

User Group 1 “*PostalOne!* / SASP / Intelligent Mail”

Minutes

Thursday, May 31, 2012

Agenda Items

- ✚ Welcome and Opening Remarks
 - ✚ Locale Key Verification Update
 - ✚ Release Notes Schedule
 - ✚ Issues List
 - ✚ Group Input
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Welcome and Opening Remarks – Uni Han-Norton

Locale Key Verification Update – Shariq Mirza

- ✚ As determined in the previous meeting, an update was provided regarding the labeling list and locale key.
- ✚ All validations have been turned off and therefore should not appear in import logs. If this is an issue in CAT, please contact USPS.
- ✚ The four Change Requests (CRs), sent out with meeting material were reviewed.
 - If any input or questions regarding the CRs, please contact USPS.
 - The USPS plan to file CRs next week for possible October implementation.
- ✚ It was recommended to display postage statement mailing dates in labeling reports.

Release Notes Schedule – Uni Han-Norton / Shariq Mirza

- ✚ There is ongoing feedback from the Industry on lead time of Release Notes.
- ✚ Discussed most effective time to publish the four versions of Release Notes.
 - It was recommended to update dates to better reflect industry testing.
- ✚ Uni will inquire offline regarding calendar rules to determine if there is room to tweak schedule.
- ✚ Link documents with technical guides – look at both holistically

Issues List – Uni Han-Norton

- ✚ ETR 99511 – Mail.dat – Periodical mailings fail to account for bundles—still working on the issue, hoping for more information next week.
- ✚ Requested update on status of ETR 98562 (not in spreadsheet) – Scheduled for October release, it wasn’t flagged as an “External issue” in team track.
- ✚ Will add comments into external spreadsheet on issue list
 - Pivot table is helpful, but would like to get to something more sophisticated. Would eventually like to get to something online in real time.
- ✚ Discussion on how issues are identified as critical to come to a realistic agreement on how it is viewed from both parties.
 - Uni will follow up by next meeting regarding how issues are classified.

Group Input

- ✚ More time will be made for the Issues List at the next meeting.
- ✚ Ad hoc group to receive feedback on mailers experiencing issues with *PostalOne!*
 - Please email Thomas Long at Thomas.C.Long@usps.gov if would like to join the group.
 - Thomas Long will send out invite to meeting group
 - Will meet Friday morning at 10 am EST

- ✚ A new subgroup to discuss *PostalOne!* reporting. The group is being led by Brenda Washington. If you wish to join, please contact Brenda Washington at Brenda.a.washington@usps.gov
 - Would like to include representation from different business groups and industries to guarantee well rounded input.

MTAC Issues Tracking System (MITS)

- ✚ To see the previous postings of minutes and other user group documents, the steps are:
 1. Business Customer Gateway
 2. National Customer Support Center - RIBBS (listed under "Customer Support")
 3. MTAC (next to the last tab on left menu) MTAC Issues Tracking System Login (listed under
 - "Important Links"
 - <http://ribbs.usps.gov/index.cfm?page=mtac>
 4. Sign on with user name UG 1
 5. Email Kathryn Mackey at Kathryn.r.mackey@usps.gov to obtain a password.
 6. Click on User Group
 7. Search on User Group Issue Number 1
 8. Click on View Minutes

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