

September 15, 2009

MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: Q1, Fiscal Year (FY) 2010 CODES Software Release

The Q1, FY2010 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 Q1, FY2010 software release will be distributed automatically via SMS push to the CODES laptops while connected to the postal routing network (PRN) on or about **September 22, 2009**. The CODES Q1 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 Q1, FY2010 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 October 1, 2009.

Attachment A provides instructions for receiving the Q1, FY2010 software release updates, activating the software, installing the Q1 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 Q1, FY2010 release.

The new CODES applications versions that are documented in Attachment B may change after publication. On the software effective date, October 1, 2009, the *Software Versions Web* page will reflect the latest versions of the Q1, FY2010 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 Q1, FY2010 software release will be available from the *Statistical Programs Web* site *News* page **October 8 - October 31, 2009**, under the News item titled *Q1, FY2010 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 Quarter 1.

To make Q1, FY2010 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 Q1 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 Q1 Update CD (**Attachment A, Section 3**).
4. Change the CODES laptop password. Effective Q1, FY2010, Postal IT policy requires all passwords be changed at a maximum of 90 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 1 (**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 Q1, FY2010 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 Quarter 4 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 Q1, FY2010 updates on the CODES laptop by following these steps:

Do NOT activate and use the installed software on tests scheduled before the October 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 Q1 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 Q1 updates on the CODES laptop.

Section 3 is only for the sites that were unable to receive Q1 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 Q1 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 Q1 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 Q1 Update CD from the CODES laptop DVD drive and close the drive.
10. To activate Q1 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 Q1 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.

Effective Q1, FY2010, Postal IT policy requires all passwords for CODES laptops be changed at a maximum of 90 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 90-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

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 on the CODES laptop 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 Q1 release. The new CODES application versions that are documented in Attachment B may change after publication. On the software effective date, **October 1, 2009**, the *Software Versions* Web page will reflect the latest software versions of the Q1, FY2010 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 1.9)

1. The new version is 1.9.
2. The **International Parcel Post Characteristics** screen now has a new instruction:
Select the characteristic that best identifies this mailpiece(s) as International Parcel Post.
3. First-Class Nonautomation Characteristics data is no longer collected.
4. The text, "(include AUTOOCR)" is deleted from the Select Class - Subclass selection tree for First-Class Mail (options 3 and 7).
5. The text, "(incl. Parcel Select, Drop Ship, DS, mailer applied destination parcel barcode [permit only])" is deleted from the Select Class - Subclass selection tree for Package Services (option 2).
6. On the **Barcode Scan** screen, when the piece-count is greater than the number of barcodes scanned, a new confirmation message displays.
7. A new **Label Marking** screen is added. It displays after the data collector enters the count. The new screen displays and prompts the user to look for markings for mailing, when the Skip count is 1, the mailpiece is Standard, nonautomation or automation mail, and one of the following conditions is true:
 - The number of possible deliveries is equal to 0 and a mailpiece count that is greater than 200.
 - The number of possible deliveries is greater than 0, and a count that is 75% or more of possible deliveries.
8. On the **Nonmachinable Letters** screen the question is changed to the following:
Does this letter(s) have any of the following nonmachinable characteristics:
 - Aspect ratio (length divided by height) of less than 1.3 or more than 2.5?
(Square pieces have an aspect ratio of 1.0.)
 - Polybagged, polywrapped, or made of non-paper material like plastic or cloth?
 - Clasps, strings, buttons, or similar closure devices?
 - Contains items such as pens, pencils, loose keys, or coins that cause the thickness of the mailpiece to be uneven?
 - A delivery address parallel to the shorter dimension of the mailpiece?
 - Very rigid like a wooden card or CD jewel case?

9. On the **Information** screen:

- The definition that displays after selection of Standard Nonautomation, is changed:
 - The Automation Rate Barcode definition for flats section that begins "For flats,....." is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece...
 - In sections a. and b. the word "POSTNET" is inserted after "11-digit".
 - In the section that begins "2 - Presorted Standard.....", the list of manifest mailing codes is changed from "...RA, BS, DB, DD, or DS" to "...MA, MM, NV, NT, NA, NM, DB, DS, or DD."
 - The last sentence, which contained the phrase "... in SP #1 FY2007", is now deleted.
- The definition that displays after selection of First-Class Nonautomation (subclass choices 2 and 6), is changed.
 - The Automation Rate Barcode definition for flats (section that begins "For flats,.....") is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece...
 - In sections a. and b. the word "POSTNET" is inserted after "11-digit".
- The definition that displays after selection of Standard ECR DPS, or Other Letters, is changed:
 - The Automation Rate Barcode definition that displays after selection of "Read About Barcodes", from the **Automation Rate Barcode** screen, is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece.
 - In sections a. and b. the word "POSTNET" is inserted after "11-digit".

10. **Bulk Parcel Post Characteristic** screen options are changed from 1-4 to A-E with the following options:

- A - Parcel Select
- B - Parcel Select BMC Presort
or Parcel Select BMC PRSRT
- C - Parcel Select OBMC Presort
or Parcel Select OBMC PRSRT
- D - Parcel Select Barcode
or Parcel Select BC
- E - Other (Specify)

If the user selects option E – Other (Specify), a comment displays and prompts the user to enter a comment.

11. On the **Header** screen, if the value entered into the "Possible Deliveries" field is greater than 800, a screen displays with the following confirmation:

You have entered over 800 possible deliveries for this route, which is unusual.
Is this correct?

Clicking the *Yes* button accepts the entry and moves the focus to the next field, and clicking *No* returns the user to the Possible Deliveries field.

12. After the mailpiece count is entered, CCCS now collects IBI barcodes for First-Class Parcels, Parcel Post Single Piece Parcels, and Priority Parcels.
13. As the user enters mailpiece data, more information is now displayed in the summary section of the mail selection screen.
14. Users must now select Yes or No to any Yes/No question screen. No other key (including the Enter key) will cause CCCS to continue to the next screen.

IOCS

Data Entry (Version 6.5)

1. The new version is 6.5.
2. IOCS help information has been updated.
3. The label for Respondent Name now reads "Respondent Name (Last, First)".
4. Option A of Question **Q16B1c (Carrier Off Premises Activity)** is changed to "Package Delivery (Including Parcel Post, Priority)".
5. Option B of Question **Q16E1 (Route Type)** was changed to read "Package Delivery (Including Parcel Post, Priority)".
6. Question **Q16F4 (Scanning)** has been deleted.
7. Option F for Question **Q16F3a (Activities at Carrier Case)** is changed to read "Doing an Activity Related to Scanning Delivery Confirmation or Signature Confirmation".
8. Option E of Question **Q16F3b (Activities Away from Carrier Case)** is changed to read "Doing an Activity Related to Scanning Delivery Confirmation or Signature Confirmation".
9. IOCS now checks **Q18** activity questions for Clerk and Mailhandler operations against the Work Center that was entered.
 - If an Incoming operation was selected with an Outgoing Work Center, IOCS displays the following message:

You have indicated that the employee is working in an incoming operation while clocked to an outgoing MODS Code. Please review your responses and adjust if needed.
 - If an Outgoing operation was selected with an Incoming Work Center, IOCS displays the following message:

You have indicated that the employee is working in an outgoing operation while clocked to an incoming MODS Code. Please review your responses and adjust if needed.
10. The options for Question **Q18G5 (Postage Type)** are changed: Option B is changed to "Advance Deposit Accounts (Including Trust, Permit, and Reply Accounts)", option G is deleted and the remaining options are reordered and re-lettered.
11. The title, question, and options for Question **Q18G6** are changed. The title is now "Type of Money Order or Money Transfer Service". The question is now "What type of money order does the work involve?" Option D is changed to "D Other Specify" and Option E is deleted.

12. The options for Question **Q18A8 (Transportation Category)** are changed: option A is changed to "Delivering to or picking up from customers only", and option B is changed to "Transporting mail for purposes other than customer delivery or pickup".
13. Option C of Question **Q18C11c (Activity at AFSM 100)** is changed to "Loading / Feeding (AFSM with no Automated Induction / AI Equipment)".
14. The text for Question **Q18E5 (Other Mail Processing)** is changed to "Which of the following best describes the activity being performed?"
15. The wording for some options of question **Q18G4 (Window Activity)** are changed:
 - Option B is now "Selling Postage (Including Stamps, Plain or Printed Stamped Envelopes, Postal Stamped Cards, Advance Deposit, Trust, Permit, and Reply Accounts)".
 - Option C is now "Money Orders / Money Transfer Service (Including Domestic or International Money Orders, Dinero Seguro / Sure Money)".
 - Option D is now "Mailing Supplies (Including ReadyPost, Free USPS-Provided Mailing Supplies)".
 - Option I is now "Other Retail Activity" and option I now flows to new Question **Q18G13 (Other Retail Activity)**.
16. The title, question text, and options for Question **Q18G9 (Non-Retail Mailing Supplies)** are changed:
 - The Title is now "Type of Mailing Supplies".
 - The question text is now "Which best describes the type of mailing supplies?"
 - Option A is changed to "ReadyPost".
 - Option B is changed to "Free USPS-Provided Mailing Supplies (Including Express Mail, Priority Mail, GXG)".
 - Options C and D are deleted.
17. New Question **Q18G13 (Other Retail Activity)** with question text "What is involved in the specific activity being performed?" is created with the following options:
 - A Collectible Items (Including Philatelic, Stationery, Framed or Matted Art)
 - B Greeting Cards
 - C Photocopying Services
 - D None of the above. (Specify other retail activity)
18. All options of Question **Q18G8 (Extra Services)** now flow to the new Question **Q18G14 (ReadyPost Products)**, which has the following question text and options:

Were ReadyPost products sold with this mail?

Y Yes

N No
19. Option A for Questions **Q20 (Handling Mail, Equipment, or Forms)**, **Q20a.cr (Handling - Mailpiece or Form Obtained)**, and **Q20b.cr (Handling Mail or Equipment - No Mailpiece)**, is modified to "Loose Mailpiece(s) or USPS Form(s) Only (Includes "Open & Distribute" Containers)". Also the "I" in "Includes" and "C" in "Containers" are now capitalized.
20. On Question **Q23A5 (Letter Characteristics)**, the following are changed:
 - The previous wording on the bulleted line "Polybagged, polywrapped, or enclosed in any plastic material?" is changed to "Polybagged, polywrapped, or made of non-paper material like plastic or cloth?"

- The bullet of the previous version "Nonrectangular (does not have four square corners)?" is deleted.
 - The note of the previous version "Notes: Square corners may be as rounded as a credit card corner." is removed.
21. On Question **Q23A6 (Open and Distribute Container)**, the following are changed:
- The question is now "Does the container have any of the following characteristics?"
 - New option E "USPS-Provided Open and Distribute Tray Box" is inserted and old option E "None of the above" is moved to option F.
22. Questions **Q23D2 (Destination ZIP Code)** and **Q23D2b (Destination ZIP Code)** are modified to capture a 5-digit ZIP Code only and the instruction text is changed to the following:
- (Record the first 5 digits. If the ZIP Code is not available press [Enter] or [Tab] and record the Destination City and State.)
23. New Question **Q23E7 (PVI Code)** is created. The entry requires that all four digits must be entered and the first digit must be 0 or 1. Following is the new question text:
- Enter the 4-digit number that appears in the bottom left corner of the PVI label.
- A picture of a sample PVI label is displayed on the screen with the PVI number circled.
24. Question **Q23E12 (Type of Permit Mail)** has the following changes:
- If the response to Question **Q23E12 (Type of Permit Mail)** is B through G and "569" is entered as the first part of the ZIP Code, IOCS now displays the following message:

Mailpieces with a destination ZIP Code beginning with 569 are usually Parcel Select Return Service. Please review your responses and adjust if necessary.
 - If the response to Question **Q23E12 (Type of Permit Mail)** is B through G and a Parcel Select Return Service (PRS) barcode is scanned on **S20 (Scan Barcodes)**, IOCS now displays the following message:

You did not choose Return Label but a previous barcode scan indicates Parcel Select Return Service (PRS). Please review your responses and adjust if necessary.
 - Option F is changed to:

Customs Form with Permit Imprint
25. If the response to Question **Q23E15 (Type of Return Label)** is C, and Undeliverable as Addressed (UAA) mail, or is designated at Question **Q23C2 (Undeliverable as Addressed Mail)**, IOCS displays the following message:
- You have indicated Parcel Select Return Service (PRS) as a mailpiece that is undeliverable as addressed (UAA). PRS is addressed directly to ZIP 569-- and is not UAA mail. Please review your responses and adjust if necessary.
26. The following messages display depending on the response to Question **Q23E15 (Type of Return Label)**:
- If the response to the question is A, B, or D and the ZIP Code entered at Question **Q23D2 (Destination ZIP Code)** starts with "569", IOCS will display the following message:

Mailpieces with a destination ZIP Code beginning with 569 are usually Parcel Select Return Service. Please review your responses and adjust if necessary.
 - If the response to the question is C and the ZIP Code entered at Question **Q23D2 (Destination ZIP Code)** did NOT start with 569, IOCS will display this message:

Parcel Select Return Service usually has a destination ZIP Code beginning with 569. Please review your responses and adjust if necessary.

- If the response to the question is A, B, or D and a Parcel Select Return Service (PRS) barcode was scanned on **S20 (Scan Barcodes)** screen, IOCS will display this message:

You did not choose Return Label but a previous barcode scan indicates Parcel Select Return Service (PRS). Please review your responses and adjust if necessary.
- If the response to the question is C and a Parcel Select Return Service (PRS) barcode was NOT scanned on **S20 (Scan Barcodes)** screen, IOCS will display this message:

You selected Parcel Select Return Service (PRS) however, a previous barcode scan does not indicate PRS. Please review your responses and adjust if necessary.

In version 6.5, you may incorrectly receive this warning message, for example when no barcodes have been scanned. This will be fixed in a future version of the software.

27. Option D for Questions **Q23G1 (Mail Class Markings (Flat / Parcel))** and **Q23G1a (Markings (Cards and Letters))** is changed to "Presorted Standard / Presorted STD / PRSRT STD / STD".

28. Periodical mail no longer requests a nine-digit ZIP Code.

29. Options B through P for Question **Q23H3 (MMS Markings)** are changed to the following:

Option	New Value
B	AT
C	AV
D	DB
E	DD
F	DS
G	EB
H	EH
I	ES
J	MA
K	MB
L	MM
M	NA
N	NM
O	NT
P	NV

30. Option H/B for Question **Q24 (Categories and Subcategories of Mail)** is changed to "Parcel Select".

31. The **S30 (Scan Barcodes)** screen now displays messages for Parcel Select Return Service (PRS) under the following conditions:

- If the user responds with options B through G for Question **Q23E12 (Type of Permit Mail)**, then scans a Parcel Select Return Service (PRS) barcode at scanning screen **S30**, IOCS will display the following message:

This barcode indicates Parcel Select Return Service (PRS), but you did not select the type of permit as Return Label at Q23E12. Please review your responses and adjust if necessary.
- And if the user responds with options A, B, or D for Question **Q23E15 (Type of Return Label)**, then scans a Parcel Select Return Service (PRS) barcode at scanning screen **S30**, IOCS will display the following message:

This barcode indicates Parcel Select Return Service (PRS), but you did not select PRS as the type of return label at Q23E15. Please review your responses and adjust if necessary.

- If the user responds with option C for Question **Q23E15 (Type of Return Label)** and if a PRS barcode is not present (or it is not a valid PRS barcode) at scanning screen **S30**, IOCS will display the following message:

You selected Parcel Select Return Service (PRS) as the type of return label at Q23E15, but this barcode indicates that it is not PRS. Please review your responses and adjust if necessary.

32. IOCS now allows Overtime with Sunday Premium for supervisors.

33. On the **Header** screen, for the Military leave option under Paid / Unpaid Status, the wording is changed:

From:

Military Leave / Cont. of Pay / OWCP

To:

All Military / Cont. of Pay / OWCP

34. Options for Question **Q18H6 (Registry Section Activity)** are changed:

- Option A is changed to "Working with mail (Including handling, transferring, sealing, dispatching, etc.)".
- Option B is changed to "Administrative tasks (Including filling out forms, computer work, etc.)".
- Option C is changed to "Waiting for mail or vehicle".
- Option D is deleted.
- Option E "Other (Specify)" was moved to D.

35. On Question **Q23G7 (Parcel Markings)**, option C - Parcel Select is deleted and original options D and E are moved to C and D respectively.

36. On the barcode instructions **I23K1**, **I23K2**, and **I23K3**, the graphic image used for each is modified with the following text:

Example of a POSTNET Barcode

POSTNET barcodes have exactly 3 high bars in the first 6 bars

Example of an Intelligent Mail Barcode

Intelligent Mail Barcodes on letters and flats have 65 bars.

The Flat Mail Identification Code Sort (FICS) barcode is similar, but has only 57 bars, and is on a label applied by the AFSM100 and the FSS.

37. On Question **Q18G10 (Money Order Activity)**, a new option is added as C - Inquiry or Tracer (Including Form 6401) and the original option C - Other (Specify) is moved to option D.

ODIS-RPW

Data Entry (Version 4.6)

1. The new version is 4.6.
2. The ODIS-RPW help file is updated with newer versions of Price List (Notice 123) and QSG 604a (Nondenominated Postage).

3. At the **Mail Class & Type** screen (Destinating and COU tests), the text for the following list of mail classes is updated:
 - 1 - FIRST-CLASS MAIL (First-Class or First-Class Postage)
 - 2 - STANDARD MAIL (Regular) (Standard or STD, Presorted Standard or PRSRT STD)
 - 7 - PRIORITY MAIL (Priority or Priority Mail)
 - 8 - PACKAGE SERVICES (Parcel Post, PP, Bound Printed Matter, BPM, Media Mail, and Library Mail), PARCEL SELECT, or PARCEL RETURN SERVICE
4. The **Mail Preparation/Sortation Marking** screen (Destinating and COU tests) for Priority Mail is updated as follows:
 - A new option 3 is added:
 - 3 - Priority Mail Open and Distribute Service (with or without commercial markings)
 - The following text is added to the bottom of the screen:

Priority Mail Open and Distribute shipments are usually identified with orange Label 23, green Tag 161, or pink Tag 190. The top line of the delivery address reads, "OPEN AND DISTRIBUTE AT: [FACILITY NAME]." Record all Priority Mail Open and Distribute shipments under option 3, whether or not they indicate Commercial Base or Commercial Plus pricing.
5. For Priority Mail (Destinating tests), the **Marking Identification** screen is updated as follows:
 - 1 - Identified as Priority Mail by Free USPS-Branded Envelopes, Boxes, and Tubes
 - USPS Envelopes (flat-rate and variable-rate)
 - USPS Boxes (flat-rate and variable-rate)
 - USPS Boxes with eBay or Other Co-branding References
 - USPS Triangular Tubes
 - USPS Envelopes, Boxes, and Tubes Used for Priority Mail Open and Distribute Shipments
 - 2 - Identified as Priority Mail in Other Containers
 - Mailer-Supplied Envelopes, Boxes, and Tubes
 - ReadyPost Envelopes, Boxes, and Tubes
 - Non-Branded Containers Used for Priority Mail Open and Distribute Shipments

A message box text at the bottom of the screen now reads:

Both options may include USPS- or mailer-supplied Priority Mail self-adhesive labels or tape, rubber stamp imprints, or Open and Distribute labels or tags. Record Open and Distribute containers as option 1 if the mailer used a USPS-branded Priority Mail envelope or box (flat-rate or variable-rate). Use option 2 for Open and Distribute shipments that are NOT sent in USPS-branded Priority Mail packaging, including USPS #2 sacks, USPS tray boxes or sleeves, and ReadyPost.

6. The **Mail Shape** screen is modified for Priority Mail (Destinating and COU tests) when option *1 - Identified as Priority Mail by USPS-Supplied Envelopes, Boxes, and Tubes*, is selected from the **Marking Identification** Screen:
 - A new subheading is added above option 1:
 - USPS Variable-Rate Priority Mail Packaging (Including Tyvek Envelopes)
 - Option 2 - *Card* and option 6 - *Keys and Identification Devices* are no longer available
 - A new subheading above option 7 is added, and options 7 through D are revised as follows:
 - USPS Flat-Rate Priority Mail Packaging
 - 7 - Flat-Rate Envelope

- 8 - Medium Flat-Rate Box (14" long x 12" wide, similar to a "shirt" box)
- 9 - Medium Flat-Rate Box (11 ¼" long x 8 ¾" wide, similar to a "shoe" box)
- A - Large Flat-Rate Box (12 ¼" long x 12 ¼" wide)
- B - Large Military Flat-Rate Box (12 ¼" long x 12 ¼" wide)
- C - Small Flat-Rate Box (8 5/8" long x 5 3/8" wide)
- D - Flat-Rate Box (all others)

- A new subheading above option E is added, and options E and F are revised as follows:

USPS Priority Mail Triangular Tubes

E - Large Tube (38" long)

F - Small Tube (25" long)

7. At the **Mail Subclass** screen for Package Services (Destinating and COU tests), options 5 and 6 are updated:

From:

5 - Parcel Select (Parcel Select, Drop Ship, D/S, or DBMC)

6 - Parcel Return Service (or Parcel Select Return Service)

To:

5 - Parcel Select (Parcel Select, BMC PRSRT, OBMC PRSRT, or BC)

6 - Parcel Return Service (or Parcel Select Return Service) - ZIP 569

The message box text at the bottom of the screen is removed.

8. The options of the **Mail Preparation/Sortation Marking** screen for First-Class Mail (Destinating and COU tests) are updated as follows:

1 - AUTO, AB, AT, AV, or MB
Without Single-Piece Markings

3 - Presorted (or PRSRT) First-Class
Without Auto or Single-Piece Markings

0 - None of the Above
Or Presorted With at Least Single-Piece Postage
Or With Single-Piece (or SNGLP or SP) Marking

9. Options 1-3 of the **Mail Preparation/Sortation Marking Screen** for Standard Mail, Regular and Nonprofit (Destinating tests) are updated as follows:

1 - AUTO, AB, AT, AV, or MB

2 - ECRLLOT, ECRWSS, ECRWSH, EB, EH, or ES

3 - Presorted (or PRSRT), MA, MM, NV, NT, NA, NM
Without Auto or ECR Markings

10. For Package Services (Destinating and COU tests), when option 1 - *Parcel Post* is selected from the **Mail Subclass** Screen, the **Mail Preparation/Sortation Marking** screen no longer appears. Instead, the next screen that displays is the **Mail Shape** screen.

11. For Package Services (Destinating and COU tests), when option 5 - *Parcel Select* is selected from the **Mail Subclass** screen, then the **Mail Preparation/Sortation Marking** Screen now displays the following options:

1 - "Parcel Select" (with no other markings)

3 - "Parcel Select BMC Presort" or "Parcel Select BMC PRSRT"

4 - "Parcel Select OBMC Presort" or "Parcel Select OBMC PRSRT"

5 - "Parcel Select Barcoded" or "Parcel Select BC"

[REDACTED]

[REDACTED]

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

RCCS

Data Entry (Version 1.9)

1. The new version is 1.9.
2. The RCCS Help File is updated.
3. The **International Parcel Post Characteristics** screen now has a new instruction:

Select the characteristic that best identifies this mailpiece(s) as International Parcel Post
4. The First-Class Nonautomation Characteristics data is no longer collected.
5. On the Compensation Category screen, "Flat" is changed to "Other Flat".
6. The text, "(include AUTOOCR)" is deleted from the Select Class - Subclass selection tree for First-Class Mail (options 3 and 7).
7. The text, "(incl. Parcel Select, Drop Ship, DS, mailer applied destination parcel barcode [permit only])" is deleted from the Select Class - Subclass selection tree for Package Services (option 2).
8. A **Comment** screen is added to describe the extra service option *A - Other*. It now functions like CCCS when Extra Service is selected.
9. On the **Barcode Scan** screen, when the number of scans entered is less than the count, a new confirmation message displays.
10. A new **Label Marking** screen is added. It displays after the data collector enters the count. The new screen displays and prompts the user to look for markings for mailing, when the Skip count is 1; the mailpiece is Standard, nonautomation or automation mail; and one of the following conditions is true:
 - The number of possible deliveries is equal to 0 and a mailpiece count that is greater than 200.
 - The number of possible deliveries is greater than 0, and a count that is 75% or more than the number of possible deliveries.
11. On the **Header** screen, a drop down arrow is added to the Office to be Tested field, to allow the user to make a selection.
12. An "s" is removed from the second word, to correct the description of "Postage Dues Excluding Postage Due Parcels" to "Postage Due Excluding Postage Due Parcels".
13. The Nonmachinable Letters characteristic question is changed:
 - The item that began "Nonrectangular..." is removed.
 - The item that begins "Polybagged..." is changed to "Polybagged, polywrapped, or made of non-paper material like plastic or cloth".
14. On the **Information** screen:
 - The definition that displays after selection of *Standard Nonautomation*, is changed:
 - The Automation Rate Barcode definition for flats section that begins "For flats,....." is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece...
 - In sections a. and b. the word "POSTNET" is inserted after "11-digit".
 - In the section that begins "2 - Presorted Standard.....", the list of manifest mailing codes is changed from "....RA, BS, DB, DD, or DS" to "....MA, MM, NV, NT, NA, NM, DB, DS, or DD."

- The last sentence, which contained the phrase "... in SP #1 FY2007", is now deleted.
- The definition that displays after selection of *First Class Nonautomation* (subclass choices 2 and 6), is changed.
 - The Automation Rate Barcode definition for flats (section that begins "For flats,.....") is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece...
 - In sections a. and b. the word "POSTNET" is inserted after "11-digit".
- After selecting *Standard ECR DPS*, or *Other Letters*, the Automation Rate Barcode definition that displays after selection of *Read About Barcodes*, from the **Automation Rate Barcode** screen, is changed to the following:

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece.

In sections a. and b. inserted the word "POSTNET" after "11-digit".

15. **Bulk Parcel Post Characteristic** screen options are changed from 1-4 to A-E with the following options:

- A - Parcel Select
- B - Parcel Select BMC Presort
or Parcel Select BMC PRSRT
- C - Parcel Select OBMC Presort
or Parcel Select OBMC PRSRT
- D - Parcel Select Barcode
or Parcel Select BC
- E - Other (Specify)

If the user selects option E - Other (Specify), a comment displays and prompts the user to enter a comment.

16. On the **Header** screen, if the value entered into the "Possible Deliveries" field is greater than 800, a screen displays with the following confirmation:

You have entered over 800 possible deliveries for this route, which is unusual.
Is this correct?

Clicking the *Yes* button accepts the entry and moves the focus to the next field, and clicking *No* returns the user to the Possible Deliveries field.

- 17. An **IBI Barcode screen** is added to scan the IBI barcode on the mailpiece(s).
- 18. As the user enters mailpiece data, more information is now displayed in the summary section of the mail selection screen.
- 19. Users must now select Yes or No to any Yes/No question screen. No other key (including the Enter key) will cause RCCS to continue to the next screen.
- 20. For entering mailpieces, RCCS is modified so that the Start Number generates a new random start number every time the skip is selected, if no records are added.

SIRVI

Data Entry (Version 4.3)

1. The new version is 4.3.
2. A new confirmation message displays when a Bulk container-Subreceptacle has a reported weight that is less than 35 kg:

Note that a Bulk Container with Subreceptacles is a receptacle that has a receptacle label on it, and contains one or more subreceptacles (subreceptacles without receptacle labels). Please confirm the Receptacle Type you have entered.
3. When a user selects *U.S. Military* as the origin country, certain **Receptacle Summary** screens that are not applicable are removed.
4. The Service Information data is no longer collected when the origin Country is US Military and the following message displays:

Service Information is not collected for Military mail.
5. When ending the test, a message displays and lists all receptacles with more than 5% difference between the accumulated-weight and net-weight.
6. When a user retakes a test that has been deleted, the contents data no longer loads from the deleted test.

SIRVO-IODIS

Data Entry (Version 4.4)

1. The new version is 4.4.
2. The SIRVO-IODIS Indicia Help file is updated. The help text on the **Indicia** screen is updated and correctly reflects the 44 cent value of Breast Cancer Research stamps.
3. Indicia option 4 - Stamped Envelope (Postage Embossed Envelope) is replaced by new options R and S:

R - Stamped Envelope Imprinted with Postage Other Than Forever Stamp
S - Stamped Envelope Imprinted with Forever Stamp (Liberty Bell)
4. A new **Information-Based Indicia** barcode scanning screen is now shown directly after the **Indicia** screen for certain Priority Mail International pieces. When an IBI barcode is scanned on the new screen, data is automatically gathered from the barcode information and the **Meter/IBI Manufacturer, Meter Number, and No. of Pieces** screens are not shown.
5. An error message now displays on the **Insured Fees** screen, when the Insured Fee entry exceeds the revenue entered for the mailpiece.

6. Options on the **Product: Domestic Mail** screen are revised as follows (old/new):

- 1 - FIRST-CLASS (First-Class or First-Class Postage)
- 1 - FIRST-CLASS MAIL (First-Class or First-Class Postage)
- 2 - STANDARD MAIL (Regular)
(Presorted Standard or PRSRT STD, Bulk Rate or Blk. Rt.)
- 2 - STANDARD MAIL (Regular)
(Standard or STD, Presorted Standard or PRST STD)
- 7 - PRIORITY (Priority or Priority Mail)
- 7 - PRIORITY MAIL (Priority or Priority Mail)
- 8 - PACKAGE SERVICES
(Parcel Post, PP, Parcel Select, Bound Printed Matter, BPM,
Media Mail, Special Standard, SPEC STD, Library Rate, or Library Mail)
- 8 - PACKAGE SERVICES (Parcel Post, PP, Bound Printed Matter,
BPM, Media Mail, and Library Mail), PARCEL SELECT, or PARCEL
RETURN SERVICE

7. For Priority Mail International mailpieces, the **International Mail Shape** screen now includes headers highlighting the different types of shapes, and a blank option "B" is added, which cannot be selected.

Options 7 through F have been renamed as follows (old/new):

- 7 - USPS Flat Rate Priority Envelope
- 7 - Flat-Rate Envelope
- 8 - USPS Medium Flat Rate Priority Box (14 x 12 x 3 1/2 inches)
- 8 - Medium Flat-Rate Box (14" long x 12" wide, similar to a "shirt" box)
- 9 - USPS Medium Flat Rate Priority (11 1/4 x 8 3/4 x 6 inches)
- 9 - Medium Flat-Rate Box (11 1/4" long x 8 3/4" wide, similar to a "shoe" box)
- A - USPS Large Flat Rate Priority Box (12 1/4 x 12 1/4 x 6 inches)
- A - Large Flat-Rate Box (12 1/4" long x 12 1/4" wide)
- C - USPS Small Flat Rate Priority Box (8 5/8 x 5 3/8 x 1 5/8 inches)
- C - Small Flat-Rate Box (8 5/8" long x 5 3/8" wide)
- D - USPS Flat Rate Priority Box (all other dimensions)
- D - Flat-Rate Box (all others)
- E - USPS Triangular Large Tube (Length = 38 inches)
- E - Large Tube (38" long)
- F - USPS Triangular Small Tube (Length = 25 inches)
- F - Small Tube (25" long)

8. The **Postmark Time** screen is removed.

TRACS

Data Entry (Version 5.3)

1. The new version is 5.3.

Note: Any TRACS samples previously loaded on the laptop before activation of this new software version of TRACS will not be available. Users must load samples before using this new version of TRACS.

2. The TRACS application is redesigned and there may be some subtle differences in the look and feel of the software.
3. TRACS now has the ability to scan IBI barcodes. On the **Mail Information** screen, just before scanning ordinary barcodes, TRACS will display this question:

Information Based Indicia (IBI) Barcode

Does this mailpiece have an Information Based Indicia (IBI) barcode?

Yes No Back

Information Based Indicia (IBI) refers to a system used by the United States Postal Service (USPS) for labels or marks to be applied to the mail item to indicate electronic postage payment. Information Based Indicia is a 2-dimensional Data Matrix or bar code combined with visually identifiable characters and symbols. The data matrix contains such information as amount of postage (postage may or may not be displayed), origin ZIP Code, destination, mail class, weight, and confirmation tracking numbers. Some indicia have more information than others. Endicia and Stamps.com are two major vendors of online indicia services that sell information based indicia that can be printed ahead of time on labels to be used like stamps in the future.

If there is an IBI barcode present, TRACS will request you to scan the barcode.

4. For Highway tests, origin facilities can now be added to the selection list on the **Item** screen as well as the **Header** screen.
5. When entering mailpieces for a pallet, if the user enters a duplicate mail category, TRACS displays an error message.
6. For Highway and Rail tests:
 - Pallets will now allow barcode scanning for mail counts greater than one.
 - On the **Wheeled Container** screen, a new option A - 3X MTE is added as a new set-aside container type.
 - The Priority Mail Packaging options are changed as follows:

Identified as Priority Mail by Free USPS-Branded Envelopes, Boxes, Tubes, etc.

- A Flat Rate Envelope
- B Medium Flat Rate Box (14" long by 12" wide, similar to a "shirt" box)
- C Medium Flat Rate Box (11 ¼" long by 8 ¾" wide, similar to a "shoe" box)
- D Large Flat Rate Box (12 ¼" long by 12 ¼" wide)
- E Large Military Flat Rate Box (12 ¼" by 12 ¼" wide)
- F Small Flat Rate Box (8 5/8" long by 5 3/8" wide)
- G Triangular Large Tube (38" long)

- H Triangular Small Tube (25" long)
- I Boxes, Envelopes, etc used for Priority Mail Open and Distribute Shipments
- J Other (Tyvek or other material)

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

- K Mailer Supplied Envelopes
- L Mailer Supplied Boxes
- M Mailer Supplied Tubes
- N USPS Retail Envelopes, Boxes and Tubes Identified as 'ReadyPost'
- O Not USPS-Branded Priority Boxes, Envelopes, etc used for Priority Mail Open and Distribute Shipments
- P Mailer Supplied Other

- A Close button is added to the container tab for each of the utilization types.

Note: The term "container tab" above is a generalization – for each container type, the tab is in the same location, regardless of utilization type, but it has different names on screen (for example, pallets, sacks, etc.)

7. A new Close button is added to the following screens:

- Air Items Info Screen
- Highway and Rail Items Screen
- Highway and Rail Wheeled Containers Screen

The Close button returns to the previous screen, which functions like the Esc and F11 keys.

8. TRACS now displays a DAL question when entering any Standard, Periodical, or Bound Printed Matter mail that is letter shaped. The screen appears with the following text:

DAL Question

Is the mailpiece(s) a Detached Address Label (DAL)?

Yes No Back

DAL

A DAL is a Detached Address Label. The software asks questions about DALs for only certain categories.

A DAL is a card that is between 3 ½ and 5 inches high and between 5 and 9 inches long, which may accompany saturation mailings. A DAL must accompany samples mailed at Standard rate if the sample is non-uniform thickness or more than 5 inches high or ¼ inch thick.

The following words must appear in bold type at least 1/8 inch high on the front of each DAL: USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster.

9. For Air tests, a Close button is added to the **Item Info** screen.

10. The Parcel Dimension notes are updated.

11. There were some changes to the description of Nonmachinability for both letters/cards and flats.

- The text was changed from:

Polybagged, polywrapped, or enclosed in any plastic material?

To:

Polybagged, polywrapped, or made of non-paper material like plastic or cloth?

- The following text was deleted:

Nonrectangular (does not have four square corners)?

Square corners may be as rounded as a credit card corner.

12. The **Mail Category** screen selections under *5 - Standard Mail / 2 - Non-ECR PRSRT STD or Nonprofit* and *6 - Package Services* are changed to:

- 5 - Standard Mail

2 - Non-ECR PRSRT STD or Nonprofit

1 - Nonautomation [DB, DD, DS, MA, MM, NV, NT, NA, NM]

2 - Automation (AUTO) [AB, AT, AV, MB]

3 - NFM (Not Flat Machinable) [NF]

- 6 - Package Services

1 - Parcel Post - Single Piece

2 - Parcel Select

3 - Parcel Select Return Service (PRS) (ZIP 569)

4 - Media Mail or Library Mail

5 - Bound Printed Matter

13. Following are Changes to the **Mail Information** screen:

- The dialog box for ECR Letters has a text change in the "Read About Barcodes" section. The Reference to 9-digit POSTNET barcode is removed. Following is the revised text:

Information

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

For flats, an 11- digit POSTNET barcode, or Intelligent Mail barcode anywhere on the piece...

- The selection screen for Standard Mail Non-Auto Presort Characteristics is updated. Option 2 is changed from:

Presorted Standard (PRSRT STD), Nonprofit Org or Nonprofit,
and Manifest Mailing Codes RA, BS, DB, DD or DS

To:

Presorted Standard (PRSRT STD), Nonprofit Org or Nonprofit,
and Manifest Mailing Codes DB, DD, DS, MA, MM, NV, NT, NA or NM

- The barcode area screen is now enabled for all pallet mail, regardless of the count.

- If count of greater than one is entered for the following mail, an error message is displayed. (This is not applicable to pallets.) The following categories of mail must now be entered individually:

Package Service - Parcel Select

Package Service - Parcel Select Return Service (PRS) (ZIP 569)

International - Foreign Origin (Incoming) Surface Parcel Post

International - Foreign Origin (Incoming) Airmail Parcel Post

14. Bulk Parcel Post Characteristic options have changed to the following:

Parcel Select Characteristics

Select Parcel Select Characteristic

- A Parcel Select
- B Parcel Select BMC Presort or Parcel Select BMC PRSRT
- C Parcel Select OBMC Presort or Parcel Select OBMC PRSRT
- D Parcel Select Barcode or Parcel Select BC
- E Other

15. The Highway Header Screen is modified to begin sampling a new highway contract mode – VSD. Following are the additions and updates to the screen:

- For a VSD sample (only VSD), the check box and the Replacement Test label are grayed out.
- For a VSD sample (only VSD), a new Origin Facility field is added above the Highway Contract Route label.
- For non-VSD samples, the new Origin Facility label is grayed out.

Replacements are not allowed for VSD sampled tests.

16. The **Mailpiece Dimensions** screen no longer displays for the following types of Air tests:

Test Type	Flight No. Value
Commercial Air	CAIR
UPS	5X
FedEx Night Turn	NNET

17. A user cannot change the value of the Mail Category Recordable checkbox, if mail exists for that pallet.

UTILITIES

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

DCT DOCUMENTS

DCT Documents are updated to include SP Letter #6 FY2009.