UNITED STATES
POSTAL SERVICE™

Facility Access and Shipment Tracking (FAST)

Customer User Guide

November 2011
Version 18.0

Document Change History

These are the changes from the 17.0 version to the 18.0 version.

Page #	Title	Description
8, 12	Help Link Section	Added Help Link section and updated screenshot.
128, 130	Facility Profile – Hours of Operation	Updated Facility Profile Section and screenshot to reflect the following: • Early Bird Hours
131-133	Facility Profile – Redirections	Updated Facility Profile Redirections section and screenshot to display the following: • Redirection Effective Date
246	Recurring Appointment – Table of Contents	Update Recurring Appointment table of contents to reflect the following: • Creating Multi-Stop Recurring Appointment • Manage Multi-Stop
260-280	Recurring Appointments – Multi-Stop	Added Multi-Stop section to Recurring Appointments chapter.
387-388	Mail Direction Search – Default and Redirections View	Updated Default and Redirections view to display the following: • Renamed Effective Date Range to Effective Date in chart • Added updated screenshot of search results to display Effective Date
389-390	Mail Direction Search – Drop Entry Point View	Updated Drop Entry Point view to display the following: • Renamed Effective Date Range to Effective Date in chart • Added updated screenshot of search results to display Effective Date
392	Mail Direction Search – Label List View	Updated Label List view to display the following: • Renamed Effective Date Range to Effective Date in chart • Added updated screenshot of search results to display Effective Date
436-437	Download Resources – Mail Direction File v3	• Added Mail Direction File v3 to chart • Update screenshot to reflect download of Mail Direction File v3

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1.0 Introduction

1.1   FAST Background

The Postal Service has identified the need to replace the Drop Shipment Appointment System (DSAS) and greatly enhance the appointment scheduling capabilities with the creation of the Facility Access and Shipment Tracking System (FAST). The main objective of FAST is to improve the dock efficiency time. FAST will provide advance notification of inbound mail volumes to Surface Visibility and will use scan data from Surface Visibility to automatically close and track appointments. FAST will also integrate with other USPS systems such as the Drop Ship Product and Facilities Database for a more streamlined data maintenance and distribution process to improve the current data latency and discrepancy issues that exist.

1.2   About This Guide

This guide describes how to use the FAST functions. The guide provides an explanation of search fields and reports, detailed instructions for completing searches and viewing report details, and helpful notes that will assist the user in maximizing FAST capabilities. This section describes the common conventions used throughout the guide and includes:

1.2.1 Icons
1.2.2 User Guide Font Indicators

1.2.1 Icons

Several icons are used in this guide to aid the user in quickly locating specific information. The icons and their associated references are shown below:

Look for the magnifying glass icon to identify where **page descriptions** begin. Page descriptions provide explanations of the search fields, buttons, and report columns found on each new page.

Look for the computer mouse icon to identify where **step by step instruction** begins. These steps detail the action the user must take to complete search fields and view detailed report information.

Look for the paper and pen icon to identify **additional notes**. These notes provide reminders, alternative options, or helpful tips for using FAST.

1.2.1   User Guide Font Indicators

Throughout this guide the user will see several instances where selected words are bolded. These words are bolded to bring user attention to the key phrases.

Italicized words are used for all section and page titles, where no action is required by the user.

Additionally, capitalized words represent an action the user may take within the application. Some examples of capitalized words are 'CLICK', 'SELECT', and 'ENTER'.

1.3   Common Application Features

There are several tools and processes that are common across the FAST application. The following section provides detailed instructions for these practices which include:

1.3.1 Procedures
- Navigation
  - Top Navigation Bar
  - Left Navigation Bar
  - Go> Buttons
  - Previous Screen Hyperlink
  - Help Hyperlink
- Tables
  - Sorting Data
  - Pagination
  - View Printable Version
  - Downloading to Excel
1.3.2 Fields and Buttons
- Select Date Range
- Drop-Down Boxes
- Search Button
- Submit Button
- Cancel Button
1.3.3 Error Messages

1.3.1 Procedures

Navigation

There are several ways to navigate through the FAST application. The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. The Previous Screen hyperlink, located within the report pages, allows the user to return to the page that brought them to the current page. More detailed information about navigation is found below.

Top Navigation Bar

The Top Navigation Bar allows the user to enter the *USPS Home area*, to enter the *FAST Home area*, and to sign out of the FAST application. The Top Navigation Bar is displayed below.

- CLICK the **Facility Access and Shipment Tracking (FAST)** link to return to the FAST Home area.

The *USPS Home area* features the USPS logo, a Home link, and a Sign Out link. This menu bar is highlighted below.

- CLICK the **USPS logo** or the **Home** link to open the United States Postal Service website: USPS.com.

- CLICK the **Sign Out** link to sign out of the FAST application.

Note:

The **Sign Out** button is displayed once logged into FAST.

Left Navigation Bar

The Left Navigation Bar allows the user to choose any functional area within the entire FAST application, as well as navigate between sections within the functional area they are currently using. The name of the page that the user is currently on will be highlighted on the Left Navigation Bar. If there is more than one option under a menu choice in the Left Navigation Bar, each choice will be listed. In this example, the user is on the *Appointments Landing* page and the **Appointment** link is highlighted on the Left Navigation Bar. The Left Navigation Bar is highlighted below.
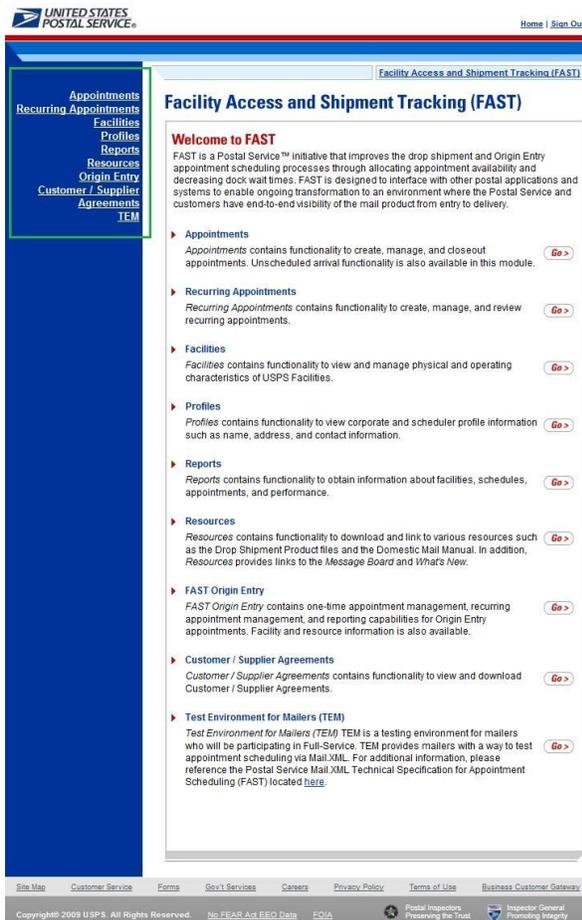
Left Navigation Bar options for each of the functional areas are listed below:

- The **Appointment** link includes the following sub-links: Create New Appointment, Manage Existing Appointment, Create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information, Manage Unscheduled Arrival
- The **Recurring Appointment** link includes the following sub-links: Request New Recurring Appointment, Manage Recurring Appointment/Request

- The **Facility** link includes the following sub-link: Facility Profile

- The **Profile** link includes the following sub-link: Corporate Profile

- The **Report** link includes the following sub-links: Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Appointment Rating Analysis Report, Closeout Data Report, Corporate Rating Report, Holiday and Contingency Report, Mail Direction Search, Recurring Appointment Performance Report, Slot Availability Report

- The **Resource** link includes the following sub-links: Reference Documents, Drop Ship Product File Download, Label List File Download, Message Board, What's New Board, View CIN List, View CIN Group List, MTE Returns

- The **TEM** link directs the user to Testing Environment for Mailers, where mock appointments can be created in order to test the application.

Go> Buttons

FAST displays a **Go>** button to the right of each functional area on the *FAST Login* page and *FAST Landing* pages, that takes the user to the appropriate page. Use the **Go>** button and other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Landing* page as indicated on the Left Navigation Bar. CLICKING the **Go>** button takes the user to the corresponding page.
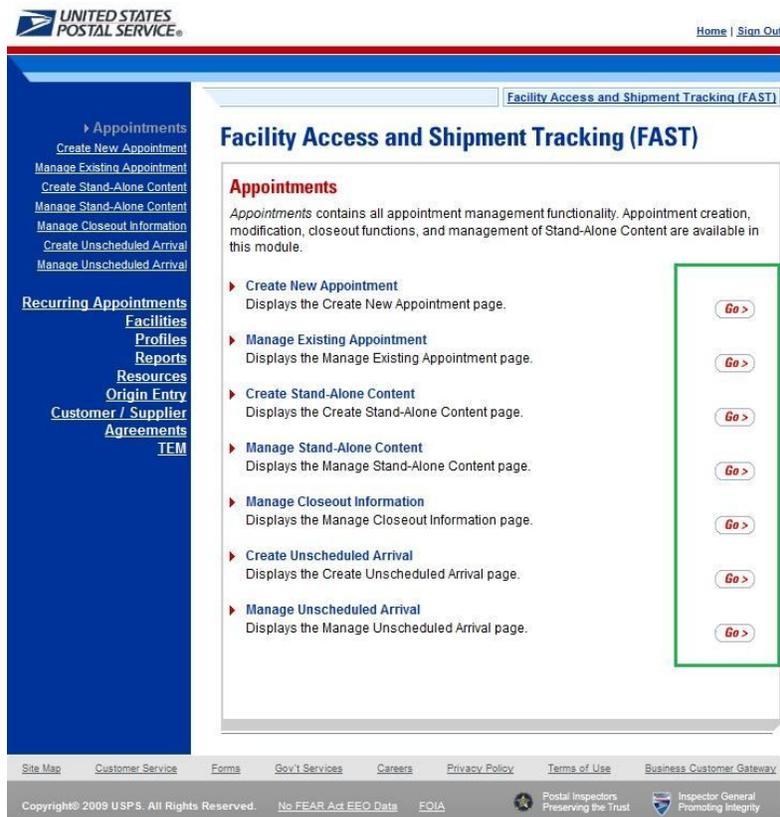
Previous Screen Hyperlink

FAST displays a Return to **Previous Screen** hyperlink at the top of the pages that takes the user back to the last page viewed.

Use the Return to **Previous Screen** hyperlink and the other navigation tools described in this section instead of using the Internet browser's Back and Forward buttons. Using the Internet browser buttons may result in incorrect information.

In the example displayed below, the user is on the *Appointment Calendar* page as indicated by the title. CLICKING the Return to **Previous Screen** link takes the user to the *Appointment Calendar Selection* page, which will contain the search criteria previously entered.

> **Note:**
> Any data that had been entered on the previous page is saved when the user clicks the Return to **Previous Screen** button.

Help Hyperlink

FAST displays a **Help** hyperlink on each page which redirects the user to the appropriate FAST Job Aid located in the Refernce Documents section.

PLACEHOLDER IMAGE

Tables

Sorting Data

Each table displayed within FAST allows the user to sort data. Data may be sorted by CLICKING the column headers, with the first CLICK sorting in ascending order and the second CLICK sorting in descending order. All column headings that are underlined may be sorted in this manner.

1. CLICK the heading of the column by which data is to be sorted. This sorts data in ascending order. The header will change from a blue underlined font to a red underlined font indicating the report has been sorted.

Date	Total Schd. Appts.	Total	Pallets				Total	Cross Dock				Total Units	Bedloaded Units			
			Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Parcels	Sacks	Trays	Bundles
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0

2. CLICK the heading of the column by which data is to be sorted a second time to sort data in descending order. The column heading will remain in the same red underlined font, but the report will be re-sorted.

Date	Total Schd. Appts.	Total	Pallets				Total	Cross Dock				Total Units	Bedloaded Units			
			Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles		Parcels	Sacks	Trays	Bundles
03/28/2005	1	176	44	44	44	44	80	20	20	20	20	0	0	0	0	0
03/31/2005	1	148	37	37	37	37	80	20	20	20	20	0	0	0	0	0
03/30/2005	1	144	36	36	36	36	120	30	30	30	30	0	0	0	0	0

Note:
A sort on a particular column includes any data that is on a different page due to pagination.

Pagination

Reports in FAST may provide more data than may be displayed on one page. When this occurs, the user has the ability to view the other pages of the report. The total number of items displayed will also be shown.

1. CLICK the **First** link, **Prev** link, **Next** link or **Last** link to navigate to multiple pages, OR:

2. CLICK the hyperlinked page number in order to jump to the page. In the example on the following page, the user may CLICK the number 2. The page number that the user is currently on, number 1 in the example displays as a bold number.

Viewing a Printable Version and Printing

The user has the ability to print information provided by the FAST application. The user may view a version suitable for printing that removes the navigation bars and shows all the data that the report contains.

1. CLICK the **View Printable Version** link. There are two links for **View Printable Version**, above and below the report table. The example may be found on the following page.

A new window appears, displaying a version suitable for printing.

An example of a printable version is displayed below.

The user has two options for printing the report.

To print using the Print hyperlink:

> **1.** CLICK the **Print** hyperlink.

To print according to the settings on the individual computer:

> **1.** CLICK **File** from the browser menu bar.
>
> **2.** SELECT **Print…** from the File menu and print according to the settings on the individual computer.

File	
New	▶
Open…	Ctrl+O
Edit	
Save	Ctrl+S
Save As…	
Page Setup…	
Print…	Ctrl+P
Print Preview…	
Send	▶
Import and Export…	
Properties	
Close	
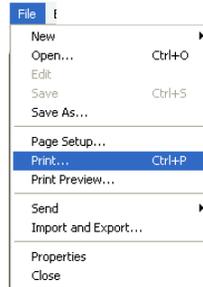
Printed reports are almost identical to what is seen online in the printable version, with just two differences. First, printed reports do not show the Internet browser bar that is visible online. Second, reports print out in a clear format that does not display row shading.

> **Note:**
> **View Printable Version** includes any data that is on a different page due to pagination. It may be a lengthy report and print several pages.
> CLICKING the Return to **Previous Screen** hyperlink, on the printable version, will return the user to the Selection page.

> **Note:**
> If the printed report does not fit on a portrait page, change the orientation to landscape by CLICKING the **File** menu, selecting **Page Setup…**, and selecting the **Landscape** radio button.

Downloading to Excel

Several *FAST Report* pages allow the user to download information shown on the page into Microsoft Excel in order to manipulate and save data.

> 1. CLICK the **Download to Excel** link. There are two links for **Download to Excel**, above and below the report table.

> **Note:**
> **Download to Excel** includes any data that is on a different page due to pagination.

2. A new window appears, prompting the user to either open the Excel report in a new window or save it to their computer.

   a) CLICK **Open** to open a new window showing the report data in an Excel spreadsheet.

   b) CLICK **Save** to select a directory on the computer to save the Excel spreadsheet.

If the user decides to save the report, the **Save As** window opens, prompting them to select the location on their computer in which to save the Excel spreadsheet. The **Save As** window is displayed below.
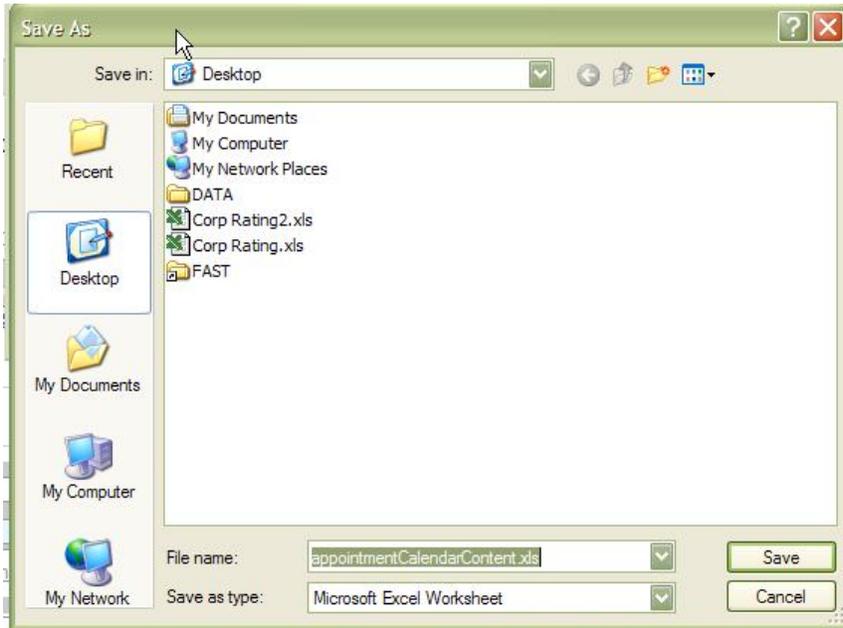
An example of a report that has been downloaded to Excel is displayed below.

1.3.2 Fields and Buttons

Select Date Range

Many pages use a date range as one of the search criteria. The date range search criteria include a **Date From** field followed by a **Date To** field. All dates must be entered in MM/DD/YYYY format, as seen below, and the **Date To** may not be earlier than the **Date From**. Some pages may only allow the user to select one particular day.
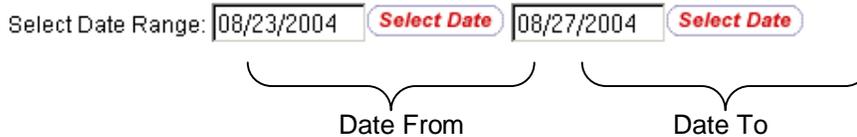
Note:
In the FAST functional areas, date range limitations differ depending upon the report. More detailed information about the date range is provided in the specific module.

Dates may be typed directly in the **Date Range** fields or selected from the date picker, as displayed below.

Using the Calendar

1. CLICK the **Calendar** icon to bring up the Date Picker. The current date will be selected on the calendar. The **Calendar** icon is displayed below.

2. VERIFY that the current month corresponds to the desired date range criteria.

3. If not, CLICK the arrows next to the month field. The left arrow shifts the calendar to the previous month, and the right arrow shifts the calendar to the next month. The calendar shifts in chronological order when using these arrows, meaning that the year automatically changes when navigating from December of one year to January of the next.

4. VERIFY that the current year corresponds to the desired date range criteria. If not, select the year to be entered in the Date field by CLICKING the arrows next to the month.

5. SELECT the desired day by CLICKING the number of the day to be entered into the Date field. Once the date is clicked, the full month, day, and year selected will display in the Date field.

Drop Down Boxes

Several pages in the FAST application use drop-down boxes to provide choices for the user to select as search criteria. Drop-down boxes show all available options for a particular field. The user is limited to one choice for each drop-down box. In the example below, the **State** drop-down box may be used to search for only one of the following: California, District of Columbia, Illinois, Indiana, Kentucky, Nevada, or Virginia.
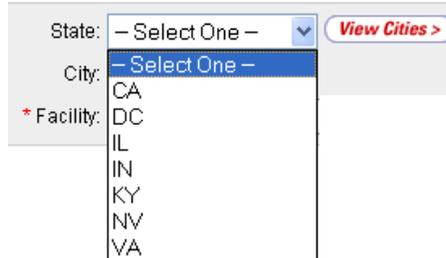
State: — Select One — View Cities >
City: — Select One —
* Facility: CA
DC
IL
IN
KY
NV
VA

Note:
For most of the FAST application the drop-down lists are defined by what facilities are available for Drop Ship.

1. CLICK the arrow on the right side of the box. This will display all available choices for that drop-down box.

2. Place the cursor over the desired word or phrase so it is highlighted and CLICK. The selection then displays in the field.

Note:
For a user more experienced with FAST, the keyboard shortcut for making selections from drop-down boxes is to type the first letter of the selection. This highlights the first option in the drop-down box beginning with that letter. The arrow keys may then be used to scroll up and down in the list.

In addition to the State drop-down box, there are many drop-down boxes found in FAST some include: District, Area, Report View, and Scheduler ID. Examples of these drop-down boxes are displayed on the following page.

Area ID: [dropdown]

All Areas
10 - Virginia
20 - Washington
30 - Midwest
4C - Eastern
50 - Nevada
90 - Southern California

Scheduler ID: -- Select One -- [dropdown]

-- Select One --
A10000000001 - Mailer 1
A10000000001 - Mailer 2

District ID: [dropdown]

All Districts
101 - Northern Virginia
201 - Northwest
301 - Southside
400 - Kentuckiana
501 - Northern Nevada
901 - Bay Area

* Report View: District Summary [dropdown]

Area Summary
Area Detail
District Summary
District Detail
BMCs
Plants
Delivery Units

Search Button

FAST displays a **Search** button on the Selection pages. The **Search** button is used to retrieve information corresponding to the selected search criteria. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Appointment Calendar Selection* page as indicated on the Left Navigation Bar. CLICKING the **Search** button next to the city retrieves all of the facilities associated with Virginia and populates the **Facility** drop-down box. Additionally, CLICKING the **Search** button next to the NASS Code retrieves all of the facilities associated with the ID and populates the **Facility** drop-down box.

Submit Button

FAST displays a **Submit** button on the Selection pages. The **Submit** button is used to retrieve information corresponding to the selected search criteria or to save new data entered into FAST. It may be found next to a drop-down box, next to a text box, or at the bottom of the page.

In the example displayed on the following page, the user is on the *Scheduler Report Selection* page as indicated on the Left Navigation Bar. CLICKING the **Submit** button next to the Report View retrieves the facility search box.

Cancel Button

FAST displays a **Cancel** button on the Selection pages. The **Cancel** button is used to return to the associated Landing page. It may be found at the bottom of the page.

In the example shown above, the user is on the *Scheduler Report Selection* page, as indicated on the Left Navigation Bar. CLICKING the **Cancel** button on the bottom of the page returns the user to the *Reports Landing* page.

1.3.3 Error Messages

Throughout the FAST application error messages may be displayed when the user enters incomplete or erroneous data. Some examples of generic error messages may be found on the following page. For more detailed error message information the user should go to the corresponding module.

- *The "start" date may not be after the "end" date*

- *Start Date – Not a valid date. Dates must be in MM/DD/YYYY format.*

1.4 Helpful Hints

- The user will be logged out of FAST after fifteen minutes of **inactivity**.

- Throughout FAST the **Scheduler ID** drop-down box will only populate with those IDs associated to the user.

- The **Left Navigation Bar** is not displayed within the Reports section in order to give the user greater visibility to the displayed report. An example is displayed on the following page.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Calendar

Return to Previous Screen

Selected Criteria

Facility: Merrifield P & D Center ()
Date Range: 10/15/2004 - 10/15/2004

Export options: Download into Excel | View Printable Version

Date last updated: 02/08/2005

Date	Total Schd. Appts.	Pallets					Cross Dock					Bedloaded Units				Total Units
		Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Containing Parcels	Containing Sacks	Containing Trays	Containing Bundles	Total	Parcels	Sacks	Trays	Bundles	
10/15/2004	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12
Total	15	3	11	7	0	21	9	3	6	12	30	0	9	0	3	12

Total (1 result)

Export options: Download into Excel | View Printable Version

Only considered Cross Dock when pallet presort levels are provided through Web Services. Presort levels must be provided for all pallets associated with an appointment, otherwise all pallets count against facility volume constraints.

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- * **Asterisks** on a Selection page designate a required field. In the example displayed below, the user is on the *Appointment Calendar Selection* page. The required fields on this page are date range and facility.

- The **Create** button may be found on all Report Selection pages. In the example displayed below, the user is on the *Appointment Calendar Selection* page. After entering in the required fields the user will CLICK the **Create** button to display the corresponding report.

- The **Facility** drop-down box will not automatically be populated. The user may search for a specific facility using the **State**, **State** and **City**, or **NASS Code** search options. An example with the facility search box highlighted is displayed below.

This page has been intentionally left blank.

2. Pre-Login

FAST users have information available to them without logging into the FAST application. The Pre-Login section includes:

2.1 Facilities
2.2 Reports
2.3 Resources
2.4 Origin Entry

The *FAST Pre-Login Welcome Page* is displayed below:
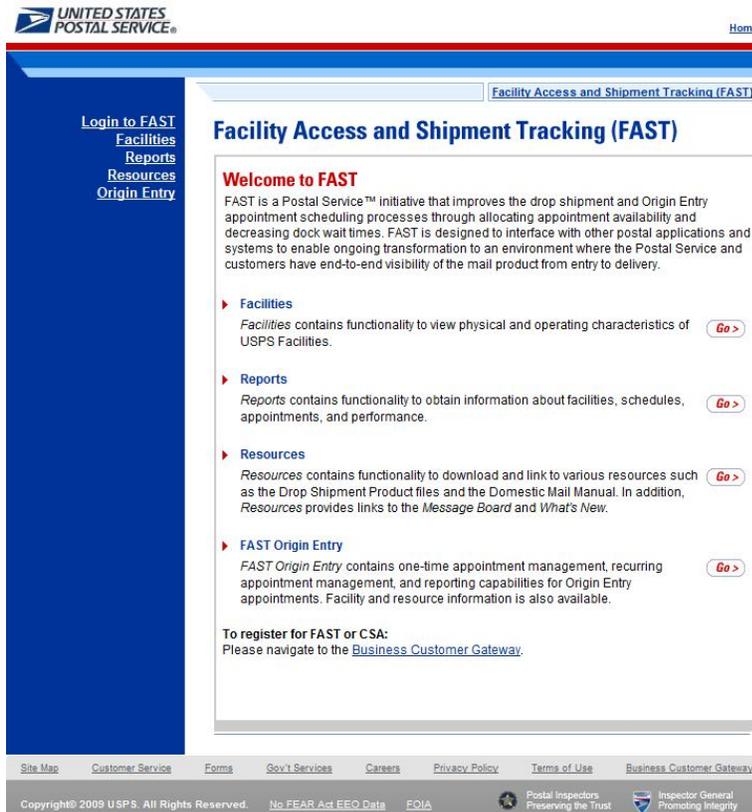
2.1 Facilities

The Facilities section contains functionality to view physical and operating characteristics of USPS Facilities. The following section is available pre-login to FAST:

2.1.1 Facility Profile – Describes how a user may view the Facility Profile information.

2.1.1 Facility Profile

Facility Profile information consists of the drop shipment contact information, physical characteristics and processing responsibilities for a given facility. The pre-login user may only view the information.

The *Facility Profile* section describes the processes for viewing the facilities information.

A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Facilities** link located in the "Important Information" section. The user is taken to the *Facilities Landing* page (described in module 4.0 - *Landing* pages) where the user may select the **Facility Profile** link, or associated Go> button to display the *Facility Profile Selection* page.

The *Facility Profile Selection* page will provide three different search options. The user can search for facilities by areas, districts, or by facility.

The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

* *Search By;*	Drop-down box containing search options.
Submit button	Retrieves the search option to find a facility.
Search button	Retrieves the facility associated with the search option and displays it in the results table.
Cancel button	Navigates user to *Facilities Landing* page.
Return to Previous Screen	Navigates user to previous screen.

The *Facility Profile Selection* page is displayed below.
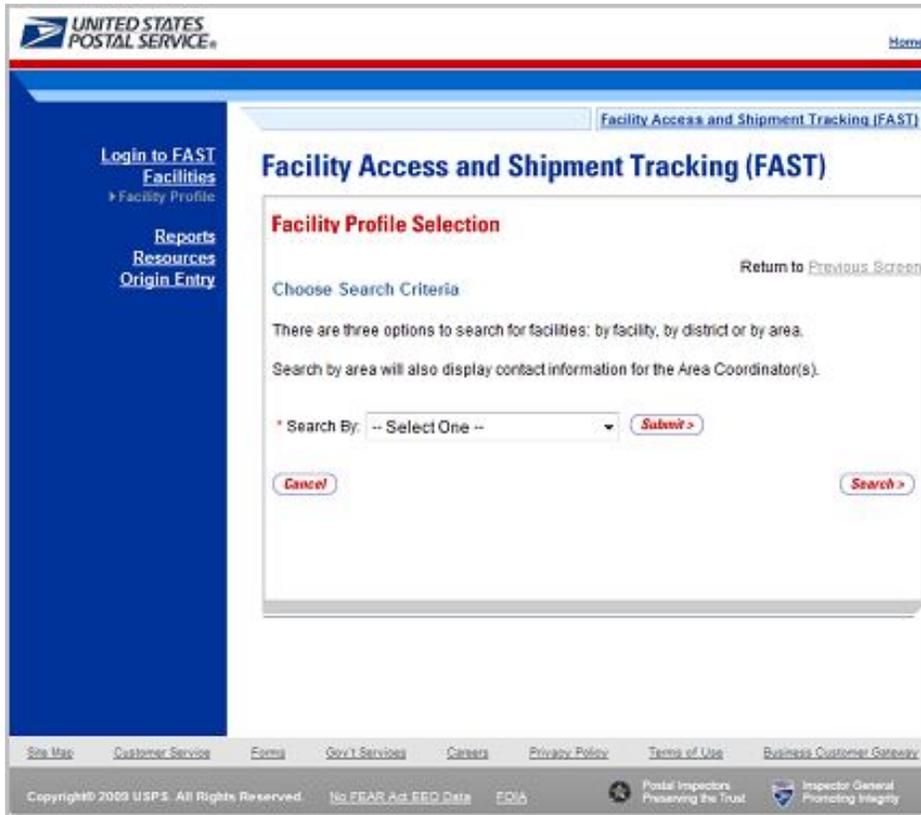
The *Facility Profile Selection* page contains three search options and is outlined below:

2.1.1 Search by Facility
2.1.2 Search by Area
2.1.3 Search by District

2.1.1 Search by Facility

To view the profile of a facility, search for a facility by one of the following three ways:

1. SELECT "Facility" from Search by drop-down box and CLICK the Submit button

To search by state and city:

1. SELECT a state from the **State** drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Search** button to populate the table with the retrieved facilities

To search by NASS Code:

1. INPUT the three to five character NASS Code in the **NASS Code** text box

2. CLICK the **Search** button to populate the table with the retrieved facilities

To search by Facility Name:

1. ENTER the facility name in the **Facility Name** text box

2. CHECK **Exclude Delivery Units** checkbox, if applicable

3. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	The three to five character NASS Code associated with requested facility (Only shown for Facilities active in FAST).
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key	Displays dropsite key of the facility.
Address	Street of where the facility resides.

City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Information	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
Return to Previous Screen	Navigates user to previous screen.

The *Facility Profile Selection* section is displayed on the following page. Clicking on the Facility Name hyperlink will bring you to the complete facility profile.

Once the search results are displayed on the *Facility Profile Selection* page, the user can click on the facility hyperlink to access additional information for the facility such as: alternate drop ship coordinator information, holidays, and additional information on type of mail the facility is accepting and redirecting (reference section 2.1.4 – *Facility Profile*).

2.1.2 Search by Area

A user can search for a facility by an area from *the Facility Profile Selection* page. The user will navigate the Search By drop-down box and select an area from the Area ID drop-down box. A snapshot of this page is displayed below.

To search by Area:

a. Select "By Area" in the Search By drop-down box

b. CLICK the **Submit** button

c. Select an area from the "Area ID" drop-down box

d. CLICK the **Search** button to populate the table with the retrieved facilities

A snapshot of the page is shown below.

Note:

A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.

A user choose to only view BMEU Facilities by checking the Only Show BMEU Facilities checkbox

Area Coordinator contact information will be displayed when user searches by Area.

The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	Three to five character NASS Code associated with requested facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
District column	District where the associated facility is located.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	Displays dropsite key associated with facility.
Address	Street where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP Code column	Nine-digit ZIP Code where the facility resides.

Drop Ship Coordinator Contact Info	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
The description below describes the Area Contacts Grid. It is displayed only when searching for a facility by Area.	
Name	*Displays name of Area Contact*
Phone Number	*Displays phone number of Area Contact*
E-Mail	*Displays e-mail of Area Contact*
Return to Previous Screen	Navigates user to previous screen.

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Home

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Login to FAST
Facilities
▶ Facility Profile

Reports
Resources
Origin Entry

Facility Profile Selection

Return to Previous Screen

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

* Search By: Area ▼   (Submit >)

* Area ID: 4B - Northeast (B) ▼

☐ Exclude Delivery Units
☐ Only Show BMEU Facilities

(Cancel)   (Search >)

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NASS Code	Facility Name	Facility Type	District	BMEU	Dropsite Key	Address	City
	65TH INFANTRY	Delivery Unit	006-Caribbean	No	SV17283	100 CALLE ALONDRA	SAN JUAN
	ADJUNTAS	Delivery Unit	006-Caribbean	No	PV17135	37 CALLE MUNOZ RIVERA	ADJUNTAS
	AGUADA	Delivery Unit	006-Caribbean	No	PV17136	5 AVE NATIVO ALERS	AGUADA
	AGUADILLA	Delivery Unit	006-Caribbean	No	PV17137	50 CARR 459 STE 1	AGUADILLA
	PATILLAS	Delivery Unit	006-Caribbean	No	PV17241	101 CARR 3	PATILLAS
	PENUELAS	Delivery Unit	006-Caribbean	No	PV17242	100 CARR 132	PENUELAS

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The following are the Area Coordinators for 4B - Northeast (B) area:

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Name	Phone Number	E-mail
EILEEN RICHER	860-285-7070	eileen.a.richer@usps.gov
JOHN PRISCO	201-714-6593	john.1.prisco@usps.gov
LINDA MARKER	860-285-7130	linda.j.marker@usps.gov
STEVEN MARTIN	802-296-3247	STEVE.R.MARTIN@usps.gov
		Total (4 results)

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2.1.3 Search by District

A user can search for a facility by district from *the Facility Profile Selection* page.

To search by District:

1. Select "By District" in the Search By drop-down box
2. CLICK the **Submit** button
3. Select a district from the "District ID" drop-down box
4. CLICK the **Search** button to populate the table with the retrieved facilities

Note:

By checking the Exclude Delivery Units Box, a user can exclude Delivery Units from the search.

A snapshot of the Facility Profile Selection page is displayed on the following page.

The *Facility Profile Selection* page refreshes with the facility associated to the specified search criteria displayed in a table. The additional fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

NASS Code	Three to five character NASS Code associated with requested facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	Displays dropsite key associated with facility.
Address	Street of where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP Code column	Five- or nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Contact Info	Displays Name, Phone Number and Email for the Drop Ship Coordinator.
24 Hour Number	24 Hour phone number for the facility (Not required for delivery units).
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).
Return to Previous Screen	Navigates user to previous screen.

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Facilities
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Facility Access and Shipment Tracking (FAST)

Facility Profile Selection

Return to Previous Screen

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

* Search By: District ▾ (Submit >)

* District ID: 100 - New York ▾

☐ Exclude Delivery Units
☐ Only Show BMEU Facilities

(Cancel)   (Search >)

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NASS Code	Facility Name	Facility Type	BMEU	Dropsite Key	Address	City	State	ZIP Code
	212 LENOX HILL ANNEX	Delivery Unit	No		909 3RD AVE OFC	NEW YORK	NY	10022999
	26 FEDERAL PLAZA STATION	Delivery Unit	No	S008965	26 FEDERAL PLZ LBBY 1	NEW YORK	NY	10278999
	ALLERTON	Delivery Unit	No	SV11871	2815 WHITE PLAINS RD	BRONX	NY	10467999
	ANSONIA FINANCE STATION	Delivery Unit	No	SV1A404	178 COLUMBUS AVE	NEW YORK	NY	10023999
100	NEW YORK	Plant	Yes	EV19160	341 9TH AVE RM 918	NEW YORK	NY	10199970
	OAK POINT	Delivery Unit	No	SV15165	633 SAINT ANNS AVE	BRONX	NY	10455999
	OLD CHELSEA STATION	Delivery Unit	No	SV15197	217 W 18TH ST	NEW YORK	NY	10011999
	PARCEL POST ANNEX	Delivery Unit	No	4008557	909 3RD AVE STE 300	NEW YORK	NY	10022935
	PARK WEST FINANCE	Delivery Unit	No	SV15315	700 COLUMBUS AVE FRNT 5	NEW YORK	NY	10025999
	PARKCHESTER	Delivery Unit	No	SV15317	1449 WEST AVE	BRONX	NY	10462999
	PARKWAY	Delivery Unit	No	SV15323	2100 WHITE PLAINS RD FRNT 3	BRONX	NY	10462999
	PATCHIN	Delivery Unit	No	SV15325	70 W 10TH ST	NEW YORK	NY	10011999
	PECK SLIP STATION	Delivery Unit	No	SV15343	1 PECK SLIP	NEW YORK	NY	10038999
	PETER STUYVESANT STATION	Delivery Unit	No	SV15371	432 E 14TH ST	NEW YORK	NY	10009999

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◂ [_____ " _____] ▸

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From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

2.1.4 Facility Profile

From the *Facility Profile Selection* page, the facility profile can be accessed by clicking the hyperlink of the facility. The facility profile information includes: facility information, drop ship coordinator information, alternate drop ship coordinator information, hours of operation, drop ship hours, directions, holidays, and other important information. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Facility Information Section	
Holiday button	Retrieves facility holiday information.
Additional Information button	Retrieves additional information about the facility, including default processing responsibilities and redirections.
Return to Previous Screen	Navigates user to previous screen.
Name	The full name of the facility.
Address	The street address of the facility.
City	The city where the facility resides.
State	The state code where the facility resides.
ZIP + 4	Nine-digit ZIP Code where the facility resides.
District	The code and name of the district where the facility resides.
Area	The code and name of the area where the facility resides.
Locale Key	The locale key of the facility.
Surface Visibility Site	Indicates Yes if the Surface Visibility will be used at the Site and No if it will not be used at the site.
Facility Rating On	Indicates Yes if appointments and schedulers are subject to rating at that facility and No if they are not.
Active in FAST	Indicates Yes if the facility active in FAST or No if the facility is not active in FAST.
NASS Code	The three to five character NASS Code of the facility.
Drop Shipment Contact Information	
Contact Name	Name of the primary contact person of the drop shipment facility.
Hours of Availability	Time range to reach the drop shipment contact person.

Phone Number	Phone number at the facility for the contact person.
FAX Number	FAX number at the facility for the contact person.
Email Address	Email address of the contact person.
Alternate Drop Shipment Coordinator Information	
Contact Name	Name of the alternate contact person of the drop shipment facility.
Hours of Availability	Time range to reach the alternate contact person.
Phone Number	Phone number at the facility for the alternate contact person.
FAX Number	FAX number at the facility for the alternate contact person.
Email Address	Email address of the alternate contact person.
Alternate Drop Ship Contact Information	
24 Hour Number	Phone number to reach the facility at any time of the day.
Drop Shipment Hours and Hours of Operation	
Day	*Day of the Week for Drop Ship Hours and Hours of Operation*
Date	*Date of Drop Ship Hours and Hours of Operation*
Drop Ship Hours	*Hours the facility accepts drop shipments for each day of the week*
Hours of Operation	*Hours the facility is open and staffed for each day of the week*
Supplemental Facility Information	
Facility Directions	Directions to the Facility.
Comments	Any additional information relevant to the facility.
Facility Dock	Height, width, and depth of the facility dock.
Facility Yard Information	Truck length a facility can accommodate and the truck maneuverability within the facility (length, width, surface type).

The *Facility Profile* page is displayed on the following page.

From the *Facility Profile* page, the user may CLICK the *Additional Information* button to view additional information about the facility.

The table below describes the fields and buttons found on the *Facility Profile—Additional Information* page. Following the table and a note is a snapshot of the page for facilities additional information.

Facility Name	
Name and ID of Facility provided.	
"Facility Name" is the main processing facility for:	
ZIP/Carrier Route Serviced	Default processing responsibilities for the facility.
"Facility Name" is also accepting the following mail:	
CIN Group	Lists the CIN Group or Groups that are redirected to this facility from other facilities.
Pallet Code	Y = Yes, redirection applies to palletized mail. N = No, redirection applies to non-palletized mail
Discount	Lists the destination discount associated with the redirection.
ZIP/Carrier Route Serviced	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
Effective Dates	Lists effective dates of the redirection.
Truck Length	Indicates if the redirection applies only to specific truck lengths.
"Facility Name" is directing mail to the following facilities:	
Facility Name	Displays name of facility to which mail is being redirected.
CIN Group	See above.
Pallet Code	See above.
Discount	See above.
ZIP/Carrier Route Serviced	See above.
Effective Dates	See above.
Truck Length	See above.
Return to Previous Screen	Navigates user to previous screen.

Note:
The ZIP/Carrier Route Serviced column only includes ZIP/Carrier Routes that are within the effective date range. If the effective end date for the specific ZIP/Carrier Route has passed, it will not be displayed regardless of whether it is within grace period. If the current date is before the effective start date for a specific ZIP, the ZIP will not be displayed for the ZIP/Carrier Routes Serviced.

The *Additional Information* page is displayed on the following page:

Additional Note:

If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS Post Office Locator homepage.

FAST Coordinators may also enter directions in the comments section.

2.2 Reports

The Reports section allows the user to create and view USPS reports. The following sections are available pre-login to FAST:

2.2.1 Appointment Calendar – Describes how a user may create and view an Appointment Calendar report.

2.2.2 Closeout Data Report – Describes how a user may create and view the Closeout Data Report

2.2.3 Mail Direction Report – Describes how a user may create and view the Mail Direction Report

2.2.4 Holiday and Contingency Report – Describes how a user may view which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints.

2.2.1 Appointment Calendar

The *Appointment Calendar* displays all appointment count data for a selected facility and scheduled drop date. The *Appointment Calendar* section describes the processes for viewing the *Appointment Calendar*.

The *Appointment Calendar* is accessible from two points in FAST, from the *Welcome* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Reports** link located in the "Important Information" section. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page.

 The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box.
City	Drop-down box listing all cities within the selected state with postal facilities.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
Facility	Drop-down box containing the facility(s) located in the specified city and state.
Report View	Drop- down box containing two options to view report.
Submit button	Retrieves the appointment count data for the specific date range based on the

	entered criteria and displays the *Appointment Calendar*.
Cancel button	Returns user to *Reports* navigation page.
Create button	Retrieves Appointment Calendar report based on selected criteria.

The *Appointment Calendar Selection* page is displayed below.
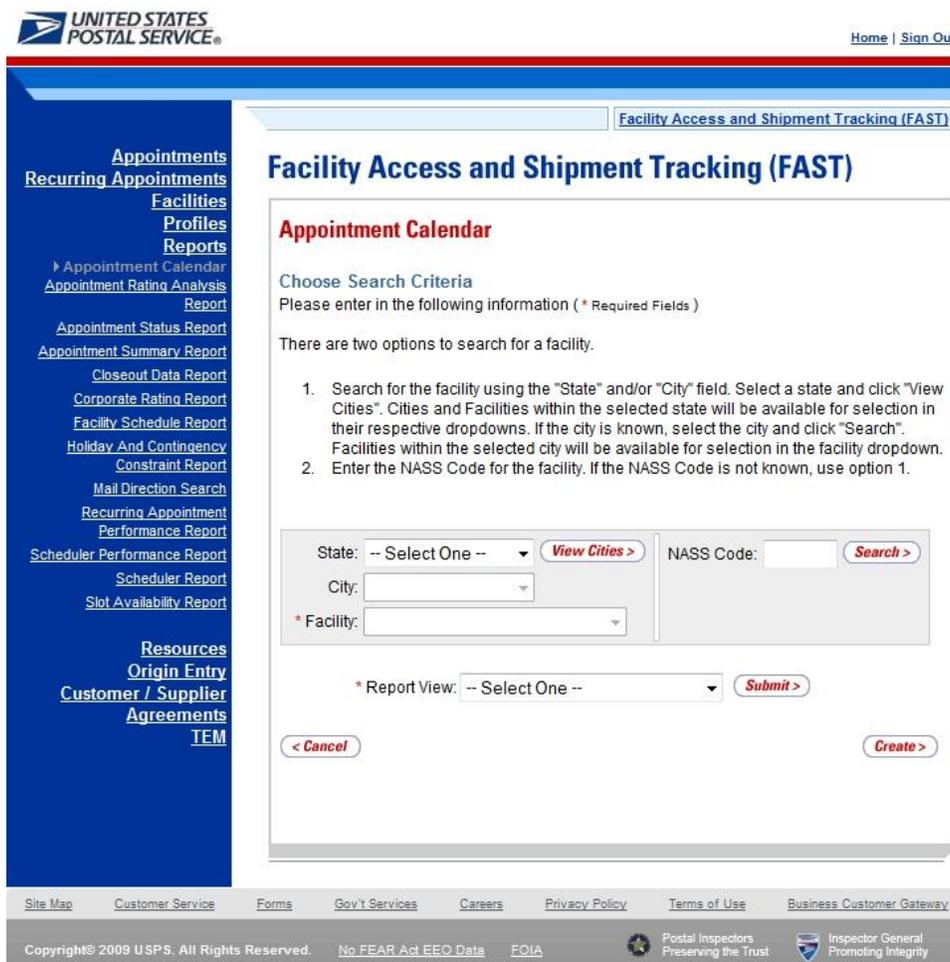
From the Appointment Calendar Selection page, the user may view the appointment information depending on two views; Calendar View and Date Range View.

To search by Calendar View:

1. SEARCH for a specific facility by one of the following two ways:

    To Search for a Facility by State and City:

    a. SELECT a **State** from the drop-down box

    b. CLICK the **View Cities** button

    c. SELECT a city from the **City** drop-down box

    d. CLICK the **Search** button

> *To Search for a Facility by NASS Code:*
>
> **a.** ENTER the three to five character **NASS Code** in the text box
>
> **b.** CLICK the **Search** button

2. ENTER the **Selected Month**

3. CLICK the **Create** button

The *Appointment Calendar – Calendar View* page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Month	A month with an arrow that allows the user to switch months.
Calendar	A calendar is used to display appointment and pallet counts in a calendar view.
Total Appts	The total number of appointments for the facility.
Palletized	The total number of palletized appointments for the facility.
Bedloaded	The total number of bedloaded appointments for the facility.
Total Pallets	The total number of pallets for the facility.
Periodicals Appts	The total number of Periodicals appointments for the facility.
Perishable Appts	The total number of Perishable appointments for the facility.
Cross Dock Pallets	The total count of cross docked pallets for the facility.
Recurring Appts	The total number of Recurring appointments for the facility.
Return to Previous Screen	Navigates user to previous screen.

To search by Date Range View:

1. SEARCH for a specific facility by one of the following two ways:

   To Search for a Facility by State and City:

   a. SELECT a **State** from the drop-down box

   b. CLICK the **View Cities** button

   c. SELECT a city from the **City** drop-down box

   d. CLICK the **Search** button

   To Search for a Facility by NASS Code:

   a. ENTER the three to five character **NASS Code** in the text box

   b. CLICK the **Search** button

2. Report view to **Date Range View**

3. CLICK **Submit** button

4. ENTER the **Date Range**

5. SELECT **Mail Class(es)**

6. CLICK the **Create** button

Note:
The Start Date may not exceed 30 days prior to today's date.

The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).

The *Appointment Calendar* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the *Appointment Calendar* page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments.
Total Scheduled Appointments	The total scheduled appointments on a given date.
Mail Class	Displays details by specified mail class.
Count of Pallets Containing- Parcels	The total scheduled count of pallets containing parcels.
Count of Pallets Containing- Sacks	The total scheduled count of pallets containing sacks.
Count of Pallets Containing- Trays	The total scheduled count of pallets containing trays.

Count of Pallets Containing- Bundles	The total scheduled count of pallets containing bundles.
Count of Pallets Containing- Total	The total scheduled count of pallets.
Cross Dock Containing- Parcels	The total scheduled count of cross docked pallets containing parcels.
Cross Dock Containing- Sacks	The total scheduled count of cross docked pallets containing sacks.
Cross Dock Containing- Trays	The total scheduled count of cross docked pallets containing trays.
Cross Dock Containing- Bundles	The total scheduled count of cross docked pallets containing bundles.
Cross Dock Containing- Total	The total scheduled count of cross docked pallets.
Bedloaded- Parcels	The total scheduled count of parcels on the bedload appointment.
Bedloaded- Sacks	The total scheduled count of sacks on the bedload appointment.
Bedloaded- Trays	The total scheduled count of trays on the bedload appointment.
Bedloaded - Bundles	The total scheduled count of bundles on the bedload appointment.
Bedloaded- Total Units	The total scheduled count of units on bedload appointments.

The *Appointment Calendar* page is displayed on the following page.

2.2.2 Closeout Data Report

The *Closeout Data Report* displays the appointment information for the entered appointment IDs. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page.

The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down box containing two methods to retrieve reports: By appointment or facility.
Submit button	Retrieves the search option to create a closeout data report.

Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page displayed below.

2.2.2.1 Create Report by Appointment ID

The fields and buttons on the *Closeout Data Report Selection* page are described below when searching by appointment ID. A snapshot of the page is displayed after the field description.

Appointment ID	Provides a field for the user to enter the desired Appointment ID(s). Up to 10 appointment IDs or Shipper Appointment Request (SARs) can be entered.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

The user may view closeout information by performing the following steps:

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create**

The *Closeout Information Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID for which you wish to view closeout information.
Status	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
Facility Name	The Facility Name associated with the appointment.
NASS Code	The three to five character NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload End Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Identifies if content in the appointment was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility.
Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

A snapshot of the *Closeout Data Report* page is on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Closeout Data Report

Return to Previous Screen

Selected Criteria

Facility Name: NEW YORK

NASS Code: 100

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Mail Integrity Code Legend : AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

Mail Class Code Legend : PS-Package Services, PER-Periodicals, STD-Standard, N/C-No Content

For best results, download this report into Excel and print in 'Landscape' mode.

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Appointment ID	Status	CRID	Scheduler ID	Scheduler Name	Mail Owner	Mail Preparer	Publication Name	Facility Name	NASS Code	Appointment		Arriv
										Date	Time	Date

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2.2.2.2 Create Report by Facility

A user can also view the closeout data of all appointments

The fields and buttons on the *Closeout Data Report Selection* page are described below when searching by facility. A snapshot of the page is displayed after the field description.

Search By:	Drop-down box containing Appointment ID and Facility.
Submit	Refreshes the Closeout Data Report Search Criteria page with the appropriate fields.
State	Drop- down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the City drop-down box. Only cities with postal facilities that show in FDB will be returned.
City	Drop-down box listing all cities within the selected state with postal facilities that show in FDB.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
Facility	Drop-down box containing facilities for a selected city.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the closeout information.

To view by facility, search for a facility by one of the following two ways:

To search by state and city:

1. SELECT a state from the **State** drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Create** button to populate the table with the retrieved facilities

To search by NASS Code:

1. INPUT the three to five character NASS Code in the **NASS Code** text box

2. CLICK the **Search** button

3. CLICK the **Create** button to populate the table with the retrieved facilities

The *Closeout Information Report* page opens, displaying the closeout information for the specified facilities. The fields and buttons on the *Closeout Data Report Selection* page are described below.

Appointment ID	The Appointment ID associated with the selected criteria.
Status	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
Facility Name	The Facility Name associated with the selected criteria.
NASS Code	The three to five character NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time.
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload Start Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Indicates if the appointment had containers that were scanned by Surface Visibility.
Scheduled Pallet Count	Identifies the number of pallets expected to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces/units expected to arrive on an appointment.
Actual Bedload Count	Identifies the percentage of actual to scheduled bedloaded mail pieces/units recorded at closeout of an appointment.

2.2.3 Mail Direction Search

The *Mail Direction Search* is used to search for destination discount drop entry points. Users can search based on three report views that include Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View gives users the ability to search for default drop entry points as well as redirections. The Drop Entry Point View allows users to search for drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single Label List.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria page*. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user has made their selection, and CLICKS the Create button, the page is refreshed with the selected report view.

The fields and buttons on the *Mail Direction Criteria Search* page are described below. A snapshot of the page is displayed after the field description.

*Report View	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
Cancel button	Displays the Reports Landing page.
Create button	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the *Mail Direction Search Criteria* page is displayed below.

2.2.3.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.

The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

Modified	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
Effective Date Range	Drop-down box containing date range options in which the redirection is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
Palletized	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Show Combined ZIP/CRIDS	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
Show Results For	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
Show Truck Length Redirections Only	Checkbox to indicate whether to display truck length requirements for redirections.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Default and Redirections View page* is displayed on the following page.

> **Note**:
>
> The Content Zip Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.
>
> If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.
>
> If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

2.2.3.2 Drop Entry Point View

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of default drop entry points and redirections. After the user has selected Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be pre-populated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.

The fields and buttons on the *Mail Direction Search – Drop Entry Point View page* is described below. A snapshot of the page is displayed after the field description.

Field	Description
*Modified	Drop-down box containing date range options in which the drop entry point was last modified.
*Effective Date Range	Drop-down box containing date range options in which the drop entry point is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
*Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
*Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
*Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
*Palletized	Drop-down box allowing the user to search for drop entry points based on whether the mail is palletized, bedloaded, or both.
Show Address	Checkbox to choose if the address for the Facility will be shown on the report.
Show Combined	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped

ZIP/CRIDS	for display or will be listed on individual lines.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Drop Entry Point View page* is displayed below.

Note:

The Content Zip Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

Drop Entry Points for the same mail at different locations will be grouped together in shades of grey.

2.2.3.3 Label List View

The Label List View gives users the ability to search for default drop entry points or redirections for a single or multiple Labels within a single Label List where destination discounts can be claimed. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable Label List from the drop-down menu and click the submit button so that the Label drop down menu is populated with the corresponding Labels for the Label List.

The fields and buttons on the *Mail Direction Search – Label List View page* is described below. A snapshot of the page is displayed after the field description.

*Label List	Drop-down box containing Label List options which include the Label List Name and Code.
Submit button	Button used to populate the Label drop-down list for a selected Label List option.
*Label	Drop-down box containing Label options that correspond to the Label List option selected.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

A snapshot of the *Mail Direction Search – Label List View page* is displayed below.

2.2.4 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.

The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
*Report View	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
Submit button	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
*Area ID	If the user searches by Area: Drop-down box listing all area options.
District ID	If the user searches by District: Drop-down box listing all district options.
Exclude Delivery Unit checkbox	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
State	Only displays when user searches by Facility: Drop-down box listing all state options.
View Cities button	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
Search button	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
Search button	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
Facility	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

The *Holiday and Contingency Constraints Report Selection* page is displayed below.

Note:
The Start Date must be greater than or equal to the current date.
The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.

From the *Holiday and Contingency Constraints Report Selection* page, the user may view the holiday and contingency information by one of four ways:

To Search for holiday and contingency constraints information by Area:

1. ENTER the **Date Range**

2. SELECT 'by Area' from the **Report View** drop-down box

3. CLICK the **Submit** button

4. SELECT an area in the **Area ID** drop-down

5. CLICK the **Create** button

To Search for holiday and contingency constraints information by District:

1. ENTER the **Date Range**

2. SELECT 'by District' from the **Report View** drop-down box

3. CLICK the **Submit** button

4. SELECT an district in the **District ID** drop-down

5. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by state and city:

1. ENTER the **Date Range**

2. SELECT 'by Facility' from the **Report View** drop-down box

3. CLICK the **Submit** button

4. SELECT a **State** from the drop-down box

5. CLICK the **View Cities** button

6. SELECT a city from the **City** drop-down box

7. CLICK the **Search** button

8. SELECT a facility from the **Facility** drop-down box

9. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by NASS Code:

1. ENTER the **Date Range**

2. SELECT 'by Facility' from the **Report View** drop-down box

3. CLICK the **Submit** button

4. ENTER the three to five character **NASS Code** in the text box

5. CLICK the **Search** button

6. SELECT a facility from the **Facility** drop-down box

7. CLICK the **Create** button

The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

NASS Code	The three to five character NASS Code associated with the selected criteria.
Facility Name	The Facility Name associated with the selected criteria.
Date	Date of when Holiday and Contingency Constraint is in effect.
Constraint Type	The type of constraint (Holiday or Contingency).
Drop Shipment Hours	The times the associated facility is accepting Standard and Package Service Drop Shipments.
Hours of Operation	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.

The *Holiday and Contingency Constraints Report* page is displayed below:

A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

2.3 Resources

The *Resources* section contains functionality to download and link to various resources such as the Drop Shipment Product files and the Domestic Mail Manual. In addition, *Resources* provides links to the *Message Board* and *What's New*. The following sections are available pre-login to FAST:

2.3.1 Reference Documents – Describes how a user may access the FAST User Guide, Customer Web Based Training, PS Forms 8125, Publication 804, and Domestic Mail Manual.

2.3.2 Drop Ship Product File Download - Describes how a user may download the different Drop Ship Product Files.

2.3.3 Label List Files Download - Describes how a user may download the Label List Files.

2.3.4 Message Board – Describes how a user may access the FAST Message Board.

2.3.5 What's New Board – Describes how a user may access the What's New Board.

2.3.6 View CIN List – Describes how a user may access the View CIN List page**.**

2.3.7 View CIN Group List – Describes how a user may access the View CIN Group List page.

2.3.8 Mail Transport Equipment Returns Request – Describes how a user may access the MTE Return Request page.

The user may access the processes associated with the above sections from the *FAST Login* page (described in module 4.0 - *Landing pages*) before logging into the application.

2.3.1 Reference Documents

The *Reference Documents* section describes the following processes:

2.3.1.1 Release Notes
2.3.1.2 Customer Job Aids
2.3.1.3 Customer Web based Training
2.3.1.4 Mailer Rating Information
2.3.1.5 Download User Guide
2.3.1.6 Link to Publication 804
2.3.1.7 Link to Domestic Mail Manual
2.3.1.8 Link to PS Forms 8125

The user may access the processes associated with the above sections from the *FAST Welcome* page by CLICKING the **Resources** link. The Resources link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing pages*) where the user may CLICK either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

2.3.1.1 Release Notes

The Reference Documents section includes links to release notes, allowing the user to download release notes for a specific date.

The Reference Documents page is displayed below with the Release Notes section highlighted.

Facility Access and Shipment Tracking (FAST)

Login to FAST
Facilities
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▶ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

2.3.1.2 Customer Job Aids

The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association, Creating Drop Ship Appointments Guide, Creating Origin Entry Appointments Guide, Facility Profile, Managing Drop Ship Appointments Guide, Managing Origin Entry Appointments Guide, FAST Appointment Container Association Quick Reference Guide , Appointment Shell, Formatting and Printing Reports, Joint Scheduling, Mail Direction Report, PostalOne! Customer Registration, Preferred Publications, Resolution and Internet Browser Settings, Web Services Overview, Customer / Supplier Agreements, Business Customer Gateway Instructions – Dock Handout, Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users.*

- **Customer Supplier Agreements – eDoc Association –** this document contains useful information around correctly mapping CSA information from FAST to eDocs. Sample scenarios outlining the proper use of the letter 'P' for the Critical Acceptance Time (CAT) for CSAs are provided.
- **Creating Drop Ship Appointments Guide –** this document contains instructions to help the user create drop ship appointments in FAST.
- **Creating Origin Entry Appointments Guide -** this document contains instructions to help the user create Origin Entry appointments in FAST.
- **Facility Profile Information –** this document contains useful information that the user may obtain from the Facility Profile in FAST.
- **Managing Drop Ship Appointments Guide –** this document contains instructions to help the user manage drop ship appointments in FAST.
- **Managing Origin Entry Appointments Guide –** this document contains instructions to help the user manage Origin Entry Appointments in FAST.
- **Appointment Shell –** this document contains instruction to help the user understand the impact of creating and cancelling appointment shells. The user is given instructions for creating drop ship one-time and recurring appointment shells as well as Origin Entry JIT One-Time and JIT Recurring appointment shells.
- **Customer / Supplier Agreements –** this document contains instructions to help the user understand the navigation and various sections of the CSA module.
- **FAST Appointment Container Association Quick Reference Guide –** this document contains instruction to help the user understand the appointment container association process, Full-Service appointment scheduling options and best communication approach for their business process.
- **Formatting and Printing Reports** – this document contains instructions to help the user properly format and print reports.
- **Joint Scheduling** – this document contains instructions to help the user understand and create a joint scheduling appointment.
- **Mail Direction Report** – this document contains instructions to help the user search for default drop entry points and redirections.
- ***PostalOne!* Customer Registration** – this document contains instructions to guide the user in registering with PostalOne! and gaining login access to FAST.
- **Preferred Publications –** this document contains instructions to help users select and save their regularly used publications.
- **Resolution and Internet Browser Settings** – this document will help the user adjust their screen resolution and browser settings. This will ensure that the FAST application displays and works correctly on the user's computer.
- **Web Services Overview** – this document contains an introduction to the features and benefits associated with Web Services.
- **Business Customer Gateway Instruction – Dock Handout –** this document contains instructions to guide the user in registering for FAST, CSA and other services in the Business Customer Gateway.
- **Business Customer Gateway – New Users –** this document contains instructions to guide the user in registering for FAST in the Business Customer Gateway.

- **Business Customer Gateway – Existing Users –** this document contains instructions to guide the user with the new Business Customer Gateway.

All the files are available in Adobe PDF format. To download any of the files, user simply right-clicks the desired link and selects "Save Target As…" A pop-up dialog will display asking the user to select where the file will be saved. Once the destination is determined, user clicks "Save" and waits for the download to complete.

The *Reference Documents* page is displayed below with the Customer Job Aids section highlighted.

UNITED STATES
POSTAL SERVICE ®

Home

Facility Access and Shipment Tracking (FAST)

Login to FAST
Facilities
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**

Pre-Release Notes 11/07/2010

Release Notes 05/23/2010

Release Notes 08/15/2010

Release Notes 04/11/2010

Release Notes 03/28/2010

Post-Release Notes 03/28/2010

Release Notes 03/14/2010

Release Notes 11/15/2009

Release Notes 10/18/2009

Release Notes 08/16/2009

▶ **Customer Job Aids:**

Creating Drop Ship Appointments Guide (PDF)

Creating Origin Entry Appointments Guide (PDF)

Facility Profile Information (PDF)

Managing Drop Ship Appointments Guide (PDF)

Managing Origin Entry Appointments Guide (PDF)

FAST Appointment Container Association Quick Reference Guide (PDF)

Appointment Shell (PDF)

Formatting and Printing Reports (PDF)

Joint Scheduling (PDF)

Mail Direction Report (PDF)

PostalOne! Customer Registration (PDF)

Preferred Publications (PDF)

Resolution and Internet Browser Settings (PDF)

Web Services Overview (PDF)

Customer / Supplier Agreements (PDF)

Business Customer Gateway Introduction - Dock Handout (PDF)

Business Customer Gateway - New Users (PDF)

Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**

Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**

Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**

Mailer Rating Introduction (PPT)

Mailer Rating Appointment Rating Process (PPT)

Mailer Rating Reports (PPT)

Mailer Rating Review (PPT)

▶ **Download FAST Drop Shipment User Guide (Version 14):**

FAST Drop Shipment Customer User Guide (PDF)

FAST Drop Shipment Customer User Guide (HTML)

FAST Drop Shipment Customer User Guide (ZIP)

▶ **Download FAST Origin Entry User Guide (Version 2):**

FAST Origin Entry Customer User Guide (PDF)

FAST Origin Entry Customer User Guide (HTML)

FAST Origin Entry Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**

Drop Ship Delivery Unit Hours File (EXCL)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**

Publication 804

▶ **Domestic Mail Manual:**

Domestic Mail Manual

▶ **PS Forms (8125):**

PS Forms Page

Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**

Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

2.6.2 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course is available for drop ship and Origin Entry and can be downloaded and run on any computer with a compatible browser.

To download the training course, the user simply clicks on the Customer Web Based Training Course link. A pop-up dialog will appear. The user should click "Save" and select a destination directory. The download may take several minutes as this is a fairly large module (about 26MB). Once the file is downloaded the user should locate the file on their computer using Windows Explorer. The user should right-click on the file and select "Extract to here" (the actual process of extracting/un-zipping files may vary depending on the type of extracting utility installed on the user's computer). The files will extract and create a new directory called "Customer FAST Training Course." The user should navigate to that directory. To start the training course the user double-clicks the file called "Start Here."

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.

UNITED STATES
POSTAL SERVICE®

Home

Facility Access and Shipment Tracking (FAST)

Login to FAST
Facilities
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

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Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

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Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▶ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.
Download Adobe Acrobat PDF Reader

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

2.3.1.4 Mailer Rating Information

Mailer Rating information is a series of teleconference presentations designed to educate the user on Mailer Rating rules, Appointment Rating process, and associated reports. The following teleconference presentations are available:

- Mailer Rating Introduction
- Mailer Rating Appointment Rating Process
- Mailer Rating Reports
- Mailer Rating Review

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.

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Origin Entry

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Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▸ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▸ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

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Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▸ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▸ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▸ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▸ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▸ **Publication 804:**
Publication 804

▸ **Domestic Mail Manual:**
Domestic Mail Manual

▸ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▸ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

2.3.1.5 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST will provide the user. It contains detailed instructions for users to perform key functions in the FAST system. A pre-login user may only download the external version of the User Guide.

The *FAST User Guide* section describes the process for downloading the guide. More detailed information about downloading the FAST User Guide is described in module 12.1.1 – *FAST User Guide.*

The user has the option to download the User Guide in .PDF format, .RTF format, or as a ZIP file. The user begins the process by CLICKING the associated **Download** button.

The *Reference Documents* page is displayed on the following page with the FAST User Guide section highlighted.

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View CIN Group List
MTE Returns

Origin Entry

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▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/14/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To
begin, save the Customer Drop Ship Web Based Training file to your desktop.
Please note this may take several minutes to save. Once the file is saved, click
the close button and navigate to your desktop. From your desktop EXTRACT
the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to
Here". Once the file is extracted to your desktop open the Customer Web
Based Training folder and select the "Start Here" (named Start here.htm) file
to begin the course.
Note: The Customer Web Based Training is best viewed using Internet
Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To
begin, save the Customer Origin Entry Web Based Training file to your
desktop. Please note this may take several minutes to save. Once the file is
saved, click the close button and navigate to your desktop. From your desktop
EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select
"Extract to Here". Once the file is extracted to your desktop open the
Customer Web Based Training folder and select the "Start Here" (named Start
here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet
Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▶ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003
or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and
Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated
Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click
below to download it now.

Download Adobe Acrobat PDF Reader

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

> **Note:**
> The pre-login user may only download the customer version of the *FAST User Guide*.

2.3.1.6 Link to Publication 804

Drop Shipment Procedures for Destination Entry (Publication 804) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office, and to provide customers with access to requirements for participation in the Drop Ship Program. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM), as well as any additional information pertaining to drop shipment. The procedures establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the process for viewing the publication. More detailed information about viewing *Publication 804* is described in module 12.1.2 – *Publication 804*.

The user has the option to view *Publication 804* in .PDF format or text format. The user begins the process by CLICKING the associated ***Publication 804*** hyperlink. Upon CLICKING the ***Publication 804*** hyperlink, the user is brought to a new page with *Publication 804* displayed.

The *USPS Document* page is displayed on the following page with *Publication 804* section highlighted.

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Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▶ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

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2.3.1.6 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The public may access the DMM in PDF format on the Postal Explorer website. The online DMM is updated monthly.

The *Domestic Mail Manual* section describes the process for viewing the manual. More detailed information about viewing the *Domestic Mail Manual* is described in module 12.1.3 – *Domestic Mail Manual*.

The user may view the *Domestic Mail Manual* in .PDF format. The user begins the process by CLICKING the associated **Domestic Mail Manual** hyperlink. Upon CLICKING the **Domestic Mail Manual** hyperlink the user is brought to a new page with the *Domestic Mail Manual* displayed.

The *USPS Document* page is displayed on the following page with the *Domestic Mail Manual* section highlighted.

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Release Notes 10/18/2009
Release Notes 08/16/2009

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Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
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PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

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Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

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Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▸ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▸ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
FAST Drop Shipment Customer User Guide (HTML)
FAST Drop Shipment Customer User Guide (ZIP)

▸ **Download FAST Origin Entry User Guide (Version 2):**
FAST Origin Entry Customer User Guide (PDF)
FAST Origin Entry Customer User Guide (HTML)
FAST Origin Entry Customer User Guide (ZIP)

▸ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▸ **Publication 804:**
Publication 804

▸ **Domestic Mail Manual:**
Domestic Mail Manual

▸ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▸ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

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Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

2.3.1.8 Link to PS Form 8125

The *PS Form 8125* contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The *PS Forms* section describes the process for downloading the forms. More detailed information about downloading the *Plant-Verified Drop Shipment Form* is described in modules 9.1.2 – *Download Recurring Appointment Request Form and 9.1.3 – Download PS Form 8125 (Plant-Verified Drop Shipment Form)*.

The user may download the form in .PDF format. The user begins the process by CLICKING the **PS Forms Page** hyperlink. Upon CLICKING the PS Forms Page hyperlink, the user is brought to the USPS Forms Page where they may search for PS Form 8125.

The *USPS Document* page is displayed on the following page with the *PS Forms 8125* section highlighted.

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Release Notes 08/16/2009

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Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
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Business Customer Gateway Introduction - Dock Handout (PDF)
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To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

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Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▸ **Download FAST Drop Shipment User Guide (Version 14):**
FAST Drop Shipment Customer User Guide (PDF)
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FAST Drop Shipment Customer User Guide (ZIP)

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FAST Origin Entry Customer User Guide (ZIP)

▸ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▸ **Publication 804:**
Publication 804

▸ **Domestic Mail Manual:**
Domestic Mail Manual

▸ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
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2.3.3 Drop Ship Product File Download

The *Drop Ship Product File Download* page describes the process a user can download product files. The files the user can download are: All Files, Address File, Supplemental Site File, Parcel File, Mail Direction File, Mail Direction File v2, and CIN List File.

A pre-login user begins the process from the *FAST Welcome* page. The user CLICKS the **Resources** link located in the "Important Information" section. The user is taken to the *Resources Landing* page (described in module 4.0 – *Landing* pages) where the user may select the **Drop Ship Product File Download** link, or associated Go> button to display the *Drop Ship Product File Download* page.

The *Drop Ship Product File Download* is displayed below.
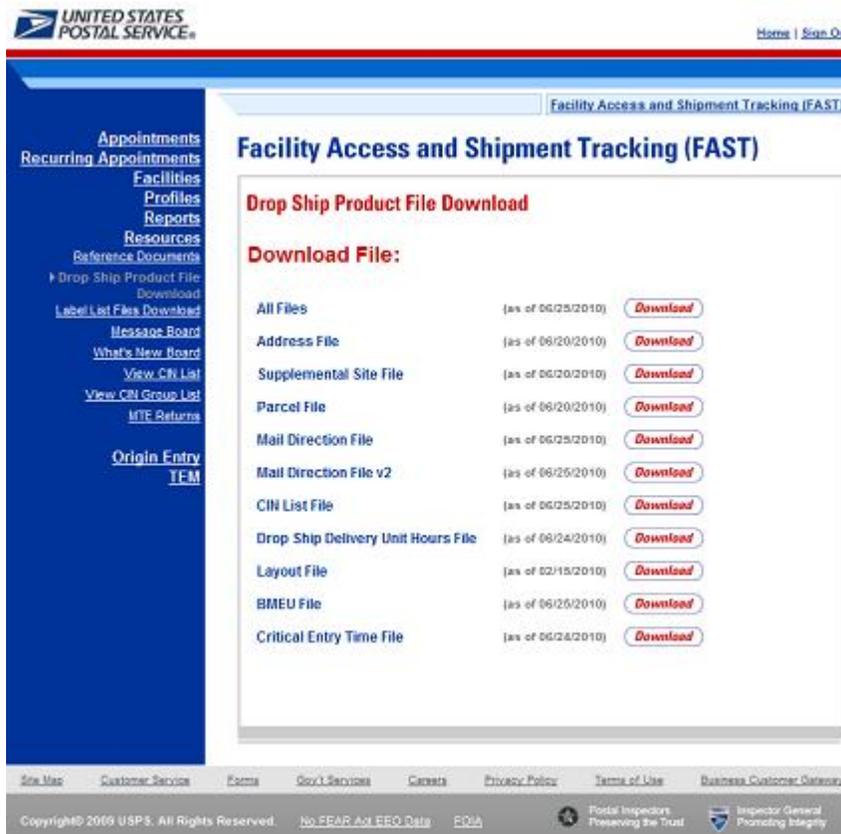
2.3.3 Label List Files

The Label List File Download page contains a Postal Explorer link to Label List. The Label list link is accessible from two points in FAST: from the FAST Welcome page (pre-login), from the Resources Landing page (post-login), and from the FAST Welcome page (post-login), from the Resources Landing page (post-login),. A pre-login user begins the process from the Resources page. The user CLICKS the Label List File link or associated Go> button to display the Label List File Download page

The Label List Download page is displayed below:

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Label List Files

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   Postal Explorer Link to Label List   (Go >)

Download File:

▸	Label List Files Download (All Label Lists)	(as of 06/09/2010)	Download
▸	L000 NDC Labeling List	(as of 06/09/2010)	Download
▸	L001 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels	(as of 06/09/2010)	Download
▸	L002 3-Digit ZIP Code Prefix Matrix	(as of 06/09/2010)	Download
▸	L003 3-Digit ZIP Code Prefix Groups - 3-Digit Scheme Sortation	(as of 06/09/2010)	Download
▸	L004 3-Digit ZIP Code Prefix Groups - ADC Sortation	(as of 06/09/2010)	Download
▸	L005 3-Digit ZIP Code Prefix Groups - SCF Sortation	(as of 06/09/2010)	Download
▸	L006 5-Digit Metro Scheme	(as of 06/09/2010)	Download
▸	L007 5-Digit Scheme - Periodicals, Standard Mail, and Package Services Flats in Bundles	(as of 06/09/2010)	Download
▸	L008 3-Digit Scheme - Periodicals, Standard Mail, and BPM Flats in Bundles	(as of 06/09/2010)	Download
▸	L009 Mixed ADCs - Periodicals, Package Services Flats and Irregular Parcels and Standard Mail Flats	(as of 06/09/2010)	Download
▸	L010 NDC/ASF Entry - Standard Mail Letters and Package Services Irregular Parcels	(as of 06/09/2010)	Download
▸	L011 Non-NDC/ASF Entry - Periodicals and Standard Mail Letters	(as of 06/09/2010)	Download
▸	L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC	(as of 06/09/2010)	Download
▸	L601 NDCs	(as of 06/09/2010)	Download
▸	L602 ASFs	(as of 06/09/2010)	Download
▸	L603 ADCs - Irregular Standard Mail Parcels	(as of 06/09/2010)	Download
▸	L604 Originating ADCs - Standard Mail Irregular Parcels	(as of 06/09/2010)	Download
▸	L605 NDCs/ASFs - Nonmachinable Parcel Post NDC Presort and ONDC Presort	(as of 06/09/2010)	Download
▸	L606 5-Digit Scheme - Standard Mail, First-Class Mail, and Package Services Parcels	(as of 06/09/2010)	Download
▸	L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers	(as of 06/09/2010)	Download
▸	L801 AADCs - Letter-Size Mailings	(as of 06/09/2010)	Download
▸	Layout File	(as of 09/25/2009)	Download

Site Map Customer Service Forms Gov't Services Careers Privacy Policy Terms of Use Business Customer Gateway

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2.3.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Pre-login users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board. More detailed information about the Message Board is described in module 12.0 – *Resources*.

The Message Board is accessible from three points in FAST: from the *FAST Welcome* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). A pre-login user begins the process from the *Resources* page. The user CLICKS the **Message Board** link or associated **Go>** button to display the *Message Board*.

The *FAST Message Board* is displayed on the following page.
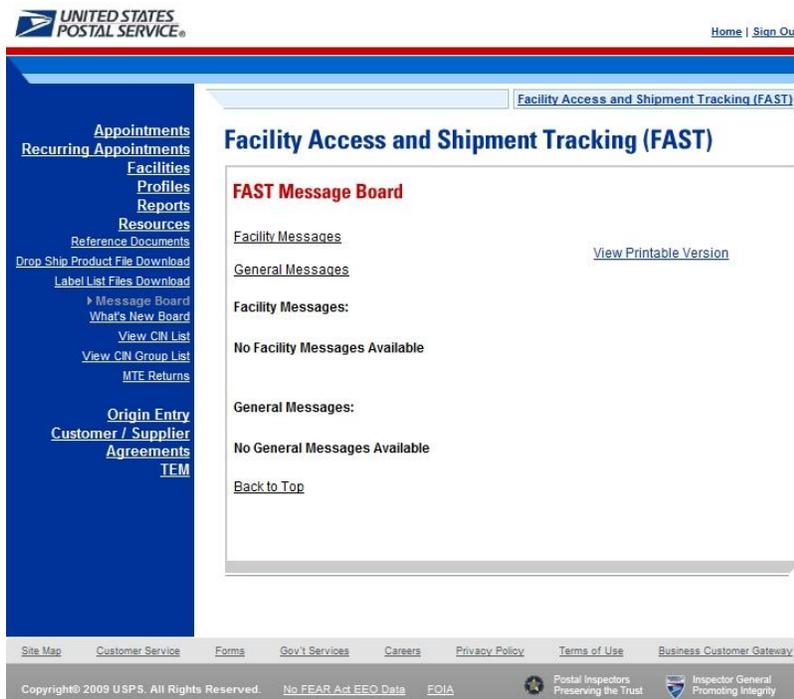
2.3.4 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board. More detailed information about the What's New Board is described in module 12.0 – *Resources*.

The *What's New Board* is accessible from two points in FAST: from the *FAST Welcome* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The *FAST What's New Board* is displayed on the following page.
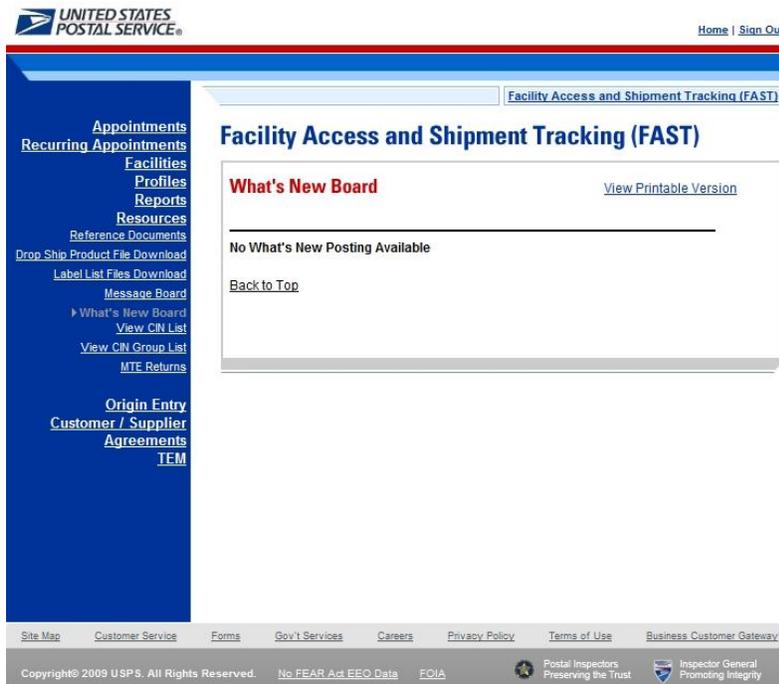
2.3.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active CINs. A user may view the complete list of active CINs or filter a list of active CINs to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The *View CIN List* page is accessible from three points in FAST: from the *Resources Landing* Page (pre-login), from the *Resources Landing* Page (post-login) and from the *DEPS Resources Landing* Page. The *View CIN List* section describes the process for viewing the page. More detailed information about *the View CIN List* is described in module 12.0 – *Resources*.

The *FAST View CIN List* is displayed on the following page.

2.3.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from three points in FAST: from the Resources Landing Page (pre-login), from the *Resources Landing* Page (post-login), and from the *DEPS Resources Landing* Page. The *View CIN Group List* section describes the process for viewing the page. More detailed information about *the View CIN Group List* is described in module 12.0 – *Resources*.

The *FAST View CIN Group List* is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

View CIN Group List

Return to Previous Screen

Below is a list of all CIN Groups with their details.

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CIN Group	CINs
Default	DEF
Package Services (Perishable)/Irregular Parcels	P63, P65, Q01, Q03
Package Services (Perishable)/Machinable Parcels	P62, P64, Q00, Q02
Package Services - BPM/Library/Media /Flats	635, 636, 637, 638, 639, 648, 649, 650, 651, 653, 654, 657, 658, 659, 661, 667, 668, 669
Package Services - BPM/Library/Media /Irregular Parcels	690, 691, 692, 694, 696, 697, 698
Package Services - BPM/Library/Media /Machinable Parcels	680, 682, 683, 684, 687
Package Services - Parcel Select/ Machinable Parcels	680, 688
Package Services - Parcel Select/ Non-Machinable Parcels	688
Package Services - Parcel Select/Irregular Parcels	688, 690
Package Services/Flats	635, 636, 637, 638, 639, 648, 649, 650, 651, 653, 654, 657, 658, 659, 661, 669, P60, P66
Package Services/Irregular Parcels	688, 690, 691, 692, 694, 696, 697, 698, P61, P63, P65, Q01, Q03, Q05, S88
Package Services/Machinable Parcels	660, 662, 663, 664, 680, 682, 683, 684, 687, 688, Q04, S88
Package Services/Non-Machinable Parcels	688, S88
Periodicals (News)/Flats	421, 422, 429, 431, 432, 439, 449, 451, 452, 471, 472, 473, 474, 475, 477, 478, 479, 480, 481, 482, 484, 485, 486, 487, 488, P43
Periodicals (News)/Irregular Parcels	440, 454, 455, 463, 465, 409, 490, 491, 492, 494, 495, 496, 497, 498, 499, P44
Periodicals (News)/Letters	441, 442, 443, 444, 445, 446, 450, 453, 456, 459, 466, 467, 468, 469, 470, P40, P41, P42
Periodicals (News)/Machinable Parcels	P44
Periodicals (News)/Non-Machinable Parcels	P44
Periodicals/Flats	321, 322, 329, 331, 332, 339, 349, 351, 352, 371, 372, 373, 374, 375, 377, 378, 379, 380, 381, 382, 384, 385, 386, 387, 388, P33
Periodicals/Irregular Parcels	340, 354, 355, 363, 365, 389, 390, 391, 392, 394, 395, 396, 397, 398, 399, P34
Periodicals/Letters	341, 342, 343, 344, 345, 346, 350, 353, 356, 359, 366, 367, 368, 369, 370, P30, P31, P32
Periodicals/Machinable Parcels	P34
Periodicals/Non-Machinable Parcels	P34
Standard/Flats	521, 522, 529, 531, 532, 539, 549, 572, 573, 574, 575, 578, 579, 580, 582, 586, 587, 588, 589, P00, P03, P04, P56, P57, P58, P59
Standard/Irregular Parcels	500, 501, 502, 590, 591, 592, 594, 598, 599, 600, 601, 603, P01, P02
Standard/Letters	541, 542, 543, 544, 545, 546, 552, 555, 557, 558, 560, 563, 564, 565, 567, 568, 569, 604, 605, 606, 607, 608, 609, 611, P50, P51, P52, P53, P54, P55
Standard/Machinable Parcels	500, 501, 502, 503, 505, 603, 660, 662, 663, 664, 670, 672, 673, 674
	Total (27 results)

Export options: Download into Excel | 🖨 View Printable Version

All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.

The *View CIN Group List* section further describes the *View CIN Group Details* page which is described in module 12.0 – *Resources*.

The *FAST View CIN Group Details* page is displayed below.

2.3.8 Mail Transport Equipment Returns Request

The *Mail Transport Equipment (MTE) Returns Request* page gives users the ability to send a request to be reviewed by a USPS area contact. The USPS area contact will review the request and follow-up based on the information provided.

A pre-login user begins by CLICKING on the MTE Returns hyperlink or respective GO button.

The *Mail Transport Equipment Returns Request* page is displayed on the following page.

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
▶ MTE Returns

Origin Entry
Customer / Supplier
Agreements
TEM

Mail Transport Equipment Returns Request

The Mail Transport Equipment Returns Request will be forwarded to a USPS area contact for review. The USPS area contact will review the information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request, and will contact you to verify pick-up. If USPS has not responded to your request in 7 days, please use the tracking number provided on the confirmation page to follow-up with the HQ Mail Transport Equipment coordinator.

* Corporate Name: FAST ALSO

* Contact Name:

Mail Transport Equipment Pick-up Address:

* Address line 1:

   Address line 2:

* City:

* State: -- Select One -- ▼

* ZIP Code:

* Contact Phone Number:

   Contact Phone Ext:

* Contact Email Address:

* Preferred Pick-up Date: 10/14/2009

Preferred Pick-up start hour: ▼   Hour is military time

Preferred Pick-up end hour: ▼   Hour is military time

Mail Transport Equipment types and quantities:

Plastic Pallets:

Tubs:

Trays:

Sacks:

Sleeves:

Rolling Stock:

(Hampers, Cages, APCs, ERMCs)

Comments:

Hint: State Mail Transport Equipment Condition (Good, Fair, Poor)
Example: Trays 12 - Good Condition

(Send >)   (Clear >)   (Cancel)

This process is not supported by the FAST help desk or the fast@usps.com email address. Any support or requests for follow-up must be directed to the USPS HQ Mail Transport Equipment coordinator at hqmte@usps.gov.

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

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3.0 Login/Logout

When the user opens the FAST application, the first page that displays is the *Welcome to FAST* page. From the *Welcome to FAST* page, the user can access the *Business Customer Gateway* page by clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page. Alternatively, the user may navigate directly to the *Business Customer Gateway* to login. The Username and Password are entered on this page and then verified by the system upon clicking the **Sign In** button. Upon login, the *Business Customer Gateway* page displays.

3.1 Logging In/Logging Out of FAST

In order to access most of the processes available in FAST, the user must login to the application. The *Business Customer Gateway* page will verify the Username and Password information entered.

This section includes:

3.1.1 Logging into FAST
3.1.2 Logging out of FAST

3.1.1 Logging into FAST

The user may begin the login process two ways. First, the user may navigate to the *Welcome to FAST* page by accessing https://fast.usps.com/ . From there, the user will be directed to the *Business Customer Gateway* page upon clicking the **Login to FAST** link located in the Left Navigation Bar or the **Business Customer Gateway** link located at the bottom of the page.

Alternatively, the user may navigate directly to the *Business Customer Gateway* page to login. Once the *Business Customer Gateway* page is reached, the user may enter a Username and Password. Upon verification, the user will be logged into the *Business Customer Gateway*. The user may access FAST by clicking the **Schedule a Mailing Appointment (FAST)** hyperlink located in the Mail & Transport section of the page.

The fields and buttons on the *Welcome to FAST* page are described below. A screenshot of the page is displayed after the field description.

Field/Button	Description
Login to FAST hyperlink	Directs the user to the *Business Customer Gateway* page.
Business Customer Gateway hyperlink	Directs the user to the *Business Customer Gateway* page.
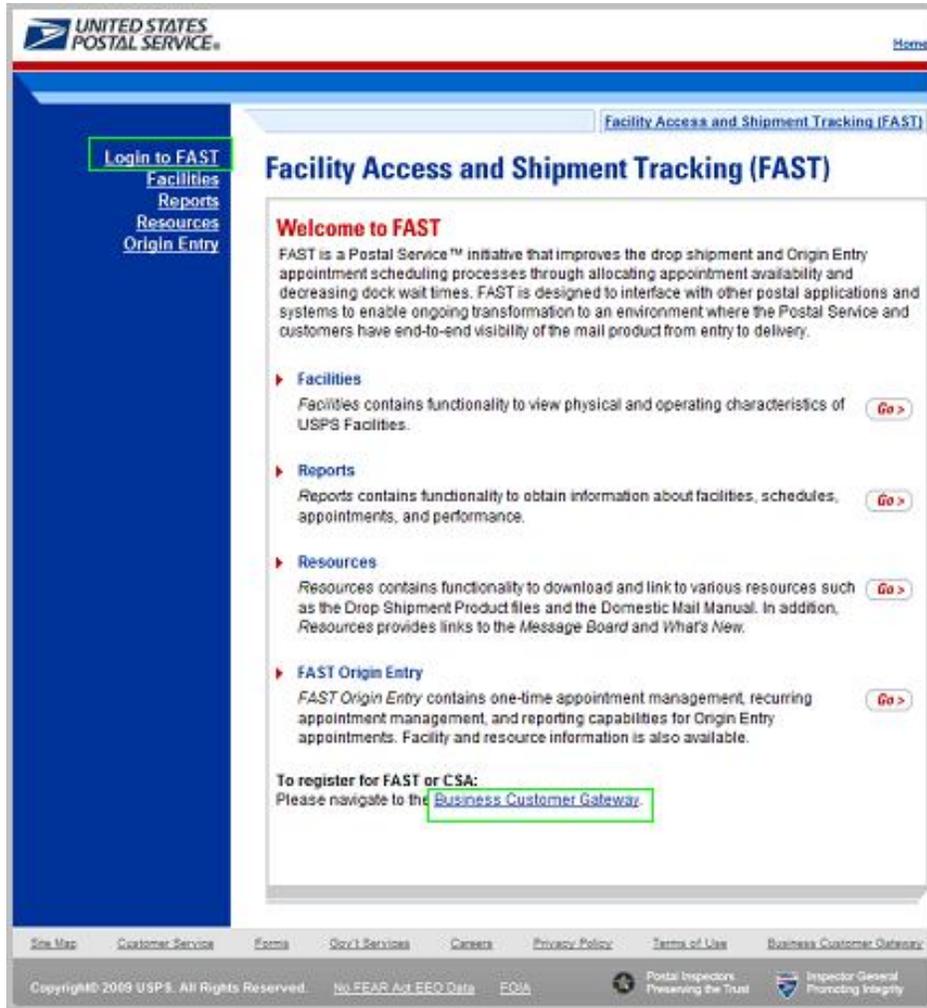
The fields and buttons on the *Business Customer Gateway* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Username	Field where the user enters his/her Username.
Password	Field where the user enters the Password for the associated Username.
I forgot my password hyperlink	Allows the user to begin the process of resetting his/her password.
Sign In button	Allows the user to access the *Business Customer Gateway* page after the correct entry of the Username and Password.
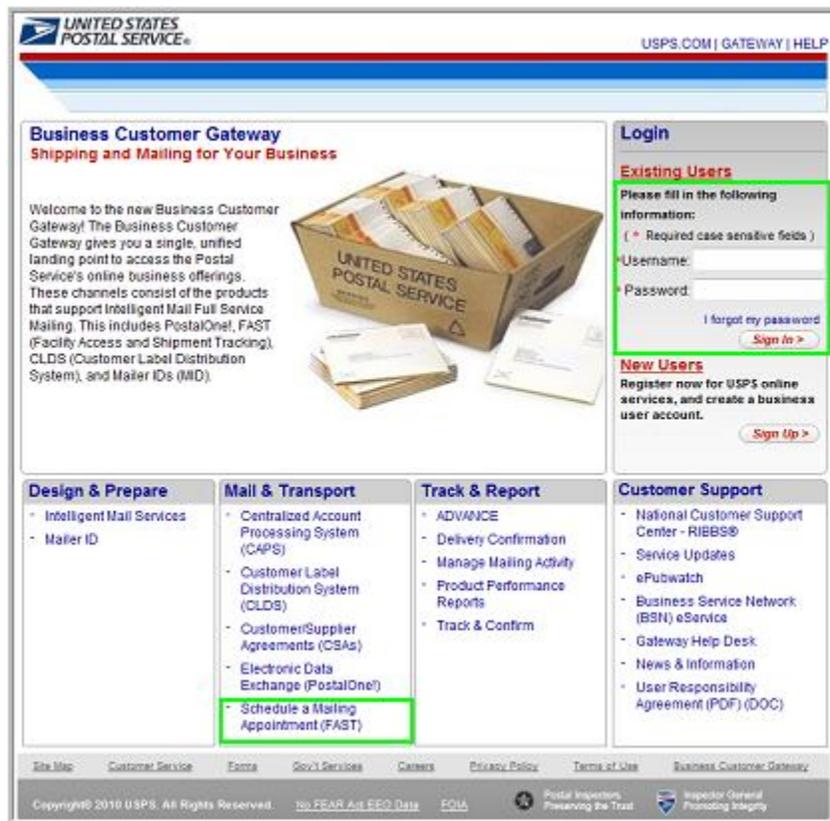
Logging into FAST

From the *Welcome to FAST* page, the user may access the *Business Customer Gateway* page by performing the following step:

1.   CLICK the **Login to FAST** link in the Left Navigation Bar.

OR:

CLICK the **Business Customer Gateway** link at the bottom of the page.

From the *Business Customer Gateway* page, perform the following steps to access the FAST application:

1.   CLICK the **Username** field and ENTER the Username.
2.   CLICK the **Password** field and ENTER the Password.
3.   CLICK the **Sign In** button to login to the Business Customer Gateway.
4.   CLICK the **Schedule a Mailing Appointment (FAST)** link in the Mail & Transport section.

Business Customer Gateway Login Difficulties

If the user login is unsuccessful, an error message is displayed.

3.1.2 Logging Out of FAST

On each page of the FAST application there is a **Sign Out** link in the right corner of the Top Navigation Bar.

Logging out of FAST

To exit the FAST application, perform the following step:

1. CLICK the **Sign Out** button.

A successful logout brings the user to the *Business Customer Gateway* page. To return to the FAST application, re-sign in to the Business Customer Gateway.

3.2 Message Board Pop-Up

Messages are created by administrators in the FAST system to display Facility-specific and general information to FAST users. Messages are displayed to the user via the Message Board pop-up window.

Upon accessing the FAST application, the Message Board pop-up window is automatically displayed. The user may also access the Message Board from the *Welcome to FAST* page by clicking on the **Resources** link on the Left Navigation Bar or its associated **Go>** button, followed by clicking on the **Message Board** link on the Left Navigation Bar or its associated **Go>** button. If there is a new message posted to the Message Board, the user will see a new message alert at login.

The FAST Message Board pop-up window is below.

This page has been intentionally left blank.

4.0 Landing pages

The user has several processes they may exercise upon login to the FAST application. The *Landing pages* section includes:

4.1 FAST Main Menu – Describes how a user may select the desired landing page.

4.2 Appointments – Describes how a user may select the desired appointment creation and management function.

4.3 Recurring Appointments – Describes how a user may select the desired recurring appointment request and management function

4.4 Facilities – Describes how a user may select the desired facility information function.

4.5 Profiles – Describes how a user may select the desired customer profile function.

4.6 Reports – Describes how a user may select a report to view.

4.7 Resources – Describes how a user may select the desired resources function.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the associated link or **Go>** button.

4.1 FAST Main Menu

The *FAST Main Menu Landing* page lists all FAST related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointments
- Recurring Appointments
- Facilities
- Profiles
- Reports
- Resources

The fields and buttons on the *FAST Main Menu Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Appointments)	Displays the *Appointments Landing* page.
Go> (Recurring Appointments)	Displays the *Recurring Appointments Landing* page.
Go> (Facilities)	Displays the *Facilities Landing* page.
Go> (Profiles)	Displays the *Profiles Landing* page.
Go> (Reports)	Displays the *Reports Landing* page.
Go> (Resources)	Displays the *Resources Landing* page.

The *FAST Main Menu Landing* page is displayed below.

4.2 Appointments

The *Appointment Management Landing* page lists all appointment creation and management functions accessible to the user depending on user access level (described in module 11.1 – *Security*). The user has the following options to choose from:

- Create New Appointment page
- Manage Existing Appointment page
- Create Stand-Alone Content page
- Manage Stand-Alone Content page
- Manage Closeout Information page
- Manage Unscheduled Arrival page

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Appointments** link, or associated **Go>** button to display the *Appointment Management Landing* page.

 The fields and buttons on the *Appointment Management Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Create New Appointment)	Displays the *Create New Appointment* page.
Go> (Manage Existing Appointment)	Displays the *Manage Existing Appointment* page.
Go> (Create Stand-Alone Content)	Displays the *Create Stand-Alone Content* page.
Go> (Manage Stand-Alone Content)	Displays the *Manage Stand-Alone Content* page.
Go> (Manage Closeout Information)	Displays the *Manage Closeout Information* page.
Go> (Manage Unscheduled Arrival)	Displays the *Manage Unscheduled Arrival* page.

The *Appointment Management Landing* page is displayed on the following page.

From the Appointment Management Landing page, the user may access the Create New Appointment page, Manage Existing Appointment page, create Stand-Alone Content, Manage Stand-Alone Content, Manage Closeout Information or the Manage Unscheduled Arrival page (described in module 6.0 – Appointments).

4.3 Recurring Appointments

The Recurring Appointments Landing page lists the request and management of recurring appointments functions (described in module 7.0 – Recurring Appointments). This functionality will allow the user to submit a recurring appointment request online within FAST.

The user has the following options to choose from:

- Request New Recurring Appointment
- Manage Recurring Appointment/Request
- Manage Publications Exclusions

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Recurring Appointments** link, or the associated **Go>** button to display the *Recurring Appointments Landing* page.

The fields and buttons on the *Recurring Appointments Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Request New Recurring Appointment)	Displays the *Request New Recurring Appointment Selection* page.
Go> (Manage Recurring Appointment/Request)	Displays the *Manage Recurring Appointment/Request Selection* page.
Go> (Manage Publications Exclusions)	Displays the *Manage Publications Exclusions* page.

The *Recurring Appointments* landing page is displayed below.

From the *Recurring Appointments Landing* page, the user may access the *Request New Recurring Appointment* page and the *Manage Recurring Appointment/Request page* (described in module 7.0 – *Recurring Appointments*).

4.4 Facilities

The *Facilities Landing* page lists all facility related functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Facility Profile* section from the *Facilities Landing* page.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Facilities** link, or associated **Go>** button to display the *Facilities Landing* page.

The fields and buttons on the *Facilities Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Facility Profile)	Displays the *Facility Profile Selection* page.

The *Facilities Landing* page is displayed below.

From the *Facilities Landing* page, the user may access the *Facility Profile* page (described in module 5.0 – *Facilities*).

4.5 Profiles

The *Profiles Landing* page allows the user to search for corporate or scheduler profile. The *Profiles Landing* page lists all profile functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user may access the *Corporate Profile* page from the *Profiles Landing* page.

Additionally, the user can manage their preferred customers (Mail Owners & Mail Preparers) along with their preferred publications on the *Scheduler Profile* page. Setting this data will help the user during the Appointment/Recurring Appointment create/manage processes.

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page.

The fields and buttons on the *Profiles Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Corporate Profile)	Displays the *Corporate Profile Selection* page.

The *Profiles Landing* page is displayed below.

From the Profiles Landing page, the user may access the Corporate Profile page (described in module 7.0 – Corporate Profile).

Note:
The *Profiles* section allows the user to search for corporate or scheduler profile information. The user may search for USPS facility profiles by CLICKING on the **Facilities** link on the *FAST Main Menu* page (described in module 5.0 – Facility Information).

4.6 Reports

The *Reports Landing* page lists all reports management functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Appointment Calendar
- Appointment Rating Analysis Report
- Appointment Status Report
- Closeout Data Report
- Corporate Rating Report
- Holiday and Contingency Constraint Report
- Mail Direction Search
- Recurring Appointment Performance Report
- Scheduler Performance Report
- Scheduler Report
- Slot Availability Report

The user begins the process from the *FAST Main Menu* page. The user CLICKS the **Reports** link, or associated **Go>** button to display the *Reports Landing* page.

The fields and buttons on the *Reports Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Appointment Calendar)	Displays the *Appointment Calendar* page.
Go> (Appointment Rating Analysis Report)	Displays the *Appointment Rating Analysis Report* page.
Go> (Appointment Status Report)	Displays the *Appointment Status Report* page.
Go> (Closeout Data Report)	Displays the *Closeout Data Report* page.
Go> (Corporate Rating Report)	Displays the *Corporate Rating Report* page.

Go> (Holiday and Contingency Constraint Report)	Displays the *Holiday and Contingency Constraint Report* page.
Go> (Mail Direction Search)	Redirects the *Mail Direction Search* page.
Go> (Recurring Appointment Performance Report)	Displays the *Recurring Appointment Performance Report* page.
Go> (Scheduler Performance Report)	Displays the *Scheduler Performance Report* page.
Go> (Scheduler Report)	Displays the *Scheduler Report* page.
Go> (Slot Availability Report)	Redirects the user to the *Slot Availability Report* page.

The *Reports Landing* page is displayed on the following page.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Reports

Please select the type of report to view from the left menu or from the report list below which gives a brief description of each report.

If you would like to return to pages previously viewed within a report, please use the upper navigation bar or the "Previous Screen" link found in the upper right of each level of a generated report.

▸ **Appointment Calendar**
Displays the number and types of appointments for a designated date range or a month at a specified facility. Drill-down capabilities allow the user to get more detailed information for a specific date and hour.   `Go >`

▸ **Appointment Rating Analysis Report**
The Appointment Rating Analysis Report displays the appointment rating by appointment for the Date Range, Facility ID, and Scheduler.   `Go >`

▸ **Appointment Status Report**
Displays appointments for a designated facility or scheduler by the specific appointment status type and time period.   `Go >`

▸ **Closeout Data Report**
The Closeout Data Report allows users to enter appointment or recurring appointment Id's and view those appointments closeout information.   `Go >`

▸ **Corporate Rating Report**
The Corporate Rating Report displays the number of closed appointments with no exceptions, appointments that are exceptions, the number of exempt appointments, and the average points awarded per category.   `Go >`

▸ **Holiday And Contingency Constraint Report**
The primary use of the Holiday and Contingency Constraint Report is to provide external users with the ability to determine the hours of all facilities depending on a preferred view.   `Go >`

▸ **Mail Direction Search**
The Mail Direction Search allows users to view current and future drop entry points by ZIP, Discount, Mail Shape, Mail Class and Effective Date combinations.   `Go >`

▸ **Recurring Appointment Performance Report**
The Recurring Appointment Performance Report allows users to enter facilities or schedulers and view the corresponding recurring appointment information.   `Go >`

▸ **Scheduler Performance Report**
Displays the counts and percentages of No Shows, Cancellations more than 12 hours in advance of the appointment, Cancellations within 12 hours of the appointment, Late Arrivals, and Unscheduled shipments.   `Go >`

▸ **Scheduler Report**
Displays detailed appointment information for a specific scheduler and select facility, area, or district.   `Go >`

▸ **Slot Availability Report**
The Slot Availability Report displays the current available slots for a specified facility.   `Go >`

From the *Reports Landing* page, the user may access the Scheduler Report, Scheduler Performance Report, Appointment Calendar, Appointment Status Report, Holiday and Contingency Constraint Report, Recurring Appointment Performance Report, Corporate Rating Report, Appointment Rating Analysis Report, Recurring Appointment Performance Report, the Closeout Data Report, and the Slot Availability Report (described in module 8.0 – *Reports*).

4.7 Resources

The *Resources Landing* page lists all resources functions accessible to the user depending on user access levels (described in module 11.1 – *Security*). The user has the following options to choose from:

- Reference Documents
- Drop Ship Product File Download
- Label List Files Download
- Message Board
- What's New Board
- View CIN List
- View CIN Group List
- Mail Transport Equipment Returns Request

The user begins the process from the *FAST Main Menu* page. The user CLICKS on the **Resources** link, or associated **Go>** button to display the *Resources Landing* page.

The fields and buttons on the *Resources Landing* page are described below. A snapshot of the page is displayed after the field description.

Go> (Reference Documents)	Redirects the user to the *Reference Documents* page.
Go> (Drop Ship Product File Download)	Redirects the user to the *Drop Ship Product File Download* page.
Go> (Label List Files Download)	Redirects the user to the *Label List Files Download* page.
Go> (Message Board)	Redirects the user to the *Message Board* page.
Go> (What's New Board)	Redirects the user to the *What's New Board* page.
Go> (View CIN List)	Redirects the user to the *View CIN List* page.
Go> (View CIN Group List)	Redirects the user to the *View CIN Group List* page.
Go> (Mail Transport Equipment Returns Request)	Redirects the user to the *View Mail Transport Equipment Returns Request* page.

A snapshot of the *Resources Landing* page is displayed on below.

From the *Resources Landing* page, the user may access Reference Documents, Drop Ship Product File Download, Label List Files Download, Message Board, What's New Board, View CIN List, View CIN Group List, and Mail Transport Equipment Returns Request (described in module 9.0 – *Resources*).

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5.0 Facilities

The *Facilities* section describes how a user may view facility drop shipment contact information and facility information within FAST.

5.1 Facility Profile – Describes how a user may access the *Facility Profile* page to view facility drop shipment contact and facility information

Users may access the above area in FAST from the *FAST Main Menu* page by clicking on the **Facilities** link, which takes the user to the *Facilities Landing* page (described in module 4.0 - *Landing Pages*). From the *Facilities* landing page, a user may select either the **Facility Profile** link associated **Go>** button to view the *Facility Profile* page.

5.1 Facility Profile

Facility profile information consists of the drop shipment contact information, physical characteristics, and processing responsibilities for a given facility. A user may view facility information for any facility within FAST.

To view facility information, a user CLICKS the **Facility Profile** link on the *Facilities Landing* page. The user is taken to the *Facility Profile Selection* page where they may search by: facility, area, or district.

The fields and buttons on the *Facility Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down box containing Area, District and Facility.
Submit	Refreshes the Facility Profile Selection Facility page with the appropriate fields.
State	Drop-down box containing state options.
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the City drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
NASS Code column	Displays the three to five character NASS Code.
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.

Dropsite Key column	The dropsite key identifying the facility.
Address column	The address where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine digit ZIP Code where the facility resides.
Drop Ship Coordinator Information *NOTE: The information listed below is shown when a facility is active in FAST*	
Name column	Displays the drop ship Coordinator Name.
Phone column	Displays the drop ship Coordinator's phone number.
Email column	Displays the drop ship Coordinator's email address.
24 Hour Phone Number column	Phone Number to reach the facility at any time of the day.
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending).

The *Facility Profile Selection* page is displayed on the following page.

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Facility Profile Selection

Return to Previous Screen

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

There are three options to search for a facility.

1. Search for the facility using the "State" field. If the "City" field is not populated, all city names for the state will be available in the drop down. Once a city is identified, all facilities associated with the city name will be available for selection.
2. Enter the NASS Code for the facility. If the NASS Code is not known, use option 1 or 3.
3. Enter the Facility Name and click search. Select the Exclude Delivery Units checkbox to exclude Delivery Units from the results for this search option.

Note: NASS Codes are facility specific codes used by the National Air and Surface System for routing of mail.

* Search By: Facility ▾   (Submit >)

State: -- Select One -- ▾ (View Cities >)   NASS Code: 100   (Search >)
City: ▾

Facility Name: _____ (Search >)
☐ Exclude Delivery Units

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NASS Code	Facility Name	Facility Type	Dropsite Key	Address	City	State	ZIP Code	Name
100	NEW YORK	Plant	EV19160	341 9TH AVE RM 918	NEW YORK	NY	101999701	Iris Mustafa

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To retrieve a facility profile by facility search:

1. SELECT Facility from the **Search By** drop-down box

2. CLICK the **Submit** button

3. Search for a facility by one of the following two ways:

To Search for a Facility by state and city:

1. SELECT a State from the drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Search** button

To search for a Facility by NASS Code*:*

1. ENTER the three to five character **NASS Code** in the text box

2. CLICK the **Search** button

To search for a Facility by Facility Name:

1. ENTER the facility name in the **Facility Name** text box

2. CHECK **Exclude Delivery Units** checkbox, if applicable

3. CLICK the **Search** button to populate the table with the retrieved facilities

The *Facility Profile Selection* page refreshes and displays the facility information for the selected facility. From the *Facility Profile Selection* page, the user may view additional information such as: contact information, hours of operation, drop ship hours, etc by clicking the hyperlink of the facility listed in the table.

Note:

You may only search for facilities active in FAST by the NASS Code. Inactive facilities must be searched for using the state and city method.

If the user would like to search for a facility by area or look at all the facilities within an area, the user can execute a search by Area. The fields and buttons on the Facility Profile Selection – Area Search page are described below. A snapshot of the page is displayed after the field description.

Area ID	Drop-down box containing area ID options.
Exclude Delivery Units	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
Search button	Retrieves the facilities located in the selected area ID and displays them in the table.
NASS Code column	Displays the three to five character NASS Code for each facility.
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.

District Column	District in which the associated facility is located.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	The dropsite key identifying the facility.
Address	The address where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Information	
Name column	Displays the drop ship coordinator name.
Phone column	Displays the drop ship coordinator's phone number.
Email column	Displays the drop ship coordinator's email address.
24 Hour phone number column	Phone Number to reach the facility at any time of the day.
Active in FAST column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..
The description below describes the Area Contacts Grid. It is displayed only when searching for a facility by Area.	
Name	Displays name of Area Contact
Phone Number	Displays phone number of Area Contact
E-Mail	Displays e-mail of Area Contact
Return to Previous Screen	Navigates user to previous screen.

A snapshot of Facility Profile Selection – Area Search page is displayed on the following page.

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Return to Previous Screen

Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

* Search By: Area   (Submit >)

* Area ID: 4A - New York Metro (A)

            ☑ Exclude Delivery Units

(Search >) (Cancel)

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NASS Code	Facility Name	District	Facility Type	Dropsite Key	Address	City	State
00964	DMDU ANNEX	006-Caribbean	Annex	E006130	100 AVE CONQUISTADORES	CATANO	PR
	KINGSHILL AMF	006-Caribbean	Plant	A006248	1000 AIRPORT RD	KINGSHILL	VI
006	SAN JUAN	006-Caribbean	Plant	EV17273	585 AVE FD ROOSEVELT STE 370	SAN JUAN	PR
SJU	SAN JUAN AMF	006-Caribbean	Plant	AV19743	35 AVE JOSE A TONY SANTANA	CAROLINA	PR
	ST THOMAS AMF	006-Caribbean	Plant	A006246	8002 LINDBERG BAY STE 2	ST THOMAS	VI
07099	DOMINICK V DANIELS	070-Northern New Jersey	Plant	EV19356	850 NEWARK TPKE	KEARNY	NJ
	NEW JERSEY HASP	070-Northern New Jersey	Annex	E004346	60 MINUE ST	CARTERET	NJ
	NEW JERSEY L&D C	070-Northern New Jersey	Annex	J004342	1200 HARRISON TPKE	KEARNY	NJ
07Z	NEW JERSEY NDC	070-Northern New Jersey	BMC	KV10697	80 COUNTY RD	JERSEY CITY	NJ
	NEWARK	070-Northern New Jersey	Plant		2 FEDERAL SQ	NEWARK	NJ
	NEWARK	070-Northern New Jersey	Plant	E010792	2 FEDERAL SQ	NEWARK	NJ
	NEWARK AMC	070-Northern New Jersey	Plant	AV19596	399 EARHART DR	NEWARK	NJ
	NJ INTERNATIONAL OPERATIONS	070-Northern New Jersey	Plant	E011546	80 COUNTY RD	JERSEY CITY	NJ
076	NORTHERN NJ METRO	070-Northern New Jersey	Plant	E003313	200 INDUSTRIAL AVE	TETERBORO	NJ
	TEMP XMAS SPACE FY 07	070-Northern New Jersey	Annex	J011235	77 METRO WAY STE 3	SECAUCUS	NJ
079	WEST JERSEY	070-Northern New Jersey	Plant	EV18873	54 S JEFFERSON RD	WHIPPANY	NJ

To retrieve all the facilities within an area or to search for a facility within an area, perform the following steps:

1. Select an Area ID from the **Area ID** drop-down box

2. CLICK the **Submit** button

3. CLICK the **Search** button to populate the table with the retrieved facilities

4. CLICK the **Facility Name** hyperlink of the desired facility in the table of the requested facility

If the user would like to search for a facility by district or look at all the facilities within a district, the user can execute a search by District. The fields and buttons on the Facility Profile Selection- District Search page are described below. A snapshot of the page is displayed after the field description.

District ID	Drop-down box containing district ID options.
Exclude Delivery Unit	A user can exclude Delivery Units from the search by checking the Exclude Delivery Units checkbox.
Search button	Retrieves the facilities located in the selected district ID and displays them in the table.
NASS Code column	Displays the three to five character NASS Code.
Facility Name column	Name of the facility. Each name is a hyperlink to the *Facility Profile Information* page, where the user may view the facility's drop shipment contact information.
Facility Type column	Displays the type of facility: NDC, Plant, Delivery Unit, Annex.
Dropsite Key column	The dropsite key identifying the facility.
Address	The address where the facility resides.
City column	City where the facility resides.
State column	Two character state code where the facility resides.
ZIP column	Nine-digit ZIP Code where the facility resides.
Drop Ship Coordinator Information	
Name column	Displays the drop ship coordinator name.
Phone column	Displays the drop ship coordinator's phone number.

Email column	Displays the drop ship coordinator's email address.
24 Hour phone number column	Phone Number to reach the facility at any time of the day.
Accepts Drop Ship column	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..

A snapshot of Facility Profile Selection – District Search page is displayed on the following page.

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Choose Search Criteria

There are three options to search for facilities: by facility, by district or by area.

Search by area will also display contact information for the Area Coordinator(s).

* Search By: District ▾ (Submit >)

* District ID: 100 - New York ▾

☐ Exclude Delivery Units

(Search >) (Cancel)

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NASS Code	Facility Name	Facility Type	Dropsite Key	Address	City	State	ZIP Code	Na
	212LENOX HILL ANNEX	Delivery Unit		909 3RD AVE OFC	NEW YORK	NY	100229998	
	26 FEDERAL PLAZA STATION	Delivery Unit	S008965	12 BARCLAY ST	NEW YORK	NY	100072705	
	ALLERTON	Delivery Unit	SV11871	2815 WHITE PLAINS RD	BRONX	NY	104679991	
	ANSONIA FINANCE STATION	Delivery Unit	SV1A404	178 COLUMBUS AVE	NEW YORK	NY	100239998	
	ANSONIA STATION	Delivery Unit	SV11923	178 COLUMBUS AVE	NEW YORK	NY	100239998	
	APPRAISERS STORES	Delivery Unit	S002532	340 W 42ND ST FL 2	NEW YORK	NY	100369998	
	AUDUBON STATION	Delivery Unit	SV11990	511 W 165TH ST	NEW YORK	NY	100329998	
	BATTERY PARK RETAIL UNIT	Delivery Unit	S008852	15 RECTOR ST	NEW YORK	NY	100069992	
	BAYCHESTER	Delivery Unit	SV12085	1525 E GUN HILL RD	BRONX	NY	104699998	
	BOTANICAL	Delivery Unit	SV12218	2963 WEBSTER AVE	BRONX	NY	104589991	
	BOULEVARD	Delivery Unit	SV12221	1132 SOUTHERN BLVD	BRONX	NY	104599998	
	BOWLING GREEN ANNEX	Delivery Unit	SV12230	90 CHURCH ST STE 200	NEW YORK	NY	100079997	
	BRONX	Delivery Unit	PV12306	558 GRAND CONCOURSE	BRONX	NY	104519998	
	BRONX	Plant	EV12305	558 GRAND CONCOURSE	BRONX	NY	104519998	Ran Mald
104DM	BRONX DETACHED MAIL UNIT	Plant	E006936	502 E 132ND ST	BRONX	NY	104549994	Mr. &. Rose
10451	BRONX GPO	Delivery Unit	SV12307	558 GRAND CONCOURSE	BRONX	NY	104519998	PAL Hil
	BRONX GPO ANNEX	Delivery Unit	4001804	1313 INWOOD AVE	BRONX	NY	104529997	
	BRONX STC	Annex	E004348	815 HUTCHINSON RIVER PKWY	BRONX	NY	104651818	
	BRYANT	Delivery Unit	SV12335	340 W 42ND ST FL 2	NEW YORK	NY	100369998	
	CANAL STREET STATION	Delivery Unit	SV12411	350 CANAL ST	NEW YORK	NY	100139998	
	CASTLE HILL	Delivery Unit	SV12450	1163 CASTLE HILL AVE	BRONX	NY	104629991	
	CATHEDRAL STATION	Delivery Unit	SV12460	215 W 104TH ST	NEW YORK	NY	100259998	
	CENTRALIZED PARCEL POST	Delivery Unit		341 9TH AVE BSMT BB30	NEW YORK	NY	101999793	
	CHELSEA STATION	Delivery Unit	SV1A468	217 W 18TH ST	NEW YORK	NY	100119998	
	CHEROKEE	Delivery Unit	SV12558	1483 YORK AVE FRNT 1	NEW YORK	NY	100759991	
	CHINATOWN	Delivery Unit	SV12578	6 DOYERS ST	NEW YORK	NY	100139991	
	CHURCH STREET	Delivery	SV12586	90 CHURCH ST	NEW YORK	NY	100079998	

From the *Facility Profile Selection* page, the user may view the contact information for a drop shipment facility by CLICKING on the **Facility Name** hyperlink.

The *Facility Profile* page opens, displaying the contact information for the drop shipment facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Holidays button	Displays the Facility Holiday Information page.
Additional Information button	Displays the Facility Profile - Additional Information page.
Name	The full name of the facility.
Address	The street address of the facility.
City	The city where the facility resides.
State	The state code where the facility resides.
ZIP + 4	Nine-digit ZIP Code where the facility resides.
District	The code and name of the district where the facility resides.
Area	The code and name of the area where the facility resides.
Locale Key	The locale key of the facility.
Facility Rating On	Indicates Yes if appointments and customers are subject to rating at the given facility and No if they are not.
Accepts Drop Shipments	Displays if the Facility uses FAST to accept drop shipments (Yes); does not use FAST to accept drop shipments, (No); in the process of determining if the facility will use FAST to accept drop shipments (Pending)..
NASS Code	The three to five character NASS Code of the facility.
Drop Ship Coordinator Information	
Contact Name	Name of the primary contact person of the drop ship facility.
Hours of Availability	Time range to reach the drop ship contact person.
Phone Number	Phone number at the facility for the contact person.
*FAX Number	FAX number at the facility for the contact person.
Email Address	Email address of the contact person.
Alternate Drop Ship Coordinator Information	
Contact Name	Name of the alternate contact person of the drop ship facility.

Hours of Availability	Time range to reach the alternate contact person.
Phone Number	Phone number at the facility for the alternate contact person.
FAX Number	FAX number at the facility for the alternate contact person.
Email Address	Email address of the alternative contact person.
24-Hour Telephone Number	Phone Number to reach the facility at any time of day.
Drop Shipment Hours and Hours of Operation	
Day	*Day of the Week for Drop Ship Hours and Hours of Operation*
Date	*Date of Drop Ship Hours and Hours of Operation*
Early Bird Hours	*Early Bird receiving hours for each day of the week*
Drop Ship Hours	*Hours the facility accepts drop shipments for each day of the week*
Hours of Operation	*Hours the facility is open and staffed for each day of the week*
Supplemental Facility Information	
Facility Directions	Directions to the Facility.
Comments	Any additional information relevant to the facility.
Facility Dock	
Height	Height of the dock.
Width	Width of the dock.
Depth	Depth of the dock.
Facility Yard Information	
Maximum Truck Length	The maximum truck length accepted at the facility.
Truck Maneuverability	The truck maneuverability at the facility.
Length	Length of the facility yard.
Width	Width of the facility yard.

Surface Type	Type of surface in the facility yard.
Holidays button	Displays the Facility Holiday Information page.
Back button	Displays the Facility Profile Selection page.
Additional Information button	Displays the Facility Profile - Additional Information page.

A snapshot of the *Facility Profile* Search page is displayed below.

From the *Facility Profile Search* page, the user may CLICK on the **Facility Name** to view information about the facility.

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(Holidays >)   (Additional Information)

Name:	AGUADILLA
Address:	50 CARR 459 STE 1
City:	AGUADILLA
State:	PR
ZIP + 4:	006039998
District:	Caribbean
Area:	New York Metro (A)
Locale Key:	V17137
Surface Visibility Site:	No
Facility Rating On:	No
Accept Drop Shipments:	No
NASS Code:	

Drop Ship Coordinator Information

Contact Name:	
Hours of Availability:	null:null - null:null
Phone Number:	
FAX Number:	
Email Address:	USPSFAST1@GMAIL.COM

Alternate Drop Ship Contact Information

Contact Name:	
Hours of Availability:	null:null - null:null
Phone Number:	
FAX Number:	
Email Address:	USPSFAST1@GMAIL.COM

24-Hour Telephone Number:

Day	Date	Drop Ship Hours	Hours of Operations
Wednesday	10/07/2009	09:00-16:00	03:30- 19:00
Thursday	10/08/2009	09:00-16:00	03:30- 19:00
Friday	10/09/2009	09:00-16:00	03:30- 19:00
Saturday	10/10/2009		03:30- 18:00
Sunday	10/11/2009		Closed
Monday	10/12/2009	09:00-16:00	03:30- 19:00
Tuesday	10/13/2009	09:00-16:00	03:30- 19:00

Comments:

Facility Dock

Height:	N/A.
Width:	ft. 0 in.
Depth:	ft. 0 in.

Facility Yard Information

Maximum Truck Length: 20 ft.

Truck Maneuverability:

Length:	100 ft.
Width:	25 ft.
Surface Type:	Asphalt

(Holidays >)   (< Back)   (Additional Information)

From the *Facility Profile* page, the user may also CLICK the **Additional Information** button to view additional information about the facility.

The *Facility Profile—Additional Information* page has two views; one for default facilities and one for non-default facilities.   A default facility may redirect mail to alternate facilities, and may also receive redirected mail from other default facilities. A non-default facility may only receive redirected mail, and not redirect to any other facility. The table below describes the fields and buttons found on a default page.   Following the table is a snapshot of the page for default facilities.

Facility Name	Full name of the facility.
"Facility Name" is the main processing facility for	The ZIP/Carrier Route for which the facility serves as a default.
"Facility Name" is also accepting the following mail table	Table displaying the mail redirected from other facilities to the current facility.
CIN Group column	Displays the CIN Group(s) of mail redirected to this facility.
Pallet Code	Displays the Pallet Code for mail redirected to this facility.
Discount	Displays the Discount for mail redirected to this facility.
ZIP/Carrier Route Serviced	List of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.
Effective Dates	Displays the Effective Dates of the redirection.
Truck Length	Indicates if the redirection applies only to specific truck lengths.
Pallet Code Legend:	Y = Yes, redirection applies to palletized mail N = No, redirection applies to non-palletized mail
"Facility Name" is directing mail to the following facilities table	Table displaying the mail redirected from this facility to other facilities.
Facility Name	Lists the facility name to where the CIN Group is redirected.
CIN Group	Lists the CIN Group(s) redirected from the default facility.
Pallet Code	Indicates whether the redirection applies to palletized mail or non-palletized mail.
Discount	Destination discount associated with CIN Group and destination.
ZIP/Carrier Route Serviced	The list of ZIP/Carrier Routes that the redirection applies to for the given CIN Group and Discount.

Effective Date	Effective date of the redirection.

> **Note:**
>
> The ZIP/Carrier Route Serviced column only includes ZIP/Carrier Routes that are within the effective date range. If the effective end date for the specific ZIP/Carrier Route has passed, it will not be displayed regardless of whether it is within grace period. If the current date is before the effective start date for a specific ZIP, the ZIP will not be displayed for the ZIP/Carrier Routes Serviced.

A snapshot of the *Facility Profile – Additional Information* (default facility) page is displayed on the following page.

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Facility Name: 100053831-NEW YORK

NEW YORK is the main processing facility for:

ZIP/Carrier Route Serviced:

SCF: 100-102
DDU: 10099, 10161, 10179
ADC: 100-102, 104

NEW YORK is also accepting the following mail:

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CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced	Effective Dates	Truck Length
			No Records Found		
					Total (0 result)

Export options: Download into Excel | View Printable Version

Pallet Code Legend: Y = palletized mail including "other containers", N = non-palletized mail

Note: ZIP/Carrier Route Serviced can be 3-Digit ZIP Code, 5-Digit ZIP Code and/or 5-Digit ZIP Code plus Carrier Route

NEW YORK is directing mail to the following facilities:

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Facility Name	CIN Group	Pallet Code	Discount	ZIP/Carrier Route Serviced	Effective Dates	Truck Length
DALLAS AMC	Periodicals/Non-Machinable Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals/Flats	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals/Flats	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Letters	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Letters	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Flats	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Flats	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Irregular Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Irregular Parcels	N	ADC	100-102, 104	02/06/2006-12/31/2999	N/A
DALLAS AMC	Periodicals (News)/Machinable Parcels	Y	ADC	100-102, 104	02/06/2006-12/31/2999	N/A

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Note:
If the facility is a NDC, and there are no directions provided, the user will be given a link to the NDC Homepage.

If the facility is a DDU, and there are no directions provided, the user will be given a link to the USPS <u>Post Office Locator</u> homepage.

The NASS Code field is not editable for Facility Users of a DDU.

FAST Coordinators may also enter directions in the comments section.

The *Facility Profile –Additional Information* page for non-default facilities is the same as the page for default facilities except for the deletion of one table. The Processing Redirections to Alternate Facilities section is omitted because non-default facilities cannot redirect mail anywhere. The *Facility Profile – Additional Information* (non-default facility) page is displayed on the following page.

This page has been intentionally left blank.

6.0 Appointments

The *Appointments* section describes the processes for creating, viewing and managing appointments in FAST. It also includes the processes for requesting recurring appointments at facilities and managing recurring appointment instances. The section includes the following:

6.1 Create New Appointment – Describes how a user may create and submit an appointment in FAST

6.2 Manage Existing Appointment- Describes how a user may edit or cancel an appointment

6.3 Create/Manage Stand-Alone Content - Describes how a user may create a stand-alone content, associate a stand-alone content with an appointment, and manage a stand-alone content.

6.4 Create a Drop Ship One-Time Appointment Shell – Describes how a user may create an appointment shell.

6.5 Drop Entry Point System (DEPS) Overview – Gives a brief introduction to DEPS

A user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING on the **Appointments** link. The **Appointments** link takes the user to the *Appointment Management* landing page (described in module 4.0 – *Landing pages*) where the user may CLICK the **Create New Appointment** link or the **Manage Existing Appointment** link.

6.1 Create New Appointment

The *Create New Appointment* section consists of the different actions a user may perform to create a new appointment in FAST. A user may create appointments at any active facility but may only view and manage appointments to which they are associated. For example, a corporate user may view and manage appointments created by schedulers that are associated to the corporate user. Scheduler users may only view and manage appointments that they have created. Section 11.1 – *Security* describes what the different user types have access to view, create and modify.

Creating a new appointment requires a user to first search for availability for the desired date, volume capacity and appointment type at a specified facility. A user must associate at least one set of content information to the appointment for the appointment to be valid. Origin Entry contents can be added to a Drop Ship One-Time appointment if at least one of the contents is Drop Ship. Once the user has added all the separate sets of content information associated to the appointment, the appointment is submitted and created in the system. Users also have the ability to create drop ship One-Time appointment shells (One-Time appointments with no associated contents). Content can be added at a later time by the Scheduler or Mail Owner/Mail Preparer. The *Create New Appointment* section details the above process and is outlined below:

6.1.1 Searching for Appointment Slot Availability
- Searching for All Appointment Types on a Single Date
- Searching for a Specific Appointment Type on a Span of Dates
- Searching for All Appointment Types on a Single Date – Perishables and Periodicals
- Searching for a Specific Appointment Type on a Span of Dates – Perishables and Periodicals
6.1.2 Creating a New Appointment
6.1.3 Adding Content Information to an Appointment
6.1.4 Confirming New Appointment Creation
6.1.5 Creating an Appointment for a Multi-Stop
6.1.6 Multi-Stop Management

6.1.1 Search for Appointment Slot Availability

A facility's availability to receive a drop shipment is shown in FAST by listing the number of available 'slots' or appointments the facility may receive per hour and by displaying the remaining amount of mail volume a facility may process for the day. A user must not only select an available slot but must take into account the remaining volume available at the facility and ensure the appointment will not exceed it.

To search for an available slot for an appointment, a user must first CLICK the **Create New Appointment** link on the *Appointment Management* landing page. The user is taken to the *Appointment Slot Availability* page where they may search for available slots by specifying a facility, appointment type and date.

The fields and buttons on the *Appointment Slot Availability* page are described below. A snapshot of the page is displayed after the field description.

State	Drop-down box containing state options.
View Cities button	Retrieves all cities within the selected state that have a facility and populates the cities in the **City** drop-down box.
City	Drop-down box containing the cities within the specified state that have a facility.
Search button	Retrieves the facilities located in the selected state and city and displays them in the **Facility** drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facility associated with the NASS Code and displays it in the **Facility** drop-down box.
*Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
Standard Checkbox	Indicates the appointment contains Standard Mail contents.
Package Services Checkbox	Indicates the appointment contains Package Services Mail contents.
Periodicals Checkbox	Indicates the appointment contains Periodicals Mail contents.
All Contents are Perishable checkbox	Indicates the appointment contains only Perishable contents.
*Customer Registration ID	Drop-down box listing the Mailer's code and name to associate to the new appointment.
*Appointment Type	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
*Select Date Range	Selects the date range to search for available slots for the specified appointment type and facility. Depending on the appointment type, the range may be restricted to only

	one day or up to seven days total. Both date fields default to the current date.
Search button	Retrieves the available appointment slots based on the entered criteria.

The *Appointment Slot Availability* page is displayed below.

To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

To Search for a Facility by State and City:

1. SELECT a **State** from the drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Search** button, populating the facility in the **Facility** drop-down

To Search for a Facility by NASS Code*:*

    1.   ENTER the three to five character NASS Code in the **NASS Code** textbox

    2.   CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

1.   SELECT the facility in the **Facility** drop-down

2.   SELECT a Mail Class checkbox (es)

3.   CHECK the **All Contents are Perishable** checkbox if the appointment contains only perishable contents

4.   SELECT the **Customer Registration ID** from the drop-down

5.   SELECT the **Appointment Type** from the drop-down

6.   ENTER the **Date Range**

7.   CLICK the **Search** button

The *Appointment Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

When a user selects either only Periodicals or the **All Contents are Perishables** checkbox, the remaining volume is not displayed because volume availability is not affected by contents that are perishable or Periodicals. Appointment slot availability is shown for all hours a facility is open and staffed.

Depending on the search criteria entered, there are four possible results pages:

- All Appointment Types on a Single Date - Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape

- Specific Appointment Type on a Span of Dates – Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range

- All Appointment Types on a Single Date - All contents are Perishable check box or Periodicals Mail Class checkbox – Displays four tables containing general availability per hour by appointment type

- Specific Appointment Type on a Span of Dates - All contents are Perishable check box or Periodicals Mail Class checkbox - Displays a general availability table for the specified appointment type arranged by dates within the date range

The page descriptions for each result page are detailed below:

Appointment Slot Availability Results (All Appointment Types on a Single Date) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available by Type tables	A table for each appointment type displaying the number of available slots per hour of the day.
Hour row	Displays each hour of the day in military time.

Slots row	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
Remaining Volume Available table	Displays the remaining volume available at the facility for the specified day per mail shape.
Cancel button	Displays the *Appointments Landing* page.

The *Appointment Slot Availability Results (All Appointment Types on a Single Date)* page is displayed below.

Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates)
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available table	A table displaying the number of available slots for the appointment type for each hour for each day in the date range.
Hour row	Displays each hour of the day in military time.
Day column	Lists the days in the specified date range.
Slots rows	Displays the number of available slots for each hour; each available slot number is a hyperlink where the user CLICKS to proceed in the appointment creation process.
Remaining Volume Available table	Displays the remaining volume available at the facility for all days in the date range per mail shape.
Day column	Lists the days in the specified date range.
Remaining Volume rows	Displays the remaining available volume for each day in the date range per mail shape.
Cancel button	Displays the *Appointments Landing* page.

The *Appointment Slot Availability Results* (*Specific Appointment Type on a Span of Dates)* page is displayed on the following page.

Note:
For all result pages, the available appointment slots displayed are hyperlinks which take the user to the next page in the appointment creation process. A user must ensure there is available volume at the facility for the appointment when selecting a slot.

Appointment Slot Availability Results (All Appointment Types on a Single Date – All contents are Perishable or Periodicals Mail Class)
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

All Contents are Perishable or All Contents are Periodicals	Note displaying that all contents for the appointment are either perishable or Periodicals.
Appointment Slots Available by Type tables	A table for each appointment type displaying the available hours the facility may accept drop shipments.
Hour row	Displays each hour of the day in military time.
Slots rows	Displays an 'A' to indicate that hour is available for drop shipments of an all perishable or Periodicals appointment.
Cancel button	Displays the *Appointments Landing* page.

The Appointment Slot Availability Results (All Appointment Types on a Single Date - **All contents are Perishables or Periodicals**) page is displayed below.

Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates – All contents are Perishables or Periodicals) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

All Contents are Perishable or All Contents are Periodicals	Note displaying that all contents for the appointment are either perishable or Periodicals.
Appointment Slots Available table	A table displaying the hours the facility is available to receive drop shipments for all days in the specified date range.
Hour row	Displays each hour of the day in military time (0-23).
Day column	Lists the days in the specified date range.
Slots rows	Displays an 'A' to indicate that hour is available to receive an appointment of all Periodicals or all perishable contents.
Cancel button	Displays the *Appointments Landing* page.

The *Appointment Slot Availability Results (Specific Appointment Type on a Span of Dates - Perishables and Periodicals)* page is displayed on the following page.

Note:
'A' indicates the facility is open and staffed to receive a drop shipment at the specific hour.

6.1.2 Create a New Appointment

From the *Appointment Slot Availability Results* page, a user CLICKS on an available slot hyperlink to continue the appointment creation process. After CLICKING a hyperlink, the user is taken to the *Create New Appointment* page for the specified scheduler, appointment type, appointment date and facility.

Appointment level information is entered on the *Create New Appointment* page.

The fields and buttons on the *Create New Appointment* page are described below. A snapshot of the page is displayed after the field description. Required fields are identified by an asterisk (*).

*Submission Method	Drop-down box where the user may specify if the appointment is being created online or via the phone; This field displays as read-only and set to **Online**.
Bill of Lading	The bill of lading number associated to the appointment.

Number	
Number of Pallet Positions	The number of pallet positions.
Vehicle ID	The ID of the vehicle.
Shipper Name	The name of the company transporting the shipment.
Multi-Stop checkbox	Indicates if the appointment is the part of a multi-stop; enables linking of appointments within the system.
Comments	Any additional comments.
Add Content Info button	Displays the *Add Content Information* page.
Cancel button	Displays the *Appointments* landing page.

The *Create New Appointment* page is displayed below.

To enter appointment level information and access the *Add Content Information* page, perform the following steps on the *Create New Appointment* page:

1. ENTER the **Bill of Lading Number** of the scheduled appointment

2. ENTER the **Number of Pallet Positions** of the scheduled appointment

3. ENTER the **Vehicle ID** of the scheduled vehicle for the appointment

4. ENTER the **Shipper Name** of the scheduled appointment

5. CHECK the **Multi-Stop** checkbox if this appointment is part of a multi-stop trip

6. ENTER any additional **Comments** for the appointment; product name should be entered

7. CLICK the **Add Content** button, displaying the *Add Content Information* page

Note:
Multi-Stop appointments are discussed in section 6.1.5 – *Creating an Appointment for a Multi-Stop*

6.1.3 Add Content Information to an Appointment

The *Add Content Information* page associates content information to an appointment. At least one content information set must be created to make a valid appointment. A user may add Origin Entry contents to a drop ship One-Time appointment if at least one of the contents is drop ship. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the mail class(es) selected on the *Appointment Slot Availability* page. Additional error messages (section 1.3.3 – *Error Messages*) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.

The fields and buttons on the *Add/Edit Content Information* page are described below. A snapshot of the page is displayed after the field description.

Update Content Capacity: Standard	The number of expected Standard contents to be created with the appointment. It is only available if the **Standard** checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Package Services	The number of expected Package Services contents to be created with the appointment. It is only available if the **Package Services** checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Periodicals	The number of expected Periodicals contents to be created with the appointment. It is only available if the **Periodicals** checkbox was checked on the Appointment Slot Availability screen.
Manage Content button	Changes the number of contents associated with the current appointment.
Associate Stand Alone	Opens the Associate Stand Alone Content page (Available only if stand-alone contents

Content button	are associated to the user's Scheduler ID).

The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED

Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded	The total number of parcels that are bedloaded for this specific content.

Parcel Count	
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will Creates specified number of duplicates of existing content to minimize re-keying of data.
Duplicate button	Displays the *Add Content Information* page with the content duplicated the selected number of times.
The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
*Package Services Sub-Type	Drop-down box listing the following options to specify package services sub-type; Parcel Select, or BPM/Library/Media (only for Package Services).
Perishable checkbox	Indicates if the content is perishables (only for Package Services).

Count of Pallets Containing Sacks	The total number of pallets containing sacks in the appointment for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays in the appointment for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the appointment for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the appointment for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the *Add Recurring Content Information* page with the content duplicated the selected number of times.
The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED	
Content Number	Number of the current content being created.
Clear Content	Clears the data fields in the content.

Checkbox	
Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Content Name	The name of the content being created.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
News checkbox	Select the checkbox if the content is news (only for Periodicals).
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Count of Pallets Containing Sacks	The total number of pallets containing sacks in the appointment for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays in the appointment for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles in the appointment for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels in the appointment for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Publication Name	The name of the publication to search for (only for Periodicals).
USPS Publication ID	The Publication ID of the publication to search for (only for Periodicals).
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the **Publication** drop-down box (only for Periodicals).

Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
Add button	Adds the selected publication to the associated publications (only for Periodicals).
Associated Publications	The publications associated to this specific content (only for Periodicals).
Remove button	Removes the selected publication from the associated publications (only for Periodicals).
Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is checked the content will be considered drop ship otherwise the content will be considered Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount (only for Periodicals).
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected
Cancel Appointment button	Cancels the entire appointment creation process and redirects the user to the *Appointments Landing* page.
Submit button	Saves all associated contents to the appointment and creates the appointment in the system once all business rules are validated.

The *Add/Edit Content Information* page is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Add/Edit Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (* Required Fields)

Selected Criteria

Customer Registration ID: 4433047
Scheduler ID: 999999999980
Scheduler Name: DERCORP INTERNATIONAL
Facility Name: BALTIMORE
NASS Code: 212
Maximum Truck Length: 53 ft.
Appointment Date: 02/24/2010
Appointment Time: 14:00
Appointment Type: Pallet
Mail Class(es): Standard

To add content information, select the number of contents to add and click "Manage Content".
Click the "Submit" button with only empty content to bypass content creation and create an appointment shell.
To associate stand-alone content, click the "Associate Stand-Alone Content" button.

Update Content Capacity:

Standard	Package Services	Periodicals
2	0	0

Manage Content

Associate Stand Alone Content >
You have pending Stand-Alone Content awaiting Association

Click the "View All" button to select a Mail Preparer and Mail Owner from the drop-down box.

Content #1   ☐ Clear Content

Mail Class: Standard

Mail Preparer ID [▼] View All   Content Name [   ]

Mail Owner ID [▼] Add >
                View All   Associated Mail Owners [   ] Remove >

* Mail Shape [-- Select One -- ▼]
Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

| Count of Pallets | Sacks | 0 | Trays | 0 | Bundles | 0 | Parcels | 0 |
| Bedloaded | Sack Count | 0 | Tray Count | 0 | Bundle Count | 0 | Parcel Count | 0 |

Destination Discount ☑

In Home Start Date [   ] 📅   In Home End Date [   ] 📅

eVS Content ☐   eFile Number [   ]

Number to Duplicate [1 ▼] Duplicate >

Content #2   ☐ Clear Content

Mail Class: Standard

Mail Preparer ID [▼] View All   Content Name [   ]

Mail Owner ID [▼] Add >
                View All   Associated Mail Owners [   ] Remove >

* Mail Shape [-- Select One -- ▼]
Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

| Count of Pallets | Sacks | 0 | Trays | 0 | Bundles | 0 | Parcels | 0 |
| Bedloaded | Sack Count | 0 | Tray Count | 0 | Bundle Count | 0 | Parcel Count | 0 |

Destination Discount ☐

In Home Start Date [   ] 📅   In Home End Date [   ] 📅

eVS Content ☐   eFile Number [   ]

Number to Duplicate [1 ▼] Duplicate >

Cancel   Cancel Appointment   Clear Contents   Submit >

To enter content level information and save the appointment in the system, perform the following steps on the *Add/Edit Content Information* page:

1. Select the number of contents for each mail class. (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)

2. CLICK the **Manage Content** button

3. SELECT the **Mail Preparer ID**

4. SELECT the **Mail Owner ID**

5. CLICK the **Add** button

6. ENTER the **Content Name**

7. SELECT the **Mail Shape** of the content

8. SELECT the **Package Services Sub-Type**, if applicable

9. CHECK the **Perishable** check box if the content is perishable

10. ENTER the number of **Pallets containing Sacks,** if applicable

11. ENTER the number of **Pallets containing Trays,** if applicable

12. ENTER the number of **Pallets containing Parcels,** if applicable

13. ENTER the number of **Pallets containing Bundles,** if applicable

14. ENTER the number of **Bedloaded Sacks**, if applicable

15. ENTER the number of **Bedloaded Trays**, if applicable

16. ENTER the number of **Bedloaded Parcels**, if applicable

17. ENTER the number of **Bedloaded Bundles**, if applicable

18. SELECT a Publication in the **Publication** drop-down box, if applicable

19. CLICK the **Add** button

20. CHECK the **Destination Discount** check box, if applicable

21. CHECK the **Zone Skipping** check box, if applicable

22. ENTER the **In Home Start Date,** if applicable

23. ENTER the **In Home End Date,** if applicable

24. CHECK **eVS Content** checkbox, if applicable

25. ENTER **eFile Number**, if applicable

26. CLICK the **Submit** button to save all contents to the appointment and create the appointment in the system

Note:

The **In Home Start Date** must be less than or equal to the **In Home End Date** which must be less than or equal to the appointment date

Please be aware of the following restrictions when adding content information:
- An all perishable appointment can only have a mail class of Package Services
- The mail class must be Package Services for the user to select one of the specific Package Services sub-types: Parcel Select, BPM/Library/Media Mail

After CLICKING the **Submit** button, the *Appointment Confirmation* page is displayed.

6.1.4 Confirm New Appointment Creation

Once a user has entered all contents for an appointment and submits the appointment in the system, the *Appointment Confirmation* page displays to confirm the appointment contains valid information and has been created in the system.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	Displays the ID associated to the new appointment and is a hyperlink to the *Appointment Management* page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	The name of the company scheduling the appointment.
Facility Name	The name of the facility of the appointment.
Facility ID	The ID associated with the facility.
Appointment Date	The date of the appointment.
Appointment Type	The selected appointment type.
Content ID	The ID(s) associated to the content(s) associated to the new appointment.
Bill of Lading	The Bill of Lading number associated to the appointment.
Total Number of Pallets	The number of pallets in the appointment.

The *Appointment Confirmation* page is displayed on the following page.

> **Note:**
> A volume validation is executed upon submission of the appointment. If the contents submitted exceed the available volume, an error message (described in section 1.3.3 - Error Messages) displays stating that the volume is no longer available. In addition, upon submitting the appointment, if the trip slot is no longer available, the user will be directed to select a new trip slot without losing any of the content information.

6.1.5 Create an Appointment for a Multi-Stop

A user may create an appointment for a new multi-stop trip for any active facility within FAST. A user may also create an appointment in an existing multi-stop trip by searching for the multi-stop and adding a new appointment to it.

This section describes the above processes and includes:

6.1.5.1 – Creating an Appointment for a New Multi-Stop
6.1.5.2 – Creating an Appointment for an Existing Multi-Stop

6.1.5.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1.2 - *Creating a New Appointment*.   A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.

The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.1.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed below.

After checking the **Multi-Stop** checkbox, CLICK the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.1.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID hyperlink	Displays the ID associated to the new appointment and is a hyperlink to the *Appointment Management* page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	The name of the scheduler of the appointment.
Facility Name	The name of the facility of the appointment.
NASS Code	The three to five character NASS Code associated with the facility.
Appointment Date	The scheduled date of the appointment.
Appointment Type	The selected appointment type.
Content ID	The ID(s) associated to the content(s) associated to the new appointment.
Bill of Lading Number	The Bill of Lading number associated to all appointments on the multi-stop.
Total Number of Pallets	The total number of pallets for the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units for the appointment.
Multi-Stop ID	The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop.
Add Additional Appointment to Multi-Stop button	Takes the user to *Appointment Slot Availability* search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop.

Return to Home button	Takes the user to the *Appointment Search* page.

The *Appointment Confirmation* page is displayed below.

A user may add an additional appointment to this multi-stop appointment by CLICKING the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop.*

6.1.5.2 Create an Appointment for an Existing Multi-Stop

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A user beings the process by CLICKING the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may CLICK the **Manage Existing Appointment** link to search for an existing multi-stop trip. Section 6.2 – *Manage Existing Appointments* describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the *Search Existing Appointment Information* page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference section 6.2.1 – *Appointment Search* for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the *Multi-Stop Management* page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the *Multi-Stop Management* page which are described in section 6.1.6 – *Multi-Stop Management*. This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

Search for an Existing Multi-Stop by the Multi-Stop ID

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.

After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a **Search by** button.
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page only when all required fields have been entered.
Cancel button	Displays the *Appointment Management* landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.

To search for a multi-stop by the multi-stop ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1.   SELECT Multi-Stop in the **Search for** drop-down box

2.   CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop, or to search by appointment ID or scheduler ID when searching for an appointment.
Submit button	Refreshes the page and displays a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment.

The Search *Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.

Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop ID in the **Search by** drop-down box

2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page refreshes with an additional field, described below.

Multi-Stop ID	Input box to enter the ID associated to the multi-stop.

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page is displayed on the following page.

Perform the following final steps on the *Search Existing Appointment Information* page to view the *Multi-Stop Management* page for the specified multi-stop ID:

1. ENTER the multi-stop ID in the **Multi-Stop ID** input box

2. CLICK the **Search** button to display the *Multi-Stop Management* page for the multi-stop ID

Note:
A user may perform several different actions from the Multi-Stop Management page, please reference section 6.4.4 – *Multi-Stop*

Search for a Multi-Stop by the Customer Registration ID

Searching for a multi-stop by the customer registration ID displays a different *Search Existing Appointment Information* page then when searching by the multi-stop ID. This search option may retrieve several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a hyperlink to the *Multi-Stop Management* page for the ID.

After CLICKING the **Manage Existing Appointment** link on the *Appointment Management* page, the *Search Existing Appointment Information* page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Search for:	Drop-down listing the options a user may search for: Appointment, Multi-Stop.
Submit button	Displays the **Search by:** drop down box that contains search options based on the **Search for** selection.
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page (depending on the search criteria) only after all required fields have been entered.
Cancel button	Displays the *Appointment Management* landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed below.

To search for a multi-stop by the scheduler or customer registration ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box

2. CLICK the **Submit** button beside the **Search for** drop-down box

The Search *Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID or customer registration ID when searching for a multi-stop, or to search by appointment ID or scheduler ID or customer registration ID when searching for an appointment.
Submit button	Displays the **Scheduler ID** drop-down box, date range input boxes and facility search fields and buttons.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed below.

To search by the Customer Registration ID, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Customer Registration ID in the **Search by** drop-down box

2. CLICK the **Submit** button next to the **Search by** drop down box

The Search *Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page refreshes with the following additional fields, described below.

*Customer Registration ID	Drop-down box listing mailer names and IDs from which to select.

Select Date Range	Enter date range for which you wish to see occurrences of multi-stop appointments.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities with postal facilities in the **City** drop-down box.
City	Drop-down box listing cities with postal facilities within the selected state.
Search button	Retrieves all facilities within the selected city and state and populates them in the **Facility** drop-down box.
NASS Code	The three to five character NASS Code of the facility.
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the **Facility** drop-down box.
Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the **All Facilities** option.
Search button	Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in a Multi-Stop Summary table at the bottom of the page.
Cancel button	Displays the *Appointments Landing* page.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed on the following page.

To view all multi-stops for the specified criteria, perform the following final steps on the *Search Existing Appointment Information* page:

1. SELECT the mailer to search for associated multi-stops in the **Customer Registration ID** drop-down box

2. SELECT the time frame within which to look for multi-stops in the **Select Date** Range textboxes

3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

    To Search for a Facility by State and City:

    1. SELECT a state from the **State** drop-down box

    2. CLICK the **View Cities** button

    3. SELECT a city from the **City** drop-down box

    4. CLICK the **Search** button

To Search for a Facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox

2. CLICK the **Search** button

4. SELECT the facility in the **Facility** drop down box, or SELECT the **All Facilities** option

5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table

The *Search Existing Appointment Information* page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

Multi-Stop Summary section	Lists the multi-stops and related information that fall within the specified search criteria.
Multi-Stop ID hyperlink column	Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the *Multi-Stop Management* page for the multi-stop.
1st Appt ID column	Lists the ID of the first appointment in the multi-stop.
Date column	Lists the date of the first appointment in the multi-stop.
Time column	Lists the time of the first appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code of the facility for the first appointment in the multi-stop.
Facility Name column	Lists the name of the facility for the first appointment in the multi-stop.

The *Search Existing Appointment Information* page is displayed on the following page.

Create and Add a New Appointment to the Multi-Stop

After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	Displays the ID associated to the multi-stop trip.
Results table	Displays all appointment IDs and related information that are included in the multi-stop.
Appointment ID hyperlink	Displays the appointment ID of the associated appointment, and is a hyperlink which displays the *Appointment Management* page for the selected appointment.

Remove hyperlink	Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment.
Date column	Lists the dates of each appointment in the multi-stop.
Time column	Lists the time of each appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code associated with the facility for each appointment in the multi-stop.
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability Search* page where the user begins the process to create a new appointment.
Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page where a user may confirm cancellation of the multi-stop and its associated appointments.
Cancel button	Displays the *Search Existing Appointment Information* page.

The *Multi-Stop Management* page is displayed below.

CLICK the **Add Additional Appointment to Multi-Stop** button, which displays the *Appointment Slot Availability* page with the existing appointments associated with the Multi-Stop. From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.

> **Note:**
> The time difference between the first appointment's arrival date and the last
> appointment's arrival date in the multi-stop cannot be greater than 24 hours.

6.1.6 Multi-Stop Management

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

- Add appointments to a multi-stop
- Remove appointments from a multi-stop
- Edit appointment information
- Cancel a multi-stop

The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.

All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Appointment ID column	Lists the IDs of each appointment associated with the multi-stop, with each ID being a hyperlink to the *Appointment Management* page for the appointment.
Remove hyperlink	Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment.
Date column	Lists the date of each appointment in the multi-stop.
Time column	Lists the time of each appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code of each appointment's facility in the multi-stop.
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability* page for the user to create a new appointment.

Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page.
Cancel button	Displays the *Search for Existing Appointment* page without saving any changes.

The *Multi-Stop Management* page is displayed below.

Add Appointments to a Multi-Stop

A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by CLICKING the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

Remove an Appointment from a Multi-Stop

A user may remove an appointment from a multi-stop directly from the *Multi-Stop Management* page.

To remove an appointment from a multi-stop, CLICK the **Remove** hyperlink beneath the appointment to be removed.

The *Multi-Stop Management* page refreshes and displays the summary table without the selected appointment ID.   A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

Edit Appointment Information

A user may edit the appointment information for an appointment within a multi-stop by accessing the *Appointment Management* page. A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper ID
- Comments regarding the appointment

To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The *Appointment Management* page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page. A user may modify the appointment slot information – as described in section 6.2.2 – *Appointment Management*.

From the *Appointment Management* page, a user may also manage the content information for the individual appointment, which is detailed in section 6.2.3 - *Content Information Management*.

NOTE: If a user changes Bill of Lading Number, Vehicle ID, and/or Shipper ID, the fields will change for all associated appointments on the Multi-Stop appointment.

Cancel a Multi-Stop

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the appointment slot back to the tier it was pulled from and redistributes the appointment volume back to the facility it was pulled from when creating the individual appointments.

A user begins to cancel a multi-stop from the *Multi-Stop Management* page by CLICKING the **Cancel Multi-Stop** button. The *Confirm Cancel Multi-Stop* page displays. The page displays the Multi-Stop ID and all associated appointment IDs.

The fields and buttons on the *Confirm Cancel Multi-Stop* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments:	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.
Yes button	Cancels the multi-stop and all associated appointments and displays the *Cancel Multi-Stop Confirmation* page.
No button	Does not cancel the multi-stop and displays the *Multi-Stop Management* page.

The *Confirm Multi-Stop Cancellation* page is displayed on the following page.

The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.

To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The *Cancel Multi-Stop Confirmation* page displays. A cancellation number is generated for each appointment in the multi-stop.

The fields and buttons on the *Cancel Multi-Stop Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments sections	Displays the following fields for each appointment within the multi-stop.
Cancellation Number	The confirmation number for the cancelled appointment.
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility for the appointment.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.

The *Cancel Multi-Stop Confirmation* page looks identical to the *Confirm Multi-Stop Cancellation* page with the additional field(s) of the **Cancellation Number.**

6.2 Joint Scheduling

Joint scheduling provides various mailing industry entities with the capability to work together to provide USPS with accurate and complete appointment data when multiple parties prepare and transport drop shipments. Joint scheduling allows the transportation agent to be responsible for appointment logistics information while Mail Owners and Mail Preparers are responsible for mail content information. This is especially useful for consolidators and freight companies that manage logistics but are often unaware of the specifics of the mailing content.

The three unique joint scheduling roles have been identified as follows:

- Scheduler – User in charge of planning the trailer load and date/time of arrival at specific USPS facility
- Mai owner – User who owns the mail content
- Mail Preparer – User in charge of preparing the mail for Mail Owners

Note:
A mailer may play multiple roles in the joint scheduling process and each role may have slight variations to what is stated above.

Joint scheduling allows information on appointment logistics and content information to be broken into separate data sets for entry into FAST. The appointment logistics piece of an appointment is called an appointment shell, and the content information piece of an appointment is called a content. Stand-Alone content can be created separately from the appointment shell and then be associated to the appointment at a later time.

If a mail owner or mail preparer uses a 3rd party for transporting mail to the USPS, they can create the content of the mailing and assign it to the Scheduler via the Stand-Alone content creation process. Once the content is created, the Scheduler will receive notification to schedule an appointment for the new content. The Scheduler can then associate the content to an existing appointment or schedule a new appointment.

Joint scheduling benefits USPS, Schedulers, mail owners and mail preparers greatly. These benefits are as follows:

- Scheduler benefits
  - o Ability to focus on transportation and logistics
  - o More accurate content which leads to a better rating
  - o More appointment availability due to reduction of multiple appointment numbers assigned to one trailer
- Mail Owner/Mail Preparer benefits:
  - o Greater control of content information
  - o Visibility into the content and appointment for induction of their mailings
  - o No need to schedule appointments
- USPS benefits
  - o More accurate advanced notification information
  - Reduction of multiple appointment numbers assigned to one trailer

Notes:
-Shell appointments for Standard Mail or Package Services must have at least one content associated 24 hours prior to the appointment time or the shell will be cancelled.
-Periodicals shells appointments must have a content associated at least one hour prior.
- One-Time appointment shells may be created via the FAST Online application and Web Services messaging.

6.3 Manage Existing Appointments

From the *Appointments* landing page, a user may CLICK the **Manage Existing Appointment** link to access the appointment management area of the FAST application. A user may manage appointment information by editing appointment level information, editing content level information, adding content information, canceling content information, and canceling appointments. A user may modify appointment information created via Web Services. A user may view without editing closeout and unscheduled arrival information as well.

A user may modify and cancel multi-stop appointments as well as single stop appointments

The *Managing Existing Appointments* section includes:

6.3.1 Appointment Search
6.3.2 Appointment Management
6.3.3 Content Information Management
6.3.4 Web Services Appointment Management

6.3.1 Appointment Search

A user has the option to search for an appointment by either the appointment ID or by the scheduler ID. The resulting search page, *Search Existing Appointment Information*, may appear two different ways depending on how the user searches for the appointment.

One search option, searching for an appointment by the appointment ID, displays a page similar to the multi-stop search page displayed in section 6.1.5.2 – *Create an Appointment for an Existing Multi-Stop*. The user may enter a specific appointment ID which takes the user to the *Appointment Management* page for the appointment ID.

The second option, searching for an appointment by the scheduler ID, displays a different *Search Existing Appointment Information* page. This search option may retrieve multiple appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Appointment Management* page for the appointment ID.

Search for an Appointment by the Appointment ID

After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a **Search by** button.
Cancel button	Displays the *Appointment Management* landing page.
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page only after all required fields have been entered.

The *Search Existing Appointment Information (Search for appointment)* page is displayed below.

To search for an appointment by the appointment ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box

2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for appointment)* page refreshes with additional fields, described below.

*Search by:	Drop-down box listing what a user may search by: Appointment ID, Scheduler ID, Multi-Stop ID.
Submit button	Displays the Appointment ID textbox for the user to enter a specific appointment ID.

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page is displayed below.

Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment ID in the **Search by** drop-down box

2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for appointment by appointment ID)* page refreshes with an additional field, described below.

*Appointment ID	Input box to enter the specific appointment ID.

The *Search Existing Appointment Information (Search for appointment by appointment ID) page* is displayed on the following page.

To view the *Appointment Management* page for the specified appointment ID, perform the following final steps on the *Search Existing Appointment Information* page:

1.   ENTER the appointment ID in the **Appointment ID** input box

2.   CLICK the **Search** button, displaying the *Appointment Management* page

For more on appointment management, please reference section 6.2.2 – *Appointment Management*.

Search for an Appointment by the Customer Registration ID

The second search option, searching for an appointment by the Customer Registration ID, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Customer Registration ID* from the **Search by** menu and CLICKS **Submit**, displaying the *Search Existing Appointment Information* page with the below fields and buttons.

Search for:	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the **Search by:** drop down box that contains search options based on the search for selection

*Search by:	Drop-down box listing what a user may search by: Customer Registration ID, Publication ID, or Appointment ID
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
*Customer Registration ID	Drop-down box listing mailer names and IDs to select from
*Select Date Range	Enter date range for which you wish to see occurrences of appointments
*State	Drop-down box listing all state options
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state
Search button	Retrieves all facilities within the selected city and state and populates them in the **Facility** drop-down box
NASS Code	The three to five character NASS Code of the facility
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the **Facility** drop-down box
*Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code
Search button	Retrieves all appointments that are for the specified scheduler, date range and facility and populates them in an Appointment Summary table at the bottom of the page

The *Search Existing Appointment Information* page when searching for an appointment by the scheduler ID is displayed on the following page.

To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box

2. CLICK the **Submit** button

3. SELECT Customer Registration ID in the **Search by** drop-down box

4. CLICK the **Submit** button

5. SELECT the mailer to search for appointments for in the **Customer Registration ID** drop-down box

6. SELECT the time frame to search within in the **Select Date** Range textboxes

7. SEARCH for a facility by one of the following two ways:

   TO SEARCH FOR A FACILITY BY STATE/CITY:

   a. SELECT a state from the **State** drop-down box

   b. CLICK the **View Cities** button

   c. SELECT a city from the **City** drop-down box

   d. CLICK the **Search** button, populating the **Facility** drop-down box

   TO SEARCH FOR A FACILITY BY THE NASS Code:

      a. ENTER the three to five character NASS Code in the **NASS Code** textbox

      b. CLICK the **Search** button, populating the **Facility** drop-down box

8. SELECT a facility from the **Facility** drop-down box

9. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table

The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons. The new fields and buttons are described below.

Appointment Summary section	Lists the appointments and their related information that fall within the specified search criteria.
Appointment ID hyperlink column	Lists the appointment IDs of all appointments that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the *Appointment Management* page for the appointment.
Date column	Lists the date of each listed appointment.
Time column	Lists the time of each listed appointment.
NASS Code column	Lists the three to five character NASS Code of each listed appointment's facility.
Facility Name column	Lists the name of each listed appointment's facility.
Cancel checkbox	Cancels the appointment when the Cancel Selected Appointments button is clicked
Cancel Selected Appointments button	Directs user to Confirm Cancel page

Note: The Cancel checkbox is only available for appointments where the user has permission to cancel.

The *Search Existing Appointment Information* page is displayed on the following page.

Note:
CLICKING the **Appointment ID** hyperlink displays the *Appointment Management* page where a user may view the appointment information; access the *Appointment Closeout* page to view closeout information and access the *Content Information* page to view content information.

Search for an Appointment by Publication

The third search option, searching for an appointment by Publication, displays a different *Search Existing Appointment Information* page. After selecting *Appointment* from the **Search for** menu and clicking **Submit**, the user selects *Publication* from the **Search by**

menu and CLICKS **Submit** displaying the *Search Existing Appointment Information* page with the below fields and buttons. (Note: Publication search is only for Periodicals).

Search for:	Drop-down box listing the options a user may search for: Appointment, Multi-Stop
Submit button	Displays the **Search by:** drop down box that contains search options based on the search for selection
Search by:	Drop-down box listing what a user may search by: Scheduler ID, Publication ID, or Appointment ID
Submit button	Displays the Scheduler ID drop-down box, date range input boxes and facility search fields and buttons
Select Date Range	Enter date range for which you wish to see occurrences of appointments
Publication Name	Text box to input the publication name to search
USPS Publication ID	Text box to input the publication ID of the publication to search
Publication	Text box to input the publication name to search
Cancel button	Displays the *Appointment Management* landing page
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals)

To search for and view all appointments for the specified criteria, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Appointment in the **Search for** drop-down box

2. CLICK the **Submit** button

3. SELECT Publication in the **Search by** drop-down box

4. CLICK the **Submit** button

5. SELECT the time frame to search within in the **Select Date** Range textboxes

6. ENTER the Publication Name OR

7. ENTER the Publication ID

8. CLICK the **Search** button

9. SELECT publication from **Publication** drop down list

10. CLICK the **Search** button, refreshing the page and displaying the Appointment Summary table

The *Search Existing Appointment Information* page displays with an Appointment Summary table below the search fields and buttons described in previous section.

The *Search Existing Appointment Information by Publication* page is displayed below.

6.3.2 Appointment Management

After a user searches for an appointment by either the appointment ID or the scheduler ID, they are taken to the *Appointment Management* page for the selected appointment. From the *Appointment Management* page, a user has the ability to:

- View Appointment Audit Information
- Edit appointment slot information
- Edit appointment level information
- Edit content level information
- Add additional contents
- View unscheduled arrival information
- View closeout information
- Cancel an appointment

The *Appointment Management* section details the steps and screens accessed when a user views closeout information, when a user cancels an appointment and briefly describes the previously discussed processes. Editing and adding contents is discussed in more detail in section 6.2.3 – *Content Information Management*.

All of the above actions may be accessed from the *Appointment Management* page. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment.
Status	The current status of the appointment: Open, Closed, Canceled, Unscheduled, No-show, Rejected.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Creation Source	The method used to create the appointment.
Last Update Date/Time	The date and time of the last update made to the appointment.
Last Update User ID	The ID associated to the user who last updated the appointment.
View Audit Information button	Displays the Appointment Audit Information.
Appointment Slot Information table	Displays the current slot information of the appointment, includes **Facility Name, Facility ID, Appointment Date, Appointment Time, Appointment Type** and the **Change** button.
Change button	Displays the *Appointment Slot Availability* page.
Facility Name	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility.
Maximum Truck Length	The maximum truck length allowed at the facility.
Appointment Date	The date the appointment is to arrive at the facility.
Appointment Time	The time the appointment is to arrive at the facility.
Appointment Type	The type of the appointment the facility is expecting.
Mail Class(es)	The mail class(es) of the appointment.
Bill of Lading Number	The bill of lading number associated to the appointment.
Number of Pallet Positions	The number of pallet positions.
Vehicle ID	The ID associated to the vehicle.

Shipper Name	The Shipper Name associated to the appointment.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Displays the *Appointments* Landing page.
Cancel Appointment button	Cancels the appointment in the system.
Copy Appointment button	Displays the *Create New Appointment* page with the fields already populated with the information from the current appointment.
Submit button	Submits the appointment.
Appointment Contents section	Displays all contents associated to the appointment.
Content ID column	Lists the IDs of each content associated to the appointment, which are hyperlinks to the *Content Information Management* page for the selected content ID.
Mail Preparer	The ID associated to the mail preparer of the content.
Mail Class	The mail class of the content.
Mail Shape	The shape of the content.
Content Name	Lists the name of the content.
Pallet Count	The number of pallets contained in the content.
Bedloaded Units	The number of units bedloaded in the content.
Manage Content button	Displays the *Content Information Management* page.

Note:
Depending on if the user is associated to the scheduler of the appointment or is the scheduler, the fields on the *Appointment Management* page may be editable or read-only, allowing the user to only view the information without modifying it.

The *Appointment Management* page is displayed on the following page.

View Appointment Audit Information

A user may view an appointment's audit information report by accessing the *Appointment Management* page.

A user may access the *Appointment Audit Information* page through the *Appointment Management* page. A user CLICKS the **View Audit Information** button on the *Appointment Management* page and is taken to the *Appointment Audit Information* page. The fields display as read-only and contain all appointment audit information.

The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions.

Scheduler Name	The name of the scheduler associated to the appointment.
Facility	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Status	The current status of the appointment.
Appointment Date	The date the appointment is to arrive at the facility.
Appointment Time	The time the appointment is to arrive at the facility.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Units Trays	The total number of tray that are bedloaded for this specific content.
Bedloaded Units Sacks	The total number of sacks that are bedloaded for this specific content.
Bedloaded Units Parcels	The total number of parcels that are bedloaded for this specific content.
Bedloaded Units Bundles	The total number of bundles that are bedloaded for this specific content.
Mail Class	Lists the mail class(es) for the appointment.
Update User ID	The ID associated to the user who last updated the appointment.
Last Update Date/Time	The date and time that the appointment was last updated.

The *Appointment Audit Information* page is displayed below.

Edit Appointment Slot Information

When editing an appointment's slot information, a user follows the same process described in section 6.1.1 – *Searching for Appointment Slot Availability*.

A user begins the process by accessing the *Appointment Slot Availability* page by CLICKING the **Change** button on the *Appointment Management* page. The *Appointment Slot Availability* page displays, populating the following fields with the existing appointment information:

- Facility
- Customer Registration ID
- Appointment Type
- Mail Class(es)

If a user needs to change any of the above fields, the appointment is considered as a cancelled appointment when it is scored for scheduler rating (described in section 10.0 – *Rating Overview*). However, a user still has the ability to change any of those fields and the appointment will retain the same appointment ID.

The user CLICKS the **Search** button on the *Appointment Slot Availability* page, displaying the results page for the specified facility, customer registration ID, mail class(es) and appointment type. A user may CLICK on a new appointment slot time to select the slot and display the *Appointment Management* page with the new appointment information. CLICKING the **Submit** button on the *Appointment Management* page updates the appointment with the new information and displays the *Appointment Confirmation* page.

When a user attempts to change the appointment's slot information, the new slot information is checked against the trip and volume constraints, just like when a new appointment is created. If the new information is not valid due to a constraint violation, the user sees an error which describes the problem and the appointment is not updated with the new slot information.

Edit Appointment Level Information

A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper Name
- Comments regarding the appointment

To edit any of the above fields, a user CLICKS in the desired textbox and replaces the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page.

Edit Content Level Information

A user may edit an appointment's content level information by accessing the *Content Information Management* page from the *Appointment Management* page.

To access the *Content Information Management* page, a user CLICKS on the **Manage Content** button in the Appointment Contents section of the *Appointment Management* page. After editing the content information, the user CLICKS the **Submit** button on the *Content Information Management* page, which updates the content information in the system and displays the *Appointment Management* page for the appointment.

Add Additional Contents

A user may also add additional contents to the appointment by accessing the *Add/Edit Content Information* page from the *Appointment Management* page and specifying the total number of contents per mail class (Note: The user can input data in the Update Content Capacity grid for contents that were selected on the *Create New Appointment* page)

To access the *Add/Edit Content Information* page, a user CLICKS the **Manage Content** button on the Appointment Contents section of the *Appointment Management* page. The user follows the same process as described in section 6.1.3 – *Adding Content Information to an Appointment*, to enter in and add content information for the appointment. A user may also CLICK the **Associate Stand-Alone Content** button to associate a stand-alone content to the appointment.

Managing content information is detailed in section 6.3.3 – *Content Information Management*.

View Unscheduled Arrivals

A user may view unscheduled arrival information in FAST by searching for the appointment and accessing the *Appointment Management* page. A user may search for the information by their customer registration ID or the appointment number created upon arrival. The Postal Service requires a customer registration ID on the PS Form 8125 when arriving with an unscheduled appointment at a facility. The scheduler may then search for an appointment by the customer registration ID associated to them at any or all facilities. The search option, the user may search by the created appointment ID on the *Search Existing Appointment Information* page The **Status** field on the *Appointment Management* page displays 'Unscheduled' to verify the appointment is an unscheduled arrival. The user may not edit this information.

View Closeout Information

A user may view an appointment's closeout information by accessing the *Appointment Closeout* page. A user may access the *Appointment Closeout* page by one of the following two ways.

A user may access the *Appointment Closeout* page through the *Appointment Management* page. A user searches for the closed appointment and is directed to the *Appointment Management* page. A user CLICKS the **Closeout** button on the *Appointment Management* page and is taken to the *Appointment Closeout* page. The fields display as read-only and contain all entered closeout information

A user may also access the *Appointment Closeout* page through the *Appointments Landing* page. A user CLICKS the **Manage Closeout Information** link on the landing page. The user is taken to the *Manage Closeout Information* search page where the user will search for an appointment in the same fashion as described in the prior section, section 6.2.1 – *Appointment Search.* This process is described next in more detail.

The fields and buttons on the *Manage Closeout Information* search page are described below. A snapshot of the page is displayed after the field descriptions.

Search by:	Drop down box listing the options to search for an appointment by: Appointment ID, Customer Registration ID, Area, District, Facility.
Submit button	Refreshes the page and displays appointment input text boxes for appointment ID search.
	For Area search, the page refreshes with the area drop-down, customer registration ID, date range and the appointment status check boxes.
	For District search, the page refreshes with the district drop-down, customer registration ID, date range and the appointment status check boxes.
	For Customer Registration ID search, the page refreshes with the customer registration ID of the user along with the date range and the appointment status check boxes.
	For Facility search, the facility search grid will be shown along with the customer registration ID of the user along with the date range and the appointment status check boxes.
Cancel button	Displays the *Appointment Management* landing page.

The *Manage Closeout Information* search page is displayed below.

To search for an appointment by the appointment ID, perform the following steps on the *Manage Closeout Information* search page:

1. SELECT Appointment ID in the **Search by** drop-down box

2. Input up to ten appointment IDs in the appointment ID text boxes

3. CLICK the **Submit** button

The *Manage Closeout Information* search page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

Appointment ID	Input boxes to enter the requested appointment ID(s).

The *Manage Closeout Information* search page with the additional field is displayed on the following page.

Perform the following final steps on the *Manage Closeout Information* search page to view the *Appointment Closeout* page for the specified appointment ID:

1. ENTER the appointment ID in the **Appointment ID** input box

2. CLICK the **Search** button to display the *Appointment Closeout* page for the appointment ID

The *Appointment Closeout* page displays and lists key appointment information. All fields display as read-only for both corporate and scheduler users. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

Appointment ID	The ID associated to the appointment.
Current Status	The current status of the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Scheduler Name	The name of the scheduler associated to the appointment.
USPS Facility Name	The name of the facility for the appointment.

USPS Facility ID	The ID associated to the appointment's facility.
Date	The appointment's scheduled arrival date.
Appointment Time	The time the appointment is scheduled to arrive at the facility.
Surface Visibility Placard Scans	Indicates if any content was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility. .
*New Status	The new status of the appointment.
*Arrival Date	The actual date the appointment arrived.
*Arrival Time	The actual time the appointment arrived.
*Unload Start Date	The actual date the appointment began to be unloaded.
*Unload Start Time	The actual time the appointment began to be unloaded.
*Unload End Date	The actual date the appointment finished being unloaded.
*Unload End Time	The actual time the appointment finished being unloaded.
Vehicle ID	The Vehicle ID.
Tandem Trailer Appointment checkbox	Select if the appointment has tandem trailers.
Mail Class Standard	The Standard mail class checkbox.
Mail Class Package Services	The Package Services mail class checkbox.
Mail Class Perishables	The Perishables checkbox.
Mail Class Periodicals	The Periodicals mail class checkbox.
Mail Class News	The News checkbox.
*Appointment Irregularities section	
Appointment ID	Fifteen (15) Appointment ID fields used to list the IDs of appointments with irregularities.
*Mail Integrity and Load Irregularities	Checkboxes listing the following irregularities: Altered Required Field on Form, Broken Pallets, Container Counts Do Not Match Form, Damaged Mail, Driver Refused to Assist, Incorrect Appointment Type, Incorrect Class of Mail, Incorrect Entry Office, Incorrect Processing Category, Load Unsafe, Mailings are not Separated by Destination, Missing Appointment Number, Missing Origin Signature and/or Round Stamp, Missing Required Mailer Field on Form,

	No Form With Shipment, Other, Pallets Too Tall, Past in Home Date, Photo Copy of PS Form, Vehicle Size, None.
Resolutions	Textboxes for a Resolution to be entered (when applicable): 1. Destination Contacted Origin 2. Driver Contacted Dispatch Office 3. Driver Reconciled Load 4. Irregularities Could Not Be Resolved on Dock.
*Content Discrepancy section	Lists the fields that record the differences between what content was scheduled and what content actually arrived.
Bedloaded sacks percent	Displays the percent of the content type that arrived compared to what was scheduled.
Bedloaded trays percent	Displays the percent of the content type that arrived compared to what was scheduled.
Bedloaded parcels percent	Displays the percent of the content type that arrived compared to what was scheduled.
Bedloaded bundles percent	Displays the percent of the content type that arrived compared to what was scheduled.
Count of pallets containing sacks	Displays the actual number of pallets that arrived.
Count of pallets containing trays	Displays the actual number of pallets that arrived
Count of pallets containing parcels	Displays the actual number of pallets that arrived
Count of pallets containing bundles	Displays the actual number of pallets that arrived
Content Discrepancy	Comments box displaying additional remarks regarding content differences.
Comments	Additional comments.
Cancel button	Displays the *Appointment*s Landing page.
Return to Search button	Returns the user to the *Manage Closeout Information* search page.

The *Appointment Closeout* page is displayed on the following page.
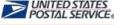
Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Create New Appointment
Manage Existing Appointment
Create Stand-Alone Content
Manage Stand-Alone Content
▶ Manage Closeout
Information
Manage Unscheduled Arrival

Recurring Appointments
Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier
Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Appointment Closeout

Please enter the following information to close or reject an appointment. Once the information has been entered, click the Submit button to close or reject the appointment.

Appointment ID #: 910004001

Current Status: Open
Customer Registration ID: 10000979
Scheduler ID: 245400000001
Scheduler Name: FASTTEST
USPS Facility Name: NEW YORK
USPS NASS Code: 100
Appointment Date/Time: 05/31/2011 13:00
Surface Visibility Placard Scans: No
Closed by SV: No

The New Status drop-down menu below will always default to the current status of the appointment. To change the status of the appointment, please select the new status from the drop-down menu and click the Submit button. (* Required Fields)

* **New Status:** Open ▼

Arrival Date: [   ]   Arrival Time: [   ]
Unload Start Date: [   ]   Unload Start Time: [   ]
Unload End Date: [   ]   Unload End Time: [   ]
Vehicle ID: [   ]

☐ Tandem Trailer Appointment

Mail Class
☐ Standard
☐ Package Services   ☐ Perishable
☐ Periodicals   ☐ News

*Appointment Irregularities
Note: If additional appointments are noted on the USPS form 8125(s), please enter Appointment IDs.
☐ Multiple Appts Associated to Load

Appt. ID: [   ]   Appt. ID: [   ]   Appt. ID: [   ]
Appt. ID: [   ]   Appt. ID: [   ]   Appt. ID: [   ]
Appt. ID: [   ]   Appt. ID: [   ]   Appt. ID: [   ]
Appt. ID: [   ]   Appt. ID: [   ]   Appt. ID: [   ]
Appt. ID: [   ]   Appt. ID: [   ]   Appt. ID: [   ]

☑ None

*Mail Integrity and Load Irregularities
Note: A red asterisk (*) denotes that the irregularity requires a resolution reason.

	Resolution
☐ Altered Required Field on Form	[ ] *
☐ Broken Pallets	[ ] *
☐ Container Counts Do Not Match Form	[ ] *
☐ Damaged Mail	[ ] *
☐ Driver Refused to Assist	[ ]
☐ Incorrect Appointment Type	[ ]
☐ Incorrect Class of Mail	[ ] *
☐ Incorrect Entry Office	[ ] *
☐ Incorrect Processing Category	[ ] *
☐ Load Unsafe	[ ] *
☐ Mailings Not Separated by Destination	[ ] *
☐ Missing Appointment Number	[ ] *
☐ Missing Origin Signature and/or Round Stamp	[ ] *
☐ Missing Required Mailer Field on Form	[ ] *
☐ No Form with Shipment	[ ] *
☐ Other	[ ]
☐ Pallets Too Tall	[ ] *
☐ Past in Home Date	[ ]
☐ Photo Copy of PS Form	[ ] *
☐ Vehicle Size	[ ]
☐ None	

Resolution Code Legend:
1- Destination Contacted Origin
2- Driver Contacted Dispatch Office
3- Driver Reconciled Load
4- Irregularities Could Not be Resolved on Dock

*Content Discrepancy

	Expected Count	Actual Count
Bedloaded Sack Count:	0	[ ]
Bedloaded Tray Count:	0	[ ]
Bedloaded Parcel Count:	0	[ ]
Bedloaded Bundle Count:	0	[ ]
Count of pallets containing sacks:	0	[ ]
Count of pallets containing trays:	2	[ ]
Count of pallets containing parcels:	0	[ ]
Count of pallets containing bundles:	0	[ ]

Comments: [   ]

(Cancel)   (< Return to Search)

Cancel an Appointment

The following section details the process and pages to cancel an appointment in the FAST application. Users have the ability to cancel individual contents or appointments based on Publication and association. Depending on the appointment type and content type, canceling an appointment redistributes the available appointment slot and volume back to the facility and tier they were pulled from when creating the appointment.

A user begins to cancel an appointment(s) from the *Appointment Management* page by SELECTING the **Cancel** checkbox. The *Confirm Cancel Appointment* page displays when user CLICKS the **Cancel Selected Appointments** button, which lists some of the important appointment information

The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Scheduler Name	The name of the scheduler associated to the appointment.
Facility Name	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Appointment Date	The date the appointment is to arrive at the facility.
Appointment Time	The time the appointment is to arrive at the facility.
Content ID	The IDs of each content associated to the appointment.
Yes button	Finalizes the cancellation of the appointment and displays the *Cancel Appointment Confirmation* page.
No button	Displays the *Appointment Management* page for the appointment and does not cancel it.

The *Confirm Cancel Appointment* page is displayed on the following page.

Note:
An appointment cannot be cancelled within one hour of its scheduled appointment time. Also, appointments are automatically no-showed if they have not arrived 24 hours after the scheduled appointment time.

The appointment is not officially cancelled until the user confirms the cancellation from the previous page.

To cancel the appointment and its associated contents, CLICK the **Yes** button. The Cancel Appointment *Confirmation* page displays, showing some of the key appointment information. When a user cancels an appointment, a cancellation number is generated for the appointment.

The fields and buttons on the *Confirm Cancel Appointment* page are described below. A snapshot of the page is displayed after the field description.

Cancellation Number	The confirmation number for the cancelled appointment.
Cancellation Reason	The reason for the cancellation.
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility for the appointment.
Facility ID	The three to five character NASS Code associated to the appointment's facility.
Appointment Date	The date the appointment was to arrive at the facility.
Appointment Time	The time the appointment was to arrive at the facility.
Content ID	The IDs of each content associated to the appointment.
Finish button	Displays the *Appointments* Landing page.

Note:
A cancellation number is only generated for the appointment; the associated contents that are also canceled do not receive a cancellation number.

The *Cancel Appointment Confirmation* page is displayed on the following page.

6.3.3 Content Information Management

A user may modify or cancel content level information for an appointment via the *Content Information Management* page. As described in section 6.2.2 – *Appointment Management*, a user may access the Content Information Management page by CLICKING on a **Content ID** hyperlink on the *Appointment Management* page. This section describes how to:

- Edit Content Level Information
- Cancel a Content from an Appointment

Edit Content Level Information
.

The *Content Information Management* page looks very similar to the *Add Content Information* page. The fields and buttons of the *Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of Standard contents to be created with the appointment.
*Package Services	The number of Package Services content to be created with the appointment.

Periodicals	The number of Periodicals contents to be created with the appointment.
Manage Content Button	Changes the number and type of contents to be created with the current appointment and creates the appropriate content grid based on the mail class(es).
The description below describes the Standard Content Grid. It is displayed when a number of expected Standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED..	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.

Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content appointment is expected to arrive at the final destination.
In Home End date	The ending date and time the content appointment is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the Add Recurring Content Information page with the content duplicated the selected number of times.
The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box, and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
*Package Services Sub-Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables (only for Package Services).
Count of Pallets Containing	The total number of pallets containing sacks for this specific content.

Sacks	
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the Add Content Information page with the content duplicated the selected number of times.
The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.

News checkbox	Select the checkbox if the content is news.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
Publication Name	Text box to input the publication name to search for (only for Periodicals).
USPS Publication ID	Text box to input the publication ID of the publication to search for (only for Periodicals).
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the Publication drop-down box (only for Periodicals).
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.

Add button	Adds the selected publication to the associated publications.
Associated Publications	The publications associated to the for this specific content.
Remove button	Removes the selected publication from the associated publications.
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
Zone-Skipping checkbox	Indicates if the content is entered for zone-skipping rather than destination discount.
Cancel button	Displays the Create Recurring Appointment Landing Page.
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.
Submit button	Saves all associated contents to the appointment.
Update Content Capacity: Standard	Text box allowing the user to change the number of Standard contents associated to the appointment; editable only if the Mail Class: Standard checkbox was checked on the Appointment Slot Availability Page.
Update Content Capacity: *Package Services	Text box allowing the user to change the number of Package Services contents associated to the appointment; editable only if the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.
Update Content Capacity: Periodicals	Text box allowing the user to change the number of Periodicals contents associated to the appointment; editable only if the Mail Class: Periodicals checkbox was checked on the Appointment Slot Availability Page.
Manage Content button	Changes the number of contents associated to the appointment.
Content #	The unique number identifying the particular content.
Cancel Content checkbox	Indicates if the user wants to cancel an individual content from the appointment.
Mail-Preparer drop-down	The ID associated to the mail preparer.
Content Name	The name associated to the content.
Mail Owner ID	Drop-down box listing IDs of Mail Owners who could be associated with the content.
Add button	Adds the selected Mail Owner ID from the Mail Owner ID drop-down box to the Associated Mail Owners field.
Associated Mail Owner	The Mail Owner IDs of all Mail Owners that have been associated to the content.
Remove button	Removes the selected Mail Owner ID from the Associated Mail Owner field.

*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
*Package Services Sub type	Drop-down box listing either Parcel Select of BPM/Library/Media; only displays the Mail Class: Package Services checkbox was checked on the Appointment Slot Availability Page.
Perishable	Checkbox that indicates if the content contains perishable items.
Count of Pallets: Sacks	The total number of pallets containing sacks in the content.
Count of Pallets: Trays	The total number of pallets containing trays in the content.
Count of Pallets: Bundles	The total number of pallets containing bundles in the content.
Count of Pallets: Parcels	The total number of pallets containing parcels in the content.
Bedloaded Sack Count	The total number of sacks in the bedloaded content.
Bedloaded Tray Count	The total number of trays in the bedloaded content.
Bedloaded Bundle Count	The total number of bundles in the bedloaded content.
Bedloaded Parcel Count	The total number of parcels in the bedloaded content.
Publication Name	The name of the publication to search for.
USPS Publication ID	The Publication ID of the publication to search for.
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the **Publication** drop-down box.
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
Add button	Adds the selected publication to the associated publications.
Associated Publications	The publications associated to the appointment.
Remove button	Removes the selected publication from the associated publications.

Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU). If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
Zone-Skipping checkbox	Indicates if the content is entered for zone-skipping, rather than destination entry discount.
In Home Start date	The first date desired by the customer for delivery of mail pieces to the final destination.
In Home End date	The last date desired by the customer for delivery of mail pieces to the final destination.
Number to Duplicate	Drop-down box use to select how many times the content should be duplicated.
Duplicate button	Duplicates the content the number of times specified in the Number to Duplicate drop-down box.
Cancel Appointment button	Cancels the entire appointment.
Clear Contents button	Clears the data in each content of the appointment.
Submit button	Updates the content with the new information and displays the *Appointment Management* page.

The *Content Information Management* page is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Add/Edit Content Information

Please note: Content information describes the mail associated with each PS Form 8125, or each line of consolidated PS Form 8125. (* Required Fields)

Selected Criteria

Customer Registration ID: 4433047
Scheduler ID: 999999999980
Scheduler Name: DERCORP INTERNATIONAL
Facility Name: BALTIMORE
NASS Code: 212
Maximum Truck Length: 53 ft.
Appointment Date: 02/24/2010
Appointment Time: 14:00
Appointment Type: Pallet
Mail Class(es): Standard

To add content information, select the number of contents to add and click "Manage Content".
Click the "Submit" button with only empty content to bypass content creation and create an appointment shell.
To associate stand-alone content, click the "Associate Stand-Alone Content" button.

Update Content Capacity:

Standard	Package Services	Periodicals
2	0	0

Manage Content

Associate Stand Alone Content >
You have pending Stand-Alone Content awaiting Association

Click the "View All" button to select a Mail Preparer and Mail Owner from the drop-down box.

Content #1 ☐ Clear Content

Mail Class: Standard

Mail Preparer ID [▼] View All   Content Name [ ]

Mail Owner ID [▼] Add >   Associated Mail Owners [ ] Remove >
View All

* Mail Shape [-- Select One -- ▼]

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

Count of Pallets	Sacks	0	Trays	0	Bundles	0	Parcels	0
Bedloaded	Sack Count	0	Tray Count	0	Bundle Count	0	Parcel Count	0

Destination Discount ☑

In Home Start Date [ ] 🗓   In Home End Date [ ] 🗓

eVS Content ☐   eFile Number [ ]

Number to Duplicate [1 ▼] Duplicate >

Content #2 ☐ Clear Content

Mail Class: Standard

Mail Preparer ID [▼] View All   Content Name [ ]

Mail Owner ID [▼] Add >   Associated Mail Owners [ ] Remove >
View All

* Mail Shape [-- Select One -- ▼]

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

Count of Pallets	Sacks	0	Trays	0	Bundles	0	Parcels	0
Bedloaded	Sack Count	0	Tray Count	0	Bundle Count	0	Parcel Count	0

Destination Discount ☐

In Home Start Date [ ] 🗓   In Home End Date [ ] 🗓

eVS Content ☐   eFile Number [ ]

Number to Duplicate [1 ▼] Duplicate >

Cancel   Cancel Appointment   Clear Contents   Submit >

To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.

Note:
Updating content information is subject to the same constraints that are found in creating content information.

Cancel a Content from an Appointment

From the *Content Information Management* page described and shown previously, a user may cancel the content from the appointment. However, if it is the only content associated to the appointment, it may not be cancelled unless the appointment is cancelled.

To cancel a content from an appointment, CHECK the **Cancel Content** checkbox on the *Content Information Management* page. Then CLICK the **Submit>** button. The *Confirm Content Cancellation* page is displayed. The *Confirm Content Cancellation* page allows the user to finalize the cancellation of the content or to return to the *Content Information Management* page.

The fields and buttons on the *Confirm Content Cancellation* page are described below. A snapshot of the page is displayed after the field description.

Content ID	The ID associated to the content.
Mail Preparer ID	The ID associated with the mail preparer for the content.
Mail Owner ID	The ID associated with the mail owner for the content.
Yes button	Finalizes the cancellation of the content.
No button	Displays the *Content Information Management* page for the content.

The *Confirm Content Information Cancellation* page is displayed below.
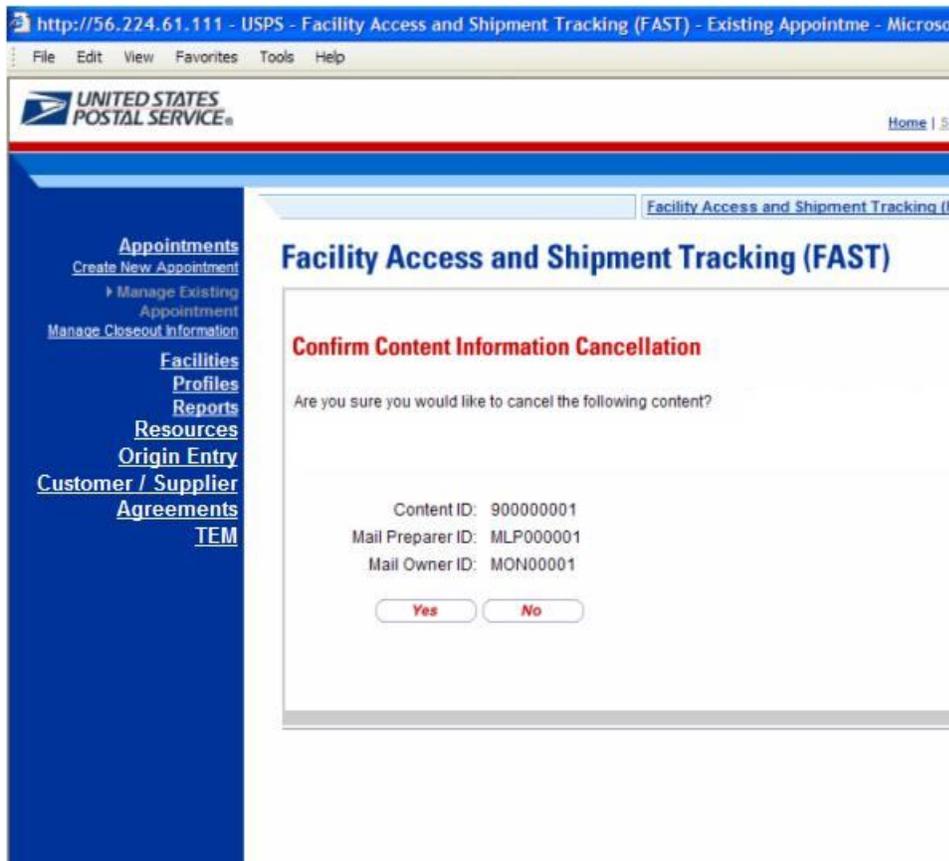
To finalize the cancellation of the content, CLICK the **Yes** button. The *Appointment Confirmation* page displays and the content ID is not listed as a content for the Appointment.

6.3.4 Web Services Appointment Management

Appointments may be created via Web Services as well as through the online FAST application. A Web Services appointment is treated technically as an online appointment and is subject to the same restrictions and constraints as an online appointment. A user may perform many of the same actions to a Web Services appointment, such as editing appointment information and canceling the appointment. One restriction regarding Web Services appointments is that an online user may not modify content level information but can view content. They are restricted to modifying only appointment level information for the Web Services appointment. A user may only modify Web Services appointments that are associated to the user.

Please reference the section's 12.3 – *PostalOne!* User Guide and section 12.4 – *PostalOne!* Technical Guide for more detailed descriptions of actions related specifically to *PostalOne!* and Web Services that occur outside of the online FAST application.

A user may modify the appointment level information on the *Appointment Management* page (see section 6.3.2 – *Appointment Management* for the steps to edit appointment information). The following lists the information a user may change in a Web Services appointment.

- Scheduler – restricted to schedulers associated to the user
- Facility
- Appointment Date/Time
- Appointment Type
- Bill of Lading Number
- Number of Pallet Position Counts
- Vehicle ID
- Shipper ID
- Comments

Web Services appointments are subject to normal trip and volume availability checks when updates are made to the appointments. Also, mail class indicators may not be changed on appointment updates.

A user may perform the following actions to a Web Services appointment:

- Add an appointment to a multi-stop (described in section *6.1.5.2 – Creating an Appointment for an Existing Multi-Stop*)
- Cancel an appointment (described in section 6.2.2 – *Appointment Management*)

Note:
All actions performed on a Web Services appointment are subject to the same timing, trip and volume constraints as an online appointment.

6.4 Create/Manage Stand-Alone Content

Stand-Alone content contains information about the mail in the shipment, but does not specify any of the logistics information with regards to the drop shipment. A user may create the content information to be associated to an appointment later by the Scheduler. Additionally, if the user knows the ID of the desired appointment, the user can associate the content to the appointment during the Stand-Alone content creation process. This functionality is targeted for scenarios where the entity who prepares the mail is different from the entity that will be drop shipping the mailing. Hence mail preparers can use FAST to create content level information while the scheduler focuses on the logistics of the appointment (facility, date, time, location, etc). Once a Stand-Alone content is created, a user may manage information on the content grid.

This section describes the above processes and includes:

6.4.1 - Create a Stand-Alone Content
6.4.2 - Associate a Stand-Alone Content
6.4.3 – Manage a Stand-Alone Content
6.4.4 – Confirm Stand-Alone Content Association

6.4.1 Create a Stand-Alone Content

The process to create a Stand-Alone content is similar to adding content to an appointment in section *6.1.3 - Adding Content Information to an Appointment*.

The user begins at the *Appointments* Landing page and CLICKS the Create Stand-Alone Content **Go>** button. The user is taken to the *Create Stand-Alone Content* page where the user enters in the content level information.

The fields and buttons on the *Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

Update Content Capacity: Standard	The field containing the number of Standard contents the user would like to create.
Update Content Capacity: Package Services	The field containing the number of Package Services contents the user would like to create.
Update Content Capacity: Periodicals	The field containing the number of Periodicals contents the user would like to create.
Manage Content button	Creates the specified number of contents for each type of mail class..
The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID.
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box.
City	Drop-down box listing all cities within the selected state with postal facilities.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
Search button	Retrieves the facility associated with the NASS Code and displays it in the results

	table.
*Facility	Drop-down box containing the facility(s) located in the specified city and state.
Add Button	Adds the selected Facility into the Desired Facility Name textbox.
Desired Facility Name	The Desired Facility for the content.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.

eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the *Create Stand-Alone Content* page with the content duplicated the selected number of times.

The description below describes the Package Services Content Grid. It is displayed when a number of expected Package Services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED.

Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box.
City	Drop-down box listing all cities within the selected state with postal facilities.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
*Facility	Drop-down box containing the facility(s) located in the specified city and state.
Add Button	Adds the selected Facility into the Desired Facility Name textbox.
Desired Facility Name	The Desired Facility for the content.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.

Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove button	Removes the selected Mail Owner from the list of associated mail owners.
Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Package Services Sub-Type	Drop-down box listing the following options to specify Package Services sub-type: Parcel Select, or BPM/Library/Media (only for Package Services).
Perishable checkbox	Indicates if the content is perishables (only for Package Services).
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
eFile Number	The eFile Number of the eVS content being added.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help to duplicate existing contents and minimize re-keying of data.
Duplicate button	Displays the *Add Content Information* page with the content duplicated the selected number of times.

The description below describes the Periodicals Content Grid. It is displayed when a number of expected

Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.

Content Number	Number of the current mailing being created.
Clear Content Checkbox	Clears the data fields in the content when the Clear Content button is clicked.
*Customer Registration ID	Drop-down box containing a list of Scheduler name and CRID.
*Desired Induction Date	The desired induction date for the content to be accepted at a facility (For use by schedulers only; not a substitute for in-home date).
Appointment ID	The Appointment ID (if provided to the user by the transportation agent).
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box.
City	Drop-down box listing all cities within the selected state with postal facilities.
Search button	Retrieves the facilities located in the selected state and city and displays them in the table.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility (NASS Code search is only available for facilities active in FAST).
Search button	Retrieves the facility associated with the NASS Code and displays it in the results table.
*Facility	Drop-down box containing the facility(s) located in the specified city and state.
Add Button	Adds the selected Facility into the Desired Facility Name textbox.
Desired Facility Name	The Desired Facility for the content.
*Mail Preparer ID	Drop-down box listing the name and partial scheduler IDs of available mail preparers.
News checkbox	Select the checkbox if the content is news (only for Periodicals).
Mail Owner ID	Drop-down box listing the name and partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape; Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.

Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of bundles that are bedloaded for this specific content.
Publication Name	Text box to input the publication name to search for (only for Periodicals).
USPS Publication ID	Text box to input the publication ID of the publication to search for (only for Periodicals).
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the **Publication** drop-down box (only for Periodicals).
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria (only for Periodicals).
Add button	Adds the selected publication to the associated publications (only for Periodicals).
Associated Publications	The publications associated to the appointment (only for Periodicals).
Remove button	Removes the selected publication from the associated publications (only for Periodicals).
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.
Receive an Email checkbox	Indicates if the user wishes to receive an email when their Stand-Alone content is associated to an appointment.
Cancel button	Cancels the Stand-Alone content.

Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes has been selected.
Submit button	Saves all associated contents to the appointment and creates the appointment in the system.

The *Create Stand-Alone Content* page is displayed on the following page.

After CLICKING the **Submit** button, the Stand-Alone content is created and the user is taken to the *Stand-Alone Content Confirmation* page.

The fields and buttons on the *Stand-Alone Content Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Stand-Alone Content table	A table displaying all the information for the Stand-Alone content that was just created.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
Content ID column	Displays the Content ID as a hyperlink.
Mail Preparer column	Displays the Mail Preparer.
Mail Owner(s) column	Displays the Mail Owner(s).
Mail Class column	Displays the Mail Class(es).
Mail Shape column	Displays the Mail Shape(s).
Content Name column	Displays the Content Name
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets.
Bedload Unit Count column	Displays the number of bedloaded units.
Scheduler Name column	Displays the Scheduler Name.
Appointment ID column	Displays the Appointment ID.
Action column	Displays the most recent action.
Return to Home button	Takes the user to the *Appointments* Landing page.

The *Stand-Alone Content Confirmation* page is displayed on the following page.

Note:
An email will be sent to the scheduler notifying them of the contents that need to be associated to an appointment. Once the content has been associated by the scheduler, an email will be sent to the user confirming the transaction if the user selected the "Receive an email once my content has been associated to an appointment" checkbox.

6.4.2 Associate a Stand-Alone Content

Once Stand-Alone content has been created, it can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) and appointment management (reference Section 6.2 – Manage Existing Appointment).

To add a Stand-Alone content to a new appointment, the user should navigate to the *Appointment Slot Availability* page, input data and then CLICK the **Add Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

To add a Stand-Alone content to an existing appointment, the user should navigate to the *Appointment Management* page, and then CLICK the **Manage Content** button. The user is taken to the *Add/Edit Content Information* page and can then CLICK the **Associate Stand Alone Content** button, which will take the user to the *Associate Stand-Alone Content* page.

> **Note:**
>
> The user can filter the Stand-Alone content that is displayed on the *Associate Stand-Alone Content* page by checking the "Only display Stand-Alone Content(s) with a Facility of <the appointment scheduled Facility>" checkbox.
>
> The user can also choose to select all the Associate Content checkboxes that are displayed on the *Associate Stand-Alone Content* page by checking the "Select all Stand-Alone Content to associate" checkbox.

The fields and buttons on the *Associate Stand-Alone Content* page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	The Customer Registration ID of the Mail Scheduler selected by the mail owner/mail preparer.
Scheduler ID	The Scheduler ID of the Mail Scheduler selected by the mail owner/mail preparer.
Scheduler Name	The Name of the Mail Scheduler selected by the mail owner/mail preparer.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Appointment Type	The type of appointment.
Mail Class(es)	The Mail Class(es) associated with the Appointment.
Checkbox	Checkbox the user may select to only display Stand-Alone content that has the same Desired Induction Facility for the content as the Facility for the appointment being created.
Checkbox	Checkbox the user may select to only select all of the Stand-Alone content(s) that displays on the page.
Submit button	Refreshes the associate Stand-Alone content page and only display the Stand-Alone content where the Desired Induction Facility for the content is the same as the Facility for the appointment being created and/or selects all of the Stand-Alone content(s) that display on the page.
Associate Stand-Alone Content table	A table displaying all the information for the Stand-Alone content waiting to be associated.

Associate Content column	The column containing the Associate Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
Cancel button	Takes the user back to the *Add/Edit Content Information* page.
Continue button	Associates the selected contents to the appointment and removes any rejected contents associated to the user's Scheduler ID.

The *Associate Stand-Alone Content* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Associate Stand-Alone Content   Return to Previous Screen

Below are the Stand-Alone contents that are associated to your Customer Registration ID. Select the contents you would like to associate to your appointment and click Continue to associate contents. You may also release content. Releasing content disassociate the content from your Customer Registration ID.

Customer Registration ID: 10001269
Scheduler ID: 200240000044
Scheduler Name: FASTSCHED01 (SCHEDULER)
Facility Name: NEW YORK
NASS Code: 100
Appointment Date: 07/28/2010
Appointment Time: 16:00
Appointment Type: Pallet
Mail Class(es): Standard

☐ Only display Stand-Alone Content(s) with a Desired Facility of 100 - NEW YORK   **Submit >**
☐ Select all Stand-Alone Content to associate

Associate Content	Reject Content	Content Creator	Content ID	Mail Preparer	Mail Class	Mail Shape	Content Name	Desired Induction Date	Pallet Count	Bedloaded Unit Count	Comments	Desired Facility
☐	☐	FASTSCHED01 (SCHEDULER)	910000762	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000763	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000764	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000765	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000766	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000767	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000768	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000769	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000770	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		
☐	☐	FASTSCHED01 (SCHEDULER)	910000771	FASTCC01 (CONTENT CREATOR)	Standard	Irregular Parcel	Content	08/14/2010	3	0		

First | Prev | Page 1, 2, 3, 4, 5 ≫ | Next | Last   Total (47 results)

Cancel   **Continue >**

After checking the **Associate Content** checkbox, CLICK the **Continue** button to continue the associate Stand-Alone content process. If the selected Stand-Alone content has a Desired Induction Facility that is the same as the Facility specified for the appointment, the user is taken to the *Add/Edit Content Information* page.   At this point, the user can add additional contents (see section 6.1.3 – *Adding Content Information to an Appointment*) or CLICK the **Submit** button to create the appointment. The user is then taken to the *Appointment Confirmation* page to view a summary of the appointment. If the Desired Induction Facility does not match the facility specified for the appointment, the user will be taken to the *Confirm Stand-Alone Content Association* page (see section 6.4.4 – Confirm Stand-Alone Content Association) where they may choose to keep the selected content or return to the *Associate Stand-Alone Content* page.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The appointment ID to which the content was associated.
Customer Registration ID	The customer registration ID of the user who created the content.
Scheduler Name	The scheduler name of the scheduler who created the content.
Facility Name	The name of the facility to which the appointment is scheduled to be delivered.
NASS Code	The three to five character NASS Code of the facility with which the appointment is associated.
Appointment Date	The scheduled date of the appointment.
Appointment Time	The scheduled time of the appointment.
Content ID	The content ID number(s) of the content associated with the appointment.
Bill of Lading Number	The Bill of Lading number associated with the appointment.
Total Number of Pallets	The total number of pallets associated with the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units associated with the appointment.
Return to Home button	Takes the user back to the Appointments Landing page.

6.4.3 Manage a Stand-Alone Content

From the *Appointments* landing page, a user may CLICK the Manage Stand-Alone Content link to access the *Search Existing Stand-Alone Content* page to search for a Stand-Alone content to manage. A user may manage a Stand-Alone content by editing any of the fields on the content grid.

A user has the option to search for a Stand-Alone content by either the scheduler ID or the content ID of the Stand-Alone content. The resulting search page appears two different ways, depending on the how the user searches for the Stand-Alone content.

To manage a Stand-Alone content, the user should CLICK the **Manage Stand-Alone Content** link to get to the *Search Existing Stand-Alone Content* page. The user selects *Customer Registration ID* or *Content ID* from the **Search By** menu, and then either selects a customer registration ID or enters a content ID, depending on which search option was selected. Once the user clicks **Search**, the *Search Existing Stand-Alone Content* page reloads with a *Stand-Alone Content Summary*. The fields and buttons for the Customer Registration ID search are described below. A snapshot is displayed after the field description.

*Search By:	Drop-down box to select to search by scheduler ID or content ID.
*Customer Registration ID	Drop-down box to select the customer registration ID to search.
Cancel button	Takes user back to the *Appointments* landing page.
Search button	Reloads page with a *Stand-Alone Content Summary* table.
Stand-Alone Content Summary table	A table displaying all the information for the Stand-Alone content waiting to be associated.
Manage Content column	The column containing the Manage Content checkboxes.
Reject Content column	The column containing the Reject Content checkboxes.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Content ID column	Displays the Content IDs.
Mail Preparer column	Displays the Mail Preparer name.
Mail Owner column	Displays the Mail Owner name.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Scheduler column	Displays the Scheduler name.
Cancel button	Takes the user back to the *Appointments* landing page.
Manage Content button	Takes the user to the *Manage Stand-Alone Content* page.

The *Search Existing Stand-Alone Content* page is displayed on the following page.

After checking the Manage Content checkbox, CLICK the Manage Content button to continue the manage Stand-Alone content process. The user is taken to *the Manage Stand-Alone Content* page. The *Manage Stand-Alone Content* page is similar to the screenshot of the Create Stand-Alone Content page in Section 6.3.1 Create a Stand-Alone Content. The user may manage fields on the content grid and CLICK the Submit button.

The *Manage Stand-Alone Content* page is displayed on the following page.

The validation could also output a warning on the Confirm Content page. A warning means that there is an incomplete redirection or specific conditions may apply (e.g. truck size limitation). A number of warning messages could appear advising the user of restrictions on the scheduled content. A snapshot of a confirmation warning is displayed on the following page.

Note: The Desired Induction Facility search tag located in the *Manage Stand-Alone Content* page will display in read-only format for content that was created via Web Services. The Desired Induction Facility information for Web Services created content can only be updated via Web Services.

> **Note:**
> The NASS Code – Facility Name in the error or warning messages
> for a Default facility is a hyperlink to the *Facility Profile – Additional
> Information* page for the specified facility.

6.4.4 Confirm Stand-Alone Content Association

The *Confirm Stand-Alone Content Association* page will display in the following cases:

When creating or managing an appointment:

Stand-Alone content can be added to a new or existing appointment via the normal appointment creation (reference Section 6.1 – Create New Appointment) or via the normal appointment management process (reference Section 6.2 – Manage Existing Appointment).

If the Stand-Alone content being associated to an appointment ID has a Desired Induction Facility that is different from the Facility being used to create the appointment, upon clicking the **Continue** button, the user will be taken to the *Confirm Stand-Alone Content Association* page. On this page, the user can choose to keep the selected content and CLICK the **Yes** button, to be taken to the *Add/Edit Content*

Information page and continue the Stand-Alone content process. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page.

The fields and buttons on the *Confirm Stand-Alone Content Association* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	Displays the Appointment ID associated to the new appointment, this hyperlink will direct the user to the *Appointment Management* page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler ID	Scheduler ID associated with the appointment's mailer.
Scheduler Name	The name of the company scheduling the appointment.
Facility Name	The name of the facility of the appointment.
NASS Code	The three to five character NASS Code of the facility to which the appointment is scheduled to be delivered.
Appointment Date	The date of the appointment.
Appointment Time	The time of the appointment.
Appointment Type	The selected appointment type.
Bill of Lading	The Bill of Lading number associated to the appointment.
Vehicle ID	The ID associated to the vehicle.
Total Number of Pallets	The number of pallets in the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units associated with the appointment.
Stand-Alone Content Summary table	A table displaying all the information for the Stand-Alone content waiting to be associated.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Content ID column	Displays the Content IDs.

Appointment ID column	Displays the Appointment ID.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
No button	Displays the Associate Stand-Alone Content page.
Yes button	Displays the Add/Edit Content Information page.

When creating or managing Stand-Alone content:

Stand-Alone content can be created via the normal Stand-Alone content creation (reference Section 6.4.1 – Create a Stand-Alone Content) and managed via the normal Stand-Alone management process (reference Section 6.4.3 – Manage a Stand-Alone Content).

If the user chooses to associate an appointment ID for a Facility different than the specified Desired Induction Facility for the Stand-Alone content during the Stand-Alone content creation or Stand-Alone content management process, upon CLICKING the **Submit** button, the *Confirm Stand-Alone Content Association* page will display. A warning will display on the *Confirm Stand-Alone Content Association* page warning the user that the Facility specified for the appointment ID is not the same as the Desired Induction Facility specified for the content. The user can CLICK the **Yes** button, to be taken to the *Stand-Alone Content Confirmation* page. Otherwise, the user the user can CLICK the **No** button to return to the *Associate Stand-Alone Content* page

The fields and buttons on the *Confirm Stand-Alone Content Association* page are described below. A snapshot of the page is displayed after the field description.

Stand-Alone Content Summary table	A table displaying all the information for the Stand-Alone content waiting to be associated.
Content Creator column	Column displaying the Content Creator Name. If internally created "USPS Created" will be displayed.
Content ID column	Displays the Content IDs.
Appointment ID column	Displays the Appointment ID.
Mail Preparer column	Displays the Mail Preparer name.
Mail Class column	Displays the Mail Class of the content.
Mail Shape column	Displays the Mail Shape of the content.
Content Name column	Displays the name of the content.
Desired Induction Date column	Displays the Desired Induction Date (For use by schedulers only; not a substitute for in-home date).
Pallet Count column	Displays the number of pallets associated with the content.
Bedloaded Unit Count column	Displays the number of bedloaded units associated with the content.
Comments column	Displays any comments associated with the content.
Desired Facility column	Displays the desired facility of the content, if applicable.
No button	Displays the Associate Stand-Alone Content page.
Yes button	Displays the Add/Edit Content Information page.

6.5 Create a Drop Ship One Time Appointment Shell

The *Create New Appointment* module allows the User to create a One-Time Appointment shells (One-Time appointments with no associated content). Content may be added at a later time by the Scheduler or Mail Owner/Mail Preparer. One-Time Appointment shells must have at least one associated content one hour prior to the scheduled appointment date/time or the One-Time Appointment Shell will be automatically cancelled.

This section includes:

6.5.1 Creating a Drop Ship One-Time Appointment Shell

6.5.2 Confirming a Drop Ship One-Time Appointment Shell

6.5.1 Creating a JIT One-Time Appointment Shell

A One-Time Appointment shell can be created via the *Create New Appointment* module. This module outlines actions a user may perform to create a new One-Time appointment as well as Appointment Shell in FAST.

Users may create a new One-Time Appointment Shell by following the same steps for creating a new One-Time Appointment in FAST. A user must first search for an available hour for the desired date, volume capacity and appointment type at a specified facility. Once the user has selected an available time, the user is directed to the *Add/Edit Content Information* page. An Appointment Shell is created upon the user selecting the **Submit** button on the *Add/Edit Content Information* page without entering any content information.

The fields and buttons on the *Add/Edit Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Content Capacity: Standard	The number of expected Standard contents to be created with the appointment. It is only available if the **Standard** checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Package Services	The number of expected Package Services contents to be created with the appointment. It is only available if the **Package Services** checkbox was checked on the Appointment Slot Availability screen.
Update Content Capacity: Periodicals	The number of expected Periodicals contents to be created with the appointment. It is only available if the **Periodicals** checkbox was checked on the Appointment Slot Availability screen.
Manage Content button	Refreshes the *Add/Edit Content Information* page and displays a content form for each content requested.
Cancel button	Directs the user to the *Just In Time (JIT) One-Time Appointment* page.
Submit button	Creates an Appointment Shell and redirects the user to the JIT One-Time Appointment Confirmation page.

The *Add/Edit Content Information* page is displayed on the following page.

6.5.2 Confirming a Drop Ship One-Time Appointment Shell

Once a user has the One-Time appointment date, time and mail class(es), the *Appointment Confirmation* page displays confirming the One-Time appointment shell. A note will display to warn the user that no contents are associated to the appointment.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Note	Displays to warn the user that an appointment shell has been created: "Note: There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added."
Appointment ID	Displays the ID associated to the new appointment and is a hyperlink to the

	Appointment Management page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	The name of the company scheduling the appointment.
Facility Name	The name of the facility of the appointment.
Facility ID	The ID associated with the facility.
Appointment Date	The date of the appointment.
Appointment Type	The selected appointment type.
Content ID	The ID(s) associated to the content(s) associated to the new appointment.
Bill of Lading	The Bill of Lading number associated to the appointment.
Total Number of Pallets	The number of pallets in the appointment.

The *Appointment Confirmation* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

▸ Appointments
Create New Appointment
Manage Existing Appointment
Create Stand-Alone Content
Manage Stand-Alone Content
Manage Closeout Information
Manage Unscheduled Arriva

Recurring Appointments
Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier
Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Appointment Confirmation

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

Note: There are no contents associated to this appointment. The appointment will not appear on the facility schedule until contents are added.

Appointment ID: 910000515
Customer Registration ID: 4433047
Scheduler ID: 999999999980
Scheduler Name: Mailer 1
Facility Name: SPRINGFIELD BMC
NASS Code: 01Z
Appointment Date: 03/01/2010
Appointment Time: 15:00
Content ID:
Bill of Lading Number:
Vehicle ID:
Total Number of Pallets: 0
Total Number of Bedloaded Units: 0

< Return to Home

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

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6.6 Drop Entry Point System (DEPS)

The *Drop Entry Point System (DEPS)* section describes DEPS and how it will affect you. The *Drop Entry Point System (DEPS)* section is outlined below:

6.6.1 What is DEPS?
6.6.2 Effects of DEPS

6.6.1 What is DEPS?

DEPS is an internal USPS FAST subsystem that facilitates the creation and management of mail redirections, CINs and CIN Groups to improve drop ship accuracy. The information maintained in DEPS is then used to ensure appointments are created in FAST at the correct facility to claim a destination discount. The DEPS application also creates a downloadable Mail Direction file(version 1 and version 2) that Mailers can use in their own systems processing. The redirection information for a facility will be visible on the *Facility Profile – Additional Information* page (Section 2.1).

6.6.2 Effects of DEPS

FAST uses the DEPS information to check that the correct type of mail is dropped at the correct facility. Once you have clicked submit at the end of the *Add Content Information* page to create an appointment, FAST checks each contents' mail class and mail shape against current and future redirections maintained in DEPS. If the validation fails, one of two error messages is displayed above the content that is not valid. "<CIN Group> is not accepted at this facility; please refer to the Mail Direction Search Report or the Drop Ship Product for an accepting facility." Or, "<CIN Group> are not accepted at this Facility. Please clear content and create an appointment at <NASS Code – Facility Name>".

This page has been intentionally left blank.

7.0 Recurring Appointments

A recurring appointment is classified as an appointment that happens on a consistent frequency, on the same day or days, at the same time of day, with usually the same contents and using the same form and size of transportation. The appointment may occur every week through the entire time period or on selected weeks in the time period. The *Recurring Appointments* section details the processes for requesting a recurring appointment and managing recurring appointment instances in FAST.

Postal customers are encouraged to request a recurring appointment online using FAST. The traditional process of submitting the PS Form 6241 has been made available for creation and management of recurring appointments within FAST. For consolidation scenarios, the electronic submission will allow multiple customers to work together in providing the most accurate information to USPS with regards to recurring appointments. The scheduler can enter the appointment and content information (single entity scheduling) or the scheduler can create the appointment level information and work with mail owner(s)/mail preparer(s) to provide content level information. This process is better known as joint scheduling. Once both the appointment level information and the content level information have been provided in FAST, the request is then directed to the selected USPS facility for approval.

FAST USPS and customer users are able to search for a single appointment instance of the recurring appointment series. They may edit the appointment and content information for the appointment instance. However, a new recurring appointment request must be submitted if the USPS customer wants to change the appointment or content information for an entire recurring appointment series. The new request must go through the same approval process as the original request.

The *Recurring Appointments* section describes how a user may request a recurring appointment online and how to manage a single instance of a recurring appointment. The section includes:

7.1 Request a Recurring Appointment – Describes how a user may create and submit a recurring appointment request in FAST

7.2 Manage a Recurring Appointment/Request – Describes how a user may edit or cancel a recurring appointment request in FAST

7.3 Manage a Recurring Appointment Instance – Describes how a user may edit or cancel a recurring appointment instance

7.4 Create a Drop Ship Recurring Appointment Shell – Describes how a user may create an appointment shell.

7.5 Manage a Publication Exclusion – Describes how a user may create, manage, or cancel a publication exclusion

7.1 Request a Recurring Appointment

FAST allows customers to submit recurring appointment requests online instead of completing the PS Form 6241 and submitting it to a facility for approval and subsequent recurring appointment creation. When a user makes the request online, the user specifies the details of the recurring appointment. The scheduler could input the logistics information of the recurring appointment (facility, frequency, time of day, etc) and the recurring content associated to the recurring appointment, or the scheduler can input only the logistics information and have mail owners and/or mail preparers input content information for the recurring appointment request. Once the logistics and the content information have been created the recurring appointment is submitted to the USPS facility for review and approval. Once approved, FAST will create a master record of the recurring appointment in the system and the recurring appointment is considered to be active

Once the recurring appointment is active, FAST schedules individual instances of the recurring appointment beginning 15 days after the USPS user approves the recurring appointment request in FAST. If an appointment instance needs to be created within the 15 day window, it must be created as a one-time appointment in addition to the recurring appointment. FAST schedules recurring appointment instances before any other appointment, which gives the recurring appointment highest priority.

Note:
Specific rules apply to recurring appointments. Please reference Publication 804 for a complete list.

The *Recurring Appointment Creation* section details the above process and is outlined below:

7.1.1 Create a Recurring Appointment
7.1.2 Add Recurring Content Information
7.1.3 Confirm Recurring Appointment Creation
7.1.4 Creating an Appointment for a Multi-Stop
7.1.5 Multi-Stop Management

7.1.1 Create a Recurring Appointment Request

A user is encouraged to create a recurring appointment request online in FAST without submission of PS Form 6241 to a USPS facility. This enables the user to submit the data electronically and receive email confirmation once USPS reviews and approves the recurring appointment request. The online capability also gives the capability for mail owners and mail preparers to work with the scheduler to schedule a recurring appointment. Hence all the process owners associated to the recurring appointment will have visibility into the appointment. A user begins the process by CLICKING the **Request New Recurring Appointment** link, or associated **Go>** button, to display the *Request New Recurring Appointment* page.

The fields and buttons on the *Request New Recurring Appointment* page are described below. A snapshot of the page is displayed after the field description.

Sequence Number	Input box to enter the Sequence Number of the recurring appointment to copy; used to leverage the information for an existing recurring appointment.
Create Copy button	Displays the Create Recurring Appointment page populated with information from the sequence number that the user wants to utilize.
Create New from Existing button	Displays the Search for Existing Appointment Information page where the user can search for an existing recurring appointment and leverage the information by copying the appointment.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.

Search button	Retrieves the facilities associated to the City and State and populates them in the Facility drop-down box.
NASS Code	Input box to enter the three to five character NASS Code of the facility.
Search button	Retrieves the facility associated to the NASS Code and populates it in the Facility drop-down box.
*Facility	Drop-down box containing facilities associated with the selected search city/state or NASS Code search criteria.
*Mail Class	Selects the mail class(es) of the appointment.
All Contents are Perishable checkbox	Indicates that the appointment contains all perishable contents.
*Customer Registration ID	Drop-down box listing the ID associated with the appointment's mailer.
*Select Date Range	Selects the beginning date and the end date within which the recurring appointment will be active.
*Appointment Time	Drop-down box listing the time the appointment will be scheduled to arrive at the facility.
*Appointment Type	Drop-down box listing the appointment types to choose from.
Number of Pallet Positions	The number of pallet positions of the appointment (Required for speedline appointments).
*Scheduling Frequency	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
Comments	Displays any additional comments regarding the appointment.
Add Content button	Displays the Add Recurring Content Information page.
Cancel button	Returns the user to the Appointment Management page without creating the appointment.

The *Request New Recurring Appointment* page is displayed on the following page.

To enter appointment level information and access the *Add Recurring Content Information* page, perform the following steps on the *Request New Recurring Appointment* page:

1. SELECT the **Facility** of the appointment

   To Search for a Facility by state and city:

   a. SELECT a State from the drop-down box

   b. CLICK the **View Cities** button

   c. SELECT a city from the **City** drop-down box

   d. CLICK the **Search** button

   To search for a Facility by NASS Code*:*

   e. ENTER the three to five character NASS Code in the **NASS Code** textbox

   f. CLICK the **Search** button

2. SELECT the **Mail Class(es)** of the appointment

3. CHECK if **All Contents are Perishable** on the appointment

4. SELECT the **Customer Registration ID** of the appointment

5. SELECT the **Date Range** the recurring appointment is to occur within

6. SELECT the **Appointment Time** the appointment is to arrive at the facility

7. SELECT the **Appointment Type** of the appointment

8. ENTER the **Number of Pallet Positions** of the appointment

9. SELECT the **Scheduling Frequency** of the appointment

10. ENTER any additional **Comments** regarding the appointment

11. CLICK the **Add Content** button to display the *Add Recurring Content Information* page

7.1.2 Add Recurring Content Information

The *Add Recurring Content Information* page associates content information to a recurring appointment request.   The user can add Origin Entry contents to a Drop Ship appointment if at least one drop ship content has been selected. The user can create a recurring appointment request without associating content to the request, but USPS review will only occur once a content has been associated to the recurring appointment request. Content can be associated to the Recurring Appointment Shell(defined as recurring appointment request with no content associated) by other mail owners and mail preparers for scenarios where there are different process owners working together to provide advanced notification to USPS. Content information describes the mail associated with each PS Form 8125, or each line of a consolidated PS Form 8125C.

A user may encounter restrictions when entering content information, depending on the appointment type and if the appointment is to contain all perishable contents. An error message (reference section 1.3.3 – *Error Messages*) will be displayed if the user tries to submit a content that violates any of the restrictions. The message describes the restriction to help the user to submit valid information.

The fields and buttons on the *Add Recurring Content Information* page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of expected Standard contents to be created with the appointment.
Package Services	The number of expected Package Services contents to be created with the appointment.
Periodicals	The number of expected Periodicals contents to be created with the appointment.
Manage Content Button	Changes the number and type of contents to be created with the current appointment
The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box ,and the Manage Content button has been CLICKED.	
Standard Content Grid	Displays when a number of expected Standard contents to be created are entered into the Standard text box and the **Manage Content** button has been CLICKED.
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.

Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the *Add Recurring Content Information* page with the content duplicated the selected number of times.
The description below describes the Package Services Content Grid. It is displayed when a number of expected package services contents are entered into the Package Services text box, and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.

Content Name	The name of the content being created.
*Package Services Sub-Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the *Add Recurring Content Information* page with the content duplicated the selected number of times.

The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box, and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
News checkbox	Select the checkbox if the content is news.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded	The total number of parcels that are bedloaded for this specific content.

Parcel Count	
Bedloaded Bundle Count	The total number of bundles that are bedloaded appointment for this specific content.
Publication Name	Text box to input the publication name to search.
USPS Publication ID	Text box to input the publication ID of the publication to search.
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the **Publication** drop-down box.
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
Add button	Adds the selected publication to the associated publications.
Associated Publications	The publications associated for this specific content.
Remove button	Removes the selected publication from the associated publications.
Destination Discount checkbox	Indicates if the content is destination discount. The destination discount applies when a user enters mail for a NDC service area at the destination NDC (DNDC), mail for an ADC service area at the destination ADC (DADC), mail for a SCF service area at the destination SCF (DSCF), or mail for a DU service area at the destination DU (DDU) (only for Periodicals). If the checkbox is selected checked the content is will be considered drop ship otherwise, the content will be considered is Origin Entry. The indicator is automatically defaulted to 'checked' for all content. At least one content must be set for destination discount to be able to add Origin Entry content to a drop ship appointment.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.
Cancel button	The user is directed back to the *Create Recurring Appointment* Landing Page if the user clicks the Cancel button.
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.
Submit button	Saves all associated contents to the appointment and creates the recurring appointment in the system.

Note:
A recurring appointment cannot be part of a multi-stop, unlike a One-Time appointment.

An Appointment Shell is created when users select the **Submit** button on the *Add Recurring Content Information* page without entering any content information.

The *Add Recurring Content Information* page is displayed below.

To enter content level information and save the master recurring appointment record in the system, perform the following steps on the *Add Recurring Content Information* page:

1. ENTER the number of **Standard** contents, if applicable

2. ENTER the number of **Package Services** contents, if applicable

3. ENTER the number of **Periodicals** contents, if applicable

4. CLICK the **Manage Content** button to display the appropriate content grids

5. SELECT the **Mail Preparer ID**

6. CHECK the **News** checkbox if the content is news (for Periodicals content only)

7. SELECT the **Mail Owner ID**

8. SELECT the **Add** button to add the Mail Owner to the Associated Mail Owners

9. SELECT the **Mail Shape** of the content

10. ENTER the **Content Name** of the content

11. SELECT the **Package Services Sub-Type**, if applicable (for Package Services content only)

12. CHECK the **Perishable** checkbox if the content is perishable (for Package Services content only)

13. ENTER the number of **Pallets containing Sacks,** if applicable

14. ENTER the number of **Pallets containing Trays,** if applicable

15. ENTER the number of **Pallets containing Parcels,** if applicable

16. ENTER the number of **Pallets containing Bundles,** if applicable

17. ENTER the number of **Bedloaded Sacks**, if applicable

18. ENTER the number of **Bedloaded Trays**, if applicable

19. ENTER the number of **Bedloaded Parcels**, if applicable

20. ENTER the number of **Bedloaded Bundles**, if applicable

21. ENTER the In Home Dates of the content, if applicable

22. CHECK the **eVS Content** checkbox, if applicable

23. SELECT the **Publication** (for Periodicals content only)

24. CHECK the **Destination Discount** checkbox, if applicable.

25. CHECK the **Zone Skipping** checkbox, if applicable (for Periodicals content only)

26. REPEAT steps 1 through 21 in the additional content sections

27. CLICK the **Submit** button to save all contents to the appointment and create the recurring appointment request in the system

> **Note:**
> Please be aware of the following restrictions when adding content information:
> - An all Periodicals appointment can only have a mail class of Periodicals
> - The **News** checkbox will only display if the mail class selected is Periodicals
> - An all perishable appointment can only have a mail class of Parcel Select
> - The mail class must be Package Services for the user to select one of the specific Package Services sub-types: Parcel Select, BPM/Library/Media Mail

After CLICKING the **Submit** button and upon successful CIN validation, the *Recurring Appointment Confirmation* page is displayed.

7.1.3 Confirm Recurring Appointment Request Creation

Once a user has entered all contents for an appointment and submits the recurring appointment request in the system, the *Recurring Appointment Request Confirmation* page displays to confirm the recurring appointment request has been sent to the facility.

The fields and buttons on the *Recurring Appointment Request Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Sequence Number hyperlink	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the *Recurring Appointment Management* page.
Status	The current status of the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	Name of the appointment's scheduler.
NASS Code	The three to five character NASS Code of the facility.
USPS Facility Name	The facility name of the recurring appointment.
Date Range	The effective date range within which the recurring appointment occurs.
Recurring Appointment Time	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Frequency	The specified frequency the recurring appointment is to arrive at the facility.
Content ID	The content ID(s) associated with the recurring appointment.
Total Number of Pallets	The total number of pallets in the recurring appointment.

Total Number of Bedloaded Units	The total number of bedloaded units in the recurring appointment.
Return to Home button	Redirects the user back to the *Create Recurring Appointment* page upon clicking the button.
Create Copy button	Redirects the user back to the *Create Recurring Appointment* page pre-populated with information from the current recurring appointment.

Note:
The **Recurring Appointment Sequence Number** is associated to every individual appointment instance of the recurring appointment and is used as the appointment ID. Each appointment instance also has a unique ID number to use for managing single appointment instances of the recurring appointment. The unique ID number can be derived from the **Recurring Appointment Sequence ID** (described in section 7.2.1 – *Recurring Appointment Search*). The Recurring Appointment Sequence Number and Recurring Appointment Sequence can only be associated to a single facility.

The *Recurring Appointment Request Confirmation* page is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
▶**Request New Recurring**
Appointment
Manage Recurring
Appointment/Request

Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier
Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Recurring Appointment Request Confirmation

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

Note: An email notification of the request has been sent to the facility for review. After review, an email response will be sent to you.

Sequence Number:	90031
Status:	Pending Review
Customer Registration ID:	A100000003
Scheduler Name:	Scheduler 2
NASS Code:	01Z
USPS Facility Name:	SPRINGFIELD BMC
Date Range	10/05/2006 to 10/05/2999
Recurring Appointment Time:	12:00
Frequency:	Monday, Tuesday, Wednesday, Thursday, Friday; Bi-Weekly
Content ID:	900000031
Total Number of Pallets:	10
Total Number of Bedloaded Units:	0

(Return to Home >)   (Create Copy >)

Note:
The **Recurring Sequence Number** is also used when a corporate or scheduler user manages a single recurring appointment instance (described in the next section).

7.1.4 Create an Appointment for a Multi-Stop

A user may create an appointment for a new multi-stop trip for any active facility within FAST. A user may also create an appointment in an existing multi-stop trip by searching for the multi-stop and adding a new appointment to it.

This section describes the above processes and includes:

7.1.4.1 – Creating an Appointment for a New Multi-Stop
7.1.1.2 – Creating an Appointment for an Existing Multi-Stop

7.1.4.1 Creating an Appointment for a New Multi-Stop

The process to create an appointment for a new multi-stop trip is similar to the process in section 6.1.2 - *Creating a New Appointment*. A user may also add the subsequent appointments in the multi-stop trip, ensuring the total time from the first stop to the last stop in a multi-stop trip is not more than 24 hours.

The user begins at the *Appointment Slot Availability* page to select a date with an available slot and volume for the specified facility. The user is taken to the *Create New Appointment* page where the user enters in the appointment level information. To indicate this appointment is part of a multi-stop, the user CHECKS the **Multi-Stop** checkbox which says: 'Please check here if this appointment is part of Multi-Stop'.

Please reference section 6.1.2 - *Creating a New Appointment* to view the fields and buttons description of the *Create New Appointment* page. The page is displayed below.

After checking the **Multi-Stop** checkbox, CLICK the **Add Content** button to continue the appointment creation process. The user is taken to the same *Add Content Information* page displayed in section 6.1.2 – *Creating a New Appointment*. The user enters content information required for the appointment. Any restrictions on content information found for single stop appointments also apply to multi-stop appointments. An additional restriction for multi-stop appointments is that the appointment may not be of type Drop and Pick.

After submitting all contents and the multi-stop appointment request, the *Appointment Confirmation* page is displayed. The multi-stop *Appointment Confirmation* page displays a multi-stop ID that is created for the multi-stop trip and a button that enables a user to add additional appointments to the multi-stop.

The fields and buttons on the *Appointment Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID hyperlink	Displays the ID associated to the new appointment and is a hyperlink to the *Appointment Management* page where a user may edit the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	The name of the scheduler of the appointment.
Facility Name	The name of the facility of the appointment.
NASS Code	The three to five character NASS Code associated with the facility.
Appointment Date	The scheduled date of the appointment.
Appointment Type	The selected appointment type.
Content ID	The ID(s) associated to the content(s) associated to the new appointment.
Bill of Lading Number	The Bill of Lading number associated to all appointments on the multi-stop.
Total Number of Pallets	The total number of pallets for the appointment.
Total Number of Bedloaded Units	The total number of bedloaded units for the appointment.
Multi-Stop ID	The ID associated to the multi-stop trip the appointment is a part of; only displays when the appointment is part of a multi-stop.
Add Additional Appointment to Multi-Stop button	Takes the user to *Appointment Slot Availability* search page to select another appointment add to the multi-stop; only displays when the appointment is part of a multi-stop.
Return to Home button	Takes the user to the *Appointment Search* page.

The *Appointment Confirmation* page is displayed below.

A user may add an additional appointment to this multi-stop appointment by CLICKING the **Add Additional Appointment to Multi-Stop** button. The user is taken to the *Appointment Slot Availability* search page to add another appointment to the multi-stop, as described in this section.

To add an appointment to an already existing multi-stop, the user performs a slightly different process, described in the following section – *Creating an Appointment for an Existing Multi-Stop.*

7.1.4.2 Create an Appointment for an Existing Multi-Stop

A user may add appointments to an existing multi-stop trip if the user is associated to the trip. The user searches for the existing multi-stop and then creates a new appointment and adds it to the multi-stop. A user beings the process by CLICKING the **Appointments** link on the *FAST Main Menu* page. The user is taken to the *Appointment Management* landing page where they may CLICK the **Manage Existing**

Appointment link to search for an existing multi-stop trip. Section 6.2 – *Manage Existing Appointments* describes in more detail the functions related to managing appointments.

The **Manage Existing Appointment** link displays the *Search Existing Appointment Information* page. From this page a user may search for a multi-stop trip by either the multi-stop ID or the scheduler ID. A user may also search for appointments through this same page. Please reference section 6.2.1 – *Appointment Search* for a detailed description of appointment search options and processes.

Once a user searches for the existing multi-stop by either of the two ways, the user is redirected to the *Multi-Stop Management* page where they may add a new appointment to the multi-stop. A user may perform a number of other functions from the *Multi-Stop Management* page which are described in section 6.1.6 – *Multi-Stop Management*. This section details how to search for a multi-stop by the multi-stop ID, how to search for a multi-stop by the scheduler ID and create and add an appointment to the multi-stop.

Search for an Existing Multi-Stop by the Multi-Stop ID

When a user knows the ID of the specific multi-stop they wish to add an appointment to, they may search directly by the multi-stop ID.

After CLICKING the **Manage Existing Appointment** link, the *Search Existing Appointment Information* page displays with some initial fields and buttons. The fields and buttons of the page are described below. A snapshot of the page is displayed after the field description.

*Search for:	Drop-down box to select to search for an appointment or a multi-stop.
Submit button	Refreshes the page and displays a **Search by** button.
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page only when all required fields have been entered.
Cancel button	Displays the *Appointment Management* landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.

To search for a multi-stop by the multi-stop ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box

2. CLICK the **Submit** button beside the **Search for** drop-down box

The *Search Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID when searching for a multi-stop, or to search by appointment ID or scheduler ID when searching for an appointment.
Submit button	Refreshes the page and displays a multi-stop ID input box, appointment ID input box or a scheduler ID drop-down box with a facility search section to select a scheduler and facility for an existing multi-stop or appointment.

The Search *Existing Appointment Information (Search for Multi-Stop)* page is displayed on the following page.

Perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop ID in the **Search by** drop-down box

2. CLICK the **Submit** button next to the **Search by** drop down box

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page refreshes with an additional field, described below.

Multi-Stop ID	Input box to enter the ID associated to the multi-stop.

The *Search Existing Appointment Information (Search for Multi-Stop by multi-stop ID)* page is displayed on the following page.

Perform the following final steps on the *Search Existing Appointment Information* page to view the *Multi-Stop Management* page for the specified multi-stop ID:

1. ENTER the multi-stop ID in the **Multi-Stop ID** input box

2. CLICK the **Search** button to display the *Multi-Stop Management* page for the multi-stop ID

Note:
A user may perform several different actions from the Multi-Stop Management page, please reference section 6.4.4 – *Multi-Stop*

Search for a Multi-Stop by the Customer Registration ID

Searching for a multi-stop by the customer registration ID displays a different *Search Existing Appointment Information* page then when searching by the multi-stop ID. This search option may retrieve several multi-stops that fall within the specified search criteria and displays them in a summary table. Each multi-stop ID is a hyperlink to the *Multi-Stop Management* page for the ID.

After CLICKING the **Manage Existing Appointment** link on the *Appointment Management* page, the *Search Existing Appointment Information* page displays. The initial fields and buttons on the page are described below. A snapshot of the page is displayed after the field descriptions.

*Search for:	Drop-down listing the options a user may search for: Appointment, Multi-Stop.
Submit button	Displays the **Search by:** drop down box that contains search options based on the **Search for** selection.
Search button	Searches the database for the entered search criteria and displays either the *Multi-Stop Management* page or *Appointment Management* page (depending on the search criteria) only after all required fields have been entered.
Cancel button	Displays the *Appointment Management* landing page.

The *Search Existing Appointment Information (Search for Multi-Stop)* page is displayed below.

To search for a multi-stop by the scheduler or customer registration ID, perform the following initial steps on the *Search Existing Appointment Information* page:

1. SELECT Multi-Stop in the **Search for** drop-down box

2. CLICK the **Submit** button beside the **Search for** drop-down box

The Search *Existing Appointment Information (Search for Multi-Stop)* page refreshes with additional fields, described below.

*Search by:	Drop-down box to select to search by either multi-stop ID or scheduler ID or customer registration ID when searching for a multi-stop, or to search by appointment ID or scheduler ID or customer registration ID when searching for an appointment.
Submit button	Displays the **Scheduler ID** drop-down box, date range input boxes and facility search fields and buttons.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed below.

To search by the Customer Registration ID, perform the following steps on the *Search Existing Appointment Information* page:

1. SELECT Customer Registration ID in the **Search by** drop-down box

2. CLICK the **Submit** button next to the **Search by** drop down box

The Search *Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page refreshes with the following additional fields, described below.

*Customer Registration ID	Drop-down box listing mailer names and IDs from which to select.

Select Date Range	Enter date range for which you wish to see occurrences of multi-stop appointments.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities with postal facilities in the **City** drop-down box.
City	Drop-down box listing cities with postal facilities within the selected state.
Search button	Retrieves all facilities within the selected city and state and populates them in the **Facility** drop-down box.
NASS Code	The three to five character NASS Code of the facility.
Search button	Retrieves the facility associated with the entered NASS Code and populates it in the **Facility** drop-down box.
Facility	Drop-down box containing the facility associated with either the State/City pair or the NASS Code or the **All Facilities** option.
Search button	Retrieves all multi-stop trips that are for the specified scheduler, date range and facility and populates them in a Multi-Stop Summary table at the bottom of the page.
Cancel button	Displays the *Appointments Landing* page.

The *Search Existing Appointment Information (Search for Multi-Stop by scheduler ID)* page is displayed on the following page.

To view all multi-stops for the specified criteria, perform the following final steps on the *Search Existing Appointment Information* page:

1. SELECT the mailer to search for associated multi-stops in the **Customer Registration ID** drop-down box

2. SELECT the time frame within which to look for multi-stops in the **Select Date** Range textboxes

3. SELECT a facility from the **Facility** drop-down box by searching for the facility by one of the following two ways:

   To Search for a Facility by State and City:

   1. SELECT a state from the **State** drop-down box

   2. CLICK the **View Cities** button

   3. SELECT a city from the **City** drop-down box

   4. CLICK the **Search** button

To Search for a Facility by NASS Code:

1. ENTER the three to five character NASS Code in the **NASS Code** textbox

2. CLICK the **Search** button

4. SELECT the facility in the **Facility** drop down box, or SELECT the **All Facilities** option

5. CLICK the **Search** button, refreshing the page and displaying the Multi-Stop Summary table

The *Search Existing Appointment Information* page displays with a Multi-Stop Summary table below the search fields and buttons. The new fields and buttons are described below.

Multi-Stop Summary section	Lists the multi-stops and related information that fall within the specified search criteria.
Multi-Stop ID hyperlink column	Lists the IDs of all multi-stops that are associated with the selected scheduler ID, facility, and within the date range, and is a hyperlink to the *Multi-Stop Management* page for the multi-stop.
1st Appt ID column	Lists the ID of the first appointment in the multi-stop.
Date column	Lists the date of the first appointment in the multi-stop.
Time column	Lists the time of the first appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code of the facility for the first appointment in the multi-stop.
Facility Name column	Lists the name of the facility for the first appointment in the multi-stop.

The *Search Existing Appointment Information* page is displayed on the following page.

Create and Add a New Appointment to the Multi-Stop

After searching for a multi-stop by either the multi-stop ID or the scheduler ID, the user is taken to the *Multi-Stop Management* page. From this page, a user has the ability to add an additional appointment to the existing multi-stop. The *Multi-Stop Management* page lists the appointments that are already included in the multi-stop. The fields and buttons of the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	Displays the ID associated to the multi-stop trip.
Results table	Displays all appointment IDs and related information that are included in the multi-stop.
Appointment ID hyperlink	Displays the appointment ID of the associated appointment, and is a hyperlink which displays the *Appointment Management* page for the selected appointment.

Remove hyperlink	Refreshes the page, displaying a note beneath the table stating that the selected appointment has been removed from the multi-stop but still exists as a stand-alone appointment.
Date column	Lists the dates of each appointment in the multi-stop.
Time column	Lists the time of each appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code associated with the facility for each appointment in the multi-stop.
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability Search* page where the user begins the process to create a new appointment.
Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page where a user may confirm cancellation of the multi-stop and its associated appointments.
Cancel button	Displays the *Search Existing Appointment Information* page.

The *Multi-Stop Management* page is displayed below.

CLICK the **Add Additional Appointment to Multi-Stop** button, which displays the *Appointment Slot Availability* page with the existing appointments associated with the Multi-Stop. From this page, the user follows the same process as described in this section to create a new appointment and add it to the multi-stop trip.

> **Note:**
> The time difference between the first appointment's arrival date and the last appointment's arrival date in the multi-stop cannot be greater than 24 hours.

7.1.5 Multi-Stop Management

After a user searches for a multi-stop by either the multi-stop ID or the scheduler ID (described in section 7.1.4.2 – *Creating an Appointment for an Existing Multi-Stop*), they are directed to the *Multi-Stop Management* page for the selected multi-stop. From the *Multi-Stop Management* page, a user has the ability to:

- Add appointments to a multi-stop
- Remove appointments from a multi-stop
- Edit appointment information
- Cancel a multi-stop

The *Multi-Stop Management* section gives a brief description of the above processes, but details the steps and screens accessed when a user cancels a multi-stop.

All of the above actions may be accessed from the *Multi-Stop Management* page. The fields and buttons on the *Multi-Stop Management* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Appointment ID column	Lists the IDs of each appointment associated with the multi-stop, with each ID being a hyperlink to the *Appointment Management* page for the appointment.
Remove hyperlink	Removes the appointment from the multi-stop and refreshes the multi-stop page, noting that the appointment has been removed from the multi-stop but still exists as a standalone appointment.
Date column	Lists the date of each appointment in the multi-stop.
Time column	Lists the time of each appointment in the multi-stop.
NASS Code column	Lists the three to five character NASS Code of each appointment's facility in the multi-stop.
Facility Name column	Lists the name of the facility for each appointment in the multi-stop.
Add Additional Appointment to Multi-Stop button	Displays the *Appointment Slot Availability* page for the user to create a new appointment.

Cancel Multi-Stop button	Displays the *Confirm Cancel Multi-Stop* page.
Cancel button	Displays the *Search for Existing Appointment* page without saving any changes.

The *Multi-Stop Management* page is displayed below.

Add Appointments to a Multi-Stop

A user may add a new appointment to an existing multi-stop from the *Multi-Stop Management* page by CLICKING the **Add Additional Appointment to Multi-Stop** button. Please reference section 6.1.5.2 – *Creating an Appointment for an Existing Multi-Stop* for the steps and actions needed to add an appointment to a multi-stop.

Remove an Appointment from a Multi-Stop

A user may remove an appointment from a multi-stop directly from the *Multi-Stop Management* page.

To remove an appointment from a multi-stop, CLICK the **Remove** hyperlink beneath the appointment to be removed.

The *Multi-Stop Management* page refreshes and displays the summary table without the selected appointment ID.   A note displays stating the appointment has been removed from the multi-stop but the appointment still exists in the system as a standalone appointment.

Edit Appointment Information

A user may edit the appointment information for an appointment within a multi-stop by accessing the *Appointment Management* page. A user may edit the following appointment level information on the *Appointment Management* page:

- Bill of Lading Number
- Number of Pallet Positions
- Vehicle ID
- Shipper ID
- Comments regarding the appointment

To edit the appointment information, CLICK the **Appointment ID** hyperlink for the specific appointment. The *Appointment Management* page is displayed. CLICK in the desired textbox of the above options and replace the entry with the new information. CLICKING the **Submit** button on the *Appointment Management* page then updates the appointment with the new information and displays the *Appointment Confirmation* page. A user may modify the appointment slot information – as described in section 6.2.2 – *Appointment Management*.

From the *Appointment Management* page, a user may also manage the content information for the individual appointment, which is detailed in section 6.2.3 - *Content Information Management*.

Cancel a Multi-Stop

The following section details the process and pages to cancel a multi-stop through the FAST application. Canceling a multi-stop cancels all appointments associated with the multi-stop and all contents that are associated to each appointment. Depending on the appointment type and content type, canceling an appointment redistributes the appointment slot back to the tier it was pulled from and redistributes the appointment volume back to the facility it was pulled from when creating the individual appointments.

A user begins to cancel a multi-stop from the *Multi-Stop Management* page by CLICKING the **Cancel Multi-Stop** button. The *Confirm Cancel Multi-Stop* page displays. The page displays the Multi-Stop ID and all associated appointment IDs.

The fields and buttons on the *Confirm Cancel Multi-Stop* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments:	Lists each appointment in the multi-stop and their associated information, contains the below fields for each appointment in the multi-stop.

Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment.
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.
Yes button	Cancels the multi-stop and all associated appointments and displays the *Cancel Multi-Stop Confirmation* page.
No button	Does not cancel the multi-stop and displays the *Multi-Stop Management* page.

The *Confirm Multi-Stop Cancellation* page is displayed on the following page.

UNITED STATES POSTAL SERVICE

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Confirm Cancel Multi-Stop

Are you sure you would like the cancel the following multi-stop? Please note that cancelling a multi-stop will also cancel its associated appointments and contents.

Multi-Stop ID: 900000022

Associated Appointments:

Appointment ID: 900000024
Customer Registration ID: 111111120
Scheduler Name: Mailer 6
Facility Name: BOWLING GREEN
Facility ID: 41223
Appointment Date: 11/10/2004
Appointment Time: 10:00
Content ID: 900000024

Appointment ID: 900000026
Customer Registration ID: 111111119
Scheduler Name: Mailer 5
Facility Name: LOUISVILLE
Facility ID: 41229
Appointment Date: 11/10/2004
Appointment Time: 16:00
Content ID: 900000026

Appointment ID: 900000025
Customer Registration ID: 111111120
Scheduler Name: Mailer 6
Facility Name: ASHLAND
Facility ID: 41222
Appointment Date: 11/10/2004
Appointment Time: 12:00
Content ID: 900000025

(Yes) (No)

The multi-stop is not officially cancelled until the user confirms the cancellation from the above page.

To cancel the multi-stop and its associated appointments, CLICK the **Yes** button. The *Cancel Multi-Stop Confirmation* page displays. A cancellation number is generated for each appointment in the multi-stop.

The fields and buttons on the *Cancel Multi-Stop Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Multi-Stop ID	The ID associated to the multi-stop.
Associated Appointments sections	Displays the following fields for each appointment within the multi-stop.
Cancellation Number	The confirmation number for the cancelled appointment.
Appointment ID	The ID associated to the appointment.
Scheduler Name	The name of the scheduler associated to the appointment
Customer Registration ID	The ID associated to the appointment's mailer.
Facility Name	The name of the facility for the appointment.
Facility ID	The ID associated to the appointment's facility.
Appointment Date	The scheduled arrival date of the appointment.
Appointment Time	The scheduled arrival time of the appointment.
Content ID	The ID(s) of each content associated to the appointment.

The *Cancel Multi-Stop Confirmation* page looks identical to the *Confirm Multi-Stop Cancellation* page with the additional field(s) of the **Cancellation Number.**

7.2 Manage Recurring Appointment/Request

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Recurring Appointment/Request** link to access the recurring appointment management area of the FAST application. There are several possible actions a user may perform to manage recurring appointment request information, such as editing appointment level information, editing content level information, adding content information, canceling content information, and canceling recurring appointments.

The *Managing a Recurring Appointment/Request* section includes:

7.2.1 Recurring Appointment Request Search
7.2.2 Recurring Appointment Request Management
7.2.3 Recurring Appointment Request Content Information Management

7.2.1 Recurring Appointment Request Search

A user has the option to search for an existing recurring appointment or recurring appointment request record by area, by district, or by facility of the appointment, or the recurring appointment sequence ID. Depending on the search option, the resulting search page, *Search for Existing Recurring Appointment/Request*, may appear with some variation based on the search criteria. A user may also search for the individual appointment instances via the appointment search.

Searching by the area, by district, or by facility of the recurring appointment, displays a different *Search for Existing Recurring Appointment/Request* page for each search. These searches may retrieve several recurring appointments that fall within the specified search criteria and displays them in a summary table. Each appointment is a hyperlink to the *Recurring Appointment Management* page for the sequence ID.

When a user searches for the recurring appointment by the recurring appointment sequence ID, the resulting page is similar to searching for an appointment by the appointment ID (described in section 6.3.1 – *Appointment Search*). If the user enters a specific sequence ID, the user will be re-directed to the *Recurring Appointment Management* page of the sequence ID.

The *Recurring Appointment Search* section describes each of the four search options.

Search for a Recurring Appointment by the Sequence ID

After CLICKING the **Manage Recurring Appointment** link, the *Search For Existing Recurring Appointment/Request* page displays with some initial fields and buttons. The fields and buttons are described below. A snapshot of the page is displayed after the field description.

Search by:	Drop-down box listing indicating search options: By Area, By District, By Facility, or Sequence Number.
Submit button	Displays the **Sequence ID** textbox when searching by sequence ID, the **Area ID** drop-down box when searching by area, the **District ID** drop-down box with searching by district, or the facility search section when searching by facility. The **Scheduler ID** drop-down box, **Mail Class** drop-down box, and **Status** drop-down box also display when searching by area, by district, or by facility.

The *Search for Existing Recurring Appointment/Request* page is displayed on the following page.

To search for a recurring appointment by the sequence ID, perform the following initial steps on the *Search for Existing Recurring Appointment/Request* page:

1. SELECT Sequence ID in the **Search by** drop-down box

2. CLICK the **Submit** button beside the **Search by** drop-down box

The *Search for Existing Recurring Appointment/Request (Search by sequence ID)* page refreshes with additional fields, described below. A snapshot of the page is displayed after the field description.

Sequence Number:	Input box to enter the recurring sequence ID of the recurring appointment sequence record.
Cancel button	Displays the *Appointment Management Landing* page.
Search button	Displays the *Manage Recurring Appointment* page for the specified recurring sequence ID.

The *Search for Existing Recurring Appointment/Request (Search by Sequence ID)* page is displayed on the following page.

Once the user inputs the sequence number and clicks **Search**, the user is directed the *Manage Recurring Appointment* page for that specific sequence number.

Perform the following steps on the *Search For Existing Recurring Appointment/Request* page to search for a specific recurring sequence ID:

1. ENTER the sequence ID in the **Sequence Number** input box

2. CLICK the **Search** button, displaying the *Manage Recurring Appointment* page

Searching for a Recurring Appointment by the Area

Searching by the area displays different search results on the *Search For Existing Recurring Appointment/Request* page. The user SELECTS to **Search by** Area and CLICKS **Submit**, displaying the *Search For Existing Recurring Appointment/Request* page with the below fields and buttons. A snapshot of the page is displayed after the field description.

*Area ID	Drop-down box listing the areas the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.

Cancel button	Redirects the user to the *Recurring Appointment Landing* page.
Search button	Retrieves all recurring appointments that are for the specified area, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The *Search for Existing Recurring Appointment/Request (Search by Area)* page is displayed below.

To search for and view all recurring appointments for criteria specific area, perform the following steps on the *Search for Existing Recurring Appointment/Request* page:

1. SELECT Area from the **Search By** drop-down box

2. CLICK the **Submit** button

3. SELECT the area to search for recurring appointments for from the **Area ID** drop-down box

4. SELECT the scheduler from the **Customer Registration ID** drop-down box

5. SELECT the Mail Class from the **Mail Class** drop-down box

6. SELECT the Status from the **Status** drop-down box

7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table

The *Search for Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Summary section	Lists the recurring appointments and their related information that fall within the specified search criteria.
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected area, scheduler ID, mail class, and status and is linked to the *Recurring Appointment Management* page for the appointment.
Facility column	Lists the facility name of the recurring appointment.
NASS Code column	Lists the three to five character NASS Code of facility.
District column	Lists the district of the facility associated to the recurring appointment.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment Time column	Lists the time of day for the recurring appointment.
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	The effective date range within which the recurring appointment occurs.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).

Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.

The *Search For Existing Recurring Appointment/Request* page is displayed below when a user searches by Area.

Search for a Recurring Appointment by the District

Searching by the district displays a different *Search for Existing Recurring Appointment/Request* page. The user SELECTS to **Search by** District and CLICKS **Submit**, displaying the *Search for Existing Recurring Appointment/Request* page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

District ID	Drop-down box listing the districts the user can search by.
Customer Registration ID	Drop-down box listing mailer names and IDs to search by.
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the *Recurring Appointment Landing* page.
Search button	Retrieves all recurring appointments that are for the specified district, scheduler ID, mail

	class, and status. The Recurring Appointment Summary table is populated and displayed at the bottom of the page.

The *Search For Existing Recurring Appointment/Request (Search by District)* page is displayed below.

To search for and view all recurring appointments for the specified criteria, perform the following steps on the *Search For Existing Recurring Appointment/Request* page:

1. SELECT District from the **Search By** drop-down box

2. CLICK the **Submit** button

3. SELECT a district to search for recurring appointments for from the **District ID** drop-down box

4. SELECT the scheduler from the **Customer Registration ID** drop-down box

5. SELECT the Mail Class from the **Mail Class** drop-down box

6. SELECT the Status from the **Status** drop-down box

7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table

The *Search For Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Summary section	Lists the recurring appointments and their related information that fall within the specified search criteria.
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected district, scheduler ID, mail class, and status and is linked to the *Recurring Appointment Management* page for the appointment.
Facility column	Lists the facility name of the recurring appointment.
NASS Code column	Lists the three to five character NASS Code of the facility.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment Time column	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	Lists the requested effective date range for the recurring appointment.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.

The *Search For Existing Recurring Appointment/Request* page is displayed below.

Search for a Recurring Appointment by the Facility

Searching by the facility displays a different *Search For Existing Recurring Appointment/Request* page. The user SELECTS to **Search by** Facility and CLICKS **Submit**, displaying the *Search For Existing Recurring Appointment/Request* page with additional fields and buttons, described below. A snapshot of the page is displayed after the field description.

State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities associated to the City and State and populates them in the **Facility** drop-down box.
NASS Code	Input box to enter three to five character the NASS Code of the requested facility.
Search button	Retrieves the facility associated to the NASS Code and populates it in the **Facility** drop-down box.
*Facility	Drop-down box containing facilities associated with the selected search city/state or NASS Code search criteria.
Customer	Drop-down box listing mailer names and IDs to select from.

Registration ID	
Mail Class	Drop-down box listing mail class options to select from: All, Standard, Package Services, or Periodicals.
Status	Drop-down box listing status options to select from: All, Pending Review, Active, Cancelled, or Denied.
Cancel button	Redirects the user to the *Recurring Appointment Landing* page.
Search button	Retrieves all recurring appointments that are for the specified facility, scheduler ID, mail class, and status and populates them in a Recurring Appointment Summary table at the bottom of the page.

The *Search For Existing Recurring Appointment/Request (Search by Facility)* page is displayed on the following page.

To search for and view all recurring appointments for criteria specific facility, perform the following steps on the *Search For Existing Recurring Appointment/Request* page:

1. SELECT Facility from the **Search By** drop-down box

2. CLICK the **Submit** button

3. SELECT a facility from the **Facility** drop-down box by searching for a facility by one of the following two ways:

    To search for a facility by state and city:

    a. SELECT a state from the **State** drop-down box

    b. CLICK the **View Cities** button

    c. SELECT a city from the **City** drop-down box

    d. CLICK the **Search** button

    e. SELECT a facility from the **Facility** drop-down box

    To search for a facility by NASS Code:

    a. ENTER the three to five character ID in the **NASS Code** text box

    b. CLICK the **Search** button

    c. SELECT a facility from the **Facility** drop-down box

4. SELECT the scheduler from the **Customer Registration ID** drop-down box

5. SELECT the Mail Class from the **Mail Class** drop-down box

6. SELECT the Status from the **Status** drop-down box

7. CLICK the **Search** button, refreshing the page and displaying the Recurring Appointment Summary table

The *Search For Existing Recurring Appointment/Request* page displays with a Recurring Appointment/Request Summary table below. The new fields and buttons are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment Summary section	Lists the recurring appointments and their related information that fall within the specified search criteria.
Sequence Number hyperlink column	Lists the sequence IDs of all recurring appointments that are associated with the selected facility, scheduler ID, mail class, and status and is linked to the *Recurring Appointment Management* page for the appointment.
Status column	Lists the status of the recurring appointment.
Scheduling Frequency Days column	Lists the day(s) of the week for the recurring appointment.
Scheduling Frequency Weeks column	Lists the week(s) of the month for the recurring appointment.
Appointment	Lists the time of day for the recurring appointment.

Time column	
Appointment Type column	Lists the appointment type for the recurring appointment.
Mail Class column	Lists the mail class(es) for the recurring appointment.
Old Pallet/Bedloaded Unit Count column	Lists the old pallet or bedloaded unit count for the recurring appointment.
New Pallet/Bedloaded Unit Count column	Lists the new pallet or bedloaded unit count for the recurring appointment.
Effective Date column	Lists the requested effective date range for the recurring appointment.
Request Date column	Lists the date the recurring appointment was requested (if requested by postal customers via FAST online).
Approval Date column	Lists the date the recurring appointment request was approved or denied by an USPS user.

The *Search For Existing Recurring Appointment/Request* page is displayed on the following page.

Search for an Individual Appointment Instance of a Recurring Appointment

A user may search for a single appointment occurrence of a recurring appointment by searching for the unique ID number assigned to the appointment instance. The ID number is unique for each individual appointment in the recurring appointment and is different than the recurring sequence number.

The format of the unique ID number is defined as:

Recurring Sequence Number + 'R' + Date (mmdd) (maximum of 10 characters long)

When a user needs to search for a single appointment instance, they may derive the unique ID number by using the defined format above.

For example, if a user wants to search for the appointment arriving on November 13th in the recurring appointment with a sequence number of 10312, the user would use the one time appointment search process in FAST (described in section 6.4.1 – *Appointment Search*) to search for an appointment ID of 10312R1113.

7.2.2 Recurring Appointment Management

After a user searches for a recurring appointment by the sequence ID, area, district, or the facility, they are taken to the *Edit Recurring Appointment Request* page when the selected recurring appointment hyperlink is clicked. From the *Edit Recurring Appointment Request* page, a user has the ability to:

- Edit appointment level information
- View Appointment Audit Information

- Go to the *Add/Edit Content Information* page
- Add additional contents
- Cancel the recurring appointment
- Create a copy of the recurring appointment
- View/Access instances of the recurring appointment
- View a summary of the recurring appointment contents

Editing appointment and content level information through the Recurring Appointment Management area in FAST sets the Recurring Appointment Request status to Pending. A USPS user must approve the changes before they will take effect. If an already scheduled appointment instance needs to be updated and is within the allowable time frame to be modified, the user can update it by clicking the instances in the Recurring Appointment Instances section. The user may also edit the appointment or content information through the one time appointment management process via the recurring instance appointment ID (described in section 6.4.2 – *Appointment Management*).

Note:
Non-Pure Periodical Recurring Appointment Series cannot change facilities.

A user may change the facility of a recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

The *Recurring Appointment Management* section gives a brief description of the processes listed above. It also details the steps and screens accessed when a user cancels a recurring appointment. Editing and adding contents is discussed in more detail in section 7.2.3 – *Recurring Content Information Management*.

The listed actions may be accessed from the *Edit Recurring Appointment Request* page. The fields and buttons on the *Edit Recurring Appointment Request* page are described below. A snapshot of the page is displayed after the field description.

Create Copy button	Displays the *Create Recurring Appointment* page populated with information from the copied recurring appointment.
Cancel Appointment button	Cancels the recurring appointment in the system.
Sequence Number	The ID associated to the master recurring appointment record.
Status	The status of the recurring appointment.
Facility Name	The name of the facility where the recurring appointment is scheduled.
NASS Code	The three to five character NASS Code associated to the recurring appointment's facility.
Customer Registration ID	The ID associated to the recurring appointment's mailer.
Scheduler Name	The scheduler name of the recurring appointment.

Contact Name	The scheduler contact name of the recurring appointment.
Contact Phone Number	The scheduler phone number of the recurring appointment.
Contact Email	The scheduler email address of the recurring appointment.
Last Update Date/Time	The date and time that the recurring appointment was last updated.
Last Update User Name	The user name of the user who last updated the recurring appointment.
Requested Date	The date the recurring appointment was requested.
Approval Date	The date the recurring appointment was approved.
View Audit Information button	Displays the *Recurring Appointment Audit Information* page.
*Mail Class check boxes	The mail class(es) of the recurring appointment.
*Select Date Range	The effective date range of the recurring appointment.
Appointment Time	The appointment time of the recurring appointment.
Appointment Type	The appointment type of the recurring appointment.
Number of Pallet Positions	The number of pallet positions of the recurring appointment.
*Scheduling Frequency	Selects which day(s) of the week and which week(s) within the selected date range on which the recurring appointment is to occur.
Comments	Displays any miscellaneous comments regarding the appointment.
Cancel button	Displays the *Search For Existing Recurring Appointment/Request* page without saving any changes to the appointment.
Submit button	Displays the *Recurring Appointment Confirmation* page, saving any changes to the appointment.
Recurring Appointment Contents section	Displays all contents associated to the recurring appointment.
Content ID column	Lists the IDs of each content associated to the recurring appointment.

Mail Preparer column	Lists the scheduler name of the mail preparer associated to the recurring content.
Mail Class column	Lists the mail class of the recurring content.
Mail Shape column	Lists the mail shape of the recurring content.
Pallet Count column	Lists the total count of pallets of the recurring content.
Bedloaded Unit Count column	Lists the total count of bedloaded units of the recurring content.
Manage Content Button	Displays the *Recurring Content Information Management* page.
Recurring Appointment Instances section	Displays all instances of the recurring appointment that have been created for the next 14 days.
Appointment ID column	Lists the appointment ID of each instance of the recurring appointment that has been created.
Appointment Date column	Lists the appointment's scheduled date.
*Appointment Time column	Lists the appointment's scheduled time of the recurring instance.
*Appointment Type column	Lists the appointment type of the recurring instance.
Mail Class column	Lists the mail class(es) of the recurring instance.
Total Pallet Count column	Lists the total pallet count of the recurring instance.
Total Bedloaded Unit Count column	Lists the total count of bedloaded units of the recurring instance.

The *Edit Recurring Appointment Request* page is displayed on the following page.

Edit Appointment Level Information

A user may edit the following appointment level information on the *Edit Recurring Appointment Request* page:

- Mail Class
- Date Range of Recurring Appointment
- Appointment Time
- Appointment Type
- Number of Pallet Positions
- Scheduling Frequency
- Comments regarding the appointment

To edit any of the above fields, a user CLICKS in the desired textbox and updates the entry with the new information. CLICKING the **Submit** button on the *Edit Recurring Appointment Request* page updates the recurring appointment with the new information and displays the *Recurring Appointment Confirmation* page.

View Appointment Audit Information

A user may view an appointment's audit information report by accessing the Recurring *Appointment Management* page.

A user may access the *Recurring Appointment Audit Information* page through the Recurring *Appointment Management* page. A user CLICKS the **View Audit Information** button on the *Edit Recurring Appointment Management* page and is taken to the *Recurring Appointment Audit Information report* page. The fields display as read-only and contain all appointment audit information.

The fields and buttons on the *Recurring Appointment Audit Information* search page are described below. A snapshot of the page is displayed after the field descriptions

Status	The current status of the appointment.
Scheduling Frequency Days	Day(s) of the week on which the recurring appointment is to occur.
Scheduling Frequency Weeks	Week(s) on which the recurring appointment is to occur.
Appt Time	The time the appointment is to arrive at the facility.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays.
Pallets Containing Sacks	The total number of pallets containing sacks.

Pallets Containing Parcels	The total number of pallets containing parcels.
Pallets Containing Bundles	The total number of pallets containing bundles.
Bedloaded Units Trays	The total number of tray that are bedloaded.
Bedloaded Units Sacks	The total number of sacks that are bedloaded.
Bedloaded Units Parcels	The total number of parcels that are bedloaded.
Bedloaded Units Bundles	The total number of bundles that are bedloaded.
Mail Class	Lists the mail class(es) for the appointment.
Update User ID	The ID associated to the user who last updated the appointment.
Last Update Date/Time	The date and time that the appointment was last updated.

The Recurring *Appointment Audit Information Report* page is displayed on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
▸ Recurring Appointments
Request New Recurring Appointment
Manage Recurring Appointment/Request
Manage Publication Exclusions

Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Recurring Appointment Audit Information

Return to Previous Screen

Selected Criteria

Recurring Sequence Id: 90004
Facility: 01Z - SPRINGFIELD BMC
Customer Registration ID: 999999999980 - Mailer 1
Status Code Legend: ACT = Active, CNCL = Cancelled, DNY = Denied, PND = Pending Review
Mail Class Legend: PS-Package Services, PER-Periodicals, STD-Standard, N/C-No Content
Appointment Type Legend: B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

*Please note: An audit row in the report may appear unchanged, due to appointment updates that do not affect any of the displayed data in the report (e.g. comments).

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

Status	Scheduling Frequency Days	Weeks	Appt Time	Appt Type	Pallets Containing Parcels	Sacks	Trays	Bundles	Bedloaded Units Parcels	Sacks	Trays	Bundles	Mail Class	Update User ID	Last Update Date/Time
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	P	0	3	0	0	0	3	0	0	STD, PER, PS	USPS	03/28/2008 07:57:34
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	P	0	3	0	0	0	3	0	0	STD, PER, PS	USPS	03/28/2008 07:55:34
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	P	0	3	0	0	0	3	0	0	STD, PER, PS	USPS	03/28/2008 07:52:34
ACT	Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	First Week, Second Week, Third Week, Fourth Week, Fifth Week, Sixth Week	0:00	P	0	1	0	0	0	1	0	0	STD	USPS	03/28/2008 07:42:05

Total (4 results)

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Edit Content Level Information

A user may edit a recurring appointment's content level information by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.

To access the *Recurring Content Information Management* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. After editing the content information, the user CLICKS the **Submit** button on the *Recurring Content Information Management* page, which updates the content information in the system and displays the *Recurring Appointment Confirmation* page for the appointment.

Managing recurring content information is detailed in section 7.2.3 – *Content Information Management*.

Add Additional Contents

A user may add additional contents to the appointment by accessing the *Recurring Content Information Management* page from the *Edit Recurring Appointment Request* page.

To access the *Recurring Content Information Management* page, a user CLICKS the **Manage Content** button in the Recurring Appointment Contents section of the *Edit Recurring Appointment Request* page. The user then ENTERS the total number of contents for each mail class in the **Standard**, **Package Services**, and **Periodicals** textboxes Contents are dependent on the mail class chosen from the *Edit Recurring Appointment* page. Hence if the recurring appointment was scheduled for Periodicals, only Periodicals mail content can be added on the *Add/Edit Recurring Content Information* page.

Cancel a Recurring Appointment

The following section details the process and pages to cancel a recurring appointment in FAST. Canceling a recurring appointment also cancels all contents that are associated to the appointment. However, canceling a recurring appointment does not cancel any appointment instances that have been created within the next 14 days. A user needs to cancel each appointment instance individually to cancel those instances.

A user begins to cancel an appointment from the *Edit Recurring Appointment Request* page by CLICKING the **Cancel Recurring Appointment Request** button. The *Recurring Appointment Request Cancellation Confirmation* page displays confirming that the appointment was cancelled.

The fields and buttons on the *Recurring Appointment Request Cancellation Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Sequence ID hyperlink	Displays the Edit Recurring Appointment Request page
Return to Home button	Displays the Recurring Appointments Landing page
Return to Search button	Displays the Search For Existing Recurring Appointment/Request page

The *Recurring Appointment Request Cancellation Confirmation* page is displayed on the following page.

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Recurring Appointment Request Cancellation Confirmation

Your recurring apointment request, 90001, has been successfully cancelled. To return to the recurring appointment request, click the Sequence Number link to access the Update Existing Recurring Appointment page.

[Return to Home >]   [Return to Search]

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7.2.3 Recurring Content Information Management

A user may modify and cancel content level information for a recurring appointment via the *Recurring Content Information Management* page. As described in section 7.2.2 – *Recurring Appointment Management,* a user may access the *Recurring Content Information Management* page by CLICKING on the **Manage Content** button on the *Edit Recurring Appointment Request* page. This section describes how to:

- Edit Content Level Information
- Add Additional Contents
- Cancel a Content from a Recurring Appointment

Edit Content Level Information

.

The *Recurring Content Information Management* page looks very similar to the *Add Recurring Content Information* page**.** The fields and buttons of the *Recurring Content Information Management* page are described below. A snapshot of the page is displayed after the field description.

Standard	The number of expected Standard contents to be created with the appointment.
*Package Services	The number of expected Package Services contents to be created with the appointment.
Periodicals	The number of expected Periodicals contents to be created with the appointment.
Manage Content Button	Changes the number and type of contents to be created with the current appointment.
The description below describes the Standard Content Grid. It is displayed when a number of expected standard contents are entered into the Standard text box, and the Manage Content button has been CLICKED.	
Standard Content Grid	Displays when a number of expected standard contents to be created are entered into the Standard text box and the **Manage Content** button has been CLICKED.
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.

Remove	Removes the selected Mail Owner from the list of associated mail owners.
*Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the *Add Recurring Content Information* page with the content duplicated the selected number of times.

The description below describes the Package Services Content Grid. It is displayed when a number of expected package services contents are entered into the Package Services text box ,and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners for this specific content.
Remove	Removes the selected Mail Owner from the list of associated mail owners.
Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Package Services Sub-Type	Drop-down box listing the following options to specify package services sub-type: Parcel Select, or BPM/Library/Media.
Perishable checkbox	Indicates if the content is perishables.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.

Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
In Home Start date	The starting date and time the content is expected to arrive at the final destination.
In Home End date	The ending date and time the content is expected to arrive at the final destination.
eVS Content Checkbox	Indicates eVS content if checked.
Number to Duplicate	Drop-down box listing the number of times to duplicate the selected content. This will help the user to duplicate existing contents to minimize re-keying of data.
Duplicate button	Displays the *Add Recurring Content Information* page with the content duplicated the selected number of times.
The description below describes the Periodicals Content Grid. It is displayed when a number of expected Periodicals contents are entered into the Periodicals text box ,and the Manage Content button has been CLICKED.	
Content Number	Number of the current content being created.
Clear Content Checkbox	Clears the data fields in the content.
*Mail Preparer ID	Drop-down box listing the partial scheduler IDs of available mail preparers.
News checkbox	Select the checkbox if the content is news.
Mail Owner ID	Drop-down box listing the partial scheduler IDs of available mail owners.
Add button	Adds the selected Mail Owner to the list of associated mail owners.
Associated Mail Owners	The names of the associated mail owners.
Remove	Removes the selected Mail Owner from the list of associated mail owners.

Mail Shape	Drop-down box listing the following options to specify mail shape: Letter, Flat, Machinable Parcel, Non-Machinable Parcel, or Irregular Parcel.
Content Name	The name of the content being created.
Count of Pallets Containing Sacks	The total number of pallets containing sacks for this specific content.
Count of Pallets Containing Trays	The total number of pallets containing trays for this specific content.
Count of Pallets Containing Parcels	The total number of pallets containing parcels for this specific content.
Count of Pallets Containing Bundles	The total number of pallets containing bundles for this specific content.
Bedloaded Sack Count	The total number of sacks that are bedloaded for this specific content.
Bedloaded Tray Count	The total number of trays that are bedloaded for this specific content.
Bedloaded Parcel Count	The total number of parcels that are bedloaded for this specific content.
Bedloaded Bundle Count	The total number of bundles that are bedloaded for this specific content.
Publication Name	Text box to input the publication name to search.
USPS Publication ID	Text box to input the publication ID of the publication to search.
Search button	Retrieves the publication(s) associated to the search criteria and populates them in the **Publication** drop-down box.
Publication	Drop-down box containing publications associated with the selected publication name or publication ID search criteria.
Add button	Adds the selected publication to the associated publications.
Associated	The publications associated for this specific content.

Publications	
Remove button	Removes the selected publication from the associated publications.
Destination Discount checkbox	Indicates if a destination discount is being claimed for the content. If the checkbox is selected the content is considered drop ship otherwise, the content is Origin Entry.
Zone-Skipping checkbox	Indicates if the content is being entered for zone-skipping, rather than destination discount.
Cancel button	The user is directed back to the *Create Recurring Appointment* Landing Page if the user clicks the Cancel button.
Clear Contents button	Clears the data fields of all the contents in the appointment where the cancel contents; checkboxes have been selected.
Submit button	Saves all associated contents to the appointment and creates the recurring appointment in the system.

The *Recurring Content Information Management* page is displayed on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Recurring Content Information Management

Sequence Number: 90004
Status: Active
Scheduler Name: Mailer 1
Customer Registration ID: 99999
Contact Name: John Doe
Contact Phone Number: (202) 651-1234
Contact Email: USPSFAST2@GMAIL.COM
Facility Name: SPRINGFIELD BMC
NASS Code: 01Z
Maximum Truck Length: 65 ft.
Appointment Date Range: 04/12/2008 to 04/12/2999
Original Date Range: 04/12/2008 to 04/12/2999
Appointment Time: 0:00
Frequency: Daily;
Appointment Type: Pallet
Mail Class(es): Standard, Package Services, Periodicals

Update Content Capacity:

Standard	Package Services	Periodicals
1	1	1

(Manage Content)

Content # 1   ☐ Clear Content

Mail Class: Standard

Mail Preparer ID: [▼]

Mail Owner ID: [▼] (Add >) Associated Mail Owners: [   ] (Remove >)

* Mail Shape: [-- Select One -- ▼] Content Name: [   ]

Count of Pallets   Sacks: [0]   Trays: [0]   Bundles: [0]   Parcels: [0]

Bedloaded   Sack Count: [0]   Tray Count: [0]   Bundle Count: [0]   Parcel Count: [0]

In Home Start Date: [   ] 📅   In Home End Date: [   ] 📅

eVS Content: ☐

Number to Duplicate: [1 ▼] (Duplicate >)

Content # 2   ☐ Clear Content

Mail Class: Package Services

Mail Preparer ID: [▼]

Mail Owner ID: [▼] (Add >) Associated Mail Owners: [   ] (Remove >)

* Mail Shape: [-- Select One -- ▼] Content Name: [   ]

Note: NFM < 6oz should be scheduled as Irregular Parcels and NFM >= 6oz should be scheduled as Machinable Parcels.

* Package Services Sub-Type: [-- Select One -- ▼]   Perishable: ☐

Count of Pallets   Sacks: [0]   Trays: [0]   Bundles: [0]   Parcels: [0]

Bedloaded   Sack Count: [0]   Tray Count: [0]   Bundle Count: [0]   Parcel Count: [0]

In Home Start Date: [   ] 📅   In Home End Date: [   ] 📅

eVS Content: ☐

Number to Duplicate: [1 ▼] (Duplicate >)

Content # 3   ☐ Clear Content

Mail Class: Periodicals

Mail Preparer ID: [▼]   News: ☐

Mail Owner ID: [▼] (Add >) Associated Mail Owners: [   ] (Remove >)

* Mail Shape: [-- Select One -- ▼] Content Name: [   ]

Count of Pallets   Sacks: [0]   Trays: [0]   Bundles: [0]   Parcels: [0]

Bedloaded   Sack Count: [0]   Tray Count: [0]   Bundle Count: [0]   Parcel Count: [0]

Publication Name: [   ]
OR
USPS Publication ID: [   ] (Search >)
Publication: [▼]

Associated Publications: [   ] (Remove >)

Destination Discount: ☑

Zone-Skipping: ☐ Note: When Zone Skipping is checked, CIN validation will not be performed.

Number to Duplicate: [1 ▼] (Duplicate >)

(Cancel)   (Clear Contents >)   (Submit >)

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To edit or update the content level information, CLICK in any of the previously described fields and ENTER the new content information. Once all updates or edits have been made, CLICK the **Submit** button to save the new information to the content.

Note:
Updating content information is subject to the same constraints that are found in creating content information.

Cancel a Content from a Recurring Appointment

From the *Recurring Content Information Management* page, a user may cancel the content from the associated appointment. However, if it is the only content associated to the recurring appointment, it may not be cancelled unless the recurring appointment is cancelled.

To cancel a content from a recurring appointment, CLICK the Cancel checkbox for the appropriate content on the Recurring Content Information Management page. Then CLICK the Submit button. The Recurring Appointment Confirmation page is displayed with the updated information.

7.3 Manage a Recurring Appointment Instance

A user may update and cancel a single appointment instance of a recurring appointment. However, a scheduler must submit a new recurring appointment request if the appointment or content information for an entire recurring appointment series needs to be changed.

A user may manage a recurring appointment instance through the *Appointments* area in FAST. A user follows the same process as described in section 6.4 – *Appointment Management* to update appointment and content information, add additional contents to an appointment instance, cancel a content from an appointment instance and cancel the appointment instance.

Note:
Non-Pure Periodical Recurring Appointment Instances cannot change facilities.

A user may change the facility of an instance in the recurring appointment series if the following conditions are met: the appointment is Pure Periodicals and a redirection has been set for at least one of the contents in the appointment.

In addition to the **Recurring Sequence Number,** which is used as the appointment number on the PS Form 8125, a unique ID number is created for each appointment instance in the recurring appointment series. This unique ID number will be used as the appointment ID when searching for the single appointment instance of the recurring appointment series. A user searches for the appointment instance using the unique ID number through the *search for an appointment by the appointment ID* process described in section 6.3 – *Appointment Management.* The unique ID number is derived from the **Recurring Sequence Number** associated to the recurring appointment series.

The format of the unique ID number is defined as:

Recurring Sequence Number + R + Date (mmdd)

The unique ID number distinguishes an appointment instance on one day from an instance on another day in the recurring series.

For example, a user needs to update information for an appointment that is scheduled to arrive on November 20th. The **Recurring Sequence Number** for the recurring appointment series is 10302. The unique ID number for that appointment instance would be 10302R1120, based on the defined format above. However, if the user needed to update the information for the appointment scheduled for November 25th in the same recurring series, the user would search for an appointment by the appointment ID of 10302R1125.

Please reference section 6.4 – *Appointment Management* for the steps and screens accessed to manage single appointments. The multi-stop management section is not applicable because recurring appointments are not included in multi-stop trips.

7.4 Create a Drop Ship Recurring Appointment Shell

The *Create New JIT Recurring Appointment* module allows the user to create a Recurring Appointment Shell (Recurring Appointment with no associated contents). Contents can be added by the Scheduler or Mail Owner/Mail Preparer at a later time.

This section includes:

7.4.1 Creating a Drop Ship Recurring Appointment Shell

7.4.2 Confirming a Drop Ship Recurring Appointment Shell

7.4.1 Creating a Drop Ship Recurring Appointment Shell

A Drop ship Recurring Appointment shell is created through the *Request New Recurring Appointment* module. This module consists of the different actions a user may perform to create a new drop ship Recurring Appointment Shell in FAST.

Creating a new drop ship Recurring Appointment Shell requires the user to follow the same steps as creating a new drop ship Recurring Appointment in FAST except for entering content information. A user must first specify the logistics information of the recurring appointment (facility, frequency, time of day, etc). Once the user has completed entering the appointment information, the user is directed to the *Add Recurring Content Information* page. A Recurring Appointment Shell is created when the user selects the **Submit** button on the *Add Recurring Content Information* page without entering any content information.

The fields and buttons on the *Add Recurring Content Information* page are described below. A screenshot of the page is displayed after the field descriptions.

Field/Button	Description
Update Number of Contents	Field where the user may specify the number of contents requested.
Manage Content button	Refreshes the Add *Recurring Content Information* page and displays a content form for each content requested.
Cancel button	Directs the user to the *Recurring Appointment*s page.
Submit button	Creates an Appointment Shell and redirects the user to the *Recurring Appointment Request Confirmation* page.

The *Add Recurring Content Information* page is displayed below.

7.4.2 Confirming a Drop Ship Recurring Appointment Shell

After a user enters the drop ship Recurring appointment shell information, the *Recurring Appointment Request Confirmation* page displays. A note informing the user that no contents have been associated to the drop ship recurring appointment is displayed.

The fields and buttons on the *Recurring Appointment Request Confirmation* page are described below. A snapshot of the page is displayed after the field description.

Note	Displays to warn the user that an appointment shell has been created: "Request will not be submitted to USPS for approval until contents are added.
Recurring Appointment Sequence Number hyperlink	Displays the sequence number that is associated to the master recurring appointment record and is a hyperlink to the *Recurring Appointment Management* page.
Status	The current status of the appointment.
Customer Registration ID	ID associated with the appointment's mailer.
Scheduler Name	Name of the appointment's scheduler.
NASS Code	The three to five character NASS Code of the facility.
USPS Facility Name	The facility name of the recurring appointment.
Date Range	The effective date range within which the recurring appointment occurs.
Recurring Appointment Time	The time the recurring appointment is scheduled to arrive at the facility for the given day.
Frequency	The specified frequency the recurring appointment is to arrive at the facility.
Content ID	The content ID(s) associated with the recurring appointment.
Total Number of Pallets	The total number of pallets in the recurring appointment.
Total Number of Bedloaded Units	The total number of bedloaded units in the recurring appointment.
Return to Home button	Redirects the user back to the *Create Recurring Appointment* page upon clicking the button.
Create Copy button	Redirects the user back to the *Create Recurring Appointment* page pre-populated with information from the current recurring appointment.

The *Recurring Appointment Request Confirmation* page is displayed on the following page.

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
▶ Request New Recurring
Appointment
Manage Recurring
Appointment/Request
Manage Publication Exclusions

Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier
Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Recurring Appointment Request Confirmation

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

Request will not be submitted to USPS for approval until contents are added.

Note: There are no contents associated to this recurring appointment. An email notification will be sent to the facility for review once at least one content has been associated.

Sequence Number:	90223
Status:	Pending Review
Customer Registration ID:	4433047
Scheduler ID:	999999999980
Scheduler Name:	Mailer 1
NASS Code:	01Z
USPS Facility Name:	SPRINGFIELD BMC
Date Range:	03/16/2010 to 03/16/2999
Original Date Range:	03/16/2010 to 03/16/2999
Recurring Appointment Time:	14:00
Frequency:	Daily;
Content ID:	
Total Number of Pallets:	0
Total Number of Bedloaded Units:	0

< Return to Home   Create Copy >

7.5 Manage a Publication Exclusion

From the *Recurring Appointments Landing* page, a user may CLICK the **Manage Publication Exclusion** link to access the publication exclusion area of the FAST application. There are several possible actions a user may perform on the *Manage Publication Exclusion* page, such as creating an exclusion for a publication title over a specified date range, manage an existing exclusion date range, and cancel an existing exclusion.

The *Managing a Publication Exclusion* section includes:

7.5.1 Create a Publication Exclusion
7.5.2 Manage a Publication Exclusion

The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Delete checkbox	Deletes the publication exclusion when the Delete Exclusion button is clicked
Exclusions	Hyperlinks user to *Manage Publication Exclusions* page
Scheduler	The Scheduler name associated with the publication.
Publication ID	The ID associated to the publication
Publication Name	The name associated to the publication.
Start Date	Date exclusion becomes effective NOTE: The Start Date cannot be less than 15 days in the future and the date range
End Date	Date exclusion ends NOTE: The Date Range may not span more than 7 days.
Impacted Appointments	Hyperlinks user to *Impacted Appointments* page
Delete Exclusion button	Displays *Confirm Publication Exclusion* page
Create New Exclusion button	Displays *Create Publication Exclusion* page

The *Manage Publication Exclusion* page is displayed on the following page.

7.5.1 Create a Publication Exclusion

A user may create a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

As described in section 7.5 *Manage Publication Exclusion,* a user may access the *Create Publication Exclusion* page by CLICKING on the **Create New Exclusion** button on the *Manage Publication Exclusion* page. This section describes how to:

- Select a Publication
- Create an Exclusion

The fields and buttons of the *Create Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Publication Name	Textbox to input the name of the publication.
USPS Publication ID	Textbox to input Permit ID of the Publication.
Search button	Retrieves the publications listed in the Publication Name textbox or the Publication ID box.
Publication	Drop-down box listing publications returned from search.
*Scheduler ID	Drop-down box listing all applicable Scheduler IDs.
*Select Date Range	Selects the date range that the result will be displayed.
Cancel button	Displays *Recurring Appointments* landing page
Submit button	Displays *Confirm Publication Exclusion* page
The description below describes the existing publication exclusions grid. It is displayed when existing publications exist.	
Scheduler	The scheduler name associated with the appointment.
Publication Name	The name associated to the publication
Publication ID	The ID associated to the publication.
Start Date	Date exclusion becomes effective
End Date	Date exclusion ends

The *Create Publication Exclusion* page is displayed below.

Select a Publication

To select a publication for exclusion, select a publication title, Scheduler ID and date range for which you will not be including mail, then click Submit to confirm the exclusion.

To select a publication for specified criteria, perform the following steps on the *Create Publication Exclusion* page.

1. CLICK the **Create New Exclusion** button on the *Manage Publication Exclusions* page to display the *Create Publication Exclusion* page

2. ENTER the publication name OR

3. ENTER the publication ID

4. CLICK the **Search** button

5. SELECT publication from **Publication** drop down list

Create an Exclusion

Creating a publication exclusion may result in recurring appointment instance(s) to be cancelled, content on the recurring appointment instance(s) to be cancelled, and/or if the content to be excluded has multiple publication titles or the Scheduler ID is for a mail owner and the content has multiple mail owners, the exclusion will not be created and the content will not be cancelled.

To create a publication with the specified criteria, perform the following steps on the *Create Publication Exclusion* page.

1. SELECT Scheduler ID from the **Scheduler ID** drop down list

2. SELECT the time frame to search within in the **Select Date** Range textboxes

3. CLICK the **Submit** button to display the *Confirm Publication Exclusion* page

Note: When selecting a date range: the start date cannot be less than 15 days in the future.

And the date range may not span more than 7 days

The *Confirm Publication Exclusion* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created Publication Exclusion before exclusion is submitted. The fields and buttons of the *Confirm Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

Yes button	Finalizes exclusion and displays confirmation page
No button	Displays *Create Publication Exclusion* page
The description below describes the Appointment Exclusion and Content Exclusion Grid. It is displayed when a Publication Exclusion is created and recurring appointments and/or contents are impacted, and the Submit button has been CLICKED on Create Publication Exclusion page.	

Recurring Sequence ID	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
Recurring Content ID	Displays the Recurring Content ID for the impacted Recurring Appointment.
Appointment Dates	Displays all Appointment Dates for the impacted Recurring Appointment.
Facility Name	Displays the Facility Name for the impacted Recurring Appointment.
NASS Code	Displays the three to five character NASS Code for the impacted Recurring Appointment.
Total Pallet Count	Lists the total pallet count of the recurring instance
Total Bedloaded Count	Lists the total bedload count of the recurring instance

The *Confirm Publication Exclusion* page is displayed on the following page.

Facility Access and Shipment Tracking (FAST)

	Home	Sign Out	

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Request New Recurring Appointment
Manage Recurring Appointment/Request
▸ Manage Publication Exclusions
Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier Agreements
TEM

Confirm Publication Exclusion

Are you sure you want to create the following exclusion?

USPS Publication ID: 865800
USPS Publication Name: TIME
Scheduler Name: Mailer 1
Customer Registration ID: 999999999980
Appointment Dates: 05/18/2009 - 05/25/2009

(Yes) (No)

Appointment Exclusion:

FAST will cancel recurring appointment instances for all recurring sequence ID(s) and appointment dates in the table below.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90163	900000223	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

Export options: Download into Excel | View Printable Version

Content Exclusion:

FAST will cancel recurring content ID(s) listed below for each of the recurring sequence ID(s) and appointment dates in the table below.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90162	900000221	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	4

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Unaffected Recurring Appointment Instances:

The publication title may not be excluded for the following recurring appointment(s) or recurring content(s) for one or both of the following reasons:

1. There are multiple publication titles.
2. There are multiple mail owners.

These contents may be manually updated within 14 days of the appointment date.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90162	900000222	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

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The *Publication Exclusion Confirmation* page will list the selected exclusion criteria and projected recurring appointment and contents impacted by the created and confirmed Publication Exclusion. The *Publication Exclusion Confirmation* page also includes drop ship recurring appointment sequences impacted by a Publication Exclusion on Origin Entry

contents. The fields and buttons of the *Publication Exclusion Confirmation* page are described below. A snapshot of the page is displayed after the field description.

The description below describes the Appointment Exclusion and Content Exclusion Grid. It is displayed when a Publication Exclusion is submitted and recurring appointments and/or contents are impacted, and the Yes button has been CLICKED on Confirm Publication Exclusion page.	
Recurring Sequence ID	Displays the Recurring Sequence ID for the impacted Recurring Appointment.
Recurring Content ID	Displays the Recurring Content ID for the impacted Recurring Appointment.
Appointment Dates	Displays all Appointment Dates for the impacted Recurring Appointment.
Facility Name	Displays the Facility Name for the impacted Recurring Appointment.
NASS Code	Displays the three to five character NASS Code for the impacted Recurring Appointment.
Total Pallet Count	Lists the total pallet count of the recurring instance
Total Bedloaded Count	Lists the total bedload count of the recurring instance
Return to Home button	Displays *Recurring Appointments* landing page

The *Confirm Publication Exclusion* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Request New Recurring Appointment
Manage Recurring Appointment/Request
▸ Manage Publication Exclusions

Facilities
Profiles
Reports
Resources
Origin Entry
Customer / Supplier Agreements
TEM

Publication Exclusion Confirmation

The following exclusion has been created successfully.

USPS Publication ID: 865800
USPS Publication Name: TIME
Scheduler Name: Mailer 1
Customer Registration ID: 999999999980
Appointment Dates: 05/18/2009 - 05/25/2009

Appointment Exclusion:

FAST will cancel recurring appointment instances for all recurring sequence ID(s) and appointment dates in the table below.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90163	900000223	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

Export options: Download into Excel | View Printable Version

Content Exclusion:

FAST will cancel recurring content ID(s) listed below for each of the recurring sequence ID(s) and appointment dates in the table below.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90162	900000221	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	4

Export options: Download into Excel | View Printable Version

Unaffected Recurring Appointment Instances:

The publication title may not be excluded for the following recurring appointment(s) or recurring content(s) for one or both of the following reasons:

1. There are multiple publication titles.
2. There are multiple mail owners.

These contents may be manually updated within 14 days of the appointment date.

Export options: Download into Excel | View Printable Version

Recurring Sequence ID	Recurring Content ID	Appointment Dates	Facility Name	NASS Code	Total Pallet Count	Total Bedload Count
90162	900000222	05/18/2009, 05/19/2009, 05/20/2009, 05/21/2009, 05/22/2009, 05/23/2009, 05/24/2009, 05/25/2009	NEW YORK	100	4	0

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7.5.2 Manage a Publication Exclusion

A user may manage a publication exclusion for a recurring appointment via the *Manage Publication Exclusion* page.

This section describes how to:

- Edit a Publication Exclusion
- Delete a Publication Exclusion

Edit a Publication

As described in section 7.5 *Manage Publication Exclusion,* a user may edit an exclusion via the *Manage Publication Exclusion page* by CLICKING on the **Manage** hyperlink for the desired exclusion on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.

The Manage Publication Exclusion page lists the selected publication exclusion details and existing publication exclusions grid. The fields and buttons of the *Manage Publication Exclusion* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range that the result will be displayed.
Cancel button	Displays *Recurring Appointments* landing page
Submit button	Displays *Confirm Publication Exclusion* page
The description below describes the existing publication exclusions grid. It is displayed when publication exclusions exist.	
Scheduler	The scheduler name associated to the appointment.
Publication Name	The name associated to the publication
Publication ID	The ID associated to the publication.
Start Date	Date exclusion becomes effective
End Date	Date exclusion ends

The *Manage Publication Exclusion* page is displayed on the following page.

To edit a publication exclusion, perform the following steps on the *Manage Publication Exclusion* page

1. CLICK the **Manage** hyperlink for desired publication exclusion

2. SELECT the time frame to search within in the **Select Date** Range textboxes

3. CLICK the **Submit** button to display the *Confirm Publication Exclusion* page

Delete a Publication

As described in section 7.5 *Manage Publication Exclusion,* a user may delete an exclusion via the *Manage Publication Exclusion* page by CHECKING the **Delete** checkbox for the desired exclusion(s) on the Existing Publication Exclusion grid on the *Manage Publication Exclusion* page.

To delete a publication(s), perform the following steps on the *Manage Publication Exclusion*

1. CHECK the **Delete** checkbox for desired publication exclusion(s)

2. CLICK the **Delete Exclusion** button to display the *Confirm Publication Exclusion* page

This page has been intentionally left blank.

8.0 Corporate Profile

Corporate Profile information refers to the Corporation's contact information shown in FAST. This information is entered in *PostalOne!* upon registering as a FAST user. *PostalOne!* then passes along the entered information to FAST. The *Corporate Profile* page displays the Corporation's Name, ID, Address, Contact Name, Phone Number, Fax Number, Email, and a hyperlinked listing of all schedulers associated with the Corporation. The hyperlink drills down to the *Scheduler Profile* page which displays all information regarding the specified scheduler.

The Profiles section includes:

8.1 Corporate Profile – Describes how a user may view the Corporate Profile information.

8.2 Scheduler Profile – Describes how a user may view the Scheduler Profile information for the selected Corporation.

8.3 Manage Preferred USPS Publications – Describes how a user can set up preferred publications in the Scheduler Profile

8.4 Manage Preferred Customers – Describes how a user can set up preferred customers in the Scheduler Profile

The user may access the Corporate Profile and Scheduler Profile from **Profiles** link on *the FAST Main Menu* page. The user CLICKS on the **Profiles** link, or associated **Go>** button to display the *Profiles Landing* page (described in module 4.0 - *Landing pages*). The user may then CLICK the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page.

8.1 Corporate Profile

Corporate profile information consists of the contact information for a selected corporate ID. The user may view Corporation contact information for associated corporate IDs. Maintenance of the data occurs in the Business Customer Gateway.

The *Corporate Profile* section describes the process for viewing the Corporation's information.

The user begins the process from the *Profiles Landing* page. The user CLICKS the **Corporate Profile** link, or associated **Go>** button to display the *Corporate Profile Selection* page. The user may select a Corporation from the **Corporate ID** drop-down box, on the *Corporate Profile Selection* page. Only Corporations associated to the user will be displayed in the drop-down box.

Note:
Users may only view the *Corporate/Scheduler Profile* for associated corporations and schedulers. If the user is only associated with one corporation the user will be directed to the *Corporate Profile* page without selecting a Corporation from the **Corporate ID** drop-down box.

The fields and buttons on the *Corporate Profile Selection* page are described below. A snapshot of the page is displayed after the field description.

*Corporate ID	Drop-down box containing Corporate Name and ID options.
Search button	Retrieves the Corporate Profile associated with that Corporate ID and displays the *Corporate Profile* page.

The *Corporate Profile Selection* page is displayed below.

From the *Corporate Profile Selection* page, the user may view the contact information for a Corporate ID by performing the following steps:

1.   SELECT a corporation from the **Corporate ID** drop-down box.

2.   CLICK the **Search** button to view the Corporate Profile page.

The *Corporate Profile* page opens displaying the contact information for the Corporation. The fields and buttons on the *Corporate Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation.
Corporate ID	The Corporate ID of the Corporation as defined by *PostalOne!*
Address	The street address of the Corporation.
City	The city where the Corporation resides.
State	The state code where the Corporation resides.
ZIP + 4	The 9-digit ZIP Code where the Corporation resides.
Contact Name	Name of the primary contact person of the Corporation.
Contact Title	Title of the primary contact person of the Corporation.
Contact Phone Number	Phone number for the contact person at the Corporation.
Contact FAX Number	FAX number for the contact person at the Corporation.
Contact Email Address	Email address of the contact person at the Corporation.
Access Scheduler Profile	The associated Scheduler ID(s) for the Corporation. Each scheduler ID is a hyperlink to the *Scheduler Profile* page, where the user may view the schedulers contact information.
Return to Previous Screen hyperlink	The hyperlink sends user back to previous screen.

The *Corporate Profile* page is displayed on the following page.

> **Note:**
> All fields on the *Corporate Profile* page are read-only regardless of the user's security privileges.

8.2 Scheduler Profile

Scheduler profile information consists of contact information for a selected Scheduler ID. The user may view contact information for associated schedulers.

From the *Corporate Profile* page, the user may view the contact information for a Scheduler by CLICKING the **Scheduler ID** hyperlink.

The *Scheduler Profile* page opens displaying the contact information for the Scheduler. The fields and buttons on the *Scheduler Profile* page are described below. A snapshot of the page is displayed after the field description.

Corporate Name	The full name of the Corporation.
Corporate ID	The Corporate ID of the Corporation as defined by *PostalOne!*
Scheduler Name	The full name of the Scheduler.

Scheduler ID	The Scheduler ID of the Scheduler.
Address	The street address of the Scheduler.
City	The city where the Scheduler resides.
State	The state code where the Scheduler resides.
ZIP + 4	The 9-digit ZIP Code where the Scheduler resides.
Contact Name	Name of the primary contact person of the Scheduler.
Contact Title	Title of the primary contact person of the Scheduler.
Contact Phone Number	Phone number for the contact person at the Scheduler.
Contact FAX Number	FAX number for the contact person at the Scheduler.
Contact Email Address	Email address of the contact person at the Scheduler.
Comments	Comments of the Corporate/Scheduler ID.
Preferred Publication Group	
Manage Publications button	Displays *Scheduler Profile – Manage Preferred Publication Group* page.
Most often used Mail Owners/Mail Preparers	
Manage Customers button	Displays *Scheduler Profile – Manage Preferred Customers* page.
Back button	Returns user to previous screen.

The *Scheduler Profile* page is displayed on the following page.

Note:
The user may access the Scheduler Profile from other functional areas in FAST. This includes accessing from the *Scheduler Performance Report* and *Appointment Calendar Report*.

8.3 Manage Preferred USPS Publications

Users can set up and manage preferred publications for a selected profile that can be utilized during the appointment creation process. This will enhance usability for the user without searching through all USPS Publications. The user can create and delete their preferred list. All data with regards to the title is received from *POSTALONE!* Permit system.

8.3.1 Manage a Preferred USPS Publication Group

The user can begin the process of adding or removing a preferred USPS publication from the *Scheduler Profile* page. The user CLICKS the Manage Publication button to display the *Scheduler Profile – Manage Preferred Publication Group* page.

The fields and buttons on the *Scheduler Profile – Manage Preferred Publication Group* page are described below. A snapshot of the page is displayed after the field description.

Publication Name	Textbox to input the name of the publication.
USPS Publication ID	Textbox to input Permit ID of the Publication.
Search button	Retrieves the publications listed in the Publication Name textbox or the Publication ID Box.
Publication	Drop-down box listing publications returned from search.
Add button	Adds selected publication to Associated Publications section.
Associated Publications	Displays checkbox to delete preferred publication. Also displays Publication ID and Publication Name.
Return to Scheduler Profile button	Returns user to *Scheduler Profile* page.
Submit button	Accepts changes made for the Preferred Publication Group.

From the *Scheduler Profile – Manage Preferred Publication Group* page, the user may add a preferred publication to the Scheduler Profile that can be utilized during the appointment creation process.

1. INPUT text into Publication Name or USPS Publication ID.

2. CLICK the Search button to view options in the Publication drop-down box.

3. SELECT a Publication from the drop-down box.

4. CLICK the Add button to add preferred publication to Scheduler Profile.

5. CLICK the Submit button to confirm publication has been added.

From the *Scheduler Profile – Manage Preferred Publication Group* page, the user may remove a preferred publication to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated Publication Name or ID that the user would like to remove.

2. CLICK the Submit button to confirm publication has been removed.

When the user CLICKS the Submit button, the user is redirected back to the *Scheduler Profile* page.

8.4 Manage Preferred Customers

Users can set up and manage preferred mail owners and mail preparers for a selected profile that can be utilized during the appointment creation process. The user may add and remove mail owners/mail preparers to their preferred list.

8.4.1 Managing a Preferred Mail Owner/Mail Preparer

The user can begin the process of adding or removing a preferred customer from the *Scheduler Profile* page. The user CLICKS the Manage Customers button to display the *Scheduler Profile – Manage Preferred Customers* page.

The fields and buttons on the *Scheduler Profile – Manage Preferred Customers* page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	Drop-down box of Mailer IDs.
Add to Mail Owner button	Retrieves Scheduler ID and adds the ID into the Associated Mail Owners table.
Add to Mail Preparer button	Retrieves Scheduler ID and adds the ID into the Associated Mail Preparers table.
Associated Mail Owners	Displays checkbox to delete Mail Owner from Scheduler Profile and includes ZIP Code and name of preferred mail owner.
Associated Mail Preparers	Displays checkbox to delete Mail Preparer from Scheduler Profile and includes ZIP Code and name of preferred mail preparer.
Return to Scheduler Profile button	Returns user to *Scheduler Profile* page.
Submit button	Accepts changes made to *Scheduler Profile.*
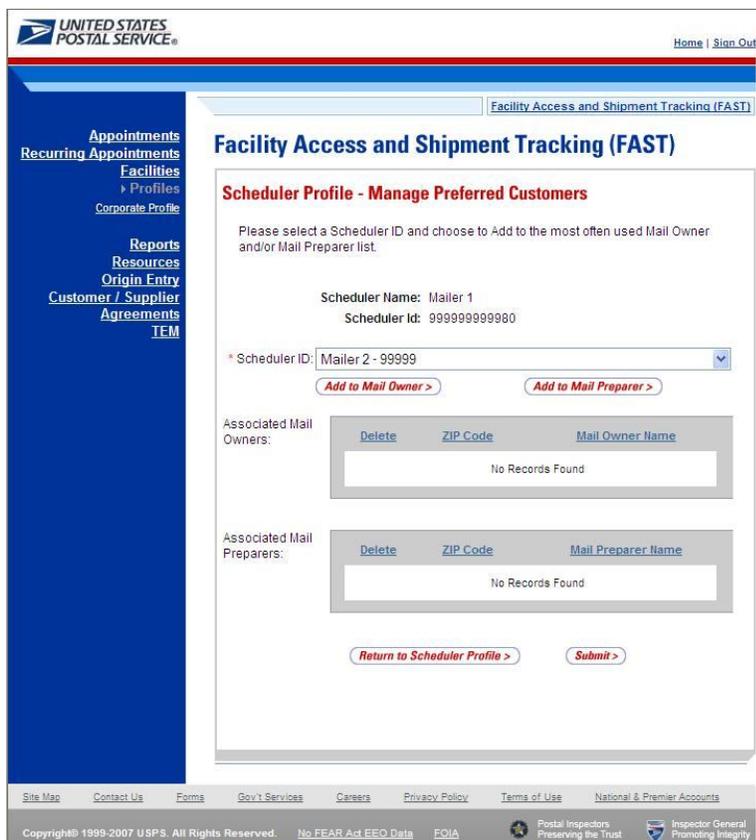
From the *Scheduler Profile – Manage Preferred Customers* page, the user may add a preferred customer to the Scheduler Profile.

1. SELECT a Scheduler from the Scheduler ID drop-down box.

2. CLICK the Add to Mail Owner button to add the FAST Scheduler to the Associated Mail Owners table. Or CLICK the Add to Mail Preparer button to add the Scheduler ID to the Associated Mail Preparers table.

3. CLICK the Submit button to confirm changes.

From the *Scheduler Profile – Manage Preferred Customers* page, the user may remove a preferred customer to the Scheduler Profile.

1. CLICK the checkbox under the delete column for the associated ZIP Code or Mail Owner to be removed in the Associated Mail Owners table. Or CLICK the checkbox under the delete column for the associated ZIP Code or Mail Preparer to be removed in the Associated Mail Preparers table.

2. CLICK the Submit button to confirm customer has been removed.

When the user CLICKS the Submit button, the user is redirected back to the *Scheduler Profile* page.

This page has been intentionally left blank.

9.0 Reports

Users have restricted access to all reports listed below. The reports will only display results that directly relate to the user.

9.1 Appointment Calendar – Displays the number and types of appointments for a designated date range and specified facility.

9.2 Appointment Rating Analysis Report – Displays the breakdown of appointments for a given scheduler and date range.

9.3 Appointment Status – Displays appointments for a designated scheduler by the specific appointment status type and time period

9.4 Closeout Data Report – Displays closeout information and appointment status for entered appointment IDs. All information will be read-only.

9.5 Corporate Rating Report – Displays the breakdown of the scheduler rating score.

9.6 Holiday and Contingency Constraint Report – Displays which facilities have holiday constraints defined and the impacted facilities.

9.7 Mail Direction Search – Displays drop entry points for destination discount offering a number of search criteria and three different views.

9.8 Recurring Appointment Performance Report – Displays summary and detail level performance information for recurring appointments.

9.9 Scheduler Performance Report – Displays the counts and percentages of No Shows, Cancellations more than 24 hours in advance of the appointment, Cancellations within 24 hours of the appointment, Late Arrivals, and Unscheduled shipments.

9.10 Scheduler Report – Displays detailed appointment information for a specific scheduler at selected USPS facilities.

9.11 Slot Availability Report – Displays total slots available for a given date/time and appointment type.

9.1 Appointment Calendar

The Appointment Calendar displays the number and types of appointments for a designated date range and specified facility. The *Appointment Calendar* section describes the processes for viewing the Appointment Calendar.

The Appointment Calendar is accessible from two points in FAST; from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Calendar** link, or associated **Go>** button to display the *Appointment Calendar Selection* page. The user must select a specific facility and date range on the selection page.

The fields and buttons on the *Appointment Calendar Selection* page are described below. A snapshot of the page is displayed after the field description.

*State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state .
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Report View	Drop-down box listing viewing methods of Date Range or Calendar View.
*Select Date Range	Selects the date range to search for the specified facilities appointments when Date Range View is selected from Report View.
*Select Month	Drop-down box listing months within viewing range when Calendar View is selected from Report View.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment count data for the entered criteria and displays the Appointment Calendar.

The *Appointment Calendar Selection* page is displayed on the following page.

From the Appointment Calendar Selection page, the user may view the appointment information for the specified date range by performing the following steps:

1. SEARCH for a specific facility by one of the following two ways:

   To Search for a Facility by State and City:

   a. SELECT a **State** from the drop-down box

   b. CLICK the **View Cities** button

   c. SELECT a city from the **City** drop-down box

   d. CLICK the **Search** button

   To Search for a Facility by NASS Code:

   a. ENTER the three to five character **NASS Code** in the text box

   b. CLICK the **Search** button

2. SELECT a Report View:

   To View Calendar Report by *Date Range View:*

3. SELECT **Date Range View** from the drop-down box

4. ENTER the **Date Range**

5. SELECT **Mail Class(es)**

6. CLICK the **Create** button

To View Calendar Report by *Calendar View:*

a. SELECT **Calendar View** from the drop-down box

b. SELECT a month from the **Select Month** drop-down box

c. CLICK the **Create** button

Note:
The Start Date may not exceed 30 days prior to the current date.
The End Date value must be between today's date and the
maximum threshold for appointment creation (14 days in the future).

The *Appointment Calendar - Date Range View* page opens, displaying the appointment count data for the specified facility and date range. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Date	Displays the selected date of the appointments.
Total Scheduled Appointments	The total scheduled appointments on a given date.
Mail Class	Displays details by specified mail class(es).
Pallets- Total	The total scheduled count of pallets containing parcels.
Pallets- Parcels	The total scheduled count of pallets containing sacks.
Pallets- Sacks	The total scheduled count of pallets containing trays.
Pallets- Trays	The total scheduled count of pallets containing bundles.
Pallets- Bundles	The total scheduled count of pallets.
Cross Dock - Total	The total scheduled count of cross docked pallets containing parcels.
Cross Dock- Parcels	The total scheduled count of cross docked pallets containing sacks.
Cross Dock - Sacks	The total scheduled count of cross docked pallets containing trays.
Cross Dock - Trays	The total scheduled count of cross docked pallets containing bundles.
Cross Dock - Bundles	The total scheduled count of cross docked pallets.
Bedloaded- Total	The total scheduled count of units on bedload appointments.
Bedloaded- Parcels	The total scheduled count of parcels on the bedload appointment.
Bedloaded- Sacks	The total scheduled count of sacks on the bedload appointment.
Bedloaded- Trays	The total scheduled count of trays on the bedload appointment.

Bedloaded - Bundles	The total scheduled count of bundles on the bedload appointment.

The *Appointment Calendar Report – Date Range View* is displayed below.

The *Appointment Calendar – Calendar View* page opens, displaying appointment and pallet counts in a calendar view for the selected facility. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Month	A month with an arrow that allows the user to switch months.
Calendar	A calendar is used to display appointment and pallet counts in a calendar view.
Total Appts	The total number of appointments for the facility.
Palletized	The total number of palletized appointments for the facility.
Bedloaded	The total number of bedloaded appointments for the facility.

Total Pallets	The total number of pallets for the facility.
Periodicals Appts	The total number of Periodicals appointments for the facility.
Perishable Appts	The total number of Perishable appointments for the facility.
Cross Dock Pallets	The total count of cross docked pallets for the facility.
Recurring Appts	The total number or Recurring appointments for this facility.

The *Appointment Calendar Report – Calendar View* is displayed below.

9.2 Appointment Rating Analysis Report

The *Appointment Rating Analysis Report* displays the breakdown of appointments for a given appointment ID or facility. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to the Reports Landing page (described in module 4.0 – Landing Pages where the user may select the Appointment Rating Analysis Report link or the associated Go> button located to display the Appointment Rating Analysis Report Search Criteria Page.

The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down menu that displays search options, includes appointment and facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the Appointment Rating Analysis Report for the entered criteria.

From the Appointment Rating Analysis Search Criteria Page the user may view the appointment information for the specified appointment ID by performing the following steps:

To search for an appointment by appointment ID:

1. SELECT Appointment from the drop-down box

2. CLICK the Submit button

3. Enter the Appointment ID of the appointment

4. Click the Create button

The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by appointment ID are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down menu that displays search options of Appointment and Facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
Appointment ID	Text boxes where user is able to enter up to 10 appointment IDs to display on the Appointment Rating Analysis Report. Shipper Appointment Request (SAR) IDs may also be used (Web services users only).
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointment rating analysis report for the entered criteria.

The *Appointment Rating Analysis Report Appointment ID search* page is displayed below.

The *Appointment Rating Analysis Report* page opens, displaying the appointment rating information for the specified search criteria.

The fields and buttons on the *Appointment Rating Analysis Report* page are described below. A snapshot of the page is displayed after the field description.

Scheduler	The Scheduler name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time of the appointment.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional date for each appointment.

The *Appointment Rating Analysis Report is* displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Appointment Rating Analysis Report

Return to Previous Screen

Number of Appointments: 7

Method Code Legend: **OM** = Online, **PM** = Phone, **WDM** = Web Service with Detail (Pallet Presort), **WNDM** = Web Service with no Detail (No Pallet Presort)

On-Time Accuracy Code Legend: **LA** = Late Arrival (0:31 - 2:00), **MS** = Multi-stop USPS Delay, **OTA** = On-Time Arrival (<= 0:30), **SLA** = Significantly Late (2:01 - 8:00), **Exception** = See corresponding column

Content Accuracy Code Legend: **AI** = Accurate Volume, **MI** = Minor Volume Change, **SI** = Major Volume Change

Pre-Notification & Irregularity Deductions Code Legend: **ACTP** = Create within 12 hours, **AUTP** = Update within 12 hours, **DLC** = Date and Location Change, **DC** = Date Change, **LC** = Location Change, **SPR** = Significant Volume Change <= 12 hours, **IRDE** = Irregularities Deductions

Exception Code Legend: **CR** = Cancellation of appointment > 12 hours, **DLCTP** = Cancellation of appointment <= 12 hours, **DTCC** = Date/ Time Change with Cancellation, **MAPT** = Multiple Appointments per trailer, **MCD** = Mail Class Discrepancy, **NR** = No-Show, **OBLA** = More than 8 hours Late, **RR** = Rejected, **ATD** = Appointment Type Discrepancy, **UR** = Unscheduled

Exemption Code Legend: **APO** = All Periodicals, **APS** = All Perishable, **CAPC** = Cancelled, **HC** = Holiday/ Contingency Constraint Change

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | 📄 View Printable Version

							Rating Summary					Pre-Notification & Irregularity Deductions				
Scheduler	Appt ID	Scheduled Date and Time	Rating Points	Rating Reason	Submission Method		On-Time Accuracy		Content Accuracy				Exceptions		Exemptions
					Method	Points	Accuracy	Points	Accuracy	Points	Types	Points	Types	Points	
Mailer 1	104561629	05/28/2008 18:00:00	30	Routine	OM	10	OTA	40	SI	0	ACTP	20	N/A	0	
Mailer 1	104566519	05/30/2008 18:00:00	70	Routine	OM	10	OTA	40	AI	40	ACTP	20	N/A	0	
Mailer 1	104561430	05/30/2008 11:00:00	50	Routine	OM	10	SLA	0	AI	40	N/A	0	N/A	0	
Mailer 1	104567296	05/30/2008 11:03:52	0	Unscheduled	N/A	0	Exception	0	N/A	0	N/A	0	UR	0	
Mailer 1	104567617	06/01/2008 10:00:00	0	No-Show	WNDM	10	Exception	0	N/A	0	N/A	0	NR	0	
Mailer 1	104567621	05/31/2008 11:00:00	0	No-Show	WNDM	10	Exception	0	N/A	0	N/A	0	NR	0	
Mailer 1	104567721	06/01/2008 11:00:00	50	Routine	OM	10	OTA	40	SI	0	N/A	0	N/A	0	

Total (7 results)

Export options: Download into Excel | 📄 View Printable Version

For best results, download this report into Excel and print in 'Landscape' mode.

Maximum Points Available = 100

Maximum Points for Submission Method = 20

Maximum Points for On-Time Accuracy = 40

Maximum Points for Content Accuracy = 40

(Export All)
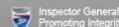
The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.

The *Export All page* opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

From the *Appointment Rating Analysis Search Criteria Page*, the user may also search for appointment rating information by facility

To Search for a Facility by State and City:

1. SELECT a **Date Range**
2. SELECT a state from the **State** drop-down box
3. CLICK the **View Cities** button
4. SELECT a city from the **City** drop-down box
5. CLICK the **Search** button
6. SELECT a facility from the Facility drop-down box
7. CLICK the **Create** button

To Search for a Facility by NASS Code:

1. SELECT a **Date Range**
2. ENTER the **NASS Code** in the textbox
3. CLICK the **Search** button
4. CLICK the **Create** button

The fields and buttons on the *Appointment Rating Analysis Report Search Criteria* page when searching by facility are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down menu that displays search options of Appointment ID and Facility.
Submit button	Button used to populate the appointment rating analysis page based on Search By option.
Select Date Range	Selects the date range to search for appointments at the specified facility. Both date fields default to the current date.
State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state and city and displays them in the **Facility** drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.

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Search button	Retrieves the facility associated with the NASS Code and displays it in the **Facility** drop-down box.
Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
Scheduler ID	Drop-down box listing the scheduler's code and name to associate to the new appointment.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointment rating analysis report for the entered criteria.

The *Appointment Rating Analysis Report facility search* page is displayed on the following page.

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The *Appointment Rating Analysis Report* page opens, displaying the appointment rating information for the specified search criteria.

The fields and buttons on the *Appointment Rating Analysis Report* page are described below. A snapshot of the page is displayed after the field descriptions.

Facility	The NASS Code and name of the facility.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Scheduler	The Scheduler name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional data for each appointment.

The *Appointment Rating Analysis Report* is displayed on the following page.

The user may click on *Export All* button to view more details about the appointments associated to that search criteria in a excel spreadsheet.

The *Export All page* opens in a new window, displaying additional detail about appointments. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID of the corporation. (when searching by Facility).
Facility	The name of the facility.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Name	The name of the corporation.
Scheduler Name	The name of the Scheduler with the corporation.
Multi-Stop ID	The multi-stop ID (if applicable) of multi stop appointments.
Appt ID	The appointment ID.
NASS Code	NASS Code of the facility where the appointment was scheduled.
Facility Name	The name of the facility where the appointment was scheduled.
Scheduled Appt Date and Time	The scheduled date and time.
Appt Status	The appointment status code.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Included in Corporate Rating	Indicates the appointment was included in the calculation of corporate rating.
Method	The submission method.
Points Awarded	The points awarded for submission method.
Actual Arrival Date and Time	The actual time the appointment arrived at the USPS facility.
Scheduled and Actual Arrival Time Difference	The difference between the scheduled arrival time and the actual arrival time.
Unload Start Time	The time the appointment unload began.
Unload End Time	The time the appointment unloaded ended.
On-Time Accuracy Rating	The code stating the appointment's on time accuracy rating.

Points Awarded	The points awarded for on-time accuracy.
Expected Pallet Count	The scheduled number of pallets associated with appointment.
Actual Pallet Count	The actual number of pallets received with the drop shipment.
Actual Pallet Difference	The difference between scheduled pallet count and actual pallet count.
Bedload %	The percentage difference between scheduled and actual bedload volume.
Content Accuracy Rating	The code stating the accuracy of the content.
Points Awarded	The points awarded for content accuracy.
Significant Volume Change Pre-Notification	Indicates there was a significant volume change as calculated for pre-notification deduction.
Appt Update	Indicates the appointment time was updated within 12 hours of appointment time and date.
Date Change	Indicates there was a date change within 12 hours of appointment time and date.
Location Change	Indicates there was a location change within 12 hours of appointment time and date.
Irregularity	Indicates there was an irregularity noted on the PS Form 8125.
Points Deducted	The total points deducted for pre-notification and irregularity deductions.
Exceptions	The code stating the type of exceptions if appointment was an exception appointment.
All Periodicals	Indicates the appointment was all Periodicals.
All Perishable	Indicates the appointment was all perishable.
Destination Delivery Unit	Indicates the appointment was scheduled at a delivery unit.
Delayed Multi-Stop	Indicates downstream appointment of a Multi-Stop was delayed due to USPS.
Holiday/Contingency Constraint Change	Indicates the appointment was cancelled to a holiday or a contingency constraint.

Facility: 450 - CINCINNATI

Date Range: 10/02/2007 - 10/02/2007

Number of Appointments: 3

Method Code Legend: **OM** = Online, **PM** = Phone, **VDM** = Web Service with Detail (Pallet Presort), **VNDM** = Web Service with no Detail (No Pallet Presort)

On-Time Accuracy Code Legend: **LA** = Late Arrival (0:31 - 2:00), **MS** = Multi-stop USPS Delay, **OTA** = On-Time Arrival (<= 0:30), **SLA** = Significantly Late (2:01 - 8:00), **Exception** = See corresponding column

Content Accuracy Code Legend: **AI** = Accurate Volume, **MI** = Minor Volume Change, **SI** = Major Volume Change

Pre-Notification & Irregularity Deductions Code Legend: **ACTP** = Create within 12 hours, **AUTP** = Update within 12 hours, **DLC** = Date and Location Change, **DC** = Date Change, **LC** = Location Change, **SPR** = Significant Volume Change <

Exception Code Legend: **CR** = Cancellation of appointment > 12 hours, **DLCTP** = Cancellation of appointment <= 12 hours, **DTCC** = Date/ Time Change with Cancellation, **MAPT** = Multiple Appointments per trailer, **MCD** = Mail Class Dis

Exemption Code Legend: **APO** = All Periodicals, **APS** = All Perishable, **CAPC** = Cancelled, **HC** = Holiday/ Contingency Constraint Change

* Appointment data rated with previous rating criteria

Corporate	Scheduler	Multistop	App't ID	NASS	Facility	Scheduled App't Date and	App't	App't	Rating
Corporation 1	Mailer 1	N/A	10431R1002	450	CINCINNATI	10/2/2007 0:00	CL	P	Exempt
Corporation 1	Mailer 1	N/A	18975R1002	450	CINCINNATI	10/2/2007 0:00	CL	B	Exempt
Corporation 1	Mailer 1	N/A	19039R1002	450	CINCINNATI	10/2/2007 0:00	CL	P	Exempt

Submission Method				On-Time Accuracy				
Included in Corporate Rating	Method	Points Awarded	Actual Arrival Date and Time	Scheduled and Actual Arrival Time Difference	Unload Start Time	Unload End Time	On-Time Accuracy Rating	Points Awarded
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	LA	20
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	OTA	40
N	OM	10	39357	On-Time	10/2/2007 0:00	10/2/2007 0:00	LA	20

Content Accuracy					
Expected Pallet Count	Actual Pallet Count	Actual Pallet Difference	Bedload %	Content Accuracy Rating	Points Awarded
15	15	0	0%	AI	40
0	0	0	0%	AI	40
10	10	0	0%	AI	40

Pre-Notification & Irregularity Deductions				
Significant Volume Change Pre-	App't Update	Date Change	Location Change	Irregularity	Points Deducted
N/A	N	N	N	N	0
N/A	N	N	N	N	0
N/A	N	N	N	N	0

Exceptions		Corporate Rating Exempt			Appointment Rating Exempt	
		All Periodicals	All Perishables	Destination Delivery Unit	Delayed Multistop	Holiday/Contingency Constraint Change
N/A	Corporation 1	Y	N	N	N	N
N/A	Corporation 1	Y	N	N	N	N
N/A	Corporation 1	Y	N	N	N	N

The user may click on one of the **Appt ID** hyperlinks on the *Appointment Rating Analysis Report* to view more details about the appointments associated to that appointment ID.

The *Appointment Rating Details page* opens, displaying the appointment rating detail information for the specified appointment ID. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Customer Registration ID	The customer registration ID and name associated with the appointment.
Appt ID	The appointment ID.
Multi-Stop ID	The multi-stop ID associated with the appointment.
Facility	The name of the facility.
Status	The status of the appointment.
Rating Points	The overall calculated rating.

View Audit Information button	Displays the Appointment Audit Information
Scheduling Method	The scheduling method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions code and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Final Rating Points	The overall rating points.

Viewing Appointment Audit Information

A user may view an appointment's audit information report by accessing the *Appointment Management* page.

A user may access the *Appointment Audit Information* page through the *Appointment Management* page. A user CLICKS the **View Audit Information** button on the *Appointment Management* page and is taken to the *Appointment Audit Information report* page. The fields display as read-only and contain all appointment audit information.

The fields and buttons on the *Audit Appointment Information* report page are described below. A snapshot of the page is displayed after the field descriptions

Scheduler Name	The name of the scheduler associated to the appointment.
Facility	The name of the facility for the appointment.
NASS Code	The three to five character NASS Code associated to the appointment's facility
Status	The current status of the appointment.
Appointment Date	The date the appointment is scheduled to arrive at the facility.
Appointment Time	The time the appointment is scheduled to arrive at the facility.
Appt Type	The appointment type code (Pallet, Speedline, Bedload).
Pallets Containing Trays	The total number of pallets containing trays.
Pallets Containing Sacks	The total number of pallets containing sacks.
Pallets Containing Parcels	The total number of pallets containing parcels.
Pallets Containing Bundles	The total number of pallets containing bundles.
Bedloaded Units Trays	The total number of trays that are bedloaded.
Bedloaded Units Sacks	The total number of sacks that are bedloaded.

Bedloaded Units Parcels	The total number of parcels that are bedloaded.
Bedloaded Units Bundles	The total number of bundles that are bedloaded.
Mail Class	Lists the mail class(es) for the appointment.
Update User ID	The ID associated to the user who last updated the appointment.
Last Update Date/Time	The date and time that the appointment was last updated.

The *Appointment Audit Information Report* page is displayed below.

9.3 Appointment Status Report

The *Appointment Status Report* displays appointments for a designated scheduler by the specific appointment status type and time period. The user may elect to view a specific appointment's status by entering a specific Appointment ID. To view a group of appointments, the user may select at least one of the appointment status options which include: Open, Closed, Cancelled, No-Show, and Unscheduled Arrival. The user must then search by Scheduler ID. The user has the ability to perform the following functions from the *Appointment Status Report* page:

- View Appointment Status Report
- Access the Appointment Management page

9.3.1 View Appointment Status Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Appointment Status Report** link, or associated **Go>** button to display the *Appointment Status Report Selection* page. The user must enter an appointment ID or select an appointment status, date range, and scheduler.

The fields and buttons on the *Appointment Status Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Appointment ID	Textbox to input the **Appointment ID**.
*Appointment Status	Allows the user to select which Appointment Statuses to search for in the checkboxes, including: Open, Cancelled, Closed, Unscheduled Arrival, No Show, Rejected.
*Date Range	Selects the date range to search for the specified appointments. The start date is restricted to 90 days prior to the current date. The end date must be no greater than 14 days in the future.
*Customer Registration ID	Drop-down box listing the Mailer IDs.
*Report View	Drop-down box listing the report view to choose from: By Facility or By Publication.
Submit button	Displays the Facility search box if the facility report view was selected, and the Publication search box if the publication report view was selected.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
*Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
*Mail Class checkboxes	Allows the user to select the mail class(es) for the appointment status report.
Publication Name	The name of the publication to search for.
Publication ID	The ID of the publication to search for.

Search button	Retrieves the publications for the entered criteria and populates the Publication drop-down box.
Add button	Adds the selected publication to the Associated Publications.
Associated Publication ID(s)	Lists the associated publication ID(s).
Remove button	Removes the selected publication from the Associated Publications.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the appointment status data for the entered criteria and displays the Appointment Status Report.

The *Appointment Status Report Selection* page is displayed on the following page.

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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Appointment Calendar
Appointment Rating Analysis Report
▶ Appointment Status Report
Closeout Data Report
Corporate Rating Report
Holiday And Contingency Constraint Report
Recurring Appointment Performance Report
Scheduler Performance Report
Scheduler Report

Resources
Origin Entry
Customer / Supplier Agreements
TEM

Facility Access and Shipment Tracking (FAST)

Appointment Status Report

Choose Search Criteria:

To view a single appointment:
    Please enter the Appointment Number and click the Create Report button
                or
To view appointments by status:
    Please choose: an appropriate Appointment Status or Statuses , a Scheduled Appointment Date Range, a Report View, an appropriate ID for that View and click the Create Report button.

Appointment ID: [   ]

or

Appointment Status: ☐ Open
                    ☐ Cancelled
                    ☐ Closed
                    ☐ Unscheduled Arrival
                    ☐ No Show
                    ☐ Rejected

* Select Date Range: [   ] 🗓 * To: [   ] 🗓

* Customer Registration ID: [– Select One – ▼]

* Report View: [By Publication ▼] (Submit >)

Publication Name: [   ]
            OR
USPS Publication ID: [   ] (Search >)

Publication: [▼]

USPS Publication ID(s): [   ] (Remove)

(Cancel)   (Create)

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From the *Appointment Status Report Selection* page, the user may view the appointment information by one of three ways:

To Search for a specific Appointment ID:

1. ENTER an **Appointment ID** in the text box

2. CLICK the **Create** button

To Search for an Appointment by Facility:

1. CLICK one/some/all **Appointment Status** checkboxes

2. ENTER the **Date Range**

3. SELECT the Scheduler ID from the **Scheduler ID** drop-down box

4. SELECT 'By Facility' from the **Report View** drop-down box

5. CLICK the **Submit** button

6. SELECT the **Facility**

7. SELECT the **Mail Class(es)**

8. CLICK the **Create** button

To Search for an Appointment by Publication:

1. CLICK one/some/all **Appointment Status** checkboxes

2. ENTER the **Date Range**

3. SELECT the Scheduler ID from the **Scheduler ID** drop-down box

4. SELECT 'By Publication' from the **Report View** drop-down box

5. CLICK the **Submit** button

6. ENTER the **Publication Name** or **Publication ID**

7. CLICK the **Search** button

8. Click the **Add** button

9. CLICK the **Create** button

Note:

The Start Date may not exceed 90 days prior to the current date.
The End Date may not exceed 14 days in the future.

The *Appointment Status Report* page opens, displaying the appointment status information for the specified search criteria. The fields and buttons on the *Appointment Status Report* page are described below. A snapshot of the page is displayed after the field description.

Scheduler Name	Name of the appointment's scheduler.
Appointment ID	The ID associated with the appointment. Each appointment ID is a hyperlink to the Appointment Management page, where the user may access more information about the appointment.
Facility	The name of the facility where the appointment was made.
NASS Code	The three to five character NASS code of the facility where the appointment was made.
Status	The status for a given appointment.
Appointment Date	The scheduled date for a given appointment.
Appointment Time	The scheduled time for a given appointment.
Arrival Date	The arrival date for a given appointment.
Arrival Time	The arrival time for a given appointment.
Unload Start Date	The unload start date for a given appointment.
Unload Start Time	The unload start time for a given appointment.
Unload End Date	The unload end date for a given appointment.
Unload End Time	The unload end time for a given appointment.
Mail Class	The mail class(es) of the appointment.

The *Appointment Status Report* page is displayed on the following page.

A user may view the *Appointment Management* page (described in module 6.4 – *Manage Existing Appointment*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

9.4 Closeout Data Report

Closeout Data Report provides the closeout information for all the appointments associated with an appointment ID, a facility, a publication, scheduler, or eFile Number that the user provides. The *Closeout Data Report* section describes the processes for viewing the *Closeout Data Report*.

The *Closeout Data Report* is accessible from two points in FAST, from the *Login* page (pre-login) and from the *Reports Landing* page (post-login). A pre-login user begins the process from the *FAST Login* page. The user CLICKS the **Reports** link located on the sidebar. The user is taken to the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the **Closeout Data Report** link, or associated **Go>** button to display the *Closeout Data Report Selection* page

The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Search By:	Drop-down box containing two methods to retrieve reports: Appointment ID or facility.
Submit button	Retrieves the search option to create a closeout data report.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments' closeout information.

A snapshot of the *Closeout Data Report Selection* page on the following page.

The user may view closeout information by performing the following steps. Users may use their Shipper Appointment Request (SAR) IDs for Web Services appointments when searching by appointment ID(s):

1. ENTER **Appointment ID** in the field next to the first Appointment ID
2. REPEAT until the desired number of **Appointment IDs** are entered
3. CLICK **Create** button

Note: When searching by scheduler: the start date may not be more than 90 days in the past and the end date may not be greater than the current date.

To search for closeout information by Appointment ID(s):

1. SELECT 'Appointment' from the Search by menu.
2. CLICK the **Submit** button.
3. ENTER **Appointment ID, Recurring Appointment ID, or SAR ID** in the field next to the first Appointment ID
4. REPEAT until the desired number of **Appointment IDs** is entered
5. CLICK the **Create** button

To search for closeout information by Customer Registration ID:

1. SELECT 'Customer Registration' from the Search by menu.
2. CLICK the **Submit** button.
3. SELECT a scheduler name from the **Customer Registration ID.**
4. ENTER the start date in the **Select Date Range** box.
5. ENTER the end date in the **To Date** box.
6. SELECT the Mail Class.
7. CLICK the **Create** button

To search for closeout information by Facility:

1. SELECT 'Facility' from the **Search by** menu.
2. CLICK the **Submit** button
   a. SELECT a scheduler name from the **Customer Registration ID** to view information for   that mailer, leave the field blank to view information for all schedulers.
3. Search by State and City
   a. SELECT a state from the **State** drop-down.
   b. CLICK the **View Cities** button.
   c. SELECT a city from the City drop-down.
   d. CLICK the **Search** button.
4. Search by NASS Code
   a. ENTER the three to five character NASS Code in the **NASS Code** textbox
   b. CLICK the **Search** button
5. SELECT a facility from the **Facility** drop-down.
6. CLICK the **Create** button.

To search for closeout information by Publication:

1. SELECT 'Publication' from the **Search by** menu.
2. CLICK the **Submit** button.
3. ENTER the **Publication Name** or **Publication ID**.
4. CLICK the **Search** button.
5. SELECT the Publication.
6. CLICK the **Add** button.
7. REPEAT until the desired number of **Publications** is added.
8. ENTER the start date in the **Select Date Range** box.
9. ENTER the end date in the **To Date** box.
10. CLICK the **Create** button.

To search for closeout information by Customer Registration ID:

1. SELECT 'Customer Registration' from the **Search by** menu.
2. CLICK **Submit**.
3. SELECT a scheduler name from the **Customer Registration ID** drop-down.
4. ENTER the start date in the **Select Date Range** box.
5. ENTER the end date in the **To Date** box.
6. CLICK the **Create** button.

To search for closeout information by eFile Number:

1. SELECT **eFile number** from the **Search by** menu.
2. CLICK **Submit**.
3. ENTER an eFile number the field next to the first eFile Number.
4. CLICK the **Create** button.

The *Closeout Data Report* page opens, displaying the closeout information for the specified Appointment IDs. The fields and buttons on the *Closeout Data Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The Appointment ID for which you wish to view closeout information.
Status	The Appointment Status CA = Cancelled CL = Closed NS = No Show O = Open R = Rejected U = Unscheduled
Facility Name	The Facility Name associated with the appointment.
NASS Code	The NASS Code associated with the facility name.
Appointment Date and Time	The Scheduled Appointment Date and Time
Arrival Data and Time	The Actual Arrival Date and Time.
Unload Start Date and Time	The Unload Start Date and Time.
Unload End Date and Time	The Unload Start Date and Time.
Mail Integrity	One or multiple irregularities associated with the load.
Content Discrepancy	The difference between the scheduled volume and the actual volume.
Surface Visibility Placard Scans	Identifies if content in the appointment was scanned by Surface Visibility.
Closed by Surface Visibility	Indicates if Appointment was closed by Surface Visibility.
Mail Class	Identifies the Mail Class(es).
News	Indicates if the appointment is News.
Perishable	Indicates if the appointment is Perishable.
Scheduled Pallet Count	Identifies the number of pallets scheduled to arrive on an appointment.
Actual Pallet Count	Identifies the actual number of pallets recorded at closeout of an appointment.
Scheduled Bedload Count	Identifies the number of bedloaded mail pieces scheduled to arrive on an appointment
Actual Bedload Count	Identifies the actual number of bedloaded mail pieces recorded at closeout of an appointment.
eFile Number	The eFile Number(s) associated with the appointment, if applicable.

A snapshot of the *Closeout Data Report* page is on the following page.

9.5 Corporate Rating Report

The *Corporate Rating Report* presents the breakdown of the corporate rating score. An overview on Corporate Rating can be found in section *11.0 Rating Overview*. The report is generated based on the Effective Start Date Range, Report View (by all facilities or by a facility), and Corporate ID. If the user chooses to view "By All Facilities", *a Corporate Rating Report by All Facilities View* will be displayed. The report will list all of the facilities where the corporation was rated. Once the report is created, the user can click on one of the hyperlinked facilities to drill to the *Corporate Rating Summary Report by Facility View* page. The *Corporate Rating Summary Report by Facility View* shows three tables*: Rating Summary*, *Exception Rating Summary*, and *Exempt Rating Summary*. If the user selects to search "By Facility" on the *Corporate Rating Report* and selects the facility, a *Corporate Rating Summary Report by Facility View* page will be shown listing the facility that was selected.

9.5.1 View Corporate Rating Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Corporate Rating Report** link, or associated **Go>** button to display the *Corporate Rating Report Selection* page. The user must enter an effective start date range, report view, corporate ID, and facility (if generating "By Facility" view).

The fields and buttons on the *Corporate Rating Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Select Effective Date Range for Corporate Rating	Select an appointment scheduling week. The corporate rating report will return the rating information used to determine your scheduling. The drop down menu includes 3 weeks in the future and the current week.
Report View	Select to search for a specific facility or to view for all available facilities.
Facility	Only displays when user searched "By Facility": Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Select Corporate ID	Drop-down box listing the Corporate IDs.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the corporate rating data for the entered criteria and displays the *Corporate Rating Report.*

The Corporate Rating Report Selection Page is displayed on the following page.

From the Corporate Rating Report Selection page, the user may view the rating information for the specified date range by performing the following steps:

To view the report information for all rated facilities:

1. SELECT an **Effective Date Range** from the drop down

2. SELECT 'All Facilities" from the **Report View** drop-down box

3. CLICK the **Submit** button

4. SELECT a corporate ID from the **Corporate ID** drop-down box

5. CLICK the **Create** button

To Search for a Facility by State and City:

1. SELECT an **Effective Date Range** from the drop down

2. SELECT 'By Facility' from the **Report View** drop-down box

3. SELECT a state from the **State** drop-down box

4. CLICK the **View Cities** button

5. SELECT a city from the **City** drop-down box

6. CLICK the **Search** button

7. SELECT a facility from the **Facility** from the drop down box

8. CLICK the **Create** button

To Search for a Facility by NASS Code:

1. SELECT an **Effective Date Range** from the drop down

2. SELECT 'By Facility' from the **Report View** drop-down box

3. ENTER the **NASS Code in the** textbox

4. CLICK the **Search** button

5. CLICK the **Create** button

> **Note:**
> From the *Corporate Rating by All Facilities Report View* page you can drill to the *Corporate Rating by Facility Report View* by clicking on the Facility Name hyperlink for the desired facility.

The *Corporate Rating Report by All Facilities View* page displays basic rating information for all the facilities where the selected corporation was rated. From this report the user can navigate to the *Corporate Rating Summary Report* by Facility View which gives more detailed rating information for the selected corporate ID and facility. The fields and buttons on the *Corporate Rating Report By All Facilities View* page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Effective Date Range for Corporate Rating	The effective date range the corporate rating will be in effect.
Date Range of Data used for this Corporate Rating	Date range of the appointments used to calculate the corporate rating.
National Average Corporate Rating	The average of all corporations across all rated facilities.
Corporations' National Average Rating	The average of the corporation across all facilities.
NASS Code	NASS Code of the facility where the corporation was rated.
Locale Key	The locale key of the facility where the corporation was rated.
Facility Name	The name of the facility.
Facility Average Corporate Rating	The average rating for all corporations at a specific facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Total number of appointments	The total number of scheduled and unscheduled appointments for a specific corporation at a specific facility.
Submission Method	The average points awarded for submission method for all rated appointments.
On-Time Accuracy	The average points awarded for on-time accuracy for all rated appointments.
Content Accuracy	The average points awarded for content accuracy for all rated appointments.

Pre-notification & Irregularity Deductions	The average points deducted for pre-notification and irregularities for all rated appointments.
Number of Appointments	The number of routine appointments which were rated at a facility.
Exception Average Points	The average points awarded for exception appointments.
Exception Number of Appointments	The number of appointments that were exceptions.
Number of Appointments Exempt	The number of appointments that were exempt from rating.

The *Corporate Rating Report By All Facilities* page is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Corporate Rating Report By All Facilities View

Return to Previous Screen

Selection Criteria

Corporate ID: 123456789876 - Corporation 1
Effective Date Range for Corporate Rating: 06/29/2008 - 07/05/2008
Date Range for Data Used for this Corporate Rating: 05/04/2008 - 05/31/2008
Corporation's National Average Rating: 81
National Average Corporate Rating: 60

For best results, download this report into Excel and print in 'Landscape' mode.

Export options: Download into Excel | View Printable Version

NASS Code	Locale Key	Facility Name	Facility Average Corporate Rating	Corporate Rating	Total Number of Appts	Rating Summary — Average Points				Number of Appts	Exception		
						Submission Method	On-Time Accuracy	Content Accuracy	Pre-Notification & Irregularity Deductions		Average Points	Number of Appts	Number of Appts Exempt
01Z	V22551	SPRINGFIELD BMC	54	38	8	20	40	40	0	3	0	5	0
430	X20642	COLUMBUS	74	85	27	20	34	40	0	20	0	2	5
60Z	W12400	CHICAGO	69	96	17	20	39	38	0	17	0	0	0
200	V21176	WASHINGTON	45	75	15	20	15	40	0	11	0	0	4
870	Z13503	ALBUQUERQUE	48	100	6	20	40	40	0	6	0	0	0
900	Z24121	LOS ANGELES	65	80	33	20	34	40	10	20	50	4	9

Total (6 results)

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The user can click on the Facility Name hyperlink to view the *Corporate Rating Report by Facility* for a particular facility.

The *Corporate Rating Summary Report by Facility View* page opens, displaying the corporate rating data for the specified effective start date range, facility, and corporation. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID of the corporation.
Facility	The name of the facility.
Effective Date Range	The effective date range that the corporate rating will be in effect.
Date Range of Data	Date range of the appointments used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Facility Corporate Average Rating	The average rating for a facility across all corporations.
Corporation's National Average Rating	The average of a specific corporation across all facilities.

Rating Summary	
Submission Method	The submission method for all appointments being rated for the corporation for the specified date range. Possible categories are: Mail.dat/WS (with Pallet Presort), Online/WS (no pallet presort), and Phone.
Mail.dat/WS	Total count of appointments created via WS with pallet presort.
WS (No Pallet Presort)/Online	Total count of appointments created via WS without pallet presort or appointments submitted online.
Phone	Total count of appointments made by phone.
On-Time Accuracy	The on-time accuracy for all appointments being rated for the corporation for the specified date range. Possible categories are: On-Time, Late, and Significantly Late.
On-Time	Total count of on-time appointments.
Late	Total count of late appointments. An appointment is late if it arrives > 30 minutes to 2:00 hours later than the scheduled appointment date and time.
Significantly Late	Total count of significantly late appointments. An appointment is significantly late if it arrives > 2 hours to 8:00 hours later than the scheduled appointment date and time.
Multi-stop Delay	Total number of multi-stop appointments that were delayed by USPS.
Content Accuracy	The content accuracy calculation between what was scheduled and what actually arrived at the facility. Possible categories are: Accurate, Minor, and Major.
Accurate	Total count of accurate content (<= 2 pallets or 10% bedload).
Minor	Total count of content inaccuracies that are minor (> 2 pallets and <= 5 pallets or 11-25% bedload).
Major	Total count of content inaccuracies that are major (>5 pallets or > 25% bedload).
Pre-Notification and Irregularity Deductions	The counts of any deductions. Possible categories are: Create, Update, Date Change, Location Change, and Irregularity deductions.
Create	Total count of appointments that were created within 12 hours of appointment date and time.
Update	Total count of appointments that have been updated within 12 hours of appointment date and time.
Date Change	Total count of appointments whose date was changed within 12 hours of appointment date and time.
Location Change	Total count of appointments whose location was changed within 12 hours of appointments date and time.
Irregularity Deductions	Total count of appointments with irregularities.
Average Submission	The corporation's average points for submission method of appointments

Method Points	(Min: 0, Max: 20).
Average On-Time Accuracy Points	The corporation's average points for on-time accuracy of appointments (Min: 0, Max: 40).
Average Content Induction Points	The corporation's average points for content induction accuracy (Min: 0, Max: 40)..
Average Pre-Notification Deductions Points	The corporation's average points deducted for pre-notification and irregularity (Min: 0, Max: 50).
Exception Rating Summary	
More Than 8 Hours Late	Displays the count of appointments that were more than 8 hours late.
No-Show	Displays the count of appointments that were no-shows.
Unscheduled	Displays the count of unscheduled appointments.
Rejected	Displays the count of rejected appointments.
Appt Type Discrepancy	Displays the count of appointments with appointment type discrepancy.
Mail Class Exception	Displays the count of appointments with mail class exception.
Multi Appt Exception	Displays the count of appointments that had multiple appointments associated with load.
Cancellations (<=12 hours)	Display the count of appointments that were cancelled within 12 hours of the appointment date and time.
Cancellations (>12 hours)	Display the count of appointments that are cancelled greater than 12 hours in advance of the appointment date and time.
Change and Cancelled	Display the count of appointments where there was an initial time change and subsequently the appointment was cancelled.
Exempt Rating Summary	
Cancellation within 2 hours of Creation	The total count of appointments that are cancelled within 2 hours of creation.
100% Perishable	The total count of appointments that are 100% perishable.
100% Periodicals	The total count of appointments that are 100% Periodicals.
Holiday/Contingency	The total count of appointments cancelled due to a holiday or contingency at the specified facility.

The *Corporate Rating Report* page is displayed on the following page.

UNITED STATES POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Facility Access and Shipment Tracking (FAST)

Corporate Rating Summary Report By Facility View

Return to Previous Screen

Selected Criteria

Corporate ID: 123456789876 – Corporation 1
Facility: 200 - WASHINGTON
Effective Date Range: 06/29/2008 - 07/05/2008
Date Range of Data: 05/04/2008 - 05/31/2008
Number of Appointments: 15
Corporate Rating: 75
Corporation's National Average Rating: 81
Facility Corporate Average Rating: 45

Rating Summary

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Export options: Download into Excel | View Printable Version

Submission Method			On-Time Accuracy				Content Accuracy			Pre-Notification & Irregularity Deductions				
Mail.dat/WS (With Pallet Level)	Online/WS (No Pallet Level)	Phone	On-Time	Late	Significantly Late	Multi-stop Delay	Accurate	Minor	Major	Create	Update	Date change	Location change	Irregularity Deductions
11	0	0	3	2	6	0	11	0	0	0	0	0	0	0

Average Submission Method Points: 20   Average On-Time Accuracy Points: 15   Average Content Induction Points: 40   Average Pre-Notification Deductions: 0

Number of Appointments: 11

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Exception Rating Summary

For best results, download this report into Excel and print in 'Landscape' mode.

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More Than 8 Hours Late	No-Show	Unscheduled	Rejected	Appt. Type Discrepancy	Mail Class Exception	Multi-Appt. Exception
0	0	0	0	0	0	0

Number of Appointments: 0

Cancellations (<= 12 Hours)	(> 12 Hours)	Change and Cancelled
0	0	0

Average Exceptions Points: 0

Number of Appointments: 0

Export options: Download into Excel | View Printable Version
For best results, download this report into Excel and print in 'Landscape' mode.

Exemption Rating Summary

For best results, download this report into Excel and print in 'Landscape' mode.
Export options: Download into Excel | View Printable Version

Cancellations Within 2 Hours of Creation	100% Perishable	100% Periodicals	Holiday/ Contingency
0	0	4	0

Number of Appointments: 4

Export options: Download into Excel | View Printable Version
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The user may click on one of the **Count** hyperlinks to view more details about the appointments associated with that count.

The *Appointment Rating Analysis Report* page displays appointment data according to the selected search criteria as well as the type of appointment rating hyperlink selected. Each appointment that meets the criteria is displayed. The appointment data shows the appointment ID, scheduled appointment date and time, and the actual appointment date and time. A snapshot of the page is displayed after the field description.

Corporate ID	The corporate ID and name of the corporation.
Facility	The NASS Code and name of the facility.
Effective Date Range	The effective date range that the corporate rating will be in effect.
Date Range of Data	Date range of the appointments, used to calculate the corporate rating.
Number of Appointments	The number of scheduled and unscheduled appointments for a corporation at a facility.
Corporate Rating	The corporate rating of the corporation at a specific facility.
Customer Registration	The Mailer name associated with the appointment.
Appt ID	The appointment ID.
Scheduled Date and Time	The scheduled date and time.
Rating Points	The overall calculated rating.
Rating Reason	The high level rating reason.
Submission Method	The submission method type and associated points.
On-Time Accuracy	The on-time accuracy code and associated points.
Content Accuracy	The content accuracy code and associated points.
Pre-Notification & Irregularity Deductions	The pre-notification & irregularity deductions codes and associated points.
Exceptions	The exception type and associated points.
Exemptions	The exemption code.
Export All Button	Exports the displayed data plus additional data for each appointment

9.6 Holiday and Contingency Constraints Report

The *Holiday and Contingency Constraints Report* identifies which facilities have holiday or contingency constraints defined and what facilities may be impacted by those constraints. The user is asked to select a date range and report view in order to see holiday and contingency data.

The fields and buttons on the *Holiday and Contingency Constraints Report Selection* page are described below. A snapshot of the page is displayed after the field description.

*Select Date Range	Selects the date range for the holiday and contingency constraints. The start date may only be greater than or equal to the current date. The end date may not exceed 7 days from the current date.
*Report View	Drop-down box listing the report views to choose from: By Area, By District, and By Facility.
Submit button	Triggers the application to show the variable drop-down: Area ID, District ID, Facility ID and search fields.
*Area ID	If the user searches by Area: Drop-down box listing all area options.
District ID	If the user searches by District: Drop-down box listing all district options.
Exclude Delivery Unit checkbox	Only displayed when searching by Area or District; Check the box to exclude Delivery Units from the generated report.
State	Only displays when user searches by Facility: Drop-down box listing all state options.
View Cities button	Only displays when user searched by Facility: Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Only displays when user searched by Facility: Drop-down box listing all cities with postal facilities within the selected state.
Search button	Only displays when user searched by Facility: Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Only displays when user searched by Facility: Textbox to input the three to five character NASS Code of the requested facility.
Search button	Only displays when user searched by Facility: Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
Facility	Only displays when user searched by Facility: Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the holiday and contingency constraint data for the entered criteria and displays the Holiday and Contingency Constraints Report.

The *Holiday and Contingency Constraints Report Selection* page is displayed below.

Note:
The Start Date must be greater than or equal to the current date.
The End Date may not exceed 7 days from the current date.

When searching by Area or District, the user can exclude the Delivery Units from the generated report by checking the *Exclude Delivery Unit* checkbox.

From the *Holiday and Contingency Constraints Report Selection* page, the user may view the holiday and contingency information by one of four ways:

To Search for holiday and contingency constraints information by Area:

6. ENTER the **Date Range**

7. SELECT 'by Area' from the **Report View** drop-down box

8. CLICK the **Submit** button

9. SELECT an area in the **Area ID** drop-down

10. CLICK the **Create** button

To Search for holiday and contingency constraints information by District:

6. ENTER the **Date Range**

7. SELECT 'by District' from the **Report View** drop-down box

8. CLICK the **Submit** button

9. SELECT an district in the **District ID** drop-down

10. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by state and city:

10. ENTER the **Date Range**

11. SELECT 'by Facility' from the **Report View** drop-down box

12. CLICK the **Submit** button

13. SELECT a **State** from the drop-down box

14. CLICK the **View Cities** button

15. SELECT a city from the **City** drop-down box

16. CLICK the **Search** button

17. SELECT a facility from the **Facility** drop-down box

18. CLICK the **Create** button

To Search for holiday and contingency constraint information by Facility by NASS Code:

8. ENTER the **Date Range**

9. SELECT 'by Facility' from the **Report View** drop-down box

10. CLICK the **Submit** button

11. ENTER the three to five character **NASS Code** in the text box

12. CLICK the **Search** button

13. SELECT a facility from the **Facility** drop-down box

14. CLICK the **Create** button

The *Holiday and Contingency Constraints Report* page opens, displaying the holiday and contingency information and facility status for the specified search criteria. The fields and buttons on the *Holiday and Contingency Constraints Report* page are described below. A snapshot of the page is displayed after the field description.

NASS Code	The three to five character NASS Code associated with the selected criteria.
Facility Name	The Facility Name associated with the selected criteria.

Date	Date of when Holiday and Contingency Constraint is in effect.
Constraint Type	The type of constraint (Holiday or Contingency).
Drop Shipment Hours	The times the associated facility is accepting Standard and Package Service Drop Shipments.
Hours of Operation	The times the associated facility is open and staffed to accept Periodicals volume on that corresponding day.

The *Holiday and Contingency Constraints Report* page is displayed below:

A user may view the *Facility Profile* page (described in module 5.1 – *Facility Profile*) for the selected facility by CLICKING the **Facility Name** hyperlink.

9.7 Mail Direction Search

The *Mail Direction Search* is used to search for default drop entry points as well as redirections. This flexible and powerful function allows the user to search based on three report views that include a Default and Redirections View, Drop Entry Point View, and Label List View. The Default and Redirections View give users the ability to search for default drop entry points as well as mail redirections. The Drop Entry Point View allows users to search for general drop entry points that are not distinguished by default drop entry facilities and redirections. The Label List View allows users the ability to search for drop entry points for a single label or for multiple labels within a single label list.

The Mail Direction Search is accessible to users both pre- and post-login. The user CLICKS the Reports link located on the sidebar or the Reports Go> button located in the main window. The user is taken to

the *Reports Landing* page (described in module 4.0 - *Landing pages*) where the user may select the Mail Direction Search link, or associated Go> button to display the *Mail Direction Search Criteria page*. The user is then able to choose a Report View Option from a drop down menu that includes Default and Redirections View, Drop Entry Point View, and Label List View. After the user makes their selection and CLICKS the Create button, the page is refreshed with the selected report view.

The fields and buttons on the *Mail Direction Criteria Search* page are described below. A snapshot of the page is displayed after the field description.

*Report View	Drop-down box containing the three options for viewing the Mail Direction Search including Default and Redirections View, Drop Entry Point View, and Label List View.
Cancel button	Displays the Reports Landing page.
Create button	Displays the Mail Direction Search Report based upon the chosen Report View.

A snapshot of the *Mail Direction Search Criteria* page is displayed below.

9.7.1 Default and Redirections View

The Default and Redirections View gives the users the ability to search for default drop entry points as well as redirections. After selecting Default and Redirections as the Report View on the Mail Directions Search Criteria Page, the Mail Direction Search – Default and Redirections View is displayed. On the initial load of the page, the criteria will default to predetermined values. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.

The fields and buttons on the *Mail Direction Search – Default and Redirections View* page are described below. A snapshot of the page is displayed after the field description.

Modified	Drop-down box containing date range options in which the default entry point or the redirection was last modified.
Effective Date	Drop-down box containing date options in which the redirection is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
Palletized	Drop-down box allowing user to search for redirections based on whether the mail is palletized, bedloaded, or both.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Show Combined ZIP/CRIDS	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
*Show Results For	Drop-down box allowing the user to choose to display only default drop entry points, only redirections, or both.
Show Truck Length Redirections Only	Checkbox to indicate whether to display truck length redirections.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Default and Redirections View page* is displayed below.

Note:

The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Default Address checkbox or the Show Redirect Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

9.7.2 Drop Entry Point View

The Drop Entry Point View gives the user the ability to search for drop entry points. This view will return results as drop entry points instead of defaults and redirections. After the user selects Drop Entry Point View from the Mail Directions Search Criteria and CLICKS the Create button, the Mail Direction Search – Drop Entry Point View Page will display. The results table will be pre-populated with the results of the search according to the default criteria. The user is then able to enter search criteria with the results displayed in the table when the user clicks on the Search button.

The fields and buttons on the *Mail Direction Search – Drop Entry Point View* page are described below. A snapshot of the page is displayed after the field description.

Modified	Drop-down box containing date range options in which the drop entry point was last modified.
Effective Date	Drop-down box containing date options in which the drop entry point is at least partly active or in grace period.
Content Zip Code	Textbox to input the Content ZIP Code.
Discount Type	Multiple-select box containing the different discount types allowing the user to choose one or more discount types to display on the report.
Mail Class	Multiple-select box containing the different mail classes allowing the user to choose one or more classes to display on the report.
Mail Shape	Multiple-select box containing the different mail shapes allowing the user to choose one or more shapes to display on the report.
Palletized	Drop-down box allowing user to search for drop entry points based on whether the mail is palletized, bedloaded, or both..
Show Address	Checkbox to choose if the address for the Facility will be shown on the report.
Show Combined ZIP/CRIDS	Checkbox to indicate if the ZIP Codes and Carrier Route IDs (CRIDs) will be grouped for display or will be listed on individual lines.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.
Cancel button	Displays the Reports Landing page.

A snapshot of the *Mail Direction Search – Drop Entry Point View page* is displayed on the following page.

Note:

The Content ZIP Code will allow wildcards if the user wants to search for 5-digit ZIP Codes by 3-digit prefix. . For example, if the user enters "154*", the results will contain ZIP 154, as well as 15400, 15401...15499.

If the Show Facility ZIP/CRID Ranges checkbox is unchecked, the ZIP and possibly (if DDU discount is included) a separate CRID for each default and/or redirection record will be displayed.

If the Show Address checkbox is checked, the Address, City, State and ZIP Columns will appear on the resulting table.

9.7.3 Label List View

The Label List View gives users the ability to search for defaults or redirections where destination discounts can be claimed for a single label or multiple labels within a single label list. After the user selects Label List View from the Report View on the Mail Direction Search Criteria Page and Clicks Create, the Mail Direction Search – Label List View is displayed. On the initial load of the page, the user must select the search criteria. The user must select the applicable label list from the drop-down menu and click the submit button so that the label drop down menu is populated with the corresponding labels for the label list.

The fields and buttons on the *Mail Direction Search – Label List View* page are described below. A snapshot of the page is displayed after the field description.

*Label List	Drop-down box containing Label List options which include the Label List Name and Code.
Submit button	Button used to populate the Label drop-down list for a selected Label List option.
*Label	Drop-down box containing Label options that correspond to the Label List option selected.
Show Default Address	Checkbox to choose if the address for the Default Facility will be shown on the report.
Show Redirect Address	Checkbox to choose if the address for the Redirection Facility will be shown on the report.
Search button	Retrieves the mail direction data for the entered criteria and displays the Mail Direction Search view name and report.

A snapshot of the *Mail Direction Search – Label List View page* is displayed on the following page.

Note:

The Label drop-down menu is sorted by Content ZIP Code.

Users should consider alternate printing options such as printing in Landscape mode or use larger paper to account for the large number of fields potentially displayed.

The Mail Direction Search can produce a large number of results. Large reports will require more time to process, more time to load, and more time and paper to print. Users are encouraged to utilize the appropriate search criteria.

9.8 Recurring Appointment Performance Report

The Recurring Appointment Performance Report is a FAST online report that will provide users with information related to all of the recurring appointments at a specified facility, for a selected scheduler ID and specified date range.

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Recurring Appointment Performance Report** link, or associated **Go>** button to display the *Recurring Appointment Performance Report Selection* page. The user can select a specific facility or all facilities, scheduler ID and date range on the selection page.

The fields and buttons on the *Recurring Appointment Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Report Views	Shows available report views – All Facilities or By Facility.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search button	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down box.
Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Select Date Range	Selects the date range that the result will be displayed.
Show All Rated Recurring Appointment Instances in the Last 90 Days checkbox	Selecting this checkbox will show all the rated recurring appointment instances in the last 90 days. The Select Date Range text boxes are not applicable when this checkbox is checked.
Scheduler ID	Drop-down Box listing all applicable Scheduler IDs.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the recurring appointment data for the entered criteria and displays the Recurring Appointment Performance Summary Report.

A snapshot of the *Recurring Appointment Performance Report Selection* page is displayed below.

From the Recurring Appointment Performance Selection page, the user may view the recurring appointment information for the specified facility or All Facilities, Scheduler ID, and date range by performing the following steps:

SEARCH for a specific facility by one of the following two ways:

To search for a facility by state and city:

1. SELECT a **State** from the drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Search** button

To search for a facility by NASS Code:

1. ENTER the three to five character **NASS Code** in the text box

2. CLICK the **Search** button

OR

1. SELECT All Facilities for the Report Views

2. SELECT the **Customer Registration ID**

3. ENTER the **Date Range**

4. SELECT the **Mail Class(es)**

5. CLICK the **Create** button

Note:
The Start Date may not exceed 90 days prior to the current date.
The End Date value must be between today's date and the maximum threshold for appointment creation (14 days in the future).

The *Recurring Appointment Performance Summary* page opens, displaying the recurring appointment count data for the specified facility, Scheduler, date range, and mail class. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Recurring Sequence ID	Displays the Recurring Sequence ID retrieved by search results. Users can click on the Recurring Sequence ID to view Appointment Level details on the *Recurring Appointment Performance Detail Report* page.
Scheduler Name	Displays the Scheduler Name for the associated recurring sequence ID.
Effective Start Date	Displays the effective start date for the associated recurring sequence ID.
Effective End Date	Displays the effective end date for the associated recurring sequence ID.
Total Appts	The total count of appointments.

No-Show Count	The total count of no-show appointments.
Cancel <= 12 hrs	The total count of appointments cancelled within or equal to 12 hours.
Cancel > 12 hrs	The total count of appointments cancelled outside of 12 hours.
Late Arrival Count	The total count of late arriving appointments.
Average Rating	The average rating for the appointments associated to the recurring sequence ID.
Mail Class	The mail class of the appointment.

A snapshot of the *Recurring Appointment Performance Summary Report* page is displayed below.

A user can view appointment level details for a specific recurring appointment by clicking on the Recurring Sequence ID. This will load the *Recurring Appointment Performance Detail Report* page.

A Recurring Appointment Performance Detail page opens, displaying the appointment and rating information for all FAST appointments created from the selected recurring sequence. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Recurring Appointment ID	Displays the appointment IDs of the appointments created from a recurring sequence.
Scheduler Name	Displays the Scheduler Name for the associated recurring sequence ID.
Appt Status	The status of the appointment.
Appt Type	The type of appointment.
Scheduled Appt Date and Time	The date and time the appointment is scheduled to arrive at the facility.
Cancelled Appt Date and Time	The date and time the appointment was cancelled. Blank otherwise.
Submission method Pts	The points the appointment received for submission method. Applies to rated appointments only.
On-Time Pts	The points the appointment received for on-time accuracy. Applies to rated appointments only.
Contents Pts	The points awarded for content accuracy. Applies to rated appointments only.
Time Penalty Deductions	The points deducted from an appointment during the rating process. Applies to rated appointments only.
Rating Points	The total points the appointment received when rated. Applies to rated appointments only.
Return to Previous Page	Hyperlink that returns the user back to the previous page.

A snapshot of the *Recurring Appointment Performance Detail Report* page is displayed on the following page.

9.9 Scheduler Performance Report

The *Scheduler Performance Report* displays the number and percentage of No Shows, Cancellations more than 24 hours before the scheduled appointment time, Cancellations within 24 hours of the scheduled appointment time, Late Arrivals, and Unscheduled shipments. The user has the ability to perform the following functions from the *Scheduler Performance Report* page:

- View Scheduler Performance Report
- Access the Scheduler Profile page

9.9.1 View Scheduler Performance Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Performance Report** link, or associated **Go>** button to display the *Scheduler Performance Report Selection* page. The user must select a scheduler and date range on the selection page.

The fields and buttons on the *Scheduler Performance Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Select Date Range	Selects the date range to search for the scheduler performance report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than the current date.
Customer Registration ID	Drop-down box listing all Mailer ID options.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the Facility drop-down.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the Facility drop-down.
Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Cancel button	Displays the Reports Landing page.
Create button	Retrieves the scheduler performance information for the entered criteria and displays the Scheduler Performance Report.

The *Scheduler Performance Report Selection* page is displayed below.

From the *Scheduler Performance Report Selection* page, the user may view the performance information for the specified date range by performing the following steps:

To Search for a Scheduler by Customer Registration ID:

1. ENTER a **Date Range**
2. SELECT a scheduler from the **Customer Registration ID** drop-down box
3. SELECT a **Facility**
4. CLICK the **Create** button

This will return all drop shipments for the specified scheduler.

Note:

The Start Date may not exceed 90 days prior to the current date.

The *Scheduler Performance Report* page opens, displaying the performance information for the selected criteria. The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	Displays the ID of the Mailer. Each ID is a hyperlink to the *Scheduler Profile* page, where the user may view the Mailer information.
Scheduler Name	The Scheduler Name associated with the selected criteria.
Facility Code	The three to five character NASS Code associated to the facility.
Facility Name	The Facility Name associated with the selected criteria.
Total Schd. Appts.	The total scheduled appointments for the associated scheduler.
No Shows – Count	The number of appointments that were no shows.
No Shows - %	The percentage of appointments that were no shows.
Cancel ≤ 12hrs – Count	The number of appointments that were cancelled within 12 hours of the scheduled appointment time.
Cancel ≤ 12hrs - %	The percentage of appointments that were cancelled within 12 hours of the scheduled appointment time.
Cancel > 12hrs – Count	The number of appointments that were cancelled, with at least 12 hours notice.
Cancel > 12hrs - %	The percentage of appointments that were cancelled, with at least 12 hours notice.
Late Arrivals – Count	The number of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
Late Arrivals - %	The percentage of appointments that arrived > 30 minutes up to 2 hours after the scheduled time.
Unscheduled Count	The number of shipments that arrived without an appointment.

The *Scheduler Performance Report* page is displayed on the following page.

A user may view *Scheduler Profile* page (described in module 7.2 – *Scheduler Profile*) for the selected mailer by CLICKING the **Customer Registration ID** hyperlink.

9.10 Scheduler Report

The Scheduler Report displays detailed appointment information for a specific scheduler and selected facility. The user has the ability to perform the following functions from the *Scheduler Report* page:

- View Scheduler Report
- Access the Appointment Management page

9.10.1 View Scheduler Report

The user begins the process from the *Reports Landing* page. The user CLICKS on the **Scheduler Report** link, or associated **Go>** button to display the *Scheduler Report Selection* page. The user must select a Scheduler ID, a facility, and a date range on the selection page.

The fields and buttons on the *Scheduler Report Selection* page are described below. A snapshot of the page is displayed after the field description.

Customer Registration ID	Drop-down box listing the Mailer IDs.
Select Date Range	Selects the date range for the scheduler report. The start date is restricted to 90 days prior to the current date. The end date may not be greater than 14 days in the future.
Report View	Drop-down box listing the report view to choose from: By Facility or All Facilities.
Submit button	Triggers the application to show the Facility ID and search fields.
State	Drop-down box listing all state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state/city and populates the **Facility** drop-down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility.
Search	Retrieves the facilities associated with the NASS Code and populates the **Facility** drop-down.
Facility	Drop-down box listing all facilities associated with the selected state/city or NASS Code search criteria.
Mail Class checkboxes	Allows the user to select which Mail Class(es) to search for: All, Package Services, Periodicals, or Standard.
Cancel button	Displays the *Reports Landing* page.
Create button	Retrieves the appointments for the entered criteria and displays the *Scheduler Report.*

The *Scheduler Report Selection* page is displayed below.

From the *Scheduler Report Selection* page, the user may view the scheduler information for the specified facility date range, and mail class(es) by performing the following steps:

1. SELECT a Customer Registration ID from the **Customer Registration ID** drop-down box

2. SELECT 'By Facility' from the **Report View** drop-down box

3. CLICK the **Submit** button

4. SELECT a state from the **State** drop-down box

5. CLICK the **View Cities** button

6. SELECT a facility from **Facility** drop-down box

7. ENTER a **Date Range**

8. SELECT the **Mail Class(es)**

9. CLICK the **Create** button

Note:

The Start Date may not exceed 90 days prior to the current date.
The End Date value may not exceed 14 days in the future.

The fields and buttons on the *Scheduler Report* page are described below. A snapshot of the page is displayed after the field description.

Appointment ID	The ID associated to the appointment. Each appointment ID is a hyperlink to the *Appointment Management* page, where the user may access more information about the appointment.
Facility	The name of the facility.
Status	The status for a given appointment.
Schedule Date/Time	The scheduled date and time.
Arrival Date/Time	The actual arrival date and time..
Unload End Date/Time	The unload end date and time.
Vehicle ID	The ID of the transporting vehicle.
Appt. Type	The type of appointment.
Shipper Name	The name of the transporting company.
Mail Integrity	The mail integrity for a given appointment.
Mail Class	The mail class(es) of the appointment.
News	Indicates if the content was news.

Perishable	Indicates if the content was perishable.

The *Scheduler Report* page is displayed on the following page.

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Facility Access and Shipment Tracking (FAST)

Scheduler Report

Return to Previous Screen

Selected Criteria

Scheduler Name: FASTTESTUSER11

Customer Registration ID: 4433047

Scheduler ID: 999999999980

Date Range: 05/31/2011 to 05/31/2011

Mail Class: All

Status Code Legend : CA = Cancelled, CL = Closed, NS = No Show, O = Open, R = Rejected, U = Unscheduled

Appointment Type Code Legend : B = Bedload, DP = Drop and Pick, P = Pallet, S = Speedline

Mail Integrity Code Legend : AF = Altered Required Field on Form, B = Broken Pallets, C = Container Counts Do Not Match Form, D = Damaged Mail, DR = Driver Refused to Assist, IA = Incorrect Appointment Type, IM = Incorrect Class of Mail, IO = Incorrect Entry Office, IP = Incorrect Processing Category, L = Load Unsafe, M = Mailings Not Separated by Destination, MF = Missing Required Mailer Field on Form, ML = Multiple Appts Associated to Load, MS = Missing Origin Signature and/or Round Stamp, NF = No Form with Shipment, NN = Missing Appointment Number, O = Other, P = Pallets Too Tall, PD = Past in Home Date, PS = Photo Copy of PS Form, VS = Vehicle Size

Mail Class Code Legend : PS-Package Services, PER-Periodicals, STD-Standard, N/C-No Content

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Appointment ID	Facility	NASS Code	Locale Key	Status	Schedule Date/Time	Arrival Date/Time	Unload End Date/Time	Vehicle Id	Appt. Type	Shipper Name	Mail Integrity	Mail Class
						No Records Found						

Export options: Download into Excel | 🖶 View Printable Version

◄ ▯▯▯ ►
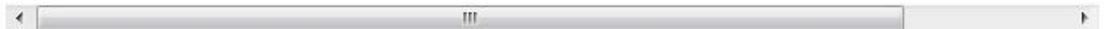
A user may view the *Appointment Management* page (described in module 6.4 – *Managing Existing Appointments*) for the selected appointment by CLICKING the **Appointment ID** hyperlink.

9.11 Slot Availability Report

The Slot Availability Report displays the total available appointment slots for a given hour and appointment type.

The fields and buttons on the *Slot Availability Report* page are described below.

State	Drop-down box containing state options.
View Cities button	Retrieves cities within the selected state and populates the cities in the **City** drop-down box. Only cities with postal facilities will be returned.
City	Drop-down box listing all cities with postal facilities within the selected state.
Search button	Retrieves the facilities located in the selected state and city and displays them in the **Facility** drop down box.
NASS Code	Textbox to input the three to five character NASS Code of the requested facility
Search button	Retrieves the facility associated with the NASS Code and displays it in the **Facility** drop-down box.
*Facility	Drop-down box containing the facility associated to the city/state combination or NASS Code.
*Appointment Type	Drop-down box listing the different appointment types: Pallet, Speedline, Bedload, Drop and Pick, All (to indicate all appointment types).
*Select Date Range	Selects the date range to search for available slots for the specified appointment type and facility. If multiple appointment types are chosen, the range may be restricted to only one day. If a single appointment type is chosen, up to seven days will be returned. Both date fields default to the current date.
Search button	Retrieves the available appointment slots based on the entered criteria.

The *Slot Availability Report Selection* page is displayed on the following page.

To view a facility's availability for a drop shipment, the user must first search for the facility, which is then populated in the **Facility** drop-down box. Perform the following steps to search for a facility:

To search for a facility by state and city:

1. SELECT a **State** from the drop-down box

2. CLICK the **View Cities** button

3. SELECT a city from the **City** drop-down box

4. CLICK the **Search** button, populating the facility in the **Facility** drop-down

To search for a facility by NASS Code*:*

1. ENTER the three to five character NASS Code in the **NASS Code** textbox

2. CLICK the **Search** button, populating the facility in the **Facility** drop-down

Perform the following steps to view the facility's availability for a drop shipment:

1. SELECT the facility in the **Facility** drop-down

2. SELECT the **Appointment Type** from the drop-down

3. ENTER the **Date Range**

4. CLICK the **Search** button

The *Slot Availability Results* page opens. The results pages display the available slots and remaining volume capacity available for the given facility, appointment type, date range and scheduler.

Depending on the search criteria entered, there are two possible results pages:

- All Appointment Types on a Single Date - Displays four tables containing appointment slots organized by appointment type and a table displaying remaining volume available by mail shape

- Specific Appointment Type on a Span of Dates – Displays the available slots table for the specified appointment type and the remaining volume table arranged by dates within the date range

The page descriptions for each result page are detailed below:

Appointment Slot Availability Results (All Appointment Types on a Single Date) page
The fields and buttons on the page are described below. A snapshot of the page is displayed after the field description.

Appointment Slots Available by Type tables	A table for each appointment type displaying the number of available slots per hour.
Hour row	Displays each hour of the day in military time.
Slots row	Displays the number of available slots for each hour.

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Facility Access and Shipment Tracking (FAST)

Slot Availability Report

Return to Previous Screen

Selected Criteria

Facility Name: CINCINNATI BMC
NASS Code: 45Z
Appointment Type: All
Selected Date: 09/28/2007 - 09/28/2007

Appointment Slots (Trips) Available by Type:

Note: Cells without contents mean that no slots are available.

Pallet
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots													55	55	55	55	55	55	55	55	55	55	55	55

1 result

Speedline
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots													55	55	55	55	55	55	55	55	55	55	55	55

1 result

Bedload
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots													55	55	55	55	55	55	55	55	55	55	55	55

1 result

Drop and Pick (Available only at BMC with prior approval from a BMC manager.)
1 result

	Hour 0	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Hour 8	Hour 9	Hour 10	Hour 11	Hour 12	Hour 13	Hour 14	Hour 15	Hour 16	Hour 17	Hour 18	Hour 19	Hour 20	Hour 21	Hour 22	Hour 23
Slots													55	55	55	55	55	55	55	55	55	55	55	55

1 result

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Note:

The number of slots displayed in this report may not correspond to the Appointment Slot Availability during the appointment process. The appointment process shows the number of slots available to a particular mailer based on their mailer rating at the facility whereas this report shows the total number of slots available.

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10.0 Resources

The user has several processes they may exercise upon logging into the FAST application. The *Resources* section includes:

10.1 Reference Documents – Describes how a user may access the External FAST User Guide, PS Form 8125, Plant-Verified Drop Shipment (PVDS) Verification and Clearance, Publication 804, and Domestic Mail Manual.

10.2 Drop Ship Product File Download – Describes how a user may download the different Drop Ship Product Files.

10.3 Label List Files Download – Describes how a user may download the different Label List Files or access Postal Explorer to view Label Lists

10.4 Message Board – Describes how a user may access the Message Board.

10.5 What's New Board – Describes how a user may access the What's New Board.

10.6 View CIN List – Describes how a user may access the CIN List.

10.7 View CIN Group List – Describes how a user may access the CIN Group List.

10.8 MTE Returns – Describes how a user may access MTE Returns.

The user may access the processes associated with the above sections from the *FAST Main Menu* page by CLICKING the **Resources** link or the associated **Go>** button. The **Resource Documents** link takes the user to the *Resources Landing* page (described in module 4.0 – *Landing* page*s*).

10.1 Reference Documents

The *Reference Documents* section describes the following processes:

10.1.1 Links to Release Notes
10.1.2 Customer Job Aids
10.1.3 Customer Web Based Training Course
10.1.4 Download Mailer Rating Information
10.1.5 Download User Guide
10.1.6 Link to Publication 804
10.1.7 Link to Domestic Mail Manual
10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The user begins the process from the *Resources* page. The user CLICKS either the **Reference Documents** link, or the associated **Go>** button to display the *Reference Documents* page.

Note:
To download or access any of the Reference Documents in .PDF format, the user must have Adobe Acrobat Reader. The user may download Adobe Acrobat Reader by CLICKING **Download Adobe Acrobat PDF Reader** on the *Reference Documents* page.

10.1.1 Links to Release Notes

The Reference Documents section includes links to release notes, allowing the user to download release notes for a specific date.

The *Reference Documents* page is displayed on the following page with the Release Notes section highlighted.

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
Customer User Guide (PDF)
Customer User Guide (HTML)
Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.
Download Adobe Acrobat PDF Reader

10.1.2 Customer Job Aids

The Customer Job Aids are files that help the user understand and take advantage of certain features of the FAST application. There are nineteen (19) files available for download: *Customer Supplier Agreements – eDoc Association, Creating Drop Ship Appointments Guide, Creating Origin Entry Appointments Guide, Facility Profile, Managing Drop Ship Appointments Guide, Managing Origin Entry Appointments Guide, FAST Appointment Container Association Quick Reference Guide, Appointment Shell, Formatting and Printing Reports, Joint Scheduling, Mail Direction Report, PostalOne! Customer Registration, Preferred Publications, Resolution and Internet Browser Settings, Web Services Overview, Customer / Supplier Agreements, Business Customer Gateway Instruction – Dock Handout, Business Customer Gateway – New Users* and *Business Customer Gateway – Existing Users.*

The fields and buttons on the *Reference Documents* (*Customer Job Aids* section) page are described below. A snapshot of the page is displayed after the field description.

Customer Supplier Agreements – eDoc Association	Begins the downloading process of the Customer Supplier Agreements – eDoc Association document in PDF format
Creating Drop Ship Appointments Guide	Begins the downloading process of the Creating Drop Ship Appointments Guide document in PDF format
Creating Origin Entry Appointments Guide	Begins the downloading process of the Creating Origin Entry Appointments Guide document in PDF format
Facility Profile	Begins the downloading process of the Facility Profile document in PDF format
Managing Drop Ship Appointments Guide	Begins the downloading process of the Managing Drop Ship Appointments Guide document in PDF format
Managing Origin Entry Appointments Guide	Begins the downloading process of the Managing Origin Entry Appointments Guide document in PDF format
FAST Appointment Container Association Quick Reference	Begins the downloading process of the FAST Appointment Container Association Quick Reference document in PDF format
Appointment Shell	Begins the downloading process of the Appointment Shell document in PDF format
Formatting and Printing Reports	Begins the downloading process of the Formatting and Printing Reports document in PDF format.
Joint Scheduling	Begins the downloading process of the Joint Scheduling document in PDF format.
Mail Direction Report	Begins the downloading process of the Mail Direction Report document in PDF format.
PostalOne! Customer Registration	Begins the downloading process of the *PostalOne!* Customer Registration document in PDF format.
Preferred Publications	Begins the downloading process of the Preferred Publications document in PDF format.

Resolution and Internet Browser Settings	Begins the downloading process of the Resolution and Internet Browser Settings document in PDF format.
Web Services Overview	Begins the downloading process of the Web Services Overview document in PDF format.
Customer / Supplier Agreements	Begins the downloading process of the Customer / Supplier Agreements document in PDF format.
Business Customer Gateway Introduction – Dock Handout	Begins the downloading process of the Business Customer Gateway Introduction – Dock Handout document in PDF format.
Business Customer Gateway- New Users	Begins the downloading process of the Business Customer Gateway – New Users document in PDF format.
Business Customer Gateway – Existing Users	Begins the downloading process of the Business Customer Gateway – Existing Users document in PDF format.

Click the **Customer Supplier Agreements – eDoc Association** hyperlink to be redirected to the page containing the Customer Supplier Agreements – eDoc Association PDF document.

Click the **Creating Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Creating Drop Ship Appointments Guide PDF document.

Click the **Creating Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Creating Origin Entry Appointments Guide PDF document.

Click the **Managing Drop Ship Appointments Guide** hyperlink to be redirected to the page containing the Managing Drop Ship Appointments Guide PDF document.

Click the **Managing Origin Entry Appointments Guide** hyperlink to be redirected to the page containing the Managing Origin Entry Appointments Guide PDF document.

Click the **Facility Profile Information** hyperlink to be redirected to the page containing the Facility Profile PDF document.

Click the **FAST Appointment Container Association Quick Reference Guide** hyperlink to be redirected to the page containing the FAST Appointment Container Association Quick Reference Guide PDF document.

Click the **Appointment Shell** hyperlink to be redirected to the page containing the Appointment Shell PDF document.

Click the **Formatting and Printing Reports** hyperlink to be redirected to the page containing the Formatting and Printing Reports PDF document.

Click the **Joint Scheduling** hyperlink to be redirected to the page containing the Joint Scheduling document.

Click the **Mail Direction Report** hyperlink to be redirected to the page containing the Mail Direction Report document.

Click the **PostalOne! Customer Registration** hyperlink to be redirected to the page

containing the PostalOne! Customer Registration PDF document.

Click the **Preferred Publications** hyperlink to be redirected to the page containing the Preferred Publications PDF document.

Click the **Resolution and Internet Browser Settings** hyperlink to be redirected to the page containing the Resolution and Internet Browser Settings PDF document.

Click the **Web Services Overview** hyperlink to be redirected to the page containing the Web Services Overview PDF document.

Click the **Customer / Supplier Agreements** hyperlink to be redirected to the page containing the Customer / Supplier Agreements PDF document.

Click the **Business Customer Gateway Introduction – Dock Handout** hyperlink to be redirected to the page containing the Business Customer Gateway Introduction – Dock Handout PDF document.

Click the **Business Customer Gateway – New Users** hyperlink to be redirected to the page containing the Business Customer Gateway – New Users PDF document.

Click the **Business Customer Gateway – Existing Users** hyperlink to be redirected to the page containing the Business Customer Gateway – Existing Users PDF document.

The *Reference Documents* page is displayed on the following page with the Customer Job Aids section highlighted.

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry
TEM

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
  Pre-Release Notes 11/07/2010
  Release Notes 05/23/2010
  Release Notes 08/15/2010
  Release Notes 04/11/2010
  Release Notes 03/28/2010
  Post-Release Notes 03/28/2010
  Release Notes 03/14/2010
  Release Notes 11/15/2009
  Release Notes 10/18/2009
  Release Notes 08/16/2009

▶ **Customer Job Aids:**
  Creating Drop Ship Appointments Guide (PDF)
  Creating Origin Entry Appointments Guide (PDF)
  Facility Profile Information (PDF)
  Managing Drop Ship Appointments Guide (PDF)
  Managing Origin Entry Appointments Guide (PDF)
  FAST Appointment Container Association Quick Reference Guide (PDF)
  Appointment Shell (PDF)
  Formatting and Printing Reports (PDF)
  Joint Scheduling (PDF)
  Mail Direction Report (PDF)
  PostalOne! Customer Registration (PDF)
  Preferred Publications (PDF)
  Resolution and Internet Browser Settings (PDF)
  Web Services Overview (PDF)
  Customer / Supplier Agreements (PDF)
  Business Customer Gateway Introduction - Dock Handout (PDF)
  Business Customer Gateway - New Users (PDF)
  Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
  Customer Web Based Training Course(ZIP)
  To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
  Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
  Customer Web Based Training Course(ZIP)
  To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
  Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
  Mailer Rating Introduction (PPT)
  Mailer Rating Appointment Rating Process (PPT)
  Mailer Rating Reports (PPT)
  Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
  Customer User Guide (PDF)
  Customer User Guide (HTML)
  Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
  Drop Ship Delivery Unit Hours File (EXCL)
  Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
  Publication 804

▶ **Domestic Mail Manual:**
  Domestic Mail Manual

▶ **PS Forms (8125):**
  PS Forms Page
  Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
  PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
  PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
  Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

10.1.3 Customer Web Based Training Course

The Customer Web Based Training Course is a tutorial designed to get users familiar and comfortable with using the FAST online application. This course can be downloaded and run on any computer with a compatible browser.

The fields and buttons on the *Reference Documents* (*Customer Web Based Training Course* section) page are described below. A snapshot of the page is displayed after the field description.

Customer Web Based Training Course	Begins the downloading process of the Customer Web Based Training Course document in ZIP format.

Click the **Customer Web Based Training Course** hyperlink to begin the download of the Customer Web Based Training Course ZIP file.

Note:
To be able to open the Customer Web Based Training materials the user must have some form of zipping utility such as WinZip.

Note:
The file download may take several minutes to compete. The file size is about 26MB.

The *Reference Documents* page is displayed on the following page with the Customer Web Based Training section highlighted.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry
TEM

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
Customer User Guide (PDF)
Customer User Guide (HTML)
Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

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10.1.4 Download Mailer Rating Information

The Download Mailer Rating Information section allows the user to access mailer rating teleconference presentations for facilities or mailers in Microsoft PowerPoint (PPT) format. Links to presentations are updated with the most recent material.

- Mailer Rating Introduction (PPT)
- Mailer Rating Appointment Rating Process (PPT)
- Mailer Rating Reports (PPT)
- Mailer Rating Review (PPT)

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (Mailer Rating Information section) page are described below. A snapshot of the page is displayed after the field description.

Mailer Rating Introduction (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Introduction.
Mailer Rating Appointment Rating Process (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Appointment Rating Process.
Mailer Rating Reports (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Reports (PPT).
Mailer Rating Review (PPT) hyperlink	Opens the .PPT form of the Mailer Rating Review.

The *Reference Documents* page is displayed on the following page with the Mailer Rating Information section highlighted.

UNITED STATES
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Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
▶ Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry
TEM

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)

To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
Customer User Guide (PDF)
Customer User Guide (HTML)
Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)

Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page

Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

Download Adobe Acrobat PDF Reader

CLICK the **Mailer Rating Introduction** hyperlink to open the Mailer Rating Introduction in .PPT format.

CLICK the **Mailer Rating Appointment Rating Process** hyperlink to open the Mailer Rating Appointment Rating Process in .PPT format.

CLICK the **Mailer Rating Reports** hyperlink to open the Mailer Rating Reports in .PPT format.

CLICK the **Mailer Rating Review** hyperlink to open the Mailer Rating Review in .PPT format.

10.1.5 Download User Guide

The *FAST User Guide* is a document that explains the different features that FAST provides to the user. It contains detailed instructions for the user to perform key functions in the FAST system. The user may only download an external version of the User Guide. The download for the External User Guide is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login).

The *FAST User Guide* section describes the following processes:
- Downloading User Guide in .PDF format
- Downloading User Guide in .HTML format
- Downloading User Guide as a .ZIP file

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*FAST User Guide* section) page are described below. A snapshot of the page is displayed after the field description.

Customer User Guide (PDF) hyperlink	Begins the downloading process of the FAST User Guide in .PDF format.
Customer User Guide (HTML) hyperlink	Begins the downloading process of the FAST User Guide in .HTML format.
Customer User Guide (ZIP) hyperlink	Begins the downloading process of the FAST User Guide as a .ZIP file.

The *Reference Documents* page is displayed on the following page with the *FAST User Guide* section highlighted.

UNITED STATES POSTAL SERVICE®

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Facility Access and Shipment Tracking (FAST)

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Recurring Appointments
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What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry
TEM

Facility Access and Shipment Tracking (FAST)

Reference Documents

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  Release Notes 05/23/2010
  Release Notes 08/15/2010
  Release Notes 04/11/2010
  Release Notes 03/28/2010
  Post-Release Notes 03/28/2010
  Release Notes 03/14/2010
  Release Notes 11/15/2009
  Release Notes 10/18/2009
  Release Notes 08/16/2009

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  Creating Origin Entry Appointments Guide (PDF)
  Facility Profile Information (PDF)
  Managing Drop Ship Appointments Guide (PDF)
  Managing Origin Entry Appointments Guide (PDF)
  FAST Appointment Container Association Quick Reference Guide (PDF)
  Appointment Shell (PDF)
  Formatting and Printing Reports (PDF)
  Joint Scheduling (PDF)
  Mail Direction Report (PDF)
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  Preferred Publications (PDF)
  Resolution and Internet Browser Settings (PDF)
  Web Services Overview (PDF)
  Customer / Supplier Agreements (PDF)
  Business Customer Gateway Introduction - Dock Handout (PDF)
  Business Customer Gateway - New Users (PDF)
  Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
  Customer Web Based Training Course(ZIP)
  To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
  Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
  Customer Web Based Training Course(ZIP)
  To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
  Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
  Mailer Rating Introduction (PPT)
  Mailer Rating Appointment Rating Process (PPT)
  Mailer Rating Reports (PPT)
  Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
  Customer User Guide (PDF)
  Customer User Guide (HTML)
  Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
  Drop Ship Delivery Unit Hours File (EXCL)
  Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
  Publication 804

▶ **Domestic Mail Manual:**
  Domestic Mail Manual

▶ **PS Forms (8125):**
  PS Forms Page
  Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
  PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
  PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
  Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.
Download Adobe Acrobat PDF Reader

Site Map | Customer Service | Forms | Gov't Services | Careers | Privacy Policy | Terms of Use | Business Customer Gateway

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CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .PDF format*, to be redirected to a page with the User Guide in .PDF format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *in .HTML format*, to be redirected to a page with the User Guide in .HTML format.

CLICK the **Customer User Guide** hyperlink, associated to the User Guide *as a .ZIP file*, to begin the downloading process. A new window will appear prompting the user to either open the WinZip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:
To extract and open any of the WinZip files, the user must have the WinZip application.

10.1.6 Link to Publication 804

Drop Shipment Procedures for Destination Entry (*Publication 804*) was developed to assist Postal Service employees in handling drop shipments from the origin office to the destination office. The procedures consist of mailing standards found in the Domestic Mail Manual (DMM). They establish official Postal Service policy regarding the handling of drop shipments for Periodicals, Standard Mail, and Packaged Services Mail.

The *Publication 804* section describes the following processes:
- Linking to Publication 804 in .PDF format
- Linking to Publication 804 in text format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*Publication 804* section) page are described below. A snapshot of the page is displayed after the field description.

Publication 804 hyperlink	Redirects the user to the USPS Publications Page.

The *Reference Documents* page is displayed on the following page with the Publication 804 section highlighted.

![United States Postal Service logo]

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What's New Board
View CIN List
View CIN Group List
MTE Returns

Origin Entry
TEM

Facility Access and Shipment Tracking (FAST)

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Facility Profile Information (PDF)
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Managing Origin Entry Appointments Guide (PDF)
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Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
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Business Customer Gateway Introduction - Dock Handout (PDF)
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Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
Customer User Guide (PDF)
Customer User Guide (HTML)
Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page.
Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.

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Site Map   Customer Service   Forms   Gov't Services   Careers   Privacy Policy   Terms of Use   Business Customer Gateway

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CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **TEXT** to download .TEXT format.

The *Publication 804* in text format is displayed below with the shortcut highlighted.
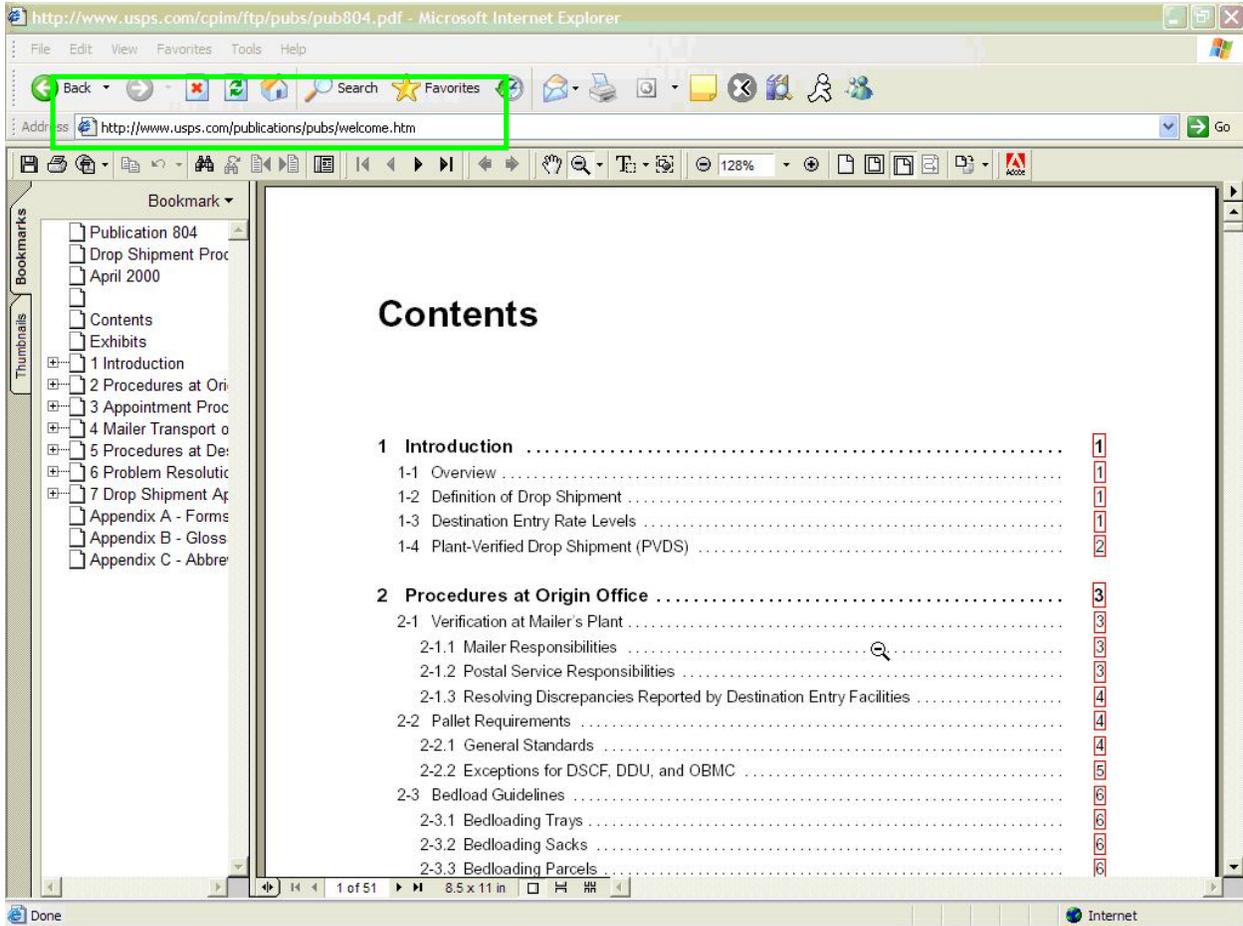
CLICK the **Publication 804** hyperlink, to be redirected to the USPS Publications Page. Search for Publication 804 and CLICK **PDF** to download .PDF format.

10.1.7 Link to Domestic Mail Manual

The *Domestic Mail Manual* (DMM) contains the official rates and standards of the U.S. Postal Service governing domestic mail services. The user may access the DMM in .PDF format on the Postal Explorer website. Postal Explorer holds the most recent Domestic Mail Manual.

The *Domestic Mail Manual* section describes how the user may view the manual in .PDF format

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*Domestic Mail Manual* section) page are described below. A snapshot of the page is displayed after the field description.

Domestic Mail Manual hyperlink	Redirects the user to the USPS Domestic Mail Manual Page.

The *Reference Documents* page is displayed on the following page with the Domestic Mail Manual section highlighted.

Facility Access and Shipment Tracking (FAST)

Reference Documents

▶ **Release Notes:**
Pre-Release Notes 11/07/2010
Release Notes 05/23/2010
Release Notes 08/15/2010
Release Notes 04/11/2010
Release Notes 03/28/2010
Post-Release Notes 03/28/2010
Release Notes 03/14/2010
Release Notes 11/15/2009
Release Notes 10/18/2009
Release Notes 08/16/2009

▶ **Customer Job Aids:**
Creating Drop Ship Appointments Guide (PDF)
Creating Origin Entry Appointments Guide (PDF)
Facility Profile Information (PDF)
Managing Drop Ship Appointments Guide (PDF)
Managing Origin Entry Appointments Guide (PDF)
FAST Appointment Container Association Quick Reference Guide (PDF)
Appointment Shell (PDF)
Formatting and Printing Reports (PDF)
Joint Scheduling (PDF)
Mail Direction Report (PDF)
PostalOne! Customer Registration (PDF)
Preferred Publications (PDF)
Resolution and Internet Browser Settings (PDF)
Web Services Overview (PDF)
Customer / Supplier Agreements (PDF)
Business Customer Gateway Introduction - Dock Handout (PDF)
Business Customer Gateway - New Users (PDF)
Business Customer Gateway - Existing Users (PDF)

▶ **Customer Drop Ship Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Drop Ship Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Customer Origin Entry Web Based Training Course:**
Customer Web Based Training Course(ZIP)
To open the Customer Web Based Training file you must have WIN ZIP. To begin, save the Customer Origin Entry Web Based Training file to your desktop. Please note this may take several minutes to save. Once the file is saved, click the close button and navigate to your desktop. From your desktop EXTRACT the zip file. To EXTRACT the file, right-click on the zip file and select "Extract to Here". Once the file is extracted to your desktop open the Customer Web Based Training folder and select the "Start Here" (named Start here.htm) file to begin the course.
Note: The Customer Web Based Training is best viewed using Internet Explorer or Netscape 6.2 or 7.X web browsers.

▶ **Mailer Rating Information:**
Mailer Rating Introduction (PPT)
Mailer Rating Appointment Rating Process (PPT)
Mailer Rating Reports (PPT)
Mailer Rating Review (PPT)

▶ **Download User Guide (Version 14):**
Customer User Guide (PDF)
Customer User Guide (HTML)
Customer User Guide (ZIP)

▶ **Drop Ship Delivery Unit Hours File:**
Drop Ship Delivery Unit Hours File (EXCL)
Note: The Drop Ship Delivery Unit Hours file must be viewed using Excel 2003 or greater.

▶ **Publication 804:**
Publication 804

▶ **Domestic Mail Manual:**
Domestic Mail Manual

▶ **PS Forms (8125):**
PS Forms Page
Note: Clicking this link directs you to the USPS Forms page. Please search for the following forms on the page to download:
PS Form 8125 (PDF) - Plant-Verified Drop Shipment (PVDS) Verification and Clearance (10/2005)
PS Form 8125-C (PDF) - Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (01/2006)

▶ **Customer / Supplier Agreements:**
Guide to Customer / Supplier Agreements

To view the user guide as a .PDF file you must have Adobe Acrobat Reader. Click below to download it now.
Download Adobe Acrobat PDF Reader

Side nav: Appointments, Recurring Appointments, Facilities, Profiles, Reports, Resources, ▶ Reference Documents, Drop Ship Product File Download, Label List Files Download, Message Board, What's New Board, View CIN List, View CIN Group List, MTE Returns, Origin Entry TEM

CLICK the **Domestic Mail Manual** hyperlink, to be redirected to the USPS Domestic Mail Manual page. CLICK **Download DMM** to download the Domestic Mail Manual in .PDF format.

The *Domestic Mail Manual* in .PDF format is displayed below.
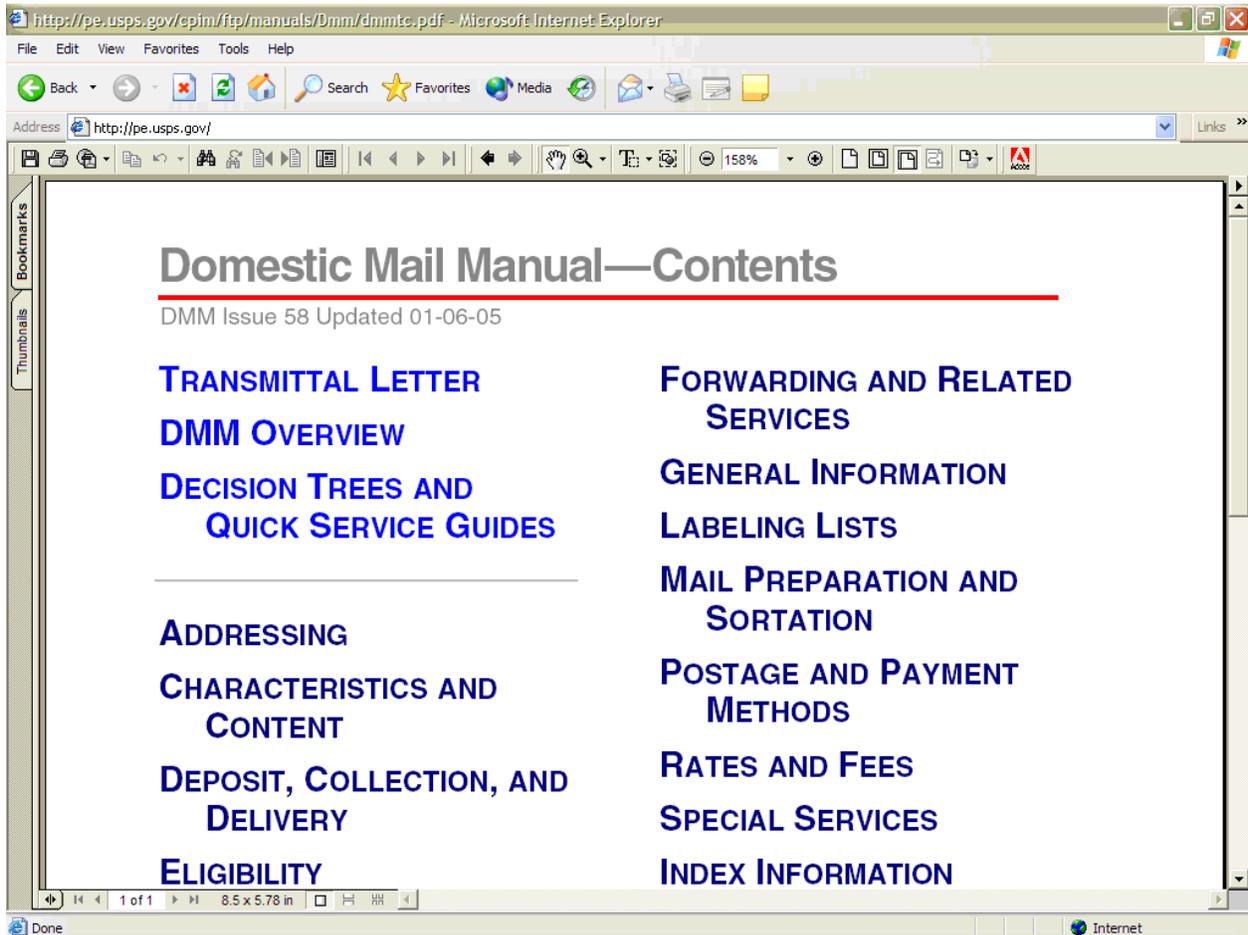
10.1.8 Download PS Form 8125 (Plant-Verified Drop Shipment Form)

The PS Form 8125 contains the expected unload and appointment information of the scheduled drop shipment. When the appointment arrives at the drop shipment facility, the dock floor personnel may record the arrival time and any content discrepancies found between what content was scheduled to arrive and what content actually arrived. A user may also indicate any load condition irregularities.

The PS Form 8125 is divided into three main sections:

- **Mailer Information section** – Contains the scheduled appointment information
- **Origin Post Office section** – Contains more detailed appointment information that is verified by the originating Post Office
- **Destination Entry Post Office or Delivery Unit section** – Contains the actual arrival site, time and any discrepancies or irregularities of the appointment

The *PS Form 8125* section describes how the user may download the form in .PDF format.

The user begins the process from the *Reference Documents* page by CLICKING the associated **Go>** button.

The fields and buttons on the *Reference Documents* (*PS Form 8125* section) page are described below. A snapshot of the page is displayed after the field description.

PS Forms Page hyperlink	Redirects user to the USPS Forms Page.

The *Reference Documents* page is displayed on the following page with the PS Form 8125 section highlighted.

CLICK the **PS Forms Page** hyperlink, to be redirected to the USPS Forms page. The user will search for the PS Form 8125 to download in .PDF format.

The *PS Form 8125* in .PDF format is displayed on the following page.

The full *PS Form 8125* is displayed below.

10.2 Drop Ship Product File Download

The *Drop Ship Product* page allows a user to download various drop ship product files. There are 10 different files that include:

- **Address File** – The Drop Ship Address portion of the product contains USPS facility address and telephone information.
- **Supplemental Site File** – The Drop Ship Supplemental Site portion of the product contains docking information, processing hours, and directions to the drop ship facilities.
- **Parcel File** – The Drop Ship Parcel portion of the product contains ZIP Codes and processing hours.
- **Mail Direction File** – The Drop Ship Mail Direction File lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates.

  Mail Direction File v2 – The Drop Ship Mail Direction File v2 lists the DDU, SCF, ADC and NDC discount drop entry points (no default or redirection records) by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code, Effective Dates and applicable Truck Sizes (if specific). All non-DDU drop entry points will be linked to a corresponding Label in L601, L602, L004 or L005 Label Lists.

  Mail Direction File v3 – The Drop Ship Mail Direction File v3 lists the DDU, SCF, ADC and NDC discount default drop entry points and redirections by ZIP Code, CRID, Mail Class, Mail Shape, Pallet Code and Effective Dates. This version also lists each facility's SV scanning capability.

- **CIN List File** – The Drop Ship CIN List File lists CIN Codes with their Mail Class, Mail Shape and Sort Type.
- **Drop Ship Delivery Unit Hours File -** The Drop Ship Delivery Unit Hours File lists the Delivery Unit hours per Facility by Locale Key.
- **Layout File –** The Layout File displays detailed information for each file located in the Drop Ship Product File Download page.
- **BMEU File** –The BMEU File will display BMEU hours for all days of the week as well as the Drop Site Key for all facilities identified as a BMEU from FDB. Additional details for the BMEU can be found in the Address and Supplemental Site File (other files in the Drop Ship Product).
- **Critical Entry Time File** – The Critical Entry Time (CET) file contains the nationally standardized CET times for all mail classes other than Periodicals. For Periodicals, this data is received from the MPOPS system per Facility within the FAST application.

The user may either download all of the files at once by selecting the **All File** download button or they may download each file individually.

The user begins the process from the *Resources Landing* page. The user CLICKS the **Drop Ship Product File Download** link, or associated **Go>** button to display the *Drop Ship Product File Download* page. The user may then select which file to download and CLICK the associated **Download** button.

The fields and buttons on the *Drop Ship Product File Download* page are described below. A snapshot of the page is displayed after the field description.

Download (All Files)	Begins the downloading process of all files in the Drop Ship Product File.
Download (Address File)	Begins the downloading process of the Address File.
Download (Supplemental Site File)	Begins the downloading process of the Supplemental Site File.
Download (Parcel File)	Begins the downloading process of the Parcel File.
Download (Mail Direction File)	Begins the downloading process of the Mail Direction File.
Download (Mail Direction File v2 File)	Begins the downloading process of the Mail Direction File v2.
Download (Mail Direction File v3 File)	Begins the downloading process of the Mail Direction File v3.
Download (CIN List File)	Begins the downloading process of the CIN List File.

Download (Drop Ship Delivery Unit Hours File)	Begins the downloading process of the Drop Ship Delivery Unit Hours File.
Download (Layout File)	Begins the downloading process of the Layout File.
Download (BMEU File)	Begins the downloading process of the BMEU File.
Download (Critical Entry Time File)	Begins the downloading process of the Critical Entry Time File.

The *Drop Ship Product File Download* page is displayed on the following page.

CLICK the **Download** button to begin the downloading process. A new window will appear prompting the user to either open the zip file or save it to the computer. More detailed information about downloading files is described in module 1.3.1 – *Procedures*.

Note:
To extract and open any of the WinZip files, the user must have the WinZip application.

10.3 Label List Files Download

The Label List Files page allows a user to access Postal Explorer to view various Label Lists as well as download all Label Lists together in a single download, or at one time. The files will be posted in alignment with changes in the Postal Bulletin.

The user may either download all of the files at once by clicking the **Label List Files Download (all Label Lists)** Download button, or they may download a specific label list by clicking on its corresponding Download button.

The user begins the process from the *Resources* Landing page. The user CLICKS the **Label List Files Download** link, or associated **Go>** button to display the *Label List Files* page.

The fields and buttons on the *Label List Files* page are described below. A snapshot of the page is displayed after the field description.

Label List Files	Postal Explorer Link to Label Lists
Go button	Directs user to Postal Explorer page
Download (Label List Files Download)	Begins the downloading process of all Label Lists including guide and layout files
Download (L000 NDC Labeling List)	Begins the downloading process of the L000 NDC Label List
Download (L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L001 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L002 3-Digit ZIP Code Prefix Matrix)	Begins the downloading process of the L002 3-Digit ZIP Code Prefix Matrix Label List.
Download (L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation)	Begins the downloading process of the L003 3-Digit ZIP Code Prefix Groups – 3-Digit Scheme Sortation Label List
Download (L004 3-Digit ZIP Code Prefix Groups – ADC	Begins the downloading process of the L004 3-Digit ZIP Code Prefix Groups – ADC Sortation Label List

Sortation)	
Download (L005 3-Digit ZIP Code Prefix Groups – SCF Sortation)	Begins the downloading process of the L005 3-Digit ZIP Code Prefix Groups – SCF Sortation Label List
Download (L006 FSS)	Begins the downloading process of the L006 FSS Label List
Download (L007 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats in Bundles)	Begins the downloading process of the L007 5-Digit Scheme – Periodicals, Standard Mail, and Package Services Flats in Bundles Label List
Download (L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles)	Begins the downloading process of the L008 5-Digit Scheme – Periodicals, Standard Mail, and BPM Flats in Bundles Label List
Download (L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels)	Begins the downloading process of the L009 Mixed ADCs – Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels Label List
Download (L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels)	Begins the downloading process of the L010 NDC/ASF Entry – Standard Mail Letters and Package Services Irregular Parcels Label List
Download (L011 Non-NDC/ASF Entry – Periodicals and Standard Mail Letters)	Begins the downloading process of the L011 Non-NDC/ASF Entry – Periodicals and Standard Mail Letters Label List
Download (L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC)	Begins the downloading process of the L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC Label List
Download (L601 NDCs)	Begins the downloading process of L601 NDCs Label List
Download (L602 ASFs)	Begins the downloading process of L602 ASFs Label List
Download (L603 – Origin Entry NDC – Parcels)	Begins the downloading process of L603 – Origin Entry NDC – Parcels Label List
Download (L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats)	Begins the downloading process of L604 – Origin Entry NDC – Standard Mail Letters and Flats, Package Services Flats Label List
Download (L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort)	Begins the downloading process of L605 NDCs/ASFs – Nonmachinable Parcel Post NDC Presort and ONDC Presort Label List
Download (L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels)	Begins the downloading process of L606 5-Digit Scheme – Standard Mail, First-Class Mail, and Package Services Parcels Label List

Download (L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers)	Begins the downloading process of L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers Label List
Download (L801 – AADCs – Letter-Size Mailings)	Begins the downloading process of L801 – AADCs – Letter-Size Mailings Label List

A snapshot of the *Label List Files* page is displayed below.

10.4 Message Board

Messages are created by administrators in the FAST system to display facility-specific and general information to the FAST user. Messages are displayed to the user via the Message Board. Users may view all general and facility messages that have not yet expired.

The *Message Board* section describes the process for viewing the board.

The Message Board is accessible from three points in FAST; from the *FAST Login* page (pre-login), from the *Resources Landing* page (post-login), and from the *Message Board Pop Up* (post-login). The user begins the process from the *FAST Login* page. Upon login the **Message Board Pop Up** will automatically be displayed. The user may also access the **Message Board** from the *Resources Landing* page. The user CLICKS the **Message Board** link, or associated **Go>** button to display the *Message Board.*

The fields and buttons on the *Message Board* page are described below. A snapshot of the page is displayed after the field description.

Facility Messages link	Triggers the application to bring the user to the *Facility Message* section on the Message Board.
General Messages link	Triggers the application to bring the user to the *General Message* section on the Message Board.
Facility Messages	Includes all Facility Messages available.
General Messages	Includes all General Messages available.
Back to Top link	Triggers the application to bring the user back to the top of the *Message Board.*

The *FAST Message Board* is displayed on the following page.

10.5 What's New Board

What's New is a message posting system where administrators of the FAST system may display system-related information to all FAST users. The board will contain any listings with an expiration date equal to or greater than the current date.

The *What's New Board* section describes the process for viewing the board.

The *What's New Board* is accessible from two points in FAST; from the *FAST Login* page (pre-login) and from the *Resources Landing* page (post-login). The user begins the process from the *Resources Landing* page. The user CLICKS the **What's New Board** link, or associated **Go>** button to display the *What's New Board*.

The fields and buttons on the *What's New Board* page are described below. A snapshot of the page is displayed after the field description.

What's New Post Date	The date the message was posted by the user.
What's New Expiration Date	The date the message will expire and cease to be displayed on the *What's New Board.*
Subject	The subject of the message entered by the user.
What's New	The text of the new message entered by the user.
Back to Top link	Triggers the application to bring the user back to the top of the *What's New Board.*

The *FAST What's New Board* is displayed on the following page.
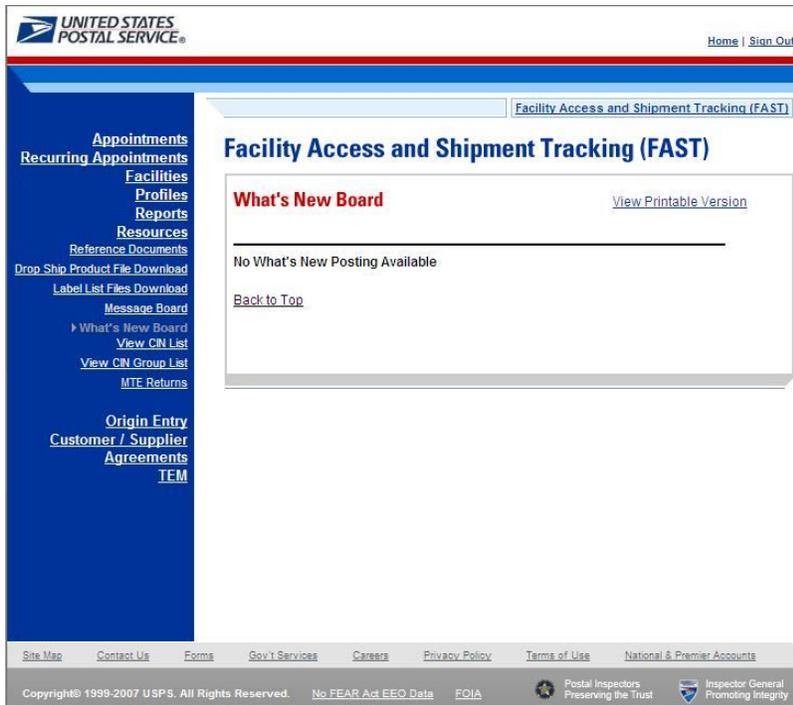
10.6 View CIN List

The *View CIN List* section describes the process for viewing the list of active Content Identifier Numbers (CINS). A user may view the complete list of active CINS or filter a list of active CINS to the criteria they are interested in. Users may filter based upon either a single CIN or by CIN characteristics like Mail Class, Mail Shape and Presort.

The *View CIN List* page is accessible from two points in FAST: from the *Resources Landing* Page (pre-login), from the *Resources Landing* Page (post-login).

The fields and buttons on the *View CIN List* page are described below. A snapshot of the page is displayed after the field description.

Enter CIN	Text box to enter the CIN of the desired CIN.
Mail Class	Drop-down box listing all mail classes that the user may choose to filter by.
Mail Shape	Drop-down box listing all mail shapes that the user may choose to filter by.
Presort	Drop-down box listing all presorts that the user may choose to filer by.
Submit	Retrieves the CIN List for the selected search criteria.
CIN	Displays the CIN Code.
Mail Class	Displays the mail class of the associated CIN.
Mail Shape	Displays the mail shape of the associated CIN.
Presort	Displays the presort of the associated CIN.

On initial load of the View CIN List page, the list of all active CINs will be displayed. The user may narrow down the search of active CINs by one of two ways:

Search for a specific CIN:
1. Enter the CIN Code into the Enter CIN textbox
2. CLICK the Submit button

Search for CINS based on Mail Class, Mail Shape, and Presort:
1. SELECT a mail class from the Mail Class drop-down box
2. SELECT a mail shape from the Mail Shape drop-down box
3. SELECT a presort from the Presort drop-down box
4. CLICK the Submit button

The result(s) will be displayed in the CIN List table at the bottom of the page.

10.7 View CIN Group List

The View CIN Group List section describes the process for viewing the list of active CIN Groups in the FAST system.

The View CIN Group List page is accessible from two points in FAST: from the Resources Landing Page (pre-login), and from the Resources Landing Page (post-login).

The fields and buttons on the View CIN Group List page are described below. A snapshot of the page is displayed after the field description.

CIN Group	Displays the CIN Group.
CIN	Displays the CINs associated to the CIN Group.

All active CIN Groups will be displayed on one page. Each CIN Group in the table will link to a *View CIN Group Details* page which will show the details for the CIN Group and the CINs that belong to it.

The fields and buttons on the View CIN Group – Details page are described below. A snapshot of the page is displayed after the field descriptions.

Description	Displays the CIN Group Name.
Mail Class	Displays the mail class of the CIN Group.
Mail Shape	Displays the mail shape of the CIN Group.
Perishable	Read-Only checkbox to indicate if the CIN Group is perishable.
CIN	Displays the CIN Code.
Mail Class	Displays the Mail Class of the associated CIN.
Mail Shape	Displays the Mail Shape of the associated CIN.
Presort	Displays the Presort of the associated CIN.

10.8 MTE Returns Request

The *MTE Returns Request* section displays the Mail Transport Equipment Returns Request page, allowing a user to pick up residual mail transport equipment.

The fields and buttons on the Mail Transport Equipment Returns Request page are described below. A snapshot of the page is displayed after the field descriptions.

*Corporate Name	Text box to enter the corporate name.
*Contact Name	Text box to enter the contact name.
*Address line 1	Text box to enter address information.
Address line 2	Text box to enter more address information.
*City	Text box to enter the city.
*State	Drop-down box listing all states for the user to choose from.
*ZIP Code	Text box to enter the ZIP Code.
*Contact Phone Number	Text box to enter the contact number.
Contact Phone Ext	Text box to enter the contact phone extension.
*Contact Email Address	Text box to enter the contact email address
*Preferred Pick-up Date	Text box to enter the preferred pick-up date.
Calendar box	Icon that opens up to select a date.
Preferred Pick-up start hour	Drop-down box that allows user to select a pick-up start hour in military time.
Preferred Pick-up end hour	Drop-down box that allows user to select a pick-up start hour in military time.
Plastic Pallets	Text box to enter the number of plastic pallets being requested.
Tubs	Text box to enter the number of tubs being requested.
Trays	Text box to enter the number of trays being requested.
Sacks	Text box to enter the number of sacks being requested.
Sleeves	Text box to enter the number of rolling stock being requested.
Rolling Stock	Text box to enter the number of rolling stock being requested.
Comments	Text box to enter comments.
Send	Button that sends the entered information.
Clear	Button that clears all the current selections on the page.
Cancel	Button that cancels the request.

The *Mail Transport Equipment Returns Request* page is displayed on the following page.

UNITED STATES
POSTAL SERVICE®

Home | Sign Out

Facility Access and Shipment Tracking (FAST)

Appointments
Recurring Appointments
Facilities
Profiles
Reports
Resources
Reference Documents
Drop Ship Product File Download
Label List Files Download
Message Board
What's New Board
View CIN List
View CIN Group List
▸ MTE Returns

Origin Entry
Customer / Supplier
Agreements
TEM

Mail Transport Equipment Returns Request

The Mail Transport Equipment Returns Request will be forwarded to a USPS area contact for review. The USPS area contact will review the information and follow-up based on the information provided. USPS areas require a minimum of 7 days to review a request, and will contact you to verify pick-up. If USPS has not responded to your request in 7 days, please use the tracking number provided on the confirmation page to follow-up with the HQ Mail Transport Equipment coordinator.

* Corporate Name: Corporation 1

* Contact Name:

Mail Transport Equipment Pick-up Address:

* Address line 1:

  Address line 2:

* City:

* State: -- Select One - ▾

* ZIP Code:

* Contact Phone Number:

  Contact Phone Ext:

* Contact Email Address:

* Preferred Pick-up Date: 05/10/2008 ▦

Preferred Pick-up start hour: ▾ Hour is military time

Preferred Pick-up end hour: ▾ Hour is military time

Mail Transport Equipment types and quantities:

Plastic Pallets:

Tubs:

Trays:

Sacks:

Sleeves:

Rolling Stock:

(Hampers, Cages, APCs, ERMCs)

Comments:

Hint: State Mail Transport Equipment Condition (Good, Fair, Poor)

Example: Trays 12 - Good Condition

(Send >)   (Clear >)   (Cancel)

This process is not supported by the FAST help desk or the fast@usps.com email address. Any support or requests for follow-up must be directed to the USPS HQ Mail Transport Equipment coordinator at hgmte@usps.gov.

This page has been intentionally left blank.

11.0 Rating Overview

Ratings offer the most efficient drop shipment customers a greater availability to slots when scheduling appointments. FAST calculates two kinds of ratings: Appointment Rating and Corporate Rating. Individual appointments are evaluated and scored as they are finalized. The appointment scores are then used to calculate a corporate rating for each destination facility the corporation utilizes for drop shipments. Corporate rating is based on all finalized appointment ratings over a 28 day period for each corporation and destination facility combination. Corporations are rated on a weekly basis.

The *Rating Overview* section describes how appointments and corporations are rated in FAST. It also contains a calendar and time frames that affect appointments and the rating process. The section includes:

11.1 Appointment Rating

11.2 Corporate Rating

11.3 Rating Calendar

11.1 Appointment Rating

All appointments are rated within FAST. An appointment may not be scored until it is considered finalized. Appointments are considered finalized at 288 hours past the scheduled appointment time. Appointment ratings do not differentiate between recurring and one time appointments.

The *Appointment Rating* section discusses the following topics:

11.1.1 – Routine Rating
11.1.2 – Exception Scoring
11.1.3 – Exempt Appointments and Additional Scenarios

11.1.1 Routine Rating

An appointment may receive a score from 0 to 100, with 100 being a perfect score. Closed appointments are scored based on the following criteria:

- Submission Method and Content Detail – 20 points possible
- On-Time Accuracy – 40 points possible
- Content Accuracy – 40 points possible
- Pre-Notification Deductions – up to 40 points can be deducted
- Irregularities Deductions – 10 points will be deducted

An appointment will never receive a negative score as part of the appointment rating process.

Submission Method and Content Detail

Appointments are evaluated on the amount of detail provided for the content and the method by which the appointment is created by the Scheduler. Content detail refers to pallet presort information of the content. This category is used as an incentive for the corporations to provide a detailed level of information for every content in an electronic format. Depending on the submission method of an appointment request and the detail of content, the appointment may receive a score of 0, 10 or 20 points for this category.

Content Detail/Submission Method	Points Awarded
Web Services/Web Services with Mail.dat with pallet presort	20/20
Web Services without pallet presort or FAST Online	10/20
Phone	0/20

On-Time Accuracy

In the on-time accuracy category, appointments are evaluated on the Scheduler's ability to meet the planned date/time of their appointment. The scheduled appointment information is evaluated against the actual arrival information. An appointment may receive a score of 0, 20 or 40 points for these categories.

On-Time Induction Accuracy	Points Awarded
On-Time (Up to 30 minutes late)	40/40
Late (> 30 minutes to 2 hours late)	20/40
Significantly Late (> 2 hours to 8 hours late)	0/40

Note: An appointment that arrives more than 8 hours after that appointment date and time will be given as an exception rating of 0 (see Section 10.1.2)

Content Accuracy

In the content accuracy category, the appointment is evaluated on the scheduled appointment contents match the actual contents arriving with the shipment. An appointment may receive a score of 0, 20 or 40 points for these categories:

Content Accuracy	Points Awarded
Accurate (less than or equal to 2 pallets or less than or equal to 10% bedload for bedloaded appointment)	40/40
Minor Volume Discrepancy (3 to 5 pallets or greater than 10% and less than or equal to 25 % bedload for bedloaded appointment)	20/40
Major Volume Discrepancy (greater than 5 pallets or greater than 25% bedload for bedloaded appointment)	0/40

Pre-Notification Deductions and Irregularity Deductions

In the pre-notification deduction category, the appointments are evaluated on the Scheduler's ability to provide accurate drop shipment information more than 12 hours before the scheduled appointment date and time. A mailer will only receive a pre-notification deduction if the create/update occurs within 12 hours of the scheduled appointment date and time. Pre-notification deduction changes are grouped into four categories: create, update (appointment type change, significant volume change, and appointment time change), date change, and location change.

Appointment Type update changes are defined to be from Pallet to Bedload, Speedline to Bedload or Speedline to Pallet.

Significant volume update changes are evaluated for USPS defined working volume and are then evaluated by each mail shape submitted. Depending on the total pallet count, the significant volume threshold may be in one of the following three categories:

- If the total pallet count is greater than 20, and the percentage change is greater than 10%, the change is considered significant. Anything less than or equal to 10% is not considered significant
- If the total pallet count is less than or equal to 20, a change greater than 2 pallets is considered a significant change and anything less than or equal to 2 pallets is not considered significant

- If the total working bedloaded volume difference exceeds 10%, then it will be considered as a significant volume change

Irregularity deductions apply to appointments that arrive with an irregularity. Irregularity deductions of 10 points are subtracted from the final appointment score. Irregularities may include one or more of the following:

- Altered Required Field on Form
- Broken Pallets
- Container Counts Do Not Match Form
- Damaged Mail
- Driver Refused to Assist
- Incorrect Appointment Type
- Incorrect Class of Mail
- Incorrect Entry Office
- Incorrect Processing Category
- Load Unsafe
- Mailings are not Separated by Destination
- Missing Appointment Number
- Missing Origin Signature and/or Round Stamp
- Missing Required Mailer Field on For
- No Form With Shipment
- Other
- Pallets Too Tall
- Past in Home Date
- Photo Copy of PS Form
- Vehicle Size
- None

Pre-Notification deductions apply to changes made within 12 hours of the scheduled appointment time and are deducted from the overall appointment score.

Pre-Notification Deduction	Points Deducted
Create	20
Update (appointment type change, significant volume change, and appointment time change	10
Date Change	40
Location Change	40

Irregularity Deduction	Points Deducted
Irregularities (one or multiple)	10

Now that we have identified all the various components of appointment rating, the total rating score is calculated by adding each section's individual score:

Appointment Rating Score = Submission Method/Content Detail + On-Time Accuracy + Content Accuracy + Pre-Notification Deductions and Irregularity Deductions

Note: If a rated appointment receives a pre-notification deduction and an irregularity deduction, the two deductions will be additive and reduce your overall score. For example, if a Scheduler creates an appointment within 12 hours of scheduled appointment date and time and also was noted for "Broken

Pallets" during induction, then you will receive a 20 point deduction for creating within 12 hours and a 10 point deduction for "Broken Pallets". A total of 30 points will be deducted from the overall score.

11.1.2 Exception Scoring

Appointments meeting certain criteria are considered exceptions to routine appointment rating score calculations. They are scored as follows:

Exception Scoring	Total Points Awarded
Multiple Appointments per trailer per location, Rejected appointments, No-Show appointments, Appointments greater than 8 hours late, and Unscheduled arrivals	0
Cancelled Appointments – greater than 2 hours past creation and greater than 12 hours from the scheduled arrival date and time.	50
Cancelled Appointments – greater than 2 hours past creation and within 12 hours from the scheduled arrival date and time.	15
Time Change and Cancelled Appointment – the time change occurs within 12 hours of the scheduled arrival date and time and the appointment is later cancelled	15
Mail Class Discrepancy	0
Appointment Type Discrepancy	0

11.1.3 Exempt Appointments and Additional Scenarios

11.1.3.1 *The following appointments are always exempt from appointment and corporate rating:*

- 100% Periodicals appointments
- 100% perishable appointments
- Delivery Unit drops
- Cancelled appointments within 2 hours of creation
- Appointments that are cancelled or no show due to USPS Holiday or Contingency after the appointment is scheduled.

11.1.3.2 *Multi-stop and holiday/contingency constraint impacted appointments will be rated as follows:*

The following lists the allowable unload timeframes for each appointment type by facility type. Anything over the allowable timeframe is considered a USPS delay. For multi-stop appointments that are affected due to USPS delay, FAST awards all subsequent appointments of the multi-stop 40 points for on-time accuracy.

Appointment Type/ Facility Type	Pallet	Speedline	Bedload
BMC	3 Hours	1.5 Hours	8 Hours
P&DC	2 Hours	1 Hour	8 Hours

Drop & Pick Appointment scenarios are explained below:

1. Scheduled appointment for a time period prior to 3pm and vehicle arrived prior to 3pm – 8 hours to unload
2. Scheduled appointment for a time period prior to 3pm, but vehicle arrived after 3pm – 18 hours to unload
3. Scheduled appointment for a time period after 3pm and vehicle arrived prior to 3pm – 18 hours to unload

4. Scheduled appointment for a time period after 3pm, but vehicle arrived after 3pm – 18 hours to unload

> **Note:**
> Drop and Pick appointments cannot be included in a multi-stop.

A USPS delayed appointment is determined using pre-defined timeframes for each appointment type.

1. If the actual appointment arrival time is earlier than the scheduled appointment time, the timeframe evaluated is from the scheduled appointment date/time or from the unload start time (whichever comes first) to unload end time.

2. If the actual appointment arrival time is less than or equal to 30 minutes after the scheduled appointment time, the timeframe evaluated is from the vehicle arrival time to the unload end time.

3. If the actual appointment arrival time is greater than 30 minutes after the scheduled appointment time, the timeframe evaluated is from the unload start time to the unload end time.

Appointments updated by USPS or customers due to Holiday or Contingency Constraints will be as follows:
- Location change will not be penalized
- Date change will not be penalized
- After USPS or customer updates the appointment to a new location or a new date, it is subject to all rating criteria
- Appointment cancellations will result in the appointment being exempt during rating calculation

11.2 Corporate Rating

Appointment scores are used to calculate corporate rating for all Schedulers within a corporation. Each corporation is given a separate rating for each postal facility where they have scheduled appointments. Corporations are then placed into rating tiers depending on their drop shipment performance at each facility. Tier levels are used for each corporation/facility pair to determine slot availability.

The *Corporate Rating* section describes the overall rating calculation and tier description. It includes:

11.2.1 – Corporate Rating Information
11.2.2 – Tier Summary

11.2.1 Corporate Rating Information

Corporate rating is defined as the average of all non-exempt appointment scores over a 28 day period for a given facility. The 28 day period includes finalized appointments that are 12 days prior to the current date through 40 days prior to the current date. Four operational weeks of data are used to calculate corporate rating.

Corporate ratings are calculated weekly on Thursday mornings. When a corporate rating is calculated, it becomes effective two weeks following the rating calculation.

Each corporate rating score falls into one of four tiers for each of their rated facilities. The rating scores for each tier range are configurable by USPS and set at a national level by Headquarters. Tiers are described in the next section – *Tier Summary.*

11.2.2 Tier Summary

Tiers are assigned score ranges which are set by Headquarters. When a corporation's rating is calculated for a designated facility, the corporation is placed in to one of four tiers, (see Table 11.2.2.1). USPS allocates slot availability to the four tiers by a percent calculation. The percent calculation is based on the number of appointments within a specific rating tier at a facility compared to the total number of appointments at the facility over the 28 day period. Higher tiered corporations will have access to more slots than lower tiered corporations.

Table 11.2.2.2 illustrates how a corporation may have different tier ratings at different USPS facilities based on the tier score ranges.

USPS Tier Score Range	
90 & up	Tier 1
80 - 89	Tier 2
70 - 79	Tier 3
69 & below	Tier 4

Table 11.2.2.1

Corporation A		
Appointment Score per Facility		Tier Placement
Facility A	83	2
Facility B	76	3
Facility C	92	1
Facility D	66	4

Table 11.2.2.2

Appointment slots are allocated to each of the four tiers and are based on the corporate rating distribution per facility. A corporation placed into Tier 1 has access to available slots in Tier 1, Tier 2, Tier 3 and Tier 4. A corporation placed into Tier 2 has access to available slots in Tier 2, Tier 3 and Tier 4 and so on. To determine the percentage of dock slots allocated for a tier, the total number of scheduled and finalized appointments for the specified tier for the previous 28 days is divided by the total number of scheduled and finalized appointments for the previous 28 days. (Note: Both totals described in tier percentage calculation do not include exempt appointments).

The percentage calculation allows for the availability of appointments to be based on the number of appointments that each tier had during the last 28 days. It helps to ensure that the allocation of appointment availability is in line with the number of appointments that the corporations have had during a range of time.

The following table 11.2.2.3 illustrates the calculated tier availability percentages for a facility with 1000 scheduled and finalized appointments over the last 28 days.

	Appointments	Availability Percentage	Percentage Calculation
Tier 1	9	30%	(9/30)*100
Tier 2	3	10%	(3/30)*100
Tier 3	6	20%	(6/30)*100
Tier 4	12	40%	(12/30)*100
Total	**30**	**100%**	

Table 11.2.2.3

Dock slot and volume availability allocation is based on the percentages calculated. If the available slots are below 4, then the logic below is utilized.

Number of available appointments	Allocation of appointments
1 available appointment	Tier 4 = 1 appointment
2 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment
3 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment
4 available appointments	Tier 4 = 1 appointment Tier 3 = 1 appointment Tier 2 = 1 appointment Tier 1 = 1 appointment
More than 4 available appointments	FAST will calculate

11.3 Rating Calendar

The following calendar displays the appointment and corporate rating timeline of events.

Scheduler Rating Activates
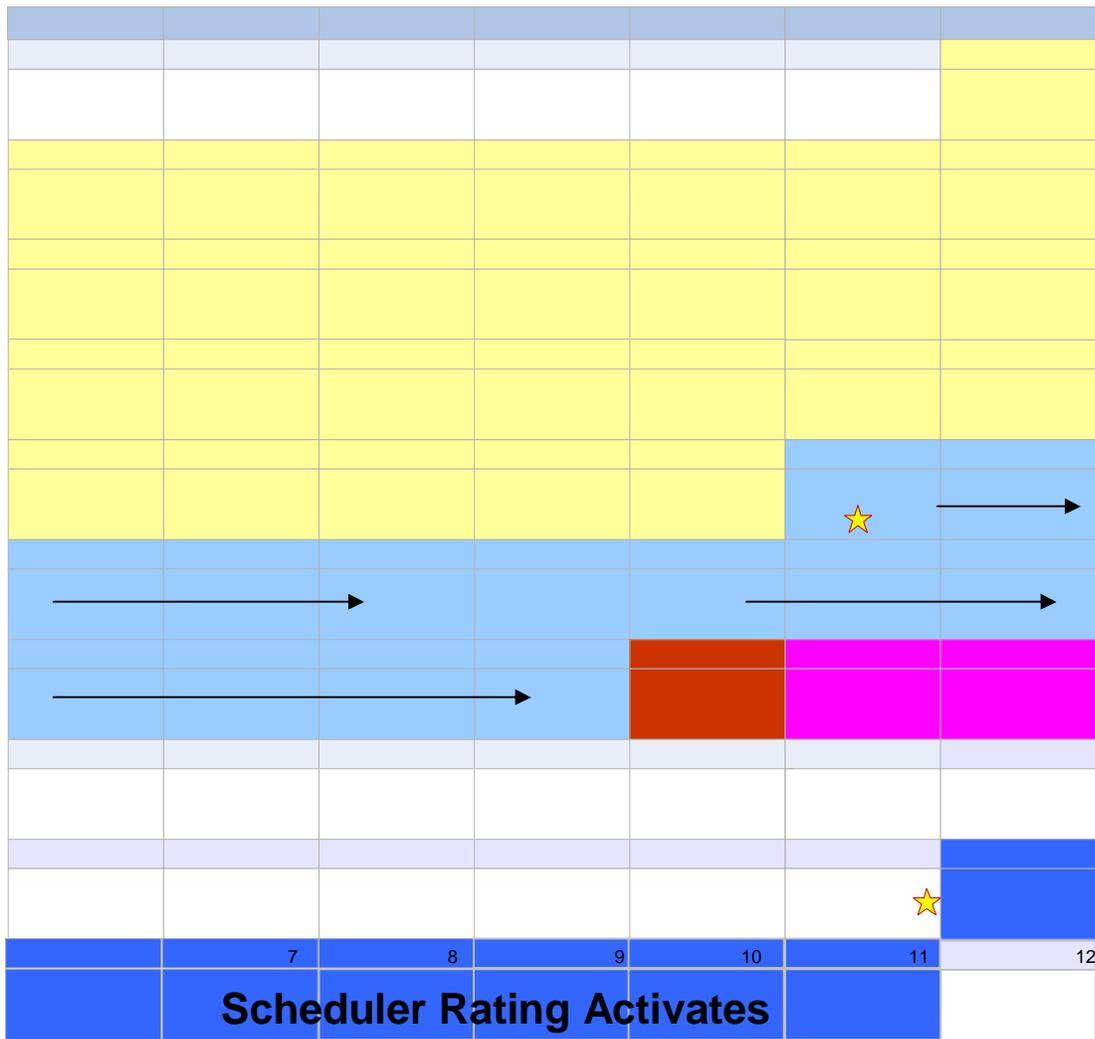
* Last appointment to be summarized is on Friday at midnight. USPS Operational week is from Saturday - Friday

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12.0 Appendix

The *Appendix* contains the following sections:

12.1 – Security – Describes the different user groups for external customers
12.2 – Glossary – List of the relevant terms and their definitions used in FAST
12.3 – *PostalOne!* User Guide – User Guide for the *PostalOne!* system
12.4 – *PostalOne!* Technical Guide – Technical Guide for the *PostalOne!* system

12.1 Security

FAST uses different security types to ensure certain functionality within FAST is accessible to the appropriate user. This maintains data integrity in the system to guarantee the appointment or facility information a user wishes to view, create or edit is correct and has not been manipulated by unauthorized persons.

FAST allows login by two main groups of users – internal and external. Internal users are USPS employees and external users are USPS customers.

The following section describes the different types of external users and what they are able to access in FAST.

External Users

External users are divided into the following user groups in FAST:

- **Corporate users** – Users with the ability to view, create and update appointment data for all schedulers who are associated to their corporation. They may not view appointment data or create reports for any other corporations.

- **Scheduler users** – Users with the ability to view, create and update appointment data for themselves only. They may not view appointment data or create reports for any other schedulers.

External users are restricted to viewing only appointment information in FAST that is associated with that specific user. For example, a report generated by an external user only displays results that are directly related to the user. If the user generates the Facility Schedule Report, the report would only show the appointment information that was scheduled by that person (if the user is a scheduler) or by the scheduler associated to the user's corporation (if the user is a corporate user).

The external user groups may be granted read-only access, read-only/restricted access or restricted access. Read-only access allows the pages to be viewed but not managed. Read-only/restricted access allows only pages that are associated to the user to be viewed only. Restricted access allows the pages to be viewed and to be managed if the information is associated to the user.

The graph shown on the following page displays the different areas and FAST and the access level for each user group.

	Access Level	Code	Description
LEGEND	Read-Only access	RO	Pages may be viewed but not managed
	Read-Only/Restricted access	RO-R	Pages associated to the user may be viewed only
	Restricted access	R	Pages may be viewed and managed if associated to the user

		EXTERNAL USERS	
		Corporate	Scheduler
PRELOGIN	Facility Profile	RO	RO
	Appointment Calendar	RO	RO
	BMC Information	RO	RO
	USPS Documents	RO	RO
	Message Board	RO	RO
	What's New Board	RO	RO
		Corporate	Scheduler
APPOINTMENTS			
	Create New Appt.	R	R
	Manage Existing Appt.	R	R
	Appointment Closeout	R	R
		Corporate	Scheduler
PROFILES	Corporate Profile	RO-R	RO-R
	Scheduler Profile	RO-R	RO-R
		Corporate	Scheduler
REPORTS	Scheduler	R	R
	Scheduler Performance	R	R
	Appointment Calendar	R	R
	Appointment Status	R	R
		Corporate	Scheduler
RESOURCES	USPS Documents	RO	RO
	Drop Ship Product File	RO	RO
	Message Board	RO-R	RO-R
	What's New Board	RO	RO

12.2 Glossary

Address Management System (AMS) - An application that allows USPS users to update the master addressing database; the AMS database is a repository of all deliverable mailing addresses in the United States and its affiliated territories, and their associated ZIP Codes, ZIP+4 Codes and city/state names.

Administration User - USPS employee that is an internal user with full access to all areas of FAST to view and edit information.

Appointment Number - A sequential number assigned when an appointment has been scheduled in FAST; must be included on all types of PS Forms 8125.

Appointment Score - Numeric scores given to individual appointments to rate how efficiently the appointment was scheduled and managed; used in customer rating.

Appointment Status - Indicates the current standing of the appointment; Open, Closed, Cancelled, No Show, Unscheduled, Rejected.

Area Distribution Center (ADC) - A mail processing facility that receives and distributes mail destined for specific ZIP Codes under the Managed Mail Program (MMP).

Area User - USPS employee that is an internal user with full access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated area

Auxiliary Service Facility (ASF) - A facility that performs the same function as a Network Distribution Center (NDC) in an area where volume is not sufficient to support the construction of a NDC.

Bill of Lading Number - The number associated to the bill of lading document; the document is issued by the facility to the appointment's shipper, listing and acknowledging receipt of goods for transport and specifying terms of delivery.

Network Distribution Center (NDC) - A highly mechanized mail processing plant that distributes (1) Standard Mail in piece and bulk form, (2) Package Services Mail in piece form, (3) and Periodicals Mail in bulk form.

Cancellation Number - A confirmation number generated by FAST that is associated to a cancelled appointment.

Closed Appointment - A scheduled appointment that arrived at the correct destination facility and unloaded successfully.

Content – A set of information describing the mail associated with a PS Form 8125 or a line on the PS Form 8125-CD. An appointment may have multiple contents associated to it.

Content ID - The ID associated to a content set of information for an appointment.

Corporate User - USPS customer at a corporate level with the ability to access, view, and edit records in FAST that are associated to all schedulers for the customer's corporation and records created by the customer.

Customer Registration ID - ID associated with the mailer.

Daily Volume Constraints - The maximum number of mail per mail shape a facility can process in a day. DDU

Default Constraints - The trip availability and daily volume constraints that are set for a facility as daily limits.

Destination Area Distribution Center (DADC) – A rate category associated with the drop shipments to ADCs; (DMM L004).

Destination Network Distribution Center (DNDC) – A rate category associated with the drop shipments to NDCs and ASFs; (DMM L601).

Destination Delivery Unit (DDU) – A post office, post office station, or office branch that accepts drop shipments.

Destination Sectional Center Facility (DSCF) - A rate category associated with the drop shipments to ADCs; (DMM L005).

Discontinued Date - The last date in a date range when the associated action is in effect

District User - USPS employee that is an internal user with access to view all areas of FAST (except Administration) and may edit appointment and facility information for records at facilities in their designated district.

Dock Slot (Slot) - An available time at a USPS facility for an appointment to be drop shipped.

Drop and Pick (D&P) - An appointment unique to DNDC drop shipments of bedload parcels, wherein the Postal Service waives the driver unload responsibility and allows a shipper to leave the trailer for postal unloading.

Drop Entry Point System (DEPS) – An internal module within FAST utilized by USPS users to redirect mail from a default drop entry to point to an alternative alternate drop entry point. The FAST appointment scheduling processes utilizes redirections maintained in DEPS to validate the correct drop entry point for drop shipments.

Effective Date - The first date in a date range when the associated action is in effect.

eFile Number - A representation of one or more eVS (Electronic Verification System) parcels grouped under one organization, one drop entry point at one time.

eVS – Electronic Verification System

Expiration Date - The date a Message Board message or What's New Board posting is removed from the boards.

External User – A FAST user that is a USPS customer.

Facilities Database (FDB) - Repository of facility information such as a facility's physical characteristics, facility address and additional information.

Facility Constraints - The default and holiday/contingency constraints that are required for active facilities

Facility ID – The FAST generated ID associated to Postal Service facilities.

Facility User - USPS employee that is an internal user with full access to all areas in FAST (except Administration) and can edit appointment and facility information for their designated facility.

Finalized - The timeframe when an appointment can no longer be modified and is given an appointment score (288 hours past the scheduled appointment time).

Headquarters User - USPS employee that is an internal user with view-only access to all areas of FAST.

Holiday/Contingency Constraints - The trip availability and daily volume constraints that are set for a facility when changes in constraint limits are needed for a short period of time.

In Home End Date - The end date of the timeframe when the mail should be delivered to the customer.

In Home Start Date - The start date of the timeframe when the mail should be delivered to the customer.

Internal User – A FAST user that is a USPS employee.

Late Appointment - An appointment that arrives more than 30 minutes after the scheduled appointment time up to two hours after the scheduled appointment time (see significantly late).

Mail Class – The class of mail associated to the appointment; Standard, Package Services, Periodicals.

Mail Integrity – The condition of the mail when it was dropped at the facility; matches to the Load Integrity Conditions section of the PS Form 8125.

Mail Owner ID - The owner of a mailing responsible for postage payment

Mail Preparer ID - The ID associated to the consolidator or printer of the mail

Mail Shape - The shape or shapes of mail associated with an appointment: Letters, Flats, Machinable Parcels, Non-Machinable Parcels, and Irregular Parcels.

Mailing - A group of mail pieces within the same mail class and mail processing category; a mailing may be split across multiple drop shipment appointments.

Major Content Discrepancy - Used to calculate appointment and scheduler rating; where the difference between the scheduled content and the actual content is more than 5 pallets or greater than 25% bedload.

Message Board - A messaging system for USPS Administrators to post messages for USPS facilities about facility related events or information; messages may be generic for all facilities or for specific facilities.

Minor Content Discrepancy - Used to calculate appointment and customer rating; where the difference between the scheduled content and the actual content is up to 5 pallets or less than 25% bedload.

Multi-Stop - A trip that contains multiple one stop appointments all carried by the same vehicle.

Multi-Stop ID - ID associated to the multi-stop trip to link each appointment within the multi-stop.

NASS Code - The National Air and Surface System (NASS) code associated to a USPS facility.

No Show - An appointment status when a scheduler fails to arrive within 24 hours of the scheduled appointment time at the destination facility.

Number of Pallet Positions - The number of positions on a trailer occupied by pallets.

On-Time Appointment - An appointment that arrives at the correct destination facility within 30 minutes of the scheduled arrival. Early arriving appointments are not guaranteed entry to a facility prior to the appointment time.

Open Appointment - A scheduled appointment that has not arrived at the destination facility.

Parcel Select – Package Services mail that is drop shipped at a destination entry rate.

Periodicals – Mail class associated to an appointment that contains publications and written work

Perishable - Content type associated to an appointment that contains products that are perishable

Plant Verified Drop Shipment (PVDS) - Procedure to enable origin verification and postage payment for shipments transported by the scheduler from the scheduler's plant to destination post offices for USPS acceptance as mail. It is typically used for mailings for which a destination entry discount is claimed.

Post Date - The date a Message Board message or a What's New posting is created and posted to the boards

PostalOne! - A system used to facilitate the integration of customer and Postal Service business processes to expedite mail and better support USPS and scheduler operations.

PS Form 8125 - The Plant Verified Drop Shipment (PVDS) Verification and Clearance formed containing the required appointment information for a drop shipment and is required for each content set of information within an appointment.

PS Form 8125-CD - A consolidated version of the PS Form 8125 where each set of content information on a PS Form 8125 is consolidated to one line in the PS Form 8125-CD.

Recurring Appointment - A drop shipment that is delivered to a destination office on a consistent frequency, on the same day or day(s) at the same time of day; The content of drop shipment must be consistent in terms of mail class, size, volume, containerization (pallets, pallet boxes, etc), and mode of transportation.

Recurring Appointment ID - Unique ID that is associated to one appointment instance in an approved recurring appointment record; Format is: Recurring Sequence ID + R + Date (MMDD).

PS Form 6241, Recurring Appointment Request - A form for USPS customers to provide the required appointment information, mailing information and frequency information to request a recurring appointment at a given facility. The preferred method to request a recurring appointment is through FAST online.

Recurring Appointment Sequence Number - Sequential ID that is associated to every appointment instance within an approved recurring appointment series.

Rejected Appointment - An appointment that does not meet the criteria to be unloaded at a facility upon arrival.

Scheduler ID - ID associated to the scheduler user.

Scheduler Rating - A score given to each scheduler at each destination facility; rewards high performing schedulers with more dock slot options when scheduling an appointment.

Scheduler User - USPS customer that is an external user with the ability to view, create and update appointment data for appointments to which they are associated.

Sectional Center Facility (SCF) - A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

Shipper Name - The name of the appointment's transporting company.

Significant Volume Change – A change to volume amount in a scheduled appointment; used to calculate appointment and scheduler rating.

Significantly Late - When the appointment arrives more than 2 and up to 8 hours after the scheduled arrival time.

Tier - The score range a scheduler is placed into for each destination facility; used to calculate the percentage of slots the scheduler should be allocated at the given facility.

Transportation Information Management Evaluation System (TIMES) - An application that maintains all appointment arrival data in order to support other USPS systems that require the data.

Trip Availability Constraints - The number of available appointments, dock slots the dock may process per hour per appointment type (dock slot constraints).

Unscheduled Arrival - A drop shipment that arrives at a facility without a booked appointment for that facility.

Vehicle ID - The ID associated to the appointment's transporting vehicle.

Web Services - An interface among schedulers, PostalOne! and FAST that enables schedulers to submit appointment request through an electronic messaging system without accessing the FAST online application.

What's New Board – A message posting system where administrators of the FAST system may display system-related information.

12.3 *PostalOne!* User Guide

PostalOne!® Facility Access and Shipment Tracking (FAST) User Guide

Fast User Guide Table of Contents

1.0. FAST Welcome

On behalf of Postal Service™ Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® teams, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business.

This document is a comprehensive user guide that explains how to use the functionality available to our customers for communicating in an automated fashion, via the *PostalOne!* system, with the Facility Access and Shipment Tracking system. The features described in this guide have been developed for the U. S. Postal Service customers who wish to conduct business electronically.

About FAST

FAST is an initiative that will improve the drop shipment process and decrease dock wait times, and is intended to replace Drop Shipment Appointment System (DSAS) by summer, 2005. FAST enables mailing shipment schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, as well as provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

All customers needing access to the FAST system will be required to become participants of the *PostalOne!* system. Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** - After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.
- ***PostalOne!* automated data exchange capability** - Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using the *PostalOne!* system Web Services capabilities. The schedulers must make sure that they are sending the Web Services messages to the *PostalOne!* system with the SchedulerId and SchedulerCorpId that is provided to them via e-mail by the *PostalOne!* system at the time of their user registration. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (either Mail.dat) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at http://www.idealliance.org/maildat. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

Applying for Participation

FAST utilizes the *PostalOne!* portal and users must register as a FAST user through the *PostalOne!* system to schedule appointments or access shipment information. It's as easy as visiting the *PostalOne!* home page at www.usps.com/postalone and on the right corner, under **New Customers Apply for a *PostalOne!* Account**, click on the **Learn More** button. There, you will find additional information about the program and application process. Then click on **Apply Online**. If you have questions about the online application process, call our Customer Care Center at (800) 522-9085.

After completing your online application
Our Customer Care Center will review your online application to ensure that we have accurately established your account. Within 24-48 hours of completing your online application, you will receive a FAST Welcome Kit containing:

> *PostalOne!* **Data Exchange Agreement -** an agreement between your company and the Postal Service that outlines the terms and conditions for participating in the program.
> **Site Administrator Card** - you will fill out a card to designate a coordinator to oversee administrative requirements and user access. The designated corporate site administrator will receive a site administrator welcome kit with information and forms for user access.
> **Customer Request for Web Access, PS Form 1357-C** - a form to be completed and signed by each new user applying for access to the *PostalOne!* system. A signed hardcopy must be mailed to the Customer Care Center after your required approval signatures are obtained.

Customer Account Activation - When all required forms have been signed and processed by the Customer Care Center, your account will be activated. The Customer Care Center will send the site administrator all usernames and passwords via e-mail.

Site Administrator Responsibilities

The site administrator role is a critical part of your company's transition to access FAST through the *PostalOne!* system. The site administrator is the key contact for your company and is responsible for coordinating system administration within your company. This person also must approve all requests for computer access to the *PostalOne!* system within your company. The excerpts below are taken from the user agreement. For more information, please read the entire user agreement.

> <u>**Site Administrator**</u> The participant will appoint a site administrator to administer participant's access and use of the *PostalOne!* system. Participant will provide the *PostalOne!* Customer Care Center with the name of, and contact information for its site administrator by completing the Site Administrator Information Card.
> <u>**Site Administrator Responsibility**</u> Participant or site administrator will (a) accept logon IDs from the *PostalOne!* Customer Care Center on behalf of its users, (b) be responsible for activating and deactivating its users' logon IDs, and (c) be responsible for assigning the appropriate access levels to its users.
> <u>**Site Administrator Obligations**</u> Participant or site administrator will advise its users of their obligations under this agreement.
> <u>**Personnel Change Site Administrator**</u> Participant shall notify the *PostalOne!* team in writing when a site administrator leaves employment at participant's company. If participant fails to notify the *PostalOne!* team, participant is liable for any loss sustained by the Postal Service and any other third-parties resulting from the subscriber's failure to submit such notification.

Contact Us

The *PostalOne!* system is responsible for the "user" management and the automated data exchange process (Web Services) for the FAST system. If you are experiencing problems with:

- Applying to be a FAST user,
- System access (i.e., user ID or logon process, data transfer)
- The Web Service communication (i.e. data transmission, transmission errors, data receipt) process to and from the FAST system
-

Please contact the *PostalOne!* Customer Care Center at (800) 522-9085 and at the prompt, press 1.

- - - - - - -

The FAST system is responsible for the overall business functionality of the system. If you are experiencing problems with:

- The FAST Web application
- Appointment scheduling and management
- Information or data content
- Reports or rating assessments

Please contact the FAST Help Desk at 1-800-USPSHELP.

Helpful Links

Access information about IDEAlliance®, Mail.dat® and the Transportation Messaging Specification, Version 1.0 at http://www.idealliance.org/maildat.

More information about FAST, the *PostalOne!* system and how to apply for access is available at www.usps.com/postalone.

Access to the *PostalOne!* – FAST Technical Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at https://cat.uspspostalone.com/fastxml/index.cfm

2.0 Introduction

2.1 Overview
This document will define the business scenarios for *PostalOne!*® implementation of the IDEAlliance transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Shippers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Shipper business scenarios associated with using the IDEAlliance transportation Web Services are:

- Shipper Queries USPS Facility For Open Appointment Slots
- Shipper Requests An Appointment With a USPS Facility
- Shipper Updates an Appointment
  - Update an Appointment Mail Contents
- Shipper Cancels an Appointment
- Shipper Requests Appointment Close-Out Information
  - Shipper Requests an Exact Appointment Close-Out
  - Shipper Requests All Appointment Close-Outs
- Shipper Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the shipper to keep the Mail.dat data synchronized with the mail contents Web Services request.
- The list of assumptions and constraints will expand.

2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.2).doc, 2004 11 16.

PostalOne! - AppointmentServices.wsdl, 2004, 11 12. This will be updated when the *PostalOne!* URL for FAST Web Services is finalized and is available.

3.0 Business Scenarios

3.1 Shipper Queries for Open Appointment Slots

In the mailing business model, a shipper will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the shipper will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the shipper will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.

Figure 0-1 – Shipper Queries For Open Appointment Slots

Step 1.   The shipper will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.

Step 2.   The shipper will send the DeliveryApptQueryRequest request to the *PostalOne! system.*

Step 3.   The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4.   The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.

Step 5.   FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.

Step 6.   FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has the open appointment slot and can handle the mail load. In the future, FAST will be able to send multiple available appointments information. Currently, FAST will only provide one available slot info.

Step 7.   The *PostalOne!* system will send the response back to the shipper.

3.2 Shipper Requests to Schedule an Appointment

Shippers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Shippers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.
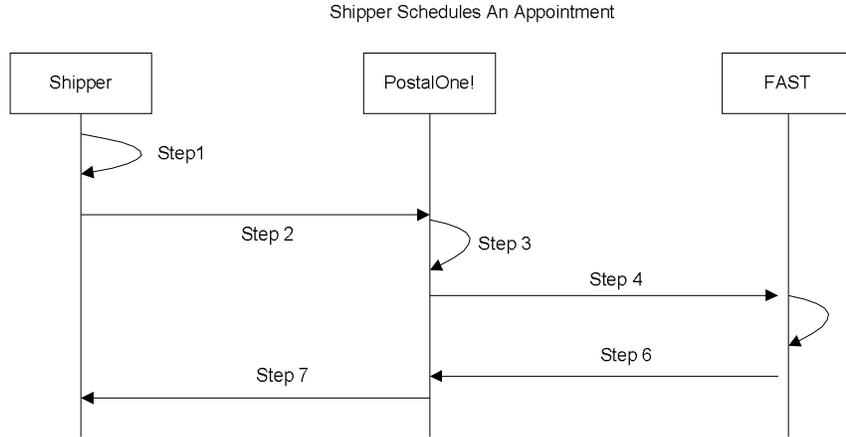
Figure 0-2 – Shipper Request to Schedule an Appointment

Step 1.   The shipper will populate the DeliveryApptRequest Web Services data elements.

Step 2.   The shipper will send the DeliveryApptRequest to the *PostalOne!* system.

Step 3.   The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 4.   The *PostalOne!* system will send the DeliveryApptRequest message to FAST.

Step 5.   FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.

Step 6.   FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

Step 7.   The *PostalOne!* system will send the DeliveryApptResponse message back to the shipper.

3.3 Shipper Updates an Appointment

As shippers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Shippers will use the DeliveryApptUpdate message to update an appointment's mail content, date, time, or facility. The Consignee will send

shippers update appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.

Shipper Updates an Appointment's Mail Contents
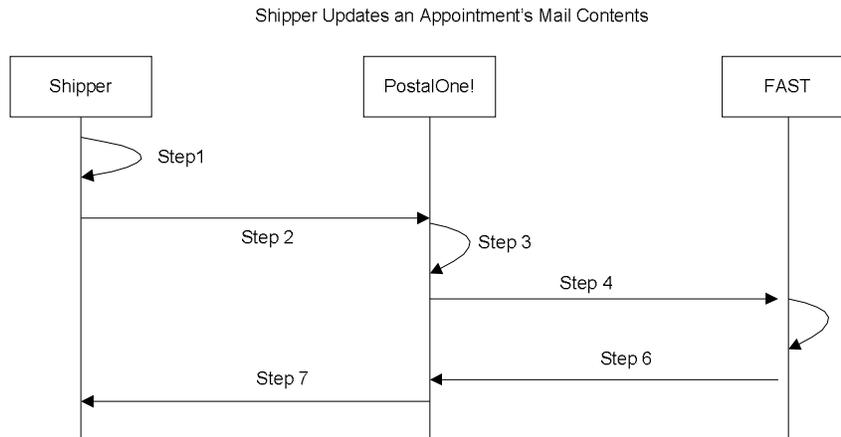
Figure 0-3– Shipper Updates an Appointment

Step 8. The shipper will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content, date, time, or facility.

Step 9. The shipper will send the DeliveryApptUpdate message to the *PostalOne!* system.

Step 10. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 11. The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.

Step 12. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.

Step 13. FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.

Step 14. The *PostalOne!* system will send the response message back to the mailer.

3.4 Shipper Cancels an Appointment

As shippers produce or prepare transportation for mailings, they might run into problems or delays causing the shipper to cancel an existing appointment. Shippers will only be able to cancel a whole appointment. Shippers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A Consignee will send a DeliveryApptCancelResponse message back to a shipper indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.

Shipper Sends Delivery Appointment Cancellation

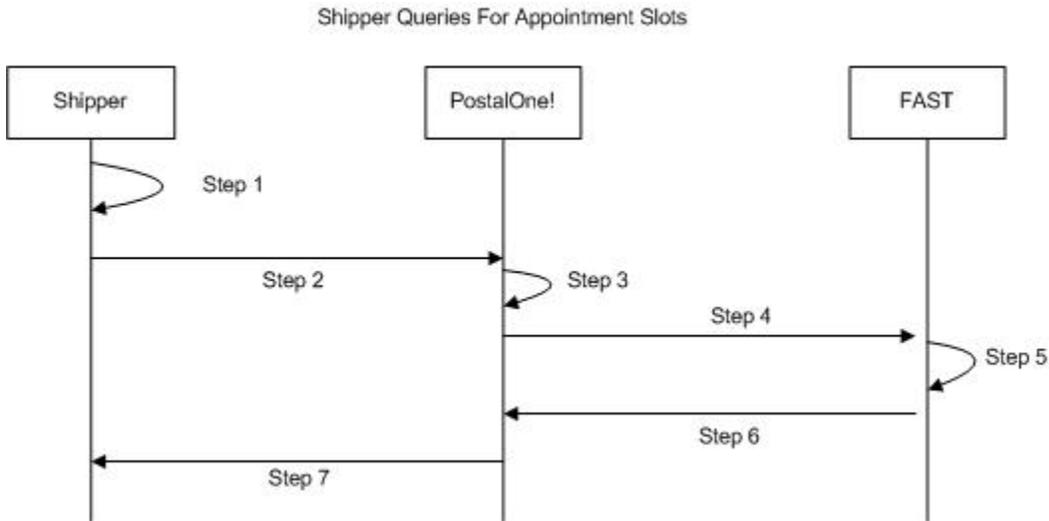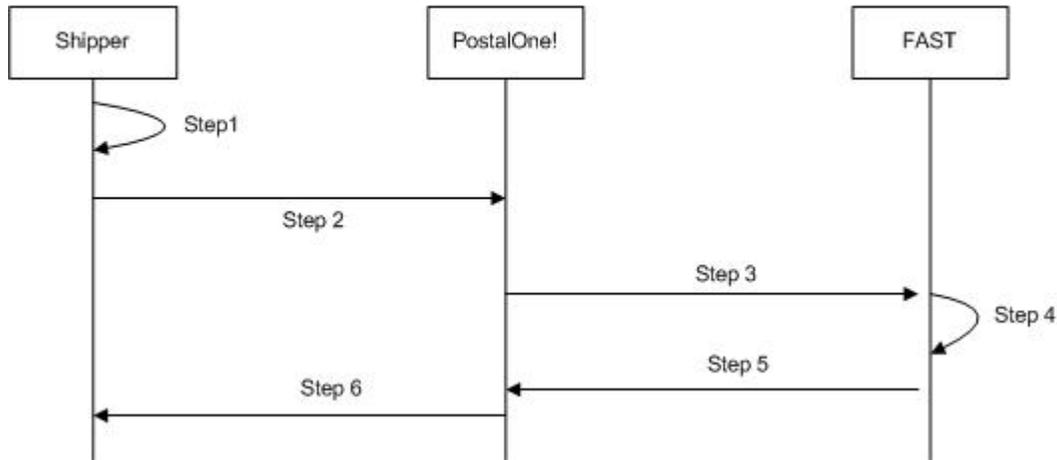**Figure 0-4**– Shipper Cancels an Appointment

Step 15. The shipper will populate the DeliveryApptCancelRequest Web Services data elements.

Step 16. The shipper will send the DeliveryApptCancelRequest message to the *PostalOne! system*

Step 17. The *PostalOne!* system will route the message request to FAST.

Step 18. FAST will cancel the appointment.

Step 19. FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.

Step 20. The *PostalOne!* system will send the message response back to the shipper.

3.5 Shipper Request a Single Appointment Close-Out

When a shipper's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A shipper will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out request message, populate a ConsigneeGoodsReceipt data type with the appointment close-out information, and send aDeliveryApptStatusResponse message back to the shipper that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.
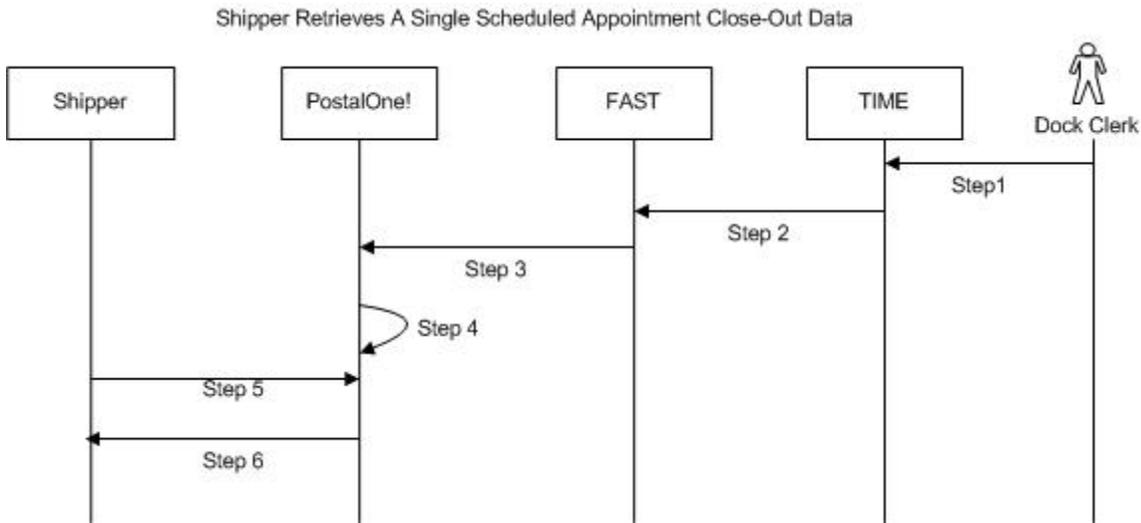
Figure 0-5- Shipper Receives an Appointment Close-Out

Step 21. The dock clerk enters an appointment close-out date and time into TIMES.

Step 22. TIMES system sends the appointment close-out data to FAST.

Step 23. FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.

Step 24. The *PostalOne!* system receives the ConsigneeGoodsReceipt message and stores the data.

Step 25. Shippers and the *PostalOne!* system will have business rules established where the shipper can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The shipper will send a DeliveryApptStatusRequest to the *PostalOne!* system.

Step 26. The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the shipper with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

3.6   Shipper Request All Scheduled and Unscheduled Appointment Close-Out

A Shipper can receive scheduled and unscheduled appointment close information by sending the *PostalOne!* system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all of the shipper's appointment close-out and send the information back to the shipper in an AllDeliveryApptCloseoutResponse message. A shipper can use the AllDeliveryApptCloseoutRequest message to retrieve the following types of appointment close-out information: an on-time scheduled appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with Web Services. Figure 2.6 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.
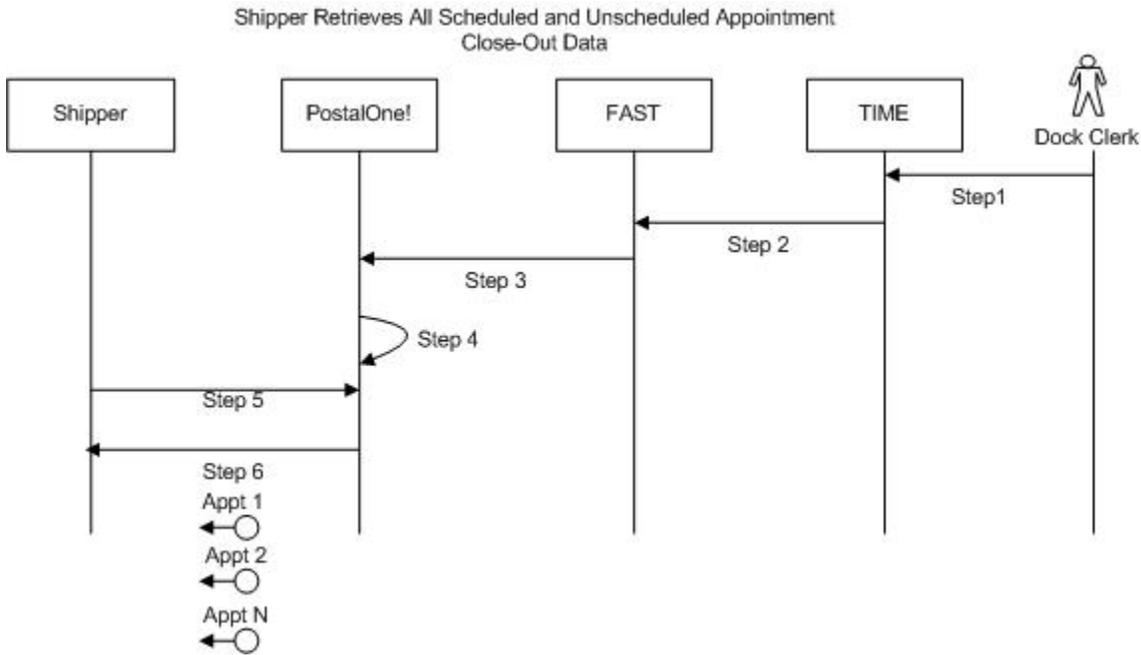
Figure 0-6- Shipper Receives an Appointment Close-Out

Step 27.   The dock clerk enters an appointment close-out date & time into TIMES.

Step 28.   TIMES system sends the appointment close-out data to FAST.

Step 29.   If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.

Step 30.   The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.

Step 31.   Shippers and the *PostalOne!* system will have business rules established where the shipper can poll the *PostalOne!* system every 15 minutes for the appointment close-out data. The shipper will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.

Step 32.   The *PostalOne!* system will receive the request, retrieve all shipper scheduled and unscheduled appointment close messages based on corporation ID, and send a

AllDeliveryApptCloseoutResponse message back to the shipper with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

3.7 Shipper Request Appointment Reply(s) Where Initial Request Timed Out

When the *PostalOne!* system receives an appointment request, it will process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the shipper with a unique tracking ID in the fault block. If the shipper wishes to receive the appointment response associated to an initial request that timed out, the shipper will have to implement the USPS RetrieveApptRepliesRequest message where the shipper supplies at least one unique tracking ID in the message. The shipper will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a RetrieveApptRepliesResponse message and send it back to the shipper. Otherwise, the shipper will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for shippers receiving appointment close-out information from the *PostalOne!* system.
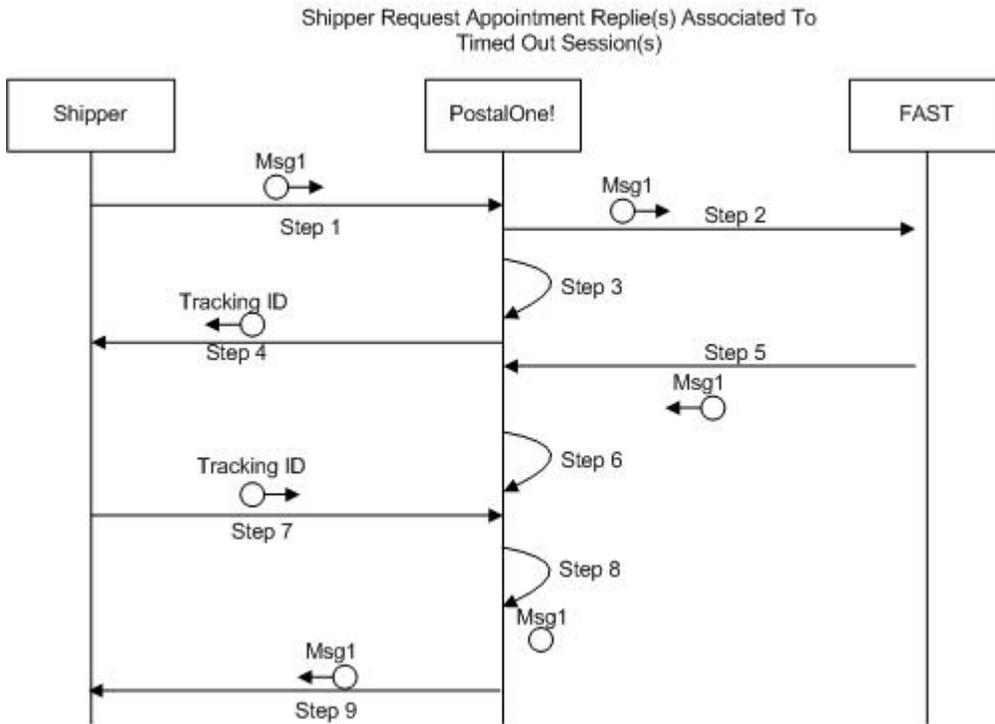
Figure 0-7- The shipper Request Appointment Response Associated to Session Timed Out

Step 33. The shipper sends an appointment request message to the *PostalOne!* system.

Step 34. The *PostalOne!* system receives the message and sends the message to FAST.

Step 35. The *PostalOne!* session times out waiting for a reply message.

Step 36. The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the shipper.

Step 37. FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.

Step 38. The *PostalOne!* system receives the message and stores the data.

Step 39. Based on business rules defined between shippers and the *PostalOne!* system, shippers will periodically send a RetrieveApptRepliesRequest to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.

Step 40. The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.

Step 41. The *PostalOne!* system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the shipper.

12.4 *PostalOne!* Technical Guide

PostalOne!® Facility Access and Shipment Tracking Technical Guide

Version 1.0
January 2005

Fast Technical Guide Table of Contents

1   FAST WELCOME

1.1 Facility Access and Shipment Tracking (FAST) Welcomes You

On behalf of Facility Access and Shipment Tracking (FAST) and the *PostalOne!*® team, we would like to welcome you into the program. We appreciate your feedback and look forward to working with you to improve the way we do business. If you need assistance, our Customer Care Center can be contacted at (800) 522-9085.

This document is a comprehensive technical guide that explains how to use the functionality available to our customers for FAST Web Services via the *PostalOne!* system. The features described in this guide have been developed for the Postal Service™ customers who wish to conduct business electronically. Access to the FAST User Guide, and *PostalOne!* – FAST IDEAlliance Appendix is provided on the left menu bar at https://cat.uspspostalone.com/fastxml/index.cfm

1.2   FAST Program Overview

FAST, an alternative to using the Drop Shipment Appointment System (DSAS) system, is a Postal Service initiative that will improve the drop shipment process and decrease dock wait times. FAST enables schedulers to inquire, create, update, and cancel appointment requests for plant verified drop shipments, and to also provide all necessary details about the mailing contents related to the appointments. The FAST system will provide up-to-date information about what mail can be entered at which facilities and provides request responses, status of appointments, and closeout information back to the schedulers.

Through the FAST website, the Postal Service will manage appointments, proactively manage operations at facilities, and control overall transportation management processing. FAST will provide the Postal Service with a system for rating the timeliness and accuracy of your shipping activities. Reports will provide specific information on the actual content of the mailing received, compared to the content information provided at the time of the appointment. Arrival time, date and destination accuracy will also be provided in reports available online. More scheduling options are available for schedulers with high accuracy ratings.

Once your *PostalOne!* account has been established, you will be able to access FAST appointment-related services as follows:

- **FAST website online scheduling** - After logging into the *PostalOne!* system, schedulers go directly to the FAST website to schedule appointments online. Using this online option, all appointment and content information will be entered manually by the customer. With this method, there is no communication of information through the *PostalOne!* system other than login authentication.

- ***PostalOne!* Web Services data exchange capability** - Once a scheduler has logged on the *PostalOne!* system, the scheduler will send appointment and content information, using Web Services, to the *PostalOne!* system. The *PostalOne!* system passes this information to FAST. Appointment availability is determined, and the appropriate response message is sent from FAST via the *PostalOne!* system back to the customer.

Customers using the suite of electronic services provided by the *PostalOne!* system (i.e. postage payment, eDocumentation) will be able to leverage their existing information (Mail.dat®) within the *PostalOne!* system to facilitate their appointment scheduling process. Information on Web Services messaging in accordance with the industry developed Mail.dat Transportation Messaging Specification, Version 1.0 is available at http://www.idealliance.org/maildat. Version 1.0 defines formats and methods for message exchange and summarizes the Transportation Messaging interface with FAST.

1.3 *PostalOne!* FAST Web Services

The *PostalOne!* FAST Web Services (PFWS) allows customers to electronically submit scheduling requests via the Simple Object Access protocol (SOAP) over the Internet. The *PostalOne!* FAST Web Services is an alternative to using the DSAS system and manually populating the Mail.dat data with appointment numbers

for notifying Postal Service operations organization about planned verified drop shipments. The *PostalOne!* FAST Web Services allows schedulers to inquire, create, update, and cancel the appointment requests for Plant Verified Drop Shipments while also providing all necessary details about the mailing containers related to the appointments. The *PostalOne!* FAST Web Services also allows the Postal Service to provide responses, status of appointments, and closeout information back to the schedulers. The PFWS will also make use of all of the transportation and scheduling data to rate the corporations/schedulers as to the overall performance of their Transportation Management interface with the Postal Service. Schedulers can use the http://fast.uspspostalone.com URL to send Web Services messages to FAST via the *PostalOne!* system. Schedulers may view the status reports and can also manually create appointments by going to the FAST Website at http://fast.usps.com (launch date February 21, 2005). Postal Service internal users of FAST can also go to the FAST website to manage appointments, proactively manage operations at facilities, help with overall transportation management processing and provide a rating system for rating Schedulers.

1.4 Simple Object Access Protocol

Simple Object Access Protocol (SOAP) 1.1 is a key enabler of Web Services through XML. SOAP enables the exchange of XML messages so that services can easily describe their capabilities and allow any other service, application or device on the Internet to easily invoke those capabilities. TM, working with SOAP, adds the mechanisms for the management of syndication on the Web. SOAP is being widely used as transport for Web Services related RPC. TM 1.0 is designed to layer its communications on SOAP. This will enable developers and users to take advantage of their existing communication infrastructure and management services while taking advantage of TM for their content distribution applications or content subscription activities. SOAP V1.1 became a W3C Recommendation on June 24, 2003.

1.5 Web Services Definition Language

Web Services Definition Language (WSDL) is an XML-based description language that currently describes RPC based end-points. This is currently being developed by W3C for extending RPC to enable messaging-style program end-points. TM 1.0 has an XML-based protocol for conversation between client and server. For TM 1.0, we are defining TM end-points with WSDL (either message-oriented or RPC-based or both). This will eliminate the need for TM client packages. Any WSDL to Java or any other programming language-based generator will be able to generate TM client interfaces in that programming language

1.6 FAST Functional Architecture

The following figure 1-1 shows the *PostalOne!* FAST functional architecture.
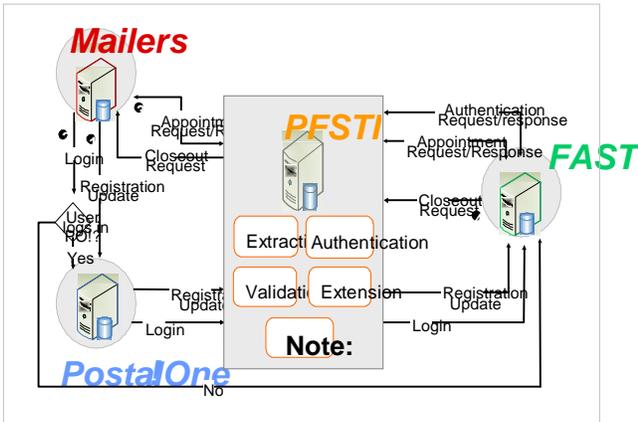
Customer Registration - A mailer either creates a new *PostalOne!* registration or updates an existing registration profile. PFSTI sends new or updated information to FAST.

Appointment Scheduled - Mailers sends appointment schedules to PFSTI, which are then sent to FAST.

Authentication - User logs in through *PostalOne!* website or goes directly to FAST website. In both instances, the user is authenticated through PFSTI.

Closeout Messages - FAST sends closeout messages to PFSTI, which are then sent to mailers.

Publication 804 is under revision. The screenshot above reflects documents currently available.

1.7   PFWS Structure

The PFWS is part of the overall *PostalOne!* application and provides customers with the business to business (B2B) capability of submitting postal documents through the Internet using a Web service over a secure connection (HTTPS) with the Postal Service. The PFWS uses the SOAP protocol to transmit information in an XML format that insures that the data can be sent and received by applications written in various languages and deployed on various platforms.
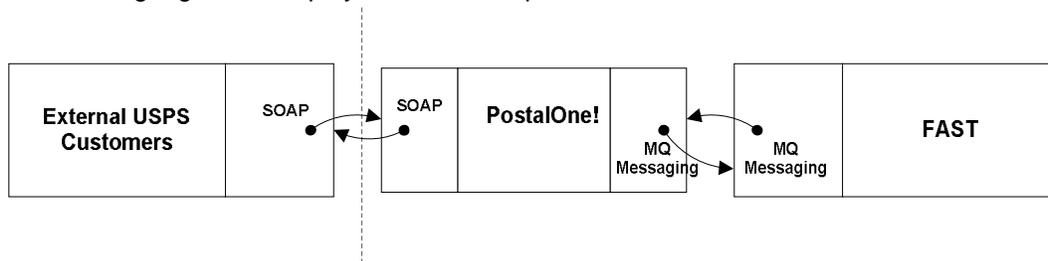
Figure 1-2. *PostalOne!* FAST Web Service Overview

PFWS is a stateless RPC-style Web service that accepts requests via the SOAP protocol using the HTTP bindings. PFWS uses an implementation of the SOAP 1.1 specification; therefore an application should be able to communicate with PFWS using any SOAP implementation that is compliant with the SOAP 1.1 specification. In addition, a client application should be able to be written in any language that has a SOAP implementation. Data is encoded using the SOAP encoding style as defined in section 5 of the SOAP 1.1 specification.

By using SOAP, the Web service de facto standard transmission protocols, the PFWS application allows Postal Service customers and commercial software vendors to develop SOAP-enabled custom software applications to generate postal transportation messaging documents and submit them electronically to the Postal Service *PostalOne!* system where, after format validation and in some cases after completion of messages via Mail.dat data, they will be passed to the FAST system. Once the FAST system processes the information, the FAST system sends messages back to the *PostalOne!* system and from there mailers can pull the messages. PFWS has opened up the ability for Postal Service customers to start performing actions on data without having to visit the FAST HTML-based application.

User Interface

The PFWS provides the capability to submit postal transportation messaging data electronically, so no user interface exists within the *PostalOne!* system to support such functionality. Each Postal Service customer must determine the best way to integrate the features of the PFWS into their own systems or to acquire third-party software capable of using PFWS features.

Functions and Processes

The *PostalOne!* FAST Web Services API consists of one major area of functionality, i.e. Transportation messaging, with its own Web Services Definition Language (WSDL) file that defines the objects and methods available. The different methods available are

- Query
- Create
- Update
- Cancel
- Closeout

The following sections in this guide describe each functional area in detail. The Web Services interface is described using WSDL. The WSDL document that describes the *PostalOne!* FAST Web Services can be found at the following location: Customer Acceptance Test (CAT) URL:
https://cat.uspspostalone.com/fastxml/index.cfm

2 Introduction

2.1 Overview

This document will define the business scenarios for *PostalOne!*® implementation of the IDEAlliance® transportation Web Services, and the IDEAlliance supported error messages for each Web Services message.

2.2 Document Summary

This section will describe all of the Postal Service supported IDEAlliance TM(s) business scenarios. Developers will know how to use each business service within their mailing business model. For each business scenario, there will be a constraints section that describes any limitations the Postal Service will impose on these IDEAlliance business services that are not documented in the IDEAlliance TM document.

- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.

The IDEAlliance Business Process Workflows will define the following list of business scenarios and associated IDEAlliance TMs used to perform Facility Access and Shipment Tracking (FAST) appointment scheduling activities. Scheduler business scenarios associated with using the IDEAlliance transportation Web Services are:

- Scheduler Queries USPS Facility For Open Appointment Slots
- Scheduler Requests An Appointment With a USPS Facility
- Scheduler Updates an Appointment
  - Update an Appointment Mail Contents
- Scheduler Cancels an Appointment
- Scheduler Receives Appointment Close-Out Information
  - Scheduler Request an Exact Appointment Close-Out
  - Scheduler Request All Appointment Close-Outs
- Scheduler Requests Status Appointment Replies When Initial Process Times-out

2.3 Assumptions and Constraints

- It is the responsibility of the scheduler to keep the Mail.dat data synchronized with the mail contents Web Services request.
- It is the responsibility of the scheduler to keep track of SchedulerID and SchedulerCorpIds for its users who are responsible for sending Web Services messages to *PostalOne!* FAST.
- *PostalOne!* FAST Web Services are not completely supporting the IDEAlliance TM specifications. For further details, see *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for Postal Service specific assumptions and constraints.
- The list of assumptions and constraints will expand.

2.4 References

- Mail.dat Transportation Message Protocol, Data Dictionary Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Primer: Introduction and Overview, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Transportation Messaging Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, XML Specification, Version 1.0, 2004 11 10.
- Mail.dat Transportation Message Protocol, Fault and Return Information Specification, Version 1.0, 2004 11 10.
- *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0).
- *PostalOne!* - AppointmentServices.wsdl, 2004, 11 12.

3 Business Scenarios

3.1 Getting Ready for *PostalOne!* FAST Web Services

Before schedulers can send any Web Services messages to the *PostalOne!* system, all Web Services messages need to have a SchedulerId and SchedulerCorpId which is provided by the *PostalOne!* team at the time of customer registration. When a customer is successfully added to the *PostalOne!* system and user accounts are created, the user will be notified of his/her SchedulerId and SchedulerCorpId that "MUST" accompany all Web Services messages to the *PostalOne!* system. The SchedulerId represents a business role within the scheduler's organization and the SchedulerCorpId represents the ID by which the *PostalOne!* system and FAST will recognize the customer's corporation.

- See *PostalOne!* - FAST IDEAlliance Appendix (Version 1.0) for details.

3.2 Fault Element

The <Fault> element is designed to pass operational and implementation errors via the detail portion of SOAP Fault mechanism. The Fault has an optional TrackingID attribute which identifies the message that was interrupted by the fault and can be used for fault recovery. The Fault is made up of one or more Fault Codes with an optional Fault Description. See the error codes section with each specific Web Services message for *PostalOne!* and FAST specific fault or error codes and descriptions.

The following figure shows the Fault message structure.
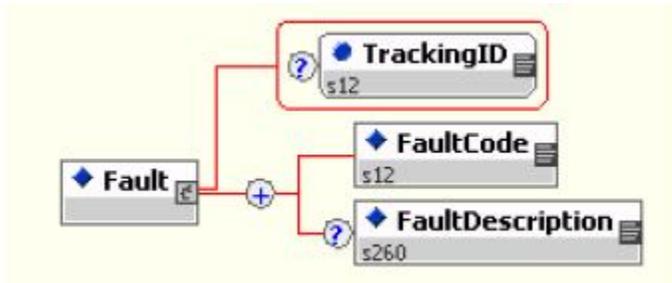
Fault Structure

3.3   Scheduler Queries for Open Appointment Slots

The following two figures show the DeliveryApptQueryRequest and DeliveryApptQueryResponse message structure.
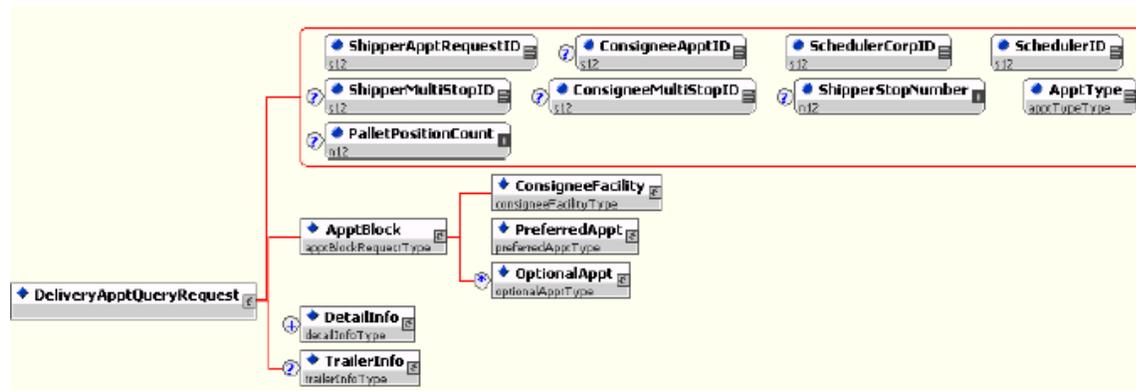
DeliveryApptQueryRequest
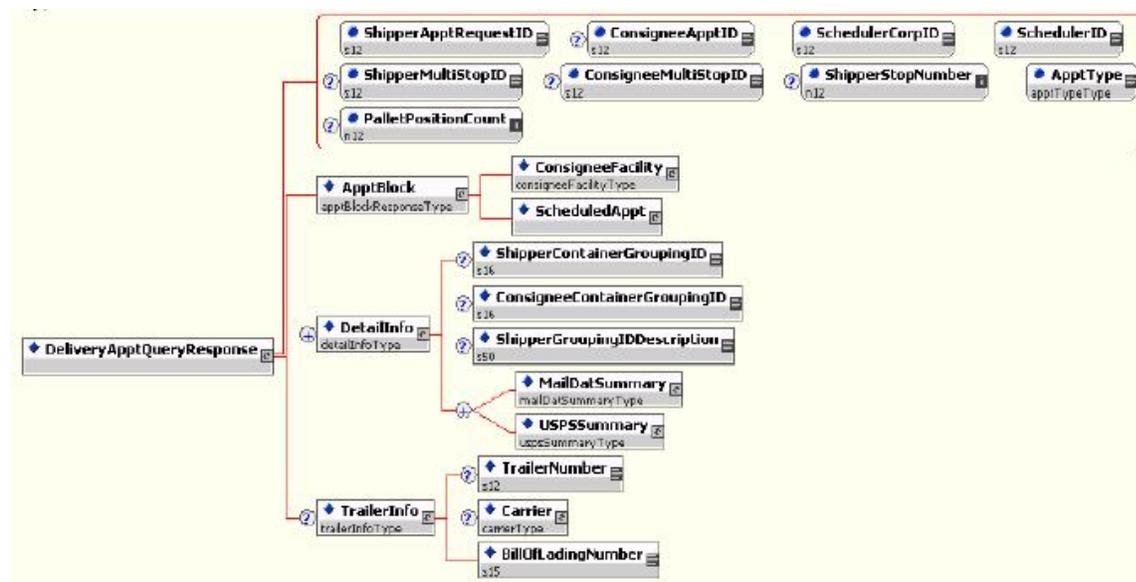
DeliveryApptQueryResponse

In the mailing business model, a scheduler will need to perform entry point planning to drop off mail jobs at Postal Service facility locations. In creating an entry point plan, the scheduler will need the capability to query a Postal Service facility for open appointment slots. To model the query for open appointment slots business logic into a business workflow, the scheduler will implement the DeliveryApptQueryRequest message and DeliveryApptQueryResponse Web Services. Figure 2.1 shows the business process for performing a query for open appointment facility slots for a specific mail load.
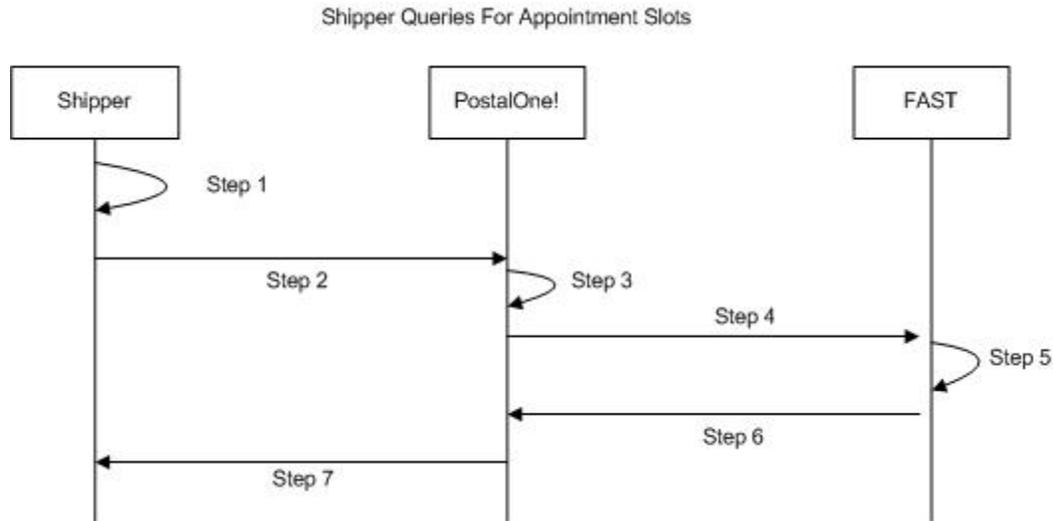
Figure 3-1 – Scheduler Queries For Open Appointment Slots

Step 42. The scheduler will populate the DeliveryApptQueryRequest Web Services data elements which include the Postal Service facility and mail contents to be delivered.

Step 43. The scheduler will send the DeliveryApptQueryRequest request to the *PostalOne!* system.

Step 44. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 45. The *PostalOne!* system will send the DeliveryApptQueryRequest message to FAST.

Step 46. FAST will check the facility availability for the specified date/time in the optionalAppt block and the facility's capacity to receive the mail load.

Step 47. FAST will send the *PostalOne!* system back a DeliveryApptQueryResponse which will indicate if the specified Postal Service facility has an open appointment slot and can handle the mail load.

Step 48. The *PostalOne!* system will send the response back to the scheduler.

PostalOne! **Supported Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412

Invalid user ID		
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time	SOAP Body	ErrorCode: 3005

must be within 8 hours of the Optional End Time		
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

3.4 Scheduler Requests to Schedule an Appointment

The following two figures show DeliveryApptRequest and DeliveryApptResponse message structures.
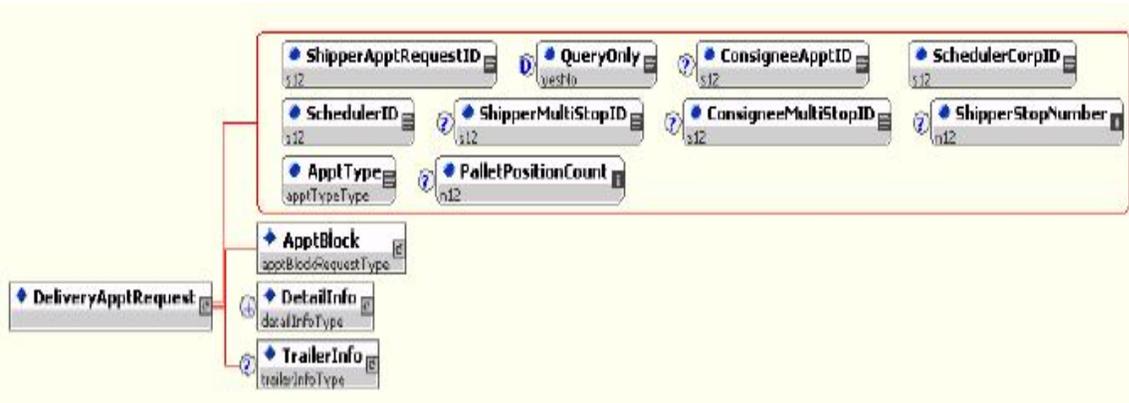
DeliveryApptRequest
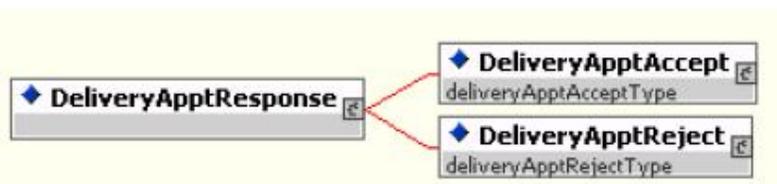
DeliveryApptResponse

Schedulers will need the capability to schedule an appointment to notify a Postal Service facility of mailing(s) drop-off. Schedulers will use DeliveryApptRequest and DeliveryApptResponse messages to incorporate appointment scheduling business logic into their business workflow process. Figure 2.2 shows the sequence of events for scheduling an appointment request.

Shipper Schedules An Appointment
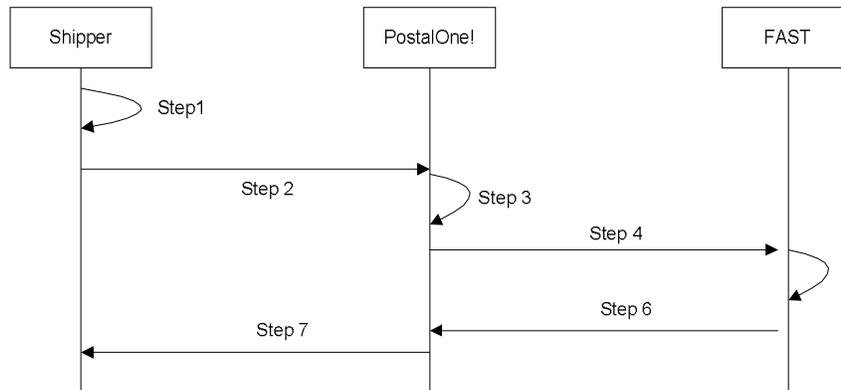
Figure 3-2 – Scheduler Request to Schedule an Appointment

Step 49. The scheduler will populate the DeliveryApptRequest Web Services data elements.

Step 50. The scheduler will send the DeliveryApptRequest to the *PostalOne!* system.

Step 51. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

The following two figures show the MailDatSummary and USPSSummary structure.
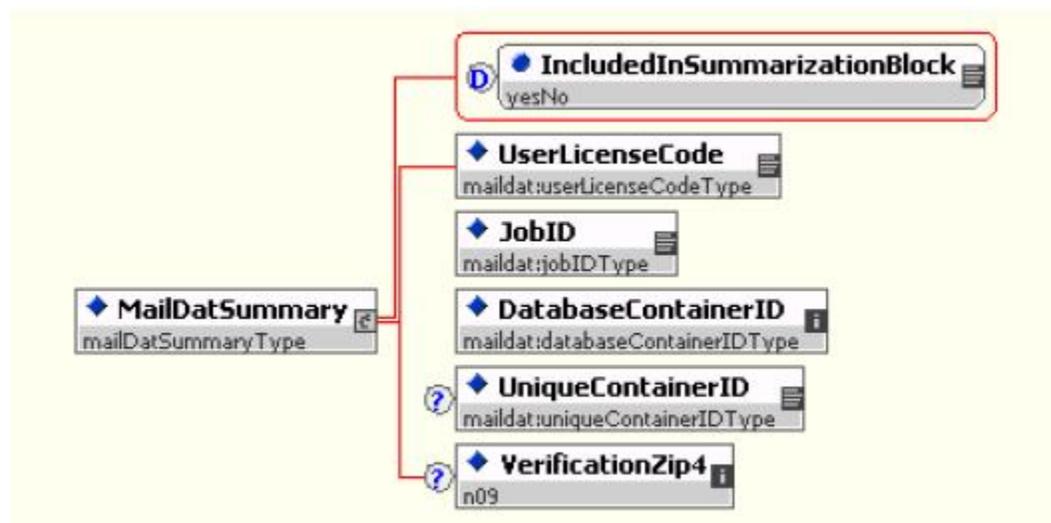
MailDatSummary
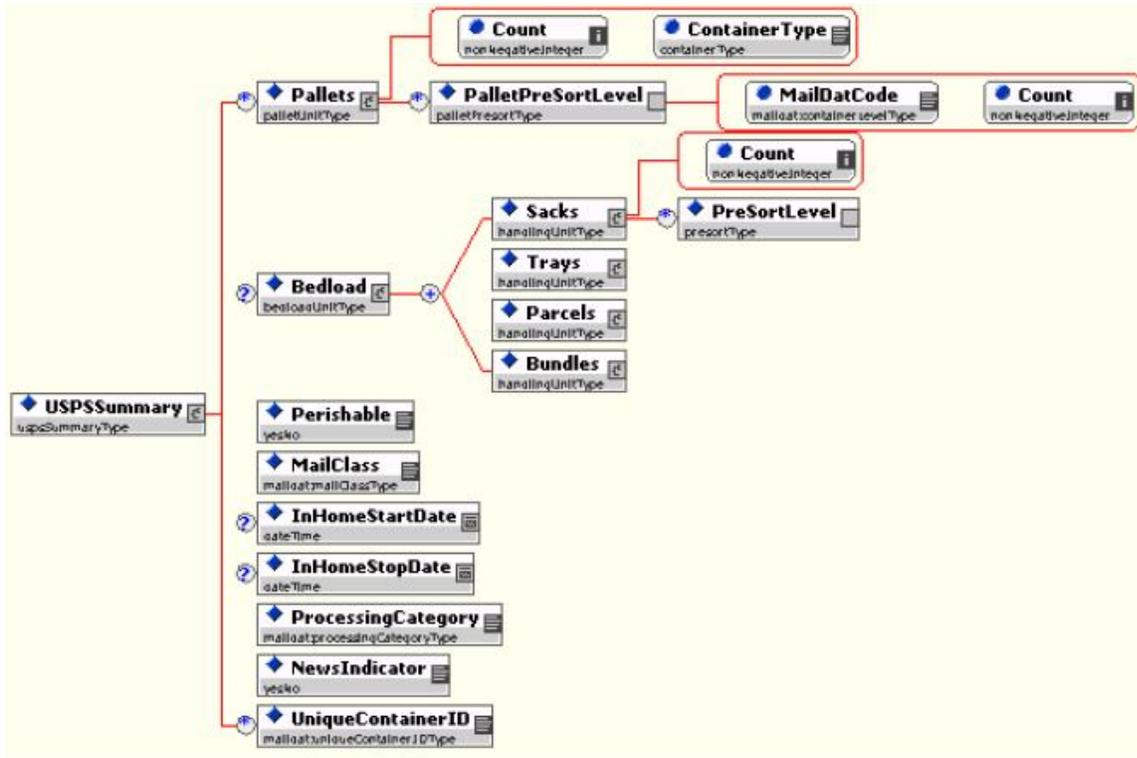
USPSSummary

Step 52. The *PostalOne!* system will send the DeliveryApptRequest message to FAST.

Step 53. FAST will check the facility appointment availability for the specified date/time in the DeliveryApptRequest message and mail volume associated to the appointment. If the facility can accommodate the appointment request, FAST will schedule an appointment at that particular Postal Service facility, and populate the response in a DeliveryApptAccept block. If accommodation is not available, FAST will reject the appointment request and populate the response in a DeliveryApptReject block.

Step 54. FAST will include either the DeliveryApptAccept or DeliveryApptReject block in a DeliveryApptResponse message and send it back to the *PostalOne!* system.

Step 55. The *PostalOne!* system will send the DeliveryApptResponse message back to the scheduler.

PostalOne! **Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – Invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408

| Mail.dat user license code not supported by receiver | SOAP Body | TMErrorCode: 1100 |
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid Multistop ID	SOAP Body	TMErrorCode: 1005
Duplicate Unique Container ID's	SOAP Body	TMErrorCode: 1006
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be earlier than the In Home End Date	SOAP Body	TMErrorCode: 1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-	SOAP Body	ErrorCode: 3003

Machineable Parcel), or Irregular Parcel		
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
The time difference between the first and last appointment of a multi-stop must be within 24 hours	SOAP Body	ErrorCode: 3006
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

3.5 Scheduler Updates an Appointment

The following two figures show the DeliveryApptUpdate and DeliveryApptUpdateResponse message structure.
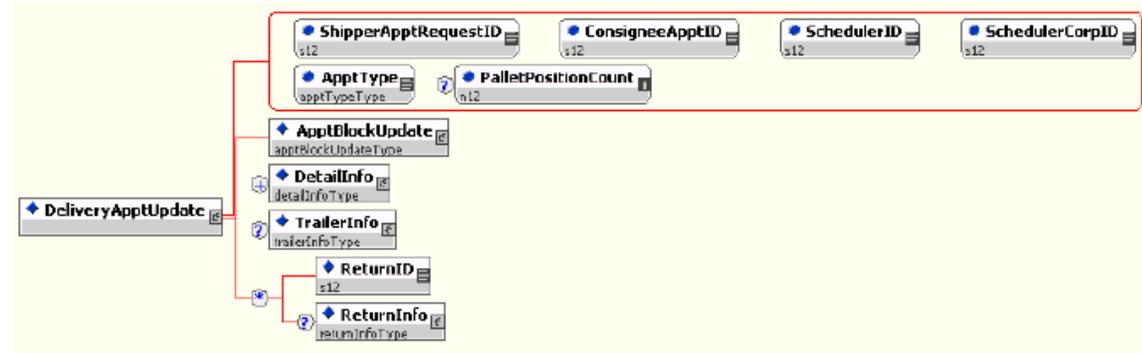
DeliveryApptUpdate
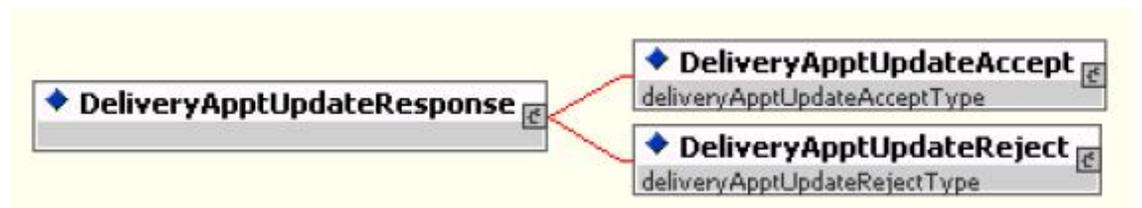
DeliveryApptUpdateResponse

As schedulers produce the mailings or prepare transportation, they will need to update the appointment information, for example the header, mail content or trailer. Schedulers will use the DeliveryApptUpdate message to update an appointment's mail content. The consignee will send schedulers update

appointment responses using the DeliveryApptUpdateResponse message. Figure 2.3 shows the sequence of events for making an appointment update.

Shipper Updates an Appointment's Mail Contents
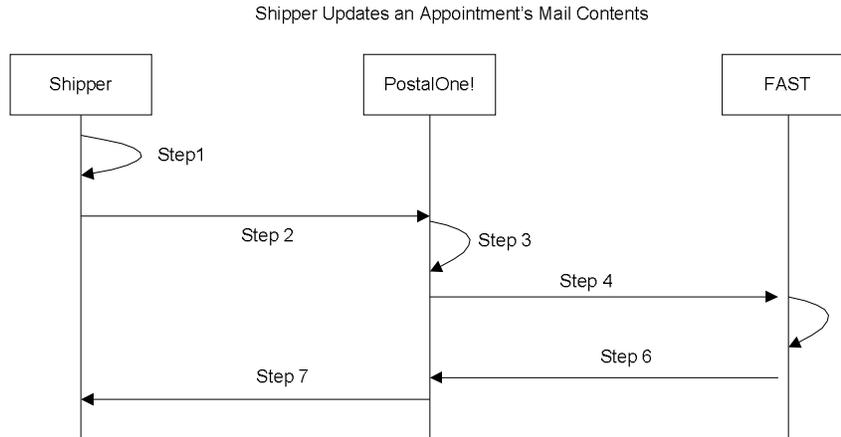
Figure 3-3– Scheduler Updates an Appointment

Step 56. The scheduler will populate the DeliveryApptUpdate Web Services data elements to update an appointment's mail content.

Step 57. The scheduler will send the DeliveryApptUpdate message to the *PostalOne!* system.

Step 58. The *PostalOne!* system will check if the maildatSummary block(s) -> IncludedInSummarization flag equals "NO." If so, the *PostalOne!* system will check if the maildatSummary section has all required values (User License Code, Job ID, Database Container ID, and ZIP+4) to retrieve the Mail.dat data from the *PostalOne!* database. After validating required values, the *PostalOne!* system will populate the USPSSummary information with stored Mail.dat data.

Step 59. The *PostalOne!* system will send the DeliveryApptUpdate message to FAST.

Step 60. FAST will check the facility's appointment availability for the specified date/time in the DeliveryApptUpdate and mail volume associated to the appointment. If the facility can accommodate the update appointment request, FAST will update the scheduled appointment and populate a DeliveryApptUpdateAccept block with the response information. If the Postal Service facility cannot accommodate the appointment's updated mail content, then FAST will put the rejection response in a DeliveryApptUpdateReject block.

Step 61. FAST will include either the DeliveryApptUpateAccept or DeliveryApptUpdateReject block in a DeliveryApptUpdateResponse message and send it back to the *PostalOne!* system.

Step 62. The *PostalOne!* system will send the response message back to the mailer.

PostalOne! **Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed –	SOAP Body	TMErrorCode: 412

Invalid user ID		
User authentication failed – Invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation Arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Mail.dat user license code not supported by receiver	SOAP Body	TMErrorCode: 1100
Mail.dat job ID not in consignee database	SOAP Body	TMErrorCode: 1101
Mail.dat DatabaseContainerID not in consignee database	SOAP Body	TMErrorCode: 1102
Mail.dat verification ZIP+4 not in consignee database	SOAP Body	TMErrorCode: 1103
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid Scheduler ID for Scheduler Corp ID	SOAP Body	TMErrorCode: 1000
Invalid Scheduler Corp ID	SOAP Body	TMErrorCode: 1001
Facility not found.	SOAP Body	TMErrorCode: 1002
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
No slots available for that time / type - dock limit	SOAP Body	TMErrorCode: 1009
Volume requested exceeded available amount (VOLUME TYPE SPECIFIED)	SOAP Body	TMErrorCode: 1010
Appointments must be scheduled at least 8 hours in advance	SOAP Body	TMErrorCode: 1011
Appointments may only be scheduled up to 14 days in advance	SOAP Body	TMErrorCode: 1012
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Customer and Consignee Appointment ID do not correspond	SOAP Body	TMErrorCode: 1017
Requested appt date/time is past	SOAP Body	TMErrorCode: 1018
News content is only valid when Mail Class is Periodicals	SOAP Body	TMErrorCode: 1200
Perishable content is only valid when Mail Class is Package Services	SOAP Body	TMErrorCode: 1201
Invalid Mail Shape/ Handling Unit combination	SOAP Body	TMErrorCode: 1202
In Home Start Date must be	SOAP Body	TMErrorCode:

earlier than the In Home End Date		1203
Mail Class not supported by Consignee	SOAP Body	TMErrorCode: 1300
Processing Category not supported by Consignee	SOAP Body	TMErrorCode: 1301
Presort Level not supported by Consignee	SOAP Body	TMErrorCode: 1302
Scheduler ID is not valid	SOAP Body	ErrorCode: 3000
Scheduled Appointment time must be scheduled on the hour	SOAP Body	ErrorCode: 3001
Customer and Consignee Multistop ID do not correspond	SOAP Body	ErrorCode: 3002
Perishable content is only valid when Processing Category (Mail Shape) is Machineable Parcel, Outside Parcel (Non-Machineable Parcel), or Irregular Parcel	SOAP Body	ErrorCode: 3003
Optional Appointment Start Time must be before the Optional End Time	SOAP Body	ErrorCode: 3004
Optional Appointment Start Time must be within 8 hours of the Optional End Time	SOAP Body	ErrorCode: 3005
Appointment date/time must be earlier than In Home Start Date	SOAP Body	ErrorCode: 3007
Number of USPSSummary blocks exceeded maximum limit of 100	SOAP Body	ErrorCode: 3008
A Speedline Appointment cannot have more than 6 pallet positions	SOAP Body	ErrorCode: 3009
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010
Facility does not accept drop shipments.	SOAP Body	ErrorCode: 3011

3.6 Scheduler Cancels an Appointment

The following two figures show the DeliveryApptCancelRequest and DeliveryApptCancelResponse message structure.
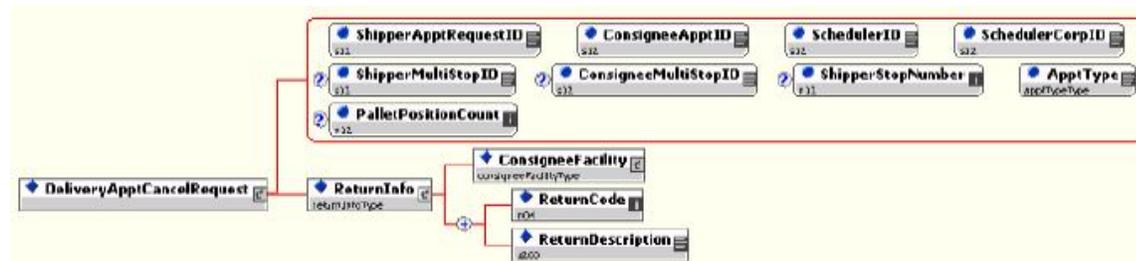
DeliveryApptCancelRequest
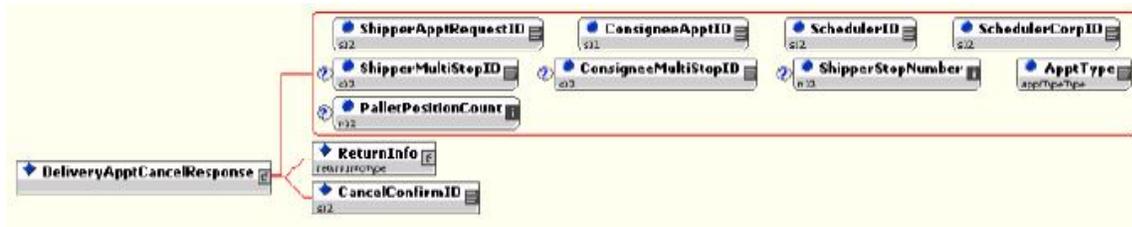
DeliveryApptCancelResponse

As schedulers produce or prepare transportation for mailings, they might run into problems or delays causing the scheduler to cancel an existing appointment. Schedulers will only be able to cancel a whole appointment. Schedulers will use the DeliveryApptCancelRequest message to request an appointment to be canceled. A consignee will send a DeliveryApptCancelResponse message back to a scheduler indicating if the appointment was successfully canceled. Figure 2.4 shows the sequence of events for canceling an appointment.
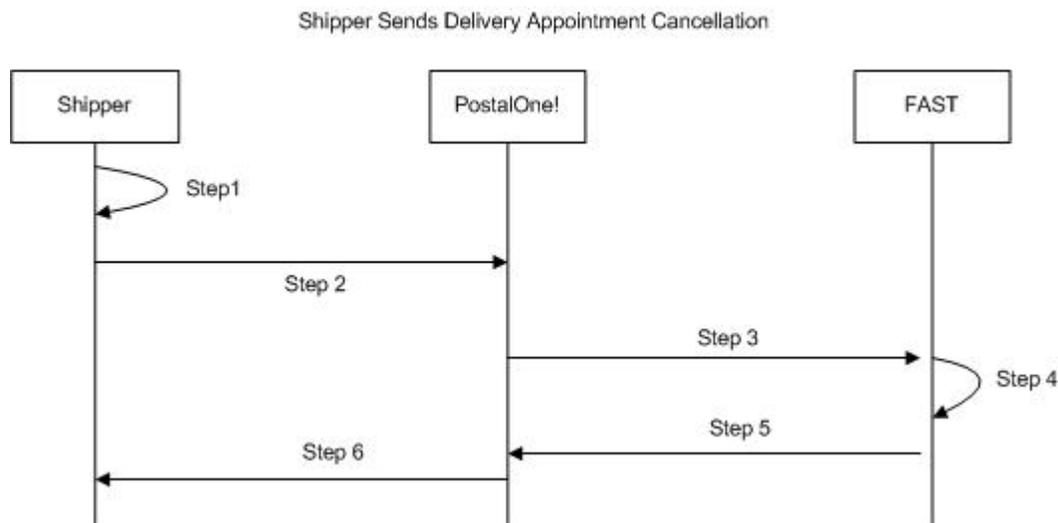
Figure 3-4– Scheduler Cancels an Appointment

Step 63. The scheduler will populate the DeliveryApptCancelRequest Web Services data elements.

Step 64. The scheduler will send the DeliveryApptCancelRequest message to the *PostalOne!* system.

Step 65. The *PostalOne!* system will route the message request to FAST.

Step 66. FAST will cancel the appointment.

Step 67. FAST will send a DeliveryApptCancelRequest message back to the *PostalOne!* system which will contain a cancelConfirmID indicating whether or not the appointment was successfully canceled.

Step 68. The *PostalOne!* system will send the message response back to the scheduler.

PostalOne! **Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404

| XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
FAST too slow – system timed out	SOAP Body	TMErrorCode: 501
All other system level errors	SOAP Body	TMErrorCode: 500

FAST Support Error Conditions:

Error Condition	Error Carrier	Error Code
Invalid ConsigneeApptID	SOAP Body	TMErrorCode: 1004
Update/cancel refused - appointment closed/canceled	SOAP Body	TMErrorCode: 1015
Appointments must be updated at least 8 hours in advance	SOAP Body	ErrorCode: 3010

3.7 Scheduler Request a Single Appointment Close-Out

The following two figures show the DeliveryApptStatusRequest and DeliveryApptStatusResponse message structures.
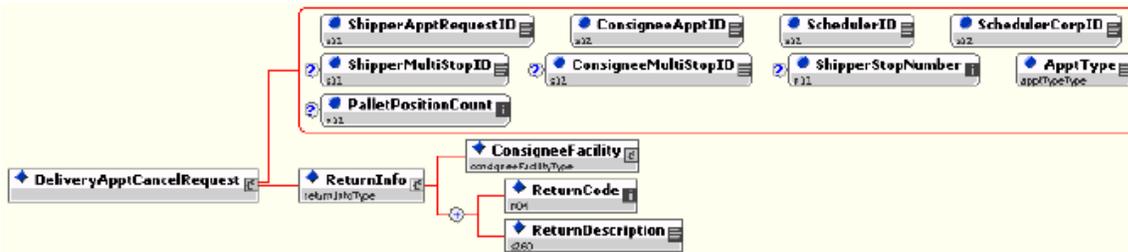
DeliveryApptStatusRequest
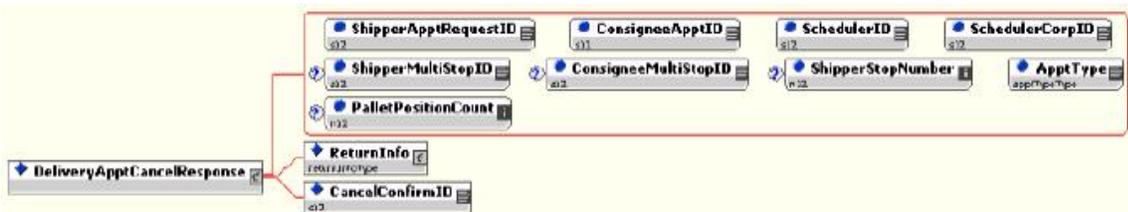
DeliveryApptStatusResponse

When a scheduler's mail job has arrived at a Postal Service facility, a dock clerk will close the appointment using TIMES. This system will send the appointment close-out information to FAST which will send the information to the *PostalOne!* system. A scheduler will use the DeliveryApptStatusRequest message to request a single appointment close-out for the following types of appointment close-outs: an on-time scheduled appointment, a no-show appointment, or a rejected scheduled appointment. When a consignee receives a DeliveryApptStatusRequest message, the consignee will process the appointment close-out request message, populate a ConsigneeGoodsReceipt data type with the appointment close-out information, and send a DeliveryApptStatusResponse message back to the scheduler that includes the ConsigneeGoodsReceipt data type. Refer to the business rules and constraints section below for specific business logic, rules, and constraints associated with this type of Web Services. Figure 2.5

shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.
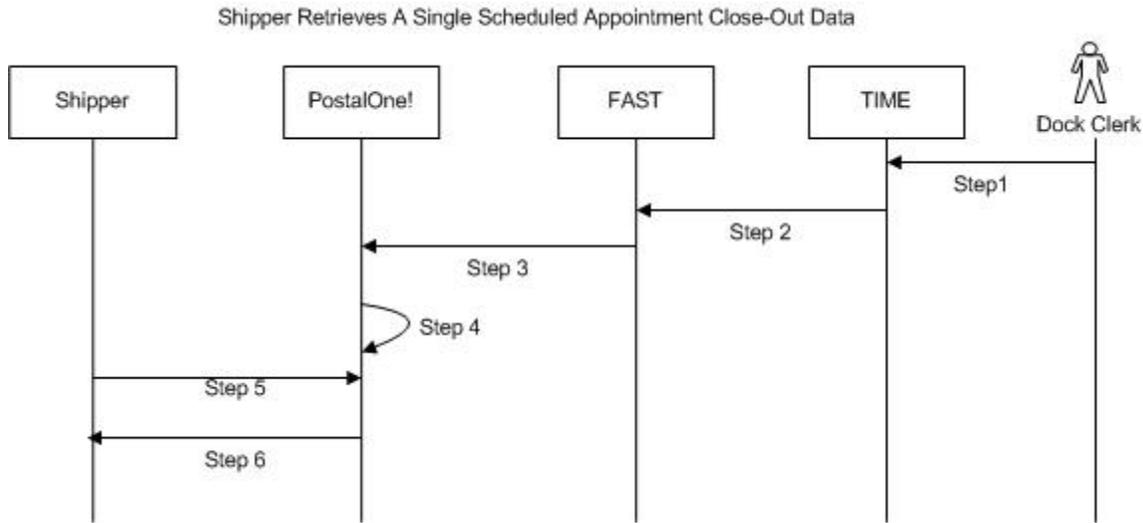
Shipper Retrieves A Single Scheduled Appointment Close-Out Data

Figure 3-5- Scheduler Receives an Appointment Close-Out

Step 69. The dock clerk enters an appointment close-out date and time into TIMES.

Step 70. TIMES system sends the appointment close-out data to FAST.

Step 71. FAST populates ConsigneeGoodsReceipt message with the appointment close-out data and enters the ConsigneeGoodsReceipt message into the *PostalOne!* message queue.

Step 72. The *PostalOne!* system receives the ConsigneeGoodsReceipt message and stores the data.

Step 73. Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data based on the scheduled induction date and time. The scheduler will send a DeliveryApptStatusRequest to the *PostalOne!* system.

Step 74. The *PostalOne!* system will receive the request and send a DeliveryApptStatusRequest message back to the scheduler with the included ConsigneeGoodsReceipt data type containing the appointment close-out data.

PostalOne! **Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

3.8   Scheduler Request All Scheduled and Unscheduled Appointment Close-Out

The following two figures show the AllDeliveryApptCloseoutRequest and
AllDeliveryApptCloseoutResponse message structures.

AllDeliveryApptCloseoutRequest
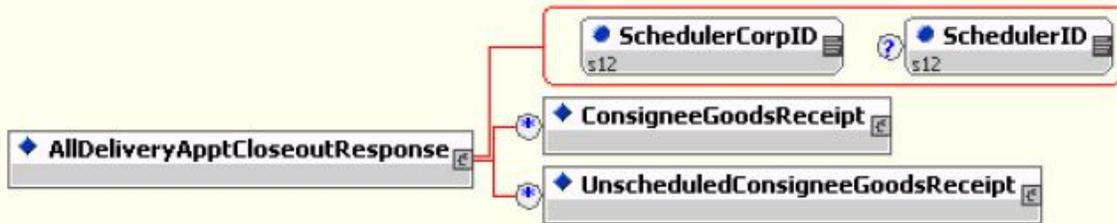
AllDeliveryApptCloseoutResponse

A scheduler can receive scheduled and unscheduled appointment close information by sending the
PostalOne! system an AllDeliveryApptCloseoutRequest message. The *PostalOne!* system will retrieve all
of the scheduler's appointment close-out and send the information back to the scheduler in an
AllDeliveryApptCloseoutResponse message. A scheduler can use the AllDeliveryApptCloseoutRequest
message to retrieve the following types of appointment close-out information: an on-time scheduled
appointment, a no-show appointment, a rejected scheduled appointment, or unscheduled appointments.
Refer to the business rules and constraints section below for specific business logic, rules, and
constraints associated with Web Services. Figure 2.6 shows the business process sequence for
schedulers receiving appointment close-out information from the *PostalOne!* system.
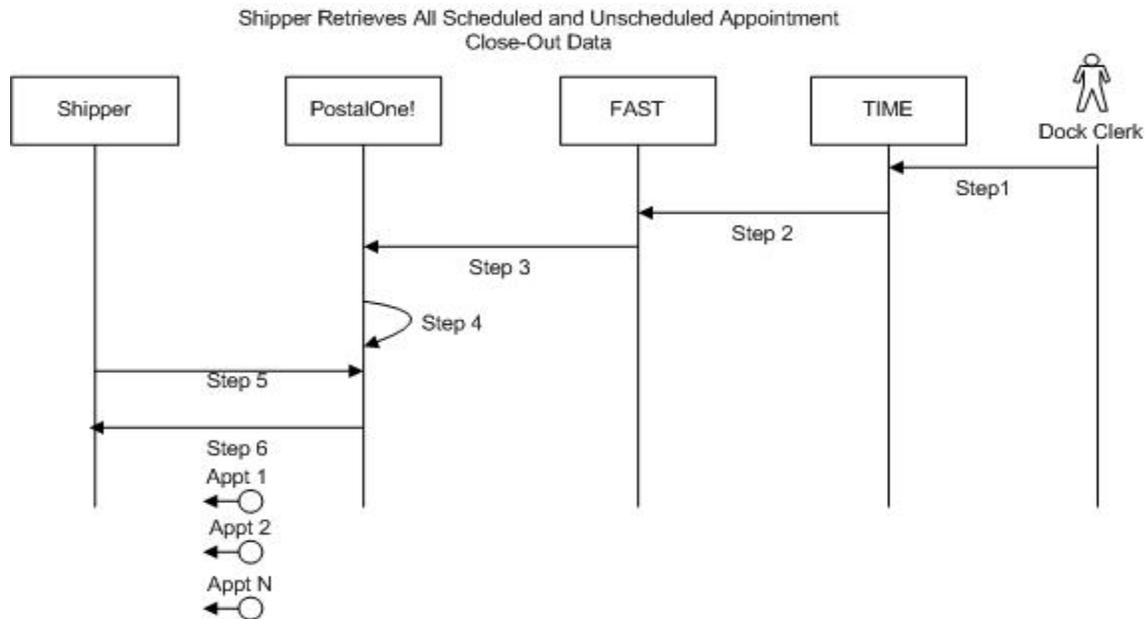

Figure 3-6- Scheduler Receives an Appointment Close-Out

Step 75. The dock clerk enters an appointment close-out date & time into TIMES.

Step 76. TIMES system sends the appointment close-out data to FAST.

Step 77. If the appointment close-out is a scheduled appointment, FAST populates a ConsigneeGoodsReceipt message with the appointment close-out data. If the appointment close-out is an unscheduled appointment, FAST populates an UnscheduledConsigneeGoodsReceipt message with the appointment close-out data. FAST will put both messages, ConsigneeGoodsReceipt and UnscheduledConsigneeGoodsReceipt, on the *PostalOne!* message queue.

Step 78. The *PostalOne!* system receives the ConsigneeGoodsReceipt or UnscheduledConsigneeGoodsReceipt messages and stores the data.

Step 79. Schedulers and the *PostalOne!* system will have business rules established where the scheduler can pull the *PostalOne!* system every 15 minutes for the appointment close-out data. The scheduler will send the *PostalOne!* system an AllDeliveryApptCloseoutRequest.

Step 80. The *PostalOne!* system will receive the request, retrieve all scheduler scheduled and unscheduled appointment close messages based on corporation ID, and send a AllDeliveryApptCloseoutResponse message back to the scheduler with all of the included ConsigneeGoodsReceipt and/or UnscheduledConsigneeGoodsReceipt data types.

**PostalOne! Support Error Conditions**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Body	TMErrorCode: 412
User authentication failed – invalid password	SOAP Body	TMErrorCode: 412
User authorization failed	SOAP Body	TMErrorCode: 412
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
All other system level errors	SOAP Body	TMErrorCode: 500

3.9 Scheduler Request Appointment Reply(s) Where Initial Request Timed Out

The following two figures from IDEAlliance TM specification 1.0 show the ApptResponseRetrievalRequest and ApptResponseRetrievalResponse message structure.

ApptResponseRetrievalRequest
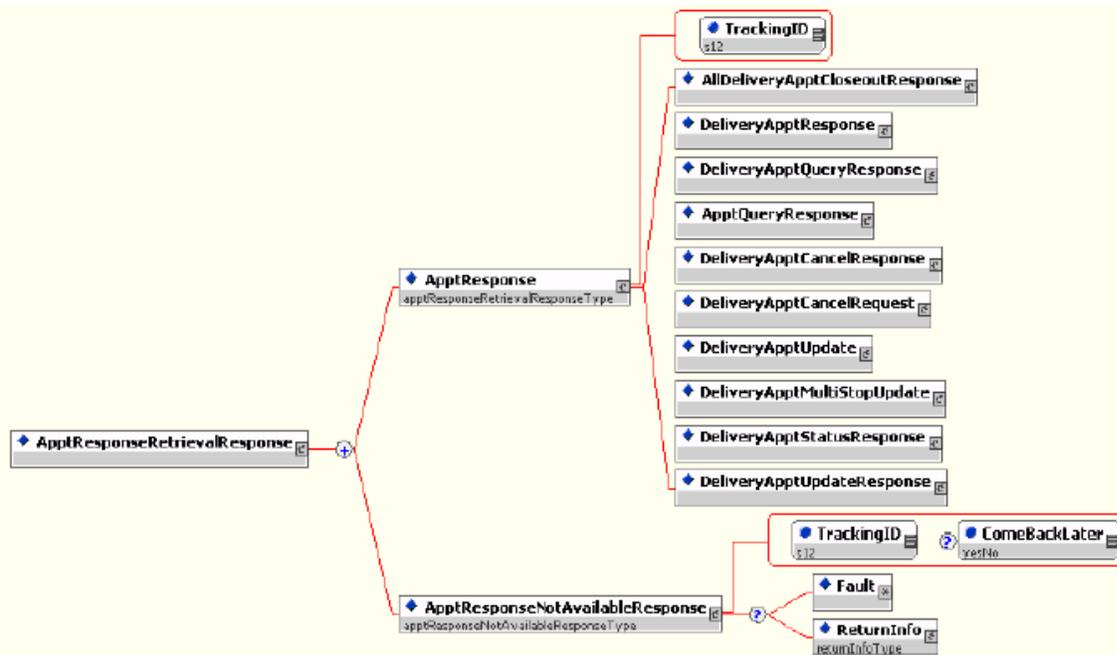
ApptResponseRetrievalResponse

When the *PostalOne!* system receives an appointment request, it will try to process this request in synchronous mode first. If the session times out, the *PostalOne!* system will send a session time-out response to the scheduler with a unique tracking ID in the fault block. If the scheduler wishes to receive the appointment response associated to an initial request that timed out, the scheduler will have to implement the Postal Service ApptResponseRetrievalRequest message where the scheduler supplies at least one unique tracking ID in the message. The scheduler will send the RetrieveApptRepliesRequest message to the *PostalOne!* system which will retrieve all the appointment response(s) associated to the listed unique tracking IDs. The *PostalOne!* system will put all the appointment response messages in a ApptResponseRetrievalResponse message and send it back to the scheduler. Otherwise, the scheduler will have to retrieve the appointment response information directly from the FAST website.

Figure 2.7 shows the business process sequence for schedulers receiving appointment close-out information from the *PostalOne!* system.
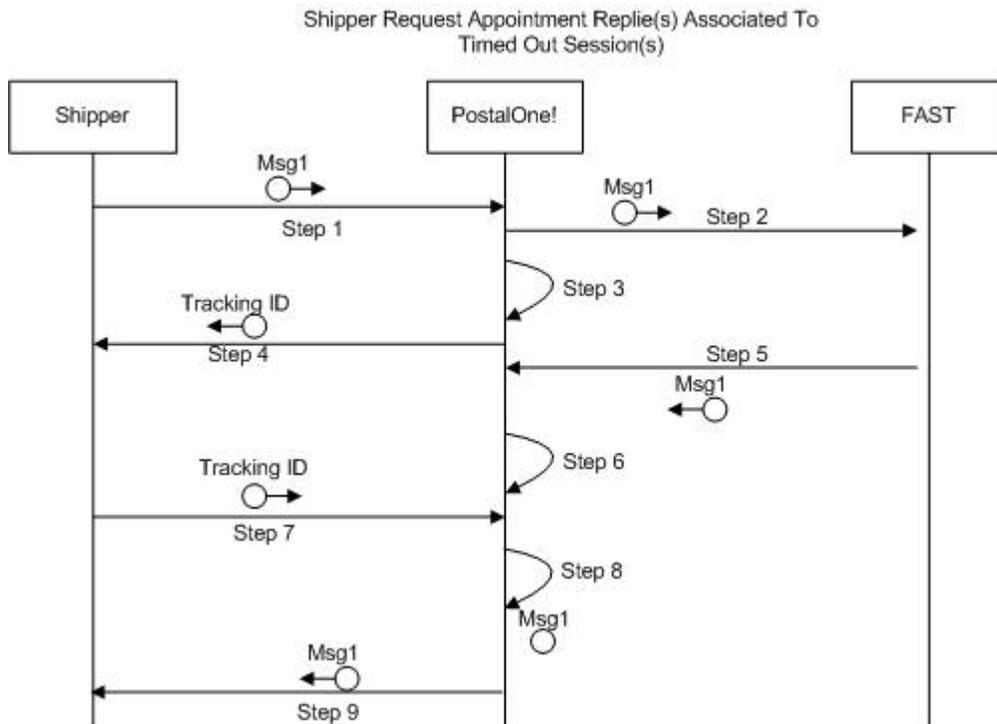
Figure 3-7- The Scheduler Request Appointment Response(s) Associated To Session Timed Out

Step 81. The scheduler sends an appointment request message to the *PostalOne!* system.

Step 82. The *PostalOne!* system receives the message and sends the message to FAST.

Step 83. The *PostalOne!* session times out waiting for a reply message.

Step 84. The *PostalOne!* system sends an HTTP response time-out message with a unique tracking ID in the SOAP Fault message block back to the scheduler.

Step 85. FAST finishes processing the appointment request and sends a response back to the *PostalOne!* system.

Step 86. The *PostalOne!* system receives the message and stores the data.

Step 87. Based on business rules defined between schedulers and the *PostalOne!* system, schedulers will periodically send a RetrieveApptRepliesRequest to the *PostalOne!* system, with at least one unique tracking ID referencing the appointment response associated to an initial appointment request where the session timed out.

Step 88. The *PostalOne!* system will receive the tracking IDs, retrieve the appointment response(s), populate all the appointment response(s) associated to the list of supplied unique tracking IDs into a RetrieveApptRepliesResponse message.

Step 89. The *PostalOne!* system will send the RetrieveApptRepliesResponse message containing all the appointment response(s)back to the scheduler.

PostalOne! **Support Error Conditions:**

Error Condition	Error Carrier	Error Code
Web server not available	HTTP Response	HTTP: 404
Web service not available	HTTP Response	HTTP: 404
XML schema validation failed	SOAP Fault	TMErrorCode: 402
User authentication failed – invalid user ID	SOAP Fault	TMErrorCode: 412
User authentication failed – invalid password	SOAP Fault	TMErrorCode: 412
User authorization failed	SOAP Fault	TMErrorCode: 412
Invalid tracking ID	SOAP Fault	TMErrorCode: 410
Invalid tracking ID – for the user ID	SOAP Fault	TMErrorCode: 410
Unrecognized operation arguments – unexpected root element	SOAP Body	TMErrorCode: 408
Response not yet available try later	SOAP Fault	TMErrorCode: 501
All other system level errors	SOAP Fault	TMErrorCode: 500