

# **Advanced Workflow Automation Manager**



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## **REVISION HISTORY**

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated cover page	Revision	Document cover page	Updated cover page design and added new Window Book logo.
Updated section	Revision	ABOUT THIS GUIDE	Included "MailDrop Engine" in the trademark information and updated the copyright information for 2018.
Added section	New	<u>USING THE 'INTELLIGENT</u> MAIL BARCODE' TAB	Added information on the new 'Intelligent Mail Barcode' tab introduced in DATMAIL version 20.18.04.18.
Updated section	Revision	IMPORT PROFILES	Added a bulleted item to the list of what can be accomplished by an Import Profile to include controlling the IM Barcode assignment options.
Updated section	Revision	<u>CREATING &amp; USING AN</u> IMPORT PROFILE	Updated the procedure for creating an Import profile to include the 'Intelligent Mail Barcode' tab.
Updated section	Revision	<u>CREATING A MERGE</u> <u>PROFILE</u>	Updated the procedure for creating an Merge profile to include the 'Intelligent Mail Barcode' tab.
Updated section	Revision	CREATING A POST PROCESS PROFILE	Updated the procedure for creating a Post Process profile to include the 'Intelligent Mail Barcode' tab.
Updated section	Revision	<u>AWAM Post-Import</u> <u>Process Mail.dat Files</u> <u>Utility</u>	Updated the screen image and added information about the filter function now available on the Jobs browse. Included a link to a how-to video.

#### About This Guide

CHANGE	ΤΥΡΕ	LOCATION IN GUIDE	DETAIL
Updated section	Revision	AWAM Processing Log View	Updated screen images and added information about the <b>View Detail</b> button on the <i>AWAM Log View</i> screen.
Added section	New	<u>Turn Off Logging</u> <u>Barcodes</u>	Added an example import profile that uses the new 'Intelligent Mail Barcode' tab.
Added section	New	Log Barcodes Without Overwriting Them	Added an example import profile that uses the new 'Intelligent Mail Barcode' tab.
Added section	New	<u>Turn On Overwrite for</u> <u>Trays/Pallets,</u> <u>Generate/Replace</u> <u>Barcodes</u>	Added an example import profile that uses the new 'Intelligent Mail Barcode' tab.
Updated sections	Revision	Throughout the document	Updated screen images to coincide with current version.

# **TABLE OF CONTENTS**

ABOUT THIS GUIDE	2
CONTACT INFORMATION	2
REVISION HISTORY	3
TABLE OF CONTENTS	5
BEFORE YOU BEGIN	7
SYMBOLS YOU SHOULD KNOW	7
PURPOSE	7
INTRODUCTION	8
REQUIREMENTS	9
COMPONENT DESCRIPTION & USE	11
AWAM CONTROL CENTER - INTRODUCTION	11
Launching the AWAM Control Center	
AWAM Control Center – In Detail	13
EXPORTING PROFILES	23
IMPORTING PROFILES	25
MINIMIZING VERSUS EXITING THE CONTROL CENTER	29
MINIMIZING	29
EXITING	
PROFILES	
Browse Profiles Screen	
Profile Types	
IMPORT PROFILES	34
MERGE PROFILES	36
POST PROCESS PROFILES	37
Activating & Deactivating Profiles	
CREATING & USING PROFILES	
CREATING & USING AN IMPORT PROFILE	
CREATING A MERGE PROFILE	
CREATING A POST PROCESS PROFILE	55
USING THE 'DATES' TAB	62
USING THE 'INTELLIGENT MAIL BARCODE' TAB	64
USING THE 'RUN MASS UPDATES' FUNCTION	67

#### **Table of Contents**

Enabling and Selecting A Mass Update Profile	68
VIEWING BATCH REPORT PDF FILES	69
AWAM PROCESSING UTILITIES IN DAT-MAIL	70
AWAM Merge Mail.dat Files Utility	70
HOW TO USE THE MERGE UTILITY	73
AWAM Post-Import Process Mail.dat Files Utility	77
HOW TO USE THE POST IMPORT PROCESS UTILITY	80
AWAM Processing Log View	
TROUBLESHOOTING	
Unexpected Processing Results	
The Setup Menu Does Not Display	87
APPENDIX 1 – EXAMPLE PROFILES	
EXAMPLE IMPORT PROFILES	
Statement Generation With Spoilage	
Release Only With Spoilage	93
Auto Importing QuickFix Files	96
USING THE DEFAULT AWAM IMPORT PROFILE	
USING AN IMPORT PROFILE SPECIFIC TO QUICKFIX FILES	
Turn Off Logging Barcodes	99
Log Barcodes Without Overwriting Them	101
Turn On Overwrite for Trays/Pallets, Generate/Replace Barcodes	103
EXAMPLE MERGE PROFILES	105
EXAMPLE POST PROCESS PROFILES	

# **BEFORE YOU BEGIN**

## SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



Where displayed, this Information icon denotes important information regarding the subject matter at hand. The information is intended to provide helpful hints, references to other locations in the document to help further understanding about the current subject-matter, and/or include special requirements pertaining to specific subject-matter. It is important that the information provided be read and thoroughly understood before proceeding.



Where displayed, this Attention icon is intended to make the reader take special notice as the information provided is critical in nature to the subject matter at hand. It is not intended to lessen the importance of the information provided with the Information icon noted above; but to bring additional attention in situations of extreme necessity.



Where displayed, this Troubleshooting icon denotes helpful hints and tips for the subject matter at hand. The information in the troubleshooting tip is intended to provide helpful hints and resolutions for some of the more common issues that can occur during operation.

## **PURPOSE**

The purpose of this Guide is to provide description and use information for AWAM.

Information pertaining to the activation and registration of AWAM, along with installing the service, setup instructions, and information on updating the software is provided in the "AWAM Setup Guide", which is available on Window Book's web site at: https://www.windowbook.com/Support/UserGuides. Registration and/or login is required.

## INTRODUCTION

Window Book's Advanced Workflow Automation Manager<sup>™</sup> (AWAM) is a powerful automated processing tool that uses profiles created by the Mailer to: 1) Import Mail.dat<sup>®</sup> files into DAT-MAIL, while performing a large variety of automated tasks on each file before and after the import occurs; and 2) Merge and/or apply automated updates or changes to files that are already in DAT-MAIL<sup>™</sup> (i.e. post-import).

While all profiles are created within AWAM<sup>™</sup>, they are applied using different utilities. Import profiles are used by AWAM and the AWAM File Manager. Merge and Post Process profiles are used by the AWAM Processing utilities available from within DAT-MAIL.

Functioning as a true Windows<sup>®</sup> service, AWAM is intended to run on a server, but can also be run on a computer operating in a stand-alone or single installation environment. In a server with workstation(s) environment, the available functionality differs slightly between the server and workstation; both of which are documented in this Guide.

AWAM can process up to 20 Mail.dat files simultaneously for much faster throughput (depending on the number of CPUs and memory available on the server; as well as, the size of the Mail.dat files being processed). AWAM activity and profiles are managed via the AWAM Control Center, which is accessible from both the server and any workstations where DAT-MAIL and AWAM are installed. Full control of the AWAM service is only available on the server installation of AWAM (i.e. install, uninstall, start, and stop); however, users are able to pause/resume and restart the service from a workstation installation, if necessary.

AWAM also includes a separate utility to be used on workstations called the AWAM File Manager (File Manager). The File Manager works specifically with Import profiles and provides the ability for a user to manually select and stage the Mail.dat files to be imported into DAT-MAIL, or use the AWAM Rules Manager to automatically do so by applying user-defined rules to each file. For more information about the AWAM File Manager, refer to the "AWAM File Manager Installation & User Guide, which is available on Window Book's web site at: <u>https://www.windowbook.com/Support/UserGuides</u>. Registration and/or login is required.

The AWAM Processing utilities that are used for merging files and/or applying post-import updates/changes are available for use from within DAT-MAIL; therefore, any computer where DAT-MAIL is installed with AWAM can use these utilities (i.e. server, stand-alone/single-installation computer, and workstations).

## REQUIREMENTS

The requirements to be able to use AWAM<sup>™</sup> as documented in this Guide are as follows:

- DAT-MAIL software version 20.18.04.18 (or newer) must be installed on the server and then any workstations in order for workstations (if applicable) to have access to the functionality documented in this Guide.
- Clients must have DAT-MAIL Toolbox to be able to activate and use the Planalyzer option available in the AWAM profiles;
- Clients must have the Editor with the Palletization add-on or the Toolbox to activate and use the Palletization option available in the AWAM profiles;
- AWAM Import profiles must use UNC path names (refer to the <u>CREATING & USING AN IMPORT</u> <u>PROFILE</u> section in this Guide, specifically step 6, for more information) in a server with workstation(s) environment;



Additional requirements exist for activating and registering AWAM. These requirements are detailed in the "AWAM Setup Guide", which is available on Window Book's web site at: <u>https://www.windowbook.com/Support/UserGuides</u>. Registration and/or Login is required.

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# **COMPONENT DESCRIPTION & USE**

AWAM can be used in a server with workstation(s) environment or in a stand-alone/single-installation environment. If it is being used in a server with workstation(s) environment, the accessibility of some functions located in the AWAM Control Center differs slightly between the server and workstation(s). These differences are noted where applicable, throughout this document.

This section discusses AWAM in its entirety, i.e. component identification and description, and how AWAM works.

## **AWAM CONTROL CENTER - INTRODUCTION**

The AWAM Control Center (Control Center) is accessible from the server (or computer in a stand-alone environment) and any workstation(s) where DAT-MAIL and AWAM are installed and registered. The functionality that is accessible from the Control Center differs slightly between a server and a workstation.

Function	Server	Workstation
Monitor what is currently being processed through AWAM	Х	х
View processing history	Х	Х
View the various logs for each Mail.dat that was imported, merged, or had post-processing applied to it for troubleshooting purposes	х	х
View the PDFs generated during an import when the Batch Reports function is set up to do so as part of the import profile used	х	Х
Manage the AWAM Windows <sup>®</sup> service and logon information for running it	х	
Control the maximum number of profiles that can run simultaneously	х	
Control how often the service checks the appropriate import folder(s) for incoming Mail.dat files	х	
Control the communication port AWAM uses	Х	
Purge CMD files to maximize disk space and system performance	Х	
Manage AWAM notifications	Х	
Export and Import AWAM profiles	Х	х
Stop and start the service	Х	

#### **Component Description & Use**

Function	Server	Workstation
Pause the service	Х	Х
Restart the service		Х
Minimize the AWAM Control Center	Х	Х
Access the <i>Browse Profiles</i> screen where profiles are managed; as well as, activated and deactivated	х	Х

The AWAM Control Center is a separate executable; therefore, the DAT-MAIL program can be closed with the Control Center remaining open and functioning.

### Launching the AWAM Control Center

To launch AWAM's Control Center, perform the following from within DAT-MAIL:

- Launch DAT-MAIL; and
- From DAT-MAIL's main screen, click the AWAM icon. The AWAM Control Center will open/display.



AWAM Enabled

### AWAM Control Center – In Detail

The AWAM Control Center is comprised of the following:

Eile H	-MAIL Advanced	d Workflow A	utomation	Manager Control C Click column hear Biott click on finish	enter lings to sort by column ditems for more details		
0	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name	P
-							
×	STOP	G lause Ser	vice is RUN	NING		Edit profiles	Z8
J					Number of Active Profiles: 1 9	© 2017 Window Book, In	с.

Unless otherwise stated, it is assumed that the features or functioned documented in this section are available in both server and workstation installations of the AWAM Control Center.

• File menu **U**. From the file menu the user can select one of four options: 'Setup' (servers only); 'Export Profiles'; 'Import Profiles'; or 'Exit'.

Setup			Click column heading Right click on finished	is to sort by column items for more details
Export Profiles Import Profile	ob ID	Status	Hist. Job ID	Progress
Exit				

The Fie menu in the Control Center on a workstation would <u>not</u> include the 'Setup' menu option. The File menu on a workstation installation of AWAM would appear as follows:

Export Profiles			Click column heading Right click on tinished	as to sort by column items for more detail
Import Profile	ob ID	Status	Hist. Job ID	Progress
Exit		ľ	1	

AWAM Control Center On A Workstation

Page 14 of 105

- Component Description & Use
  - Setup Menu: This menu option is only available on server or stand-alone installations. It is not displayed/accessible on workstation installations of AWAM.

Selecting this menu option displays the DAT-MAIL AWAM Setup window. Within this

window are two control buttons used for installing and removing the AWAM Windows<sup>®</sup> service (refer to the <u>AWAM Setup Guide</u> for more information on installing the service). There are also three tabs in this window: General; Maintenance; and Notifications:

 General Tab: From within this tab, the user can specify the maximum number of profiles that can run simultaneously, how often the service checks the appropriate import folder(s) for incoming Mail.dat files, and control what communication port the service uses;

maintenance	Notificat	ione	
ax. Agent Pioce	29229	10	(1-20)
ait Interval (sec	onds):	3 🗄	(1-999)
ommunication P	art	3000	
	ax. Agent Proc ait Interval (sec communication F	ax. Agent Processes: 'at Interval (seconds): ommunication Port:	ax. Agent Processes:

• Maintenance Tab: From within this tab is the ability to manage the number of CMD

files stored in the Processed and Failed folders (i.e.

'\\...\wb\MDV\data\AWAMCMDFiles') to help with the maintenance of disk space on the server; as well as, machine performance. Auto-deletion of these CMD files occurs daily by the system and any time the AWAM service is started. Files that are older than the specified date are deleted. 10 days is the default setting. To purge <u>all</u> of the CMD files located in these two folders (including ones newer then the specified date), click the **Delete Processed CMD Files** button. DAT-MAIL AWAM Setup

 General Maintenance Notifications

 CMD Files processing

 Auto-delete CMD files older than XXXX days: 
 Delete processed CMD files

 Log Records processing

 Auto-delete log records older than XXXX days: 
 T 

 Service is installed Remove Service

 DK Cancel

To also help maintain disk space, users can also set up AWAM to automatically delete the Log Records created during processing that are older than a specified number of days (default is 7 days).

#### **Component Description & Use**

Notifications Tab: From this tab, users can activate e-mail notifications for both successful completions of AWAM processes; as well as, failed attempts. Simply select (check) the corresponding check-box (Success and/or Failure) and enter the recipient's e-mail address. Multiple e-mail addresses can be entered by separating the addresses with a semi-colon.

ly on Success	
s (separate mult	iple addresses with a semi-colon).
ly on Failure	
s (separate mult	iple addresses with a semi-colori)
	y on Success  separate mult ly on Failure  separate mult

Depending upon the number of AWAM processes that run each day, the number of e-mails received if 'Notify on Success' is enabled could be overwhelming for the recipient(s).

To ensure delivery of system-generated notifications, it is important for Clients to white-list the pertinent Window Book send-from e-mail addresses on their server(s). A list of these e-mail addresses can be found on the Window Book web site at: https://www.windowbook.com/home/White-List-Help.

The subject line of the Successful e-mail will provide the Job ID, Job No., the Status of the AWAM process, and the name of the server the process was run on.

The body of the e-mails will provide what type of process was run (i.e. import, merge, post-import), what profile was used for the process, a date/time stamp, the Job ID (in the event of a merge, the job ID of the newly created Mail.dat is provided), the Job No., the Job Description (i.e. Job Name), and the name of the Mail.dat file name that was imported.

AWAN	A notification J	obID: 0000	2497 JobNo	x Auto_C-NE1	Status: Succ	essful from	LBW7X64SV	VR_1 - Me	ssage (P				$\sim$
File	Message	Help	🖓 Tell n	ne what you w	vant to do								
85	5 1 4												
50	scheduler	rservice@	window	book.com d	on behalf o	f Windov	v Book Inc	: <info@< th=""><th>windowbo</th><th>ok.com:</th><td>20</td><td>1*</td><td>10:18 AM</td></info@<>	windowbo	ok.com:	20	1*	10:18 AM
20	AWAM n	otificatio	on JobID	: 00002497	JobNo: A	uto_C-N	E1 Status:	Success	ful from l	BW7X64	SVR_1		~
AWAN Profile Date/T JobID: JobNo: Job De Mail.d	I import (000 used: Defaul ïme: 09/01/2 00002497 : Auto_C-NE1 scription: DO at file name:	00008.HE 11 Import 1 2017 - 10: 00011T64 \\\Lbw7x6	DR) Is succ Settings 18:47AM 000270N1 4 <u>4svr 1\w</u>	xessfully com 122101 b\mail.dat\I	ncoming\00	3000008.F	IDR						

The Failed e-mail notification will provide a status notification in the Subject line and the associated server name. The e-mail will also contain information about the error(s) that caused it to abort and where the associated file is located on the server (or computer in a single-installation or stand-alone environment).

	AWAM notification Status: Failed from LBW7X64SVR_1 - Message (Plain Text)	- 8	$\times$
File Message Help	🖓 Tell me what you want to do		
<b>⊟ 5 0 ↑ ↓</b> =			
schedulerservice@	windowbook.com on behalf of Window Book Inc <info@windowbook.com< th=""><td>\$\$ 1 ∗</td><td>10:26 AM</td></info@windowbook.com<>	\$\$ 1 ∗	10:26 AM
AWAM notificatio	on Status: Failed from LBW7X64SVR_1		~
AWAM import (00000008.HD Profile used: Default Import S Date/Time: 09/01/2017 - 10: Mail.dat file name: <u>\\Lbw7x6</u> AWAM daemon stopped due to MESSAGE: Mail.dat int msg: Process is aborted by re SEG,MPU,MCR,MPA,CSM,CPT due to MESSAGE: Error	DR) is aborted. Settings 27:31AM <u>4svr 1\wb\mail.dat\incoming\00000008.HDR</u> tegrity issue iason of incomplete mail.dat set - required files are not present: F,CQT,PQT - <u>\\Lbw7x64svr 1\wb\mail.dat\incoming\0000008.HDR</u>		

Activity	History 🙆			Click column head Right click on finish	lings to sort by column ed items for more details		
9	File Nome	Job ID	Status	Hist. Job ID	Progress	Profile Name	
×	STOP	6 suse Ser	vice is RUN	NNG		Contemporter Contemport	28
1					Number of Active Profiles: 1 🥹	© 2017 Window Book, In	s

• File menu **1**. From the file menu the user can select one of four options: 'Setup' (servers only); 'Export Profiles'; 'Import Profiles'; or 'Exit'.

riep				
Setup			Click column heading Right click on finished	is to sort by column items for more details
Export Profiles Import Profile	ob ID	Status	Hist. Job ID	Progress
Exit				

- Export Profiles: This option allows Mailers to export their existing profiles into a single, zipped file, for backup purposes (refer to the <u>EXPORTING PROFILES</u> section in this Guide for more information);
- Import Profiles: This option allows Mailers to import previously exported profiles into AWAM (refer to the IMPORTING PROFILES section in this Guide for more information).
- Exit: This option in the AWAM Control Center's File menu shuts down the Control Center and unloads it from memory (refer to the <u>Minimizing Versus Exiting the Control Center</u> section in this Guide for more information).
- Help menu <sup>2</sup>. The functionality accessible via the Help menu differs between server and workstation installations of AWAM.
  - Server/Standalone: The customer information entered at the time of registration can be viewed along with the product registration key. In addition, the existing product registration key can be updated if necessary; and



 Workstation: The customer information entered at the time of registration can be viewed along with the product registration key. The existing product registration key <u>cannot</u> be updated; however.

IC VI	Registration	6 N	Custom	ner Info Screen	is n by	column ore details
L	Cie Marea	144.00	Charlos	I Sector Index Pro-		Progress

Activity	History 🙆			Click column head Right click on finishe	ings to sort by column ed items for more details		
0	File Nome	Job ID	Status	Hist, Job ID	Progress	Profile Name	
×	5 STOP	G ause Ser	vice is RUN	NNG	111-1	Edit profiles	28
					Number of Active Profiles: 1 9	© 2017 Window Book, In	

Activity tab 3. The Activity tab displays all of the current processing activity that has occurred while the Control Center has been open. It provides the File Name, Job ID, Status, Hist. Job ID, Progress, Profile Name, Profile Type, Started Date and Time, Completed Date and Time, and the Import Path being used in columnar format. This same activity is also displayed in the History tab

(refer to 'History tab <sup>(4)</sup>, for more information).

If the AWAM Control Center is closed (not minimized), all of the reported processing activity will be removed. When the AWAM Control Center is re-launched, the panel in the Activity tab will be blank or empty. The processing activity that had been displayed is still accessible via the History tab 4, however.

The information contained in each columns can be sorted in ascending or descending order by clicking the column heading. To sort multiple columns, press and hold the 'CTRL' key on the server or computer's keyboard while clicking the column headings. When column headers are clicked for sorting purposes, a number will display, in brackets, to identify the selected sort order (e.g. in the image below, Status Display Panel is set up to sort any reported data by 'Status', and then 'Job ID'). Click the column heading multiple times to increase or decrease the sort order of the selected column.

🙆 DAT-MAIL Advance	ed Workflow Automation M	Manager Control Cer	nter	- CD-1	• 💌
Eile Help Activity History		Click column headin	gs to sort by column		
File Name	Job ID[+2] Status[+1]	Hist. Job ID	Progress	Profile Name	F
00001623.HDR		0006915		Default Import Settings	Timp
12804 HDR 07104L01 HDR	00000016 Completed 00000017 Completed	00005920 00006922		Default Import Settings Default Import Settings	limp

The possible 'Status' values that will display are:

- Waiting: Jobs that have been picked up by AWAM and are waiting for AWAM to begin processing them;
- In Progress: There are varying degrees of a submission being 'In Progress' that are displayed as percentages. The percentage number displayed updates as the process moves to completion. In addition, jobs that register as locked in the 'Progress' field also display a Status of 'In Progress'. If a job is registered as 'locked' it means AWAM is unable to proceed with the process and it wait an allotted time (several minutes). During that time, if the job becomes unlocked, AWAM will proceed with the submission. If the job does not become unlocked during that allotted time, AWAM will time out;
- Aborted: Submissions will show a status of Aborted for a couple of reasons; one of which is, when AWAM times out while a job is locked. The other is when the system crashes while the service is stopped, orphaning some submissions that were in the "Waiting" or "In Progress" Status. After such an event occurs, re-starting the service will cause the Status of these orphaned submissions to change to 'Aborted', a good notification for the user that those particular jobs need special attention (refer to the <u>AWAM Processing Log View</u> section in this Guide for more information about Aborted submissions); and
- ~ **Completed:** The applied AWAM process has completed and is finished successfully.

#### **Component Description & Use**

Activity	History 🙆			Click column head Right click on finishe	lings to sort by column ed items for more details		
9	File Nome	Jolo ID	Status	Hist. Job ID	Progress	Profile Name	1
	N-14	1000					
×	5 STOP	6 suse Ser	vice is RUN	NNG		Edit profiles	ze
					Number of Active Profiles: 1 (9)	© 2017 Window Book, In	e.

• History tab <sup>(4)</sup>. The History tab contains a running history of all of the processing activity that has occurred. Unlike the data stored in the Activity tab, this history is never lost or removed if the AWAM Control Center is closed and then relaunched.

The data reported in the History tab can be filtered for easier reference, by selecting a filter option from the drop down provided.

DAT	-MAIL Ad	wanced	Workflow Au	itomation N	fanager Control Ce	enter				0 0	×
File H	Help										
Activity	History	Press F	5 for list refre	ish manually	Click column headi Right click on finishe	ings to sort by column of items for more details	Today	-			
	ET. March		late 12	Chat an	LEAL MALIN	Deadle blacks	Today	die Trees	Sta	rted	1
	File Natio	•	306.10	Status	HIST. JOD ID	Profile Name	Vesterday Last 7 days Custom Range	phie type	Date[+1]	Time[+2]	Date

If the filter option 'Custom Range' is selected, a date range can be entered.

DAT	-MAIL Ad	Vanced Workflow A	utomation N	lanager Control Ce	enter				×
Eile H	lelp								
Activity	History	Press F5 for list refr	esh manually	Click column headi Right click on finishe	ngs to sort by column d items for more details	Custom Range 📻 from 10/31/17 🖄 🛄 lbru 10/31			7 (本)[
	Etc. Manage	lak 15	Chakan	Hint Job ID	Drafile blazes	Drofile Tr	S	tarted	1
	rie Name	JOB ID	SCHOUS	HIST. JUDID	Profile Name	Prome ly	Date[+1]	Time[+2]	Dab

- START/STOP & RESTART buttons <sup>(1)</sup>. The START/STOP button is only enabled/displayed in server or standalone installations of AWAM. The RESTART button is only enabled/displayed on workstation installations of AWAM.
  - START: The START button starts the AWAM service. When the START button is displayed, a corresponding line of text describing the current state of the service will display to the right of the button (i.e. "Service is STOPPED");

• 🖂	177	12 Mil				1,
START	Pause	Service is	STOPPED		Edit profiles	Mninize
				Number of Active Profiles: 1	© 2017 Window	v Book, Inc.

 STOP: The STOP button stops the AWAM service. This function can only be performed from AWAM on the server (or computer in a stand-alone environment). When the STOP button is displayed, a corresponding line of text describing the current state of the service will display to the right of the button (i.e. "Service is RUNNING"); and

•			۱
X STOP	Service is RUNNING		Edit profiles Minimize
ſ		Number of Active Profiles: 1	© 2017 Window Book, Inc.

**I** Do <u>NOT</u> use the Task Manager on the computer or server to stop the AWAM service!

If the Windows<sup>®</sup> service is <u>not</u> installed, the 'STOP/START' button will be grayed out (not enabled) and a message of "Service is NOT Installed" will display. Install the AWAM Windows<sup>®</sup> service to activate the 'STOP/START' button (refer to the <u>"AWAM Setup Guide"</u> for more information).

• **RESTART:** The RESTART button restarts the AWAM service. This is an ease-of-use function for workstation users if the AWAM service has been stopped on the server. This function can only be performed from AWAM on a workstation.

Service is RUNNING		Edit profiles	Minimize
	Number of Active Profiles: 1	© 2017 Window	v Book, Inc.

#### **Component Description & Use**

Eile H Activity	History	a worknow A	acomación	Click column heat	lings to sort by column ditems for more details		
8	File Nome	Jolo ID	Status	Hist, Job ID	Progress	Profile Name	
e 🗐	6	6					
×	STOP	ause Ser	vice is RUN	NING		Edit profiles Minimi	ze
					Number of Active Profiles: 1 🙂	© 2017 Window Book, In	с.

• Pause/Resume button <sup>(6)</sup>. The Pause/Resume button is available in both server and workstation installations of AWAM. It allows the user to pause the AWAM service.

C Restart		Edit profiles Minimize
	Number of Active Profiles: 1	© 2017 Window Book, Inc.
Restart Resume Service is PAUSED		Edit profiles Minimize

Backup systems are able to stop AWAM (and restart it) so that the backup procedures don't interfere with AWAM processes that could be running. The backup program can drop a file named "PauseAWAM.txt" into the DAT-MAIL Data directory. When AWAM sees this file, it will finish processing the files in the input folders up until the time the text file was dropped in. AWAM will then remove the "PauseAWAM.txt" and replace it with a new file named "AWAMPaused.txt". The presence of this file will trigger the backup program that it is ok to proceed with backups. When the backups are finished, the backup program should remove "AWAMPaused.txt" from the directory so that AWAM can begin processing files again. When this feature is used, a message will appear on the Advanced Navigator View and the AWAM Control Center stating that the Service is paused. This action will also be written to the AWAM log file.

Eile H Activity	leip 🕗 History 🙆			Click column hear Right click on finish	lings to sort by column ed items for more details	1	
0	File Nome	Job ID	Status	Hist. Job ID	Progress	Profile Name	P
×	5 STOP	G ause Ser	vice is RUN	NNG		Edit profiles 8 Minimi	ze
L					Number of Active Profiles: 1 🙂	© 2017 Window Book, In	с.

- Edit Profiles button **1**. Clicking this button displays the *Browse Profiles* screen, from which the user can create new profiles; as well as, manage existing profiles (refer to the <u>Browse</u> <u>Profiles Screen</u> section below for more information).
- Minimize button <sup>(i)</sup>. Clicking this button closes the AWAM Control Center, leaving a product icon to display in the server's System Tray. For more information about Control Center and processing capabilities using the Minimize control, refer to the <u>Minimizing Versus Exiting the</u> <u>Control Center</u> below).
- Profile Status Line **9**. The current number of active profiles are displayed on this status line.

### **EXPORTING PROFILES**

The 'Export Profiles' menu option, available on both servers and workstations, allows Mailers to export their existing profiles into a single, zipped file, for backup purposes.

To export profiles, do the following:

 In the AWAM Control Center, select the 'File' menu and 'Export Profiles';

0 3	AT-MAIL Advanced	Worldlow A	utomation	Manager Control	Center
File	Help	10			
	Setup	66 ID	Status	Hist. Job ID	
	Export Profiles		P		
	Import Profile				
	Exit				

#### **Component Description & Use**

 The Select profiles for export screen will display. The default path/location where the exported file will be saved to is displayed/used. The default path is derived from the setting specified for the '\\...WB\MDV\Data' folder when DAT-MAIL was installed and is currently using. This can be changed by clicking the Export path button if desired;



If the destination folder where profiles are to be exported to is located on a server different then the one DAT-MAIL/AWAM is currently installed on, a UNC path name must be used (see image above).

oport path \\LBURW100915\WB\	MDV\DATA	
Profile Name	Profile Type	Select
Marine Test	Menne	
Post Process Demo Post Process FAIL Post Process FAIL	PostProcessing PostProcessing	Select All
rus riocess lest	rostrocessing	Unselect A
		Expert

3. Individual or all of the existing profiles can be exported. To select individual profiles, select the profile in the list and click the Select button. To select all of the profiles, simply click the Select All button. Once the desired profiles are selected (if a profile is selected, a green check-mark v will display next to it in the list), click the Export button.



4. When the export is complete, a confirmation dialog will display that contains the file name and where it was exported to. In addition, the exported file name is copied to the computer or server's clipboard, allowing the user to easily search for the file by being able to paste it into Windows<sup>®</sup> Explorer. Click the **OK** button to close the dialog.

AWAM P	Profile Export
A	AWAM Profile Export completed to file: \\LBURW100915\WB\MDV\DATA\AWAMProfileExport_20160429_094349.zip Export file name is put into clipboard.
	OK

It is important note that some information that is or can be stored in profiles is specific to the current DAT-MAIL/AWAM installation and may need to be adjusted if and when the same profiles are imported back into AWAM.

### **IMPORTING PROFILES**

The 'Import Profiles' button allows Mailers to import previously exported profiles into AWAM. To import profiles, do the following:

1. In the AWAM Control Center, select the 'File' menu and 'Import Profiles';

File	AT-MAIL Advanced Help	WorldIow A	utomation	Manager Control Ce
	Setup	66 ID	Status	Hist. Job ID
	Export Profiles		0	
	Import Profile			
	Exit			

2. The *Select files to import* screen will display. To import profiles, click the **File for Import** button;

e for Import		
Profile Name	Profile Type	Salact
		Select &
		Unselect
		jnport
		Cance

3. A Windows<sup>®</sup> Explorer screen will open and display the default export location, which is '\\...WB\MDV\Data'. Any AWAM exported profile .zip files will display. If the exported profile file was saved to a different location, browse to that specific location. Select the file to import and click the **Open** button;

Select File for Profile Import				×
LBURW	100915 → wb → MDV → Data →	~ Ö	Search Data	م ر
Organize · New folder				
> 🖈 Quick access	Name		Date modified	Туре
<ul> <li>ConeDrive</li> <li>This PC</li> <li>Network</li> </ul>	AWAMCMDFiles Backup500 maildat Semaphores		4/18/2016 5:46 PM 4/28/2016 5:32 PM 4/26/2016 6:88 PM 4/26/2016 4:30 PM	File folder File folder File folder File folder
> 💻 LBURW100915	AWAMProfileExport_201	60429_094349	4/26/2016 4:15 PM 4/26/2016 4:15 PM 4/29/2016 9:43 AM	File folder Compressed
	<	118		,
File name:	AWAMProfileExport_20160429_094349	Y	AWAM Profile Export P	iles ~
			<u>O</u> pen	Cancel

4. The *Select profiles for import* screen will display. All of the profiles taken from the exported file will display and will be selected for importing. Individual profiles can be deselected so they are not imported by selecting them and clicking the **Unselect** button. When ready, click the Import button. All the selected profiles will be imported back into AWAM;

	Profile Name	Profile Type	Uppelant
Default impo	ort Settings	Inport	Cullence.
Merge Test Post Proces Post Proces	s Demo s FAIL	Merge PostProcessing PostProcessing	Select &
Post Process Test	PostProcessing	Unselect /	
			lenot

5. A dialog will display confirming the number of profiles that were imported. Click the **OK** button to close the dialog;



6. In the AWAM Control Center, click the Edit Profiles button;

Activity	History			Click column headi Right click on finishe	ings to sort by column slitems for more details		
	File Name	Job ID	Status	Hist, Job ID	Progress	Profile Name	
100							
< 📄 ×	STOP	ause Ser	vice is RUN	NNG		Edit profiles Minimize	)

7. The *Browse Profiles* screen will display. All of the existing profiles will be listed, along with all of the newly imported profiles. Newly imported profiles will not be active and their profile names will contain the word IMPORTED, along with a date and time stamp. This avoids the potential of having duplicate profile names;

	Profile Name	Profile Type	Import Path	Activate
-	Default import Se [MPCRTED 1 on 160429 at 105848] Default import Settings Merge Test	Import Merge	WLburw 100915/wb/mail dafin WLburw 100915/wb/mail daf/in WLBURW 100915/WB/MDV/DA	
1	Post Process Demo Post Process Demo [MPORTED 3 on 160429 at 105848]	PostProcessing PostProcessing	WLBURW100915WBMDV/DA WLBURW100915WBMDV/DA	Clear Selection
,	Post Process FAIL [MPORTED 4 on 160429 at 105848] Post Process Test Post Process Test [MPORTED 5 on 160429 at 105848]	PostProcessing PostProcessing PostProcessing	WLBURW100915WBMDV/DA WLBURW100915WBMDV/DA WLBURW100915WBMDV/DA	Profile Type Filte
				Cogy
				jnsert
				Change
				Delete
				Rename
				Cine

#### Component Description & Use

8. To rename a profile, select it in the list, and click the **Rename** button;

4 0	AT-MAIL AWAM - Browse Profiles				×
	Profile Name Default import Se [INPORTED 1 on 160429 at 105848] Default import Settings Merge Test Merge Test (INPORTED 2 on 160429 at 105848) Deal Desses Dem	Profile Type Import Import Merge Nerge Dealling	Import Path W. burw 100915/wb/mail dat/in W. burw 100915/wb/mail dat/in W. BURW 100915/WB/MDV/DA W. BURW 100915/WB/MDV/DA	Activat	e tions
~	Post Process FAIL [MPORTED 4 on 160429 at 105848] Post Process Test Post Process Test [MPORTED 5 on 160429 at 105848]	PostProcessing PostProcessing PostProcessing	WLBURW100915WW9MDVADA WLBURW100915W8MDVADA WLBURW100915W8MDVADA	Profile Type All Cogy Joseft Chang Delete	Filter.
L				Close	

 A *Rename Profile* screen will display. Enter a new name for the profile and click the **OK** button;

🗼 Rename Profi	e	3
Profile Name:	Post Process Demo (IMPORTED 3 on 160429 at 105849	1
	QK Qan	;ei

10. The *Rename Profile* screen will close and the renamed profile will display in the list. In the example here, the imported profile was renamed "Post Process Demo 2".



It is important to note that imported profiles should be inspected after import to review profile settings. Profiles may deal with data that exists in database tables that may have changed since the last time the profile was exported. Examples of such tables include (but are not limited to): freight tables; pallet plans; batch report profiles; mass update profiles; statement generate settings; etc.

### MINIMIZING VERSUS EXITING THE CONTROL CENTER

The AWAM Control Center and the service are two separate executables that run independent of one another. It is important to understand how minimizing and exiting affects both the Control Center and the service.

#### MINIMIZING

Minimizing the Control Center allows the user to have full control over AWAM without having to launch or already be in, DAT-MAIL. Clicking the **Minimize** button located on the *AWAM Control Center* screen closes the Control Center and places an AWAM icon



When the service is running, the icon will appear as in the image above (in color). If the service is stopped, the icon will be black and white. This is a visual cue to the user as to whether or not AWAM is running.

If the user right-clicks on the icon while the service is running, the following command options will display: Stop Service; Open Control Center; Stop Service and Exit; and Exit.



- **Stop Service:** Stops the service, but leaves the AWAM Control Center minimized in the computer or server's System tray;
- **Open Control Center:** Opens/displays the AWAM Control Center on the computer or server (service remains running);
- **Stop Service and Exit:** Stops the service and exits the AWAM Control Center, unloading both from memory. If this command is selected, the AWAM icon will no longer display in the computer or server's System tray. To re-open the AWAM Control Center, the user would have to do so through DAT-MAIL (refer to Launching the AWAM Control Center section above); and
- Exit: This leaves the service running; however, it exits the AWAM Control Center, unloading it from memory. The service remains running; however, the user would have to access the Task Manager on the server or computer and display the 'Processes' tab for a visual confirmation (i.e. 'MDIMPSERVER707.exe'). This applies to the computer or server only.

K Enable the SHOW PROCESSES FROM ALL USERS function in each Task Manager in order for the AWAM service's process to display, since it will likely be running under a login different than what was used to log into the server or computer. Depending upon which operating system the server or computer is using, this feature is enabled by either checking a box or clicking a button.

Image Name 👘	User Name	OPU	Memory (	Description	
iexplore.exe *32	Administrator	00	65,800 K	Internet Explorer	
inetinfo.exe	SYSTEM	00	5,700 K	Internet Information Ser	
LogonUE.exe	SYSTEM	00	5,644 K	Windows Logon User Int	
Isass.exe	SYSTEM	00	4,816 K	Local Security Authority	
lsm.exe	SYSTEM	00	1,884 K	Local Session Manager S	
MD6707.exe *32	Administrator	00	78,148 K	MD6707	
MDIMPGC707,exe *32	Administrator	00	85,360 K	mdmpcc707	
**************************************	Address of the	- 25	77,616 (	100 miles	
MDIMPSERVER707.exe *32	Administrator	15	1,065,68	mdmpserver707	
mmelexe	evane rescretory	00	20,000 %	Photosore management C	
mmc.exe	Administrator	00	6,284 K	Microsoft Management C	
msdbc.exe	NETWORK SERV	00	2,772 K	Microsoft Distributed Tra	
notifyviewer.exe *32	Administrator	00	22,556 K	notifyviewer	
rdpclip.exe	Administrator	00	2,576 K	RDP Clip Monitor	
services.exe	SYSTEM	00	4,628 K	Services and Controller app	
	SYSTEM	00	392 K	Windows Session Manager	

#### Do NOT use the Task Manager on the server or computer to stop the AWAM service!

To re-open the AWAM Control Center, the user would have to do so through DAT-MAIL (refer to Launching the AWAM Control Center section above).

If the AWAM Control Center is minimized and the service is not running, right-clicking on the icon in the computer or server's System tray offers the following command options (note the System tray icon displays in black and white when the service is not running): Start Service; Open Control Center; and Exit.



- Start Service: Starts the service and leaves the AWAM Control Center minimized in the server or workstation's System Tray;
- Open Control Center: Opens/displays the AWAM Control Center on the server or workstation (service remains stopped);
- Exit: This leaves the service stopped and exits the AWAM Control Center, unloading it from memory. If this command is selected, the AWAM icon will no longer display in the server or computer's System Tray. To open the AWAM Control Center and to start the service, the user would have to do so through DAT-MAIL (refer to Launching the AWAM Control Center section above).

#### <u>EXITING</u>

Clicking on 'File' in the menu bar of the AWAM Control Center and selecting the 'Exit' menu option will shut down the AWAM Control Center and unload it from memory.

File	Help				
	Setup			Click column	headin
	Export Profiles Import Profile	Ol de	Status	Hist. Job ID	
Г	Exit				

Clicking the red 'X' icon at the top right corner of the AWAM Control Center will also shut down the Control Center and unload it from memory.



There will be no icon in the sever or workstation's System Tray as occurs when the **Minimize** button is used. The Control Center will close and the service will remain in the same state (i.e. Running or Stopped) that it was in when the 'Exit' menu option is selected or the red 'X' is clicked.

Selecting the 'Exit' menu option or clicking the red 'X' icon have the same function as using the 'Exit' command accessible from the Minimized AWAM icon located in the server or workstation's System Tray (refer to the <u>Minimizing</u> section above).

For troubleshooting needs it is important to be aware that the service can be running even if the AWAM Control Center is not displayed and/or there is no AWAM icon displayed in the server or workstation's System Tray.

## PROFILES

AWAM uses user-defined profiles which, depending on the profile type, control what happens during an import or after Mail.dat files are already in DAT-MAIL.

Any number of profiles can be created, allowing the Client to have multiple configurations to handle different work flows or job types. Profiles can be activated or deactivated as needed and multiple profiles can be active at the same time. Only active profiles will be in play or applied when the service is running.

If an option exists in both DAT-MAIL and an AWAM profile, the setting for that option in the profile will override the DAT-MAIL setting when files are imported, merge, or have post processing actions applied to them using that profile.

### **Browse Profiles Screen**

Profile creation and maintenance occurs from within the *Browse Profiles* screen, which is accessible from both server and workstation installations of AWAM. Access this screen by launching the AWAM Control Center and clicking the **Edit Profiles** button.

Eile E Activity	leip History			Click column head Right click on finish	lings to sort by column ed items for more details		
	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name	P
<	STOP	ause Ser	vice is RUN	NNG	12	Edit profiles Minimiz	
					Number of Active Profiles: 1	© 2017 Window Book, Inc	

The Browse Profiles screen consists of the following:

Profile Name	Profile Type	Import Path	Activate
Auto Freight Plan	Import	WLbw7x64sw_1WB/mail.datWutoFrtPlant	/
Customer1	Import	WLbw/7x64svr_1/w/b/mail.dat/A/WAM_Profile	
Customer2	Import	WLbw7x64swr 1%/@imail.dat/A///AM Profile	<b>A</b>
Oustomer3	Import	W.bw/7x64swr 19x/p/mail dat/AWAM Profile	
Default import Settings	Import	W.bw/7x64sw_1/w/p/mail.dat/incoming)	Clear Select
HybridCopal	Import	ULbw7x64sw_1WB/mail.dat/HybridCopafi	
0			O Profile Type Fi
			Import
			Al inport
			Merge PostProcess
			6 Cogy
			beart
			i nen
			🕖 Ghange
			0 Delete
			0

- Profile Display Panel<sup>1</sup>: Displays Profile Name, Profile type, and Import Path for all profiles (active an deactive);
  - 'Profile Name': Displays the name given to the profile by the user when the profile was created;

- 'Profile Type': Displays what the profile type is. Currently (March 2016) three types exists – Import; Merge; and PostProcess (refer to <u>Profile Types</u> section in this Guide for more information);
- 'Import Path': Displays the import path used by the profile. AWAM requires the use of UNC path names for each 'Import Path', unless AWAM is being used in a singleinstallation or stand-alone environment;

## 

A 'Default Import Settings' Import profile is automatically created and displayed in the Profile

Display Panel<sup>1</sup> when AWAM is registered/activated and is intended for use for importing Mail.dat files into DAT-MAIL, only. It is not used with merge or post-import processes. This default profile is created using the same settings specified for the Daemon within DAT-MAIL.

Once AWAM's 'Default Import Settings' Import profile is created the first time, it no longer is tied to the settings found in DAT-MAIL. In other words, changing the settings for the Daemon in DAT-MAIL will have no impact on the 'Default Import Settings' Import profile in AWAM.

Profile Nome	Profile Type	Import Path	Activate
Auto Freight Plan	Import	WLbw7x64svr 1W/Blmail.de/WutoFrtPlank	
Customer1	Import	WLbw/7x64svr 1/wb/mail.dat/AWAM_Profile	
Customer2	Import	WLbw/7x64svr 1%/@imail.dat/Al/WAM Profile	0
Oustomer3	Import	WLbw/7x64svr 1 w/p/mail dat/A/WAM_Profile	
Default inport Settions	Innort	William/7x64mm, 11w/p/mail dat/incoming)	Clear Selectio
HybridCopal	Import	ULbw7x64sw_1WB/mail.dat/HybridCopafi	
0			O Profile Type Fit
			Import
			mport
			PostProcess
			6 Cogy
			brat
			incr.
			🕖 Change
			O Delete
			~

- Activate/Deactivate Button <sup>2</sup>: Clicking this button activates or deactivates a selected profile. Active profiles will have a green check mark ✓ displayed next to them;
- Clear Selections Button <sup>1</sup> Clicking this button deactivates all active profiles in lieu of having to deactivate each profile individually;
- Profile Type Filter Clicking this field's drop down allows the user to filter the displayed profiles by Profile Type. Currently (March 2016) there are three options available Import; Merge; and PostProcess;

#### Component Description & Use

- Copy Button<sup>(S)</sup>: Clicking this button creates a copy of a selected profile, retaining all of the copied profile's settings to make creating a new profile less labor-intensive;
- Insert Button<sup>(G)</sup>: Clicking this button displays a list of the available profile types. Selecting a specific profile type from the list creates a new, corresponding blank profile;
- Change Button **1**: Clicking this button displays the configuration screen of a selected profile so that the user may make changes or updates to the profile's settings;
- Delete Button <sup>1</sup> Clicking this button will delete a selected profile. A dialog will display requiring the user to confirm that they want the profile to be deleted. The Delete button is only active when a profile has been selected;
- Close Button 1: Clicking this button closes the *Browse Profiles* screen and returns the user to the *Control Center*.

### **Profile Types**

There are three profile types: Import; Merge; and Post Process. A description of each is provided below.

### **IMPORT PROFILES**

Import profiles control what happens to a Mail.dat file as it is being imported into DAT-MAIL; as well as, what happens immediately after the import itself is complete (i.e. post processing), including (but not limited to):

- Applying mass updates that can clean up incorrect or missing data and/or help with By/For Identification;
- Batch Print reports, tray tags, and pallet placards automatically;
- Automatically set mailing and other dates;
- Perform automated Mail.dat exports to *PostalOne!* or other applications;
- Automatically palletize mailings;
- Automatically perform entry point optimization for both drop shipping and copal with the ability to use different freight tables and options for your different clients or logistics companies
- Create logical and/or physical sibling records;
- Build floating batch manifests only for the jobs that need them;
- Automatically generate statements and ready-to-pay update submissions to *PostalOne!*; and
- Control the IM Barcode assignment options, overriding the global settings used by DAT-MAIL.

#### AWAM™ User Guide

#### **Component Description & Use**

🔥 DAT-MAIL AWAM - Profile Will Be Added		🛦 DAT-MAIL AWAM - Profile Will Be Added
Profile Name: IMPORT PROFILE EXAM	MPLE	Profile Name: IMPORT PROFILE EXAMPLE
Source Path:       CW/B'unal dat/incoming         Save Processed Files Path:       CW/B'unal dat/incoming         Failed Import Path:       CW/B'unal dat/incoming         Each Network: Option       CW/B Unal dat/rejected         Each Network: Option       CW/B Unal dat/rejected         Do Not Waldate Mal Dat Files Automatically at Import       Conduct Network: Option         Do Not Valdate Mal Dat Files Automatically at Import       Conduct Network: Option         Do Not Import Prece Detail File       Patk: Prece Barcode File         Do Not Import Pile De Barcode File       Do Not Import Oct File         Divery Prive Barcode File       Do Not Import Oct File         Skip Segments for Invelid Mal       Skip Segments for Invelid Mal		General Setting:       Auto Exposts       Ferrolizers         Build Floating Batch Manifest       Dely Create Release Files         Generate Statements       Only Create Release Files         Generate Statements       Only Create Release Files         Batch Reports       Statement Support         Batch Reports       Batch Reports         Batch Reports       Batch Reports
Mapped drives cannot be used for path names. Use UNC path names or local drive letters (if applicable).	QK Cancel	Mapped drives cernol be used for path names. Use UNC path names or local drive letters (if applicable).

In order to use an Import profile, it must be in an 'Active' state in AWAM. Import profiles that have a green check-mark ✓ displayed next to them in AWAM's *Browse Profiles* screen are considered Active (refer to the <u>Browse Profiles Screen</u> section in this Guide for more information).

For an Import profile to be 'Active', it must be tied to its own import folder. Import folders are where new Mail.dat files preparing to be imported into DAT-MAIL are placed/stored. <u>Active Import profiles</u> <u>cannot share the same import folder</u>. If attempting to activate an Import profile that points to or uses the same import folder that another active profile is already using, an error will occur and the user will not be allowed to activate that Import profile.

Error		ш
A	The import folder \\LBw7x64svr\wb\mail.dat\ already used in a previous selection.	
	OK	

### MERGE PROFILES

Merge profiles allow a Client to merge any number of Mail.dat jobs that have already been imported into DAT-MAIL, into one file. When the files are merged, additional automated processes can also be applied to the newly merged file (i.e. post processing).

🛦 DAT-MAL AWAM - Profile Will Be Added 🛛 😥	🛦 DAT-MAIL AWAM - Profile Will Be Added 🛛 😹
Profile Name: MERGE PROFILE EXAMPLE Merge F at Processing	Ptofile Name: MERGE PROFILE EXAMPLE
Fast Network Option Job Numbe: Job Name: Estimated Mail Date: Today Plus 0 0 Days In Home Delivery Date: Today Plus 0 0 Days Delivery Window: 3 0 Merge type: Nermal without 0CI • Contribute Segments: Renumber Piece ID: +SEG ID to Piece ID: • Copy Hotorical Job ID to Segment User Option field Copy Job Number to Segment User Option field	General Settings       Auto Exposts       Permission       Dates       Intelligent Mail Baccode         Build Floating Batch Manifest       Only Create Release Files       Generate Statements       Only Create Release Files         Generate Statements       Only Create Release Files       Batch Reports       Batch Reports         Batch Reports Setup       Batch Reports Setup 2       Run Mass Update       Mass Update         Mass Update       Mass Update       Run Planetyre Weights         Run Planetyre Veights       Run Planetyre Veights         Cheate Stating Records [Logical]       Create Stating Records [Logical]
Larcel.	QK Cencel

In order to use a Merge profile, it must be in an 'Active' state in AWAM. Merge profiles that have a green check-mark ✓ displayed next to them in AWAM's *Browse Profiles* screen are considered Active (refer to the <u>Browse Profiles Screen</u> section in this Guide for more information). Merge profiles can be activated right from within AWAM or, they can be activated while using the 'AWAM Merge Mail.dat Files' function in DAT-MAIL.

Merge profiles do not use an "import" folder since the job-related Mail.dat files already exist within DAT-MAIL. Mailers can create/use multiple Merge profiles; however, unlike Import profiles, all Merge profiles use the same 'import path'.

Merge processes begin from within DAT-MAIL using the 'AWAM Merge Mail.dat Files' function found under the 'Utilities' > 'AWAM Processing' menus, or by using the AWAM Merge icon located on DAT-MAIL's home screen.

Eile	Beports	PostalOnel	Utilities	ToolBex	Other Prog	rams	Security	Help		
5	6	×		2	Postage Rots	Tags m:	3602		<b>S S</b>	

For instructions on how to create a Merge profile, refer to the <u>CREATING A MERGE PROFILE</u> section in this Guide. For instructions on how to use or apply a Merge profile, refer to the <u>AWAM</u> <u>Merge Mail.dat Files Utility – Merge Profiles</u> section in this Guide.
### **POST PROCESS PROFILES**

Unlike Import profiles that allow the user to set up automated processes that are applied to the file during its' import into DAT-MAIL and immediately after, Post Process profiles allow the user to select files that are already in DAT-MAIL and have actions or processes applied to them after the fact.

eneral Seconds Auto Expor	ta Panalyon Palahong Date	Intelligent Mail Barcode	10
📄 Build Floating Batch Mar	nñest		
Generale Statements	Only Create Release Files		
🗌 Generate Statements Au	tomatically		
Statement Setup			
Run Batch Reports			
Batch Reports Setup			
Batch Reports Setup 2			
Run Mass Update			
Mats Update Setup			
Paletize Palets Automat	icaly		
Recalc Container Weigh	its		
🗌 Flun Planalyzer			
Logicalize Job			
Create Sibling Records (	Logical)		
Cigate Shine Speeds if	Physicall		

In order to use a Post Process profile, it must be in an 'Active' state in AWAM. Post Process profiles that have a green check-mark ✓ displayed next to them in AWAM's *Browse Profiles* screen are considered Active (refer to the <u>Browse Profiles Screen</u> section in this Guide for more information). Post Process profiles can be activated right from within AWAM or, they can be activated while using the 'AWAM Post-Import Process Mail.dat Files' function in DAT-MAIL.

Post Process profiles do not use an "import" folder since the job-related Mail.dat files already exist within DAT-MAIL. Mailers can create/use multiple Post Process profiles; however, unlike Import profiles, all Post Process profiles use the same 'import path'.

Post-import processes begin from within DAT-MAIL using the 'AWAM Post-import Process Mail.dat Files' function found under the 'Utilities' > 'AWAM Processing' menus, or by clicking the AWAM Post-Import Process icon located on DAT-MAIL's home screen.

File	Reports	PostalOne!	Utilities	ToolBox	Other Progr	ams	Security	Help			
	6	×		P	Postage Rpts	Tags Till 1	13602 2			<b>1</b>	
									 AWA	M Post-Import P	roce

D For instructions on how to create a Post Process profile, refer to the <u>CREATING A POST PROCESS</u> **PROFILE** section in this Guide. For instructions on how to use or apply a Post Process profile, refer to the AWAM Post-Import Process Mail.dat Files Utility - Post Process Profile section in this Guide.

### **Activating & Deactivating Profiles**

All profiles can be activated and deactivated at any given time depending on a Mailer's needs. Profiles that have a green check-mark ✓ displayed next to them are Active.

To activate a profile, select it from the list by single-clicking on it and then clicking the Activate button.

Profile Name	Profile Type	Inport Path	Activate
Customer1	Import	YLbw7x64svr_1'wb/mail.dat/A///AM_Profiles/C	-
Oustomer2	Import	YLbw7x64svr_1WBinal.dat/AVVAM_Profiles/C	
Customer3	Import	W.bw7x64svr_11wb/mail.dot/AW/AM_Profiles/C	
Default Import Settings	Import	WLbw7x64svr_1/wb/mail.dat/lincoming/	Clear Selectio

K IMPORT PROFILES ONLY: Each active <u>Import profile</u> must be tied to its own import folder. Active Import profiles cannot share the same import folder. If attempting to activate an Import profile that points to the same import folder that an active Import profile is already pointing to, an error will occur and the user will not be allowed to activate the second Import profile.

Error		Ш
A	The import folder \\LBw7x64svr\wb\mail.dat\ already used in a previous selection.	
	OK	

To deactivate a profile, select it by single-clicking on it and and click the **Deactivate** button.

To deactivate <u>all</u> activated profiles, click the **Clear Selections** button.

Profile Name	Profile Type	Import Path	Deactivate
Customer1	Import	WLbw7x64svr_1 w/o/mail.dat/A/VAM_Profiles/C	
/ Customer2	Inport.	VLbw7x64svr_1WB/mail.dat/A/VAM_Profiles/C	
Customer3	Inport	W.bw/7x64svr_1/wb/mail.det/A/VAM_Profiles/C	
Default Import Settings	Import	WLbw/7x64svr_1/wb/mail.def@comingk	
			Clear Selecti

# **CREATING & USING PROFILES**

As stated earlier, there are three profile types available for use: Import; Merge; and Post Process. A description of each is provided under the <u>Profile Types</u> section in this Guide. How to create each of the three profiles types along with instructions on how to use or apply each is documented below.

Import profiles are used by AWAM and the AWAM File Manager. Merge and Post Process profiles are used by the AWAM Processing utility found in DAT-MAIL.

### **CREATING & USING AN IMPORT PROFILE**

① For a description of Import profiles, refer to the <u>IMPORT PROFILES</u> section in this Guide.

To create a profile and then import a file, perform the following:

This procedure assumes that the AWAM service has already been installed and is running.

1. From DAT-MAIL, click the AWAM icon to launch AWAM;

the second se	The second second second second		
Contraction of the second seco		🛄 📚 🚍	
NVI WI	DOMME	001 0	12

- 2. If operating on the server in a server with workstation(s) environment or the computer in a single-installation/stand-alone environment, the AWAM Control *Center* will display;
- 3. From the AWAM Control Center, click the Edit Profiles button;

Activity	History			Click column head Right click on finish	lings to sort by column ed items for more details		
	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name	F
×	STOP	ause Ser	vice is RUN	NNG		Edit profiles Min	nimize
1					Number of Active Brofiley, 1	18 2017 Window Book	Inc

4. The *Browse Profiles* screen will display. Any/all previously created profiles (active and deactive) will be listed, along with the import path they use. A 'Default Import Settings' profile is automatically provided when AWAM is registered/activated and is intended for use for importing Mail.dat files into DAT-MAIL, only. It is not used with merge or post-import processes. This default profile is created based on the settings specified for the Daemon within DAT-MAIL.

Once AWAM's 'Default Import Settings' profile is created the first time, it no longer is tied to the Daemon settings in DAT-MAIL. In other words, changing the settings for the Daemon in DAT-MAIL will have no impact on the 'Default Import Settings' profile in AWAM.

The 'Default Import Settings' profile can be changed within AWAM by select the profile and clicking the 'Change' button.

Profile Name	Profile Type	Import Path	Deactivate	
Auto Freight Plan Customer1 Customer2	Import Import Import	VLbw7x64svr_1V/B/mail.dat/4/utoFrtPlan/ VLbw7x64svr_11v/b/mail.dat/4/W/AM_Profile VLbw7x64svr_11///B/mail.dat/4/W/AM_Profile		
Castomers	input	VERY ADDRESS CONTRACTOR OF THE PROPERTY OF THE	1	
<ul> <li>Default import Settings</li> </ul>	Import.	VLbw7x64svr_1w/b/nei.dat/incoming1	Clear Selections	
H food in the	Inont	When The fore WAR and dotted for Strand		
Merge Test PostProcess Test	Merge PostProcessing	WLEW7X545VR_19VEWDV/DATAWWAMC WLEW7X545VR_19VEWDV/DATAWWAMC	Profile Type Filter.	
			Al 💌	10
			Cogy	
			jnse Ne	w Import Profile
			Chan Ne	w Plast Process Pro
			Chire	

To create a new profile, click the **Insert** button and select 'New Import Profile';

All Import profiles created by clicking the 'Insert' button will initially be set up with the same settings as the 'Default Import Settings' profile.

5. A *Profile Will Be Added* screen will display. Enter a profile-specific name (in the example here, "Auto Freight Plan" is entered as the profile name";

🛦 DAT-MAIL AWAM - Profile	Will Be Added	
Profile Name	Auto Freight Plan	
Import Post Processing		

6. From within the screen's 'Import' tab, click the browse button 🛄 for the 'Source Path' field. Locate the '\\...WB\mail.dat' folder on the server and create a new directory specifically for the import folders used by AWAM Import profiles (in the example here, a new directory called "AWAMImportProfiles" is created – refer to image located under step 7 below);

 $rac{3}{8}$  In a server with workstation(s) environment, it is necessary that the "AWAMImportProfiles" directory (and any import folders) be accessible by all workstations. One way to accomplish this is by creating the new directory (and any import folders) under the "\\...WB\mail.dat" folder on the server. This ensures the contents of the "AWAMImportProfiles" directory or folder will be accessible by all workstations. In addition, UNC path names must also be used.

st Once the "AWAMImportProfiles" directory is created, this step (step 6), does not need to be repeated when other, new Import profiles are inserted/created in AWAM. The import folders for all/any new AWAM Import profiles should be created within or under the "AWAMImportProfiles" directory on the server (i.e. "\\...WB\mail.dat\AWAMImportProfiles").

7. Within the new 'AWAMImportProfiles' directory, create the import folder to be used by the new, "Auto Freight Plan" Import profile (in the example here, the import folder "AutoFrtPlan" is created/selected;

Create and/or select a folder in the '\\...WB\mail.dat' location to save any processed files to; as well as, the files that failed import (in the example used here, the default folders are used, i.e. "processed" and "rejected"));

DAT-I	MAIL AWAM - Profile	Will Be Added	
	Profile Name	Auto Freight Plan	
mport	Post Processing		
Source	e Palh:	\\Lbw7x64svr_1\wb\mail.dat\AWAMImportProfiles\AutoFitPlan\	
Save	Processed Files Path:	\\Lbw7x64svr_1\WB\mail.dat\ptocessed	
Failed	Import Path:	WLbw7x64svr_1/W/8/mail.dat/vejected	

8. Set or enable any other actions available on the 'Import' tab that should be completed when a file is imported into DAT-MAIL using this Import profile;

#### **Creating & Using Profiles**

If an option exists in both DAT-MAIL and an AWAM profile, the setting for that option in the profile will override the DAT-MAIL setting when files are imported, merge, or have post processing actions applied to them using that profile.

	Profile Name	: Auto Freight Plan			
Import	Post Processing				
Source	ce Path:	\\Lbw7x64svr_1\wb\mail.dat	AWAMImportProfiles/AutoFitPlan/		
Save	Processed Files Path:	WLbw7x64svr_1WWB\mail.da	K-processed		
Failed	d Import Path:	\\Lbw7x64svr_1\W8\mail.da	datvejected		
間 F 同 L	ast Network Option ook for Mail dat files in	Subfolders of Import Path	Delete Mother Pallets     Alt NDC MxNDC SCF		
First Date for Scanning:			Import SEL Files		
	o Not Validate Mail Da	Files Automatically at Import			
0	o Not Import Piece Del	tail File	Mark Container Status		
Ľ	Park Pisce Detail File		No Change O Preliminary O Blank		
			Mark All Pallets for eInduction		
	o Not Import Piece Bar	code File			
1	] Park Piece 8 arcode	File	O Only Dropship O All Pallets		
0	o Not Import OCI File				
E P	rint Delivery Point Barc	odes instead of Piece ID''s			
🗐 S	kip Segments for Invali	d Mail			
Ma	apped drives cannot be	used for path names.		- 12	
Us	e UNC path names or li	ocal drive letters (if applicable)	<u> </u>	ancel	

The 'Fast Network Option' is intended for users in server with workstation(s) environment; specifically, those users doing single file imports from a workstation. If a workstation user is attempting to import files over a network, having this option enabled will make a copy of the Mail.dat file in the workstation's TEMP folder to assist with speeding up the import process. If importing is being done on a server (or computer in stand-alone or single-installation environment) where the data resides, there is no benefit to enabling this option.

 Select (click) the 'Post Processing' tab. From within the screen's 'General Settings' tab, set or enable any of the available actions that should occur <u>after</u> the file has been imported into DAT-MAIL; Selecting the option to 'Palletize Pallets Automatically' will enable and display the Post Processing tab's 'Palletizing' screen to be used for additional configurations.

The DAT-MAIL Toolbox and/or the DAT-MAIL Editor with the Palletization add-on is required to be able to use the Palletizing option (refer to the <u>REQUIREMENTS</u> section in this Guide).

DAT-MAIL AWAM - Profile Will Be Added	🔺 DAT-MAIL AWAM - Profile Will Be Added 🛛 🛃
Profile Name: Auto Freight Plan	Profile Name: Auto Freight Plan
Impor Post Processing	Import Post Processing
General Settings up Exports Plandryce Palenting Dates Intelligent Mail Barcode	General Settings Auto Exports Primerry Polletcing Dates Intelligent Mail Baccode
📰 Build Floating Batch Manifest	
Generale Statements Only Create Release Files	Select Delault Standard Palet Plan
Generate Statements Automatically	
Statement Setup	Selected Plant No default plan selected
E Run Batch Reports	
Batch Reports Setup	Select Default First Class Pallet Plan
Batch Reports Setup 2	Salastad Plan: No data 8 rian valantad
Run Mass Update	
mess opcare since	
Paletze Palets Automatically	Select Default Penodicals Pallet Plan
E Run Planatzer	Selected Plan: No default plan selected
E Logicalze Job	200500 C-0020 C-0000 8002 /
Create Sibling Records (Logical)	
Cleate Storng Flebords (Physical)	
Mapped drives cannot be used for path names. Use LINE path names or local drive laters (if andinable) QK. Qancel	Mapped drives cannot be used for path names. Use UNC path names or local drive letters (if anoticable)

Selecting the option to 'Run Planalyzer' will enable and display the Post Processing tab's 'Planalyzer' screen to be used for additional configurations.

The DAT-MAIL Toolbox is required to be able to use the Planalyzer option (refer to the <u>REQUIREMENTS</u> section in this Guide).

Profile Name: Auto Freight Plan	Profile Name: Auto Freight Plan	
General Settings A to Exports   Paradayeet   Peletistry   Dates   Intelligent Mail Barcode	General Settings Auto Exports Planalyzer P	Dates Intelligent Mail Barcode
Build Floeting Batch Manifest	Standard/Pkg Periodicals	Standard/Pkg
	Entry Rules NDC/Oxigin SCFAIDC/Digin FSS/SCFAIDC/Digin DU//FSS/SCFAIDC/Digin Skip MANDC palets (except courtery palets) Protect Oxigin Palets (2) Use Planstycer Digin Colocated Discourds	Freight Table Job Last Shit: Fuel SrC Gagin ZP: Gigin Fgt Plan is: Mah for Copal Include SCP Patets in Copal
Run Planatose     José Sibling Records (Englical)     Create Sibling Records (Physical)	Send Dings Containers Priority Mail Open & Distrib Exclude PR/HU/AX Send non-qualitying Mod leyer/secks Drigin Print Postage Comparison Segment Processing @ All @ By Segment	Exclude INDC Errory point:
	Default Shipping Report Directory Export Folder Name: Export Folder Template Export Filde Template: [J0BID]	

#### **Creating & Using Profiles**

10. Select (click) the 'Auto Exports' tab. Set or enable any of the available actions that should occur after the file has been imported into DAT-MAIL;

Profile Name: Auto Freight Plan Post Piocessing	Profile Name: Auto Freight Plan
neral Setting Auto Exports protypes [Paletrzp Dates Intelligent Mail Barcode	General Settin s Auto Exposts (P given Paterson) Dates Inteligent Mail Bacode
Auto Export Auto Export Auto Export Auto Export Auto Export Export Settings Export FordEnder Import Ex	Engote CSV Exports     Export Settings     Export Settings     Export Fielder Name     Export Fielder Tamplete:
Export Forkin Template: [JDBID]	Export File Name Template: [J08(D] Entry Point Export: Option Container Summary by Scheduler ID Export Option
VML Postage Export  Settings Export Folder Name Exp	Wise Entry Point     Use Delivery Zp     Break on Scheduler ID      Shipping Report - Final Plan Plua Export Option     Sot by Entry Point     Include Segment ID in sort     Include Shipping Date in sort
Auto Export P1 Original File     Export P01 Update Release File Automatically     Use Alpha/Numeric File Noming Convention	Entry Point - Postage Saving;     Entry Point - Postage Saving;     Entry Point - Entry & Local Postage     Caniel Rouse Totals by Lot & Entry Point     Entry Point - Entry & Local Postage with 8125 ID     Pallet Production - By Segment     Entry Point - Entry & Local Postage by Segment ID     Entry Point - No Postage     Entry

11. Select (click) the 'Dates' tab. Set or enable any of the available actions that should occur after the file has been imported into DAT-MAIL (for more information on how to use the functions located under the 'Dates' tab, refer to the <u>USING THE 'DATES' TAB</u> section in this Guide);

Profile Name: Auto Freight Pla	n					1	
mport Post Processing							
General Settings Auto Exports Planalyzer Pole	Date	s In tells	pent M	al Ba	rcode	Î.	
USPS Pickup Existing	Blank.	© No		0	Yes		
Scheduled Ship Date (CSM-1172):	Existing		Plus	0	÷	Days	
Scheduled Induction Date (CSM-1117):	Existing		Pluz	0	÷	Days	
Scheduled PickUp Date (CSM-1177)	Existing		Plus	0	4	Days	
Actual Container Ship Date (CSM-1113)	Existing		Plus	0	4	Days	
In Home Date (CSM-1115)	Existing		Plus	0	4	Days	
Postage Statement Mailing Date (CSM-1184)	Existing	×	Plus	0	0	Days	
Manual diverse around be used for with manage							

12. Select (click) the 'Intelligent Mail Barcode' tab. Set or enable any of the available actions that should occur after the file has been imported into DAT-MAIL (for more information on how to use the functions located under the 'Intelligent Mail Barcode'' tab, refer to the USING THE 'INTELLIGENT MAIL BARCODE' TAB section in this Guide);

Profile Name: Auto Freight Plan	ſ
General Settings Auto Exports Paragyzer Palatority Datus Intelligent Mail Barcode	
🔄 Ovenide Global Barcode Assignment Settings	
🛄 Do not register IM Bascodes	
Dverwrite Pallet Label 24 Char batcodes	
Overwrite Tray/Sack Label 24 Char barcodes	
IMB Numbering	
Assign or Log at Import	
Assign or Log at Tag Pikking	
Register IM Piece bacodes	
Add Label data to IM database	
Mapped drives cannot be used for path names	

- 13. Click the **OK** button when finished entering all of the necessary criteria for the new Import profile (i.e. "Auto Freight Plan").
- 14. The *Profile Will Be Added* screen will close and the *Browse Profiles* screen will display and contain the newly created profile (i.e. 'Auto Freight Plan');

Auto Freight Plan	import	W_bw7x64sw_1948/meil.dat/WWAMimportP	Activate
Ostenici Customer2 Oustomer3 Default Inport Settings HybridCopal	Import Import Import Import	ULbw7x54sv_1 MEModdaWWWWInportF ULbw7x54sv_1 WEMod dxtWWWInportF ULbw7x54sv_1 WEMod dxtRconing) ULbw7x54sv_1 WeSinol dxtRconing)	Clear Selectio Profile Type Filte
			Cogy
			ghange
			Qelete

15. To activate the new profile 'Auto Freight Plan', single-click on the profile to select it and click the **Activate** button. A green check mark ✓ will display next to the profile signifying that the profile is now active;

Profile Name	Profile Type	Import Path	Activate
Auto Freight Plan	Import W	bw7x64svr_1W6Vnail.detWWAMmpc	ortifi
T-MAIL AWAM - Browse Profile	5		
.T-MAIL AWAM - Browse Profile	*		_
T-MAIL AWAM - Browse Profile	Frofile Type	Import Path	Deactive

- 16. Click the **Close** button to close the *Browse Profiles* screen;
- 17. As Mail.dat files are dropped into their corresponding Import folders, the Control Center will display the file names and report on their progress in both the Activity and History tabs as the service applies the appropriate profile (in the example here, the 'Auto Freight Plan' profile is being applied);

Eile H	elp			_			
Activity	History			Click column heading Right click on finished	gs to sort by column items for more details		
	File Name	Job ID{+}	Status	Hist. Job ID	Progress	Profile Name	P
Custom	Auto_12376870AA	0000054	In Waiting	0000327		Auto Freight Plan	

C DAT	MAIL Advanced W	orkflow Au	stomation M	Aanager Con	trol Center		
Eile H	lelp						
Activity	History			Click colur Right click or	n headings to sort by column finished items for more details		
	File Name	Job ID[+]	Status	Hist. Job ID	Progress	Profile Name	Р
Custom	Auto_12376870AA	0000054	In Waiting	0000327	Saving files to database	Auto Freight Plan	20

The images below provide an example of when the processing of the file completes. Scrolling right in the Control Center provides more status information such as the date/time the process completed. Scrolling right also displays the Import Path the profile used;

Activity History Click column headings to sort by column Right click on finished items for more details									
File Name									
tomAuto_123768									
and the state of the									
Help									
Help vity History									
Help Vity History									
Help vity History									

The job can also be referenced back in DAT-MAIL using the 'Job ID'.

		Mailer Approved	-					
nter data to search for:		USPS Verified	Populate miss	ng Job Nu	mbers			
Job ID Job Number	Descript	lion Bev	Stmrk Status	Tag P Pallets	nint Status Travs/Sacks	Class	Total Pieces Pend	ing *
C 00000045 5999 00000046 5101 00000047 5101 00000048 5101 00000049 5104 00000050 5103 00000051 5102	WBTESTIFCLTR WBTESTIFCLTR WBTESTIFCLTR WBTESTIFCLTR WBTEST4FCLTR WBTEST3STDLTR WBTEST2FCFLT WBTEST2FCFLT		1 Released 3 Released 4 Open 5 Released 4 Open 5 Open 0 Open 4 Open	N/P N/P N/P N/P N/P N/P N/P	222222222222	First Class First Class First Class First Class First Class Standard First Class Pariodicals	139,677 139,677 139,677 139,677 30,251 96,692 1,260 5,207	
00000000 5105	WEILSTOPERIL		5 heleased	N/F	6/1	Pencecas	5,207	-
00000054_5102	WBIEST2FCFLT	11 2	1 Open	N/P	N/P	First Class	1,260	
View Import Status	oved Apphive Del	iete	Valid	late ] [Y	iew Releases	0		elect
Vew Import Status Appr sing Info Statements economic wonconcrete	oved Achive Del	lete	Vaid	late 🛛	iew Releases No 02139		Se Diginal	elect
View Import Status Appr aling Info Statements Desception works or a construction do ID: Status Fiest Mail Date: Last Mail Date: Est, Mail Date: In Home Defreey Date:	00000054 00000054 5193 Fint Cleas 11 0 pen 11/02/2014 11/02/2014 11/02/2014	Iete Drop Shipped: Origin Zip: Total No. of Piece Lowest Pc. Wgt: Highest Pc. Wgt: Lowest Ad S: Highest Ad S: Freight Plan. Pailet Plan. Vention.	• Vaid	late ()	No 02139 1.250 0.1604 0.4004 0.00% No No No No No No	Co	Restore to Driginal ritainer Types Presen Trays	elect

While the processing is taking place, the user is free to use DAT-MAIL and/or any other available software on the computer or server and workstations without interruption.

The AWAM Control Center can be minimized or closed while the service is running and jobs are being processed/imported (refer to the <u>AWAM Control Center - In Detail</u> section in this Guide for more information). Be aware; however, that if the Control Center is exited completely, the existing status information will be lost from the Activity tab. It will; however, remain in the History tab.

DAT-MAIL Advance	ed Workflow Au	tomation	Manager Control Cer	iter	
File Help					
Activity History			Click column headin Right click on finished	gs to sort by column items for more details	
File Name	Job ID(+)	Status	Hist. Job ID	Progress	Profile Name

## **CREATING A MERGE PROFILE**

For a description of Merge profiles, refer to the MERGE PROFILES section in this Guide.

Merge profiles are used in conjunction with DAT-MAIL's 'AWAM Merge Mail.dat Files' utility, which is used for Mail.dat files that have already been imported into DAT-MAIL. They can be created prior to use from within AWAM, or they can be created while using the aforementioned utility.

This section describes how to create a Merge profile through AWAM (ahead of time). Instructions for using/applying a Merge profile can be found under the <u>AWAM Merge Mail.dat Files Utility – Merge</u> Profiles section in this Guide.

Merge profiles can be created from the server (or computer in a stand-alone/single-installation environment), or from a workstation in a server with workstation(s) environment.

To create a Merge profile, perform the following:

 $oldsymbol{1}$  This procedure assumes that AWAM has already been launched at least once on the server.

1. From DAT-MAIL, click the AWAM icon to launch AWAM;

1 D	AT-MAIL E	ditor with To	olbox 20.1	7.22.05 (WBI	1001)						×
File	Reports	PostalOnel	Utilities	ToolBox	Other Prog	rams	Securit	Leip			
1	<b>e</b>	×		P	Postage Rpts	Tags In I	3602 12	8	10	- M	

2. The AWAM Control Center will display. Click the Edit Profiles button;

Eile E	-MAIL Advance lelp History	d Workflow A	utomation	Manager Control C Click column heat	enter lings to sort by column		×
	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name	F
×	STOP	ause Ser	rvice is RUN	NNG		Edit profiles Minimize	,
1					Number of Active Profiles: 1	© 2017 Window Book, Inc.	

3. The *Browse Profiles* screen will display. Any/all previously created profiles (active and deactive) will be listed, along with the import path they use. To create a new profile, click the **Insert** button and select 'New Merge Profile';

DAT-MAIL AWAM - Browse Profile	5			×
Profile Name	Profile Type	Import Path	Deactivate	
Post Process Demo Post Process FAIL	PostProcessing PostProcessing	VLburw 100915Wb/mill dw/hosming) WLBURW 100915WB/MDV/DATA/AWAMCM WLBURW 100915WB/MDV/DATA/AWAMCM	Clear Selector	15
			Profile Type Filte	r.
			AI	
			Cogy	
			insert	Mary James and Deafile
			Change	New Merge Profile
			<u>D</u> eete	New Post Process Profile
			Close	

4. A *Profile Will Be Added* screen will display. Enter a profile-specific name (in the example here, "Merge Test" is entered for the Merge profile's name);

🛦 DAT-MAIL AWAM - Profile V	/ill Be Added	X
Profile Name:	Merge Test	
Merge Post Processing		

5. Under the 'Merge' tab, set or enable the appropriate functions:

Profile Na	me: Merge Test	
forge Post Processing		
Fast Network Option	0	
Job Number: 👩		
Job Name:		
Estimated Mail Date:	Today 💽 Plus 0 🚖 Days 类	
In Home Delivery Date:	Today 💽 Plus 0 🛊 Days 🐸	
Delivery Window:	3	
Merge type:	Normal without OCI 💽 🔕	
Combine Segments		
Rename SEG ID and	MPU ID	
Renumber Piece IDs:	+SEG ID to Piece IDs	
Copy Historical Job IC	loSegment User Option field	
Copy Job Number to	Segment User Option field	

- **Fast Network Option:** This option is intended for users in server with workstation(s) environment, where the data resides on a machine other than the workstation, to help speed up file processing. If the file processing is being done on a server (or computer in stand-alone or single-installation environment) where the data resides, there is no benefit to enabling this option.
- O O Job Number and Job Name: These are free-text fields where the user can enter any alpha-numeric value. Both of these fields coincide with their counterparts found in DAT-MAIL. When the selected files are merged, whatever value has been entered in these two fields will become the new Job Number and Job Name for the resulting Mail.dat file.

If nothing is entered in the Job Number field by the user, a system-generated Job Number will be assigned in DAT-MAIL. This system-generated Job Number uses the date (i.e. MMDD) and the time (i.e. HHMM). For example, if files were merged on March 28 at 12:31 p.m., the new Job Number in DAT-MAIL would display as: "03281231".

If nothing is entered in the Job Name field by the user, a system-generated Job Name will be assigned in DAT-MAIL. This system-generated Job Name uses the date (i.e. YYYY-MM-DD) and the time (HH:MM). For example, if files were merged on March 28, 2016 at 12:31 p.m., the new Job Name in DAT-MAIL would display as: "2016-03-28 12:31".

Profile Na	sme: Merge Test	
forge Post Processing		
Fast Network Option	0	
Job Number: 👩		
Job Name:		
Estimated Mail Date:	Today 💽 Plus 0 🚖 Days 👝	
In Home Delivery Date:	Today 🖃 Plus 0 🛊 Days	
Delivery Window:	3 🚖	
Meige type:	Normal without OCI 🕢 💽 🔕	
Combine Segments		
Rename SEG ID and	I MPU ID	
Renumber Piece IDs:	+SEG ID to Piece IDs	
Copy Historical Job II	D to Segment User Option field	
Copy Job Number to	Segment User Option field	

- Stimated Mail Date; In Home Delivery Date; and Delivery Window: In the Mail.dat file created by the merge, these fields will be populated using the displayed values. Any modifications to the displayed values by the user will be used in the new Mail.dat file.



- Svarious Merge Actions: Select (check) any additional options to be completed when the selected files are merged into a new, single Mail.dat file. The options shown on the screen will be enabled or disabled depending on which Merge Type is selected.
- 6. Click the 'Post Processing' tab. From within the screen's 'General Settings' tab, set or enable any of the available actions that should occur in the new Mail.dat file created as a result of the merge process;

If an option exists in both DAT-MAIL and an AWAM profile, the setting for that option in the profile will override the DAT-MAIL setting when files are imported, merge, or have post processing actions applied to them using that profile.

 $rac{3}{8}$  Selecting the option to 'Palletize Pallets Automatically' will enable and display the Post Processing tab's 'Palletizing' screen to be used for additional configurations.

i The DAT-MAIL Toolbox and/or the DAT-MAIL Editor with the Palletization add-on is required to be able to use the Palletizing option (refer to the REQUIREMENTS section in this Guide).



 $^{\prime\prime\prime}$  Selecting the option to 'Run Planalyzer' will enable and display the Post Processing tab's 'Planalyzer' screen to be used for additional configurations.

The DAT-MAIL Toolbox is required to be able to use the Planalyzer option (refer to the **REQUIREMENTS** section in this Guide).

DAT-MAIL AWAM - Profile Will Be Added	🛦 DAT-MAIL AWAM - Profile Will Be Added 🛛 😹
Profile Name: Merge Test	Profile Name: Merge Test
Merg - Post Processing	Merge Post Processing
General Settings Calls Exports Parallyzer (Parallyzer) Dates (Intelligent Mail Barcode	General Settings Auto Exposes Planalycer Demons Dates Intelligent Mail Barcode
📰 Build Floating Batch Manifest	Standard/Pkg Periodicals Standard/Pkg
Generate Statementa     Only Create Release Files       Generate Statementa Automatically       Statement Setup       Run Batch Reports Setup       Batch Reports Setup       Batch Reports Setup       Batch Reports Setup       Pan Mass Update       Mass Update       Paleitize Paleit Automatically	Entroy Rules
	Enter toose containers at Oligin  Send Origin Containers Pixolity Mail Dpen & Distribute  Exclude PRAHUAK  Send non-qualifying Mid trays/sacks Oligin  Print Postage Cottipation  Segment Pixol  Segment Pixol  Segment  Segment
	Defaul Shipping Report Directory Export Root Folder Name Export Folder Template: Export Folder Template: [JOBID]
	QKCancel

#### AWAM™ User Guide

7. Select (click) the 'Auto Exports' tab. Set or enable any of the available actions that should occur in the new Mail.dat file after the merge is complete;

DAT-MAIL AWAM - Profile Will Be Added	A DAT-MAIL AWAM - Profile Will Be Added
Profile Name: Merge Test	Pestile Mane: Merge Test
Ceneral Settings Auto Exports In protection  Control Control  Con	Beneral Setting:         Auto Exports         Endotron         Dates         Intelligent Mail Barcode           Job and XML Export         CSV Exports         Exports Settings           Export Roduct Forder         Use Entry Point Export Option           Break on Scheduler ID Export Option         Break on Scheduler ID
Enable XML Postage Export Export Settings Export Folder Nerres Export Field Nerres Export Field Nerres Template:	Shipping Report - Final Plan Plas Export Option
Auto Export P1 Original File  Export P01 Update Release File Automatically  User Alpha/Numeric File Naming Convention	Entry Point - Postage Sarring:     Entry Point - Postage Sarring:     Entry Point - Entry & Local Postage     Carier Route Totals by Lot & Entry Point     Entry Point - Entry & Local Postage with £1251D     Palet Production - By Segment     Entry Point - 612510 w/adjusted counts/rwdts     Palet Shipping - King     Entry Point - No Postage, w Fish/Last CordD, No Segment     Entry Point - No Postage, w Fish/Last CordD, No Segment     Entry Point - No Postage, w Fish/Last CordD, No Segment     Entry Point - No Postage, w Fish/Last CordD, No Segment     Entry Point - No Postage, w Fish/Last CordD, No Segment     Shipping Report - Final Plan Place
QK Carcel	L. L

 Select (click) the 'Dates' tab. Set or enable any of the available actions that should occur in the new Mail.dat file after the merge process is complete (for more information on how to use the functions located under the 'Dates' tab, refer to the <u>USING THE 'DATES' TAB</u> section in this Guide);

eneral Settings Auto Exports Planalyzer Pala	Date	r deš	gent h	lai Ba	sicode		
USPS Pickup Existing	Blank	© No		0	Yes		
Scheduled Ship Date (CSM-1172):	Existing		Plus	0	¢	Days	
Scheduled Induction Date (CSM-1117);	Existing	-	Plus	0	<b>(</b>	Days	
Scheduled PickUp Date (CSM-1177)	Existing		Plus	0	4	Days	
Actual Container Ship Date (CSM-1113)	Existing		Plue	0	0	Days	
In Home Date (CSM-1115)	Existing	-	Plus	0	-	Days	
Postage Statement Mailing Date (CSM-1184)	Existing	×	Plus	0	ø	Days	
	, harpont of the						

#### **Creating & Using Profiles**

 Select (click) the 'Intelligent Mail Barcode' tab. Set or enable any of the available actions that should occur in the new Mail.dat file after the merge process is complete (for more information on how to use the functions located under the 'Intelligent Mail Barcode'' tab, refer to the <u>USING THE 'INTELLIGENT MAIL BARCODE' TAB</u> section in this Guide);

ieneral Settings Auto Exports Planatorn Palatorno Dates	Intelligent Mail Ba	code	
Ovenide Global Barcode Assignment Settings			
🔲 Do not register IM Bascodes			
Dvetwrite Pallet Label 24 Char batcodes			
Overwrite Tray/Sack Label 24 Char barcodes			
IMB Numbering			
(ii) Assign of Log & Merge			
<ul> <li>Assign or Log at Tag Phinking</li> </ul>			
Register IM Piece barcodes			
🖂 Add Label data to IM database			
TTTE CONTRACTOR CONTRACTOR CONTRACTOR			

- 10. Click the **OK** button when finished entering all of the necessary criteria for the new Merge profile (i.e. "Merge Test").
- 11. The *Profile Will Be Added* screen will close and the *Browse Profiles* screen will display and contain the newly created profile (i.e. "Merge Test");

1	AT-MAIL AWAM - Browse Profile	s		>
-	Profile Name	Profile Type	Import Path	Activate
Ĵ	Merge Test	Margn DaufDaaaaa	W. BURW 100915WBIMDV/DATALAWAMCM	
1	Post Process FAIL	PostProcessing	WEBURW100915W/BMDWDATAIAWAMCM	Clear Selections Profile Type Filter
				All

12. At this time, the new profile "Merge Test" can be activated for use by selecting it and clicking the **Activate** button...

Profile Name	Profile Type	Import Path	Activate
- Ophysik Superit Ophilunger		V MARGANA	The second se
Merge Test	Morgn	WLBURW100915W/BMDV/DATA\AWAMCM	
C. Deat Desaura Dans	BastBastasing	UL DUDULGOOG DUDUUD AD ATALAM/ASIDU	
Post Process PAL	PosiProcessing	WEDDRIN TOUST STRID IN DV TOAT A AATRAMENT	Clear Selection

... or the profile can be activated later when it is selected for use through the 'AWAM Merge Mail.dat Files' utility in DAT-MAIL.



When the profile is active, a green check mark ✓ will display next to it in the list;

	Profile Name
	ettinos
2 Illana Too	en envigo

13. Click the **Close** button to close the *Browse Profiles* screen.

Instructions for using/applying Merge profiles can be found under the <u>AWAM Merge Mail.dat</u> <u>Files Utility</u> section in this Guide.

## **CREATING A POST PROCESS PROFILE**

# For a description of Post Process profiles, refer to the <u>POST PROCESS PROFILES</u> section in this Guide.

Post Process profiles are used in conjunction with DAT-MAIL's 'AWAM Post-Import Process Mail.dat Files' utility, which is used with Mail.dat files that have already been imported into DAT-MAIL. They can be created prior to use from within AWAM, or they can be created while using the aforementioned utility.

This section describes how to create a Post Process profile through AWAM (ahead of time). Instructions for using/applying a Post Process profile can be found under the <u>AWAM Post-Import Process Mail.dat</u> Files Utility – Post Process Profile section in this Guide.

Post Process profiles can be created from the server (or computer in a stand-alone/single-installation environment), or from a workstation in a server with workstation(s) environment. To create a Post Process profile, perform the following:

This procedure assumes that AWAM has already been launched at least once on the server.

1. From DAT-MAIL, click the AWAM icon to launch AWAM;

a DAT	T-MAIL E	ditor with To	olbax								
Eile B	Beports	PostalOne!	Utilities	ToolBox	Other Prog	rams	Secure				
	6	×		P	Postage Rots	Tags Tags	3602	62	07	2	3

#### **Creating & Using Profiles**

2. The AWAM Control *Center* will display. Click the Edit Profiles button;

Eile E Activity	leip History	a worknow A	acomadon	Click column hear	fings to sort by column did terms for more details		
	File Name	Job ID	Status	Hist. Job ID	Progress	Profile Name	8
×	STOP	ause Ser	rvice is RUN	NNG		Edit profiles A	Animize
					Number of Active Profiles: 1	© 2017 Window Boo	ok, Inc.

3. The *Browse Profiles* screen will display. Any/all previously created profiles (active and deactive) will be listed, along with the import path they use. To create a new profile, click the **Insert** button and select 'New Post Process Profile';

Profile Name	Profile Type	Import Path	Degctivate	
Default import Settings	Import	WLburw100915/wbimail.dat/locoming/	1 Constantine Constant	
Merge Test Post Process Demo Post Process FAIL	Merge PostProcessing PostProcessing	W_BURW100915/WB/MDV/DATA/A/WAMCMI W_BURW100915/WB/MDV/DATA/A/WAMCMI W_BURW100915/WB/MDV/DATA/A/WAMCMI		
			Clear Selections	
			Drofile Tune Eiter	
			Prome type + wer.	
			Al 🗸	
			Cogy	
			jnsert	Provide and the second second
			<u>C</u> hange	New Import Profile
			Deieta	New Post Process Profile
			Chenn	

4. A *Profile Will Be Added* screen will display. Enter a profile-specific name (in the example here, "Post Profile Test" is entered for the Post Process profile's name);

DAT-MAIL AWAM - Profile V	Vill Be Added	×
Profile Name:	Post Process Test	
Post Processing		

5. From within the screen's 'General Settings' tab, set or enable any of the available actions that should occur in the selected Mail.dat file(s) that is in DAT-MAIL;

If an option exists in both DAT-MAIL and an AWAM profile, the setting for that option in the profile will override the DAT-MAIL setting when files are imported, merge, or have post processing actions applied to them using that profile.

In the example here, the 'Apply Mass Update' function is enabled and the existing Mass Update Profile of "CHANGE PERMIT" is selected. This Mass Update Profile is set up to change any existing permit to a permit value of "123456" in the selected Mail.dat's MPA file;

For more information about the 'Run Mass Update' function, refer to the <u>USING THE 'RUN MASS</u> <u>UPDATES' FUNCTION</u> section in this Guide.

Profile Name:	Post Process Test	
st Processing		
General Settings Auto Export	Finnelyzer Peterszy Dates Intelligent Mail Barcode	
🔝 Build Floating Batch Mani	ñest	
Generate Statements	Only Create Release Files	
📃 Generale Statements Auto	matically	
Statement Satup		
📰 Run Balch Reports		
Batch Reports Setup		
Batch Reports Setup 2		
Run Mass Update		
Mass Update Setup	CHANGE PERMIT	
Catrice Data Automatic December Contribution		
Recard Container Weight     Run Planakraw	5 	
Logicalize Job		
Cisate Sibling Records (L	ogical)	
Create Sibling Records (P	hysical	

Selecting the option to 'Palletize Pallets Automatically' will enable and display the 'Palletizing' tab to be used for additional configurations.

The DAT-MAIL Toolbox and/or the DAT-MAIL Editor with the Palletization add-on is required to be able to use the Palletizing option (refer to the <u>REQUIREMENTS</u> section in this Guide).

🛦 DAT-MAIL AWAM - Profile Will Be Added 🛛 🐨	🛦 DAT-MAIL AWAM - Profile Will Be Added	
Post Processing	Profile Name: Post Process Test Fost Processing	
General Settings Auto Exports Floridyzer Policizity Dates Intelligent Meil Barcode	General Settings   Auto Exports    Filmstong   Patientong   Dates   Intelligent Mail Barcode	_
Build Rooting Batch Monifest     Generate Statements     Only Create Release Files     Generate Statements Automatically     Statement Setup	Select Delault Standard Palet Pton Selected Plan: No delault plan selected	
Flun Batch Reports     Batch Reports Setup     Batch Reports Setup     Batch Reports Setup 2     Run Mess Update     Mass Update	Select Default First Class Palet Plan Selected Plan: No default plan selected	
Paletize Palets Automatically     Receive Same in Fragmen     Run Planalizer     Logicalze Job	Select Default Periodicals Pallet Plan Selected Plan: No default plan selected	
Cleate Steing Records (Opcial)     Cleate Steing Records (Physical)     QK Cancel		Çancel

Selecting the option to 'Run Planalyzer' will enable and display the 'Planalyzer' tab to be used for additional configurations.

The DAT-MAIL Toolbox is required to be able to use the Planalyzer option (refer to the REQUIREMENTS section in this Guide).

DAT-MAIL AWAM - Profile Will Be Added	A DAT-MAIL AWAM - Profile Will Be Added
Profile Name: Post Process Test Post Processing	Profile Name: Post Process Test Post Processing
General Settings Auto Exports Plandrum Following Dates Intelligent Mail Barcode	General Settings Auto Expo its Plansiver Party Dates Intelligent Mail Barcode
Buld Floaing Batch Manifest     Only Crede Release Files     Generate Statement & Automaticaly     Statement Setup     Run Batch Reports     Batch Reports     Batch Reports Setup 2     Run Mass Update     Mass Update Setup     Patetize Patets Automaticaly     Decade Continent Weights     Trun Paragree     Create Sbling Records (Logical)     Create Sbling Records (Physical)	Standard/Pkg       Standard/Pkg         Enty Rules       Select Freight Table         INDC Onlyin       Select Freight Table         View Freight Table       Jeb:         String Onlyin       Select Freight Table         Stor NUDC/Origin       Select Freight Table         Stor NUDC/Origin       Stor NUDC/Origin         DUU/FSS/SCF/NUDC/Origin       Select Freight Table         View Freight Table       Freight Table         Exclude to Select Provide the Select Provide the Select Provide the Select Origin Palets       Dispin 21P.         Use Plansbyzet       Dispin Select Origin Palets       Dispin Select Origin Palets         Use Plansbyzet       Mark for Copal       Exclude NDC Entry point:       To Organ         Seend Origin Containers Priority Mail Open & Distribute       Exclude NDC Entry point:       To Organ allowed on NDC Palets:       Solt         Select Copal Table       Copal Table       Copal Table       Solt       Select Copal Table         Privir Postage Comparison       Segment Noocessing       By Segment       Paletization Profile       Paletization Profile         Defeat Shipping Repot Disectory       Export Folder Template:       By Segment       Paletization Profile       Solt

#### AWAM<sup>™</sup> User Guide

6. Select (click) the 'Auto Exports' tab. Set or enable any of the available actions that should occur in the selected Mail.dat file(s) that is in DAT-MAIL;

🛦 DAT-MAIL AWAM - Profile Will Be Added	🛕 DAT-MAIL AWAM - Profile Will Be Added
Profile Name: Post Process Test	Profile Name: Post Process Test
Post Processing	Post Processing
General Setting: Auto Exports in and/oran Extention Dates Intelligent Mail Barcode. Job and XML Exports USV Exports Auto Export Auto Export Export Root Folder Import Export Root Folder Import Export Root Folder Import Export Root Folder Import	General Setting: Auto Exports analyses (Patrimory) Dates Intelligent Mail Bacode Job and XML Exports CSV Exports Export Root 7 Folder Name: Export Root 7 Folder Name: Export Folder Templete: Export Folder Templete: Export Folder Templete:
Export File Name Template: [J08ID]  XML Postage Export Export Setting: Export Setting: Export Folder Name Export File Name Template:	Entry Point Export Option @ Use Entry Point @ Use Delivery Zp Shipping Report - Final Plan Plas Export Option @ Sort by Entry Point @ Include Segment ID in sort @ Include Shipping Date in sort
Auto Export P1 Original File     Export using Historical JobID     Export P01 Update Release File Automatically     Use Apha/Rumenc File Naming Convention	Entry Point - Postage Servings     Entry Point - Entry & Lood Postage     Entry Point - Entry & Lood Postage     Entry Point - Entry & Lood Postage with 8125 ID     Palet Production - By Segment     Entry Point - Entry & Lood Postage by Segment ID     Palet Production - By Entry Point     Entry Point - 8125 ID w/adjusted counts/vigit.     Palet Shipping - King     Entry Point - No Postage     Palet Conting - Valet - No Postage     Entry Point - No Postage     Stagement ID     Shipping Report - Final Plan Plue
QK Cancel	ZK. Cencel

 Select (click) the 'Dates' tab. Set or enable any of the available actions that should occur in the selected Mail.dat file(s) that is in DAT-MAIL (for more information on how to use the functions located under the 'Dates' tab, refer to the <u>USING THE 'DATES' TAB</u> section in this Guide);

	22						_
Profile Name: Post Process T t Processing	est						
eneral Settings Auto Exports Planatyzer (Pal	Date	t ir eš	genk M	lai Ba	arcode	1	
USPS Pickup	) Blank	© No		0	Yes		
Scheduled Ship Date (CSM-1172):	Existing		Plus	0	¢	Days	
Scheduled Induction Date (CSM-1117):	Existing		Plut	0	¢	Days	
Scheduled PickUp Date (CSM-1177):	Existing		Plut	0	ię.	Days	
Actual Container Ship Date (CSM-1113):	Existing		Plus	0	0	Days	
In Home Date (CSM-1115):	Existing	Ŧ	Plus	0	0	Days	
Postage Statement Mailing Date (CSM-1184);	Existing		Plus	0	0	Days	
						1	16.0
						QK	Se la

#### **Creating & Using Profiles**

 Select (click) the 'Intelligent Mail Barcode' tab. Set or enable any of the available actions that should occur in the selected Mail.dat file(s) that is in DAT-MAIL (for more information on how to use the functions located under the 'Intelligent Mail Barcode' tab, refer to the <u>USING THE 'INTELLIGENT MAIL BARCODE' TAB</u> section in this Guide);

ieneral Settings Auto Exports Plansiyna	celetono Dates Intelligent Mail Barcode
Reregister IM Barcodes	
📋 Overide Global Barcode Assignment	Settings
Overwrite Pallet Label 24 Char ba	rcodes
Overwrite Tray/Sack Label 24 Ch	er beroodes
IM8 Numbering	
(ii) Assign or Log & Process	
Assign or Log at Tag Printing	
🗌 Register IM Piece barcodes	
🔲 Add Label data to IM database	

- 9. Click the **OK** button when finished entering all of the necessary criteria for the new Post Process profile (i.e. "Post Process Test").
- 10. The *Profile Will Be Added* screen will close and the *Browse Profiles* screen will display and contain the newly created profile (i.e. "Post Process Test");

Profile Name Default import Settings Merge Test Post Process Demo	Profile Type Import Merge PostProcession	Import Path W.burw 100915/wbima& datknooming). V.BURW 100915/WB/MD//DATA/A/WAMCM W.BURW 100915/WB/MD//DATA/A/WAMCM	Activate
Corrouss me	103010003311g		
Post Process Test	PostProcessing	VLBURW100915WBMDV/DATA\AWAMCM	Clear Selection
			Profile Type Filte
			[A]
			Copy
			insert
			Change
			Delete
			Close

11. At this time, the new profile "Post Process Test" can be activated for use by selecting it and clicking the **Activate** button...

	Profile Name	Profile Type	Import Path	Activate
,	Default import Settings Merge Test Post Process Demo	Import Merge PostProcessing	WLBURW100915/WB/MDV/DATA/AWAMCM WLBURW100915/WB/MDV/DATA/AWAMCM WLBURW100915/WB/MDV/DATA/AWAMCM	
1	Post Process Test	PostProcessing	WEURW100915WBMDV/DATAWAWCW	Clear Selections

... or the profile can be activated later when it is selected for use through the 'AWAM Merge Mail.dat Files' utility in DAT-MAIL.

Profile Name Post Process Demo	Profile Type Import Path PostProcessing VLBURW100915WBMDV/DATA\AWAM	Activate & Selec
Post Process Test	PostProcessing W.BURW100915/WBWDV/DATAWWAW	RIV.

When the profile is active, a green check mark ✓ will display next to it in the list;



12. Click the **Close** button to close the *Browse Profiles* screen.

Instructions for using/applying Post Process profiles can be found under the <u>AWAM Post-Import</u> <u>Process Mail.dat Files Utility – Post Process Profile</u> section in this Guide.

## USING THE 'DATES' TAB

The 'Dates' tab is found in the 'Post Processing' section of all three profile setup screens (i.e. Import, Merge, and Post Process). The functionality associated with the 'Dates' tab allows Clients to change/set the actual or correct production mail dates found in a Mail.dat's CSM file. When the profile is applied, the dates specified in the profile will replace what currently exists in the Mail.dat file.

Pro	file Na	me:									1
port Post Proces	ssing										
General Settings	Auto E	sports	Pianoyzer	Peletz	Dales	Intellig	gent M	al Ba	rcode	1	
		USPS	Pickup Existing	© BI	ank	© No		6	Yes		
Scheduled Ship	Date (i	CSM-11	72);	I	Existing	-	Plus	0	¢	Days	
Scheduled Indu	uction D	ate (CS	M-1117);		Existing		Plus	0	٠	Dayo	
Scheduled Pick	Up Dal	e (CSM	-1177);		Existing		Plus	0	1¢	Days	
Actual Containe	er Ship D	) ate (C	SM-1113):	D	Existing	Ŧ	Plus	0	0	Days	
In Home Date	CSM-11	15)		[	Existing	Ţ	Plus	0	10	Days	
Postage Staten	nent Mai	ling Da	te (CSM-11	94); [	Existing		Plus	0	4	Days	

The possible date changes or specifications are predicated on the value or setting that exists in the Mail.dat file for the 'USPS Pickup' date (also found in the CSM file).

For example, if the 'USPS Pickup' value is set to 'Y', the 'Scheduled Ship Date [CSM 1173]' must be populated with a date. If 'Blank/Clear' is selected for the 'Scheduled Ship Date [CSM 1173]', when the user clicks the **OK** button to close the *Profile Will Be Added* screen (i.e. creating new profile) or *Profile Will be Changed* screen (i.e. changing an existing profile), the following *Warning* dialog will display:

arning	
<u>i</u>	Scheduled Ship Date (CSM-1172) must be populated with date if USPS pickup indicator is Y.
	CK

All/any validation rules are applied when the 'OK' button is clicked, not while setting the values for the individual dates.

The available settings for 'USPS Pickup' are: 'Existing'; 'Blank'; 'No'; and 'Yes'.

The individual dates that can be specified are:

- Scheduled Ship Date [CSM-1172];
- Scheduled Induction Date [CSM-1117];
- Scheduled Pick Up Date [CSM-1177];
- Actual Container Ship Date [CSM-1113];
- In Home Date [CSM-1115]; and
- Postage Statement Mailing Date [CSM-1184].

For each of these dates, depending upon the value specified for the 'USPS Pickup' field, the user has the ability to use the existing date that is in the CSM file (i.e. 'Existing'); use the current date (i.e. 'Today'); use a specific date (i.e. 'Specific Date'); or if there is no date in the original file, leave the field blank (do not insert a date), i.e. 'Blank/Clear'.

In addition, if 'Existing' or 'Today' is selected, the user can add or subtract a specific number of days to the existing date or today's date for specifying the actual date to be populated in the imported file.

Scheduled Ship Date (CSM-1172)	Existing	*	Plus 3	*	Days
Scheduled Induction Date (CSM-1117):	Today		Plus -2	\$	Days
			4	2	

Selecting 'Specific Date' displays an actual calendar for selecting an actual date to be used.



Along with the possible date changes or specifications that are predicated on the value or setting that exists in the Mail.dat file for the 'USPS Pickup' date, there are also dependencies that occur between the individual date fields. For example, the 'Scheduled Induction Date [CSM 1117]' must be greater than or equal to the 'Scheduled Ship Date [CSM-1172]' if the 'Scheduled Ship Date [CSM-1172]' is populated.

In the example being used here, the 'Scheduled Induction Date [CSM 1117]' is less than the date set for the 'Scheduled Ship Date [CSM-1172]'.

Scheduled Ship Date (CSM-1172):	Today	•	Plus 0	÷	Days
Scheduled Induction Date (CSM-1117):	Today		Plus 5	÷.	Days

#### **Creating & Using Profiles**

Once the user clicks the **OK** button to exit the screen, the following *Warning* dialog will display:

Warning	
A	Scheduled Induction Date (CSM-1117) must be >= to Scheduled Ship Date (CSM-1172) if populated.
	Ск

If the import date is to be "today's date", make sure to select the setting of 'Today' for the import profile vs. selecting 'Specific Date' and specifying today's date on the calendar provided.

Another date dependency is that the 'In-Home Date [CSM-1115]' must be greater than or equal to the Scheduled Ship Date [CSM-1172]' and 'Actual Container Ship Date [CSM-1113]' if both are populated.

Any/all validation rules are applied when the 'OK' button is clicked, not while setting the values for the individual dates.

### USING THE 'INTELLIGENT MAIL BARCODE' TAB

Mailers can override their global barcode assignment settings specified in DAT-MAIL's *Setup* screen (i.e. File > Program Settings > Program Setup) by enabling an override function located in the 'Intelligent Mail Barcode' tab available in AWAM profiles.



IM Barcode global settings in DAT-MAIL's 'Setup' screen.

#### AWAM™ User Guide

The 'Intelligent Mail Barcode' tab is part of the 'Post Processing' section of all three AWAM profile setup screens (i.e. Import, Merge, and Post Process – see image below). The settings in this tab allow Mailers to customize or change their Intelligent Barcode assignment options for specific files – they can override DAT-MAIL's global settings when needed and/or re-register their IM Barcodes.

Mailers can create two profiles – each using their own import folder. One folder would be for jobs that use the global settings for IM Barcodes and the second, for jobs that use different settings. The option is also available to have the barcodes assigned when the tags/placards are actually printed, or when the import, merge, or post import process is run.

The options are the same in all three profile types, with one exception – AWAM's Post Process profile.



With Post Process profiles, Mailers have to explicitly turn on or enable the option to re-register IM Barcodes, and then specify whether or not to override the existing, global barcode settings (refer to the image above). This is to avoid having AWAM automatically re-register IM Barcodes when performing a post process task using an AWAM Post Process profile. This same concern is not applicable for Import and Merge profiles.

The settings for the IM Barcodes available in Import and Merge profiles automatically default to the current global settings found in DAT-MAIL, until the Mailer decides to change them. Post Process profiles default to <u>not</u> registering barcodes regardless of global settings.

#### AWAM™ User Guide

#### **Creating & Using Profiles**

IM Barcode settings applied to a file are now retained and can be viewed by the Mailer in the Jobs List browse in DAT-MAIL. Users will be able to easily determine whether or not global settings were used.

ter data to search for:		Mailer	Approver Verified	1					
P1 Job Number	J	ob Name	Rev.	Stimet Status	Tag F Pallets	Print Status Trays/Sacks	Class	Category	Total Pieces Pendin
00000134_01 00000135_01 00000136_01 00000137_01_M 134135_01	Testiob_134_1 Testiob_135_1 Testiob_136_1 TestMerge_13 134and135_M	n n 21 7_M		Upen Open Open Open Open	N/P N/P N/P N/P	N/P N/P N/P N/P N/P	Standard Standard Standard Standard Standard	Letter Letter Letter Letter	37 13 16,990 17,003 50
101001	20170410 F95	ta cockota		Boen	N/P	N/P.	First Class	Letter	2,030
View Validation Log	Approved App	ive Dec Shreed			Vajidate M Barcod	) (View Right	pases	View	import Log
View Validation Log iling Info Statements Co Job Name: 20170410_F Job Number Class: Revision No. Status:	Approved Acch ntainer(s) for Job 9613_CDCX018 00000000 J06001 First Class 1 Open	Drop Shipped Origin Zip Total No. of Pieces Lowest Pic Wgt. Highest Pic Wgt. Lowest Ad %: Wichest dd %:	2	No 1 02139 2.030 0.0250 1 0.0250 0 0.0025 0 0.0025 0	Vajidate M Barcod Iray/Pallel Dverwrite t Dverwrite t	View Rgk	sases stered '	View J Ves Cont No Tr No Tr	Import Log Select Restore to Original tainer Types Present rays joher Palets
View Validation Log ing Info Statements Co Job Name 20170410_F Job ID: Job Number Clear Revision No. Status: First Mail Date: Last Ma	Approved Apph ntainer(s) for Job 9513_CDCx018 0000000 First Class 1 Open 0000006 tos	Diop Shipped: Drign Zip: Total No. of Pieces Lowest Pc. Wgt: Highest Pc. Wgt: Highest Ad 3: Highest Ad 3: Freight Flan: Palet Plan: Vettion: PBC records exist	2	No 1 2,030 2,030 0,0250 1 0,0250 0 0,003 4 No L 18-1	Vajidate M Barcod Iray/Palet Dverwite t Dverwite t Signed/I Siece baic abel data	View Right e Assignments t barcodes regi palet barcodes usy barcodes usy barcodes usy barcodes added to IM d	sases stered ' t atabase	View) Yes No No Tr No Tr Mo Yes No	Import Log Select Restore to Original tainer Types Present rays Jother Pallets View File Info

A few items to keep in mind when using this new functionality:

- If a Mailer uses their presort program to print tray tags or pallet placards, they should <u>never</u> enable DAT-MAIL to overwrite those barcodes unless they are willing to re-print them with DAT-MAIL; and
- If Mailers use DAT-MAIL to overwrite tray and/or pallet placards, they <u>must</u> use DAT-MAIL to print their tray tags and placards <u>after</u> they are overwritten.

This same override functionality for Intelligent Mail Barcodes is also available in the 'Merge Mail.dat files' and 'Split a Mail.dat file' functions accessible from the 'Utilities' menu in DAT-MAIL; as well as, the CSM, PDR, and PBC file views accessible from the Advanced Navigator, also in DAT-MAIL.

If a Mailer does not have the option to register IM Barcodes enabled in DAT-MAIL's global settings, the override feature will not display/be available in the manual merge and split functions found in DAT-MAIL, or the CSM, PDR, and PBC file views accessible from the Advanced Navigator.

For some examples of import profiles that use the 'Intelligent Mail Barcode' tab, refer to APPENDIX 1 – EXAMPLE PROFILES in this document.

## **USING THE 'RUN MASS UPDATES' FUNCTION**

The 'Run Mass Updates' function is found in the 'Post Processing' section of all three profile setup screens (i.e. Import, Merge, and Post Process); specifically, the 'General Settings' tab.

The Mass Update function can also be accessed directly from within DAT-MAIL by selecting the 'Utilities' menu from DAT-MAIL's main screen and selecting 'Apply Mass Update'.

File	Reports	PostalOne	Utilities	oolBox Other Programs	Security	Help			
6	2	×	Tray, Tag	Sack & Pallet Tag Printing Master	*		OT	28	3
			Bund	dle Slips Statements					
			Appl	y Mass Update					
			Quic	KFIX processing					

The 'Run Mass Update' function allows the user to populate many fields in Mail.dat files with specific values for different situations and Clients; as well as, perform conditional replacements. For example, a user can define Mail Owner MIDs or CRIDs in a Mass Update profile and set it to run automatically in an AWAM profile created for that same Client. The result of this would be, having the by/for information be applied automatically for the Client, along with the execution of any other functions that are specified in the AWAM profile.

610

### **Enabling and Selecting A Mass Update Profile**

To enable the 'Run Mass Update' function in an AWAM profile and select a Mass Update profile to apply, perform the following:

The 'Run Mass Updates' function is found in the 'Post Processing' section of all three profile setup screens (i.e. Import, Merge, and Post Process); specifically, under the 'General Settings' tab. For documentation purposes, the procedure for enabling and selecting a Mass Update profile for use is demonstrated using an AWAM Import profile.

 To enable the 'Mass Update' function, check (click) the corresponding box. The Mass Update Setup button will enable (become active or un-ghosted);

and comings in the capone	Care and Care and Cares Intelligent wat bacode	
Build Floating Batch Mani Generate Statements	Dnly Create Release Files	
Generate Statements Auto	maticaly	
Statement Setun		
Bun Batch Banada		
Batch Reports Setup		
Roleh Remarks Salves 2		
🖉 (Run Maks Update)		
Ralatize Palatz Automatic		
Recalc Container Weight		
Run Planalyzer		
Logicalize Job		
Create Sibling Records (U	ogical	
Triegle 2 total Stecords (5)	ulvocal	

2. Click the **Mass Update Setup** button. The *Mass Update Profiles...* screen will display.

Pre-existing profiles will be listed in the 'Title' window. If the Mass Update profile to be applied is listed, highlight it and click the **Select** button;

tie HANGE PERMIT	Insert
JB - DELETE PERMIT 55725	Change
	Delete
	Cogy
	Select

#### AWAM™ User Guide

3. The *Mass Update Profiles...* screen will close and the *Profile Will Be Added* screen (i.e. creating a new profile) or the *Profile Will Be Changed* screen (i.e. modifying an existing profile) will display. The selected Mass Update Profile will show next to the 'Run Mass Update' function;

Profile Name: A	luto Freight Plan	
General Settings Auto Exports	Baseboon Relation Dates Intellige iest Only Create Release Files	nt Mail Barcode
Generate Statements Auto Statement Setup Run Batch Reports Batch Reports Setup Double Reports Setup	matically	
Run Mass Update		
Recalc Container Weight     Run Planatyzer     Logicalize Job     Create Sibling Records (L     Create Sibling Records (P)	ogical) hydicall	
Mapped drives cannot be use	d for path manage	

### 🕕 Only one Mass Update profile can be included in any AWAM profile.

To change the selected Mass Update profile, click the **Mass Update Setup** button and select a different profile from the list or create a new one to select (refer to the <u>CREATING A MASS UPDATE PROFILE</u> section for more information).

To turn off or disable the Mass Update function all together, un-check the function's corresponding box.

F Run Mass Update	
Mats Updale Setup	CHANGE PERMIT

# **VIEWING BATCH REPORT PDF FILES**

If mailers are running Batch Reports and simultaneously generating PDFs of those reports as part of an AWAM profile, they can use the historical activity reported in the History tab of AWAM's Control Center to be able to view the resulting PDFs.

#### **Creating & Using Profiles**

Simply right-click on the completed file's line-item and select "Show Results".

the t	lelp									
Activity	History	Press F5	for list refre	esh manually	Click colur Right click of	nn headings to sort by column n finished items for more details	Custom Range 💌 from 10/3	1/17 🕼 🛄 배	ru 11/30/17	۵
	File Name		Job ID	Status	Hist. Job ID	Profile Name	Profile Type	Sta Date[+1]	rted Time[+2]	Date
MERGET	ASK_LEW 8.HDR	7X64SVR	00000020	Completed Completed	00000020	Merge Test Default Import Settings	Merge	2017/11/15	03.04:55PM 11:25:46AM	2017
	Sho Sho Sho	WAWAW WAWAW WAWAWAW	l trace log i I debug log I Daemon I I CMD file	(C:\WB\MD g (C:\WB\M Error log	V\DATA\WA DV\DATA\W	Mlogs\AWAM_20171116_1 AMTemp\DatMailTrace_20	60456_PED00003380.log) 171116_12804_00003380_000	00022.Log)		

The PDFs that were created from that file will be displayed. To view a PDF, simply right-click anywhere on the report's line item and select 'Show File'.

AWAM Results		•X
Туре		Data
Rate Summary Report 💡 👝		<u>D334/918</u> ateSummaryReports\00006920\00006920_ReportRateSummary_2017111
	Show file	
1		

## **AWAM PROCESSING UTILITIES IN DAT-MAIL**

This section describes the AWAM Processing utilities found in DAT-MAIL; specifically, the 'AWAM Merge Mail.dat Files' utility, and the 'AWAM Post-Import Process Mail.dat Files' utility.

AWAM's Merge and Post Process profiles are used by these utilities, as they are intended for Mail.dat files that have already been imported into DAT-MAIL.

### AWAM Merge Mail.dat Files Utility

The 'AWAM Merge Mail.dat Files' utility uses Merge profiles which stipulate what type of merge is to occur and what is to happen during the merge process; as well as, specify any actions that should be performed on the new Mail.dat file that is created as a result.

The 'AWAM Merge Mail.dat files' utility is accessed within DAT-MAIL by selecting 'Utilities' > 'AWAM Processing' > 'AWAM Merge Mail.dat files', or by clicking the AWAM Merge icon located on DAT-MAIL's home screen.

ile	Reports	PostalOne!	Utilities	ToolBox	Other Prog	rams	Security	y Help			
	<b>\$</b>	×		2	Postage Rots	Tags m.:	3602	623	OT	28	₹
										AWAN	/ Merge
									1	"	

The utility displays all of the existing Mail.dat files  $\mathbf{0}$ .

🖌 🗸 🔁 🗶	30					-	N		
y Job No. by Import Date	by In-Home Delivery Dat	e by Job ID	by Historical Jo	6ID by Firs	t Mail Date b	y Job Name	6		
Merge File Info Job Number: 🦁 🗌	Entering Job No	umber and Job	Name here will	ovenide job	naming that is	Job N <u>a</u> ma s set in AWAM pr	e 🕖		
)	🗿 🔤 Scan B	arcode							
Job Number	Joi	Name	Rev.	Hist, Job ID	Mail Class	Category	Est Mail Date	In Home Date	First Mail D-
2015_11NL002 2015_11NL003 2015_11NL003 2015_11NL004 2015_11NL005 2015_11NL006 2015_12NL001	2015_11NL002 2015_11NL002 2015_11NL003 2015_11NL004 2015_11NL005 2015_11NL006 2015_12NL001	0	1 1 1 1 1 1	201508NL 201508NL 201508NL 201508NL 201508NL 201508NL NEWSLR	Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013	10/27/2015 10/23/2015 10/23/2015 10/22/2015 10/22/2015 10/22/2015 11/19/2015	10/27/2/ 10/23/2/ 10/23/2/ 10/22/2/ 10/22/2/ 10/22/2/ 11/19/2/
•				ρ.	141				, K
aces Selected	0 Mailer Appro	ved				ſ	Submit to AWAM	Cancel	Help

Files can be sorted and viewed by a number of different fields. These field-specific sort/view options are provided in tab format across the top of the display window<sup>2</sup>. Clicking a specific tab will update the job list to display by the that tab's corresponding field.

Once the available Mail.dat files are displayed in the desired sort order, the user can search for specific jobs easily by entering a value specific to the field sort selected<sup>(3)</sup>. In the numbered screen image being used here (above), the selected sort order is by 'Job No.' (i.e. job number); therefore, the user can enter text or numbers pertaining to Job Numbers to further narrow their search for a specific job(s). The search begins at the beginning of the field and will not identify jobs with the same search criteria if it occurs mid field. When search criteria is entered, the user must tab out of the field to launch the search.

```
Example 1: Job Number = 2015_12NL001
Search Criteria Entered = "2015" (minus the quotation marks)
Returned Results: The first job discovered to have a Job Number beginning with "2015" will be
highlighted.
```

Example 2: Job Number = "2015\_12NL001" Search Criteria Entered = "12NL001" Returned Results: None found

🔏 Select Mail.Dat Files to	Merge							1
🏹 🗸 🛛 🗶	0				-			
y Job No. by Import Date	by In-Home Delivery Date by Jo	b ID by Historical Jo	bID by First	Mail Date by	Job Name 😂			
Merge File Info Job Number: 🥑 🗌	Entering Job Number ar	nd Job Name here will	ovenide job	naming that is	Job N <u>ame</u> : set in AWAM profi	<b>7</b>		
3	Om Scan Barcode		949000. <b>1</b> 499					
Job Number	Job Name	Rev.	Hist, Job ID	Mail Class	Category	Est Mail Date	In Home Date	First Mail D-
2015.11NL001 2015.11NL002 2015.11NL003 2015.11NL003 2015.11NL004 2015.11NL005 2015.11NL006 2015.12NL001	2015.11NL001 2015.11NL002 2015.11NL003 2015.11NL004 2015.11NL006 2015.11NL006 2015.12NL001		201508NL 201508NL 201508NL 201508NL 201508NL 201508NL 201508NL NEWSLR	Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013	10/27/2015 10/23/2015 10/23/2015 10/23/2015 10/22/2015 10/22/2015 11/19/2015	10/27/2 10/27/2 10/23/2 10/23/2 10/22/2 10/22/2 10/22/2 11/19/2
<								- Ke
ieces Selected: iles Selected:	0 - Mailer Approved 0 - USPS Verified				S	ubmit to AWAM	Cancel	<u>H</u> elp

If the 'Scan Barcode' option<sup>(1)</sup> is selected (checked), users can scan or enter in a barcode of a job that is to be merged. When the barcode is scanned in, it will display in the search field <sup>(3)</sup>. If the correct job is identified, it will display in the job display window <sup>(1)</sup> and be automatically tagged.

When a desired job is found, it can be tagged for merging by either clicking in the empty box to the left of the job's line item, or by clicking anywhere on the job's line item to highlight it and then clicking the single red check-mark located at the top of the screen<sup>(S)</sup>. A job is tagged when a check-mark displays in the box located to the left of the job's line item.

Job Number	Job Name	Rev.	Hist, Job ID	Mail Class	Category	Est Mail Date	In Home Date	First Mail D
201508NL006	201506NL006	1	201508NL	Standard F	let	11/18/2013	8/21/2015	8/21/2
					1	Tag by First Ma	iling Date	<b>.</b>
block of iobs ca	plack of jobs can be tagged simultaneously such as for mailers							7 🔳
oing OCI trav-ba	sed copal, by using the S	pecial 1	Fag utilit	v. This	Ma	al Class:	3 - Standa	ad 💌
tility allows user	s to search for a block of	jobs us	sing the	First Mail	ing P	ocessing <u>C</u> atego	y: FL - Flat	
ate, Mail Class, F	Processing Category, and	Releas	e Status	fields as	Re	lease status:	0 · Both	
lters. To open th	his utility, click the <b>Speci</b>	al Tag b	outton 🥝	).			Beset	Tags
						1	Deces	Canad

When all of the filters are set and the **Process** button is clicked, the merge utility identifies all of the jobs that meet the set criteria and tags (checks) them automatically for the user.

Individual jobs can be un-tagged (unchecked) by clicking anywhere on a single job's line item to highlight it and clicking the single red check-mark located at the top of the screen. The use can also simply click

11.2
#### AWAM™ User Guide

on the check-mark located to the left of the specific job's line item. If there are multiple jobs tagged and the user wishes to un-tag (de-selected) all of them, they can do so all at once by clicking the double-red check-mark <sup>(S)</sup>.

A specific Job Number and/or a Job Name can be applied to the new Mail.dat that will be created by the merge by entering the values in the utility screen **2**. Keep in mind that if values for either field are entered here, they will over write whatever is stipulated in the AWAM merge profile being used.

### HOW TO USE THE MERGE UTILITY

New Merge profiles can be created during the use of this utility; however, for documentation purposes, the following procedure uses an existing Merge profile that was created through AWAM (refer to the CREATING A MERGE PROFILE section in this Guide).

To perform a merge using the AWAM Merge Mail.dat files utility in DA-TMAIL, do the following:

This procedure assumes that the AWAM service has already been installed and is running.

- 1. From DAT-MAIL's main or home screen, click the 'AWAM Merge' icon;
- 2. The *Select Mail.dat Files to Merge* screen will display. Click the tab corresponding to how the available Mail.dat files should be listed (e.g. "by Job No.");
- Located and tag the jobs or files to be merged. In the example here, four jobs/files are to be merged. In addition, a Job Number of "MERGE: Auto\_CNE-1" and a Job Name of "Auto\_CNE-1 Revs 1-4 Merged" is applied;

Job No. by Import Date	by In-Home Delivery Date by Job ID by	Historical J	obID by First	t Mail Date by	JobName			
Merge File Info Job Number. ME	RGE: Auto_CNE-1				Job N <u>a</u> me:	Auto_CNI	E-1 Revs 1-4 M	lerged
	Scan Barcode				Sterritoria Meria			
Job Number 2016_12NL003 2016_12NL004	Job Name 2016_12NL003 2016_12NL004	Rev.	Hist, Job ID NEWSLR NEWSLR	Mail Class Standard Standard	Category Flat Flat	Est Mail Date 12/15/2016 12/15/2016	In Home Date	First Mail D- 12/15/20 12/15/20
AUX CAFI	DOC111764000226V1122101		00001670	First Class	100	7/05/2015	7/07/2015	7/06/2
Auto_C-NE1 Auto_C-NE1 Auto_C-NE1 ManuTant	D0C011164000270N1122101 D0C011164000270N1122101 D0C011164000270N1122101 Moz011164000270N1122101	234	00001670 00001670 00001670 00001670	First Class First Class First Class First Class	Letter Letter Letter	7/06/2015 7/06/2015 7/06/2015 2/21/2017	7/07/2015 7/07/2015 7/07/2015	7/06/21 7/06/21 7/06/21 2/01/21
NPF2016PRE SEPT2015001 SEPT2015002 SEPT2015003 SEPT2015004 SEPT2015005 TOM's TEST FILE	NPF2016PRE SEPT2015001 SEPT2015002 SEPT2015003 SEPT2015004 SEPT2015005 Changes On	111111	NEWSLR 201508NL 201508NL 201508NL 201508NL 201508NL 00001641	First Class Standard Standard Standard Standard Standard Penodicals	Letter Flat Flat Flat Flat Flat Flat	3/11/2016 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 7/06/2015	3/14/2016 9/22/2015 9/22/2015 9/22/2015 9/17/2015 9/17/2015 7/07/2015	3/14/2) 9/22/2) 9/22/2) 9/22/2) 9/22/2) 9/17/2) 9/17/2) 7/06/2)
< 🛄								F.

Keep in mind that the Job Number and Job Name entered here in the merge utility will over-write the Job Number and Job Name (if any) specified in the AWAM merge profile being used/applied.

4. Click the **Submit to AWAM** button (clicking the **Cancel** button will abort the merge process and close the *Select Mail.dat Files to Merge* screen). The *Select Mail.dat Files to Merge* screen will close and AWAM's *Browse Profiles* screen will display. All existing Merge profiles will be listed whether or not they are active;

At this point, the user has three options:

A. Highlight the Merge profile to be used and click the **Select** button (if the profile selected is not active, the button label will read "Activate & Select");

🔀 DAT-MAI	L AWAM - Browse Profile:	;		×
-	Profile Name	Profile Type	Import Path	Activate & Select
Merge T	est	Merge		

- B. Click the **Insert** button and create a new Merge profile to use. Once created, it will display in the list and can be highlighted and selected (i.e. **Select** button); or
- C. Highlight and click an existing Merge profile and click the **Change** button to make modifications to the existing profile.

In the example here, the existing profile "Merge Test" is highlighted and the **Change** button is clicked in order to change the existing profile based on the jobs selected for merging (option C above);

DAT-MAIL AWAM - Browse Profile	15		
V Merge Test	Merge	-toportPublic	Degctivate
- Marga Tara J	Morge		Clear Selections
			Profile Type Filter
			Merge
			Copy
			Insert
			Change
			Delete
			Bename
			Change Profile Ty
			Close

5. The profile's Profile Will Be Changed screen will display. Make any necessary changes to the existing Merge profile:

			-		//	
In the examp	le here, t	he Merge	Type was	changed to	"Normal	with OCI".
in the champ			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	changea to	110111101	

Profile Na	ame: Merge Test					
Merge Post Processing	Intelligent Mail Barcode					
E Fast Network Option						
Job Number:	MERGE: Auto_CNE-1		1			
Job Name:	Auto_CNE Revs 1-4 Mer	ged				
Estimated Mail Date	Today 💌 P	Nus [	0 10	Days		
In Home Delivery Date:	Today 👻 F	hn	0  0	Days		
Delivery Window	3 (6)	- 1		1.0		
Merge type:	Normal without OCI					
Contra Cognona		_				
Rename SEG ID and	IMPU ID					
Renumber Piece ID::	+SEG ID to Piece IDs		6			
Copy Historical Job II	) to Segment User Option fi	eld				
Copy Job Number to	Segment User Option field					
						 _

! Keep in mind that the changes made to the Merge profile are permanent and will be applied the next time the profile is selected for a merge process unless changed by the user, first. Window Book strongly recommends viewing the contents of any Merge profile that is intended for use before applying it to files selected for merging.

- 6. Click the **OK** button when finished (clicking the **Cancel** button will abort all the changes made and close the screen).
- 7. The *Profile Will Be Changed* screen will close and the *Browse Profiles* screen will display. Make sure the correct Merge profile is highlighted (in the example here, "Merge Test") and click the **Select** button to begin the merge process;

Clicking the 'Select' button immediately starts the merge process. There is no confirmation dialog that displays and no way to stop or abort the merge process once the 'Select' button is clicked.

Profile Name	Profile Type	Import Path	Select
Merge Test	Merge		
Merge Test 2	Merge		

**AWAM**<sup>™</sup>



 As the merge process begins, AWAM's Control Center screen displays the status of the merge process in both the Activity and History tabs;

DAT-	MAIL Advanced We	orkflow A	utomation N	Aanager Con	trol Center	- CO	= <b>x</b>
Eile H	elp						
Activity	Click column headings to sort by column Plight click on finished items for more details						
	File Name	Job ID{+}	Status	Hist. Job ID	Progress	Profile Name	P
MERGETA	SK_LBW7X64SVR_1		In Progress		Merge: Preparation	Merge Test	Me

As the merge process continues, the AWAM's *Control Center* screen will update accordingly, until the merge process is complete;

File H	lelp						
Activity	History			Click colur Right click or	nn headings to sort by column n finished items for more details		
	File Name	Job ID(+)	Status	Hist. Job ID	Progress	Profile Name	F
MERGET	ASK_LBW7X64SVR	00002494	in Progress	00002494	Merge: Processing MergeQueueCSM - MRG:	Merge Test	Me

						- ture -	Contraction of the local division of the loc
<u>File</u> E	leip			Click colur	nn headings to sort by column		
Activity	History			Right click or	n finished items for more details		
	File Name	Job ID[+]	Status	Hist. Job ID	Progress	Profile Name	5
MERGET	ASK_LBW7X64SVR	00002494	In Progress	00002494	Merge: Postprocessing	Merge Test	Me

Eile H	lelp			-			
Activity	History			Click column headin Right click on finished	gs to sort by column Items for more details		
	File Name	Job ID(+)	Status	Hist. Job ID	Progress	Profile Name	Р
MERGET.	ASK_LEW7X64S	SVR_'00002494	Completed	00002494		Merge Test	Mei

Depending upon what functions or processes the AWAM merge profile is set up to run, the progress statuses as depicted in the above screen images may vary.

10. Once the merge process is complete, click the open folder icon located on DAT-MAIL's main or home screen to view a list of the Mail.dat files or jobs;

11. The Select Mail.dat File To Open screen will display. Locate the new Mail.dat file created as a result of the merge (refer to job line outlined in red in the screen image below). Note that the Job Number and Job Name correspond with what was specified in the Merge utility (documented in step 3 above;

by import Da	ke by Last Accessed by in-Home De	sivery Date	by First Mail Di	ate by J	ob ID by Hist	oncal Job ID	by Job Name by L	henk	
nter data to search for		Mailer Appro USPS Veriñe	ved ed						
Job Number	Job Name	Rev.	Stmnt Status	Tag	Print Status Traus/Sacks	Class	Category	Total Pieces	Pending
Auto_C-NE1 Auto_C-NE1 Auto_C-NE1 Auto_C-NE1	D0C011764000270N1122101 D0C011764000270N1122101 D0C011764000270N1122101 D0C011764000270N1122101	1 2 3 4	Open Open Open Open	N/P N/P N/P N/P	N/P N/P N/P N/P	First Class First Class First Class First Class	Letter Letter Letter Letter	30,251 30,251 30,251 30,251 30,251	
MERGE Auto_CNE-1	Auto_CNE-1 Revs 1-4 Merged	1	Open	N/P	N/P	First Class	Letter	121,004	
SEPT2015001 SEPT2015002 SEPT2015003 SEPT2015004	SEPT2015001 SEPT2015002 SEPT2015003 SEPT2015004	1111	Open Released Released Released	N/P N/P N/P N/P	Printed Printed Printed Printed	Standard Standard Standard Standard	Flat Flat Flat Flat	299 309 295 394	
View Validation Log	Approved Atchive	•		Vajid	late View	Releases	View	Import Log	Select
aling Info Statements Co	intainer(s) for Job								
Job Name: Auto_CNE-1 Job ID: Job Number	Revs 1-4 Merged 00002494 MERGE: Auto CNE 1	Drop Ship Origin Zip Total Mo	ped:		1	No 02139 21.004		Restore to Orig	inal
Class:	First Class	Lowest P	c. Wgt.:		Ő	0625	Co	ritainer Types Pi	esent:

In addition, the sum of the Total Piece count of the four files that were merged (refer to the jobs outlined in green in the screen image above), equals the Total Piece count of the new Mail.dat file (i.e.  $30,251 \times 4 = 121,004$ ). The merge process is complete.

## AWAM Post-Import Process Mail.dat Files Utility

The 'AWAM Post-Import Process Mail.dat Files' utility located in DAT-MAIL uses Post Process profiles to stipulate what actions are to be taken on selected Mail.dat files that are already in DAT-MAIL (i.e. after they've been imported).

The 'AWAM Post-Import Process Mail.dat files' utility is accessed within DAT-MAIL by selecting 'Utilities' > 'AWAM Processing' > 'AWAM Post-import Process Mail.dat files', or by clicking the AWAM Post-Import Process icon on DAT-MAIL's home screen.



#### **Creating & Using Profiles**

The utility displays all of the existing Mail.dat files 🔍.

y Job No. by Import Date	by In-Home Delivery Date	y Job ID by Histori	ical JobID by Firs	t Mail Date b	y Job Name			
Job Number	Job Na	me l	Rev. Hist Job ID	MailClass	Category	Est Mail Date 1	n Home Date	First Mail D
201508VL005 2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	201508NL006 2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL002 2016_02NL002	0	1 201509NL 1 NEWSLR 1 NEWSLR 1 NEWSLR 1 NEWSLR 1 NEWSLR 1 NEWSLR 1 NEWSLR 1 NEWSLR	Standard Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	8/21/2015 12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	8/21/2 12/17/2 12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2

Files can be sorted and viewed by a number of different fields. These field-specific sort/view options are provided in tab format across the top of the display window<sup>2</sup>. Clicking a specific tab will update the job list to display by the that tab's corresponding field.

In addition, files can be sorted using the filter function by clicking the filter image. When no filter is applied, the filter image appears as an outline (or empty)  $\overline{\mathbf{v}}$ . When a filter is applied, the filter image will appear solid (or full)  $\mathbf{v}$ . It is important to note the state of the filter image if a specific job or file does not display in the list.

# The filter option is available on most screens containing a jobs list that requires users to select jobs from. It functions the same across all screens. Click the 'Watch' icon for a quick demonstration on how to create/use filter profiles.



Once the available Mail.dat files are displayed in the desired sort order, the user can search for specific jobs easily by entering a value specific to the field sort selected **3**. In the numbered screen image being used here (above), the selected sort order is by 'Job No.' (i.e. job number); therefore, the user can enter text or numbers pertaining to Job Numbers to further narrow their search for a specific job(s). The search begins at the beginning of the field and will not identify jobs with the same search criteria if it occurs mid field. When search criteria is entered, the user must tab out of the field to launch the search.

Example 1: Job Number = 2015\_12NL001 Search Criteria Entered = "2015" (minus the quotation marks) Returned Results: The first job discovered to have a Job Number beginning with "2015" will be highlighted.

Example 2: Job Number = "2015\_12NL001" Search Criteria Entered = "12NL001" Returned Results: None found

When a desired job is found, it can be tagged for merging by either clicking in the empty box to the left of the job's line item, or by clicking anywhere on the job's line item to highlight it and then clicking the single red check-mark located at the top of the screen (2). A job is tagged when a check-mark displays in the box located to the left of the job's line item.

o contrainiber	Job Name	Rev.	Hist, Job ID	Mail Class	Category	Est Mail Date I	In Home Date	First Mail D.
201508NL005	201508NL006	1	201508NL	Standard	Flat	11/18/2013	B/21/2015	8/21/2
								1
elect Mail.Dat Files to	> Post-import process							
1 O x								
			30		0			
ob No. Ihu Import Date	by In-Home Delivery Date   by Job ID	by Historical Jr	obID by Firs	t Mail Date b	Job Name			
	0.0000000000000000000000000000000000000	1						
2								
Job Number	Job Name	Rev.	Hist, Job ID	Mail Class	Category	Est Mail Date 1	In Home Date	First Mail D
20150051 000	201 SOCKU COS	1	201506NI	Standard	Flat	11/18/2013	R/21/2016	
ZUI-UDNLUUD	2013DONEUUD.						MAR DE LA DESEMBLE	8/21/2
2016_01NL001	2016_01NL001	1	NEWSLR	Standard	Flat	11/18/2013	12/17/2015	12/17/2
2016_01NL001 2016_01NL002	2016_01NL001 2016_01NL002	1	NEWSLR NEWSLR	Standard Standard	Flat Flat	11/18/2013 11/18/2013	12/17/2015 12/17/2015	12/17/2
2016_01NL001 2016_01NL002 2016_01NL003	2016_01NL001 2016_01NL002 2016_01NL003	1	NEWSLR NEWSLR NEWSLR	Standard Standard Standard	Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013	12/17/2015 12/17/2015 12/17/2015	12/17/2 12/17/2 12/17/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL003	2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL003 2016_01NL004		NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard	Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013	12/17/2015 12/17/2015 12/17/2015 12/17/2015	12/17/2 12/17/2 12/17/2 12/17/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL003 2016_01NL004 2016_02NL001	2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL004		NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard	Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2015	12/17/2015 12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/21/2016	12/17/2 12/17/2 12/17/2 12/17/2 12/17/2
2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001	2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001	D	NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 12/17/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL003 2016_02NL004 2016_02NL001 2016_02NL002	2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL004 2016_02NL004 2016_02NL001 2016_02NL002		NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003		NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL003 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003		NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL003 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL004 2016_02NL004 2016_02NL002 2016_02NL002 2016_02NL003	D	NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_01NL004 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL004 2016_02NL001 2016_02NL002 2016_02NL003	D	NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL002 2016_01NL003 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL001 2016_02NL002 2016_02NL003	D	NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2 1/28/2
2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL001 2016_02NL002 2016_02NL003	2016_01NL001 2016_01NL002 2016_01NL003 2016_01NL004 2016_02NL004 2016_02NL002 2016_02NL002 2016_02NL003	D	NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR NEWSLR	Standard Standard Standard Standard Standard Standard Standard	Flat Flat Flat Flat Flat Flat	11/18/2013 11/18/2013 11/18/2013 11/18/2013 1/28/2016 1/28/2016 1/28/2016	12/17/2015 12/17/2015 12/17/2015 12/17/2015 1/31/2016 1/31/2016 1/31/2016	12/17/2 12/17/2 12/17/2 12/17/2 12/17/2 1/28/2 1/28/2 1/28/2

A block of jobs can be tagged simultaneously, such as for mailers doing OCI tray-based copal, by using the Special Tag utility. This utility allows users to search for a block of jobs using the First Mailing Date, Mail Class, Processing Category, and Release Status fields as filters. To open this utility, click the **Special Tag** button <sup>(S)</sup>.

Eirst Mailing Date:	8/15/2017
Mail Class:	3 - Standard 💌
Processing Category:	FL - Flat 💌
Release status:	0 · Both 💌
	Beset Tags

When all of the filters are set and the **Process** button is clicked, the post-import process utility identifies all of the jobs that meet the set criteria and tags (checks) them automatically for the user. Individual jobs can be un-tagged (unchecked) by clicking anywhere on a single job's line item to highlight

it and clicking the single red check-mark located at the top of the screen. The use can also simply click on the check-mark located to the left of the specific job's line item. If there are multiple jobs tagged and the user wishes to un-tag (de-selected) all of them, they can do so all at once by clicking the double-red check-mark **4**.

### HOW TO USE THE POST IMPORT PROCESS UTILITY

New Post Process profiles can be created during the use of this utility; however, for documentation purposes, the following procedure uses an existing Post Process profile that was created through AWAM (refer to the CREATING A POST PROCESS PROFILE section in this Guide).

To perform a post-import process, do the following:

### This procedure assumes that the AWAM service has already been installed and is running.

- From DAT-MAIL's main or home screen, click the 'Utilities' menu and select 'AWAM Processing' > 'AWAM Post-import Process Mail.dat files';
- 2. The *Select Mail.dat Files to Post-import process* screen will display. Click the tab corresponding to how the available Mail.dat files should be listed (e.g. "by Job No.");
- 3. Select the jobs or files to have post processing applied. In the example here, two jobs/files are selected (i.e. Job Number 00004304 and 00004725);

Select Mail.Dat Files to P	ost-import process	Historical Je	ibiD by First	Mail Date   by	Job Name			5
Jab Number ✓ 00004304	Job Name 00004304	Rev.	Hist; Job 1D 00004304	Mail Class Standard	Calegory Letter	Est Mail Date 12/03/2015	in Home Date 12/11/2015	First Mail Dat 12/03/201
COLORIAN COREAL	Auto_C Merged All EDMT0X TESTING 01 D0C011T64000270N1122101 D0C011T64000270N1122101 D0C011T64000270N1122101 D0C011T64000270N1122101 Svc Running PodPtocessing Test Auto_CNET Revs 1-4 Merged Changes On Changes On	11123412112	00000011 00002742 00001670 00001670 00001670 00001670 000001670 00000013 00000014 00000014 00000014 000001641 00001641	First Class First Class Periodicals Periodicals	Letter Letter Letter Letter Letter Letter Letter Letter Flat Flat	2/18/2015 3/28/2016 7/21/2015 7/06/2015 7/06/2015 7/06/2015 3/31/2016 3/31/2016 3/31/2016 3/31/2015 7/06/2015	2/12/2016 3/28/2016 7/07/2015 7/07/2015 7/07/2015 3/31/2016 3/31/2016 7/07/2015 7/07/2015 7/07/2015	2/18/20/ 3/28/201 1/04/201 7/06/201 7/06/201 7/06/201 3/31/201 3/31/201 7/06/201 7/06/201
eces Selected 585.42	3 - Maler Approved		\	1		ubmit to AWAM	Cancel	<u>}</u>

4. Click the **Submit to AWAM** button (clicking the **Cancel** button will abort the process and close the *Select Mail.dat Files to Post-import process* screen). The *Select Mail.dat Files to Post-import process* screen will close and AWAM's *Browse Profiles* screen will display. All existing, active Post Process profiles will be listed.

At this point, the user has three options:

A. Highlight the Post Process profile to be used and click the **Select** button (if the profile is not active, the button label will read "Activate & Select");

Profile Name	Profile Type	Import Path	Activate & Selec
Post Process Demo	PostProcessing	WLBURW100915/WB/MD/VIDATA\AWAMCMI	
Post Process Test	PostProcessing	WERRW100915WBMDV/DATAWWARCM	

- B. Click the **Insert** button and create a new Post Process profile to use. Once created, it will display in the list and can be highlighted and selected (i.e. **Select** button); or
- C. Highlight and click an existing Post Process profile and click the **Change** button to make modifications to the existing profile.

In the example here, the existing profile "Post Process Test" is highlighted and the **Select** button is clicked;

For an example of option C above (i.e. Changing an existing profile to be used), refer to step 4 under the <u>HOW TO USE THE MERGE UTILITY</u> section in this Guide). Even though the profile type being selected is a Merge profile, the procedure is the same for Post Process profiles.

Evonie Maroa	Dioffe Tune	Innored Date	Select
Post Process Test	PostProcessing	WLBW7X64SYR_1WBWDV/DATAWWAMC	
Post Process Test 3	PostProcessing	ULBW7X64SVR_1WBWDVDATA\AWAMC	Profile Type Filter
			Copy Insert Ghange Delete
			11 1200

Clicking the 'Select' button immediately starts the merge process. There is no confirmation dialog that displays and no way to stop or abort the merge process once the 'Select' button is clicked.

5. An *Info* dialog will display. Click the **OK** button to resolve (close) the dialog and continue;



6. As the merge process begins, AWAM's *Control Center* screen displays the status of the post-import process;

As the post-import process continues, the AWAM's *Control Center* screen will update accordingly, until the post-import process is complete. ;

DAT	-MAIL Advanced W	orkflow A	utomation M	Manager Control Cer	nter	
<u>File</u>	lelp					
Activity	History			Click column headin Right click on finished	gs to sort by column items for more details	
	File Name	Job ID[+]	Status	Hist. Job ID	Progress	Profile Name
POSTPRO	CESSTASK_LBW7X64	0000010	Completed			Post Process Test

- 7. Once the post-import process is complete, click the open folder icon located on DAT-MAIL's main or home screen to view a list of the Mail.dat files or jobs in order to confirm the post-import process completed successfully based on the profile applied;
- 8. The Select Mail.dat File To Open screen will display. Locate the Mail.dat file(s) selected for the post-import process. In the example here, Job Numbers 00004304 and 00004725 were selected and a Post Process profile that used the Run Mass Update function to change the permit of a file to "123456" was applied (i.e. Post Process profile "Post Process Test" refer to the <u>CREATING A POST PROCESS PROFILE</u> section in this Guide for more information about the creation of this specific profile);

ler data to search for		Mailer App USPS Veril	ioved lied						
Job Number	Job Name	Rev.	Stmnt Status	Tag Pr Dellate I	int Status	Class	Category	Total Pieces	Pending S.
00004304 00004725	00004304 00004725	1	Open Open	N/P N/P	N/P N/P	Standard First Class	Letter	586,382 41	2
03201231 03201231 114201 Auto_C.NE1 Auto_C.NE1 Auto_C.NE1 Auto_C.NE1 Metge Test Metge Test	2016/03/2012/01 Auto_C Merged All EDM fox TESTING 01 DDD011764000270N1122101 DDD011764000270N1122101 DDD011764000270N1122101 DDD011764000270N1122101 Svc Running PodPhocessing Test	1 1 2 3 4 1 2	Open Open Released Open Open Open Open Open	N/P N/P N/P N/P N/P N/P N/P	87. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9. 9.	First Class First Class First Class First Class First Class First Class First Class First Class First Class	Letter Letter Letter Letter Letter Letter Letter Letter	60,502 121,004 642 30,251 30,251 30,251 30,251 60,543 121,004	

Select/highlight one of the jobs (e.g. 00004304) and click the **Select** button.

#### AWAM™ User Guide

9. The *Advanced Navigator* or *Navigator* screen will display. Confirm the permit in the MPA file has been changed to "123456" as stipulated in the Post Process Test profile;

IOB ID: 0000010 Iob Humber: 00004304 Iob Hame: 00004304 Ristorical Job ID: 00004304	Presentation Category: P - Conventional Presort Mixed Full Service \$9.3% FS Standard Letter Status: Open	Total Pieces; Pieces Mailed; <u>Pieces Spoiled;</u> Remaining;	586,382 0 0 586,382 100,0%	
Asiling Date: 12/03/2015 Piece Weight(Ibs): 0.0279 Lbs 0z	USPS Promotion / Fee: Incentive: None         CCR           Pee: None         CCR           Content: None         CCR	eDoc Sender CRID HDR: SEG: 24	42173 I	Check for Pending Action Downgrade to Basic Servic
Dy / For Mail Preparer MID: 901264001 Not linked to Mailing Agent record, Not linked to Mailing Agent record,	Move Update Method:	Trays, Sacks & Pallets Trays Mother Pallets		Import Siblings Scan IMTL Codes
Not linked to Client record. Postage Payment Permit: 123456 BOSTON MA 82205-9651	Address Hygiene Dates Auto Coding Date: 10/22/2015 CRRT Coding Date: 10/22/2015	einduction Pallet Courr	t: 66 es	Export To Tagger Planalyzer
Land Burnit Humbur	Verification (Origin) Facility: Window Book, Inc. 82285-9651	SCF NDC Origin	248,493 238,461 99,428	Apply Mass Update Convert Job To Logical
Mail Owner: Type: None				Palletize
Misc Info Non-Profit Auth No.: Customer Ref ID: Fed Agency Cost Cd;				

Perform the confirmation for all files selected for post-import processing.

The post-import process is complete.

### **AWAM Processing Log View**

In addition to performing merge processes and post-import processes, the AWAM Processing utility also contains an 'AWAM Processing Log View' function.

Bundle Slips         Print Statements         Apply Mass Update         QuickFix processing         MID/CRID Logging         Merge Mail.dat files         Split a Mail.dat file         View Validation Log         Validation Information         Import Transportation Updates         Search for Barcodes         By/For Exchange         File Utilities         File Utilities         Archive Old Mail.dat Files         Delete Archived Mail.dat Files         Restore Archived Mail.dat Files         AWAM Processing	I 😂 🔜 🗙	Tray, Sack & Pallet Tag Printing Tag Master	
Apply Mass Update QuickFix processing MID/CRID Logging Merge Mail.dat files Split a Mail.dat file View Validation Log Validation Information Import Transportation Updates Search for Barcodes By/For Exchange File Utilities File Utilities File Utilities Archive Old Mail.dat Files Delete Archived Mail.dat Files Restore Archived Mail.dat Files AWAM Processing AWAM Processing AWAM Merge Mail.dat files		Bundle Slips Print Statements	
File Utilities  File Utilities  Maintain Origin Locale Codes  Archive Old Mail.dat Files  Delete Archived Mail.dat Files  Restore Archived Mail.dat Files  AWAM Processing  AWAM Merge Mail.dat files		Apply Mass Update QuickFix processing MID/CRD Logging Merge Mail.dat files Split a Mail.dat file View Validation Log Validation Information Import Transportation Updates Search for Barcodes By/For Exchange	
AWAM Processing AWAM Merge Mail.dat files		File Utilities Maintain Origin Locale Codes Archive Old Mail.dat Files Delete Archived Mail.dat Files Restore Archived Mail.dat Files	
		AWAM Processing	AWAM Merge Mail.dat files

This 'View' displays a list of both the merge and post-import process requests that have occurred by date. In addition, the time the process was run, a description of the process that contains what profile was used, and the status of the process is also displayed for each request.

Date	Time	Description	Status
5/09/2018 5/09/2018 5/09/2018	12:30pm 1:22pm 4:36pm	Merge process by AWAM, Profile used: Merge Test Post-import process by AWAM. Profile used: PostProcess Test Merge process by AWAM. Profile used: Merge Test	Process is successfully com Process is successfully com Process is successfully com
ate: 5/09/	2018 (6)	Be-submit Failed Task	e Dose

Users can view additional detail for each log by clicking the **View Detail** button. This is sometimes useful for troubleshooting purposes.

If a process has a status of Failed, the user can determine what caused it to fail and rectify it, at which point he or she can select the failed process in the *AWAM Log View* screen and click the **Re-submit Failed Task** button (button becomes enabled when a Failed task is selected) to successfully apply the originally intended process (i.e. either merge or post-import).

Date	Time	Description	Status
S/09/2018	4-12PM	Post-mont process by AWAM, Postle used: Post Process	Process is a screat fur complete
5/09/2018	4:30PM	Post-import process by AWAM, Profile used: Post Process	Process is failed

An example of when a submission can fail is if AWAM goes to process a job that's locked – in other words, that same job has been selected by another person or process in DAT-MAIL for other purposes. AWAM will wait an allotted amount of time for the job to become unlocked (several minutes); however, if that time expires with the job still locked, AWAM will time out, the Status will display as "Aborted" in the AWAM Control Center, and the submission will be logged as failed in the AWAM Log View (see image above for a Failed log).

<u>File</u> <u>H</u> elp					
Activity History			Click colur Right click or	in headings to sort by column finished items for more details	
File Nome	Job ID(+)	Status	Hist. Job ID	Progress	Profile Name
OSTPROCESSTASK LBURW	13	in Proaress		PostProcessing: Job List Locking, attempt 1 from 3 - LCK: 7%	Post Process
DAT-MAIL Advanced W	orkflow A	utomation N	Aanager Con	trol Center	
DAT-MAIL Advanced W Eile Help Activity History	orkflow Av	utomation N	flanager Con Click colur Right click or	trol Center In headings to sort by column I finished items for more details	
DAT-MAIL Advanced W Eile Help Activity History File Name	orkflow Av Job ID(+)	utomation N Status	Manager Con Click colur Right click or Hist, Job ID	trol Center In headings to soft by column I finished terms for more details Progress	Profile Name

## TROUBLESHOOTING

## **Unexpected Processing Results**

If a job fails processing or shows as completed, but the end result of the imported, merged, or postimport processed file is not as expected, users can view the various logs generated during processing to try and identify any anomalies or errors that may have occurred.

To view the log files that were generated once processing has completed, right click on the job's line item in the AWAM Control Center – either in the Activity tab or the History tab. If a log file is grayed out, it has not been created (i.e. does not exist) for the selected job.

	a diata and	Dence EE for list vote	anh manually	Click colur	nn headings to sort by column					
Activity	History	Press no fur list retr	esri manuany	Right click of	n finished items for more details	Last / days				
	File Mame	lob ID	Statue	Hist Joh D	Drofile Nema	š	Drotile Tune	Sta	rted	
	The Manie		Status	1450.00010	Frome Halle		Prome Type	Date[+1]	Time[+2]	Date
0000162	3.HDR	00000015	Completed	00006915	Default Import Settings		Import	2017/11/08	04:41:55PM	2017
12804.H	DR	00000016	Completed	00006920	Default Import Settings		Import	2017/11/08	04:42:20PM	2017
07104L0	1 HDR	00000017	Completed	00006922	Default Import Settings		Import	2017/11/08	04:42:49PM	2017
1000000	8 HDR	0000018	Completed	00006923	Default Import Settings		Import	2017/11/08	U4:43:19PM	2017/
000160	SHOR	100,00,013	Compresses	00006376	Manual Manual Contractions	0222232233	100001	2017/11/08	Dexester Dat	2017
	Show A	AWAM trace log (C:\	/WB/WD//D	ATA\WAMIo	gs\AWAM_20171108_1643	43_PID000006	92.log)			
	Show A	WAM debug log (C	WB\MDV	DATAWAM	Temp\DatMailTrace 20171	108 00001603	00000692 0000	00019.Log)		
								21		
		AWAM Daemon Erro	riog							
	Show A									
	Show A Show A	WAM CMD file								

Select the log file to open. A Windows<sup>®</sup> Notepad window will launch and the contents of the selected log file will display Events of the processing are reported in chronological order (oldest to newest).

The available log files are:

• **AWAM Trace Log:** The AWAM Trace Log provides a quick list of steps that were taken while processing. Errors will be reported as they occurred until the process aborted;

## Depending on what the profile has been set up to do, the trace log for a processed job can be quite large/long.

- **AWAM Debug Log:** The AWAM Debug Log provides internal debugging information that occurs in certain procedures. This is a useful log to have when having to dig into problems;
- **Daemon Error Log:** The Daemon Error Log reports the errors that would typically display in popup message windows when running procedures manually from within DAT-MAIL. Because the error message windows cannot be allowed to display when these same procedures are run from a service (i.e. AWAM), Window Book redirects them to this output log so they can be referred to later if necessary. This log sometimes captures errors that currently do not always get into the Debug or Trace Log files; and

 CMD Files: At this time (November 2017), CMD files are specific to post-processing requests (i.e. Merge and Post-Import Processing). They contain the parameters with wich the post-processing will use to run, and include the profile ID and JobID information so AWAM knows what jobs to apply the specified profile to.

These Log files are an important tool; therefore, if requesting troubleshooting assistance from Window Book's Technical Support team, Window Book strongly recommends including any available Log files for the job in question.

## The Setup Menu Does Not Display

In a server with workstation(s) environment, if no 'Setup' menu option displays in the AWAM Control Center's 'File' menu, determine whether or not the Control Center is being operated on a server or a workstation.

i i i i i i i	-		Click column hea	dinas to
Export Profiles	_		Right olick on tinish	ed tem
import Profile	ob ID	Status	Hist. Job ID	
Exit			1	

**AWAM On Workstations:** The 'Setup' menu option is not available on workstation installations of AWAM. There is no problem.

**AWAM On Servers (or computers in single installation environments):** If the 'Setup' menu option is not available in the AWAM Control Center that is running on a server (or computer in a single installation environment), perform the following:

- 1. Close/exit AWAM and launch DAT-MAIL;
- From DAT-MAIL's home screen, select 'File' > 'Program Settings' > 'Program Setup'. The 'Setup' screen will display;

#### **Creating & Using Profiles**

3. In the 'Import Defaults' tab, enter the name of the server or computer AWAM is being run on in the "AWAM Server Name" field. Click the **OK** button when finished;

Container Tare We	ights	Export		Archive		Advanced	Settings
Tellet Treating late	igent Mail	Ma	antenance	nance La		being List Validation	
mport Defaults	failer Information	Planaly	zer Po	stalOnel	Statemen	t Generation	Start Up Options
Single File Dae	mon Deemon Auto	]	🔽 Sync S	ettings	👿 Use	AWVAM	
Default Sin	gle File Path	WL.bw	7x64svr_	1'wb'mai	il.dət		
Default Proc	cessed Path	Path ha	as been no	t specifie	d, files will	not be moved.	
East Netwo Allow char	ork Option vges to data during ir	nport	Co	ntormanc No Auto	e Testing Validation	Conformation	nce Category:
Set In Hom	e Date To Zero		E	EAliance	Conforman	ice Testing	
Set Ship Date To Zero			Ms	rk Contain No Chan	ier Status ge 🔘 Pre	alminary 🖱 E	Nank
Recalc Cor Run Freigh Run PMOD Auto Expor	ntainer Weights After t Table After Import Export 1 P1 Original File After	r Import er Import		Dot	Vot Import <u>P</u> Park Piece C Vot Import P	iece Detail File Vetail File Iece Barcode I	Fie
Only C	vopship 👘 🔿 All Pe	dets		Do N	lark Piece E Not Import C	Barcode File ICI	
📃 Run Batch	reports after import	Bate	h Report	Setup			
Mark CSM	s Included in Other D	acs .					
Update on	ly non-MLOCR tiles		*	D	isk Space M 71 Turn og 1	Aonitoring	. Markets
Create Sibi	ing (Logical) Record ing (Physical) Recor	is on Impo dis on Imp	rt ort	L	ow Free Sp	ow Disk Spac	t 1% 🖶
QuickFix	File Path						
AWAM Server	Name: LBW7x64S	VR_1					

4. Launch AWAM. The 'Setup' menu will now be displayed/accessible.

ile Help				
Setup			Click column headin Right click on finished	is to sort by column items for more details
Export Profiles Import Profile	Di de	Status	Hist. Job ID	Progress
Exit				

## **APPENDIX 1 – EXAMPLE PROFILES**

This section of the Guide is to provide examples of how to create specific profiles commonly used by mailers. Examples are separated by profile type (i.e. Import, Merge, and Post Process).

The information provided in this Appendix assumes that AWAM is already activated, registered, and setup on the server.

## **EXAMPLE IMPORT PROFILES**

## Statement Generation With Spoilage

To create an import profile to generate statements with spoilage, perform the following:

- 1. Launch DAT-MAIL and navigate to 'File' > 'Program Settings' > 'Program Setup';
- The DAT-MAIL Setup screen will display. Select (click) the 'Statement Generation' tab. Select (check) the 'Check for pending spoilage at statement generate time' option, which will enable DAT-MAIL to make the appropriate adjustments to a Mail.dat file for spoilage prior to generating a statement;

If the DAT-MAIL Spoilage Module is installed, this option will automatically be selected (checked). The option will also be grayed out so the user cannot voluntarily enabled or disable this option. If the Spoilage Module is not installed, the user can select and deselect this option as needed.

Container Tare V	Veights	Export		Archive		Advanced 3	Settings
Pallet Tracking/In	teligent Mail		Maintenand		)leo	balog List Mala	etion
Import Defaults	Mailer Information	Plana	alyzer P	ostalOnel	Statemer	nt Generation	tart Up Options
Cleat I		1 600	1				
Citeria		500	1				
Permit							
Permit	au		1000				
Permit.	tional Procedure	_	Upda	ite Contains	er Grouping	D to Zip-Ref	
Permit.	tional Procedure nerate §125.6017		Upda Oene	ite Containe prate Stater	er Grouping ments <u>A</u> uto	a ID to Zip-Ref matically at Impo	ort
Permit. Op Ge V Dro	tional Brocedure nerate 8125/8017 op Ship		Upda Oene Set Ir	ite Containe prate Stater mport Date	er Grouping ments <u>A</u> uto and in-Hor	) ID to Zip-Ref noticely at Impo te Delivery Date	ort to 0
Permit. Op Ge V Dro	tional grocedure nerate g125/8017 ap Ship		Upda Gene Set In Expo	ite Containe prate Stater mport Date rt POLUpda	er Grouping ments <u>A</u> uto and in-Horr ate Release	ID to Zla-Ref noticelly at Impo te Delivery Date File Automatica	ort to O dly
Permit Op	tional Brocedure nerate 8125/8017 op Ship	dically	Upda Gene Set I Expo	ite Containe prate Stater mport Date rt POIUpda & for pendi	er Grouping ments <u>A</u> utor and in Horr ate Release	a ID to Zip-Ref motically at Impo the Delivery Date File Automatica e at statement o	ort to 0 dly enerate time
Permit. Op Ge V Dro	tional Brocedure nerate 8125/8017 ap Ship	dically	Upda Gene Set I: Expo	ite Containe prate Stater import Date int POLUpds & for pendi	er Grouping ments <u>A</u> uto and in-Horr ate Release ing spollage	D to Zla-Ref natically at Impo re Delivery Date File Automatica e at statement g	ort to 0 dly enerste time

1

 Launch AWAM. Create a new AWAM Import profile as instructed in <u>CREATING & USING AN</u> <u>IMPORT PROFILE</u> (i.e. name the new import profile (e.g. "Spoilage & Statements"), and specify the various folders/paths for it to use (i.e. Source, Processed, and Failed));

In a server with workstation(s) environment	, UNC names must be used	for the fold	ler paths.
---	--------------------------	--------------	------------

4. Select the 'Post Processing' tab. Select (check) the 'Generate Statements Automatically' option. Click the **Statement Setup** button;

DAT-MAIL AWAM - Profile Will Be Added	
Profile Name: Spoilage & Statement mpos Post Processing	
General Settings Auto Exports Pranalyzar Patietizing Dates	
Build Floating Batch Manifiest	
Generate Statements Only Create Release Files	
Generate Statements Automatically	
Statement Setup	
I Run Batch Reports	
Batch Reports Selup	
Batch Reports Setup 2	
🛅 Run Mass Update	
Mass Undate Setun	

5. The *New Statement Information* screen will display. Set up the appropriate options, and generate the desired statement;

Job: Cient: Permit: Bill To Clent: Maiking Agent: Lot: Maiking Agent: Statement: Generation Date: Statement: Generation Date: Generation Date:	٤
Job: Jog Desception: Client: Bill To Client: Bill To Client: Bill To Client: Bill To Client: Mailing Agent: Lot: Mailing Ag	1
Urent: <ul> <li>Dust Ref [D:</li> <li>Prepared By:</li> <li>Bill To Client:</li> <li>Mailing Agent:</li> <li>Lot</li> <li>Carrier:</li> <li>Generate POWS Qualification Report</li> <li>Mail Date:</li> <li>Br05/2017 IIIIIII</li> <li>Automation Coding Date:</li> <li>Generate POWS Qualification Report</li> <li>Carrier Route Coding Date:</li> <li>Carrier Route Sequencing Date:</li> <li>Generation Type</li> </ul>	<b>±</b>
Permit:     Image: Content       Bill To Chent     Image: Content       Mailing Agenit     Image: Content       Lot     Image: Content       Mailing Agenit     Image: Content <t< td=""><td></td></t<>	
Bill To Chent	
Mailing Agent     WINDON     Carrier:       Lot     Generate POWS Qualification Report       Mail Date:     8/09/2017     Automation Coding Date:       In Home Debyery Date:     8/12/2017       Publication No:     Image: Carrier Route Coding Date:       Generation Type     Statement Generation Options	
Log Generate POWS Qualification Report       Mail Date:     8/08/2017 (*)       In-Home Deligery Date:     8/12/2017 (*)       Publication No:     Canier Route Coding Date:       Generation Type     Statement Generation Options	
Mail Date:     8/05/2017 (r)       In-Home Defigery Date:     8/12/2017 (r)       Publication No:     Carrier Route Coding Date:       Generation Type     Statement Generation Options	
In-Home Deligery Date: 8/12/2017 0 Carrier Route Coding Date: 0 Carrier Route Sequencing Date: 0 Ca	
Publication No: Carrier Route Sequencing Date:	
Generation Type Statement Generation Options	
Generation Type Statement Generation Dptions	
New Statement (Reg. or Consolidated)     Add to Existing Statement	
New Statement Entry for Each Segment	
New Statement Entry for Each Container Stoup ID     Dise Permit in Mail Dat File     New Consolidated Statement for Each Segment	
New Consolidated Statement for Each Segment     New Consolidated Statement for Each Container Grain ID	
New Statement for Each Mail Piece Unit ID	
New Commingle Statement for Each Mail Piece Unit ID	
New Consolidated Statement for Each Mail Piece Unit ID     Generate Statements by     Generate Statements by	
New Consolidated Statement for Each Truck Number	
Print Statements Automatically Auto Print Settings	
Export POI Update Release Autometically	

#### AWAM™ User Guide

6. The screen will close and the profile's *Post Process* screen will display. Select (check) the 'Run Batch Reports' option. Click the **Batch Reports Setup** button;

Profile Name:	Spoilage & Statement	
poil Post Processing		
General Settings Auto Exports	Postanar Palatinner Datas	
Hard Experie	- The second second second	
📃 Build Floating Batch Mani	fiest	
Generate Statements	Only Create Release Files	
👿 Generate Statements Auto	matically	
Statement Setup	Statement Setup Completed	
Run Batch Reports		
Batch Reports Setup		

 The Batch Report Profiles... screen will display. Click the Insert button if the desired Batch Report Profile is not displayed (if the desired Batch Report Profile is displayed, highlight the Report Profile and click the Select button);

Batch Report Profiles	
Title	Insert
	Change
	Delete
	Select

8. The *Batch Report Selection* screen will display. Enter a name for the new batch report Profile and tag (check) all of the report that are to be printed (in the example here, the 'Spoilage Detail Report'). Setup any other available options that should be used in the report (e.g. 'Generate PDF'). Click the **OK** button when finished;

Profile Name: Spoila	ge Report		Profile Sort Order
Profile Printer			o by Production Sequence
🗹 Generate PDF	PDF Settings		
PDF Root Folder Name:	\Lbw7x64svr_1\wb\MD\AData\Re	eports	
PDF Folger Template: PDF File Name Template:	[JOBID]		
Print Separator Page	Separator Page Options Job ID C Job Number 0	Job Name	🐵 Print Before 🛛 Print After
ag all reports to be prin	ited.	i i i	REPORT OPTIONS
Mail Summary by Stat Mail Venfication Mailing Recap Report Mailing Summary Pacl Original Container Tray Original Container Tray Package Detail Report Pallet Detail by Entry I Pallet Detail by Entry I Pallet Summary Qualification Report Quick 8125 by Pallet F Quick 8125/8017 Report	e kages on Pallets rs/Sacks on Pallets Condenser rs/Sacks on Pallets Report Report ksheet Report	This r if you due to the fi has lik	epoit should not be chosen are running Batch Reports directly after importing act that your Spoilage processing cely not yet been performed.
<ul> <li>Spollage Detail Report</li> <li>Trays/Sacks on Pallet</li> </ul>	s Condensed	There a	re no options for this report

9. The *Batch Report Profiles...* screen will display. Highlight the newly created Report Profile and click the **Select** button;

Insert
<u>C</u> hange
Delete
Select

10. The *Batch Report Profiles...* screen will close and the import profile's updated *Post Processing* screen will display;

DAT-MAIL AWAM - Profile Will Be Added	1
Profile Name: Spoilage & Statement mpott Post Processing	
General Settings Auto Exports Planaipper Parletining Dates	
Build Floating Batch Manifiest	
Generate Statements Only Create Release Files	
I Generate Statements Automatically	
Statement Setup Statement Setup Completed	
Run Batch Reports	
Betch Reports Setup Spoilage Report	
Batch Reports Setup 2	
🔣 Run Mass Update	
Mass Update Setup	
Palletize Pallets Automatically	
Recalc Container Weights	
🛄 Run Planalyzer	
C Logicalize Job	
Create Sibling Records (Logical)     Create Sibling Records (Physical)	

11. Click the **OK** button to save and close the import profile. Make sure to activate the profile for use (refer to <u>Activating & Deactivating Profiles</u> for more information). Appropriate Mail.dat files can now be dropped into the specified "source" or hot folder (refer to <u>step 3</u> above) and AWAM will complete the import process. After an import is complete, open an imported file in DAT-MAIL to verify spoilage has been applied.

### **Release Only With Spoilage**

To create an import profile to only create release files with spoilage, perform the following:

- 1. Launch DAT-MAIL and select 'File' > 'Program Settings' > 'Program Setup';
- 2. The Setup screen will display. Select the 'PostalOne!' tab;

 Select (click) the Only Create Release Files button. When this button is checked, the default 'Generate Statements' option will be disabled. Click the OK button to close the Setup screen;

Container Tare	Weights	Export	Export .		Archive		Advanced Settings	
Pallet Tracking	Antelligent Mail	h	laintenance		La	beling List Val	idation	
Import Defaults Mailer Information Planaly			yzer Pos	talOnel	Statemer	nt Generation	Start Up C	Options
V Participa	te in PostalOne!			enerate S	latements	Only Cre	ate Release f	les
Default Po	PostalOnel P PostalOnel F	telease pat	h WLt	ow7x64s	ur_1\wbik	IDRClient'PR	OD'DAT-MA	IL-1
	And the second sec							
Setup								
Setup	dvanced Settings	Pallet Trac	king/intellige	ent Mail	Mainten	ince Lab	ling List Valk	ation
Setup Archive A Import Defaults	dvanced Settings	Pallet Trac Planalyzet	king/intellige	ent Mail el Start	Maintan Up Options	ance Laba	ling List Valid are Weights	dation Expor
Setup Archive A Import Defaults Participa Default Po	dvanced Settings	Palet Trac Planalyze	king/inteilige PostaKin Ge	ent Mail el Start merate Si	Maintand Up Options Latements	ance Lsto Container T	sing List Valk are Weights ate Release F	dation Exq Files

 Launch AWAM. Create a new AWAM Import profile as instructed in <u>CREATING & USING AN</u> <u>IMPORT PROFILE</u> (i.e. name the new import profile (e.g. "Spoilage & Release Only"), and specify the various folders/paths for it to use (i.e. Source, Processed, and Failed));

In a server with workstation(s) environment, UNC names must be used for the folder paths.

5. Select the 'Post Processing' tab. Select (check) the 'Only Create Release Files' option;

FIGHE Na	me: Spoilage & Release Only	
mport Post Processing		
General Settings Auto E	xports Planalyzer Patetizing Dates	
🔲 Build Floating Batch	Manifest	
Generate Statement	s Only Create Release Files	
	Vienes I	
Release Mail Automa	stical	

6. Select (check) the 'Release Mail Automatically' option and click the **Release Mail Setup** button;

P	ofile Name:	Spoilage & Release Only	
mport Post Proc	essing		
General Setting	Auto Export	Planalyzer Palations Dates	
Build Floa	ling Batch Mani	fiest	
Generate	Statements	Only Create Release Files	
💟 Release M	ail Automatical)	y	

7. The *Process PostalOne Release* screen will display. Use the scheduled dates that are in the Mail.dat file (default option) or enter/select a Ship Date. Click the **OK** button when finished to close the screen;

Dose Scheduled Date(s) in	man Dat File
hip Date of Mailing	
hip Date of Mailing	*)  }

 If preferred, select or set other options such as Run Batch Reports (refer to <u>Statement</u> <u>Generation With Spoilage</u> for instructions on how to set up the Run Batch Reports option). Click the **OK** button when finished to save and close the import profile;

Profile Name:	Spoilage & Release Only	
Import Post Processing		
General Settings Auto Expo	nts Flanalyzar Palletiong Dates	
📰 Build Floating Batch Ma	nfiest	
Generale Statements	Only Create Balaara Files	
Release Mail Automatica	aly	
Release Mail Automatics     Release Mail Setup     Run Batch Reports	sly Changes to release mail setup have been saved	
Release Mail Automatics     Release Mail Setup     Run Batch Reports     Batch Reports	sly Changes to release mail setup have been saved	
Release Mail Automatics     Release Mail Automatics     Release Mail Setup     Run Batch Reports     Batch Reports Setup     Batch Reports Setup 2	Sly Changes to release mail setup have been saved	
Release Mail Automatics     Release Mail Setup     Run Batch Reports     Batch Reports Setup     Batch Reports Setup 2     Run Mass Update	sly Changes to release mail setup have been saved	

#### **Appendix 1 - Example Profiles**

9. Make sure to activate the profile for use (refer to <u>Activating & Deactivating Profiles</u> for more information). Appropriate Mail.dat files can now be dropped into the specified "source" or hot folder (refer to <u>step 4</u> above) and AWAM will complete the import process. Once a file has been imported, DAT-MAIL will generate an original release, then check for pending spoilage and create an updated release. The updated release will account for any spoilage within the file and make the proper adjustments.

### Auto Importing QuickFix Files

If corrections/edits are made to a Mail.dat file using eDM10X's QuickFix feature, the corrected file must be imported back into DAT-MAIL in order to incorporate the corrected information into the original Mail.dat. Depending upon your needs, automatically importing Mail.dat files back into AWAM can be set up one of two ways: Using the default AWAM import profile, or creating/using an import profile specific to QuickFix files.

QuickFixed Mail.dat files are generated only when the submitted file has been accepted by PostalOne! If a Mail.dat file is QuickFixed and submitted to PostalOne! and that submission fails, a 'fixed' Mail.dat file will not be generated.

These procedures assume MailDrop Engine is installed and being used.

### USING THE DEFAULT AWAM IMPORT PROFILE

To use AWAM default import profile to auto-import the QuickFixed Mail.dat files back into DAT-MAIL, perform the following:

- 1. On the server, open DAT-MAIL and launch AWAM. In the AWAM Control Center, click the **Edit profiles** button;
- The Browse Profiles screen will display. Identify the default import profile; specifically, the default import folder specified in the profile (in the example being used here, the '\\...\wb\mail.dat\incoming' folder is set as the default import folder). Make sure the default import profile is active;

Profile Name	Profile Type	Import Path	Deactivate
Default Import Settings Januari Dealth Data Tast	inped Deced	WLbw?x64svr_1 wb/mail.dat/incoming\ CMI@baal.dat/incoming\	
Spollage & Statement	Import	C:W/Blynail.datNncoming	Clear Selection
			Profile Type Fib
			Import

 On the server, open MailDrop Engine (MDE). On the Home screen, using the corresponding Browse... button, select the same import folder used with AWAM's default import profile as the 'DAT-MAIL Mail.dat Import folder for QuickFix edited files' option. Stop and restart the service;

- No fea train		ole w
-	Million Light Service Summing	11
	Table over 107 March 20	4
Come Come	Def Weit Martine Reservation for State Tables (1999) and Advances on State Tables (1999) and Advances	Carlos and
Notification	Summer Fladers Transfer The Degrees COMMERCEMENTATION And Account And Account And Account And Account And Account Acco	Manna State State

In a server with workstation(s) environment, make sure a UNC name is used for the QuickFix folder.

- 4. Within DAT-MAIL, navigate to 'File' > 'Program Settings' > 'Program Setup';
- 5. The *Setup* screen will display. In the 'Import Defaults' tab, click the **QuickFix File Path** button. Navigate to, and select the same path/folder selected in MDE for the QuickFix File Path to be used by DAT-MAIL (e.g. \\...\wb\mail.dat\incorming'). Click the **OK** button to close the *Setup* screen, saving the update;

Container Tare W	eights	Export		Archive		Advanced	Settings	
Tallet Treating lat	igent Mail		Maintenance		Labeling List Validation			
mport Defaults	Mailer Information	Plana	Planalyzer Posta		Statement Generation		n Start Up Options	
Single File Da	emon Deemon Auto		🕅 Syn	c Settings	👿 Use A	AVVAM		
Default Sir	igle File Path	C:W	19'mail.e	dat				
Default Pro	cessed Path	Path	has beer	not specifie	d, files will n	ot be moved.		
East Netw	ork Option nges to data during i	mport		Contormanc	e Testing Validation	Conforma	nce Category:	
📃 Set In Hor	ne Date To Zero			IDEAlliance	Conformanc	e Testing		
Set Ship D	Aste To Zero ther Pallets			Mark Contain	er Status ge 🔘 Preli	minary 🖱 E	ilank	
Recalc Co Run Freigi Run PMOD Auto Expo	ntainer Weights Afte ht Table After Import ) Export nt P1 Original File Aft allets for einduction	r Import er Import	6		lot import <u>P</u> e lark Piece De lark Piece Be lark Piece Be	ice Detai File Itali File Ice Barcode F Ircode File	Fie	
© Only	Dropship 👘 💿 All P	allets		Dof	Not Import OC	31		
Run Batch	reports after import	Bs	tch Rep	ort Setup				
Mark CSM	's included in Other I	Dacs	E.	D	isk Space M	onitoring		
Create St	ling (Logical) Record	ts on the	bort	1	Turn on Lo	w Disk Spac	e Montoring	
Cresta Sit	and (Physical) Reco	rele on In	tion	L	ow Free Spa	ce Threshold	t 1% 🖨	
QuickFig	File Path	WLD	w7x64s	vr_1WB\ma	il.dat\incom	ning		
AWAM Server	r Name:							

In a server with workstation(s) environment, make sure a UNC name is used for the QuickFix folder.

### USING AN IMPORT PROFILE SPECIFIC TO QUICKFIX FILES

QuickFixed Mail.dats can be automatically imported back into DAT-MAIL by creating and using a QuickFix-specific AWAM import profile. To do this, perform the following:

- 1. On the server, open DAT-MAIL and launch AWAM. In the AWAM Control Center, click the **Edit profiles** button;
- 2. The *Browse Profiles* screen will display. Click the **Insert** button and select the 'New Import Profile' option;
- 3. A *Profile Will Be Added* screen will display. Name the new QuickFix import profile (e.g. "Auto Import QuickFix Files"). Using the corresponding browse button for the 'Source Path' field, navigate to and create and/or select a folder to be used specifically for Mail.dat files that have been corrected using QuickFix (e.g. '\...\wb\mail.dat\QF\_Edits'). Click the **OK** button when finished;

Profi	le Name: Auto Import QuickFix	Files	
nport Post Process	ing		
Source Path:	\\Lbw?x64svr_1\WB\mail	dat/QF_Edits/	
Save Processed Fil	es Path: \\Lbw7x64svr_1\wb\mail.d	Lbw7x64svr_1\wb\mail.dat\processed Lbw7x64svr_1\wb\mail.dat\rejected	
Failed Import Path:	\\Lbw7x64svr_1\wb\mail.d		
Fast Network C	ption at files in Subfolders of Import Path	Delete Mother Pallets	
First Date for Se	anning:	Import SEL Files	
🔲 Do Not Validate	Mail Dat Files Automatically at Import		
Do Not Import P	Piece Detail File	Mark Container Status	

## In a server with workstation(s) environment, make sure a UNC name is used for the QuickFix folder.

4. The *Browse Profiles* screen will display. Select/highlight the newly created QuickFix import profile and click the **Activate** button (when the profile becomes active, the button label will change to display "Deactivate"). Click the **Close** button when finished;

Profile Name	Profile Type	Import Path	Deactivate
Auto moort QuickFix Files	head	Whw7x64svr 1WEvnatidat/QF Edits\	
Import Profile Date Test Spollage & Statement	import import import	C WBImail.daffincoming1 C WBImail.daffincoming	Clear Selectio Profile Type Fi

5. Repeat steps 3 through 5 documented under <u>USING THE DEFAULT AWAM IMPORT PROFILE</u>, substituting the default import folder with the newly created folder used in the QuickFix-specific import profile (i.e. '\\...\wb\mail.dat\QF\_Edits').

In a server with workstation(s) environment, make sure a UNC name is used for the QuickFix folder.

## Turn Off Logging Barcodes

The following is an example of an import profile that turns off logging the barcodes in our IMBM database. It assumes the following global settings have been applied in DAT-MAIL's Setup screen (see image below).

Maintenance		La	ibeling List Va	idation		Logistics
mport Defaults	Mailer Inform	nation	Planalyzer	PostalOnel	Statemer	Several Start op Oponis
Container Tare V	Voights E	ixport	Archive	Advanced	Settings	Pallet Tracking/Intelligent Mail
Centro Cristie	te Unique D/s Pallet Tracking dicipate in Inte Overwrite Pal Overwrite Tra Numbering Assign or Log Register IM Pir Add Label dat	ior Pale a ligent M let Label ny/Sack I ny/Sack I ny/Sack I ece barc a to M d	ts ail Barcooles 124 Char barc Label 24 Char t Yinling alabase	odes barcodes		

#### This profile has its' own, dedicated import folder.

To create an import profile that turns off logging the barcodes in our IMBM database, perform the following:

- 1. On the server, open DAT-MAIL and launch AWAM. In the AWAM Control Center, click the **Edit profiles** button;
- 2. The *Browse Profiles* screen will display. Click the **Insert** button and select the 'New Import Profile' option;

#### Appendix 1 - Example Profiles

3. A *Profile Will Be Added* screen will display. Name the new import profile (e.g. "Turn Off Logging Barcodes"). Using the corresponding browse button for the 'Source Path' field, navigate to and create and/or select a folder to be used specifically for Mail.dat files where the barcodes should not be logged (e.g. '\...\wb\mail.dat\AWAM\_TurnOffBarcodes'). Click the **OK** button when finished;

	Profile Name	Turn Off Logging Barcodes		
nport Post Processing				
Source Pa	sthe.	C:\WB\mail.dat\AWAM_TumOlfBar	codes\	
Save Proc	essed Files Path	C:\WB\mail.dat\processed		in.
Failed Imp	ort Path:	C:\WB\mail.dat\rejected		
Fast	letwork Option		Delete Mother Pallets	
Look.	for Mail.dat files in	Subfolders of Import Path	AI INDC MANDC SCF	
Circl D	the first Commission	i Sand	Import SEL Files	

#### In a server with workstation(s) environment, make sure a UNC name is used for the source folder.

4. Select (click) the 'Post Processing' tab. Within the Post Processing tab, select (click) the 'Intelligent Mail Barcode' tab. Enable (check) the 'Override Global Barcode Assignment Settings' option. Then, enabled (check) the 'Overwrite Pallet Label 24 Char barcodes' and the 'Overwrite Tray/Sack Label 24 Char barcodes' options. Click the **OK** button when finished;

eneral Settings Auto Exports Planaizer Pelatoro Datus Intelligent Mail	Barcode
V Override Global Barcode Assignment Settings	
📰 Do not register IM Barcodes	
V Dverwrite Pallet Label 24 Char barcodes	
Overwrite Tray/Sack Label 24 Cher barcodes	
IMB Numbering	
Assign or Log at Import	
Assign of Log at Tag Plinking	
Register IM Piece barcodes	
Add Label data to IM database	

5. The *Browse Profiles* screen will display. Select/highlight the newly created 'Turn Off Logging Barcodes' import profile and click the **Activate** button (when the profile becomes active, the button label will change to display "Deactivate"). Click the **Close** button when finished.

Profile Name	Profile Type	import Palh	Deactivate
<ul> <li>Default Import Settings Import Test Merge Test</li> </ul>	Import Import Morge	C WB'mail dat/incoming C WB'mail dat/incoming	
Turn Off Logging Barcodes	Impolt	C WEInol del AVWM_TuriOf(Bercodes)	Clear Selections
			Profile Type Filte
			All

## Log Barcodes Without Overwriting Them

The following is an example of an import profile that logs barcodes without overwriting them. It assumes the following global settings have been applied in DAT-MAIL's Setup screen (see image below).

Maintenance	L	abeling List Va	lidation		Logistics
import Defaults Ma	ler information	Planalyzer	PostalOnel	Statemer	Series and Series of Choose
Container Tare Weight	s Export	Archive	Advanced S	Settings	Palet Tracking/Intelligent Mail
Generate Un Generate Un Generate Un Generate Un Generate Over Over Over MB Numb Assig Assig Regs V Add	ique D's for Pale Trocking de in Intelligent M write Palet Labe write Tray/Sack ering gn or Log at Impo gn or Log at Tag der IM Piece Isan Jakel data to Min	tal Barcodes I 24 Char barc Label 24 Char I t Printing talabase	odes barcodes		

## This profile has its' own, dedicated import folder.

To create an import profile that logs barcodes without overwriting them, perform the following:

1. On the server, open DAT-MAIL and launch AWAM. In the AWAM Control Center, click the **Edit profiles** button;

#### Appendix 1 - Example Profiles

- 2. The *Browse Profiles* screen will display. Click the **Insert** button and select the 'New Import Profile' option;
- 3. A *Profile Will Be Added* screen will display. Name the new import profile (e.g. "Log Barcodes Only"). Using the corresponding browse button for the 'Source Path' field, navigate to and create and/or select a folder to be used specifically for Mail.dat files where the barcodes should not be logged (e.g. '\\...\wb\mail.dat\AWAM\_LogBarcodesOnly'). Click the **OK** button when finished;

	Profile Name	E Log Barcodes Only	
mport Post	Processing		
Source Pal	h:	C1W81mail.dat/AWAM_LogBarcodesOnly1	
Save Picce	ssed Hies Paint	C:\W8\mail.del\processed	
Failed Import Path:		C:\W8\mail.dat/vejected	
Fast Ne	stwark Option	Delete Mother Pallets	
Look fo	Mail dat files in	Subfolders of Import Path AI INDC MINDC SOF	

In a server with workstation(s) environment, make sure a UNC name is used for the source folder.

4. Select (click) the 'Post Processing' tab. Within the Post Processing tab, select (click) the 'Intelligent Mail Barcode' tab. Enable (check) the 'Override Global Barcode Assignment Settings' option. Click the **OK** button when finished;

Seneral Settings Auto Exports Renergy releasing Dees Intelligent	Mail Barcode
V Ovenide Global Barcode Assignment Settings	
📃 Do not register IM Barcodes	
Overwrite Pallet Label 24 Char barcodes	
Overwrite Tray/Sack Label 24 Char barcodes	
IMS Numbering	
Assign of Log at Import	
Assign of Log at Tag Phinling	
Register IM Piece barcodes	
Add Label data to IM database	

5. The *Browse Profiles* screen will display. Select/highlight the newly created 'Log Barcodes Only' import profile and click the **Activate** button (when the profile becomes active, the button label will change to display "Deactivate"). Click the **Close** button when finished.

Profile Name	Profile Type	Import Path	Deactivate
<ul> <li>Default Import Settings</li> </ul>	Import	C W/Bimail.det/incoming	100 <del>0</del> 00000
mpon rest	mporc	C. H ID MAIL DAGING DINING	
Log Barcodes Only	Intert	C.W/Danali.dat/A/WAM_LogBarcodesOnly1	
Post Process Test	PostProcessing		Clear Selections
Turn Off Logging Barcodes	Import	C:WBinail.datVAVVAM_TurnOffBarcodes\	
			Profile Type Filte
			Profile Type Pitt
			Al

## Turn On Overwrite for Trays/Pallets, Generate/Replace Barcodes

The following is an example of an import profile that turns on the overwrite for trays/pallets so barcodes are generated and replace what is currently in the CSM file. It assumes the following global settings have been applied in DAT-MAIL's Setup screen (see image below).

Maintenance		L	abeling List Val	Idation		Logistics
import Defaults	Mailer in	noitemetion	Planalyzer	PostalOnel	Statemer	Contention Start up Opening
Container Tare V	Asights	Export	Archive	Advanced S	Settings	Palet Tracking/Intelligent Mail
Ceneral Ceneral Proble	te Unique Pallet Trai ticipale in Overwrite Numbering Assign or Assign or Register I Add Labe	D's for Pole cking intelligent M s Pallet Labe s Tray/Sack J Log at Impo Log at Impo Log at Impo Log at Impo Log at Impo	ts ail Barcodes 124 Char barc Label 24 Char t Label 24 Char t Printing sodes talabase	odes barcodes		

This profile has its' own, dedicated import folder.

#### **Appendix 1 - Example Profiles**

To create an import profile that turns on the overwrite for trays/pallets so barcodes are generated and replace what is currently in the CSM file, perform the following:

- 1. On the server, open DAT-MAIL and launch AWAM. In the AWAM Control Center, click the **Edit profiles** button;
- 2. The *Browse Profiles* screen will display. Click the **Insert** button and select the 'New Import Profile' option;
- A Profile Will Be Added screen will display. Name the new import profile (e.g. "Overwrite/Generate/Replace Barcodes"). Using the corresponding browse button for the 'Source Path' field, navigate to and create and/or select a folder to be used specifically for Mail.dat files where the barcodes should not be logged (e.g. '\\...\wb\mail.dat\AWAM\_OverwriteGenReplaceBarcodes'). Click the OK button when finished;

mport Post Plac				
Contraction of the second	essing			
Source Path: C:\WB\mail		C\WB\mail.dat\AWAM_Ov	dat\A\WAM_OverwriteGenReplaceBarcodes\	
Save Processed Files Halts		C: WVB vmail dal/processed		1
Failed Import Path;		C:\WB\mail.dat\rejected		luc.
Fast Network	k Option		Delete Mother Pallets	
Look for Mai	L dat files in	Subfolders of Import Path	🖾 AI 🛄 NDC 🛄 MANDC 🔲 SCF	

In a server with workstation(s) environment, make sure a UNC name is used for the source folder.

 Select (click) the 'Post Processing' tab. Within the Post Processing tab, select (click) the 'Intelligent Mail Barcode' tab. Enable (check) the 'Override Global Barcode Assignment Settings' option and then enable (check) the 'Do not register IM Barcodes' option. Click the OK button when finished;



5. The *Browse Profiles* screen will display. Select/highlight the newly created 'Log Barcodes Only' import profile and click the **Activate** button (when the profile becomes active, the button label will change to display "Deactivate"). Click the **Close** button when finished.

Profile Name	Profile Type	Import Path	Deactivate
Default Import Settings Import Test Log Bercodes Only	Import Import Import	C.WB'mail.dat/incoming C.WB'mail.dat/incoming C.WB'mail.dat/4/VAM_LogBarcodesOnly1	
Overwrite_Generate_Replace Barcodes	import	C:WEImail.dat1AV/AM_OverwriteGer#tepio	Clear Selection
Turn Off Logging Barcodes	Import	C:WENnall.dat/AVVAM_TurnOffBarcodes1	Profile Type Filte

## **EXAMPLE MERGE PROFILES**

No examples available at this time.

## **EXAMPLE POST PROCESS PROFILES**

No examples available at this time.