**Informed Visibility® Mail Tracking & Reporting (IV®-MTR)
One-Time Query Request for Informed Delivery® Post-Campaign Data (IDPC)**

IV-MTR users can perform one-time queries for Informed Delivery® Post-Campaign (IDPC) Detailed data in the application without submitting a request to the IV Solutions Center®. You may request assistance as needed. This form can help you prepare to submit a query on your own or through the IV Solutions Center.

For IV Solutions Center assistance, send this form to InformedVisibility@usps.gov.

***Note: IDPC queries are limited to Informed Delivery Interactive Campaigns that have ended within the past 120 days.***

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s CRID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRIDs or MIDs for which you want data:

*Note: Add rows as needed. You may attach a spreadsheet or other file instead.*

| *CRID(s)* | *MID(s)* |
| --- | --- |
|  |  |
|  |  |
|  |  |

Delivery method (choose ONE):

[ ]  Download

[ ]  Send to address: *Specify server name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File format (choose ONE):

*Notes:*

* *All files will be zipped.*
* *Commas are not recommended delimiter characters for IDPC data as the IDPC data itself can contain commas.*

[ ]  Delimited: *Specify delimiter character below.*

[ ]  Tab [ ]  Other: S*pecify:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Filters (optional):

Describe any additional filter(s) to be applied. Add rows to the table as needed. Available options are:

* Brand Display Name
* Campaign Code
* Campaign Title
* End Date
* Record Type
* Start Date
* Status

| *Field to filter on* | *Operator (e.g., greater than)* | *Field value* |
| --- | --- | --- |
| Example: Brand Display Name | Equal to | Really Awesome Mailings Inc |
|  |  |  |
|  |  |  |

Fields Desired:

Indicate the data fields you would like to receive and the order you would like them to appear by numbering them in the table below. For example, if you want *Brand Display Name* as the first field, enter a “1” to the left of that field. If you do not wish to receive a particular field, do not enter a number next to that field.

You may also select to receive ALL fields in alphabetical order by checking the box below.

[ ]  **ALL fields in alphabetical order**

| *Order* | *Field* | *Order* | *Field* |
| --- | --- | --- | --- |
|  | Barcode Identifier |  | Mail Preparer Name |
|  | Barcode Mailer ID |  | Mailer ID |
|  | Barcode Serial Number |  | Mailer Name |
|  | Brand Display Name |  | Mailpiece ID |
|  | Campaign Code |  | Record Type |
|  | Campaign Title |  | Service Type Code |
|  | Delivery Date |  | Source |
|  | eDoc Submitter CRID |  | Start Date |
|  | eDoc Submitter Name |  | Start Serial |
|  | Email ID |  | Status |
|  | End Date |  | Submitter CRID |
|  | End Serial |  | When clicked through |
|  | Image Position in Email |  | When email was opened |
|  | Mail Owner CRID |  | When email was sent |
|  | Mail Owner Name |  | ZIP5 |
|  | Mail Preparer CRID |  |  |