

PER/SORT Mailing Presort User's Guide

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CHAPTER 1 – INTRODUCTION

WHAT IS PER/SORT?

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

HOW TO USE THIS MANUAL

If you are responsible for installing PER/SORT, you should read the section "Installing the system" in chapter 2. This will show you how to install the system and how to install PER electronic customer support.

If you are new to the system, you should first read the section "How PER/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 PER/SORT and you want more detailed information about a specific task, use the table of contents and the index to find the particular section you need.

A NOTE TO NEW USERS

The following installation outline is provided in order that your evaluation of the PER/SORT - Mailstream Sorting product can proceed as smoothly as possible. Please refer to the indicated chapters in this manual for detailed information concerning the following steps:

Install the product on your AS/400 (chapter 2).

Load the carrier route database (chapter 4).

Enter mailing information (chapter 4).

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

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

CHAPTER 2 - GETTING STARTED

INSTALLING THE SYSTEM

INSTALLING PER/SORT

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 on which you have mounted the product CD (e.g., OPT01, *OPT1).

QTEMP must be in your library list when running the installation. System value QALWUSRDMN must either be set to *ALL or include MLLIBR.

- A. Sign on to the AS/400 as the security officer.
- B. Load the PER/SORT CD.
- C. Enter the following command to install the system:

LODRUN DEV(device)

```
2/20/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
09:44:41

                        PRODUCT INSTALLATION

Installing the system for the first time . . .

    The following libraries will be created: MLCTRL, MLLIBR

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

Installing a release upgrade . . .

    Make sure no one is currently using any PER/MAIL system.

    Press Enter to continue.

F3=Exit  F12=Previous
```

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

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

2/20/03
09:44:41

PER/SORT - MAILSTREAM SORTING

QPADEV0001

PRODUCT INSTALLATION

Your system has more than one Auxiliary Storage Pool (ASP).
You must select the ASP in which you want the product to be
installed.

Install to ASP . . . 1

Possible values . . 1 2 3 16

F3=Exit F12=Previous

If you are installing the application for the first time and your AS/400 is configured with multiple Auxiliary Storage Pools (ASP's), you will be prompted for the ASP in which the product is to be installed. If your AS/400 is configured with only the system ASP (ASP 1) or if any PER/MAIL products are already installed on your system, the ASP selection prompt will not be shown. In the case of PER/MAIL products already installed, the installation will proceed using the same ASP.

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

2/20/03
09:45:29

PER/SORT - MAILSTREAM SORTING

QPADEV0001

PRODUCT INSTALLATION

Select one of the following:

1. Run interactively
- * 2. Submit to batch (attended load)
- ** 3. Submit to batch (unattended load)

Selection

==> 2

* This option loads PER/SORT directly from CD. Manual intervention may be required if the correct CD is not mounted when the job actually runs.

** This option copies PER/SORT objects to a temporary library. When the job actually runs in batch no manual intervention is required. You must have sufficient disk capacity available to hold the new version of the product until installation is complete.

F3=Exit F12=Previous

You will be prompted for how you want to run the installation.

- 1 = run interactively
- 2 = submit to batch
- 3 = submit to batch for unattended installation

If the installation is run interactively, it will be run immediately.

If the batch installation is run, the job will be submitted to batch and PER/SORT will be installed from the CD at the time you specify.

If the batch installation for unattended installation is selected, PER/SORT will be copied from the CD interactively into a temporary library, and then PER/SORT will be installed at the time you specify.

F3 Exit the job.

F12 Go to the previous display.

12/24/02
07:42:38

PER/SORT - MAILSTREAM SORTING

PRODUCT INSTALLATION

Select one of the following:

1. Do not load carrier route database
2. Load entire carrier route database
3. Load states which were previously loaded
4. Select states to be loaded

Selection

====> 2

F3=Exit F12=Previous

If you choose to run the installation in batch, you will be prompted for the carrier route database load option.

- 1 = do not load the carrier route database (the database must then be loaded later from the PER/SORT menu)
- 2 = load the entire carrier route database
- 3 = load states which were previously loaded (not available for first-time installations)
- 4 = select states to be loaded

F3 Exit the job.

F12 Go to the previous display.

12/24/02
07:42:38

PER/SORT - MAILSTREAM SORTING

QPADEV00 1

PRODUCT INSTALLATION

Enter the submit options:

Hold on job queue *job
Schedule date *current
Schedule time *current

F3=Exit F12=Previous

If you choose to run the installation in batch, you will next be prompted for the submit options.

Hold on job queue

- *JOB = The value specified in the job description determines whether the job is held when it is put on the job queue.
- *NO = The job is not held when it is put on the job queue.
- *YES = The job is held when it is put on the job queue until it is released by a Release Job (RLSJOB) command or ended by an End Job (ENDJOB) command.

Schedule date

- *CURRENT = The submitted job becomes eligible to run on the current date.
- *MONTHSTR = The submitted job becomes eligible to run on the first day of the month.
- *MONTHEND = The submitted job becomes eligible to run on the last day of the month.
- *MON = The submitted job becomes eligible to run on Monday.
- *TUE = The submitted job becomes eligible to run on Tuesday.
- *WED = The submitted job becomes eligible to run on Wednesday.
- *THU = The submitted job becomes eligible to run on Thursday.
- *FRI = The submitted job becomes eligible to run on Friday.
- *SAT = The submitted job becomes eligible to run on Saturday.
- *SUN = The submitted job becomes eligible to run on Sunday.
- date = Specify a date in the job date format with or without separators.

Schedule time

*CURRENT = The job is submitted on the current time.
time = Specify the time you want the job to start. The time is specified in 24-hour format and can be specified with or without a time separator (hhmmss, hh:mm:ss, hhmm, hh:mm)

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

2/20/03
09:46:41

PER/SORT - MAILSTREAM SORTING

QPADEV0001

PRODUCT INSTALLATION

```
P.E.R. -----  
  / SSSSSS  OOOOOO  FFFFFFF  TTTTTTTTWW  WW  AAAA  RRRRRR  EEEEE  /  
  / SSSSSS  OOOOOO  FFFFFFF  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  RRRRR  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.
```

PER/SORT carrier route database for unattended load is being restored.

During an interactive installation, status messages are issued which indicate the current process being performed.

1/14/03
08:24:53

PER/MAIL - MAIL MANAGEMENT

QPADEV0001

INSERT PASSWORD

Serial number . . . 103V7VM

```
P.E.R. -----  
  / SSSSSS  OOOOOO  FFFFFFF  TTTTTTTTWWW  WW  AAAA  RRRRRR  EEEEE  /  
  / SSSSSS  OOOOOO  FFFFFFF  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. XXX XXX XXX

F3=Exit F12=Previous

For new installations or for installations which have only a temporary password, the password insertion prompt will be displayed. This screen shows the serial number of the machine on which you are installing the product and allows you to enter the password provided with the application package. Enter the password exactly as shown on the password sheet and then 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 at any later time by entering the command PERINSPSW on any command line within PER/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.

F3 Exit the job.

F12 Go to the previous display.

12/24/02
07:52:02

PER/SORT - MAILSTREAM SORTING

QPADEV00 1

PRODUCT INSTALLATION

Congratulations! You have successfully installed the PER/SORT product.

You must load the carrier route database, however, before you can use the application. If you want to load the database at this time, press Enter and you will be presented with the state selection screen. Otherwise, press F3 and load the database at a later time using option 4 (Load/remove carrier route database members) on the PER/SORT main menu.

F3=Exit F12=Previous

After the software installation (interactive) has been completed, you will be given the opportunity to load the carrier route database. If you choose not to load the database during product installation, you can use option 4 (Load/remove carrier route database members) on the PER/SORT main menu to load it at a later time.

Remember, PER/SORT cannot be used for carrier route presorts until the carrier route database has been loaded.

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

When an interactive installation is complete, the main PER/SORT menu will be displayed.

D. Sign on to the AS/400 with your own user profile if different from the security officer.

Refer to the section "How PER/SORT works" to orient yourself to the logic and function of the system.

Deleting PER/SORT from your system

To delete PER/SORT from your system:

Sign on to your AS/400 as the security officer.

Display the main PER/SORT menu:

STRPERSORT

Enter the following command:

DLTSORT

HOW PER/SORT WORKS

PER/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, and barcoded container labels.

SIGNING ON AND OFF THE SYSTEM

To display the main PER/SORT menu enter:

STRPERSORT

```
MLSORT                                PER/SORT - Main Menu                Ver 1.03.13.F.06.01

Select one of the following:

    1. First class presort
    2. Periodicals presort
    3. Standard mail presort

    4. Work with file definitions
    5. Load/remove carrier route database members
    6. Enter mailing information

    7. Utility functions
    8. Go to PER/ZIP4 (if installed)

    90. Sign off

                                         Database valid through 04/30/06
                                         Labeling list effective 12/08/05

                                         COPYRIGHT (C) 2006 PER SOFTWARE, INC.

Selection or command
===> _____

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
F13=Information Assistant   F16=AS/400 main menu
```

To sign off PER/SORT, select option 90 on any one of the menus.

USING THE ON-LINE HELP KEY

When using PER/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.

MLSORT

PER/SORT - Main Menu

The PER/SORT Main Menu allows you to select the mailstream sorting task you want to perform.

To display the description of a particular option, enter the option number, then press the HELP key.

F3=Exit F12=Cancel

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

```
HPSORT  HELP                                Pg: 19  Ln: 21

  File name (? for list)

Enter the name of the file you want to presort.  A logical file may be used
for record selection; however, the physical file will always be processed in
arrival sequence.

  Library

Enter a valid library name or *LIBL (if the library containing the file
exists in your library list).

  Member

Enter the name of the file member you want to presort or *FIRST to process
the first member of the file, *LAST to process the last member of the file,
or *ALL to process all members in the file.

  Definition number (1-9)

Section, page, or label name . . . . .
F3=Exit                                F24=More keys
```

PROMPT SCREENS

When you select batch processing menu options, you are prompted for information to control the processing of the program you chose.

Defaults are displayed for most parameters. If the default values do not suit your needs, you can enter the values you want before you submit the program for processing. If you want to permanently change the defaults to your own values, enter the values you want and then press F1 to save them (F13 resets the parameters to their shipped values). Each work station can have its own set of default values saved.

On some prompt screens you can retrieve the previous set of parameters that were run by pressing the F9 key. These are saved by user profile rather than by work station as default changes are. PER/SORT, as shipped, saves the last ten parameter sets. The number of parameter sets that can be retrieved can be changed with the Set System Values (PSSYSVAL) command.

Certain parameters allow you to display a list of possible values (by entering a ?) if you do not know what values are available.

```
2/28/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
15:02:58

                FIRST CLASS PRESORT FOR USER FILES

File name (? for list)..... _____ *
  Library..... *LIBL_____ *
Member..... *FIRST_____ *
Definition number (1-9)..... 1 *
Presort level (M130 M810/20 M910)..... M130 *
Presentation level (S=sacked T/1/2=trayed)..... T *
Processing category (L=ltrs C=crds F/9=flts P=prcl)..... L *
Piece weight (lb)..... .0000 *
Piece size (in).. hgt = .0000 lng = .0000 thk = .0000 *
Min/max pieces... group = 10 / 999 container = 0 / 9999 *
Optional sortations (5=5DG C=C/R)..... 5 *
Presort report (D=detail S=summary P=postal only)..... D *
Container sort type (D=destination Q=qualification)..... Q *

F1=Change defaults (*)   F3=Exit   F9=Retrieve   F10=Mail info   F12=Previous
F13=Reset defaults (*)  F23=Work with file definitions   F24=Printer options
```

If you decide that you do not want to run the program that you selected, press F3 to exit the job and return to the menu, or press F12 to go to the previous screen (this functions the same as F3 when you are on an initial prompt).

To run the program, press the ENTER key. Before the program is run, the values that you entered are edited. If an invalid value is detected, the prompt screen is redisplayed with the value in reverse image along with an error message. You must press the RESET key to clear the error message before you can enter a correct value.

PRINTER OPTIONS

On some prompt screens you can press F24 to display the printer options. The printer options display is a second level prompt screen. All of the features described above for prompt screens are also available for the printer options display. You can use this display to override the printer options shown. For detailed information concerning the various fields on this screen, refer to the Override with Printer File (OVRPRTF) command in the AS/400 CL Reference manual.

```

2/28/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
15:05:13
Presort rpts          (pg 1/3)                PRINTER OPTIONS

Print device..... *SYSVAL__ * Lines per page..... ___ *
Positions per line..... _____ * Lines per inch..... ___ *
Characters per inch..... ___ * Overflow line number..... ___ *
Fold records..... *NO__ * Align page..... *YES *
Form feed..... *DEV D * Print quality..... *DEV D *
Source drawer..... _ * Font indentifier..... *DEV D *
Degree of page rotation.. *DEV D * Hardware justification... _____ *
Spool the data..... *YES * Form type..... *STD _____ *
Copies..... 1 * File separators..... _____ *
Spooled output schedule.. *FILEEND * Hold spooled file..... *NO__ *
Save spooled file..... *NO__ * Output priority..... *JOB _____ *
User data..... _____ * Spool file name..... _____ *

```

```

F1=Change defaults (*)  F3=Exit  F12=Previous  F13=Reset defaults (*)
(Page/roll)

```

CHAPTER 3 - MAILSTREAM SORTING

Presort user files

To presort a user file you must first define the file. This can be done through the Edit File Definition screen which is displayed following the initial presort prompt if the definition for the file you entered cannot be found, by pressing F23 (Work with file definitions) on the presort prompt screen, or by selecting option 5 (Work with file definitions) on the PER/SORT menu for sorting user files. A file definition consists of the from/thru positions of the fields required by PER/SORT to perform the presort function. Up to 9 different definitions can be maintained for each file (used when the records in the file contain more than one set of address data). For more information on file definitions, see "Work with file definitions" in chapter 4.

Both uppercase and lowercase (mixed case) address files can be processed.

When PER/SORT sorts a user file it creates one or more output files (depending on the type of presort being performed) in the same library that the user input file exists. The output file(s) have the name of the user file with #nnn appended to it (where nnn is the presort level). For example:

user file name	presort level	output file name
CUST	M130	CUST#130
ADDRFILE	M200	ADDRFI#200
MYFILE	M620	MYFILE#620
MAIL	M810 (1st class)	MAIL#811
PUBFILE	M820 (periodicals)	PUBFIL#822
MAILMASTER	M820 (standard mail)	MAILMA#823

Note that on automation compatible mailings (M810, M820, M910) the last digit is changed to reflect the class of mail being processed (1 = first class mail, 2 = periodicals, 3 = standard mail).

The output file(s) are written in the proper presort sequence and contain the same information as the input file with 32 (or 67 extended) characters added to the end of each record. These last 32 (or 67 extended) positions contain information that is useful when labels are printed. Use the Set System Values (PSSYSVAL) command to specify standard or extended output.

position	description	position	description
1	ent point chg ind	42-45	container level
2-4 PKD	container number	46-50	container dest
5-7 PKD	group number	51-54 PKD	container count
8-32	opt endorsement line	55-58	group level
33-39	rate code	59-63	group dest
40-41	container type	64-67 PKD	group count

FIRST CLASS PRESORT

```
2/28/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
15:02:58

                FIRST CLASS PRESORT FOR USER FILES

File name (? for list)..... _____ *
  Library..... *LIBL_____ *
Member..... *FIRST_____ *
Definition number (1-9)..... 1 *
Presort level (M130 M810/20 M910)..... M130 *
Presentation level (S=sacked T/1/2=trayed)..... T *
Processing category (L=ltrs C=crds F/9=flts P=prcl)..... L *
Piece weight (lb)..... .0000 *
Piece size (in).. hgt = .0000 lng = .0000 thk = .0000 *
Min/max pieces... group = 10 / 999 container = 0 / 9999 *
Optional sortations (5=5DG C=C/R)..... 5 *
Presort report (D=detail S=summary P=postal only)..... D *
Container sort type (D=destination Q=qualification)..... Q *

F1=Change defaults (*)   F3=Exit   F9=Retrieve   F10=Mail info   F12=Previous
F13=Reset defaults (*)   F23=Work with file definitions   F24=Printer options
```

File name (? for list)

Enter the name of the file you want to presort. A logical file may be used for record selection; however, the physical file will always be processed in arrival sequence.

Library

Enter a valid library name or *LIBL (if the library containing the file exists in your library list).

Member

Enter the name of the file member you want to presort or *FIRST to process the first member of the file, *LAST to process the last member of the file, or *ALL to process all members in the file.

Definition number (1-9)

Enter the definition number you want to use. A file can have up to 9 different definitions to accommodate multiple addresses within a single record.

Presort level (M130 M810/20 M910)

Enter the level of the presort to be performed. This is the U.S.P.S. Domestic Mail Manual (DMM) unit number for the presort.

M130 = presort (non-auto) M820 = automation flats
M810 = automation letters M910 = cotrayed flats (auto/presort)

Presentation level (S=sacked T/1/2=trayed)

Indicate if the pieces in the mailing will be sacked (S) or trayed (T = 1' and 2' MM, 2' EMM, or flat trays; 1 = 1' MM trays; 2 = 2' MM trays).

Processing category (L/U=ltrs C/V=crds F/9=flts)

Enter the type of piece to be mailed.

L = letters	U = upgradeable letters
C = cards	V = upgradeable cards
F = flats	9 = auto flats opt tray-based rep

Piece weight (lb)

Enter the weight of a single piece in pounds. To convert a weight in ounces to pounds, divide the ounce weight by 16 and round the result up to four decimal places.

Examples: 1.00 oz = 1.00 / 16 = .0625 lb
3.25 oz = 3.25 / 16 = .2032 lb (.203125 rounded up)

Piece size (in)

Enter the height, length, and thickness of the piece in inches.

Minimum/maximum pieces in a group and in a container

Enter the minimum and maximum number of pieces that you want to allow in a group and a container. If you leave 999 as the maximum for the group and 0000 as the minimum and 9999 as the maximum for the container, the application will calculate the appropriate values for you.

Optional sortations (5=5DG C=C/R)

5 = 5-digit
C = carrier route

Indicate if you want to perform any optional sortations in addition to those that are required. Performing optional sortations may or may not reduce your postage and could increase the number of groups and containers generated. However, these sortations can result in the mailing moving more efficiently through the postal system. For certain sortations, the listed optional sortations may not be allowed or may be required.

Presort report (D=detail S=summary P=postal only)

Indicate which type of presort reports you want. The detail presort report shows each individual ZIP code while the summary report shows only group and container totals. Both the detail and summary options include all required U.S.P.S. reports. If you select the P option, only those reports required by the Postal Service will be printed.

Container sort type (D=destination Q=qualification)

Indicate if the containers should be output in destination (ZIP) or qualification (rate) order.

- F1 Change the default parameters (for items marked with an *) for the current prompt screen to those you have just entered. Only the defaults for this display station will be changed.
- F3 Exit the job.
- F9 Retrieve the previous set of parameters that were run
- F10 Override mailing information.
- F12 Go to the previous display.
- F13 Reset the default parameters (for items marked with an *) for the current prompt screen to their shipped values. Only the defaults for this display station will be changed.
- F23 Work with file definitions.
- F24 Display printer options.

PERIODICALS PRESORT

```
2/28/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
15:14:12

          PERIODICALS PRESORT FOR USER FILES

File name (? for list)..... _____ *
  Library..... *LIBL_____ *
Member..... *FIRST_____ *
Definition number (1-9)..... 1 *
Rate level (C=classroom N=nonprofit R=regular S=sci/ag).. R *
Type of pub.. R=requester S=subscriber.. S N=news P=per.. P *
Presort level (M200 M810/20 M910)..... M200 *
Presentation level (S=sacked T/1/2=trayed)..... S *
Processing category (F=flat L=letter)..... F *
Advertising percent.... .00 Piece weight (lb).... .0000 *
Piece size (in).. hgt = .0000 lng = .0000 thk = .0000 *
Min/max pieces... group = 6 / 999 container = 0 / 9999 *
Optional sortations (5=5DG C=C/R H=H/D S=SAT)..... 5 *
Presort report (D=detail S=summary P=postal only)..... D *
Container sort type (D=destination Q=qualification)..... Q *
Presort level for residual CRRT pieces..... M200 *

F1=Change defaults (*)   F3=Exit   F9=Retrieve   F10=Mail info   F12=Previous
F13=Reset defaults (*)   F23=Work with file definitions   F24=Printer options
```

File name (? for list)

Enter the name of the file you want to presort. A logical file may be used for record selection; however, the physical file will always be processed in arrival sequence.

Library

Enter a valid library name or *LIBL (if the library containing the file exists in your library list).

Member

Enter the name of the file member you want to presort or *FIRST to process the first member of the file, *LAST to process the last member of the file, or *ALL to process all members in the file.

Definition number (1-9)

Enter the definition number you want to use. A file can have up to 9 different definitions to accommodate multiple addresses within a single record.

Rate level (C=classroom R=regular N=nonprofit S=sci/agr)

Enter the rate level of the presort.

C = classroom
N = nonprofit
R = regular
S = science or agriculture

Type of publication

Enter the type of publication/piece being mailed.

R = requester
S = subscriber
N = newspaper
P = periodical

Presort level (M200 M810/20 M910)

Enter the level of the presort to be performed. This is the U.S.P.S. Domestic Mail Manual (DMM) unit number for the presort.

M200 = presort (non-auto) M820 = automation flats
M810 = automation letters M910 = cosacked flats (auto/presort)

Presentation level (S=sacked T/1/2=trayed)

Indicate if the pieces in the mailing will be sacked (S) or trayed (T = 1' and 2' MM, 2' EMM, or flat trays; 1 = 1' MM trays; 2 = 2' MM trays).

Processing category (F=flat L=letter)

Enter the type of piece to be mailed.

Advertising percent

Enter the percent of advertising in the piece being mailed.

Piece weight (lb)

Enter the weight of a single piece in pounds. To convert a weight in ounces to pounds, divide the ounce weigh by 16 and round the result up to four decimal places.

Examples: $1.00 \text{ oz} = 1.00 / 16 = .0625 \text{ lb}$
 $3.25 \text{ oz} = 3.25 / 16 = .203125 \text{ lb}$ (.203125 rounded up)

Piece size (in)

Enter the height, length, and thickness of the piece in inches.

Minimum/maximum pieces in a group and in a container

Enter the minimum and maximum number of pieces that you want to allow in a group and a container. If you leave 999 as the maximum for the group and 0000 as the minimum and 9999 as the maximum for the container, the application will calculate the appropriate values for you.

Optional sortations (5=5DG C=C/R H=H/D S=SAT)

5 = 5-digit
C = carrier route
H = high density
S = saturation

Indicate if you want to perform any optional sortations in addition to those that are required. Performing optional sortations may or may not reduce your postage and could increase the number of groups and containers generated. However, these sortations can result in the mailing moving more efficiently through the postal system. For certain sortations the listed optional sortations may not be allowed or may be required.

Presort report (D=detail S=summary P=postal only)

Indicate which type of presort reports you want. The detail presort report shows each individual ZIP code, while the summary report shows only group and container totals. Both the detail and summary options include all required U.S.P.S. reports. If you select the P option, only those reports required by the Postal Service will be printed.

Container sort type (D=destination Q=qualification)

Indicate if the containers should be output in destination (ZIP) or qualification (rate) order.

Presort level for residual CRRT pieces

Indicate the presort level (see definition above), if any, you want to use to sort the filtered residual carrier route pieces. This option affects the processing only if you are sorting to the carrier route level.

- F1 Change the default parameters (for items marked with an *) for the current prompt screen to those you have just entered. Only the defaults for this display station will be changed.
- F3 Exit the job.
- F9 Retrieve the previous set of parameters that were run.
- F10 Override mailing information.
- F12 Go to the previous display.
- F13 Reset the default parameters (for items marked with an *) for the current prompt screen to their shipped values. Only the defaults for this display station will be changed.
- F23 Work with file definitions.
- F24 Display printer options.

STANDARD MAIL PRESORT

```
2/28/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
15:21:30

                STANDARD MAIL PRESORT FOR USER FILES

File name (? for list)..... _____ *
  Library..... *LIBL *
Member..... *FIRST *
Definition number (1-9)..... 1 *
Rate level (R=regular N=nonprofit)..... R *
Presort level (M610/20 M810/20 M910)..... M610 *
Presentation level (S=sacked T/1/2=trayed)..... T *
Processing category (L=ltrs F=flts I=irrg)..... L *
Piece weight (lb)..... .0000 *
Piece size (in).. hgt = .0000 lng = .0000 thk = .0000 *
Min/max pieces... group = 10 / 999 container = 0 / 9999 *
Optional sortations (5=5DG C=C/R H=H/D S=SAT)..... 5 *
Presort report (D=detail S=summary P=postal only)..... D *
Container sort type (D=destination Q=qualification)..... Q *
Presort level for filtered residual CRRT pieces..... M610 *

F1=Change defaults (*)   F3=Exit   F9=Retrieve   F10=Mail info   F12=Previous
F13=Reset defaults (*)  F23=Work with file definitions   F24=Printer options
```

File name (? for list)

Enter the name of the file you want to presort. A logical file may be used for record selection; however, the physical file will always be processed in arrival sequence.

Library

Enter a valid library name or *LIBL (if the library containing the file exists in your library list).

Member

Enter the name of the file member you want to presort or *FIRST to process the first member of the file, *LAST to process the last member of the file, or *ALL to process all members in the file.

Definition number (1-9)

Enter the definition number you want to use. A file can have up to 9 different definitions to accommodate multiple addresses within a single record.

Rate level (R=regular N=nonprofit)

Enter the rate level of the presort.

R = regular
N = nonprofit

Presort level (M610/20 M810/20 M910)

Enter the level of the presort to be performed. This is the U.S.P.S. Domestic Mail Manual (DMM) unit number for the presort.

M610 = presort (non-auto)	M820 = automation flats
M620 = enhanced carrier route	M910 = cosacked flats (auto/presort)
M810 = automation letters	

Presentation level (S=sacked T/1/2=trayed)

Indicate if the pieces in the mailing will be sacked (S) or trayed (T = 1' and 2' MM, 2' EMM, or flat trays; 1 = 1' MM trays; 2 = 2' MM trays).

Processing category (L/U=ltrs F=flts)

Enter the type of piece to be mailed.

L = letters
U = upgradeable letters
F = flats

Piece weight (lb)

Enter the weight of a single piece in pounds. To convert a weight in ounces to pounds divide the ounce weigh by 16 and round the result up to four decimal places.

Examples: $1.00 \text{ oz} = 1.00 / 16 = .0625 \text{ lb}$
 $3.25 \text{ oz} = 3.25 / 16 = .203125 \text{ lb}$ (.203125 rounded up)

Piece size (in)

Enter the height, length, and thickness of the piece in inches.

Minimum/maximum pieces in a group and in a container

Enter the minimum and maximum number of pieces that you want to allow in a group and a container. If you leave 999 as the maximum for the group and 0000 as the minimum and 9999 as the maximum for the container, the application will calculate the appropriate values for you.

Optional sortations (5=5DG C=C/R H=H/D S=SAT)

5 = 5-digit

C = carrier route
H = high density
S = saturation

Indicate if you want to perform any optional sortations in addition to those that are required. Performing optional sortations may or may not reduce your postage and could increase the number of groups and containers generated. However, these sortations can result in the mailing moving more efficiently through the postal system. For certain sortations the listed optional sortations may not be allowed or may be required.

Presort report (D=detail S=summary P=postal only)

Indicate which type of presort reports you want. The detail presort report shows each individual ZIP code while the summary report shows only group and container totals. Both the detail and summary options include all required U.S.P.S. reports. If you select the P option, only those reports required by the Postal Service will be printed.

Container sort type (D=destination Q=qualification)

Indicate if the containers should be output in destination (ZIP) or qualification (rate) order.

Presort level for filtered residual CRRT pieces

Indicate the presort level (see definition above), if any, you want to use to sort the filtered residual carrier route pieces. This option affects the processing only if you are sorting to the carrier route level.

- F1 Change the default parameters (for items marked with an *) for the current prompt screen to those you have just entered. Only the defaults for this display station will be changed.
- F3 Exit the job.
- F9 Retrieve the previous set of parameters that were run.
- F10 Override mailing information.
- F12 Go to the previous display.
- F13 Reset the default parameters (for items marked with an *) for the current prompt screen to their shipped values. Only the defaults for this display station will be changed.
- F23 Work with file definitions.
- F24 Display printer options.

OVERRIDE MAILING INFORMATION

When F10 is pressed on any presort prompt screen, the "Override mailing information" screens are displayed. These displays are very similar to those in the "Enter mailing information" menu option except that they include prompts for information that is specific to a particular presort run (dates, rates, etc.).

FIRST CLASS MAIL

```
2/28/03          PER/SORT - MAILSTREAM SORTING
15:23:42
                OVERRIDE MAILING INFORMATION - 1ST CLASS
                REQUIRED PS FORM 3600 INFORMATION

Payment method (I=Permit imprint M=Meter P=PC stamps)... M
Office of mailing..... MADISON MS 39110
Mailing date (MMDDYY)..... 022803

                SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... A
Characters across a label (30-34)..... 34
Labels across a page (1234)..... 2
ACS (Address Change Service) participant code..... 122121

F3=Exit   F12=Previous                               Roll up
```

Payment method (I=Permit imprint M=Meter P=PC stamps)

Indicate the method used for postage payment.

- I = permit imprint
- M = postage meter
- P = precanceled stamps

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Mailing date (MMDDYY)

Enter the mailing date in month-day-year format.

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

A = 15/16 inch (for sack label stock)

B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)

B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right. For one across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display

2/28/03
15:26:53

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - 1ST CLASS

Statement sequence number..... _____
Receipt number..... _____

Permit number..... 12345678
Mail ID..... _____
Federal agency cost code..... _____

Permit holder
Telephone number..... 601-856-8337
Name/address/email..... WORKSRIGHT SOFTWARE
458 PEBBLE CREEK DR
MADISON MS 39110
CAPS customer reference ID..... _____
Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Statement sequence number

Enter the mailing statement sequence number.

Receipt number

Enter the receipt number.

Permit number

Enter the First class mail permit number.

Mail ID

Enter the mail ID code.

Federal agency cost code

Permit holder

Enter the name/address, telephone number, CAPS customer reference ID, and Dun & Bradstreet number of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display

2/28/03
15:27:47

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - 1ST CLASS

Individual or organization for which mailing is prepared
(if other than permit holder)

Name/address..... _____

Dun & Bradstreet no..... _____

Mailing agent (if other than permit holder)

Telephone number..... _____

Name/address..... _____

Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Individual or organization for which mailing is prepared (if other than permit holder)

Enter the name/address and the Dun & Bradstreet number of the individual or organization for which the mailing is being prepared if different from that of the permit holder.

Mailing agent (if other than permit holder)

Enter the name/address, telephone number, and the Dun & Bradstreet number of the mailing agent if different from that of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

2/28/03
15:29:01

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - 1ST CLASS

Name of mailer/agent (sig).. _____
Telephone..... _____

For postage affixed (meter postage or precanceled stamps)
Postage rate affixed (C=correct L=lowest N=neither).... C
Per piece postage affixed..... _.000

F3=Exit F12=Previous

Roll down

Name of mailer/agent (sig)

Enter the name and telephone number of the mailer or agent who will be signing the mailing statement.

For postage affixed (meter postage or precanceled stamps)

For postage affixed mailings indicate the postage rate affixed (C = correct, L = lowest, N = neither) and the per piece postage affixed.

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

PERIODICALS

```
3/03/03          PER/SORT - MAILSTREAM SORTING
13:57:56

      OVERRIDE MAILING INFORMATION - PER CLASS

      REQUIRED PS FORM 3541 INFORMATION

Office of mailing..... MADISON MS 39110_____
Eligible for in-county rates? (Y=yes N=no)..... Y
Low-volume package/sack size (blank or 1-6)..... 1
Mailing date (MMDDYY)..... 030303
Issue date (MMDDYY)..... 030303

      SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... A
Characters across a label (30-34)..... 34
Labels across a page (1234)..... 4
ACS (Address Change Service) participant code..... 1212121

F3=Exit   F12=Previous                               Roll up
```

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Eligible for in-county rates? (Y=yes N=no)

Indicate if your mailings are eligible for in-county rates.

Low-volume package/sack size (blank or 1-6)

Indicate if you want to prepare low-volume packages and sacks as allowed by DMM M200.1.5 to improve service.

_ = do not prepare low-volume packages or sacks

n = prepare low-volume packages and sacks at piece count indicated

Mailing date (MMDDYY)

Enter the mailing date in month-day-year format.

Issue date (MMDDYY)

Enter the issue date in month-day-year format.

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

A = 15/16 inch (for sack label stock)

B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)

B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right. For one-across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display.

3/03/03
14:03:29

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - PER CLASS

Statement sequence number..... _____

Publication title..... _____
Owner or news agent's name.. _____
Publication no..... 1 _____
Edition/code..... 1 _____
Issue frequency..... 12 _____

Mailing agent
Telephone number..... 6018568337 _____
Name/address/email..... LEON STEWART _____
458 PEBBLE CREEK DR _____
MADISON MS 39110 _____
SOFTWARE@WORKSRIGHT.COM _____

CAPS customer reference ID..... _____

F3=Exit F12=Previous

Roll up/down

Statement sequence number

Enter the mailing statement sequence number.

Publication title

Enter the publication title.

Owner or news agent's name

Enter the owner or news agent's name.

Publication no

Enter the publication number.

Edition/code

Enter the publication's edition or code.

Issue frequency

Enter the publication's issue frequency (weekly, monthly, etc.)

Mailer

Enter the name/address, telephone number, and CAPS customer reference ID of the mailer.

F3 Exit the job.
F12 Go to the previous display.
Roll Roll up/down to next/previous display

3/03/03
14:06:06

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - PER CLASS

Canada (weight per copy / rate).....	___	.0000	___	.000
Mexico (weight per copy / rate).....	___	.0000	___	.000
Rate group 3 (weight per copy / rate).....	___	.0000	___	.000
Rate group 4 (weight per copy / rate).....	___	.0000	___	.000
Rate group 5 (weight per copy / rate).....	___	.0000	___	.000

Owner/agent name (sig)..... _____
Dun & Bradstreet no..... _____

Publisher's contact name.... _____
Telephone..... _____
Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll down

Canada (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to Canada.

Mexico (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to Mexico.

Rate group 3 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 3 countries.

Rate group 4 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 4 countries.

Rate group 5 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 5 countries.

Owner/agent name (sig)

Enter the name and Dun & Bradstreet number of the owner or agent who will be signing the statement.

Publisher's contact name

Enter the publisher's contact name, telephone number, and Dun & Bradstreet number.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll down to previous display.

STANDARD MAIL

```
3/03/03          PER/SORT - MAILSTREAM SORTING
14:17:52

      OVERRIDE MAILING INFORMATION - STD CLASS

      REQUIRED PS FORM 3602 INFORMATION

Payment method (I=Permit imprint M=Meter P=PC stamps).... I
Office of mailing..... 08332
Mailing date (MMDDYY)..... 030303

      SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... B
Characters across a label (30-34)..... 32
Labels across a page (1234)..... 2
ACS (Address Change Service) participant code.....

F3=Exit   F12=Previous                               Roll up
```

Payment method (I=Permit imprint M=Meter P=PC stamps)

Indicate the method used for postage payment.

- I = permit imprint
- M = postage meter
- P = precanceled stamps

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Mailing date (MMDDYY)

Enter the mailing date in month-day-year format.

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

A = 15/16 inch (for sack label stock)

B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)

B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right.

For one-across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display.

3/03/03
14:18:19

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - STD CLASS

Statement sequence number..... _____

Permit number..... _____

Mail ID..... _____

Federal agency cost code..... _____

Permit holder

Telephone number..... _____

Name/address/email..... _____

CAPS customer reference ID..... _____

Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Statement sequence number

Enter mailing statement sequence number.

Permit number

Enter the Standard mail permit number.

Mail ID

Enter the mail ID code.

Federal agency cost code

Enter the Federal agency cost code.

Permit holder

Enter the name/address, telephone number, CAPS customer reference ID, and Dun & Bradstreet number of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display

3/03/03
14:19:07

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - STD CLASS

Individual or organization for which mailing is prepared
(if other than permit holder)

Name/address..... _____

Dun & Bradstreet no..... _____

Mailing agent (if other than permit holder)

Telephone number..... _____

Name/address..... _____

Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Individual or organization for which mailing is prepared (if other than permit holder)

Enter the name/address and the Dun & Bradstreet number of the individual or organization for which the mailing is being prepared if different from that of the permit holder.

Mailing agent (if other than permit holder)

Enter the name/address, telephone number, and the Dun & Bradstreet number of the mailing agent if different from that of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/03/03
14:19:28

PER/SORT - MAILSTREAM SORTING

OVERRIDE MAILING INFORMATION - STD CLASS

Name of mailer/agent (sig).. _____
Telephone..... _____

For postage affixed (meter postage or precanceled stamps)
Is pound rate paid by permit imprint? (Y=yes N=no).... N
Postage rate affixed (C=correct L=lowest N=neither).... C
Per piece postage affixed..... .000

F3=Exit F12=Previous

Roll up/down

Name of mailer/agent (sig)

Enter the name and telephone number of the mailer or agent who will be signing the mailing statement.

For postage affixed (meter postage or precanceled stamps)

For postage affixed mailings indicate if the pound rate is paid by permit imprint, the postage rate affixed (C = correct, L = lowest, N = neither), and the per piece postage affixed.

- F3 Exit the job.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

3/03/03
14:19:51

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - BMC

	DBMC	Destination	Office of mailing
1.	<u>00102</u>	BMC NEW JERSEY NJ 00102	<u>00501</u> _____
2.	<u>05500</u>	BMC SPRINGFIELD MA 05500	<u>12007</u> _____
3.	<u>15195</u>	BMC PITTSBURGH PA 15195	<u>26003</u> _____
4.	<u>19205</u>	BMC PHILADELPHIA PA 19205	<u>16901</u> _____
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DBMC

Enter up to 50 DBMC (destination bulk mail center) entry points if you intend to deposit your mailings at these points in order to receive the DBMC postage rates. If you leave the DBMC blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DBMC entry point you have specified, or leave the field blank if your primary office of mailing is to be used.

If you have entered DBMC entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

3/03/03
14:20:16

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - SCF

	DSCF	Destination	Office of mailing
1.	<u>166</u>	SCF ALTOONA PA 166	<u>16652</u>
2.	_____		_____
3.	_____		_____
4.	_____		_____
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DSCF

Enter up to 50 DSCF (destination sectional center facility) entry points if you intend to deposit your mailings at these points in order to receive the DSCF postage rates. If you leave the DSCF blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DSCF entry point you have specified, or leave the field blank if your primary office of mailing is to be used.

If you have entered DSCF entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

3/03/03
16:28:53

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - DELIVERY UNIT

	DDU	Destination	Office of mailing
1.	_____		_____
2.	_____		_____
3.	_____		_____
4.	_____		_____
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DDU

Enter up to 50 DDU (destination delivery unit) entry points if you intend to deposit your mailings at these points in order to receive the DDU postage rates. If you leave the DDU blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DDU entry point you have specified, or leave the field blank if your primary office of mailing is to be used.

If you have entered DDU entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

CHAPTER 4 - SYSTEM FILE MAINTENANCE

PER/SORT relies on various system files to perform its function. Occasionally it is necessary to maintain these files so the application can function properly in your environment. This chapter describes the three system file maintenance tasks you will need to perform.

LOAD/REMOVE CARRIER ROUTE DATABASE MEMBERS

When you install the PER/SORT product, you must also load the carrier route database members for the states in which you plan to run carrier route presorts. You can load all states or any number of selected states into the carrier route database. Thereafter, you may choose to load and remove states from the database as the need arises or in order to conserve disk storage resources.

DEVICE SELECTION

```
3/04/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
07:34:33
                                LOAD/REMOVE CARRIER ROUTE DATABASE MEMBERS

Device..... OPT01 *

F1=Change defaults (*)   F3=Exit   F12=Previous   F13=Reset defaults (*)
```

Device

Enter the name of the device from which the carrier route database members will be loaded. This parameter is required even if you are removing members only.

- F1 Change the default parameters (for items marked with an *) for the current prompt screen to those you have just entered. Only the defaults for this display station will be changed.
- F3 Exit the job.
- F12 Go to the previous display.
- F13 Reset the default parameters (for items marked with an *) for the current prompt screen to their shipped values. Only the defaults for this display station will be changed.

STATE SELECTION

```

3/04/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
07:36:50
L = Load                LOAD/REMOVE CARRIER ROUTE DATABASE MEMBERS
R = Remove

  St -Status-    St -Status-    St -Status-    St -Status-    St -Status-
- AA _____ - FL _____ - MD _____ - NJ _____ - TN _____
- AE _____ - FM _____ - ME _____ - NM _____ - TX _____
- AK _____ - GA _____ - MH _____ - NV _____ - UT _____
- AL _____ - GU _____ - MI _____ - NY _____ - VA _____
- AP _____ - HI _____ - MN _____ - OH _____ - VI _____
- AR _____ - IA _____ - MO _____ - OK _____ - VT _____
- AS _____ - ID _____ - MP _____ - OR _____ - WA _____
- AZ _____ - IL _____ - MS _____ - PA _____ - WI _____
- CA _____ - IN _____ - MT _____ - PR _____ - WV _____
- CO _____ - KS _____ - NC _____ - PW _____ - WY _____
- CT _____ - KY _____ - ND _____ - RI _____
- DC _____ - LA _____ - NE _____ - SC _____
- DE _____ - MA _____ - NH _____ - SD _____

ASP 1 size = 16777 mb, Cur ASP used = 8530 mb, Load stg rqd = 0 mb
Pct utl = 51 cur, 51 new, Free rmv stg = 0 mb, New ASP used = 8530 mb

F1=Run   F3=Exit   F5=Refresh   F8=Load all   F9=Remove all   F12=Previous

```

Enter "L" next to each state you want to load into the carrier route database and "R" next to each state you want to remove from the carrier route database. If "LOADED" is in the status column, the state currently exists in the carrier route database. If the status column contains "_____", the state is not currently in the carrier route database, or if it contains "////////", the state was not shipped on your product media.

When your selections are made, press F1 to run the job

Capacity information

The following capacity information is displayed for the Auxillary Storage Pool (ASP) in which PER/SORT is installed:

- ASP xx size = the capacity of the ASP in megabytes (xx = the ASP number)
- Cur ASP used = the number of megabytes currently used in the ASP
- Load stg req = the number of megabytes of storage required to load the members selected (option L)
- Free rmv stg = the number of megabytes of storage which will be freed by removing the members selected (option R)
- New ASP used = the number of megabytes which will be used after the load/remove procedure runs
- Pct utl = the current percent utilization of the ASP and the new percent utilization of the ASP after the members are loaded/removed

- F1 Run the job.
- F3 Exit the job.
- F5 Refresh the screen to its original state.
- F8 Load all states into the carrier route database.
- F9 Remove all states from the carrier route database.
- F12 Go to the previous display.

RUN OPTIONS

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
07:44:43
                LOAD/REMOVE CARRIER ROUTE DATABASE MEMBERS

Select one of the following:

    1. Run interactively
    2. Submit to batch

Selection
===> 2_____
_____

F3=Exit   F12=Previous
```

Indicate how the job is to be run.

- 1 = The job is run interactively
- 2 = The job is submitted to batch

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

EXIT CONFIRMATION

3/04/03
07:44:49

PER/SORT - MAILSTREAM SORTING

QPADEV0001

LOAD/REMOVE CARRIER ROUTE DATABASE MEMBERS

```
*****  
*  
* You have chosen to exit the load/remove function. No *  
* states will be loaded or removed. Press F3 to confirm *  
* your choice or F12 to return to the previous screen. *  
*  
*****
```

F3=Exit F12=Previous

Confirm exit.

F3 Exit the job.

F12 Go to the previous display.

WORK WITH FILE DEFINITIONS

To presort a user file, you must first define the file. This can be done through the Edit File Definition screen which is displayed following the initial presort prompt if the definition for the file you entered cannot be found, by pressing F23 (Work with file definitions) on the presort prompt screen, or by selecting option 5 (Work with file definitions) on the PER/SORT menu for sorting user files.

The following instructions apply to the three different means of accessing the file definition file with one exception: the Edit File Definition screen only allows you to add a new definition (see add/change file definition) and not copy or delete existing definitions.

```
3/04/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
07:47:25

                        WORK WITH FILE DEFINITIONS

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

==>
Opt  File name   Def  Text
-   ARLAN       1   test
-   INITIAL     1   test file for kansas w&p
-   LABEL       1   TEST FILE FOR INTER COUNTY NEWS PAPER
-   PREFSMPL    1   TEST FILE FOR HMS
-   TNCUST      1   test file

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

Option

Enter an option code next to each definition you want to work with.

- 2 = change the definition
- 3 = copy the definition into a new definition
- 4 = delete the definition
- 6 = print the definition

- F3 Exit the job.
- F6 Add a new definition.
- F12 Go to the previous display.
- Roll Roll the list up or down (if "+" in the lower right of screen).

ADD/CHANGE FILE DEFINITION

When 2 (change) is entered next to a file definition on the select options screen or F6 (add) is pressed, the file definition add/change screen is displayed. This screen is functionally identical to the Edit File Definition screen which is displayed following the initial presort prompt if the definition for the file you entered cannot be found.

```

3/04/03                PER/SORT - MAILSTREAM SORTING                QPADEV0001
07:49:41

                                WORK WITH FILE DEFINITIONS

File name / definition number..... TNCUST_____ / 1
Text..... CUSTOMER MASTER FILE

Input positions..... From Thru *
Key number..... _____
Address line 1..... _____
Address line 2..... _____
Address line 3..... _____
Address line 4..... _____
Address line 5..... _____
Address line 6..... _____
ZIP code..... 208 212
ZIP+4 code..... 213 216
Carrier route code..... 217 220
Delivery point code..... 236 237
Walk sequence number..... _____

* blank=alpha/numeric B=binary P=packed S=signed
F3=Exit   F5=Display physical file member   F7=Display file field description
F12=Previous                                     Roll up

```

File name / definition number

Enter the name of the file you are defining and the number of the definition. These fields are only accessible when adding a new definition.

Text

Enter the text describing the definition. If this field is left blank and the system can find the file, the text describing the file will be inserted. This text description is for internal use only and does not appear on any reports generated by the system.

Key number

Enter the input positions of the record key number which is to be printed on the presort edit report. This field is optional but if specified must be from 1 to 15 alpha/numeric, 2(4) or 4(9) binary, 1(1) to 8(15) packed numeric, or 1 to 15 signed numeric positions long. If the field is binary, packed numeric, or signed numeric, enter a "B", "P", or "S" respectively in the "*" column. If no key number is specified, the relative record number is used as the key number on the presort edit report.

Address lines

Enter the input positions of the address lines. These fields are required if the ZIP code field is not used and must be from 27 to 64 positions long. The address fields are scanned from the bottom up to find the city, state, ZIP Code line from which the ZIP code and ZIP+4 are extracted.

ZIP code

Enter the input positions of the ZIP code. This field is required if the address lines are not used and must be 5 alpha/numeric, 4(9) binary, 3(5) or 5(9) packed numeric, or 5 signed numeric positions long. If the field is binary, packed numeric, or signed numeric, enter a "B", "P", or "S" respectively in the "*" column. If the field is 4(9) binary or 5(9) packed positions long, it must contain the ZIP+4 code appended to the ZIP code.

ZIP+4 Code

Enter the input positions of the ZIP+4 code. This field is required only for automation compatible mailings (M810, M820, M910) and must be 4 alpha/numeric, 2(4) binary, 3(5) packed numeric, or 4 signed numeric positions long. If the field is binary, packed numeric, or signed numeric, enter a "B", "P", or "S" respectively in the "*" column.

Carrier route code

Enter the input positions of the carrier route code. This field is required only for carrier route mailings and must be 4 positions long.

Delivery point code

Enter the input positions of the delivery point code. This field is required only for automation compatible mailings and must be 2 or 3 alpha/numeric, 2(4) binary, 2(3) packed numeric, or 2 or 3 signed numeric positions long. If the field is binary, packed numeric, or signed numeric, enter a "B", "P", or "S" respectively in the "*" column. A 2-position alpha/numeric or signed numeric field must contain only the delivery point code, while a 3-position alpha/numeric, 2(4) position binary, 2(3) position packed numeric, or 3 position signed numeric field must also contain the delivery point bar code check digit in the last position.

Walk sequence number

Enter the input positions of the walk sequence number. This field is required only for saturation and high-density mailings and must be 5 alpha/numeric, 4(9) binary, 3(5) packed numeric, or 5 signed numeric positions long. If the field is binary, packed numeric, or signed numeric, enter a "B", "P", or "S" respectively in the "*" column.

- F3 Exit the job.
- F5 Display the first physical file member of the file being defined.
- F7 Display the file field description of the file being defined.
- F12 Go to the previous display.
- Roll Roll up to next display.

When the Roll up key is pressed on the first file definition screen, the second file definition add/change screen is displayed.

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
07:51:21

                WORK WITH FILE DEFINITIONS

File name / definition number..... TNCUST____ / 1
Text..... CUSTOMER MASTER FILE

Input positions..... From Thru *
Periodicals subscriber/requester code (  )..... ____ ____

* blank=alpha/numeric B=binary P=packed S=signed
F3=Exit   F5=Display physical file member   F7=Display file field description
F12=Previous                                     Roll down
```

Periodicals subscriber/requester code

Enter the code and the input positions of the subscriber/requester code. This field is optional but if specified must be 1 position long. If no code is given, all records are assumed to be subscribers/requesters. This field is only used for periodicals presorts.

- F3 Exit the job.
- F5 Display the first physical file member of the file being defined.
- F7 Display the file field description of the file being defined.
- F12 Go to the previous display.
- Roll Roll down to previous display.

COPY FILE DEFINITIONS

When 3 (copy) is entered next to one or more file definitions on the select options screen, the file definition copy screen is displayed.

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
07:52:34

                WORK WITH FILE DEFINITIONS

To rename copied record, type new name and definition number, press Enter.
Press F12=Previous to return to change your choices.

File name      Def  New name      Def
TNCUST       1  TNCUST       2

F12=Previous                                     (Page/roll)
```

New name

Enter the new file name. The combination of file name and definition number must not already exist in the file definition file.

Definition number

Enter the new definition number. The combination of file name and definition number must not already exist in the file definition file.

F12 Go to the previous display.

Roll Roll the list up or down (if "+" in the lower right of screen).

DELETE FILE DEFINITIONS

When 4 (delete) is entered next to one or more file definitions on the select options screen, the file definition delete screen is displayed.

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
07:53:44

                WORK WITH FILE DEFINITIONS

Press Enter to confirm your choices for Delete.
Press F12=Previous to return to change your choices.

File name      Def  Text
CASS FILE      1   test

F12=Previous                                     (Page/roll)
```

Press enter to confirm the records to be deleted.

F12 Go to the previous display.

Roll Roll the list up or down (if "+" in the lower right of screen).

ENTER MAILING INFORMATION

```
3/04/03          PER/SORT - MAILSTREAM SORTING
07:55:14          ENTER MAILING INFORMATION

Class of mail (1=1ST 2=PER 3=STD)..... 1

F3=Exit  F12=Previous
```

Class of mail (1=1ST 2=PER 3=STD)

Enter the class of mail for which the mailing information is to be entered or updated.

- 1 = first class mail
- 2 = periodicals
- 3 = standard mail

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

FIRST CLASS MAIL

```
3/04/03          PER/SORT - MAILSTREAM SORTING
07:56:47

ENTER MAILING INFORMATION - 1ST CLASS

REQUIRED PS FORM 3600 INFORMATION

Payment method (I=Permit imprint M=Meter P=PC stamps).... M
Office of mailing..... MADISON MS 39110_____

SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... A
Characters across a label (30-34)..... 34
Labels across a page (1234)..... 2
ACS (Address Change Service) participant code..... 122121__

F3=Exit   F12=Previous                               Roll up
```

Payment method (I=Permit imprint M=Meter P=PC stamps)

Indicate the method used for postage payment.

- I = permit imprint
- M = postage meter
- P = precanceled stamps

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Height of sack label (A = 15/16 inch, B = 1 inch)

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

- A = 15/16 inch (for sack label stock)
- B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)

B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right. For one across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display.

3/04/03
07:57:56

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - 1ST CLASS

Permit number..... _____
Mail ID..... _____
Federal agency cost code..... _____

Permit holder

Telephone number..... 601-856-8337_____
Name/address/email..... WORKSRIGHT SOFTWARE_____
458 PEBBLE CREEK DR_____
MADISON MS 39110_____

CAPS customer reference ID..... _____
Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Permit number

Enter the First Class mail permit number.

Mail ID

Enter the mail ID code.

Federal agency cost code

Permit holder

Enter the name/address, telephone number, CAPS customer reference ID, and Dun & Bradstreet number of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
07:59:42

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - 1ST CLASS

Individual or organization for which mailing is prepared
(if other than permit holder)

Name/address..... _____

Dun & Bradstreet no..... _____

Mailing agent (if other than permit holder)

Telephone number..... _____

Name/address..... _____

Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Individual or organization for which mailing is prepared (if other than permit holder)

Enter the name/address and the Dun & Bradstreet number of the individual or organization for which the mailing is being prepared if different from that of the permit holder.

Mailing agent (if other from permit holder)

Enter the name/address, telephone number, and the Dun & Bradstreet number of the mailing agent if different from that of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
08:11:39

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - 1ST CLASS

Name of mailer/agent (sig).. SDFSDFASEF

Telephone..... _____

For postage affixed (meter postage or precanceled stamps)

Postage rate affixed (C=correct L=lowest N=neither).... C

Per piece postage affixed..... _.000

F3=Exit F12=Previous

Roll down

Name of mailer/agent (sig)

Enter the name and telephone number of the mailer or agent who will be signing the mailing statement.

For postage affixed (meter postage or precanceled stamps)

For postage affixed mailings indicate the postage rate affixed (C = correct, L = lowest, N = neither) and the per piece postage affixed.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll down to previous display.

PERIODICALS

```
3/04/03          PER/SORT - MAILSTREAM SORTING
08:14:16

          ENTER MAILING INFORMATION - PER CLASS

          REQUIRED PS FORM 3541 INFORMATION

Office of mailing..... 39110
Eligible for in-county rates? (Y=yes N=no)..... Y
Low-volume package/sack size (blank or 1-6)..... 1

          SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... A
Characters across a label (30-34)..... 34
Labels across a page (1234)..... 4
ACS (Address Change Service) participant code..... 4457121

F3=Exit   F12=Previous                               Roll up
```

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Eligible for in-county rates? (Y=yes N=no)

Indicate if your mailings are eligible for in-county rates.

Low-volume package/sack size (blank or 1-6)

Indicate if you want to prepare low-volume packages and sacks as allowed by DMM M200.1.5 to improve service.

- _ = do not prepare low-volume packages or sacks
- n = prepare low-volume packages and sacks at piece count indicated

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

- A = 15/16 inch (for sack label stock)
- B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)

B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right. For one-across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display.

3/04/03
08:15:22

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - PER CLASS

Publication title..... _____
Owner or news agent's name.. _____
Publication no..... _____
Edition/code..... _____
Issue frequency..... _____

Mailing agent
Telephone number..... _____
Name/address/email..... _____

CAPS customer reference ID..... _____

F3=Exit F12=Previous

Roll up/down

Publication title

Enter the publication title.

Owner or news agent's name

Enter the owner or news agent's name.

Publication no

Enter the publication number.

Edition code/key

Enter the publication's edition code or key.

Issue frequency

Enter the publication's issue frequency (weekly, monthly, etc.)

Mailer

Enter the name/address, telephone number, and CAPS customer reference ID of the mailer.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
08:16:05

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - PER CLASS

Canada (weight per copy / rate).....	<u>-.0000</u>	<u>-.000</u>
Mexico (weight per copy / rate).....	<u>-.0000</u>	<u>-.000</u>
Rate group 3 (weight per copy / rate).....	<u>-.0000</u>	<u>-.000</u>
Rate group 4 (weight per copy / rate).....	<u>-.0000</u>	<u>-.000</u>
Rate group 5 (weight per copy / rate).....	<u>-.0000</u>	<u>-.000</u>

Owner/agent name (sig)..... _____
Dun & Bradstreet no..... _____

Publisher's contact name....
Telephone..... _____
Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll down

Canada (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to Canada.

Mexico (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to Mexico.

Rate group 3 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 3 countries.

Rate group 4 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 4 countries.

Rate group 5 (weight per copy / rate)

Enter the weight per copy and postage rate for pieces being mailed to rate group 5 countries.

Owner/agent name (sig)

Enter the name and Dun & Bradstreet number of the owner or agent who will be signing the statement.

Publisher's contact name

Enter the publisher's contact name, telephone number, and Dun & Bradstreet number.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll down to previous display.

STANDARD MAIL

```
3/04/03          PER/SORT - MAILSTREAM SORTING
08:17:53

          ENTER MAILING INFORMATION - STD CLASS

          REQUIRED PS FORM 3602 INFORMATION

Payment method (I=Permit imprint M=Meter P=PC stamps).... I
Office of mailing..... MADISON_MS_39110_____

          SACK/TRAY LABEL INFORMATION

Height of sack label (A=15/16" B=1")..... A
Height of tray label (A=1 7/8" B=2")..... B
Characters across a label (30-34)..... 32
Labels across a page (1234)..... 2
ACS (Address Change Service) participant code..... 465789_____

F3=Exit   F12=Previous                               Roll up
```

Payment method (I=Permit imprint M=Meter P=PC stamps)

Indicate the method used for postage payment.

I = permit imprint
M = postage meter
P = precanceled stamps

Office of mailing

Enter the city, state, and 5-digit ZIP code of the post office from which your mailings will be made.

Height of sack label (A = 15/16 inch, B = 1 inch)

Enter the code representing the height of the sack labels you will be using.

A = 15/16 inch (for sack label stock)
B = 1 inch (for pressure-sensitive mailing label stock)

Height of tray label (A = 1 7/8 inches, B = 2 inches)

Enter the code representing the height of the tray labels you will be using.

A = 1 7/8 inches (for tray label stock)
B = 2 inches (for pressure-sensitive mailing label stock)

Characters across a label (30-34)

Enter the width of the label in number of character positions. This value is determined by measuring the distance, in tenths of an inch, from the left edge of one label to the left edge of the label immediately to its right. For one-across labels just use the width of the label.

Labels across a page (1234)

Enter the number of labels that are to print across a page.

ACS (Address Change Service) participant code

If you are using the U.S. Postal Service's Address Change Service (ACS), enter the ACS participant code assigned to you.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up to next display.

3/04/03
08:19:33

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

Permit number..... _____
Mail ID..... _____
Federal agency cost code..... _____

Permit holder
Telephone number..... _____
Name/address/email..... _____

CAPS customer reference ID..... _____
Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Permit number

Enter the Standard mail permit number.

Mail ID

Enter the mail ID code.

Federal agency cost code

Enter the Federal agency cost code.

Permit holder

Enter the name/address, telephone number, CAPS customer reference ID, and Dun & Bradstreet number of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
08:20:30

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

Individual or organization for which mailing is prepared
(if other than permit holder)

Name/address..... _____

Dun & Bradstreet no..... _____

Mailing agent (if other than permit holder)

Telephone number..... _____

Name/address..... _____

Dun & Bradstreet no..... _____

F3=Exit F12=Previous

Roll up/down

Individual or organization for which mailing is prepared (if other than permit holder)

Enter the name/address and the Dun & Bradstreet number of the individual or organization for which the mailing is being prepared if different from that of the permit holder.

Mailing agent (if other than permit holder)

Enter the name/address, telephone number, and the Dun & Bradstreet number of the mailing agent if different from that of the permit holder.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
08:21:12

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

Name of mailer/agent (sig).. _____
Telephone..... _____

For postage affixed (meter postage or precanceled stamps)
Is pound rate paid by permit imprint? (Y=yes N=no).... N
Postage rate affixed (C=correct L=lowest N=neither).... C
Per piece postage affixed..... _.000

F3=Exit F12=Previous

Roll up/down

Name of mailer/agent (sig)

Enter the name and telephone number of the mailer or agent who will be signing the mailing statement.

For postage affixed (meter postage or precanceled stamps)

For postage affixed mailings indicate if the pound rate is paid by permit imprint, the postage rate affixed (C = correct, L = lowest, N = neither), and the per piece postage affixed.

F3 Exit the job.

F12 Go to the previous display.

Roll Roll up/down to next/previous display.

3/04/03
08:21:55

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - BMC

	DBMC	Destination	Office of mailing
1.	<u>00102</u>	BMC NEW JERSEY NJ 00102	<u>00501</u>
2.	<u>05500</u>	BMC SPRINGFIELD MA 05500	<u>12007</u>
3.	<u>15195</u>	BMC PITTSBURGH PA 15195	<u>26003</u>
4.	<u>19205</u>	BMC PHILADELPHIA PA 19205	<u>16901</u>
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DBMC

Enter up to 50 DBMC (destination bulk mail center) entry points if you intend to deposit your mailings at these points in order to receive the DBMC postage rates. If you leave the DBMC blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DBMC entry point you have specified, or leave the field blank if your primary office of mailing is to be used. If you have entered DBMC entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

3/04/03
08:22:59

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - SCF

	DSCF	Destination	Office of mailing
1.	<u>166</u>	SCF ALTOONA PA 166	<u>16652</u>
2.	_____		_____
3.	_____		_____
4.	_____		_____
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DSCF

Enter up to 50 DSCF (destination sectional center facility) entry points if you intend to deposit your mailings at these points in order to receive the DSCF postage rates. If you leave the DSCF blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DSCF entry point you have specified, or leave the field blank if your primary office of mailing is to be used. If you have entered DSCF entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

3/04/03
08:23:35

PER/SORT - MAILSTREAM SORTING

ENTER MAILING INFORMATION - STD CLASS

DESTINATION ENTRY DISCOUNTS - DELIVERY UNIT

	DDU	Destination	Office of mailing
1.	_____		_____
2.	_____		_____
3.	_____		_____
4.	_____		_____
5.	_____		_____
6.	_____		_____
7.	_____		_____
8.	_____		_____
9.	_____		_____
10.	_____		_____

* Will include all pieces not eligible for destination entry discounts.

F1=No-discount entry point F3=Exit F6=Sort F12=Previous Roll up/down

DDU

Enter up to 50 DDU (destination delivery unit) entry points if you intend to deposit your mailings at these points in order to receive the DDU postage rates. If you leave the DDU blank, a value will be entered automatically based on the ZIP code entered in the office of mailing.

Office of mailing

Enter an override office of mailing for each DDU entry point you have specified, or leave the field blank if your primary office of mailing is to be used.

If you have entered DDU entry points and would like to select one of them to receive all pieces in your mailings which do not qualify for a destination entry discount, place the cursor on the selected entry point and press F1. An asterisk will be displayed next to the entry point selected.

- F1 Select the no-discount entry point.
- F3 Exit the job.
- F6 Sort the entries into destination order.
- F12 Go to the previous display.
- Roll Roll up/down to next/previous display.

SET SYSTEM VALUES

The command PSSYSVAL allows you to change the PER/SORT system values.

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
08:24:22

                SET SYSTEM VALUES

For presort reports...
  Characters per inch override..... 15
For postage statements...
  Device type override..... LASER__
  Overlay offset down (inches - laser only)..... .12
  Overlay offset across (inches - laser only)..... .12
  Print in uppercase (line printer only)? (Y=yes N=no)... N
For container labels...
  Device type override..... LASER__
  Zebra code shift value..... __
Maximum number of prompt screens to retrieve (for F9)... 10
Appended data fields (S=standard E=extended)..... E
Single piece rate payment method (M=Meter P=PC stamps)... M
User profiles to receive system messages..... QSYSOPR__
                                           QSECOFR__
Printer to receive system messages..... *SYSVAL__

F3=Exit  F12=Previous
```

Characters per inch override (presort reports)

Enter a characters per inch value (e.g., 10, 15) to use when printing the presort reports. When this system value is set to a number other than 10, any value entered for the "Characters per inch" prompt on the printer options screen is ignored.

Device type override (postage statements)

Enter one of the following values to force the postage statements to print in line printer format or in overlay format:

blank	IPDS non-laser printer (line printer)
LASER	IPDS laser printer (overlay if AFP = *YES)
SCS	SCS non-laser printer (line printer)
SCSLASER	SCS laser printer (line printer)
4234	4234 IPDS printer (line printer)

Overlay offset down (postage statements)

This value only affects the printing of the postage statements in overlay format. It normally should not be changed.

Overlay offset across (postage statements)

This value only affects the printing of the postage statements in overlay format. It normally should not be changed.

Print in uppercase (line printer only)? (Y=yes N=no) (postage statements)

Indicate if PER/SORT is to print the postage statements in all uppercase characters. The application is shipped with this value set to N (the postage statements are printed in mixed case). This value is used only for the line printer format of the postage statements.

Device type override (container labels)

Enter one of the following values to force all presort container labels to be formatted appropriately for the indicated printer type:

blank	IPDS non-laser printer
LASER	IPDS laser printer
SCS	SCS non-laser printer
SCSLASER	SCS laser printer
4234	4234 IPDS printer

Zebra code shift value (container labels)

This value is generally handled automatically by the system when specifying a 4234 device type override and should be left blank in other cases.

Maximum number of prompt screens to retrieve (for F9)

On batch processing prompt screens previous parameter setups are available by pressing the F9=Retrieve command key. PER/SORT is shipped with this value set to 10 (the application saves the last ten sets of prompt screen parameters that were run). You can change the number to any value between 1 and 99 to meet your needs.

Appended data fields (S=standard E=extended)

When sorting a user file, PER/SORT appends data to the input records to create the output file records. You can specify to append the standard data fields (32 bytes) or the extended data fields (67 bytes) to the input records. The layout of the appended data is described in chapter 3.

Single piece rate payment method (M=Meter P=PC stamps)

Indicate if PER/SORT is to assume that meter postage or precancelled stamps are to be used on any single piece rate mail.

User profiles to receive system messages

Enter the user profiles that are to receive database expiration messages. These messages are issued when the database will expire in ten days or less.

Printer to receive system messages

Enter the name of the printer that is to receive database expiration messages. These messages are issued when the database will expire in ten days or less.

F3 Exit the job.

F12 Go to the previous display.

CHAPTER 5 - UTILITY FUNCTIONS

The utility functions menu contains options to save the PER/SORT product library and perform electronic customer support tasks.

```
MLMS10                PER/SORT - Utility Functions
```

```
Select one of the following:
```

1. Save the PER/SORT product library
3. Work with job streams
90. Sign off

```
COPYRIGHT (C) 1992 PER SOFTWARE, INC.
```

```
Selection or command
```

```
===> _____
```

```
F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel  
F13=Information Assistant  F16=AS/400 main menu
```

SAVE THE PER/SORT PRODUCT LIBRARY

This option allows you to save the PER/SORT product library for back-up purposes.

```
3/04/03          PER/SORT - MAILSTREAM SORTING          QPADEV0001
08:29:14

          SAVE THE PER/SORT PRODUCT LIBRARY

Device..... TAP01 *
Expiration date..... *PERM *

F1=Change defaults (*)  F3=Exit  F12=Previous  F13=Reset defaults (*)
```

Device

Enter the name of the device on which the save is to be made.

Expiration date

A valid date or *PERM (permanent) are allowable values.

- F1 Change the default parameters (for items marked with an *) for the current prompt screen to those you have just entered. Only the defaults for this display station will be changed.
- F3 Exit the job.
- F12 Go to the previous display.
- F13 Reset the default parameters (for items marked with an *) for the current prompt screen to their shipped values. Only the defaults for this display station will be changed.

CHAPTER 6 – REPORTS

On the following pages you will find samples of each of the reports generated by PER/SORT.

Presort reports

Qualification reports

Postage statements

Container labels

9:54 AM

SDFSDF VKVDF

PER/SORT - MAILSTREAM SORTING (FCM LTRS - DETAIL DMM M810)
FIRST CLASS MAIL PRESORT REPORT 5/15/03 (QS36F TNSTASEL *FIRST)

PAGE 3

-GROUP-		TRAY		TRAY		TRAY		TRAY		TRAY		TRAY	
PIECE	GRP	PIECE	GRP	PIECE	GRP	PIECE	GRP	PIECE	GRP	PIECE	GRP	PIECE	GRP
COUNT	LEVEL	COUNT	LEVEL	COUNT	LEVEL	COUNT	LEVEL	COUNT	LEVEL	COUNT	LEVEL	COUNT	LEVEL
38869	1	38901	4	38902	2								
38916	1	38917	1	38921	1								
38930	2	38935	6	38941	2								
38965	3	38967	1										
TOTAL	143	AADC	1	MXD	AADC	390							143
39401	13	39402	3	39403	6								
39404	6	39422	5	39429	9								
39437	2	39440	5	39441	11								
39442	1	39443	1										
TOTAL	62	AADC	2	MXD	AADC	390							62
								205	2	#1	MAAD		205
													390
													205

39452	2	39455	2	39465	1								
39466	4	39475	1	39476	1								
39480	1	39501	4	39502	3								
39503	1	39505	2	39506	1								
39507	1	39520	4	39521	1								
39530	6	39531	2	39532	3								
39533	2	39535	1	39553	1								
39560	1	39563	2	39564	2								
39565	1	39567	8	39568	4								
39571	1	39581	1										
TOTAL	64	AADC	1	MXD	AADC	390							64
													64
													390
													64

FINAL 616 347 269

REPORT : USPS QUALIFICATION REPORT MAILER : SDFSDF YXVDF
 ENTRY : 39110 MAIL ID:
 SORT : FIRST CLASS, DMH M810 DATE : 5/15/03

TRAY #	TRAY SIZE	TRAY LVL	TRAY ZIP	TRAY DEST	GROUP	RATES	CB	5B	3B	AB	MB	RUNNING TOTAL
1	2	AADC	390	390S			91			146		237
				392			52			25		289
				393S			25			33		314
				396								347
				397							143	490
2	1	MAAD	390	A380							62	552
				A700							54	616
3	1	MAAD	390	A700								
TOTALS										347	269	616

RATE SUMMARY		PIECES

AUTOMATION CARRIER ROUTE (CB)		0
AUTOMATION 5-DIGIT (SE)		0
AUTOMATION 3-DIGIT (3E)		0
AUTOMATION AADC (AE)		347
AUTOMATION MXD AADC (MB)		269
TOTAL AUTO. (LETTERS OR CARDS)		616

United States Postal Service
Postage Statement — First-Class Mail
Postage Affixed

Post Office: Note Mail Arrival Time

Mail Information	Permit Holder's Name and Address and Email Address If Any WORKSRIGHT SOFTWARE 458 PEBBLE CREEK DR MADISON MS 39110	Telephone 601-856-8337	Name and Address of Mailing Agent (If other than permit holder) SDGFASDFDFASEF DSFASEF DEGASDF DFASFAWF	Telephone SDFGASEF	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder) SDFSDF VXVDF DFASEFR SDFASDFSDP WDFASDFWEP
	Dun & Bradstreet No. ASDFSDFSD		Dun & Bradstreet No. SDGFASDFE		Dun & Bradstreet No. DFGASDF
Mailing Information	Post Office of Mailing 39110	Processing Category (DMM C050) <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Parcels	Mailing Date 5/15/03	Statement Seq. No.	No. of Containers 2 1' MM TRAYS
	Permit No. 12345678 <input checked="" type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps		Weight of a Single Piece 0 0500 pound	Total Pieces 616	1 2' MM TRAY
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post			Total Weight 30.8000	
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____		For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____		
Postage Computation (DMM P013)	For Automation Letters		Total From Part A (On reverse)		187.5680
	For Automation Flats		Total From Part B (On reverse)		.0000
	For Nonautomation Letters, Flats, and Parcels		Total From Part C (On reverse)		6.6600
	For Automation and Nonautomation Cards		Total From Part D (On reverse)		.0000
	For Special Services and Other Fees		Total From Attached Form 3540-S		.0000
			Total Postage (Add lines above)		194.2280
Postage Computation	Rate at Which Postage Affixed (Check one) (DMM P100) <input checked="" type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither		616 pcs. x \$.000 = Postage Affixed		194.2280
			Net Postage Due (Subtract postage affixed from total postage)		.00
	For USPS Use Only: Additional Postage Payment (State reason)				
		Total Adjusted Postage (Add additional payment to net postage due)			

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control.

The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation.

I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Signature of Mailer or Agent		Name of Mailer or Agent SDFSDFAEF	Telephone DSFAEFSE
Weight of a Single Piece 0 pound	Is figure at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason		Round Stamp (Required)
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).		Date Mailer Notified	
Verifying Employee's Signature	Verifying Employee's Name	By (Initials)	Time AM PM

First-Class Mail — Postage Affixed

Presort / Automation Discounts	Rate	Number of Pieces	Total	Presort / Automation Discounts	Rate	Number of Pieces	Total
A Automation Rates — Letters (DMM C810)				B Automation Rates — Flats (DMM C820)			
A1 Carrier Route	.275 x	0 pcs.	\$.0000	B1 5-Digit	.302 x	0 pcs.	\$.0000
A2 5-Digit	.278 x	0 pcs.	\$.0000	B2 3-Digit	.322 x	0 pcs.	\$.0000
A3 3-Digit	.292 x	0 pcs.	\$.0000	B3 ADC	.333 x	0 pcs.	\$.0000
A4 AADC	.301 x	347 pcs.	\$ 104.4470	B4 Mixed ADC	.341 x	0 pcs.	\$.0000
A5 Mixed AADC	.309 x	269 pcs.	\$ 83.1210	B5 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)	.055 x	0 pcs.	\$.0000
Total — Part A (Carry to front of form)				Total — Part B (Carry to front of form)			
			\$ 187.5680				\$.0000
C Nonautomation Rates — Letters, Flats, and Parcels (DMM C050)				D Cards Eligible for Card Rates (DMM C100)			
C1 Presorted	.352 x	0 pcs.	\$.0000	Automation Rates (DMM C810)			
C2 Single-Piece	.370 x	18 pcs.	\$ 6.6600	D1 Carrier Route	.170 x	0 pcs.	\$.0000
Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)				D2 5-Digit	.176 x	0 pcs.	\$.0000
C3 Presorted	.055 x	0 pcs.	\$.0000	D3 3-Digit	.183 x	0 pcs.	\$.0000
C4 Single-Piece	.120 x	0 pcs.	\$.0000	D4 AADC	.187 x	0 pcs.	\$.0000
From Standard Mail (DMM E620)				D5 Mixed AADC	.194 x	0 pcs.	\$.0000
C5 Single-Piece	.370 x	0 pcs.	\$.0000	Nonautomation Rates			
C6 Nonmachinable Surcharge (For pieces 1 oz. or less; see DMM E130)				D6 Presorted	.212 x	0 pcs.	\$.0000
Single-Piece	.120 x	0 pcs.	\$.0000	D7 Single-Piece	.230 x	0 pcs.	\$.0000
Total — Part C (Carry to front of form)				Total — Part D (Carry to front of form)			
			\$ 6.6600				\$.0000

LOS ANGELES CA
FCM LTR BC SCHEME 900

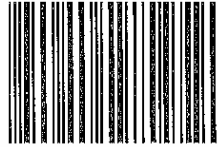


9000024301

39110

TRY 1 (#2 1 GRP / 420 PCS)

LOS ANGELES CA
FCM LTR BC SCHEME 900

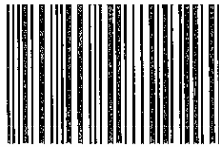


9000024301

39110

TRY 2 (#2 1 GRP / 420 PCS)

LOS ANGELES CA
FCM LTR BC SCHEME 900

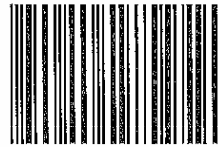


9000024301

39110

TRY 3 (#1 1 GRP / 205 PCS)

LOS ANGELES CA
FCM LTR BC SCHEME 900



9000024301

39110

TRY 4 (#1 1 GRP / 13 PCS)

INGLEWOOD CA
FCM LTR BC SCHEME 902

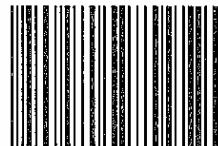


9020024301

39110

TRY 5 (#2 1 GRP / 420 PCS)

INGLEWOOD CA
FCM LTR BC SCHEME 902



9020024301

39110

TRY 6 (#2 4 GRPS / 336 PCS)

LONG BEACH CA
FCM LTR BC SCHEME 907



9070024301

39110

TRY 7 (#2 2 GRPS / 420 PCS)

LONG BEACH CA
FCM LTR BC SCHEME 907



9070024301

39110

TRY 8 (#2 2 GRPS / 334 PCS)

VAN NUYS CA
FCM LTR BC SCHEME 913



9130024301

39110

VAN NUYS CA
FCM LTR BC SCHEME 913



9130024301

39110

GLOSSARY

Bulk mail center (BMC). A highly mechanized mail processing plant for the distribution of bulk mail.

Address last line. The line of the address containing the city, state, and ZIP code. A term used to designate a combined city, state, ZIP code field within a file.

Carrier route code. A code assigned by the U.S. Postal Service identifying a specific delivery route or post office box section.

Delivery address. The line immediately above the address last line. This is the address of intended delivery.

Delivery point code. A two-digit numeric code (usually the last two digits of the street address) which together with the ZIP code, ZIP+4 code, and a check digit are used to generate the delivery point bar code.

Delivery point bar code. Also referred to as the POSTNET bar code, a graphical code made up of tall and short vertical bars that represent the ZIP code, ZIP+4 code, delivery point code, and a check digit.

Delivery unit (DU). A post office, station, or branch that has mail delivery functions.

Electronic customer support (E.C.S.). A method of transmitting program updates electronically via telephone.

Finance number. A number assigned by U.S. Postal Service to uniquely identify each post office name (city) in the country. Cities which have more than one ZIP code (multicoded cities) have only one finance number.

Group. A unit of bulk mail in tray based mailings like a package but not physically secured as a package. See package.

Optional endorsement line (OEL). An optional line that may be used as the first line of the address block in certain presort mailings to identify the contents of a package.

Package. The basic unit of bulk mail for mail processing purposes. Usually six or more pieces of a periodicals publication or 10 or more pieces of first class or standard mail.

POSTNET bar code. See delivery point bar code.

Presort. A form of mail preparation. The mailer groups pieces in a mailing by ZIP code or other USPS recommended separation in order to bypass certain postal operations.

Secondary address. In dual address records, the line immediately above the delivery address. This is not the address of intended delivery (e.g., a physical address when the delivery address contains a P.O. Box number).

Sectional center facility (SCF). The office that serves a designated geographic area defined by ZIP code(s). The SCF office presorts and makes up certain classes of mail, computes certain postal charges, and performs distribution and dispatch.

ZIP code. A five-digit code assigned by the U.S. Postal Service which identifies a specific geographic delivery area. ZIP is an acronym for "Zone Improvement Plan."

ZIP+4 code. A four-digit code assigned by the U.S. Postal Service which identifies a specific delivery point within a ZIP code.