

This series of bulletins is to keep you up-to-date with the latest MTEOR news including key facts, tips and tricks, and answers to your questions. Keeping you informed and aware is important for us to ensure a smooth transition.

Please continue to read these bulletins to receive all the exciting news about MTEOR!

Attention – MTEOR Enhancements!

Great news! Effective **this week**, we will release new functionality to MTEOR. These changes will enhance your user experience when placing your equipment orders and viewing order data. Get acquainted with these new features below:

New! Ordering Capabilities – You can now:

- View your transportation through a calendar format
- Replicate prior orders to save time and quickly place a new order without having to re-enter order details
- Auto-populate contact name and phone number to save time and avoid manually entering information for each new order
- Select “pieces” or “pallets” as a general default to have flexibility for orders specific to your needs
- View the reason why an order is withdrawn within the Order Details screen
- View the entire MTE catalog with one mouse click

New! Dashboard Features – You can now:

- View specific order details quickly from the dashboard with one mouse click
- View current and historical status of your order at any given time, in one location
- View the date orders were placed on the Order History Screen

Attached are screenshots of the ‘replicate orders’ button and the updated transportation screens. Take the opportunity to view the document and familiarize yourself with these enhancements!

Let us know what you think and provide us with your feedback on these enhancements at MTEOR@usps.gov

Updated Training Materials

Based on the feedback from the MTEOR survey, the current MTEOR training materials have been helpful in quickly informing you on how MTEOR works. In alignment with the system upgrades, we revised several of our training materials to reflect these changes available on the MTEOR webpage (<http://ribbs.usps.gov/mteor>):

- **MTEOR Mailer Overview Presentation**
- **Ordering Manual**

- **Frequently Asked Questions (FAQs)**
- **Quick Reference Guides – Order Aid & Schedule and Photo List**

Your feedback is very important to us and helps us continue to create training materials tailored for you. Share your thoughts on the revised reference materials at MTEOR@usps.gov

Check out the MTEOR webpage at <http://ribbs.usps.gov/mteor/>!

Questions? E-mail us at MTEOR@usps.gov or Call at 866-330-3404