.3)

1. The new version is 4.3.
2. The SIRVO-IODIS Indicia and Product Other Help files are updated.
3. A new Indicia option is available for **First Class Mail International** screen items:

C - Absentee Ballot

4. On the **Extra Services** screen:
 - Whenever Restricted Delivery is used, at least one other service must be selected.
 - When Insured is selected, a new **Insured Fees** screen displays after the **Revenue per Piece** screen.
5. On the **International Mail Shape** screen, options 8 and 9 are updated and now include the word "Medium":
 - 8 - USPS Medium Flat Rate Priority Box (14 x 12 x 3 ½ inches)
 - 9 - USPS Medium Flat Rate Priority Box (11 ¼ x 8 ¾ x 6 inches)

TRACS

Data Entry (Version 4.5)

1. The new version is 4.5.
2. When entering a mail item that is a parcel, to get the parcel dimensions TRACS now displays a screen with the following text:

Mailpiece Dimensions

- Square or Rectangular
- Other Shapes

Press S or T to choose dimensions,
then enter dimensions in inches.

Length: _____

Height: _____

Thickness: _____

(Width)

For parcels that are nonsquare (or nonrectangular), measure length from the longest dimension. Since height and thickness (width) are not likely to be uniform dimensions, measure these dimensions at their maximum cross-sections. Remember that length is always the longest dimension, regardless of the mailpiece shape.

Note:

For multiple identical pieces of the same size, record the dimensions for one piece. Identical pieces have the same mail category, sub-category, weight, size, and shape. Record the nonidentical pieces individually.

Rounding Rules:

Measure length, height and thickness in inches to 2 decimal places.

All three dimensions are required. The length may not be shorter than either of the other two dimensions.

Note: On USPS supplied Priority Mail Boxes or Tubes. The *Parcel Dimensions* screen will not appear.

UTILITIES

1. The most current meter Hotlist file available is included in this release.
2. The city and state files are updated.

DCT DOCUMENTS

DCT Documents are updated to include SP Letter #5 FY2009.