

eInduction Report Testing

Date of Test: _____

EPD Errors

The below test process will allow a tester to verify that an Entry Point Discount (EPD) error reported on the eInduction tab of the mailer scorecard is a valid error. EPD errors are logged at the container level.

In this test, we will validate that the # EPD errors reported matches between summary and drill views for the eDoc submitter scorecard, Mail Owner Scorecard, Mail Preparer Scorecard and within the Mail Owner/Preparer scorecards. We are also testing that EPD 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 and Mail Entry [Additional Postage Postage Assessment Report](#) (Internal Users only at this time).

eDoc Submitter Scorecard

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

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

<p>_____ # of EPD errors reported</p> <p>_____ % of EPD errors reported</p> <p>_____ \$ Additional postage from EIN errors (Info Only)</p>	<p>located at the top of the Scorecard view</p> <ul style="list-style-type: none"> Record number of errors reported for EPD Select % Metric and record the percentage for EPD errors 	<p>timeframe.</p>
<p>3. Navigating to the "Error Details by Error Type" report</p> <p>_____ # of EPD 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"> Left-click on the eDoc Submitter CRID at the top of the column <p>Or the user may</p> <ul style="list-style-type: none"> Right-click on the mailer name then select "Drill" and a fly out box will appear to select "View Error Details by Error Type" On the next screen, select the "eInduction Errors" filter Click the "Run Report" button left of the screen 	<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>4. Open the Mail Quality Job Error Type Report</p> <p>_____ Sum of EPD errors reported</p> <p>_____ Job ID of Select Job</p> <p>_____ MID or CRID of Mail Owner</p> <p>_____ # of EPD errors reported for selected job</p>	<ul style="list-style-type: none"> Record the sum of the EPD errors displayed on Error Type Report Select a job and record the number of EPD errors for the specific job selected 	<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>5. Verify that all correct fields are populated</p>	<p><u>Note: Some data may not be included if it is not available</u></p>	<p>Ensure that there is no required data missing from the report</p>

<p>6. Validate that errors reported on each report level are consistent</p>	<ul style="list-style-type: none"> • Check that EPD errors counts logged in steps 2, 3,4 are same across all report levels 	<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>
<p>7. Open Mail Quality Detailed Error Report</p> <p>Select 5 errors and review the error details. Note: If fewer than 5 errors review all.</p> <p>99M</p> <hr/> <p>Planned Entry Facility Locale Key _____</p> <p>Actual Entry Point Facility Locale Key _____</p> <p>99M</p> <hr/> <p>Planned Entry Facility Locale Key _____</p> <p>Actual Entry Point Facility Locale Key _____</p> <p>99M</p> <hr/> <p>Planned Entry Facility Locale Key _____</p> <p>Actual Entry Point Facility Locale Key _____</p> <p>99M</p> <hr/> <p>Planned Entry Facility Locale Key _____</p> <p>Actual Entry Point Facility Locale Key _____</p>	<ul style="list-style-type: none"> • Select the Error Code link for the selected job • Record the 99M barcode for each error reviewed • Record the Planned Entry Facility Locale Key for each container selected • Record the Actual Entry Point Facility Locale Key 	<p>We will confirm that EPD is invalid in the next step</p>

<p>_____</p> <p>99M</p> <hr/> <p>Planned Entry Facility Locale Key _____</p> <p>Actual Entry Point Facility Locale Key _____</p>		
<p>8. Verify facility/location is incorrect</p>	<ul style="list-style-type: none"> • Verify invalid EPD through FAST MDF report lookup • https://fast.usps.com/ Navigate: Reports -> Mail Direction Search • Report View: Default and Redirections View 	<p>Confirm that the EPD claimed was invalid based on active mail direction file.</p>
<p>9. Validate error logging</p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<ul style="list-style-type: none"> • Check each invalid EPD against active MDF • The error is valid if the EPD is not valid per active MDF 	<p>A mailer is responsible for all valid errors. Invalid errors require a helpdesk ticket to investigate a possible system issue.</p>
<p>10. Validate that errors reported on each report level are consistent</p>	<ul style="list-style-type: none"> • Check that EPD error counts logged in steps 2, 3, 4 are same across all report levels 	<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 Preparer Scorecard (Mail Preparers Only)

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

Major Step	Key Points	Reasons
<p>1. Open Mailer Preparer Scorecard</p> <p>_____ Mail Preparer CRID used</p>	<ul style="list-style-type: none"> • Select "I'm a Mail Owner or Mail Preparer" <p>Enter information in the (Required) filter fields:</p> <ul style="list-style-type: none"> • Select Timeframe: <ul style="list-style-type: none"> • Current Month • Previous Month • Select Month 	<p>The Mailer Scorecard holds all EInduction errors, including EPD errors.</p>

	<ul style="list-style-type: none"> • Click Select Preparer CRID box • Select “Run Document” located at bottom left of screen. 	
2. Navigating to Mail Preparer Scorecard View	<ul style="list-style-type: none"> • Enter CRID of mail preparer in the “Search for:” box • Click on the magnifying glass to search for the CRID • Highlight the Mail Preparer name • Click on the arrow to move the Mail Preparer to the right box under “Selected” • Select “Run Document” located at bottom left of screen. 	
3. Mail Preparer Scorecard View _____ # of EPD errors reported _____ % of EPD errors reported	<ul style="list-style-type: none"> • Mail Preparer Scorecard will display • Select the eInduction tab at the top of the Scorecard view • Record number of errors reported for EPD in the “Total” column • Select % Metric and record the percentage for EPD errors in the “Total” column 	The EPD errors field displays a count/% of EPD errors for the selected CRID over the selected timeframe.
4. Drill to the "Error Details by Error Type" report _____ Record the sum of EPD errors Reported for the Mail Preparer _____ Selected Job ID _____ # of EPD errors Reported for selected job _____ MID or CRID of Mail Owner	<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"> • Left-click on the Mail Preparer CRID/Mail Owner at the top of the column will only display EPD errors for that Mail Owner prepared by the mail preparer <p>Or the user may</p> <ul style="list-style-type: none"> • Right-click on the mailer name then select “Drill” and a fly out box will appear to select “View Error Details by Error Type” • This view will display all EPD errors for All Mail Owners the mail preparer has EPD errors logged • The next screen select “eInduction” as the Error type • Click “Run Report” located 	<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>5. Open the Mail Quality Detailed Error Report</p> <p>Select 5 errors and review the error details. Note: If fewer than 5 errors review all.</p> <p><u>99M</u> Planned Entry Facility Locale Key _____ Actual Entry Point Facility Locale Key _____</p> <p><u>99M</u> Planned Entry Facility Locale Key _____ Actual Entry Point Facility Locale Key _____</p> <p><u>99M</u> Planned Entry Facility Locale Key _____ Actual Entry Point Facility Locale Key _____</p> <p><u>99M</u> Planned Entry Facility Locale Key _____ Actual Entry Point Facility Locale Key _____</p> <p><u>99M</u> Planned Entry Facility Locale Key _____ Actual Entry Point Facility Locale Key _____</p>	<p>on the bottom left of screen</p> <ul style="list-style-type: none"> • Left click on the “Error Code” for the selected EPD error reported for a job • Select a specific job to validate errors at a more detailed level • Record five 99M and the planned/actual entry facility Locale Key information for each error. 	<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>6. Verify facility/location is incorrect</p>	<ul style="list-style-type: none"> • Verify invalid EPD through FAST MDF report lookup • https://fast.usps.com/ Navigate: Reports -> Mail Direction Search • Report View: Default and Redirections View 	<p>Confirm that the EPD claimed was invalid based on active mail direction file.</p>
<p>7. Validate error logging _____ # valid errors _____ # invalid errors</p>	<ul style="list-style-type: none"> • Check each invalid EPD against active MDF • The error is valid if the EPD is not valid per active MDF 	<p>A mailer is responsible for all valid errors. Invalid errors require a helpdesk ticket to investigate a possible system issue.</p>
<p><u>8. Validate that errors reported on each report level are consistent</u></p>	<p><u>Check that EPD error counts logged in steps 2, 3, 4 are same across all report levels</u></p>	<p>External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue.</p>

		Internal Users should report any discrepancies to the applicable reporting group to investigate.
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Mail Owner Scorecard (Mail Owners Only)

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

Major Step	Key Points	Reasons
1. Open Mail Owner Scorecard _____ Mail Owner CRID used (From previously identified Mail Preparer SC review)	<ul style="list-style-type: none"> Select "I'm a Mail Owner or Mail Preparer" Enter information in the (Required) filter fields: <ul style="list-style-type: none"> Select Timeframe: <ul style="list-style-type: none"> Current Month Previous month Select a month Click Select Owner CRID box <ul style="list-style-type: none"> Select "Run Document" located at bottom left of screen. 	The Mailer Scorecard holds all eInduction errors, including EPD errors.
2. Navigating to Mail Owner Scorecard View	<ul style="list-style-type: none"> Enter CRID of Mail Owner in the "Search for:" box Click on the magnifying glass to search for the CRID Highlight the Mail Owner name Click on the arrow to move the Mail Owner to the right box under "Selected" Select "Run Document" located at bottom left of screen. 	
3. Mail Owner View of Scorecard	<ul style="list-style-type: none"> Located on the eInduction tab Select the "eInduction" 	This will display eInduction errors for the Mail Owner for which the the Mail Preparer is responsible for preparing the mailings.
4. Navigate to the EPD errors fields _____ # of EPD errors Reported Validate % Metric on	<ul style="list-style-type: none"> Mail Owner Scorecard will display Select the eInduction tab at the top of the Scorecard view Record number of errors reported for EPD in the "Total" column 	<u>The EPD errors field displays a count/% of EPD errors for the selected CRID over the selected timeframe.</u>

<p>eInduction tab</p> <p>_____ % of EPD errors reported</p>	<ul style="list-style-type: none"> Select % Metric and record the percentage for EPD errors in the "Total" column 	
<p>5. Drill to the "Error Details by Error Type" report</p> <p>_____ # of EPD 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"> Left-click on the Mail Owner at the top of the column will display EPD errors for that Mail Owner by mail preparer <p>Or the user may</p> <ul style="list-style-type: none"> Right-click on the mailer name then select "Drill" and a fly out box will appear to select "View Error Details by Error Type" This view will display all EPD errors for the mail owner by mail preparer The next screen select "eInduction" as the Error type Click "Run Report" located on the bottom left of screen Record the number of EPD errors reported 	<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>6. Open the Mail Quality Job Error Type Report</p> <p><u>_____ sum of EPD errors Reported</u></p> <p><u>_____ # of EPD errors Reported for selected job.</u></p> <p>_____ Selected Job ID</p>	<ul style="list-style-type: none"> Left-click on the "Error Type" or "Error Code" link for the selected EPD error 	<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>7. Open Mail Quality Detailed Error report</p> <p>Select 5 errors and review the error details. Note: If fewer than 5 errors review all.</p>	<ul style="list-style-type: none"> Select the Error Code link for the selected job Record five 99M barcodes and the planned /Actual Entry Facility Locale Key. 	<p>A mailer is responsible for all valid errors. Invalid errors require a helpdesk ticket to investigate a possible system issue.</p>

99M

Planned Entry Facility
Locale Key _____

Actual Entry Point Facility
Locale Key _____

99M

Planned Entry Facility
Locale Key _____

Actual Entry Point Facility
Locale Key _____

99M

Planned Entry Facility
Locale Key _____

Actual Entry Point Facility
Locale Key _____

99M

Planned Entry Facility
Locale Key _____

Actual Entry Point Facility
Locale Key _____

99M

Planned Entry Facility
Locale Key _____

Actual Entry Point Facility
Locale Key _____

8. Verify facility/location is incorrect

- Verify invalid EPD through FAST MDF report lookup
- <https://fast.usps.com/>
Navigate: Reports -> Mail

Confirm that the EPD claimed was invalid based on active mail direction file.

	Direction Search <ul style="list-style-type: none"> Report View: Default and Redirections View 	
<u>9. Validate that errors reported on each report level are consistent</u>	<u>Check that EPD error counts logged in steps 2, 3, 4 are same across all report levels</u>	External Users should report invalid errors which require a Help Desk ticket to investigate a possible system issue. Internal Users should report any discrepancies to the applicable reporting group to investigate.

eInduction Report Testing

EPD Errors

Postage Assessment Report Testing

In this test we will validate that the #EPD, % EPD and \$ amount for eInduction errors match between the Postage Assessment Summary Report on the eDoc Submitter scorecard and the Postage Assessment Summary Report – Information Only Mail Entry Invoice 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
1. Open eDoc Submitter Scorecard View <hr/> eDoc Submitter CRID used	<ul style="list-style-type: none"> Select "I'm an eDoc submitter" Enter information in the (Required) filter fields: <ul style="list-style-type: none"> Select Timeframe: <ul style="list-style-type: none"> Current Month Previous Month Select Month Enter the eDoc Submitter CRID in the Search Box Click on the magnifying glass to search for the CRID Highlight the eDoc Submitter name Click on the arrow to move the CRID to the right box under "Selected" Select "Run Document" located at bottom left of screen. 	We will identify the count of EPD errors logged in the previous month.

<p>2. Open Postage Assessment Summary Report – Informational Only</p> <p>_____ # of EIN EPD Errors</p> <p>_____ % of EIN EPD Errors</p> <p>_____ Additional Postage Amount for total errors</p>	<ul style="list-style-type: none"> • Right Click on the eDoc Submitter CRID • Drill to the Postage Assessment Summary Report • Continue to scroll using the arrow located to the right of the page until eInduction metrics/percentages/postage are viewable. • Record the number of Payent errors reported • Record number of EIN EPD errors, % Metric and postage amount <p>Do the totals match for # of EIN EPD errors</p>	<p>The Postage Assessment Job Report shows errors by error type.</p> <p>External Users should open a Help Desk ticket if the error count is incorrect.</p> <p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>
<p>3. Postage Assessment validation in PostalOne!</p> <p>Confirm “Impact from eInduction” report reflects errors from the previous drills.</p> <p>_____ Additional Postage Amount for total EIN errors</p>	<p>Internal Users only</p> <ul style="list-style-type: none"> • Log onto PostalOne! • Select the Mail Entry Additional Postage Assessment Report • Enter responsible edoc submitter CRID with EIN EPD • Select Execute Search 	<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>4. Mail Entry Additional Postage Assessment Summary Report</p>	<ul style="list-style-type: none"> • Left Click on eDoc Submitter CRID 	<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>5. Mail Entry Postage Assessment Detailed (Internal Users Only)</p> <p>_____ Additional Postage Amount</p> <p>_____ Adjusted Additional Postage amount</p> <p>_____ Assessed Error Count</p> <p>_____ Assessed Error or PAF %</p>	<ul style="list-style-type: none"> • After the 11th of the month, generate Mail Entry Invoice Summary Report for previous month • Review Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%) • Record the amounts/Count/% 	<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 EPD errors above threshold on the Scorecard.</p>

6. Compare error counts per eDoc Submitter on the Scorecard and Postage Assessment Detail Report	<ul style="list-style-type: none">• Locate the eDoc Submitter CRID on both reports• Verify that error counts are equal	<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>
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