

# User Group 1 “PostalOne! / SASP / Intelligent Mail” Minutes Thursday, September 27, 2012

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## Agenda Items

- ✚ Welcome and Opening Remarks – Kathryn Mackey
  - ✚ UG1 Subgroup Status Update (Performance Subgroup) – Thomas Long
  - ✚ Identifying by/for in Non-Profit eDoc – Susan Redman
  - ✚ Follow Up Discussion on STID Changes in Traditional ACS – Lisa West
  - ✚ Discuss New Dashboard Functionality for Job Cancellation – Uni Han-Norton
  - ✚ Review October Validations / CAT Testing Updates (17 TPRs) – Shariq Mirza/ Dean Davis
  - ✚ Updated Issues List – Uni Han-Norton
  - ✚ Group Input
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## ✚ Welcome and Opening Remarks

### ✚ UG1 Subgroup Status Update (Performance Subgroup) – Thomas Long

Met last Friday 9/21 to discuss some performance issues. Will have future meetings to discuss current performance issues (some related to Seamless). Starting November, meetings will be migrated to UG1.

### ✚ Identifying by/for in Non-Profit eDoc – Susan Redman

Susan reviewed the changes that are being planned for by/for in Non profit. Today, when there are multiple non profit mailers in a mail, they provide all authorization numbers and information via Excel spreadsheet because we have not had any other tools. Postal employees verify the information in the spreadsheet against PostalOne! So basically the process is very paper based. In the future, we want to:

- Eliminate paper based verification of non profit Standard mail.
- And also provide eDoc capabilities that utilize existing identification fields for nonprofit authorization.

The future process will be to

- Identify all nonprofit Standard Mail owners in eDoc per the existing full-service rules
- Identify nonprofit through new field for nonprofit authorization number

It was suggested to create a subgroup – named Nonprofit Identification subgroup - for further discussion. Need to include some vendors in addition to the industry folks.

### ✚ Follow Up Discussion on STID Changes in Traditional ACS – Lisa West

Lisa reviewed January 2013 Traditional ACS required Change Draft Q&A”

- The only change is STID. Everything else on the barcode remains the same. You need to be converted by March 1<sup>st</sup>.
- RIBBS will no longer be used for Traditional ACS, it will be only used for posting information.

Lisa also reviewed ACS STIDs for BASIC/NONAUTO Mail (without IMb Tracing)

- Beginning March 1st. the software is going to roll out to all plants. If you don't convert to the nw STID, the risk is you might get the full service barcode based record instead of the Traditional ACS record and therefore you'll get different results.

#### **Discuss New Dashboard Functionality for Job Cancellation – Uni Han-Norton**

New enhancement functionality (available on Oct 14<sup>th</sup>) to allow the mailer to cancel the entire job on the dashboard has been created. This is an enhancement to the cancel postage statement functionality. Once you choose to cancel a job, the system will ask you to choose a reason for cancellation. A status is created as "Cancelled by the Mailer".

Future Enhancements:

- Change "Cancel Job" to "Delete Job"
- Two design approaches for a receipt update (the options indicate what the receipt generated form that event would contain):
  - 1) jobid-deleted: FILLED (Y/N)
  - 2) Qual-generated: FILLED (D=Deleted)

Once a job is canceled by a mailer, it will be removed from the dashboard.

Once a job is finalized by Postal Service (FIM), you cannot cancel it. Seem like Closed Mailing request will cancel the job today. This might need a ticket.

A finalized job should stay on the dashboard for 13 months.

**\*\* Items on the agenda that were not discussed in today's meeting due to time constraints will be discussed at next week's UG1 meeting. \*\***

#### **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](mailto: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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