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Seamless Acceptance Update IV Mail Quality Data Reports



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Seamless Acceptance Benefits

- **Verifications** are performed electronically, simplifying mail acceptance
- **Auto-finalization** puts control of postage payment into the mailer's hands
- **Longer** mail production cycles
- **Control** over mail submissions times without USPS intervention
- **Allows** for improved feedback & identification of trends
- **Standardized** acceptance & verification process
- **Trend-based verifications** measuring quality across a calendar month
- **Seamless Incentive** -\$0.001 for eligible Full-Service pieces
 - (min. 1,000 pieces per mailing)



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Updates to USPS Seamless Policy

- **USPS Pub 685** - Update in process – Release Date?
 - Guide to Streamlined Mail Acceptance for Letters and Flats

- **USPS Seamless Acceptance Information**
 - <https://postalpro.usps.com/mailing/seamless-acceptance>
 - <https://postalpro.usps.com/seamlessacceptactfactsheet>



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Seamless Acceptance Entry Dates

- **DMU – Detached Mail Units - May 1, 2021**
 - Applies to DMU mailers that present Full-Service Eligible Mail
 - The USPS is not looking to close DMUs but to require adoption of Seamless
 - DMU mailers unable to comply with Seamless Acceptance requirements by May 1, 2021 must request an extension
 - Send extension requests to: HQMailEntry@usps.com
 - Certificates of Mailings and non-acceptance duties will be completed when the clerk is on site for Seamless samplings

- **BMEU – Business Mail Entry – July 1, 2021**
 - **Key Points for Full-Service mailings presented at a BMEU:**
 - Seamless Acceptance verification sampling and methods
 - Auto-Finalization on mailing date / Automated census and sampling verifications
 - Same Assessment Metrics & Thresholds as Seamless
 - Assessments based on data from census and samplings
 - No impact to mailers that do not present Full-Service mailings



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Mail Entry Acceptance Overview

Verification Type	Non- Full-Service Mailings	Full-Service Mailings (Automated Verification)	Seamless Acceptance
Traditional Verifications	Performed	<u>NOT</u> performed	<u>NOT</u> performed
Automated Verifications	<u>NOT</u> Performed	Performed	Performed
Monthly Postage Assessments	Automated Verifications do NOT result in additional Postage	Automated Verifications may result in additional postage (seamless metrics)	Seamless Acceptance verifications may result in additional postage (seamless metrics)
Auto-Finalization	Does <u>NOT</u> occur	Occurs	Occurs



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Seamless On-Boarding Update

- **Onboarding** is handled by local level/district level mail entry staff.
 - Additional Assistance from USPS Mailer Support available as needed
- **On-Boarding** Checklist is Available in Pub 685
- **E-Induction** not required for BMEU entered mailers
 - Enrollment in e-Induction **may** allow you to drop mail off outside BMEU hours
- **Mailers** On-boarding to Seamless may be asked by the USPS to discuss their processes for managing Seamless Acceptance and Assessments prior to activation
 - Seamless Verification and Assessment processes will be used for all Full-Service Mail.
 - You need to be prepared for the new verification and assessment process



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Seamless On-Boarding Update

■ Seamless Acceptance - Process & Assessment Self-Examination

- Who is managing your internal seamless data monitoring and analysis?
- How often are you monitoring your Mailer Scorecard Data?
- What are you doing when you find errors – even errors under ?
- If you need help beyond your staff – Where would you go for assistance?
- Do you know who to contact at the USPS for help?
- Do you know what tools NAPM vendors have to help manage Seamless data?
- Do you understand the Assessment Review and Appeals process?
- Can you produce documents to assist in the Error review process?
- Can you produce a “Known Undocumented Log”
- Are you enrolled in IV – Mail Quality Data Reports?
- Can you create a IV Data Feed and Analyze reports?
- Are you storing Mail.dat / IMb data / print files/ data files and IV Data ?
- How long are you storing your data?



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Active Seamless Members Process Review

- *Did you enter Seamless Acceptance early because you were under the Seamless Thresholds with few Mailer Scorecard issues?*
 - **Time to get to work!**
- **Review** the On-Boarding Notes on previous slides
- **Start** Analyzing ALL Mailer Scorecard errors even if below threshold
 - You will need experience analyzing mail quality data for when you are faced with a Mail Quality issue and potential assessment. **Not IF....WHEN!**
 - Create a Known Undocumented Log and Process – **PRACTICE**
- **Sign-up for IV Mail Quality Data reports – **NOW!****
 - SASP Mail Quality “On-Demand” Mail Quality Reports are no longer available



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Seamless Incentive Notes

Available to all eDoc submitters with a(n):

- Seamless Acceptance CRID
- Permit linked to an Enterprise Payment account (ACH Debit or Trust)
- Enrollment in Seamless Incentive in *PostalOne!*

The incentive is deposited to Enterprise Payment account that corresponds with the permit enrolled for incentive, and linked to the eDoc submitter CRID

- Trust accounts credited upon postage statement finalization
- ACH debit accounts as a daily aggregate

How to identify eDoc Sender CRID in eDoc

- Mail.dat: Segment Record's (.seg) "eDoc Sender CRID"
- Mail.XML: OpenMailingGroupRequest > MailingGroupData > MailingFacility
- Postal Wizard: the mailing agent

- <https://postalpro.usps.com/seamless-incentive>
- **Note:** To sign-up for the Seamless Incentive you must have BSA Rights in the Business Customer Gateway for "manage mailing activity" and "EPS"



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NAPM Seamless Resources

- **CONTACT - NAPM Vendor Members**
 - *Our vendors members have tools to help you manage the Seamless Process and Data Analysis.*
- **NAPM Online Education Center**
 - Seamless Acceptance Webpage
 - <https://napm.memberclicks.net/seamless-acceptance>
- **Seamless Resources – Available to Members and Non-Members**
 - [NAPM July 8, 2020 Open Webinar: The Road to Seamless](#)
 - [NAPM Mail Owner Scorecard Sample](#)
 - [NAPM Training Video: Mail Owner Scorecard Analysis](#)
 - [USPS List of Undocumented Descriptions \(1/28/20\)](#)
 - [USPS Seamless Presentation, National Postal Forum 2019](#)



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NAPM Seamless Resources

- **Additional Resources (NAPM members only -- login required)**
 - **Click on the NAPM Education Center**
 - NAPM Training Video on Undocumented Pieces
 - NAPM Training Video on Known Undocumented Log (KUL)
 - NAPM Seamless Presentation at NAPM Annual Conference - Feb 2020
 - NAPM Webinar: Streamlined Mail -- Full-Service, Move Update and eInduction
 - NAPM Webinar: Seamless Acceptance Part 1 / Part 2
 - NAPM Undocumented Best Practices
 - *NAPM Sample Known Undocumented Log*
 - *NAPM Streamlined Acceptance Committee information*

- **Mailer Scorecard Analysis – NAPM Members and Non-Members**
 - **Level 1 – Review = Overview of Mailer Scorecard & Mail Owner Scorecard**
 - Free to NAPM Members / Includes 1 hour conference call to review results
 - <https://napm.memberclicks.net/new-services>

 - **Level 2 - Scorecard Analysis Services Available at additional cost**



Informed Visibility – Mail Tracking and Quality Reporting

- **Information Available in the IV Platform**
 - Mail Tracking Data – letter/flat containers, handling units, bundles, and pieces
 - Enterprise Payment System (EPS)
 - Package Platform Data
 - Informed Delivery Post Campaign
 - Mail Quality Data (MQD)
- **Report Data is available in a delimited file format:**
 - These text files are formatted based on the data fields you select.
 - Mailers specify the frequency and start time for files to be generated.
 - Files can be sent to your server through Secure FTP* (SFTP) or set up to download from the IV-MTR application.



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IV Reports – Mail Tracking

Mail Object Type

Container

- Container
- Handling Unit
- Bundle
- Piece

LOAD SAVED FILTER

ADD FILTER

IV Mail Tracking data retention is limited to 45 days

LOAD SAVED VIEW

Data Fields

+ Add All

- ◆ Bundle Count
- ◆ eDoc Customer Group ID
- ◆ eDoc Mailing Group ID
- ◆ eDoc Submitter CRID
- ◆ EAST Appointment Scheduled Date Time

- Remove All

- ◆ Appointment ID
- ◆ eDoc Container ID
- ◆ eDoc Container ZIP
- ◆ eDoc CSA Agreement ID
- ◆ eDoc Job ID



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IV Reports – EPS

**Informed Visibility®**

[QUERIES & FEEDS](#) | [DATA DELEGATION](#)



[View Data](#) | [Create & Manage Data Feeds](#)

1. SELECT ENTITY > 2. DEFINE FIELDS

SELECTED CRID(s): 3443602

Data Type

<input type="checkbox"/> Transactions	<input type="checkbox"/> Address Quality	<input type="checkbox"/> Commercial Mailings
<input type="checkbox"/> Bank Account Withdrawals	<input type="checkbox"/> Commercial Postal Store Transaction Details	-
<input type="checkbox"/> Postage Statement Details	-	-
<input type="checkbox"/> iCAPS Invoices	-	-
<input type="checkbox"/> Commercial Postal Store Order Item Details	-	-
<input type="checkbox"/> Credit Card Payments	-	-



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IV Reports – Package Platform

The screenshot shows the Informed Visibility web interface. At the top, there is a navigation bar with the United States Postal Service logo and the text 'Informed Visibility®'. Below this, there are three main sections: 'QUERIES & FEEDS', 'DATA DELEGATION', and 'ADDRESS BOOK'. The 'DATA DELEGATION' section is currently active, and a notification icon indicates '0 Data Delegation'. The main content area is divided into two steps: '1. SELECT ENTITY' and '2. DEFINE FIELDS'. The '2. DEFINE FIELDS' step is selected, and the 'SELECTED CRID(s): 3061661' is displayed. Below this, there is a list of data types with checkboxes:

- Final Notification
- Pricing Notification
- Manifest Error
- Manifest Auto-Correct
- Duplicate Packages - Piece and Postage
- Rejected Manifest Packages
- Census Attributes
- Unused Labels
- Duplicate Packages - Outbound
- Unmanifested Packages



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IV Reports - Informed Delivery

Available Data: Informed Delivery Post Campaign Data

Informed Delivery Post Campaign Data : ID

LOAD SAVED REPORT SAVE REPORT

LOAD SAVED FILTER SAVE FILTER

Filter DELETE

Select a Field to Filter On Select Operator Field Value + ADD CONDITION

Select a Field to Filter On

Select Operator

Field Value

ID Post-Campaign Mail Tracking data retention is limited to 120 days

LOAD SAVED VIEW SAVE VIEW

Data Fields

- ✚ Barcode Identifier
- ✚ Barcode Mailer ID
- ✚ Barcode Serial Number
- ✚ Brand Display Name
- ✚ Campaign Code
- ✚ Campaign Title
- ✚ Delivery Date

Drag fields here to add to report

Fields above will display in report, drag to reorder.



IV Reports – Mail Quality

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[View Data](#) [Create & Manage Data Feeds](#)

1. SELECT ENTITY > 2. DEFINE FIELDS

SELECTED CRID(s): 4481855
SELECTED Mailer Role(s): eDoc Submitter, Mail Preparer, Mail Owner, Transportation Carrier

Program	Which Error Type would you like to see?
<input checked="" type="checkbox"/> Full-Service	<input type="checkbox"/> MID <input type="checkbox"/> STD <input type="checkbox"/> Barcode Uniqueness <input type="checkbox"/> By/For <input type="checkbox"/> Unlinked Copal <input type="checkbox"/> Entry Facility <input type="checkbox"/> Warning
<input checked="" type="checkbox"/> eInduction	<input type="checkbox"/> Undocumented <input type="checkbox"/> Payment <input type="checkbox"/> Entry Point Discount <input type="checkbox"/> Zone <input type="checkbox"/> Misshipped <input type="checkbox"/> Duplicate <input type="checkbox"/> Warning
<input checked="" type="checkbox"/> Seamless Acceptance	<input type="checkbox"/> Undocumented <input type="checkbox"/> Delivery Point <input type="checkbox"/> Nesting/Sortation <input type="checkbox"/> Postage <input type="checkbox"/> Weight <input type="checkbox"/> Mail Characteristic <input type="checkbox"/> Warning
<input checked="" type="checkbox"/> Move Update	<input type="checkbox"/> Move Update <input type="checkbox"/> Warning

IV Mail Tracking data retention is limited to 45 days

[PREVIOUS STEP](#) [CREATE FEED](#)



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Access to IV Reporting

Access the IV Application

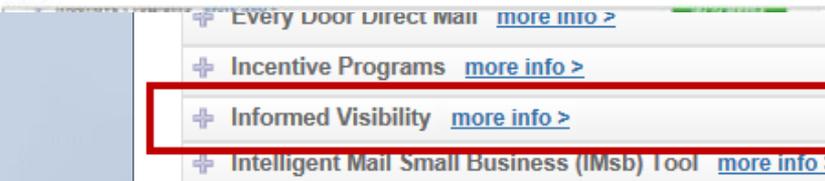
Option 1: Directly

1. Go to <https://iv.usps.com>
2. Click **Log In** and enter your credentials



Option 2: Through the BCG

1. Log into <https://gateway.usps.com>
2. Go to **Mailing Services > Informed Visibility**
3. Click **Go to Service**



ACCESS



GO TO SERVICE

GET ACCESS

Simple Set-up process for IV – Mail Quality Feeds

0 Data Delegation Requests Pending Approval for My CRID

View Data **Create & Manage Data Feeds**

Your Feeds

Search

Feed Name	Entity Na...	Mail Object Type	Target	File Format	Frequency	Active	# of Failed Files	Output History	Details
Daily UnDoc Rep...		Mail Qualit...	N/A	DELIMITED...	Daily	Active	-		 
Dan's Feed Sea...		Mail Qualit...	N/A	DELIMITED...	Daily	Active	-		 
Mail Quality Data...		Mail Qualit...	N/A	DELIMITED...	Daily	Active	-		
Monthly UnDoc ...		Mail Qualit...	N/A	DELIMITED...	Monthly	Active	-		 



Click on Create & Manage Data Feeds

Create a New Feed

Subscription Owner CRID

Feed Data Type

Select

File Format

Delimited File

Delimiter

Comma

Multi-value Delimiter

N/A

Define Target

Select

Online download

No server added yet. Click [Add a server](#) to define a target.

[Go to address book](#)

File Transfer Format

Un-zipped

TEST SERVER CONNECTION

Frequency

4

Hours

Start Time / Time Zone

12:00

AM

Central (UTC-6)

Name This Feed



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Simple Set-up process for IV – Mail Quality Feeds

Subscription Owner CRID

Feed Data Type
Mail Quality Data

File Format
Delimited File

Delimiter
Comma

Define Target
Select Online download

No server added yet. Click [Add a server](#) to define a target.
[Go to address book](#)

File Transfer Format
Un-zipped

TEST SERVER CONNECTION

Source Frequency
Daily

Frequency
4 Hours

Start Time / Time Zone
12:00 AM Central (UTC-6)

Name This Feed
Untitled Feed

CONTINUE

- ✓ Choose your CRID
- ✓ Select Data Feed Type
- ✓ Define Target
 - ✓ On-Line Download is easy
- ✓ File Transfer Format
 - ✓ Leave at Default - unzipped
- ✓ Define Source Frequency
 - ✓ Daily, Weekly, and Monthly
 - ✓ Set-up Daily and Monthly Feeds
 - ✓ Frequency = 1 Day
- ✓ Name Your Feed



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Simple Set-up process for IV – Mail Quality Feeds

Informed Visibility®

View Data | Create & Manage Data Feeds

1. SELECT ENTITY > 2. DEFINE FIELDS

Select CRID(s)

Search for a CRID from the list below

COMPANY NAME ▲	CRID
+ ADD ALL CRIDs	

Your selected CRID(s)

COMPANY NAME ▲	CRID
----------------	------

Mailer Role: Select ▼

- Check All
- eDoc Submitter
- Mail Preparer
- Mail owner
- Transportation Carrier

PREVIOUS STEP | NEXT STEP

Select CRID (with red arrow pointing to the table)

Check All (with red arrow pointing to the dropdown menu)

Simple Set-up process for IV – Mail Quality Feeds

ES
CE®

Info Informed Visibility®

Hello, andy@scorecard-help.com Gateway USPS.com

View Data Create & Manage Data Feeds

1. SELECT ENTITY > 2. DEFINE FIELDS

SELECTED CRID(s): 3061661
SELECTED Mailer Role(s): eDoc Submitter, Mail Preparer, Mail Owner, Transportation Carrier

Program	Which Error Type would you like to see?							
<input checked="" type="checkbox"/> Full-Service	<input type="checkbox"/> MID	<input type="checkbox"/> STID	<input type="checkbox"/> Barcode Uniqueness	<input type="checkbox"/> By/For	<input type="checkbox"/> Unlinked Copal	<input type="checkbox"/> Entry Facility	<input type="checkbox"/> Warning	
<input checked="" type="checkbox"/> eInduction	<input type="checkbox"/> Undocumented	<input type="checkbox"/> Payment	<input type="checkbox"/> Entry Point Discount	<input type="checkbox"/> Zone	<input type="checkbox"/> Misshipped	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Warning	
<input checked="" type="checkbox"/> Seamless Acceptance	<input type="checkbox"/> Undocumented	<input type="checkbox"/> Delivery Point	<input type="checkbox"/> Nesting/Sortation	<input type="checkbox"/> Postage	<input type="checkbox"/> Weight	<input type="checkbox"/> Mail Characteristic	<input type="checkbox"/> Warning	
<input checked="" type="checkbox"/> Move Update	<input type="checkbox"/> Move Update	<input type="checkbox"/> Warning						

Choose Report Type

IV Mail Tracking data retention is limited to 45 days

PREVIOUS STEP  CREATE FEED



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IV Mail Quality - File Naming Info

File Naming Convention: Mail Data Quality

File Naming Convention

YYYYMMDDHHMMSS_MQD_<Program Type>_<Error Type>_<Source Frequency>_<4 random alphanumeric chars for Message Group>_<4 digits for Message #>.txt

Source Frequency	Short
Daily	D
Weekly	W
Monthly	M

Program Type	Short
Full Service	FS
Move Update	MU
Seamless Acceptance	SE
eInduction	EI

Error Type	Short
Barcode Uniqueness	BQ
By/For	BF
Delivery Point Duplicate	DP
Entry Facility	EF
Entry Point Discount	EPD
Mail Characteristic	MC
MID	MID
Misshipped	M
Move Update	MU
Nesting/Sortation	NS
Payment	PYMT
Postage	P
STID	STID
Undocumented	U
Unlinked Copal	UC
Warning	W
Weight	WT
Zone	Z

MQD File Name Examples:

Read two files Full Service – Barcode Uniqueness – Daily:

20171019045510_MQD_FS_BQ_D_0F2D_0001.json

20171019045510_MQD_FS_BQ_D_0F2D_0002.json

Read 1 file for Seamless Acceptance – Nesting Sortation – Weekly:

20171020223045_MQD_SA_NS_W_0F2D_0001.txt



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Simple Data Retrieval IV – Mail Quality Feeds

HELLO

Informed Visibility®

View Data Create & Manage Data Feeds

Your Feeds Search

Feed Name ▲	Entity Na...	Mail Object Type	Target	File Format	Frequency	Active	# of Failed Files	Output History	Details
Daily UnDoc Rep...		Mail Qualit...	N/A	DELIMITED...	Daily	Active			
Dan's Feed Sea...		Mail Qualit...	N/A	DELIMITED...	Daily	Active	-		
Mail Quality Data...		Mail Qualit...	N/A	DELIMITED...	Daily	Active	-		

Monthly UnDoc ...

Output History

Data feed files are saved for 7 days. PRINT EXPORT AS

Host	File Name	Total Scans	Most Recent Execution Attempt ▼	Delivery Success	Resend to Host	Download
	2021020623...	588	Sat Feb 06 23:01:48 CST 2021	Success		Download
	2021020523...	551	Fri Feb 05 23:03:05 CST 2021	Success		Download
	2021020423...	415	Thu Feb 04 23:02:38 CST 2021	Success		Download
	2021020323...	349	Wed Feb 03 23:02:27 CST 2...	Success		Download
	2021020223...	586	Tue Feb 02 23:00:48 CST 2021	Success		Download

Simple Data Retrieval IV – Mail Quality Feeds

Output History

Data feed files are saved for 7 days.

PRINT EXPORT AS

Host	File Name	Total Scans	Most Recent Execution Attempt	Delivery Success	Resend to Host	Download
	2021020623...	588	Sat Feb 06 23:01:48 CST 2021	Success		Download
	2021020523...	551	Fri Feb 05 23:03:05 CST 2021	Success		Download
	2021020423...	415	Thu Feb 04 23:02:38 CST 2021	Success		Download
	2021020323...	349	Wed Feb 03 23:02:27 CST 2...	Success		Download
	2021020223...	586	Tue Feb 02 23:00:48 CST 2021	Success		

1 2 items per page

Opening 20210206230016_MQD_SE_U_D_7N66_0001.txt.zip

You have chosen to open:

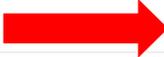
 **20210206230016_MQD_SE_U_D_7N66_0001.txt.zip**
which is: zip Archive (10.3 KB)
from: https://iv.usps.com

What should Firefox do with this file?

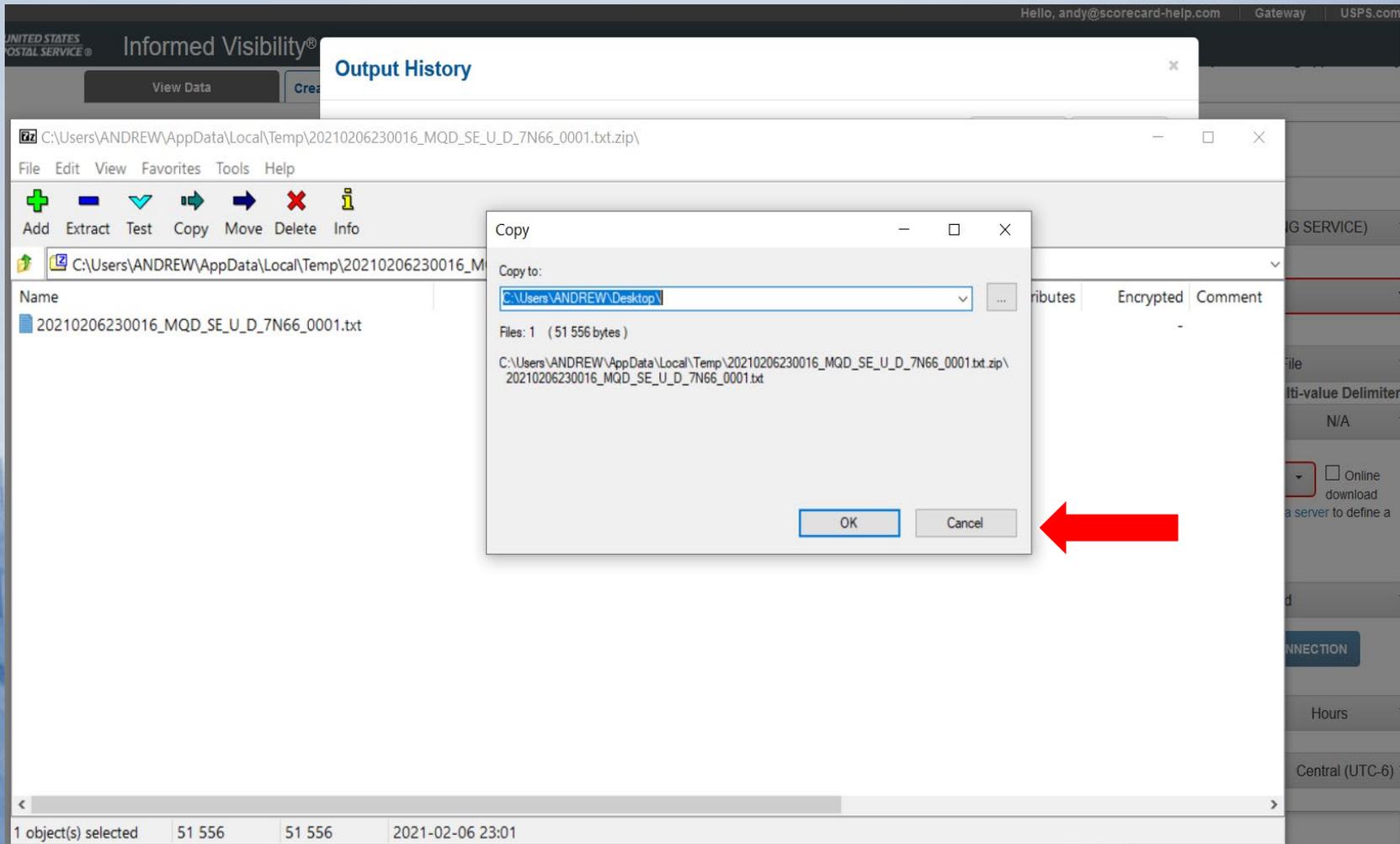
Open with 7-Zip File Manager (default)

Save File

OK Cancel



Simple Data Retrieval IV – Mail Quality Feeds



The screenshot displays the Informed Visibility web interface. A file explorer window is open, showing a file named '20210206230016_MQD_SE_U_D_7N66_0001.txt'. A 'Copy' dialog box is overlaid on the file explorer, with the destination set to 'C:\Users\ANDREW\Desktop\'. A red arrow points to the 'OK' button in the dialog box.

Output History

View Data

UNITED STATES POSTAL SERVICE® Informed Visibility®

File Edit View Favorites Tools Help

Add Extract Test Copy Move Delete Info

Name

20210206230016_MQD_SE_U_D_7N66_0001.txt

Copy

Copy to:

C:\Users\ANDREW\Desktop\

Files: 1 (51 556 bytes)

C:\Users\ANDREW\AppData\Local\Temp\20210206230016_MQD_SE_U_D_7N66_0001.txt.zip\
20210206230016_MQD_SE_U_D_7N66_0001.txt

OK Cancel

1 object(s) selected 51 556 51 556 2021-02-06 23:01

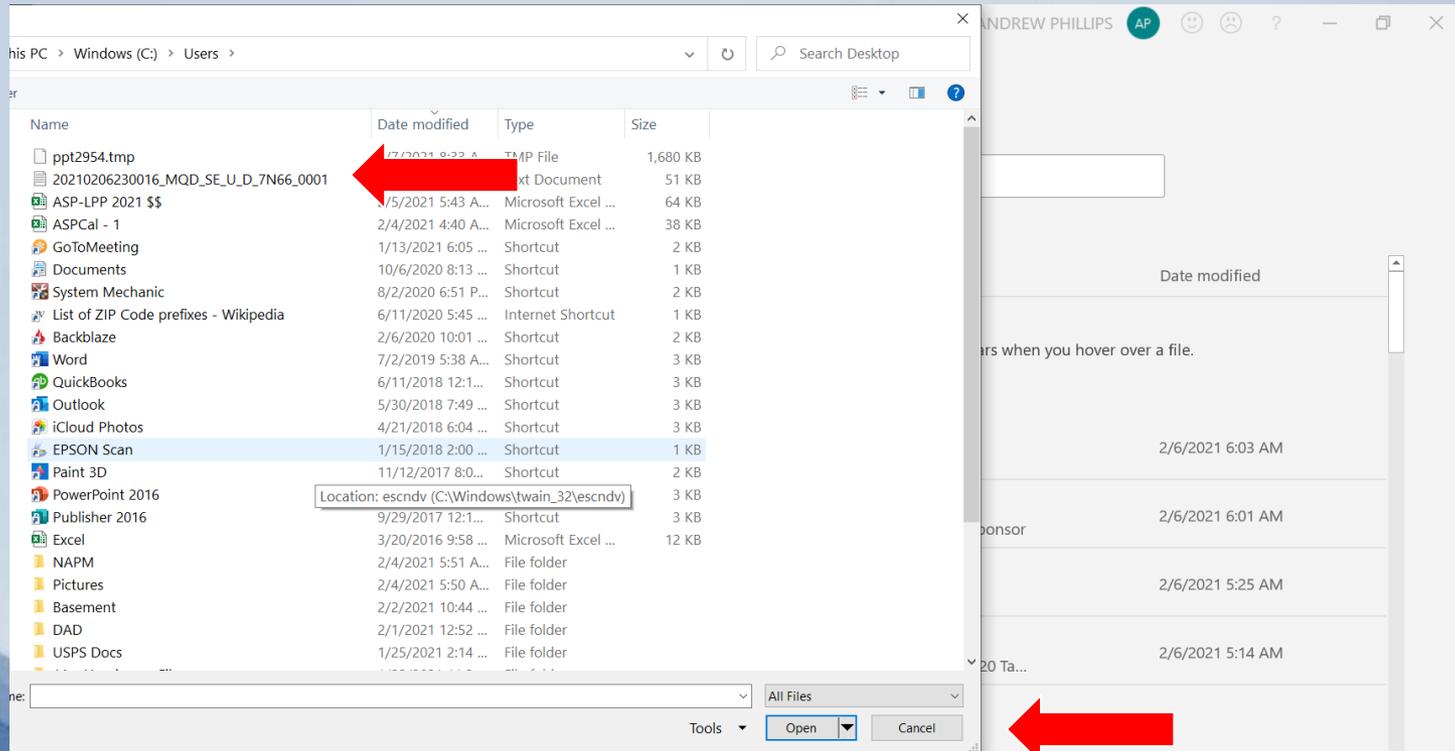


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IV – File Import to Excel

■ Text Import Process

- OPEN Excel - Click OPEN – Search ALL FILES – Open Text File

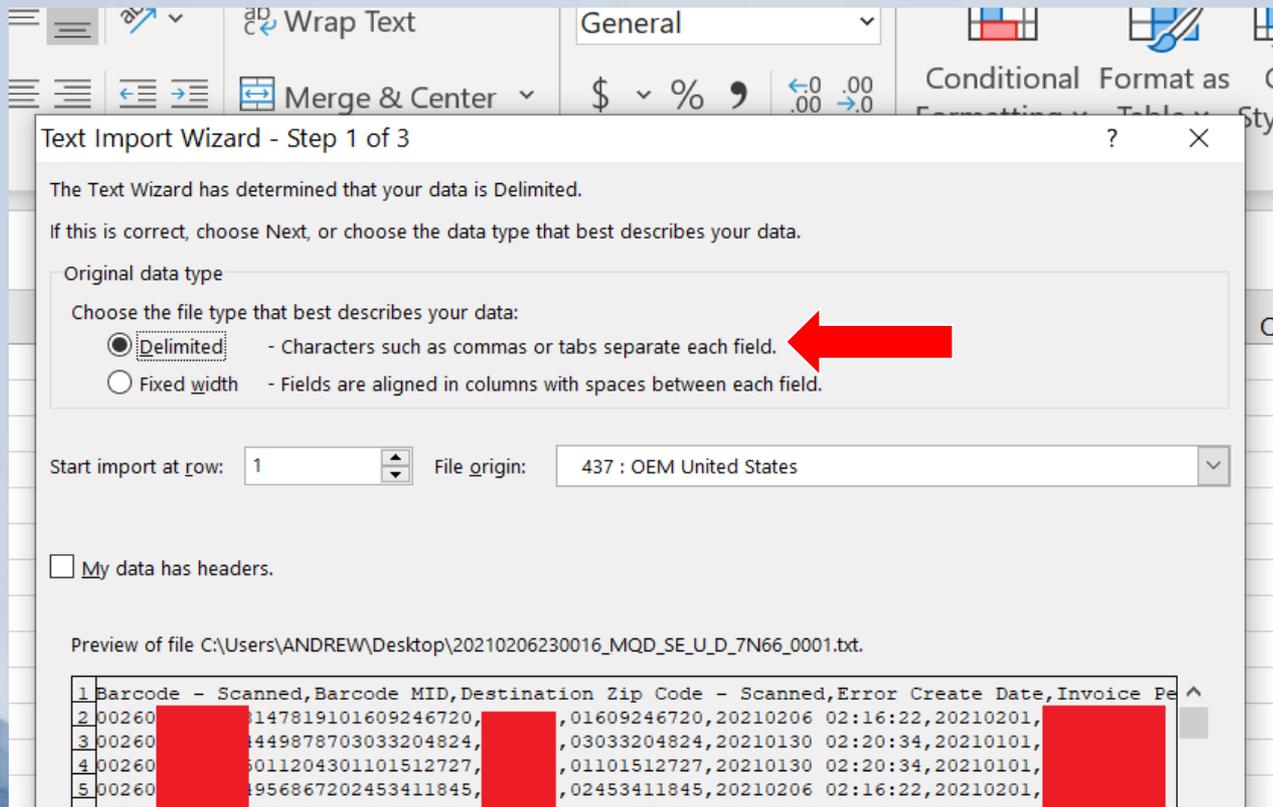




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IV – File Import to Excel

- Text Import Process
 - Select Delimited - Click NEXT





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IV – File Import to Excel

- Text Import Process
 - Select Comma - Click NEXT

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: " ▼

Data preview

Barcode - Scanned	Barcode MID	Destination Zip Code - Scanned	Error Create Date
00260 [REDACTED] 8147819101609246720	[REDACTED]	01609246720	20210206 02:16:2
00260 [REDACTED] 4449878703033204824	[REDACTED]	03033204824	20210130 02:20:3
00260 [REDACTED] 5011204301101512727	[REDACTED]	01101512727	20210130 02:20:3
00260 [REDACTED] 4956867202453411845	[REDACTED]	02453411845	20210206 02:16:2
93260 [REDACTED] 8361081401040271201	[REDACTED]	01040271201	20210206 02:16:2

Buttons: Cancel, < Back, Next >, [Red Arrow]



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IV – File Import to Excel

■ Text Import Process

- Convert All Column Data to **TEXT** - Click **Finish**

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text ←

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

Text	Text	Text	Text
Barcode - Scanned	Barcode MID	Destination Zip Code - Scanned	Error Create Date
0026 [Redacted] 46720		01609246720	20210206 02:16:2
0026 [Redacted] 04824		03033204824	20210130 02:20:3
0026 [Redacted] 12727		01101512727	20210130 02:20:3
0026 [Redacted] 11845		02453411845	20210206 02:16:2
9326 [Redacted] 71201		01040271201	20210206 02:16:2

Cancel < Back Next > Finish



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IV – File Import to Excel

■ Text Import Process

- The Data you selected in IV Reports is now in Excel

20210206230016_MQD_SE_U_D_7N66_0001

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number

Barcode - Scanned

	A	B	C	D	E	F	G
1	Barcode - Scanned	Barcode MID	Destination Zip Code - Scanned	Error Create Date	Invoice Period	Scanned Facility City	
2	0026010670232817	7819101609246720	01609246720	20210206 02:16:22	20210201		
3	0026010670232817	9878703033204824	03033204824	20210130 02:20:34	20210101		
4	0026010670232817	1204301101512727	01101512727	20210130 02:20:34	20210101		
5	0026010670232817	6867202453411845	02453411845	20210206 02:16:22	20210201		
6	9326010670232817	1081401040271201	01040271201	20210206 02:16:22	20210201		
7	9326010670232817	4181402472153799	02472153799	20210204 02:17:34	20210201		
8	9326010670232817	0343702114250219	02114250219	20210204 02:17:34	20210201		
9	0026010670232817	6752102151540716	02151540716	20210129 02:18:02	20210101		
10	0026010670232817	9902919153221244	19153221244	20210122 02:15:04	20210101		
11	202610670232817	6261707423171425	07423171425	20210206 02:19:09	20210201		
12	0026010670232817	9592233609110509	33609110509	20210206 02:16:22	20210201		
13	0026010670232817	7925702860140109	02860140109	20210206 02:17:07	20210201		
14	933010670232817	286460019703310	019703310	20210131 03:19:32	20210101		
15	0026010670232817	7097101101512727	01101512727	20210130 02:20:34	20210101		
16	0026010670232817	0274902108313975	02108313975	20201219 02:06:01	20201201		
17	302610670232817	5601244120336507	44120336507	20210206 02:19:09	20210201		
18	9326010670232817	5517602114250219	02114250219	20210204 02:17:34	20210201		
19	0026010670232817	9941543231297295	43231297295	20210206 02:16:22	20210201		



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IV Data File Download Process

- **Things You need**
 - **Zip File Manager**
 - **Location** to Store raw data & converted IV Excel Files
 - **Moderate/Advanced Excel Skills**
 - Ability to import text files into Excel
 - Create Data Manipulation Formulas
 - Create and Use Pivot Tables for analysis
 - Operational Knowledge and Data skills to see trends in data
 - **Excel Technique Lessons** available on Google/You Tube



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Simple Analysis Ideas

- Sequence Number Analysis
 - Extract the Sequence Number out the IMb
 - Consecutive sequence #'s usually mean a Print to Mail Submission, Postal Wizard, or barcoded full-postage
- Zip analysis – Scheme, Bin, or mail share issues
- STID / MID Analysis – Find errors by customers or department
- Invoice period – Validate the pieces in the reports are for the correct month
- You need to find the data analysis points for your operations
- Everyone will have unique situations



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IV Data Best Practices

- **Set-up a minimum of 2 Mail Quality Feeds for UnDoc**
 - **Daily Feed**
 - Used for daily monitoring of UnDoc issues and initial event investigations
 - **Monthly Feed**
 - Used for creation of Known UnDoc Log and internal UnDoc investigations
 - **Create a folder to SAVE IV reports**
 - On-Line downloads disappear after 7 days from the IV Feed
 - Report Feed that download to your FTP Server are saved per your protocol
 - **PRACTICE**
 - Examine data every day/week/month
 - Prepare for the unexpected....
 - Enjoy the benefits of the data



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Informed Visibility Data - Resources

- **IV - PostalPro Site**

- <https://postalpro.usps.com/InformedVisibility>

- **IV - Mail Quality Reports Guide**

- <https://postalpro.usps.com/mailing/mqd/instructions>

- **IV – Contact Info**

- IV Solutions Center at 1-800-238-3150, option #2
- Email: InformedVisibility@usps.gov