

Full Service Report Testing

Date of Test: _____

Barcode Uniqueness Errors

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

In this test, we will validate that the # Barcode Uniqueness 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 Barcode Uniqueness 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

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 "FS Electronic Errors" 	The Mailer Scorecard holds all Full-Service errors, including Barcode Uniqueness errors.

<p>2. Navigate to the Barcode Uniqueness errors fields</p> <p>_____ # of Barcode Uniqueness Container Errors Reported</p> <p>_____ # of Barcode Uniqueness Handling Units (HUs) Errors Reported</p> <p>_____ # of Barcode Uniqueness Piece Errors Reported</p> <p>_____ % of Barcode Uniqueness container errors Reported</p> <p>_____ % of Barcode Uniqueness HU errors Reported</p> <p>_____ % of Barcode Uniqueness Piece Errors Reported</p>	<ul style="list-style-type: none"> • eDoc Submitter Scorecard will display • Select the “Electronic Verification” tab located at the top of the Scorecard view (should default to this tab) • Record number of errors for container, HUs and pieces reported for Barcode Uniqueness. • Select % Metric and record the percentage for Barcode Uniqueness errors for containers, HUs, and pieces. 	<p>The Barcode Uniqueness errors field displays a count/% of Barcode Uniqueness errors for the selected CRID over the selected timeframe.</p> <p>New: Scorecard now displays additional lines with the number of containers, HUs or pieces with at least one distinct Barcode Uniqueness error.</p>
<p>3. Navigating to the "Error Details by Error Type" report</p> <p>_____ Sum of Barcode Uniqueness Container Errors Reported</p> <p>_____ Sum of Barcode Uniqueness Handling Units (HUs) Errors Reported</p> <p>_____ Sum of Barcode Uniqueness Piece 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 “FS Electronic 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 Barcode Uniqueness Container Errors Reported</p> <p>_____ Sum of Barcode Uniqueness Handling Units (HUs) Errors Reported</p> <p>_____ Sum of Barcode Uniqueness Piece Errors Reported</p> <p>_____ Job ID of selected Job</p> <p>_____ Mail Owner MID or CRID</p> <p>_____ # of Barcode Uniqueness errors reported for job selected</p>	<ul style="list-style-type: none"> Record the sum of the Barcode Uniqueness errors displayed on Error Type Report Select a job and reord the number of Barcode Uniqueness 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. Mail Quality Detailed Error Report</p> <p>Select 5 errors and review the error details (if fewer than 5 errors validate all)</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p>	<ul style="list-style-type: none"> • Click on Error Code • Record the incorrect Barcode Uniqueness for the 5 errors. • Listed in the "Error Data" field is the Mailing Group ID in which the barcode was previously used. • External users may use this data to search the Mailing Group ID to validate the duplicate barcode information. <p>Note: Internal Users can only validate containers and HUs through SPM or eInduction Reporting. Piece Level data will not be available to validate.</p>	<p>The key data is displayed in the "Error Description" field</p>
<p>7. External Users Validate the Barcode Uniqueness</p> <p>_____ # valid Barcode Uniqueness errors</p> <p>_____ # invalid Barcode Uniqueness errors</p>	<ul style="list-style-type: none"> • Log the number of valid Barcode Uniqueness errors • Log the number of invalid Barcode Uniqueness errors 	<p>Use This Test If You Identify Any Barcode Uniqueness errors.</p> <p>External Users should report invalid errors which require a Help Desk 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 Barcode Uniqueness error counts logged in steps 2, 3, and 4 are consistent across all report levels 	<p>Use this test if you identify an Entry Facility 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 Barcode Uniqueness errors reported matches between summary and drill views for the Mail Preparer scorecard. We are also testing that Barcode Uniqueness errors are logged correctly.

Major Step	Key Points	Reasons
1. Open Mailer Preparer Scorecard _____ 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 Full-Service errors, including Barcode Uniqueness 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 Barcode Uniqueness Container Errors Reported _____ # of Barcode Uniqueness Handling Units (HUs) Errors Reported _____ # of Barcode Uniqueness Piece Errors Reported _____ % of Barcode Uniqueness container errors Reported	<ul style="list-style-type: none"> Mail Preparer Scorecard will display Select the Electronic Verification tab at the top of the Scorecard view (should default to this tab) Record number of errors reported for Barcode Uniqueness in the "Total" column Select % Metric and record the percentage for Barcode Uniqueness errors in the "Total" column 	The Barcode Uniqueness errors field displays a count/% of Barcode Uniqueness errors for the selected CRID over the selected timeframe.

<p>_____ % of Barcode Uniqueness HU errors Reported</p> <p>_____ % of Barcode Uniqueness piece errors Reported</p>		
<p>4. Drill to the "Error Details by Error Type" report</p> <p>_____ Sum of Barcode Uniqueness Container Errors Reported for the Mail Preparer</p> <p>_____ Sum of Barcode Uniqueness Handling Units (HUs) Errors Reported for the Mail Preparer</p> <p>_____ Sum of Barcode Uniqueness Piece 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"> • Left-click on the "Mail Preparer CRID" at the top of the column <ul style="list-style-type: none"> • This view only display Barcode Uniqueness errors logged for a specific Mail Owner by the Mail Preparer <p>Or the user may</p> <ul style="list-style-type: none"> • Right-click on "Mail Preparer" then select "Drill" and a fly out box will appear to select "View Error Details by Error Type" <ul style="list-style-type: none"> • This view will display every Mail Owner the Mail Preparer prepared mail for with Barcode Uniqueness errors logged • The next screen select "FS Electronic Errors" as the Error type • Click "Run Report" located on the bottom left of 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>5. Open the Mail Quality Job Error Type Report</p> <p>_____ Selected Job ID</p> <p>_____ # of Barcode Uniqueness errors reported for selected job</p>	<ul style="list-style-type: none"> • Left-click on the "Error Type" <p>or</p> <ul style="list-style-type: none"> • Left click on the "Error Code" for the selected Barcode Uniqueness error reported for a job • Select a specific job to validate errors at a more detailed level 	<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 at the piece level).</p>

<p>6. Mail Quality Detail Error Report</p> <p>Select 5 errors and review the error details (if fewer than 5 errors validate all)</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p> <p>_____ Barcode</p>	<ul style="list-style-type: none"> Record the incorrect Barcode Uniqueness for the 5 errors. Listed in the "Error Data" field is the Mailing Group ID in which the barcode was previously used. External Users may use this data to search the Mailing Group ID to validate the duplicate barcode information. <p>Note: Internal Users can only validate containers and HUs through SPM or eInduction Reporting. Piece Level data will not be available to validate.</p>	<p>The key data is displayed in the "Error Description" field.</p>
<p>7. Search the Barcode Uniqueness noted in step</p> <p>_____ # valid Barcode Uniqueness errors</p> <p>_____ # invalid Barcode Uniqueness errors</p>	<ul style="list-style-type: none"> Log the number of valid Barcode Uniqueness errors 	<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>
<p>9. <u>Validate that errors reported on each report level are consistent</u></p>	<ul style="list-style-type: none"> <u>Check that Barcode Uniqueness error counts logged in steps 2, 3, 4 are consistent 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>

Mail Owner Scorecard (Mail Owners Only)

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

Major Step	Key Points	Reasons
<p>1. Open Mail Owner Scorecard</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: 	<p>The Mailer Scorecard holds all Full-Service errors, including Barcode Uniqueness errors.</p>

<p>_____ Mail Owner CRID used (From previously identified Mail Preparer SC review)</p>	<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>2. Navigating to Mail Owner Scorecard View</p>	<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. 	
<p>3. Mail Owner View of Scorecard</p>	<ul style="list-style-type: none"> • Located on the Electronic Verification tab • Select the “Electronic Verification” tab located at the top of the view (should default to this tab) 	<p>This will display FS errors for the Mail Owner for which the the Mail Preparer is responsible for preparing the mailings.</p>
<p>4. Navigate to the Barcode Uniqueness errors fields</p> <p>_____ # of Barcode Uniqueness Container Errors Reported</p> <p>_____ # of Barcode Uniqueness Handling Units (HUs) Errors Reported</p> <p>_____ # of Barcode Uniqueness Piece Errors Reported</p> <p>_____ % of Barcode Uniqueness Container Errors Reported</p> <p>_____ % of Barcode Uniqueness HU Errors</p>	<ul style="list-style-type: none"> • Mail Owner Scorecard will display • Select the Electronic Verification tab at the top of the Scorecard view (should default to this tab) • Record number of errors reported for Barcode Uniqueness in the “Total” column • Select % Metric and record the percentage for Barcode Uniqueness errors in the “Total” column 	<p><u>The Barcode Uniqueness errors field displays a count/% of Barcode Uniqueness errors for the selected CRID over the selected timeframe.</u></p>

<p>Reported</p> <p>_____ % of Barcode Uniqueness Piece Errors Reported</p>		
<p>5. Drill to the "Error Details by Error Type" report</p> <p>_____ % of Barcode Uniqueness Container Errors Reported</p> <p>_____ % of Barcode Uniqueness HU Errors Reported</p> <p>_____ # of Barcode Uniqueness Piece 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" <ul style="list-style-type: none"> • This report will display Barcode Uniqueness 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 Barcode Uniqueness 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 Entry Facility 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>_____ sum of Barcode Uniqueness Errors</p>	<ul style="list-style-type: none"> • Left-click on the "Error Type" or "Error Code" link for the selected Barcode Uniqueness 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</p>

<p>Reported</p> <p><u> </u> # of Barcode Uniqueness errors reported for selected job.</p> <p><u> </u> Selected Job ID</p>		<p>Type drill and the scorecard.</p>
<p>7. Mail Quality Detailed Error Report</p> <p>Select 5 errors and review the error details (if fewer than 5 errors validate all)</p> <p><u> </u> Barcode</p>	<ul style="list-style-type: none"> Record the incorrect Barcode Uniqueness for the 5 errors. Listed in the "Error Data" field is the Mailing Group ID in which the barcode was previously used. External users may use this data to search the Mailing Group ID to validate the duplicate barcode information. 	<p>The key data is displayed in the "Error Description" field</p> <p>We will confirm that the Barcode Uniqueness is in correct in the next step</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</u> Barcode Uniqueness <u>error counts logged in steps 2, 3, 4 are consistent 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>

Full-Service Report Testing

Barcode Uniqueness Errors

Postage Assessment Report Testing

In this test we will validate that the # Barcode Uniqueness, % Barcode Uniqueness and \$ amount for Full-Service 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>_____</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” • Select “Run Document” located at bottom left of screen. 	<p>We will identify the count of Barcode Uniqueness errors logged in the previous month.</p>
<p>2. Open Postage Assessment Summary Report – Informational Only</p> <p>_____ # of Barcode Uniqueness Container Errors</p> <p>_____ # of Barcode Uniqueness HUs Errors</p> <p>_____ # of Barcode Uniqueness Piece Errors</p> <p>_____ # of Barcode Uniqueness with Container Errors</p> <p>_____ # of Barcode Uniqueness HUs with Errors</p> <p>_____ # of Barcode Uniqueness Piece with</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 FS metrics/percentages/postage are viewable. • Record the number of Payent errors reported • Record number of Barcode Uniqueness errors, % Metric and postage amount <p>Do the totals match for # of Barcode Uniqueness 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>Errors</p> <p>_____ % of Barcode Uniqueness Container Errors</p> <p>_____ % of Barcode Uniqueness HUs Errors</p> <p>_____ % of Barcode Uniqueness Piece Errors</p> <p>\$ _____ Additional Postage Amount for total FS errors</p>		
<p>Internal Users only</p> <p>3. Postage Assessment validation in PostalOne!</p> <p>Confirm “Impact from Full Service Electronic Verification” report reflects errors from the previous drills.</p> <p>\$ _____ Additional Postage Amount for total Full-Service 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 edoc submitter CRID • Select Execute Search <p>Note this report is not yet available to external users.</p>	<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 (Impact Full Service Electronic Verification Section)</p> <p>\$ _____ Additional Postage Amount Unique Container Barcode</p> <p>\$ _____ Additional Postage Amount Unique Tray Barcode</p> <p>\$ _____ Additional Postage Amount Unique Piece Barcode</p> <p>\$ _____ Adjusted Additional Postage Amount for Unique Container Barcode</p> <p>\$ _____ Adjusted</p>	<ul style="list-style-type: none"> • Left Click on eDoc Submitter CRID • 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 (%) • Annotate the Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count, and Assessed Error or PAF (%) for each error. 	<p>Mail Entry Additional Postage Assessment Detail Report provides the additional postage impacts for each error type measured within Full Service.</p> <p>Compare the Additional Postage Amount, Adjusted Additional Postage Amount, Assessed Error Count and Assessed Error or PAF (%) of Barcode Uniqueness errors above threshold on the Scorecard.</p>

<p>Additional Postage Amount Unique Tray Barcode</p> <p>\$ _____ Adjusted Additional Postage Amount Unique Piece Barcode</p> <p>_____ Assessed Error Count for Unique Container Barcode</p> <p>_____ Assessed Error Count for Unique Tray Barcode</p> <p>_____ Assessed Error Count for Unique Piece Barcode</p> <p>_____ Assessed Error or PAF % for Unique Container Barcode</p> <p>_____ Assessed Error or PAF % for Unique Tray Barcode</p> <p>_____ Assessed Error or PAF % for Unique Piece Barcode</p>		
<p>5. 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>