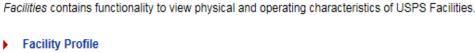# FAST SYSTEM ENHANCEMENT: LOCALE KEY

FACILITY PROFILE PAGE: BACKGROUND

The Facility Access & Shipment Tracking (FAST) system enables mailers to lookup up facilities through the Facility Profile page. Mailers were previously only able to search for facilities through three options. At the industry's request, USPS implemented a fourth search option so that mailers are able to look up facilities by their respective facility code (Locale Key).

1. Search for the facility by State & City

2. Enter the NASS Code of the Facility

3. Enter the Facility Name

4. Enter the Facility's Locale Key

Facility Access and Shipment Tracking (FAST)

Facilities
Facilities contains functionality to view physical and operating characteristics of USPS Facilities.

▶ Facility Profile
Displays the Facility Profile page.

(Go >)

FACILITY PROFILE ENHANCEMENT: LOCALE KEY SEARCH

The screen shot to the right displays the newly added Locale Key field to the Facility Profile Selection page within FAST.

Login to FAST
Facilities
▶ Facility Profile

Reports
Resources
Origin Entry

Facility Access and Shipment Tracking (FAST)

Facility Profile Selection

(< Back)

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

There are three options to search for a facility.

1. Search for the facility using the "State" field. If the "City" field is not populated, all city names for the state will be available in the drop down. Once a city is identified, all facilities associated with the city name will be available for selection.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1 or 3.
3. Enter the Facility Name and click search. Select the Exclude Delivery Units checkbox to exclude Delivery Units from the results for this search option.

Note: NASS Codes are facility specific codes used by the National Air and Surface System for routing of mail.

Option 2

Option 1

Option 4 (NEW)

Option 3

* Search By: Facility   (Submit >)

State: -- Select One --   (View Cities >)
City:

NASS Code: (Search >)

Locale Key: (Search >)

Facility Name: (Search >)

☐ Exclude Delivery Units
☐ Exclude Service HUBs

(< Back)