



SAP BusinessObjects Postal File Preparation User's Guide

SAP BusinessObjects Postal File Preparation 8.00c

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Preface

SAP BusinessObjects Postal File Preparation is an affordable solution that supports the ability to claim full-service rates.

The software offers:

- Comprehensive validation and editing features for all portions of the Mail.dat
- *PostalOne!* support.
- The ability to create multi-stop loads.
- Print-on-demand reporting for different statistical reports and mail qualifying documentation.
- Creation of flags and tags for trays and sacks.

This document describes the software's features and offers step-by-step instructions. This document is not intended to teach you about your mail.

If you have questions about rules and regulations regarding mail classes, and so on, read the *Mailing Standards of the United States Postal Service, Domestic Mail Manual*. You can view this manual online at http://pe.usps.gov/text/dmm300/dmm300_landing.htm.

Documentation

Use the online help to learn about the windows in the software, and get explanations and helpful tips about the controls in each window. In addition, find steps for performing procedures in the software.

Viewing online help

1. Open SAP BusinessObjects Postal File Preparation.
2. Choose **Help > Postal File Preparation Help**.

Accessing window-level and field-level help

For window-level help, click the **Help** button in the desired window.


For field-level help, do the following:

1. Click the **question mark (?)** icon in the upper right corner of the window. The cursor appears as an arrow with a question mark.
2. Click the desired control.

Contacting Technical Customer Assurance

You can contact Technical Customer Assurance for help with your SAP BusinessObjects product through the SAP Service Market Place (SMP).

1. Go to SAP Service Market Place (<http://service.sap.com>).
2. Click **SAP Support Portal**.
3. Enter your S-User ID and password, and then click **OK**.
4. When prompted for a digital certificate, click **OK**.
5. Enter your S-User ID and password again, and then click **OK**.

 **Optional:** Setting up your Single Sign-on allows the site to remember your login and not prompt for it so frequently. To do this, click My Profile at the top of the page. Then click Maintain My Single Sign-on Certificate on the left of the page and follow the instructions.

Report a product error


6. In the SAP Support Portal, click the **Help & Support** tab.
7. Click **Report a Product Error**. The Report a Product Error - Customer Messages window appears.
8. Using the SAP Message Wizard, you can log your message in four steps.

Steps	Instructions
Step 1: Choose System	Select the SAP BusinessObjects system that your issue relates to.
Step 2: Prepare Solution Search	Create a description of your issue that you can search on.
Step 3: Find Solution	Search to see whether your issue has been addressed already.
Step 4: Enter Message	If you don't find your issue already addressed, enter your message to create a new error report.

Choose your system

9. In the System Search box, click the drop-down arrow next to your installation and select your system.
10. Click **Search**.
11. Click the **BOB** link next to your system.

Prepare your solution search


-  Before you create a new customer message, search for Notes (Knowledge Base articles) about your issue. If your issue has already been addressed, you should not need to create another message for Customer Assurance.
12. In the Search Term area, type your question, and then click **Continue**.
 13. Read through the search results to see whether any of them addresses your question.

Enter your message

14. If you do not see any Notes about your question, click **Create Message**.
15. In the **Classification** box, choose the component that you want to create a message for. You do so by clicking the icon next to the Component window to see a drop-down list. (By choosing the correct component, you ensure that your message is logged for the appropriate Customer Assurance team.)
16. To see a more detailed list, click the arrow by **BOJ- SAP Business Objects** and then click the arrow by **BOJ-EIM**. The names of your products are listed next to each component.

Code	Products
BOJ-EIM-COR	ACE, DataRight IQ, Match/Consolidate, IACE, FirstPrep
BOJ-EIM-COM	DeskTop Mailer, Business Edition, Presort, PrintForm, Label Studio
BOJ-EIM-DEP	DQXI, Data Insight, eDQ Infa, SAP Siebel, PSFT, Oracle, Rapid Library

Enter the details of your incident

 In the Problem Details area, required fields are flagged with a red asterisk.

17. In the **Short Text** box, enter a brief description of the question or issue.
18. In the **Long Text** box, enter further detail about what you are seeing or questioning.
19. If needed, attach files to your incident report (be sure to zip your files).
20. When you have finished, you can either send the message or save it.
 - If you save the message, the message is not sent to Customer Assurance. Instead, it remains in the Draft section of your “My Inbox,” from which you can send it later.

To send your incident report, click **Send Message**. You can see the messages you have sent by clicking My Inbox and viewing your sent items. When your question has been answered or your problem solved, open the message and click **Close Message** to keep your message inbox manageable.

Chapter 1: Installation and quick start

Read the installation and quick start information in this section to get started with SAP BusinessObjects Postal File Preparation.

Install the software

This section includes installation instructions and system requirements.

Operating system requirements

SAP BusinessObjects Postal File Preparation is supported on these Windows operating systems:

- Windows XP Professional (32- and 64-bit)
- Windows 2003 Server
- Windows Vista (32- and 64-bit)

System requirements

To install and operate the software, we recommend that your system has the following amounts of memory and hard disk space:

- A minimum of 128 MB of memory (RAM)
- A minimum of 60 MB available hard disk space

Install a single workstation

To install to a single workstation:

1. Download the software from the SMP site.
2. Double-click the **.exe** file.
3. Follow the installation instructions on the screen.
4. When prompted, click **No** to install the client utility.

Install a server and client system

SAP BusinessObjects Postal File Preparation can be installed on a server system that includes multiple workstations. To do this, you must first install the software onto the server, then set up each workstation (client).


Server installation

1. Follow steps 1-3 from the “[Install a single workstation](#)” topic above.
2. Click **Yes** when you are prompted to install the client utility.

Client installation

To set up each workstation:

1. Map a network drive to the server location where the software is installed. For example, if the software is installed to a shared Business Objects applications folder on the server machine, each workstation must map a drive to that folder
(\\server1\BusinessObjects_applications, for example).

 **Important:** All client workstations must have the same network drive letter mapped to the drive where the software is installed.

2. Choose **Start > Run** from the task bar.
3. Type **c:\pw\postalfileprep\client\setup.exe** for installing the software (use your own installation drive letter in place of *c*).
4. Click **OK**.

The Setup wizard

The first time that you open the software, the Setup wizard starts automatically. The wizard exists to help you enter important and required information upon opening the software. To edit or add new information after you've gone through the wizard, choose **System > Setup**.

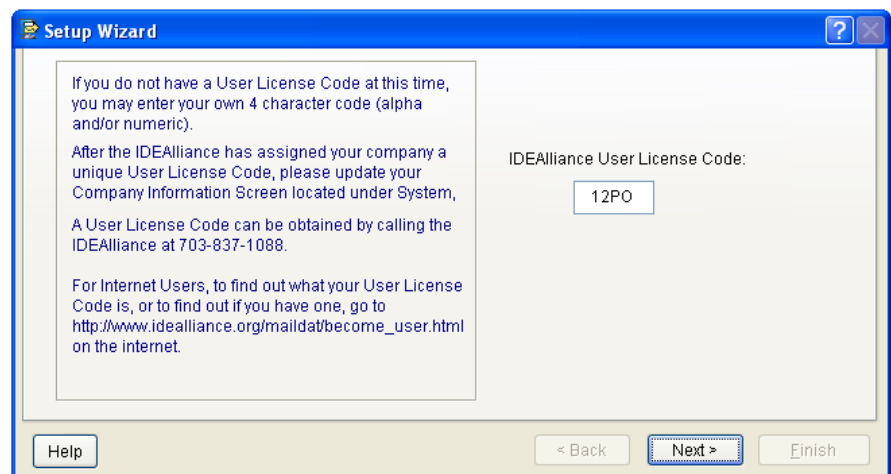
Before you start

You should have the following information ready to enter before you start the software for the first time. The software requires much of this information, such as file paths, to run.

- The IDEAlliance User License Code. See “Enter your IDEAlliance user license code” on page 7 for more information.
- Your file paths for support folders such as the import and export folders. See “Define file paths” on page 8 for more information.
- The mailers company name, ZIP Code, contact person, phone number, and e-mail address (these are required). See “Enter Company information” on page 8 for more information.
- An understanding of what Mail.dat files you'd like the software to create. See “Choose flags and tags print options” on page 9 for more information.
- The Dun and Bradstreet DUNS number. See “Choose flags and tags print options” on page 9 for more information.

Enter your IDEAlliance user license code

The User License Code identifies you as a provider of Mail.dat files. When you export a Mail.dat from SAP BusinessObjects Postal File Preparation, you are acting as a Mail.dat provider, and you *must* have an IDEAlliance User License Code. If you don't have a user license code yet, enter any four-digit alphanumeric code.

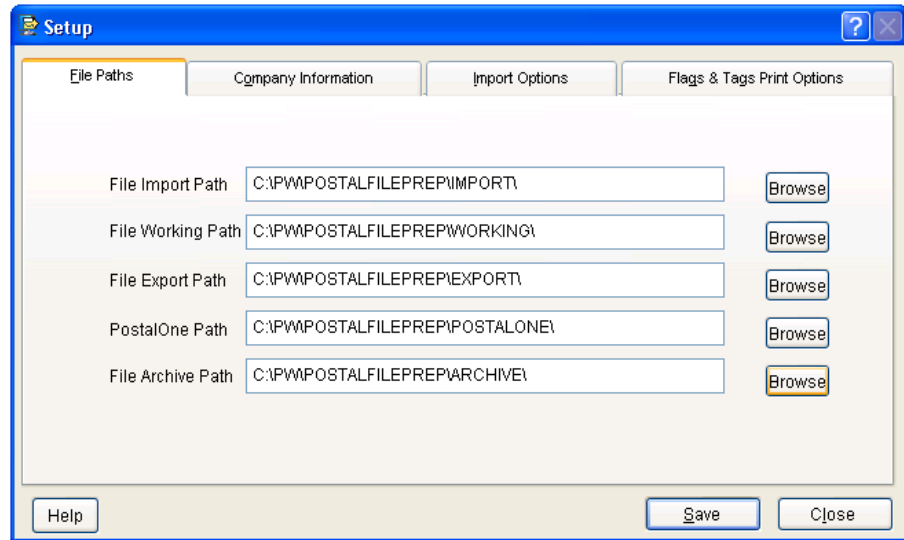


When you receive your code, enter it in the Company Information window. You can get to that window by selecting **System > Setup > Company information**.

Define file paths

Mail.dat uses a specific file-naming convention that prevents different file types from being in the same folder. Because of this, you must use a different folder in each of these paths.

By default, the software sets up these folders during installation.

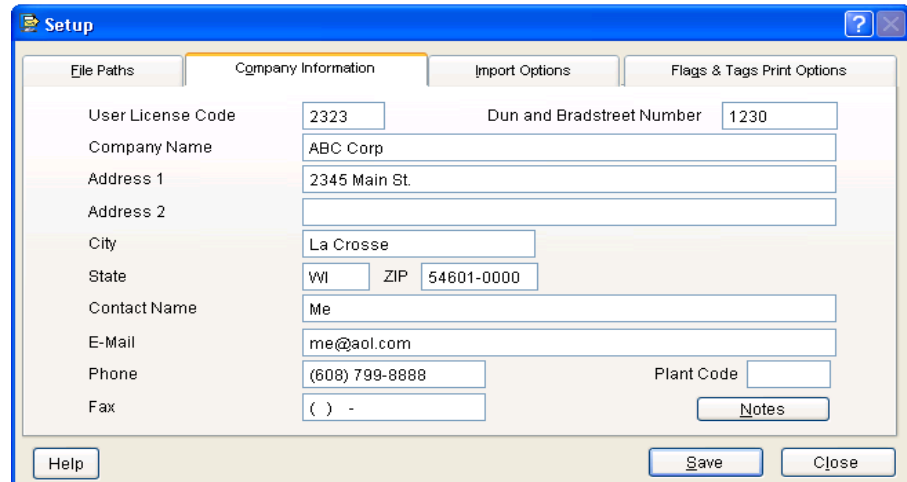


The screenshot shows the 'Setup' dialog box with the 'File Paths' tab selected. It contains five text input fields, each with a 'Browse' button to its right. The paths are: File Import Path (C:\PWPOSTALFILEPREP\IMPORT\), File Working Path (C:\PWPOSTALFILEPREP\WORKING\), File Export Path (C:\PWPOSTALFILEPREP\EXPORT\), PostalOne Path (C:\PWPOSTALFILEPREP\POSTALONE\), and File Archive Path (C:\PWPOSTALFILEPREP\ARCHIVE\). At the bottom are 'Help', 'Save', and 'Close' buttons.

Field Name	Default Value
File Import Path	C:\PWPOSTALFILEPREP\IMPORT\
File Working Path	C:\PWPOSTALFILEPREP\WORKING\
File Export Path	C:\PWPOSTALFILEPREP\EXPORT\
PostalOne Path	C:\PWPOSTALFILEPREP\POSTALONE\
File Archive Path	C:\PWPOSTALFILEPREP\ARCHIVE\

Enter Company information

Company information is required. The software won't let you out of the Setup wizard until you've entered your company name, ZIP Code, a contact name, a phone number, and an e-mail address.



The screenshot shows the 'Setup' dialog box with the 'Company Information' tab selected. It contains several text input fields for company details. The fields and their values are: User License Code (2323), Dun and Bradstreet Number (1230), Company Name (ABC Corp), Address 1 (2345 Main St.), Address 2 (empty), City (La Crosse), State (WI), ZIP (54601-0000), Contact Name (Me), E-Mail (me@aol.com), Phone ((608) 799-8888), and Plant Code (empty). There is also a 'Notes' button and 'Help', 'Save', and 'Close' buttons at the bottom.

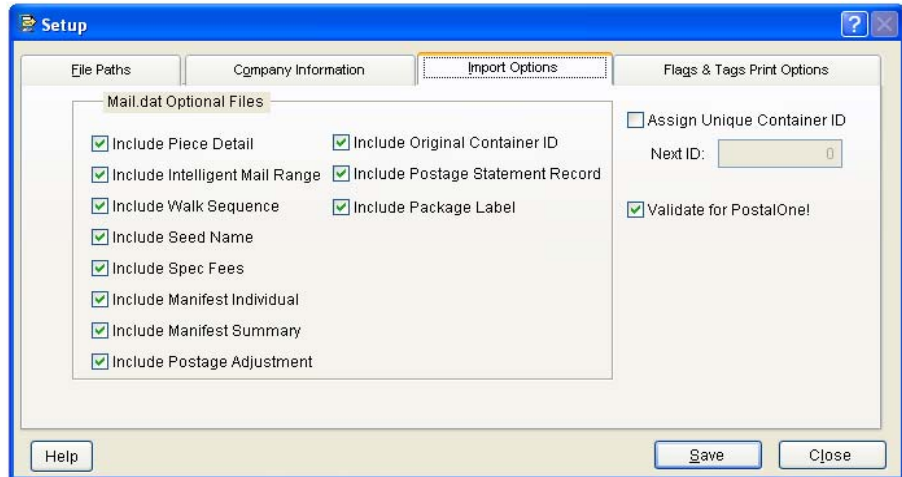
Field Name	Value
User License Code	2323
Dun and Bradstreet Number	1230
Company Name	ABC Corp
Address 1	2345 Main St.
Address 2	
City	La Crosse
State	WI
ZIP	54601-0000
Contact Name	Me
E-Mail	me@aol.com
Phone	(608) 799-8888
Plant Code	
Fax	() -

Choose Mail.dat import options

In the Mail.dat Optional Files section of this tab, select the optional Mail.dat files that you want to include during the import process.

Also in this window, you can choose to assign unique container IDs. Select the Validate for PostalOne! option if you participate in that program and are planning to export to *PostalOne!*. Also see “Mail.dat” on page 11.

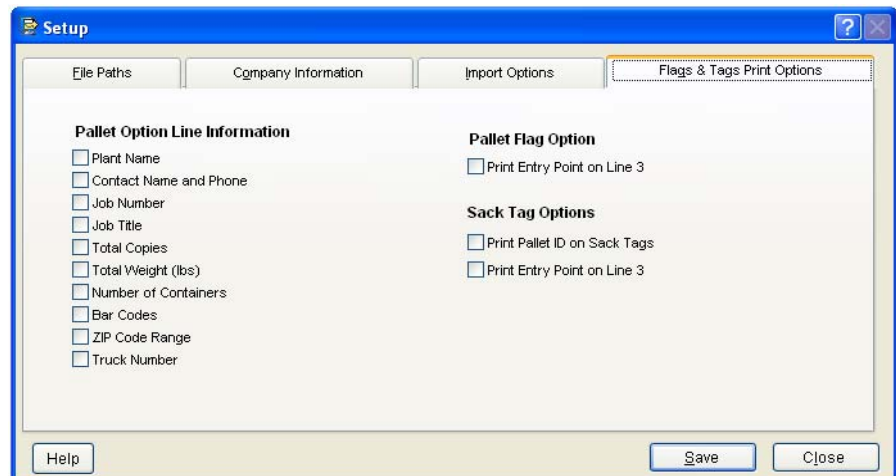
You can change this information at anytime by choosing **System > Setup**.



Choose flags and tags print options

You can select options that dictate what information the software prints on pallet flags and tray tags.

Also see “Flags and tags” on page 43.



Chapter 2:

Mail.dat

With SAP BusinessObjects Postal File Preparation, you can import and export Mail.dat files as well as view, edit, and prepare reports.

In addition, you can archive Mail.dat files that you won't need for awhile, and purge those that you will never need again.

Import Mail.dat files

You can set the default path for the import subdirectory through the setup wizard. If you didn't define your path during setup, do it now by going to **System > Setup**. The import subdirectory is the default directory that the software points to during the import process.

Before you open or process a Mail.dat, you must first import the file into the software. After you have imported a Mail.dat file, you shouldn't have to re-import it (see “[Re-import Mail.dat files](#)” on page 12 for more information).

To import a Mail.dat file, do the following:

1. Choose **File > Import**.

If you need to import from a different directory, click **New Directory**.

2. Select a Mail.dat file and click **Import**.
3. Assign a customer and permit number to your job. To add or edit customer or permit information, click **Add/Edit Customer**.

For more information about permit numbers, see “[Adding permit numbers](#)” on page 30 and “[Editing permit information](#)” on page 30.

For more information about creating a new customer, see “[Adding or editing customer information](#)” on page 13.

4. Click **OK**.

The software validates your Mail.dat and alerts you to any errors that exist. After import, you can open the Mail.dat by choosing **File > Open Mail.dat**.



A sample Mail.dat is available for you to import. You can find the files in the sample directory (for example, **c:\pw\postalfileprep\sample**).

Re-import Mail.dat files

After you import a Mail.dat file, you can re-import it if you need to. You may want to do this to restore it to the original condition (for example, you made too many changes and want to start over).

When you re-import a Mail.dat that has already been imported, the one that was imported first is deleted and replaced with the new one. Any changes that you made to the first Mail.dat are lost.

To re-import a Mail.dat:

1. Choose **File > Import**.
2. Select a Mail.dat and click **Import**. A message appears telling you that the Mail.dat already exists.
3. Click **Yes** to overwrite the current Mail.dat.

Retain permit information

When you select a customer in the Customer window that does not have a permit assigned to it, the software queries the Mailer Postage Account (MPA) record.

If the software does find permit information in the MPA record, a message appears asking you if you want to overwrite the current permit information with the information found in the MPA record. Click **Yes** to overwrite the permit information or click **No** to keep it.

For more information about permits, see “Adding permit numbers” on page 30 and “Editing permit information” on page 30.

Adding or editing customer information

To add or edit customer information, do the following:

1. In the Assign Customer Code and Permit Number window, choose **File > Add Customers/Permits**.
2. In the Customer window, click **Add** or **Edit**.
3. Enter the new customer information.

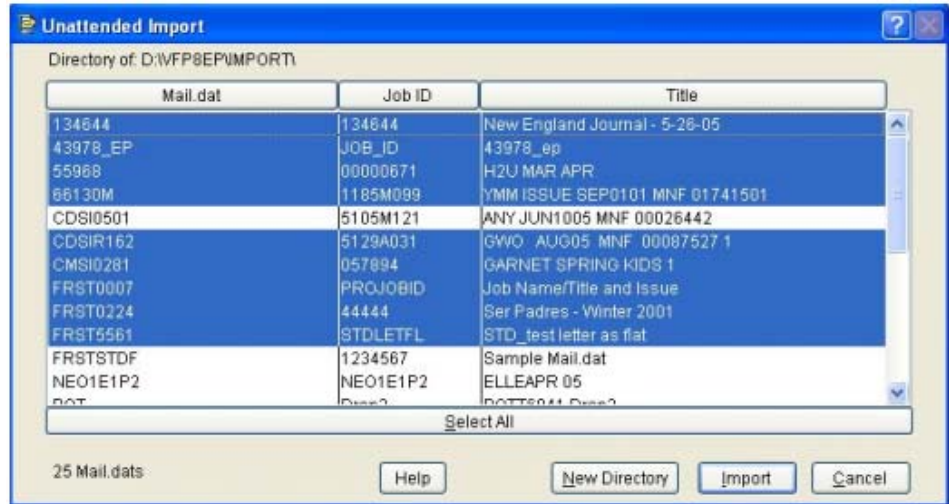
For more information, see “Adding permit numbers” on page 30 and “Editing permit information” on page 30.

4. Click **Save**.
5. Click **Exit**.

Unattended importing

You can import and verify multiple Mail.dat files at one time.

Because the import and verification process can take a while, this feature lets you select multiple jobs and walk away during the processing.



Importing multiple Mail.dat files

To import multiple Mail.dat files, do the following:

1. Choose **File > Unattended Import**.
If you need to import from a different directory, click **New Directory**.
2. Select one or more Mail.dat files. To import all the Mail.dat files listed, click **Select All**.
3. Click **Import**. The software validates your Mail.dat and alerts you to any errors that exist.

If the software fails to import a Mail.dat file, it will save any errors to a log file and then move on to import the next Mail.dat file.

When the import process is complete, you need to fix the errors listed in the log file and then try to import the corrected Mail.dat file(s) again.

Unattended import log

When you import multiple Mail.dat files, the software generates an import log file that contains the following information:

- The name of all the imported Mail.dat files.
- The names of the Mail.dat files that failed to import.
- Status messages for each Mail.dat file.

The software automatically displays this log when it is done with the unattended import process.

IMPORT LOG				
10/13/2008				
Import Date	File Name	Job ID	Job Name	Imported?
10/13/2008	FRST000000000018	00387481	8748100387481	YES
Mail.dat FRST000000000018 was already imported. BusinessObjects Postal File Preparation tool has overwritten the files.				
This Mail.dat Has Passed Validation!				
	PERIODICAL	120393	393 2625	YES
Mail.dat PERIODICAL was already imported. BusinessObjects Postal File Preparation tool has overwritten the files.				
This Mail.dat Has Passed Validation!				
	QA1001	ProJobID	JobID12345678	YES
Mail.dat QA1001 was already imported. BusinessObjects Postal File Preparation tool has overwritten the files.				
This Mail.dat Has Passed Validation!				
	QA1015	ProJobID	JobID12345678	YES
Mail.dat QA1015 was already imported. BusinessObjects Postal File Preparation tool has overwritten the files.				
This Mail.dat Has Passed Validation!				
	QB1009	ProJobID	JobID12345678	YES
This Mail.dat Has Passed Validation!				
Mail.dat QB1009 was already imported. BusinessObjects Postal File Preparation tool has overwritten the files.				
This Mail.dat Has Passed Validation!				

Opening an Unattended Import log

To open unattended import log, do the following:

1. Choose **File > Unattended Import Log**.
2. In the Unattended Import Log window, enter a date range.
3. Click **Summary List**.

Unattended Import Log

Enter the Date Range To Use

Start Date:

End Date:

Summary List Delete Entries

Cancel

Deleting an Unattended Import log

To delete an unattended import log, do the following:

1. Choose **File > Unattended Import Log**.
2. In the Unattended Import Log window, enter a date range.
3. Click **Delete Entries**.

Validate Mail.dat files

SAP BusinessObjects Postal File Preparation automatically checks all Mail.dat files for errors.

In some situations the software automatically validates, or prompts you to validate. You can validate your Mail.dat files at any time by choosing **Edit > Validate**.

There are three levels of validation:

Validation levels	Description
Relational	A Mail.dat consists of several records that are related through keyed information. The Mail.dat contains errors when there is an incorrect relationship between records. You can fix some relational errors, but some require you to obtain a new Mail.dat from the provider.
Content	Some of the fields in the Mail.dat are required. If the provider did not supply the appropriate information, the corresponding field is marked with an error. In most cases, you can correct errors using the editing tool.
Qualification	A Mail.dat must be a true representation of the physical mailing. That is, the values entered in the Mail.dat must be correct for the type and class of mail. To verify this, the software compares summary reports and presort totals to other information in the Mail.dat. You can fix some qualification errors, but some require you to obtain a new Mail.dat from the provider.

Edit Mail.dat fields

The software provides tools for you to view and edit Mail.dat fields (for instance, to fix errors). Note that there are some fields that you can view, but not change.

To edit a Mail.dat file, do the following:

1. Open the Mail.dat that you want to edit by choosing **File > Open Mail.dat**.
2. Choose **Edit > Edit Mail.dat**.
3. Select the record that you want to edit and click **OK**. The Record Editor window appears for the chosen record.
4. Find the field that contains the error (blue or red).
5. Click **Edit**.
6. Correct the errors and click **Save** when you are done.
7. Click **Close**.

Correct errors

When the software's verification process detects errors in your Mail.dat, the Mail.dat Validation Error window appears.

This window is also referred to as the Summary Error Report. The Summary Error Report contains the following information:

- The name of the table.
- The number of errors in that table.
- The number of records in the table that contain errors.

To locate an error within your Mail.dat, use one of the following methods:

- Double-click the table name.
- Highlight the error and click **Go To**.

You cannot export or perform other functions if errors exist in your Mail.dat.

Modifying information in one record can impact other records in the Mail.dat. Therefore, after you finish fixing errors in the Mail.dat, the software may require you to re-validate the Mail.dat file. To re-validate a Mail.dat, choose **Edit > Validate**.

Color-coded errors

The software detects the following error types (each is represented by a color):

- Red: Mail.dat errors
- Blue: *PostalOne!* errors


Field names appear in different colors, in bold, or regular weight font to indicate required and key fields. Also, the text area for erroneous fields appears in color.

Text attributes	Purpose
Bold black text	Required Mail.dat fields.
Underlined black text	Key fields that are unique identifiers of the record.
Bold blue text	Required for <i>PostalOne!</i> .
Blue text	A <i>PostalOne!</i> field.
Blue text area	A <i>PostalOne!</i> error. The error must be corrected before you can export to PostalOne.
Red text area	A Mail.dat error. The error must be corrected before you can do any processing.

Export Mail.dat files

You can export a Mail.dat so that it's available for further processing in another program. Exporting lets you save the Mail.dat with a different name to the Export folder.

If you haven't already set the path to the Export folder, go to **System > Setup**. You must set the path before you can export any files.

 **Note:** If specific errors are present in the Mail.dat, the Export To options are not available.

To export a Mail.dat, do the following:

1. Validate and correct all errors in the Mail.dat. Revalidate to make sure all errors are corrected (see “Correct errors” on page 19 and “Validate Mail.dat files” on page 17).
2. Choose **File > Export > Export to Mail.dat**.
3. Enter a unique Mail.dat ID Code and click **OK**.

A file export progress window appears. When the export is complete, the progress window disappears.

Archive Mail.dat files

If you have Mail.dat files that you don't need, you can archive them. Archiving conserves space by compressing the Mail.dat files into a single Mail.dat and saving it to a designated directory.

You can also archive multiple Mail.dat files to save space on your hard drive.

To archive Mail.dat files:

1. Choose **System > Archive**.
2. Select the Mail.dat and click **Archive**.
3. Select the destination for the archived Mail.dat.
4. The software compresses and saves the Mail.dat in the directory or onto a device that you specify.

The Archive Status indicates that the archive is complete. Click **Done**.

Restore Mail.dat files

After archiving a Mail.dat, you must restore the file before you can open it again.

When restoring an archived Mail.dat, be sure the archive path in **System > Setup** is set to the same path as when you originally archived the file.

Purge Mail.dat files

When you are finished with a Mail.dat, and you are sure that you don't need to access it again, use the software's purge feature (**System > Purge**) to delete your archived or active Mail.dat files.



Important: After files have been purged, you cannot restore them.

Purging the Archive folder

1. Choose **System > Purge > Archived Mail.dat**.
2. Select the Mail.dat that you want to purge and click **Delete**.
3. The software asks if you are sure you want to Delete the file. Click **Yes**.

Purging active Mail.dat files

1. Choose **System > Purge > Active Mail.dat**. The Delete Mail.dat window opens.
2. Select one or more Mail.dat files that you want to purge.
3. Click **Delete**.

Chapter 3:

PostalOne![®]

SAP BusinessObjects Postal File Preparation prepares Mail.dat information according to *PostalOne!* standards. You can set shipping dates, assign permits, and correct errors using the software's convenient *PostalOne!* wizard.

Register for *PostalOne!*

To register for *PostalOne!*, do the following:

1. Visit the *PostalOne!* registration page at <http://www.usps.com/postalone/>.
2. Click **Learn More** under the New Customers heading.
3. Follow the instructions on the *PostalOne!* web site.

After you register with *PostalOne!* and they confirm and activate your account, you can send Mail.dat information electronically to the USPS by uploading the information to *PostalOne!*'s secure web page.

For instructions about uploading Mail.dats to *PostalOne!*, see the *PostalOne! User's Guide* at <https://www.usps.com/postalone/guides.htm>.

Activate *PostalOne!* validation

Upon installation, the software automatically activates *PostalOne!* validation.



Validate for PostalOne!

To change this setting, do the following:

1. Choose **System > Setup** and select the Import Options tab.
2. Select or deselect **Validate for PostalOne!**.
3. Click **Save**.
4. Click **Exit Setup**.

PostalOne! wizard tab 2: Assign customer and permit

Postage must be paid through a permit or another electronic method. Therefore, you need to select a customer that is responsible for paying the postage for this mailing.

The screenshot shows the 'Create PostalOne! Files' wizard window. The title bar reads 'Create PostalOne! Files'. The progress bar at the top indicates the current step is 'Assign Customer & Permit', with other steps being 'Enter Ship Dates', 'Populate Fields', 'Validate', and 'Create Files'. The main content area displays 'Customer / Permit / Mailer ID Assigned to Mail.dat: PER_EMD'. Below this, there is a section titled 'Customer and Permits per Class of Mail'. It features a dropdown menu with 'ABC Corporation' selected and an 'Add/Edit Customer' button. Underneath, there are three rows for mail classes: '1st Class Mail', 'Standard', and 'Package Services'. Each row has a dropdown menu and an 'Add/Edit Permits...' button. At the bottom of the main area, there is a 'Permit ZIP+4 (for Periodical Mail only):' field with '0 -' entered, and a 'CAPS Code:' dropdown menu. The bottom of the window contains four buttons: 'Help', 'Previous', 'Next', and 'Cancel'.

Use a company and permit number that you have already set up, or create a new account in the wizard.

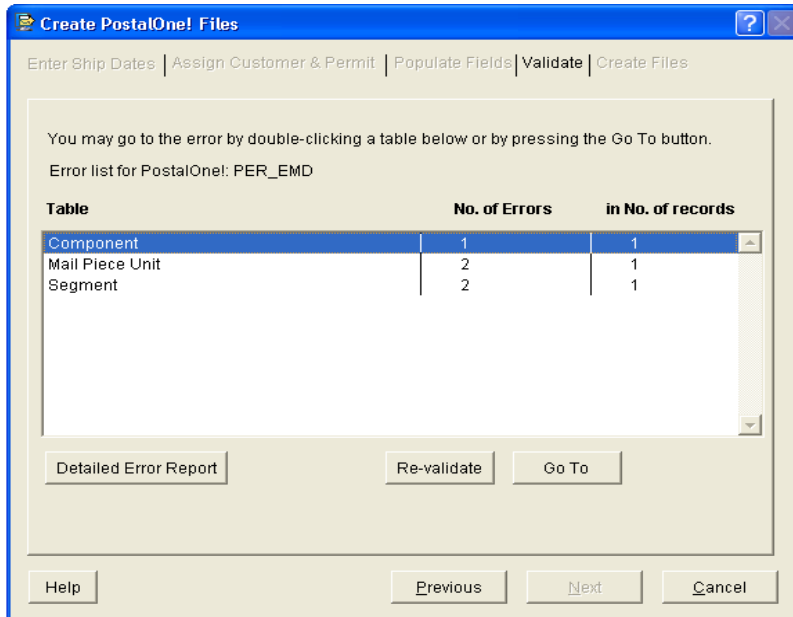
1. Select a customer from the drop-down menu.
To add a customer, see “Adding or editing customer information” on page 13.
To add or edit permit information, see “Adding permit numbers” on page 30 and “Editing permit information” on page 30.
2. If the Mail.dat is for Periodicals, enter the permit’s ZIP+4.
3. Select a CAPS code from the drop-down menu.
4. Click **Next**.

PostalOne! wizard tab 4: PostalOne! Validation Errors

After you complete the first three windows of the wizard, the software validates and reports any *PostalOne!* errors that were found in the Mail.dat.

The error tab is exactly like the validation error window that appears after a Mail.dat validation, but this one contains only *PostalOne!* errors.

You need to correct any existing errors before you can continue with the wizard .



If there are many errors, you may want to obtain a new Mail.dat from your provider.

If there are no *PostalOne!* errors in the Mail.dat, or if you've corrected them all, a *PostalOne!* validation message appears indicating that there are no errors.

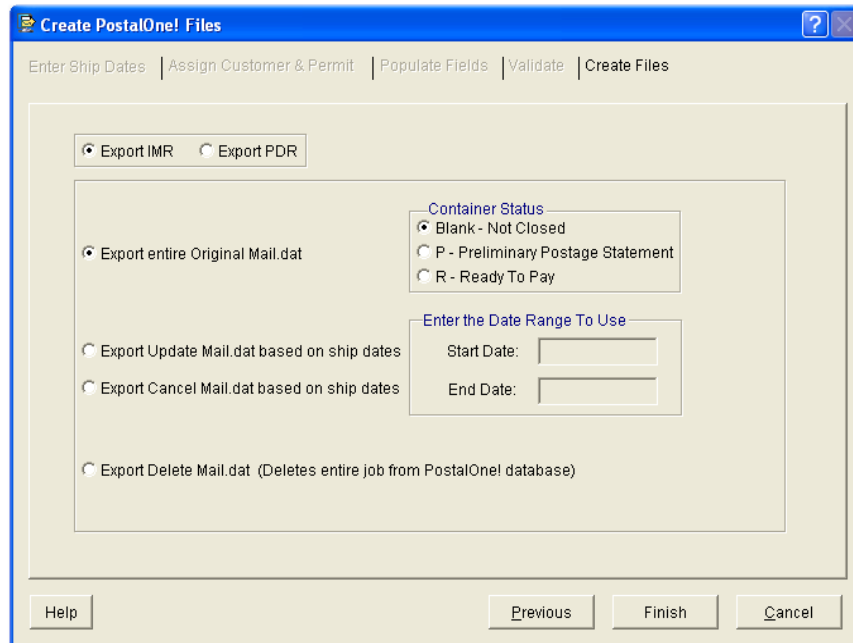
Validate and correct errors

To correct *PostalOne!* errors in the Mail.dat, do the following:

1. Double-click the error or select the table and click **Go To**.
2. Click **Edit**. Correct the errors and then click **Save** and then **Close**.
3. Click **Revalidate**. When the Mail.dat passes validation, a message appears. Click **OK**.
4. Click **Next**.

PostalOne! wizard tab 5: PostalOne! Create Files

The software gives you an option to export the entire original Mail.dat, or to export part of the Update or Cancel Mail.dat based on a range of shipping dates.



The following table describes each option in the window.

Option	Description
Export IMR and Export PDR	<p>If you are working with a Mail.dat file that has both a PDR and an IMR record, choose which record you want to export to <i>PostalOne!</i>.</p> <p>A single Mail.dat job must contain either an Intelligent Mail Range (.imr) file or a Piece Detail Record (.pdr) file, but not both.</p>
Export entire Original Mail.dat	<p>If you are going to ship the entire job on the same date, use this option. Note that you need to export the entire Mail.dat before you can upload to <i>PostalOne!</i>.</p> <p>You also need to choose from one of the following options:</p> <ul style="list-style-type: none"> ■ Blank - Not Closed - Tells <i>PostalOne!</i> to generate a Qualification report, but not an estimated postage statement or UPD. ■ P- Preliminary statement - Tells <i>PostalOne!</i> to generate a preliminary or estimated postage statement with the Qualification report. The file is marked in the ESD stage on the <i>PostalOne!</i> dashboard. ■ R - Ready To pay - Indicates that the container is complete and ready for payment.
Export Update Mail.dat based on ship dates	<p>If you are shipping your job on different dates, and you have already exported and uploaded the initial Mail.dat to <i>PostalOne!</i>, you can use this option to send <i>PostalOne!</i> updates based on ship dates.</p> <p>The software then sends an update to <i>PostalOne!</i> consisting of the Container Quantity, the Container Summary, and the Header file.</p>

Option	Description
Export Cancel Mail.dat based on ship dates	<p>This option allows you to cancel a <i>PostalOne!</i> job (entire or partial). Cancellation marks only specified containers (based on ship dates) for cancellation. Other remaining containers still appear on the postage payment.</p> <p>When you select this option, the software populates the Container Status field in the Container Summary table (.csm) with a “C” for Cancel instead of an “R” for Ready to Pay.</p> <p>Important: It is your responsibility to verify that the dates you enter are valid! The software does not do this for you. <i>PostalOne!</i> does, however, verify that your dates are valid and they reject Mail.dat files with invalid dates.</p>
Export Delete Mail.dat	<p>The Delete Mail.dat option deletes a Mail.dat and removes the entire job from the <i>PostalOne!</i> database.</p> <p>The software also exports the Header file (.hdr) and the Segment file (.seg).</p> <p>In the Header file, the software sets the Record Status field to “N” for None Transmitted and the record count to zero.</p> <p>In the Segment file, the software sets the Record Status field to “D” for Delete and the Record count to the number of segment records.</p>

Permit numbers

In an effort to standardize the permit number format that users submit to *PostalOne!*, IDEAlliance has specific format rules.

Adding permit numbers

Permit numbers must contain an 8-digit numeric value (you can pad it with zeros). This number is assigned to you by the USPS.

To add a new permit, do the following:

1. Choose **Edit > Edit Customer Info**.
2. In the Customer window, click **Add Permits**.
3. In the Permit Information window, click **Edit** and add the permit number and the address of the permit holder.

The screenshot shows a 'Permit Information' dialog box. At the top, it says 'Company: ABC Corp'. Below that, 'Customer Code: 0000000000000001' and 'Customer Name: ABC Corp'. There are input fields for 'Permit Code' (containing '12305646') and 'CAPS Code' (containing '4564561312'). A section titled 'Permit Holders Address Information' contains fields for '1000 Main Street', 'City: La Crosse', 'State: WI', and 'Permit ZIP+4/PostalCode: 54601-0000'. At the bottom, there is a 'Help' button and a set of navigation arrows (back, forward, search, etc.), followed by buttons for 'List', 'Find', 'Add', 'Delete', 'Edit', and 'Close'.

4. Click **Save** and exit the window.

Editing permit information

Permit numbers must contain an 8-digit numeric value (can be padded with zeros) that is assigned to you by the USPS. If you have a permit number, you must also enter a ZIP+4 code.

To edit the permit holders information, do the following:

1. Choose **Edit > Edit Customer Info**.
2. In the Customer window, click **Edit Permits**.
3. In the Permit Information window, click **Edit** and update the information for the permit holder.
4. Click **Save** and exit the window.

Note that you can't edit a permit number because it's a number that the USPS provides, but you can delete and add a permit number.

Chapter 4: Planning

SAP BusinessObjects Postal File Preparation can use information in your Mail.dat files to help you edit truck load assignments and piece weight and advertising percentages.

Truck load editing

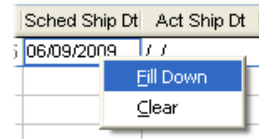
Through truck load editing you can:

- Assign truck numbers to pallets, sacks, and trays
- Enter dates
- Remove containers

If your Mail.dat has a preplan, the software may automatically assign truck numbers (see “Automatic truck number assignment” on page 32).

If your job doesn’t have a preplan, do the following:

1. Choose **Edit > Truck Load Editing**.
2. In the Select Options for Truck Load Editing window, select one or more segment IDs to include or click **Select All**. Click **OK**.
3. Enter the applicable dates. Use the fill down feature to apply the same value to multiple fields (“Fill down feature” on page 26).
4. Select a row to view the containers for that entry point in the **Containers On This Drop** grid at the bottom of the window.
5. Remove one or more container from the drop. See “Remove your containers from a drop” on page 32 for more information
6. Click **Print** to view a Loading Manifest Detail report or click **OK**.



Automatic truck number assignment

If your Mail.dat has a preplan, the software offers to automatically assign truck numbers to pallets.

In the Automatic Load Assignment window:

- Click **Assign** if you want automatic truck number assignment.
- Click **Don’t Assign** if you want to manually assign truck numbers.

Remove your containers from a drop

If you want to remove containers from a drop, select the entry point in the top box portion of the Shipment Information Assignment window. The containers within the drop are displayed in the lower box.

Select the container(s) you want to remove from the drop and click **Remove From Drop**. The software creates a new drop with those containers.


The information that you enter in this window populates the container summary table.

Assign in-home dates

You can enter dates in the software for indicating to the USPS the date range for a particular piece to be delivered.

To assign in-home dates, do the following:

1. Choose **Edit > Assign In-Home Dates**.
2. In the row of the job or segment that you want to assign, click in the **In Home Start** column.
3. Enter a date in MMDDYYYY format and press the **Tab** key.
4. Enter a second date in the **In Home End** column. This date can be up to three days later than the In Home Start date.
5. Click **OK**.

 **Tip:** If all of the segments or jobs in the Mail.dat use the same date, use the fill-down feature to auto-fill the same date for all.

Edit piece attributes

In many cases, the software estimates the piece attributes during the creation of a Mail.dat. You can then generate reports that accurately reflect your mailing.

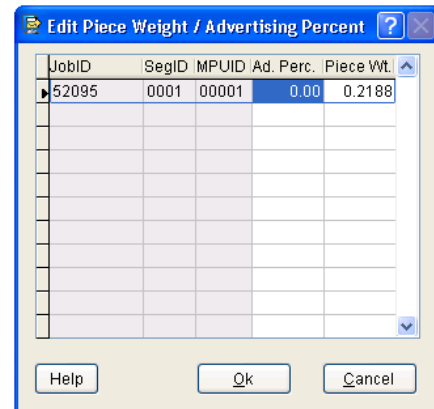
Piece weight and advertising percentage are the most commonly modified piece attributes. That is why the software provides a convenient location to edit them. You can make minor adjustments to piece weights without having to presort your job again.

To edit information, do the following:

1. Choose **Edit > Edit Piece Wt./Ad. Perc.** A window appears showing you all the versions and their associated piece weight and advertising percentage.
2. Put your cursor in the desired field and update the information.
3. Click **OK**.

Note that if you change information in this window, the software changes the weight in every file in the Mail.dat.

When you have finished editing the piece weight and advertising percentage, the software automatically re-validates the Mail.dat. An error report appears if there are errors.



Chapter 5: Reports

This section introduces you to SAP BusinessObjects Postal File Preparation reports.

From summary reports to audit trails, you can find a report detailing exactly the information you need.

Printing options

In the Printing Options window, you can choose how you'd like to view report information.

- Select Screen to view your reports or labels on the computer screen.
- Select Printer to print your reports or labels.
- Select File to save your reports or labels.

About the report examples

Due to space limitations, report samples are condensed. In some cases, sections are removed from report samples, leading to incorrect sums.

To see examples of reports, open one of your Mail.dat files in the software and go to the Reports menu to view them on screen.

Reports

SAP BusinessObjects Postal File Preparation produces the following reports:

- “Job Summary” on page 37
- “Presort Summary” on page 38
- “Containerization Summary” on page 38
- “Destination Entry Zone Distribution” on page 39
- “Mail Content Audit by Container Type by Package” on page 39
- “Palletized Content List report” on page 40
- “Error reports” on page 41

For information on pallet flags and sack and tray tags, see “Flags and tags” on page 43.

Job Summary

This report provides the total number of copies and the total weight of the job by segment, as well as the total number of containers by container type. In short, it summarizes the entire job.

To access this report, go to **Reports > Summary > Job Summary**

10/13/2008	13:04:08	ABC Corp	Page 1 of 2
Mail.dat: QA1015			
Job ID: PROJ01D			
Title: Job Name/Title and Issue			
Segment: 0001 - EP:00003 SEG:00001 PST:01			
<hr/>			
Total Number of Pallets:	0		
Total Number of Sacks:	0		
Total Number of 1' Trays:	6		
Total Number of 2' Trays:	219		combined on 4 Pallets
Total Number of EMM Trays:	0		
Total Number of Logical Trays:	0		
Total Number of Flat Tubs:	0		
Total Number of Bedloaded:	0		
Total Number of Miscellaneous:	0		
Total Estimated Weight:	1,912.8 lbs.		
Total Number of Copies:	25,319		

Presort Summary

This report breaks down the total number of copies and pieces for each rate category within a version.

To access this report, go to **Reports > Summary > Presort Summary**.

ABC Corp					10/13/2008	
Presort Summary for Mail.dat: QA1015					13:06:49	
Title: Job Name/Title and Issue						
Stream	Copies	Pieces	Weight	Pallet	Sack	Tray
PROJOBID	25459	25459	1923.4	0	0	227
Stream	Control	MPU Id	Description	Rate	Copies	Pieces
PROJOBID	EP:00003	00001	VER_1	WS	15695	15695
PROJOBID	EP:00003	00001	VER_1	HD	8283	8283
PROJOBID	EP:00003	00001	VER_1	CR	98	98
PROJOBID	EP:00003	00001	VER_1	5B	1243	1243
PROJOBID	EP:00003	00001	VER_1	STD LTRS MxAADC	140	140
Subtotals:					25459	25459
Totals:					25459	25459

Containerization Summary

This report shows the various presort levels contained within the job by container type. It includes the total number of copies, pieces, packages, units, and the total weight for each presort level.

To access this report, go to **Reports > Summary > Containerization Summary**.

10/13/2008 13:09:40		Containerization Summary				Page 1 of 1	
Mail.dat: QA1015		Job ID: PROJOBID		Job Name/Title and Issue			
Type	Level	Copies	Pieces	Weight	Units	Packages	
<i>Segment ID: 0001 EP:00003 SEG:00001 PST:01</i>							
1' Tray	CR-D	243	243	18.3	5	5	
1' Tray	5 Digit(Presort Only)	48	48	3.6	1	1	
2' Tray	CR-D	23833	23833	1801.7	209	209	
2' Tray	5 Digit(Presort Only)	1195	1195	90.3	10	10	
<i>Segment Totals:</i>		25319	25319	1914.1	225	225	
<i>Segment ID: 0002 EP:00003 SEG:00001 PST:05</i>							
2' Tray	Mixed AADC	140	140	10.5	2	2	
<i>Segment Totals:</i>		140	140	10.5	2	2	
Job Totals:		25459	25459	1924	227	227	

Destination Entry Zone Distribution

This report shows the number of copies in a job that are claiming a destination entry discount or zone rate. It also reports the percentage of copies for each entry or zone.

To access this report, go to **Reports > Summary > View Zone Distribution**.

10/13/2008 13:57:48	Destination Entry/Zone Distribution			Page 1 of 1
Mail dat:	QP1007			
Job Num:	PROJOBID			
Job Title:	Job Name/Title and Issue			
Destination Entry	Zone	Copies	Percent of Total Copies	
None	1&2	130	7.784 %	
None	3	40	2.395 %	
None	4	100	5.988 %	
None	5	66	3.952 %	
None	6	138	8.263 %	
None	7	50	2.994 %	
None	8	10	0.598 %	
DSCF	SCF	1,136	68.024 %	
Totals:		1,670	100.000 %	

Mail Content Audit by Container Type by Package

This report subtotals the number of copies for each package within a container. The totals are further broken down by version and presort levels.

To access this report, go to **Reports > Summary > Mail Content Audit by Container Type by Package**.

10/13/2008 14:34:35	Mail Content Audit by Container Type by Package					Page 1 of 5
Mail dat:	QP1007					
Job ID:	PROJOBID					
Job Name/Title and Issue						
Package	Destination	ZIP	Version	Copies		
<i>Entry: La Grasse NY 54601-0988</i>						
<i>Segment 0003: EP:00002 SE 0:00001 PST:02</i>						
#3 Sack 000007 SD	000030	SDGS 55125	55129	00001	43	
	000031	SDGS 55125	55129	00001	43	
	000032	SDGS 55125	55129	00001	44	
				<i>Container Totals</i>	130	3 Pkg(s) 19.500 lbs
#3 Sack 000008 SD(AutoPresort)	000038	SDG 81009	810	00001	24	
				<i>Container Totals</i>	24	1 Pkg(s) 3.600 lbs
#3 Sack 000010 SD (AutoPresort)	000037	SDG 806	806	00001	40	
				<i>Container Totals</i>	40	1 Pkg(s) 6.000 lbs
#3 Sack 000011 SD (AutoPresort)	000038	SDG 630	630	00001	33	
	000038	SDG 630	630	00001	33	
	000040	SDG 630	630	00001	34	
				<i>Container Totals</i>	100	3 Pkg(s) 15.000 lbs
#3 Sack 000012 SD (AutoPresort)	000041	SDGS 780	780	00001	8	
			781	00001	8	
			782	00001	8	
			788	00001	8	
				<i>Container Totals</i>	32	1 Pkg(s) 4.800 lbs
#3 Sack 000013 SD (AutoPresort)	000042	SDG 972	972	00001	25	
	000048	SDG 972	972	00001	25	
				<i>Container Totals</i>	50	2 Pkg(s) 7.500 lbs
#3 Sack 000014 SCF 786	000044	SDG 73344	733	00001	14	
	000045	SDGS 786	786	00001	8	
			789	00001	8	
	000046	SDGS 787	733	00001	4	
			787	00001	8	
				<i>Container Totals</i>	42	3 Pkg(s) 6.300 lbs
#3 Sack 000015 SCF 798	000047	SDG 798	798	00001	8	
	000048	SDG 799	799	00001	8	
	000048	SDG 885	885	00001	8	
				<i>Container Totals</i>	24	3 Pkg(s) 3.600 lbs
#3 Sack 000016 ADC 342	000050	SDGS 33822	33830	00001	3	
			33831	00001	3	
				<i>Container Totals</i>	6	
Page Total:	448 CPS	18 PKGS	87.2 LBS	2,816.888 CU FT		
Cumulative Total:	448 CPS	18 PKGS	87.2 LBS	2,816.888 CU FT		

Palletized Content List report

This is a list of the segments in each pallet including the total number of copies, pounds, and containers on the pallet.

To access this report choose **Reports > Palletized Content List**.

10/13/2008	Palletized Sacks & Trays Contents Listing	Page: 1
Mail.dat: SAMPLE_STD Job ID: SAMPLE03 Sample Standard Mail Job		
Pallet: 000001	PORTLAND ME 04101	
Seg ID: 0001		
000001		
000002		
000003		
<hr/>		
370 Copies	74 Pounds	3 Trays
<hr/>		

Error reports

SAP BusinessObjects Postal File Preparation's error reports include:

- Summary Error Report
- Mail.dat Error Detail (Detailed Error Report)

Summary Error Report

There are two ways to view the Summary Error Report. When the software's verification process detects errors in your Mail.dat, the Mail.dat Validation Error window appears. Or, you can go directly to the report by choosing **Reports > Error Reports > Summary Error Report**.

The Summary Error Report (Mail.dat Validation Error window) contains the name of the table, the number of errors in that table, and the number of records in the table that contain errors. You can go directly to the error by double-clicking the table name, or highlighting the error and clicking Go To.

Mail.dat Error Detail (Detailed Error Report)

The Summary Error Report has a Detailed Report button that opens the report. You have the option to view it on screen, print it, or save it to a file.

You can also access the Detailed Error Report by choosing **Reports > Error Reports > Detailed Error Report**.

The Detailed Error Report provides a listing of each Mail.dat error within a record and gives tips on how to correct the error.

Chapter 6:

Flags and tags

Generate and print your pallet flags, sack tags, and tray tags easily with SAP BusinessObjects Postal File Preparation.

SAP BusinessObjects Postal File Preparation passed the USPS label certification process for Intelligent Mail tray labels. Go to https://ribbs.usps.gov/vendor_info/documents/tech_guides/VENDOR_INFO_ALL_OTHER/IMTLVEND.pdf to view a list of certified vendors.

To get certified, a vendor must send 10-digit and 24-digit labels to the USPS. The USPS then runs tests on the labels to make sure the vendor is using valid USPS-defined formats.

What does this certification mean to you? You can have peace-of-mind knowing that SAP BusinessObjects Postal File Preparation adheres to these USPS standards when creating labels:

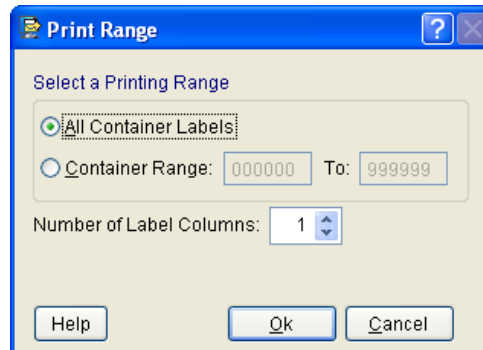
- Intelligent Mail tray label design specifications.
- Technical barcode requirements for the tray barcodes.
- Placement of the barcode and human-readable data elements on the label as well as the ability to generate accurate label content.

For more information about this certification, visit the RIBBS website at <http://www.ribbs.usps.gov>.

Label setup

Print based on a specific range

When printing flags and tags, you can print all of the labels or a range of labels. The software warns you if there are no flags or tags to print in the specified range.



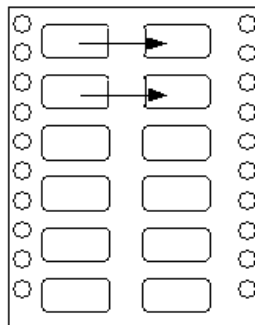
To begin printing your labels:

1. Choose **Reports > Flags and Tags > label type**.
2. Select a print range. You can choose to print all the labels or those within a range.
3. Enter the number of columns your labels have (see “Two-up sack and tray label printing” on page 44). Click **OK**.
4. Select the printing option (screen, printer, or file) and click **OK**.

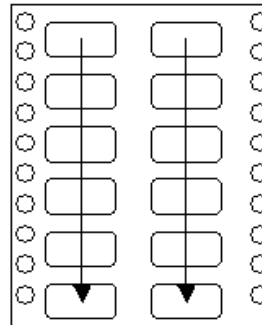
Two-up sack and tray label printing

If you specify two or more columns in the Number of Label Columns in the Print Range window, you must select a printing direction in the Sack/Tray Label Print window.

East to west print direction



North to south print direction



To set printing directions for sack and tray tags that are two up or more:


1. Choose **Reports > Flags and Tags > label type**.
2. Select a print range if applicable (**All Containers**, or **Container Range**).
3. Enter **2** (or more) for the number of columns based on your labels. Click **OK**.
4. Select **East/West** if you want your printer to print each row of tags from left to right, row by row or select **North/South** if you want your printer to print each column from top to bottom, column by column.

Print origin and destination information

You can print both entry point and origin information on your sack tags and only entry point information on pallet flags when you select the appropriate options in **System > Setup > Flags and Tags Print Options**.

Label types

Sack and tray labels contain information that explains where a sack or tray is destined, its contents, and where it originated. Automation-rate mailings require a barcode. The USPS mandates the appearance and placement of most elements on these label types.

 **Note:** If you want to take advantage of full-service rates the USPS requires you to use either the pure 24 or 10/24 tags on your mailings.

You can control what elements appear on your pallet flags by choosing **System > Setup > Flags and Tags Print Options** and selecting the options you want.

Select from these types of labels in the software:

- 10-digit sack tag
- 24-digit IM sack tag
- 10-digit tray tags
- 24-digit IM tray tag
- Pallet flags

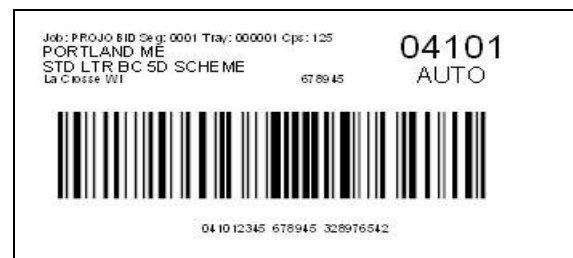
10-digit sack tag

Sack tags provide necessary mail processing and customer related information.



24-digit IM sack tag

The Intelligent Mail® barcode for tray tags is a 24 character CODE 128 barcode.



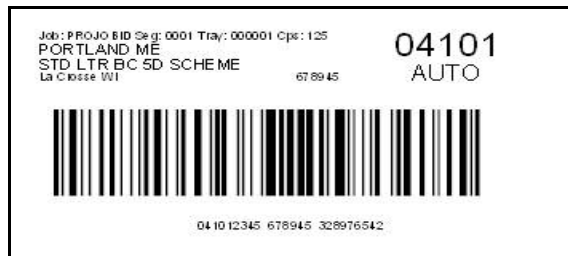
10-digit tray tags

Tray tags provide necessary mail processing and customer related information.



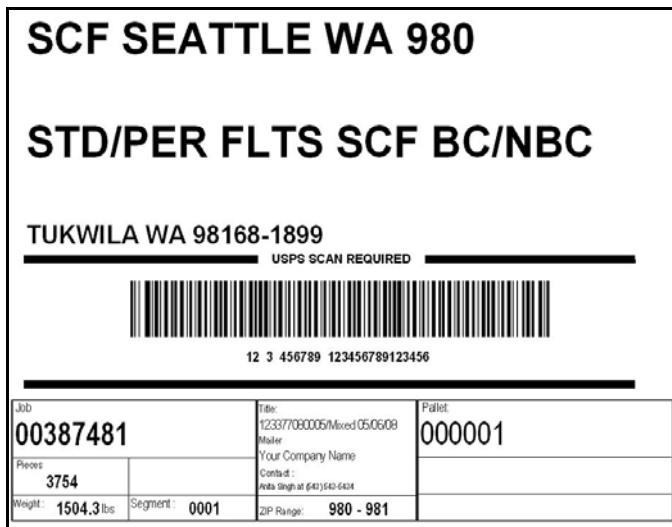
24-digit IM tray tag

The Intelligent Mail® barcode for tray tags is a 24 character CODE 128 barcode.



Pallet flags

A pallet flag (also referred to as the Intelligent Mail® container label) displays a barcode only if you're running an Intelligent Mail barcode job. For jobs that are not presorted as Intelligent Mail barcode compliant, the software does not print the barcode.



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