

NOV 12 2021

LABOR RELATIONS



November 9, 2021

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 6886

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include: Login Screen User Profile Confirmation; Remove Time Settings; Update Missent Misshipped; and AAU-TRP Route Information Enhancement.

Effective November 6, these features became available for use via all Intelligent Mail Devices (IMDs) and Mobile Delivery Devices (MDDs).

Enclosed are the following:

- Final copy of the *IMDAS Release 40 Pilot User Instructions*; and
- Final copy of the *IMDAS Release 40 Pilot 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", with a long horizontal flourish extending to the right.

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

IMDAS Release 40 Pilot (Software Version 40.17) November 2021 Service Talk

Effective November 6th, 2021, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

- Login Screen User Profile Confirmation
- Remove Time Setting
- Update Missent Misshipped
- AAU – TRP Route Information Enhancement

Login Screen – User Profile Confirmation when entered ZIP Code is not same as Unit ZIP Code

Login

Welcome

Scan/key-in badge barcode

12:42

User Type

- 1 In-Office
- 2 On-Street motorized
- 3 On-Street walking

12:43

User Profile Setup

ZIP Code: 22082

Route ID: 8101B000

12:44

User Profile Setup

ZIP Code: 32082

Route ID: 8101B000

12:44

User Profile Setup

Question

Please confirm your updated ZIP Code 32082 is correct.

- 1 Change
- 2 Confirm

12:47

User Profile Setup

ZIP Code: 22082

Route ID: 8101B000

12:44

User Profile Setup

Question

Please confirm your updated ZIP Code 32082 is correct.

- 1 Change
- 2 Confirm

12:45

User Profile Setup

Question

Facility info:
Name - MERRIFIELD
ENGINEERING
ID - 1353111

- 1 Yes
- 2 No

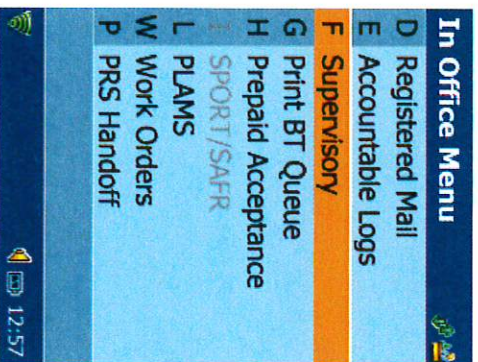
12:50

Select "Change" take user back to the Zip Code and Route ID page and reset the Zip Code back to the default Zip Code

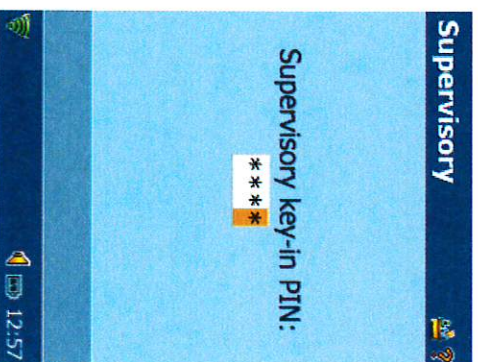
Select "Confirm" Application save the new Zip Code Entered

Release 40 Pilot – Remove Time Setting

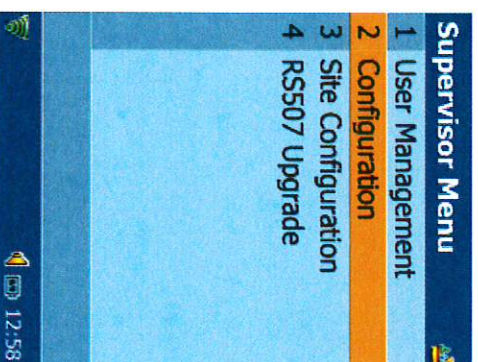
Remove Time Setting from Supervisory Menu



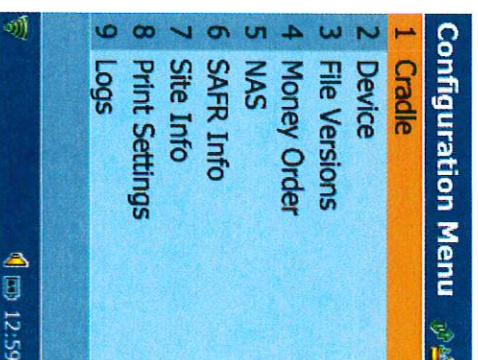
Select Option
F Supervisory



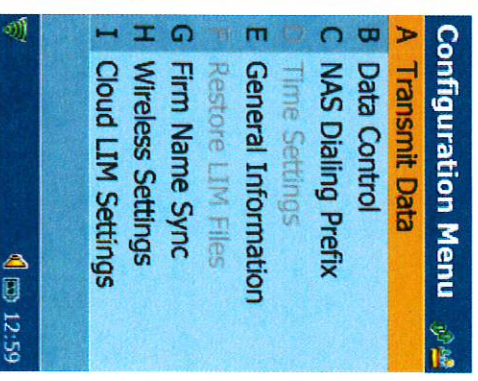
Enter PIN and Press ENTER



Select Option 2 Configuration



Time Setting Option no longer available





Release 40 Pilot – Missent and Misshipped Events

Updated “Missent” and “Misshipped” events to “Missent by Plant” and “Mis-shipped by Mailer”

Scan Barcode

Scan/key-in barcode

	Label ID
1	9114123456789000220842

Scan Mail Barcode and Press

Confirmation Events

Select Event:

8 Missent by Plant

9 Return To Sender

0 Enroute

J Dead Mail

D Visible Damage

M Mis-shipped by Mailer

C Intercepted

Confirmation Events

Select Event:

8 Missent by Plant

9 Return To Sender

0 Enroute

J Dead Mail

D Visible Damage

M Mis-shipped by Mailer

C Intercepted

AAU - TRP Route Information Enhancement

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

Select Option 7 Arrival at Unit

AAU

Select Item Delivery Day:

- 1 **Today 10/29/2021**
- 2 Next Business Day 10/30/2021

Select a Delivery Day

AAU

Question

1 Delivery Day selected is: Today 10/29/2021. Please confirm:

- 1 **Yes**
- 2 No

Confirm Delivery Day Selected

AAU

Scan/Key-in barcode

Label ID

Scan a Barcode

AAU

Scan/Key-in barcode

Label ID
1 940013620243651652 6948

C61

If Route information exist the Route information displayed

AAU

Scan/Key-in barcode

AAU

Scan/Key-in barcode

AAU

Scan/Key-in barcode

AAU

Information

Information recorded successfully!

Label ID
2 930011092300078352 1318

Label ID
3 920019021701638661 9795

Label ID
4 930011092300078179 7609

Label ID
4

C64

NO ROUTE

C24

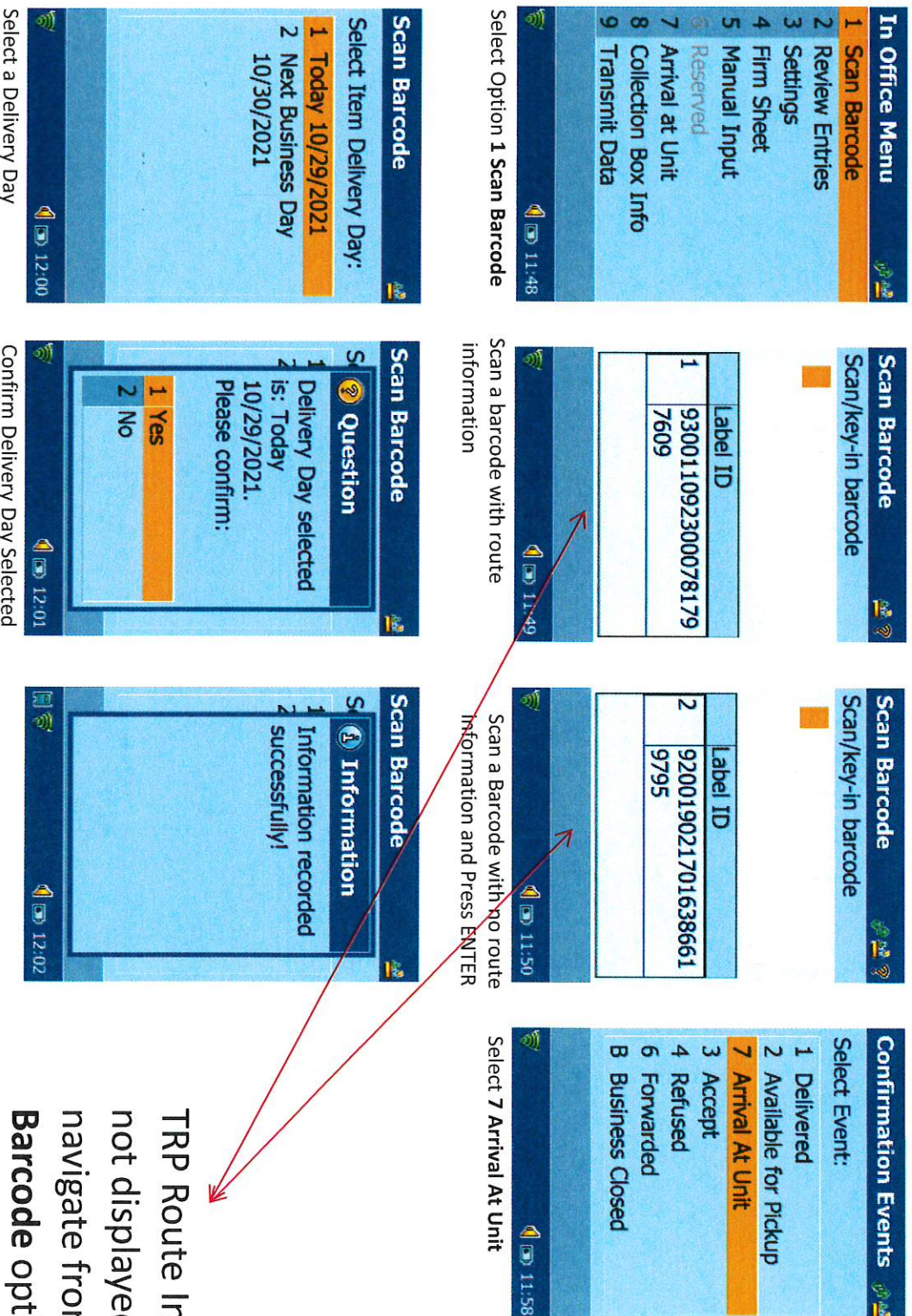
Information

Information recorded successfully!

If Route information not exist "NO ROUTE" displayed

Press ENTER

TRP Route Information Not Available from Scan Barcode Application



TRP Route Information do not displayed when user navigate from 1 Scan Barcode option

**IMDAS Release 40 (Software Version 40.17)
November 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, November 5th, 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.



UNITED STATES
POSTAL SERVICE®

IMDAS Release 40 Pilot User Instructions

IMD/MDD In-Office Site Configuration



UNITED STATES
POSTAL SERVICE

RIMS Home

Firmsheets

Reports

Regmail

Messaging

Config

Tracking

Welcome

at System: SYSC6550 - 22002 - ENGINEERING TEST

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

RIMS Local System Configuration

**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

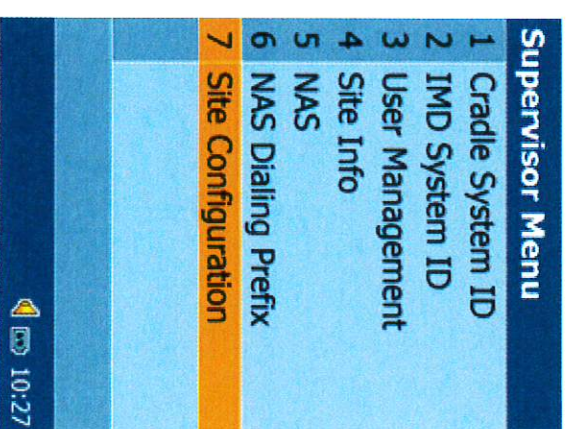
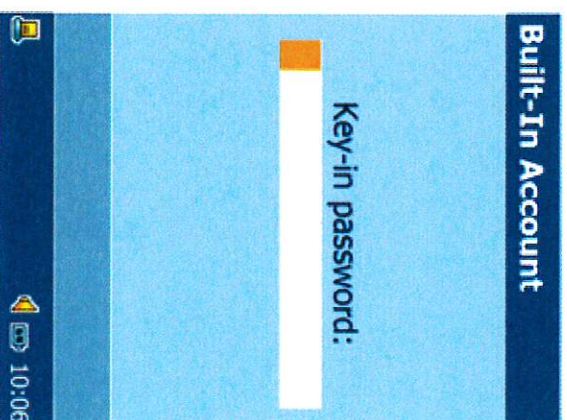


Press and hold the "123/ABC" key while pressing the "S" key.
Press the "123/ABC" key again to enter numeric mode.



Pwr = 07041776
Press ENTER
Select option 7

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

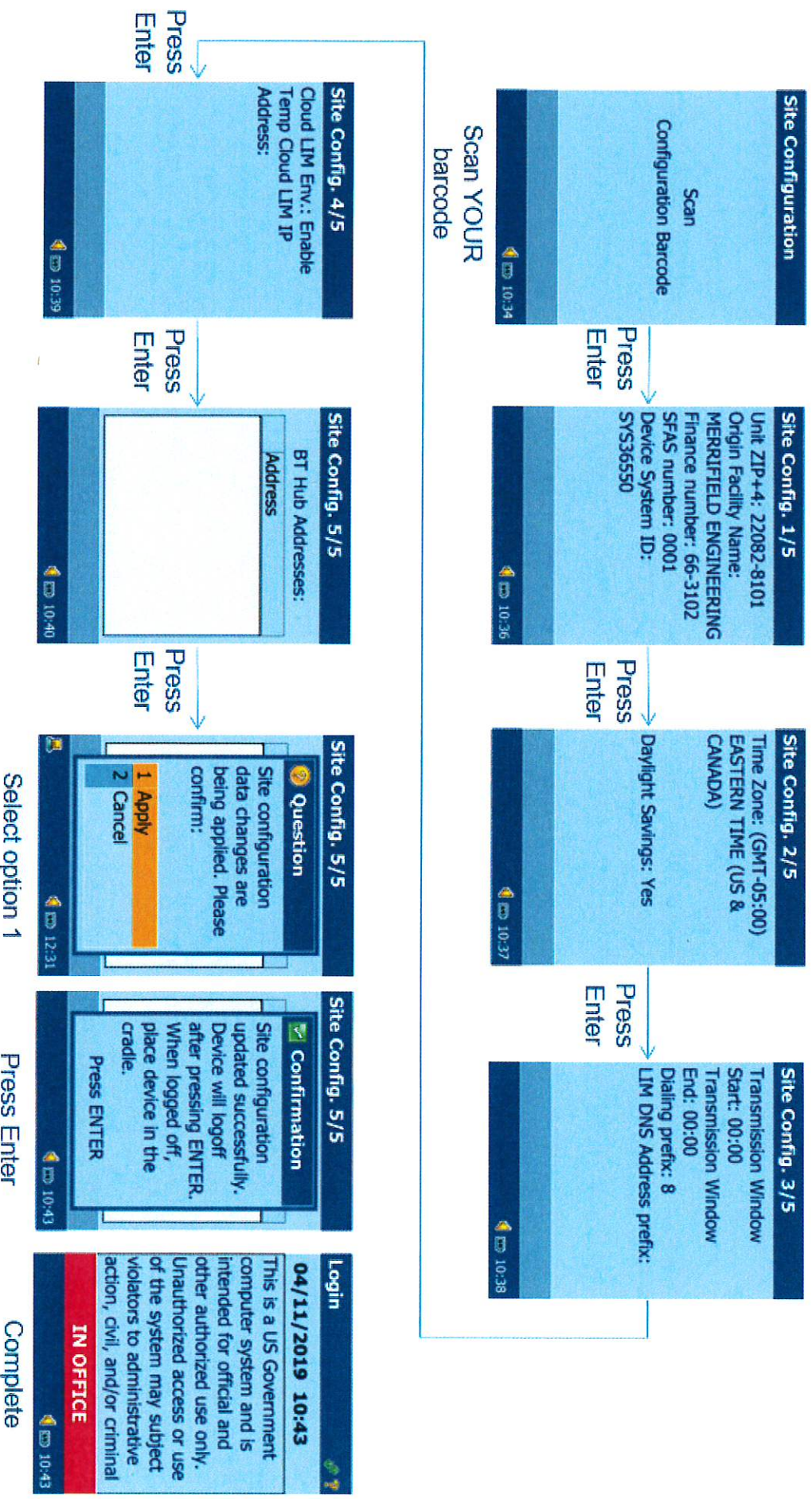


Press the "**RED**" key and then
press the "S" key.

Password = 07041776
Press ENTER

Select Option 7 "Site
Configuration"

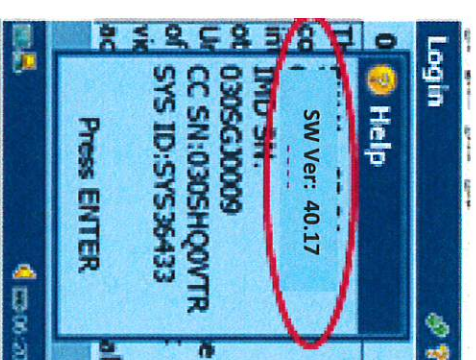
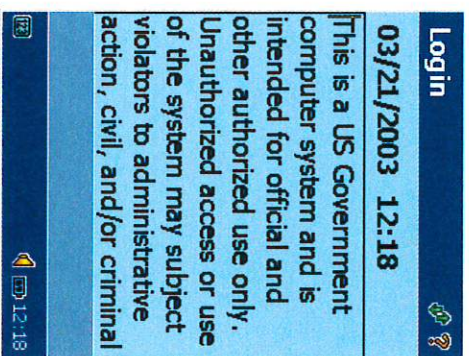
Scan Site Configuration Barcode Screenflow – Full Screens



Checking the current version of IMDAS software running on the IMD

Version **40.17** is the **Pilot** Version of IMDAS Software being deployed to sites this weekend (**November 6th, 2021**). To verify that the IMD has successfully downloaded this version:

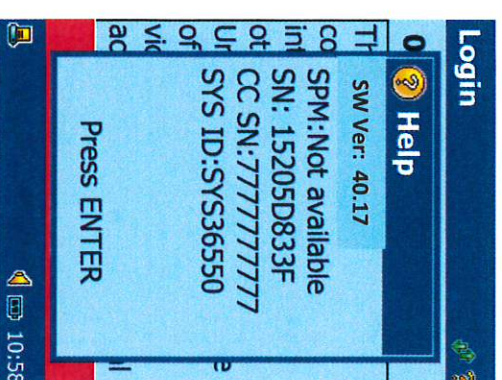
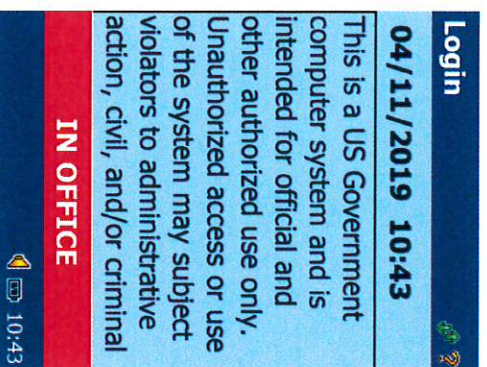
From the “Government Message” on the login screen, press the “?” key on the lower left keypad of the IMD.



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

Version **40.17** is the **Pilot** Version of IMDAS Software being deployed to sites this weekend (**November 6th, 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.



IMDAS Release 40 Pilot 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	RED + 'R'	<ABC123> + 'H'
(while on Scan Barcode Screen)		
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

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