



This job aid only applies to the Facility Profile in FAST.

Viewing Facility Profile Information Job Aid

Table of Contents

1. What Information is Available on the Facility Profile in FAST?2

2. How do I access the Facility Profile in FAST?.....2

3. How do I access the Facility Holiday Information?4

5. How do I Access Additional Facility Information?5

6. How do I Access Facility Critical Entry Times (CET) Information?.....7

1. What Information is Available on the Facility Profile in FAST?

The **Facilities** module in FAST grants users the capability to view Facility related information and displays the *Facility Profile*. The following information is displayed in the *Facility Profile* section of FAST:

- Facility specific information
 - Physical and operating characteristics of facilities
 - Hours of Operation
 - Facility Contact Information
 - Mail Discounts Information
 - Facility Constraints (ex. slots and volume for Standard and Package Services mail)
 - Facility Address
 - Facility Dock Information
- Holidays
- Additional Information
 - Default Facility Information
 - Non-Default Facility Information
- Critical Entry Times

2. How do I access the Facility Profile in FAST?

The *Facility Profile* can be accessed via the **Facilities** module in FAST. Users are able to search for the desired facility by Area, District or Facility. The following steps demonstrate how to access the Facility Profile by doing a search by Facility.

1. From the FAST Landing page, select the *Facilities* **Go** button.
2. From the FAST Facilities Landing page, select the *Facility Profile* **Go** button.
3. *Facility Profile Selection* page is displayed.
4. Select **Facility** in the Search By drop-down menu.
5. Click the **Submit** button to display the facility search criteria.

There are three search options when searching by Facility:

1. Select a state in the **State** drop down menu and CLICK **View Cities**. All city names for the state will be available in the **City** 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 and CLICK **Search**. If the NASS Code is not known, use option 1 or 3.
 3. Enter the **Facility Name** and CLICK **Search**. Select the **Exclude Delivery Units** checkbox to exclude Delivery Units from the results for this search option.
-
6. Select a **Facility Name** hyperlink from the populated facilities on the bottom of the page after a search is complete.
 7. *Facility Profile* page is displayed.

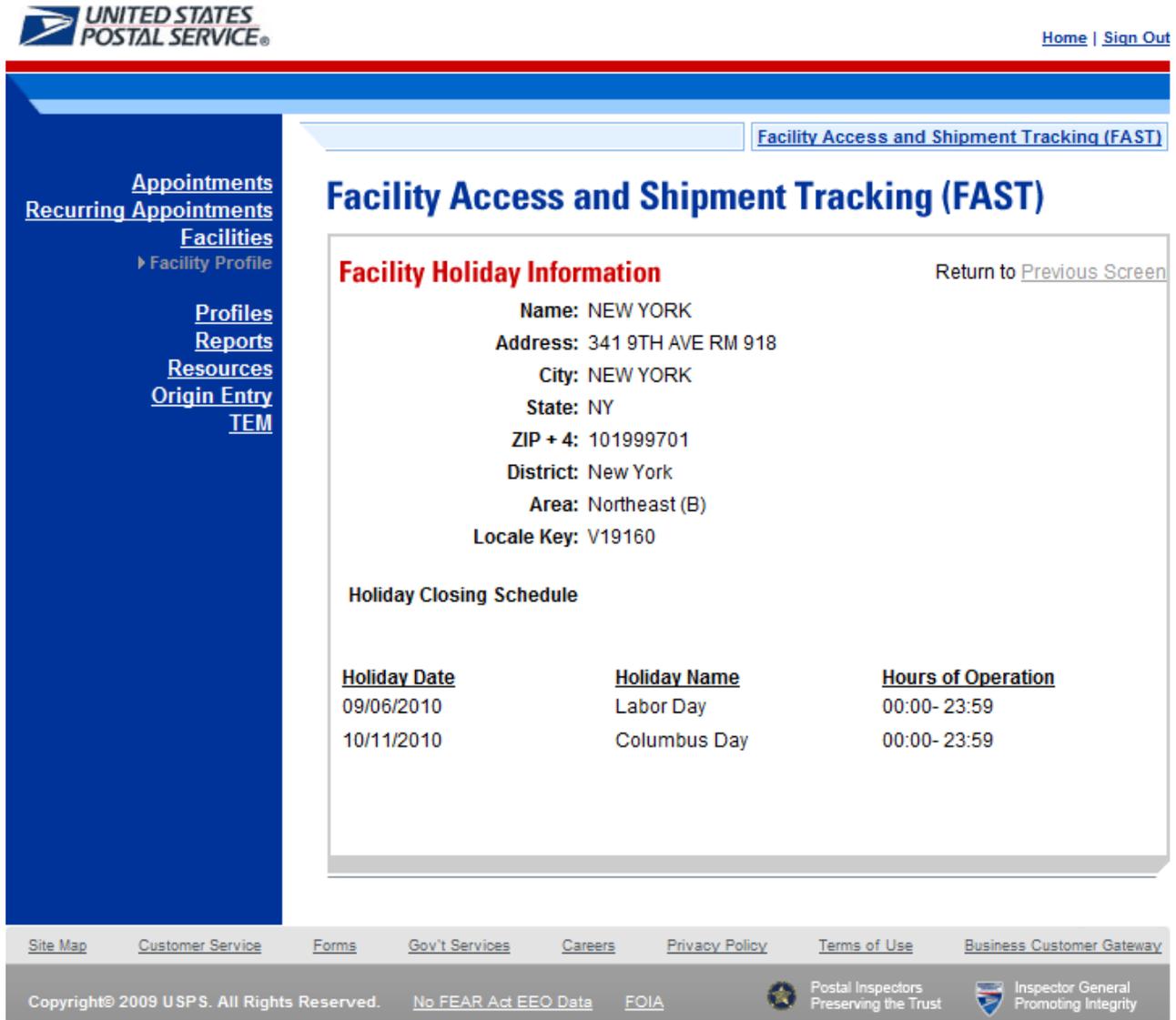
An image of the *Facility Profile* page is displayed on the following page.

3. How do I Access the Facility Holiday Information?

Users have the ability to view facility holiday information from the *Facility Profile* page.

1. Click on the **Holidays** button on the *Facility Profile* page.
2. *Facility Holiday Information* page is displayed.
3. Users can click on Previous Screen hyperlink to return to the *Facility Profile* page.

An image of the *Facility Holiday Information* page is displayed below.



The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. At the top left is the USPS logo. On the right, there are links for 'Home' and 'Sign Out'. A breadcrumb trail shows 'Facility Access and Shipment Tracking (FAST)'. The main heading is 'Facility Access and Shipment Tracking (FAST)'. Below this, there is a section for 'Facility Holiday Information' with a 'Return to Previous Screen' link. The facility details are as follows:

- Name: NEW YORK
- Address: 341 9TH AVE RM 918
- City: NEW YORK
- State: NY
- ZIP + 4: 101999701
- District: New York
- Area: Northeast (B)
- Locale Key: V19160

Below the facility details is a 'Holiday Closing Schedule' table:

<u>Holiday Date</u>	<u>Holiday Name</u>	<u>Hours of Operation</u>
09/06/2010	Labor Day	00:00- 23:59
10/11/2010	Columbus Day	00:00- 23:59

At the bottom of the page, there is a footer with various links: Site Map, Customer Service, Forms, Gov't Services, Careers, Privacy Policy, Terms of Use, and Business Customer Gateway. Below these links are copyright information (Copyright© 2009 USPS. All Rights Reserved.), FOIA links, and logos for Postal Inspectors Preserving the Trust and Inspector General Promoting Integrity.

4. How do I Access Additional Facility Information?

Users have the ability to view facility additional information from the *Facility Profile* page. The *Facility Profile-Additional Information* page provides information on the Zip/Carrier route the facility services, types of mail accepted and default facility information (may redirect mail to alternate facilities and may also receive redirected mail from other default facilities) and non-default facility information (may only receive redirected mail and not redirect to any other facility).

1. Click on the **Additional Information** button on the *Facility Profile* page.
2. *Facility Profile-Additional Information* page is displayed.
3. Users can click on **Previous Screen** hyperlink to return to the *Facility Profile* page.

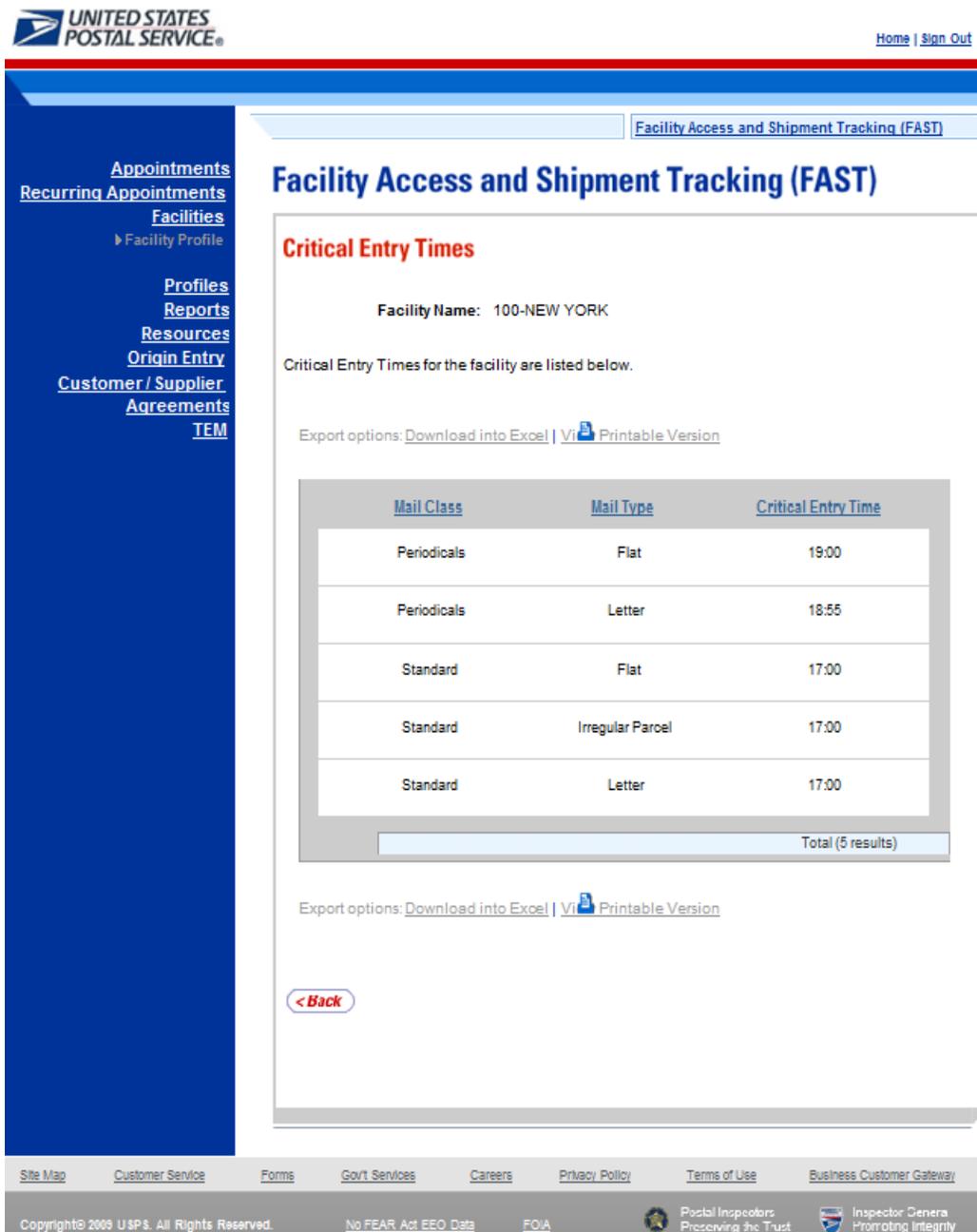
An image of the *Facility Profile-Additional Information* page is displayed on the following page.

5. How do I Access Facility Critical Entry Times (CET) Information?

Users have the ability to view facility Critical Entry Times from the *Facility Profile* page. The *Critical Entry Times* page provides information on when the Critical Entry Times are for each certain mail class and mail type.

1. Click on the **Critical Entry Times** button on the *Facility Profile* page.
2. *Critical Entry Times* page is displayed.
3. User can click on **Back** button to return to the *Facility Profile* page.

An image of the *Critical Entry Times* page is displayed below.



The screenshot shows the 'Facility Access and Shipment Tracking (FAST)' interface. The page title is 'Facility Access and Shipment Tracking (FAST)'. The facility name is '100-NEW YORK'. Below the title, it states 'Critical Entry Times for the facility are listed below.' There are export options: 'Download into Excel' and 'Printable Version'. A table lists the critical entry times for various mail classes and types. The table has three columns: 'Mail Class', 'Mail Type', and 'Critical Entry Time'. The data rows are as follows:

Mail Class	Mail Type	Critical Entry Time
Periodicals	Flat	19:00
Periodicals	Letter	18:55
Standard	Flat	17:00
Standard	Irregular Parcel	17:00
Standard	Letter	17:00

At the bottom of the table, it says 'Total (5 results)'. Below the table, there are more export options: 'Download into Excel' and 'Printable Version'. A '< Back' button is located at the bottom left of the main content area. The footer contains navigation links: 'Site Map', 'Customer Service', 'Forms', 'Gov't Services', 'Careers', 'Privacy Policy', 'Terms of Use', and 'Business Customer Gateway'. It also includes copyright information: 'Copyright© 2009 USPS. All Rights Reserved.' and logos for 'Postal Inspectors Preserving the Trust' and 'Inspector General Promoting Integrity'.