

**User Group 1 “PostalOne! / SASP / Intelligent Mail”
Minutes
Thursday, December 19, 2013**

Minutes by Agenda Items

All meeting documentation has been posted to the MTAC Issue Tracking System (MITS) located at <https://ribbs.usps.gov/mits/>. Please see instructions at the end of this document for access to the site.

- **Welcome and Opening Remarks (Kathryn Mackey)**
- **Action Items Review**

Action	Owner	Due Date	Status	Comments
January 2014 Release Note Changes from Version 3 to Version 4.	USPS (Kathryn Mackey)	1/2/2014	Open	
Full-Service By/For Request for additional communication.	USPS (Sue Redman / Chris Simone)	TBD	Open	

- **Status of CAT Testing for January 2014 Release (Andrew Burtle)**
Execute Customer Acceptance Testing / Pre-Prod Environment Deployment
December 2, 2013 – January 3, 2014

CAT testing in approximately 70% complete. There are 12 open defects being tested and no fallout items at this time.

- **MicroStrategy Reports Data Retention (Kelley Sullivan / Uni Han-Norton)**
Kelley reviewed the MicroStrategy Data Retention periods.
 - Microstrategy Reporting aggregate data will be available in the standard reports for 12 months
 - Microstrategy Reporting detailed data will be available in the drill downs for 6 months
 - After 6 months, detailed data will be archived.
 - To request archived data, mailers can submit a request via email to Uni Han-Norton or Kelley Sullivan.
 - Archived data will be provided within ten business days of receipt of request.
 - The detailed data includes the first 100 errors per job segment, error code, and mail preparer / mail owner combination

Please contact Kelley Sullivan and Uni Han-Norton to retrieve archived reports.

Question: Has all legal impact been taken into consideration regarding retention?
The reports are not getting deleted, but moving to an offline storage.

o **MicroStrategy Reports Retiring in January (Uni Han-Norton)**

Report Description	Resolution	Scheduling
Mail Exception Bulletin Board – this report displays a total count of PBV verification issues and eMIR issues encountered during the past 30 days.	PBV verification issues are now being displayed in the much more detailed “Mail Acceptance Verification Report”, and eMIR issues are now displayed in a different set of reports, so this report is being retired in January 2014.	1/12/2014
PostalOne! Data Status Report – this report displays the date of the most recent data available from PostalOne!. This report is used to notify users if nightly data feeds run into any issues and did not complete as scheduled.	We now have the ability to display alerts directly on the MQR landing page when any issues arise, so this report is no longer needed and is being retired in January 2014.	1/12/2014

o **Mail Direction File / Labeling Lists (Garrett Hoyt / Kelley Sullivan)**

Garrett reviewed the information below.

Label List

- No *PostalOne!* labeling list validation at upload
- Presort verification
 - MERLIN
 - Labeling lists are loaded into MERLIN
 - Errors require 2nd level concurrence
 - Clerk has the ability to override incorrect presort errors
 - MERLIN generated PS Form 2866
 - Manual Presort
 - Clerks manually validate Container, Tray/Sack, Bundle make-up
 - Manually generated PS Form 2866
 - Seamless Acceptance
 - Mailer scorecard metric = Nesting/Sortation (MPE) (Manual Sampling) (eDoc)
 - Thresholds over a calendar month
 - Electronic documentation (eDoc) validation
 - Validation occurs at postage statement finalization
 - Based on postage statement mailing date
 - Containers - handling units – bundle validated against any active labeling list
 - Pieces within Container-HU-Bundle are impacted
 - Mail processing equipment (MPE) & Manual sampling scans
 - Validates physical prep matches eDoc

Question: How many mailing lists can Merlin support? It can support 3 lists.
PostalOne! will not stop file upload or ding the file if the mail is prepared according to one of the three lists.

- **Mail Anywhere / Pay Anywhere Update (Garrett Hoyt / Donna Cody)**
Garrett stated documentation regarding Mail Anywhere / Pay Anywhere should be finalized and posted by Friday, December 27, 2013. This will be an agenda item for the UG 1 Thursday, January 2, 2014.
- **Meeting canceled Thursday, December 26, 2013, next meeting Thursday, January 2, 2014.**
- **Open Discussion**
Release Dates
Release 37.0.0 – January 12, 2014
Release 37.0.1 – January 26, 2014
Release 37.2.0 – April 6, 2014

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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. Send an email to MTAC_UG1@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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