



RECEIVED

OCT 03 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,

For

Shannon R. Richardson
Director
Contract Administration (APWU)

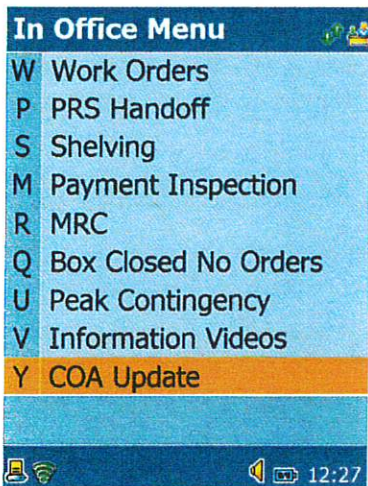
Enclosures

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

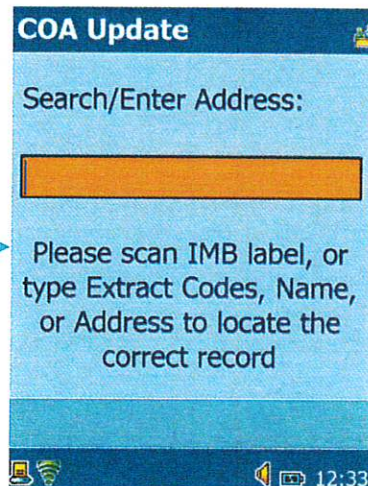
Effective September 30, 2023, all Intelligent Mail Delivery Device In-Office (MDDIO) hand-held scanners will receive the following updates:

- 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

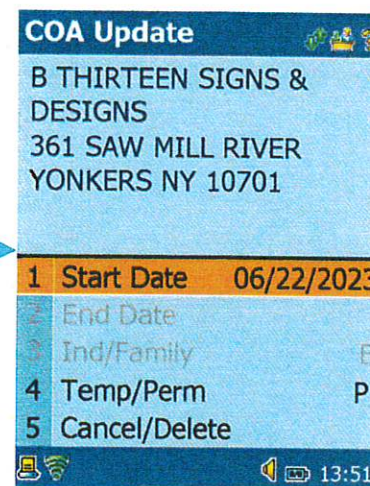
➤ Changing COA Start Dates



Select Y. COA Update



Scan IMB label



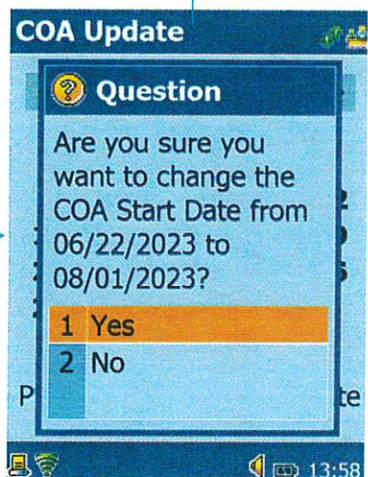
Select 1. Start Date



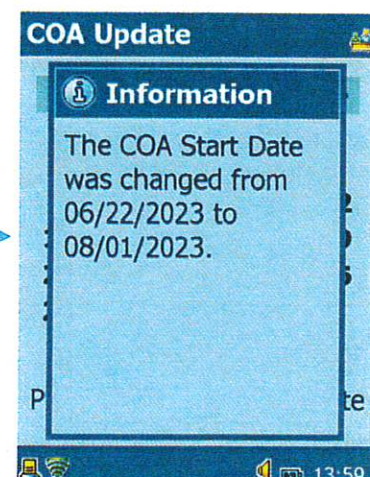
Original start date appears



Select new Start Date and press ENTER



Select 1. Yes

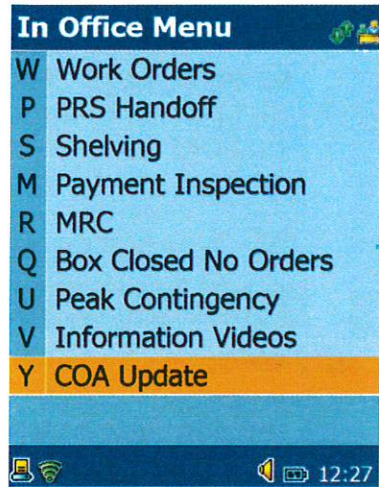


Information Pop Up Message

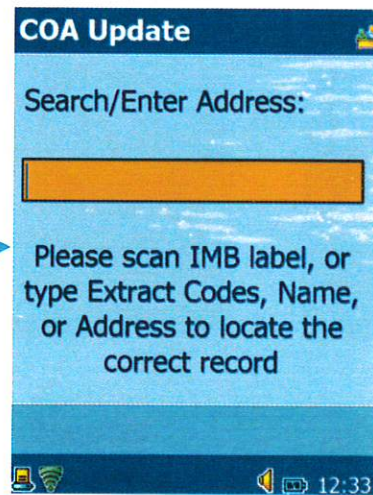


Updated COA screen appears

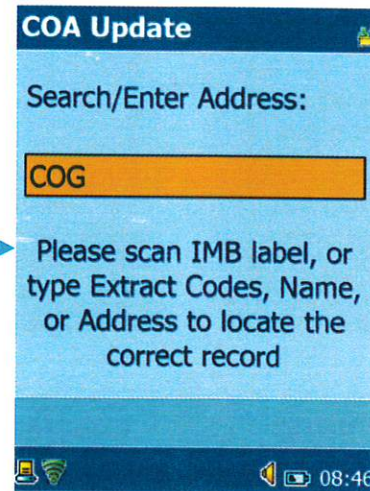
➤ Changing COA from Individual to Family



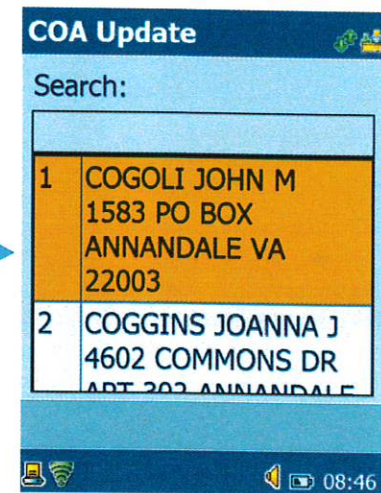
Select **Y**. COA Update



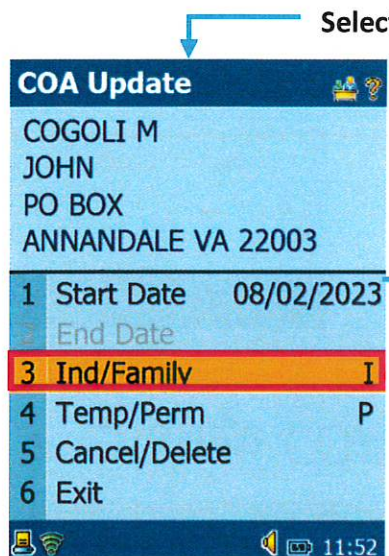
COA Update screen appears



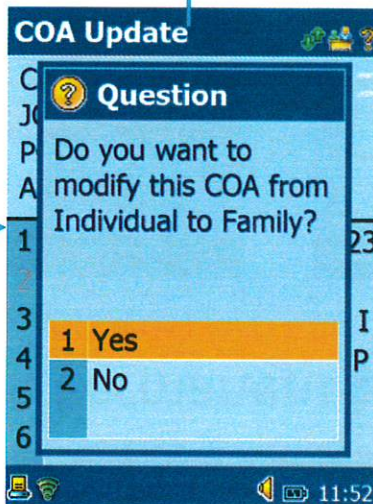
Type Name



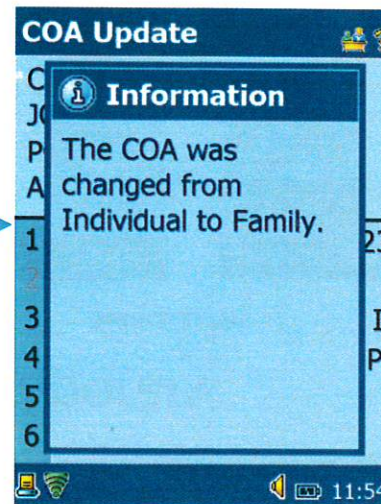
Select from list



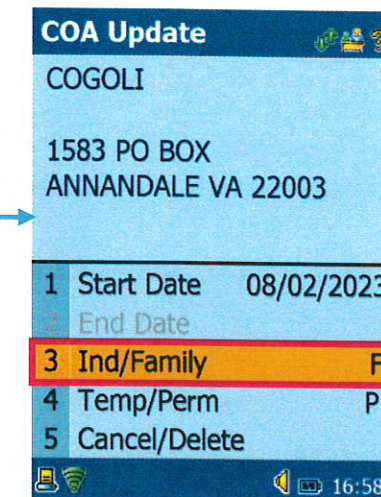
Select **3**. Ind/Family



Select **1**. Yes

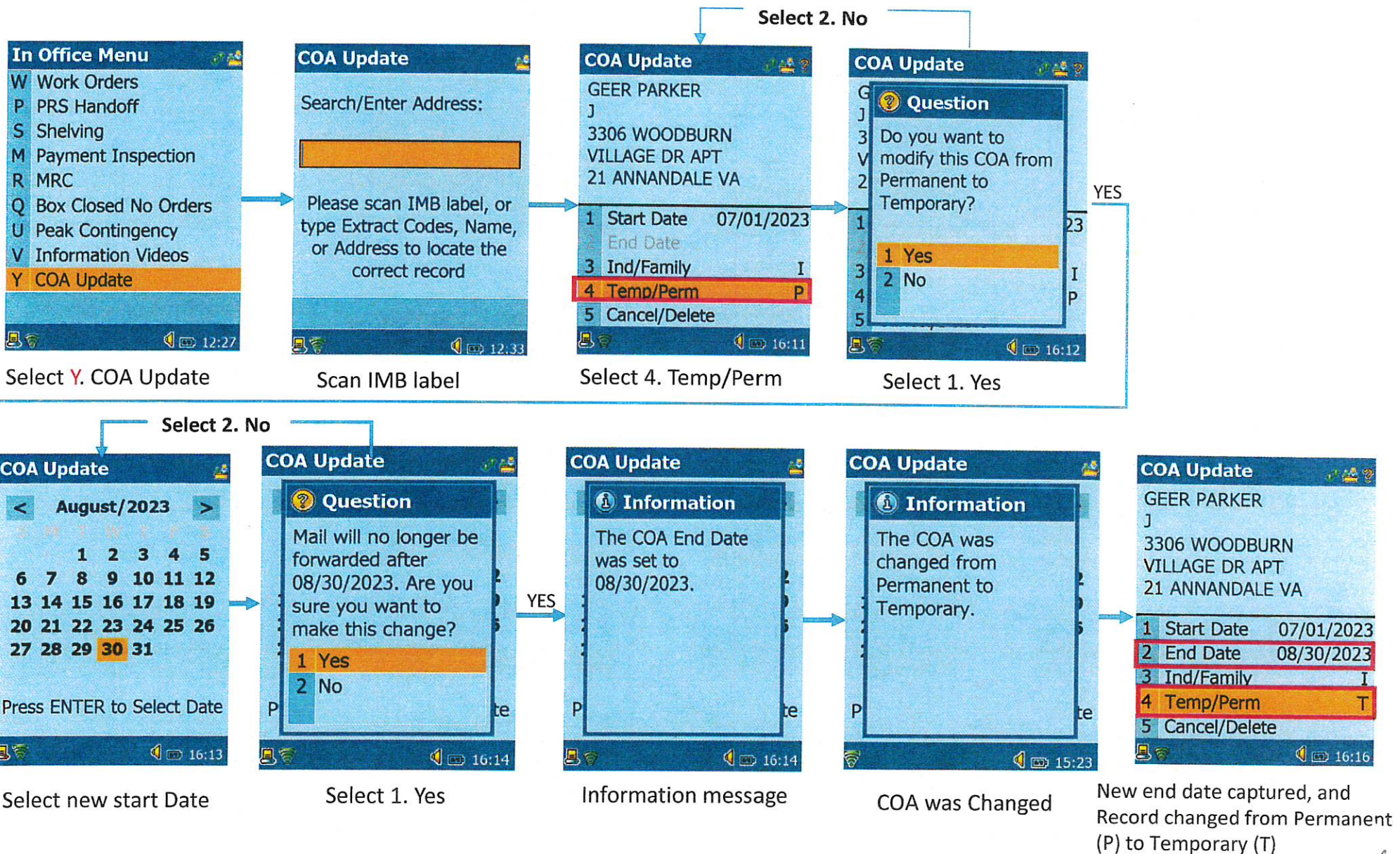


Information Pop-up message

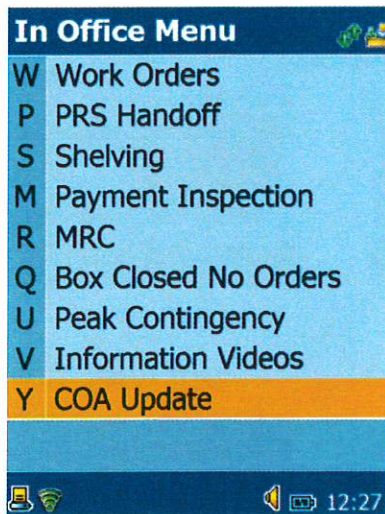


Record is modified from Individual to Family

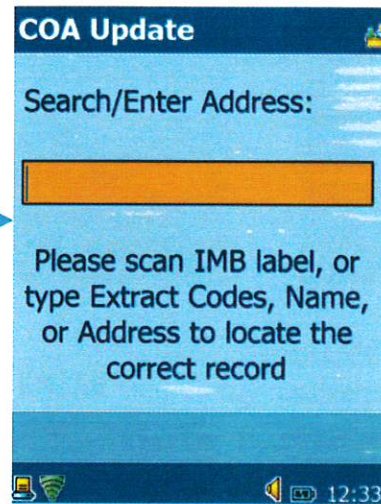
➤ Change COA from Permanent to Temporary



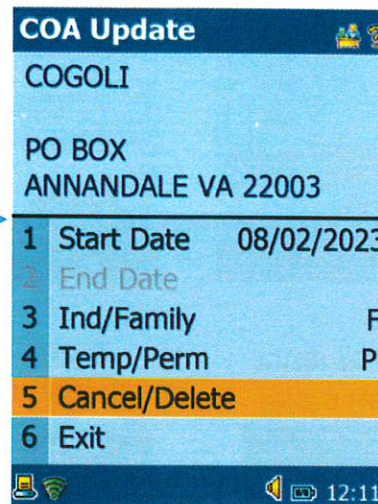
➤ Cancel/Delete COA



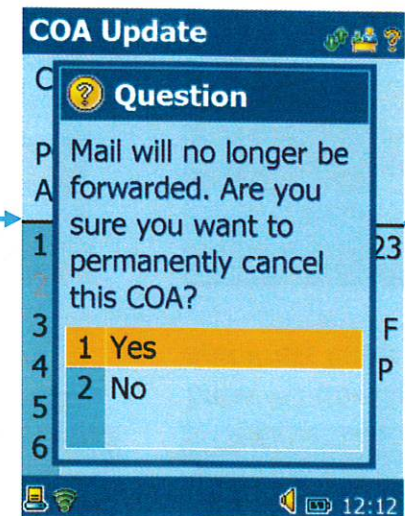
Select Y. COA Update



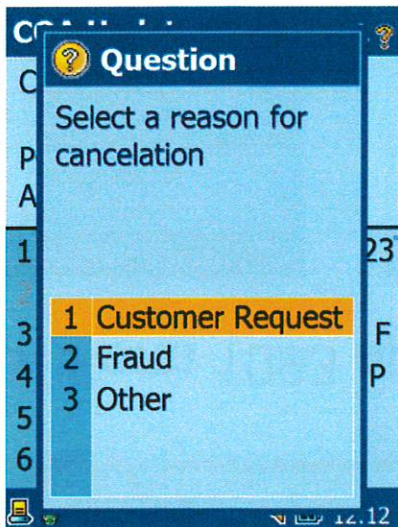
Scan IMB



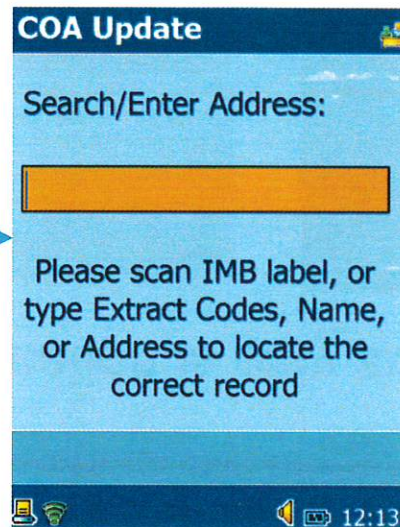
Select 5. Cancel/Delete



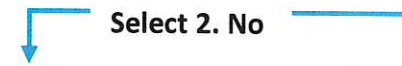
Select 1. Yes



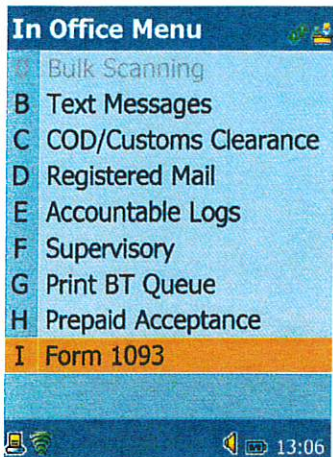
Select a reason for cancellation



COA Update screen appears



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

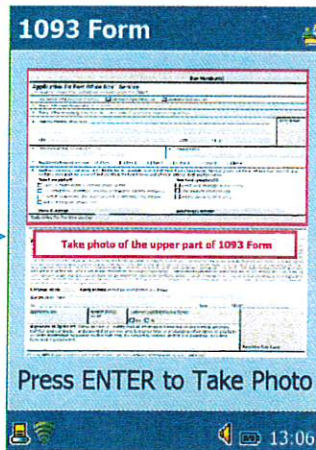


In Office Menu

- B Bulk Scanning
- B Text Messages
- C COD/Customs Clearance
- D Registered Mail
- E Accountable Logs
- F Supervisory
- G Print BT Queue
- H Prepaid Acceptance
- I Form 1093**

13:06

Select **I. Form 1093**



1093 Form

Take photo of the upper part of 1093 Form

Press ENTER to Take Photo

13:06

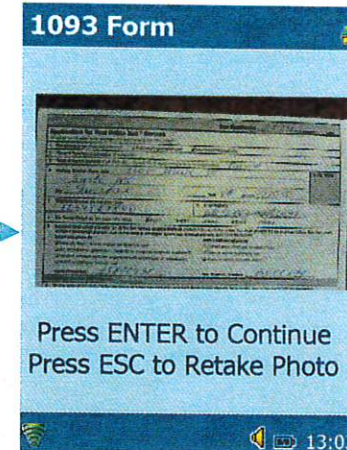
Press ENTER



Press ENTER to Take Photo

13:03

Initiate the camera. Press ENTER to take photo

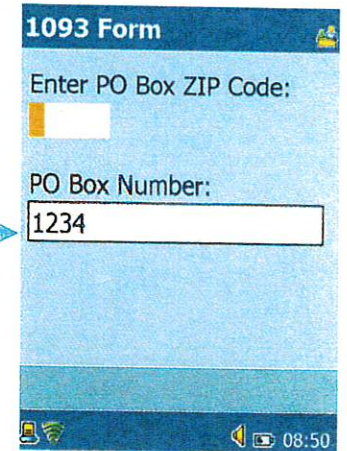


1093 Form

Press ENTER to Continue
Press ESC to Retake Photo

13:03

Photo Review. Press Enter to Continue



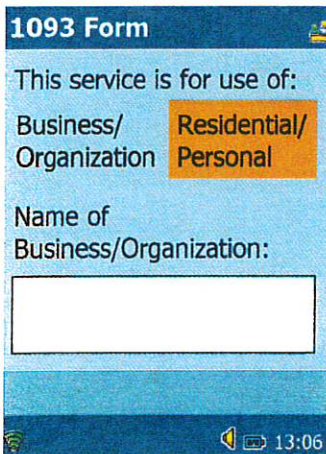
1093 Form

Enter PO Box ZIP Code:
[]

PO Box Number:
1234

08:50

Enter PO Box Zip Code and Press Enter



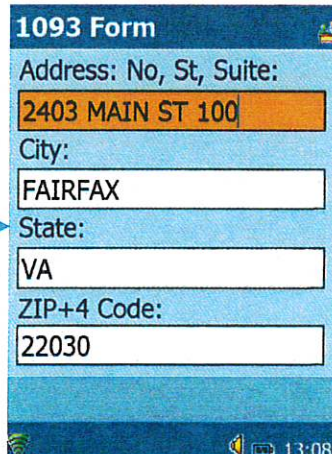
1093 Form

This service is for use of:
Business/ Organization **Residential/ Personal**

Name of Business/Organization:
[]

13:06

Verify the Information and Press Enter



1093 Form

Address: No, St, Suite:
2403 MAIN ST 100

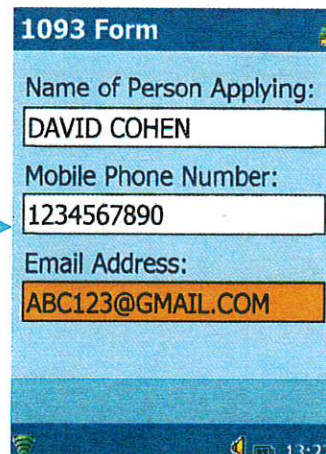
City:
FAIRFAX

State:
VA

ZIP+4 Code:
22030

13:08

Verify information and Press Enter



1093 Form

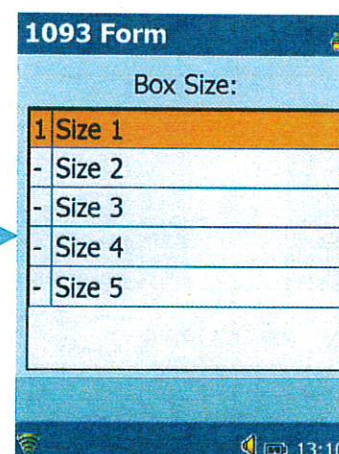
Name of Person Applying:
DAVID COHEN

Mobile Phone Number:
1234567890

Email Address:
ABC123@GMAIL.COM

13:22

Verify information and Press Enter



1093 Form

Box Size:

- 1 Size 1
- Size 2
- Size 3
- Size 4
- Size 5

13:10

Verify Box Size and Press Enter



1093 Form

Photo ID:

- 1 Valid U.S. driver's license or state non-driver's ID card
- U.S. Armed forces government, university, or recognized corporate employee ID
- Passport, passport card

13:11

Verify Photo ID selection and Press Enter

➤ Form 1093 workflow Continue

1093 Form

Photo ID Number:
A5711438

13:12

Verify Photo ID Number and Press Enter

1093 Form

Non-Photo ID:

1 Current lease, mortgage, or deed of trust

- Voter or vehicle registration card

- Home or vehicle insurance policy

13:13

Verify Non-Photo ID selection and Press Enter

1093 Form

Non-Photo ID Number:
B051678

Verify initials:
DC

13:15

Verify Non-Photo ID Number and initials and Press Enter

1093 Form

Information will be sent to server. Please wait.

13:16

Preparing Information to send to server.

1093 Form


Information

Information sent successfully!

13:47



Information sent successfully!

- Appointment ID DTM Indicator
 - Added Date and Time of each Appointment ID


Drop Shipment 

Select/Key-in Appointment

Status	Appointment ID
Late	913182161
New	913182372
New	913182373



  14:46

Before

Drop Shipment 

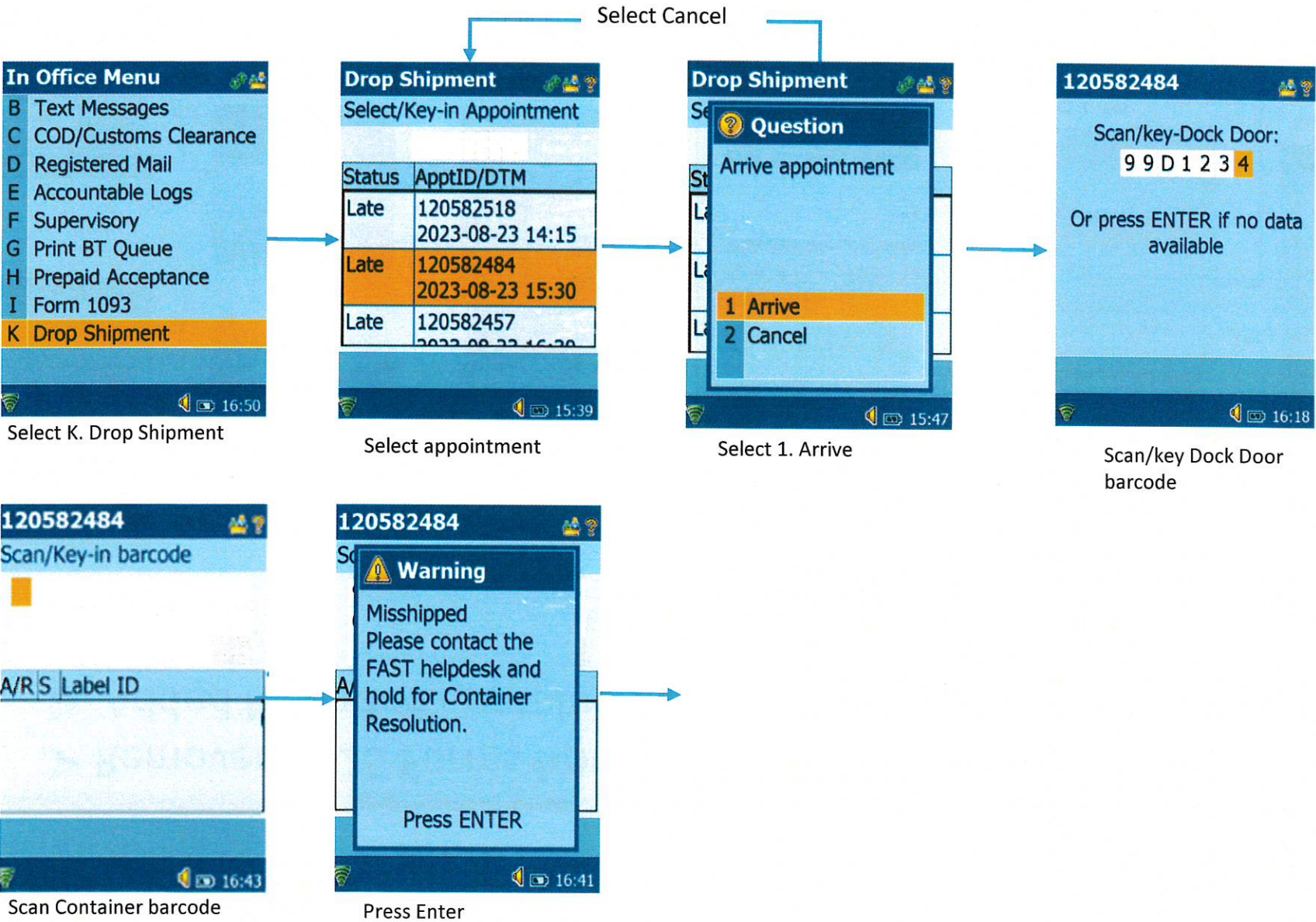
Select/Key-in Appointment

Status	ApptID/DTM
Late	120582518 2023-08-23 14:15
Late	120582484 2023-08-23 15:30
Late	120582457 2023-08-23 16:30

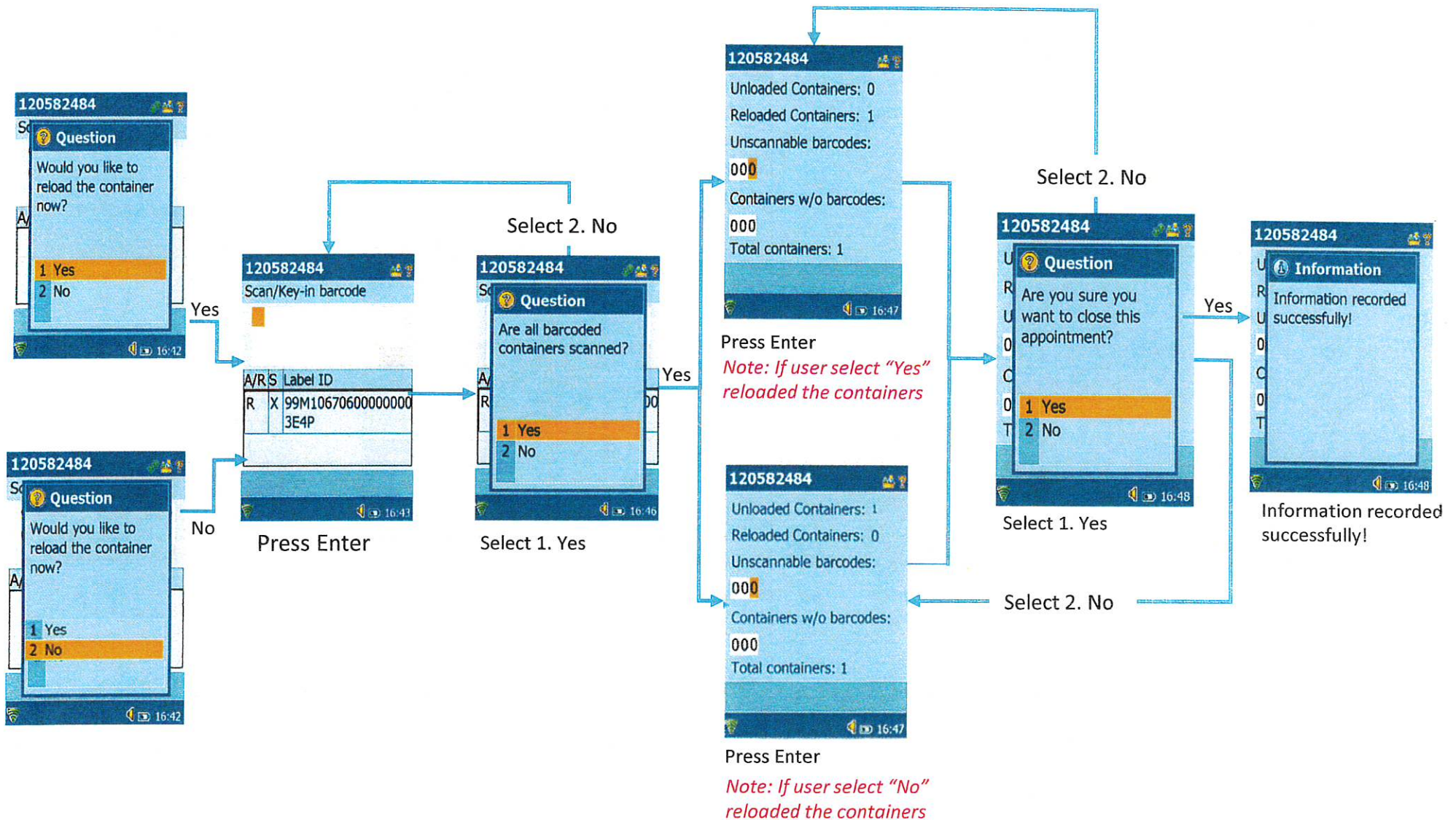
  15:39

NEW

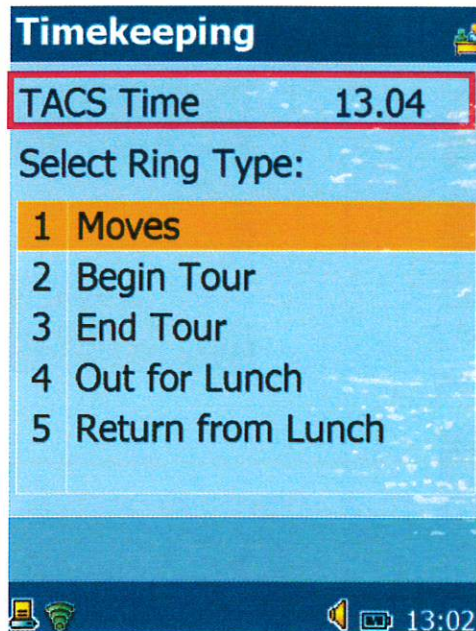
➤ Reload misshipped container



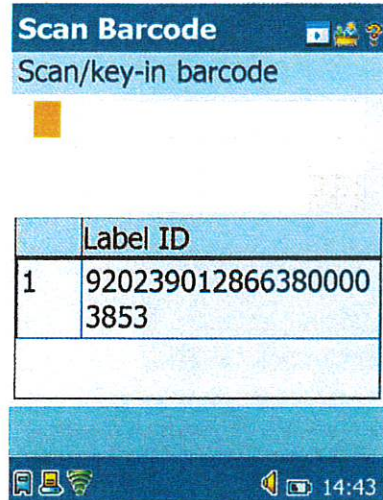
- Removed 8125 Forms from the Total containers screen
- Added Reloaded Containers to the Total containers screen



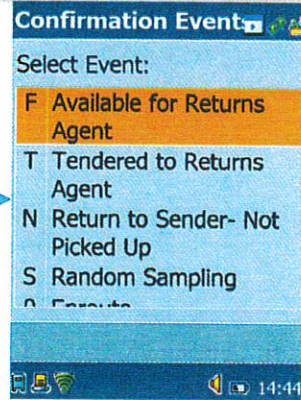
- *New* Time Indicator to Timekeeping Function
 - Display TACS Time



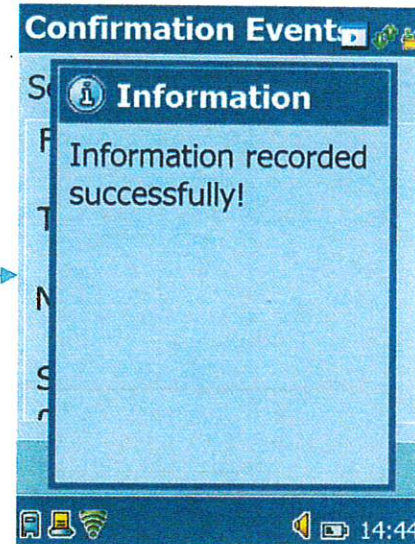
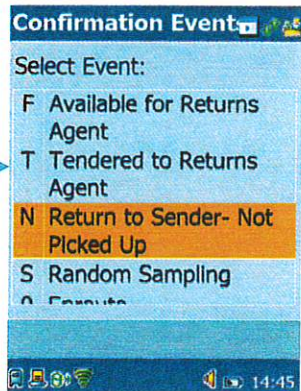
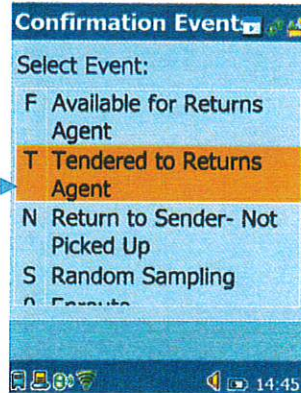
PRS Modified Destination Zip Code Elimination



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

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

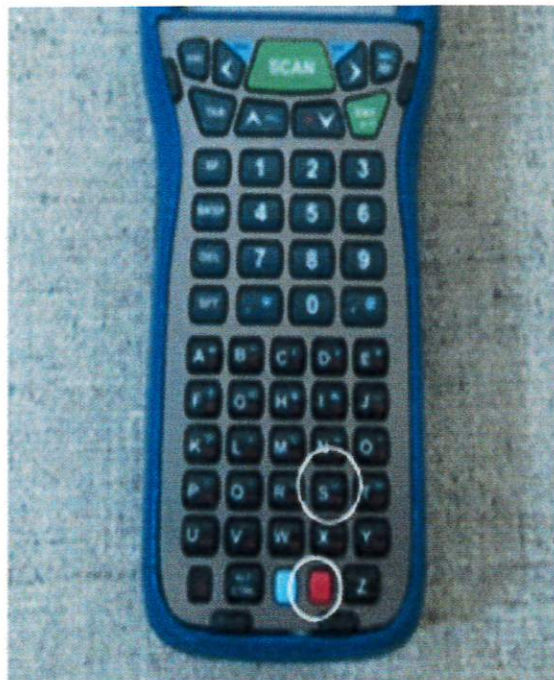
The screenshot shows the RIMS application interface. At the top left is the United States Postal Service logo. To the right is a search bar with the placeholder text "Enter search term to select a feature". Below the logo is a navigation menu with the following items: RIMS Home, Firmsheets, Reports, Regmail, Messaging, **Config**, Tracking, Special, Accountable, Manifests, and Engineering. Below the navigation menu is a welcome message: "Welcome S45401 - 45401 - MERRIFIELD ENGINEERING".

The main content area is titled "Print Site Configuration Barcode" with a help icon. On the left side, there is a sidebar menu with the following sections:

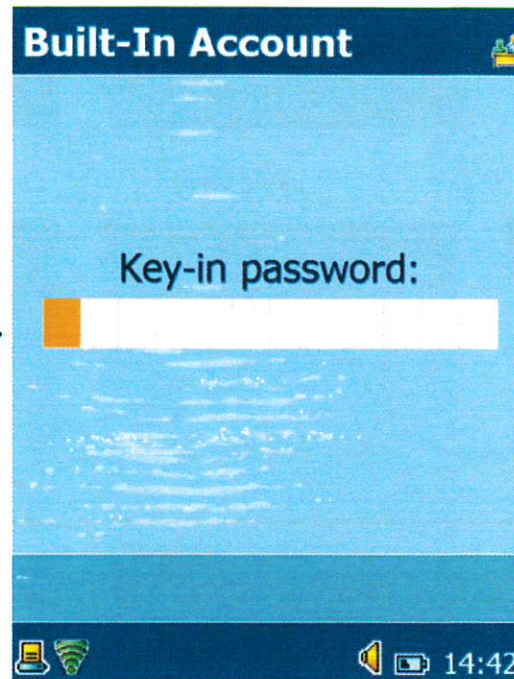
- Shortcuts
- Configurations
 - Local Site Settings
 - Print Site Configuration Barcode** (highlighted with a red box)
 - MDD IO/MDD TR Configuration
 - MDD IO File Versions
 - RIMS Local Configuration and Versions
- User/Route Management
 - Sensitive Users
 - View RIMS Users
 - Temporary HCR Employees
 - Route IDs
 - Employee Route Assignments
- TACS
 - TACS F4 In-office Operations
 - TACS F3 Maintenance Operations
 - TACS F2 On-street Operations

In the main content area, there is a "Print" button (highlighted with a red box) and a "Configuration Type" dropdown menu set to "MDD IO In-office Clerk". A red note with two arrows pointing to the "Print" button and the "Configuration Type" dropdown reads: "Note: Please select Print and choose MDD IO In-office Clerk."

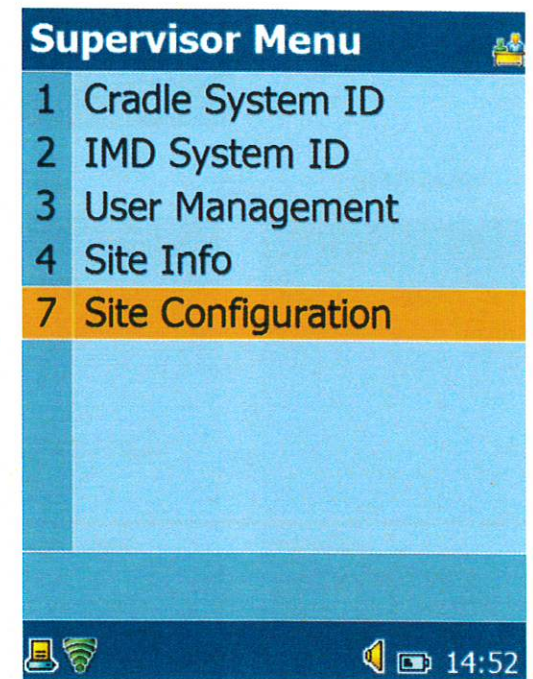
Log In Procedure to Scan Site Configuration Barcode for MDD In-Office



Press the “RED” key and then press “S” key.

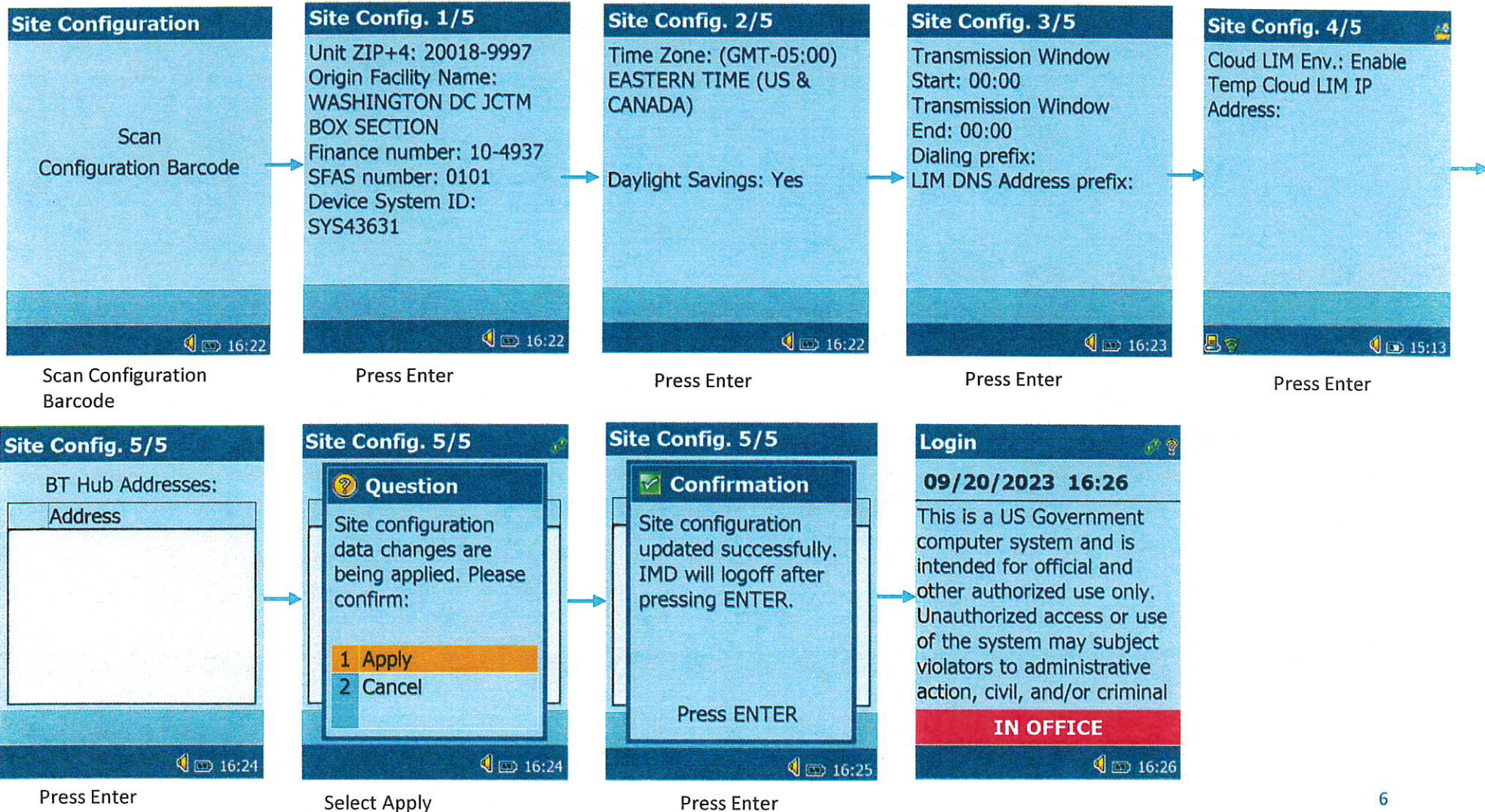


Password = 07041776
Press ENTER



Select Option 7 “Site Configuration”

Scan Site Configuration Barcode Screen flow – Full Screens



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

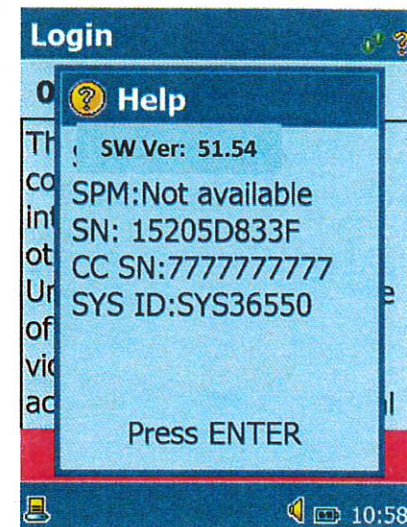
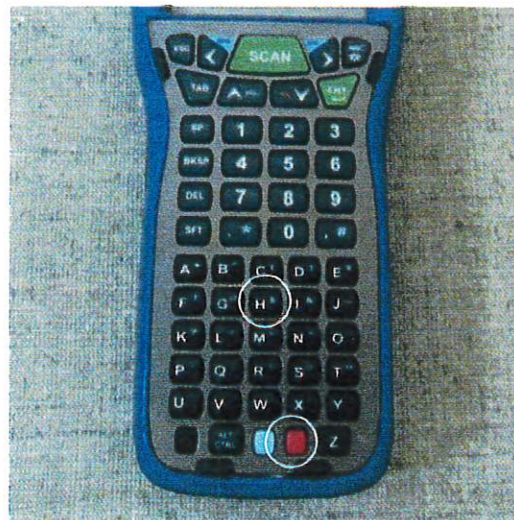
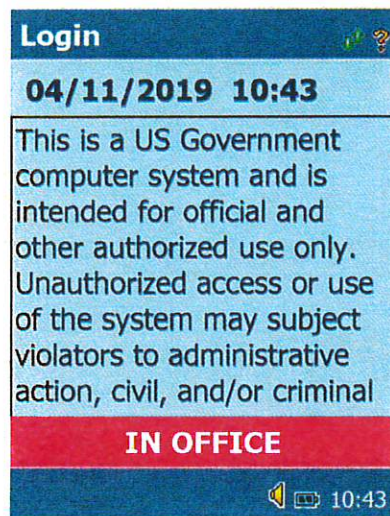
- Cradle the device. The new version should be downloaded.
- Check SW version Monday AM. If still other than **51.54**, please contact the IMDAS Help Desk. They will walk you through the process.

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