

eInduction Report Testing

Date of Test: _____

(Periodicals and Bound Printed Matter only)

Zone Errors

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

In this test, we will validate that the # Zone 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 Zone 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 Zone errors reported matches between summary and drill views for the eDoc submitter scorecard. We are also testing that Zone 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 verification errors, including Zone errors.

<p>2. Navigate to the Zone errors fields</p> <p>_____ # of Zone errors reported</p> <p>_____ % of Zone errors reported</p> <p>_____ \$ Additional postage from EIN errors (Info Only)</p>	<ul style="list-style-type: none"> • eDoc Submitter Scorecard will display • Select the “eInduction” tab located at the top of the Scorecard view • Record number of errors reported for Zone • Select % Metric and record the percentage for EPD errors 	<p>The Zone errors field displays a count/% of Zone errors for the selected CRID over the selected timeframe.</p>
<p>3. Navigating to the "Error Details by Error Type" report</p> <p>_____ # of Zone 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 Zone errors Reported</p> <p>_____ Job ID for selected job</p> <p>_____ MID or CRID of Mail Owner</p> <p>_____ # of Zone errors reported for selected job</p>	<ul style="list-style-type: none"> • Record the sum of the Zone errors displayed on Error Type Report • Select a job and record the number of Zone 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 Code drill and the scorecard.</p>
<p>6. 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>7. Validate that errors reported on each report level are consistent</p>	<p>Check that Zone errors counts logged in steps 2, 3,4 are same across all report levels</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>
<p>8. Open Mail Quality Detailed Error Report</p> <p>Select 5 errors (if available) and review the error details.</p> <p>Note: If fewer than 5 errors review all.</p> <p>_____ Deepest Zone Discount Claimed</p>	<p>The current version of the Mail Quality Detailed Error Report does not provide detailed data on Zone discount errors.</p> <p>The following steps detail how to obtain the data needed to validate zone errors. Identify the eDoc Container ID of the container with the error</p> <ul style="list-style-type: none"> • The Zone discount claimed is in the .CSM/Zone field of the eDoc. • Identify the deepest Zone discount claimed for records associated to the Container ID 	<p>Zone error verifications are performed by comparing the value provided in eDoc to the value found through scans.</p> <p>The Zone error is logged when the claimed discount is greater than the discount earned based on the entry point</p>
<p>9. Open the eInduction Container Status” Report (Internal Users only)</p> <p>_____ Container Destination ZIP</p> <p>_____ Scan Location</p>	<p><u>This is an Internal USPS process</u></p> <ul style="list-style-type: none"> • Log onto PostalOne! • Select "eInduction Reporting" -> eInduction Container Status Report • On the next screen, select the date filter and container barcode • Click the "Run Report" button • Identify the Container Destination ZIP and Scan Location <p>Internal Users may also validate using the Mail.dat and Mail.XML Metrics located in PostalOne! under the Admin section on the left side landing page after logging in to PostalOne!. This does require approved access to this view.</p>	<p>The Container Destination ZIP and Scan Location are needed to identify the actual Zone</p>

	<ul style="list-style-type: none"> • After logging into the Metric the users must enter a date range. • Enter a Job ID • Users may also enter the mailer's CRID to narrow the search. <p>Note: Jobs may only be viewed within the past 90 days. Any jobs older will not be accessible through this view.</p> <ul style="list-style-type: none"> • After the Job ID displays click on the link • Next view the users will need to open the .csm file to validate the container level and entry discount. • The user will need to open a new browser window and enter FAST to view the MDF to validate if the entry location serves the Destination Entry for the container. 	
10. Determine the Scan Location ZIP _____ Scan Location ZIP	<u>Internal USPS process</u> <ul style="list-style-type: none"> • Look up Scan Location on FAST Facilities Report • https://fast.usps.com/fast/fastApp/facility/landing.action • Identify the ZIP code for the Scan Location 	The Zone charts use ZIP codes instead of locale keys
11. Verify Zone is incorrect	<ul style="list-style-type: none"> • Reference Zone chart • Link located on RIBBS • https://ribbs.usps.gov/index.cfm?page=zone charts • Enter Container Destination ZIP and Scan Location ZIP • Compare result to eDoc Zone Discount Claimed • Error is valid when eDoc Zone Claimed < Actual Zone 	Confirm that the Zone is in fact incorrect based on the appropriate Zone chart
12. Record the number of valid and invalid errors _____ # valid errors	<ul style="list-style-type: none"> • Errors are valid if the eDoc value DOES NOT match the scan value 	A mailer is responsible for all valid errors. Invalid errors require a helpdesk ticket to investigate a possible system issue.

Mail Owner Scorecard (Mail Owners Only)

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

Major Step	Key Points	Reasons
1. Open Mail Owner/Mail Preparer Scorecard View _____ Mail Owner CRID used	<ul style="list-style-type: none"> • Mail Owner view • Select Timeframe: <ul style="list-style-type: none"> • Current Month • Previous Month • Select Month • Select owner CRID • Select Mail Owner CRID • Select "Run Document" located at bottom left of screen. 	<p>The Mailer Scorecard holds all eInduction verification errors, including Zone errors.</p>
2. Navigating to the Mail Owner Scorecard View _____ # of Zone errors Reported _____ % of Payment errors reported	<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 preparer to the right box under "Selected" • Select "Run Document" located at bottom left of screen. 	<p>The Zone errors field displays a count/% of Zone errors for the selected CRID over the selected timeframe.</p>
3. Mail Owner View of Scorecard	<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 is responsible for preparing the mailings.</p>
4. Navigate to the Zone errors fields _____ # of Zone errors reported _____ % of Zone errors reported	<ul style="list-style-type: none"> • On the eInduction tab • Record the number of eInduction Zone Errors reported on the Scorecard • Select % Metric to view the percentage of Zone errors 	<p>The Zonet errors field displays a count/% of Zone errors for the selected CRID over the selected timeframe.</p>
5. Drill to the "Error Details by Error Type" report _____ # of Zone errors Reported	<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 	<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</p>

	<p>name then select “Drill” and a fly out box will appear to select “View Error Details by Error Type”</p> <ul style="list-style-type: none"> • Select "View Error Details by Error Type” • On the next screen, select the “EInduction Errors” filter • Click the “Run Report” button <p>Record the number of Duplicate errorsthe “Run Report” button</p>	errors on the scorecard.
<p>6. Open the Mail Quality Job Error Type Report</p> <p>_____ sum of Zone errors Reported</p> <p>_____ Job ID of Selected Job</p>	<ul style="list-style-type: none"> • Left-click on the "Error Code" for Zone error • Select a job to review 	<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 Code drill and the scorecard.</p>
<p>5. Open the Mail Quality Detailed Error Report</p> <p>_____ # of Zone errors Reported for selected job</p>	<ul style="list-style-type: none"> • Left-click on the “Error Code” for the selected Zone 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. Validate that errors reported on each report level are consistent</p>	<p>Check that Zone errors counts logged in steps 2, 3,4 are same across all report levels</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 investi</p>
<p>7. 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>

Mail Preparer Scorecard (Mail Preparers View Only)

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

Major Step	Key Points	Reasons
1. Open Mail Owner/Mail Preparer Scorecard View _____ Mail Preparer CRID used	<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 Month Click Select Preparer CRID box Select "Run Document" located at bottom left of screen. 	The Mailer Scorecard holds all eInduction verification errors, including Zone errors.
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 Zone errors Reported <u>_____ % of Zone errors reported</u>	<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 Zone in the "Total" column Select % Metric and record the percentage for EPD errors in the "Total" column. 	The Zone errors field displays a count/% of Zone errors for the selected CRID over the selected timeframe.
4. Drill to the "Error Details by Error Type" report	<ul style="list-style-type: none"> The user may drill to the Error Details by Error Type Report in one of two ways: 	The drill reports show a rollup of all errors for the CRID, for the program that was selected

<p>_____ Record the sum of Zone errors Reported for the Mail Preparer</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 Zone 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 Zone 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>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 Job Error Type Report</p> <p>_____ sum of Zone errors Reported</p> <p>_____ # of Zone errors Reported for selected job</p>	<ul style="list-style-type: none"> • Left-click on the "Error Code" for Zone error • Select a job to review 	<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 Code drill and the scorecard.</p>
<p>6. Open the Mail Quality Detailed Error Report</p> <p>_____ # of Zone errors Reported for selected job</p>	<ul style="list-style-type: none"> • Left-click on the “Error Code” for the selected Zone 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>7. Validate that errors reported on each report level are consistent</p>	<p>Check that Zone errors counts logged in steps 2, 3,4 are same across all report levels</p>	<p>We need to open a help desk ticket if the errors counts are not the same across all reports.</p>

eInduction Report Testing

Zone Errors

Postage Assessment Report Testing

In this test we will validate that the #Zone, % Zone 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.

Major Step	Key Points	Reasons
1. Open eDoc Submitter Scorecard View _____ eDoc Submitter CRID used	<ul style="list-style-type: none"> eDoc Submitter Tab: eInduction Enter CRID of eDoc Select Timeframe: <ul style="list-style-type: none"> Current Month Previous month Select a month Click “Run Document” 	We will identify the count of Zone errors logged in the month.
2. Open Postage Assessment Summary Report _____ # of EIN Zone Errors _____ % of EIN Zone Errors \$ _____ Additional Postage Amount for total eInduction errors	<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 Zone errors reported Record number of EIN Zone errors, % Metric and postage amount Do the totals match for # of EIN Zone errors 	The Postage Assessment Job Report shows errors by error type. External Users should open a Help Desk ticket if the error count is incorrect. Internal Users should report any discrepancies to the applicable reporting group to investigate.
3. Postage Assessment validation in PostalOne! Confirm “Impact from eInduction” report reflects errors from the previous drills.	Internal Users only <ul style="list-style-type: none"> Log onto PostalOne! Select the Mail Entry Additional Postage Assessment Report Enter responsible edoc submitter CRID with EIN 	Does the information on the Postage Assessment Summary Report match the Mail Entry Assessment Report for eDoc submitter. Internal Users should

<p>\$_____ Impact from eInduction errors</p>	<p>Zone</p> <ul style="list-style-type: none"> • Select Execute Search 	<p>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 CRID • Select Drill 	<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 Invoice Summary 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 Zone errors above threshold on the Scorecard.</p>
<p>8. 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>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>