UNITED STATES
POSTAL SERVICE

June 25, 2021

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 6261 0739

Dear Brian:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include: Mailer Shipment and MRC.
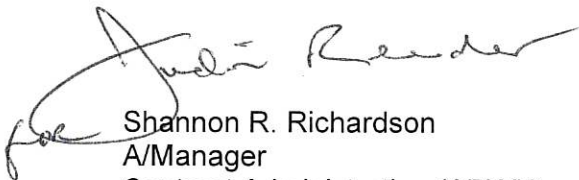
Effective June 26 these features will be available for use via Intelligent Mail Devices (IMDs) and Mobile Delivery Devices (MDDs) at designated pilot sites throughout the country, with a national release scheduled for July 3.

Enclosed are the following:

- Final copy of the *IMDAS Release 37 Pilot User Instructions*;
- Final copy of the *IMDAS Release 37 Pilot Service Talk*; and
- List of pilot sites.

If there are any questions, please contact Mike Faber at 215-432-0613.

Sincerely,

Shannon R. Richardson
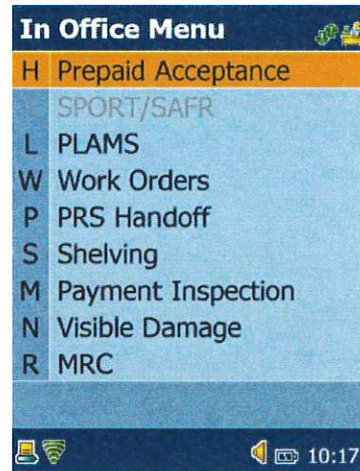A/Manager
Contract Administration (APWU)

Enclosures

(CA2020-349)
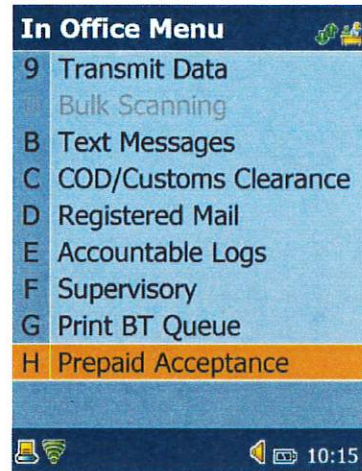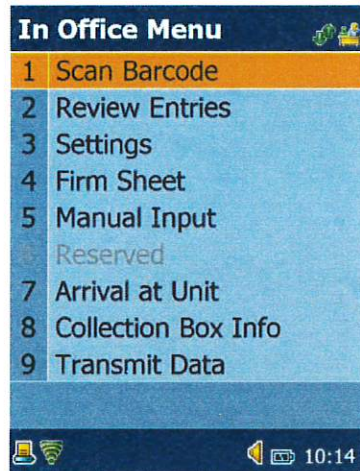
IMDAS Release 37 (Software Version 37.37) April 2021 Pilot Service Talk

Effective June 26, 2021, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners from pilot sites shall have the following flow updates:

➢ Mailer Shipment
➢ MRC

Remove In-Office Menu Item K – Mailer Shipment

In Office Menu
1 Scan Barcode
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
Reserved
7 Arrival at Unit
8 Collection Box Info
9 Transmit Data

10:14

In Office Menu
9 Transmit Data
Bulk Scanning
B Text Messages
C COD/Customs Clearance
D Registered Mail
E Accountable Logs
F Supervisory
G Print BT Queue
H Prepaid Acceptance

10:15

In Office Menu
H Prepaid Acceptance
SPORT/SAFR
L PLAMS
W Work Orders
P PRS Handoff
S Shelving
M Payment Inspection
N Visible Damage
R MRC

10:17

Scan Barcode Flow

In Office Menu
1 Scan Barcode
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Reserved
7 Arrival at Unit
8 Collection Box Info
9 Transmit Data
10:25

Scan Barcode
Scan/key-in barcode

Label ID
10:26

Scan/Key-in barcode and
Press Enter

Confirmation Events
Select Event:
X Dispatch To
   Military/Diplomatic PO
8 Missent
9 Return To Sender
0 Enroute
J Dead Mail
D Visible Damage
10:27

Dead Mail
Select Event:
1 Disposed by PO
2 Sent To MRC
3 Oversize / Overweight
10:27

Dead Mail

Information
Information recorded
successfully!
10:33

RIMS Report

Label ID	EVENT DATE TIME ▽	Event Code	Transmit Date Time	RIMS Post Date Time (CST)	Delivered Subset Attribute	Destination ZIP
911412345678900022089	18-Jun-21 10:27:00 AM	33=Sent To MRC	18-Jun-21 10:28:37 AM	18-Jun-21 09:29:02 AM	65	22082

MRC User Access Setup

1. Supervisor login to the RIMS System
2. Select "Configuration" tab
3. Select "Create IMD/MDD Sensitive User"
4. Enter User information (User, Employee ID, PIN, MRC Access[YES], User Enabled[YES])

IMD/MDD Sensitive User:

Save Cancel

User:	
Employee ID:	
PIN:	
MRC Access:	NO
Registered Mail Access:	NO
Supervisory Access:	NO
User Enabled:	YES

MRC Flow

In Office Menu
H Prepaid Acceptance
SPORT/SAFR
L PLAMS
W Work Orders
P PRS Handoff
S Shelving
M Payment Inspection
N Visible Damage
R MRC

10:18

MRC

Key-in PIN:

10:36

Enter PIN and Press Enter

MRC

Scan/Key-in barcode

Label ID

10:37

Scan/Key-in barcode and Press Enter

Confirmation Events

Select Event:

1 Arrived at MRC

10:37

Confirmation Events

(i) **Information**

Information recorded successfully!

10:39

RIMS Report

Label ID	EVENT DATE TIME ▽	Event Code	Transmit Date Time	RIMS Post Date Time (CST)	Delivered Subset Attribute	Destination ZIP	F: IC
911490230722480519057I	18-Jun-21 10:40:04 AM	33=Sent To MRC	18-Jun-21 10:53:47 AM	18-Jun-21 09:54:13 AM	66	220828101	1:
911490230722480519057I	18-Jun-21 10:39:42 AM	33=Sent To MRC	18-Jun-21 10:53:47 AM	18-Jun-21 09:54:13 AM	66	220828101	1:

IMDAS Facility Name	Facility Address	City	State
FULTON	214 S 1ST ST	FULTON	NY
LIVERPOOL	300 CYPRESS ST	LIVERPOOL	NY
BAYBERRY	7608 OSWEGO RD	BAYBERRY	NY
ELMWOOD B	5100 W 36TH ST	MINNEAPOLIS	MN
OAK PARK HTS CARRIER ANNEX	5520 MEMORIAL AVE N	STILLWATER	MN
NEW BRIGHTON	200 5TH AVE NW	SAINT PAUL	MN
BILLINGS	841 S 26TH ST	BILLINGS	MT
GOLDEN VALLEY	28201 FRANKLIN PKWY	SANTA CLARITA	CA
LAKEWOOD MAIN	5200 CLARK AVE	LAKEWOOD	CA
SEAL BEACH MAIN PO	2929 WESTMINSTER AVE.	SEAL BEACH	CA
DAVIS MAIN_PO	2020 5TH ST.	DAVIS	CA
CHULA VISTA POST OFFICE			

ZIP	Facility Phone #	IMDAS System ID
13069	315-592-7158	SYS01851
13088	315-451-3060	SYS01959
13090	315-622-4451	SYS02287
55416	952-922-9042	SYS12005
55082	651-275-1388	SYS12322
55112	651-631-0524	SYS12636
59101	406-255-6455	SYS13594
91384	661-775-7167	SYS19339
90740-9998	(562) 431-3641	SYS19972
90714-9998	(562) 866-2889	SYS19922
95616	530-758-9930	SYS20677
91910	(619) 498-0971	SYS19597
70072	(504) 341-8141	SYS21510
70808	(225) 925-3429	SYS21659
74133-9998	(919) 849-6045	SYS22546
60914	(815) 939-1531	SYS31923
60560	(630) 553-7100	SYS32494
60714	847.967.1989	SYS32568
49344	269.672.7293	SYS30841
22727	540-948-5702	SYS34081
22026	703-221-4025	SYS34055
20151	703-961-9419	SYS15645
19001	215-887-1722	SYS06733
19149	215-624-7770	SYS06760
18951	215-536-8926	SYS06976

IMDAS Release 37 (Software Version 37.37)
June 2021
Pilot User Instructions

Attention:

This instruction is for IMD and MDD In-Office scanners.

These **User Instructions** cover the following:

- Pointing the Pilot Site IMDAS units to the Pilot RIMS server to enable downloading of the Pilot software

- Site Configuration Barcode Generation

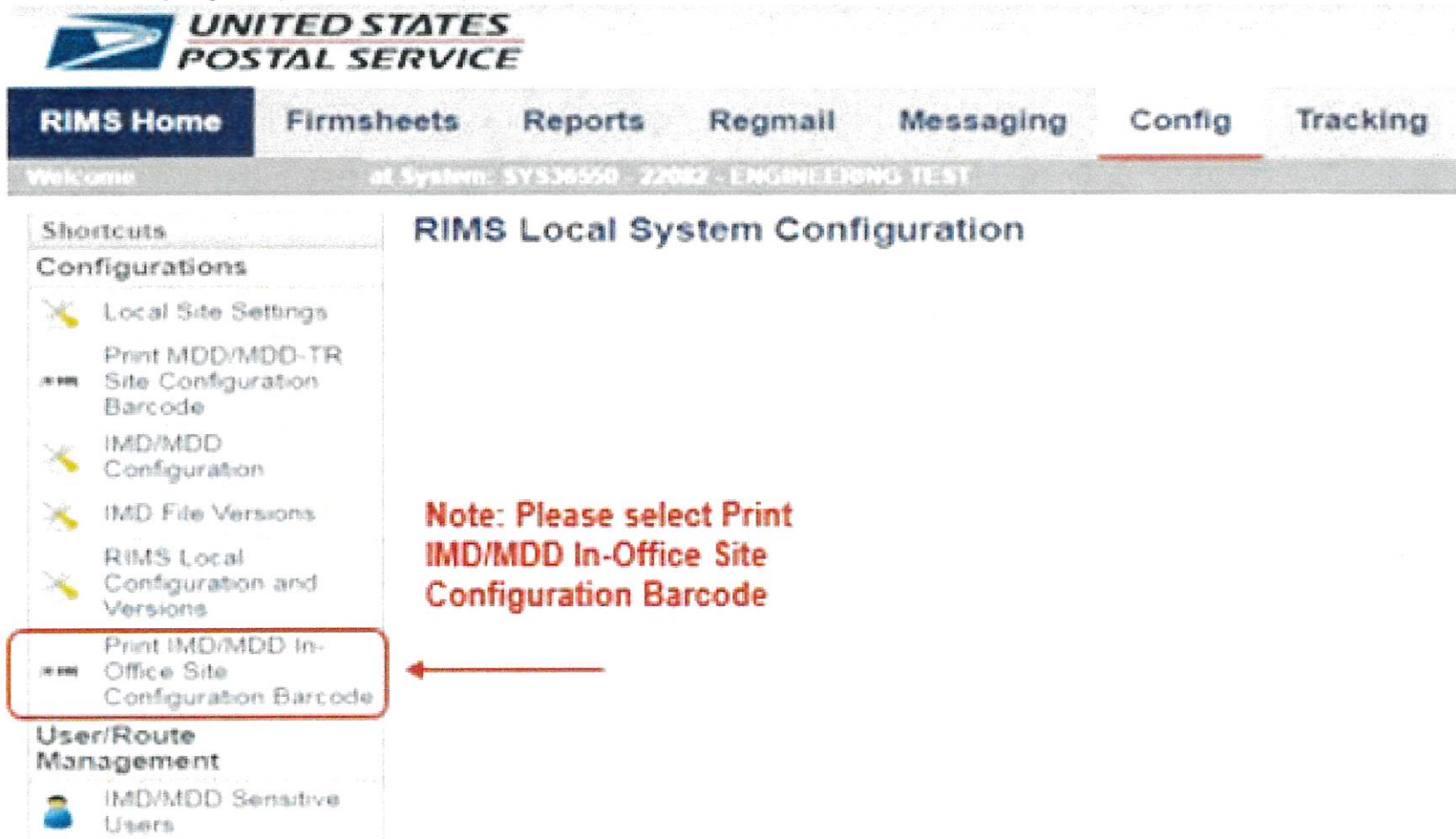- How to check the current version of IMDAS software on the IMD and MDD In-Office device

Pointing the IMDAS to the RIMS Pilot server to download the Pilot software For PILOT deployment sites ONLY

WHEN: No later than COB Friday, June 25th, 2021:

1. Log-in at the pilot URL: http://rims-imdas-plt.usps.com
    1. Use ACE Login / Password
2. From Home page enter your system ID (i.e sysxxxxx) and select the find button. (xxxxx is a numeric value)
3. Select location should be visible to the user under the Set Default System ID box
4. Select the drop-down arrow
5. Highlight your system ID and select the Set button
6. Click on Config tab
7. Click on "Print IMD/MDD In-Office Site Configuration Barcode" shortcut on left panel
8. Print out a copy of the Site Configuration Barcode
9. Using the printout, scan the site configuration barcode for each IMD/MDD In-Office to be used for Pilot (See next slide for printout instructions)
10. Cradle the IMD/MDD In-Office. The new version download should be complete by Monday AM.

IMD/MDD In-Office Site Configuration

RIMS Local System Configuration

Shortcuts

Configurations

- Local Site Settings
- Print MDD/MDD-TR Site Configuration Barcode
- IMD/MDD Configuration
- IMD File Versions
- RIMS Local Configuration and Versions
- Print IMD/MDD In-Office Site Configuration Barcode

User/Route Management

- IMD/MDD Sensitive Users

Note: Please select Print IMD/MDD In-Office Site Configuration Barcode

Log In Procedure to Scan Site Configuration Barcode for IMD

Log in procedure to scan Site Configuration Barcode

Built-In Account

Key-in password:

numeric mode

Supervisor Menu

1 Cradle System ID
2 IMD System ID
3 User Management
4 Site Info
5 NAS
6 NAS Dialing Prefix
7 Site Configuration
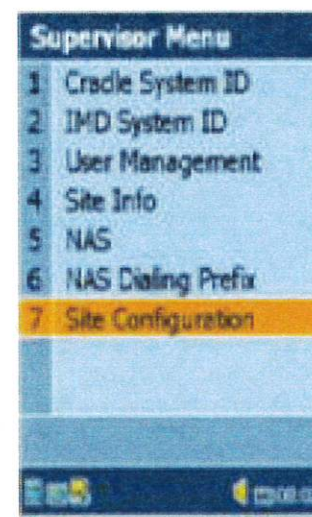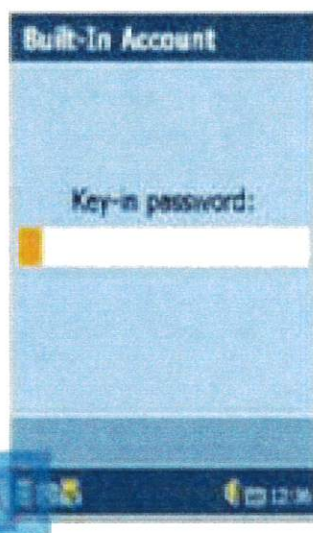
Press and hold the "**123/ABC**" key while pressing the "**S**" key. Press the "123/ABC" key again to enter numeric mode.

Pw = 07041776
Press ENTER

Select option 7

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

Built-In Account

Key-in password:

◀ 🔋 10:06

Supervisor Menu

1 Cradle System ID
2 IMD System ID
3 User Management
4 Site Info
5 NAS
6 NAS Dialing Prefix
7 Site Configuration

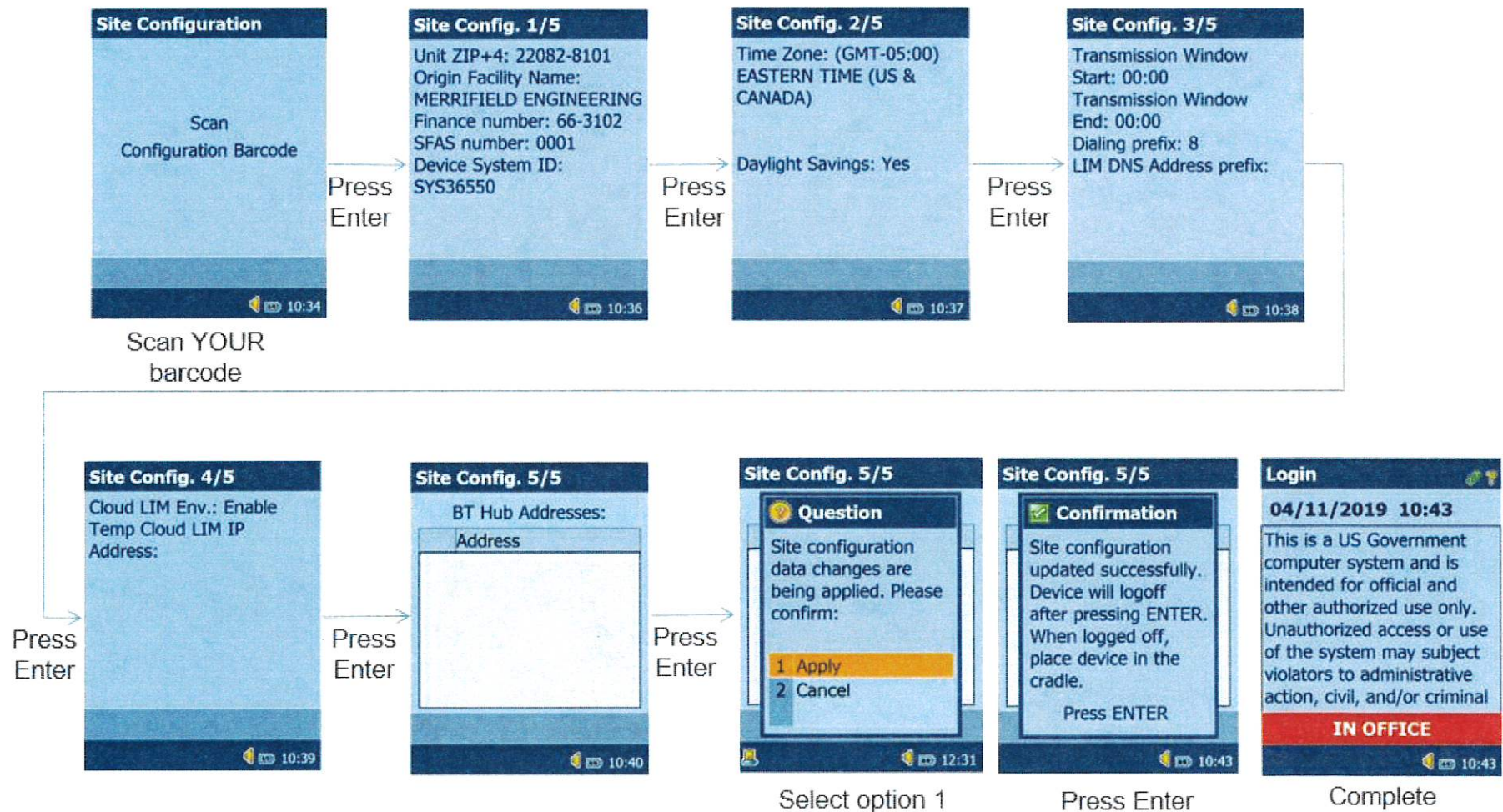◀ 🔋 10:27

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

Password = 07041776
Press ENTER
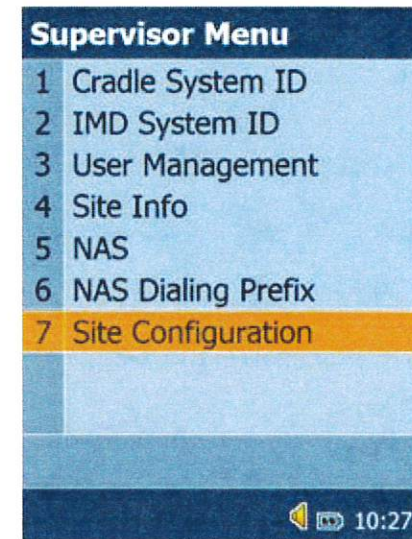
Select Option 7 "Site Configuration"

# Scan Site Configuration Barcode Screenflow – Full Screens

Site Configuration

Scan
Configuration Barcode

10:34

Scan YOUR
barcode

Press Enter →

Site Config. 1/5

Unit ZIP+4: 22082-8101
Origin Facility Name:
MERRIFIELD ENGINEERING
Finance number: 66-3102
SFAS number: 0001
Device System ID:
SYS36550

10:36

Press Enter →

Site Config. 2/5

Time Zone: (GMT-05:00)
EASTERN TIME (US &
CANADA)

Daylight Savings: Yes

10:37

Press Enter →

Site Config. 3/5

Transmission Window
Start: 00:00
Transmission Window
End: 00:00
Dialing prefix: 8
LIM DNS Address prefix:

10:38

Press Enter →

Site Config. 4/5

Cloud LIM Env.: Enable
Temp Cloud LIM IP
Address:

10:39

Press Enter →

Site Config. 5/5

BT Hub Addresses:

Address

10:40

Press Enter →

Site Config. 5/5

Question

Site configuration
data changes are
being applied. Please
confirm:

1 Apply
2 Cancel

12:31

Select option 1

Press Enter →

Site Config. 5/5

Confirmation

Site configuration
updated successfully.
Device will logoff
after pressing ENTER.
When logged off,
place device in the
cradle.

Press ENTER

10:43

Press Enter

Login

04/11/2019 10:43

This is a US Government
computer system and is
intended for official and
other authorized use only.
Unauthorized access or use
of the system may subject
violators to administrative
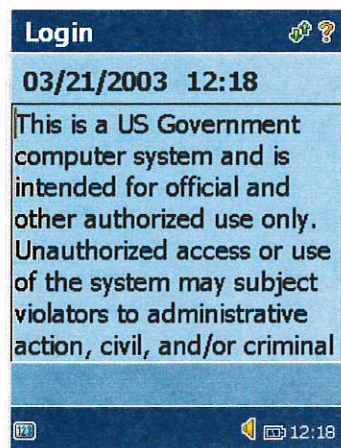action, civil, and/or criminal

IN OFFICE

10:43

Complete

Checking the current version of IMDAS software running on the IMD

Version 37.37 is the Pilot Version of IMDAS Software being deployed to sites this weekend (June 26th, 2021). 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.
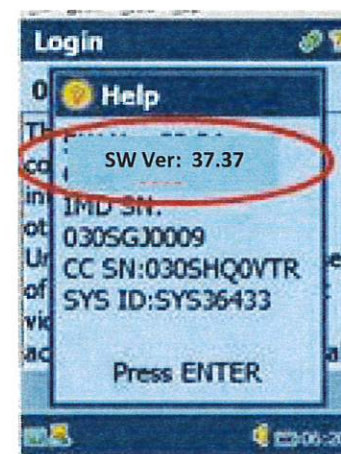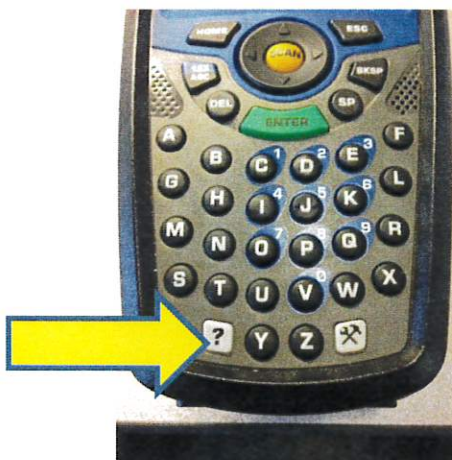
Checking the current version of IMDAS software running on the MDD In-Office

Version 37.37 is the Pilot Version of IMDAS Software being deployed to sites this weekend (June 26th, 2021). 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.

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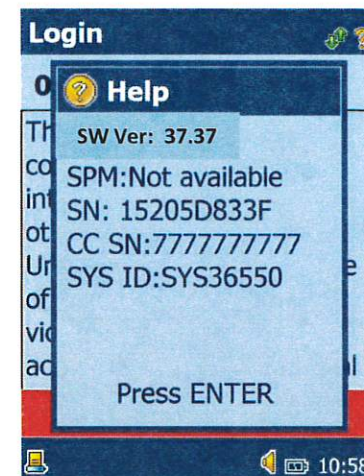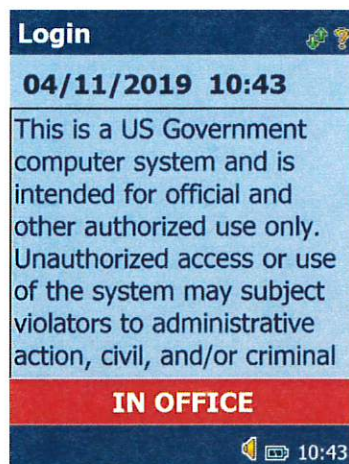
Significant Key Combinations for MDD In-Office Device vs. IMD Device

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