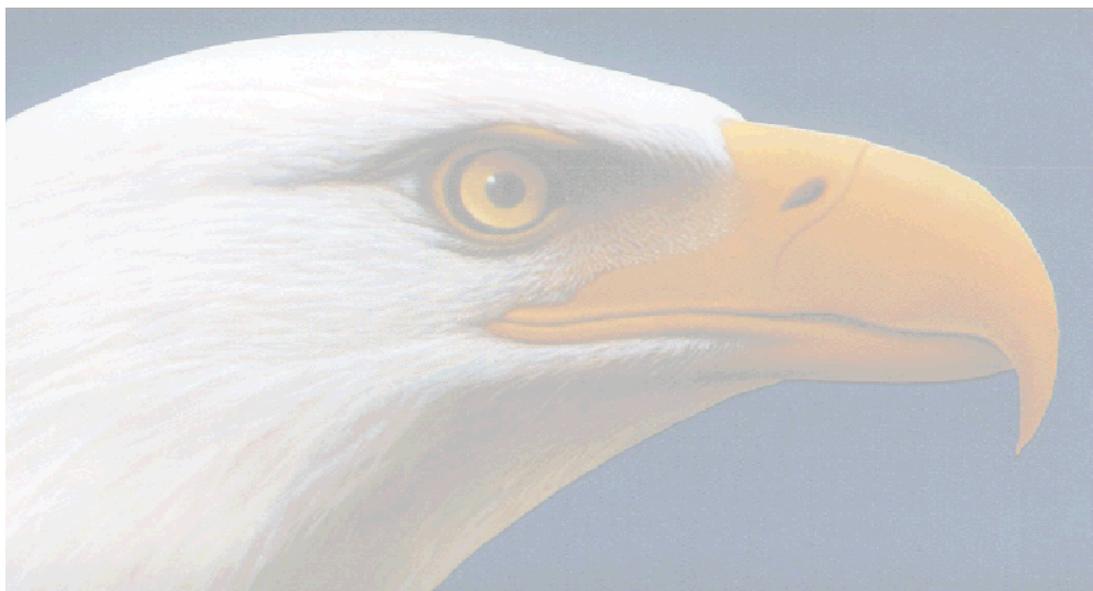




Address Information System Product



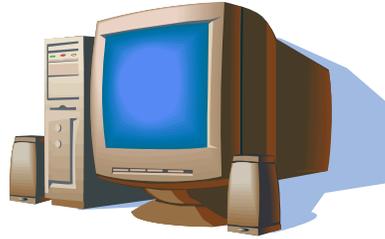
AIS VIEWER USER'S GUIDE

Address Management
National Customer Support Center
United States Postal Service
6060 Primacy Pkwy Ste 201
Memphis, TN 38188-0001
(800) 238-3150

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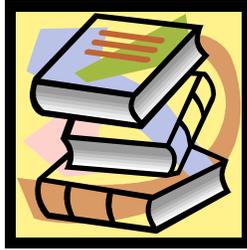


SYSTEM REQUIREMENTS

The minimum requirements to run the AIS Viewer Application are listed below:

- 1.98 megabytes of available hard drive space
- 32MB of RAM or higher (128 recommended)
- Operating system Windows 95 or better

Note: The AIS Viewer Application will not operate on a Macintosh computer.



OVERVIEW

The AIS Viewer replaces the hardcopy reports with a new monthly interactive CD-ROM. This product gives the customer the ability to search, view, and print hardcopy reports on demand at a 5-digit ZIP Code™ level from the Delivery Statistic, ZIP + 4® Retrieval, County Name Retrieval, City/State/Delivery Type Retrieval and give the customer the ability to perform ZIP + 4 address lookup.

The AIS Viewer CD-ROM includes several different products and they are priced separately, requiring an AIS Viewer Client Key number for access. The AIS Viewer will eliminate the increased cost associated with producing and mailing hardcopy reports, as well as redundancy with similar data products.

The CD-ROM is now available as an annual subscription with monthly updates.



Address Information System (AIS) Viewer Order Form

Customer Information *(Please print)*

Customer Name

Company Name

Street Address, PO Box, or Rural/Hwy Contract Route and Box Number

Apt/Suite

City

State

ZIP+ 4[®]

Country Name *(If outside the U.S.)*

Telephone Number *(Include area code)*

Ordering Instructions

1. Enter the quantity of each product. Multiply the quantity and the cost then enter the results in the purchase amount.

Product Description	Product ID	Quantity		Cost	=	Purchase Amount
City/State Delivery Type	ACS215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>
County Name Retrieval	ACN215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>
Delivery Statistic Retrieval	ADS215R	<input type="text"/>	X	\$ 75.00	=	<input type="text"/>
ZIP + 4 Retrieval	AZ4215R	<input type="text"/>	X	\$ 50.00	=	<input type="text"/>

Total Amount Due

2. Add purchase amounts and enter the total amount due

Payment Options

Indicate the method of payment and mail this completed form and payment to the address below. *(Returned checks will incur a \$25.00 fee)*. Please allow 10 business days for processing and delivery. Customers who need assistance may call the Customer Care Department at 1-800-238-3150. Prices subject to change without prior notice.

Payment Method
Make check or money order payable to "United States Postal Service"
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express
Card # <input type="text"/>
Card expiration date: ____ / ____ (MM/YY)
Authorized Personnel <i>(Please print)</i>
Signature
<i>The signature above accepts total responsibility governing the use of this card and agrees to comply with the terms of the issuer.</i>

Mail order form and payment to:

ACCOUNTSRECEIVABLE—AISPRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
FAX: 901-681-4409

USPS Use Only

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USPS warrants to the original LICENSEE that (a) the media on which the PRODUCT is recorded is free from defects in materials and workmanship under normal use and service for a period of ninety (90) days from the date of delivery as evidenced by a copy of the receipt. Further, USPS hereby limits the duration of any implied warranty (ies) on the PRODUCT to the respective periods stated above. Some states do not allow limitations on duration of implied warranty, so the above limitation may not apply to you.

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Manufacturer

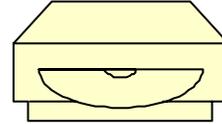
Manufacturer is United States Postal Service, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-6803. Should you have any questions concerning this PRODUCT or Agreement, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to:

**CUSTOMER CARE DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001**

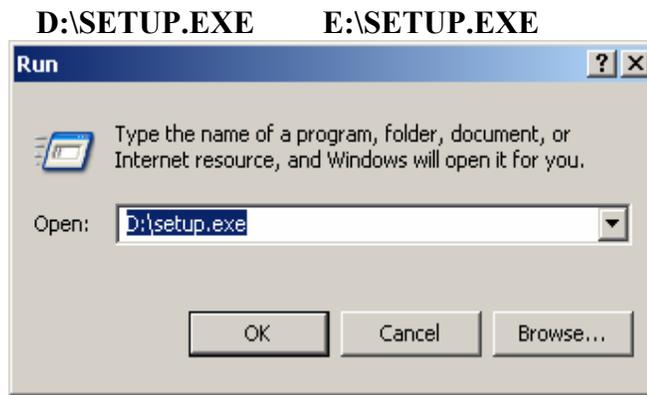
AIS VIEWER CD-ROM INSTALLATION INSTRUCTIONS

Note: Before you start the installation process, please close any open application(s).

1. Insert the AIS Viewer CD into the CD-ROM drive.
2. Click the Start button, and then choose Run.
3. Type the letter of the CD-ROM drive plus: \setup.exe.



Example:



4. Click OK.
5. Follow the on-screen instructions.

Note: Complete installation may take several minutes depending on which Windows operating system your computer is using. Your system may reboot itself and then continue with the installation process. Please check "Yes" on the End User License Agreement Screen after reading and agreeing to the license. Continue to follow the instructions until you see the "Maintenance Completed" Screen. After clicking this, you will be returned to your desktop screen.

AIS Viewer Usage



1. To open the AIS Viewer software, click the *Start* button.
2. Choose *Programs, AIS Viewer, AIS Viewer Application* or
3. Double click the *AIS Viewer Application desktop* Icon.

. The *AIS Viewer Manager* will appear on the screen to continue with the installation.

Customer Key Code

A screenshot of the "AIS Viewer Key Manager" application window. The window has a blue title bar with the text "AIS Viewer Key Manager" and a close button. Below the title bar, there is a message: "To enable this application, please call the USPS National Customer Support Center at (1 800 238-3150)". The main area is divided into two sections. The left section is titled "Customer Key Code" and contains four input fields with the text "TPQ", "LWN", "NSI", and "G90" respectively. The right section is titled "AIS Viewer Client Key" and contains five empty input fields. Below these sections is a table with three columns: "Feature", "Status", and "Days Remaining". The table lists five features, all with a status of "Disabled" and "Days Remaining" of "0". To the right of the table are two buttons: "Validate Client Key" and "Exit".

Feature	Status	Days Remaining
Address Lookup :	Disabled	0
City/State/Delivery Type :	Disabled	0
County Name Retrieval :	Disabled	0
Delivery Statistics Retrieval :	Disabled	0
ZIP+4 Retrieval :	Disabled	0

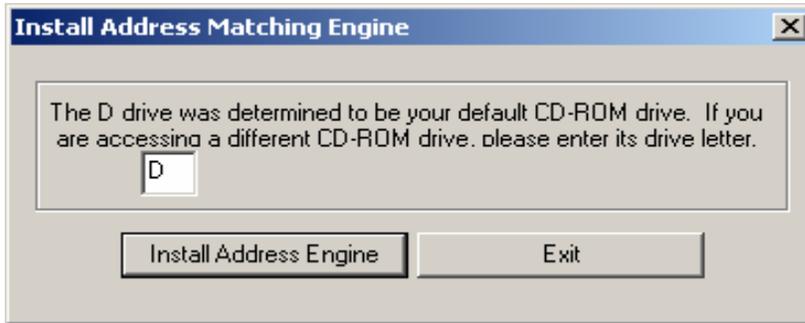
To continue with the installation of the AIS Viewer application, please contact our Customer Service Department at 800-238-3150 for the assigned *AIS Viewer Client Key*. This will enable the product and set the number of days the product is accessible.

Note: When the number of days remaining is 0, and the feature is disabled, call our Customer Service Department to re-order the product(s).

ADDRESS MATCHING ENGINE INSTALLATION INSTRUCTIONS

After the application has been completely installed, the *Address Matching Engine* installs automatically to the default CD-ROM drive.

Address Matching Engine



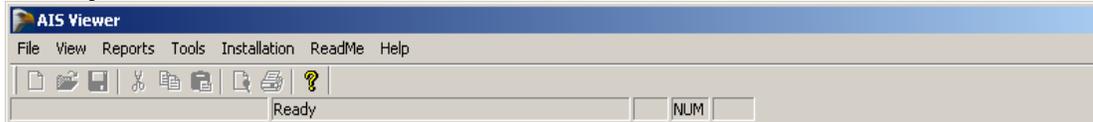
1. Click *Install Address Engine* and the selected features will be enabled.

Note: Monthly reinstallation of the Address Matching Engine will be necessary to update your system with any current changes.

MENU FUNCTIONS

This section will help you navigate through the functions and reporting tools of the AIS Viewer Application Menu Bar. The Menu bar across the top of your screen contains the following functions: File, View, Reports, Tools, Installation and Help

Example: Menu Bar



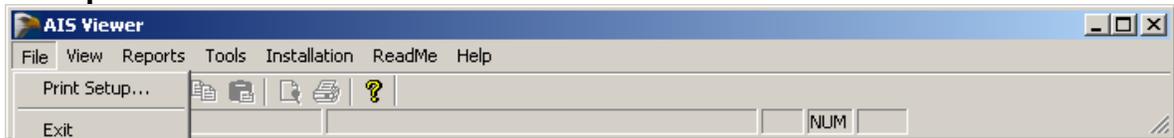
MENU FUNCTIONS

File

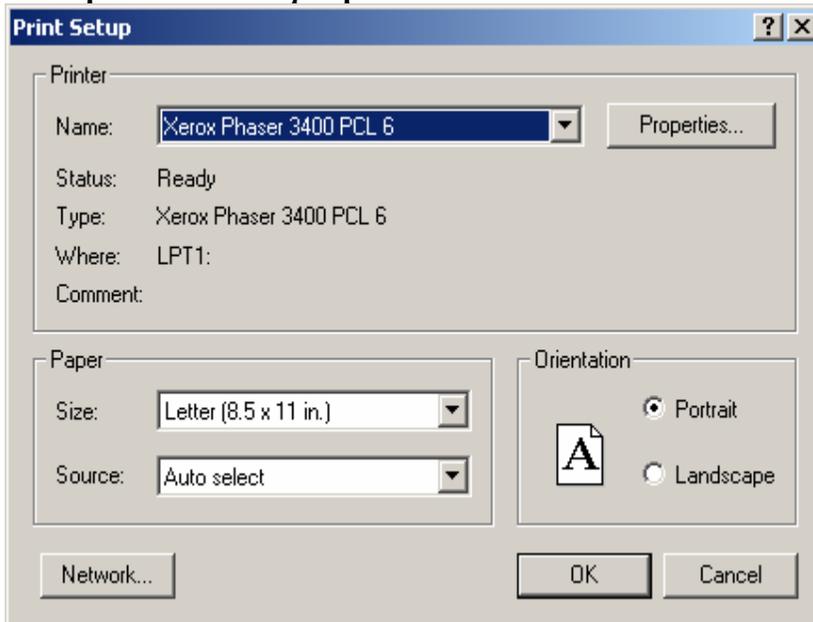
The toolbar *File* provides two options:

- *Print Setup* - allows you to select a printer, paper source and print orientation.
- *Exit* –closes *AIS Viewer Application*.

Example: *File* from the Menu Bar



Example: *Print Setup* Option

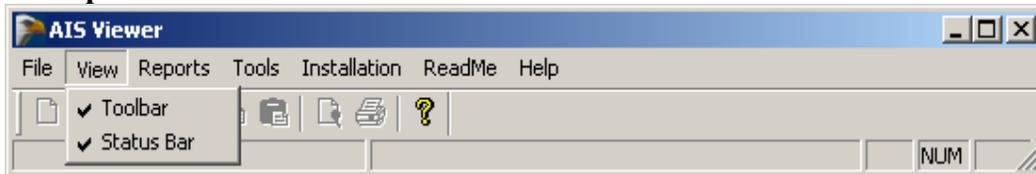


MENU FUNCTIONS

View

View provides the option to display the *Toolbar* or *Status Bar*. Clicking on either will allow you to see the setting of the screen.

Example: *View* from the Menu bar



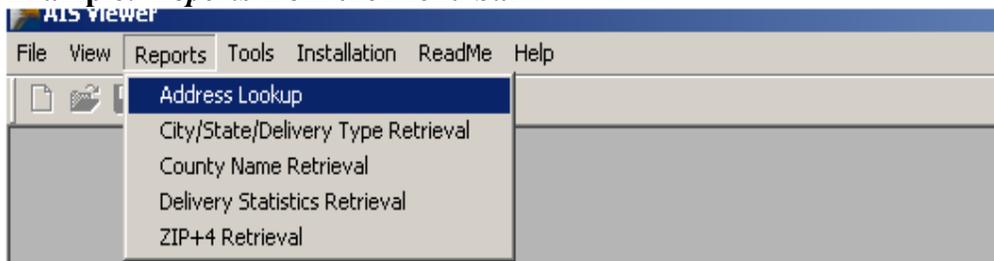
Reports

Reports lists the five different products available.

- Address Lookup
- City/State/Delivery Type Retrieval
- County Name Retrieval
- Delivery Statistics Retrieval
- ZIP+4 Retrieval

Note: For more information on Reports, please see the AIS Viewer Reports section of this guide.

Example: *Reports* from the Menu bar



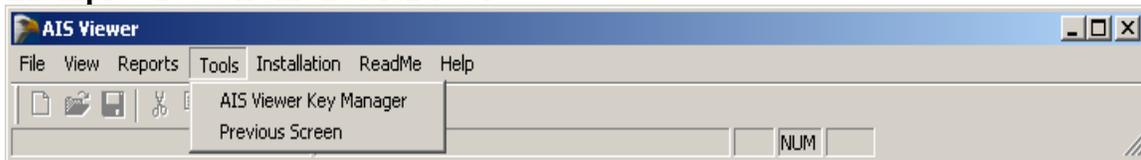
MENU FUNCTIONS

Tools

AIS Viewer Key Manager is used to retrieve the Customer Key Code when the product days have expired (0 days remaining) and the product is disabled, or to activate another product. Call Customer Service at 800-238-3150 to renew the subscription.

Previous Screen allows you to return to the previous screen from a report.

Example: *Tools* from the Menu bar



Installation

Reinstallation of the *Address Matching Engine* should be updated monthly when you receive the updated CD-ROM product.

Example: *Installation* from the Menu bar



MENU FUNCTIONS

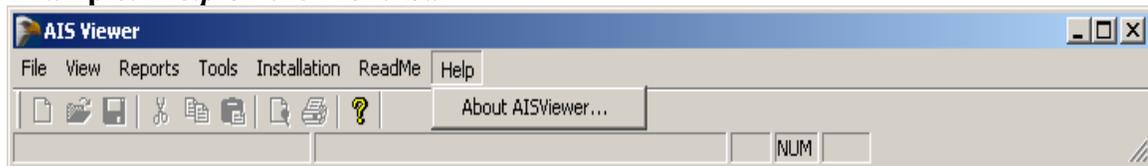
ReadMe

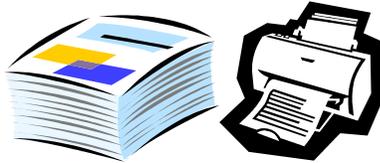
This function provides documentation on the installation and user friendly procedures for the *AIS Viewer Application*.

Help

Help provides the version number and United States Postal Service® copyright statement. *Information to be added at a later date.*

Example: *Help* on the Menu bar





AIS VIEWER REPORTS

The report option on the Menu Bar list five options: *Address Lookup*, *City/State/Delivery Type Retrieval*, *County Name Retrieval*, *Delivery Statistics Retrieval* and *ZIP+4 Retrieval*. An optional sort routine is available to resort the output by sorting one header at a time. Click on a single column heading and the results can be sorted in alphabetical or numerical order.

Report Print Options

Below is an example of a printout of a report that contains 82,839 records to be printed on 2128 pages. You can select pages to be printed from the *Print Review* screen by clicking on the printer Icon and selecting the page(s) to print.

Example: Report Print Option sorted by the ZIP Code®

The screenshot shows the AIS Viewer application window. The title bar reads "Report Viewer". The menu bar includes "File". The toolbar shows a zoom level of 100% and page navigation controls. The main content area displays a report titled "ZIP+4 RETRIEVAL REPORT NATIONAL CUSTOMER SUPPORT CENTER AIS VIEWER CYCLE DATE 10/26/2003 Preferred City Name: MEMPHIS". The report header includes the United States Postal Service logo and the date "DATE 12/01/2003 REC COUNTY 02969 Page 1 of 2128".

The report data is presented in a table with the following columns: REC TYPE, ZIP CODE, CARR ID, PRE DIR, PRIMARY NAME, SUFFIX, PGST DIR, PRIMARY LOW, PRIMARY HIGH, E FIRM B NAME, SEC ARBR, SECONDARY LOW, SECONDARY HIGH, E B, ZIP ADD ON, and HIGH. The data is sorted by ZIP CODE.

A "Print" dialog box is overlaid on the report, showing the printer "System Printer (Lexmark Optra E310 (MS))". The "Print Range" section has "Pages" selected, with "From:" and "To:" fields. The "Copies:" field is set to 1, and the "Collate Copies" checkbox is checked.

REC TYPE	ZIP CODE	CARR ID	PRE DIR	PRIMARY NAME	SUFFIX	PGST DIR	PRIMARY LOW	PRIMARY HIGH	E FIRM B NAME	SEC ARBR	SECONDARY LOW	SECONDARY HIGH	E B	ZIP ADD ON	HIGH
S	38109	C094	1ST		AVE		100	220	E					1802	1802
S	38109	C094	1ST		AVE		101	219	O					1801	1801
S	38109	C094	1ST		AVE		221	299	O					1803	1803
S	38109	C094	1ST											1804	1804
S	38134	C027	1ST											9128	9128
H	38134	C027	1ST											9129	9129
H	38134	C027	1ST							APT	1	1	O	9130	9130
H	38134	C027	1ST							APT	2	2	E	9131	9131
H	38134	C027	1ST							APT	3	3	O	9130	9130
H	38134	C027	1ST							APT	4	4	E	9131	9131
H	38134	C027	1ST							APT	5	5	O	9130	9130
H	38134	C027	1ST							APT	6	6	E	9131	9131
H	38134	C027	1ST							APT	7	7	O	9130	9130
H	38134	C027	1ST							APT	8	8	E	9131	9131
H	38134	C027	1ST											9132	9132
H	38134	C027	1ST		CV		1849	1849	B	APT	1	1	O	9133	9133
H	38134	C027	1ST		CV		1849	1849	B	APT	2	2	E	9134	9134
H	38134	C027	1ST		CV		1849	1849	B	APT	3	3	O	9133	9133
H	38134	C027	1ST		CV		1849	1849	B	APT	4	4	E	9134	9134
H	38134	C027	1ST		CV		1849	1849	B	APT	5	5	O	9133	9133
H	38134	C027	1ST		CV		1849	1849	B	APT	6	6	E	9134	9134
H	38134	C027	1ST		CV		1849	1849	B	APT	7	7	O	9133	9133
H	38134	C027	1ST		CV		1849	1849	B	APT	8	8	E	9134	9134
H	38134	C027	1ST		CV		1857	1857	B					9135	9135
H	38134	C027	1ST		CV		1857	1857	B	APT	1	1	O	9136	9136
H	38134	C027	1ST		CV		1857	1857	B	APT	2	2	E	9137	9137
H	38134	C027	1ST		CV		1857	1857	B	APT	3	3	O	9136	9136
H	38134	C027	1ST		CV		1857	1857	B	APT	4	4	E	9137	9137
H	38134	C027	1ST		CV		1857	1857	B	APT	5	5	O	9136	9136
H	38134	C027	1ST		CV		1857	1857	B	APT	6	6	E	9137	9137
H	38134	C027	1ST		CV		1857	1857	B	APT	7	7	O	9136	9136
H	38134	C027	1ST		CV		1857	1857	B	APT	8	8	E	9137	9137
H	38134	C027	1ST		CV		1857	1857	B					9138	9138
H	38134	C027	1ST		CV		1857	1857	B	APT	0	0	E	9139	9139

REPORTS

Address Lookup

Address Lookup is a quick way of looking up a ZIP + 4 for an individual address. This function is addressing-specific. To save time, you can key in a ZIP Code or a city/state after you have keyed in the address. The report also provides you with the carrier route number, county number, delivery point code, and check digit.

NOTE: The delivery point and check digit do not appear on multiple responses.

Example: Sample Address on Lookup Screen

Enter an address

Firm (required for firm records)

Urbanization (Puerto Rico only)

Delivery Address (required) 2102 POPLAR AVE

City * MEMPHIS

State * TN

ZIP Code

* City and State are not required when a ZIP Code is given.

Address Lookup

Clear Screen

Exit

Example: Report Results from Sample Address

UNITED STATES
POSTAL SERVICE®

ZIP+4 Code Lookup



12/10/2003

2102 POPLAR AVE
MEMPHIS TN 38104-2806
Carrier Route : C024 County : SHELBY
Delivery Point : 02 Check Digit : 6

REPORTS

City/State/Delivery Type Retrieval

The city state portion is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code of a mailing address. You can search for information with the lookup options:

- City
- State
- City and State
- City Finance Number
- ZIP Code
- Delivery Type

Press *Enter* on the keyboard or click *Generate Report* on the report screen after the selected criteria has been entered. This will generate a report for viewing or printing. In order to view the entire report on screen, it will be necessary to use the scroll bars.

Example: City Option Lookup

City/State Criteria

City: BAY CITY
State: [Dropdown]
Finance Number: [Text Box]
ZIP Code: [Text Box]

Lookup Options:
 City
 State
 City and State
 City Finance Number
 ZIP Code
 Delivery Type

Delivery Type Options:
 Street
 Rural
 PO Box
 General
 Unique
 Military
 Non Active
 All Deliveries

Generate Report
Clear Screen
Exit

City/State/Delivery Type Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	City	State	Mailing Ind	Preferred Last Line	County Number	County Name
48706	BAY CITY	MI	Y	BAY CITY	017	BAY

REPORTS

Delivery Type Lookup Options

Example: Delivery Type Lookup option

City/State Criteria

City:

State: MI

Finance Number:

ZIP Code: 48706

Lookup Options:

- City
- State
- City and State
- City Finance Number
- ZIP Code
- Delivery Type

Delivery Type Options:

- Street
- Rural
- PO Box
- General
- Unique
- Military
- Non Active
- All Deliveries

Generate Report

Clear Screen

Exit

Example: Report Result from Sample Lookup

City/State/Delivery Type Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	Street	Rural	PO Box	Gen/Del	Military	Unique	Non Active	County Number	County Name
48001	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48002 *	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48003	Y	Y	Y	N	N	N	N	087	LAPEER

REPORTS

County Name Retrieval

Example: Sample lookup screen for county name retrieval

County/State Criteria

County Name: BAY

County Number: []

State: MI

ZIP Code: []

Lookup Options:

- County Name and State
- County Number
- State
- ZIP Code

Generate Report

Clear Screen

Exit

Sample: County Name and State Report

County Name Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003

ZIP Code	County Number	County Name	State
48601*	017	BAY	MI
48604*	017	BAY	MI
48611	017	BAY	MI
48613*	017	BAY	MI

REPORTS

Delivery Statistics Retrieval

Example: Sample lookup screen for Delivery Statistics

Delivery Statistics Criteria

County Name

County Number

ZIP Code

CRIDs

Lookup Options

ZIP Code

ZIP Code and County Name

ZIP Code and County Number

Generate Report

Clear Screen

Exit

Example: Report result from sample lookup

Delivery Statistics Retrieval
National Customer Support Center
United States Postal Service
1 (800) 238-3150
Cycle Date 12/15/2003
ZIP Code 48706

Carr ID	Possible Residential	Possible Business	Total	Active Residential	Active Business	Total	Finance Number	State	County Number
B001	28	29	57	21	21	42	250690	MI	017
B002	18	15	33	12	10	22	250690	MI	017
B003	30	37	67	24	29	53	250690	MI	017
B004	43	30	73	40	24	64	250690	MI	017
B005	51	23	74	42	22	64	250690	MI	017

REPORTS

ZIP + 4 Retrieval

ZIP + 4 Retrieval is used when you want to search for specific data or individual street information. You can search for a specific street name or all streets by:

- Street and ZIP Code
- Street, City, and State
- City and State
- ZIP Code

After you have made your selection criteria, you will need to press Enter or Click *Generate Report*. This will generate a report for viewing or printing. In order to view the entire report on your screen, it will be necessary to use the scroll bars.

Note: For a definition of the column headers, please refer to the Glossary.

ZIP + 4 Retrieval Lookup Options

Note: When entering an address, do not enter the physical street number. Only enter the street name.

Example: Street and ZIP Code Option

Example: Report Result from ZIP+4 Lookup screen

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB	Firm Name	Abbrev	Sec Low	Sec High	OEB	Add-on Low	Add-on High	County Number
H	48706	C005	S	Wenona	St		200	200	E	Allen Medical	Ste	194	195	B	8820	8820	017

GLOSSARY

Abbrev (Abbreviations)

Abbreviate directionals to the appropriate one or two character abbreviation.

Address Primary Name

Primary Name of a street without a directional or suffix.

Asterisk

The asterisk represents a wildcard to search by all carrier routes or all record types in the ZIP + 4 Retrieval option.

Carrier Route Delivery Number (Carr ID)

This is also referred to as a *CRID* which is assigned to a mail delivery or collection route within a 5-digit ZIP Code. There are five types:

B = PO Box

H = Highway contract

R = Rural route

C = City delivery

G = General Delivery

County Number

The Federal Information Processing Standards (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is “S”, “H”, or “F”, the county number will be blank.

Delivery Point

The Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP+4 and represented by the delivery point barcode (DPBC).

Firm Name

The firm name is the name of firm or business.

Menu Options

This is the function that is displayed across the top of your screen. It includes: *File, View, Reports, Tools, Installation, ReadMe, and Help*. For a better understanding of these options, please see the section “Menu Functions”.

O/E/B

The abbreviation O/E/B indicates if a ranged number contains odd, even, or both odd and even numbers in the range of numbers.

Post Dir

Post Directional indicator for street directions. (N, SE, E, W, NE, NW, SE, SW)

Pre Dir

Pre-directional indicator for street directions. (N, S, E, W, NE, NW, SE, SW)

Prim Low (Primary Low)

The Primary Low is the low-end address in a range of addresses – often referred to as house number.

Prim High (Primary High)

The Primary High is the high-end address in a range of addresses – often referred to as house number.

Record Type

An alpha value that identifies the type of data in the record. Record type codes include the following:

F = Firm or business address

G = General delivery

H = High-rise

P = PO Box

R = Rural route/highway contact

S = Street

Sec Abbr

A descriptive code used to identify the type of secondary address. (Apt, Ste, F1, etc.)

Sec Low (Address Secondary Low)

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

Sec High (Address Secondary High)

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component is in a range of secondary addresses.

Status Bar

The status bar is the strip along the bottom of the screen that may include the current date and time, the position of the cursor on your screen, etc.

Street Name

The street name is the official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals or suffixes.

Suffix

Suffix is a code that is the standard USPS abbreviation for the trailing designator in a street address. (ST, AVE, RD, etc)

Tool Bar

The tool bar is a horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands.

ZIP Add-On High

The ZIP add-on high number is the last four positions of a ZIP + 4 Code; the high end ZIP add-on of the last ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Add-On Low

The ZIP add-on low is the last four positions of a ZIP + 4 code; the low-end ZIP add-on of the first ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

ZIP Code

A ZIP Code is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.