UNITED STATES POSTAL SERVICE™

Facility Access and Shipment Tracking (FAST)

Customer User Guide

October 2005
Version 4.0

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1.0 Introduction

1.1 FAST Background

The Postal Service has identified the need to replace the Drop Shipment Appointment System (DSAS) and greatly enhance the appointment scheduling capabilities with the creation of the Facility Access and Shipment Tracking System (FAST). The main objective of FAST is to improve the dock efficiency time. FAST will provide advance notification of inbound mail volumes to Surface Visibility and will use scan data from Surface Visibility to automatically close and track appointments. FAST will also integrate with other USPS systems such as the Drop Ship Product and Facilities Database for a more streamlined data maintenance and distribution process to improve the current data latency and discrepancy issues that exist.

1.2 About This Guide

This guide describes how to use the FAST functions. The guide provides an explanation of search fields and reports, detailed instructions for completing searches and viewing report details, and helpful notes that will assist the user in maximizing FAST capabilities. This section describes the common conventions used throughout the guide and includes:

1.2.1 Icons
1.2.2 User Guide Font Indicators

1.2.1 Icons

Several icons are used in this guide to aid the user in quickly locating specific information. The icons and their associated references are shown below:

Look for the magnifying glass icon to identify where **page descriptions** begin. Page descriptions provide explanations of the search fields, buttons, and report columns found on each new page.

Look for the computer mouse icon to identify where **step by step instruction** begins. These steps detail the action the user must take to complete search fields and view detailed report information.

Look for the paper and pen icon to identify **additional notes**. These notes provide reminders, alternative options, or helpful tips for using FAST.

1.2.1 User Guide Font Indicators

Throughout this guide the user will see several instances where selected words are bolded. These words are bolded to bring user attention to the key phrases.

Italicized words are used for all section and page titles, where no action is required by the user.

Additionally, capitalized words represent an action the user may take within the application. Some examples of capitalized words are 'CLICK', 'SELECT', and 'ENTER'.

1.3 Common Application Features

There are several tools and processes that are common across the FAST application. The following section provides detailed instructions for these practices which include:

1.3.1 Procedures
- Navigation
  - Top Navigation Bar
  - Left Navigation Bar
  - Go> Buttons
  - Previous Screen Hyperlink
- Tables
  - Sorting Data
  - Pagination
  - View Printable Version
  - Downloading to Excel

1.3.2 Fields and Buttons
- Select Date Range
- Drop-Down Boxes
- Search Button
- Submit Button
- Cancel Button

1.3.3 Error Messages

1.3.1 Procedures

Navigation

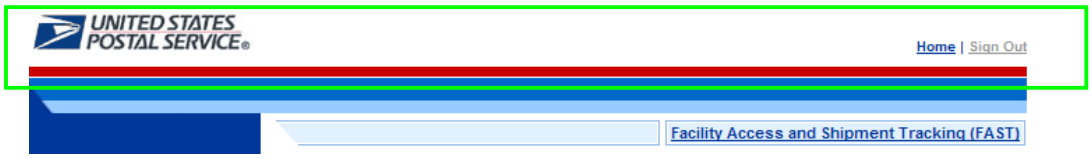
There are several ways to navigate through the FAST application. The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. The Previous Screen hyperlink, located within the report pages, allows the user to return to the page that brought them to the current page. More detailed information about navigation is found below.

Top Navigation Bar

The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Top Navigation Bar is displayed below.

- CLICK the **Facility Access and Shipment Tracking (FAST)** link to return to the FAST Home area.

The *USPS Home area* features the USPS logo, a Home link, and a Sign Out link. This menu bar is highlighted below.



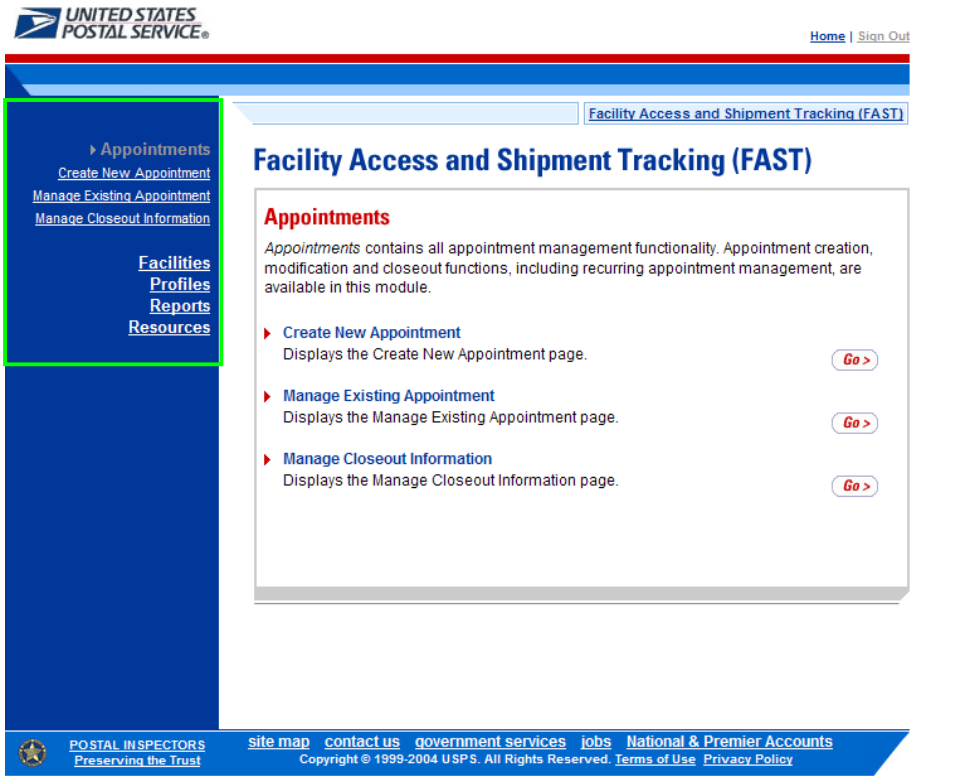
- CLICK the **USPS logo** or the **Home** link to open the United States Postal Service website: USPS.com.
- CLICK the **Sign Out** link to sign out of the FAST application.

Note:

The **Sign Out** button is displayed once logged into FAST.

Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as, navigate between sections within the functional area they are currently using. The name of the page that the user is currently on will be highlighted on the Left Navigation Bar. If there is more than one option under a menu choice in the Left Navigation Bar, each choice will be listed. In this example, the user is on the *Appointments Landing* page and the **Appointment** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is highlighted below.



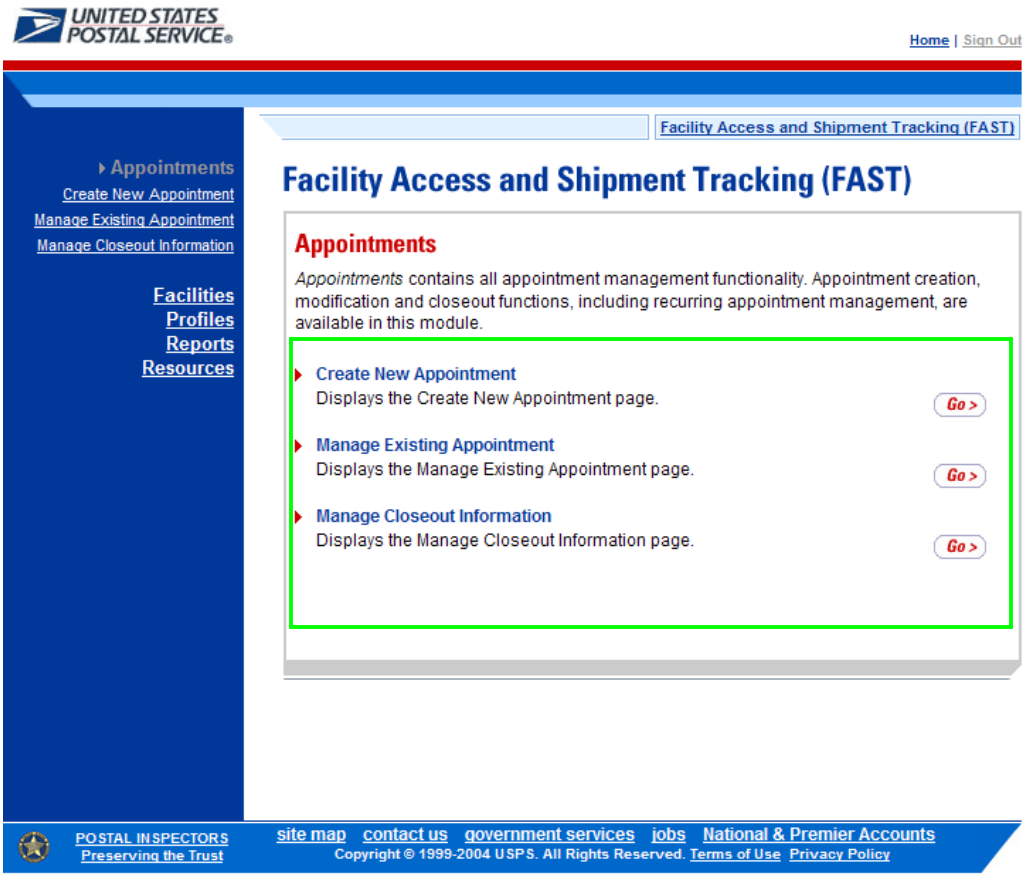
Left Navigation Bar options for each of the functional areas are listed below:

- The **Appointment** link includes the following sub-links: Create New Appointment, Manage Existing Appointment, Manage Closeout Information
- The **Facility** link includes the following sub-link: Facility Profile
- The **Profile** link includes the following sub-link: Corporate Profile
- The **Report** link includes the following sub-links: Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report
- The **Resource** link includes the following sub-links: Reference Documents, Drop-Ship Product File Download, Message Board, What's New Board

Go> Buttons

FAST displays a **Go>** button to the right of each functional area on the *FAST Login* page and *FAST Landing* pages, that takes the user to the appropriate page. Use the **Go>** button and other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Landing* page as indicated on the Left Navigation Bar. CLICKING the **Go>** button takes the user to the corresponding page.

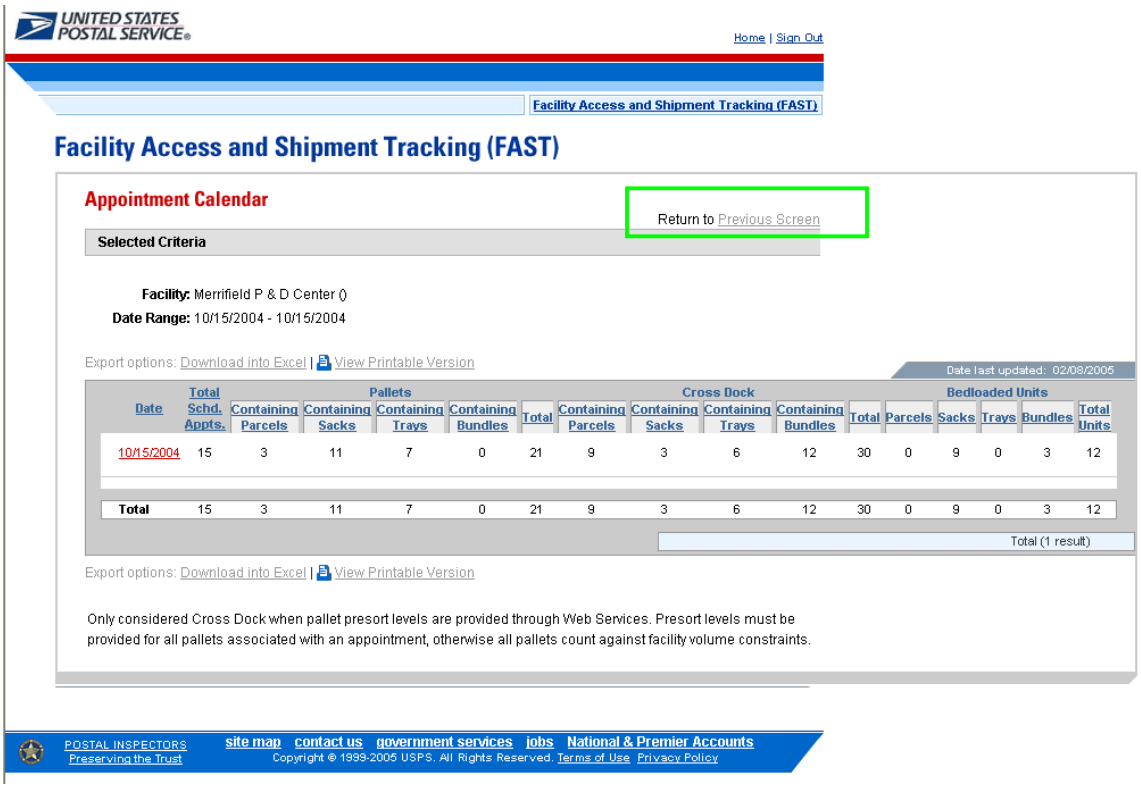


Previous Screen Hyperlink

FAST displays a Return to **Previous Screen** hyperlink at the top of the pages that takes the user back to the last page viewed.

Use the Return to **Previous Screen** hyperlink and the other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Calendar* page as indicated by the title. CLICKING the Return to **Previous Screen** link takes the user to the *Appointment Calendar Selection* page, which will contain the search criteria previously entered.



Note:
Any data that had been entered on the previous page is saved when the user clicks the Return to **Previous Screen** button.

Tables

Sorting Data

Each table displayed within FAST allows the user to sort data. Data may be sorted by CLICKING the column headers, with the first CLICK sorting in ascending order and the second CLICK sorting in descending order. All column headings that are underlined may be sorted in this manner.

1. CLICK the heading of the column by which data is to be sorted. This sorts data in ascending order. The header will change from a blue underlined font to a red underlined font indicating the report has been sorted.

Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units			
		Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total Units	Parcels	Sacks	Trays	Bundles
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0

2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. The column heading will remain in the same red underlined font, but the report will be re-sorted.

Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units			
		Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total Units	Parcels	Sacks	Trays	Bundles
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0

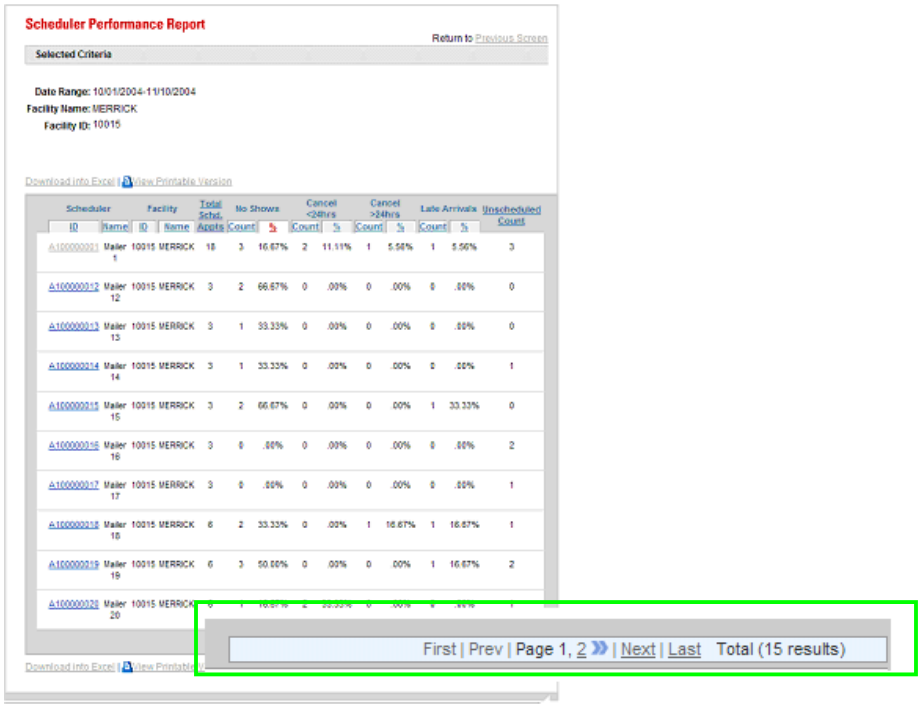
Note:
A sort on a particular column includes any data that is on a different page due to pagination.

Pagination

Reports in FAST may provide more data than may be displayed on one page. When this occurs, the user has the ability to view the other pages of the report. The total number of items displayed will also be shown.

1. CLICK the **First** link, **Prev** link, **Next** link or **Last** link to navigate to multiple pages, OR:

2. CLICK the hyperlinked page number in order to jump to the page. In the example on the following page, the user may CLICK the number 2. The page number that the user is currently on, number 1 in the example displays as a bold number.



Note:
Pagination only occurs in the report pages. The *Facility Profile Selection* page displays a list as a scrolling window.

Viewing a Printable Version and Printing

The user has the ability to print information provided by the FAST application. The user may view a version suitable for printing that removes the navigation bars and shows all the data that the report contains.

1. CLICK the **View Printable Version** link. There are two links for **View Printable Version**, above and below the report table. The example may be found on the following page.

UNITED STATES POSTAL SERVICE

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Calendar

Return to Previous Screen

Selected Criteria

Facility: Merrifield P & D Center ()
Date Range: 10/15/2004 - 10/15/2004

Export options: Download into Excel | View Printable Version

Date last updated: 02/08/2005

Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units				
		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Parcels	Sacks	Trays	Bundles	Total Units
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)

Export options: Download into Excel | View Printable Version

Only considered Cross Dock when pallet presort levels are provided through Web Services. Presort levels must be provided for all pallets associated with an appointment, otherwise all pallets count against facility volume constraints.

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site map contact us government services jobs National & Premier Accounts
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A new window appears, displaying a version suitable for printing.

An example of a printable version is displayed below.

Appointment Calendar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Links SnagIt

Address https://56.224.61.111/pt1d/fastApp/reports/appointmentCalendar/appointmentCalendarPrintable.jsp?exportType=-1&table=defaultTable Go

UNITED STATES POSTAL SERVICE

Print

Appointment Calendar

Return to Previous Screen

Selected Criteria

USPS NASS Code: CINCINNATI (11001)
Date Range: 03/27/2005 - 04/01/2005

Export options: Download into Excel | View Printable Version

Date last updated: 02/08/2005

Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units				
		Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total Units	Parcels	Sacks	Trays	Bundles
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
Total	3	468	117	117	117	117	280	70	70	70	70	0	0	0	0	0

Total (3 results)

Export options: Download into Excel | View Printable Version

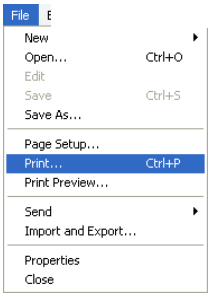
The user has two options for printing the report.

To print using the Print hyperlink:

1. CLICK the **Print** hyperlink.

To print according to the settings on the individual computer:

1. CLICK **File** from the browser menu bar.
2. SELECT **Print…** from the File menu and print according to the settings on the individual computer.



Printed reports are almost identical to what is seen online in the printable version, with just two differences. First, printed reports do not show the Internet browser bar that is visible online. Second, reports print out in a clear format that does not display row shading.

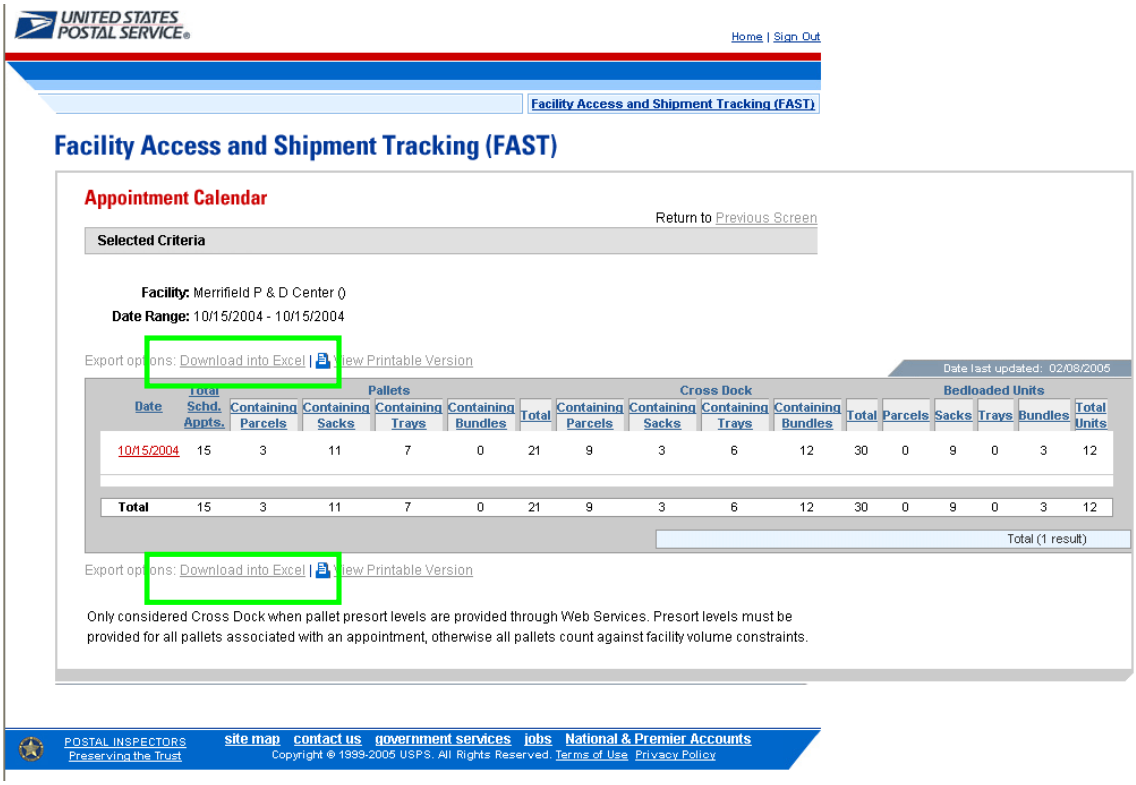
Note:
View Printable Version includes any data that is on a different page due to pagination. It may be a lengthy report and print several pages.
CLICKING the Return to **Previous Screen** hyperlink, on the printable version, will return the user to the Selection page.

Note:
If the printed report does not fit on a portrait page, change the orientation to landscape by CLICKING the **File** menu, selecting **Page Setup…**, and selecting the **Landscape** radio button.

Downloading to Excel

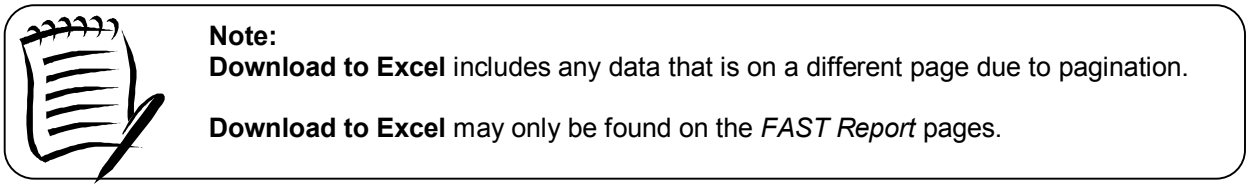
Several *FAST Report* pages allow the user to download information shown on the page into Microsoft Excel in order to manipulate and save data.

1. CLICK the **Download to Excel** link. There are two links for **Download to Excel**, above and below the report table.



Date	Total Schd. Appts.	Pallets Containing Parcels	Pallets Containing Sacks	Pallets Containing Trays	Pallets Containing Bundles	Pallets Total	Cross Dock Containing Parcels	Cross Dock Containing Sacks	Cross Dock Containing Trays	Cross Dock Containing Bundles	Cross Dock Total	Bedloaded Units Parcels	Bedloaded Units Sacks	Bedloaded Units Trays	Bedloaded Units Bundles	Total Units
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)



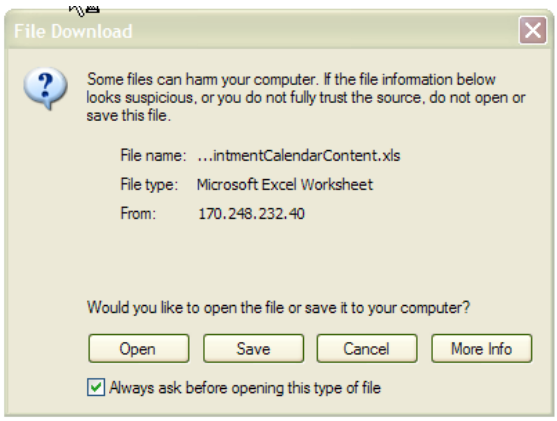
Note:
Download to Excel includes any data that is on a different page due to pagination.

Download to Excel may only be found on the *FAST Report* pages.

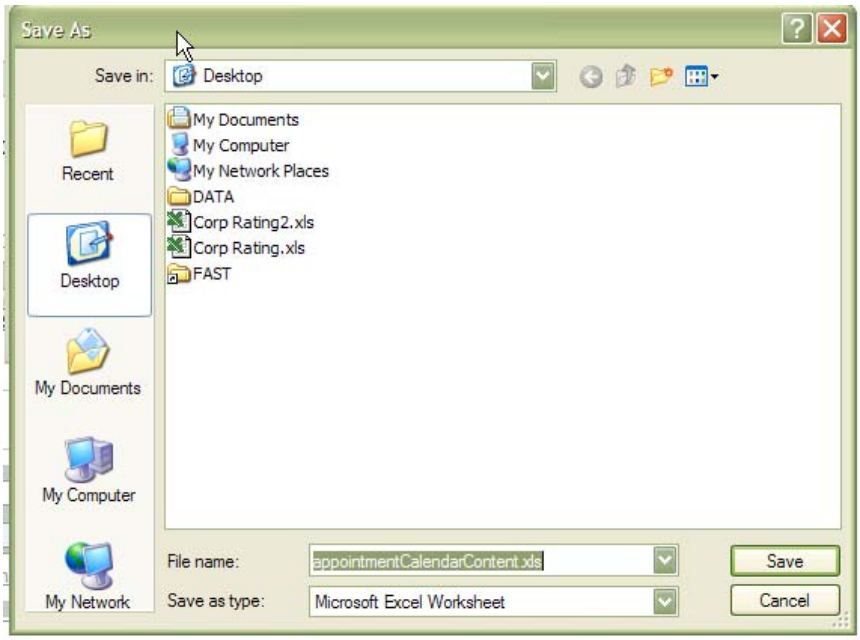
2. A new window appears, prompting the user to either open the Excel report in a new window or save it to their computer.

a) CLICK **Open** to open a new window showing the report data in an Excel spreadsheet.

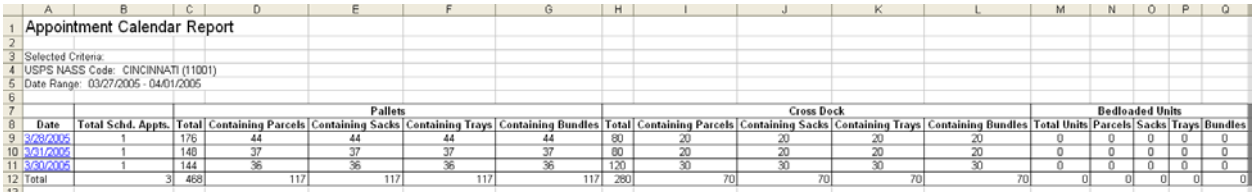
b) CLICK **Save** to select a directory on the computer to save the Excel spreadsheet.



If the user decides to save the report, the **Save As** window opens, prompting them to select the location on their computer in which to save the Excel spreadsheet. The **Save As** window is displayed below.



An example of a report that has been downloaded to Excel is displayed below.



Appointment Calendar Report

Selected Criteria:
USPS NASS Code: CINCINNATI (11001)
Date Range: 03/27/2005 - 04/01/2005

		Pallets					Cross Dock					Bedloaded Units				
Date	Total Schd. Appts.	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total Units	Parcels	Sacks	Trays	Bundles
3/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
3/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
3/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
Total	3	468	117	117	117	117	280	70	70	70	70	0	0	0	0	0

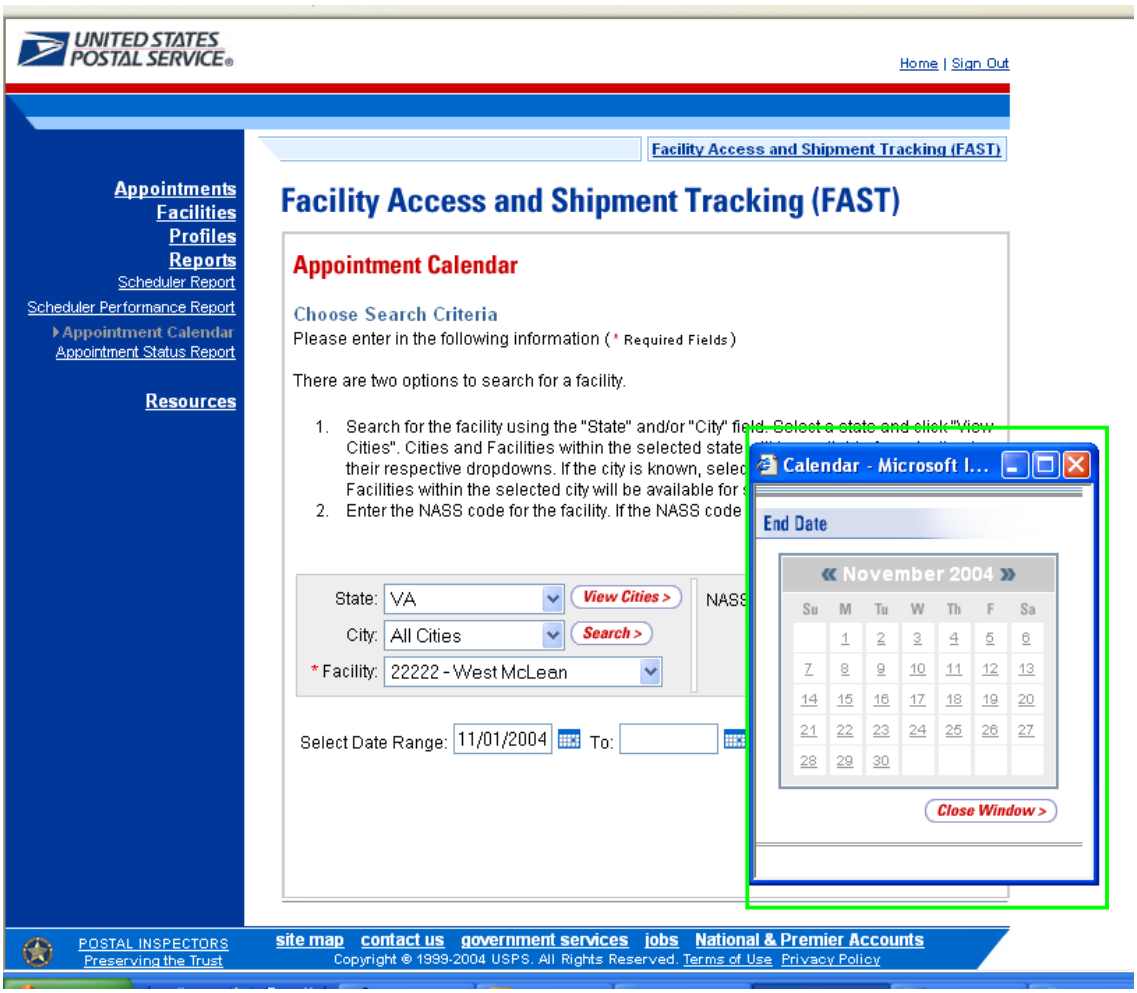
1.3.2 Fields and Buttons

Select Date Range

Many pages use a date range as one of the search criteria. The date range search criteria include a **Date From** field followed by a **Date To** field. All dates must be entered in MM/DD/YYYY format, as seen below, and the **Date To** may not be earlier than the **Date From**. Some pages may only allow the user to select one particular day.

Note:
In the FAST functional areas, date range limitations differ depending upon the report. More detailed information about the date range is provided in the specific module.

Dates may be typed directly in the **Date Range** fields or selected from the date picker, as displayed below.



Using the Calendar

1. CLICK the **Calendar** icon to bring up the Date Picker. The current date will be selected on the calendar. The **Calendar** icon is displayed below.

2. VERIFY that the current month corresponds to the desired date range criteria.
3. If not, CLICK the arrows next to the month field. The left arrow shifts the calendar to the previous month, and the right arrow shifts the calendar to the next month. The calendar

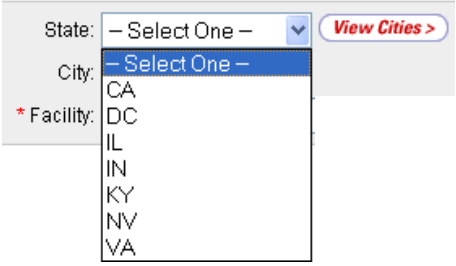
shifts in chronological order when using these arrows, meaning that the year automatically changes when navigating from December of one year to January of the next.

4. VERIFY that the current year corresponds to the desired date range criteria. If not, select the year to be entered in the Date field by CLICKING the arrows next to the month.

5. SELECT the desired day by CLICKING the number of the day to be entered into the Date field. Once the date is clicked, the full month, day, and year selected will display in the Date field.

Drop Down Boxes

Several pages in the FAST application use drop-down boxes to provide choices for the user to select as search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one choice for each drop-down box. In the example below, the **State** drop-down box may be used to search for only one of the following: California, District of Columbia, Illinois, Indiana, Kentucky, Nevada, or Virginia.



Note:

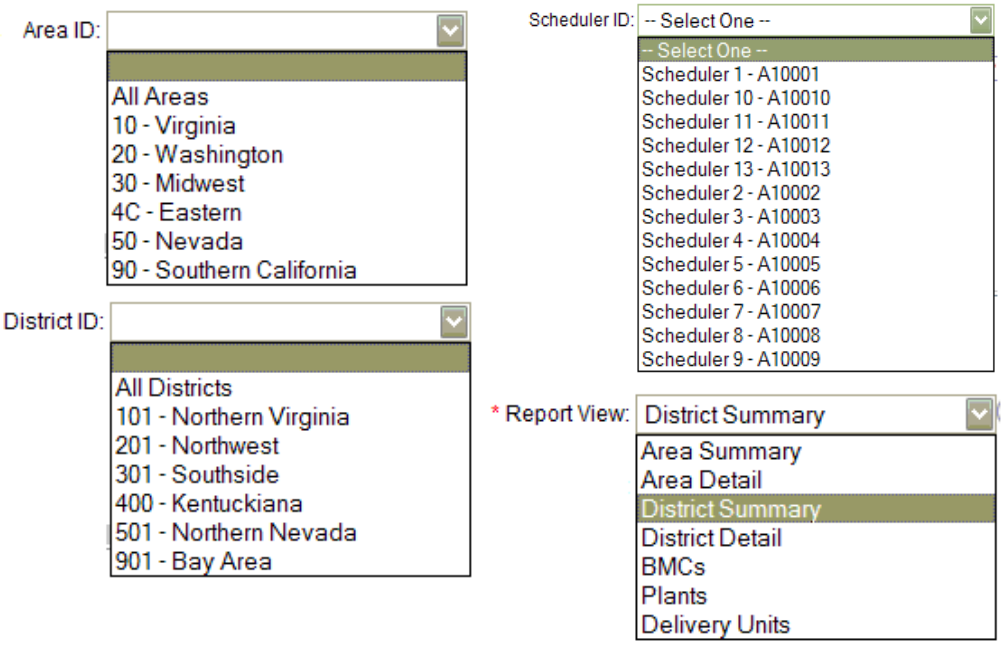
For most of the FAST application the drop-down lists are defined by what facilities are available for Drop Ship.

1. CLICK the arrow on the right side of the box. This will display all available choices for that drop-down box.

2. Place the cursor over the desired word or phrase so it is highlighted and CLICK. The selection then displays in the field.

Note:
For a user more experienced with FAST, the keyboard shortcut for making selections from drop-down boxes is to type the first letter of the selection. This highlights the first option in the drop-down box beginning with that letter. The arrow keys may then be used to scroll up and down in the list.

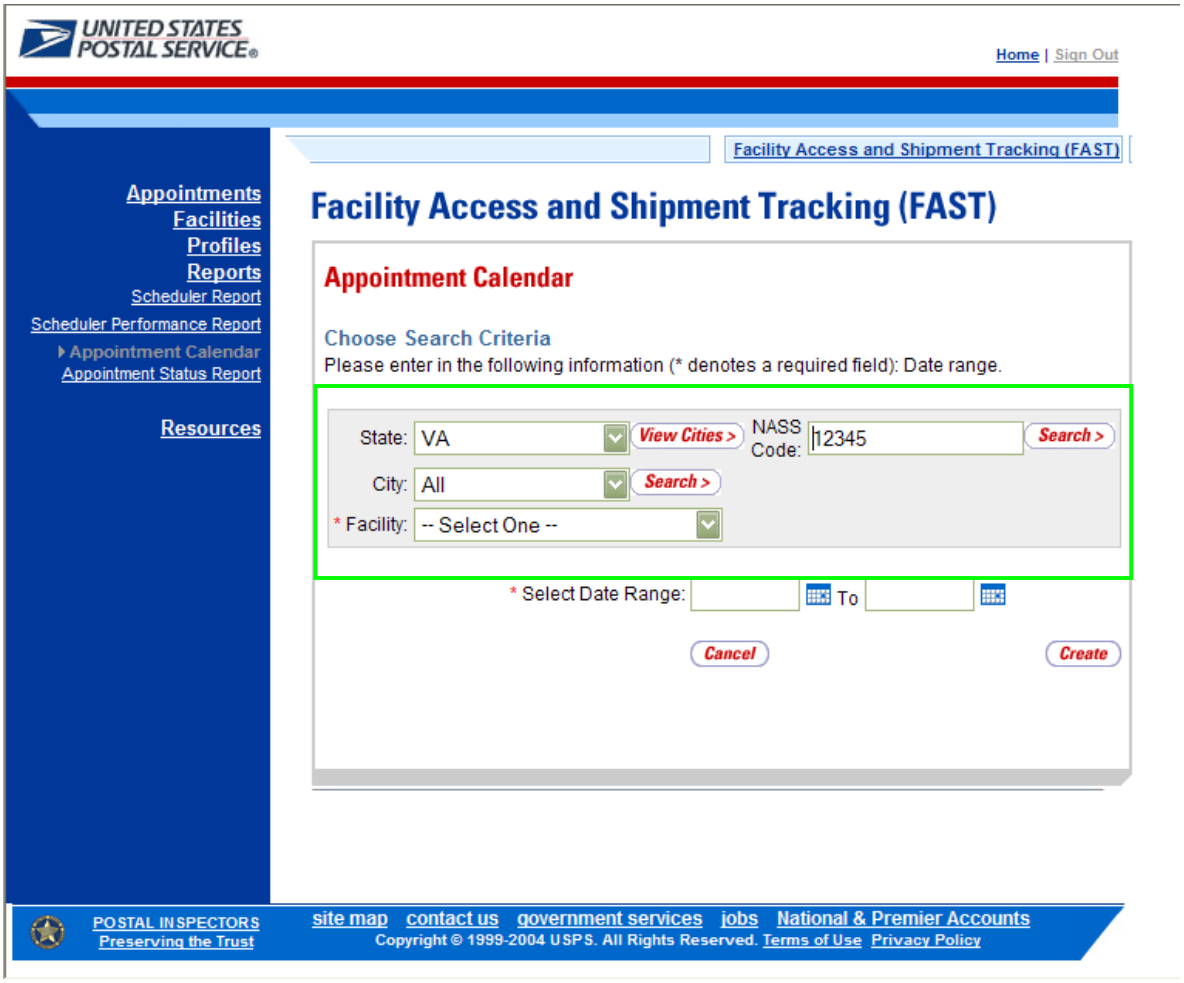
In addition to the State drop-down box, there are many drop-down boxes found in FAST some include: District, Area, Report View, and Scheduler ID. Examples of these drop-down boxes are displayed on the following page.



Search Button

FAST displays a **Search** button on the Selection pages. The **Search** button is used to retrieve information corresponding to the selected search criteria. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

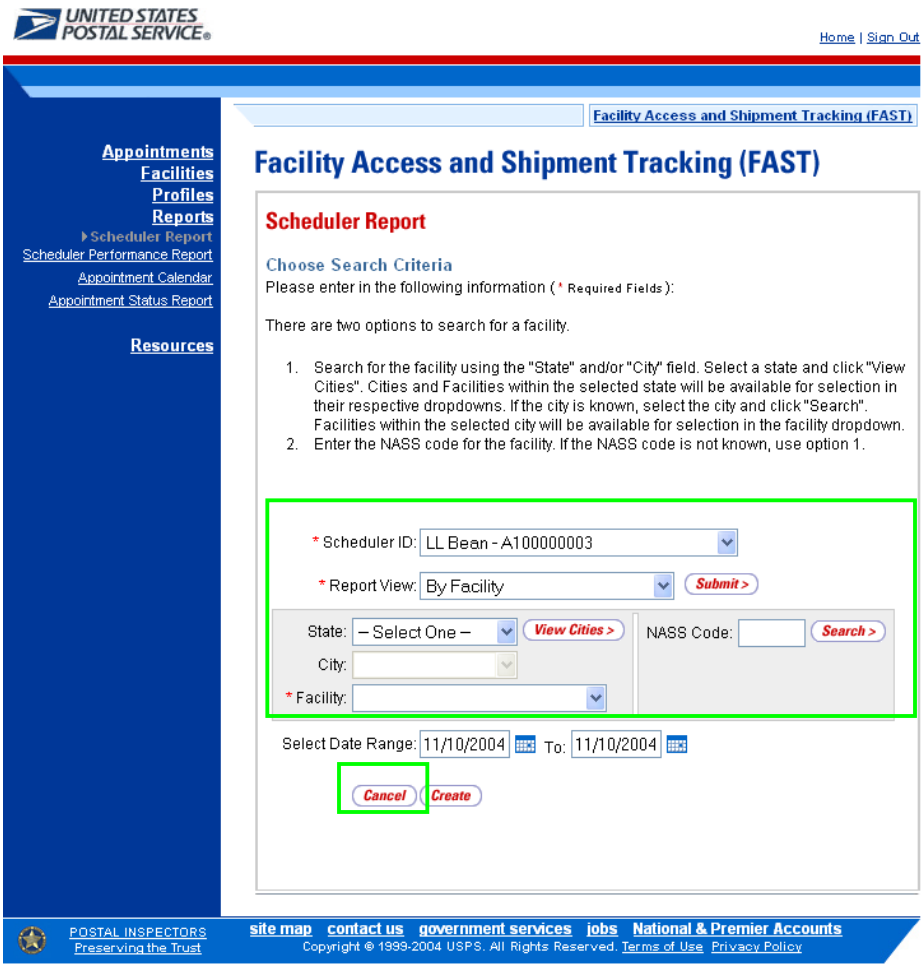
In the example displayed on the following page, the user is on the *Appointment Calendar Selection* page as indicated on the Left Navigation Bar. CLICKING the **Search** button next to the city retrieves all of the facilities associated with Virginia and populates the **Facility** drop-down box. Additionally, CLICKING the **Search** button next to the NASS Code retrieves all of the facilities associated with the ID and populates the **Facility** drop-down box.



Submit Button

FAST displays a **Submit** button on the Selection pages. The **Submit** button is used to retrieve information corresponding to the selected search criteria or to save new data entered into FAST. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Scheduler Report Selection* page as indicated on the Left Navigation Bar. CLICKING the **Submit** button next to the Report View retrieves the facility search box.



Cancel Button

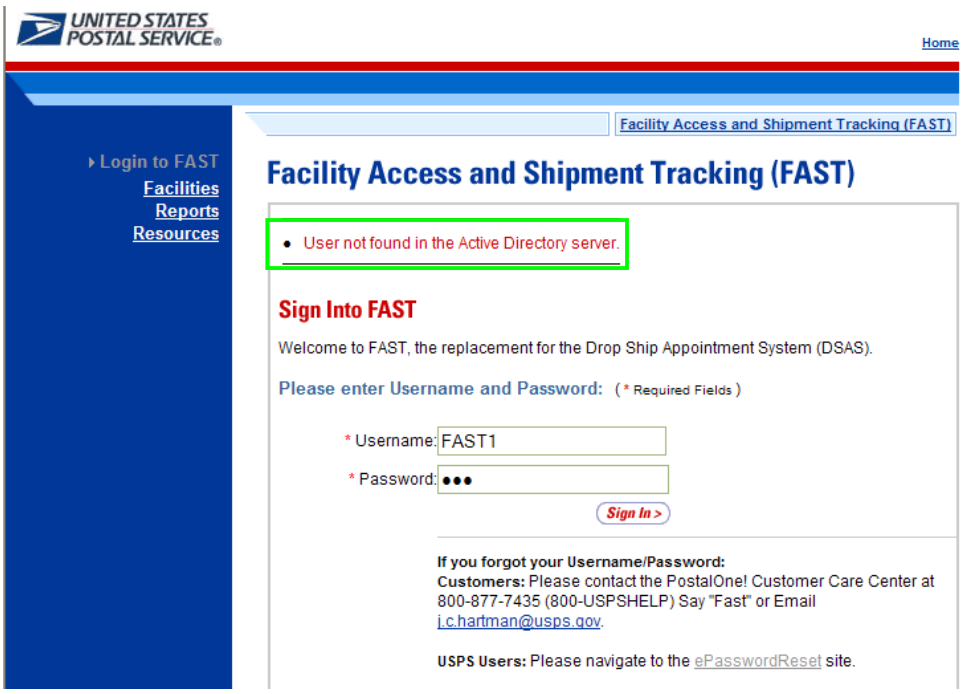
FAST displays a **Cancel** button on the Selection pages. The **Cancel** button is used to return to the associated Landing page. It may be found at the bottom of the page.

In the example shown above, the user is on the *Scheduler Report Selection* page, as indicated on the Left Navigation Bar. CLICKING the **Cancel** button on the bottom of the page returns the user to the *Reports Landing* page.

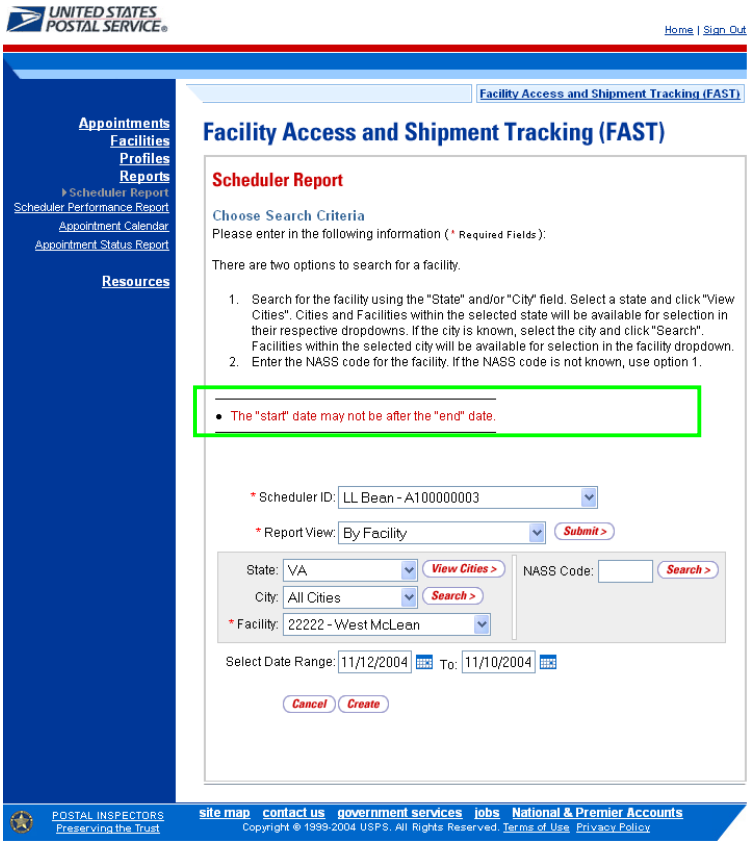
1.3.3 Error Messages

Throughout the FAST application error messages may be displayed when the user enters incomplete or erroneous data. Some examples of generic error messages may be found on the following page. For more detailed error message information the user should go to the corresponding module.

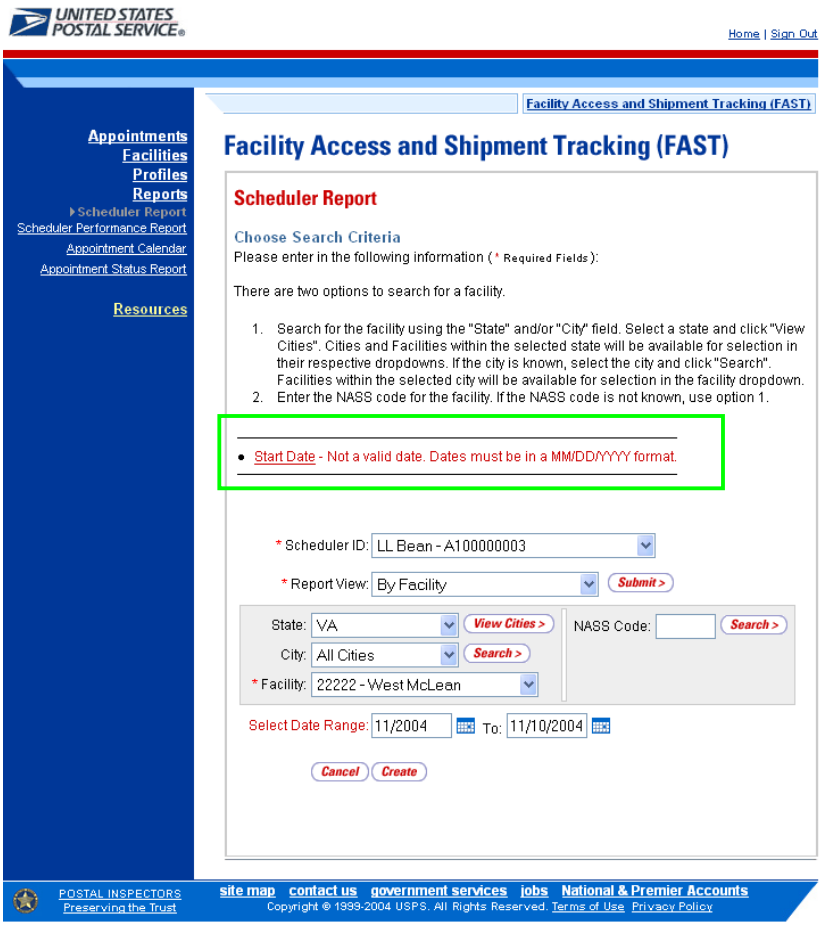
- *User not found in the Active Directory server.*



- *The "start" date may not be after the "end" date*



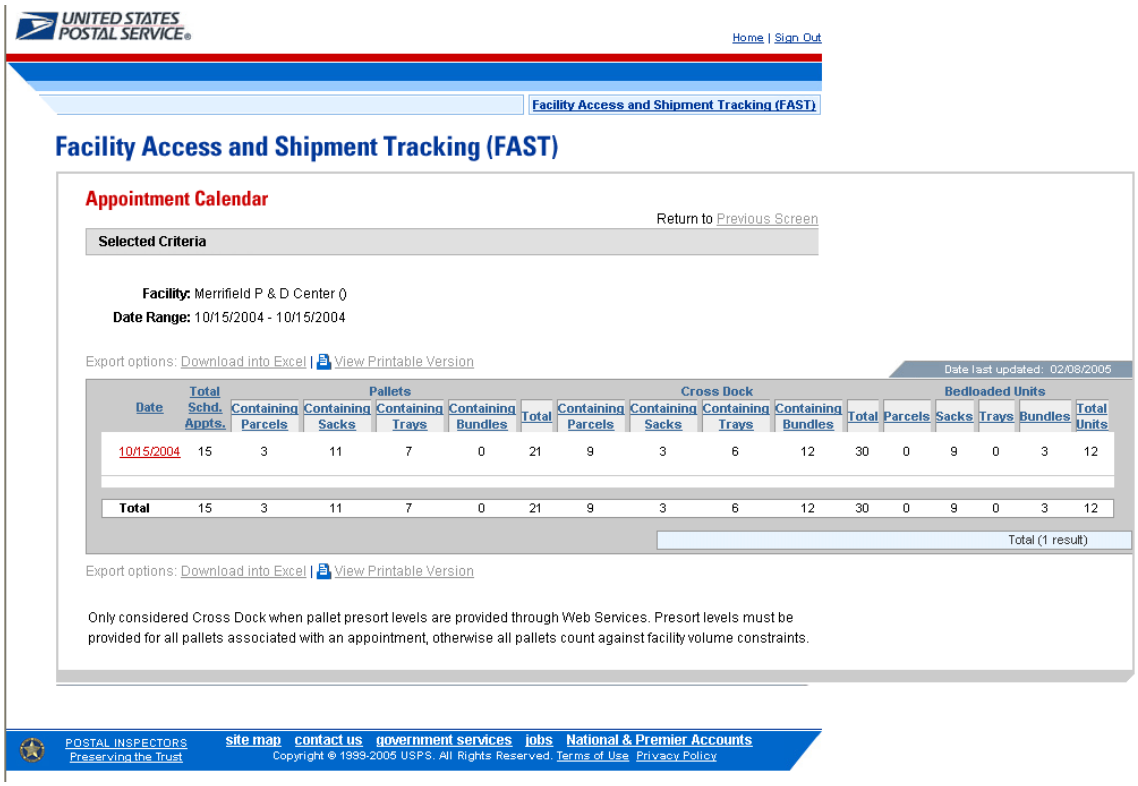
- *Start Date – Not a valid date. Dates must be in MM/DD/YYYY format.*



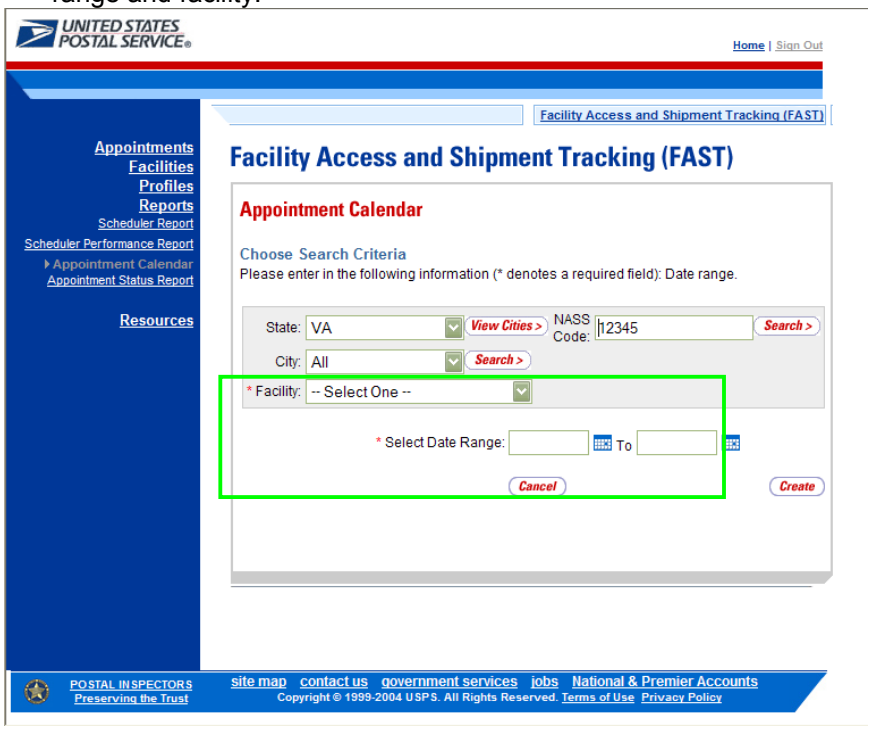
1.4 Helpful Hints

- The user will be logged out of FAST after fifteen minutes of **inactivity**.
- Throughout FAST the **Scheduler ID** drop-down box will only populate with those IDs associated to the user.

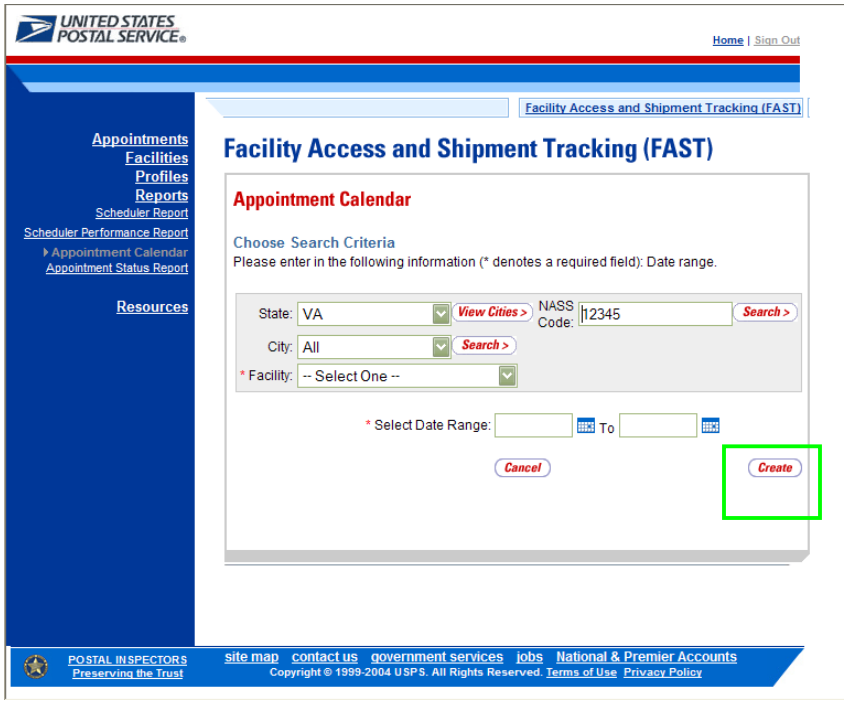
- The **Left Navigation Bar** is not displayed within the Reports section in order to give the user greater visibility to the displayed report. An example is displayed below.



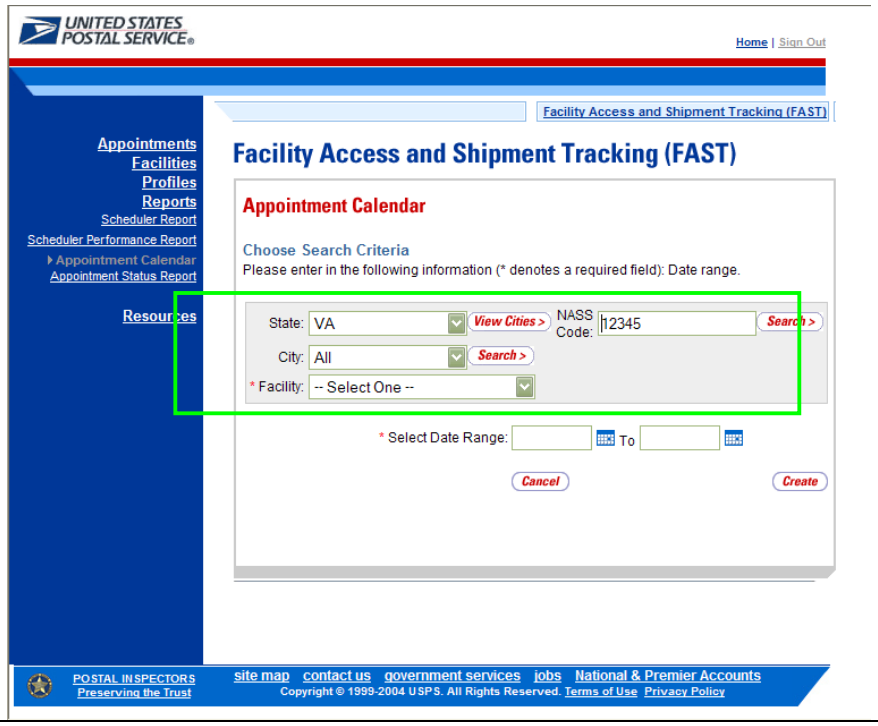
- * **Asterisks** on a Selection page designate a required field. In the example displayed below, the user is on the *Appointment Calendar Selection* page. The required fields on this page are date range and facility.



- The **Create** button may be found on all Report Selection pages. In the example displayed below, the user is on the *Appointment Calendar Selection* page. After entering in the required fields the user will CLICK the **Create** button to display the corresponding report.



- The **Facility** drop-down box will not automatically be populated. The user may search for a specific facility using the **State**, **State** and **City**, or **NASS Code** search options. An example with the facility search box highlighted is displayed below.



2.0 Pre-Login

The user has several processes they may exercise before logging into the FAST application. The Pre-Login section includes:

2.1 Facility Profile – Describes how a user may view the Facility Profile information.

2.2 Appointment Calendar – Describes how a user may create and view an Appointment Calendar report.

2.3 Closeout Data Report – Describes how a user may create and view the Closeout Data Report

2.4 BMC Information – Describes how a user may access the BMC Office Information page.

2.5 Reference Documents – Describes how a user may access the FAST User Guide, PS Form 6241, Publication 804, and Domestic Mail Manuel.

2.6 Message Board – Describes how a user may access the FAST Message Board.

2.7 What's New Board – Describes how a user may access the What's New Board.

The user may access the processes associated with the above sections from the *FAST Login* page (described in module 4.0 - *Landing pages*) before logging into the application.

2.1 Facility Profile

Facility Profile information consists of the drop shipment contact information and facility information for a given facility. The pre-login user may only view the information.

The *Facility Profile* section describes the processes for viewing the facilities information.

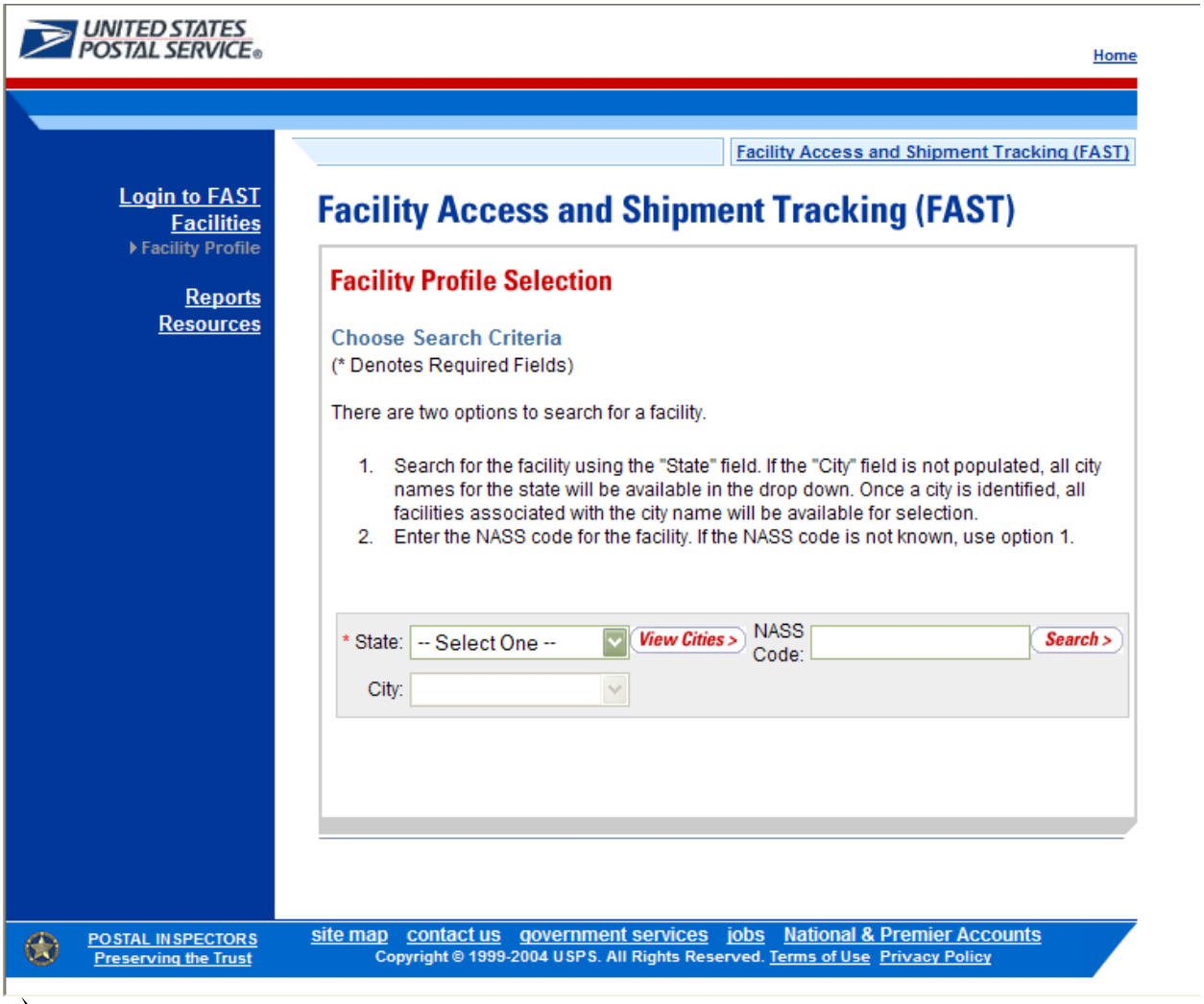
A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Facilities** link located on the sidebar. The user is taken to the *Facilities Landing* page (described in module 4.0 - *Landing* pages) where the user may select the **Facility Profile** link, or associated Go> button to display the *Facility Profile Selection* page.

The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

* *State*	Drop-down box containing state options
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the **City** drop-down box
City	Drop-down box containing the cities within the specified state that have a facility
Search button	Retrieves the facilities located in the selected state and city and displays them in the table
* *NASS Code*	Textbox to input the **NASS Code** of the requested facility

Search button	Retrieves the facility associated with the NASS Code and displays it in the results table

The *Facility Profile Selection* page is displayed below.



To view the profile of a facility, search for a facility by one of the following two ways:

To search by state and city:

1. SELECT a state from the **State** drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button to populate the table with the retrieved facilities

To search by NASS Code:

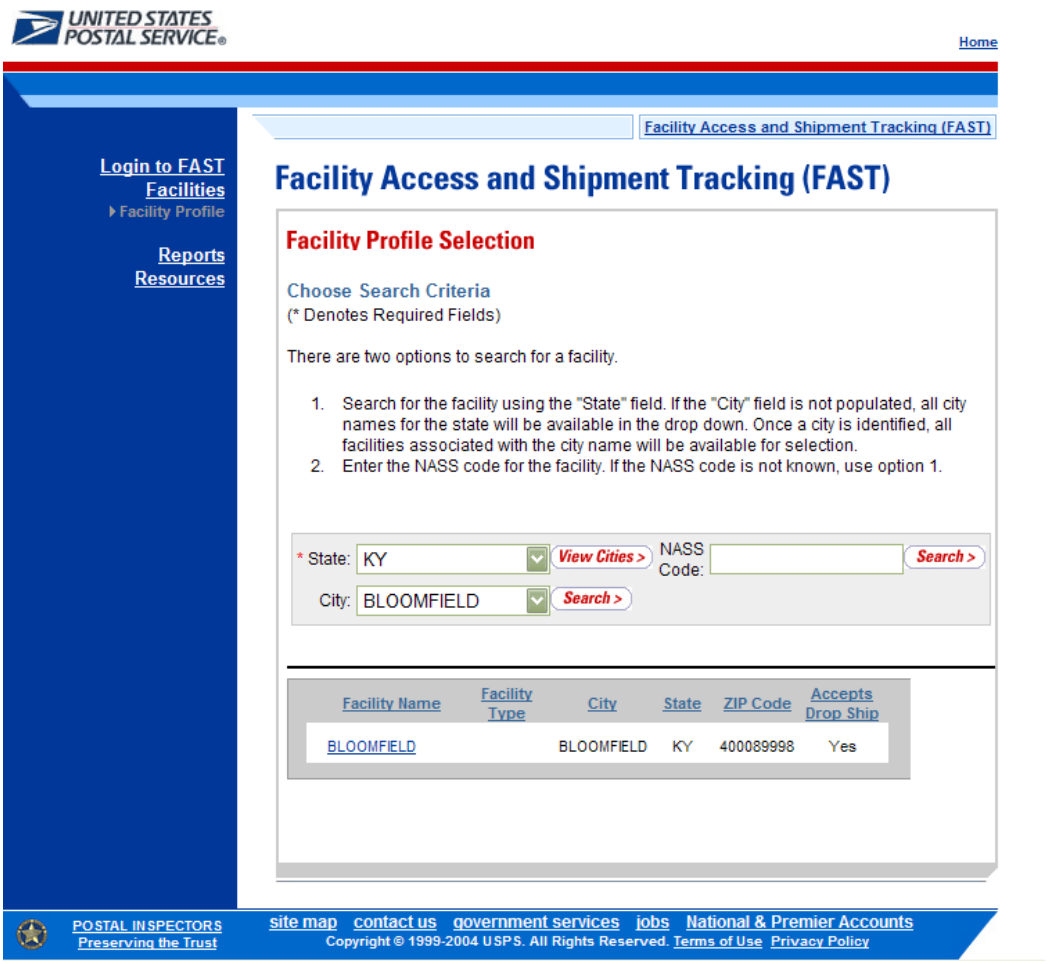
1. INPUT the NASS Code from the **NASS Code** text box

2. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: BMC, Plant, Delivery Unit, Annex
City column	City where the facility resides
State column	Two character state code where the facility resides
ZIP column	Five digit ZIP Code where the facility resides
Accepts Drop Ship column	Displays if the Facility accepts drop shipments (Yes); does not accept drop shipments (No); in the process of determining if the facility will accept drop shipments (Pending)

The *Facility Profile Selection* page is displayed on the following page.



From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

The *Facility Profile* page opens, displaying the contact information for the drop shipment facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Facility Information Section	
Name	The full name of the facility
Address	The street address of the facility
City	The city where the facility resides
State	The state code where the facility resides
ZIP + 4	The 9 digit ZIP Code of the facility
District	The code and name of the district where the facility resides

Area	The code and name of the area where the facility resides
Locale Key	The locale key of the facility
Facility Rating On options	Indicates Yes if appointments and schedulers are subject to rating at that facility and No if they are not
Accepts Drop Shipments options	Indicates Yes if the facility accepts drop shipments or No if the facility does not accept drop shipments
NASS Code	The 3-5 character NASS Code of the facility
Drop Shipment Contact Information	
Contact Name	Name of the primary contact person of the drop shipment facility
Hours of Availability	Time range to reach the drop shipment contact person
Phone Number	Phone number at the facility for the contact person
FAX Number	FAX number at the facility for the contact person
Email Address	Email address of the contact person
Alternative Drop Shipment Coordinator Information	
Contact Name	Name of the alternative contact person of the drop shipment facility
Hours of Availability	Time range to reach the alternative contact person
Phone Number	Phone number at the facility for the alternative contact person
FAX Number	FAX number at the facility for the alternative contact person
Email Address	Email address of the alternative contact person
Alternative Drop Ship Contact Information	
24 Hour Number	Phone number to reach the facility at any time of the day
Drop Shipment Hours	
Days of the Week	Hours the facility accepts drop shipments for each day of the week
Facility Directions	Directions to the facility
Comments	Any additional information relevant to the facility

The *Facility Profile* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

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Facility Access and Shipment Tracking (FAST)

Facility Profile

Previous Screen

(* Required Fields)

Name: PHILADELPHIA BMC
Address: 1900 BYBERRY RD STE 1
City: PHILADELPHIA
State: PA
ZIP + 4: 191169751
District: Philadelphia Metropo
Area: Eastern (C)
Locale Key: X1A495
Surface Visibility Site: No

Facility Rating On: Yes No
Accept Drop Shipments: Yes No
NASS Code: 19Z

Drop Ship Coordinator Information

*** Contact Name:** Joseph Staronski
*** Hours of Availability:** HH 07 MM 00 to
HH 15 MM 30
*** Phone Number:** 215-671-7626
*** FAX Number:** 215-671-7636
*** Email Address:** josephstaronski@usps.com

Alternate Drop Ship Contact Information

*** Contact Name:** pauldudley
*** Hours of Availability:** HH 16 MM 00 to
HH 23 MM 30
*** Phone Number:** 215-671-7626
*** FAX Number:** 215-671-7636
*** Email Address:** pauldudley@usps.com
*** 24-Hour Telephone Number:** 215-671-7667

Drop Ship Hours

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Facility Directions

If the directions to the BMC are not shown, go to the BMC Homepage under the Resources link.

Comments:

Submit > Additional Information

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Note:

If the facility is a BMC, and there are no directions provided, the user will be given a link to the BMC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS locator Homepage.

From the *Facility Profile* page, the user may CLICK the **Additional Information>** button to view additional information about the facility.

The *Facility Profile—Additional Information* page has two views; one for default facilities and one for non-default facilities. A default facility is a facility that drop shipments are redirected from. A non-default facility does not redirect any drop shipments. Drop shipments can be redirected to both default and non-default facilities. The table below describes the fields and buttons found on a default page. Following the table is a snapshot of the page for default facilities.

Default Processing	
3-Digit Zip Codes Serviced	The Zip/Carrier Route per discount type that the facility serves as a default facility for.
Processing Redirections to Alternative Facilities	
Provides information about what and where a facility redirects their mail to.	
Pallet Code Legend:	Y = Yes, redirection applies to palletized mail N = No, redirection applies to non-palletized mail B = Both
View CIN List	Displays CIN List Page
Facility Name	Lists the facility name that the CIN group is redirected to.
CIN Group	Lists the CIN group or partial group of CINs that are redirected from the default facility
Pallet Code	Indicates whether the redirection applies to palletized mail, non-palletized mail or both
Discount	Lists the destination discount associated with CIN Group
ZIP/CRID Serviced	Lists of ZIP/Carrier Route that the redirection applies to for the given CIN Group and Discount
Processing Redirections From Default Facilities	
Provides the CIN list of what is accepted at this facility and what is redirected there	
CIN Group	See above
Pallet Code	See above

Discount	See above
ZIP/CRID Serviced	See above
Facility Dock & Yard Information	
Provides height, width, depth and length information for the facility	

The *Facility Profile – Additional Information* (default facility) page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Profile - Additional Information

Return to Previous Screen

Facility Name: 10012-BROOKLYN

Default Processing

ZIP/Carrier Route Serviced: DDU:21011
ADC:210
BMC:210, 614-620, 622-631, 633-639

Processing Redirections to Alternate Facilities

Pallet Code Legend: Y = Yes, N = No, B = Both
Note: The pallet code indicates whether the redirection applies to palletized mail, non-palletized mail or both.

Note: ZIP/Carrier Route Serviced can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

View CIN List

Export options: Download into Excel | View Printable Version

Facility Name	CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced
LAS VEGAS	Standard Flats (CINs:356)	Y	ADC	614-620, 622-631, 633-639
LAS VEGAS	Standard Flats (CINs:356)	N	ADC	614-620, 622-631, 633-639
HAZELWOOD	Standard Letters	Y	SCF	614-620, 622-631, 633-639
HAZELWOOD	Standard Letters (CINs:P00, P56, P57)	N	SCF	614-620, 622-631, 633-639
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	ADC	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	DDU	21012
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	SCF	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	ADC	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	DDU	21012
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	SCF	210

First | Prev | Page 1, 2 | Next | Last Total (12 results)

Export options: Download into Excel | View Printable Version

Processing Redirections From Default Facilities

Export options: Download into Excel | View Printable Version

CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced
No Records Found			

Total (0 result)

Export options: Download into Excel | View Printable Version

Facility Dock

Height: 4 ft. 0 in.
Width: 12 ft. 0 in.
Depth: 50 ft. 0 in.

Facility Yard Information

Maximum Truck Length: 63 ft.
Truck Maneuverability:
Length: 150 ft.
Width: 300 ft.
Surface Type: 0

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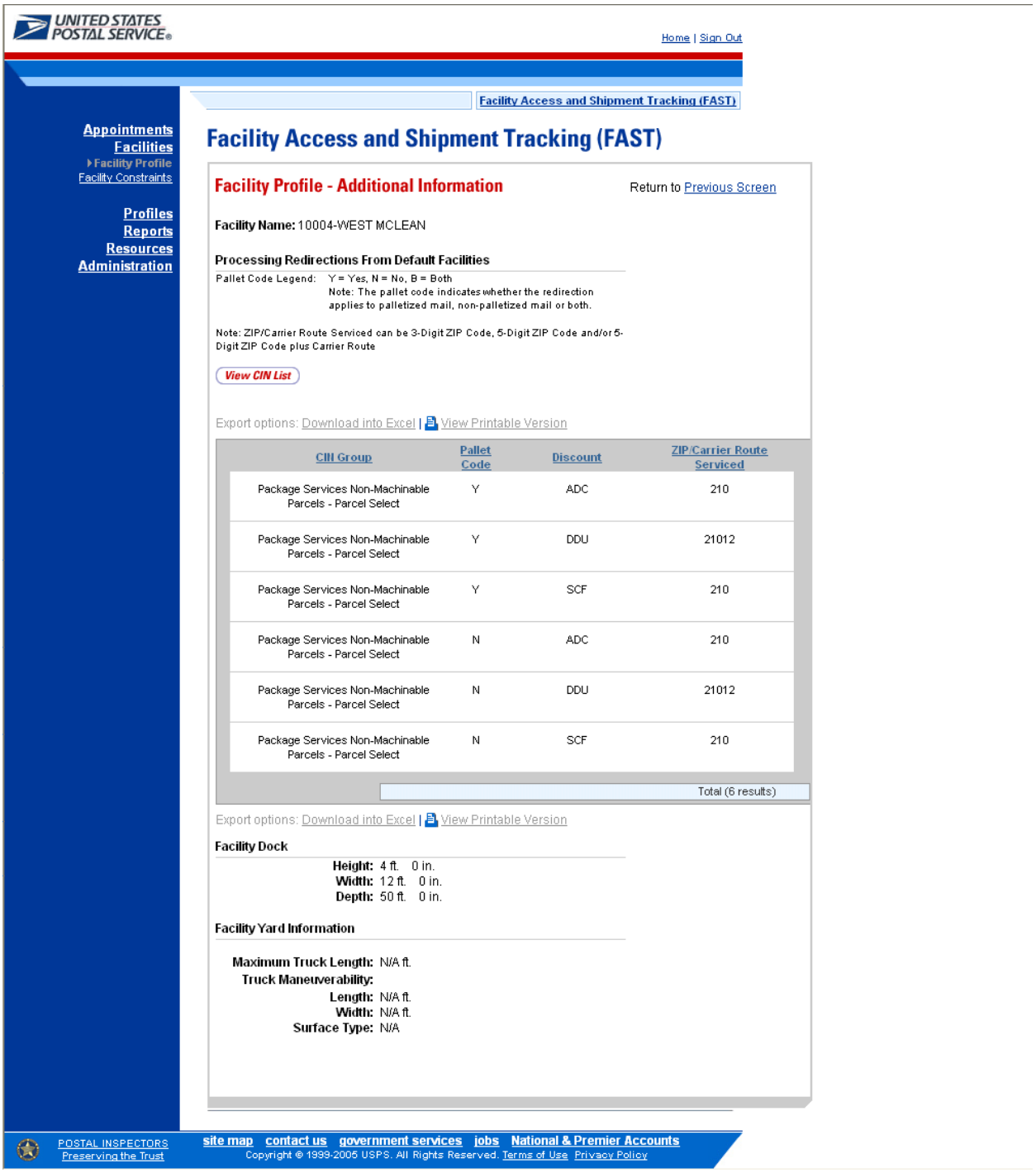
The *Facility Profile –Additional Information* page for non-default facilities is the same as the page for default facilities except for the deletion of the *Processing Redirections to Alternate Facilities* table. The Processing Redirections to Alternate Facilities section is omitted because non-default facilities do not redirect mail anywhere. The *Facility Profile – Additional Information* (non-default facility) page is displayed below.

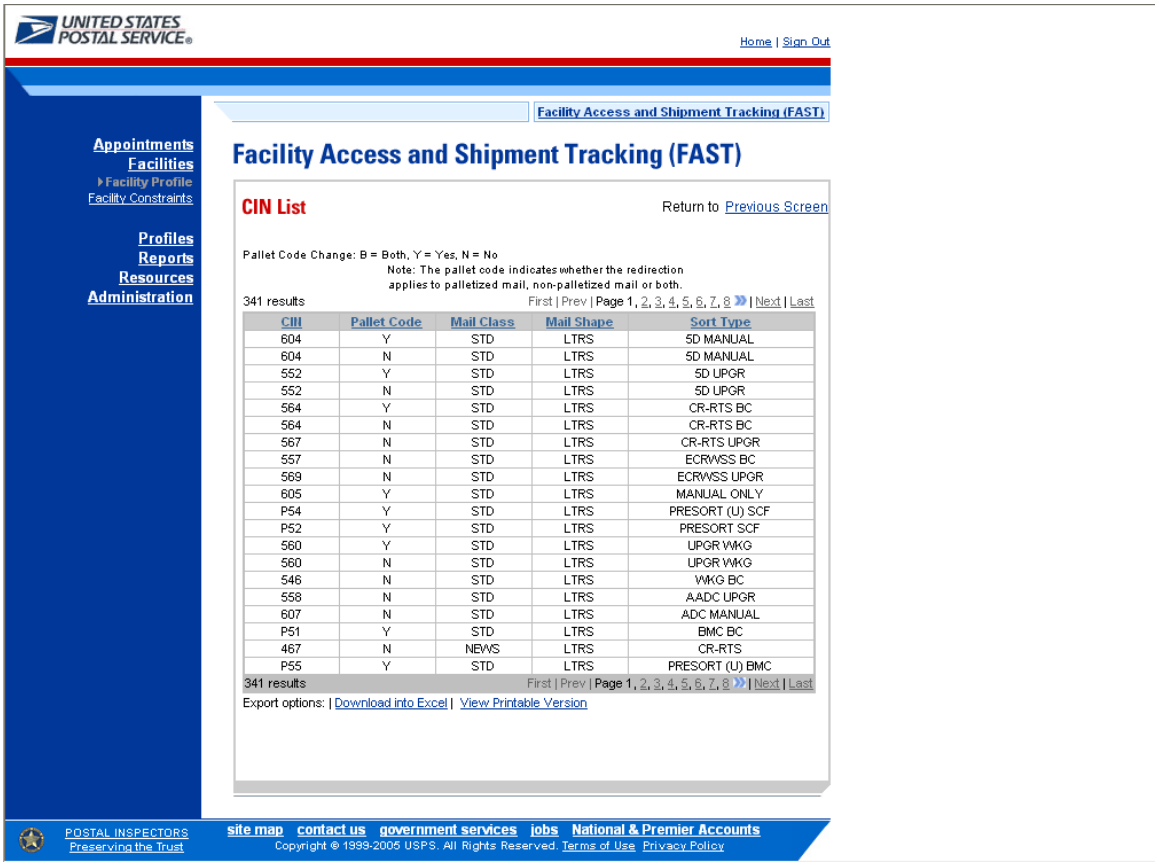


From the *Facility Profile-Additional Information* page, the user may CLICK the **View CIN List** button to view the definitions of the CIN groups.

The table below defines the fields used on the *CIN List* page. Following the table is a snapshot of the *CIN List* page

CIN	Lists the different CIN group numbers
Pallet Code	Indicates whether the CIN may be palletized (Y), not palletized (N) or both (B)
Mail Class	Lists the class of the given CIN
Mail Shape	Lists the shape of the given CIN
Sort Type	Lists the presort level and processing category of the given CIN

The *CIN List* page is displayed below.



CIN	Pallet Code	Mail Class	Mail Shape	Sort Type
604	Y	STD	LTRS	5D MANUAL
604	N	STD	LTRS	5D MANUAL
552	Y	STD	LTRS	5D UPGR
552	N	STD	LTRS	5D UPGR
564	Y	STD	LTRS	CR-RTS BC
564	N	STD	LTRS	CR-RTS BC
567	N	STD	LTRS	CR-RTS UPGR
557	N	STD	LTRS	ECRWSS BC
569	N	STD	LTRS	ECRWSS UPGR
605	Y	STD	LTRS	MANUAL ONLY
P54	Y	STD	LTRS	PRESORT (U) SCF
P52	Y	STD	LTRS	PRESORT SCF
560	Y	STD	LTRS	UPGR WKG
560	N	STD	LTRS	UPGR WKG
546	N	STD	LTRS	WKG BC
558	N	STD	LTRS	AADC UPGR
607	N	STD	LTRS	ADC MANUAL
P51	Y	STD	LTRS	BMC BC
467	N	NEWS	LTRS	CR-RTS
P55	Y	STD	LTRS	PRESORT (U) BMC

2.2 Appointment Calendar

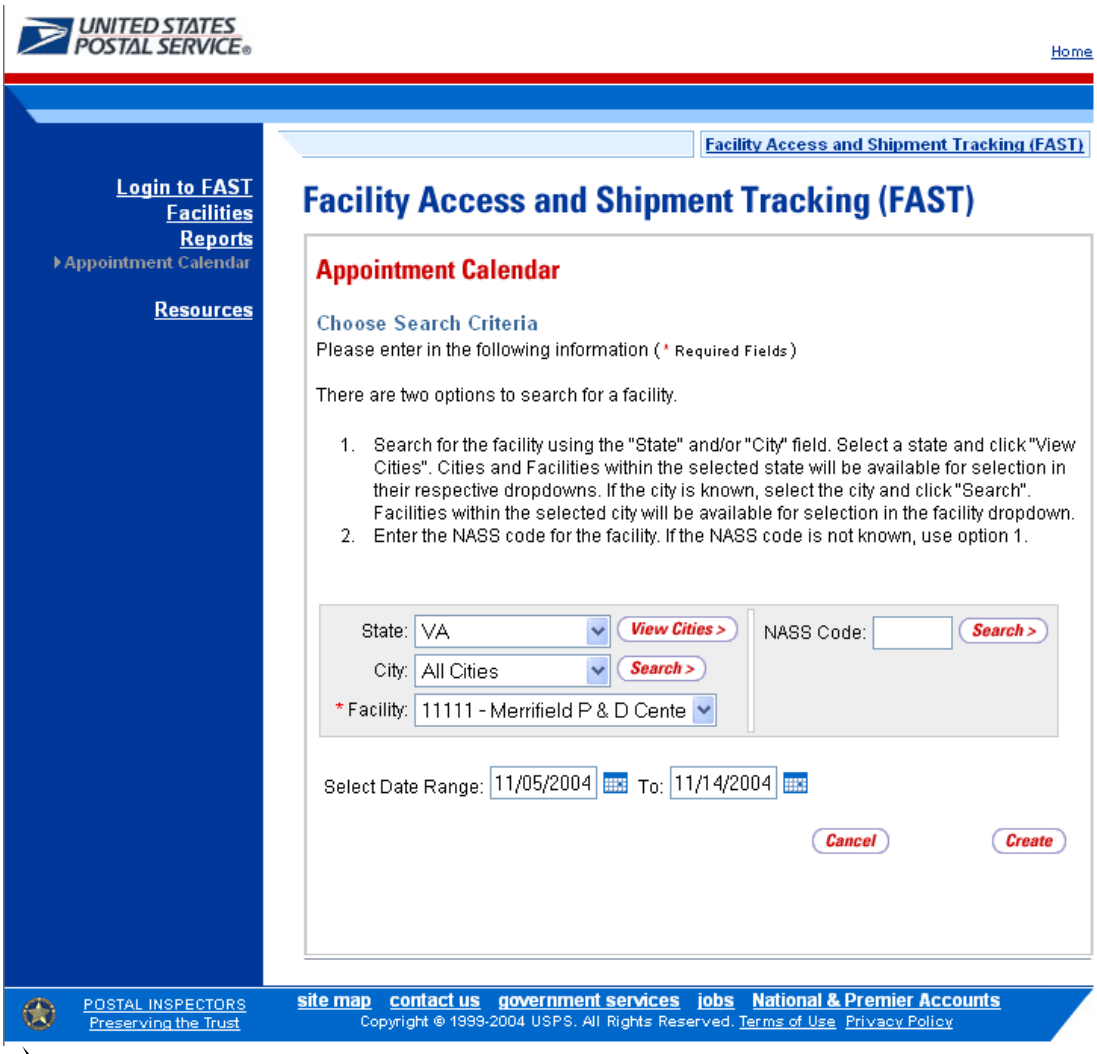
The *Appointment Calendar* displays all appointment count data for a selected facility and scheduled drop date. The *Appointment Calendar* section describes the processes for viewing the *Appointment Calendar*.

The *Appointment Calendar* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page.

The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

** State*	Drop-down box containing state options
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the **City** drop-down box
City	Drop-down box containing the cities within the specified state that have a facility
Search button	Retrieves the facilities located in the selected state and city and displays them in the table
NASS Code	Textbox to input the five character **NASS Code** of the requested facility
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table
** Facility*	Drop-down box containing the facility(s) located in the specified city and state
** Select Date Range*	Selects the date range to search for the specified facilities appointments. The range is restricted to 30 days prior to today's date and 14 days after today's date. The end date must be between today's date and 14 days in the future. Both date fields default to the current date.
Search button	Retrieves the appointment count data for the specific date range based on the entered criteria and displays the *Appointment Calendar*

The *Appointment Calendar Selection* page is displayed below.



From the Appointment Calendar Selection page, the user may view the appointment information for the specified date range by performing the following steps:

1. SEARCH for a specific facility by one of the following two ways:

   To Search for a Facility by State and City:

   1. SELECT a **State** from the drop-down box
   2. CLICK the **View Cities** button
   3. SELECT a city from the **City** drop-down box
   4. CLICK the **Search** button

   To Search for a Facility by NASS Code:

   1. ENTER the **NASS Code** in the text box
   2. CLICK the **Search** button

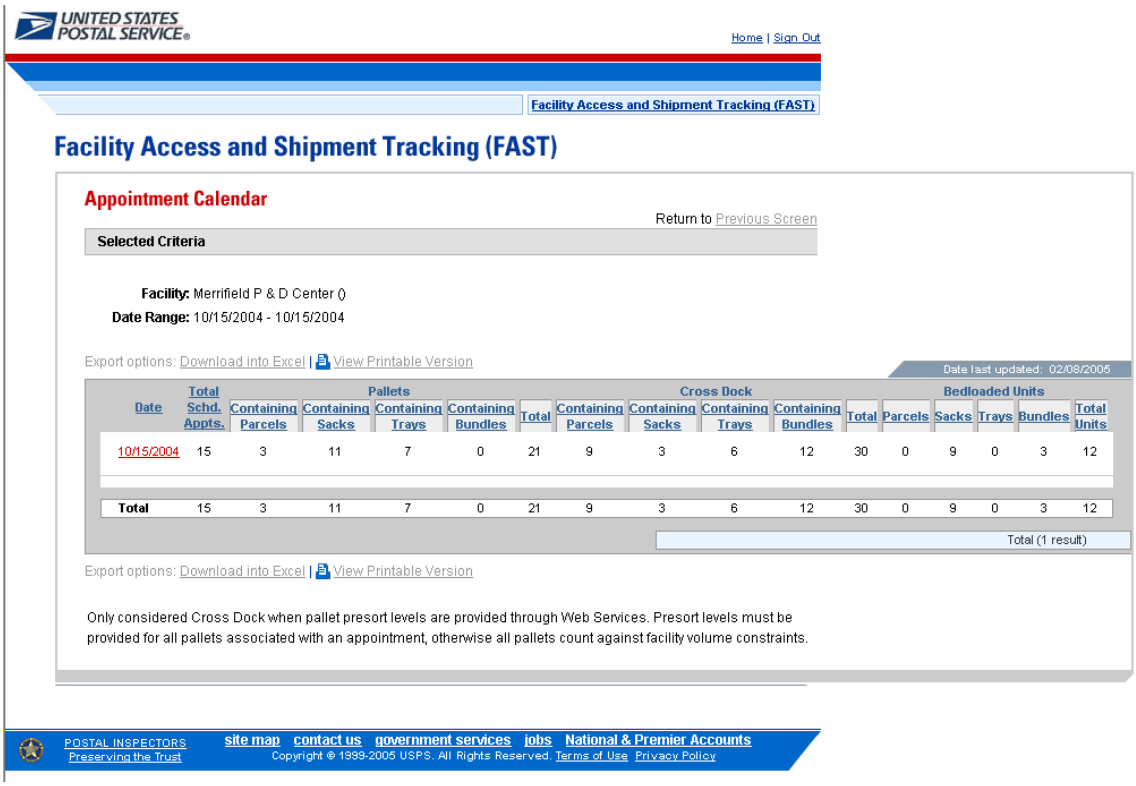
2. ENTER the **Date Range**
3. CLICK the **Create** button

Note:
The Start Date may not exceed 30 days prior to today's date.
The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).

The *Appointment Calendar* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the *Appointment Calendar* page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments
Total Scheduled Appointments	The total scheduled appointments on a given date
Pallets- Total	The total count of pallets scheduled
Pallets- Parcels	The total count of pallets containing parcels scheduled
Pallets- Sacks	The total count of pallets containing sacks scheduled
Pallets- Trays	The total count of pallets containing trays scheduled
Pallets- Bundles	The total count of pallets containing bundles scheduled
Cross Dock - Total	The total count of cross docked mail scheduled
Cross Dock- Parcels	The total count of cross docked mail containing parcels scheduled
Cross Dock - Sacks	The total count of cross docked mail containing sacks scheduled
Cross Dock - Trays	The total count of cross docked mail containing trays scheduled
Cross Dock - Bundles	The total count of cross docked mail containing bundles scheduled
Bedloaded- Total	The total count of bedloads scheduled
Bedloaded- Parcels	The total count of bedloads containing parcels scheduled
Bedloaded- Sacks	The total count of bedloads containing sacks scheduled
Bedloaded- Trays	The total count of bedloads containing trays scheduled
Bedloaded - Bundles	The total count of bedloads containing bundles scheduled

The *Appointment Calendar* page is displayed below.



Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units				
		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Parcels	Sacks	Trays	Bundles	Total Units
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)

2.3 Closeout Data Report

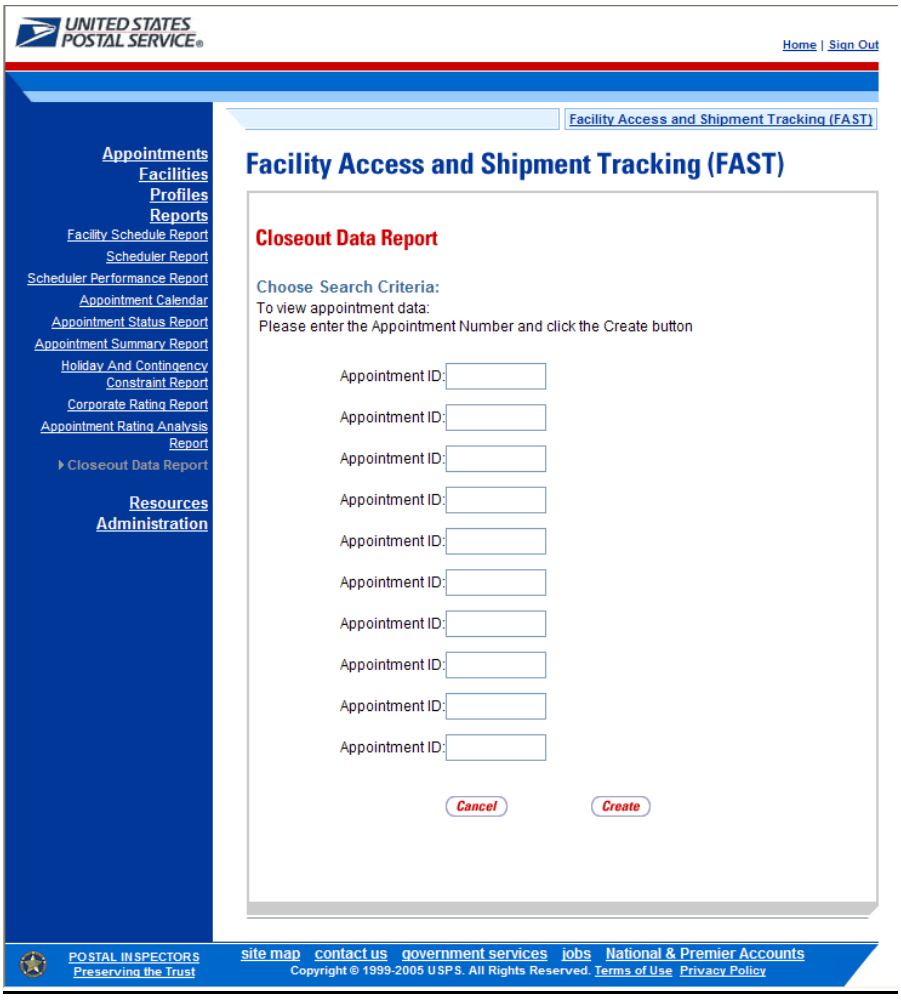
The *Closeout Data Report* displays the appointment information for the entered appointment IDs. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page.

The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 Appointment IDs can be entered
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page is on the following page.



The user may view closeout information by performing the following steps:

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment ID** fields are filled
3. CLICK **Create**

The *Closeout Information Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID associated with the selected criteria
Status	The Appointment Status associated with the selected criteria CA = Cancelled

	CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
Facility Name	The Facility Name associated with the selected criteria
NASS Code	The NASS Code associated with the selected criteria
Appointment Date and Time	The Scheduled Appointment Date and Time associated with the selected criteria
Arrival Data and Time	The Actual Arrival Date and Time associated with the selected criteria
Unload Start Date and Time	The Unload Start Date and Time associated with the selected criteria
Unload End Date and Time	The Unload Start Date and Time associated with the selected criteria
Mail Integrity	The Mail Condition of the selected criteria
Content Discrepancy	The Difference between the scheduled volume and the actual volume associated with the selected criteria

A snapshot of the *Closeout Data Report* page is on the following page.

UNITED STATES POSTAL SERVICE

Home

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Closeout Data Report

Return to Previous Screen

Selected Criteria

Status : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Export options: Download into Excel | View Printable Version

Appointment ID	Status	Facility Name	NASS Code	Appointment Date	Appointment Time	Arrival Date	Arrival Time	Unload Start Date	Unload Start Time	Unload End Date	Unload End Time	Mail Integrity	Content Discrepency
900000001	U	SAINT LOUIS	112	11/10/2004	10:00	11/10/2004	10:00	11/10/2004	10:04	11/10/2004	11:10		
900000002	U	SAINT LOUIS	112	11/10/2004	08:00	11/10/2004	08:00	11/10/2004	08:06	11/10/2004	09:30		
900000003	U	SAINT LOUIS	112	11/10/2004	11:00	11/10/2004	11:00	11/10/2004	11:15	11/10/2004	12:45		

Total (3 results)

Export options: Download into Excel | View Printable Version

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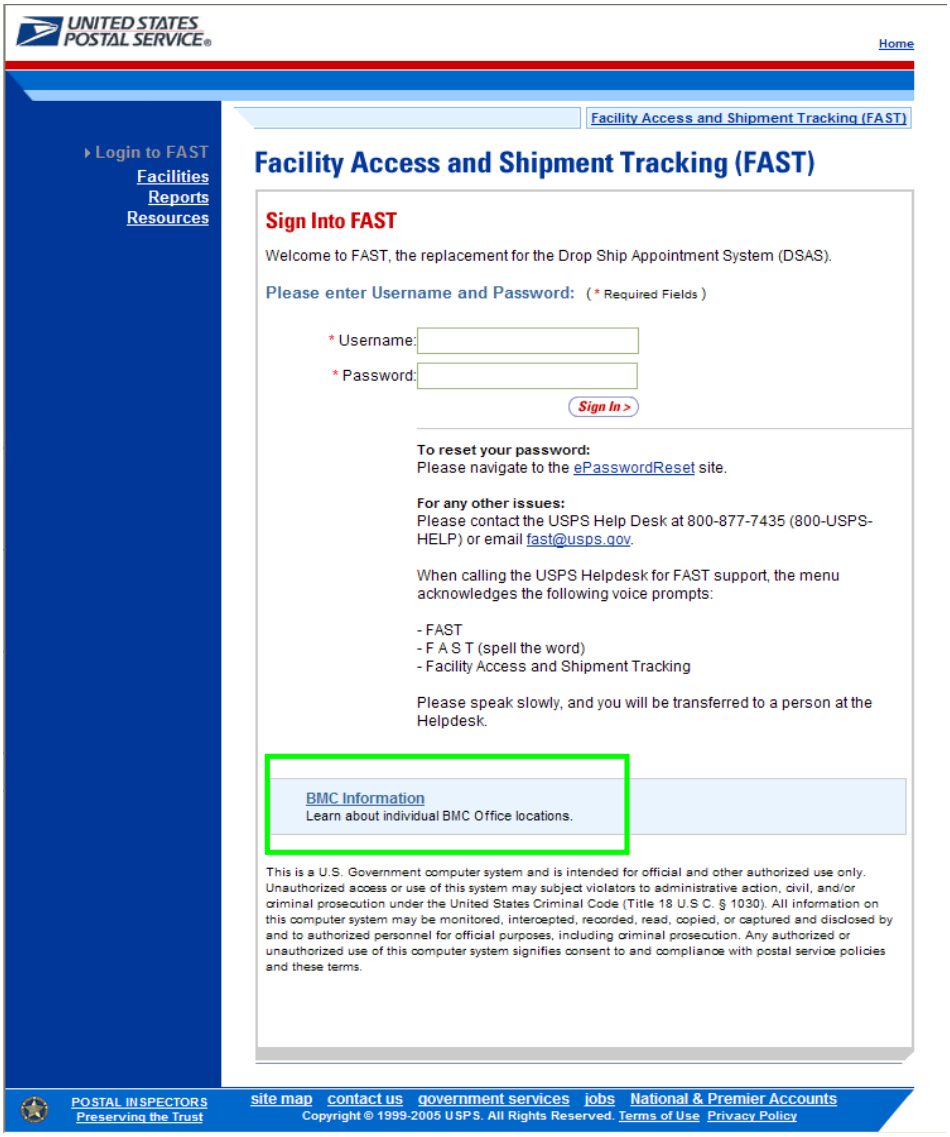
2.4 BMC Information

The *BMC Information* page is used to find out information about a particular Bulk Mail Center (BMC). The user may get office information or information on how to utilize the BMC network to receive discount rates. The *BMC Information* section describes how to access the website.

A pre-login user begins the process by CLICKING the **BMC Information** link on the *FAST Login* page. The user is then redirected to the *BMC Office Information* page.

The *FAST Login* page is displayed below with the *BMC* section highlighted.



2.5 Reference Documents

The *Reference Documents* section describes the following processes:

2.5.1 Download User Guide
2.5.2 Link to PS Forms 8125 and 6241
2.5.3 Link to Publication 804
2.5.4 Link to Domestic Mail Manual

The user may access the processes associated with the above sections from the *FAST Login* page by CLICKING the **Resources** link. The Resources link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing pages*) where the user may CLICK either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

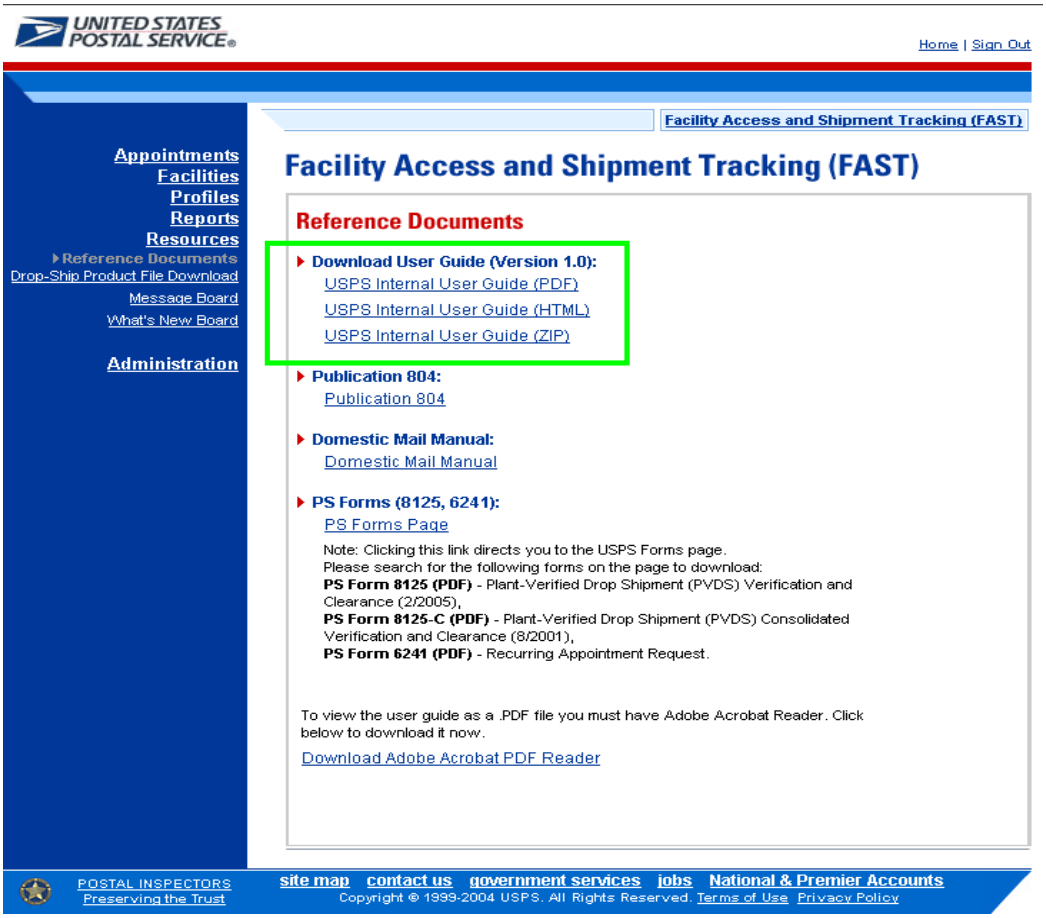
2.5.1 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST will provide the user. It contains detailed instructions for users to perform key functions in the FAST system. A pre-login user may only download the external version of the User Guide.

The *FAST User Guide* section describes the process for downloading the guide. More detailed information about downloading the FAST User Guide is described in module 9.1.1 – *Download User Guide.*

The user has the option to download the User Guide in .PDF format, .RTF format, or as a ZIP file. The user begins the process by CLICKING the associated **Download** button.

The *Reference Documents* page is displayed below with the FAST User Guide section highlighted.



Note:
The pre-login user may only download the customer version of the *FAST User Guide*.

To view the *FAST User Guide* in .PDF format the user must have Adobe Acrobat Reader.

2.5.2 Link to PS Forms 6241 and 8125

The *Recurring Appointment Request form,* which is officially named the *PS Form 6241,* is for schedulers that want to request a recurring appointment. The mailing should be at least once a week, on the same day, during the same time period, with (generally) the same contents, and using the same form and size of transportation. The form requests information about the mail owner, transportation, mailing, as well as a signature by the scheduler.

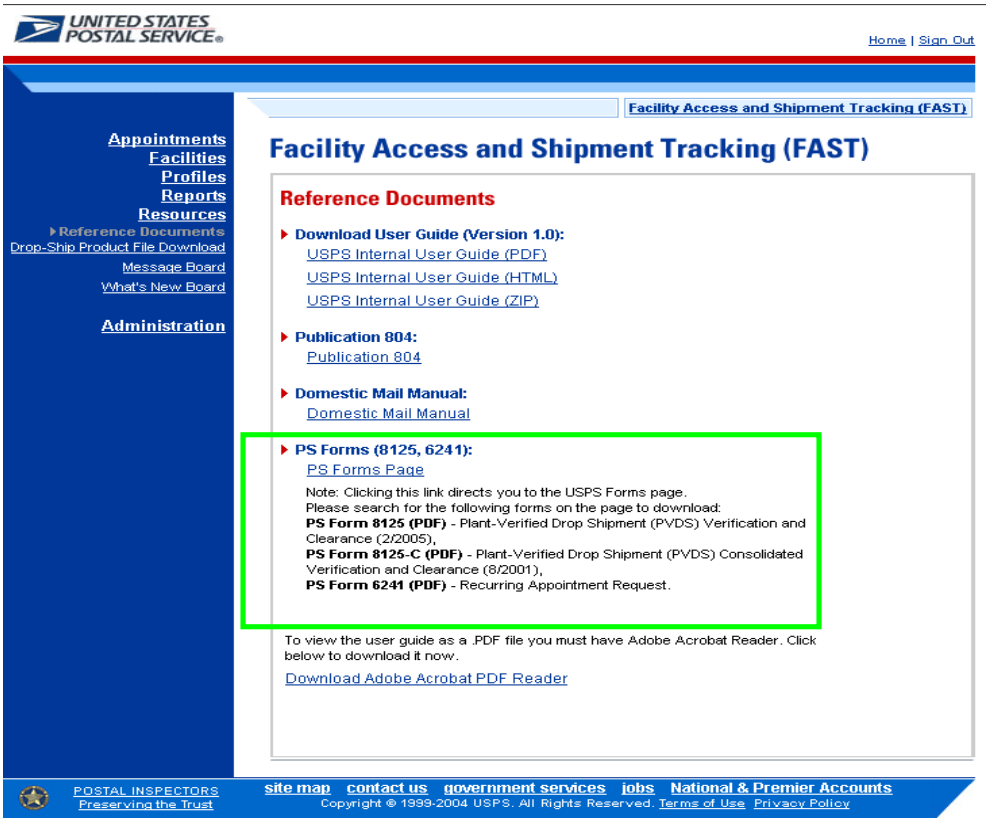
The *PS Form 8125* contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The *PS Forms* section describes the process for downloading the forms. More detailed information about downloading the *Recurring Appointment Request Form and the Plant-Verified Drop Shipment Form* is

described in modules 9.1.2 – *Download Recurring Appointment Request Form and 9.1.3 – Download PS Form 8125 (Plant-Verified Drop Shipment Form)*.

The user may download either form in .PDF format. The user begins the process by CLICKING the associated **PS Forms Page** hyperlink. Upon CLICKING the **PS Forms Page** hyperlink, the user is brought to the USPS Forms Page where they may search for PS Form 6241 or 8125.

The *USPS Document* page is displayed below with the *PS Forms* section highlighted.



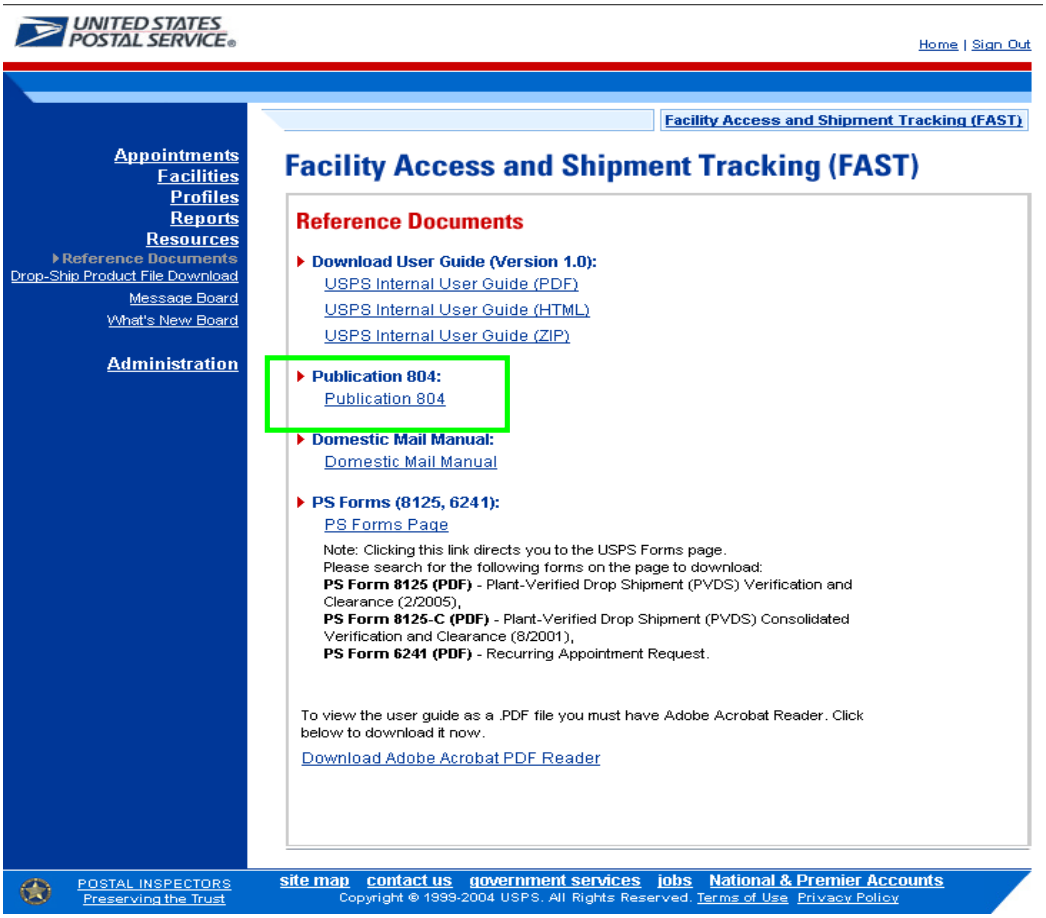
2.5.3 Link to Publication 804

Drop Shipment Procedures for Destination Entry (Publication 804) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM). They establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the process for viewing the publication. More detailed information about viewing *Publication 804* is described in module 9.1.3 – *Link to Publication 804*.

The user has the option to view *Publication 804* in .PDF format or text format. The user begins the process by CLICKING on the **Publication 804** hyperlink. Upon CLICKING one of the hyperlinks the user is brought to a new page with *Publication 804* displayed.

The *USPS Document* page is displayed below with *Publication 804* section highlighted.



2.5.4 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The public may access the DMM in PDF format on the Postal Explorer website. The online DMM is updated monthly.

The *Domestic Mail Manual* section describes the process for viewing the manual. More detailed information about viewing the *Domestic Mail Manual* is described in module 9.1.4 – *Link to Domestic Mail Manual*.

The user may view the *Domestic Mail Manual* in .PDF format. The user begins the process by CLICKING the **Domestic Mail Manual** hyperlink. Upon CLICKING the hyperlink the user is brought to a new page with the *Domestic Mail Manual* displayed.

The *USPS Document* page is displayed below with the *Domestic Mail Manual* section highlighted.

UNITED STATES POSTAL SERVICE®

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Facility Access and Shipment Tracking (FAST)

Appointments
Facilities
Profiles
Reports
Resources
Reference Documents
Drop-Ship Product File Download
Message Board
What's New Board

Administration

Facility Access and Shipment Tracking (FAST)

Reference Documents

Download User Guide (Version 1.0):

USPS Internal User Guide (PDF)
USPS Internal User Guide (HTML)
USPS Internal User Guide (ZIP)

Publication 804:

Publication 804

Domestic Mail Manual:

Domestic Mail Manual

PS Forms (8125, 6241):

PS Forms Page

Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (2/2005),
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (8/2001),
PS Form 6241 (PDF) - Recurring Appointment Request.

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

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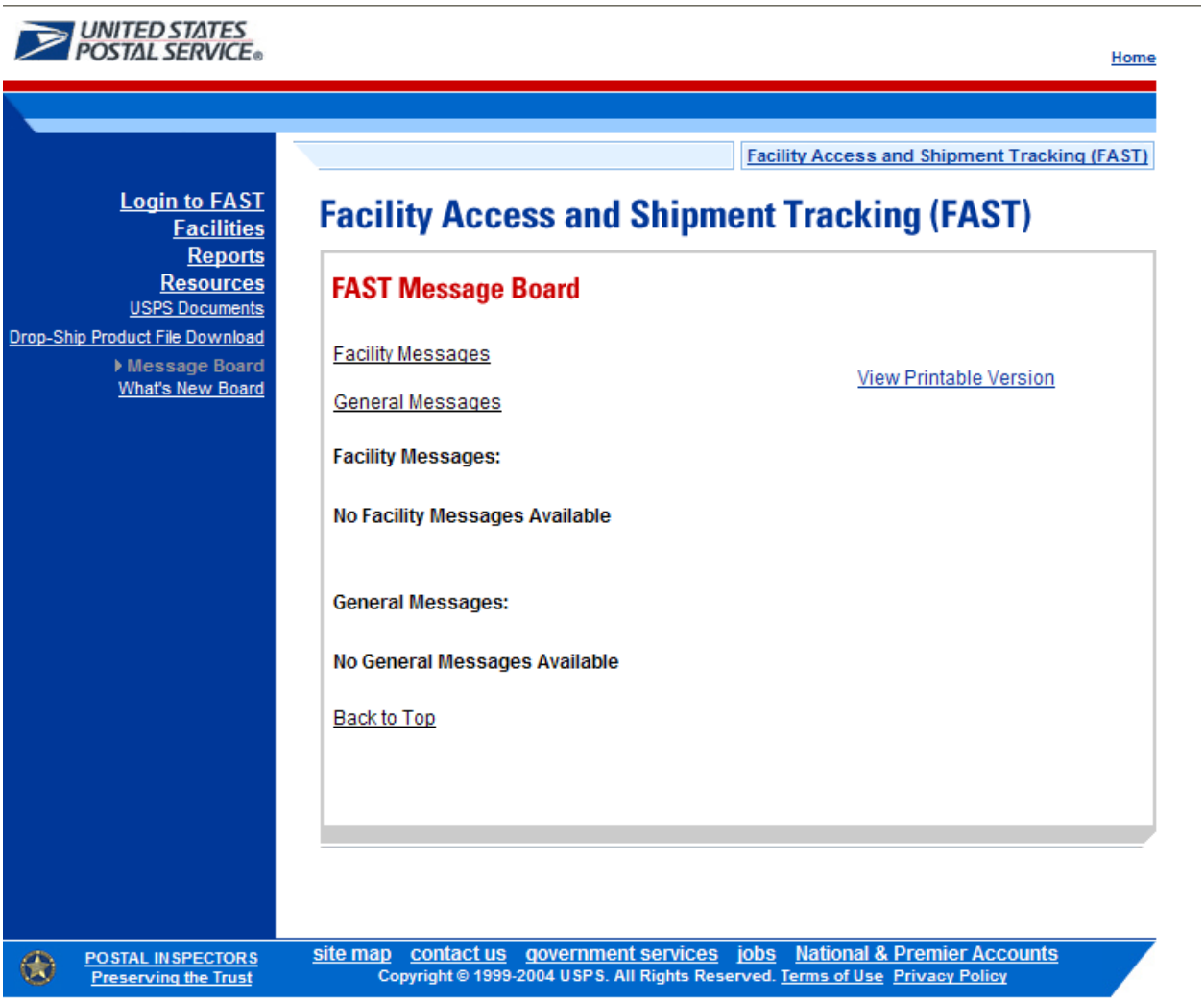
2.6 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Pre-login users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board. More detailed information about the Message Board is described in module 9.0 – *Resources*.

The Message Board is accessible from three points in FAST; from the *FAST Login* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). A pre-login user begins the process from the *Resources* page. The user CLICKS the **Message Board** link or associated **Go>** button to display the *Message Board*.

The *FAST Message Board* is displayed below.



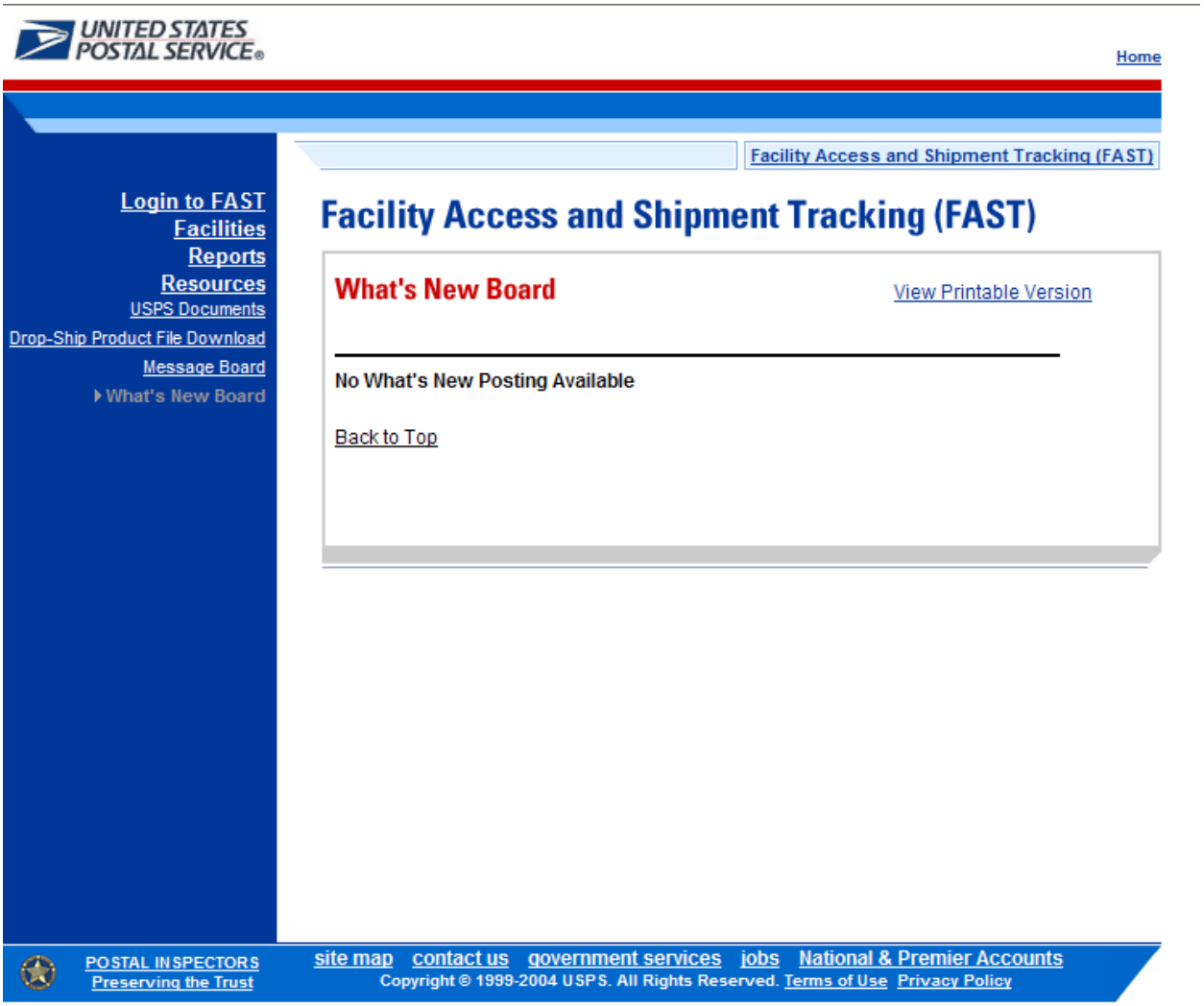
2.7 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board. More detailed information about the What's New Board is described in module 9.0 – *Resources*.

The *What's New Board* is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The *FAST What's New Board* is displayed below.



3.0 Login/Logout

When the user opens the FAST application, the first page that displays is the *Facility Access and Shipment Tracking (FAST) Login* page. Usernames are entered on this page and then verified by the system. If an external user does not have a FAST login, one must be obtained through *PostalOne!* ® (described in module 11.3 – *PostalOne! User Guide*). Upon login the *FAST Main Menu* page is displayed, as well as a *message board pop-up*.

The *Login/Logout* section includes:

3.1 Logging In/Logging Out

3.2 Message Board Pop Up

The user may access the processes associated with the above sections from the *FAST Login* page (described in module 4.0 - *Landing* pages).

3.1 Logging In/Logging Out

In order to access most of the processes available in FAST a user has to log in to the application. The *FAST Login* page will verify the user name and password information entered.

The Logging In/Logging Out section describes the following processes:

3.1.1 Logging into FAST
- Login difficulties

3.1.2 Logging Out of FAST
- Returning to FAST Login page

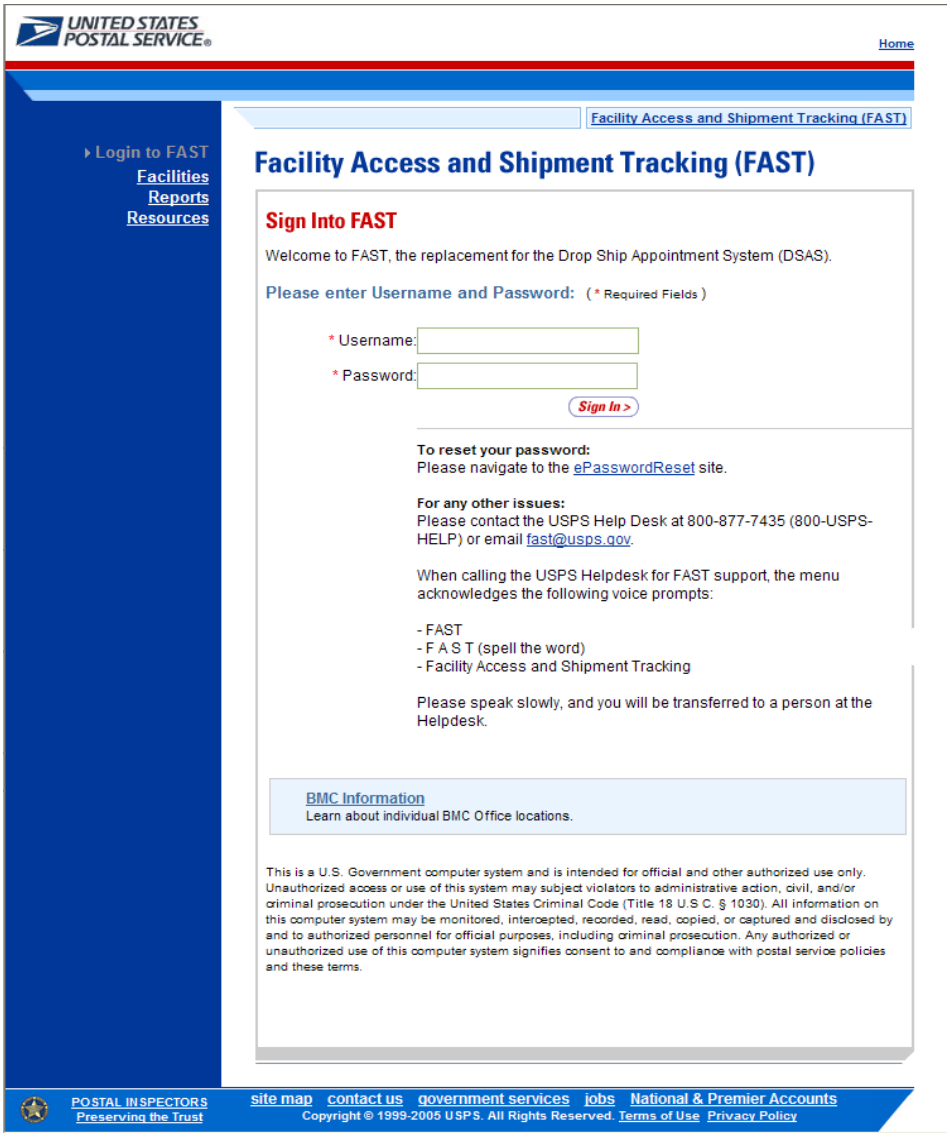
3.1.1 Logging into FAST

The user begins the process by entering the *FAST Login* page. The user must then enter a valid user name and password. Upon verification the user will be redirected to the *FAST Login* page. The URL for the *Fast Login* page is http://fast.usps.com.

The fields and buttons on the *FAST Login* page are described below. A snapshot of the page is displayed after the field description.

* *User Name*	Textbox where the user may enter their user name
* *Password*	Textbox where the user may enter the password for the associated user name
Sign In button	Allows the user access into the FAST application with the correct entry of a user name and password

The *FAST Login* page is displayed below.



To enter the FAST application, perform the following steps:

1. CLICK the **Username** text box and ENTER the user name
2. CLICK the **Password** textbox and ENTER the password
3. CLICK the **Sign In** button.

A successful login brings the user to the *FAST Login* page.

FAST Login Difficulties

If the user login is unsuccessful an error message displays directly above the Username text box. There are seven possible error messages that may be displayed. The following are the three most common error messages:

- *Username / Password is incorrect*

  If this message displays, the username or password may have been mistyped. Retype the username / password and try again. If this is unsuccessful, please refer to the specified help number on the *Fast Login* page.

- *User has been locked out due to too many incorrect login attempts. User should call PostalOne! helpdesk to have their password reset.*

  If this message displays, the user has entered an incorrect password too many times. Contact the *PostalOne!* helpdesk to have your password reset.

- *User's password is about to expire. User log into PostalOne! to change their password.*

  If this message displays the user's password is about to expire. CLICK the **ePasswordReset** link to change your password.

  These are the additional error messages a user may encounter:

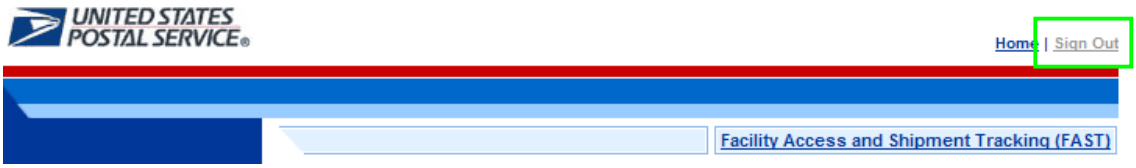
- *User (Customer) has not changed the password after 90 days of previous password change and password expired.*
- *User must log into PostalOne! to change their password due to password reset.*
- *User needs to change the 'Initial Password' set during Account Creation. Please log into PostalOne! and Change the Password.*
- *Account disabled due to inactivity. User should call PostalOne! helpdesk to have their account re-enabled.*

Note:
For help accessing *PostalOne!* or to get materials on *PostalOne!* reference module 11.2 – *PostalOne! User Guid*e.

Note:
There are many login error messages the application may display. More detailed information about Error Messages is described in module 1.3.3 – *Error Messages*.

3.1.2 Logging Out of FAST

On each page of the FAST application there is a **Sign Out** link on the left of the top navigation bar. The **Sign Out** link is highlighted below.



To exit the FAST application, perform the following steps:

1. CLICK the **Sign Out** button.

Note:

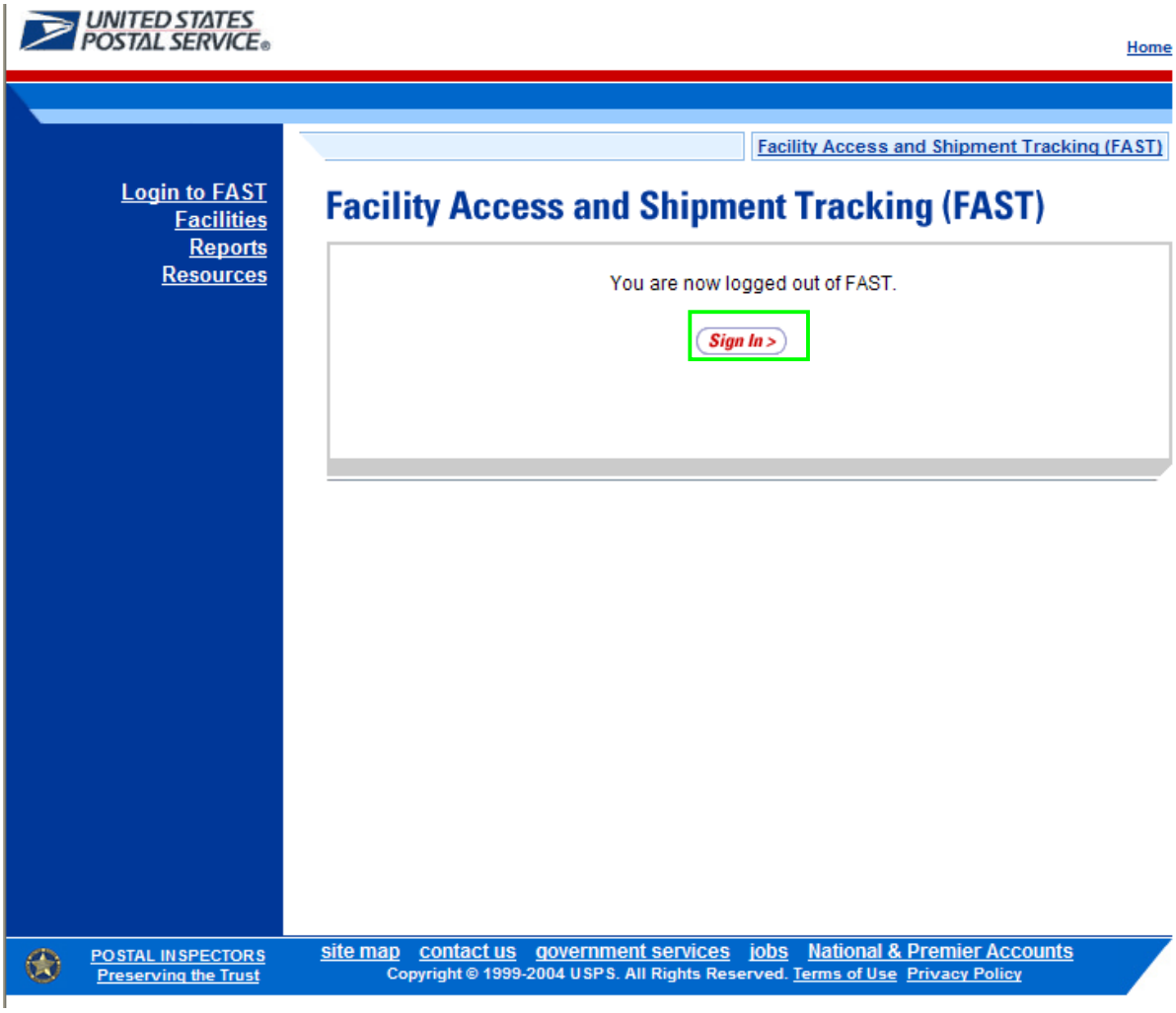
The **Sign Out** button is displayed once logged into FAST.

A successful logout brings the user to the *FAST Logout* page.

Returning to FAST Login page

- CLICK the **Sign In** button to return to the *FAST Login* page.

The *FAST Logout* page is displayed below. The **Sign In** button is highlighted.


UNITED STATES POSTAL SERVICE
Home
Facility Access and Shipment Tracking (FAST)
Login to FAST
Facilities
Reports
Resources
Facility Access and Shipment Tracking (FAST)
You are now logged out of FAST.
Sign In >
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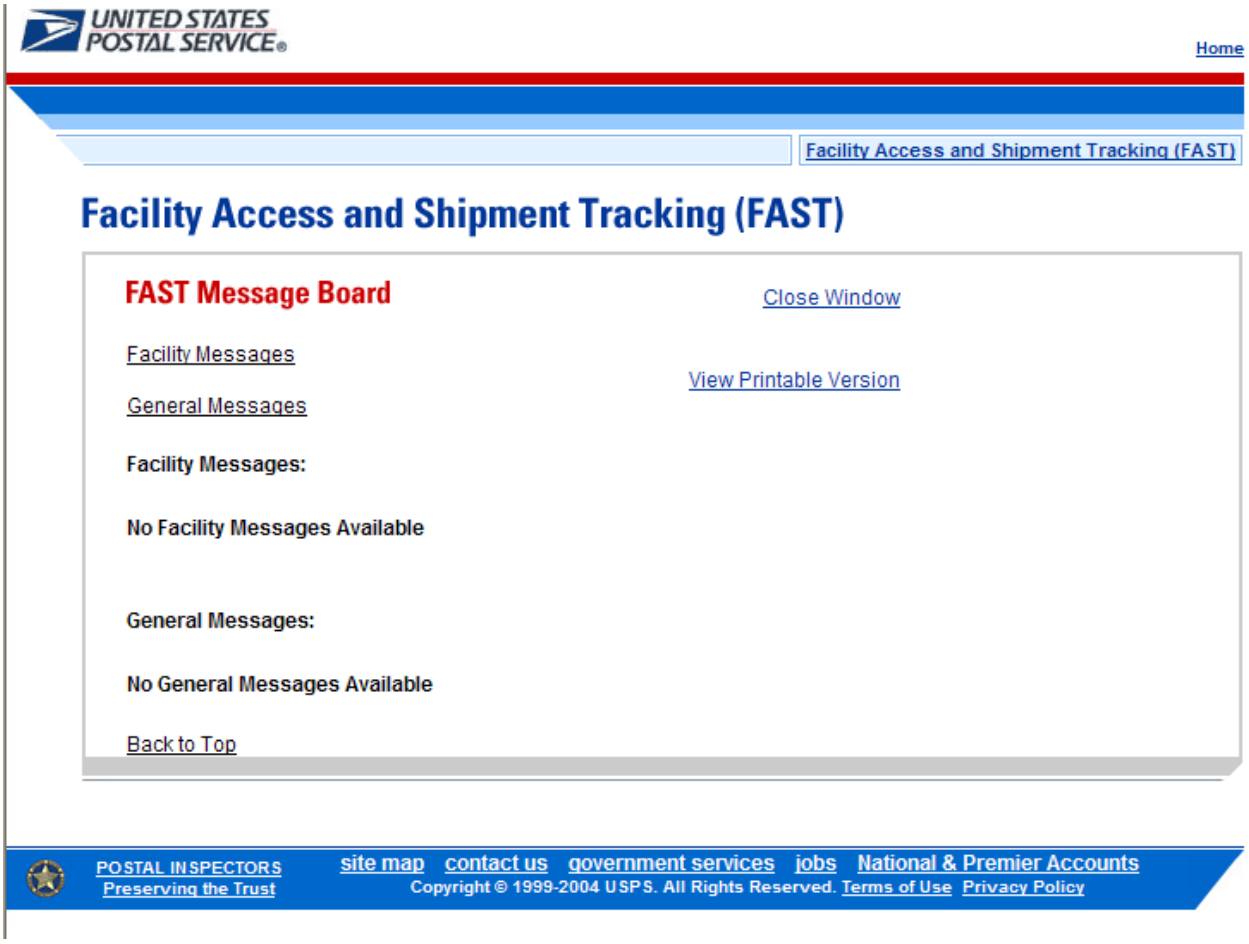
3.2 Message Board Pop Up

Messages are created by FAST administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to users via the Message Board.

The *Message Board Pop Up* section describes the process for viewing the window. More detailed information about the Message Board is described in module 9.3 – *Message Board*.

The user begins the process by entering the FAST application. Upon login the *Message Board Pop Up* window is automatically displayed. The user may also access the *Message Board* by CLICKING the **Message Board** link, or associated **Go>** button from the *Resources Landing* page.

The *FAST Message Board Pop Up* is displayed below.



4.0 Landing pages

The user has several processes they may exercise upon login to the FAST application. The *Landing* pages section includes:

4.1 FAST Main Menu – Describes how a user may select the desired landing page.

4.2 Appointments – Describes how a user may select the desired appointment creation and management function.

4.3 Facilities – Describes how a user may select the desired facility information function.

4.4 Profiles – Describes how a user may select the desired profile function.

4.5 Reports – Describes how a user may select the report to view.

4.6 Resources – Describes how a user may select the desired resources function.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the associated link or **Go>** button.

4.1 FAST Main Menu

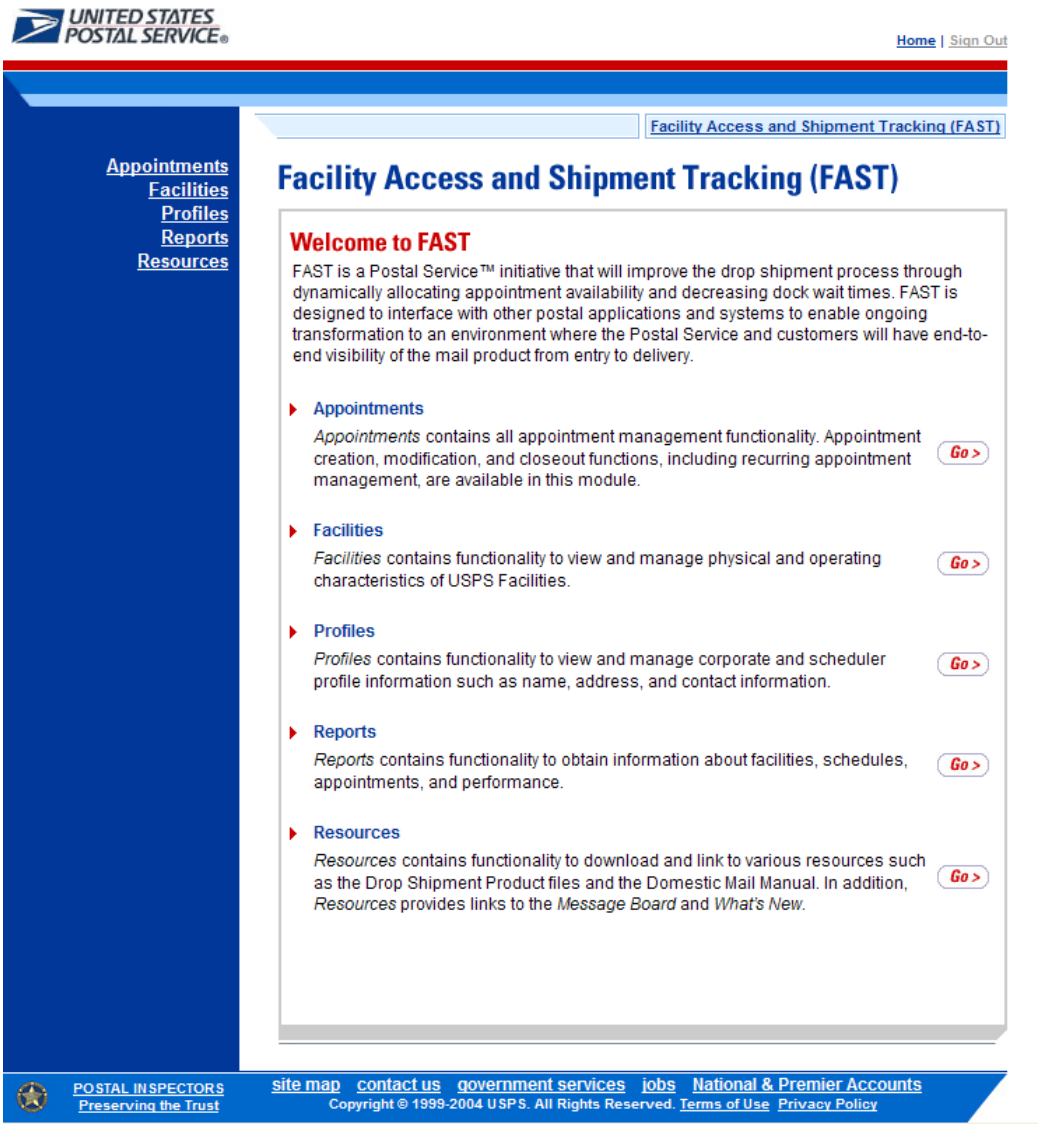
The *FAST Main Menu Landing* page lists all FAST related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointments
- Facilities
- Profiles
- Reports
- Resources

The fields and buttons on the *FAST Main Menu Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Appointments)	Redirects the user to the *Appointments Landing* page
Go> (Facilities)	Redirects the user to the *Facilities Landing* page
Go> (Profiles)	Redirects the user to the *Profiles Landing* page
Go> (Reports)	Redirects the user to the *Reports Landing* page
Go> (Resources)	Redirects the user to the *Resources Landing* page

The *FAST Main Menu Landing* page is displayed below.



4.2 Appointments

The *Appointment Management Landing* page lists all appointment creation and management functions accessible to the user depending on user access level (described in module 11.1 – *Security*). The user has the following options to choose from:

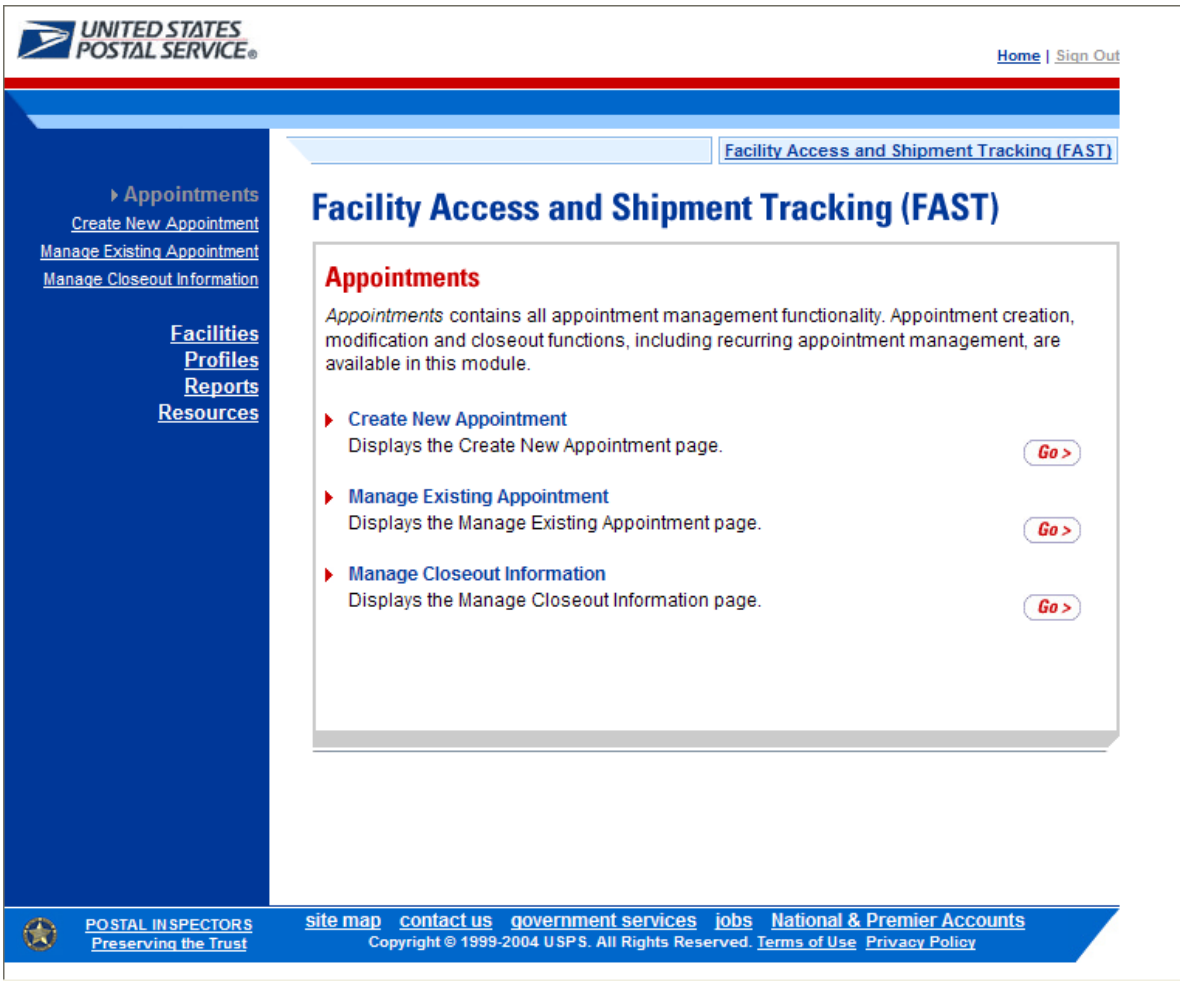
- Create New Appointment page
- Manage Existing Appointment page
- Manage Closeout Information page

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Appointments** link, or associated **Go>** button to display the *Appointment Management Landing* page.

The fields and buttons on the *Appointment Management Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Create New Appointment)	Redirects the user to the *Create New Appointment* page
Go> (Manage Existing Appointment)	Redirects the user to the *Manage Existing Appointment* page
Go> (Manage Closeout Information)	Redirects the user to the *Manage Closeout Information* page

The *Appointment Management Landing* page is displayed below.



From the Appointment Management Landing page, the user may access the Create New Appointment page, Manage Existing Appointment page, or the Manage Closeout Information page (described in module 6.0 – Appointments).

4.3 Facilities

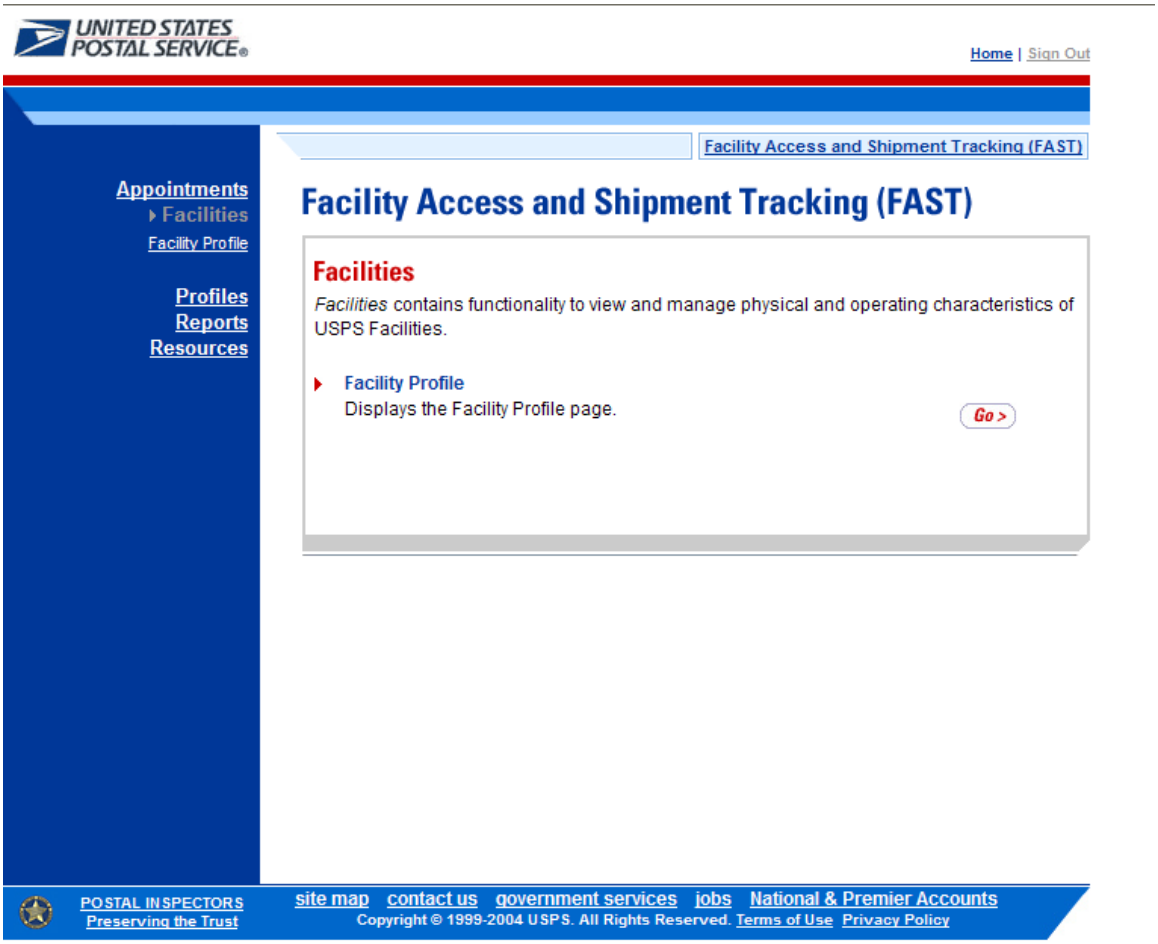
The *Facilities Landing* page lists all facility related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Facility Profile* section from the *Facilities Landing* page.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Facilities** link, or associated **Go>** button to display the *Facilities Landing* page.

The fields and buttons on the *Facilities Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Facility Profile)	Redirects the user to the *Facility Profile Selection* page

The *Facilities Landing* page is displayed below.



From the *Facilities Landing* page, the user may access the *Facility Profile* page (described in module 5.0 – *Facilities*).

4.4 Profiles

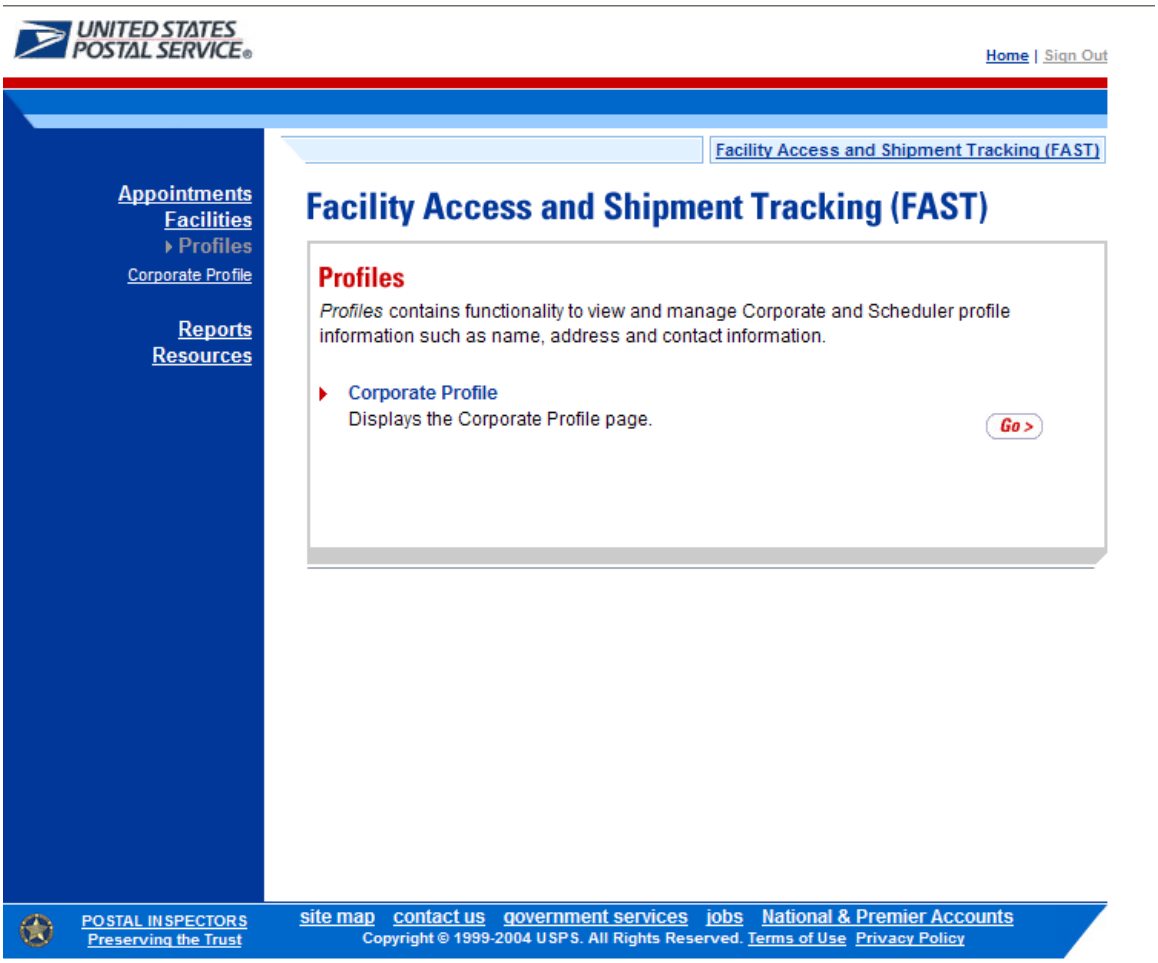
The *Profiles Landing* page allows the user to search for corporate or scheduler profiles. The *Profiles Landing* page lists all profile functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Corporate Profile* page from the *Profiles Landing* page.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page.

The fields and buttons on the *Profiles Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Corporate Profile)	Redirects the user to the *Corporate Profile Selection* page

The *Profiles Landing* page is displayed below.



From the Profiles Landing page, the user may access the Corporate Profile page (described in module 7.0 – Corporate Profile).

Note:
The *Profiles* section allows the user to search for corporate or scheduler profile information. The user may search for USPS facility profiles by CLICKING on the **Facilities** link on the *FAST Main Menu* page (described in module 5.0 – Facility Information).

4.5 Reports

The *Reports Landing* page lists all reports management functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Scheduler Report
- Scheduler Performance Report
- Appointment Calendar
- Appointment Status Report
- Holiday and Contingency Constraint Report
- Corporate Rating Report
- Appointment Rating Analysis Report
- Closeout Data Report

The user begins the process from the *FAST Main Menu* page. The user CLICKS the **Reports** link, or associated **Go>** button to display the *Reports Landing* page.

The fields and buttons on the *Reports Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Scheduler Report)	Redirects the user to the *Scheduler Report* page
Go> (Scheduler Performance Report)	Redirects the user to the *Scheduler Performance Report* page
Go> (Appointment Calendar)	Redirects the user to the *Appointment Calendar* page
Go> (Appointment Status Report)	Redirects the user to the *Appointment Status Report* page
Go> (Holiday and Contingency Constraint Report)	Redirects the user to the *Holiday and Contingency Constraint Report* page
Go> (Corporate Rating Report)	Redirects the user to the *Corporate Rating Report* page

Go> (Appointment Rating Analysis Report)	Displays the *Appointment Rating Analysis Report* page
Go> (Closeout Data Report)	Displays the *Closeout Data Report* page

The *Reports Landing* page is displayed on the following page.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Facilities
Profiles
Reports
Facility Schedule Report
Scheduler Report
Scheduler Performance Report
Appointment Calendar
Appointment Status Report
Appointment Summary Report
Holiday And Contingency Constraint Report
Corporate Rating Report
Appointment Rating Analysis Report
Closeout Data Report

Resources
Administration

Facility Access and Shipment Tracking (FAST)

Reports

Please select the type of report to view from the left menu or from the report list below which gives a brief description of each report.

If you would like to return to pages previously viewed within a report, please use the upper navigation bar or the "Previous Screen" link found in the upper right of each level of a generated report.

Facility Schedule Report
Displays appointment summary information for all shipments that are to occur for the selected facility and given day. Go >

Scheduler Report
Displays detailed appointment information for a specific scheduler and select facility, area, or district. Go >

Scheduler Performance Report
Displays the counts and percentages of No Shows, Cancellations more than 24 hours in advance of the appointment, Cancellations within 24 hours of the appointment, Late Arrivals, and Unscheduled shipments. Go >

Appointment Calendar
Displays the number and types of appointments for a designated date range and specified facility. Drill-down capabilities allow the user to get more detailed information for a specific date and hour. Go >

Appointment Status Report
Displays appointments for a designated facility or scheduler by the specific appointment status type and time period. Go >

Appointment Summary Report
Displays the counts and percentages of No Shows, Late Arrivals, Closed, and Unscheduled Arrivals for a given facility or facility type. Go >

Holiday And Contingency Constraint Report
The primary use of the Holiday and Contingency Constraint Report is to provide external users with the ability to determine the hours of all facilities depending on a preferred view. Go >

Corporate Rating Report
The Corporate Rating Report displays the number of closed appointments with no exceptions, appointments that are exceptions, the number of exempt appointments, and the average points awarded per category. Go >

Appointment Rating Analysis Report
The Appointment Rating Analysis Report displays the appointment rating by appointment for the Date Range, Facility ID, Scheduler, and report view. Go >

Closeout Data Report
The Closeout Data Report allows users to enter appointment or recurring appointment Id's and view those appointments closeout information. Go >

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From the *Reports Landing* page, the user may access the Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Holiday and Contingency Constraint Report, Corporate Rating Report, Appointment Rating Analysis Report, and the *Closeout Data Report* (described in module 8.0 – *Reports*).

4.6 Resources

The *Resources Landing* page lists all resources functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

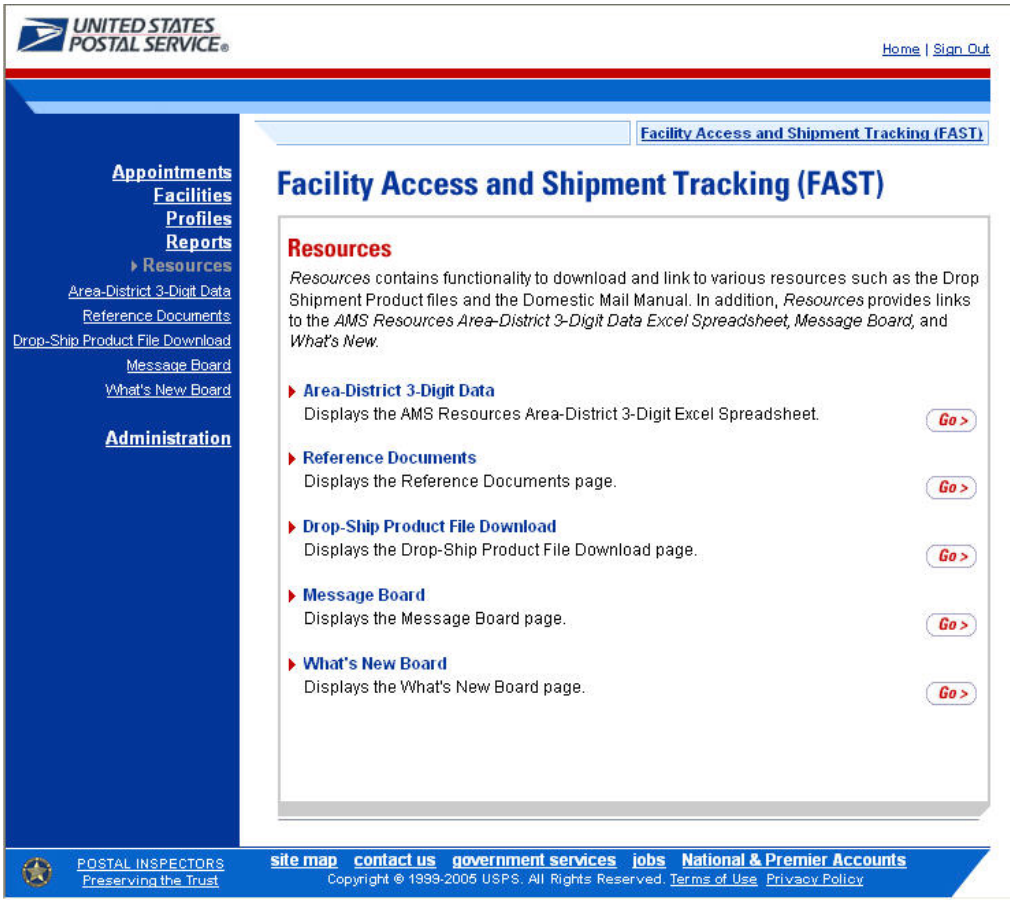
- Area-District 3-Digit Data
- Reference Documents
- Drop-Ship Product File Download
- Message Board
- What's New Board

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Resources** link, or associated **Go>** button to display the *Resources Landing* page.

The fields and buttons on the *Resources Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Area-District 3- Digit Data)	Redirects the user to the *Area-District 3-Digit Data* page
Go> (Reference Documents)	Redirects the user to the *Reference Documents* page
Go> (Drop-Ship Product File Download)	Redirects the user to the *Drop-Ship Product File Download* page
Go> (Message Board)	Redirects the user to the *Message Board* page
Go> (What's New Board)	Redirects the user to the *What's New Board* page

The *Resources Landing* page is displayed on the next page.



From the *Resources Landing* page, the user may access Reference Documents, Drop-Ship Product File Download, Message Board, and What's New Board (described in module 9.0 – *Resources*).

5.0 Facilities

The *Facilities* section describes how a user may view facility drop shipment contact information and facility information within FAST and includes:

5.1 Facility Profile – Describes how a user may access the *Facility Profile* page to view facility drop shipment contact and facility information

Users may access the above area in FAST from the *FAST Main Menu* page by clicking on the **Facilities** link, which takes the user to the *Facilities Landing* page (described in module 4.0 - *Landing Pages*). From the *Facilities* landing page, a user may select either the **Facility Profile** link associated **Go>** button to view the *Facility Profile* page.

5.1 Facility Profile

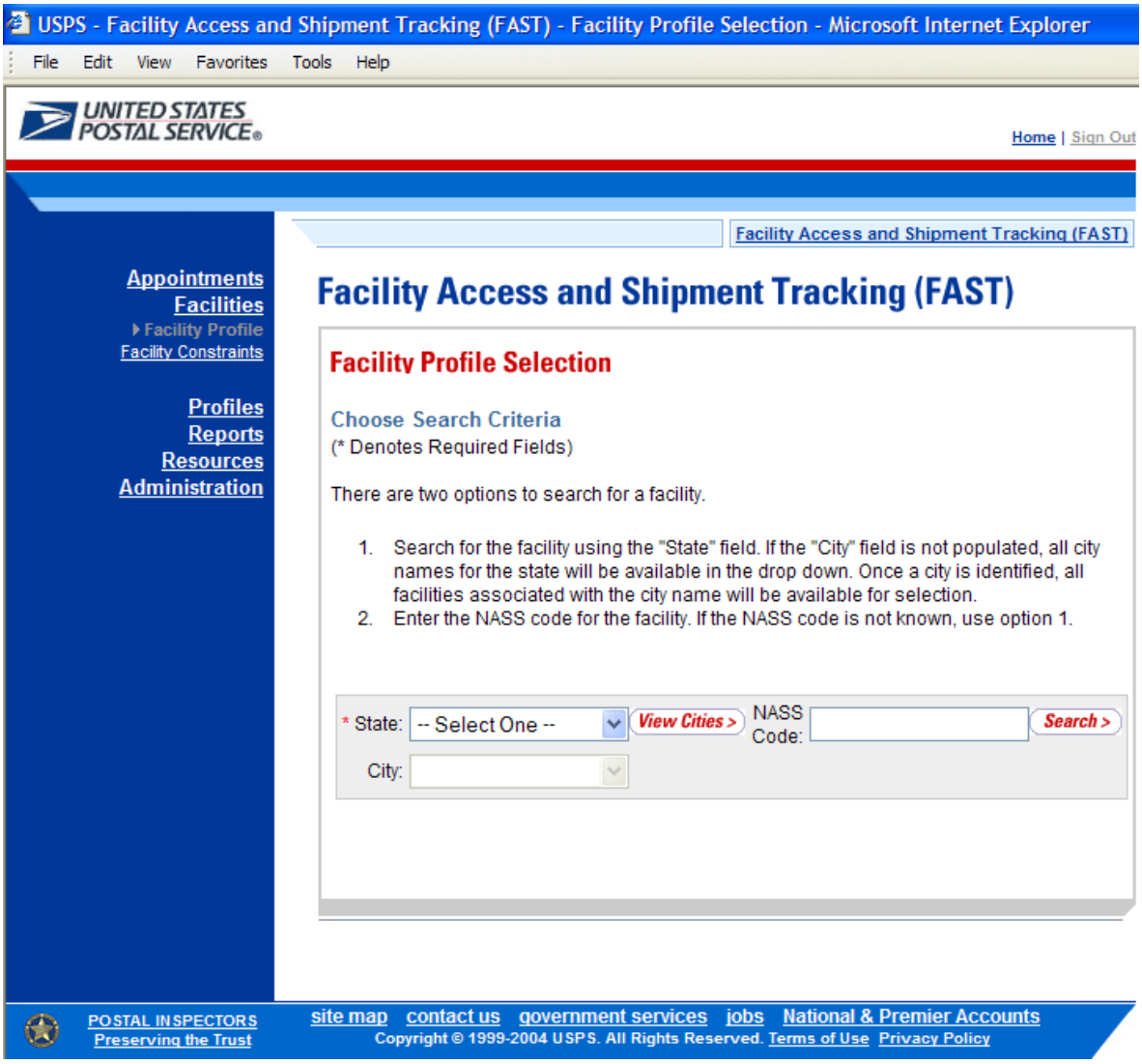
Facility profile information consists of the drop shipment contact information for a given facility. A user may view facility information for any facility within FAST.

To view facility information, a user CLICKS the **Facility Profile** link on the *Facilities Landing* page. The user is taken to the *Facility Profile Selection* page where they may search for a specific facility to view the facility information.

The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

**State*	Drop-down box containing state options
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the City drop-down box
City	Drop-down box containing the cities within the specified state that have a facility
Search button	Retrieves the facilities located in the selected state and city and displays them in the table
NASS Code	Textbox to input the NASS Code of the requested facility
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table

The *Facility Profile Selection* page is displayed on the next page.



To view a facility profile, search for a facility by one of the following two ways:

To Search by State and City:

5. SELECT a state from the **State** drop-down box
6. CLICK the **View Cities** button
7. SELECT a city from the **City** drop-down box
8. CLICK the **Search** button to populate the table with the retrieved facilities

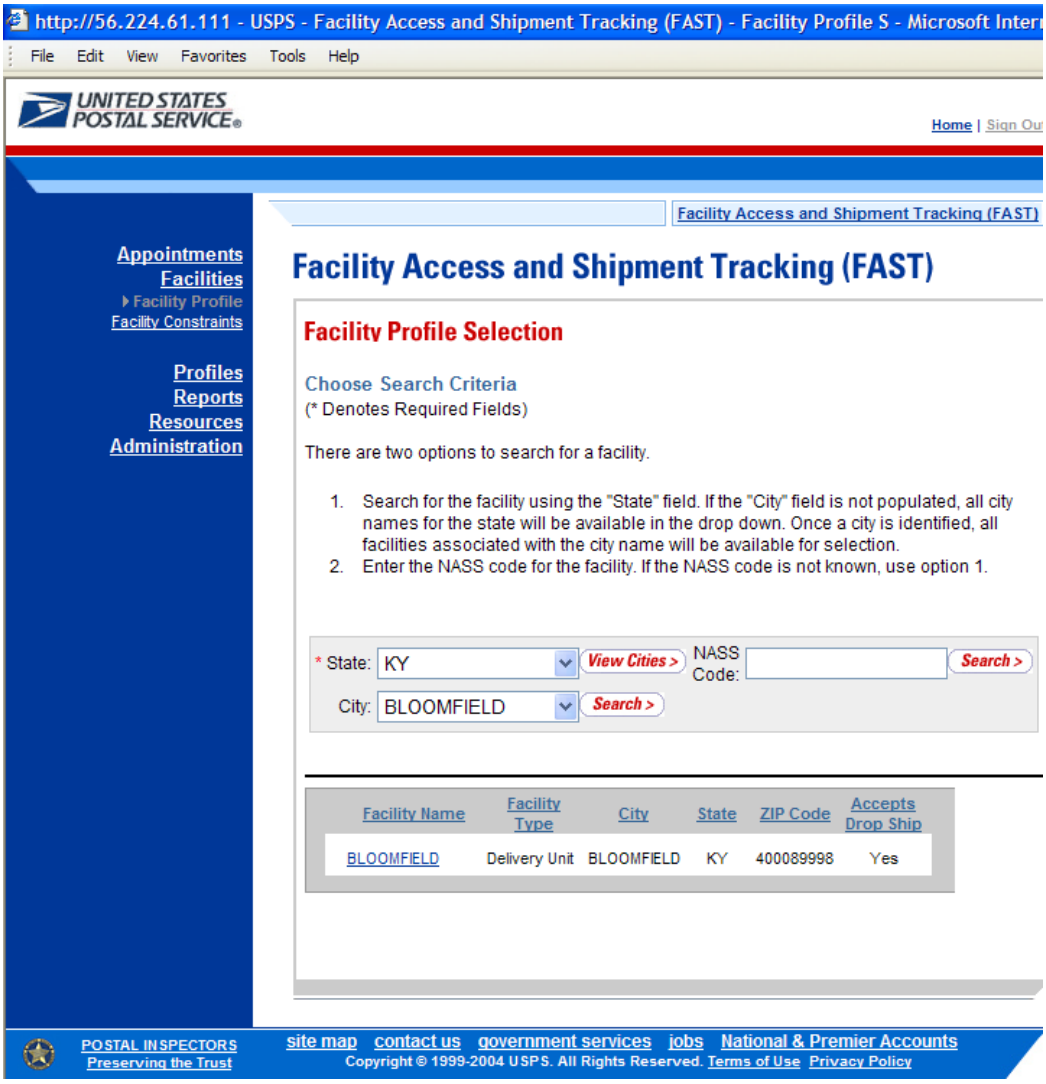
To Search by NASS Code:

3. INPUT the NASS Code from the **NASS Code** text box
4. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: BMC, Plant, Delivery Unit, Annex
City column	City where the facility resides
State column	Two character state code where the facility resides
ZIP column	Five digit ZIP Code where the facility resides
Accepts Drop Ship column	Displays if the Facility accepts drop shipments (Yes); does not accept drop shipments (No); in the process of determining if the facility will accept drop shipments (Pending)

The *Facility Profile* page is displayed on the following page.



From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

The *Facility Profile* page opens, displaying the contact information for the drop shipment facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Facility Section	
Name	The full name of the facility
Address	The street address of the facility
City	The city where the facility resides
State	The state code where the facility resides

ZIP + 4	The 9 digit ZIP Code of the facility
District	The code and name of the district where the facility resides
Area	The code and name of the area where the facility resides
Locale Key	The locale key of the facility
Facility Rating On	Indicates Yes if appointments and customers are subject to rating at the given facility and No if they are not
Accepts Drop Shipments	Indicates Yes if the facility accepts drop shipments or No if the facility does not accept drop shipments
NASS Code	The 3-5 character NASS Code of the facility
Drop Ship Coordinator Information	
**Contact Name*	Name of the primary contact person of the drop ship facility
**Hours of Availability*	Time range to reach the drop ship contact person
**Phone Number*	Phone number at the facility for the contact person
**FAX Number*	FAX number at the facility for the contact person
**Email Address*	Email address of the contact person
Alternative Drop Ship Coordinator Information	
**Contact Name*	Name of the alternative contact person of the drop ship facility
**Hours of Availability*	Time range to reach the alternative contact person
**Phone Number*	Phone number at the facility for the alternative contact person
**FAX Number*	FAX number at the facility for the alternative contact person
**Email Address*	Email address of the alternative contact person
Alternative Drop Ship Contact Information	
24-Hour Telephone Number	Phone Number to reach the facility at any time of day
Drop Ship Hours	

Days of the Week	Hours the facility accepts drop shipments for each day of the week
Facility Directions	Directions to the Facility
Comments	Any additional information relevant to the facility

The *Facility Profile* page is displayed on the following page

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(* Required Fields)

Name: PHILADELPHIA BMC
Address: 1900 BYBERRY RD STE 1
City: PHILADELPHIA
State: PA
ZIP + 4: 191169751
District: Philadelphia Metropo
Area: Eastern (C)
Locale Key: X1A495
Surface Visibility Site: No

Facility Rating On: ○ Yes ◉ No
Accept Drop Shipments: ◉ Yes ○ No
NASS Code: 19Z

Drop Ship Coordinator Information

*** Contact Name:** Joseph Staronski
*** Hours of Availability:** HH 07 MM 00 to HH 15 MM 30
*** Phone Number:** 215-671-7626
*** FAX Number:** 215-671-7636
*** Email Address:** josephstaronski@usps.com

Alternate Drop Ship Contact Information

*** Contact Name:** paulducdley
*** Hours of Availability:** HH 16 MM 00 to HH 23 MM 30
*** Phone Number:** 215-671-7626
*** FAX Number:** 215-671-7636
*** Email Address:** paulducdley@usps.com
*** 24-Hour Telephone Number:** 215-671-7667

Drop Ship Hours

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Facility Directions

If the directions to the BMC are not shown, go to the BMC Homepage under the Resources link.

Comments:

Submit > | Additional Information

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Note:

If the facility is a BMC, and there are no directions provided, the user will be given a link to the BMC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS locator Homepage.

Users may also enter directions in the comments section.

From the *Facility Profile* page, the user may CLICK the **Additional Information >** button to view additional information about the facility.

The *Facility Profile—Additional Information* page has two views; one for default facilities and one for non-default facilities. A default facility is a facility that drop shipments are redirected from. A non-default facility does not redirect any drop shipments. Drop shipments can be redirected to both default and non-default facilities. The table below describes the fields and buttons found on a default page. Following the table is a snapshot of the page for default facilities.

Default Processing	
3-Digit Zip Codes Serviced	The Zip/Carrier Route per discount type that the facility serves as a default facility for.
Processing Redirections to Alternative Facilities	
Provides information about what and where a facility redirects their mail to.	
Pallet Code Legend:	Y = Yes, redirection applies to palletized mail N = No, redirection applies to non-palletized mail B = Both
View CIN List	Displays CIN List Page
Facility Name	Lists the facility name that the CIN group is redirected to.
CIN Group	Lists the CIN group or partial group of CINs that are redirected from the default facility
Pallet Code	Indicates whether the redirection applies to palletized mail, non-palletized mail or both
Discount	Lists the destination discount associated with CIN Group
ZIP/CRID Serviced	Lists of ZIP/Carrier Route that the redirection applies to for the given CIN Group and Discount
Processing Redirections From Default Facilities	
Provides the CIN list of what is accepted at this facility and what is redirected there	
CIN Group	See above

Pallet Code	See above
Discount	See above
ZIP/CRID Serviced	See above
Facility Dock & Yard Information	
Provides height, width, depth and length information for the facility	

The *Facility Profile – Additional Information* (default facility) page is displayed on the following page.

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Facility Profile - Additional Information

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Facility Name: 10012-BROOKLYN

Default Processing

ZIP/Carrier Route Serviced: DDU:21011
ADC:210
BMC:210, 614-620, 622-631, 633-639

Processing Redirections to Alternate Facilities

Pallet Code Legend: Y = Yes, N = No, B = Both
Note: The pallet code indicates whether the redirection applies to palletized mail, non-palletized mail or both.

Note: ZIP/Carrier Route Serviced can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

View CIN List

Export options: Download into Excel | View Printable Version

Facility Name	CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced
LAS VEGAS	Standard Flats (CINs:356)	Y	ADC	614-620, 622-631, 633-639
LAS VEGAS	Standard Flats (CINs:356)	N	ADC	614-620, 622-631, 633-639
HAZELWOOD	Standard Letters	Y	SCF	614-620, 622-631, 633-639
HAZELWOOD	Standard Letters (CINs:P00, P56, P57)	N	SCF	614-620, 622-631, 633-639
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	ADC	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	DDU	21012
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	Y	SCF	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	ADC	210
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	DDU	21012
WEST MCLEAN	Package Services Non-Machinable Parcels - Parcel Select	N	SCF	210

First | Prev | Page 1, 2 | Next | Last Total (12 results)

Export options: Download into Excel | View Printable Version

Processing Redirections From Default Facilities

Export options: Download into Excel | View Printable Version

CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced
No Records Found			

Total (0 result)

Export options: Download into Excel | View Printable Version

Facility Dock

Height: 4 ft. 0 in.
Width: 12 ft. 0 in.
Depth: 50 ft. 0 in.

Facility Yard Information

Maximum Truck Length: 63 ft.
Truck Maneuverability:
Length: 150 ft.
Width: 300 ft.
Surface Type: 0

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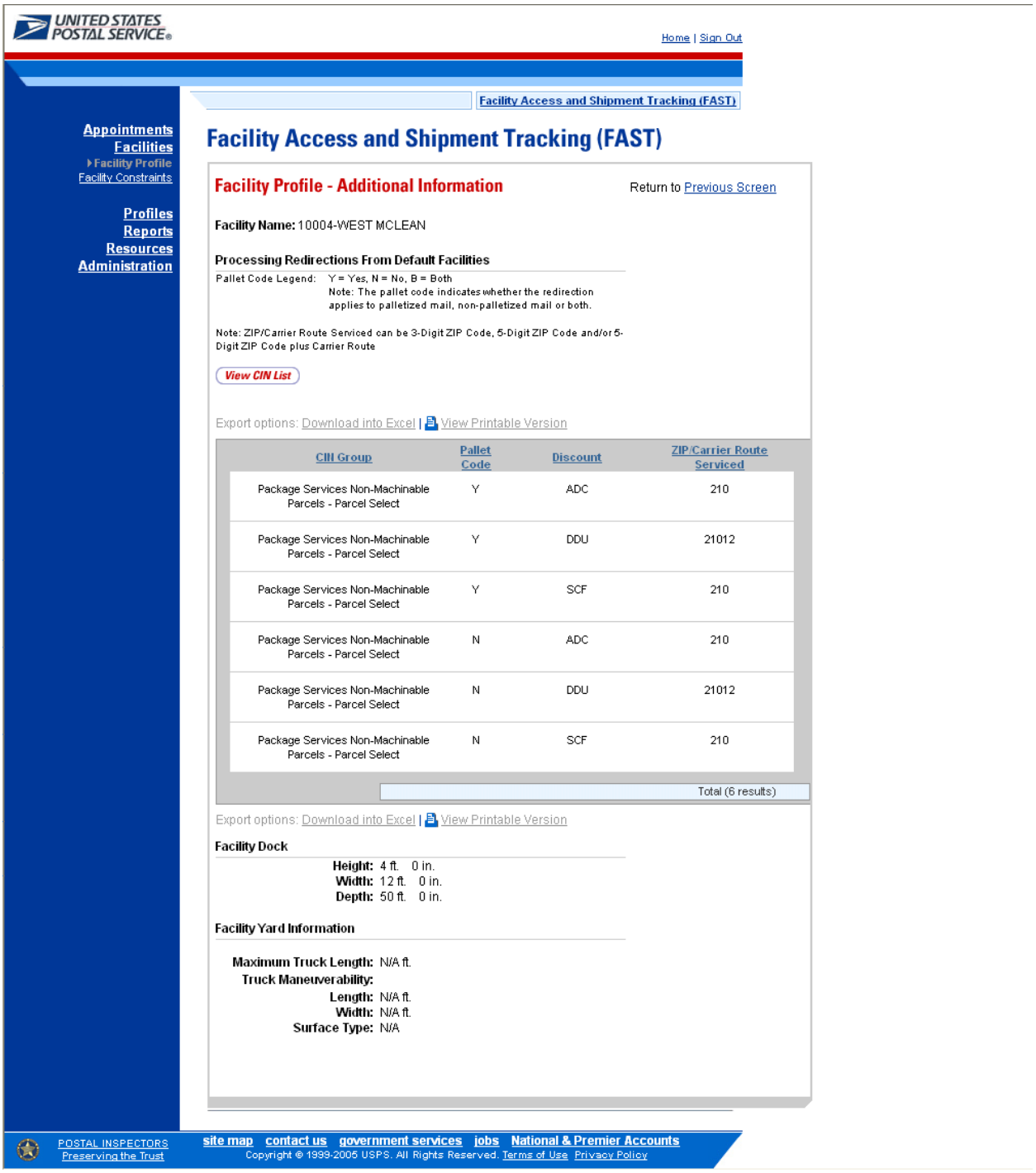
The *Facility Profile –Additional Information* page for non-default facilities is the same as the page for default facilities except for the deletion of the *Processing Redirections to Alternate Facilities* table. The Processing Redirections to Alternate Facilities section is omitted because non-default facilities do not redirect mail anywhere. The *Facility Profile – Additional Information* (non-default facility) page is displayed below.



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Facility Profile - Additional Information

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Facility Name: 10004-WEST MCLEAN

Processing Redirections From Default Facilities

Pallet Code Legend: Y = Yes, N = No, B = Both
Note: The pallet code indicates whether the redirection applies to palletized mail, non-palletized mail or both.

Note: ZIP/Carrier Route Serviced can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

View CIN List

Export options: Download into Excel | View Printable Version

CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced
Package Services Non-Machinable Parcels - Parcel Select	Y	ADC	210
Package Services Non-Machinable Parcels - Parcel Select	Y	DDU	21012
Package Services Non-Machinable Parcels - Parcel Select	Y	SCF	210
Package Services Non-Machinable Parcels - Parcel Select	N	ADC	210
Package Services Non-Machinable Parcels - Parcel Select	N	DDU	21012
Package Services Non-Machinable Parcels - Parcel Select	N	SCF	210
			Total (6 results)

Export options: Download into Excel | View Printable Version

Facility Dock

Height: 4 ft. 0 in.
Width: 12 ft. 0 in.
Depth: 50 ft. 0 in.

Facility Yard Information

Maximum Truck Length: N/A ft.
Truck Maneuverability:
Length: N/A ft.
Width: N/A ft.
Surface Type: N/A

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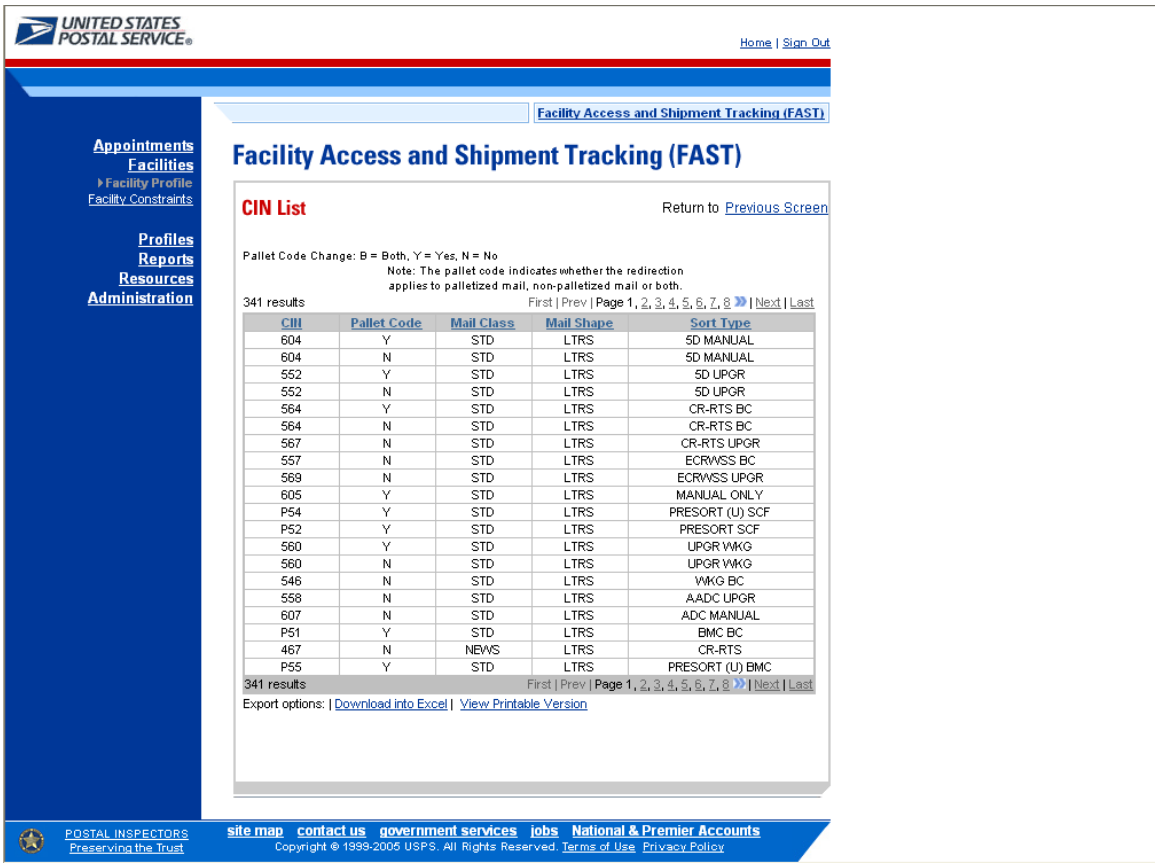
From the *Facility Profile-Additional Information* page, the user may CLICK the View CIN List button to view the definitions of the CIN groups.

The table below defines the fields used on the *CIN List* page. Following the table is a snapshot of the *CIN List* page

CIN	Lists the different CIN group numbers
Pallet Code	Indicates whether the CIN may be palletized (Y), not palletized (N) or both (B)
Mail Class	Lists the class of the given CIN
Mail Shape	Lists the shape of the given CIN
Sort Type	Lists the presort level and processing category of the given CIN

The *CIN List* page is displayed below.



CIN	Pallet Code	Mail Class	Mail Shape	Sort Type
604	Y	STD	LTRS	5D MANUAL
604	N	STD	LTRS	5D MANUAL
552	Y	STD	LTRS	5D UPGR
552	N	STD	LTRS	5D UPGR
564	Y	STD	LTRS	CR-RTS BC
564	N	STD	LTRS	CR-RTS BC
567	N	STD	LTRS	CR-RTS UPGR
557	N	STD	LTRS	ECRWSS BC
569	N	STD	LTRS	ECRWSS UPGR
605	Y	STD	LTRS	MANUAL ONLY
P54	Y	STD	LTRS	PRESORT (U) SCF
P52	Y	STD	LTRS	PRESORT SCF
560	Y	STD	LTRS	UPGR WKG
560	N	STD	LTRS	UPGR WKG
546	N	STD	LTRS	WKG BC
558	N	STD	LTRS	AADC UPGR
607	N	STD	LTRS	ADC MANUAL
P51	Y	STD	LTRS	BMC BC
467	N	NEWS	LTRS	CR-RTS
P55	Y	STD	LTRS	PRESORT (U) BMC

6.0 Appointments

The *Appointments* section describes the processes for creating, viewing and managing appointments in FAST. It also includes the processes for requesting recurring appointments at facilities and managing recurring appointment instances. The section includes the following:

6.1 Drop Ship Web Description – Gives a brief introduction to Drop Ship Web

6.2 Creating a New Appointment – Describes how a user may create and submit an appointment in FAST

6.3 Creating an Appointment for a Multi-Stop – Describes how a user may create and link appointments in a multi-stop trip

6.4 Managing Existing Appointments- Describes how a user may edit and cancel an appointment

6.5 Recurring Appointments – Describes how a user may request a recurring appointment and how a user may manage a single appointment instance of a recurring appointment

A user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING on the **Appointments** link. The **Appointments** link takes the user to the *Appointment Management* landing page (described in module 4.0 – *Landing pages*) where the user may CLICK the **Create New Appointment** link or the **Manage Existing Appointment** link.

6.1 Drop Ship Web

The *Drop Ship Web* section details Drop Ship Web and how it will affect you. The *Drop Ship Web* section is outlined below:

6.1.1 What is Drop Ship Web?
6.1.2 Effects of Drop Ship Web

6.1.1 What is Drop Ship Web?

Drop Ship Web is an existing USPS application that manages the redirection of drop shipments. It is used to specify which facility to direct mail to based on Zip code (3-Digit, 5-Digit, or 5-Digit + Carrier Code), destination discount, and CIN (Content Identifier Number – a combination of mail class, mail shape and presort level/processing category). The information maintained in Drop Ship Web, is then used to generate the Drop Ship Product ZIP/CIN file. The purpose of this file is to let mailers know where to drop their mail based on the discount sought.

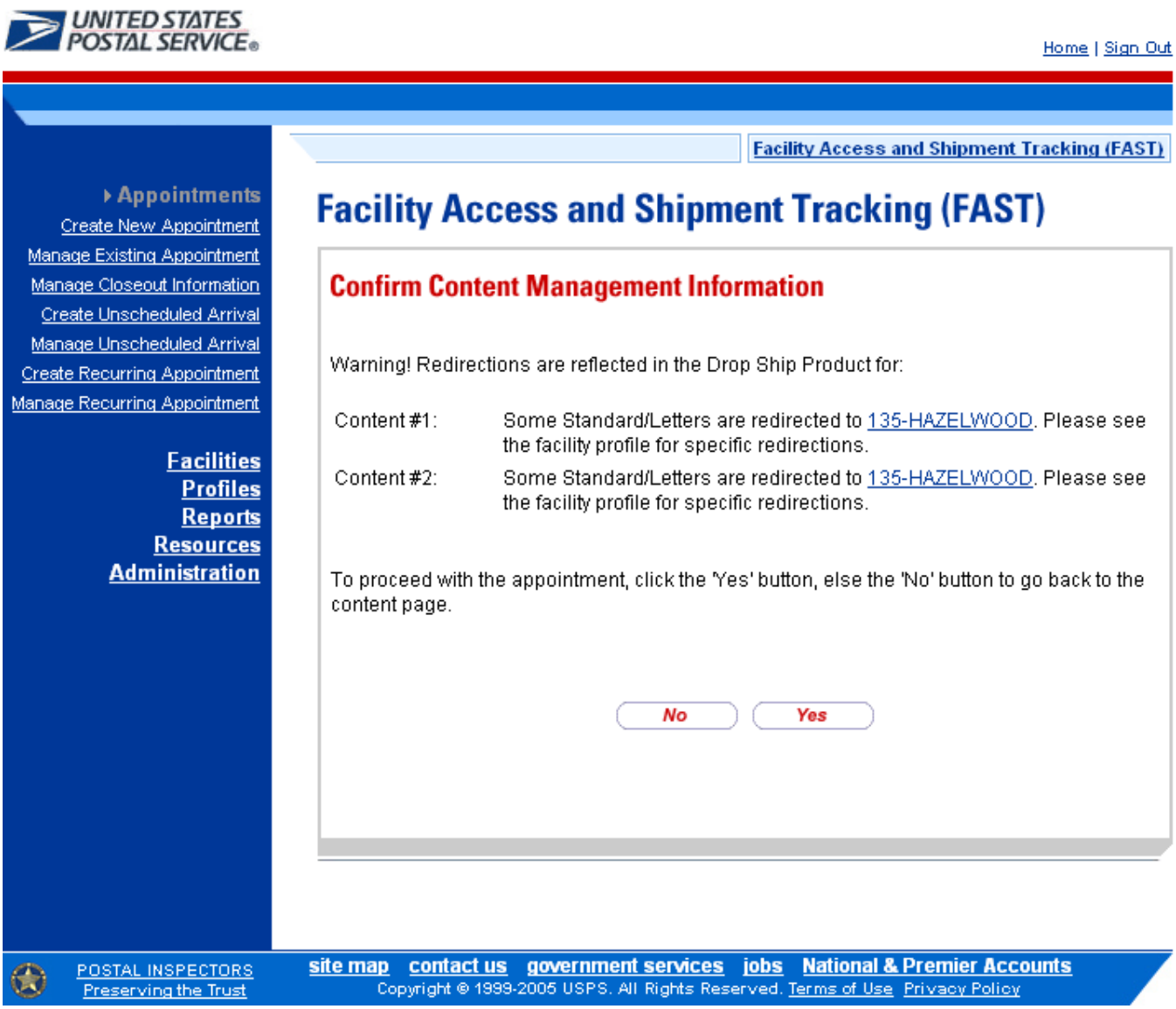
The ZIP/CIN data is now used by the FAST appointment creation and management process. FAST will upload this information from the DSP ZIP/CIN file on a weekly basis from AMS. The information is stored in CIN groups for the FAST system to use in appointment creation. The redirection information for a facility will be visible on the *Facility Profile – Additional Information* page (Section 2.1).

6.1.2 Effects of Drop Ship Web

FAST uses the ZIP/CIN information to check that the correct type of mail is dropped at the correct facility. Once you have clicked submit at the end of the *Add Content Information* page to create an appointment, FAST checks each contents' mail class, mail shape and presort level against the ZIP/CIN list. If the

validation fails, one of two error messages is displayed under the content that is not valid. For a Default facility, the error message says "<CIN Group> are not accepted at this facility. Please clear content and create an appointment at <NASS Code – Facility Name>." For a Non- Default facility, the error message says "<CIN Group> are not accepted at this facility. Please refer to the Drop Ship Product for an accepting facility."

The validation could also output a warning on the *Confirm Content* page. A warning means that there is an incomplete redirection. If this occurs a confirmation will appear that lists the contents and a warning. The warning will say, "Some <CIN Group> are redirected to <NASS Code – Facility Name>." Please refer to the facility profile for specific directions. The user can ignore the warning and make the appointment by CLICKING the **YES** button. By CLICKING **NO** button, the user is returned to the previous page so the user can create the appointment at another facility. The *Confirmation Content* page is displayed below.



Note:
The NASS Code – Facility Name in the error or warning messages for a Default facility is a hyperlink to the *Facility Profile – Additional Information* page for the specified facility.

6.2 Creating a New Appointment

The *Creating a New Appointment* section consists of the different actions a user may perform to create a new appointment in FAST. A user may create appointments at any active facility but may only view and manage appointments to which they are associated. For example, a corporate user may view and manage appointments created by schedulers that are associated to the corporate user. Scheduler users may only view and manage appointments that they have created. Section 11.1 – *Security* describes what the different user types have access to view, create and modify.

Creating a new appointment requires a user to first search for availability for the desired date, volume capacity and appointment type at a specified facility. A user must associate at least one set of content information to the appointment for the appointment to be valid. Once the user has added all the separate sets of content information associated to the appointment, the appointment is submitted and created in the system.

The *Creating a New Appointment* section details the above process and is outlined below:

6.2.1 Searching for Appointment Slot Availability
- Searching for All Appointment Types on a Single Date
- Searching for a Specific Appointment Type on a Span of Dates
- Searching for All Appointment Types on a Single Date – Perishables and Periodicals
- Searching for a Specific Appointment Type on a Span of Dates – Perishables and Periodicals

6.2.2 Creating a New Appointment
6.2.3 Adding Content Information to an Appointment
6.2.4 Confirming New Appointment Creation

6.2.1 Searching for Appointment Slot Availability

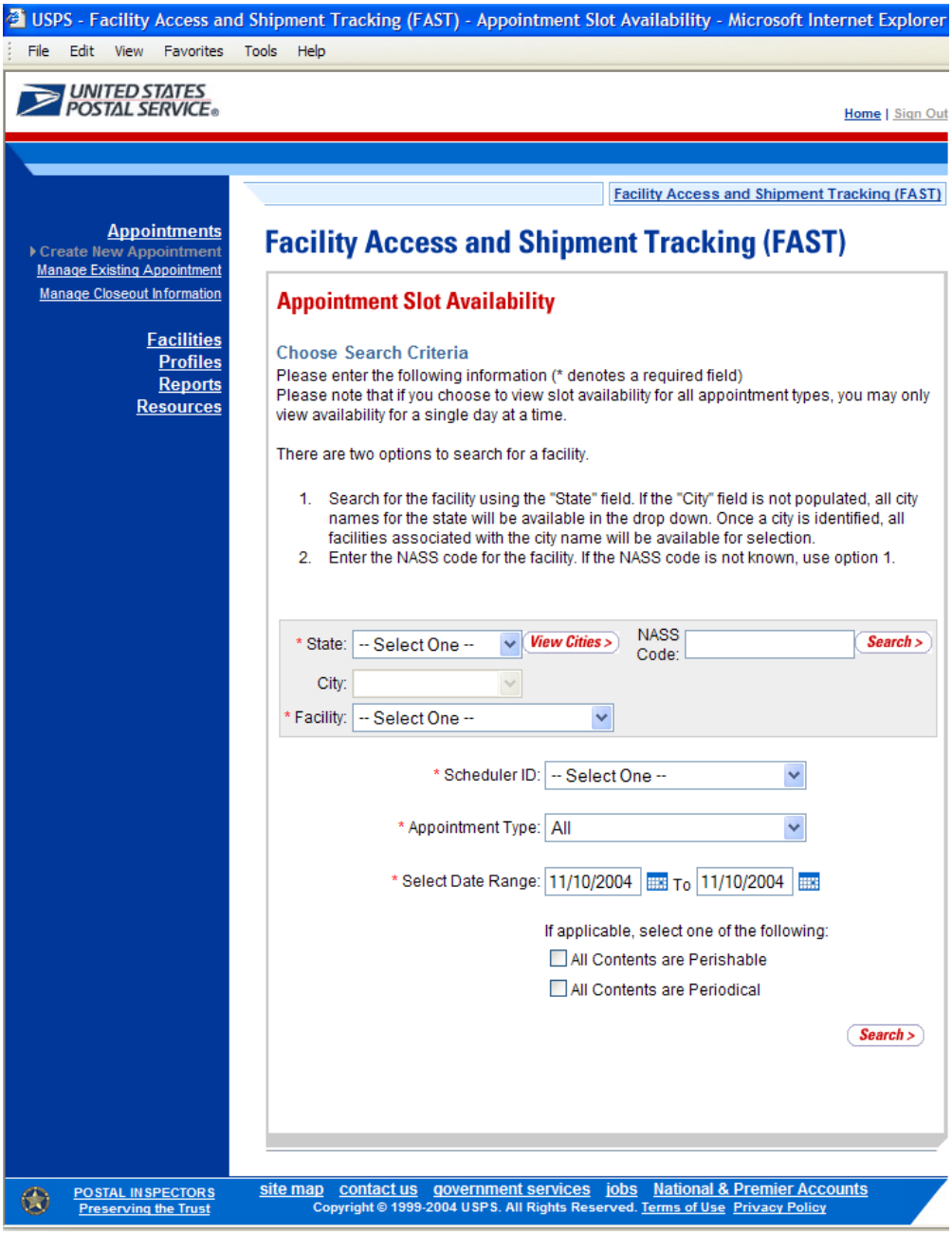
A facility's availability to receive a drop shipment is shown in FAST by listing the number of available 'slots' or appointments the facility may receive per hour and by displaying the remaining amount of mail volume a facility may process for the day. A user must not only select an available slot but must take into account the remaining volume available at the facility and ensure the appointment will not exceed it.

To search for an available slot for an appointment, a user must first CLICK the **Create New Appointments** link on the *Appointment Management* landing page. The user is taken to the *Appointment Slot Availability* page where they may search for available slots by specifying a facility, appointment type and date.

The fields and buttons on the *Appointment Slot Availability* page are described below. A snapshot of the page is displayed after the field description.

State	Drop-down box containing state options
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the **City** drop-down box
City	Drop-down box containing the cities within the specified state that have a facility
Search button	Retrieves the facilities located in the selected state and city and displays them in the **Facility** drop down box
NASS Code	Textbox to input the NASS Code of the requested facility
Search button	Retrieves the facility associated with the NASS Code and displays it in the **Facility** drop-down box
**Facility*	Drop-down box containing the facility associated to the city/state combination or NASS Code
**Scheduler ID*	Drop-down box listing the scheduler's code and name to associate to the new appointment
**Appointment Type*	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types)
**Select Date Range*	Selects the date range to search for available slots for the specified appointment type and facility. Depending on the appointment type, the range may be restricted to only one day or up to seven days total. Both date fields default to the current date.
All Contents are Perishable checkbox	Indicates the appointment contains only Perishable contents
All Contents are Periodical checkbox	Indicates the appointment contains only Periodical contents
Search button	Retrieves the available appointment slots based on the entered criteria

The *Appointment Slot Availability* page is displayed on the following page.



To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

To Search for a Facility by State and City:

1. SELECT a **State** from the drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Search** button, populating the facility in the **Facility** drop-down

To Search for a Facility by NASS Code*:*

1. ENTER the **NASS Code** in the text box
2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

1. SELECT the facility in the **Facility** drop-down
2. SELECT the **Scheduler ID** from the drop-down
3. SELECT the **Appointment Type** from the drop-down
4. ENTER the **Date Range**
5. CHECK the **All Contents are Perishable** checkbox if the appointment contains only perishable contents
6. CHECK the **All Contents are Periodical** checkbox if the appointment contains only Periodicals contents.
7. CLICK the **Search** button

The *Appointment Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

When a user selects either the **All Periodicals** or **All Perishables** checkbox, the remaining volume is not displayed because volume availability is not affected by contents that are all perishable or all Periodicals. Also, available slots are displayed based on the facility's capacity to receive a drop shipment, regardless of the appointment type. For each hour of the day, if the facility has been set up in FAST to allow drop shipments, regardless of available slots, the hour displays as available to receive a drop shipment for an appointment containing all Periodicals or all perishable contents.

Depending on the search criteria entered, there are four possible results pages:

- All Appointment Types on a Single Date - Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape
- Specific Appointment Type on a Span of Dates – Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range
- All Appointment Types on a Single Date - Perishables and Periodicals – Displays four tables containing general availability per hour by appointment type
- Specific Appointment Type on a Span of Dates - Perishables and Periodicals - Displays a general availability table for the specified appointment type arranged by dates within the date range

The page descriptions for each result page are detailed below:

Appointment Slot Availability Results (All Appointment Types on a Single Date) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available by Type tables	A table for each appointment type displaying the number of available slots per hour of the day
Hour row	Displays each hour of the day in military time
Slots row	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process
Remaining Volume Available table	Displays the remaining volume available at the facility for the specified day per mail shape

The *Appointment Slot Availability Results (All Appointment Types on a Single Date)* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Slot Availability

Return to Previous Screen

Selected Criteria

Scheduler ID: A10001
Scheduler Name: Scheduler 1
Facility Name: DENVER
NASS Code: 11002
Appointment Type: All
Selected Date: 11/12/2004 - 11/12/2004

Appointment Slots (Trips) Available by Type:
Note: Cells without contents mean that no slots are available.

Pallet
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								10	10	10	10	10	10	10	10	10	10	10	10	10	10			

1 result

Speedline
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								10	10	10	10	10	10	10	10	10	10	10	10	10	10			

1 result

Bedload
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								10	10	10	10	10	10	10	10	10	10	10	10	10	10			

1 result

Drop and Pick
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								10	10	10	10	10	10	10	10	10	10	10	10	10	10			

1 result

Remaining Volume Available:
1 result

Mail Shape	Letters	Flats	Machinable Parcels	Non-Machinable Parcels	Irregular Parcels
Limits	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000

1 result

Cancel

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Note:
An available slot within eight hours of the current time does not display as an appointment slot option because appointments may only be created for a time that is greater than eight hours after the current time.

Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates)
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available table	A table displaying the number of available trips for the appointment type for each hour for each day in the date range
Hour row	Displays each hour of the day in military time
Day column	Lists the days in the specified date range
Slots rows	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process
Remaining Volume Available table	Displays the remaining volume available at the facility for all days in the date range per mail shape
Day column	Lists the days in the specified date range
Remaining Volume rows	Displays the remaining available volume for each day in the date range per mail shape

Note:
The number of available slots and remaining volume amount that is displayed for each facility is based on the scheduler's Tier level. For more information on Tier levels, please reference section 10.0 - *Rating Overview*.

The *Appointment Slot Availability Results* (*Specific Appointment Type on a Span of Dates)* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Slot Availability

Return to Previous Screen

Selected Criteria

Scheduler ID: A10001
Scheduler Name: Scheduler 1
Facility Name: DENVER
NASS Code 11002
Appointment Type: Pallet
Selected Date: 11/12/2004 - 11/15/2004

Appointment Slots (Trips) Available:
Note: Cells without contents mean that no slots are available.

4 results

Day	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Friday 11/12/2004								10	10	10	10	10	10	10	10	10	10	10	10	10	10			
Saturday 11/13/2004								10	10	10	10	10	10	10	10	10	10	10	10	10	10			
Sunday 11/14/2004								10	10	10	10	10	10	10	10	10	10	10	10	10	10			
Monday 11/15/2004								10	10	10	10	10	10	10	10	10	10	10	10	10	10			

4 results

Remaining Volume Available:

4 results

Day	Letters	Flats	Machinable Parcels	Non-Machinable Parcels	Irregular Parcels
Friday 11/12/2004	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000
Saturday 11/13/2004	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000
Sunday 11/14/2004	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000
Monday 11/15/2004	11,400,000	11,400,000	11,400,000	11,400,000	11,400,000

4 results

Cancel

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Note:
For all result pages, the available appointment slots displayed are hyperlinks which take the user to the next page in the appointment creation process. A user must ensure there is available volume at the facility for the appointment when selecting a slot.

Appointment Slot Availability Results (All Appointment Types on a Single Date - Perishables and Periodicals) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

All Contents are Perishable	Note displaying that all contents for the appointment are either perishable or Periodicals
Appointment Slots Available by Type tables	A table for each appointment type displaying the available hours the facility may accept drop shipments
Hour row	Displays each hour of the day in military time
Slots rows	Displays an 'A' to indicate that hour is available for drop shipments of an all perishable or Periodicals appointment

The Appointment Slot Availability Results (All Appointment Types on a Single Date - Perishables and Periodicals) page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Slot Availability – Perishables and Periodicals

Return to Previous Screen

Selected Criteria

Scheduler ID: A10001
Scheduler Name: Scheduler 1
Facility Name: DENVER
NASS Code: 11002
Appointment Type: All
Selected Date: 11/14/2004 - 11/14/2004

All Contents are Perishable

Appointment Slots (Trips) Available by Type:
Note: Cells without contents mean that no slots are available.

Pallet
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

1 result

Speedline
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

1 result

Bedload
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

1 result

Drop and Pick
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots								A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

1 result

Cancel

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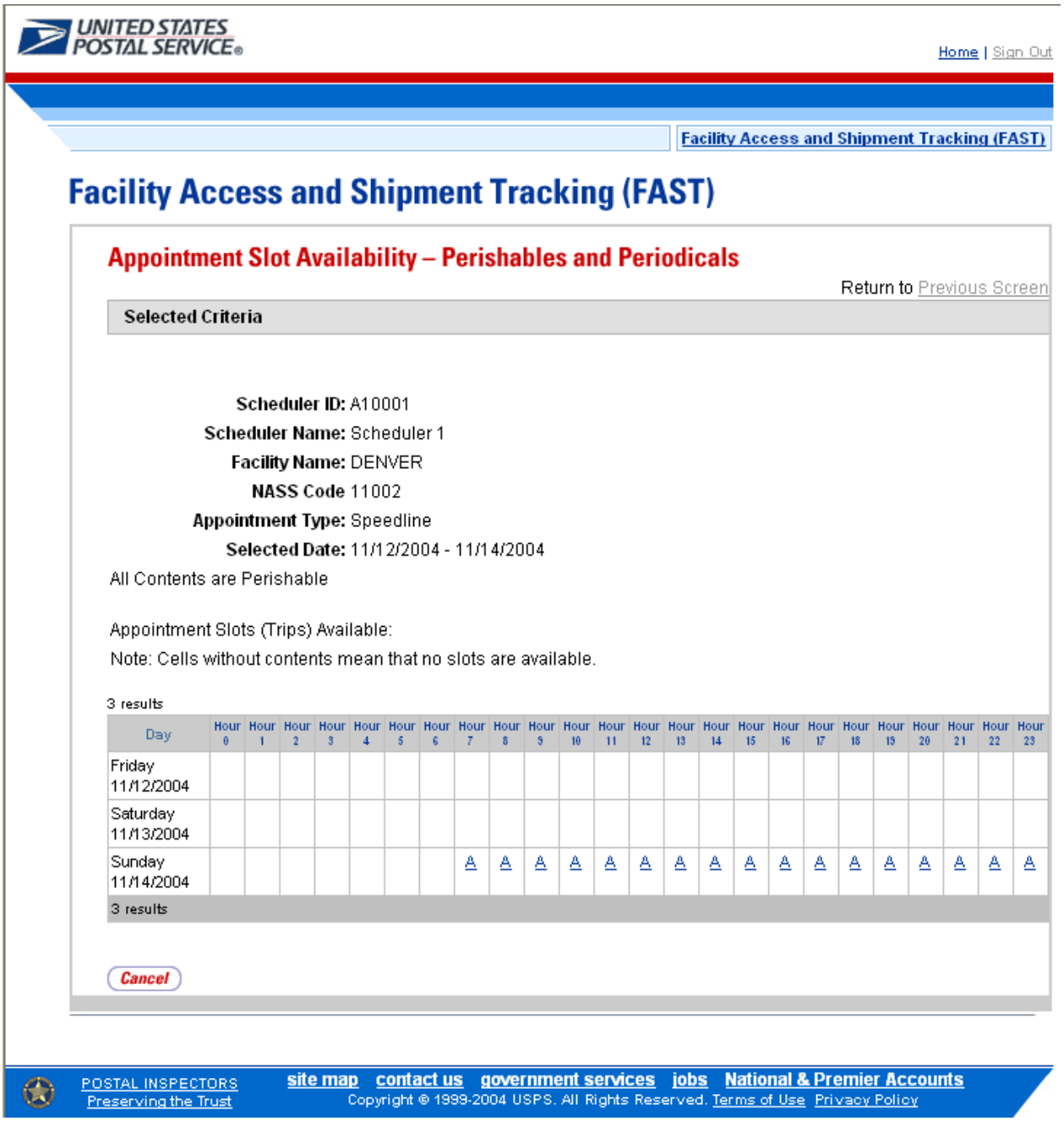
Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates - Perishables and Periodicals) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

All Contents are Perishable	Note displaying that all contents for the appointment are either perishable or Periodicals
Appointment Slots Available table	A table displaying the hours the facility is available to receive drop shipments for all days in the specified date range

Hour row	Displays each hour of the day in military time (0-23)
Day column	Lists the days in the specified date range
Slots rows	Displays an 'A' to indicate that hour is available to receive an appointment of all Periodicals or all perishable contents

The *Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates - Perishables and Periodicals)* page is displayed below.



Note:
'A' indicates the facility is available to receive a drop shipment at the specific hour.

Availability for Perishable and Periodical appointments is based on the facility's hours of operation.

6.2.2 Creating a New Appointment

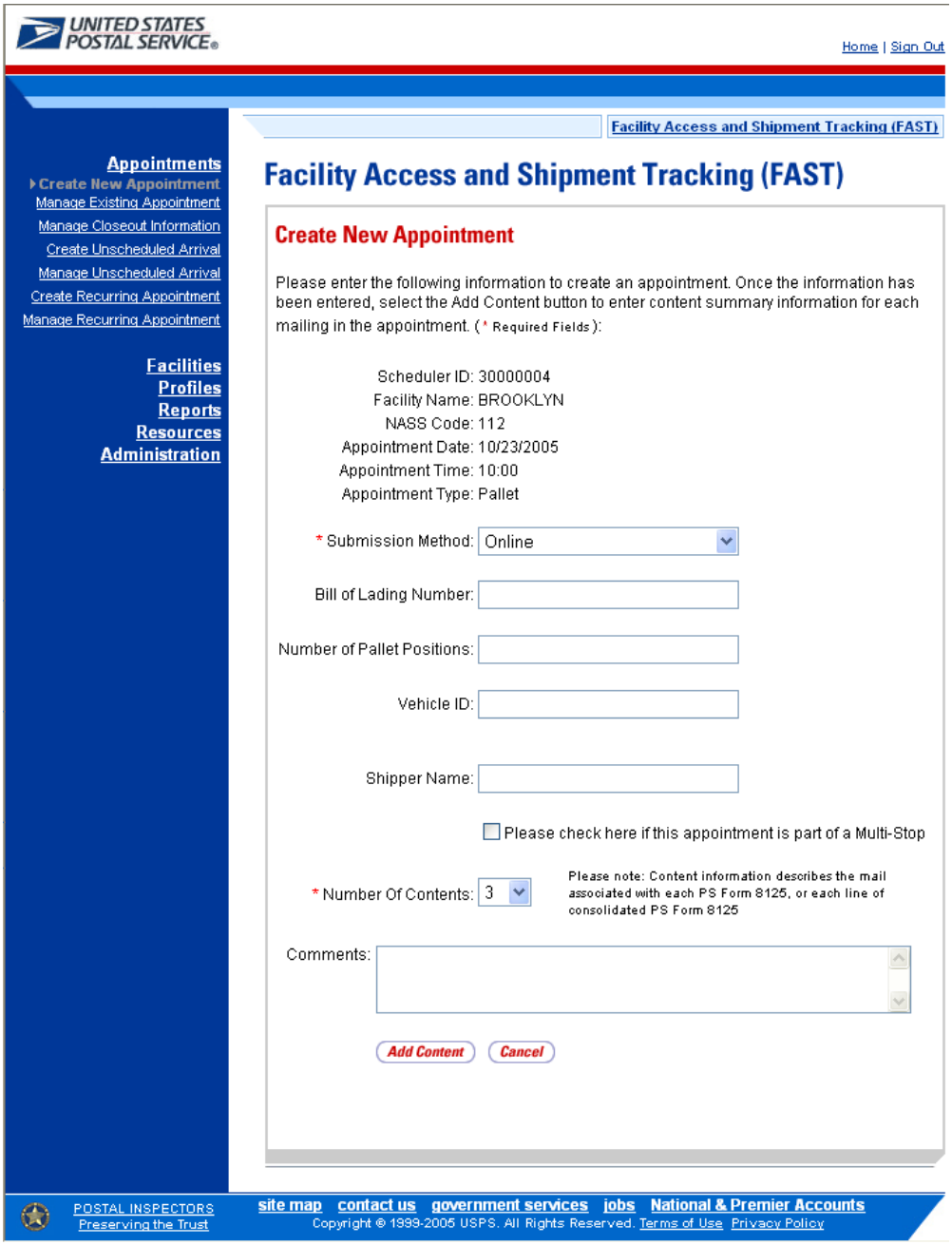
From the *Appointment Slot Availability Results* page, a user CLICKS on an available slot hyperlink to continue the appointment creation process. After CLICKING a hyperlink, the user is taken to the *Create New Appointment* page for the specified scheduler, appointment type, appointment date and facility.

Appointment level information is entered on the *Create New Appointment* page.

The fields and buttons on the *Create New Appointment* page are described below. A snapshot of the page is displayed after the field description.

**Submission Method*	Drop-down box where the user may specify if the appointment is being created online or via the phone; This field displays as read-only and set to **Online** due to the fact external users may only schedule an appointment online
Bill of Lading Number	The bill of lading number assigned to the appointment
Number of Pallet Positions	The number of pallet positions
Vehicle ID	The ID of the vehicle
Shipper Name	The name of the company transporting the shipment
Multi-Stop checkbox	Indicates if the appointment is the part of a multi-stop; enables linking of appointments within the system
Comments	Any additional comments
Add Content Info button	Displays the *Add Content Information* page
Cancel button	Displays the *Appointments* landing page

The *Create New Appointment* page is displayed on the following page.



To enter appointment level information and access the *Add Content Information* page, perform the following steps on the *Create New Appointment* page:

1. ENTER the **Bill of Lading Number** of the scheduled appointment
2. ENTER the **Number of Pallet Positions** of the scheduled appointment
3. ENTER the **Vehicle ID** of the scheduled vehicle for the appointment
4. ENTER the **Shipper ID** of the scheduled appointment
5. CHECK the **Multi-Stop** checkbox if this appointment is part of a multi-stop trip

Note:
Multi-Stop appointments are discussed in section 6.2 – *Creating an Appointment for a Multi-Stop*

6. ENTER the **Number of Contents** associated with the appointment
7. ENTER any additional **Comments** for the appointment
8. CLICK the **Add Content Info** button, displaying the *Add Content Information* page

6.2.3 Adding Content Information to an Appointment

The *Add Content Information* page associates content information to an appointment. At least one content information set must be created to make a valid appointment. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125.

A user may encounter restrictions when entering content information, depending on the appointment type and if the appointment is to contain all Periodicals or all perishable contents. An error message (section 1.3.3 – *Error Messages*) displays if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.

The fields and buttons on the *Add Content Information* page are described below. A snapshot of the page is displayed after the field description.

**Update Grid Capacity*	Drop-down listing the number of contents associated with the current appointment
Change Button	Changes the number of contents associated with the current appointment
Content Number	The number of the current content being created
Clear Content Checkbox	Clears the data fields in the content
Mail Preparer ID	The ID associated to the mail preparer
Mail Owner ID	The ID associated to the mail owner
Content Name	The name of the content being created
**Mail Class*	Drop-down listing the following mail class options for the content: Periodical, Standard, Package Services
News checkbox	Indicates if the content is news
**Mail Shape*	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, Irregular Parcel

Perishable checkbox	Indicates if the content is perishables
Count of Pallets Containing Sacks	The total number of pallets containing sacks in the appointment
Count of Pallets Containing Trays	The total number of pallets containing trays in the appointment
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the appointment
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the appointment
Bedloaded Sack Count	The total number of sacks in the bedloaded appointment
Bedloaded Tray Count	The total number of trays in the bedloaded appointment
Bedloaded Parcel Count	The total number of parcels in the bedloaded appointment
Bedloaded Bundle Count	The total number of bundles in the bedloaded appointment
In Home Start date	The starting date and time the appointment is expected to arrive at the final destination
In Home End date	The ending date and time the appointment is expected to arrive at the final destination
Submit button	Saves all associated contents to the appointment and creates the appointment in the system

The *Add Content Information* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Add Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (* Required Fields)

Scheduler ID: 11000001
Scheduler Name: Mailer 1
Facility Name: SAINT LOUIS
NASS Code: 112
Appointment Date: 10/27/2005
Appointment Time: 02:00
Appointment Type: Pallet

* Update Content Capacity: 3 Change

Content #1 Clear Content

	Mail Preparer ID:		Mail Owner ID:		Content Name:		
	* Mail Class:	-- Select One --	News:		* Mail Shape:	-- Select One --	Perishable:
Count of Pallets Containing	Sacks:	0	Trays:	0	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Content #2 Clear Content

	Mail Preparer ID:		Mail Owner ID:		Content Name:		
	* Mail Class:	-- Select One --	News:		* Mail Shape:	-- Select One --	Perishable:
Count of Pallets Containing	Sacks:	0	Trays:	0	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Content #3 Clear Content

	Mail Preparer ID:		Mail Owner ID:		Content Name:		
	* Mail Class:	-- Select One --	News:		* Mail Shape:	-- Select One --	Perishable:
Count of Pallets Containing	Sacks:	0	Trays:	0	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Submit > Clear Contents > Cancel Appointment

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To enter content level information and save the appointment in the system, perform the following steps on the *Add Content Information* page:

1. ENTER the **Mail Preparer ID**
2. ENTER the **Mail Owner ID**
3. ENTER the **Content Name**
4. SELECT the **Mail Class** of the content
5. CHECK the **News** checkbox if the content is news
6. SELECT the **Mail Shape** of the content
7. CHECK the **Perishable** checkbox if the content is perishable
8. ENTER the number of **Pallets containing Sacks,** if applicable
9. ENTER the number of **Pallets containing Trays,** if applicable
10. ENTER the number of **Pallets containing Parcels,** if applicable
11. ENTER the number of **Pallets containing Bundles,** if applicable
12. ENTER the number of **Bedloaded Sacks**, if applicable
13. ENTER the number of **Bedloaded Trays**, if applicable
14. ENTER the number of **Bedloaded Parcels**, if applicable
15. ENTER the number of **Bedloaded Bundles**, if applicable
16. ENTER the **In Home Start Date**
17. ENTER the **In Home End Date**

Note:
The **In Home Start Date** must be less than or equal to the **In Home End Date** which must be less than or equal to the appointment date

18. CLICK the **Submit** button to save all contents to the appointment and create the appointment in the system

Note:
Please be aware of the following restrictions when adding content information:

- An all Periodicals appointment may only have a mail class of Periodicals
- The **News** checkbox may only be selected if the mail class selected is Periodicals
- An all perishable appointment may only have a mail class of Parcel Select
- The **Perishable** checkbox may only be selected if the mail shape is Parcels or Irregular Parcels
- The mail class must be Package Services for the user to select one of the specific Package Services sub-types: Parcel Select, BPM/Library/Media Mail

After CLICKING the **Submit** button, the *Appointment Confirmation* page is displayed.

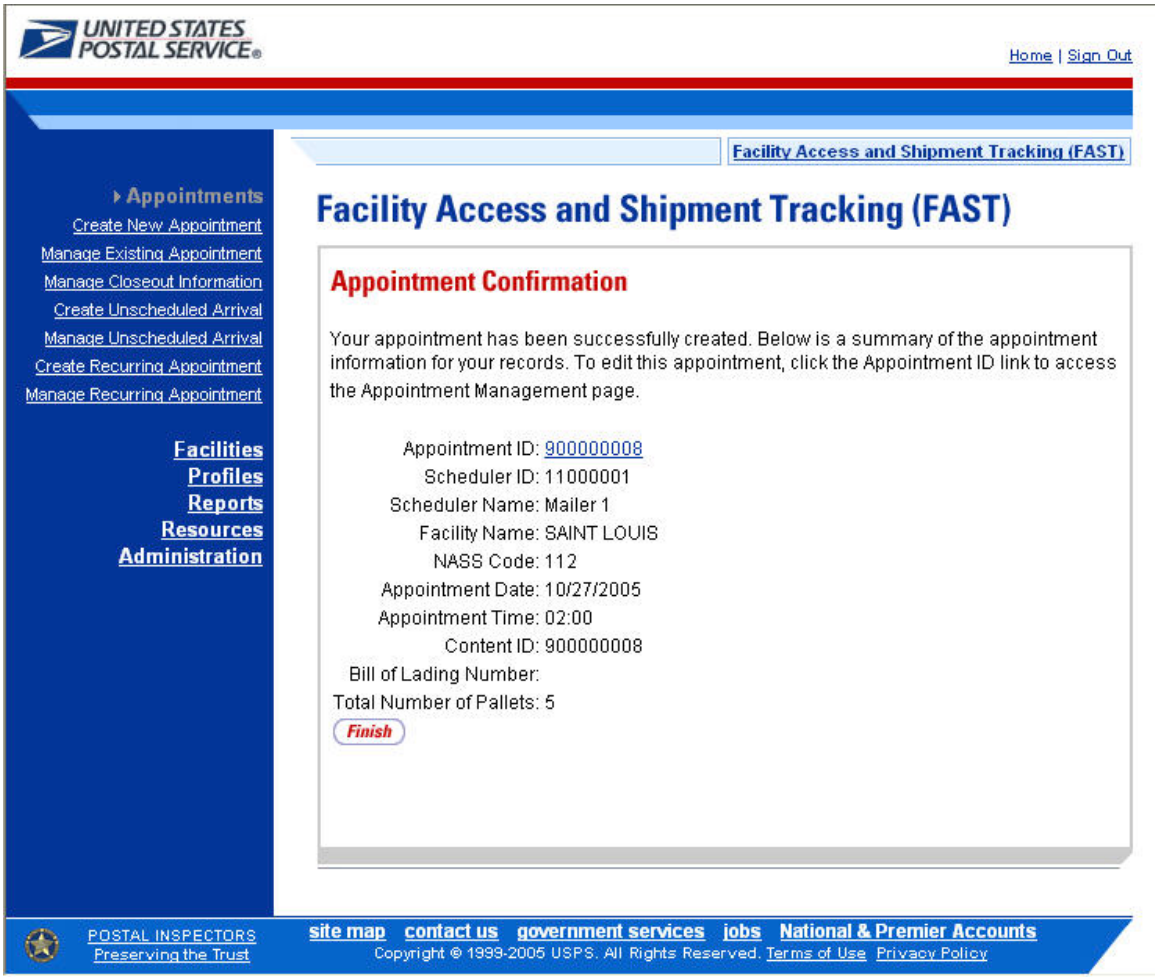
6.2.4 Confirming New Appointment Creation

Once a user has entered all contents for an appointment and submits the appointment in the system, the *Appointment Confirmation* page displays to confirm the appointment contains valid information and has been created in the system.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID hyperlink	Displays the ID associated to the new appointment and is a hyperlink to the *Appointment Management* page where a user may edit the appointment
Scheduler ID	ID associated with the appointment's scheduler
Scheduler Name	The name of the company location scheduling the appointment
Facility Name	The name of the facility of the appointment
Facility ID	The ID associated with the facility
Appointment Date	The date of the appointment
Appointment Type	The selected appointment type
Content ID	The ID(s) associated to the content(s) associated to the new appointment
Bill of Lading	The Bill of Lading number assigned to the appointment
Total # of Pallets	The number of pallets in the appointment

The *Appointment Confirmation* page is displayed on the following page.



Note:
A volume validation is executed upon submission of the appointment. If the contents submitted exceed the available volume, an error message (described in section 1.3.3 - Error Messages) displays stating that the volume is no longer available. In addition, upon submitting the appointment, if the trip slot is no longer available, the user will be directed to select a new trip slot without losing any of the content information.

6.3 Creating an Appointment for a Multi-Stop

A user may designate any appointment as part of a multi-stop trip. Additional appointments may be added to existing multi-stop trips as well.

This section describes the above processes and includes:

6.3.1 – Creating an Appointment for a New Multi-Stop
6.3.2 – Creating an Appointment for an Existing Multi-Stop

6.3.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1 - *Creating a New Appointment*. A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.

The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.2.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed on the following page.

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Appointments
- Create New Appointment
- Manage Existing Appointment
- Manage Closeout Information
- Create Unscheduled Arrival
- Manage Unscheduled Arrival
- Create Recurring Appointment
- Manage Recurring Appointment

Facilities
Profiles
Reports
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Administration

Facility Access and Shipment Tracking (FAST)

Create New Appointment

Please enter the following information to create an appointment. Once the information has been entered, select the Add Content button to enter content summary information for each mailing in the appointment. (* Required Fields):

Scheduler ID: 11000002
Facility Name: WEST MCLEAN
NASS Code: 104
Appointment Date: 11/21/2004
Appointment Time: 10:00
Appointment Type: Pallet

* Submission Method: Online

Bill of Lading Number:

Number of Pallet Positions:

Vehicle ID: 235tew

Shipper Name: FAST Deliveries

☑ Please check here if this appointment is part of a Multi-Stop

* Number Of Contents: 2

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125

Comments:

Add Content | Cancel

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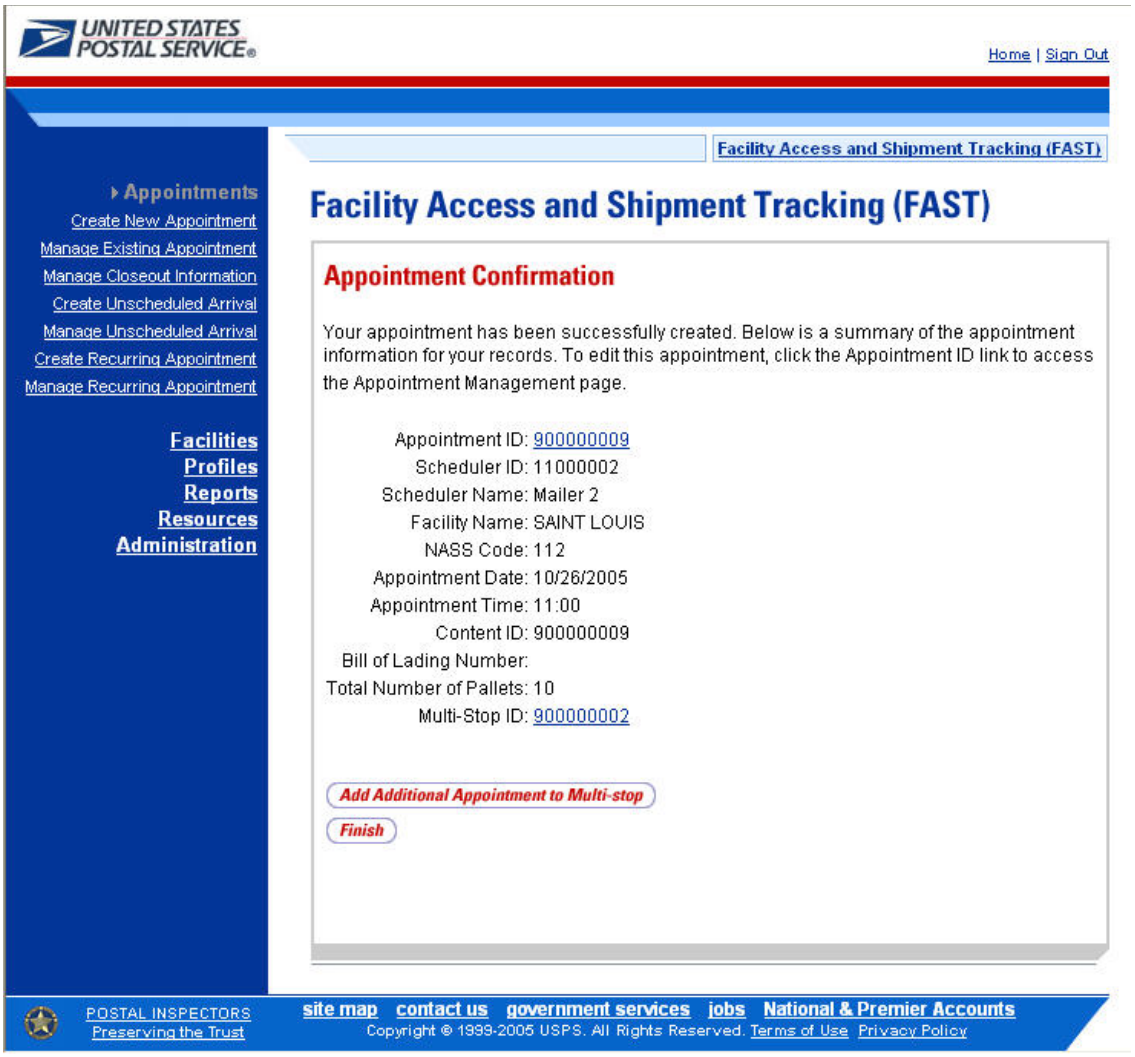
After checking the **Multi-Stop** checkbox, CLICK the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID hyperlink	Displays the ID associated to the new appointment and is a hyperlink to the *Appointment Management* page where a user may edit the appointment
Scheduler ID	ID associated with the appointment's scheduler
Scheduler Name	The name of the company location scheduling the appointment
Facility Name	The name of the facility of the appointment
Facility ID	The ID associated with the facility
Appointment Date	The date of the appointment
Appointment Type	The selected appointment type
Content ID	The ID(s) associated to the content(s) associated to the new appointment
Bill of Lading Number	The Bill of Lading number associated to the new appointment
Total Number of Pallets	The total number of pallets contained in the new appointment
Multi-Stop ID	The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop
Add Additional Appointment to Multi-Stop button	Takes the user to *Appointment Slot Availability* search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop
Finish button	Takes the user to the *Appointment Search* page

The *Appointment Confirmation* page is displayed below.



A user may add an additional appointment to this multi-stop appointment by CLICKING the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop.*

6.3.2 Create an Appointment for an Existing Multi-Stop

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A

user beings the process by CLICKING the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may CLICK the **Manage Existing Appointment** link to search for an existing multi-stop trip. Section 6.3 – *Manage Existing Appointments* describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the *Search Existing Appointment Information* page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference section 6.3.1 – *Appointment Search* for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the *Multi-Stop Management* page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the *Multi-Stop Management* page which are described in section 6.3.4 – *Multi-Stop Management*. This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

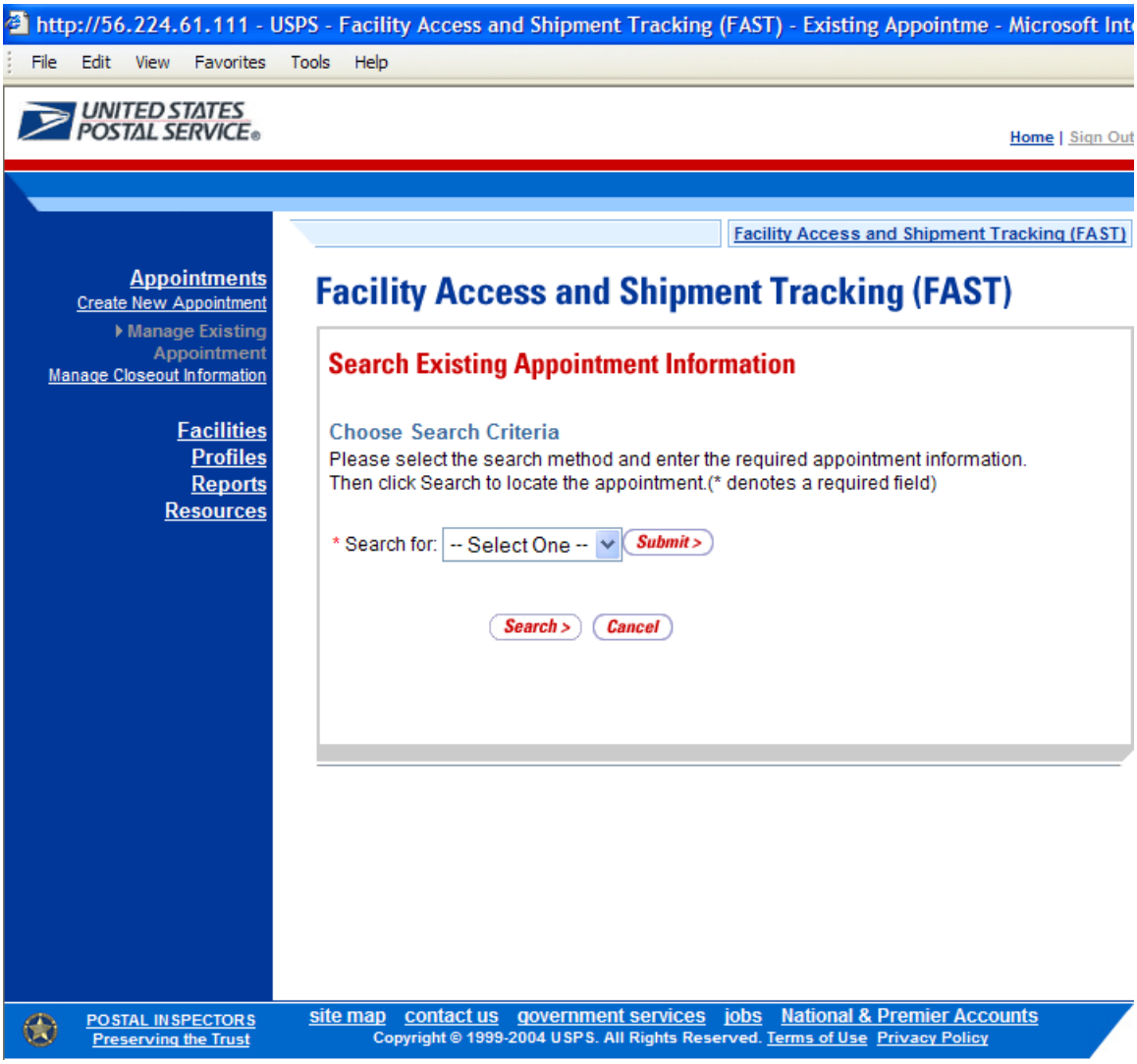
Searching for an Existing Multi-Stop by the Multi-Stop ID

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.

After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

**Search for:*	Drop-down box to select to search for an appointment or a multi-stop
Submit button	Refreshes the page and displays a **Search by** button
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page only when all required fields have been entered
Cancel button	Displays the *Appointment Management* landing page

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.



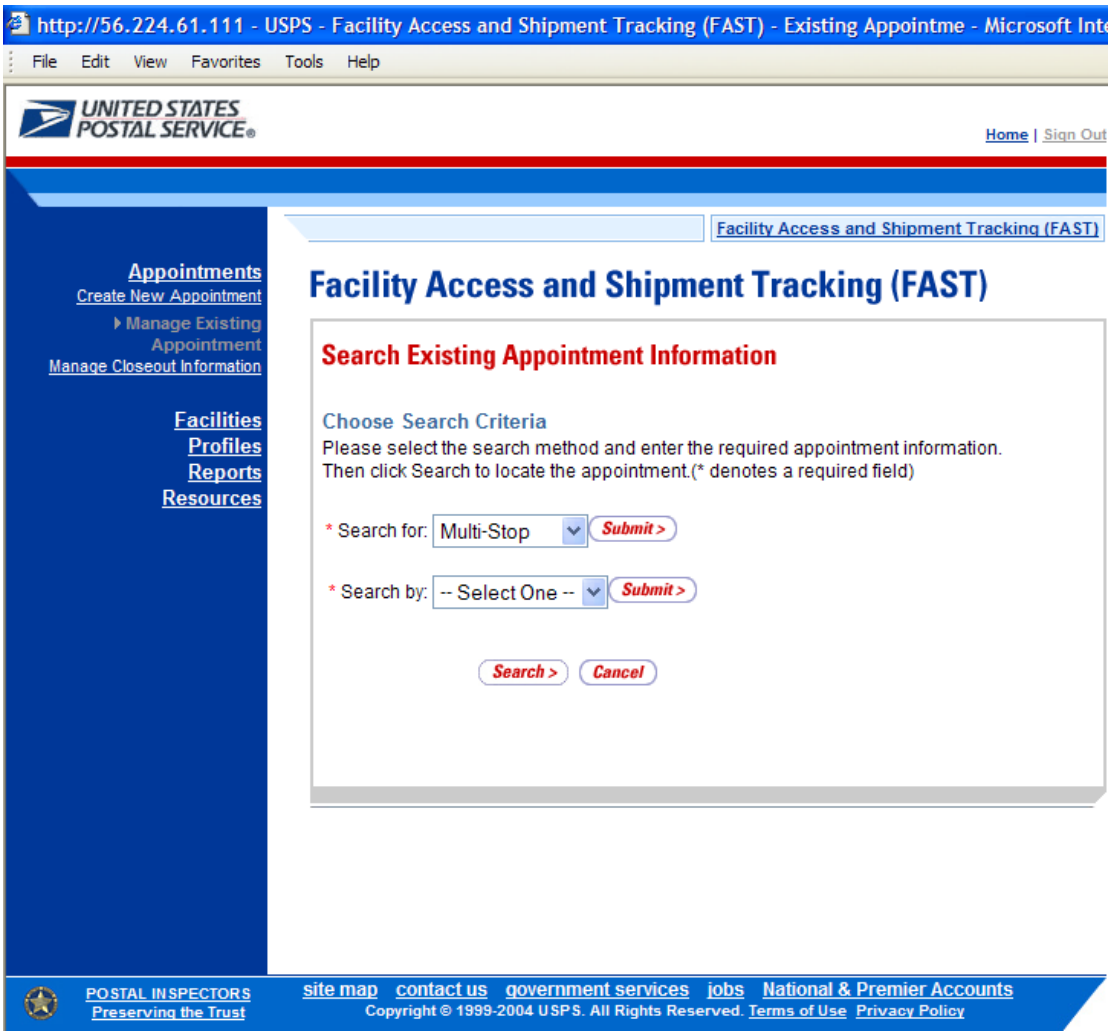
To search for a multi-stop by the multi-stop ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

**Search by:*	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop or to search by appointment ID or scheduler ID when searching for an appointment
Submit button	Refreshes the page and displays either a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment

The Search *Existing Appointment Information (Search for Multi-Stop)* page is displayed below.



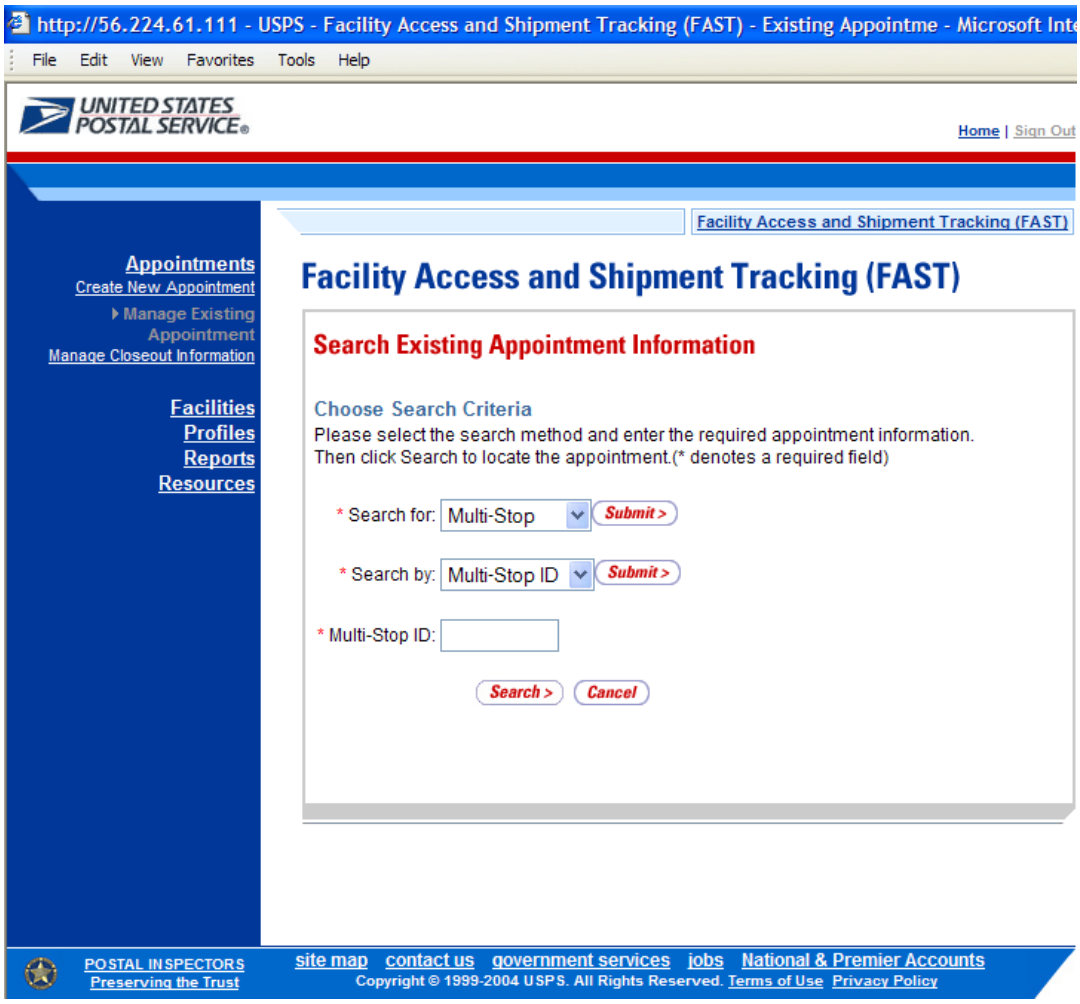
Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page refreshes with an additional field, described below.

**Multi-Stop ID*	Input box to enter the ID associated to the multi-stop

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page is displayed below.



Perform the following final steps on the *Search Existing Appointment Information* page to view the *Multi-Stop Management* page for the specified multi-stop ID:

1. ENTER the multi-stop ID in the **Multi-Stop ID** input box
2. CLICK the **Search** button to display the *Multi-Stop Management* page for the multi-stop ID

Note:
A user may perform several different actions from the Multi-Stop Management page, please reference section 6.3.4 – *Multi-Stop Management* for a complete description of all possible actions.

Searching for a Multi-Stop by the Scheduler ID

Searching for a multi-stop by the scheduler ID displays a different *Search Existing Appointment Information* page then when searching by the multi-stop ID. This search combination may retrieve

several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a hyperlink to the *Multi-Stop Management* page for the ID.

After CLICKING the **Manage Existing Appointment** link on the *Appointment Management* page, the *Search Existing Appointment Information* page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

**Search for:*	Drop-down listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the **Search by:** drop down box that contains search options based on the **Search for** selection
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page (depending on the search criteria) only after all required fields have been entered
Cancel button	Displays the *Appointment Management* landing page

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed below.

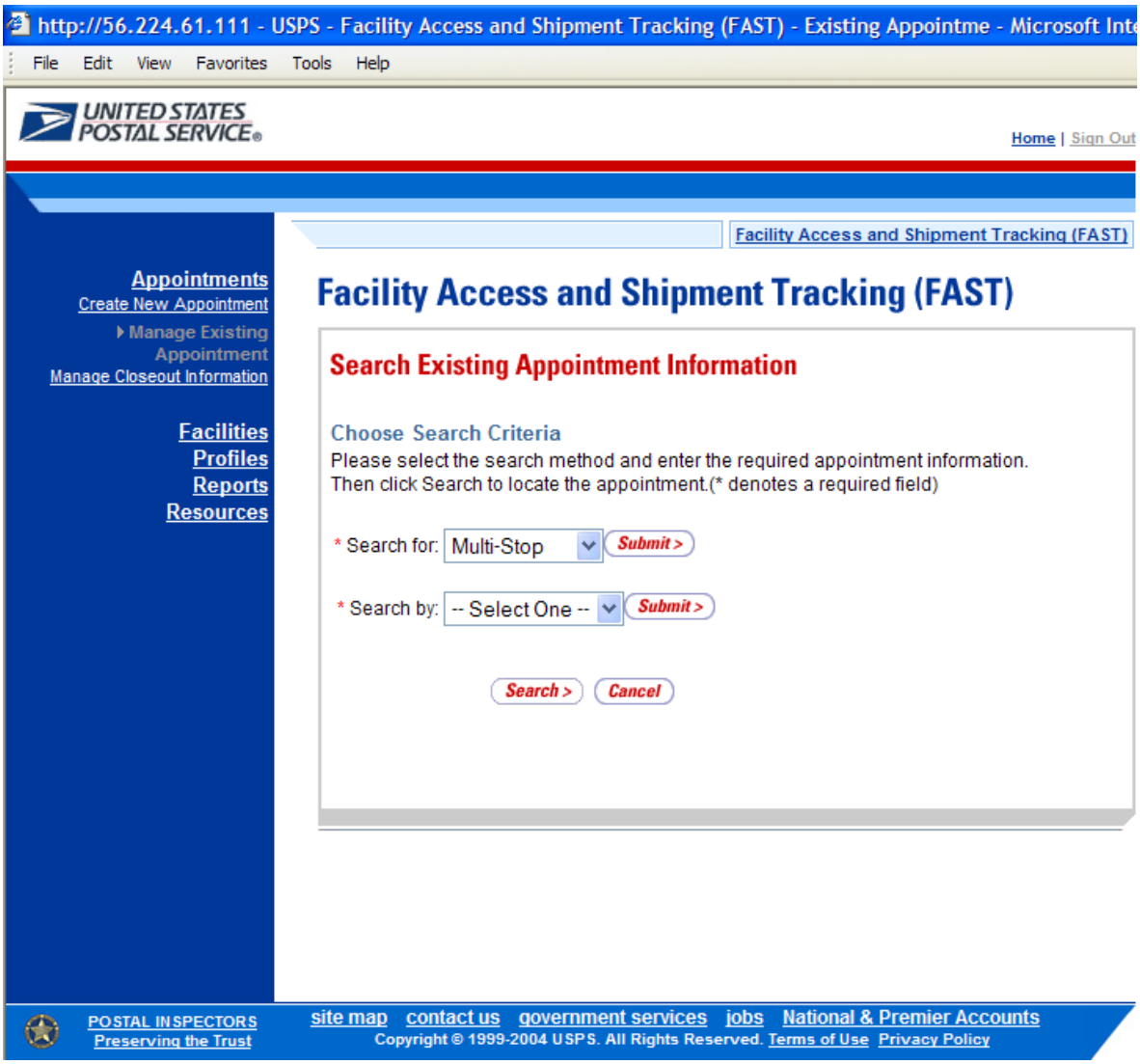
To search for a multi-stop by the scheduler ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The Search *Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

**Search by:*	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop or to search by appointment ID or scheduler ID when searching for an appointment
Submit button	Displays the **Scheduler ID** drop-down box, date range input boxes and facility search fields and buttons

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed below.



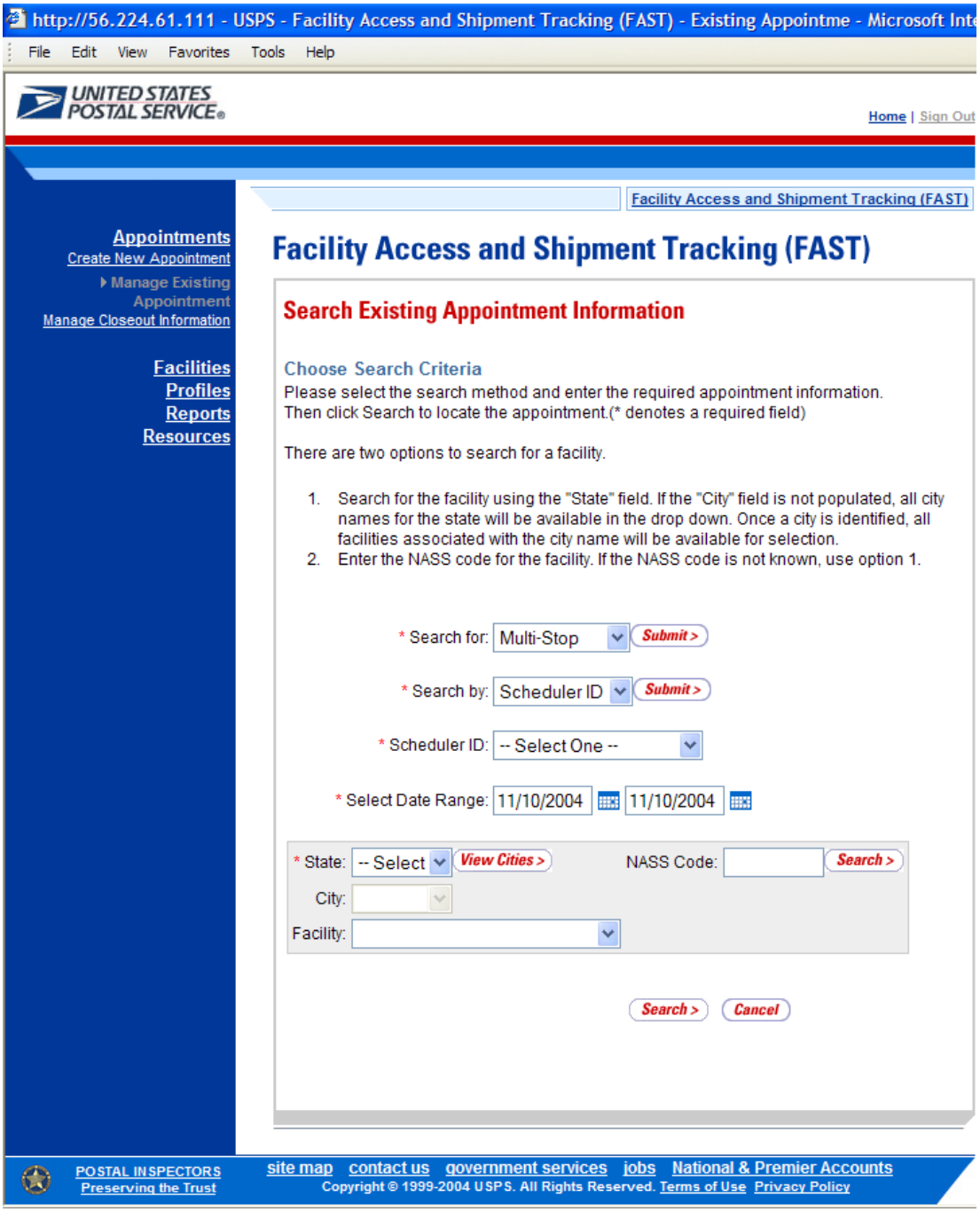
To search by the scheduler ID, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT scheduler ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The Search *Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page refreshes with the following additional fields, described below.

**Scheduler ID*	Drop-down box listing scheduler names and IDs to select from
**Select Date Range*	Enters the date range to search for a multi-stop between the first date and the second date
**State*	Drop-down box listing all state options
View Cities button	Retrieves cities within the selected state that have a facility within them and populates the cities in the **City** drop-down box
City	Drop-down box listing all cities within the selected state that have facilities within them
Search button	Retrieves all facilities within the selected city and state and populates them in the **Facility** drop-down box
NASS Code	The five character NASS Code
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the **Facility** drop-down box
Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the **All Facilities** option
Search button	Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in an Multi-Stop Summary table at the bottom of the page

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed below.



To view all multi-stops for the specified criteria, perform the following final steps on the *Search Existing Appointment Information* page:

1. SELECT the scheduler to search for multi-stops associated with in the **Scheduler ID** drop-down box
2. SELECT the time frame to look for multi-stops within in the **Select Date** Range textboxes

3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

   To Search for a Facility by State and City:

   1. SELECT a state from the **State** drop-down box
   2. CLICK the **View Cities** button
   3. SELECT a city from the **City** drop-down box
   4. CLICK the **Search** button

   To Search for a Facility by NASS Code:

   1. ENTER the **NASS Code in the** textbox
   2. CLICK the **Search** button

4. SELECT the facility in the **Facility** drop down box, or SELECT the **All Facilities** option
5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table

The *Search Existing Appointment Information* page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

Multi-Stop Summary section	Lists the multi-stops and their related information that fall within the specified search criteria
Multi-Stop ID hyperlink column	Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range and is a hyperlink to the *Multi-Stop Management* page for the multi-stop
1st Appt ID column	Lists the ID of the first appointment in the multi-stop
Date column	Lists the date of the first appointment in the multi-stop
Time column	Lists the time of the first appointment in the multi-stop
Facility ID column	Lists the ID of the facility for the first appointment in the multi-stop
Facility Name column	Lists the name of the facility for the first appointment in the multi-stop

The *Search Existing Appointment Information* page is displayed below.

http://56.224.61.111 - USPS - Facility Access and Shipment Tracking (FAST) - Existing Appointme - Microsoft Inter

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Facility Access and Shipment Tracking (FAST)

Appointments
Create New Appointment
Manage Existing Appointment
Manage Closeout Information

Facilities
Profiles
Reports
Resources

Facility Access and Shipment Tracking (FAST)

Search Existing Appointment Information

Choose Search Criteria

Please select the search method and enter the required appointment information.
Then click Search to locate the appointment.(* denotes a required field)

There are two options to search for a facility.

1. Search for the facility using the "State" field. If the "City" field is not populated, all city names for the state will be available in the drop down. Once a city is identified, all facilities associated with the city name will be available for selection.
2. Enter the NASS code for the facility. If the NASS code is not known, use option 1.

* Search for: Multi-Stop Submit >

* Search by: Scheduler ID Submit >

* Scheduler ID: A100000003 - Mailer 6

* Select Date Range: 11/10/2004 11/12/2004

* State: KY View Cities > NASS Code: Search >

City: Search >

Facility: All Facilities

Search > Cancel

Multi-Stop Summary

Below is the multi-stop information you requested. Click the multi-Stop ID link to access the multi-stop information you would like to view and/or edit.

Scheduler Name: Mailer 6

Multi-Stop ID	1st Appt ID	Date	Time	Facility ID	Facility Name
900000022	900000024	11/10/2004	10:00	41223	BOWLING GREEN
900000023	900000029	11/10/2004	17:00	41229	LOUISVILLE

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Creating and Adding a New Appointment to the Multi-Stop

After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the

appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	Displays the ID associated to the multi-stop trip
Results table	Displays all appointment IDs and their information that are included in the multi-stop
Appointment ID hyperlink	Displays the appointment ID of the associated appointment and is a hyperlink, which displays the *Appointment Management* page for the selected appointment
Remove hyperlink	Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment
Date column	Lists the dates of each appointment in the multi-stop
Time column	Lists the time of each appointment in the multi-stop
Facility ID column	Lists the ID associated with the facility for each appointment in the multi-stop
Facility Name column	Lists the name of the facility for each appointment in the multi-stop
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability Search* page where the user begins the process to create a new appointment
Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page where a user may confirm cancellation of the multi-stop and its associated appointments
Cancel button	Displays the *Search Existing Appointment Information* page

The *Multi-Stop Management* page is displayed on the following page.

http://56.224.61.111 - USPS - Facility Access and Shipment Tracking (FAST) - Multi-Stop Managem - Microsoft In

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Multi-Stop Management

To remove an individual appointment from this multi-stop, click Remove underneath the appropriate appointment. If you would like to add another appointment to this multi-stop, click Add Additional Apppointment to Multi-Stop. To cancel this Multi-Stop, click Cancel Multi-Stop. To navigate back to Search for Existing Appointments, click Cancel.

Multi-Stop ID: 900000022

3 results

Appointment ID	Date	Time	Facility ID	Facility Name
900000025 remove	11/10/2004	12:00	41222	ASHLAND
900000026 remove	11/10/2004	16:00	41229	LOUISVILLE
900000024 remove	11/10/2004	10:00	41223	BOWLING GREEN

3 results

Add Additional Appointment to Multi-stop | Cancel Multi-stop | Cancel

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CLICK the **Add Additional Appointment to Multi-Stop** button, which displays the *Appointment Slot Availability* page. From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.

Note:
The time difference between the first appointment's arrival date and the last appointment's arrival date in the multi-stop cannot be greater than 24 hours.

6.4 Managing Existing Appointments

From the *Appointments* landing page, a user may CLICK the **Manage Existing Appointment** link to access the appointment management area of the FAST application. A user may manage appointment information by editing appointment level information, editing content level information, adding content information, canceling content information, and canceling appointments. A user may modify appointment information created via Web Services. A user may view without editing closeout and unscheduled arrival information as well.

A user may modify and cancel multi-stop appointments as well as single stop appointments

The *Managing Existing Appointments* section includes:

6.4.1 Appointment Search
6.4.2 Appointment Management
6.4.3 Content Information Management
6.4.4 Multi-Stop Management
6.4.5 Web Services Appointment Management

6.4.1 Appointment Search

A user has the option to search for an appointment by either the appointment ID or by the scheduler ID. The resulting search page, *Search Existing Appointment Information*, may appear two different ways depending on how the user searches for the appointment.

One search combination, searching for an appointment by the appointment ID, displays a page similar to the multi-stop search page displayed in section 6.2.2 – *Create an Appointment for an Existing Multi-Stop*. The user may enter a specific appointment ID which takes the user to the *Appointment Management* page for the appointment ID.

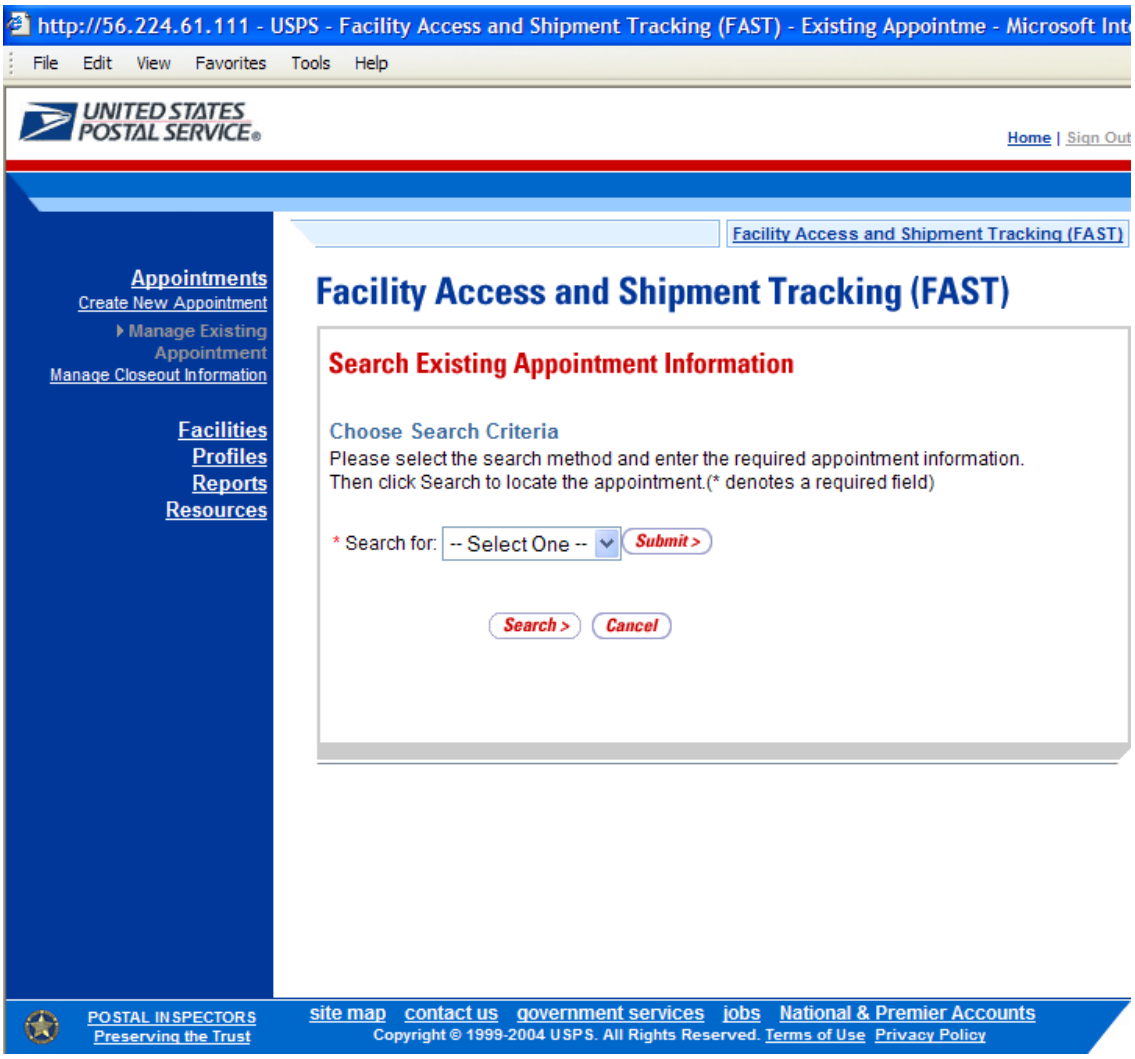
The second combination, searching for an appointment by the scheduler ID, displays a different *Search Existing Appointment Information* page. This search combination may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Appointment Management* page for the appointment ID.

Searching for an Appointment by the Appointment ID

After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

**Search for:*	Drop-down box to select to search for an appointment or a multi-stop
Submit button	Refreshes the page and displays a **Search by** button
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page only after all required fields have been entered
Cancel button	Displays the *Appointment Management* landing page

The *Search Existing Appointment Information (Search for appointment)* page is displayed below.



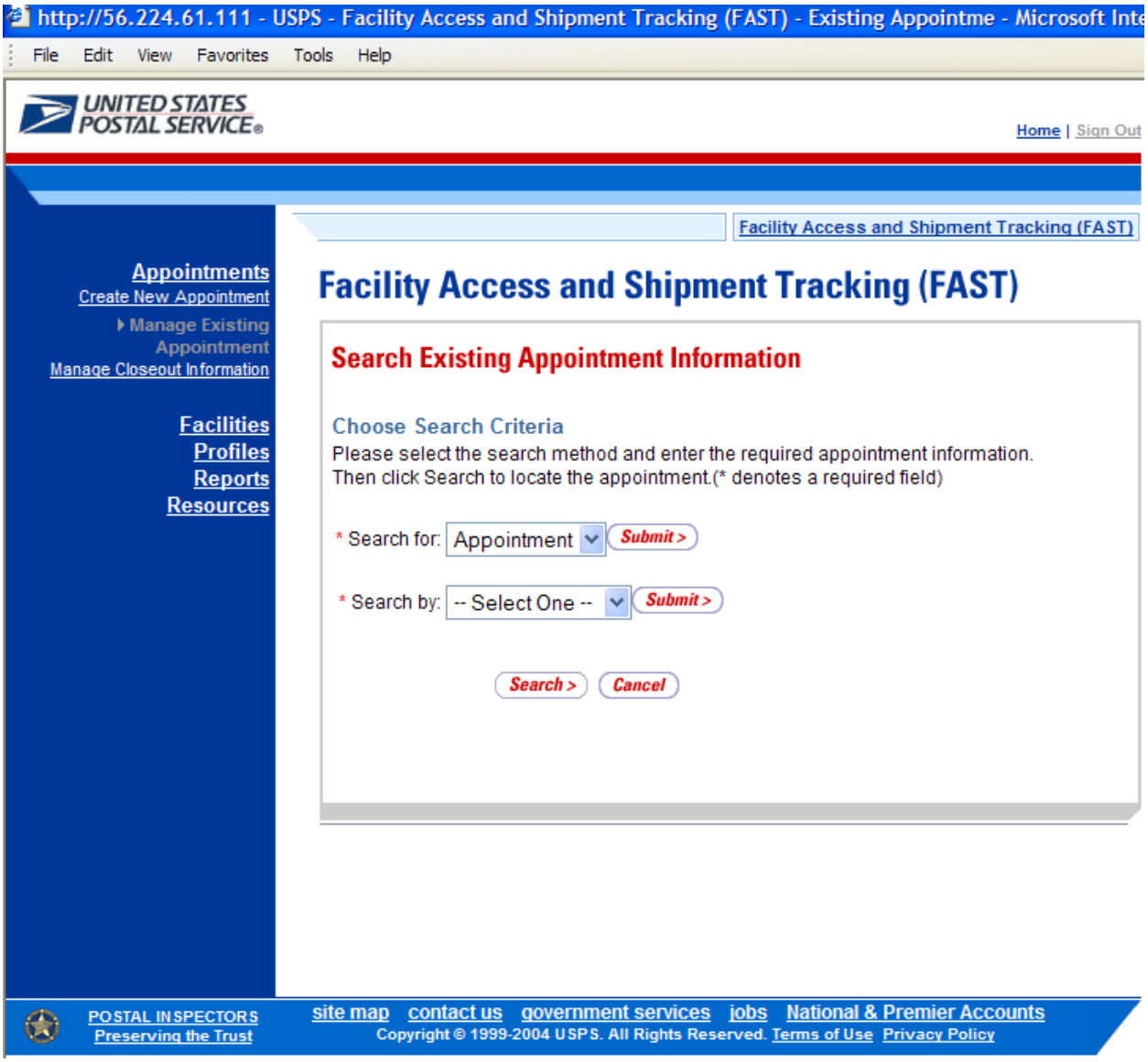
To search for an appointment by the appointment ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box
2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for appointment)* page refreshes with additional fields, described below.

**Search by:*	Drop-down box listing what a user may search by: Appointment ID, Scheduler ID, Multi-Stop ID
Submit button	Displays the Appointment ID textbox for the user to enter a specific appointment ID

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page is displayed below.



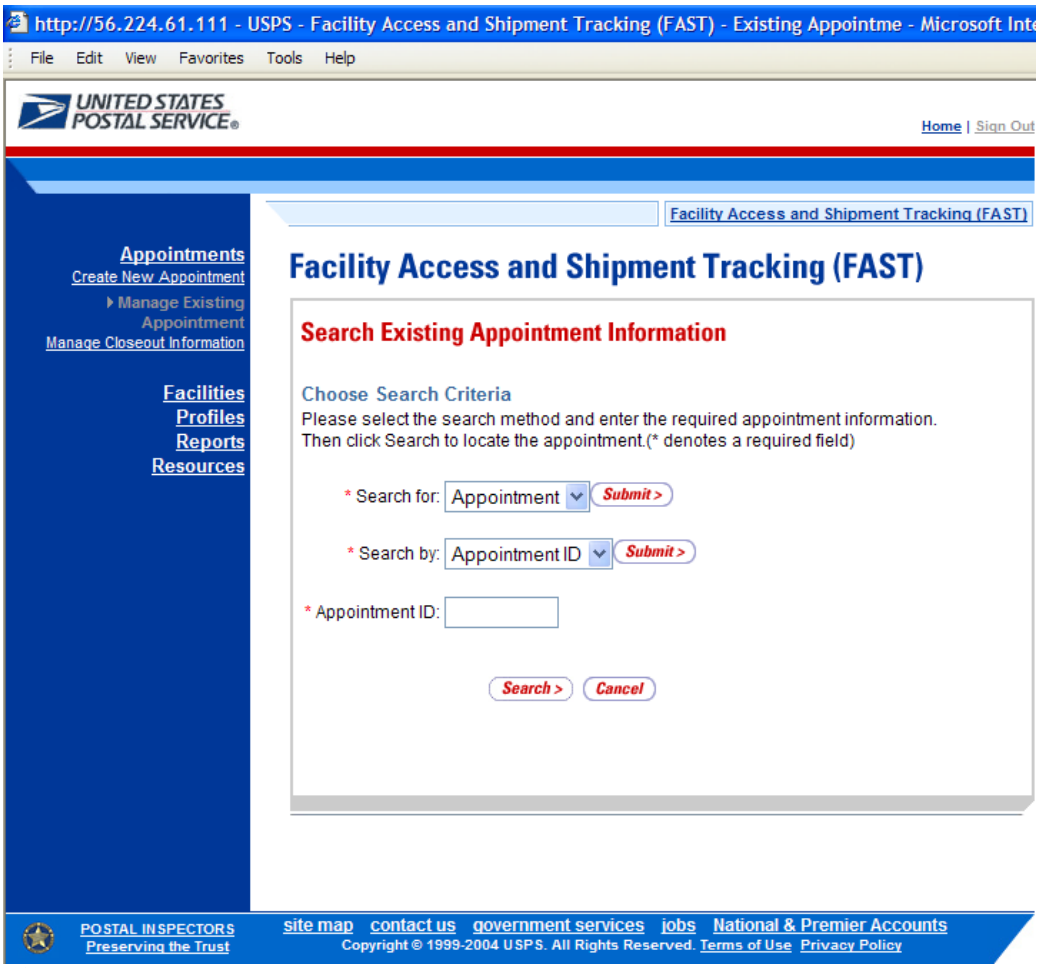
Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment ID in the **Search by** drop-down box
2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page refreshes with an additional field, described below.

**Appointment ID*	Input box to enter the specific appointment ID

The *Search Existing Appointment Information (Search for appointment by appointment ID) page* is displayed below.



To view the *Appointment Management* page for the specified appointment ID, perform the following final steps on the *Search Existing Appointment Information* page:

1. ENTER the appointment ID in the **Appointment ID** input box
2. CLICK the **Search** button, displaying the *Appointment Management* page

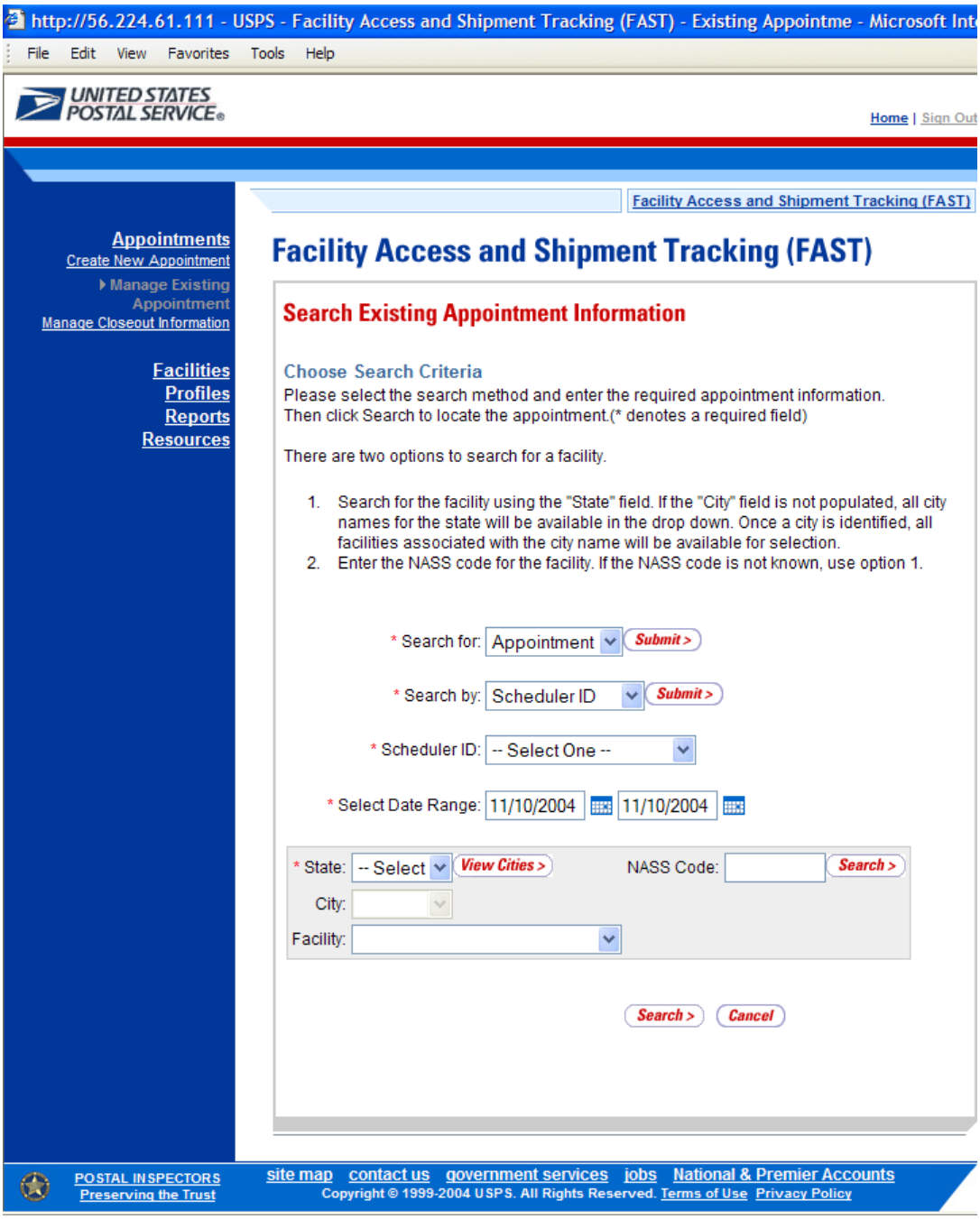
Searching for an Appointment by the Scheduler ID

The second search combination, searching for an appointment by the scheduler ID, displays a different *Search Existing Appointment Information* page. After performing the initial steps 1 and 2 from the previous section, the user selects to **Search by** scheduler ID and CLICKS **Submit**, displaying the *Search Existing Appointment Information* page with the below fields and buttons.

**Search for:*	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the **Search by:** drop down box that contains search options based on the search for selection

**Search by:*	Drop-down box listing what a user may search by: Scheduler ID, Appointment ID, (Multi-Stop ID)
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
**Scheduler ID*	Drop-down box listing scheduler names and IDs to select from
**Select Date Range*	Enters the date range to search for an appointment between the first date and the second date
**State*	Drop-down box listing all state options
View Cities button	Retrieves cities within the selected state that have a facility within them and populates the cities in the **City** drop-down box
City	Drop-down box listing all cities within the selected state that have facilities within them
Search button	Retrieves all facilities within the selected city and state and populates them in the **Facility** drop-down box
NASS Code	The NASS Code of the facility
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the **Facility** drop-down box
Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code
Search button	Retrieves all appointments that are for the specified scheduler, date range and facility and populates them in an Appointment Summary table at the bottom of the page

The *Search Existing Appointment Information* page when searching for an appointment by the scheduler ID is displayed on the following page.



To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box
2. CLICK the **Submit** button
3. SELECT Scheduler ID in the **Search by** drop-down box
4. CLICK the **Submit** button

5. SELECT the scheduler to search for appointments for in the **Scheduler ID** drop-down box
6. SELECT the time frame to search within in the **Select Date** Range textboxes
7. SEARCH for a facility by one of the following two ways:

   TO SEARCH FOR A FACILITY BY STATE/CITY:

   1. SELECT a state from the **State** drop-down box
   2. CLICK the **View Cities** button
   3. SELECT a city from the **City** drop-down box
   4. CLICK the **Search** button, populating the **Facility** drop-down box

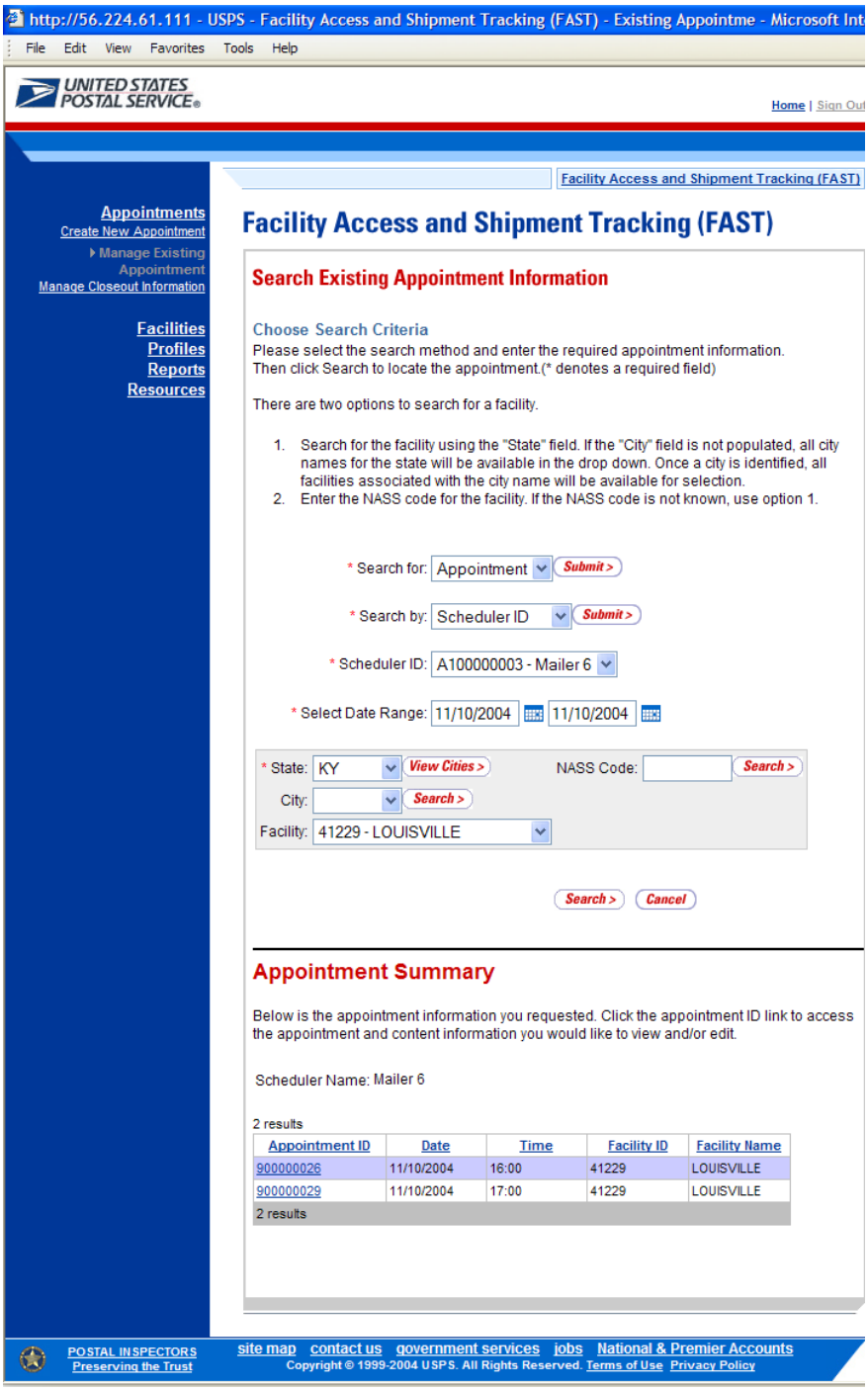
   TO SEARCH FOR A FACILITY BY THE NASS Code:

   1. ENTER the NASS Code of the Facility in the **NASS Code** textbox
   2. CLICK the **Search** button, populating the **Facility** drop-down box
8. SELECT a facility from the **Facility** drop-down box
9. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table

The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons. The new fields and buttons are described below.

Appointment Summary section	Lists the appointments and their related information that are fall within the specified search criteria
Appointment ID hyperlink column	Lists the appointment IDs of all appointments that are associated with the selected scheduler ID, facility, and within the date range and is a hyperlink to the *Appointment Management* page for the appointment
Date column	Lists the date of each listed appointment
Time column	Lists the time of each listed appointment
Facility ID column	Lists the ID of each listed appointment's facility
Facility Name column	Lists the name of each listed appointment's facility

The *Search Existing Appointment Information* page is displayed below.



Note:
CLICKING the **Appointment ID** hyperlink displays the *Appointment Management* page where a user may view the appointment information; access the *Appointment Closeout* page to view closeout information and access the *Content Information* page to view content information.

6.4.2 Appointment Management

After a user searches for an appointment by either the appointment ID or the scheduler ID, they are taken to the *Appointment Management* page for the selected appointment. From the *Appointment Management* page, a user has the ability to:

- Edit appointment slot information
- Edit appointment level information
- Edit content level information
- Add additional contents
- View unscheduled arrival information
- View closeout information
- Cancel an appointment

The *Appointment Management* section details the steps and screens accessed when a user views closeout information, when a user cancels an appointment and briefly describes the previously discussed processes. Editing and adding contents is discussed in more detail in section 6.3.3 – *Content Information Management*.

All of the above actions may be accessed from the *Appointment Management* page. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment
Status	The current status of the appointment: Open, Closed, Canceled, Unscheduled, No-show, Rejected
Scheduler Name	The name of the company location scheduling the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Appointment Slot Information table	Displays the current slot information of the appointment, includes **Facility Name, Facility ID, Appointment Date, Appointment Time, Appointment Type** and the **Change** button
Facility Name	The name of the facility for the appointment
Facility ID	The ID associated to the appointment's facility
Appointment Date	The date the appointment is to arrive at the facility
Appointment Time	The time the appointment is to arrive at the facility
Appointment Type	The type of the appointment the facility is expecting
Change button	Displays the *Appointment Slot Availability* page

Bill of Lading Number	The bill of lading number associated to the appointment
Number of Pallet Positions	The number of pallet positions
Vehicle ID	The ID associated to the vehicle
Shipper ID	The ID associated to the shipper
Comments	Displays any miscellaneous comments regarding the appointment
Submit button	Displays the *Appointment Confirmation* page, saving any changes to the appointment
Cancel Appointment button	Cancels the appointment in the system
Cancel button	Displays the *Search Existing Appointment Information* page without saving any changes to the appointment
Closeout button	Displays the *Appointment Closeout* page
Appointment Contents section	Displays all contents associated to the appointment
Content ID column	Lists the IDs of each content associated to the appointment, which are hyperlinks to the *Content Information Management* page for the selected content ID
Mail Preparer	The ID associated to the mail preparer of the content
Content Name	Lists the name of the content
Manage Content button	Displays the *Content Information Management* page

Note:
Depending on if the user is associated to the scheduler of the appointment or is the scheduler, the fields on the *Appointment Management* page may be editable or read-only, allowing the user to only view the information without modifying it.

The *Appointment Management* page is displayed on the following page.

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Appointment Management

Below is the appointment information you requested. Edit the information as needed and click Submit to save. To access content information, click the appropriate Content ID link.

Appointment ID: 900000008
Status: Open
Scheduler Name: Mailer 1
Scheduler ID: 11000001
Creation Source: Online
Last Update Date/Time: 10/26/2005 07:15
Last Update User Id: FSAD03

Appointment Slot Information

Facility Name: SAINT LOUIS [Change]
NASS Code: 112
Appointment Date: 10/27/2005
Appointment Time: 02:00
Appointment Type: Pallet

Bill of Lading Number:
Number of Pallet Positions:
Vehicle ID:
Shipper Name:
Comments:

[Submit >] [Cancel Appointment] [Cancel] [Closeout >]

Appointment Contents

Content ID	Mail Preparer	Content Name
900000008		

[Manage Content]

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Editing Appointment Slot Information

When editing an appointment's slot information, a user follows the same process described in section 6.2.1 – *Searching for Appointment Slot Availability*.

A user begins the process by accessing the *Appointment Slot Availability* page by CLICKING the **Change** button on the *Appointment Management* page. The *Appointment Slot Availability* page displays, populating the following fields with the existing appointment information:

- Facility
- Scheduler ID
- Appointment Type

If a user needs to change any of the above fields, the appointment is considered as a cancelled appointment when it is scored for scheduler rating (described in section 10.0 – *Rating Overview*). However, a user still has the ability to change any of those fields and the appointment will retain the same appointment ID.

The user CLICKS the **Search** button on the *Appointment Slot Availability* page, displaying the results page for the specified facility, scheduler ID and appointment type. A user may CLICK on a new appointment slot time to select the slot and display the *Appointment Management* page with the new appointment information. CLICKING the **Submit** button on the *Appointment Management* page updates the appointment with the new information and displays the *Appointment Confirmation* page.

When a user attempts to change the appointment's slot information, the new slot information is checked against the trip and volume constraints, just like when a new appointment is created. If the new information is not valid due to a constraint violation, the user sees an error which describes the problem and the appointment is not updated with the new slot information.

Editing Appointment Level Information

A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper Name
- Comments regarding the appointment

To edit any of the above fields, a user CLICKS in the desired textbox and replaces the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page.

Editing Content Level Information

A user may edit an appointment's content level information by accessing the *Content Information Management* page from the *Appointment Management* page.

To access the *Content Information Management* page, a user CLICKS on the **Manage Content** button in the Appointment Contents section of the *Appointment Management* page. After editing the content information, the user CLICKS the **Submit** button on the *Content Information Management* page, which updates the content information in the system and displays the *Appointment Management* page for the appointment.

Adding Additional Contents

A user may add additional contents to the appointment by accessing the *Add Content Information* page from the *Appointment Management* page.

To access the *Add Content Information* page, a user CLICKS the **Add Additional Content** button in the Appointment Contents section of the *Appointment Management* page. The user follows the same process as described in section 6.1.3 – *Adding Content Information to a New Appointment*, to enter in and add content information for the appointment.

Managing content information is detailed in section 6.3.3 – *Content Information Management*.

Viewing Unscheduled Arrivals

A user may view unscheduled arrival information in FAST by searching for the appointment and accessing the *Appointment Management* page. As there is no appointment number for an unscheduled arrival, a user may only search for the information by their scheduler ID. The Postal Service requires a shipper to enter the originating scheduler ID on the PS Form 8125 before they may drop ship to a facility. The scheduler may then search for an appointment by the scheduler ID associated to them at any or all facilities. The **Status** field on the *Appointment Management* page displays 'Unscheduled' to verify the appointment is an unscheduled arrival. The user may not edit this information.

Viewing Closeout Information

A user may view an appointment's closeout information by accessing the *Appointment Closeout* page. A user may access the *Appointment Closeout* page by one of the following two ways.

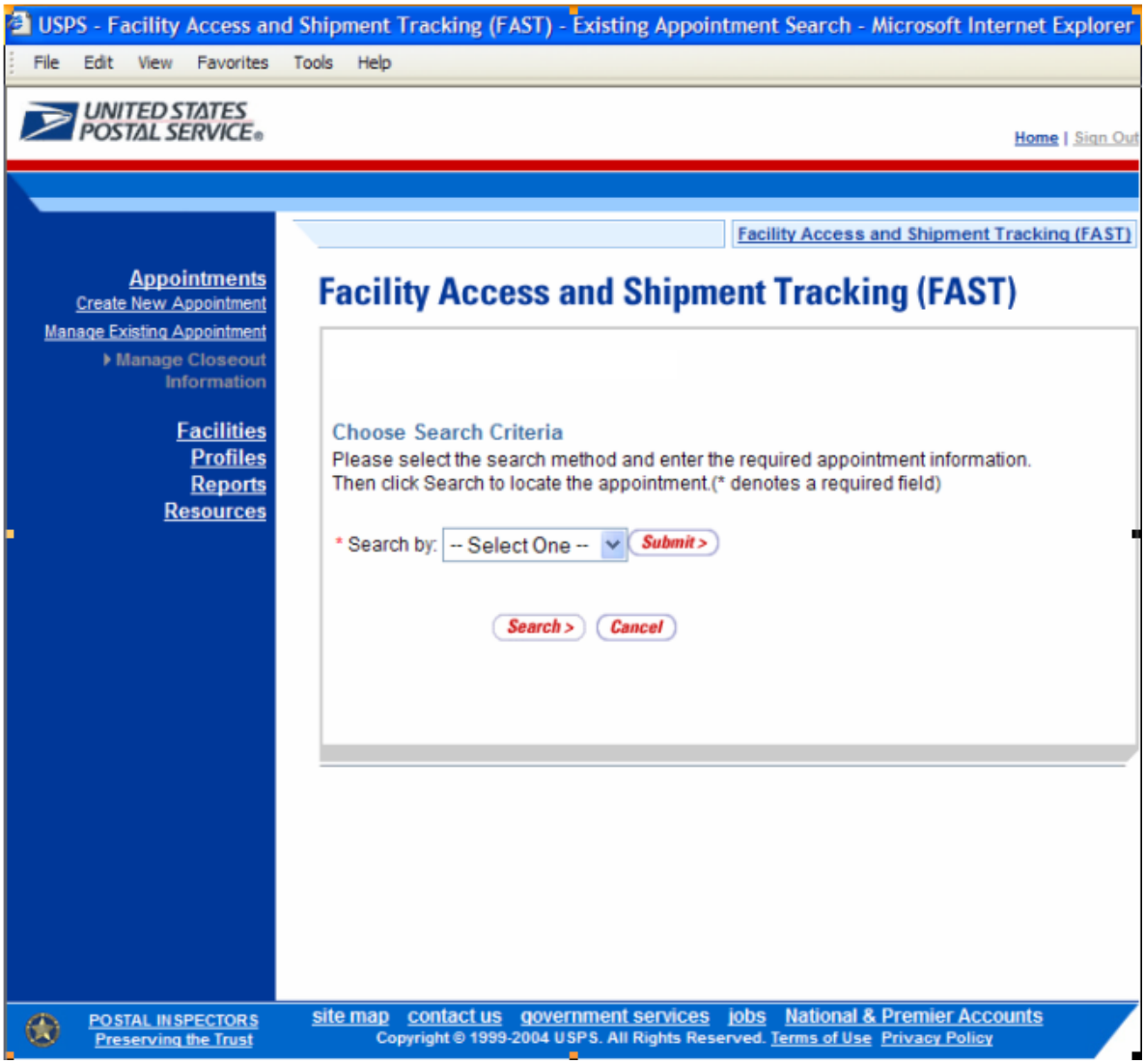
A user may access the *Appointment Closeout* page through the *Appointment Management* page. A user searches for the closed appointment and is directed to the *Appointment Management* page. A user CLICKS the **Closeout** button on the *Appointment Management* page and is taken to the *Appointment Closeout* page. The fields display as read-only and contain all entered closeout information

A user may also access the *Appointment Closeout* page through the *Appointments Landing* page. A user CLICKS the **Manage Closeout Information** link on the landing page. The user is taken to the *Manage Closeout Information* search page where the user will search for an appointment in the same fashion as described in the prior section – *Appointment Search.* This process is described next in more detail.

The fields and buttons on the *Manage Closeout Information* search page are described below. A snapshot of the page is displayed after the field descriptions.

**Search by:*	Drop down box listing the options to search for an appointment by: Appointment ID, Scheduler Id
Submit button	Refreshes the page and displays either an appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing appointment
Cancel button	Displays the *Appointment Management* landing page

The *Manage Closeout Information* search page is displayed below.



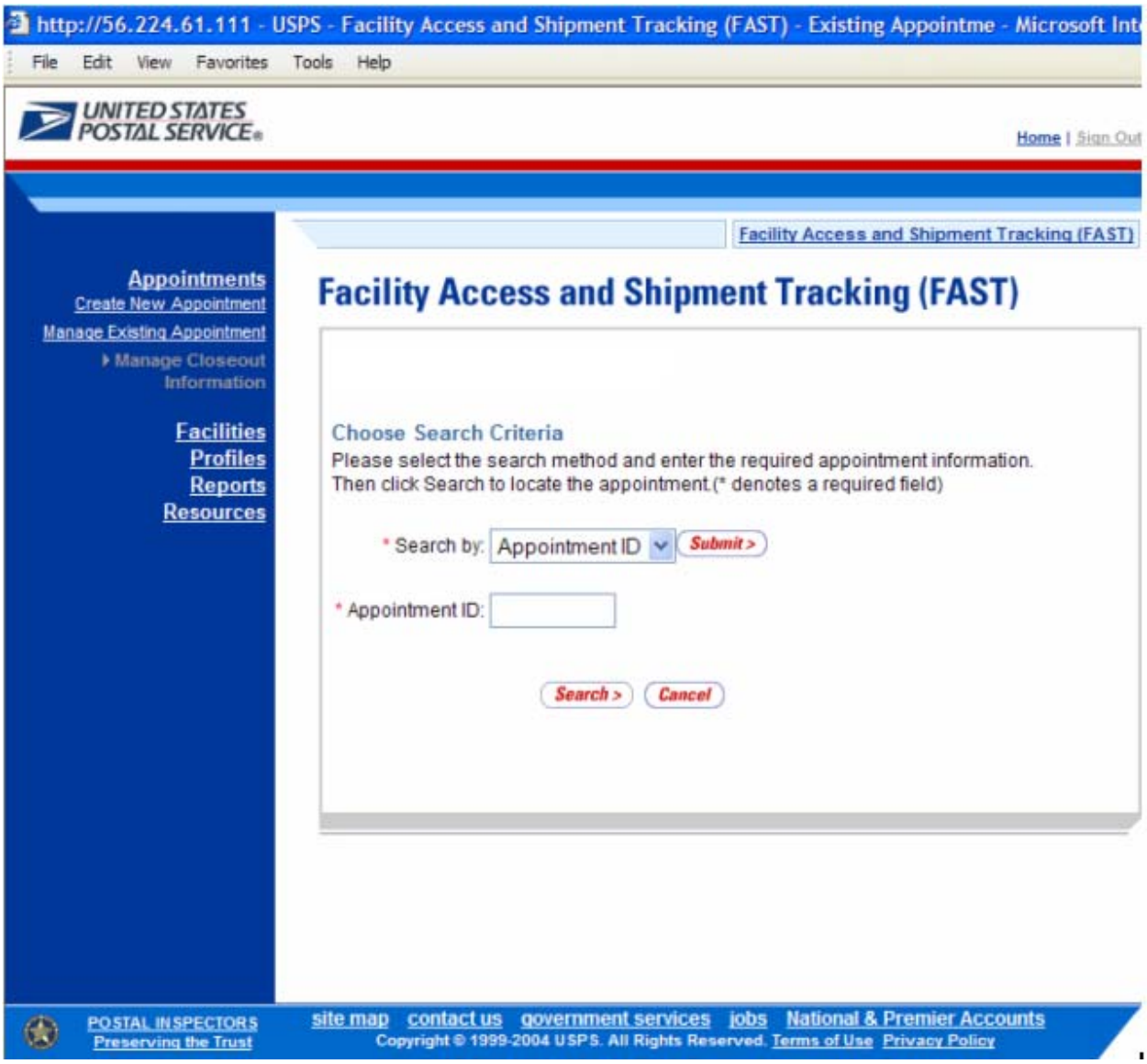
To search for an appointment by the appointment ID, perform the following steps on the *Manage Closeout Information* search page:

1. SELECT Appointment ID in the **Search by** drop-down box
2. CLICK the **Submit** button

The *Manage Closeout Information* search page refreshes with an additional field, described below. A snapshot of the page is displayed after the field description.

**Appointment ID*	Input box to enter the requested appointment ID

The *Manage Closeout Information* search page with the additional field is displayed below.



Perform the following final steps on the *Manage Closeout Information* search page to view the *Appointment Closeout* page for the specified appointment ID:

1. ENTER the appointment ID in the **Appointment ID** input box
2. CLICK the **Search** button to display the *Appointment Closeout* page for the appointment ID

The *Appointment Closeout* page displays and lists key appointment information. All fields display as read-only for both corporate and scheduler users. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Appointment ID	The ID associated to the appointment
Current Status	The current status of the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Scheduler Name	The name of the company location scheduling the appointment
USPS Facility Name	The name of the facility for the appointment
USPS Facility ID	The ID associated to the appointment's facility
Date	The appointment's scheduled arrival date
Appointment Time	The time the appointment is scheduled to arrive at the facility
**Arrival Date*	The actual date the appointment arrived
**Arrival Time*	The actual time the appointment arrived
**Unload Start Date*	The actual date the appointment began to be unloaded
**Unload Start Time*	The actual time the appointment began to be unloaded
**Unload End Date*	The actual date the appointment finished being unloaded
**Unload End Time*	The actual time the appointment finished being unloaded
Mail Integrity	Drop-down box listing the different mail integrity options of the appointment
Mail Integrity Comments	Additional comments regarding the mail integrity of the appointment
Content Discrepancy section	Lists the fields that record the differences between what content was scheduled and what content actually arrived
Bedloaded sacks percent	Displays the percent of the content type that arrived compared to what was expected
Bedloaded trays percent	Displays the percent of the content type that arrived compared to what was expected
Bedloaded parcels percent	Displays the percent of the content type that arrived compared to what was expected

Bedloaded bundles percent	Displays the percent of the content type that arrived compared to what was expected
Count of pallets containing sacks	Displays the number of pallets that arrived that are either more or less than the number expected
Count of pallets containing trays	Displays the number of pallets that arrived that are either more or less than the number expected
Count of pallets containing parcels	Displays the number of pallets that arrived that are either more or less than the number expected
Count of pallets containing bundles	Displays the number of pallets that arrived that are either more or less than the number expected
Content Discrepancy	Comments box displaying additional remarks regarding content differences
Comments	Additional comments

The *Appointment Closeout* page is displayed on the following page.

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Appointment Closeout

Please enter the following information to close out an appointment. Once the information has been entered, select the Submit button to close the appointment. (* Required Fields)

Appointment ID #: 900000004

Current Status: Open
Scheduler ID: 33000003
Scheduler Name: Mailer 3
USPS Facility Name: SAINT LOUIS
USPS NASS Code: 112
Appointment Date: 10/23/2005
Appointment Time: 13:00

* New Status: Closed Submit >

* Arrival Date: 10/26/2005 * Arrival Time: 07:43
* Unload Start Date: 10/26/2005 * Unload Start Time: 07:43
* Unload End Date: 10/26/2005 * Unload End Time: 07:43

Mail Integrity and Load Irregularities

- [ ] Broken Pallets
- [ ] Container counts do not match 8125
- [ ] Pallets Too Tall
- [ ] Damaged Mail
- [ ] Mailings are not separated by 8125
- [ ] Miscellaneous
- [ ] Incorrect Facility
- [ ] No paperwork with shipment
- [ ] Other
- [ ] Vehicle Size
- [ ] Driver Refused to Assist
- [ ] Load Unsafe
- [ ] Improper Mail Makeup

Content Discrepancy

	Expected Count	Actual Count	
Bedloaded Sack Count:	0		of/as expected shipment
Bedloaded Tray Count:	0		of/as expected shipment
Bedloaded Parcel Count:	0		of/as expected shipment
Bedloaded Bundle Count:	0		of/as expected shipment
Count of pallets containing sacks:	0		
Count of pallets containing trays:	2	3	
Count of pallets containing parcels:	0		
Count of pallets containing bundles:	0		

Comments:

Submit >

Cancel

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Canceling an Appointment

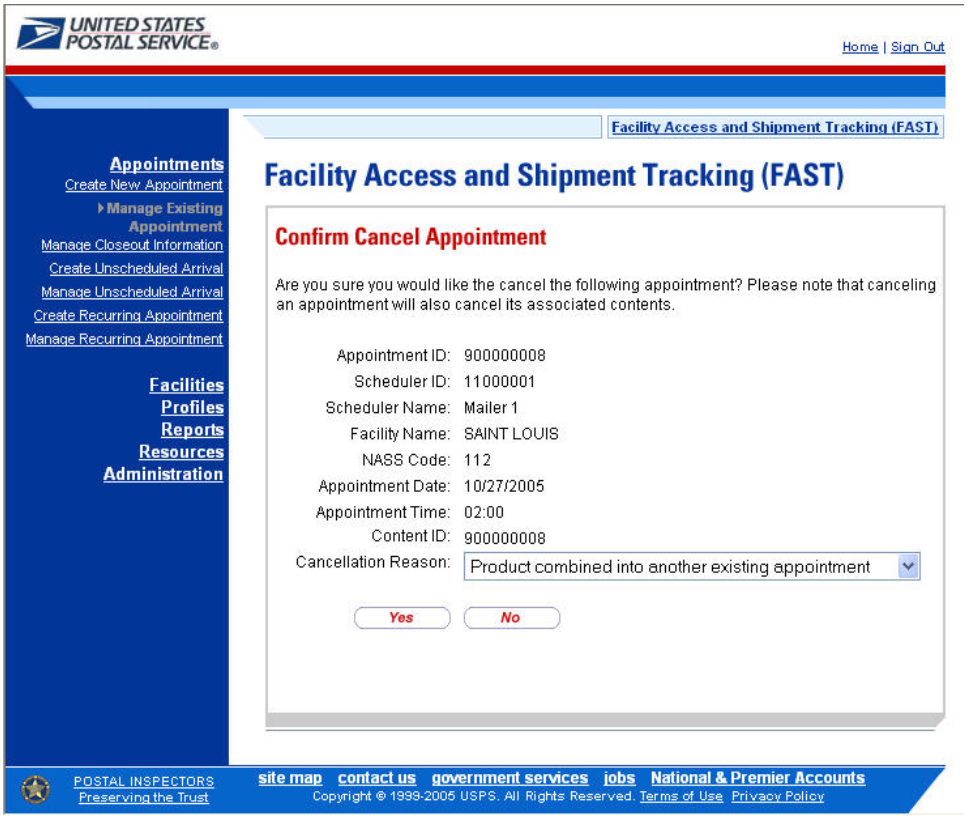
The following section details the process and pages to cancel an appointment in the FAST application. Canceling an appointment also cancels all contents that are associated to the appointment. Depending on the appointment type and content type, canceling an appointment redistributes the available appointment slot and volume back to the facility and tier they were pulled from when creating the appointment.

A user begins to cancel an appointment from the *Appointment Management* page by CLICKING the **Cancel Appointment** button. The *Confirm Cancel Appointment* page displays, which lists some of the important appointment information.

The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment
Scheduler Name	The name of the company location scheduling the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Facility Name	The name of the facility for the appointment
Facility ID	The ID associated to the appointment's facility
Appointment Date	The date the appointment is to arrive at the facility
Appointment Time	The time the appointment is to arrive at the facility
Content ID	The IDs of each content associated to the appointment
Cancellation Reason	Drop-down indicating the reason for the cancellation of the appointment
Yes button	Finalizes the cancellation of the appointment and displays the *Cancel Appointment Confirmation* page
No button	Displays the *Appointment Management* page for the appointment and does not cancel it

The *Confirm Cancel Appointment* page is displayed on the following page.



Note:
An appointment cannot be cancelled within one hour of its scheduled appointment time. Also, appointments are automatically no-showed if they have not arrived 24 hours after the scheduled appointment time.

The appointment is not officially cancelled until the user confirms the cancellation from the previous page.

To cancel the appointment and its associated contents, CLICK the **Yes** button. The Cancel Appointment *Confirmation* page displays, showing some of the key appointment information. When a user cancels an appointment, a cancellation number is generated for the appointment.

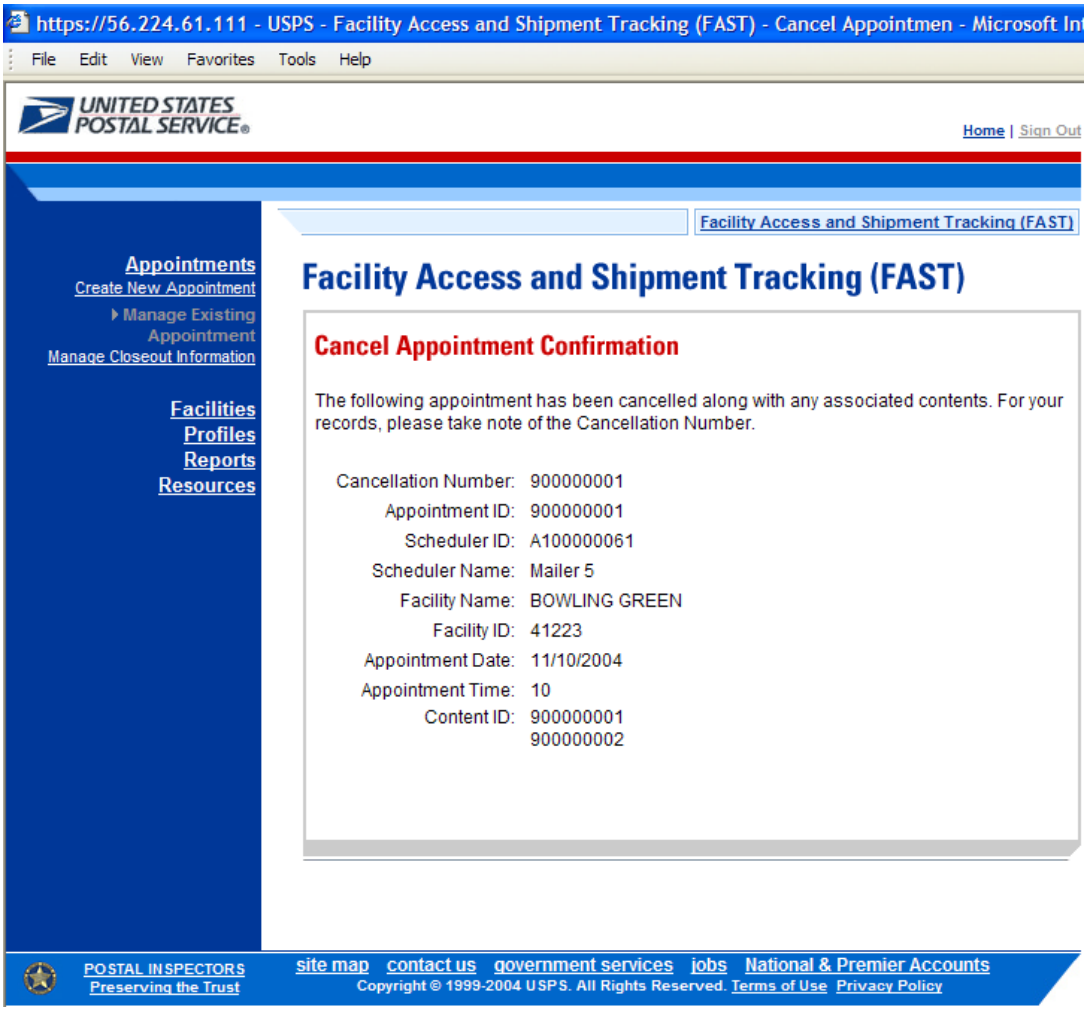
The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

Cancellation Number	The confirmation number for the cancelled appointment
Appointment ID	The ID associated to the appointment

Scheduler Name	The name of the company location scheduling the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Facility Name	The name of the facility for the appointment
Facility ID	The ID associated to the appointment's facility
Appointment Date	The date the appointment was to arrive at the facility
Appointment Time	The time the appointment was to arrive at the facility
Content ID	The IDs of each content associated to the appointment

Note:
A cancellation number is only generated for the appointment; the associated contents that are also canceled do not receive a cancellation number.

The *Cancel Appointment Confirmation* page is displayed on the following page.



6.4.3 Content Information Management

A user may modify or cancel content level information for an appointment via the *Content Information Management* page. As described in section 6.4.2 – *Appointment Management*, a user may access the Content Information Management page by CLICKING on a **Content ID** hyperlink on the *Appointment Management* page. This section describes how to:

- Edit Content Level Information
- Cancel a Content from an Appointment

Editing Content Level Information

.

The *Content Information Management* page looks very similar to the *Add Content Information* page**.** The fields and buttons of the *Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

Update Grid Capacity	Drop-down box allowing the user to change the number of contents associated to the appointment
Change button	Changes the number of contents associated to the appointment
Content ID	The ID associated to the particular content
Cancel Content checkbox	Indicates if the user wants to cancel an individual content from the appointment
Mail-Preparer ID	The ID associated to the mail preparer
Mail Owner ID	The ID associated to the mail owner
Content Name	The name associated to the content
**Mail Class*	Drop-down listing the following mail class options for the content: Periodical, Standard, Package Services
News checkbox	Indicates if the content is news
**Mail Shape*	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, Irregular Parcel
Perishable checkbox	Indicates if the content is perishables
Count of Pallets Containing Sacks	The total number of pallets containing sacks in the content
Count of Pallets Containing Trays	The total number of pallets containing trays in the content
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the content
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the content
Bedloaded Sack Count	The total number of sacks in the bedloaded content
Bedloaded Tray Count	The total number of trays in the bedloaded content

Bedloaded Parcel Count	The total number of parcels in the bedloaded content
Bedloaded Bundle Count	The total number of bundles in the bedloaded content
In Home Start date	The starting date and time the appointment is expected to arrive at the final destination
In Home End date	The ending date and time the appointment is expected to arrive at the final destination
Comments	Any additional comments regarding the appointment
Submit button	Updates the content with the new information and displays the *Appointment Management* page
Clear Contents button	Clears the data in each content of the appointment
Cancel button	Displays the *Appointment Management* page for the associated appointment

The *Content Information Management* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Content Information Management

Below is the appointment content information you requested. Edit the information as needed and click Submit to save. Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (* Required Fields)

Appointment ID: 900000016
Scheduler ID: 30000004
Scheduler Name: Mailer 4
Facility Name: SAINT LOUIS
NASS Code: 112
Appointment Date: 10/27/2005
Appointment Time: 06:00

* Update Content Capacity: 3 Change

Content ID: 900000015 — Cancel Content

	Mail Preparer ID:	4q254rq	Mail Owner ID:	54q1	Content Name:	Content1	
	* Mail Class:	Standard	News: ☐		* Mail Shape:	Flat	Perishable: ☐
Count of Pallets Containing	Sacks:	0	Trays:	12	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Content ID: 900000016 — Cancel Content

	Mail Preparer ID:	9070809	Mail Owner ID:	67uj88	Content Name:	Content2	
	* Mail Class:	Standard	News: ☐		* Mail Shape:	Flat	Perishable: ☐
Count of Pallets Containing	Sacks:	0	Trays:	3	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Content ID: 900000017 — Cancel Content

	Mail Preparer ID:	12345	Mail Owner ID:	12345	Content Name:	Content3	
	* Mail Class:	Standard	News: ☐		* Mail Shape:	Letter	Perishable: ☐
Count of Pallets Containing	Sacks:	0	Trays:	5	Parcels:	0	Bundles: 0
Bedloaded	Sack Count:	0	Tray Count:	0	Parcel Count:	0	Bundle Count: 0
	In Home Start Date:		In Home End Date:				

Submit > Cancel

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To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.

Note:
Updating content information is subject to the same constraints that are found in creating content information.

Canceling a Content from an Appointment

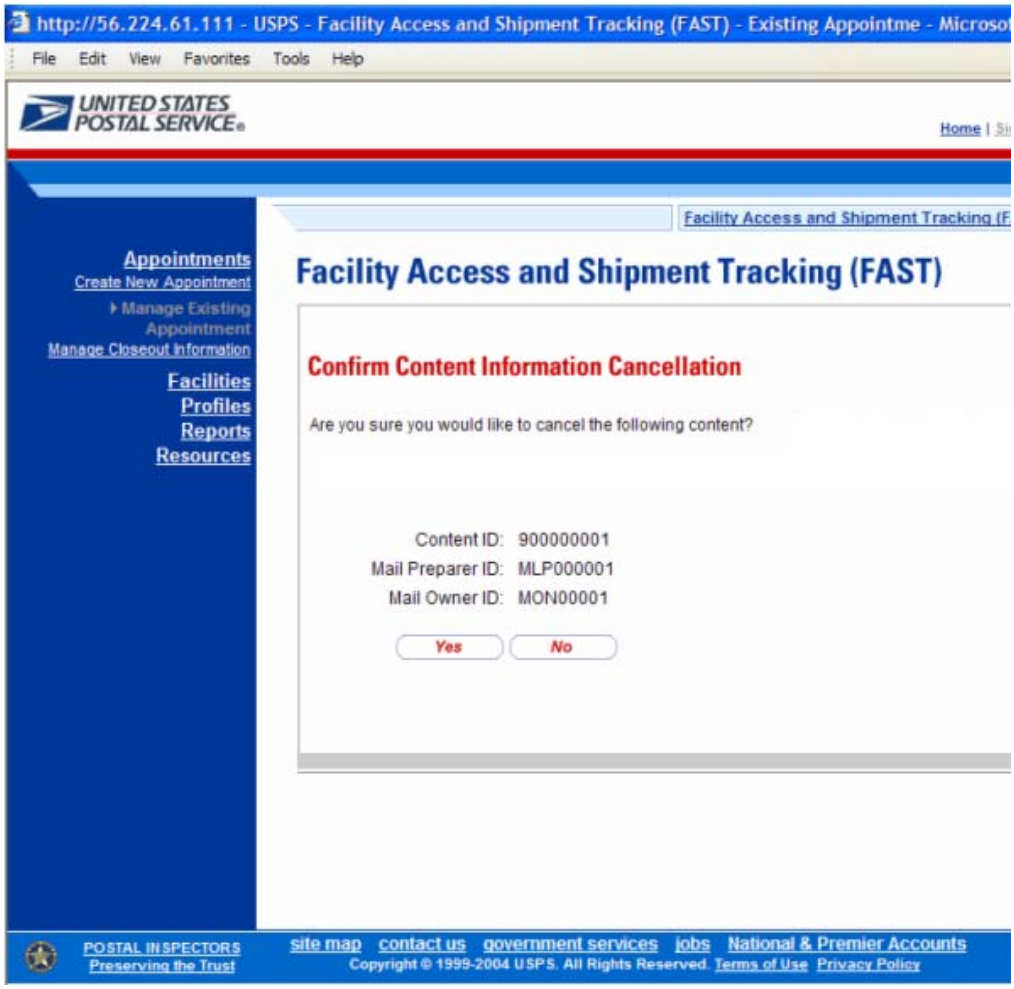
From the *Content Information Management* page described and shown previously, a user may cancel the content from the appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the appointment is cancelled.

To cancel a content from an appointment, CHECK the **Cancel Content** checkbox on the *Content Information Management* page. Then CLICK the **Submit>** button. The *Confirm Content Cancellation* page is displayed. The *Confirm Content Cancellation* page allows the user to finalize the cancellation of the content or to return to the *Content Information Management* page.

The fields and buttons on the *Confirm Content Cancellation* page are described below. A snapshot of the page is displayed after the field description.

Content ID	The ID associated to the content
Mail Preparer ID	The ID associated with the mail preparer for the content
Mail Owner ID	The ID associated with the mail owner for the content
Yes button	Finalizes the cancellation of the content
No button	Displays the *Content Information Management* page for the content

The *Confirm Appointment Cancellation* page is displayed below.



To finalize the cancellation of the content, CLICK the **Yes** button. The *Appointment Confirmation* page displays and the content ID is not listed as a content for the Appointment. Please reference section 6.2.4 – *Confirming Appointment Creation* for the description of the *Appointment Confirmation* page.

6.4.4 Multi-Stop Management

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 6.3.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

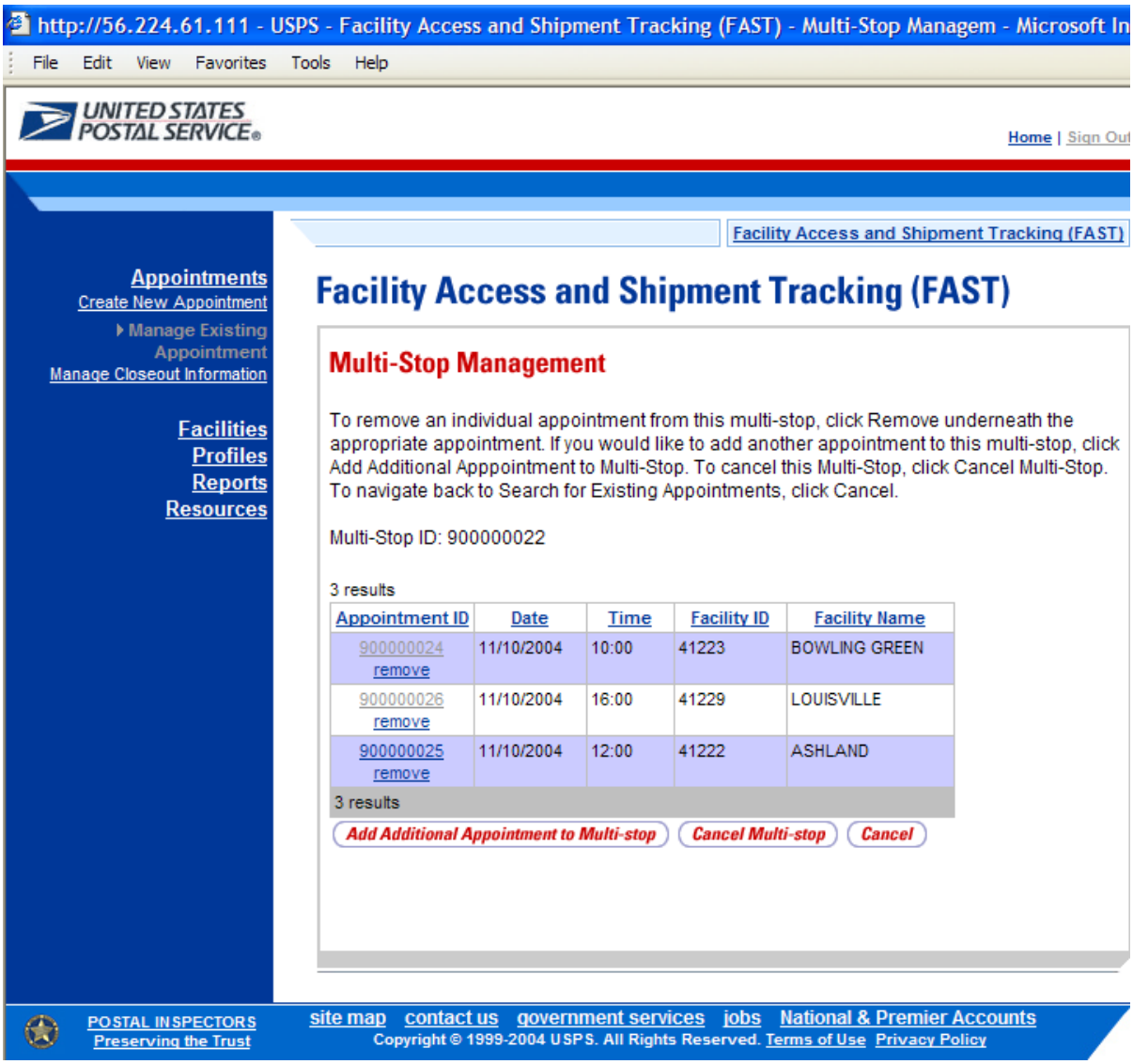
- Add appointments to a multi-stop
- Remove appointments from a multi-stop
- Edit appointment information
- Cancel a multi-stop

The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.

All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop
Appointment ID column	Lists the ID's of each appointment associated with the multi-stop, with each ID being a hyperlink to the *Appointment Management* page for the appointment
Remove hyperlink	Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment
Date column	Lists the date of each appointment in the multi-stop
Time column	Lists the time of each appointment in the multi-stop
Facility ID column	Lists the ID of each appointment's facility in the multi-stop
Facility Name column	Lists the name of the facility for each appointment in the multi-stop
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability* page for the user to create a new appointment
Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page
Cancel button	Displays the *Search for Existing Appointment* page without saving any changes

The *Multi-Stop Management* page is displayed below.



Adding Appointments to a Multi-Stop

A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by CLICKING the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.3.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

Removing an Appointment from a Multi-Stop

A user may remove an appointment from a multi-stop directly from the *Multi-Stop Management* page.

To remove an appointment from a multi-stop, CLICK the **Remove** hyperlink beneath the appointment to be removed.

The *Multi-Stop Management* page refreshes and displays the summary table without the selected appointment ID. A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

Editing Appointment Information

A user may edit the appointment information for an appointment within a multi-stop by accessing the *Appointment Management* page. A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper ID
- Comments regarding the appointment

To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The *Appointment Management* page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page. A user may modify the appointment slot information – as described in section 6.4.2 – *Appointment Management*.

From the *Appointment Management* page, a user may also manage the content information for the individual appointment, which is detailed in section 6.4.3 - *Content Information Management*.

Canceling a Multi-Stop

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the available appointment slot back to the tier it was pulled from and redistributes the appointment volume back to the facility it was pulled from when creating the individual appointments.

A user begins to cancel a multi-stop from the *Multi-Stop Management* page by CLICKING the **Cancel Multi-Stop** button. The *Confirm Cancel Multi-Stop* page displays. The page displays the Multi-Stop ID and all associated appointment IDs.

The fields and buttons on the *Confirm Cancel Multi-Stop* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop
Associated Appointments:	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

Appointment ID	The ID associated to the appointment
Scheduler Name	The name of the company location scheduling the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Facility Name	The name of the facility
Facility ID	The ID associated to the appointment's facility
Appointment Date	The scheduled arrival date of the appointment
Appointment Time	The scheduled arrival time of the appointment
Content ID	The ID(s) of each content associated to the appointment
Yes button	Cancels the multi-stop and all associated appointments and displays the *Cancel Multi-Stop Confirmation* page
No button	Does not cancel the multi-stop and displays the *Multi-Stop Management* page

The *Confirm Multi-Stop Cancellation* page is displayed on the following page.

http://56.224.61.111 - USPS - Facility Access and Shipment Tracking (FAST) - Confirm Cancel Mul - Microsoft Int

File Edit View Favorites Tools Help

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Create New Appointment
Manage Existing Appointment
Manage Closeout Information

Facilities
Profiles
Reports
Resources

Facility Access and Shipment Tracking (FAST)

Confirm Cancel Multi-Stop

Are you sure you would like the cancel the following multi-stop? Please note that cancelling a multi-stop will also cancel its associated appointments and contents.

Multi-Stop ID: 900000022

Associated Appointments:

Appointment ID:	900000024
Scheduler ID:	111111120
Scheduler Name:	Mailer 6
Facility Name:	BOWLING GREEN
Facility ID:	41223
Appointment Date:	11/10/2004
Appointment Time:	10:00
Content ID:	900000024

Appointment ID:	900000026
Scheduler ID:	111111119
Scheduler Name:	Mailer 5
Facility Name:	LOUISVILLE
Facility ID:	41229
Appointment Date:	11/10/2004
Appointment Time:	16:00
Content ID:	900000026

Appointment ID:	900000025
Scheduler ID:	111111120
Scheduler Name:	Mailer 6
Facility Name:	ASHLAND
Facility ID:	41222
Appointment Date:	11/10/2004
Appointment Time:	12:00
Content ID:	900000025

Yes No

POSTAL INSPECTORS
Preserving the Trust

site map contact us government services jobs National & Premier Accounts

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The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.

To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The *Cancel Multi-Stop Confirmation* page displays. A cancellation number is generated for each appointment in the multi-stop.

The fields and buttons on the *Cancel Multi-Stop Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop
Associated Appointments sections	Displays the following fields for each appointment within the multi-stop
Cancellation Number	The confirmation number for the cancelled appointment
Appointment ID	The ID associated to the appointment
Scheduler Name	The name of the company location scheduling the appointment
Scheduler ID	The ID associated to the appointment's scheduler
Facility Name	The name of the facility for the appointment
Facility ID	The ID associated to the appointment's facility
Appointment Date	The scheduled arrival date of the appointment
Appointment Time	The scheduled arrival time of the appointment
Content ID	The ID(s) of each content associated to the appointment

The *Cancel Multi-Stop Confirmation* page looks identical to the *Confirm Multi-Stop Cancellation* page with the additional field(s) of the **Cancellation Number.**

6.4.5 Web Services Appointment Management

Appointments may be created via Web Services as well as through the online FAST application. A Web Services appointment is treated technically as an online appointment and is subject to the same restrictions and constraints as an online appointment. A user may perform many of the same actions to a Web Services appointment, such as editing appointment information and canceling the appointment. One restriction regarding Web Services appointments is that an online user may not modify content level information. They are restricted to modifying only appointment level information for the Web Services appointment. A user may only modify Web Services appointments that are associated to the user.

Please reference the section's 11.3 – *PostalOne!* User Guide and section 11.4 – *PostalOne!* Technical Guide for more detailed descriptions of actions related specifically to *PostalOne!* and Web Services that occur outside of the online FAST application.

A user may modify the appointment level information on the *Appointment Management* page (see section 6.3.2 – *Appointment Management* for the steps to edit appointment information). The following lists the information a user may change in a Web Services appointment.

- Scheduler – restricted to schedulers associated to the user
- Facility
- Appointment Date/Time
- Appointment Type
- Bill of Lading Number
- Number of Pallet Position Counts
- Vehicle ID
- Shipper ID
- Comments

Web Services appointments are subject to normal trip and volume availability checks when updates are made to the appointments. Also, 100% Periodicals and perishable indicators may not be changed on appointment updates.

A user may perform the following actions to a Web Services appointment:

- Add an appointment to a multi-stop (described in section *6.3.2 – Creating an Appointment for an Existing Multi-Stop*)
- Cancel an appointment (described in section 6.4.2 – *Appointment Management*)

Note:
All actions performed on a Web Services appointment are subject to the same timing, trip and volume constraints as an online appointment.

6.5 Recurring Appointments

A recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day or days, at the same time of day, with usually the same contents and using the same form and size of transportation. The appointment may occur every week through the entire time period or on selected weeks in the time period. The *Recurring Appointments* section details the processes for requesting a recurring appointment and managing recurring appointment instances in FAST.

The process to request a recurring appointment requires postal customers to download the PS Form 6241 (Recurring Appointment Request form). The scheduler enters the appointment and content information on the PS Form 6241 and sends it to the selected USPS facility for approval. The appointment and content information is verified against the facility's availability by the USPS personnel to ensure the facility may process the appointment on the required date(s) and time. The USPS user enters the recurring appointment information into FAST to create the appointment in the system. The USPS user notifies the given scheduler that the request has been approved by sending the appointment confirmation information to the customer.

All FAST users, USPS and customer users, are able to search for a single appointment instance of the recurring appointment series. They may edit the appointment and content information for the appointment instance. However, a new recurring appointment request must be submitted if the USPS customer wants to change the appointment or content information for an entire recurring appointment series. The new request must go through the same approval process as the original request.

The *Recurring Appointments* section describes how a user may request a recurring appointment, the PS Form 6241 and how to manage a single instance of a recurring appointment. The section includes:

6.5.1 Requesting a Recurring Appointment
- PS Form 6241

6.5.2 Managing a Recurring Appointment Instance

6.5.1 Requesting a Recurring Appointment

A user requests a recurring appointment by first downloading the PS Form 6241 in FAST. The user may download the form in the *Resources* area of the FAST application. A user CLICKS on the **Resources** hyperlink or associated **Go>** button from the FAST *Main Menu* page to access the *Resources Landing* page. The user CLICKS on the **Reference Documents** hyperlink or associated **Go>** button to access the page where the form may be downloaded. The user downloads the form and prints it out (Please reference module 9.0 – *Resources* for a complete description of the downloading process). The user must fill out the hard-copy form to mail to the specific facility for approval.

The PS Form 6241 enables a USPS customer to request an appointment that will occur on a pre-defined scheduled over a date range. The PS Form 6241 will contain options for the scheduler to select which week or weeks (first, second, third, fourth, last) the appointment will occur within the time period. To schedule the appointment for every week, each week option must be selected. FAST contains the same week options for the USPS user to select when creating the appointment online. The form is divided into three main sections for the user to complete:

- Requestor/Mail Owner Information
- Transportation Information
- Mailing Information

Requestor/Mail Owner Information

The Requestor/Mail Owner Information section of the form holds the *requestor's name, mail owner's name,* mail owner contact information and the *beginning date* and *ending date* of the desired date range of the recurring appointment request. The PS Form 6241 is displayed next with this section highlighted.

United States Postal Service

Recurring Appointment Request

(A recurring appointment is a mailing that arrives consistently on the same day or days of the week, during the same time period, with approximately the same contents, and using the same form and size of transportation.)

If the mailing contents contain more than one shape or class, complete multiple copies of lines C1 through C6, until all sets of contents are described.

A. Requestor/Mail Owner Information

1. Beginning Date
2. Ending Date
3. Requestor's Name
4. Requester's Email Addresss
5. Mail Preparer's ID
6. FAST Scheduler's ID
7. Mail Owner's Name
8. Mail Owner's Address *(No., street, apt./ste./p.o. box no., city state, ZIP + 4®)*
9. Mail Owner Telephone Number *(Include area code)*
10. Mail Owner's PostalOne!® Number

B. Transportation Information

1. Transportation Company Name
2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail
4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number *(Include area code)*

C. Mailing Information

1. Class *(Check one)*
   a. ☐ Standard Mail b. ☐ Periodicals c. ☐ Parcel Select® d. ☐ BPM Media
2. Processing Category *(Check all that apply)*
   a. ☐ Letters b. ☐ Flats c. ☐ Irregular Parcels d. ☐ Machinable Parcels e. ☐ Non-machinable Parcels
3. Volume and Containerization
   a. No. Trays _____ c. No. Parcels _____
   b. No. Sacks _____ d. No. Bundles _____
4. Number of Pallets Containing:
   a. ☐ Trays _____ b. ☐ Sacks _____ c. ☐ Bundles _____ d. ☐ Parcels _____
5. Additional Content Information
6. Appointment Type
   a. ☐ Pallet b. ☐ Bedload c. ☐ Drop and Pick d. ☐ Speed Line _____ No. of Pallet Positions
7. Day of Week
   a. ☐ Monday b. ☐ Tuesday c. ☐ Wednesday
   d. ☐ Thursday e. ☐ Friday f. ☐ Saturday g. ☐ Sunday
8. Week of Month
   a. ☐ First b. ☐ Second c. ☐ Third d. ☐ Fourth e. ☐ Last
9. Time of Day
   _____ AM _____ PM

D. Signature of Requestor

1. Signature
2. Date Signed

E. Approving Facility

1. Name
2. Title
3. Appointment Number Assigned

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Transportation Information section

The transportation information section of the form holds all information related to the type of transportation the recurring appointment requires. It includes the *transporting company name (*referred to as Shipper Name in FAST), transportation company contact information and trailer-specific information. The PS Form 6241 is displayed below with this section highlighted.

United States Postal Service

Recurring Appointment Request

(A recurring appointment is a mailing that arrives consistently on the same day or days of the week, during the same time period, with approximately the same contents, and using the same form and size of transportation.)

If the mailing contents contain more than one shape or class, complete multiple copies of lines C1 through C6, until all sets of contents are described.

A. Requestor/Mail Owner Information

1. Beginning Date
2. Ending Date
3. Requestor's Name
4. Requester's Email Addresss
5. Mail Preparer's ID
6. FAST Scheduler's ID
7. Mail Owner's Name
8. Mail Owner's Address *(No., street, apt./ste./p.o. box no., city state, ZIP + 4®)*
9. Mail Owner Telephone Number *(Include area code)*
10. Mail Owner's PostalOne!® Number

B. Transportation Information

1. Transportation Company Name
2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail
4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number *(Include area code)*

C. Mailing Information

1. Class *(Check one)*
   a. ☐ Standard Mail b. ☐ Periodicals c. ☐ Parcel Select® d. ☐ BPM Media
2. Processing Category *(Check all that apply)*
   a. ☐ Letters b. ☐ Flats c. ☐ Irregular Parcels d. ☐ Machinable Parcels e. ☐ Non-machinable Parcels
3. Volume and Containerization
   a. No. Trays _____ c. No. Parcels _____
   b. No. Sacks _____ d. No. Bundles _____
4. Number of Pallets Containing:
   a. ☐ Trays _____ b. ☐ Sacks _____ c. ☐ Bundles _____ d. ☐ Parcels _____
5. Additional Content Information
6. Appointment Type
   a. ☐ Pallet b. ☐ Bedload c. ☐ Drop and Pick d. ☐ Speed Line _____ No. of Pallet Positions
7. Day of Week
   a. ☐ Monday b. ☐ Tuesday c. ☐ Wednesday
   d. ☐ Thursday e. ☐ Friday f. ☐ Saturday g. ☐ Sunday
8. Week of Month
   a. ☐ First b. ☐ Second c. ☐ Third d. ☐ Fourth e. ☐ Last
9. Time of Day
   _____ AM _____ PM

D. Signature of Requestor

1. Signature
2. Date Signed

E. Approving Facility

1. Name
2. Title
3. Appointment Number Assigned

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Mailing Information section

The user enters all content level information in the mailing information section of the form. The content level information consists of mail class, mail shape, mail volume, bedload or pallet appointment type, the day(s) the appointment will occur on and time of day of which the appointment will occur. If a recurring appointment has more than one set of content information, the USPS customer must fill out sections 1 – 5 of the mailing information section on additional PS Form 6241s and attach these additional forms to the initial complete form. The PS Form 6241 is displayed below with this section highlighted.

United States Postal Service

Recurring Appointment Request

(A recurring appointment is a mailing that arrives consistently on the same day or days of the week, during the same time period, with approximately the same contents, and using the same form and size of transportation.)

If the mailing contents contain more than one shape or class, complete multiple copies of lines C1 through C6, until all sets of contents are described.

A. Requestor/Mail Owner Information

1. Beginning Date
2. Ending Date
3. Requestor's Name
4. Requester's Email Addresss
5. Mail Preparer's ID
6. FAST Scheduler's ID
7. Mail Owner's Name
8. Mail Owner's Address *(No., street, apt./ste./p.o. box no., city state, ZIP + 4®)*
9. Mail Owner Telephone Number *(Include area code)*
10. Mail Owner's PostalOne!® Number

B. Transportation Information

1. Transportation Company Name
2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail
4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number *(Include area code)*

C. Mailing Information

1. Class *(Check one)*
   a. ☐ Standard Mail b. ☐ Periodicals c. ☐ Parcel Select® d. ☐ BPM Media
2. Processing Category *(Check all that apply)*
   a. ☐ Letters b. ☐ Flats c. ☐ Irregular Parcels d. ☐ Machinable Parcels e. ☐ Non-machinable Parcels
3. Volume and Containerization
   a. No. Trays _____ c. No. Parcels _____
   b. No. Sacks _____ d. No. Bundles _____
4. Number of Pallets Containing:
   a. ☐ Trays _____ b. ☐ Sacks _____ c. ☐ Bundles _____ d. ☐ Parcels _____
5. Additional Content Information
6. Appointment Type
   a. ☐ Pallet b. ☐ Bedload c. ☐ Drop and Pick d. ☐ Speed Line _____ No. of Pallet Positions
7. Day of Week
   a. ☐ Monday b. ☐ Tuesday c. ☐ Wednesday
   d. ☐ Thursday e. ☐ Friday f. ☐ Saturday g. ☐ Sunday
8. Week of Month
   a. ☐ First b. ☐ Second c. ☐ Third d. ☐ Fourth e. ☐ Last
9. Time of Day
   _____ AM _____ PM

D. Signature of Requestor

1. Signature
2. Date Signed

E. Approving Facility

1. Name
2. Title
3. Appointment Number Assigned

PS Form **6241,** February 2005 (DRAFT: 01/26/2005)

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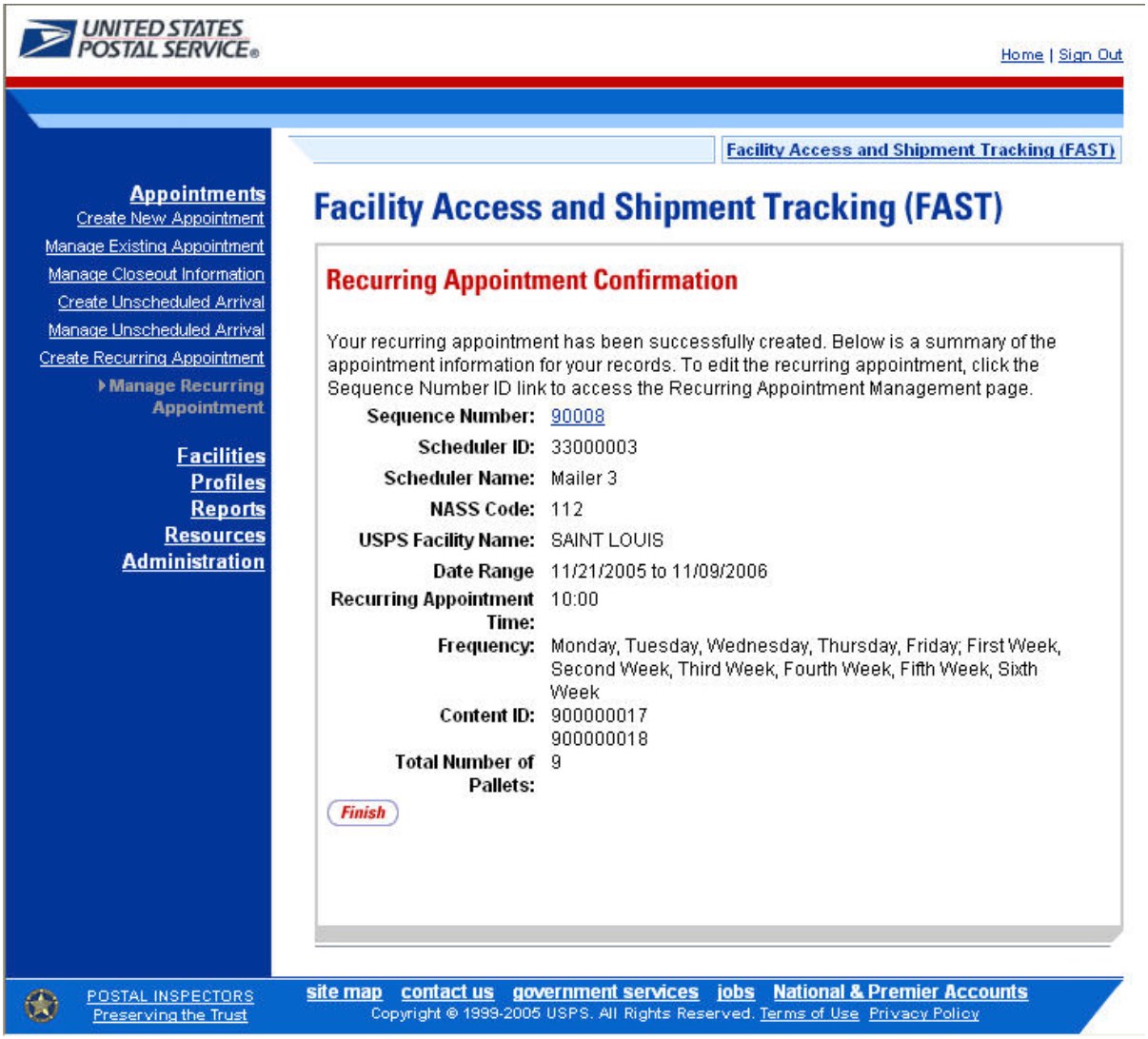
After the recurring appointment request has been approved at the given facility, the USPS user creates the appointment in FAST and sends the appointment confirmation page to the scheduler as notification. The appointment confirmation page displays the key appointment information such as the destination facility, date range, appointment time, appointment frequency and scheduler information.

The confirmation page also displays a sequence number**.** This is the **Recurring Sequence Number** that is associated to every appointment instance in the recurring appointment series. The **Recurring Sequence Number** is used as the appointment ID on the PS Form 8125 for each individual appointment instance. The facility may then enter the unload information for the drop shipment based off of the **Recurring Sequence Number** when each appointment instance arrives. An example of an appointment confirmation page is displayed below.



Note:
The **Recurring Sequence Number** is also used when a corporate or scheduler user manages a single recurring appointment instance (described in the next section).

6.5.2 Managing a Recurring Appointment

A user may update and cancel a single appointment instance of a recurring appointment. However, a scheduler must submit a new recurring appointment request if the appointment or content information for an entire recurring appointment series needs to be changed.

A user may manage a recurring appointment instance through the *Appointments* area in FAST. A user follows the same process as described in section 6.4 – *Appointment Management* to update appointment and content information, add additional contents to an appointment instance, cancel a content from an appointment instance and cancel the appointment instance.

In addition to the **Recurring Sequence Number,** which is used as the appointment number on the PS Form 8125, a unique ID number is created for each appointment instance in the recurring appointment series. This unique ID number will be used as the appointment ID when searching for the single appointment instance of the recurring appointment series. A user searches for the appointment instance using the unique ID number through the *search for an appointment by the appointment ID* process described in section 6.3 – *Appointment Management.* The unique ID number is derived from the **Recurring Sequence Number** associated to the recurring appointment series.

The format of the unique ID number is defined as:

Recurring Sequence Number + R + Date (mmdd)

The unique ID number distinguishes an appointment instance on one day from an instance on another day in the recurring series.

For example, a user needs to update information for an appointment that is scheduled to arrive on November 20th. The **Recurring Sequence Number** for the recurring appointment series is 10302. The unique ID number for that appointment instance would be 10302R1120, based on the defined format above. However, if the user needed to update the information for the appointment scheduled for November 25th in the same recurring series, the user would search for an appointment by the appointment ID of 10302R1125.

Please reference section 6.4 – *Appointment Management* for the steps and screens accessed to manage single appointments. The multi-stop management section is not applicable because recurring appointments are not included in multi-stop trips.

This page has been intentionally left blank.

7.0 Corporate Profile

Corporate Profile information refers to the Corporation's contact information shown in FAST. This information is entered in *PostalOne!* upon registering as a FAST user. *PostalOne!* then passes along the entered information to FAST. The *Corporate Profile* page displays the Corporation's Name, ID, Address, Contact Name, Phone Number, Fax Number, Email, and a hyperlinked listing of all schedulers associated with the Corporation. The hyperlink drills down to the *Scheduler Profile* page which displays all information regarding the specified scheduler.

The Profiles section includes:

7.1 Corporate Profile – Describes how a user may view the Corporate Profile information.

7.2 Scheduler Profile – Describes how a user may view the Scheduler Profile information for the selected Corporation.

The user may access the Corporate Profile and Scheduler Profile from **Profiles** link on *the FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page (described in module 4.0 - *Landing pages*). The user may then CLICK the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page.

7.1 Corporate Profile

Corporate profile information consists of the contact information for a selected corporate ID. The user may view Corporation contact information for associated corporate IDs. Maintenance of the data occurs in *PostalOne!*.

The *Corporate Profile* section describes the process for viewing the Corporation's information.

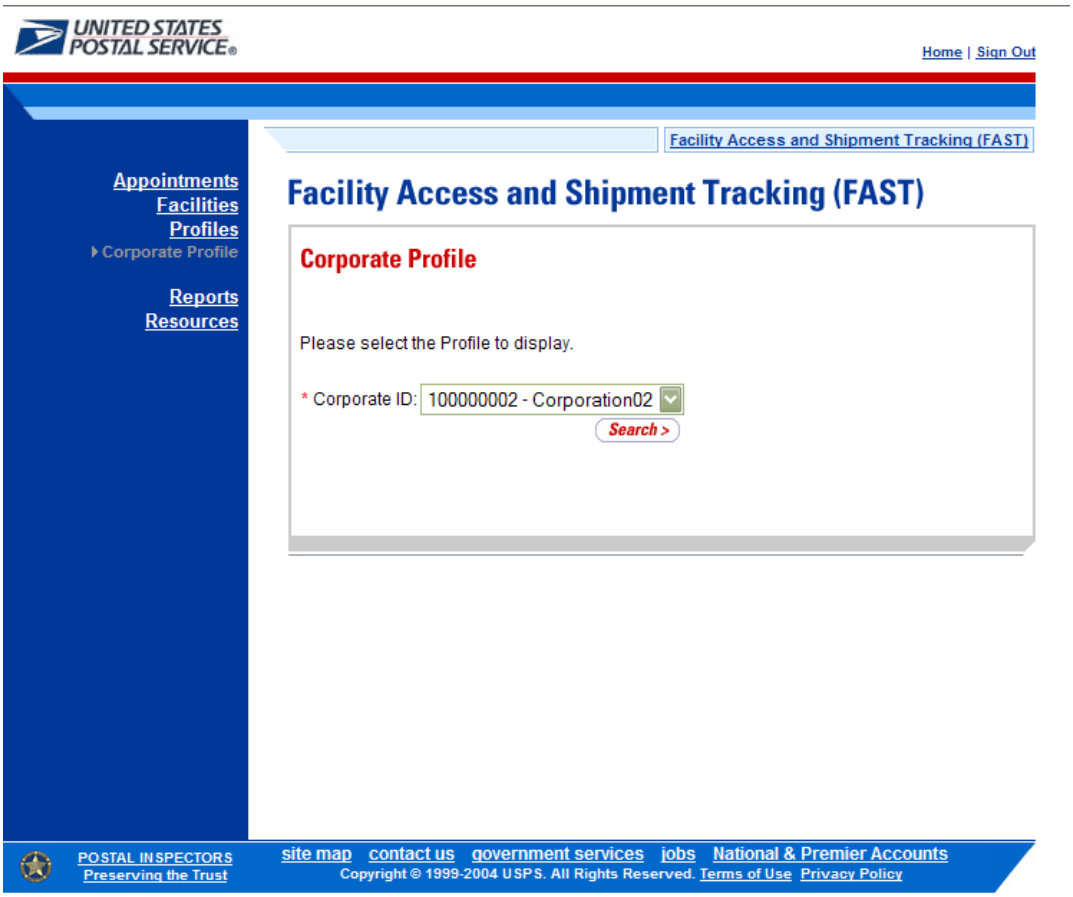
The user begins the process from the *Profiles Landing* page. The user CLICKS the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page. The user may select a Corporation from the **Corporate ID** drop-down box, on the *Corporate Profile Selection* page. Only Corporations associated to the user will be displayed in the drop-down box.

Note:
Users may only view the *Corporate/Scheduler Profile* for associated corporations and schedulers. If the user is only associated with one corporation the user will be directed to the *Corporate Profile* page without selecting a Corporation from the **Corporate ID** drop-down box.

The fields and buttons on the *Corporate Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

* *Corporate ID*	Drop-down box containing Corporate Name and ID options
Search button	Retrieves the Corporate Profile associated with that Corporate ID and displays the *Corporate Profile* page

The *Corporate Profile Selection* page is displayed below.



From the *Corporate Profile Selection* page, the user may view the contact information for a Corporate ID by performing the following steps:

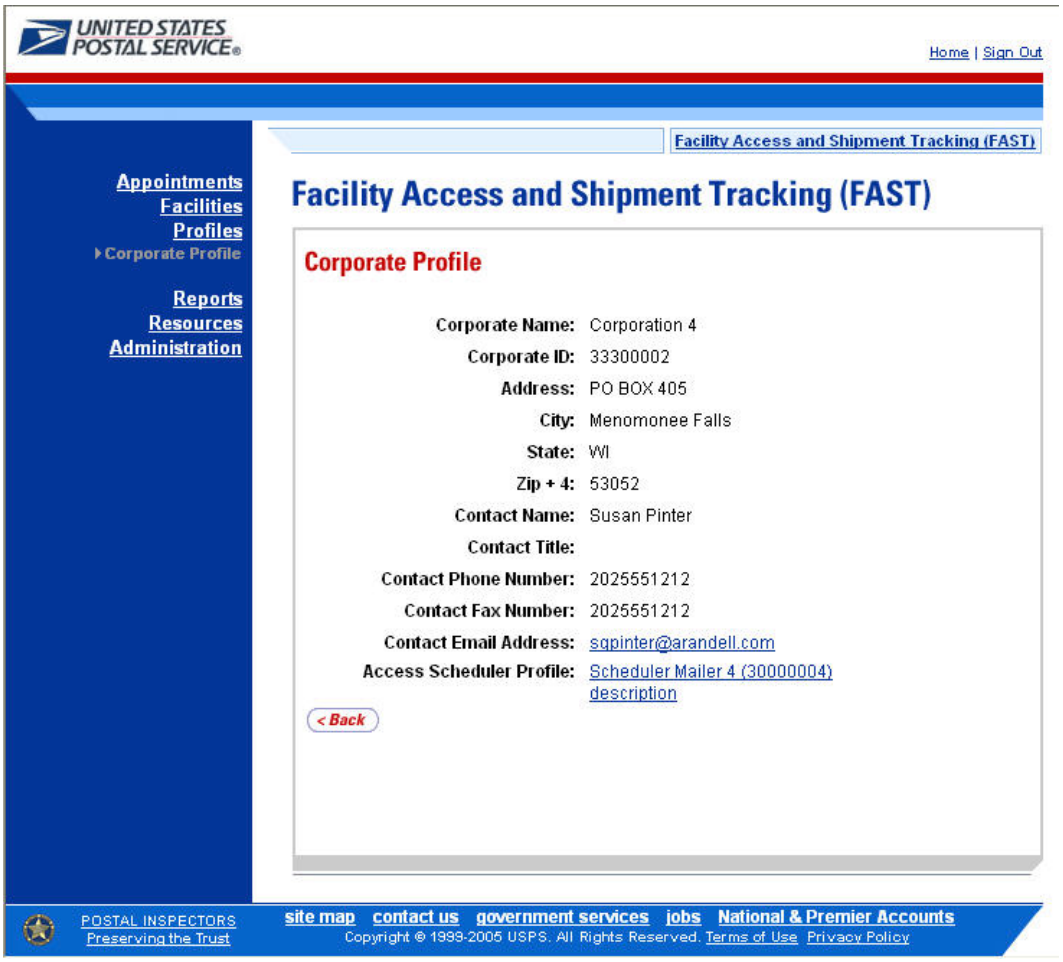
1. SELECT a corporation from the **Corporate ID** drop-down box.
2. CLICK the **Search** button to view the Corporate Profile page.

The *Corporate Profile* page opens displaying the contact information for the Corporation. The fields and buttons on the *Corporate Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation
Corporate ID	The Corporate ID of the Corporation defined by *PostalOne!*
Address	The street address of the Corporation
Address 2	The street address of the Corporation
City	The city where the Corporation resides

State	The state code where the Corporation resides
ZIP + 4	The 9 digit ZIP Code where the Corporation resides
Contact Name	Name of the primary contact person of the Corporation
Contact Title	Title of the primary contact person of the Corporation
Contact Phone Number	Phone number for the contact person at the Corporation
Contact FAX Number	FAX number for the contact person at the Corporation
Contact Email Address	Email address of the contact person at the Corporation
Access Scheduler Profile	The associated Scheduler ID for the Corporation. Each scheduler ID is a hyperlink to the *Scheduler Profile* page, where the user may view the schedulers contact information.

The *Corporate Profile* page is displayed below.



Note:
All fields on the *Corporate Profile* page are read-only regardless of the user's security privileges.

Maintenance of the data occurs in *PostalOne!.*

7.2 Scheduler Profile

Scheduler profile information consists of contact information for a selected Scheduler ID. The user may view contact information for associated schedulers.

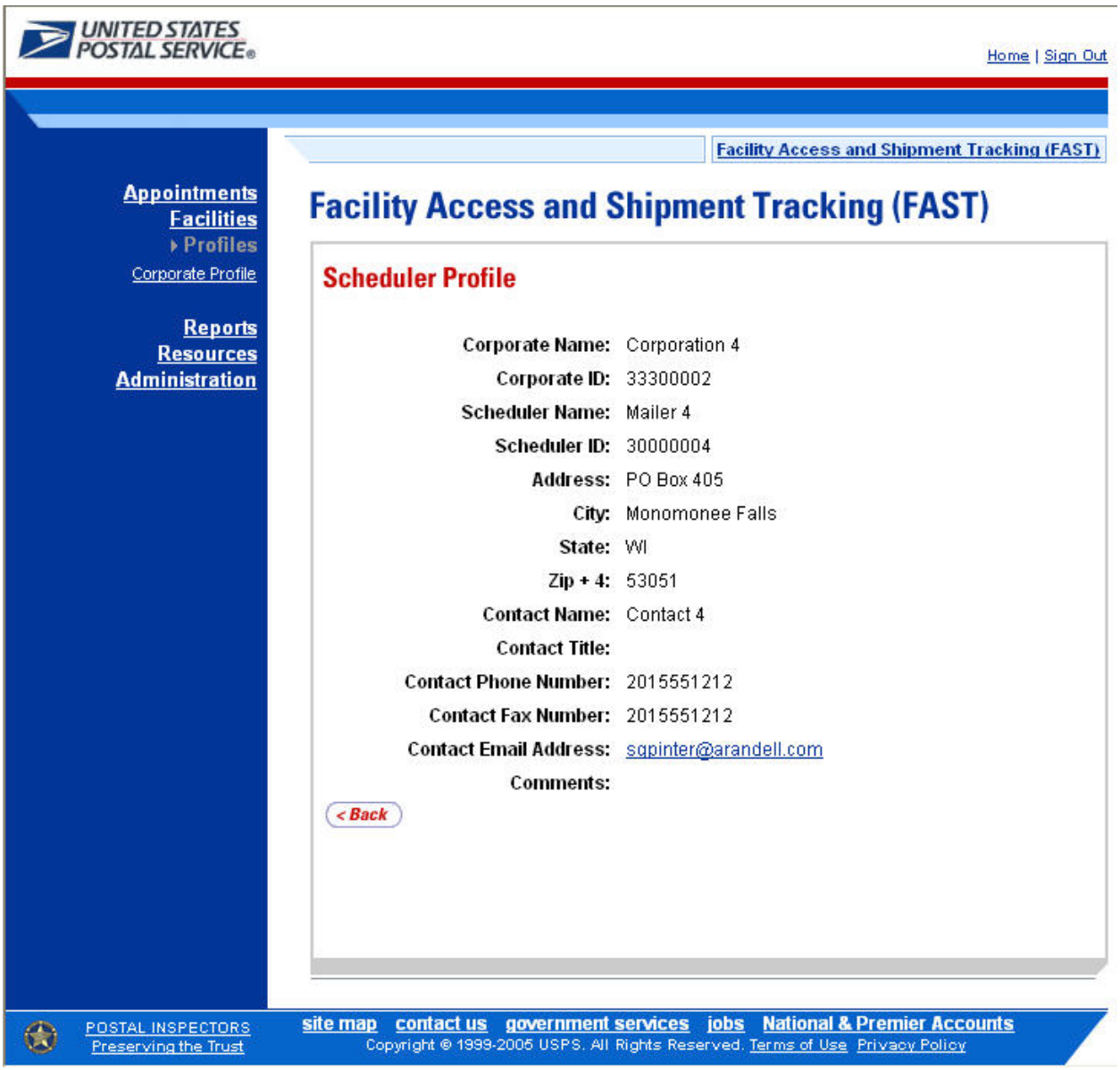
From the *Corporate Profile* page, the user may view the contact information for a Scheduler by CLICKING the **Scheduler ID** hyperlink.

The *Scheduler Profile* page opens displaying the contact information for the Scheduler. The fields and buttons on the *Scheduler Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation
Corporate ID	The Corporate ID of the Corporation defined by *PostalOne!*
Scheduler Name	The full name of the Scheduler
Scheduler ID	The Scheduler ID of the Scheduler
Address	The street address of the Scheduler
Address 2	The street address of the Scheduler
City	The city where the Scheduler resides
State	The state code where the Scheduler resides
ZIP + 4	The 9 digit ZIP Code where the Scheduler resides
Contact Name	Name of the primary contact person of the Scheduler
Contact Title	Title of the primary contact person of the Scheduler
Contact Phone Number	Phone number for the contact person at the Scheduler
Contact FAX Number	FAX number for the contact person at the Scheduler
Contact Email Address	Email address of the contact person at the Scheduler

Comments	Comments of the Corporate/Scheduler ID

The *Scheduler Profile* page is displayed below.



Note:
The user may access the Scheduler Profile from other functional areas in FAST. This includes accessing from the *Scheduler Performance Report* and *Appointment Calendar Report*.

This page has been intentionally left blank.

8.0 Reports

Users have restricted access to all reports listed below. The reports will only display results that directly relate to the user.

8.1 Scheduler Report – Displays detailed appointment information for a specific scheduler at selected USPS facilities.

8.2 Scheduler Performance Report – Displays the counts and percentages of No Shows, Cancellations more than 24 hours in advance of the appointment, Cancellations within 24 hours of the appointment, Late Arrivals, and Unscheduled shipments.

8.3 Appointment Calendar – Displays the number and types of appointments for a designated date range and specified facility.

8.4 Appointment Status – Displays appointments for a designated scheduler by the specific appointment status type and time period.

8.5 Holiday and Contingency Constraint Report – Displays which facilities have holiday constraints defined and the impacted facilities.

8.6 Corporate Rating Report – Displays the breakdown of the scheduler rating score.

8.7 Appointment Rating Analysis Report – Displays the breakdown of appointments for a given scheduler and date range.

8.8 Closeout Data Report – Displays closeout information and appointment status for entered appointment IDs. All information will be read-only.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the **Reports** link or the associated **Go>** button. The **Reports** link takes the user to the *Reports Landing* page (described in module 4.0 – *Landing pages*).

A user may view reports for any facility but will only view appointment information contained within the report that is directly associated to the user (User access is described in section 11.1 – *Security).*

8.1 Scheduler Report

The Scheduler Report displays detailed appointment information for a specific scheduler and selected facility. The user has the ability to perform the following functions from the *Scheduler Report* page:

- View Scheduler Report
- Access the Appointment Management page

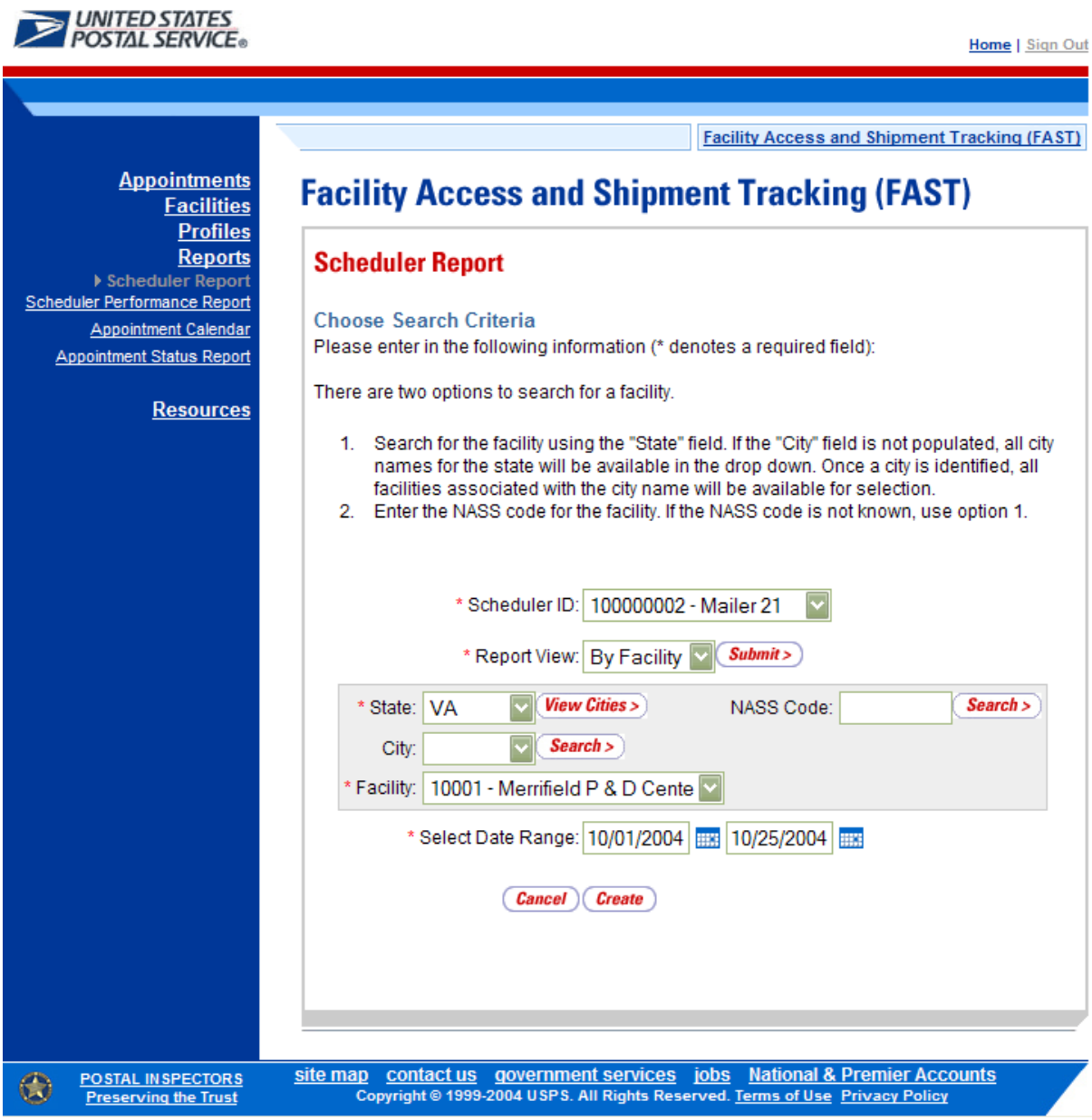
8.1.1 View Scheduler Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Report** link, or associated **Go>** button to display the *Scheduler Report Selection* page. The user must select a Scheduler ID, a facility, and a date range on the selection page.

The fields and buttons on the *Scheduler Report Selection* page are described below. A snapshot of the page is displayed after the field description.

** Scheduler ID*	Drop-down box listing the Scheduler IDs
** Select Date Range*	Selects the date range for the scheduler performance report. The start date is restricted to 30 days prior to the current date. The end date may not be greater than 14 days in the future.
** Report View*	Drop-down box listing the report view to choose from: By Facility
Submit button	Triggers the application to show the Facility ID and search fields
State	Drop-down box listing all state options
View Cities button	Retrieves all cities within the selected state that have an active facility and populates the **City** drop-down box
City	Drop-down box listing all cities within the selected state that have a facility
Search button	Retrieves the facilities located in the selected state/city and populates the **Facility** drop-down
NASS Code	Textbox to input the NASS Code of the requested facility
Search	Retrieves the facilities associated with the NASS Code and populates the **Facility** drop-down
** Facility*	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria
Cancel button	Displays the *Reports Landing* page
Create button	Retrieves the appointments for the entered criteria and displays the *Scheduler Report*

The *Scheduler Report Selection* page is displayed below.



From the *Scheduler Report Selection* page, the user may view the scheduler information for the specified date range by performing the following steps:

1. SELECT a Scheduler ID from the **Scheduler ID** drop-down box
2. SELECT 'By Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a state from the **State** drop-down box
5. CLICK the **View Cities** button

6. SELECT a facility from **Facility** drop-down box
7. ENTER a **Date Range**
8. CLICK the **Create** button

Note:

The Start Date may not exceed 30 days prior to the current date.
The End Date value may not exceed 14 days in the future.

The fields and buttons on the *Scheduler Report* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated appointment. Each appointment ID is a hyperlink to the *Appointment Management* page, where the user may access more information about the appointment.
Facility	The name of the facility
Status	The status for a given appointment
Schedule Date/Time	The scheduled date and time
Arrival Date/Time	The actual arrival date and time
Unload End Date/Time	The unload end date and time
Vehicle ID	The ID of the transporting vehicle
Appt. Type	The type of appointment
Shipper Name	The name of the transporting company
Mail Integrity	The mail integrity for a given appointment

The *Scheduler Report* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Scheduler Report

Return to Previous Screen

Selected Criteria

Scheduler Name: Mailer 21
Scheduler ID: 100000002
Facility Name: Merrifield P & D Center
Facility ID: 10001
Date Range: 10/01/2004 to 10/25/2004

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type Code Legend : B = Bedload, DP = Drop and Pick, P = Pallets, S = Speedline

Mail Integrity Code Legend : B = Broken Pallets, C = Container counts do not match 8125, D = Damaged Mail, G = Good, I = Improper Mail Makeup, L = Load Unsafe, M = Mailings are not separated by 8125, O = Other, P = Pallets Too Tall

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Appointment ID	Facility	Status	Schedule Date/Time	Arrival Date/Time	Unload End Date/Time	Vehicle Id	Appt. Type	Shipper Name	Mail Integrity
100000003	Merrifield P & D Center	O	10/14/2004 13:00:00		10/14/2004 16:00:00	XR276491023	B	Shipper 12	
100000004	Merrifield P & D Center	O	10/20/2004 10:00:00		10/20/2004 17:00:00	SJ263874701	S	Shipper 20	

Total (2 results)

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A user may view the *Appointment Management* page (described in module 6.1 – *Creating a New Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

8.2 Scheduler Performance Report

The *Scheduler Performance Report* displays the number and percentage of No Shows, Cancellations more than 24 hours before the scheduled appointment time, Cancellations within 24 hours of the scheduled appointment time, Late Arrivals, and Unscheduled shipments. The user has the ability to perform the following functions from the *Scheduler Performance Report* page:

- View Scheduler Performance Report
- Access the Scheduler Profile page

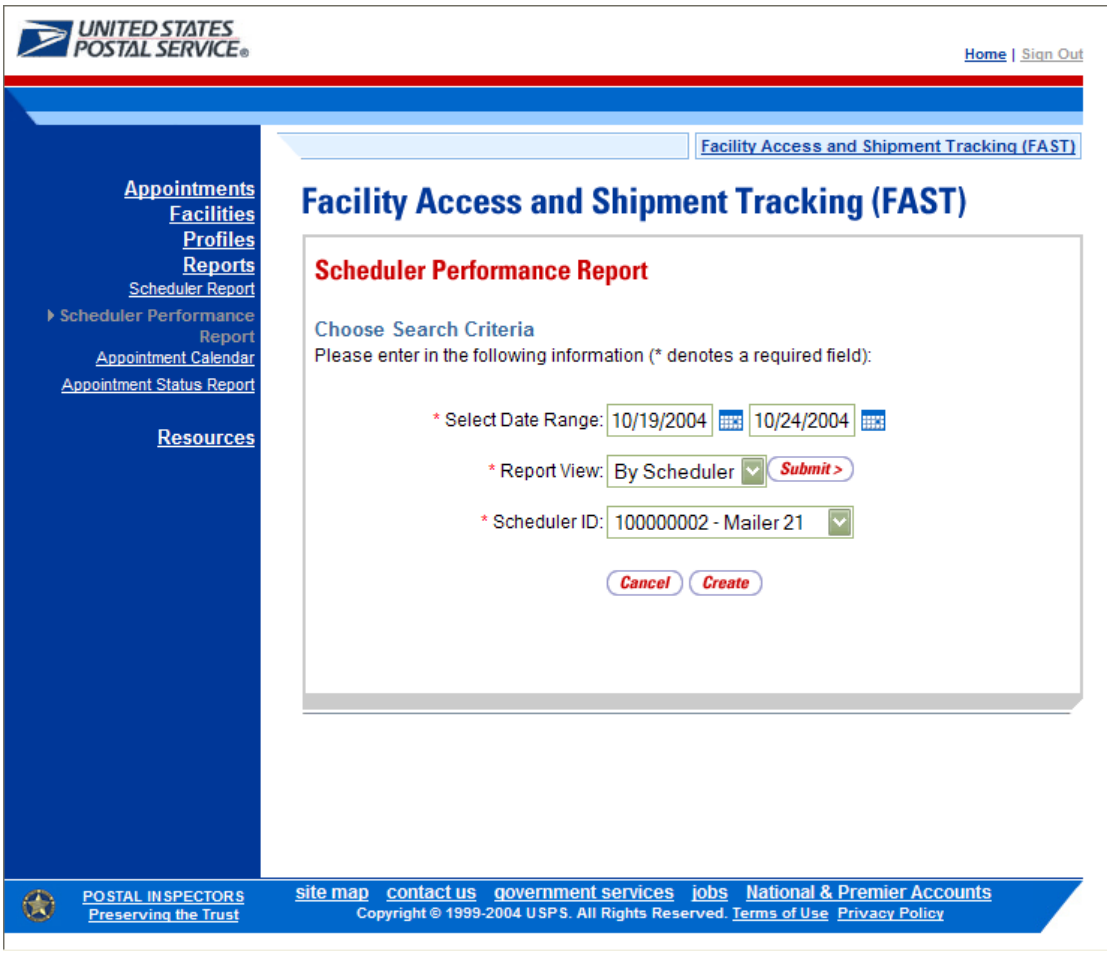
8.2.1 View Scheduler Performance Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Performance Report** link, or associated **Go>** button to display the *Scheduler Performance Report Selection* page. The user must select a scheduler and date range on the selection page.

The fields and buttons on the *Scheduler Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

** Select Date Range*	Selects the date range to search for the scheduler performance report. The start date is restricted to 45 days prior to the current date. The end date may not be greater than the current date.
** Report View*	Drop-down box listing the report view to choose from: By Scheduler
Submit button	Triggers the application to show the Scheduler ID drop-down box
** Scheduler ID*	Drop-down box listing all Scheduler ID options
Cancel button	Displays the *Reports Landing* page
Create button	Retrieves the scheduler performance information for the entered criteria and displays the *Scheduler Performance Report*

The *Scheduler Performance Report Selection* page is displayed below.



From the *Scheduler Performance Report Selection* page, the user may view the performance information for the specified date range by performing the following steps:

To Search for a Scheduler by Scheduler ID:

1. ENTER a **Date Range**
2. SELECT 'By Scheduler' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a scheduler from the **Scheduler ID** drop-down box
5. CLICK the **Create** button

This will return all drop shipments for the specified scheduler.

Note:

The Start Date may not exceed 45 days prior to the current date.
The End Date value may not exceed the current date.

The *Scheduler Performance Report* page opens, displaying the performance information for the selected criteria. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Scheduler ID	Displays the ID of the Scheduler. Each ID is a hyperlink to the *Scheduler Profile* page, where the user may view the Schedulers information.
Scheduler Name	The Scheduler Name associated with the selected criteria
Facility Code	The Facility NASS Code associated with the selected criteria
Facility Name	The Facility Name associated with the selected criteria
Total Schd. Appts.	The total scheduled appointments for the associated scheduler
No Shows – Count	The number of appointments that were no shows
No Shows - %	The percentage of appointments that were no shows
Cancel ≤ 24hrs – Count	The number of appointments that were cancelled within 24 hours of the scheduled appointment time
Cancel ≤ 24hrs - %	The percentage of appointments that were cancelled within 24 hours of the scheduled appointment time
Cancel > 24hrs – Count	The number of appointments that were cancelled, with at least 24 hours notice
Cancel > 24hrs - %	The percentage of appointments that were cancelled, with at least 24 hours notice
Late Arrivals – Count	The number of appointments that arrived 31 minutes up to 2.01 hours after the scheduled time
Late Arrivals - %	The percentage of appointments that arrived 31 minutes up to 2.01 hours after the scheduled time
Unscheduled Count	The number of shipments that arrived without an appointment

The *Scheduler Performance Report* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Scheduler Performance Report

Return to Previous Screen

Selected Criteria

Date Range: 10/19/2004-10/24/2004
Scheduler Name: Mailer 21
Scheduler ID: 100000002

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Scheduler		Facility		Total Schd.	No Shows		Cancel <=24hrs		Cancel >24hrs		Late Arrivals		Unscheduled Count
ID	Name	Code	Name	Appts	Count	%	Count	%	Count	%	Count	%	
100000002	Mailer 21	10001	Merrifield P & D Center	2	0	.00%	0	.00%	0	.00%	1	50.00%	1
100000002	Mailer 21	55146	BLEDSOE	1	1	100.00%	2	200.00%	0	.00%	1	100.00%	1
Total													

Total (2 results)

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A user may view *Scheduler Profile* page (described in module 7.2 – *Scheduler Profile*) for the selected scheduler by CLICKING the **Scheduler ID** hyperlink.

8.3 Appointment Calendar

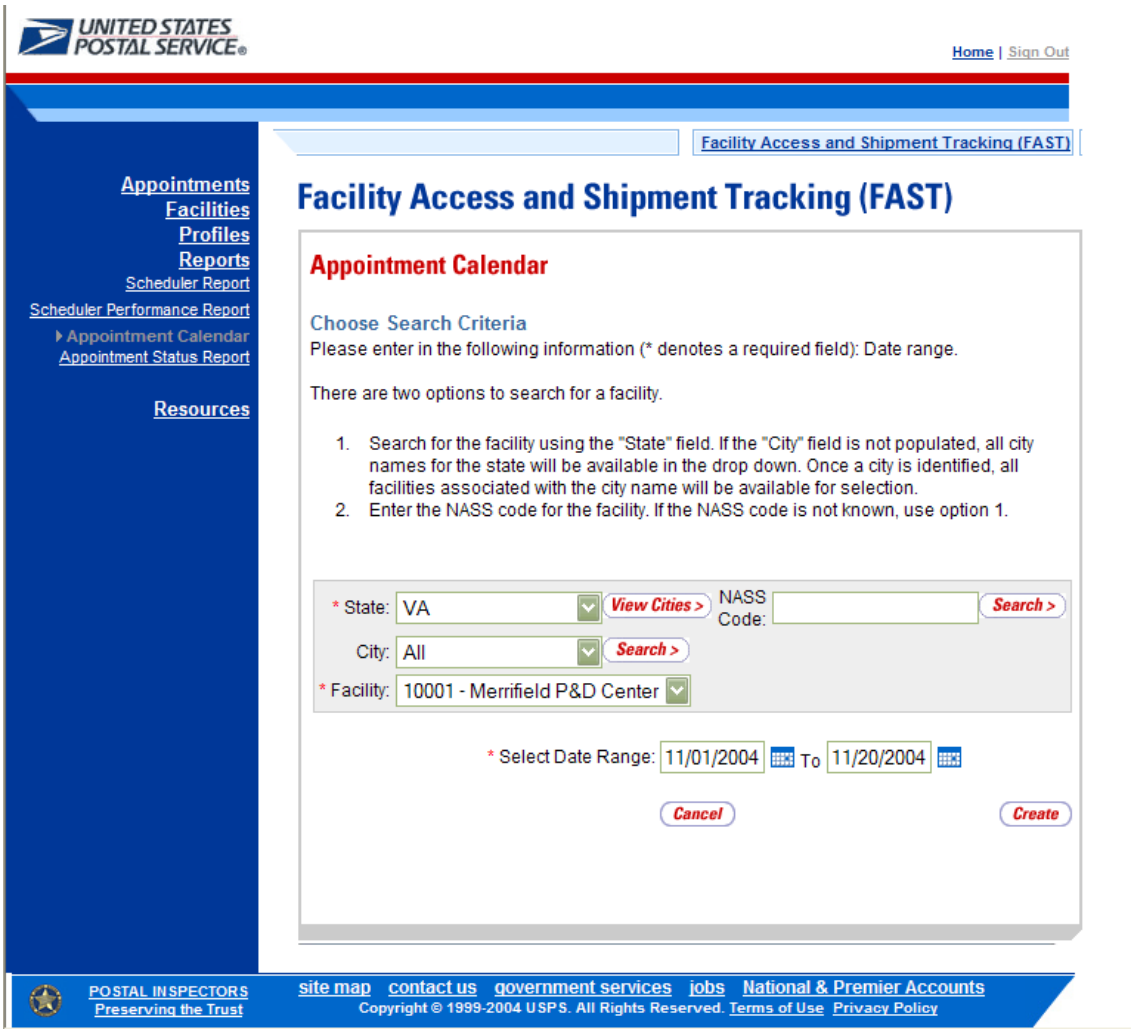
The Appointment Calendar displays the number and types of appointments for a designated date range and specified facility. The *Appointment Calendar* section describes the processes for viewing the Appointment Calendar.

The Appointment Calendar is accessible from two points in FAST; from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page. The user must select a specific facility and date range on the selection page.

The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

** State*	Drop-down box listing all state options
View Cities button	Retrieves all cities within the selected state that have an active facility and populates the **City** drop-down box
City	Drop-down box listing the cities within the selected state that have a facility
Search button	Retrieves the facilities located in the selected state/city and populates the **Facility** drop-down box
NASS Code	Textbox to input the **NASS Code** of the requested facility
Search button	Retrieves the facilities associated with the NASS Code and populates the **Facility** drop-down box
** Facility*	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria
** Select Date Range*	Selects the date range to search for the specified facilities appointments. The start date is restricted to 30 days prior to the current date. The end date must be between the current date and 14 days in the future.
Cancel button	Displays the *Reports Landing* page
Create button	Retrieves the appointment count data for the entered criteria and displays the *Appointment Calendar*

The *Appointment Calendar Selection* page is displayed below.



From the Appointment Calendar Selection page, the user may view the appointment information for the specified date range by performing the following steps:

1. SEARCH for a specific facility by one of the following two ways:

   To Search for a Facility by State and City:

   1. SELECT a **State** from the drop-down box
   2. CLICK the **View Cities** button
   3. SELECT a city from the **City** drop-down box
   4. CLICK the **Search** button

   To Search for a Facility by NASS Code:

   1. ENTER the **NASS Code** in the text box

2. CLICK the **Search** button

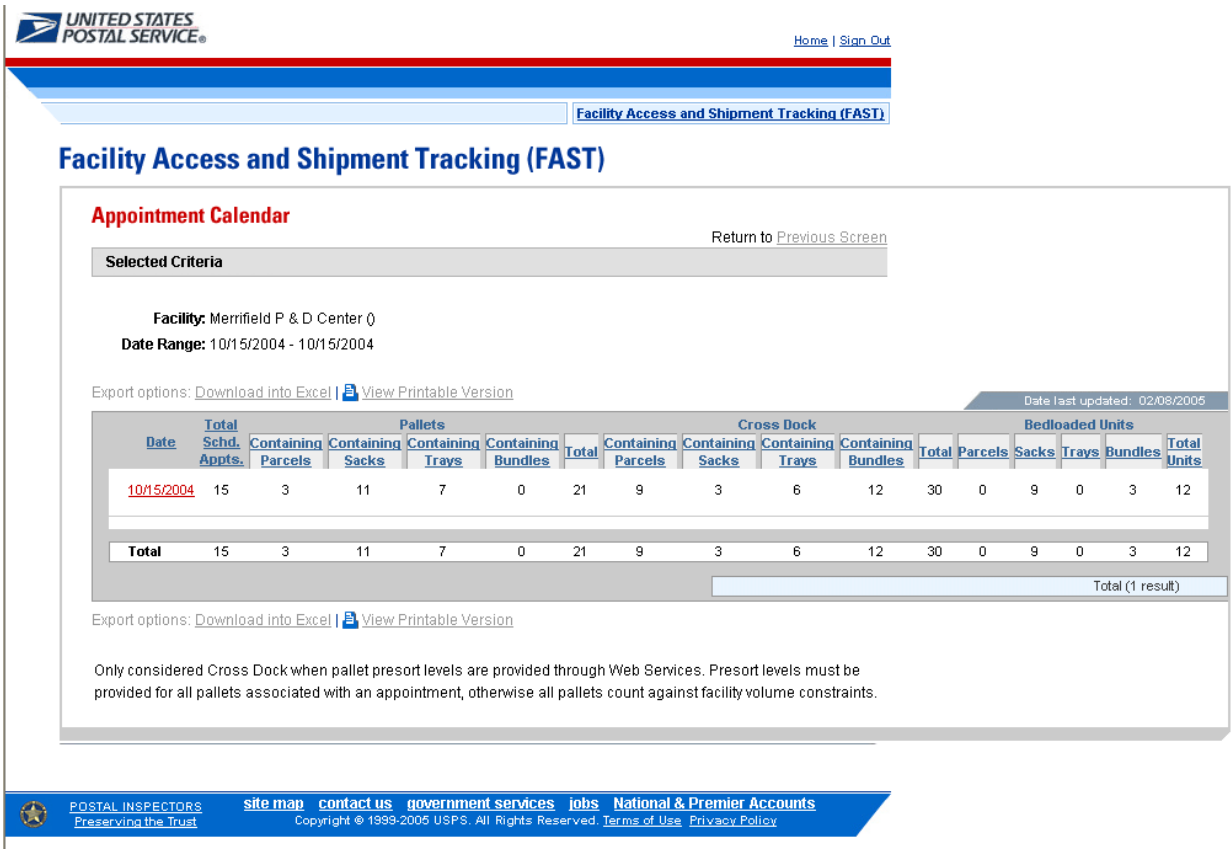
2. ENTER the **Date Range**
3. CLICK the **Create** button

Note:
The Start Date may not exceed 30 days prior to the current date.
The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).

The *Appointment Calendar* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments
Total Scheduled Appointments	The total scheduled appointments on a given date
Pallets- Total	The total count of pallets scheduled
Pallets- Parcels	The total count of pallets containing parcels scheduled
Pallets- Sacks	The total count of pallets containing sacks scheduled
Pallets- Trays	The total count of pallets containing trays scheduled
Pallets- Bundles	The total count of pallets containing bundles scheduled
Cross Dock - Total	The total count of cross docked mail scheduled
Cross Dock- Parcels	The total count of cross docked mail containing parcels scheduled
Cross Dock - Sacks	The total count of cross docked mail containing sacks scheduled
Cross Dock - Trays	The total count of cross docked mail containing trays scheduled
Cross Dock - Bundles	The total count of cross docked mail containing bundles scheduled
Bedloaded- Total	The total count of bedloads scheduled
Bedloaded- Parcels	The total count of bedloads containing parcels scheduled
Bedloaded- Sacks	The total count of bedloads containing sacks scheduled
Bedloaded- Trays	The total count of bedloads containing trays scheduled
Bedloaded - Bundles	The total count of bedloads containing bundles scheduled

The *Appointment Calendar Report* page is displayed below.



Date	Total Schd. Appts.	Pallets: Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Cross Dock: Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Bedloaded Units: Parcels	Sacks	Trays	Bundles	Total Units
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)

To view the *Appointment Calendar – Daily View*, for the selected facility and date, the user CLICKS the **Date** hyperlink.

The *Appointment Calendar – Daily View* page opens, displaying the appointment count data for the specified facility and date. The fields and buttons on the *Appointment Calendar –Daily View* page are described below. A snapshot of the page is displayed after the field description.

Hour	Displays the hour of the appointments. Each hour is a hyperlink to the *Appointment Calendar – Hourly View* page, where the user may view the appointment data for the selected hour.
Total Schd. Appts.	The total scheduled appointments on a given hour
Pallets- Total	The total count of pallets scheduled on a given hour
Pallets- Parcels	The total count of pallets containing parcels
Pallets- Sacks	The total count of pallets containing sacks
Pallets- Trays	The total count of pallets containing trays

Pallets-Bundles	The total count of pallets containing bundles
Cross Dock - Total	The total count of cross docked mail scheduled
Cross Dock-Parcels	The total count of cross docked mail containing parcels scheduled
Cross Dock - Sacks	The total count of cross docked mail containing sacks scheduled
Cross Dock - Trays	The total count of cross docked mail containing trays scheduled
Cross Dock - Bundles	The total count of cross docked mail containing bundles scheduled
Bedloaded-Total	The total count of bedloads scheduled on a given hour
Bedloaded-Parcels	The total count of bedloads containing parcels
Bedloaded-Sacks	The total count of bedloads containing sacks
Bedloaded-Trays	The total count of bedloads containing trays
Bedloaded - Bundles	The total count of bedloads containing bundles

The *Appointment Calendar - Daily Report* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Calendar - Daily View

Return to Previous Screen

Selected Criteria

USPS NASS Code: Merrifield P & D Center ()
Date: 10/15/2004

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		Pallets					Cross Dock					Bedloaded				
Hour	Total Schd. Appts.	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Parcels	Sacks	Trays	Bundles	Total
11	3	1	4	2	0	7	3	1	2	4	10	0	2	0	1	3
12	5	1	5	2	0	8	3	1	2	4	10	0	4	0	1	5
15	7	1	2	3	0	6	3	1	2	4	10	0	3	0	1	4
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (3 results)

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Only considered Cross Dock when pallet presort levels are provided through Web Services. Presort levels must be provided for all pallets associated with an appointment, otherwise all pallets count against facility volume constraints.

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8.4 Appointment Status Report

The *Appointment Status Report* displays appointments for a designated scheduler by the specific appointment status type and time period. The user may elect to view a specific appointment's status by entering a specific Appointment ID. To view a group of appointments, the user may select at least one of the appointment status options which include: Open, Closed, Cancelled, No-Show, and Unscheduled Arrival. The user must then search by Scheduler ID. The user has the ability to perform the following functions from the *Appointment Status Report* page:

- View Appointment Status Report
- Access the Appointment Management page

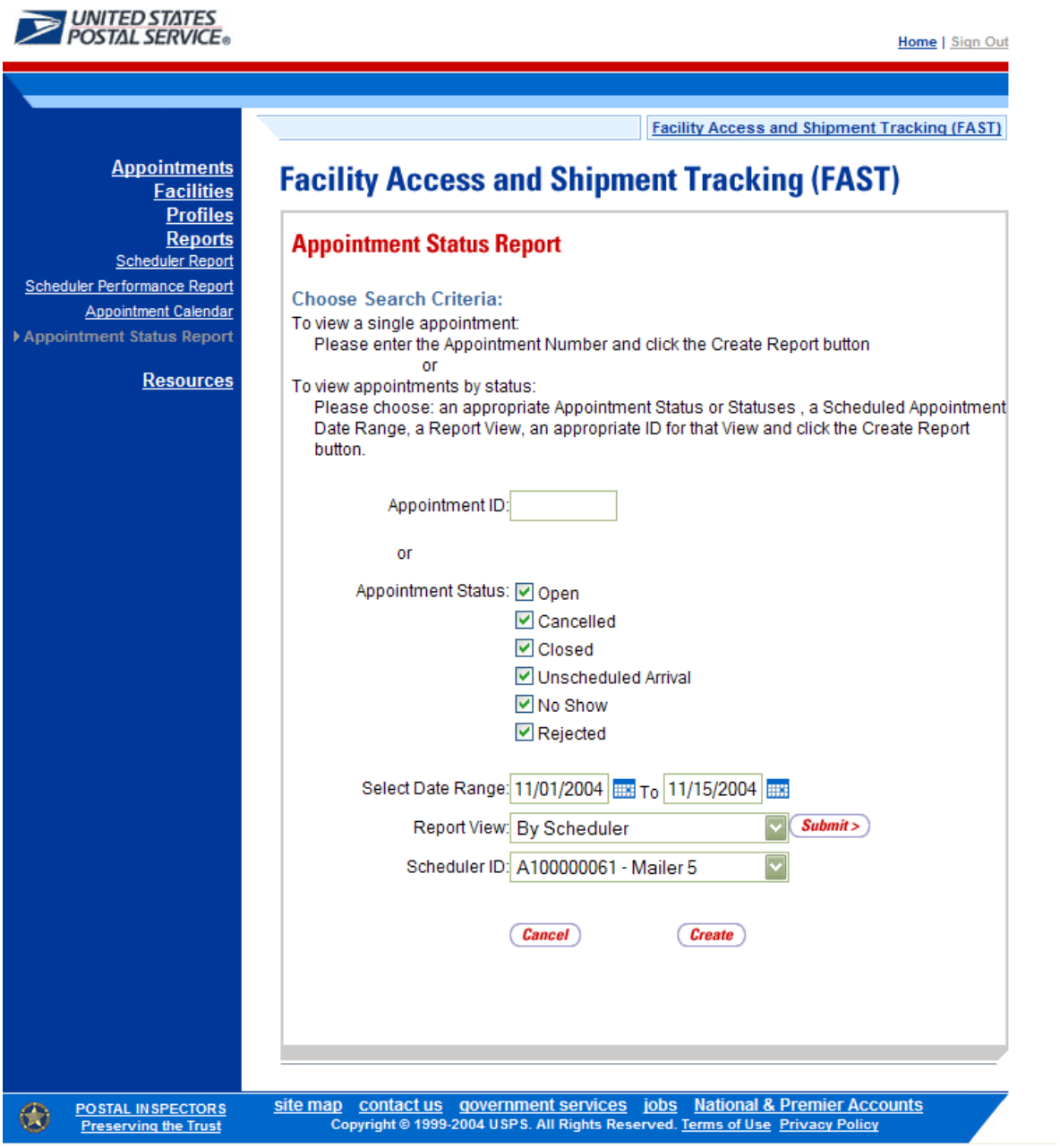
8.4.1 View Appointment Status Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Status Report** link, or associated **Go>** button to display the *Appointment Status Report Selection* page. The user must enter an appointment ID or select an appointment status, date range, and scheduler.

The fields and buttons on the *Appointment Status Report Selection* page are described below. A snapshot of the page is displayed after the field description.

** Appointment ID*	Textbox to input the **Appointment ID**
** Appointment Status*	Allows the user to select which Appointment Statuses to search for in the checkboxes, including: Open, Cancelled, Closed, Unscheduled Arrival, No Show, Rejected
** Date Range*	Selects the date range to search for the specified appointments. The start date is restricted to 30 days prior to the current date. The end date must no greater than14 days in the future.
Report View	Drop-down box listing the report view to choose from: By Scheduler
Submit button	A button that triggers the application to show the Scheduler ID drop-down
** Scheduler ID*	Drop-down box listing the Schedulers IDs
Cancel button	Displays the *Reports Landing* page
Create button	Retrieves the appointment status data for the entered criteria and displays the *Appointment Status Report*

The *Appointment Status Report Selection* page is displayed below.



From the *Appointment Status Report Selection* page, the user may view the appointment information by one of two ways:

To Search for a specific Appointment ID:

1. ENTER an **Appointment ID** in the text box
2. CLICK the **Create** button

To Search for an Appointment by Scheduler ID:

1. CLICK one/some/all **Appointment Status** checkboxes
2. ENTER the **Date Range**
3. SELECT 'By Scheduler' from the **Report View** drop-down box
4. CLICK the **Submit** button
5. SELECT the scheduler ID in the **Scheduler ID** drop-down
6. CLICK the **Create** button

Note:

The Start Date may not exceed 30 days prior to the current date.
The End Date may not exceed 14 days in the future.

The *Appointment Status Report* page opens, displaying the appointment status information for the specified search criteria. The fields and buttons on the *Appointment Status Report* page are described below. A snapshot of the page is displayed after the field description.

Scheduler Name	Name of the appointment's scheduler.
Appointment ID	The ID associated with the appointment. Each appointment ID is a hyperlink to the *Appointment Management* page, where the user may access more information about the appointment.
Status	The status for a given appointment
Appointment Date	The scheduled date for a given appointment
Appointment Time	The scheduled time for a given appointment
Arrival Date	The arrival date for a given appointment at the drop facility
Arrival Time	The arrival time for a given appointment at the drop facility
Unload Start Date	The unload start date for a given appointment at the drop facility
Unload Start Time	The unload start time for a given appointment at the drop facility
Unload End Date	The unload end date for a given appointment at the drop facility
Unload End Time	The unload end time for a given appointment at the drop facility

The *Appointment Status Report* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Status Report

Return to Previous Screen

Selected Criteria

Appointment Status: Cancelled, Open, Closed, Unscheduled, No Show, Rejected
Scheduler Name: Mailer 5
Scheduler ID: 111111119
Date Range: 11/01/2004 - 11/15/2004

Status : CA = Cancelled, CL = Closed, D = Declined, NS = No Show, N/S = Not Supported, O = Open, R = Rejected, U = Unscheduled

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Scheduler Name	Appointment ID	Status	Appointment		Arrival		Unload Start		Unload End	
			Date	Time	Date	Time	Date	Time	Date	Time
Mailer 5	900000022	CL	11/15/2004	10:00						
Mailer 5	900000026	O	11/10/2004	16:00						
Mailer 5	100000001	O	11/12/2004	00:00						

Total (3 results)

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A user may view the *Appointment Management* page (described in module 6.4 – *Manage Existing Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

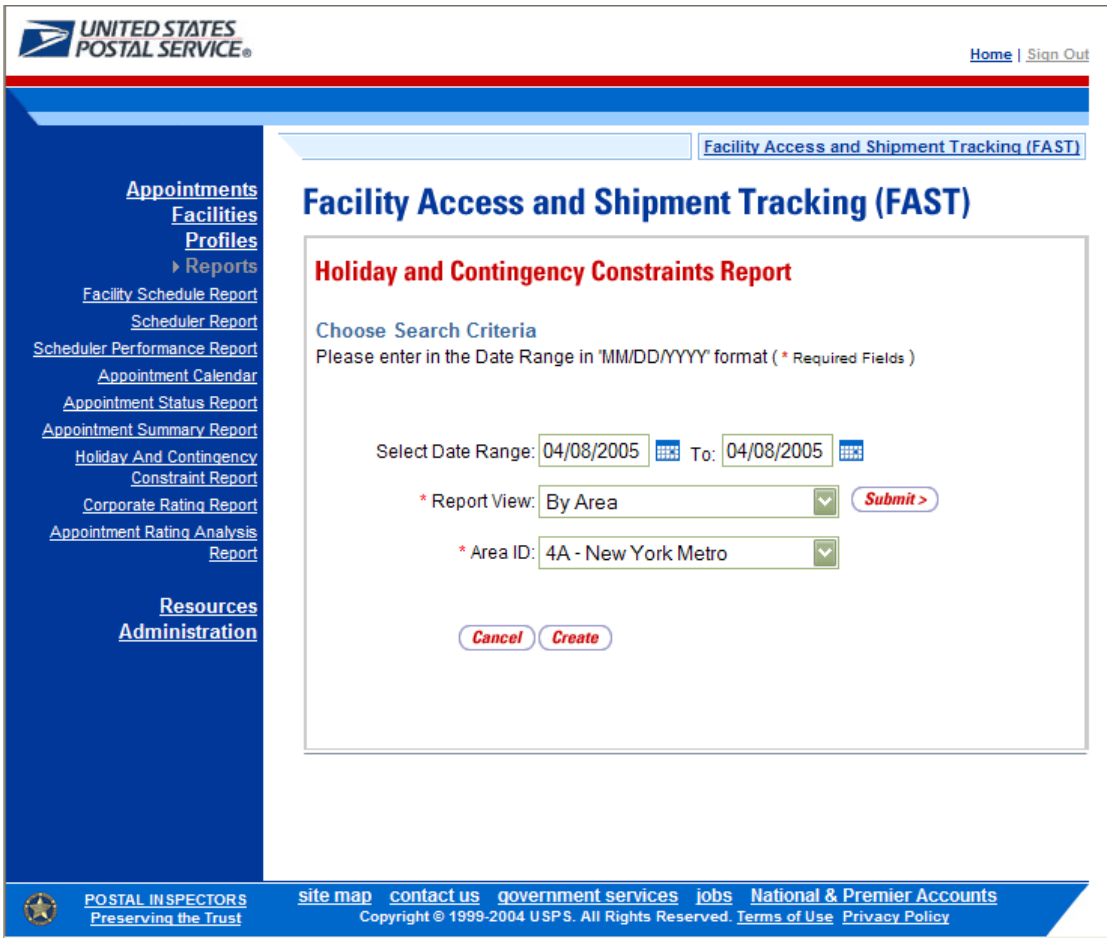
8.5 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.

The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

** Date Range*	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
** Report View*	Drop-down box listing the report views to choose from: By Area, By District, By Facility.
Submit button	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
Area ID	If the user searches by Area: Drop-down box listing all area options.
District ID	If the user searches by District: Drop-down box listing all district options.
State	Only displays when user searches by Facility: Drop-down box listing all state options
View Cities button	Only displays when user searched by Facility: Retrieves all active cities within the selected state
City	Only displays when user searched by Facility: Drop-down box listing all active cities within the selected state
Search button	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the **Facility** drop-down
NASS Code	Only displays when user searched by Facility: Textbox to input the NASS Code of the requested facility
Search button	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the **Facility** drop-down
Facility	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the *Holiday and Contingency Constraints Report.*

The *Holiday and Contingency Constraints Report Selection* page is displayed below.



Note:
The Start Date must be greater than or equal to the current date.
The End Date may not exceed 7 days from the current date.

From the *Holiday and Contingency Constraints Report Selection* page, the user may view the holiday and contingency information by one of four ways:

To Search for holiday and contingency constraints information by Area:

1. ENTER the **Date Range**
2. SELECT 'by Area' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT an area in the **Area ID** drop-down
5. CLICK the **Create** button

To Search for holiday and contingency constraints information by District:

1. ENTER the **Date Range**
2. SELECT 'by District' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT an district in the **District ID** drop-down
5. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by state and city:

1. ENTER the **Date Range**
2. SELECT 'by Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. SELECT a **State** from the drop-down box
5. CLICK the **View Cities** button
6. SELECT a city from the **City** drop-down box
7. CLICK the **Search** button
8. SELECT a facility from the **Facility** drop-down box
9. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by NASS Code:

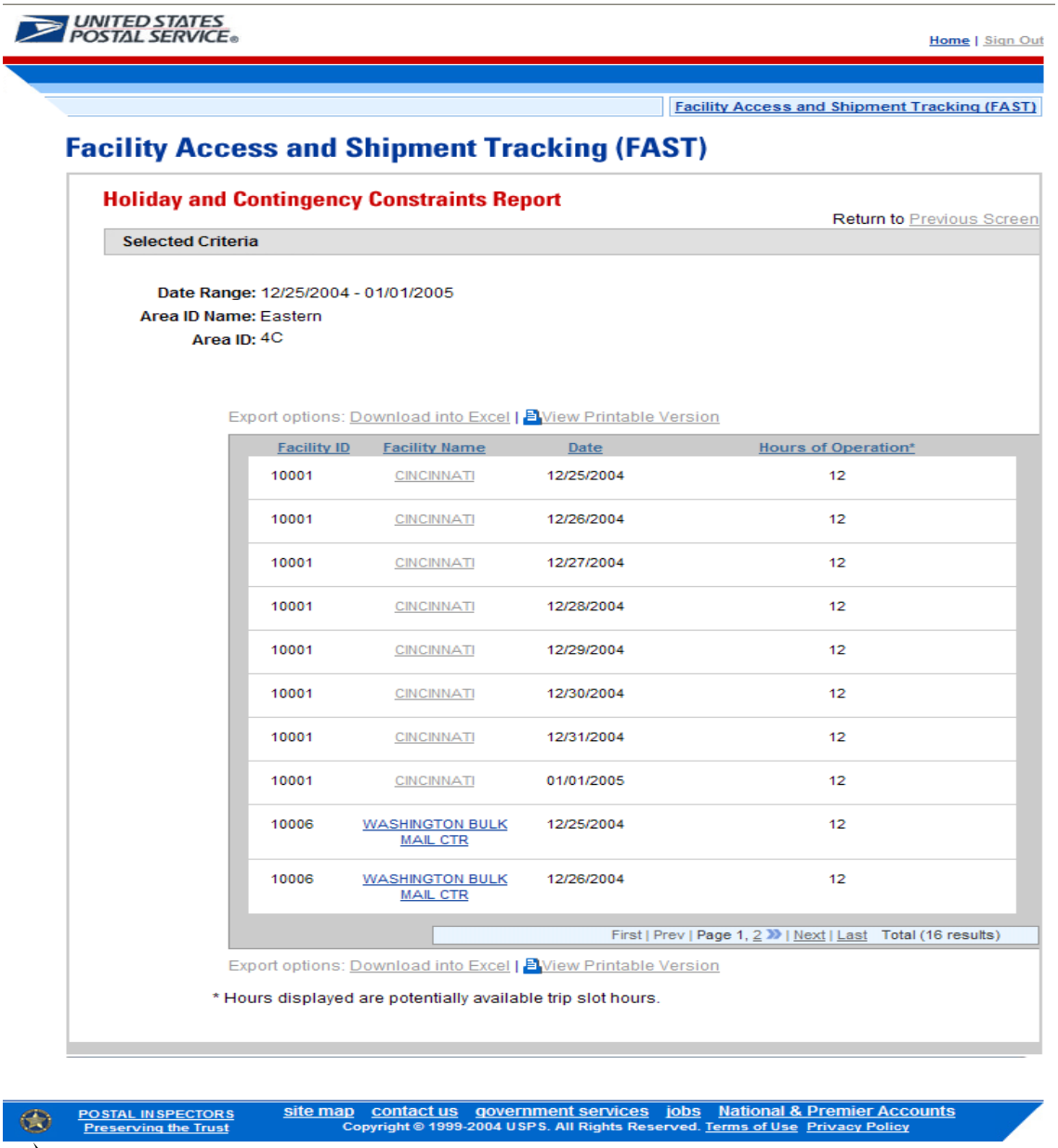
1. ENTER the **Date Range**
2. SELECT 'by Facility' from the **Report View** drop-down box
3. CLICK the **Submit** button
4. ENTER the **NASS Code** in the text box
5. CLICK the **Search** button
6. SELECT a facility from the **Facility** drop-down box
7. CLICK the **Create** button

The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

Facility ID	The Facility ID associated with the selected criteria
Facility Name	The Facility Name associated with the selected criteria
Date	Date of when Holiday and Contingency Constraint is in effect

Hours of Operation	The times the associated facility is accepting any volume on that corresponding day

The *Holiday and Contingency Constraints Report* page is displayed on below:



A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

8.6 Corporate Rating Report

The *Corporate Rating Report* displays the breakdown of the corporate rating score. The report is generated based on the Effective Start Date Range, Facility, and Corporate ID. Once generated, the Corporate Rating Summary Report displays three tables: Closed Appointment With No Exceptions (Not Exempt From Rating), Exceptions (Not Exempt From Rating), and Exempt Appointments, respectively.

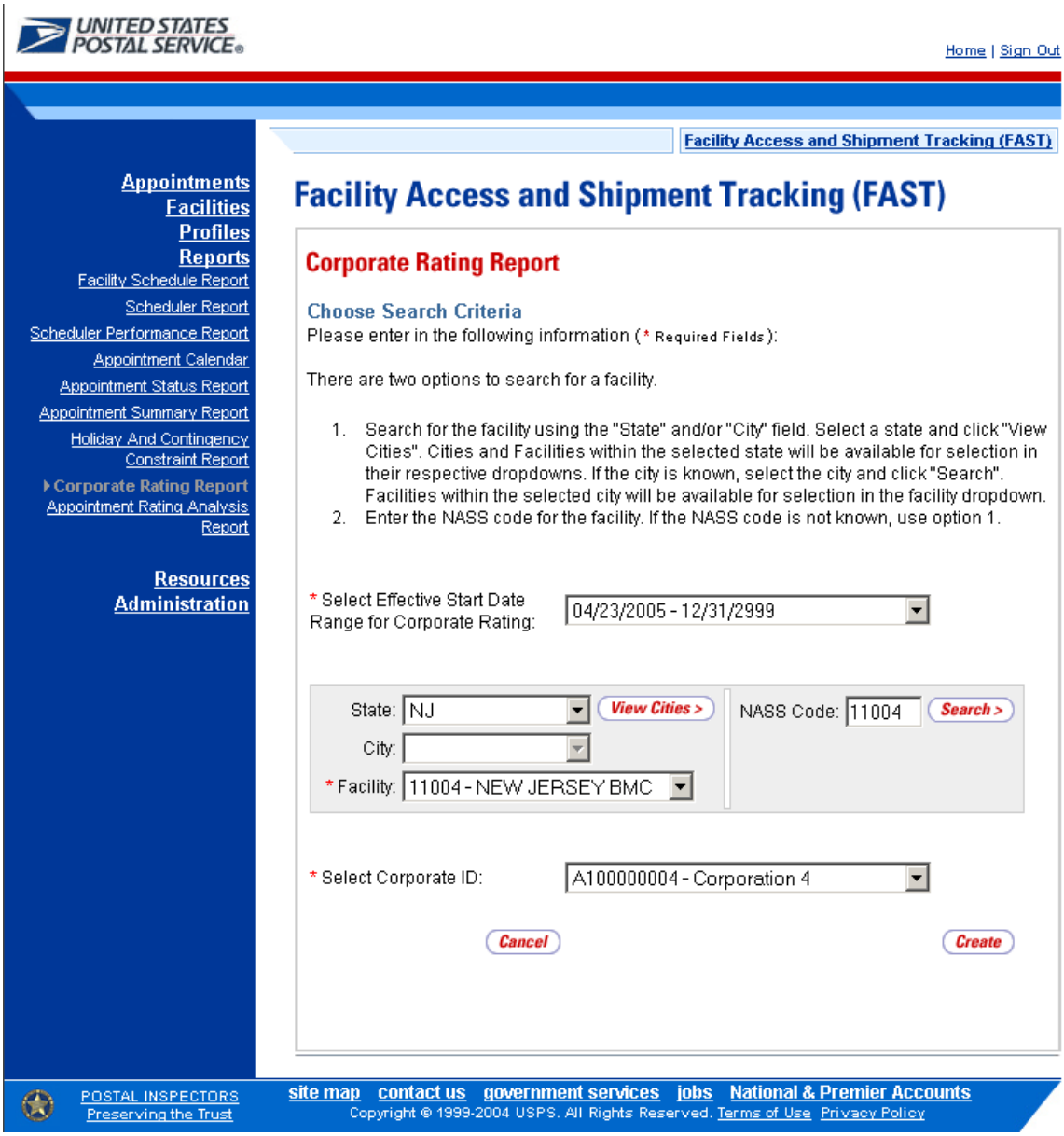
8.8.1 View Corporate Rating Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Corporate Rating Report** link, or associated **Go>** button to display the *Corporate Rating Report Selection* page. The user must enter an effective start date range, facility, and corporate ID.

The fields and buttons on the *Corporate Rating Report Selection* page are described below. A snapshot of the page is displayed after the field description.

* *Effective Start Date Range*	Selects the effective start date range for the appointments. Displays with the 3 most recent effective start dates that are available to the user.
* *Facility*	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria
* *Corporate ID*	Drop-down box listing the Corporate IDs
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the corporate rating data for the entered criteria and displays the *Corporate Rating Report.*

The Corporate Rating Report Selection Page is displayed on the following page.



From the Corporate Rating Report Selection page, the user may view the rating information for the specified date range by performing the following steps:

1. SELECT an Effective Start Date Range for Corporate Rating from the drop-down box.
2. SEARCH for a specific facility by one of the following two ways:

   To search for a facility by state and city:

   1. SELECT a **State** from the drop-down box
   2. CLICK the **View Cities** button
   3. SELECT a city from the **City** drop-down box
   4. CLICK the **Search** button

To search for a facility by NASS Code:

1. ENTER the **NASS Code** in the text box
2. CLICK the **Search** button

3. SELECT a corporation from the **Corporate ID** drop-down box
4. CLICK the **Create** button

The *Corporate Rating Report* page opens, displaying the corporate rating data for the specified effective start date range, facility, and corporation. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Effective Date Range for Corporate Rating	The effective date range that the corporate rating will be in effect
Facility	The name of the facility
Corporate ID	The corporate ID of the facility
Date Range of Data used for this Corporate Rating	Range of the appointment date/time used to calculate the corporate rating.
Corporate Rating	The corporate rating of the corporation
Closed Appointments With No Exceptions (Not Exempt From Rating)	
Submission Method	The submission method of the appointment being rated for the corporate. Possible Categories are: Mail.dat/WS (with Pallet Presort), Online/WS (no pallet presort), and Phone
Mail.dat/WS	Sub-column: Total count of Mail.dat/WS appointments
WS (No Pallet Presort)/Online	Sub-column: Total count of Online appointments
Phone	Sub-column: Total count of appointments made by phone
On-Time	The on-time accuracy of appointments. Possible categories are: On-Time, Late, and Significantly Late
On-Time	Sub-column: Total count of on-time appointments
Late	Sub-column: Total count of late appointments. An appointment is late if it arrives 30 minutes to 2:00 hours late.
Significantly Late	Sub-column: Total count of significantly late appointments. An appointment is late if it arrives 2:01 hours late to 8:00 hours late.
Content	The content discrepancy of what was scheduled and what actually arrived at the facility. Possible categories are: Accurate, Minor and Major
Accurate	Sub-column: Total count of accurate content
Minor	Sub-column: Total count of content inaccuracies that are minor
Major	Sub-column: Total count of content inaccuracies that are major
Content Deductions	The counts of any deductions. Possible categories are: Appointment Type Changes (>24 hours), Appointment Type Changes (<=24 hours), Volume Changes (>24 hours), Volume Changes (<=24 hours), and No Changes
Appointment Type (>24 hrs in advance)	Sub-column: Total count of appointments that have an appointment type change occurring greater than 24 hours in advance.

Appointment Type (<= 24hrs)	Sub-column: Total count of appointments that have an appointment type change occurring within 24 hours of appointment date/time.
Volume Change (>24 hrs in advance)	Sub-column: Total count of volume changes that occurred greater than 24 hours in advance.
Volume Change (<= 24hrs)	Sub-column: Total count of volume changes that occurred within 24 hours.
No Change	Sub-column: Total count of volume content volumes that did not change
Exceptions (Not Exempt From Rating)	
No-Show & More Than 8 Hours Late	Displays the counts of exception appointments no-showed & more than 8 hours late
Unscheduled	Displays the counts of unscheduled appointments
Cancellations Date Change Location (>24 hours)	Total Count of appointments that are cancellations, date changes, and location changes occurring greater than 24 hours in advance
Cancellations Date Change Location (<=24 hours)	Total Count of appointments that are cancellations, date changes, and location changes within 24 hours of the appointment date/time
Rejected Appointments	Total count of rejected appointments
Exempt Appointments	
USPS Delay	The total count of appointments that are USPS delayed
Constraint Changes	The total count of appointments that have constraint changes
DU Drops	The total count of appointments that are DU Drops
100% Perishable	The total count of appointments that are 100% Perishable
100% Periodical	The total count of appointments that are 100% periodical
Average Points Awarded Per Category	
Submission Method	The average points awarded for submission method of appointments being rated for the corporate
On-Time	The average points awarded for on-time accuracy of appointments
Content	The average points awarded for content
Content Deductions	The average points deducted for content

The *Corporate Rating Report* page is displayed below.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Corporate Rating Summary Report

Return to Previous Screen

Selected Criteria

Effective Date Range for Corporate Rating: 04/23/2005 - 12/31/2999
Facility: NEW JERSEY BMC
Corporate ID: Corporation 4
Date Range for Data Used for this Corporate Rating: 03/05/2005 - 04/02/2005
Corporate Rating: 50

Closed Appointments With No Exceptions (Not Exempt From Rating)

Export options: Download into Excel | View Printable Version

Submission Method			On-Time			Content			Content Pre-Notification				
Mail.dat/WS (With Pallet Presort)	Online/WS (No Pallet Presort)	Phone	On-Time	Late	Significantly Late	Accurate	Minor	Major	Appointment Type Changes (> 24 hrs)	Appointment Type Changes (<= 24 hrs)	Volume Changes (> 24 hrs)	Volume Changes (<= 24 hrs)	No Change
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total (1 result)

Export options: Download into Excel | View Printable Version

Appointments With Exceptions (Not Exempt From Rating)

Export options: Download into Excel | View Printable Version

No-Show & More Than 8 Hours Late	Unscheduled	Cancellations Date Changes Location		Rejected Appointments
		> 24 hrs	<= 24 hrs	
3	0	1	0	1

Total (1 result)

Export options: Download into Excel | View Printable Version

Exempt Appointments

Export options: Download into Excel | View Printable Version

USPS Delay	Constraint Changes	DU Drops	100% Perishable	100% Periodicals
0	0	0	0	0

Total (1 result)

Export options: Download into Excel | View Printable Version

Average Points Awarded Per Category

Export options: Download into Excel | View Printable Version

Submission Method (20 Pts. Total)	On-Time (40 Pts. Total)	Content (40 Pts. Total)	Content Deductions (Average Pts. Deducted)
0	0	0	1

Total (1 result)

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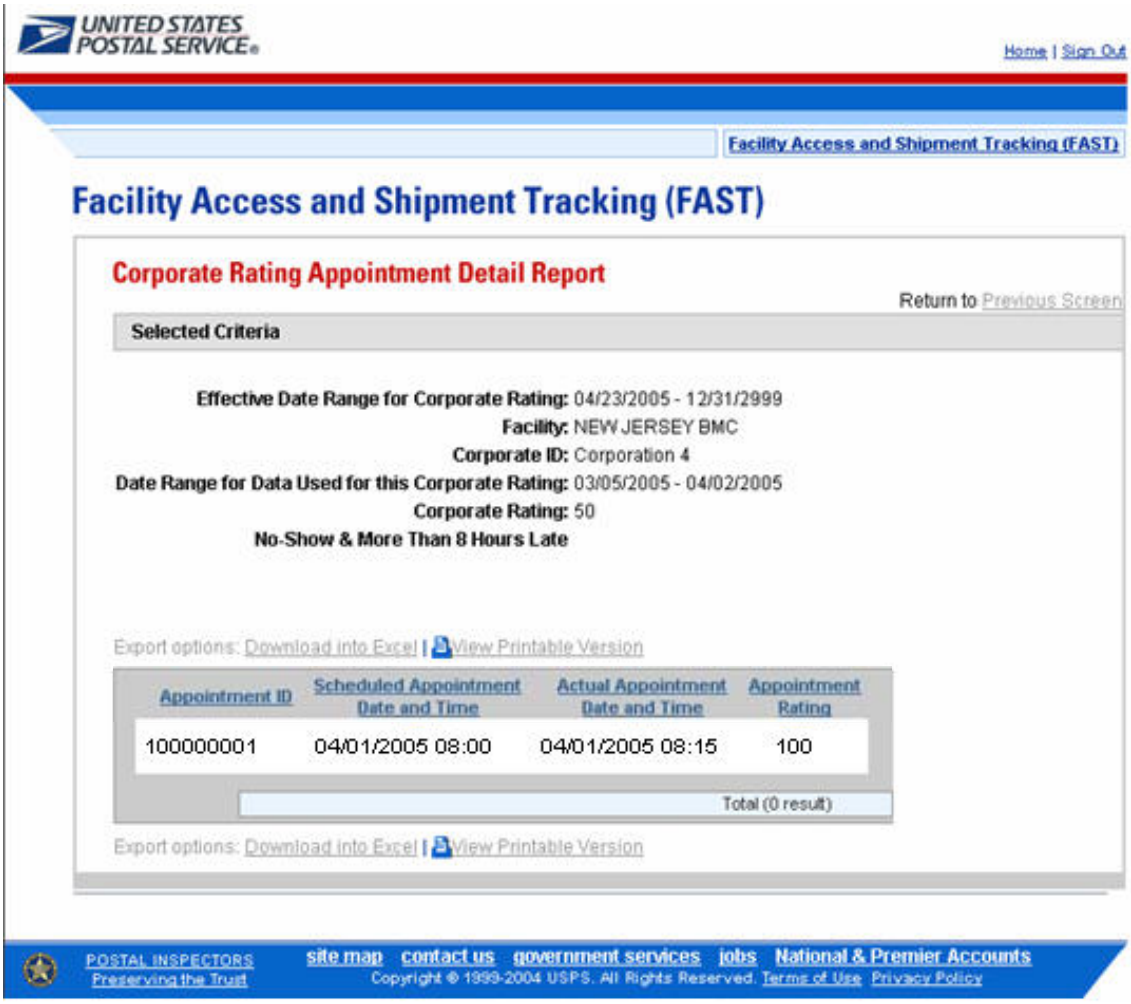
The user may click on one of the **Count** hyperlinks to view more details about the appointments associated to that count.

The Corporate Rating Appointment Detail Report page displays appointment data according to the selected search criteria as well as the type of appointment rating hyperlink selected. Each appointment that meets the criteria is displayed. The appointment data shows the appointment ID, scheduled appointment date and time, and the actual appointment date and time. A snapshot of the page is displayed after the field description.

Effective Date Range for Corporate Rating	Displays the effective date range for the corporate rating appointment being currently viewed
Facility	The name of the facility
Corporate ID	The name and identification number for the corporation
Date Range of data used for this Corporate Rating	The range of dates in which the appointments were actually scheduled
Corporate Rating	The rating for the corporation
Content Category	The content category from the Corporate Rating Summary Report, in which the user drilled down on
Appointment ID	The Appointment ID
Scheduled Appointment DTTM	The date/time entered when the appointment was scheduled
Actual Appointment DTTM	The date/time entered when the appointment actually arrived in the facility
Appointment Rating	The appointment rating value for the appointment



8.7 Appointment Rating Analysis Report

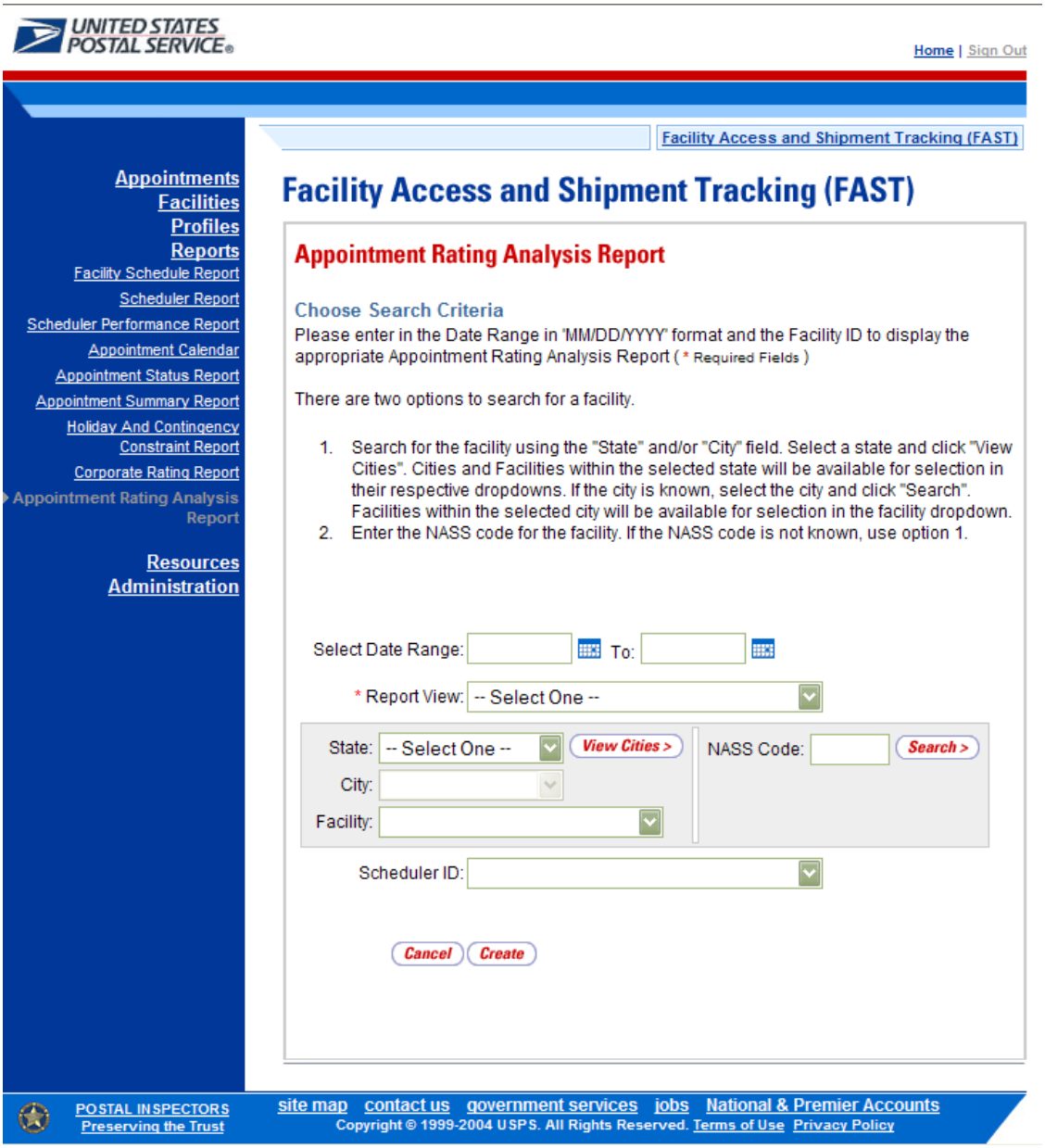
The *Appointment Rating Report* displays the breakdown of appointments for a given scheduler and date range. The user is asked to select a date range, report view, facility, and scheduler in order to see appointment rating data.

The fields and buttons on the *Appointment Rating Analysis Report Selection* page are described below. A snapshot of the page is displayed after the field description.

** Date Range*	Selects the date range for the appointment rating analysis. The start date is restricted to 45 days prior to today's date. The end date must be at least four days prior to the current date.
** Report View*	Drop-down box listing the report views to choose from: Submission Method and Exemptions, On-Time Accuracy, Appointment and Content Accuracy.
State	Drop-down box listing all state options

View Cities button	Retrieves all active cities within the selected state
City	Drop-down box listing all active cities within the selected state
Search button	Retrieves the facilities located in the selected state/city and populates the **Facility** drop-down
NASS Code	Textbox to input the NASS Code of the requested facility
Search button	Retrieves the facilities associated with the NASS Code and populates the **Facility** drop-down
Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria
Scheduler ID	Drop-down box listing all the schedulers IDs
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the *Holiday and Contingency Constraints Report.*

The *Appointment Rating Analysis Report Selection* page is displayed on the next page.



Note:
The Start Date may not exceed 45 days prior to the current date
The Start and End Dates must be at least 4 days prior to the current date
The date range must be a minimum of 1 day and maximum of 7 days

From the *Appointment Rating Analysis Report Selection* page, the user may view the appointment rating information by one of three ways:

To Search for appointment rating information by Submission Method and Exemptions:

1. ENTER the **Date Range**
2. SELECT 'Submission Method and Exemptions' from the **Report View** drop-down box
3. SELECT a **State** from the drop-down box
4. CLICK the **View Cities** button
5. SELECT a city from the **City** drop-down box
6. CLICK the **Search** button
7. SELECT a facility from the **Facility** drop-down box
8. SELECT a scheduler from the **Scheduler ID** drop-down box
9. CLICK the **Create** button

To Search for appointment rating information by On-Time Accuracy:

1. ENTER the **Date Range**
2. SELECT 'On-Time Accuracy' from the **Report View** drop-down box
3. SELECT a **State** from the drop-down box
4. CLICK the **View Cities** button
5. SELECT a city from the **City** drop-down box
6. CLICK the **Search** button
7. SELECT a facility from the **Facility** drop-down box
8. SELECT a scheduler from the **Scheduler ID** drop-down box
9. CLICK the **Create** button

To Search for appointment rating information by Appointment and Content Accuracy:

1. ENTER the **Date Range**
2. SELECT 'Appointment and Content Accuracy' from the **Report View** drop-down box
3. SELECT a **State** from the drop-down box
4. CLICK the **View Cities** button
5. SELECT a city from the **City** drop-down box
6. CLICK the **Search** button
7. SELECT a facility from the **Facility** drop-down box
8. SELECT a scheduler from the **Scheduler ID** drop-down
9. CLICK the **Create** button

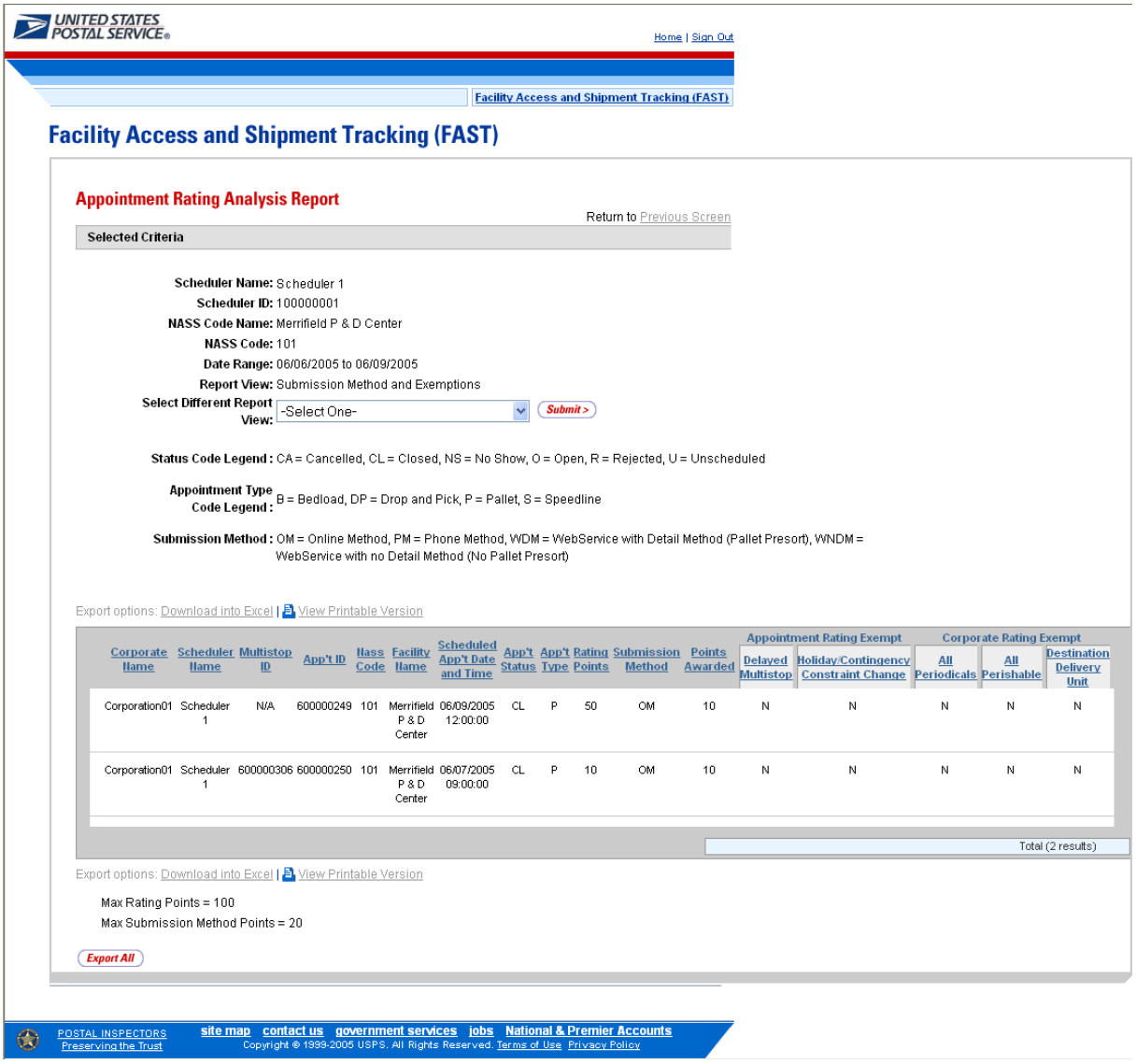
The *Appointment Rating Analysis Report* page opens, displaying the appointment rating information for the specified search criteria.

The Appointment Rating Analysis Report contains three report views. Each report view is described below:

The fields and buttons on the *Appointment Rating Analysis Report* – ***Submission Method and Exemptions*** *Report View* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The Corporate Name associated with the selected criteria
Scheduler Name	The Scheduler Name associated with the selected criteria
Multi-stop ID	The Multi-stop ID associated with the selected criteria
App't ID	The Appointment ID associated with the selected criteria
NASS Code	The NASS Code associated with the selected criteria
Facility Name	The Facility Name associated with the selected criteria
Scheduled App't Date and Time	The Scheduled Appointment Date and Time associated with the selected criteria
App't Status	The Appointment Status associated with the selected criteria
App't Type	The Appointment Type associated with the selected criteria
Rating Points	The total number of appointment rating points rewarded to the appointment associated with the selected criteria
Submission Method	If the user searches by Submission Method and Exemptions: Submission Method associated with the selected criteria
Points Awarded	If the user searches by Submission Method and Exemptions: The number of points awarded depending on the submission method associated with the selected criteria
Appointment Rating Exempt – Delayed Multi-stop	If the user searches by Submission Method and Exemptions: Indicates whether the appointment was part of a delayed multi-stop
Appointment Rating Exempt – Holiday/Contingency Constraint Change	If the user searches by Submission Method and Exemptions: Indicates whether the appointment was affected by a holiday and contingency constraint change

Corporate Rating Exempt – All Periodicals	If the user searches by Submission Method and Exemptions: Indicates whether the appointment was deemed 100% Periodical
Corporate Rating Exempt – All Perishable	If the user searches by Submission Method and Exemptions: Indicates whether the appointment was deemed 100% Perishable
Corporate Rating Exempt – Destination Delivery Unit	If the user searches by Submission Method and Exemptions: Indicates whether the appointment was delivered to a Destination Delivery Unit
Export All button	Opens a new window with all three views of the report combined onto one spreadsheet



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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Rating Analysis Report

Return to Previous Screen

Selected Criteria

Scheduler Name: Scheduler 1
Scheduler ID: 100000001
NASS Code Name: Merrifield P & D Center
NASS Code: 101
Date Range: 06/06/2005 to 06/09/2005
Report View: Submission Method and Exemptions
Select Different Report View: -Select One- Submit >

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type Code Legend : B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Submission Method : OM = Online Method, PM = Phone Method, WDM = WebService with Detail Method (Pallet Presort), WNDM = WebService with no Detail Method (No Pallet Presort)

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Corporate Name	Scheduler Name	Multistop ID	App't ID	Nass Code	Facility Name	Scheduled App't Date and Time	App't Status	App't Type	Rating Points	Submission Method	Points Awarded	Appointment Rating Exempt: Delayed Multistop	Appointment Rating Exempt: Holiday/Contingency Constraint Change	Corporate Rating Exempt: All Periodicals	Corporate Rating Exempt: All Perishable	Corporate Rating Exempt: Destination Delivery Unit
Corporation01	Scheduler 1	N/A	600000249	101	Merrifield P & D Center	06/09/2005 12:00:00	CL	P	50	OM	10	N	N	N	N	N
Corporation01	Scheduler 1	600000306	600000250	101	Merrifield P & D Center	06/07/2005 09:00:00	CL	P	10	OM	10	N	N	N	N	N
																Total (2 results)

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Max Rating Points = 100
Max Submission Method Points = 20

Export All

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The fields and buttons on the *Appointment Rating Analysis Report* – ***On-Time Accuracy*** *Report View* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The Corporate Name associated with the selected criteria
Scheduler Name	The Scheduler Name associated with the selected criteria
Multi-stop ID	The Multi-stop ID associated with the selected criteria
App't ID	The Appointment ID associated with the selected criteria
NASS Code	The NASS Code associated with the selected criteria
Facility Name	The Facility Name associated with the selected criteria
Scheduled App't Date and Time	The Scheduled Appointment Date and Time associated with the selected criteria
App't Status	The Appointment Status associated with the selected criteria
App't Type	The Appointment Type associated with the selected criteria
Rating Points	The total number of appointment rating points rewarded to the appointment associated with the selected criteria
Time Penalty Deductions – App't Create w/in 8 Hours	The number of points deducted if the appointment was created within 8 hours
Time Penalty Deductions – App't Update w/in 8 Hours	The number of points deducted if the appointment was updated within 8 hours
Actual Arrival Date and Time	If the user searches by On-Time Accuracy: The Actual Arrival Date and Time of the appointment associated with the selected search criteria
Scheduled and Actual Arrival Time Difference	If the user searches by On-Time Accuracy: The time difference between the scheduled and actual arrival time for the appointment associated with the selected search criteria
Unload Start Time	If the user searches by On-Time Accuracy: The Unload Start Time associated with the selected search criteria
Unload End Time	If the user searches by On-Time Accuracy: The Unload End Time associated with the selected search criteria
Induction Rating	If the user searches by On-Time Accuracy or by Appointment and Content Accuracy: The rating received depending on the arrival status of the associated appointment
Points Awarded	If the user searches by On-Time Accuracy or by Appointment and Content Accuracy: The points awarded depending on the induction rating

Export All button	Opens a new window with all three views of the report combined onto one spreadsheet

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Rating Analysis Report

Return to Previous Screen

Selected Criteria

Scheduler Name: NETWORK OPERATIONS - SCHEDULER
Scheduler ID: 202606800003
NASS Code Name: NEW JERSEY BMC
NASS Code: 07Z
Date Range: 10/09/2005 to 10/15/2005
Report View: On-Time Accuracy
Select Different Report View: -Select One- Submit >

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type Code Legend : B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Induction Rating Code Legend : LA = Late Arrival Limit (0:31 - 2:00), OTA = On-Time Arrival Limit (-3:00 - 0:30), VLA = Significantly Late

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

Corporate Name	Scheduler Name	Multistop ID	App't ID	Nass Code	Facility Name	Scheduled App't Date and Time	Cancelled App't Date and Time	App't Status	App't Type	Rating Points	Time Penalty Deductions App't Create w/in 8 Hours	Time Penalty Deductions App't Update w/in 8 Hours	Induction Rating	Points Awarded	Actual Arrival Date and Time	Scheduled and Actual Arrival Time Difference	Unload Start Time	Unload End Time
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100101269	07Z	NEW JERSEY BMC	10/11/2005 13:00:00		CL	P	80	0	0	OTA	40	10/11/2005 13:18:00	00:18	10/11/2005 13:29:00	10/11/2005 13:57:00
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100104654	07Z	NEW JERSEY BMC	10/11/2005 10:00:00		CL	P	60	0	0	LA	20	10/11/2005 11:07:00	01:07	10/11/2005 11:18:00	10/11/2005 13:51:00
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100109900	07Z	NEW JERSEY BMC	10/11/2005 09:00:00		CL	S	60	0	0	LA	20	10/11/2005 10:38:00	01:38	10/11/2005 10:49:00	10/11/2005 10:53:00
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100110672	07Z	NEW JERSEY BMC	10/11/2005 07:00:00		CL	S	80	0	0	OTA	40	10/11/2005 05:56:00	-01:04	10/11/2005 06:41:00	10/11/2005 07:36:00
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100110704	07Z	NEW JERSEY BMC	10/12/2005 07:00:00		NS	P	0	0	0	N/A	0				
NETWORK OPERATIONS (FAST)	NETWORK OPERATIONS - SCHEDULER	N/A	100116681	07Z	NEW JERSEY BMC	10/13/2005 13:00:00		CL	P	60	0	0	LA	20	10/13/2005 14:51:00	01:51	10/13/2005 15:04:00	10/13/2005 15:19:00

Total (6 results)

Export options: Download into Excel | View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

Maximum Points Available = 100
Maximum Points for On-Time Accuracy = 40

Export All

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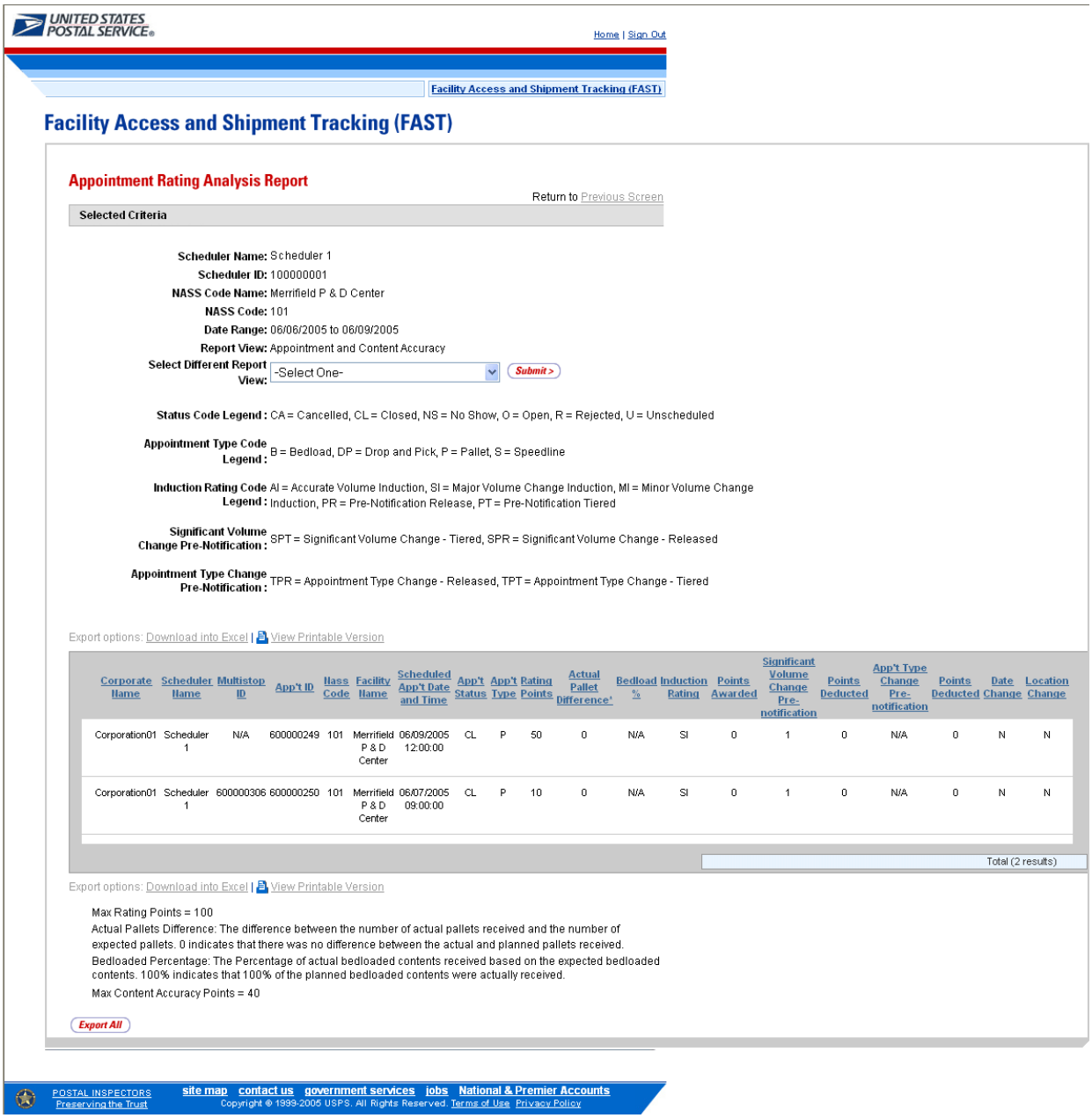
The fields and buttons on the *Appointment Rating Analysis Report* – ***Appointment and Content Accuracy*** *Report View* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The Corporate Name associated with the selected criteria
Scheduler Name	The Scheduler Name associated with the selected criteria
Multi-stop ID	The Multi-stop ID associated with the selected criteria
App't ID	The Appointment ID associated with the selected criteria
NASS Code	The NASS Code associated with the selected criteria
Facility Name	The Facility Name associated with the selected criteria
Scheduled App't Date and Time	The Scheduled Appointment Date and Time associated with the selected criteria
App't Status	The Appointment Status associated with the selected criteria
App't Type	The Appointment Type associated with the selected criteria
Rating Points	The total number of appointment rating points rewarded to the appointment associated with the selected criteria
Actual Pallet Difference	The total difference between the total pallets expected to arrive and the total number of pallets that actually arrive.
Bedload %	The total percentage difference between the bedload capacity expected to arrive and the capacity that actually arrives.
Induction Rating	If the user searches by Appointment and Content Accuracy: The rating received depending on the arrival status of the contents of the associated appointment
Points Awarded	If the user searches by Appointment and Content Accuracy: The points awarded depending on the induction rating
Significant Volume Change Pre-notification	If the user searches by Appointment and Content Accuracy: Indicates whether the facility was notified of a significant volume change prior to the appointment arrival
Points Deducted	If the user searches by Appointment and Content Accuracy: The points deducted based on the significant volume change pre-notification indicator
App't Type Change Pre-Notification	If the user searches by Appointment and Content Accuracy: Indicates whether the facility was notified of an appointment type change prior to the appointment arrival
Points Deducted	If the user searches by Appointment and Content Accuracy: The points deducted based on the appointment type change pre-notification indicator
Date Change	If the user searches by Appointment and Content Accuracy: Indicates whether there was a date change to the appointment

Location Change	If the user searches by Appointment and Content Accuracy: Indicates whether there was a location change to the appointment
Export All button	Opens a new window with all three views of the report combined onto one spreadsheet



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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Rating Analysis Report

Return to Previous Screen

Selected Criteria

Scheduler Name: Scheduler 1
Scheduler ID: 100000001
NASS Code Name: Merrifield P & D Center
NASS Code: 101
Date Range: 06/06/2005 to 06/09/2005
Report View: Appointment and Content Accuracy
Select Different Report View: -Select One- Submit >

Status Code Legend: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type Code Legend: B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Induction Rating Code Legend: AI = Accurate Volume Induction, SI = Major Volume Change Induction, MI = Minor Volume Change Induction, PR = Pre-Notification Release, PT = Pre-Notification Tiered

Significant Volume Change Pre-Notification: SPT = Significant Volume Change - Tiered, SPR = Significant Volume Change - Released

Appointment Type Change Pre-Notification: TPR = Appointment Type Change - Released, TPT = Appointment Type Change - Tiered

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Corporate Name	Scheduler Name	Multistop ID	App't ID	Nass Code	Facility Name	Scheduled App't Date and Time	App't Status	App't Type	Rating Points	Actual Pallet Difference*	Bedload %	Induction Rating	Points Awarded	Significant Volume Change Pre-notification	Points Deducted	App't Type Change Pre-notification	Points Deducted	Date Change	Location Change
Corporation01	Scheduler 1	N/A	600000249	101	Merrifield P & D Center	06/09/2005 12:00:00	CL	P	50	0	N/A	SI	0	1	0	N/A	0	N	N
Corporation01	Scheduler 1	600000306	600000250	101	Merrifield P & D Center	06/07/2005 09:00:00	CL	P	10	0	N/A	SI	0	1	0	N/A	0	N	N

Total (2 results)

Export options: Download into Excel | View Printable Version

Max Rating Points = 100
Actual Pallets Difference: The difference between the number of actual pallets received and the number of expected pallets. 0 indicates that there was no difference between the actual and planned pallets received.
Bedloaded Percentage: The Percentage of actual bedloaded contents received based on the expected bedloaded contents. 100% indicates that 100% of the planned bedloaded contents were actually received.
Max Content Accuracy Points = 40

Export All

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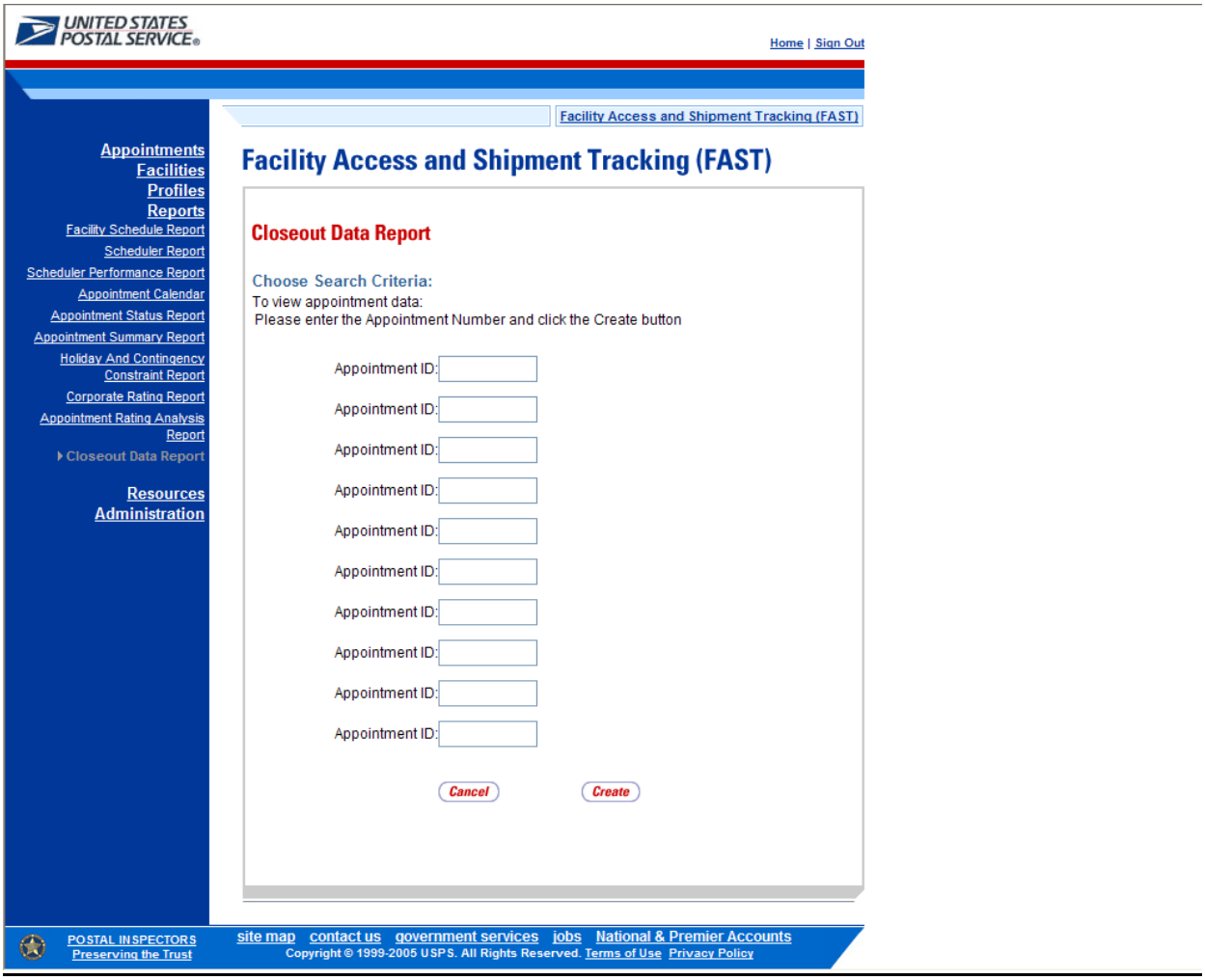
8.8 Closeout Data Report

Closeout Data Report provides the closeout information for all the appointment IDs' the user provides.

The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 Appointment IDs can be entered
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page is below.



The user may view closeout information by performing the following steps:

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create** button

The *Closeout Information Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	Lists the Appointment ID associated with the selected criteria
Status	Lists the Appointment Status associated with the selected criteria CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
Scheduler ID	List the Scheduler ID associated with the selected criteria
Scheduler Name	List the Scheduler Name associated with the selected criteria
Facility Name	Lists the Facility Name associated with the selected criteria
NASS Code	Lists the NASS Code associated with the selected criteria
Appointment Date and Time	Lists the Scheduled Appointment Date and Time associated with the selected criteria
Arrival Data and Time	Lists the Actual Arrival Date and Time associated with the selected criteria
Unload Start Date and Time	Lists the Unload Start Date and Time associated with the selected criteria
Unload End Date and Time	Lists the Unload Start Date and Time associated with the selected criteria
Mail Integrity	Lists the Mail Condition of the selected criteria
Content Discrepancy	Lists the Difference between the scheduled volume and the actual volume associated with the selected criteria

A snapshot of the *Closeout Data Report* page is below.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Closeout Data Report

Return to Previous Screen

Selected Criteria

Status : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Export options: Download into Excel | View Printable Version

Appointment ID	Status	Scheduler ID	Scheduler Name	Facility Name	NASS Code	Appointment Date	Appointment Time	Arrival Date	Arrival Time	Unload Start Date	Unload Start Time	Unload End Date	Unload End Time	Mail Integrity	Content Discrepency
900000003	U	11000001	Mailer 1	SAINT LOUIS	112	11/10/2004	11:00	11/10/2004	11:00	11/10/2004	11:15	11/10/2004	12:45		
900000011	O	11000002	Mailer 2	SAINT LOUIS	112	10/26/2005	12:00								
900000010	U	30000004	Mailer 4	SAINT LOUIS	112	10/26/2005	08:00	10/26/2005	07:51	10/26/2005	07:51	10/26/2005	07:51		
900000008	O	11000001	Mailer 1	SAINT LOUIS	112	10/27/2005	02:00								

Total (4 results)

Export options: Download into Excel | View Printable Version

POSTAL INSPECTORS
Preserving the Trust

site map contact us government services jobs National & Premier Accounts

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9.0 Resources

The user has several processes they may exercise upon logging into the FAST application. The *Resources* section includes:

9.1 Area-District 3 Digit Data- Downloads an excel spreadsheet to your computer from the AMS file.

9.2 Reference Documents – Describes how a user may access the External FAST User Guide, Recurring Appointment Request form (PS Form 6241), Publication 804, and Domestic Mail Manual.

9.3 Drop Ship Product File Download – Describes how a user may download the different Drop Ship Product Files.

9.4 Message Board – Describes how a user may access the Message Board.

9.5 What's New Board – Describes how a user may access the What's New Board.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the **Resources** link or the associated **Go>** button. The **Resource Documents** link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing* pages).

9.1 Area-District 3-Digit Data

By clicking on the **Go>** link, the AMS Resources Area-District 3-Digit Excel spreadsheet will download to the user's computer. This spreadsheet contains a list of all the facilities in AMS and their NASS Codes. The list is used to reference which facilities have AMS discounts.

9.2 Reference Documents

The *Reference Documents* section describes the following processes:

9.2.1 Download User Guide
9.2.2 Download Recurring Appointment Request Form (PS Form 6241)
9.2.3 Download PS Form 8125 (Plant-Verified Drop Shipment Form)
9.2.4 Link to Publication 804
9.2.5 Link to Domestic Mail Manual

The user begins the process from the *Resources* page. The user CLICKS either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

Note:
To download or access any of the Reference Documents in .PDF format, the user must have Adobe Acrobat Reader. The user may download Adobe Acrobat Reader by CLICKING **Download Adobe Acrobat PDF Reader** on the *Reference Documents*

9.2.1 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST provides to the user. It contains detailed instructions for the user to perform key functions in the FAST system. The user may only download an external version of the User Guide. The download for the External User Guide is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login).

The *FAST User Guide* section describes the following processes:

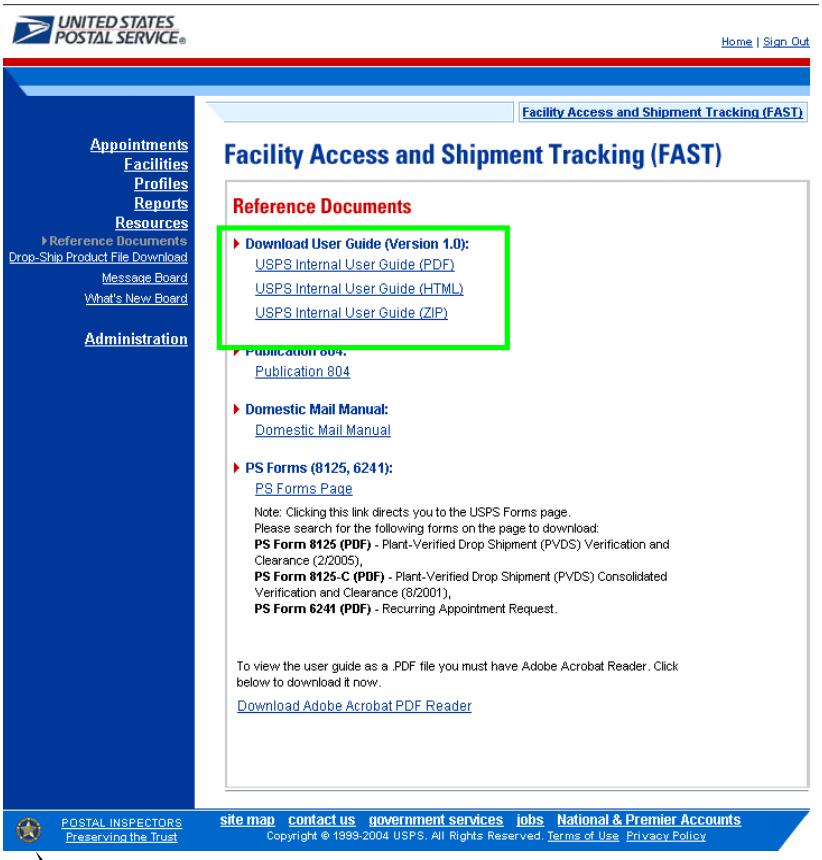
- Downloading User Guide in .PDF format
- Downloading User Guide in .HTML format
- Downloading User Guide as a .ZIP file

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*FAST User Guide* section) page are described below. A snapshot of the page is displayed after the field description.

Customer User Guide (PDF) hyperlink	Begins the downloading process of the FAST User Guide in .PDF format
Customer User Guide (HTML) hyperlink	Begins the downloading process of the FAST User Guide in .HTML format
Customer User Guide (ZIP) hyperlink	Begins the downloading process of the FAST User Guide as a .ZIP file

The *Reference Documents* page is displayed on the following page with the *FAST User Guide* section highlighted.



CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .PDF format*, to be redirected to a page with the User Guide in .PDF format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .HTML format*, to be redirected to a page with the User Guide in .HTML format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *as a .ZIP file*, to begin the downloading process. A new window will appear prompting the user to either open the WinZip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:
To extract and open any of the WinZip files, the user must have the WinZip application.

9.2.2 Download Recurring Appointment Request form (PS Form 6241)

The *Recurring Appointment Request form (PS Form 6241)* is for schedulers that want to request a recurring appointment. The mailing should be at least once a week, on the same day, during the same time period, with (generally) the same contents, and using the same form and size of transportation. The form requests information about the mail owner, transportation, mailing, as well as a signature by the scheduler.

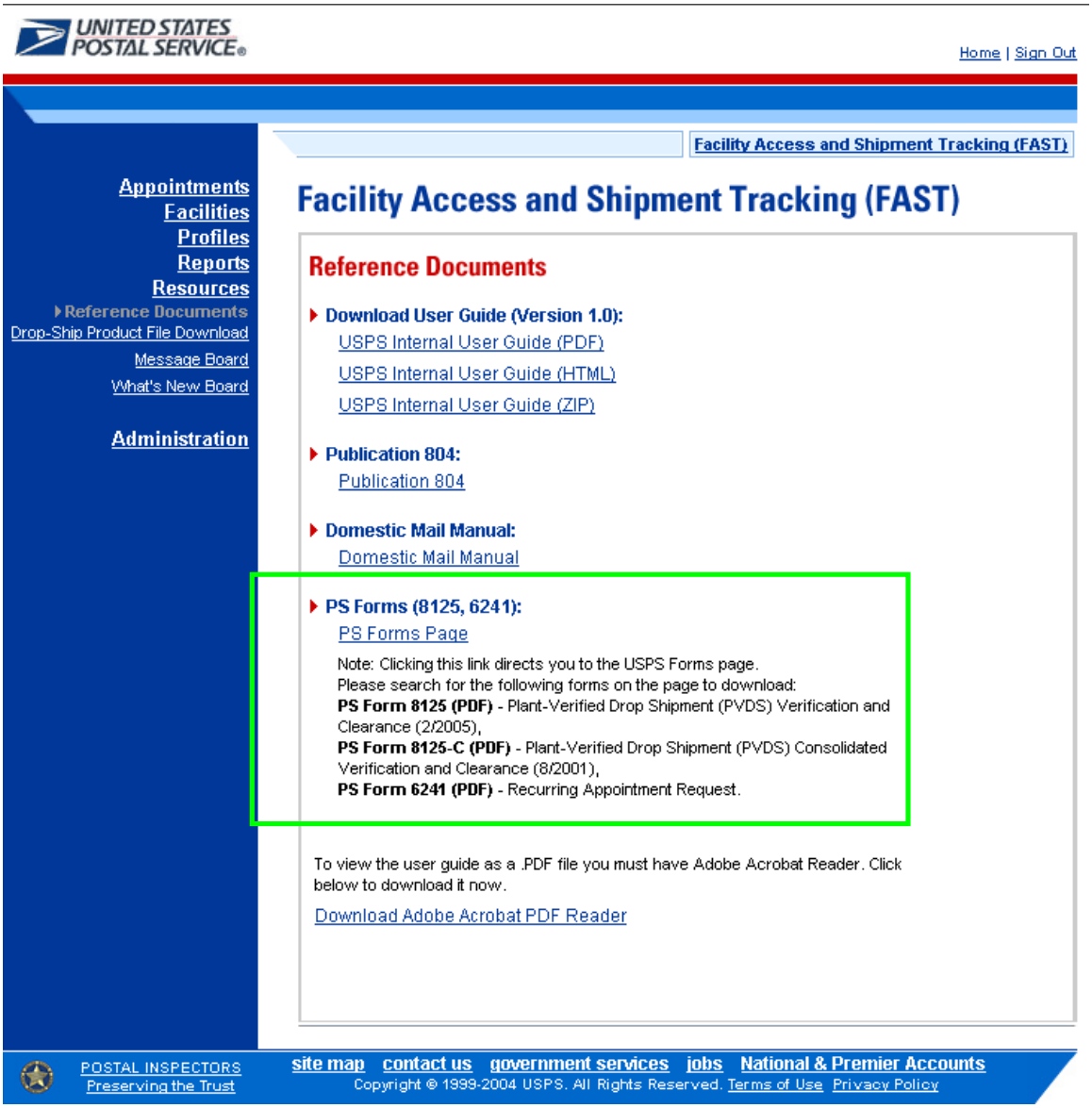
The *Recurring Appointment Form (PS Form 6241)* section describes how the user may download the form in .PDF format.

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*PS Form 6241* section) page are described below. A snapshot of the page is displayed after the field description.

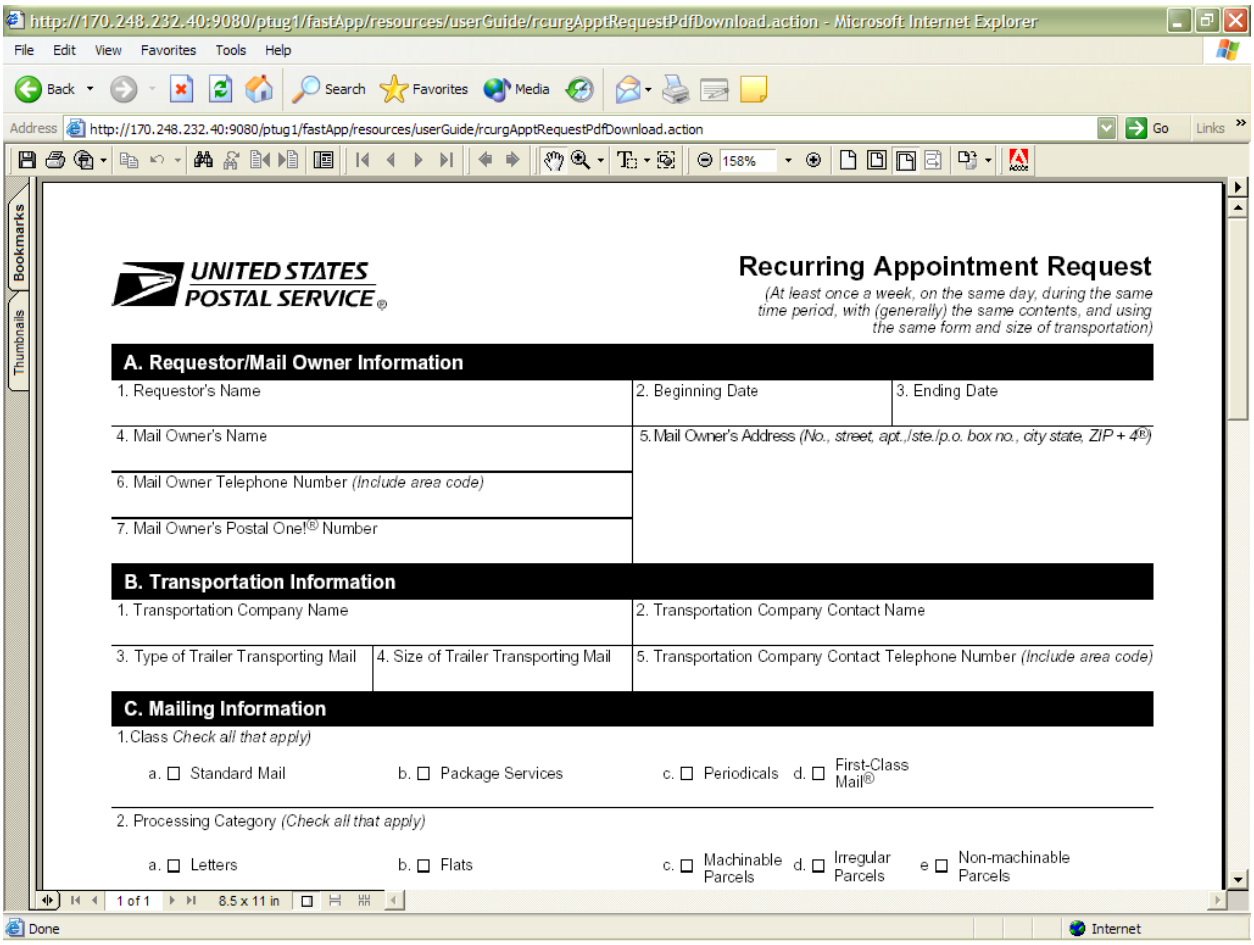
PS Forms Page hyperlink	Redirects user to the USPS Forms Page

The *Reference Documents* page is displayed below with the *PS Form 8125* section highlighted.



CLICK the **PS Forms Page** hyperlink, to be redirected to the USPS Forms page. The user will search for the PS Form 6241, Recurring Appointment Request Form, to download in .PDF format.

The *Recurring Appointment Request form (PS Form 6241)* in .PDF format is displayed below.



UNITED STATES POSTAL SERVICE

Recurring Appointment Request

(At least once a week, on the same day, during the same time period, with (generally) the same contents, and using the same form and size of transportation)

A. Requestor/Mail Owner Information

1. Requestor's Name
2. Beginning Date
3. Ending Date
4. Mail Owner's Name
5. Mail Owner's Address *(No., street, apt./ste./p.o. box no., city state, ZIP + 4®)*
6. Mail Owner Telephone Number *(Include area code)*
7. Mail Owner's Postal One!® Number

B. Transportation Information

1. Transportation Company Name
2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail
4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number *(Include area code)*

C. Mailing Information

1. Class *Check all that apply)*

a. ☐ Standard Mail b. ☐ Package Services c. ☐ Periodicals d. ☐ First-Class Mail®

2. Processing Category *(Check all that apply)*

a. ☐ Letters b. ☐ Flats c. ☐ Machinable Parcels d. ☐ Irregular Parcels e ☐ Non-machinable Parcels

The full *Recurring Appointment Request form (PS Form 6241)* is displayed below.

United States Postal Service

Recurring Appointment Request

(A recurring appointment is a mailing that arrives consistently on the same day or days of the week, during the same time period, with approximately the same contents, and using the same form and size of transportation.)

If the mailing contents contain more than one shape or class, complete multiple copies of lines C1 through C6, until all sets of contents are described.

A. Requestor/Mail Owner Information

1. Beginning Date
2. Ending Date
3. Requestor's Name
4. Requester's Email Addresss
5. Mail Preparer's ID
6. FAST Scheduler's ID
7. Mail Owner's Name
8. Mail Owner's Address *(No., street, apt./ste./p.o. box no., city state, ZIP + 4®)*
9. Mail Owner Telephone Number *(Include area code)*
10. Mail Owner's PostalOne!® Number

B. Transportation Information

1. Transportation Company Name
2. Transportation Company Contact Name
3. Type of Trailer Transporting Mail
4. Size of Trailer Transporting Mail
5. Transportation Company Contact Telephone Number *(Include area code)*

C. Mailing Information

1. Class *(Check one)*
   a. ☐ Standard Mail b. ☐ Periodicals c. ☐ Parcel Select® d. ☐ BPM Media
2. Processing Category *(Check all that apply)*
   a. ☐ Letters b. ☐ Flats c. ☐ Irregular Parcels d. ☐ Machinable Parcels e. ☐ Non-machinable Parcels
3. Volume and Containerization
   a. No. Trays _____ c. No. Parcels _____
   b. No. Sacks _____ d. No. Bundles _____
4. Number of Pallets Containing:
   a. ☐ Trays _____ b. ☐ Sacks _____ c. ☐ Bundles _____ d. ☐ Parcels _____
5. Additional Content Information
6. Appointment Type
   a. ☐ Pallet b. ☐ Bedload c. ☐ Drop and Pick d. ☐ Speed Line _____ No. of Pallet Positions
7. Day of Week
   a. ☐ Monday b. ☐ Tuesday c. ☐ Wednesday
   d. ☐ Thursday e. ☐ Friday f. ☐ Saturday g. ☐ Sunday
8. Week of Month
   a. ☐ First b. ☐ Second c. ☐ Third d. ☐ Fourth e. ☐ Last
9. Time of Day
   _____ AM _____ PM

D. Signature of Requestor

1. Signature
2. Date Signed

E. Approving Facility

1. Name
2. Title
3. Appointment Number Assigned

PS Form **6241,** February 2005 (DRAFT: 01/26/2005)

For information about our Privacy Policy visit www.usps.com.

9.2.3 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The PS Form 8125 contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The PS Form 8125 is divided into three main sections:

- **Mailer Information section** – Contains the scheduled appointment information
- **Origin Post Office section** – Contains more detailed appointment information that is verified by the originating Post Office
- **Destination Entry Post Office or Delivery Unit section** – Contains the actual arrival site, time and any discrepancies or irregularities of the appointment

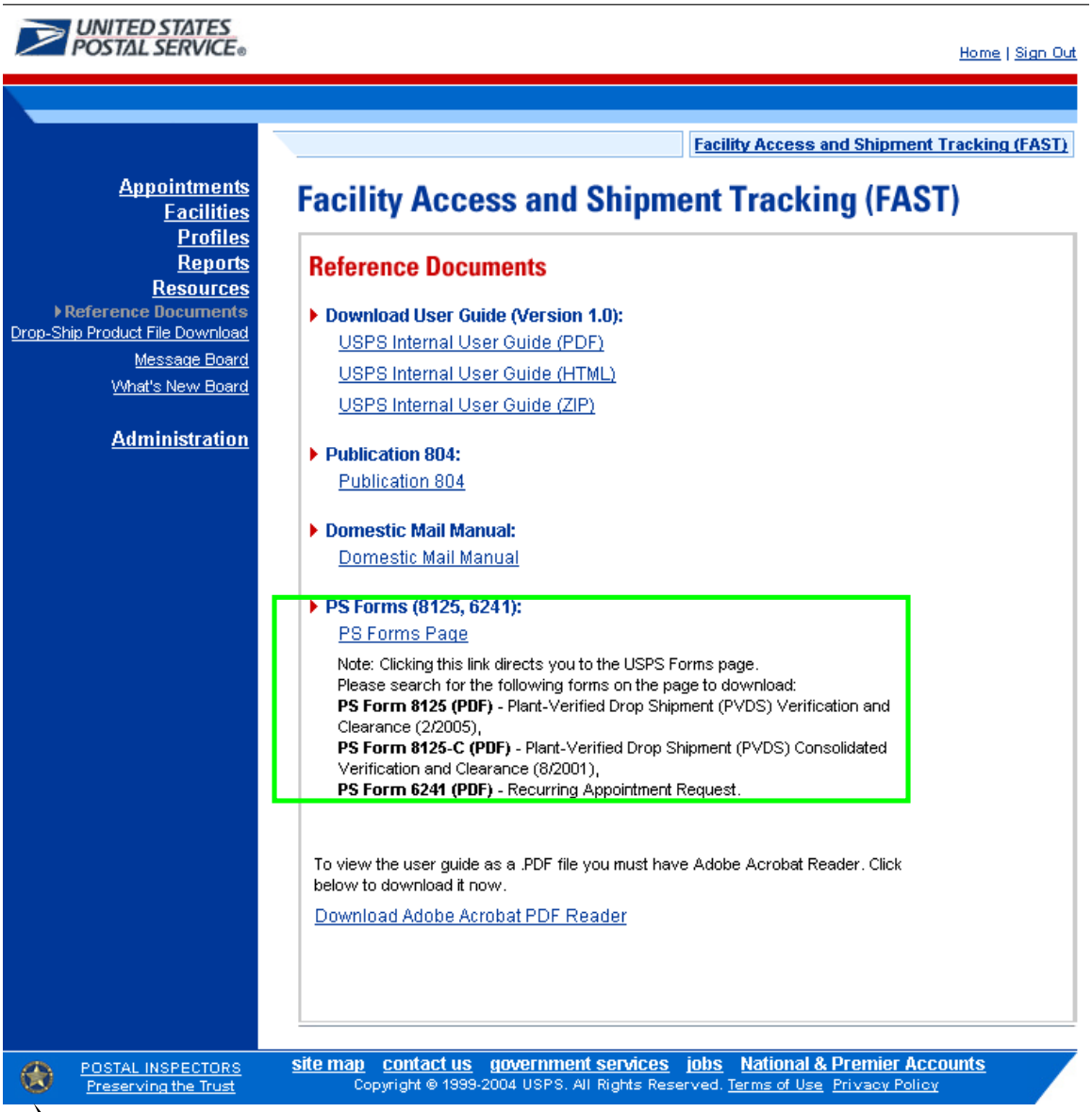
The *PS Form 8125* section describes how the user may download the form in .PDF format.

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*PS Form 8125* section) page are described below. A snapshot of the page is displayed after the field description.

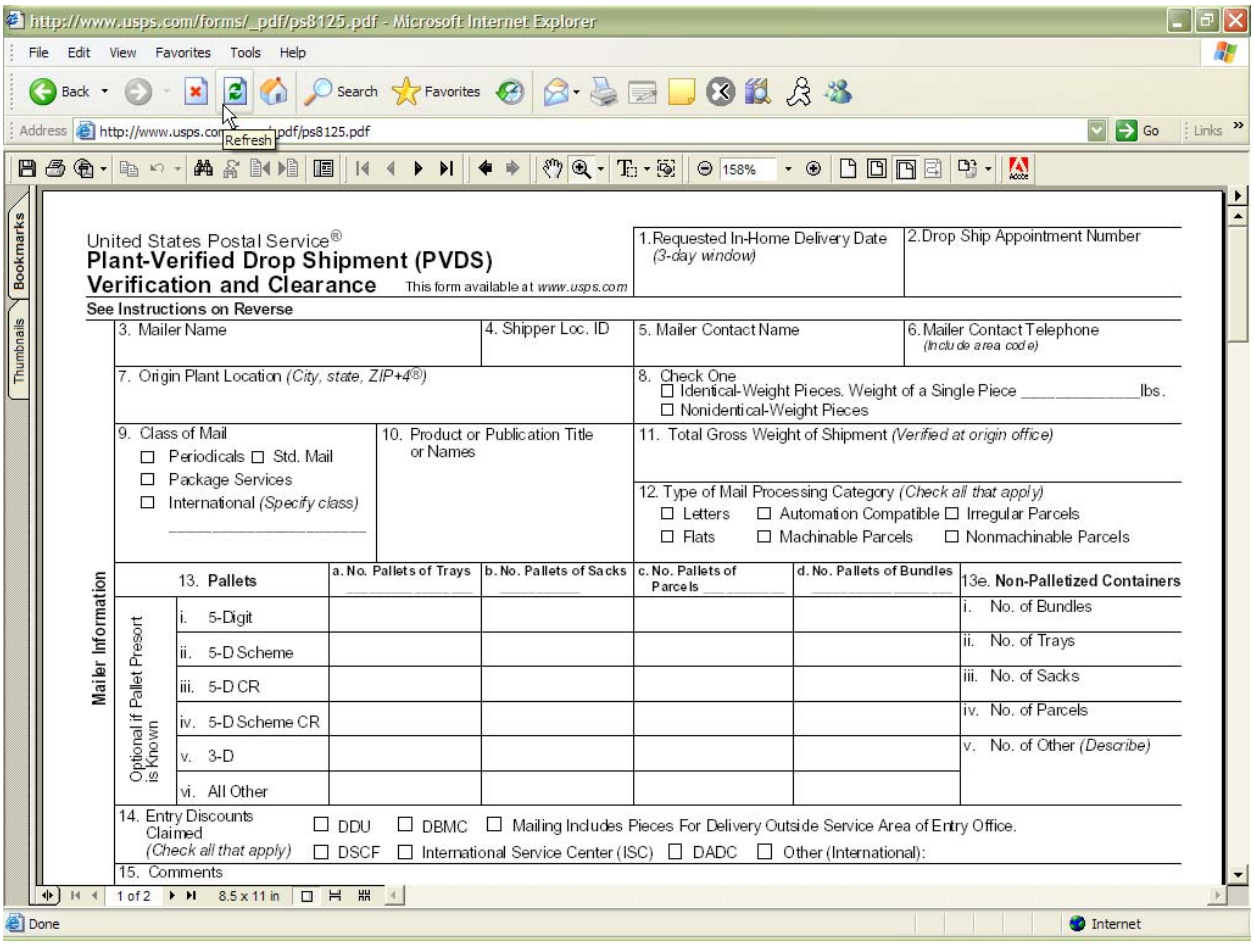
PS Forms Page hyperlink	Redirects user to the USPS Forms Page

The *Reference Documents* page is displayed below with the *PS Form 8125* section highlighted.



CLICK the **PS Forms Page** hyperlink, to be redirected to the USPS Forms page. The user will search for the PS Form 8125 to download in .PDF format.

The *PS Form 8125* in .PDF format is displayed below:



United States Postal Service®
Plant-Verified Drop Shipment (PVDS) Verification and Clearance This form available at *www.usps.com*

See Instructions on Reverse

1. Requested In-Home Delivery Date *(3-day window)*
2. Drop Ship Appointment Number
3. Mailer Name
4. Shipper Loc. ID
5. Mailer Contact Name
6. Mailer Contact Telephone *(Include area code)*
7. Origin Plant Location *(City, state, ZIP+4®)*
8. Check One
   ☐ Identical-Weight Pieces. Weight of a Single Piece _____lbs.
   ☐ Nonidentical-Weight Pieces
9. Class of Mail
   ☐ Periodicals ☐ Std. Mail
   ☐ Package Services
   ☐ International *(Specify class)* _____
10. Product or Publication Title or Names
11. Total Gross Weight of Shipment *(Verified at origin office)*
12. Type of Mail Processing Category *(Check all that apply)*
   ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels

Mailer Information

13. Pallets	a. No. Pallets of Trays	b. No. Pallets of Sacks	c. No. Pallets of Parcels	d. No. Pallets of Bundles	13e. Non-Palletized Containers
Optional if Pallet Presort is Known: i. 5-Digit					i. No. of Bundles
ii. 5-D Scheme					ii. No. of Trays
iii. 5-D CR					iii. No. of Sacks
iv. 5-D Scheme CR					iv. No. of Parcels
v. 3-D					v. No. of Other *(Describe)*
vi. All Other					

14. Entry Discounts Claimed *(Check all that apply)*
   ☐ DDU ☐ DBMC ☐ Mailing Includes Pieces For Delivery Outside Service Area of Entry Office.
   ☐ DSCF ☐ International Service Center (ISC) ☐ DADC ☐ Other (International):
15. Comments

The full *PS Form 8125* is displayed below:

United States Postal Service®
Plant-Verified Drop Shipment (PVDS)
Verification and Clearance This form available at *www.usps.com*

See Instructions on Reverse

1. Requested In-Home Delivery Date *(3-day window)*
2. Drop Ship Appointment Number

Mailer Information

3. Mailer Name
4. Shipper Loc. ID
5. Mailer Contact Name
6. Mailer Contact Telephone *(Include area code)*
7. Origin Plant Location *(City, state, ZIP+4®)*
8. Check One
   ☐ Identical-Weight Pieces. Weight of a Single Piece _____lbs.
   ☐ Nonidentical-Weight Pieces
9. Class of Mail
   ☐ Periodicals ☐ Std. Mail
   ☐ Package Services
   ☐ International *(Specify class)* _____
10. Product or Publication Title or Names
11. Total Gross Weight of Shipment *(Verified at origin office)*
12. Type of Mail Processing Category *(Check all that apply)*
   ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels

13. **Pallets**	a. No. Pallets of Trays _____	b. No. Pallets of Sacks _____	c. No. Pallets of Parcels _____	d. No. Pallets of Bundles _____	13b. **Non-Palletized Containers**
Optional if Pallet Presort is Known: i. 5-Digit					i. No. of Bundles
ii. 5-D Scheme					ii. No. of Trays
iii. 5-D CR					iii. No. of Sacks
iv. 5-D Scheme CR					iv. No. of Parcels
v. 3-D					v. No. of Other *(Describe)*
vi. All Other					

14. Entry Discounts Claimed *Check all that apply)* ☐ DDU ☐ DBMC ☐ Mailing Includes Pieces For Delivery Outside Service Area of Entry Office.
   ☐ DSCF ☐ International Service Center (ISC) ☐ DADC ☐ Other (International) :
15. Comments
16a. Contact at Company Making Drop Ship Appointment *(If other than mailer and if known when completing this form)*
16b. Telephone

Origin Post Office *(Where verified)*

17. Origin Post Office™ *(City, state, and ZIP+4)*
18. Verified at
   ☐ DMU *(Mailer's plant)* ☐ BMEU or Post Office
19. Permit Number
20. Postage Payment Method *(Except for periodicals)*
   ☐ Permit ☐ Stamped ☐ Meter
21. Total Pieces
22. Total Weight of Mailing
23. Vehicle PVDS Seal Number
24. Vehicle ID Number
25. Comments
26a. Name of USPS® Employee Verifying Mail
26b. Employee's Telephone Number *(Include area code)*
26c. Signature of Verifying Employee
26d. USPS Contact Name *(If other than verifying employee)*
27. Round Stamp *(Required)*

Destination Entry Post Office or Delivery Unit

28. Entry Office *(City, state, and ZIP+4. Indicate type of facility, e.g.,if mail will be entered at a BMC facility, write "BMC" as well.)*
29a. USPS Receiving Employee Signature
29b. USPS Receiving Employee Name
30. Date/Time of Arrival
31. Date/Time of Departure
32. Comments *(NOTE: Enter bedload discrepancies as percentages and pallet discrepancies as pallet counts.)*
33. Load Condition Irregularities *(Check all that apply)*
   ☐ Broken Pallets ☐ Load Unsafe
   ☐ Container Counts do not Match Form 8125 ☐ Mailings are not Separated by Form 8125
   ☐ Damaged Mail ☐ Pallets Too Tall
   ☐ Improper Mail Makeup ☐ Other *(Describe in item 32)*
34. Scan the barcode upon receipt.

PS Form **8125**, December 2004 (NSN 7530-02-000-7255) *(Page 1 of 2)* (DRAFT2: 12/16/2004) Destination Office—1 Mailer—2 Origin Post Office—3

9.2.4 Link to Publication 804

Drop Shipment Procedures for Destination Entry (*Publication 804*) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM). They establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the following processes:

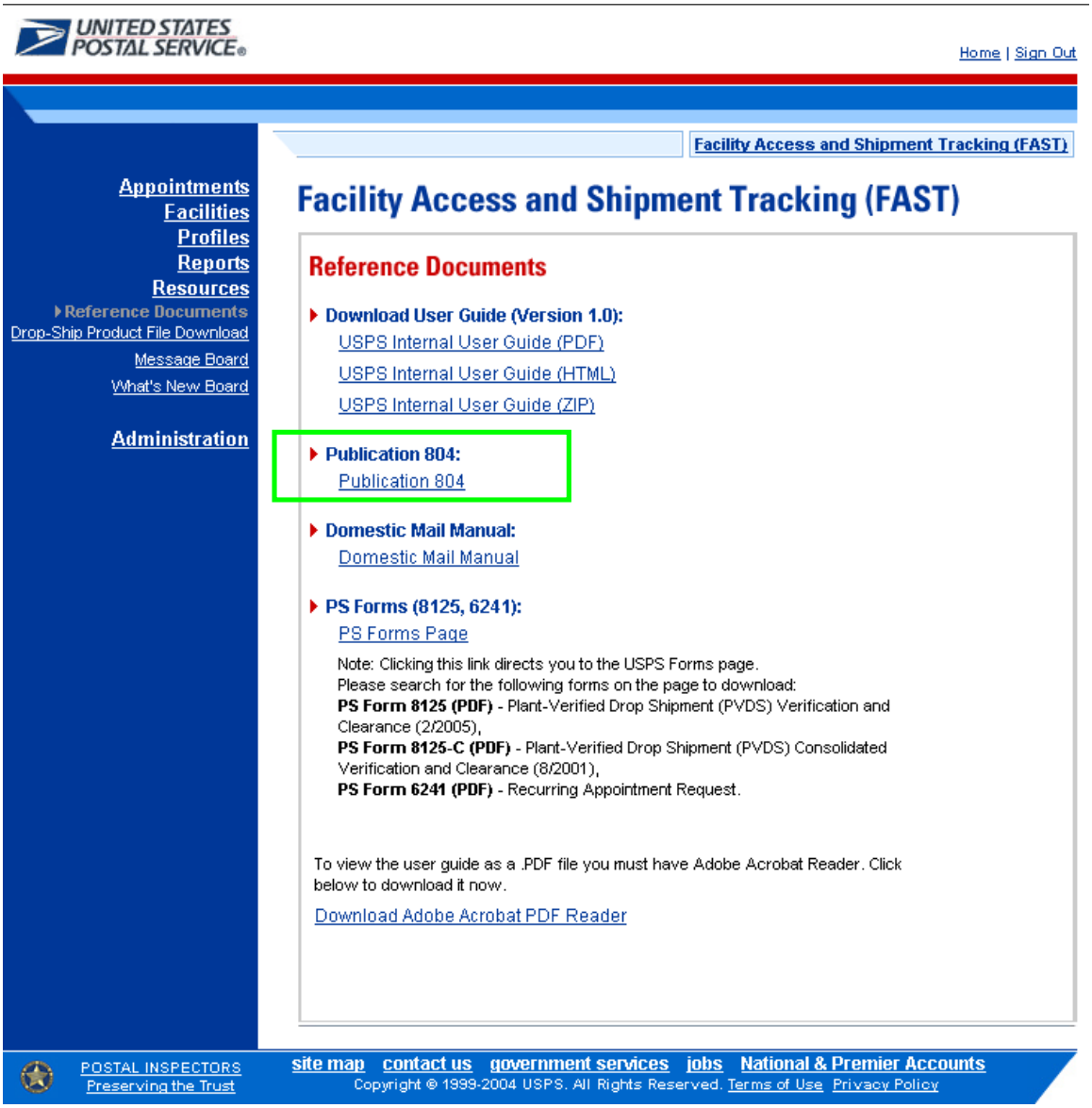
- Linking to Publication 804 in .PDF format
- Linking to Publication 804 in text format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*Publication 804* section) page are described below. A snapshot of the page is displayed after the field description.

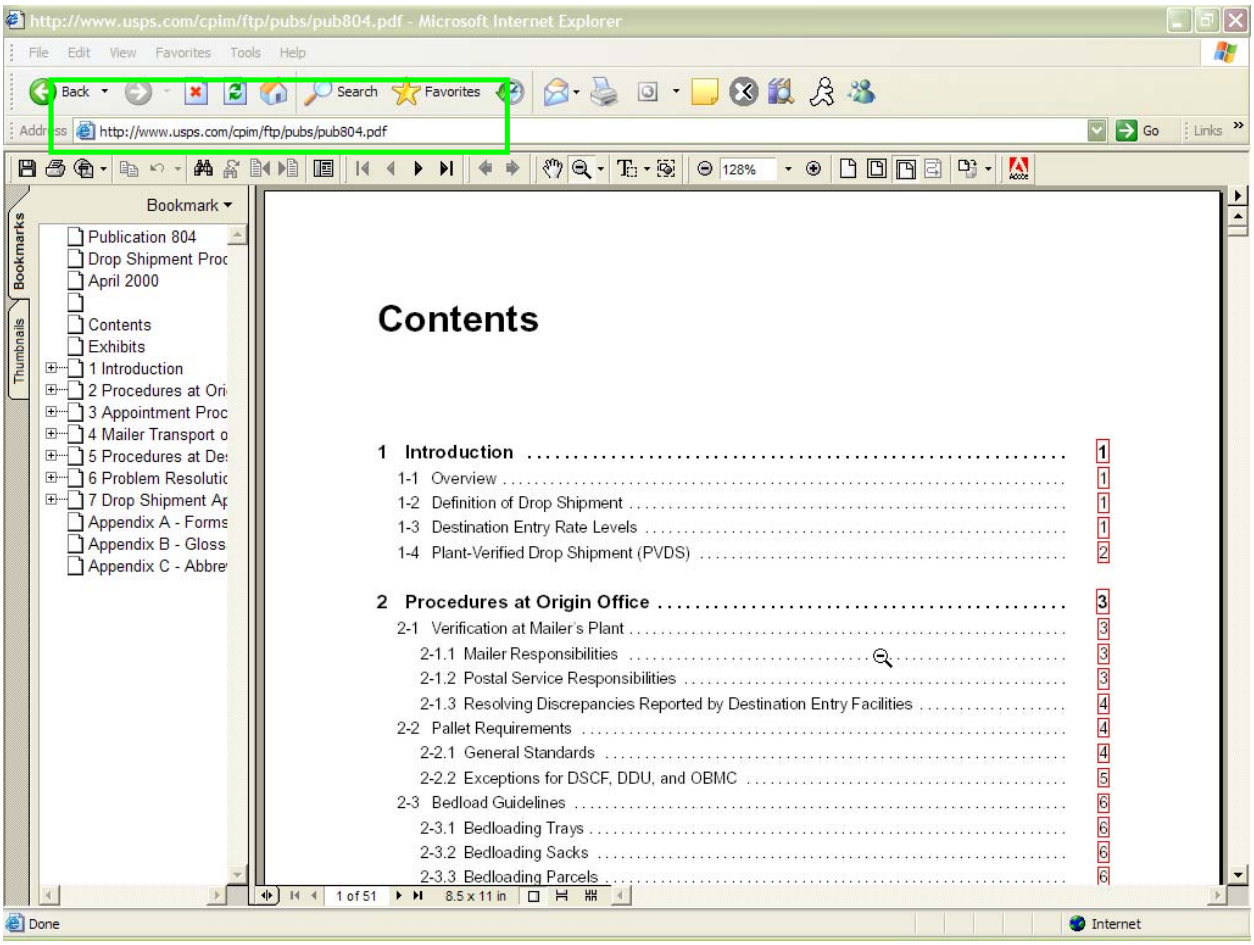
Publication 804 hyperlink	Redirects the user to the USPS Publications Page

The *Reference Documents* page is displayed on the following page with the *Publication 804* section highlighted.



CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **TEXT** to download .TEXT format.

The *Publication 804* in text format is displayed below with the shortcut highlighted.



Note:

Publication 804 is under revision. The screenshot above reflects documents currently available.

CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **PDF** to download .PDF format.

9.2.5 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The user may access the DMM in .PDF format on the Postal Explorer website. Postal Explorer holds the most recent Domestic Mail Manual.

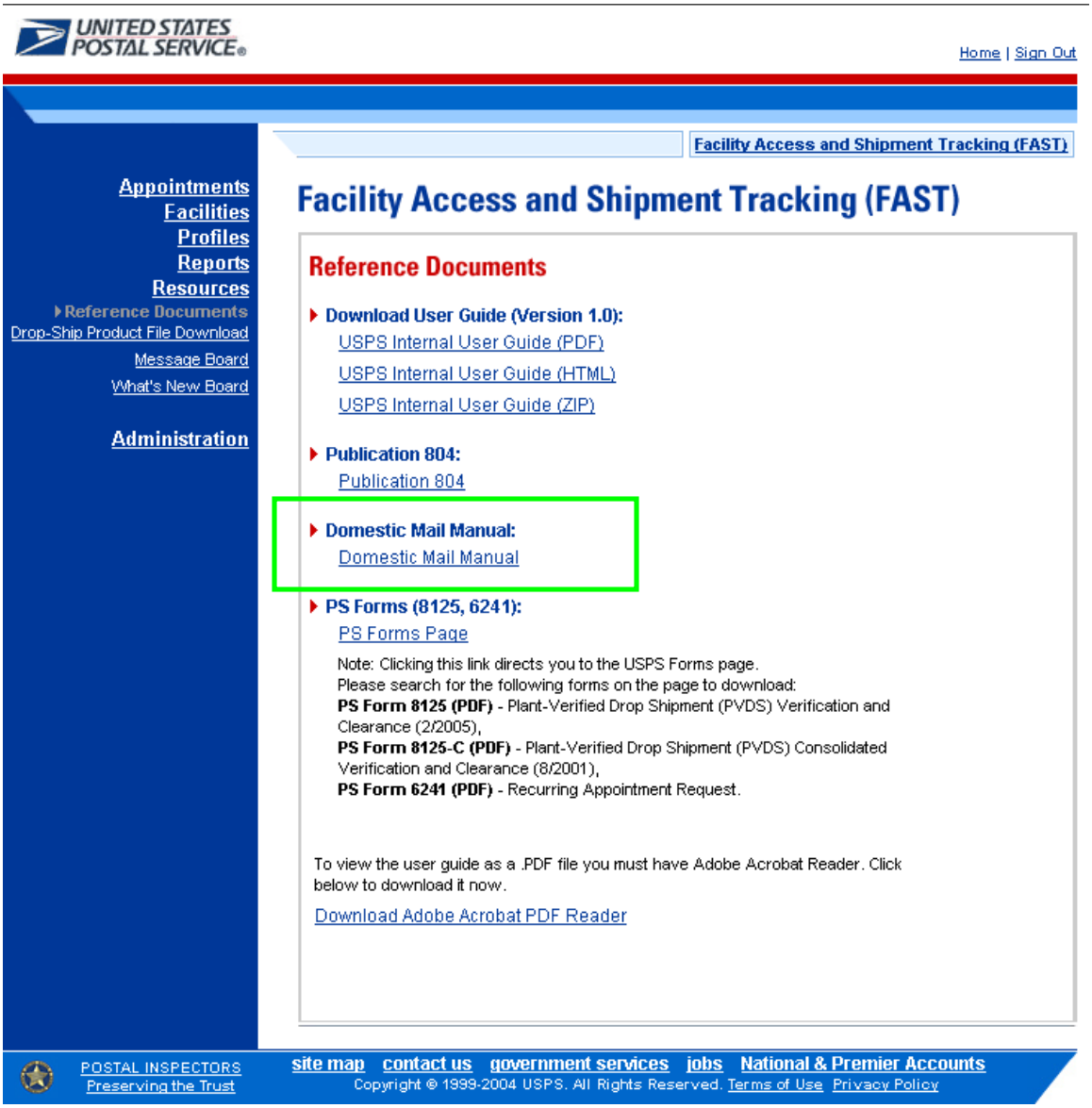
The *Domestic Mail Manual* section describes how the user may view the manual in .PDF format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*Domestic Mail Manual* section) page are described below. A snapshot of the page is displayed after the field description.

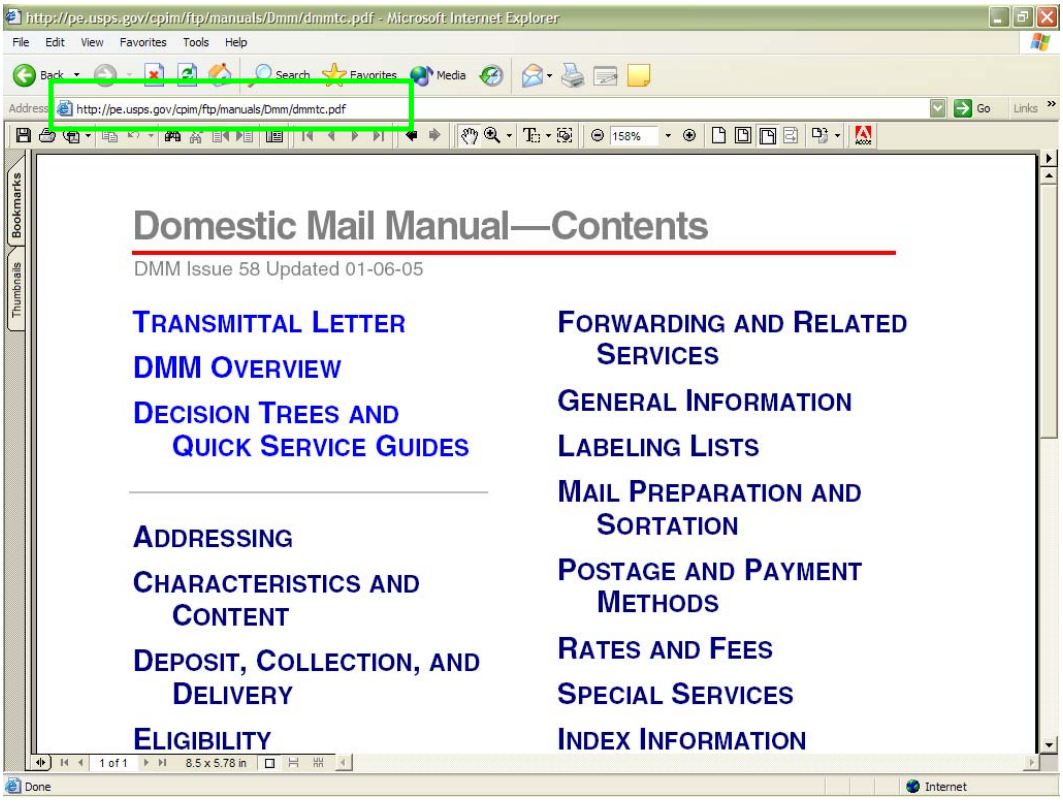
Domestic Mail Manual hyperlink	Redirects the user to the USPS Domestic Mail Manual Page

The *Reference Documents* page is displayed below with *the Domestic Mail Manual* section highlighted.



CLICK the **Domestic Mail Manual** hyperlink, to be redirected to the USPS Domestic Mail Manual page. CLICK **Download DMM** to download the Domestic Mail Manual in .PDF format.

The *Domestic Mail Manual* in .PDF format is displayed below with the shortcut highlighted.



9.3 Drop Ship Product File Download

The *Drop Ship Product* page allows a user to download various drop ship product files. There are 5 different files that include:

- **Address File** – The Drop Ship Address portion of the product contains USPS facility address and telephone information.
- **Supplemental Site File** – The Drop Ship Supplemental Site portion of the product contains docking information, processing hours, and directions to the drop ship facilities.
- **Parcel File** – The Drop Ship Parcel portion of the product contains ZIP Codes and processing hours.
- **ZIP/CIN File** – The Drop Ship ZIP/CIN portion of the product contains ZIP Codes, carrier routes, CIN and drop ship carrier sequence barcode sorter (CSBCS) discount codes. It also contains a drop site key for additional discounts.
- **ZIP/CRID File** – The Drop Ship ZIP/CRID portion of the product contains ZIP Codes, carrier routes, and drop ship carrier sequence barcode sorter (CSBCS) discount codes. It also contains a drop site key and a drop site letter key for additional discounts.

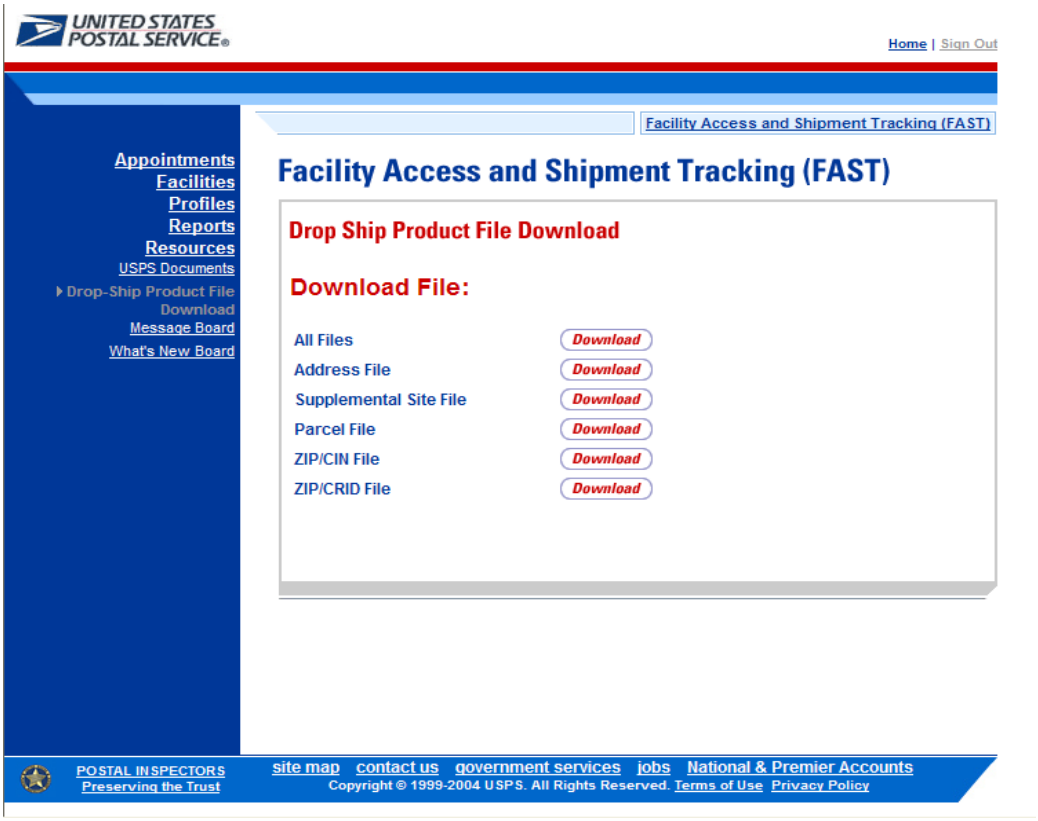
The user may either download all of the files at once by selecting the **All File** download button or they may download each file individually.

The user begins the process from the *Resources Landing* page. The user CLICKS the **Drop Ship Product File Download** link, or associated **Go>** button to display the *Drop Ship Product File Download* page. The user may then select which file to download and CLICK the associated **Download** button.

The fields and buttons on the *Drop Ship Product File Download* page are described below. A snapshot of the page is displayed after the field description.

Download (All Files)	Begins the downloading process of all files in the Drop Ship Product File
Download (Address File)	Begins the downloading process of the Address File
Download (Supplemental Site File)	Begins the downloading process of the Supplemental Site File
Download (Parcel File)	Begins the downloading process of the Parcel File
Download (ZIPCIN File)	Begins the downloading process of the ZIPCIN File
Download (ZIPCRID File)	Begins the downloading process of the ZIPCRID File

The *Drop Ship Product File Download* page is displayed below.



CLICK the **Download** button to begin the downloading process. A new window will appear prompting the user to either open the WinZip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:

To extract and open any of the WinZip files, the user must have the WinZip application.

9.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Users may view all general and facility messages that have not yet expired.

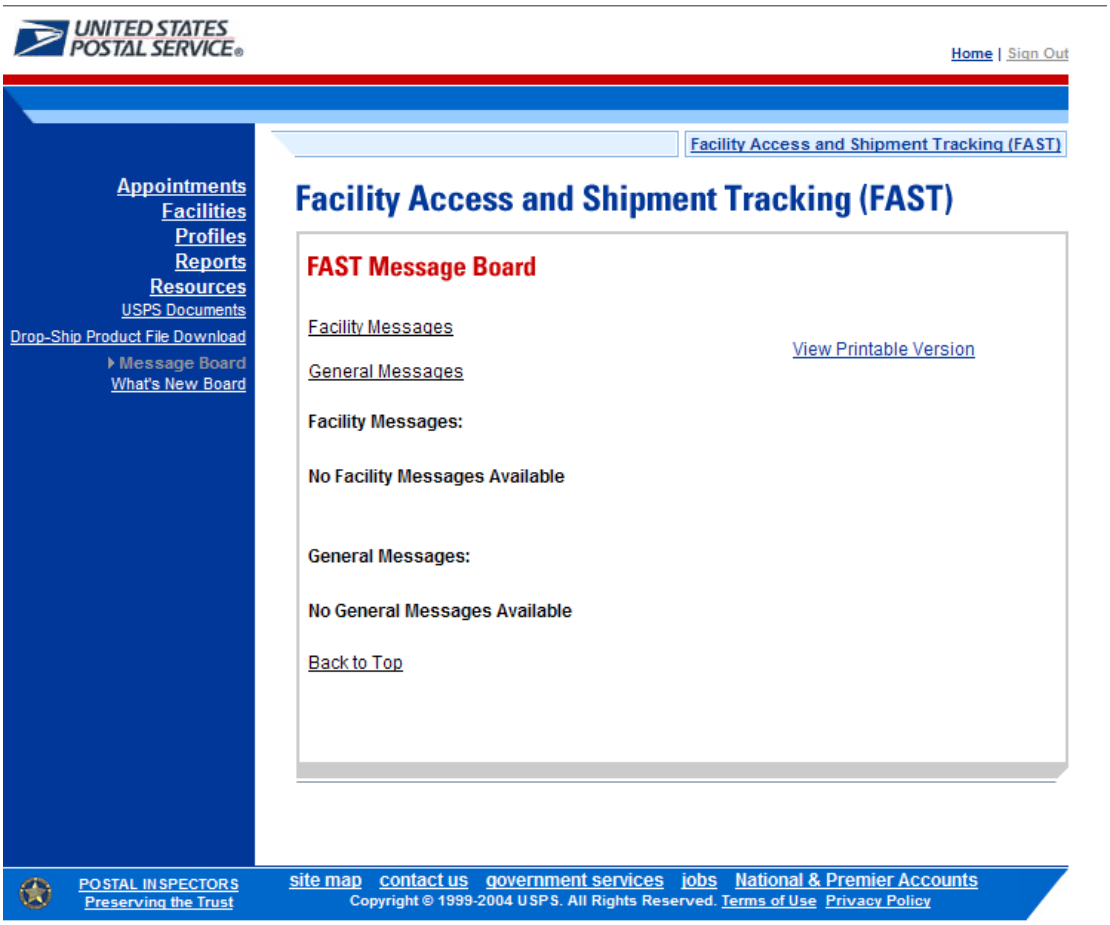
The *Message Board* section describes the process for viewing the board.

The Message Board is accessible from three points in FAST; from the *FAST Login* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). The user begins the process from the *FAST Login* page. Upon login the **Message Board Pop Up** will automatically be displayed. The user may also access the **Message Board** from the *Resources Landing* page. The user CLICKS the **Message Board** link, or associated **Go>** button to display the *Message Board*.

The fields and buttons on the *Message Board* page are described below. A snapshot of the page is displayed after the field description.

Facility Messages link	Triggers the application to bring the user to the *Facility Message* section on the Message Board
General Messages link	Triggers the application to bring the user to the *General Message* section on the Message Board
Facility Messages	Includes all Facility Messages available
General Messages	Includes all General Messages available
Back to Top link	Triggers the application to bring the user back to the top of the *Message Board*

The *FAST Message Board* is displayed below.



9.5 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

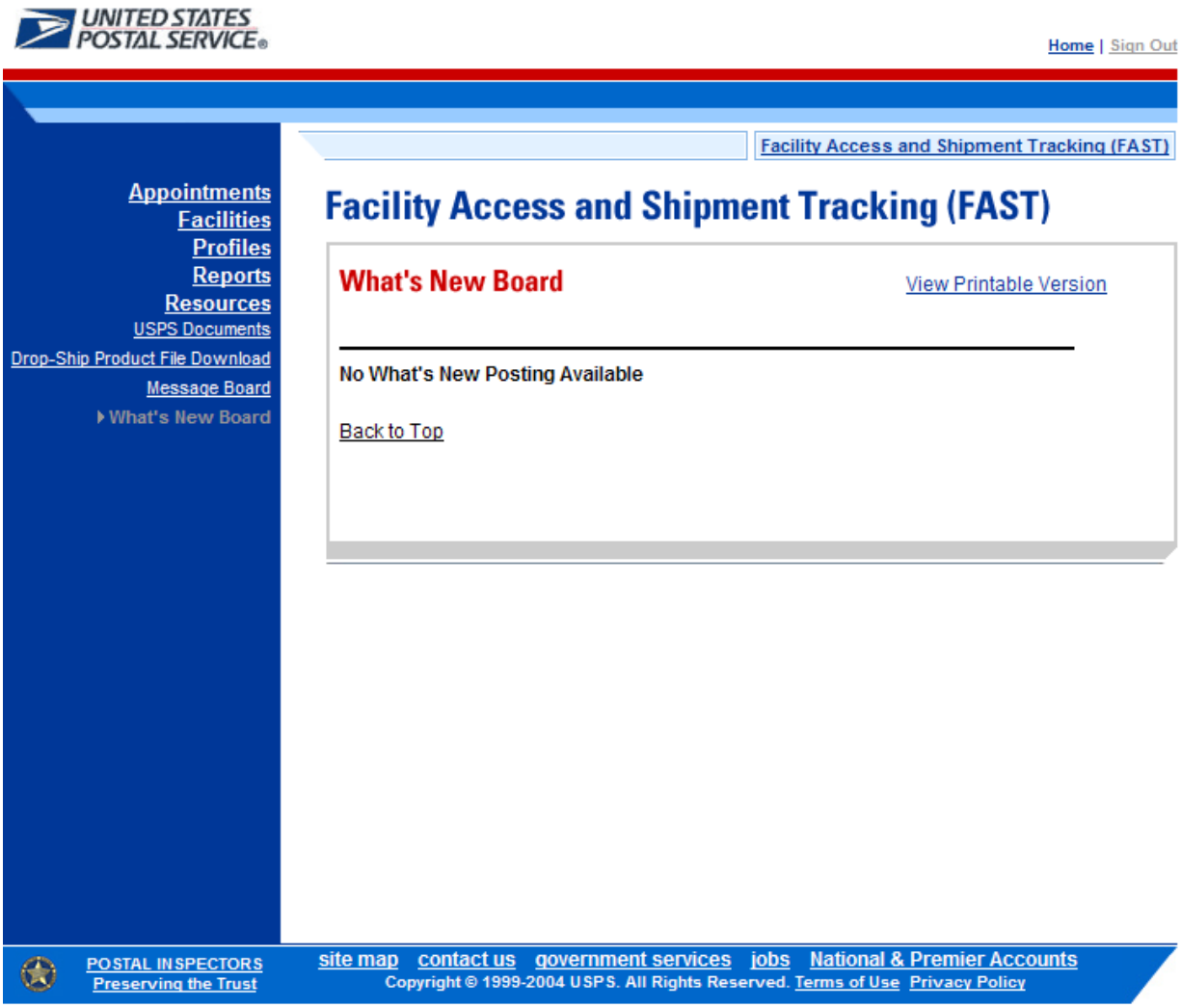
The *What's New Board* section describes the process for viewing the board.

The *What's New Board* is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The fields and buttons on the *What's New Board* page are described below. A snapshot of the page is displayed after the field description.

What's New Post Date	The date the message was posted by the user
What's New Expiration Date	The date the message will expire and cease to be displayed on the *What's New Board*
Subject	The subject of the message entered by the user
What's New	The text of the new message entered by the user
Back to Top link	Triggers the application to bring the user back to the top of the *What's New Board*

The *FAST What's New Board* is displayed below.



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10.0 Rating Overview

Ratings are calculated to promote accurate appointment scheduling and timely delivery of mail. FAST calculates two kinds of ratings: Appointment Rating and Corporate Rating. Individual appointments are evaluated and scored as they are finalized. The appointment scores are then used to calculate a corporate rating for each destination facility the corporation services. Corporations are evaluated and rated on a weekly basis. Corporate rating is based on all finalized appointment ratings over a 28 day period for each corporation and destination facility combination.

The *Rating Overview* section describes how appointments and corporations are rated in FAST. It also contains a timeline of the different deadlines and time frames that affect appointments and rating. The section includes:

10.1 Appointment Rating

10.2 Corporate Rating

10.3 Timeline and Rating Calendar

10.1 Appointment Rating

Appointments are given individual scores to rate accurate appointment scheduling data. An appointment may not be scored until it is considered finalized. Appointments are considered finalized at 96 hours past the scheduled appointment time. Closed appointments are scored in a separate manner than appointments that are considered exceptions (such as no show and unscheduled arrival appointments) when they are finalized.

The *Appointment Rating* section discusses the following topics:

10.1.1 – Closed Appointment Scoring
10.1.2 – Exception Scoring
10.1.3 – Exempt Appointments

10.1.1 Closed Appointment Scoring

An appointment may receive a score from 0 to 100, with 100 being a perfect score. Closed appointments are scored based on the following three criteria:

- Submission Method and Content Detail – 20 points possible
- On-Time Accuracy – 40 points possible
- Content Accuracy – 40 points possible

Submission Method and Content Detail

Corporations are evaluated on the amount of information provided in their pre-notification and the manner in which they provide the information. This category is used as an incentive for the corporations to provide a detailed level of information in an electronic format. Depending on the submission method of an appointment request and the detail of content contained in it, the appointment may receive a score of 0, 10 or 20 for this category.

Content Detail/Submission Method	Points Awarded
Mail.dat or Web Services with pallet presort	20/20
Web Services without pallet presort or FAST Online	10/20
Phone	0/20

On-Time Accuracy

In the on-time accuracy category, the corporations are evaluated on their ability to meet the planned date/time of their appointment. The scheduled appointment information is evaluated against the actual performance information. Depending upon the scheduled arrival time compared to the actual arrival time, an appointment may receive a score of 0, 20 or 40, displayed below.

On-Time Induction Accuracy	Points Awarded
On-Time (Up to 30 minutes late)	40/40
Late (31 minutes to 2 hours late)	20/40
Significantly Late (2:01 hours to 8 hours late)	0/40
More than 8 hours late – No Show	0 points for entire appointment

Content Accuracy

Content accuracy is divided into two sections:

- Induction Accuracy - Compares the actual content to the expected content
- Pre-Notification Accuracy - Evaluates the degree and timing of content changes to the appointment

In the induction accuracy category, the corporations are evaluated on whether the scheduled appointment contents match the actual contents. An appointment may receive a score of 0, 30 or 40 depending on the discrepancy level between what content was scheduled to arrive and what content actually arrived and the timing of the change.

Content Induction Accuracy	Points Awarded
Accurate (less than or equal to 2 pallets)	40/40
Minor Discrepancy (up to 5 pallets or less than 25% bedload)	30/40
Major Discrepancy (more than 5 pallets or greater than 25% bedload)	0/40

In the pre-notification accuracy category, the corporations are evaluated on their ability to accurately determine the actual contents of their shipment at the time that the appointment was booked. Pre-notification changes are grouped into two kinds of changes: appointment type changes and significant volume changes.

Appointment type changes are defined to be from Pallet to Bedload or Speedline to Bedload.

Significant volume changes are only evaluated for USPS defined working volume and are then evaluated by each mail shape submitted. Depending on whether the total pallet count is more than or less than 20 pallets, the significant volume threshold may be one of the following two values:

- If the total working volume Pallet count is greater than 20, more than a 10% change is significant and anything less than 10% is not considered significant

- If the total working volume Pallet count is less than or equal to 20, two pallets is considered a significant change and anything less than two pallets is not considered significant

Points are deducted from the appointment's Content Accuracy score when either appointment type and/or significant volume changes occur.

Content Pre-Notification Accuracy	Points Deducted
No changes, minor changes	**0**
Significant volume changes – submitted more than 24 hours in advance of appt	**0**
Significant volume changes – submitted within 24 hours of appt	**10**
Appt Type changes – submitted more than 24 hours in advance of appt	**0**
Appt Type changes – submitted within 24 hours of appt	**10**
Appointments created within 8 hours	**20**
Appointments updated within 8 hours	**10**

The appointment's total score is calculated by adding each section's individual score together:

Appointment Score = Submission Method/Content Detail + On-Time Accuracy + Content Accuracy

10.1.2 Exception Scoring

Appointments meeting certain criteria are considered exceptions to normal appointment score calculations. They are scored as follows:

Exception Scoring	Total Points
Rejected, No-show, and Unscheduled Arrival Appointments	**0**
Cancelled, facility change, or location change appointments – greater than 24 hours*	**25**
Cancelled, facility change, or location change appointments – within 24-8:01 hours	**25**
Cancelled, facility change, or location change appointments – within 8 hours	**15**

* These appointments are acceptable to a threshold of 10% over a 28 day period. These appointments will only be factored into corporate rating once the 10% threshold over has been reached.

For example:
The threshold for a corporation at Facility A over a 28 day period is 10%. The corporation has a total of 100 appointments at Facility A over the 28 day period. Eight of the 100 appointments are cancelled appointments or appointments with location changes and date changes that were made more than 24 hours in advance of the original scheduled appointment time. Since the eight appointments do not meet the 10% threshold of the 100 total appointments, they are not included in corporate rating and the corporate rating is based off of the remaining 92 appointments.

10.1.3 Exempt Appointments

The following appointments are always exempt from appointment and corporate rating:

- Appointments impacted by holiday and contingency constraints
- 100% Periodicals appointments
- 100% perishable appointments
- Delivery Unit drops
- USPS delays to multi-stop appointments

The first appointment in a multi-stop receives an appointment score. Any subsequent appointment in a multi-stop that was delayed due to USPS is excluded from appointment rating. A USPS delayed appointment is determined using pre-defined timeframes per each appointment type.

- If the actual appointment arrival time is earlier than the scheduled appointment time, the timeframe evaluated is from the scheduled appointment date/time to the unload end time.
- If the actual appointment arrival time is less than or equal to 30 minutes after the scheduled appointment time, the timeframe evaluated is from the vehicle arrival time to the unload end time.
- If the actual appointment arrival time is greater than 30 minutes after the scheduled appointment time, the timeframe evaluated is from the unload start time to the unload end time.

The following lists the allowable timeframes for each appointment type by facility type. Anything over the allowable timeframe is considered a USPS delay and exempts the appointment from rating.

Appointment Type/ Facility Type	Pallet	Speedline	Bedload
BMC	**3 Hours**	**1.5 Hours**	**8 Hours**
P&DC	**2 Hours**	**1 Hour**	**8 Hours**

Drop & Pick Appointments scenarios are explained below:

1. Scheduled appointment for a time period prior to 3pm and vehicle arrived prior to 3pm – 8 hours to unload
2. Scheduled appointment for a time period prior to 3pm, but vehicle arrived after 3pm – 18 hours to unload
3. Scheduled appointment for a time period after 3pm and vehicle arrived prior to 3pm – 18 hours to unload
4. Scheduled appointment for a time period after 3pm, but vehicle arrived after 3pm – 18 hours to unload

Note:
Drop and Pick appointments cannot be included in a multi-stop.

10.2 Corporate Rating

Appointment scores are used when calculating corporate rating. Each corporation is given a separate rating for each postal facility where they have scheduled appointments. Corporations are placed into rating tiers depending upon their drop shipment performance. Tier levels are used for each corporation/facility pair to encourage good performance from corporations by reserving appointment slots for preferred corporations.

The *Corporate Rating* section describes the overall rating calculation and tier description. It includes:

10.2.1 – Corporate Rating Information
10.2.2 – Tier Summary

10.2.1 Corporate Rating Information

Corporate rating is defined as the average of all non-exempt appointment scores over a 28 day period for a given facility. The 28 day period includes finalized appointments that are 4 days older than the current date through 32 days older than the current date.

Corporate ratings are calculated weekly on Wednesday evenings. When a rating is calculated, it becomes effective two weeks following the rating calculation.

Each corporate rating score falls into one of four tiers for each of their rated facilities. The rating scores for each tier range are configurable by USPS and set at a national level by Headquarters. Tiers are described in the next section – *Tier Summary.*

10.2.2 Tier Summary

Tiers are assigned score ranges which are set by Headquarters. When a corporation's rating is calculated for a designated facility, the corporation is placed in one of four tiers for that facility. USPS allocates dock slot availability and volume availability to the four tiers by a percent calculation. The percent calculation is based on the number of appointments for corporations within a specific rating tier at a facility compared to the total number of appointments at the facility over a 28 day period. The higher tier a corporation is placed in, the more options they have for available dock slots and volume capacity at the designated facility.

The following table illustrates how a corporation may have different tier ratings at different USPS facilities based on the tier score ranges.

USPS Tier Score Range	
90 & up	Tier 1
80 - 89	Tier 2
70 - 79	Tier 3
69 & below	Tier 4

Customer A		
Appointment Score per Facility		Tier Placement
Facility A	83	2
Facility B	76	3
Facility C	92	1
Facility D	66	4

Appointment slots and volume capacity are allocated to each of the four tiers and are based on the corporate rating distribution per facility. A corporation placed into Tier 1 has access to available slots in

Tier 1, Tier 2, Tier 3 and Tier 4. A corporation placed into Tier 2 has access to available slots in Tier 2, Tier 3 and Tier 4 and so on.

To determine the percentage of dock slots and volume availability allocated for a tier, the total number of scheduled and finalized appointments for the specified tier for the previous 28 days is divided by the total number of scheduled and finalized appointments for the previous 28 days.

The percentage calculation allows for the availability of appointments to be based on the number of appointments that each tier had during the last 28 days. It helps to ensure that the allocation of appointment availability is in line with the number of appointments that the corporations have had during a range of time.

The following table illustrates the calculated tier availability percentages for a facility with 1000 scheduled and finalized appointments over the last 28 days.

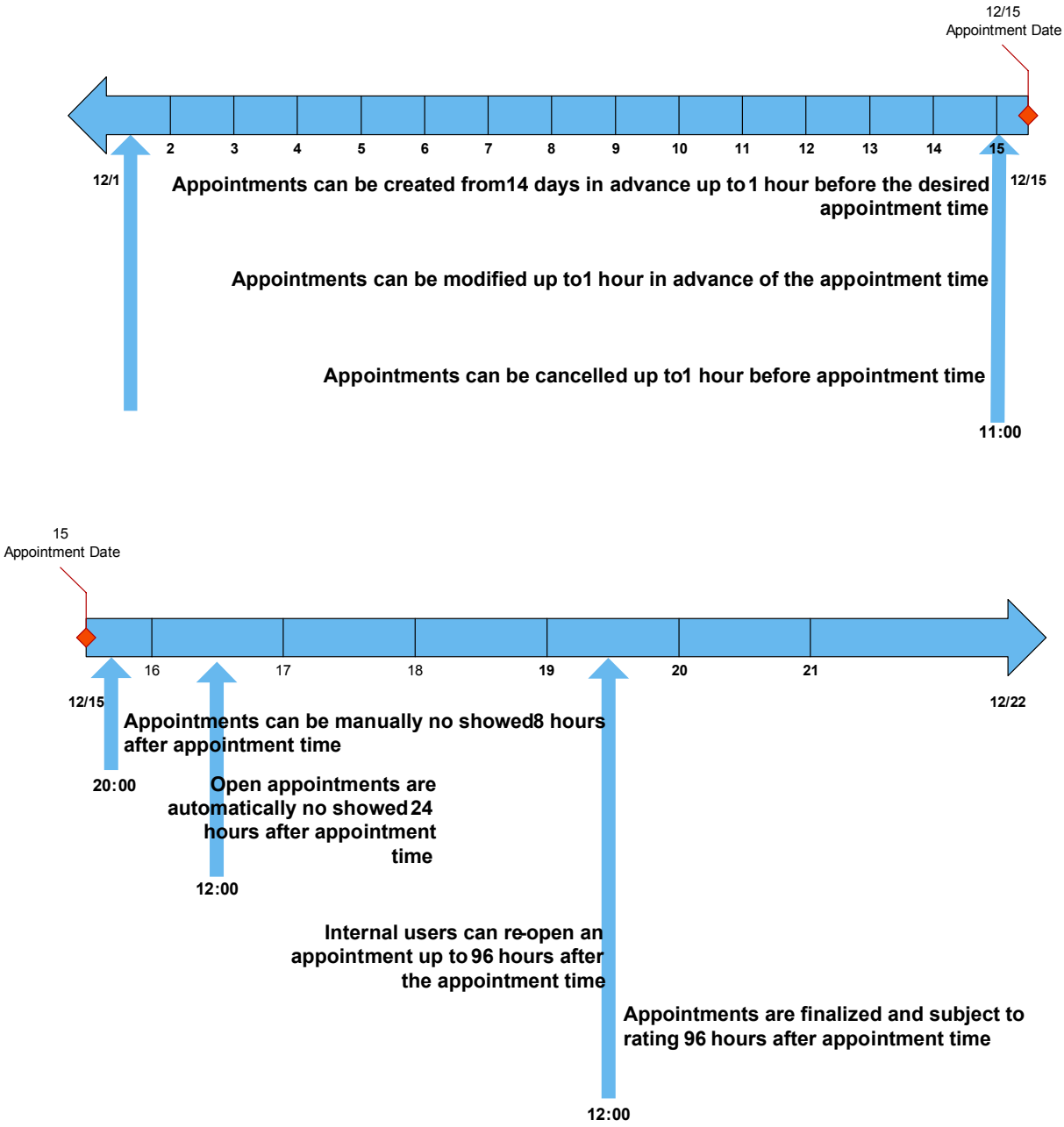
Facility A: 1000 Total Appointments		
	Appointments	Availability Percentage
Tier 1	300	30%
Tier 2	100	10%
Tier 3	200	20%
Tier 4	400	40%

Dock slot and volume availability allocation is based on the percentages calculated. If the available slots are below 4, then the logic below is utilized.

Number of available appointments	Allocation of appointments
1 available appointment	Tier 4 = 1 appointment
2 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment
3 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment
4 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment Tier 1 = 1 appointment
More than 4 available appointments	FAST will calculate

10.3 Timeline and Rating Calendar

The following timeline lists the different deadlines affecting appointments. The timeline is based off an appointment scheduled for December 15 at 12pm.



Note:
Appointments can not be manually no showed prior to 8.01 hours after the scheduled appointment time, as that is considered a significantly late appointment.

The following calendar displays the appointment and corporate rating timeline of events.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	February 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	March 1	2	3	4	5

28 Days of Appointments based on Appointment Date

Appointment Date ☆

96 Hour →

← Finalization Period

Schedulers are Rated

% Allocation & Availability is Executed

Rating is in effect in 2 weeks ☆

Scheduler Rating Activates

* Last appointment to be summarized is on Friday at midnight. USPS Operational week is from Saturday - Friday

11.0 Appendix

The *Appendix* contains the following sections:

11.1 – Security – Describes the different user groups for external customers
11.2 – PostalOne! User Guide – User Guide for the *PostalOne!* system
11.3 – PostalOne! Technical Guide – Technical Guide for the *PostalOne!* system
11.4 – Glossary – List of the relevant terms and their definitions used in FAST

11.1 Security

FAST uses different security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee the appointment or facility information a user wishes to view, create or edit is correct and has not been manipulated by unauthorized persons.

FAST allows login by two main groups of users – internal and external. Internal users are USPS employees and external users are USPS customers.

The following section describes the different types of external users and what they are able to access in FAST.

External Users

External users are divided into the following user groups in FAST:

- **Corporate users** – Users with the ability to view, create and update appointment data for all schedulers who are associated to their corporation. They may not view appointment data or create reports for any other corporations.

- **Scheduler users** – Users with the ability to view, create and update appointment data for themselves only. They may not view appointment data or create reports for any other schedulers.

External users are restricted to viewing only appointment information in FAST that is associated with that specific user. For example, a report generated by an external user only displays results that are directly related to the user. If the user generates the Facility Schedule Report, the report would only show the appointment information that was scheduled by that person (if the user is a scheduler) or by the scheduler associated to the user's corporation (if the user is a corporate user).

The external user groups may be granted read-only access, read-only/restricted access or restricted access. Read-only access allows the pages to be viewed but not managed. Read-only/restricted access allows only pages that are associated to the user to be viewed only. Restricted access allows the pages to be viewed and to be managed if the information is associated to the user.

The graph shown on the following page displays the different areas and FAST and the access level for each user group.

	Access Level	Code	Description
LEGEND	Read-Only access	RO	Pages may be viewed but not managed
	Read-Only/Restricted access	RO-R	Pages associated to the user may be viewed only
	Restricted access	R	Pages may be viewed and managed if associated to the user

		EXTERNAL USERS	
		Corporate	Scheduler
PRELOGIN	Facility Profile	RO	RO
	Appointment Calendar	RO	RO
	BMC Information	RO	RO
	USPS Documents	RO	RO
	Message Board	RO	RO
	What's New Board	RO	RO
		Corporate	Scheduler
APPOINTMENTS			
	Create New Appt.	R	R
	Manage Existing Appt.	R	R
	Appointment Closeout	R	R
		Corporate	Scheduler
PROFILES	Corporate Profile	RO-R	RO-R
	Scheduler Profile	RO-R	RO-R
		Corporate	Scheduler
REPORTS	Scheduler	R	R
	Scheduler Performance	R	R
	Appointment Calendar	R	R
	Appointment Status	R	R
		Corporate	Scheduler
RESOURCES	USPS Documents	RO	RO
	Drop Ship Product File	RO	RO
	Message Board	RO-R	RO-R
	What's New Board	RO	RO

11.2 Glossary

Address Management System (AMS) - An application that allows USPS users to update the master addressing database; the AMS database is a repository of all deliverable mailing addresses in the United States and its affiliated territories, and their associated ZIP Codes, ZIP+4 Codes and city/state names.

Administration User - USPS employee that is an internal user with full access to all areas of FAST to view and edit information.

Appointment Number - A sequential number assigned when an appointment has been scheduled in FAST; must be included on the PS Form 8125; the PS Form 8125-CD, or the delivery receipt form with all associated PS Form 8125s attached.

Appointment Score - Numeric scores given to individual appointments to rate how efficiently the appointment was scheduled and managed; used in customer rating.

Appointment Status - Indicates the current standing of the appointment; Open, Closed, Cancelled, No Show, Unscheduled, Rejected.

Area Distribution Center (ADC) - A mail processing facility that receives and distributes mail destined for specific ZIP Codes under the Managed Mail Program (MMP).

Area User - USPS employee that is an internal user with full access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated area

Auxiliary Service Facility (ASF) - A facility that performs the same function as a Bulk Mail Center (BMC) in an area where volume is not sufficient to support the construction of a BMC.

Bill of Lading Number - The number associated to the bill of lading document; the document is issued by the facility to the appointment's shipper, listing and acknowledging receipt of goods for transport and specifying terms of delivery.

Bulk Mail Center (BMC) - A highly mechanized mail processing plant that distributes (1) Standard Mail in piece and bulk form, (2) Package Services Mail in piece form, (3) and Periodicals Mail in bulk form.

Cancellation Number - A confirmation number generated by FAST that is associated to a cancelled appointment.

Closed Appointment - A scheduled appointment that arrived at the correct destination facility and unloaded successfully.

Content – A set of information describing the mail associated with a PS Form 8125 or a line on the PS Form 8125-CD. An appointment may have multiple contents associated to it.

Content ID - The ID associated to a content set of information for an appointment.

Corporate User - USPS customer at a corporate level with the ability access, view, and edit records in FAST that are associated to all schedulers for the customer's corporation and records created by the customer.

Daily Volume Constraints - The maximum number of mail per mail shape a facility can process in a day. DDU

Default Constraints - The trip availability and daily volume constraints that are set for a facility as daily limits.
Delivery Unit - A post office, post office station, or office branch that accepts drop shipments.

Destination Area Distribution Center (DADC) – A rate category associated with the drop shipments to ADCs; (DMM L004).

Destination Bulk Mail Center (DBMC) – A rate category associated with the drop shipments to BMCs and ASFs; (DMM L601).

Destination Delivery Unit - A rate category associated with the drop shipments to Delivery Units; (no list).

Destination Sectional Center Facility (DSCF) - A rate category associated with the drop shipments to ADCs; (DMM L005).

Discontinued Date - The last date in a date range when the associated action is in effect
District User - USPS employee that is an internal user with access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated district.

Dock Slot (Slot) - An available time at a USPS facility for an appointment to be drop shipped.

Drop and Pick (D&P) - An appointment unique to DBMC drop shipments of bedload parcels, wherein the Postal Service waives the driver unload responsibility and allows a shipper to leave the trailer for postal unloading.

Drop Ship Web - An existing USPS application that manages the redirection of drop shipments.

Effective Date - The first date in a date range when the associated action is in effect.

Expiration Date - The date a Message Board message or What's New Board posting is removed from the boards.

External User – A FAST user that is a USPS customer.

Facilities Database (FDB) - Repository of facility information such as a facility's physical characteristics, facility address and additional information.

Facility Constraints - The default and holiday/contingency constraints that are required for active facilities

Facility ID – The FAST generated ID associated to Postal Service facilities.

Facility User - USPS employee that is an internal user with full access to all areas in FAST (except Administration) and can edit appointment and facility information for their designated facility.

Finalized - The timeframe when an appointment can no longer be modified and is given an appointment score (96 hours past the scheduled appointment time).

Headquarters User - USPS employee that is an internal user with full access to all areas of FAST to only view information without editing.

Holiday/Contingency Constraints - The trip availability and daily volume constraints that are set for a facility when changes in constraint limits are needed for a short period of time.

In Home End Date - The end date of the timeframe when the mail should be delivered to the customer.

In Home Start Date - The start date of the timeframe when the mail should be delivered to the customer.

Internal User – A FAST user that is a USPS employee.

Late Appointment - An appointment that arrives 31 minutes after the scheduled appointment time up to two hours after the scheduled appointment time (see significantly late).

Mail Class – The class of mail associated to the appointment; Standard, Package Services, Periodicals.

Mail Integrity – The condition of the mail when it was dropped at the facility; matches to the Load Integrity Conditions section of the PS Form 8125.

Mail Owner ID - The owner of a mailing responsible for postage payment

Mail Preparer ID - The ID associated to the consolidator or printer of the mail

Mail Shape - The shape or shapes of mail associated with an appointment: Letters, Flats, Machinable Parcels, Non-Machinable Parcels, and Irregular Parcels.

Mailing - A group of mail pieces within the same mail class and mail processing category; a mailing may be split across multiple drop shipment appointments.

Major Content Discrepancy - Used to calculate appointment and scheduler rating; where the difference between the scheduled content and the actual content is more than 5 pallets or greater than 25% bedload.

Message Board - A messaging system for USPS Administrators to post messages for USPS facilities about facility related events or information; messages may be generic for all facilities or for specific facilities.

Minor Content Discrepancy - Used to calculate appointment and customer rating; where the difference between the scheduled content and the actual content is up to 5 pallets or less than 25% bedload.

Multi-Stop - A trip that contains multiple one stop appointments all carried by the same vehicle.

Multi-Stop ID - ID associated to the multi-stop trip to link each appointment within the multi-stop.

NASS Code - The National Air and Surface System (NASS) code associated to a USPS facility.

National User – USPS employee that is an internal user with full access to all areas in FAST (except Administration) and has the same rights as an area user but can be associated to multiple areas.

No Show - An appointment status when a scheduler fails to arrive within 8 hours of the scheduled appointment time at the destination facility.

Number of Pallet Positions - The number of positions on a trailer occupied by pallets.

On-Time Appointment - An appointment that arrives at the correct destination facility between 3 hours before the scheduled arrival time and up to 30 minutes after; Early arriving appointments are not guaranteed entry to a facility prior to the appointment time.

Open Appointment - A scheduled appointment that has not arrived at the destination facility and has not met any constraints to cause the appointment status to change.

Parcel Select – Package Services mail that is drop shipped at a destination entry rate.

Periodicals – Mail class associated to an appointment that contains publications and written work

Perishable - Content type associated to an appointment that contains products that are perishable

Plant Verified Drop Shipment (PVDS) - Procedure to enable origin verification and postage payment for shipments transported by the scheduler from the scheduler's plant to destination post offices for USPS acceptance as mail. It is typically used for mailings for which a destination entry discount is claimed.

Post Date - The date a Message Board message or a What's New posting is created and posted to the boards

PostalOne! - A system used to facilitate the integration of scheduler and Postal Service business processes to expedite mail and better support USPS and scheduler operations.

PS Form 8125 - The Plant Verified Drop Shipment (PVDS) Verification and Clearance formed containing the required appointment information for a drop shipment and is required for each content set of information within an appointment.

PS Form 8125-CD - A consolidated version of the PS Form 8125 where each set of content information on a PS Form 8125 is consolidated to one line in the PS Form 8125-CD.

Recurring Appointment - A drop shipment that is delivered to a destination office on a consistent frequency, on the same day or day(s) at the same time of day; The content of drop shipment must be consistent in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc), and mode of transportation.

Recurring Appointment ID - Unique ID that is associated to one appointment instance in an approved recurring appointment record; Format is: Recurring Sequence ID + R + Date (MMDD).

PS Form 6241 - A form for USPS customers to provide the required appointment information, mailing information and frequency information to request a recurring appointment at a given facility; A link to the form is available through FAST. (Also known as the Recurring Appointment Request form)

Recurring Appointment Sequence Number - Sequential ID that is associated to every appointment instance within an approved recurring appointment series.

Rejected Appointment - An appointment that does not meet the criteria to be unloaded at a facility upon arrival.

Scheduler ID - ID associated to the scheduler user.

Scheduler Rating - A score given to each scheduler at each destination facility; rewards high performing schedulers with more dock slot options when scheduling an appointment.

Scheduler User - USPS customer that is an external user with the ability to view, create and update appointment data for appointments to which they are associated.

Sectional Center Facility (SCF) - A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

Shipper Location ID - A field on the PS Form 8125 and TIMES browser to hold the ID of the appointment's originating scheduler; this is the FAST scheduler ID of the appointment.

Shipper Name - The name of the appointment's transporting company.

Significant Volume Change – A change to volume amount in a scheduled appointment; used to calculate appointment and scheduler rating.

Significantly Late - When the appointment arrives between 2.01 hours after the scheduled arrival time and up to 8 hours after the scheduled arrival time.

Tier - The score range a scheduler is placed into for each destination facility; used to calculate the percentage of slots the scheduler should be allocated at the given facility.

Transportation Information Management Evaluation System (TIMES) - An application that maintains all appointment arrival data in order to support other USPS systems that require the data.

Trip Availability Constraints - The number of available appointments, dock slots the dock may process per hour per appointment type (dock slot constraints).

Unscheduled Arrival - A drop shipment that arrives at a facility without a booked appointment for that facility.

Vehicle ID - The ID associated to the appointment's transporting vehicle.

Web Services - An interface between schedulers, PostalOne! and FAST that enables schedulers to submit appointment request through an electronic messaging system without accessing the FAST online application.

What's New Board – A message posting system where administrators of the FAST system may display system-related information.

11.3 *PostalOne!* User Guide

PostalOne!® Facility Access and Shipment Tracking (FAST) User Guide

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1.0. FAST Welcome

On behalf of Postal Service™ Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® teams, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business.

This document is a comprehensive user guide that explains how to use the functionality available to our customers for communicating in an automated fashion, via the *PostalOne!* system, with the Facility Access and Shipment Tracking system. The features described in this guide have been developed for the U. S. Postal Service customers who wish to conduct business electronically.

About FAST

FAST is an initiative that will improve the drop shipment process and decrease dock wait times, and is intended to replace Drop Shipment Appointment System (DSAS) by summer, 2005. FAST enables mailing shipment schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, as well as provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

All customers needing access to the FAST system will be required to become participants of the *PostalOne!* system. Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** - After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- ***PostalOne!* automated data exchange capability** - Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using the *PostalOne!* system Web Services capabilities. The schedulers must make sure that they are sending the Web Services messages to the *PostalOne!* system with the SchedulerId and SchedulerCorpId that is provided to them via e-mail by the *PostalOne!* system at the time of their user registration. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (either Mail.dat) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at http://www.idealliance.org/maildat. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

Applying for Participation

FAST utilizes the *PostalOne!* portal and users must register as a FAST user through the *PostalOne!* system to schedule appointments or access shipment information. It's as easy as visiting the *PostalOne!* home page at www.usps.com/postalone and on the right corner, under **New Customers Apply for a *PostalOne!* Account**, click on the **Learn More** button. There, you will find additional information about the program and application process. Then click on **Apply Online**. If you have questions about the online application process, call our Customer Care Center at (800) 522-9085.

After completing your online application
Our Customer Care Center will review your online application to ensure that we have accurately established your account. Within 24-48 hours of completing your online application, you will receive a FAST Welcome Kit containing:

***PostalOne!* Data Exchange Agreement -** an agreement between your company and the Postal Service that outlines the terms and conditions for participating in the program.
Site Administrator Card - you will fill out a card to designate a coordinator to oversee administrative requirements and user access. The designated corporate site administrator will receive a site administrator welcome kit with information and forms for user access.
Customer Request for Web Access, PS Form 1357-C - a form to be completed and signed by each new user applying for access to the *PostalOne!* system. A signed hardcopy must be mailed to the Customer Care Center after your required approval signatures are obtained.

Customer Account Activation - When all required forms have been signed and processed by the Customer Care Center, your account will be activated. The Customer Care Center will send the site administrator all usernames and passwords via e-mail.

Site Administrator Responsibilities

The site administrator role is a critical part of your company's transition to access FAST through the *PostalOne!* system. The site administrator is the key contact for your company and is responsible for coordinating system administration within your company. This person also must approve all requests for computer access to the *PostalOne!* system within your company. The excerpts below are taken from the user agreement. For more information, please read the entire user agreement.

Site Administrator The participant will appoint a site administrator to administer participant's access and use of the *PostalOne!* system. Participant will provide the *PostalOne!* Customer Care Center with the name of, and contact information for its site administrator by completing the Site Administrator Information Card.
Site Administrator Responsibility Participant or site administrator will (a) accept logon IDs from the *PostalOne!* Customer Care Center on behalf of its users, (b) be responsible for activating and deactivating its users' logon IDs, and (c) be responsible for assigning the appropriate access levels to its users.
Site Administrator Obligations Participant or site administrator will advise its users of their obligations under this agreement.
Personnel Change Site Administrator Participant shall notify the *PostalOne!* team in writing when a site administrator leaves employment at participant's company. If participant fails to notify the *PostalOne!* team, participant is liable for any loss sustained by the Postal Service and any other third-parties resulting from the subscriber's failure to submit such notification.

Contact Us

The *Postalone!* system is responsible for the "user" management and the automated data exchange process (Web Services) for the FAST system. If you are experiencing problems with:

- Applying to be a FAST user,
- System access (i.e., user ID or logon process, data transfer)
- The Web Service communication (i.e. data transmission, transmission errors, data receipt) process to and from the FAST system
-

Please contact the *PostalOne!* Customer Care Center at (800) 522-9085 and at the prompt, press 1.

- - - - - - -

The FAST system is responsible for the overall business functionality of the system. If you are experiencing problems with:

- The FAST Web application
- Appointment scheduling and management
- Information or data content
- Reports or rating assessments

Please contact the FAST Help Desk at 1-800-USPSHELP.

Helpful Links

Access information about IDEAlliance®, Mail.dat® and the Transportation Messaging Specification, Version 1.0 at http://www.idealliance.org/maildat.

More information about FAST, the *PostalOne!* system and how to apply for access is available at www.usps.com/postalone.

Access to the *PostalOne!* – FAST Technical Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at https://cat.uspspostalone.com/fastxml/index.cfm

2.0 Introduction

2.1 Overview

This document will define the business scenarios for *PostalOne!*® implementation of the IDEAlliance transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Shippers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Shipper business scenarios associated with using the IDEAlliance transportation Web Services are:

- Shipper Queries USPS Facility For Open Appointment Slots
- Shipper Requests An Appointment With a USPS Facility
- Shipper Updates an Appointment
  - Update an Appointment Mail Contents
- Shipper Cancels an Appointment
- Shipper Requests Appointment Close-Out Information
  - Shipper Requests an Exact Appointment Close-Out
  - Shipper Requests All Appointment Close-Outs
- Shipper Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the shipper to keep the Mail.dat data synchronized with the mail contents Web Services request.
- The list of assumptions and constraints will expand.

2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.2).doc, 2004 11 16.

PostalOne! - AppointmentServices.wsdl, 2004, 11 12. This will be updated when the *PostalOne!* URL for FAST Web Services is finalized and is available.

3.0 Business Scenarios

3.1 Shipper Queries for Open Appointment Slots

In the mailing business model, a shipper will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the shipper will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the shipper will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.

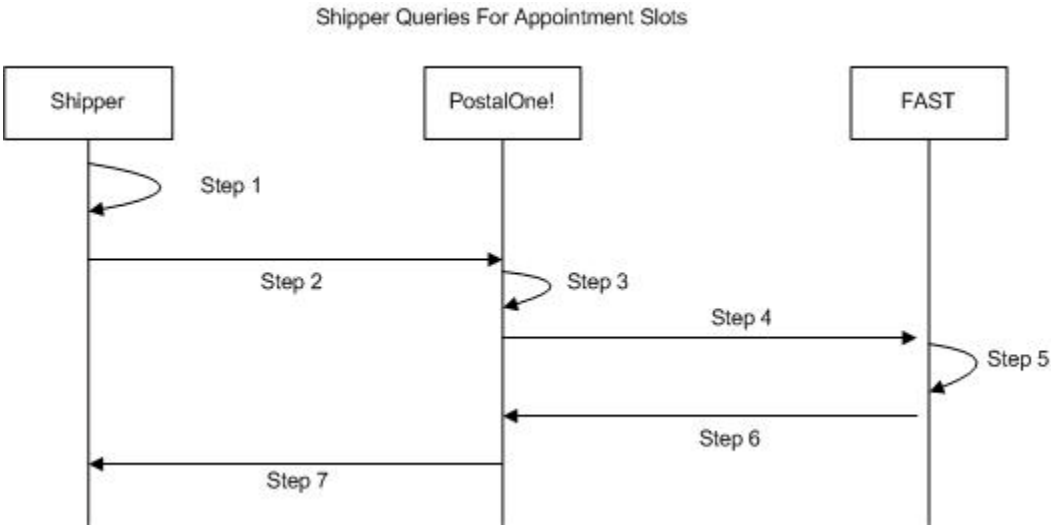

Figure 0-1 – Shipper Queries For Open Appointment Slots

Step 1. The shipper will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.

Step 2. The shipper will send the DeliveryApptQueryRequest request to the *PostalOne! system.*

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4. The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.

Step 5. FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.

Step 6. FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has the open appointment slot and can handle the mail load. In the future, FAST will be able to send multiple available appointments information. Currently, FAST will only provide one available slot info.

Step 7. The *PostalOne!* system will send the response back to the shipper.

3.2 Shipper Requests to Schedule an Appointment

Shippers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Shippers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.

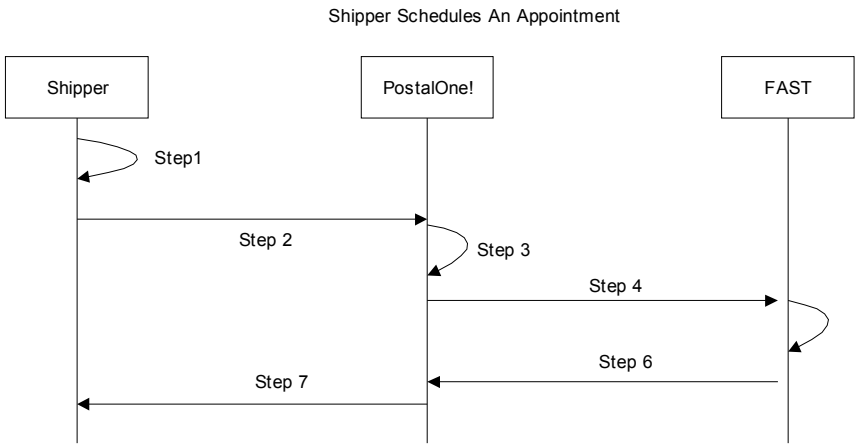

Figure 0-2 – Shipper Request to Schedule an Appointment

Step 1. The shipper will populate the DeliveryApptRequest Web Services data elements.

Step 2. The shipper will send the DeliveryApptRequest to the *PostalOne!* system.

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4. The *PostalOne!* system will send the DeliveryApptRequest message to FAST.

Step 5. FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.

Step 6. FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

Step 7. The *PostalOne!* system will send the DeliveryApptResponse message back to the shipper.

3.3 Shipper Updates an Appointment

As shippers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Shippers will use the DeliveryApptUpdate message to update an appointment's mail content, date, time, or facility. The Consignee will send shippers update appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.

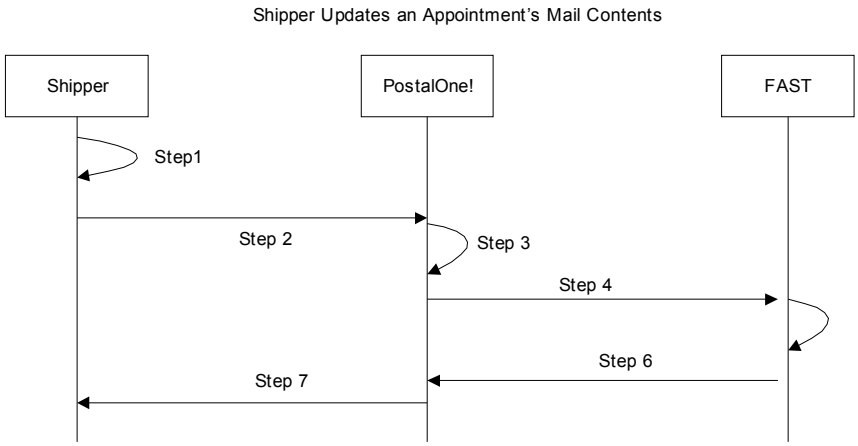

Figure 0-3– Shipper Updates an Appointment

Step 1. The shipper will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content, date, time, or facility.

Step 2. The shipper will send the DeliveryApptUpdate message to the *PostalOne!* system.

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4. The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.

Step 5. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility can not accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.

Step 6. FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.

Step 7. The *PostalOne!* system will send the response message back to the mailer.

3.4 Shipper Cancels an Appointment

As shippers produce or prepare transportation for mailings, they might run into problems or delays causing the shipper to cancel an existing appointment. Shippers will only be able to cancel a whole appointment. Shippers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A Consignee will send a DeliveryApptCancelResponse message back to a shipper indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.

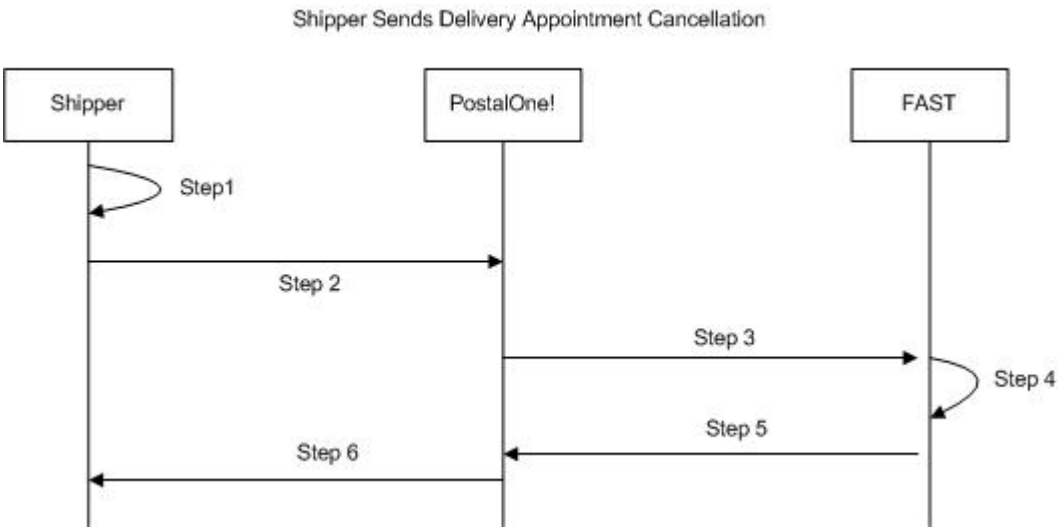

Figure 0-4– Shipper Cancels an Appointment

Step 1. The shipper will populate the DeliveryApptCancelRequest Web Services data elements.

Step 2. The shipper will send the DeliveryApptCancelRequest message to the *PostalOne! system*

Step 3. The *PostalOne!* system will route the message request to FAST.

Step 4. FAST will cancel the appointment.

Step 5. FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.

Step 6. The *PostalOne!* system will send the message response back to the shipper.

3.5 Shipper Request a Single Appointment Close-Out

When a shipper's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A shipper will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out request message, populate a ConsigneeGoodsReceipt data type with the appointment close-out information, and send aDeliveryApptStatusResponse message back to the shipper that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

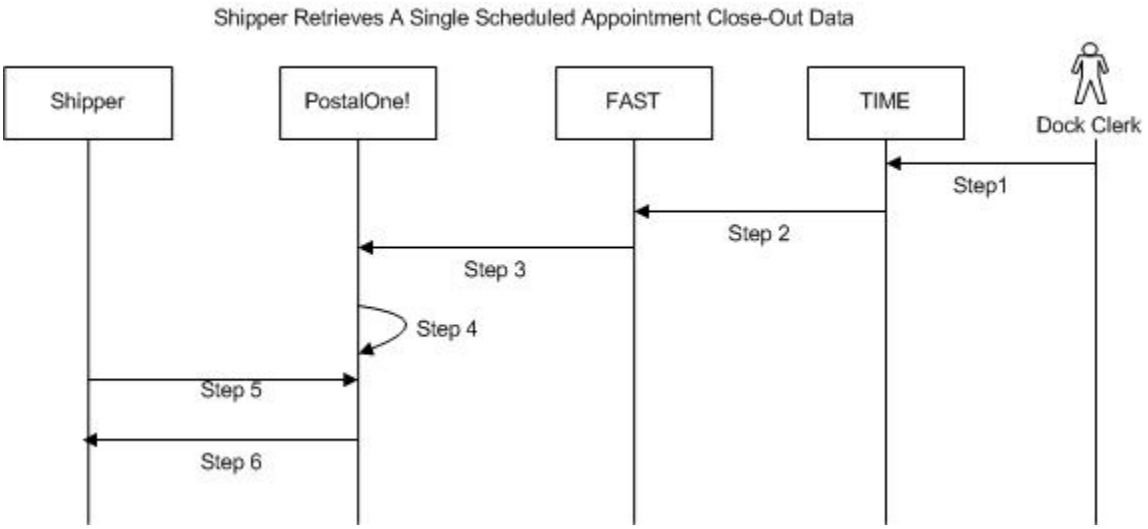

Figure 0-5- Shipper Receives An Appointment Close-Out

Step 1. The dock clerk enters an appointment close-out date and time into TIMES.

Step 2. TIMES system sends the appointment close-out data to FAST.

Step 3. FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.

Step 4. The *PostalOne!* system receives the ConsigneeGoodsReceipt message and stores the data.

Step 5. Shippers and the *PostalOne!* system will have business rules established where the shipper can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The shipper will send a DeliveryApptStatusRequest to the *PostalOne!* system.

Step 6. The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the shipper with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

3.6 Shipper Request All Scheduled and Unscheduled Appointment Close-Out

A Shipper can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the shipper's appointment close-out and send the information back to the shipper in an AllDeliveryApptCloseoutResponse message. A shipper can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

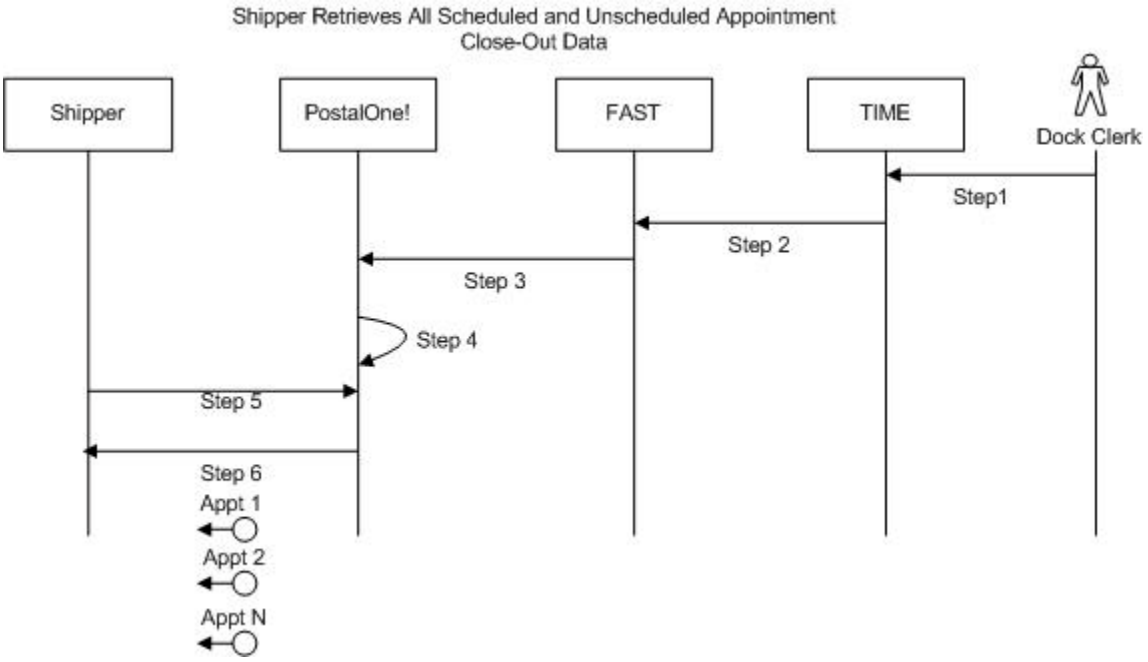

Figure 0-6- Shipper Receives An Appointment Close-Out

Step 1. The dock clerk enters an appointment close-out date & time into TIMES.

Step 2. TIMES system sends the appointment close-out data to FAST.

Step 3. If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.

Step 4. The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.

Step 5. Shippers and the *PostalOne!* system will have business rules established where the shipper can poll the *PostalOne!* system every 15 minutes for the appointment close-out data. The shipper will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.

Step 6. The *PostalOne!* system will receive the request, retrieve all shipper scheduled and unscheduled appointment close messages based on corporation ID, and send a AllDeliveryApptCloseoutResponse message back to the shipper with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

3.7 Shipper Request Appointment Reply(s) Where Initial Request Timed Out

When the *PostalOne!* system receives an appointment request, it will process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the shipper with a unique tracking ID in the fault block. If the shipper wishes to receive the appointment response associated to an initial request that timed out, the shipper will have to implement the USPS RetrieveApptRepliesRequest message where the shipper supplies at least one unique tracking ID in the message. The shipper will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a RetrieveApptRepliesResponse message and send it back to the shipper. Otherwise, the shipper will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.

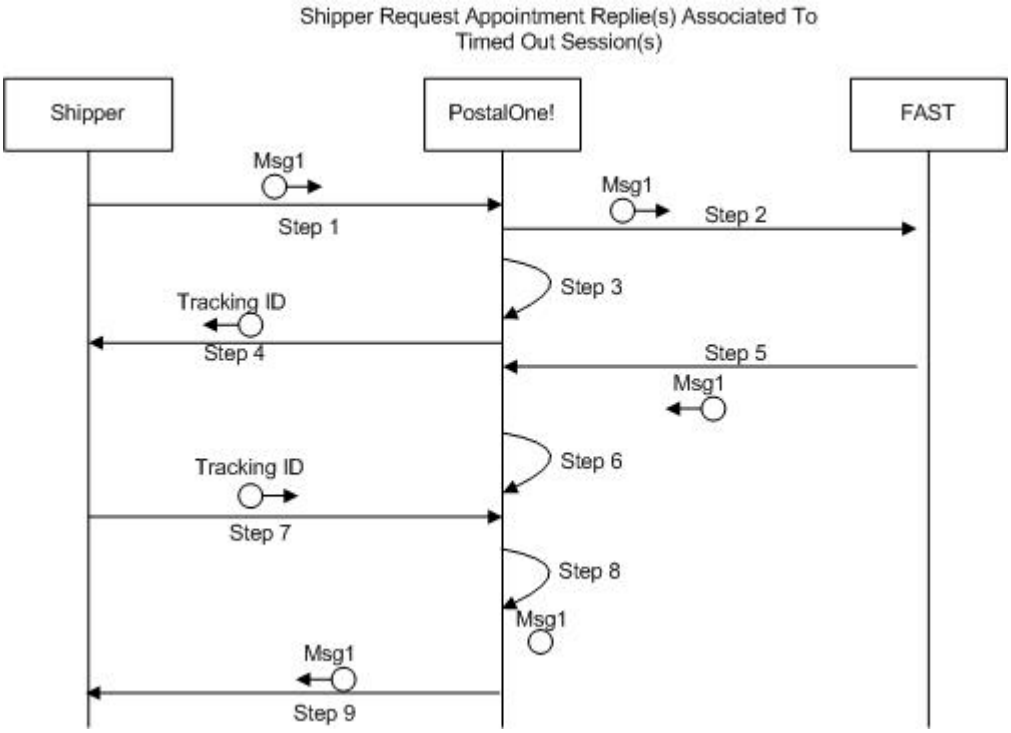

Figure 0-7- The shipper Request Appointment Response(s) Associated To Session Timed Out

Step 1. The shipper sends an appointment request message to the *PostalOne!* system.

Step 2. The *PostalOne!* system receives the message and sends the message to FAST.

Step 3. The *PostalOne!* session times out waiting for a reply message.

Step 4. The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the shipper.

Step 5. FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.

Step 6. The *PostalOne!* system receives the message and stores the data.

Step 7. Based on business rules defined between shippers and the *PostalOne!* system, shippers will periodically send a RetrieveApptRepliesRequest to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.

Step 8. The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.

Step 9. The *PostalOne!* system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the shipper.

11.4 *PostalOne!* Technical Guide

PostalOne!® Facility Access and Shipment Tracking Technical Guide

Version 1.0
January 2005

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1 FAST WELCOME

1.1 Facility Access and Shipment Tracking (FAST) Welcomes You

On behalf of Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® team, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business. If you need assistance, our Customer Care Center can be contacted at (800) 522-9085.

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Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (Mail.dat®) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at http://www.idealliance.org/maildat. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

1.3 PostalOne! FAST Web Services

The *PostalOne!* FAST Web Services (PFWS) allows customers to electronically submit scheduling requests via the Simple Object Access protocol (SOAP) over the Internet. The *PostalOne!* FAST Web Services is an alternative to using the DSAS system and manually populating the Mail.dat data with appointment numbers for notifying Postal Service operations organization about planned verified drop shipments. The *PostalOne!* FAST Web Services allows schedulers to inquire, create, update, and cancel the appointment requests for Plant Verified Drop Shipments while also providing all necessary details about the mailing containers related to the appointments. The *PostalOne!* FAST Web Services also allows the Postal Service to provide responses, status of appointments, and closeout information back to the schedulers. The PFWS will also make use of all of the transportation and scheduling data to rate the corporations/schedulers as to the overall performance of their Transportation Management interface with the Postal Service. Schedulers can use the http://fast.uspspostalone.com URL to send Web Services messages to FAST via the *PostalOne!* system. Schedulers may view the status reports and can also manually create appointments by going to the FAST Website at http://fast.usps.com (launch date February 21, 2005). Postal Service internal users of FAST can also go to the FAST website to manage appointments, proactively manage operations at facilities, help with overall transportation management processing and provide a rating system for rating Schedulers.

1.4 Simple Object Access Protocol

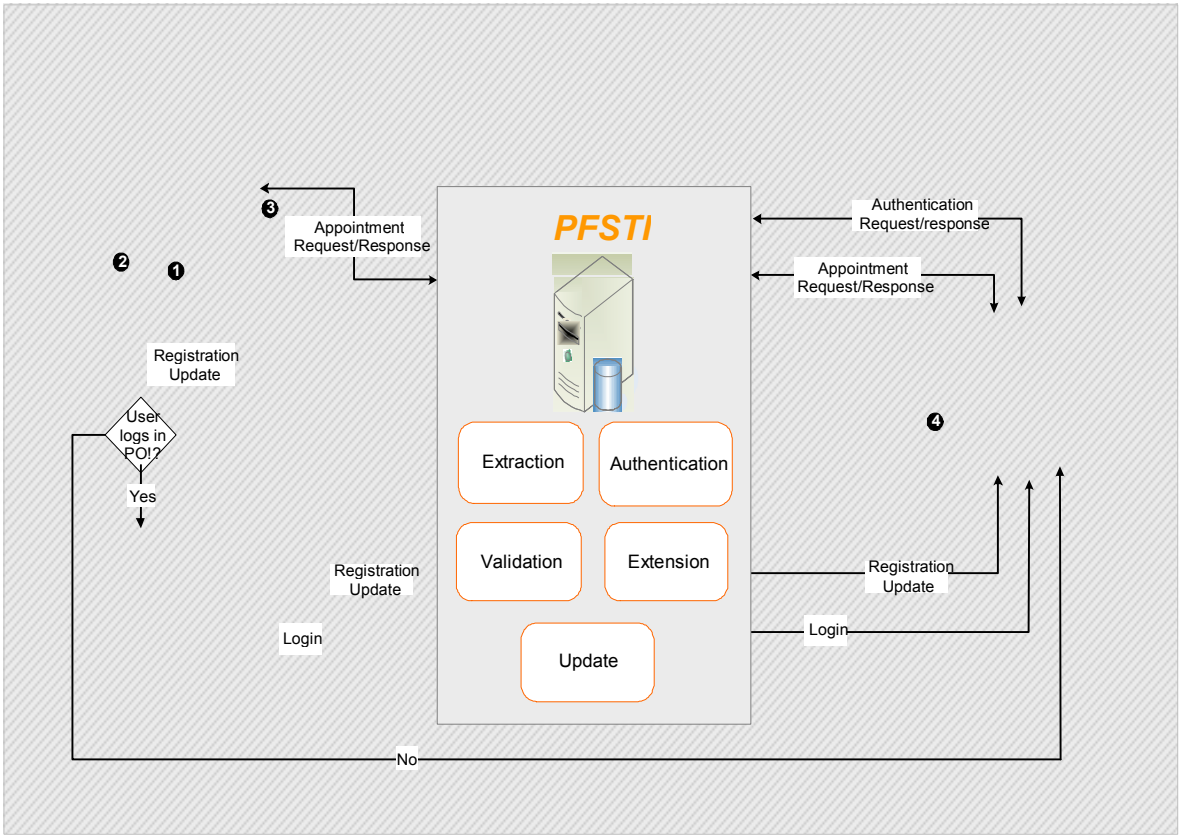
Simple Object Access Protocol (SOAP) 1.1 is a key enabler of Web Services through XML. SOAP enables the exchange of XML messages so that services can easily describe their capabilities and allow any other service, application or device on the Internet to easily invoke those capabilities. TM, working with SOAP, adds the mechanisms for the management of syndication on the Web. SOAP is being widely used as transport for Web Services related RPC. TM 1.0 is designed to layer its communications on SOAP. This will enable developers and users to take advantage of their existing communication infrastructure and management services while taking advantage of TM for their content distribution applications or content subscription activities. SOAP V1.1 became a W3C Recommendation on June 24, 2003.

1.5 Web Services Definition Language

Web Services Definition Language (WSDL) is an XML-based description language that currently describes RPC based end-points. This is currently being developed by W3C for extending RPC to enable messaging-style program end-points. TM 1.0 has an XML-based protocol for conversation between client and server. For TM 1.0, we are defining TM end-points with WSDL (either message-oriented or RPC-based or both). This will eliminate the need for TM client packages. Any WSDL to Java or any other programming language-based generator will be able to generate TM client interfaces in that programming language

1.6 FAST Functional Architecture

The following figure 1-1 shows the *PostalOne!* FAST functional architecture.



❶ **Customer Registration -** A mailer either creates a new *PostalOne!* registration or updates an existing registration profile. PFSTI sends new or updated information to FAST.

❷ **Authentication -** User logs in through *PostalOne!* website or goes directly to FAST website. In both instances, the user is authenticated through PFSTI.

❸ **Appointment Scheduled -** Mailers sends appointment schedules to PFSTI, which are than sent to FAST.

❹ **Closeout Messages -** FAST sends closeout messages to PFSTI, which are then sent to mailers.

1.7 PFWS Structure

The PFWS is part of the overall *PostalOne!* application and provides customers with the business to business (B2B) capability of submitting postal documents through the Internet using a Web service over a secure connection (HTTPS) with the Postal Service. The PFWS uses the SOAP protocol to transmit information in an XML format that insures that the data can be sent and received by applications written in various languages and deployed on various platforms.

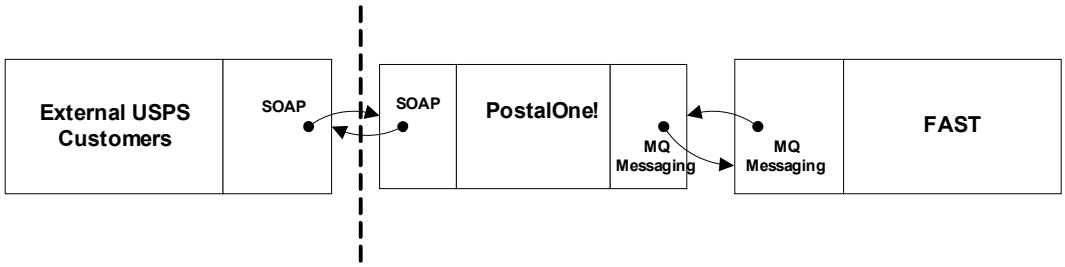


Figure 1-2. *PostalOne!* FAST Web Service Overview

PFWS is a stateless RPC-style Web service that accepts requests via the SOAP protocol using the HTTP bindings. PFWS uses an implementation of the SOAP 1.1 specification; therefore an application should be able to communicate with PFWS using any SOAP implementation that is compliant with the SOAP 1.1 specification. In addition, a client application should be able to be written in any language that has a SOAP implementation. Data is encoded using the SOAP encoding style as defined in section 5 of the SOAP 1.1 specification.

By using SOAP, the Web service de facto standard transmission protocols, the PFWS application allows Postal Service customers and commercial software vendors to develop SOAP-enabled custom software applications to generate postal transportation messaging documents and submit them electronically to the Postal Service *PostalOne!* system where, after format validation and in some cases after completion of messages via Mail.dat data, they will be passed to the FAST system. Once the FAST system processes the information, the FAST system sends messages back to the *PostalOne!* system and from there mailers can pull the messages. PFWS has opened up the ability for Postal Service customers to start performing actions on data without having to visit the FAST HTML-based application.

User Interface
The PFWS provides the capability to submit postal transportation messaging data electronically, so no user interface exists within the *PostalOne!* system to support such functionality. Each Postal Service customer must determine the best way to integrate the features of the PFWS into their own systems or to acquire third-party software capable of using PFWS features.

Functions and Processes
The *PostalOne!* FAST Web Services API consists of one major area of functionality, i.e. Transportation messaging, with its own Web Services Definition Language (WSDL) file that defines the objects and methods available. The different methods available are

- Query
- Create
- Update
- Cancel
- Closeout

The following sections in this guide describe each functional area in detail. The Web Services interface is described using WSDL. The WSDL document that describes the *PostalOne!* FAST Web Services can be found at the following location: Customer Acceptance Test (CAT) URL:
https://cat.uspspostalone.com/fastxml/index.cfm

2 Introduction

2.1 Overview

This document will define the business scenarios for *PostalOne!*® implementation of the IDEAlliance® transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Developers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Scheduler business scenarios associated with using the IDEAlliance transportation Web Services are:

- Scheduler Queries USPS Facility For Open Appointment Slots
- Scheduler Requests An Appointment With a USPS Facility
- Scheduler Updates an Appointment
  - Update an Appointment Mail Contents
- Scheduler Cancels an Appointment
- Scheduler Receives Appointment Close-Out Information
  - Scheduler Request an Exact Appointment Close-Out
  - Scheduler Request All Appointment Close-Outs
- Scheduler Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the scheduler to keep the Mail.dat data synchronized with the mail contents Web Services request.
- It is the responsibility of the scheduler to keep track of SchedulerID and SchedulerCorpIds for its users who are responsible for sending Web Services messages to *PostalOne!* FAST.
- *PostalOne!* FAST Web Services are not completely supporting the IDEAlliance TM specifications. For further details, see *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.
- The list of assumptions and constraints will expand.

2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0).
- *PostalOne!* - AppointmentServices.wsdl, 2004, 11 12.

3 Business Scenarios

3.1 Getting Ready for *PostalOne!* FAST Web Services

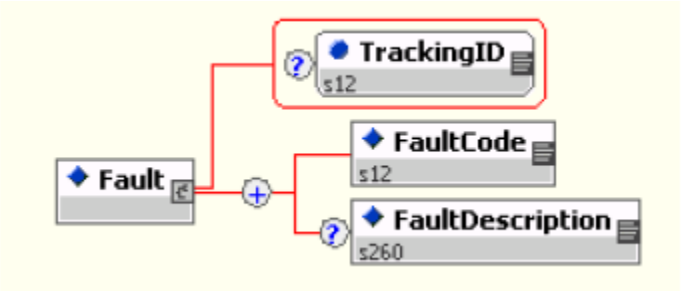
Before schedulers can send any Web Services messages to the *PostalOne!* system, all Web Services messages need to have a SchedulerId and SchedulerCorpId which is provided by the *PostalOne!* team at the time of customer registration. When a customer is successfully added to the *PostalOne!* system and user accounts are created, the user will be notified of his/her SchedulerId and SchedulerCorpId that "MUST" accompany all Web Services messages to the *PostalOne!* system. The SchedulerId represents a business role within the scheduler's organization and the SchedulerCorpId represents the ID by which the *PostalOne!* system and FAST will recognize the customer's corporation.

- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for details.

3.2 Fault Element

The <Fault> element is designed to pass operational and implementation errors via the detail portion of SOAP Fault mechanism. The Fault has an optional TrackingID attribute which identifies the message that was interrupted by the fault and can be used for fault recovery. The Fault is made up of one or more Fault Codes with an optional Fault Description. See the error codes section with each specific Web Services message for *PostalOne!* and FAST specific fault or error codes and descriptions.

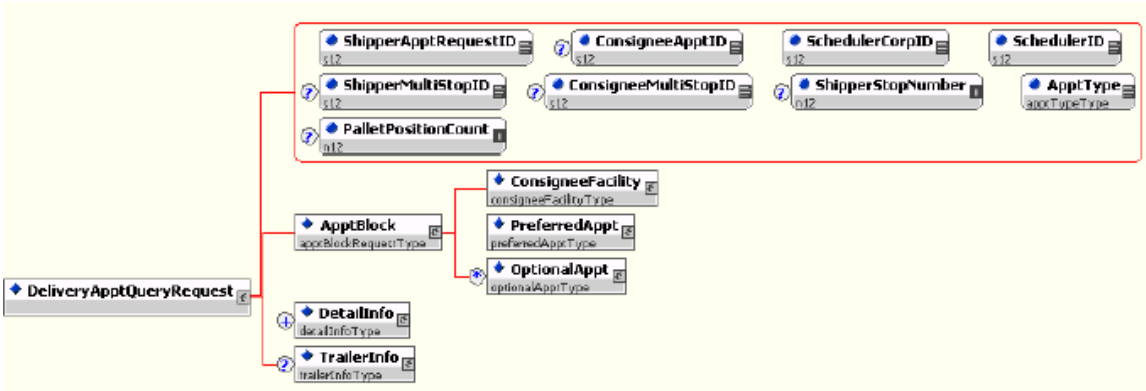
The following figure shows the Fault message structure.



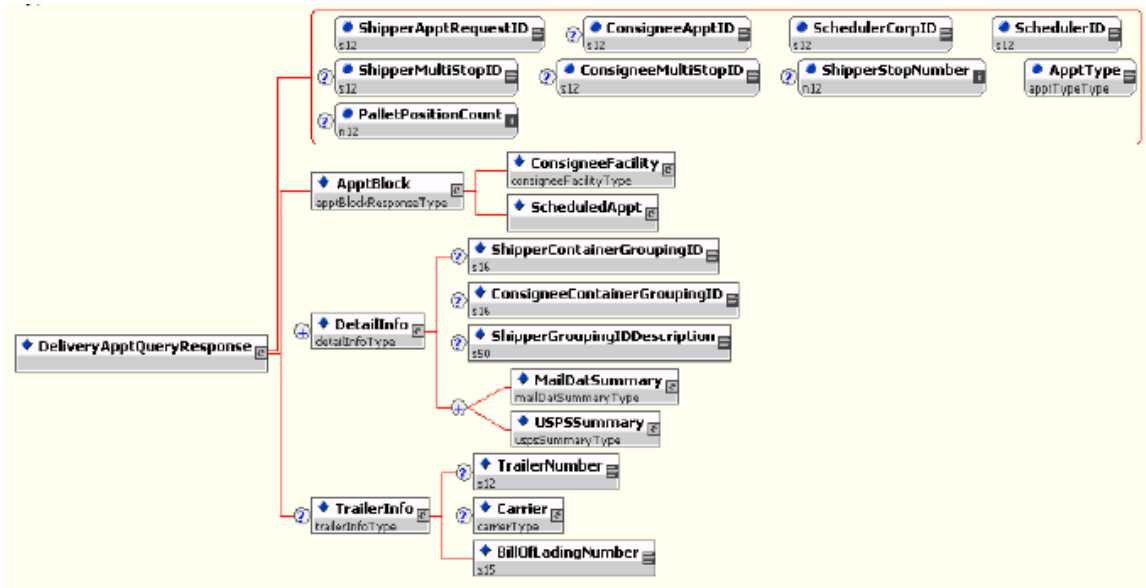
Fault Structure

3.3 Scheduler Queries for Open Appointment Slots

The following two figures show the DeliveryApptQueryRequest and DeliveryApptQueryResponse message structure.



DeliveryApptQueryRequest



DeliveryApptQueryResponse

In the mailing business model, a scheduler will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the scheduler will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the scheduler will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.

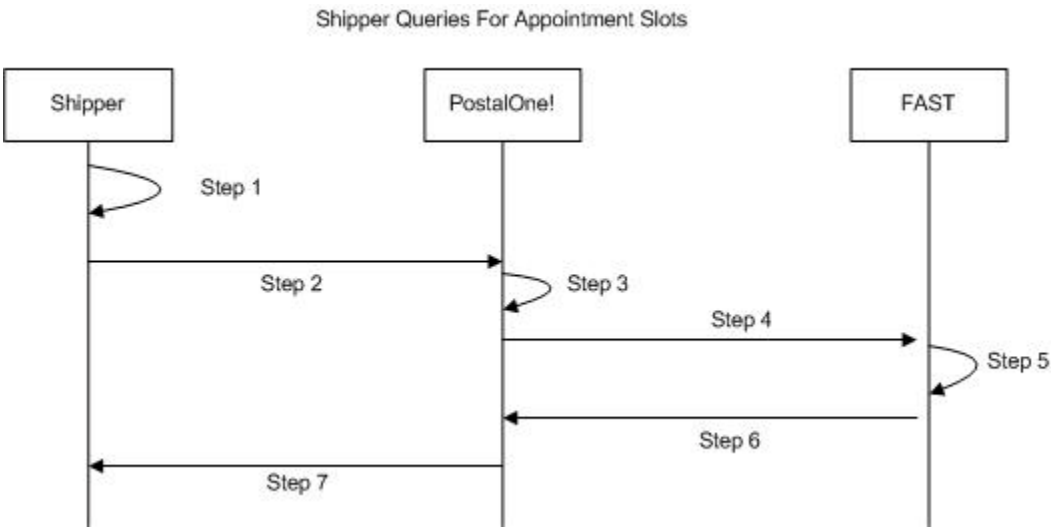


Figure 3-1 – Scheduler Queries For Open Appointment Slots

Step 1. The scheduler will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.

Step 2. The scheduler will send the DeliveryApptQueryRequest request to the *PostalOne!* system.

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4. The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.

Step 5. FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.

Step 6. FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has an open appointment slot and can handle the mail load.

Step 7. The *PostalOne!* system will send the response back to the scheduler.

***PostalOne!* Supported Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412

User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

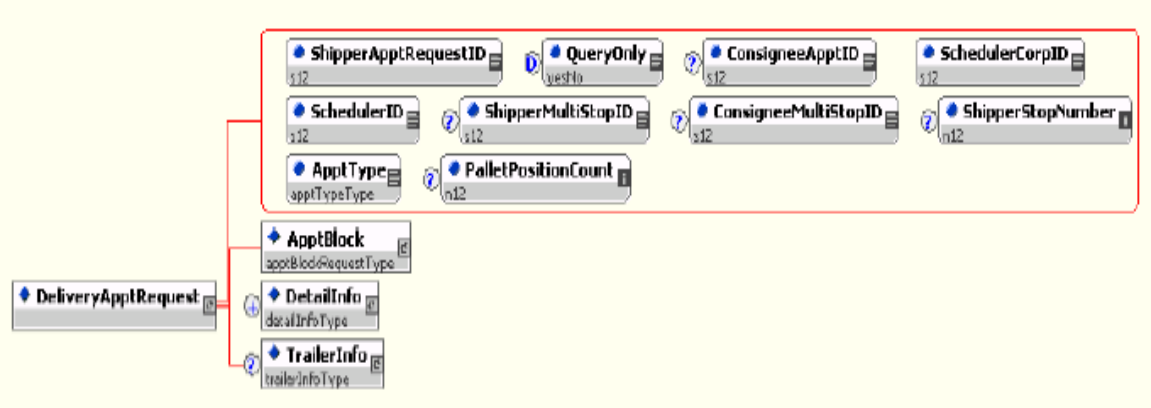
FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005

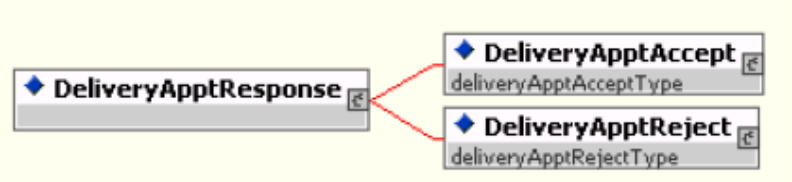
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

3.4 Scheduler Requests to Schedule an Appointment

The following two figures show DeliveryApptRequest and DeliveryApptResponse message structures.



DeliveryApptRequest



DeliveryApptResponse

Schedulers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Schedulers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.

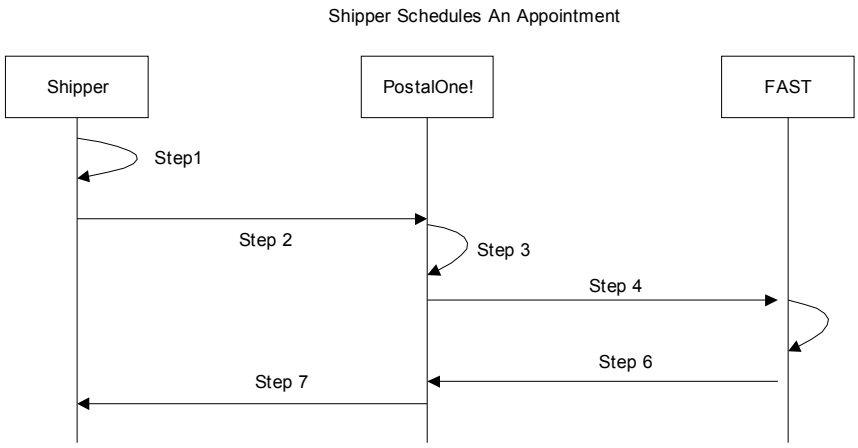


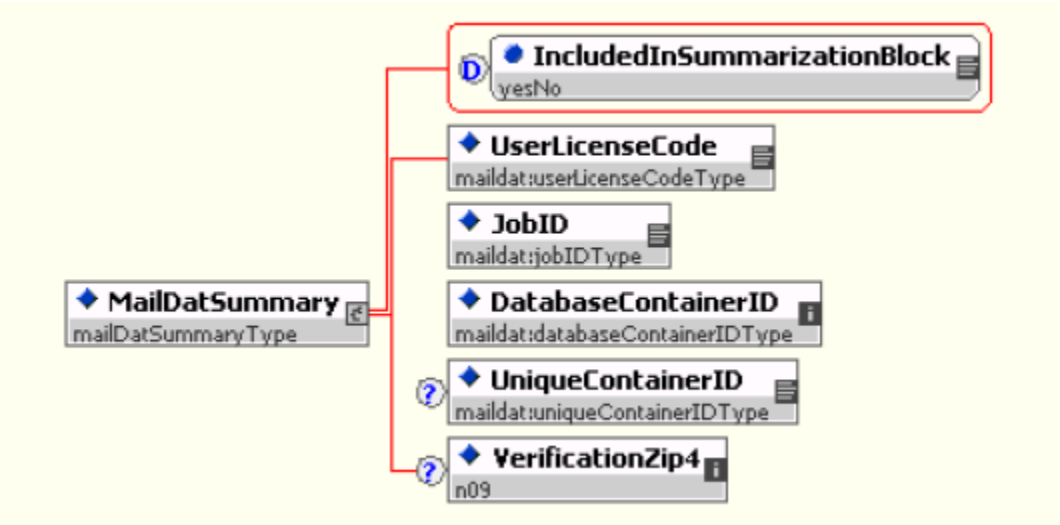
Figure 3-2 – Scheduler Request to Schedule an Appointment

Step 1. The scheduler will populate the DeliveryApptRequest Web Services data elements.

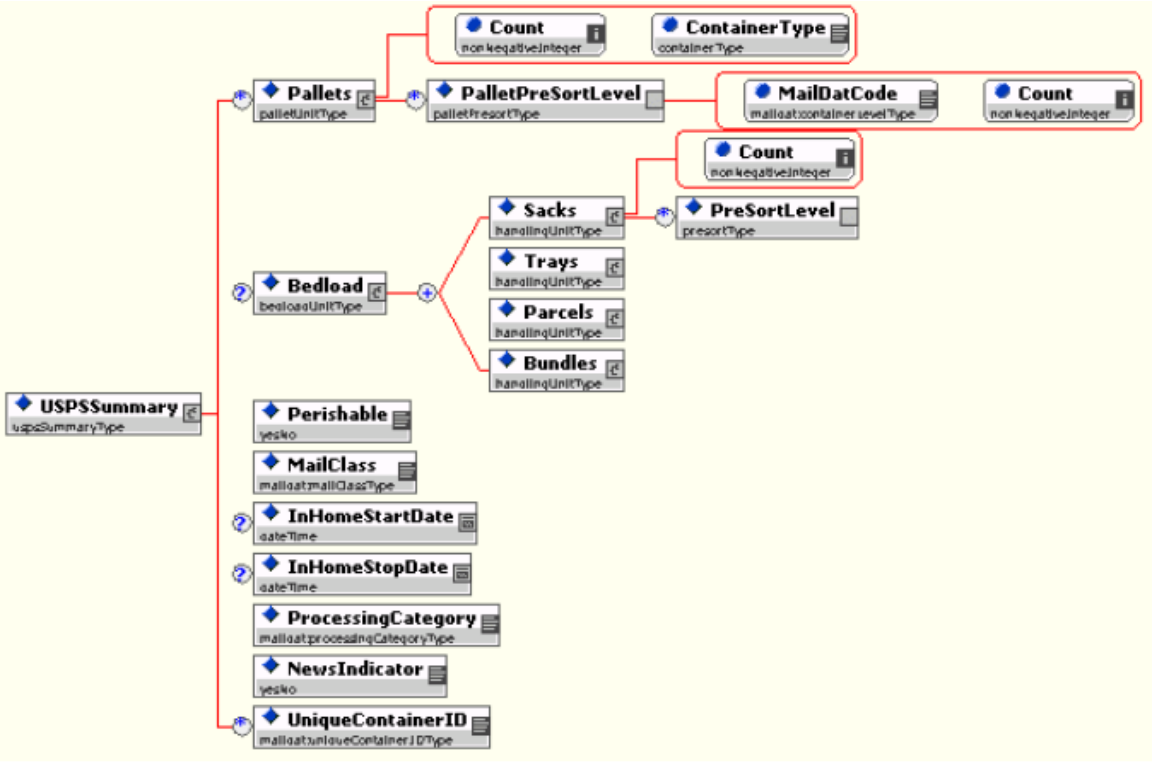
Step 2. The scheduler will send the DeliveryApptRequest to the *PostalOne!* system.

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

The following two figures show the MailDatSummary and USPSSummary structure.



MailDatSummary



USPSSummary

Step 4. The *PostalOne!* system will send the DeliveryApptRequest message to FAST.

Step 5. FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.

Step 6. FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

Step 7. The *PostalOne!* system will send the DeliveryApptResponse message back to the scheduler.

***PostalOne!* Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412

User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

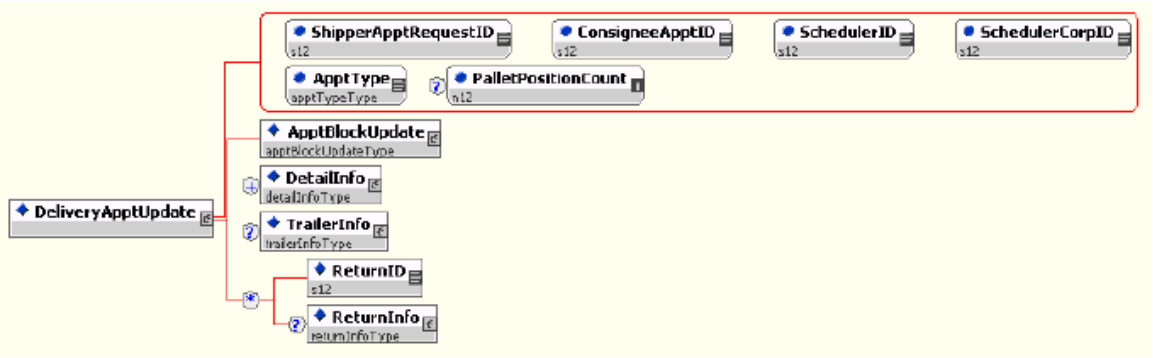
FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid Multistop ID	SOAP Body	TMErrorCode: 1005
Duplicate Unique Container ID's	SOAP Body	TMErrorCode: 1006
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302

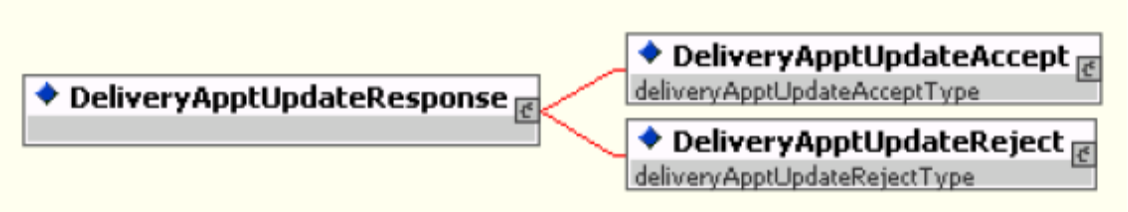
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-Machineable Parcel), or Irregular Parcel	SOAP Body	ErrorCode: 3003
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
The time difference between the first and last appointment of a multi-stop must be within 24 hours	SOAP Body	ErrorCode: 3006
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

3.5 Scheduler Updates an Appointment

The following two figures show the DeliveryApptUpdate and DeliveryApptUpdateResponse message structure.



DeliveryApptUpdate



DeliveryApptUpdateResponse

As schedulers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Schedulers will use the DeliveryApptUpdate message to update an appointment's mail content. The consignee will send schedulers update appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.

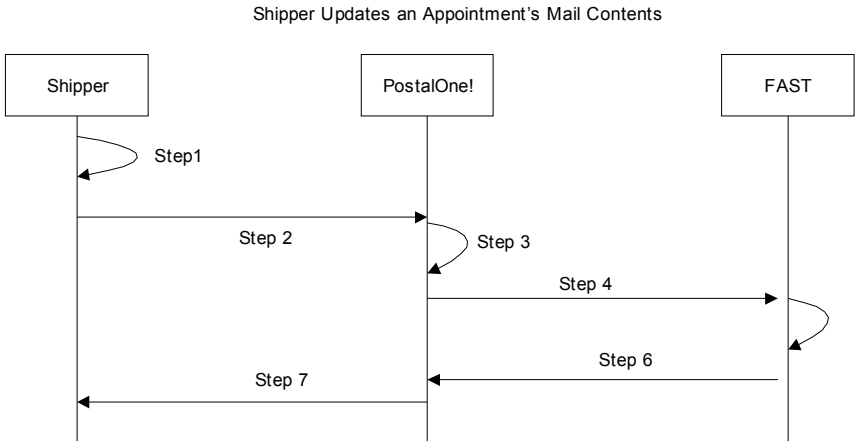


Figure 3-3– Scheduler Updates an Appointment

Step 1. The scheduler will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content.

Step 2. The scheduler will send the DeliveryApptUpdate message to the *PostalOne!* system.

Step 3. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4. The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.

Step 5. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.

Step 6. FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.

Step 7. The *PostalOne!* system will send the response message back to the mailer.

***PostalOne!* Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

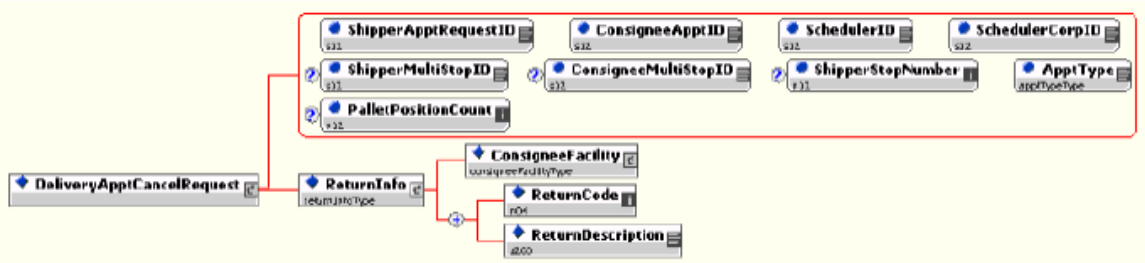
Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled	SOAP Body	TMErrorCode: 1011

at least 8 hours in advance		
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Customer and Consignee Appointment ID do not correspond	SOAP Body	TMErrorCode: 1017
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Customer and Consignee Multistop ID do not correspond	SOAP Body	ErrorCode: 3002
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-Machineable Parcel), or Irregular Parcel	SOAP Body	ErrorCode: 3003
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010
Facility does not accept drop	SOAP Body	ErrorCode: 3011

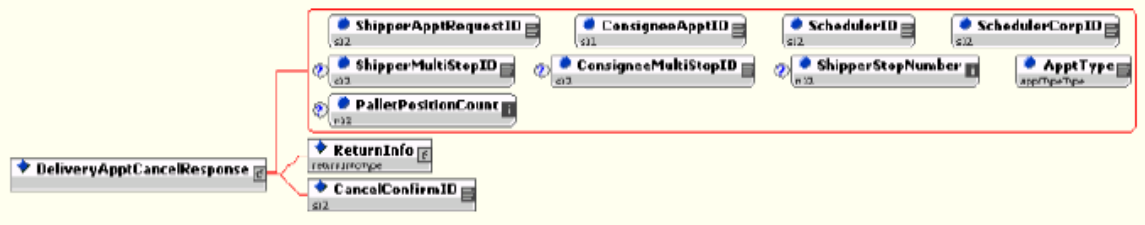
shipments.		

3.6 Scheduler Cancels an Appointment

The following two figures show the DeliveryApptCancelRequest and DeliveryApptCancelResponse message structure.



DeliveryApptCancelRequest



DeliveryApptCancelResponse

As schedulers produce or prepare transportation for mailings, they might run into problems or delays causing the scheduler to cancel an existing appointment. Schedulers will only be able to cancel a whole appointment. Schedulers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A consignee will send a DeliveryApptCancelResponse message back to a scheduler indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.

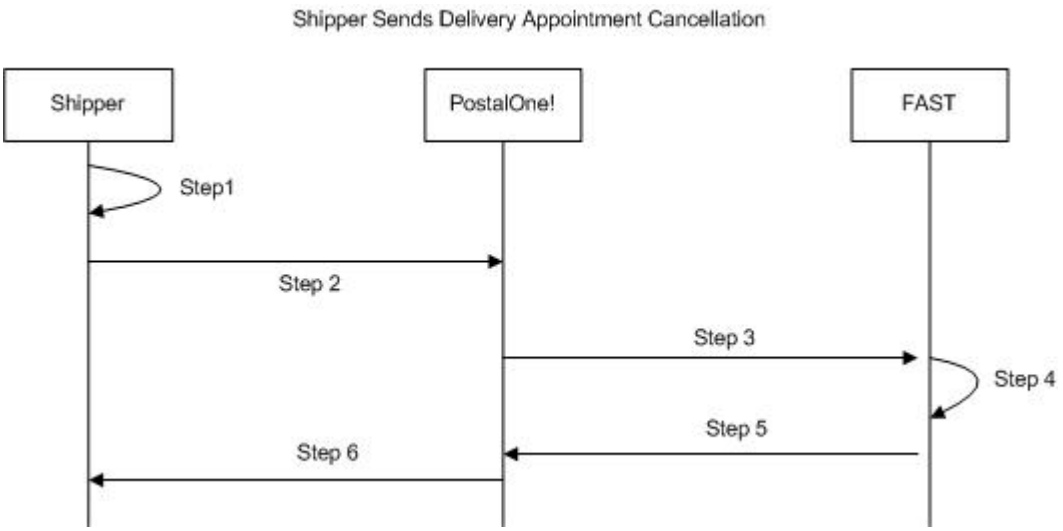


Figure 3-4– Scheduler Cancels an Appointment

Step 1. The scheduler will populate the DeliveryApptCancelRequest Web Services data elements.

Step 2. The scheduler will send the DeliveryApptCancelRequest message to the *PostalOne!* system.

Step 3. The *PostalOne!* system will route the message request to FAST.

Step 4. FAST will cancel the appointment.

Step 5. FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.

Step 6. The *PostalOne!* system will send the message response back to the scheduler.

***PostalOne!* Support Error Conditions:**

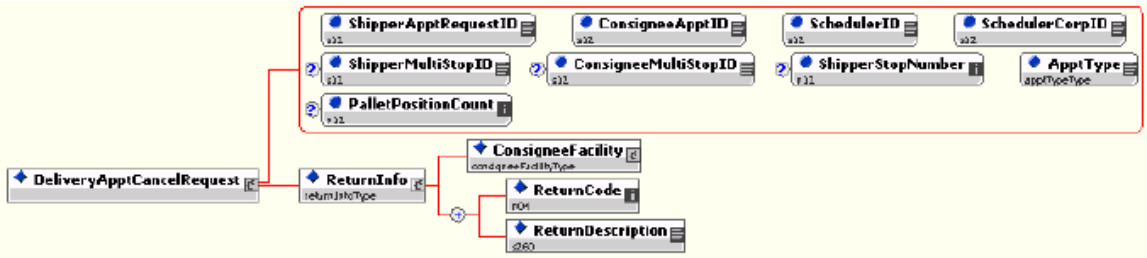
Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

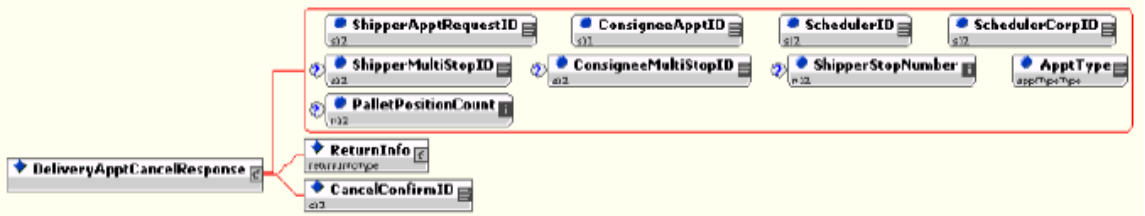
Error Condition	Error Carrier	Error Code
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010

3.7 Scheduler Request a Single Appointment Close-Out

The following two figures show the DeliveryApptStatusRequest and DeliveryApptStatusResponse message structures.



DeliveryApptStatusRequest



DeliveryApptStatusResponse

When a scheduler's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A scheduler will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out request message, populate a ConsigneeGoodsReceipt data type with the appointment close-out information, and send a DeliveryApptStatusResponse message back to the scheduler that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.

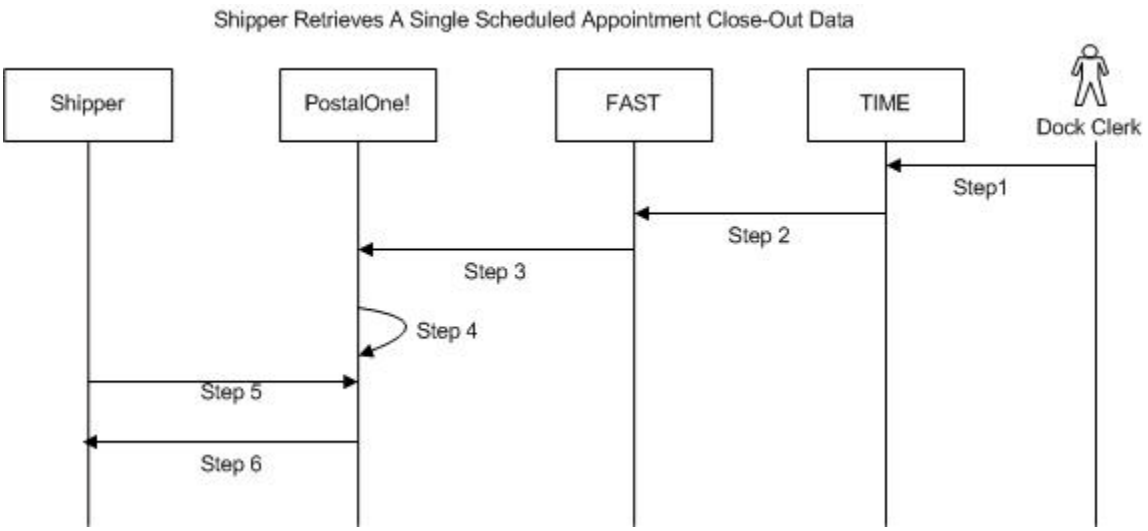


Figure 3-5- Scheduler Receives an Appointment Close-Out

Step 1. The dock clerk enters an appointment close-out date and time into TIMES.

Step 2. TIMES system sends the appointment close-out data to FAST.

Step 3. FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.

Step 4. The *PostalOne!* system receives the ConsigneeGoodsReceipt message and stores the data.

Step 5. Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The scheduler will send a DeliveryApptStatusRequest to the *PostalOne!* system.

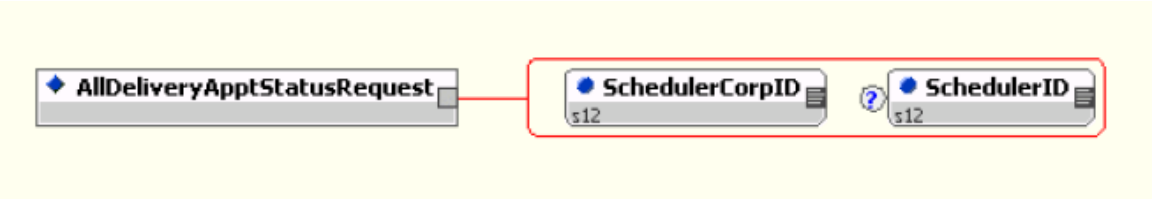
Step 6. The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the scheduler with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

***PostalOne!* Support Error Conditions:**

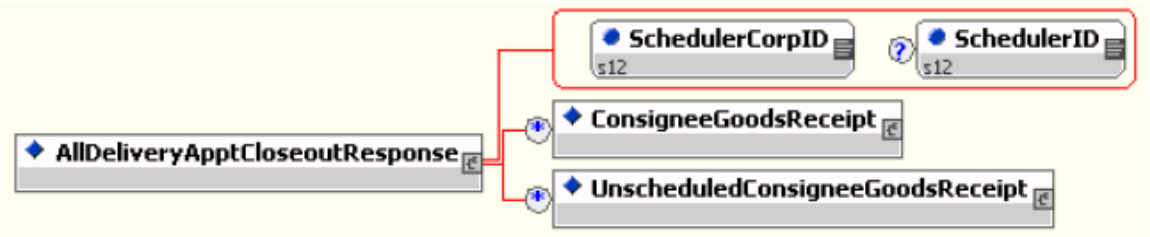
Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

3.8 Scheduler Request All Scheduled and Unscheduled Appointment Close-Out

The following two figures show the AllDeliveryApptCloseoutRequest and AllDeliveryApptCloseoutResponse message structures.



AllDeliveryApptCloseoutRequest



AllDeliveryApptCloseoutResponse

A scheduler can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the scheduler's appointment close-out and send the information back to the scheduler in an AllDeliveryApptCloseoutResponse message. A scheduler can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.

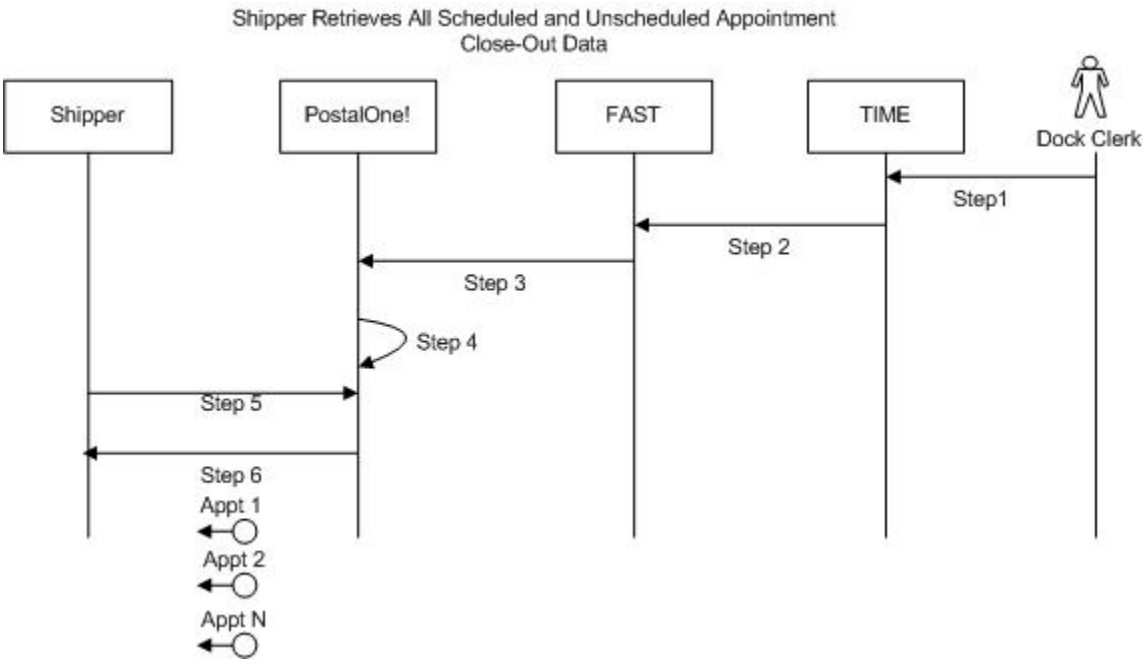


Figure 3-6- Scheduler Receives an Appointment Close-Out

Step 1. The dock clerk enters an appointment close-out date & time into TIMES.

Step 2. TIMES system sends the appointment close-out data to FAST.

Step 3. If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.

Step 4. The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.

Step 5. Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data. The scheduler will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.

Step 6. The *PostalOne!* system will receive the request, retrieve all scheduler scheduled and unscheduled appointment close messages based on corporation ID, and send a AllDeliveryApptCloseoutResponse message back to the scheduler with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

***PostalOne!* Support Error Conditions**

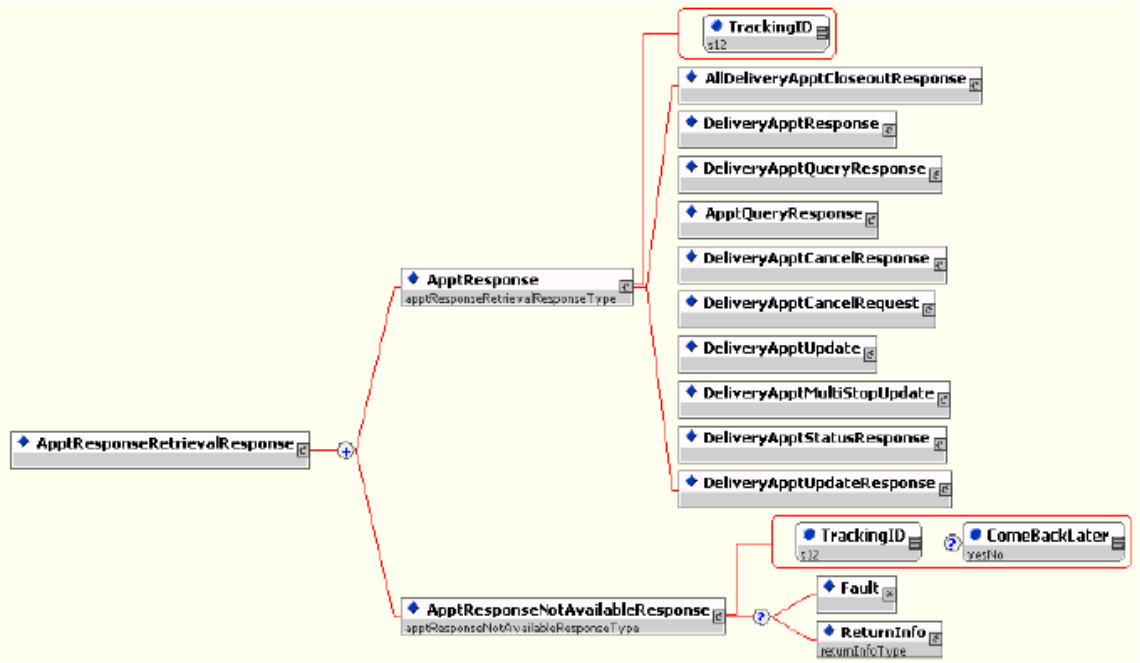
Error Condition	Error Carrier	Error Code

Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

3.9 Scheduler Request Appointment Reply(s) Where Initial Request Timed Out

The following two figures from IDEAlliance TM specification 1.0 show the ApptResponseRetrievalRequest and ApptResponseRetrievalResponse message structure.

ApptResponseRetrievalRequest



ApptResponseRetrievalResponse

When the *PostalOne!* system receives an appointment request, it will try to process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the scheduler with a unique tracking ID in the fault block. If the scheduler wishes to receive the appointment response associated to an initial request that timed out, the scheduler will have to implement the Postal Service ApptResponseRetrievalRequest message where the scheduler supplies at

least one unique tracking ID in the message. The scheduler will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a ApptResponseRetrievalResponse message and send it back to the scheduler. Otherwise, the scheduler will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.

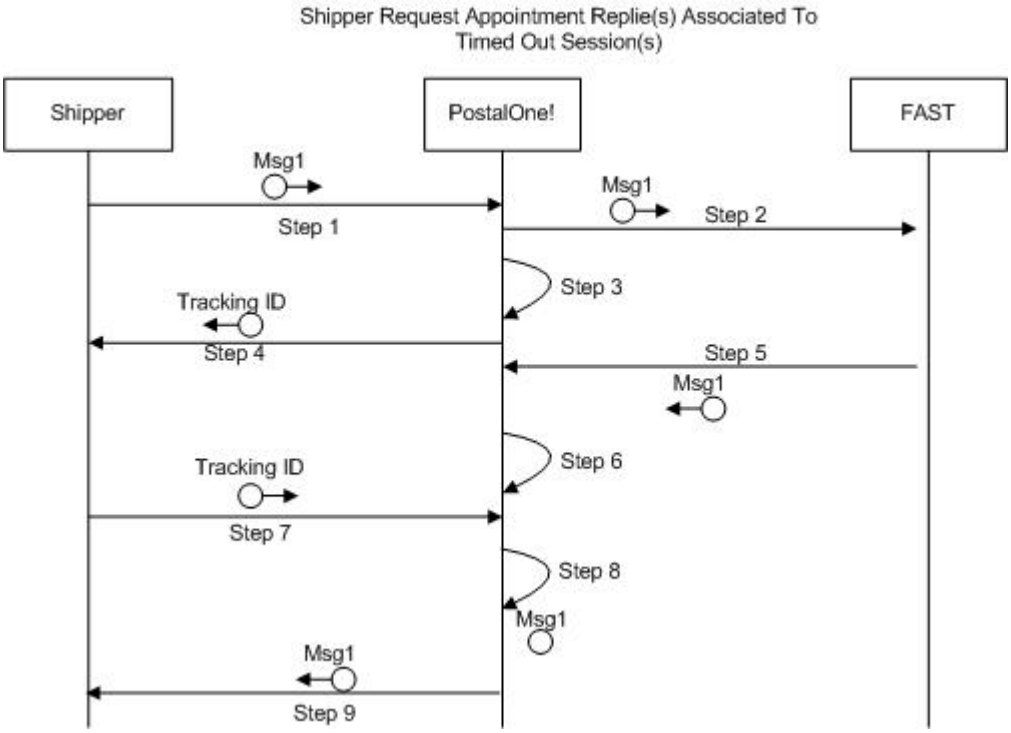


Figure 3-7- The Scheduler Request Appointment Response(s) Associated To Session Timed Out

Step 1. The scheduler sends an appointment request message to the *PostalOne!* system.

Step 2. The *PostalOne!* system receives the message and sends the message to FAST.

Step 3. The *PostalOne!* session times out waiting for a reply message.

Step 4. The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the scheduler.

Step 5. FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.

Step 6. The *PostalOne!* system receives the message and stores the data.

Step 7. Based on business rules defined between schedulers and the *PostalOne!* system, schedulers will periodically send a RetrieveApptRepliesRequest to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.

Step 8. The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.

Step 9. The *PostalOne!* system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the scheduler.

***PostalOne!* Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Fault	TMErrorCode: 412
User authentication failed – invalid password	SOAP Fault	TMErrorCode: 412
User authorization failed	SOAP Fault	TMErrorCode: 412
Invalid tracking ID	SOAP Fault	TMErrorCode: 410
Invalid tracking ID – for the user ID	SOAP Fault	TMErrorCode: 410
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Response not yet available try later	SOAP Fault	TMErrorCode: 501
All other system level errors	SOAP Fault	TMErrorCode: 500