

HyPER/Sort Mailing Presort User's Guide For Beta Testing

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CHAPTER 1 – INTRODUCTION

WHAT IS HyPER/Sort?

HyPER/Sort is a software product for the IBM System i (iSeries / i5 / AS/400) computer which allows you to sort name/address files according to U.S. Postal Service rules for presort mailings. HyPER/Sort will work with both uppercase and lowercase (mixed case) address files.

HyPER/Sort supports First-Class mail, Standard mail, and Periodicals mailings. In addition to sorting name/address files, HyPER/Sort generates all documentation required by the USPS for presort mailings. This documentation includes the appropriate USPS Postage Statement, Qualification report, and Sack/Tray labels. For presort mailings, HyPER/Sort is PAVE Gold Certified by the USPS.

HyPER/Sort supports non-identical piece size or Batch Manifest mailings. When mailing non-identical piece sizes, a Batch Manifest report is produced by HyPER/Sort according to USPS requirements. For more information on mailing non-identical piece sizes, see the Batch Manifest Mailings section of this manual. For non-identical piece presort mailings, HyPER/Sort is MAC Batch Certified by the USPS.

HyPER/Sort supports Destination Entry mailings. The Postal Service offers lower prices for mail that is transported by the mailer to certain kinds of postal facilities. Generally, the closer you take the mail to its final destination, the less postage you pay. Why? Because the Postal Service doesn't have to transport the mail as far; you've already done some of the transportation work for them. That saves the Postal Service money and the savings are passed on to you.

Some mailers located near a large mail processing facility may be able to take advantage of Destination Entry postage prices simply by driving a short distance to drop off their mail.

HyPER/Sort supports Palletized mailings. There are no reduced postage rates for preparing large mailings on pallets. However, depending on the mail piece and type of mailing, there may be other advantages including simpler mail preparation and ease of handling. When HyPER/Sort is used to process a Palletized mailing, the appropriate container (Pallet) placards are generated.

HyPER/Sort supports all aspects of Full-Service Intelligent Mail. It is expected that in the near future, the use of Full-Service Intelligent Mail will be required to qualify for automation rates. Key requirements of Full-Service Intelligent Mail are:

- Apply unique Intelligent Mail barcode (IMb) to each mail piece
- Apply unique Intelligent Mail package barcode (IMpb) to each parcel
- Apply unique Intelligent Mail tray barcode (IMtb) to each tray/sack
- Apply unique Intelligent Mail container barcode (IMcb) to placards for containers (i.e. pallets) when required
- Submit postage statements and mailing documentation electronically

HyPER/Sort supports submitting postage statements and mailing documentation to the USPS electronically using Mail.dat and the Postal Wizard.

PREREQUISITES

HyPER/Sort is only available to licensees of our CASS Certified postal coding application, PER/ZIP4. PER/ZIP4 is used to CASS Certify your name/address file ensuring addresses meet USPS standardization requirements and appending the most accurate Zip Code, +4, and Delivery Point Code data available. CASS Certification of your name/address file is required to qualify for automation presort postage rates.

Version 5.2 or higher of the iSeries Operating System is required to run HyPER/Sort.

An IPDS / AFPDS capable printer is required to natively print mailing documentation produced by HyPER/Sort. The mailing documentation includes the USPS Postage Statement, Qualification report, and container labels. These documents include form overlays and special postal barcodes.

Version 6.1 or higher of the iSeries Operating System is required for HyPER/Sort to generate PDF archives of all mailing documentation. The PDF archives are placed in the IFS of the iSeries and can be used to print or re-print the mailing documentation on any network printer. This is a viable alternative for clients that do not have IPDS / AFPDS printers to print the mailing documentation natively.

HOW TO USE THIS MANUAL

If you are responsible for installing HyPER/Sort, you should read the section "Installing HyPER/Sort for the first time" in chapter 2. This section provides step-by-step instructions for installing HyPER/Sort.

If you are new to HyPER/Sort, you should first read the section "How HyPER/Sort works" in chapter 2. This will show you how to sign on to the system, sign off of the system, and give you a brief orientation as to how the system is structured.

If you are an experienced user of HyPER/Sort and you want more detailed information about a specific task, use the table of contents to find the particular section you need.

A NOTE TO NEW USERS

The following installation outline is provided so that your evaluation of the HyPER/Sort can proceed as smoothly as possible. Please refer to the indicated chapters in this manual for detailed information concerning the following steps:

1. Install the product on your system (chapter 2).
2. Migrate from PER/SORT to HyPER/Sort (chapter 3) – Only if you are currently using our legacy presort application, PER/SORT.
3. Migrate from HyPER/Sort Client/Server version (chapter 3) – Only if you are currently using the client/server version of HyPER/Sort.

4. Enter Your Mailer Information (chapter 4).
5. Create Your Presort Job Definition(s)

You are now ready to use HyPER/Sort. Use this manual and the HELP key to orient yourself to the product as you proceed with your evaluation.

Unlimited telephone support is available to you by calling WorksRight Software, Inc. at (601) 856-8337.

CHAPTER 2 - GETTING STARTED

INSTALLING HyPER/Sort FOR THE FIRST TIME

HyPER/Sort is installed from the same media as PER/ZIP4.

If you are installing HyPER/Sort and PER/ZIP4 at the same time, simply select the additional HyPER/Sort components for installation from the Product Management screen. The additional components that should be selected are:

1. The PER/ZIP4 optional component **eLOT database** (needed for carrier route presorts)
2. The HyPER/Sort base **Postal presorting** component

Note: If you are already using PER/SORT (our legacy presort application), you should continue to select the **PER/SORT base Postal presorting** component for installation. PER/SORT and HyPER/Sort will coexist on your system. This provides the opportunity to run the two applications parallel and evaluate the results produced by HyPER/Sort.

```
PER/MAIL - PRODUCT MANAGEMENT
System: S10FDE81
Media level: 1304A
Device: OPTVIR

Type options, press Enter.
  1=Install  4=Delete

Opt  Product      Type      Description      Size  Installed  Prod  Test
   |  |           |         |                |     |         |    |
  1  PER/ZIP4     Base      Postal coding    3664  .....    .....
  1  PER/ZIP4     Option    eLOT database    358   .....    .....
  -  PER/ZIP4     Option    Occupancy database 100   .....    .....
  -  PER/ZIP4     Option    RDI database     25    .....    .....
  -  PER/SORT     Base      Postal presorting  38    .....    .....
  1  HyPER/Sort   Base      Postal presorting  73    .....    .....

P   P = load to production, T = load to test

F3=Exit
```

Select these components to install HyPER/Sort

If you are installing HyPER/Sort separate from PER/ZIP4 (after you've already installed PER/ZIP4), you will need to follow the steps below:

In the following instructions command keywords and values given in uppercase characters may be entered in lowercase characters but otherwise should be keyed exactly as shown. Where "device" is shown, enter the name of the device in which you have mounted the product CD or DVD (e.g., OPT01, *OPT).

QTEMP must be in your library list while installing HyPER/Sort. The system value QALWUSRDMN must either be set to *ALL or include MLLIBR.

- A. Sign off and sign on again before installing HyPER/Sort to insure a "clean session". Make sure that you sign on as a user with both *ALLOBJ and *SECADM special authorities.
- B. Load the first product CD (Volume 1) or the product DVD into the optical drive.
- C. Enter the following command to install the system:

LODRUN DEV(device)

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

Installing the system for the first time . . .

The following libraries will be created: MLCTRL, MLLIBR,
MLyymm v (yy = year, mm = month, v = version)

Installing a release upgrade . . .

The following library will be created: MLyymm v (yy = year,
mm = month, v = version)

Call WorksRight Software, Inc. at (601) 856-8337 if you have
any non-PER libraries with these names.

Press Enter to continue.

-----
F3=Exit
```

The initial product installation screen allows you to confirm that the installation should be performed.

Function keys

- F3 Exit the job.
- F12 Go to the previous display.

The next screen displayed during the installation process allows you to indicate which product(s) and module(s) you wish to install and whether you wish to install the product(s) to *TEST* or *PRODUCTION*. The screen will look similar to the following:

```

PER/MAIL - PRODUCT MANAGEMENT
Type options, press Enter.
  1=Install  4=Delete
System: S10FDE81
Media level: 1304A
Device: OPTVIR

Opt  Product      Type      Description      Size  Installed  Prod  Test
   _  PER/ZIP4      Base      Postal coding    3664  INSTALLED  1304A  .....
   1  PER/ZIP4      Option    eLOT database    358   .....    .....    .....
   _  PER/ZIP4      Option    Occupancy database  100   .....    .....    .....
   _  PER/ZIP4      Option    RDI database     25   .....    .....    .....
   _  PER/SORT      Base      Postal presorting  38   .....    .....    .....
   1  HyPER/Sort    Base      Postal presorting  73   .....    .....    .....

```

Select these components to install HyPER/Sort

```

P   P = load to production, T = load to test
F3=Exit

```

eLOT Database

The optional PER/ZIP4 component eLOT database should be selected if you would like to use PER/ZIP4 to populate eLOT fields in your database. The eLOT number is a sequential number that indicates the order in which add-on codes are arranged within a given carrier route. eLOT information is used to qualify mailings for carrier route sortation discounts. **There is no additional cost for this PER/ZIP4 optional component.**

HyPER/Sort - Postal Presorting

The base HyPER/Sort Postal presorting application sorts name/address files according to U.S. Postal Service rules for presort mailings. HyPER/Sort also generates all documentation required by the USPS for presort mailings. This documentation includes the appropriate USPS Postage Statement, Qualification report, and Sack/Tray labels. For presort mailings, HyPER/Sort is PAVE Gold Certified by the USPS. If you are a licensee of HyPER/Sort or if you wish to evaluate or purchase HyPER/Sort, you should select this application for installation.

Use of HyPER/Sort requires the installation of PER/ZIP4. PER/ZIP4 must be already installed or selected for installation.

Function keys

F3 Exit the job.

Once you've selected the HyPER/Sort components for installation, and the environment to which they should be installed (*TEST* or *PRODUCTION*), press ENTER and the following screen may be displayed:

Note: If you are already licensed to use PER/SORT (our legacy presort application), you may not be prompted to accept the HyPER/Sort license agreement. In this case, the screen below will not be displayed.

```
WRSLIC                               WorksRight Software, Inc.           11/19/13
WRSLICD                              License Agreement                     15:05:39

Licensed program: HyPER/Sort - Mailing Presort Software
System serial number: 10-FDE81

This is a license for the use of the software product HyPER/Sort on the
system identified above by serial number. HyPER/Sort is a mailing presor
system developed by P.E.R Software, Inc., hereafter referred to as PER.

PER is a non-exclusive licensee of the United States Postal Service. The
price of PER software products is neither established nor controlled or
approved by the U.S. Postal Service. The following trademarks are owned
by the United States Postal Service®: ZIP, ZIP Code, ZIP +4, DPV, RDI,
CASS, CASS Certified, USPS, U.S. Postal Service, United States Postal
Service, and Postal Service.

This license is to be administered by WorksRight Software, Inc.,
hereafter referred to as WRSI, acting as distributor for PER.

More...
```

F3=Exit F6=Print Lic Agmt F17=Top F18=Bottom

From the screen above you can use the scroll (page up / page down) keys to review the entire license agreement. You may also use the **F6** function key to print the license agreement.

After reviewing the license agreement, press the **F14** function key to accept the License Agreement. Installation cannot continue if the license agreement is not accepted.

Function keys

- F3 Exit the job.
- F6 Print the License Agreement.
- F14 Accept the License Agreement.
- F17 Go to the top of the License Agreement.
- F18 Go to the bottom of the License Agreement.

Once you've accepted the program license agreement the following screen will be displayed:

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

P.E.R.  -----
 / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWWW  WW  AAAA  RRRRRR  EEEEE  /
 / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWWW  WW  AA  AA  RR  RR  EEEEE  /
 / SS      OO  OO  FF          TT  WW  WW  AA  AA  RR  RR  EE      /
 / SSSSSS  OO  OO  FFFF          TT  WW  WW  AAAAAA  RRRR  EEEE  /
 / SSSSSS  OO  OO  FFFF          TT  WW  W  WW  AAAAAA  RRRR  EEEE  /
 /      SS  OO  OO  FF          TT  WW  W  WW  AA  AA  RR  RR  EE      /
 / SSSSSS  OOOOOO  FF          TT  WW  W  WW  AA  AA  RR  RR  EEEEE  /
 / SSSSSS  OOOOOO  FF          TT  WWW  WWW  AA  AA  RR  RR  EEEEE  /
-----
                                                    INC.
```

```
HyPER/Sort is being installed.
```

The screen above will be displayed while HyPER/Sort and any selected optional components are being installed. The message at the bottom of the screen will change as the installation process progresses.

Once HyPER/Sort and the selected optional components have been installed, you will be prompted to enter a password to unlock the software on your system. Type the password that was provided with HyPER/Sort and press Enter. The password entry screen will look similar to the screen shown below.

```

6/02/10                                PER/MAIL - MAIL MANAGEMENT                                LYNNB
10:09:22

                                INSERT PASSWORD

Serial number . . . 10FDE81
Product(s) . . . HyPER/Sort

P.E.R.  -----
      / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWWW  WW  AAAA  RRRRRR  EEEEE  /
      / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWWW  WW  AA  AA  RR  RR  EEEEE  /
      / SS      OO  OO  FF          TT  WW  WW  AA  AA  RR  RR  EE      /
      / SSSSSS  OO  OO  FFFF        TT  WW  WW  AAAAAA  RRRR  EEEE  /
      / SSSSSS  OO  OO  FFFF        TT  WW  W  WW  AAAAAA  RRRR  EEEE  /
      /      SS  OO  OO  FF          TT  WW  W  WW  AA  AA  RR  RR  EE      /
      / SSSSSS  OOOOOO  FF          TT  WW  W  WW  AA  AA  RR  RR  EEEEE  /
      / SSSSSS  OOOOOO  FF          TT  WWW  WWW  AA  AA  RR  RR  EEEEE  /
-----
                                                    INC.

Type password, press Enter.  ___ ___ ___

F3=Exit  F12=Previous

```

Enter the password exactly as shown on the password sheet and press Enter. If the password sheet is missing or some other condition prevents the entry of the password, you can press F3 to exit the password screen.

You can enter the password after installation by entering the command PERINSPSW on any command line within PER/ZIP4 or HyPER/Sort. A password must be entered before you can use the system. If the application already has the password inserted (e.g., you are installing an upgrade), the password prompt will not be presented.

Function keys

- F3 Exit the job.
- F12 Go to the previous display.

When the installation process is complete the following screen will be displayed:

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

P.E.R.  -----
 / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWW  WW  AAAA  RRRRRR  EEEEE  /
 / SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWW  WW  AA  AA  RR  RR  EEEEE  /
 / SS      OO  OO  FF          TT  WW  WW  AA  AA  RR  RR  EE  /
 / SSSSSS  OO  OO  FFFF          TT  WW  WW  AAAAAA  RRRR  EEEE  /
 / SSSSSS  OO  OO  FFFF          TT  WW  W  WW  AAAAAA  RRRR  EEEE  /
 /      SS  OO  OO  FF          TT  WW  W  WW  AA  AA  RR  RR  EE  /
 / SSSSSS  OOOOOO  FF          TT  WW  W  WW  AA  AA  RR  RR  EEEEE  /
 / SSSSSS  OOOOOO  FF          TT  WWW  WWW  AA  AA  RR  RR  EEEEE  /
-----
                                                    INC.

Software installation/deletion complete.  Press Enter to continue.
```

Press the ENTER key to return to the command line from which you executed the **LODRUN** command.

Refer to the section "How HyPER/Sort works" to orient yourself to the logic and functions of the system.

INSTALLING A HyPER/Sort MONTHLY UPDATE

HyPER/Sort monthly updates are installed at the same time and from the same media as PER/ZIP4.

As you are installing your PER/ZIP4 monthly update, simply make sure the additional HyPER/Sort components are selected for installation as well. The additional components that should be selected are:

1. The **PER/ZIP4** optional component **eLOT database** (needed for carrier route presorts)
2. The **HyPER/Sort** base **Postal presorting** component

Note: If you are already using PER/SORT (our legacy presort application), you should continue to select the **PER/SORT** base **Postal presorting** component for installation. PER/SORT and HyPER/Sort will coexist on your system. This provides the opportunity to run the two applications parallel and evaluate the results produced by HyPER/Sort.

PER/ZIP4 and HyPER/Sort monthly updates can be installed while users are actively using the software. As users exit and re-enter the software application, they will automatically begin using the latest production version.

In the following instructions command keywords and values given in uppercase characters may be entered in lowercase characters but otherwise should be keyed exactly as shown. Where "device" is shown, enter the name of the device in which you have mounted the product CD or DVD (e.g., OPT01, *OPT).

QTEMP must be in your library list while installing PER/ZIP4. The system value QALWUSRDMN must either be set to *ALL or include MLLIBR.

- A. Sign off and sign on again before installing PER/ZIP4 to insure a "clean session". Make sure that you sign on as a user with both *ALLOBJ and *SECADM special authorities.
- B. Load the first product CD (Volume 1) or the product DVD into the optical drive.
- C. Enter the following command to install the system:

LODRUN DEV(device)

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

Installing the system for the first time . . .

The following libraries will be created: MLCTRL, MLLIBR,
MLyymm v (yy = year, mm = month, v = version)

Installing a release upgrade . . .

The following library will be created: MLyymm v (yy = year,
mm = month, v = version)

Call WorksRight Software, Inc. at (601) 856-8337 if you have
any non-PER libraries with these names.

Press Enter to continue.

-----
F3=Exit
```

The initial product installation screen allows you to confirm that the installation should be performed.

Function keys

- F3 Exit the job.
- F12 Go to the previous display.

The next screen displayed during the installation process allows you to indicate which product(s) and module(s) you wish to install and whether you wish to install the product(s) to *TEST* or *PRODUCTION*. The screen will look similar to the following:

```

                                PER/MAIL - PRODUCT MANAGEMENT
Type options, press Enter.
  1=Install  4=Delete
System:      S10FDE81
Media level: 1304A
Device:     OPTVIR

Opt  Product      Type      Description      Size  Installed  Prod   Test
   |  |           |      |              |     |         |      |
  1  PER/ZIP4     Base     Postal coding    3664  INSTALLED  0911A  .....
  1  PER/ZIP4     Option   eLOT database    358   INSTALLED  0911A  .....
  -  PER/ZIP4     Option   Occupancy database 100   .....    .....  .....
  -  PER/ZIP4     Option   RDI database     25   .....    .....  .....
  -  PER/SORT     Base     Postal presorting 38    .....    .....  .....
  1  HyPER/Sort   Base     Postal presorting 73    INSTALLED  0911A  .....

```

Currently installed products and components will be preselected.

```

P   P = load to production, T = load to test
F3=Exit

```

If a PER/ZIP4 update is installed as a *TEST* version and there is already a *TEST* version installed, the existing *TEST* version is removed from your system.

If a PER/ZIP4 update is installed as a *PRODUCTION* version, the existing *PREVIOUS* version (if any) is removed from your system, the existing *PRODUCTION* version becomes the *PREVIOUS* version, and the newly installed update becomes the *PRODUCTION* version.

The PER/ZIP4 Base Postal Coding application should be selected for installation. The PER/ZIP4 database, PER/DPV, PER/LLK, and PER/SLK are all installed with the PER/ZIP4 Base Postal Coding selection. They are not listed separately because they are all required components. The three remaining optional components are listed separately.

eLOT Database

The optional PER/ZIP4 component eLOT database should be selected if you would like to use PER/ZIP4 to populate eLOT fields in your database. The eLOT number is a sequential number that indicates the order in which add-on codes are arranged within a given carrier route. eLOT information is used to qualify mailings for carrier route sortation discounts. **There is no additional cost for this PER/ZIP4 optional component.**

Occupancy Database

The optional PER/ZIP4 component Occupancy database should be selected if you would like to use PER/ZIP4 to populate occupancy fields in your database. The Occupancy database is provided by the USPS as part of the Delivery Point Validation (DPV) data set. This database allows PER/ZIP4 to return a one character field indicating the occupancy status of any address with a DPV confirmation indicator of "Y". **There is no additional cost for this PER/ZIP4 optional component.**

The occupancy status will be represented by one of the following values:

- Blank = If the address DPV confirms, it is presumed to be occupied
- N = Nostats (mail delivery to this address has not started)
- V = Vacant (this address is currently vacant)

RDI Database

The optional PER/ZIP4 component RDI database should be selected if you would like to use PER/ZIP4 to populate Residential Delivery Indicator and/or Business/Residential Indicator fields in your database. The RDI database is provided by the USPS. **There is an additional fee for this PER/ZIP4 optional component. For current pricing, visit our website at www.WorksRight.com.**

This database allows PER/ZIP4 to return a one character Residential Delivery Indicator indicating whether or not a valid address is a residence. The value returned will be one of the following:

- N = address is not a residence (business)
- Y = address is a residence

This database also allows PER/ZIP4 to return a one character Business/Residential Indicator indicating whether a valid address is a business or residence. The value derived for this field is more reliable than the Residential Delivery Indicator described above and is used as input for walk sequence carrier route presort mailings. The value returned will be one of the following:

- Blank = Business/Residential status could not be reliably determined
- B = Business
- R = Residence

Prior to March 2013, the RDI database was only available directly from the USPS.

PER/SORT - Postal Presorting

The base PER/SORT Postal presorting application is the same PER/SORT that was previously supplied on CD-ROM to PER/SORT licensees. If you are not a licensee of PER/SORT, there is no need to install PER/SORT. If you are a PER/SORT licensee, select this component for installation and PER/SORT will be installed at the same time as PER/ZIP4.

HyPER/Sort - Postal Presorting

The base HyPER/Sort Postal presorting application sorts name/address files according to U.S. Postal Service rules for presort mailings. HyPER/Sort also generates all documentation required by the USPS for presort mailings. This documentation includes the appropriate USPS Postage Statement, Qualification report, and Sack/Tray labels. For presort mailings, HyPER/Sort is PAVE Gold Certified by the USPS. If you are a licensee of HyPER/Sort or if you wish to evaluate or purchase HyPER/Sort, you should select this application for installation.

Function keys

F3 Exit the job.

Once you identify the product(s) you wish to install and the environment to which they should be installed (*TEST* or *PRODUCTION*), press ENTER and the following screen will be displayed:

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

P.E.R.  -----
/ SSSSSS  000000  FFFFFFFF  TTTTTTTTWW  WW  AAAA  RRRRRR  EEEEE  /
/ SSSSSS  000000  FFFFFFFF  TTTTTTTTWW  WW  AA  AA  RR  RR  EEEEE  /
/ SS      OO  OO  FF      TT  WW  WW  AA  AA  RR  RR  EE  /
/ SSSSSS  OO  OO  FFFF      TT  WW  WW  AAAAAA  RRRR  EEEE  /
/ SSSSSS  OO  OO  FFFF      TT  WW  W  WW  AAAAAA  RRRR  EEEE  /
/      SS  OO  OO  FF      TT  WW  W  WW  AA  AA  RR  RR  EE  /
/ SSSSSS  000000  FF      TT  WW  W  WW  AA  AA  RR  RR  EEEEE  /
/ SSSSSS  000000  FF      TT  WWW  WWW  AA  AA  RR  RR  EEEEE  /
-----
INC.

PER/ZIP4 is being installed.
```

The screen above will be displayed while PER/ZIP4 and the selected optional components are being installed. The message at the bottom of the screen will change as the installation process progresses.

When the installation process is complete the following screen will be displayed:

```
PER/MAIL - PRODUCT MANAGEMENT                               System:  S10FDE81

P.E.R.  -----
/ SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWW  WW  AAAA  RRRRRR  EEEEE  /
/ SSSSSS  OOOOOO  FFFFFFFF  TTTTTTTTWW  WW  AA  AA  RR  RR  EEEEE  /
/ SS      OO  OO  FF          TT  WW  WW  AA  AA  RR  RR  EE  /
/ SSSSSS  OO  OO  FFFF          TT  WW  WW  AAAAAA  RRRR  EEEE  /
/ SSSSSS  OO  OO  FFFF          TT  WW  W  WW  AAAAAA  RRRR  EEEE  /
/      SS  OO  OO  FF          TT  WW  W  WW  AA  AA  RR  RR  EE  /
/ SSSSSS  OOOOOO  FF          TT  WW  W  WW  AA  AA  RR  RR  EEEEE  /
/ SSSSSS  OOOOOO  FF          TT  WWW  WWW  AA  AA  RR  RR  EEEEE  /
-----
INC.
```

```
Software installation/deletion complete.  Press Enter to continue.
```

Press the ENTER key to return to the command line from which you executed the **LODRUN** command.

REMOVING HyPER/Sort FROM YOUR SYSTEM

The easiest way to discontinue installing and using HyPER/Sort is to simply de-select the **HyPER/Sort** base **Postal presorting** component during the installation of your next PER/MAIL monthly update. This will prevent the latest version of HyPER/Sort from being installed and will also prevent the **HyPER/Sort** base **Postal presorting** component from being preselected while installing future monthly updates.

If you wish to immediately remove HyPER/Sort from your system, follow the steps below. Keep in mind that neither PER/ZIP4 nor HyPER/Sort can be in use while the **HyPER/Sort** base **Postal presorting** component is being deleted.

1. Sign on to your System i - iSeries - AS/400 as a user with both *ALLOBJ and *SECADM special authorities.
2. Add libraries MLCTRL and MLLIBR to your library list using the ADDLIBLE command.
3. Go to the PER/ZIP4 Main Menu using the STRPERZIP4 command.
4. Select menu option 5 for Product management and select the **HyPER/Sort** base **Postal presorting** component with an option "4" for deletion as shown below:

```
PER/MAIL - PRODUCT MANAGEMENT
System: S10FDE81
Media level: 1304A
Device: OPTVIR
Type options, press Enter.
1=Install 4=Delete

Opt  Product  Type  Description  Size  Installed  Prod  Test
     Product  Type  Description  MB   Status   Level Level
-   PER/ZIP4  Base  Postal coding 3664  INSTALLED 0911A .....
-   PER/ZIP4  Option eLOT database 358   INSTALLED 0911A .....
-   PER/ZIP4  Option Occupancy database 100   .....   .....   .....
-   PER/ZIP4  Option RDI database 25    .....   .....   .....
-   PER/SORT  Base  Postal presorting 38    .....   .....   .....
4   HyPER/Sort Base  Postal presorting 73    INSTALLED 0911A .....

P   P = load to production, T = load to test

F3=Exit
```

Once the **HyPER/Sort** base **Postal presorting** component has been deleted, you should remove HyPER/Sort objects from library QGPL using the following commands:

- a. DLTCMD CMD(QGPL/STRHYPRSRT)
- b. DLTPGM PGM(QGPL/STRHYPRSRT)

HOW HyPER/Sort WORKS

HyPER/Sort presorts mailing files according to U.S. Postal Service regulations. Presorting of First Class Mail, Periodicals, and Standard Mail is supported together with a wide range of options including, among others, automation mail, destination entry discounts, nonprofit rates, and enhanced carrier route rates. The output of the presorting process includes presort reports, U.S.P.S. qualification reports, postage statements, barcoded container labels, and electronic mailing documentation (Mail.dat).

SIGNING ON AND OFF THE SYSTEM

To display the main HyPER/Sort menu enter:

STRHYPRSRT

```
HSMENU                      HyPER/Sort - Postal Presorting          Ver 1.09.20.0.13.10

Select one of the following:

    1. Presort jobs
    2. Presort archives

11. File definitions

21. Mailer
22. Advanced
23. Utilities

31. PER/ZIP4 menu

90. Sign off

                                     Database valid through 01/31/14
                                     Labeling list effective 10/01/13

                                     COPYRIGHT (C) 2013 PER SOFTWARE, INC.

Selection or command
===> _____

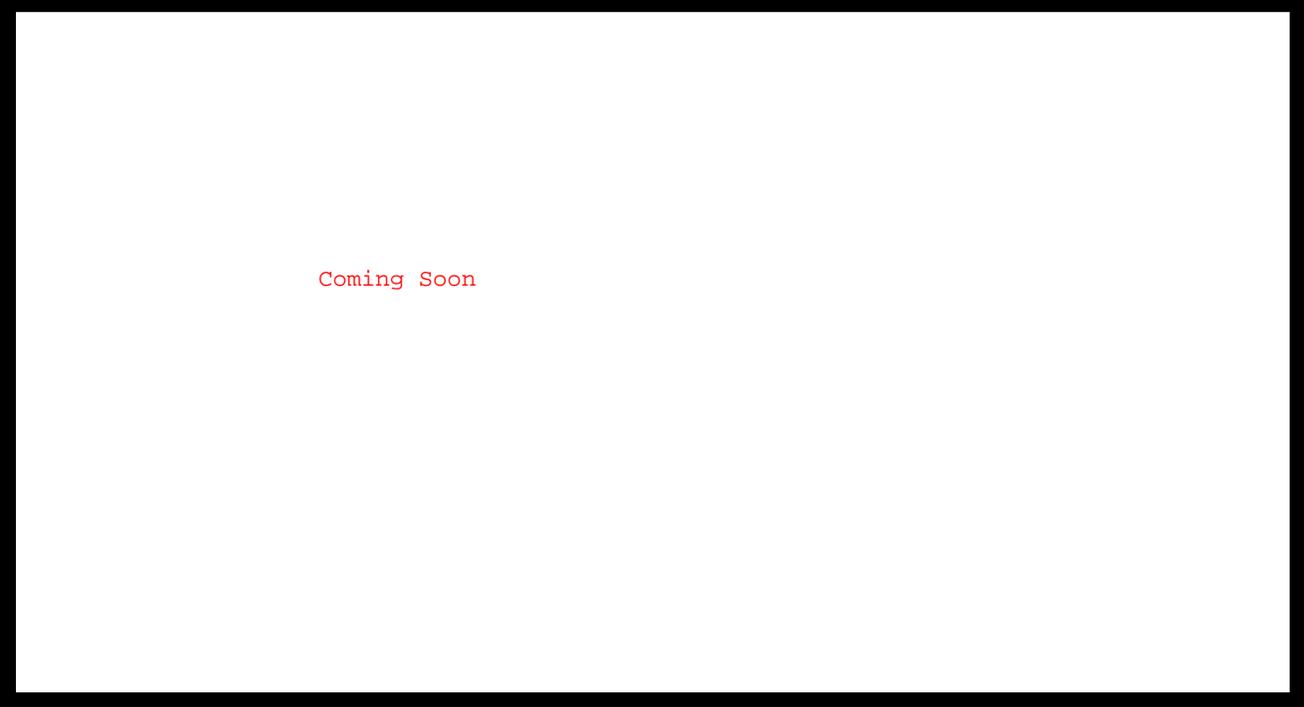
F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
F13=Information Assistant   F16=System main menu
```

To sign off HyPER/Sort, select option 90 on any one of the HyPER/Sort menus.

USING THE ON-LINE HELP KEY

When using HyPER/Sort, you will probably want detailed information concerning the particular tasks you are performing. On-line help screens are available that describe menus and program screens. These help screens provide specific information on program operations, field values, and program function keys.

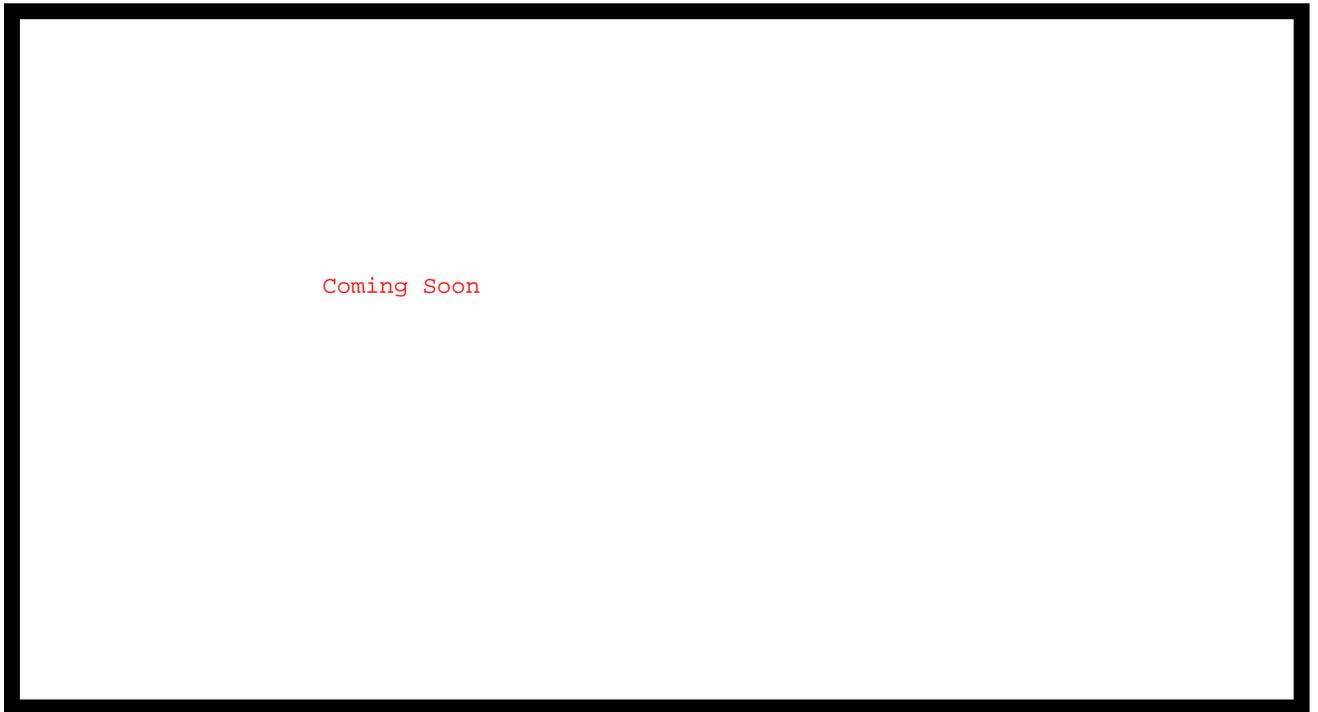
MENUS: To get general information about the various options available on a menu, just press the HELP key. For more detailed information about a particular menu option, enter the number of the option and then press the HELP key.



Coming Soon

PROGRAMS: When you are viewing a program screen, you can get a description of a particular field by placing the cursor in that field and pressing the HELP key. Several pages of HELP text may be available for a particular screen, in which case, you can use the roll keys to browse through them. Program function key descriptions can be viewed by placing the cursor at the bottom of the screen and pressing the HELP key. When you are done viewing the HELP text, press F3 to return to the program screen.

Sample HELP screen



PROMPT SCREENS

Within HyPER/Sort you will encounter several screens where field prompting is available via the F4 function key. When prompting is allowed, you can place the cursor on a field and press the F4 function key to display a selection list of valid values for the field. If prompting is not allowed for a particular field, a message will be displayed at the bottom of the screen indicating that prompting is not available for the field.

The General parameters screen (shown below) displayed during Presort job maintenance provides a good example of the usefulness of field prompting. There are many fields on this screen with single character values whose meaning would be unknown without prompting or reviewing help text.

```
fcmautoltr                HyPER/Sort - Postal Presort
                          Presort job maintenance

General parameters

Mail class..... FCM
Piece type..... L
  Barcoded..... Y
  Machinable..... M
  Nonmachinable barcoded flat meets deflection standards (PER mail)..... =
Price category..... R
Type of postage..... M
  Price at which postage affixed (metered or precanceled stamps)..... L
  Postage affixed (metered or precanceled stamps)..... .0000
Origin ZIP code..... 39110 MADISON MS
Mailing date (mmddy)..... 112113
Mailing ID..... aaaaaaaa
Destination entry facility set.....
Multiple output files..... Y

-----
F3=Exit   F4=Prompt   F5=Refresh   F7=Save & submit   F10=Save   F12=Cancel
+

```

If you position the cursor to the *Piece type* field on this display and press F4 you will be presented with a selection list showing all valid values for the field. The selection list will look similar to the first screen shown on the next page.

If you position the cursor to the *Price category* field on the General parameters screen and press F4 you will be presented with a selection list showing all valid values for the field. The selection list will look similar to the second screen shown on the next page.

In this case you will notice that some values are only valid for specific classes of mail. When a value is only valid for specific classes of mail, the applicable mail classes are displayed in parenthesis to the right of the value's description. This methodology is used on selection lists throughout HyPER/Sort.

Prompt selection list for *Piece type*:

```

                                HyPER/Sort - Postal Presort

                                Select values

Type option, press Enter.
  1=Select

==> _____
Opt  Value      Description
-   C           Cards
-   F           Flats
-   I           Irregular parcels
-   L           Letters
-   N           Marketing parcels
-   P           Parcels

-----
F12=Cancel                                     (Page/roll)

```

Prompt selection list for *Price category*:

```

                                HyPER/Sort - Postal Presort

                                Select values

Type option, press Enter.
  1=Select

==> _____
Opt  Value      Description
-   C           Classroom (PER)
-   N           Nonprofit (PER STD)
-   R           Regular (FCM PER STD)
-   S           Science of agriculture (PER)

-----
F12=Cancel                                     (Page/roll)

```

PRINTER OVERRIDES

Printer overrides allow you to control the printed output generated by HyPER/Sort. The printed output includes postage statements, qualification reports, container labels, and pallet placards.

Within HyPER/Sort printer override information can be specified in the system values, a presort job definition, and while reprinting reports from the presort archives.

The printer overrides specified in the system values are used as default printer overrides when creating a new presort job definition. These overrides are also used as default printer overrides for presort jobs that are brought forward from the old (client/server) version of HyPER/Sort using the HS_CONVERT PRODUCT(HYPERSORT) command.

The printer overrides specified in each presort job definition control the printed output generated by that presort job. These overrides are also used as default printer overrides while reprinting reports (for the specific presort job) from the presort archives.

The printer overrides specified while reprinting reports from the presort archives control the reprinted output only.

In all cases, the Printer overrides screen will look similar to the screen shown below. For detailed information concerning the various fields on this screen, refer to the Override with Printer File (OVRPRTF) command in the iSeries CL Reference manual.

```

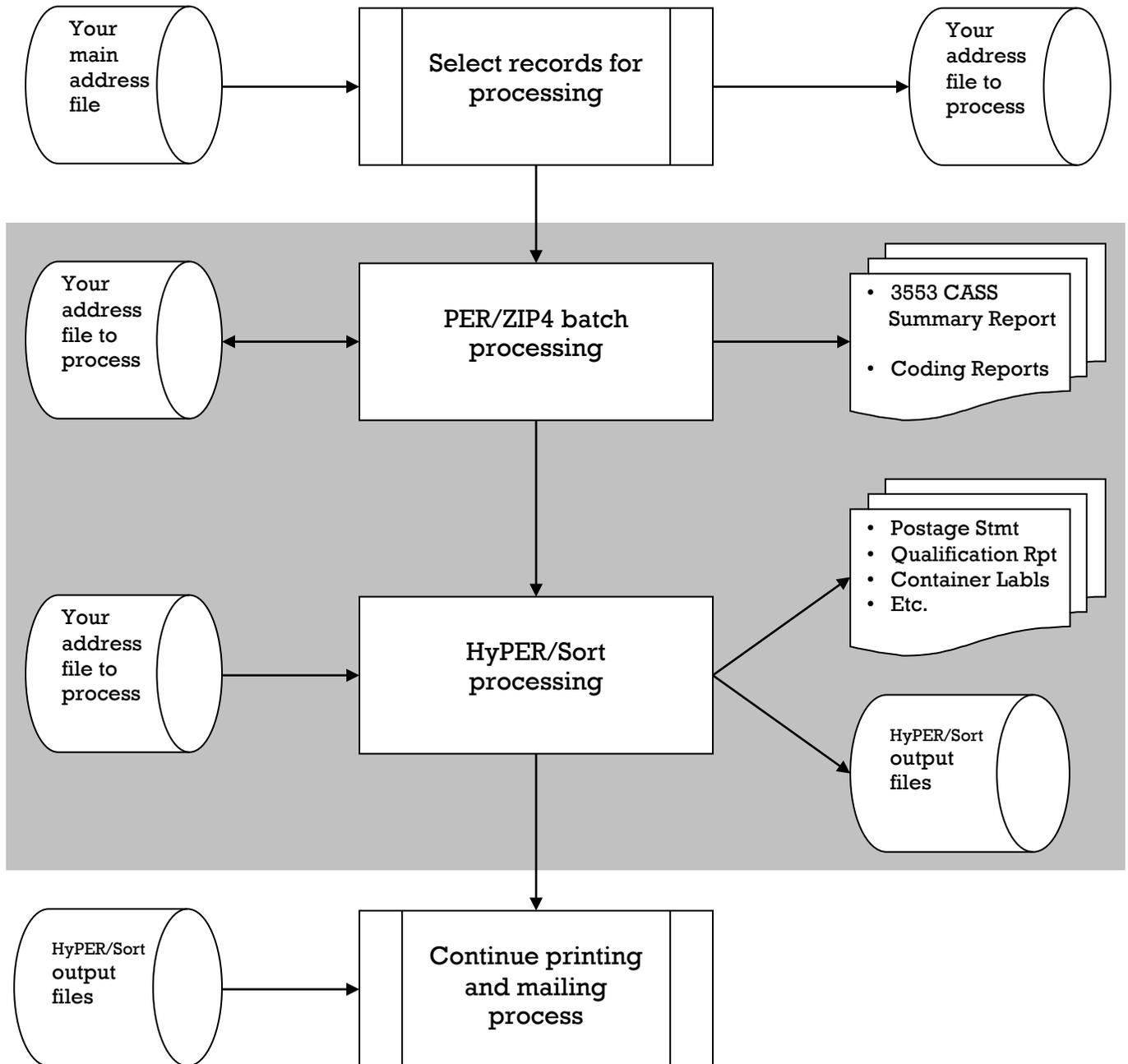
fcmautoltr                               HyPER/Sort - Postal Presort
                                           Printer overrides

Postage statement

File being overridden . . . . . HS@PSTSTMT   Name, *PRTF
Printer device . . . . . _____           Name, *SYSVAL, *JOB
Align page . . . . . _____             *NO, *YES
Source drawer . . . . . _____          1-255, *E1, *FORMDF
Output bin . . . . . _____            1-65535, *DEVDF
Print on both sides . . . . . _____     *NO, *YES, *TUMBLE, *FORMDF
Output queue . . . . . PRT03             Name, *DEV, *JOB
  Library . . . . . *LIBL                Name, *LIBL, *CURLIB
Form type . . . . . _____             Character value, *STD
Copies . . . . . _____                1-255
File separators . . . . . _____         0-9
Hold spooled file . . . . . *YES         *NO, *YES
Save spooled file . . . . . *YES         *NO, *YES
Output priority (on OUTQ) . . . . . _____ *JOB, 1-9
User data . . . . . _____             Character value, *SOURCE
Spool file name . . . . . _____        Name *FILE

-----
F12=Cancel
  
```

WORKFLOW FOR PER/ZIP4 and HyPER/Sort



Generally, PER/ZIP4 and HyPER/Sort are added to an existing application such as utility billing.

PER/ZIP4 should be used to CASS Certify the mailing file to be used for a particular billing cycle.

Next, HyPER/Sort is used to produce the mailing reports, container labels, and a sorted file to be used when printing the mail pieces or mail piece labels.

Sample source code is provided to demonstrate how PER/ZIP4 and HyPER/Sort can be incorporated into your existing application code.

CHAPTER 3 – MIGRATING TO HyPER/Sort (Green-Screen Version)

MIGRATING FROM PER/SORT TO HyPER/Sort

One of the primary differences between PER/SORT and HyPER/Sort is how presort jobs are defined. Presort jobs processed by PER/SORT are defined at run time. That is all printer override information, mail classification (First Class or Standard), piece type (letter, flat, card, etc.), piece dimensions, etc. are provided with the call to PER/SORT.

HyPER/Sort, on the other hand, stores job setup information in pre-established Job Definitions. When a presort job is run, all that is needed is the Job Definition name, Mail Date, and optionally a Mailing ID. Mail classification, piece type, piece dimensions, etc. are retrieved from the pre-established Job Definition.

To assist users in migrating from PER/SORT to HyPER/Sort, functionality has been built in to intercept PER/SORT calls, create a temporary HyPER/Sort Job Definition using the run-time values provided with the PER/SORT call, and run the presort job using HyPER/Sort instead of PER/SORT. This functionality is intended to make switching to HyPER/Sort as painless as possible. However, some initial setup is required.

The following steps outline the migration process:

1. Update the HyPER/Sort System Defaults to include default printer override information for your system.
2. Run the HS_CONVERT command to migrate PER/SORT user file definitions and mailer information to HyPER/Sort.
3. Update the HyPER/Sort Intelligent Mail information and IMb service types for your Mailing Agents, Mailing Customers, and Permit Holders.
4. Update the HyPER/Sort System Defaults to intercept PER/SORT commands and program calls. This feature can be toggled on and off to allow continued use of PER/SORT while testing HyPER/Sort.

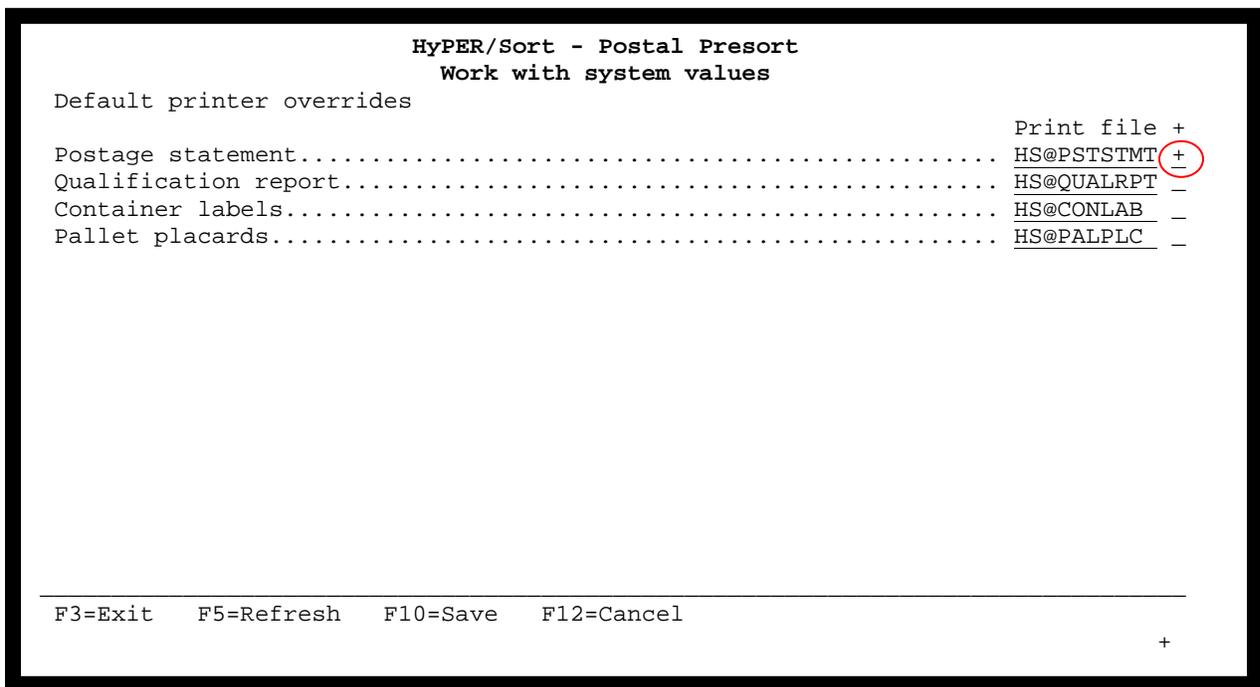
In the following pages, each of the steps above is discussed in detail.

Note: With HyPER/Sort's ability to intercept and process PER/SORT commands and program calls, you could conceivably leave your applications programs unchanged and continue using the PER/SORT interface. However, for optimum performance and to ensure compatibility with future HyPER/Sort updates, we strongly encourage you to update your applications programs to utilize the native HyPER/Sort interface (the HS_BATCH command) as soon as possible.

1. Update the HyPER/Sort System Defaults to include default printer override information for your system, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 23 for Utilities.
- c. From the HyPER/Sort Utilities menu, select option 3 for System values.

The HyPER/Sort work with system values screen will be displayed. Scroll to the second page of system values. The screen will look similar to the screen shown below.



Navigate your cursor to the blank field right of the *Postage statement* print file name (HS@PSTSTMT) and type a “+” in the field. When you press enter, the Postage statement printer overrides screen will be displayed.

The Postage statement printer overrides screen will look similar to the screen shown on the following page. The printer overrides allow you to control where and how the Postage statement will be printed. Make the desired changes and press enter.

For detailed information concerning the various fields on the Postage statement printer overrides screen, refer to the Override with Printer File (OVRPRTF) command in the AS/400 CL Reference manual.

```

                                HyPER/Sort - Postal Presort
                                Work with system values

Postage statement

File being overridden . . . . . HS@PSTSTMT      Name, *PRTF
Printer device . . . . . _____             Name, *SYSVAL, *JOB
Align page . . . . . _____                *NO, *YES
Source drawer . . . . . _____             1-255, *E1, *FORMDF
Output bin . . . . . _____                1-65535, *DEVD
Print on both sides . . . . . _____        *NO, *YES, *TUMBLE, *FORMDF
Output queue . . . . . PRT03                 Name, *DEV, *JOB
  Library . . . . . _____                 Name, *LIBL, *CURLIB
Form type . . . . . _____                 Character value, *STD
Copies . . . . . _____                    1-255
File separators . . . . . _____            0-9
Hold spooled file . . . . . *YES             *NO, *YES
Save spooled file . . . . . *YES             *NO, *YES
Output priority (on OUTQ) . . . . . _____ *JOB, 1-9
User data . . . . . _____                 Character value, *SOURCE
Spool file name . . . . . _____            Name *FILE

-----
F12=Cancel

```

Next, printer override information should be entered for the *Qualification report*, *Container labels*, and *Pallet placards* using the same technique described on the previous page. i.e. type a “+” in the field to the right of each print file name, press enter, make changes, and press enter.

After all printer override information has been entered, you must press F10 to save your system value changes. If you do not press F10, the changes will not be recorded. Pressing F10 will return you to the HyPER/Sort Utilities menu.

From the HyPER/Sort Utilities menu, press F3 or F12 to return to the HyPER/Sort Main menu.

2. Run the HS_CONVERT command to migrate PER/SORT user file definitions and mailer information to HyPER/Sort, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. On the command line of the HyPER/Sort Main menu, type the following command and press enter: HS_CONVERT PRODUCT(PERSORT)

The HS_CONVERT command will delete any existing HyPER/Sort user file definitions and mailer information before copying user file definitions and mailer information from PER/SORT. This allows you to run the HS_CONVERT command multiple times (for testing purposes) always picking up the latest data available from PER/SORT.

3. Update the HyPER/Sort IMB and Full Service eDoc options for your Mailing Agents, Mailing Customers, and Permit Holders, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 21 for Mailer.
- c. From the HyPER/Sort Mailer menu, select option 1 for Permit holders.

The HyPER/Sort work with permit holders screen will be displayed. The screen will look similar to the screen shown below.

```
HyPER/Sort - Postal Presort

Work with permit holders

Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print  7=Rename

==>
Opt  Key      Firm name
  -  bwood    Southbend Waterworks
  -  DEMO     The Cast Iron Surfboard Co.
  -  Lynntest  wrsi

-----
F3=Exit  F6=Add  F12=Cancel                               (Page/roll)
```

Select each permit holder with a 2 for change and press enter. The permit holder basic information screen (similar to the one shown on the following page) will be displayed.

Verify and modify as needed all information displayed on the permit holder Basic information screen.

```

                                HyPER/Sort - Postal Presort
                                Work with permit holders

Basic information

Key..... DEMO_____
Firm name..... The Cast Iron Surfboard Co._____
Contact name..... George Dunker_____
Urbanization..... _____
Secondary address..... 77 Sunset Strip_____
Delivery address..... P.O. Box 999_____
City, state, ZIP..... Mailbu, CA 90265-1234_____
Telephone number..... 555/555-1234_____
email address..... george@castironsurf.com_____
Dunn and Bradstreet number..... 123456789_____
USPS nonprofit authorization number..... 2121432132_____
CAPS customer reference number..... 11111_____
FCM permit number..... 21323123_____
PER permit number..... 9-090-99_____
STD permit number..... 23423423_____

F3=Exit  F4=Prompt  F5=Refresh  F8=IMb data  F10=Save  F12=Cancel
+

```

Next, roll up/page down to display the permit holder Intelligent Mail information screen (similar to the screen shown below). Verify and modify as needed all information displayed on the permit holder Intelligent Mail information screen.

```

DEMO                                HyPER/Sort - Postal Presort
                                Work with permit holders

Intelligent Mail information

Mailer ID..... 236790_____
Customer reference ID (CRID)..... _____
Mail.dat user license code..... _____
USPS customer reference ID (CRID)..... _____
FAST scheduler ID (if participating in the FAST system)..... _____
Verification facility name (PVDS)..... _____
Postage payment option..... _____
Last IMb barcode serial number used..... 168008_____
Last IMbp barcode serial number used..... 0_____
Last IM sack/tray label serial number used..... 0_____
Last IM container label serial number used..... 0_____

Statement sequence information

Last postage statement sequence number used..... 41_____
Last manifest sequence number used ..... 2_____

F3=Exit  F4=Prompt  F5=Refresh  F8=IMb data  F10=Save  F12=Cancel

```

Next, press the F8 function key to display the Work with IMb service types screen (similar to the screen shown below). Verify that all IMb service types used by the permit holder are listed. Only service types listed will be available for use when presort jobs are defined to HyPER/Sort.

```

DEMO                               HyPER/Sort - Postal Presort

                               Work with IMb service types

Type options, press Enter.
  2=Change  4=Delete

==>
Opt  ID  Description
--  --  -
  -   080  FCM Basic w/o IMb Tracing - OneCode ACS - ASR
  -   140  FCM Basic with IMb Tracing - OneCode ACS - ASR
  2   092  STD Basic w/o IMb Tracing - OneCode ACS - CSR

-----
F3=Exit  F6=Add  F12=Cancel                               (Page/roll)

```

The F6 function key can be used to add new service types to the list. If service types are added or changed, be sure to press the F10 function key to save the additions and changes.

```

DEMO                               HyPER/Sort - Postal Presort

                               Work with IMb service types

Service type identifier..... 092
Service description..... STD Basic w/o IMb Tracing - OneCode ACS - CSR

-----
F3=Exit  F4=Prompt  F5=Refresh  F10=Save  F12=Cancel
- 30 -

```

Next, update the Basic information, Intelligent Mail information, and IMb service types for your Mailing Agents following the same steps used to update the Basic information, Intelligent Mail information, and IMb service types for your Permit holders. The only difference is that you will select option 2 instead of option 1 from the HyPER/Sort Mailer menu.

Finally, update the Basic information, Intelligent Mail information, and IMb service types for your Mailing Customers following the same steps used to update the Basic information, Intelligent Mail information, and IMb service types for your Permit holders. The only difference is that you will select option 3 instead of option 1 from the HyPER/Sort Mailer menu.

4. Update the HyPER/Sort System Defaults to intercept PER/SORT commands and program calls following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 23 for Utilities.
- c. From the HyPER/Sort Utilities menu, select option 3 for System values.

The HyPER/Sort work with system values screen will be displayed. The screen will look similar to the screen shown below.

```
HyPER/Sort - Postal Presort
Work with system values

System values

Postage statement overlay starting position down..... .120
Postage statement overlay starting position across..... .120
Primary user profile to receive product messages..... QSYSOPR
Secondary user profile to receive product messages..... QSECOFR
Printer device to receive product messages..... *SYSVAL
Printer output queue to receive product messages.....
Generate PDF output (Y/N)..... Y
Run PER/Sort batch jobs as HyPER/Sort batch jobs (Y/N)..... N
Run HyPER/Sort batch jobs as client/server (C) or green screen (G) jobs..... C

-----
F3=Exit   F5=Refresh   F10=Save   F12=Cancel

+
```

Navigate your cursor to the *Run PER/Sort batch jobs as HyPER/Sort batch jobs* field. To have HyPER/Sort process your PER/SORT presort jobs, set this field to Y for yes. If you want PER/SORT to continue processing your presort jobs, set this field to N for no.

The *Run PER/Sort batch jobs as HyPER/Sort batch jobs* field can be changed at any time and as often as needed. This allows you to run tests and compare results before permanently switching your production jobs to run using HyPER/Sort.

HyPER/Sort vs. PER/SORT output file naming conventions

The presorted output files produced by HyPER/Sort and PER/SORT follow slightly different naming conventions. In addition, HyPER/Sort can output multiple presorted files or a single presorted file. PER/SORT is only capable of outputting multiple presorted files. i.e. separate files for carrier route, automation, and non-automation presorted records.

The following tables provide a cross reference of possible output file names generated by the two applications.

Input file name: CUST (Short file name example)

Mail Class / Carrier Route / Automation / Non-Automation / Rejected records	HyPER/Sort Output File	PER/SORT Output File
First Class Mail Automation	CUST#FAU	CUST#811 CUST#821 CUST#911
First Class Mail Non-Automation (Presorted)	CUST#FPS	CUST#130
First Class Mail Rejected records	CUST#FRJ	CUST#RJ1
First Class Mail Single Output File	CUST#FCM	---
Standard Mail Automation	CUST#SAU	CUST#813 CUST#823 CUST#913
Standard Mail Non-Automation (Presorted)	CUST#SPS	CUST#610
Standard Mail Carrier Route	CUST#SCR	CUST#620
Standard Mail Rejected records	CUST#SRJ	CUST#RJ3
Standard Mail Single Output File	CUST#STD	---
Periodicals Automation	CUST#PAU	---
Periodicals Non-Automation (Presorted)	CUST#PPS	---
Periodicals Carrier Route	CUST#PCR	---
Periodicals Rejected records	CUST#PRJ	---
Periodicals Single Output File	CUST#PER	---

Input file name: CUSTOMER01 (Long file name example)

Mail Class / Carrier Route / Automation / Non-Automation / Rejected records	HyPER/Sort Output File	PER/SORT Output File
First Class Mail Automation	CUSTOM#FAU	CUSTOM#811 CUSTOM#821 CUSTOM#911
First Class Mail Non-Automation (Presorted)	CUSTOM#FPS	CUSTOM#130
First Class Mail Rejected records	CUSTOM#FRJ	CUSTOM#RJ1
First Class Mail Single Output File	CUSTOM#FCM	---
Standard Mail Automation	CUSTOM#SAU	CUSTOM#813 CUSTOM#823 CUSTOM#913
Standard Mail Non-Automation (Presorted)	CUSTOM#SPS	CUSTOM#610
Standard Mail Carrier Route	CUSTOM#SCR	CUSTOM#620
Standard Mail Rejected records	CUSTOM#SRJ	CUSTOM#RJ3
Standard Mail Single Output File	CUSTOM#STD	---
Periodicals Automation	CUSTOM#PAU	---
Periodicals Non-Automation (Presorted)	CUSTOM#PPS	---
Periodicals Carrier Route	CUSTOM#PCR	---
Periodicals Rejected records	CUSTOM#PRJ	---
Periodicals Single Output File	CUSTOM#PER	---

Important:

For compatibility purposes, when HyPER/Sort is processing a PER/SORT presort job, the presorted output files will be named following the PER/SORT naming convention.

When HyPER/Sort is processing a presort job natively (from the HyPER/Sort Menu or using the HS_BATCH command), the presorted output files will be named following the HyPER/Sort naming convention.

When updating your applications to use the native HyPER/Sort interface, you must be sure to account for the new output file naming convention used by HyPER/Sort.

MIGRATING FROM HyPER/Sort (Client/Server version)

The new green-screen version of HyPER/Sort is very similar to the old client/server version. Presort jobs are similarly defined, as are file definitions, mailer information, destination entry tables, and variable rate piece code tables. One major difference is that these items (job definitions, file definitions, mailer information, etc.) are entered and maintained via a native iSeries green-screen application instead of a Windows XP PC application.

The other major difference between the new green-screen version of HyPER/Sort and the old client/server version, is how report output is handled. The new green-screen version of HyPER/Sort places all output in designated output queues for native iSeries printing instead of requiring an active Windows XP PC print sentry. At this time, an IPDS/AFP capable printer is required to print the report output. Version 6.1 (or newer) of the iSeries operating system is required for HyPER/Sort to produce PDF archives from the report output.

With HyPER/Sort job definitions, table maintenance and report output printing are all handled natively on the iSeries. The Windows XP SP3 PC is no longer required.

A migration tool (the HS_CONVERT command) has been provided to assist users in migrating from the old client/server version of HyPER/Sort to the new green-screen version of HyPER/Sort. The HS_CONVERT command will bring forward all presort job definitions, file definitions, mailer information, destination entry tables, and variable rate piece code tables from the old client/server version of HyPER/Sort. There is no need to redefine your jobs or rekey your tables.

The following steps outline the migration process:

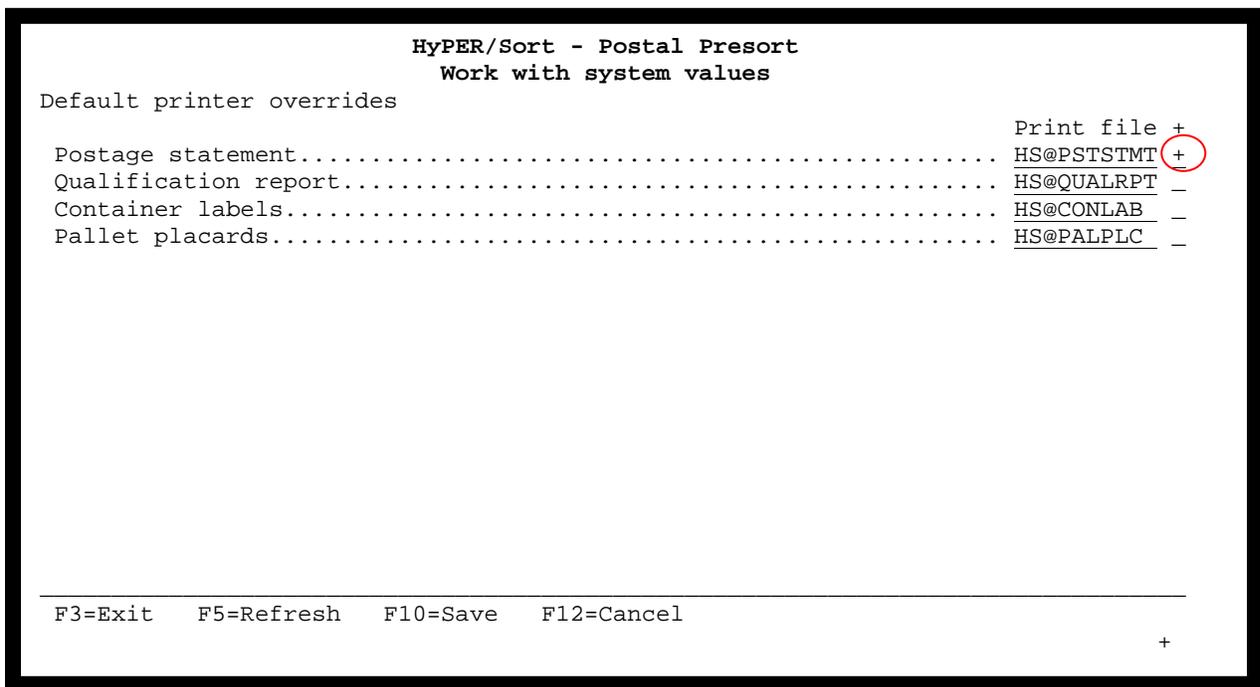
1. Update the HyPER/Sort System Defaults to include default printer override information for your system.
2. Run the HS_CONVERT command to bring forward all presort job definitions, file definitions, mailer information, destination entry tables, and variable rate piece code tables from the old client/server version of HyPER/Sort.
3. Update the HyPER/Sort Intelligent Mail information and IMb service types for your Mailing Agents, Mailing Customers, and Permit Holders.
4. Update the HyPER/Sort System Defaults to run batch presort jobs using the new green-screen version of HyPER/Sort. This feature can be toggled on and off to allow continued use of the old client/server version of HyPER/Sort while testing the new green-screen version of HyPER/Sort.

In the following pages, each of the steps above is discussed in detail.

1. Update the HyPER/Sort System Defaults to include default printer override information for your system, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 23 for Utilities.
- c. From the HyPER/Sort Utilities menu, select option 3 for System values.

The HyPER/Sort work with system values screen will be displayed. Scroll to the second page of system values. The screen will look similar to the screen shown below.



Navigate your cursor to the blank field right of the *Postage statement* print file name (HS@PSTSTMT) and type a “+” in the field. When you press enter, the Postage statement printer overrides screen will be displayed.

The Postage statement printer overrides screen will look similar to the screen shown on the following page. The printer overrides allow you to control where and how the Postage statement will be printed. Make the desired changes and press enter.

For detailed information concerning the various fields on the Postage statement printer overrides screen, refer to the Override with Printer File (OVRPRTF) command in the AS/400 CL Reference manual.

HyPER/Sort - Postal Presort
Work with system values

Postage statement

File being overridden	<u>HS@PSTSTMT</u>	Name, *PRTF
Printer device	_____	Name, *SYSVAL, *JOB
Align page	_____	*NO, *YES
Source drawer	_____	1-255, *E1, *FORMDF
Output bin	_____	1-65535, *DEVD
Print on both sides	_____	*NO, *YES, *TUMBLE, *FORMDF
Output queue	<u>PRT03</u>	Name, *DEV, *JOB
Library	<u>*LIBL</u>	Name, *LIBL, *CURLIB
Form type	_____	Character value, *STD
Copies	_____	1-255
File separators	_____	0-9
Hold spooled file	<u>*YES</u>	*NO, *YES
Save spooled file	<u>*YES</u>	*NO, *YES
Output priority (on OUTQ) . . .	_____	*JOB, 1-9
User data	_____	Character value, *SOURCE
Spool file name	_____	Name *FILE

F12=Cancel

Next, printer override information should be entered for the *Qualification report*, *Container labels*, and *Pallet placards* using the same technique described on the previous page. i.e. type a “+” in the field to the right of each print file name, press enter, make changes, and press enter.

After all printer override information has been entered, you must press F10 to save your system value changes. If you do not press F10, the changes will not be recorded. Pressing F10 will return you to the HyPER/Sort Utilities menu.

From the HyPER/Sort Utilities menu, press F3 or F12 to return to the HyPER/Sort Main menu.

2. Run the HS_CONVERT command to migrate job definitions, file definitions, mailer information, destination entry tables, and variable rate piece code tables from the client/server version of HyPER/Sort, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. On the command line of the HyPER/Sort Main menu, type the following command and press enter: HS_CONVERT PRODUCT(HYPERSORT)

The HS_CONVERT command will delete any existing HyPER/Sort job definitions, user file definitions, mailer information, destination entry tables, and variable rate piece code tables from the green-screen version of HyPER/Sort. This allows you to run the HS_CONVERT command multiple times (for testing purposes) always picking up the latest data available from the client/server version of HyPER/Sort.

3. Update the HyPER/Sort IMB and Full Service eDoc options for your Mailing Agents, Mailing Customers, and Permit Holders, following these steps:

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 21 for Mailer.
- c. From the HyPER/Sort Mailer menu, select option 1 for Permit holders.

The HyPER/Sort work with permit holders screen will be displayed. The screen will look similar to the screen shown below.

```
HyPER/Sort - Postal Presort

Work with permit holders

Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print  7=Rename

==> _____
Opt  Key          Firm name
  -  bwood         Southbend Waterworks
  -  DEMO          The Cast Iron Surfboard Co.
  -  Lynntest      wrsi

-----
F3=Exit  F6=Add  F12=Cancel                               (Page/roll)
```

Select each permit holder with a 2 for change and press enter. The permit holder basic information screen (similar to the one shown on the following page) will be displayed.

Verify and modify as needed all information displayed on the permit holder basic information screen.

```

                                HyPER/Sort - Postal Presort
                                Work with permit holders

Basic information

Key..... DEMO_____
Firm name..... The Cast Iron Surfboard Co._____
Contact name..... George Dunker_____
Urbanization..... _____
Secondary address..... 77 Sunset Strip_____
Delivery address..... P.O. Box 999_____
City, state, ZIP..... Malibu, CA 90265-1234_____
Telephone number..... 555/555-1234_____
email address..... george@castironsurf.com_____
Dunn and Bradstreet number..... 123456789_____
USPS nonprofit authorization number..... 2121432132_____
CAPS customer reference number..... 1111_____
FCM permit number..... 21323123_____
PER permit number..... 9-090-99_____
STD permit number..... 23423423_____

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb data   F10=Save   F12=Cancel
+

```

Next, roll up/page down to display the permit holder Intelligent Mail information screen (similar to the screen shown below). Verify and modify as needed all information displayed on the permit holder Intelligent Mail information screen.

```

DEMO                                HyPER/Sort - Postal Presort
                                Work with permit holders

Intelligent Mail information

Mailer ID..... 236790_____
Customer reference ID (CRID)..... _____
Mail.dat user license code..... _____
USPS customer reference ID (CRID)..... _____
FAST scheduler ID (if participating in the FAST system)..... _____
Verification facility name (PVDS)..... _____
Postage payment option..... _____
Last IMb barcode serial number used..... 168008_____
Last IMbp barcode serial number used..... 0_____
Last IM sack/tray label serial number used..... 0_____
Last IM container label serial number used..... 0_____

Statement sequence information

Last postage statement sequence number used..... 41_____
Last manifest sequence number used ..... 2_____

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb data   F10=Save   F12=Cancel

```

Next, press the F8 function key to display the Work with IMb service types screen (similar to the screen shown below). Verify that all IMb service types used by the permit holder are listed. Only service types listed will be available for use when presort jobs are defined to HyPER/Sort.

```

DEMO                               HyPER/Sort - Postal Presort

                               Work with IMb service types

Type options, press Enter.
  2=Change  4=Delete

==>  _____
Opt  ID   Description
  _   080  FCM Basic w/o IMb Tracing - OneCode ACS - ASR
  _   140  FCM Basic with IMb Tracing - OneCode ACS - ASR
  2   092  STD Basic w/o IMb Tracing - OneCode ACS - CSR

-----
F3=Exit  F6=Add  F12=Cancel                               (Page/roll)

```

The F6 function key can be used to add new service types to the list. If service types are added or changed, be sure to press the F10 function key to save the additions and changes.

```

DEMO                               HyPER/Sort - Postal Presort

                               Work with IMb service types

Service type identifier..... 092
Service description..... STD Basic w/o IMb Tracing - OneCode ACS - CSR

-----
F3=Exit  F4=Prompt  F5=Refresh  F10=Save  F12=Cancel

```

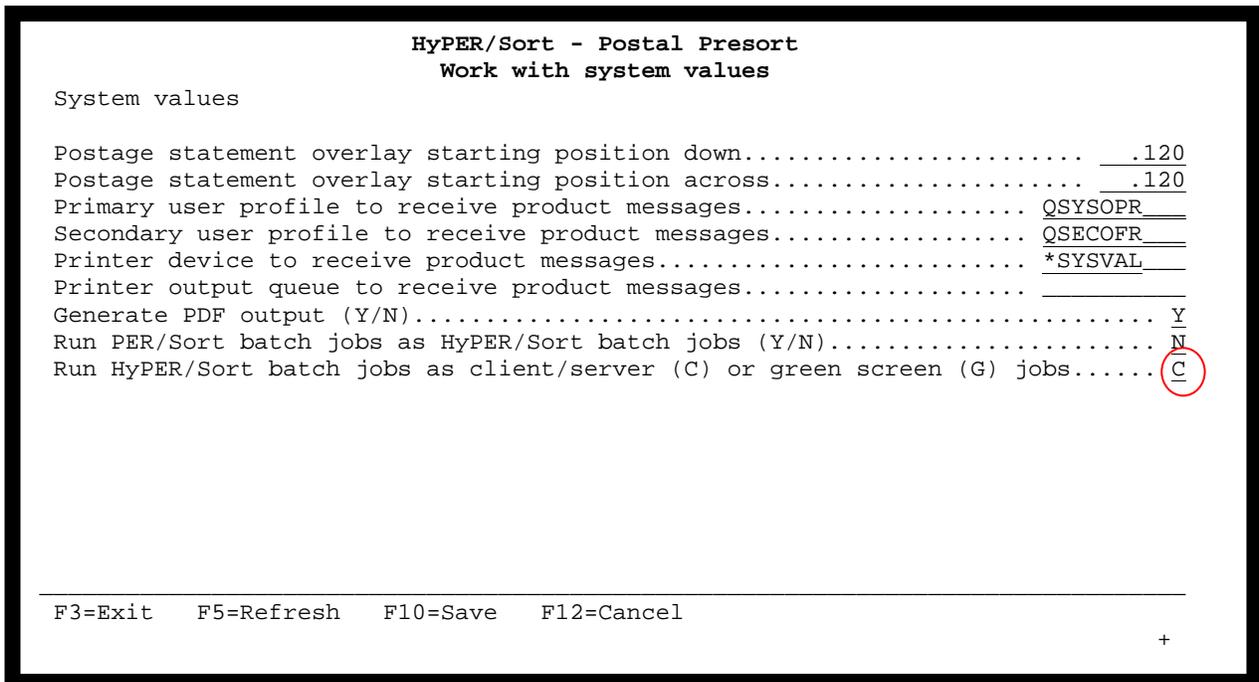
Next, update the Basic information, Intelligent Mail information, and IMb service types for your Mailing Agents following the same steps used to update the Basic information, Intelligent Mail information, and IMb service types for your Permit holders. The only difference is that you will select option 2 instead of option 1 from the HyPER/Sort Mailer menu.

Finally, update the Basic information, Intelligent Mail information, and IMb service types for your Mailing Customers following the same steps used to update the Basic information, Intelligent Mail information, and IMb service types for your Permit holders. The only difference is that you will select option 3 instead of option 1 from the HyPER/Sort Mailer menu.

4. Update the HyPER/Sort System Defaults to run batch presort jobs using the new green-screen version of HyPER/Sort, following these steps.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 23 for Utilities.
- c. From the HyPER/Sort Utilities menu, select option 3 for System values.

The HyPER/Sort work with system values screen will be displayed. The screen will look similar to the screen shown below.



Navigate your cursor to the *Run HyPER/Sort batch jobs as client/server (C) or green screen (G) jobs* field. To have the Green-Screen version of HyPER/Sort process your HyPER/SORT batch presort jobs, set this field to G for Green-Screen. If you want the Client/Server version of HyPER/Sort to process your HyPER/SORT batch presort jobs, set this field to C for Client/Server.

The *Run HyPER/Sort batch jobs as client/server (C) or green screen (G) jobs* field can be changed at any time and as often as needed. This allows you to run tests and compare results before permanently switching your production jobs to run using the Green-Screen version of HyPER/Sort.

SYSTEM FILE MAINTENANCE

Before you create presort job definitions in HyPER/Sort, you will need to customize HyPER/Sort system values and enter mailing information unique to your organization.

The following pages will provide detailed information regarding:

1. Customizing HyPER/Sort System Values
2. Entering Permit Holder Information
3. Entering Mailing Agent Information
4. Entering Mailing Customer Information
5. Entering Mailing File Definitions
6. Entering Destination Entry Facilities (for Destination Entry mailings only)
7. Entering Mailpiece Characteristic Codes (for Batch Manifest mailings only)

CUSTOMIZING THE HyPER/Sort SYSTEM VALUES

Follow the steps below to access and customize the HyPER/Sort System Values for your specific environment.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 23 for Utilities.
- c. From the HyPER/Sort Utilities menu, select option 3 for System values.

The first HyPER/Sort work with system values screen will be displayed. The screen will look similar to the screen shown below.

```

                                HyPER/Sort - Postal Presort
                                Work with system values

System values

Postage statement overlay starting position down..... .120
Postage statement overlay starting position across..... .120
Primary user profile to receive product messages..... QSYSOPR
Secondary user profile to receive product messages..... QSECOFR
Printer device to receive product messages..... *SYSVAL
Printer output queue to receive product messages.....
Library..... *LIBL
Generate PDF output (Y/N)..... Y
PDF folder...
Run PER/Sort batch jobs as HyPER/Sort batch jobs (Y/N)..... N
Run HyPER/Sort batch jobs as client/server (C) or green screen (G) jobs..... C
Number of months to retain archives..... 12

-----
F3=Exit   F5=Refresh   F10=Save   F12=Cancel
+

```

Postage statement overlay starting position down

This field allows you to specify the vertical starting position (in inches) when printing Postage Statements. This field can be modified to compensate for slight variations in top margins among various laser printers.

Postage statement overlay starting position across

This field allows you to specify the horizontal starting position (in inches) when printing Postage Statements. This field can be modified to compensate for slight variations in left-hand side margins among various laser printers.

Primary user profile to receive product messages

This field allows you to specify the primary user profile to receive product messages. Product messages include password and database expiration messages. Any valid iSeries user profile can be specified.

Secondary user profile to receive product messages

This field allows you to specify a second user profile to receive product messages. Product messages include password and database expiration messages. Any valid iSeries user profile can be specified.

Printer device to receive product messages

This field allows you to specify a specific printer device name to receive product message printed output. Product message printed output includes password and database expiration messages. Any valid iSeries printer name can be specified.

Printer output queue to receive product messages

This field allows you specify a specific output queue to receive product message printed output. Product message printed output includes password and database expiration messages. Any valid iSeries output queue can be specified.

Generate PDF output (Y/N)

This field allows you control whether or not HyPER/Sort will produce PDF archives for each presort job run. Valid values are Y for yes and N for no. **For HyPER/Sort to produce PDF archives, you must be running Version 6.1 or higher of the iSeries operating system.**

You must have the following feature and option installed to generate PDF output:

V6R1

- 5761TS1 *BASE IBM Transform Services for i5/OS
- 5761TS1 1 Transforms - AFP to PDF Transform

V7R1

- 5770TS1 *BASE IBM Transform Services for i
- 5770TS1 1 Transforms - AFP to PDF Transform

PDF folder

This field allows you identify an IFS folder in which HyPER/Sort will place a copy of all PDF output. If the folder doesn't exist, HyPER/Sort will create it. Placing a copy of the PDF output in a central folder gives users easy access to the output for viewing and printing.

Run PER/Sort batch jobs as HyPER/Sort batch jobs (Y/N)

This field allows you indicate whether or not HyPER/Sort should intercept and process PER/SORT presort jobs. Valid values are Y for yes and N for no. To have HyPER/Sort intercept and process your PER/SORT presort jobs, set this field to Y for yes. If you do not want HyPER/Sort to intercept and process PER/SORT presort jobs, set this field to N for no. This field can be changed at any time and as often as needed. This allows you to run tests and compare results before permanently switching your production jobs from PER/SORT to HyPER/Sort.

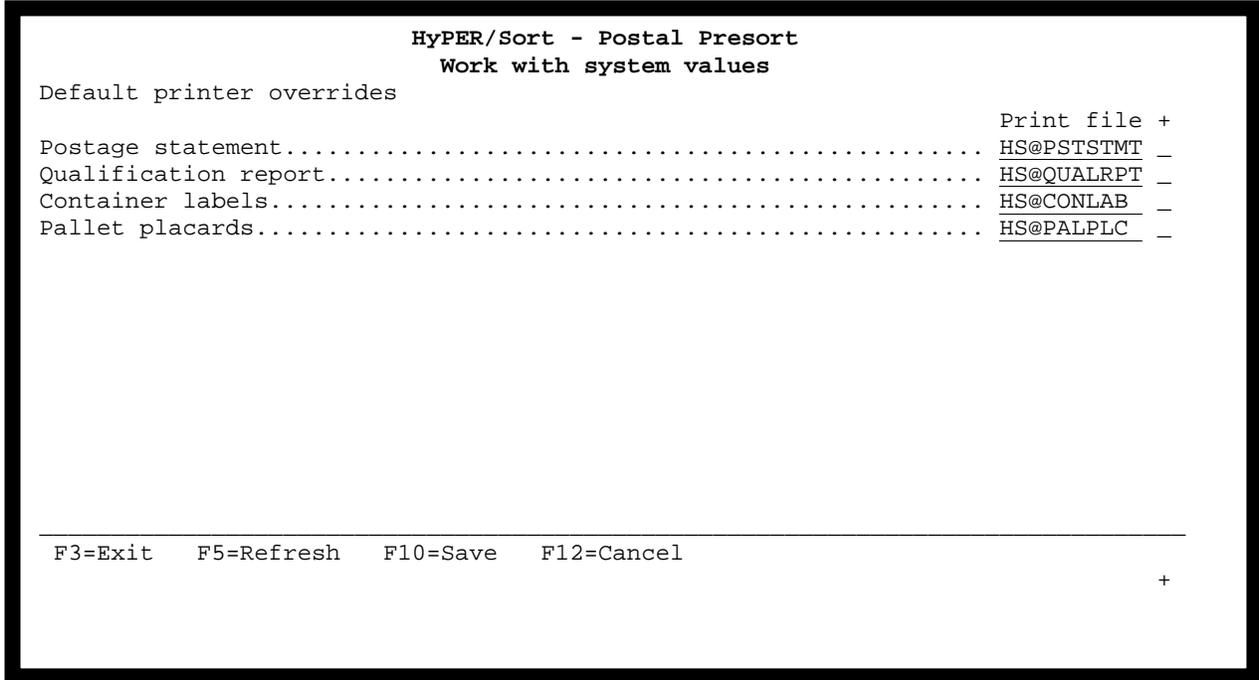
Run HyPER/Sort batch jobs as client/server (C) or green screen (G) jobs

This field allows you indicate whether HyPER/Sort batch jobs should be processed by the Client/Server version of HyPER/Sort or the Green-Screen version of HyPER/Sort. Valid values are C for Client/Server and G for Green/Screen. To have HyPER/Sort batch jobs processed by the Client/Server version of HyPER/Sort, set this field to C for Client/Server. If you want the Green-Screen version of HyPER/Sort to process batch presort jobs, set this field to G for Green-Screen. This field can be changed at any time and as often as needed. This allows you to run tests and compare results before permanently switching your production jobs from the Client/Server version of HyPER/SORT to the Green-Screen version of HyPER/Sort.

Number of months to retain archives

This field allows you indicate the number of months archives for presort jobs are retained. At the end of this period, the archives are deleted when the next HyPER/Sort update is installed. Presort archives consist of job set up information and all report output. The archives do not include your presorted data files.

By pressing roll up/page down, while on the first HyPER/Sort work with system values screen, the second HyPER/Sort work with system values screen can be accessed. The screen will look similar to the screen shown below.



Default printer overrides – Postage statement

Default printer overrides for postage statements produced by HyPER/Sort can be specified by navigating your cursor to the blank field right of the ***Postage statement*** print file name (HS@PSTSTMT) and typing a “+” in the field. When you press enter, the Postage statement printer overrides screen will be displayed. The postage statement printer overrides screen allows you to control where and how the postage statements produced by HyPER/Sort will be printed.

Default printer overrides – Qualification report

Default printer overrides for qualification reports produced by HyPER/Sort can be specified by navigating your cursor to the blank field right of the ***Qualification report*** print file name (HS@QUALRPT) and typing a “+” in the field. When you press enter, the Qualification report printer overrides screen will be displayed. The qualification report printer overrides screen allows you to control where and how the USPS qualification reports produced by HyPER/Sort will be printed.

Default printer overrides – Container labels

Default printer overrides for container labels produced by HyPER/Sort can be specified by navigating your cursor to the blank field right of the ***Container labels*** print file name (HS@CONLAB) and typing a “+” in the field. When you press enter, the Container labels printer overrides screen will be displayed. The container labels printer overrides screen allows you to control where and how container labels produced by HyPER/Sort will be printed.

Default printer overrides – Pallet placards

Default printer overrides for pallet placards produced by HyPER/Sort can be specified by navigating your cursor to the blank field right of the ***Pallet placards*** print file name (HS@PALPLC) and typing a “+” in the field. When you press enter, the Pallet placards printer overrides screen will be displayed. The pallet placards printer overrides screen allows you to control where and how pallet placards produced by HyPER/Sort will be printed.

Function keys

- F3 Exit without saving changes
- F5 Refresh the screen
- F10 Exit and save all changes
- F12 Return to previous screen without saving changes

The printer overrides screen for postage statements, qualification reports, container labels, and pallet placards will all look similar to the screen shown below:

```

                                HyPER/Sort - Postal Presort
                                Work with system values

Postage statement

File being overridden . . . . . HS@PSTSTMT   Name, *PRTF
Printer device . . . . . _____           Name, *SYSVAL, *JOB
Align page . . . . . _____              *NO, *YES
Source drawer . . . . . _____           1-255, *E1, *FORMDF
Output bin . . . . . _____             1-65535, *DEV
Print on both sides . . . . . _____      *NO, *YES, *TUMBLE, *FORMDF
Output queue . . . . . PRT03              Name, *DEV, *JOB
  Library . . . . . *LIBL                Name, *LIBL, *CURLIB
Form type . . . . . _____              Character value, *STD
Copies . . . . . _____                 1-255
File separators . . . . . _____         0-9
Hold spooled file . . . . . *YES          *NO, *YES
Save spooled file . . . . . *YES          *NO, *YES
Output priority (on OUTQ) . . . . . _____ *JOB, 1-9
User data . . . . . _____              Character value, *SOURCE
Spool file name . . . . . _____         Name *FILE
-----
F12=Cancel

```

Note: All printer overrides specified in the system values are used as default printer overrides when creating a new presort job definition. These overrides are also used as default printer overrides for presort jobs that are brought forward from the old (client/server) version of HyPER/Sort using the HS_CONVERT PRODUCT(HYPERSORT) command.

Important: After entering printer override information and pressing enter, you MUST press F10 from the Work with system values screen to save the printer override information. If you do not press F10 from the Work with system values screen, your changes will not be saved.

ENTER/UPDATE PERMIT HOLDER INFORMATION

Follow the steps below to enter or update your permit holder information.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 21 for Mailer.
- c. From the HyPER/Sort Mailer menu, select option 1 for Permit holders.

The HyPER/Sort Work with permit holders screen will be displayed. The screen will look similar to the screen shown below. From this screen you can create new permit holders or update existing permit holders

```

                                HyPER/Sort - Postal Presort

                                Work with permit holders

Type options, press Enter.
  2=Change   3=Copy   4=Delete   6=Print   7=Rename

==> _____
Opt  Key          Firm name
  _   bwood        Southbend Waterworks
  _   DEMO         The Cast Iron Surfboard Co.
  _   Lynntest     wrsi

-----
F3=Exit   F6=Add   F12=Cancel                               (Page/roll)
```

Option

This field allows you to perform various functions with existing permit holders. Existing permit holders can be selected to be changed, copied, deleted, printed, or renamed.

Key

This is a user assigned 10 character field used to reference the permit holder in presort job definitions. The permit holder key must be unique for each permit holder.

Firm name

This is the firm name or company name for the permit holder. The firm name is printed in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Function keys

- F3 Exit
- F6 Add a new permit holder
- F12 Return to previous screen

UPDATING PERMIT HOLDER INFORMATION

Selecting a permit holder with option 2 will cause the permit holder basic information screen (similar to the one shown below) to be displayed. From this screen you can update the permit holder's information.

```

                                HyPER/Sort - Postal Presort
                                Work with permit holders

Basic information

Key..... DEMO_____
Firm name..... The Cast Iron Surfboard Co._____
Contact name..... George Dunker_____
Urbanization..... _____
Secondary address..... 77 Sunset Strip_____
Delivery address..... P.O. Box 999_____
City, state, ZIP..... Mailbu, CA 90265-1234_____
Telephone number..... 555/555-1234_____
email address..... george@castironsurf.com_____
Dunn and Bradstreet number..... 123456789_____
USPS nonprofit authorization number..... 2121432132_____
CAPS customer reference number..... 11111_____
FCM permit number..... 21323123_____
PER permit number..... 9-090-99_____
STD permit number..... 23423423_____

-----
F3=Exit  F4=Prompt  F5=Refresh  F8=IMb svc types  F10=Save  F12=Cancel
+

```

Key

This is a user assigned 10 character field used to reference the permit holder in presort job definitions. The permit holder key must be unique for each permit holder.

Firm name

This is the firm name or company name for the permit holder. The firm name is printed in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Contact name

This is the individual whose name will print in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Urbanization

This is the urbanization name portion of the permit holder's address. This field is optional and should only be used if the permit holder's address is in Puerto Rico and requires an urbanization name. This field will be printed (as part of the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Secondary address

This is the secondary address portion of the permit holder's address. This field is optional and will be printed (as part of the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Delivery address

This is the delivery address portion of the permit holder's address. This field is required and will be printed (as part of the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

City, state, ZIP

This is the city, state, and Zip Code portion of the permit holder's address. This field is required and will be printed (as part of the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Telephone number

This is the telephone number at which the permit holder can be reached. This field is required and will be printed (as part of the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

email address

This is the email address at which the permit holder can be reached. This field is optional. If provided, the email address will be printed (below the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

Dunn and Bradstreet number

This is the Dunn and Bradstreet number for the permit holder. This field is optional.

USPS nonprofit authorization number

This is the USPS nonprofit authorization number for the permit holder. This field is optional. If provided, the USPS nonprofit authorization number will be printed (below the permit holder's address) in the permit holder box on postage statements (for non-profit mailings) generated by presort jobs referencing the permit holder.

CAPS customer reference number

This is the CAPS (Centralized Account Processing System) customer reference number for the permit holder. This field is optional. If provided, the CAPS customer reference number will be printed (below the permit holder's address) in the permit holder box on postage statements generated by presort jobs referencing the permit holder.

FCM permit number

This is the first class mail permit number for the permit holder. This field is required if first class mailings will be produced with a payment type of "I" for Permit Imprint. The first class mail permit number will print on first class mail postage statements generated by presort jobs referencing the permit holder and specifying Permit Imprint as the payment type.

PER permit number

This is the periodicals mail permit number for the permit holder. This field is required if periodicals mailings will be produced. The periodicals mail permit number will print on periodicals mail postage statements generated by presort jobs referencing the permit holder.

STD permit number

This is the standard mail permit number for the permit holder. This field is required if standard mail mailings will be produced with a payment type of "I" for Permit Imprint. The standard mail permit number will print on standard mail postage statements generated by presort jobs referencing the permit holder and specifying Permit Imprint as the payment type.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, roll up/page down to display the permit holder Intelligent Mail information screen (similar to the screen shown below). Verify and modify as needed all information displayed on the permit holder Intelligent Mail information screen.

```
DEMO                               HyPER/Sort - Postal Presort
                                   Work with permit holders

Intelligent Mail information

Mailer ID..... 236790___
Customer reference ID (CRID)..... _____
Mail.dat user license code..... _____
FAST scheduler ID (if participating in the FAST system)..... _____
Verification facility name (PVDS)..... _____
Postage payment option..... _____
Last IMb barcode serial number used..... 168008
Last IMbp barcode serial number used..... 0
Last IM sack/tray label serial number used..... 0
Last IM container label serial number used..... 0

Statement sequence information

Last postage statement sequence number used..... 41
Last manifest sequence number used ..... 2

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb svc types   F10=Save   F12=Cancel
```

Mailer ID

This is the Mailer ID assigned to the permit holder by the USPS. This field is required. The Mailer ID is used in the generation of Intelligent Mail barcodes and identifies the mailer.

Customer reference ID (CRID)

This is the Customer reference ID assigned to the permit holder by the USPS. This field is optional. The CRID is a USPS unique identifier for a Mail Owner or Mail Service Provider at a business location (with a valid address). It is normally assigned when a Mail Owner or Mail Service Provider registers online with the Postal Service through the Business Customer Gateway (BCG).

Mail.dat user license code

This is the Mail.dat user license code assigned to the permit holder by IDEAlliance. This field is required if you will be generating Full Service Intelligent Mail mailings.

FAST scheduler ID (if participating in the FAST system)

This is the FAST scheduler ID assigned to the permit holder by the USPS. This field is optional. The Facility Access and Shipment Tracking (FAST) system allows mailers to provide advance notification of drop shipment and Origin Entered mailings into postal facilities. FAST provides Mail Owners, Mail Preparers, and Schedulers enhanced visibility of their scheduled mailings at each facility.

Verification facility name (PVDS)

This is the name of the facility where plant verified drop shipment mailings are verified for the permit holder. This field is optional.

Postage payment option

This field indicates how postage will be paid for mailings referencing the permit holder. This field is required if you will be generating Full Service Intelligent Mail mailings. Otherwise, this field is optional.

Valid values are:

- B – Billing
- C – CPP
- D – Debit
- O – Other
- T – CAPS
- V – PVD

Last IMb barcode serial number used

This field allows you to control the unique mail piece identifier used to produce the Intelligent Mail barcode. This number is incremented by one for each mail piece in in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IMbp barcode serial number used

This field allows you to control the unique package identifier used to produce the Intelligent Mail Package barcode for parcels. This number is incremented by one for each parcel in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM sack/tray label serial number used

This field allows you to control the unique sack/tray identifier used to produce the Intelligent Mail sack/tray barcode. This number is incremented by one for each sack/tray in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM container label serial number used

This field allows you to control the unique container (pallet) identifier used to produce the Intelligent Mail container barcode. This number is incremented by one for each container (pallet) in in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last postage statement sequence number used

This field allows you to control the unique postage statement sequence number that prints on each postage statement produced by HyPER/Sort. This number is incremented by one for each production postage statement produced. This number is not incremented when draft postage statements are produced.

Last manifest sequence number used

This field allows you to control the unique manifest sequence number that prints on each batch manifest produced by HyPER/Sort. This number is incremented by one for each production batch manifest produced. This number is not incremented when draft batch manifests are produced.

Note: The permit holder serial number fields are only used by presort jobs that are set up with the *Source for barcode Mailer ID* field set to P for permit holder.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, press the F8 function key to display the Work with IMb service types screen (similar to the screen shown below). Existing IMb service types can be changed by selecting them with a 2. New IMb service types can be added for the permit holder by pressing the F6 function key.

```
DEMO                                HyPER/Sort - Postal Presort

                                Work with IMb service types

Type options, press Enter.
  2=Change  4=Delete

==>
Opt  ID  Description
  _  080  FCM Basic w/o IMb Tracing - OneCode ACS - ASR
  _  140  FCM Basic with IMb Tracing - OneCode ACS - ASR
  2  092  STD Basic w/o IMb Tracing - OneCode ACS - CSR

-----
F3=Exit  F6=Add  F12=Cancel                                (Page/roll)
```

Option

This field allows you to perform various functions with existing IMb service types for the permit holders. Existing IMb service types can be selected to be changed or deleted.

ID

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the permit holder. However, only one service type is used by each presort job.

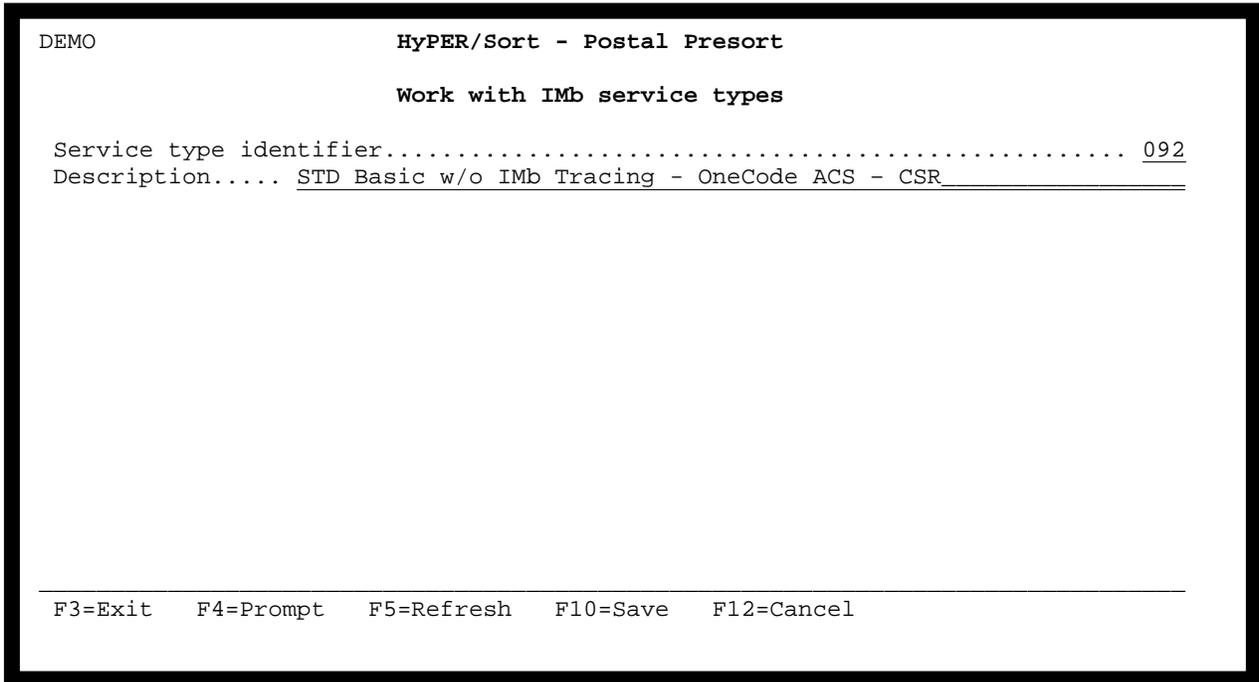
Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F6 Add a new IMb service type
- F12 Return to previous screen without saving changes

If an existing IMb service type is selected with a 2 for change or if the F6 function key is used to add a new IMb service type for the permit holder, a screen similar to the one shown below is displayed. While on this screen, you can use the F4 function key to display a complete selection list of all available IMb service types. The standard description is retained for each IMb service type and cannot be modified.



If an IMb service type is changed or added, you MUST press F10 while on the screen above to save the change or addition.

Service type identifier

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the permit holder. However, only one service type is used by each presort job.

Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F4 Prompt (displays a selection list of all available IMb service type identifiers)
- F5 Refresh (undo any changes)
- F10 Save added or changed IMb service type identifier
- F12 Return to previous screen without saving

ENTER/UPDATE MAILING AGENT INFORMATION

Follow the steps below to enter or update your mailing agent information.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 21 for Mailer.
- c. From the HyPER/Sort Mailer menu, select option 2 for Mailing agents.

The HyPER/Sort Work with mailing agents screen will be displayed. The screen will look similar to the screen shown below. From this screen you can create new mailing agents or update existing mailing agents.

```

                                HyPER/Sort - Postal Presort

                                Work with mailing agents

Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print  7=Rename

==> _____
Opt  Key      Firm name
  _  DEMO     Keystone Kops Driving School

-----
F3=Exit  F6=Add  F12=Cancel                                (Page/roll)
```

Option

This field allows you to perform various functions with existing mailing agents. Existing mailing agents can be selected to be changed, copied, deleted, printed, or renamed.

Key

This is a user assigned 10 character field used to reference the mailing agent in presort job definitions. The mailing agent key must be unique for each mailing agent.

Firm name

This is the firm name or company name for the mailing agent. The firm name is printed in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Function keys

- F3 Exit
- F6 Add a new mailing agent
- F12 Return to previous screen

UPDATING MAILING AGENT INFORMATION

Selecting a mailing agent with option 2 will cause the mailing agent basic information screen (similar to the one shown below) to be displayed. From this screen you can update the mailing agent's information.

```

                                HyPER/Sort - Postal Presort
                                Work with mailing agents

Basic information

Key..... DEMO_____
Firm name..... Keystone Kops Driving School_____
Contact name..... Fatty Arbuckle_____
Urbanization..... _____
Secondary address..... 2234 E 23rd St_____
Delivery address..... P.O. Box 321_____
City, state, ZIP..... Bay Shore, NY 12221-3811_____
Telephone number..... 555/555-1234_____
email address..... fatty@KeystoneKops.com_____
Dunn and Bradstreet number..... 324454335_____
Printer/consolidator imprint permit number..... 11111111111112_____

-----
F3=Exit  F4=Prompt  F5=Refresh  F8=IMb svc types  F10=Save  F12=Cancel
+

```

Key

This is a user assigned 10 character field used to reference the mailing agent in presort job definitions. The mailing agent key must be unique for each mailing agent.

Firm name

This is the firm name or company name for the mailing agent. The firm name is printed in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Contact name

This is the individual whose name will print in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Urbanization

This is the urbanization name portion of the mailing agent's address. This field is optional and should only be used if the mailing agent's address is in Puerto Rico and requires an urbanization name. This field will be printed (as part of the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Secondary address

This is the secondary address portion of the mailing agent's address. This field is optional and will be printed (as part of the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Delivery address

This is the delivery address portion of the mailing agent's address. This field is required and will be printed (as part of the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

City, state, ZIP

This is the city, state, and Zip Code portion of the mailing agent's address. This field is required and will be printed (as part of the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Telephone number

This is the telephone number at which the mailing agent can be reached. This field is required and will be printed (as part of the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

email address

This is the email address at which the mailing agent can be reached. This field is optional. If provided, the email address will be printed (below the mailing agent's address) in the mailing agent box on postage statements generated by presort jobs referencing the mailing agent.

Dunn and Bradstreet number

This is the Dunn and Bradstreet number for the mailing agent. This field is optional.

Printer/consolidator imprint permit number

This is the imprint permit number for the mailing agent. This field is optional. If provided, the *Printer/consolidator imprint permit number* will be printed in the mailing agent box on postage statements (periodicals mailings only) generated by presort jobs referencing the mailing agent.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, roll up/page down to display the mailing agent Intelligent Mail information screen (similar to the screen shown below). Verify and modify as needed all information displayed on the mailing agent Intelligent Mail information screen.

```
DEMO                               HyPER/Sort - Postal Presort
                                   Work with mailing agents

Intelligent Mail information

Mailer ID..... 111111___
Customer reference ID (CRID)..... _____
Mail.dat user license code..... _____
FAST scheduler ID (if participating in the FAST system)..... _____
Verification facility name (PVDS)..... _____
Last IMb barcode serial number used..... 335228
Last IMbp barcode serial number used..... 0
Last IM sack/tray label serial number used..... 653
Last IM container label serial number used..... 0

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb svc types   F10=Save   F12=Cancel
```

Mailer ID

This is the Mailer ID assigned to the mailing agent by the USPS. This field is required. The Mailer ID is used in the generation of Intelligent Mail barcodes and identifies the mailer.

Customer reference ID (CRID)

This is the Customer reference ID assigned to the mailing agent by the USPS. This field is optional. The CRID is a USPS unique identifier for a Mail Owner or Mail Service Provider at a business location (with a valid address). It is normally assigned when a Mail Owner or Mail Service Provider registers online with the Postal Service through the Business Customer Gateway (BCG).

Mail.dat user license code

This is the Mail.dat user license code assigned to the mailing agent by IDEAlliance. This field is required if you will be generating Full Service Intelligent Mail mailings.

FAST scheduler ID (if participating in the FAST system)

This is the FAST scheduler ID assigned to the mailing agent by the USPS. This field is optional. The Facility Access and Shipment Tracking (FAST) system allows mailers to provide advance notification of drop shipment and Origin Entered mailings into postal facilities. FAST provides Mail Owners, Mail Preparers, and Schedulers enhanced visibility of their scheduled mailings at each facility.

Verification facility name (PVDS)

This is the name of the facility where plant verified drop shipment mailings are verified for the mailing agent. This field is optional.

Last IMb barcode serial number used

This field allows you to control the unique mail piece identifier used to produce the Intelligent Mail barcode. This number is incremented by one for each mail piece in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IMbp barcode serial number used

This field allows you to control the unique package identifier used to produce the Intelligent Mail Package barcode for parcels. This number is incremented by one for each parcel in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM sack/tray label serial number used

This field allows you to control the unique sack/tray identifier used to produce the Intelligent Mail sack/tray barcode. This number is incremented by one for each sack/tray in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM container label serial number used

This field allows you to control the unique container (pallet) identifier used to produce the Intelligent Mail container barcode. This number is incremented by one for each container (pallet) in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Note: The mailing agent serial number fields are only used by presort jobs that are set up with the *Source for barcode Mailer ID* field set to A for mailing agent.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, press the F8 function key to display the Work with IMb service types screen (similar to the screen shown below). Existing IMb service types can be changed by selecting them with a 2. New IMb service types can be added for the mailing agent by pressing the F6 function key.

```
DEMO                                HyPER/Sort - Postal Presort

                                Work with IMb service types

Type options, press Enter.
  2=Change  4=Delete

==>
Opt  ID  Description
  _  080  FCM Basic w/o IMb Tracing - OneCode ACS - ASR
  _  082  FCM Basic w/o IMb Tracing - OneCode ACS - CSR
  2  240  FCM Basic with IMb Tracing - OneCode ACS - CSR
  _  090  STD Basic w/o IMb Tracing - OneCode ACS - ASR 1
  _  142  STD Basic with IMb Tracing - OneCode ACS - ASR 1

-----
F3=Exit  F6=Add  F12=Cancel                                (Page/roll)
```

Option

This field allows you to perform various functions with existing IMb service types for the mailing agents. Existing IMb service types can be selected to be changed or deleted.

ID

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the mailing agent. However, only one service type is used by each presort job.

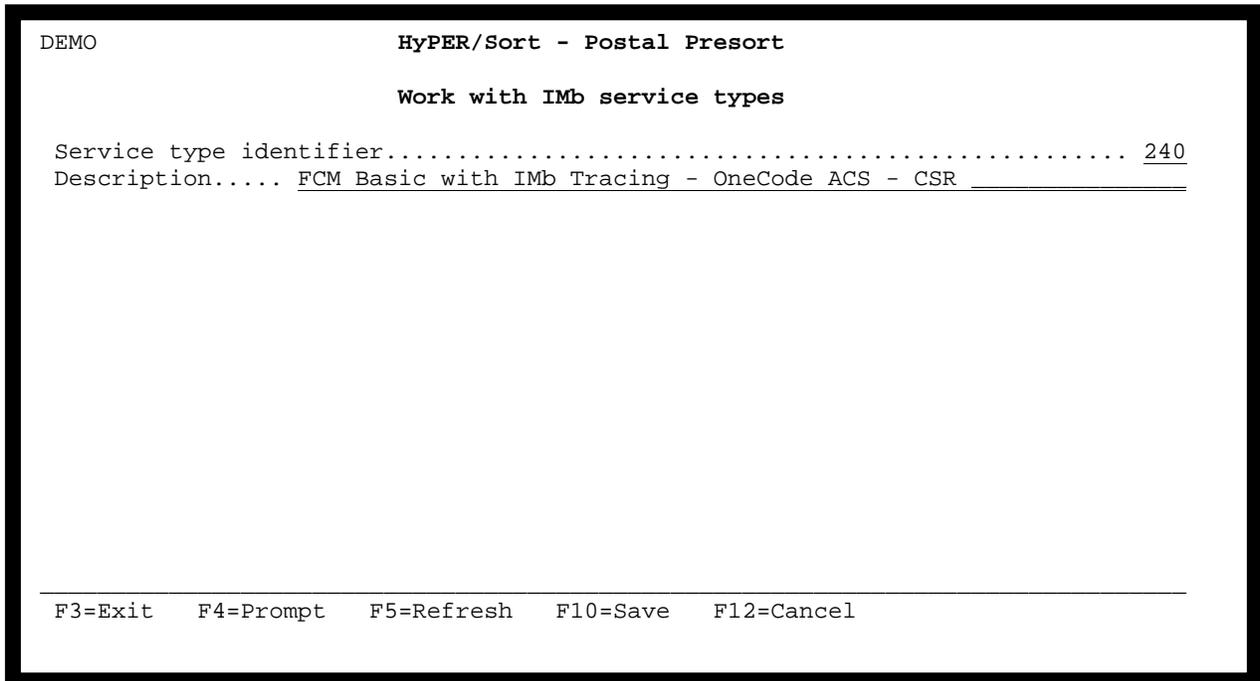
Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F6 Add a new IMb service type
- F12 Return to previous screen without saving changes

If an existing IMb service type is selected with a 2 for change or if the F6 function key is used to add a new IMb service type for the mailing agent, a screen similar to the one shown below is displayed. While on this screen, you can use the F4 function key to display a complete selection list of all available IMb service types. The standard description is retained for each IMb service type and cannot be modified.



If an IMb service type is changed or added, you MUST press F10 while on the screen above to save the change or addition.

Service type identifier

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the mailing agent. However, only one service type is used by each presort job.

Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F4 Prompt (displays a selection list of all available IMb service type identifiers)
- F5 Refresh (undo any changes)
- F10 Save added or changed IMb service type identifier
- F12 Return to previous screen without saving

ENTER/UPDATE MAILING CUSTOMER INFORMATION

Follow the steps below to enter or update your mailing agent information.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 21 for Mailer.
- c. From the HyPER/Sort Mailer menu, select option 3 for Mailing customers.

The HyPER/Sort Work with mailing customers screen will be displayed. The screen will look similar to the screen shown below. From this screen you can create new mailing agents or update existing mailing agents.

```

                                HyPER/Sort - Postal Presort

                                Work with mailing customers

Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print  7=Rename

==> _____
Opt  Key      Firm name
  _  DEMO     Custer's Wild West Show

-----
F3=Exit  F6=Add  F12=Cancel                                (Page/roll)
```

Option

This field allows you to perform various functions with existing mailing customers. Existing mailing customers can be selected to be changed, copied, deleted, printed, or renamed.

Key

This is a user assigned 10 character field used to reference the mailing customer in presort job definitions. The mailing customer key must be unique for each mailing customer.

Firm name

This is the firm name or company name for the mailing customer. The firm name is printed in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Function keys

- F3 Exit
- F6 Add a new mailing customer
- F12 Return to previous screen

UPDATING MAILING CUSTOMER INFORMATION

Selecting a mailing customer with option 2 will cause the mailing customer basic information screen (similar to the one shown below) to be displayed. From this screen you can update the mailing customer's information.

```

                                HyPER/Sort - Postal Presort
                                Work with mailing customers

Basic information

Key..... DEMO_____
Firm name..... Custer's Wild West Show_____
Contact name..... George A. Custer_____
Urbanization..... _____
Secondary address..... 2232 Montana Ave_____
Delivery address..... P.O. Box 999_____
City, state, ZIP..... Billings, MT 59322-9999_____
Telephone number..... 555/555-1234_____
email address..... george@cwwt.com_____
Dunn and Bradstreet number..... 543534564_____
USPS nonprofit authorization number..... 5634534346_____
Ghost number..... ABCDEF_____

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb svc types   F10=Save   F12=Cancel
+

```

Key

This is a user assigned 10 character field used to reference the mailing customer in presort job definitions. The mailing customer key must be unique for each mailing customer.

Firm name

This is the firm name or company name for the mailing customer. The firm name is printed in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Contact name

This is the individual whose name will print in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Urbanization

This is the urbanization name portion of the mailing customer's address. This field is optional and should only be used if the mailing customer's address is in Puerto Rico and requires an urbanization name. This field will be printed (as part of the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Secondary address

This is the secondary address portion of the mailing customer's address. This field is optional and will be printed (as part of the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Delivery address

This is the delivery address portion of the mailing customer's address. This field is required and will be printed (as part of the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

City, state, ZIP

This is the city, state, and Zip Code portion of the mailing customer's address. This field is required and will be printed (as part of the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Telephone number

This is the telephone number at which the mailing customer can be reached. This field is required and will be printed (as part of the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

email address

This is the email address at which the mailing customer can be reached. This field is optional. If provided, the email address will be printed (below the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Dunn and Bradstreet number

This is the Dunn and Bradstreet number for the mailing customer. This field is optional.

USPS nonprofit authorization number

This is the USPS nonprofit authorization number for the mailing customer. This field is optional. If provided, the USPS nonprofit authorization number will be printed (below the mailing customer's address) in the mailing customer box on postage statements (for non-profit mailings) generated by presort jobs referencing the mailing customer.

Ghost number

This is the mailing customer's Ghost permit number. This field is optional. The Ghost permit number is assigned by the USPS and is used to identify the mail owner when the permit holder is not the mail owner. The Ghost permit number will be printed (below the mailing customer's address) in the mailing customer box on postage statements generated by presort jobs referencing the mailing customer.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, roll up/page down to display the mailing customer Intelligent Mail information screen (similar to the screen shown below). Verify and modify as needed all information displayed on the mailing customer Intelligent Mail information screen.

```
DEMO                                HyPER/Sort - Postal Presort
                                     Work with mailing customers

Intelligent Mail information

Mailer ID..... 123456___
Customer reference ID (CRID)..... _____
Mail.dat user license code..... _____
FAST scheduler ID (if participating in the FAST system)..... _____
Verification facility name (PVDS)..... _____
Last IMb barcode serial number used..... 87650
Last IMbp barcode serial number used..... 0
Last IM sack/tray label serial number used..... 0
Last IM container label serial number used..... 0

-----
F3=Exit   F4=Prompt   F5=Refresh   F8=IMb svc types   F10=Save   F12=Cancel
```

Mailer ID

This is the Mailer ID assigned to the mailing customer by the USPS. This field is required. The Mailer ID is used in the generation of Intelligent Mail barcodes and identifies the mailer.

Customer reference ID (CRID)

This is the Customer reference ID assigned to the mailing customer by the USPS. This field is optional. The CRID is a USPS unique identifier for a Mail Owner or Mail Service Provider at a business location (with a valid address). It is normally assigned when a Mail Owner or Mail Service Provider registers online with the Postal Service through the Business Customer Gateway (BCG).

Mail.dat user license code

This is the Mail.dat user license code assigned to the mailing customer by IDEAlliance. This field is required if you will be generating Full Service Intelligent Mail mailings.

FAST scheduler ID (if participating in the FAST system)

This is the FAST scheduler ID assigned to the mailing customer by the USPS. This field is optional. The Facility Access and Shipment Tracking (FAST) system allows mailers to provide advance notification of drop shipment and Origin Entered mailings into postal facilities. FAST provides Mail Owners, Mail Preparers, and Schedulers enhanced visibility of their scheduled mailings at each facility.

Verification facility name (PVDS)

This is the name of the facility where plant verified drop shipment mailings are verified for the mailing customer. This field is optional.

Last IMb barcode serial number used

This field allows you to control the unique mail piece identifier used to produce the Intelligent Mail barcode. This number is incremented by one for each mail piece in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IMbp barcode serial number used

This field allows you to control the unique package identifier used to produce the Intelligent Mail Package barcode for parcels. This number is incremented by one for each parcel in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM sack/tray label serial number used

This field allows you to control the unique sack/tray identifier used to produce the Intelligent Mail sack/tray barcode. This number is incremented by one for each sack/tray in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Last IM container label serial number used

This field allows you to control the unique container (pallet) identifier used to produce the Intelligent Mail container barcode. This number is incremented by one for each container (pallet) in a production presorted mailing. This number is not incremented when draft postage statements are produced.

Note: The mailing customer serial number fields are only used by presort jobs that are set up with the *Source for barcode Mailer ID* field set to C for mailing customer.

Function keys

- F3 Exit without saving changes
- F4 Prompt for valid values (cursor location specific)
- F5 Refresh the screen
- F8 Work with IMb service types
- F10 Save all changes and return to the previous screen
- F12 Return to previous screen without saving changes

Next, press the F8 function key to display the Work with IMb service types screen (similar to the screen shown below). Existing IMb service types can be changed by selecting them with a 2. New IMb service types can be added for the mailing customer by pressing the F6 function key.

```
DEMO                                HyPER/Sort - Postal Presort

                                Work with IMb service types

Type options, press Enter.
  2=Change  4=Delete

==>
Opt  ID  Description
_   700  FCM Basic w/o IMb Tracing - Manual corrections
_   140  FCM Basic with IMb Tracing - OneCode ACS - ASR
_   142  STD Basic with IMb Tracing - OneCode ACS - ASR 1

-----
F3=Exit  F6=Add  F12=Cancel                                (Page/roll)
```

Option

This field allows you to perform various functions with existing IMb service types for the mailing customers. Existing IMb service types can be selected to be changed or deleted.

ID

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the mailing customer. However, only one service type is used by each presort job.

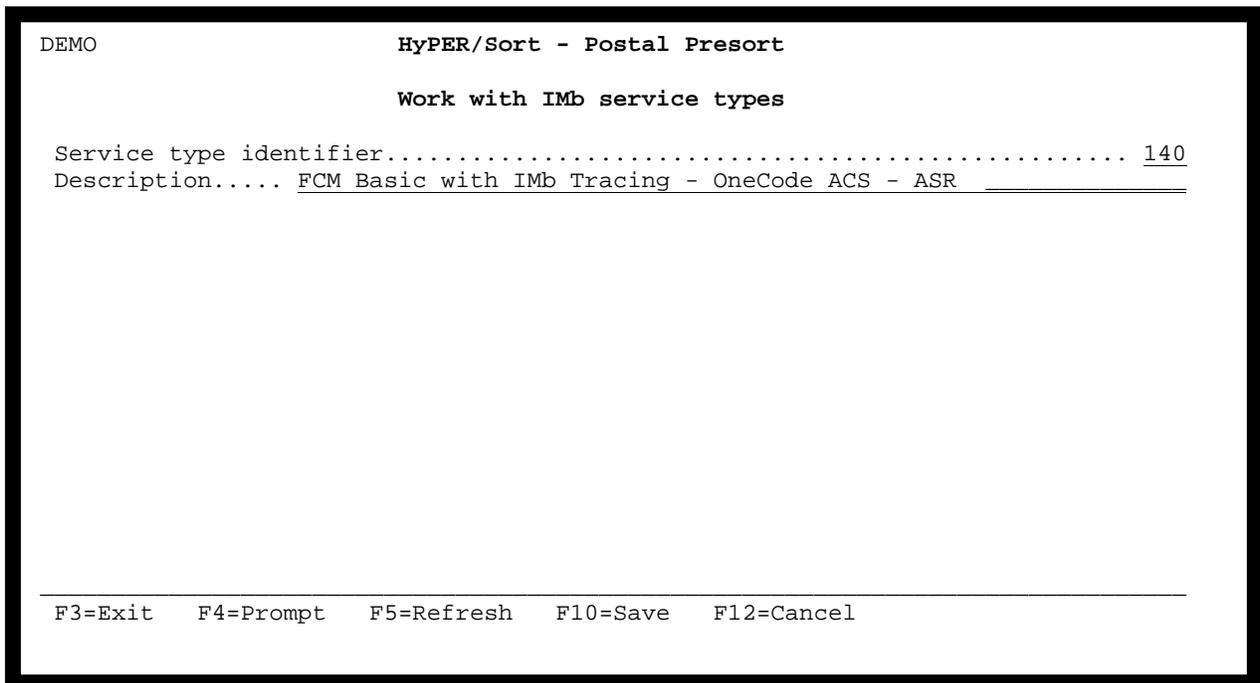
Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F6 Add a new IMb service type
- F12 Return to previous screen without saving changes

If an existing IMb service type is selected with a 2 for change or if the F6 function key is used to add a new IMb service type for the mailing customer, a screen similar to the one shown below is displayed. While on this screen, you can use the F4 function key to display a complete selection list of all available IMb service types. The standard description is retained for each IMb service type and cannot be modified.



If an IMb service type is changed or added, you MUST press F10 while on the screen above to save the change or addition.

Service type identifier

This is the three digit service type identifier used in the Intelligent Mail barcode. Multiple service types can be defined for the mailing customer. However, only one service type is used by each presort job.

Description

This is a character description of the service type. The first three characters of the description indicate the class of mailing (FCM = First Class Mail, STD = Standard Mail, PER = Periodicals Mail). The remainder of the description indicates the type of mailing (Basic or Full Service) and identifies any services requested for the mailing. i.e. address correction service, IMb tracing, etc.

Function keys

- F3 Exit without saving changes
- F4 Prompt (displays a selection list of all available IMb service type identifiers)
- F5 Refresh (undo any changes)
- F10 Save added or changed IMb service type identifier
- F12 Return to previous screen without saving

ENTER/UPDATE MAILING FILE DEFINITIONS

Follow the steps below to enter or update your mailing file definitions.

- a. Go to the HyPER/Sort Main menu using the STRHYPRSRT command.
- b. From the HyPER/Sort Main menu, select option 11 for File definitions.

The HyPER/Sort Work with file definitions screen will be displayed. The screen will look similar to the screen shown below. From this screen you can create new file definitions or update existing file definitions.

```
HyPER/Mail - Mail Management

Work with file definitions

Type options, press Enter.
  2=Change  3=Copy  4=Delete  6=Print  7=Rename

==>
Opt  File name  Def  Text
-   DATAFILE  1    Sample data file for MULIB
-   DEMO       1    Demo Job

F3=Exit  F6=Add  F12=Cancel                                     (Page/roll)
```