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NOV 14 2022

LABOR RELATIONS



November 10, 2022

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 1066

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include: workstation placard barcode verification and the enhancement of the mailbox icon functionality for timekeeping.

Effective immediately, 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 Release 44.99 (Software Version 44.99) November 2022 Service Talk*; and
- Final copy of the *IMDAS Release 44.99 (Software Version 44.99) November 2022 User Instructions*.

If there are any questions, please contact James Martin at 301-793-0774.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

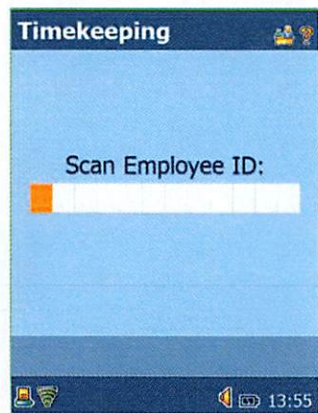
IMDAS Release 44.99 (Software Version 44.99) November 2022 Service Talk

Effective November 9, 2022, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

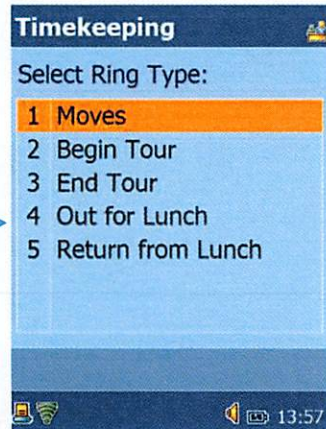
- Workstation Placard barcode Verification
- Enhancement of the Mailbox Icon functionality for Timekeeping

➤ Timekeeping Placard barcode Verification

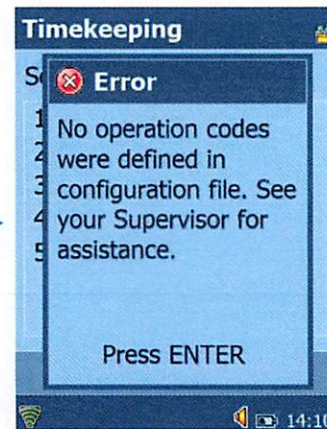
- MIO verifies the Workstation Placard Operation Codes are defined for the site.



Scan Employee ID

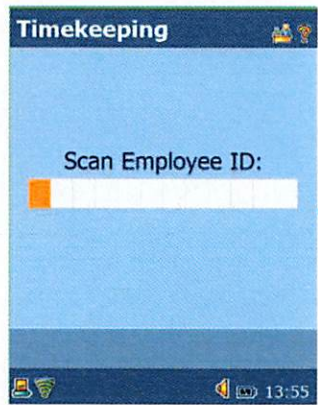


Select 1. Moves

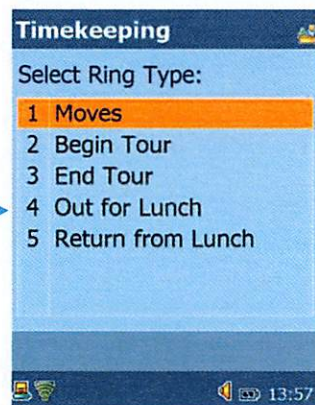


Error message appears

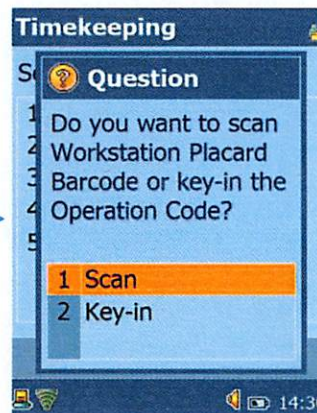
- MIO verifies the scanned Placard barcode operation code is a valid one for the site.



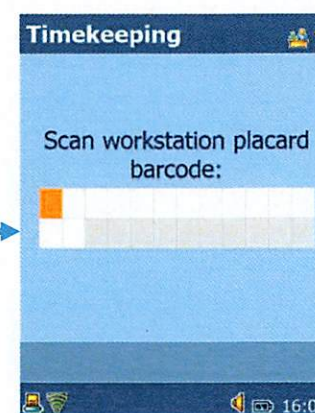
Scan Employee ID



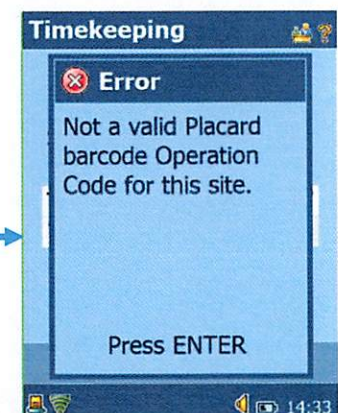
Select 1. Moves



Select 1. Scan



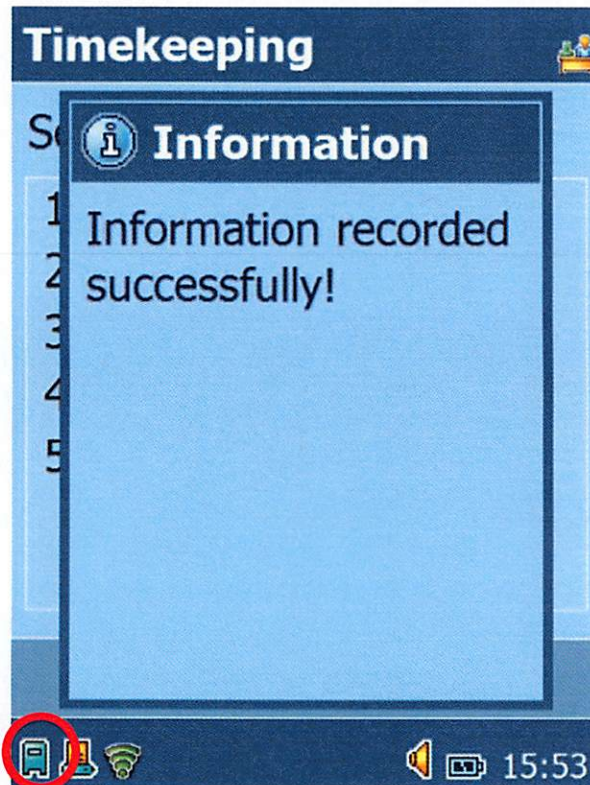
Scan Operation Code



Error message appears

➤ Enhancement of the Mailbox Icon functionality for Timekeeping 

- Mailbox icon appears when data is available on the device



IMDAS Release 44.99 (Software Version 44.99) November 2022 User Instructions

Attention:

This instruction is for IMD and 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 **44.99** tomorrow morning
- How to check the current version of IMDAS software on the IMD and MDD In-Office device

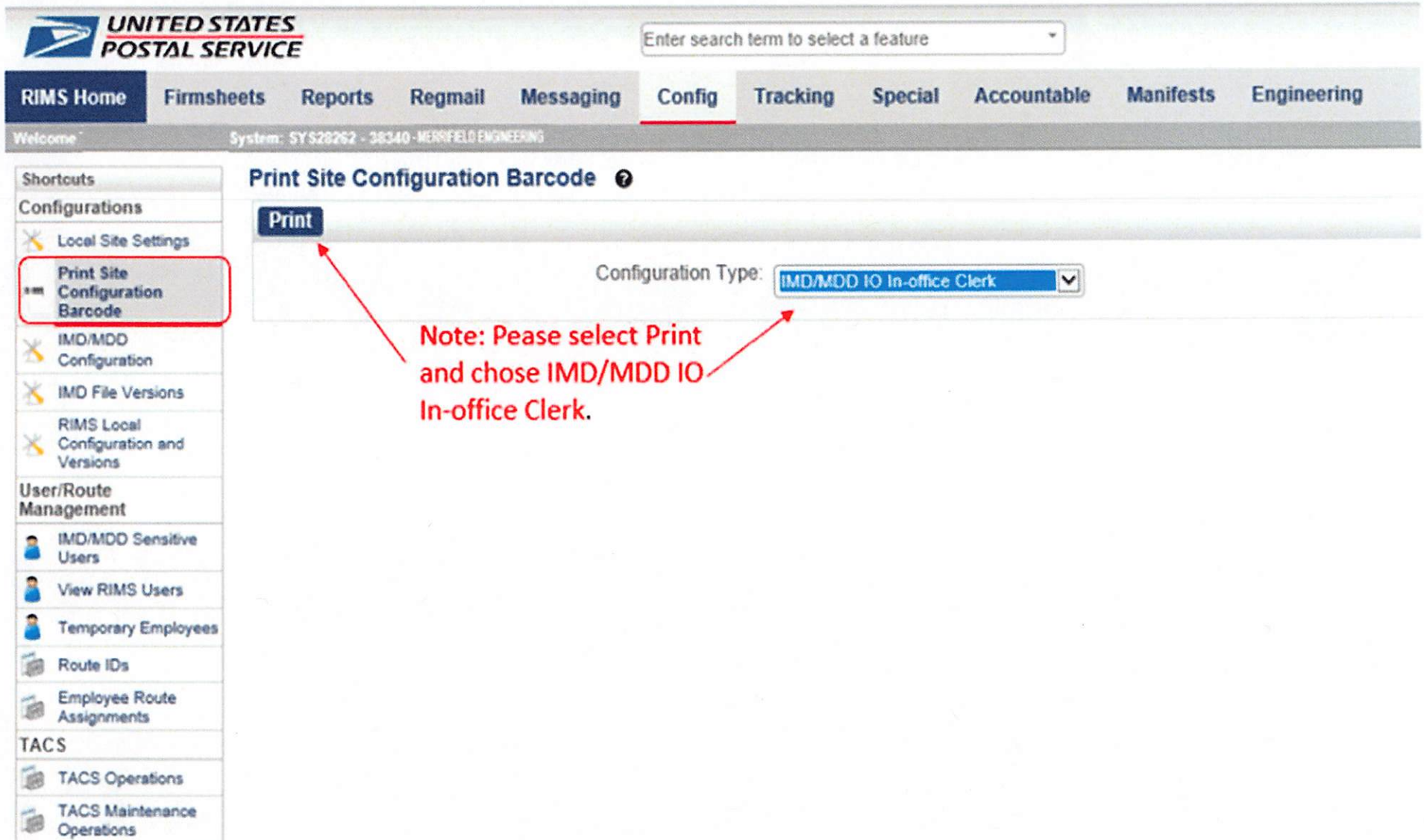
Pilot Sites: No later than **COB today, November 9th, 2022:**

1. Log-in at the National URL: <https://rims-imdas.usps.com>
2. Click on Config tab
3. Click on “Print IMD/MDD In-Office Site Configuration Barcode” shortcut on left panel
4. Print out a copy of the Site Configuration Barcode
5. Using the printout, scan the site configuration barcode for each IMD/MDD In-Office that was used for Pilot (See next slide for illustrated printout instructions)
6. Cradle the IMD/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.

IMD/MDD In-Office Site Configuration



UNITED STATES
POSTAL SERVICE

Enter search term to select a feature

RIMS Home Firmsheets Reports Regmail Messaging **Config** Tracking Special Accountable Manifests Engineering

Welcome System: SYS20262 - 38340 - MERRFIELD ENGINEERING

Shortcuts

Configurations

- Local Site Settings
- Print Site Configuration Barcode**
- IMD/MDD Configuration
- IMD File Versions
- RIMS Local Configuration and Versions

User/Route Management

- IMD/MDD Sensitive Users
- View RIMS Users
- Temporary Employees
- Route IDs
- Employee Route Assignments

TACS

- TACS Operations
- TACS Maintenance Operations

Print Site Configuration Barcode ⓘ

Print

Configuration Type: **IMD/MDD IO In-office Clerk** ▼

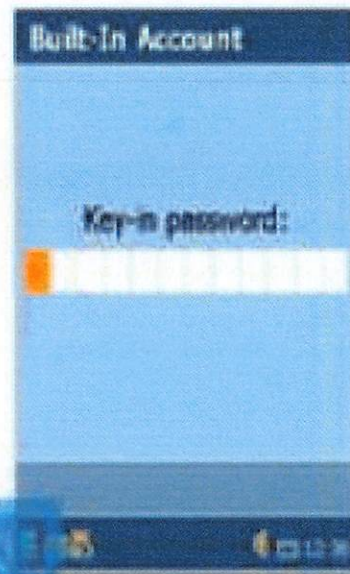
Note: Please select Print and chose IMD/MDD IO In-office Clerk.

Log In Procedure to Scan Site Configuration Barcode for IMD

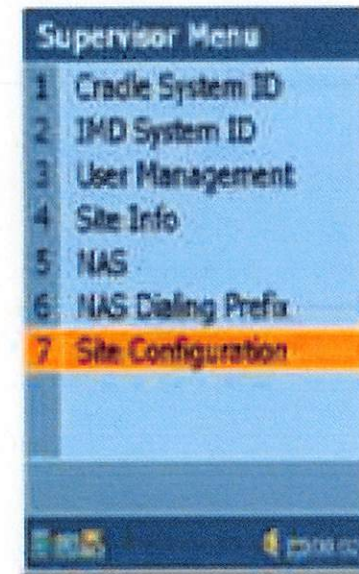
Log in procedure to scan Site Configuration Barcode



numeric mode



Pw = 07041776
Press ENTER



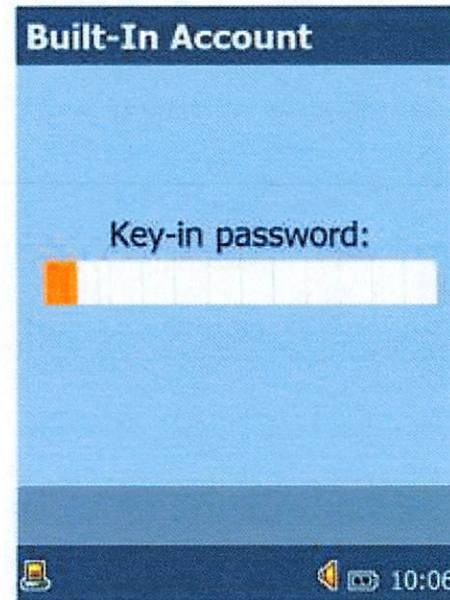
Select option 7

Press and hold the "123/ABC"
key while pressing the "S"
key. Press the "123/ABC" key **again** to
enter numeric mode.

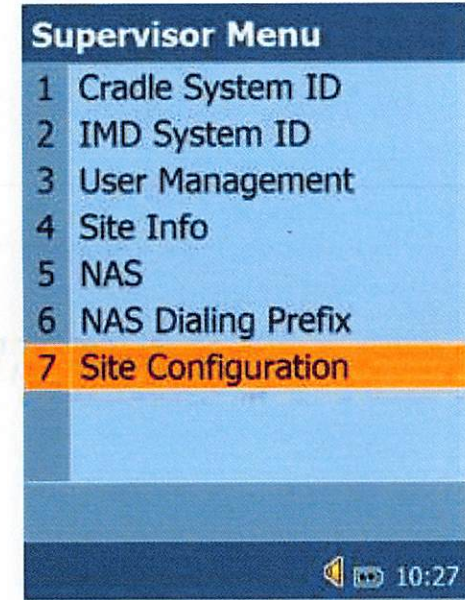
Log In Procedure to Scan Site Configuration Barcode for MDD In-Office



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

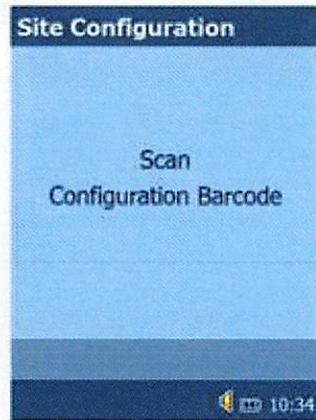


Password = 07041776
Press ENTER



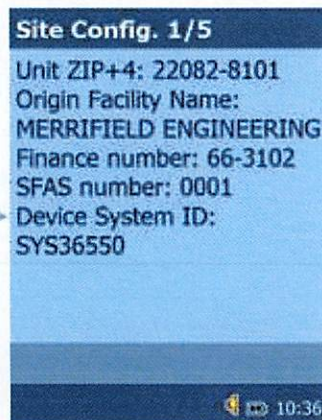
Select Option 7 "Site Configuration"

Scan Site Configuration Barcode Screen flow – Full Screens

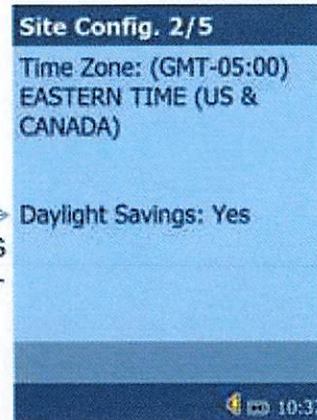


Scan YOUR barcode

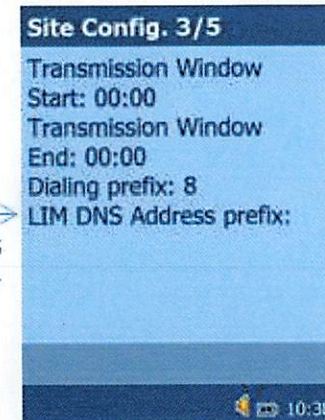
Press Enter



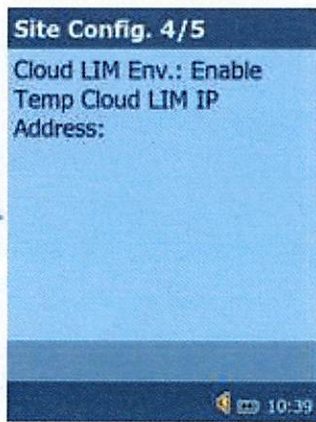
Press Enter



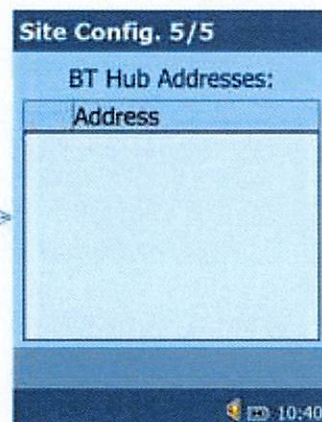
Press Enter



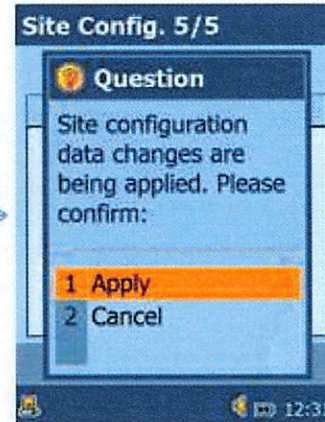
Press Enter



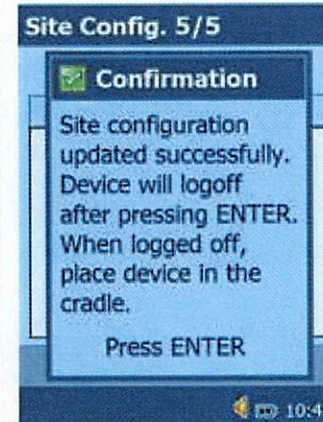
Press Enter



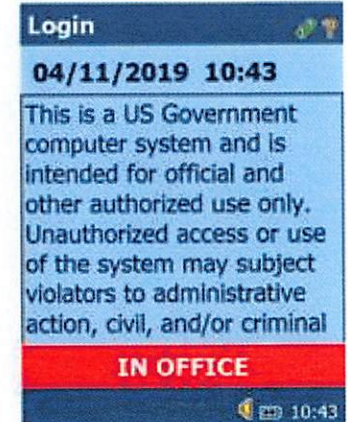
Press Enter



Select option 1



Press Enter



Complete

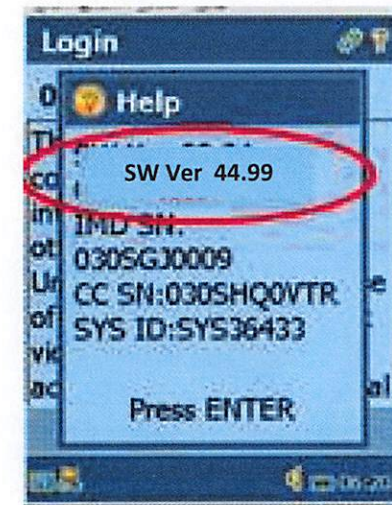
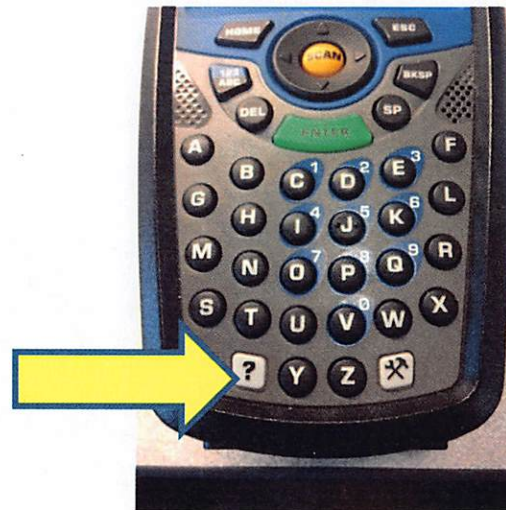
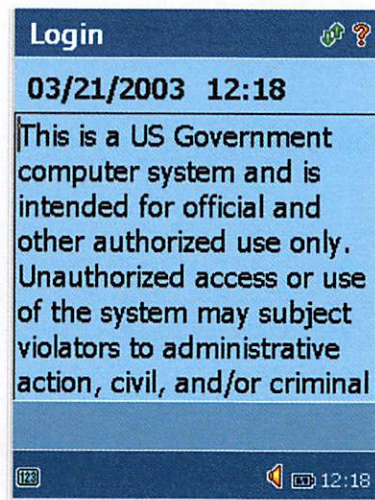
Non-Pilot Sites - No later than COB today, November 9th, 2022:

- Cradle the device. The new version should be downloaded.
- Check SW version Saturday AM. If still other than **44.99**, 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 **44.99** is the **Production** Version of IMDAS Software being deployed to sites (**November 9th, 2022**). To verify that the IMD has successfully downloaded this version:

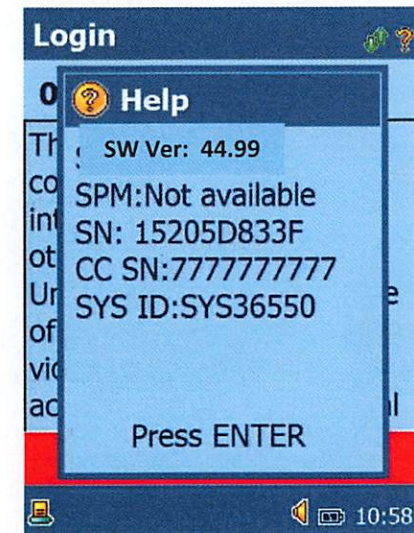
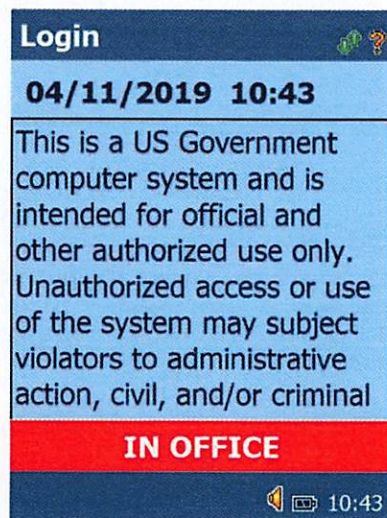
From the “Government Message” on the login screen, press the “?” key on the lower left keypad of the IMD.



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

Version **44.99** is the **Production** Version of IMDAS Software being deployed to sites (**November 9th, 2022**). 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