

JAN 25 2023



January 23, 2023

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7020 3160 0002 0327 4180

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include:

- Communication Screen Enhancement
- Hazmat and Damage
- Remove Ability to Duplicate Scans on Arrow Key Inventory Check
- Arrow Key Status List
- Decommission Intelligent Mail Devices (IMDs)
- Hold For Pickup Information

Effective January 21, these features became available for use via all IMDs and Mobile Delivery Devices (MDDs).

Enclosed are the following:

- Final copy of the *IMDAS Release 47 (Software Version 47.32) January 2023 User Instructions*; and
- Final copy of the *IMDAS Release 47 (Software Version 47) January 2023 Service Talk*.

If there are any questions, please contact Dion Mealy at 202-507-0193.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson", with a long horizontal flourish extending to the right.

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures



**IMDAS Release 47 (Software Version 47.32)
January 2023
User Instructions**

Attention:

This instruction is for IMD and MDD In-Office scanners.

These User Instructions cover the following:

- Downloading instructions and actions to take if running a version other than **47.32** on Monday morning.
- How to check the current version of IMDAS software on the IMD and MDD In-Office device.

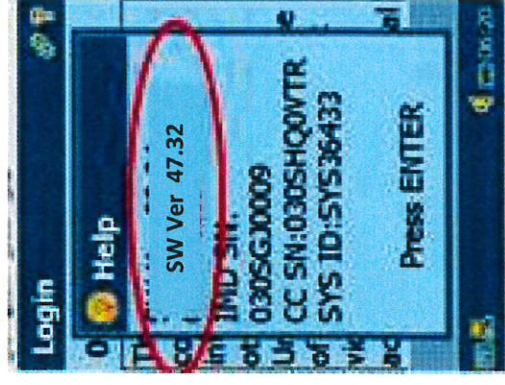
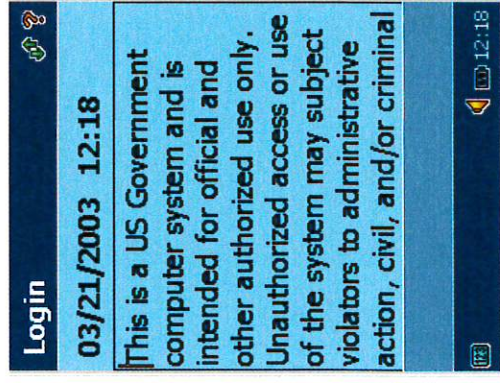
No later than COB Friday, January 20, 2023:

- Cradle the device. The new version should be downloaded.
- Check SW version Monday AM. If still other than **47.32**, please contact the IMDAS Help Desk. They will walk you through the process.
- **Note: Scanners received from CRF or other sites, please scan the current site configuration barcode.**

Checking the current version of IMDAS software running on the IMD

Version 47.32 is the **Production** Version of IMDAS Software being deployed to sites this weekend (**January 21st, 2023**). To verify that the IMD has successfully downloaded this version:

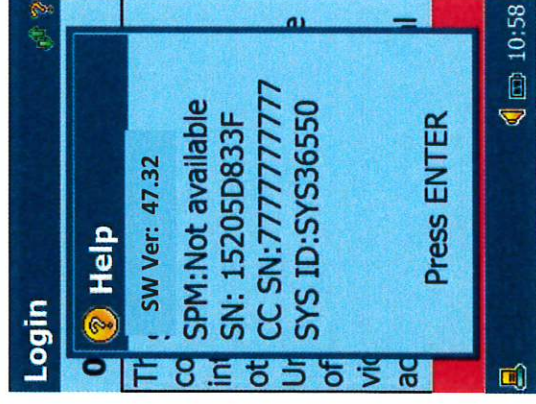
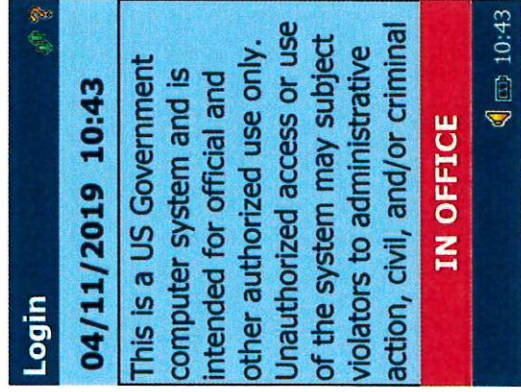
From the “Government Message” on the login screen, press the “?” key on the lower left keypad of the IMD.



Checking the current version of IMDAS software running on the MDD In-Office

Version 47.32 is the **Production** Version of IMDAS Software being deployed to sites this weekend (**January 21st, 2023**). To verify that the MDD In-Office device has successfully downloaded this version:

From the “Government Message” on the login screen, press the “**RED**” key and then the “**H**” key on the MDD In-Office device.



Significant Key Combinations for MDD In-Office Device vs. IMD Device

Function	MDD In-Office Device	IMD Device
BiS	RED + 'S'	<"ABC123"> + 'S'
Diagnostic	RED + 'U'	<HammerWrench>
Dash (-)	RED + 'D'	<"ABC123"> + 'D'
Help	RED + 'H'	<"?">
Warm Boot	<"ALT/CTRL">+<"ENT">	<'A'+<'F'+<"ESC">
Pairing RS507 with device (while on Scan Barcode Screen)	RED + 'R'	<"ABC123"> + 'H'
Continuous Scan Mode (while on Scan Barcode Screen)	RED + 'C'	<"ABC123"> + 'C'
MDDIO Video Play (when video icon is available)	RED + 'V'	N/A
Text Messages	RED + 'T'	<"ABC123"> + 'T'

NOTE For key combinations using **RED** button, button must be pressed first **THEN** the letter follows



IMDAS Help Desk is standing by to assist if needed: (800) 877-7435

When prompted, say ***“Technical Assistance”*** or select option ‘4’

Say ***“Continue”*** or select option ‘1’ (to continue technical assistance path)

When prompted for name of application, system or product you are calling about, spell out letters ***“I-M-D-A-S”***

When prompted to verify you spelled IMDAS, Intelligent Mail Device Acquisition System, say ***“Yes”***

You will be prompted to select Mobile Delivery Device (option 1) or IMDAS issues (option 2). Again, spell out the letters ***“I-M-D-A-S”*** or select option ***‘2’*** to be routed to the correct Help Desk



In need MDD In-Office Support?

For MDD In-Office Support, you may enter a self service ticket for your device or site issue at the below URL:

<http://ethos/Field/SelfService/Create>

You may also contact a helpdesk agent by calling 1-800-877-7435

When prompted, say **“Technical Assistance”** or select option ‘4’

Say **“Continue”** or select option ‘1’ (to continue technical assistance path)

When prompted for name of application, system or product you are calling about, spell out letters **“M-D-D”**

When prompted to verify you spelled MDD, Mobile Delivery Device, say **“Yes”**

You will be prompted to select Mobile Delivery Device (option 1) or IMDAS issues (option 2). Again, spell out the letters **“M-D-D”** or select option **‘1’** to be routed to the correct Help Desk



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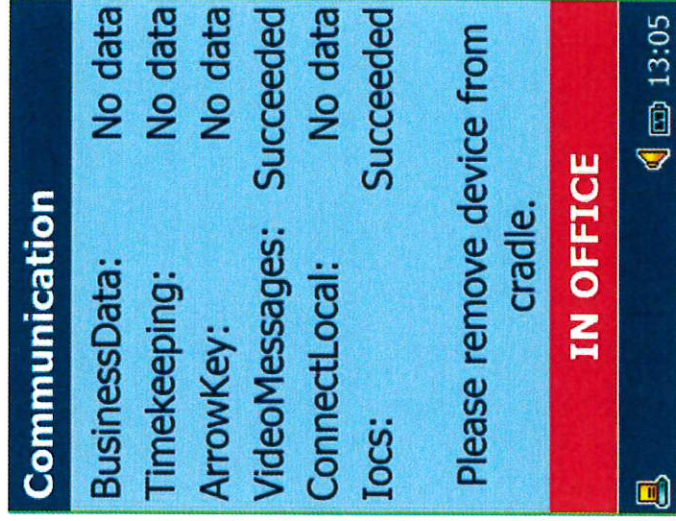
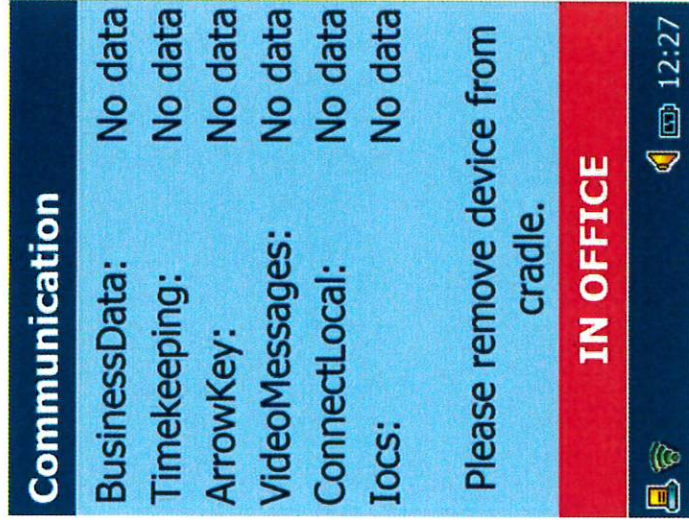
IMDAS Release 47 Service Talk Pilot

IMDAS Release 47 (Software Version 47) January 2023 Service Talk

Effective January 21, 2023, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

- Communication Screen Enhancement
- Hazmat and Damage
- Remove Ability to Duplicate Scans on Arrow Key Inventory Check
- Arrow Key Status List
- Decommission IMD
- Hold For Pickup Information

- Communication Screen Enhancement
 - IMDAS was enhanced to display data upload status.

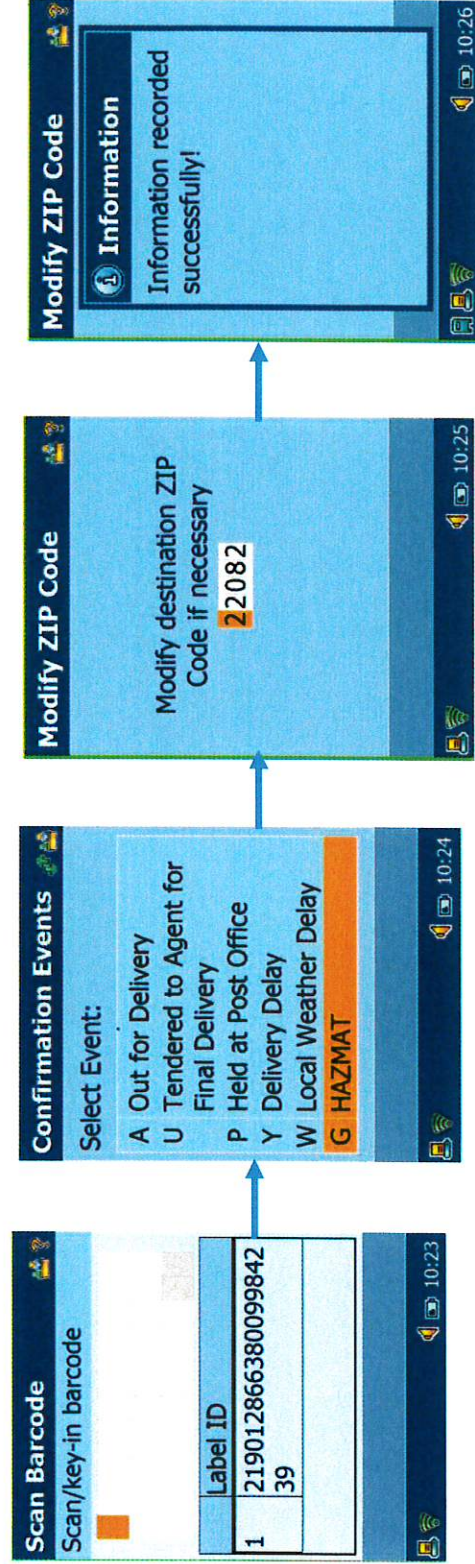


➤ Hazmat and Damage

- IMDAS system added a new selection “Damage” to the Dead Mail menu.

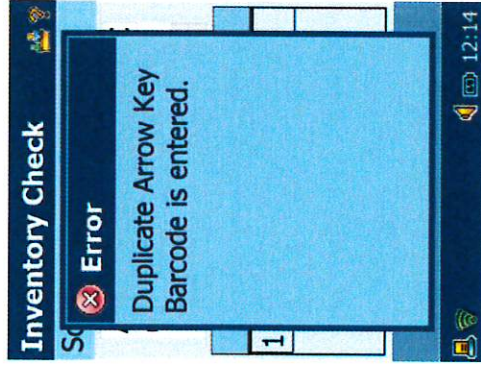


- IMDAS system added a new selection “HAZMAT” to the Confirmation Events menu.

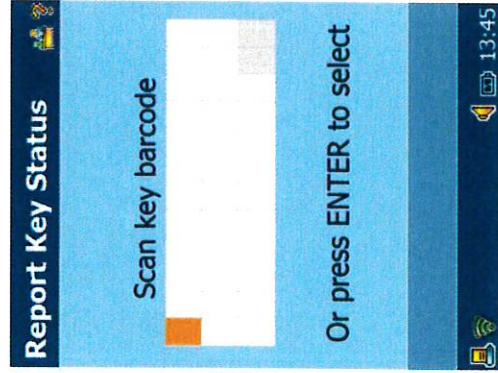
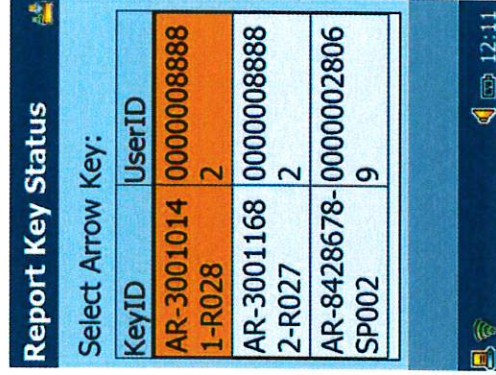


Release 47 Arrow Key Management

- Arrow Key Management
 - IMDAS validate when Duplicate Scan occurs on Arrow Key Inventory Check.



- IMDAS was enhanced to provide Key Status Report to supervisor with the entire list of Checked Out Keys.

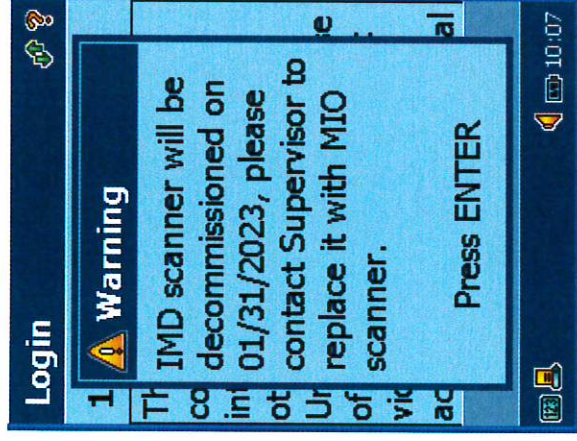
The screenshot shows a mobile application interface with a blue header titled "Report Key Status". Below the header is a table with the following data:

Select Arrow Key:		UserID
KeyID		
AR-3001014	0000008888	
1-R028	2	
AR-3001168	0000008888	
2-R027	2	
AR-8428678-	0000002806	
SP002	9	

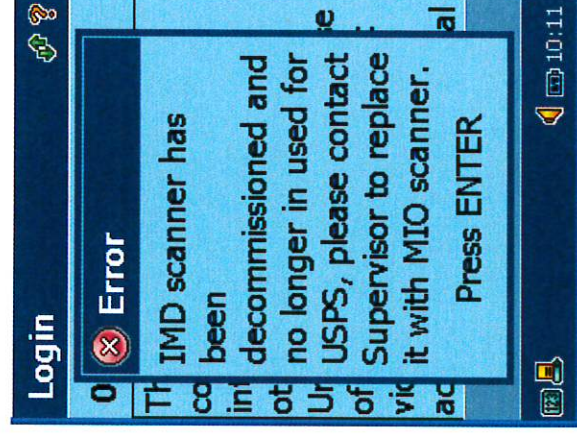
The bottom status bar shows the time as 12:11.

Release 47 IMD Decommission

- IMD Decommission
 - Users will receive a Warning Message every time when Login in to the IMD Scanner.
 - IMD scanner will be decommissioned on 1/31/2023 and user will no longer be able to Login.



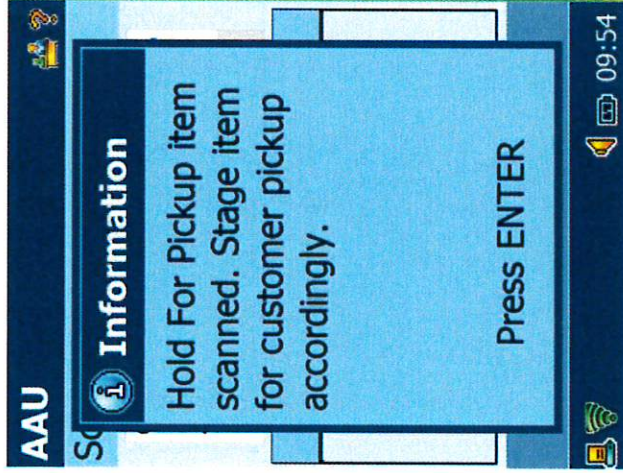
1/21/2023



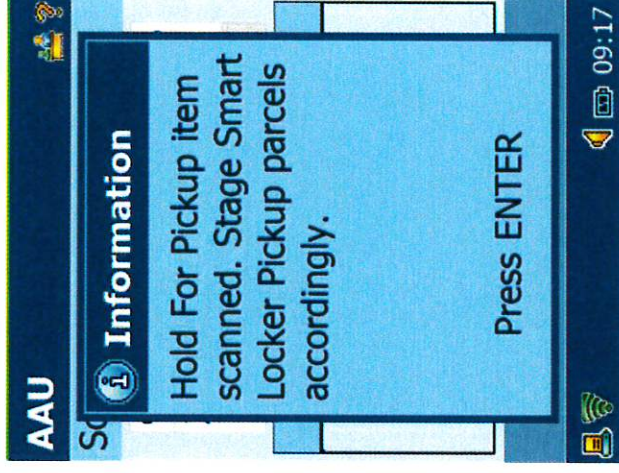
1/31/2023

Release 47 Hold For Pickup Smart Locker

- Hold For Pickup Smart Locker
 - Information screen message change as following: Hold For Pickup item scanned. Stage Smart Locker Pickup parcels accordingly.



HFPU Information Before



HFPU Information NEW