



# **VELOCITY MAIL**

## User's Guide

# AccuCode<sup>®</sup>

## VELOCITY MAIL User's Guide

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# Overview

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Developed by AccuCode, Inc., Velocity Mail is a standards-based solution designed for commercial airlines that carry mail for the USPS or for any other post that follows UPU standards. The vMail solution meets the USPS requirements for handling mail while providing a flexible interface designed to meet the airlines' unique operational processes.

With Velocity Mail, users have full control over the mail tracking process from initial receipt to delivery, and all of the steps in between. The combination of mobile barcode capturing and the flexibility of a web-driven console make Velocity Mail a perfect solution for real-time tracking and messaging.

Velocity Mail also incorporates a powerful reporting tool that allows the airline to monitor the performance of their stations, look up specific items or groups of items and also monitor flights, routes and employees to ensure that all procedures are being followed appropriately. The in-depth reporting permits greater efficiency within the mail tracking process and helps to cut down on errors or possible oversights for the entire process flow.

# Getting Familiar with the Mobile Device

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A Velocity Mail mobile device is traditionally a handheld computer with the capability of scanning barcodes, storing item tags, and transmitting the data across the Internet. The specific make and model of the device may differ from airline to airline, however the basic functionality is the same. These devices are normally comprised of a version of a Microsoft operating system (Windows Mobile, Pocket PC, CE, etc.), the Velocity Mail software, a full keypad for typing alphanumeric characters, a touch screen for use with a stylus or pen, and a laser with a button/trigger for scanning barcodes.

## Devices



Symbol MC9060, Motorola HC700, Intermec 740, Symbol 8146, HHP Dolphin 7900

### Symbol MC9598/9090/9060/9063

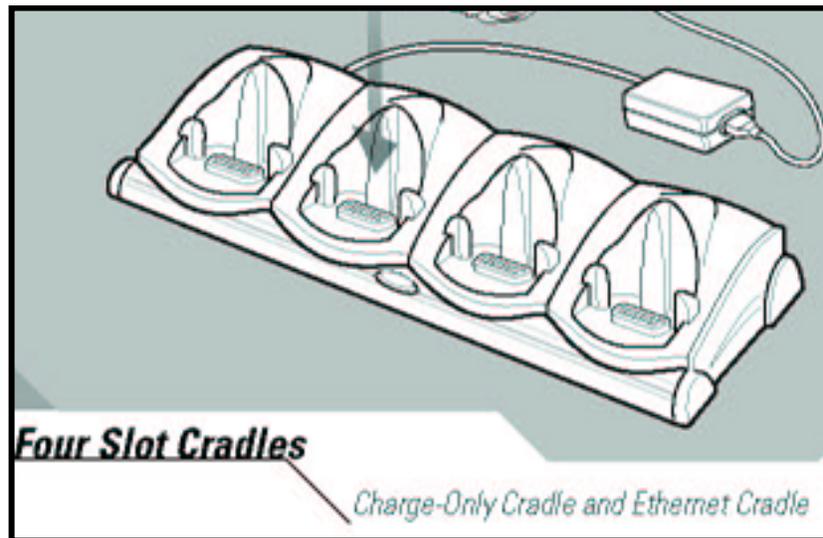
These are the most common devices used with Velocity Mail today. Most feature large full-color displays with an optional pistol grip attachment for trigger style laser use. They also have a large storage capacity allowing for multiple applications to be used on one device. The specific features vary slightly between the MC9598/9090/9060/9063. These devices are extremely reliable and are a great fit for the vMail application.

Some other devices compatible with Velocity Mail are:

- Motorola HC700
- Intermec 740
- Symbol 8146
- HHP Dolphin 7900

## Data Transfer

All mobile devices will store data in their internal memory to be transmitted to the Velocity Mail servers at a later time. Depending on the device being used and preference of the airline, the data may be transmitted either wirelessly through a cellular (CDMA) connection or through a wired Ethernet cradle setup.



### Ethernet Cradle

Most mobile devices connect to the Internet through an Ethernet cradle, the most common of which is the four-bay model (see figure above). Once the cradle is connected to a live network (via a wall jack or router/switch/modem) and powered on, the mobile device must be inserted. As long as the device is properly configured per the specific airlines' specifications, the user can transmit the stored data over the Internet.

# Basic Scanning Functions

---

The United States Postal Service, as well as many posts worldwide, requires that all air carriers handling mail electronically message certain pertinent events that occur during the mail transportation process. By utilizing Velocity Mail on a mobile device, the air carrier has the ability to record the necessary events in a user-friendly manner to match a carrier's unique operational process. The events recorded on the mobile device are transmitted via an Internet connection for electronic transmission to the Post for scoring and payment purposes.

This section will highlight features of Velocity Mail's mobile device application. Because of Velocity Mail's intuitive structure, the application may be displayed and utilized differently based on each carrier's different operational process, specific to location. Please refer to your carrier's business process to illustrate your carrier's handling of mail within the vMail application.

# Logging in to the Velocity Mail Mobile Device



To begin using Velocity Mail on your mobile device, select the vMail icon  from your programs list or screen.

Next the Login screen will appear. Enter your vMail username and password. Then, tap "Ok."

To update the mobile device with the most current information (users, changes, etc.), select "Update Device" prior to logging in to vMail. The "Ok" will change to "Transmit" once selected.

This will allow the latest information to be transmitted to the mobile device from the server. We recommend performing this process on a relatively frequent basis.

## Home Screen



The Home screen will display icons for all functions available at the current airport for which the mobile device is being used.

Most airports will not have all functionality "turned on" for use; however, they will have a combination of available functions based upon their needs. Properties can be adjusted (by AccuCode) to allow for changes in functionality at an account or airport level.



## Receive Function

The *Receive* function allows the user to record all tags received in the carrier's possession. In many cases the "Receive" event is messaged to the Post for scoring and payment.

To begin receive-scanning mail, select *Receive* from the Home screen. The next set of screens that appear will depend on your carrier's business process. **Please refer to your "Business Process Document" to illustrate your carrier's handling of mail for the *Receive* function.**

Within the *Receive* function, vMail can be configured to handle mail in many different ways. Different options are available for a multitude of functions. AccuCode completes these configuration changes for your carrier through Property changes in the *Admin* Module. The following is a list of options/functionality under the *Receive* function of vMail:

**Nesting** allows the user to group individual items of mail and/or Journey ID tags together into a logical unit that can be tracked and permit actions to be performed against it. Mail can be received "in nests" or as individual items/receptacles, depending on your carrier's operational process. Several different nesting options are available, including: flight nests, container nests, ULD nests, flight destination nests,

A screenshot of a mobile application interface for Velocity Mail. The screen is titled "RECEIVE" and asks "What flight are you staging?". It features a form with the following fields: "Scheduled Departure" with a dropdown menu showing "19 May, 2008 Mon 00:00"; "Carrier:" and "Flight Number:" with empty input boxes; and "Destination:" with a dropdown menu showing "Other". At the bottom of the form are two buttons: "Ok" and "Cancel". The top of the screen shows "Velocity Mail" and the time "2:25".

carts, floor units, and virtual nests. Please reference your carrier's business process for your specific nesting options.

**Staging** is a plan to load specific items and/or nests onto a specific flight. The user enters flight information in the mobile device, and the information is sent to the server during transmission. The user can process the mail on the flight to which it was staged, or load it onto a different flight via the web console.

**Destination Filtering**, when utilized, allows the user to sort mail based upon the destination. Mail can be nested by destination(s). Warnings can also be enabled to alert the user when nesting an items or items that do not match the destinations designated for a particular nest.



**Mail Sorting/Build-Up Options** give the carrier the ability to nest one destination in one nest, multiple destinations into one nest, or multiple destinations in multiple nests based upon the options chosen from the *Mail Build Up* screen.



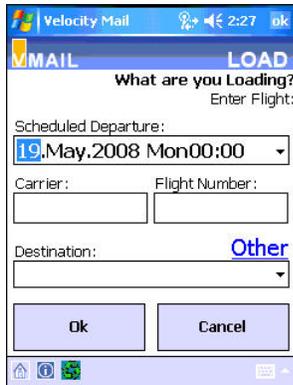
**Return Mail** icon allows the user to record the tag number of an item that has been returned to the Post for any reason. Reasons to return mail include: mail for incorrect carrier, damaged mail, mail received past flight closeout, etc.

**Mistake** icon allows the user to eliminate a tag mistakenly scanned in the current session.

Each item is scanned independently to record a receive time. On the *Receive Item/Scan Item* screen, the tag information appears including: origin country, origin location, destination country, destination location, and weight of item. Totals show on the screen for the nest, as well as totals for all items that have been scanned on the device within the current session.

Scan mail until all necessary items have been received. In the rare case that a barcode cannot be scanned (poor quality or damaged), you may manually type in the tag information by selecting "Use Keypad."

# Load Function



The *Load* function on the mobile device allows the user to record all tags and/or nests loaded onto a particular flight for messaging to the Post. Select the *Load* icon to begin.

To begin, the user must select which date, flight, carrier, and destination for which the mail will be loaded. Select “Ok” to proceed with load-scanning the mail.

Each item or nest (if applicable) is scanned independently to record a load time on the mobile device. On the *Load Item/Scan Item* screen, the tag information appears including: origin country, origin location, destination country, destination location, and weight of item. Totals show on the screen for all items that have been scanned on the device within the current session. Scan mail until all necessary items or nests have been recorded as “loaded” on the mobile device.



# Deliver Function



The *Deliver* function on the mobile device allows the user to record all tags delivered from a particular flight for messaging to the Post.

Each item, nest, or Journey ID is scanned independently to record a deliver time on the mobile device. On the *Deliver Item/Scan Item* screen, the tag information appears including: origin country, origin location, destination country, destination location, and weight of item. Totals show on the screen for all items that have been scanned on the device within the current session.

Scan mail until all necessary items or nests have been recorded as “delivered” on the mobile device.

# Handover Function



The handover function allows the carrier to “take” or “give” mail to another carrier (also known as interline transfer). By selecting the handover function, the user will record either a “take” or “give” event that will be messaged to the Post.

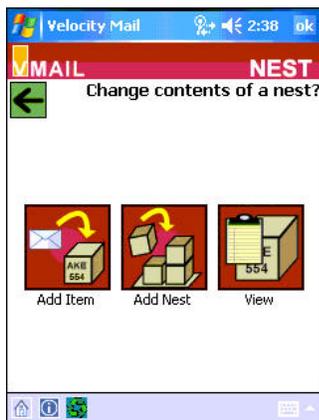
The handover functions (take, give, or both) are an option on the mobile device, as your business process dictates.

To handover a piece of mail to another carrier, select *Give Handover* from the mobile device. The user will be prompted to scan the tag and carrier to which the mail will be given.

To take a piece of mail from another carrier, select *Take Handover* from the mobile device. The user will be prompted to scan the tag and enter information about the carrier from which the mail was received.



## Nests



The *Nest* option allows the user to view a nest, add an item to a nest, or add a nest to a nest, depending on the carrier’s business process. Select *Nest* to continue working within this function.

**Add Item:** In the “Change contents of a nest?” option, the user has the ability to “Add Item” to a nest. This is a convenient way to add an item to a nest, in a case where the item has already been receive scanned/marked as received in another location (i.e. a transfer point).

To add an item to a nest, select "Add Item" and enter the information as requested on subsequent screens. Items may also be staged and sorted under this functionality as well.

**Add Nest:** The "Add Nest" function allows the user to add a nest to another nest. Within this selection, you will have the opportunity to add a nest to a "New" nest or a "Known" nest. To complete adding a nest to a nest, input information as requested on the following screens.

**View:** To view a nest and its contents, select "View" from the Nests function. A screen will appear showing nests, number of nested items, and weight.



## Transmit Function



The mobile device is a tool to assist the user in recording events to items and/or groups of mail. The mobile device stores that information; however, the data collected needs to be transmitted to the server for messaging as well as further actioning in the Velocity Mail software application.



To transmit the data on the device, the user must have an Internet connection. Once the Internet connection has been established (WiFi, GPRS, CDMA, Ethernet cradle, etc.), the user can select *Transmit* from the Home screen. Once *Transmit* has been selected from the screen, the transmission process will begin. When complete, the "Transmit Data" screen will show "Transmit Successfully Completed." Select "Done" to exit the transmit screen. To log-out of vMail, tap "Ok" in the upper right-hand corner of the application.

# Web Console Functions

---

The Velocity Mail web application supplements the handheld devices and allows a user to record events that occur during the mail transportation process. The “Web Console,” as it is currently referred to, is a website that allows for additional data capture, as well as additional functionality related to account administration, reporting, and accounting functions.

This section will highlight features of Velocity Mail’s Web Console. The online application consists of five different modules. These modules include Accounting, Global, Station, Administration and CGR.

Privileges relating to these modules can be assigned to a user via the Administration Module. Please see Section 6 for more information regarding privileges/roles.

## Features of the Velocity Mail Web Console

**Intuitive Design** – Within the vMail web console, many of the screens provide links to other areas in the Velocity Mail system. Detailed information may be found by drilling down on anything underlined within the web console.

**Breadcrumb Trail** – The breadcrumb trails allow the user to see how he has



navigated throughout the system. The system will display how the user has progressed to where he is at within the web console. In

addition, the user can select any part of the breadcrumb trail to revert back to another area within the console.

**Color enhancements** – allow the user to know which location they are at within the console, as each active control button (module) and the border around its content screen has a designated color.

Accounting=Bright Blue / Global=Blue / Station=Red / Admin=Green / CGR=Purple

**Item Viewers** – Throughout Velocity Mail, users are presented item counts on various screens. By clicking any of these underlined item counts, the user can open an Item Viewer. These Item Viewers present details about each item in the count just clicked. The default view will present each item individually (flat view). The user may choose a number of formats from a drop-down list to further refine the data.

From the Item Viewer, groups of items can be added to “My Items” for a customized collection of items. In each item view, items can be selected individually or en masse and actions applied directly from this view. All item views can also be exported to a CSV file. All item counts in an item viewer can include ability to drilldown and open a new Item Viewer for that subset of items.

The various Item Viewer formats include:

**By Consignment** – Displays Items by Consignment Information (Consignment Number, Origin, Destination, Item Count/Weight, Consignment Total Count/Weight). Checkboxes for Consignment Number, Origin, Destination allow a customized view.

**By Current Location** – Displays Item Weight and Count, summarizing by those In Custody (by the Last Airport location) and Not In Custody (by Not Handled, Complete, Total).

**By Delivered Event** – Displays Items by Delivered event details (Item Number, Date, Delivered Airport) This view also displays Item Count Not Delivered

**By Dispatch** – Displays Items rolled up by the Dispatch information in the tag. Checkboxes for Origin, Destination, Mail, Dispatch allow a customized view.

**By Expected Vs Actual Movement** – Displays Items rolled up by Expected (consigned) Routing as compared to the Actual Routing recorded in vMail. Filters by Expected Origin or Destination, Actual Origin or Destination, Depart or Load Action Type are available.

**By First Location** – Displays Items rolled up by their First Location recorded in vMail.

**By Movement** – Displays items rolled up by the common events and actions that have happened to that group of Items (First and Last Handled Date, Received and Delivered Station, Flights). Filters by Received or Delivered Airport and Depart or Load Action Type are available.

**By Nest** – Displays Items rolled up by their Top Nest and includes selected Item Count/Weight and Total Nest Count/Weight.

## Web Console Features

***By Planned Route (for USPS domestic users)*** – Displays Items rolled up by Origin and Destination information. Checkboxes for Route and Carrier Origin and Destination allow a customized view.

***By Post*** – Displays Items rolled up by the Consigning Post.

***By Receive Event*** – Displays Items by Received event details (Item Number, Date, Delivered Airport). Also displays Item Count Not Received.

***By UPU Tag*** – Displays Items broken down by Dispatch information. Checkboxes for Dispatch and Receptacle details allow a customized view.

***Flat*** – Displays each Item individually with Tag, Weight, Consignment, Top Nest, Parent Nest.

***For CN46*** – Displays items as is appropriate for a CN46 Substitute Delivery Bill. Generates as PDF document for printing. Summarizes International Delivered and Handed Over Items. vMail can also generate a CN38 and AV7 for the complete consignment or handled subset of items on a flight.

***Scan Tag*** – Allows the user to apply a scan event to a tag directly from the Web Console Item Viewer.

**Action and Article Detail** – Within Velocity Mail, actions, items, nests, flights, and aliases are underlined to link them to a screen that provides further detail. These “detail” or “actions” screens give the user snapshot of what has happened, in sequential order. Further links to actions, items, nests, flights, and aliases are often available from those screens.

Example of Item Action

**Nests At Station > Nest Actions > Item Actions**

Item:

Post:   
Tag: **USJFKYNPKTMAAUL90080003900039**  
Weight: **3.9 kg**  
Consignment: **US49AJF03392**  
To/From: **JFK-KTM**  
In Custody: **Yes**  
Received: **04/21/2009 02:26:15 (Z-4)**  
Parent Nest: **ake 42925**

Fix

Credits:  
-- **INTREF08983116**  
**US49AJF03392** (Assigned)

Action History:

Time Zone: **(LT)**

**04/21/2009**  
**JFK**  
**02:26:15 -- Receive**  
**02:26:16 -- Add to nest ake 42925**  
**02:31:12 -- Stage to flight JFK (04/20/2009 10:50 LT) - AUH (07:45 +d1 LT)**

Create Action:

Example of Nest Actions

**Nests At Station > Nest Actions**

Nest:

Description: **AKE41947**  
Type: **ULD**  
Currently In Nest: **16 (41.5 kg)**

Contents  
Fix  
Mail Manifest (Partial CN-46s)

Create Action:

Action History:

Time Zone: **(LT)**

**08/22/2009**  
**JFK**  
**14:56:00 -- Third Party Add item USJFKYKZALAAAUL90240002900025**  
**14:56:00 -- Third Party Add item USJFKAKZALAAUR90116001110030**  
**14:56:00 -- Third Party Add item USJFKAMACASDAUN90258001900051**  
**14:56:00 -- Third Party Add item USJFKYNPKTMAAUL90154002900041**  
**14:56:00 -- Third Party Add item USJFKYKZALAAAUL90240003900031**  
**14:56:00 -- Third Party Add item USJFKYSDKRTAAUL90123002900021**  
**14:56:00 -- Third Party Add item USJFKYMACASDAUL90237001900018**  
**14:56:00 -- Third Party Add item USJFKAMACASDAUN90257001100003**  
**14:56:00 -- Third Party Add item USJFKYKZALAAAUL90240001900050**  
**14:56:00 -- Third Party Add item USJFKYMWLBAAUL90306001100008**

Example of Flight Actions

**Nests At Station > Nest Actions > Flight Actions**

**Flight:**

Name: **08/22/2009, JFK (08/22/2009 22:50 LT) - 08/23/2009 (19:50 +d1 LT)**  
Carrier: **08/22/2009**  
Number: **100**  
Currently Loaded: **58 (453.0 kg)**  
Consigned: **90 (650.0 kg)**  
Scheduled  
Departure: **08/22/2009 22:50:00 (Z-4)**  
Arrival: **08/23/2009 19:50:00 (Z-4)**  
Actual  
Departure: **08/22/2009 22:50:00 (Z-4)**  
Arrival: **08/23/2009 19:50:00 (Z-4)**

**Action History:**

Time Zone: **(LT)**

**08/22/2009**  
**JFK**  
22:50:00 -- **Load** nest **AKE41947**  
22:50:00 -- **Load** nest **ZKE60048**  
22:50:00 -- **Depart**

**08/23/2009**  
**08/23**  
19:50:00 -- **Arrive**  
14:25:00 -- **Unload** nest **AKE41947**

Example of Alias Actions

**Nests At Station > Nest Actions > Alias Actions**

**Alias:**

Post:   
Tag: **J43USASAABAH9710001D**  
Assigned Nest: **08/22/2009 22:50:00 (Z-4)**

[Fix](#)

Create Action:

**Action History:**

Time Zone: **(LT)**

**07/10/2009**  
**SFO**  
11:35:19 -- **Assign** to nest **J43USASAABAH9710001D**  
11:35:19 -- **Receive**  
11:35:19 -- **Unassign** from nest **J43USASAABAH9710001D**  
11:35:19 -- **Assign** to nest **08/22/2009 22:50:00 (Z-4)**  
11:35:21 -- **Stage** to flight **08/22/2009 22:50:00 (Z-4)**  
11:38:43 -- **Unassign** from nest **08/22/2009 22:50:00 (Z-4)**  
11:38:43 -- **Assign** to nest **08/22/2009 22:50:00 (Z-4)**  
11:38:44 -- **Receive**  
11:38:46 -- **Stage** to flight **08/22/2009 22:50:00 (Z-4)**  
17:01:07 -- **Depart** on flight **08/22/2009 22:50:00 (Z-4)**

Example of Action Details

**Nests At Station > Nest Actions > Alias Actions > Action Details**

**Action:**

Type: **Stage**  
Nest Alias: **J43USASAABAH9710001D**  
To Flight: **08/22/2009 22:50:00 (Z-4)**

Airport: **SFO**  
By: **08/22/2009**  
Effective: **07/10/2009 14:38:46 (Z-4)**  
**07/10/2009 11:38:46 (LT)**

Created: **07/10/2009 16:53:24 (Z-4)**  
Last Processed: **07/10/2009 23:56:09 (Z-4)**

Status: **Applied**  
Source: **HH:17265**  
Context: **Mobile Session**  
Session Created: **07/10/2009 16:53:03 (Z-4)**

## Station Module

The Station Module gives the user access to station reports (for which he/she has access), problem/resolution functions, and performance statistics for each station. The user also has the ability to perform advanced searches for items, nests, flights and events.

### Nests

**Nests At Station**

Status:

With Items to Destination:

Include Departed Actions:

	Nest	Items	Weight	Destination	Date	Last Action		Last Result	
						Airport	Details	Airport	Details
<input type="checkbox"/>		67	456.2 kg		11/02/2012 07:13:08 (Z-8)		Stage Nest Flight (11/02/2012 LT) - To		Stage Nest To Flight (11/02/2012 LT)

Select All Clear All

Create Action:

This screen provides a snapshot of any nests that are currently located at a user's airport and allows for quick identification of any nests that may have been physically moved, but not yet recorded in vMail (not messaged to the USPS).

- Displays detailed information on Nests (Nest Name, Item Count, Weight, Airport Location) currently at the identified airport, including the Last Action/Result Dates and Details.
- Use the checkbox option to include nests that have already departed the airport.
- All Nest Names include a drilldown capability to the Nest Action screen for detailed information about all actions that are associated with that nest.
- Nests can be selected individually or en masse and actions applied directly from this screen.

## Arriving

Airport:

**Nests**

[Arriving](#)

[Choose Flight](#)

[Departing](#)

[Scan](#)

[Reports](#)

[Search](#)

[Lookup](#)

### Choose Arriving Flight

Scheduled Arrival From:   (Z-8)  
 Scheduled Arrival To:   (Z-8)  
 Flight Number:   (Literal)  
 Origin:    
 Status:

Flight <input type="checkbox"/>	Scheduled	Status	
(11/26/2012 ) -	11/26/2012 (Z-8)	Unknown	<a href="#">Select</a>

This screen displays the status of flights scheduled to arrive at the station by a given date range.

To view information about a specific flight, click [Select](#) next to the desired flight. This will display a flight summary screen that displays additional flight information, and a submenu that allows the user to take additional actions on the selected flight.

Airport:

**Nests**

[Arriving](#)

[Summary](#)

[Arrive](#)

[Deliver](#)

[Transfer](#)

[Other](#)

[Choose Flight](#)

[Departing](#)

[Scan](#)

[Reports](#)

[Search](#)

[Lookup](#)

### Flight

Summary:

Status: **Departed**  
 Currently Loaded Items: **13 (147.4 kg)**  
 Currently Loaded Nests: **0**

Scheduled:

Departure: **11/26/2012**

Arrival: **11/26/2012**

Actual:

Departure: **11/26/2012**

[Actions](#) [Contents](#)

To view **Flight Actions**, click [Actions](#). To view **Flight Contents**, click [Contents](#).

The submenu of Arriving functions includes:

**Summary** provides detail regarding the items loaded on the flight, their weight, and the actual and scheduled flight departure and arrival times.

**Arrive** allows the user to modify or confirm the arrival time of the flight.

**Deliver** allows the user to deliver nests. This is most commonly done on the handheld devices. Stations that do not have handheld devices mostly use this function.

**Transfer** allows the user to transfer items from one flight to another at the console.

**Other** provides additional functions such as the ability to unload nests from a flight and manipulate Off-Route and Unconsigned items.

**Choose Flight** returns the user to the “Choose Arriving Flight” page, giving the user the ability to select a different flight to work with.

## Departing

Airport:

**Nests**

**Arriving**

**Departing**

[Choose Flight](#)

**Scan**

**Reports**

**Search**

**Lookup**

### Choose Departing Flight

Scheduled Departure From:    (Z-8)

Scheduled Departure To:    (Z-8)

Flight Number:   (Literal)

Destination:

Status:

<u>Flight</u> <input type="checkbox"/>	<u>Scheduled</u>	<u>Status</u>	
(11/26/2012 ) -	11/26/2012	Unknown	<a href="#">Select</a>

This screen displays the status of flights scheduled to depart the station during a given date/time range.

To view information about a specific flight, click [Select](#) next to the desired flight. This will display a flight summary screen (shown on the next page) that displays additional flight information, and a submenu that allows the user to take additional actions on the selected flight.

Airport:

JFK

**Nests**

Arriving

**Departing**

Summary

Load Staged

Depart

Other

Choose Flight

Scan

Reports

Search

Lookup

**Flight**

Summary:

Status:	<b>Departed</b>
Currently Loaded Items:	<b>64 (475.8 kg)</b>
Currently Loaded Nests:	<b>2</b>
Staged Items:	<b>0 (0.0 kg)</b>
Staged Nests:	<b>0</b>

Scheduled:

Departure:	<b>11/26/2012</b>
Arrival:	<b>11/26/2012</b>

Actual:

Departure:	<b>11/26/2012</b>
------------	-------------------

Actions Contents

To view **Flight Actions**, click [Actions](#). To view **Flight Contents**, click [Contents](#).

The submenu of Arriving functions includes:

**Summary** provides information about the flight status, the items currently loaded or staged, and scheduled departure and arrival times.

**Load Staged** allows the user to load items that are currently staged to the flight.

**Depart** allows the user to manually depart a flight if it is not set up to automatically depart in the system.

**Other** provides additional functions, including loading nests or items that have not been staged, unloading nests, and staging and unstaging nests.

**Choose Flight** returns the user to the "Choose Departing Flight" page, giving the user the ability to select a different flight to work with.

## Scan

Airport:

**Nests**

**Arriving**

**Departing**

**Scan**

Item

Receive

Stage

Load

Load Through

Add To Nest

Deliver

Other

Alias

**Reports**

**Search**

**Lookup**

**Receive Item**

Item Tag:

Date/Time:   (Z-8)

Airport: **JFK**

Optional:  
Add To Nest: **None** [Select](#) [Clear](#)

The Scan Screen allows a user to perform actions at the console that are typically done on the handheld devices, including Receive, Stage, Load, Load Through, Add to Nest, and Deliver. Other functions include Unload, Unstage, Remove from Nest, Return, Give, Take and Note. All actions are available on both items as well as aliases.

## Reports

The reports section provides station-based reports for the console user, which allow for various ways to view data, as well as monitor station performance.

### Custody Summary

This screen provides a snapshot of the mail that has been taken into custody (handled at least one time in vMail) at the identified airport during a specified date/time range.

- Displays summary information on Count and Weight of Items taken into custody at the identified airport during a specified date/time range.
- Total Handled At Station Items are categorized by those Here (still at the airport), Departed, Continued On (transferred at a subsequent station), or are now Complete (delivered or off-line transfer) indicating they are no longer the carrier's responsibility.
- Item Counts include drilldown capability to the Item Viewer.

The screenshot shows the 'Custody Summary' report interface. On the left is a navigation menu with categories: Nests, Arriving, Departing, Scan, Reports, Search, and Lookup. The 'Reports' category is expanded, showing links for Custody, Scan Performance, Handled Items, Handled Flights, Handled Transfers, Consignments, Unconsigned, Receiving Reconciliation, Aging Nests, Item Movement, Inbound Flights, Outbound Flights, Load Planning, Pending Actions, Mobile Device, and USPS International. The main content area is titled 'Custody Summary' and includes a search form with fields for 'From' (11/27/2012 00:00:00 (Z-8)), 'To' (11/27/2012 23:59:59 (Z-8)), and 'Post' (-- all --). A 'Go' button is below the form. Below the form, it displays 'All Posts : 11/27/2012 00:00:00 (Z-8) - 11/27/2012 23:59:59 (Z-8)'. A summary table shows: 'Handled at Station: 49 (351.3 kg)', '-- Here: 49 (351.3 kg)', '-- Departed: 0 (0.0 kg)', '-- Continued On: 0 (0.0 kg)', and '-- Complete: 0 (0.0 kg)'. At the top left of the interface, there is an 'Airport:' dropdown menu set to 'JFK'.

### Scan Performance

The Scan Performance report allows you to view how your station is performing, by post and event type. Performance numbers are listed as percentages, with drilldown capabilities into each percentage. This report is based off consignments for that particular station. If mail that you handled is not consigned, you will not be able to measure it using this report.

Three versions of the Scan Performance report are available. "Real Time" displays the data for mail consigned for delivery on the specified date. "Cached" displays the data for mail consigned for delivery on a specified **date range**.

From the number of items consigned, performance is measured via two different categories in each event type: compliance and performance. Compliance credit is given on this report as long as the specified scan was performed, regardless of when it was performed. Performance credit is given to the station only if they performed the proper scan on time, as consigned. If a consigned item is not handled at any point during the transportation process, it will be ignored for the purposes of generating this report. A link to unhandled items is listed at the bottom of the report.

Carriers have the ability to set criteria for appropriate ground handling time for deliver events. This can be set, by airport, in the Velocity Mail Web Console>Admin Tab>Setup>Airport Due Times. For example, if airport IST is set to a ground handling time of 120 minutes, any deliver events performed after 120 minutes from flight arrival will not be given performance credit.

To use this report, select a post and a "Consigned For Delivery On" date. The report can also be filtered by Contracted Carrier or Operator Carrier. This is particularly helpful for those carriers who have codeshare or subcontracting relationships with other carriers.

**Postal Scan Performance (Real-Time)**

Post:

Mail Consigned For Delivery On:  (LT)

Contracted Carrier:

Operator Carrier:

Unhandled Items: **Ignore**

Show Columns:

- Receive
- Origin Load (Ever)
- Origin Departure
- Transfer Load (Ever)
- Transfer Departure
- Deliver
- Ground Handling Time

Export

Action	Compliance %	Performance %
Receive	100.0%	47.3%
Origin Load	98.6%	57.2%
Origin Departure	95.6%	40.3%

**23 unhandled items were ignored**

Scan Performance Report

## Handled Items

This screen provides information about the items handled within vMail whether or not they are consigned.

- Displays Item Counts, Weights or both by the Action recorded for a specifiable date/time range.
- The Total Items/Actions are categorized based on, per any consignments received, As Expected, Early, Late, Off Route and Unconsigned.

**Handled Items**

From: 11/26/2012 00:00:00 (Z-8)  Show Item Count  
 To: 11/26/2012 23:59:59 (Z-8)  Show Weight  
 Show Both

Go

Action	Total	As Expected	Early	Late	Off Route	Unconsigned
	Item Count	Item Count	Item Count	Item Count	Item Count	Item Count
Receive	294	97	15	0	182	0
Take	0	0	0	0	0	0
Load	805	0	44	0	760	1
Depart	805	2	42	0	760	1
Arrive	0	0	0	0	0	0
Deliver	0	0	0	0	0	0
Give	0	0	0	0	0	0

[Export](#)

Handled Items Report

## Handled Flights

This screen allows a user to view a snapshot of all departing and arriving flights relevant to their station and the items/actions associated with each flight, regardless of whether or not the items are consigned.

- Departing and Arriving Flights are individually listed with information displayed to show the Count, Weight or both by each Action recorded during a specified date/time range.
- Each Flight includes a drilldown capability to the Flight screen for detailed information about the flight and associated Handled Items.
- Item Counts include drilldown capability to the Item Viewer.

### Handled Transfers

This screen provides information about the transfer progress of all handled items as compared to the expected (consigned) transfer information.

- Displays Item Counts for handled transfer items categorized by Expected, Actual and Missing for a specified date/time range.
- Checkbox option to discriminate between Load and Depart Actions.
- Item Counts include drilldown capability to the Item Viewer.

### Consignments

All consignment information received can be viewed through this screen and drilldowns to additional detail, including both user-friendly and raw message formats, are available. There are three ways to view consignments:

- **By Date** displays summary information by Date (Interval), Count and Weight. Filters by Carrier, Post, Origin and Destination are available to further refine the information displayed. Each Date includes drilldown capability to the list of individual consignments by Consignment Number, Post, From Airport, To Airport, Count and Weight. Click on the underlined date to drill-down.
- **By Lane (Departure)** displays summary information by Origin, Destination, Consigned Count, Item Count (handled), and Weight. Filters by Carrier, Post, Origin and Destination are available to further refine the information displayed. Each lane includes drilldown capability to the list of individual consignments or tags. Click on the underlined count to drill-down.
- **By Post** displays summary information by Post, Consigned Count, Item Count and Weight. Filters by Date, Carrier, Origin and Destination are available to further refine the information displayed. Each Post includes drilldown capability to the list of individual tags. Click on the underlined count to drill-down.

Airport:

### Consignments

From:   (LT)

To:   (LT)

Date Criteria:

Contracted Carrier:

Operating Carrier:

Origin:

Destination:

Post:

Interval (LT)	Consignment Count	Item Count	Weight	Export
11/27/2012 00:00:00-23:59:59	83	1,300	10,792.0 kg	Mail Tracker
<b>Total (All Pages)</b>	<b>83</b>	<b>1300</b>	<b>10,792.0 kg</b>	

[Export](#)

**Nests**

**Arriving**

**Departing**

**Scan**

**Reports**

[Custody](#)

[Scan Performance](#)

[Handled Items](#)

[Handled Flights](#)

[Handled Transfers](#)

[Consignments](#)

[By Dates](#)

[By Lane \(Departure\)](#)

[By Posts](#)

[Unconsigned](#)

[Receiving Reconciliation](#)

[Aging Nests](#)

[Item Movement](#)

[Inbound Flights](#)

[Outbound Flights](#)

[Load Planning](#)

[Pending Actions](#)

[Mobile Device](#)

[USPS International](#)

**Search**

**Lookup**

Consignments By Dates Report

## Unconsigned

Information on Unconsigned Items that have been handled within vMail is available through this screen.

- Displays information on the Count and Weight of all Unconsigned Items for a specified date/time range. Item Counts include drilldown capability to the Item Viewer. Click on the Item count to drill-down.

### Unconsigned

From:   (Z-8)

To:   (Z-8)

Items	Weight
<a href="#">8</a>	77.6 kg

## Receiving Reconciliation

- This screen categorizes the items received/not received based on the information available.
- Displays Count and Weight information about Items Received (for Consigned Items by On Time, Early, Late, Off-Route and for Unconsigned Items).
- Displays Count and Weight information about Consigned Items Not Received by Ever, Before Window, or After Window.
- Includes specifiable date/time range.
- Each category Item Count/Weight includes drilldown to Details displaying the Item Consignment, Count and Weight.

The screenshot shows the 'Receiving Reconciliation' web console interface. It features a sidebar on the left with navigation links and a main content area on the right with search filters and summary statistics.

**Airport:** JFK

**Receiving Reconciliation**

From: 11/27/2012 00:00:00 (LT)  
To: 11/27/2012 23:59:59 (LT)  
**Go**

All Received During Window: **326 (2,639.1 kg)**

Consigned: **318 (2,561.5 kg)**  
On Time: **0 (0.0 kg)**  
Early: **0 (0.0 kg)**  
Late: **6 (40.2 kg)**  
Off Route: **312 (2,521.3 kg)**  
Un-Consigned: **8 (77.6 kg)**

All Not Received During Window: **485 (3,913.8 kg)**

Ever: **425 (3,496.7 kg)**  
Before Window: **60 (417.1 kg)**  
After Window: **0 (0.0 kg)**

**Navigation Links:**  
Nests  
Arriving  
Departing  
Scan  
Reports  
Custody  
Scan Performance  
Handled Items  
Handled Flights  
Handled Transfers  
Consignments  
Unconsigned  
Receiving Reconciliation  
Aging Nests  
Item Movement  
Inbound Flights  
Outbound Flights  
Load Planning  
Pending Actions  
Mobile Device  
USPS International  
Search  
Lookup

## Aging Nests

This screen provides an easy way to generate a list of all nests that are associated with the identified airport and have not been touched for a period of time. If all actions are properly recorded, this report will be empty or include a minimum number of line items.

- Displays all nests at the station that have not been touched after a specified date/time.
- Information on Nests (Nest Name, Item Count, Weight, Airport location) includes the Date and Details of the Last Action/Result associated with the nest.
- Checkbox option to include nests that have already departed the airport.
- Nest Names include drilldown to Nest Action screen for detailed information about all actions associated with the nest.
- Nests can be selected individually or en masse and actions applied directly from this screen.

**Aging Nests**

Nests Not Touched After:   (Z-8)  
Include Departed Actions:

	Nest	Items	Weight	Date	Airport	Last Action		Last Result		
						Details	Airport	Details	Airport	
<input type="checkbox"/>		139	1,128.9 kg	11/26/2012 16:34:42 (Z-8)		Unload Nest (11/26/2012	From Flight		Unload Nest ,11/26/2012	From Flight

Select All Clear All

Create Action:  Selected On Page

*Aging Nests Report*

## Item Movement

This screen is intended to provide information on groups of items that followed a similar path rolled up by their common movements. This information helps to quickly identify groups of mail where an action was not recorded properly or at all.

- Displays information on groups of items that have followed a similar path (Handled Dates, Origin, Flights, Destination).
- Report can be created for items based on a specified date/time range of when they were First Handled During, Handled (anytime) During or In Motion During.
- Filters by Receive or Deliver airport and Flight Action Type (Depart, Load) are available.
- Item Count, First Handled and Last Handled Date, Received Airport, Flight Information and Delivered Airport are displayed for each group.
- Exportable to CSV file.
- Item Counts include drilldown capability to the Item Viewer.

### Item Movement

Report Type:

From:   (Z-8)

To:   (Z-8)

Received:

Delivered:

Flight Action Type:

**Export**

Item Count	Weight	First Handled	Last Handled	Received	Flights	Delivered
1	0.9 kg	11/27/2012 00:05:55 (Z-8)	11/27/2012 10:09:00 (Z-8)			
1	0.8 kg	11/27/2012 04:50:42 (Z-8)	11/27/2012 10:48:00 (Z-8)			
2	29.0 kg	11/27/2012 04:42:53 (Z-8)	11/27/2012 08:58:00 (Z-8)			

Item Movement Report

### Inbound Flights

This screen provides a highly configurable way to view inbound flights to the identified airport at a very detailed or summary level customizable through simple user input. Inbound flights can be displayed in four ways, all of which are exportable to CSV files:

- **By Dispatch** displays flight information based on checkboxes selected for Flight (Carrier, Number, Departure, Origin, Destination), Origin (Country, Location, Office of Exchange), Destination (Country, Location, Office of Exchange), Mail (Category, Subclass), General Dispatch (Year, Serial Number) with Item Count and Weight. Filters by Date, Carrier, and Origin are available to further refine the information displayed. Each flight includes drilldown capability to the list of individual tags. Click on the underlined count to drill-down to the Item Viewer.
- **By Nest And Dispatch** displays the same data and includes nest information with an additional link to the Nest Actions screen by clicking the Nest Identifier
- **By Planned Route** is for domestic USPS users and includes Planned Route information in addition to Flight, Carrier and Item information
- **By Consignment** displays the same data and includes consignment information based on checkboxes selected for Route (Origin, Destination), Carrier (Origin, Destination) and Transfer information (Carrier, Flight Number, Departure Time, Arrival Time, Origin and Destination).

**Inbound Flights By Dispatch**

Currently Loaded/Departed From: 11/27/2012 00:00:00 (Z-8)  
 Currently Loaded/Departed To: 11/27/2012 23:59:59 (Z-8)  
 Operated By:   
 Origin:

Show:  All

Flight  Dispatch

Carrier  Origin  Destination  Mail  General  
 Number  Country  Country  Category  Year  
 Departure  Location  Location  Subclass  Serial Num.  
 Origin  Office of Ex.  Office of Ex.  
 Dest.

Flight			IMPC Origin			IMPC Destination			Mail		Dispatch		Item			
Carrier	Number	Departure	Origin	Dest.	Country	Location	Office	Country	Location	Office	Category	Subclass	Year	Serial Number	Count	Weight
		11/27/2012			US		A			D	A	CN	2		1	16.0 kg
		11/27/2012			US		A			T	A	EM	2		7	38.5 kg
		11/27/2012			US		A			T	A	EM	2		22	215.2 kg
		11/27/2012			US		A			D	A	CN	2		23	222.3 kg
		11/27/2012			US		A			D	A	CN	2		40	396.6 kg
Total															93	888.6 kg

*Inbound Flights By Dispatch Report*

### Outbound Flights

This report is identical to the Inbound Flights report and includes the same four versions for flights outbound from the identified station. See Inbound Flights (above).

### Load Planning

This report is intended to provide valuable information regarding the item count and weight anticipated for each flight. Information regarding items expected, handled and loaded provides a snapshot of the status and transition of data from forecast to actual results.

The Load Planning report displays Origin, Destination, Expected Count and Weight, Handled Count and Weight, Loaded Items Count and Weight and Totals for each flight for a specified scheduled departure date/time range. Filters for Destination, Carrier and Flight Number are included.

#### Flight Load Planning

Scheduled Departure From: 11/26/2012 00:00:00 (LT)  
Scheduled Departure To: 11/26/2012 23:59:59 (LT)  
Destination: -- all --  
Flight Carrier: -- all --  
Flight Number:   (Literal)

(11/26/2012)

		Expected Items		Handled Items		Loaded Items	
Origin	Dest.	Count	Weight	Count	Weight	Count	Weight
						690	5,600.8 kg
Total		0	0.0 kg	0	0.0 kg	690	5,600.8 kg

Load Planning Report

## Pending Actions

This screen is used to determine if there are any pending actions for a user that have not yet been processed by the vMail system. This feature is rarely used and is typically only accessed if the user believes they have entered data that has not yet been updated.

## Mobile Device

The Mobile Device report will display the last mobile device transmission for all devices associated with the chosen airport location. To view actual scan data related to a transmission, select [Scan](#) next to the desired mobile device.

Airport:

### Last Mobile Device Transmissions

From:   (Z-8)  
To:   (Z-8)

Mobile Device		Last Transmission				
Label <input type="checkbox"/>	Name	Time	By	Version	Status	
ZZZ-NKJ	ZZZ-NKJ	11/27/2012 12:51:59 (Z-8)		0.89	Complete	<a href="#">Scans</a>

### Nests

**Arriving**  
**Departing**  
**Scan**  
**Reports**  
[Custody](#)  
[Scan Performance](#)  
[Handled Items](#)  
[Handled Flights](#)  
[Handled Transfers](#)  
[Consignments](#)  
[Unconsigned](#)  
[Receiving Reconciliation](#)  
[Aging Nests](#)  
[Item Movement](#)  
[Inbound Flights](#)  
[Outbound Flights](#)  
[Load Planning](#)  
[Pending Actions](#)  
[Mobile Device](#)  
[USPS International](#)

**Search**  
**Lookup**



## Search

The Search Screen allows the user to configure a variety of filters to compile and summarize item, nest, and flight information.

There are three different search parameters, Nests, Item Events and Flights:

### Nests

The Nest Search Filter tab allows the user to specify the search criteria by current airport location or creation location airport by a given date range. Once the criteria are defined, the Nests tab displays the nests and allows actions to be performed on nests when they are selected via check boxes.

The screenshot displays the 'Nest Search' interface. On the left is a sidebar menu with the following items: **Nests**, **Arriving**, **Departing**, **Scan**, **Reports**, **Search** (highlighted in blue), **Nests** (sub-link), **Item Events** (sub-link), **Flights** (sub-link), and **Lookup**. Above the sidebar is a small control box with 'Airport: JFK' and a dropdown arrow, and a text input field containing 'JFK'. The main area is titled 'Nest Search' and has two tabs: 'Filter' (active) and 'Nests'. Under the 'Filter' tab, there are two radio button options: 'By Current Location' (selected) and 'By Creation Location'. The 'By Current Location' section contains an 'Airport:' label, a dropdown menu with '-- select --', and a text input field. The 'By Creation Location' section contains 'Start:' and 'End:' labels, each followed by a date input field (both showing '11/27/2012'), a time input field (both showing '00:00:00' and '23:59:59' respectively), and a '(Z-8)' label. Below these is an 'Airport:' label, a dropdown menu with '-- select --', and a text input field. At the bottom of the main area is a 'Search' button.

### Item Events

The Item Events Search function enables the use to specify filter criteria for date, action, user, airport or individual item tag. The summary tab displays the results of the search.

### **Flights**

The Flight Search screen allows the user to specify flight dates, numbers or departure and destination locations and returns the list of corresponding flights. Additional flight information can be obtained by selecting the flight link on the list.

## Lookup

The lookup screens enable the user to search by and view more specific details than the search screens. The user is able to lookup information by Flight, Item by Tag, Alias by Tag, Nest, Nest by Item Tag, and Consignment by Number.

### Flight

The Flight lookup option prompts the user to input the flight number, scheduled date of departure, and the origin and destination airport. Once these parameters have been entered, the user can view the details of the particular flight, including contents consigned and loaded, the scheduled and actual departure and arrival times, the history of actions for the flight, and by following links, find specific items or nest and apply actions to the items.

Airport:

**Nests**

**Arriving**

**Departing**

**Scan**

**Reports**

**Search**

**Lookup**

[Flight](#)

[Item By Tag](#)

[Alias By Tag](#)

[Nest](#)

[Nest By Item Tag](#)

[Consignment By Number](#)

[Travel Plan Confirmation By Number](#)

[Number](#)

**Lookup Flight**

Carrier:

Number:   (Literal)

Scheduled Departure:

Origin Airport:

Destination Airport:

Lookup Flight

## Item By Tag

The Item by Tag lookup option will look up a particular item by its tag number and return complete item details, including weight, consignment number, parent nest, receive date, post, and the action history associated with the item. Actions can be applied to the item from the result screen as well.

**Lookup Item By Tag > Item Actions**

Item:

Post:

Tag: USJFKANLAMSACE81045001900234

Weight: 234.0 kg

In Custody: Yes

Received: 05/09/2008 10:33:54 (Z-7)

Parent Nest: Virtual1

[Fix](#)

Create Action:

Action History:

05/09/2008

JFK

10:33:54 (Z-7) -- **Receive**

10:36:48 (Z-7) -- **Add to nest** Virtual1

13:31:31 (Z-7) -- **Stage** to flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

13:33:47 (Z-7) -- **Stage** to flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

13:37:06 (Z-7) -- **Unstage** from flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

13:37:06 (Z-7) -- **Load** on flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

13:37:36 (Z-7) -- **Unload** from flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

14:10:33 (Z-7) -- **Load** on flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

14:12:16 (Z-7) -- **Depart** on flight A1 111, 05/09/2008 (Airport Local) JFK-AMS

Lookup Item by Tag Results Page

## Nest

The Nest lookup option will look up a specific nests by the nest's serial number or template. From the results screen, the user can view specific items in the nest, an action history of the nest, or perform actions on the nest itself.

**Lookup Nest**

Cart Nest:

Serial Number:

OR

Tethered Airport:

Number:

Dest. Airport:

ULD Nest:

Serial Number:

OR

Type:  Other:

Number:

Owner:  Other:

Lookup Nest

### Nest By Item Tag

The Nest by Item Tag lookup will search for the nest in which a particular item is located. The result of the search allows the user to view the nest contents and the actions that have been associated with the nest, as well as perform additional actions.

### Consignment By Number

The Consignment by Number lookup will provide details about a specific consignment, including the number of items, associated cardits, and the routes the consigned items have taken.

# Global Module

The Global Module gives the user access to global reports (multiple stations), problem/resolution functions, and performance statistics for each station. The user also has the ability to research all EDI messages transmitted and received through Velocity Mail as well as perform advanced searches for items, nests, flights and events.

## Reports

The reports included in the Global Module are available to users that require system-wide access to all airports. They consist of the following:

### Consignments

All consignment information received can be viewed through this report and drilldowns to additional detail, including both user-friendly and raw message formats, are available. Each version of the Consignments report includes the capability to export the data to a CSV file, and the ability to specify a date/time range for the data displayed on the report. There are four options for viewing the Consignments report:

*By Dates* – displays summary information by Date (Interval), Consignment Count Item Count and Weight. Filters by Carrier, Origin, Destination and Post are available to further refine the information displayed. Dates include drilldown capability to the list of individual consignments, and Item Counts include drilldown capability to the list of individual items.

*By Dates and Consignment Type* – displays summary consignment information for the specified Consignment Type by Date (Interval), Consignment Count, Item Count and Weight. Filters by Carrier, Origin, Destination and Post are available to further refine the information displayed. Dates include drilldown capability to the list of individual consignments, and Item Counts include drilldown capability to the list of individual items.

By Lane (Departure) – displays summary consignment information by Origin, Destination, Consignment Count, Item Count (handled), and Weight. Filters by Carrier, Origin, Destination and Post are available to further refine the information displayed. Consigned Counts includes drilldown capability to the list of individual consignments for that lane, and Item Counts include drilldown capability to the list of individual items.

By Posts – displays summary consignment information by Post, Consignment Count, Item Count and Weight. Filters by Carrier, Origin and Destination are available to further refine the information displayed. Item Counts include drilldown capability to the list of individual items.

**Reports**

[Consignments](#)

[By Dates](#)

[By Dates and Consignment Type](#)

[By Lane \(Departure\)](#)

[By Posts](#)

[Problems](#)

[Custody](#)

[First Handled](#)

[Scan Performance](#)

[Handled Progress](#)

[Handled Transfers](#)

[Consigned/Not Handled](#)

[Unconsigned](#)

[Aging Nests](#)

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[Mobile Device](#)

[Cardit Timings](#)

[Consigned Vs Unconsigned Items](#)

[USPS International](#)

**Messaging**

**Search**

**Lookup**

**Consignments**

From:   (LT)

To:   (LT)

Date Criteria:

Contracted Carrier:

Operating Carrier:

Origin:

Destination:

Post:

Interval (LT) ☑	Consignment Count	Item Count	Weight	Export
11/29/2012 00:00:00-23:59:59	17	251	2,105.5 kg	<a href="#">Mail Tracker</a>
11/30/2012 00:00:00-23:59:59	1	11	119.6 kg	<a href="#">Mail Tracker</a>
<b>Total (All Pages)</b>	<b>18</b>	<b>262</b>	<b>2,225.1 kg</b>	

[Export](#)

Consignments By Dates Report

## Problems

User error is always a possibility. This report has been designed for the system to automatically identify definable problems and present them for review and easy correction. The Problems report displays information by Date, Airport, Problem Type, Action and Message (problem description) to easily identify any events logged out of sequence (load action after departure action, for instance). Actions include drilldown capability to Action Details screen where easy corrections can be made as needed

**Reports**

- [Consignments](#)
- [Problems](#)
- [Custody](#)
- [First Handled](#)
- [Scan Performance](#)
- [Handled Progress](#)
- [Handled Transfers](#)
- [Consigned/Not Handled](#)
- [Unconsigned](#)
- [Aging Nests](#)
- [Loaded/Departed Flights](#)
- [Item Movement](#)
- [Pending Actions](#)
- [Vmail Billing](#)
- [Mobile Device](#)
- [Cardit Timings](#)
- [Consigned Vs Unconsigned Items](#)
- [USPS International](#)

**Messaging**

**Search**

**Lookup**

**Problems**

From: 11/28/2012 00:00:00 (Z-7)

To: 11/29/2012 23:59:59 (Z-7)

Go

Date	Airport	Type	Action	Message
11/28/2012 22:29:39 (Z-7)	SFO	General	Load	The flight has already departed.

[Export](#)

Problems Report

### Custody

This report provides a snapshot of the mail that has been taken into custody (handled at least one time in vMail with an applicable custody event such as a receive or take) during a specified date/time range. The Custody report displays summary information on Count and Weight of Items taken into custody. The Taken into Custody count includes items that are categorized as Working (not complete), and Complete (delivered or off-line transferred). Item Counts include drilldown capability to the Item Viewer.

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**Messaging**

**Search**

**Lookup**

### Custody Summary

From:   (Z-7)

To:   (Z-7)

Post:

**All Posts : 11/28/2012 00:00:00 (Z-7) - 11/28/2012 23:59:59 (Z-7)**

Taken into Custody: **972 (5,303.4 kg)**

-- Working: **972 (5,303.4 kg)**

-- Complete: **0 (0.0 kg)**

*Custody Summary Report*

## First Handled

The First Handled report allows the user to retrieve information for all items handled by the carrier, inclusive of custody events. This report is helpful for those carriers who need to pull data for all items touched, which may include non-custody events like “add item to nest.”

The format for the report is very similar to that of the Custody report (as shown above). The user will first need to select the item viewer type, then “view” next to the category (Working, Complete) they wish to view.

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- [USPS International](#)

**Messaging**

**Search**

**Lookup**

### First Handled Summary

From: 11/29/2012 00:00:00 (Z-7)

To: 11/29/2012 23:59:59 (Z-7)

Post: -- all --

Go

All Posts : 11/29/2012 00:00:00 (Z-7) - 11/29/2012 23:59:59 (Z-7)

Flat

Total: 770 (5,390.8 kg) [view](#)

-- Working: 770 (5,390.8 kg) [view](#)

-- Complete: 0 (0.0 kg) [view](#)

First Handled Report

## Scan Performance

The Scan Performance report allows you to view how your carrier is performing, by post and event type for a specific day. Performance numbers are listed as percentages, with drilldown capabilities into each percentage to view flight-by-flight information. This report is based off consignments assigned to your carrier. If mail that you handled is not consigned, you will not be able to measure it using this report.

Performance is measured in two categories for each event type: compliance and performance. Compliance credit is given on this report as long as the specified scan type was performed, regardless of when it was performed. Performance credit is given to the station only if they performed the scan event on time, as consigned. If a consigned item is not handled at any point during the transportation process, it will be ignored for the purposes of generating this report. A link to unhandled items is listed at the bottom of the report.

Carriers have the ability to set criteria for appropriate ground handling time for deliver events. This can be set, by airport, in the Velocity Mail Web Console>Admin Tab>Setup>Airport Due Times. For example, if airport IST is set to a ground handling time of 120 minutes, any deliver events performed after 120 minutes from flight arrival will not be given performance credit.

Three versions of the Scan Performance report are available. "Real Time" displays the data for mail consigned for delivery on the specified date. "Cached" displays the data for mail consigned for delivery on a specified **date range**.

To use this report, select a post and a "Consigned For Delivery On" date. The Scan Performance report may also be filtered on a specific contracted carrier or operating carrier. This is particularly helpful for those carriers who have codeshare or subcontracting relationships with other carriers.

**Postal Scan Performance (Real-Time)**

Post:

Mail Consigned For Delivery On:  (LT)

Contracted Carrier:

Operator Carrier:

Unhandled Items:  Ignore

Show Columns:

- Receive
- Origin Load (Ever)
- Origin Departure
- Transfer Load (Ever)
- Transfer Departure
- Deliver
- Ground Handling Time

[Export](#)

**Total**

Airport	Receive		Origin Load		Transfer Load		Origin Departure		Transfer Departure		Deliver		GHT	
	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance
Total	100.0%	99.5%	100.0%	73.0%	100.0%	86.3%	100.0%	100.0%	100.0%	86.3%	100.0%	94.6%	100.0%	100.0%

**Unknown Region**

Airport	Receive		Origin Load		Transfer Load		Origin Departure		Transfer Departure		Deliver		GHT	
	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance	Compliance	Performance
											100.0%	100.0%	100.0%	100.0%
											100.0%	0.0%	100.0%	100.0%
	100.0%	100.0%	100.0%	0.0%	100.0%	86.3%	100.0%	100.0%	100.0%	86.3%	100.0%	100.0%	100.0%	100.0%

7 unhandled items were ignored

Scan Performance Report

## Handled Progress

This report provides a summary snapshot of the actions recorded on items handled by each airport. The Handled Progress report includes a specifiable date/time range, and displays Item Counts for various scan actions by airport. Airports include drilldown capability to the Handled Items report for each individual Airport.

## Handled Transfers

This report provides information about the system-wide transfer progress of all handled items as compared to the expected (consigned) transfer information. The Handled Transfers report displays Item Counts for handled transfer items categorized by Expected, Actual and Missing, rolled up by Airport. A dropdown option allows you to choose whether to view Load or Depart Actions. Clicking on any of the item counts will display a list of individual items in the Item Viewer.

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**Messaging**

**Search**

**Lookup**

### Handled Items Transfer Progress

From:   (Z-5)

To:   (Z-5)

Transfer Action:

<input checked="" type="checkbox"/> Airport Code	Expected Items	Actual Items	Missing Items
	290	160	130
	12,265	9,784	2,481
	3,071	0	3,071

Handled Transfers Report

**Consigned / Not Handled**

This system-wide report displays all items for a specified date/time range that were consigned but not handled. This is valuable for the carrier to determine if there may be some problem with their mail being delivered to/picked up by the wrong carrier. Checkboxes for Origin, Destination, and Departure Date allow for a more customized view. Item Counts include drilldown capability to view individual tags by Consignment Number, Post, and Weight.

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**Messaging**

**Search**

**Lookup**

**Consigned/Not Handled**

Expected Departure From:   (LT)

Expected Departure To:   (LT)

Show Consignment:  All

- Origin
- Destination
- Departure

[ First Previous 1 2 3 4 5 6 7 8 9 10 11 Next Last All ]

Origin <input checked="" type="checkbox"/>	Dest.	Departure	Item Count	Weight
		11/29/2012 21:05:00 (LT)	<u>5</u>	59.4 kg
		11/29/2012 14:35:00 (LT)	<u>1</u>	18.6 kg
		11/29/2012 05:30:00 (LT)	<u>207</u>	1,704.9 kg
		11/29/2012 05:30:00 (LT)	<u>173</u>	1,503.5 kg
		11/29/2012 10:00:00 (LT)	<u>2</u>	16.7 kg
		11/29/2012 20:00:00 (LT)	<u>1</u>	3.2 kg
		11/29/2012 10:00:00 (LT)	<u>5</u>	41.9 kg
		11/29/2012 20:00:00 (LT)	<u>1</u>	1.0 kg
		11/29/2012 15:50:00 (LT)	<u>9</u>	105.1 kg
		11/29/2012 15:50:00 (LT)	<u>2</u>	17.1 kg
		11/29/2012 15:50:00 (LT)	<u>1</u>	10.8 kg

Partial Consigned / Not Handled Report

**Unconsigned**

This system-wide report only pertains to unconsigned items and is highly configurable to provide easy viewing of the items at a detailed or summary level. Two different

versions of this report display unconsigned items based on the dispatch information within the tags or based on the airport location.

**By Dispatch** – displays Count and Weight for all Unconsigned Items First Handled during a specified date/time range. Checkboxes for Origin (Country, Location, Office of Exchange), Destination (Country, Location, Office of Exchange), Mail (Category, Subclass), Dispatch (Year, Serial Number) allow the user to customize the view. Item Counts include drilldown capability to view additional item details in the Item Viewer, where actions can be directly performed on the items.

**By Airport** displays the Airport, Item Count and Weight for all Unconsigned Items during a specified date/time range. Item Counts include drilldown capability to view additional item details in the Item Viewer, where actions can be directly performed on the items.

### Aging Nests

This report provides an easy way to generate a list of system-wide nests that have not been touched for a period of time. This is a quick way to help identify problem airports/users that may not be fulfilling their responsibilities. If all actions are properly recorded, this report will be empty or include a minimum number of line items.

The Aging Nests report displays all nests that have not been touched after a specified date/time. The information provided includes Nest Name, Item Count, Weight, Airport location, Date and Details of the Last Action/Result associated with each nest. Nest Names include the ability drilldown to the Nest Action screen for detailed information about all actions associated with the nest.

Nests can be selected individually or en masse and actions applied directly from this screen.

**Aging Nests**

Nests Not Touched After:   (Z-5)

	Nest	Items	Weight	Airport	Date	Airport	Last Action		Last Result	
							Details	Airport	Details	
<input type="checkbox"/>	BULK	1	5.6 kg		11/01/2012 15:09:00 (Z-5)		Deliver Item		Remove Item From Nest BULK	
<input type="checkbox"/>	loose	1	4.8 kg		11/02/2012 21:32:59 (Z-5)		Deliver Item		Remove Item From Nest loose	

Select All Clear All

Create Action:  Selected On Page

Aging Nests Report

## Loaded / Departed Flights

There are four versions of this report available to provide a single location in which to view all items loaded/departed on flights system-wide. The reports are highly configurable to provide a detailed or summary level view. All four versions Exportable to a CSV file

**By Dispatch** – displays information of Item Counts and Weights on Flights broken down by Dispatch information.

Checkboxes for Flight (Carriers, Number, Departure, Origin, Destination), Origin (Country, Location, Office of Exchange), Destination (Country, Location, Office of Exchange), Mail (Category, Subclass), Dispatch (Year, Serial Number) allow for customization of the report. Item Counts include drilldown capability to the Item Viewer .

**By Nest And Dispatch** – provides the same information as the “By Dispatch” version of the report, but also includes nest information. Clicking on the nest name will display the Nest Actions screen.

**By Planned Route** – displays information for Item Counts and Weights on Flights broken down by planned route (USPS domestic). Checkboxes for Flight

(Carriers, Number, Depart Date, Depart Time, Arrive Date, Arrive Time, Origin, Destination), Route (Origin, Destination), Carrier (Origin, Destination), and Transfer (Carrier, Number, Depart Time, Arrive Time, Origin, Destination) allow for customization of the report. Item Counts include drilldown capability to the Item Viewer.

**By Consignment** – displays information for Item Counts and Weights on Flights broken down by consigned route. Checkboxes for Flight (Carrier, Number, Depart Date, Depart Time, Arrive Date, Arrive Time, Origin, Destination), Route (Origin, Destination), Carrier (Origin, Destination) and Transfer (Carrier, Number, Depart Time, Arrive Time, Origin, Destination) allow for customization of the report. Item counts include drilldown capability to the Item Viewer.

**Currently Loaded/Deparated Flights By Dispatch**

Currently Loaded/Deparated From: 05/05/2008  
 00:00:00 (Z-7)

Currently Loaded/Deparated To: 06/05/2008  
 23:59:59 (Z-7)

Origin: - all -  
 Destination: - all -

Show:  All

Flight  Dispatch

- Carrier
- Number
- Departure
- Origin
- Dest.
- Origin
- Country
- Location
- Office of Ex.
- Destination
- Country
- Location
- Office of Ex.
- Mail
- Category
- Subclass
- General
- Year
- Serial Num.

Flight		IMPC Origin			IMPC Destination			Mail		Dispatch		Item				
Carrier	Number	Departure	Origin	Dest.	Country	Location	Office	Country	Location	Office	Category	Subclass	Year	Serial Number	Count	Weight
A1	111	05/09/2008 (Airport Local)	JFK	AMS	US	JFK	A	NL	AMS	A	A	CE	8	1045	2	340.0 kg

Currently Loaded / Deparated Flights By Dispatch Report

## Item Movement

This system-wide report is intended to provide information on groups of items that followed a similar path rolled up by their common movements. This information helps

to quickly identify groups of mail or airports where an action was not recorded properly or at all. The Item Movement report displays information on groups of items that have followed a similar path (Handled Dates, Origin, Flights, Destination)

The Item Movement report can be created for items based on whether they were “First Handled During,” “Handled During,” or “In Motion During” a user specified date/time range. Additional filters by Receive or Deliver airport and Flight Action Type (Depart, Load) are available to further refine the report. This report is exportable to a CSV file. Item Counts include drilldown capability to Item Movement information rolled up by Nests.

### Item Movement

Report Type:	First Handled During <span style="float: right;">▼</span>
From:	05/05/2008 <small>12 01</small>
	00:00:00 (Z-7)
To:	06/05/2008 <small>12 01</small>
	23:59:59 (Z-7)
Received:	- all - <span style="float: right;">▼</span>
Delivered:	- all - <span style="float: right;">▼</span>
Flight Action Type:	Depart <span style="float: right;">▼</span>

Export

Item Count <span style="float: right;">☑</span>	First Handled	Last Handled	Received	Flights	Delivered
<u>1</u>	05/09/2008 10:33:54 (Z-7)	05/09/2008 14:12:16 (Z-7)	JFK	A1 111, 05/09/2008 (Airport Local) JFK-AMS	
<u>1</u>	05/09/2008 14:13:20 (Z-7)	05/09/2008 14:13:20 (Z-7)	JFK		
<u>1</u>	05/09/2008 14:12:16 (Z-7)	05/09/2008 14:12:16 (Z-7)		A1 111, 05/09/2008 (Airport Local) JFK-AMS	
<u>2</u>	05/29/2008 09:15:14 (Z-7)	05/29/2008 09:32:32 (Z-7)	LAX	A1 921, 05/29/2008 (Airport Local) LAX-YYZ	YYZ
<u>3</u>	05/09/2008 14:25:05 (Z-7)	05/09/2008 14:31:08 (Z-7)	PHX	A1 111, 05/10/2008 (Airport Local) JFK-AMS A1 333, 05/10/2008 (Airport Local) PHX-JFK	

*Item Movement Report*

## Pending Actions

This report is used to determine if there are any pending actions for a user which have not yet been processed. This feature is rarely used and is typically only accessed if the user believes they have entered some data that has not yet been updated.

## vMail Billing

This report allows the user to view all items handled in Velocity Mail for a selected period of time. AccuCode uses this report to invoice each customer monthly.

### Vmail Billing Report

First Handled From:   
 (Z-7)

First Handled To:   
 (Z-7)

	Post	Received	Items	Weight	No Weight Items
	US-I	???	<u>1</u>	106.0 kg	<u>0</u>
	US-I	JFK	<u>2</u>	267.0 kg	<u>0</u>
	US-I	LAX	<u>7</u>	81.4 kg	<u>0</u>
	US-I	PHX	<u>3</u>	106.0 kg	<u>0</u>

[Export](#)

vMail Billing Report

## Mobile Device

The Mobile Device report will display the last mobile device transmission for all devices associated with this Velocity Mail account. To view actual scan data related to a transmission, select [Scan](#) next to the desired mobile device.

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**Messaging**

- [Search](#)
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**Last Mobile Device Transmissions**

From:   (Z-5)

To:   (Z-5)

Airport:

Mobile Device			Last Transmission				
Label <input checked="" type="checkbox"/>	Name	Airports	Time	By	Version	Status	
ZZZ-NPF	ZZZ-NPF		11/30/2012 05:10:52 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-PGR	ZZZ-PGR		11/30/2012 06:48:44 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-PLY	ZZZ-PLY		11/30/2012 02:37:28 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-PQK	ZZZ-PQK		11/30/2012 05:11:41 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-PWC	ZZZ-PWC		11/30/2012 05:13:00 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-QBR	ZZZ-QBR		11/30/2012 08:44:50 (Z-5)			Complete	<a href="#">Scans</a>
ZZZ-QZN	ZZZ-QZN		11/30/2012 08:47:37 (Z-5)			Complete	<a href="#">Scans</a>

Mobile Device Report

## Cardit Timings Report

Occasionally, the user may wish to check the timeliness of Cardit messages within their Velocity Mail account. This may be true if you notice consignments are not sent to your carrier by flight time.

The Cardit Timings Report will detail whether the Cardits in your vMail account are on-time, a day late, or over a day late. To view the report, enter the date(s) you wish to

view, including an airport. Item detail is also available underneath the chart, to allow you to drill down into item viewers for each subset of Cardit information.

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**Messaging**

[Search](#)

[Lookup](#)

### Cardit Timings

From:

To:

Origin Airport:

Time Offset (min):

Include Empty Days:

Graph Width:

Graph Height:

#### Cardit Timings - JFK

Departure Date

On Time  
  Day Late  
  Later

Departure Date <input checked="" type="checkbox"/>	On Time	Day Late	More Than One Day Late	Total
11/25/2012	5,044	1,160	702	6,906
11/26/2012	3,634	657	427	4,718
11/27/2012	3,365	629	284	4,278
11/28/2012	4,163	912	142	5,217
11/29/2012	5,375	1,653	153	7,181
11/30/2012	4,149	777	0	4,926

[Export](#)

Cardit Timings Report

## Consigned vs. Unconsigned Report

This report will allow you to compare the amount of mail handled in your account that is consigned versus unconsigned for a specified time frame. To generate the report, select the date(s) and airport, then select "Go."

A table is displayed underneath of the graph, which breaks out item numbers for both the consigned and unconsigned items by day. To view the list within an item viewer, select the number you wish to investigate.

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**Messaging**

**Search**

**Lookup**

**Consigned Vs Unconsigned Items**

From:

To:

Origin Airport:

Post:

Include Empty Days:

Graph Width:

Graph Height:

**Consigned Vs Unconsigned Items - LAX**

Departure Date	Consigned	Unconsigned
11/26/2012	3,842	9
11/27/2012	3,834	14
11/28/2012	4,301	24
11/29/2012	4,435	112
11/30/2012	3,784	12

Departure Date <input type="checkbox"/>	Consigned	Unconsigned
11/26/2012	3,842	9
11/27/2012	3,834	14
11/28/2012	4,301	24
11/29/2012	4,435	112
11/30/2012	3,784	12

[Export](#)

Consigned Vs Unconsigned Items Report

### USPS International

The USPS International Report actually encompasses 2 different reports (Compliance and Compliance by Item). Both reports can be filtered by either Contracted Carrier or Operating Carrier. This report will allow you to reconcile what was scanned, by city pair, with what was consigned to you for that lane.

**GB-09-01 Scan Compliance Report** – To generate this report, select a date range (up to 7 days). If you choose to narrow down the results to a city pair, or specific origin or destination, select those as well in the drop down boxes. Select “Go” to display the results of the query.

Within the report, the city pair is listed, along with the number of consigned items for the specified time frame. An item viewer is linked to the number of consigned items, along with any missing scan data in the receive, departure, or delivery area. Also, if any of the scans are out of order, a link to an item viewer will be listed under “Bad Event Order.”

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- [Contracted by Item](#)
- [Operating](#)
- [Operating by Item](#)
- [Acceptance](#)

**Messaging**

**Search**

**Lookup**

**GB-09-01 Contracted Scan Compliance**

Contracted Carrier:

From:

To:

Origin:

Destination:

Origin	Destination	Items	Missing Receive	Missing Departure	Missing Deliveries	Bad Event Order
		10	0	0	10	0
		8	0	0	0	0
		3	0	0	0	0
		4	1	0	1	0
		14	0	0	0	0
		10	0	0	10	0
		3	0	0	3	0
		5	0	0	5	0
		6	0	0	6	0
		2	0	0	0	0
		4	0	0	4	0
		16	0	0	0	0
		11	0	0	0	0

[Export](#)

USPS International Scan Compliance (by Contracted Carrier)

**GB-09-01 Scan Compliance by Item Report** – This report will generate a list of all items consigned for the specified time frame. In addition, the user is alerted to whether or not there is any pertinent missing scan data related to that tag. Within the line, there are also links to both item actions and consignment information.



## Messaging

The messaging function allows the user to view messages that are transmitted to and from the Posts (such as the USPS).

### Received

This allows the user to view incoming cardit, claim status, control, invoice advice, and route status information from the Posts (such as the USPS).

**Reports**

[Messaging](#)

[Received](#)

[Sent](#)

[Flight Status](#)

**Search**

**Lookup**

**Received Messages**

From:    (Z-7)

To:    (Z-7)

Type:

[ First Previous 1 2 3 4 5 Next Last All ]

Created <input checked="" type="checkbox"/>	Input Channel	Reference Number	Type
05/08/2008 02:27:37 (Z-7)	USPS International	<a href="#">INTREF17950255</a>	Cardit
05/08/2008 02:27:38 (Z-7)	USPS International	<a href="#">INTREF17950256</a>	Cardit
05/08/2008 02:27:41 (Z-7)	USPS International	<a href="#">INTREF17950276</a>	Cardit
05/08/2008 02:27:44 (Z-7)	USPS International	<a href="#">INTREF17950277</a>	Cardit
05/08/2008 02:27:45 (Z-7)	USPS International	<a href="#">INTREF17950278</a>	Cardit
05/08/2008 02:29:06 (Z-7)	USPS International	<a href="#">INTREF17950284</a>	Cardit
05/08/2008 02:48:54 (Z-7)	USPS International	<a href="#">INTREF17950669</a>	Cardit
05/08/2008 02:48:56 (Z-7)	USPS International	<a href="#">INTREF17950668</a>	Cardit
05/08/2008 02:48:57 (Z-7)	USPS International	<a href="#">INTREF17950673</a>	Cardit
05/08/2008 02:48:59 (Z-7)	USPS International	<a href="#">INTREF17950674</a>	Cardit

Messaging Received Report

### Sent

This allows the user to view outgoing resdit, invoice claim, message receipt, and CarOps information sent to the Posts (such as the USPS).

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### **Flight Status**

Flight status is available for any Velocity Mail users who may have an interface to an internal flight/cargo system. Please check here to see when messages have been sent via the interface, in addition to the data that was sent.

## Search

The Search Screen allows the user to configure a variety of filters to compile and summarize item, nest, and flight information.

### Nests

The Search Nests Filter tab allows the user to specify the search criteria by current airport location or creation location airport by a given date range. Once the criteria are defined, the Nests tab displays the nest details.

The screenshot displays the 'Nest Search' interface. On the left is a sidebar menu with the following items: **Reports**, **Messaging**, **Search** (highlighted), **Nests**, **Item Events**, **Flights**, and **Lookup**. The main content area is titled 'Nest Search' and contains two tabs: 'Filter' (active) and 'Nests'. Under the 'Filter' tab, there are two radio button options: 'By Current Location' (selected) and 'By Creation Location'. The 'By Current Location' option includes an 'Airport:' label and a dropdown menu showing '-- select --'. The 'By Creation Location' option includes 'Start:' and 'End:' labels, each with a date and time input field (e.g., '11/30/2012 00:00:00 (Z-5)') and a 'Z-5' time zone indicator, and an 'Airport:' label with a dropdown menu. At the bottom of the filter section is a 'Search' button.

*Search by Nest Filter*

### Items Events

The Search Item Events Filter tab provides a method to summarize items for which an action has taken place by its corresponding events. After the parameters are defined on the initial Filter screen, the Summary tab lists the corresponding item details.

### **Flights**

The Flight Search screen allows the user to specify flight dates, numbers or departure and destination locations and returns the list of corresponding flights. Additional flight information can be obtained by selecting the flight link on the list.

## Lookup

The lookup screens enable the user to search by and view more specific details than the search screens. The user is able to look up information by Flight, Item by Tag, Nest, Nest by Item Tag, and Consignment by Number.

### Flight

The Flight lookup option prompts the user to input the flight number, scheduled date of departure, and the origin and destination airport. Once these parameters have been entered, the user can view the details of the particular flight, including contents consigned and loaded, the scheduled and actual departure and arrival times, the history of actions for the flight, and by following links, find specific items or nest and apply actions to the items.

**Reports**

**Messaging**

**Search**

**Lookup**

- [Flight](#)
- [Item By Tag](#)
- [Alias By Tag](#)
- [Nest](#)
- [Nest By Item Tag](#)
- [Consignment By Number](#)
- [Travel Plan](#)
- [Confirmation By Number](#)
- [Remote](#)

**Lookup Flight**

Carrier: -- select --

Number:   (Literal)

Scheduled Departure: 11/30/2012  (LT)

Origin Airport: -- select --

Destination Airport: -- select --

Ok

Lookup Flight

## Item By Tag

The Item by Tag lookup option will look up a particular item by its tag number and return complete item details, including weight, consignment number, parent nest, receive date, post, and the action history associated with the item. Actions can be applied to the item from the result screen as well.

## Alias By Tag

The Alias by Tag lookup option functions the same way as the Item by Tag lookup, and will display alias information for the tag number entered.

The screenshot shows a web console interface. On the left is a navigation sidebar with the following menu items: **Reports**, **Messaging**, **Search**, **Lookup** (highlighted in blue), [Flight](#), [Item By Tag](#), [Alias By Tag](#) (highlighted in blue), [Nest](#), [Nest By Item Tag](#), [Consignment By Number](#), [Travel Plan](#), [Confirmation By Number](#), and [Remote](#). The main content area on the right is titled **Lookup Alias By Tag** and features a text input field labeled 'Tag:' and a 'Go' button.

*Lookup Alias By Tag*

## Nest

The Nest lookup option will look up a specific virtual or ULD nest by its serial number. From the results screen, the user can view specific items in the nest, an action history of the nest, or perform actions on the nest itself.

### **Nest By Item Tag**

The Nest by Item Tag lookup will search for the nest in which a particular item is located. The result of the search allows the user to view the nest contents and the actions that have been associated with the nest, as well as perform additional actions.

### **Consignment By Number**

The Consignment by Number lookup will provide details about a specific consignment, including the number of items, associated cardits, and the routes the consigned items have taken.

## Admin Module

The Administrative Tab allows a user to manage account data by adding, deleting, or making changes to the carrier's Velocity Mail account. Each area to update is listed under the Setup subheading.

To perform functions under this tab, the user needs Admin privileges as assigned by a system administrator.

### Setup

#### Properties

Properties can be changed within your Velocity Mail account to alter account settings for the carrier as a whole.

Each vMail account can be configured several different ways based upon a multitude of options available to Velocity Mail customers. Your carrier's Velocity Mail account is configured to match their operational process. As your processes change and more options become available, you may desire to change your account settings.

Due to the massive amount of properties and options, AccuCode maintains this area of the *Admin* tab for your carrier. Contact AccuCode for any necessary changes.

**Setup**

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- [Property Change Logs](#)
- [Users](#)
- [Role Groups](#)
- [Mobile Devices](#)
- [Mobile Profiles](#)
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- [Multi Sector Scheduled Flights](#)
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- [Dispatch Dest. Map](#)
- [Facility Dest. Map](#)
- [Dest. Default Action Map](#)
- [Mobile Flight Nests](#)
- [Mobile Truck Flights](#)
- [Origin Projected Routes](#)
- [USPS Domestic](#)
- [USPS International](#)

**Manage Account Properties**

Account: **xx**  
 Group:  ↓

[ First Previous 1 2 3 4 5 6 7 8 9 10 11 ... Next Last All ]

Group <input type="checkbox"/>	Code	Current Default	Value	
Aa Air Waybill	Aa Air Waybill Creation Enabled	No	---	<a href="#">Edit</a>
Aa Air Waybill	Aa Air Waybill Generator Enabled	No	---	<a href="#">Edit</a>
Aa Air Waybill	Aa Air Waybill Generator Job Seconds	86,400	---	<a href="#">Edit</a>
Aa Air Waybill	Aa Air Waybill Posts		---	<a href="#">Edit</a>
Account Setup	Allows Amps Tags	No	---	<a href="#">Edit</a>
Account Setup	Handle Usps Domestic Terminal Airport Mail	No	---	<a href="#">Edit</a>
Account Setup	Has Usps Domestic Contract	No	---	<a href="#">Edit</a>
Account Setup	Has Usps International Contract	No	---	<a href="#">Edit</a>
Action Flight Quarantine	Action Flight Quarantine Expired Days	14	---	<a href="#">Edit</a>
Action Flight Quarantine	Remove Expired Action Flight Quarantine Job Enabled	Yes	---	<a href="#">Edit</a>
Action Flight Quarantine	Remove Expired Action Flight Quarantine Job Seconds	28,800	---	<a href="#">Edit</a>
Actions	Action Process Deliver With Accept Deliver	No	---	<a href="#">Edit</a>
Actions	Action Process Ignore Subsequent Delivers	No	---	<a href="#">Edit</a>
Actions	Action Process Ignore Subsequent Receives	No	---	<a href="#">Edit</a>
Actions	Action Process Initial Result List Size	20,000	---	<a href="#">Edit</a>
Actions	Action Request Page Timeout Seconds	5	---	<a href="#">Edit</a>
Actions	Allow Auto Correct Of Deliver To Consigned Receive	No	---	<a href="#">Edit</a>
Actions	Allow Auto Correct Of Receive To Consigned Deliver	No	---	<a href="#">Edit</a>
Actions	Allow Transfer Action	No	---	<a href="#">Edit</a>
Actions	Auto Correct Of Deliver To Consigned Receive	No	---	<a href="#">Edit</a>
Actions	Auto Correct Of Receive To Consigned Deliver	No	---	<a href="#">Edit</a>
Actions	Auto Stage Flight Nests In Mobile Session	No	---	<a href="#">Edit</a>
Actions	Csv Action Import Past Actions Maximum Days	3	---	<a href="#">Edit</a>
Actions	Email Actions With Unknown Time Zone	Yes	---	<a href="#">Edit</a>
Actions	Future Actions Maximum Minutes	180	---	<a href="#">Edit</a>

[ First Previous 1 2 3 4 5 6 7 8 9 10 11 ... Next Last All ]

[Export](#)

Setup Properties

Properties Change Logs

Under “Property Change Logs,” any changes made to a property within a carrier’s Velocity Mail account are listed. This allows a system administrator to manage changes

**Setup**

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- [Property Change Logs](#)
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- [USPS Domestic](#)
- [USPS International](#)

**Property Change Logs**

Limit by Date Range:

From:   (Z-5)

To:   (Z-5)

Log			Property				
Timestamp <input type="checkbox"/>	User	Type	Code	Level	Subject	Old Value	New Value
12/03/2012 05:13:27		Property Changed	autoCreateLoseActionStartDate	Account	xx	09/19/2012	09/24/2012
12/03/2012 05:33:27		Property Changed	autoCreateLoseActionStartDate	Account	xx	09/24/2012	09/29/2012
12/03/2012 05:53:27		Property Changed	autoCreateLoseActionStartDate	Account	xx	09/29/2012	

[Export](#)

made within their system. In addition, he or she may view who and when the changes were made. Since property changes can significantly affect a carrier’s Velocity Mail account, the property change log can be a helpful tool to decipher change information.

### *Property Change Logs*

## Users

Personnel who need access to the Velocity Mail software on the mobile device or the web console are added under this area of the Admin tab.

Adding/Changing User Information – Enter the desired username for the employee in the “Add/Find” area. If the username has not already been added, a screen will appear to add pertinent user information. To add a user, the carrier’s administrator will need to enter the information on the following screen:

**Manage Users > Add**

Login:

First Name:

Last Name:

Active:

Password:

Re-enter:

My Global Menu:

My Station Menu:

**Roles**

All

Admin

Candidate Route Maker

Cargo Manager

Cargo Worker

Operations

Reconciliation

Usps Accountant

Setup Users > Add

In Velocity Mail, user “roles” grant access to vMail system functions. Each user must be associated to at least one role.

Admin – The admin role grants the user the ability to manage your system data for the account including adding users, granting specific privileges to users, configuring scanning stations, adding scheduled flights, etc. (all items included in this section).

Candidate Route Maker – This role allows the user access to the **CGR functions**, including submission of candidate routes and handling of nominations.

Cargo Manager – This role allows the user access to **station action functions** including arriving and departing flights, station reports, and nest and/or item search and lookup.

Cargo Worker – The cargo worker role grants the user access only to **station scan functions** on the handheld, as well as web functions in

the station tab similar to those of the mobile device including receive, stage, load, add to nest, transfer, and deliver.

Operations – This function gives the user access to global reports (**multiple stations**), problem/resolution functions, and performance statistics for each station.

Reconciliation – This role allows the user access to the Accounting Reconciliation module on the web console.

USPS Accountant – This function grants the user access to the invoice and claims function on the web console.

Once the screen is complete with information, click “Save” to update the user information within Velocity Mail.

To add or change role information or passwords for an existing user, select “Edit” next to the name on the main users page.

### Manage Users

Login Starts With:

Show Active:  ▾

Login:

Login <input checked="" type="checkbox"/>	First Name	Last Name	Active	
worker	worker	Worker	✓	<a href="#">Edit Airports Properties</a>

Manage Users (Admin>Setup>Users)

Adding/Changing User Airports – In Velocity Mail, a user must be assigned to an airport to scan and view information for that location within the web console.

The system administrator can designate any airport or set of airports to a particular user, as long as those airports are notated as 'active' in Velocity Mail.

To add or change airport information for a user, select "Airports" next to the username you wish to update.



*Adding/Changing User Airports*

Changing User Properties – Properties (see Properties – Page 62) can be changed per user to alter each particular user's settings differently than what is set as a standard for all users.

Changes that an administrator may make to an individual user include (but are not limited to): allowance for web console use, date format, time format, weight format (metric vs. standard), etc.

To change a property, select “Properties” next to the username you wish to edit. A list of properties will be displayed. Select the property that needs to be changed.

### Role Groups

On occasion, a job title or function will encompass the same set of roles necessary to perform job duties. A role group allows a user to designate a set of roles to a particular title, name, or function.

Adding a Role Group –To create a role group, select “Role Groups” from the Setup area of the Admin tab. Click “Add” to name a new role group in the system.

The screenshot shows the 'Add Role Group' form in the web console. The left sidebar contains a 'Setup' menu with various options, including 'Role Groups'. The main form area is titled 'Manage Role Groups > Add'. It features two input fields: 'Code' with the value 'RoleGroup1' and 'Name' with the value 'DEN Ramp'. Below these fields is a 'Roles' section with a list of checkboxes. The 'Cargo Manager' and 'Cargo Worker' checkboxes are checked, while others are unchecked. At the bottom of the form are 'Save' and 'Cancel' buttons.

Add Role Group

Enter the desired "Code" and "Name" for the role group you are entering. Select the roles applicable to this role group and click "Save." The code and name for your newly created role group will be listed under "Role Groups."

Editing a Role Group – A role group may be edited by selecting "Edit" from the main "Role Groups" screen in the *Admin* tab. Changes may be made and saved.

Deleting a Role Group – To delete a role group, select "Delete" from the main "Role Groups" screen.

### **Mobile Devices**

This area of the *Admin* tab lists each mobile device and its associated profile or set of locations.

AccuCode is responsible for managing this area of the *Admin* tab for your carrier. Contact AccuCode for any necessary changes.

### **Mobile Profiles**

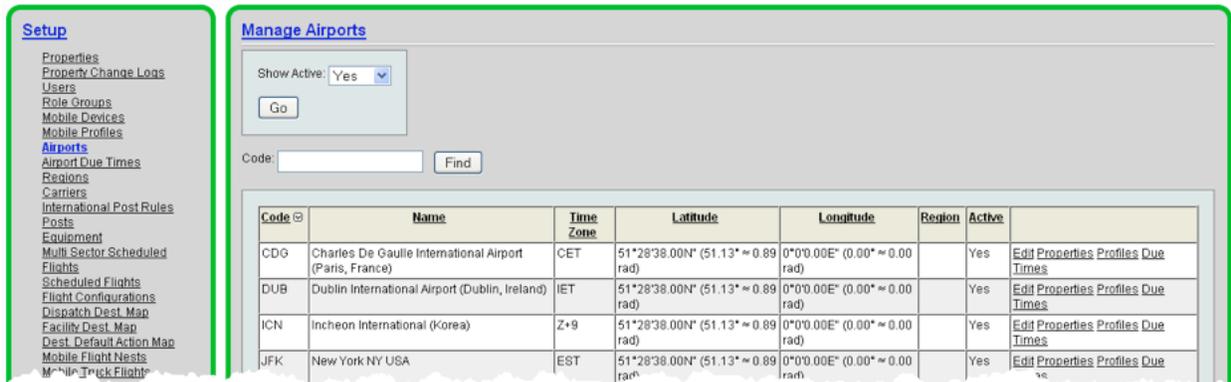
Mobile Profiles associates a name of a profile with a location or set of locations listed in Velocity Mail.

AccuCode is responsible for managing this area of the *Admin* tab for your carrier. Contact AccuCode for any necessary changes.

### **Airports**

This area of Velocity Mail allows the user to add and manage airports that will be used within their vMail account.

Airports that are currently listed as active in Velocity Mail are shown when pulling up the "Airports" area within the web console.



Manage Airports

Adding an Active Airport – In the box labeled “Show Active,” select “No” and select “Go.” All inactive airports in vMail will be listed. Select “Edit” next to the airport that needs to be activated. Select the “Active” box, then click “Save.”

Or, enter the 3-letter IATA city code for the airport you wish to activate in the text box labeled “Code” and click “Find.” Select “Edit” next to the airport that needs to be activated. Select the “Active” box and “Save.”

Changing Airport Properties – Properties can be changed per airport to alter each particular airport’s settings differently than what is set as a standard for all airports.

AccuCode is responsible for managing this area of the *Admin* tab for your carrier. If property changes on an airport level are necessary, please contact the Operations Manager for Velocity Mail.

Adding/Changing Airport Profiles – In some circumstances, a carrier may want to utilize the mobile device software in more than one different way, depending upon their operational process. An “Airport Profile” allows the carrier to have several different configurations for one airport location. Configurations are completed by changing properties under each named airport profile.

AccuCode can set up different profiles based upon your carrier’s operational requirements. Contact AccuCode for configuration.

Adding/Changing Airport Due Times – See the section below labeled “Airport Due Times.” The same process applies for adding, changing, and deleting an airport due time.

## Airport Due Times

“Airport Due Times” allows a user can designate closeout time for a particular post and airport. This information is transmitted to the mobile device when used and will warn the user when accepting mail past the acceptable closeout time. Configuring the ground handling time for an airport will also change the scoring criteria for performance in the *Scan Performance* reports (see Station, Scan Performance and Global, Scan Performance).

**Setup**

- Properties
- Property Change Logs
- Users
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- Mobile Flight Nests
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- USPS Domestic
- USPS International

**Manage Post Airport Due Times**

Post: -- all --  
Airport: -- all --

Go

Post	Airport	Effective		
		Close Out	Ground Handling	
-- default --	-- default --	60	60	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	CVG	120	120	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	DEN	160	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	DFW	160	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	DTW	120	120	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	EWB	180	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	JFK	180	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	LAX	180	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	MIA	120	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	ORD	180	180	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	SAN	90	120	<a href="#">Edit</a> <a href="#">Delete</a>
-- default --	SFO	180	180	<a href="#">Edit</a> <a href="#">Delete</a>

Add

Airport Due Times

Adding Airport Due Times – To add a new airport due time, select “Add” on the web console. Enter the requested information on the page including: Post, Airport, Override Closeout Minutes, and Override Ground Handling Closeout Minutes.

Editing Airport Due Times – To edit an airport due time, select “Edit” from the main “Airport Due Times” screen. Change any necessary information and save.

Deletion of an Airport Due Time – To delete an airport due time, select “Delete” from the main “Airport Due Times” screen.

### Regions

Throughout vMail, some reports allow the user to view information by region. Regions can be designated within this area of vMail.

Adding Regions – To designate a region, select “Add” and fill out the region name and description. Airports may be added to a “Region.” Data for those airports will be shown under the designated region’s name within reports in vMail.



The screenshot displays the 'Add Region' interface. At the top left, the breadcrumb navigation is 'Manage Regions > Add'. The main form area contains two input fields: 'Name:' with a single-line text box, and 'Description:' with a larger multi-line text box. Below these fields are two buttons: 'Save' and 'Cancel'.

*Add Region Screen*

Editing Regions – To edit a region within Velocity Mail, select “Edit” next to the region name in the main “Regions” page. Change any necessary information and save to make the changes.

Deleting Regions – To delete a region within Velocity Mail, select “Delete” next to the region in the main “Regions” page.

### Carriers

This function allows you to activate your carrier code, as well as other carriers, to whom you will give or from whom you will receive handovers.

All currently active carriers within the account will be initially displayed.

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- Dispatch Dest. Map
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- Dest. Default Action Map
- Mobile Flight Nests

**Manage Carriers**

Active: Yes

Code	Name	Active	Edit
A1	AccuCode Demo	Yes	Edit
ZZ	Velocity Airways	Yes	Edit

Setup Carriers

Adding/Changing Carriers – To add a new carrier in your vMail account, change “Yes” in the “Active” box to “No.” All carriers not currently active in your vMail account will now be listed. Select “Edit” next to the carrier you wish to activate. Click the box next to “Activate.” That carrier will now be active in your account.

If there is a carrier that is not currently active in your vMail account or available to select from the list of non-active carriers, please contact AccuCode to enable.

### International Post Rules

Rules for International Posts are set in this area.

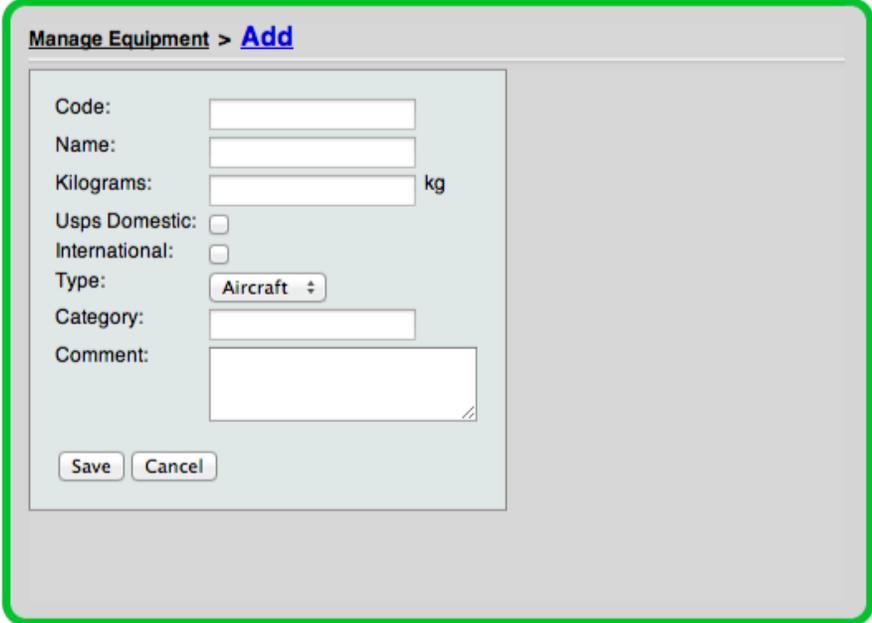
### Posts

The “Posts” area of the Admin module lists all posts currently communicating with your carrier via Velocity Mail.

AccuCode is responsible for managing this area of the *Admin* tab for your carrier. Contact AccuCode for any necessary changes.

### Equipment

This area of Velocity Mail allows you to designate the type(s) of aircraft flown in your carrier’s fleet. To add an equipment type, select “Add” in the “Equipment” section of the *Admin* tab. Enter the following information on the screen:



The screenshot shows a web form titled "Manage Equipment > Add". The form is enclosed in a light gray box with a green border. It contains the following fields and controls:

- Code: [Text input field]
- Name: [Text input field]
- Kilograms: [Text input field] kg
- Usps Domestic:
- International:
- Type: [Dropdown menu] (Aircraft)
- Category: [Text input field]
- Comment: [Text area]
- Save [Button] Cancel [Button]

*Add Equipment*

## Multi Sector Scheduled Flights

In some cases, a flight number may have more than one city pair. After adding all applicable flight information under "Scheduled Flights" (see information below), proceed to this section to add the thru flight information.

To add a leg, select "Add" on the main "Multi Sector Scheduled Flights" screen. On the next screen, select "Add Leg". You will then be prompted to select the scheduled flight information for which you need to add thru flight information.

The screenshot shows the 'Add Multi Sector Scheduled Flight' screen. At the top, there is a breadcrumb trail: 'Manage Multi Sector Scheduled Flights > Add Multi Sector Scheduled Flight'. Below this is a form with the following fields:

- Carrier: - select - (dropdown menu)
- Number: (text input field)
- Origin: JFK
- Destination: LAX
- Departure Time: (text input field)
- Arrival Time: (text input field)
- Frequency: MTWHFSU
- Start Date: 08/15/2009
- End Date: 08/21/2009

Below the form are 'Save' and 'Cancel' buttons. Underneath is a table with the following columns: Carrier, Number, Relationship, From, To, Departure, Arrival, Day Offset, Start, End, Frequency, Equipment, Absolute Source, and a column for actions. The table contains one row with the following data:

Carrier	Number	Relationship	From	To	Departure	Arrival	Day Offset	Start	End	Frequency	Equipment	Absolute Source	
	1	Mine	JFK	LAX			0	08/15/2009	08/21/2009	MTWHFSU			Move Up Move Down Remove

Below the table are 'Export' and 'Add Leg' buttons.

Add Multi Sector Scheduled Flight Screen

On the right-side of the screen, select "Move Up" or "Move Down" to adjust the flight legs as necessary.

## Scheduled Flights

In the Velocity Mail application, mail is loaded onto flights. Subsequently, flights are departed and arrived in the system. Messages are sent to the relevant post as a record of these events.

Flights are recognized in vMail two different ways: via consignment information from a post or by scheduled flight information entered into vMail. This area of the *Admin* tab is where a system administrator enters flight information.

Despite the fact that flight information can be loaded into the system from consignment information, it is advisable to enter scheduled flight information for all flights that do or may carry mail. On occasion, flight information on a consignment may be incorrect. Also, mail may be unconsigned to a carrier, or the flight information may be missing within the consignment.

Adding Scheduled Flight Information – To add a limited amount of flight information (for a few flights or less), flights may be added one by one. Select “Scheduled Flights” within the *Admin>Setup* area within the vMail web console. On the lower portion of the screen, click “Add” to add flight information for one flight at a time.

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- Flight Configurations
- Dispatch Dest. Map
- Facility Dest. Map
- Dest. Default Action Map
- Mobile Flight Nests
- Mobile Truck Flights
- Multi-Sector Flights

**Manage Scheduled Flights**

Carrier:

Number:

From:

To:

Start:

End:

Carrier	Number	Relationship	From	To	Departure	Arrival	Day Offset	Start	End	Frequency	Equipment	Absolute Source
---------	--------	--------------	------	----	-----------	---------	------------	-------	-----	-----------	-----------	-----------------

Export

*Manage Scheduled Flights*

Upon reaching the next screen, enter the flight information including: operator carrier (your carrier code), operator flight number, marketing number (to include the 2-letter IATA code of the carrier directly before the flight number), origin (From), destination (To), departure time, arrival time, day offset, start date (if applicable), end date (if applicable), and frequency. If the flight segment has been cancelled for a period of time, select the “Cancel” box within this screen.

It is crucial to enter any codeshare flight number in the “Marketing Numbers” area to allow messages to flow between both your vMail account and your codeshare partner’s vMail account.

The screenshot shows a web form titled "Manage Scheduled Flights > Add". The form contains the following fields and options:

- Operator Carrier: -- select --
- Operator Number: [text input]
- Marketing Numbers: [text input] (Comma separated list, for example: AB100,BC200)
- Relationship: Mine
- From: -- select -- [text input]
- To: -- select -- [text input]
- Departure Time: [text input]
- Arrival Time: [text input]
- Day Offset: [text input]
- Start Date: [text input] [calendar icon]
- End Date: [text input] [calendar icon]
- Cancel:
- Frequency:  All,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  Sunday
- Equipment: -- select --

At the bottom of the form are "Save" and "Cancel" buttons.

*Add Scheduled Flights*

To enter a large amount of flight information, it is easiest to prepare the information in a properly formatted CSV file (comma separated values). Header information must be in the following order (left to right) to properly upload within the system. A sample format can be obtained by clicking [Sample](#) in the "Upload Scheduled Flights" screen (Admin > Setup > Scheduled Flights > Upload).

Once the CSV file has been formatted and completed, it can be uploaded into the Velocity Mail application. By uploading the file, all flights contained within the file will be entered into the software.

To upload the file, select "Upload" from the initial "Scheduled Flights" screen. Follow the instructions on the page regarding file upload.

**Manage Scheduled Flights > Upload Scheduled Flights**

Carrier	Number	From	To	Departure	Arrival	Day Offset	Start	End	Frequency	Cancel	Equipment
---------	--------	------	----	-----------	---------	------------	-------	-----	-----------	--------	-----------

Export

File Location:  no file selected

File Contains Header

[Sample](#)

Note(1):  
On "Commit" uploaded records are added to the "Scheduled Flight Calendar", in order, from top to bottom  
Each insertion overrides previous values in the Calendar where the start and end dates overlap

Note(2):  
Departure and Arrival times should be in 24 hour format  
Start and End dates should be in mm/dd/yyyy format  
Valid values for the Relationship field are: M (Mine), K (Marketed), S (Subcontracted), O (Other)  
Marketing Carrier Codes and Numbers are optional  
Any number of Marketing Carrier Code/Number pairs can be appended to each row

### *Upload Scheduled Flights*

Upon upload, all flight information on the .csv file will now be listed on the initial "Scheduled Flights" screen.

Scheduled flights may also be sent to AccuCode via a carrier's SSIM file, usually generated from the scheduling department. If you are interested in sending us your SSIM file to populate your scheduled flights, contact AccuCode.

Searching Scheduled Flight Information – Scheduled flight information can be accessed many different ways, dependent upon the search criteria entered on the initial "Scheduled Flights" page. Entering the carrier, flight number, origin station, and destination station, or a combination of any criteria can filter the flight information.

## Flight Configurations

Within Velocity Mail, Properties exist that allow for auto-departure and auto-arrival of flights based upon scheduled departure and arrival time. If your carrier chooses to use

this feature of Velocity Mail, you must contact AccuCode to adjust properties associated with this feature within your vMail account.

This section of the *Admin* tab allows a system administrator to configure a flight for auto-departure and auto-arrival. To properly set-up a flight configuration, a flight must be loaded into the scheduled flights portion of the *Admin* tab. The system uses the scheduled flight information from that area when auto-departing and arriving. If a flight is configured in "Flight Configurations" without a scheduled flight being added into Velocity Mail, a warning will appear on the screen stating, "There is no scheduled flight for this configuration."

Upon selecting the "Flight Configurations" link, all flights currently configured for either auto-departure, auto-arrival or both will be listed.

Adding Flight Configurations – To add a new flight configuration in Velocity Mail, select "Add" from the main "Flight Configurations" screen. To enter a new flight configuration, a system administrator will need to enter the carrier, flight number, origin station, and destination station. The administrator will need to check the boxes next to "Auto-Depart" and "Auto-Arrive." You may also select to "Deliver Flight" to automatically deliver all of the items off of a flight. The delivery time needs to be set in the box below.

**Setup**

- Properties
- Property Change Logs
- Users
- Role Groups
- Mobile Devices
- Mobile Profiles
- Airports
- Airport Due Times
- Regions
- Carriers
- International Post Rules
- Posts
- Equipment
- Multi Sector Scheduled Flights
- Scheduled Flights
- Flight Configurations**
- Flight Suppression Configurations
- Flight CN46 Email Notification Configs
- Dispatch Dest. Map
- Facility Dest. Map
- Dest. Default Action Map
- Mobile Flight Nests
- Mobile Truck Flights
- Origin Projected Routes
- USPS Domestic
- USPS International

**Manage Flight Configurations > Add**

Operator Carrier:

Operator Number:

Origin:

Destination:

Upon Arrival:

- Do Nothing
- Deliver Flight
- Empty Flight
- Lose Flight

minutes after arrival

*Add Flight Configuration Screen*

Editing/Deleting Flight Configurations – To edit a flight configuration, select “Flight Configurations” from the *Admin* module in Velocity Mail. All flight configurations currently configured are listed on this screen.

To change whether or not a flight is configured for auto-depart or auto-arrive, select “Edit” next to the flight number you wish to change. Select or uncheck the boxes next to the functions you wish to change. When changes are complete, click “Save.”

To delete a flight configuration, select “Delete” next to the flight number for which you wish to delete a flight configuration. A box will appear, asking, “Are you sure you wish to delete this flight configuration?” Select “Ok” or “Cancel.”

## Flight Suppression Configurations

Flight suppression allows a carrier to suppress the processing of flight information in a vMail account. This is typically done to suppress certain flight information coming in from a carrier's specialized interface into their Velocity Mail account. Often, the carrier sends information on all flights, while mail is only handled on a certain portion of those. The carrier can suppress flight information that is not needed to reduce the number of flights/actions processing in their account.

To enter a flight suppression configuration, select "Add." Next, you will need to name your flight suppression configuration subset. You will need to specify which interface the flight information is coming from. After saving, you will need to define the periods (start/end date), then the rules (flight carrier code, start number, end number, origin, and destination).

Flight suppression configurations can be edited and deleted by selecting the said links within the system.

Carrier Code	Start Number	End Number	Origin	Destination	
1	1	9999	MIA		Edit Delete

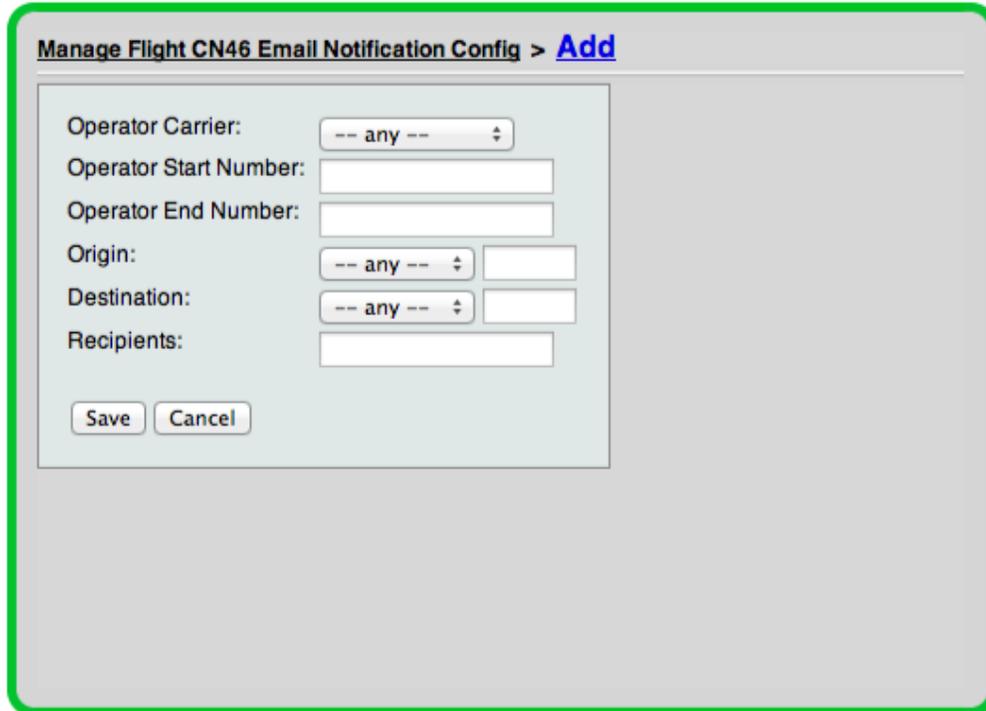
*Flight Suppression Confirmation Rules*

## Flight CN46 Email Notification Configurations

This feature allows a user to set up an automatic email notification, after a flight departure, to send that flight's currently loaded and departed mail to a distribution list. This function is controlled by a property that needs to be set by AccuCode to activate. If you are interested in using this property, contact AccuCode for assistance.

To set up a configuration, select “Add,” then enter all of the operator carrier flight information. All fields must be entered for the configuration to work properly.

Once configured, a CN46 document in PDF format will be automatically emailed to the named distribution list once a configured flight departs in the vMail system.



The screenshot shows a web form titled "Manage Flight CN46 Email Notification Config > Add". The form contains the following fields:

- Operator Carrier: A dropdown menu with "-- any --" selected.
- Operator Start Number: A text input field.
- Operator End Number: A text input field.
- Origin: A dropdown menu with "-- any --" selected, followed by a small text input field.
- Destination: A dropdown menu with "-- any --" selected, followed by a small text input field.
- Recipients: A text input field.

At the bottom of the form are two buttons: "Save" and "Cancel".

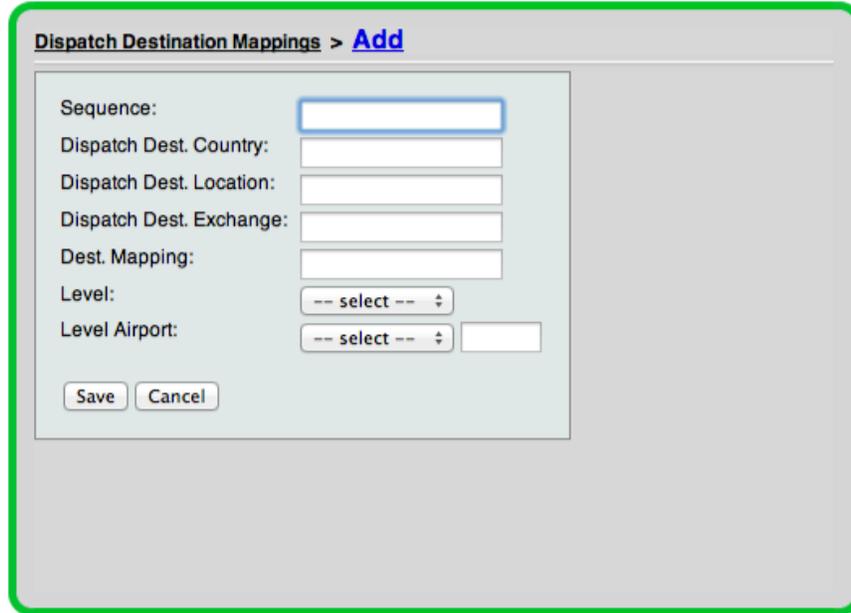
*Add Flight CN46 Email Notification Configuration Screen*

### Dispatch Destination Mapping

Under Dispatch Destination Mapping, an administrator has the ability to map all tags for a particular destination to another destination of their choice. Tags may be mapped on an account or airport level, as designated in the application.

Adding Dispatch Destination Mappings – To add a new dispatch destination mapping in your Velocity Mail account, select “Add” from the main “Dispatch Destination Mapping” screen in the *Admin* tab. Enter all applicable information including: sequence, dispatch destination county, dispatch destination location, dispatch destination exchange, destination mapping (where you want the new

tag mapped to), and level (account or airport). If the airport level is selected, the administrator will need to select the airport for which the mapping exists.



*Add Dispatch Destination Mapping Screen*

Editing Dispatch Destination Mappings – To edit a dispatch destination mapping, select “Edit” next to the mapping you wish to change. Make changes to the dispatch destination mappings screen, and select “Save.” The changes will be updated.

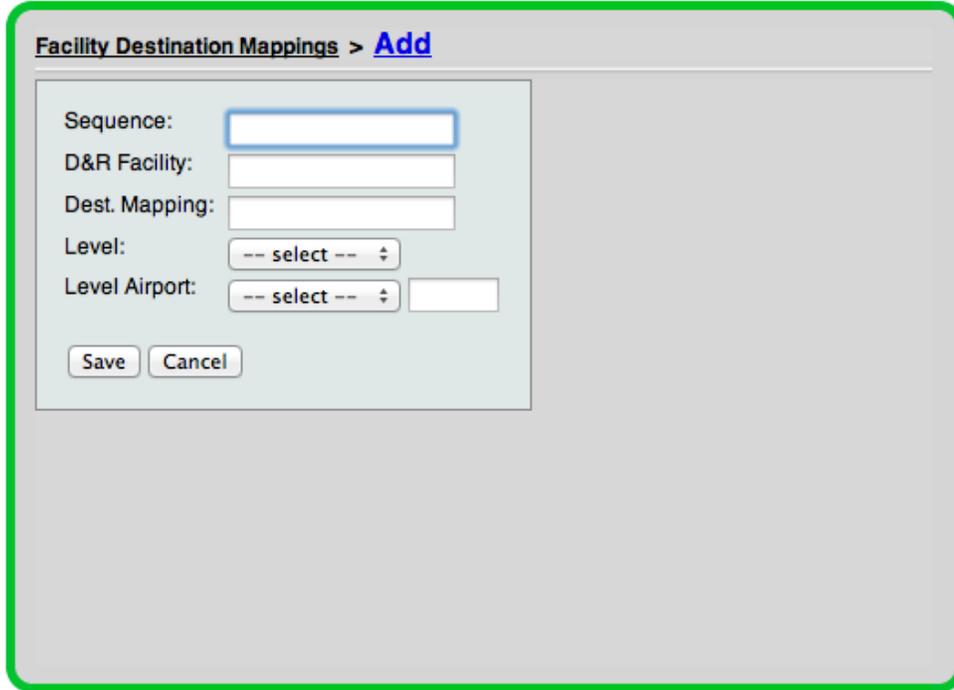
Deletion of a Dispatch Destination Mapping – To delete a dispatch destination mapping, select “Delete” next to the mapping you wish to delete.

### **Facility Destination Mapping**

Like dispatch destination mapping, facility destination mapping allows a user to map items destined for a certain facility to another facility. This can also be performed on either an airport or account level.

Adding Facility Destination Mapping – To add a new facility destination mapping, select “Add” from the main “Facility Destination Mapping” screen.

On the following screen, enter the applicable information as follows: sequence, D&R facility, destination mapping, level (airport or account), and airport (if airport level is chosen).



The screenshot shows a web console interface for adding a facility destination mapping. The title is "Facility Destination Mappings > Add". The form contains the following fields:

- Sequence:
- D&R Facility:
- Dest. Mapping:
- Level:
- Level Airport:

At the bottom left, there are two buttons: "Save" and "Cancel".

*Add Facility Destination Mapping Screen*

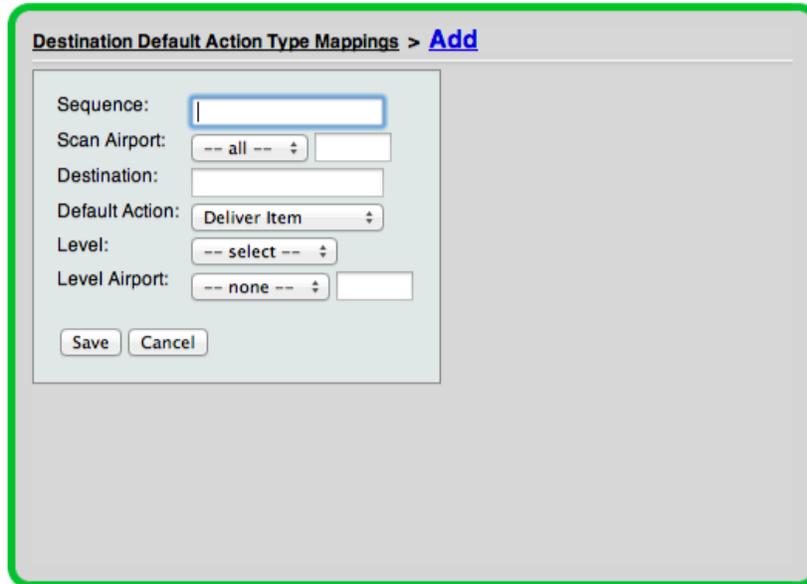
Editing Facility Destination Mapping – To edit a facility destination mapping, select "Edit" next to the mapping you wish to change. Make changes to the facility destination mappings screen, and select "Save." The changes will be updated.

Deletion of a Facility Destination Mapping – To delete a facility destination mapping, select "Delete" next to the mapping you wish to delete.

### Destination Default Action Mapping

In this area of the *Admin* module, a system administrator may set certain default actions to occur on mail, either on an account or airport level.

Adding a Destination Default Action Mapping – To add a destination default action mapping, select “Add” from the main “Destination Default Action Mapping” screen under the *Admin* tab. On the following screen, enter the applicable information as follows: sequence, scan airport, destination, default action, level, and airport (if airport level is chosen).



The screenshot shows a web form titled "Destination Default Action Type Mappings > Add". The form contains the following fields and controls:

- Sequence: A text input field.
- Scan Airport: A dropdown menu with "-- all --" selected.
- Destination: A text input field.
- Default Action: A dropdown menu with "Deliver Item" selected.
- Level: A dropdown menu with "-- select --" selected.
- Level Airport: A dropdown menu with "-- none --" selected.
- Save and Cancel buttons at the bottom left.

*Add Destination Default Action Type Mapping Screen*

Editing a Destination Default Action Mapping – To edit a destination default action mapping, select “Edit” next to the mapping you wish to change. Make changes to the destination default action mappings screen, and select “Save.” The changes will be updated.

Deletion of a Destination Default Action Mapping – To delete a destination default action mapping, select “Delete” next to the mapping you wish to delete.

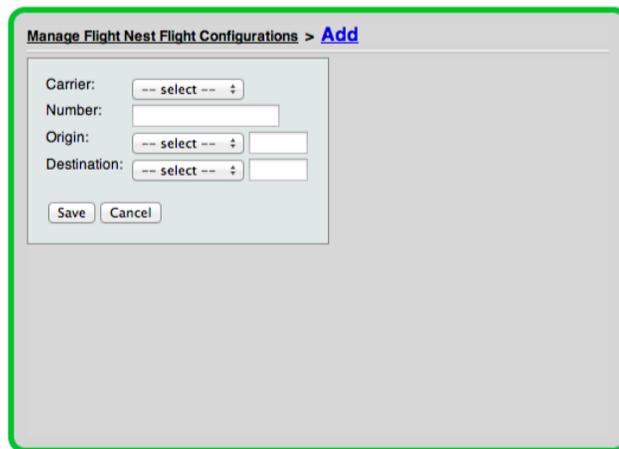
### **Mobile Flight Nests**

If your carrier is currently utilizing “Flight Nests” as a nesting option, flight nest information is entered in this area of the vMail web console. A system administrator

must add and maintain updates to all flights nest information, as it is transmitted to the mobile devices for nesting purposes.

Please reference your carrier's business process to see whether or not your carrier utilizes this option.

Adding a Flight Nest – Select “Mobile Flight Nests” from the *Admin* module in the web console. To create a new flight nest configuration, select “Add” and enter all applicable information on the following screen, including: carrier, flight number, origin station, and destination station.



*Add Mobile Flight Nest Flight Configuration Screen*

Deleting a Flight Nest – To delete a flight nest, select “Mobile Flight Nests” from the *Admin* tab. All flight nests that are currently active in the system will be displayed. Select “Delete” next to the flight nest configuration you wish to delete.

### Mobile Truck Flights

Occasionally, your operation may consist of a truck that transports mail from point A to point B. Often times, this truck has an associated flight number in your flight schedule. If scanning is not available to you at the truck's origin, you can utilize the “Mobile Truck Nests” in Velocity Mail to perform receive, load, and depart scans at that location.

The “Truck Nest” operates in this manner: a mobile device user at the truck’s destination, selects “Receive from Truck” on the mobile device. As the user scans/nests the mail into a new nest, the user is asked for some information related to the truck’s arrival time. By doing this, when items are scanned, a receive, load, and depart event are generated for those items.

If you choose to enable the “Receive from Truck,” please contact AccuCode to turn on functionality at your desired location. In addition, the truck “flights” need to be configured. First, the truck flight needs to be added into “Scheduled Flights.” After that is complete, the truck flight needs to be configured with the information below. Select “Add” to enter the information listed below.

### Origin Projected Routes

*[Email Notification Configurations](#)*

*[Email Notification Events](#)*

### USPS Domestic

*[Due Carrier Times](#)* – This screen displays the current acceptance time for posts at various airports. The time is listed in minutes, and you can change the acceptance time by clicking [Edit](#). To add an airport that isn’t already on the list, click the Add button. Select the desired airport from the drop-down list, enter the appropriate Ground Handling Minutes, then click Save.

*[Containers](#)* – This screen displays the current USPS International Containers for your carrier. You can change a container on the list by clicking [Edit](#). To add a container that isn’t already on the list, click the Add button. Enter the appropriate container information, then click Save.

*[Email Acceptance Configurations](#)*

### USPS International

Various settings pertaining to USPS International mail can be set in this area.

*Due Carrier Times* – This screen displays the current acceptance time for posts at various airports. The time is listed in minutes, and you can change the acceptance time by clicking Edit. To add an airport that isn't already on the list, click the Add button. Select the desired airport from the drop-down list, enter the appropriate Ground Handling Minutes, then click Save.

*Containers* – This screen displays the current USPS International Containers for your carrier. You can change a container on the list by clicking Edit. To add a container that isn't already on the list, click the Add button. Enter the appropriate container information, then click Save.

*Market Awards*

*Email Mail Acceptance Configurations*

## CGR

### How the Process Works

To submit your International Schedules to the USPS via Velocity Mail, there is a process of steps you must work through. If you do not follow the process, your schedule could be submitted with errors, or you may not fully process your submission. Please follow the instructions in Section 1 and Section 2 after reading these steps to ensure successful submission. Please do 1 contract at a time!

Step 1 – Complete your schedule submission in the CGR format (the format submitted previously to CORE).

Step 2 – Follow the instructions in Section 1 to ensure your Velocity Mail account is prepared for the upload of your schedule. This includes adding any airports not already active in the account, in addition to configuring your contract numbers.

Step 3 – Edit and upload your CGR, as formatted in a CSV file (see page 11 for further instruction) into vMail.

Important ---This step will take the information you have entered in the CGR file and input it into vMail. You are NOT SUBMITTING your schedule to the USPS during this step. Please continue to Step 4.

Step 4 – After uploading your schedule into vMail, you will then have the opportunity for error correction. The system will identify any errors related to:

<u>Error Type</u>	<u>Example</u>
Day-offset issues	Leg 2 departs before leg 1 arrives
Conflicting offered scheduled days	Offer is "Daily;" however, leg 1 only operates Monday-Thursday

## Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

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Flight Conflicts	2 instances of the same flight number on the same set of dates have either different arrival or departure times (or both)
Duplicates	2 instances of the same offer are listed in the CGR file

Please review your errors and correct them. You may submit schedules with errors; however, the USPS may consign mail to you with incorrect flight information (thus influencing scoring and payment).

Step 5 – After correcting the errors, you can submit your schedule to the USPS via the instructions outlined below. If you do not follow the instructions to submit, your schedule will NOT be submitted to the USPS.

### Section 1 - Preparation for Block Schedule Submission

To prepare your Velocity Mail account for schedule submission, you will need to ensure certain areas of your **Admin** tab are updated. You will need to:

Enter Contract Numbers, for your carrier, in vMail

Enter Aircraft Equipment Types in vMail

Activate All Airport Codes in CGR File, if not activated already

Edit your CGR File for Upload

To perform the first three, in addition to the schedule submission, you will need to have System Administrator access to your account.

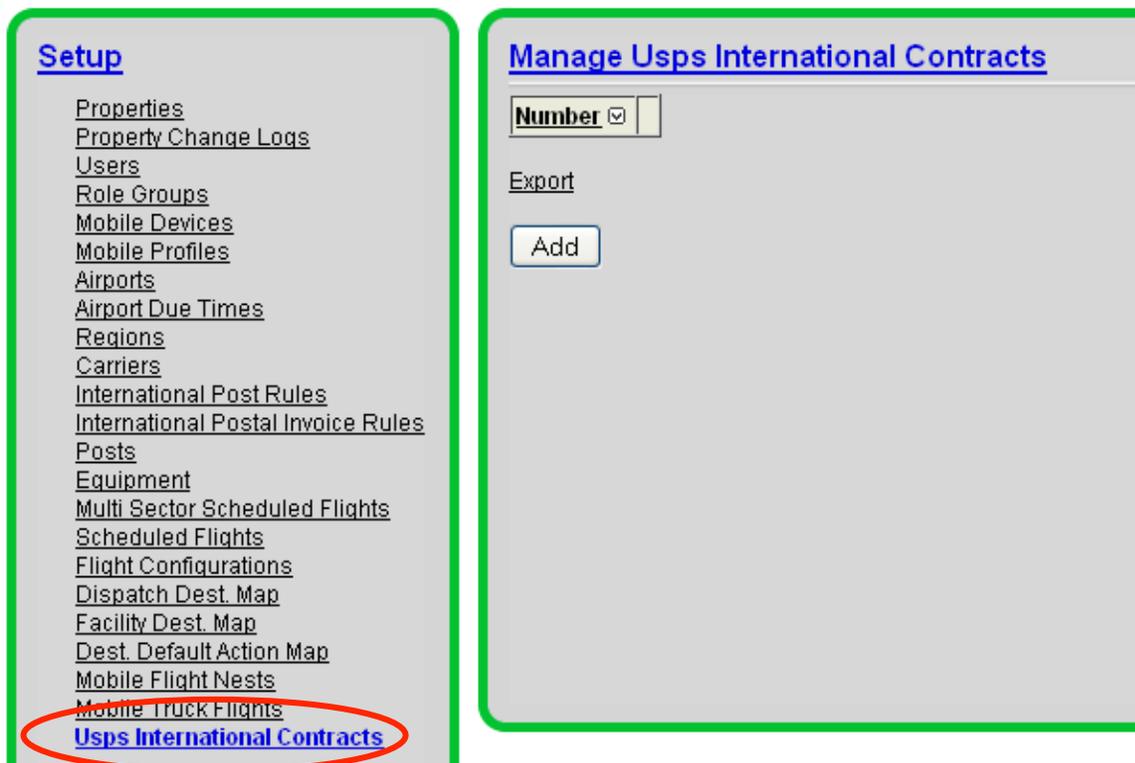
# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

Please read the following instructions to prepare your account for CGR upload. If you do not ensure that this data is properly loaded, you will run into difficulty uploading your CGR file into Velocity Mail. To Enter the Contract Number:

Proceed to the **Admin** Tab.



2. Select USPS International Contracts. Then, click Add.



3. To add a contract number, enter it here. If you have more than one contract number, you will need to enter them one by one.

# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

**Manage Usps International Contracts** > [Add Contract](#)

Number:

- Once the contract numbers have successfully been entered, they will be listed on the main screen under "USPS International Contracts." These numbers will be used for you to select from when uploading you schedule submissions in the next steps.

**Manage Usps International Contracts**

Number <input checked="" type="checkbox"/>	
7GBTNS09B00001XX	<a href="#">Edit</a> <a href="#">Delete</a>
7GBTNS09B00001XY	<a href="#">Edit</a> <a href="#">Delete</a>

[Export](#)

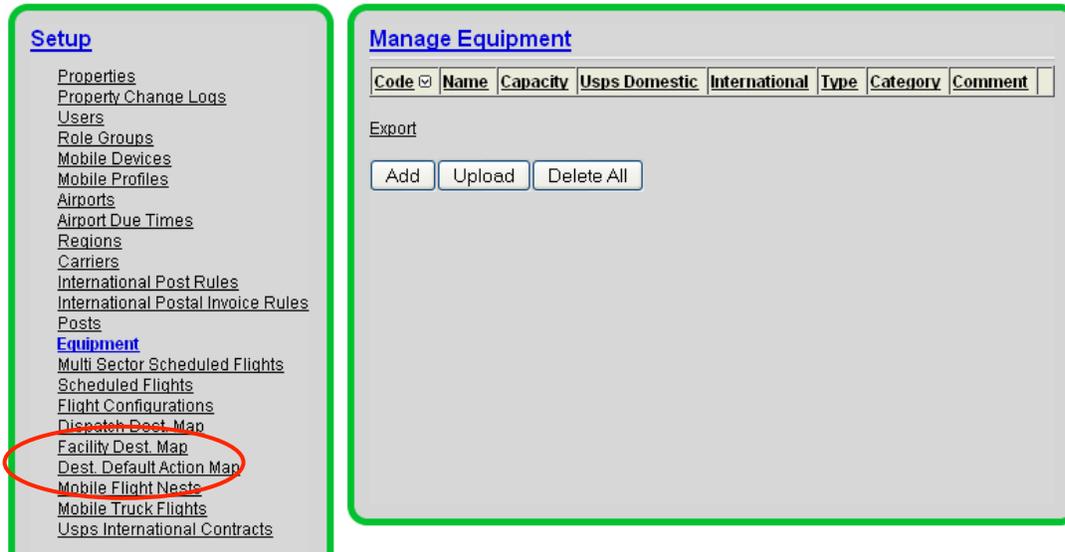
## To Enter Equipment Types:

- Proceed to the *Admin* tab.



- Select the *Equipment* link.

# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission



From this point, you have two choices. You may add each equipment type one by one, or you can upload them into vMail via a csv file.

To Add Equipment Individually – Select *Add* then enter the equipment information. A sample is shown below. You may add categories and/or comments if you wish. Click on *Save* when complete.

The screenshot shows the 'Manage Equipment > Add' form. It includes the following fields and controls: Code (text input with value 320), Name (text input with value Airbus A-320), Kilograms (text input with value 2000 and a unit selector set to kg), Usps Domestic (checkbox, unchecked), International (checkbox, checked), Type (dropdown menu with value Aircraft), Category (text input), and Comment (text area). At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

To Upload Equipment via csv File- Select *Upload* from the *Manage Equipment* screen. To view a sample of how the csv file should be formatted, select *Sample* from the screen. Sample screenshots are below.

# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

**Manage Equipment** > [Upload](#)

File Location:

File Contains Header

[Sample](#)



Microsoft Excel - sample-5 [Read-Only]

File Edit View Insert Format Tools Data Window Help

Snagit Window

F13

	A	B	C	D	E	F
1	CODE	NAME	CAPACITY LBS	TYPE	CATEGORY	COMMENT
2	733	733	1500	A	NB	Effective 1/14
3	777	777	17500	A	WB	
4	RFS	Truck	30000	T	RFS	
5						
6						

Format your csv file as displayed, and then save. Select **Browse** in the screen above to upload the file into vMail. Select the checkbox next to **File Contains Header** if a header line is present in the file, as it is in the sample.

## To Activate Airports:

Proceed to the **Admin** tab.



Select the **Airports** link.

# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

**Setup**

- Properties
- Property Change Logs
- Users
- Role Groups
- Mobile Devices
- Mobile Profiles
- Airports**
- Airport Due Times
- Regions
- Carriers
- International Post Rules
- International Postal Invoice
- Rules
- Posts
- Equipment
- Multi Sector Scheduled Flights
- Scheduled Flights
- Flight Configurations
- Dispatch Dest. Map
- Facility Dest. Map
- Dest. Default Action Map
- Mobile Flight Nests

**Manage Airports**

Show Active: Yes

Code:

[ First Previous 1 2 3 4 5 6 7 8 9 10 11 ... Next Last All ]

Code	Name	Time Zone	Latitude	Longitude	Region	Active	
???	Unknown	GMT	51°28'38.00"N (51.13° ≈ 0.89 rad)	0°0'0.00"E (0.00° ≈ 0.00 rad)		Yes	<a href="#">Edit Properties Profiles Due Times</a>
AAC	Al Arish	???	51°28'38.00"N (51.13° ≈ 0.89 rad)	0°0'0.00"E (0.00° ≈ 0.00 rad)		Yes	<a href="#">Edit Properties Profiles Due Times</a>
AAE	Annaba	???	51°28'38.00"N (51.13° ≈ 0.89 rad)	0°0'0.00"E (0.00° ≈ 0.00 rad)		Yes	<a href="#">Edit Properties Profiles Due Times</a>

- To activate an airport, enter the 3-letter IATA code in the **Code** box. Then, select **Find**.

**Manage Airports**

Show Active: Yes

Code:

Next, the airport information will be displayed. To activate the airport, select **Edit** next to the airport code.

**Manage Airports**

Show Active: Yes

Code:

Code	Name	Time Zone	Latitude	Longitude	Region	Active	
ACA	Acapulco	CDT	51°28'38.00"N (51.48° ≈ 0.90 rad)	0°0'0.00"E (0.00° ≈ 0.00 rad)		No	<a href="#">Edit Properties Profiles Due Times</a>

To activate the airport, mark the checkbox next to **Active**. Then, select **Save** to continue.

# Web Console: CGR: Section 1 - Preparation for Block Schedule Submission

**Manage Airports > Edit**

Code: ACA  
Name: Acapulco  
Time Zone Code: CDT

Region:

Active:

Double-check your CGR file and ensure that all airports are active in your account prior to uploading the CGR into Velocity Mail.

## Editing Your CGR File for Upload

To prepare your CGR file to be uploaded into Velocity Mail, you will need to save the file as a csv file, and remove any "extra rows" of data.

Open your CGR file. Delete any of the top rows (typically the first 4) that are above the column headers.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	Carrier Generated Route Schedule Form																	
3																		
4	Leg1																	
5	CARRIER CODE	ROUTE FREQ	MAIL ORIGIN	MAIL DESTINATION	ROUTE CAPACITY	ROUTE EFF DT	ROUTE DIS DT	LG1 CARRIER	LG1 TRIP	LG1 Depart Day Indicator	LG1 LEG DAY IID	LG1 LEG FREQ	LG1 ORIGIN	LG1 DEST	LG1 LEAVE	LG1 ARRIVE	LG1 HO STOPS	LG1 EOP
7																		

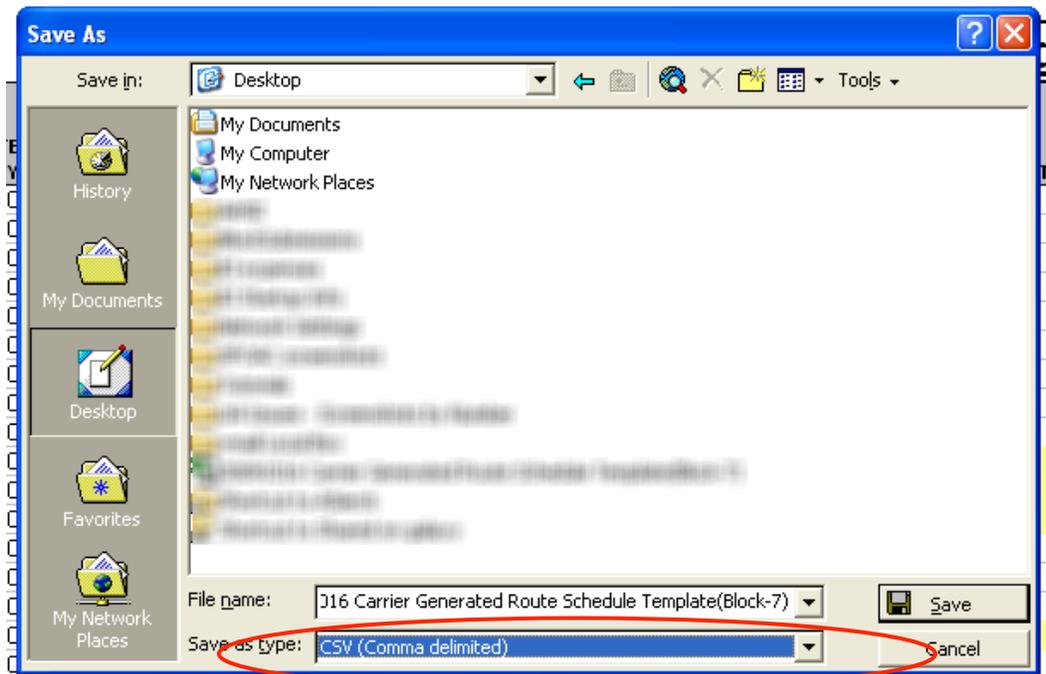
Next, if you have a "Sample" line of data contained in your CGR file (typically the first line below the column headers), delete that line. *If you do NOT have a sample data line in your CGR file, DO NOT delete your first line.*

CARRIER CODE	ROUTE FREQ	MAIL ORIGIN	MAIL DESTINATION	ROUTE CAPACITY	ROUTE EFF DT	ROUTE DIS DT	LG1 CARRIER	LG1 TRIP	LG1 Depart Day Indicator	LG1 LEG DAY IID	LG1 LEG FREQ	LG1 ORIGIN	LG1 DEST
XX	2367	JFK	LHR	200	2010/01/09	2010/02/05	XX	555	0	0	0	LHR	FRA

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

---

To complete, save your file as a csv file. You can do this directly from Microsoft Excel. Instead of selecting "Save," select "Save As," and choose **CSV (Comma Delimited)** in the "Save As Type" field.



## Section 2 - Block Schedule Upload and Validation (Error Correction)

Once you have prepped your account for the CGR upload, you can follow the instructions in Section 2.

If you have multiple contracts, you will need to follow this process for each contract number for which you are submitting routes.

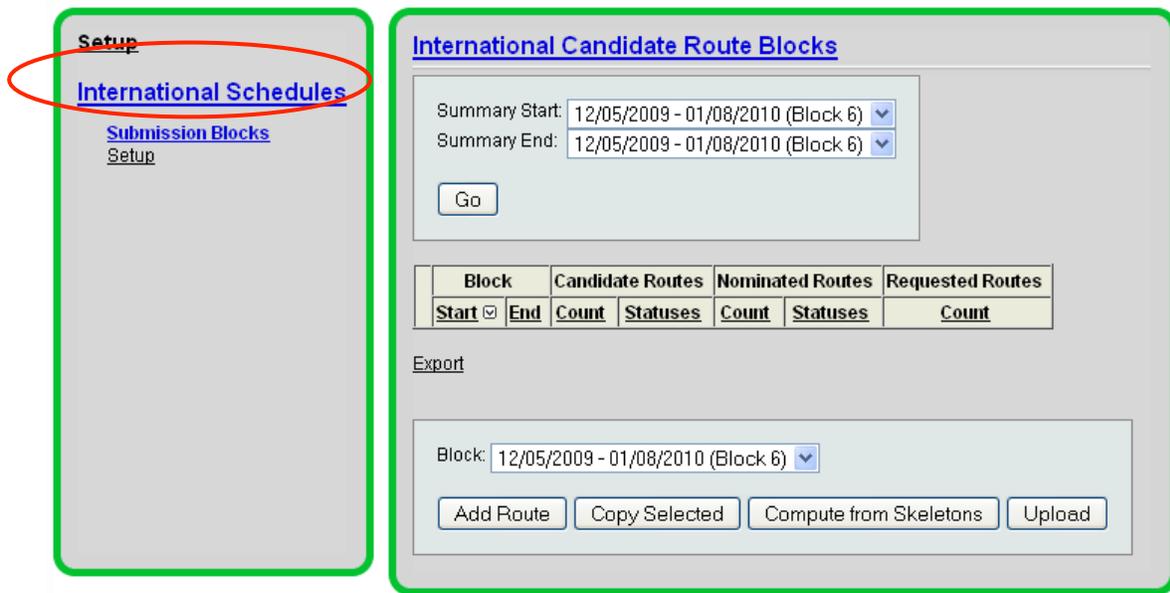
The validation process will diagnose scheduling conflicts within your CGR file. These errors will describe what appears to be wrong with the route, so you can correct the route prior to submission.

## Block Schedule Upload

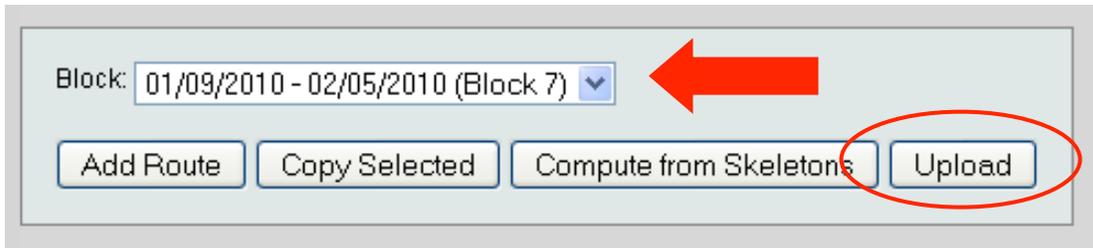
Proceed to the *Admin* tab.



Select International Schedules.



Enter the appropriate block in the **Block** dropdown box, towards the bottom of the screen. Then, select **Upload**.



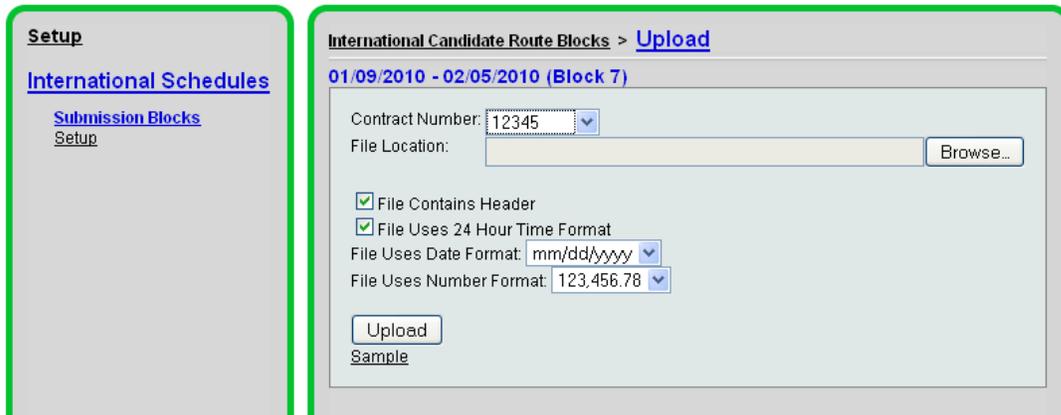
Ensure you have followed the steps in Section 1 of the document related to editing of your CGR file. Once you have completed that, you may upload your CGR into Velocity Mail. Browse for your CGR.csv file you have saved. Mark any appropriate checkboxes

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

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for header and time format columns, select date and number formats used in the file, then select **Upload**.

*If you are using a CSV in a European format, be sure to select the proper Number format below.*



The screenshot shows a web interface for uploading International Candidate Route Blocks. On the left is a sidebar menu with 'Setup' at the top, followed by 'International Schedules' (highlighted in blue), 'Submission Blocks', and 'Setup'. The main content area is titled 'International Candidate Route Blocks > Upload' and shows the date range '01/09/2010 - 02/05/2010 (Block 7)'. It includes a 'Contract Number' dropdown set to '12345', a 'File Location' field with a 'Browse...' button, and two checked checkboxes: 'File Contains Header' and 'File Uses 24 Hour Time Format'. Below these are dropdowns for 'File Uses Date Format' (set to 'mm/dd/yyyy') and 'File Uses Number Format' (set to '123,456.78'). At the bottom are 'Upload' and 'Sample' buttons.

Your CGR file should now be loaded. If you have failed to activate an airport code, or enter an equipment type into vMail that was listed in your CGR file, you will be given an error. Follow the instructions in Section 1 to ensure all data is uploaded into Velocity Mail and try again.

### Validation of CGR File

Proceed to the **Admin** tab.



Select International Schedules.



## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

Enter the **Summary Start** and **Summary End** to include the Block schedule for which you are working. In this case, we are viewing Block 7. Select **Go** when complete. The Block(s) will be listed below the Summary Start/End box.

**Setup**

[International Schedules](#)

[Submission Blocks](#)

[Setup](#)

[International Candidate Route Blocks](#)

Summary Start: 01/09/2010 - 02/05/2010 (Block 7) ▼

Summary End: 02/06/2010 - 03/05/2010 (Block 8) ▼

Go

	Block		Candidate Routes		Nominated Routes		Requested Routes
	Start	End	Count	Statuses	Count	Statuses	Count
<input type="radio"/>	01/09/2010	02/05/2010	88	New	0		181,653

[Export](#)

To view your uploaded candidate routes, select the number next to the block below the candidate routes column. In this case, the number of candidate routes is 88.

After selecting the number, you will be taken to a screen similar to the one below. It will display the routes that you have submitted, noting errors. You also have the ability to change, delete, and submit individual routes, as well as your entire CGR from this screen.

**Setup**

[International Schedules](#)

[Submission Blocks](#)

[Setup](#)

[International Candidate Route Blocks](#) > [International Candidate Routes](#)

01/09/2010 - 02/05/2010 (Block 7)

Origin: -- all --

Destination: -- all --

Flight Number:

Status:  All

New  Submitted  Accepted  Contingency  Rejected  Error

Go

[First Previous 1 2 3 4 Next Last All]

	Route							Capacity Summary							
	Start	End	Origin	Departure	Dest	Arrive	Legs	Error	Duplicate	Flight Conflict	Frequency	Offered	Replied	Latest Status	
<input type="checkbox"/>	01/09/2010	02/05/2010									MTWHFSU	600 kg		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Submit</a> <a href="#">Delete</a>
<input type="checkbox"/>	01/09/2010	02/05/2010									....S.	200 kg		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Submit</a> <a href="#">Delete</a>
<input type="checkbox"/>	01/09/2010	02/05/2010						Leg 1 arrives before it departs (the day offset may be incorrect)			MTWHFSU	500 kg		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Delete</a>
<input type="checkbox"/>	01/09/2010	02/05/2010									MTWHFSU	2,000 kg		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Submit</a> <a href="#">Delete</a>

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

---

First, click on the Error column. This will sort all of the routes that contain errors, to the top of the list. If you wish to view all routes at once, select All above the route displays (circled above).

To fix an error, select ***Details*** next to a route line with an error displayed.

	Route								Capacity Summary						
	Start	End	Origin	Departure	Dest	Arrive	Legs	Error	Duplicate	Flight Conflict	Frequency	Offered		Replied	Latest Status
<input type="checkbox"/>	01/16/2010	02/05/2010						Leg 1 arrives before it departs (the day offset may be incorrect)			MTWVHFSU	1,000 kg		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Delete</a>

From the Route Details screen, you will have the ability to view the error in detail. You may also ***Edit*** the route from this screen to fix the error. To adjust the route, select ***Edit*** from the route details screen.

International Candidate Route Blocks > International Candidate Routes > [Details](#)

01/16/2010 - 02/05/2010 (Block 7)

Route: 01/16/2010 - 02/05/2010  
 Origin: [blurred]  
 Destination: [blurred]  
 Depart: [blurred]  
 Arrive: [blurred]  
 Error: Leg 1 arrives before it departs (the day offset may be incorrect)

[Edit](#)

Leg	Contract	Carrier	Flight	Route Offset	Departs	Origin	Arrives	Day Offset	Destination	Frequency	Equipment
1										MTWVHFSU	
2										MTWVHFSU	
3										MTWVHFSU	

After editing the flight legs, the offer for the route will be deleted. You will need to reenter the offer for that routing, ensuring that the offer matches all of the flight legs (for example – you can not offer mail on a route daily that does not operate all 7 days a week).

To finish fixing any errors remaining errors, navigate back to the ***International Candidate Routes*** screen. Select ***Details*** on each line with an error, and change flight information accordingly. See #9 above to enter offers for those routings.

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

You will need to also find any routes with **Flight Conflict** errors. To isolate those flights with flight conflict errors, go back to Step 5 and select the **Flight Conflict** column. Any routes you have entered that have flight conflicts will be displayed first. A “flight conflict” tells you that your carrier has entered in 2 or more different flight times for 1 flight number in the system, over the same period of time.

Route										Capacity Summary				
Start	End	Origin	Departure	Dest	Arrive	Legs	Error	Duplicate	Flight Conflict	Frequency	Offered	Replied	Latest Status	
<input type="checkbox"/>	01/09/2010	02/05/2010		20:45:00		22:45:00	3			Yes	MTW HFSU		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Submit</a> <a href="#">Delete</a>
<input type="checkbox"/>	01/09/2010	02/05/2010		15:00:00		22:30:00	2	Leg 1 arrives before it departs (the day offset may be incorrect)		Yes	MTW HFSU		New	<a href="#">Details</a> <a href="#">Duplicate</a> <a href="#">Delete</a>

You can resolve “flight conflict” errors by editing the flight leg time(s) that are incorrect. You can select the route **Details** to “edit” the error. See #9 above to enter offers for these routings.

If you need to add a route during this process, you may do so by selecting **Add Route** towards the bottom of the page.

[ First Previous 1 2 3 Next Last All ]

[Select All](#) [Clear All](#) [Export](#)

[Complete Export](#)

Frequency:  M  T  W  H  F  S  U

If you do add a route, select **Check Dups/Conflicts** (see above) to ensure that there are no errors resulting from the addition of a route.

## Section 3 - Block Schedule Submission

\*\*If you have corrected any errors in Velocity Mail, you will need to follow steps 1-8 on the next pages. If not, you may proceed to Step 10 to submit your schedule.”

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

---

Changes to routes completed in Velocity Mail will remove the original offers. You will need to reenter the offer for each corrected routing (this information is listed in Section 2, #9).

To ensure your changes are submitted properly to the USPS, you will need to do a complete export of the uploaded and changed information in vMail and reupload (this will be changing very soon!) the new file.

To export your current upload and changes, go to Admin>International Schedules.



Search for the Block you are working on. In this case, we'll use Block 7. Click on the # of Candidate Routes listed (699).

A screenshot of a table with several columns. The third column contains the number '699', which is highlighted with a red rectangular box. The table has a light gray background and a white border.

After clicking on the Candidate Routes, all of the routings you have uploaded, added, or changed will be listed. Scroll down towards the bottom of the page until you see "Complete Export." Click the link.



After exporting the file, delete the column that states contract number. Save the CSV file to your computer.

In Velocity Mail, go back into the Candidate Routes you exported the routings from.

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

The screenshot shows the 'International Candidate Routes' search interface. At the top, it says 'International Candidate Route Blocks > International Candidate Routes'. Below that, it specifies the date range '01/09/2010 - 02/05/2010 (Block 7)'. The search criteria include: Origin (dropdown menu set to '- all -'), Destination (dropdown menu set to '- all -'), Flight Number (text input field), and Status (checkboxes for All, Unsubmitted, Submitted, Accepted, Contingency, Rejected, and Error, all of which are checked). A 'Go' button is located at the bottom left of the search area.

Next, you will need to delete all of the schedules you had previously uploaded. Proceed to the bottom of the page and click Select All and select Delete Selected (Any Status). This will delete all of your routings.

The screenshot shows the bottom of the page with various action buttons. At the top, there is a pagination link: '[ First Previous 1 2 3 4 5 6 7 8 9 10 11 ... Next Last All ]'. Below that are three links: 'Select All', 'Clear All', and 'Export'. Under the heading 'Complete Export', there are several buttons: 'Add Route', 'Delete Selected (Any Status)' (highlighted in yellow), 'Delete Selected (Unsubmitted)', 'Cancel Selected', and 'Submit All'. Below these buttons is a 'Check Dups/Conflicts' button. At the bottom, there is an 'Update Selected' button and a 'Frequency' section with checkboxes for M, T, W, H, F, S, and U.

9. Now, you will need to reupload the CGR you had exported minutes ago. Follow the steps in "Block Schedule Upload" – Page 13. If you had corrected all of your errors and conflicts, there will be no need to validate. Proceed to the next section to submit your schedule.

Once you have resolved all errors and flight conflicts, you may submit your schedule to the USPS. To submit, select **Submit All** towards the bottom of the page.



## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

**Setup**

- International Schedules**
- Submission Blocks
- Setup

### International Candidate Route Blocks

Summary Start: 12/05/2009 - 01/08/2010 (Block 6) ▼  
Summary End: 12/05/2009 - 01/08/2010 (Block 6) ▼

Go

Block	Candidate Routes	Nominated Routes	Requested Routes
Start <input checked="" type="checkbox"/>	End	Count	Statuses
Count	Statuses	Count	Count

Export

Block: 12/05/2009 - 01/08/2010 (Block 6) ▼

Add Route Copy Selected Compute from Skeletons Upload

Enter the applicable block start and end dates in the "Summary Start" and "Summary End" boxes respectively to search for Nominated Routes. Then, select "Go."

### International Candidate Route Blocks

Summary Start: 12/05/2009 - 01/08/2010 (Block 6) ▼  
Summary End: 01/09/2010 - 02/05/2010 (Block 7) ▼

Go

4. After selecting go, date ranges will appear for 1) scheduled block times and 2) any date ranges for nominated routes sent to us from the USPS for your carrier. To view nominated routes, select the number next to the date range you wish to view.

## Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

**International Candidate Route Blocks**

Summary Start: 12/05/2009 - 01/08/2010 (Block 6)   
 Summary End: 01/09/2010 - 02/05/2010 (Block 7)

	Block		Candidate Routes		Nominated Routes		Requested Routes
	Start <input type="checkbox"/>	End	Count	Statuses	Count	Statuses	Count
<input type="radio"/>	12/05/2009	12/11/2009			4	New, Accepted, Rejected	
<input type="radio"/>	12/05/2009	12/18/2009			2	New, Accepted	
<input type="radio"/>	12/05/2009	01/08/2010			117	New, Accepted	
<input type="radio"/>	12/07/2009	12/18/2009	0		2	New	0
<input type="radio"/>	12/08/2009	12/18/2009	0		3	New	0
<input type="radio"/>	12/09/2009	12/18/2009	0		3	New	0
<input type="radio"/>	12/12/2009	12/18/2009	0		7	New	0
<input type="radio"/>	12/16/2009	12/25/2009	0		1	New	0
<input type="radio"/>	12/18/2009	01/01/2010	0		1	New	0
<input type="radio"/>	12/19/2009	12/25/2009	0		4	New	0
<input type="radio"/>	12/19/2009	01/01/2010	0		3	New	0

5. By selecting the count under "Nominated Routes," you will be able to view a list of the nominated routes for your carrier during those dates.

To view more information about each nominated route, you can select "Details" to drill down on a specific route.

To accept a nominated route, select "Accept."

To accept a nominated route with a modification (i.e. capacity change), select "Accept and Modify."

To reject a nominated route, select "Reject."

# Web Console: CGR: Section 2 - Block Schedule Upload and Validation (Error Correction)

International Candidate Route Blocks > [International Nominated Routes](#)

12/07/2009 - 12/18/2009

Origin:   
Destination:   
Flight Number:   
Status:  All  
 New  Accepted  Rejected

<input type="checkbox"/>	Received <input checked="" type="checkbox"/>	Origin	Destination	Dest	Status	Proposed Frequency	Proposed Capacity	Accepted Frequency	Accepted Capacity	Status	
<input type="checkbox"/>		SFO		SVO		MTWHFSU	500 kg			New	<a href="#">Details</a> <a href="#">Accept</a> <a href="#">Modify</a> & <a href="#">Accept</a> <a href="#">Reject</a>
<input type="checkbox"/>		MIA		DXB		MTWHFSU	250 kg			New	<a href="#">Details</a> <a href="#">Accept</a> <a href="#">Modify</a> & <a href="#">Accept</a> <a href="#">Reject</a>

Select All Clear All Export

## Viewing Unhandled Nominations

To view unhandled nominations, proceed to the *Unhandled Nominations* subheading underneath *International Schedules*.

Enter the number of past hours for which you wish to view any unhandled nominations received by your carrier, then select **Go**. Any unhandled nominations will be listed. You can then drill down on the nominated routes to view details.

## Section 5 – Creating Auto-Acceptance and Auto-Rejection Rules

### Setting Up Rules for Auto Acceptance or Rejection

Proceed to the *Admin* tab.



Select International Schedules.

**Setup**

**Domestic Schedules**

**International Schedules**

[Submission Blocks](#)

[Unhandled Nominations](#)

[Setup](#)

**International Candidate Route Blocks**

Summary Start: 06/05/2010 - 07/09/2010 (Block 12) ▼

Summary End: 06/05/2010 - 07/09/2010 (Block 12) ▼

Go

	Block		Candidate Routes		Nominated Routes	
	Start ☒	End	Count	Statuses	Count	Statuses
<input type="radio"/>	06/05/2010	06/11/2010				
<input type="radio"/>	06/05/2010	06/18/2010				

Navigate to Setup, then Nominated Route Rules.

**Setup**

**Domestic Schedules**

**International Schedules**

[Submission Blocks](#)

[Unhandled Nominations](#)

[Setup](#)

[Skeletons](#)

[Contracts](#)

[Nominated Route Rules](#)

4. To add an auto-acceptance rule, select **Add Accept Rule**. To enter criteria for an auto-rejection rule, select **Add Reject Rule**. You can make the rules as broad or as specific as you would like to fit the needs of your carrier.

## Unhandled Nominations

### Setup

### Acceptance Report

## Accounting Module

The Accounting role is for the viewing of invoices, scheduled payments, submitting claims, and viewing related details. All reports throughout this module are available to export via CSV file. Depending on your carrier, the Accounting Module will show information for USPS International and/or USPS Domestic mail.

### USPS International

#### Invoices

The United States Postal Service issues invoices for mail carried by a particular carrier. Invoices are sent separately for International and Domestic Mail. Invoices are sent via an INVOIC advice message, in EDI format to a carrier. The invoices and all pertinent information regarding mail payments are found in this area of Velocity Mail.

#### Scheduled Payment

*By Payment Date / By Payment Date And Lane* – In the “Scheduled Payment” report, the user may search for scheduled payments by a specified time range/date range up to 365 days, or by a specified time range/date range AND lane. The payment date lists dollar amount (as of today’s date) that will be paid to the carrier upon that date.

**USPS International**

Invoices

[Scheduled Payment By Payment Date](#)

[By Date And Lane](#)

[By Consignment Completion Date](#)

[Manual Invoices Lookup](#)

[Payments](#)

[Claims](#)

[Reconciliation](#)

**USPS International Scheduled Payments By Date**

From:  (Dispatch Office Local)

To:  (Dispatch Office Local)

Payment Date <input checked="" type="checkbox"/>	Amount

[Export](#)

Scheduled Payment By Date

Clicking on a Payment Date will display a pie chart showing invoice types scheduled for payment on that date. Click on a "slice" in the pie chart to drill down to a detailed list of invoices.

**USPS International**

Invoices

[Scheduled Payment By Payment Date](#)

[By Date And Lane](#)

[By Consignment Completion Date](#)

[Manual Invoices Lookup](#)

[Payments](#)

[Claims](#)

[Reconciliation](#)

**USPS International Scheduled Payments By Date > By Type**

Scheduled Payment Date:  Summarized By Invoice

Amount:  USD Activity Period Vs Invoice Type

Simulated 615

Paid Not Handled

Fines

No Pay Export

**Invoice Types for Scheduled Payment On**

<p>Positive 7440 Adjustment = <input type="text" value="USD"/></p>	<p>Negative 7440 Adjustment = <input type="text" value="1 USD"/></p>	<p>New Payment = <input type="text" value="7 USD"/></p>
--	--	---

Negative 7440 Adjustment = 
 New Payment = 
 USPS Negative Adjustment = 
 Positive 7440 Adjustment =

Scheduled Payments By Date Summarized By Type

Additional report views available from this page include:

*Summarized by Invoice:* Displays scheduled payment by Invoice Number, Invoice Type and Invoice Amount.

*Summarized by Lane:* Displays scheduled payment by Origin and Destination. Information for each lane includes Payment Amount, Item Count and Weight.

*Activity Period Vs Invoice Type:* Displays Invoice Type and amount broken down by month.

*Simulated 615:* Displays a simulated report once generated by the USPS and given to the carriers. The report includes information on mail payments including consignment number, dispatch information, and payment amounts for the entire payment period.

*Paid/Not Handled Report:* Displays Scheduled Payment Items that were Not Handled by Type (Midas), Count, Weight and Dollar Amount Paid. Also, item counts include drilldown capability to Item Viewer

*Fines:* Displays fines assessed to the carrier via the INVOIC ADV information, transmitted from the USPS. Fines are displayed by payment date, invoice type, product type, and O&D pair. Fine "type" (either mis-delivery or liquidated damage) is inferred by the penalty amount relative to the payment.

# Web Console: Accounting Module: Invoices

**USPS International Scheduled Payments By Date > By Type > [Fines](#)**

Scheduled Payment Date:  (Dispatch Office Local) [Summarized By Type](#)  
 Amount:  USD [Summarized By Invoice](#)  
 Invoice Type:  [Summarized By Lane](#)  
 Product Type:  [Activity Period Vs Invoice Type](#)  
 Origin:   [Simulated 615](#)  
 Destination:   [Paid Not Handled](#)  
[No Pay Export](#)

RDT Year	RDT Month	Invoice Type	Product Type	Origin	Destination	10 Pct	20 Pct	25 Pct	50 Pct	Other Pct	Mis-Delivery	Total Fine	
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Deferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
2012	10	USPS Negative Adjustment	Preferred			0.00 USD		0.00 USD	0.00 USD	0.00 USD			<a href="#">Details</a>
<b>Total</b>						0.00 USD		0.00 USD	0.00 USD	0.00 USD			

[Export](#)

Scheduled Payments By Date: Fines

Clicking on the invoice number anywhere in the Scheduled Payment reports will display details about the invoice. A list of tags included on the invoice can be seen by drilling down further, clicking on the Invoice Number again. From the Invoice Details screen, you can drill down to tag-level information by clicking on a Tag number. Tag-level information includes Great Circle Miles, Lane Hauls, Terminal Handling Rates, as well as any scan data sent back from the USPS.

# Web Console: Accounting Module: Invoices

USPS International Scheduled Payments By Date > By Type > By Invoice > Partial Invoices > Details

Details:

Number: [Redacted]  
 Type: **New Payment**  
 Amount: [Redacted]  
 Processed: 11/01/2012 08:54:37 (Z-5)  
 Consigned Completion: [Redacted]  
 Scheduled Payment: 12/21/2012

Items:

Tag	Consignment	From	To	Mail Class	Product Type	Weight	Amount	DOT Rate /Kg	Rate Type
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	1,296.4 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	43.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	215.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	75.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	72.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	21.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	75.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	72.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	21.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	1,052.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	399.0 kg	[Redacted]	[Redacted]	Unknown
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Unknown	P	939.0 kg	[Redacted]	[Redacted]	Unknown

Export

Invoice Details

USPS International Scheduled Payments By Date > By Type > By Invoice > Partial Invoices > Details > Item

Invoice:

Number: [Redacted]  
 Type: **New Payment**  
 Amount: [Redacted]  
 Processed: 11/01/2012 13:54:37 (LT)  
 Consigned Completion: [Redacted]  
 Scheduled Payment: 12/21/2012

Item:

Tag: [Redacted]      Consignment: [Redacted]      Airmail  
 Weight: [Redacted] kg      Great Circle Miles: [Redacted]      Unknown  
 Product Type: **P**      From/To: [Redacted]      Unknown  
 Required Delivery: [Redacted]

Rate:

Rate Type: **Unknown**  
 Rate/Kilogram:

	Rate (USD)	Subtotal (USD)
Line Haul (per Kg Mile)	[Redacted]	[Redacted]
Terminal Handling (per Kg)	[Redacted]	[Redacted]
Special (per Kg)	[Redacted]	[Redacted]
Special (per Container)	[Redacted]	[Redacted]
<b>Total</b>	[Redacted]	[Redacted]

Invoice Scans:

Scanned (LT)	Type	Carrier	Flight Number	Expected Airport	Actual Airport
[Redacted]	Received	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Booked	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Departure-0	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Departure-1	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Departure-2	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Departure-3	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Departure-4	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	Delivered	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Export

Tag-Level Payment Details

The user may also search for a scheduled payment "By Date and Lane." To search this report, the user must enter the following criteria: date and time range, origin and destination.

### USPS International Scheduled Payments By Date And Lane

From:  (Dispatch Office Local)  Show Item Count  
To:  (Dispatch Office Local)  Show Weight  
Origin Airport:   Show Both  
Destination Airport:   Show Neither

		11/16/2012		
<input checked="" type="checkbox"/> Origin Airport	Destination Airport	Item Count	Weight	Amount
		<u>3,966</u>	28,105.9 kg	
		<u>2</u>	1.9 kg	
		<u>4,199</u>	27,009.4 kg	
		<u>2,303</u>	17,644.4 kg	
		<u>2,614</u>	21,067.2 kg	
		<u>103</u>	20,802.0 kg	
Total		13,187	114,630.8 kg	

[Export](#)

*Scheduled Payment By Date And Lane*

To retrieve further invoice details, the user may click the underlined item count to reveal more information.

***By Consignment Completion Date*** – The Summary provides the Accounting user a list of invoices that have been messaged to the carrier. International invoices are available for mail carriage approximately 9-11 days after the Consignment Completion Date. Details of this report include Consignment Completion Date, Invoice (Contract) Number, Type of Invoice (New or Adjustment), and Amount for specified date/time range.

## Web Console: Accounting Module: Invoices

**Invoices**

[USPS International](#)

[Scheduled Payment](#)

[By Consignment Completion Date](#)

[Lookup](#)

[International](#)

**Claims**

**Invoices**

Consignment Completion Date

From: 05/01/2010 00:00:00 (LT)

To: 05/07/2010 23:59:59 (LT)

[ First Previous 1 2 3 4 5 Next Last All ]

Consignment Completion	Number	Type	Amount	Export
05/01/2010 00:00:00		New	4.96	<a href="#">Mail Tracker</a>
05/01/2010 00:00:00		New	2.75	<a href="#">Mail Tracker</a>
05/01/2010 00:00:00		New	18.54	<a href="#">Mail Tracker</a>
05/01/2010 12:45:00		New	7.70	<a href="#">Mail Tracker</a>
05/01/2010 18:00:00		New	2,105.00	<a href="#">Mail Tracker</a>
05/01/2010 21:30:00		New	429.90	<a href="#">Mail Tracker</a>
05/01/2010 21:30:00		New	2,529.60	<a href="#">Mail Tracker</a>

Additional detail may be found by drilling down further into the report. By selecting the date, Invoice Reports are displayed by Tag Number, Consignment Number, Origin Station, Destination Station, Weights, Total Dollar Amounts, and Rate Type.

### Manual Invoices

### Lookup

Velocity Mail supports the ability to lookup tags and invoice numbers, to view associated payment information. In some cases, one tag may be listed on multiple invoices due to pay adjustments.

To lookup a tag, select "Lookup" then "By Item Tag." Enter the tag number, then "Go."

**Invoices**

[USPS International](#)

[Scheduled Payment](#)

[By Consignment Completion Date](#)

[Lookup](#)

[By Item Tag](#)

[By Invoice Number](#)

[International](#)

**Claims**

**Lookup By Item Tag**

Tag:

## Web Console: Accounting Module: Payments

Any invoices/payment information associated with this tag number will be displayed. Select the invoice number or underlined "details" for more information.

**Lookup By Item Tag > [Invoices By Item](#)**

Item:

Tag: **USJFKAUMELBAEM00021006900053**  
Weight: 5.3 kg

Line Items:

<input checked="" type="checkbox"/> Invoice	Consignment	From	To	Mail Class	Product Type	Weight	Amount	DOT Rate / Kg	Rate Type	
	US50EJ	JFK	MEL	Unknown	E	5.3 kg	2		Unknown	<a href="#">details</a>

[Export](#)

To lookup an invoice number, select "Lookup" then "By Invoice Number." Enter the invoice number, then "Go."

## Payments

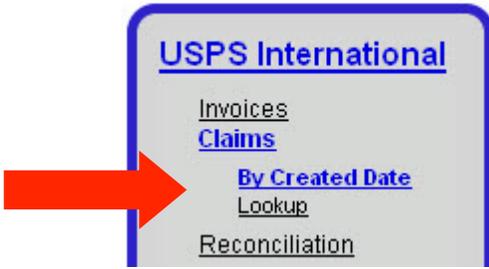
**Checks** This page displays check date, check number and check amount, with the ability to add new check information.

**Payments Review** This page allows the user to review check amount, inferred amount, and any difference. A link to additional details will display additional information about the payment.

## Claims

### By Created Date

Within the vMail Claims functionality, you can upload and submit claims to the USPS. Also, if you subscribe to the Velocity Mail Accounting Reconciliation Module (see next section), you can add items to claim via that function, which are further managed in this area of the system.



To begin uploading a new claim file, populate the csv file (available from AccuCode) with all necessary information. Next, select **Claims** from the menu on the left-hand side of the screen, under **USPS International**. To manually upload the sheet, select "Add" from the bottom of the screen.

A screenshot of the "Claims By Created Date" page. It features a date range filter with "From: 11/22/2010 00:00:00 (Z+0)" and "To: 11/22/2010 23:59:59 (Z+0)", and a "Go" button. Below is a table with columns for Claim (Created, Name, Count, Total (USD)), Submission (Status, Time), and USPS Response (Unknown %, Approved %, Working %, Rejected %). A row shows a claim created on 11/22/2010 with a count of 1,076 and a total of 23,845.03 USD. An "Add" button is highlighted at the bottom left.

Claim				Submission		USPS Response				
Created <input checked="" type="checkbox"/>	Name	Count	Total (USD)	Status	Time	Unknown %	Approved %	Working %	Rejected %	
11/22/2010 02:27:52 (Z+0)	Test1	1,076	23,845.03	New		100	0	0	0	Details

Enter the name of the claim. This is reference name for your carrier only. You may also add any notes for this claim name. When complete, select "Save."

**Claims By Created Date** > [Add Claim Submission](#)

Name:

Note:

Include Seconds In Event Times:

Retransmit Resdits:

To upload the claim categories and details, select "Add." Once claim type categories have been added, you may "Add from Upload."

**Claims By Created Date** > [Add Claim Submission](#) > [Claim Submission Details](#)

Name: **Test2**

Note: **For Training Only**

Include Seconds In Event Times: **Yes**

Retransmit Resdits: **Yes**

Created: **11/22/2010 03:21:35 (Z+0)**

Created By: **\_asierck**

Claims:

Type <input checked="" type="checkbox"/>	Status	Carrier	Contract Number	Original Invoice Number	Region	Scheduled Invoice	Total (USD)	
Total (USD)							0.00	

If you have already added items to a claim via the Accounting Reconciliation Module, you will see your claim name listed "By Created Date."

**Claims By Created Date**

From: 11/22/2010 00:00:00 (Z+0)  
 To: 11/22/2010 23:59:59 (Z+0)  
 Go

Claim				Submission		USPS Response				
Created <input checked="" type="checkbox"/>	Name	Count	Total (USD)	Status	Time	Unknown %	Approved %	Working %	Rejected %	
11/22/2010 02:27:52 (Z+0)	Test1	1,076	23,845.03	New		100	0	0	0	<a href="#">Details</a>

Export

Add



To view additional detail by Name, select "Details."

**Claims By Created Date > Claim Submission Details**

Name: Test1  
 Note:  
 Include Seconds In Event Times: Yes  
 Retransmit Resdits: Yes  
 Created: 11/22/2010 02:27:52 (Z+0)  
 Created By: \_asierck  
 Edit

Claims:

Type <input checked="" type="checkbox"/>	Status	Carrier	Contract Number	Original Invoice Number	Region	Scheduled Invoice	Total (USD)	
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1				<a href="#">Details</a> <a href="#">Delete</a>
No Payment Record	New			Test1	NA		37.20	<a href="#">Details</a> <a href="#">Delete</a>
Total (USD)								

Add Add From Upload  
 Submit

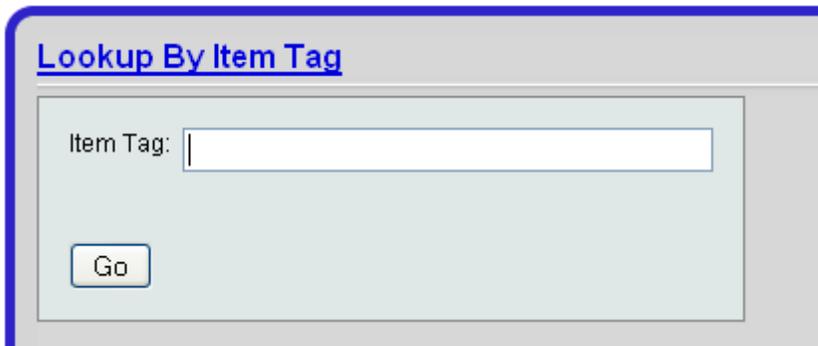
You may continue to add items to the claim via "Add"/ "Add From Upload."

Once you have finished adding all applicable items to a claim, enter "Submit." You may check the status of the claims throughout the **Claims** function.

### Lookup



To view claim status for a particular item, enter the item tag identifier in the field, as shown below.

A screenshot of a web console form titled "Lookup By Item Tag". The form contains a text input field labeled "Item Tag:" and a "Go" button.

### Reconciliation

The **Accounting Reconciliation Module (ARM)** is a module available through the Velocity Mail application. There is an additional monthly fee for the use of this module. If you request usage of this module, please contact AccuCode for pricing and configuration.



The module currently reconciles USPS International GB-09-01 contracted mail. The reconciliation process compares data in the USPS INVOIC ADV messages against the scan data collected in Velocity Mail. Based on a set of criteria configured in the system, you will be able to analyze the data to identify where you were possibly overpaid/underpaid by the USPS. In addition, you can readily add these items to claim after they have been identified through this mechanism.

As a precursor to the reconciliation process, it is recommended that you ensure your physical payment/check/EFT amount from USPS matches the amount listed in the scheduled payment section of the accounting tab, for that month. If the amount does not match, it could be possible that AccuCode did not receive all INVOIC ADV messages from USPS for that month. Further investigation may be necessary prior to reconciliation.

### Claims

To identify possible claims for a particular month, you may utilize the “Claims” function.

**Reconciliation Claims**

**Month:**  
For: 11/2010

**Active Claim Submission:**  
Active:  
Select: - select -

**Summary:**

Claim Type	Item Count	Claim Amount (USD)	Claimed
Total	0	0.00	

[Export](#)

Enter the month for which you would like to review possible claim, by category. Then, select "Go." Each possible claim amount is listed by claim type, by item count. To drilldown into the claim detail, select the underlined "Claim Amount" by claim type.

**Reconciliation Claims**

**Month:**  
For: 08/2010

**Active Claim Submission:**  
Active:  
Select: - select -

**Summary:**

Claim Type	Item Count	Claim Amount (USD)	Claimed
???			
False Delivery Fine			
False Late Fine			
Incorrect Late Fine			
MSX			
NPR	146	<u>1,998.45</u>	
RVX			
Total			

[Export](#)

Claim types are as follows:

???- Unknown claim category

**False Delivery Fine** – A mis-delivery penalty was applied in error

**False Late Fine** – A late fine was applied in error

**Incorrect Late Fine** – An incorrect late fine amount was applied

**MSX** – Tag data was acknowledged in an INVOIC ADV message; however, there was no payment for the tag. The ARM data associates payment with the tag, which is claimable.

**NPR** – There is no pay record for the item, and the ARM believes it is claimable.

**RVX** – The ARM has found a discrepancy between the paid rate from USPS and the rate listed in vMail.

Next, you will view information on the claim type total amount, on a high level. Detail will be broken out by subcontracted carrier (if applicable), claim type observation (ie: coterminus), transmit status (Ok, Unsent, Late), and further drilldown into the item and claim amounts for the claim type. To view tag level detail, select the claim amount you wish to review.

# Web Console: Accounting Module: Reconciliation

[Reconciliation Claims](#) > [Reconciliation Claim Details](#)

For Month: **08/01/2010**  
 Claim Type: **NPR**

Contracted Party	Subcontracted Carriers	Claim Type	Claim Type Observation	Transmit Status	Item Count	Claim Amount	Claimed
		NPR		Ok	19	257.70	
		NPR		Ok	15	221.87	
		NPR		Ok	10	178.49	
		NPR		Ok	12	279.24	
		NPR		Ok	4	97.23	
		NPR		Ok	69	717.65	
		NPR		Ok	1	11.54	
		NPR		Ok	13	203.69	
		NPR		Ok	2	10.82	
		NPR		Ok	1	20.20	
Total					146	1,998.45	

[Export](#)

Within the detail, tag level information will be displayed, showing expected versus actual payment for net pay, base pay, and fine categories.

[Reconciliation Claims](#) > [Reconciliation Claim Details](#) > [Reconciliation Items \(Claim\)](#)

From First Handled (utc):  
 To First Handled (utc):  
 Contracted Party:  
 Subcontracted Carriers:  
 Claim Type: **NPR**  
 Claim Type Observation:  
 Transmit Status: **Ok**

[ Pages ]

Item	Net Pay		Base Pay		Late Fine		Mis-delivery Fine		Other Adjustments		Claimed	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual		
USJFK 00073	24.02	0.00	24.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00140	36.96	0.00	36.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00010	2.64	0.00	2.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00020	5.28	0.00	5.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00069	17.87	0.00	17.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00028	7.25	0.00	7.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>
USJFK 00119	30.82	0.00	30.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	<a href="#">Details</a>

To view item level detail, select "Details" next to a tag.

[Reconciliation Claims](#) > [Reconciliation Claim Details](#) > [Reconciliation Items \(Claim\)](#) > [Reconciliation Item](#)

Summary:

Item: **USJFKA** **00073**  
 Contracted Party: **US**  
 Contract: **US**  
 Product Type: **US**  
 Origin: **US**  
 Destination: **US**  
 Carrier Origin: **JFK**  
 Carrier Destination: **DXB**

Required Delivery:  
 Kilograms: **7.3 kg**

[Invoices](#)

Expected Versus Actual Pay:

	Expected	Actual
<b>Net Pay</b>	24.02	0.00
<b>Rate/kg</b>		0.00
<b>Base Pay</b>	24.02	0.00
<b>Late Fine</b>	0.00	0.00
<b>Mis-delivery Fine</b>	0.00	0.00
<b>Other Adjustments</b>	0.00	0.00

Events:

<b>Scan Time</b> <input checked="" type="checkbox"/>	<b>Type</b>	<b>Carrier</b>	<b>Flight Number</b>	<b>Actual Airport</b>	<b>From Invoice</b>	<b>From Message</b>	<b>From Event</b>
09/07/2009 08:37:00 (LT)	REC			JFK		Yes	Yes
09/08/2009 22:15:00 (LT)	DEP					Yes	Yes
09/09/2009 20:01:00 (LT)	DEL			DXB		Yes	Yes

[Export](#)

Scanning:

First Result: **12:37:00**  
 Accept Custody: **08:37:00 (LT)**  
 Relinquish Custody: **20:01:00 (LT)**  
 Minutes Late: **N/A**  
 Mis-delivery Airport:  
 Mis-delivery Time:  
 Mis-receive Airport:  
 Mis-receive Time:

The tag level detail will further review expected versus actual payment information. In addition, you can view the scan events related to this tag. There are 3 different categories:

**From Invoice** states that the USPS has included this scan data in the INVOIC ADV message

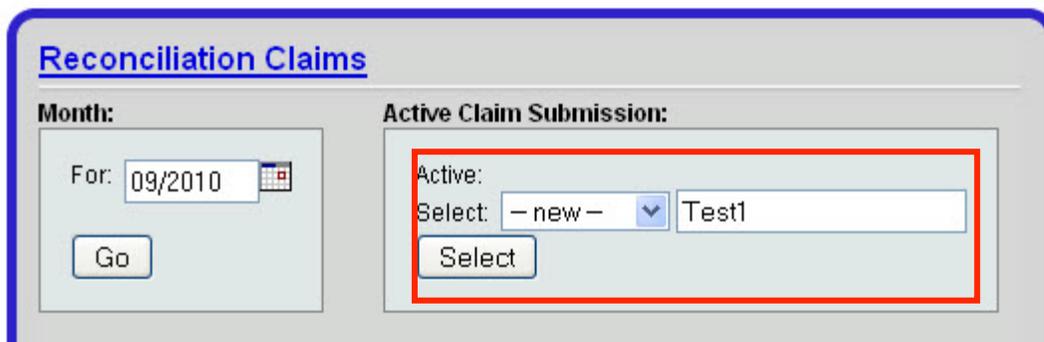
**From Message** indicates that the vMail software has sent the scan event within an EDI message to USPS

**From Event** means that the scan event has been recorded in vMail

In the "Scanning" area, you will view custody information. If the mail was delivered late to its final destination, you will see the total number of minutes under the "Minutes Late" category. If there was any recording of a receive and/or deliver event at a location other than consigned, that data will be listed in the "Mis-delivery" or "Mis-receive" areas.

### To File a Claim Via the Accounting Reconciliation Module

From the main "Claims" screen, enter a familiar claim name. This name will be used for your internal reference only. Once complete, enter "Select."



The screenshot shows the "Reconciliation Claims" web console interface. It features two main sections: "Month:" and "Active Claim Submission:". The "Month:" section includes a "For:" field with a calendar icon, currently displaying "09/2010", and a "Go" button. The "Active Claim Submission:" section includes an "Active:" field, a "Select:" dropdown menu currently showing "- new -", a text input field containing "Test1", and a "Select" button. A red rectangular box highlights the "Active:", "Select:", and "Test1" input area.

Next, select the month for which you wish to add items to this claim name, then "Go." After each claim type, you will now see "Add to Claim." This allows you to select this link and add all applicable items under this category to the claim.

**Reconciliation Claims**

**Month:** For: 09/2009

**Active Claim Submission:** Active: **Test1**  
 Select: - new -

**Summary:**

Claim Type	Item Count	Claim Amount (USD)	Claimed	
???	???	???	0.0%	<a href="#">Add to Claim</a>
False Delivery Fine	???	???	0.0%	<a href="#">Add to Claim</a>
MSX	???	???	0.0%	<a href="#">Add to Claim</a>
NPR	???	???	0.0%	<a href="#">Add to Claim</a>
RVX	???	???	0.0%	<a href="#">Add to Claim</a>
<b>Total</b>	<b>???</b>	<b>???</b>		

If you choose to specifically claim certain groups under each claim type, you may select the claim amount to further drilldown. From this screen, you may now claim a part of the claim type, as listed.

**Reconciliation Claims > Reconciliation Claim Details**

For Month: 09/01/2009      Active Claim Submission: Test1  
 Claim Type: NPR

Contracted Party	Subcontracted Carriers	Claim Type	Claim Type Observation	Transmit Status	Item Count	Claim Amount	Claimed	
		NPR		Ok	???	???	??%	<a href="#">Add to Claim</a>
		NPR		Ok	1,072	???	0.0%	<a href="#">Add to Claim</a>
		NPR		Ok	???	???	??%	<a href="#">Add to Claim</a>
		NPR		Ok	???	???	??%	<a href="#">Add to Claim</a>
		NPR	Coterminus	Ok	???	???	??%	<a href="#">Add to Claim</a>
		NPR		Ok	???	???	??%	<a href="#">Add to Claim</a>
		NPR		Ok	???	???	??%	<a href="#">Add to Claim</a>

You may also claim tags on an item level by drilling down into the claim amount for a category within the claim type. Select "Add to Claim" next to each applicable item.

# Web Console: Accounting Module: Reconciliation

Reconciliation Claims > Reconciliation Claim Details > [Reconciliation Items \(Claim\)](#)

From First Handled (utc): [redacted] Active Claim Submission: **Test1**  
 To First Handled (utc): [redacted]  
 Contracted Party: [redacted]  
 Subcontracted Carriers: [redacted]  
 Claim Type: **NPR**  
 Claim Type Observation:  
 Transmit Status: **Ok**

Item	Net Pay		Base Pay		Late Fine		Mis-delivery Fine		Other Adjustments		Claimed	
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual		
USJECA [redacted] 00061	12.44	0.00	12.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Details <a href="#">Add to Claim</a>
USJECA [redacted] 00054	11.02	0.00	11.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Details <a href="#">Add to Claim</a>
USJECA [redacted] 00092	18.77	0.00	18.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Details <a href="#">Add to Claim</a>
USJECA [redacted] 00073	14.89	0.00	14.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Details <a href="#">Add to Claim</a>
USJECA [redacted] 00140	28.56	0.00	28.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No	Details <a href="#">Add to Claim</a>

To further process the claim for submission, navigate to Accounting>USPS International>Claims (see page 111)

## By First Handled

To view information during dates where items were first handled, select **By First Handled** from the menu on the left side of the screen.

Enter the date range for which you would like to view the information. You have the ability to filter the data by other parameters as listed below, including product type and O/D pair.



# Web Console: Accounting Module: Reconciliation

**First Handled** > [Reconciliation Items \(Different\)](#)

From First Handled (utc): **08/01/2010 00:00:00**  
 To First Handled (utc): **08/31/2010 23:59:59**  
 Contract: **XXXXXXXXXXXXXXXXXXXX**  
 Carrier Origin: **US**  
 Carrier Destination: **US**  
 Product Type: **US**  
 Contracted Party: **US**  
 Carrier Operated: **Yes**  
 Subcontracted Carriers:

[ First Previous 1 2 3 Next Last All ]

Item <input type="checkbox"/>	Net Pay		Base Pay		Late Fine		Mis-delivery Fine		Other Adjustments			
	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual	Expected	Actual		
	1.20	0.00	1.50	0.00	-0.30	0.00	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	8.60	9.68	10.75	10.75	-2.15	-1.08	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	21.40	24.08	26.75	26.75	-5.35	-2.68	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	2.00	2.25	2.50	2.50	-0.50	-0.25	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	5.00	5.63	6.25	6.25	-1.25	-0.63	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	23.00	25.88	28.75	28.75	-5.75	-2.88	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	10.80	12.15	13.50	13.50	-2.70	-1.35	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	5.00	5.63	6.25	6.25	-1.25	-0.63	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	8.80	9.90	11.00	11.00	-2.20	-1.10	0.00	0.00	0.00	0.00	<a href="#">details</a>	
US	JN00221003900055	11.00	12.38	13.75	13.75	-2.75	-1.38	0.00	0.00	0.00	0.00	<a href="#">details</a>
	19.40	21.83	24.25	24.25	-4.85	-2.43	0.00	0.00	0.00	0.00	<a href="#">details</a>	
	22.20	24.08	27.75	27.75	-5.55	-2.78	0.00	0.00	0.00	0.00	<a href="#">details</a>	

To drilldown on individual item detail, select **Details** next to the tag you wish to view. Tag level detail will be displayed.

# Web Console: Accounting Module: Reconciliation

[First Handled](#) > [Reconciliation Items \(Different\)](#) > [Reconciliation Item](#)

Summary:

Item: **US** **AUN00221003900055**  
 Contracted Party:  
 Contract:  
 Product Type:  
 Origin:  
 Destination:  
 Carrier Origin:  
 Carrier Destination:

Required Delivery: **08/30/2010 11:40:00 (LT)**  
 Kilograms: **5.5 kg**

[Invoices](#)

Expected Versus Actual Pay:

	Expected	Actual
<b>Net Pay</b>	11.00	12.38
<b>Rate/kg</b>	2.50	2.50
<b>Base Pay</b>	13.75	13.75
<b>Late Fine</b>	-2.75	-1.38
<b>Mis-delivery Fine</b>	0.00	0.00
<b>Other Adjustments</b>	0.00	0.00

Events:

Scan Time <input type="checkbox"/>	Type	Carrier	Flight Number	Actual Airport	From Invoice	From Message	From Event
08/29/2010 19:09:00 (LT)	REC				Yes		
08/29/2010 19:09:00 (LT)	REC			MIA		Yes	Yes
08/30/2010 07:30:00 (LT)	DEP			MIA		Yes	Yes
08/30/2010 07:30:00 (LT)	DEP				Yes		
08/30/2010 13:40:00 (LT)	DEL			CUR	Yes	Yes	Yes
	BKD				Yes		
	DEP				Yes		

[Export](#)

Scanning:

First Result: **08/29/2010 23:09:42**  
 Accept Custody: **08/29/2010 19:09:42 (LT)**  
 Relinquish Custody: **08/30/2010 13:40:00 (LT)**  
 Minutes Late: **120**  
 Mis-delivery Airport:  
 Mis-delivery Time:  
 Mis-receive Airport:  
 Mis-receive Time:

## Web Console: Accounting Module: Reconciliation

---

**Invoice Items** Details about invoice items, including compliance failures, late fines, and misdelivery fines can be viewed on this page, with the ability to filter by date, O&D pair, and product type.

**Pay Component Trend** This page displays payment trends, including expected vs. actual pay trends, with the ability to filter by date, and operator carrier in the case of codeshare situations.

**Top Failure Markets** This page displays compliance failures, late fines and misdelivery fines, with the ability to filter by date range and O&D pair.

**Claim Status Summary** This page displays amounts claimed, approved and rejected by month.

**Lookup** This page allows you to lookup reconciliation information for a specific tag.

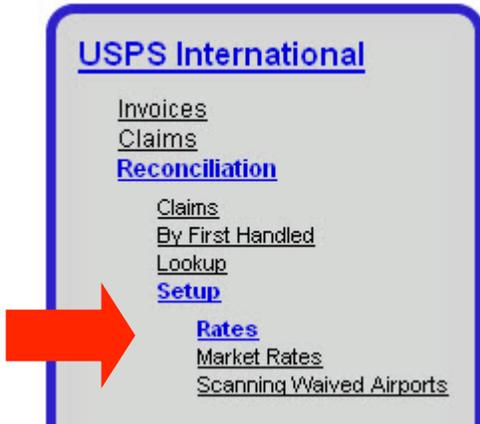


To lookup reconciliation information for a particular tag, enter the tag number in the lookup field. Any applicable information for that tag will be displayed.

A screenshot of the 'Lookup By Item Tag' form. It features a text input field labeled 'Item Tag:' and a 'Go' button below it.

**Setup**

As a basis for the Accounting Reconciliation Module, rates need to be configured for each carrier. The setup function allows you to manage these rates.



**Region Rates:** To enter your carrier’s standard rates for each product type and region, select the “Add” button. Enter all necessary information. These rates will be used to calculate whether you were possibly overpaid/underpaid for mail. If a rate changes, you will need to enter the rate information to avoid miscalculation of ARM data.

**Market Rates:** If you have a rate for a particular lane segment, you may enter it in this area of the Setup Function. To add a new rate, select “Add” and enter all applicable data.

**Carrier Customers:** Carrier customers can be added here.

**Carrier Scanning Waived:** If you have any scanning waived airports, you may enter the data here. To add a new airport, select “Add” and enter any applicable information.

**Carrier Mis-Delivery Waiver:** Enter any carrier specific mis-delivery waivers granted by the post here.

**Carrier Late Delivery Waiver:** Enter any carrier-specific late delivery waivers granted by the post here.

**General Scanning Waived:** Enter any general scanning waivers granted by the post here.

**General Scanning Waived Market:** Enter any general scanning waived markets here.

**General Mis-Delivery Waiver:** Enter any general mis-delivery waivers granted by the post here.

**General Late Delivery Waiver:** Enter any general late delivery waivers granted by the post here.

**General Attachment A:** Attachment As are listed here.

**General Heavy Markets:** Heavy markets are listed here.

**General Airport Regions:** Airport regions are listed here.

### Download

The Download option allows you to download various reports created in the ARM module.

# Glossary

---

**Accounting Module:** This module provides access to USPS accounting information including invoices and claim information.

**Action:** An action is an abstraction of a real world activity of concern to the carrier's (and/or Post's) business process. Actions are recorded with hand held scanning devices and desktop computers. Actions of concern to the Post such as receipt of items, departures, arrivals, and deliveries of items are messaged to the Post. Example: A carrier may 1) Receive an item, 2) Nest the item, 3) Stage the item, 4) Load the item, or 5) Depart the item.

**Admin Module:** This module provides access to a number of administrative tools. From here the user can define properties related to the system, users, and the carrier.

**Airport Local Time:** The local time at a given airport / station.

**Airport Mail Facility "AMF" (USPS Domestic):** An Airport Mail Facility is a USPS presence at an airport. These are the locations from which an air carrier receives and to which an air carrier delivers mail.

See *IMPC*.

**AMF (USPS Domestic):** AKA Airport Mail Facility

See *IMPC*

**Arrive Flight Action:** An action that records when a flight arrived at a destination. Processing this action causes the flight and all items and nests on the flight to be located at the airport to which the flight is arrived.

**Auto Arrive:** This function allows a carrier to configure a scheduled flight to automatically arrive at a specified time without further user interaction.

*See Flight Configuration, Scheduled Flight*

**Auto Depart:** This function allows a carrier to configure a scheduled flight to automatically depart at a specified time without further user interaction.

*See Flight Configuration, Scheduled Flight*

**AV-7 :** Former postal mail consignment form. Now mostly obsolete, but still used by the U.S. Armed Services and others.

**Build-Up:** The process of adding items to a nest or flight.

**CARDIT:** CARDIT (CARrier Documents International Transport) is the name of the EDI message containing consignment information for the carrier and is issued by the Post.

*See Consignment Message.*

**Cart Nest:** A nest that is built up on a cart. In the system the cart is tethered to an airport so that while its contents can leave the airport, the cart cannot. The cart itself also has a unique ID number. Cart Nests can be assigned a Destination and Flight Number if the carrier requires this information to be tracked.

*See Floor Nest*

**Claim (USPS Domestic):** A claim is a statement from a carrier to the USPS, indicating that the carrier feels they were not paid as much as they should have been for moving some items of mail. If the claim is accepted, the USPS will generate a Claim Adjustment.

**Claim Adjustment (USPS Domestic):** A debit or credit issued to a carrier by the USPS, in response to an earlier submitted claim.

**Claim Message (USPS Domestic):** A message sent by the carrier to the USPS in response to an invoice for which they submitted a claim.

**Claim Status Message (USPS Domestic):** A message sent by the USPS to the carrier indicating whether a claim is being processed, approved or that it has been rejected.

**CloudSync:** A web based software tool used to manage mobile devices remotely through a web-based application. The system uses CloudSync primarily to push data, including software updates, from the Accucode Service Center to the remote mobile scanning devices.

**CN-35 Tag (CN-34, CN-36)/ UPU S9 Identifier:** A CN-35 tag is affixed to all receptacles and contains a 29-character barcode.

**CN38:** A UPU form for consigning civil Airmail to carriers.

**CN41:** A UPU form for consigning ISAL Mail to carriers.

**Codeshare:** An agreement between two carriers for one of the carriers to operate a flight under the banner of the other's flight number. This allows both airlines to profit by carrying mail (or passengers, or cargo) from origin to destination when neither one of the carriers may have flights from the origin to the destination by themselves. Note that Codeshares differ from Handovers.

**Consigned Item:** An item contained in a CARDIT message that has specific routing information assigned to it.

**Consigning Post:** This is the Post that has issued the CARDIT or consignment information to the carrier, but not necessarily the Origin Post.

**Consignment:** A consignment is an obligation created by a Post requiring a carrier to transport items. The consignment specifies instructions on how specific items should be transported, including origin, destination, and time among other data. It is typically sent in the form of a CARDIT message from the Consigning Post.

See *Consigned Item*.

**Consignment Message:** An EDI message sent from the Post to a carrier that notifies the carrier of a consignment.

See *CARDIT*.

**Consignment Window:** A consignment window is a period of time when an item tag number can be matched to consignments received from a Post.

**Container Nest:** A nest that has a unique ID and can be used over and over again. A ULD is a type of Container Nest. Container Nests do not have a tethering airport.

**Custody:** A term used to define whether or not a carrier has possession of, or is holding the mail. When mail is in the carrier's custody it has been received, but not delivered.

**Custody Airport:** The airport that is currently in possession of the mail according to Velocity Mail.

**Delegate:** An item that represents a group of items. In the case of a Delegate Nest, one item is scanned and its unique ID is used to define the nest.

**Deliver Item Action:** An action that records when an item was delivered to the Post.

**Depart Flight Action:** An action that records when a flight departed an airport. Processing this action does not cause items and nests on the flight to be located at a new air stop in the system. Instead all items and nests remain on the flight at the origin airport until some other action is logged against this flight or these items such as arriving, or unloading the flight, or delivering items.

**Destination:** A stop for an item, nest or flight. The Destination is not necessarily the Final Destination.

**Destination Post:** This is Post that is described on the UPU/S9 Tag as the destination IMPC Code.

**Device Profile:** This defines which airport for which the device should be configured.

**Direct Flight:** A direct flight refers to an aircraft that flies a sequence of flights between cities without changing its flight number.

*AKA: Through flight.*

**Dispatch Destination Map:** A method by which an alternate destination can be assigned within Velocity Mail for specific airports. Example: All mail tagged with LON as a destination could be mapped to go to London Heathrow, Gattwick or another destination instead.

**Distribution and Routing Tag (USPS Domestic):** A D&R tag identifies an item with a bar code on the tag that is 12 characters long. This identity is only a semi-unique id, and may be reused every 30 days. The first 10 characters indicate the tag's item number. This item number is what provides the item's identity. The last 2 digits indicate the weight of the item. Accordingly, the tag may only encode up to 99 pounds. If the item weighs more than 99 lbs, then it will be marked with multiple tags. From the perspective of the system, each tag represents a different item. In special cases, the tag may indicate a 0 weight. This is used to signal the user that the item is greater than 999 lbs. When this occurs, the receptacle's true weight can be found within the consignment.

**Early:** When an item is first scanned a predetermined amount of time before its consigned departure time. This predetermined time is set in properties.

**EDI:** An abbreviation for Electronic Data Interchange. It is the method by which the USPS exchanges information with different carriers' systems.

**Edit Action:** This action revokes the previously recorded action and creates a new one that is similar to the original.

See *Revoke Action*.

**Empty Nest:** This is a known nest that no longer contains items or nests. It can be an empty container such as a Cart.

See *Cart Nest*.

**Empty Nest Action:** This report displays any actions that have been recorded against an empty nest. This may indicate a user has mistakenly tried to perform an action on an incorrect nest and in turn that they may have then neglected to perform that action on the correct nest.

**Flight:** An aircraft flying between an origin and destination airport. Flights include an origin, departure date and time, destination, and a flight number. Flights cannot be deleted.

*AKA Non-stop flight*

**Flight Configuration:** An internal tool that is used to flag special actions the carrier wants performed on specific scheduled flights, such as Auto Depart, Auto Arrive, and Auto Deliver.

**Flight Destination Nest:** This nest differs from a flight nest in that it contains a destination airport code. This feature allows the carrier to scan items into a nest whose name designates the destination of the items in that nest.

**Flight Frequency:** Frequency is a term used by the carriers to describe the days applicable to a scheduled flight.

**Flight Nest:** A nest that is defined by flight number. It specifically does not include destination. Items and nests can be loaded into Flight Nests. In a flight nest the Aircraft itself effectively becomes the Top Nest container. A flight nest can be staged / loaded

to any flight – regardless of whether or not the flight nest and flight share their name in common.

**Flight Number:** A number that designates a unique origin and destination (O&D) pair and time, or a series of O&D pairs and times that that are flown with some regularity within an air carrier.

**Floor Nest:** A nest that is built up on the floor (typically a pile of mail) at an airport. A floor nest has a unique ID number, typically designating a location. Floor nests can also be assigned a Destination and Flight Number if the carrier requires this information to be tracked.

See *Cart Nest*.

**Give and Take:** These terms are used to describe the process of one carrier Handing Over (transferring) items to another carrier in order to move items to their final destination.

See *Handover Action*

**Handled:** A term used to designate mail that has been touched and the action recorded within Velocity Mail.

**Handover Action:** The action where a carrier delivers mail to another carrier or itself, rather than to a Postal Operator. There are three kinds of handover defined by the UPU: 1) Receive Handover (carrier Takes mail from another carrier), 2) Deliver Handover (carrier Gives mail to another carrier), and 3) Transfer Handover (carrier Transfers mail from one flight to another within the carrier).

The USPS refers to a handover as an “inter-line transfer”.

See *Give and Take*

**IMPC:** An International Mail Processing Center. An IMPC is a Postal Operator presence at an Air Stop.

**Interline transfer (USPS Domestic):** The USPS refers to the process of a domestic mail handover as an “inter-line transfer”. This action should not be confused with a Load or a Code-Share.

*See Handover Action*

**Intraline transfer (USPS Domestic):** An item may be loaded onto many flights while on its way to a final destination. The USPS refers to the item being loaded onto a connecting flight within a carrier as an “intraline transfer”.

*See Load.*

**INVOIC (USPS):** An INVOIC message is an EDI message sent from the Post to the carrier that delivers original invoice information.

*AKA Invoice Message.*

**Invoice:** An invoice is sent by the Post to a carrier. The invoice informs the carrier as to how much they will be paid for previously consigned items. After reviewing an invoice, the carrier may eventually create a claim for items transported that are not included in the Invoice.

*AKA INVOIC*

**Invoice Message:** An invoice message is an EDI message sent from the Post to the carrier that delivers original invoice information.

*AKA INVOIC*

**ISAL:** International Surface Air Lift™ (ISAL®) is a bulk mailing system that provides fast, economical international delivery of letter-post items. ISAL shipments are flown to the foreign destinations and entered into that country's surface or nonpriority mail system for delivery.

**Item:** An item is the indivisible unit of cargo to be tracked. The item's tag has a bar code that provides it with a unique identity.

See *Receptacle*.

**Lane:** An origin/destination pair.

**Late:** When an item is first scanned after some predetermined time relative to consigned departure time. This predetermined time is set in properties.

**Load:** An action that records when an item was loaded onto a flight. Loads are not normally messaged to the Post. If a load occurs at a connecting city, the action is sometimes referred to as a transfer.

(UPU) For an international item, this message is only sent in the case where the item was transferred from another aircraft.

(USPS) For a domestic item, this message is sent whenever an item is loaded onto an aircraft.

See *Intra-line Transfer, Inter-line Transfer*

**Load Contents:** This action removes the contents of a nest and loads the contents on to a flight. The nest is not loaded onto the flight.

**Loose Mail:** A term used to describe items that are not contained in a nest.

**Lose Action:** An action that is used to remove an item or nest that no longer has relevance within the system.

**Mail Category (Code):** A UPU term that defines how an item should be shipped. There are four types of shipments and codes for Mail Category:

Airmail or Priority Mail

ISAL or non-priority mail

Surface Mail or non-priority mail

Priority mail sent by surface (optional code)

**Map / Mapping:** A map is a lookup table in the system that allows a carrier to override a consigned destination to a destination designated by the carrier. Maps can be entered at the account and site level.

**Move Contents Action:** This action moves the contents of a nest to another nest. The original nest becomes an Empty Nest.

**Nest:** Individual Items of mail grouped together into a logical unit that can be tracked and that permits actions to be performed against it.

See *Container Nest, Flight Destination Nest, Flight Nest, Virtual Nest, Cart / Floor Nest.*

**NPR:** No payment received

**O&D Pair:** A term used to describe an Origin and Destination paired together.

See *Lane*

**On-Time:** If a consigned item is received and is neither Early nor Late, it is said to be On-Time.

**Origin:** A generic term that can define the origin of an item, nest, or flight. It can also refer to the Origin Post (IMPC) or origin airport.

**Origin Post:** This is Post that is described on the UPU/S9 Tag as the origin.

**Parent Nest:** This is the nest that immediately contains the item or nest in question.

See *Top Nest.*

**Planned Route (USPS Domestic):** A planned route is a notice from the USPS instructing a carrier to expect an upcoming consignment. In doing so, the USPS

notifies the carrier to expect to move a certain amount of mail between a pair of airports, during a time frame, over a route of assigned flights.

A planned route is sent in response to a proposed route.

**Planned Route Message (USPS Domestic):** A message sent by the USPS notifying a carrier that they have been awarded a planned route.

**Possession / Possess:** See *Receive Item Action*

**Post:** A Postal Operator, i.e. USPS, La Post, or other country.

**Problem:** Some actions may generate a *problem*. A problem occurs when the system has detected that something unusual or unexpected has happened. Examples of problems are: receiving an unconsigned item or receiving an item that has already been delivered.

**Proposed Route:** The proposed route is an offer by a carrier to move some amount of mail between 2 cities over some period of time. Additionally, the proposed route identifies the scheduled flights that will be used for this task.

**Purge:** A function of the system that allows a nest to be cleared of items still assigned in the system but that are not physically still in the container.

**Receive Item Action:** An action that records when an item was Received by the carrier from the Post.

**Receptacle:** Typically called an Item, a piece of mail received by the carrier that is indivisible with a unique label to identify it such as a UPU S9 or D&R tag.

See *Item*.

**RESBIT:** RESBIT (RESponse Documents International Transport) is the name of the EDI message containing scan action information sent by the carrier to the Post.

**Revoke Action:** This is an action that nullifies a prerecorded action from the action log. The action may still be visible in the log, but only as a nullified action.

See *Edit Action*.

**Roles:** The activities in which a user of the system engages, and in some cases where the user is physically located. In the system we refer to roles in order to control user access to the system modules. By defining a role for a user the system can determine what modules the user can access.

**Role Groups:** A method of assigning roles to a group in order to better facilitate the assignment of roles to individual users.

**Scan:** The act of reading a barcode or label on an item, nest or flight. Scans are performed by handheld devices then loaded into the system (typically in batches) for processing actions and tracking item movement.

**Scheduled Flight:** A planned Flight between two airports with a Flight Number, operated by some carrier with some frequency over some time frame. Scheduled flights can be deleted because they are only a plan and exist independently of flights.

See *Flight Configuration*.

**Session:** A user login / logout cycle. A user can have multiple concurrent sessions.

**Stage:** A plan to load specific items and nests onto a specific flight. If items are staged to a flight they can all be simultaneously loaded to a flight without planeside scanning by performing a Load action in the system.

See *Unstage*

**System:** This term refers to the Velocity Mail software and its processes.

**System Module:** This module is used by AccuCode to manage system-wide properties. This module is not used by the carrier.

**Tag:** A label affixed to an item. The tag provides some information pertaining to that item, such as its identity, weight, and destination. A tag is assumed to have the item's identity encoded within a barcode.

See *Distribution & Routing Tag*

**Tethering Airport:** This is an attribute that links certain types of nests to specific airports. A tethering airport is the specific airport to which a given Cart or Floor is linked.

See *Cart Nest, Floor nest*

**Top Nest:** This nest contains all others and cannot be contained by another nest.

**Transfer:** When mail is moved from one aircraft to another at a waypoint, connecting point, or from one leg of a journey to another.

See *Intra-line Transfer, Inter-line Transfer*

**Unconsigned Item:** An item originally not consigned by a Post but on which an action has taken place.

**Universal Postal Union (UPU):** An international postal standards organization. Most postal operators around the world belong to the UPU and many adhere to many of the standard they have established for handling mail, particularly international mail transport standards.

**Unit Load Device Nest (ULD):** Unit Load Device (ULD) is the terminology used by the air transport industry for containers and loading units that are used for the carriage of cargo by air. Items may be nested in the system using a ULD.

**Unconsigned:** Items that are received by the carrier but not included in the CARDIT information supplied by the Post. Items received by the carrier that have no routing information.

**Unload:** An action that logs when and what items and nests are removed from an arrived flight.

**UnStage:** This action is usually performed implicitly by the system when a staged item(s) is loaded onto a flight, or staged to a different flight. This action can be performed explicitly by the user when the items staged to a flight no longer are intended to be loaded on that flight, but it is not known what flight to which they should be staged or loaded.

See *Stage*

**Virtual Nest:** A nest that is for a one-time use. A unique nest. Even if another nest is made with the same name at the same time by another user, it will be tracked independently in the system.

**Web Console:** This is the PC-based user interface through which the user can access the system and its functions via a web connection.

**Window:** A designated range of time or dates in which to perform a specific action.