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MAR 27 2023



March 24, 2023

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA 22304-2753

Certified Mail Tracking Number:
7020 3160 0002 0327 5767

Dear Ivan:

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

- Arrival At Unit (AAU) Enhancement;
- Label 876 Hazmat; and
- New Treatment Competitor Barcode.

Effective March 25, these features will be available for use via all IMDs and Mobile Delivery Devices (MDDs).

Enclosed are the following:

- Final copy of the *IMDAS Release 48 (Software Version 48.37) March 2023 User Instructions; and*
- Final copy of the *IMDAS Release 48 (Software Version 48.37) March 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".

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures



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IMDAS Release 48 User Instructions

**IMDAS Release 48.37 (Software Version 48.37)
March 2023
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 **48.37** on Monday morning
- How to check the current version of IMDAS software on the IMD and MDD In-Office device



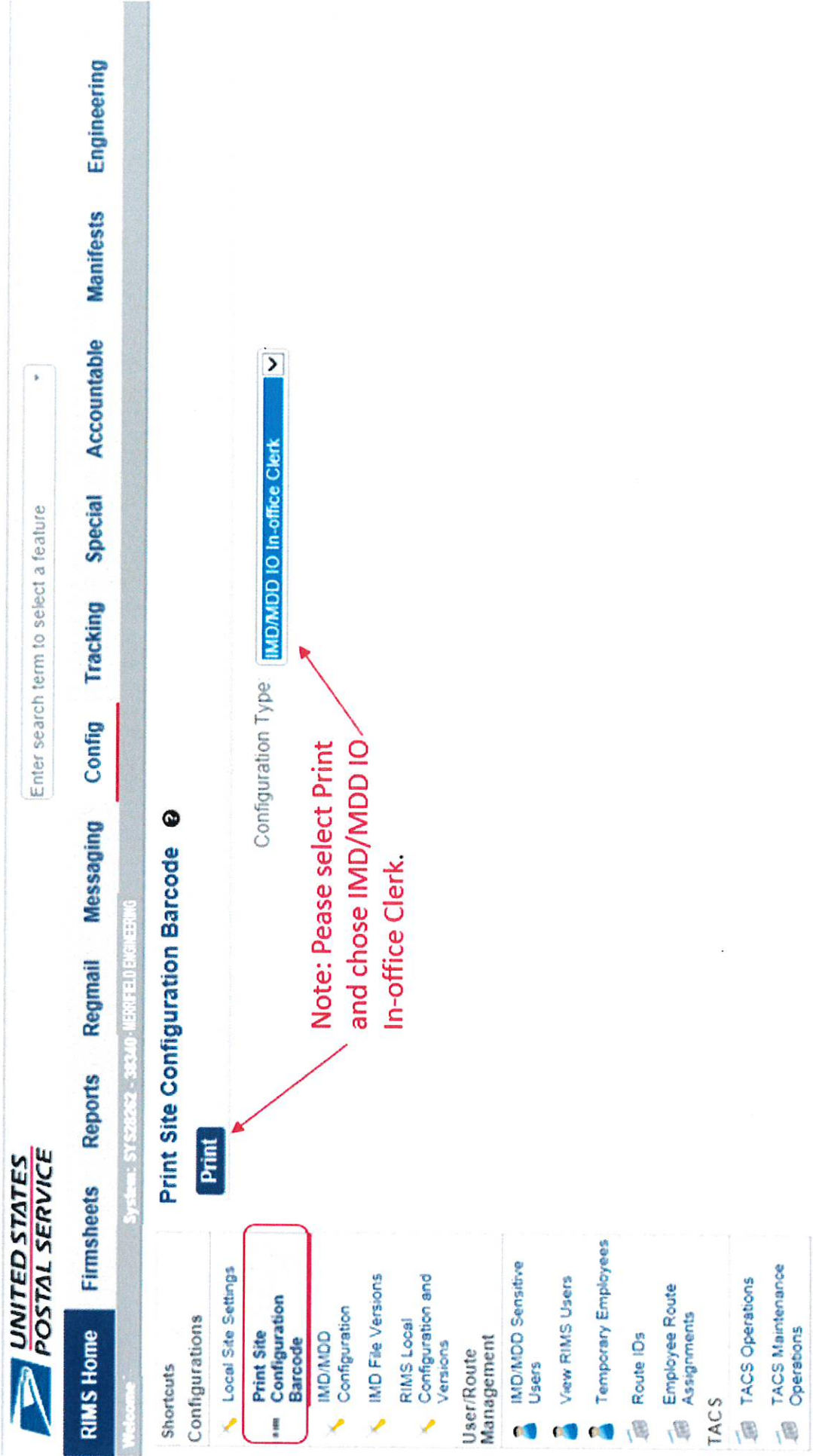
Pilot Sites: No later than **COB Friday, March 24th, 2023:**

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.

MDD In-Office Site Configuration



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System: SY S26262 - 36340 - MERRIFIELD ENGINEERING

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

Enter search term to select a feature

Print Site Configuration Barcode

Print

Configuration Type
IMD/MDD IO In-office Clerk

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

- 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

Log In Procedure to Scan Site Configuration Barcode for IMD

Log in procedure to scan Site Configuration Barcode



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



Pw = 07041776
Press ENTER
Select option 7

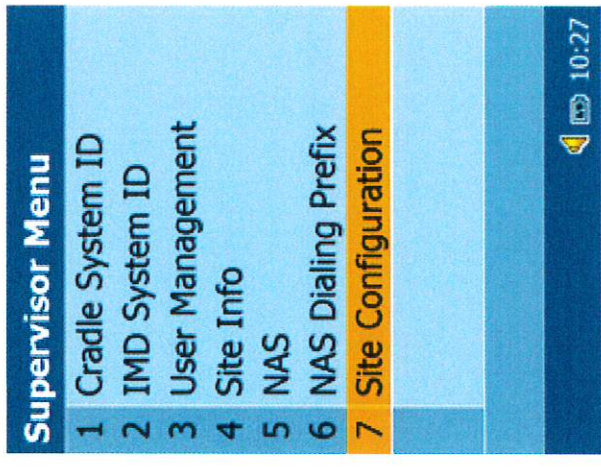
Log In Procedure to Scan Site Configuration Barcode for MDD In-Office



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

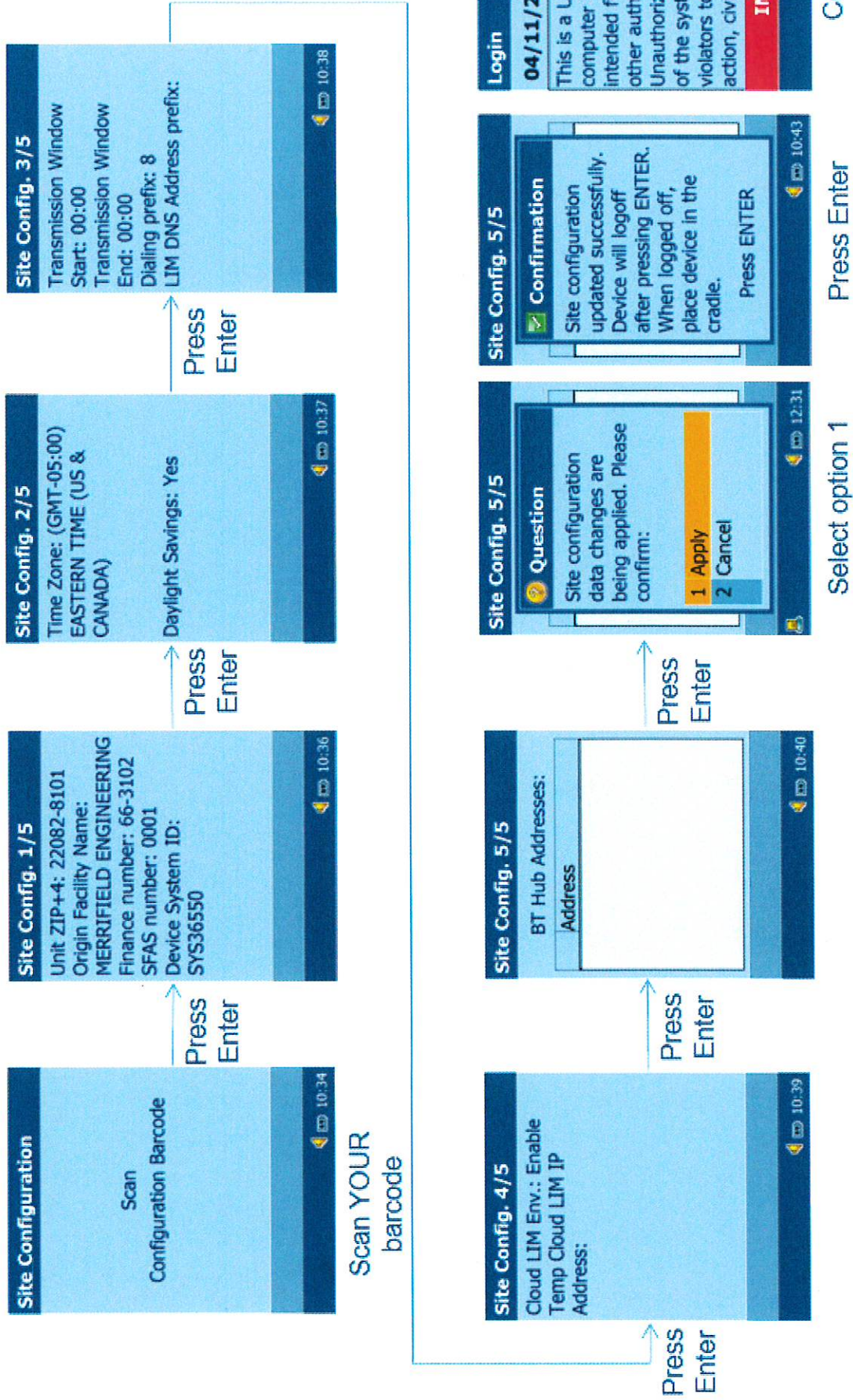


Password = 07041776
Press ENTER



Select Option 7 "Site
Configuration"

Scan Site Configuration Barcode Screen flow – Full Screens





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IMDAS Release 48 User Instructions

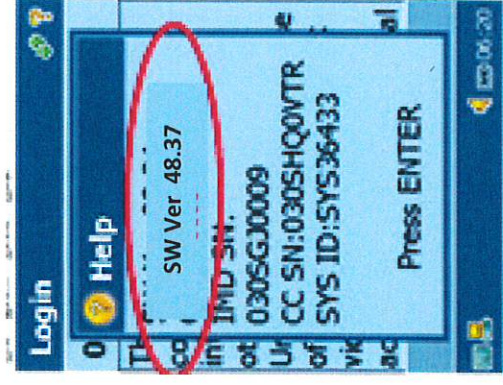
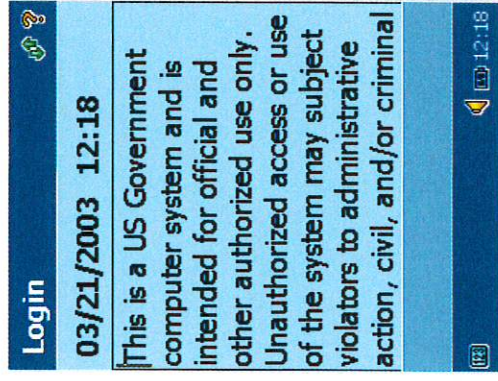
Non-Pilot Sites - No later than COB Friday, March 24th, 2023:

- Cradle the device. The new version should be downloaded.
- Check SW version Monday AM. If still other than **48.37**, 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 **48.37** is the **Production** Version of IMDAS Software being deployed to sites this weekend (**March 25th, 2023**). To verify that the IMD has successfully downloaded this version:

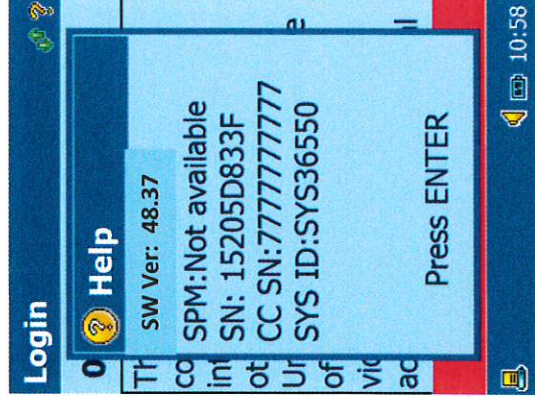
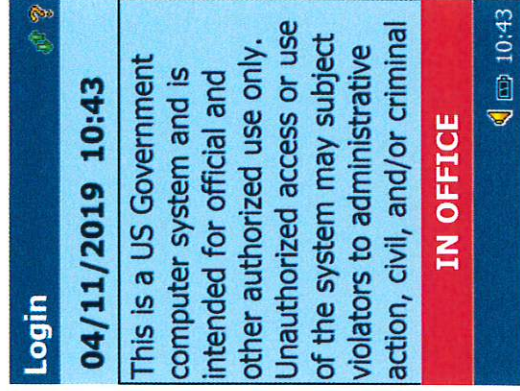
From the “Government Message” on the login screen, press the “?” key on the lower left keypad of the IMD.



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

Version **48.37** is the **Production** Version of IMDAS Software being deployed to sites this weekend (**March 25th, 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

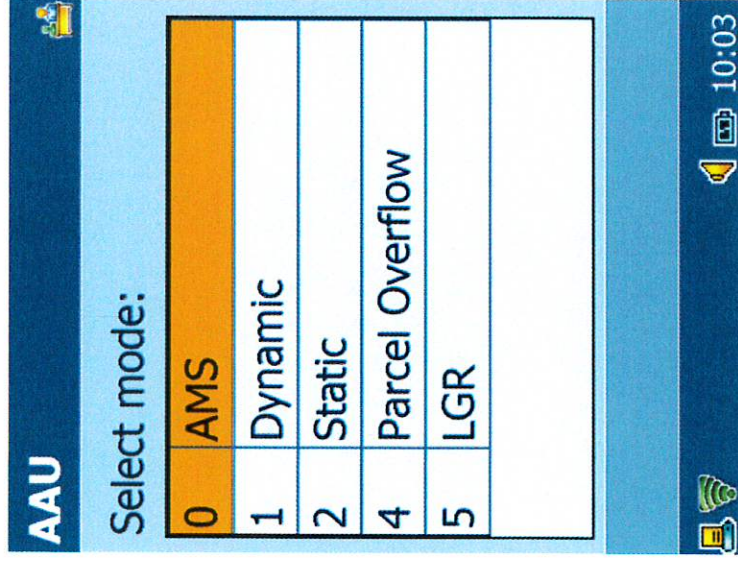


IMDAS Release 48 (Software Version 48.37) March 2023 Service Talk

Effective March 25, 2023, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

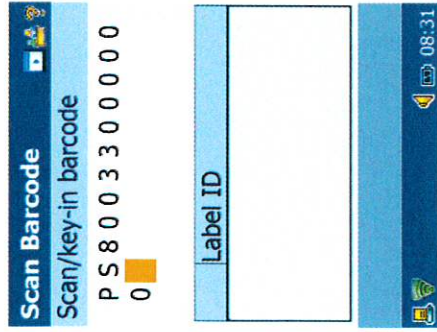
- AAU Enhancement
- Label 876 Hazmat
- New Treatment Competitor Barcode

- AAU Enhancement
 - Route Information is only available if the MIO is Wi-Fi enabled.
 - MIO is enhanced to have more sorting flexibility and include the following options:

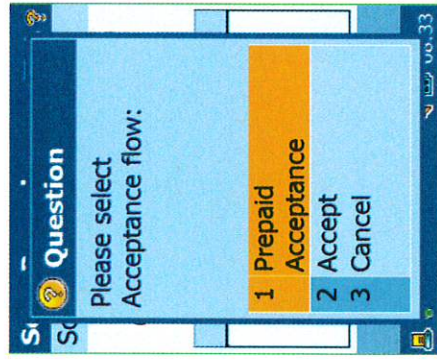


Release 48 – Label 876 Hazmat

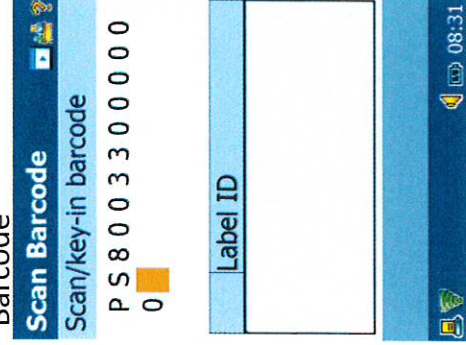
- Label 876 Hazmat
 - IMDAS is enhanced to allow scanning of Label 876 for acceptance flow (Prepaid Acceptance and Accept)



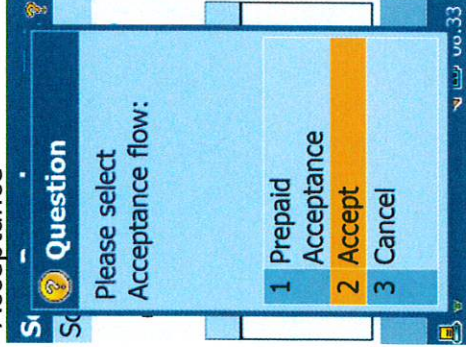
Scan Label 876 Barcode



Select 1. Prepaid Acceptance



Scan Label 876 Barcode



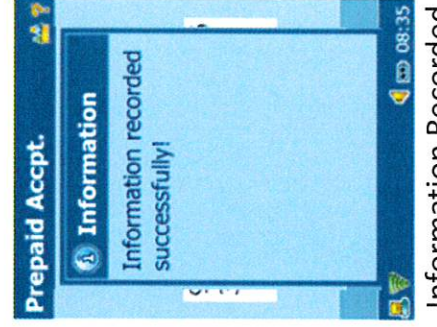
Select 2. Accept



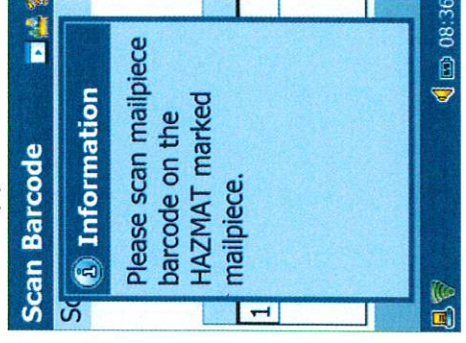
Prepaid Acceptance screen appears



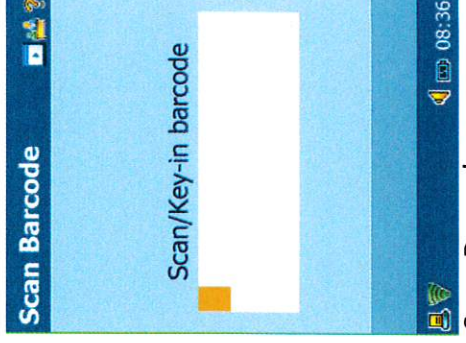
Scan Mail piece Barcode



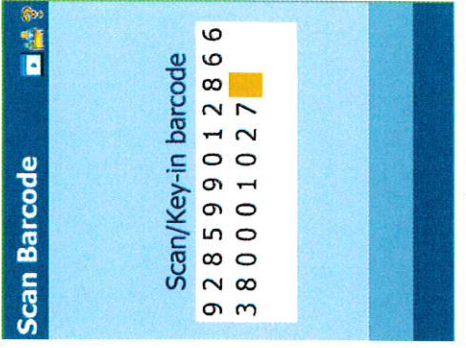
Information Recorded successfully!



Information screen appears



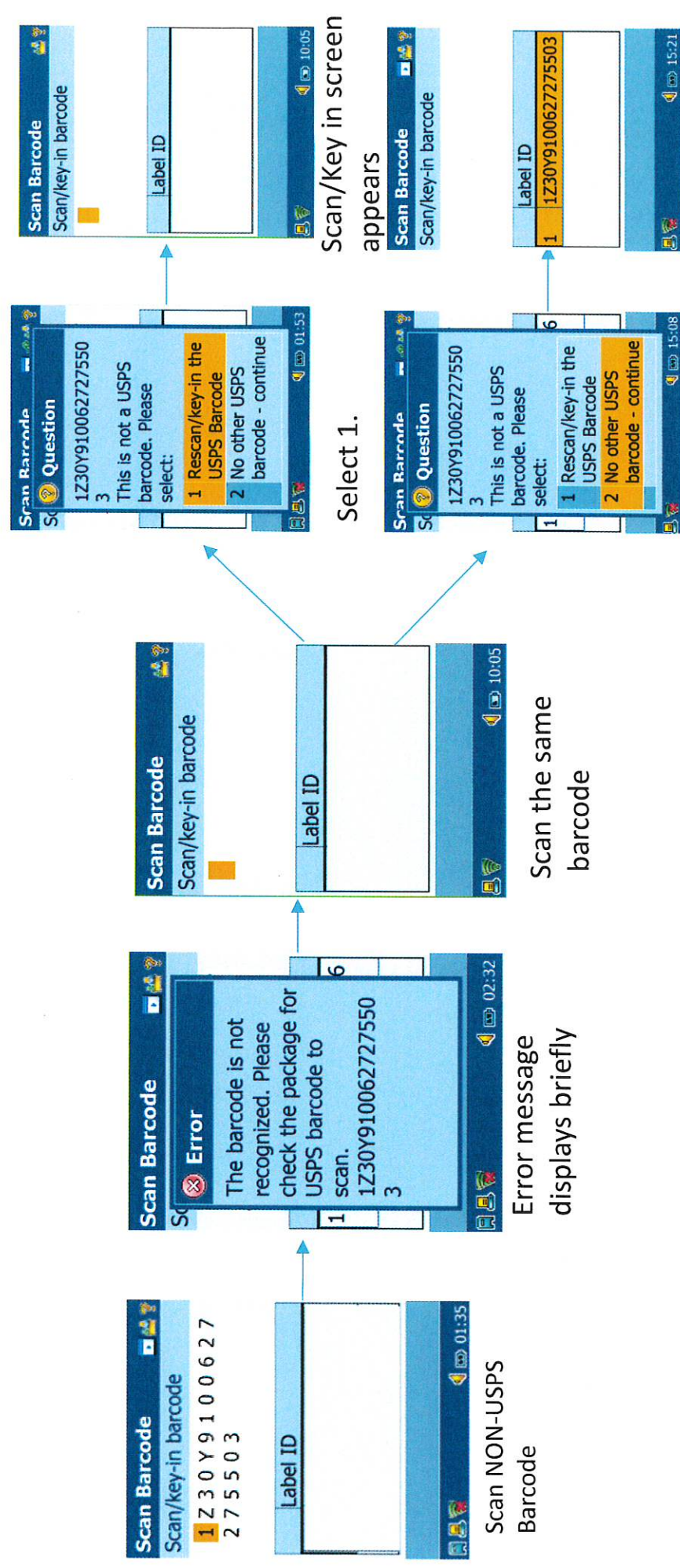
Scan Barcode screen appears



Scan Mail piece Barcode

➤ New Treatment Competitor Barcode

- New treatment for UPS non-recognized STCs and new path for competitor labels
- The employee will receive messaging directing them to scan the USPS Tracking barcode.



Scan NON-USPS Barcode

Error message displays briefly

Scan the same barcode

Select 1.

Scan/Key in screen appears

Select 2. No USPS barcode - continue

Barcode is added to the grid