LABOR RELATIONS

UNITED STATES POSTAL SERVICE

RECEIVED
OCT 0 3 2023

September 29, 2023

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

Certified Mail Tracking Number:
7019 2280 0001 6260 5124

Dear Mr. Butts,

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

Effective September 30, 2023, Intelligent Mail Delivery Device In-Office (MDDIO) hand-held scanners will receive the following updates:

- MIO COA Form 3546 Automation
- Form 1093
- DDU Drop Shipment Phase 2
- Time Indicator to Timekeeping Function
- PRS Modified Destination Zip Code Elimination
- New STCs Added
- Final copy of the *IMDAS Release 51 (Software Version 51) User Instructions*; and
- Final copy of the *IMDAS Release 51 (Software Version 51) Service Talk.*

Enclosed are the final copies of the *IMDAS Release 51 (Software Version 51) User Instructions*; and the *IMDAS Release 51 (Software Version 51) Service Talk.*

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

Sincerely,

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

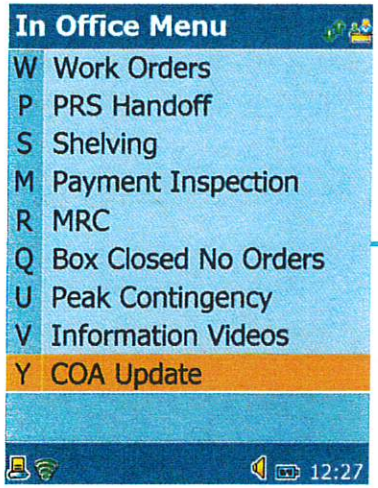
(CA-2022-003)

IMDAS Release 51 (Software Version 51.54) September 30, 2023, Service Talk

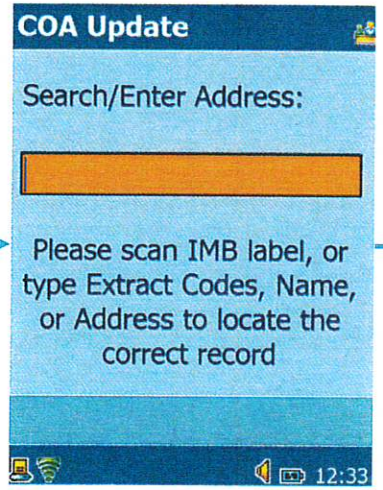
Effective September 30, 2023, all Intelligent Mail Delivery Device In-Office (MDDIO) hand-held scanners will receive the following updates:

- MIO COA Form 3546 Automation
- Form 1093
- DDU Drop Shipment Phase 2
- Time Indicator to Timekeeping Function
- PRS Modified Destination Zip Code Elimination
- New STCs Added

Changing COA Start Dates



Select Y. COA Update



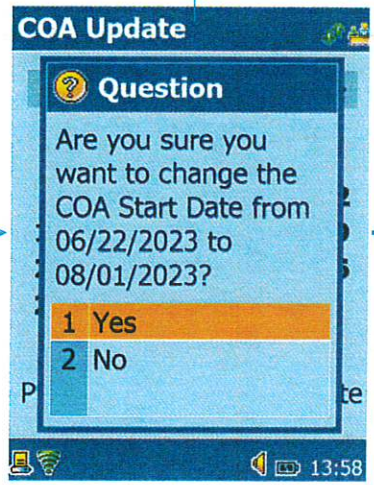
Scan IMB label

Select 1. Start Date

Original start date appears

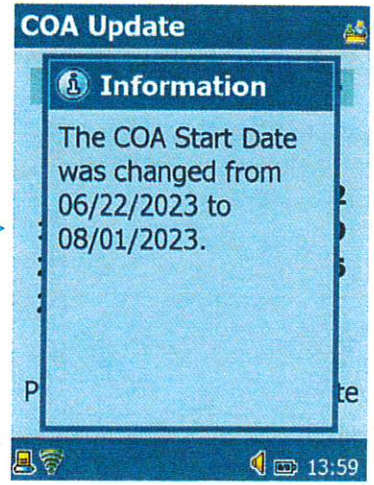
Select 2. No

Select new Start Date and press ENTER



Select 1. Yes

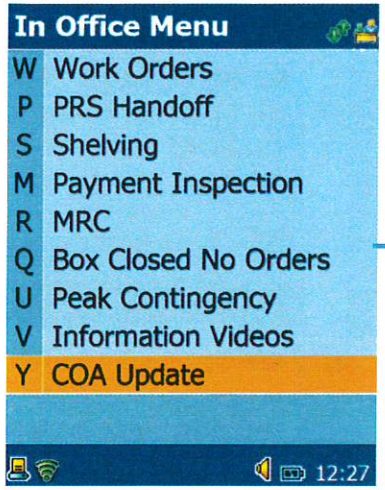
YES



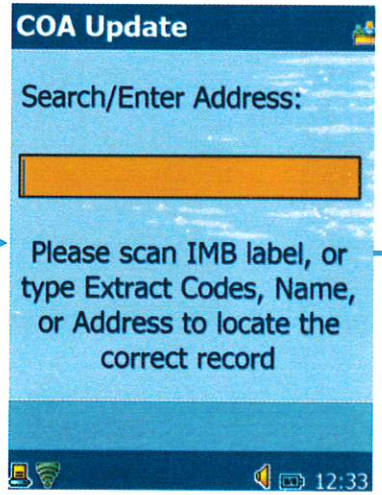
Information Pop Up Message

Updated COA screen appears

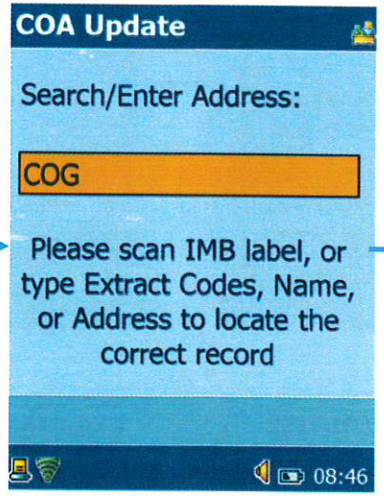
➢ Changing COA from Individual to Family



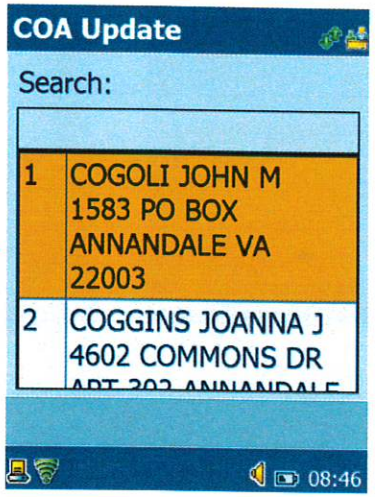
Select Y. COA Update



COA Update screen appears

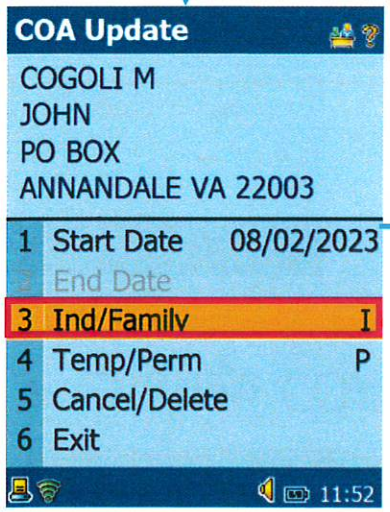


Type Name

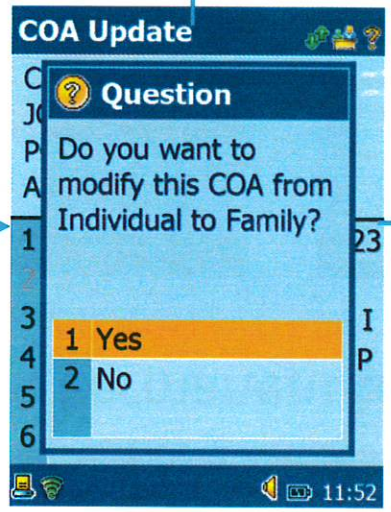


Select from list

Select 2. No

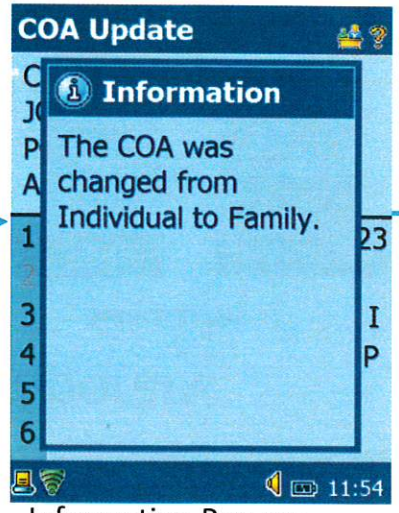


Select 3. Ind/Family

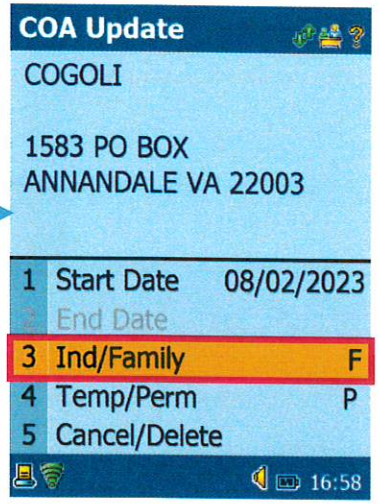


Select 1. Yes

YES

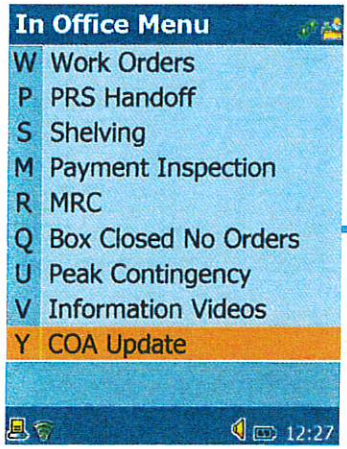


Information Pop-up message

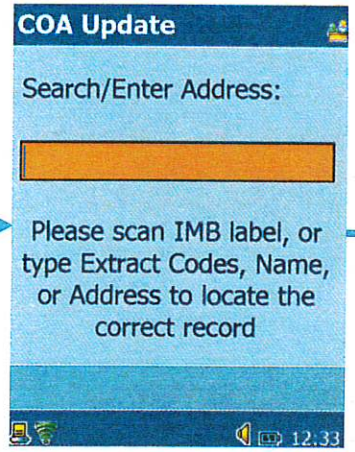


Record is modified from Individual to Family

➢ Change COA from Permanent to Temporary

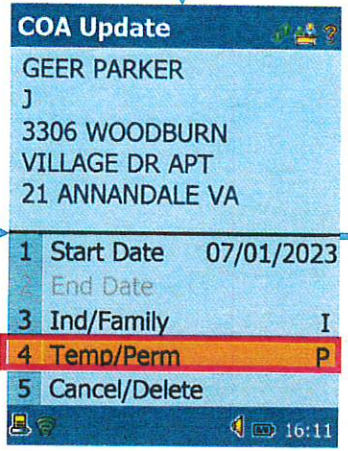


Select Y. COA Update

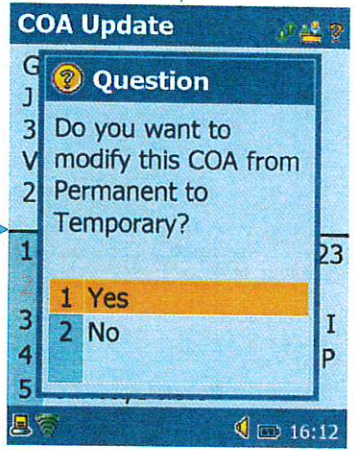


Scan IMB label

Select 2. No



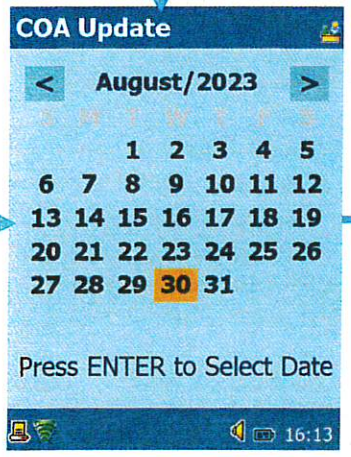
Select 4. Temp/Perm



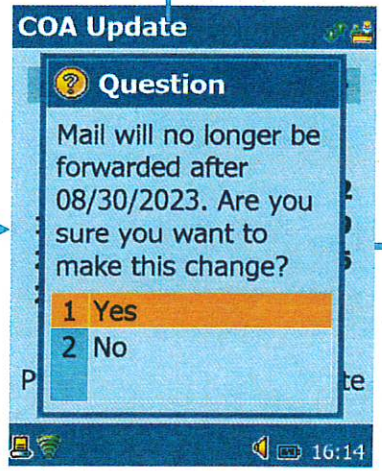
Select 1. Yes

YES

Select 2. No

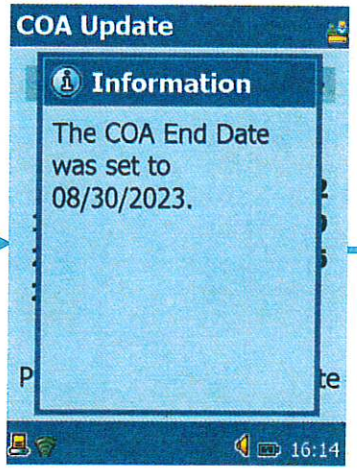


Select new start Date

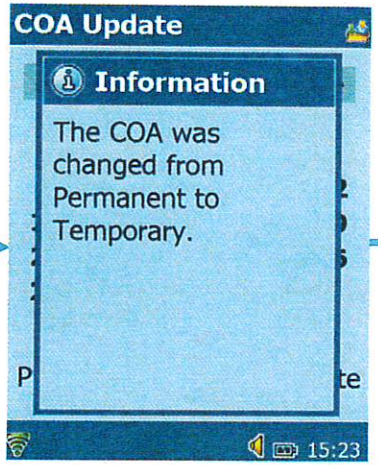


Select 1. Yes

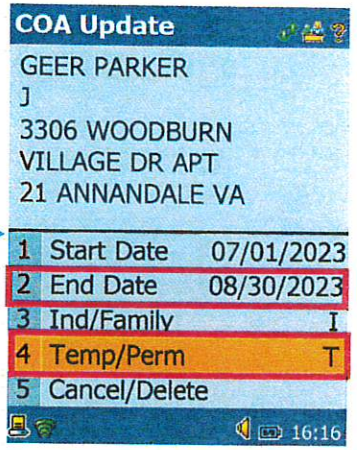
YES



Information message

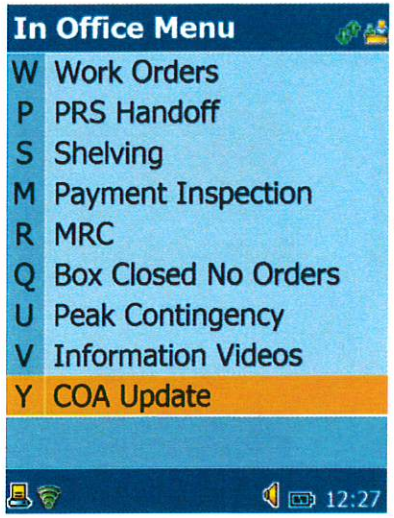


COA was Changed

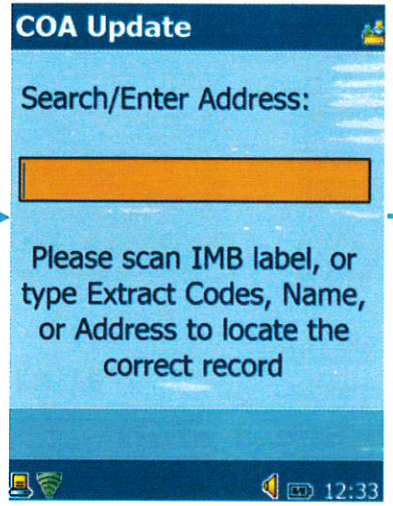


New end date captured, and Record changed from Permanent (P) to Temporary (T)

➢ Cancel/Delete COA

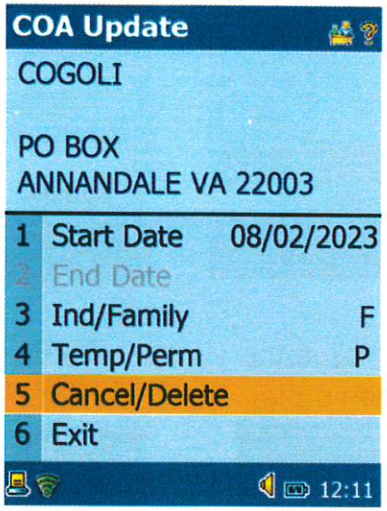


Select Y. COA Update

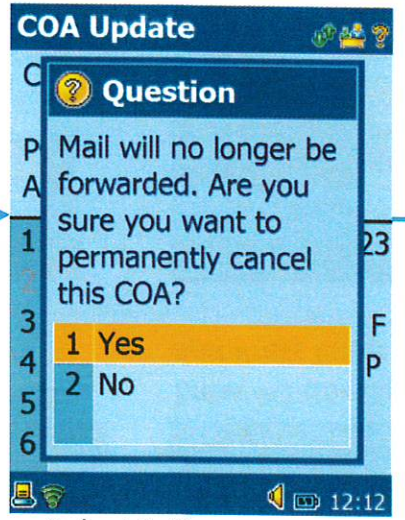


Scan IMB

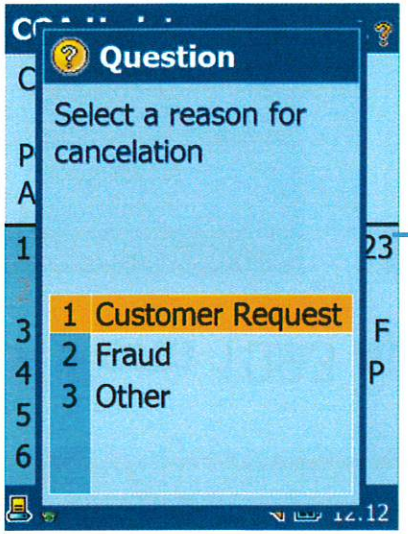
Select 2. No



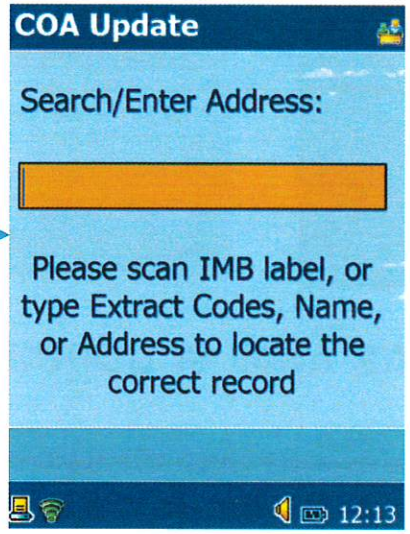
Select 5. Cancel/Delete



Select 1. Yes



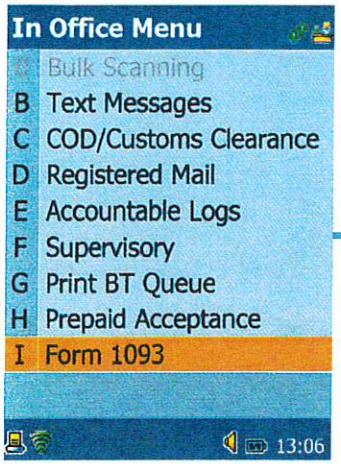
Select a reason for cancelation



COA Update screen appears

Form 1093 Workflow

- Form 1093 application is only available at sites that have Wi-Fi



Select I. Form 1093

Press ENTER

Initiate the camera. Press ENTER to take photo

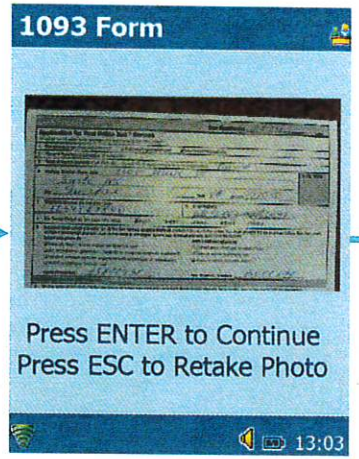
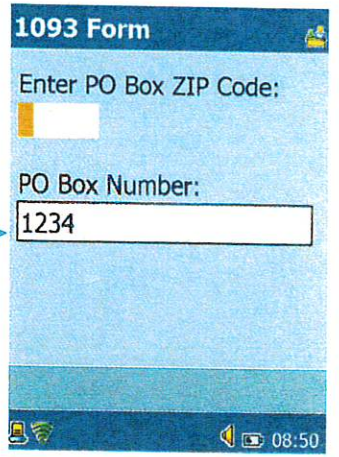
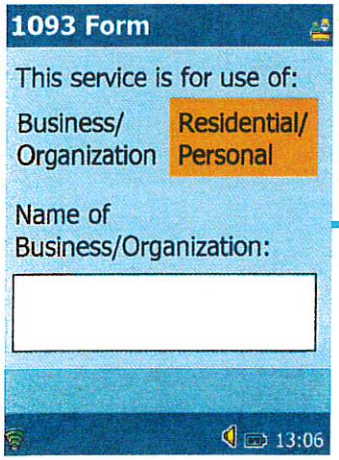


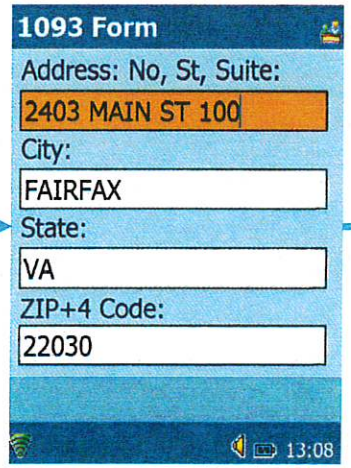
Photo Review. Press Enter to Continue



Enter PO Box Zip Code and Press Enter

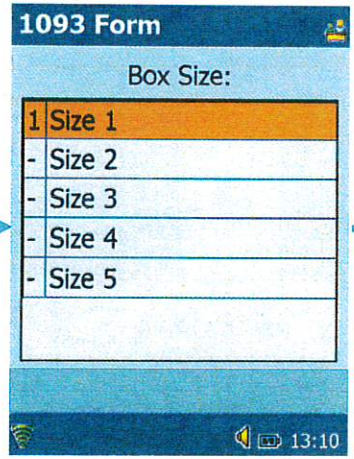


Verify the Information and Press Enter



Verify information and Press Enter

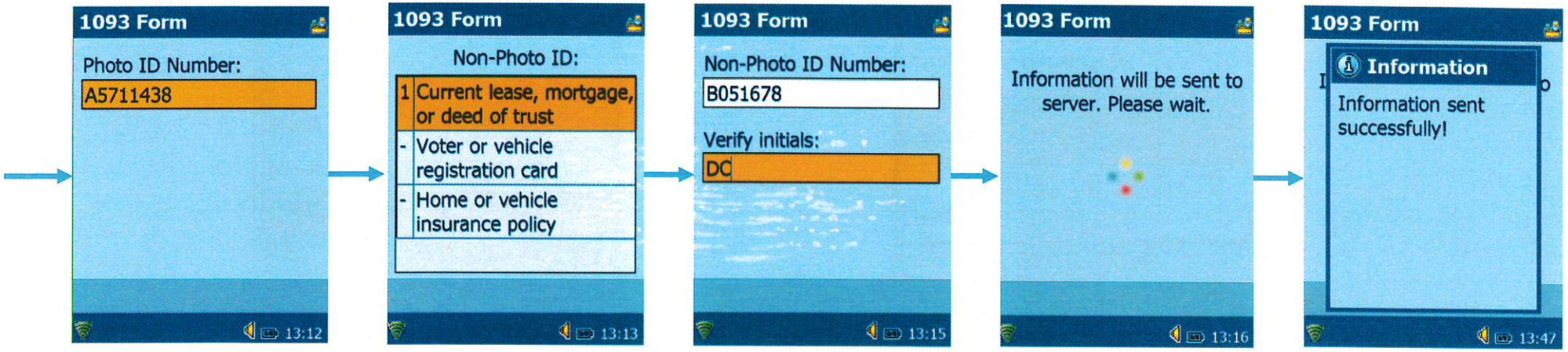
Verify information and Press Enter



Verify Box Size and Press Enter

Verify Photo ID selection and Press Enter

➢ Form 1093 workflow Continue



Verify Photo ID Number and Press Enter

Verify Non-Photo ID selection and Press Enter

Verify Non-Photo ID Number and initials and Press Enter

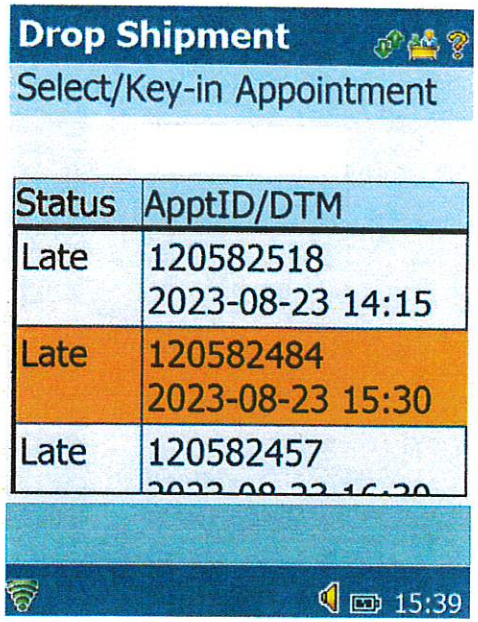
Preparing Information to send to server.

Information sent successfully!

➢ Appointment ID DTM Indicator

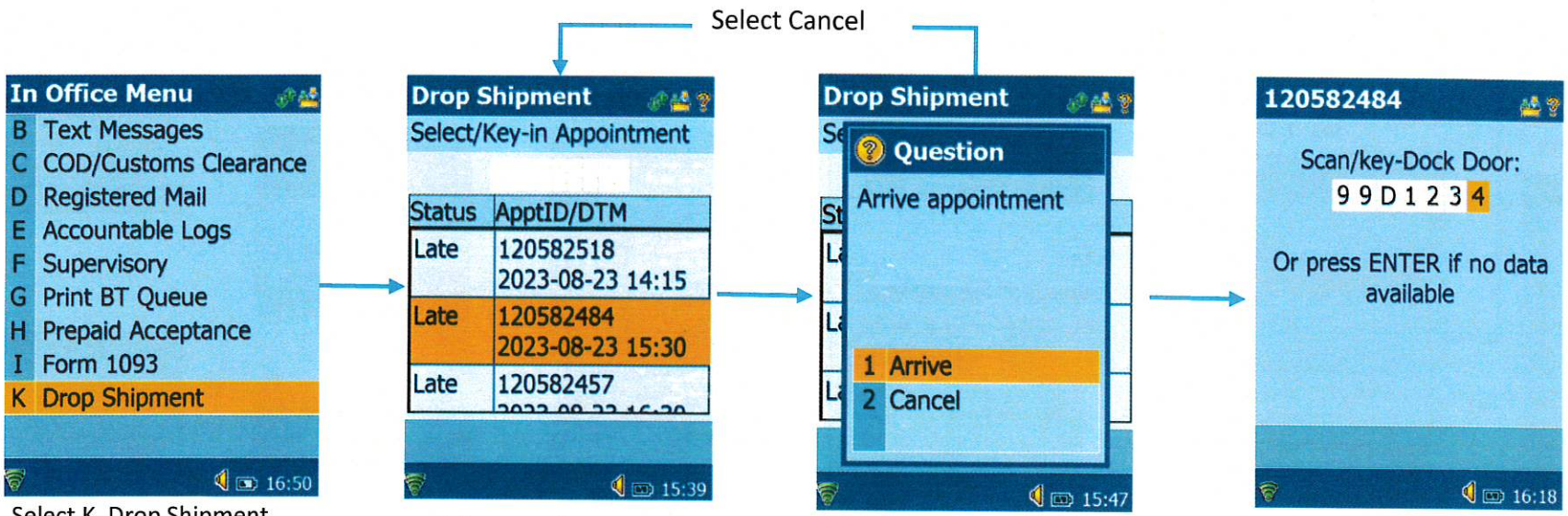
- Added Date and Time of each Appointment ID

Before



NEW

➢ Reload misshipped container

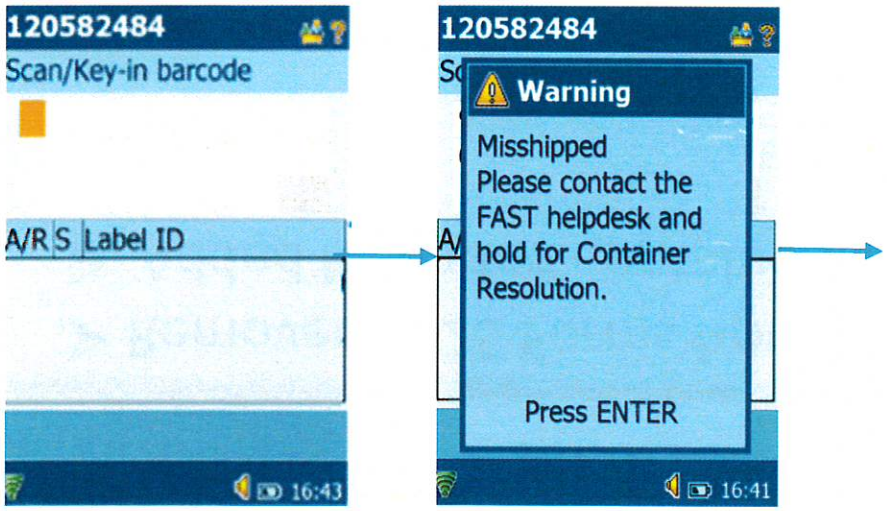


Select K. Drop Shipment

Select appointment

Select 1. Arrive

Scan/key Dock Door barcode

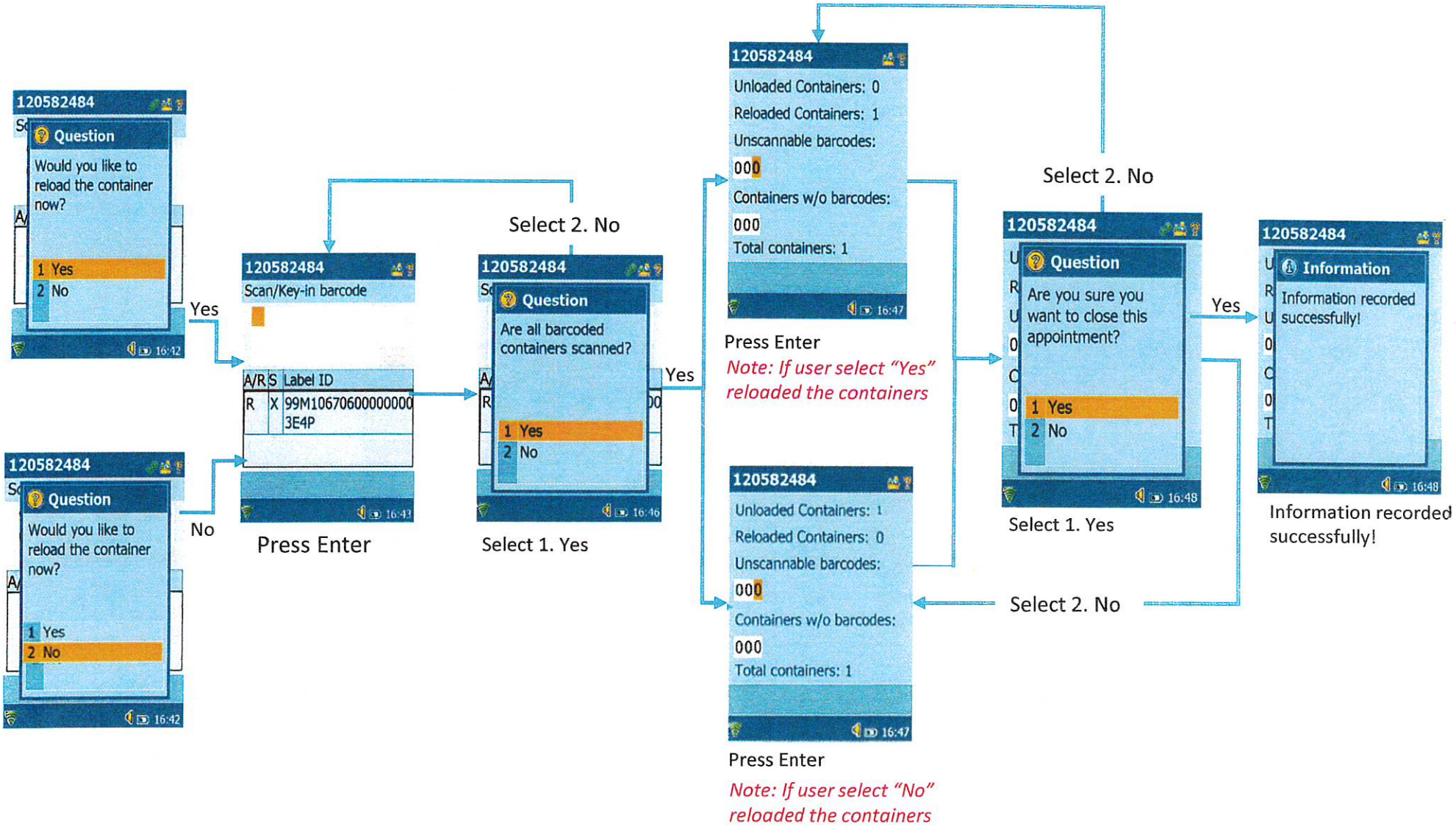


Scan Container barcode

Press Enter

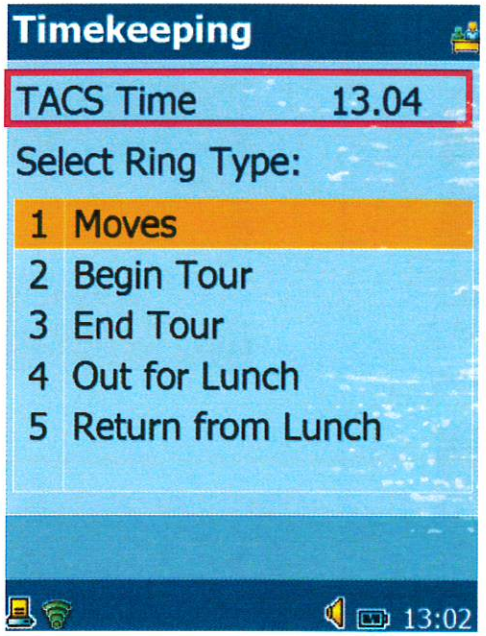
Drop Shipment Phase 2

- Removed 8125 Forms from the Total containers screen
- Added Reloaded Containers to the Total containers screen

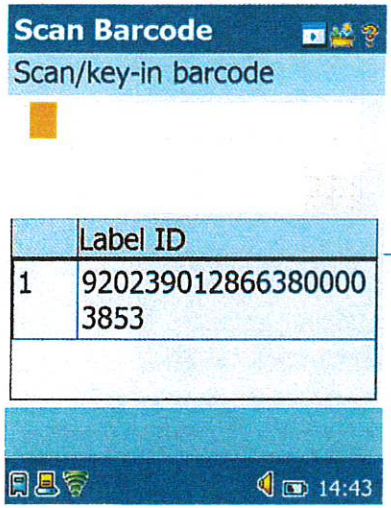


Time Indicator to Timekeeping Function

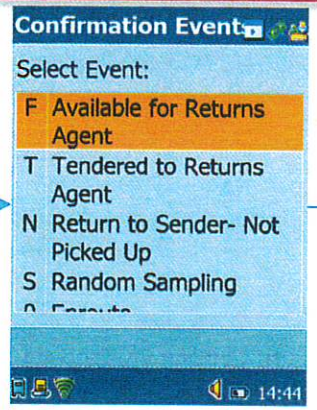
- *New* Time Indicator to Timekeeping Function
  - Display TACS Time



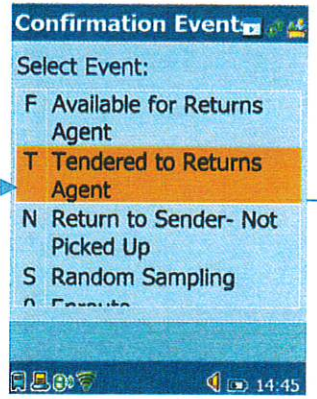
PRS Modified Destination Zip Code Elimination

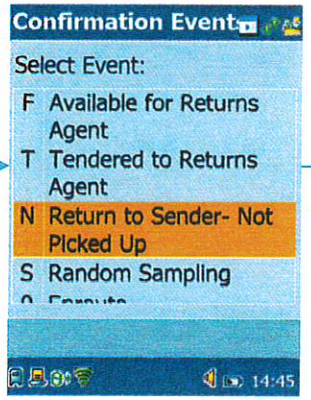


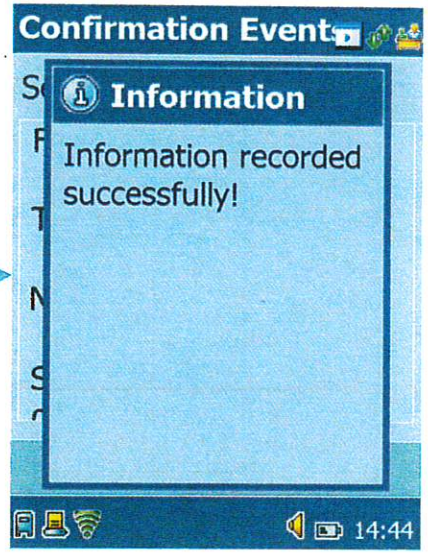
Scan PRS barcode
Press Enter



Select Confirmation Event







New and updated STCs

- STC 907 – Periodicals First Class Mail has been added
- STC 377 – Priority Mail Registered Mail Hazardous Material
- STC 671 – Parcel Return Service <= $500
- STC 672 – Parcel Return Service > $500
- STC 676 – PRS - Hazardous Materials
- STC 677 – PRS Insurance <= $500 Hazardous Materials
- STC 678 – PRS Insurance > $500 Hazardous Materials
- STC 859 – PRS: HAZMAT Division 6.2 Hazardous Materials

IMDAS Release 51 (Software Version 51.54) September 30th, 2023 User Instructions

Attention:

This instruction is for MDD In-Office scanners.

These **User Instructions** cover the following:

- **For Pilot sites** – How to point your IMDAS back to the RIMS Production server
- **For Non-Pilot sites** – Downloading instructions and actions to take if running a version other than 51.54 on Monday morning
- How to check the current version of IMDAS software on the MDD In-Office device

IMDAS Release 51 User Instructions

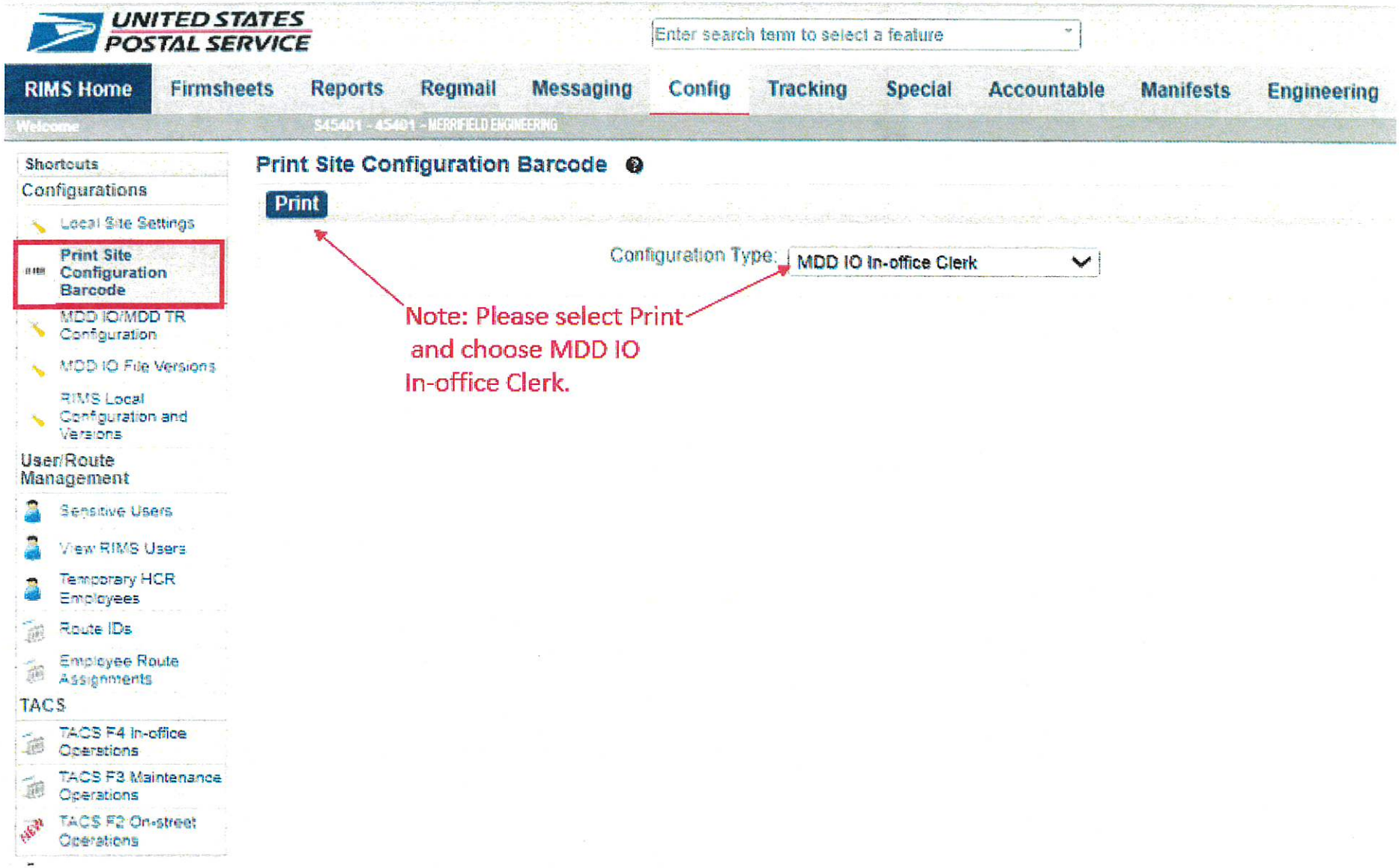
Pilot Sites: No later than COB Friday, September 29th, 2023:

1. Log-in at the National URL: https://rims-imdas.usps.com
2. Click on Config tab
3. Click on "Print Site Configuration Barcode" shortcut on left panel
4. Select MDD In Office Clerk from the drop-down Menu
5. Click print button to print a copy of the Site Configuration Barcode
6. Using the printout, scan the site configuration barcode for each MDD In-Office that was used for Pilot (See next slide for illustrated printout instructions)
7. Cradle the MDD In-Office. New version download should be complete by Monday AM.

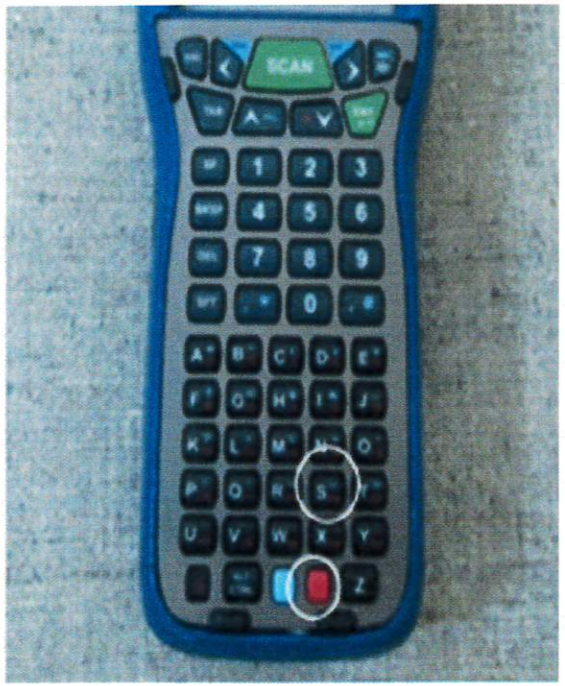
Notes:

- No action required of sites that were **not** part of Pilot. We assume you are already pointed to RIMS production.

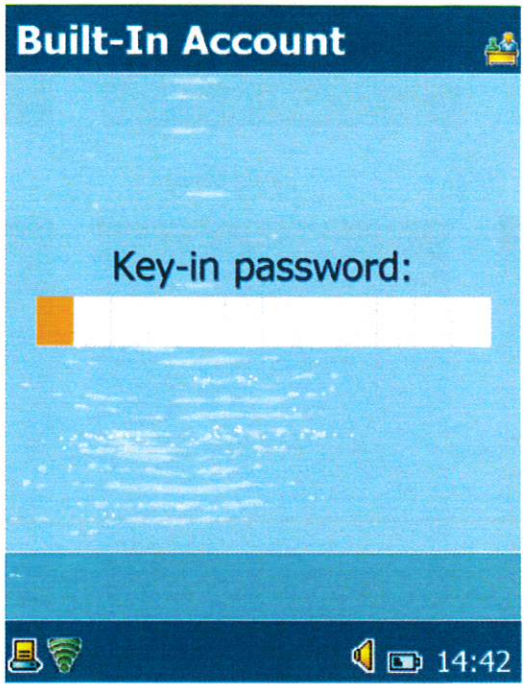
MDD In-Office Site Configuration



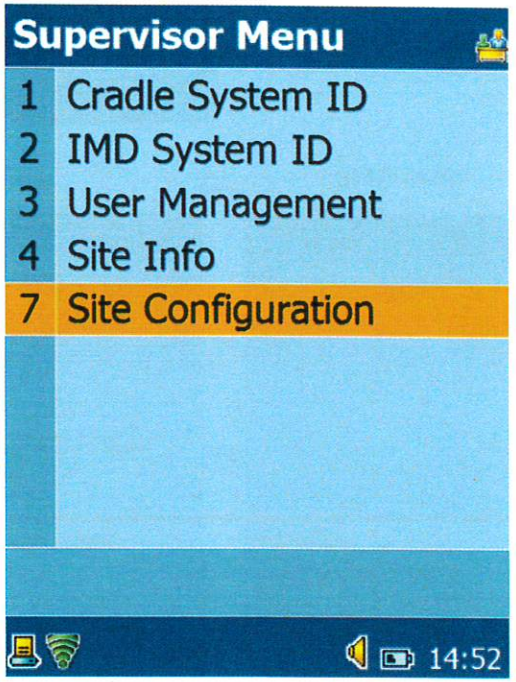
Log In Procedure to Scan Site Configuration Barcode for MDD In-Office



Press the "RED" key and then press "S" key.

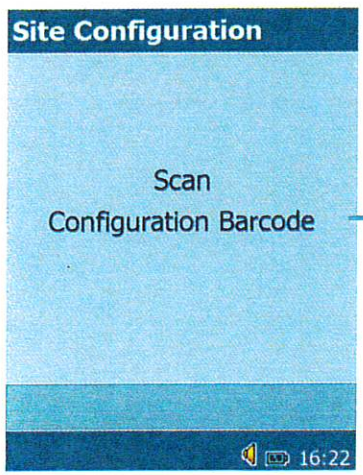


Password = 07041776
Press ENTER

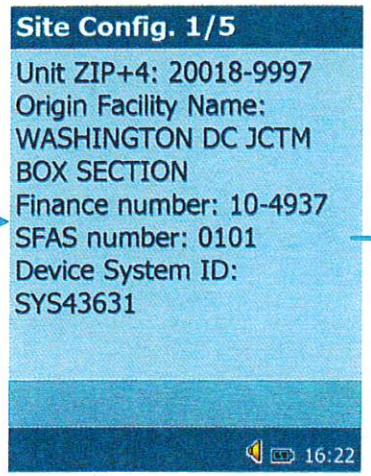


Select Option 7 "Site Configuration"

Scan Site Configuration Barcode Screen flow – Full Screens

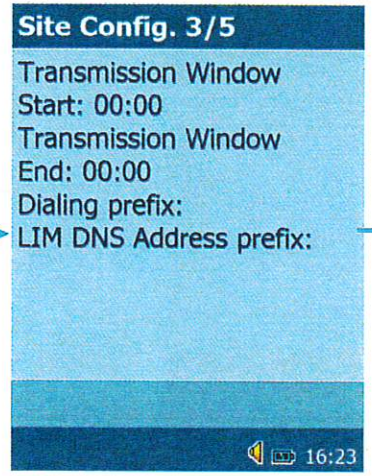


Scan Configuration Barcode

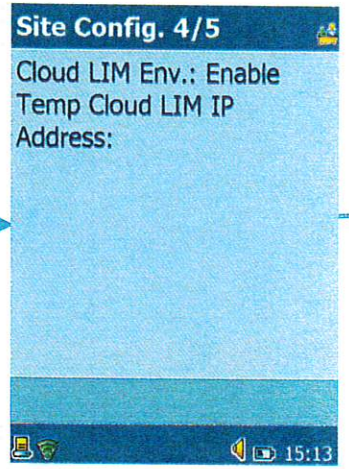


Press Enter

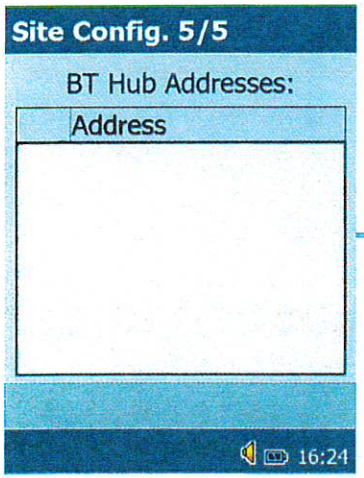
Press Enter



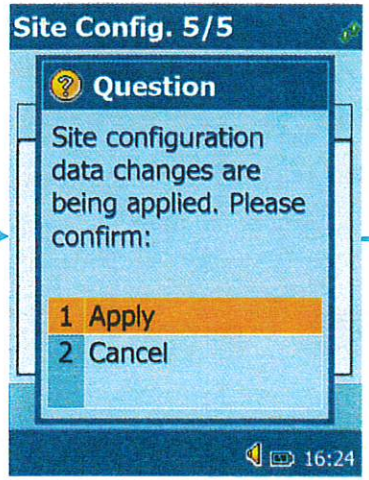
Press Enter



Press Enter

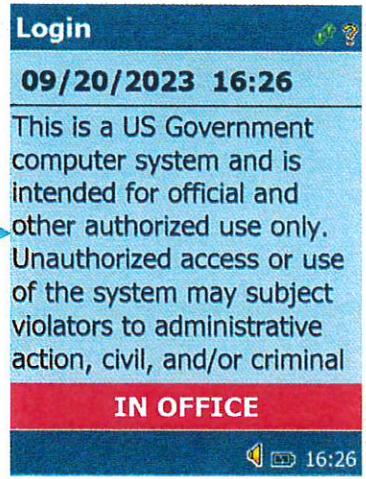


Press Enter



Select Apply

Press Enter



Non-Pilot Sites - No later than COB Friday, September 29th, 2023:

- Cradle the device. The new version should be downloaded.
- Check SW version Monday AM. If still other than 51.54, 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 MDD In-Office

Version 51.54 is the Production Version of IMDAS Software being deployed to sites this weekend (September 29, 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

Function	MDD In-Office Device
BiS	RED + 'S'
Diagnostics	RED + 'U'
Dash(-)	RED + 'D'
Help	RED + 'H'
Warm Boot	<"ALT/CTRL">+<"ENT">
Pairing RS507 with device (while on Scan Barcode Screen)	RED + 'R'
MDDIO Video Play (when video icon is available)	RED + 'V'
Text Messages	RED + 'T'
Arrow Key	RED + 'K'
Timekeeping	RED + 'F'

NOTE *For key combination 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