



IV-MTR Quick Start Guide

Signing Up

If you don't already have an Informed Visibility® Mail Tracking & Reporting (IV-MTR) account, sign up using the instructions in the [Applying for Access](#) guide on PostalPro™.

Receiving Data

You can receive mail tracking data from a one-time query, a data feed, or an Application Program Interface (API).

One-Time Query (Ad-hoc Data)

A **one-time query** is a one-time (ad hoc) search for a particular set of records and data fields. With a one-time query, you can receive scan data and Informed Delivery® Post-Campaign (IDPC) Detailed Report data through an online viewer, downloadable file, or file sent to your server.

Follow these steps to set up a one-time query in IV-MTR:

1. On the IV-MTR **Queries & Feeds** page, click the **View Data** tab.
2. In the Select Entity(s) section of the page, select the **data type** and **CRID(s)**, **MID(s)**, or **routing code(s)** you want data for.
3. When finished, click **Next Step**.
4. On the Select Delivery Method screen, choose a **delivery method** and set available options.
5. When finished, click **Use This Method** for the desired delivery method.
6. On the Define Filters & Fields screen, select the **mail object type** and **handling event type(s)** to receive, set the **filters**, and select the **data fields** and their display order (if applicable).
7. When finished, click **Finish**.
8. Based on your selected delivery method, retrieve the results of your data query.

Data Feed (Subscription)

A **data feed** is a recurring search that provides you results at a specified interval. With a data feed, you can receive scan event, IDPC, Mail Quality Data (MQD), Enterprise Payment System (EPS), or Package Platform Concept (PPC) data through a downloadable file or a file sent to your server.

Follow these steps to set up a data feed in IV-MTR:

1. On the IV-MTR **Queries & Feeds** page, click the **Create & Manage Data Feeds** tab.

2. In the **Create a New Feed** section on the right side of the page, select the initial feed options. These options may include:
 - a. Subscription owner CRID
 - b. Feed date type
 - c. Data file format
 - d. Target location where the data will be sent
 - e. Frequency and start time for the data to be sent
 - f. Name of the feed
3. When finished, click **Continue**.
4. On the Select Entity(s) screen, select the **CRID(s)**, **MID(s)**, **routing code(s)**, and **STID(s)** for which you want data.
5. When finished, click **Next Step**.
6. On the Define Filters & Fields screen, select the **mail object type** and **handling event type(s)** to receive, set the **filters**, and select the **data fields** and their display order (if applicable).
7. When finished, click **Create Feed**.
8. The data feed will begin to deliver data based on your delivery selection.

Want More Detailed Instructions?

Visit the IV-MTR PostalPro page at postalpro.usps.com/InformedVisibility to access these and a variety of other helpful resources:

- **Getting Started in IV-MTR:** [IV-MTR Orientation](#)
- **One-Time Queries:** [IV-MTR User Guide](#) (scan data one-time queries); [Provisioning IDPC Data through IV-MTR](#) (IDPC one-time queries)
- **Data Feeds:** [IV-MTR User Guide](#) (scan data feeds) [Provisioning IDPC Data through IV-MTR](#) (IDPC data feeds) [Provisioning EPS and PPC Data through IV-MTR Guide](#) (EPS & PPC data feeds) [Provisioning MQD through IV-MTR Guide](#) (MQD data feeds)
- **API Information:** [API Toolkit](#)

IV-MTR also provides a library of BlueTube® tutorial videos in the IV-MTR application at iv.usps.com. (Click the "Click Here" link in the "Need More Information" section.)

Need Help?

The IV Solutions Center® is available to help answer your questions about IV-MTR.



InformedVisibility@usps.gov

1-800-238-3150, Option #2

Monday through Friday (closed USPS holidays)