



## Address Information System Product



# **AIS VIEWER USER GUIDE**

**Version 1.07.05.01**

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ADDRESS MANAGEMENT & GEOSPATIAL TECHNOLOGY  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001  
(800) 238-3150

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## SYSTEM REQUIREMENTS

The minimum requirements to run the AIS Viewer application are listed below:

- 4.5 gigabytes of available hard drive space
- 32MB of RAM or higher (128 recommended)
- Operating system Windows 2000 or later

*Note: The AIS Viewer application will not operate on a Macintosh computer.*

## OVERVIEW

AIS Viewer is an interactive product, which includes five different AIS products:

- Address Lookup
- City/State/Delivery Type
- County Name Retrieval
- Delivery Statistics Retrieval
- ZIP + 4<sup>®</sup> Retrieval

The application provides the ability to retrieve, view, and print hardcopy reports, on demand, at a 5-digit ZIP Code level. The product is updated monthly and the data is valid for 105 days from the product (monthly) cycle date. This provides a significant improvement in the content, accuracy, and currency of information over the obsolete Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

The data is encrypted and cannot be exported. Using the AIS Viewer with the "address lookup" option meets the 5-digit ZIP Code accuracy standard for addresses used on pieces in non-automation Presorted rate First-Class Mail<sup>®</sup>, Periodicals, Standard Mail<sup>®</sup>, and Bound Printed Matter mailings.


## **MANUFACTURER**

CUSTOMER CARE DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
225 N HUMPHREYS BLVD STE 501  
MEMPHIS TN 38188-1001

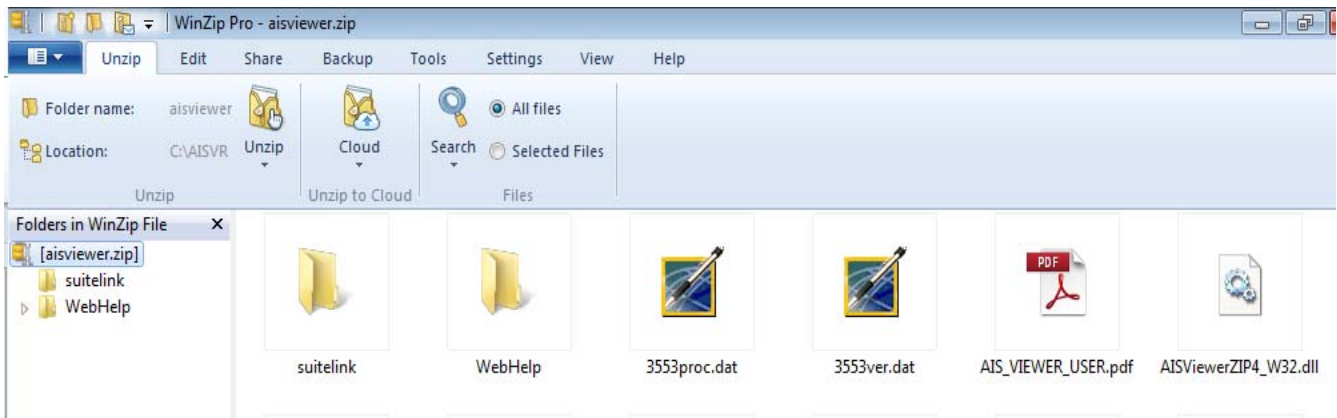
Should you have any questions concerning this product, please call our Customer Support Department at 1-800-238-3150 or make contact in writing to the address above.

# AIS VIEWER EPF INSTALLATION INSTRUCTIONS

1. Find the zip file, aisviewer.zip, located in the EPF download directory.

Name	Date modified	Type	Size
 aisviewer.zip	8/15/2014 3:00 AM	WinZip File	1,975,842 KB

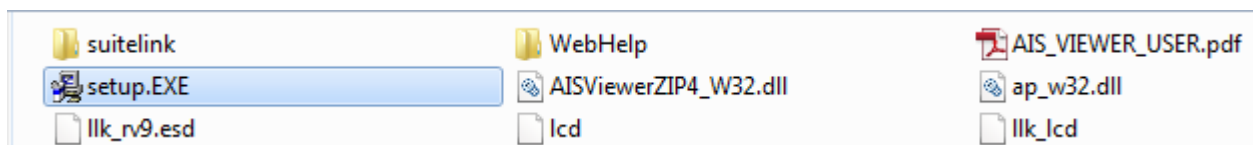
2. Execute a decompression program such as WinZip. Usually this can be activated by double-clicking the zip file.




3. Follow the instructions provided by the decompression program. Once the files have been extracted, a directory folder, aisviewer, is created.

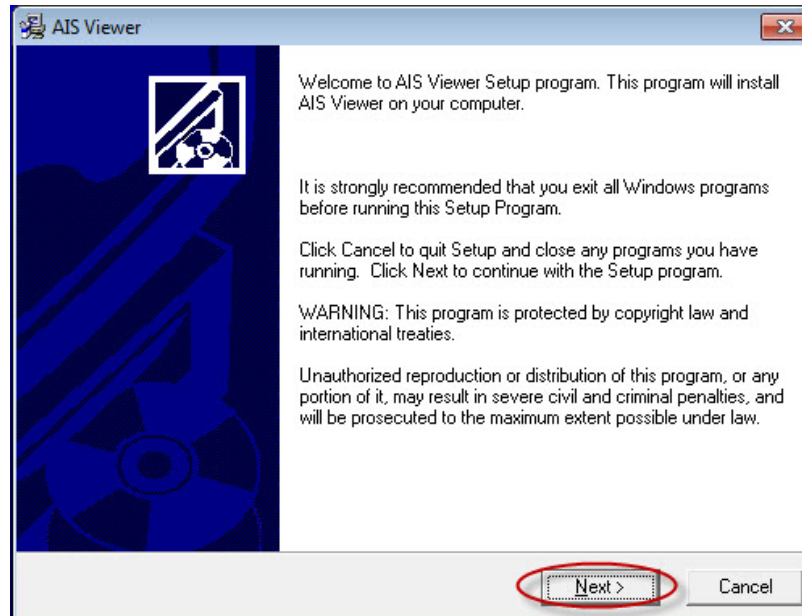



4. Double click the aisviewer folder and locate the set-up application.




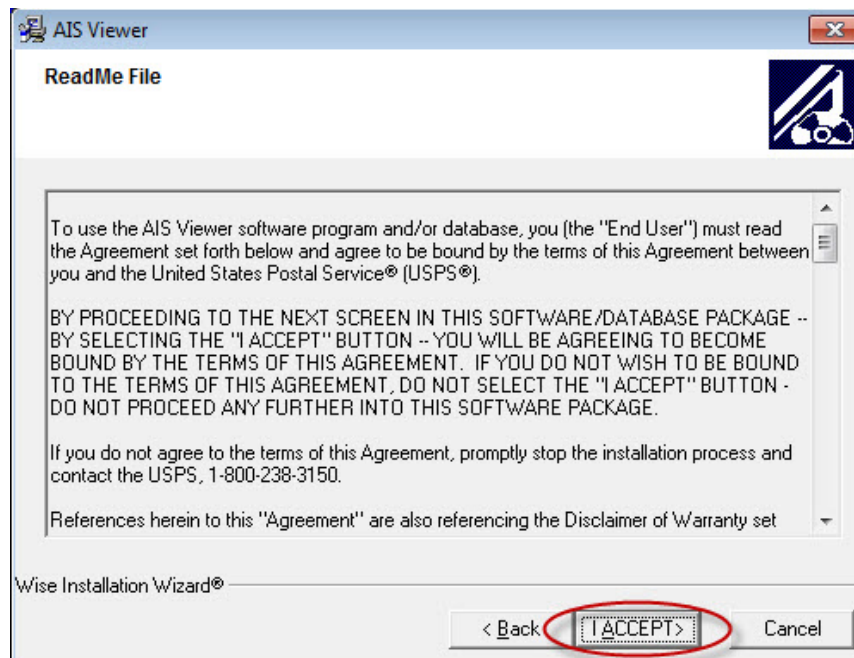
5. Double click the setup application and follow the instructions.


6. The following welcome screen appears. Select the  button to continue with the installation.

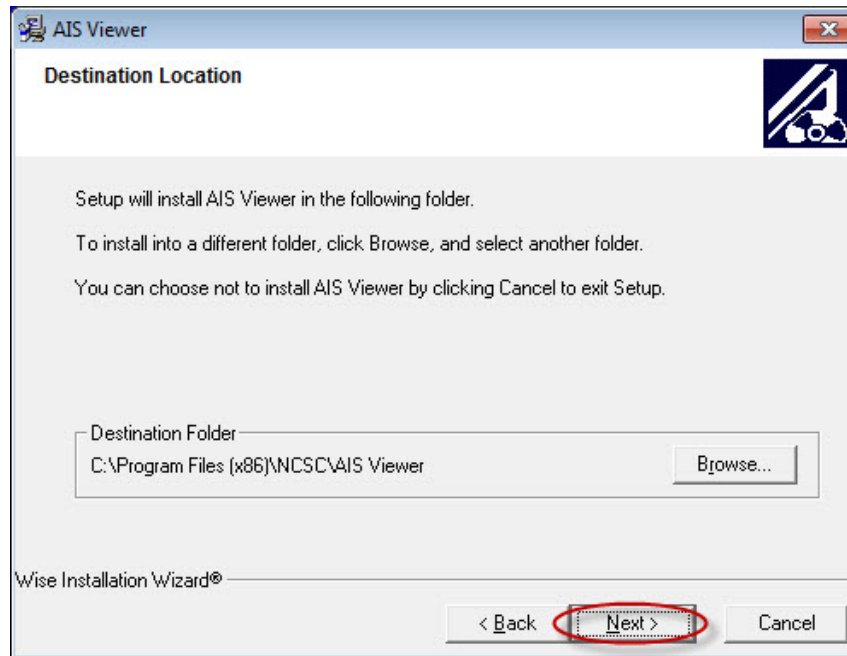



7. The following dialog box is displayed providing the user with the license agreement. After reading the license agreement, click the  button to signify your agreement to use the software as given in the terms of the license agreement.

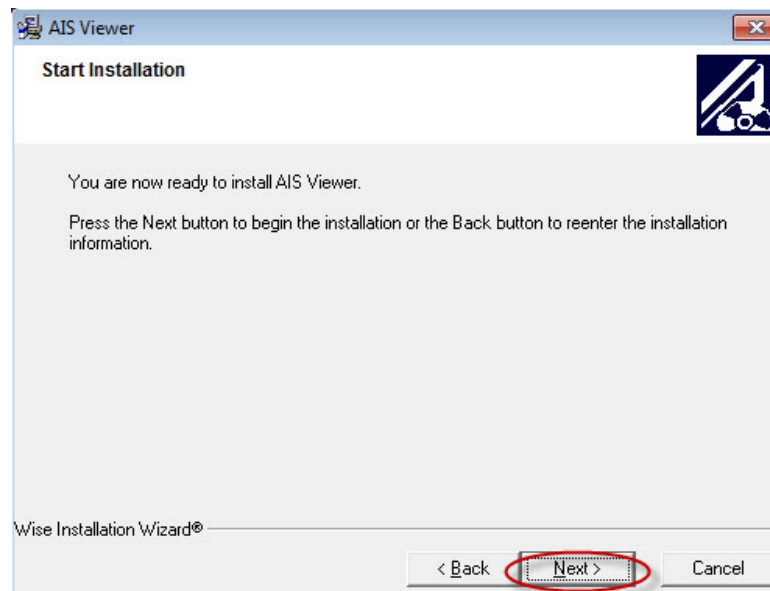
*Note: If the you disagree with the license agreement, click  to stop the installation of the product.*




8. Select the folder where the application should be installed. To use the default folder, select the  button.

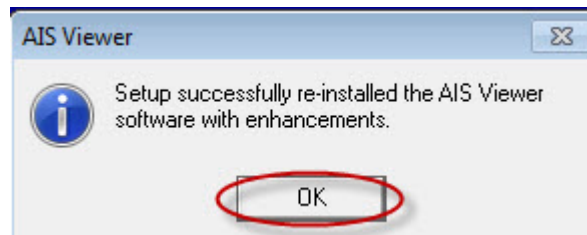


9. Click the  button to initiate. Installation takes a few minutes to complete.



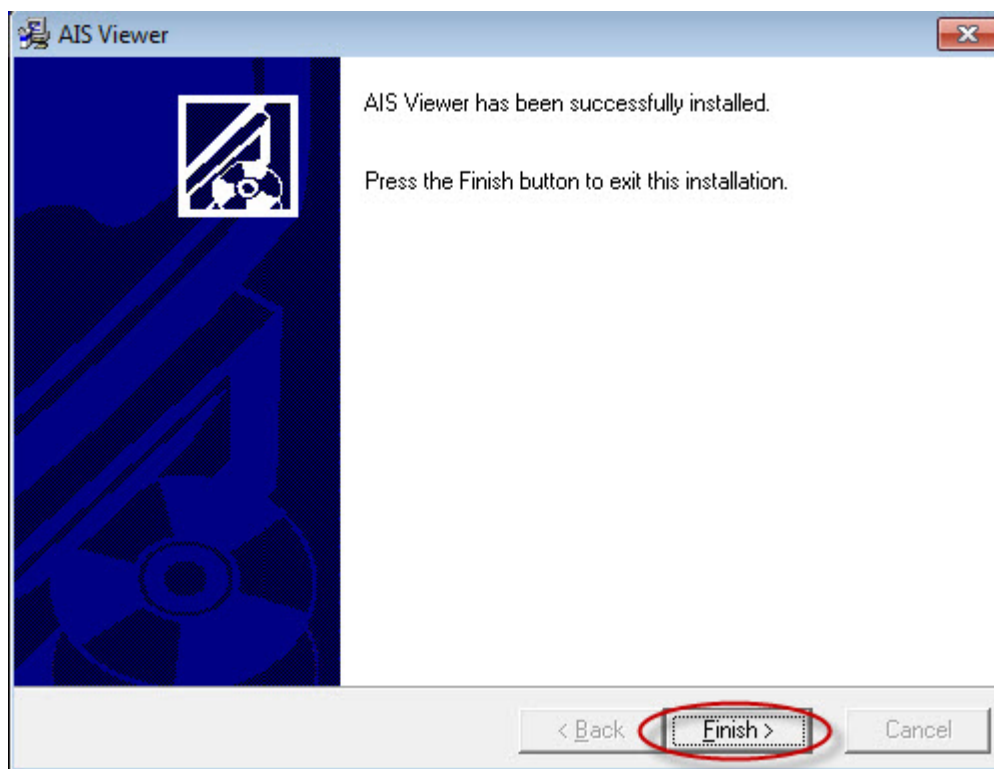
10. If this is a reinstallation the following alert box is displayed. Click the  button to finish.






*Note: If the AIS Viewer application has never been installed on the user's computer, this alert box will not be displayed.*

11. After the install is complete, click the  button.



## NEW CUSTOMER SETUP

### *Opening the AIS Viewer Application*

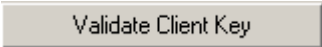
1. Select the  button. Then choose All Programs > AIS Viewer > AIS Viewer Application

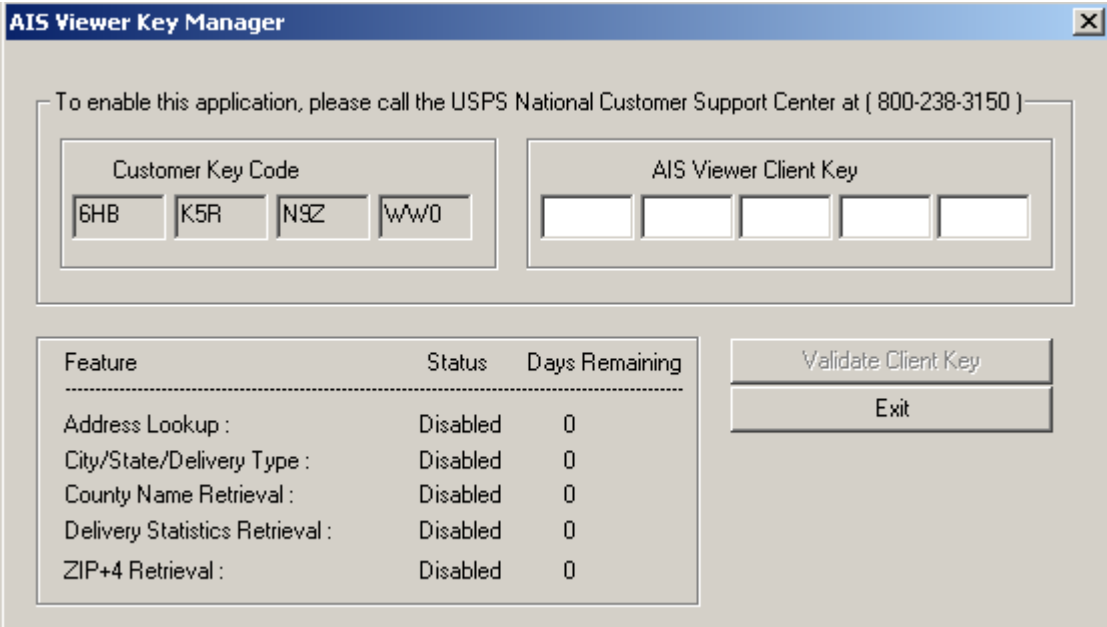
Or

Double click the AIS Viewer application desktop icon.



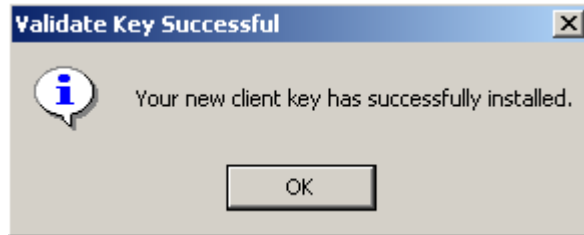
### *Entering the Customer Key Code*

2. After the application has been opened the Key Manager dialog will appear. To install the purchased AIS Viewer features, please contact the Customer Service Department at 800-238-3150 for the assigned *AIS Viewer Client Key*. This will enable the features and set the number of days the features are accessible. Enter the Client Key and then select the activated  button.

A screenshot of the AIS Viewer Key Manager dialog box. The title bar reads "AIS Viewer Key Manager". The main text says "To enable this application, please call the USPS National Customer Support Center at ( 800-238-3150 )". There are two input sections: "Customer Key Code" with four text boxes containing "6HB", "K5R", "NSZ", and "WW0"; and "AIS Viewer Client Key" with five empty text boxes. Below these is a table of features and their status. To the right of the table are two buttons: "Validate Client Key" and "Exit".

Feature	Status	Days Remaining
Address Lookup :	Disabled	0
City/State/Delivery Type :	Disabled	0
County Name Retrieval :	Disabled	0
Delivery Statistics Retrieval :	Disabled	0
ZIP+4 Retrieval :	Disabled	0

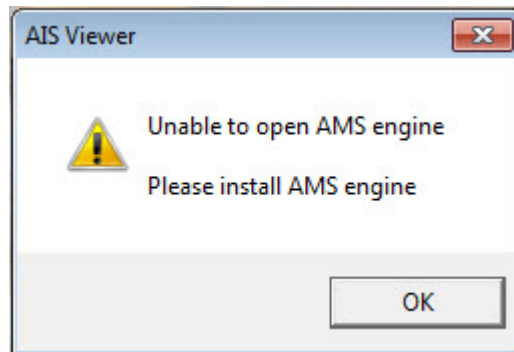
3. The following message will appear when the purchased features are enabled.



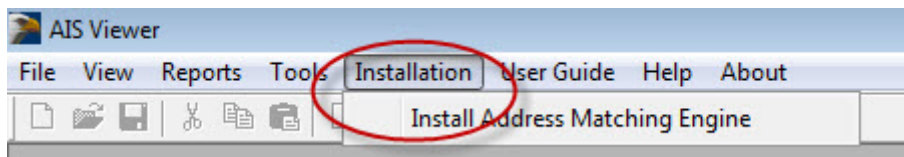
*Note: When the number of days remaining is 0 and the feature is disabled, call the Customer Service Department to re-order the product(s).*

### **Installing the Address Matching Engine**

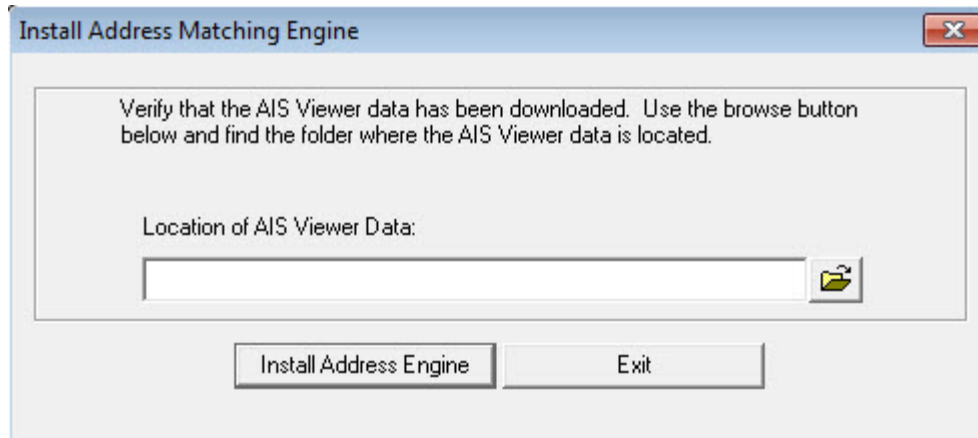
4. After the application has been completely installed, the Address Matching Engine installation must be performed. The following dialog box will be displayed.



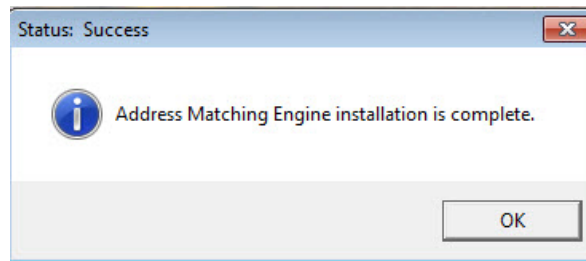
5. Click OK and select Installation from the top menu. Then select Install Address Matching Engine.



6. Use the browse button to select the folder where AIS Viewer data is located after download. Click the “Install Address Engine” button to enable the Address Matching Engine data.



7. The following message is displayed to indicate that the Address Matching Engine was installed.



*Note: Reinstallation of the Address Matching Engine is necessary to update the system when there are changes. To reinstall, begin at Step 4.*


## Activating DPV® and LACSLink®

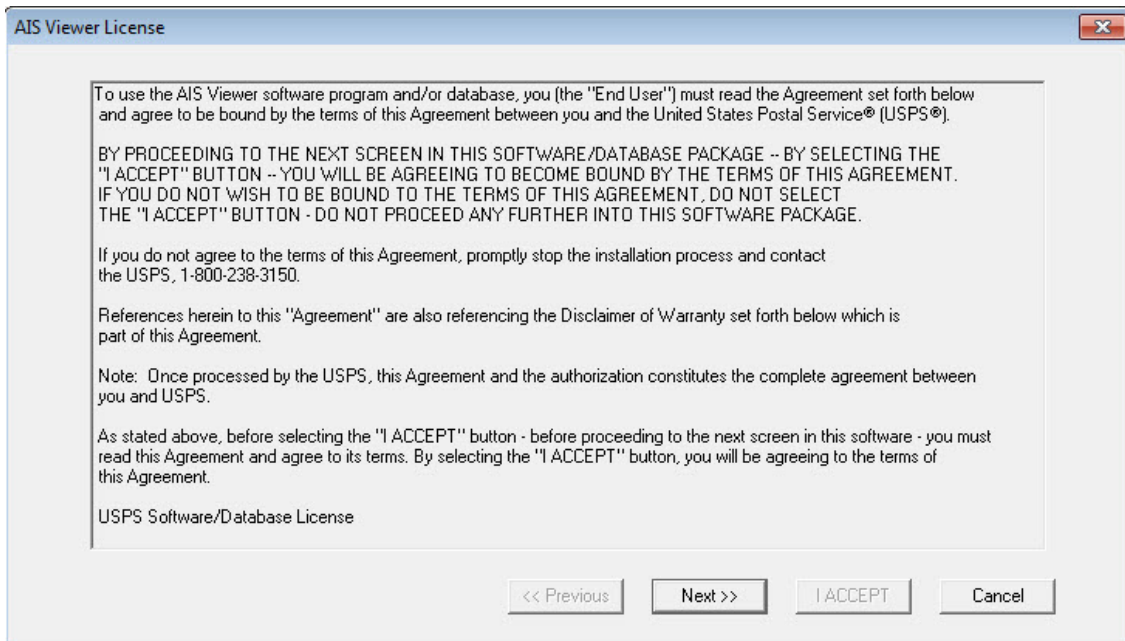
- DPV and LACSLink components are required and must be enabled to use the AIS Viewer application. Contact Customer Care at 800-238-3150 with the DPV and LACSLink activation codes that appear in the dialogue box that appears. Customer care will provide activation keys that should be entered in the edit boxes.
- After entering the activation keys, select the  buttons to enable DPV and LACSLink. Then select the  button to close this dialog. The AIS Viewer features are ready for use.



The screenshot shows a dialog box titled "DPV AND LACSLINK Activation". The dialog contains the following elements:

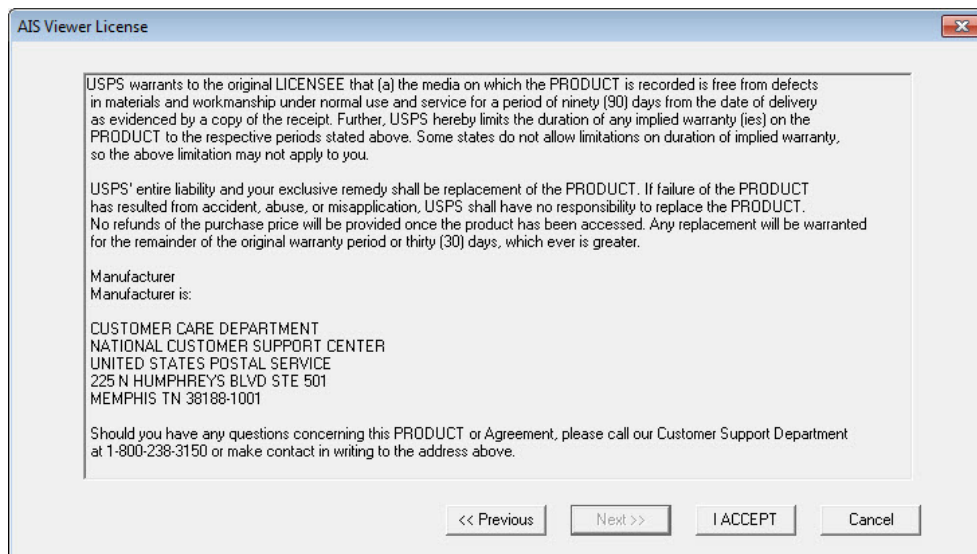
- A header bar with the title "DPV AND LACSLINK Activation".
- Instructional text: "To enable DPV and LACSLink contact Customer Care at 800-238-3150 with the activation codes below to receive the activation keys needed."
- A section for DPV activation: "DPV Activation Code:" followed by a text box containing "CX5H90TN0". Below this is the instruction "Enter the DPV activation key into the edit box below. Then select the 'Enter Key' button." and a text box with an "Enter Key" button.
- A section for LACSLink activation: "LACSLink Activation Code:" followed by a text box containing "GUCWTDRAWJ8Y0". Below this is the instruction "Enter the LACSLink activation key into the edit box below. Then select the 'Enter Key' button." and a text box with an "Enter Key" button.
- At the bottom right, there are "OK" and "Cancel" buttons.

## ACCEPTING THE LICENSE AGREEMENT

1. Periodically the user will be prompted to view and accept the license agreement for the AIS Viewer application. When the following dialog box appears, please read and accept the license agreement.
2. Select the  button to view the pages in the license agreement.



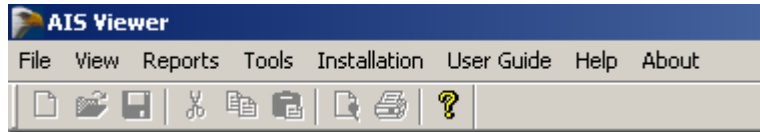
3. On the last page of the license agreement the  button is enabled. By selecting  the user agrees to the terms of the license agreement.



## MENU FUNCTIONS

The Menu bar across the top of the screen contains the following functions: File, View, Reports, Tools, Installation, User Guide, Help, and About.

### Example: Menu Bar



### File

The **File** menu provides the user with an option to exit the application.

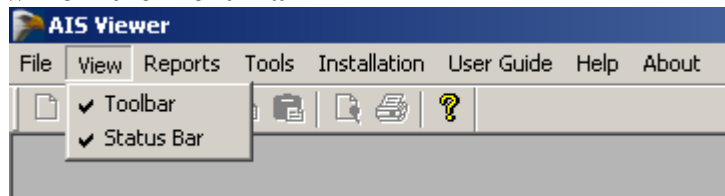
### Example: File from the Menu Bar



### View

The **View** menu provides the user with the following two options.

### Example: View from the Menu Bar

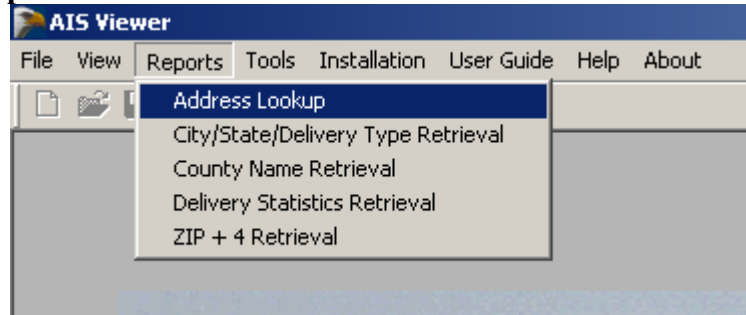


1.  Toolbar - will allow the user to show or hide the toolbar on the screen.
2.  Status Bar - will allow the user to show or hide the status bar on the screen.

## Reports

The **Reports** option lists the five different products available.

### Example: Reports from the Menu Bar



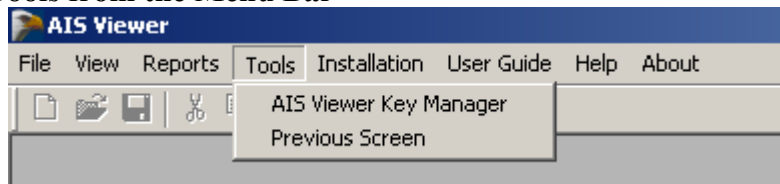
1. Address Lookup
2. City/State/Delivery Type Retrieval
3. County Name Retrieval
4. Delivery Statistics Retrieval
5. ZIP + 4 Retrieval

*Note: For more information on Reports, please see the “AIS Viewer Reports” section of this guide.*

## Tools

The **Tools** menu provides the user with the following two options:

### Example: Tools from the Menu Bar



1. The **AIS Viewer Key Manager** option is used to retrieve the Customer Key Code when the product days have expired (0 days remaining) and the product is disabled. Call the National Customer Support Center at 800-238-3150 to renew the subscription or to activate another product.
2. The **Previous Screen** option allows the user to return to the previous screen from a report.



## ***Installation***

For more information please see the “Address Matching Engine Installation Instructions” section of this guide.

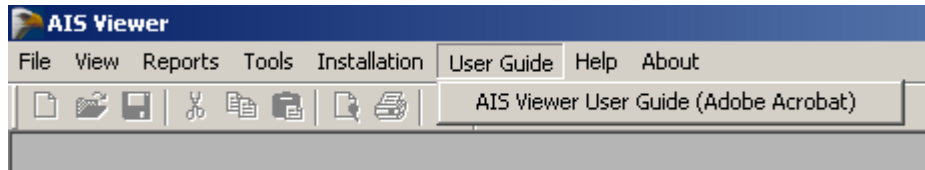
### **Example: Installation from the Menu Bar**



## ***User Guide***

The User Guide menu option provides documentation on the installation and usage of the AIS Viewer application.

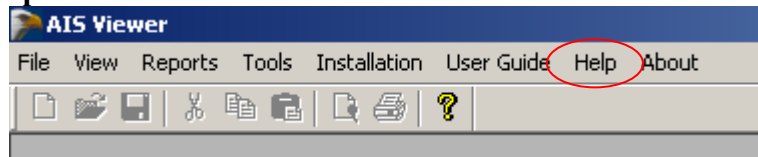
### **Example: User Guide on the Menu Bar**



## ***Help***

The Help menu option provides help files that give the user the ability to search for an AIS Viewer topic.

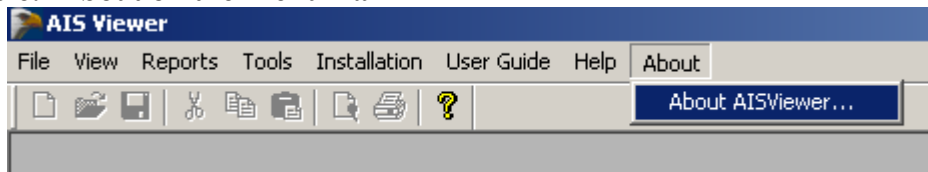
### **Example: Help on the Menu Bar**



## ***About***

The About menu option provides the user with copyright and version information for the AIS Viewer application.

**Example: About on the Menu Bar**



# AIS VIEWER REPORTS

The report option on the Menu Bar list five options: Address Lookup, City/State/Delivery Type Retrieval, County Name Retrieval, Delivery Statistics Retrieval, and ZIP + 4 Retrieval. An optional sort routine is available to re-sort the output by sorting one header at a time. Selecting the top of a single column heading will allow the user to sort in alphabetical or numerical order.

## Report Print Options

Below is an example of a printout of a report that contains 82,839 records to be printed on 2128 pages. The user can select pages to be printed from the Print Preview screen by selecting the printer icon and indicating the page(s) to print.

### Example: Report Print Option sorted by the ZIP Code

The screenshot shows the AIS Viewer application window. The title bar reads "Report Viewer". The menu bar includes "File", "Printer", and "Page". The toolbar shows a printer icon circled in red. The report content includes the United States Postal Service logo, the title "ZIP+4 RETRIEVAL REPORT NATIONAL CUSTOMER SUPPORT CENTER AIS VIEWER", the date "12/01/2003", record count "82969", and page number "Page 1 of 2128". The report is sorted by ZIP code. A "Print" dialog box is open, showing the printer "System Printer (Lexmark Optra E310 (MS))". Under "Print Range", the "Pages" radio button is selected. The "From" and "To" fields are highlighted with a red circle. The "Collate Copies" checkbox is checked. The background report data is as follows:

REC TYPE	ZIP CODE	CARR ID	PRE DIX	PRIMARY NAME	POST SUFFIX	DIR	PRIMARY LOW	PRIMARY HIGH	FIRM NAME	SEC ABBR	SECONDARY LOW	SECONDARY HIGH	ZIP ADD ON
S	38109	0094	1ST		AVE		100	220	E				1802 1802
S	38109	0094	1ST		AVE		101	219	O				1801 1801
S	38109	0094	1ST		AVE		221	299	O				1803 1803
S	38109	0094	1ST										1804 1804
S	38134	0027	1ST										9128 9128
H	38134	0027	1ST										9129 9129
H	38134	0027	1ST							APT	1	1	O 9130 9130
H	38134	0027	1ST							APT	2	2	E 9131 9131
H	38134	0027	1ST							APT	3	3	O 9130 9130
H	38134	0027	1ST							APT	4	4	E 9131 9131
H	38134	0027	1ST							APT	5	5	O 9130 9130
H	38134	0027	1ST							APT	6	6	E 9131 9131
H	38134	0027	1ST							APT	7	7	O 9130 9130
H	38134	0027	1ST							APT	8	8	E 9131 9131
H	38134	0027	1ST										9132 9132
H	38134	0027	1ST		CV		1849	1849	B	APT	1	1	O 9133 9133
H	38134	0027	1ST		CV		1849	1849	B	APT	2	2	E 9134 9134
H	38134	0027	1ST		CV		1849	1849	B	APT	3	3	O 9133 9133
H	38134	0027	1ST		CV		1849	1849	B	APT	4	4	E 9134 9134
H	38134	0027	1ST		CV		1849	1849	B	APT	5	5	O 9133 9133
H	38134	0027	1ST		CV		1849	1849	B	APT	6	6	E 9134 9134
H	38134	0027	1ST		CV		1849	1849	B	APT	7	7	O 9133 9133
H	38134	0027	1ST		CV		1849	1849	B	APT	8	8	E 9134 9134
H	38134	0027	1ST		CV		1857	1857	B				9135 9135
H	38134	0027	1ST		CV		1857	1857	B	APT	1	1	O 9136 9136
H	38134	0027	1ST		CV		1857	1857	B	APT	2	2	E 9137 9137
H	38134	0027	1ST		CV		1857	1857	B	APT	3	3	O 9136 9136
H	38134	0027	1ST		CV		1857	1857	B	APT	4	4	E 9137 9137
H	38134	0027	1ST		CV		1857	1857	B	APT	5	5	O 9136 9136
H	38134	0027	1ST		CV		1857	1857	B	APT	6	6	E 9137 9137
H	38134	0027	1ST		CV		1857	1857	B	APT	7	7	O 9136 9136
H	38134	0027	1ST		CV		1857	1857	B	APT	8	8	E 9137 9137

## Address Lookup

Address Lookup allows the user to look up an individual address through DPV Enabled Address Lookup, Reverse 9 Lookup, and Reverse 11 Lookup options.

### DPV Enabled Address Lookup

The user can enter in a ZIP Code or a city/state after entering the address. Then select the  button. The report displays the address, County Code, County Name, Carrier Route Number, Delivery Point, the Check Digit and DPV status.

### Example: DPV Enabled Address Lookup

The screenshot shows a window titled "Address Lookup" with a close button in the top right corner. The main area is titled "DPV Enabled Address Lookup" and contains several input fields: "Company (required for company records)" is empty; "Delivery Address (required)" contains "2102 POPLAR AVE"; "City \*" contains "MEMPHIS"; "State \*" is a dropdown menu showing "TN"; and "ZIP Code" is empty. Below these fields is a note: "\* City and State are not required when a ZIP Code is given." At the bottom left, there are three radio button options: "DPV Enabled Address Lookup" (which is selected and circled in red), "Reverse 9 Lookup", and "Reverse 11 Lookup". At the bottom right, there are three buttons: "Address Lookup", "Clear Screen", and "Exit".

*Note: The Urbanization box will be displayed after the user types in a Puerto Rican address and selects the  button.*

## Example: DPV Enabled Address Lookup Report Results




# Address Lookup

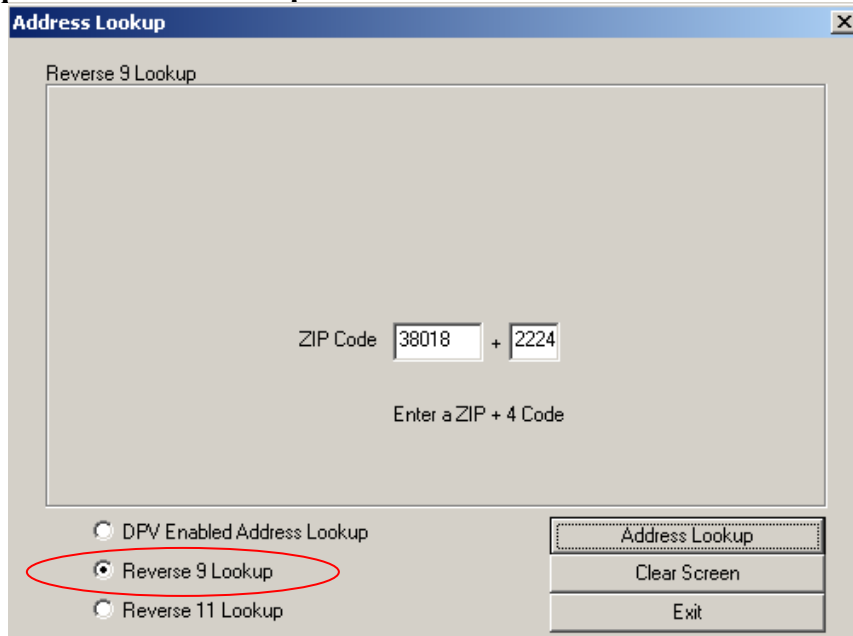


04/26/2013	Address:	225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188
<hr/>		
225 N HUMPHREYS BLVD STE 501 MEMPHIS TN 38188-1001		
Carrier Route:		C000
County Code:		157
County Name:		SHELBY
Delivery Point Code:		26
Check Digit:		2
Commercial Mail Receiving Agency:		
LACSLink Indicator:		
eLOT:		0004
eLOT Ascending/Descending Indicator:		A
Record Type Code:		Building/Apartment
PMB Designator:		
PMB Number:		
Default Flag:		N
DPV Confirmation:		Address confirmed

## Reverse 9 Lookup

Enter the ZIP + 4 Code in the edit boxes. Select the  button. The report displays the address, County Code Number, County Name, and Carrier Route.

## Example: Reverse 9 Lookup



The screenshot shows a window titled "Address Lookup" with a close button (X) in the top right corner. The main area is labeled "Reverse 9 Lookup" and contains two input boxes for "ZIP Code" with the values "38018" and "2224" separated by a "+" sign. Below the input boxes is the text "Enter a ZIP + 4 Code". At the bottom left, there are three radio button options: "DPV Enabled Address Lookup", "Reverse 9 Lookup" (which is selected and circled in red), and "Reverse 11 Lookup". At the bottom right, there are three buttons: "Address Lookup", "Clear Screen", and "Exit".

## Example: Reverse 9 Lookup Report Results



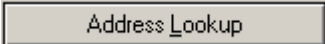
# Address Lookup



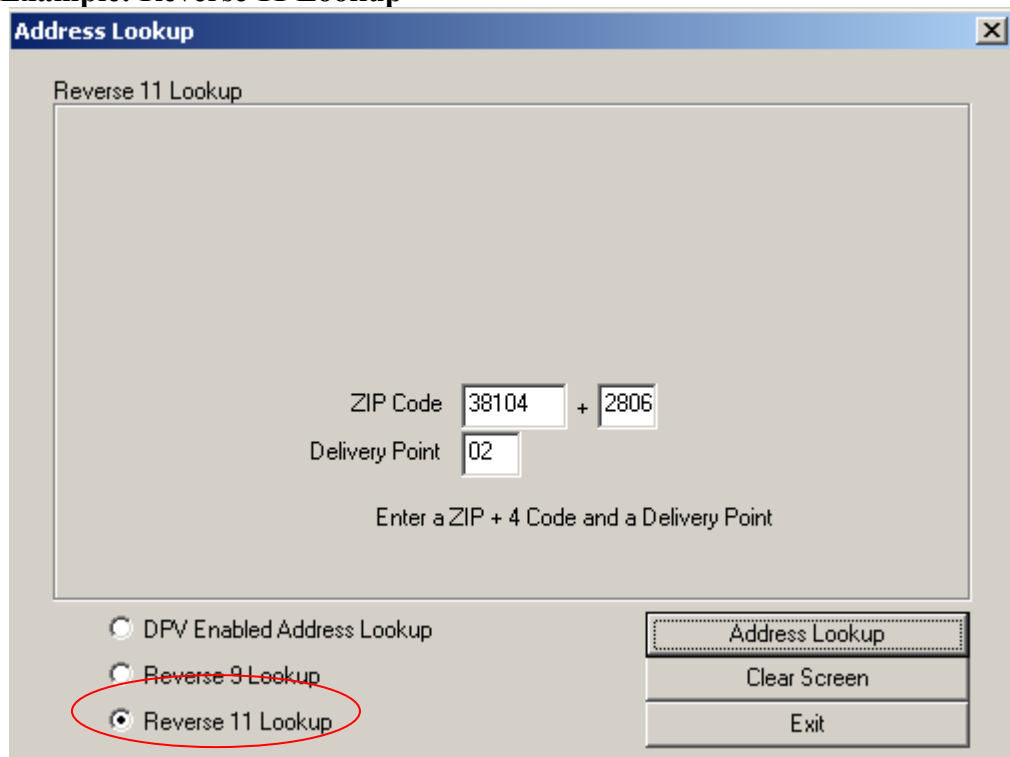
07/25/2006

421 ENQUIREE CT    APT 101    208  
CORDOVA TN 38018-2224  
County Code : 157                      County Name : SHELBY  
Carrier Route : R037

## Reverse 11 Lookup

Enter the ZIP + 4 Code and Delivery Point in the edit boxes. Select the  button. The report displays the address, County Code Number, County Name, Carrier Route Number, Delivery Point, and Check Digit.

## Example: Reverse 11 Lookup



The screenshot shows a window titled "Address Lookup" with a close button (X) in the top right corner. The main area is titled "Reverse 11 Lookup" and contains a large empty rectangular box. Below this box, there are input fields for "ZIP Code" (containing "38104"), a "+" sign, and another "ZIP Code" field (containing "2806"). Below these is a "Delivery Point" field (containing "02"). A prompt below the fields reads "Enter a ZIP + 4 Code and a Delivery Point". At the bottom of the window, there are three radio button options: "DPV Enabled Address Lookup", "Reverse 9 Lookup", and "Reverse 11 Lookup". The "Reverse 11 Lookup" option is selected and circled in red. To the right of these options are three stacked buttons: "Address Lookup", "Clear Screen", and "Exit".

## Example: Reverse 11 Lookup Report Results



# Address Lookup



10/10/2006


2102 POPLAR AVE  
MEMPHIS TN 38104-2806  
County Code : 157                      County Name : SHELBY  
Carrier Route : C024  
Delivery Point : 02                      Check Digit : 6

## City/State/Delivery Type Retrieval

### City/State Option

The city/state portion is a comprehensive list of ZIP Codes and the city, county, and post office names associated with those ZIP Codes. It can be used to validate the city name and ZIP Code of a mailing address. The user can search for information with the following lookup options:

- City
- State
- City and State
- City Finance Number
- ZIP Code

The user will need to select the Lookup Option and then type in the information in the activated text boxes. The user can then begin the search by either pressing [Enter] on the keyboard or selecting the  button. In order to view the entire report on screen, it will be necessary to use the scroll bars.

### Example: City/State Lookup

City/State/Delivery Type Criteria

City

State

Finance Number

ZIP Code

Lookup Options

City

State

City and State

City Finance Number

ZIP Code

Delivery Type

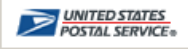
Generate Report

Clear Screen


Exit

Based on the user's search criteria this type of retrieval will provide the following information to view and print: ZIP Code, City, State, Mailing IND, Preferred Last Line, County Number, County Name, and Finance Number.

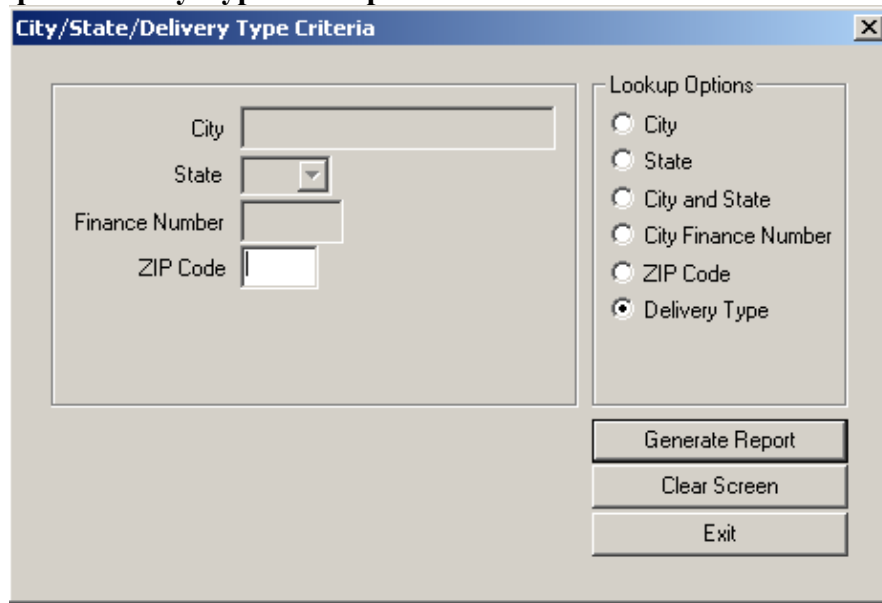
**Example: City/State Report Results**

						City/State/Delivery Type Retrieval National Customer Support Center United States Postal Service 1 (800) 238-3150 Cycle Date 12/15/2003
ZIP Code	City	State	Mailing Ind	Preferred Last Line	County Number	County Name
48706	BAY CITY	MI	Y	BAY CITY	017	BAY

**Delivery Type Option**

The Delivery Type portion is a comprehensive list of delivery types available to the user by ZIP Code. The user should first select the delivery type option and then type in the ZIP Code. The user can press [Enter] on the keyboard or select the  button on the report screen. This will generate a report for viewing or printing. In order to view the entire report on screen, it will be necessary to use the scroll bars.


**Example: Delivery Type Lookup**




The results of the search will provide the ZIP Code, County Number, County Name and whether or not there is a delivery type that coincides with the search criteria.



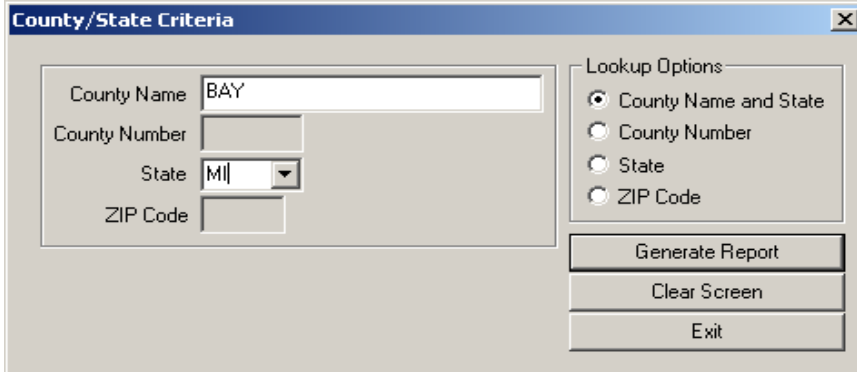
### Example: Delivery Type Report Results

		City/State/Delivery Type Retrieval National Customer Support Center United States Postal Service 1 (800) 238-3150 Cycle Date 12/15/2003							
		ZIP Code	Street	Rural	PO Box	Gen/Del	Military	Unique	Non Active
48001	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48002 *	Y	Y	Y	N	N	N	N	147	SAINT CLAIR
48003	Y	Y	Y	N	N	N	N	087	LAPEER

### County Name Retrieval


This report provides the user the ability to view and print reports based on United States counties and parishes. The user has the option of viewing data based on County Name and State, County Number, State, or ZIP Code. The user selects the lookup option and types in the information in the activated text boxes. To view the report the user will then need to either select [Enter] or the  button.

### Example: County Name Retrieval Lookup



The report will provide the user with the ZIP Code, County Number, County Name, and State based on the search criteria.

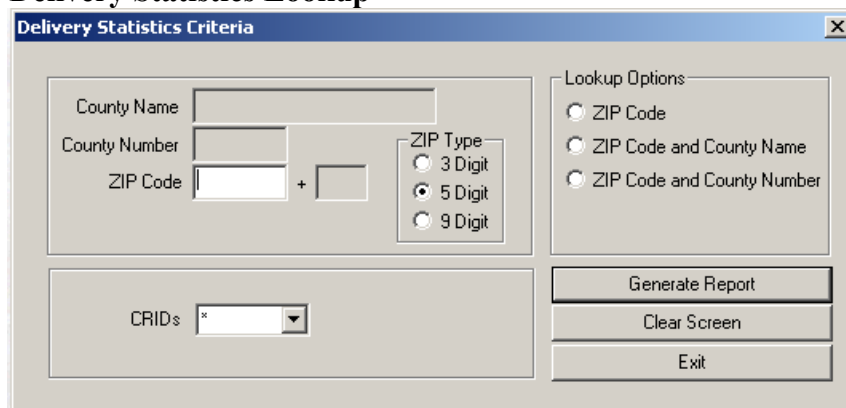
### Example: County Name Report Results

				County Name Retrieval National Customer Support Center United States Postal Service 1 (800) 238-3150 Cycle Date 12/15/2003
ZIP Code	County Number	County Name	State	
48601*	017	BAY	MI	
48604*	017	BAY	MI	
48611	017	BAY	MI	
48613*	017	BAY	MI	

## Delivery Statistics Retrieval


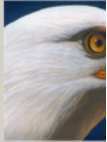
This report allows the user to look up statistical information based on ZIP Code (3, 5, or 9 digit), ZIP Code and County Name, or ZIP Code and County Number.

### Example: Delivery Statistics Lookup



The results from a Delivery Statistics search will provide the following data based on the criteria searched: Carrier ID, Possible/Active Residential, Business, and Total along with the Finance Number, State, and County Number.

### Example: Delivery Statistics Report Results

				Delivery Statistics Retrieval National Customer Support Center United States Postal Service 1 (800) 238-3150 Cycle Date 12/15/2003 ZIP Code 48706						
Carr ID	Possible Residential	Possible Business	Total	Active Residential	Active Business	Total	Finance Number	State	County Number	
B001	28	29	57	21	21	42	250690	MI	017	
B002	18	15	33	12	10	22	250690	MI	017	
B003	30	37	67	24	29	53	250690	MI	017	
B004	43	30	73	40	24	64	250690	MI	017	
R005	51	23	74	42	22	64	250690	MI	017	

## ZIP + 4 Retrieval

ZIP + 4 Retrieval is used when the user wants to search for specific data or individual street information. The user can search using the following search criteria:

- Street and ZIP Code (3, 5, or 9 digit)
- Street, City, and State
- City and State
- ZIP Code (3, 5, or 9 digit)

### Full Report

The user will need to select their search criteria and type in the data for the activated boxes. The user will need to then select the  Full Report option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

### ZIP + 4 Retrieval Lookup Options for Full Report

*Note: When entering an address do not enter the physical street number, only enter the street name.*

### Example: Full Report for ZIP + 4 Retrieval Lookup

The Full Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB, Firm Name, Abbreviation, Secondary Low, Secondary High, OEB, Add-on Low, Add-on High, and County Number.

### Example: ZIP + 4 Retrieval Full Report Results

Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB	Firm Name	Abbrev	Sec Low	Sec High	OEB	Add-On Low	Add-On High	County Num
S	48706	C031		2 MILE	RD		2300	2398	E			1155	1155		1155	1155	017
S	48706	C031		2 MILE	RD		2301	2399	O			8130	8130		8130	8130	017
S	48706	C031		2 MILE	RD		2400	2498	E			1181	1181		1181	1181	017
-	----	----		----	----		----	----	----			----	----		----	----	----

*Note: For a definition of the column headers, please refer to the Glossary*

## CRIS Report

The user will need to select the search criteria and type in the data for the activated boxes. The user will need to then select the  CRIS Report option. This will generate a report for viewing and printing. In order to view the entire report on the screen, it may be necessary to use the scroll bars.

### ZIP + 4 Retrieval Lookup Options for CRIS Report

*Note: When entering an address do not enter the physical street number, only enter the street name.*

### Example: CRIS Report for ZIP + 4 Retrieval Lookup

The screenshot shows a dialog box titled "ZIP + 4 Criteria". It contains the following elements:

- Use asterisk (\*) for all street names.** (Instruction)
- Pre-Directional:** Input field.
- Street Name:** Input field.
- Suffix:** Input field.
- Post Directional:** Input field.
- City:** Input field.
- State:** Dropdown menu.
- ZIP Code:** Input field with a "+" sign next to it.
- ZIP Type:** Radio buttons for "3 Digit", "5 Digit" (selected), and "9 Digit".
- Lookup Options:** Radio buttons for "Street and ZIP Code" (selected), "Street, City, and State", "City and State", and "ZIP Code".
- Report Type:** Radio buttons for "Full Report" and "CRIS Report" (selected).
- Use asterisk (\*) for all Carrier Route IDs or Record Types.** (Instruction)
- CRID's:** Dropdown menu with "\*" selected.
- Record Type:** Dropdown menu with "\*" selected.
- Buttons:** "Generate Report", "Clear Screen", and "Exit".

The CRIS Report will provide the following information based on the user's search criteria: Record Type, ZIP Code, Carrier ID, Prefix Direction, Street Name, Suffix, Post Directional, Prime Low, Prime High, OEB.

### Example: ZIP + 4 Retrieval CRIS Report Results

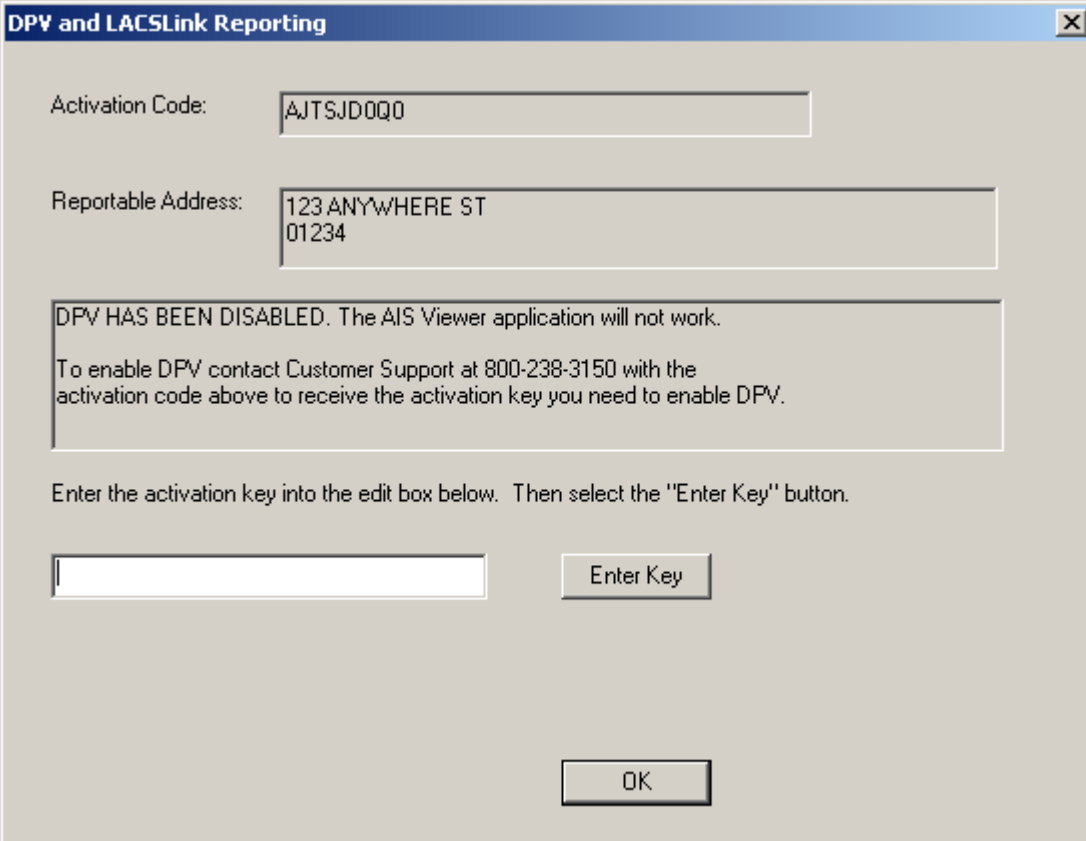
Rec Type	ZIP Code	Carr ID	Pre Dir	Street Name	Suffix	Post Dir	Prim Low	Prim High	OEB
S	38018	R038		LAGRANGE	CIR	N	6800	6999	B
S	38018	R038		LAGRANGE	CIR	S	6800	6999	B
S	38018	R038		LAGRANGE DO...	RD		1100	1499	B
S	38018	R051		LAGRANGE HILL	DR		7000	7199	B
S	38018	R038		LAGRANGE HILL	RD		6800	6999	B

*Note: For a definition of the column headers, please refer to the Glossary*

## DPV AND LACSLINK REPORTING

### *DPV is Disabled*

1. If the DPV component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when DPV is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.
2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the  button to enable DPV. Then select the  button to close this dialog.

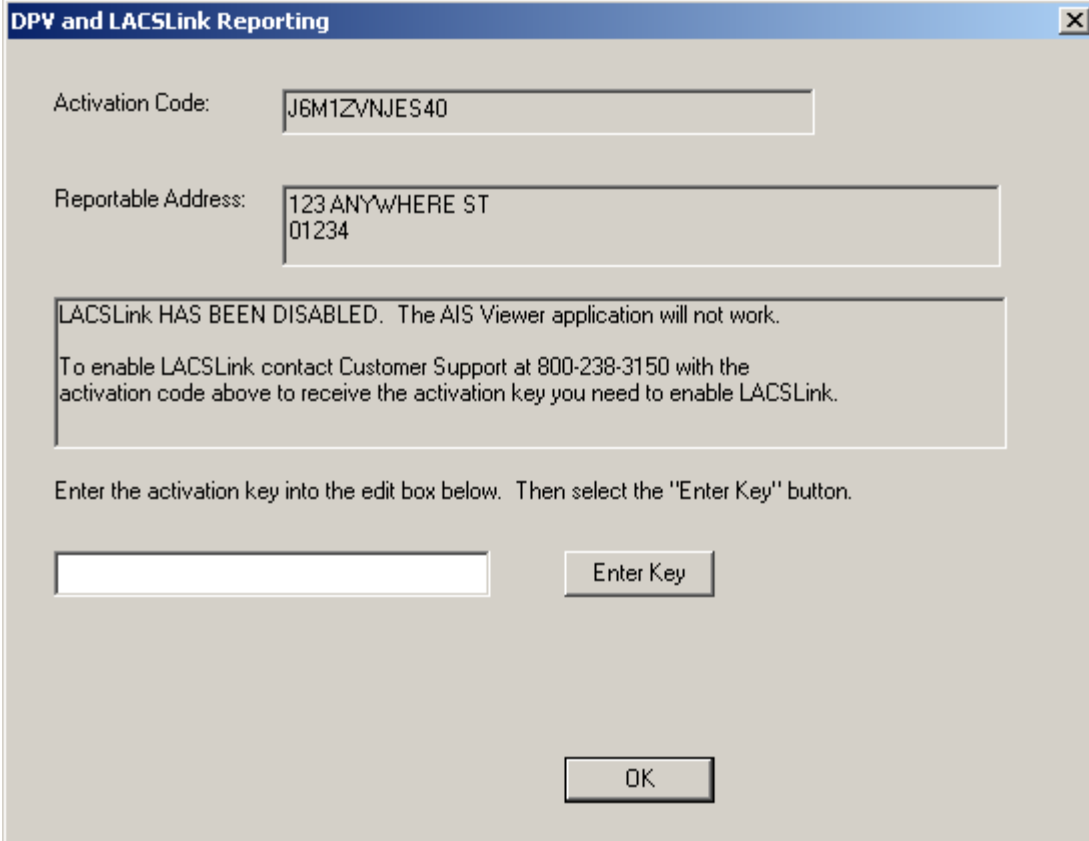


The screenshot shows a dialog box titled "DPV and LACSLink Reporting" with a close button in the top right corner. The dialog contains the following elements:

- An "Activation Code:" label followed by a text box containing "AJTSJDOQO".
- A "Reportable Address:" label followed by a text box containing "123 ANYWHERE ST" and "01234" on separate lines.
- A large text box containing the message: "DPV HAS BEEN DISABLED. The AIS Viewer application will not work. To enable DPV contact Customer Support at 800-238-3150 with the activation code above to receive the activation key you need to enable DPV."
- Below the message box, a line of text reads: "Enter the activation key into the edit box below. Then select the 'Enter Key' button."
- An empty text box for entering the activation key.
- An "Enter Key" button to the right of the empty text box.
- An "OK" button centered at the bottom of the dialog.

## **LACSLink is Disabled**

1. If the LACSLink component becomes disabled all of the AIS Viewer products except the County Name Retrieval will not display results. The following dialog will appear when LACSLink is disabled. Contact Customer Care at 800-238-3150 with the activation code seen in the dialog.
2. The user will receive the activation key that should be entered in the edit box. After entering the activation key, select the  button to enable LACSLink. Then select the  button to close this dialog.



The screenshot shows a dialog box titled "DPV and LACSLink Reporting" with a close button (X) in the top right corner. The dialog contains the following elements:

- An "Activation Code:" label followed by a text box containing "J6M1ZVNJES40".
- A "Reportable Address:" label followed by a text box containing "123 ANYWHERE ST" and "01234" on separate lines.
- A large text box containing the message: "LACSLink HAS BEEN DISABLED. The AIS Viewer application will not work. To enable LACSLink contact Customer Support at 800-238-3150 with the activation code above to receive the activation key you need to enable LACSLink."
- Below the text box, the instruction: "Enter the activation key into the edit box below. Then select the 'Enter Key' button."
- An empty text box for entering the activation key.
- An "Enter Key" button to the right of the empty text box.
- An "OK" button centered at the bottom of the dialog.

## **GLOSSARY**

### **Abbrev (Abbreviation)**

Abbreviate directionals to the appropriate one or two character abbreviation.

### **Address Primary Name**

Primary Name of a street without a directional or suffix.

### **Asterisk**

The asterisk represents a wildcard to search by all carrier routes or all record types in the ZIP + 4 Retrieval option.

### **Carrier Route Delivery Number (Carr ID)**

This is also referred to as a CRID which is assigned to a mail delivery or collection route within a 5-digit ZIP Code. There are five types:

B = PO Box

H = Highway contract

R = Rural route

C = City delivery

G = General Delivery

### **County Number**

The Federal Information Processing Standards (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO and the record type is “S”, “H”, or “F”, the county number will be blank.

### **Delivery Point**

The Delivery Point Code is the finest depth of code to which a mail piece can be sorted by its address. It is usually the 11-digit numeric code formed from the ZIP + 4 and represented by the delivery point barcode (DPBC).

### **DPV®**

The DPV Product identifies whether a ZIP + 4® coded address is currently represented in the USPS® delivery file as a known address record. The DPV™ Product allows users to confirm known addresses as well as identify potential addressing issues that may hinder delivery. Correcting potential addressing issues can reduce the amount of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.

The DPV Product confirms that:

- The known address has verifiable primary and secondary data.
- The known address has the verifiable primary but not secondary data.
- The address cannot be verified as a known address.

**Firm Name**

The firm name is the name of firm or business.

**LACS<sup>Link</sup>®**

The LACS<sup>Link</sup> Product is a secure dataset of converted addresses that primarily arise from the implementation of a 911 system, which commonly involves changing rural-style addresses to city-style addresses. The LACS<sup>Link</sup> Product also contains existing city-style addresses that have been renamed or renumbered.

The LACS<sup>Link</sup> Product:

- Reduces undeliverable mail by providing the most current address information for matches made to the LACS<sup>Link</sup> file.
- Lowers mailer costs by reducing the number of undeliverable or duplicate mailpieces by using the most current address information.
- Provides the opportunity for faster product/service marketing through accurate mail delivery.

**Menu Options**

This is the function that is displayed across the top of your screen. It includes: File, View, Reports, Tools, Installation, User Guide, Help, and About. For a better understanding of these options, please see the section “Menu Functions”.

**O/E/B**

The abbreviation O/E/B indicates if a ranged number contains odd, even, or both odd and even numbers in the range of numbers.

**Post Dir**

Post Directional indicator for street directions. (N, SE, E, W, NE, NW, SE, SW)

**Pre Dir**

Pre-directional indicator for street directions. (N, S, E, W, NE, NW, SE, SW)

**Prim Low (Primary Low)**

The Primary Low is the low-end address in a range of addresses – often referred to as house number.

**Prim High (Primary High)**

The Primary High is the high-end address in a range of addresses – often referred to as house number.

**Record Type**

An alpha value that identifies the type of data in the record. Record type codes include the following:

F = Firm or business address

G = General delivery

H = High-rise



P = PO Box  
R = Rural route/highway contact  
S = Street

**Sec Abb**

A descriptive code (abbreviations) used to identify the type of secondary address. (Apt, Ste, F1, etc.)

**Sec Low (Address Secondary Low)**

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The low-end secondary address component in a range of secondary addresses.

**Sec High (Address Secondary High)**

Code that describes an apartment, room, suite, space, floor or other secondary addressing numeric or alphanumeric that follows a street address. The high-end secondary address component is in a range of secondary addresses.

**Status Bar**

The status bar is the strip along the bottom of the screen that may include the current date and time, the position of the cursor on your screen, etc.

**Street Name**

The street name is the official name of a street as assigned by a local governing authority. The Street Name field contains only the street name and does not include directionals or suffixes.

**Suffix**

Suffix is a code that is the standard USPS abbreviation for the trailing designator in a street address. (ST, AVE, RD, etc)

**Tool Bar**

The tool bar is a horizontal strip of buttons near the top of a window that provides shortcuts for commonly used commands.

**ZIP Add-On High**

The ZIP add-on high number is the last four positions of a ZIP + 4 Code; the high end ZIP add-on of the last ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

**ZIP Add-On Low**

The ZIP add-on low is the last four positions of a ZIP + 4 code; the low-end ZIP add-on of the first ZIP + 4 in a consecutive series of ZIP + 4 codes assigned to the delivery address.

**ZIP Code**

A ZIP Code is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition), or a single building or company that has a very high mail volume. ZIP is an acronym for Zone Improvement Plan.