

Introduction

This Technical Guide contains technical documentation for the ACS EPF Download Manager.

This software application was developed specifically for United States Postal Service customers who participate in ACS) and receive data fulfillments via the Electronic Product Fulfillment (EPF) system.

If you are looking for a quick overview of ACS, please review *Publication 8, ACS Product Information Guide*, which can be found at https://postalpro.usps.com/ACS_Pub8.

The ACS EPF Download Manager software is installed on a personal computer and provides a more customized local graphical interface into the EPF system than the standard EPF interface. It also includes an automated component that allows the scheduling of downloads.

Administration

The United States Postal Service® (USPS®) provides support for this system through the National Customer Support Center (NCSC) in Memphis TN. Information regarding this service can be found at [ACS™ | PostalPro \(usps.com\)](https://postalpro.usps.com). After reviewing the documentation, please feel free to contact the NCSC ACS Department via email at acs@usps.gov or by phone at (877) 640-0724 (option 1) with any questions. Due to expected high call volume, we recommend submitting questions via email.

Disclaimer

The USPS makes no warranty or representation either expressed or implied, with respect to the technology, data and/or the computer system in which it is contained, including its correctness, quality, performance, merchantability, or fitness for any particular purpose. The USPS will not be liable for direct, indirect, special, incidental, consequential, or other similar damages arising out of use of, or inability to use, ACS EPF Download Manager and/or computer system, even if advised of the possibility of such damages.

System Requirements

- Windows XP operating system platform and newer Windows platforms.
- MAC operating systems are not supported.
- Administration rights for system for installation.
- Internet access.
- Software to decompress a file delivered in a ZIP file format, created by PKWARE®.

Software Download

You may download the software by clicking on this link: [acsautodnld 1.0.4.0.zip](#).

The file is downloaded in a ZIP format. A specific directory/folder should be created to save this downloaded file. Please remember where the downloaded file was placed on your local media so we can access it during the installation process.

The downloaded file is named USPSACSDWNLDMGR1.ZIP and contains a self extracting ZIP file named ACSDOWNLOADMGR.EXE.

Note: Depending on the system configuration, filename extensions such as .zip, .exe may not be displayed.

Software Installation

Preparing for the Installation

It is strongly suggested that you familiarize yourself with the EPF system by utilizing the standard EPF interface prior to installing the ACS EPF Download Manager. By utilizing the standard EPF interface initially, this will confirm that you can login to the EPF system and download files and will avoid confusion later in this process.

Before the software installation begins you will need to determine if you have the appropriate Administration rights and permissions to install the software. If you do not know, check with your local support personnel.

Next, determine if you have the appropriate software to decompress a file delivered in a ZIP file format, and know how to decompress the file.

During the installation, you are required to enter your information in the blank fields. The information in the image below is provided only as example of what the download interface looks like. The folders can be located on a Local Area Network (LAN). Configuration changes are allowed after install.

Configure Download Application

EPF Login

Email: ACS@USPS.GOV

Password: [REDACTED]

Download Setup

Determine the destination folder for your downloaded ACS files.

C:\EPFDOWNLOAD

Archive Setup

Determine the destination folder for archiving your ACS files.

C:\EPFARCHIVE

Announcement Setup

Determine the destination folder for all other announcements, messages, miscellaneous reports, etc.

C:\EPFANNOUNCEMENT

Logging Setup

Determine the destination folder for application logging.

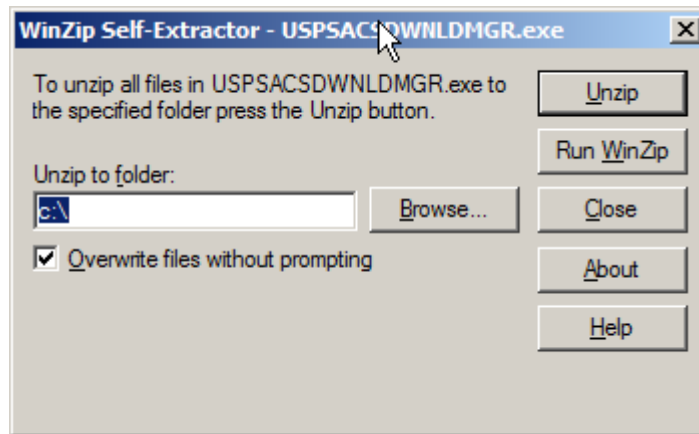
C:\EPFLOGS

Unzip the Software Download File

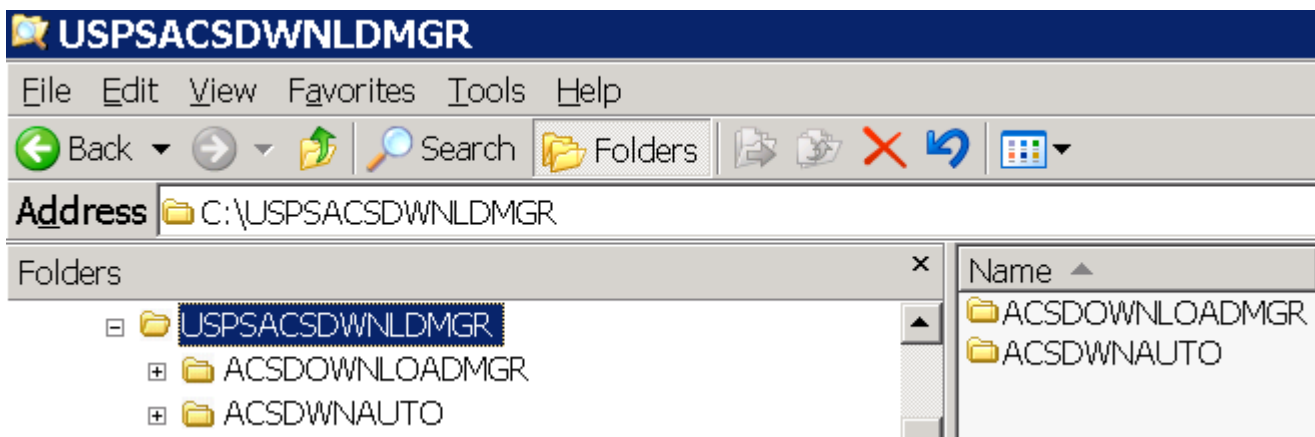
Locate and unzip the downloaded file named USPSACSDWNLDMGR1.ZIP. Depending on your system configuration, this may be accomplished by double-clicking on the filename, otherwise you may need to contact your local support personnel to accomplish this task.

When the file has been unzipped, a file named USPSACSDWNLDMGR.EXE will appear in the same location as the downloaded file.

Locate the self extracting ZIP file named USPSACSDWNLDMGR.EXE. It contains the folders and files that are needed for this installation. Run this file by double-clicking on the filename. The following screen will appear. We recommend that you leave the field "Unzip to folder" with the default value as seen below. If you select another location, remember the location so you can find the folder later.



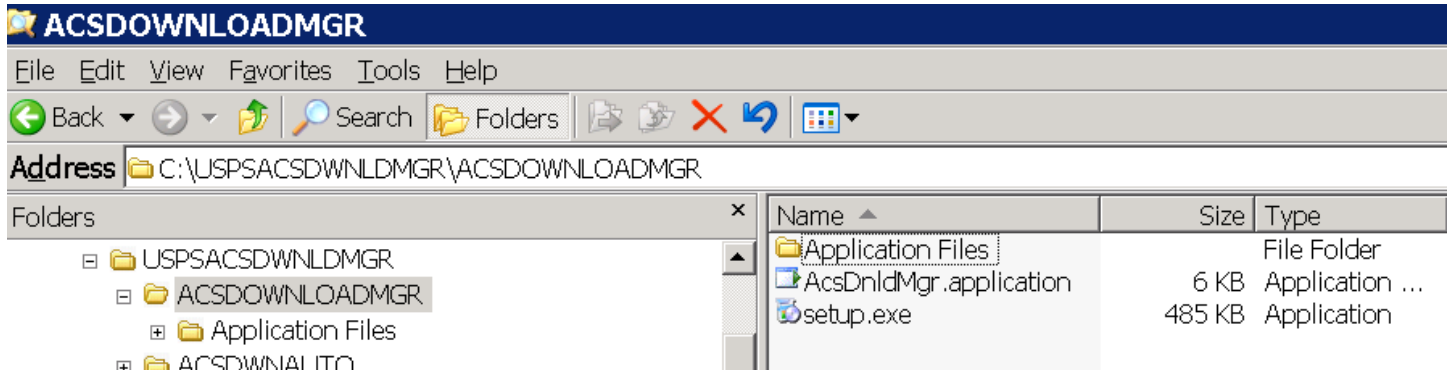
The self-extractor creates the following folders and files.



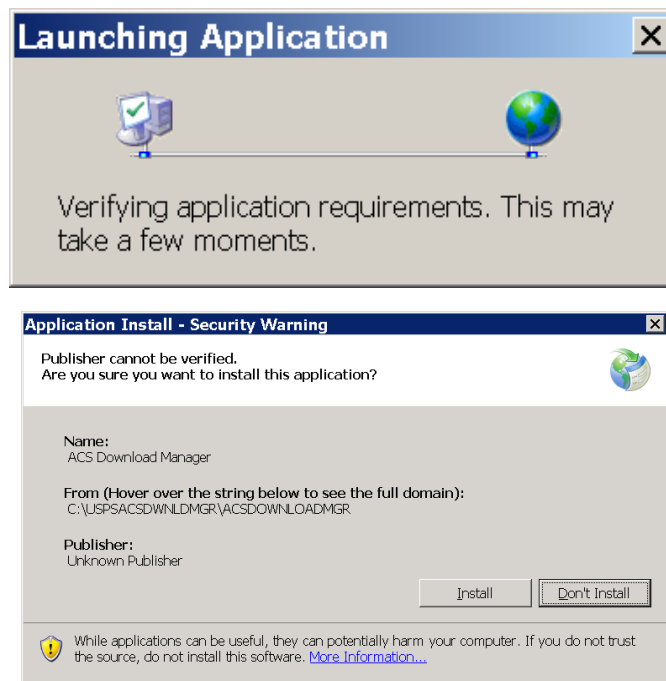
Installation

Note: The ACS Download Manager manual graphical interface must be installed, configured and working prior to installing the automated option.

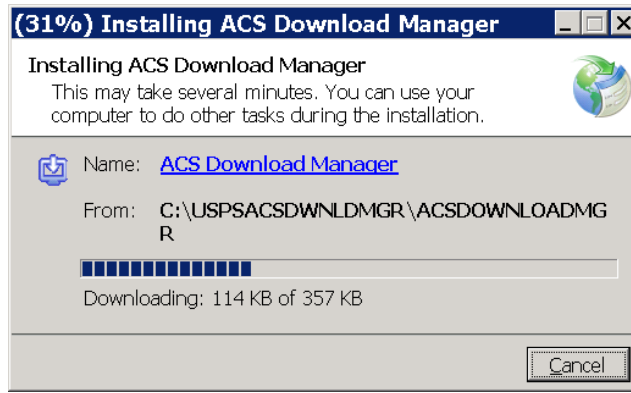
To install the ACS Download Manager manual graphical interface, navigate to the following folder:



Select the file named "setup.exe" and run this file by double clicking on the filename. The following screens will appear.



Select the Install button.

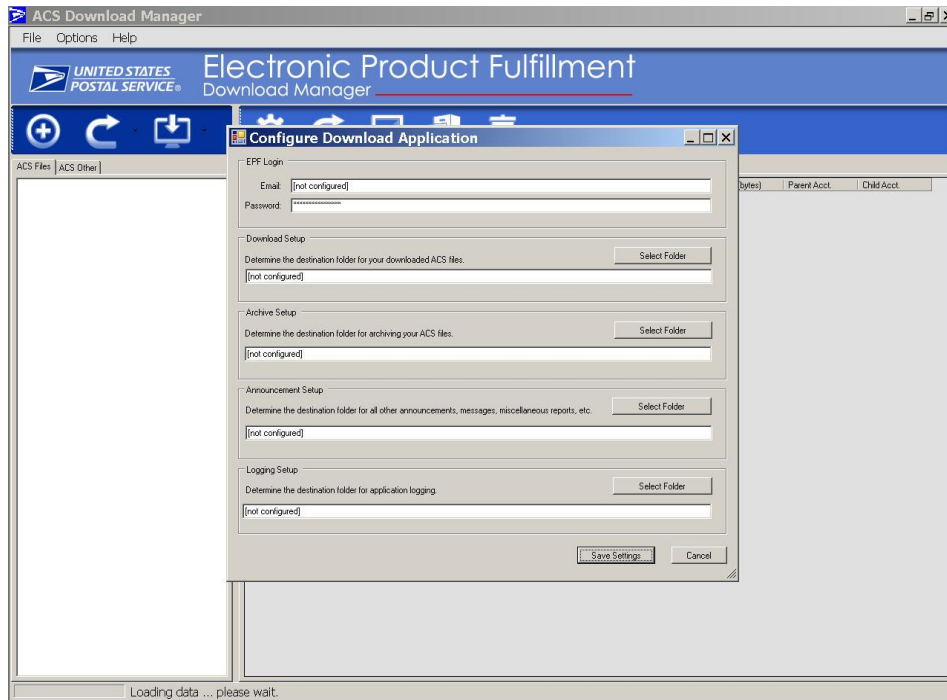


Once the software has been installed, the following screen will appear. The data fields below were discussed in the Preparing for the Installation section.

Enter your EPF Login Email address and Password.

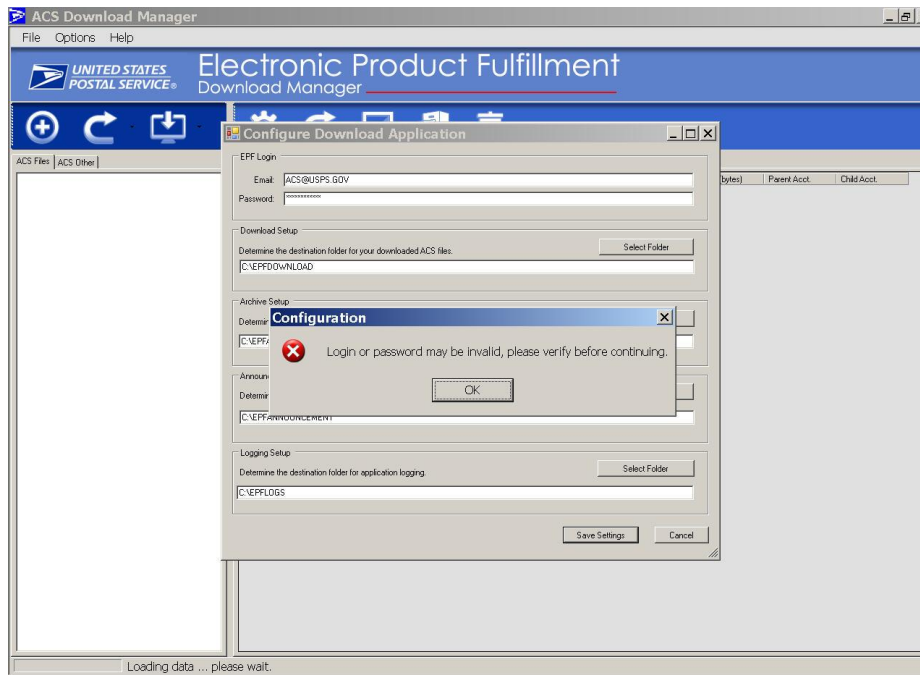
Note: If you manually enter data in the folder destination fields, the software assumes the location and folders already exist. If you need to create specific locations and folders, use the Select Folder button. You may also use the Select Folder button to select preexisting locations and folders.

Enter or select the appropriate destination folders. Click the Save Settings button.

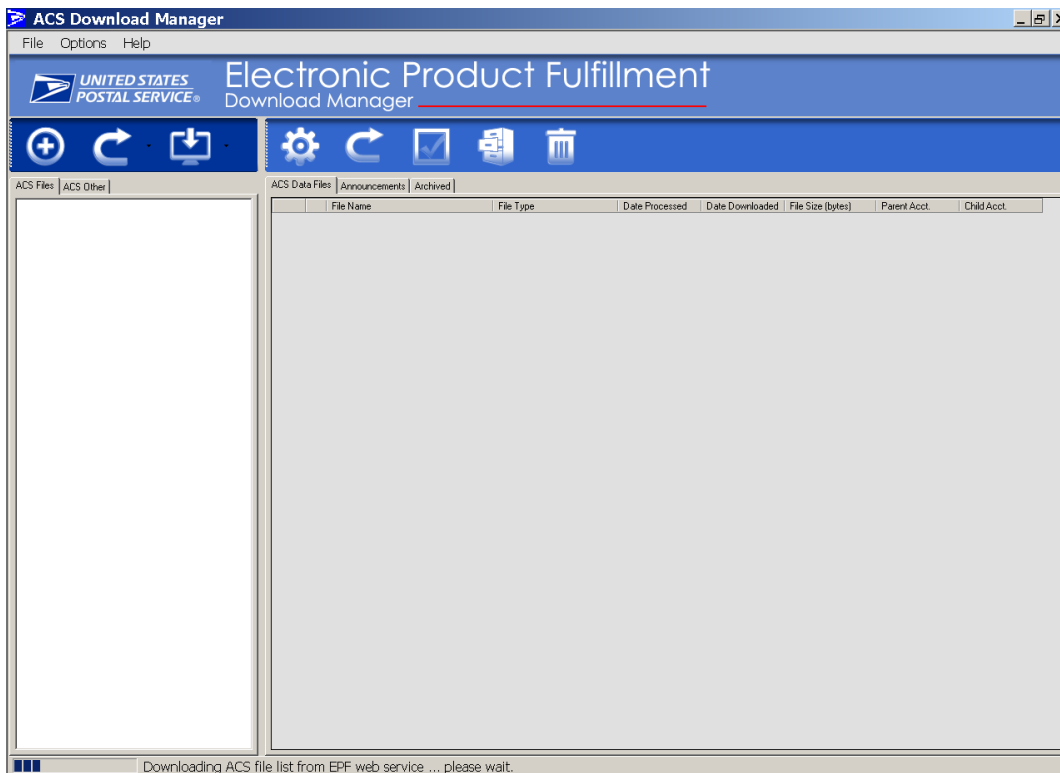


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If the EPF Login Email address or Password is invalid, you will see the following screen.

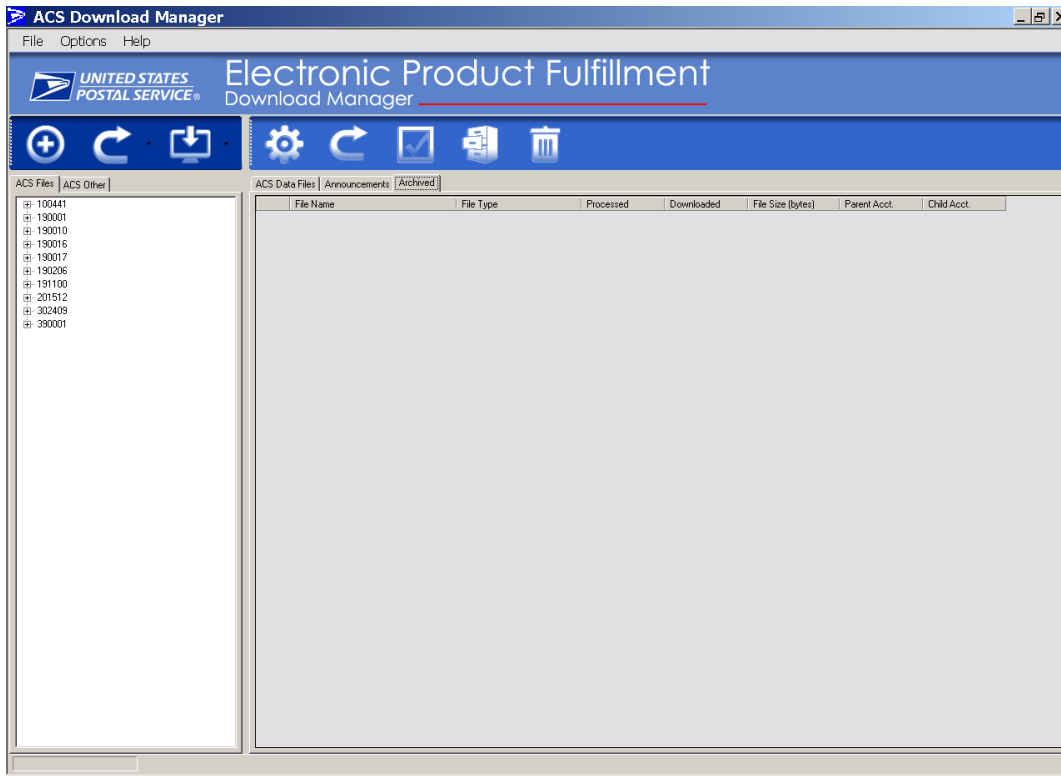


If a valid login is achieved, the following screen will appear. At this point the software is attempting to connect to the EPF server and download information. Notice the message at the bottom of the screen.



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Once it has finished communicating with the EPF server, you should see data in the left pane of the screen. This data view reflects all of your ACS account numbers, also known as “MEM” numbers that have been assigned to your EPF account. The software is now installed and operational.



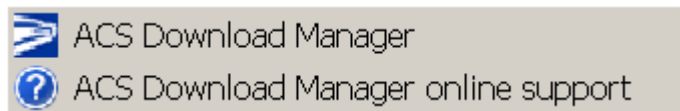
Software Overview

Starting the Application

Click the ACS Download Manager icon located on your desktop



or navigate to the following folders and double click on the ACS Download Manager



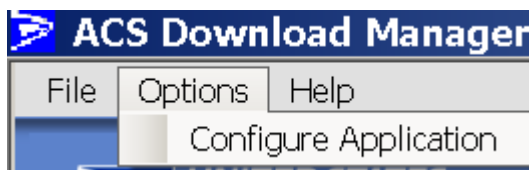
File, Options and Help tool bar



File provides a selection 'Exit' to exit ACS Download Manager application.



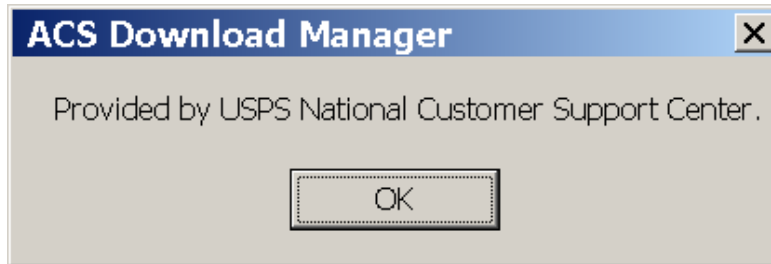
Options allows you to change the configuration settings, Login Email, Password and destination folders.



Help provides information about the application.



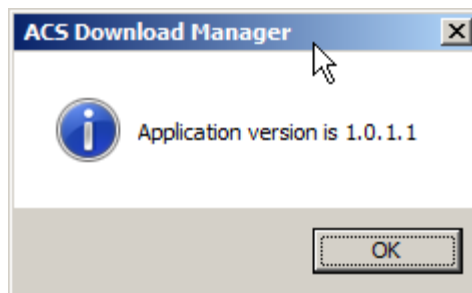
About displays:



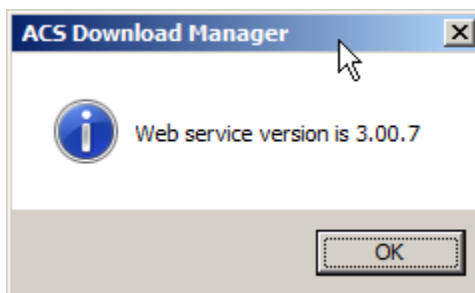
Version offers two additional selections.



Application displays the ACS Download Manager version.

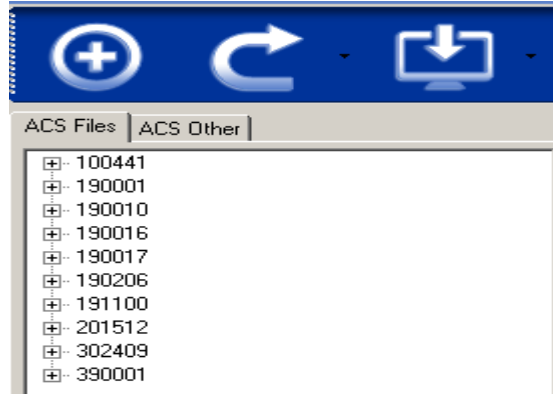


Web Services displays the version of the Web Services software. If you are unable to obtain a version from this selection, then the application cannot connect to the EPF server.



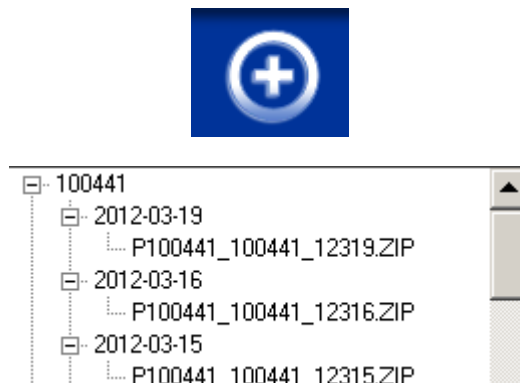
Application Left Pane

The left pane of the application reflects the view of the EPF system and available contents. The view tab ACS FILES is selected in the example below:

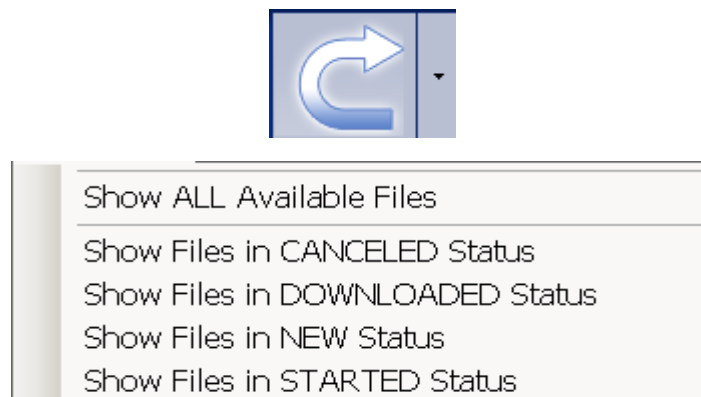


Icons

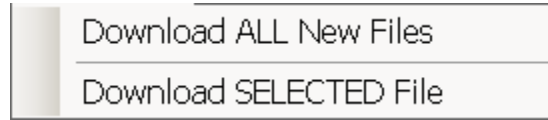
Selecting this icon expands the view to show the files available under each account number and the associated fulfillment date of that file. The files contain the ACS data and Shipping notice.



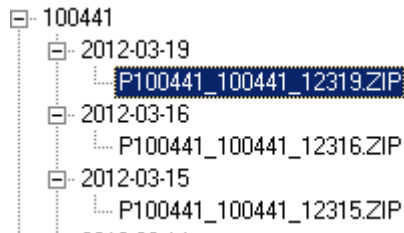
Selecting this icon refreshes the selected view of the EPF available information. Selecting the associated down arrow located to right of the icon provides additional options for viewing files as denoted by the descriptions.



Selecting the Download icon will download files that have not been previously downloaded. Selecting the associated down arrow located to right of the icon provides additional options for downloading files as denoted by the descriptions.



To download a selected file, the file must be highlighted prior to selecting this option.



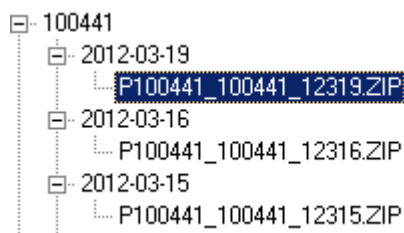
View Tabs

The view tabs are located under the icons:



Selecting the ACS Files tab lists one of the views below, depending on whether you have elected to expand the view. The files contain the ACS data and Shipping notice.

- 100441
- 190001
- 190010
- 190016
- 190017
- 190206
- 191100
- 201512
- 302409
- 390001



Selecting the ACS Other tab lists one of the views below, depending on whether you have elected to expand the view.

- 200030
- 200065
- 200248

The ACS Other tab lists additional files that are available for download. This listing may contain additional reports, messages or other communications.

- 200030
 - R200030_201202.ZIP
- 200065
 - R200065_201202.ZIP
- 200248
 - R200248_201202.ZIP

Application Right Pane

The left pane of the application reflects the view of existing downloaded data in your local destination folders. The view tab ACS Data Files is selected in the example below:



Icons

Selecting this icon allows you to change the configuration settings, Login Email, Password and destination folders.



Selecting this icon refreshes the selected view of the existing downloaded data in your local destination folders.



This icon selects or deselects all of the check boxes in the view. The boxes are used to select files for archiving or deleting.



	File Name	File Type	Date Processed	Date Downloaded	File Size (bytes)	Parent Acct.	Child Acct.
<input checked="" type="checkbox"/>	P100441_100441_12313.ZIP	ACS Data Files	2012-03-13	2012-03-19	2255	100441	100441
<input type="checkbox"/>	P100441_100441_12319.ZIP	ACS Data Files	2012-03-19	2012-03-19	2274	100441	100441

This icon archives the downloaded data from your local download folder to your archive folder for the files that are selected.



Selecting this icon deletes the data from your local archive folder for the files that are selected. The files are physically deleted, not placed in the Recycle Bin.



View Tabs

The view tabs are located under the icons.



Selecting the ACS Data Files tab displays the files that contain ACS Data and Shipping notices that are stored on your local download destination folder.

	File Name	File Type	Date Processed	Date Downloaded	File Size (bytes)	Parent Acct.	Child Acct.
▶	<input checked="" type="checkbox"/> P100441_100441_12313.ZIP	ACS Data Files	2012-03-13	2012-03-19	2255	100441	100441
	<input type="checkbox"/> P100441_100441_12319.ZIP	ACS Data Files	2012-03-19	2012-03-19	2274	100441	100441

Selecting the Announcements tab displays additional reports, messages or other communications that are stored on your local download destination folder.

	File Name	File Type	Date Downloaded	File Size (bytes)	Account
▶	<input checked="" type="checkbox"/> R200030_201202.ZIP	Reconciliation Report	2012-03-19	36526	200030
	<input type="checkbox"/> D191700_191700_14A20.ZIP	ACS Secure Destruc...	2014-10-20	1898	191700
	<input type="checkbox"/> I100958_100958_14624.ZIP	ACS Invoice	2014-10-20	144649	100958

Reconciliation Report filename begins with an 'R' – limited to Periodical Mailers only

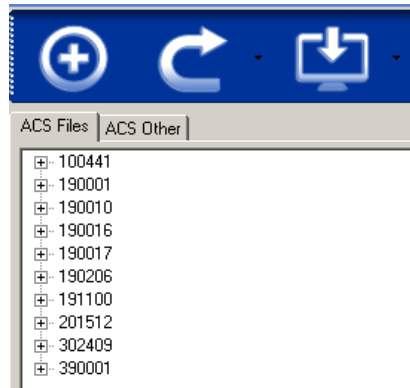
SecureDestruction filename begins with a 'D'

Invoice filename begins with an 'I'

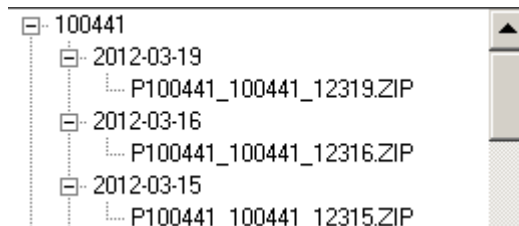
Manual Downloading

Download Individual Files

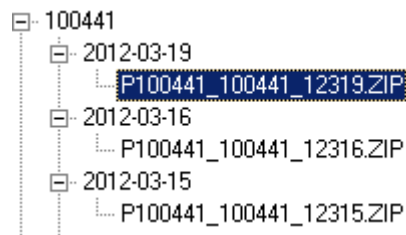
On the left pane of the application select the view tab ACS Files or ACS Other, choose an account and expand it to reveal all of the data files.



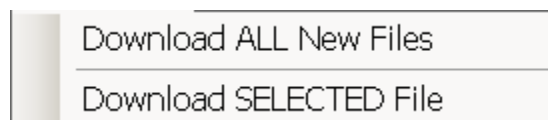
The expanded view reveals available files for download.



Select a single file to download. The filename is highlighted.



Click the down arrow located to right of the icon and select **Download SELECTED File**.

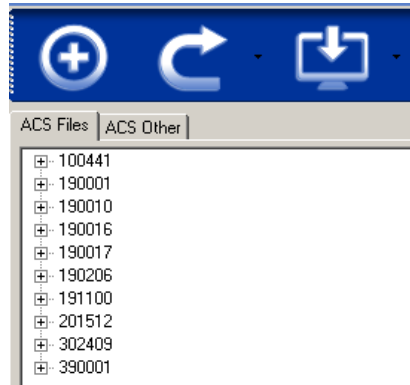


The files are available for viewing in the right pane when the view tab ACS Data files is selected.

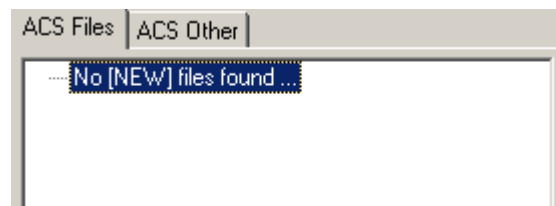
Download All New Files

The EPF server keeps track of all files that have been previously downloaded. The application allows you to retrieve all NEW files with a click of an ICON.

On the left pane of the application select the view tab ACS Files or ACS Other. If files are available, a list of accounts is be displayed.



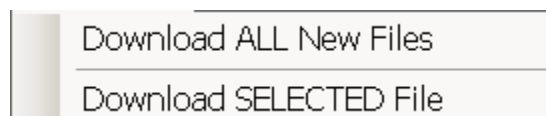
If there are no files available for download:



Select this icon and to start downloading all new files (files that have not been previously downloaded).



Or, click the down arrow located to right of the icon and select **Download ALL New Files**.



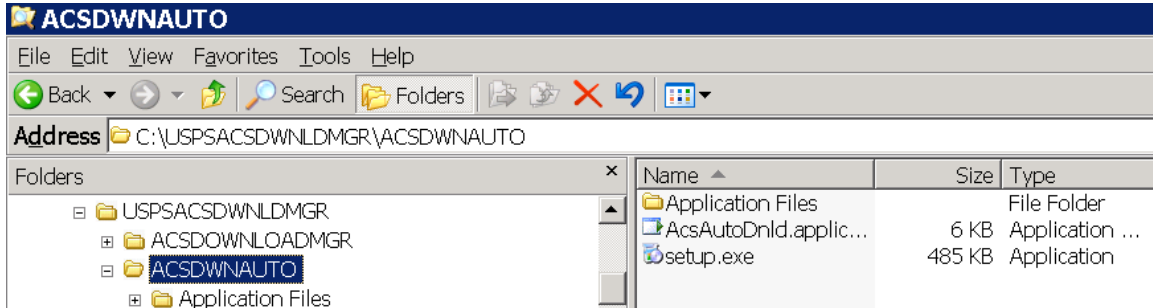
If files are available for download, they will appear for viewing on the right pane when the view tab ACS Data files is selected.

Automated Downloading

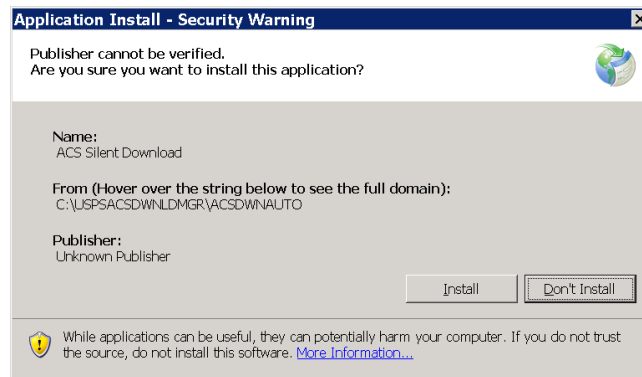
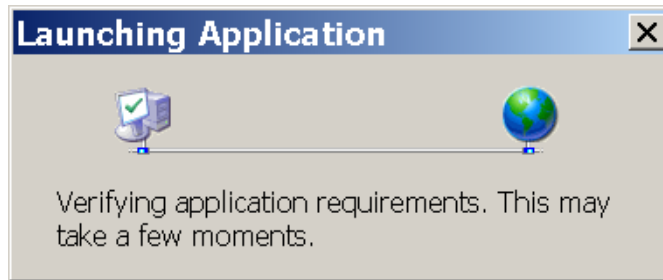
The ACS EPF Automated Download option allows you to download all “NEW” files that have not been previously downloaded. After installation, this option can be executed via an Icon on the desktop, or it can be scheduled to execute at a certain time via Windows Task Manager.

Installation

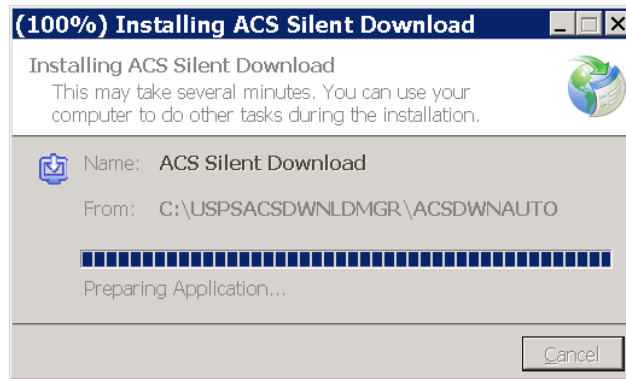
To install the ACS EPF Automated Download option, navigate to the following folder:



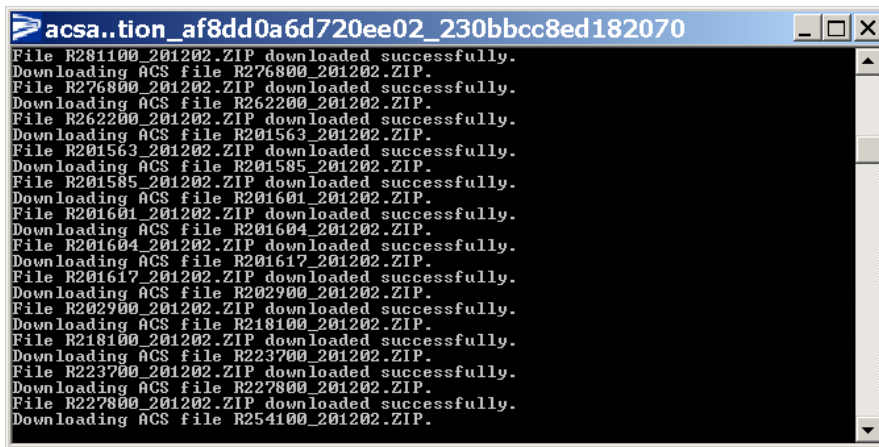
Double-click the file named “setup.exe”. The following screens will appear.



Select the Install button:



The software will automatically run and download any NEW files that are available.

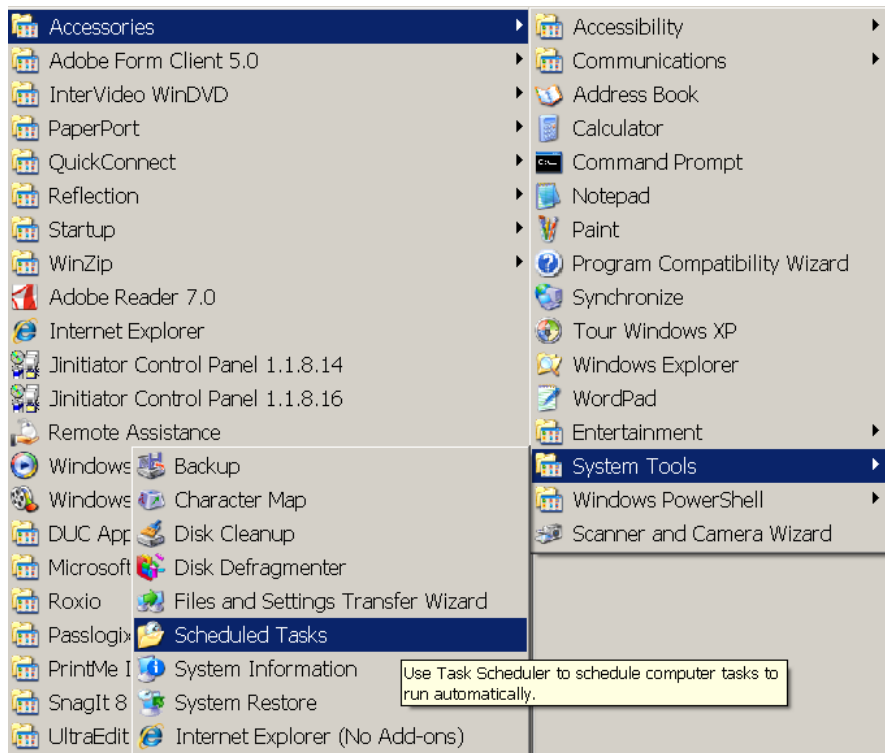
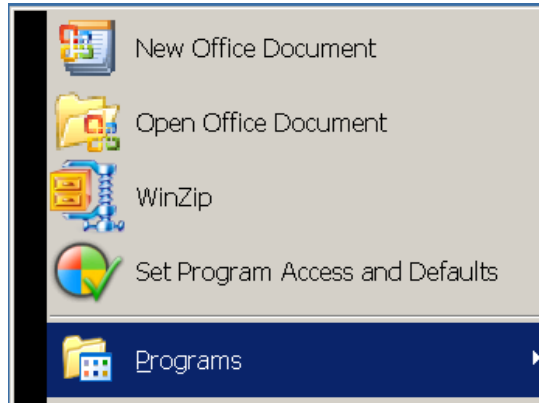


The ACS Silent Download icon is installed on the desktop, which can be used to run the automated process.



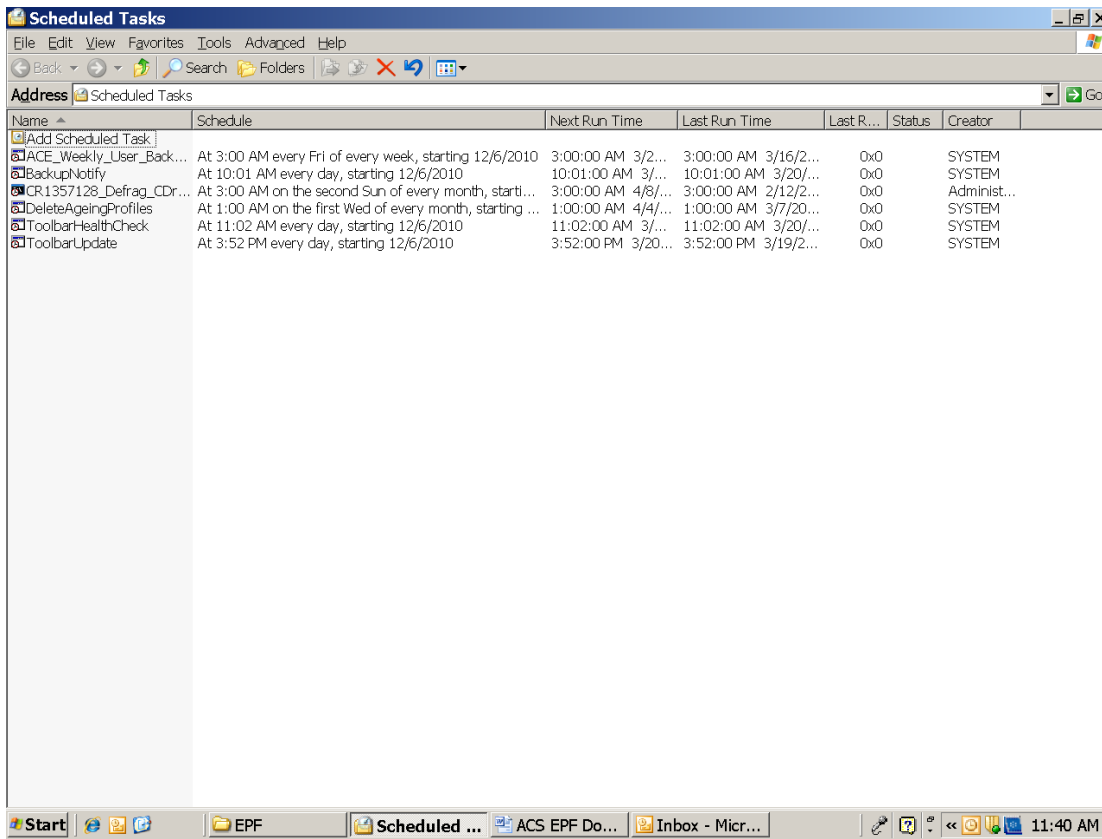
Scheduling (Windows XP)

Navigate to the Scheduled Tasks application and double click.

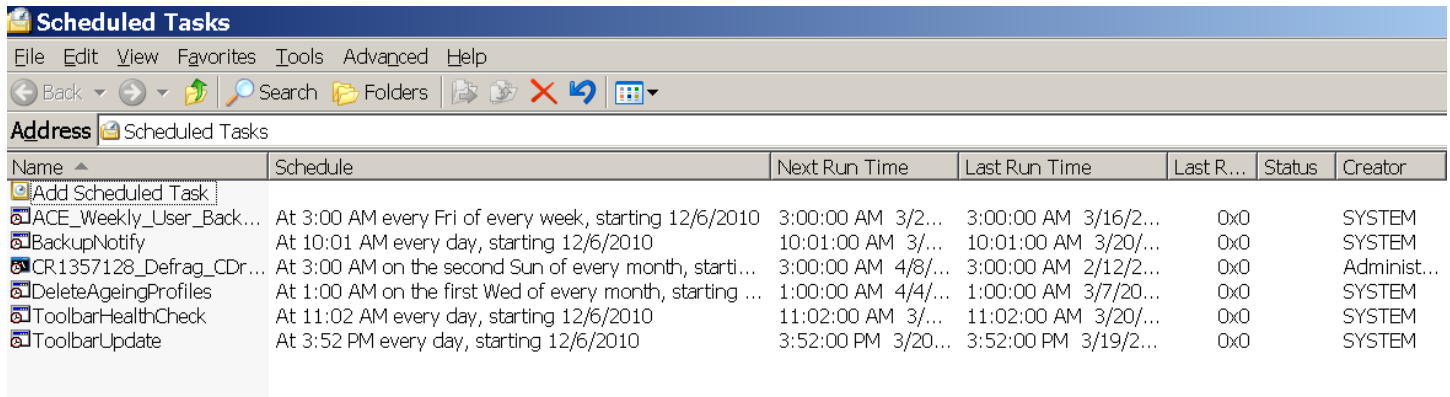


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The following screen is displayed:



Select **Add Scheduled Task**.



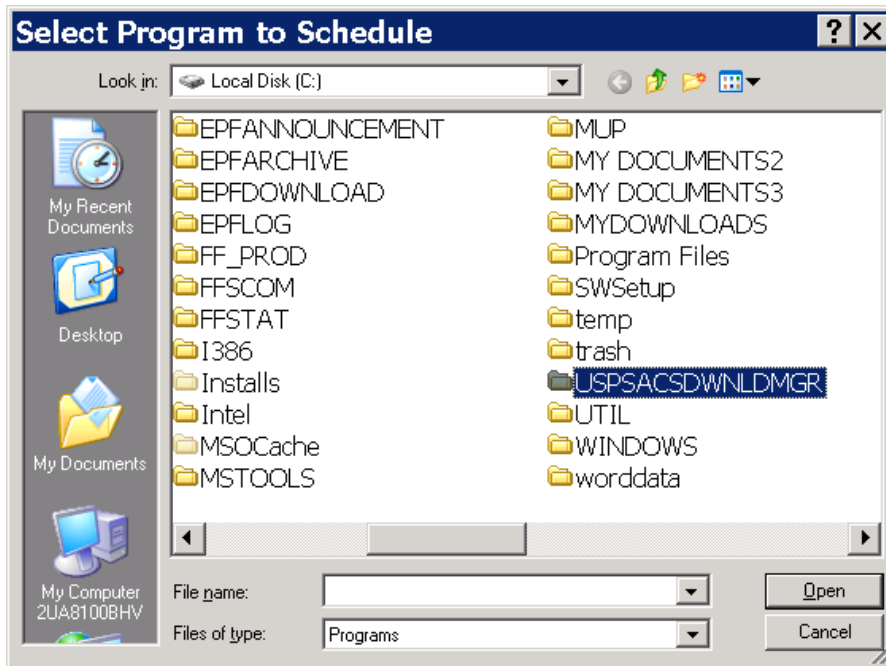
Click **Next**.



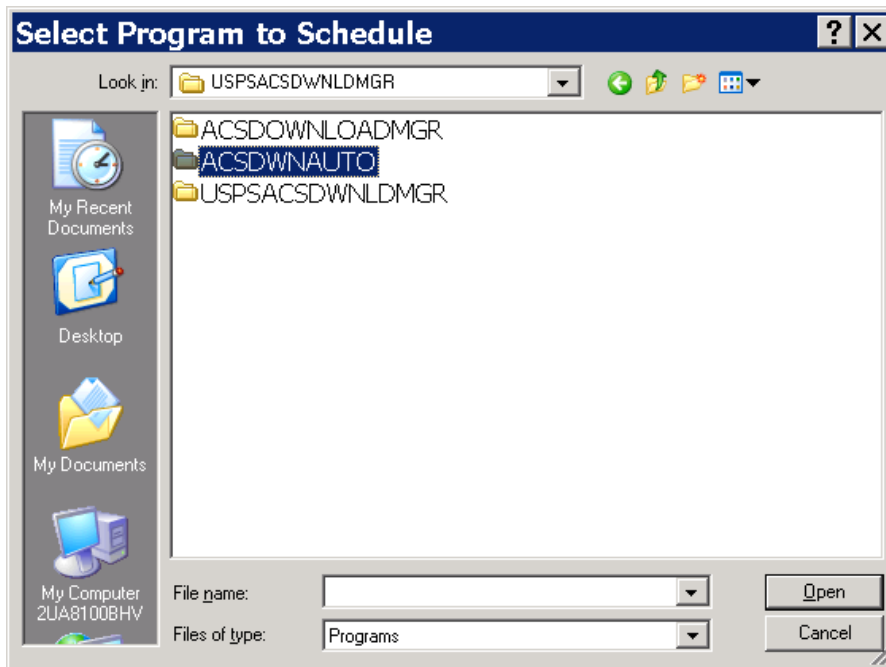
Select **Browse**.



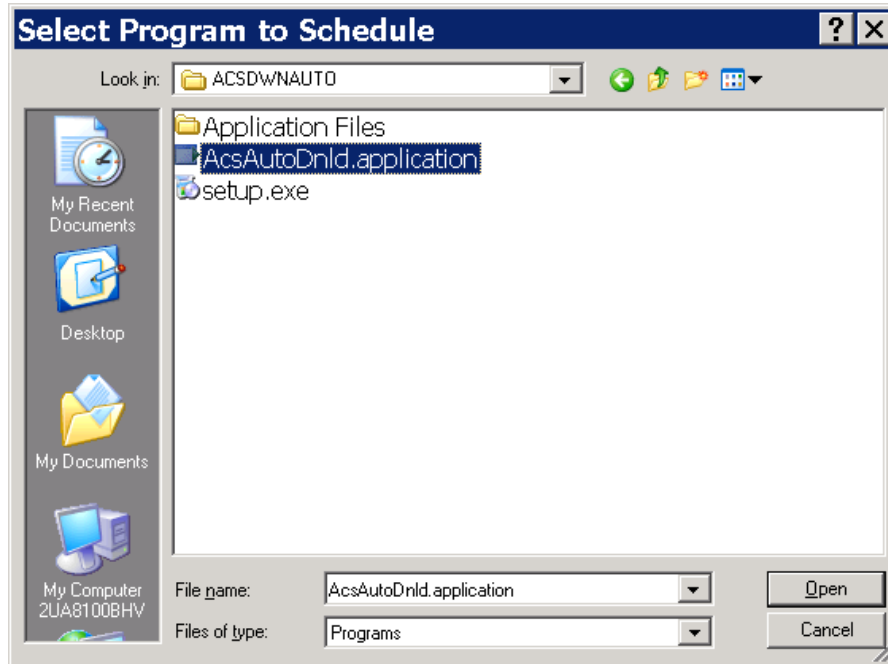
Navigate to the following folder and select **Open**.



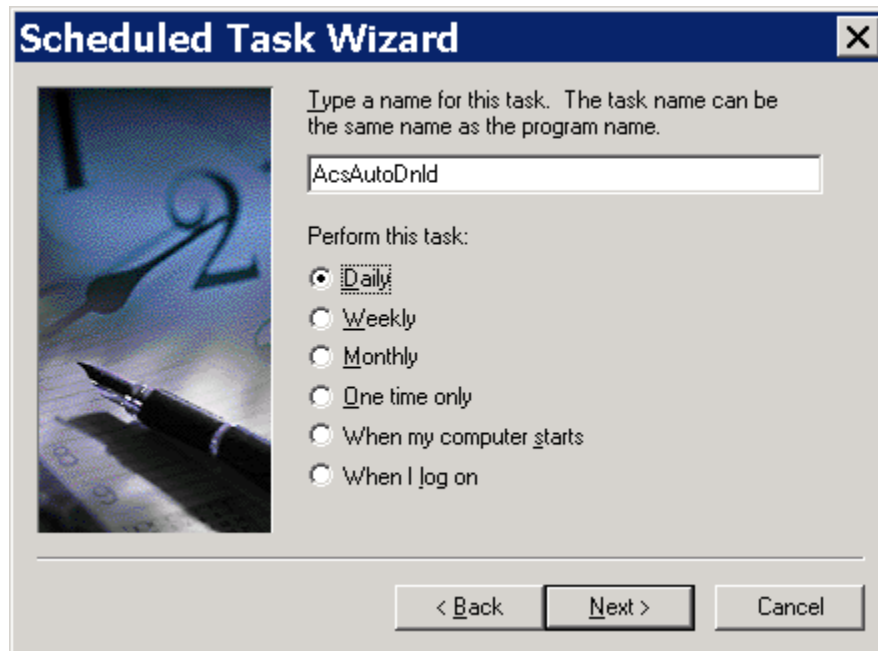
Navigate to the following folder and select **Open**.



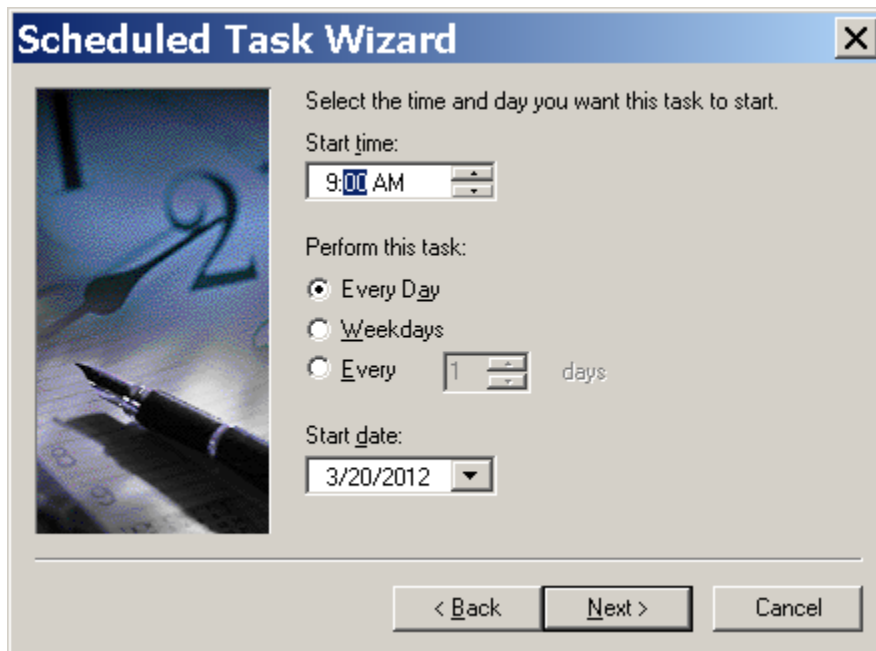
Navigate to the following application and select **Open**.



Select your schedule and select **Next**.



Enter your options and select **Next**.



Scheduled Task Wizard [X]

Select the time and day you want this task to start.

Start time: 9:00 AM

Perform this task:

- Every Day
- Weekdays
- Every 1 days

Start date: 3/20/2012

< Back Next > Cancel

Enter the information and select **Next**.



Scheduled Task Wizard [X]

Enter the name and password of a user. The task will run as if it were started by that user.

Enter the user name: USA\Y6JNQC

Enter the password:

Confirm password:

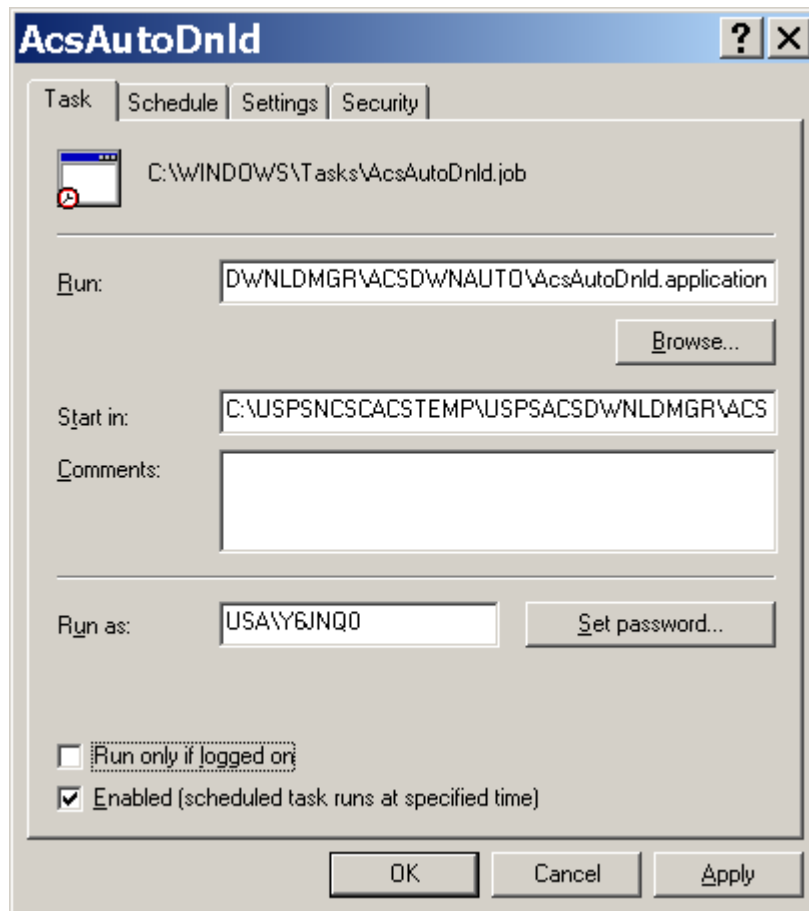
If a password is not entered, scheduled tasks might not run.

< Back Next > Cancel

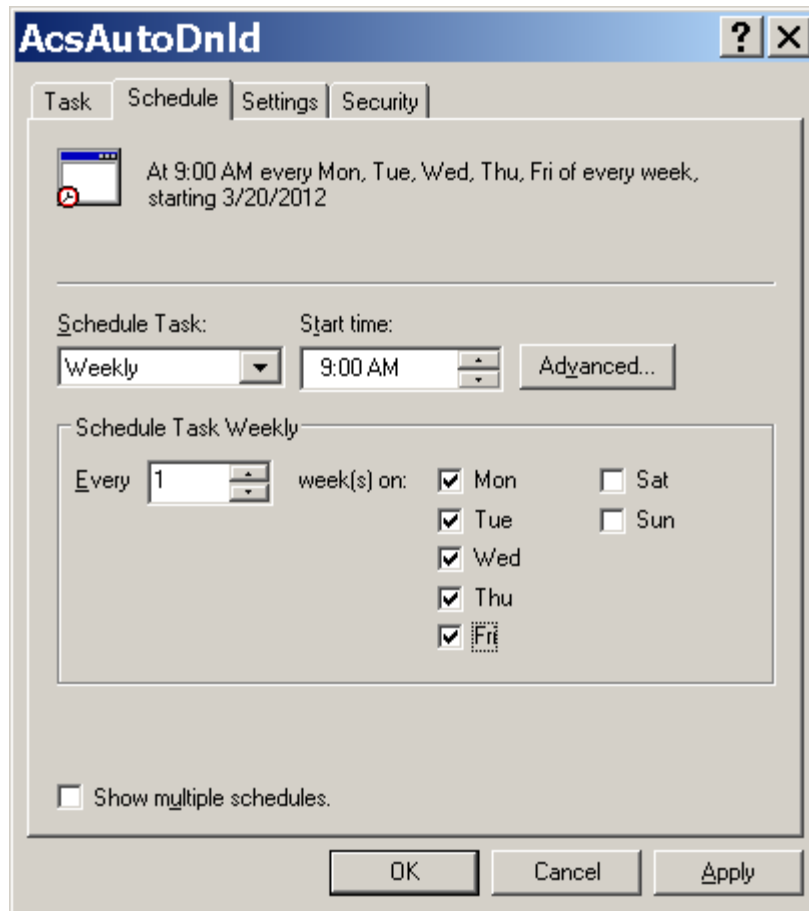
Check the box, "Open advanced properties for this task when I click Finish." Click **Finish**.



At this point, you can review your options using the window table. When you are finished, select **Apply**.

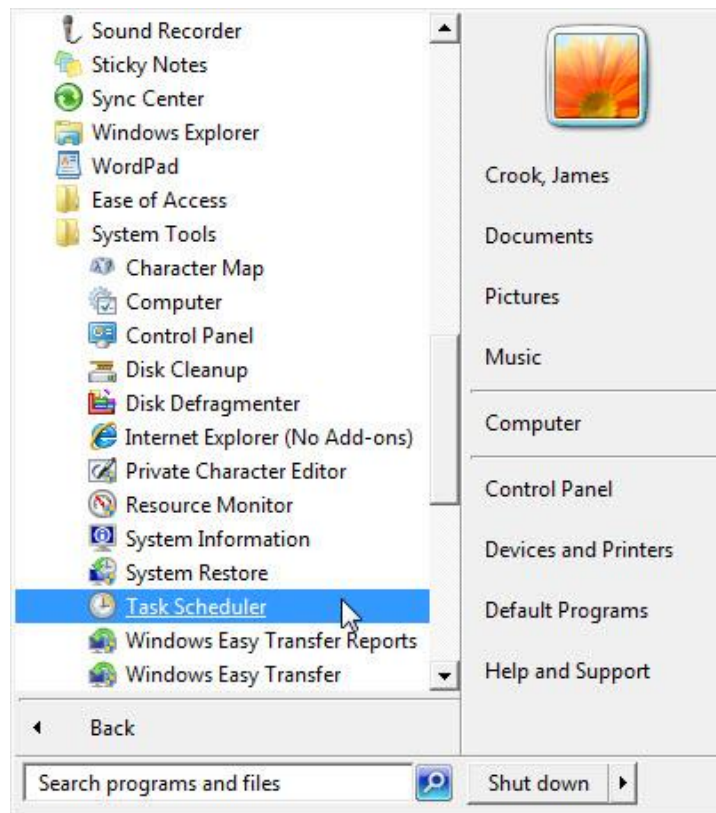
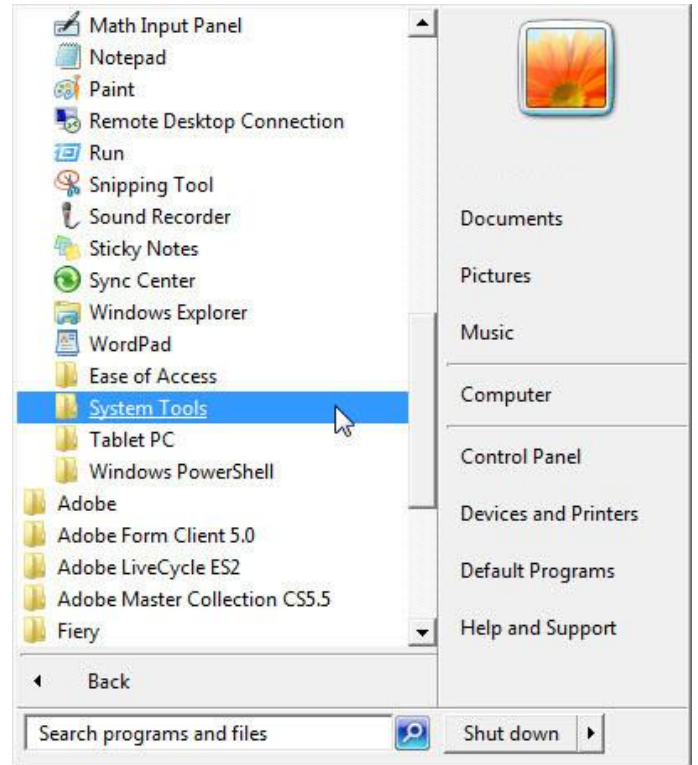
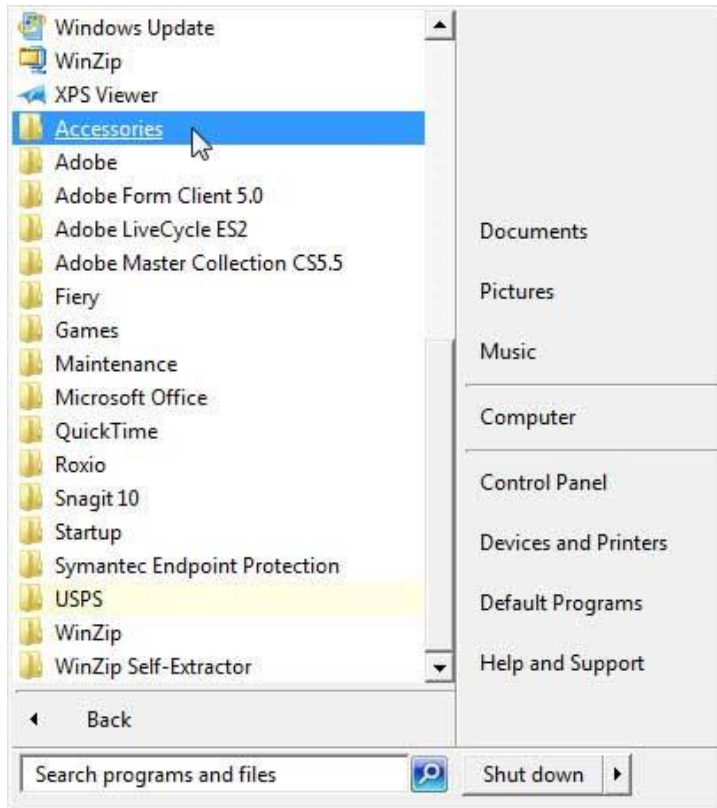


While this example initially was setup as Daily you can change it to Weekly to run on specific days.

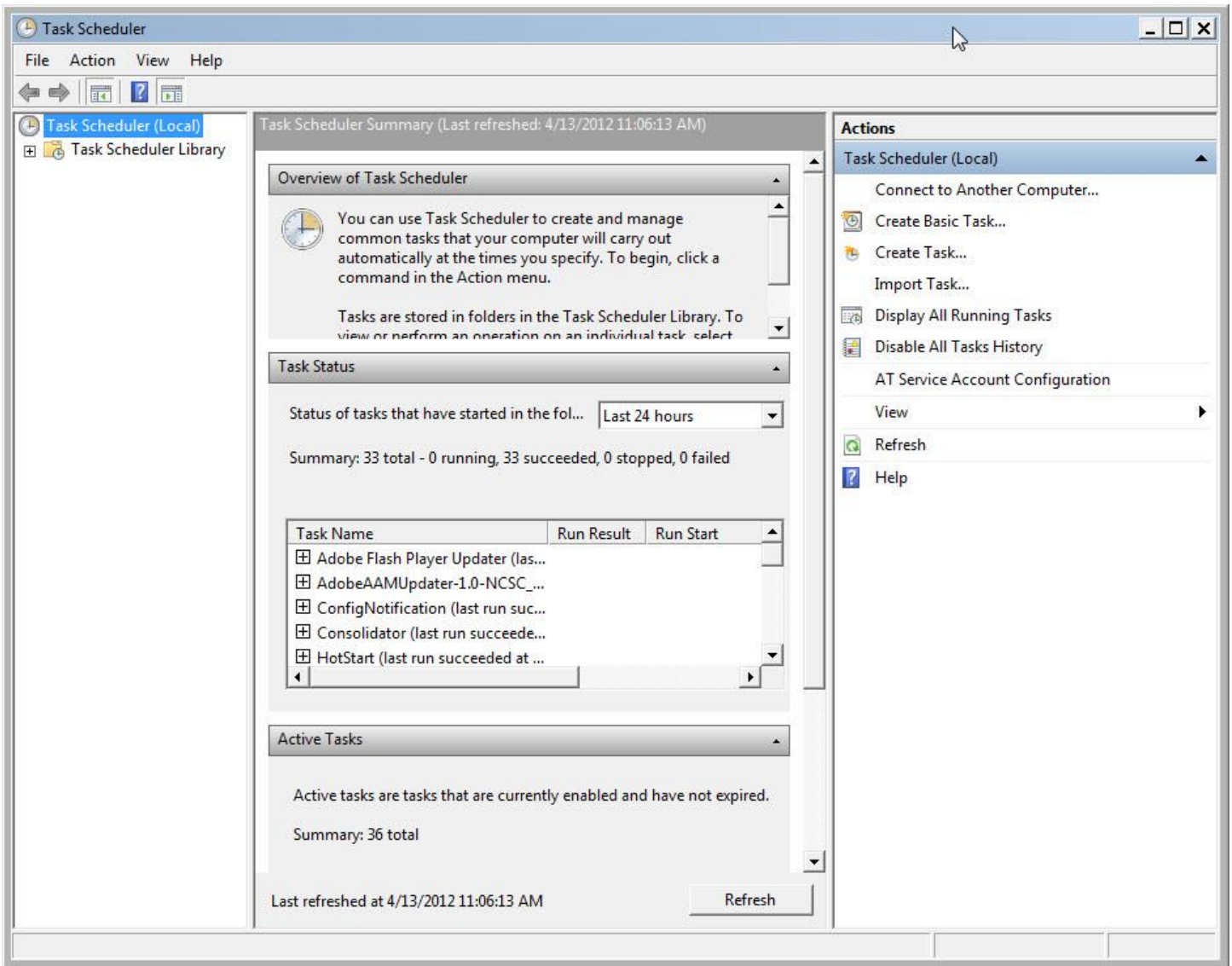


Scheduling (Windows 7)

Navigate to the Task Scheduler application.

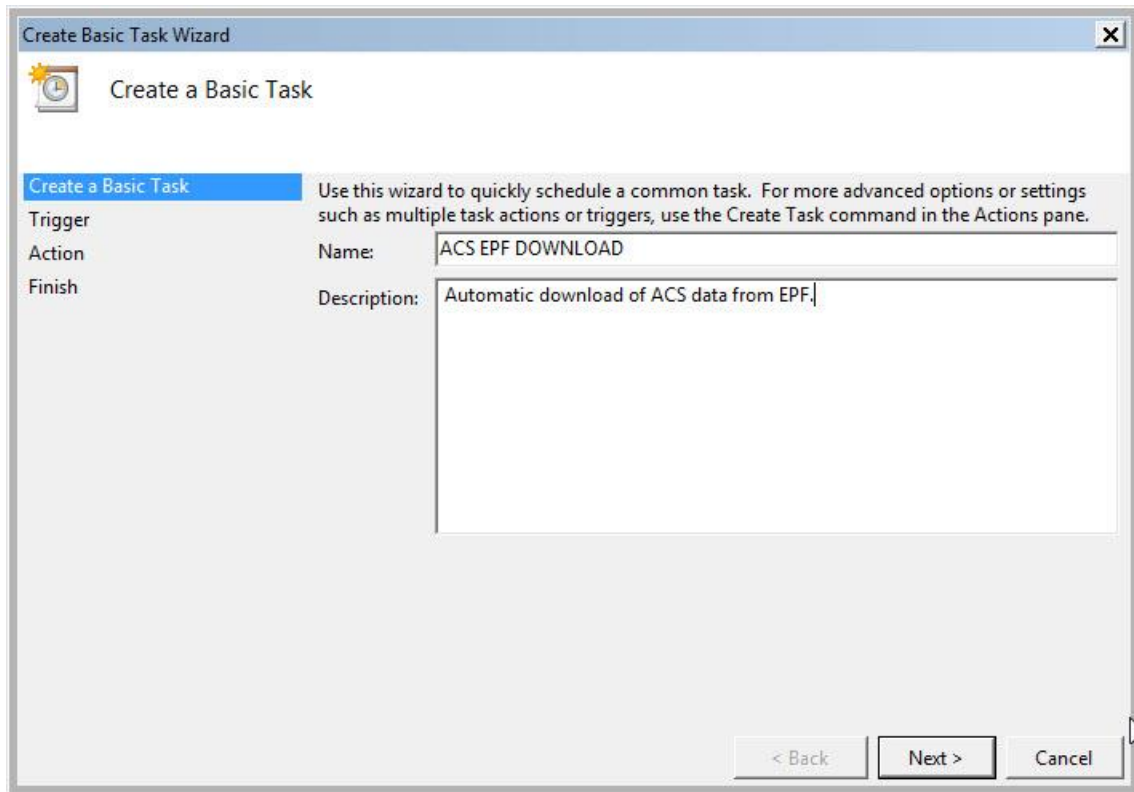


The following screen is displayed:

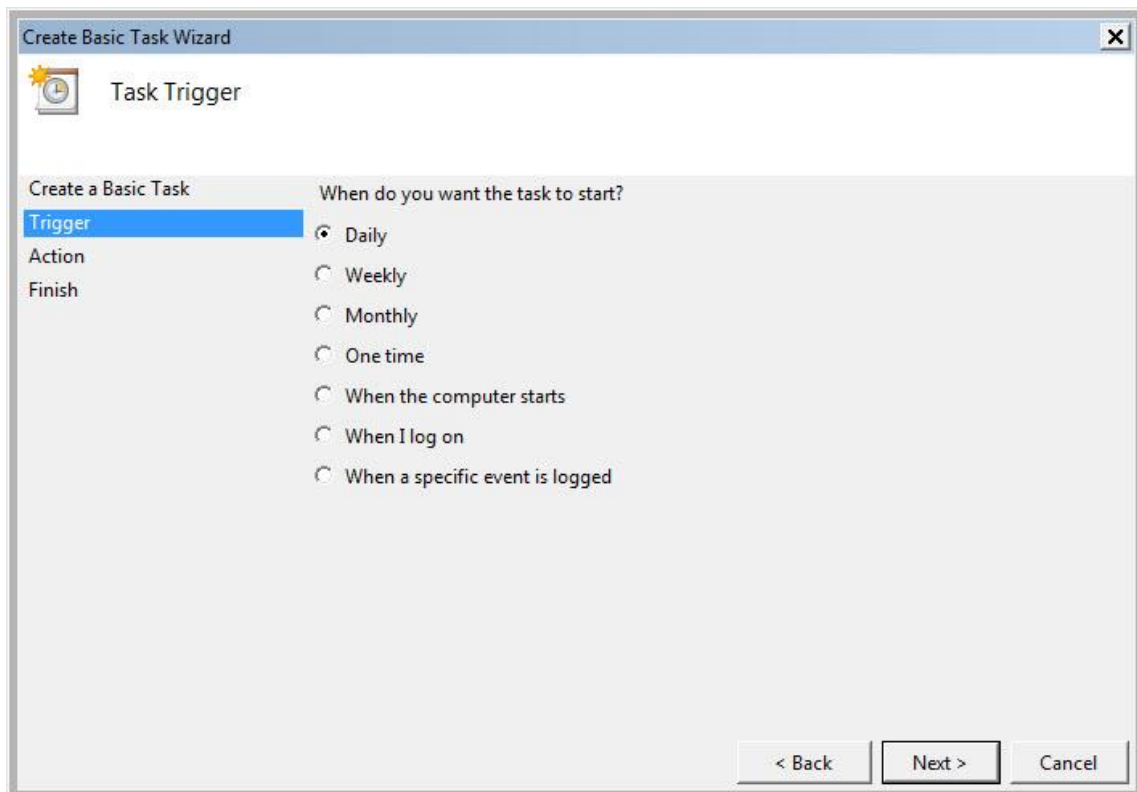


Select **Create Basic Task** from the **Actions** menu in the right pane.

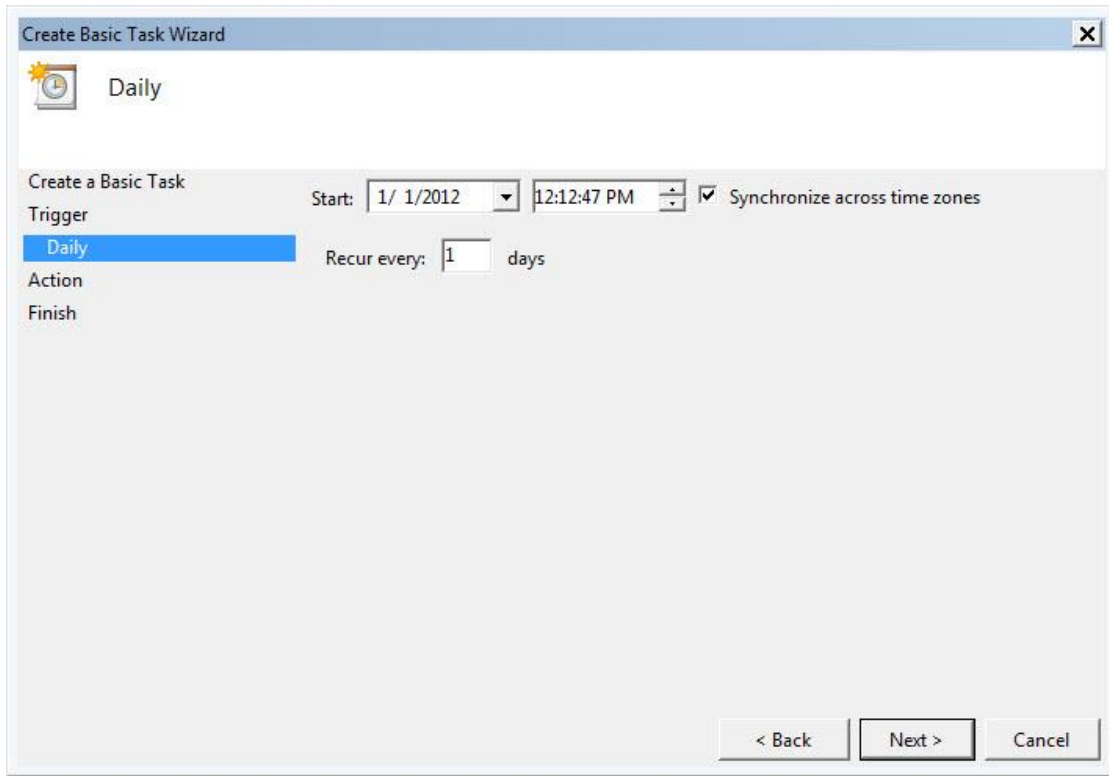
Enter a name and basic description. Click **Next**.



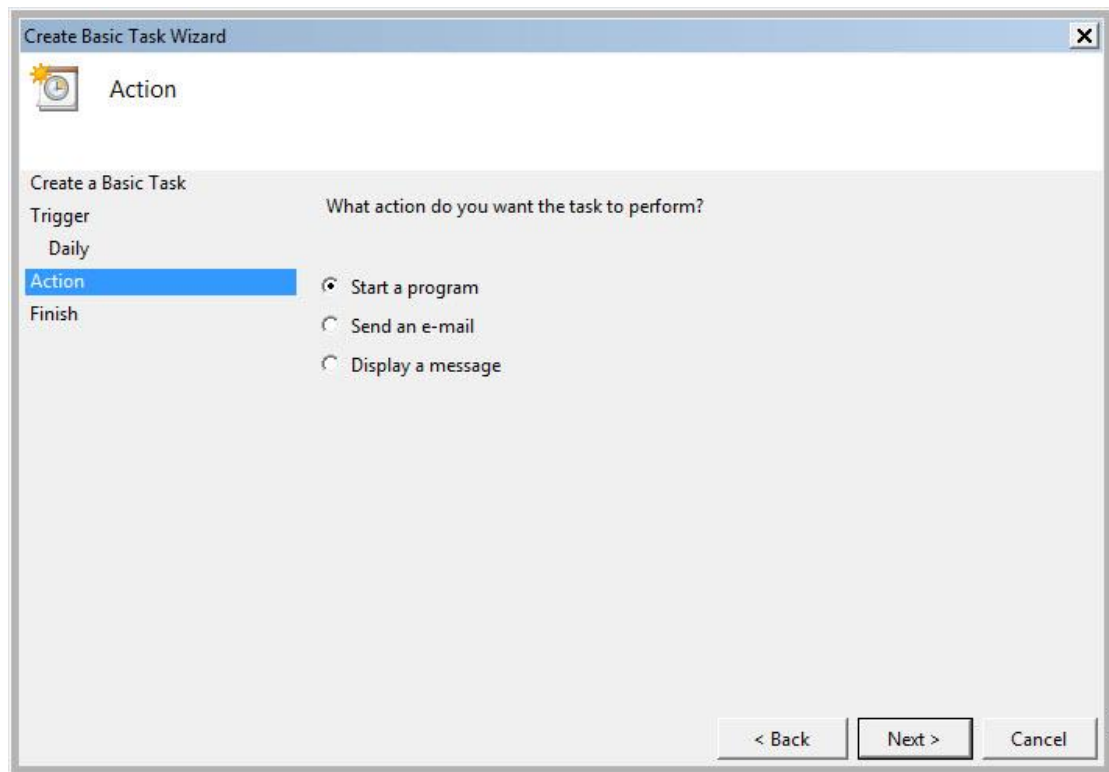
Select the download frequency. Click **Next**.



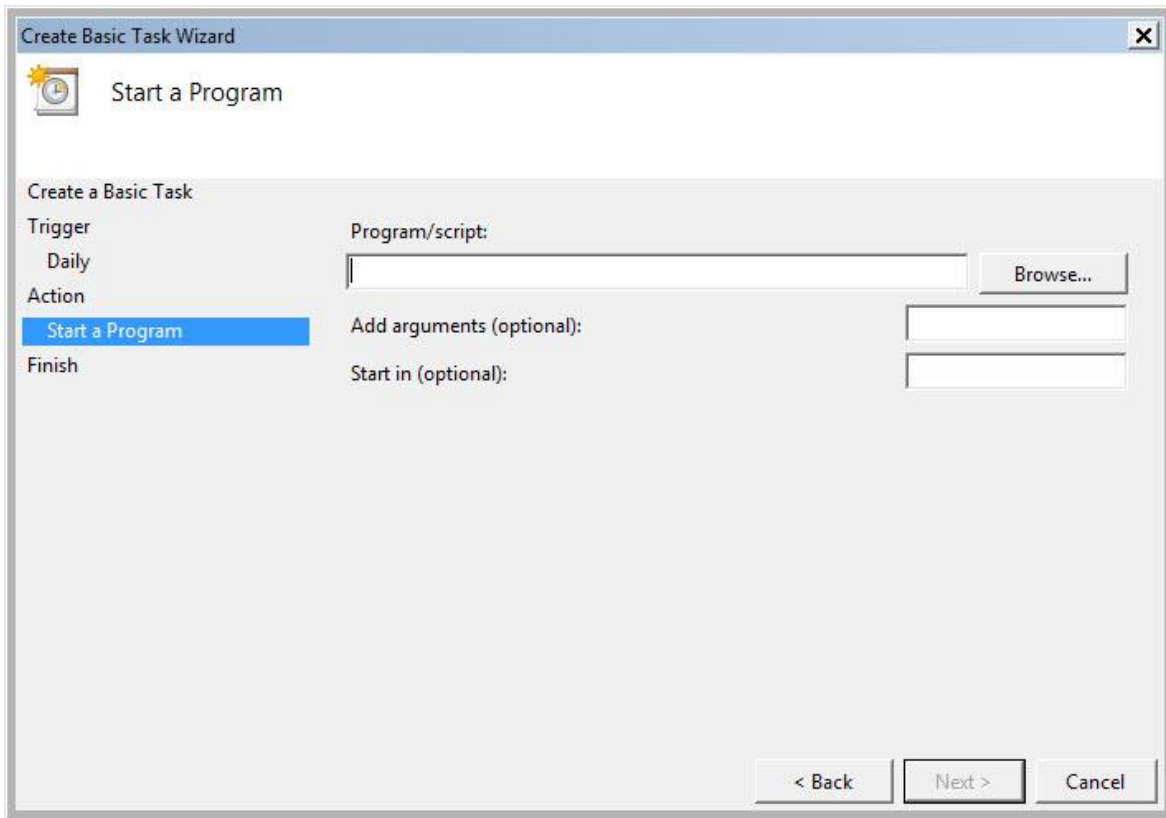
Select when you want the download to occur. Click **Next**.



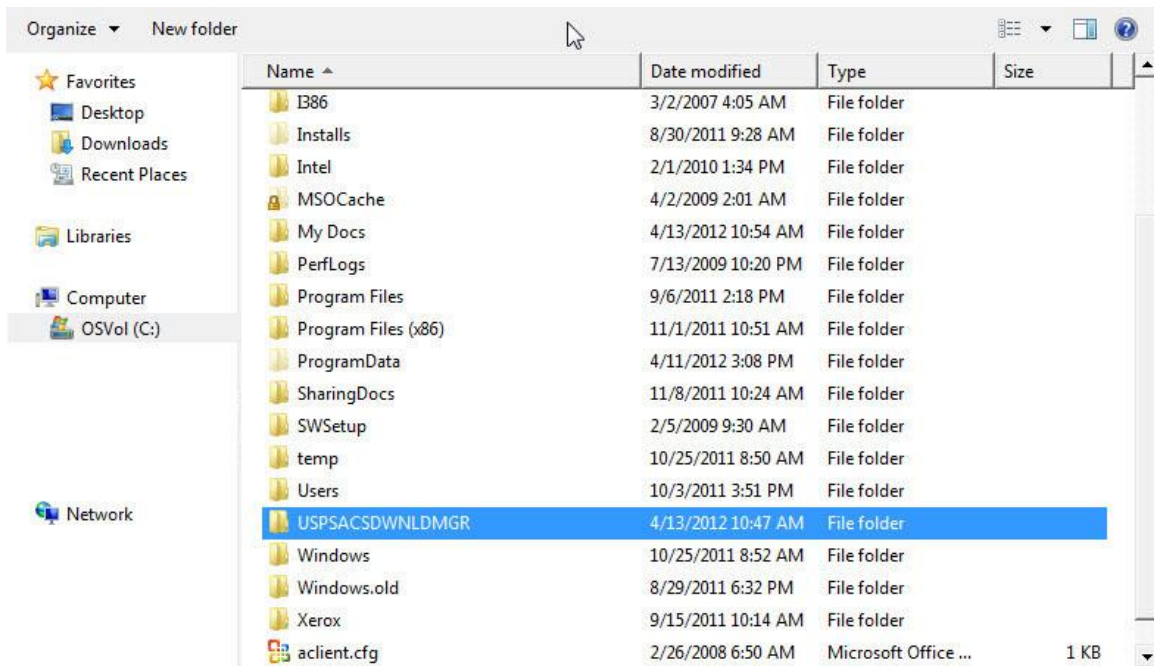
Select "Start a program." Click **Next**.

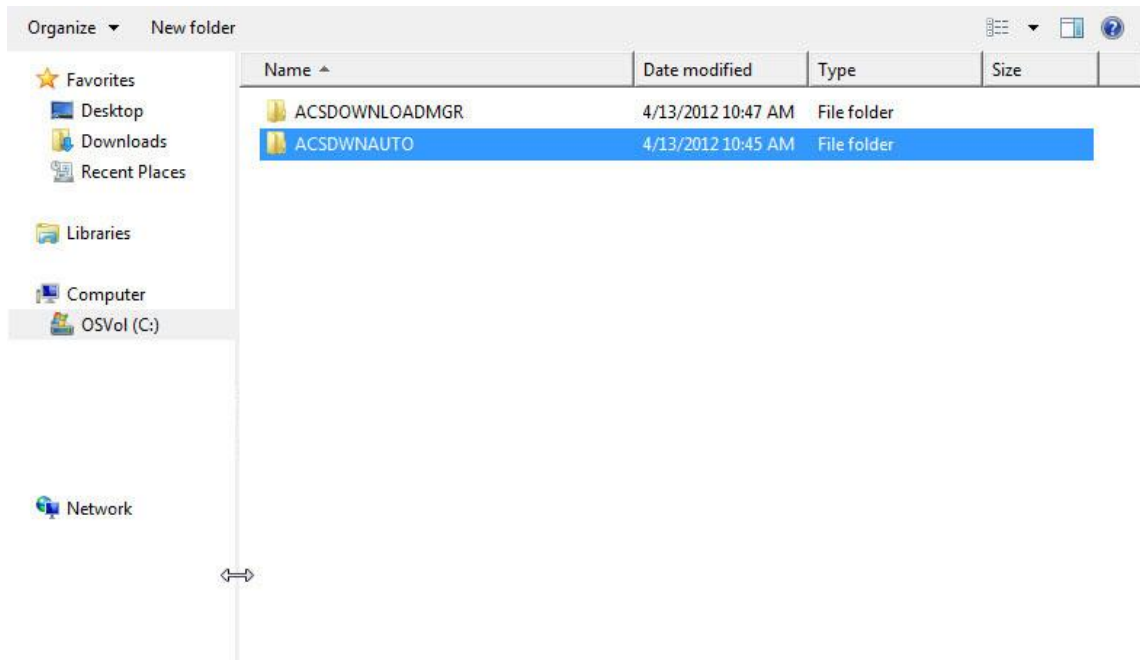


Click **Browse**.

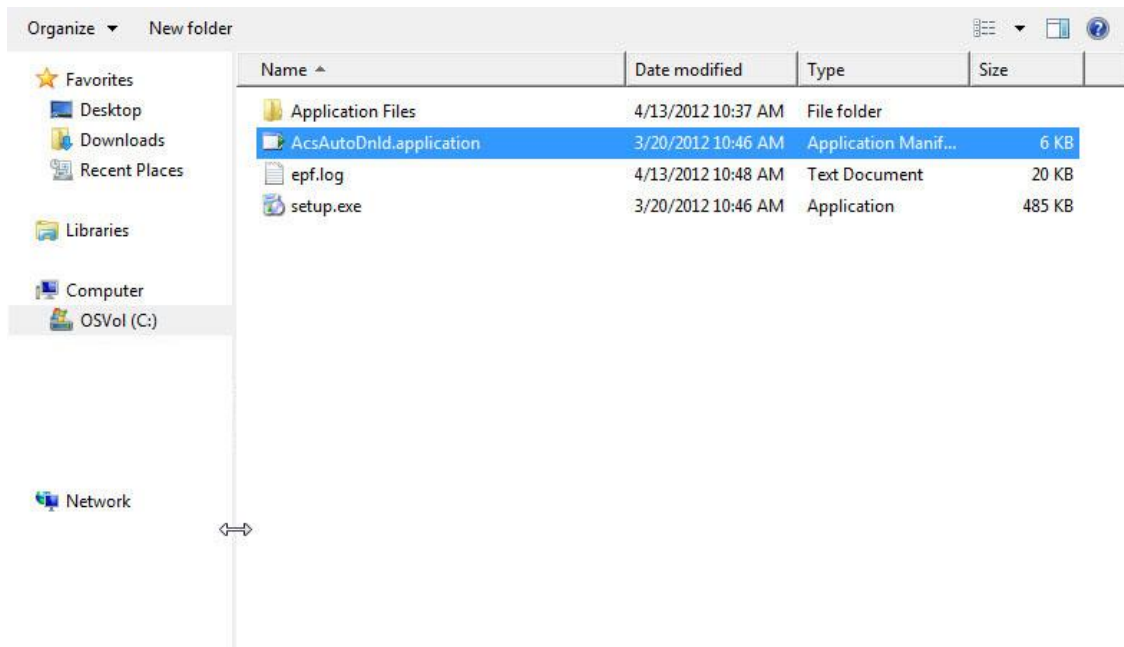


Navigate to the AcsAutoDnld.application.

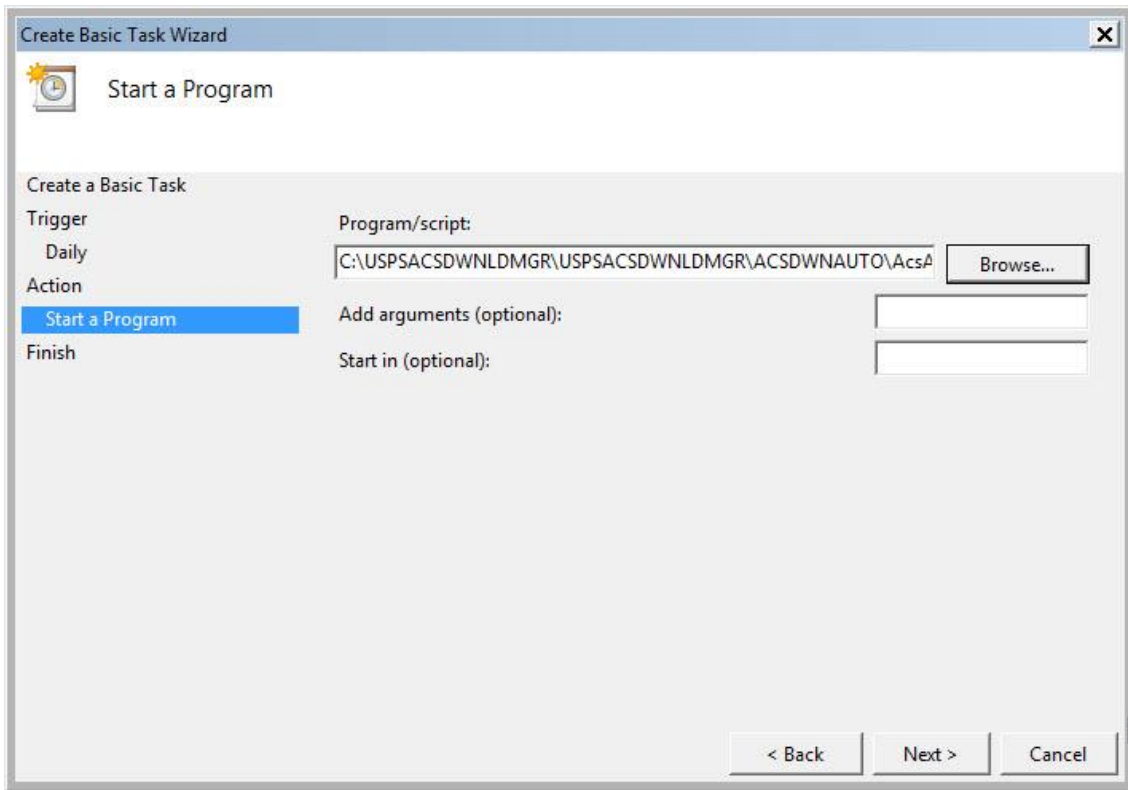




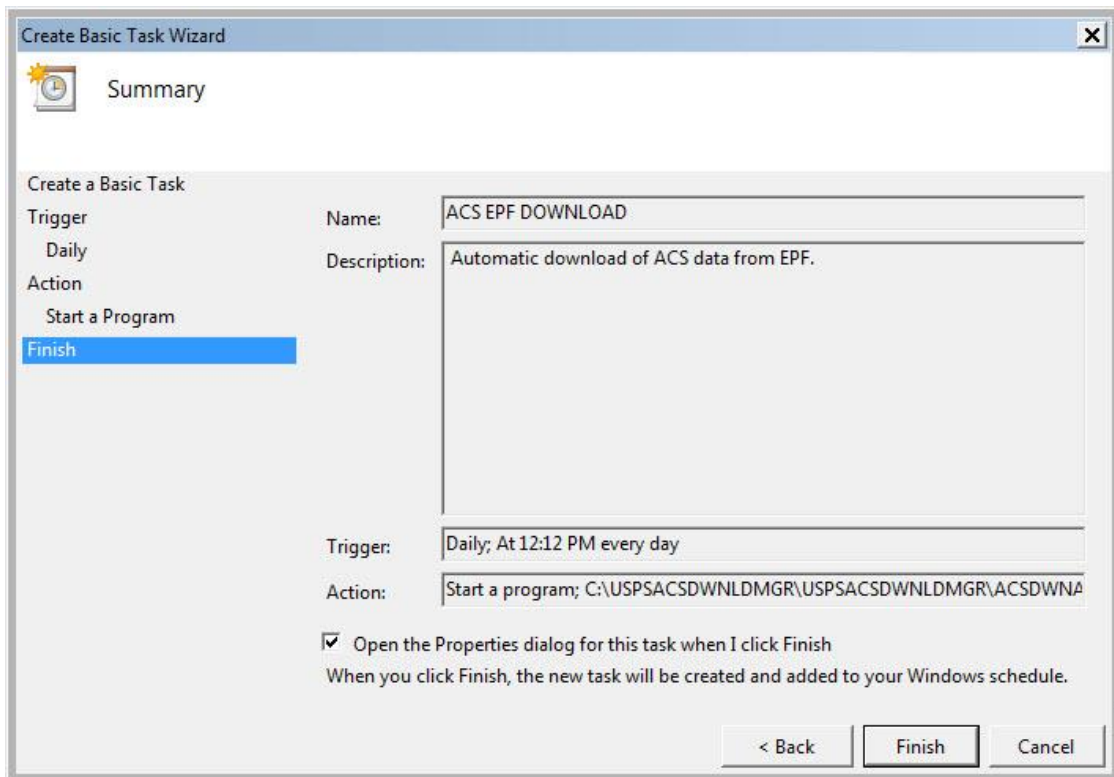
Double-click to select the download application.



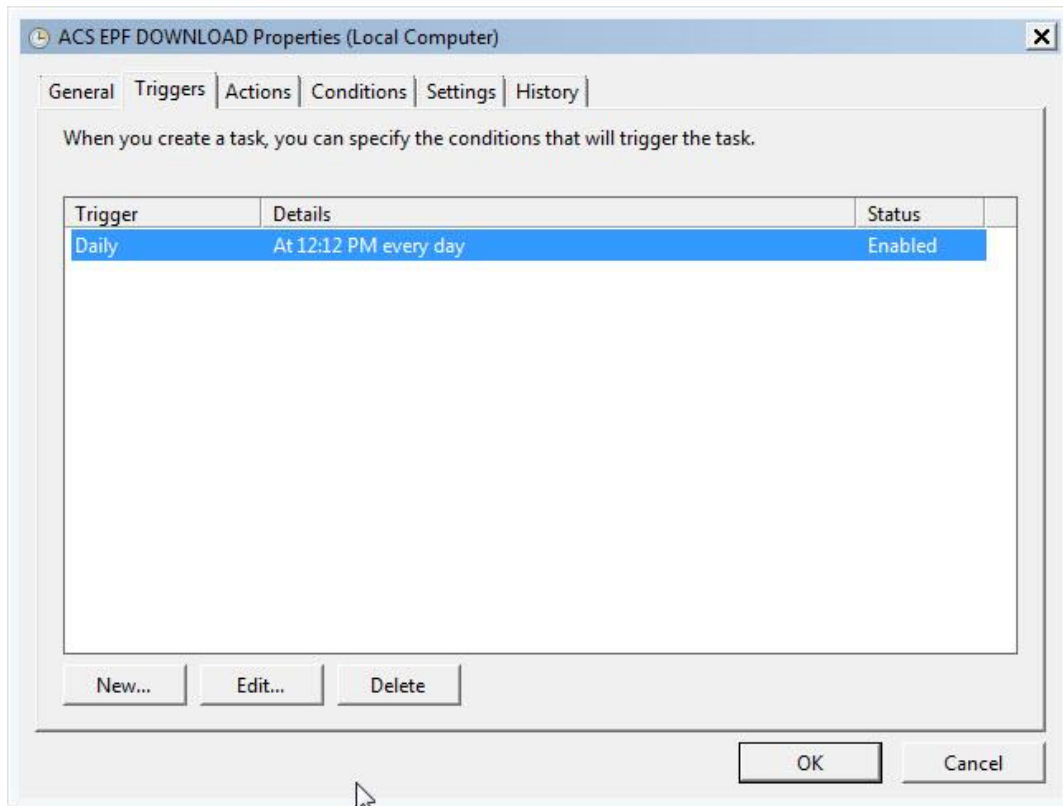
Click **Next**..



Check the box, "Open advanced properties for this task when I click Finish." Click **Finish**.



While this example initially was setup as Daily, you can set it to run on specific days or make other changes by clicking **Edit**. When you are finished, select **Ok**.



Known Issue: In some cases if the process fails to start/execute it may be necessary to change the actions tab to reflect the following and substituting 32 or 64 depending on your system:

```
%systemroot%\Syswow64\cmd.exe /C  
C:\USPSACSDWNLD MGR\USPSACSDWNLD MGR\ACSDWNAUTO\AcsAutoDnld.application
```

Specifically add this to the beginning of the path/program name followed by a space

```
%systemroot%\Syswow64\cmd.exe /C
```

<http://social.msdn.microsoft.com/Forums/sv/winserver2008appcompatibilityandcertification/thread/29446adf-8304-4b9f-bbc4-95daf2941d53>

ACS Data Processing

Once your data files are downloaded, you are ready to proceed with your normal ACS file processing.

Technical Guide Version Control

March 21, 2012 – Version 1 – Beta watermark

April 17, 2012 – Version 2 – Added Scheduling (Windows 7), removed Beta watermark.

October 20, 2014 – Version 3 – Updated documentation to reflect Invoice, SecureDestruction and Reconciliation files under the View Tabs - Announcements tab. Updated screen for “**Application** displays the ACS Download Manager version”. Updated screen for “**Web Services** displays the version of the Web Services software”. Updated Known Issue.