RECEIVE
JAN 31 2022

LABOR RELATIONS

UNITED STATES
POSTAL SERVICE

January 28, 2022

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

Certified Mail Tracking Number:
7019 2280 0001 6260 6992

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include the menu options, Box Closed No Orders (BCNO) and Firmsheet Delivery Attributes.

Effective January 29, these features will be available for use via all Intelligent Mail Devices (IMDs) and Mobile Delivery Devices (MDDs).

Enclosed are the following:

- Final copy of the IMDAS Barcode Def Version Change User Instructions (Barcode Def Version 1194\Software Version 41.20); and
- Final copy of the IMDAS Release 41 (Software Version 41.20/Barcode Def Version 1194) Jan 2022 Service Talk.

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

Sincerely,

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

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WASHINGTON DC 20260-4100
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(CA2022-003)

IMDAS Jan 2022 Barcode Def Version Change
Barcode Def Version 1194
Software Version 41.20

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 barcode def version other than 1194 on Monday morning

- How to check the current barcode def version of IMDAS software on the IMD/MDD In-Office

Please Note: *These instructions only apply for new Barcode Def Version Change not for software change. The software version will remain the same.*

IMDAS Barcode Def Version Change User Instructions

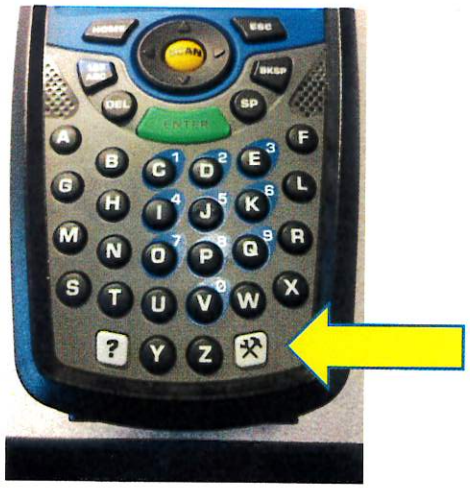
No later than COB Friday, January 28th, 2022:

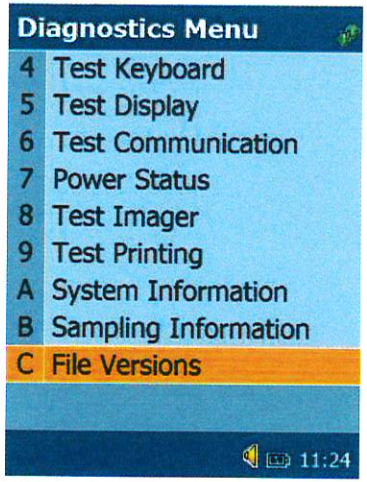
- Cradle the device. The new barcode def version should be downloaded.
- Check Barcode Def version Monday AM. If still other than 1194, please contact the IMDAS Help Desk. They will walk you through the process.
- Note: For scanners received from CRF or other sites, please scan the current site configuration barcode.

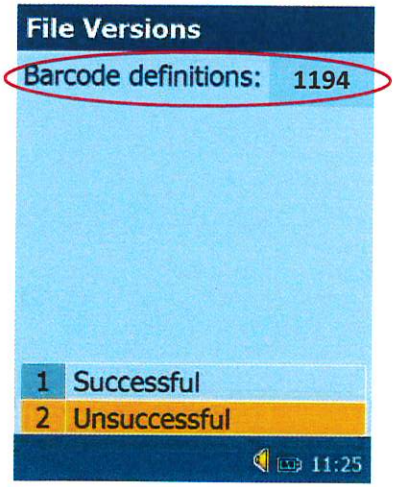
Checking the current version of IMDAS barcode def running on the IMD

Barcode def version 1194 is the Production Version of IMDAS Barcode Def being deployed to sites this weekend (Jan 29, 2022). To verify that the IMD has successfully downloaded this version:

Press the Diagnostic key on the lower right keypad of the IMD. Select option **C File Versions** then Press ENTER 2 times.



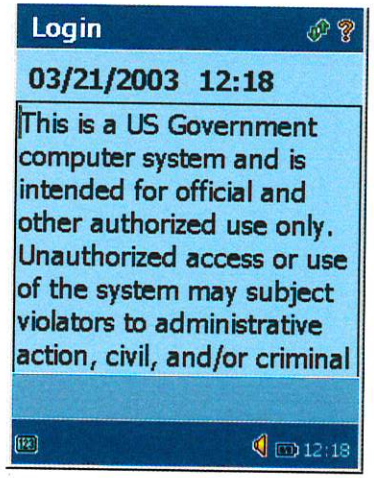


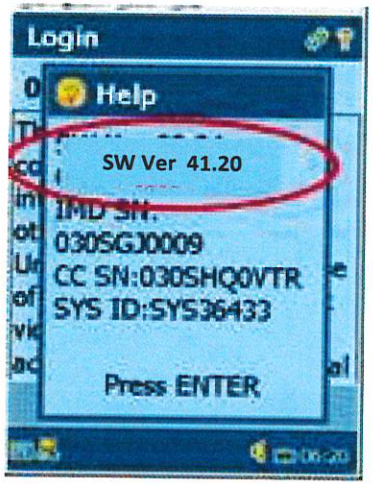


Checking the current version of IMDAS software running on the IMD

The current Production Software version is 41.20. To verify that the IMD has the most current version:

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



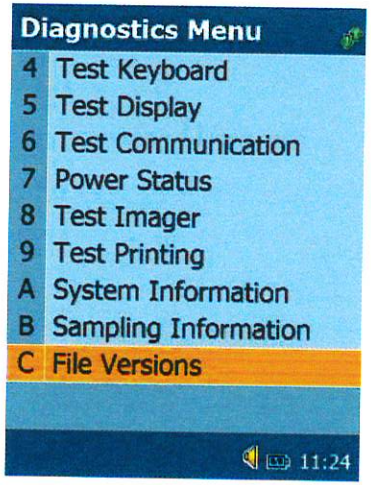


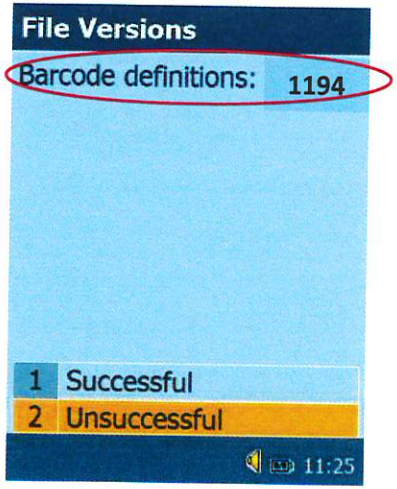
IMDAS Barcode Def Version Change User Instructions

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

Version 1194 is the Production Version of IMDAS Barcode Def being deployed to sites this weekend (Jan 29, 2022). To verify that the MDD In-Office device has successfully downloaded this version:

Press the "RED" key and then the "U" key on the MDD In-Office device. Select option **C File Versions** then Press ENTER 2 times.





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

The current Production Software version is 41.20. To verify that the MDD In-Office has the most current version:

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

IMDAS Barcode Def Version Change User Instructions

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">+"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'

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"***

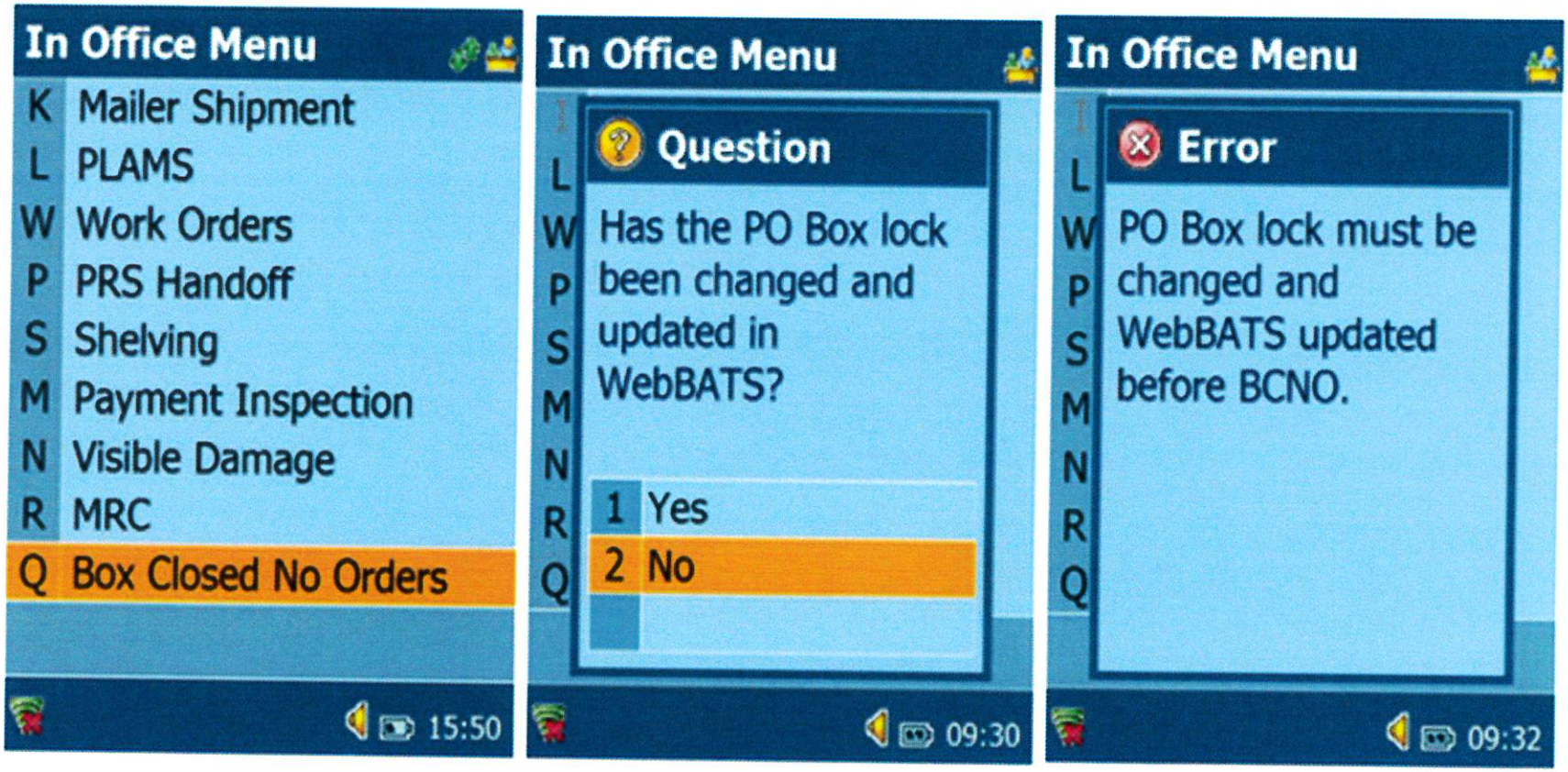
You will be prompted to select Mobile Delivery Device (option 1) or IMDAS issues (option 2). Again, spell out the letters **"M-D-D" or select option '1'** to be routed to the correct Help Desk

IMDAS Release 41 (Software Version 41.20/Barcode Def Version 1194) Jan 2021 Service Talk

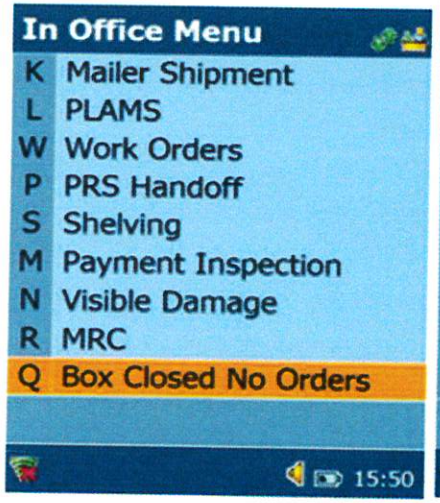
Effective January 29, 2022, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

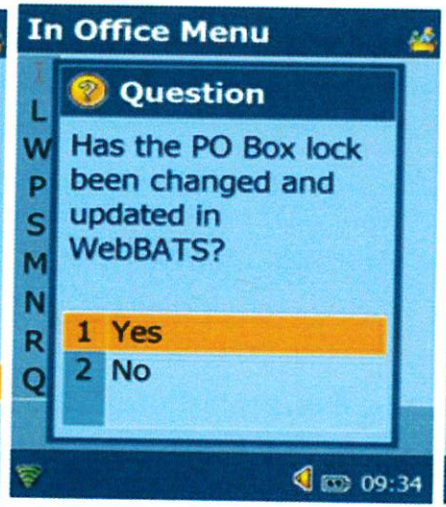
- BCNO
- Firmsheet Delivery Attributes

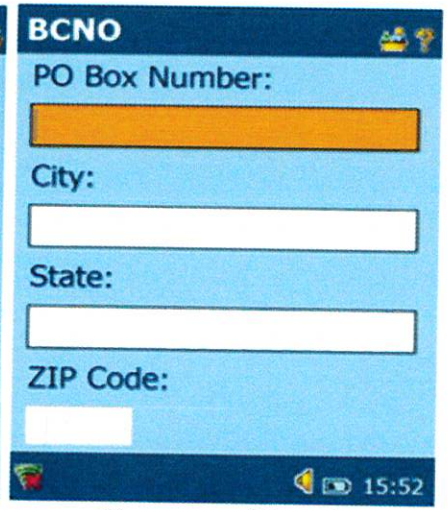
PO Box lock **NOT** been changed and updated in WebBATS



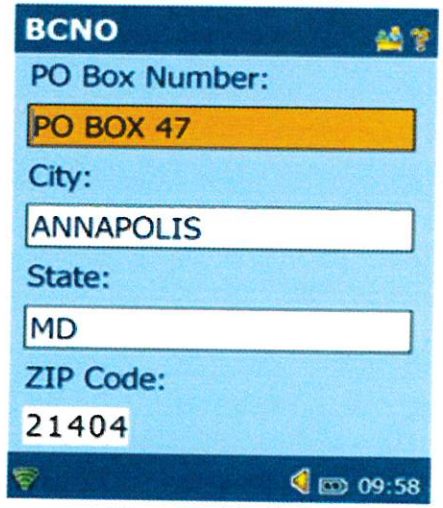
PO Box lock been changed and updated in WebBATS – **Individual**



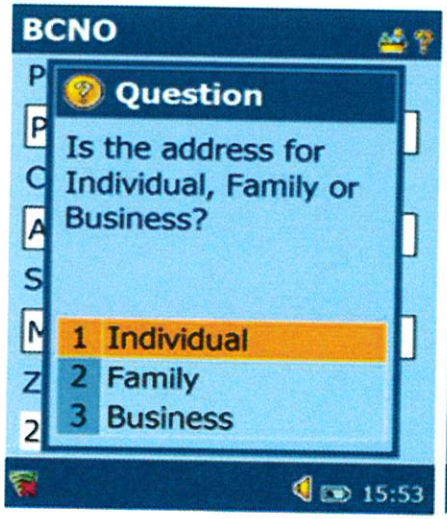


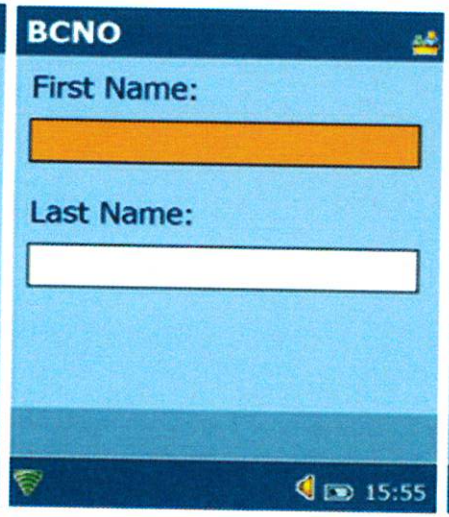


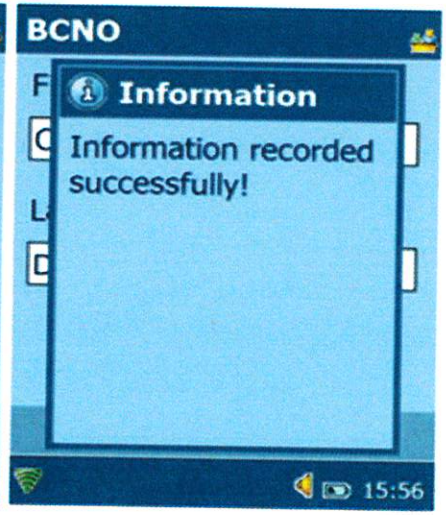
Scan or Key-In



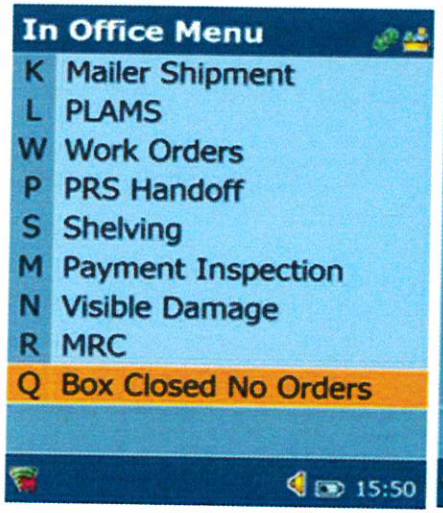
Press Enter

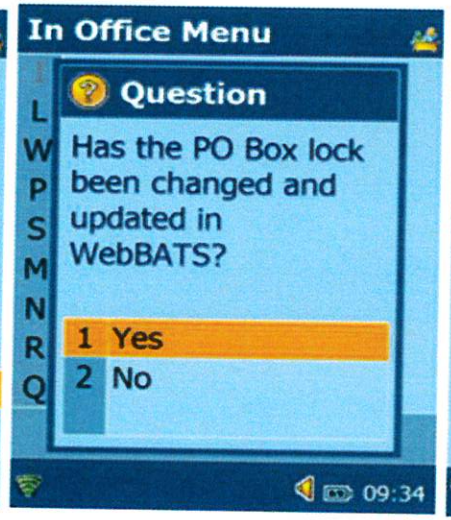


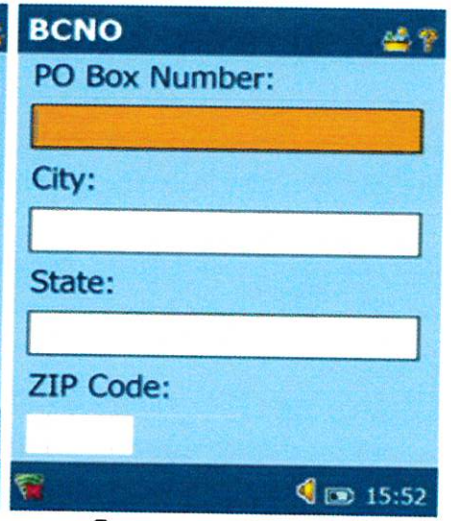




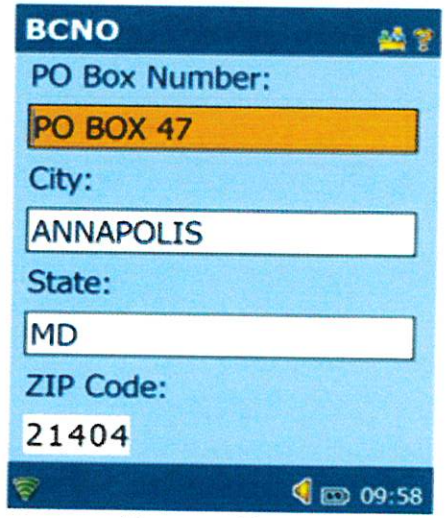
PO Box lock been changed and updated in WebBATS – **Family**



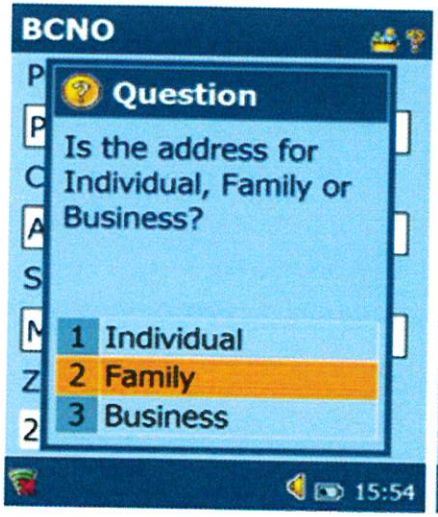


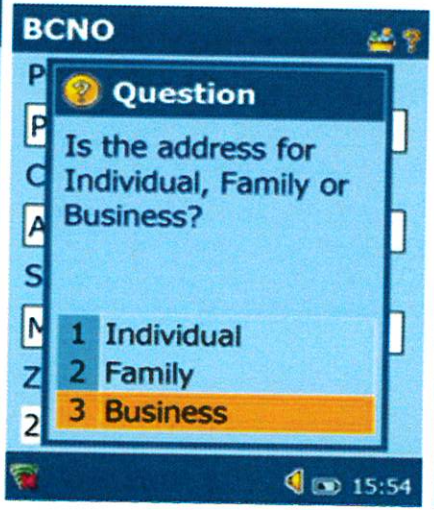


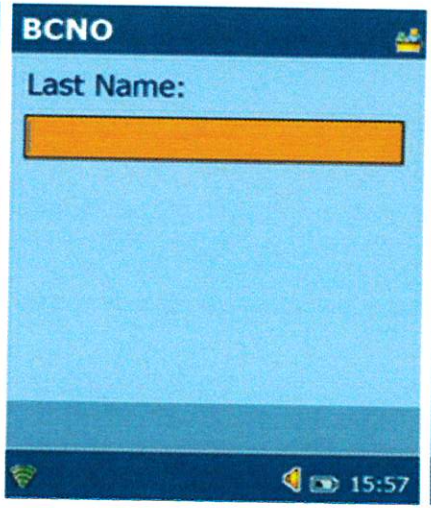
Scan or Key-In

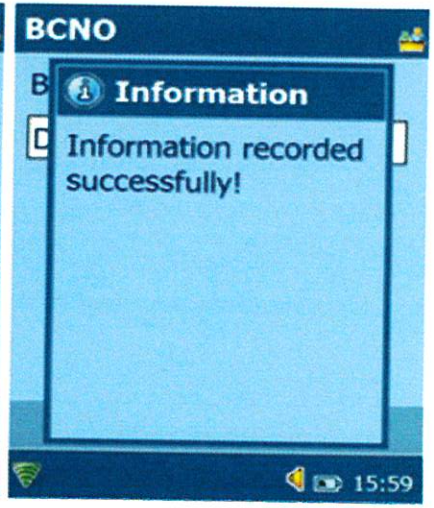


Press Enter

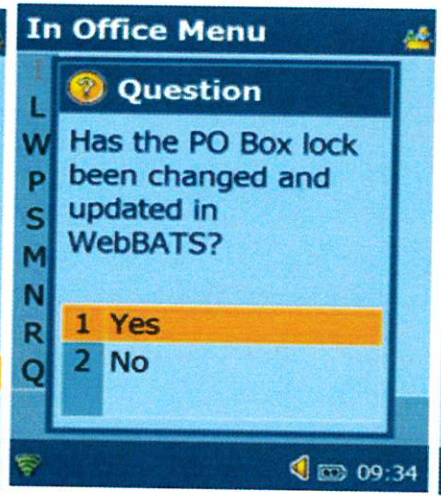


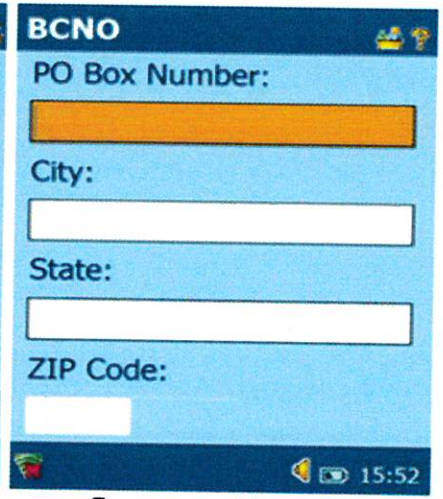




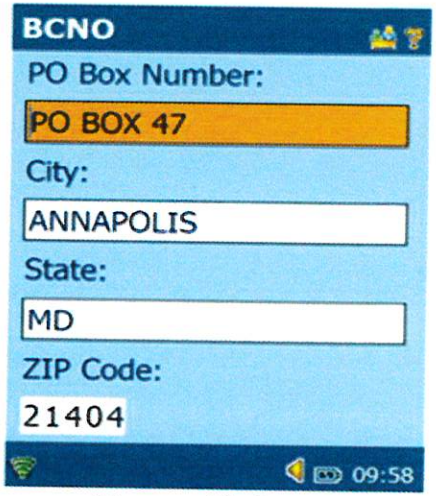


PO Box lock been changed and updated in WebBATS – **Business**





Scan or Key-In



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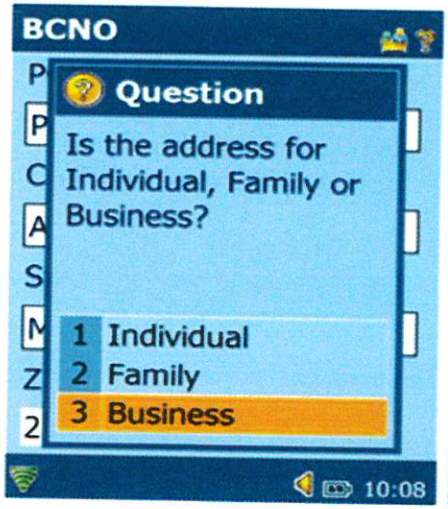
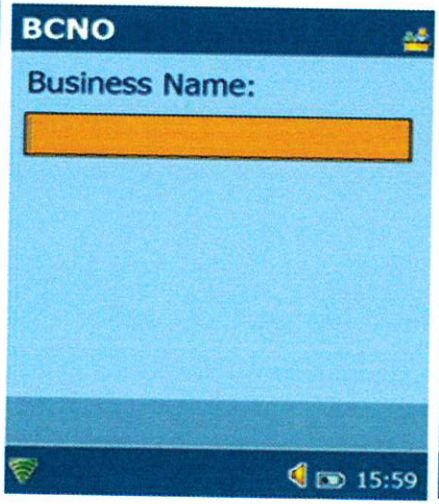
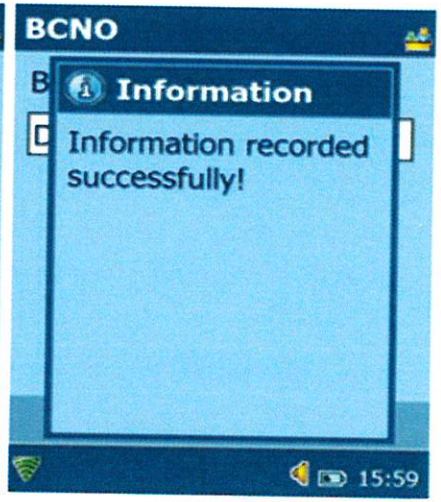
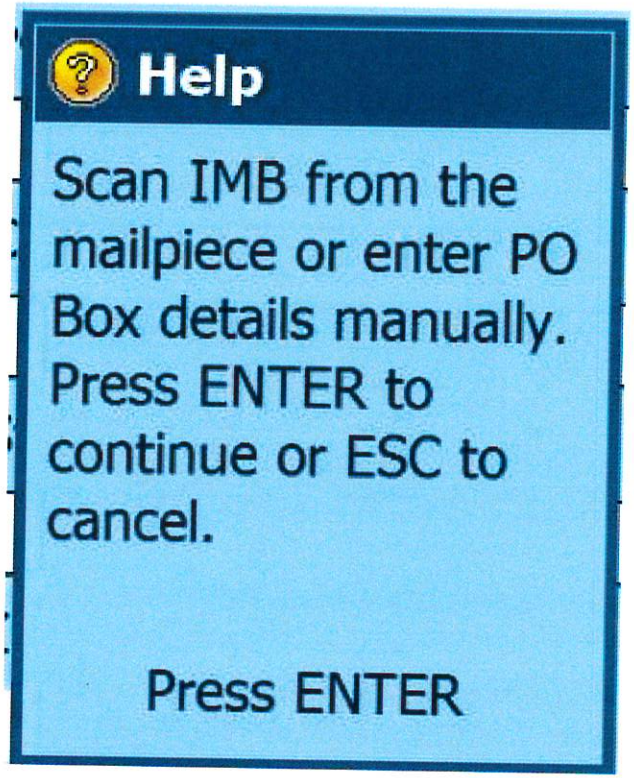


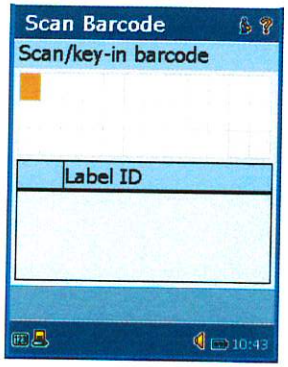


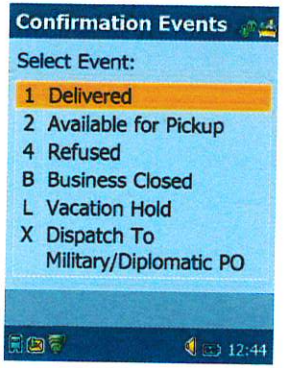


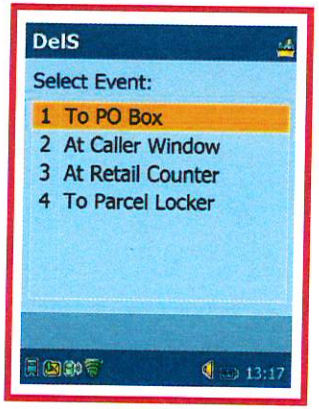
Box Closed No Orders – Help Screen

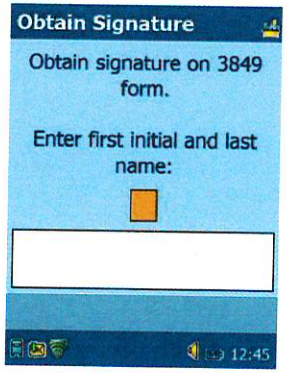


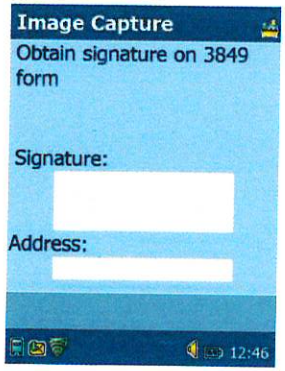
Firmsheet – Delivered To PO Box

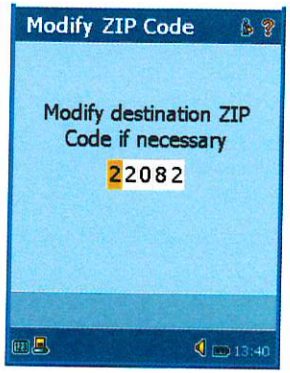


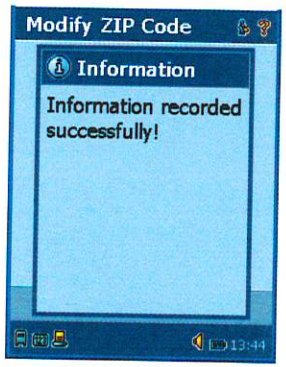




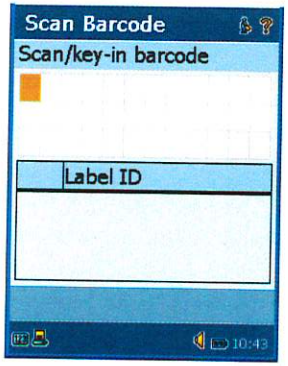


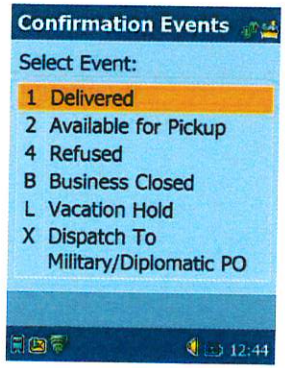


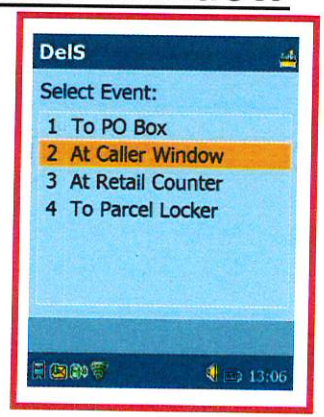


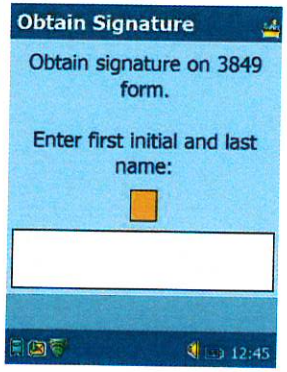


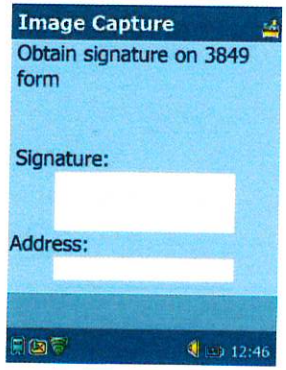
Firmsheet – Delivered At Caller Window

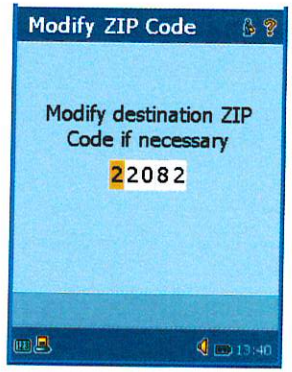


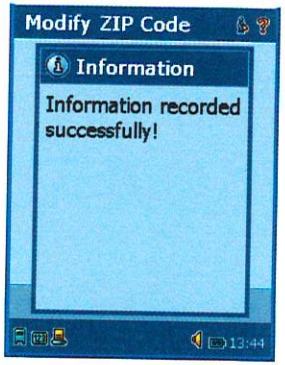




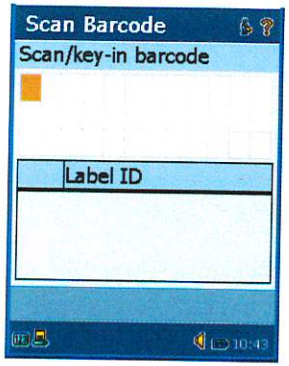


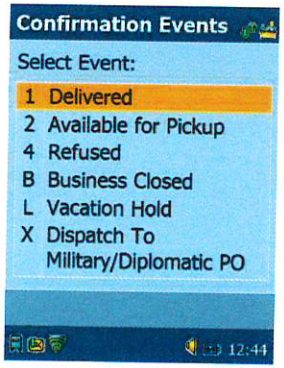


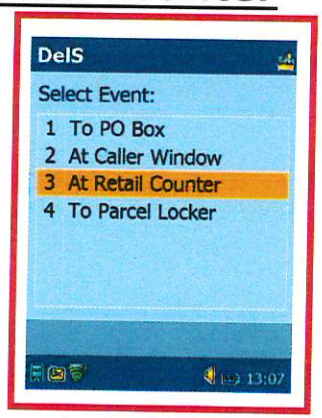


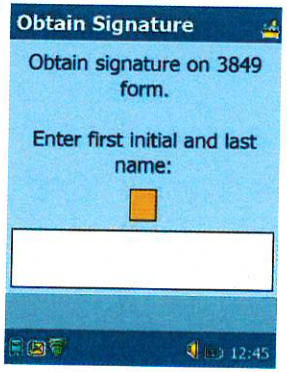


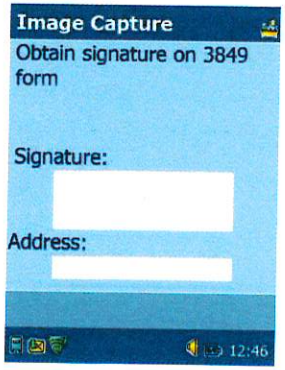
Firmsheet – Delivered At Retail Counter

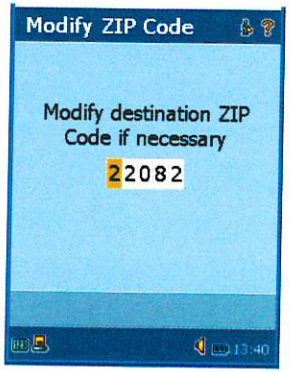


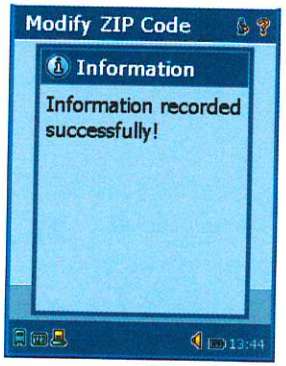
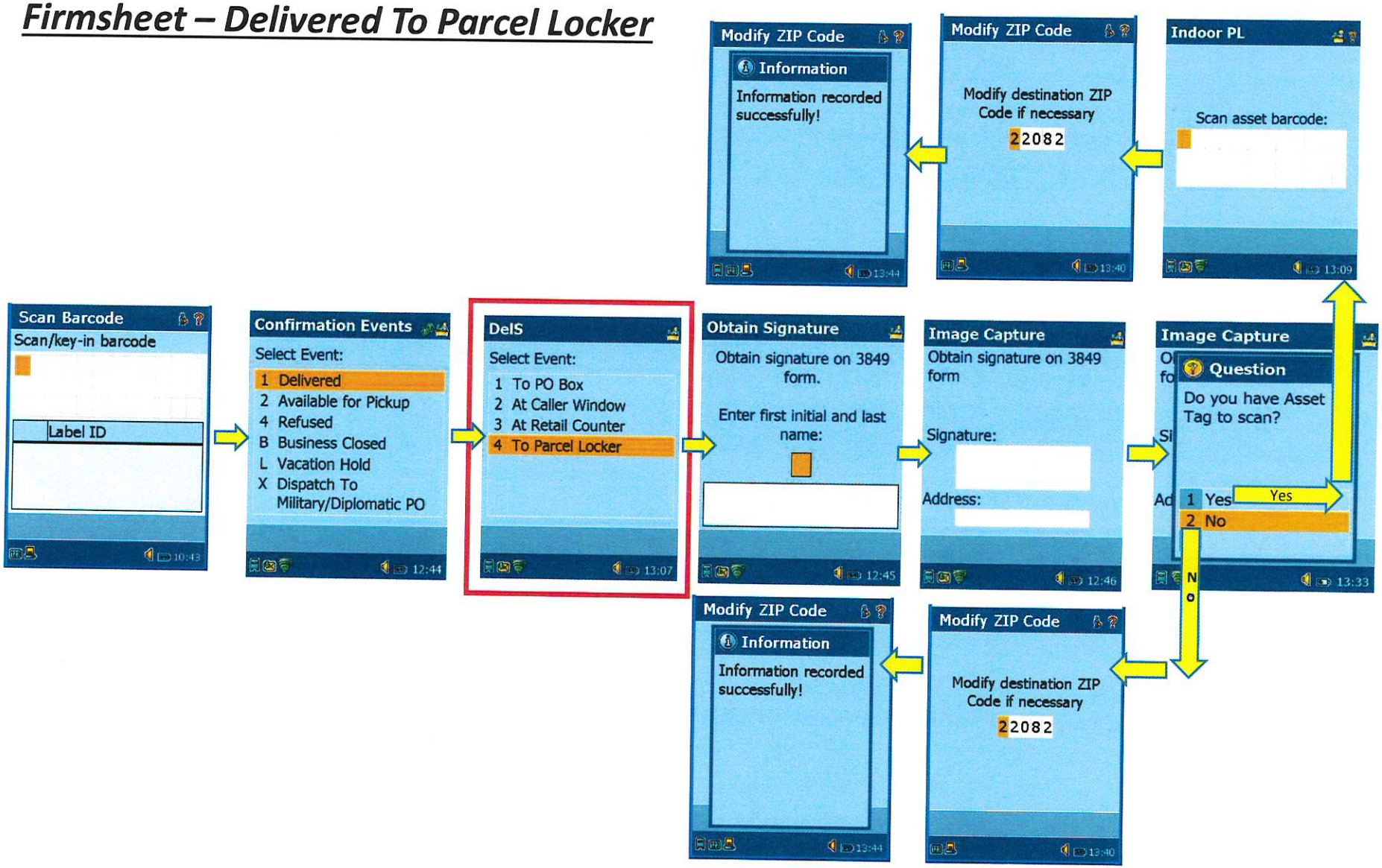












Firmsheet – Delivered To Parcel Locker