

eInduction Report Testing

Date of Test: _____

Misshipped Errors

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

In this test, we will validate that the # Misshipped 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 Misshipped 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 Misshipped errors reported matches between summary and drill views for the eDoc submitter scorecard. We are also testing that Misshipped 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:• 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	<p>The Mailer Scorecard holds all eInduction errors, including Misshipped errors.</p> <p>This Metric is valid for dropshipment mailers</p>

	<ul style="list-style-type: none"> to select "Error Type" Select "eInduction" 	
<p>2. Navigate to the Misshipped errors fields</p> <p>_____ # of Misshipped errors reported</p> <p><u>_____ % of Misshipped errors reported</u></p> <p>_____ \$ Additional postage from EIN errors (Info Only)</p>	<ul style="list-style-type: none"> Located on the eInduction tab Record the number of Misshipped errors Record the % of Misshipped errors Record Additional Postage from Misshipped errors 	<p>The Misshipped errors field displays a count/% of Misshipped errors for the selected CRID over the selected timeframe.</p>
<p>3. Navigating to the "Error Details by Error Type" report</p> <p>_____ # of Misshipped errors Reported</p>	<ul style="list-style-type: none"> The user may drill to the Error Details by Error Type Report in one of two ways: Left-click on the eDoc Submitter CRID at the top of the column <p>Or</p> <ul style="list-style-type: none"> The user may 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 Record the number of Misshipped errors 	<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 Misshipped</p>	<ul style="list-style-type: none"> The user may elect to select the Error Type or specific Error Code to view the detail information Record the sum of the 	<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</p>

<p>errors Reported</p> <p>_____ Job ID for selected job</p> <p>_____ # of Misshipped errors reported for selected job</p>	<p>Misshipped errors displayed on Error Type Report</p> <ul style="list-style-type: none"> • Select a job and reord the number of Misshipped errors for the specific job selected 	<p>count of errors on the Error Details by Error Type drill and the scorecard.</p>
<p>5. Verify that all fields are populated</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>6. Open Mail Quality Detailed Error Report</p> <p>Select 5 errors (if available) and review the error details</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p>	<ul style="list-style-type: none"> • Select the Error Code link for the selected job • Record the 99M of the containers for selected job • Record the planned entry lpoint locale key_(validate) for each container selected • Record the Actual Entry Point Facility locale key for each container selected • Record the Container Destination ZIP • Record the Container Level (SCF, NDC, etc.) • Record Mail Class, and Mail Shape (eDoc Processing Category) 	<p>We will confirm that the facility/location is incorrect in the next step</p>

<p>_____ Container Level</p> <p>_____ <u>Record the Mail Class</u></p> <p>_____ <u>Record the Proc Category</u></p>		
<p>7. Verify locale key is incorrect</p>	<ul style="list-style-type: none"> • Verify container is Misshipped through FAST MDF report lookup • https://fast.usps.com Navigate: Reports -> Mail Direction Search • Report View: Default and Redirections View • Complete the following fields: <ul style="list-style-type: none"> • Content ZIP Code • Discount Type • Mail Class • Proessing Category <p>Click "Search." Click on the Facility Name to confirm Locale Key error.</p>	<p>Confirm that the container was actually Misshipped based on active mail direction file.</p> <p>This information was recorded in Step 6.</p>
<p>8. Validate error logging</p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<ul style="list-style-type: none"> • Check each Misshipped container against active MDF • The error is valid if the locale key 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>9. Validate that errors reported on each report level are consistent</p>	<ul style="list-style-type: none"> • Check that Misshipped error counts logged in steps 2, 3, 4 are same across all report levels 	<p>We need to open a help desk ticket if the error counts are not the same across all reports.</p>

Mail Preparer Scorecard

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

Major Step	Key Points	Reasons
<p><u>1. Open Mail Preparer Scorecard</u></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: Current Month Previous Month Select Month Click Select Preparer CRID box Select "Run Document" located at bottom left of screen. 	<p><u>The Mailer Scorecard holds all eInduction errors, including Misshipped errors.</u></p>
<p>2. Navigating to Mail Preparer Scorecard</p>	<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. 	
<p>3. Mail Preparer Scorecard View</p> <p>_____ <u># of Misshipped errors reported</u></p> <p>_____ <u>% of Misshipped errors reported</u></p>	<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 	<p><u>The Misshipped errors field displays a count/% of Misshipped errors for the selected CRID over the selected timeframe.</u></p>
<p><u>4. Drill to the "Error Details by Error Type" report</u></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 Preparer CRID/Mail Owner at the top of the column will 	<p><u>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</u></p>

<p><u> </u> Record the sum of Misshipped errors Reported for Mail Preparer in error details report</p>	<p>only display EPD errors for that Mail Owner prepared by the mail preparer 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 on the bottom left of screen 	<p><u>The count of errors on the drill should match to the count of errors on the scorecard.</u></p>
<p>5. <u>Open the Mail Quality Job Error Type Report</u></p> <p><u> </u> sum of Misshipped errors Reported</p> <p><u> </u> # of Misshipped errors Reported for selected job.</p> <p><u> </u> Selected Job ID</p>	<ul style="list-style-type: none"> • Left-click on the “Error Type” or • 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 	<p><u>This report will show the errors rolled up to each job.</u></p> <p><u>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.</u></p>
<p>5. <u>View the Mail Quality Detailed Error Report</u></p> <p>Select 5 errors (if available) and review the error details</p> <p><u>99M</u></p> <p><u> </u> Planned Entry</p> <p><u> </u> Actual Entry</p> <p><u> </u> Container Level</p> <p><u>99M</u></p> <p><u> </u> Planned Entry</p> <p><u> </u> Actual Entry</p> <p><u> </u> Container Level</p> <p><u>99M</u></p>	<ul style="list-style-type: none"> • <u>Left-click on the “Error Code” for the selected job</u> • Record the 99M of the containers for selected job • Record the planned entry Ipoint locale key_(validate) for each container selected • Record the Actual Entry Point Facility locale key for each container selected • Record the Container Destination ZIP • <u>Record the Container Level (SCF, NDC, etc.)</u> • <u>Record Mail Class, and Mail Shape (eDoc Processing Category)</u> 	<p><u>This report shows full details for each error in the selected job.</u></p> <p><u>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).</u></p>

<p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p>_____ <u>Record the Mail Class</u></p> <p>_____ <u>Record the Proc Category</u></p>		
<p>6. Verify locale key is incorrect</p>	<ul style="list-style-type: none"> • Verify container is Misshipped through FAST MDF report lookup • https://fast.usps.com Navigate: Reports -> Mail Direction Search • Report View: Default and Redirections View • Complete the following fields: <ul style="list-style-type: none"> • Content ZIP Code • Discount Type • Mail Class • Processing Category <p>Click "Search."</p> <ul style="list-style-type: none"> • Click on the Facility Name to confirm Locale Key error. 	<p>Confirm that the container was actually Misshipped based on active mail direction file.</p> <p>This information was recorded in Step 5.</p>
<p>7. Validate error logging</p> <p>_____ # valid errors</p> <p>_____ # invalid errors</p>	<ul style="list-style-type: none"> • Check each Misshipped container against active MDF • The error is valid if the locale key 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>	<ul style="list-style-type: none"> • <u>Check that Misshipped error counts logged in steps 2, 3, 4 are same across all report levels</u> 	<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>
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Mail Owner Scorecard (Mail Owners Only)

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

Major Step	Key Points	Reasons
<p>1. <u>Open Mail Owner Scorecard</u></p> <p><u>_____ Mail Owner CRID used</u></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 a month • Click Select Owner CRID box <ul style="list-style-type: none"> • Select “Run Document” located at bottom left of screen. 	<p><u>The Mailer Scorecard holds all eInduction errors, including Misshipped errors.</u></p>
<p>2. <u>Navigate to the Mail Owner Scorecard View</u></p> <p><u>_____ # of Misshipped errors reported</u></p> <p><u>_____ % of Misshipped errors reported</u></p>	<ul style="list-style-type: none"> • Enter CRID of maiMail 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 maMail Owner to the right box under “Selected” • Select “Run Document” located at bottom left of screen. 	<p><u>The Misshipped errors field displays a count/% of Misshipped errors for the selected CRID over the selected timeframe.</u></p>
<p>3. <u>Mail Owner View of Scorecard</u></p>	<ul style="list-style-type: none"> • Located on the eInduction tab • Select the “eInduction” 	<p>This will display eInduction errors for the Mail Owner for which the the Mail Preparer</p>

		is responsible for preparing the mailings
<p>4. Navigate to the Misshipped error field</p> <p><u> </u> # of Misshipped errors Reported</p> <p>Validate % Metric on eInduction tab</p> <p><u> </u>% of Misshipped errors reported</p>	<ol style="list-style-type: none"> 5. Mail Owner Scorecard will display 6. Select the eInduction tab at the top of the Scorecard view 7. Record number of errors reported for Misshipped in the "Total" column 8. Select % Metric and record the percentage for Misshipped errors in the "Total" column 	<p><u>The Misshipped errors field displays a count/% of EPD errors for the selected CRID over the selected timeframe.</u></p>
<p>5. <u>Drill to the "Error Details by Error Type" report</u></p> <p><u> </u> # of Misshipped 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><u>The drill reports show a rollup of all errors for the CRID, for the program that was selected in the filter.</u></p> <p><u>The count of errors on the drill should match to the count of errors on the scorecard.</u></p>
<p>6. <u>Open the Mail Quality Job Error Type Report</u></p> <p><u> </u> sum of Misshipped errors Reported</p> <p><u> </u> # of Misshipped errors Reported for selected job.</p>	<ul style="list-style-type: none"> • <u>Left-click on the "Error Code" or "Error Type" link for the selected Misshipped error</u> 	<p><u>This report will show the errors rolled up to each job.</u></p> <p><u>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.</u></p>

<p>_____ Selected Job ID</p> <p>_____ CRID of Mail</p> <p>Preparer</p>		
<p>7. Open Mail Quality Detailed Error Report</p> <p>Select 5 errors (if available) and review the error details</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p><u>99M</u></p> <p>_____ Planned Entry</p> <p>_____ Actual Entry</p> <p>_____ Container Level</p> <p>_____ <u>Record the Mail Class</u></p> <p>_____ <u>Record the Proc Category</u></p>	<ul style="list-style-type: none"> • <u>Left-click on the “Error Code” for the selected job</u> • Record the 99M of the containers for selected job • Record the planned entry lpoint locale key_(validate) for each container selected • Record the Actual Entry Point Facility locale key for each container selected • Record the Container Destination ZIP • <u>Record the Container Level (SCF, NDC, etc.)</u> • <u>Record Mail Class, and Mail Shape (eDoc Processing Category)</u> 	<p><u>This report shows full details for each error in the selected job.</u></p> <p><u>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).</u></p>
<p>8. Verify locale key is incorrect</p>	<ul style="list-style-type: none"> • Verify container is Misshipped through FAST 	<p>Confirm that the container was actually Misshipped</p>

	<p>MDF report lookup</p> <ul style="list-style-type: none"> • https://fast.usps.com Navigate: Reports -> Mail Direction Search • Report View: Default and Redirections View • Complete the following fields: <ul style="list-style-type: none"> • Content ZIP Code • Discount Type • Mail Class • Processing Category <p>Click "Search."</p> <ul style="list-style-type: none"> • Click on the Facility Name to confirm Locale Key error. 	<p>based on active mail direction file.</p>
<p><u>9. Validate that errors reported on each report level are consistent</u></p>	<ul style="list-style-type: none"> • <u>Check that Misshipped error counts logged in steps 2, 3, 4 are same across all report levels</u> 	<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>

eInduction Report Testing

Misshipped Errors

Postage Assessment Report Testing

In this test we will validate that the #Misshipped, % Misshipped 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
<p>1. Open eDoc Submitter Scorecard View</p> <p>_____ eDoc Submitter CRID used</p>	<ul style="list-style-type: none"> Select "I'm an eDoc submitter" <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 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" <p>Select "Run Document" located at bottom left of screen.</p>	<p>We will identify the count of Misshipped errors logged in the previous month.</p>
<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 eInduction 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 Misshipped errors, % Metric and postage amount Do the totals match for # of EIN Misshipped errors 	<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 eInduction 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 Misshipped • 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 Postage Assessment Detailed 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 Report (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 Misshipped errors above threshold on the Scorecard</p>
<p>6. Compare error counts per eDoc Submitter on the Scorecard and Postage Assessment Detail Report</p>	<ul style="list-style-type: none"> • Locate the eDoc Submitter CRID on both reports • Verify that error counts are equal 	<p>Internal Users should report any discrepancies to the applicable reporting group to investigate.</p>