UNITED STATES POSTAL SERVICE™

Facility Access and Shipment Tracking (FAST) Origin Entry

Customer User Guide

January 2012
Version 6.0

Document Change History

These are the changes from the 5.0 version to the 6.0 version.

Page #	Title	Description
31, 202	Closeout Data Report-Origin Entry Screenshot	The Closeout Data Report-Origin Entry screenshot was updated to display the following in the Integrity Code Legend: • *(PS) = Photo Copy of PS Form*
178	Appointment Irregularities section	The Appointment Irregularities section was added.
178	Appointment ID	The *Appointment ID* field and description were added.
178	Mail Integrity and Load Irregularities	Mail Integrity and Load Irregularities field description was updated to display the following: • *None* irregularity • *Photo Copy of PS Form* irregularity • * (required)
178	Content Discrepancy section	The Content Discrepancy section was updated to display the following: • * (required)
180	Appointment Closeout Screenshot	Appointment Closeout screenshot was updated to display the following: • The Appointment Irregularities section • 15 checkboxes for the *Multiple Appts Associated to Load* irregularity • *None* irregularity • *Photo Copy of PS Form* irregularity
200	Mail Integrity Code Legend	Mail Integrity Code Legend description was updated to reflect the following irregularity codes: • *PS = Photo Copy of PS Form*

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1.0 Introduction 7

1.1 FAST Origin Entry Background 7

1.2 About This Guide 7

1.3 Common Application Features 8

1.4 Helpful Hints 24

2. Pre-Login 26

2.1 Reports 26

3.0 Login/Logout 36

3.1 Logging In/Logging Out of FAST 36

3.2 Message Board Pop-Up 39

4.0 Landing Pages 41

4.1 Welcome to FAST Page 42

4.2 FAST Origin Entry Page 44

4.3 Just In Time (JIT) One-Time Appointment Page 45

4.4 JIT Recurring Appointment Information Page 47

4.5 Manage Closeout Information Page 48

4.6 Reports Page 49

4.7 Facilities Page 50

4.8 Resources 51

5.0 Facilities 53

5.1 Facility Profile 53

6.0 Corporate and Scheduler Profiles 64

6.1 View a Corporate Profile 64

6.2 View a Scheduler Profile 67

7.0 JIT One-Time Appointment 70

7.1 Create a New JIT One-Time Appointment 70

7.2 Joint Scheduling JIT One-Time Appointment 84

7.3 Manage an Existing JIT One-Time Appointment 90

7.4 Create a JIT One-Time Appointment Shell 113

8.0 JIT Recurring Appointments 117

8.1 Create a New JIT Recurring Appointment 117

8.2 Manage an Existing JIT Recurring Appointment 130

8.3 Create a JIT Recurring Appointment Shell 153

9.0 Manage Closeout Information 159

9.1 PS Form 8017 (Expedited Plant-Load Shipment Clearance) 159

9.2 Manage Closeout Information 163

10.0 Reports 182

10.1 Appointment Status Report – Origin Entry 182

10.2 Closeout Data Report – Origin Entry 188

11.0 Resources 204

11.1 Reference Documents 204

11.2 Drop Ship Product File Download 212

12.0 Appendix 216

12.1 Security 216

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1.0 Introduction

1.1 FAST Origin Entry Background

Facility Access and Shipment Tracking (FAST) Origin Entry is an addition to the existing FAST system to enable the scheduling of Origin Entry postal-verified, customer-transported appointments. The main objective of FAST Origin Entry is to support the USPS Service Performance Measurement initiative by capturing appointment arrival times and other valuable data to be used in measuring service performance.

FAST Origin Entry provides notification to Surface Visibility and uses scan data from Surface Visibility to automatically close and track appointments. FAST Origin Entry also integrates with other USPS systems, such as the Facilities Database (FDB) and Transportation Information Management Evaluation System (TIMES), for a more streamlined data maintenance and distribution process. The Origin Entry functionality is incorporated into the existing FAST system via a FAST Origin Entry module that may be accessed from the *Welcome to FAST* page.

1.2 About This Guide

This guide describes how to use the FAST Origin Entry functions. It provides a detailed explanation of creating and managing Just In Time (JIT) One-Time appointments, JIT Recurring appointments, and viewing closeout information. The guide also explains how to create and access reports, and it contains important notes about security in the Origin Entry application.

This section includes:

1.1.1 Icons
1.1.2 User Guide Font Indicators

1.1.1 Icons

Several icons are used in this guide to aid the user in quickly locating specific information. The icons and their associated references are shown below:

Look for the magnifying glass icon to identify where page descriptions begin. Page descriptions provide explanations of the search fields and buttons found on each new page.

Look for the computer mouse icon to identify where step-by-step instructions begin. These steps detail the action the user must take to complete search fields.

Look for the paper and pen icon to identify additional notes. These notes provide reminders, alternative options, and helpful tips for using FAST Origin Entry.

1.1.2 User Guide Font Indicators

Throughout this guide, the user will see several instances where selected words are bolded. These words are bolded to bring user attention to the key phrases.

Italicized words are used for all section and page titles, where no action is required by the user.

Additionally, capitalized words represent an action the user may take within the application. Some examples of capitalized words are 'CLICK,' 'SELECT,' and 'ENTER.'

1.3 Common Application Features

There are several tools and processes that are common across the FAST Origin Entry application.

This section includes:

1.3.1 Procedures
1.3.2 Fields and Buttons
1.3.3 Error Messages

1.3.1 Procedures

Navigation

There are several ways to navigate through the FAST application. The Top Navigation Links allow the user to enter the USPS Home area, to enter the FAST Home area, and to sign out of the FAST application. The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as to navigate between sections within the functional area. The **Go>** button directs the user to the appropriate page. The **Back** button allows the user to return to the previous page. More detailed information about navigation is located on the following pages.

Top Navigation Links

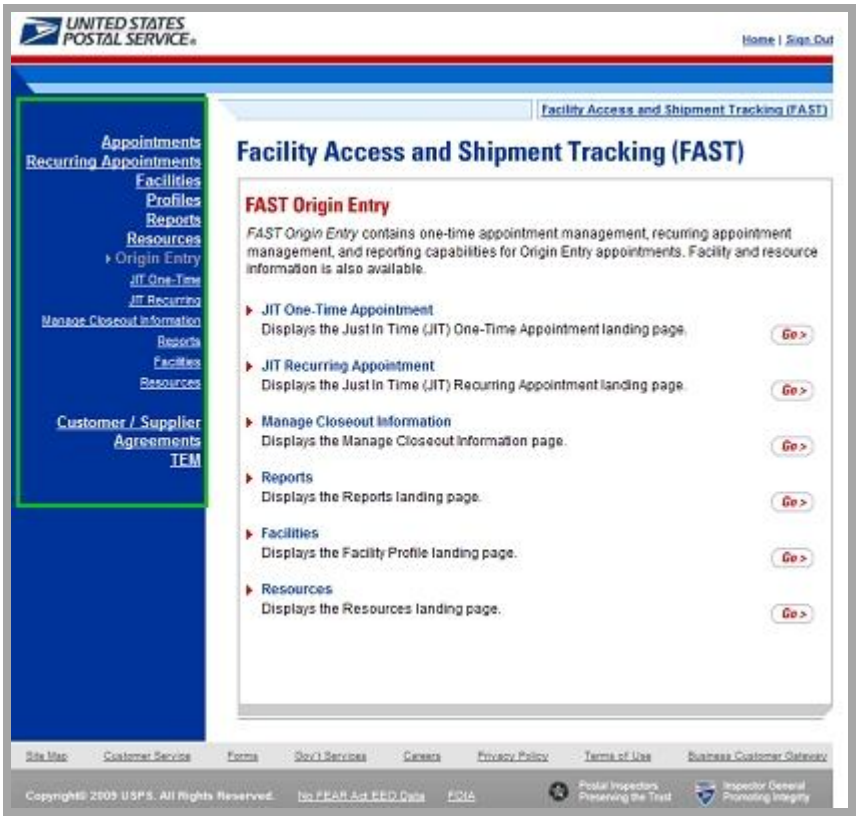
The Top Navigation Links allow the user to enter the USPS Home area, to enter the FAST Home area, and to sign out of the FAST application. The Top Navigation Links are displayed below.

- CLICK the **USPS logo** or the **Home** link to open the United States Postal Service website: USPS.com.
- CLICK the **Facility Access and Shipment Tracking (FAST)** link to return to the FAST Home area.
- CLICK the **Sign Out** link to exit the FAST application.

Note:
The **Sign Out** link is only displayed once the user is logged into FAST.

Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the FAST application, as well as to navigate between sections within the functional area. The name of the page that the user is currently on will be highlighted on the Left Navigation Bar. If there is more than one option under a menu choice in the Left Navigation Bar, each choice will be listed. In this example, the user is on the *FAST Origin Entry* Landing page and the **Origin Entry** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is displayed below.



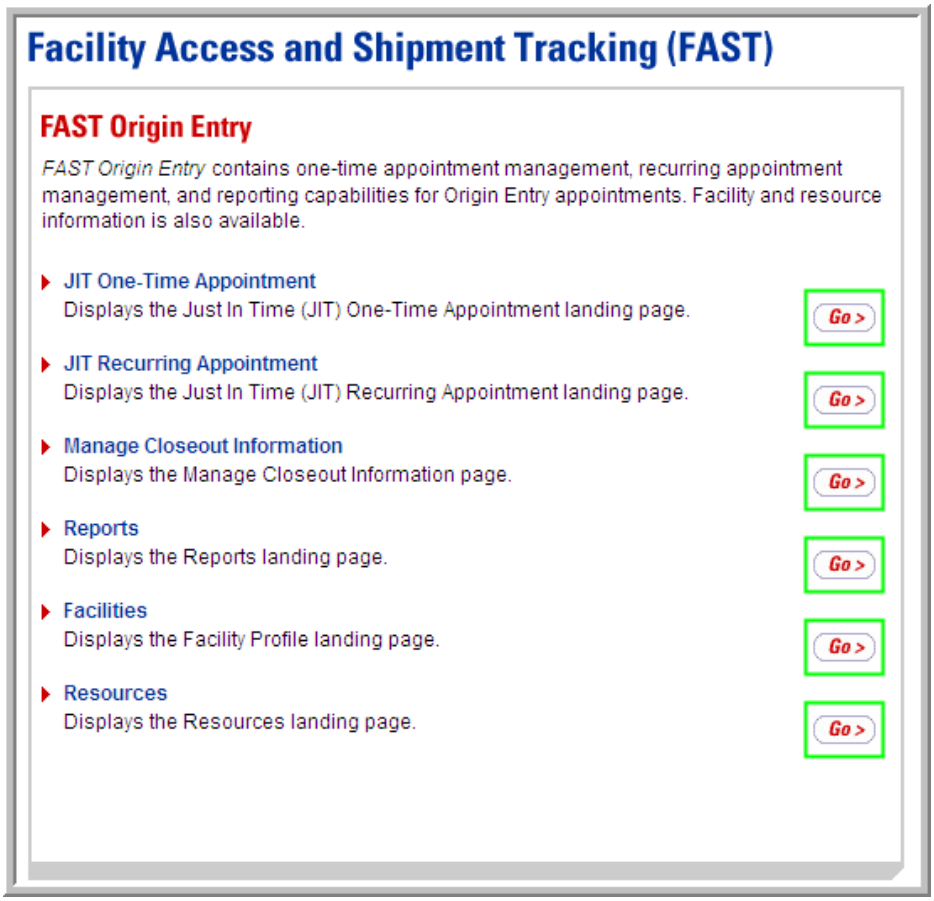
Left Navigation Bar options for each of the FAST Origin Entry functional areas are listed below:

- The **JIT One-Time** link directs the user to the following sub-links: Create New JIT One-Time Appointment and Manage Existing JIT One-Time Appointment.
- The **JIT Recurring** link directs the user to the following sub-links: Create New JIT Recurring Appointment and Manage Existing JIT Recurring Appointment.
- The **Manage Closeout Information** link directs the user to the following sub-link: Manage Closeout Information.
- The **Reports** link directs the user to the following sub-links: Facility Schedule Report – Origin Entry, Appointment Status Report – Origin Entry, and Closeout Data Report – Origin Entry.
- The **Facilities** link directs the user to the following sub-link: Facility Profile.
- The **Resources** link directs the user to the following sub-link: Reference Documents.

Go> Buttons

A **Go>** button is displayed to the right of each functional area on the FAST Landing pages that advances the user to the appropriate page. Use the **Go>** button and other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example shown below, the user is on the *FAST Origin Entry* Landing page. Clicking the **Go>** buttons advances the user to the corresponding pages.

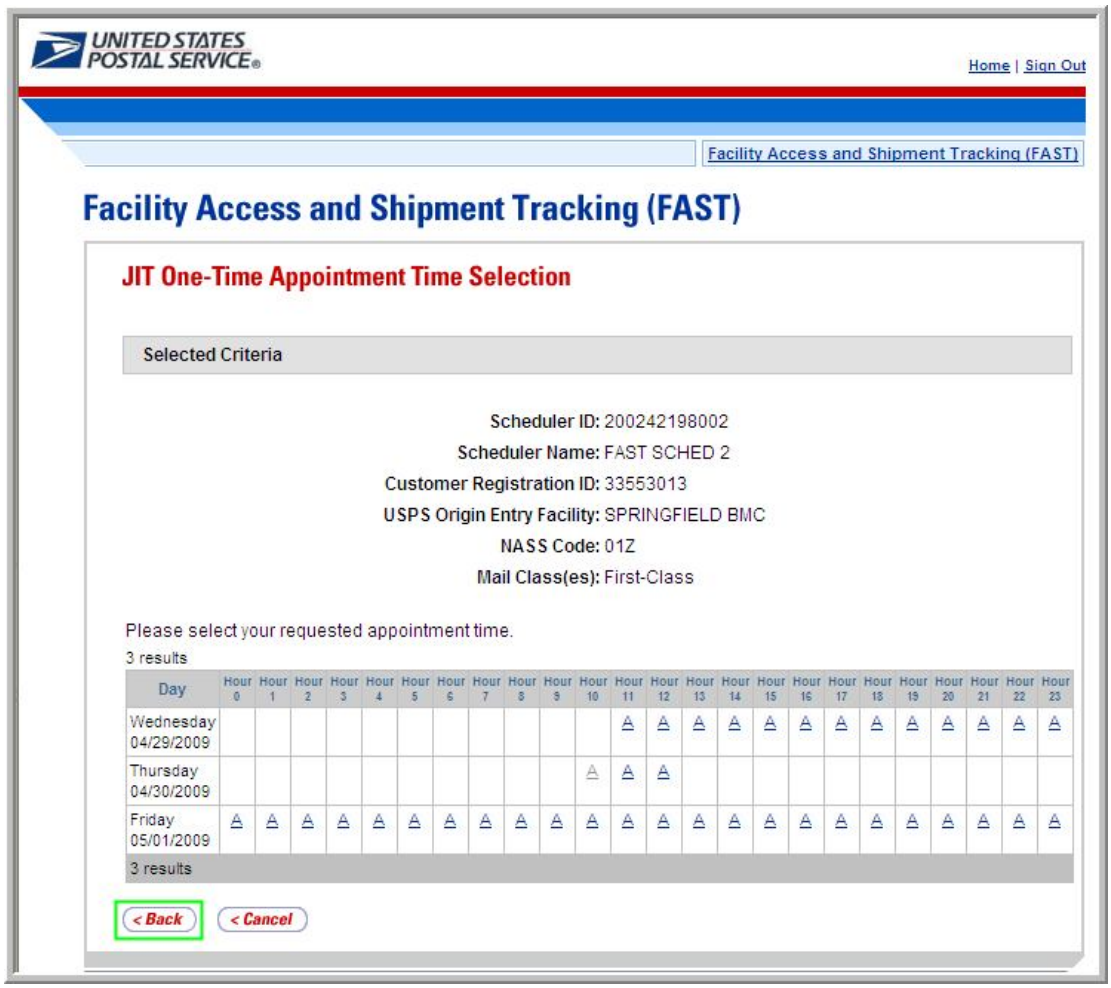


Back Button

FAST Origin Entry displays a **Back** button at the top and/or bottom of the pages to return the user back to the last page viewed.

Use the **Back** button and the other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example shown below, the user is on the *JIT One-Time Appointment Time Selection* page, as indicated by the title. Clicking the **Back** button returns the user to the *Create New JIT One-Time* page, which will contain the search criteria previously entered.



Note:
Any data that was entered on a previous page is available when the user clicks the **Back** button.

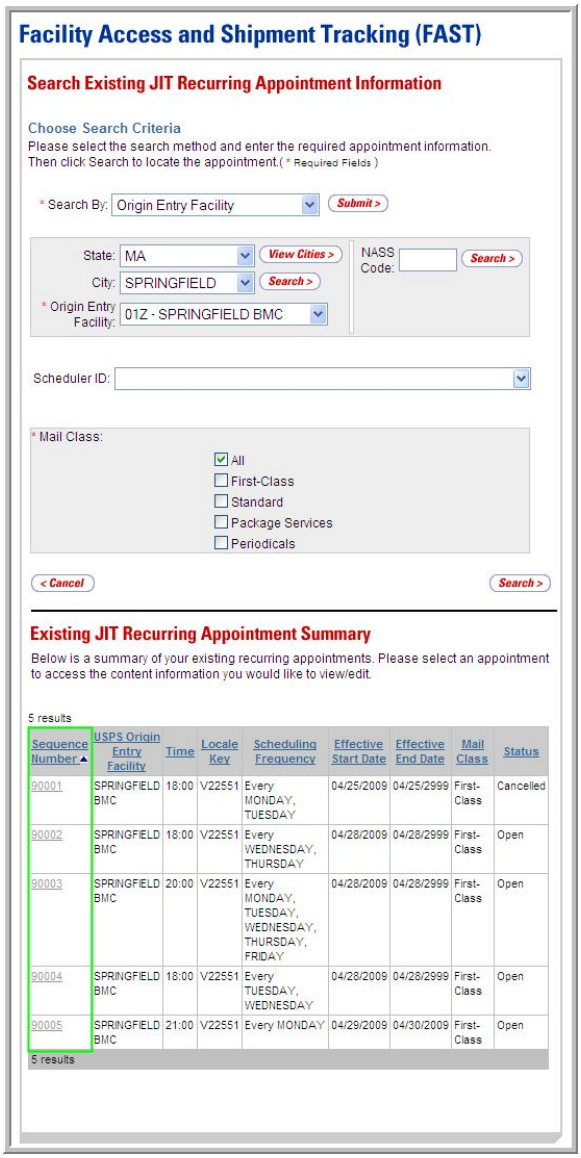
Tables

Sorting Data

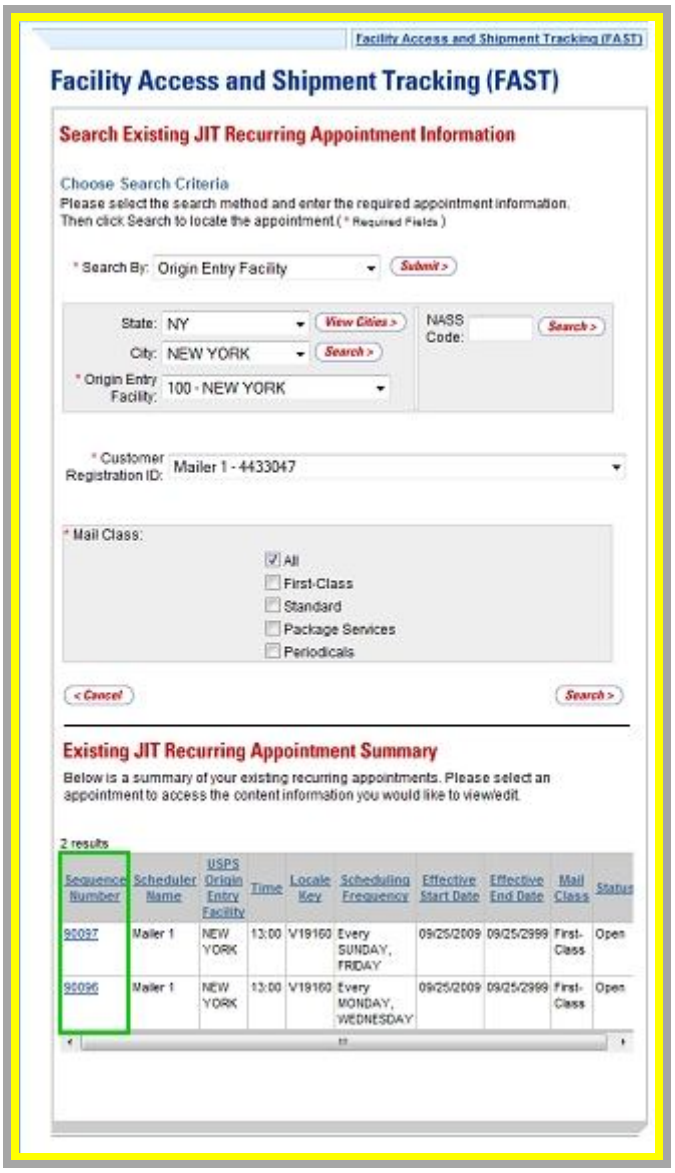
Each table displayed within FAST Origin Entry allows the user to sort data. Data may be sorted by clicking the column headers, with the first click sorting in ascending order and the second click sorting in descending order. All column headings that are underlined may be sorted in this manner.

Sorting Data

1. CLICK the heading of the column by which data is to be sorted. This function sorts data in ascending order. An example is shown below.



2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. An example is shown below.



Note:
A sort on a particular column includes any data that is located on a different page due to pagination.

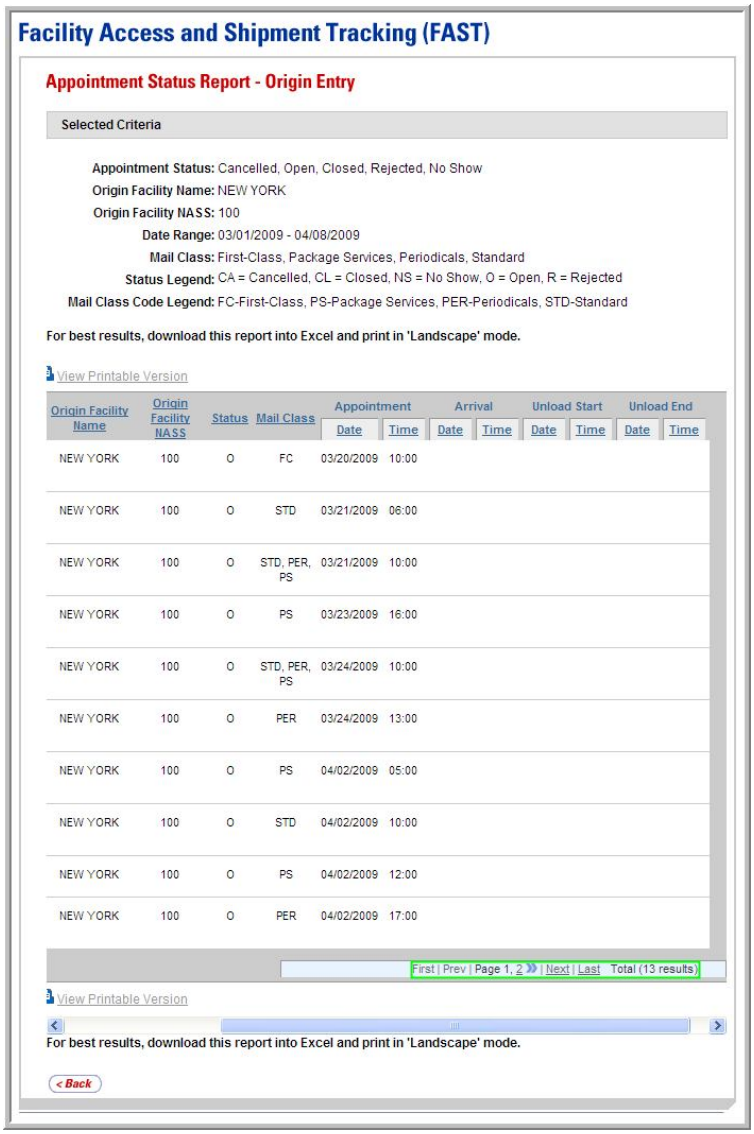
Pagination

FAST Origin Entry may provide more data than can be displayed on one page. When this occurs, the user has the ability to view the other pages of data. The total number of available results will be displayed at the bottom of the table. An example of pagination is shown below.

Using Pagination

1. CLICK the **First** link, **Prev** link, **Next** link, or **Last** link to navigate to multiple pages.
OR:

CLICK the hyperlinked page number in order to advance to the page. The page number that the user is currently on, number 1 in the example, displays as a bold number. In the example shown below, the user may CLICK the number 2 to display the data on that page.



Facility Access and Shipment Tracking (FAST)

Appointment Status Report - Origin Entry

Selected Criteria

Appointment Status: Cancelled, Open, Closed, Rejected, No Show
Origin Facility Name: NEW YORK
Origin Facility NASS: 100
Date Range: 03/01/2009 - 04/08/2009
Mail Class: First-Class, Package Services, Periodicals, Standard
Status Legend: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected
Mail Class Code Legend: FC-First-Class, PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.

View Printable Version

Origin Facility Name	Origin Facility NASS	Status	Mail Class	Appointment		Arrival		Unload Start		Unload End	
				Date	Time	Date	Time	Date	Time	Date	Time
NEW YORK	100	O	FC	03/20/2009	10:00						
NEW YORK	100	O	STD	03/21/2009	06:00						
NEW YORK	100	O	STD, PER, PS	03/21/2009	10:00						
NEW YORK	100	O	PS	03/23/2009	16:00						
NEW YORK	100	O	STD, PER, PS	03/24/2009	10:00						
NEW YORK	100	O	PER	03/24/2009	13:00						
NEW YORK	100	O	PS	04/02/2009	05:00						
NEW YORK	100	O	STD	04/02/2009	10:00						
NEW YORK	100	O	PS	04/02/2009	12:00						
NEW YORK	100	O	PER	04/02/2009	17:00						

First | Prev | Page 1, 2 | Next | Last Total (13 results)

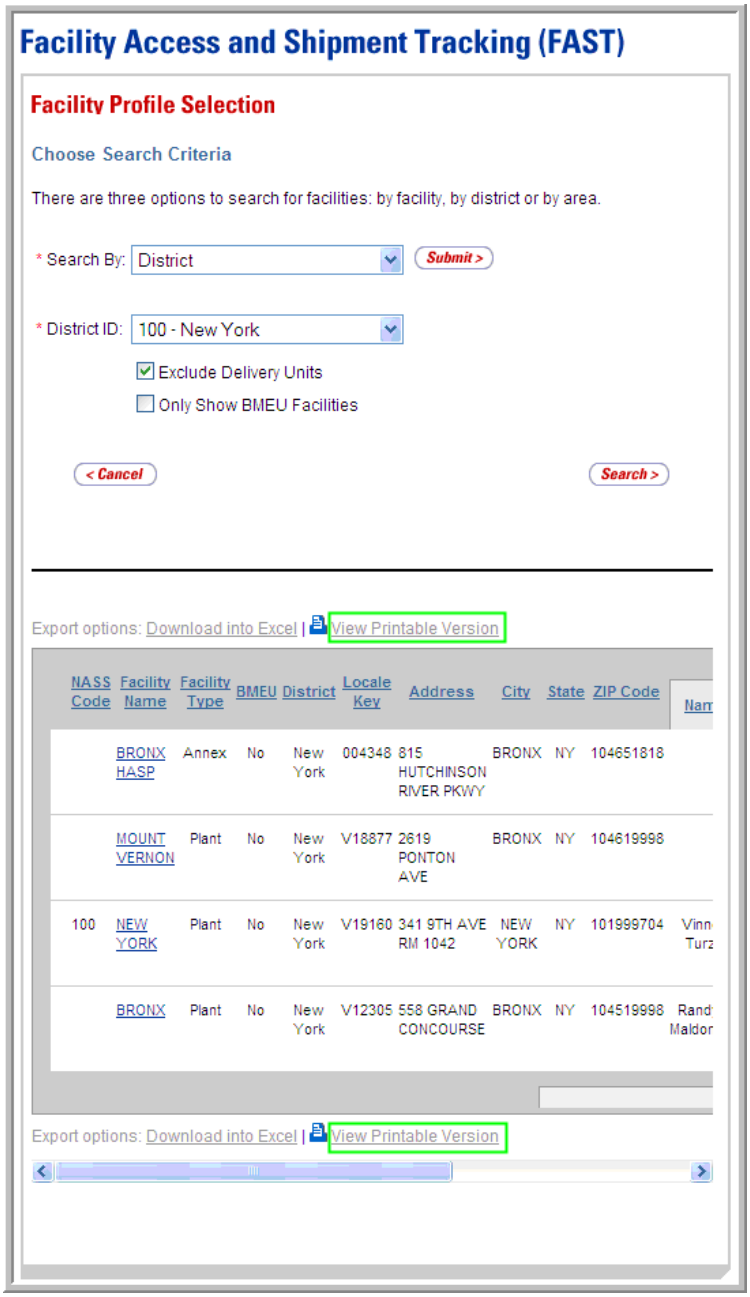
View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

< Back

Viewing a Printable Version and Printing

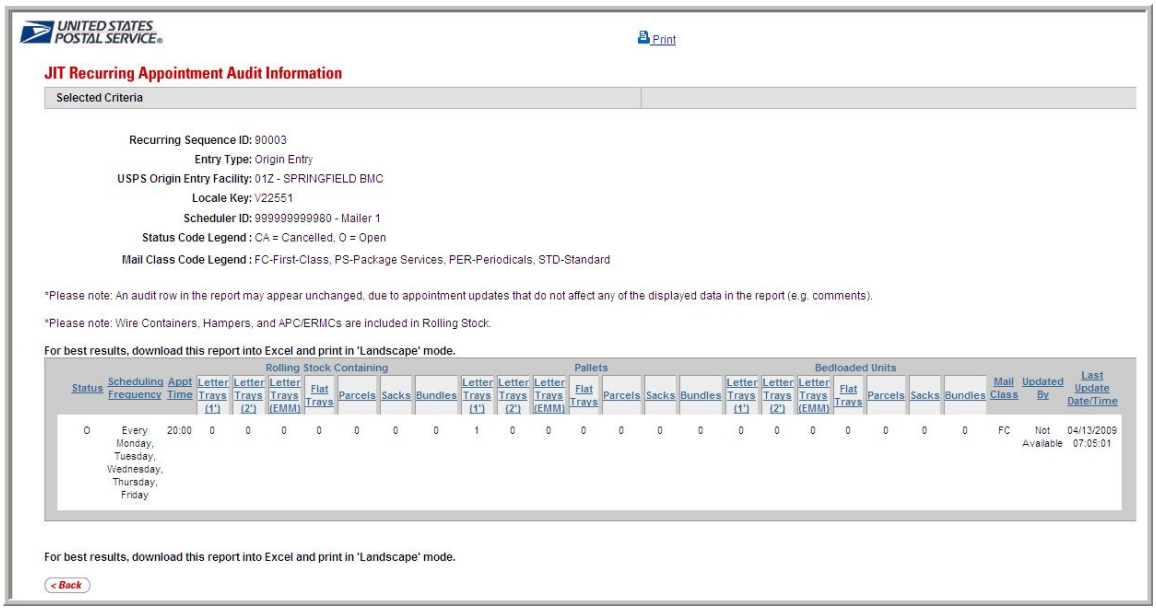
The user has the ability to print information in the FAST Origin Entry application. The user may view a printable version that removes the navigation bars and displays all the data that the report contains.



Viewing a Printable Version and Printing

1. CLICK the **View Printable Version** link. There are two links for **View Printable Version**, located above and below the report table.

A new window will appear, displaying a version suitable for printing. An example of a printable version is displayed below.



UNITED STATES POSTAL SERVICE

Print

JIT Recurring Appointment Audit Information

Selected Criteria

Recurring Sequence ID: 90003
Entry Type: Origin Entry
USPS Origin Entry Facility: 01Z - SPRINGFIELD BMC
Locale Key: V22551
Scheduler ID: 999999999980 - Mailer 1
Status Code Legend : CA = Cancelled, O = Open
Mail Class Code Legend : FC-First-Class, PS-Package Services, PER-Periodicals, STD-Standard

*Please note: An audit row in the report may appear unchanged, due to appointment updates that do not affect any of the displayed data in the report (e.g. comments).

*Please note: Wire Containers, Hampers, and APC/ERMCs are included in Rolling Stock.

For best results, download this report into Excel and print in 'Landscape' mode.

			Rolling Stock Containing										Pallets										Bedloaded Units								
Status	Scheduling Frequency	Appt Time	Letter Trays (1")	Letter Trays (2")	Letter Trays (EMM)	Flat Trays	Parcels	Sacks	Bundles	Letter Trays (1")	Letter Trays (2")	Letter Trays (EMM)	Flat Trays	Parcels	Sacks	Bundles	Letter Trays (1")	Letter Trays (2")	Letter Trays (EMM)	Flat Trays	Parcels	Sacks	Bundles	Mail Class	Updated By	Last Update Date/Time
O	Every Monday, Tuesday, Wednesday, Thursday, Friday	20:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	FC	Not Available	04/13/2009 07:05:01

For best results, download this report into Excel and print in 'Landscape' mode.

< Back

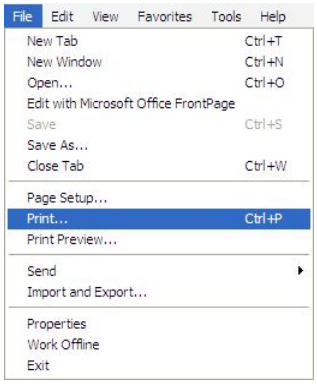
The user has two options for printing the report.

To Print using the Print Hyperlink

1. CLICK the **Print** hyperlink.

To Print according to the Settings on the Individual Computer

1. CLICK **File** from the Internet browser menu bar.
2. SELECT **Print** from the **File** menu and print according to the settings on the individual computer.

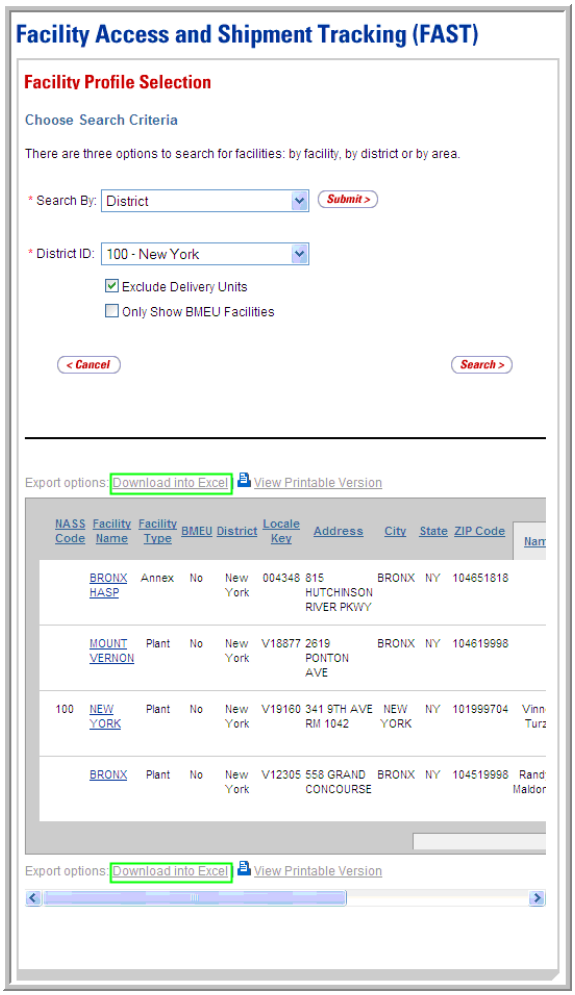


The printed page is almost identical to what is seen online in the printable version, with just two differences. First, the printed page does not show the Internet browser bar that is visible online. Second, the page prints in a clear format that does not display row shading.

Note:
If the printed report does not fit on a portrait page, change the print format to landscape by clicking the **File** menu, selecting **Page Setup**, and selecting the **Landscape** radio button.

Downloading to Excel

Several FAST Origin Entry pages allow the user to download information shown on the page into Microsoft Excel in order to manipulate and save data.



Note:
Download into Excel includes any data that is on a different page due to pagination.

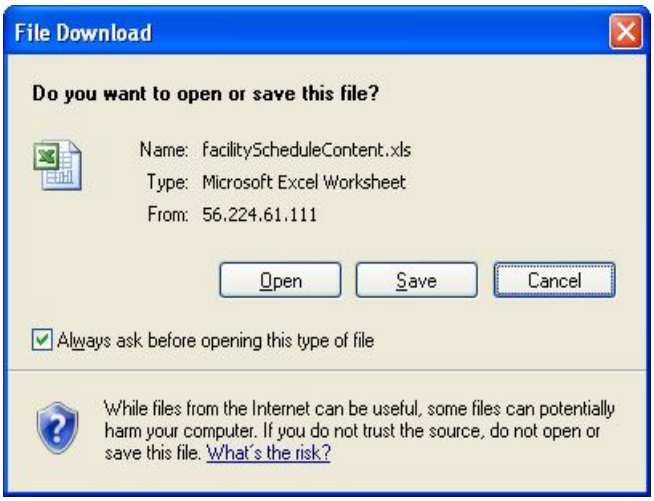
Downloading to Excel

1. CLICK the **Download into Excel** link. There are two links for **Download into Excel**, above and below the table. An example is shown below.

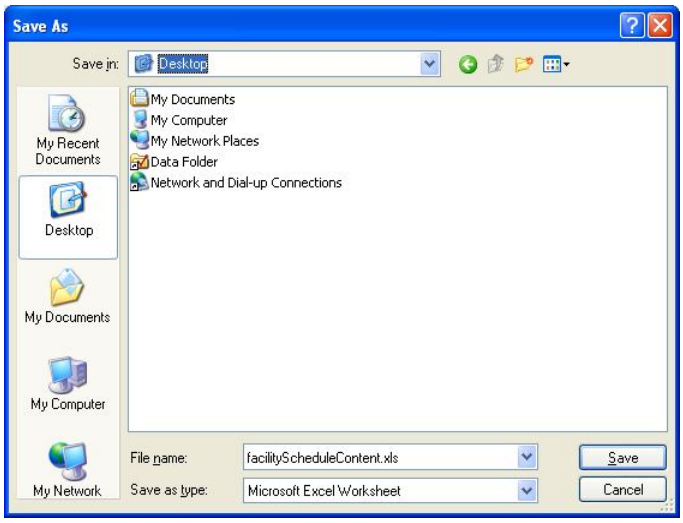
2. A new window appears, prompting the user to either open the Excel file in a new window or save it.

a) CLICK **Open** to access a new window and display the data in an Excel spreadsheet.

b) CLICK **Save** to select a directory on the computer to save the Excel spreadsheet.



If the user decides to save the file, the **Save As** window opens, prompting him/her to select a location on the computer in which to save the Excel spreadsheet. The **Save As** window is displayed below.



1.3.2 Fields and Buttons

Select Date

Many pages require the user to choose a date as one of the search criteria. All dates must be entered in the MM/DD/YYYY format.

Using the Date Picker

1. CLICK the **Calendar** icon to access the **Date Picker** window. The current date will be highlighted on the calendar by default. The **Calendar** icon is displayed below.

2. VERIFY that the current month corresponds to the desired Date Range criteria.

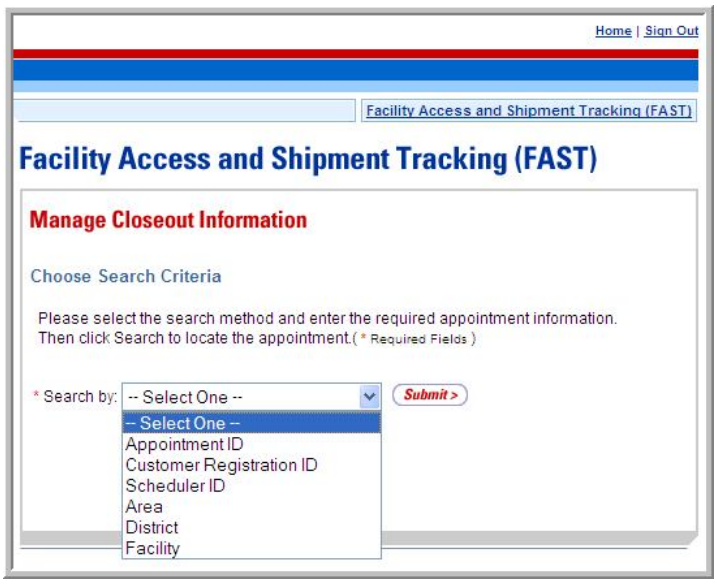
3. If not, CLICK the arrows on either side of the month field. The left arrows shift the calendar to the previous month and the right arrows shift the calendar to the next month. The calendar shifts in chronological order when using these arrows, meaning that the year automatically changes when navigating from December of one year to January of the next year. The **Date Picker** window is displayed below.

4. VERIFY that the current year corresponds to the desired Date Range criteria. If not, select the year to be entered in the **Date** field by CLICKING the arrows next to the month.

5. SELECT the desired day by CLICKING the number of the day to be entered into the **Date** field. Once the date is clicked, the full month, day, and year selected will display in the **Date** field.

Drop-Down Boxes

Several pages in the FAST application use drop-down boxes to provide choices for search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one selection for each drop-down box. Below, the **Search by** drop-down box is used to choose only one of the following: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.



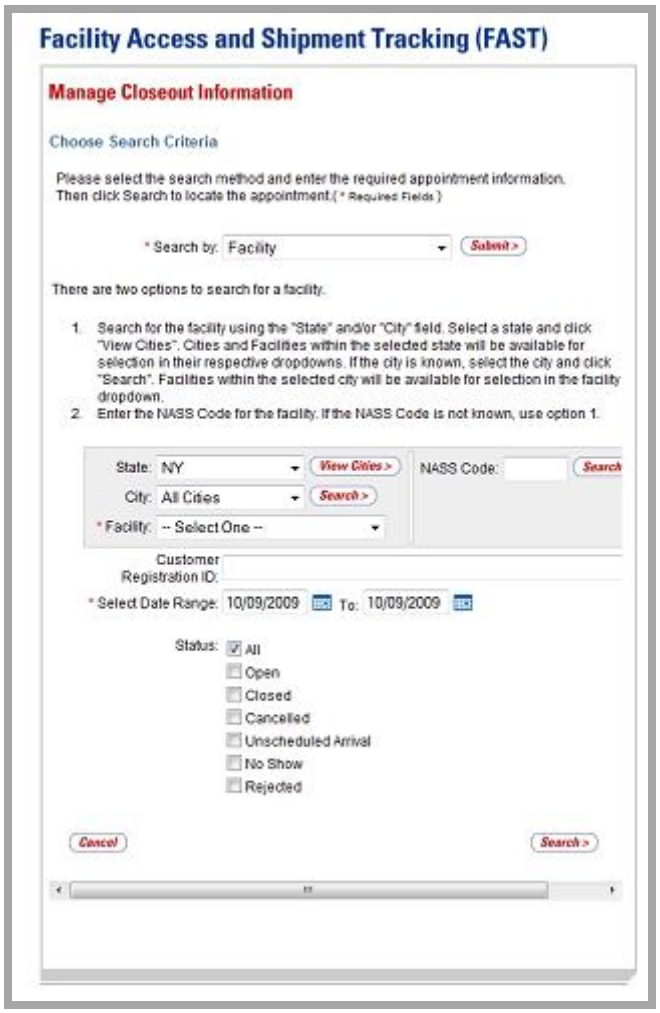
Using Drop-Down Boxes

1. CLICK the arrow on the right side of the box. This will display all available choices for the drop-down box.
2. Place the cursor over the desired word or phrase so it is highlighted and CLICK to select. The selection then displays in the field.

In addition to the **Search by** drop-down box, there are numerous drop-down boxes located in the FAST Origin Entry application.

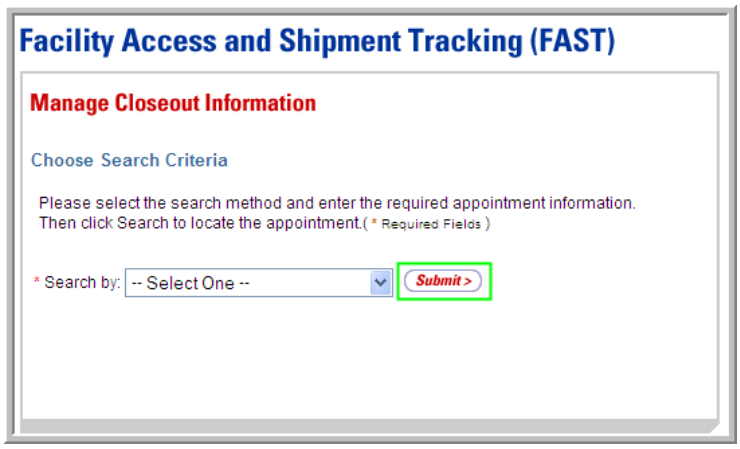
Search Button

FAST Origin Entry displays a **Search** button on the selection pages. The **Search** button is used to retrieve information corresponding to the selected search criteria. It may be located next to a drop-down box, next to a text box, or at the bottom of a page. In the example displayed below, the user is on the *Manage Closeout Information* page.



Submit Button

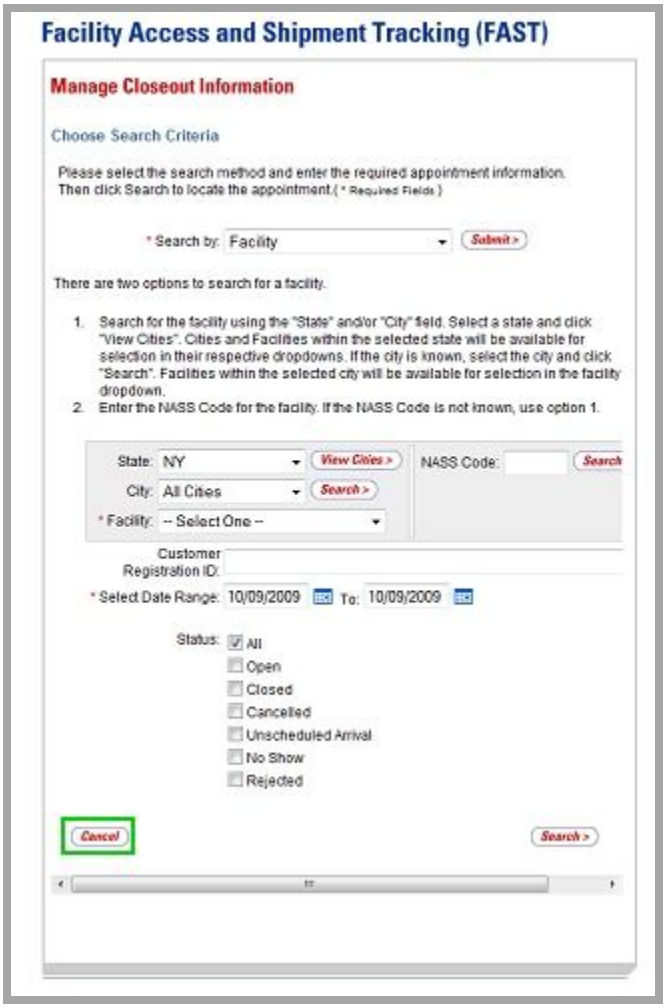
FAST Origin Entry displays a **Submit** button on the selection pages. The **Submit** button is used to retrieve information corresponding to the selected search criteria or to save new data entered into FAST. It may be located next to a drop-down box, next to a text box, or at the bottom of a page. In the example below, the *Manage Closeout Information* page is displayed.


Facility Access and Shipment Tracking (FAST)
Manage Closeout Information
Choose Search Criteria
Please select the search method and enter the required appointment information.
Then click Search to locate the appointment.(* Required Fields)
* Search by:
-- Select One --
Submit >

Cancel Button

FAST Origin Entry displays a **Cancel** button on the selection pages. The **Cancel** button is used to return to the associated Landing page. It is located at the bottom of the page.

In the example below, the *Manage Closeout Information* page is displayed. Clicking the **Cancel** button on the bottom of the page returns the user to the *Manage Closeout Information* Landing page.



Note:
When the user clicks the **Cancel** button, all previously entered data is lost.

Facility Search Area

FAST Origin Entry displays a Facility search area on many of the selection pages. The Facility search area allows the user to search for a Facility by State/City or NASS Code.

To search for a Facility by State/City, the user must first select a State from the **State** drop-down box. After clicking the **View Cities** button, the **City** drop-down box refreshes to display the Cities within the selected State. The user may then select a City from the **City** drop-down box. After selecting a City and clicking the **Search** button, the **Facility** drop-down box refreshes to display the Facilities within the selected City. The user may then select the appropriate Facility from the **Facility** drop-down box.

If the user knows the NASS Code of the Facility, it may be entered in the **NASS Code** field located in the Facility search area. After clicking the **Search** button, the **Facility** drop-down box refreshes to display the Facility corresponding to the selected NASS Code. The Facility search area is shown below.

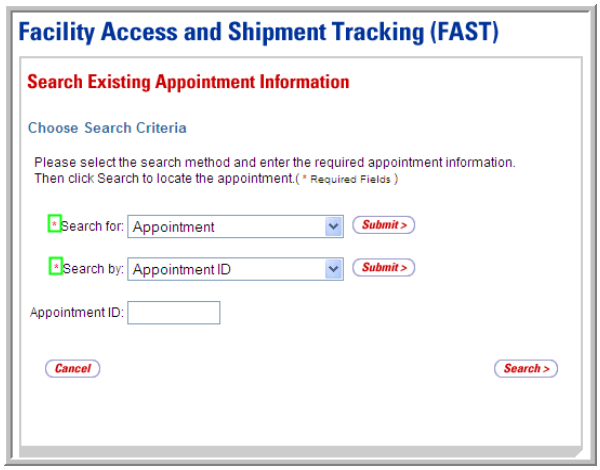
1.3.3 Error Messages

Throughout the FAST Origin Entry application, error messages may be displayed when the user enters incomplete or erroneous data. For more detailed error message information, please reference the corresponding module.

1.4 Helpful Hints

- The user will receive a warning message after five minutes of inactivity. The user will be logged out of FAST after ten minutes of inactivity.

- *** Asterisks** on a selection page designate a required field. In the example below, the user is on the *Search Existing Appointment Information* page. The required fields on this page are **Search for** and **Search by**.



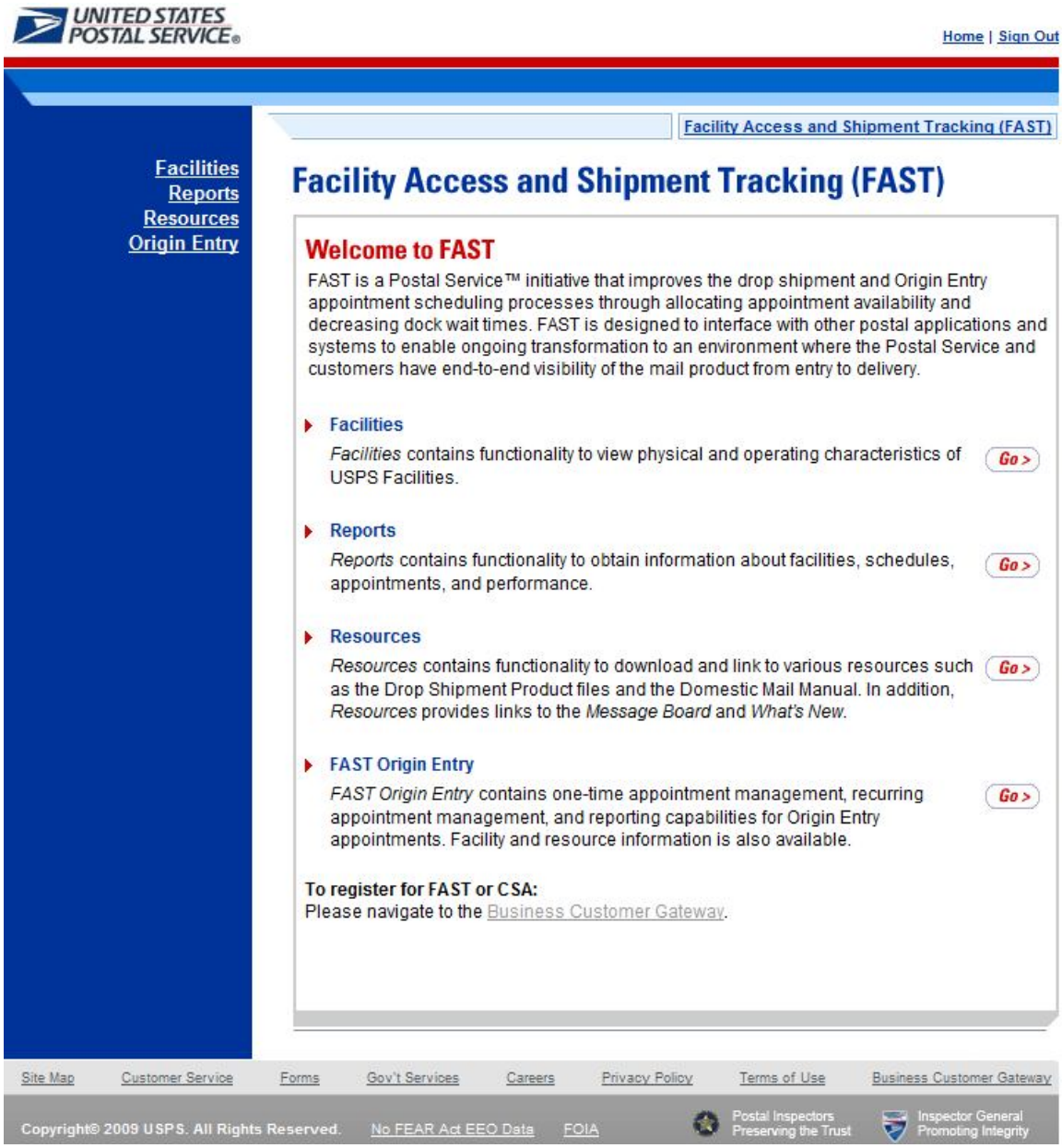
This page has been intentionally left blank.

2. Pre-Login

The user has several processes they may exercise before logging into the FAST application. Origin Entry Pre-Login section includes:

2.1 Reports

The *FAST Pre-Login Welcome Page* is displayed below:



2.1 Reports

The *Reports* section describes the following processes:

2.1.1 Closeout Data Report – Origin Entry.

2.1.1 Closeout Data Report – Origin Entry

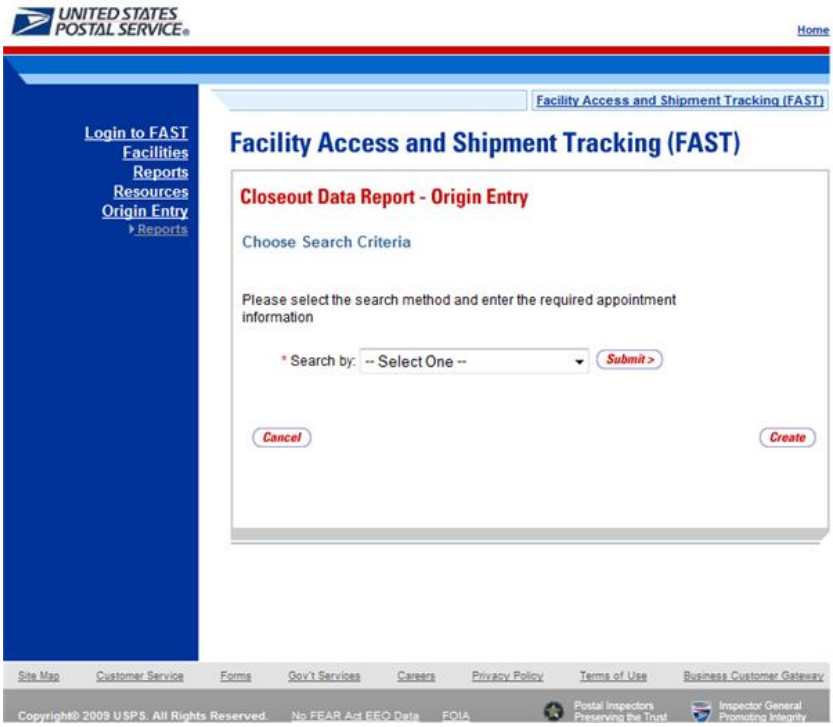
The *Closeout Data Report – Origin Entry* displays the appointment information for the entered appointment IDs. The *Closeout Data Report – Origin Entry* section describes the processes for viewing the *Closeout Data Report – Origin Entry*.

The *Closeout Data Report – Origin Entry* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS on **Origin Entry** link located on the sidebar and then selects the **Reports** link also located on the side bar, or the associated **Go>** button. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Go>** button associated to the *Closeout Data Report – Origin Entry* link.

The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

**Search By:*	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
Submit button	Retrieves the search option to create a closeout data report.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report – Origin Entry Selection* page is displayed below.

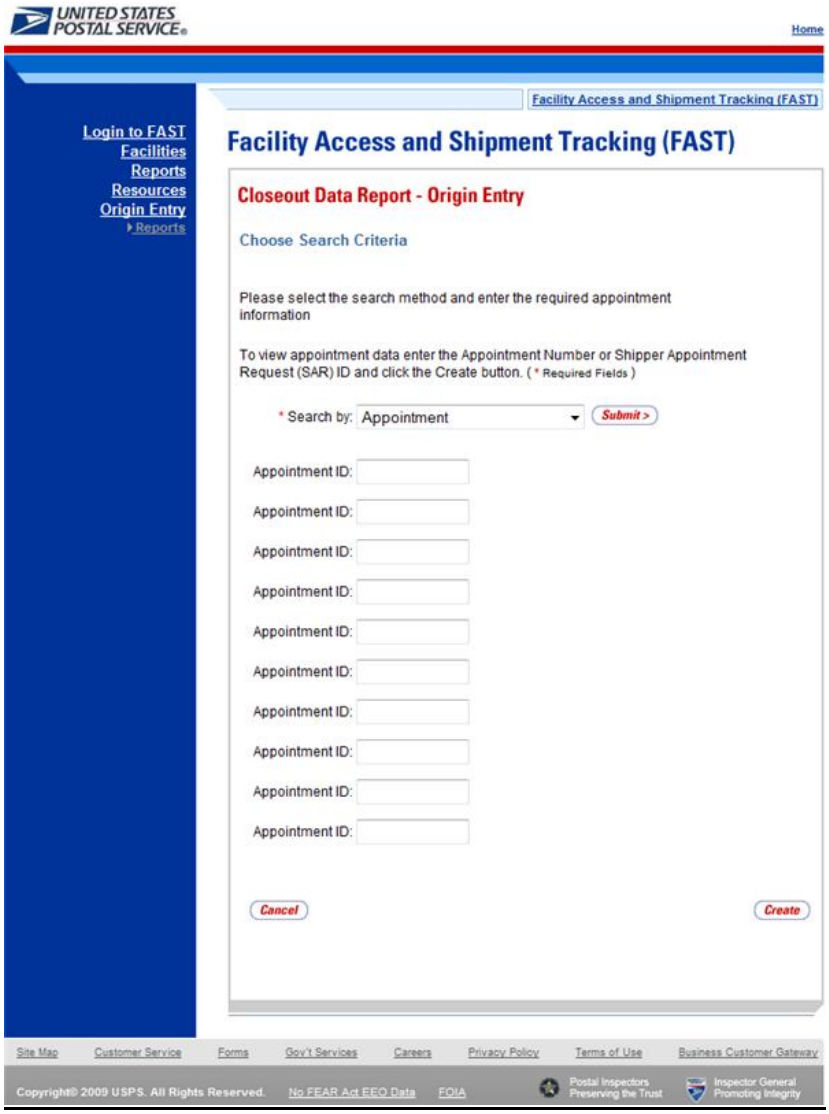


2.1.1.1 Create Report by Appointment ID

The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below when searching by appointment ID. A snapshot of the page is displayed after the field description.

**Search By:*	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 appointment IDs can be entered.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

The *Closeout Data Report Selection* page is displayed below.



The user may view closeout information by performing the following steps:

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create**

The *Closeout Information Report- Origin Entry* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID for which you wish to view closeout information.
Status	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected
Facility Name	The Facility Name associated with the appointment.
NASS Code	The NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload Start Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Identifies if content in the appointment was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility.

Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

A snapshot of the *Closeout Data Report- Origin Entry* page is displayed on the following page.

UNITED STATES POSTAL SERVICE

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Closeout Data Report - Origin Entry

Selected Criteria

USPS Origin Entry Facility: NEW YORK
NASS Code: 100
Locale Key: V19160
Date Range: 05/31/2011 to 05/31/2011
Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected

Mail Integrity Code Legend : AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

Mail Class Code Legend : FC-First-Class, PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

Appointment ID	Status	Scheduler ID	Scheduler Name	CRID	Mail Owner	Mail Preparer	Publication Name	USPS Origin Entry Facility	NASS Code	Locale Key	Appoi Date
910551332	O	20024	ETR TEST	10001215	N/A	N/A	N/A	NEW YORK	100	V19160	05/31/2(

Export options: Download into Excel | View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

< Back

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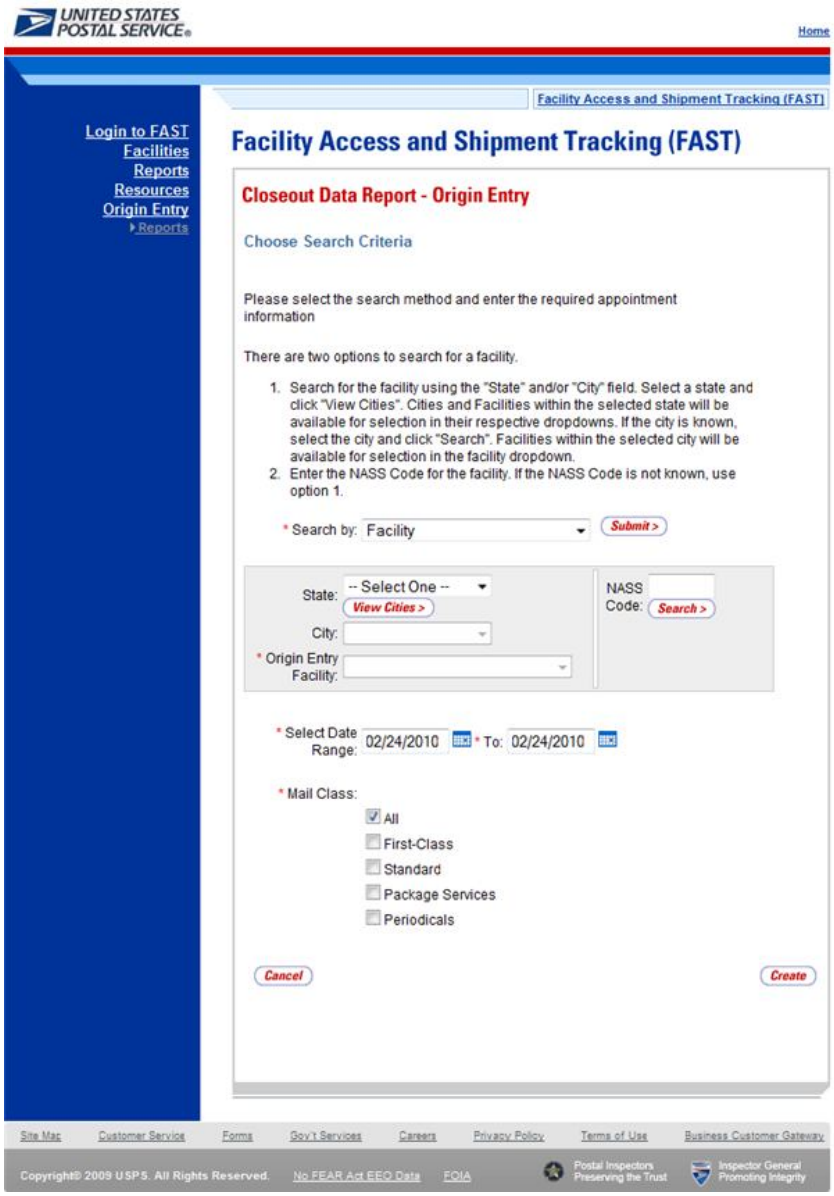
2.1.1.2 Create Report by Facility

A user can also view the closeout data of all appointments

The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below when searching by facility. A snapshot of the page is displayed after the field description.

**Search By:*	Drop-down box containing Appointment ID and Facility.
Submit	Refreshes the Closeout Data Report Search Criteria page with the appropriate fields.
State	Drop-down box containing state options.
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the **City** drop-down box.
City	Drop-down box containing the cities within the specified state that have a facility.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
**Facility*	Drop-down box containing facilities for a selected city.
NASS Code	Textbox to input the **NASS Code** of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the closeout information.

The *Closeout Data Report - Origin Entry Selection* page is displayed on the following page.



To view by facility, search for a facility by one of the following two ways:

To search by state and city:

1. SELECT a state from the **State** drop-down box
2. CLICK the **View Cities** button
3. SELECT a city from the **City** drop-down box
4. CLICK the **Create** button to populate the table with the retrieved facilities

To search by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox

2. CLICK the **Search** button
3. CLICK the **Create** button to populate the table with the retrieved facilities

The *Closeout Information Report - Origin Entry* page opens, displaying the closeout information for the specified facilities. The fields and buttons on the *Closeout Data Report – Origin Entry Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID associated with the selected criteria.
Status	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected
Facility Name	The Facility Name associated with the selected criteria.
NASS Code	The NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload End Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Indicates if the appointment had containers that were scanned by Surface Visibility.
Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

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3.0 Login/Logout

When the user opens the FAST application, the first page that displays is the *Welcome to FAST* page. From the *Welcome to FAST* page, the user can access the *Business Customer Gateway* page by clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page. Alternatively, the user may navigate directly to the *Business Customer Gateway* to login. The Username and Password are entered on this page and then verified by the system upon clicking the **Sign In** button. Upon login, the *Business Customer Gateway* page displays.

3.1 Logging In/Logging Out of FAST

In order to access most of the processes available in FAST, the user must login to the application. The *Business Customer Gateway* page will verify the Username and Password information entered.

This section includes:

3.1.1 Logging into FAST
3.1.2 Logging out of FAST

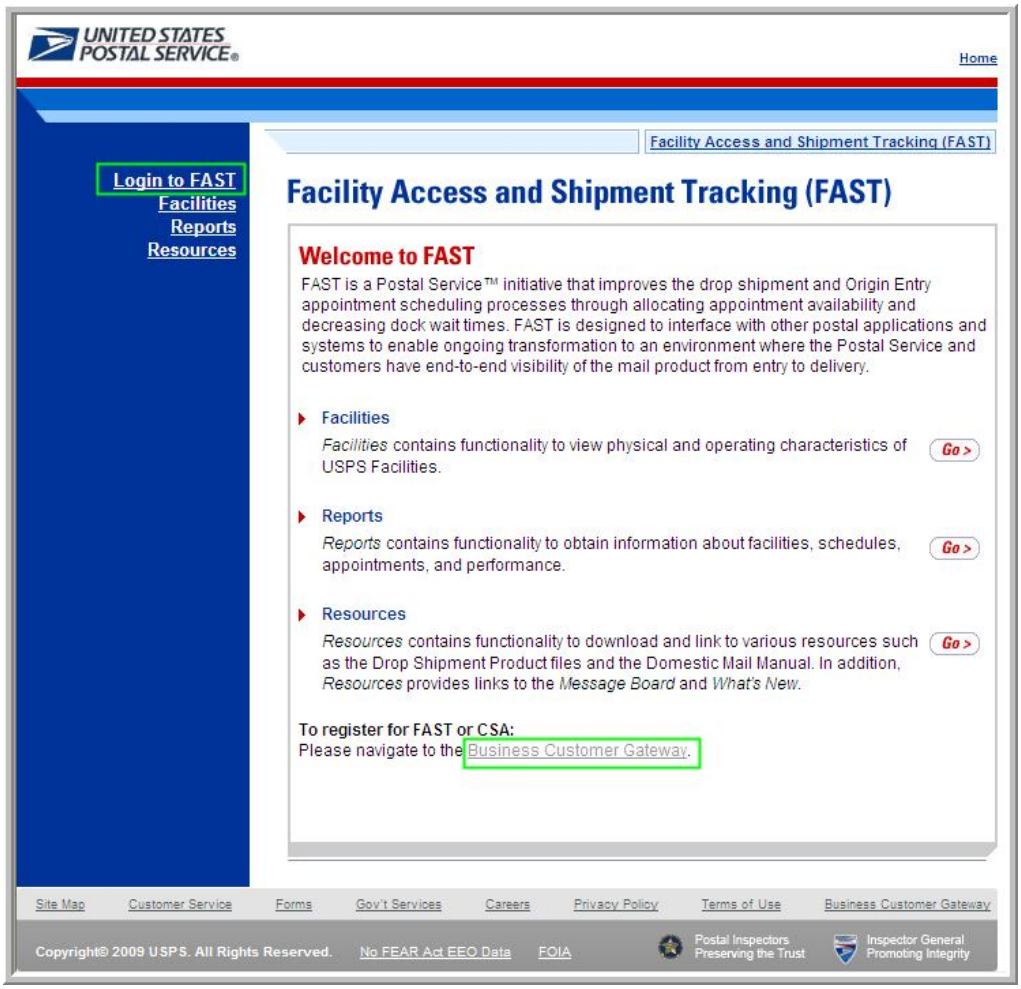
3.1.1 Logging into FAST

The user may begin the login process two ways. First, the user may navigate to the *Welcome to FAST* page by accessing https://fast.usps.com/ . From there, the user will be directed to the *Business Customer Gateway* page upon clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page.

Alternatively, the user may navigate directly to the *Business Customer Gateway* page to login. Once the *Business Customer Gateway* page is reached, the user may enter a Username and Password. Upon verification, the user will be logged into the *Business Customer Gateway*. The user may access FAST by clicking the **Schedule a Mailing Appointment (FAST)** hyperlink located in the Mail & Transport section of the page.

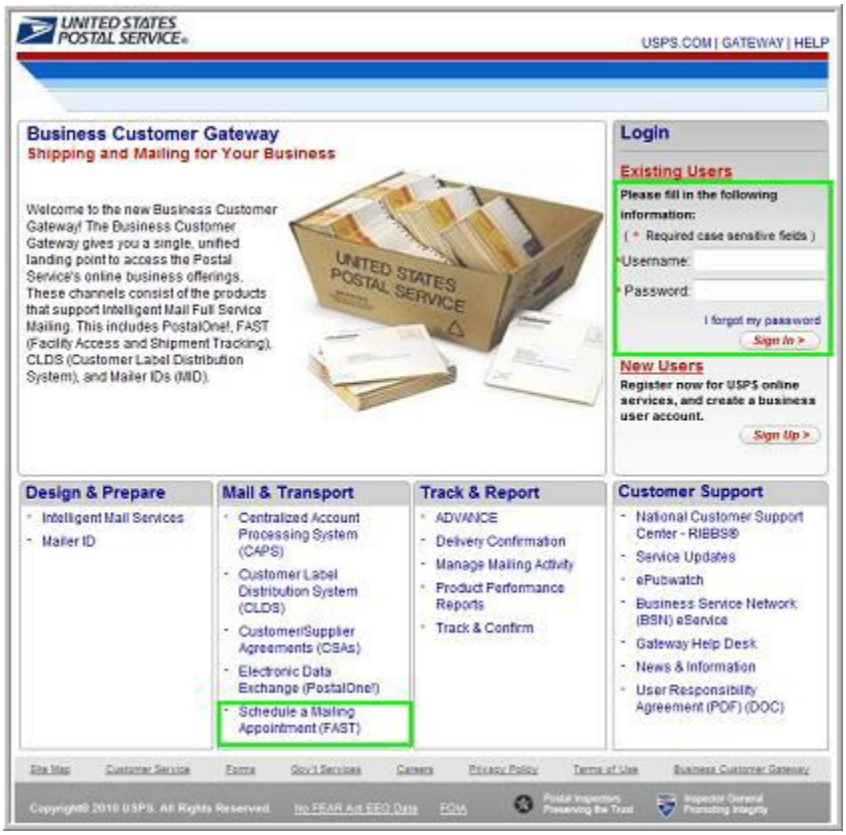
The fields and buttons on the *Welcome to FAST* page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Login to FAST hyperlink	Directs the user to the *Business Customer Gateway* page.
Business Customer Gateway hyperlink	Directs the user to the *Business Customer Gateway* page.



The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Username	Field where the user enters his/her Username.
Password	Field where the user enters the Password for the associated Username.
I forgot my password hyperlink	Allows the user to begin the process of resetting his/her password.
Sign In button	Allows the user to access the *Business Customer Gateway* page after the correct entry of the Username and Password.



Logging into FAST

From the *Welcome to FAST* page, the user may access the *Business Customer Gateway* page by performing the following step:

1. CLICK the **Login to FAST** link in the Left Navigation Bar.

   OR:

   CLICK the **Business Customer Gateway** link at the bottom of the page.

From the *Business Customer Gateway* page, perform the following steps to access the FAST application:

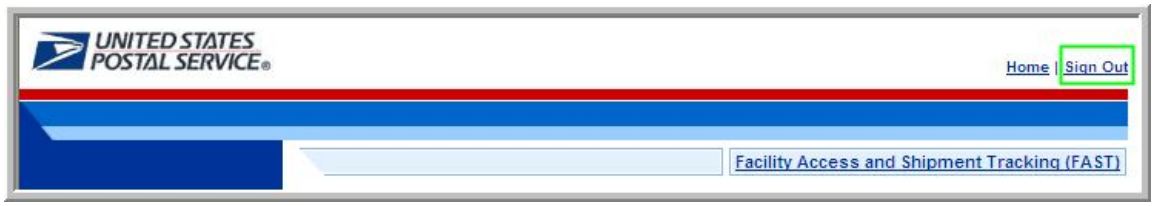
1. CLICK the **Username** field and ENTER the Username.
2. CLICK the **Password** field and ENTER the Password.
3. CLICK the **Sign In** button to login to the Business Customer Gateway.
4. CLICK the **Schedule a Mailing Appointment (FAST)** link in the Mail & Transport section.

Business Customer Gateway Login Difficulties

If the user login is unsuccessful, an error message is displayed.

3.1.2 Logging Out of FAST

On each page of the FAST application there is a **Sign Out** link in the right corner of the Top Navigation Bar.



Logging out of FAST

To exit the FAST application, perform the following step:

1. CLICK the **Sign Out** button.

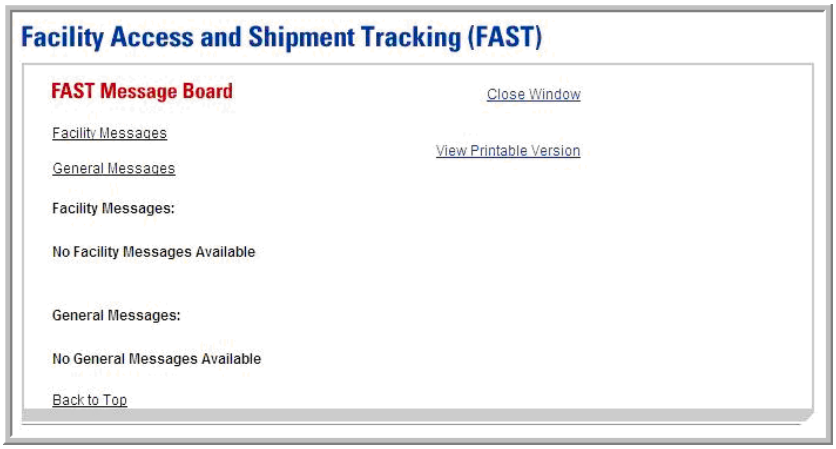
A successful logout brings the user to the *Business Customer Gateway* page. To return to the FAST application, re-sign in to the Business Customer Gateway.

3.2 Message Board Pop-Up

Messages are created by administrators in the FAST system to display Facility-specific and general information to FAST users. Messages are displayed to the user via the Message Board pop-up window.

Upon accessing the FAST application, the Message Board pop-up window is automatically displayed. The user may also access the Message Board from the *Welcome to FAST* page by clicking on the **Resources** link on the Left Navigation Bar or its associated **Go>** button, followed by clicking on the **Message Board** link on the Left Navigation Bar or its associated **Go>** button. If there is a new message posted to the Message Board, the user will see a new message alert at login.

The FAST Message Board pop-up window is below.



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4.0 Landing Pages

The FAST Origin Entry functionality may be accessed by using the Landing pages.

The *Landing Pages* module includes:

4.1 Welcome to FAST Page – Describes how to access the FAST application modules.

4.2 FAST Origin Entry Page – Describes how to display the *Just In Time (JIT) One-Time Appointment, JIT Recurring Appointment Information, Manage Closeout Information, Reports, Facilities,* and *Resources* Origin Entry Landing pages.

4.3 Just In Time (JIT) One-Time Appointment Page – Describes how to create or manage a JIT One-Time appointment.

4.4 JIT Recurring Appointment Information Page – Describes how to create or manage a JIT Recurring appointment.

4.5 Manage Closeout Information Page – Describes how to view Origin Entry appointment closeout information.

4.6 Reports Page – Describes how to display the Appointment Status Report – Origin Entry and the Closeout Data Report – Origin Entry.

4.7 Facilities Page – Describes how to display the *Facility Profile Selection* page.

4.8 Resources Page – Describes how to display the *Origin Entry Reference Documents* page.

The user may access the processes associated with the above sections from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or the **Go>** button associated with **FAST Origin Entry**.

4.1 Welcome to FAST Page

The *Welcome to FAST* Landing page lists all FAST related functions accessible to the user. The user has the following options to choose from:

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources
- FAST Origin Entry

The fields and buttons on the *Welcome to FAST* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Appointments)	Directs the user to the *Appointments* Landing page.
Go> (Recurring Appointments)	Directs the user to the *Recurring Appointments* Landing page.
Go> (Facilities)	Directs the user to the *Facilities* Landing page.
Go> (Profiles)	Directs the user to the *Profiles* Landing page.
Go> (Reports)	Directs the user to the *Reports* Landing page.
Go> (Resources)	Directs the user to the *Resources* Landing page.
Go> (FAST Origin Entry)	Directs the user to the *FAST Origin Entry* Landing page.
Business Customer Gateway hyperlink	Directs the user to the *Business Customer Gateway* page.

Facility Access and Shipment Tracking (FAST)

Welcome to FAST

FAST is a Postal Service™ initiative that improves the drop shipment and Origin Entry appointment scheduling processes through allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the Postal Service and customers have end-to-end visibility of the mail product from entry to delivery.

Appointments

Appointments contains functionality to create and manage appointments. Go >

Recurring Appointments

Recurring Appointments contains functionality to request and manage recurring appointments. Go >

Facilities

Facilities contains functionality to view physical and operating characteristics of USPS Facilities. Go >

Profiles

Profiles contains functionality to view corporate and scheduler profile information such as name, address, and contact information. Go >

Reports

Reports contains functionality to obtain information about facilities, schedules, appointments, and performance. Go >

Resources

Resources contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, *Resources* provides links to the *Message Board* and *What's New*. Go >

FAST Origin Entry

FAST Origin Entry contains one-time appointment management, recurring appointment management, and reporting capabilities for Origin Entry appointments. Facility and resource information is also available. Go >

Test Environment for Mailers (TEM)

Test Environment for Mailers (TEM) TEM is a testing environment for mailers who will be participating in Full-Service. TEM provides mailers with a way to test appointment scheduling via Mail.XML. For additional information, please reference the Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST) located here. Go >

To register for CSA:
Please navigate to the Business Customer Gateway.

For customer care:
Please contact the USPS Help Desk via email fast@usps.com
or telephone 1-877-569-6614.

Click on the Facilities link to access 24-hour facility contact information.

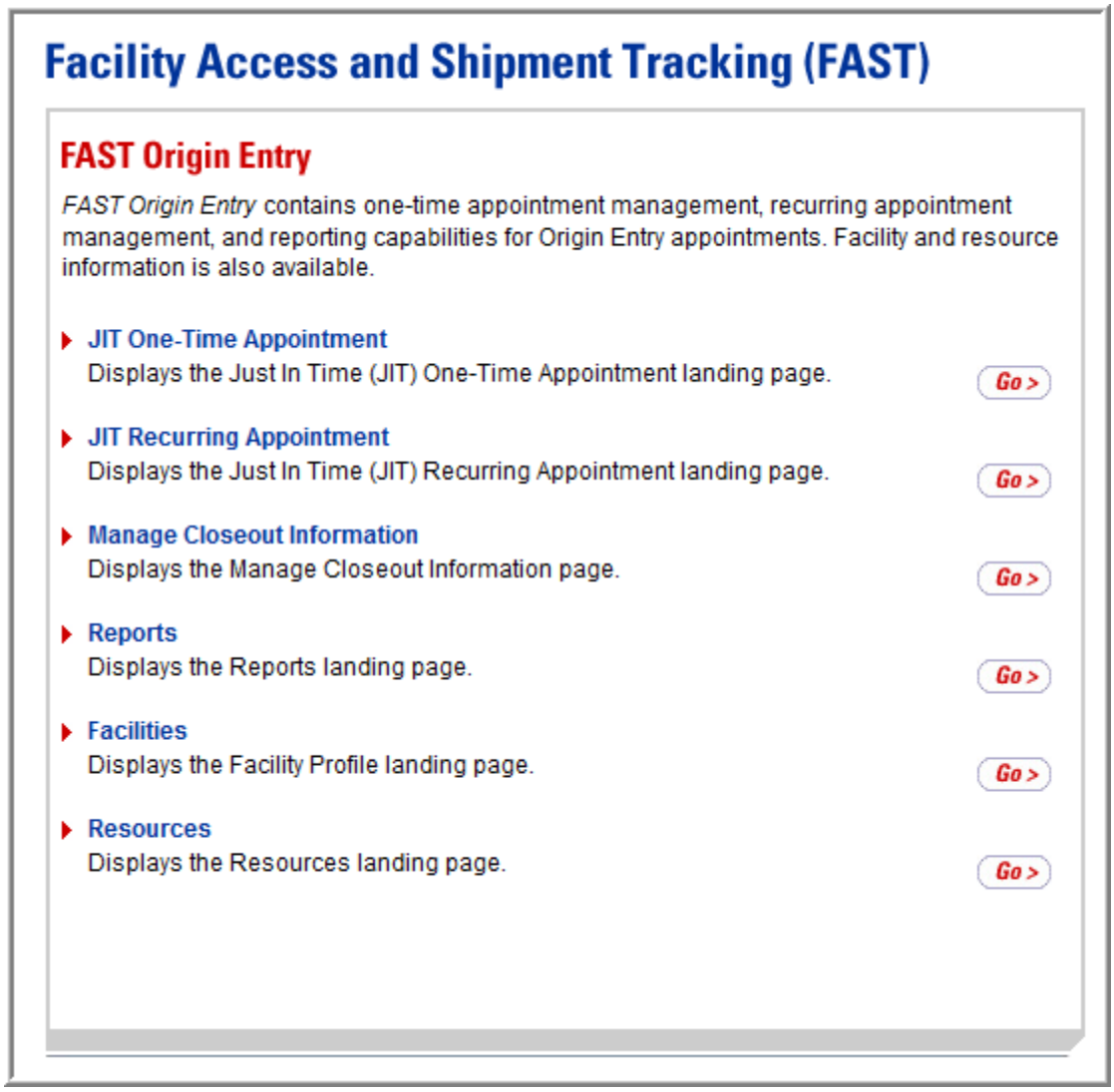
4.2 FAST Origin Entry Page

The *FAST Origin Entry* Landing page lists all Origin Entry related functions accessible to the user depending on user access levels. The user has the following options to choose from:

- JIT One-Time Appointment
- JIT Recurring Appointment
- Manage Closeout Information
- Reports
- Facilities
- Resources

The fields and buttons on the *FAST Origin Entry* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (JIT One-Time Appointment)	Directs the user to the *Just In Time (JIT) One-Time Appointment* Landing page.
Go> (JIT Recurring Appointment)	Directs the user to the *JIT Recurring Appointment Information* Landing page.
Go> (Manage Closeout Information)	Directs the user to the *Manage Closeout Information* Landing page.
Go> (Reports)	Directs the user to the *Reports* Landing page.
Go> (Facilities)	Directs the user to the *Facilities* Landing page.
Go> (Resources)	Directs the user to the *Resources* Landing page.



4.3 Just In Time (JIT) One-Time Appointment Page

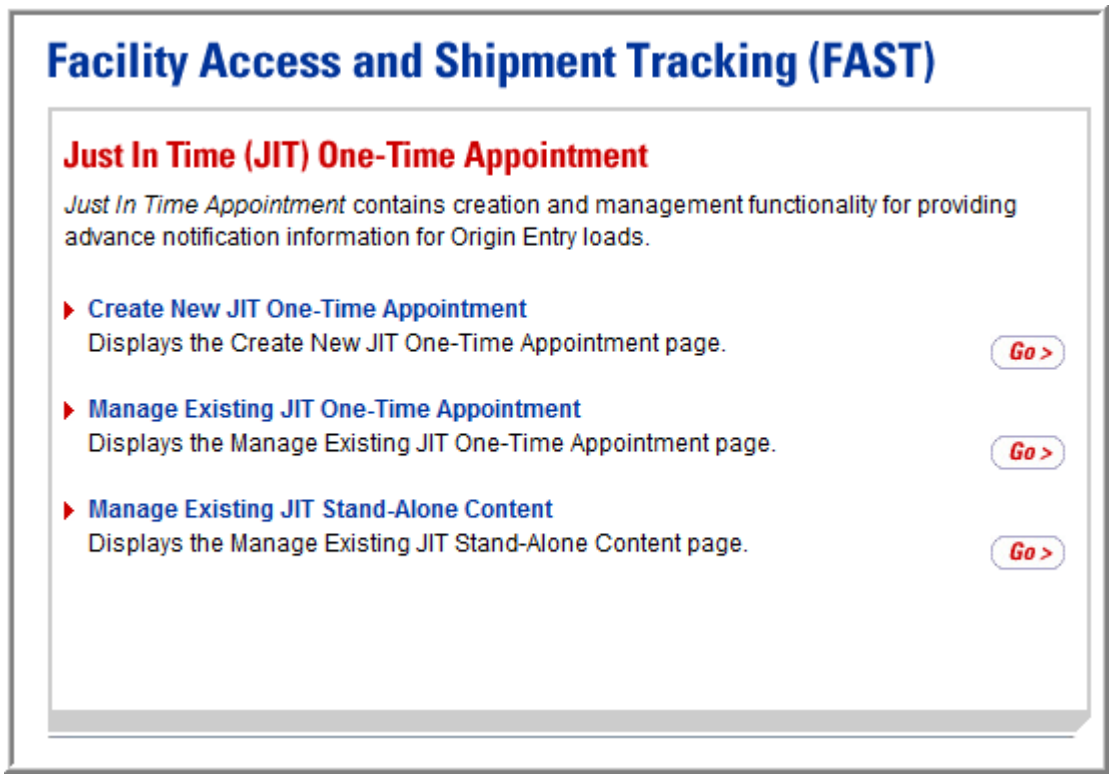
The *Just In Time (JIT) One-Time Appointment* Landing page contains creation and management functionality for providing advance notification information for Origin Entry postal-verified, customer-transported appointments. The user has the following options to choose from:

- Create New JIT One-Time Appointment
- Manage Existing JIT One-Time Appointment
- Manage JIT Stand-Alone Content

To access the *Just In Time (JIT) One-Time Appointment* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **JIT One-Time Appointment**. From the *Just In Time (JIT) One-Time Appointment* Landing page, the user may access the *Create New JIT One-Time Appointment* page and the *Search Existing JIT One-Time Appointment Information* page.

The fields and buttons on the *Just In Time (JIT) One-Time Appointment* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Create New JIT One-Time Appointment)	Directs the user to the *Create New JIT One-Time Appointment* page.
Go> (Manage Existing JIT One-Time Appointment)	Directs the user to the *Search Existing JIT One-Time Appointment Information* page.
Go> (Manage Existing JIT Stand-Alone Content)	Directs the user to the *Search Existing Stand-Alone Content* page.



4.4 JIT Recurring Appointment Information Page

The *JIT Recurring Appointment Information* Landing page contains creation and management functionality for providing advance notification information for Origin Entry loads that occur on a recurring basis. The user has the following options to choose from:

- Create New JIT Recurring Appointment
- Manage Existing JIT Recurring Appointment

To access the *JIT Recurring Appointment Information* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **JIT Recurring Appointment**. From the *JIT Recurring Appointment Information* Landing page, the user may access the *Create New JIT Recurring Appointment* page and the *Search Existing JIT Recurring Appointment Information page.*

The fields and buttons on the *JIT Recurring Appointment Information* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Create New JIT Recurring Appointment)	Directs the user to the *Create New JIT Recurring Appointment* page.
Go> (Manage Existing JIT Recurring Appointment)	Directs the user to the *Search Existing JIT Recurring Appointment Information* page.

4.5 Manage Closeout Information Page

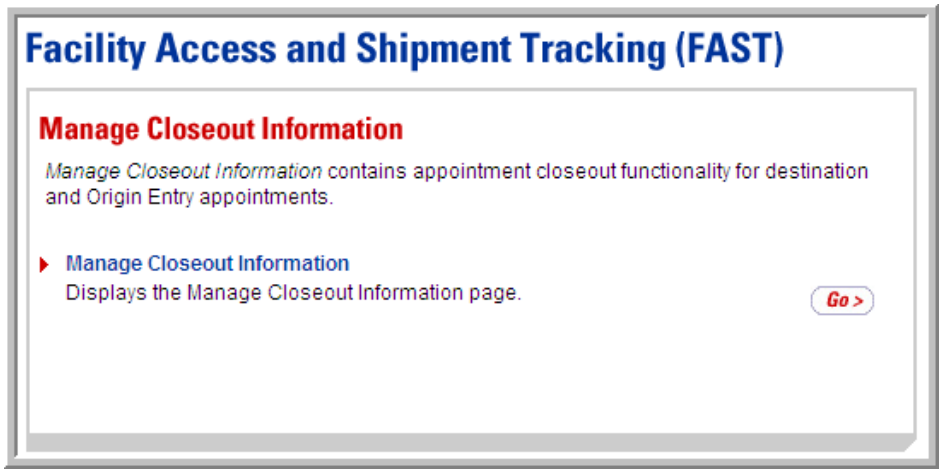
The *Manage Closeout Information* Landing page contains closeout information for destination entry and Origin Entry appointments. The user has the following option:

- Manage Closeout Information

To view closeout information, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Manage Closeout Information** to display the *Manage Closeout Information* Landing page.

The fields and buttons on the *Manage Closeout Information* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Manage Closeout Information)	Directs the user to the *Manage Closeout Information* page.



Note:
The Manage Closeout Information module is shared with the FAST destination entry appointment closeout module.

4.6 Reports Page

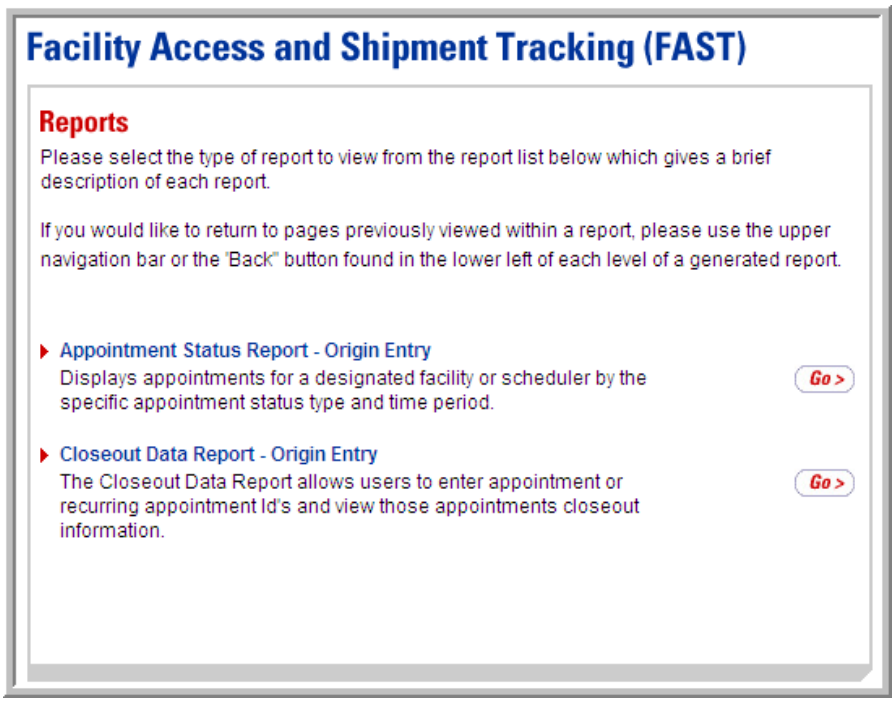
The *Reports* Landing page contains the available Origin Entry reports. The user has the following options to choose from:

- Appointment Status Report – Origin Entry
- Closeout Data Report – Origin Entry

To access the *Reports* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Reports**. From the *Reports* Landing page, the user may access the *Appointment Status Report – Origin Entry* page and the *Closeout Data Report – Origin Entry* page.

The buttons on the *Reports* Landing page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Go> (Appointment Status Report – Origin Entry)	Directs the user to the *Appointment Status Report – Origin Entry* page.
Go> (Closeout Data Report – Origin Entry)	Directs the user to the *Closeout Data Report – Origin Entry* page.



4.7 Facilities Page

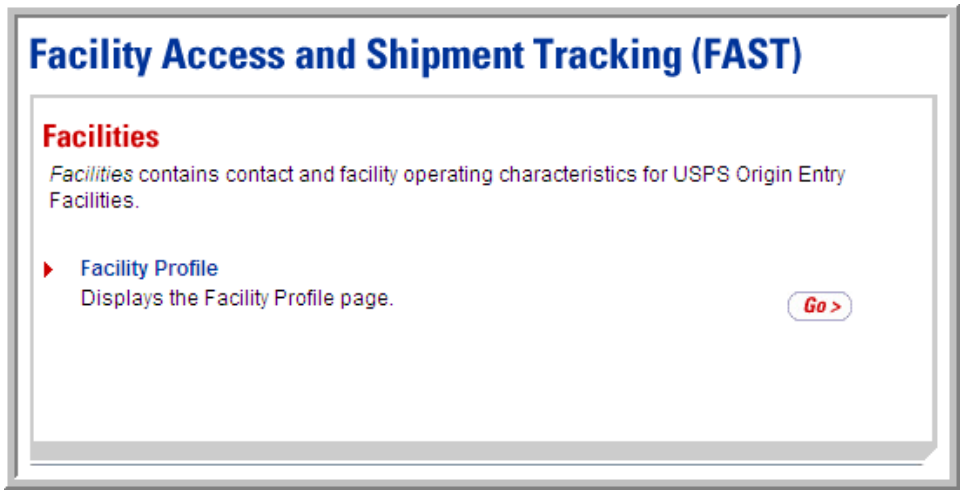
The *Facilities* Landing page contains contacts and Facility operating characteristics for USPS Origin Entry Facilities. The user has the following option:

- Facility Profile

To access the *Facilities* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Facilities**. From the *Facilities* Landing page, the user may access the *Facility Profile Selection* page.

The fields and buttons on the *Facilities* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Facility Profile)	Directs the user to the *Facility Profile Selection* page.



4.8 Resources

The *Resources* Landing page contains functionality to access Origin Entry documents such as PS Forms and manuals. The user has the following option:

- Reference Documents

To access the *Resources* Landing page, the user clicks on the Left Navigation Bar link or the associated **Go>** button for **Resources**. From the *Resources* Landing page, the user may access the *Origin Entry Reference Documents* page.

The fields and buttons on the *Resources* Landing page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Go> (Reference Documents)	Directs the user to the *Origin Entry Reference Documents* page.

This page has been intentionally left blank.

5.0 Facilities

The *Facilities* module describes how a user may access Facility contact and NASS Code information that is maintained within FAST. Facility address information, which is maintained in the Facilities Database (FDB), may also be viewed

The *Facilities* module includes:

5.1 Facility Profile – Describes how a user may view an Origin Entry Facility Profile.

Users may access the above functionality in FAST from the *FAST Origin Entry* page by clicking on the **Facilities** navigation link or the associated **Go>** button, which takes the user to the Origin Entry *Facilities* page. From the *Facilities* page, a user may select the **Go>** button for **Facility Profile**.

5.1 Facility Profile

Origin Entry Facility Profiles consists of contact information, NASS Code information, and address information for a selected Origin Entry Facility. All users may view the information for any Origin Entry Facility.

This section includes:

5.1.1 Viewing Origin Entry Facility Information

5.1.1 Viewing Origin Entry Facility Information

To view Origin Entry Facility information, the user clicks the **Go>** button for **Facility Profile** on the *Facilities* Landing page. The user is taken to the *Facility Profile Selection* page where he/she may search by Area, District, or Facility. Only Facilities that are associated with the entered search criteria are displayed in the Facility Profile search results.

Searching for Facility Profile Information by Area

The fields and buttons on the *Facility Profile Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the **Area ID** drop-down box.
**Area ID*	Drop-down box containing Area IDs.
Exclude Delivery Units check box	Check box to exclude delivery units from the Facility Profile search results.
Only Show BMEU Facilities check box	Check box to only show Business Mail Entry Unit Facilities in the Facility Profile search results.

Cancel button	Directs the user to the Origin Entry *Facilities* page.
Search button	Refreshes the page and displays the Facilities located in the selected Area.

Searching for Facility Profile Information by Area

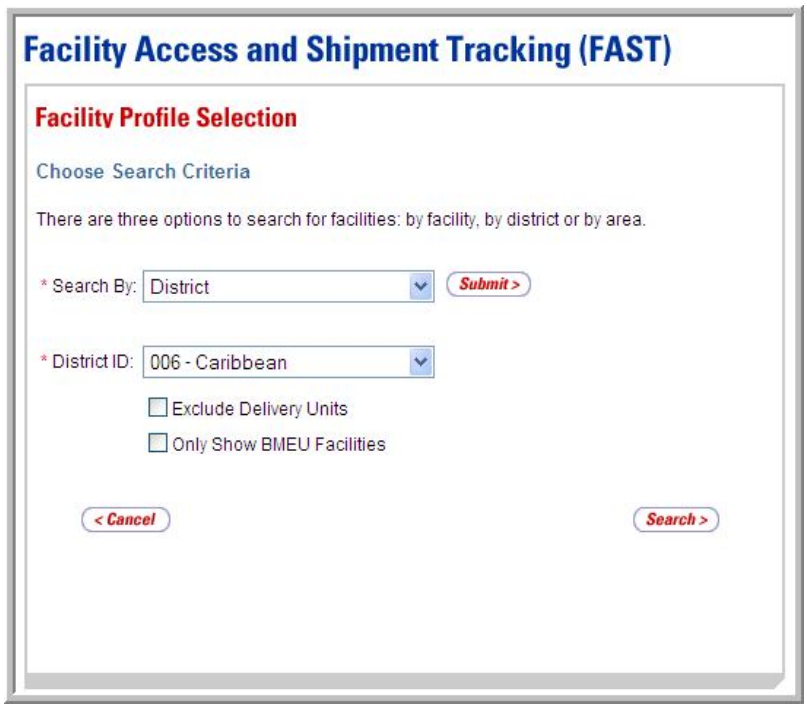
To search for Facility Profile information by Area, perform the following steps on the *Facility Profile Selection* page:

1. SELECT “Area” from the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SELECT an Area from the **Area ID** drop-down box.
4. CLICK the **Exclude Delivery Units** check box, if applicable.
5. CLICK the **Only Show BMEU Facilities** check box, if applicable.
6. CLICK the **Search** button to display the search results.

Searching for Facility Profile Information by District

The fields and buttons on the *Facility Profile Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the **District ID** drop-down box.
**District ID*	Drop-down box containing District ID options.
Exclude Delivery Unit check box	Check box to exclude delivery units from the Facility Profile search results.
Only Show BMEU Facilities check box	Check box to only show Business Mail Entry Unit Facilities in the Facility Profile search results.
Cancel button	Directs the user to the Origin Entry *Facilities* page.
Search button	Refreshes the page and displays the Facilities located in the selected District.



Searching for Facility Profile Information by District

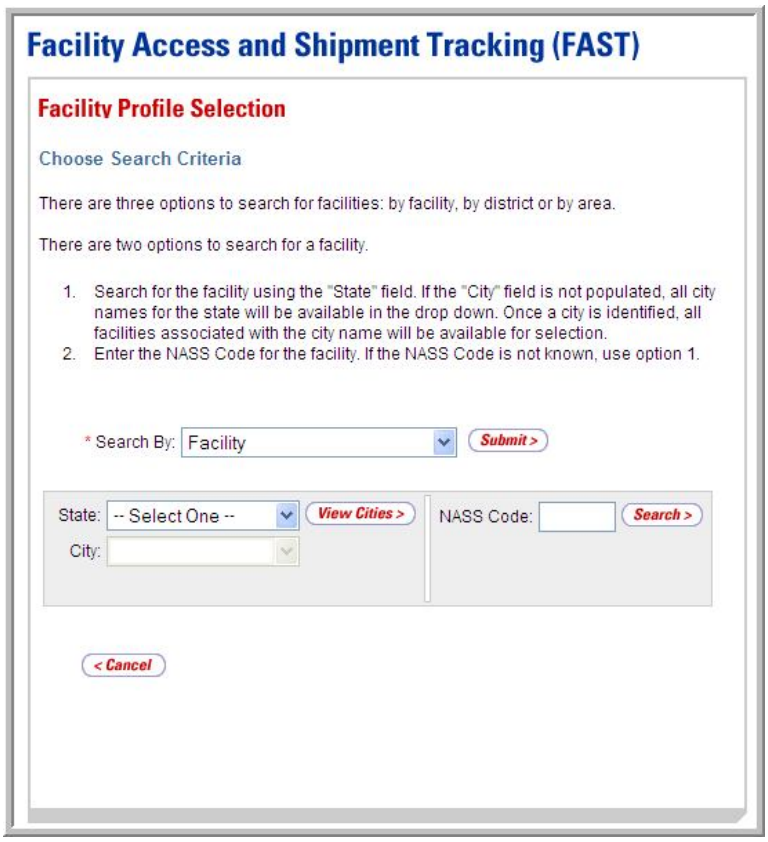
To search for Facility Profile information by District, perform the following steps on the *Facility Profile Selection* page:

1. SELECT “District” from the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SELECT a District from the **District ID** drop-down box.
4. CLICK the **Exclude Delivery Units** check box, if applicable.
5. CLICK the **Only Show BMEU Facilities** check box, if applicable.
6. CLICK the **Search** button to display the search results.

Searching for Facility Profile Information by Facility

The fields and buttons on the *Facility Profile Selection* page are below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what a user may search by: Area, District, or Facility.
Submit button	Refreshes the page and displays the Facility search area.
State	Drop-down box listing State options.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State.
Search button (City)	Retrieves the Facilities located in the selected State and City.
NASS Code	Field in which a valid three to five character NASS Code may be entered.
Search button (NASS Code)	Retrieves the Facility associated with the NASS Code.
Cancel button	Directs the user to the Origin Entry *Facilities* page.



Searching for Facility Profile Information by Facility

To search for Facility Profile information by Facility, perform the following steps on the *Facility Profile Selection* page:

1. SELECT "Facility" from the **Search By** drop-down box.

2. CLICK the **Submit** button.

3. SEARCH for a Facility by one of the following two ways:

To search for a Facility by State and City:

a. SELECT a State from the **State** drop-down box.

b. CLICK the **View Cities** button.

c. SELECT a City from the **City** drop-down box.

d. CLICK the **Search** button to display the search results.

To search for a Facility by NASS Code:

a. ENTER a three to five character ID in the **NASS Code** field.

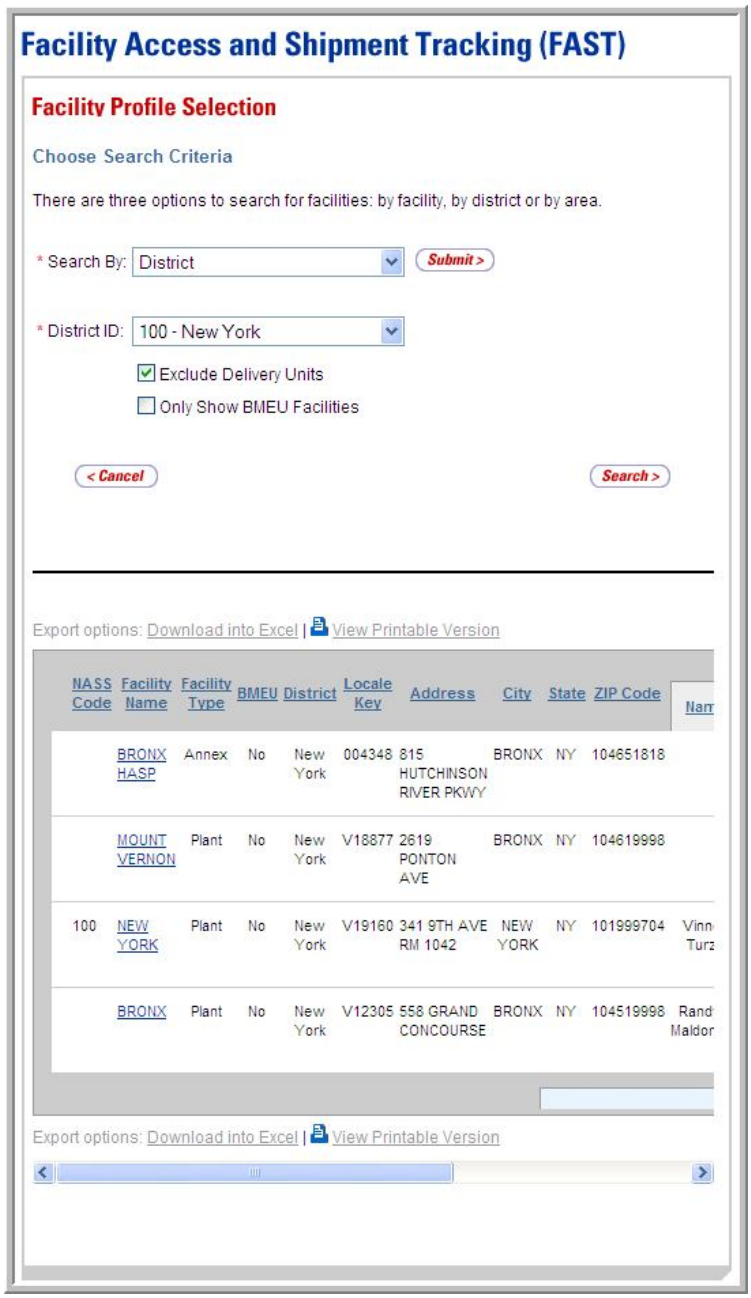
b. CLICK the **Search** button to display the search results.

Facility Profile Results Table

After performing the search by Area, District, or Facility, the page refreshes to show a Facility Profile summary table at the bottom.

The fields and buttons in the summary table are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
NASS Code	Displays the three to five character NASS Code for each Facility.
Facility Name	The name of the Facility.
Facility Type	Displays the type of Facility: NDC, Plant, Delivery Unit, or Annex.
BMEU	Specifies whether the Facility is a BMEU Facility.
District	Displays the District in which the Facility is located.
Locale Key	The USPS Facility identifier used in FAST.
Address	The street address of the Facility.
City	The City where the Facility resides.
State	The two character State code where the Facility resides.
ZIP Code	The nine-digit ZIP Code where the Facility resides.
Facility Coordinator Contact Information *NOTE: The information listed below will be populated if the Facility is already active in FAST. Facility Coordinator Contact information is shared between the* FAST Facility Profile *page and the* FAST Origin Entry Facility Profile *page.*	
Name	The name of the Facility Coordinator.
Phone	The phone number of the Facility Coordinator.
E-Mail	The e-mail address of the Facility Coordinator.
24-Hour Number	The phone number to reach the Facility at any time of the day.
Accepts Origin Entry Mail	Specifies whether the Facility accepts Origin Entry Mail.



From the *Facility Profile Selection* page, the user may view the contact information for a Facility by clicking the **Facility Name** hyperlink.

Note:
The user must scroll horizontally to view the entire Facility Profile results table.

Facility Profile

The *Facility Profile* page opens, displaying the contact information for the Origin Entry Facility. The fields are read-only and may not be edited.

The fields and buttons on the page *Facility Profile* are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Back Button	Directs the user to the *Facility Profile Selection* page.
Name	The full name of the Facility.
Address	The street address of the Facility.
City	The City where the Facility resides.
State	The State code where the Facility resides.
ZIP + 4	The nine-digit ZIP Code of the Facility.
District	The name of the District where the Facility resides.
Area	The name of the Area where the Facility resides.
Locale Key	The Locale Key of the Facility.
Surface Visibility Site	Displays Yes if Surface Visibility will be used at the site and No if it will not be used at the site.
BMEU	Displays Yes if the Facility is a BMEU Facility or No if it is not a BMEU Facility.
Accept Origin Entry Mail	Indicates Yes if the Facility accepts Origin Entry mail or No if the Facility does not accept Origin Entry mail.
NASS Code	The three to five character NASS Code of the Facility.
Coordinator Information	
Contact Name	Name of the primary contact person for the Origin Entry Facility.
Hours of Availability	Time range to reach the contact person.
Phone Number	Phone number at the Facility for the contact person.
FAX Number	FAX number at the Facility for the contact person.
Email Address	Email address of the contact person.

Alternate Contact Information	
Contact Name	Name of the alternate contact person for the Origin Entry Facility.
Hours of Availability	Time range to reach the alternate contact person.
Phone Number	Phone number at the Facility for the alternate contact person.
FAX Number	FAX number at the Facility for the alternate contact person.
Email Address	Email address of the alternate contact person.
24-Hour Telephone Number	Phone number to reach the Facility at any time of the day.
Origin Entry Hours of Operation	
Day	Day of the week for Hours of Operation.
Date	Date of Hours of Operation.
Hours of Operation	Hours the Facility is open and staffed for each day of the week.
Supplemental Facility Information	
Comments	Any additional information relevant to the Facility.
Facility Dock Information	Displays the Height, Width, and Depth of the dock at the Facility.
Facility Yard Information	Displays the following fields: Maximum Truck Length, Truck Maneuverability, Length, Width, and Surface Type.

Facility Access and Shipment Tracking (FAST)

Facility Profile

< Back

Name: PRINCE ANNEX
Address: 350 CANAL ST
City: NEW YORK
State: NY
ZIP + 4: 100139998
District: New York
Area: New York Metro (A)
Locale Key: 001737
Surface Visibility Site: No
BMEU: No
Accepts Origin Entry Mail: No
NASS Code:

Coordinator Information

Contact Name:
Hours of Availability: null:null - null:null
Phone Number:
FAX Number:
Email Address: fasttest3@hotmail.com

Alternate Contact Information

Contact Name:
Hours of Availability: null:null - null:null
Phone Number:
FAX Number:
Email Address: fasttest3@hotmail.com
24-Hour Telephone Number:

Day	Date	Hours of Operation
Wednesday	04/08/2009	
Thursday	04/09/2009	
Friday	04/10/2009	
Saturday	04/11/2009	
Sunday	04/12/2009	
Monday	04/13/2009	
Tuesday	04/14/2009	

Comments:

Facility Dock

Height: 0 ft. 0 in.
Width: 0 ft. 0 in.
Depth: ft. 0 in.

Facility Yard Information

Maximum Truck Length: 0 ft.
Truck Maneuverability:
Length: 0 ft.
Width: 0 ft.
Surface Type:

< Back

This page has been intentionally left blank.

6.0 Corporate and Scheduler Profiles

Corporate Profile information refers to the corporation's contact information shown in FAST. The information is maintained in the Business Customer Gateway and is passed to FAST. The *Corporate Profile* page is shared with FAST (for destination entry), and therefore, it is accessible via the **Profiles** link on the *Welcome to FAST* page.

The *Corporate and Scheduler Profiles* module includes:

6.1 View a Corporate Profile – Describes how a user may view the Corporate Profile information.

6.2 View a Scheduler Profile – Describes how a user may view the Scheduler Profile information

The user may access the *Corporate Profile* page from the **Profiles** link on the *Welcome to FAST* page. The user clicks on the **Profiles** link on the Left Navigation Bar, or associated **Go>** button, to display the *Profiles* Landing page. The user may then click the **Corporate Profile** link or **Go>** button to display the *Corporate Profile* page.

The use may access the *Scheduler Profile* page by selecting the Mailer description link on the *Corporate Profile* page

6.1 View a Corporate Profile

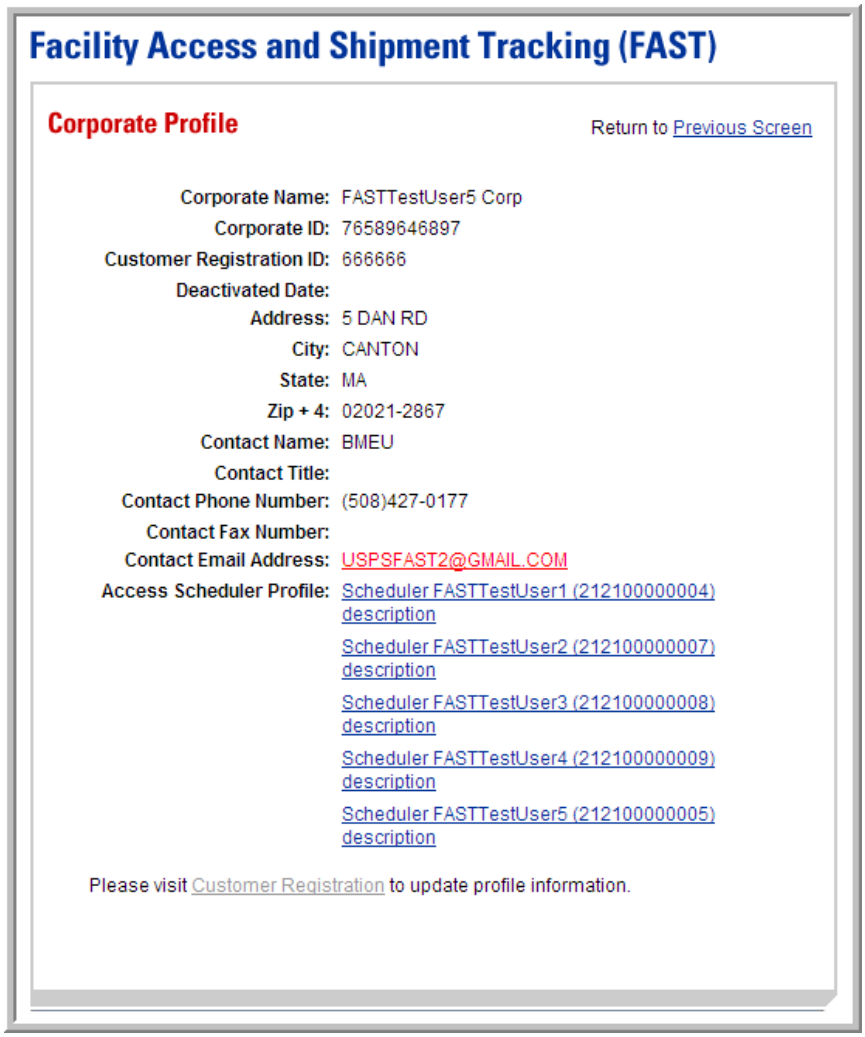
Corporate Profile information consists of the contact information for the user's Corporate ID. Maintenance of the data occurs in the Business Customer Gateway.

The user begins the process from the *Profiles* Landing page. The user clicks the **Corporate Profile** link or associated **Go>** button to display the *Corporate Profile* page.

The fields and buttons on the *Corporate Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Corporate Name	The full name of the corporation.
Corporate ID	The Corporate ID of the corporation, as defined by the Business Customer Gateway.
Deactivated Date	The date on which the corporation was deactivated by the Business Customer Gateway (displays as null if the corporation is still active).
Address	The street address of the corporation.
City	The city where the corporation resides.
State	The state code where the corporation resides.
ZIP + 4	The nine-digit ZIP Code where the corporation resides.

Contact Name	The name of the primary contact person at the corporation.
Contact Title	The title of the primary contact person at the corporation.
Contact Phone Number	The phone number for the contact person at the corporation.
Contact Fax Number	The fax number for the contact person at the corporation.
Contact Email Address	The email address of the contact person at the corporation.
Access Scheduler Profile	The associated Scheduler ID(s) for the corporation. Each Scheduler ID is a hyperlink to the *Scheduler Profile* page, where the user may view the Scheduler's contact information.
Customer Registration hyperlink	Directs the user to the *Business Customer Gateway* page.
Return to Previous Screen hyperlink	Directs the user back to the *Profiles* Landing page.



Facility Access and Shipment Tracking (FAST)

Corporate Profile

Return to Previous Screen

Corporate Name:	FASTTestUser5 Corp
Corporate ID:	76589646897
Customer Registration ID:	666666
Deactivated Date:	
Address:	5 DAN RD
City:	CANTON
State:	MA
Zip + 4:	02021-2867
Contact Name:	BMEU
Contact Title:	
Contact Phone Number:	(508)427-0177
Contact Fax Number:	
Contact Email Address:	USPSFAST2@GMAIL.COM
Access Scheduler Profile:	Scheduler FASTTestUser1 (212100000004) description Scheduler FASTTestUser2 (212100000007) description Scheduler FASTTestUser3 (212100000008) description Scheduler FASTTestUser4 (212100000009) description Scheduler FASTTestUser5 (212100000005) description

Please visit Customer Registration to update profile information.

Note:
All fields on the *Corporate Profile* page are read-only, regardless of the user's security privileges.

6.2 View a Scheduler Profile

Scheduler Profile information consists of the contact information for the user's Corporate ID. Maintenance of the data occurs in the Business Customer Gateway.

The user begins the process from the *Profiles* Landing page. The user clicks the **Corporate Profile** link or associated **Go>** button to display the *Corporate Profile* page. The user may then access the *Scheduler Profile* by selecting the hyperlink associated with the Customer Registration ID associated for the corporation.

The fields and buttons on the *Scheduler Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Corporate Name	The full name of the corporation.
Corporate Customer Registration ID	The Corporate ID of the corporation, as defined by the Business Customer Gateway.
Deactivated Date	The date on which the corporation was deactivated by the Business Customer Gateway (displays as null if the corporation is still active).
Address	The street address of the corporation.
City	The city where the corporation resides.
State	The state code where the corporation resides.
ZIP + 4	The nine-digit ZIP Code where the corporation resides.
Manage Publications	
Manage Customers	
Customer Registration hyperlink	Directs the user to the *Business Customer Gateway* page.
Return to Previous Screen hyperlink	Directs the user back to the *Corporate Profile* Landing page.

Note:
All fields on the *Scheduler Profile* page are read-only, regardless of the user's security privileges.

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7.0 JIT One-Time Appointment

This module details the processes for creating and managing a single occurrence Just-In-Time (JIT) appointment. The FAST JIT One-Time Appointment module allows for the creation and management of JIT appointments for Origin Entry postal-verified customer-transported appointments that will occur only once. JIT One-Time appointments may be created or updated one hour to fourteen days prior to the scheduled appointment date and time.

The *JIT One-Time Appointment* module includes:

7.1 Create a New JIT One-Time Appointment – Describes how to create and submit a JIT One-Time appointment.

7.2 Joint Scheduling JIT One-Time Appointment – Describes how to associate Stand-Alone contents to a new appointment and/or an already existing appointment.

7.3 Manage an Existing JIT One-Time Appointment – Describes how to edit or cancel a JIT One-Time appointment.

7.4 Create a JIT One-Time Appointment Shell– Describes how a user may create an appointment shell.

The user may access the processes above from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or associated **Go>** button, followed by the **JIT One-Time Appointment** navigation link or associated **Go>** button. The **JIT One-Time Appointment** link takes the user to the *Just In Time* (*JIT) One-Time Appointment* page where the user may click the **Go>** buttons associated with Create New JIT One-Time Appointment or Manage Existing JIT One-Time Appointment.

7.1 Create a New JIT One-Time Appointment

The *Create New JIT One-Time Appointment* section consists of the different actions the user may perform to create a new JIT One-Time appointment in FAST. The user may create appointments only at an associated Facility but may view appointment information at any Facility.

Creating a new JIT One-Time appointment requires the user to first search for the availability of the desired date and Mail Class. The user may also enter comments. He/she must associate at least one set of content information to the appointment for the appointment to be valid. Once the user has added all of the separate sets of content information associated to the appointment, the appointment is submitted and created in the system. The user also has the ability to create JIT One-Time appointments with no associated contents, this creates a JIT One-Time Appointment Shell and content can be added at a later time.

This section includes:

7.1.1 Searching for JIT One-Time Appointment Availability
7.1.2 Creating a New JIT One-Time Appointment
7.1.3 Confirming New JIT One-Time Appointment Creation

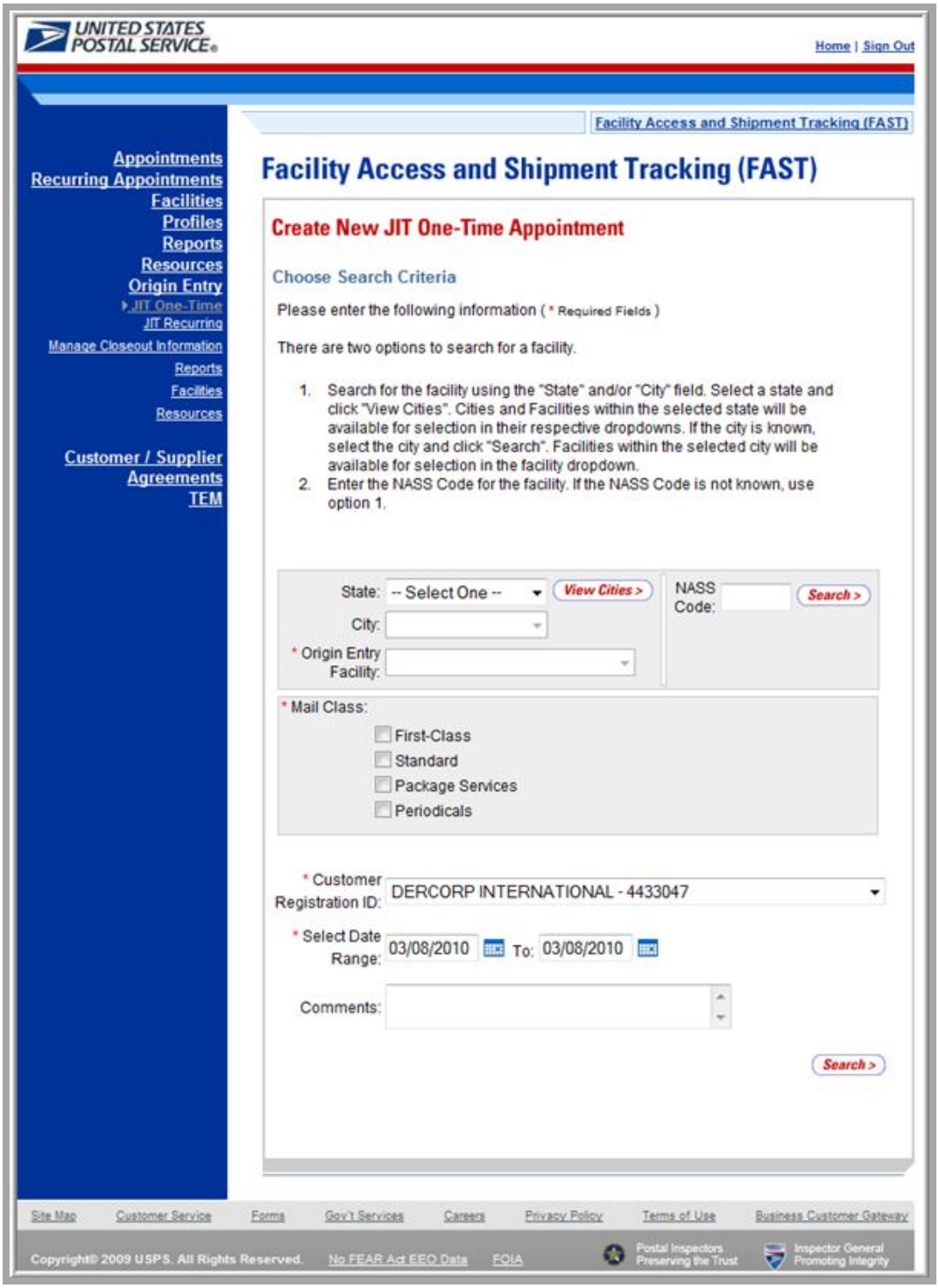
7.1.1 Searching for JIT One-Time Appointment Availability

An Origin Entry Facility's availability to receive a JIT One-Time appointment is shown in FAST by displaying an "**A**" (for available) for all hours a Facility is open and staffed, based on information in the Facilities Database (FDB).

To search for an available appointment, the user must first click the **Go>** button for **JIT One-Time Appointment** on the *FAST Origin Entry* Landing page, followed by the **Go>** button for **Create New JIT One-Time Appointment** on the *Just In Time (JIT) One-Time Appointment* Landing page. The user is then taken to the *Create New JIT One-Time Appointment* page where he/she may search hours of availability by specifying an Origin Entry Facility, Mail Class, Scheduler ID, and Date Range.

The fields and buttons on the *Create New JIT One-Time Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
State	Drop-down box listing State options. Only States with Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities located in the selected State and City.
NASS Code	Field in which a valid three to five character NASS Code may be entered.
Search button (NASS Code)	Retrieves the Facility associated with the NASS Code.
**Origin Entry Facility*	Drop-down box listing the Facilities associated to the City/State combination or NASS Code.
**Mail Class check boxes*	Check boxes listing Mail Class options to select from: First-Class, Standard, Package Services, and Periodicals.
**Customer Registration ID*	Drop-down box listing all of the Postal customer names and IDs. The user must select the name and ID of the customer making the request for the One-Time appointment.
**Select Date Range*	Selects the Date Range to search for available hours for the Origin Entry appointment type and Facility. For an Origin Entry appointment, the range is restricted from the present date to fourteen days into the future. Both date fields default to the current date.
Comments	Any additional comments.
Search button	Retrieves the hours of availability based on the entered search criteria.



Searching for JIT One-Time Appointment Availability

To view an Origin Entry Facility's availability for an appointment, perform the following steps on the *Create New JIT One-Time Appointment* page:

1. SELECT the **Origin Entry Facility** of the appointment.

To Search for an Origin Entry Facility by State and City:

a. SELECT a State from the **State** drop-down box.

b. CLICK the **View Cities** button.

c. SELECT a City from the **City** drop-down box.

d. CLICK the **Search** button, populating the Facilities in the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

a. ENTER a valid three to five character NASS Code in the NASS Code field.

b. CLICK the **Search** button, populating the Facility in the **Origin Entry Facility** drop-down box.

2. SELECT one or more Mail Classes from the **Mail Class** check boxes.

3. SELECT a Customer Registration ID from the **Registration ID** drop-down box.

4. SELECT the **Date Range** the One-Time appointment is to occur within.

5. ENTER any additional Comments regarding the appointment in the **Comments** field.

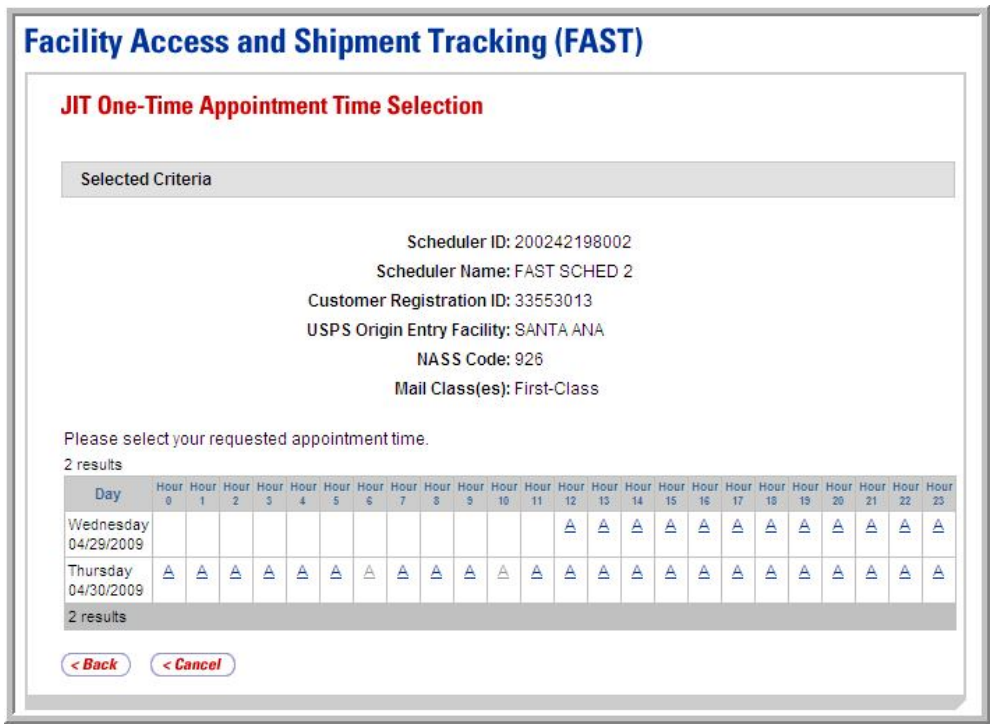
6. CLICK the **Search** button to display the *JIT One-Time Appointment Time Selection* page.

The *JIT One-Time Appointment Time Selection* page displays the hours of availability for the given USPS Origin Entry Facility, Date Range, and Scheduler. Hours of availability for which a Facility is open and staffed are shown, based on information in the Facilities Database (FDB).

The fields and buttons on the *JIT One-Time Appointment Time Selection* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a Customer.
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Mail Class(es)	The Mail Class(es) for the appointment.
JIT One-Time Appointment Time Selection table	A table displaying appointment availability by the hours of the day.

Hour row	Lists each hour of the day in military time.
Day column	Lists the days that are specified in the **Select Date Range** fields.
Slots row	Displays an 'A' to indicate each hour that is available; each available hour is a hyperlink the user may click to proceed in the appointment creation process.
Back button	Directs the user to the *Create New JIT One-Time Appointment* page.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.



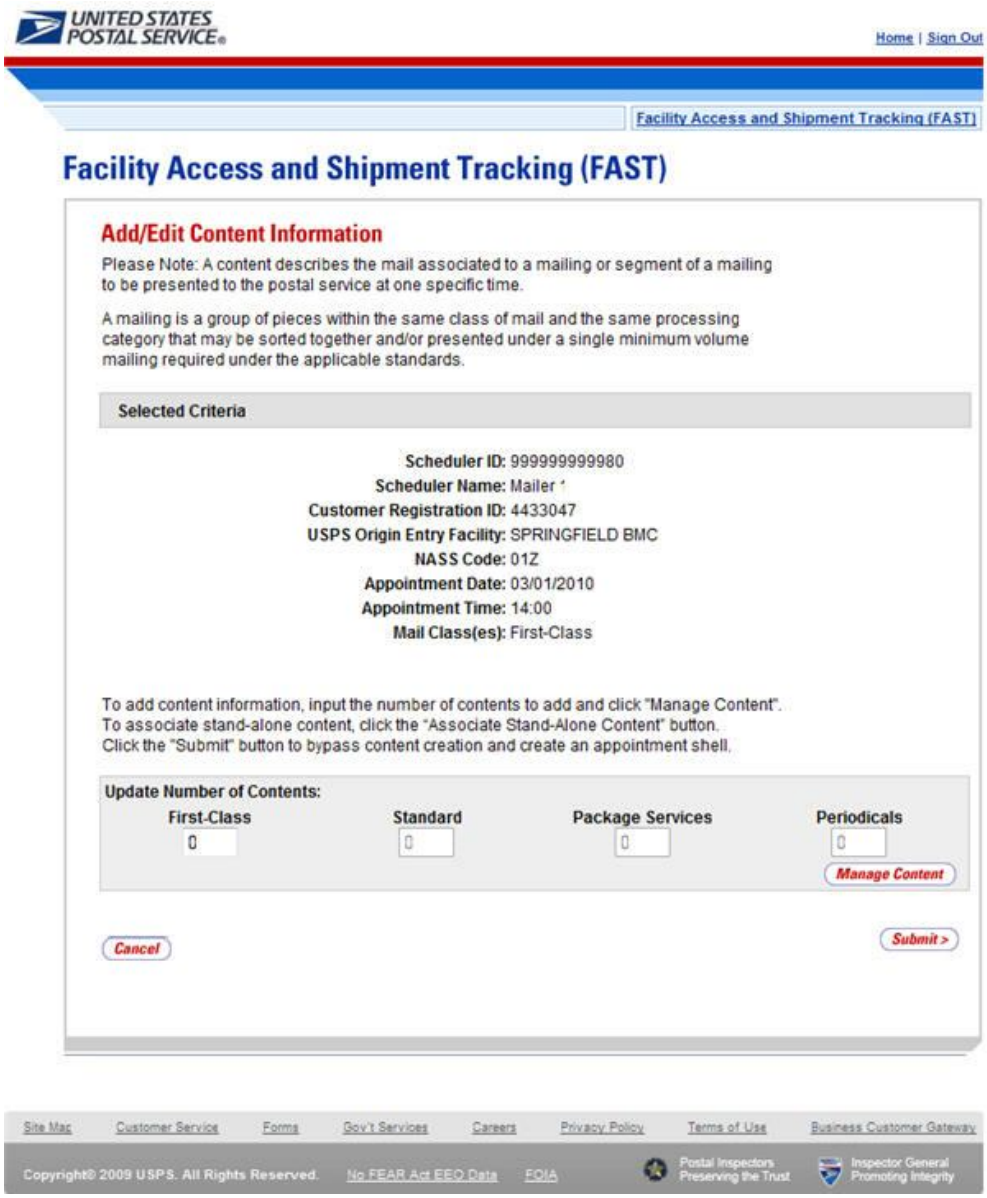
7.1.2 Creating a New JIT One-Time Appointment

From the *JIT One-Time Appointment Time Selection* page, the user clicks on an available hour hyperlink to continue the appointment creation process. After clicking a hyperlink, the user is taken to the *Add/Edit Content Information* page for the specified Scheduler, Date Range, and USPS Origin Entry Facility.

Selected criteria that will be presented to the Postal Service are displayed on the *Add/Edit Content Information* page. To update the number of contents for the appointment, update the number of contents from the default "0" and click the **Manage Content** button.

The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

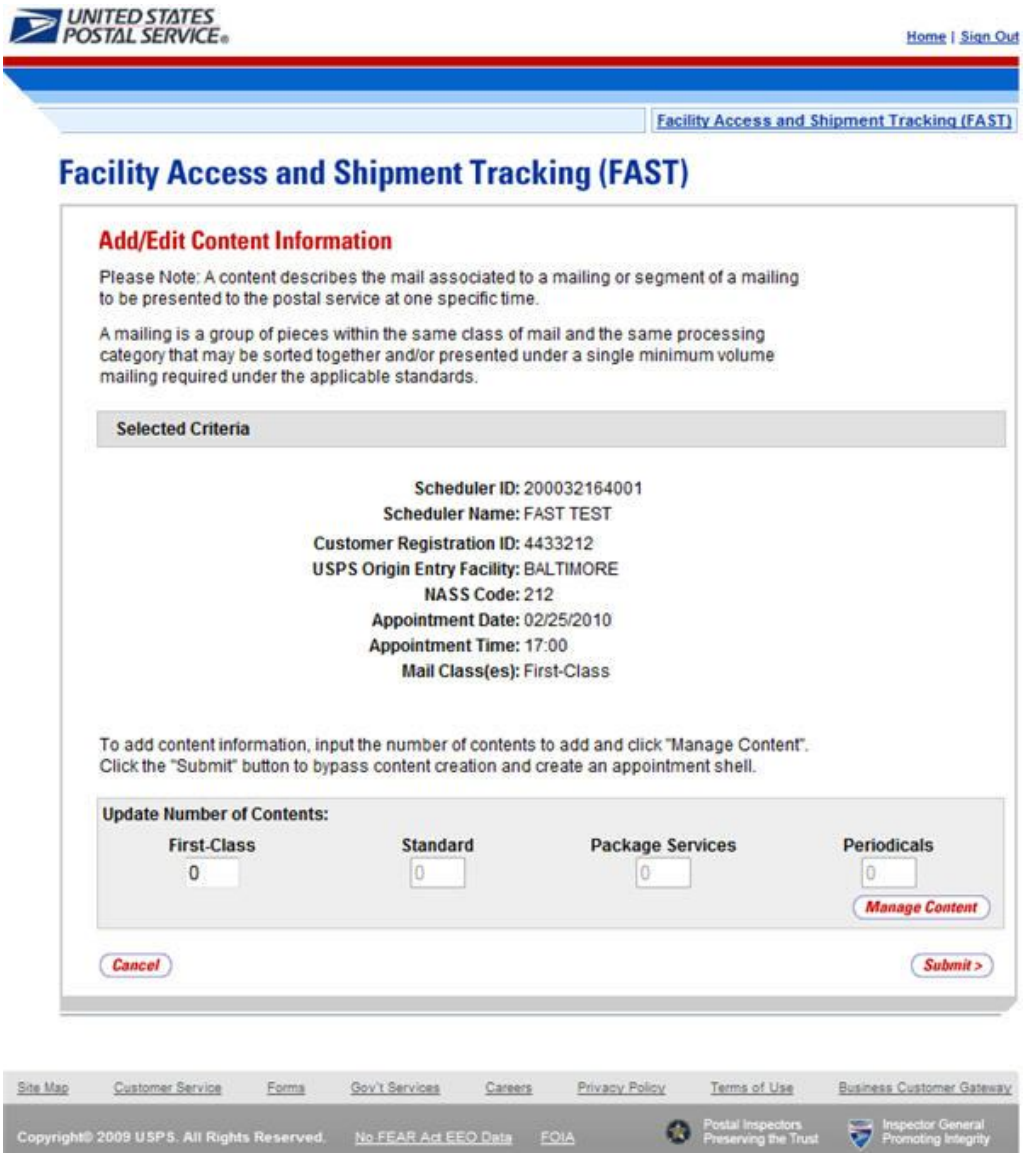
Field/Button	Description
Update Number of Contents	Fields where the user may specify the number of contents requested by Mail Class.
Manage Content button	Refreshes the *Add/Edit Content Information* page and displays a content form for each content requested.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.



Enter Content Level Information

To enter content level information and access the reloaded *Add/Edit Content Information* page, perform the following steps on the *Add/Edit Content Information* page:

1. ENTER the requested number of contents in the **First-Class** field.
2. CLICK the **Manage Content** button, reloading the *Add/Edit Content Information* page to display a content form for each content requested.



The *Add/Edit Content Information* page associates content information to an appointment. At least one content must be created to make a valid appointment. An Appointment Shell is created upon users selecting the **Submit** button on the *Add/Edit*

Error messages will be displayed if the user tries to submit a content that violates any of the restrictions. The error message describes the restriction to help the user to submit valid information.

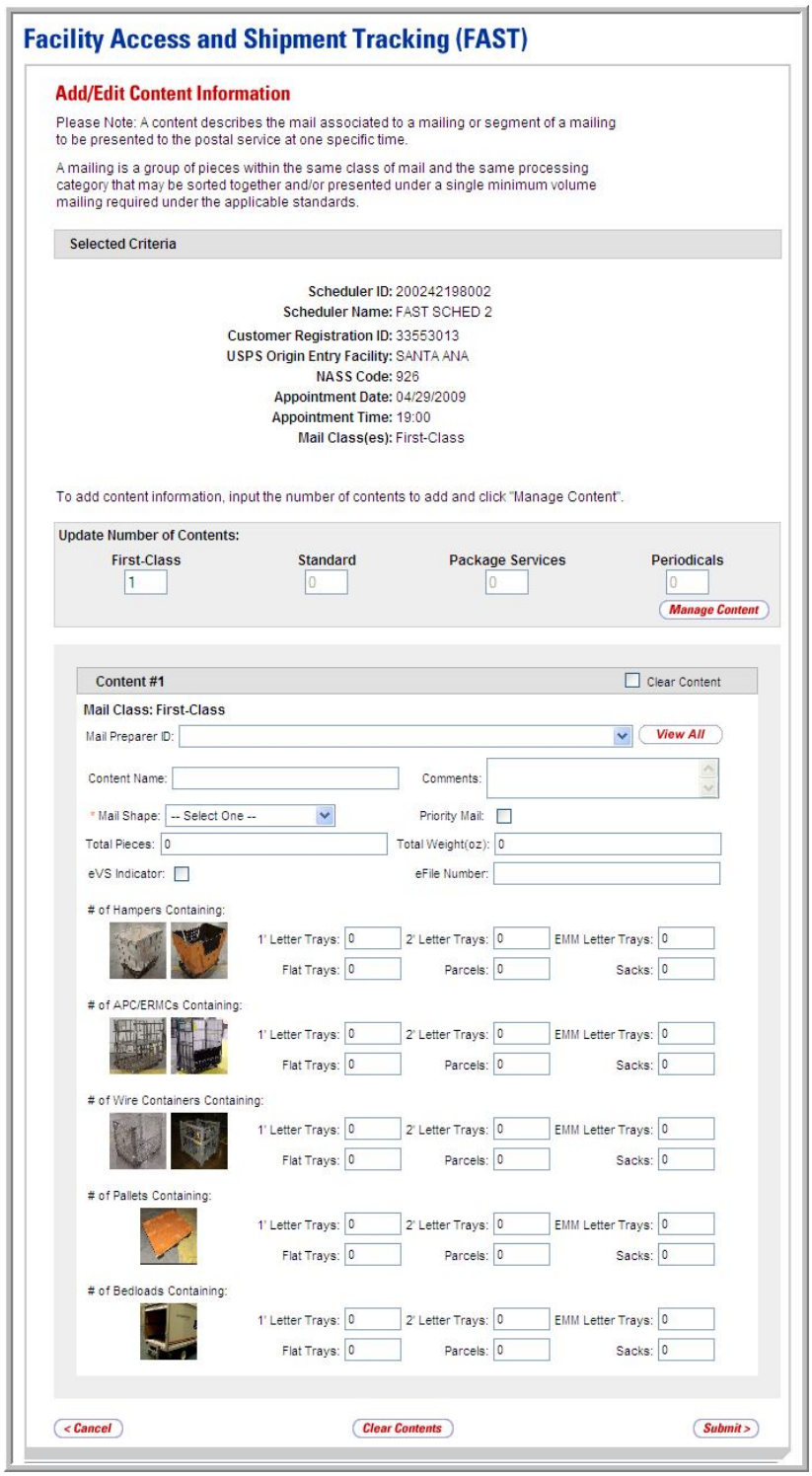
The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Search criteria the user selected on the *Create New JIT One-Time Appointment* page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
*The fields below describe the content grid. The grid is displayed when the number of expected contents is entered and the **Manage Content** button is clicked.*	
Content Number	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the **View All** button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the **Mail Preparer ID** drop-down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
**Mail Shape*	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.

# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.
# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.

# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment creation process and directs the user to *the Just In Time (JIT) One-Time Appointment* page.

Clear Contents button	Clears the data fields of all the contents in the One-Time appointment where the **Clear Content** check box has been selected.
Submit button	Saves all associated contents to the One-Time appointment and creates the One-Time appointment in the system once all business rules are validated.



Enter Content Level Information

To enter content level information and save the appointment in the system, perform the following steps on the *Add/Edit Content Information* page:

1. CLICK the **View All** button, to display all Mail Preparers.
2. SELECT the Mail Preparer ID from the **Mail Preparer ID** drop-down box, if applicable.
3. ENTER the Content Name in the **Content Name** field, if desired.
4. ENTER any additional Comments in the **Comments** field, if desired.
5. SELECT the Mail Shape of the mailing from the **Mail Shape** drop-down box..
6. CHECK the **Priority Mail** check box, if applicable.
7. ENTER the number of total pieces in the **Total Pieces** field, if desired.
8. ENTER the value of the total weight in the **Total Weight(oz)** field, if desired.
9. CHECK the **eVS Indicator** check box, if applicable.
10. ENTER the eFile Number in the **eFile Number** field, if applicable.
11. ENTER the number of Hampers containing 1’ Letter Trays, if applicable.
12. ENTER the number of Hampers containing 2’ Letter Trays, if applicable.
13. ENTER the number of Hampers containing EMM Letter Trays, if applicable.
14. ENTER the number of Hampers containing Flat Trays, if applicable.
15. ENTER the number of Hampers containing Parcels, if applicable.
16. ENTER the number of Hampers containing Sacks, if applicable.
17. ENTER the number of APC/ERMCs containing 1’ Letter Trays, if applicable.
18. ENTER the number of APC/ERMCs containing 2’ Letter Trays, if applicable.
19. ENTER the number of APC/ERMCs containing EMM Letter Trays, if applicable.
20. ENTER the number of APC/ERMCs containing Flat Trays, if applicable.
21. ENTER the number of APC/ERMCs containing Parcels, if applicable.
22. ENTER the number of APC/ERMCs containing Sacks, if applicable.
23. ENTER the number of Wire Containers containing 1’ Letter Trays, if applicable.
24. ENTER the number of Wire Containers containing 2’ Letter Trays, if applicable.
25. ENTER the number of Wire Containers containing EMM Letter Trays, if applicable.
26. ENTER the number of Wire Containers containing Flat Trays, if applicable.
27. ENTER the number of Wire Containers containing Parcels, if applicable.
28. ENTER the number of Wire Containers containing Sacks, if applicable.
29. ENTER the number of Pallets containing 1’ Letter Trays, if applicable.

30. ENTER the number of Pallets containing 2' Letter Trays, if applicable.
31. ENTER the number of Pallets containing EMM Letter Trays, if applicable.
32. ENTER the number of Pallets containing Flat Trays, if applicable.
33. ENTER the number of Pallets containing Parcels, if applicable.
34. ENTER the number of Pallets containing Sacks, if applicable.
35. ENTER the number of Bedloads containing 1' Letter Trays, if applicable.
36. ENTER the number of Bedloads containing 2' Letter Trays, if applicable.
37. ENTER the number of Bedloads containing EMM Letter Trays, if applicable.
38. ENTER the number of Bedloads containing Flat Trays, if applicable.
39. ENTER the number of Bedloads containing Parcels, if applicable.
40. ENTER the number of Bedloads containing Sacks, if applicable.
41. CLICK the **Submit** button to save all contents to the One-Time appointment and create the JIT One-Time appointment in the system.

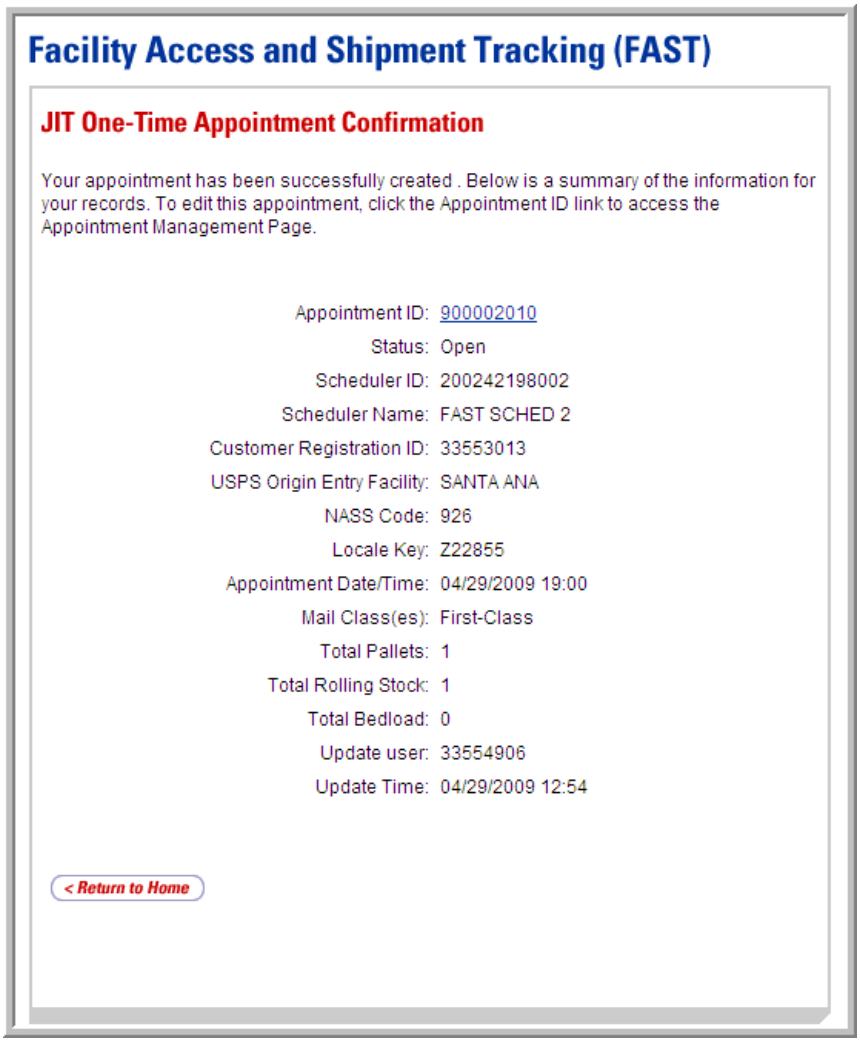
7.1.3 Confirming New JIT One-Time Appointment Creation

Once the user has entered all contents for an appointment and has submitted the appointment in the system, the *JIT One-Time Appointment Confirmation* page displays to confirm that the appointment contains valid information and that it has been created in the system.

The fields and buttons on the *JIT One-Time Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	Displays the ID associated with the new appointment and is a hyperlink to the *JIT One-Time Appointment Information* page where the user may edit the appointment.
Status	The current Status of the One-Time appointment.
Scheduler ID	ID associated with the One-Time appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a Customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Locale Key	USPS Facility identifier.

Appointment Date/Time	The date and time of the One-Time appointment.
Mail Class(es)	The Mail Class(es) associated with the One-Time appointment.
Total Pallets	The total number of Pallets for the One-Time appointment.
Total Rolling Stock	The total number of Rolling Stock for the One-Time appointment.
Total Bedload	The total number of Bedload Units for the One-Time appointment.
Update user	The user that has most recently updated the appointment information.
Update Time	The date and time when the appointment was most recently updated.
Return to Home	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.



7.2 Joint Scheduling JIT One-Time Appointment

The *Associate Stand-Alone Content to an Appointment* section consists of the different actions the user may perform to associate Stand-Alone content to a new JIT One-Time appointment in FAST or to an already existing appointment.

This section includes:

7.2.1 Associate-Stand Alone Content to an Appointment

7.2.1 Associate Stand-Alone Content to an Appointment

The Stand-Alone Content Page provides users with the ability to associate Stand-Alone contents to a particular appointment being created and/or already existing. These Stand-Alone contents would currently exist without being attached to an appointment.

Stand-Alone content contains information about the mail in the shipment, but does not specify any of the logistics information with regards to the shipment. For Origin Entry mailings, Stand-Alone content can only be created via Web Services messaging. Contents can be associated online or via Web Services. A user may create the content information to be associated to an appointment later by the Scheduler.

Additionally, if the user knows the ID of the desired appointment, the user can associate the content to the appointment during the Stand-Alone content creation process. This functionality is target for scenarios where the entity who prepares the mail is different from the entity that will be drop shipping the mailing.

Hence mail prepares can use FAST to create content level information while the scheduler focuses on the logistics of the appointment (facility, date, time, location, etc). Once a Stand-Alone content is created, a user may manage information on the content grid.

Once stand-alone content has been created, it can be added to a new or existing appointment via the normal appointment creation (reference Section 7.1 – Create New JIT One-Time Appointment) and appointment management (reference Section 7.2 – Manage Existing JIT One-Time Appointment).

To add a stand-alone content to a new appointment, the user should navigate to the *JIT One-Time Appointment Time Selection* page and CLICK on an Available time slot. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

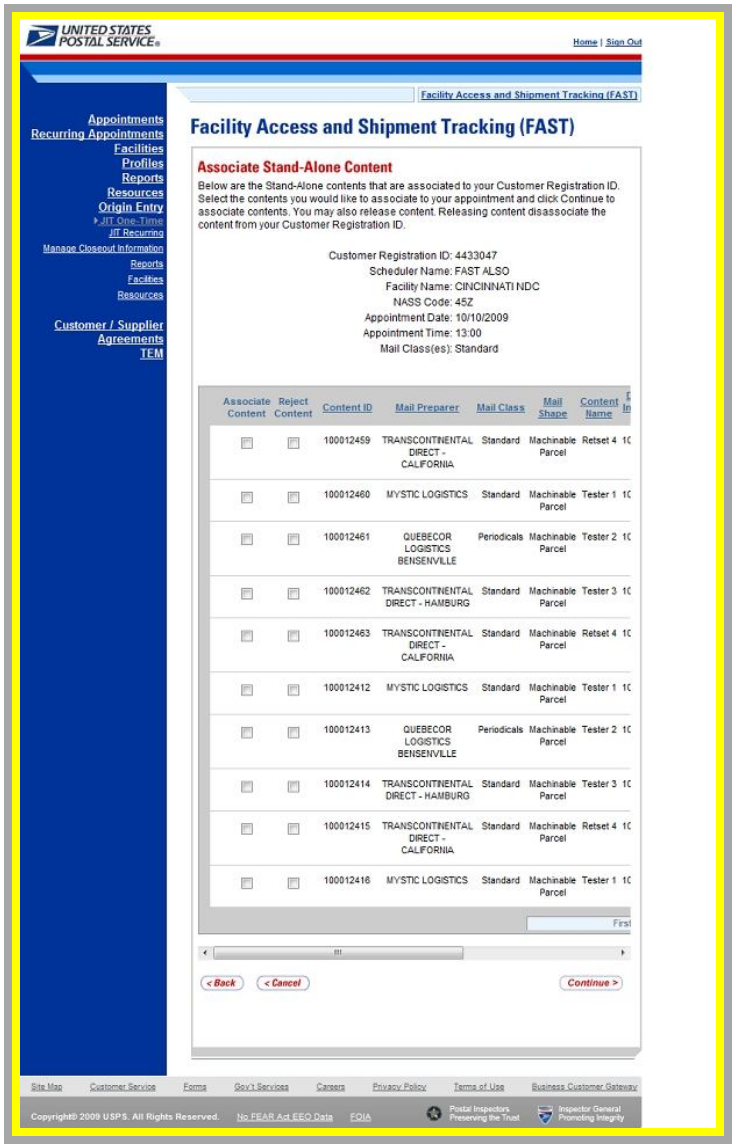
To add a stand-alone content to an existing appointment, the user should navigate to the *Existing JIT One-Time Appointment* page, and then CLICK the **Manage Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

The fields and buttons on the *Associate Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	The ID of the Mailer selected by the mail owner/mail preparer.
Scheduler Name	The name of the Mail Scheduler selected by the mail owner/mail preparer.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Mail Class(es)	The Mail Class(es) associated with the Appointment.
Associate Stand-Alone Content table	A table displaying all the information for the stand-alone content waiting to be associated.
Associate Content column	The column containing the Associate Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit	Displays the number of bedloaded units associated with the content.

Count column	
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
Cancel button	Takes the user back to the *Add/Edit Content Information* page.
Continue button	Associates the selected contents to the appointment and removes any rejected contents associated to the user's ID.

The *Associate Stand-Alone Content* page is displayed on the following page.



After checking the **Associate Content** checkbox, CLICK the **Continue** button to continue the associate stand-alone content process. The user is taken to the *Add/Edit Content Information* page. At this point, the user can add additional contents or CLICK the **Submit** button to create the appointment. The user is taken to the *Appointment Confirmation* page to view a summary of the appointment.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The appointment ID to which the content was associated.
Customer Registration ID	The customer registration ID of the user who created the content.
Scheduler Name	The scheduler name of the scheduler who created the content.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility with which the appointment is associated.
Appointment Date	The scheduled date of the appointment.
Appointment Time	The scheduled time of the appointment.
Content ID	The content ID number(s) of the content associated with the appointment.
Bill of Lading Number	The Bill of Lading number associated with the appointment.
Total Number of Pallets	The total number of pallets associated with the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units associated with the appointment.
Return to Home button	Takes the user back to the Appointments Landing page.
Customer Registration ID	The ID of the Mail Scheduler selected by the mail owner/mail preparer.
Scheduler Name	The name of the Mail Scheduler selected by the mail owner/mail preparer.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility to which the appointment is

	scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Appointment Type	The type of appointment.
Mail Class(es)	The Mail Class(es) associated with the Appointment.
Associate Stand-Alone Content table	A table displaying all the information for the stand-alone content waiting to be associated.
Associate Content column	The column containing the Associate Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.

Cancel button	Takes the user back to the *Add/Edit Content Information* page.
Continue button	Associates the selected contents to the appointment and removes any rejected contents associated to the user's Scheduler ID.

7.3 Manage an Existing JIT One-Time Appointment

From the *Just In Time (JIT) One-Time Appointment* Landing page, the user may click the **Go>** button for **Manage Existing JIT One-Time Appointment** to access the JIT One-Time appointment management area of the FAST Origin Entry application. The user may manage appointment information by editing appointment and content level information or by cancelling contents and appointments.

This section includes:

7.3.1 JIT One-Time Appointment Search
7.3.2 JIT One-Time Appointment Information

7.3.1 JIT One-Time Appointment Search

The user has the option to search for an appointment by the Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID. The search page, *Search Existing JIT One-Time Appointment Information,* will refresh depending on the selected search criteria.

Searching for an appointment by the Appointment ID displays a page where the user may enter a specific Appointment ID and perform a search. This search displays a summary table at the end of the *Search Existing JIT One-Time Appointment Information* page where the user may select an **Appointment ID** hyperlink. The user is then taken to the *JIT One-Time Appointment Information* page associated with the selected Appointment ID.

Searching for an appointment by the Scheduler ID displays a different *Search Existing JIT One-Time Appointment Information* page where the user selects the Scheduler ID, Date Range, and Mail Class. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.

Searching for an appointment by the Origin Entry Facility displays a different *Search Existing JIT One-Time Appointment Information* page where the user may select the Scheduler ID and must select an Origin Entry Facility, Date Range, and Mail Class. This search combination may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.

Searching for an appointment by the Customer Registration ID displays a *Search Existing JIT One-Time Appointment Information* page where the user selects the Customer Registration ID, Date Range, and Mail Class. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page.

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

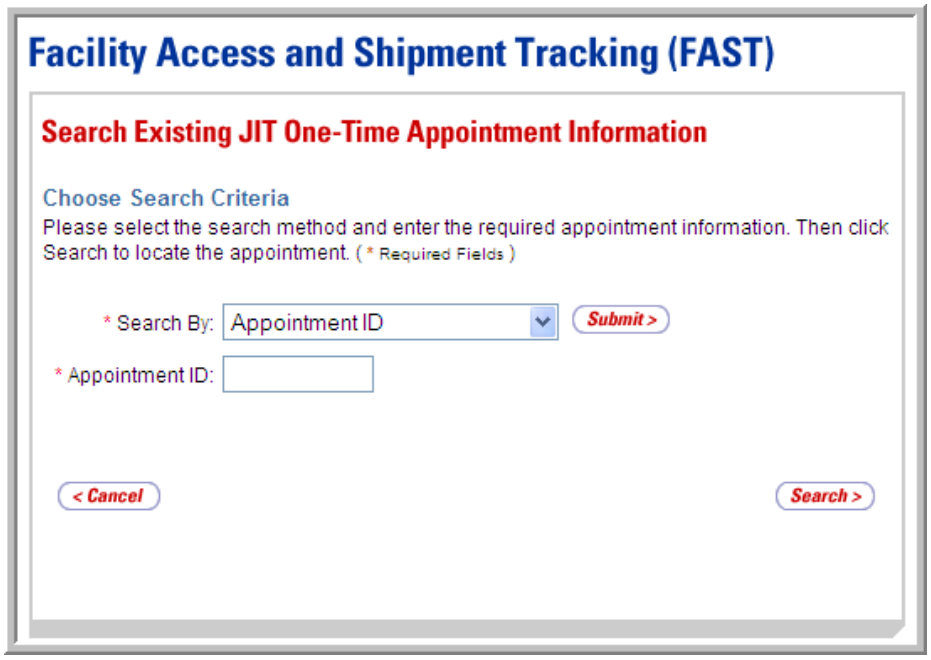
Field/Button	Description
**Search By*	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.

Searching for an Appointment by the Appointment ID

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the **Appointment ID** field and **Search** button when Appointment ID is chosen.
**Appointment ID*	Field in which the user may enter a valid Appointment ID.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.

Search button	Retrieves the appointment associated to the entered Appointment ID and populates it in a summary table at the bottom of the page.



Searching for a JIT One-Time Appointment by the Appointment ID

To search by Appointment ID, perform the following steps on the *Search Existing JIT One-Time Appointment Information* page:

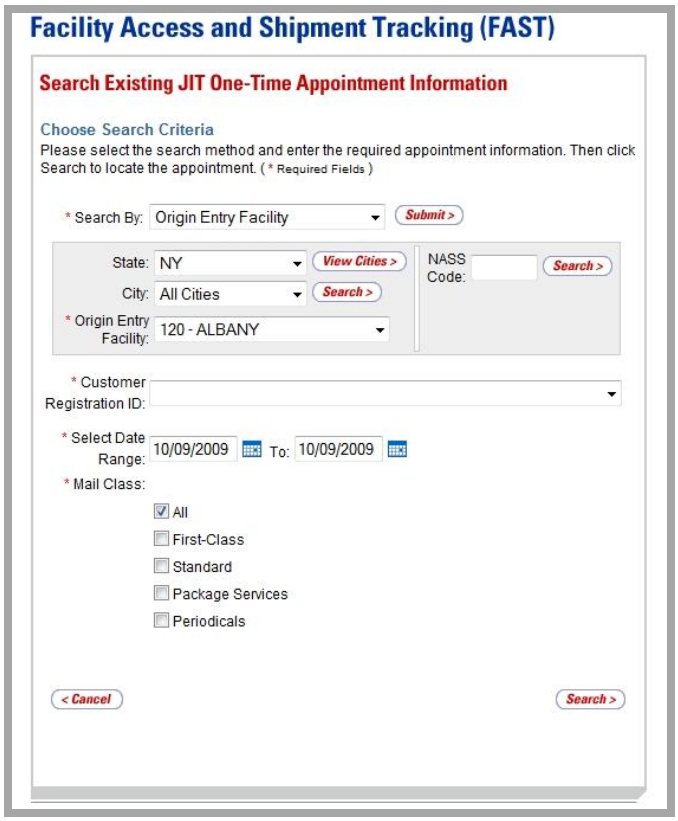
1. SELECT “Appointment ID” in the **Search By** drop-down box.
2. CLICK the **Submit** button to display the **Appointment ID** field.
3. ENTER a valid Appointment ID in the **Appointment ID** field.
4. CLICK the **Search** button to refresh the page and display the associated Appointment ID in the summary table.

Searching for an Appointment by Origin Entry Facility

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the Origin Entry Facility search area, **Scheduler ID** drop-down box, **Select Date Range** fields, and **Mail Class** check boxes when Origin Entry Facility is chosen.

State	Drop-down box listing State options. Only States with Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing Cities within the selected State with Postal Facilities that are Origin Entry active and shown in FDB.
Search button (City)	Retrieves Origin Entry Facilities within the selected City and State and populates them in the **Origin Entry Facility** drop-down box.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Search button (NASS Code)	Retrieves the Facility associated with the entered NASS Code and populates it in the **Origin Entry Facility** drop-down box.
**Origin Entry Facility*	Drop-down box containing the Origin Entry Facilities associated with either the State/City or the NASS Code.
Customer Registration ID	Drop-down box listing Mailer and IDs from which to select.
**Select Date Range*	Selects the Date Range to search for One-Time appointments. The Date Range may not span more than fourteen days, and the search dates may not be more than thirty days in the past. Both fields default to the current date.
**Mail Class check boxes*	Check boxes listing Mail Class options to select from: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.
Search button	Retrieves the appointments associated to the entered search criteria and populates them in a summary table at the bottom of the page.



Searching for an Appointment by Origin Entry Facility

To search by Origin Entry Facility, perform the following steps on the *Search Existing JIT One-Time Appointment Information* page:

1. SELECT “Origin Entry Facility” in the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SEARCH for an Origin Entry Facility by one of the following two ways:

   To search for an Origin Entry Facility by State and City:

   a. SELECT a State from the **State** drop-down box.

   b. CLICK the **View Cities** button.

   c. SELECT a City from the **City** drop-down box.

   d. CLICK the **Search** button, populating the **Origin Entry Facility** drop-down box.

   To search for an Origin Entry Facility by NASS Code:

   a. ENTER a valid three to five character NASS Code in the **NASS Code** field.

   b. CLICK the **Search** button, populating the **Origin Entry Facility** drop-down box.

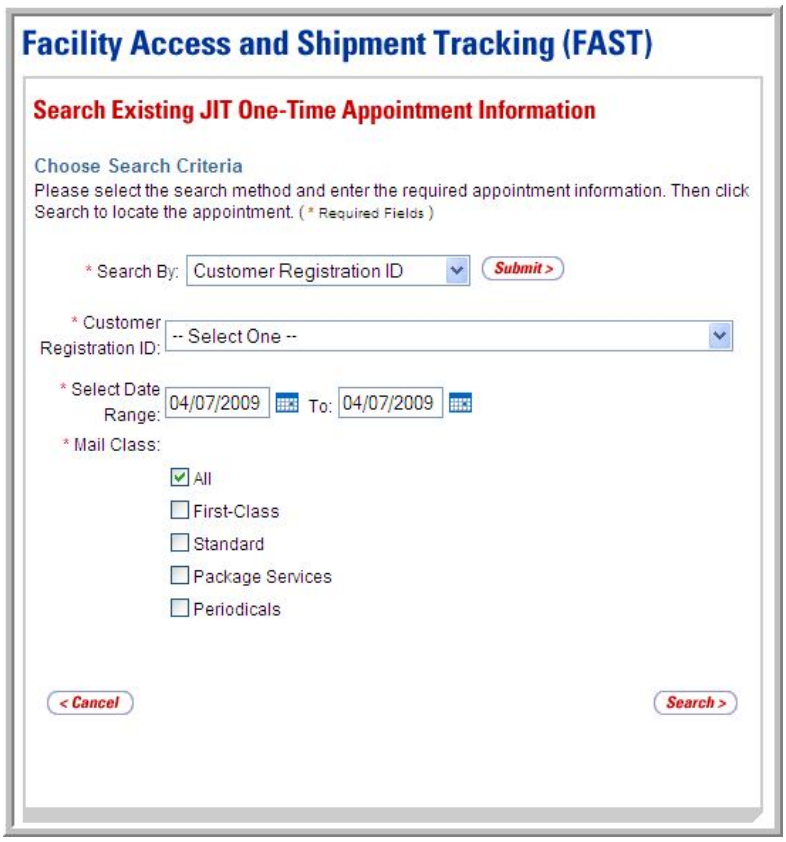
4. SELECT a Facility from the **Origin Entry Facility** drop-down box, if applicable.

5. SELECT a Mailer from the **Customer Registration ID** drop-down box.
6. SELECT the time frame to search in the **Select Date Range** fields.
7. SELECT at least one Mail Class from the **Mail Class** check boxes.
8. CLICK the **Search** button, refreshing the page and displaying the associated appointment summary table.

Searching for an Appointment by the Customer Registration ID

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what the user may search by: Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID.
Submit button	Displays the **Customer Registration ID** drop-down box, the **Select Date Range** fields, and the **Mail Class** check boxes when Customer Registration ID is chosen.
**Customer Registration ID*	Drop-down box listing Customer Registration IDs.
**Select Date Range*	Selects the Date Range to search for appointments. The Date Range may not span more than fourteen days, and the search dates may not be more than thirty days in the past. Both fields default to the current date.
** Mail Class check boxes*	Includes the following Mail Class check boxes: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.
Search button	Retrieves the appointments associated to the entered information and populates them in a summary table at the bottom of the page.



Searching for a JIT One-Time Appointment by the Customer Registration ID

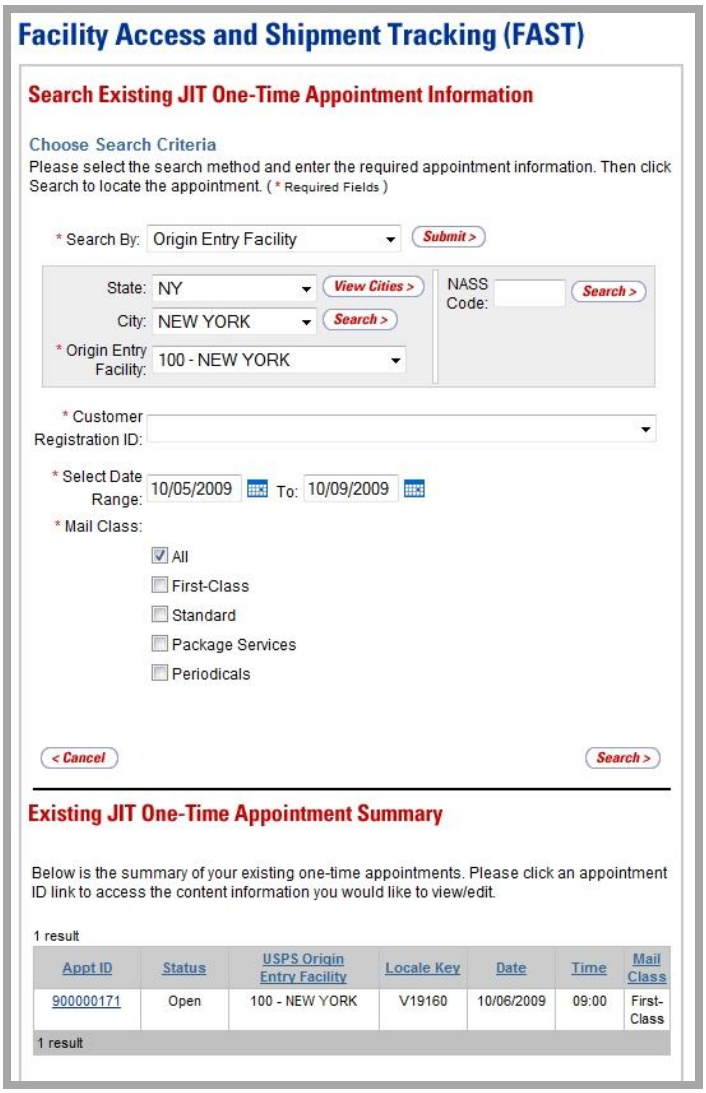
To search by Customer Registration ID, perform the following steps on the *Search Existing JIT One-Time Appointment Information* page:

1. SELECT “Customer Registration ID” in the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SELECT a Mailer from the **Customer Registration ID** drop-down box.
4. SELECT a Date Range to search in the **Select Date Range** fields.
5. SELECT at least one Mail Class from the **Mail Class** check boxes.
6. CLICK the **Search** button, refreshing the page and displaying the associated appointment summary table.

Existing JIT One-Time Appointment Summary Table

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Existing JIT One-Time Appointment Summary	Lists the appointments that fall within the specified search criteria.
Show All button	Shows all appointments in one page view (appears if there are more than ten appointments resulting from the search).
Appointment ID hyperlink	Lists the Appointment IDs of all JIT One-Time appointments that are associated with the selected search criteria and is a hyperlink to the *JIT One-Time Appointment Information* page for the One-Time appointment.
Status	The current Status of the appointment: Open, Closed, Cancelled, No-Show, or Rejected.
USPS Origin Entry Facility	Lists the name of each listed appointment's Origin Entry Facility.
Locale Key	USPS Facility identifier.
Date	Lists the date of each listed appointment.
Time	Lists the time of each listed appointment.
Mail Class	Lists the Mail Class of each listed appointment.



7.3.2 JIT One-Time Appointment Information

After the user searches for a JIT One-Time appointment by the Appointment ID, Scheduler ID, Origin Entry Facility, or Customer Registration ID, he/she can click an Appointment ID hyperlink to access the *JIT One-Time Appointment Information* page for the selected appointment. From the *JIT One-Time Appointment Information* page, the user has the ability to:

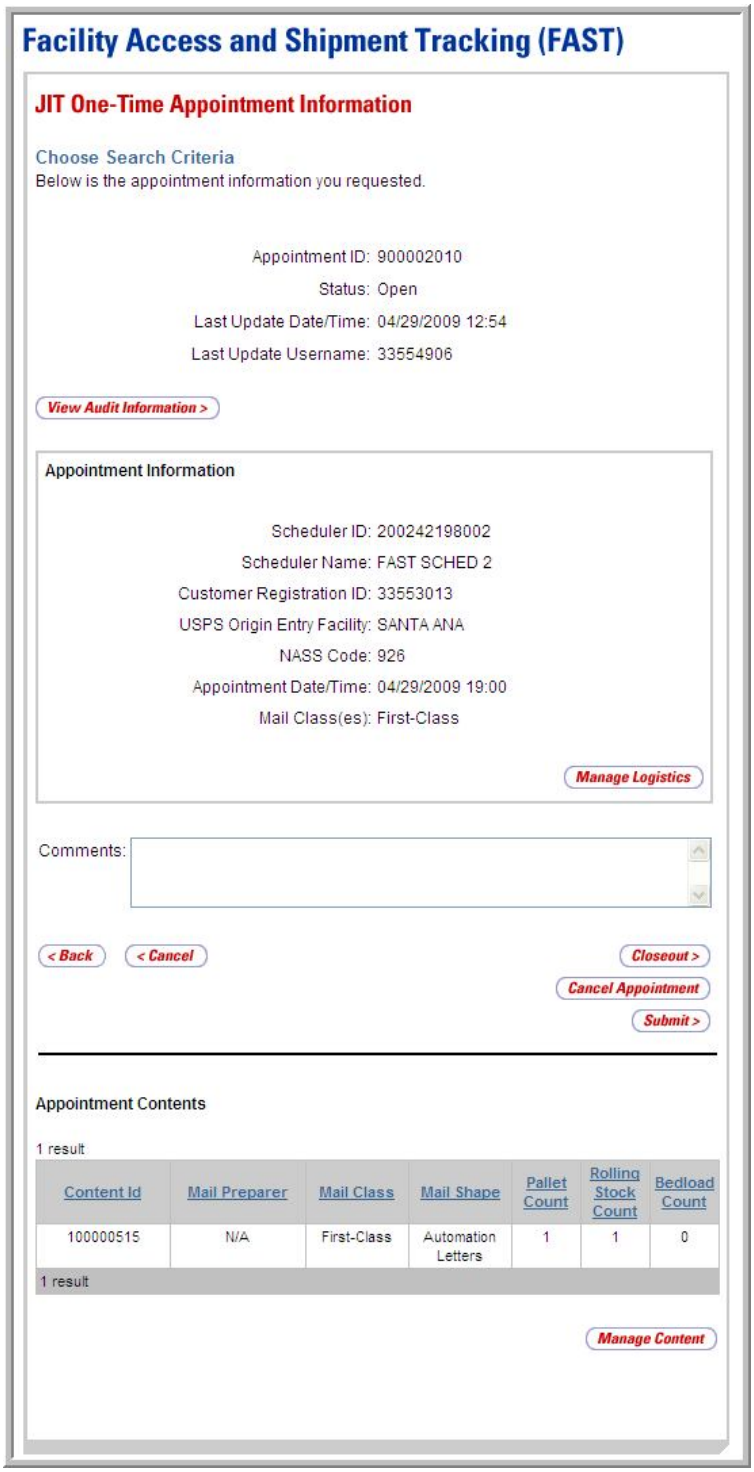
- Edit appointment logistics information
- Edit appointment level information
- Edit content(s) information
- Add additional content(s)
- Cancel a content
- Close an appointment
- Cancel an appointment

The fields and buttons on the *JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	The ID associated to the appointment.
Status	The current Status of the appointment: Open, Closed, Cancelled, No-Show, or Rejected.
Last Update Date/Time	The date and time of the last update made to the appointment.
Last Update Username	The Username associated to the user who last updated the appointment.
View Audit Information button	Directs user to the *JIT Appointment Audit Information* page.
Appointment Information section	Displays the current information of the appointment; includes Scheduler ID, Scheduler Name, USPS Origin Entry Facility Name, NASS Code, Appointment Date/Time, and Mail Class(es).
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Mailer associated to a customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Appointment Date/Time	The date and time of the appointment.
Mail Class(es)	The Mail Class(es) of the appointment.
Manage Logistics button	Directs the user to the *Manage JIT One-Time Appointment* page.
Comments	Displays any miscellaneous comments regarding the appointment.
Back Button	Directs the user to the *Search Existing JIT One-Time Appointment Information* page.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.
Closeout button	Directs the user to the *Appointment Closeout* page.
Cancel Appointment button	Directs the user to the *Confirm Cancel JIT One-Time Appointment* page.
Submit button	Directs the user to the *JIT One-Time Appointment Confirmation* page.

Appointment Contents section	Displays all contents associated to the appointment.
Content ID	Lists the IDs of each content associated to the appointment.
Mail Preparer	Lists the name of the Mail Preparer associated to the content.
Mail Class	The Mail Class of the content.
Mail Shape	The Mail Shape of the content.
Pallet Count	The number of Pallets for the One-Time appointment.
Rolling Stock Count	The number of Rolling Stock units for the One-Time appointment.
Bedload Count	The number of Bedloads for the One-Time appointment.
Manage Content button	Directs the user to the *Add/Edit Content Information* page.

Note:
Depending on the user access level, the fields on the *JIT One-Time Appointment Information* page may be read-only, allowing the user to only view the information without editing it.



Facility Access and Shipment Tracking (FAST)

JIT One-Time Appointment Information

Choose Search Criteria
Below is the appointment information you requested.

Appointment ID: 900002010
Status: Open
Last Update Date/Time: 04/29/2009 12:54
Last Update Username: 33554906

View Audit Information >

Appointment Information

Scheduler ID: 200242198002
Scheduler Name: FAST SCHED 2
Customer Registration ID: 33553013
USPS Origin Entry Facility: SANTA ANA
NASS Code: 926
Appointment Date/Time: 04/29/2009 19:00
Mail Class(es): First-Class

Manage Logistics

Comments:

< Back < Cancel Closeout > Cancel Appointment Submit >

Appointment Contents

1 result

Content Id	Mail Preparer	Mail Class	Mail Shape	Pallet Count	Rolling Stock Count	Bedload Count
100000515	N/A	First-Class	Automation Letters	1	1	0

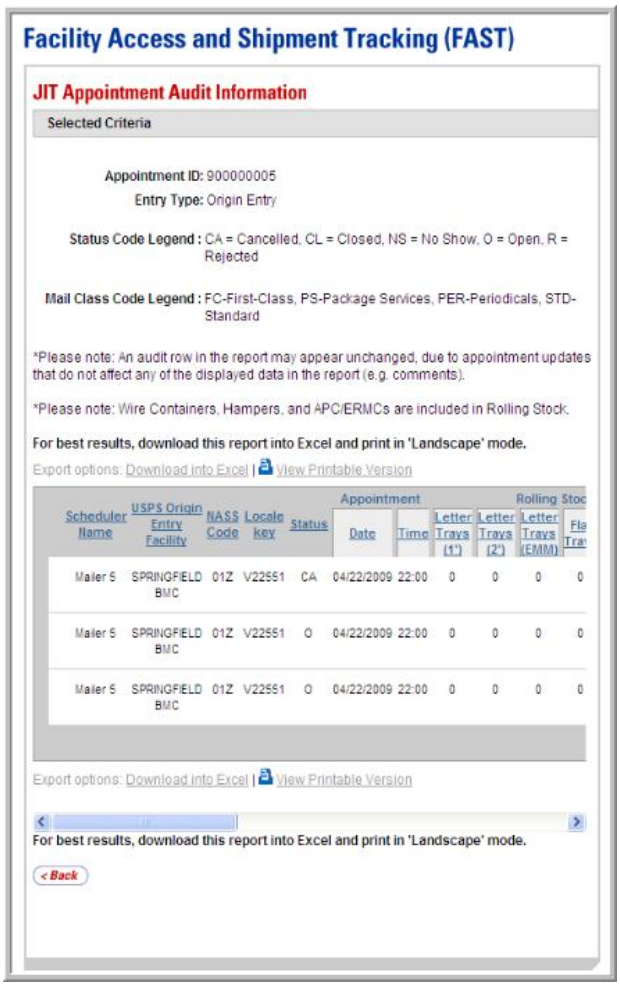
1 result

Manage Content

View Audit Information

A user may view the following audit information by accessing the *JIT Recurring Appointment Audit Information* page from the *Manage Existing JIT Recurring Appointment* page:

- Appointment ID
- Entry Type
- Scheduler Name
- USPS Origin Entry Facility
- NASS Code
- Locale Key
- Status
- Appointment Date/Time
- Rolling Stock
- Pallet Contents
- Bedloaded Units Contents
- Mail Class
- Updated By
- Last Update Date/Time



To access the *JIT Appointment Audit Information* page, CLICK the **View Audit Information** button on the *JIT One-Time Appointment Information* page.

Editing JIT One-Time Appointment Logistics Information

When editing a JIT One-Time appointment's logistics information, the user follows the same process described in section 7.1.1 – *Searching for JIT One-Time Appointment Availability*.

The user begins the process by accessing the *Manage JIT One-Time Appointment* page by CLICKING the **Manage Logistics** button on the *JIT One-Time Appointment Information* page. The *Manage JIT One-Time Appointment* page displays, populating the following fields with the existing appointment information:

- Origin Entry Facility
- NASS Code
- Mail Class(es)
- Customer Registration ID
- Date Range

After editing any of the above information, if necessary, the user CLICKS the **Search** button on the *Manage JIT One-Time Appointment* page, displaying the *JIT One-Time Appointment Time Selection* page. The user may CLICK on an available hour to select the time and display the *JIT One-Time Appointment Information* page with the updated appointment logistics information.

Editing/Adding Content Information

The user may edit a One-Time appointment's content level information by accessing the *Add/Edit Content Information* page from the *JIT One-Time Appointment Information* page.

To access the *Add/Edit Content Information* page, the user CLICKS on the **Manage Content** button in the Appointment Content section of the *JIT One-Time Appointment Information* page. After editing the content information, the user CLICKS the **Submit** button on the *Add/Edit Content Information* page, which updates the content information in the system and displays the *JIT One-Time Appointment Confirmation* page for the appointment. The user may CLICK the **Appointment ID** hyperlink to display the *JIT One-Time Appointment Information* page. A user may also manage Appointment Shells thought the *JIT One-Time Appointment Information* page.

The user may also add additional contents to the One-Time appointment by accessing the *Add/Edit Content Information* page from the *JIT One-Time Appointment Information* page.

To access the *Add/Edit Content Information* page, the user CLICKS the **Manage Content** button in the Appointment Contents section of the *JIT One-Time Appointment Information* page. If needed, the user updates the content capacity of the page using the First-Class **Update Number of Contents** field and CLICKING the **Manage Content** button to refresh the page. To edit Mail Shape, volume, and/or containerization information, the user follows the same process as described in section 7.1.2 – *Creating a New JIT One-Time Appointment*.

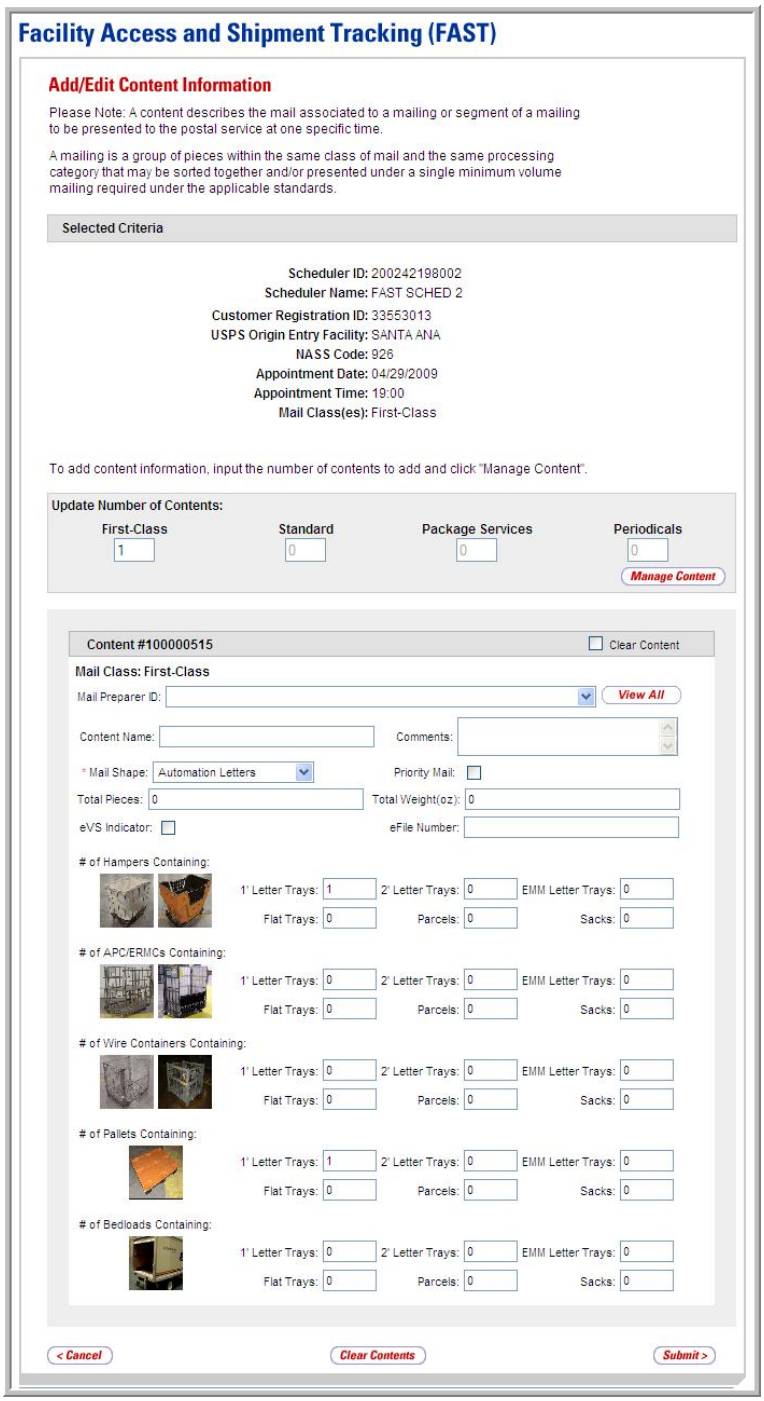
The fields and buttons of the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Search criteria the user selected on the *Create New JIT One-Time Appointment* page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
*The fields below describe the content grid. The grid is displayed when the number of expected contents is entered and the **Manage Content** button is clicked.*	
Content #	Number of the current content.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the **View All** button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the **Mail Preparer ID** drop-down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
**Mail Shape*	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.

# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.
# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.

# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment management process and directs the user to the *Just In Time (JIT) One-Time Appointment* page.

Clear Contents button	Clears the data fields of all the contents in the One-Time appointment where the **Clear Content** check box has been selected.
Submit button	Saves all associated contents to the One-Time appointment and updates the One-Time appointment in the system once all business rules are validated.



To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.

Note:
Updating content information is subject to the same constraints that are found in creating content information.

Cancelling a Content from a JIT One-Time Appointment

From the *Add/Edit Content Information* page described and shown previously, the user may cancel a content from the JIT One-Time appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the entire appointment is cancelled.

To cancel a content from an appointment, CLICK the **Cancel Content** check box on the *Add/Edit Content Information* page and click the **Submit** button. The *JIT One-Time Appointment Confirmation* page is displayed.

Note:
All One-Time appointments must have at least one content. Therefore, the last content of a One-Time appointment cannot be cancelled.

Cancelling a JIT One-Time Appointment

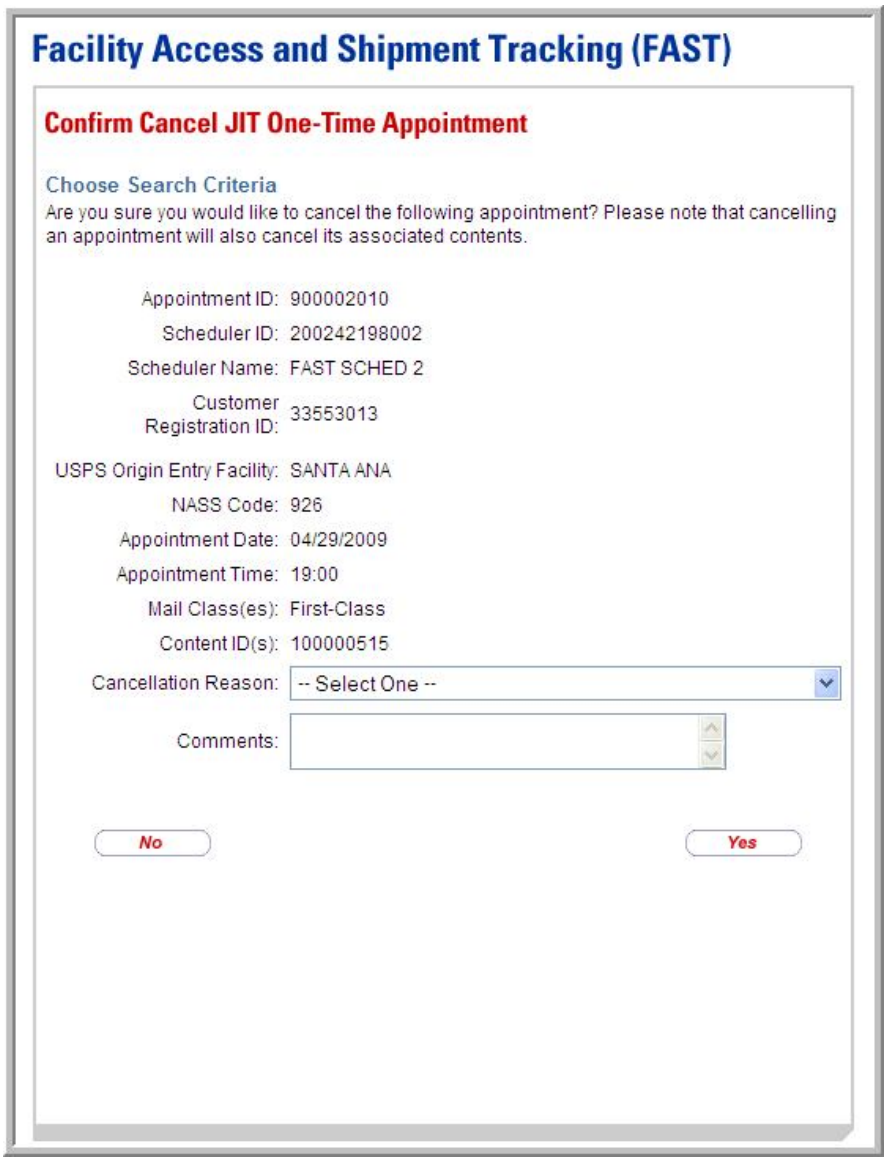
The following section details the process to cancel a JIT One-Time appointment in FAST Origin Entry. Cancelling an appointment also cancels all contents that are associated to the appointment.

If the user is cancelling the JIT One-Time appointment, the user will be required to select a cancellation reason. If the cancellation reason is USPS cancellation, the user must provide comments in the **Comments** text box.

The user begins cancelling an appointment from the *JIT One-Time Appointment Information* page by CLICKING the **Cancel Appointment** button. The *Confirm Cancel JIT One-Time Appointment* page displays, which list important appointment information.

The fields and buttons on the *Confirm Cancel JIT One-Time Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	The ID associated to the appointment.
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a customer.
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Appointment Date	The date the appointment is to arrive at the Facility.
Appointment Time	The time of the One-Time appointment.
Mail Class(es)	The Mail Class(es) for the appointment.
Content ID(s)	The Content ID(s) associated to the One-Time appointment.
Cancellation Reason	Drop-down box listing cancellation reasons to select from: Delivery Appt Cancelled per request of consignee, Product combined into another existing appointment, Major change in expected delivery window, Product not available, Appt made in error – human error, or Holiday/Contingency.
Comments	Additional comments regarding the One-Time appointment cancellation.
No button	Directs the user to the *JIT One-Time Appointment Information* page for the appointment and does not cancel it.
Yes button	Submits the cancellation of the One-Time appointment and directs the user to the *Cancel JIT One-Time Appointment Cancellation Confirmation* page.



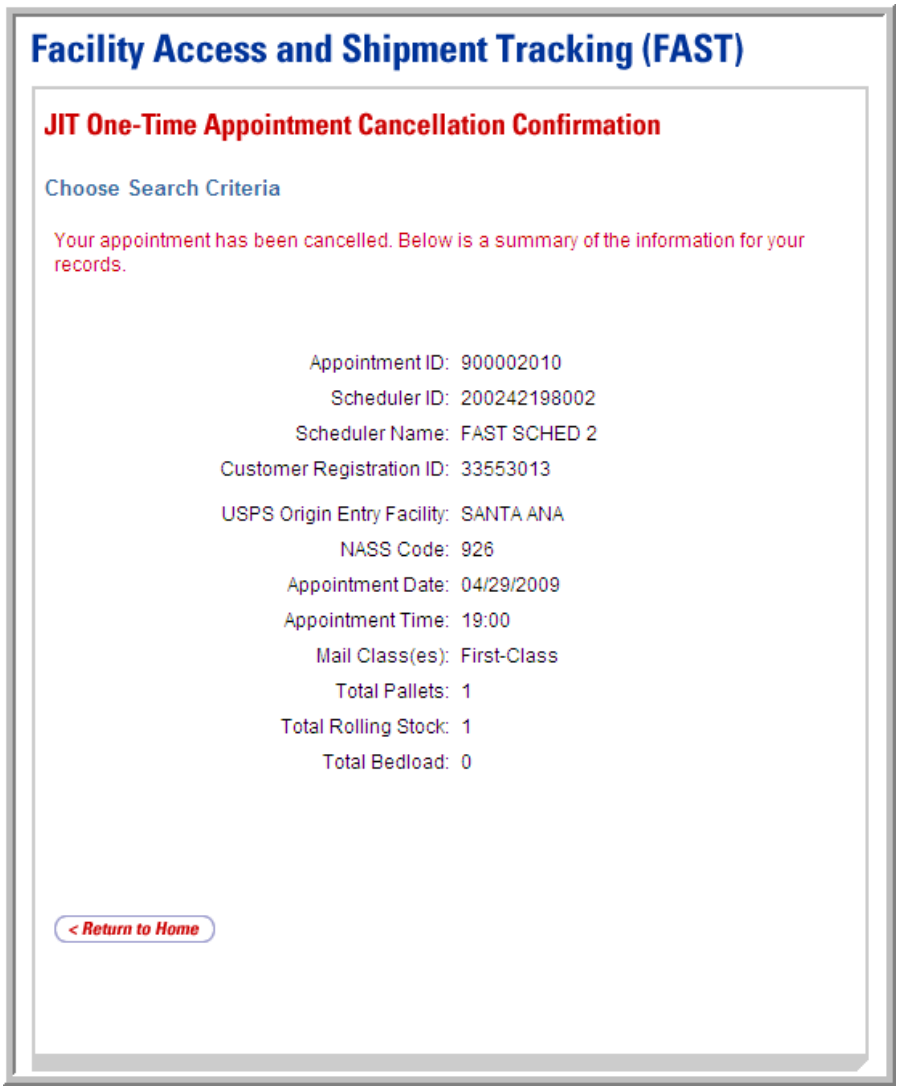
Note:
An appointment cannot be cancelled within one hour of its scheduled appointment time.

The appointment is not officially cancelled until the user confirms the cancellation from the above page.

To cancel the appointment and its associated contents, select a cancellation reason and CLICK the **Yes** button. The *JIT One-Time Appointment Cancellation Confirmation* page displays, showing key appointment information.

The fields and buttons on the *JIT One-Time Appointment Cancellation Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	The ID associated to the appointment.
Scheduler ID	The ID associated to the appointment's Scheduler.
Scheduler Name	The name of the One-Time appointment's Scheduler.
Customer Registration ID	Registration ID associated to a customer.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Appointment Date	The date the appointment is to arrive at the Facility.
Appointment Time	The time the appointment is to arrive at the Facility.
Mail Class(es)	The Mail Class(es) for the appointment.
Total Pallets	The total number of Pallets for the appointment.
Total Rolling Stock	The total number of Rolling Stock units for the appointment.
Total Bedload	The total number of Bedloads for the appointment.
Return to Home button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.



Facility Access and Shipment Tracking (FAST)

JIT One-Time Appointment Cancellation Confirmation

Choose Search Criteria

Your appointment has been cancelled. Below is a summary of the information for your records.

Appointment ID:	900002010
Scheduler ID:	200242198002
Scheduler Name:	FAST SCHED 2
Customer Registration ID:	33553013
USPS Origin Entry Facility:	SANTA ANA
NASS Code:	926
Appointment Date:	04/29/2009
Appointment Time:	19:00
Mail Class(es):	First-Class
Total Pallets:	1
Total Rolling Stock:	1
Total Bedload:	0

< Return to Home

7.4 Create a JIT One-Time Appointment Shell

The *Create New JIT One-Time Appointment* module allows users to create JIT One-Time Appointment shells (JIT One-Time appointments with no associated content). Content may be added at a later time by the Scheduler or Mail Owner/Mail Preparer. JIT One-Time Appointment shells must have at least one associated content one hour prior to the scheduled appointment date/time or the JIT One-Time Appointment Shell will be automatically cancelled.

This section includes:

7.4.1 Creating a JIT One-Time Appointment Shell

7.4.2 Confirming a JIT One-Time Appointment Shell

7.4.1 Creating a JIT One-Time Appointment Shell

A JIT One-Time Appointment shell can be created via the *Create New JIT One-Time Appointment* module. This module outlines actions a user may perform to create a new JIT One-Time appointment as well as Appointment Shell in FAST.

Users may create a new JIT One-Time Appointment Shell by following the same steps for creating a new JIT One-Time Appointment in FAST. A user must first search for an available hour for the desired date and Mail Class. Once the user has selected an available time, the user is directed to the *Add/Edit Content Information* page. An Appointment Shell is created upon the user selecting the **Submit** button on the *Add/Edit Content Information* page without entering any content information.

The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	Fields where the user may specify the number of contents requested by Mail Class.
Manage Content button	Refreshes the *Add/Edit Content Information* page and displays a content form for each content requested.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.
Submit button	Creates an Appointment Shell and redirects the user to the JIT One-Time Appointment Confirmation page.

The *Add/Edit Content Information* page is displayed on the following page.

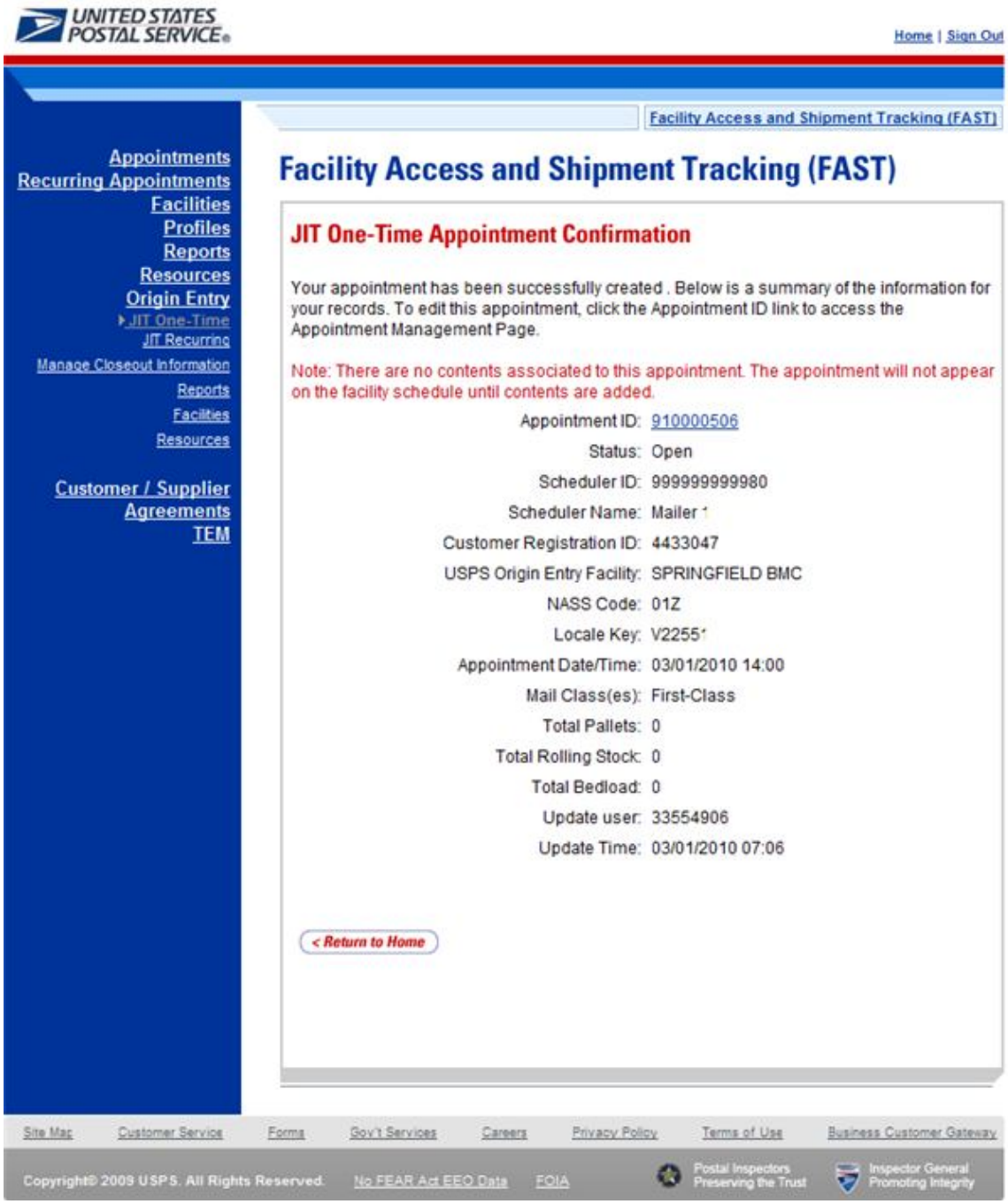
7.4.2 Confirming a JIT One-Time Appointment Shell

Once a user has entered the JIT One-Time shell appointment date, time and mail class(es), the *JIT One-Time Appointment Confirmation* page displays confirming the JIT One-Time appointment shell. A note will display to warn the user that no contents are associated to the appointment.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Note	Displays to warn the user that an appointment shell has been created: "There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added.."
Appointment ID	Displays the ID associated with the new appointment and is a hyperlink to the *JIT One-Time Appointment Information* page where the user may edit the appointment.
Status	The current Status of the One-Time appointment.
Customer Registration ID	ID associated with the One-Time appointment's Mailer.
Scheduler Name	The name of the One-Time appointment's Scheduler.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the One-Time appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Locale Key	USPS Facility identifier.
Appointment Date/Time	The date and time of the One-Time appointment.
Mail Class(es)	The Mail Class(es) associated with the One-Time appointment.
Total Pallets	The total number of Pallets for the One-Time appointment. This field is left blank when an Appointment Shell has been created.
Total Rolling Stock	The total number of Rolling Stock for the One-Time appointment. This field is left blank when an Appointment Shell has been created.
Total Bedload	The total number of Bedload Units for the One-Time appointment. This field is left blank when an Appointment Shell has been created.
Update user	The user that has most recently updated the appointment information.
Update Time	The date and time when the appointment was most recently updated.
Return to Home	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.

The *JIT One-Time Appointment Confirmation* page is displayed below.



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8.0 JIT Recurring Appointments

A Just In Time (JIT) Recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day(s), at the same time of the day, with usually the same contents and using the same form and size of transportation. The FAST JIT Recurring Appointment module contains creation and management functionality for providing advance notification information for Origin Entry postal-verified customer-transported appointments that occur on a recurring basis.

JIT Recurring appointments will be verified against the Facility's hours of operation to ensure that the Facility may process the appointment on the required day(s) and time. An error message will be displayed if the request falls outside of the Facility's availability.

Users are able to update the JIT Recurring appointment information in FAST Origin Entry by one of two ways. A Scheduler may update a single appointment instance of the recurring appointment or he/she may update the information for the entire recurring appointment series. No approval is needed for creating or managing JIT Recurring appointments, though the appointments must fall within the hours of operation of a Facility.

The *JIT Recurring Appointment* module includes:

8.1 Create a New JIT Recurring Appointment – Describes how to create a recurring appointment in FAST.

8.2 Manage an Existing JIT Recurring Appointment – Describes how to edit or cancel a recurring appointment.

8.3 Create a JIT Recurring Appointment Shell– Describes how a user may create an appointment shell.

A user may access the processes above from the *Welcome to FAST* page by clicking on the **Origin Entry** link on the Left Navigation Bar or associated **Go>** button, followed by the **JIT Recurring Appointment** navigation link or associated **Go>** button. The **JIT Recurring Appointment** link takes the user to the *JIT Recurring Appointment Information* page where the user may click the **Go>** buttons associated with Create New JIT Recurring Appointment or Manage Existing JIT Recurring Appointment.

8.1 Create a New JIT Recurring Appointment

The *Create a New JIT Recurring Appointment* section describes the actions a user must perform to create a JIT Recurring appointment in FAST Origin Entry. The user may create and edit a JIT Recurring appointment for Facilities that he/she is associated with and may view recurring appointment information for any Facility.

Creating a JIT Recurring appointment requires the user to specify the Origin Entry Facility, Mail Class, Scheduler ID, Date Range, Appointment Time, and Frequency of the appointment. He/she will need to associate at least one content to the recurring appointment. Once the user has added all of the separate sets of content information associated to the appointment, the recurring appointment is submitted and a master record of the recurring appointment is created in the system. Users also have the ability to create JIT Recurring Appointments shells (JIT Recurring appointments with no associated contents). Contents can be added at a later time by the Scheduler or Mail Owner/Mail Preparer.

Once FAST records the JIT Recurring appointments, FAST schedules individual instances of the recurring appointment beginning 15 days after the user creates the appointment in FAST Origin Entry. If an appointment instance is required sooner than 15 days after the initial recurring appointment creation, it must be created as a JIT One-Time appointment.

This section includes:

8.1.1 Creating a JIT Recurring Appointment
8.1.2 Adding JIT Recurring Content Information
8.1.3 Confirming JIT Recurring Appointment Creation

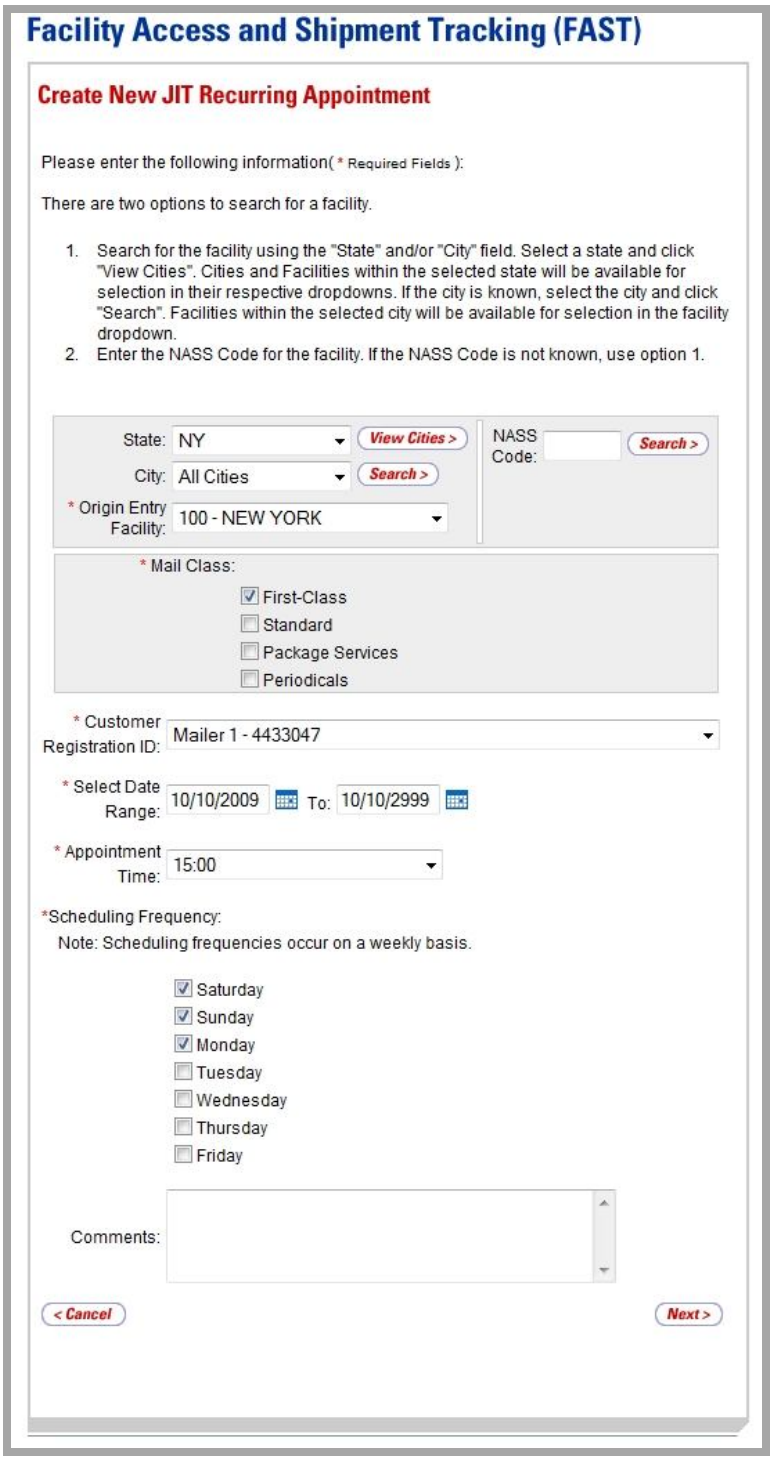
8.1.1 Creating a JIT Recurring Appointment

When a user needs to create a recurring appointment, he/she begins the process by clicking the **Go>** button associated with Create New JIT Recurring Appointment to display the *Create New JIT Recurring Appointment* page.

The fields and buttons on the *Create New JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and shown in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities located in the selected State and City.
NASS Code	Field in which a valid three to five character NASS Code may be entered.
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code.
**Origin Entry Facility*	Drop-down box listing the Facility associated to the City/State combination or NASS Code.
**Mail Class check boxes*	Check boxes listing Mail Class options to select from: First-Class, Standard, Package Services, and Periodicals.
**Customer Registration ID*	Drop-down box listing all the Postal customer names and IDs. The user must select the name and ID of the customer making the request for the recurring appointment.
**Select Date Range*	Selects the beginning date and the end date of the recurring appointment.

**Appointment Time*	Drop-down box listing the hours of the day for when the appointment is to arrive at the Origin Entry Facility.
**Scheduling Frequency*	Selects which day(s) of the week within the selected Date Range the recurring appointment is to occur.
Comments	Displays any additional comments regarding the appointment.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page.
Next button	Directs the user to *the Add/Edit Content Information* page.



Creating a JIT Recurring Appointment

To enter appointment level information and access the *Add/Edit Content Information* page, perform the following steps on the *Create New JIT Recurring Appointment* page:

1. SELECT the **Origin Entry Facility** of the appointment

   To search for an Origin Entry Facility by State and City:

   a. SELECT a State from the **State** drop-down box.

   b. CLICK the **View Cities** button.

   c. SELECT a City from the **City** drop-down box.

   d. CLICK the **Search** button, displaying the Facilities in the **Origin Entry Facility** drop-down box.

   To search for an Origin Entry Facility by NASS Code:

   a. ENTER a valid three to five character NASS Code in the **NASS Code** field.

   b. CLICK the **Search** button, displaying the Facility in the **Origin Entry Facility** drop-down box.

2. SELECT one or more Mail Classes from the **Mail Class** check boxes.

3. SELECT a Mailer from the **Customer Registration ID** drop-down box.

4. SELECT the **Date Range** the recurring appointment is to occur within.

5. SELECT the time the appointment is to arrive at the Origin Entry Facility from the **Appointment Time** drop-down box.

6. SELECT the scheduling frequency of the appointment from the **Scheduling Frequency** drop-down box.

7. ENTER any additional comments regarding the appointment in the **Comments** field.

8. CLICK the **Next** button to display the *Add/Edit Content Information* page.

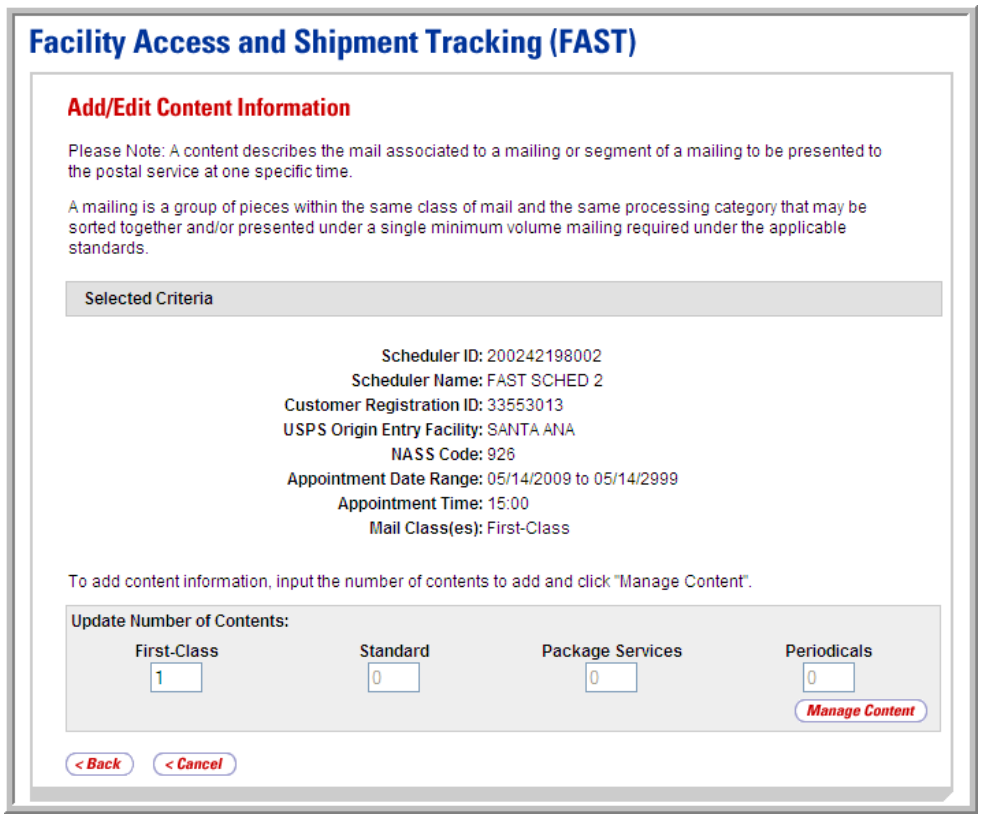
8.1.2 Adding JIT Recurring Content Information

The *Add/Edit Content Information* page associates content information to a JIT Recurring appointment. At least one content information set must be created for each recurring appointment.

A user may encounter restrictions when entering content information for the JIT Recurring appointment. An error message will be displayed if the user tries to submit a content that violates any of the restrictions. The error message describes the restriction to help the user to submit valid information.

The fields and buttons on the *Add/Edit Content Information* page for JIT Recurring appointments are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	Field where the user may specify the number of contents requested.
Manage Content button	Refreshes the *Add/Edit Content Information* page and displays a content form for each content requested.
Back button	Directs the user to the *Create New JIT Recurring Appointment* page.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page.



Adding JIT Recurring Content Information

To enter content information and access the reloaded *Add/Edit Content Information* page, perform the following steps on the *Add/Edit Content Information* page:

1. ENTER the requested number of First-Class contents in the **First-Class** field.
2. CLICK the **Manage Content** button. The *Add/Edit Content Information* page will refresh and display a content form for each content requested.

Note:
A content describes the mail associated to a mailing or segment of a mailing to be presented to the postal service at one specific time.

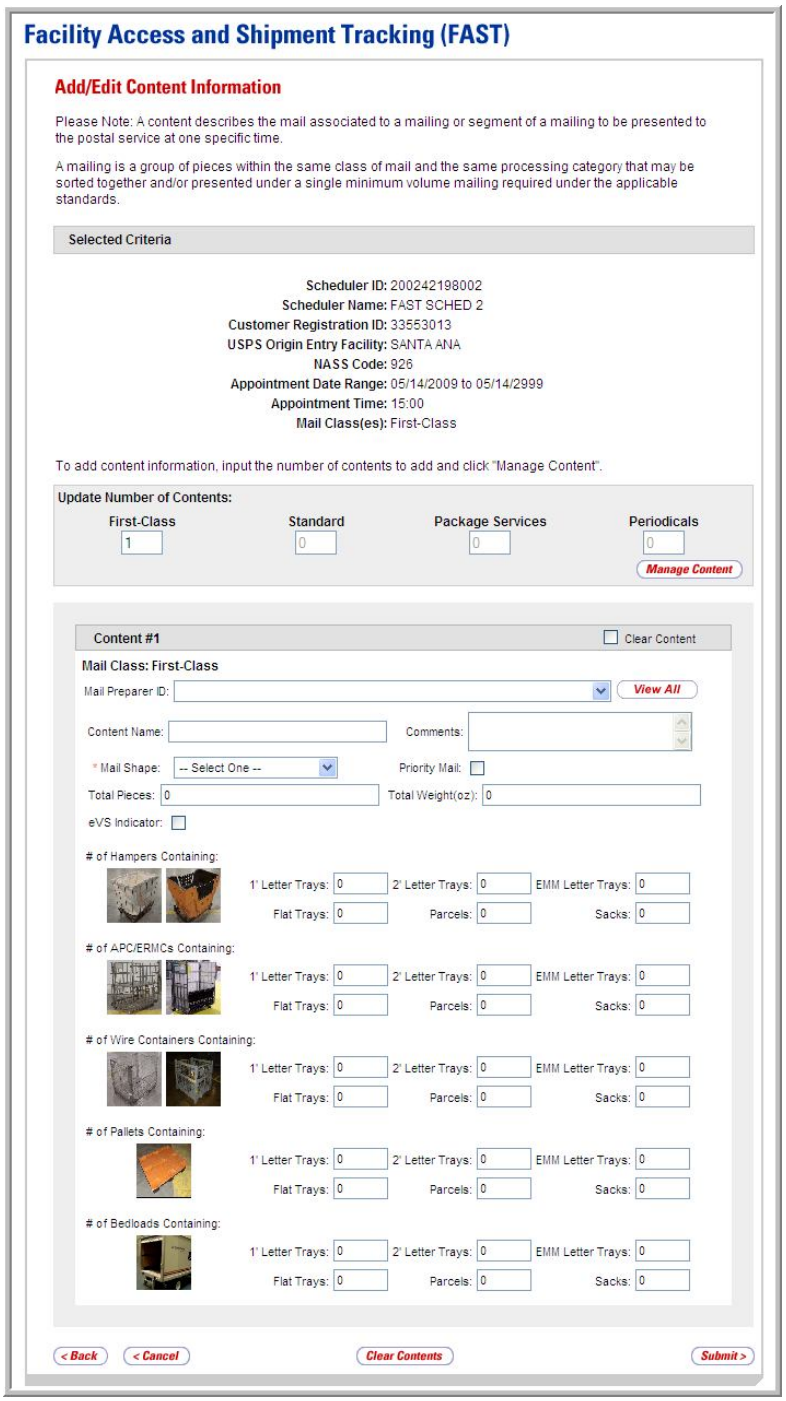
The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Selected Criteria	Criteria the user selected on the *Create New JIT Recurring Appointment* page.
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
*The fields below describe the content grid. The grid is displayed when the number of expected contents is entered and the **Manage Content** button is clicked.*	
Content #	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the **View All** button is clicked).
View All button	Refreshes the page to show all Mail Preparer IDs in the **Mail Preparer ID** drop-down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
**Mail Shape*	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.

# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.
# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.
# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.

# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.
# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.
# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Back button	Directs user to *Create New JIT Recurring Appointment* page.

Cancel button	Cancels the appointment creation process and directs the user to the *JIT Recurring Appointment Information* page.
Clear Contents button	Clears the data fields of all the contents in the recurring appointment where the **Clear Content** check box(es) has been selected.
Submit button	Saves all associated contents to the recurring appointment and creates the recurring appointment in the system once all business rules are validated.



Adding JIT Recurring Content Information

To enter content information and save the JIT Recurring appointment record in the system, perform the following steps on the *Add/Edit Content Information* page:

1. CLICK the **View All** button, to display all Mail Preparers.
2. SELECT the Mail Preparer ID from the **Mail Preparer ID** drop-down box, if applicable.
3. ENTER the Content Name in the **Content Name** field, if applicable.
4. ENTER any additional Comments in the **Comments** field, if applicable.
5. SELECT the Mail Shape of the mailing from the **Mail Shape** drop-down box.
6. CHECK the **Priority Mail** check box, if applicable.
7. ENTER the number of Total Pieces in the **Total Pieces** field, if applicable.
8. ENTER the value of the Total Weight in the **Total Weight(oz)** field, if applicable.
9. CHECK the **eVS Indicator** check box, if applicable.
10. ENTER the number of Hampers containing 1’ Letter Trays, if applicable.
11. ENTER the number of Hampers containing 2’ Letter Trays, if applicable.
12. ENTER the number of Hampers containing EMM Letter Trays, if applicable.
13. ENTER the number of Hampers containing Flat Trays, if applicable.
14. ENTER the number of Hampers containing Parcels, if applicable.
15. ENTER the number of Hampers containing Stacks, if applicable.
16. ENTER the number of APC/ERMCs containing 1’ Letter Trays, if applicable.
17. ENTER the number of APC/ERMCs containing 2’ Letter Trays, if applicable.
18. ENTER the number of APC/ERMCs containing EMM Letter Trays, if applicable.
19. ENTER the number of APC/ERMCs containing Flat Trays, if applicable.
20. ENTER the number of APC/ERMCs containing Parcels, if applicable.
21. ENTER the number of APC/ERMCs containing Sacks, if applicable.
22. ENTER the number of Wire Containers containing 1’ Letter Trays, if applicable.
23. ENTER the number of Wire Containers containing 2’ Letter Trays, if applicable.
24. ENTER the number of Wire Containers containing EMM Letter Trays, if applicable.
25. ENTER the number of Wire Containers containing Flat Trays, if applicable.
26. ENTER the number of Wire Containers containing Parcels, if applicable.
27. ENTER the number of Wire Containers containing Sacks, if applicable.
28. ENTER the number of Pallets containing 1’ Letter Trays, if applicable.
29. ENTER the number of Pallets containing 2’ Letter Trays, if applicable.

30. ENTER the number of Pallets containing EMM Letter Trays, if applicable.
31. ENTER the number of Pallets containing Flat Trays, if applicable.
32. ENTER the number of Pallets containing Parcels, if applicable.
33. ENTER the number of Pallets containing Sacks, if applicable.
34. ENTER the number of Bedloads containing 1' Letter Trays, if applicable.
35. ENTER the number of Bedloads containing 2' Letter Trays, if applicable.
36. ENTER the number of Bedloads containing EMM Letter Trays, if applicable.
37. ENTER the number of Bedloads containing Flat Trays, if applicable.
38. ENTER the number of Bedloads containing Parcels, if applicable.
39. ENTER the number of Bedloads containing Sacks, if applicable.
40. CLICK the **Submit** button to save all contents to the recurring appointment and create the JIT Recurring appointment in the system.

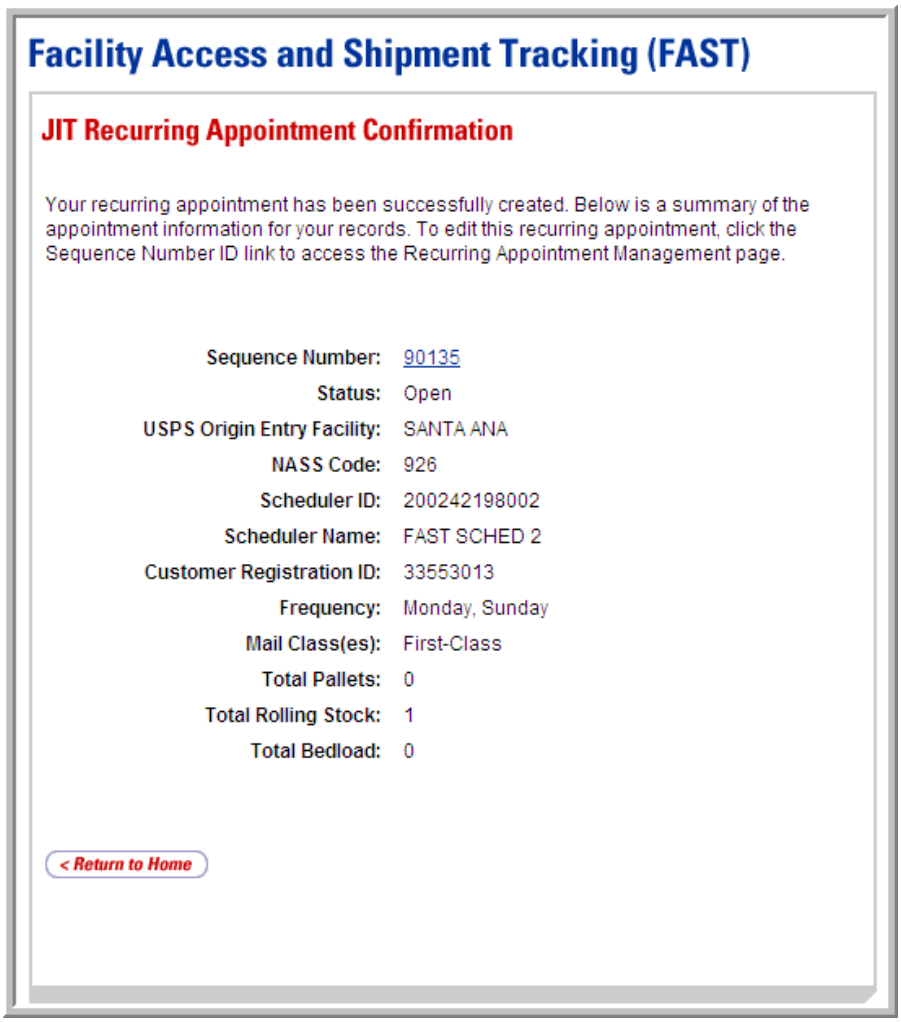
8.1.3 Confirming JIT Recurring Appointment Creation

Once a user has entered all contents for a JIT Recurring appointment and submits the recurring appointment in the system, the *JIT Recurring Appointment Confirmation* page displays to confirm that the recurring appointment contains valid information and that it has been created in the system.

The fields and buttons on the *JIT Recurring Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	Displays the Sequence Number for the master recurring appointment record and is a hyperlink to the *Manage Existing JIT Recurring Appointment* page.
Status	The current Status of the recurring appointment.
USPS Origin Entry Facility.	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Scheduler ID	ID associated with the recurring appointment's Scheduler.
Scheduler Name	Name of the recurring appointment's Scheduler.
Customer Registration ID	Registration ID associated to a customer.
Frequency	The specified frequency of the recurring appointment.

Mail Class check boxes	Mail Class associated with the recurring appointment.
Total Pallets	The total number of Pallets in the recurring appointment.
Total Rolling Stock	The total number of Rolling Stock in the recurring appointment.
Total Bedload	The total number of Bedload units in the recurring appointment.
Return to Home button	Directs the user to the *JIT Recurring Appointment Information* page.



Note:
The JIT Recurring Appointment Sequence Number is associated to every individual appointment instance of the recurring appointment and is used as part of the Appointment ID. Each appointment instance also has a unique ID number to use for managing single appointment instances of the recurring appointment. The unique ID number can be derived from the JIT Recurring Appointment Sequence ID (described in section 7.2.1 – *JIT Recurring Appointment Search*).

8.2 Manage an Existing JIT Recurring Appointment

From the *JIT Recurring Appointment Information* Landing page, the user may click the **Go>** button associated with **Manage Existing JIT Recurring Appointment** to access the JIT Recurring appointment management functionality of the FAST application. There are several possible actions the user may perform to manage recurring appointment information, such as editing appointment and content level information as well as cancelling contents or appointments.

This section includes:

8.2.1 JIT Recurring Appointment Search
8.2.2 JIT Recurring Appointment Management
8.2.3 JIT Recurring Appointment Instance Management

8.2.1 JIT Recurring Appointment Search

The user has the option to search for a master JIT Recurring appointment record by Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID. The search page, *Search Existing JIT Recurring Appointment Information,* will refresh depending on the selected search criteria. The user may also search for the individual appointment instances via the Appointment ID search on the *Search Existing JIT One-Time Appointment Information* page.

The *Search Existing JIT Recurring Appointment Information* page displays different search criteria fields for each search method. These searches may retrieve several recurring appointments that fall within the specified search criteria and will display them in a summary table. Each Sequence ID is a hyperlink to the *Manage Existing JIT Recurring Appointment* page.

Searching for an individual appointment instance is done in a similar fashion, detailed in section 7.2.1 – *JIT One-Time Appointment Search*. The user may enter a specific recurring Appointment ID, not the Sequence ID, which takes the user to the *JIT One-Time Appointment Information* page for that individual appointment instance.

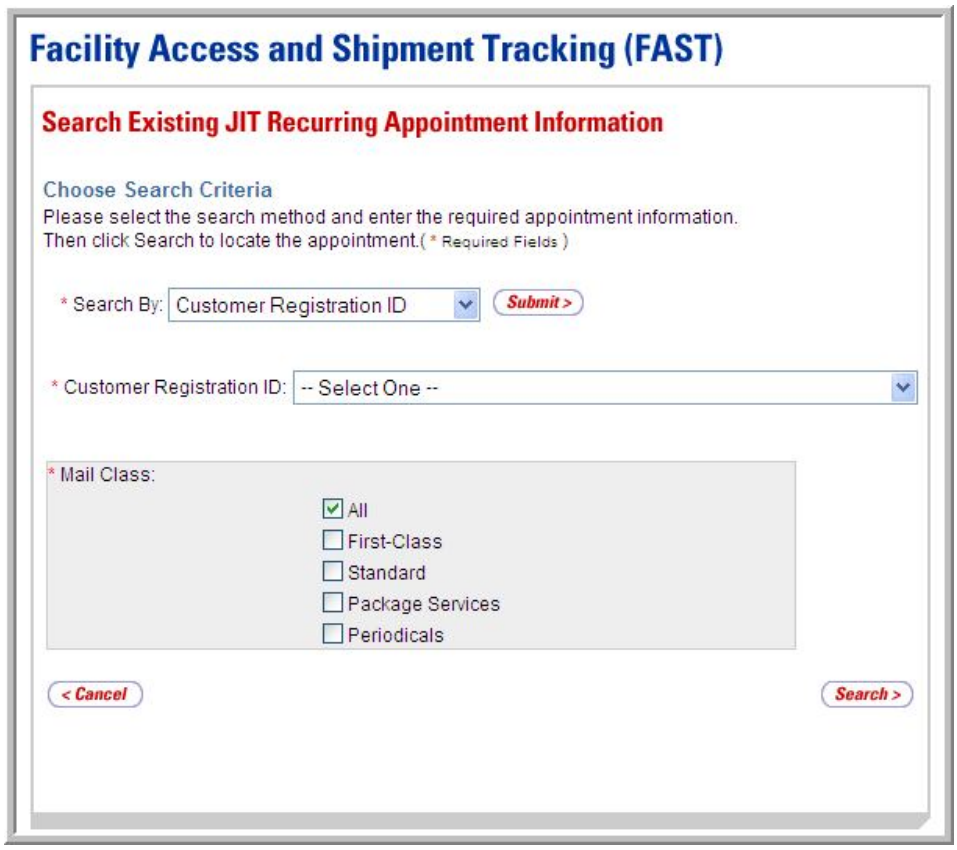
The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what a user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.

Searching for a JIT Recurring Appointment by Customer Registration ID

The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what the user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the **Customer Registration ID** drop-down box and the **Mail Class** check boxes when Customer Registration ID is chosen.
**Customer Registration ID*	Drop-down box listing Customer Registration IDs.
**Mail Class check boxes*	Includes five Mail Class check boxes: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page.
Search button	Retrieves the appointments associated to the entered search criteria and populates them in a summary table at the bottom of the page.



Searching for a JIT Recurring Appointment by Customer Registration ID

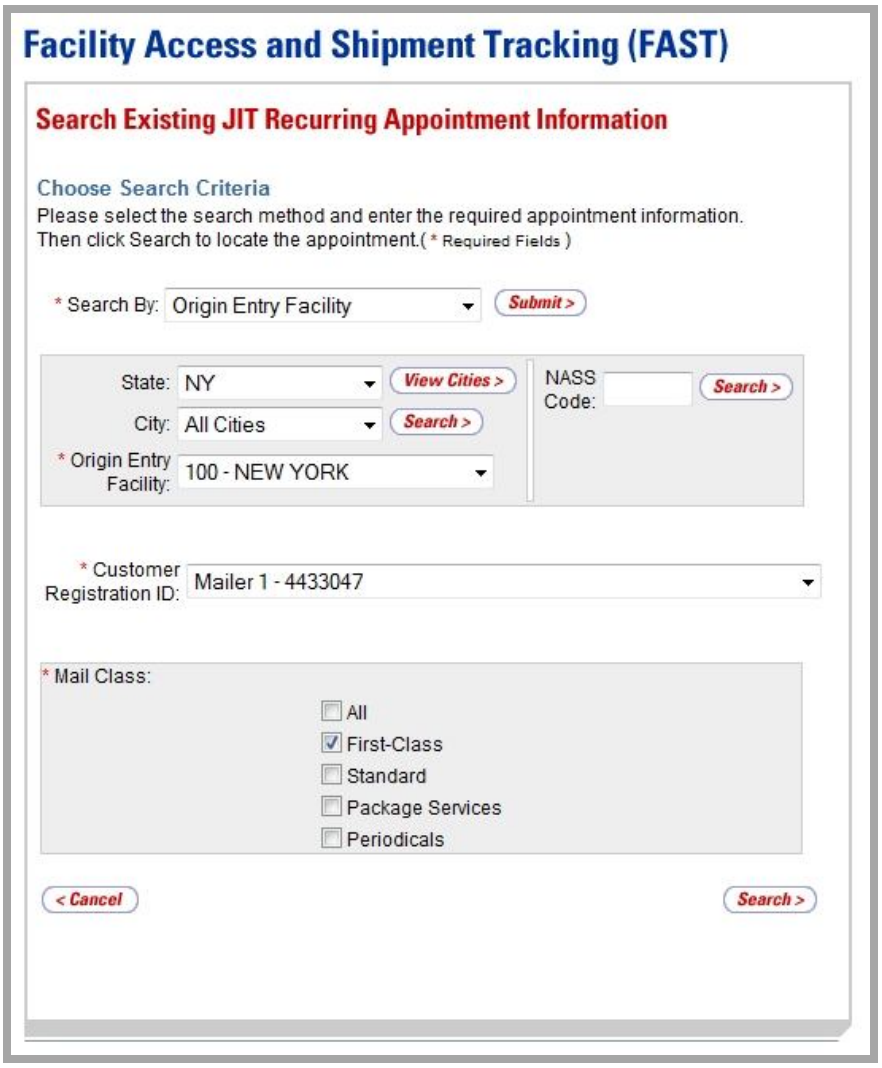
To search by Customer Registration ID, perform the following steps on the *Search Existing JIT Recurring Appointment Information* page:

1. SELECT “Customer Registration ID” from the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SELECT a Mailer from the **Customer Registration ID** drop-down box.
4. SELECT at least one Mail Class from the **Mail Class** check boxes.
5. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Searching for a JIT Recurring Appointment by Origin Entry Facility

The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing what a user may search by: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the Origin Entry Facility search area, the **Scheduler ID** drop-down box, and the **Mail Class** check boxes.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and shown in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves Origin Entry Facilities within the selected City and State and populates them in the **Origin Entry Facility** drop-down box.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Search button (NASS Code)	Retrieves the Facility associated with the entered NASS Code and populates it in the **Origin Entry Facility** drop-down box.
**Origin Entry Facility*	Drop-down box containing Origin Entry Facilities associated with the selected State/City or NASS Code.
Customer Registration ID	Drop-down box listing Mailer and IDs from which to select.
**Mail Class check boxes*	Check boxes listing Mail Class options to select from: All, First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page.
Search button	Retrieves JIT Recurring appointments for the entered search criteria and populates them in an appointment summary table at the bottom of the page.



Searching for a JIT Recurring Appointment by Origin Entry Facility

To search by Origin Entry Facility, perform the following steps on the *Search Existing JIT Recurring Appointment Information* page:

1. SELECT “Origin Entry Facility” from the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. SEARCH for an Origin Entry Facility by one of the following two ways:

   To search for an Origin Entry Facility by State and City:

   a. SELECT a State from the **State** drop-down box.
   b. CLICK the **View Cities** button.
   c. SELECT a City from the **City** drop-down box.
   d. CLICK the **Search** button, displaying the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

a. ENTER a valid three to five character NASS Code in the **NASS Code** field.

b. CLICK the **Search** button, populating the **Origin Entry Facility** drop-down box.

4. SELECT a Facility from the **Origin Entry Facility** drop-down box.

5. SELECT a Mailer from the **Customer Registration ID** drop-down box.

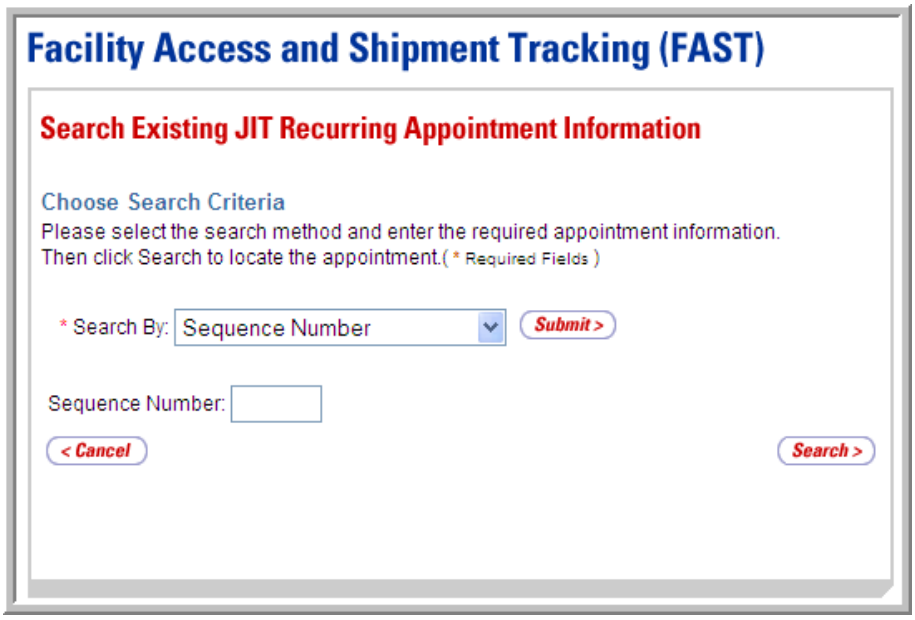
6. SELECT at least one Mail Class from the **Mail Class** check boxes.

7. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Searching for a JIT Recurring Appointment by Sequence Number

The fields and buttons on the *Search Existing JIT One-Time Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search By*	Drop-down box listing search options: Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID.
Submit button	Displays the **Sequence Number** field when Sequence Number is chosen.
Sequence Number	Field in which a user may enter a valid recurring Sequence Number.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page.
Search button	Retrieves the JIT Recurring appointment associated to the entered Sequence ID and populates it in a summary table at the bottom of the page.



Searching for a JIT Recurring Appointment by Sequence Number

To search by the Sequence Number, perform the following steps on the *Search Existing JIT Recurring Appointment Information* page:

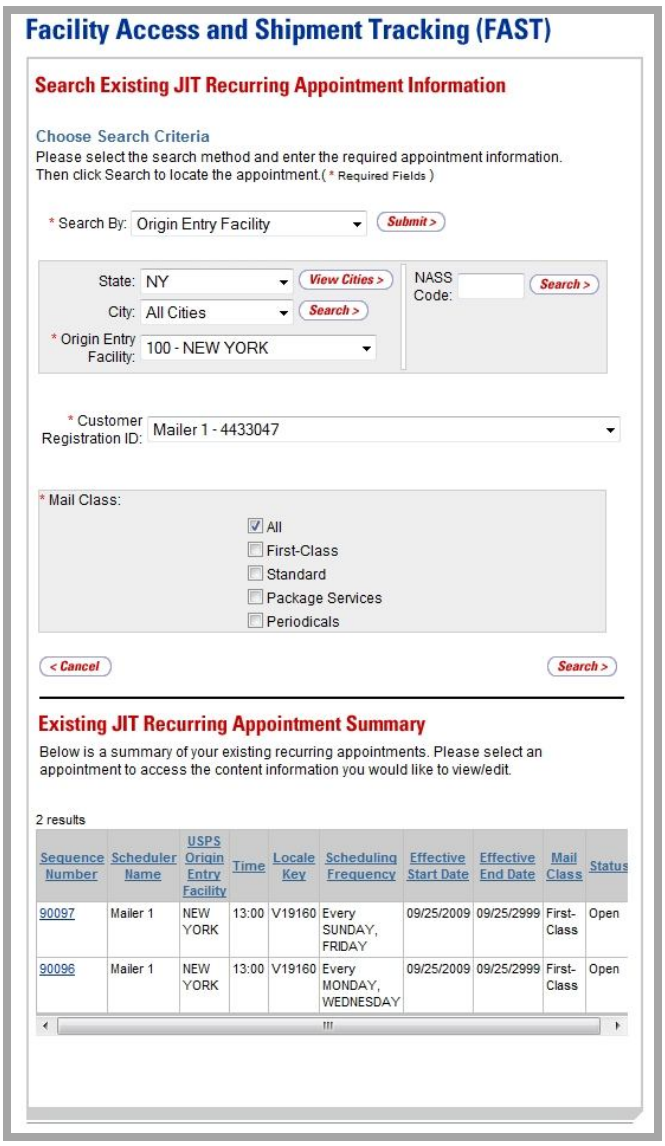
1. SELECT "Sequence Number" from the **Search By** drop-down box.
2. CLICK the **Submit** button.
3. ENTER a Sequence Number in the **Sequence Number** field.
4. CLICK the **Search** button, refreshing the page and displaying the JIT Recurring appointment summary table.

Existing JIT Recurring Appointment Summary

The fields and buttons on the *Search Existing JIT Recurring Appointment Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Existing JIT Recurring Appointment Summary section	Lists the JIT Recurring appointments that fall within the specified search criteria and their related information.
Sequence Number hyperlink	Lists the Sequence Number of each recurring appointment that is associated with the search criteria and is a link to the *Manage Existing JIT Recurring Appointment* page for the recurring appointment. Only one sequence will be returned in a search by Sequence Number.
USPS Origin Entry Facility	The Origin Entry Facility for the recurring appointment.

Time	The time of day the recurring appointment is scheduled to arrive.
Locale Key	USPS Facility identifier.
Scheduling Frequency	The day(s) of the week for the recurring appointment.
Effective Start Date	The date the recurring appointment is scheduled to start.
Effective End Date	The date the recurring appointment is scheduled to end.
Mail Class	Lists the Mail Class of each listed appointment.
Status	The Status of the recurring appointment.



Searching for an Individual Appointment Instance of a JIT Recurring Appointment

A user may search for a single appointment occurrence of a recurring appointment by searching for the unique ID number assigned to the appointment instance. The ID number is unique for each individual appointment in the JIT Recurring appointment and is different than the JIT Recurring sequence number.

The format of the unique ID number is defined as:
JIT Recurring Sequence Number + 'R' + Date (mmdd) (10 characters long).

When the user needs to search for a single appointment instance, he/she may derive the unique ID number by using the defined format above.

For example, if the user wants to search for the appointment arriving on November 13 in the recurring appointment with Sequence Number 10312, he/she would use the JIT One-Time appointment search process (described in section 7.2.1 – *JIT One-Time Appointment Search*) to search for the Appointment ID 10312R1113.

8.2.2 JIT Recurring Appointment Management

After the user searches for a JIT Recurring appointment by the Scheduler ID, Origin Entry Facility, Sequence Number, or Customer Registration ID, he/she can click a Sequence Number hyperlink to access the *Manage Existing JIT Recurring Appointment* page. From the *Manage Existing JIT Recurring Appointment* page, the user has the ability to:

- Edit appointment level information
- Go to the *Add/Edit Content Information* page
- Cancel the JIT Recurring appointment
- View/access instances of the JIT Recurring appointment
- View summary contents

Editing appointment and content level information through the JIT Recurring Appointment Management area updates the master JIT Recurring appointment record in FAST. Hence all instances of the recurring appointment that have not yet been created will contain the updated information. However, if an already scheduled appointment instance occurring within the next 14 days needs to be updated and is within the allowable appointment management time frame of one hour prior to the scheduled arrival, the user can update it by clicking the instance in the JIT Recurring Appointment Instances table. The user may also edit the logistics or content information of an already scheduled recurring appointment instance through the JIT One-Time appointment management process, searching by the recurring instance Appointment ID.

Additionally, a JIT Recurring appointment sequence may not be closed, but the individual appointments within the recurring appointment sequence may be closed. Each appointment instance needs to be closed out separately using the unique ID number assigned to that appointment instance. A user follows the same process to close out recurring appointments as is done when closing out One-Time appointments. Entering closeout information for a single appointment occurrence is discussed in module 9.0 – *Manage Closeout Information*.

The *JIT Recurring Appointment Management* section gives a brief description of the processes listed above. It also details the steps and screens accessed when a user cancels a recurring appointment.

The fields and buttons on the *Manage Existing JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Status	The Status of the recurring sequence.
Scheduler ID	The ID associated to the recurring appointment's Scheduler Mailer.
Scheduler Name	Name of the recurring appointment's Scheduler.
USPS Origin Entry Facility	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Locale Key	USPS Facility Identifier.

View Audit Information button	Directs the user to the *JIT Recurring Appointment Audit Information* page.
**Mail Class*	Mail Class of the recurring appointment (Origin Entry is checked by default).
**Select Date Range*	The effective Date Range of the recurring appointment.
**Appointment Time*	The appointment time of the recurring appointment.
**Scheduling Frequency*	Selects which day(s) of the week the recurring appointment is to occur.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Directs the user to the *JIT Recurring Appointment Information* page without saving any changes to the recurring appointment.
Cancel Recurring Appointment button	Directs the user to the *Confirm Cancel JIT Recurring Appointment* page.
Submit button	Directs the user to the *JIT Recurring Appointment Confirmation* page, saving any changes to the recurring appointment sequence.
Recurring Appointment Contents section	Displays all contents associated to the recurring appointment.
Content ID	Lists the ID of each content associated to the recurring appointment.
Mail Preparer	Lists the name of the Mail Preparer associated to the recurring content.
Mail Class	Lists the Mail Class of the recurring content.
Mail Shape	Lists the Mail Shape of the recurring content.
Rolling Stock Count	Lists the total count of Rolling Stock for the recurring content.
Pallet Count	Lists the total count of Pallets for the recurring content.
Bedload Unit Count	Lists the total count of Bedload units for the recurring content.
Manage Content button	Directs the user to the *Add/Edit Content Information* page.
Recurring Appointment Instances section	Displays all instances of the recurring appointment that have been created for the next 14 days.
Appointment ID	Lists the Appointment ID of each instance of the recurring appointment that has been created.
Appointment Date/Time	Lists the appointment's scheduled date and time.

Mail Class	Lists the Mail Class of the recurring instance.
Total Rolling Stock Count	Lists the total Rolling Stock count of the recurring instance.
Total Pallet Count	Lists the total Pallet count of the recurring instance.
Total Bedloaded Count	Lists the total Bedloaded units count of the recurring instance.

Facility Access and Shipment Tracking (FAST)

Manage Existing JIT Recurring Appointment

Below is the recurring appointment information you requested.

Sequence Number: 90110
Status: Cancelled
Customer Registration ID: 4433047
Scheduler Name: FAST ALSO
USPS Origin Entry Facility: SPRINGFIELD NDC
NASS Code: 01Z
Locale Key: V22551

View Audit Information >

State: MA
City: SPRINGFIELD
* Origin Entry Facility: 01Z - SPRINGFIELD NDC
NASS Code:

* Mail Class:
- [ ] First-Class
- [x] Standard
- [ ] Package Services
- [ ] Periodicals

* Select Date Range: 10/08/2009 To: 10/08/2999

* Appointment Time: 18:00

* Scheduling Frequency:
Note: Scheduling frequencies occur on a weekly basis.

- [ ] Saturday
- [ ] Sunday
- [x] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday

Comments:

< Cancel

Recurring Appointment Contents

Content ID	Mail Preparer	Mail Class	Mail Shape	Rolling Stock Count	Pallet Count	Bedloaded Unit Count
100000564	N/A	Standard	Flat	0	2	0

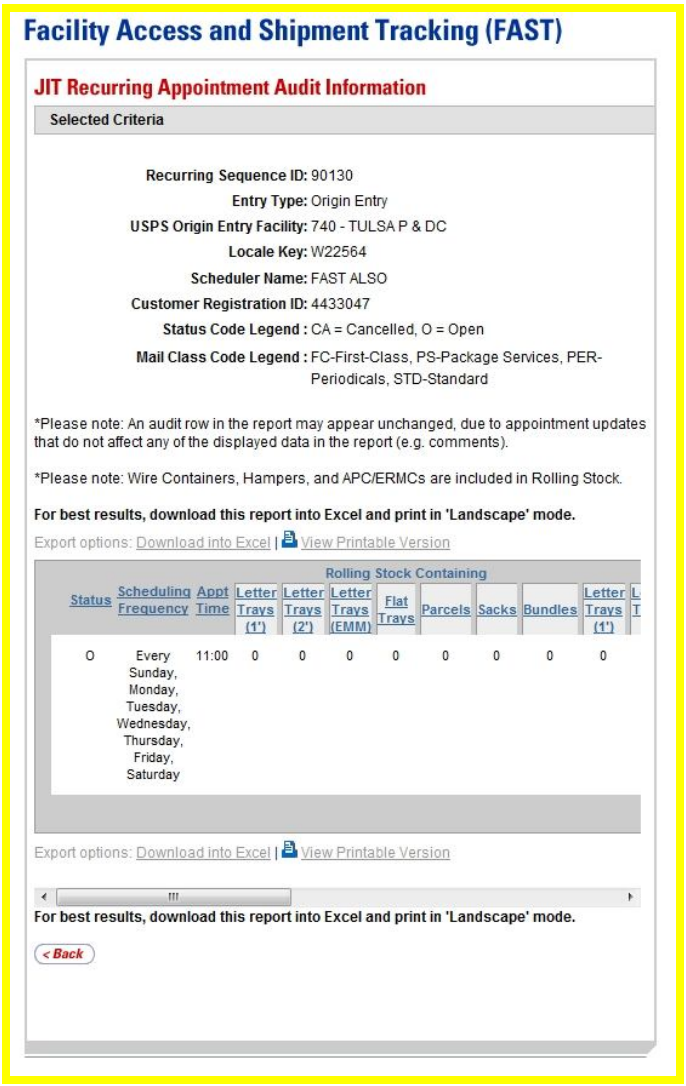
Recurring Appointment Instances

Appointment ID	Appointment Date/Time	Mail Class	Total Rolling Stock Count	Total Pallet Count	Total Bedloaded Count
No Records Found					

View Audit Information

A user may view the following audit information by accessing the *JIT Recurring Appointment Audit Information* page from the *Manage Existing JIT Recurring Appointment* page:

- Recurring Sequence ID
- Entry Type
- USPS Origin Entry Facility
- Locale Key
- Scheduler ID
- Status
- Scheduling Frequency
- Appointment Time
- Rolling Stock Contents
- Pallets Contents
- Bedloaded Units Contents
- Mail Class
- Updated by
- Last Update Date/Time



To access the *JIT Recurring Appointment Audit Information* page, the user CLICKS the **View Audit Information** button above the **Mail Class** check boxes on the *Manage Existing JIT Recurring Appointment* page.

Editing JIT Recurring Appointment Level Information

A user may edit the following JIT Recurring appointment level information on the *Manage Existing JIT Recurring Appointment* page:

- Mail Class
- Date Range
- Appointment Time
- Scheduling Frequency
- Comments regarding the appointment

To edit any of the above fields, the user CLICKS in the desired field or drop-down box and updates the entry with the new information. Clicking the **Submit** button on the *Manage Existing JIT Recurring Appointment* page updates the recurring appointment with the new information and displays the *JIT Recurring Appointment Confirmation* page.

Editing Content Level Information

A user may edit a JIT Recurring appointment's content level information by accessing the *Add/Edit Content Information* page from the *Manage Existing JIT Recurring Appointment* page. A user can also manage Appointment Shells through the *Add/Edit Content Information* page.

To access the *Add/Edit Content Information* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Manage Existing JIT Recurring Appointment* page.

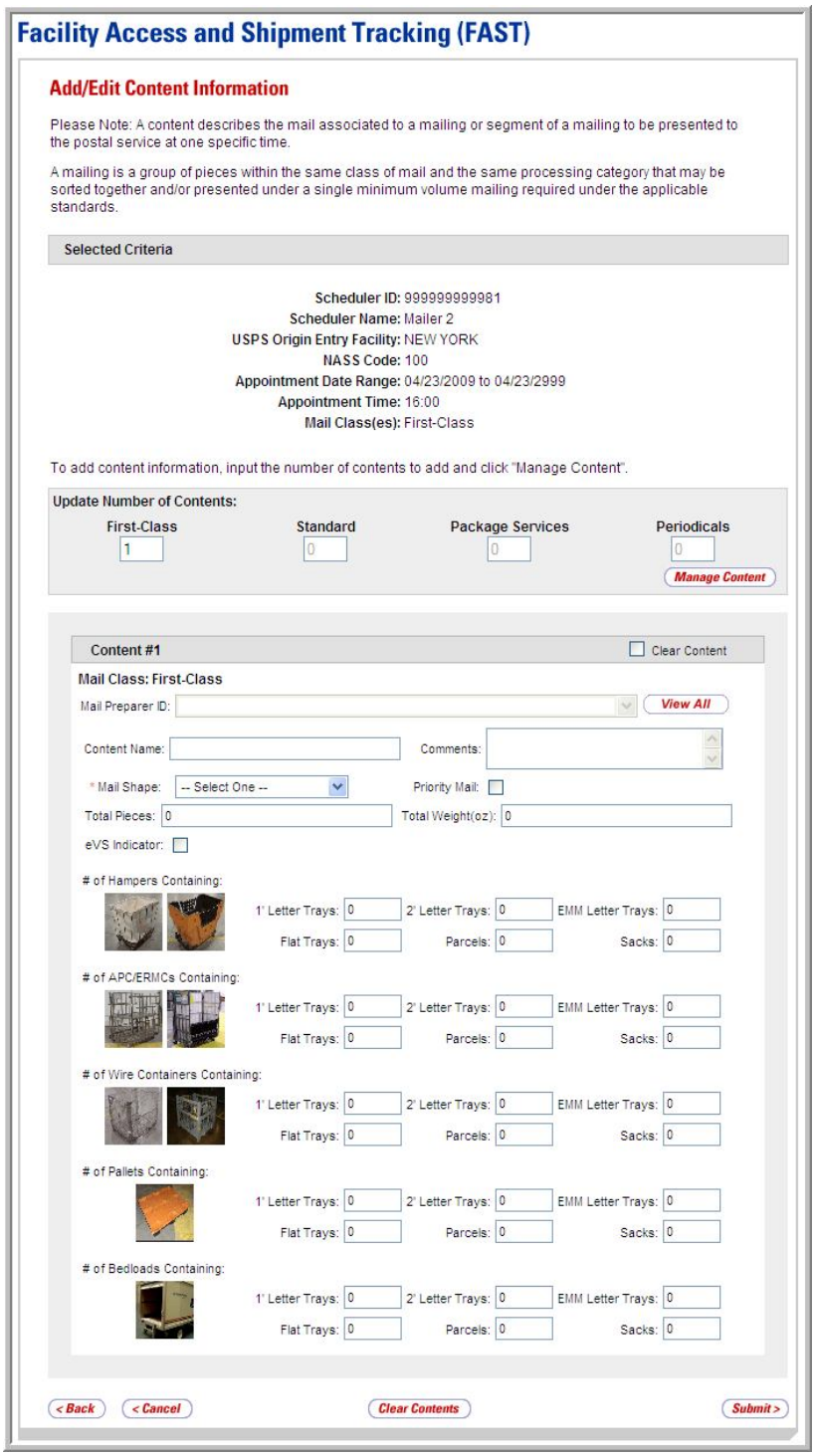
The fields and buttons of the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	The number of expected contents to be created with the appointment.
Manage Content button	Changes the number of contents associated with the current appointment.
*The fields below describe the content grid. The grid is displayed when the number of expected contents is entered and the **Manage Content** button is clicked.*	
Content #	Number of the current content being created.
Clear Content check box	Clears the data fields in the content when selected.
Mail Preparer ID	Drop-down box listing the FAST Scheduler Name and Scheduler ID of available Mail Preparers (disabled until the **View All** button is clicked).

View All button	Refreshes the page to show all Mail Preparer IDs in the **Mail Preparer ID** drop-down box.
Content Name	The name of the content being created.
Comments	Any additional comments.
**Mail Shape*	Drop-down box listing the following options to specify Mail Shape: Automation Letters, Nonautomation Letters, Card, Automation Flats, Nonautomation Flats, and Parcels.
Priority Mail check box	Indicates a Priority Mail content if checked.
Total Pieces	The total number of pieces that the content consists of.
Total Weight(oz)	The total weight of the content in ounces.
eVS Indicator	Indicates an eVS content if checked.
# of Hampers Containing 1' Letter Trays	The total number of Hampers containing 1' Letter Trays for this specific content.
# of Hampers Containing 2' Letter Trays	The total number of Hampers containing 2' Letter Trays for this specific content.
# of Hampers Containing EMM Letter Trays	The total number of Hampers containing EMM Letter Trays for this specific content.
# of Hampers Containing Flat Trays	The total number of Hampers containing Flat Trays for this specific content.
# of Hampers Containing Parcels	The total number of Hampers containing Parcels for this specific content.
# of Hampers Containing Sacks	The total number of Hampers containing Sacks for this specific content.
# of APC/ERMCs Containing 1' Letter Trays	The total number of APC/ERMCs containing 1' Letter Trays for this specific content.
# of APC/ERMCs Containing 2' Letter Trays	The total number of APC/ERMCs containing 2' Letter Trays for this specific content.
# of APC/ERMCs Containing EMM Letter Trays	The total number of APC/ERMCs containing EMM Letter Trays for this specific content.

# of APC/ERMCs Containing Flat Trays	The total number of APC/ERMCs containing Flat Trays for this specific content.
# of APC/ERMCs Containing Parcels	The total number of APC/ERMCs containting Parcels for this specific content.
# of APC/ERMCs Containing Sacks	The total number of APC/ERMCs containting Sacks for this specific content.
# of Wire Containers Containing 1' Letter Trays	The total number of Wire Containers containing 1' Letter Trays for this specific content.
# of Wire Containers Containing 2' Letter Trays	The total number of Wire Containers containing 2' Letter Trays for this specific content.
# of Wire Containers Containing EMM Letter Trays	The total number of Wire Containers containing EMM Letter Trays for this specific content.
# of Wire Containers Containing Flat Trays	The total number of Wire Containers containing Flat Trays for this specific content.
# of Wire Containers Containing Parcels	The total number of Wire Containers containing Parcels for this specific content.
# of Wire Containers Containing Sacks	The total number of Wire Containers containing Sacks for this specific content
# of Pallets Containing 1' Letter Trays	The total number of Pallets containing 1' Letter Trays for this specific content.
# of Pallets Containing 2' Letter Trays	The total number of Pallets containing 2' Letter Trays for this specific content.
# of Pallets Containing EMM Letter Trays	The total number of Pallets containing EMM Letter Trays for this specific content.
# of Pallets Containing Flat Trays	The total number of Pallets containing Flat Trays for this specific content.
# of Pallets Containing Parcels	The total number of Pallets containing Parcels for this specific content.
# of Pallets Containing Sacks	The total number of Pallets containing Sacks for this specific content.

# of Bedloads Containing 1' Letter Trays	The total number of Bedloads containing 1' Letter Trays for this specific content.
# of Bedloads Containing 2' Letter Trays	The total number of Bedloads containing 2' Letter Trays for this specific content.
# of Bedloads Containing EMM Letter Trays	The total number of Bedloads containing EMM Letter Trays for this specific content.
# of Bedloads Containing Flat Trays	The total number of Bedload containing Flat Trays for this specific content.
# of Bedloads Containing Parcels	The total number of Bedloads containing Parcels for this specific content.
# of Bedloads containing Containing Sacks	The total number of Bedloads containing Sacks for this specific content.
Cancel button	Cancels the appointment management process and directs the user to the *JIT Recurring Appointment* page.
Clear Contents button	Clears the data fields of all the contents in the recurring appointment where the **Clear Content** check box has been selected.
Submit button	Saves all associated contents to the recurring appointment and updates the recurring appointment in the system once all business rules are validated.



To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content. The user will then be directed to the *JIT Recurring Appointment Confirmation* page.

Adding Additional Contents

A user may add additional contents to the recurring appointment by accessing the *Add/Edit Content Information* page from the *Manage Existing JIT Recurring Appointment* page. JIT Recurring Appointment Shells can also be managed through the *Add/Edit Recurring Content Information* page.

To access the *Add/Edit Content Information* page, the user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Manage Existing JIT Recurring Appointment* page. The user then ENTERS the total number in the **Origin Entry** field.

The user follows the same process as described in section 8.1.2 – *Adding JIT Recurring Content Information* to add content information for the recurring appointment.

Cancelling a Content from a JIT Recurring Appointment

From the *Add/Edit Content Information* page, a user may cancel the content from the associated appointment.

To cancel a content from a JIT Recurring appointment, CLICK the **Clear Content** check box for the appropriate content followed by the **Clear Content** button on the *Add/Edit Content Information* page. The *JIT Recurring Appointment Confirmation* page is then displayed.

Note:
All recurring appointments must have at least one content. Therefore, the last content of a recurring appointment cannot be cancelled.

Cancelling a JIT Recurring Appointment

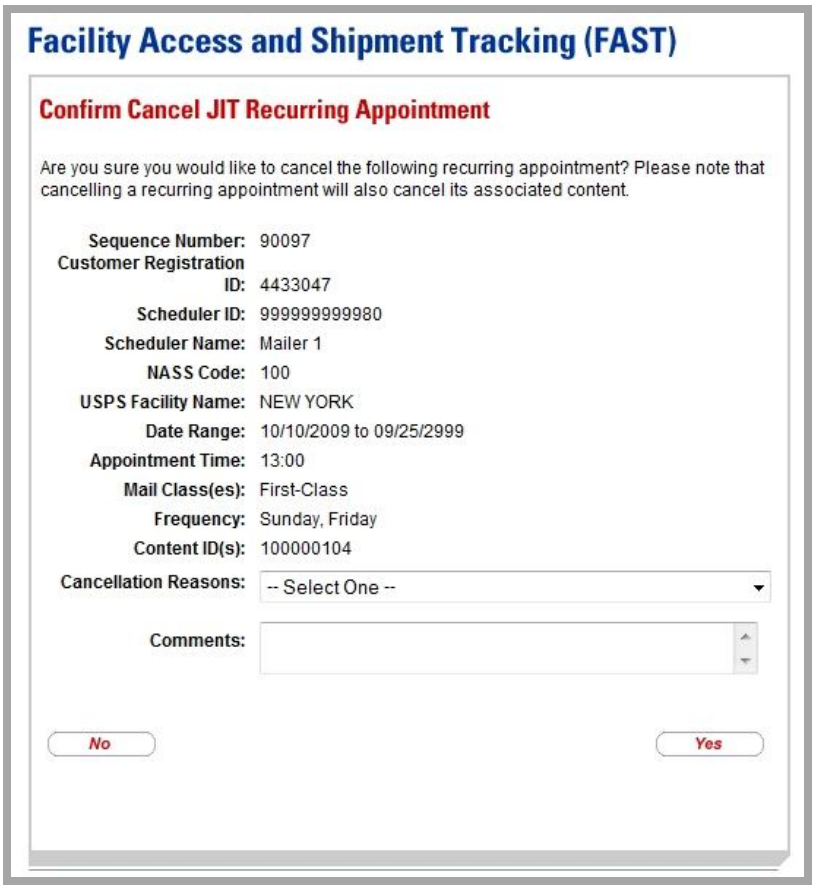
The following section details the process for cancelling a JIT Recurring appointment in FAST Origin Entry. Cancelling a recurring appointment also cancels all contents that are associated to the appointment. However, cancelling a recurring appointment does not cancel any appointment instances that have been created within the next 14 days. The user needs to cancel each appointment instance individually to cancel those instances.

If the user is cancelling the JIT Recurring appointment or the appointment instances, he/she will be required to select a cancellation reason. If the cancellation reason is USPS cancellation, the user must provide comments in the **Comments** text box.

A user begins to cancel an appointment from the *Manage Existing JIT Recurring Appointment* page by CLICKING the **Cancel Recurring Appointment** button. The *Confirm Cancel JIT Recurring Appointment* page displays, which lists important recurring appointment information.

The fields and buttons on the *Confirm Cancel JIT Recurring Appointment* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Customer Registration ID	The ID associated to the appointment's Mailer
Scheduler ID	The ID associated to the recurring appointment's Scheduler.
Scheduler Name	The name of the recurring appointment's Scheduler.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
USPS Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Date Range	The start and end dates of the recurring appointment sequence.
Appointment Time	The appointment time of the recurring appointment.
Mail Class	The Mail Class of the recurring appointment.
Frequency	The scheduled day(s) of the week the recurring appointment will occur.
Content ID(s)	The Content ID(s) associated to the recurring appointment.
Cancellation Reasons	Drop-down box listing cancellation reasons to select from: Delivery Appointment Cancelled per request of consignee, Product combined into another existing appointment, Major change in expected delivery window, Product not available, Appointment made in error – human error, USPS Cancellation, or Holiday/Contingency.
Comments	Additional comments regarding the recurring appointment cancellation.
No button	Directs the user to the *Manage Existing JIT Recurring Appointment* page for the recurring appointment and does not cancel it.
Yes button	Submits the cancellation of the recurring appointment and directs the user to the *Cancel JIT Recurring Appointment Confirmation* page.

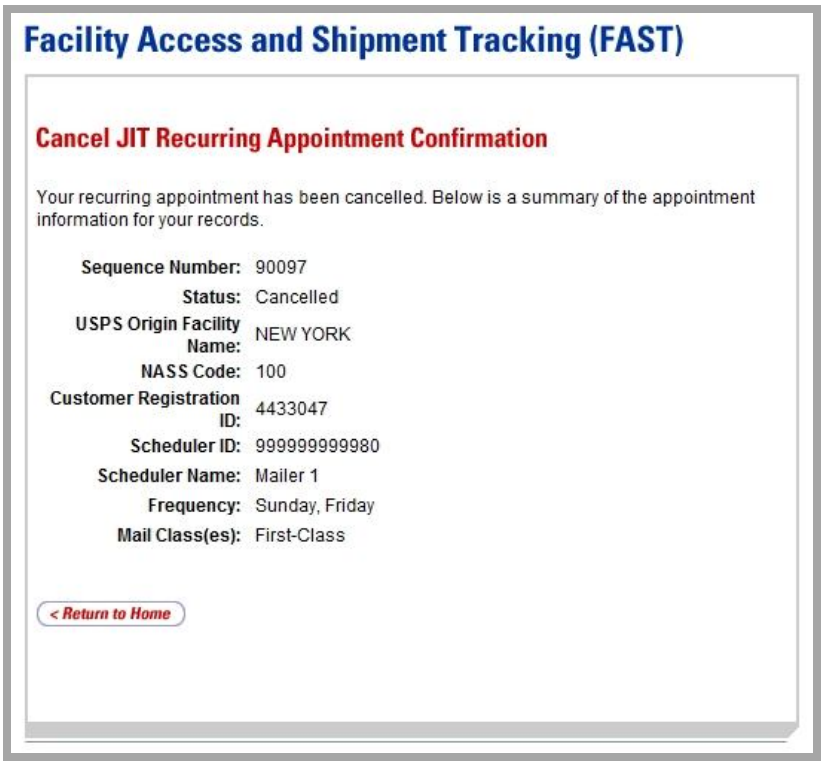


To cancel the recurring appointment, CLICK the **Yes** button. The *Cancel JIT Recurring Appointment Confirmation* page then displays, showing appointment information.

The fields and buttons on the *Cancel JIT Recurring Appointment Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Sequence Number	The ID associated to the master recurring appointment record.
Status	The current Status of the recurring appointment.
USPS Origin Facility Name	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Customer Registration ID	The ID associated to the appointment's Mailer
Scheduler ID	The ID associated to the recurring appointment's Scheduler.

Scheduler Name	The name of the recurring appointment's Scheduler.
Frequency	The scheduled day(s) of the week of the recurring appointment.
Mail Class	The Mail Class of the recurring appointment.
Return to Home button	Displays the *JIT Recurring Appointment Information* page.



8.2.3 JIT Recurring Appointment Instance Management

A user may update and cancel a single appointment instance of a recurring appointment. However, a scheduler must submit a new recurring appointment request if the appointment or content information for an entire recurring appointment series needs to be changed.

A user may manage a recurring appointment instance through the *JIT One-Time* area in FAST. A user follows the same process as described in section 7.3– *Manage an Existing JIT One-Time Appointment* to update appointment and content information, add additional contents to an appointment instance, cancel a content from an appointment instance and cancel the appointment instance.

Note:
A user may change the facility of an instance in JIT recurring appointment series.

In addition to the **Recurring Sequence Number,** which is used as the appointment number on the PS Form 8017, a unique ID number is created for each appointment instance in the recurring appointment series. This unique ID number will be used as the appointment ID when searching for the single appointment instance of the recurring appointment series. A user searches for the appointment instance using the unique ID number through the *search for an appointment by the appointment ID* process described in section 7.3 – *Manage an Existing JIT One-Time Appointment Management.* The unique ID number is derived from the **Recurring Sequence Number** associated to the recurring appointment series.

The format of the unique ID number is defined as:

JIT Recurring Sequence Number + R + Date (mmdd)

The unique ID number distinguishes an appointment instance on one day from an instance on another day in the recurring series.

For example, a user needs to update information for an appointment that is scheduled to arrive on November 20th. The **Recurring Sequence Number** for the JIT recurring appointment series is 10302. The unique ID number for that appointment instance would be 10302R1120, based on the defined format above. However, if the user needed to update the information for the appointment scheduled for November 25th in the same recurring series, the user would search for an appointment by the appointment ID of 10302R1125.

8.3 Create a JIT Recurring Appointment Shell

The *Create New JIT Recurring Appointment* module allows the user to create a JIT Recurring Appointment Shell (JIT Recurring Appointment with no associated contents). Contents can be added by the Scheduler or Mail Owner/Mail Preparer at a later time.

This section includes:

8.3.1 Creating a JIT Recurring Appointment Shell

8.3.2 Confirming a JIT Recurring Appointment Shell

8.3.1 Creating a JIT Recurring Appointment Shell

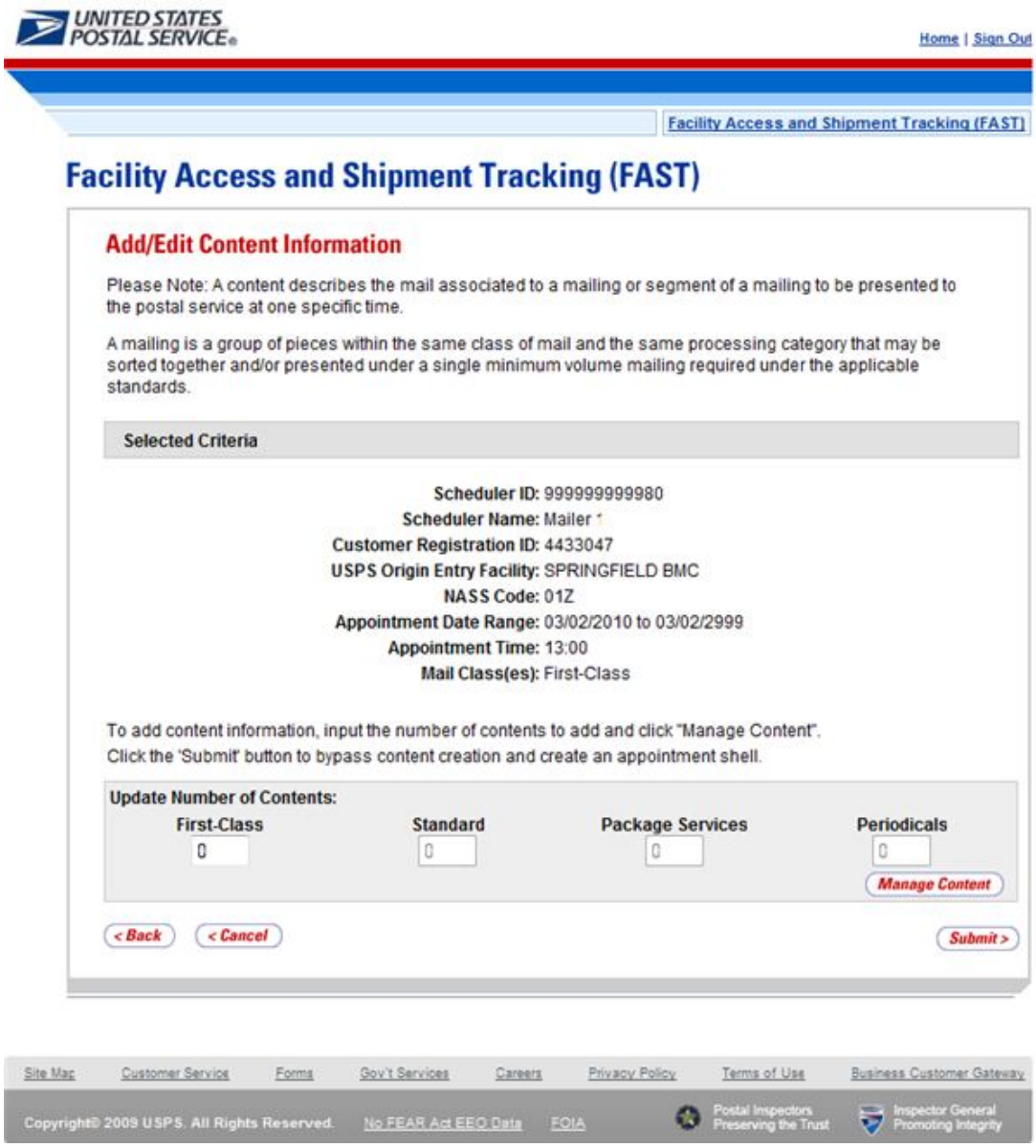
A JIT Recurring Appointment shell is created through the *Create New JIT Recurring Appointment* module. This module consists of the different actions a user may perform to create a new JIT Recurring Appointment Shell in FAST.

Creating a new JIT Recurring Appointment Shell requires the user to follow the same steps as creating a new JIT Recurring Appointment in FAST except for entering content information. A user must first specify the Origin Entry Facility, Mail Class, Customer Registration ID, Date Range, Appointment Time and Frequency of the appointment. Once the user has completed entering the appointment information, the user is directed to the *Add/Edit Content Information* page. A JIT Recurring Appointment Shell is created when the user selects the **Submit** button on the *Add/Edit Content Information* page without entering any content information.

The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	Field where the user may specify the number of contents requested.
Manage Content button	Refreshes the *Add/Edit Content Information* page and displays a content form for each content requested.
Back button	Directs the user to the *Create New JIT Recurring Appointment* page.
Submit button	Creates an Appointment Shell and redirects the user to the JIT Recurring Appointment Confirmation page.

The *Add/Edit Content Information* page is displayed on the following page.



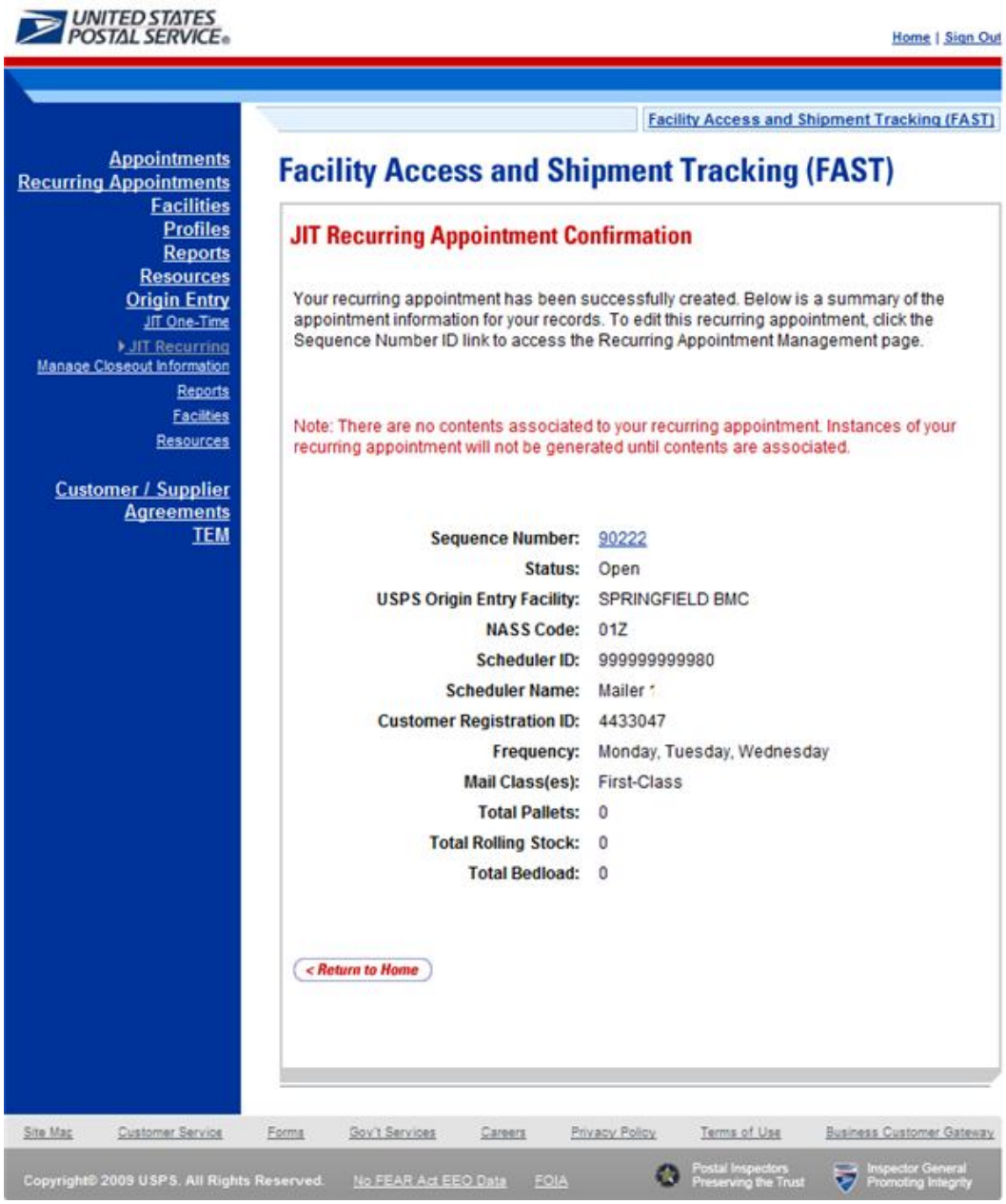
8.3.2 Confirming a New JIT Recurring Appointment Shell

After a user enters the JIT Recurring appointment shell information, the *JIT Recurring Appointment Confirmation* page displays. A note informing the user that no contents have been associated to the JIT recurring appointment is displayed.

The fields and buttons on the *JIT Recurring Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Note	Displays to warn the user that an appointment shell has been created: "Note: There are no contents associated to your recurring appointment. Instances of your recurring appointment will not be generated until contents are associated."
Sequence Number	Displays the Sequence Number for the master recurring appointment record and is a hyperlink to the *Manage Existing JIT Recurring Appointment* page.
Status	The current Status of the recurring appointment.
USPS Origin Entry Facility Name	The name of the Origin Entry Facility at which the recurring appointment is scheduled.
NASS Code	The NASS Code for the Origin Entry Facility associated with the appointment.
Customer Registration ID	ID associated with the recurring appointment's Mailer.
Scheduler Name	Name of the recurring appointment's Scheduler.
Frequency	The specified frequency of the recurring appointment.
Mail Class(es)	Mail Class(es) associated with the recurring appointment.
Total Pallets	The total number of Pallets in the recurring appointment.
Total Rolling Stock	The total number of Rolling Stock in the recurring appointment.
Total Bedload	The total number of Bedload units in the recurring appointment.
Return to Home button	Directs the user to the *JIT Recurring Appointment Information* page.

The *JIT Recurring Appointment Confirmation* page is displayed on the following page.


UNITED STATES POSTAL SERVICE
Home | Sign Out
Facility Access and Shipment Tracking (FAST)
Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
Origin Entry
JIT One-Time
JIT Recurring
Manage Closeout Information
Reports
Facilities
Resources
Customer / Supplier Agreements
TEM
Facility Access and Shipment Tracking (FAST)
JIT Recurring Appointment Confirmation
Your recurring appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this recurring appointment, click the Sequence Number ID link to access the Recurring Appointment Management page.
Note: There are no contents associated to your recurring appointment. Instances of your recurring appointment will not be generated until contents are associated.
Sequence Number: 90222
Status: Open
USPS Origin Entry Facility: SPRINGFIELD BMC
NASS Code: 01Z
Scheduler ID: 999999999980
Scheduler Name: Mailer
Customer Registration ID: 4433047
Frequency: Monday, Tuesday, Wednesday
Mail Class(es): First-Class
Total Pallets: 0
Total Rolling Stock: 0
Total Bedload: 0
< Return to Home
Site Map
Customer Service
Forms
Gov't Services
Careers
Privacy Policy
Terms of Use
Business Customer Gateway
Copyright© 2009 USPS. All Rights Reserved.
No FEAR Act EEO Data
FOIA
Postal Inspectors Preserving the Trust
Inspector General Promoting Integrity

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9.0 Manage Closeout Information

Customer users have the ability to view closeout information through the Origin Entry *Manage Closeout Information* page or the *JIT One-Time Appointment Information* page (described in section 7.2.2 – *JIT One-Time Appointment Information*). The *Manage Closeout Information* page is shared with FAST (for destination entry), therefore, it is also accessible via the **Manage Closeout Information** navigation link or **Go>** button on the *Appointments* Landing page.

The *Manage Closeout Information* module includes:

9.1 PS Form 8017 (Expedited Plant Load Shipment Clearance) – Describes the different sections of PS Form 8017.

9.2 Manage Closeout Information – Describes how the user may view closeout information for a JIT One-Time appointment or an instance of a JIT Recurring appointment.

9.1 PS Form 8017 (Expedited Plant-Load Shipment Clearance)

The PS Form 8017 contains the expected unload and appointment information of the scheduled Origin Entry appointment. When the appointment arrives at the Origin Entry Facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The PS Form 8017 is divided into three main sections:

1. Mailer Information section – contains the scheduled appointment information.
2. Origin Post Office section – contains more detailed appointment information that is verified by the originating Post Office.
3. Destination Post Office section – contains the actual arrival site, time, and any discrepancies or irregularities of the appointment.

Mailer Information Section

The Mailer Information section of the PS Form 8017 is filled out by the Mail Owner, Mail Preparer, or Appointment Scheduler and contains information such as the Appointment Number, Mailer Contact Information, Mail Class, Mail Shape, Appointment Type Contents, and FAST Scheduler ID.

The PS Form 8017 is displayed below with the Mailer Information section highlighted.

United States Postal Service

Expedited Plant-Load Shipment Clearance

See Instructions on Reverse

Mailer Information

1. Mailer's Name
2. Mailer's Contact Name
3. Mailer's Contact Telephone
4. Origin Plant Location *(City, State, ZIP+4)*
5. Total Gross Weight of Shipment
6. Class of Mail
   - ☐ First-Class®/Priority Mail
   - ☐ Package Services
   - ☐ Periodicals
   - ☐ Standard Mail
7. Product or Publication Titles or Names
8. Type of Mail Processing Category *(Check all that apply)*
   - ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   - ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels
9. Number of Containers by Type
   - *Pallets and Pallet Boxes:*
     - _____ with pkgs. or bundles
     - _____ with trays
     - _____ with sacks
     - _____ with parcels
   - *Non-Palletized Containers:*
     - _____ bundles
     - _____ trays
     - _____ sacks
     - _____ parcels
     - _____ other (describe): _____
10. Comments
11. Appointment Number
12. FAST Scheduler ID

Origin Post Office *(Where verified)*

13. **Origin Post Office** *(City, State, and ZIP+4)*
14. **Verified at**
    - ☐ **DMU** *(Mailer's plant)* ☐ **BMEU or Post Office**
15. **Permit Number**
16. **Postage Payment Method** *(Except for Periodicals)*
    - ☐ **Permit** ☐ **Stamped** ☐ **Meter**
17. **Total Pieces**
18. **Total Weight of Mailing**
19a. **Name of USPS Employee Verifying Mail**
19b. **Employee's Telephone**
20. **Signature of Verifying Employee**
21a. **Contact's Name** *(If other than verifying employee)*
21b. **Contact's Telephone**
22. **Date** *(Round)* **Stamp**
23. **Comments**

Destination Post Office

24. **Destination Office** *(City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)*
25a. **USPS Receiving Employee's Name**
25b. **USPS Receiving Employee's Signature**
26. **Date of Arrival**
27. **Time of Arrival**
28. **Date of Departure**
29. **Time of Departure**
30. **Load Condition Irregularities** *(Check all that apply)*
    - ☐ **Pallets Too Tall (T)** ☐ **Load Unsafe (U)**
    - ☐ **Broken Pallets (B)** ☐ **Overweight Pallets (O)**
    - ☐ **Packages on BMC Pallets Not Machinable (M)**
    - ☐ **Separations Do Not Match 8017s (P)** ☐ **Courtesy Pallets (I)**
    - ☐ **Container Counts Do Not Match 8017s (P)**
    - ☐ **Other** *(Describe in "Comments" section 30.)*
31. **Comments**
32. **Scan the barcode upon reciept**

PS Form **8017,** July 2008 *(Page 1 of 2)* This form on Intranet at blue.usps.com

Origin Post Office Section

The Origin Post Office section is filled out by the originating USPS personnel to indicate that the shipment has been verified. This section contains the appointment specific information, including the postage payment method, total pieces of mail, and total weight of the mailing.

The PS Form 8017 is displayed below with the Origin Post Office section highlighted.

United States Postal Service

Expedited Plant-Load Shipment Clearance

See Instructions on Reverse

Mailer Information

1. Mailer's Name
2. Mailer's Contact Name
3. Mailer's Contact Telephone
4. Origin Plant Location *(City, State, ZIP+4)*
5. Total Gross Weight of Shipment
6. Class of Mail
   - ☐ First-Class®/Priority Mail
   - ☐ Package Services
   - ☐ Periodicals
   - ☐ Standard Mail
7. Product or Publication Titles or Names
8. Type of Mail Processing Category *(Check all that apply)*
   - ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   - ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels
9. Number of Containers by Type
   - *Pallets and Pallet Boxes:*
     - _____ with pkgs. or bundles
     - _____ with trays
     - _____ with sacks
     - _____ with parcels
   - *Non-Palletized Containers:*
     - _____ bundles
     - _____ trays
     - _____ sacks
     - _____ parcels
     - _____ other (describe): _____
10. Comments
11. Appointment Number
12. FAST Scheduler ID

Origin Post Office *(Where verified)*

13. **Origin Post Office** *(City, State, and ZIP+4)*
14. **Verified at**
    - ☐ **DMU** *(Mailer's plant)* ☐ **BMEU or Post Office**
15. **Permit Number**
16. **Postage Payment Method** *(Except for Periodicals)*
    - ☐ **Permit** ☐ **Stamped** ☐ **Meter**
17. **Total Pieces**
18. **Total Weight of Mailing**
19a. **Name of USPS Employee Verifying Mail**
19b. **Employee's Telephone**
20. **Signature of Verifying Employee**
21a. **Contact's Name** *(If other than verifying employee)*
21b. **Contact's Telephone**
22. **Date** *(Round)* **Stamp**
23. **Comments**

Destination Post Office

24. **Destination Office** *(City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)*
25a. **USPS Receiving Employee's Name**
25b. **USPS Receiving Employee's Signature**
26. **Date of Arrival**
27. **Time of Arrival**
28. **Date of Departure**
29. **Time of Departure**
30. **Load Condition Irregularities** *(Check all that apply)*
    - ☐ **Pallets Too Tall (T)**
    - ☐ **Load Unsafe (U)**
    - ☐ **Broken Pallets (B)**
    - ☐ **Overweight Pallets (O)**
    - ☐ **Packages on BMC Pallets Not Machinable (M)**
    - ☐ **Separations Do Not Match 8017s (P)**
    - ☐ **Courtesy Pallets (I)**
    - ☐ **Container Counts Do Not Match 8017s (P)**
    - ☐ **Other** *(Describe in "Comments" section 30.)*
31. **Comments**
32. **Scan the barcode upon reciept**

PS Form **8017,** July 2008 *(Page 1 of 2)* This form on Intranet at blue.usps.com

Destination Post Office Section

The Destination Post Office section is filled out by the USPS employee receiving the shipment to record the appointment arrival date and time, destination Facility information, load condition irregularities, and any content discrepancies. Content discrepancies are recorded in the Comments box in this section.

The PS Form 8017 is displayed below with the Destination Post Office section highlighted.

United States Postal Service

Expedited Plant-Load Shipment Clearance

See Instructions on Reverse

Mailer Information

1. Mailer's Name
2. Mailer's Contact Name
3. Mailer's Contact Telephone
4. Origin Plant Location *(City, State, ZIP+4)*
5. Total Gross Weight of Shipment
6. Class of Mail
   - ☐ First-Class®/Priority Mail
   - ☐ Package Services
   - ☐ Periodicals
   - ☐ Standard Mail
7. Product or Publication Titles or Names
8. Type of Mail Processing Category *(Check all that apply)*
   - ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   - ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels
9. Number of Containers by Type
   - *Pallets and Pallet Boxes:*
     - _____ with pkgs. or bundles
     - _____ with trays
     - _____ with sacks
     - _____ with parcels
   - *Non-Palletized Containers:*
     - _____ bundles
     - _____ trays
     - _____ sacks
     - _____ parcels
     - _____ other (describe): _____
10. Comments
11. Appointment Number
12. FAST Scheduler ID

Origin Post Office *(Where verified)*

13. **Origin Post Office** *(City, State, and ZIP+4)*
14. **Verified at**
    - ☐ **DMU** *(Mailer's plant)* ☐ **BMEU or Post Office**
15. **Permit Number**
16. **Postage Payment Method** *(Except for Periodicals)*
    - ☐ **Permit** ☐ **Stamped** ☐ **Meter**
17. **Total Pieces**
18. **Total Weight of Mailing**
19a. **Name of USPS Employee Verifying Mail**
19b. **Employee's Telephone**
20. **Signature of Verifying Employee**
21a. **Contact's Name** *(If other than verifying employee)*
21b. **Contact's Telephone**
22. **Date** *(Round)* **Stamp**
23. **Comments**

Destination Post Office

24. **Destination Office** *(City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)*
25a. **USPS Receiving Employee's Name**
25b. **USPS Receiving Employee's Signature**
26. **Date of Arrival**
27. **Time of Arrival**
28. **Date of Departure**
29. **Time of Departure**
30. **Load Condition Irregularities** *(Check all that apply)*
    - ☐ **Pallets Too Tall (T)**
    - ☐ **Load Unsafe (U)**
    - ☐ **Broken Pallets (B)**
    - ☐ **Overweight Pallets (O)**
    - ☐ **Packages on BMC Pallets Not Machinable (M)**
    - ☐ **Separations Do Not Match 8017s (P)**
    - ☐ **Courtesy Pallets (I)**
    - ☐ **Container Counts Do Not Match 8017s (P)**
    - ☐ **Other** *(Describe in "Comments" section 30.)*
31. **Comments**
32. **Scan the barcode upon reciept**

PS Form **8017,** July 2008 *(Page 1 of 2)* This form on Intranet at blue.usps.com

The *PS Form 8017* may be downloaded in .PDF format through the United States Postal Service (USPS) intranet. The URL for the USPS intranet is http://blue.usps.gov/. Under the **Essential Links** left navigation menu, CLICK **Forms** to display the *Welcome to Forms Management, Policies & Procedures Information* page. Under the **Browse Forms** left navigation menu, CLICK *8000 – 8999*, and the *Postal Forms 8000 – 8999* page is displayed. The PS Form 8017 Expedited Plant-Load Shipment Record form may then be opened and downloaded in PDF format. This process is also discussed in module 10.0 – *Resources.*

9.2 Manage Closeout Information

The *Manage Closeout Information* section covers how to view One-Time or Recurring appointment closeout information. From the *Manage Closeout Information* page, the user has the option to search by Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility. The *Manage Closeout Information* page will refresh depending on the search option selected.

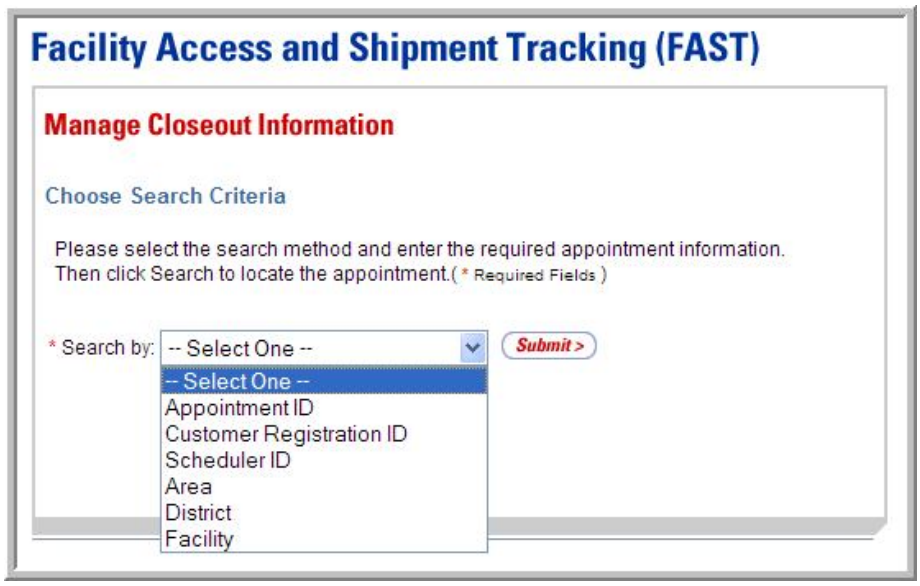
This section includes:

9.2.1 Search by Appointment ID
9.2.2 Search by Customer Registration ID
9.2.3 Search by Area
9.2.4 Search by District
9.2.5 Search by Facility
9.2.6 View Closeout Information

The user begins the process from the *FAST Origin Entry* Landing page by clicking on the **Go>** button associated with **Manage Closeout Information**. The user then clicks the **Go>** button for **Manage Closeout Information** to display the *Manage Closeout Information* page.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays additional fields depending on which search option was requested.

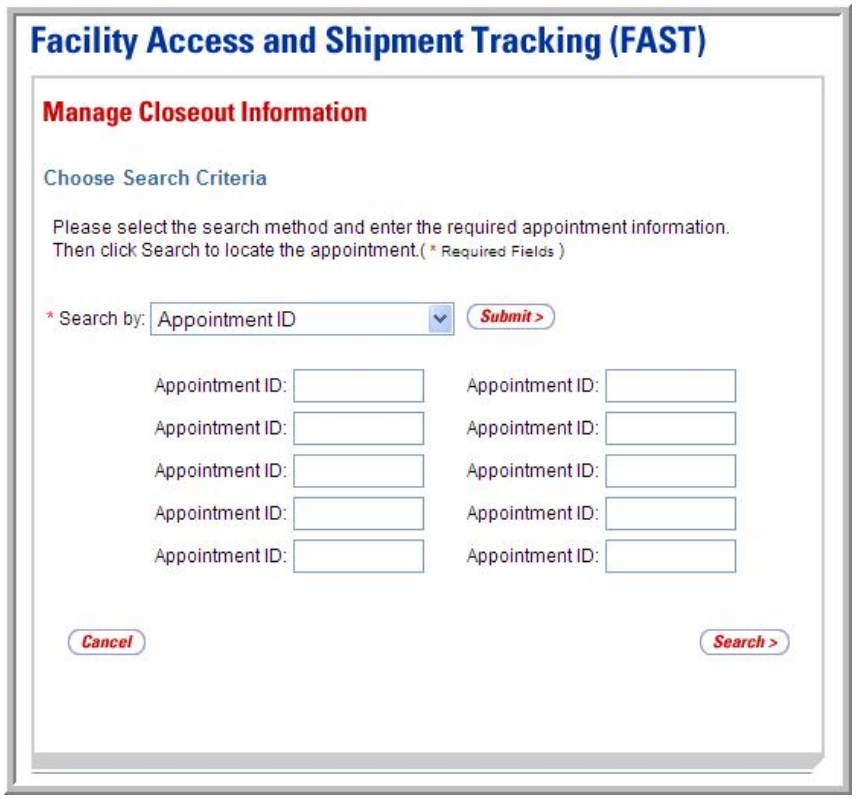


9.2.1 Search by Appointment ID

When searching by Appointment ID, the user must select the "Appointment ID" option from the **Search by** drop-down box and click the **Submit** button to display the Appointment ID search area. The user may then enter one or more Appointment IDs and click the **Search** button to display a list of appointments for which the user may manage closeout information.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Appointment ID	Ten fields to enter up to ten Appointment IDs.
Cancel button	Directs the user to the *Appointments* Landing page.
Search button	Displays a table with all appointments associated with the entered Appointment ID(s).



Search by Appointment ID

Perform the following steps on the *Manage Closeout Information* page to search by Appointment ID:

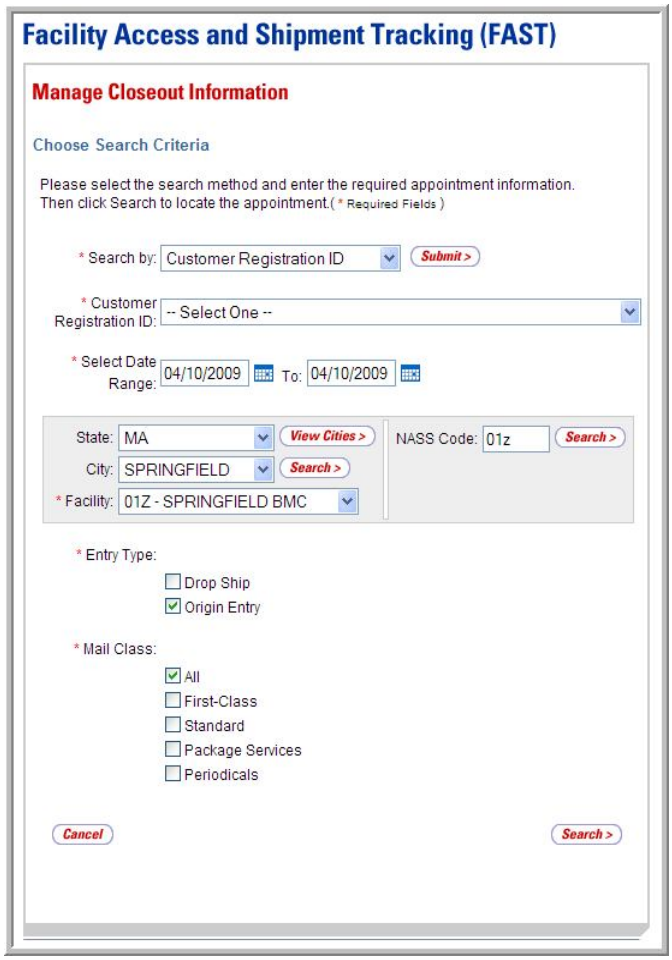
1. SELECT “Appointment ID” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Appointment ID search area.
3. ENTER one or more Appointment IDs in the **Appointment ID** fields.
4. CLICK the **Search** button to display a table with all appointments associated with the entered Appointment ID(s).

9.2.2 Search by Customer Registration ID

When searching by Customer Registration ID, the user must select the “Customer Registration ID” option from the **Search by** drop-down box and click the **Submit** button to display the Customer Registration ID search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
**Customer Registration ID*	Drop-down box listing the Customer Registration IDs from which the user may choose.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the **City** drop-down box. Only Cities with Postal Facilities that show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities associated to the City and State and populates them in the **Facility** drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code and populates it in the **Facility** drop-down box.
**Facility*	Drop-down box containing Facilities associated with the selected City/State or NASS Code search criteria.
**Entry Type check boxes*	Allows the user to select which Entry Type to search by: Destination entry or Origin Entry.
**Mail Class check boxes*	Allows the user to select which Mail Class to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *Appointments* Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.



Search by Customer Registration ID

Perform the following steps on the *Manage Closeout Information* page to search by Customer Registration ID:

1. SELECT “Customer Registration ID” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Customer Registration ID search area.
3. SELECT a Mailer from the **Customer Registration ID** drop-down box.
4. ENTER a Date Range in the **Select Date Range** fields.
5. SEARCH for a Facility by one of the following two ways:

   To search for a Facility by State and City:

   a. SELECT a State from the **State** drop-down box.
   b. CLICK the **View Cities** button.
   c. SELECT a City from the **City** drop-down box.
   d. CLICK the **Search** button, populating the **Facility** drop-down box.

   To search for a Facility by NASS Code:

   a. ENTER a valid three to five character NASS Code in the **NASS Code** field.

   b. CLICK the **Search** button, populating the **Facility** drop-down box.

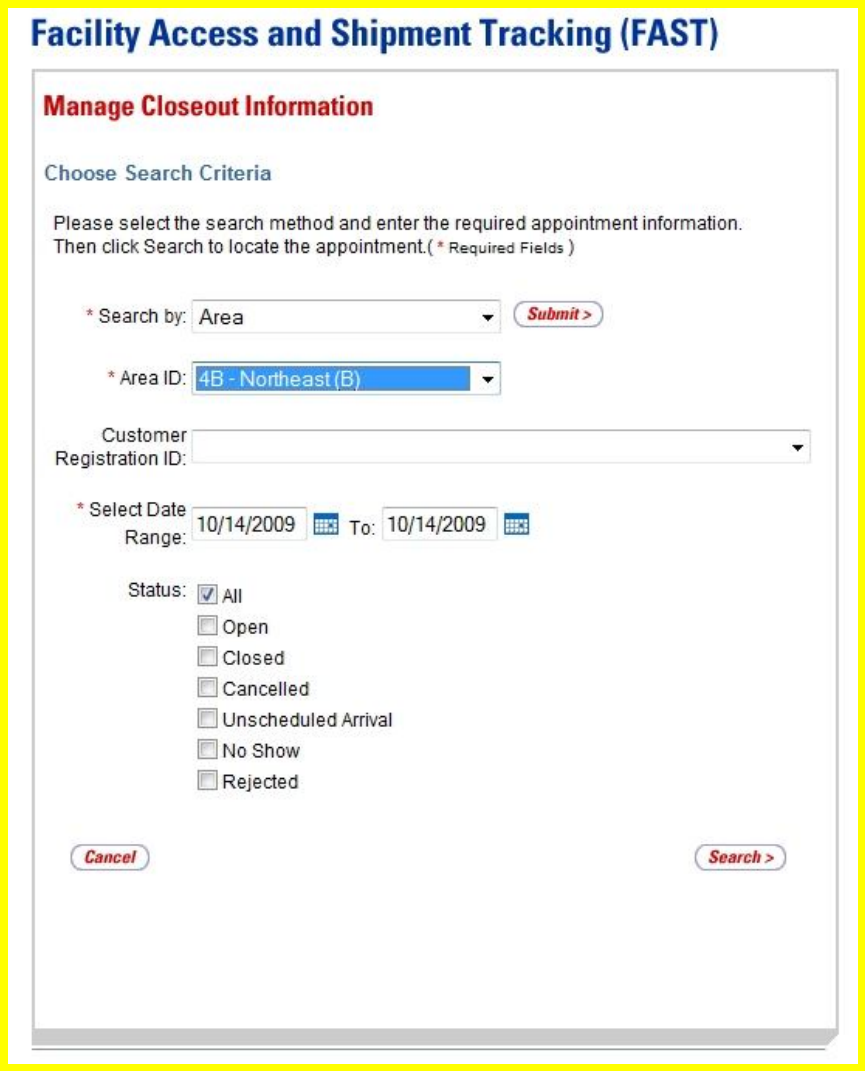
6. SELECT a Facility from the **Facility** drop-down box.
7. SELECT Entry Type(s) by CLICKING on the appropriate **Entry Type** check boxes.
8. SELECT Mail Class(es) by CLICKING on the appropriate **Mail Class** check boxes.
9. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

9.2.3 Search by Area

When searching by Area, the user must select the “Area” option from the **Search by** drop-down box and click the **Submit** button to display the Area search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
**Area ID*	Drop-down box listing the Area IDs by which the user may search.
Customer Registration ID	Drop-down box listing the Mailer by which the user may search.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
**Status check boxes*	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the *Appointments* Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.


Facility Access and Shipment Tracking (FAST)
Manage Closeout Information
Choose Search Criteria
Please select the search method and enter the required appointment information.
Then click Search to locate the appointment.(* Required Fields)
* Search by: Area
Submit >
* Area ID: 4B - Northeast (B)
Customer Registration ID:
* Select Date Range: 10/14/2009 To: 10/14/2009
Status:
All
Open
Closed
Cancelled
Unscheduled Arrival
No Show
Rejected
Cancel
Search >

Search by Area

Perform the following steps on the *Manage Closeout Information* page to search by Area:

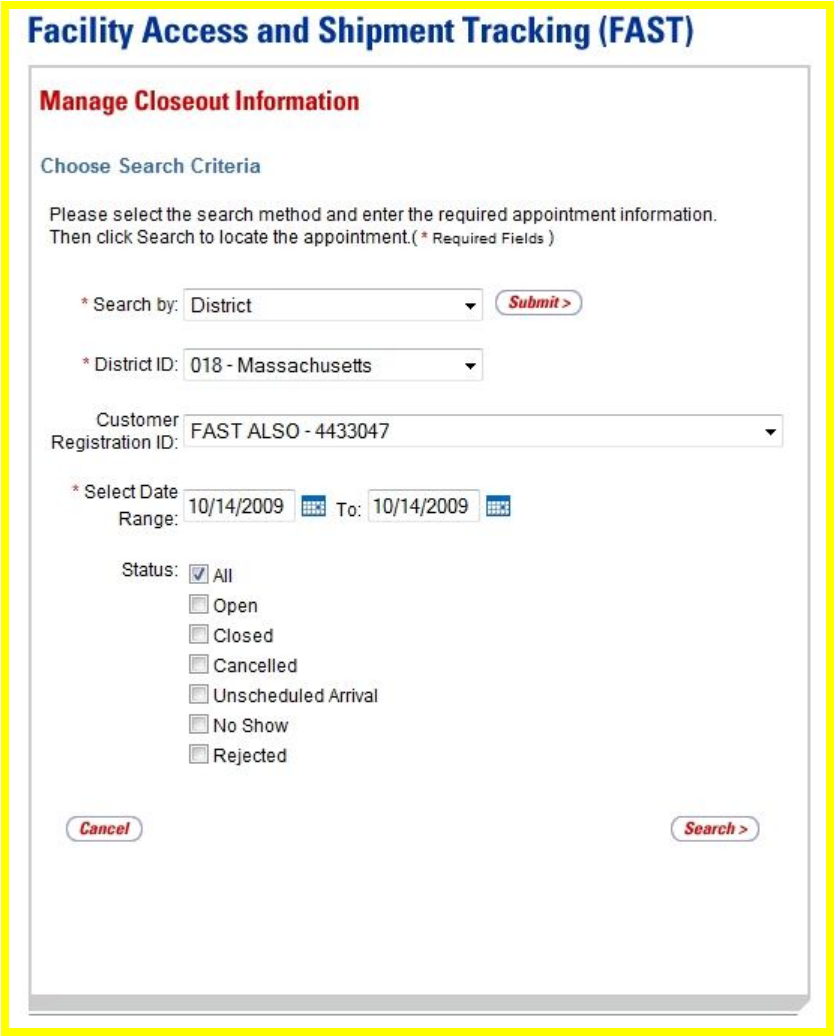
1. SELECT "Area" in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Area search area.
3. SELECT an Area ID from the **Area ID** drop-down box.
4. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
5. ENTER a Date Range in the **Select Date Range** fields.
6. SELECT one or more Status(es) by CLICKING the **Status** check boxes.
7. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

9.2.4 Search by District

When searching by District, the user must select the "District" option from the **Search by** drop-down box and click the **Submit** button to display the District search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
**District ID*	Drop-down box listing the District IDs by which the user may search.
Customer Registration ID	Drop-down box listing the Mailer by which the user may search.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
**Status check boxes*	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the *Appointments* Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.



Search by District

Perform the following steps on the *Manage Closeout Information* page to search by District:

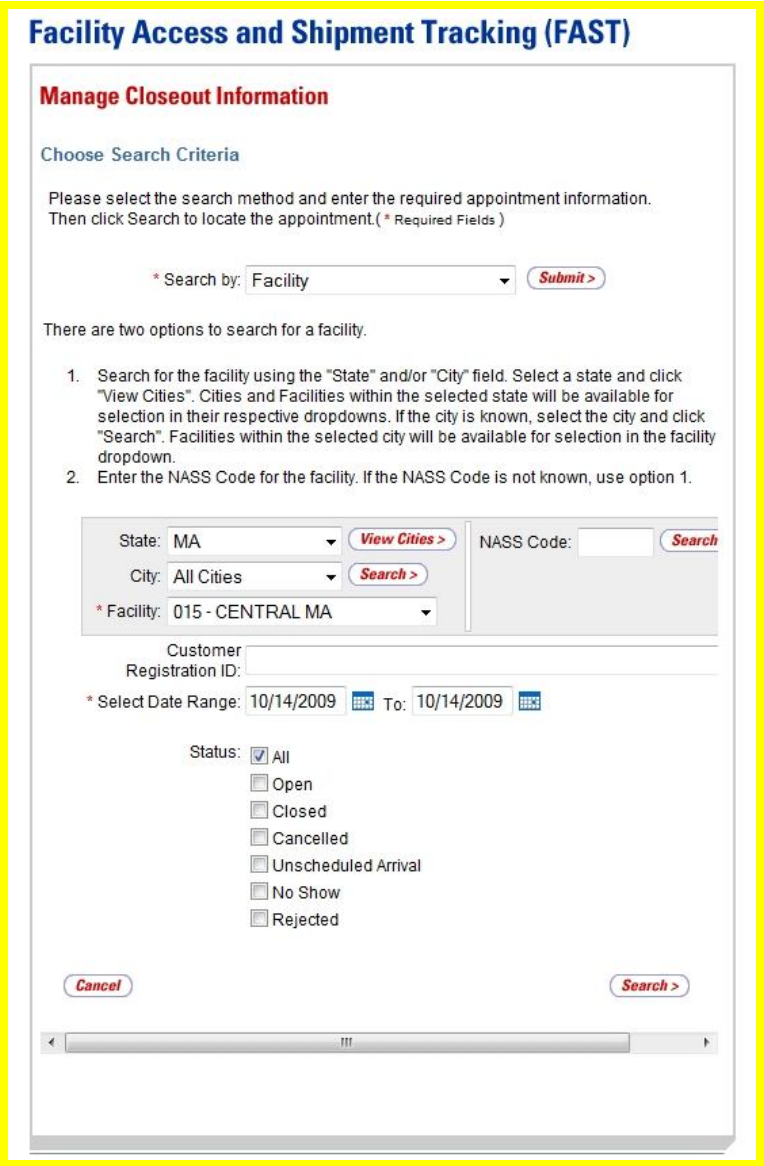
1. SELECT "District" in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the District search area.
3. SELECT a District ID from the **District ID** drop-down box.
4. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
5. ENTER a Date Range in the **Select Date Range** fields.
6. SELECT one or more Status(es) by CLICKING the **Status** check boxes.
7. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

9.2.5 Search by Facility

When searching by Facility, the user must select the “Facility” option from the **Search by** drop-down box and click the **Submit** button to display the Facility search area. The user may then enter the required search criteria and click the **Search** button to display a list of appointments for which the user may manage closeout information.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment ID, Customer Registration ID, Scheduler ID, Area, District, or Facility.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the **City** drop-down box. Only Cities with Postal Facilities that show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities associated to the City and State and populates them in the **Facility** drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facility associated to the NASS Code and populates it in the **Facility** drop-down box.
**Facility*	Drop-down box containing Facilities associated with the selected City/State or NASS Code search criteria.
**Customer Registration ID*	Drop-down box listing the Mailer by which the user may search.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
**Status check boxes*	Allows the user to select which Statuses to search by: All (checked by default), Open, Closed, Cancelled, Unscheduled Arrival, No Show, and Rejected.
Cancel button	Directs the user to the *Appointments* Landing page.
Search button	Displays a table with all appointments associated with the selected search criteria.



Search by Facility

Perform the following steps on the *Manage Closeout Information* page to search by Facility:

1. SELECT “Facility” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Facility search area.
3. SEARCH for a Facility by one of the following two ways:

   To search for a Facility by State and City:

   a. SELECT a State from the **State** drop-down box.

   b. CLICK the **View Cities** button.

c. SELECT a City from the **City** drop-down box.

d. CLICK the **Search** button, populating the **Facility** drop-down box.

To search for a Facility by NASS Code:

a. ENTER a valid three to five character NASS Code in the **NASS Code** field.

b. CLICK the **Search** button, populating the **Facility** drop-down box.

4. SELECT a Facility from the **Facility** drop-down box.
5. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
6. ENTER a Date Range in the **Select Date Range** fields.
7. SELECT one or more Status(es) by CLICKING the **Status** check boxes.
8. CLICK the **Search** button to display a table with all appointments associated with the entered search criteria.

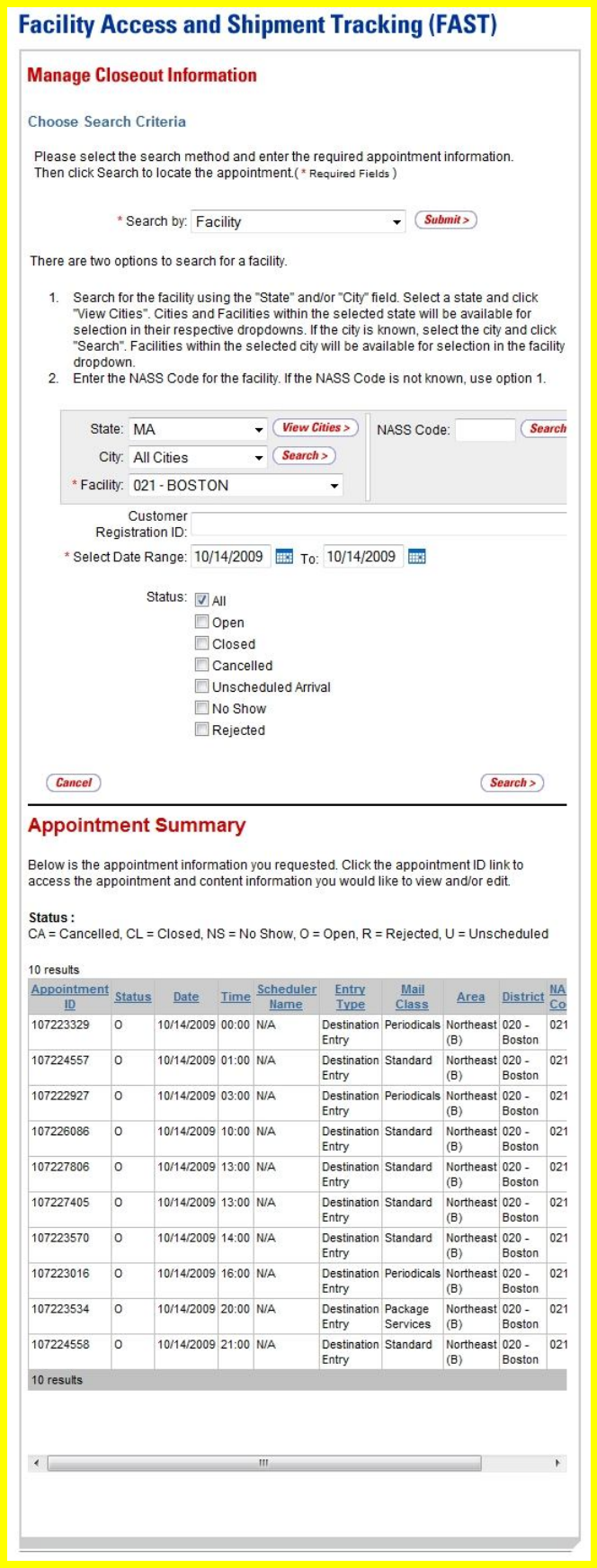
Appointment Summary Table

The Appointment Summary table displays at the bottom of the page upon executing a search on the *Manage Closeout Information* page. The Appointment Summary table lists key appointment information including the current Status of the appointment.

The fields and buttons on the *Manage Closeout Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment Summary table	Table containing information about the requested appointments.
Appointment ID	The ID number of a given appointment.
Status	The Status of the appointment.
Date	The scheduled date of the appointment.
Time	The time of the appointment.
Scheduler Name	The name of the Scheduler.
Entry Type	The Entry Type of the appointment: Origin Entry or Destination Entry.
Mail Class	The Mail Class of the appointment.
Area	The name of the Area where the Facility resides.
District	The name of the District where the Facility resides.

NASS Code	The NASS Code for the USPS Facility associated with the appointment.
USPS Facility	The name of the Facility at which the appointment is scheduled.



Facility Access and Shipment Tracking (FAST)

Manage Closeout Information

Choose Search Criteria

Please select the search method and enter the required appointment information.
Then click Search to locate the appointment.(* Required Fields)

* Search by: Facility Submit >

There are two options to search for a facility.

1. Search for the facility using the "State" and/or "City" field. Select a state and click "View Cities". Cities and Facilities within the selected state will be available for selection in their respective dropdowns. If the city is known, select the city and click "Search". Facilities within the selected city will be available for selection in the facility dropdown.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1.

State: MA View Cities >
City: All Cities Search >
* Facility: 021 - BOSTON

NASS Code: Search

Customer Registration ID:

* Select Date Range: 10/14/2009 To: 10/14/2009

Status:
- [x] All
- [ ] Open
- [ ] Closed
- [ ] Cancelled
- [ ] Unscheduled Arrival
- [ ] No Show
- [ ] Rejected

Cancel Search >

Appointment Summary

Below is the appointment information you requested. Click the appointment ID link to access the appointment and content information you would like to view and/or edit.

Status :
CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

10 results

Appointment ID	Status	Date	Time	Scheduler Name	Entry Type	Mail Class	Area	District	NA Co
107223329	O	10/14/2009	00:00	N/A	Destination Entry	Periodicals	Northeast (B)	020 - Boston	021
107224557	O	10/14/2009	01:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021
107222927	O	10/14/2009	03:00	N/A	Destination Entry	Periodicals	Northeast (B)	020 - Boston	021
107226086	O	10/14/2009	10:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021
107227806	O	10/14/2009	13:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021
107227405	O	10/14/2009	13:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021
107223570	O	10/14/2009	14:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021
107223016	O	10/14/2009	16:00	N/A	Destination Entry	Periodicals	Northeast (B)	020 - Boston	021
107223534	O	10/14/2009	20:00	N/A	Destination Entry	Package Services	Northeast (B)	020 - Boston	021
107224558	O	10/14/2009	21:00	N/A	Destination Entry	Standard	Northeast (B)	020 - Boston	021

10 results

9.2.6 View Closeout Information

The *Appointment Closeout* page displays when the user selects an Appointment ID hyperlink from the Appointment Summary table.

Note:
The Appointment ID will not appear as a hyperlink if the user is not associated to the Scheduler ID that created the appointment.

The fields and buttons on the *Appointment Closeout* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID #	The ID number of a given appointment. Select the Appointment ID hyperlink to view appointment information for the requested Appointment ID.
Current Status	The current Status of the appointment.
Scheduler ID	The ID associated with the appointment's Scheduler.
Scheduler Name	The name of the Scheduler of the appointment.
Customer Registration ID	The Customer Registration ID associated with the appointment.
USPS Facility Name	The name of the USPS Facility associated with the appointment.
USPS NASS Code	The NASS Code for the USPS Facility associated with the appointment.
Appointment Date/Time	The appointment's scheduled arrival date and time at the USPS Facility.
Surface Visibility Placard Scans	Indicates if the content was scanned and closed via the Surface Visibility system.
Times Total Pallet Count	The total pallet count that was entered into TIMES.
**New Status*	Drop-down box listing the three Status options the user may choose: Closed, Open, or Rejected.
Submit button	Refreshes the *Appointment Closeout* page, displaying different options depending on the new Status the user selected.
Clear Closeout Information button	Clears closeout information, if selected. NOTE: This button is only available for appointments with an "Open" Status.
Arrival Date	The arrival date of the appointment.

Arrival Time	The arrival time of the appointment.
Unload Start Date	The date when the unload began.
Unload Start Time	The time when the unload began.
Unload End Date	The date when the unload was completed.
Unload End Time	The time when the unload was completed.
Vehicle ID	The ID number of the vehicle which transported the mail associated with the appointment.
Mail Class	The Mail Class(es) of the appointment.
**Appointment Irregularities section*	
Appointment ID	Appointment ID 15 Appointment ID fields used to list the IDs of appointments with irregularities.
** Mail Integrity and Load Irregularities*	Allows the user to select mail integrity and load irregularities including: Altered Required Field on Form, Broken Pallets, Container Counts Do Not Match Form, Damaged Mail, Incorrect Appointment Type, Incorrect Class of Mail, Incorrect Entry Office, Incorrect Processing Category, Load Unsafe, Mailings are not Separated by Destination, Missing Appointment Number, Missing Origin Signature and/or Round Stamp, Missing Required Mailer Field on Form, No Form With Shipment, Other, Pallets Too Tall, Past in Home Date, Photo Copy of PS Form, Vehicle Size, None.
Resolutions	Textboxes for a Resolution to be entered (when applicable): 1. Destination Contacted Origin 2. Driver Contacted Dispatch Office 3. Driver Reconciled Load 4. Irregularities Could Not Be Resolved on Dock.
**Content Discrepancy section*	Lists the fields to record differences between the content which was scheduled and the content which actually arrived.
Bedloaded Tray Count	Field to input the count of Bedloaded Trays which arrived compared to what was expected.
Bedloaded Parcel Count	Field to input the count of Bedloaded Parcels which arrived compared to what was expected.
Bedloaded Sack Count	Field to input the count of Bedloaded Sacks which arrived compared to what was expected.
Bedloaded Bundle Count	Field to input the count of Bedloaded Bundles which arrived compared to what was expected.

Pallets/Containers Containing Trays	Field to input the count of Pallets/Containers containing Trays which arrived compared to what was expected.
Pallets/Containers Containing Parcels	Field to input the count of Pallets/Containers containing Parcels which arrived compared to what was expected.
Pallets/Containers Containing Sacks	Field to input the count of Pallets/Containers containing Sacks which arrived compared to what was expected.
Pallets/Containers Containing Bundles	Field to input the count of Pallets/Containers containing Bundles which arrived compared to what was expected.
Comments	Field to input additional comments about the appointment closeout.
Cancel button	Cancels the appointment closeout process and directs the user to the *FAST Origin Entry* Landing page.
Return to Search button	Directs the user to the *Manage Closeout Information* page.

Note:
The user may also access the *Appointment Closeout* page from the *JIT One-Time Information* page by clicking the **Closeout** button. Refer to section 6.2.1 – *JIT One-Time Appointment Search* for more information.

UNITED STATES POSTAL SERVICE

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Create New Appointment
Manage Existing Appointment
Create Stand-Alone Content
Manage Stand-Alone Content
Manage Closeout Information
Manage Unscheduled Arrival

Recurring Appointments
Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Appointment Closeout

Please enter the following information to close or reject an appointment. Once the information has been entered, click the Submit button to close or reject the appointment.

Appointment ID #: 910551332

Current Status: Open
Customer Registration ID: 10001215
Scheduler ID: 200240000034
Scheduler Name: ETR TEST
USPS Facility Name: NEW YORK
USPS NASS Code: 100
Appointment Date/Time: 05/31/2011 17:00
Surface Visibility Placard Scans: No

The New Status drop-down menu below will always default to the current status of the appointment. To change the status of the appointment, please select the new status from the drop-down menu and click the Submit button. (* Required Fields)

* New Status: Open

Arrival Date: Arrival Time:
Unload Start Date: Unload Start Time:
Unload End Date: Unload End Time:
Vehicle ID:

Mail Class
- Standard
- First-Class
- Package Services
- Perishable
- Periodicals
- News

***Appointment Irregularities**
Note: If additional appointments are noted on the USPS form 8017(s), please enter Appointment IDs.
- Multiple Appts Associated to Load

Appt. ID: Appt. ID: Appt. ID:
Appt. ID: Appt. ID: Appt. ID:
Appt. ID: Appt. ID: Appt. ID:
Appt. ID: Appt. ID: Appt. ID:
Appt. ID: Appt. ID: Appt. ID:

- None

***Mail Integrity and Load Irregularities**
Note: A red asterisk (*) denotes that the irregularity requires a resolution reason.

	Resolution
Altered Required Field on Form	*
Broken Pallets	*
Containers Counts Do Not Match Form	*
Damaged Mail	*
Incorrect Appointment Type	
Incorrect Class of Mail	*
Incorrect Entry Office	*
Incorrect Processing Category	*
Load Unsafe	*
Mailings Not Separated by Destination	*
Missing Appointment Number	*
Missing Origin Signature and/or Round Stamp	*
Missing Required Mailer Field on Form	*
No Form with Shipment	*
Other	
Pallets Too Tall	*
Past in Home Date	
Photo Copy of PS Form	*
Vehicle Size	
None	

Resolution Code Legend:
1- Destination Contacted Origin
2- Driver Contacted Dispatch Office
3- Driver Reconciled Load
4- Irregularities Could Not be Resolved on Dock

***Content Discrepancy**

	Expected Count	Actual Count
Bedloaded Tray Count:	0	
Bedloaded Parcel Count:	0	
Bedloaded Sack Count:	0	
Bedloaded Bundle Count:	0	
Pallets/Containers Containing Trays:	1	
Pallets/Containers Containing Parcels:	0	
Pallets/Containers Containing Sacks:	0	
Pallets/Containers Containing Bundles:	0	

Comments:

Cancel | < Return to Search

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10.0 Reports

USPS customers have access to the two reports listed below within the Origin Entry module of FAST.

The *Reports* module includes:

10.1 Appointment Status Report – Origin Entry – Displays appointments for a designated Origin Entry Facility or Scheduler by the specific appointment Status type and time period.

10.2 Closeout Data Report – Origin Entry – Allows users to enter One-Time appointment or Recurring appointment information and view the corresponding appointment closeout information.

10.1 Appointment Status Report – Origin Entry

The Appointment Status Report – Origin Entry displays appointments for a designated Origin Entry Facility by the specific appointment Status type and time period. The user may elect to view a specific appointment's Status by entering a specific Appointment ID. To view a group of appointments, the user must select at least one of the appointment Status options, which include Open, Closed, Cancelled, No Show, and Rejected, and then search for an Origin Entry Facility.

This section includes:

10.1.1 View the Appointment Status Report – Origin Entry
10.1.2 Access the JIT One-Time Appointment Information Page

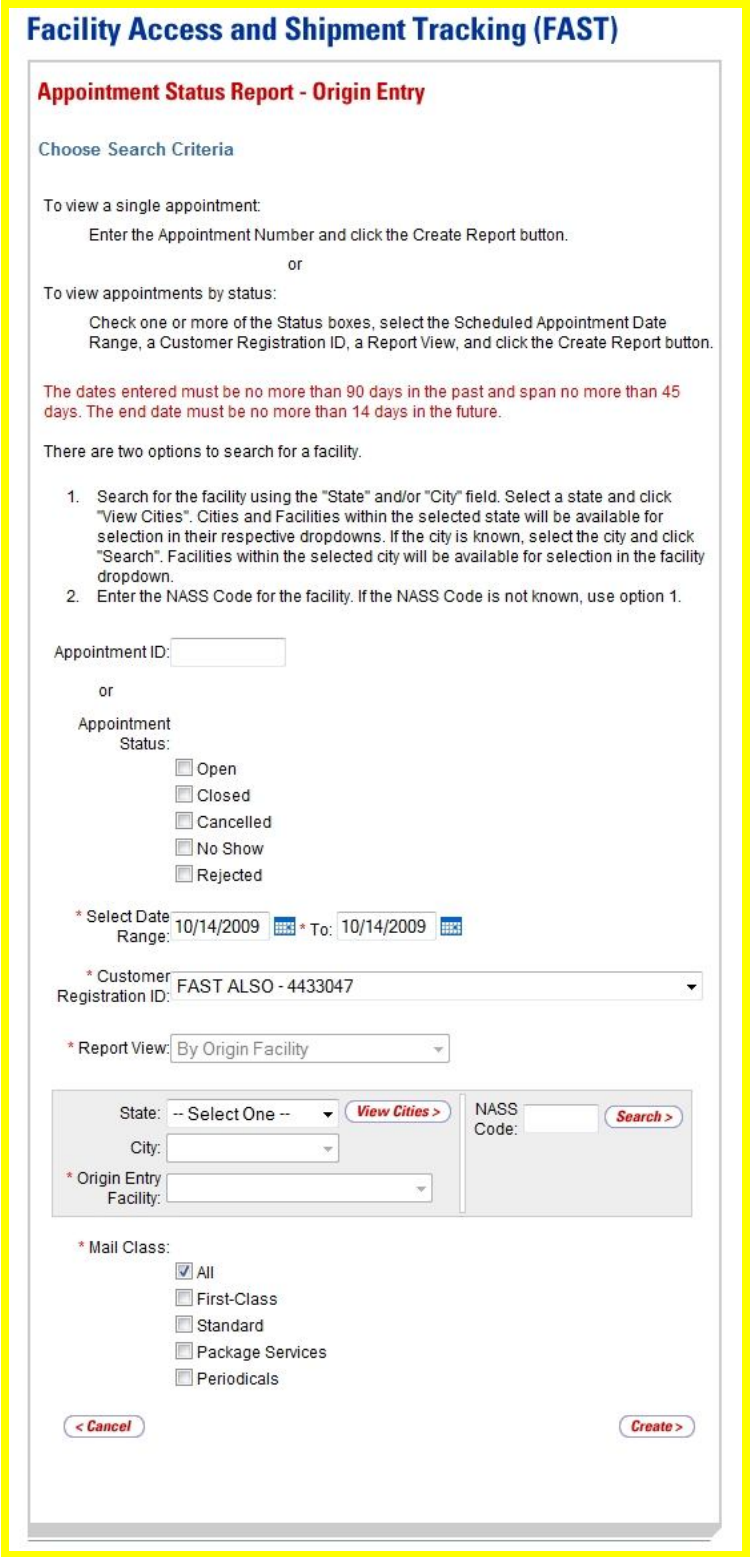
10.1.1 View the Appointment Status Report – Origin Entry

The user begins the process from the *FAST Origin Entry* Landing page by clicking on the **Go>** button associated with **Reports**. The user then clicks on the **Go>** button for **Appointment Status Report – Origin Entry** to display the *Appointment Status Report – Origin Entry* page. The user must enter an Appointment ID or select an appointment Status, Date Range, Report View, Origin Entry Facility, and Mail Class.

The fields and buttons on the *Appointment Status Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment ID	Field to input the Appointment ID.
Appointment Status check boxes	Allows the user to select which appointment Statuses to search for: Open, Closed, Cancelled, No Show, and Rejected.
**Select Date Range*	Selects the date range to search for the specified appointments. The start date is restricted to ninety days prior to the current date. The end date must no greater than fourteen days in the future.
Customer Registration ID	Drop-down box listing the Mailers.

**Report View*	Drop-down box that is locked on “By Origin Facility.”
State	Drop-down box listing all State options. Only States with Postal Facilities that are Origin Entry active and show in FDB will be returned.
View Cities button	Retrieves Cities within the selected State and populates the Cities in the **City** drop-down box. Only Cities with Postal Facilities that are Origin Entry active and show in FDB will be returned.
City	Drop-down box listing all Cities within the selected State with Postal Facilities that are Origin Entry active and show in FDB.
Search button (City)	Retrieves the Facilities located in the selected State/City and populates the **Origin Entry Facility** drop-down box.
NASS Code	Field to input the three to five character NASS Code of the requested Facility.
Search button (NASS Code)	Retrieves the Facilities associated with the NASS Code and populates the **Origin Entry Facility** drop-down box.
**Origin Entry Facility*	Drop-down box listing all Facilities associated with the selected State/City or NASS Code search criteria.
**Mail Class*	Allows the user to select which Mail Classes to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the Origin Entry *Reports* page.
Create button	Retrieves the appointment Status data for the entered criteria and displays the *Appointment Status Report – Origin Entry* page.



Create an Appointment Status Report – Origin Entry

Perform the following steps on the *Appointment Status Report – Origin Entry* page to display the Appointment Status Report – Origin Entry:

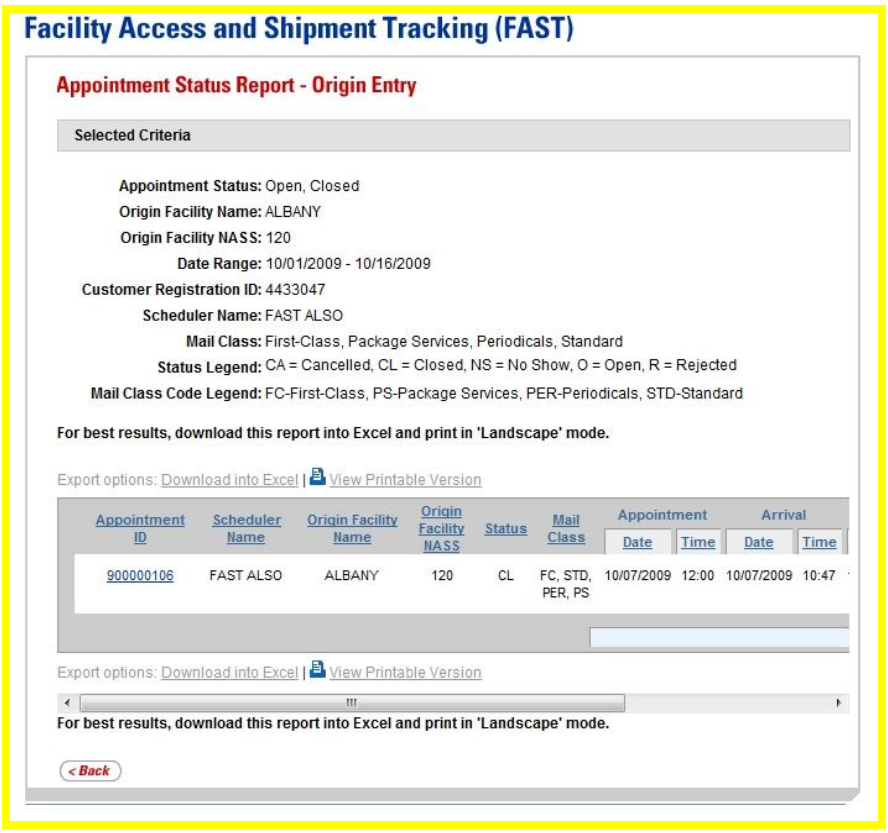
1. ENTER an Appointment ID in the **Appointment ID** field
   OR:
2. SELECT one or more Appointment Statuses by CLICKING on the appropriate **Appointment Status** check boxes.
3. ENTER a Date Range in the **Select Date Range** fields.
4. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
5. SEARCH for a Facility by State/City or by NASS Code in the Facility search area.
6. SELECT an Origin Entry Facility from the **Origin Entry Facility** drop-down box.
7. SELECT Mail Class(es) by CLICKING on the appropriate **Mail Class** check boxes.
8. CLICK the **Create** button to create the Appointment Status Report – Origin Entry.

Note:
The dates entered must be no more than ninety days in the past and span no more than forty-five days. The end date must be no more than fourteen days in the future.

The fields and buttons on the *Appointment Status Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Appointment Status	The Status options selected as search criteria.
Origin Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Origin Facility NASS	The three to five character NASS Code associated to the Origin Entry Facility.
Date Range	The Date Range in which the appointments occur.
Mail Class	The Mail Class of the appointments.
Status Legend	The codes for the different appointment Status types: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected.
Mail Class Code Legend	The codes for the different Mail Classes: FC-First Class, PS-Package Services, PER-Periodicals, STD-Standard.
Download into Excel	Prompts the user to open or save an Excel version of the report.
View Printable Version	Displays the printable version of the report.

Appointment ID	The ID associated with the appointment. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page, where the user may access more information about the appointment.
Scheduler Name	The Scheduler name associated with the appointment.
Origin Facility Name	The name of the Origin Entry Facility at which the appointment is scheduled.
Origin Facility NASS	The NASS Code for the Origin Entry Facility associated with the appointment.
Status	The Status for a given appointment.
Mail Class	The Mail Class for a given appointment.
Appointment Date	The scheduled date for a given appointment.
Appointment Time	The scheduled time for a given appointment.
Arrival Date	The actual arrival date of a given appointment.
Arrival Time	The actual arrival time of a given appointment.
Unload Start Date	The actual unload start date of a given appointment.
Unload Start Time	The actual unload start time of a given appointment.
Unload End Date	The actual unload end date of a given appointment.
Unload End Time	The actual unload end time of a given appointment.
Back button	Directs the user to the *Appointment Status Report – Origin Entry* page.



Facility Access and Shipment Tracking (FAST)

Appointment Status Report - Origin Entry

Selected Criteria

Appointment Status: Open, Closed
Origin Facility Name: ALBANY
Origin Facility NASS: 120
Date Range: 10/01/2009 - 10/16/2009
Customer Registration ID: 4433047
Scheduler Name: FAST ALSO
Mail Class: First-Class, Package Services, Periodicals, Standard
Status Legend: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected
Mail Class Code Legend: FC-First-Class, PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

Appointment ID	Scheduler Name	Origin Facility Name	Origin Facility NASS	Status	Mail Class	Appointment		Arrival	
						Date	Time	Date	Time
900000106	FAST ALSO	ALBANY	120	CL	FC, STD, PER, PS	10/07/2009	12:00	10/07/2009	10:47

Export options: Download into Excel | View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

< Back

10.1.2 Access the JIT One-Time Appointment Information Page

A user may view the *JIT One-Time Appointment Information* page (described in module 7.2 – *Manage Existing JIT One-Time Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

10.2 Closeout Data Report – Origin Entry

The Closeout Data Report – Origin Entry allows the user to enter One-Time or Recurring appointment information and view those appointments' closeout information. When generating the Closeout Data Report – Origin Entry, the user has the option to search by Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number. The *Closeout Data Report – Origin Entry* page will refresh depending on the search option selected.

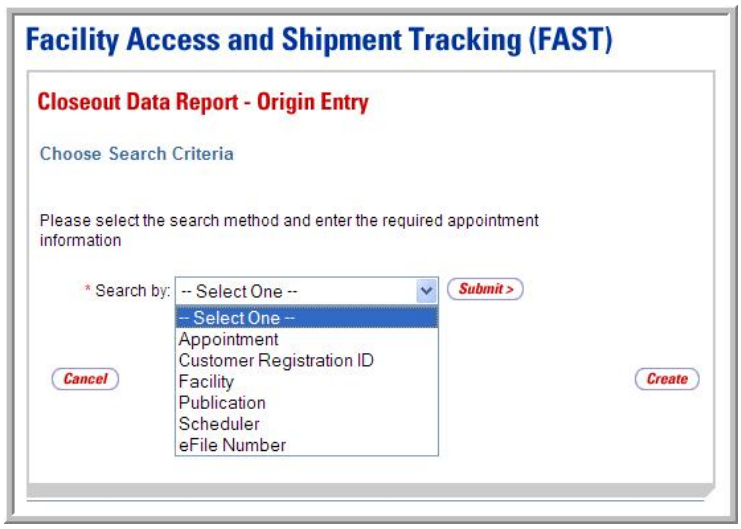
This section includes:

10.2.1 Search by Appointment
10.2.2 Search by Customer Registration ID
10.2.3 Search by Facility
10.2.4 Search by Publication
10.2.5 Search by Scheduler
10.2.6 Search by eFile Number
10.2.7 View the Closeout Data Report – Origin Entry

The user begins the process from the *FAST Origin Entry* Landing page by clicking the **Go>** button associated with **Reports**. The user then clicks the **Go>** button for **Closeout Data Report – Origin Entry** to display the *Closeout Data Report – Origin Entry* page.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Creates the Closeout Data Report – Origin Entry based on the specified criteria.

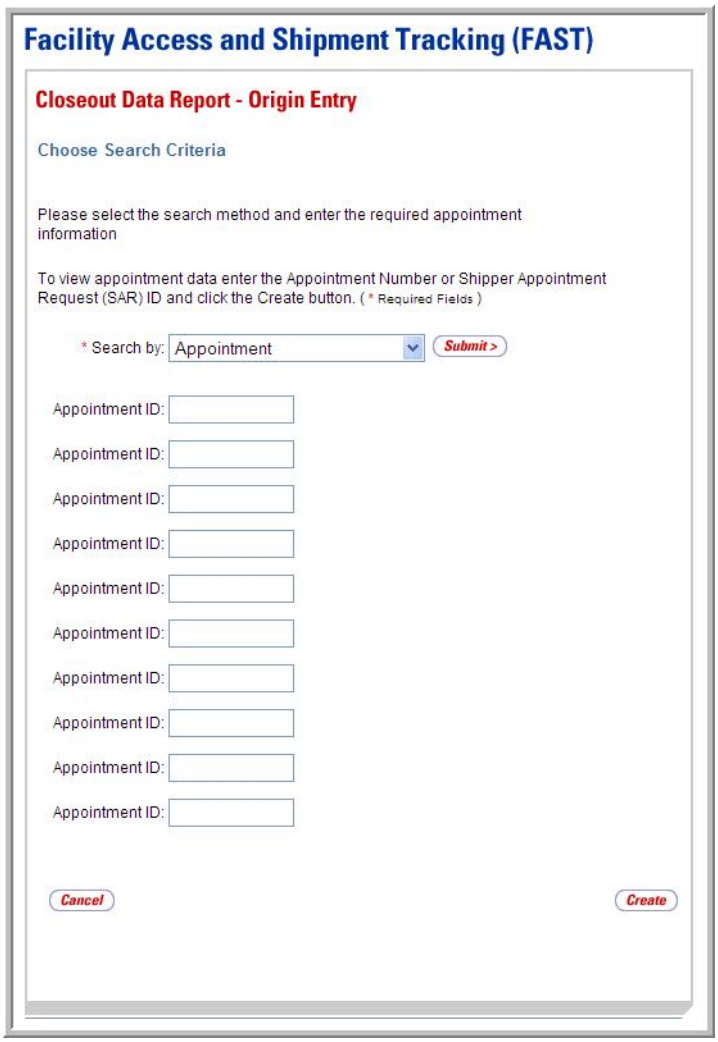


10.2.1 Search by Appointment

When searching by Appointment, the user must select the "Appointment" option from the **Search by** drop-down box and click the **Submit** button to display the Appointment search area. The user may then enter an Appointment ID and click the **Create** button to display a list of appointments with their associated closeout data.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
**Appointment ID*	Fields in which a valid Appointment ID may be entered.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Displays a table with all appointments associated with the entered Appointment IDs.



Search by Appointment

Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Appointment:

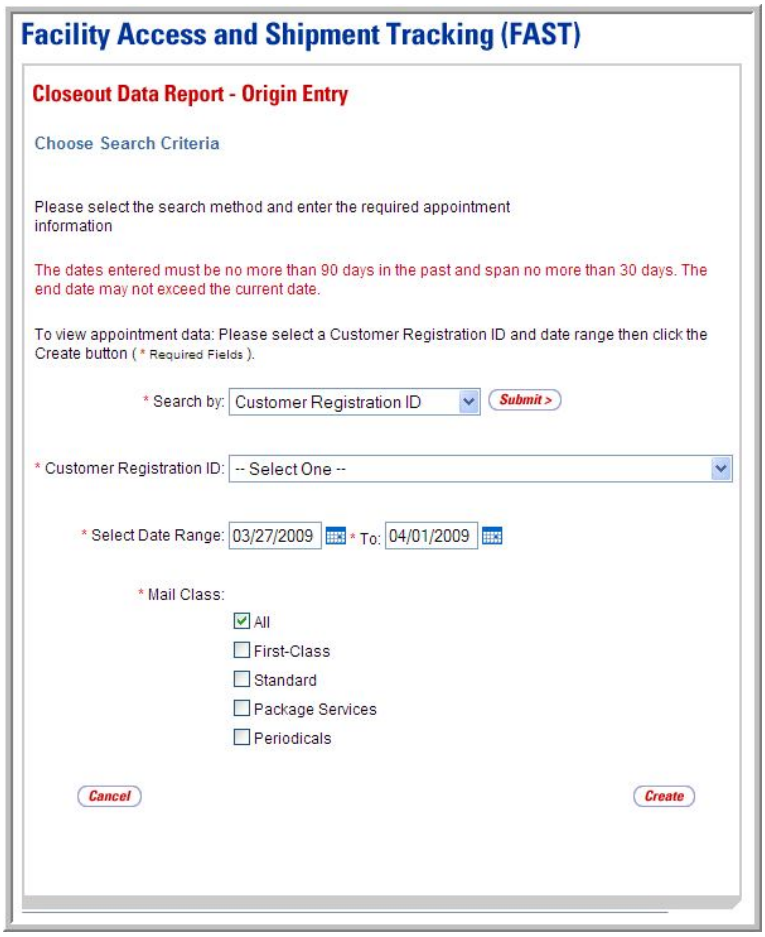
1. SELECT “Appointment” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Appointment search area.
3. ENTER one or more Appointment IDs in the **Appointment ID** fields.
4. CLICK the **Create** button to display the Closeout Data Report – Origin Entry.

10.2.2 Search by Customer Registration ID

When searching by Customer Registration ID, the user must select the "Customer Registration ID" option from the **Search by** drop-down box and click the **Submit** button to display the Customer Registration ID search area. The user may then select the Customer Registration ID from a drop-down box, enter a date range in the **Select Date Range** fields, select one or more Mail Classes, and click the **Create** button to display a list of appointments with their associated closeout data.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
**Customer Registration ID*	Drop-down box listing the Customer Registration IDs from which the user may choose.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
**Mail Class*	Allows the user to select which Mail Class to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Displays a table with all appointments associated with the selected search criteria.



Search by Customer Registration ID

Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Customer Registration ID:

1. SELECT “Customer Registration ID” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Customer Registration ID search area.
3. SELECT a Mailer from the **Customer Registration ID** drop-down box.
4. ENTER a valid date range in the **Select Date Range** fields.
5. SELECT one or more Mail Classes by CLICKING on the appropriate **Mail Class** check boxes.
6. CLICK the **Create** button to display the Closeout Data Report – Origin Entry.

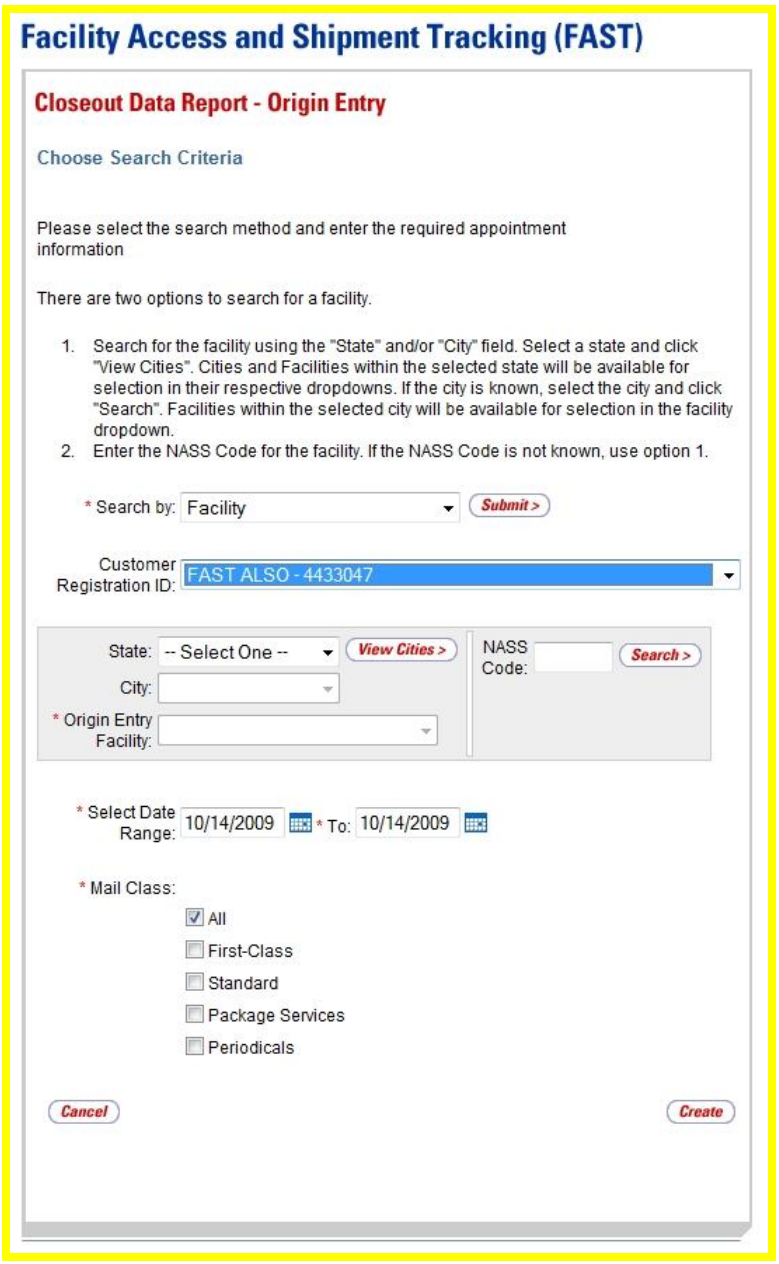
Note:
The dates entered must be no more than ninety days in the past and span no more than thirty days. The end date may not exceed the current date.

10.2.3 Search by Facility

When searching by Facility, the user must select the "Facility" option from the **Search by** drop-down box and click the **Submit** button to display the Facility search area. The user may then enter the required search criteria and click the **Create** button to display a list of appointments with their associated closeout data.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Customer Registration ID	Drop-down box listing the Mailers from which the user may choose.
State	Drop-down box listing States from which the user may choose.
View Cities button	Refreshes the **City** drop-down box with Cities in the selected State.
City	Drop-down box listing Cities from which the user may choose.
Search button (City)	Refreshes the **Origin Entry Facility** drop-down box to list Facilities in the selected City.
**Origin Entry Facility*	Drop-down box allowing the user to select the appropriate Facility. The user must search for the Facility by State/City or by NASS Code.
NASS Code	Field in which the NASS Code for a Facility may be entered.
Search button (NASS Code)	Refreshes the **Facility** drop-down box to list Facilities with the corresponding NASS Code.
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
**Mail Class*	Allows the user to select which Mail Class(es) to search by: All (checked by default), First-Class, Standard, Package Services, and Periodicals.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Displays a table with all appointments associated with the entered Facility information.



Search by Facility

Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Facility:

1. SELECT "Facility" in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Facility search area.
3. SELECT a Mailer from the **Customer Registration ID** drop-down box, if applicable.
4. SEARCH for an Origin Entry Facility by one of the following two ways:

To search for an Origin Entry Facility by State and City:

e. SELECT a State from the **State** drop-down box.

f. CLICK the **View Cities** button.

g. SELECT a City from the **City** drop-down box.

h. CLICK the **Search** button, populating the **Origin Entry Facility** drop-down box.

To search for an Origin Entry Facility by NASS Code:

c. ENTER a valid three to five character NASS Code in the **NASS Code** field.

d. CLICK the **Search** button, populating the **Origin Entry Facility** drop-down box.

5. SELECT a Facility from the **Origin Entry Facility** drop-down box.

6. ENTER a valid date range in the **Select Date Range** fields.

7. SELECT one or more Mail Classes by CLICKING on the appropriate **Mail Class** check boxes.

8. CLICK the **Create** button to display the Closeout Data Report – Origin Entry.

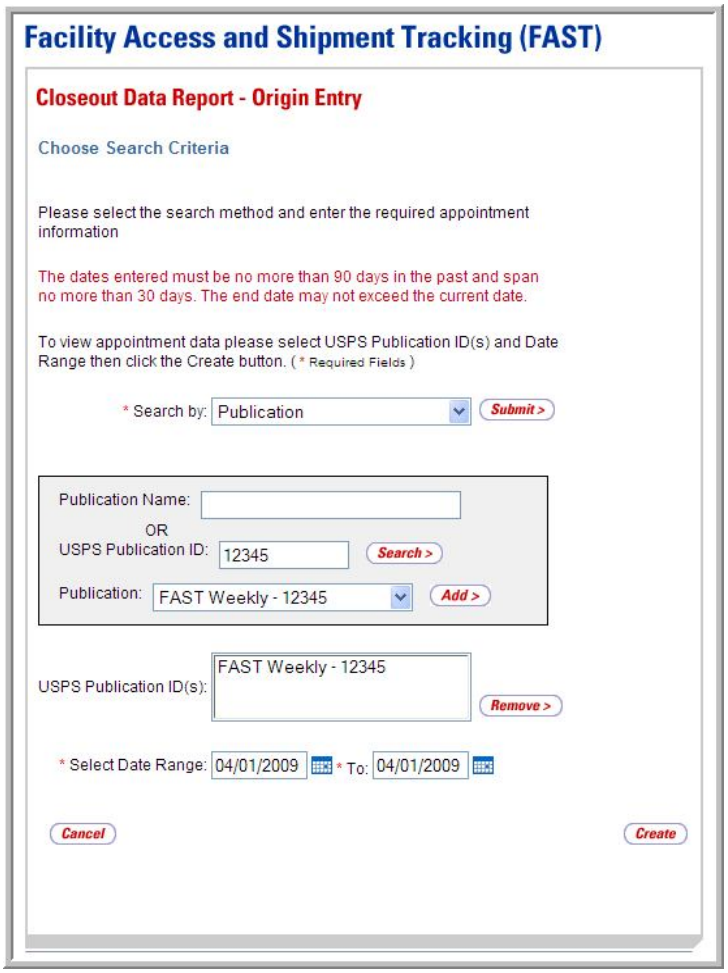
10.2.4 Search by Publication

When searching by Publication, the user must select the "Publication" option from the **Search by** drop-down box and click the **Submit** button to display the Publication search area. The user may then enter the required search criteria and click the **Create** button to display a list of appointments with their associated closeout data.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
Publication Name	Field in which the user may enter a Publication Name.
USPS Publication ID	Field in which the user may enter a USPS Publication ID number.
Search button	Searches for a Publication based on the criteria entered in either the **Publication Name** or the **USPS Publication ID** field.
Publication	Drop-down box listing the Publication(s) a user may choose from based on the search criteria.

Add button	Adds the selected Publication to the **USPS Publication ID(s)** list box [displays after the user has searched for a publication].
USPS Publication ID(s)	Lists the Publication(s) the user wishes to search for.
Remove button	Removes the selected Publication from the **USPS Publication ID(s)** list box [displays after the user has added a Publication to the USPS Publication ID(s) list box].
**Select Date Range*	Field in which the user may enter a date in MM/DD/YYYY format.
**To*	Field in which the user may enter a date in MM/DD/YYYY format.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Displays a table with all appointments associated with the selected search criteria.



Search by Publication

Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by Publication:

1. SELECT "Publication" in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the Publication search area.
3. ENTER a Publication Name in the **Publication Name** field.
   OR:
4. Enter a USPS Publication ID in the **USPS Publication ID** field.
5. CLICK the **Search** button to populate the **Publication** drop-down box.
6. SELECT a Publication from the **Publication** drop-down box.
7. CLICK the **Add** button to add the Publication to the **USPS Publication ID(s)** list box.
8. ENTER a valid date range in the **Select Date Range** fields.
9. CLICK the **Create** button to display the Closeout Data Report – Origin Entry.

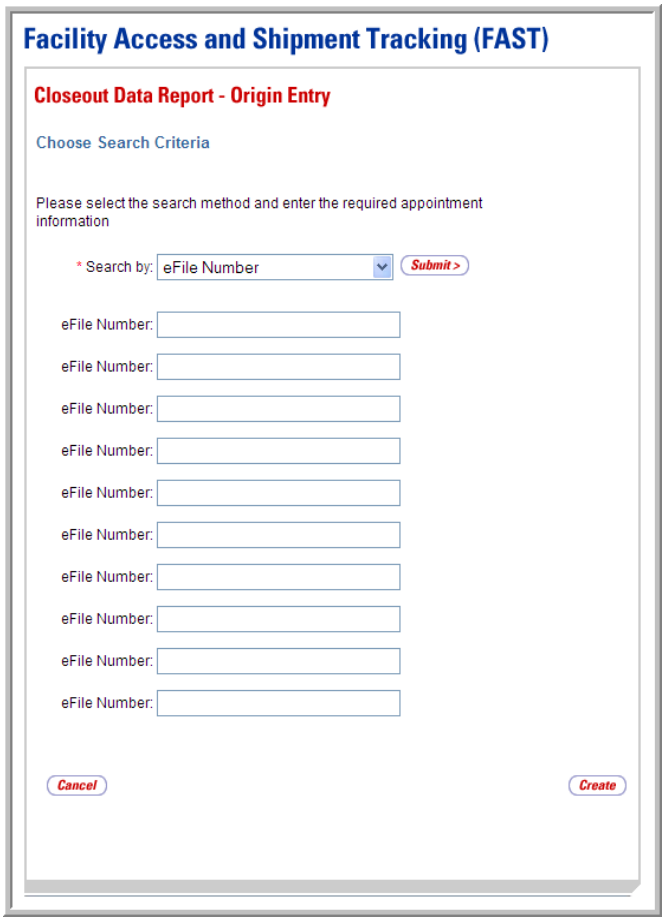
Note:
The dates entered must be no more than ninety days in the past and span no more than thirty days. The end date may not exceed the current date.

10.2.5 Search by eFile Number

When searching by eFile Number, the user must select the "eFile Number" option from the **Search by** drop-down box and click the **Submit** button to display the eFile Number search area. The user may then enter an eFile Number and click the **Create** button to display a list of appointments with their associated closeout data.

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Search by*	Drop-down box listing what the user may search by: Appointment, Customer Registration ID, Facility, Publication, Scheduler, or eFile Number.
Submit button	Refreshes the page and displays further inputs depending on which search option is requested.
eFile Number	Fields in which a valid eFile Number may be entered.
Cancel button	Directs the user to the *Reports* Landing page.
Create button	Displays a table with all appointments associated with the entered eFile Number(s).



Search by eFile Number

Perform the following steps on the *Closeout Data Report – Origin Entry* page to search by eFile Number:

1. SELECT “eFile Number” in the **Search by** drop-down box.
2. CLICK the **Submit** button to refresh the page and display the eFile Number search area.
3. ENTER one or more eFile Numbers in the **eFile Number** fields.
4. CLICK the **Create** button to display the Closeout Data Report – Origin Entry.

10.2.6 View the Closeout Data Report – Origin Entry

The fields and buttons on the *Closeout Data Report – Origin Entry* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Header Data (displays when searching by Appointment ID)	
Appointment ID	The ID number(s) selected in the search criteria.
Header Data (displays when searching by Customer Registration ID)	
Scheduler Name	The Scheduler Name associated with the Customer Registration ID selected in the search criteria.
Customer Registration ID	The Customer Registration ID selected in the search criteria.
Date Range	The range of dates selected in the search criteria.
Header Data (displays when searching by Facility)	
USPS Origin Entry Facility	The name of the USPS Origin Entry Facility selected in the search criteria.
NASS Code	The three to five character NASS Code associated to the Origin Entry Facility selected in the search criteria.
Locale Key	The Locale Key of the Origin Entry Facility selected in the search criteria.
Date Range	The range of dates selected in the search criteria.
Header Data (displays when searching by Publication)	
USPS Publication(s)	The name of the Publication(s) selected in the search criteria..
Date Range	The range of dates selected in the search criteria.
Header Data (displays when searching by Scheduler)	
Scheduler Name	The name of the Scheduler selected in the search criteria.
Scheduler ID	The ID of the Scheduler selected in the search criteria.
Date Range	The range of dates selected in the search criteria.
Mail Class	The Mail Class(es) selected in the search criteria.

Header Data (displays when searching by eFile Number)	
eFile Number	The eFile Number(s) selected in the search criteria.
Mail Class	The Mail Class(es) selected in the search criteria.
Header Data (common to all Closeout Data Reports)	
Status Code Legend	The codes for the different appointment Status types: CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected.
Mail Integrity Code Legend	The codes for the different Mail Integrities: AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size.
Mail Class Code Legend	The codes for the different Mail Classes: FC -First Class, PS-Package Services, PER-Periodicals, STD-Standard.
Closeout Data Report List Table	
Appointment ID	The ID associated with the appointment. Each Appointment ID is a hyperlink to the *JIT One-Time Appointment Information* page, where the user may access more information about the appointment.
Status	The Status for a given appointment.
Scheduler ID	The ID associated with the appointment Scheduler, if chosen as a search option.
Scheduler Name	The Scheduler Name for a given appointment.
CRID	The Customer Registration ID associated with a given appointment.
Mail Owner	The Mail Owner for a given appointment.
Mail Preparer	The Mail Preparer for a given appointment.
Publication Name	The Publication Name for a given appointment.
USPS Origin Entry Facility	The USPS Origin Entry Facility for a given appointment.
NASS Code	The three to five character NASS Code associated to the Origin Entry Facility for a given appointment.
Locale Key	The Locale Key for a given appointment.

Appointment Date	The scheduled date for a given appointment.
Appointment Time	The scheduled time for a given appointment.
Arrival Date	The actual arrival date of a given appointment.
Arrival Time	The actual arrival time of a given appointment.
Unload Start Date	The actual unload start date of a given appointment.
Unload Start Time	The actual unload start time of a given appointment.
Unload End Date	The actual unload end date of a given appointment.
Unload End Time	The actual unload end time of a given appointment.
Mail Integrity	The mail integrity code of a given appointment.
Content Discrepancy	The content discrepancies associated with a given appointment.
Surface Visibility Placard Scans	Indicates whether or not Surface Visibility Placard Scans were used for a given appointment.
Closed by Surface Visibility	Indicates whether or not a given appointment was closed by Surface Visibility.
Mail Class	The Mail Class of a given appointment
News	Indicates whether or not a given appointment is News.
Scheduled Pallet/Container Count	The expected number of Pallets/Containers for a given appointment.
Actual Pallet/Container Count	The actual number of Pallets/Containers for a given appointment.
Scheduled Bedload Count	The expected number of Bedloads for a given appointment.
Actual Bedload Count	The actual number of Bedloads for a given appointment.
eFile Number	The eFile Number associated with a given appointment.
Back button	Directs the user to the *Manage Closeout Information – Origin Entry* page.

UNITED STATES POSTAL SERVICE

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Closeout Data Report - Origin Entry

Selected Criteria

USPS Origin Entry Facility: NEW YORK
NASS Code: 100
Locale Key: V19160
Date Range: 05/31/2011 to 05/31/2011
Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected

Mail Integrity Code Legend : AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

Mail Class Code Legend : FC-First-Class, PS-Package Services, PER-Periodicals, STD-Standard

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

Appointment ID	Status	Scheduler ID	Scheduler Name	CRID	Mail Owner	Mail Preparer	Publication Name	USPS Origin Entry Facility	NASS Code	Locale Key	Appoi Date
910551332	O	20024	ETR TEST	10001215	N/A	N/A	N/A	NEW YORK	100	V19160	05/31/2(

Export options: Download into Excel | View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

< Back

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

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11.0 Resources

The user has several processes they may exercise upon logging into the FAST application and accessing the FAST Origin Entry *Resources* page.

The *Resources* module includes:

11.1 Reference Documents – Describes how a user may access Release Notes, Job Aids, the FAST Origin Entry User Guide, and PS Forms.

11.2 Reference Documents – Describes how a user may download the different Drop Ship Product Files.

The user may access the processes associated with the above section from the *Welcome to FAST* page by clicking the **Origin Entry** link or the associated **Go>** button, followed by the **Go>** button associated with **Resources**. The **Resources** link takes the user to the Origin Entry *Resources* page.

11.1 Reference Documents

This section includes:

11.1.1 Links to Release Notes
11.1.2 Download the FAST Customer Job Aids
11.1.3 Download the FAST Origin Entry User Guide
11.1.5 Download the PS Form 8017 (Expedited Plant-Load Shipment Clearance and the PS Form 8026 (Expedited Shipment Agreement for Plant-Load Mailings)

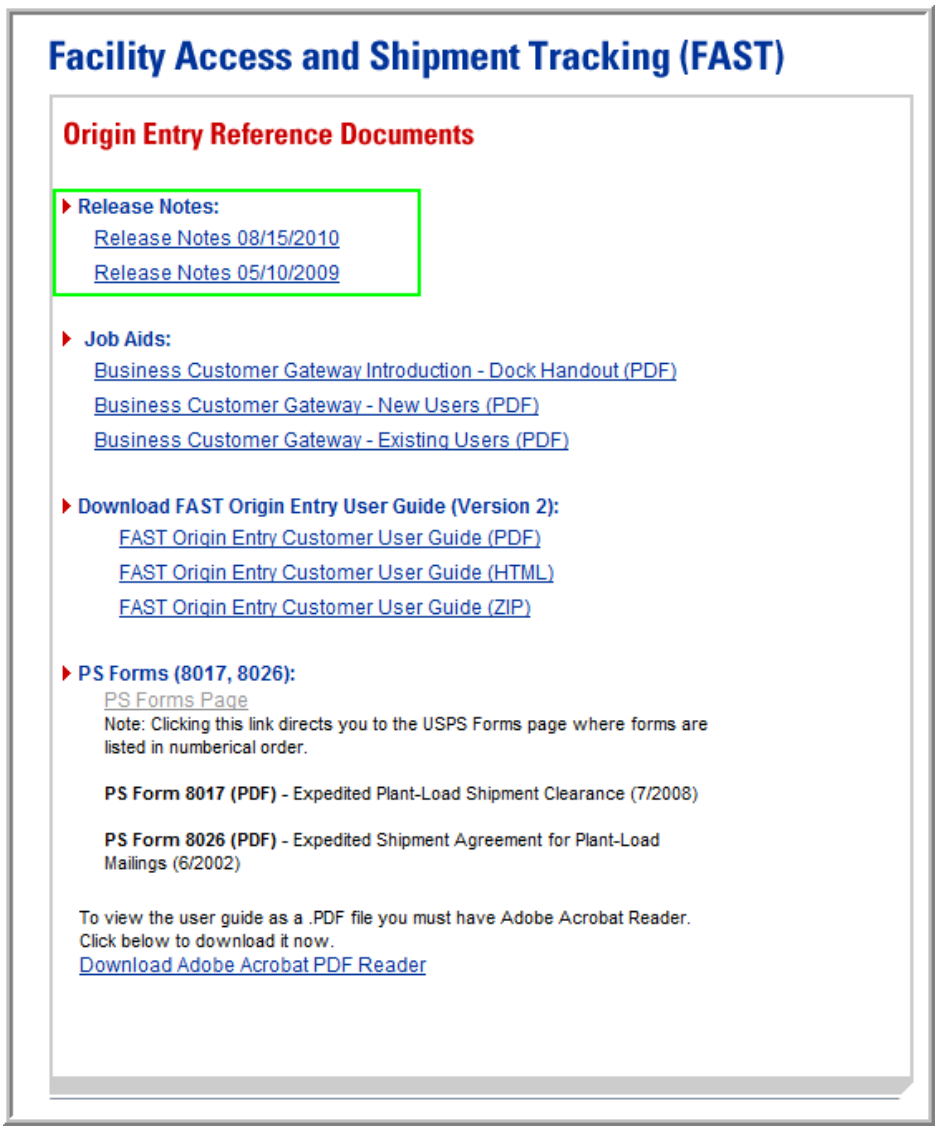
The user begins the process from the *Resources* page. The user clicks the **Go>** button associated with **Reference Documents** to display the *Origin Entry Reference Documents* page.

Note:
To download or access any of the reference documents in .PDF format, the user must have Adobe Acrobat Reader. The user may download Adobe Acrobat Reader by clicking **Download Adobe Acrobat PDF Reader** on the *Origin Entry Reference Documents* page.

11.1.1 Links to Release Notes

The Origin Entry *Reference Documents* section includes links to release notes, allowing the user to download release notes for a specific date.

The *Origin Entry Reference Documents* page is displayed below with the Release Notes section highlighted.



11.1.3 Download the FAST Customer Job Aids

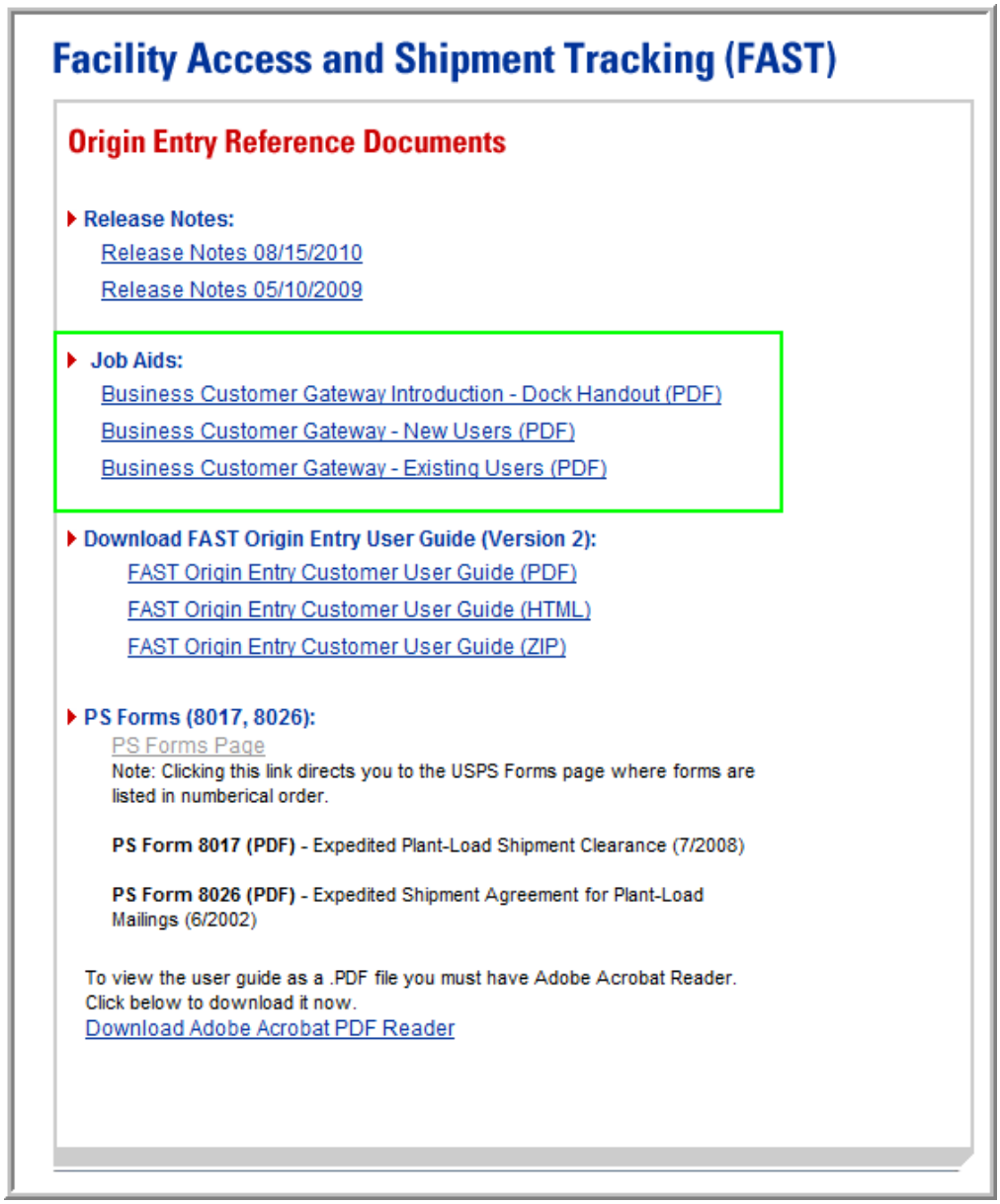
The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are three (3) files available for download: *Business Customer Gateway Instructions – Dock Handout, Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users.*

- **Business Customer Gateway Instruction – Dock Handout –** this document contains instructions to guide the user in registering for FAST, CSA and other services in the Business Customer Gateway.
- **Business Customer Gateway – New Users –** this document contains instructions to guide the user in registering for FAST in the Business Customer Gateway.
- **Business Customer Gateway – Existing Users –** this document contains instructions to guide the user with the new Business Customer Gateway.

All the files are available in Adobe PDF format. To download any of the files, user simply right-clicks the desired link and selects “Save Target As…” A pop-up dialog will display asking the

user to select where the file will be saved. Once the destination is determined, user clicks “Save” and waits for the download to complete.

The *Reference Documents* page is displayed below with the Origin Entry Customer Job Aids section highlighted.



11.1.3 Download the FAST Origin Entry User Guide

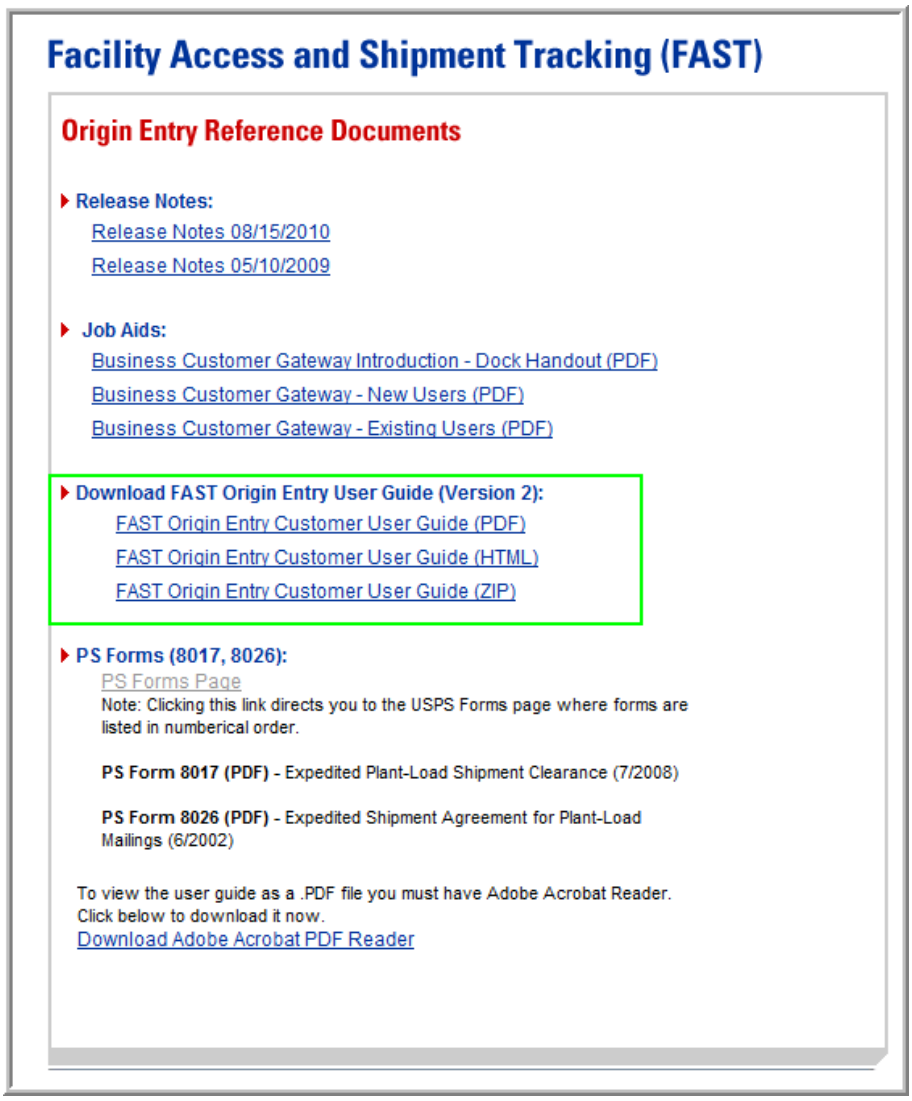
The FAST Origin Entry User Guide is a document that explains the different features that the Origin Entry section of FAST provides to the user. It contains detailed instructions for the user on how to perform key functions within the *FAST Origin Entry* Landing page.

The FAST Origin Entry User Guide section describes the following processes:

- Downloading the User Guide in .PDF format
- Downloading the User Guide in .HTML format
- Downloading the User Guide as a .ZIP file

The fields and buttons on the *Origin Entry Reference Documents* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
FAST Origin Entry Customer User Guide (PDF) hyperlink	Link to access the FAST Origin Entry Customer User Guide in .PDF format.
FAST Origin Entry Customer User Guide (HTML) hyperlink	Link to access the FAST Origin Entry Customer User Guide in .HTML format.
FAST Origin Entry Customer User Guide (ZIP) hyperlink	Link to access the FAST Origin Entry Customer User Guide as a .ZIP file.



CLICK the **FAST Origin Entry Customer User Guide (PDF)** hyperlink to be redirected to a page with the FAST Origin Entry User Guide in .PDF format.

CLICK the **FAST Origin Entry Customer User Guide (HTML)** hyperlink to be redirected to a page with the FAST Origin Entry User Guide in .HTML format.

CLICK the **FAST Origin Entry Customer User Guide (ZIP)** hyperlink to begin the download process for the .ZIP file. A new window will appear prompting the user to either open the WinZip file or save it to the computer.

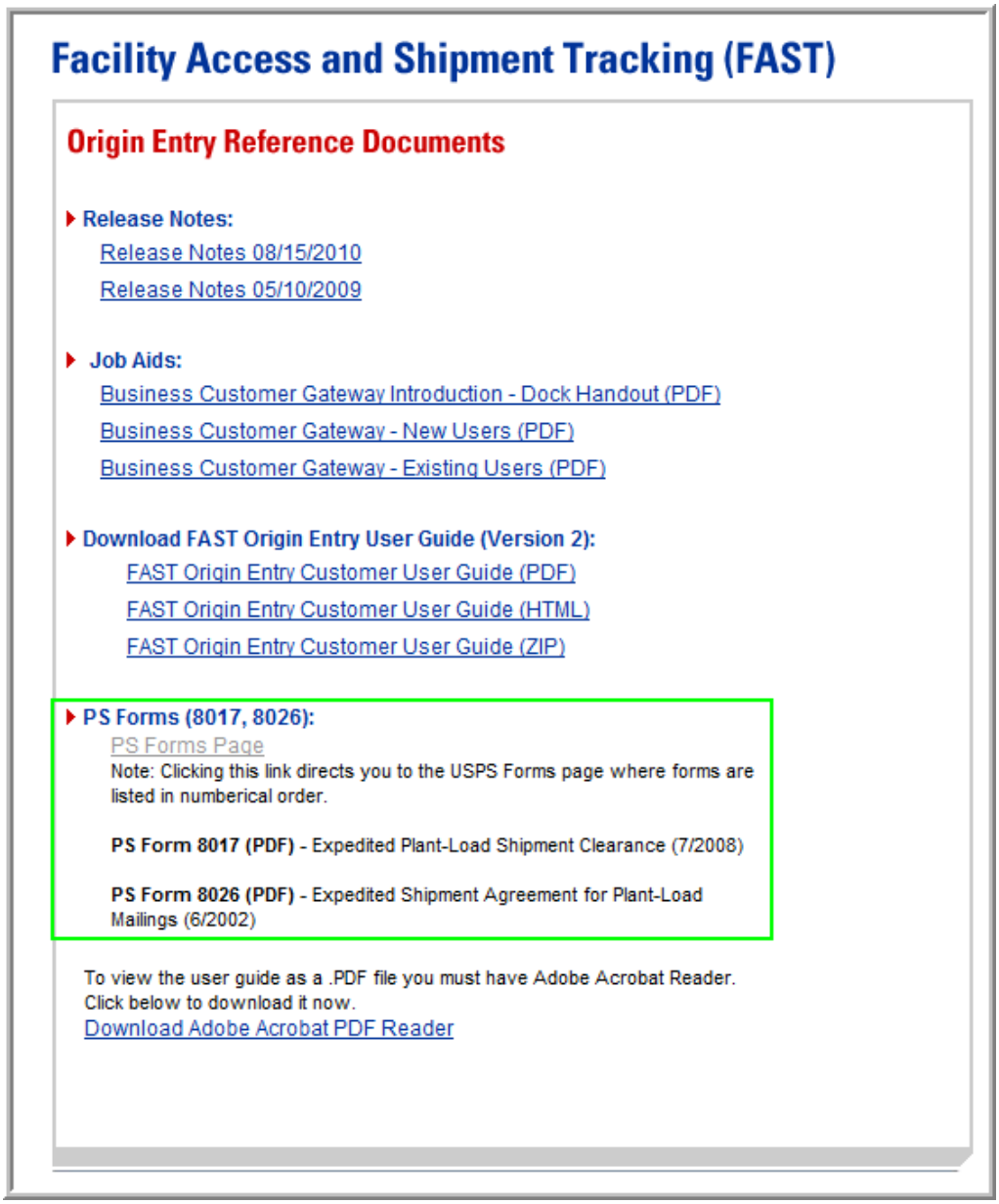
Note:
To extract and open any of the WinZip files, the user must have the WinZip application.

11.1.4 Download the PS Form 8017 (Expedited Plant-Load Shipment Clearance) and the PS Form 8026 (Expedited Shipment Agreement for Plant-Load Mailings)

This section describes how the user may download the forms in .PDF format.

The fields and buttons on the *Origin Entry Reference Documents* page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
PS Forms Page hyperlink	Directs the user to the *USPS Forms* page.



Facility Access and Shipment Tracking (FAST)

Origin Entry Reference Documents

Release Notes:

Release Notes 08/15/2010

Release Notes 05/10/2009

Job Aids:

Business Customer Gateway Introduction - Dock Handout (PDF)

Business Customer Gateway - New Users (PDF)

Business Customer Gateway - Existing Users (PDF)

Download FAST Origin Entry User Guide (Version 2):

FAST Origin Entry Customer User Guide (PDF)

FAST Origin Entry Customer User Guide (HTML)

FAST Origin Entry Customer User Guide (ZIP)

PS Forms (8017, 8026):

PS Forms Page

Note: Clicking this link directs you to the USPS Forms page where forms are listed in numberical order.

PS Form 8017 (PDF) - Expedited Plant-Load Shipment Clearance (7/2008)

PS Form 8026 (PDF) - Expedited Shipment Agreement for Plant-Load Mailings (6/2002)

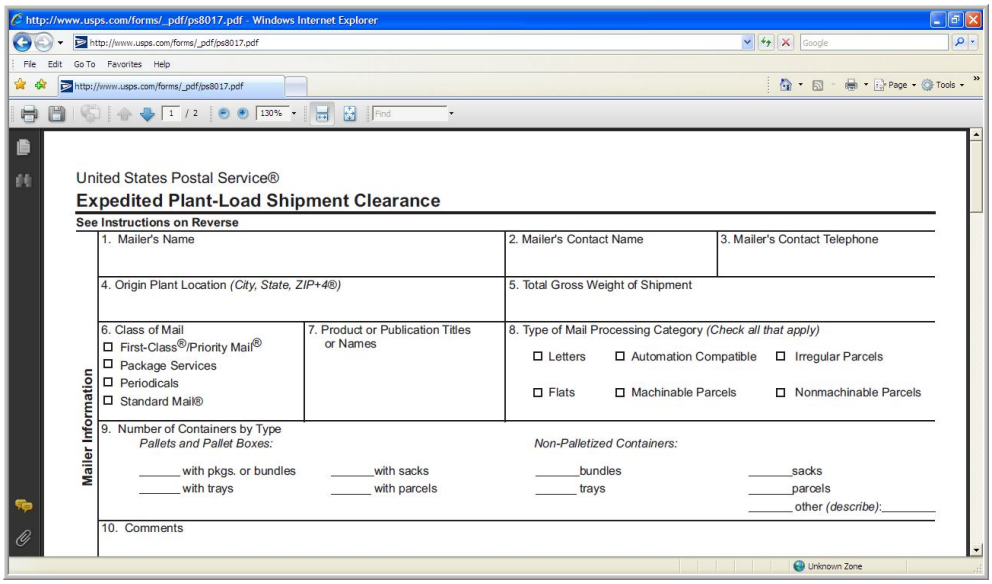
To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

CLICK the **PS Forms Page** hyperlink to be redirected to the *USPS Forms* page. The user may then search for the PS Form 8017 or 8026 to download in .PDF format.

PS Form 8017

The PS Form 8017 is used for expedited plant-load shipment clearance. The form in .PDF format is displayed below.



United States Postal Service®

Expedited Plant-Load Shipment Clearance

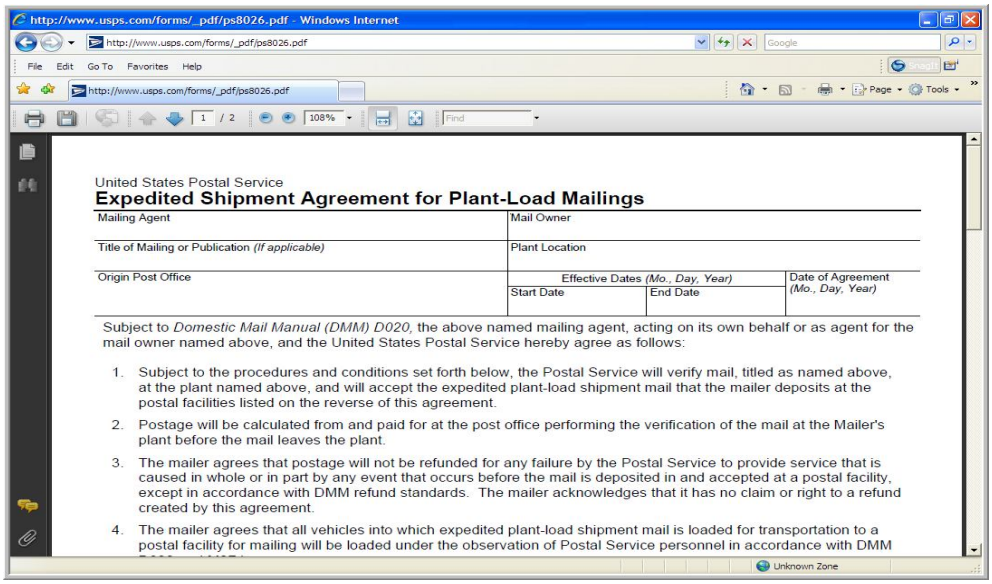
See Instructions on Reverse

Mailer Information

1. Mailer's Name
2. Mailer's Contact Name
3. Mailer's Contact Telephone
4. Origin Plant Location *(City, State, ZIP+4®)*
5. Total Gross Weight of Shipment
6. Class of Mail
   - ☐ First-Class®/Priority Mail®
   - ☐ Package Services
   - ☐ Periodicals
   - ☐ Standard Mail®
7. Product or Publication Titles or Names
8. Type of Mail Processing Category *(Check all that apply)*
   - ☐ Letters ☐ Automation Compatible ☐ Irregular Parcels
   - ☐ Flats ☐ Machinable Parcels ☐ Nonmachinable Parcels
9. Number of Containers by Type
   Pallets and Pallet Boxes:
   _____ with pkgs. or bundles _____ with sacks
   _____ with trays _____ with parcels
   Non-Palletized Containers:
   _____ bundles _____ sacks
   _____ trays _____ parcels
   _____ other *(describe)*:_____
10. Comments

PS Form 8026

The PS Form 8026 is used for expedited shipment agreements for plant-load mailings. The form in .PDF format is displayed below.



United States Postal Service

Expedited Shipment Agreement for Plant-Load Mailings

Mailing Agent	Mail Owner		
Title of Mailing or Publication *(If applicable)*	Plant Location		
Origin Post Office	Effective Dates *(Mo., Day, Year)*		Date of Agreement *(Mo., Day, Year)*
	Start Date	End Date	

Subject to *Domestic Mail Manual (DMM) D020*, the above named mailing agent, acting on its own behalf or as agent for the mail owner named above, and the United States Postal Service hereby agree as follows:

1. Subject to the procedures and conditions set forth below, the Postal Service will verify mail, titled as named above, at the plant named above, and will accept the expedited plant-load shipment mail that the mailer deposits at the postal facilities listed on the reverse of this agreement.
2. Postage will be calculated from and paid for at the post office performing the verification of the mail at the Mailer's plant before the mail leaves the plant.
3. The mailer agrees that postage will not be refunded for any failure by the Postal Service to provide service that is caused in whole or in part by any event that occurs before the mail is deposited in and accepted at a postal facility, except in accordance with DMM refund standards. The mailer acknowledges that it has no claim or right to a refund created by this agreement.
4. The mailer agrees that all vehicles into which expedited plant-load shipment mail is loaded for transportation to a postal facility for mailing will be loaded under the observation of Postal Service personnel in accordance with DMM

Note:
The user may use the scroll bars on the right side of the screen to view the entire form and may print it by selecting **Print** from the **File** menu.

11.2 Drop Ship Product File Download

The *Drop Ship Product* page allows a user to download various drop ship product files. There are 10 different files that include:

- **Address File** – The Drop Ship Address portion of the product contains USPS facility address and telephone information.
- **Supplemental Site File** – The Drop Ship Supplemental Site portion of the product contains docking information, processing hours, and directions to the drop ship facilities.
- **Parcel File** – The Drop Ship Parcel portion of the product contains ZIP Codes and processing hours.
- **Mail Direction File** – The Drop Ship Mail Direction File lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates.
- **Mail Direction File v2** – The Drop Ship Mail Direction File v2 lists the DDU, SCF, ADC and NDC discount drop entry points (no default or redirection records) by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code, Effective Dates and applicable Truck Sizes (if specific). All non-DDU drop entry points will be linked to a corresponding Label in L601, L602, L004 or L005 Label Lists.
- **CIN List File** – The Drop Ship CIN List File lists CIN Codes with their Mail Class, Mail Shape and Sort Type.
- **Drop Ship Delivery Unit Hours File -** The Drop Ship Delivery Unit Hours File lists the Delivery Unit hours per Facility by Locale Key.
- **Layout File –** The Layout File displays detailed information for each file located in the Drop Ship Product File Download page.
- **BMEU File** – The BMEU File will display BMEU hours for all days of the week as well as the Drop Site Key for all facilities identified as a BMEU from FDB. Additional details for the BMEU can be found in the Address and Supplemental Site File (other files in the Drop Ship Product).
- **Critical Entry Time File** – The Critical Entry Time (CET) file contains the nationally standardized CET times for all mail classes other than Periodicals. For Periodicals, this data is received from the MPOPS system per Facility within the FAST application.

The user may either download all of the files at once by selecting the **All File** download button or they may download each file individually.

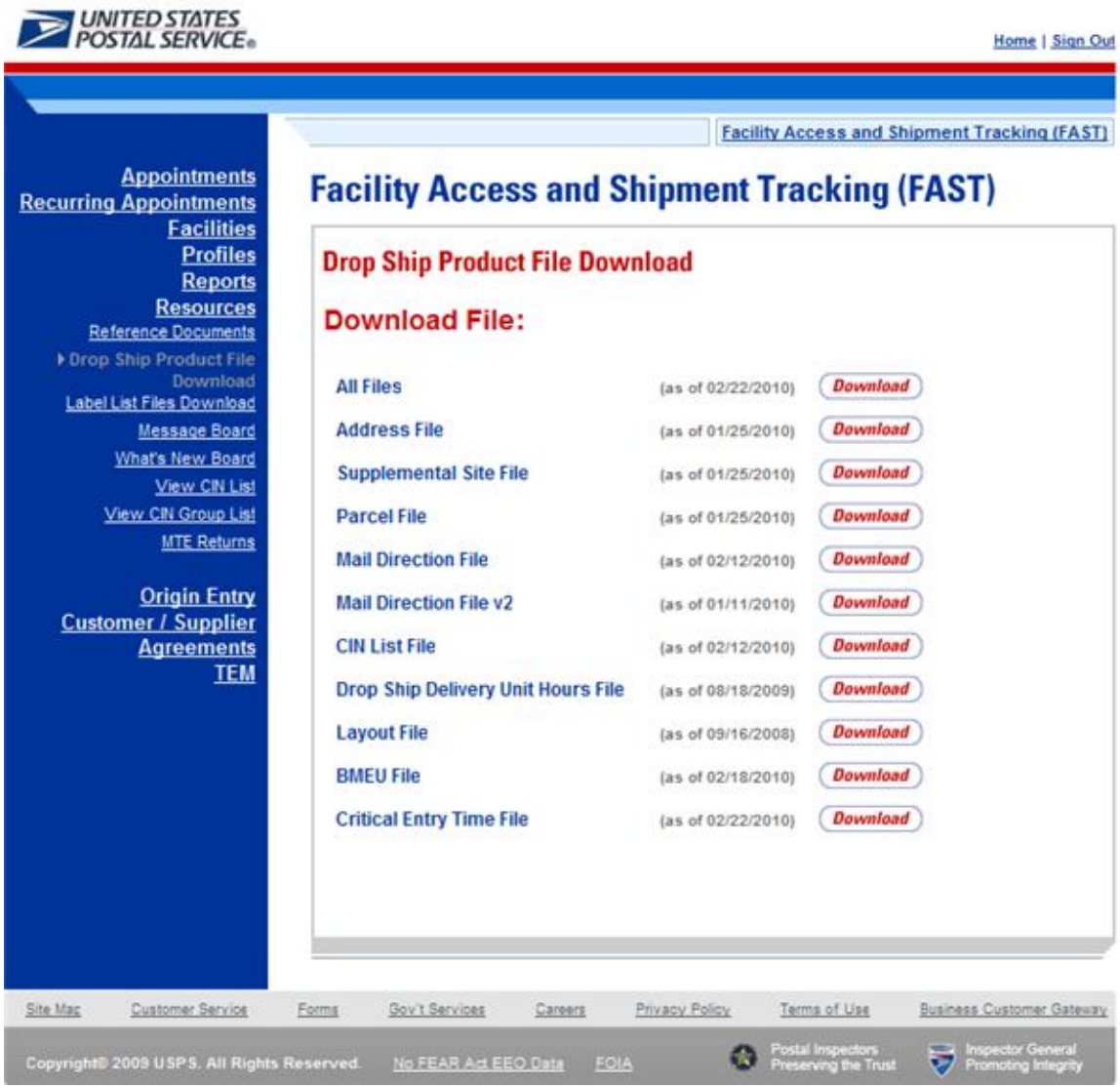
The user begins the process from the *Resources Landing* page. The user CLICKS the **Drop Ship Product File Download** link, or associated **Go>** button to display the *Drop Ship Product File Download* page. The user may then select which file to download and CLICK the associated **Download** button.

The fields and buttons on the *Drop Ship Product File Download* page are described below. A snapshot of the page is displayed after the field description.

Download (All Files)	Begins the downloading process of all files in the Drop Ship Product File.
Download (Address File)	Begins the downloading process of the Address File.
Download (Supplemental Site File)	Begins the downloading process of the Supplemental Site File.

Download (Parcel File)	Begins the downloading process of the Parcel File.
Download (Mail Direction File)	Begins the downloading process of the Mail Direction File.
Download (Mail Direction File v2 File)	Begins the downloading process of the Mail Direction File v2.
Download (CIN List File)	Begins the downloading process of the CIN List File.
Download (Drop Ship Delivery Unit Hours File)	Begins the downloading process of the Drop Ship Delivery Unit Hours File.
Download (Layout File)	Begins the downloading process of the Layout File.
Download (BMEU File)	Begins the downloading process of the BMEU File.
Download (Critical Entry Time File)	Begins the downloading process of the Critical Entry Time File.

The *Drop Ship Product File Download* page is displayed on the following page.



CLICK the **Download** button to begin the downloading process. A new window will appear prompting the user to either open the zip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:
To extract and open any of the WinZip files, the user must have the WinZip application.

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12.0 Appendix

The *Appendix* module includes:

12.1 Security – Describes FAST security for customers.

12.1 Security

FAST Origin Entry uses various security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee that the appointment or Facility information a user wishes to view, create, or edit is accurate and has not been manipulated by unauthorized users.

FAST Origin Entry allows login by two main groups of users – internal and customer. Internal users are USPS employees and customer users are USPS customers. Internal users are required to register with eAccess to activate themselves in FAST.

This section includes:

12.1.1 New Customer Users
12.1.2 Existing Customer Users

12.1.1 New Customer Users

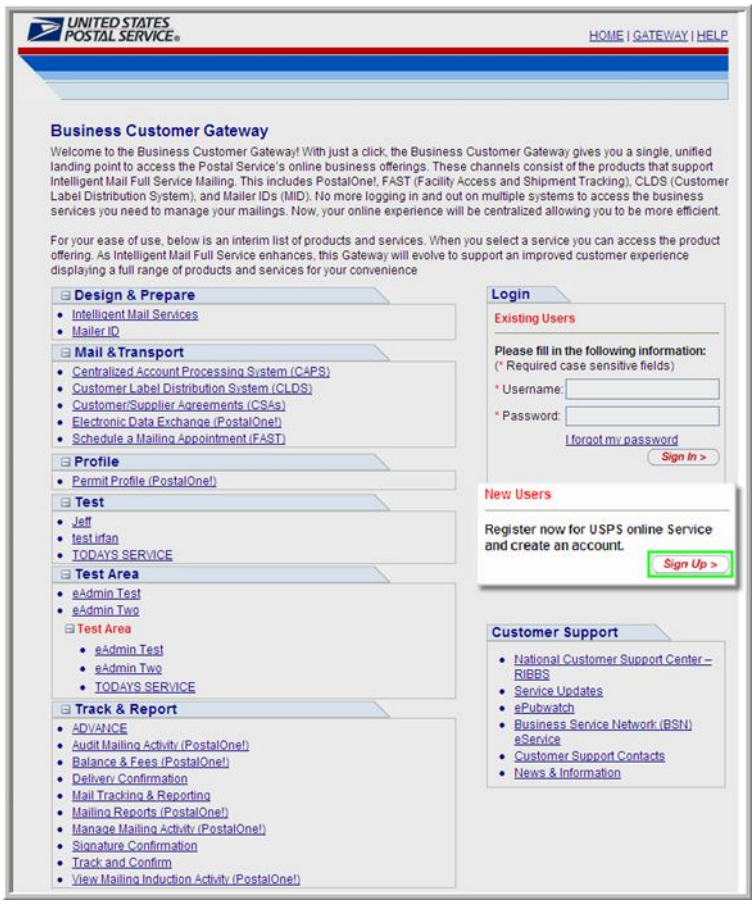
New FAST users who are customers of USPS must go through the Business Customer Gateway (BCG) to start the customer registration process. The Business Customer Gateway allows users to register for services available through the Gateway as well as to access general information and customer support links that are important in mail management.

The user begins the process by navigating to http://www.usps.com/ and clicking the **Business Customer Gateway** hyperlink in the bottom right corner to access the *Business Customer Gateway* page. Click the **Sign Up** button to proceed to the *New User Sign Up* page.

The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Existing Users section	
**Username*	Field to input the customer's Username.
**Password*	Field to input the customer's Password.
I forgot my password hyperlink	Link to access the *Forgotten Password* page, where the user may reset his or her Password.
Sign In button	Logs the user into the Business Customer Gateway with the credentials provided.
New Users section	

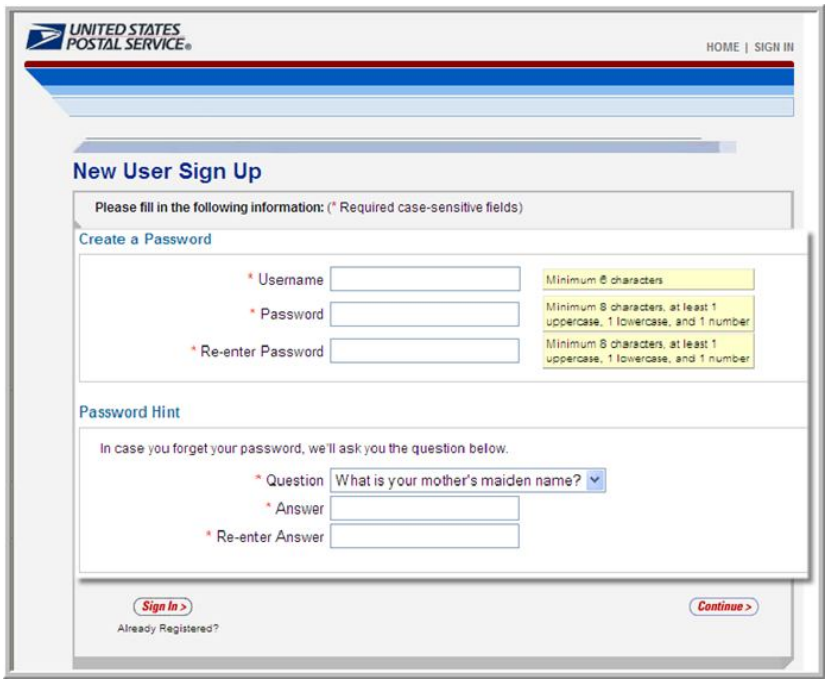
Sign Up button	Directs the user to the *New User Sign Up* page.



The fields and buttons on the *New User Sign Up* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Username*	Field to input the customer's Username. A valid Username must contain a minimum of six characters.
**Password*	Field to input the customer's Password. A valid Password must contain a minimum of eight characters and much include each of the following: one uppercase letter, one lowercase letter, and one number.
**Re-enter Password*	Field to re-input the customer's Password.
**Question*	Drop-down box listing the Questions the user may choose from.
**Answer*	Field to input the Answer to the selected Question.
**Re-enter Answer*	Field to re-input the Answer to the selected Question.

Sign In button	Directs the user to the *Business Customer Gateway* page, where the user may log in using his/her existing Username and Password.
Continue button	Directs the user to the *Profile Account Type* page.



Create a Username and Password

Perform the following steps on the *New User Sign Up* page to create a Username and Password for a new user in the Business Customer Gateway:

1. ENTER a valid Username in the **Username** field.
2. ENTER a valid Password in the **Password** field.
3. ENTER the same Password in the **Re-enter Password** field.
4. SELECT a Question from the **Question** drop-down box.
5. ENTER the Answer to the selected Question in the **Answer** field.
6. ENTER the same Answer in the **Re-enter Answer** field.
7. CLICK the **Continue** button to proceed to the *Profile Account Type* page.

There are two types of accounts that the user may register for using the Business Customer Gateway:

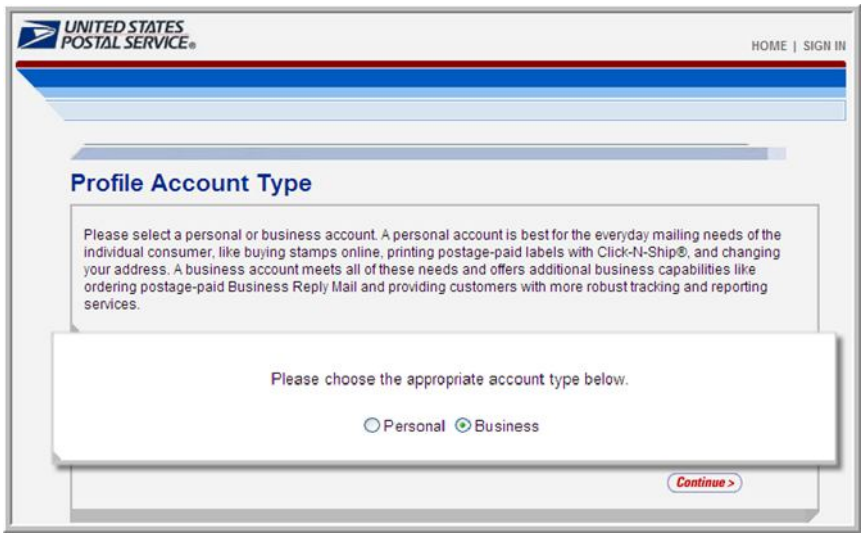
- **Personal accounts** are best for the everyday mailing needs of the individual consumer, including buying stamps online, printing postage-paid labels with Click-N-Ship®, and changing an address.

- **Business accounts** meet all of these needs, but also offer additional business capabilities including ordering postage-paid Business Replay Mail and providing customers with more robust tracking and reporting services.

Note:
Customers requesting access to FAST must select the “Business” account type.

The fields and buttons on the *Profile Account Type* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Personal radio button*	If selected, registers the user for a Personal account.
**Business radio button*	If selected, registers the user for a Business account. Note: Customers requesting access to FAST must select this account type.
Continue button	Directs the user to the *Business Profile* page.



Register for a Business Account

Perform the following steps on the *Profile Account Type* page to register for a Business account in the Business Customer Gateway:

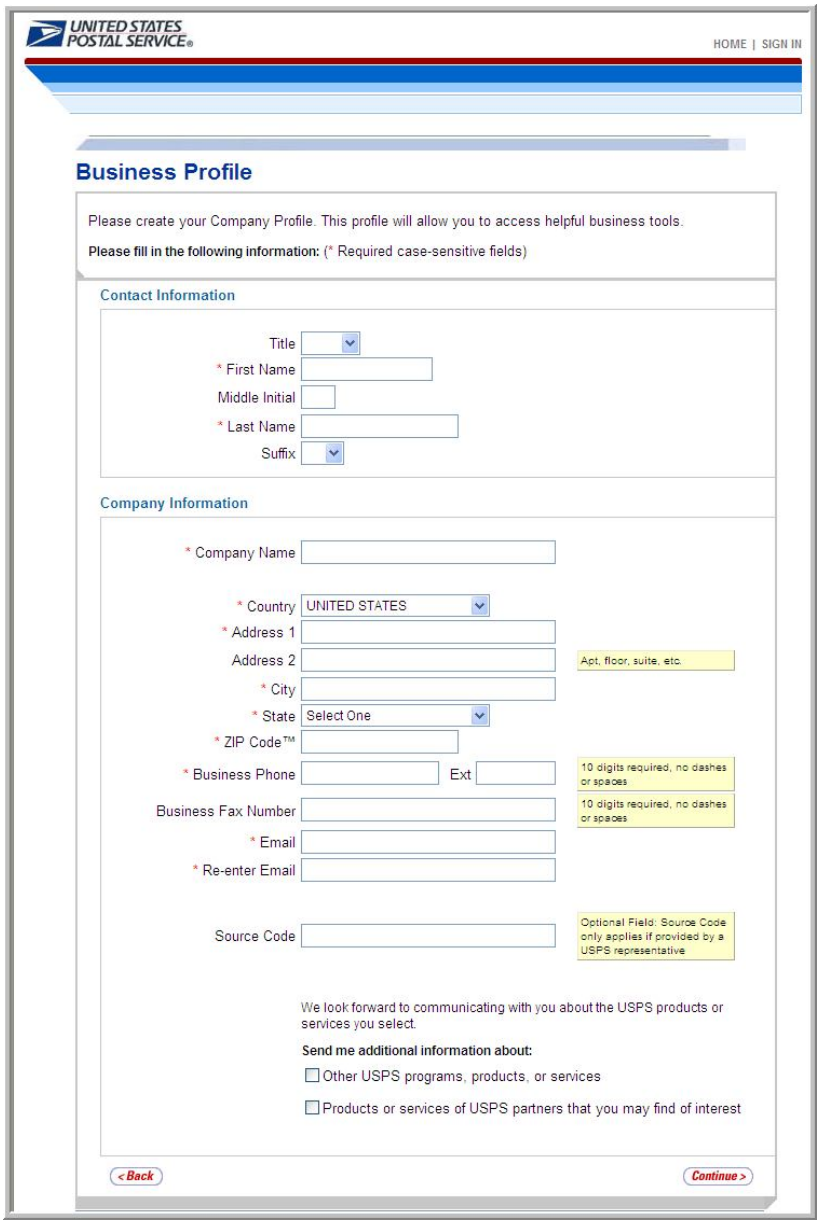
1. CLICK the **Business** radio button.
2. CLICK the **Continue** button to proceed to the *Business Profile* page.

The *Business Profile* page allows the user to create a Company Profile, where the user may enter contact information and company information pertinent to his/her company.

The fields and buttons on the *Business Profile* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Contact Information section	
Title	Drop-down box listing the Titles from which the user may choose.
**First Name*	Field to input the user's First Name.
Middle Initial	Field to input the user's Middle Initial.
**Last Name*	Field to input the user's Last Name.
Suffix	Drop-down box listing the Suffixes from which the user may choose.
Company Information section	
**Company Name*	Field to input the Company Name.
**Country*	Drop-down box listing the Countries from which the user may choose.
**Address 1*	Field to input the first line of the Address where the company resides.
Address 2	Field to input the second line of the Address where the company resides, if applicable.
**City*	Field to input the City where the company resides.
**State*	Drop-down box from which the user may select the State where the company resides.
**ZIP Code™*	Field to input the ZIP Code where the company resides.
**Business Phone*	Field to input the company's Business Phone number.
Ext	Field to input the Extension of the company's Business Phone number, if applicable.
Business Fax Number	Field to input the company's Business Fax Number, if applicable.
**Email*	Field to input the user's Email address.
**Re-enter Email*	Field to re-input the user's Email address.
Source Code	Field to input the Source Code, if provided by a USPS representative.

Other USPS programs, products, or services check box	Allows the user to opt to receive additional communications about other USPS programs, products, or services.
Products or services of USPS partners that you may find of interest check box	Allows the user to opt to receive additional communications about products or services of USPS partners that he/she may find of interest.
Back button	Directs the user to the *Profile Account Type* page.
Continue button	Directs the user to the *Address Confirmation* page or the *Company Profile Summary* page, depending on whether the address entered matches an address stored in the database.



Create a Business Profile

Perform the following steps on the *Business Profile* page to create a Business Profile in the Business Customer Gateway:

1. SELECT a Title from the **Title** drop-down box, if applicable.
2. ENTER the user's First Name in the **First Name** field.
3. ENTER the user's Middle Initial in the **Middle Initial** field, if applicable.
4. ENTER the user's Last Name in the **Last Name** field.
5. SELECT a Suffix from the **Suffix** drop-down box, if applicable.
6. ENTER the Company Name in the **Company Name** field.
7. SELECT a Country from the **Country** drop-down box.
8. ENTER the first line of the company's Address in the **Address 1** field.
9. ENTER the second line of the company's Address in the **Address 2** field, if applicable.
10. ENTER a City in the **City** field.
11. SELECT a State from the **State** drop-down box.
12. ENTER a ZIP Code in the **ZIP Code™** field.
13. ENTER a Business Phone number in the **Business Phone** field.
14. ENTER an Extension in the **Ext** field, if applicable.
15. ENTER a Business Fax Number in the **Business Fax Number** field, if applicable.
16. ENTER an Email address in the **Email** field.
17. ENTER the same Email address in the **Re-enter Email** field.
18. ENTER a Source Code in the **Source Code** field, if applicable.
19. CLICK the **Other USPS programs, products, or services** check box, if desired.
20. CLICK the **Products or services of USPS partners that you may find of interest** check box, if desired.
21. CLICK the **Continue** button to proceed to the *Address Confirmation* page or *Company Profile Summary* page, depending on whether the address entered matches an address stored in the database.

Note:
It is extremely important for users wishing to affiliate to the same company to enter the company Name and address information accurately.

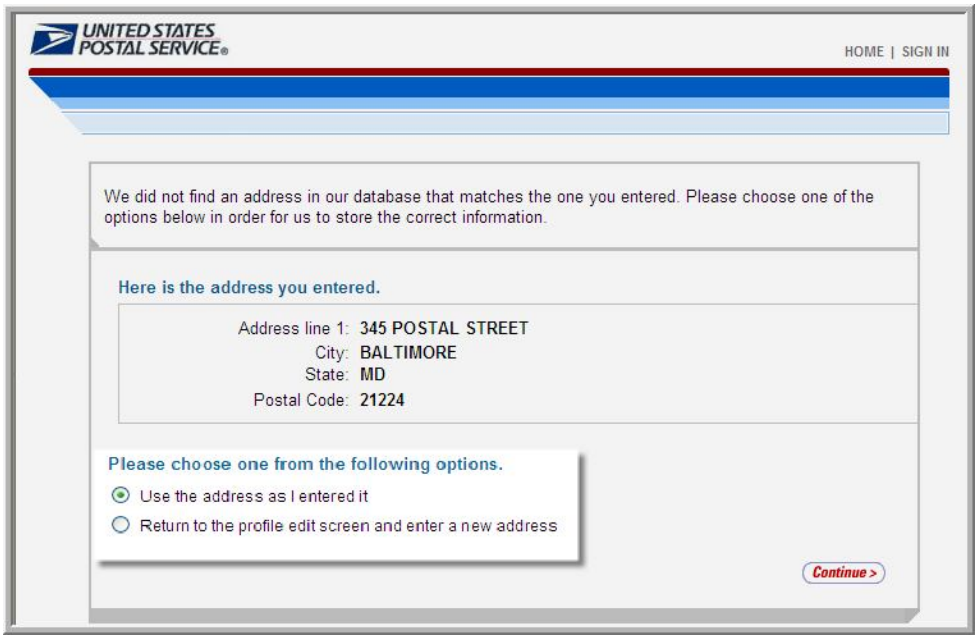
A Customer Registration ID (CRID) is a registration ID associated to a customer and assigned to a company name at an address. Too much variance in company information will result in different CRIDs, and consequently company users will not be linked to the same business entity.

Business Service Administrators (BSAs) are the key contacts for the management of a selected service at a business location. They need to ensure that their company users apply with the exact company information that has been entered for the desired location.

If the address entered on the *Business Profile* page does not match an address currently stored in Business Customer Gateway database, the user will be prompted to either use the address as it was entered or to return to the *Business Profile* page to enter a new address.

The fields and buttons on the *Address Confirmation* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Address Line 1	The first line of the Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Postal Code	The Postal Code where the company resides.
Use the address as I entered it radio button	Uses the address that was entered on the *Business Profile* page.
Return to the profile edit screen and enter a new address radio button	Directs the user to the *Business Profile* page, where he/she may enter a new address.
Continue button	Directs the user to the *Company Profile Summary* page or the *Business Profile* page, based on the option selected.



Confirm the Address Entered on the Business Profile Page

Perform the following steps on the *Address Confirmation* page to confirm the address entered:

If the user would like to continue with the address entered

1. CLICK the **Use the address as I entered it** radio button.
2. CLICK the **Continue** button to proceed to the *Company Profile Summary* page.

If the user would like to go back and edit the address

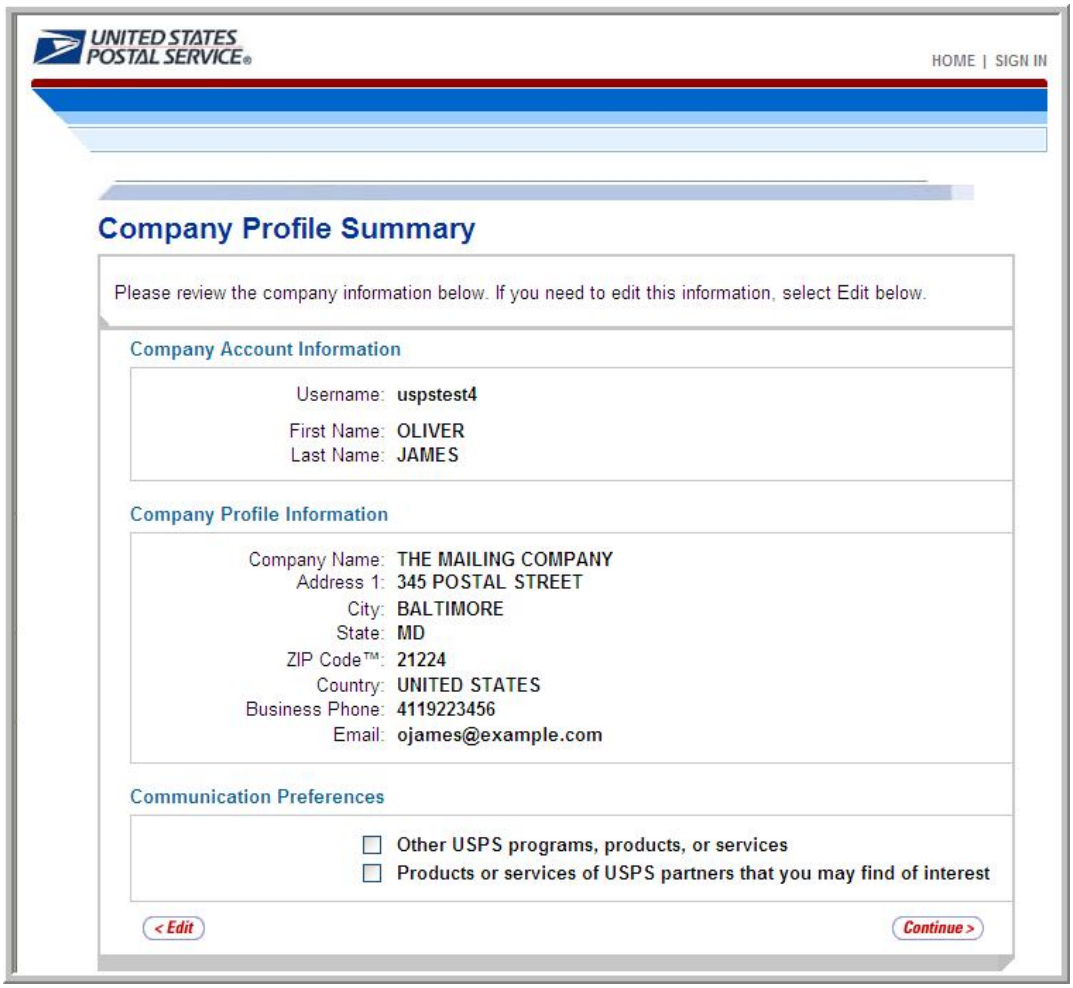
1. CLICK the **Return to the profile edit screen and enter a new address** radio button.
2. CLICK the **Continue** button to proceed to the *Business Profile* page and enter a new address.
3. ENTER the new address information into the appropriate fields on the *Business Profile* page.
4. CLICK the **Continue** button to proceed to the *Address Confirmation* page.
5. CLICK the **Use the address as I entered it** radio button.
6. CLICK the **Continue** button to proceed to the *Company Profile Summary* page.

The *Company Profile Summary* page displays your Company Account Information, Company Profile Information, and Communication Preferences.

The fields and buttons on the *Company Profile Summary* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Username	The Username of the customer.
First Name	The First Name of the customer.
Last Name	The Last Name of the customer.
Company Name	The Name of the company.
Address 1	The first line of the Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
ZIP Code™	The ZIP Code where the company resides.
Country	The Country where the company resides.
Business Phone	The Business Phone number of the company.

Email	The Email address of the customer.
Other USPS programs, products, or services check box	Indicates whether or not the user has selected to receive communications about other USPS programs, products, or services.
Products or services of USPS partners that you may find of interest check box	Indicates whether or not the user has selected to receive communications about products or services of USPS partners that he/she may find of interest.
Edit button	Directs the user to the *Business Profile* page.
Continue button	Directs the user to the *Privacy Act* page.



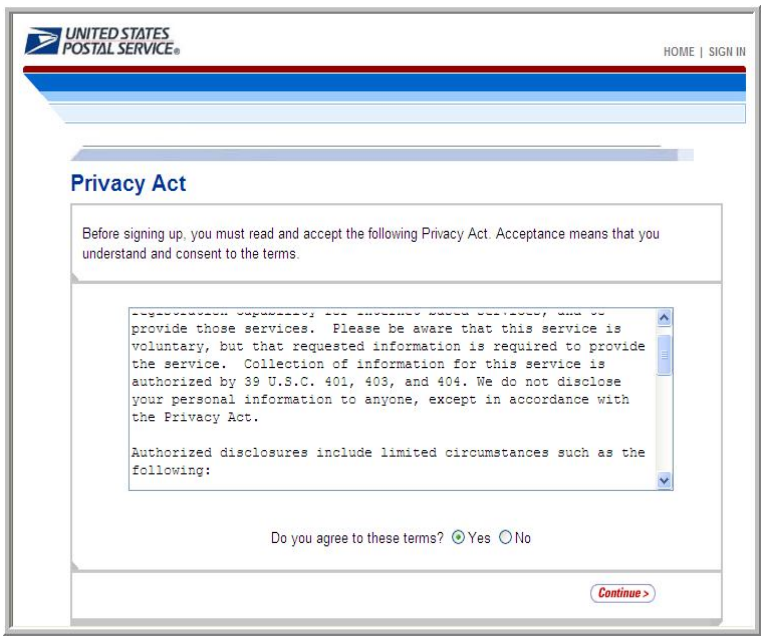
Confirm Company Profile Summary Information

If the information displayed on the *Company Profile Summary* page is correct, CLICK the **Continue** button to proceed to the *Privacy Act* page. If the information needs to be edited, CLICK the **Edit** button to be directed to the *Business Profile* page.

On the *Privacy Act* page, the user must read and accept the Privacy Act before he /she may sign up for a Business Customer Gateway account.

The fields and buttons on the *Privacy Act* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Yes radio button	If selected, indicates that the user accepts the terms of the Privacy Act.
No radio button	If selected, terminates the user registration process.
Continue button	Directs the user to the *Select a Business Service* page or the *Business Customer Gateway* page, depending on whether the user has accepted the terms of the Privacy Act.



Accept the Terms of the Privacy Act

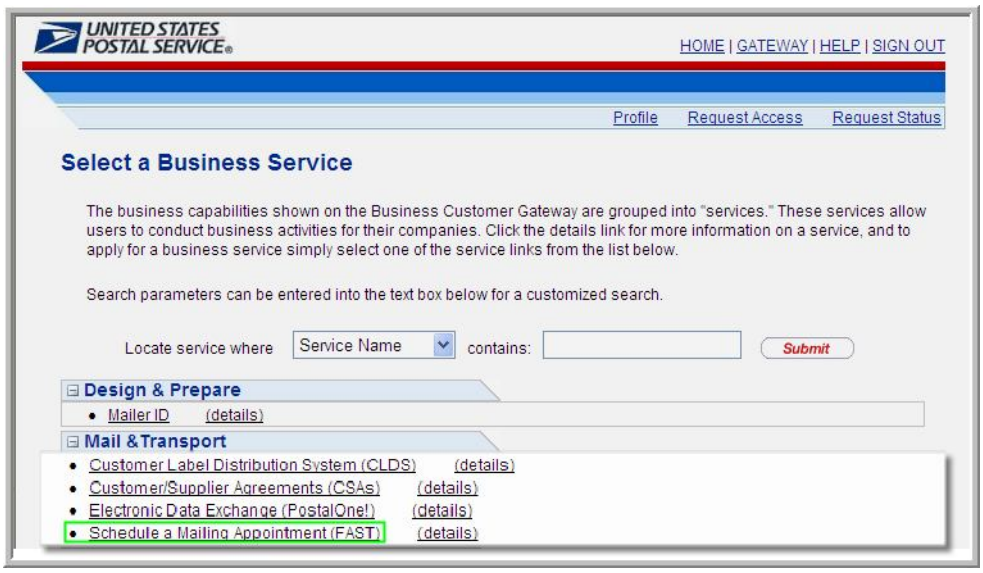
Perform the following steps on the *Privacy Act* page to accept the terms of the Privacy Act:

1. CLICK the **Yes** radio button.
2. CLICK the **Continue** button to proceed to the *Select a Business Service* page.

On the *Select a Business Service* page, the user will be able to request access for the FAST service.

The fields and buttons on the *Select a Business Service* page are described below. A screenshot of the page is displayed after the field descriptions,

Field/Button	Description
Locate service where	Drop-down box listing the criteria by which the user may search for a service.
contains	Field to input the search criteria.
Submit button	Searches for a service based on the entered search criteria.
Mail & Transport section	
Schedule a Mailing Appointment (FAST) hyperlink	Directs the user to the *Select Business Locations* page.



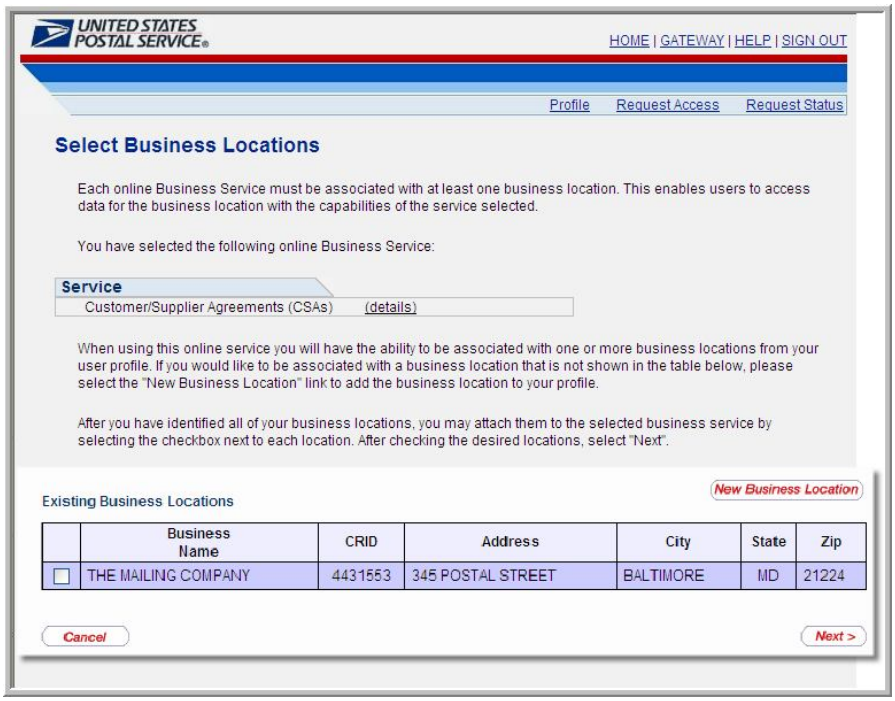
Request Access to the FAST Service

CLICK the **Schedule a Mailing Appointment (FAST)** hyperlink to request access to FAST and proceed to the *Select Business Locations* page.

The FAST service must be associated with at least one business location. When using the FAST service, the user will have the ability to be associated with one or more business locations from his/her user profile. The *Select Business Locations* page displays the currently existing business location(s) that the user may associate with the FAST service.

The fields and buttons on the *Select Business Locations* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
details hyperlink	Displays details about the associated service.
New Business Location button	Directs the user to the *Add a Service* page where the user may input new location information.
Existing Business Locations check boxes	Allows the user to select one or more Existing Business Locations to associate with the FAST service.
Business Name	The Name of the company.
CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
Cancel button	Directs the user to the *Select a Business Service* page.
Next button	Directs the user to the *Add a Service* page.



Associate One or More Business Locations with the FAST Service

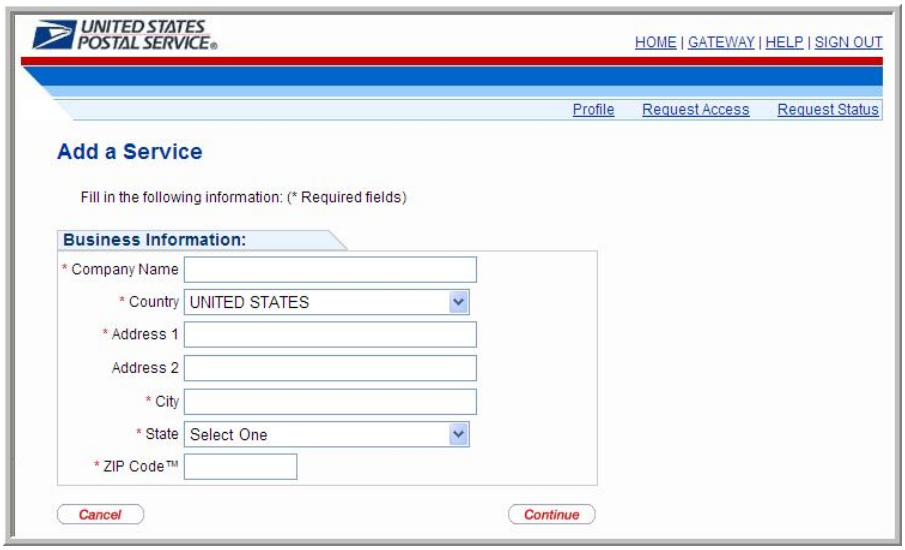
Perform the following steps on the *Select Business Locations* page to associate one or more Business Locations with the FAST service:

1. CLICK one or more of the check boxes to associate Existing Business Locations.
2. If the Business Location is not listed in the Existing Business Locations list table, CLICK the **New Business Location** button to add a Business Location to the table listing.
3. CLICK the **Next** button to proceed to the *Add a Service* page.

If the user needs to associate the FAST service with one or more locations which are not listed in the Existing Business Locations list table, he/she may click the **New Business Location** button to be directed to the *Add a Service* page.

The fields and buttons on the *Add a Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
**Company Name*	Field to input the Company Name.
**Country*	Drop-down box listing the Countries from which the user may choose.
**Address 1*	Field to input the first line of the Address where the company resides.
Address 2	Field to input the second line of the Address where the company resides, if applicable.
**City*	Field to input the City where the company resides.
**State*	Drop-down box from which the user may select the State where the company resides.
**ZIP Code™*	Field to input the ZIP Code where the company resides.
Cancel button	Directs the user to the *Select a Business Service* page.
Continue button	Directs the user to the *Address Confirmation* page or the *Select Business Locations* page, depending on whether the address entered matches an address stored in the database.



Associate One or More Business Locations with the FAST Service

Perform the following steps on the *Select Business Locations* page to associate one or more Business Locations with the FAST service:

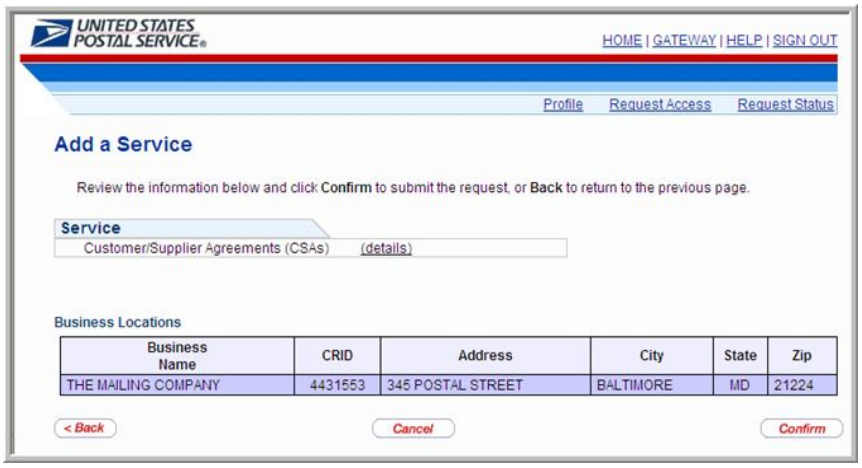
1. ENTER a Company Name in the **Company Name** field.
2. SELECT a Country from the **Country** drop-down box.
3. ENTER the first line of the company's Address in the **Address 1** field.
4. ENTER the second line of the company's Address in the **Address 2** field, if applicable.
5. ENTER a City in the **City** field.
6. SELECT a State from the **State** drop-down box.
7. ENTER a ZIP Code in the **ZIP Code™** field.
8. CLICK the **Continue** button to proceed to the *Address Confirmation* page or the *Select Business Locations* page, depending on whether the address entered matches an address stored in the database.

After the user has finished selecting the Business Locations to be associated with the FAST service, the user must confirm the service being requested and the selected business locations for that service on the *Add a Service* page.

The fields and buttons on the *Add a Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
details hyperlink	Displays details about the associated service.
Business Name	The Name of the company.

CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
Back button	Directs the user to the *Select Business Locations* page.
Cancel button	Directs the user to the *Select a Business Service* page.
Confirm button	Directs the user to the *Business Service Administrator Approval* page or the *Business Customer Gateway* page, depending on whether there is already a Business Service Administrator for the selected location.

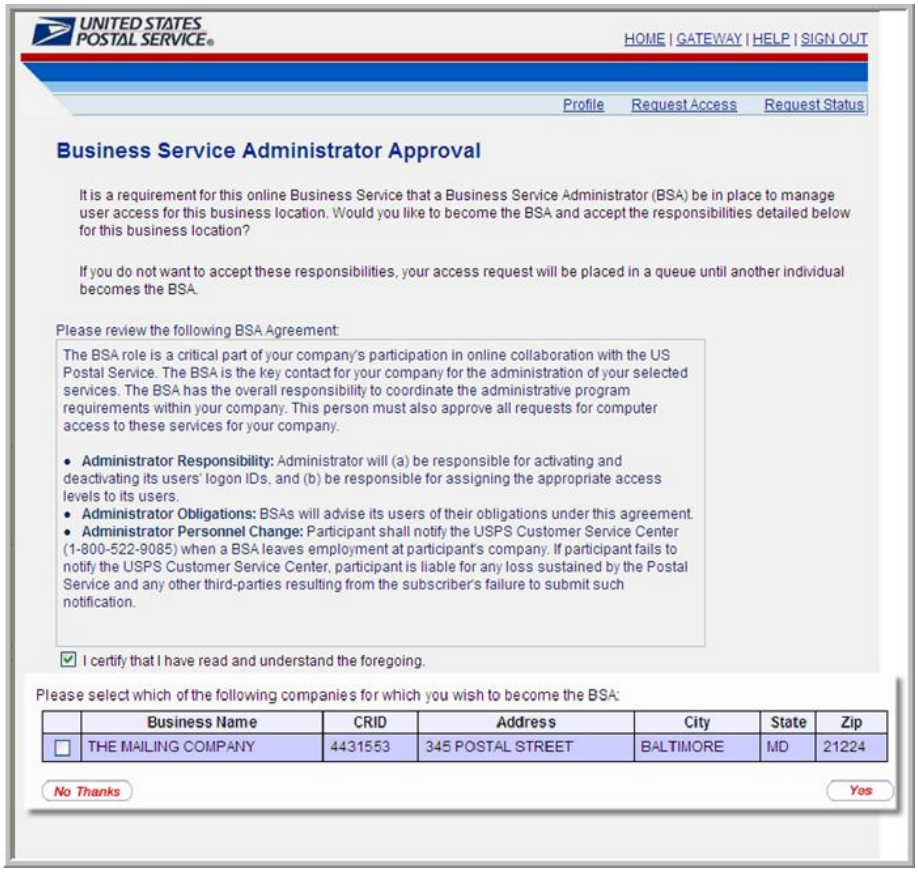


The FAST service requires a Business Service Administrator (BSA) to be in place to manage user access at a business location. If a Business Service Administrator has not been established, the *Business Service Administrator Approval* page will be displayed. If the user agrees to become the Business Service Administrator, the user registration process continues. If the user declines, his/her service request will go into a pending status until there is a Business Service Administrator for the FAST service at the user's business location. The request is held for ten days.

Note:
The first user requesting the service at a business location should be the person that will assume the Business Service Administrator responsibilities.

The fields and buttons on the *Business Service Administrator Approval* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
I certify that I have read and understand the foregoing check box	If selected, indicates the user has read and understood the terms and conditions of the BSA Agreement.
Business Name check boxes	Allows the user to select one more Business Names for which to become the Business Service Administrator.
Business Name	The Name of the company.
CRID	The Customer Registration ID of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
No Thanks button	Declines the system's request for the user to become the Business Service Administrator, and places the request in a pending status.
Yes button	Agrees to the system's request for the user to become the Business Service Administrator.



Agree to Become the Business Service Administrator

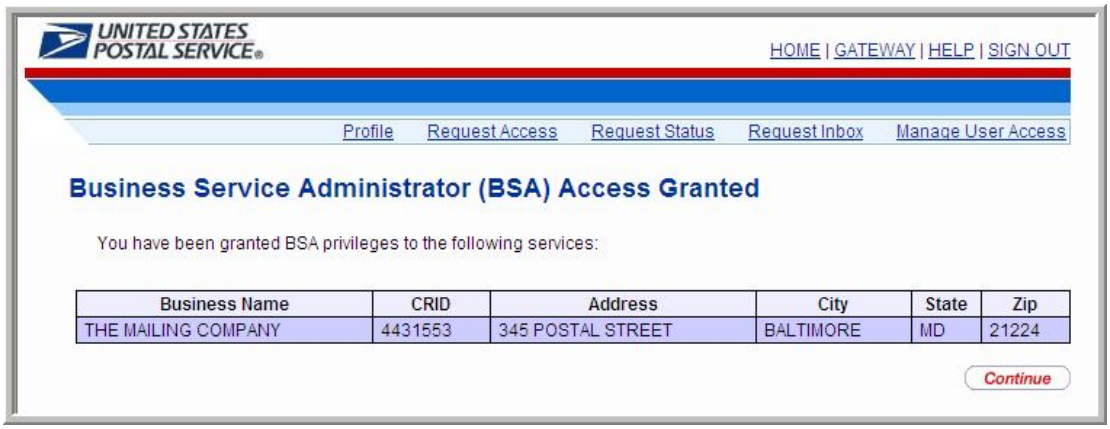
Perform the following steps on the *Business Service Administrator Approval* page to agree to become the Business Service Administrator for one or more companies:

1. CLICK the **I certify that I have read and understand the foregoing** check box to agree to the terms and conditions of the BSA Agreement.
2. CLICK one or more of the check boxes next to the Business Names of the companies for which to become the Business Service Administrator.
3. CLICK the **Yes** button to proceed to the *Business Service Administrator (BSA) Access Granted* page.

The *Business Service Administrator (BSA) Access Granted* page displays each of the business locations for which the user has agreed to become the Business Service Administrator.

The fields and buttons on the *Business Service Administrator (BSA) Access Granted* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Business Name	The Name of the company.
CRID	The Customer Registration ID number of the company.
Address	The Address where the company resides.
City	The City where the company resides.
State	The State where the company resides.
Zip	The Zip Code where the company resides.
Continue button	Directs the user to the *Business Service Administrator Approval* page or the *Apply for BSA Fast Service* page, depending on whether there is already a Business Service Administrator for the selected location.



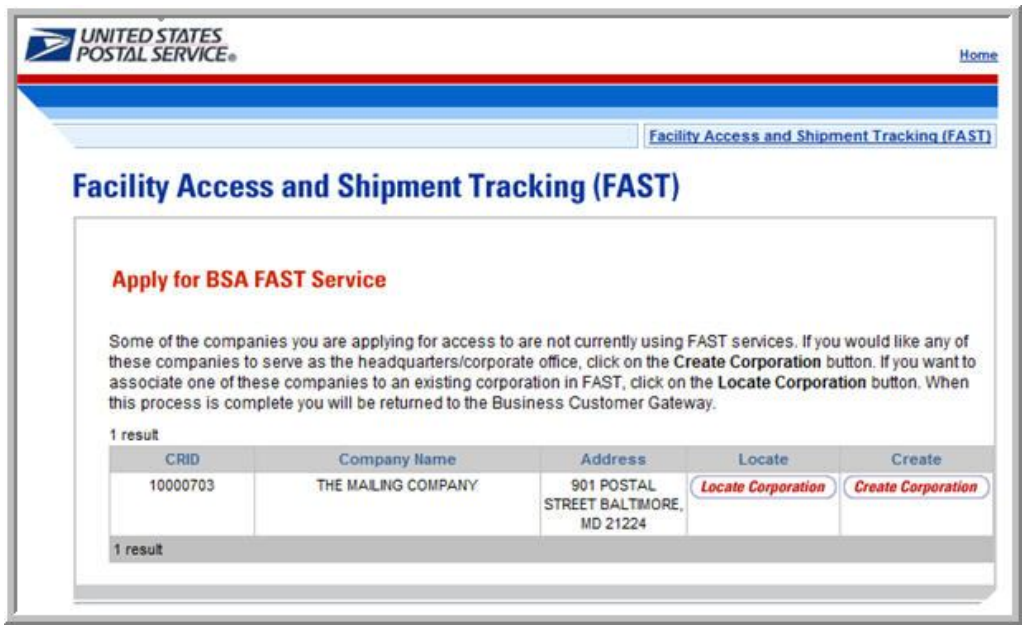
Request Access to the FAST Service

CLICK the **Continue** button to proceed to the *Apply for BSA FAST Service* page.

If the company the user is applying for access to is not currently using *FAST* services, the user must create a new corporation to allow the company to serve as the headquarters/corporate office in *FAST*. If the user needs to associate the company to an existing corporation in *FAST*, he/she may locate the existing corporation using that corporation's Customer Registration ID.

The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
CRID	The Customer Registration ID of the company.
Company Name	The Name of the company.
Address	The Address where the company resides.
Locate Corporation button	Directs the user to the *Apply for BSA Fast Service Page* where the user may enter a Customer Registration ID to locate an existing corporation in *FAST.*
Create Corporation button	Directs the user to the *Apply for BSA FAST Service* page where the user may confirm that the company will be created as the headquarters/corporate office in *FAST.*



Apply for BSA FAST Service

CLICK the **Locate Corporation** button to proceed to the *Apply for BSA FAST Service* page, where the user may enter a Customer Registration ID to locate an existing corporation in *FAST.*

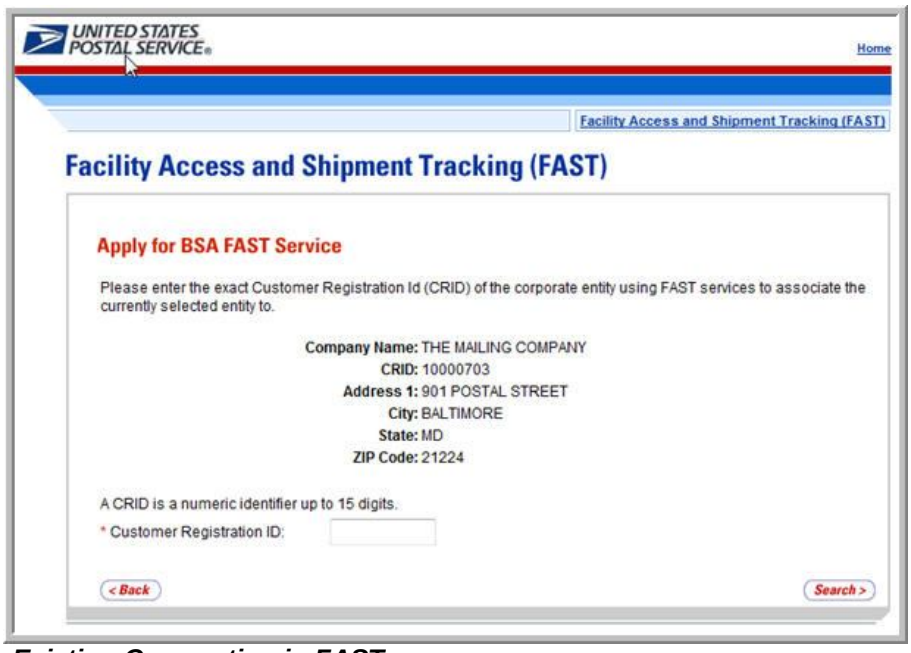
OR:

CLICK the **Create Corporation** button to proceed to the *Apply for BSA FAST Service* page, where the user may confirm that the company will be created as the headquarters/corporate office in *FAST.*

If the user needs to locate an existing corporation in *FAST*, the *Apply for BSA FAST Service* page will display, allowing the user to enter a Customer Registration ID number and search for a corporation.

The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Enter CRID	Field to input the existing corporation's Customer Registration ID.
Search button	Locates the existing corporation based on the specified Customer Registration ID.



Locate an Existing Corporation in FAST

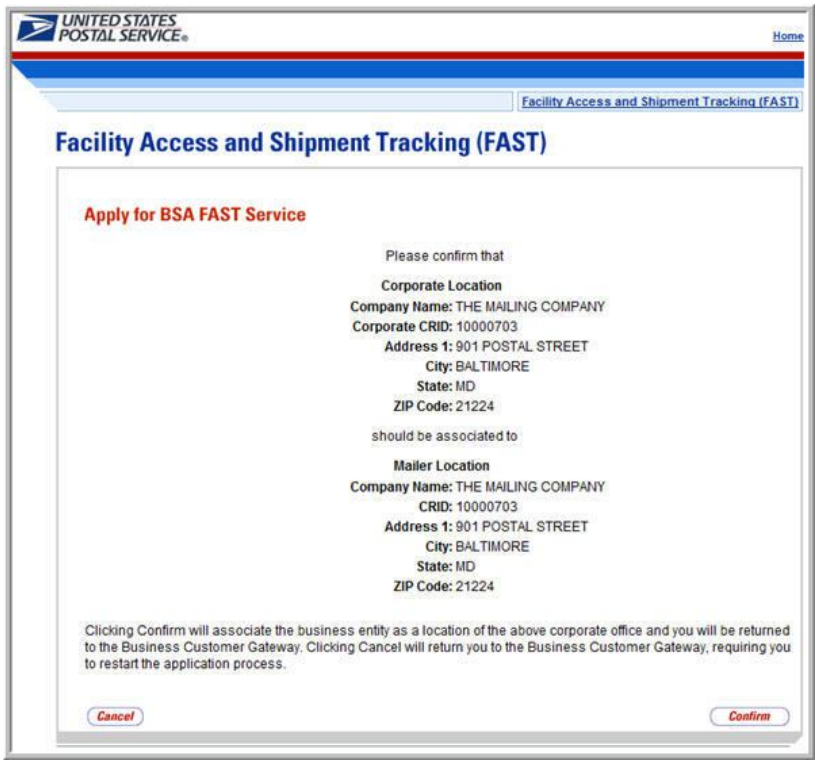
Perform the following steps on the *Apply for BSA FAST Service* page to locate an existing corporation in *FAST*:

1. ENTER a Customer Registration ID number in the **Enter CRID** field.
2. CLICK the **Search** button to search for the existing corporation.

After the user has located an existing corporation, the *Apply for BSA FAST Service* page will display to prompt the user to confirm the corporation to be created as the headquarters/corporate office in *FAST.*

The fields and buttons on the *Apply for BSA FAST Service* page are described below. A screenshot of the page is displayed after the field descriptions.

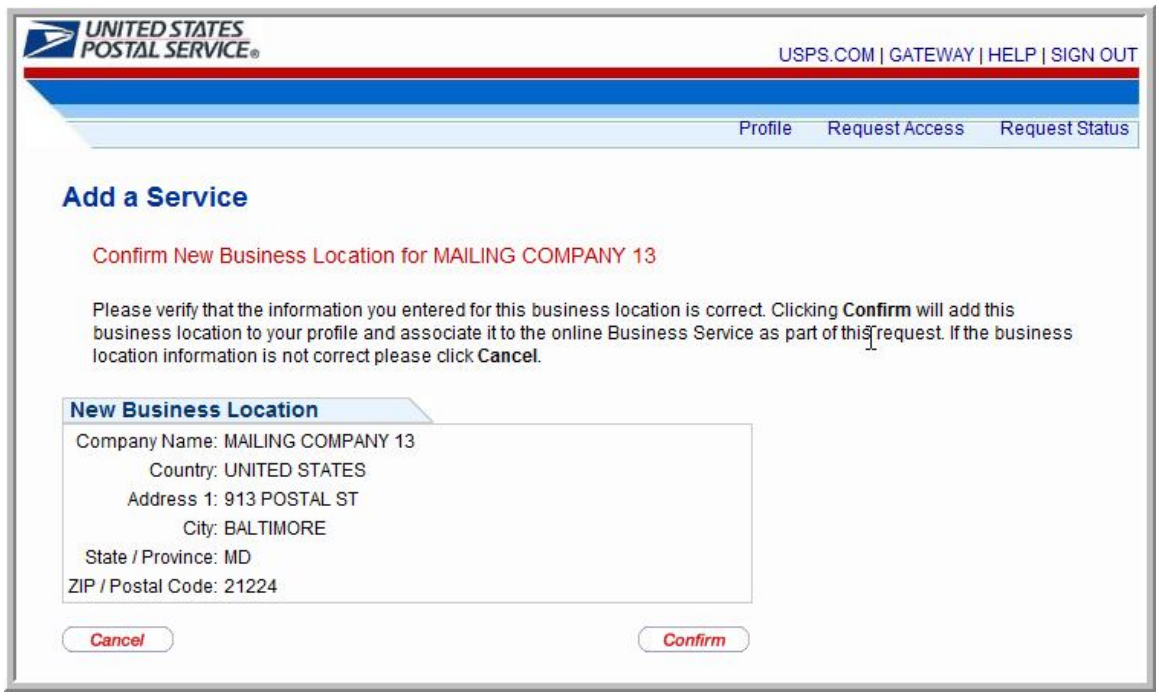
Field/Button	Description
Confirm button	Confirms the existing corporation will be created as the headquarters/corporate office in *FAST* and directs the user to the *Business Customer Gateway* page.
Cancel button	Directs the user to the *Apply for BSA FAST Service* page, where the user may enter a Customer Registration ID to locate an existing corporation in *FAST,*



Associate the Existing Company as the Headquarters/Corporate Office in FAST.

CLICK the **Confirm** button to associate the existing corporation as the headquarters/corporate office in *FAST* and proceed to the *Business Customer Gateway* page.

If the user created a new corporation in *FAST* on the *Apply for BSA FAST Service* page, a similar screen will appear. For a detailed list of fields and buttons on this page, please reference the section above. A screenshot of the *Apply for BSA FAST Service* page is displayed below.



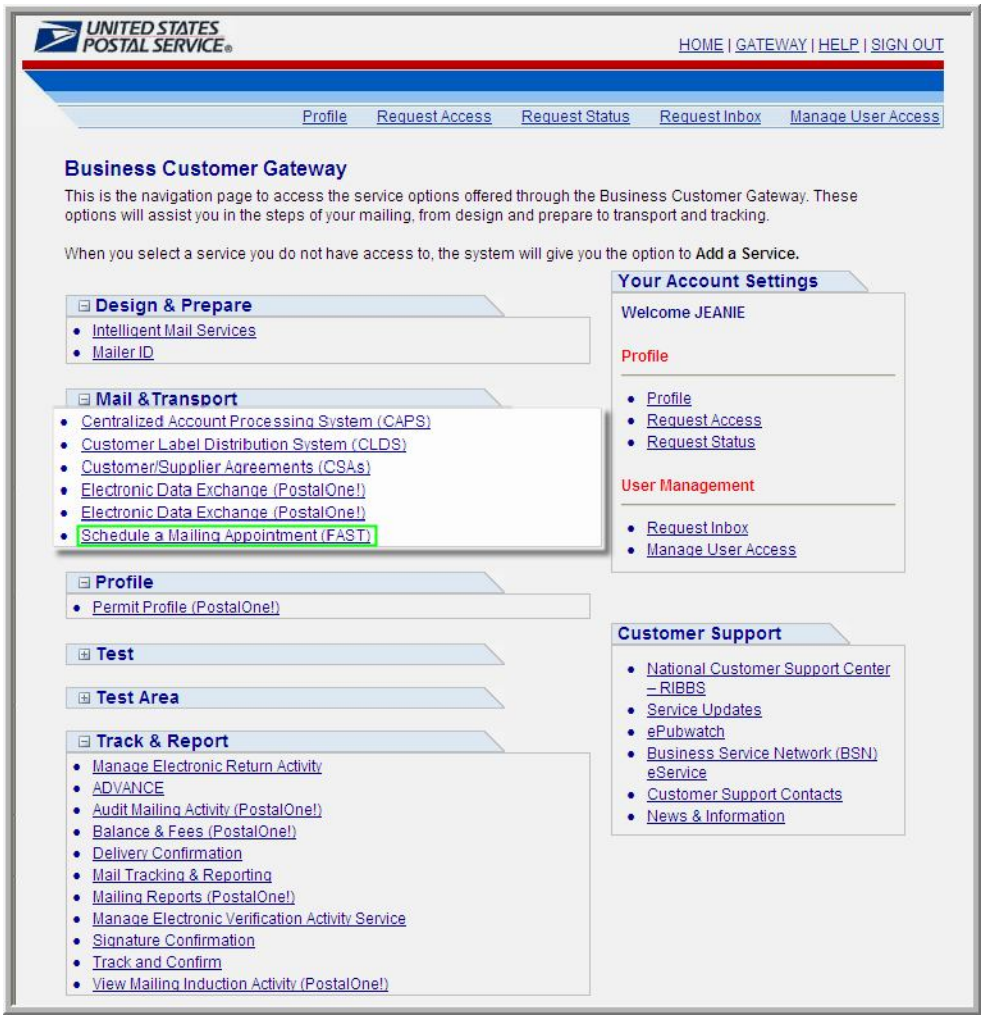
Create a New Corporation in FAST.

CLICK the **Confirm** button to create a new corporation in *FAST,* associate the corporation as the headquarters/corporate office, and proceed to the *Business Customer Gateway* page.

On the *Business Customer Gateway* page, the user may directly access the FAST service.

The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions

Field/Button	Description
Mail & Transport Section	
Schedule a Mailing Appointment (FAST)	Link to access the *Welcome to FAST* page.



Access FAST from the Business Customer Gateway Page

CLICK the **Schedule a Mailing Appointment (FAST)** hyperlink to access the FAST service from the *Business Customer Gateway* page.

Note:
After completing the customer registration process, the user may not have access to all FAST functionality immediately. Please be patient as the system registers the new service request.

12.1.2 Existing Customer Users

Existing FAST users that logged into *PostalOne!* between March 30, 2009 and April 14, 2009 will automatically have their account information migrated to the new Business Customer Gateway. These users will be able to log directly into the new Gateway with their existing usernames and passwords.

Existing FAST users that did not login during this time period will need to reset their passwords through the Business Customer Gateway.