RECEIVED

OCT 0 4 2021

October 1, 2021

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

Certified Mail Tracking Number:
70203160000173579469

Dear Mr. Butts:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include: Nest Container Location; Price Change; and National Maintenance Review October 9-15.

Effective October 2, these features will be available for use via all Intelligent Mail Devices (IMDs) and Mobile Delivery Devices (MDDs) at designated pilot sites throughout the country.

Enclosed are the following:

- Final copy of the *IMDAS Release 39 Pilot User Instructions*;
- Final copy of the *IMDAS Release 39 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
Director
Contract Administration (APWU)

Enclosures

(CA2020-349)

IMDAS Release 39 Pilot (Software Version 39.10)
October 2021 Service Talk

Effective October 2nd, 2021, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners shall have the following flow updates:

- ➤ Nest Container Location
- ➤ Price Change
- ➤ National Maintenance Review Oct 9 – Oct 15

Nest Container Location for Assign/Open Event

Scan Barcode
Scan/key-in barcode

Label ID
1	99H120-1H1HD9NLS-1
	0000029

10:25

Scan Barcode
Question
Scanning complete?

1 Yes
2 No

10:26

Container Ops
Select Option:
2 Distributed
5 Build Container
6 Nest Container
9 Available for Pickup
A Tendered to Authorized
  Agent
B Cancel

10:26

Nest Container
Select Option:
1 Assign/Open
2 Close
3 Cancel

10:27

Nest Container
Question
Please select location:
1 Retail Area
2 Dispatch Area

10:28

Select a location and Press
Enter

Nest Container
Information
Information recorded
successfully!

10:29

Continue.....

Nest Container Assign/Open Event is restricted to one PBS barcode at a time

Scan Barcode
Scan/key-in barcode

Label ID	
1	99P120-1H1HD9NLS-1 0000021
2	99H120-1H1HD9NLS-1 0000030

10:33

Scan Barcode

| 1 | | 1 |
| 2 | | 1 |

Scanning complete?

Question
1 Yes
2 No

10:34

Container Ops
Select Option:
2   Distributed
6   Nest Container
9   Available for Pickup
A   Tendered to Authorized Agent
B   Cancel

10:35

Nest Container
Select Option:
2   Close
3   Cancel

10:36

National Maintenance Review Oct 9 – Oct 15

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

15:11

Scan Barcode

Scan/key-in barcode

Label ID

15:12

Maintenance

Check/uncheck items

Check	Maintenance
1	No Maintenance
-	Anchor
-	Clean
-	Decal-logo
-	Decal-times
-	Graffiti

15:16

Maintenance

Check/uncheck items

Check	Maintenance
-	Leaking
-	Needs paint
-	Repair door
-	Repair legs
-	Repair lid
-	Replace box

15:15

Maintenance

Check/uncheck items

Check	Maintenance
-	Repair legs
-	Repair lid
-	Replace box
-	Replace lock
-	Rusted

15:16

Maintenance

(i) **Information**

Information recorded successfully!

15:17

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IMDAS Release 39 (Software Version 39.10)
October 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, October 1st, 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

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| RIMS Home | Firmsheets | Reports | Regmail | Messaging | Config | Tracking |

#8 System: SYS36550 – 72562 – ENGINEERING TEST

Welcome

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

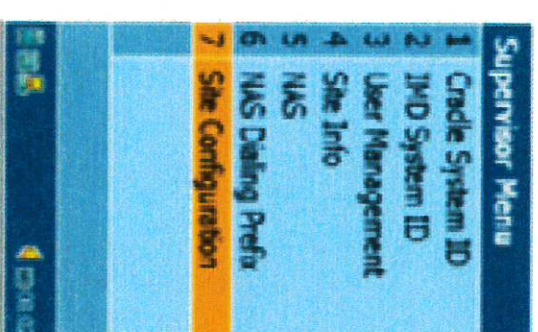**User/Route Management**

- IMD/MDD Sensitive Users

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

4

Log In Procedure to Scan Site Configuration Barcode for IMD

Log in procedure to scan Site Configuration Barcode

Log in procedure to scan Site Configuration Barcode

Built-In Account

Key-in password:

Pw = 0704776

Press ENTER

Supervisor Menu

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

Select option 7
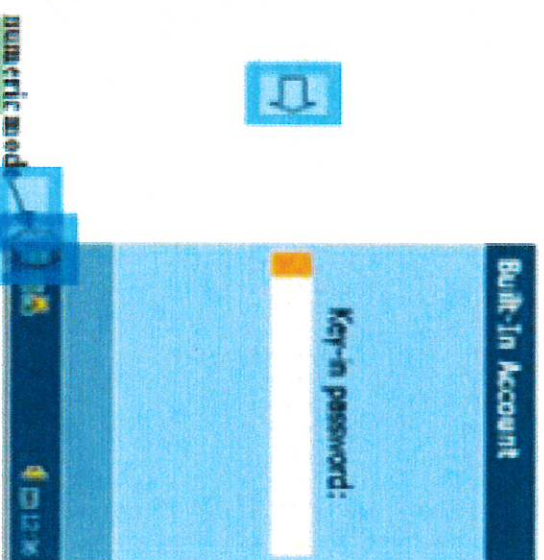
numeric mode

Press and hold the "123/ABC" key while pressing the "9" key.

Press the "123/ABC" key again to enter numeric mode.

Log In Procedure to Scan Site Configuration Barcode for MDD In-Office
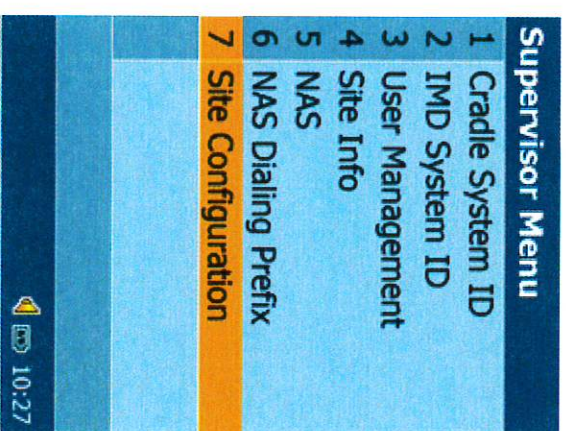
Press the "RED" key and then press the "S" key.

Built-In Account

Key-in password:

10:06

Password = 07041776
Press ENTER

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

Select Option 7 "Site Configuration"

Scan Site Configuration Barcode Screenflow – Full Screens

Site Configuration

Scan Configuration Barcode

⚠ 🔋 10:34

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

Scan YOUR barcode

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

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 39.10 is the Pilot Version of IMDAS Software being deployed to sites this weekend (October 2nd, 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.
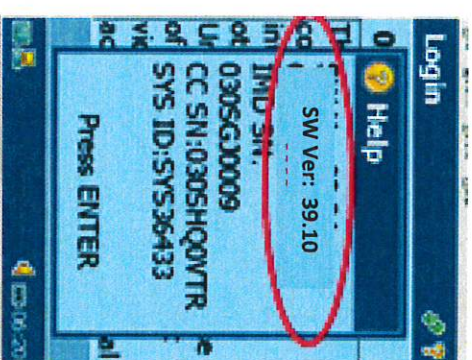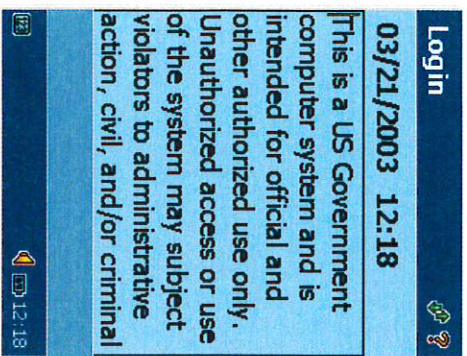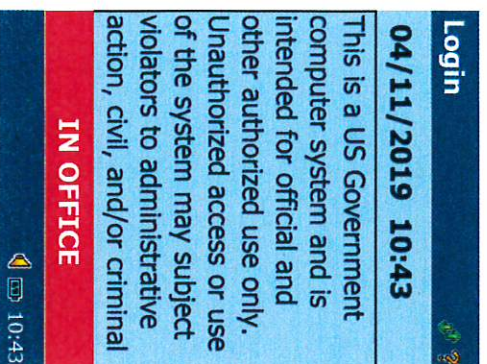
Checking the current version of IMDAS software running on the MDD In-Office

Version 39.10 is the Pilot Version of IMDAS Software being deployed to sites this weekend (October 2nd, 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.

Login

04/11/2019 10:43

IN OFFICE

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

10:43

Login

0 ❓ **Help**

Th   SW Ver: 39.10
co   SPM:Not available
in   SN: 15205D833F
ot   CC SN:7777777777
Ur   SYS ID:SYS36550
of
vic
ac

Press ENTER

10:58

IMDAS Release 39 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'
Continuous Scan Barcode Screen) (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*

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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 Facility Name	Facility Address	State	Facility ID
FULTON	214 S 1ST ST	NY	1364265
LIVERPOOL	300 CYPRESS ST	NY	1370689
BAYBERRY	7608 OSWEGO RD	NY	1433710
ELMWOOD B	5100 W 36TH ST	MN	1362478
OAK PARK HTS CARRIER ANNEX	5520 MEMORIAL AVE N	MN	1375726
NEW BRIGHTON	200 5TH AVE NW	MN	1450052
BILLINGS	841 S 26TH ST	MT	1354967
GOLDEN VALLEY	28201 FRANKLIN PKWY	CA	1365095
LAKEWOOD MAIN	5200 CLARK AVE	CA	1369716
SEAL BEACH MAIN PO	2929 WESTMINSTER AVE.	CA	1381075
DAVIS MAIN_PO	2020 5TH ST.	CA	1360349
CHULA VISTA POST OFFICE	750 3RD AVE	CA	1358029
MARRERO	5351 LAPALCO BLVD	LA	1371947
SOUTHEAST	4535 BENNINGTON DR	LA	1382341
CHIMNEY HILLS	9230 S SHERIDAN RD	OK	1357947
BOURBONNAIS	850 MAIN ST NW	IL	1355503
YORKVILLE	601 E Countryside Parkway	IL	1388507
NILES BRANCH	6977 W OAKTON STREET	IL	1434887
SHELBYVILLE	90 124TH AVE	MI	1437953
MADISON	1438 N MAIN ST	VA	1371372
DUMFRIES	17949 MAIN ST	VA	1361420
CHANTILLY	4410 BROOKFIELD CORPORATE DR	VA	1437277
ABINGTON PO	1925 KEITH RD	PA	1352292
BOULEVARD STATION	2801 LEVICK ST	PA	1355497
QUAKERTOWN PO	165 CALIFORNIA RD	PA	1378591