UNITED STATES POSTAL SERVICE™

This job aid only applies to Origin Entry Appointments created in FAST.

Creating Origin Entry Appointments Job Aid

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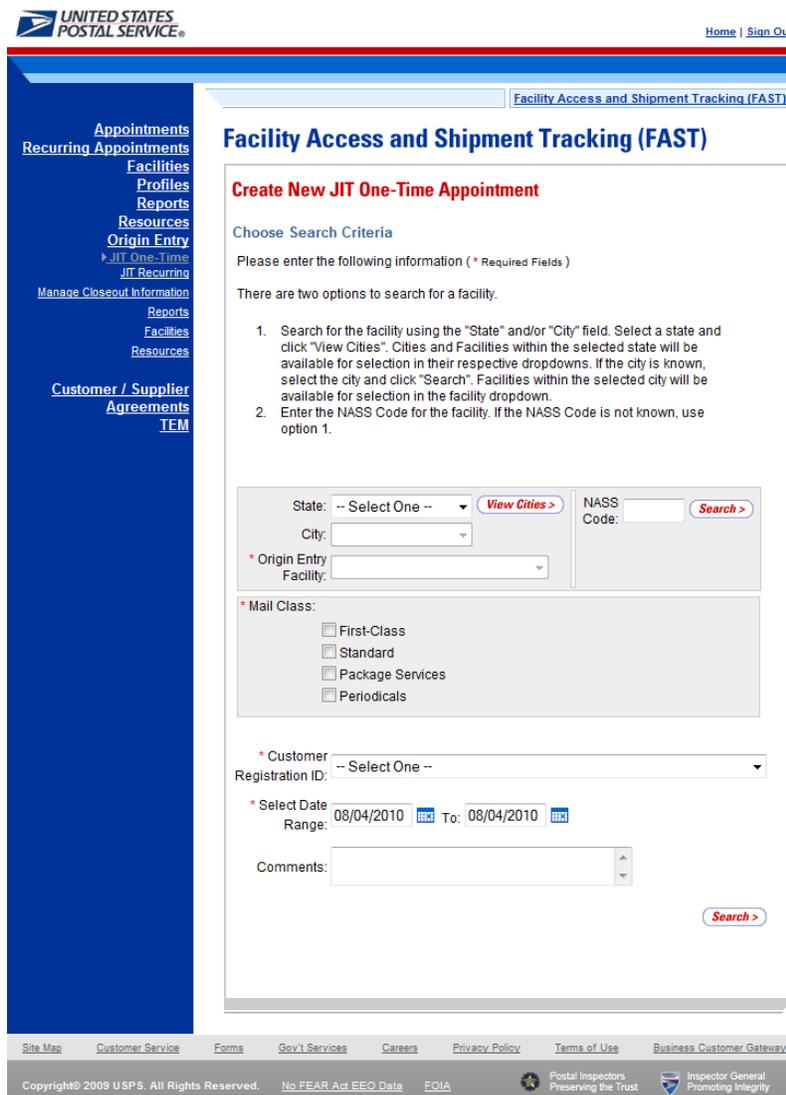# 1. Creating Origin Entry Just In Time (JIT) One-Time Appointments

The *Create New JIT One-Time Appointment* section in FAST allows the user to create new Just In Time (JIT) appointments at any active Origin Entry facility and view and manage only those JIT appointments to which they are associated.

2. How do I create Origin Entry JIT One-Time Appointments in FAST?

Creating a JIT One-Time Appointment:

A JIT One-Time Appointment can be created via the Create New JIT Appointment module. The following steps demonstrate how the user may create a new JIT One-Time appointment in FAST. Please note that the following steps demonstrate the appointment creation process for an appointment containing standard contents.

An image of the *Create New JIT One-Time Appointment* page is displayed below.
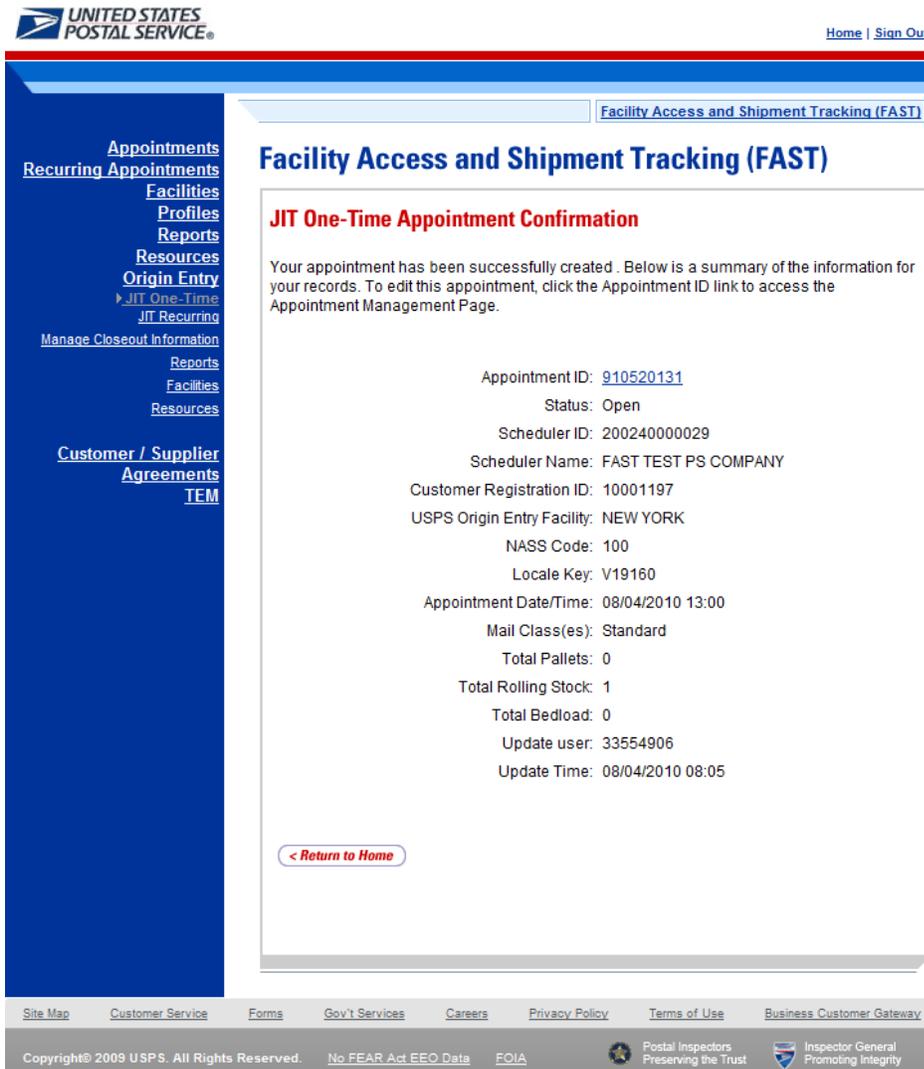
Enter the Logistics Information

1. From the FAST Origin Entry Landing page, select the JIT One-Time Appointments **Go** button.
2. From the Just In Time (JIT) One-Time Appointments Landing page, select the Create New JIT One-Time Appointment **Go** button.
3. *Create New JIT One-Time Appointment* page is displayed.
4. Enter the Facility NASS Code or search for the Facility by City/State.
5. Select the appropriate Mail Class(es).
6. Select the Customer Registration ID from the drop-down menu.
7. Select the Date Range.
8. Click the **Search** button.
9. JIT One-Time Appointment Time Selection page is displayed.
10. Click on the desired Appointment slot.
11. Select the Appointment Time minutes from the drop-down menu.
12. Click the **Next** button.
13. *Add/Edit Content Information* page is displayed.

Enter Content Level Information

14. Select the number of contents for the desired mail class(es).
15. Click the **Manage Content** button.
16. Click the **View All** button, to display all Mail Preparers.
17. Select the **Mail Preparer ID** from the Mail Preparer ID drop-down menu, if applicable.
18. Click the **View All** button, to display all Mail Owners.
19. Select the **Mail Owner ID** from the drop-down menu, if applicable.
20. Click the **Add** button to add the Mail Owner to the **Associated Mail Owners** list box.
21. Enter the **Content Name** in the Content Name field, if desired.
22. Select the **Mail Shape** of the content.
23. Enter the number of **Pallets containing 1' Letter Trays**, if applicable.
24. Enter the number of **Pallets containing 2' Letter Trays**, if applicable.
25. Enter the number of **Pallets containing EMM Letter Trays**, if applicable.
26. Enter the number of **Pallets containing Flat Trays**, if applicable.
27. Enter the number of **Pallets containing Parcels**, if applicable.
28. Enter the number of **Pallets containing Sacks**, if applicable.
29. Enter the number of **Bedloads containing 1' Letter Trays**, if applicable.
30. Enter the number of **Bedloads containing 2' Letter Trays**, if applicable.
31. Enter the number of **Bedloads containing EMM Letter Trays**, if applicable.
32. Enter the number of **Bedloads containing Flat Trays**, if applicable.
33. Enter the number of **Bedloads containing Parcels**, if applicable.
34. Enter the number of **Bedloads containing Sacks**, if applicable.
35. Check the **eVS Content** checkbox, if applicable.
36. Enter the **eFile** Number, if applicable.
37. Click the **Submit** button to save all contents to the One-Time appointment and create the JIT One-Time appointment in the system.

An image of the *JIT One-Time Appointment Confirmation* page is displayed on the following page.

3. Creating JIT Recurring Appointments

The *Create a New JIT Recurring Appointment* section in FAST allows the user to submit recurring appointment requests online. It describes the actions a user must perform to create a JIT Recurring appointment in FAST Origin Entry. The user may create and edit a JIT Recurring appointment for Facilities that he/she is associated with and may view recurring appointment information for any Facility.

4. How do I create Origin Entry JIT Recurring Appointments in FAST?

Creating an Origin Entry JIT Recurring Appointment:

A FAST Origin Entry JIT Recurring Appointment can be created via the *Create New JIT Recurring Appointment* module. The following steps demonstrate how the user may create a new Origin Entry JIT recurring appointment in FAST. Please note that the following steps demonstrate the JIT recurring appointment creation process for an appointment containing standard contents.

An image of the *Create New JIT Recurring Appointment* page is displayed below.

Enter the Logistics Information

1. From the FAST Origin Entry Landing page, select the JIT Recurring Appointments **Go** button.
2. From the JIT Recurring Appointments Landing page, select the Create New JIT Recurring Appointment **Go** button.
3. Create New JIT Recurring Appointment page is displayed.
4. Enter the Facility NASS Code or search for the Facility by City/State.
5. Select the appropriate Mail Class(es).
6. Select the Customer Registration ID from the drop-down menu.
7. Select the Date Range.
8. Select the Hour from appropriate drop-down menu.
9. Select the Minutes from the appropriate drop-down menu.
10. Select the Scheduling Frequency.
11. Select the **Next** button.
12. *Add/Edit Content Information* page is displayed.

Enter Content Level Information

13. Select the number of contents for the desired mail class(es).
14. Click the **Manage Content** button to display the appropriate content grids.
15. Click the **View All** button, to display all Mail Preparers.
16. Select the **Mail Preparer ID** from the drop-down menu, if applicable.
17. Select the **View All** button, to display all Mail Owners.
18. Select the **Mail Owner ID** from the drop-down menu, if applicable.
19. Click the **Add** button to add the Mail Owner to the **Associated Mail Owners** list box.
20. Enter the **Content Name** of the content, if applicable.
21. Select the **Mail Shape** of the content.
22. Enter the number of **Pallets containing 1' Letter Trays**, if applicable.
23. Enter the number of **Pallets containing 2' Letter Trays**, if applicable.
24. Enter the number of **Pallets containing EMM Letter Trays**, if applicable.
25. Enter the number of **Pallets containing Flat Trays**, if applicable.
26. Enter the number of **Pallets containing Parcels**, if applicable.
27. Enter the number of **Pallets containing Sacks**, if applicable.
28. Enter the number of **Bedloads containing 1' Letter Trays**, if applicable.
29. Enter the number of **Bedloads containing 2' Letter Trays**, if applicable.
30. Enter the number of **Bedloads containing EMM Letter Trays**, if applicable.
31. Enter the number of **Bedloads containing Flat Trays**, if applicable.
32. Enter the number of **Bedloads containing Parcels**, if applicable.
33. Enter the number of **Bedloads containing Sacks**, if applicable.
34. Check the **eVS Content** checkbox, if applicable.
35. Click the **Submit** button to save all contents to the recurring appointment and create the JIT Recurring appointment in the system.

An image of the *JIT Recurring Appointment Confirmation* page is displayed on the following page.

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
Origin Entry
JIT One-Time
▶ JIT Recurring
Manage Closeout Information
Reports
Facilities
Resources

Customer / Supplier
Agreements
TEM

JIT Recurring Appointment Confirmation

Your recurring appointment has been successfully created. Below is a summary of the appointment information for your records. To edit this recurring appointment, click the Sequence Number ID link to access the Recurring Appointment Management page.

Sequence Number:	99355
Status:	Open
USPS Origin Entry Facility:	NEW YORK
NASS Code:	100
Scheduler ID:	200240000034
Scheduler Name:	ETR TEST
Customer Registration ID:	10001215
Frequency:	Monday, Tuesday, Wednesday
Mail Class(es):	Standard
Total Pallets:	1
Total Rolling Stock:	0
Total Bedload:	1

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