

# eInduction Report Testing

Date of Test: \_\_\_\_\_

## Duplicate Errors (Barcode Uniqueness)

The below test process will allow a tester to verify that a Duplicate error reported on the eInduction tab of the mailer scorecard is a valid error. Duplicate errors are logged at the container level.

In this test, we will validate the # Duplicate errors reported matches between summary and drill views for the eDoc submitter scorecard, Mail Owner Scorecard, and Mail Preparer Scorecard. We are also testing that Duplicate errors are logged correctly.

This test will also validate that errors reporting above threshold are reporting correctly on the Mail Entry Additional Postage Assessment Report (Internal Users only at this time) and Postage Assessment Summary Report – Information Only.

## eDoc Submitter Scorecard

In this test, we will validate that the # of Duplicate errors reported matches between summary and drill views for the eDoc submitter scorecard. We are also testing that Duplicate errors are logged correctly.

Major Step	Key Points	Reasons
<b>1. Open eDoc Submitter Scorecard</b>  _____ eDoc Submitter CRID used	<ul style="list-style-type: none"> <li>Select "I'm an eDoc submitter"</li> </ul> Enter information in the (Required) filter fields: <ul style="list-style-type: none"> <li>Select Timeframe:               <ul style="list-style-type: none"> <li>Current Month</li> <li>Previous Month</li> <li>Select Month</li> </ul> </li> <li>Enter the eDoc Submitter CRID in the Search Box</li> <li>Click on the magnifying glass to search for the CRID</li> <li>Highlight the eDoc Submitter name</li> <li>Click on the arrow to move the CRID to the right box under "Selected"</li> <li>Select "Run Document" located at bottom left of screen.</li> <li>Next screen will request to select "Error Type"</li> <li>Select "eInduction"</li> </ul>	The Mailer Scorecard holds all eInduction errors, including Duplicate Barcode errors.
<b>2. Navigate to the Duplicate Barcode errors fields</b>  _____ # of Duplicate Barcode	<ul style="list-style-type: none"> <li>eDoc Submitter Scorecard will display</li> <li>Record number of errors reported for DuplicateBarcode</li> </ul>	The Duplicate Barcode errors field displays a count/% of Duplicate Barcode errors for the selected CRID over the

<p><b>errors reported</b></p> <p>_____ % of Duplicate Barcode errors reported</p> <p>_____ \$ Additional postage from EIN errors (Info Only)</p>	<ul style="list-style-type: none"> <li>Select % Metric and record the percentage for Duplicate Barcode errors</li> </ul>	<p>selected timeframe.</p>
<p><b>3. Navigate to the "Error Details by Error Type" report</b></p> <p>_____ # of Duplicate (Barcode Uniqueness) errors reported</p>	<p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> <li>Left-click on the eDoc Submitter CRID at the top of the column</li> </ul> <p>Or the user may</p> <ul style="list-style-type: none"> <li>Right-click on the mailer name then select "Drill" and a fly out box will appear to select "View Error Details by Error Type"</li> <li>On the next screen, select the "eInduction Errors" filter</li> <li>Click the "Run Report" button left of the screen</li> </ul>	<p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> <p>The count of errors on the drill should match to the count of errors on the scorecard.</p>
<p><b>4. Open the Mail Quality Detailed Error Report</b></p> <p>_____ Sum of Duplicate (Barcode Uniqueness) errors Reported</p> <p>_____ Selected Job ID</p> <p>_____ MID or CRID of Mail Owner</p> <p>_____ # of Duplicate (Barcode Uniqueness) errors reported for selected job</p>	<ul style="list-style-type: none"> <li>Left-click on the "Error Type" to view ALL errors</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Left click on "Error Code" for the specific Duplicate error type</li> <li>Select a specific job to validate errors at a more detailed level.</li> </ul>	<p>This report shows details for errors for every job submitted for the time frame selected.</p> <p>The count of errors here should match the count of the selected job on the previous Mail Quality Job Error Type report (capped at 100).</p>
<p><b>5. Open the Mail Quality Detailed Error Report</b></p> <p>_____ # of Duplicate Barcode errors reported for selected job</p>	<ul style="list-style-type: none"> <li>Left-click on the "Error Type" or "Error Code" for the selected Duplicate Barcode error</li> </ul>	<p>This report shows full details for each error in the selected job.</p> <p>The count of errors here should match the count of the selected job on the previous Mail Quality Job Error Type report (capped at 100).</p>

<p><b>6. Verify that all fields are populated correctly</b></p>	<p>Note: Some data may not be included if it is not available</p>	<p>Ensure that there is no required data missing from the report.</p>
<p><b>7. Open Mail Quality Detailed Error Report</b></p> <p>Select 5 errors (if available) and review the error details. Note: If fewer than 5 errors review all.</p> <p>_____ Mailing Date for Selected Job</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p>	<ul style="list-style-type: none"> <li>• Select the Error Code link for the selected job</li> <li>• The Duplicate Barcode error details is listed in the "Error Data" field</li> <li>• Record the Duplicate Barcodes for the 5 errors identified for the specific job selected.</li> </ul>	<p>Confirm a Duplicate Barcode error in the next step.</p>
<p><b>8. Validate error logging</b></p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p> <p>Validate that errors reported on each report level are consistent</p>	<ul style="list-style-type: none"> <li>• Perform an IMcb look-up using the Quick Container Status Report located in the BCG (External Users Only)</li> <li>• Validate that Duplicate barcode error counts logged in steps 2, 3, 4 are same across all report levels.</li> <li>• The error is valid if the barcode was scanned a second time within 45 days for a specific CRID</li> </ul>	<p>A mailer is responsible for all valid errors.</p> <p><b>External Users</b> should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p> <p><b>Internal Users</b> should report any discrepancies to the applicable reporting group to investigate.</p>

## Mail Preparer Scorecard (Mail Preparers Only)

In this test, we will validate that the # of Duplicate Barcode errors reported matches between summary and drill views for the Mail Preparer scorecard. We are also testing that Duplicate errors are logged correctly.

Major Step	Key Points	Reasons
<p><b>1. Open Mailer Preparer Scorecard</b></p>	<ul style="list-style-type: none"> <li>• Select "I'm a Mail Owner or Mail Preparer"</li> </ul> <p>Enter information in the (Required) filter fields:</p>	<p>The Mailer Scorecard holds all eInduction errors, including Duplicate Barcode errors.</p>

<p>_____ Mail Preparer CRID used</p>	<ul style="list-style-type: none"> <li>• Select Timeframe: <ul style="list-style-type: none"> <li>• Current Month</li> <li>• Previous Month</li> <li>• Select Month</li> </ul> </li> <li>• Click Select Preparer CRID box</li> <li>• Select "Run Document" located at bottom left of screen.</li> </ul>	
<p><b>2. Navigating to the Mail Preparer Scorecard View</b></p>	<ul style="list-style-type: none"> <li>• Enter CRID of mail preparer in the "Search for:" box</li> <li>• Click on the magnifying glass to search for the CRID</li> <li>• Highlight the mail preparer name</li> <li>• Click on the arrow to move the Mail Preparer to the right box under "Selected"</li> <li>• Select "Run Document" located at bottom left of screen.</li> </ul>	
<p><b>3. Mail Preparer View of Scorecard</b></p> <p>_____ # of Duplicate Barcode errors reported</p> <p>_____ % of Duplicate Barcode errors reported</p>	<ul style="list-style-type: none"> <li>• Located on the eInduction tab</li> <li>• Select the "eInduction"</li> <li>• Record number of errors reported for Duplicate Barcode in the "Total" column</li> <li>• Select % Metric and record the percentage for Duplicate Barcode errors in the "Total" column</li> </ul>	<p>This will display eInduction errors for each mail owner for which the the Mail Preparer is responsible for preparing the mailings.</p> <p>The Duplicate Barcode error % should be displaying correctly. # of Duplicate Barcode errors divided by the # of eInduction Containers Accepted.</p>
<p><b>4. Drill to the "Error Details by Error Type" report</b></p> <p>_____ Record the sum of the Duplicate Barcode errors reported for the Mail Preparer</p>	<p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> <li>• Left-click on the eDoc Submitter CRID at the top of the column</li> </ul> <p>Or the user may</p> <ul style="list-style-type: none"> <li>• Right-click on the mailer name then select "Drill" and a fly out box will appear to select "View Error Details by Error Type"</li> <li>• Select "View Error Details by Error Type"</li> <li>• On the next screen, select the "EInduction Errors" filter</li> <li>• Click the "Run Report" button on the bottom left of screen</li> </ul>	<p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> <p>The count of errors on the drill should match to the count of errors on the scorecard.</p>
<p><b>5. Open the Mail Quality Job Error Type Report</b></p>	<ul style="list-style-type: none"> <li>• Left-click on the "Error</li> </ul>	<p>This report shows details for errors for every job submitted</p>

<p>_____ Record the sum of Duplicate (Barcode Uniqueness) errors reported</p> <p>_____ Selected Job ID</p> <p>_____ MID or CRID of Mail Owner</p>	<p>Type" to view ALL errors or</p> <ul style="list-style-type: none"> <li>• Left click on "Error Code" for the specific Duplicate Barcode error type</li> <li>• Select a specific job to validate errors at a more detailed level.</li> </ul>	<p>for the time frame selected.</p>
<p><b>6. Open the Mail Quality Detailed Error Report</b></p> <p>_____ # of Duplicate Barcode errors reported for selected job</p>	<ul style="list-style-type: none"> <li>• Left-click on the "Error Code" for the selected Duplicate Barcode error</li> </ul>	<p>This report shows details for errors for every job submitted for the time frame selected.</p> <p>The count of errors here should match the count of the selected job on the previous Mail Quality Job Error Type report (capped at 100).</p>
<p><b>7. Open Mail Quality Detailed Error Report</b></p> <p>Select 1- 5 errors and review the error details (if at least 5 errors are reported)</p> <p>_____ Mailing Date for Selected Job</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>Validate error logging</p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<ul style="list-style-type: none"> <li>• Select the Error Code link for the job selected</li> <li>• Record five 99M barcodes</li> <li>• Perform an IMcb look-up using the Quick Container Status Report located in the BCG.</li> <li>• Check that Duplicate Barcode error counts logged in steps 2, 3, 4 are same across all report levels.</li> <li>• The error is valid if the barcode was scanned a second time within 45 days for a specific CRID.</li> </ul>	<p>Confirm a Duplicate barcode error.</p> <p>A mailer is responsible for all valid errors.</p> <p>External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>

## Mail Owner Scorecard (Mail Owners Only)

In this test, we will validate that the # of Duplicate errors reported matches between summary and drill views for the Mail Owner scorecard. We are also testing that Duplicate errors are logged correctly.

Major Step	Key Points	Reasons
<b>1. Open Mail Owner Scorecard</b>  _____ Mail Owner CRID used (From previously identified Mail Preparer SC review)	<ul style="list-style-type: none"> <li>Select "I'm a Mail Owner or Mail Preparer"</li> </ul> Enter information in the (Required) filter fields: <ul style="list-style-type: none"> <li>Select Timeframe:               <ul style="list-style-type: none"> <li>Current Month</li> <li>Previous month</li> <li>Select a month</li> </ul> </li> <li>Click Select Owner CRID box</li> <li>Select "Run Document" located at bottom left of screen.</li> </ul>	The Mailer Scorecard holds all eInduction errors, including Duplicate errors.
<b>2. Navigating to the Mail Owner Scorecard View</b>	<ul style="list-style-type: none"> <li>Enter CRID of mail owner in the "Search for:" box</li> <li>Click on the magnifying glass to search for the CRID</li> <li>Highlight the Mail Owner name</li> <li>Click on the arrow to move the mail preparer to the right box under "Selected"</li> <li>Select "Run Document" located at bottom left of screen.</li> </ul>	
<b>3. Mail Owner View of Scorecard</b>	<ul style="list-style-type: none"> <li>Located on the eInduction tab</li> <li>Select the "eInduction"</li> </ul>	This will display eInduction errors for the mail owner for which the the Mail Preparer is responsible for preparing the mailings.
<b>4. Navigate to the Duplicate errors fields</b>  _____ # of Duplicate Barcode errors reported  Validate % Metric on eInduction tab  _____% of Duplicate Barcode errors reported	<ul style="list-style-type: none"> <li>On the eInduction tab</li> <li>Record the number of eInduction Duplicate Barcode Errors reported on the Scorecard</li> <li>Select % Metric to view the percentage of Duplicate Barcode errors</li> </ul>	The Duplicate Barcode errors field displays a count/% of Duplicate Barcode errors for the selected CRID over the selected timeframe.  The Duplicate Barcode error % should be displaying correctly.  $\frac{\text{\# of Duplicate Barcode errors}}{\text{\# of eInduction Containers Accepted}}$

<p><b>5. Drill to the "Error Details by Error Type" report</b></p> <p>_____ # of Duplicate Barcode errors reported</p>	<p>The user may drill to the Error Details by Error Type Report in one of two ways:</p> <ul style="list-style-type: none"> <li>• Left-click on the eDoc Submitter CRID at the top of the column</li> </ul> <p>Or the user may</p> <ul style="list-style-type: none"> <li>• Right-click on the mailer name then select "Drill" and a fly out box will appear to select "View Error Details by Error Type"</li> <li>• Select "View Error Details by Error Type"</li> <li>• On the next screen, select the "EInduction Errors" filter</li> <li>• Click the "Run Report" button</li> <li>• Record the number of Duplicate errors</li> </ul>	<p>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</p> <p>The count of errors on the drill should match to the count of errors on the scorecard.</p>
<p><b>6. Open the Mail Quality Job Error Type Report</b></p> <p>_____ Record the sum of Duplicate (Barcode Uniqueness) errors Reported</p>	<ul style="list-style-type: none"> <li>• Left-click on the "Error Type" or "Error Code" for the selected DuplicateBarcode error</li> </ul>	<p>This report will show the errors rolled up to each job.</p> <p>The sum count of errors from each job should match to the count of errors on the Error Details by Error Type drill and the scorecard.</p>
<p><b>7. Open the Mail Quality Detailed Error Report</b></p> <p>_____ CRID of Mail Preparer with Duplicate (Barcode Uniqueness) errors</p> <p>_____ Selected Job ID</p> <p>_____ # of Duplicate (Barcode Uniqueness) errors Reported for selected job</p>	<ul style="list-style-type: none"> <li>• Left-click on the "Error Type" or "Error Code" for the selected Duplicate error reported for a job</li> </ul>	<p>This report shows full details for each error in the selected job.</p> <p>The count of errors here should match the count of the selected job on the previous Mail Quality Job Error Type report (capped at 100).</p>
<p><b>8. Select 1-5 errors and review the error details (if at least 5 errors are reported)</b></p> <p>_____ Mailing Date for Selected Job</p> <p>99M _____</p>	<ul style="list-style-type: none"> <li>• Perform an IMcb look-up using the Quick Container Status Report located in the BCG</li> <li>• Check that Duplicate Barcode error counts logged in steps 2, 3, 4 are same across all report levels.</li> </ul>	<p>Confirm a Duplicate barcode error</p> <p>A mailer is responsible for all valid errors.</p> <p>External Users should report invalid errors which require a Help Desk ticket to investigate</p>

<p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p>99M _____</p> <p><b>Validate error logging</b></p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<p>The error is valid if the barcode was scanned a second time within 45 days for a specific CRID</p>	<p>a possible system issue.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>
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# eInduction Report Testing

Duplicate Barcodes

## Postage Assessment Summary Report Testing

In this test, we will validate that the # Mishipped, % Duplicate, and \$ amount for eInduction errors match between the Postage Assessment Summary Report on the eDoc Submitter scorecard and the Mail Entry Additional Postage Assessment Report in PostalOne! (Currently only viewable by Internal Users).

This test will also validate that errors reporting above threshold are reporting correctly on the Mail Entry [Additional Postage Assessment Report](#) (Internal Users only at this time) and Postage Assessment Summary Report – Information Only Report.

## Scorecard-eDoc Submitter view to Postage Assessment Detail Report

Major Step	Key Points	Reasons
<b>1. Open eDoc Submitter Scorecard View</b>  _____ eDoc <b>Submitter CRID used</b>	<ul style="list-style-type: none"> <li>Select “I’m an eDoc submitter”</li> </ul> Enter information in the (Required) filter fields: <ul style="list-style-type: none"> <li>Select Timeframe:               <ul style="list-style-type: none"> <li>Current Month</li> <li>Previous Month</li> <li>Select Month</li> </ul> </li> <li>Enter the eDoc Submitter CRID in the Search Box</li> <li>Click on the magnifying glass to search for the CRID</li> <li>Highlight the eDoc Submitter name</li> <li>Click on the arrow to move the CRID to the right box under “Selected”</li> <li>Select “Run Document” located at bottom left of screen.</li> </ul>	We will identify the count of Payment errors logged in the previous month.
<b>2. View Postage Assessment Summary Report – Informational Only</b>  _____ # of EIN Duplicate <b>Barcode Errors</b>  _____ % of EIN Duplicate <b>Barcode Errors</b>  \$ _____ Additional Postage <b>Amount for total EIN errors</b>	<ul style="list-style-type: none"> <li>Right Click on the eDoc Submitter CRID</li> <li>Drill to the Postage Assessment Summary Report</li> <li>Continue to scroll using the arrow located to the right of the page until eInduction metrics/percentages/postage are viewable.</li> <li>Record the number of Payment errors reported</li> <li>Record number of EIN Duplicate Barcode errors, %</li> </ul>	The Postage Assessment Job Report shows errors by error type.  <b>External Users</b> should open a Help Desk ticket if the error count is incorrect.  <b>Internal Users</b> should report any discrepancies to the applicable reporting group to investigate.

	<p>Metric and postage amount</p> <p>Do the totals match for # of EIN</p> <p>Duplicate Barcode errors</p>	
<p><b>3. Postage Assessment validation in PostalOne!</b></p> <p><b>Confirm “Impact from eInduction” report reflects errors from the previous drills.</b></p> <p>_____ <b>Additional Postage Amount for Duplicate Barcode errors</b></p>	<p>Internal Users only</p> <ul style="list-style-type: none"> <li>• Log onto PostalOne!</li> <li>• Select the Mail Entry Additional Postage Assessment Report</li> <li>• Enter responsible edoc submitter CRID with EIN Payment</li> <li>• Select Execute Search</li> </ul>	<p>Does the information on the Postage Assessment Summary Report match the Mail Entry Assessment Report for eDoc submitter.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>
<p><b>4. Mail Entry Additional Postage Assessment Detailed Report</b></p>	<ul style="list-style-type: none"> <li>• Left Click on eDoc Submitter CRID</li> </ul>	<p>The Postage Assessment Summary Report lists all of the Postage Assessment details per assessable metric.</p> <p>Compare the additional postage for eInduction on Scorecard when the display becomes available.</p>
<p><b>5. Mail Entry Invoice Summary Detailed Report (Internal Users Only)</b></p> <p>_____ <b>Additional Postage Amount</b></p> <p>_____ <b>Adjusted Additional Postage amount</b></p> <p>_____ <b>Assessed Error Count</b></p> <p>_____ <b>Assessed Error or PAF %</b></p>	<ul style="list-style-type: none"> <li>• After the 11<sup>th</sup> of the month, generate Mail Entry Invoice Summary Report for previous month</li> <li>• Review Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%)</li> <li>• Record the amounts/Count/%</li> </ul>	<p>Invoice Detail Report provides the additional postage impacts for each error type measured within eInduction.</p> <p>Compare the Assessed Error Count to the number of Duplicate Barcodes errors above threshold on the Scorecard.</p>
<p><b>6. Compare error counts per eDoc Submitter on the Scorecard and Postage Assessment Detail Report</b></p>	<ul style="list-style-type: none"> <li>• Locate the eDoc Submitter CRID on both reports</li> <li>• Verify that error counts are equal</li> </ul>	<p>Does the information on the Postage Assessment Summary Report match the Mail Entry Assessment Report for eDoc submitter.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>