

DAT-MAIL

Multi-Carrier Trailer Manifesting

Setup & User Guide

Version 4, Created August 12, 2020

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CONTACT INFORMATION

WINDOW BOOK, INC.

300 Franklin Street
Cambridge, MA 02139

Corporate: 617-395-4500
Client Services: 800-524-0380
sales@windowbook.com
Support: [Support Portal](#)
800-477-3602
techsupport@windowbook.com
Fax: 617-395-5900
On the Web: www.windowbook.com

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 (specifically, - 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 section	Revision	LSC DropShip/Copal Requirements , LSC OnePrice Requirements , and King Logistics Requirements	Sibling containers are not supported by LSC or King Logistics.
Updated section	Revision	Adding ALG To Carrier List	Updated Data Exchange tab to reflect updated Site and name of upload folders.
Updated section	Revision	Adding King Logistics To Carrier List	Updated Data Exchange tab to reflect updated name of upload folder.

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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 use setup and use instructions for the Multi-Carrier Trailer Manifesting function in DAT-MAIL.



This Guide is intended to replace all existing multi-job DIME documentation.

INTRODUCTION

DAT-MAIL's Multi-Carrier Trailer Manifesting function is a trailer manifesting program that can be used with all carriers and supports five different trailer types: Consolidation Centers; Commingle Centers; LTL; Direct Trailers (single and multi-stop), and Origin.

In addition, DAT-MAIL currently supports carrier-specific APIs that allows the Multi-Carrier Trailer Manifesting function to communicate directly with those carriers. Currently (August 2020), those carriers are LSC Logistics, ALG Worldwide, and King Logistics. The level of communication supported

(specifically, what data/information is able to be communicated) is dependent on the specific carrier API and is addressed further along in this Guide. Window Book does have plans to tie into additional APIs for other carriers at a later date.

DAT-MAIL's Multi-Carrier Trailer Manifesting function also supports the LSC DropShip/Copal functions (multi-job DIME), LSC OnePrice function, and the DIME legacy function (single job DIME).



“LSC DropShip/Copal” refers to the multi-job DIME function. It is not to be confused with the DIME legacy product.



Users should be aware that Window Book intends on sun-setting the DIME legacy option (single job DIME), at which time it will be removed from DAT-MAIL (date to be determined).

What is DIME?

DynaMail Integration and Management Extensions (DIME) is the LSC Logistics (LSC) order-entry and trailer manifesting web API that DAT-MAIL is using to send orders and provide trailer manifest information for palletized, standard, or business mail. It can also be used with DAT-MAIL's Logistics Data Exchange function that support LSC's OnePrice program and DAT-MAIL's wbSCAN program.

Unlike the old or “legacy” DIME product, which only allowed users to plan trailers (specifically, associate a content title ID, add reference information, assign CFIDs, create orders, request trailers, and add pallets to the trailer) one Mail.dat file at a time, the LSC DropShip/Copal option allows users to perform these same functions on pallets from multiple Mail.dat files, saving an enormous amount of time.

What is OnePrice?

OnePrice is an LSC program that helps mailers and mail owners enjoy predictable and economical transportation and postage costs for Standard Class letter mailings. The program uses an optimized mix of drop-shipped, copalletized, and commingled mail that can both reduce costs and meet planned in-home delivery dates.

How does it work?

- Mailers will use DAT-MAIL to send LSC the Mail.dat files for OnePrice jobs.
- LSC will mark the file for optimized shipping and entry indicating which pallets will be drop shipped, copalletized, or commingled.
- DAT-MAIL will automatically download the new Mail.dat file and update it back to the original. It will also move copal mail into a new Mail.dat file so that this information can never be sent to the USPS. The Mailer will get an e-mail to tell them when this process is complete.

At this point the Mailer can print tray tags and pallet placards. The placards will clearly indicate the type (Drop Ship, Commingle or Copal) and to which LSC facility they will be shipped. Though the commingle mail has been split out of the original job it will still be included on the placards and tags in the normal order.

What is wbSCAN?

wbSCAN is Window Book's browser-based scanning system that interacts with DAT-MAIL data in real time. It allows Multi-Carrier Trailer Manifesting users to make produced pallets visible in the Trailer Manifesting and Order Entry user interface, and associate pallets with trailer manifests dynamically, or verify that pallets already associated to a trailer manifest are actually being loaded. wbSCAN can also provide a number of useful functions outside of logistics. For more information, visit the [wbSCAN product solution page on Window Book's web site](#).

GENERAL REQUIREMENTS

- DAT-MAIL software version 21.20.15.07 (or newer) is required for using the features documented in this Guide:
 - ~ Multi-Carrier Trailer Manifesting is automatically included with DAT-MAIL Toolbox.
 - ~ A product registration code that includes the Multi-Carrier Trailer Manifesting feature is required for DAT-MAIL Editor users.
- Mail.dat files must be palletized since the scheduling of loose handling units such as trays and sacks are not accommodated. Clients with DAT-MAIL Toolbox have access to Window Book's Palletization Module that will create pallets for non-palletized mailings. Clients with DAT-MAIL Editor must purchase the optional Palletization Module in order to create pallets for non-palletized mailings or upgrade to DAT-MAIL Toolbox.

LSC DropShip/Copal Requirements

In addition to the General Requirements documented above, the following is also required to be able to use the LSC DropShip/Copal function in DAT-MAIL:

- DIME user ID, site ID, and password for communication between DAT-MAIL and LSC's DIME system. Contact your LSC representative to obtain these credentials prior to the setup of the LSC DropShip/Copal function in DAT-MAIL.
- Sibling containers are not supported.

LSC OnePrice Requirements

In addition to the general requirements documented above, the following are also required to be able to use the LSC OnePrice function in DAT-MAIL:

- Mail.dat files – STD Letters on pallets only (no logical containers).
- All trays must be on pallets or the Courtesy by Entry Point palletization option will be called to put them on courtesy pallets.
- Sibling containers are not supported.

- SFTP credentials – Contact your LSC representative for the proper SFTP credentials prior to the setup of the LSC OnePrice function in DAT-MAIL.
- Editing restrictions – Cannot make changes or open the Mail.dat file once it is uploaded to LSC. When the Mail.dat file is returned, entry points, pallet types (commingle, dropship or copal) cannot be changed (or anything that would impact postage payment amounts)! DAT-MAIL does assist with the enforcement of these restrictions.



DAT-MAIL users should never attempt to unlock jobs that are locked due to LSC OnePrice processing, nor should users attempt to override DAT-MAIL protected fields for jobs that have been returned from LSC after OnePrice processing is complete.

- If re-assigning pallet or tray barcodes this must be done at import time.

ALG Requirements

In addition to the [General Requirements](#) documented above, the following is also required to be able to use the ALG-related functionality in DAT-MAIL:

- ALG SFTP site ID, and login and password information for sending Mail.dat files; as well as, manifests in XML format to ALG from within DAT-MAIL. Contact your ALG representative to obtain these credentials prior to setting up ALG as a carrier in DAT-MAIL.

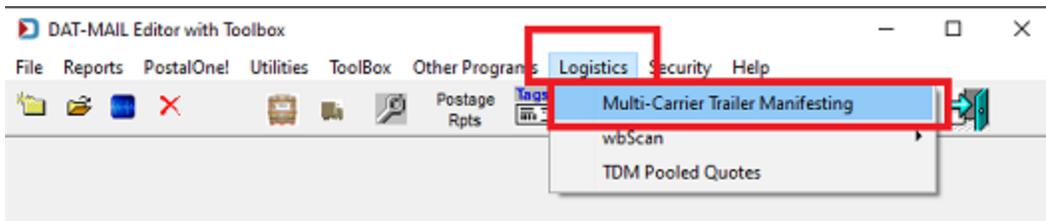
King Logistics Requirements

In addition to the [General Requirements](#) documented above, the following is also required to be able to use the King Logistics-related functionality in DAT-MAIL:

- King Logistics SFTP site ID, and login and password information for sending Mail.dat files to King Logistics from within DAT-MAIL. Contact your King Logistics representative to obtain these credentials prior to setting up King Logistics as a carrier in DAT-MAIL
- Sibling containers are not supported.

GETTING STARTED

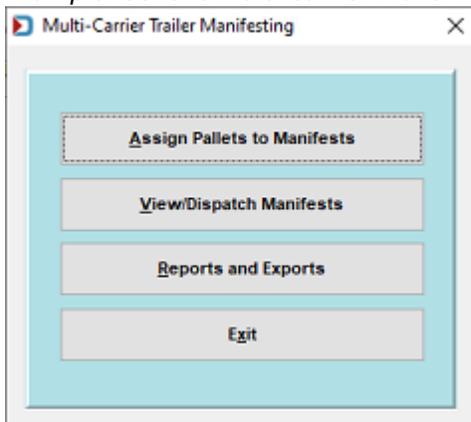
The Multi-Carrier Trailer Manifesting function is an option located under DAT-MAIL's **Logistics** menu. The **Multi-Carrier Trailer Manifesting** (MCTM) option is available to all Toolbox users, and Editor users that contain the necessary registration key (refer to [GENERAL REQUIREMENTS](#) for more information).



i *DAT-MAIL Editor users are able to view their pallet list, which includes access to limited MCTM functions, without a product registration key that includes MCTM. More information is provided in [Appendix 1](#) in this document.*

The functions or options available via the Multi-Carrier Trailer Manifesting menu is dependent on the carrier being used. DAT-MAIL currently supports carrier-specific APIs that allow the Multi-Carrier Trailer Manifesting function to communicate directly with those carriers. Currently (August 2020), those carriers are LSC Logistics (LSC), ALG Worldwide (ALG), and King Logistics. If the carrier the Client is using is not one of the three listed, the generic navigator-style menu will display when the **Multi-Carrier Trailer Manifesting** option is selected.

Example: Generic Multi-Carrier Trailer Manifesting menu

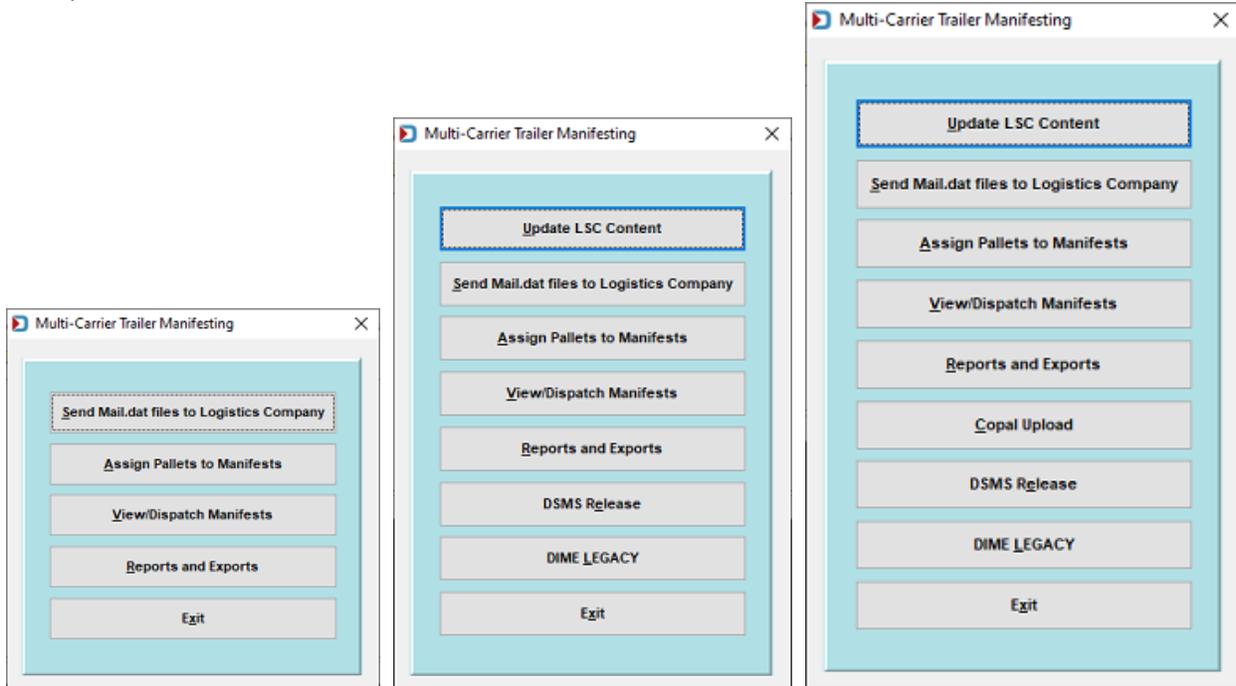


If LSC, ALG, or King Logistics is being used, additional setup is required in DAT-MAIL for those carrier-related functions to be visible/accessible via the Multi-Carrier Trailer Manifesting menu. And if LSC is the carrier of choice, users have two options: LSC DropShip/Copal (referred to as DIME); and LSC OnePrice.

! *As of August 2020, DAT-MAIL's Multi-Carrier Trailer Manifesting function includes options for the multi-job DIME feature and the DIME Legacy (single job) function. Clients should note; however, that the DIME Legacy (single job) function is to be removed from DAT-MAIL (date to be determined).*

Which menu options display in the non-generic Multi-Carrier Trailer Manifesting menu (images below), relies on the completion of the setup parameters found in DAT-MAIL.

Examples:



ALG & King Logistics Users Only

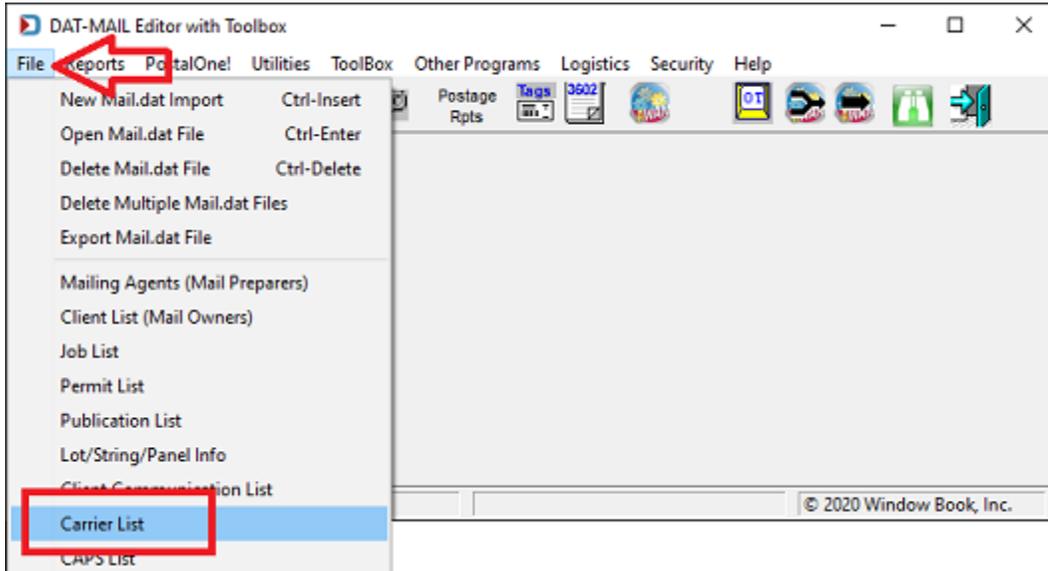
LSC DropShip/Copal, ALG, and King Logistics Users

LSC DropShip/Copal, OnePrice, ALG, King Logistics Users

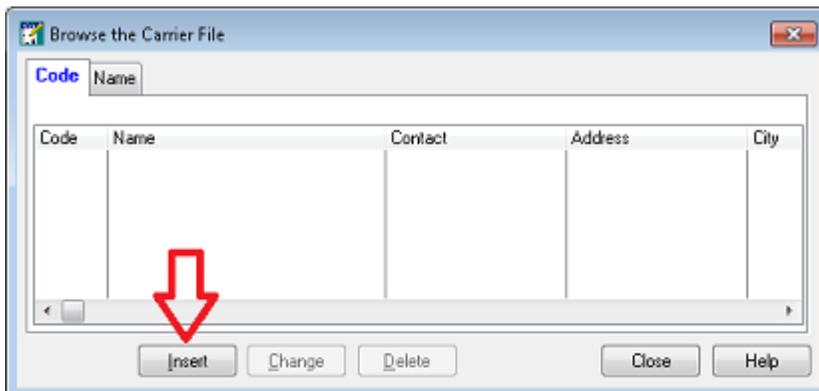
Setup for the Multi-Carrier Trailer Manifesting function is documented below and should occur in the order presented in this Guide, beginning with [ADD A CARRIER](#).

ADD A CARRIER

All users of the Multi-Carrier Trailer Manifesting function (LSC, ALG, King Logistics and/or other carrier (for example, "Generic Carrier ABC") require that the carrier information be added to DAT-MAIL's 'Carrier List'. To add a carrier, go to DAT-MAIL's **File** menu and select **Carrier List**.



The *Browse the Carrier File* screen will display. Previously added carriers (if any) will display in the list. To add a generic carrier, click **Insert**.



i *Instructions for adding API-supported carriers are carrier-specific ([LSC for DropShip](#); [ALG](#); [King Logistics](#); and [LSC OnePrice](#)) and are provided after this procedure for adding a generic carrier.*

The *Adding a Carrier Record* screen will display. At a minimum, in the **General** tab, enter a **Code** for the carrier to identify the generic carrier (in the example being used here, the name of the generic carrier is "Generic Carrier ABC"; therefore, "ABC" is entered for the 'Code'), along with a corresponding carrier **Name**'.

Codes cannot be duplicated. Satisfy any of the remaining fields in the 'General' tab (not required) and click **OK**, when finished. The record will be added, and the screen will close.

 *The carrier's address, city, phone, etc. is included on the [BOL report](#).*

The newly entered carrier (for example, ABC - Generic Carrier ABC) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers or click **Close**.

Adding LSC DropShip To Carrier List

The **Adding a Carrier Record** screen will display. At a minimum, in the **General** tab, enter a **Code** for the carrier to identify the carrier as "LSC" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required) and click **OK**, when finished. The record will be added, and the screen will close.

i *The carrier's address, city, phone, etc. is used in the [BOL report](#). Refer to the procedure for adding a generic carrier for an [example image](#).*

Changing a Carrier Record

General Data Exchange

Code: * LSC

Name: LSC for DropShip/Copal

Address:

City: State: ZIP:

Phone:

Contact:

DUNS:

FAST Scheduler ID:

USPS CRID:

i *To be able to communicate with LSC's DIME system requires further setup in DAT-MAIL. Instructions for doing this are provided further along in this Guide.*

The newly entered carrier (in this example, "LSC for DropShip/Copal") will display in the **Browse the Carrier File** screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

Browse the Carrier File

Code Name

Code	Name	Contact	Address	City
LSC	LSC for DropShip/Copal			

Insert Change Delete Close Help

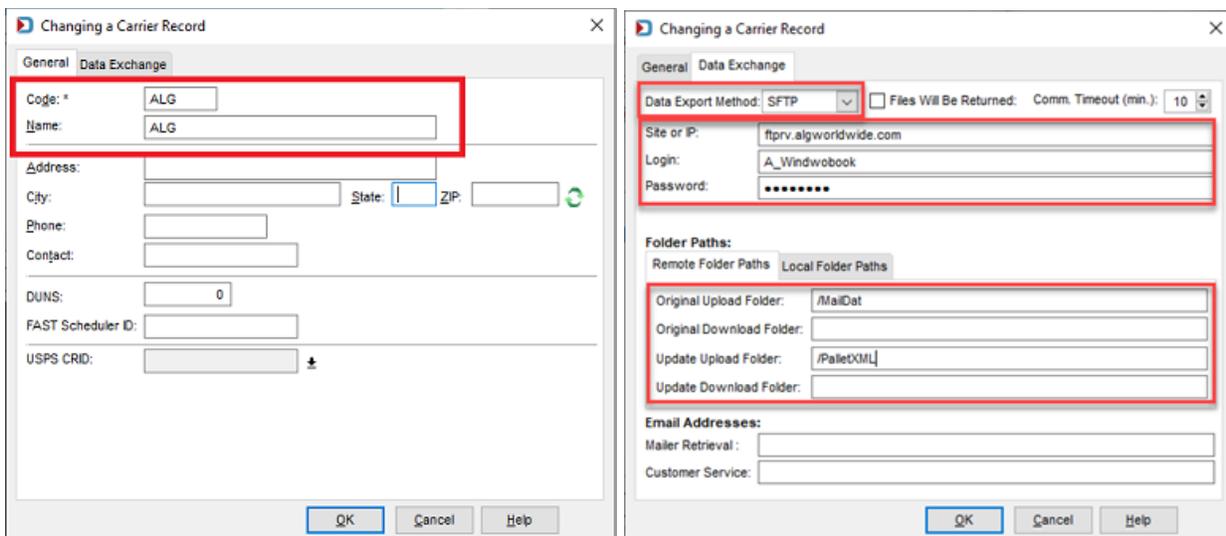
Adding ALG To Carrier List

The **Adding a Carrier Record** screen will display. At a minimum, in the **General** tab, enter a **Code** to identify the carrier as "ALG" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required).

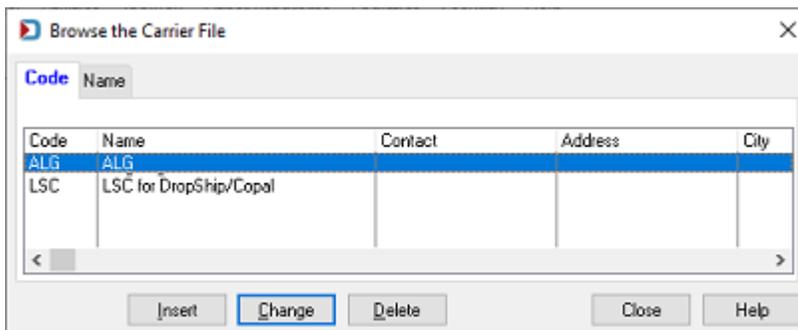
 **The carrier's address, city, phone, etc. is used in the [BOL report](#). Refer to the procedure for adding a generic carrier for an [example image](#).**

Select the **Data Exchange** tab. Using the drop-down provided, select **SFTP** for the **Data Exchange Method**. Enter the SFTP **Site or IP** along with the **Login** and **Password** (the SFTP site and credentials information received from ALG). Enter **"/MailDat"** (no quotation marks) in the **Original Upload Folder** field and **"/PalletXML"** (no quotation marks) for the **Update Upload Folder** field.

 **The SFTP site details shown in the screen image below are for demonstration purposes in this document only and are not valid for use (refer to [ALG Requirements](#) for more information).**



The newly entered carrier (in this example, ALG) will display in the **Browse the Carrier File** screen. At this point, add any additional carriers (click **Insert**) or click **Close**.



Code	Name	Contact	Address	City
ALG	ALG			
LSC	LSC for DropShip/Copal			

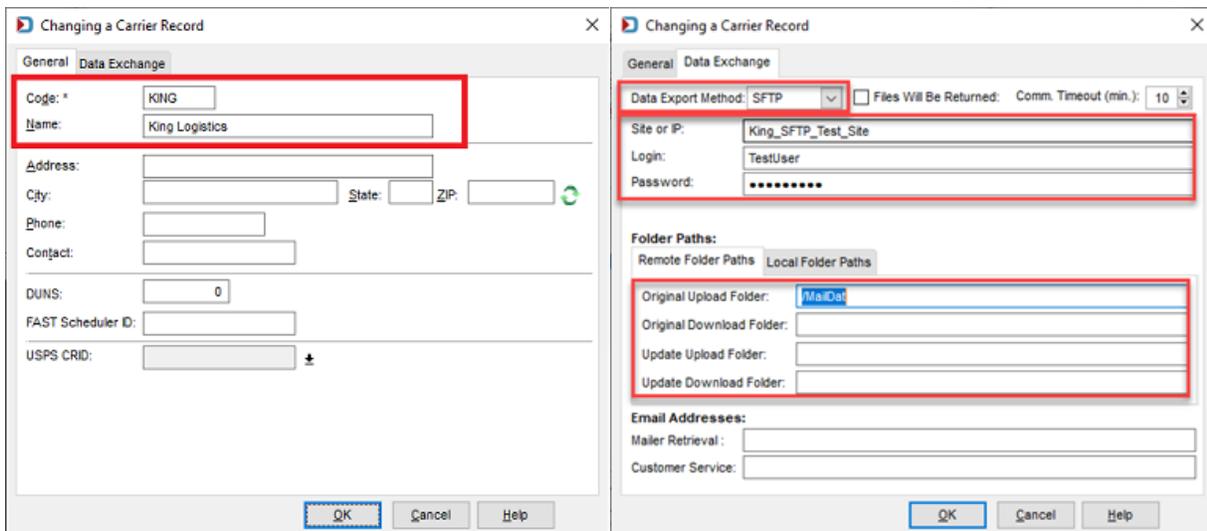
Adding King Logistics To Carrier List

The **Adding a Carrier Record** screen will display. At a minimum, in the **General** tab, enter a **Code**, such as "KING" to identify the carrier as "King Logistics" along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required).

 **The carrier's address, city, phone, etc. is used in the [BOL report](#). Refer to the procedure for adding a generic carrier for an [example image](#).**

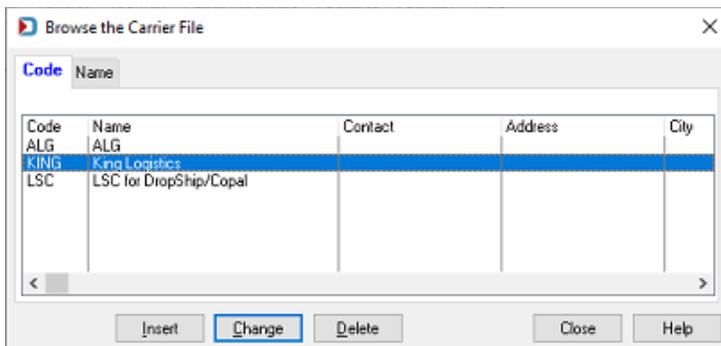
Select the **Data Exchange** tab. Using the drop-down provided, select **SFTP** for the **Data Exchange Method**. Enter the SFTP **Site or IP** along with the **Login** and **Password** (SFTP site and credentials information received from King Logistics – refer to [King Logistics Requirements](#) for more information). Enter **"/MailDat"** (no quotation marks) in the **Original Upload Folder** field.

 **The SFTP site details shown in the screen image below are for demonstration purposes in this document only and are not valid for use.**



The image shows two screenshots of the "Changing a Carrier Record" dialog box. The left screenshot shows the "General" tab with the following fields: Code: * (KING), Name (King Logistics), Address, City, State, ZIP, Phone, Contact, DUNS (0), FAST Scheduler ID, and USPS CRID. The right screenshot shows the "Data Exchange" tab with the following fields: Data Export Method (SFTP), Files Will Be Returned (checkbox), Comm. Timeout (min.): (10), Site or IP (King_SFTP_Test_Site), Login (TestUser), Password (*****), Folder Paths (Remote Folder Paths, Local Folder Paths), Original Upload Folder (/MailDat), Original Download Folder, Update Upload Folder, Update Download Folder, Email Addresses (Mailer Retrieval, Customer Service), and OK, Cancel, Help buttons.

The newly entered carrier (for example, King Logistics) will display in the **Browse the Carrier File** screen. At this point, add any additional carriers (click **Insert**) or click **Close**.



The image shows the "Browse the Carrier File" dialog box. It features a table with the following data:

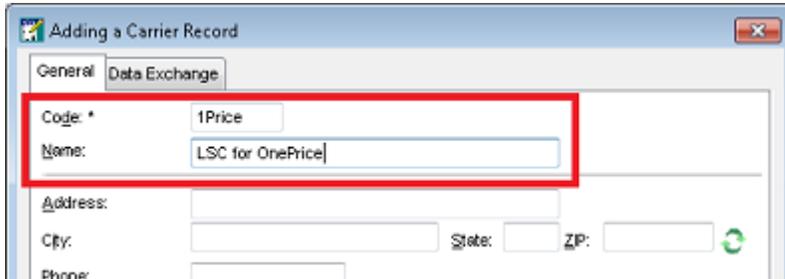
Code	Name	Contact	Address	City
ALG				
KING	King Logistics			
LSC	LSC for DropShip/Copal			

Buttons at the bottom include Insert, Change, Delete, Close, and Help.

Adding LSC OnePrice To Carrier List

The **Adding a Carrier Record** screen will display. At a minimum, in the **General** tab, enter a **Code** for the carrier to identify the carrier as "LSC OnePrice" (in this example, used "1Price") along with a corresponding carrier **Name**. Codes cannot be duplicated. Satisfy any of the remaining fields in the **General** tab (not required).

 **The carrier's address, city, phone, etc. is used in the BOL landing report).**



Adding a Carrier Record

General Data Exchange

Code: * 1Price

Name: LSC for OnePrice

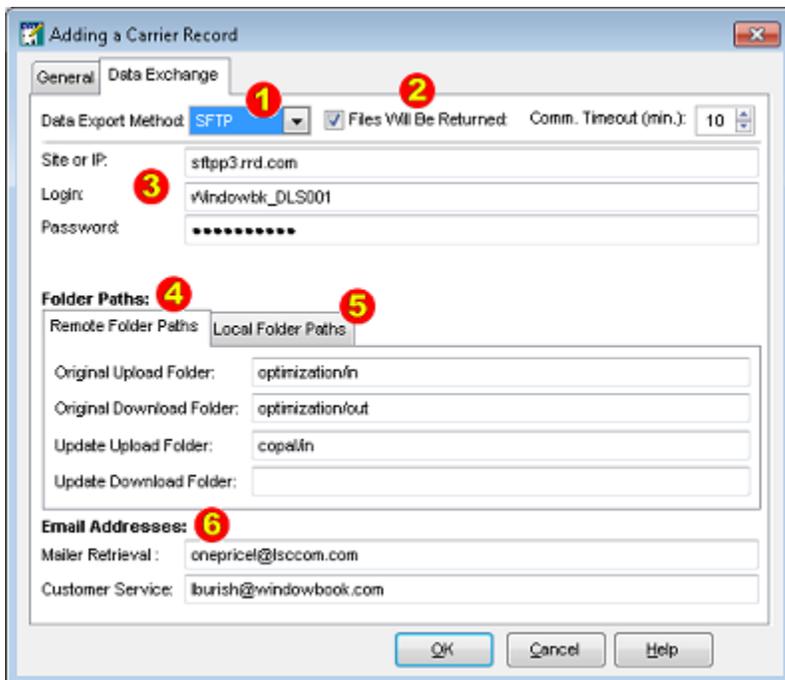
Address:

City: State: ZIP:

Phone:

When finished, Select the **Data Exchange** tab and enter/select the necessary information to facilitate the successful data exchange between DAT-MAIL and LSC's OnePrice system.

 **The information displayed in the screen below is for demonstration purposes only. It does not represent what mailers should be populating the corresponding screen(s) on their system.**



Adding a Carrier Record

General Data Exchange

Data Export Method: SFTP Files Will Be Returned: Comm. Timeout (min.): 10

Site or IP: stfpp3.rrd.com

Login: vindowbk_DLS001

Password:

Folder Paths:

Remote Folder Paths: Local Folder Paths

Original Upload Folder: optimization/in

Original Download Folder: optimization/out

Update Upload Folder: copal/in

Update Download Folder:

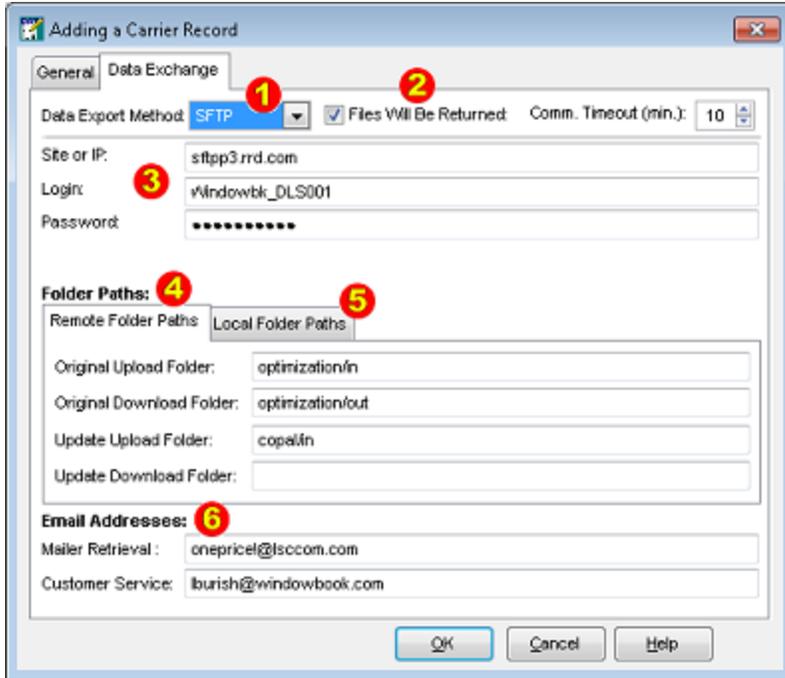
Email Addresses:

Mailer Retrieval: oneprice@lsc.com.com

Customer Service: burish@windowbook.com

OK Cancel Help

- **Date Export Method 1**: Select **SFTP** from the drop down provided.



- **Files Will Be Returned** ²: Select the checkbox to enable this option.
- **Site or IP** ³: Based on the selection of 'SFTP', enter the name of the site and login credentials to be able to communicate with/between the mailer and LSC. This information is provided by LSC.
- **Remote Folder Paths** tab ⁴: Populate the following fields, **Original Upload Folder**, **Original Download Folder**, and **Update Upload Folder** paths based on information provided by LSC.
- **Local Folder Paths** tab ⁵:



Using the yellow folder icons  provided to the right of each field, navigate to an area on the server where the Mail.dat files should be replaced after they are returned from LSC, imported into DAT-MAIL, or if part of the download processing fails. In the example being used above, local folders have been created in the '\wb\mail.dat' folder on the server.



In the event a mailer wishes to have these folders reside elsewhere on the network, UNC paths must be used. Do not use mapped drives!

- **Email Addresses** **6**: Enter the **Mailer Retrieval** e-mail address provided by LSC. The **Customer Service** address pertains to the mailer using OnePrice.

The screenshot shows a dialog box titled "Email Addresses". It contains two text input fields. The first field is labeled "Mailer Retrieval:" and contains the text "oneprice1@lsc.com". The second field is labeled "Customer Service:" and contains the text "lburish@windowbook.com". Below the fields are three buttons: "OK", "Cancel", and "Help". A red circle with the number "6" is placed over the "Email Addresses" label.

Once all the necessary fields have been satisfied, click **OK** to finish creating the Carrier Record and close the screen.

The newly entered carrier (for example, LSC forOnePrice) will display in the *Browse the Carrier File* screen. At this point, add any additional carriers (click **Insert**) or click **Close**.

The screenshot shows a window titled "Browse the Carrier File". It contains a table with the following data:

Code	Name	Contact	Address	City
OnePrice	LSC for OnePrice			
ALG	ALG			
KING	King Logistics			
LSC	LSC for DropShip/Copal			

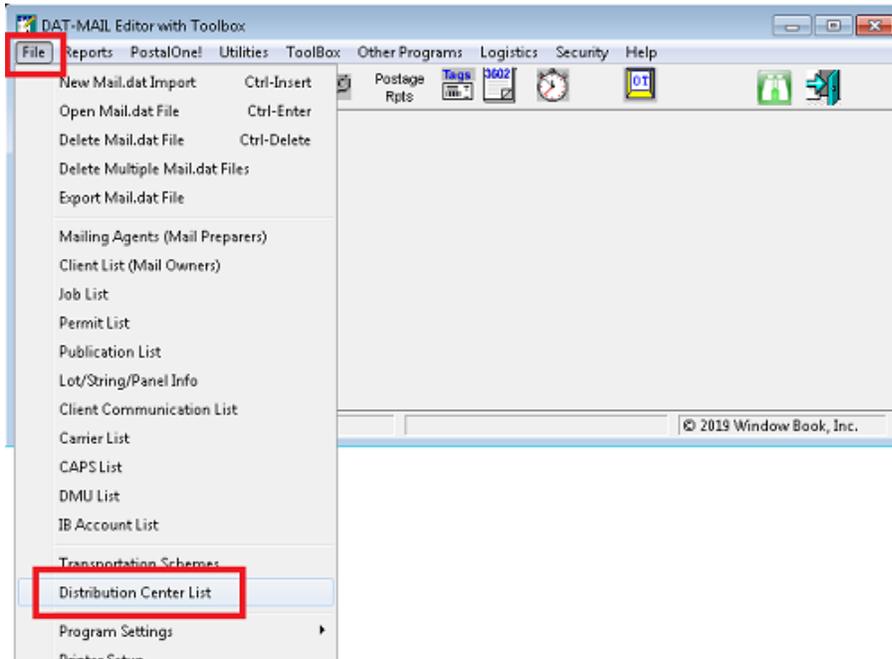
Below the table are buttons for "Insert", "Change", "Delete", "Close", and "Help". The "Change" button is highlighted.

ADDING DISTRIBUTION CENTERS

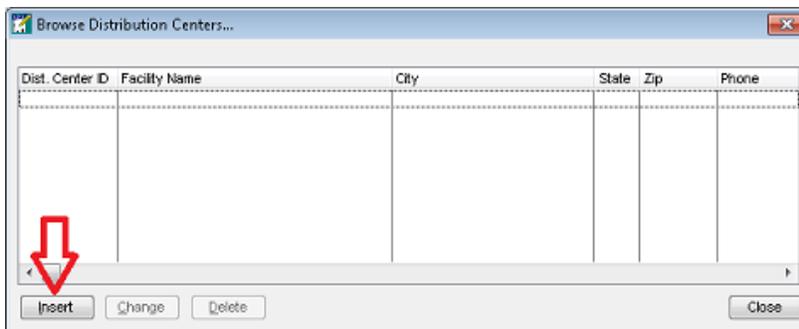
Non-LSC users of the Multi-Carrier Trailer Manifesting function (such as generic, ALG, and King Logistics) requires the addition/setup of each carrier's corresponding consolidation centers, commingle facilities, origin post offices, and "placeholders" representing LTL carriers.

i **Adding/setup up distribution centers specific to LSC is not required here. Adding LSC facilities are addressed later in this document. LSC users should proceed to the appropriate, corresponding setup instructions (specifically [DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS](#) or [DAT-MAIL SETUP: LSC ONEPRICE USERS](#)).**

From DAT-MAIL's main menu, non-LSC users should select **File > Distribution Center List**.



The **Browse Distribution Centers...** screen will display. Existing facilities will be displayed (if any). To add a facility, click **Insert**.



The **Update Records...** screen will display. At a minimum, populate the **Dist Center ID** and **Facility Name** fields.

i *There is no system linkage (yet) between the carrier and the facility name, so Window Book recommends entering a distribution center ID and/or facility name that includes some reference to the carrier it corresponds with. Multiple carriers can have distribution centers in the same location; therefore, a means to differentiate them is necessary.*

i *For LTL carriers, a "placeholder" consolidation center record is necessary.*

If preferred, enter the address for the distribution center being added (not required).

The screenshot shows a software dialog box titled "Update Records...". It has two tabs: "Distribution Center information" (selected) and "Administration Costs". The "Distribution Center information" tab contains the following fields:

- Dist Center ID:
- Facility Name:
- Address 1:
- Address 2:
- City:
- State:
- Zip:
- Phone:
- Fax:
- Notes:

At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Record will be Changed".

Click **OK**, when finished to add the record and close the screen.

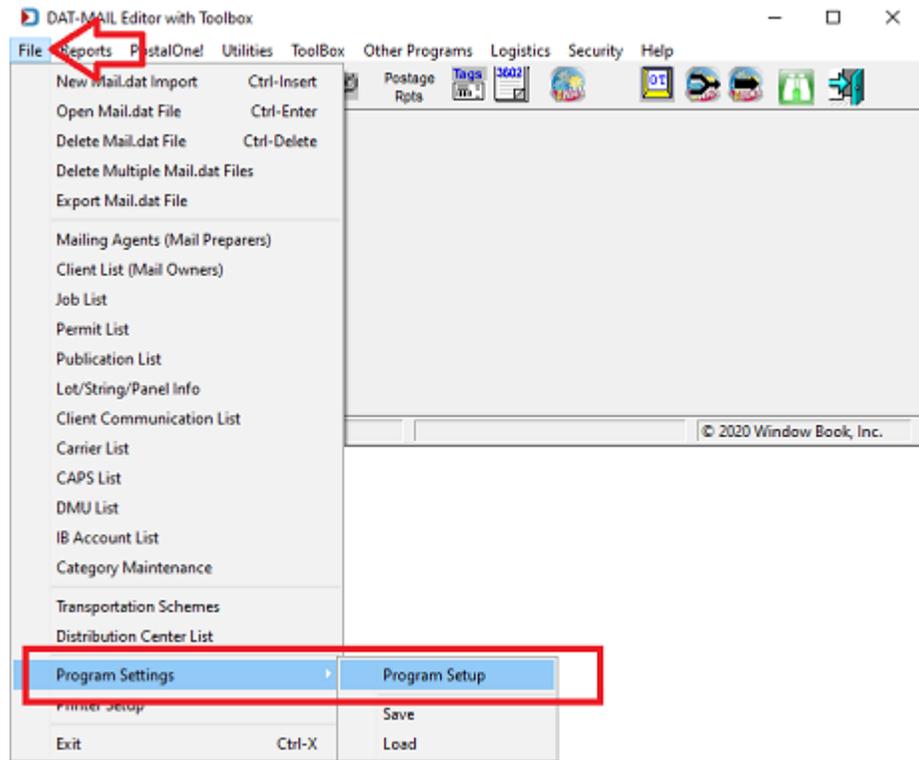
DAT-MAIL SETUP: GENERIC CARRIER USERS

i Instructions for [DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS](#), [DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS](#) and [DAT-MAIL SETUP: LSC ONEPRICE USERS](#) are provided in their respective sections.

i This procedure assumes that the generic or non-API-supported carrier has already been added to the Carrier List (refer to [ADD A CARRIER](#) for more information), along with the addition of a corresponding distribution center to the [Distribution Center List](#).

There are a few additional settings for generic or non-API-supported carriers to complete in DAT-MAIL after adding [carrier information](#) and [distribution center information](#) before they can be used with the Multi-Carrier Trailer Manifesting function.

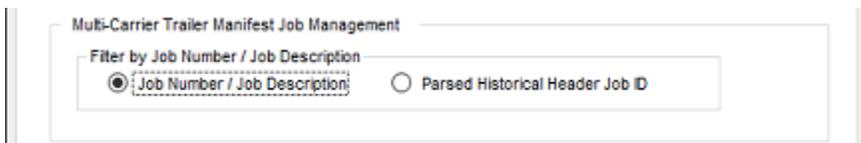
From DAT-MAIL's main menu, select **File > Program Settings > Program Setup**.



The **Setup** screen will display. Select the **Logistics** tab. Specify how the system should perform job look-ups within the **Multi-Carrier Trailer Manifest Job Management** section of the screen. Most non-LSC users would use the **Job Number/Job Description** option; however, if a Client uses both LSC and non-LSC carriers, they will need to enable the **Parsed Historical Header Job ID** option.

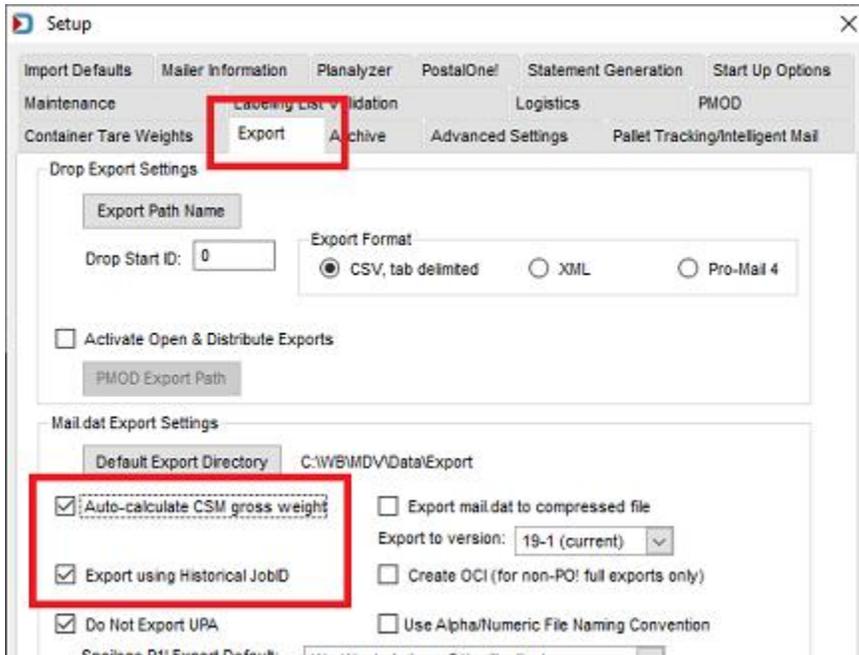
i *The **Parsed Historical Header Job ID** option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.*

! *The **Parsed Historical Header Job ID** option is required for all LSC users and those Mailers who use **both** LSC and non-LSC carriers.*



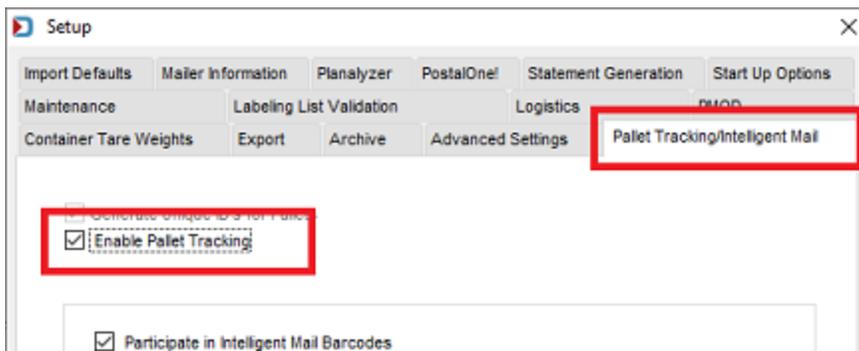
Next, for non-LSC users (both generic and API-supported alike) who export their Mail.dat files, in the **Setup** screen, Select the **Export** tab. Select both: **Auto-calculate CSM gross weight**; and **Export using Historical Job ID** checkboxes.

i *This Export setup is optional. The need is dependent on each, individual Client's operations, and needs. Exporting using the Historical Job ID is a good way to ensure the field value does not change, remaining consistent.*



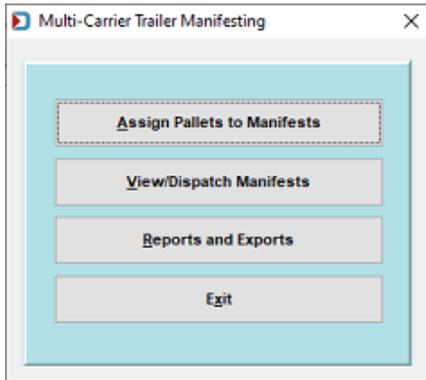
i *Mailers not using LSC at all who do not export their Mail.dat files should perform pallet queries by Job Number, not Historical Header Job ID.*

And lastly, in the **Setup** screen, Select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.



Click **OK** to save the changes and close the **Setup** screen. The necessary setup to use the Multi-Carrier Trailer Manifest function for generic or non-API-supported carriers is complete.

At this point, when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu (if no other carrier setup is performed (such as ALG, King Logistics, and/or LSC)).



DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS



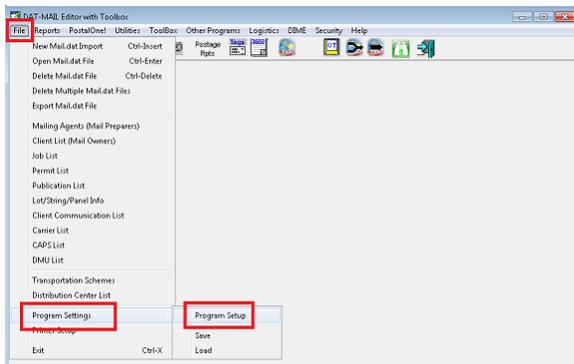
Instructions for [DAT-MAIL SETUP: GENERIC CARRIER USERS](#), [DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS](#) and [DAT-MAIL SETUP: LSC ONEPRICE USERS](#) are provided in their respective sections.



This procedure assumes that 'ALG' and/or 'King Logistics' has already been added as a carrier in the Carrier List (refer to [ADD A CARRIER](#) for more information).

There are a few additional settings for API-supported, non-LSC users (specifically, ALG and King Logistics) to complete in DAT-MAIL after adding [carrier information](#) and [distribution center information](#) before they can begin using the Multi-Carrier Trailer Manifesting function.

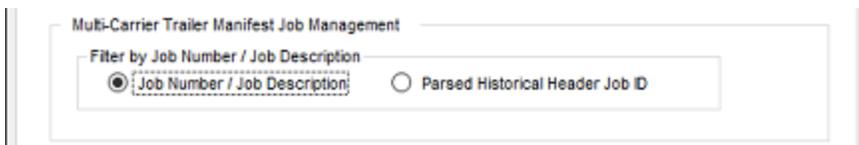
From DAT-MAIL's main menu, select **File > Program Settings > Program Setup**.



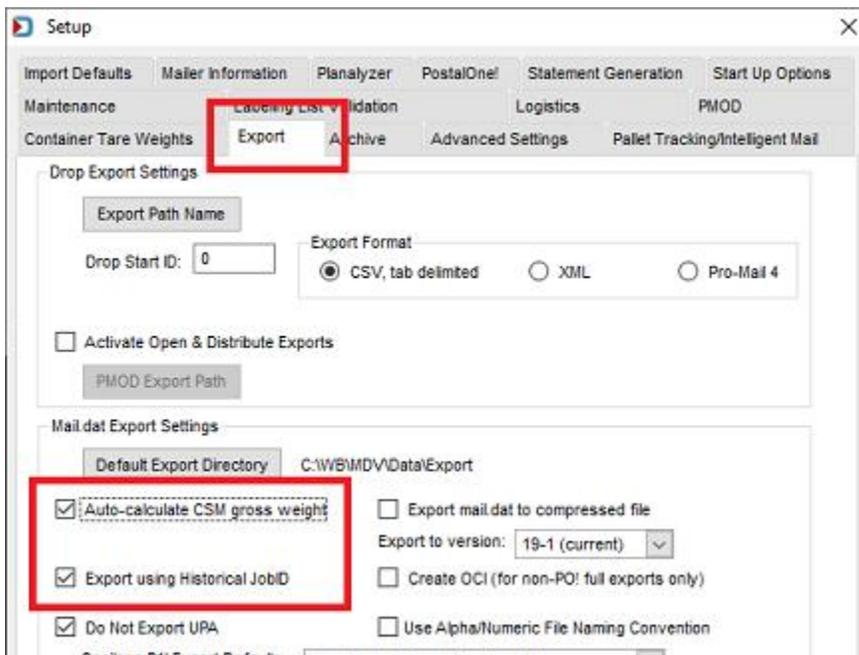
Also, in the **Logistics** tab, specify how the system should perform job look-ups within the **Multi-Carrier Trailer Manifest Job Management** section of the screen. Most non-LSC users would use the **Job Number/Job Description** option; however, if a Client uses both LSC and non-LSC carriers, they will need to enable the 'Parsed Historical Header Job ID' option.

i The 'Parsed Historical Header Job ID' option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.

! The 'Parsed Historical Header Job ID' option is required for all LSC users and those Mailers who use both LSC and non-LSC carriers.

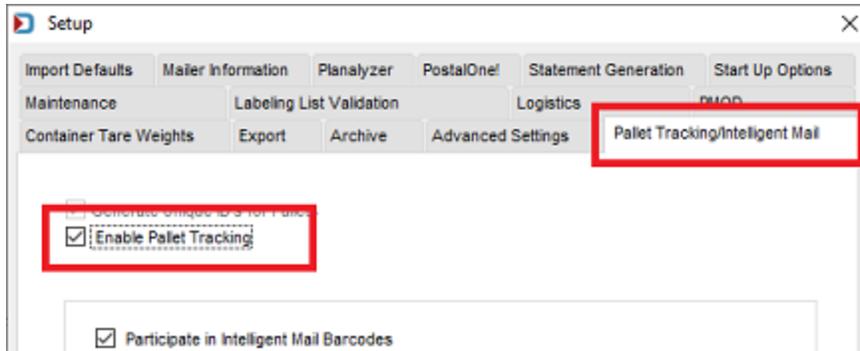


Next, for API-supported, non-LSC users who export their Mail.dat files, in the **Setup** screen, select the **Export** tab. Select the following option checkboxes: **Auto-calculate CSM gross weight** and **Export using Historical Job ID**.



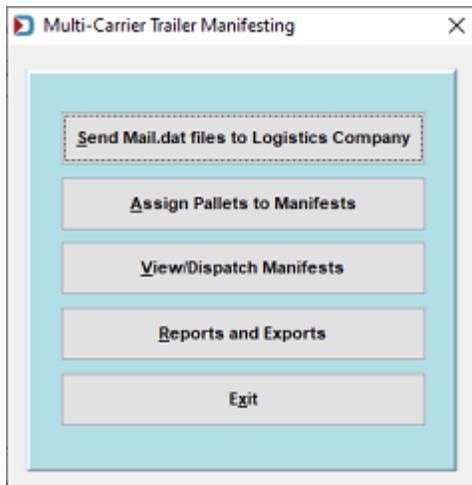
i Mailers not using LSC at all who do not export their Mail.dat files should perform pallet queries by Job Number, not Historical Header Job ID.

And lastly, in the **Setup** screen, select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.



Click **OK** to save the changes and close the **Setup** screen. The necessary setup to use the Multi-Carrier Trailer Manifest function for API-supported, non-LSC users (specifically, ALG and King Logistics) is complete.

At this point when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu (if no other carrier setup is performed (specifically, LSC-related)).



DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS

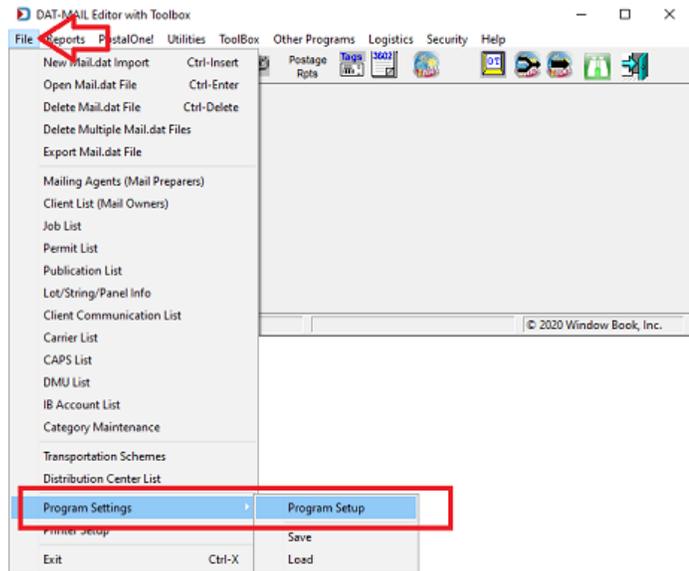


Instructions for [DAT-MAIL SETUP: GENERIC CARRIER USERS](#), [DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS](#) and [DAT-MAIL SETUP: LSC ONEPRICE USERS](#) are provided in their respective sections.

There are additional settings for LSC DropShip/Copal users to complete in DAT-MAIL after adding [carrier information](#) before they can begin using the Multi-Carrier Trailer Manifesting function.

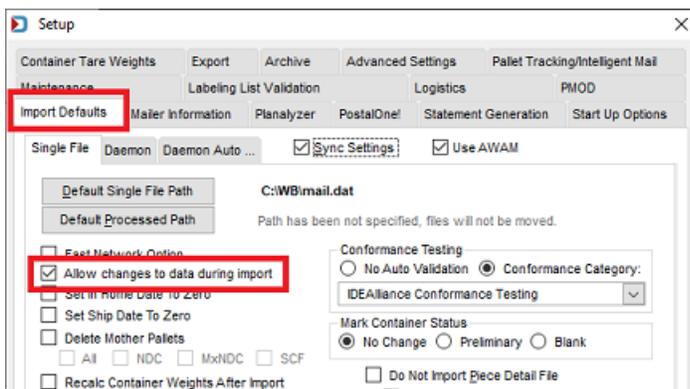
DAT-MAIL Setup Screen

From DAT-MAIL's main menu, select **File > Program Settings > Program Setup**.

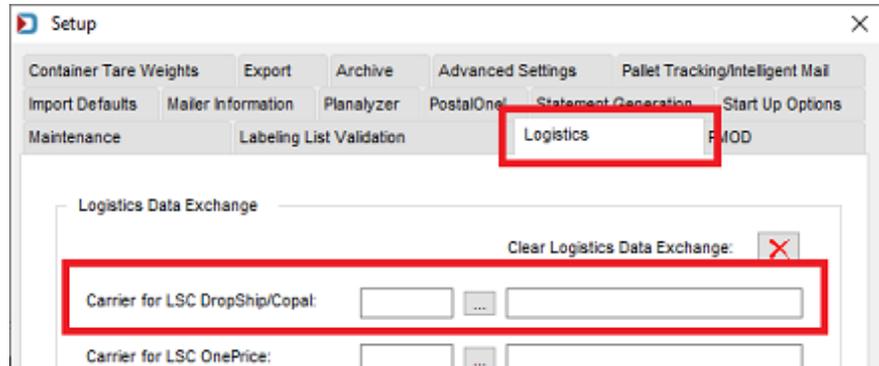


The **Setup** screen will display. In the **Import Defaults** tab, make sure to select the **Allow changes to data during import** checkbox.

! *The 'Allow changes to data during import' option must be enabled for Clients using the LSC DIME system!*

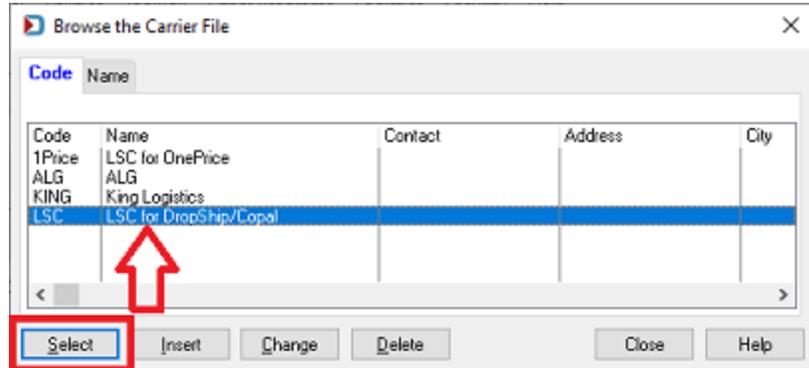


Select the **Logistics** tab. Click the corresponding browse button for the **Carrier for LSC DropShip/Copal** field.



The **Browse for Carrier File** screen will display. Highlight the carrier and click **Select**.

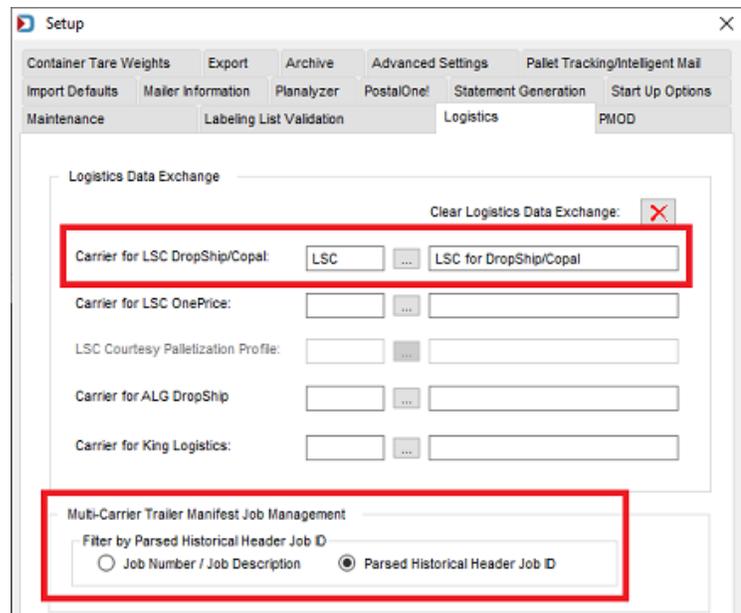
i If the desired carrier is not in the list, it can be inserted or added from this screen using the **INSERT** button.



The **Browse for Carrier File** screen will close and the select carrier code and name will display in the **Carrier for LSC DropShip/Copal** field in the **Logistics** tab.

Next, select the **Parsed Historical Header Job ID** radio button for **Multi-Carrier Manifest Job Management** to specify how the system should perform job look-ups.

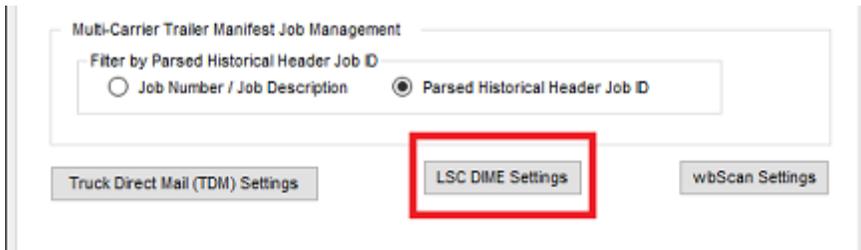
i The 'Parsed Historical Header Job ID' option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character 'List ID' or version.



! The 'Parsed Historical Header Job ID' option is required for all LSC users and those Mailers who use both LSC and non-LSC carriers.

Next, LSC site data must be entered to establish communication between DAT-MAIL and DIME for LSC DropShip/Copal users. To do this, click **LSC DIME Settings**.

i Login credentials are Mailer-specific and provided by LSC (refer to [LSC DropShip/Copal Requirements](#) for more information).



The **Transportation System Access** screen will display. This screen contains the necessary information for connecting with LSC's DIME system.

- **1** **Test Only. Do not access production database.** checkbox: When using LSC DropShip/Copal in production, this option should be left un-checked. If using LSC DropShip/Copal in a test environment, select (check) the option. New users can discuss this option with LSC.
- **2** The information pertaining to the 'User ID', 'Site ID', and 'Password' is provided by LSC and not Window Book. Contact an LSC support representative to obtain this necessary information. Once the information is provided by LSC, enter it into the corresponding fields.

The following site information (if not already present) must be entered/used to be able to communicate with LSC:

'URL for Test Site':

<http://dynamail.lsc.com/dime/2.2.4/certification/dime.svc/basicText>

'URL for Production Site':

<http://dynamail.lsc.com/dime/2241/dime.svc/basicText>

DIME setup

Transportation System Access

Test Only. Do not access production database.

User ID:

Site ID:

Password:

URL for Test Site:

URL for Production Site:

Keep DIME Request Log records for: days

OK Cancel

- 3 **'Keep DIME Request Log records for'**: DIME Request Logs are records of the communication requests sent between DAT-MAIL and DIME. These log files are important for troubleshooting purposes; however, the number of log files kept by the system can increase to the point where eventually system performance could be affected. To combat this, Clients can set the number of days DAT-MAIL will retain the DIME Request logs. Anything older than the number of days set will be purged by the system. The default number of days to keep DIME Request Logs is 30.

Click **OK** to close the screen.

In the **Setup** screen, select the **Export** tab. Select (check) the following options:

- Auto-calculate CSM gross weight** checkbox: LSC must have the CSM Gross Weight value of the Client's Pallets, so this option needs to be selected (checked); and select the
- Export using Historical Job ID** checkbox.

Setup

Import Defaults Mailer Information Planalyzer PostalOne! Statement Generation Start Up Options

Maintenance Labeling List Validation Logistics PMOD

Container Tare Weights Export Archive Advanced Settings Pallet Tracking/Intelligent Mail

Drop Export Settings

Export Path Name

Drop Start ID:

Export Format

CSV, tab delimited XML Pro-Mail 4

Activate Open & Distribute Exports

PMOD Export Path

Mail.dat Export Settings

Default Export Directory: C:\WB\MDV\Data\Export

Auto-calculate CSM gross weight

Export using Historical Job ID

Do Not Export UPA

Export mail.dat to compressed file

Export to version: 19-1 (current)

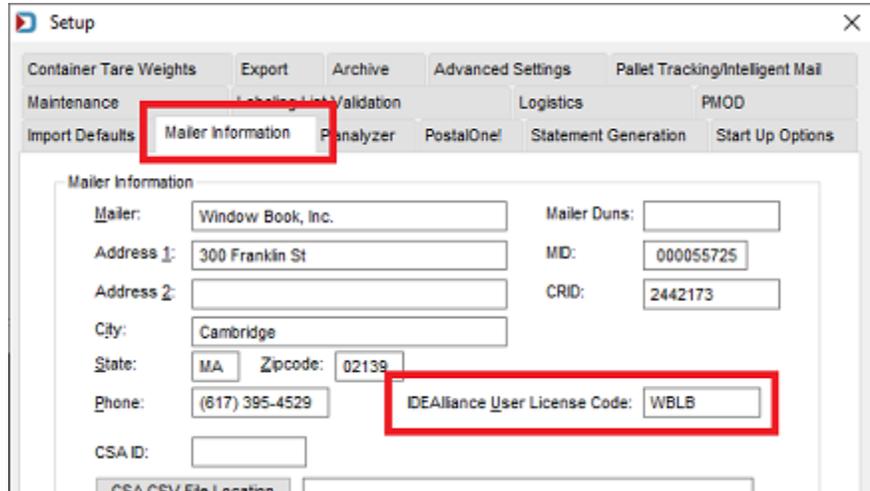
Create OCI (for non-PO! full exports only)

Use Alpha/Numeric File Naming Convention



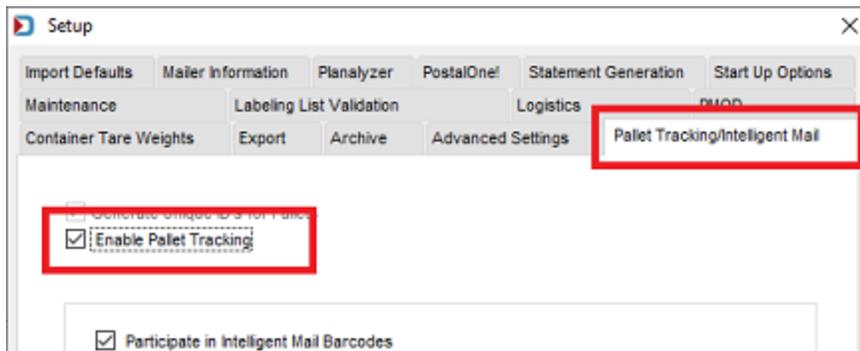
Keep in mind that selecting (checking) this option means all Mail.dat files will be exported using this value (not just LSC DropShip/Copal exports).

Next, select the **Mailer Information** tab. Make sure to enter the corresponding **IDEAlliance User License Code*** that coincides with the LSC DropShip/Copal credentials before importing Mail.dat files to be used with the LSC DropShip/Copal system (refer to [LSC DropShip/Copal Requirements](#) for more information).



* Mail.dat is now owned by DTAC and the new name will be reflected, when the 21-1 Mail.dat specification change occurs.

And lastly, in the **Setup** screen, select the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. This will ensure that a 12-character Unique ID is generated, which is not the same as IMb. This also allows for every job imported to have its pallets displayed in the Multi-Carrier Trailer Manifesting system.



Click **OK** to save the changes and close the *Setup* screen.

At this point when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu.

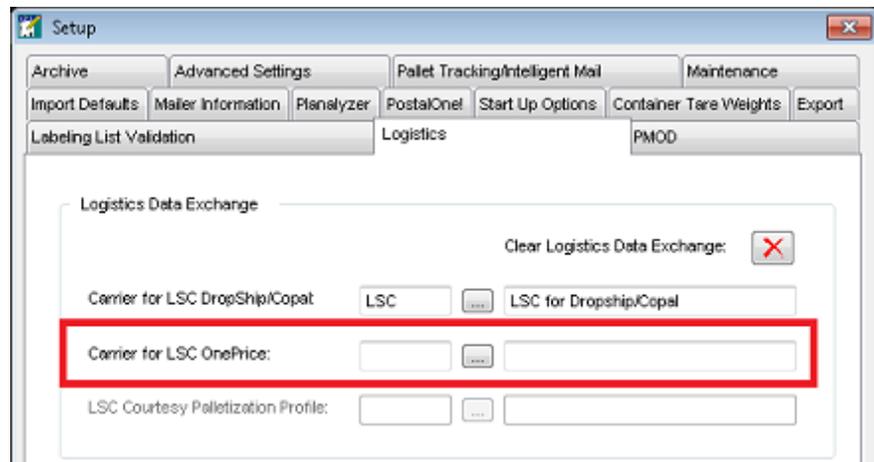


DAT-MAIL SETUP: LSC ONEPRICE USERS

i Instructions for [DAT-MAIL SETUP: GENERIC CARRIER USERS](#), [DAT-MAIL SETUP: API SUPPORTED/NON-LSC USERS](#) and [DAT-MAIL SETUP: LSC DROPSHIP/COPAL USERS](#) are provided in their respective sections.

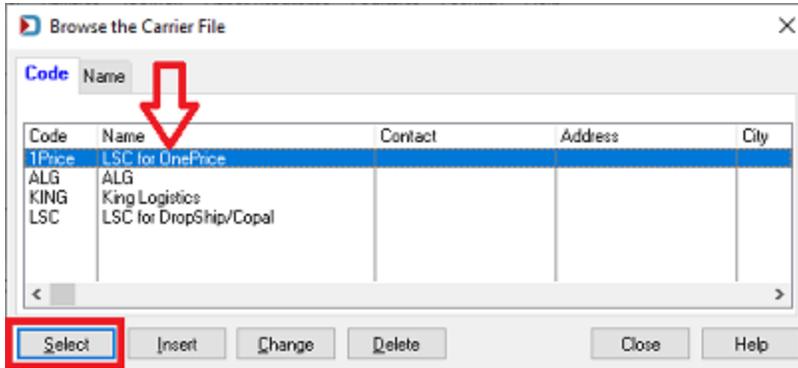
There are additional settings for LSC OnePrice users to complete in DAT-MAIL after adding [carrier information](#) before they can begin using the Multi-Carrier Trailer Manifesting function.

Maiers who wish to use trailer manifesting functions in DAT-MAIL with LSC's OnePrice system need to specify the carrier to use by clicking the corresponding browse button for the **Carrier for LSC OnePrice** field in the **Setup** screen's **Logistics** tab.



The **Browse for Carrier File** screen will display. Highlight the carrier and click **Select**.

i *If the desired carrier is not in the list, it can be inserted or added from this screen.*

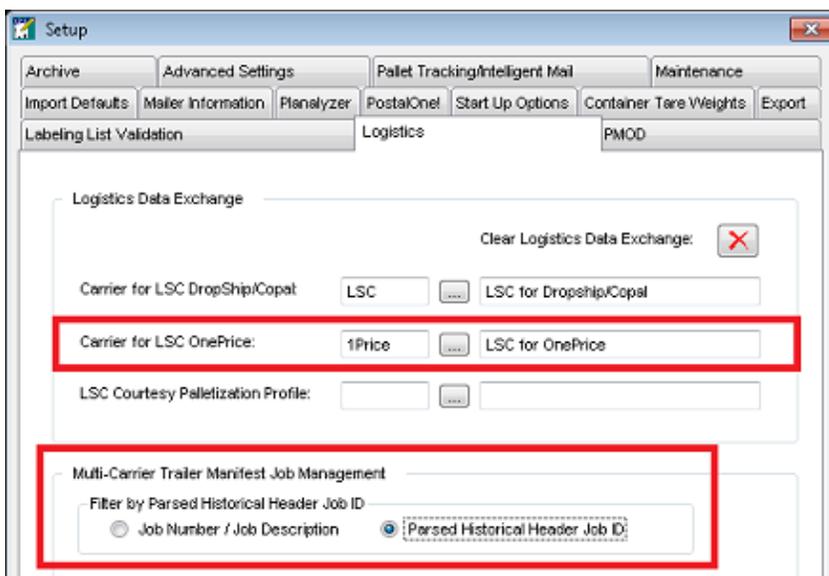


The **Browse for Carrier File** screen will close, and the selected carrier code and name will display in the **Carrier for LSC DropShip/Copal** field in the **Logistics** tab.

Next, select the **Parsed Historical Header Job ID** radio button under **Multi-Carrier Manifest Job Management** to specify how the system should perform job look-ups (if not already selected).

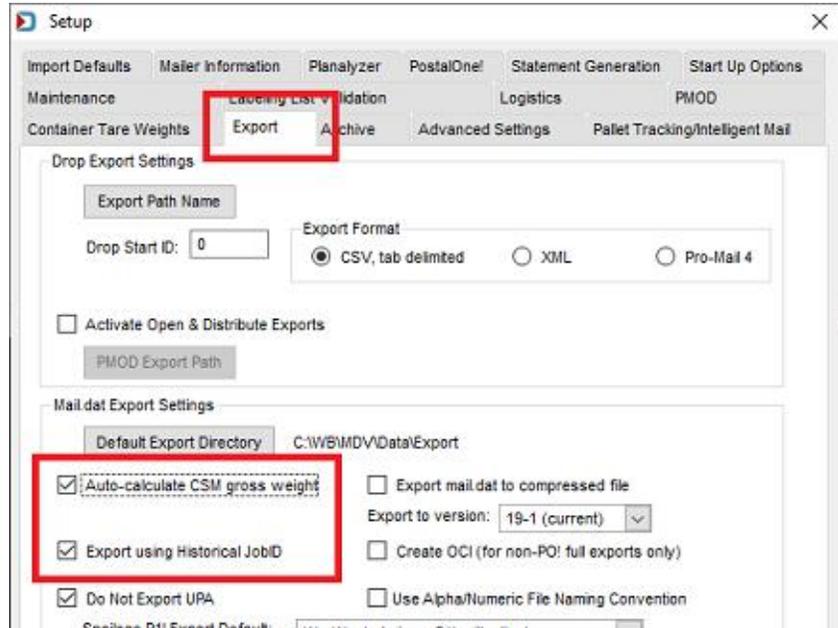
i *The Parsed Historical Header Job ID option is where the first five characters of the Mailer's historical header Job ID (the Job ID created by their presort program) represents a numeric Job ID and the last three characters represents a three character List ID or version.*

! *The Parsed Historical Header Job ID option is required for all LSC users and those Mailers who use both LSC and non-LSC carriers.*



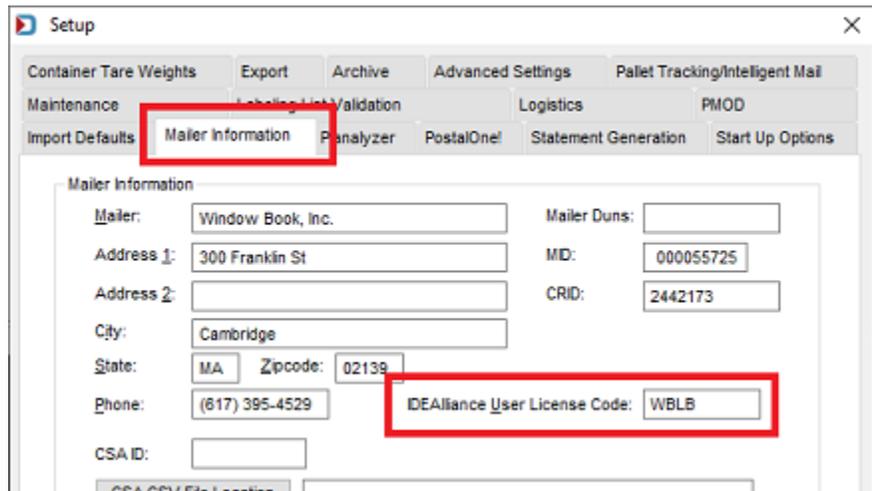
Next, click the **Export** tab. Select the following checkboxes:

- **Auto-calculate CSM gross weight:** LSC must have the CSM Gross Weight value of the Client's Pallets, so this option needs to be selected (checked); and the
- **Export using Historical Job ID.**



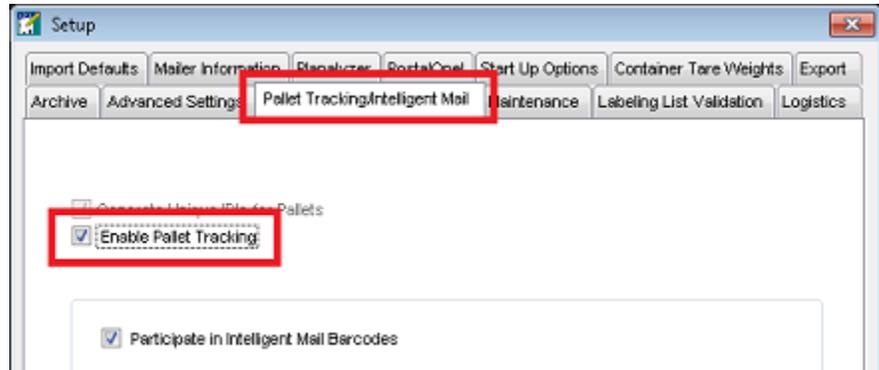
Keep in mind that selecting (checking) this option means all Mail.dat files will be exported using this value (not just LSC DropShip/Copal exports).

Next, in DAT-MAIL's **Setup** screen, click the **Mailer Information** tab. Make sure to enter the corresponding **IDEAlliance User License Code*** that coincides with the LSC DropShip/Copal (DIME) credentials before importing Mail.dat files to be used with LSC DropShip/Copal.



* Mail.dat is now owned by DTAC and the new name will be reflected, when the 21-1 Mail.dat specification change occurs.

And lastly, in DAT-MAIL's **Setup** screen, click the **Pallet Tracking /Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox to keep track of the Pallets for each Mail.dat file. This will ensure that a 12-character Unique ID is generated which is not the same as IMb.



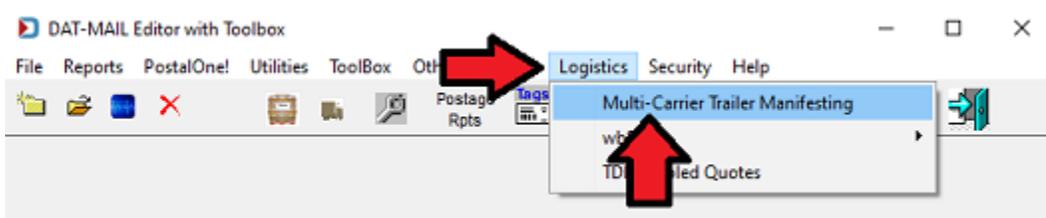
Click **OK**, when finished.

At this point, when the **Multi-Carrier Trailer Manifesting** option is selected from within the **Logistics** menu, the corresponding function buttons will appear in the navigator-style menu.



MCTM MENU – COMPONENT IDENTIFICATION

This section identifies each of the function buttons housed within the Multi-Carrier Trailer Manifesting menu option located under DAT-MAIL's **Logistics** menu; as well as, provides a description of the components of each.



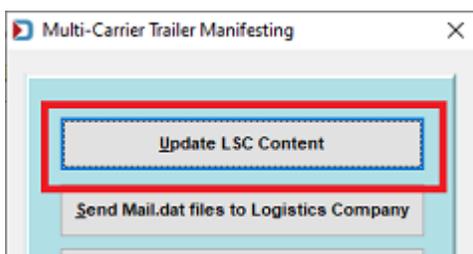
 **If the Multi-Carrier Trailer Manifesting menu option does not display when the Logistics menu is selected, the current DAT-MAIL registration does not include it (refer to [GENERAL REQUIREMENTS](#) for more information).**

The documentation for each function button will include a notation that informs the reader which type of user ('Generic'; 'API-Supported Non-LSC Users'; 'LSC DropShip/Copal'; and 'LSC OnePrice') the function is enabled for, and a link to the corresponding "use" instructions in the Guide.

 **Images of the Multi-Carrier Trailer Manifesting menu specific to each type of user (such as 'LSC DropShip/Copal', 'LSC OnePrice', 'ALG', and 'King Logistics') are provided in [GETTING STARTED](#).**

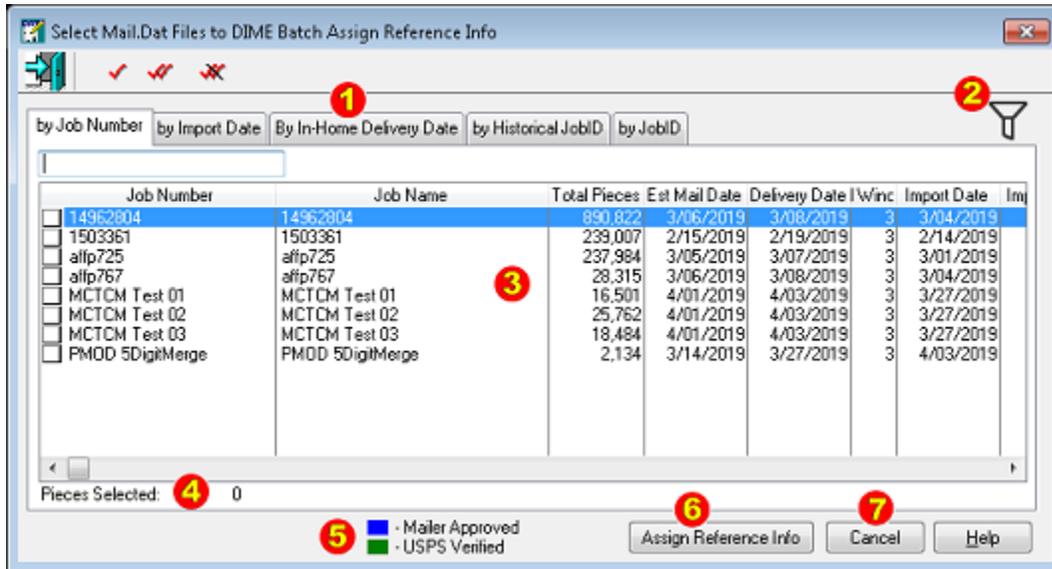
UPDATE LSC CONTENT BUTTON

 **Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.**



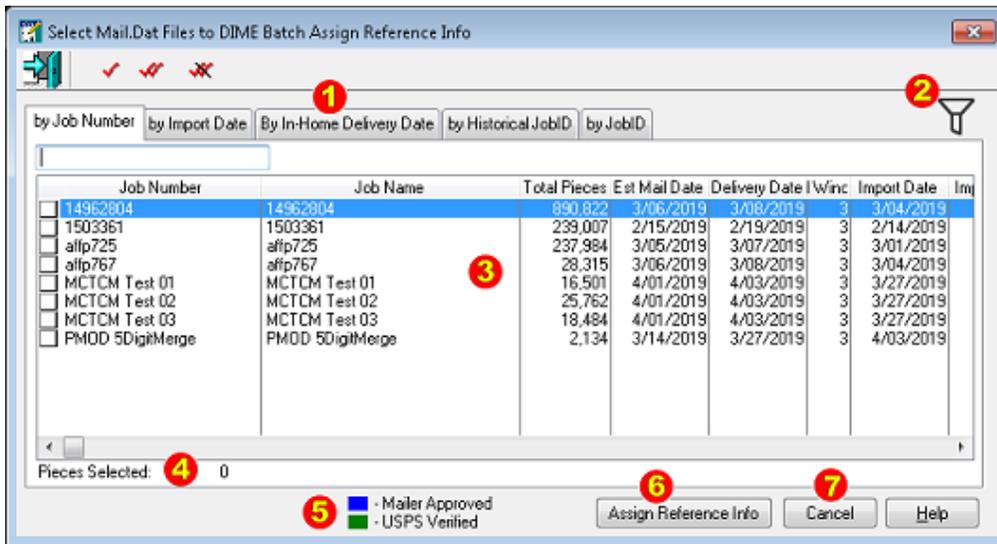
Clicking **Update LSC Content** launches the **Select Mail.dat Files to DIME Batch Assign Reference Info** screen which displays a list of the available jobs.

This screen is used for assigning Content Title IDs to LSC-related jobs. Content Title IDs associate accurate customer information from LSC's system to the job in DAT-MAIL. A Content Title ID refers to a Client Name and Service Type (for example, DropShip, Copal, Commingle, etc.).

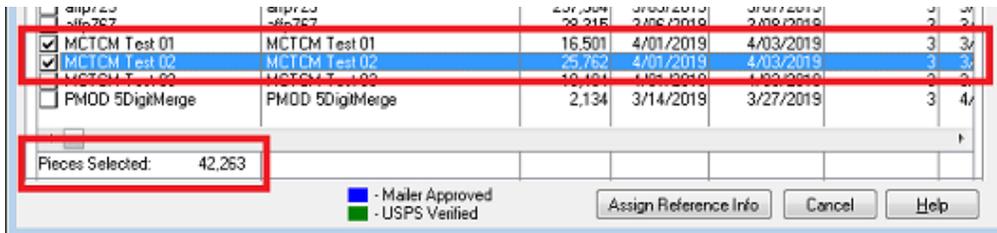


- **1 Job List Sorts:** The displayed job information can be sorted/viewed based on the tab selected: **by Job Number**; **by Import Date**; **by In-Home Delivery Date**; **by Historical Job ID**; and **by Job ID**.
- **2 Filter function:** Allows the user to apply pre-defined filters for viewing their job data. Clicking this icon displays a **Browse Filter List** screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied = ; No filter applied = ).
- **3 Jobs list:** A list of all existing jobs. Jobs displayed are dependent on whether a filter has been applied (see number 2 above). The following detail is provided for each job:

Job Number
Job Name
Total Pieces
Est Mail Date
Delivery Date
Del Window (*Delivery Window*)
Import Date
Import Time
Hist. Job ID (*Historical Header Job ID*)
File Set Name
Imported From

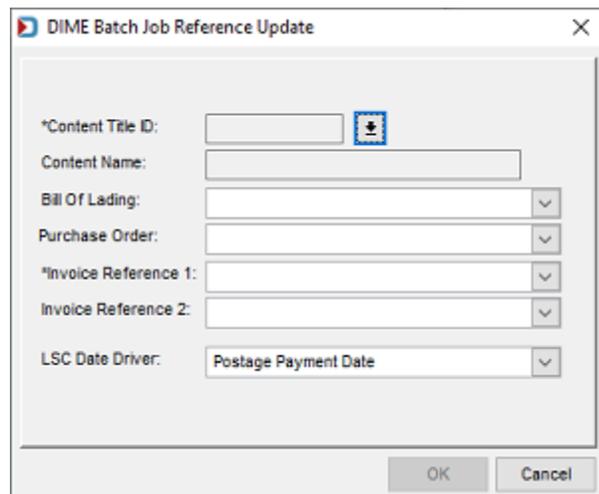


- **4 Pieces Selected:** Provides a running total of the number of pieces based on the number of jobs selected.



- **5 Mailer Approved/USPS Verified:** Color-coding applied to the jobs list for jobs that meet the stated criteria (blue for Mailer Approved or green for USPS Verified).

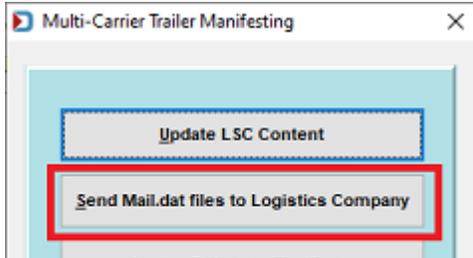
- **6 Assign Reference Info button:** Clicking with a job(s) tagged, displays the **DIME Batch Job Reference Update** screen, from which users can assign a Content Title ID and reference information to jobs (refer to [UPDATE LSC CONTENT BUTTON](#) for instructions).



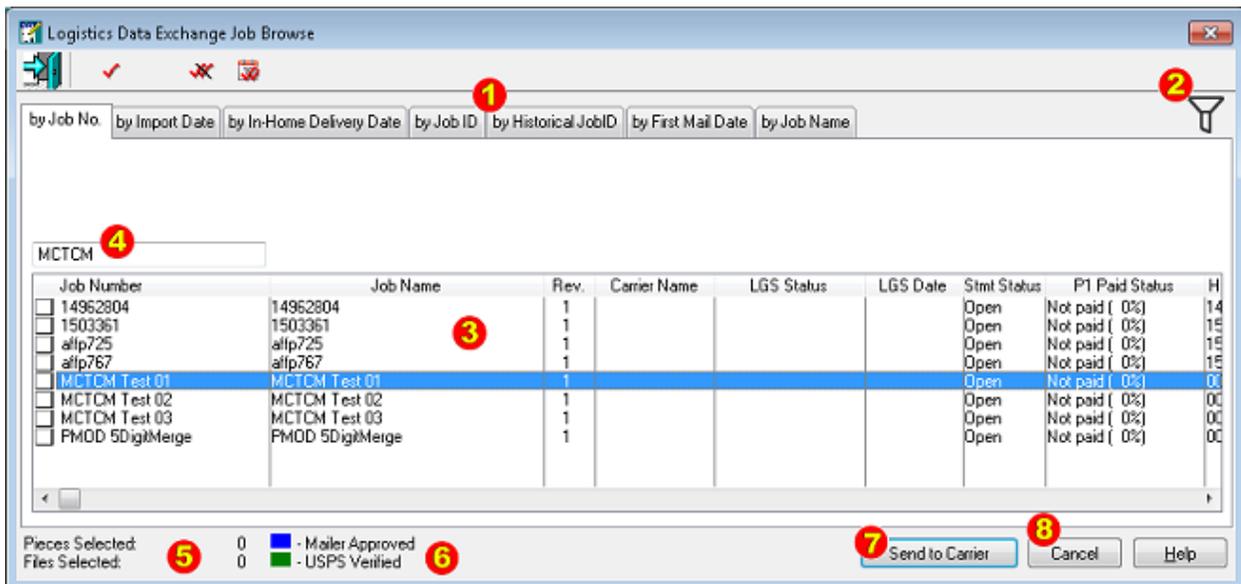
- **7 Cancel button:** Aborts the Update LSC Content function and closes the screen.

SEND MAIL.DAT FILES TO LOGISTICS COMPANY

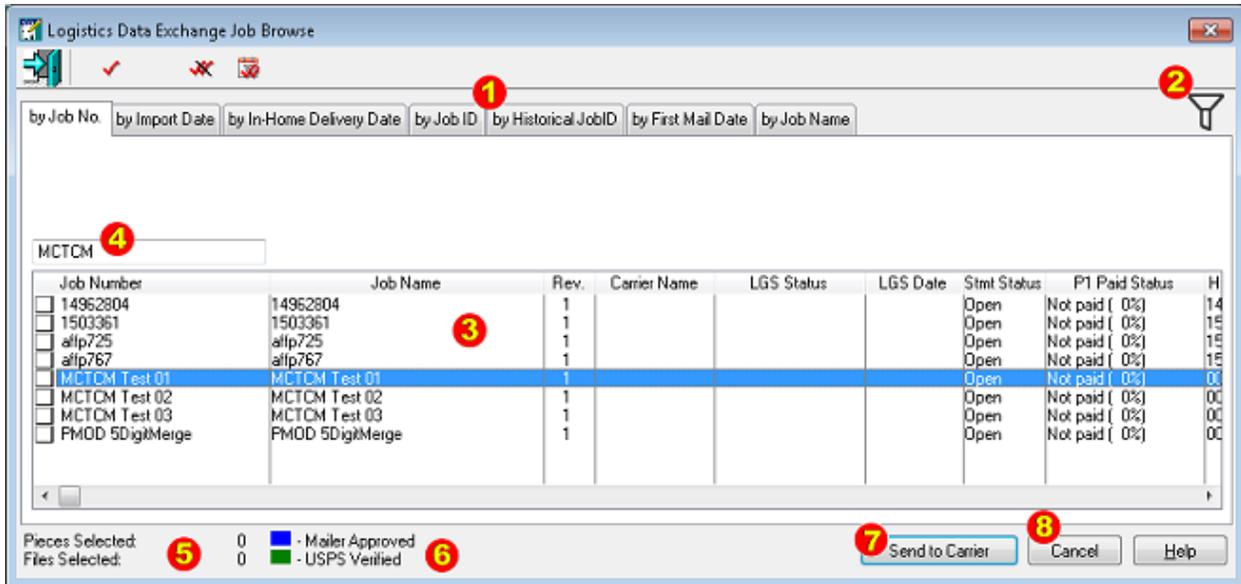
i Specific to 'LSC DropShip/Copal', 'LSC OnePrice', 'ALG', and 'King Logistics' carriers only.



Clicking **Send Mail.dat Files to Logistics Company** launches the **Logistics Data Exchange Job Browse** screen, which displays a list of the jobs available for Multi-Carrier Trailer Manifesting.



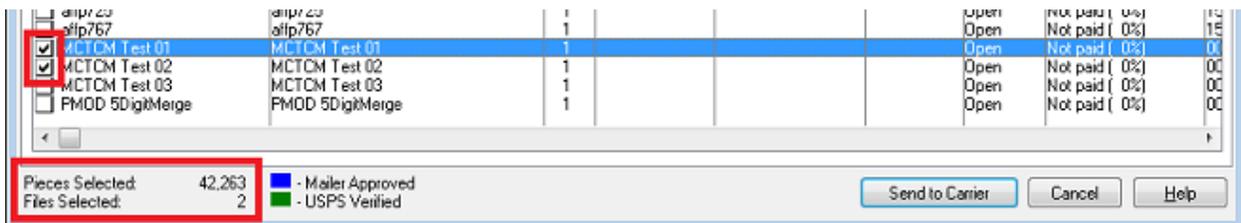
- **1 Job List Sorts:** The displayed job information can be sorted/viewed based on the tab selected: **by Job No;** **by Import Date;** **by In-Home Delivery Date;** **by Job ID,** **by Historical Job ID;** **by First Mail Date;** and **by Job Name.**
- **2 Filter function:** Allows the user to apply pre-defined filters for viewing their job data. Clicking this icon displays a **Browse Filter List** screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied = ; No filter applied =).



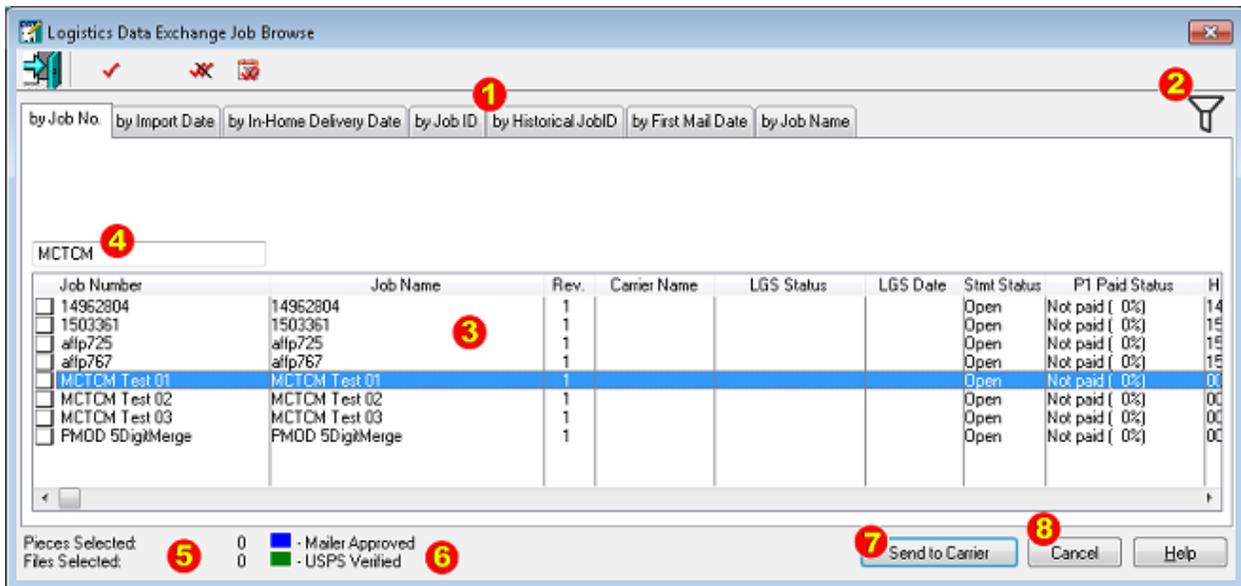
- **3** The pallet list provides the following information for each pallet:

Job Number	Est Mail Date
Job Name	In Home Date
Rev (<i>job revision number</i>)	First Mail Date
Carrier Name	Piece Count
LGS Status	Delivery Window
LGS Date	Date
Stmt Status (<i>Statement Status</i>)	Time
P1 Paid Status	File Name
Hist Job ID	Job ID
Mail Class	Mail.dat file location on the server
Category	

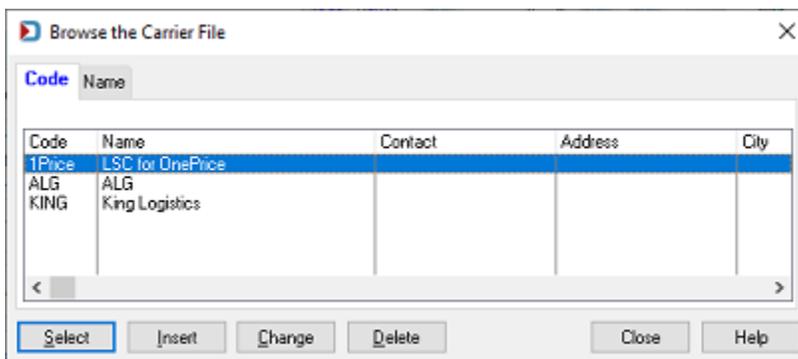
- **4 Job lookup:** Users can find jobs faster in the list by entering part or all of the Job Number and then tab out of the field. The cursor will automatically jump the first occurrence in the list it finds.
- **5 Pieces Selected / Files Selected:** These fields provide a sum total of each based on the job(s) that is selected (or checked).



- **6 Mailer Approved/USPS Verified:** Color-coding applied to the jobs list for jobs that meet the stated criteria (blue for Mailer Approved or green for USPS Verified).



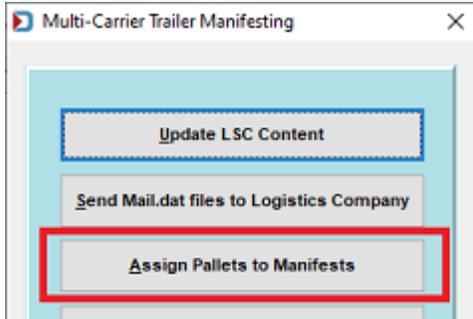
- **7 Send to Carrier** button: Clicking this button launches the **Browse the Carrier File** screen, where users can choose which carrier to send the selected (checked) job(s)/Mail.dat file(s) (refer to [SEND MAIL.DAT FILES TO LOGISTICS COMPANY](#) for instructions).



- **8 Cancel** button: Clicking this button aborts any OnePrice functions started from this screen and closes the **Logistics Data Exchange Job Browse** screen.

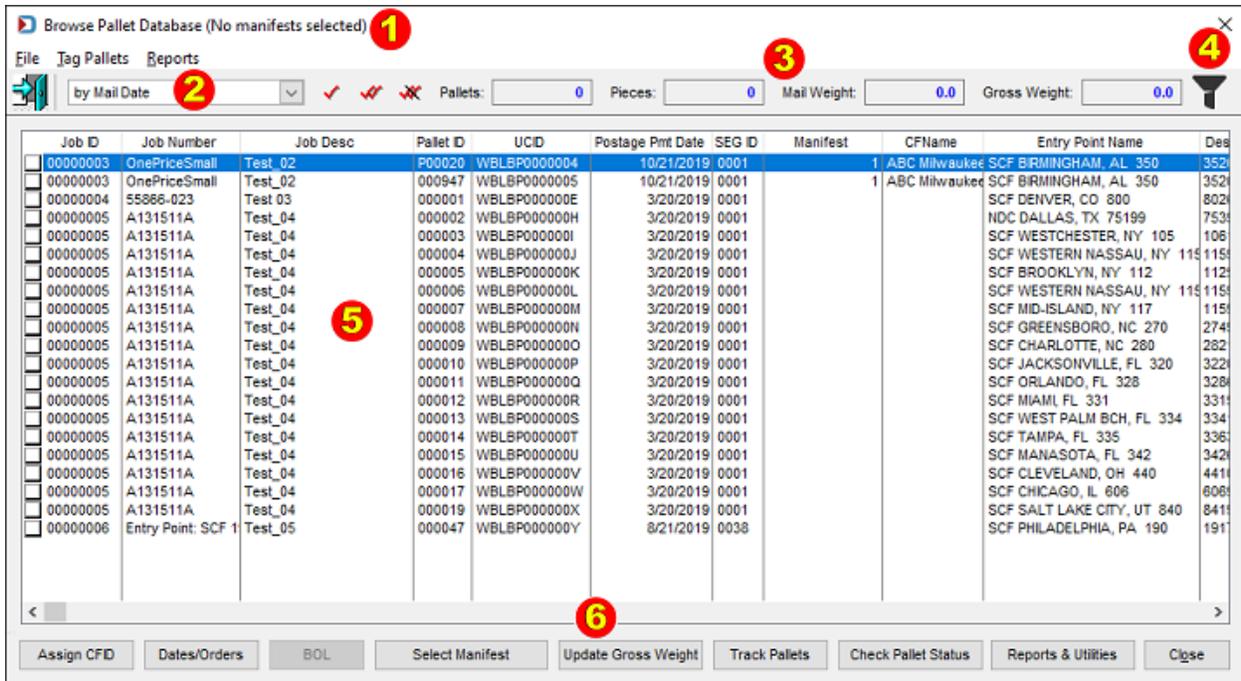
ASSIGN PALLETS TO MANIFEST BUTTON

 Available for all carriers.

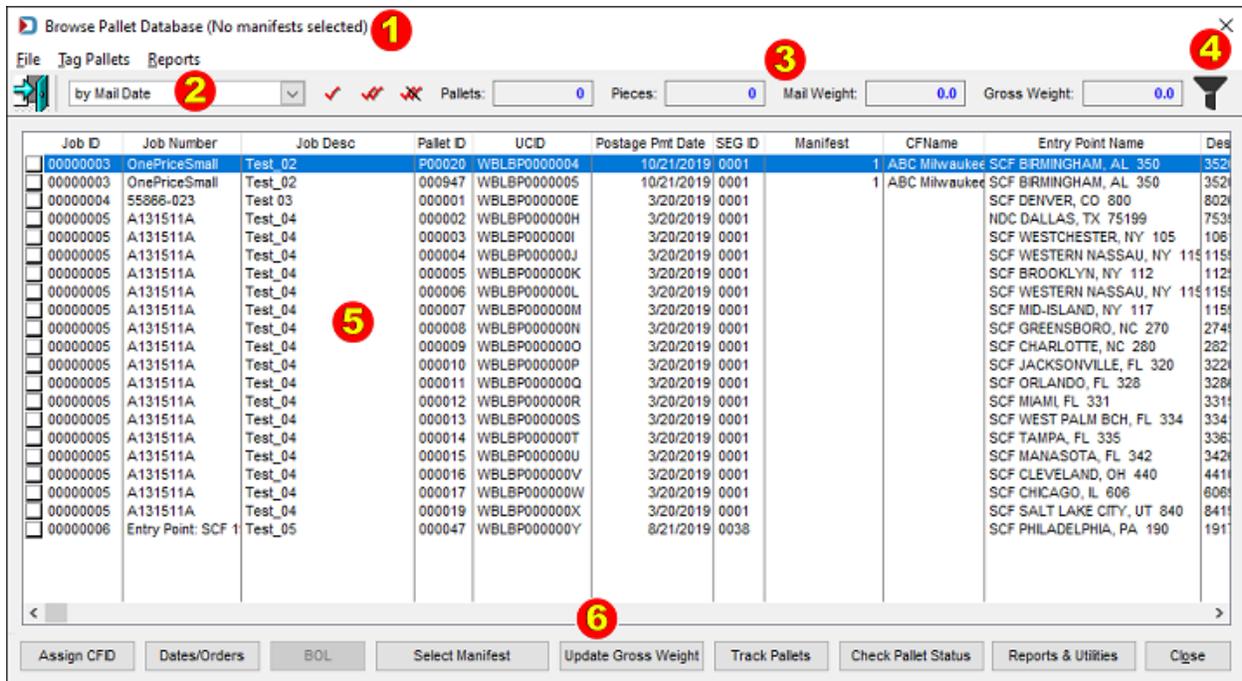


Clicking **Assign Pallets to Manifest** launches the **Browse Pallet Database** screen, which displays the list of pallets in the system. The pallets that display is controlled by any filters that may be applied (refer to  below --  = No filter has been applied; or  = Filter has been applied).

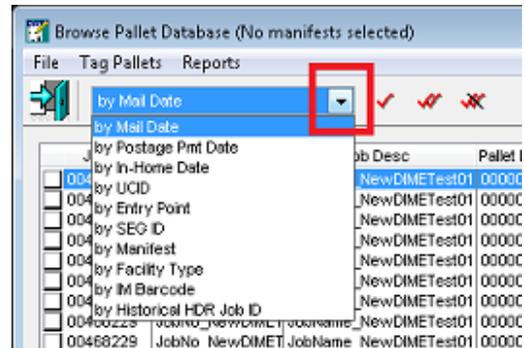
From this screen, users can assign carrier and consolidation facility IDs to pallets, modify specific mailing dates (if necessary) and create orders, generate and print a BOL (Bill of Lading): assign pallets to manifests: update the gross weight of pallets; track pallets; check a pallet's status; and generate and print pallet reports and export or import pallet data.



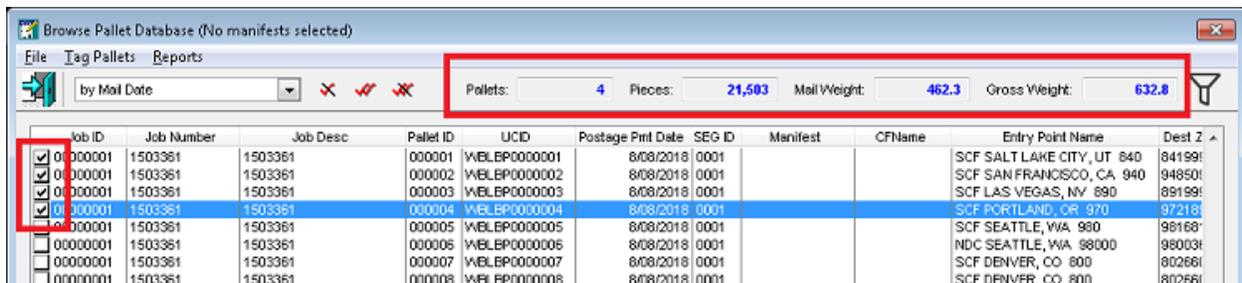
-  If a manifest(s) has been selected prior to accessing this screen, the name of the manifest(s) will display in the screen's title bar. If a manifest has not been selected, the screen's title bar will read "(No manifests selected)" – see screen image above.



- **2** The pallet list can be displayed in various sort orders by selecting a sort option from the list provided. The default is **by Mail Date**.



- **3** As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen.



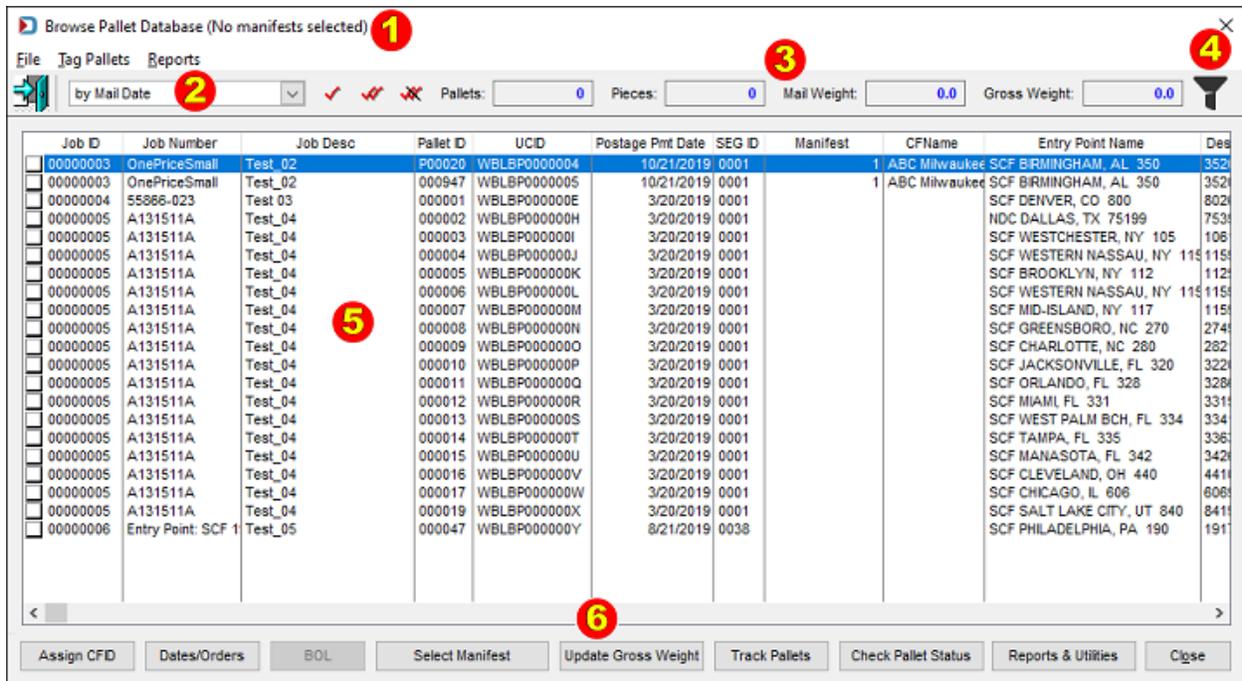
- The screen's filter function allows users to limit or control the pallet data that is displayed using various criteria. The filter image on the screen changes based on whether a filter has been applied (= No filter has been applied; or = Filter has been applied).

Filter Options:

- **5** The pallet list provides the following information for each pallet:

Job ID	Mail Weight
Job Number	Gross Weight
Job Desc	Mail Date
Pallet ID	Drop Date
UCID (<i>Unique Container ID</i>)	In-Home Date
Postage Pmt Date (<i>Postage Payment Date</i>)	Action
SEG ID	Location (updated from wbSCAN)
Manifest	Postage Rlse Date (<i>Postage Release Date</i>)
CFName (<i>Consolidation Facility Name</i>)	Rlse Time (<i>Release Time</i>)
Entry Point Name	DM Job ID (<i>DAT-MAIL Job ID</i>)
Dest ZIP+4	IM Barcode
CSA ID (<i>Customer Supplier Agreement</i>)	Carrier
Facility Type	Error
Pieces	
Containers	

i The 'Browse Pallet Database' screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.



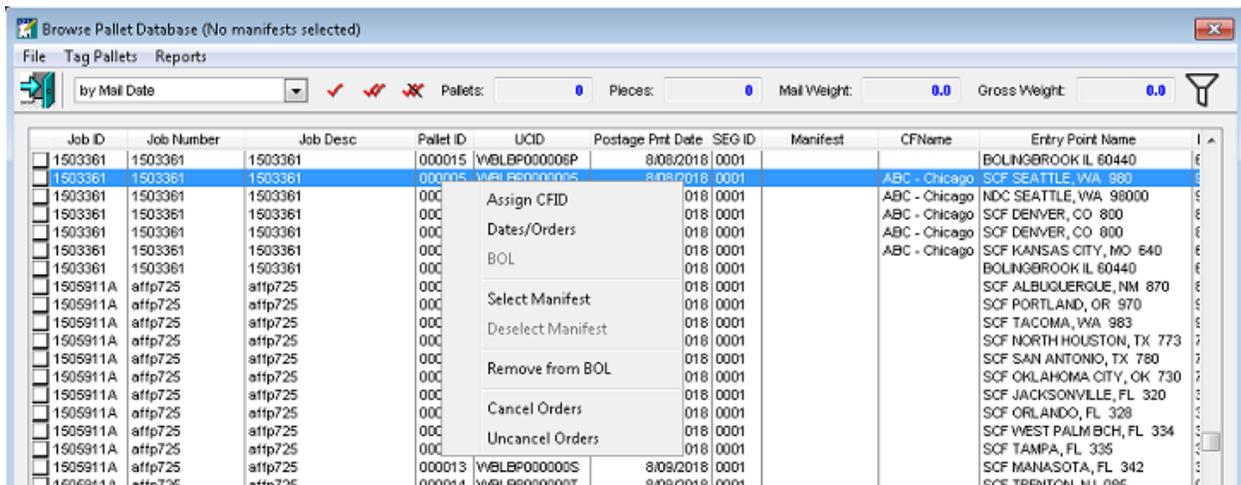
- **6** The button bar at the bottom of the screen contains the following function buttons:
 - ~ **Assign CFID:** To be used to assign a CFID (Carrier and Container Facility) or change existing settings (refer to [ASSIGN CFID](#) for instructions).
 - ~ **Dates/Orders:** To be used to create an order for a shipment and, if necessary, to set new ship and in-home dates for selected pallets when they don't match the manifest (refer to [Dates/Orders Button](#) for instructions). If dates are changed, they will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes.
 - ~ **BOL:** To be used to add selected (checked) pallets to the bill of lading for a selected manifest (refer to [BOL BUTTON](#) for instructions).
 - ~ **Select Manifest:** To be used to select a manifest. Clicking this button is the equivalent of requesting a truck (refer to [Select Manifest Button](#) for instructions).
 - ~ **Update Gross Weight:** To be used to add or update the gross weight for single and mother pallets, and sibling pallets (refer to [Update Gross Weight Button](#) for instructions).
 - ~ **Track Pallets:** To be used to display the status of a job and the pallets associated with it (refer to [Track Pallets Button](#) for instructions).
 - ~ **Check Pallet Status:** To be used to request detailed transportation status information from LSC's DIME system for tagged pallets. The information that is returned is dependent on where the order is in the DIME process (refer to [Check Pallet Status Button](#) for instructions).
 - ~ **Reports & Utilities:** To be used for generating the "Trailer Pallet Report". In addition, pallet data can be exported and imported, as well (refer to [Reports & Utilities Button](#) for instructions).

~ **Close:** To be used to close/exit the *Browse Pallets Database* screen.

The same functions actionable using the buttons located in the button bar along the bottom of the screen **6** are also accessible by right-clicking anywhere in the pallet list.

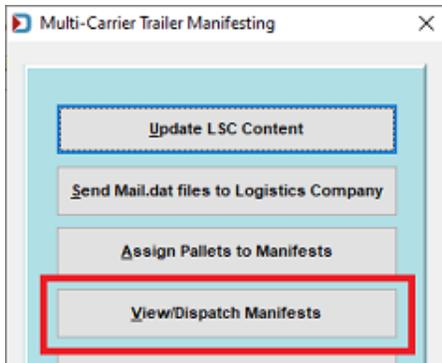
Additional functions that are NOT included in the button bar ARE available by right-clicking anywhere in the pallet list are:

- ~ **Remove from BOL:** Removes the selected pallets assigned to a manifest (or BOL).
- ~ **Cancel Orders:** Cancels previously created orders.
- ~ **Uncancel Orders:** Revokes a previously issued 'Cancel Order' request.

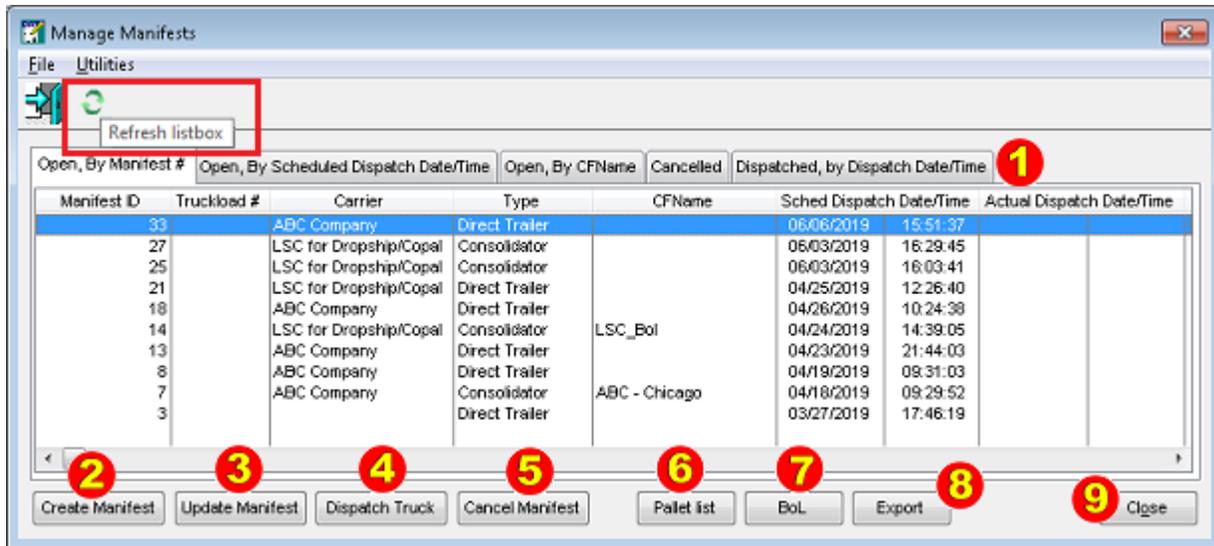


VIEW/DISPATCH MANIFESTS BUTTON

i Available for all carriers.



Clicking **View/Dispatch Manifests** launches the **Manage Manifests** screen, which displays any existing manifests and contains manifest-specific functions.

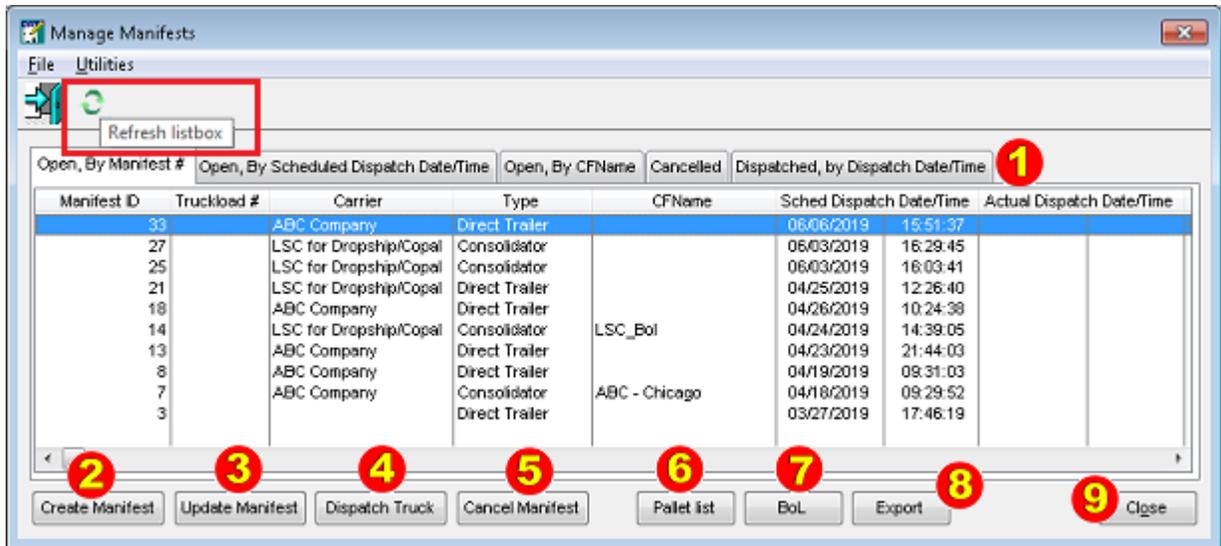


The Refresh button  allows users to manually refresh the manifest list.

- **1** The **Manage Manifests** screen displays all existing manifests in list form. The list contains the following information for each manifest:

Manifest ID	Total Weight
Truckload #	Pallets
Carrier	Master BOL
Type	Location ID
CFName (<i>Consolidation Facility Name</i>)	Action
Sched Dispatch Date	Error
Sched Dispatch Time	Sys ID
Actual Dispatch Date	CFID (<i>Consolidation Facility ID</i>)
Actual Dispatch Time	Error Text
Trailer ID	

The information can be sorted and viewed by clicking the corresponding sort tab: **Open, By Manifest #**; **Open, By Scheduled Dispatch Date/Time**; **Open, By CF Name**; **Cancelled**; and **Dispatched, by Dispatch Date/Time**.



- **2 Create Manifest** button: Used to create a manifest. The user is able to enter the Dispatch Date/Time, enter a Trailer ID, select a Carrier, specify the type of Carrier (for example, Consolidator), enter the Maximum Weight and Maximum number of Pallets. In addition, the user can insert stop information (for example, Entry Point and Zip+4) based on information from the USPS FAST system, and/or change the stop order. Refer to [Create Manifests Button](#) for more information.
- **3 Update Manifest** button: Allows the user to modify an already requested truck's dispatch information for a selected manifest (refer to [Update Manifests Button](#) for more information).
- **4 Dispatch Truck** button: Used to record a truck as being dispatched after the carrier has picked up the mail. The function allows the user to print the corresponding bill of lading after a truck has been marked as dispatched. Refer to [Dispatch Truck Button](#) for more information.
- **5 Cancel Manifest** button: Used to cancel a manifest.
- **6 Pallet List** button: Clicking this button launches the *Pallets on Manifest* screen. It provides a list of the pallets associated with a selected manifest. The pallet information provided consists of the associated Job ID, UCID (Unique Container ID), Copies, and Total Weight. A sum of the Total Weight and number of Pallets is also provided (refer to [Pallet List Button](#) for more information).
- **7 BoL** button: Used to print a hard copy of the bill of lading for a selected manifest (refer to [BoL Button](#) for more information).
- **8 Export** button: Used to print the pallet information associated with a manifest to a CSV file (refer to [EXPORT BUTTON](#) for more information).
- **9 Close** button: Clicking this button closes the *Manage Manifests* screen.

REPORTS AND EXPORTS BUTTON

 Available for all carriers.

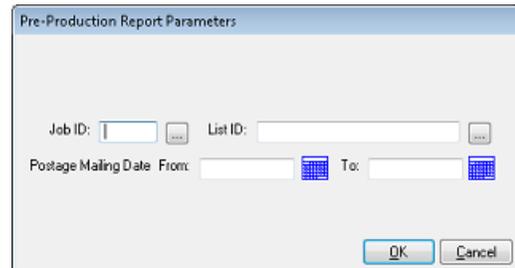
Clicking **Reports and Exports** displays two options: **Pre-Production Reports**; and **Trailer Exports**.



Pre-Production Report Option

Selecting **Pre-Production Reports** launches the *Pre-Production Report Parameters* screen. This screen allows the user to stipulate parameters for pulling/displaying pre-production data, such as by **Job ID** or **List ID**, or the data in a range using **Postage Mailing Date**.

Once the parameters are selected or entered, click **OK** to run the report (clicking **Cancel** will close the screen without running the report).

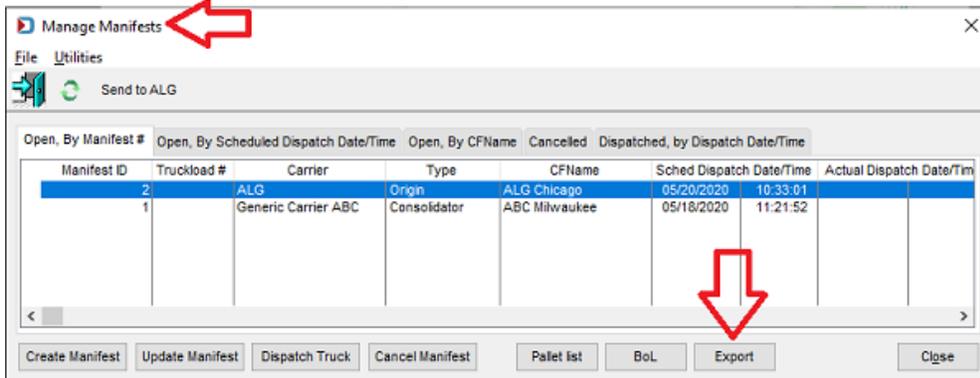


Example:

Pre - Production Report													
PalletID	Unique ContainerID	JobID	ListID	Job Title	Permit	CF	O	Status	Containers	Copies	Mail Weight	Gross Weight	
Drop Ship													
Postage Payment Date:		4/30/2020											
000001	WBLBP000000B	00000	617	Test_01	000001	ALG-CHI	Y	eBOL	0	17,866	1.1163	20.1163	
000002	WBLBP000000C	00000	617	Test_01	000002	ALG-CHI	Y	eBOL	0	30,707	1.9189	20.9189	
000003	WBLBP000000D	00000	617	Test_01	000003	ALG-CHI	Y	eBOL	0	23,883	1.4926	20.4926	
Total By Entry Point: DES MOINES IA 50318									0	72,456	4.5278	61.5278	
Total By Postage Payment Date: 4/30/2020									0	72,456	4.5278	61.5278	
Total By All Report										Total Pallets :			3
										Total SubContainers :			0
										Total Copies:			72,456
										Total Mail Weight (lbs):			4.5278
										Total Gross Weight (lbs):			61.5278

Trailer Exports Option

Selecting **Trailer Exports** launches the **Manage Manifests** screen, which displays the list of existing manifests in the system. This screen is also launched when the [View/Dispatch Manifest Button](#) on the Multi-Carrier Trailer Manifesting menu is clicked. From this screen users can export a manifest's information to a CSV file. Refer to [Export Button](#) for instructions, report definitions, and examples.



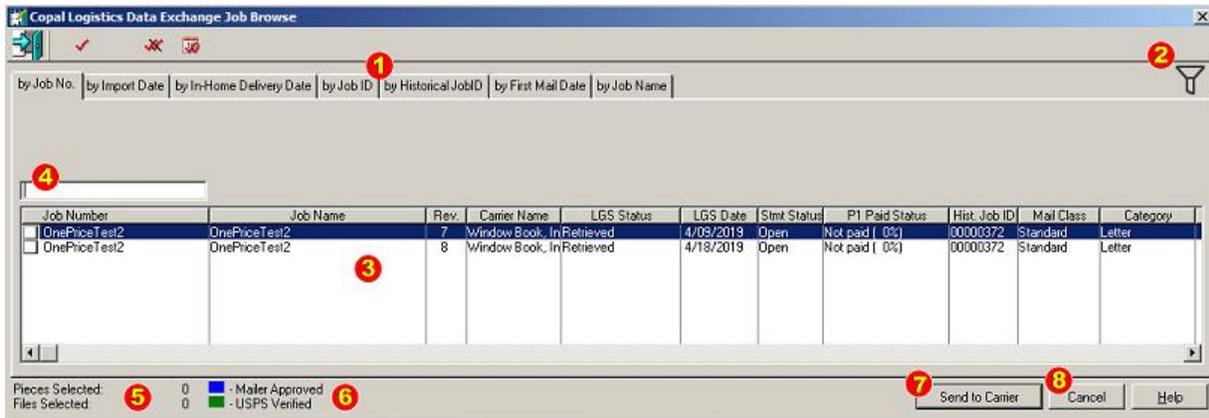
COPAL UPLOAD BUTTON

 *Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.*

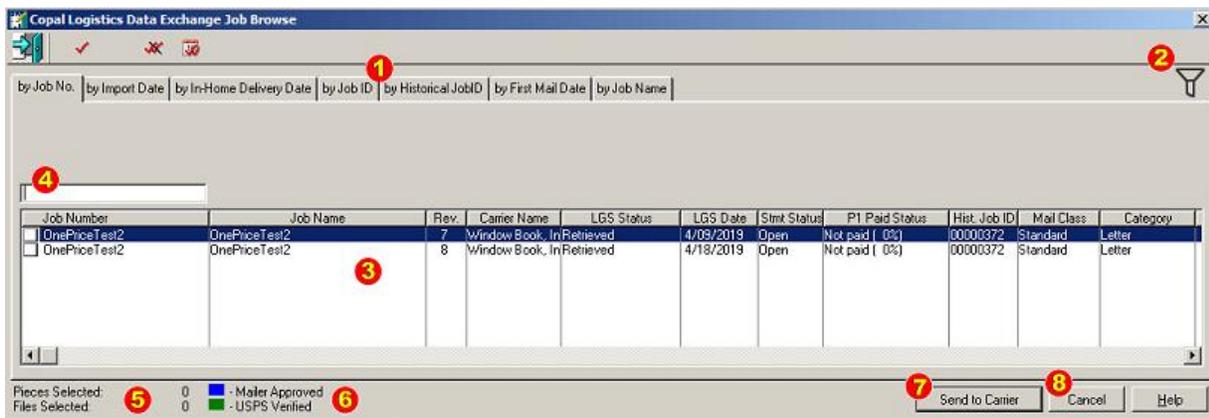


Selecting the **Copal Upload** button launches the **Copal Logistics Data Exchange Job Browse** screen, which displays a list of jobs that have copal trays in them.

Select (check) all of the jobs to send updates to LSC for and click **Send to Carrier**.

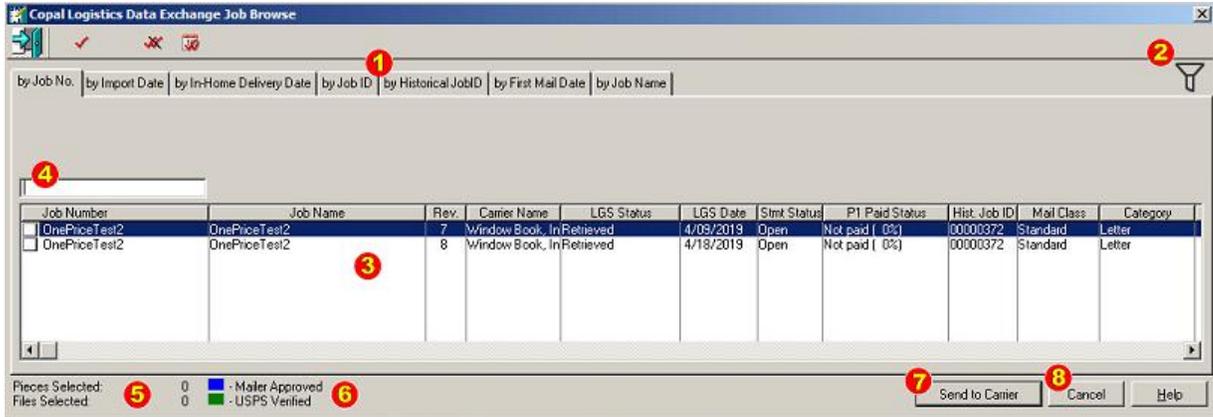


- **1 Job List Sorts:** The displayed job information can be sorted/viewed based on the tab selected: **by Job No;** **by Import Date;** **by In-Home Delivery Date;** **by Job ID;** **by Historical Job ID;** **by First Mail Date;** and **by Job Name**.
- **2 Filter function:** Allows the user to apply pre-defined filters for viewing their copal job data. Clicking this icon displays a **Browse Filter List** screen where the user can either select an existing filter profile or create and select a new profile. The filter image on the screen changes based on whether a filter has been applied (Filter applied =  ; No filter applied = ).

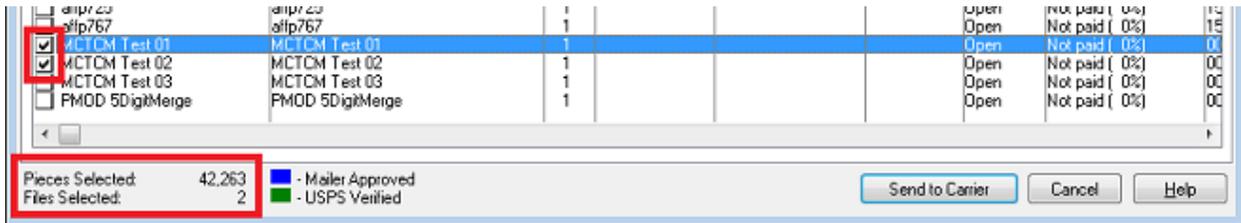


- **3** The pallet list provides the following information for each pallet:

Job Number	Est Mail Date
Job Name	In Home Date
Rev (<i>job revision number</i>)	First Mail Date
Carrier Name	Piece Count
LGS Status (<i>Logistics Update/Retrieval Status</i>)	Delivery Window
LGS Date (<i>Logistics Date Update/Retrieval Date</i>)	Date
Stmt Status (<i>Statement Status</i>)	Time
P1 Paid Status	File Name
Hist Job ID	Job ID
Mail Class	Mail.dat file location on the server
Category	



- **4 Job lookup:** Users can find jobs faster in the list by entering part or all of the Job Number and then tab out of the field. The cursor will automatically jump the first occurrence in the list it finds.
- **5 Pieces Selected / Files Selected:** These fields provide a sum total of each based on the job(s) that is checked (or selected).



- **6 Mailer Approved/USPS Verified:** Color-coding applied to the jobs list for jobs that meet the stated criteria (blue for Mailer Approved or green for USPS Verified).
- **7 Send to Carrier button:** This button is used to send the selected job(s) to LSC for postal optimization (refer to [Send to Carrier Button](#) for instructions).
- **8 Cancel button:** Clicking this button aborts any OnePrice functions started from this screen and closes the *Logistics Data Exchange Job Browse* screen.

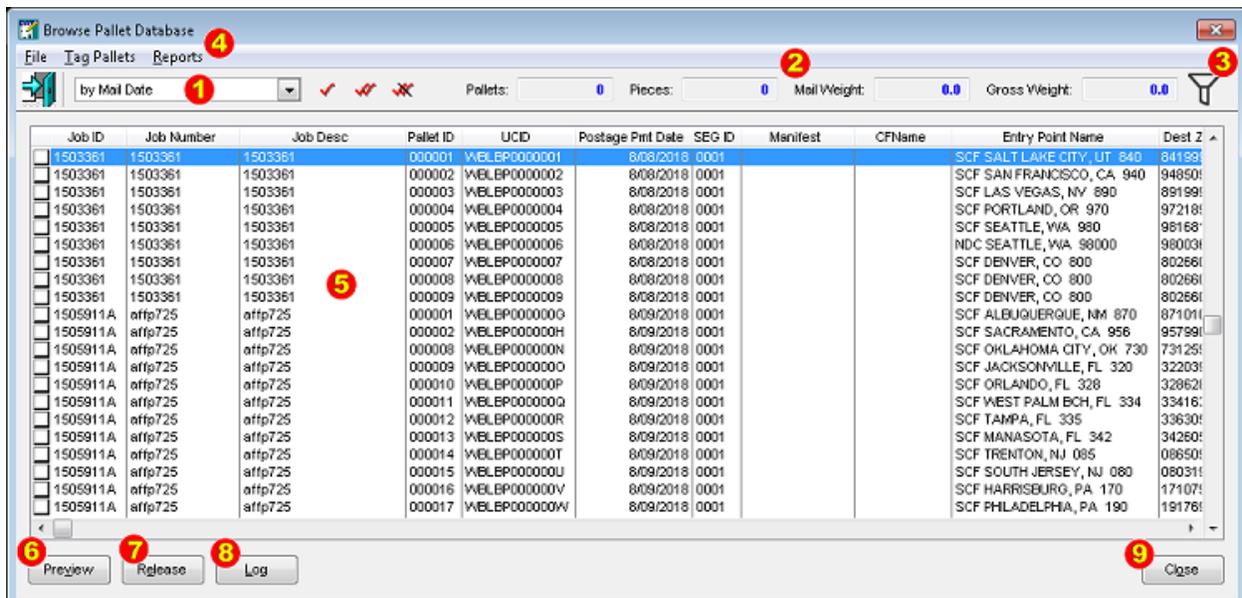
DSMS RELEASE BUTTON

i Specific to 'LSC DropShip/Copal' and 'LSC OnePrice' carriers only.

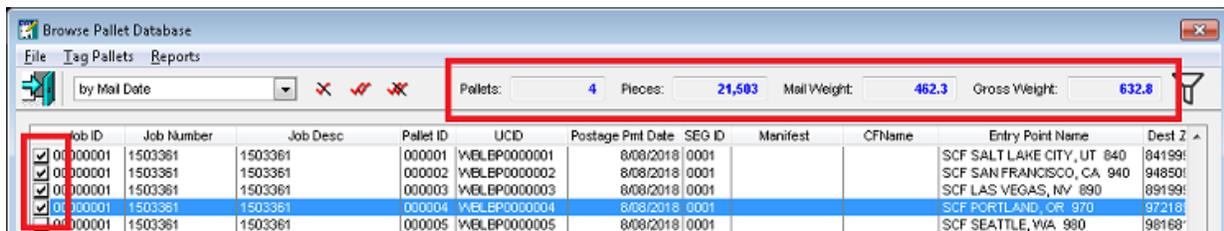
"DSMS" refers to DropShip Management System. The **DSMS Release** function is used once an MSP's jobs are approved for mailing by the USPS, to be released to the carrier before postage is paid.

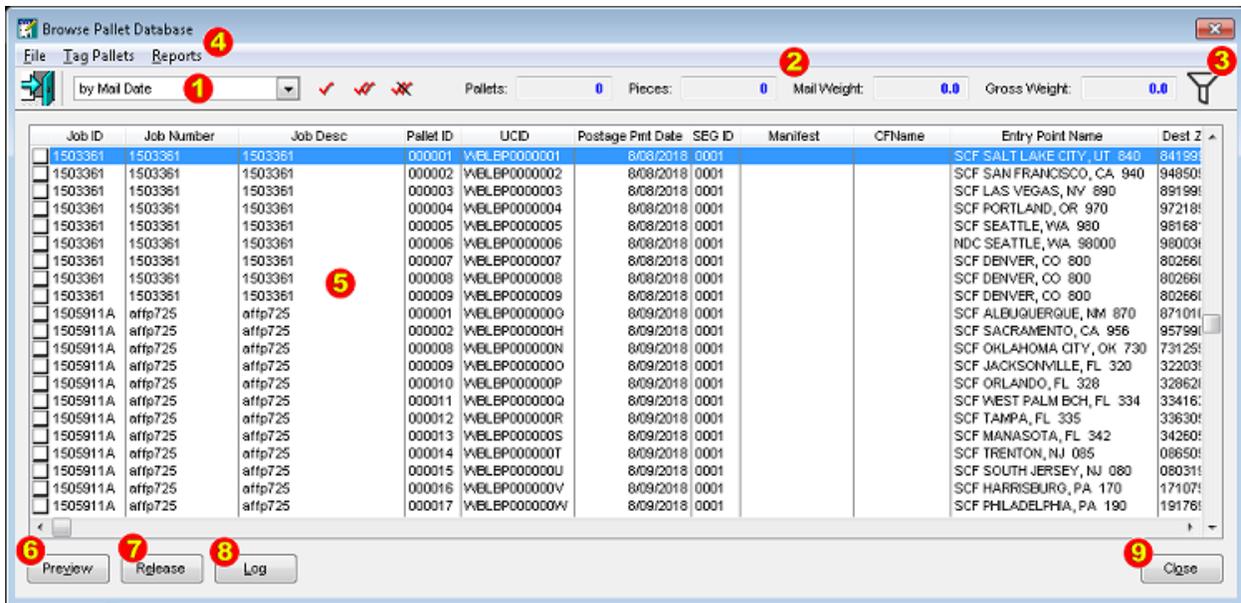


Clicking **DSMS Release** launches the **Browse Pallet Database** screen, in which information for all existing pallets is listed.

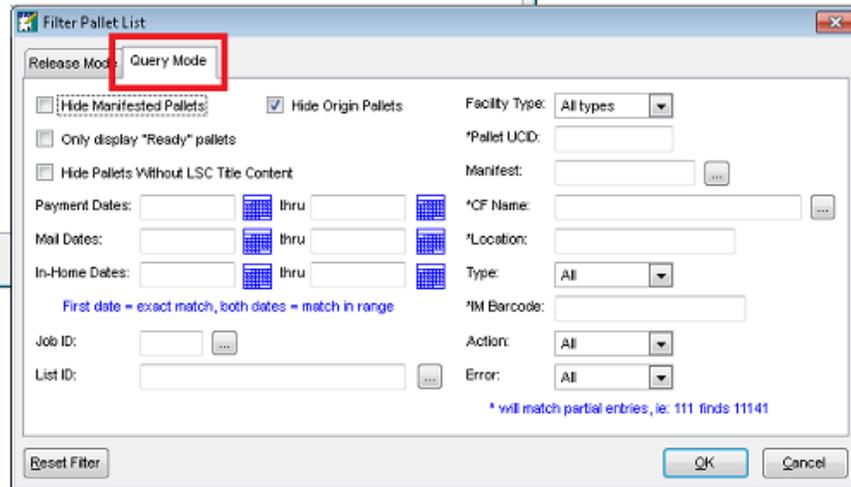
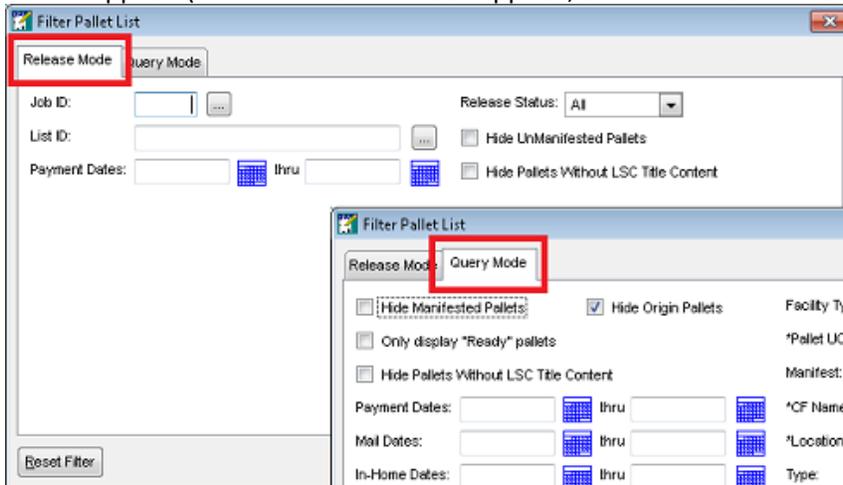


- **1** The pallet list can be displayed in various sort orders by selecting a sort option from the list provided. The default order is **by Mail Date**.
- **2** As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen.

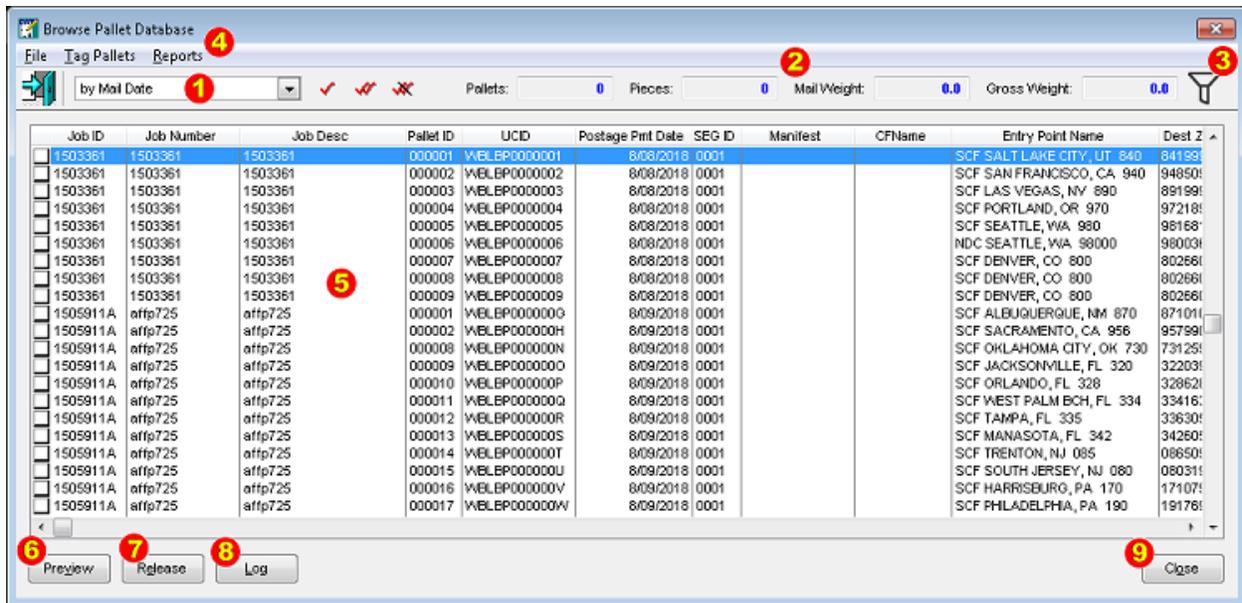




3 : The screen's filter function allows users to limit or control the pallet data that is displayed using various criteria. The filter image on the screen changes based on whether a filter has been applied ( = No filter has been applied; or  = Filter has been applied).



- 4 The **Reports** menu offers a **Location/Picking Report** option, in which the user can select how the data is to be sorted and grouped by.



- **5** The pallet list provides the following information for each pallet:

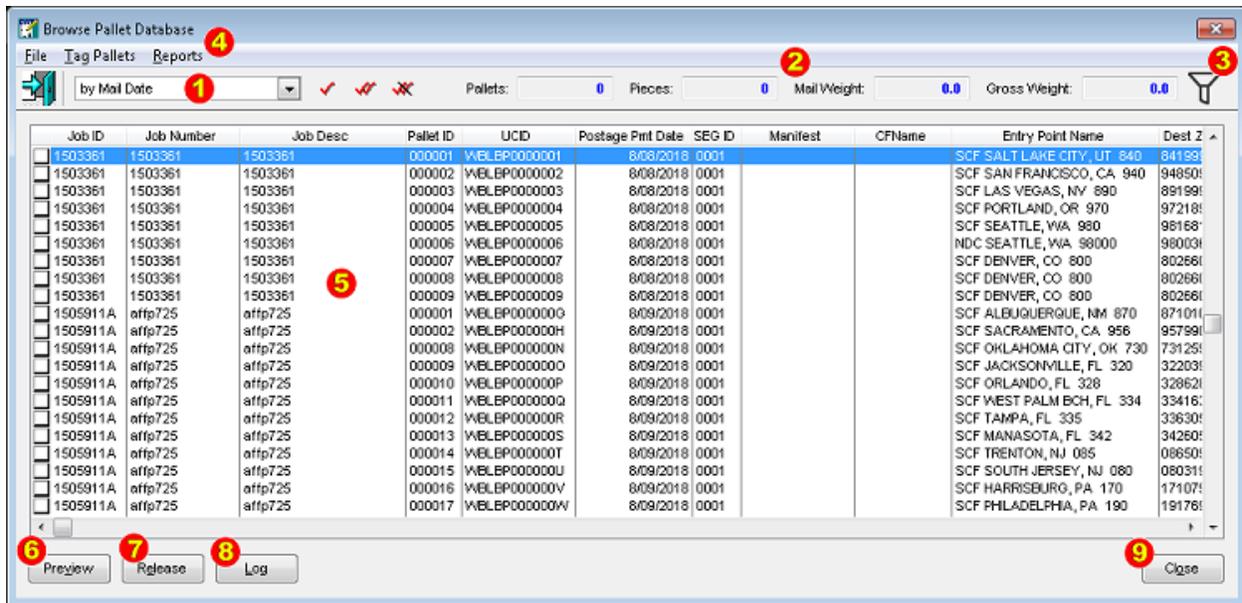
Job ID	Mail Weight
Job Number	Gross Weight
Job Desc	Mail Date
Pallet ID	Drop Date
UCID (<i>Unique Container ID</i>)	In-Home Date
Postage Pmt Date (<i>Postage Payment Date</i>)	Action
SEG ID	Location (updated from wbSCAN)
Manifest	Postage Rlse Date (<i>Postage Release Date</i>)
CFName (<i>Consolidation Facility Name</i>)	Rlse Time (<i>Release Time</i>)
Entry Point Name	DM Job ID (<i>DAT-MAIL Job ID</i>)
Dest ZIP+4	IM Barcode
Facility Type	Carrier
Pieces	Error
Containers	

i The 'Browse Pallet Database' screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.

- **6** **Preview** button: Allows the appropriate USPS representative to approve pallets for dropshipping. The initials or ID of whomever attempts to approve the pallet for dropshipping must already be included in DAT-MAIL's DMU List. When the release is processed, a "Release Preview Report" is generated (refer to [Preview Button](#) for instructions).



The DMU List management occurs via the 'DMU List' option located in DAT-MAIL's main 'File' menu.

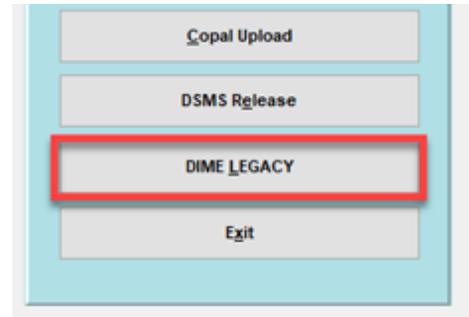


- **7 Release** button: This button establishes a connection with LSC's system and reports the selected pallets as Released to LSC for pickup (refer to [Release Button](#) for instructions).
- **8 Log** button: When clicked this button launches the **Browse Release Log** screen, which displays a list of Previewed and Released actions that has taken place, including the date/time they occurred, the DMU that performed the action, the number of pallets that the action was applied to, and the number of pallets the action was successful for. In addition, Released items can be unreleased, the corresponding report can be re-printed, an action can be re-submitted, and the pallets that each action applied to can be viewed (refer to [Log Button](#) for instructions).
- **9 Close** button: Clicking this button closes the **Browse Pallet Database** screen.

DIME LEGACY BUTTON

Clicking **DIME Legacy** launches the DIME legacy or single-job DIME function. The functionality contained therein has not changed from past releases. Refer to any existing DIME documentation for the DIME legacy product.

 ***The legacy product is scheduled to be removed from DAT-MAIL in 2020 (date to be determined).***



EXIT BUTTON

Clicking the **Exit** button will close the Multi-Carrier Trailer Manifesting menu.

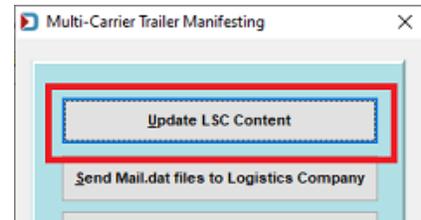
COMPONENT FUNCTIONALITY

This section of the Guide provides functional information and instructions for the components identified under [MCTM MENU – COMPONENT IDENTIFICATION](#).

UPDATE LSC CONTENT BUTTON

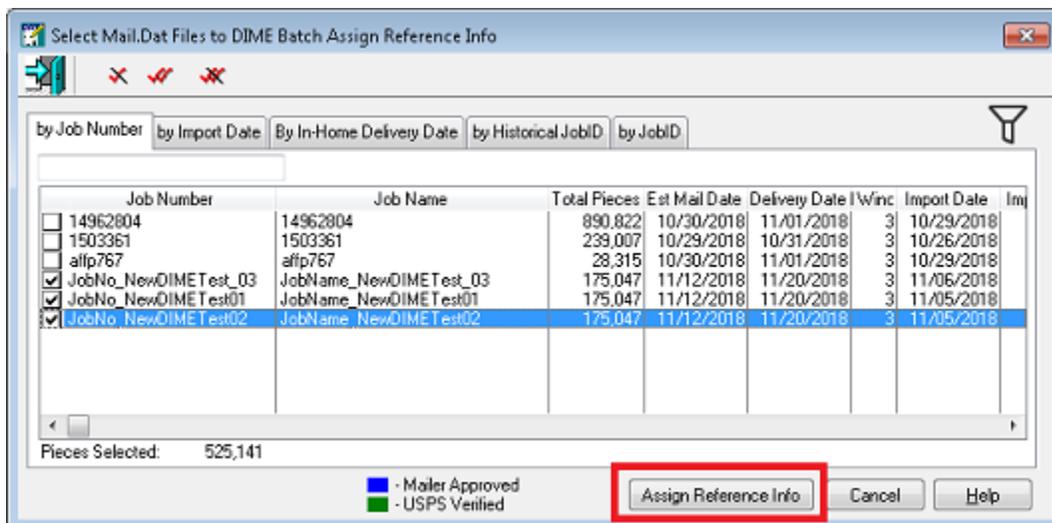
To use the LSC DropShip/Copal function, jobs must be assigned Content Title IDs and have reference information added. Content Title IDs associate accurate customer information from LSC’s system to the job in DAT-MAIL. A Content Title ID refers to a Client Name and Service Type (for example, DropShip, Copal, Commingle, etc.).

To assign Content Title IDs, and the necessary reference information, click **Update LSC Content** in the Multi-Carrier Trailer Manifesting menu.

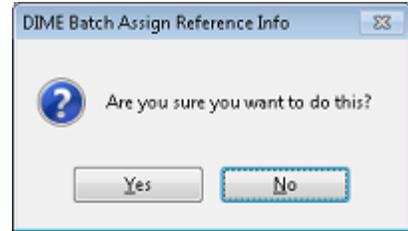


The **Select Mail.Dat Files to DIME Batch Assign Reference Info** screen will display. Select (check) the Mail.dat files for all versions of the first job being worked on and click **Assign Reference Info**.

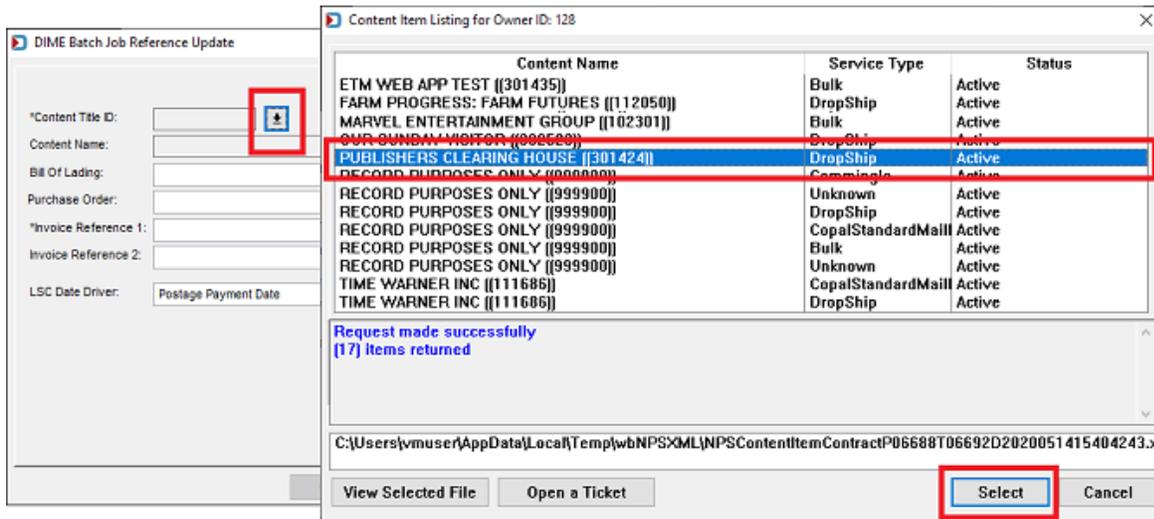
 **A description of the Select Mail.dat Files to DIME Batch Assign Reference Info screen is provided in the [LSC DROPSHIP/COPAL MENU](#) section of the Guide; specifically, [Update LSC Content Button](#).**



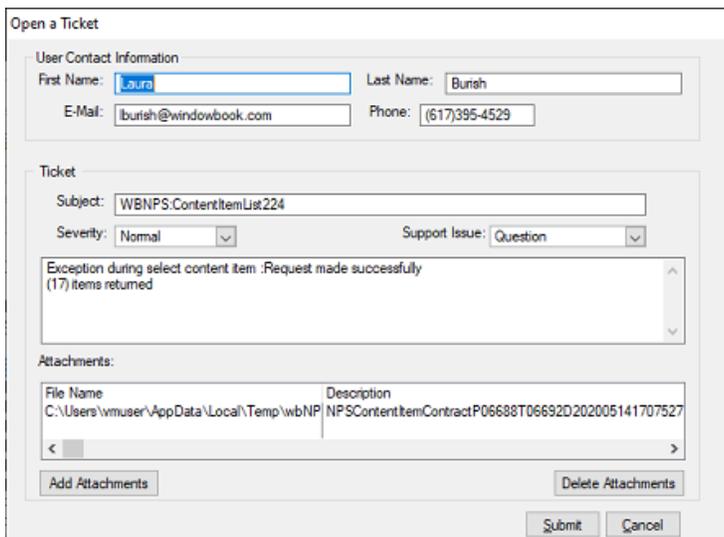
A confirmation dialog will display. Click **Yes** to continue.



The **DIME Batch Job Reference Update** screen will display. In the **Content Title** ID field, click the down arrow to request a list of Content Title IDs from LSC. Then highlight the Content Name for the correct Service Type and click **Select**.



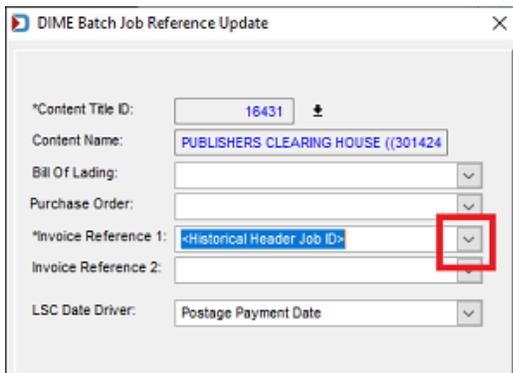
*If an error is returned in the communication between DAT-MAIL and DIME, the corresponding log file will display in the window on the screen. Click the **VIEW SELECTED FILE** button to view the contents of the log file. A ticket for Window Book's Technical Support Team can be created automatically by clicking the **OPEN A TICKET** button. The log file will automatically be attached to expedite the troubleshooting process. Click the **SUBMIT** button to create the ticket. The ticket status and further communications with Window Book can be managed from Window Book's [Support Portal](#).*



Refer to the information provided under [Check Pallet Status Button](#) for a more comprehensive set of instructions on how to open a ticket.

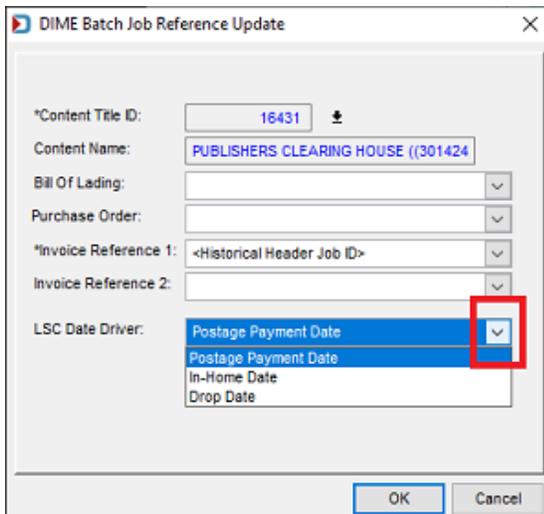
The **DIME Batch Job Reference Update** screen will update and display the selected Content Title ID and Name. At this point, users can specify any of the additional reference information included on the screen to appear on the bill of lading by selecting from the list of options from the drop-downs provided. The 'Invoice Reference 1' field is **required**. The 'Invoice Reference 2' field is not.

! *If a value for the Invoice Reference 1 field is not selected, the order creation process will fail, returning an error message for each pallet selected.*



The screenshot shows the 'DIME Batch Job Reference Update' dialog box. The fields are: '*Content Title ID:' with value '16431'; 'Content Name:' with value 'PUBLISHERS CLEARING HOUSE ((301424)'; 'Bill Of Lading:', 'Purchase Order:', and 'LSC Date Driver:' all with dropdown menus. The '*Invoice Reference 1:' dropdown menu is highlighted with a red box and shows '<Historical Header Job ID>' as the selected option. The 'Invoice Reference 2:' field is empty.

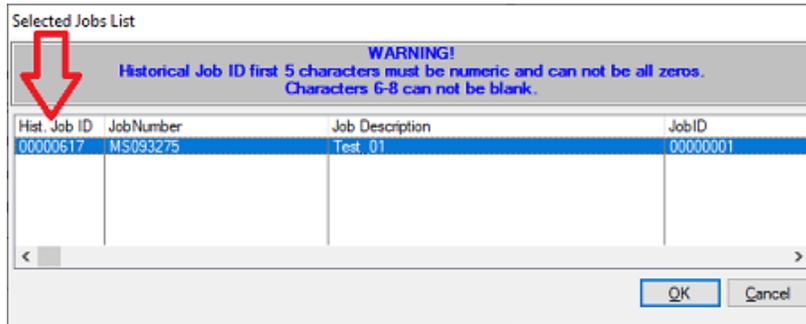
Using the drop-down, in the **LSC Date Driver** field, select one of the options. This will provide the date LSC will use to plan the user's shipments based on the Mail.dat selected. The options are: **Postage Payment Date**; **In-Home Date**; and **Drop Date**. When ready, click **OK**.



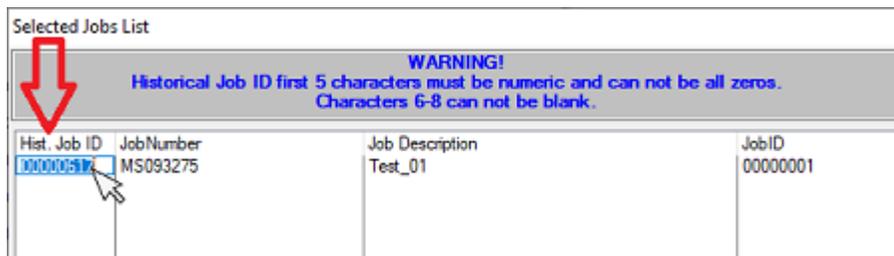
The screenshot shows the 'DIME Batch Job Reference Update' dialog box with the 'LSC Date Driver:' dropdown menu open and highlighted with a red box. The options listed are 'Postage Payment Date', 'Postage Payment Date', 'In-Home Date', and 'Drop Date'. The 'OK' and 'Cancel' buttons are visible at the bottom.

The Content Title ID and reference information will be assigned, and the user will be returned to the **Select Mail.Dat Files to DIME Batch Assign Reference Info** screen where they can select additional files and repeat the Assign Reference Info procedure, as necessary.

 **LSC and DIME requires that the Historical Job ID must use the following format: The first 5 characters must be numeric and cannot be all zeros. In addition, characters 6-8 cannot be blank. If the Historical Job ID of the selected job does not follow this format, the Selected Jobs List screen will display, showing the affected job and its corresponding Historical Job ID, when OK is clicked on the DIME Batch Job Reference Update screen (image previous page).**



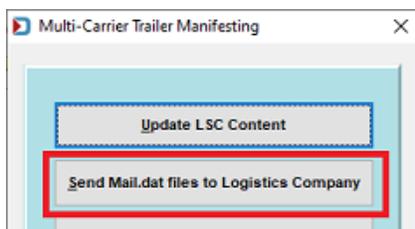
The Historical Job ID can be edited by double-clicking on the field.



Make the necessary change to the field to conform to the required format and click OK. The system will be updated with the new Historical Job ID for that job, the screen will close, and the user will be returned to the DIME Batch Job Reference Update screen.

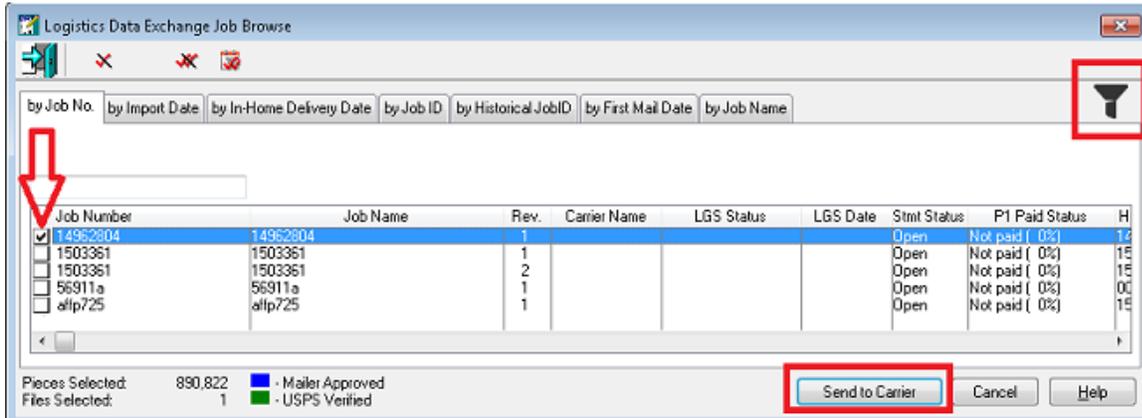
SEND MAIL.DAT FILES TO LOGISTICS COMPANY

The **Send Mail.dat Files to Logistics Company** button is used to tag and send jobs to LSC for postal optimization.

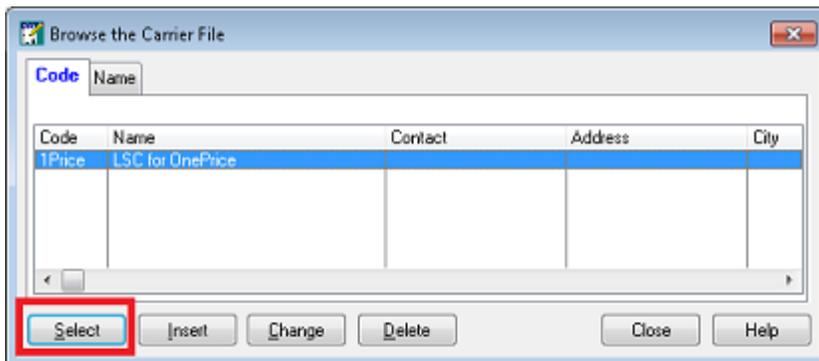


Clicking **Send Mail.dat Files to Logistics Company** launches the *Logistics Data Exchange Job Browse* screen. Using the filter function, display only Standard Letter jobs. Select (check)the job(s) to be sent to LSC and click **Send to Carrier**.

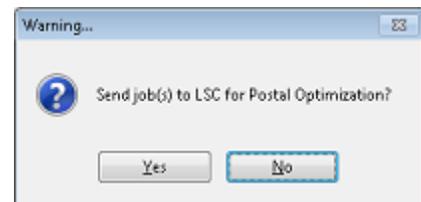
i *Using the filter function to display only Standard Letter jobs will help avoid tagging jobs that will cause the request to be rejected later.*



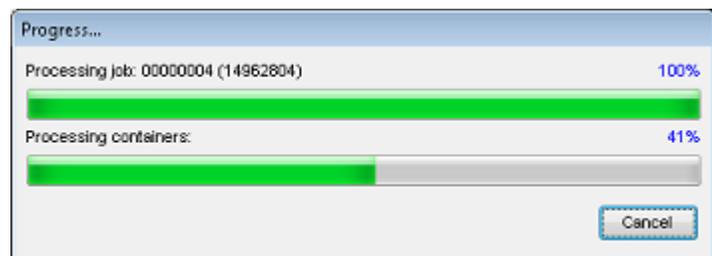
The *Browse the Carrier File* screen displays. Highlight the carrier to use and click **Select**.



A **Warning...** dialog will display. Click **Yes** to close the dialog and continue with send process (clicking **No** will close the dialog and abort the send process).



A **Progress...** dialog will display.





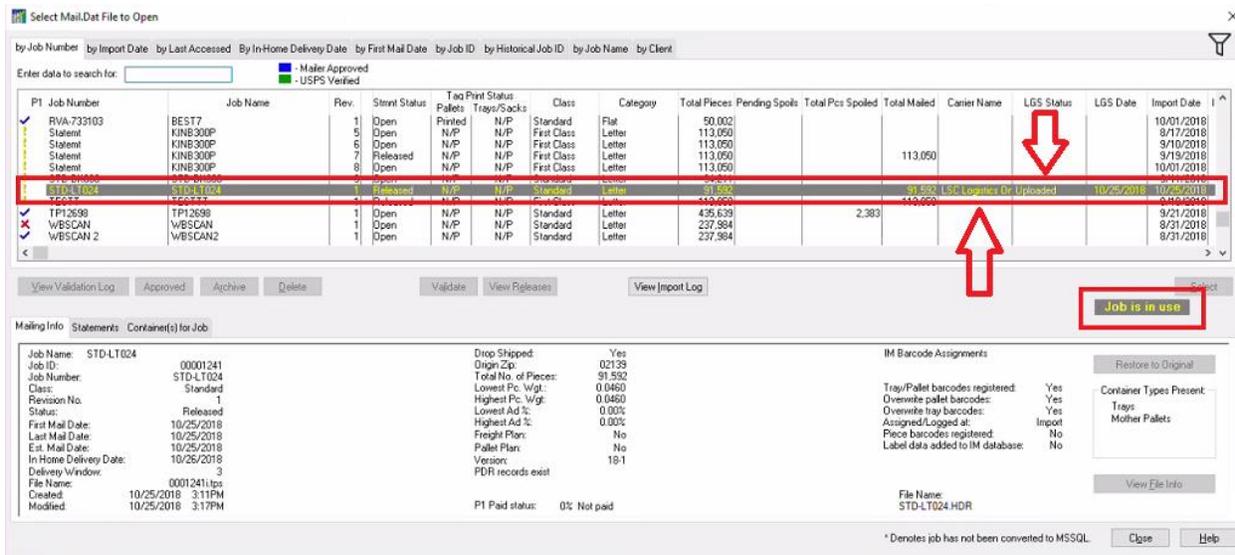
When the transfer completes, a **Totals of process...** dialog will display, providing information on the success or failure of the upload to OnePrice.

If errors occurred, a log can also be displayed that will provide failure information for the selected jobs (including the Job ID and Name). Click **Show Log** to view the log data.

Once the job has been successfully uploaded or transferred to LSC, it becomes 'locked' in DAT-MAIL and cannot be manipulated in any way by DAT-MAIL users. This is visually discernable in DAT-MAIL's Jobs list browse (see below). The job's line item changes to a color different from other jobs in the list, a message of "Job is in use" is displayed on the screen, and the status and Carrier Name is also provided in the job's line item.



DAT-MAIL users should never attempt to unlock jobs that are locked due to LSC OnePrice processing, nor should users attempt to override DAT-MAIL protected fields for jobs that have been returned from LSC after OnePrice processing is complete.



The job will remain locked until it is returned from LSC and imported into DAT-MAIL using an [AWAM Logistics Download profile](#).



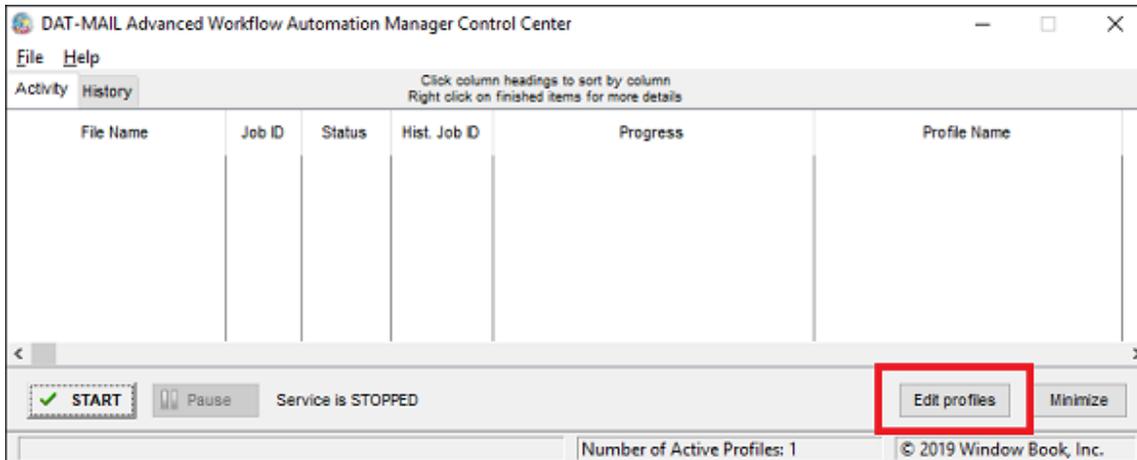
It can take up to 24 hours for a job to be returned by LSC.

AWAM Logistics Download Profile

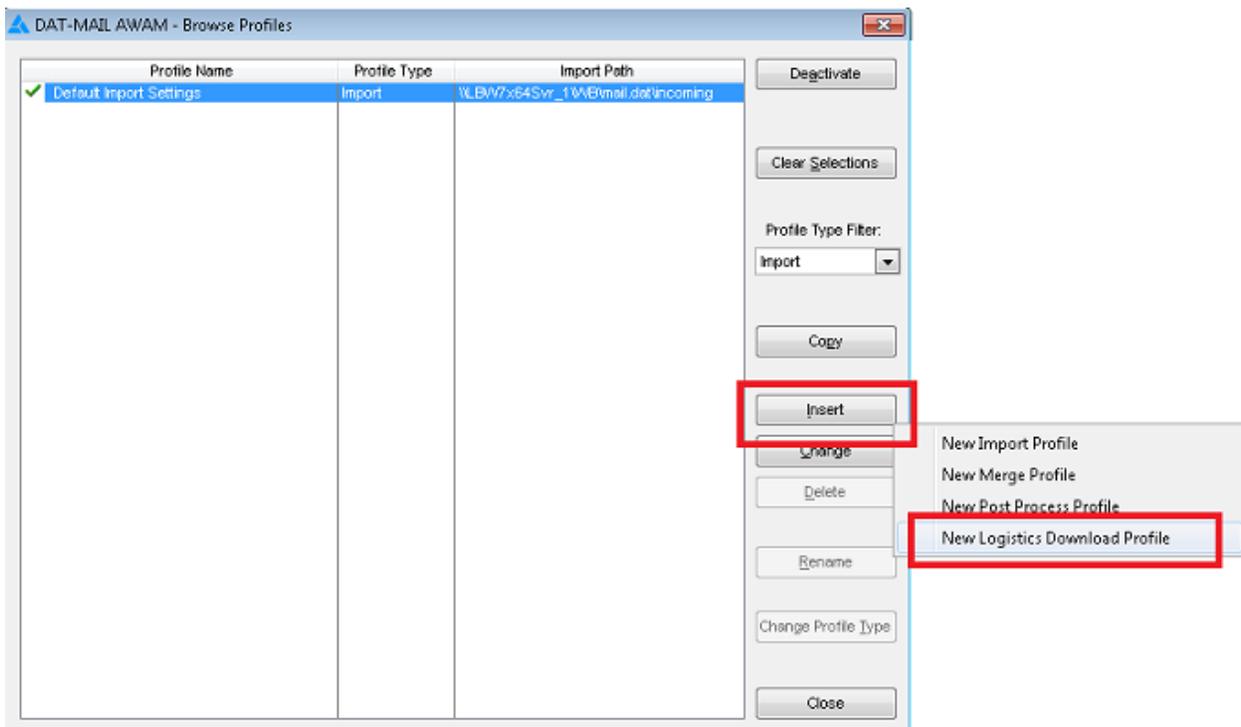
 **This Guide assumes that AWAM has been activated and set up in DAT-MAIL. Refer to the “[AWAM Setup Guide](#)” for instructions.**

Creating a Logistics Download profile in AWAM is necessary for the automatic download and import of the Mail.dat files being returned from LSC OnePrice.

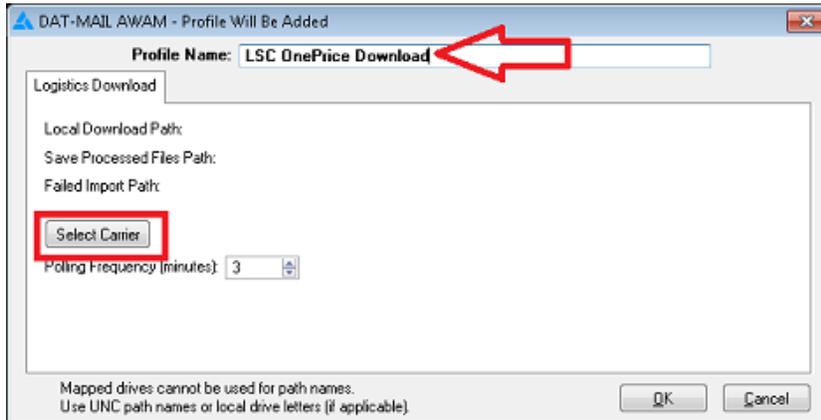
From DAT-MAIL's main screen, launch AWAM . In the AWAM Control Center, click **Edit Profiles**.



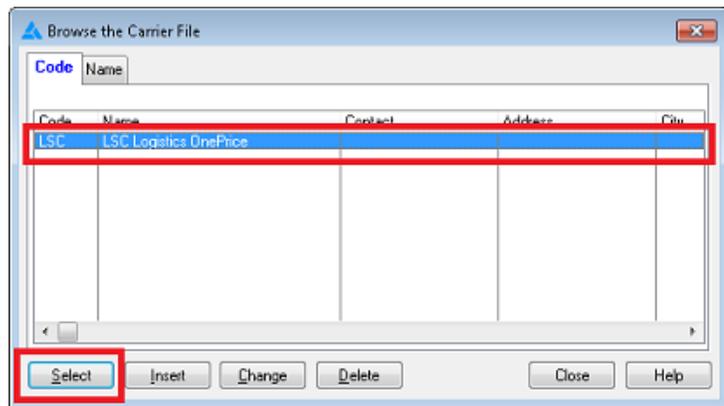
In the **Browse Profiles** screen, click **Insert** and select **New Logistics Download Profile**.



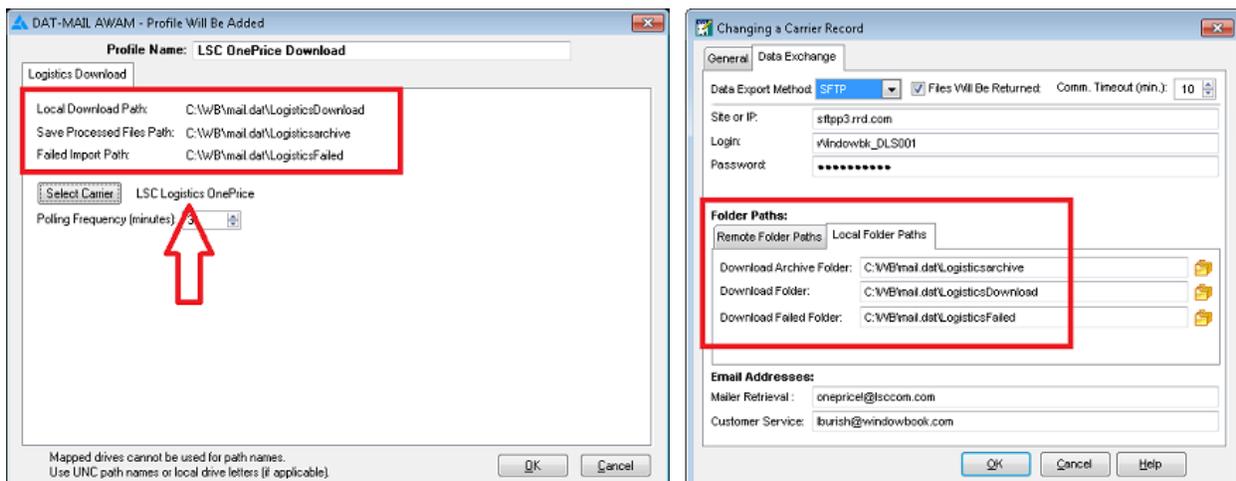
A **Profile Will Be Added** screen will display. Enter a Profile Name. In the example here, “LSC OnePrice Download” was entered. Click **Select Carrier**.



DAT-MAIL’s **Browse the Carrier File** screen will display. Highlight the carrier in the list designated for OnePrice that was created earlier (specifically, LSC / LSC Logistics OnePrice). Click **Select**.

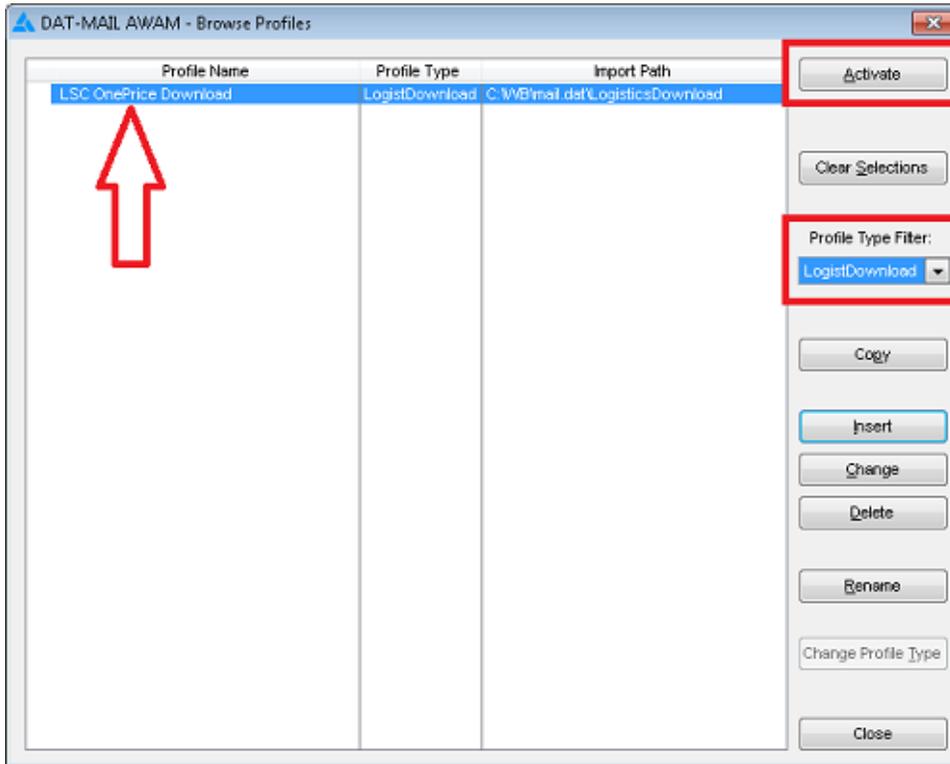


The **Browse the Carrier File** screen will close, and the file paths called out in the profile will auto-populate based on what was specified in the Carrier record. The name of the selected carrier will also display in the profile.

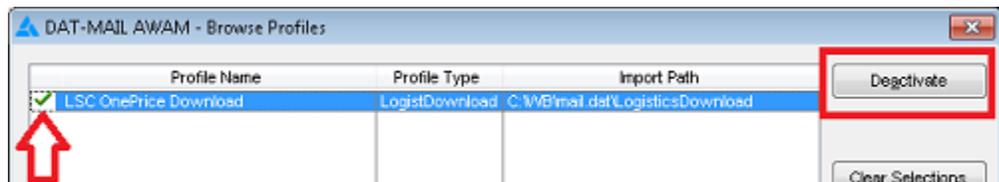


Click **OK** to finish creating the Logistics Download Profile for OnePrice.

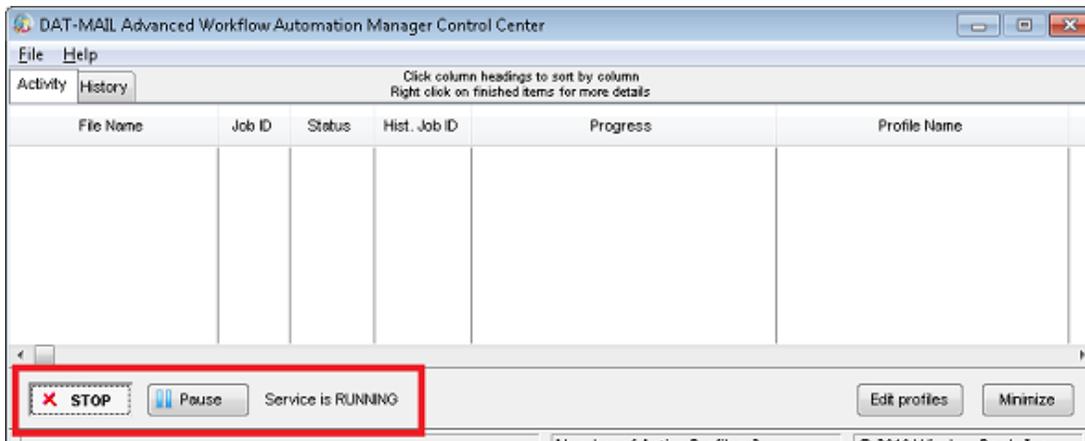
The **Browse Profiles** screen will display. Make sure “LogisticDownloads” is selected for the ‘Profile Type Filter’. In the profile list, highlight the newly created “LSC OnePrice Download” profile and click **Activate**.



When the profile is active, click **Close**.



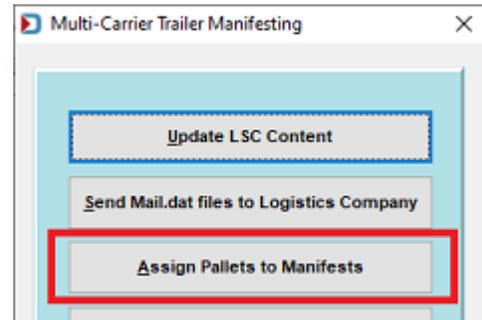
After all the Setup for OnePrice is complete, and the mailer is ready to begin using OnePrice, make sure the AWAM Service is running.



ASSIGN PALLETS TO MANIFESTS BUTTON

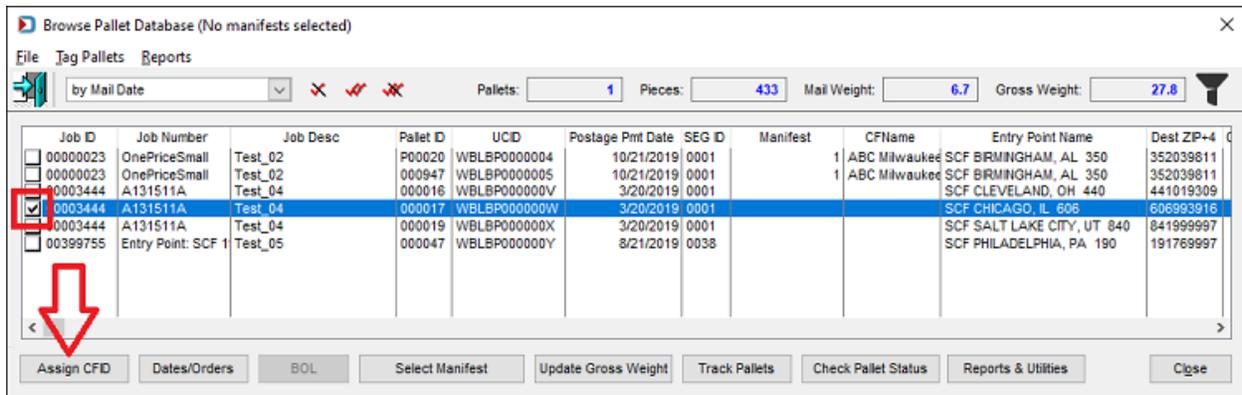
In the Multi-Carrier Trailer Manifesting menu, click **Assign Pallets to Manifests**.

The *Browse Pallet Database* screen will display.

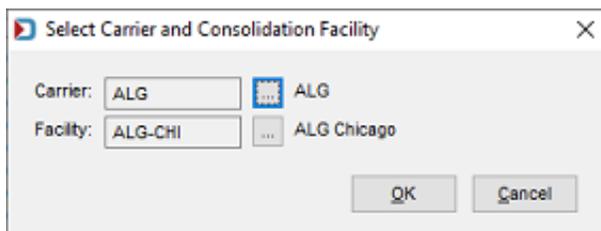


Assign CFID Button

This button is used for assigning a Carrier and Consolidation Facility to the selected (checked) pallets. Select (check) the desired pallets from the list and click **Assign CFID**.



The *Select Carrier and Consolidation Facility* screen will display. Using the corresponding browse buttons, select a **Carrier** and a **Facility** to be associated with the selected pallet(s). Click **OK** when finished (clicking **Cancel** will abort the selection process and close the screen).

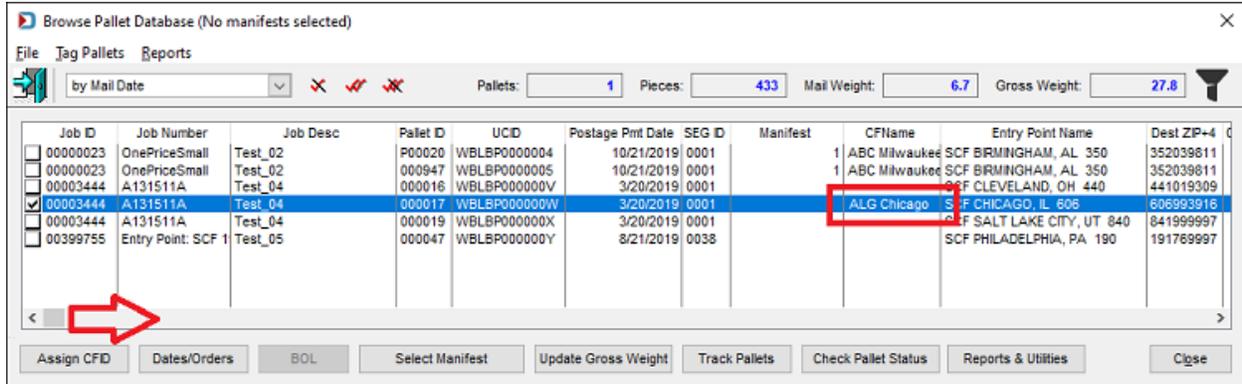


Warning messages will display if a user attempts to assign a Carrier and Consolidation Facility to a pallet that meets any of the following:

- The pallet(s) has already been added to a manifest;
- The pallet(s) is assigned an LSC Carrier and Origin as the Trailer Type; and
- The pallet(s) is assigned an LSC OnePrice Carrier and Commingle as the Trailer Type and the user attempts to change the consolidation facility.

The **Browse Pallet Database** screen will update, and the corresponding fields will update for the tagged pallet (based on the example used here):

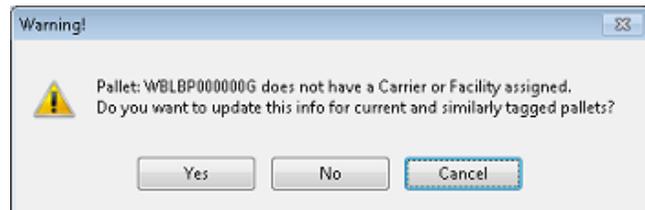
- **CFName** contains a value of “ALG - Chicago”.
- **Carrier** contains a value of “ALG”.



Dates/Orders Button

This button is used to create an order for a shipment, and if necessary, to set new ship and in-home dates for the selected (checked) pallets when they do not match the manifest. Updating these dates will also change the dates in the Mail.dat file(s); however, if postage has already been paid, *PostalOne!* will not receive these changes.

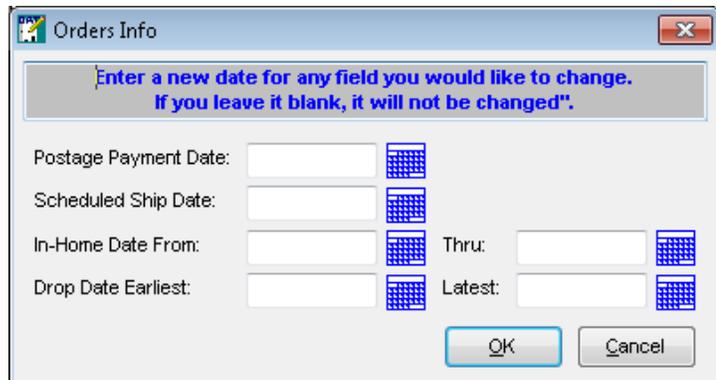
Pallet dates can be changed as long as the tagged pallets have a carrier and consolidation facility assigned to them. If the user attempts to use the **Dates/Orders** button for tagged pallets that do not have a carrier and consolidation facility assigned, a **Warning!** dialog will display.



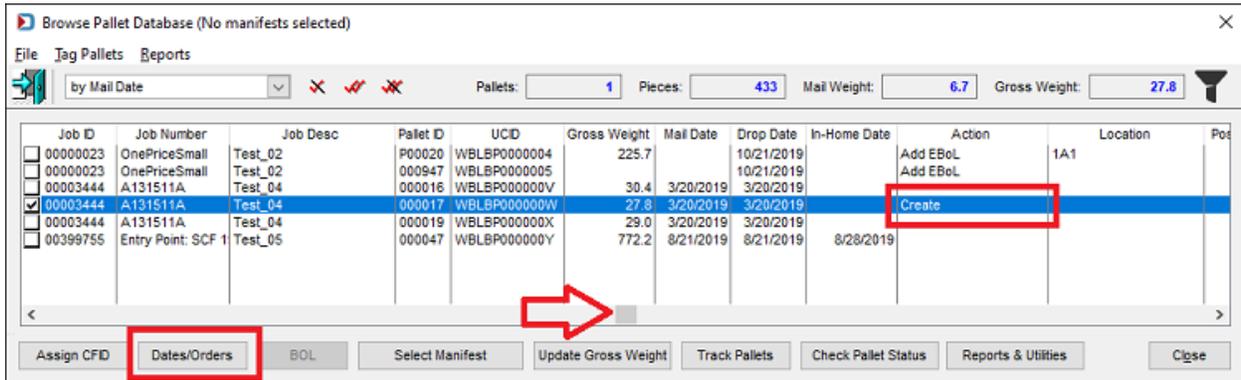
Click **Yes** to close the dialog and launch the [Select Carrier and Consolidation Facility](#) screen (clicking **No** or **Cancel** will close the dialog and abort the update process).

Assign a carrier and consolidation facility, re-tag the pallets (if necessary) and click **Dates/Orders**.

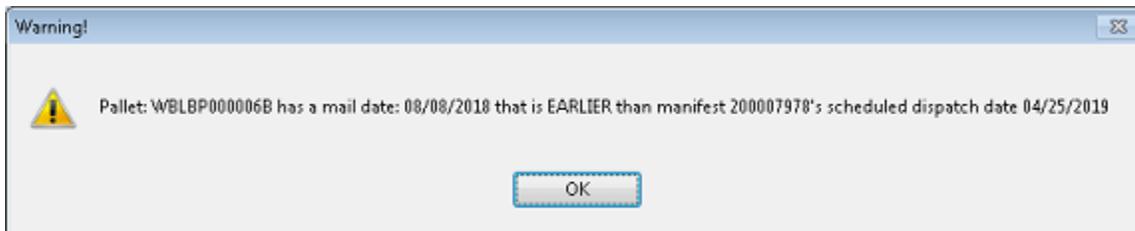
The **Orders Info** screen will display. Update any dates (if necessary) and click **OK** to close the **Orders Info** screen and create an order.



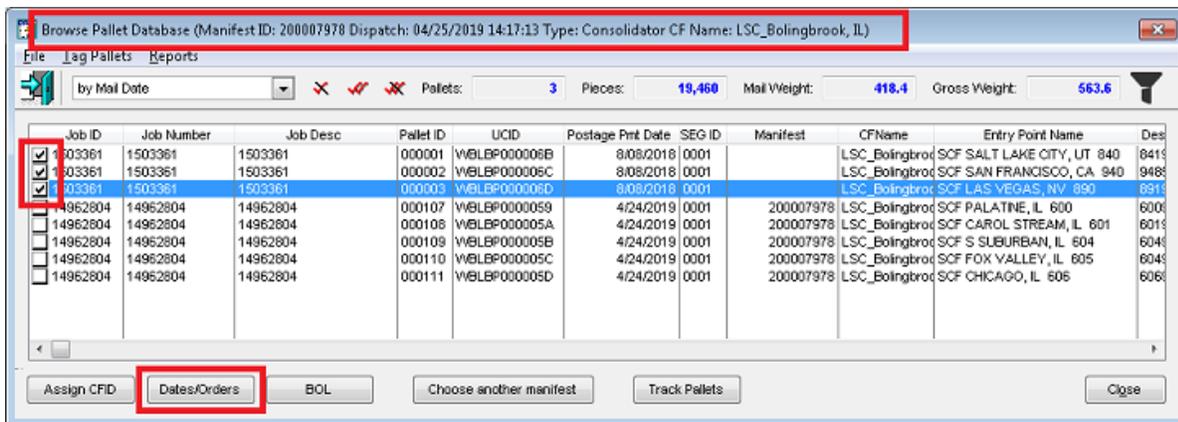
The **Browse Pallet Database** screen will update and a value of "Create" will display in the **Action** column when the order is created.



Users attempting to add tagged pallets to a BOL where a date discrepancy exists between the pallet dates and the dates associated with a manifest will also generate a Warning! dialog. Click OK to close the dialog and return to the Browse Pallet Database screen for the selected manifest.



Re-tag the pallets containing the problem dates (if necessary) and click the Dates/Orders button again.



The Orders Info screen will display. Update the necessary date(s) to match the manifest and click OK.

Orders Info

Enter a new date for any field you would like to change.
If you leave it blank, it will not be changed.

Postage Payment Date:

Scheduled Ship Date:

In-Home Date From: Thru:

Drop Date Earliest: Latest:

OK Cancel

BOL Button

Once a user selects a specific manifest (clicks on the [Select Manifest button](#)), the next step is to select (check) the desired pallet(s) that should be added to the manifest and included on the BOL (Bill of Lading). When the desired pallets are selected, click **BOL**.

If a manifest is not selected, the BOL will be grayed out (it is inactive). The BOL button will only be active/enabled after a manifest is selected.

Browse Pallet Database (Manifest ID: 7 Dispatch: 06/01/2020 12:40:34 Type: Direct Trailer)

File Tag Pallets Reports

by Mail Date Pallets: Pieces: Mail Weight: Gross Weight:

Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+4	
<input type="checkbox"/>	99999617	MS093275	Test_01	000001	WBLBP000000B	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input type="checkbox"/>	99999617	MS093275	Test_01	000002	WBLBP000000C	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input type="checkbox"/>	99999617	MS093275	Test_01	000003	WBLBP000000D	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input checked="" type="checkbox"/>	0003444	A131511A	Test_04	000017	WBLBP000000W	3/20/2019	0001		ALG Chicago	SCF CHICAGO, IL 606	606993916

Assign CFID Dates/Orders **BOL** Choose another manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Close

*If the wrong manifest is accidentally selected, users are able to choose a different manifest by clicking the **CHOOSE ANOTHER MANIFEST** button (see screen image above).*

The screen will update. The main **Browse Pallet Database** screen will display (no manifest selected), and the previously tagged pallets will show their assigned manifest number in the **Manifest** column. In addition, the **Action** column will contain a value of 'Add EBoL'.

Browse Pallet Database (No manifests selected)

File Tag Pallets Reports

by Mail Date ✓ ✓ ✗ Pallets: 0 Pieces: 0 Mail Weight: 0.0 Gross Weight: 0.0

Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP+4	
<input type="checkbox"/>	00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	10/21/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352039811
<input type="checkbox"/>	00000023	OnePriceSmall	Test_02	000947	WBLBP0000005	10/21/2019	0001	1	ABC Milwaukee	SCF BIRMINGHAM, AL 350	352039811
<input type="checkbox"/>	99999617	MS093275	Test_01	000001	WBLBP0000008	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input type="checkbox"/>	99999617	MS093275	Test_01	000002	WBLBP000000C	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input type="checkbox"/>	99999617	MS093275	Test_01	000003	WBLBP000000D	4/30/2020	0002	2	ALG Chicago	DES MOINES IA 50318	50318
<input type="checkbox"/>	00003444	A131511A	Test_04	000015	WBLBP000000U	3/20/2019	0001		SCF MANASOTA, FL 342	342605000	441019309
<input type="checkbox"/>	00003444	A131511A	Test_04	000016	WBLBP000000V	3/20/2019	0001		SCF CLEVELAND, OH 440	441019309	841999997
<input type="checkbox"/>	00003444	A131511A	Test_04	000019	WBLBP000000X	3/20/2019	0001		SCF SALT LAKE CITY, UT 840	841999997	191769997
<input type="checkbox"/>	00399755	Entry Point: SCF 1	Test_05	000047	WBLBP000000Y	8/21/2019	0038		SCF PHILADELPHIA, PA 190	191769997	
<input type="checkbox"/>	00003444	A131511A	Test_04	000017	WBLBP000000W	6/03/2020	0001	7	ALG Chicago	SCF CHICAGO, IL 606	606993916

Assign CFD Dates/Orders BOL Select Manifest Update Gross Weight Track Pallets Check Pallet Status Reports & Utilities Close

Browse Pallet Database (No manifests selected)

File Tag Pallets Reports

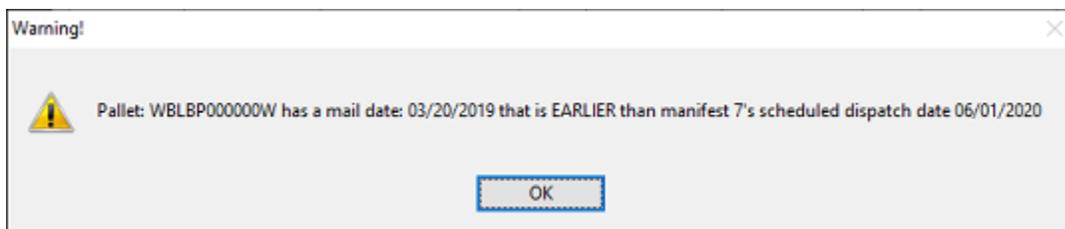
by Mail Date ✓ ✓ ✗ Pallets: 0 Pieces: 0 Mail Weight: 0.0 Gross Weight: 0.0

Job ID	Job Number	Job Desc	Pallet ID	UCID	Containers	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action
<input type="checkbox"/>	00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	31	147.0	225.7	10/21/2019		Add EBoL
<input type="checkbox"/>	00000023	OnePriceSmall	Test_02	000947	WBLBP0000005	0			10/21/2019		Add EBoL
<input type="checkbox"/>	99999617	MS093275	Test_01	000001	WBLBP0000008	0	1.1	20.1	4/30/2020		Skip
<input type="checkbox"/>	99999617	MS093275	Test_01	000002	WBLBP000000C	0	1.9	20.9	4/30/2020		Skip
<input type="checkbox"/>	00003444	A131511A	Test_04	000015	WBLBP000000U	2	6.2	29.4	3/20/2019	3/20/2019	
<input type="checkbox"/>	00003444	A131511A	Test_04	000016	WBLBP000000V	1	9.3	30.4	3/20/2019	3/20/2019	
<input type="checkbox"/>	00003444	A131511A	Test_04	000019	WBLBP000000X	1	7.9	29.0	3/20/2019	3/20/2019	
<input type="checkbox"/>	00399755	Entry Point: SCF 1	Test_05	000047	WBLBP000000Y	45	658.7	772.2	8/21/2019	8/21/2019	
<input type="checkbox"/>	00003444	A131511A	Test_04	000017	WBLBP000000W	1	6.7	27.8	6/01/2020	3/20/2019	Add EBoL



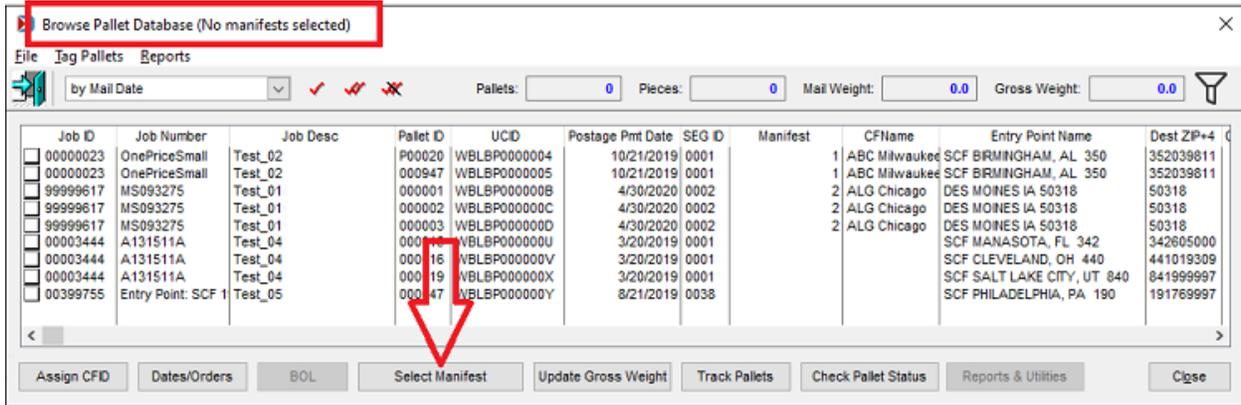
Warning messages will display if a user attempts to assign a tagged pallet(s) to a BOL if the pallet(s) meets any of the following:

- The pallet(s) has already been added to a manifest;
- The pallet(s) is assigned an LSC Carrier and Origin as the Trailer Type;
- The pallet(s) has a consolidation facility already assigned that is different than that of the selected manifest (this does not apply to LTL or Direct Trailer manifests); and
- When a date discrepancy exists between the pallet date(s) and a date(s) associated with a manifest (refer to the Troubleshooting information provided under [Dates/Orders Button](#) above to resolve the date discrepancy). When the date issue is resolved, the previously tagged pallets will automatically be added to the BOL for the previously selected manifest (no need to click the BOL button again after the date discrepancy has been resolved).

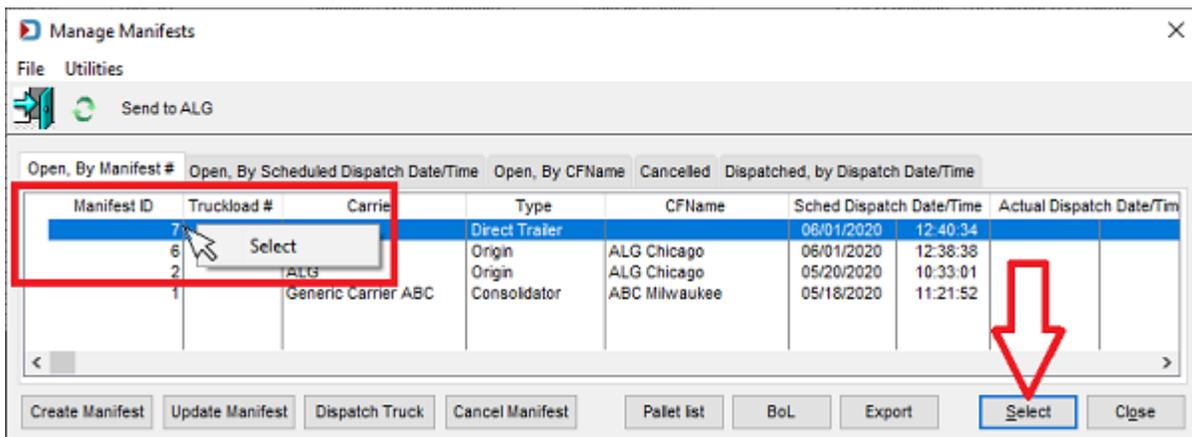


Select Manifest Button

Selecting a manifest is the equivalent of requesting a truck. It occurs from the main **Browse Pallet Database** screen (no manifest selected).

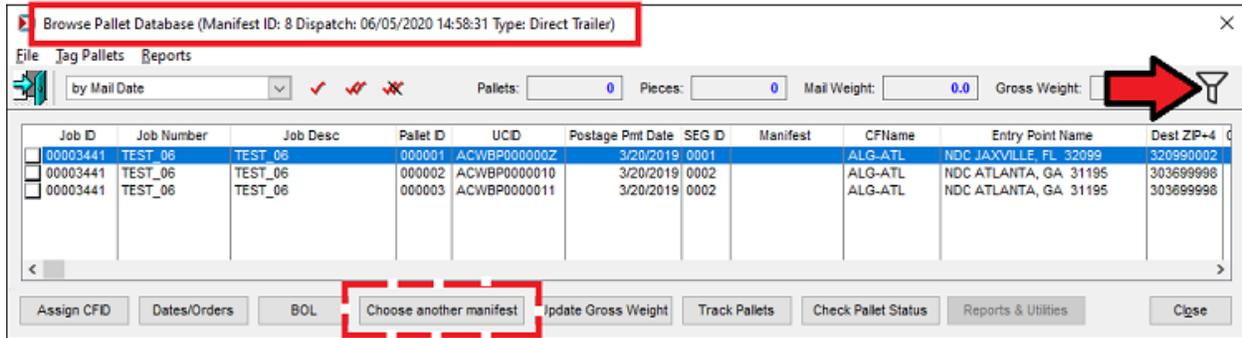


The **Manage Manifests** screen will display, listing any existing manifests. Users can select an existing manifest by highlighting the manifest and clicking **Select**, or by right-clicking on a manifest and clicking the **Select** option.



When a manifest is selected, the **Manage Manifest** screen closes and the **Browse Pallet Database** screen for the selected manifest displays. All of the pallets available for that particular manifest will be listed. The list can be further condensed (if preferred) by using the screen's filter function.

In addition, after a manifest has been selected, the **Select Manifest** button label changes to read **Choose another manifest**. This allows users to select a different manifest, if necessary.

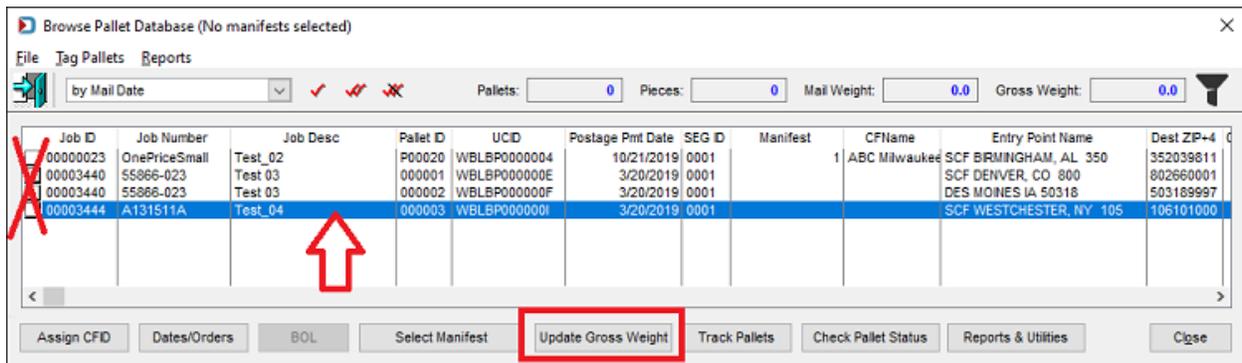


i The remaining functions buttons located on the ["Manage Manifests" screen](#) (specifically, [Update Manifest](#); [Dispatch Truck](#); [Cancel Manifest](#); [Pallet List](#); [BoL](#); and [Export](#)) are documented under [VIEW/DISPATCH MANIFESTS BUTTON](#) in this Guide.

Update Gross Weight Button

The gross weight of single and mother pallets, and sibling pallets can be updated/changed by highlighting (not tagging) the pallet and clicking **Update Gross Weight**.

i Gross weight can only be updated/changed one pallet at a time.



When the button is clicked an **Update Pallet Weight** screen will display (image below). The highlighted pallet's 'Unique Container ID', whether the pallet is a Sibling, how many 'Pieces' are on the pallet, how many 'Copies' exist, the current 'Mail Weight' and 'Gross Weight' are provided.

To update the gross weight, enter the desired gross weight into the **New Gross Weight** field. When the new weight is entered, the system calculates the **Gross Weight Variance**.

Click **OK** to close the screen and apply the new gross weight.

The updated weight will display in the **Browse Pallet Database** screen, and a value of "Update Gross Weight" will display in the **Action** field.

ID	UCID	Gross Weight	Mail Date	Drop Date	In-Home Date	Action	Location	Pos
20	WBLBP0000004	225.7		10/21/2019		Add EBoL	1A1	
01	WBLBP000000E	450.3	3/20/2019	3/20/2019			1A1	
02	WBLBP000000F	154.5	3/20/2019	3/20/2019			1A1	
03	WBLBP0000001	30.0	3/20/2019	3/20/2019		Update Gross Weight	1A1	

When the Gross Weight is updated in Multi-Carrier Trailer Manifesting, the Mail.dat is also changed, only if the pallet is a not a sibling. If the pallet is a sibling, the Mail.dat will not be changed.

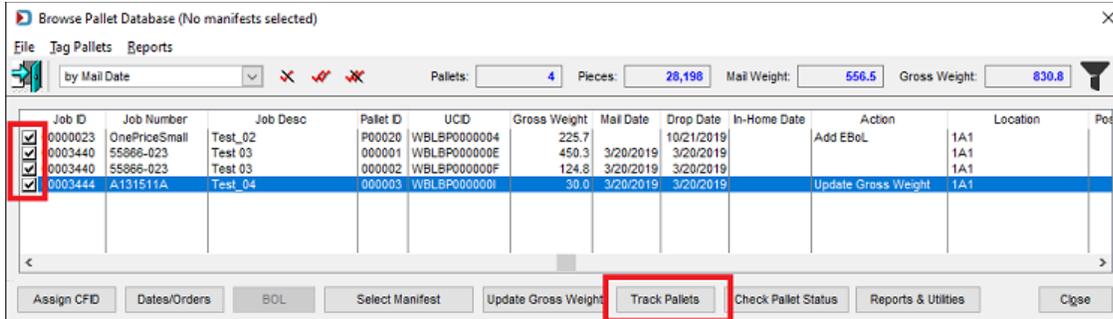
In addition, the new Gross Weight is considered a "fixed" value and will only be re-calculated by the system only if the count of child containers is changed.

 **Before changing or updating the gross weight, take care to ensure the selected pallet is indeed the desired or intended pallet, by making sure the 'Unique Container ID' displayed in the Update Pallet Weight screen matches the UCID in the Browse Pallet Database screen.**

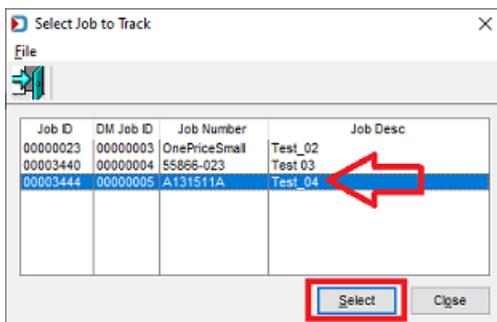
Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pn
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	10/2
00003440	55866-023	Test_03	000001	WBLBP000000E	3/2
00003440	55866-023	Test_03	000002	WBLBP000000E	3/2
00003444	A131511A	Test_04	000001	WBLBP0000001	3/2

Track Pallets Button

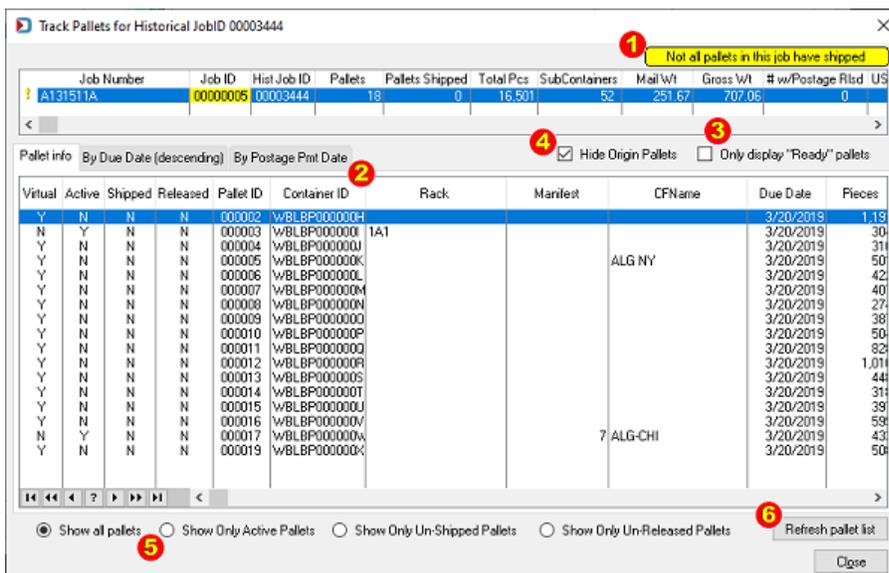
In the **Browse Pallets Database** screen, users can track pallets based on the pallet's corresponding job by selecting (checking) the pallets displayed in the screen and clicking **Track Pallets**.



The **Select Job to Track** screen will display. All of the jobs associated with the pallets selected on the **Browse Pallets Database** screen will be listed. Highlight a specific job to track pallet information for and click **Select**.



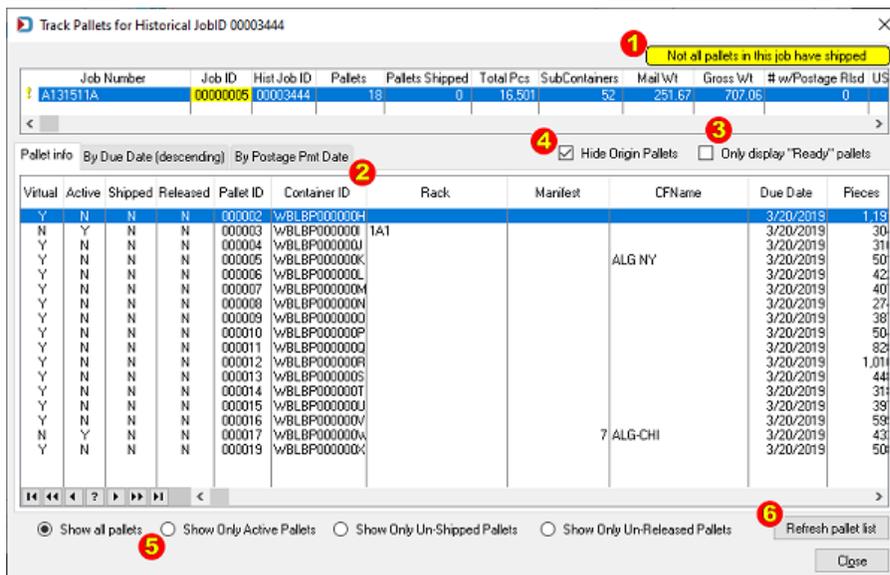
The **Track Pallets** screen will display, providing pallet detail pertaining to the selected job ¹. If not all the pallets associated with the selected job have shipped, a visual notification will display on the screen.



The job's pallets are displayed in a list on the screen **2**. The following information is provided for each pallet:

- | | |
|--|--|
| Virtual (Y or N) | Due Date |
| Active (Y or N) | Pieces |
| Shipped (Y or N) | Containers |
| Released (Y or N) | Mail Wt (<i>Mail Weight</i>) |
| Pallet ID | Gross Wt (<i>Gross Weight</i>) |
| Container ID | Postage Pmt Date (<i>Postage Payment Date</i>) |
| Rack | Postage Release Date |
| Manifest | Postage Release Time |
| CF Name (<i>Consolidation Facility Name</i>) | |

This pallet list information can be sorted/viewed by selecting one of three corresponding tabs: **Pallet Info**; **By Due Date (descending)**; and **By Postage Pmt Date**.



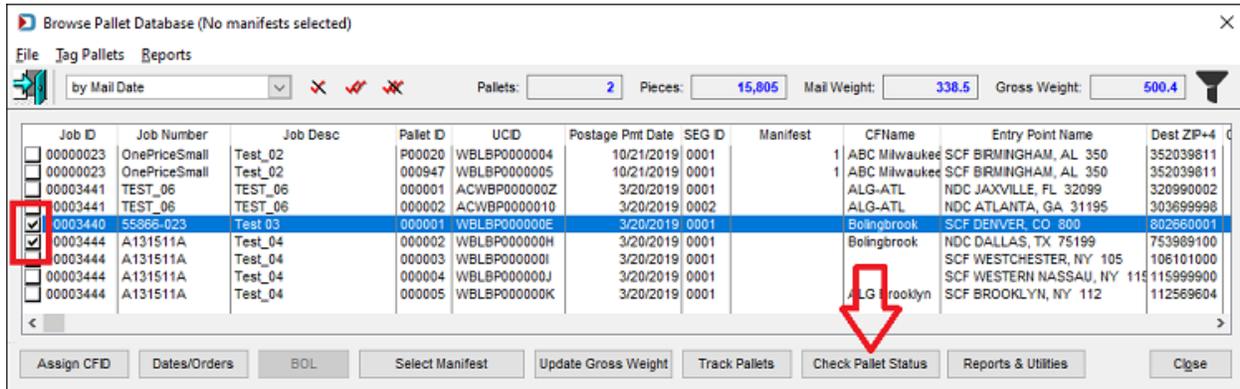
If the pallet list is empty when a job is selected (there is no pallet information), make sure to un-check the **Only display "Ready" pallets** option **3**. And to omit any origin pallets from displaying in the list, select (check) the **Hide Origin Pallets** option **4**.

What pallets are displayed can also be controlled by selecting one of the radio button options located along the bottom of the screen **5** (radio buttons: **Show all pallets**; **Show Only Active Pallets**; **Show Only U-Shipped Pallets**; and **Show Only Un-Released Pallets**).

To make sure the pallet list being viewed is current, click **Refresh pallet list** **6**.

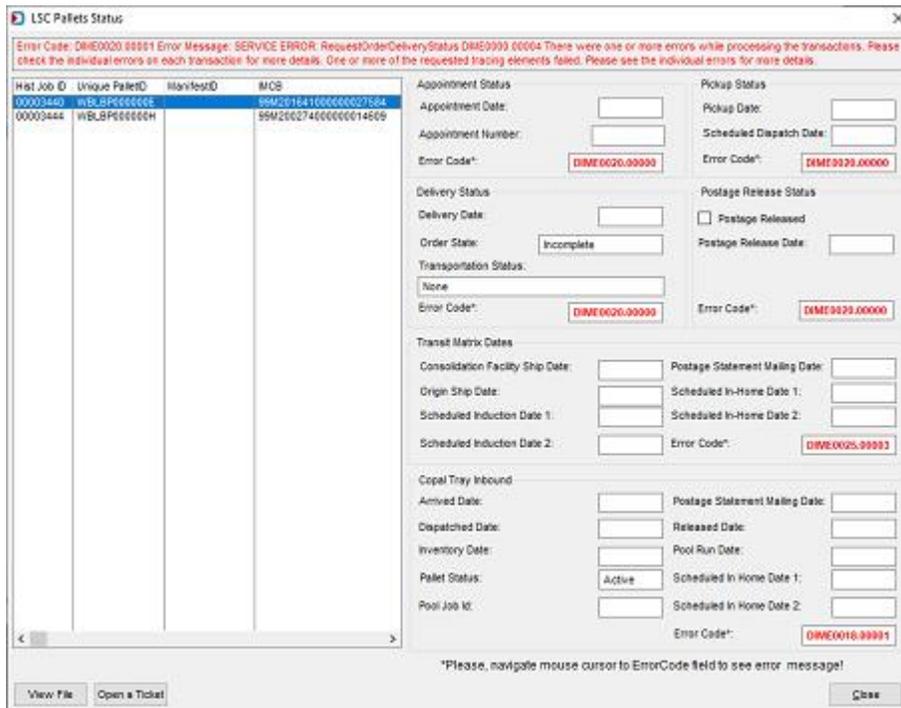
Check Pallet Status Button

The **Check Pallet Status** button is specifically for LSC users only. Tagging pallets in the list and clicking this button initiates a communication with the DIME system to retrieve the status of the selected pallets.

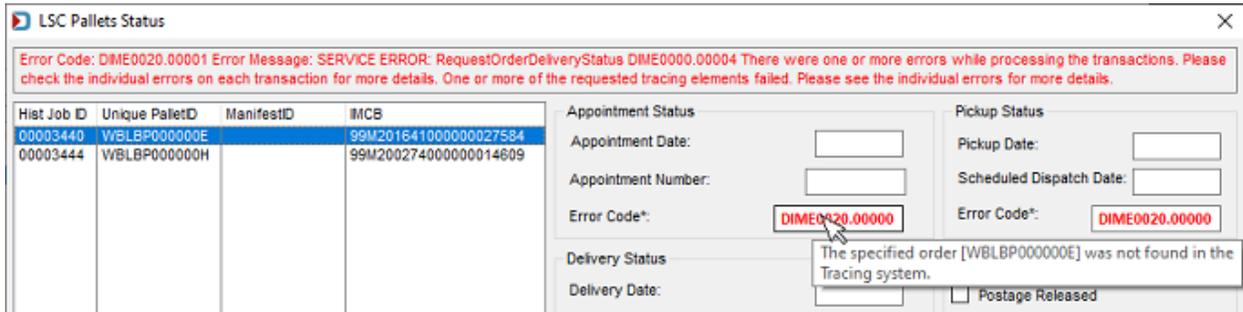


 **As of August 2020, this button is enabled for all carriers; however, it is specific to LSC since it attempts a communication with DIME. If the button is clicked for non-LSC associated pallets, an error message will be returned from DIME.**

The **LSC Pallets Status** screen will display. The screen provides DIME status information for each tagged pallet by way of 'Appointment Status', 'Pickup Status', 'Delivery Status', 'Postage Release Status', 'Transit Matrix Dates', and 'Copal Tray Inbound' information (if applicable). Highlight a pallet in the list to see the status details specific to it.



Any errors returned by DIME are also displayed. Hovering the computer's mouse over an individual Error Code will display the associated error message.

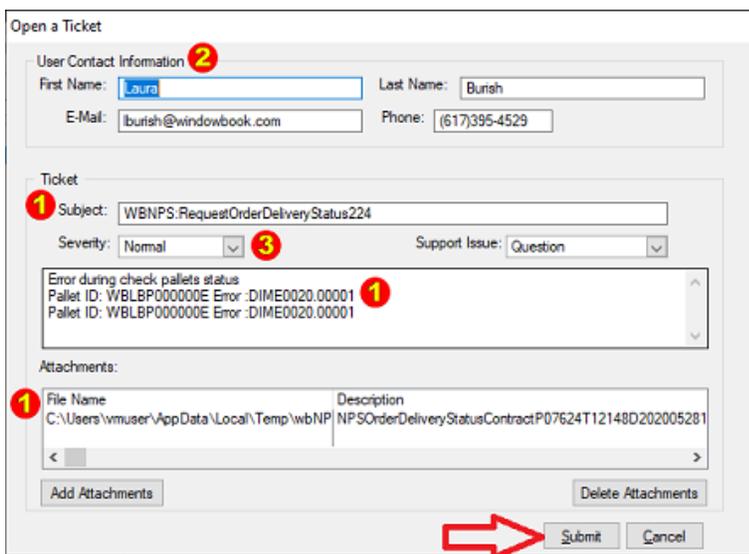


For troubleshooting purposes, if an error(s) is returned, users can view the communication log that was generated between DAT-MAIL and DIME that contains the error information, by clicking **View File** located at the bottom left of the screen.

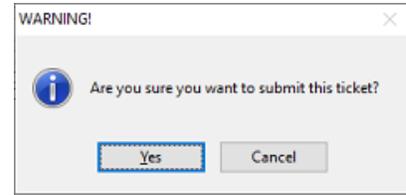
If Window Book Technical Support assistance is needed, Clients can click **Open a Ticket**, which allows them to open a Support Ticket with Window Book right from within the **LSC Pallets Status** screen.



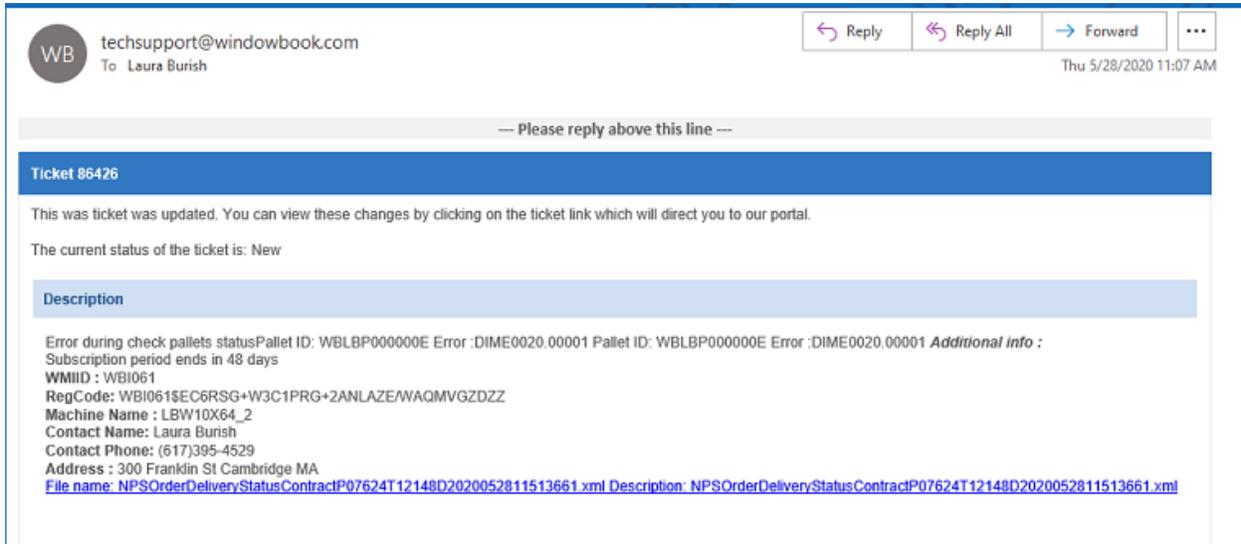
An **Open a Ticket** screen will display with the communication log file automatically attached to it, along with additional, pertinent information to help expedite the troubleshooting process **1**. Users can also add additional attachments if they prefer. Clients should modify/change the **User Contact information** fields, if necessary, to ensure a Window Book Support Representative is able to contact the appropriate person regarding the issue **2**. The **Severity** and **Support Issue** options should also be adjusted accordingly, if necessary **3**. When ready, click **Submit** to create the ticket.



A confirmation dialog will display. Click **Yes** to close the dialog and create the ticket (clicking **Cancel** will close the dialog and abort the ticket creation process).

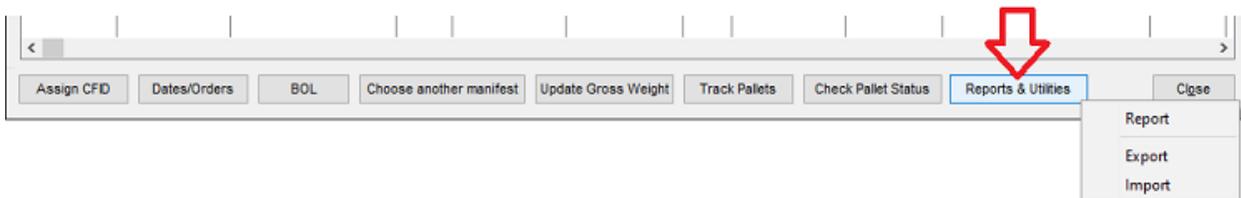


An e-mail will be sent to the address provided in the **Open a Ticket** screen with detailed information. Users can reply to the e-mail. All correspondence will be saved with the ticket in Window Book's system.



Reports & Utilities Button

Clicking the **Reports & Utilities** button displays three options: **Report**, **Export**, and **Import**.



 **A filter has to be applied to the "Browse Pallet Database" screen in order for the REPORTS & UTILITIES button to be enabled/active (Filter applied =  ; No filter applied = ).**



REPORT OPTION

The **Report** option generates the "Trailer Pallet Report" for pallets that have been selected (checked) in the filtered **Browse Pallet Database** screen.

When **Report** is selected, a **Pallet Report** screen will display, prompting the user to select a **Sort Order** for the report. The options are: **Job Number**; **Job ID**; **Estimated Ship Date**; and **Postage Statement Mailing Date**.

When ready, click **OK** to close the screen and generate the report (clicking **Cancel** will close the screen and abort the report generation process).

Example: Trailer Pallet Report sorted by Job Number

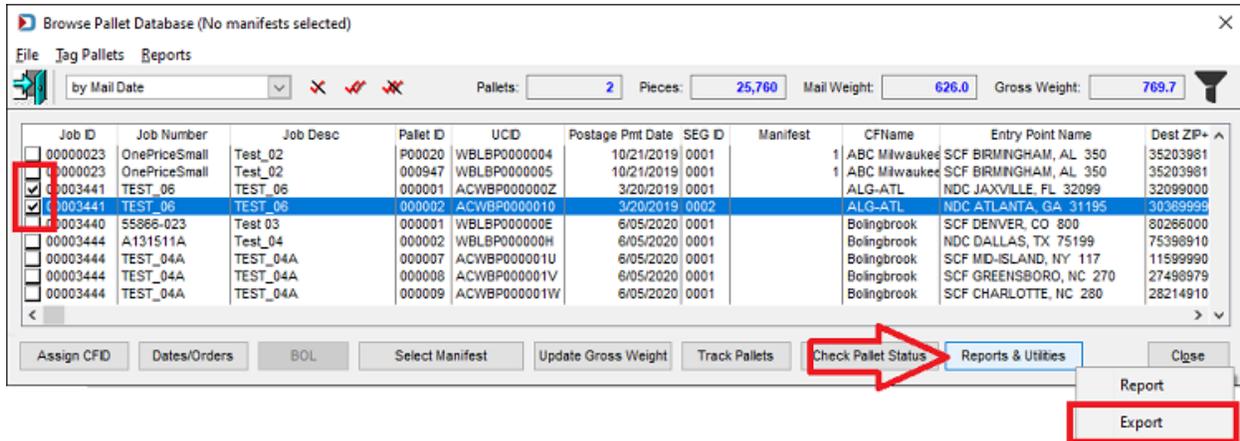
Trailer Pallet Report										
Pallet ID	IMB	UCID	Job ID and List ID	Mail Date	Ship Date	CFID	Facility	Copies	Mail Weight	Grs Weight
Job Number: 55866-023										
000001	99M201641000000027584	WBLBP000000E	00003 441	6/05/2020	3/20/2019	11141	SCF 802660001	14,614	320.0466	450.3466
Totals:				Pallets		1		14,614	320.0466	450.3466
Job Number: A131511A										
000002	99M200274000000014809	WBLBP000000H	00003 441	6/05/2020	3/20/2019	11141	NDC 753989100	1,191	18.4605	50.0605
Totals:				Pallets		1		1,191	18.4605	50.0605
Job Number: OnePriceSmall										
P00020	99M898339000000100643	WBLBP0000004	00003 441	10/21/2019		ABC-Mke	SCF 352039811	9,410	147.0313	225.7313
000947	99M8901264001ZZZZZEKE7	WBLBP0000005	00003 441	10/21/2019		ABC-Mke	SCF 352039811	0	0.0000	0.0000
Totals:				Pallets		2		9,410	147.0313	225.7313
Job Number: TEST_06										
000001	99M899605000000000001	ACWBP0000002	00003 441	3/20/2019	3/20/2019	ALG	NDC 320990002	12,927	314.1261	386.0261
000002	99M899605000000000002	ACWBP0000010	00003 441	3/20/2019	3/20/2019	ALG	NDC 303699998	12,833	311.8419	383.6419
Totals:				Pallets		2		25,760	625.9680	769.6680
Grand Totals:				Pallets		6		50,975	1,111.5064	1,495.8064



The 'Mail Date' in the "Trailer Pallet Report" correlates to the 'Postage Pmt Date' in the Browse Pallet Database screen.

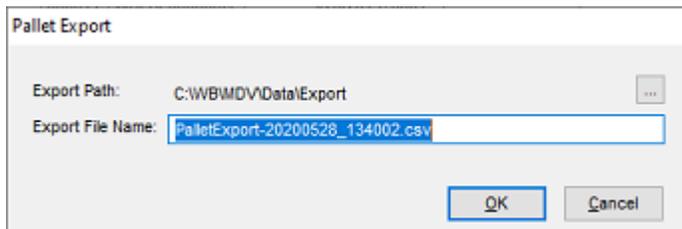
EXPORT OPTION

Users can also select one or more pallets in the filtered **Browse Pallet Database** screen and export their corresponding data to a CSV file by using the **Export** option.

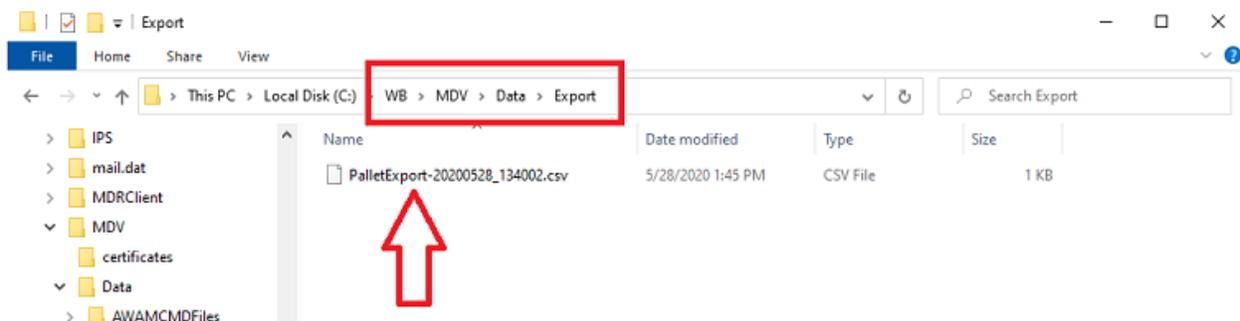


A **Pallet Export** screen will display. The default location where the CSV files are saved is '...WB\MDV\Data\Export'. This path can be changed by the user, if preferred by using the corresponding browse button.

In addition, a file name consisting of "Pallet Export", the date (YYYYMMDD) and the time (HHMMSS).csv is automatically applied (see screen image below). This too can be changed by the user, if preferred. When ready, click **OK** to close the screen and export the data (clicking **Cancel** will close the screen and abort the export pallet data process).



A confirmation does not display when the export completes. Navigate to the 'Export Path' folder designated in the **Pallet Export** screen on the computer where DAT-MAIL is installed to locate the exported .csv file.



The pallet data that is exported is:

Pallet ID	In-Home Date End
IMB	Carrier
UCID (<i>Unique Container ID</i>)	Manifest ID
Job ID and List ID	CFID
Job Name	Facility Type
Postage Statement Mailing Date	Facility ZIP
Estimated Ship Date	Containers
Induction Date	Copies
Induction Date End	Mail Weight
In-Home Date	Gross Weight

Example:

Pallet ID	IMB	UCID	Job ID and List ID	Job Name	Postage Statement Mailing Date	Estimated Ship Date	Induction Date	Induction Date End	In-Home Date	In-Home Date End	Carrier	Manifest ID	CFID	Facility Type	Facility ZIP	Containers	Copies	Mail Weight	Gross Weight
1	99M89960500000000000001	ACWBPO0000002	3441 TEST_06	3441 TEST_06	3/20/2019	3/20/2019	3/20/2019						0 ALG	NDC	320990002	35	12927	314.1261	386.0261
2	99M89960500000000000002	ACWBPO0000010	3441 TEST_06	3441 TEST_06	3/20/2019	3/20/2019	3/20/2019						0 ALG	NDC	303699998	36	12833	311.8419	383.6419

The major dates reported in the CSV file can be updated/changed. These changes can then be imported back into DAT-MAIL/Multi-Carrier Trailer Manifesting for the same pallets using the **Import** option (refer to [IMPORT OPTION](#) for instructions). The major dates as displayed in the .csv export file are: **Postage Statement Mailing Date; Estimated Ship Date; Induction Date; and In-Home Date.**



The "major dates" called out above correlate to the field names found in the Browse Pallet Database screen in Multi-Carrier Trailer Manifesting as:

- **Postage Statement Mailing Date = Postage Pmt Date**
- **Estimated Ship Date = Mail Date**
- **Induction Date = Drop Date**
- **In-Home Date = In-Home Date**

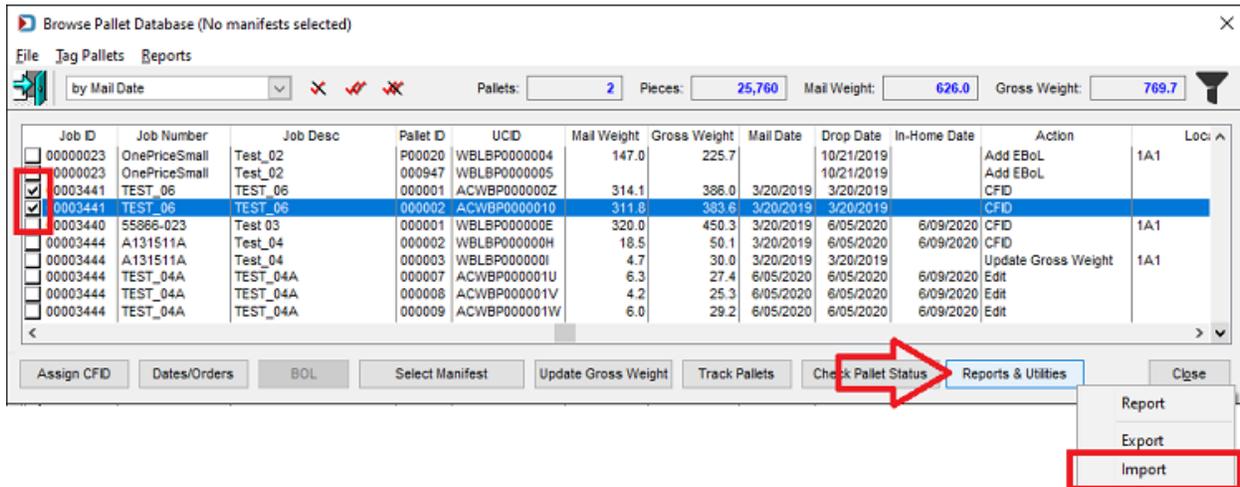
Browse Pallet Database (No manifests selected)

Postage Pmt Date	Mail Date	Drop Date	In-Home Date
3/20/2019	3/20/2019	3/20/2019	
3/20/2019	3/20/2019	3/20/2019	

Pallets: 2 Prices: 25,760 Mail Weight: 626.0 Gross Weight: 769.7

IMPORT OPTION

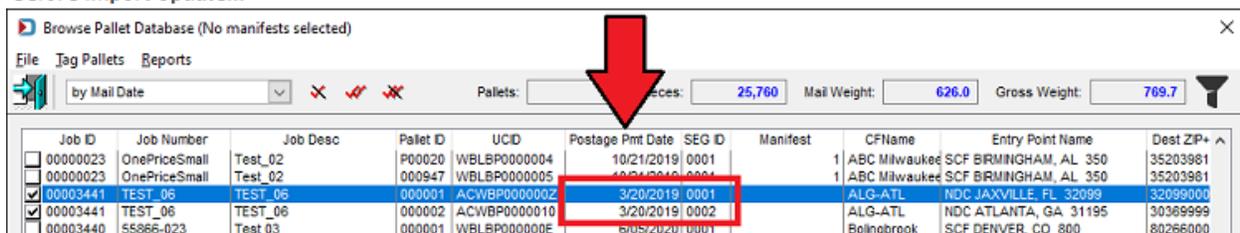
Users can use the **Import** option to update any of a pallet's "major dates" displayed in the **Browse Pallet Database** screen with changes made in a previously exported .csv file. Tag the pallets in the **Browse Pallet Database** screen that correspond to those exported to the .csv file (refer to [EXPORT OPTION](#) above) and select the **Import** option.



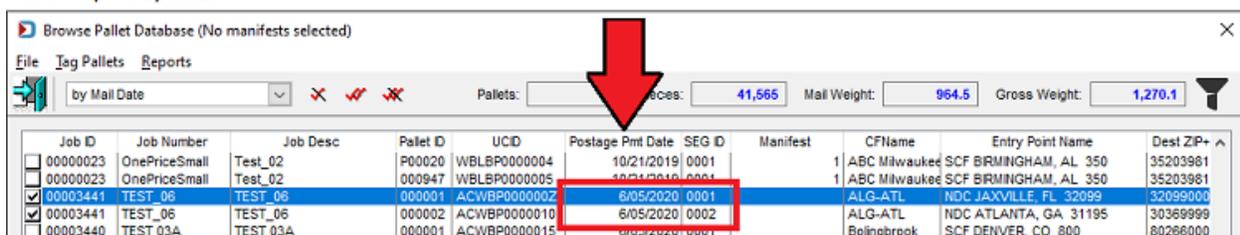
A **Pallet Dates Import** screen will display. Click **Select Import File Name** to navigate to and select the updated .csv file to import. Click **OK** to close the screen and import the updated data (clicking **Cancel** closes the screen and aborts the import process).

A confirmation does not display when the import completes; however, the **Browse Pallet Database** screen will update with the changed dates.

Before Import Update...



After Import Update...



Before Import Update...

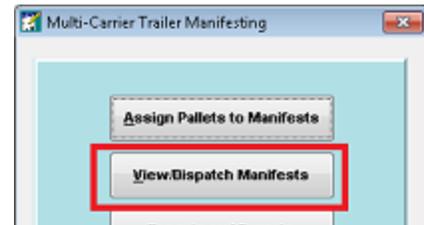
Job ID	Job Number	Job Desc	Pallet ID	UCID	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action	Loc
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	147.0	225.7	10/21/2019	10/21/2019		Add EBoL	1A1
00000023	OnePriceSmall	Test_02	000947	WBLBP0000005						Add EBoL	
00003441	TEST_06	TEST_06	000001	ACWBP000000Z	314.1	388	3/20/2019	3/20/2019		FID	
00003441	TEST_06	TEST_06	000002	ACWBP0000010	311.8	383	3/20/2019	3/20/2019		FID	
00003440	55866-023	Test 03	000001	WBLBP000000E	320.0	450.0	06/20/2020	06/20/2020	06/20/2020	FID	1A1

After Import Update...

Job ID	Job Number	Job Desc	Pallet ID	UCID	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action	Loc
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	147.0	225.7	10/21/2019	10/21/2019		Add EBoL	1A1
00000023	OnePriceSmall	Test_02	000947	WBLBP0000005						Add EBoL	
00003441	TEST_06	TEST_06	000001	ACWBP000000Z	314.1	388	6/05/2020	6/05/2020	6/09/2020	FID	
00003441	TEST_06	TEST_06	000002	ACWBP0000010	311.8	383	6/05/2020	6/05/2020	6/09/2020	FID	
00003440	TEST 03A	TEST 03A	000001	ACWBP0000015	320.0	450.0	06/20/2020	06/20/2020	06/20/2020	Edit	

VIEW/DISPATCH MANIFESTS BUTTON

Manifests are created and managed via the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu. Much of the same functionality is also available via the **Assign Pallets to Manifests** button > [Select Manifest](#) button.



Create Manifests Button

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display. Click **Create Manifest**.

Manifest ID	Truckload #	Carrier	Type	CFName	Sched Dispatch Date/Time	Actual Dispatch Date/Tim
8		ALG	Direct Trailer		06/05/2020 14:58:31	
7		ALG	Direct Trailer		06/01/2020 12:40:34	
2		ALG	Origin	ALG Chicago	05/20/2020 10:33:01	

The **Create Manifest** screen will display.

- **Dispatch Date:** Select/specify a date the truck should be dispatched to the user's facility.
- **Dispatch Time:** Users can enter a specific dispatch time, if necessary.
- **Trailer ID:** This field will be auto-populated by the system, if using LSC. It will remain blank for **Non-LSC Users**.
- **Carrier:** Using the corresponding browse button, select a carrier to be used. When the browse button is clicked, the **Browse the Carrier File** screen will display. Highlight the carrier in the list and click **Select**.

Code	Name	Contact	Address	City
1Price	LSC for OnePrice			
ABC	Generic Carrier ABC	Jane Doe	2 Anywhere Place	Milwau
ALG	ALG			
ALGTest	ALG Test Carrier			
KING	King Logistics			
LSC	LSC for DropShip/Copal			



Carriers can also be added/inserted from this screen if the desired carrier does not display in the list. Refer to [ADD A CARRIER](#) for instructions).

- **Trailer Type:** Use the drop-down provided to specify a trailer type. The options are: **Consolidator**, **LTL**, **Commingle**, **Direct Trailer**, and **Origin**.

If "LSC" is selected as the Carrier, the **Trailer Type** field will be grayed out (disabled).

Depending on the **Trailer Type** selected, the screen may update and either display more or fewer options.

- ~ **Consolidator**: The option to select a **Facility ID** is enabled. Click the corresponding browse button to select a **Facility ID**. The screen that displays is dependent on the Carrier selected.

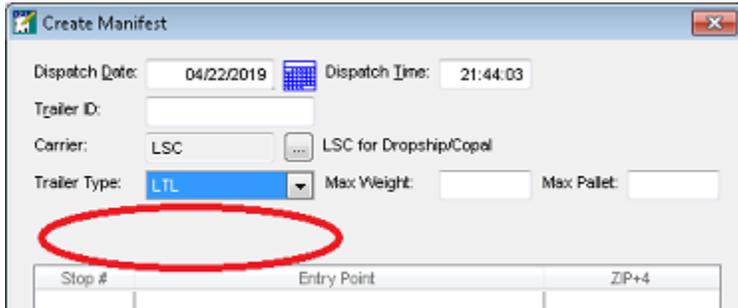
- o **Non-LSC**: The **Browse Distribution Centers...** screen will display. Highlight the desired distribution center and click **Select**.

Dist. Center ID	Facility Name	City	State	Zip	Phone
ABC-Mke	ABC Milwaukee	Milwaukee	WI	53005	9999999999
ALG-CHI	ALG Chicago				
King-CHG	King Logistics Chicago				

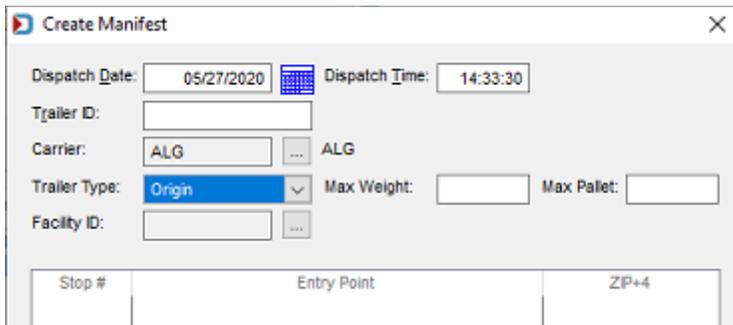
- o **LSC**: A call is made to DIME and the Consolidation Facility Listing screen will display. Highlight the desired facility and click **Select**.

Facility ID	Pico	Name	Address	City	State	Zip Code
11141	Bolingbrook		1000 WINDHAM PKWY	BOLINGBROOK	IL	60439-3507
21471	Atlanta		3370 PANTHERSVILLE F	DECATUR	GA	30034-3833
101392	Portland		14950 NE MASON ST	PORTLAND	OR	97230-4372
115692	DC JOLIET ROAD		553 S JOLIET RD	BOLINGBROOK	IL	60440-3608
126728	York		301 BUTTERFLY COMM	YORK	PA	17402-7704
302742	Stockton		3037 PRODUCERS DR S	STOCKTON	CA	95206-4219
323420	Coppell		4255 PATRIOT DR STE 2	GRAPEVINE	TX	76051
341098	BOLINGBROOK PARENT TE		1000 WINDHAM PKWY	BOLINGBROOK	IL	60490-3507
341099	Test		1000 WINDHAM PKWY	BOLINGBROOK	IL	60490-3507
341642	LSC COMM US LANCASTER		1375 HARRISBURG PIKE	LANCASTER	PA	17601-2612
325389	Aurora Commingle Cntr		2707 N Eola Rd Ste C	Aurora	IL	60502

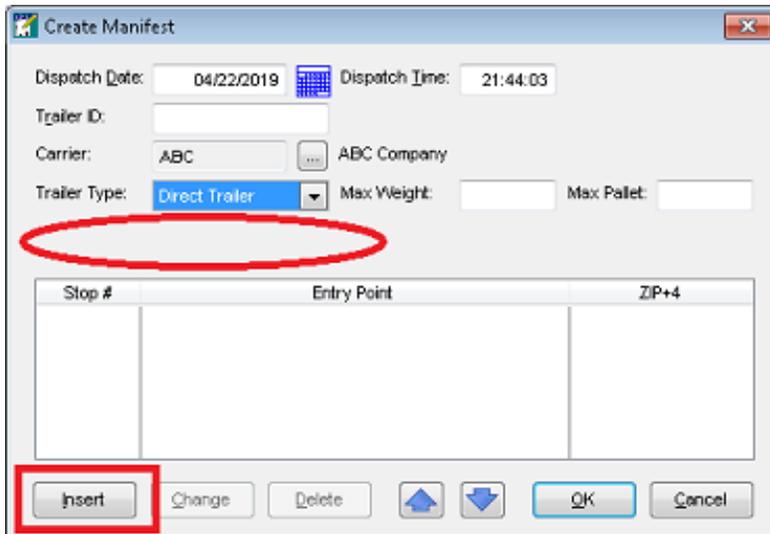
- ~ **LTL:** If a **Trailer Type** of "LTL" is selected, the option to select a **Facility ID** is not displayed/required.



- ~ **Origin:** If a **Trailer Type** of "Origin" is selected, the option to select a **Facility ID** is enabled. Trailer Types of 'Consolidator' and 'Origin' function the same when it comes to the Facility ID; therefore, refer to "[Consolidator](#)" above for more information.

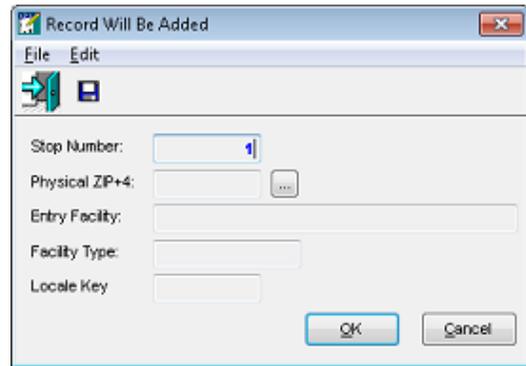


- ~ **Direct Trailer:** If a **Trailer Type** of "Direct Trailer" is selected, the option to select a **Facility ID** is not displayed/required. However, the user IS able to add stops to the manifest by clicking **Insert**.

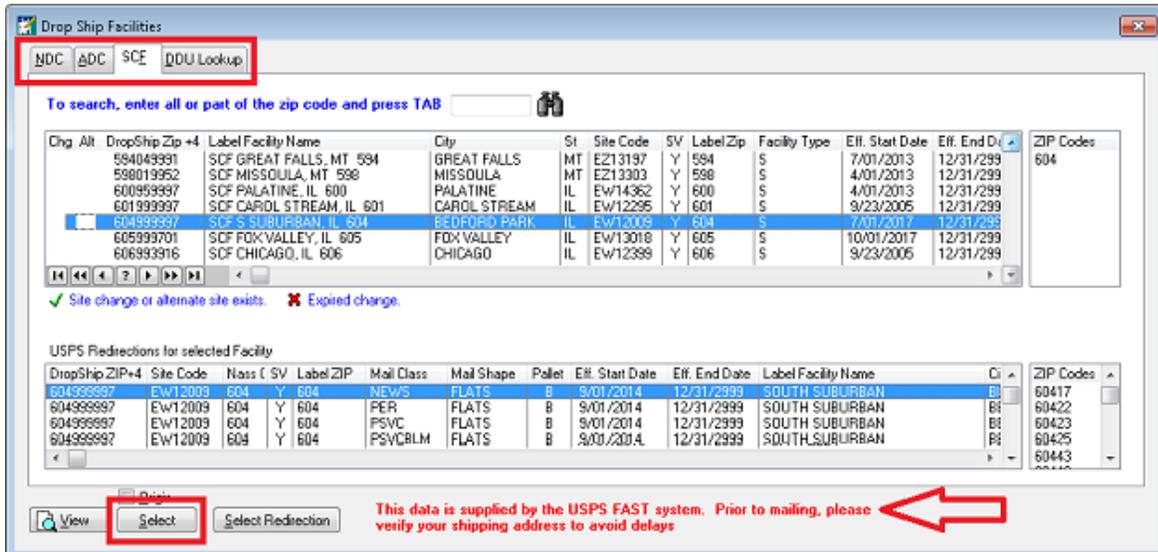


A **Record will be added** screen will display.

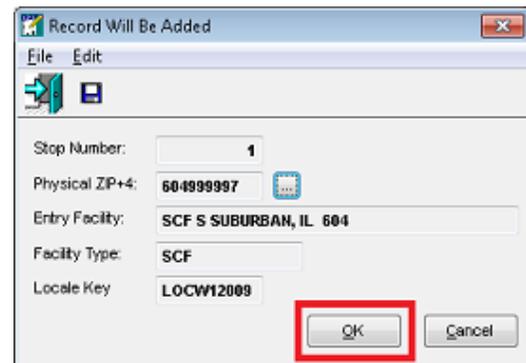
- **Stop Number:** Stop numbers are automatically generated by the system.
- **Physical ZIP+4:** Using the corresponding browse button, highlight the appropriate DropShip Zip+4 from the list provided by the USPS FAST system and click **Select**. Make sure to select the appropriate facility type as designated by the tabs provided near the top of the screen.



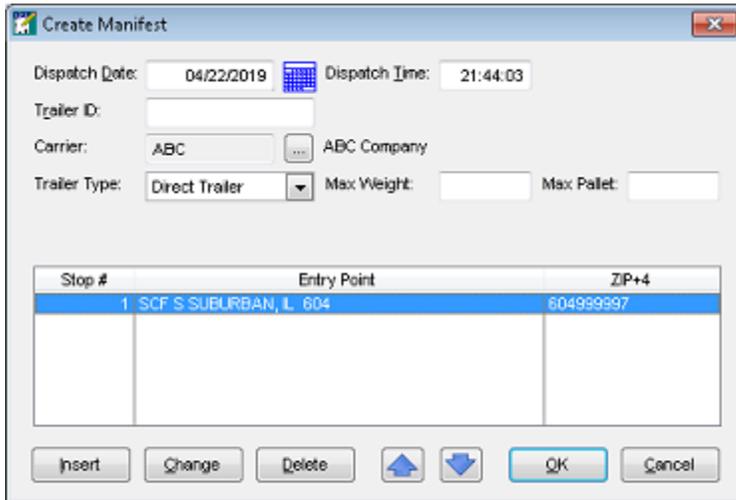
If a user needs to redirect a shipment (not use the default facility), they should click the SELECT REDIRECTION button versus the SELECT button.



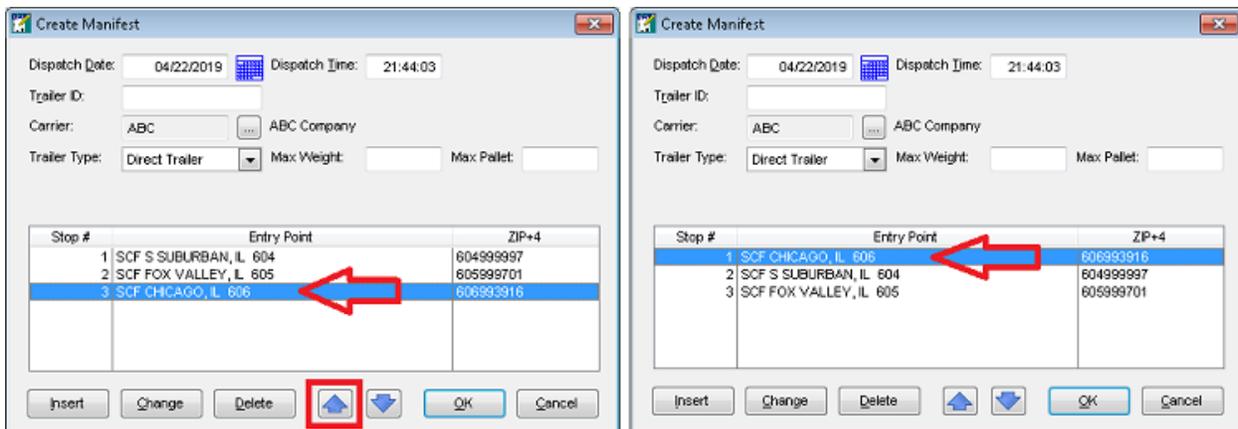
- The **Entry Facility**, **Facility Type**, and **Locale Key** fields will be auto populated based on the **Physical ZIP+4** selected. Click **OK**.



The screen will close, and the stop information will be added to the *Create Manifest* screen.



Add additional stops using the **Insert** button. Once all stops are added, the user can change the stop order if necessary by highlighting the stop to be changed and clicking the UP or DOWN arrows.



! **REMINDER:** The first stop (stop 1) (mail to be unloaded first) should be placed at the end or back of the trailer, and the final stop should be placed at the nose of the trailer (mail to be unloaded last).

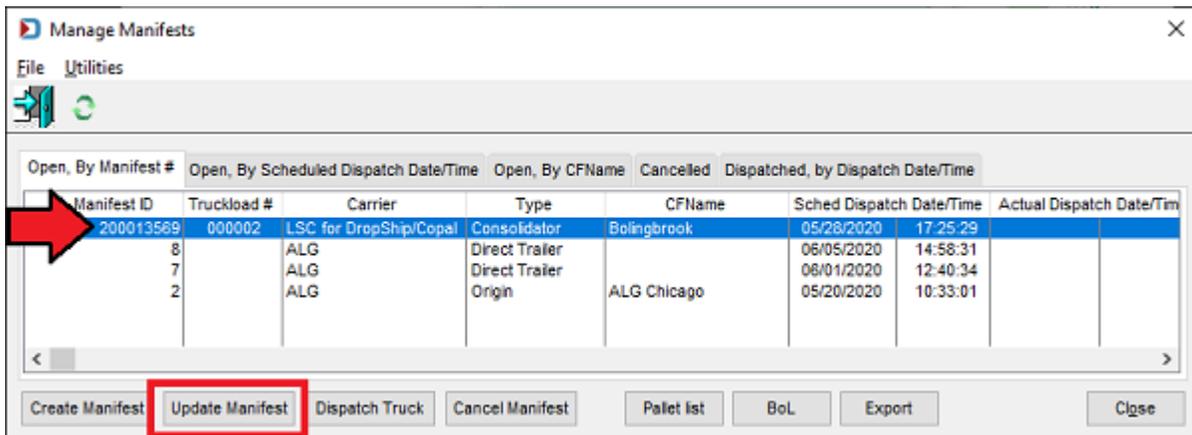
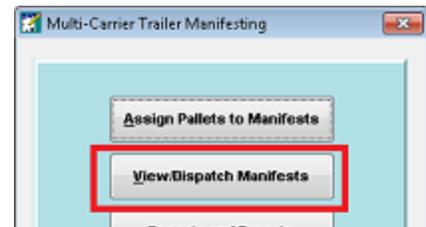
- **Max Weight:** A maximum weight for the trailer can be entered. As pallets are added to a manifest/trailer, if the total weight of the trailer exceeds the Max Weight entered here, a warning will display.
- **Max Pallet:** A maximum pallet count can be entered. If too many pallets are added to a manifest/trailer, a warning will display.



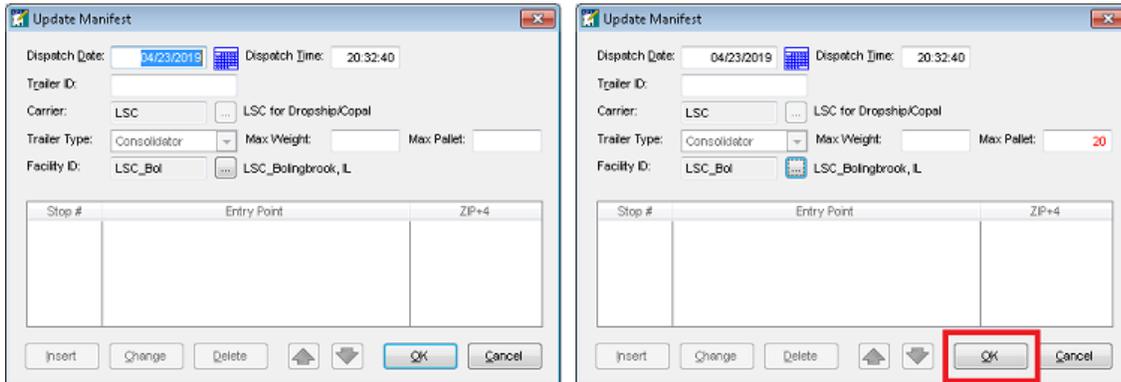
Update Manifests Button

i The **UPDATE MANIFESTS** button is also accessible by clicking the [SELECT MANIFEST](#) button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display. Highlight the manifest to be updated and click **Update Manifest** button.



The **Update Manifest** screen will display. Make the necessary updates to the existing settings and click **OK**. In the example below, a 'Max Pallet' count of "20" was added.

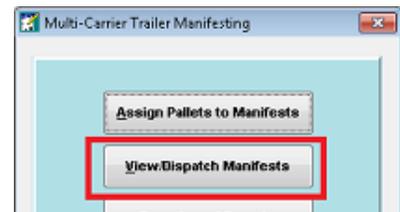


 **For manifests created in the DIME Legacy product, when viewing them using the Multi-Carrier Manifesting function, the 'Carrier' field will be empty, but the corresponding browse button in the "Update Manifest" screen (image above) will be enabled. Users can select their LSC carrier and click the OK button. The manifest and related pallets will then have the carrier changed, after which, the manifest will no longer be available in the DIME Legacy product but will be available in the Multi-Carrier Manifesting product.**

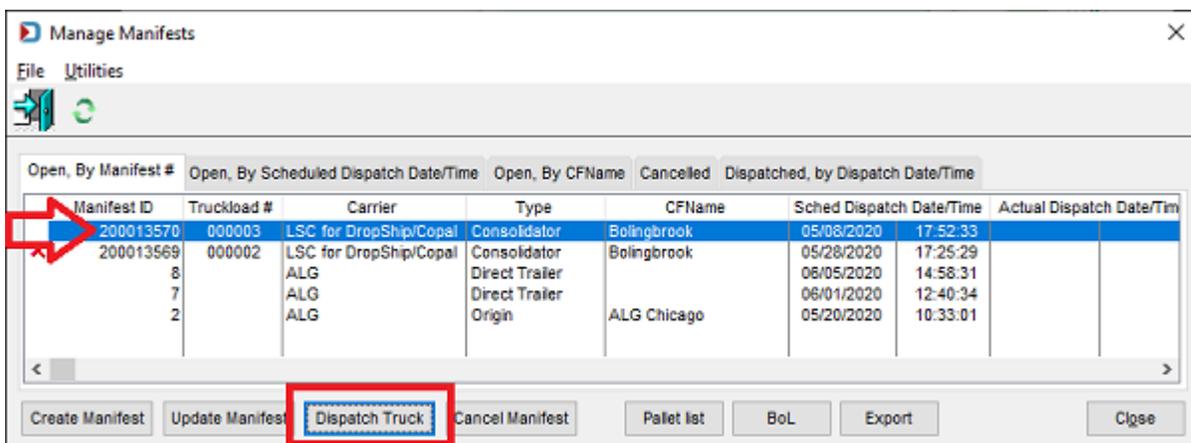
Dispatch Truck Button

 **The DISPATCH TRUCK button is also accessible by clicking the [SELECT MANIFEST](#) button from the "Browse Pallet Database (no pallets selected)" screen.**

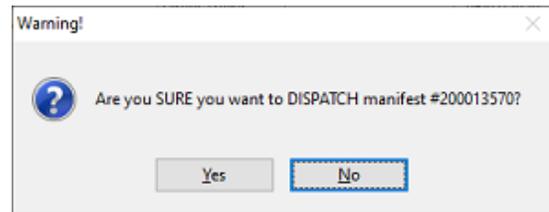
When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display.



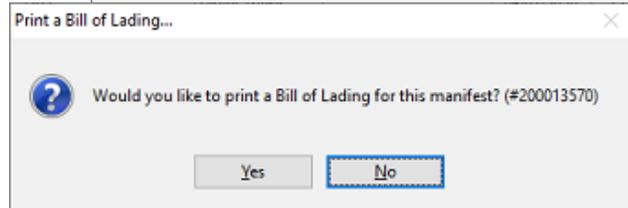
To dispatch a truck for a specific manifest, highlight the manifest and click **Dispatch Truck**.



A **Warning!** dialog will display. Click **Yes** to close the dialog and continue with the dispatch process (clicking **No** will close the dialog and abort the dispatch process).



When the dispatch is complete, a **Print Bill of Lading...** dialog will display. Click **Yes** to close the dialog and continue with the print process (clicking **No** will close the dialog and abort the print process).



i **BOLs can be printed at a later date by using the BOL button. Refer to [BOL BUTTON](#) for instructions.**

Example: Page 1

LSC for Dropship/Copal Truck Load Straight Bill Of Lading

Received, subject to 'LSC for Dropship/Copal' Motor Freight Tariffs, contracts and agreed rates (waiving all other tariffs and conflicting statutes pursuant to 49 USC §14101 (b)) in effect on the date of the issue of this bill of lading, the property described below, except as noted (contents and conditions of contents of package unknown), marked consigned and destined as shown below, which carrier agrees, without brokering, to carry to destination with a common carrier responsibility pursuant to 49 USC § 14706, excluding released value unless agreed to in writing, with scheduled delivery time of the essence waiving any right of reasonable dispatch for payment within 30 days of presenting a clear delivery receipt. Shipper accepts

4/23/19 11:24AM Page 1 of 2 Bill of Lading Number 200013570

LSC for Dropship/Copal

SHIP DATE 4/23/2019

DELIVERY CARRIER	TRAILER / CAR NO.	MANIFEST
		12

Signature of Consignor: _____

Unique ID	Order Number	Job List	Job Title	Destination	Product	Copies	Weight
WBLBP000006I	1503361	0000009	1503361	SCF DENVER, CO	800	41,825	998.0
WBLBP000006J	1503361	0000009	1503361	SCF DENVER, CO	800	44,218	1,049.5
WBLBP000006K	1503361	0000009	1503361	SCF DENVER, CO	800	40,130	961.6
TRUCK TOTALS		Total Pallets	3			126,173	3,009.1

Example: Page 2

LSC for Dropship/Copal Truck Load Straight Bill Of Lading

Received, subject to LSC for Dropship/Copal Motor Freight Tariffs, contracts and agreed rates [waiving all other tariffs and conflicting statutes pursuant to 49 USC §14101 (b)] in effect on the date of the issue of this bill of lading, the property described below, except as noted (contents and conditions of contents of package unknown), marked consigned and destined as shown below, which carrier agrees, without brokering, to carry to destination with a common carrier responsibility pursuant to 49 USC §14705, excluding released value unless agreed to in writing, with scheduled delivery time of the essence waiving any right of reasonable dispatch for payment within 30 days of presenting a clear delivery receipt. Shipper accepts

4/23/19 11:24AM Page 2 of 2

Unique ID	Order Number	Job List	Job Title	Destination	Product	Copies	Weight
[Redacted]							

Bill of Lading Number 200013570

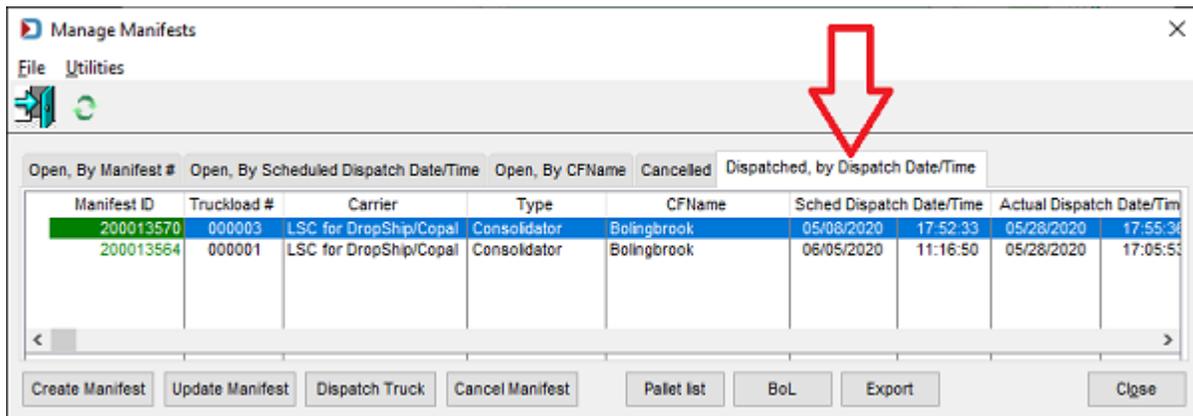
Send Freight Bill and Delivery Receipt to LSC for Dropship/Copal

Shipper, Per _____ Date _____ Carrier, Per _____ Date _____

This certifies no hazardous materials are shipped and all above described, described materials are marked, labeled, and in proper condition for transportation according to the applicable regulations of the DOT

Per _____ Destination Receipt

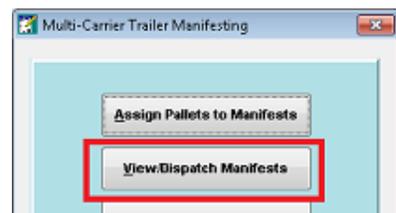
When a manifest is dispatched it will no longer display in the **Manage Manifest** screen's [default view of 'Open, By Manifest #'](#). To be able to view dispatched manifests, click the screen's **Dispatched, by Dispatch Date/Time** tab.



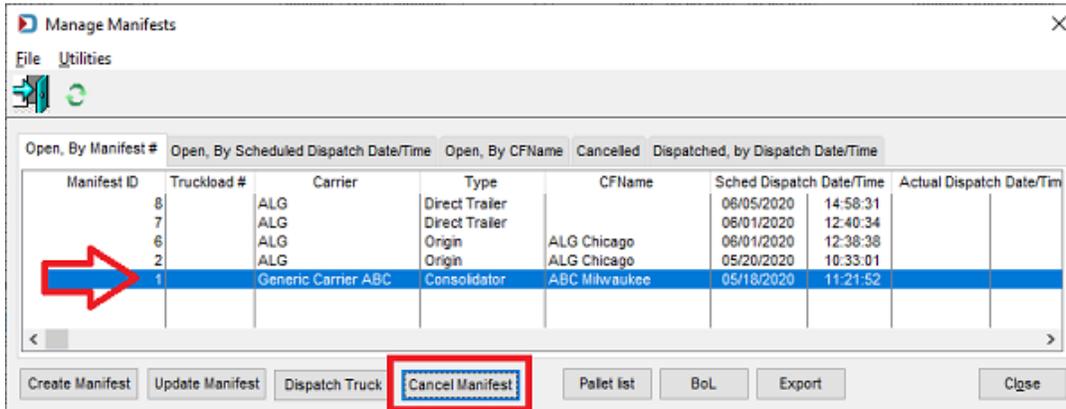
Cancel Manifest Button

i The **CANCEL MANIFEST** button is also accessible by clicking the **SELECT MANIFEST** button from the **"Browse Pallet Database (no pallets selected)"** screen.

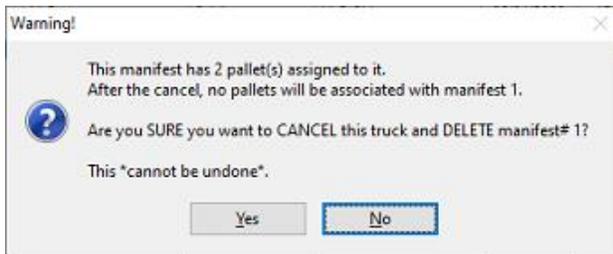
When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display.



When a manifest is cancelled, the associated truck is cancelled, and the manifest is deleted from the system. To cancel a specific manifest, highlight the manifest in the list and click **Cancel Manifest**.

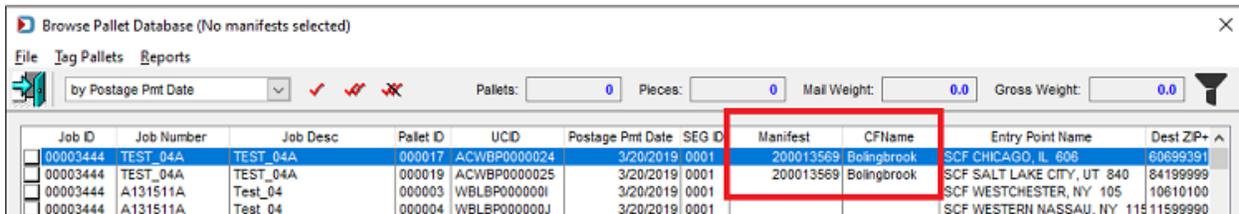


If the manifest being cancelled has pallets assigned to it, a **Warning!** dialog will display informing the user that the selected manifest has X number of pallets associated with it and asking to confirm the truck should be cancelled and the manifest deleted. Click **Yes** to close the dialog and proceed with the cancellation/deletion (clicking **No** closes the dialog and aborts the cancellation/deletion).

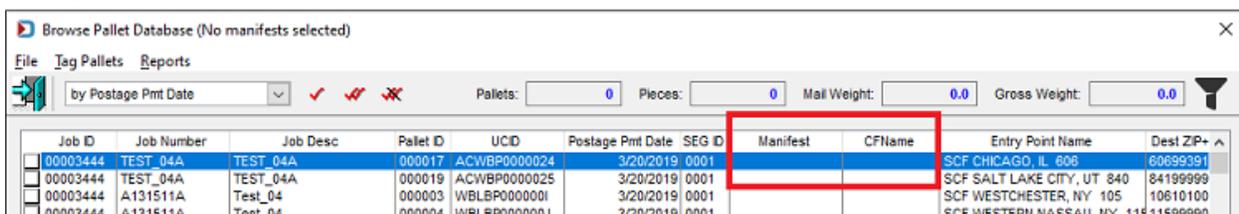


Any pallets assigned to the cancelled manifest will be updated accordingly in the **Browse Pallet Database** screen.

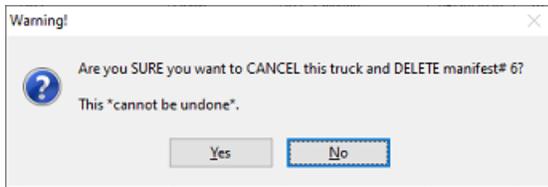
Before Cancel Manifest...



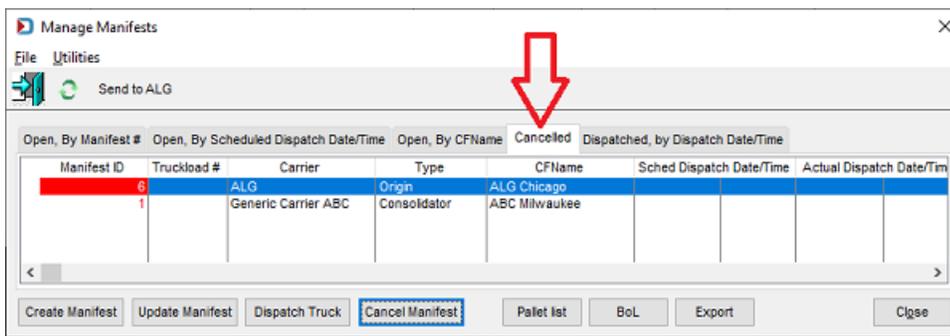
After Cancel Manifest...



If the manifest being cancelled does NOT have pallets assigned to it, a **Warning!** dialog will display, requesting the user confirm that the truck should be cancelled, and the manifest deleted. Click **Yes** to close the dialog and proceed with the cancellation/deletion (clicking **No** closes the dialog and aborts the cancellation/deletion).



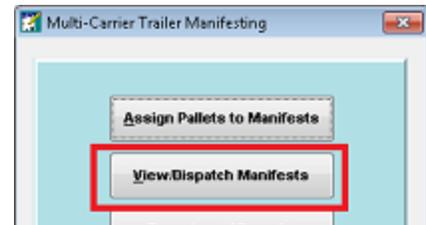
Cancelled/deleted manifests are moved from the **Open** manifest view in the **Managed Manifests** screen to the **Cancelled** tab in the same screen.



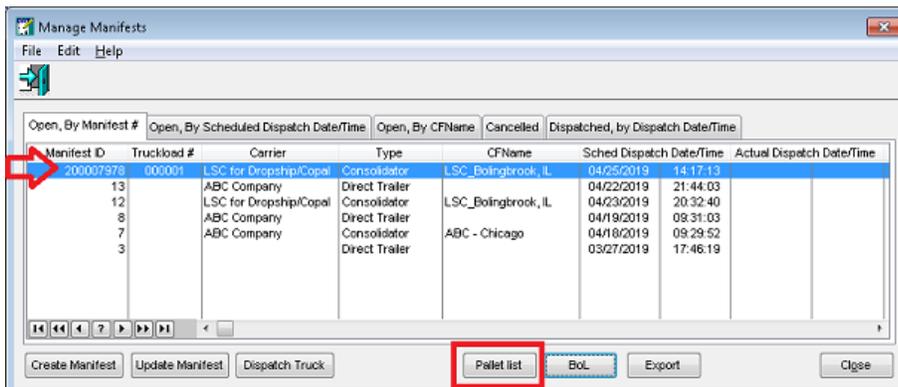
Pallet List Button

i The **PALLET LIST** button is also accessible by clicking the **SELECT MANIFEST** button from the "Browse Pallet Database (no pallets selected)" screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display.



To identify what pallets are included on a manifest, highlight the manifest, and click **Pallet List**.



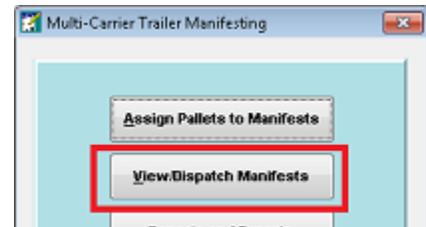
The **Pallets on manifest #** screen will display (the screen's title bar will include the number of the selected manifest). The pallet list consists of the Job ID, UCID, Copies, and Total Weight for each pallet. A sum of the total weight and number of pallets is provided at the bottom of the screen.

Job ID	UCID	Copies	Total Weight
00003440	JAQ1P000006V	14,614	450.35
1505911A	WBLEP000001V	2,038	84.61
1505911A	WBLEP000001V	2,879	112.75
1505911A	WBLEP000001V	3,630	142.78
1505911A	WBLEP000001V	2,166	92.12
1505911A	WBLEP000001V	3,776	146.58
14962804	WBLEP000005V	11,626	471.85
14962804	WBLEP000005V	8,325	335.46
14962804	WBLEP000005V	9,744	378.18
14962804	WBLEP000005V	5,474	227.51
14962804	WBLEP000005V	14,618	568.89
00003441	WBLEP000006V	12,927	386.03
00003441	WBLEP000006V	12,833	383.84
		Total Weight:	3,780.55
		Total Pallets:	13

BOL Button

The BOL button is also accessible by clicking the [SELECT MANIFEST](#) button from the *Browse Pallet Database* (no pallets selected) screen.

When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display.



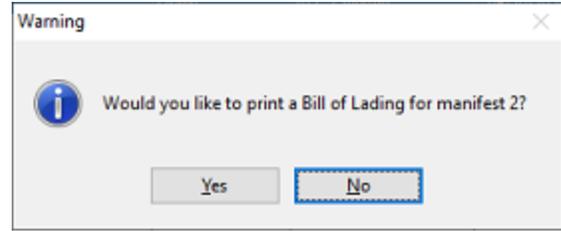
To print a BOL (Bill of Lading) for a manifest, highlight the manifest and click **BoL**.

To view/print BOLs for manifests that have already been dispatched, select the *Dispatched*, by *Dispatch Date/Time* tab on the *Manage Manifests* screen.

Manifest ID	Truckload #	Carrier	Type	CFName	Sched Dispatch Date/Time	Actual Dispatch Date/Tim
8		ALG	Direct Trailer		06/05/2020	14:58:31
7		ALG	Direct Trailer		06/01/2020	12:40:34
2		ALG	Origin	ALG Chicago	05/20/2020	10:33:01

Buttons: Create Manifest, Update Manifest, Dispatch Truck, Cancel Manifest, Pallet list, **BoL**, Export, Close

A **Warning** dialog will display asking the user if they would like to print a BOL for the selected manifest. Click **Yes** to close the dialog and continue with the print process (clicking **No** will close the dialog and abort the print process).



Example:

ALG Truck Load Straight Bill Of Lading

Received , subject to 'ALG' Motor Freight Tariffs, contracts and agreed rates [waiving all other tariffs and conflicting statutes pursuant to 49 USC §14101 (b)] in effect on the date of the issue of this bill of lading, the property described below, except as noted (contents and conditions of contents of package unknown), marked consigned and destined as shown below, which carrier agrees, without brokering , to carry to destination with a common carrier responsibility pursuant to 49 USC §14706 , excluding released value unless agreed to in writing, with scheduled delivery time of the essence waiving any right of reasonable dispatch for payment within 30 days of presenting a clear delivery receipt. Shipper accepts these terms for himself and

5/28/20 6:14PM Page 1 of 2 Bill of Lading Number 2

ALG

SHIP DATE

DELIVERY CARRIER	TRAILER / CAR NO.	MANIFEST
		2

Signature of Consignor: _____

IMCB	Job List	Job Number	Job Title	Destination	Copies	Weight
99M055725000000000000	99999617	MS093275	Test_01	DES MOINES IA 50318	17,866	20.1
99M055725000000000000	99999617	MS093275	Test_01	DES MOINES IA 50318	30,707	20.9
99M055725000000000000	99999617	MS093275	Test_01	DES MOINES IA 50318	23,883	20.5
TRUCK TOTALS		Total Pallets	3		72,456	61.5

ALG Truck Load Straight Bill Of Lading

Received , subject to 'ALG' Motor Freight Tariffs, contracts and agreed rates [waiving all other tariffs and conflicting statutes pursuant to 49 USC §14101 (b)] in effect on the date of the issue of this bill of lading, the property described below, except as noted (contents and conditions of contents of package unknown), marked consigned and destined as shown below, which carrier agrees, without brokering , to carry to destination with a common carrier responsibility pursuant to 49 USC §14706 , excluding released value unless agreed to in writing, with scheduled delivery time of the essence waiving any right of reasonable dispatch for payment within 30 days of presenting a clear delivery receipt. Shipper accepts these terms for himself and

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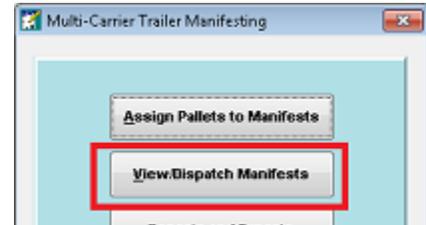
IMCB	Job List	Job Number	Job Title	Destination	Copies	Weight
Send Freight Bill and Delivery Receipt to ALG						
Shipper , Per _____ Date _____ Carrier, Per _____ Date _____						
This certifies no hazardous materials are shipped and all above described, described materials are marked , labeled, and in proper condition for transportation according to the applicable regulations of the DOT						
Per _____ Destination Receipt						

Export Button

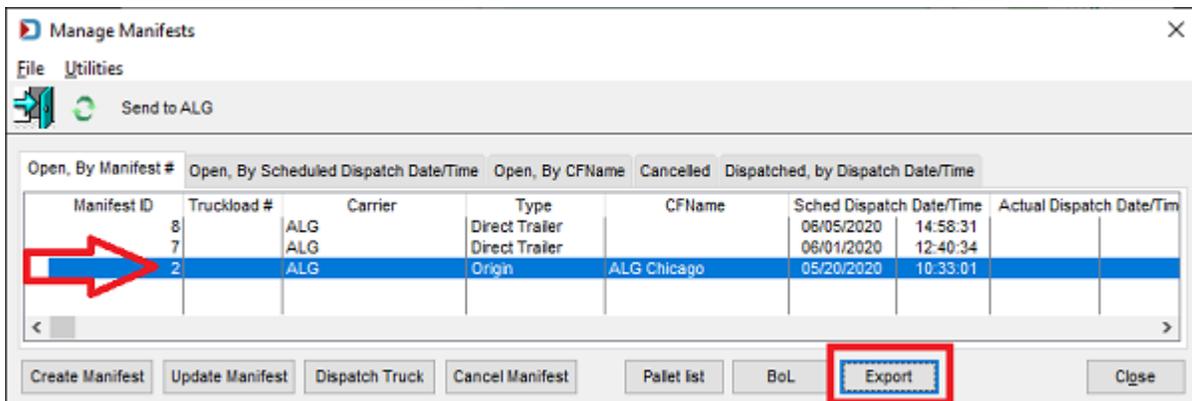
i The **EXPORT** button is also accessible by clicking the **ASSIGN PALLETS TO MANIFEST BUTTON** on the Multi-Carrier Trailer Manifesting menu and then clicking the **SELECT MANIFEST** button from the Browse Pallet Database (no pallets selected) screen.

i This same function (export to a csv file) is also available by selecting the **REPORTS AND EXPORTS BUTTON** on the Multi-Carrier Trailer Manifesting menu and selecting the **Trailer Exports Option**.

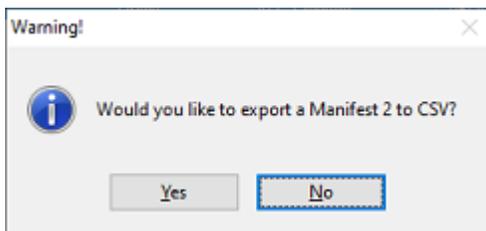
When the **View/Dispatch Manifests** button in the Multi-Carrier Trailer Manifesting menu is clicked, the **Manage Manifests** screen will display.

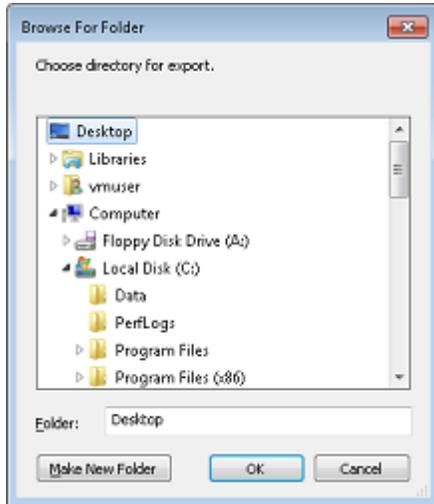


To export the information for an individual manifest to a CSV file, highlight a manifest and click **Export**.



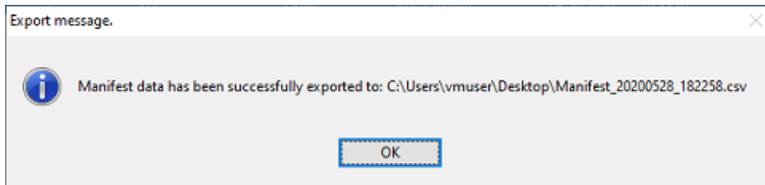
A **Warning!** dialog will display confirming the export of the selected manifest information to CSV. Click **Yes** to close the dialog and continue with the export process (clicking **No** will close the dialog and abort the export process).





A **Browse for Folder** screen will display. Select a location on the computer or server where DAT-MAIL should save the CSV file to and click **OK**.

An Export Message will display confirming the export occurred while providing the name of the export file. The saved file will appear in the location selected. The file name format will be “Manifest_[YYYYMMDD]_[manifest number].csv”. For example: “Manifest_20200528_182258.csv”.



The CSV file will not contain a header row. The information that is exported is dependent on the Record Type (see below). More than one Record Type can/will be included in an export of a selected manifest.

Field 1 = Record Type (1 – Trailer; 2 – Stop; 3 – Pallet)

Export for Record Type = Trailer (1)

Field 2 = Job ID

Field 3 = Carrier

Field 4 = Trailer ID

Field 5 = Manifest Type

Field 6 = Scheduled Dispatch Date

Field 7 = Manifest ID

Field 8 = Destination (this will be the CFID if it is a consolidation center; “blank” if it is LTL; the name of the distribution center linked to the shipment if it is a commingle center)

Export for Record Type = Stop (2) (direct trailers only)

Field 2 = Stop Number

Field 3 = Locale Key

Field 4 = Destination ZIP

Field 5 = Entry Facility Type

Field 6 = Physical ZIP

Export for Record Type = Pallet (3)

Field 2 = DAT-MAIL Job ID (either the historical header ID or the CLASYS ID)

Field 3 = Job Number

Field 4 = Mail Class

- Field 5 = Principal Processing Category
- Field 6 = Pieces
- Field 7 = Copies
- Field 8 = Mail Weight
- Field 9 = Gross Weight
- Field 10 = Unique Container ID (UCID)
- Field 11 = IMCB
- Field 12 = Locale Key
- Field 13 = Destination ZIP
- Field 14 = Entry Facility Type
- Field 15 = Physical ZIP+4
- Field 16 = In-Home Date
- Field 17 = Postage Statement Date
- Field 18 = OptType (O – dropship; 1 – copal; 2 – commingle)

Example:

These export results (CSV file)...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	1	200007978	1	Consolidator	4/25/2019	LSC_Bol	0	0										0
2	3	2	affp725	3	LT	2039	2039	53.014	84.614	WBLBP000001V	99M200739000000660971	600	S	600959997	3/07/2019	4/24/2019	0	
3	3	2	affp725	3	LT	2879	2879	74.854	112.754	WBLBP000001W	99M200739000000660972	601	S	601999997	3/07/2019	4/24/2019	0	
4	3	2	affp725	3	LT	3630	3630	94.38	142.78	WBLBP000001X	99M200739000000660973	604	S	604999997	3/07/2019	4/24/2019	0	
5	3	2	affp725	3	LT	2166	2166	56.316	92.116	WBLBP000001Y	99M200739000000660974	605	S	604999997	3/07/2019	4/24/2019	0	
6	3	2	affp725	3	LT	3776	3776	98.176	146.576	WBLBP000001Z	99M200739000000660975	606	S	606999916	3/07/2019	4/24/2019	0	
7	3	4	14962804	3	LT	11626	11626	377.845	471.645	WBLBP0000059	99M200739000500000365	600	S	600959997	3/08/2019	4/24/2019	0	
8	3	4	14962804	3	LT	8325	8325	270.5625	335.4625	WBLBP000005A	99M200739000500000366	601	S	601999997	3/08/2019	4/24/2019	0	
9	3	4	14962804	3	LT	9744	9744	316.68	378.18	WBLBP000005B	99M200739000500000367	604	S	604999997	3/08/2019	4/24/2019	0	
10	3	4	14962804	3	LT	5474	5474	177.905	227.505	WBLBP000005C	99M200739000500000368	605	S	604999997	3/08/2019	4/24/2019	0	
11	3	4	14962804	3	LT	14618	14618	475.085	568.885	WBLBP000005D	99M200739000500000369	606	S	606999916	3/08/2019	4/24/2019	0	
12	3	10	56911a	3	LT	12927	12927	314.1261	386.0261	WBLBP000006Q	99M899605000000000001	32099	B	320990002	4/26/2019	3/20/2019	0	
13	3	10	56911a	3	LT	12833	12833	311.8419	383.6419	WBLBP000006R	99M899605000000000002	31195	B	303699998	4/26/2019	3/20/2019	0	
14	3	12	MCTM Test 02	3	LT	14614	14614	320.0466	450.3466	JAC1P000006W	99M201641000000027584	800	S	802660001	4/26/2019	3/20/2019	0	

...translate to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Record Type = Trailer (1)	Manifest ID	Carrier	Trailer ID	Manifest Type	Scheduled Dispatch Date	Destination											0
2	1	200007978	1		Consolidator	4/25/2019	LSC_Bol	0	0									0
3	Record Type = Pallet (3)	Job ID	Job Number	Mail Class	Principal Processing Category	Pieces	Copies	Mail Weight	Gross Weight	Unique Container ID (UCID)	IMCB	Locale Key	Destination ZIP	Entry Facility Type	Physical ZIP+4	In-Home Date	Postage Payment Date	OptType
4	3	2	affp725	3	LT	2039	2039	53.014	84.614	WBLBP000001V	99M200739000000660971	600	S	600959997	3/07/2019	4/24/2019	0	
5	3	2	affp725	3	LT	2879	2879	74.854	112.754	WBLBP000001W	99M200739000000660972	601	S	601999997	3/07/2019	4/24/2019	0	
6	3	2	affp725	3	LT	3630	3630	94.38	142.78	WBLBP000001X	99M200739000000660973	604	S	604999997	3/07/2019	4/24/2019	0	
7	3	2	affp725	3	LT	2166	2166	56.316	92.116	WBLBP000001Y	99M200739000000660974	605	S	604999997	3/07/2019	4/24/2019	0	
8	3	2	affp725	3	LT	3776	3776	98.176	146.576	WBLBP000001Z	99M200739000000660975	606	S	606999916	3/07/2019	4/24/2019	0	
9	3	4	14962804	3	LT	11626	11626	377.845	471.645	WBLBP0000059	99M200739000500000365	600	S	600959997	3/08/2019	4/24/2019	0	
10	3	4	14962804	3	LT	8325	8325	270.5625	335.4625	WBLBP000005A	99M200739000500000366	601	S	601999997	3/08/2019	4/24/2019	0	
11	3	4	14962804	3	LT	9744	9744	316.68	378.18	WBLBP000005B	99M200739000500000367	604	S	604999997	3/08/2019	4/24/2019	0	
12	3	4	14962804	3	LT	5474	5474	177.905	227.505	WBLBP000005C	99M200739000500000368	605	S	604999997	3/08/2019	4/24/2019	0	
13	3	4	14962804	3	LT	14618	14618	475.085	568.885	WBLBP000005D	99M200739000500000369	606	S	606999916	3/08/2019	4/24/2019	0	
14	3	10	56911a	3	LT	12927	12927	314.1261	386.0261	WBLBP000006Q	99M899605000000000001	32099	B	320990002	4/26/2019	3/20/2019	0	
15	3	10	56911a	3	LT	12833	12833	311.8419	383.6419	WBLBP000006R	99M899605000000000002	31195	B	303699998	4/26/2019	3/20/2019	0	
16	3	12	MCTM Test 02	3	LT	14614	14614	320.0466	450.3466	JAC1P000006W	99M201641000000027584	800	S	802660001	4/26/2019	3/20/2019	0	

Close button

Clicking the **Close** button closes the **Manage Manifests** screen, returning the user to the Multi-Carrier Trailer Manifesting menu.

REPORTS AND EXPORTS BUTTON

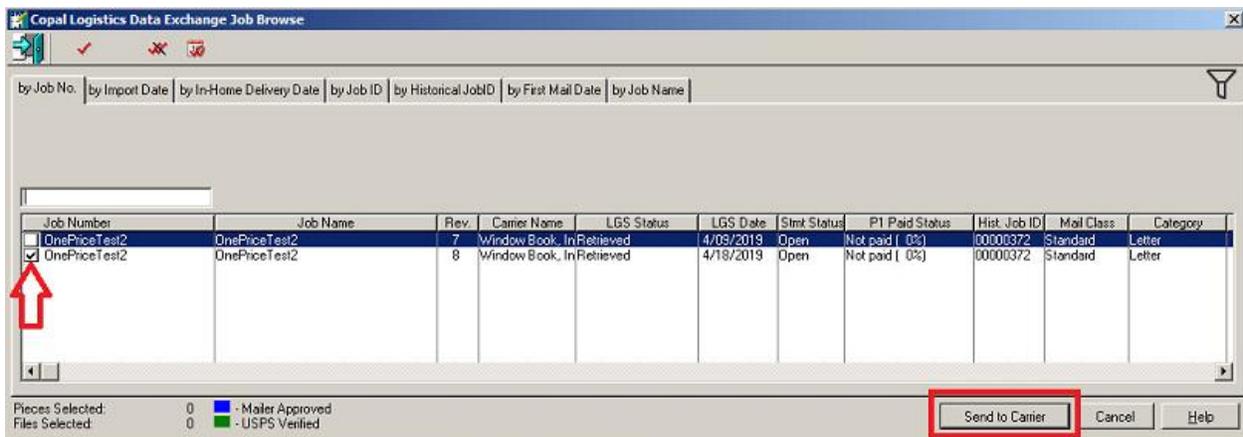
Information about this functionality is provided under [Reports and Exports Button](#).

COPAL UPLOAD BUTTON

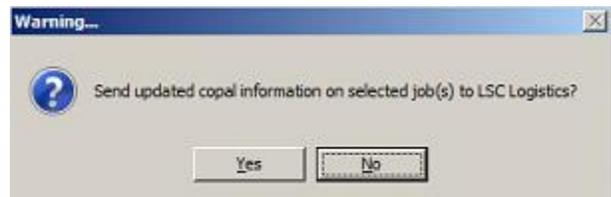
Selecting the **Copal Upload** button launches the **Copal Logistics Data Exchange Job Browse** screen, which displays a list of jobs that have copal trays in them.



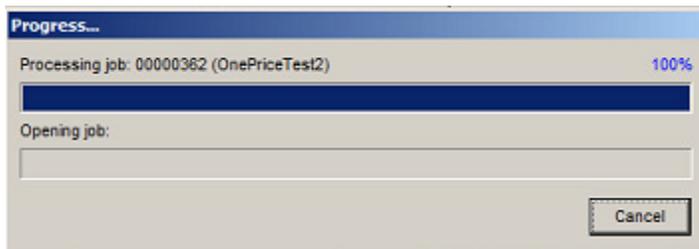
Select (check) all of the jobs to send updates to LSC for and click **Send to Carrier**.



A **Warning...** dialog will display. Click **Yes** to continue (clicking No will close the dialog and abort the send process).

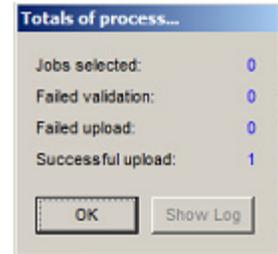


A **Process...** dialog will display.



When the transfer completes, a **Totals of process...** dialog will display, providing information on the success or failure of the upload to LSC.

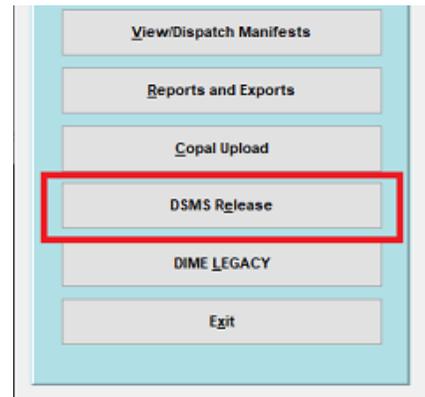
If errors occurred, a log can also be displayed that will provide failure information for the selected jobs (including the Job ID and Name). Click **Show Log** to view the log data.



DSMS RELEASE BUTTON

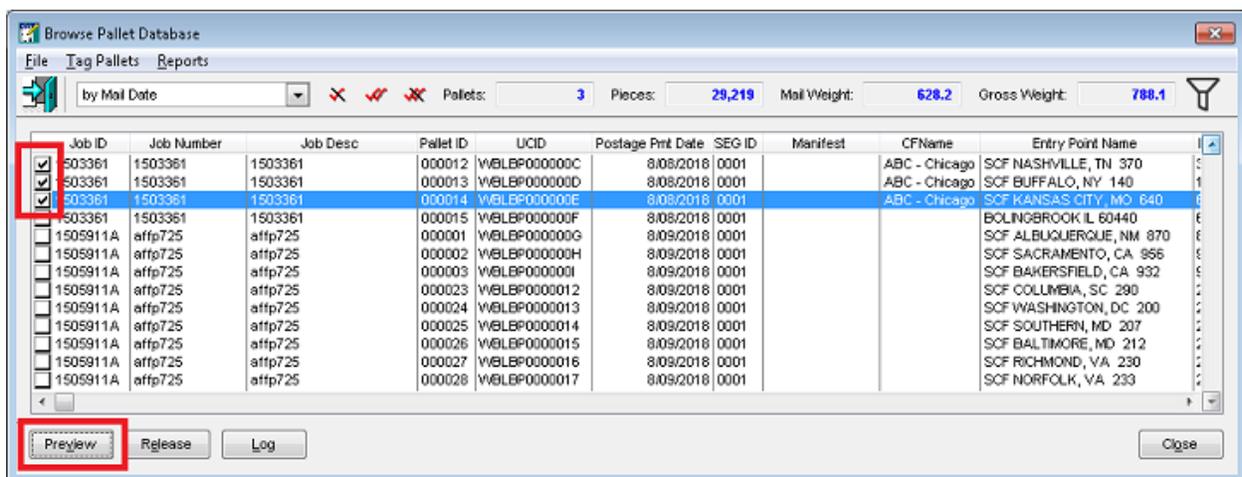
“DSMS” refers to DropShip Management System. The DSMS Release function is used once an MSP’s (Mail Service Provider) jobs are approved for mailing by the USPS, to be released to the carrier before postage is paid.

i At this time (August 2020), using DSMS Release is limited to LSC only.



Preview Button

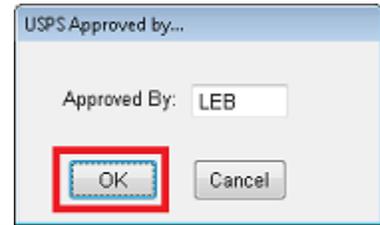
Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse Pallet Database** screen. All of the MSP’s pallets will be listed. From this screen, an appropriate USPS representative (such as a DMU clerk) can approve pallets for drop-shipping. Select (check) the pallets to be previewed by the MSP’s DMU and click **Preview**.



A **USPS Approved by...** screen will display. The DMU clerk should enter their initials and click **OK**.



The initials or ID of whomever attempts to approve the pallet for drop-shipping must already be included in DAT-MAIL's DMU List. The DMU List management occurs via the DMU List option located under DAT-MAIL's main File menu.

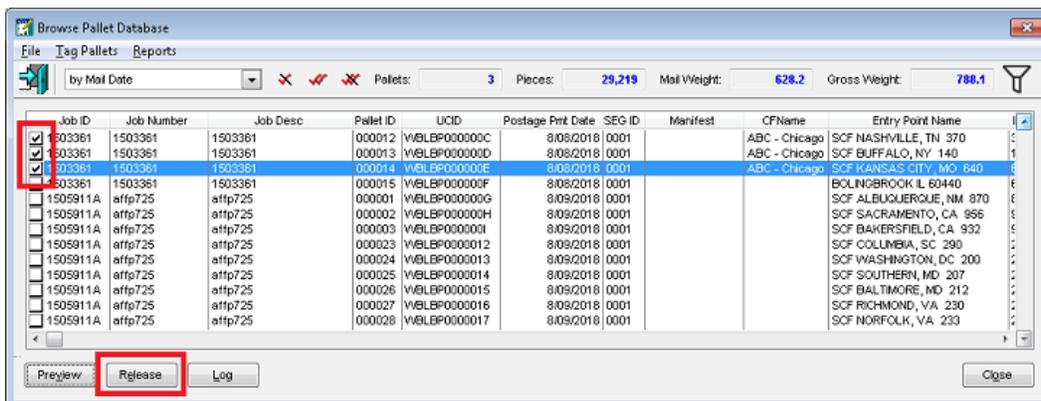


When the release is processed, a "Release Preview Report" is generated.

Release Preview Report													
PalletID	Unique ContainerID	JobID	ListID	Job Title	Permit	CF	O	Status	Containers	Copies	Mail Weight	Gross Weight	
Drop Ship													
Postage Payment Date: 8/09/2018													
000013	WBLBP000000D	15033	61	1503361		ABC_CHI			3	1,641	35,2015	60,5815	
Total By Entry Point: SCF BUFFALO, NY 140										3	1,641	35,2015	60,5815
000012	WBLBP000000C	15033	61	1503361		ABC_CHI			20	10,006	307,1290	464,8290	
Total By Entry Point: SCF NASHVILLE, TN 370										20	10,006	307,1290	464,8290
000014	WBLBP000000E	15033	61	1503361		ABC_CHI			18	9,572	205,7980	262,5980	
Total By Entry Point: SCF KANSAS CITY, MO 640										18	9,572	205,7980	262,5980
Total By Postage Payment Date: 8/09/2018										49	29,219	628,2085	788,1085
Total By All Report													
											Total Pallets :	3	
											Total SubContainers :	49	
											Total Copies:	29,219	
											Total Mail Weight (lbs):	628,2085	
											Total Gross Weight (lbs):	788,1085	

Release Button

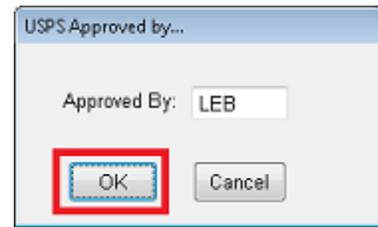
Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse Pallet Database** screen. All of the MSP's pallets will be listed. From this screen, an appropriate USPS representative (such as a DMU clerk) can release pallets that have already been previewed for drop-shipping to LSC. Select (check) the pallets to be released by the MSP's DMU and click **Release**.



A **USPS Approved by...** screen will display. The DMU clerk should enter their initials and click **OK**.



The initials or ID of whomever attempts to approve the pallet for drop-shipping must already be included in DAT-MAIL's DMU List. The DMU List management occurs via the 'DMU List' option located under DAT-MAIL's main 'File' menu.

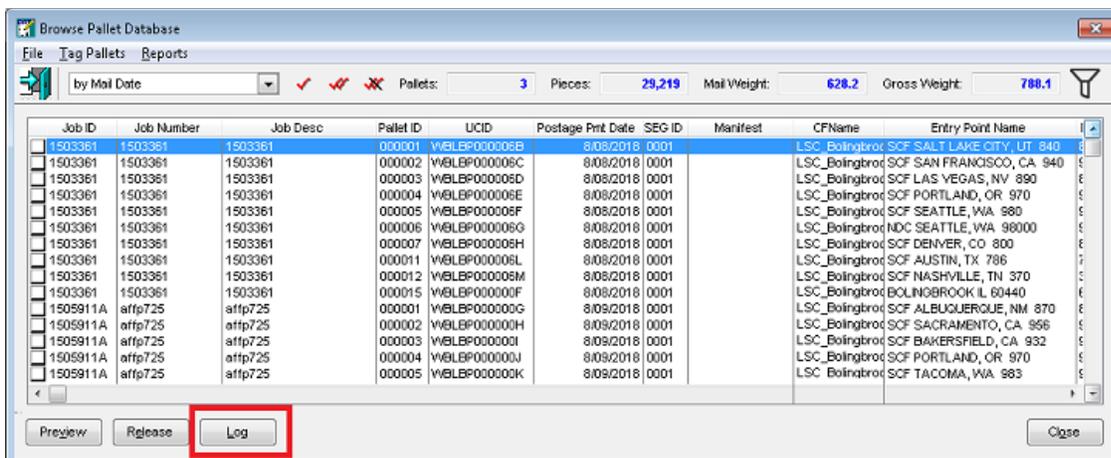


When the release is processed, a "Release Report" is generated.

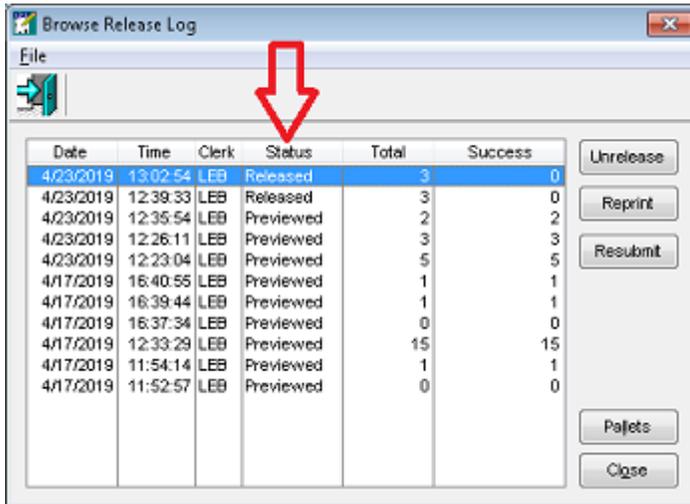
Release Report												
PalletID	Unique ContainerID	JobID	ListID	Job Title	Permit	CF	O	Status	Containers	Copies	Mail Weight	Gross Weight
Drop Ship												
Postage Payment Date: 8/09/2018												
000013	WBLBP000000D	15033	61	1503361		ABC_CH			3	1,641	35.2615	60.5815
Total By Entry Point: SCF BUFFALO, NY 140									3	1,641	35.2615	60.5815
000012	WBLBP000000C	15033	61	1503361		ABC_CH			28	18,006	387.1290	464.0290
Total By Entry Point: SCF NASHVILLE, TN 370									28	18,006	387.1290	464.0290
000014	WBLBP000000E	15033	61	1503361		ABC_CH			18	9,572	205.7980	262.5980
Total By Entry Point: SCF KANSAS CITY, MO 640									18	9,572	205.7980	262.5980
Total By Postage Payment Date: 8/09/2018									49	29,219	628.2085	788.1085
Total By All Report												
										Total Pallets :	3	
										Total SubContainers :	49	
										Total Copies:	29,219	
										Total Mail Weight (lbs):	628.2085	
										Total Gross Weight (lbs):	788.1085	

Log Button

Clicking the **DSMS Release** button on the Multi-Carrier Trailer Manifesting menu launches the **Browse Pallet Database** screen. To view a log of all the DSMS-related functions that have been performed, click **Log**.

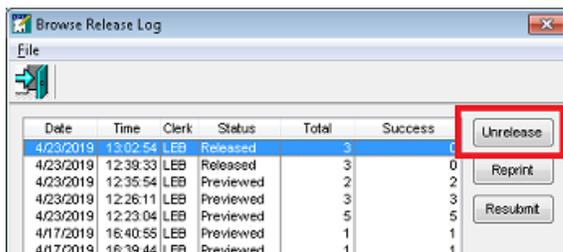


The **Browse Release Log** screen will display.

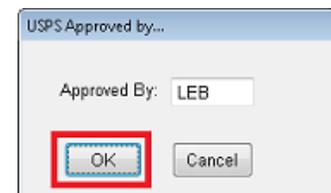


This screen provides a list of all Previewed and Released actions that have taken place, including the date/time they occurred, the DMU clerk that performed the action, the number of pallets that the action was applied to, and the number of pallets the action was successful for. In addition, Released items can be unreleased, the corresponding report can be re-printed, an action can be re-submitted, and the pallets that each action applied to can be viewed by clicking the corresponding button.

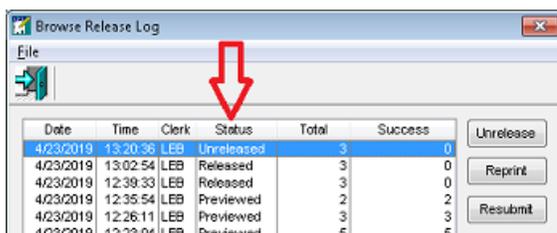
- **Unrelease** button: Clicking this button un-releases a highlighted item. The highlighted item must have a log status of 'Released' to be able to use this feature. Highlight the released item in the list and click **Unrelease**.



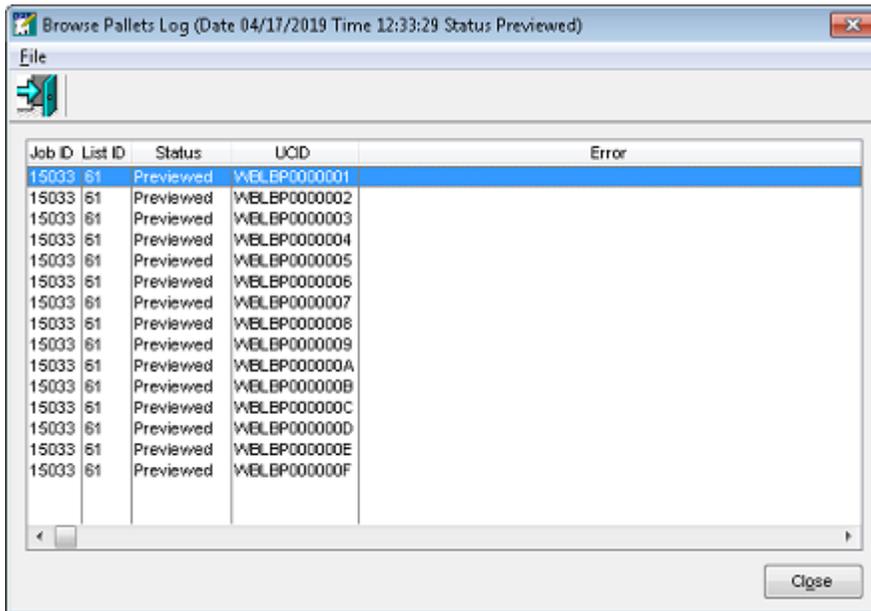
A **USPS Approved by...** screen will display. The DMU clerk should enter their initials and click **OK**.



The 'unrelease' is communicated to LSC. When the process is finished, the Browse Release Log screen updates the item's 'Status' accordingly.



- **Reprint** button: Clicking this button re-prints the report for the highlighted item. For example, if the selected item has a log status of 'Released', the corresponding ["Release Report"](#) will re-print; and if the selected item has a log status of 'Previewed', the corresponding ["Previewed Release Report"](#) will re-print.
- **Resubmit** button: Clicking this button will re-submit an item with a log status of 'Released' or 'Unreleased'.
- **Pallets** button: Clicking this button launches the **Browse Pallets Log** screen, which displays the pallets (identified by Unique Container ID or 'UCID') associated with the selected item. Each UCID's corresponding Job ID, List ID, and Status is also displayed, along with an errors that may have occurred when the item was previewed or released. The **Pallets** button can be used for items with any log status.

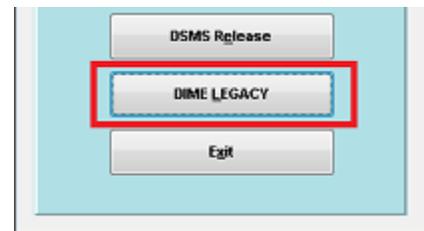


DIME LEGACY BUTTON

Clicking the DIME Legacy button launches the DIME legacy or single-job DIME function. The functionality contained therein has not changed from past releases. Refer to any existing DIME documentation for the DIME legacy product.



The DIME Legacy product is scheduled to be removed from DAT-MAIL in 2020 (date to be determined).



EXIT BUTTON

Clicking the **Exit** button closes the Multi-Carrier Trailer Manifesting menu.

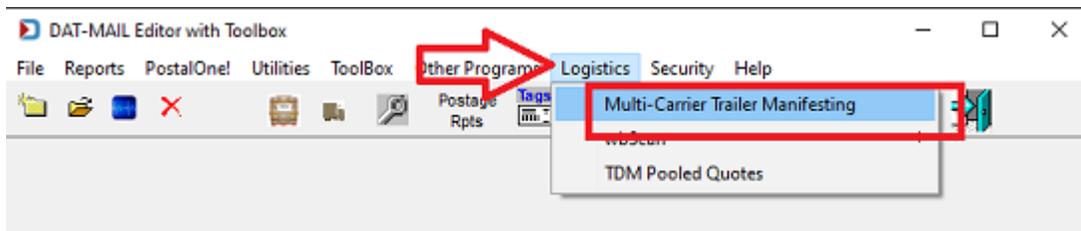
EXAMPLE WORKFLOWS

LSC DROPSHIP/COPAL USER

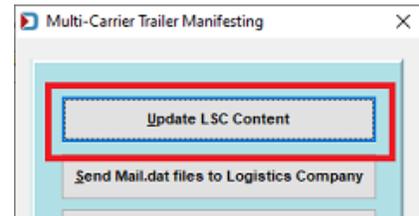
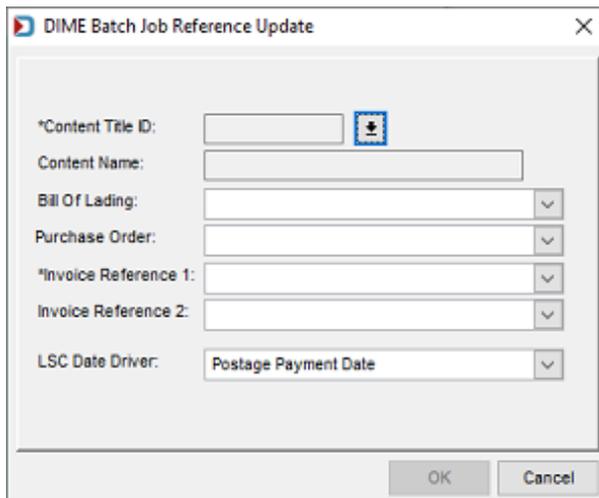
The following is an example of the workflow for an LSC DropShip/Copal user:

i *The following example workflow assumes that the DAT-MAIL [setup for the LSC DropShip/Copal](#) function has already been completed.*

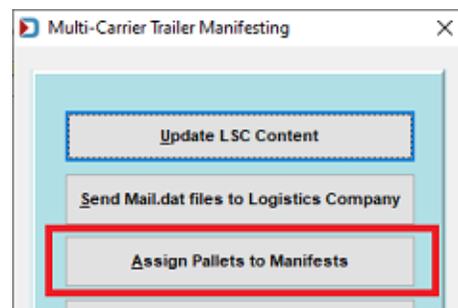
1. From DAT-MAIL's main screen, select **Logistics > Multi-Carrier Trailer Manifesting**.



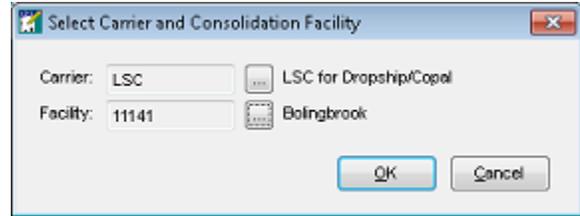
2. The Multi-Carrier Trailer Manifesting menu will display. Click **Update LSC Content** and [assign content title ID and the required reference and date information](#) to selected jobs.



3. After the content title ID and reference information are assigned, in the Multi-Carrier Trailer Manifesting menu, click **Assign Pallets to Manifesting**.

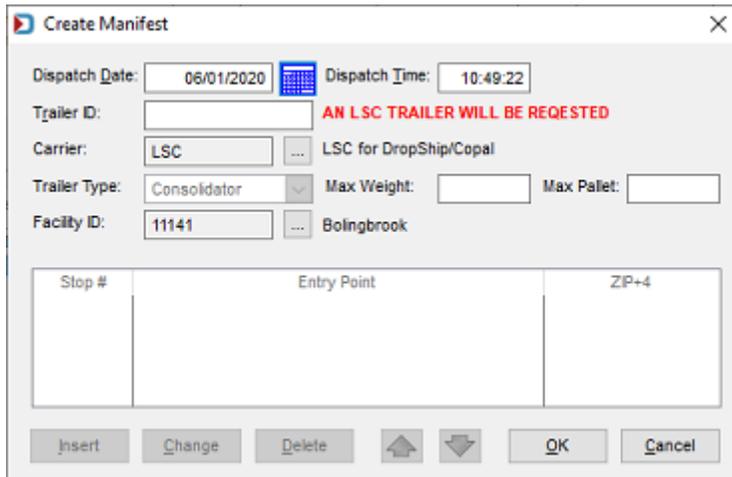


4. Select (check)the desired pallets and click **Assign CFID** to [assign a Carrier and Consolidation Facility](#) to the tagged pallets.

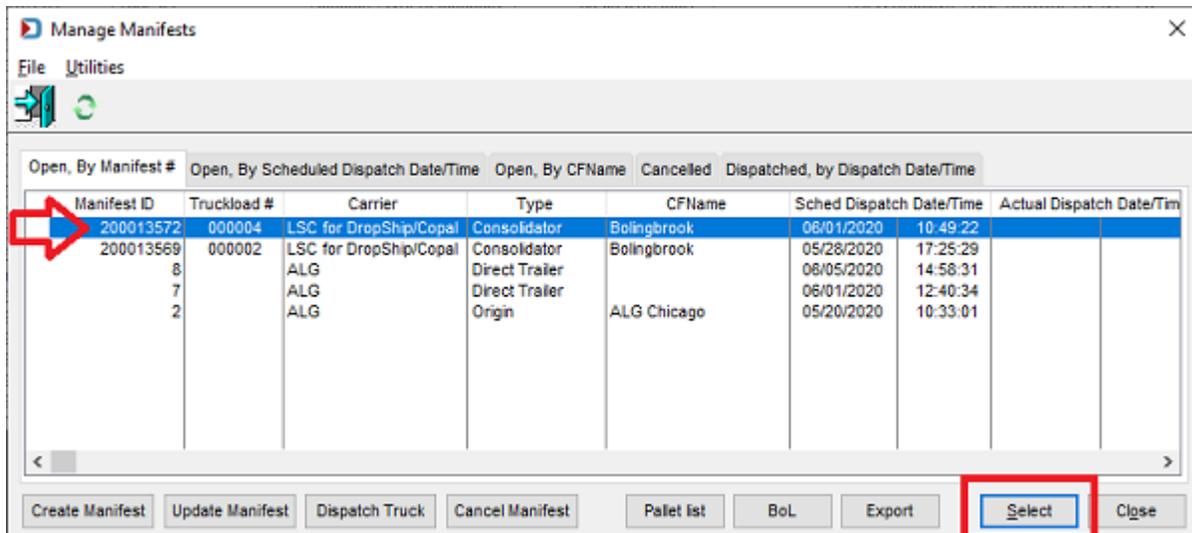


 *If an LTL carrier is being used, the user should select the "LTL" distribution center record.*

5. Click **Select Manifest**. Select an existing manifest from the list or to create a new manifest, click **Create Manifest** and [create a new manifest](#). Click **OK**, when finished.



6. Once the processing completes and the new manifest is created, highlight the newly created manifest (if not already highlighted) and click **Select**.



- The user will be returned to the pallet list, with the new manifest selected (the manifest number will be displayed in the screen's title bar). The pallet list will be filtered based on the carrier, trailer type, and CFID associated with the manifest. Only the pallets matching the filter criteria will display in the list;



Consolidation Centers: The Carrier and CFID must match.

LTL Trailers: The Carriers must match.

Origin Trailer: The Carrier and CFID must match and the pallets must be origin entry.

Direct Trailers: The Carrier must match, and the pallets must have an entry point that matches one of the stops.

Commingle Trailers: The Carrier and CFID must match and the pallets must be flagged as commingled. There is no easy way to do that currently outside of LSC's OnePrice program, but there will be a method introduced in DAT-MAIL in a future release.

The user should tag the pallets they want put on the trailer and press the [BOL \(Bill of Lading\) button](#);

Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZP+4
00003440	55886-023	Test_03	000001	WBLBP000000E	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	802660001
00003444	A131S11A	Test_04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	753969100
00003440	TEST_03A	TEST_03A	000001	ACWBP000001S	6/05/2020	0001		Bolingbrook	SCF DENVER, CO 800	802660001
00003444	TEST_04A	TEST_04A	000002	ACWBP000001P	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	753969100
00003444	TEST_04A	TEST_04A	000003	ACWBP000001Q	6/05/2020	0001		Bolingbrook	SCF WESTCHESTER, NY 105	106101000
00003444	TEST_04A	TEST_04A	000004	ACWBP000001R	6/05/2020	0001		Bolingbrook	SCF WESTERN NASSAU, NY 115	115999900
00003444	TEST_04A	TEST_04A	000005	ACWBP000001S	6/05/2020	0001		Bolingbrook	SCF BROOKLYN, NY 112	112586804
00003444	TEST_04A	TEST_04A	000006	ACWBP000001T	6/05/2020	0001		Bolingbrook	SCF WESTERN NASSAU, NY 115	115999900
00003444	TEST_04A	TEST_04A	000007	ACWBP000001U	6/05/2020	0001		Bolingbrook	SCF MID-ISLAND, NY 117	115999900
00003444	TEST_04A	TEST_04A	000008	ACWBP000001V	6/05/2020	0001		Bolingbrook	SCF GREENSBORO, NC 270	274969795
00003444	TEST_04A	TEST_04A	000009	ACWBP000001W	6/05/2020	0001		Bolingbrook	SCF CHARLOTTE, NC 280	282149106
00003444	TEST_04A	TEST_04A	000010	ACWBP000001X	6/05/2020	0001		Bolingbrook	SCF JACKSONVILLE, FL 320	322039996
00003444	TEST_04A	TEST_04A	000011	ACWBP000001Y	6/05/2020	0001		Bolingbrook	SCF ORLANDO, FL 328	328628400
00003444	TEST_04A	TEST_04A	000012	ACWBP000001Z	6/05/2020	0001		Bolingbrook	SCF MIAMI, FL 331	331529997

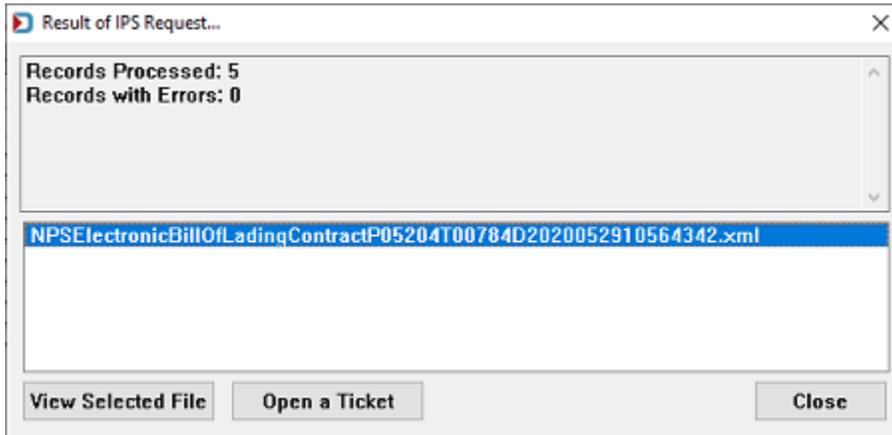


If a Warning! displays notifying the user that a date discrepancy between a pallet and the manifest exists, click OK to resolve the dialog. Then, [update the tagged pallets' problem date using the Dates/Orders button](#).

Using the Dates/Orders button will change the pallet date(s). In addition, the dates will be changed in the Mail.dat file(s); however, if postage has already been paid, PostalOne! will not receive these changes.

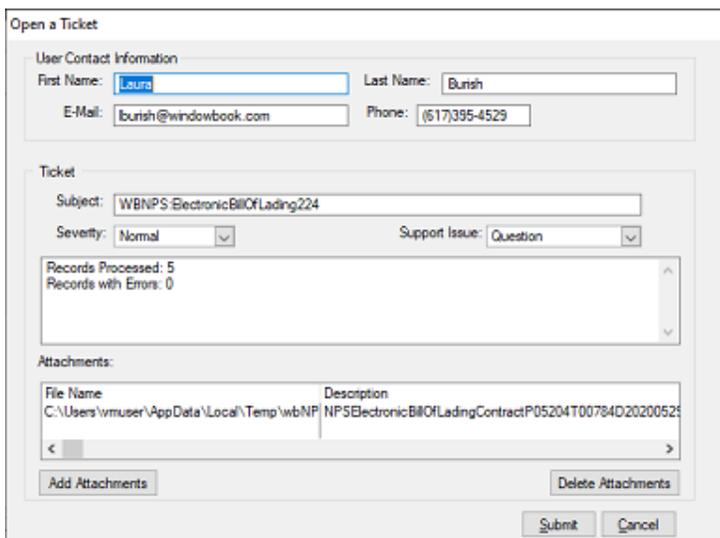
With the same pallets selected, press the BOL (Bill of Lading) button again.

8. A screen will display listing the results of the communication between DAT-MAIL and DIME. Click **Close** to continue.

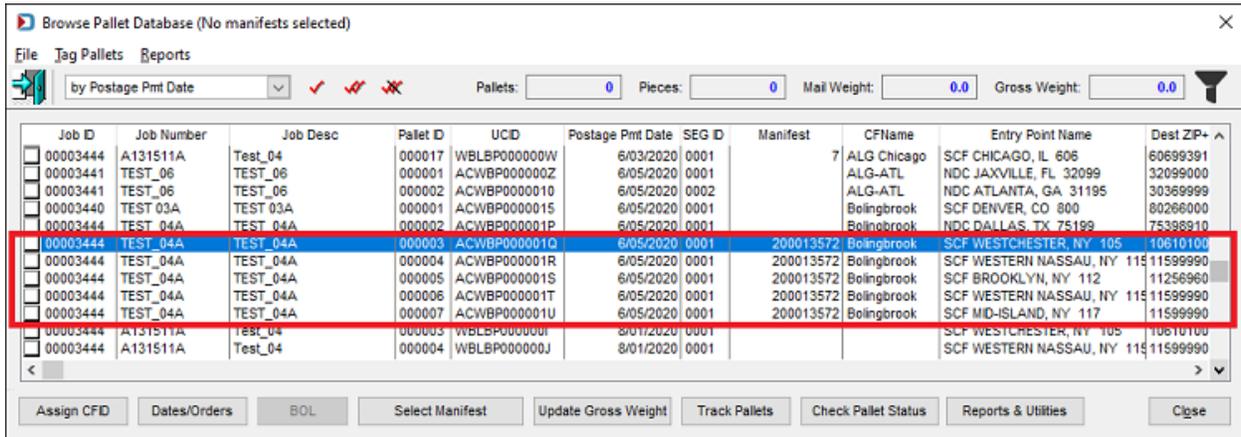


*If an error is returned in the communication between DAT-MAIL and DIME, the corresponding log file will display in the window on the screen. Click the **VIEW SELECTED FILE** button to view the contents of the log file. A ticket for Window Book's Technical Support Team can be created automatically by clicking **OPEN A TICKET**. The log file will automatically be attached to expedite the troubleshooting process. Click **SUBMIT** to create the ticket. The ticket status and further communications with Window Book can be managed from Window Book's [Support Portal](#).*

Refer to the information provided under [Check Pallet Status Button](#) for a more comprehensive set of instructions on how to open a ticket.



- The **Browse Pallet Database** screen will update, and the tagged pallets will have the manifest number assigned to them.



- At this point, users can click the **Select Manifest** button to launch the **Manage Manifests** screen, from which they could [print a BOL for a specific manifest](#) and/or [export information from a specific manifest to CSV file](#).

APPENDIX 1

i *This appendix is intended for DAT-MAIL Editor users who do not have a registration key that includes Multi-Carrier Trailer Manifesting (MCTM).*

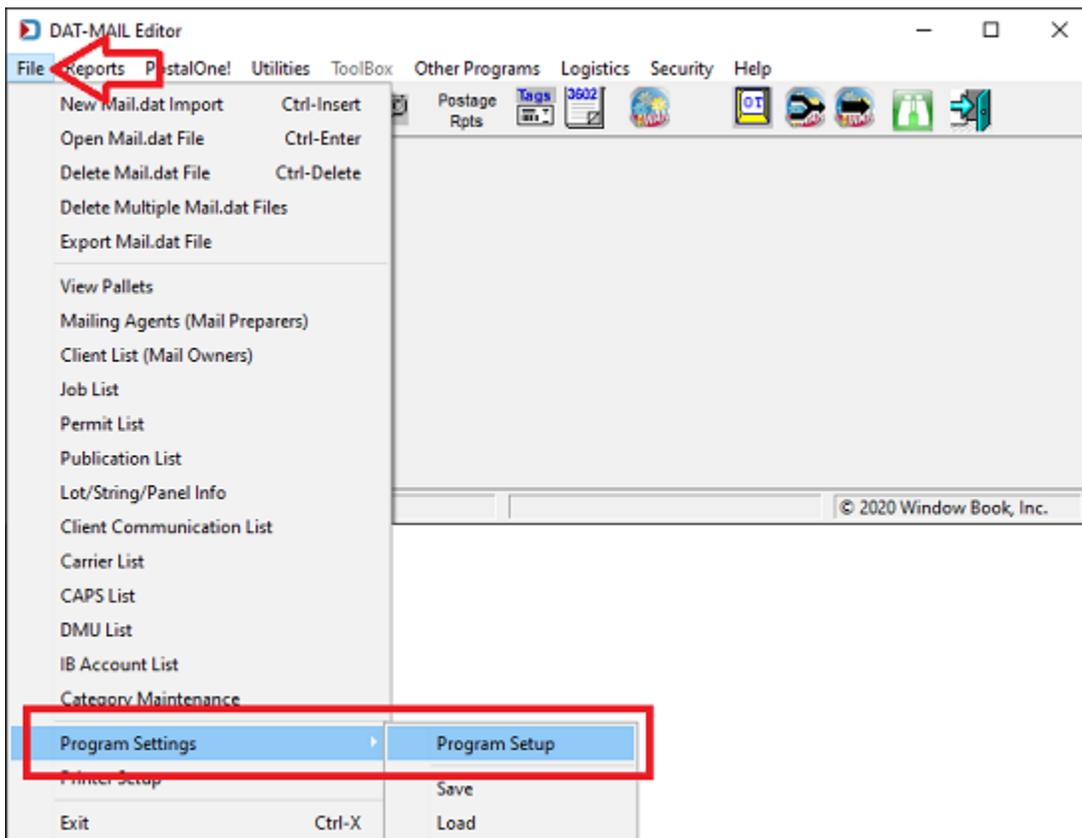
DAT-MAIL EDITOR & MCTM

Window Book's DAT-MAIL Editor software does include some limited MCTM-related functionality, which is documented below.

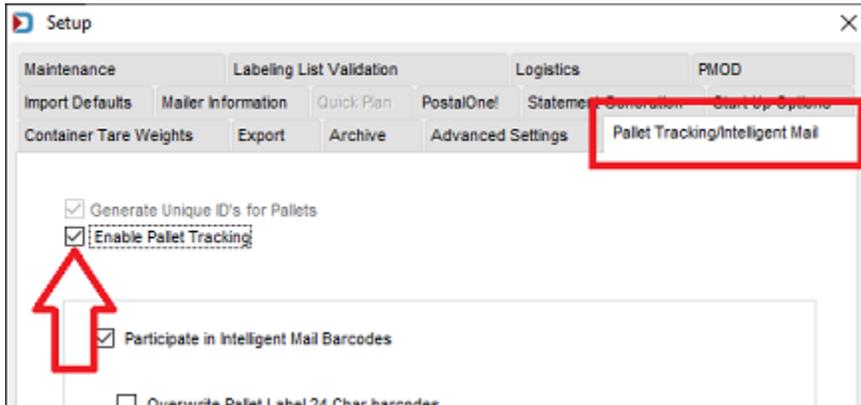
Pallet List

DAT-MAIL Editor users have access to the **Browse Pallet Database** screen (which shows a list of pallets).

Before this screen is available; however, pallet tracking must be enabled in DAT-MAIL. To do this, from DAT-MAIL's main screen, select **File > Program Settings > Program Setup**.

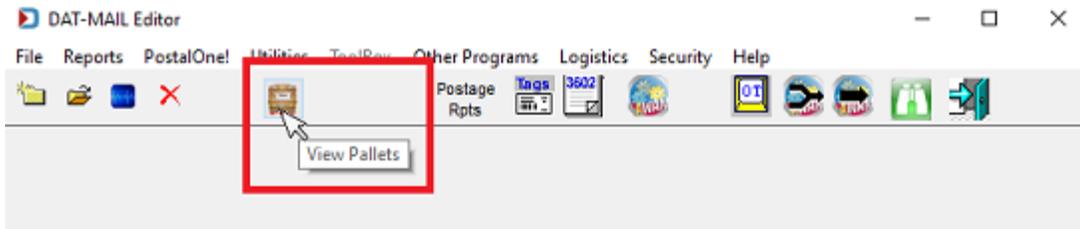


The **Setup** screen will display. Click the **Pallet Tracking/Intelligent Mail** tab. Select the **Enable Pallet Tracking** checkbox. Click **OK** to close the **Setup** screen when finished.

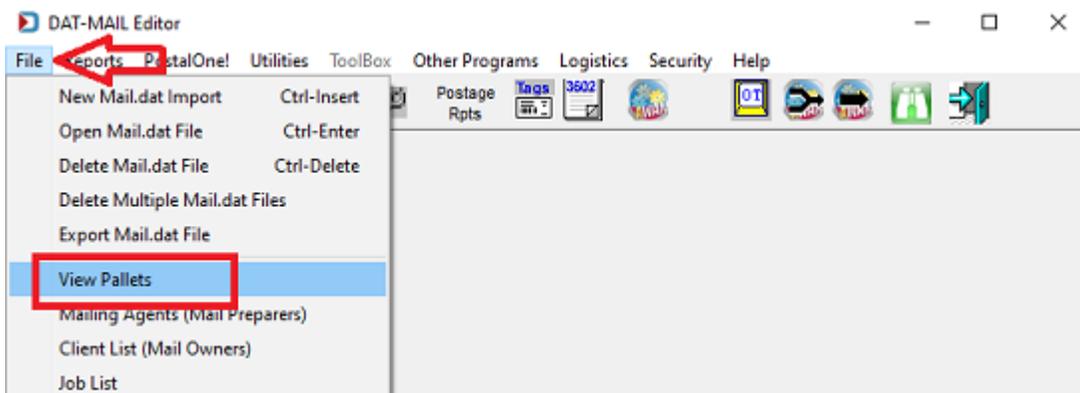


Once Pallet Tracking has been enabled, the **Browse Pallet Database** screen can be launched by using the pallet icon located in the icon bar on DAT-MAIL's main screen...

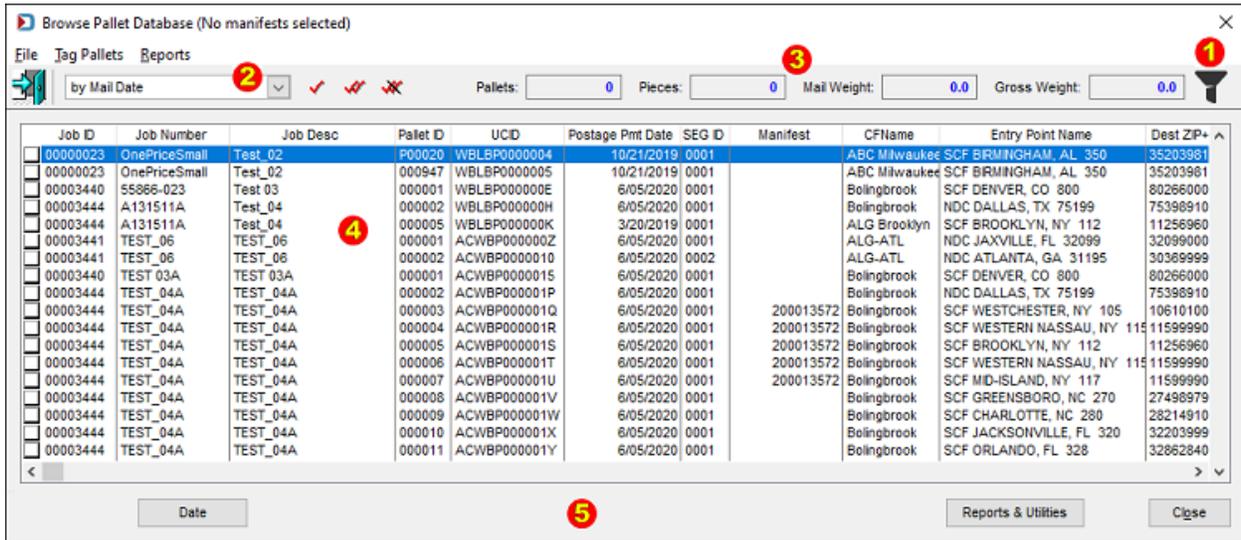
 **The pallet icon will not display on the screen until the Pallet Tracking option is enabled.**



...or via the **File > View Pallets** menu.

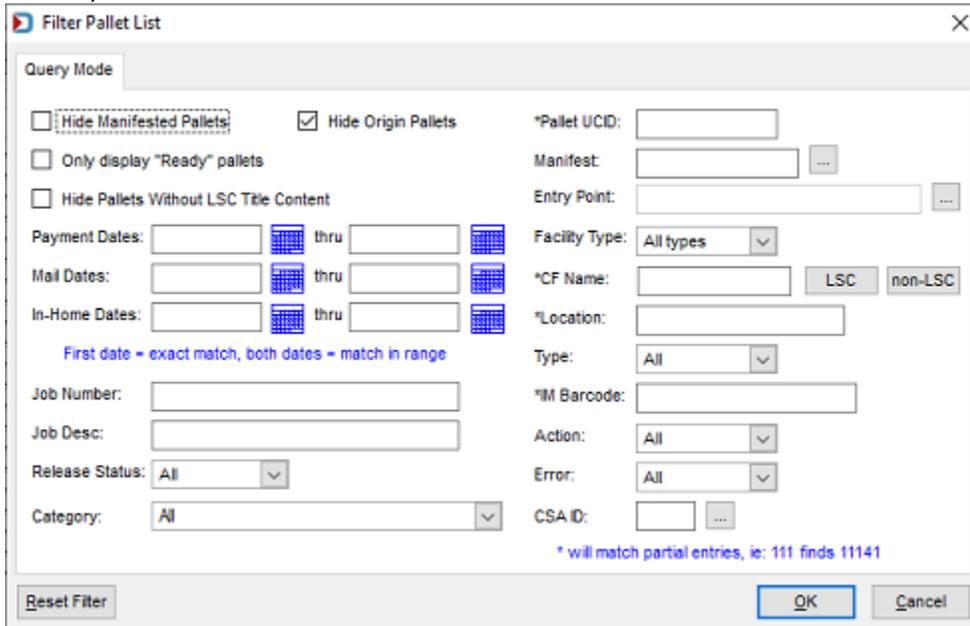


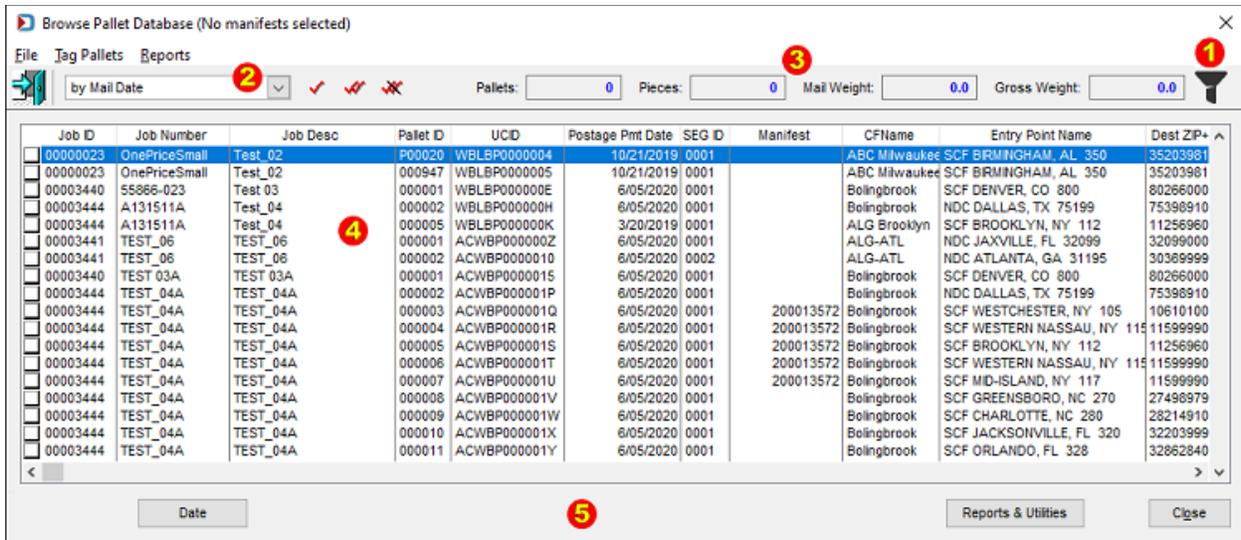
The **Browse Pallet Database** screen lists all of the pallets associated with palletized jobs in the system.



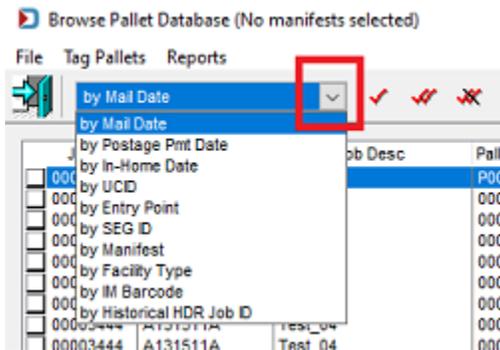
The pallets that display can be controlled using the filter function (1) (🔍 = No filter has been applied; or 🔍 = Filter has been applied).

Filter Options:

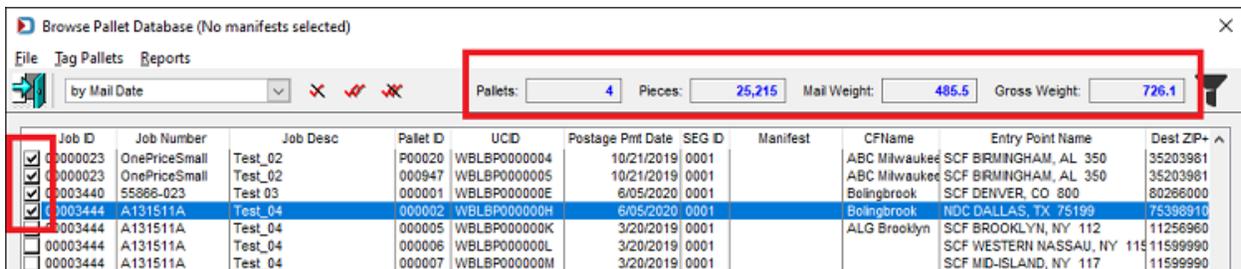


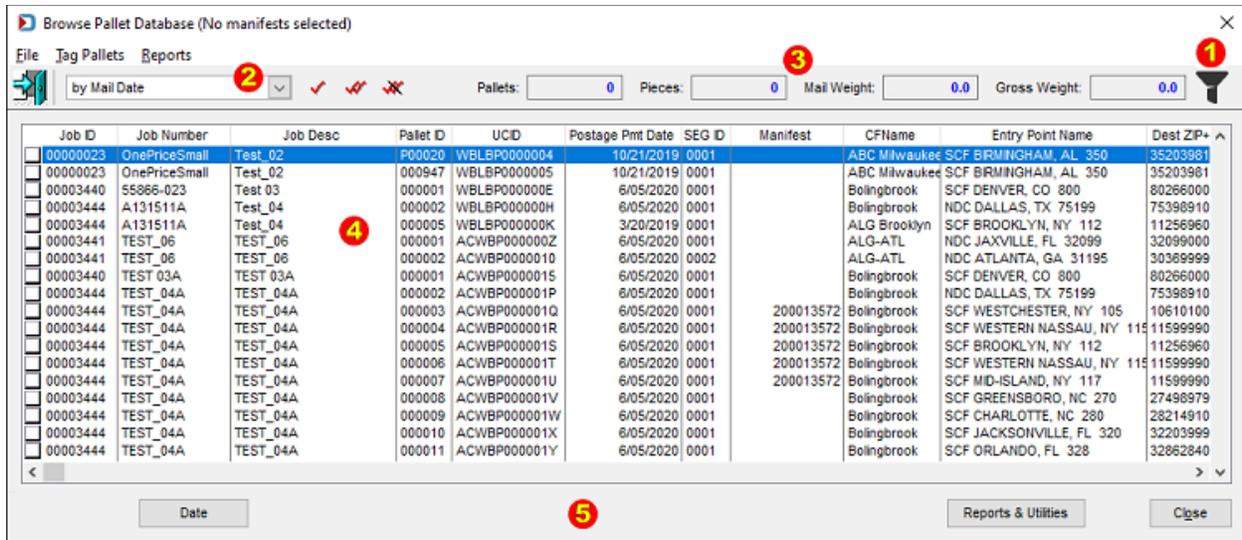


The pallet list can be sorted by selecting a sort option from the list provided **2**. The default is **by Mail Date**.



As pallets are selected (checked), the number of 'Pallets' selected, the total number of 'Pieces', the total 'Mail Weight', and the total 'Gross Weight' are calculated; the results of which are displayed in the corresponding fields at the top of the screen **3**.





The pallet list ⁴ provides the following data for each pallet:

Job ID	Containers
Job Number	Mail Weight
Job Desc	Gross Weight
Pallet ID	Mail Date
UCID (<i>Unique Container ID</i>)	Drop Date
Postage Pmt Date (<i>Postage Payment Date</i>)	In-Home Date
SEG ID	Action
Manifest	Location (updated from wbSCAN)
CFName (<i>Consolidation Facility Name</i>)	Postage Rlse Date (<i>Postage Release Date</i>)
Entry Point Name	Rlse Time (<i>Release Time</i>)
Dest ZIP+4	DM Job ID (<i>DAT-MAIL Job ID</i>)
CSA ID (<i>Customer Supplier Agreement</i>)	IM Barcode
Facility Type	Carrier
Pieces	Error

ⁱ **The Browse Pallet Database screen is re-sizeable, eliminating the need for scrolling left/right to view the various columns of data.**

The button bar at the bottom of the screen ⁵ contains the following function buttons:

- **Dates:** To be used to update date information for selected (checked) pallets. If a date(s) is changed, it will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes. For more information, refer to [DATES BUTTON](#) below.
- **Reports & Utilities:** To be used for generating the "Trailer Pallet Report". In addition, pallet data can be exported and imported, as well (refer to [Reports & Utilities Button](#) for more information and instructions).

 A filter has to be applied to the "Browse Pallet Database" screen in order for the **REPORTS & UTILITIES** button to be enabled/active (Filter applied =  ; No filter applied = ).

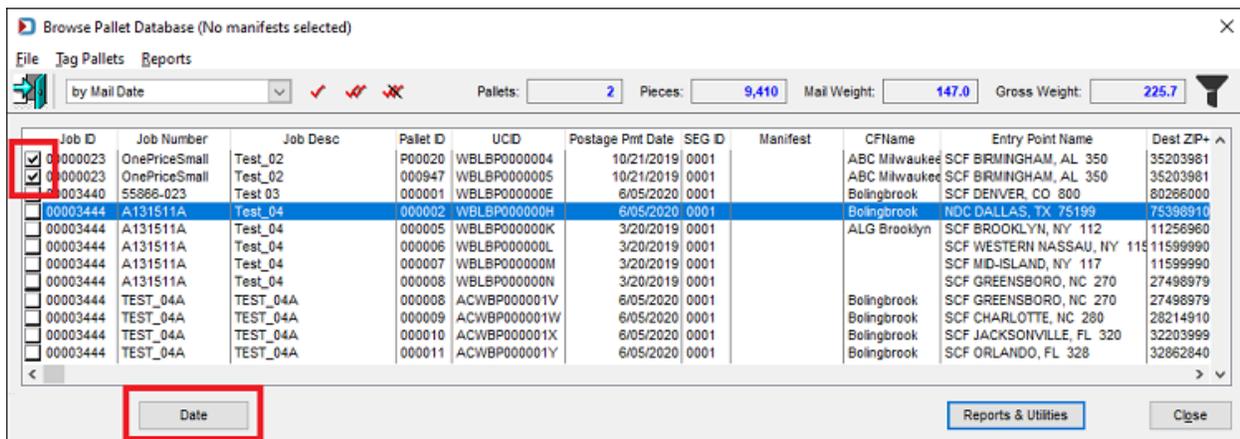


- **Close:** To be used to close/exit the **Browse Pallets Database** screen.

DATES BUTTON

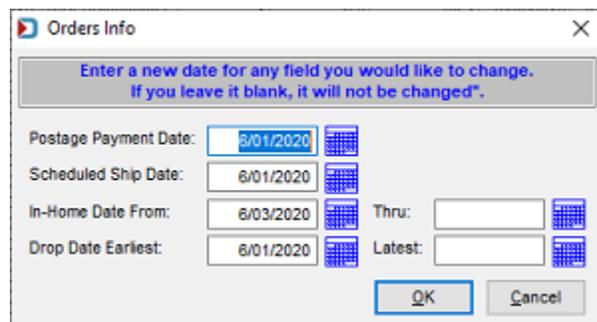
The **Dates** button on the **Browse Pallets Database** screen allows users to change/update certain pallet date information. If a date(s) is changed, it will also be changed/updated in the corresponding Mail.dat file(s). However, if postage has already been paid, *PostalOne!* will not receive these date changes.

Select (check) the desired pallets and click **Dates**.



The **Orders Info** screen will display. Enter/select the desired date(s) to change. In the example being used here, 'Postage Payment Date', 'Scheduled Ship Date', 'In-Home Date', and 'Drop Date Earliest' are being populated. The existing dates of 10/21/2019 are to be changed to "6/1/2020".

When ready, click **OK**.



The **Browse Pallets Database** screen will update/refresh. Navigate to the previously selected pallets and note the date change(s).

Browse Pallet Database (No manifests selected)

File Tag Pallets Reports

by Postage Pmt Date Pallets: 2 Pieces: 9,410 Mail Weight: 147.0 Gross Weight: 225.7

Job ID	Job Number	Job Desc	Pallet ID	UCID	Postage Pmt Date	SEG ID	Manifest	CFName	Entry Point Name	Dest ZIP
00003444	A131511A	Test_04	000019	WBLBP000000X	3/20/2019	0001			SCF SALT LAKE CITY, UT 840	84199999
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	6/01/2020	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
00000023	OnePriceSmall	Test_02	000947	WBLBP0000005	6/01/2020	0001		ABC Milwaukee	SCF BIRMINGHAM, AL 350	35203981
00003441	TEST_06	TEST_06	000001	ACWBP000000Z	6/05/2020	0001		ALG-ATL	NDC JAXVILLE, FL 32099	32099000
00003441	TEST_06	TEST_06	000002	ACWBP0000010	6/05/2020	0002		ALG-ATL	NDC ATLANTA, GA 31195	30369999
00003444	A131511A	Test_04	000002	WBLBP000000H	6/05/2020	0001		Bolingbrook	NDC DALLAS, TX 75199	75398910
00003444	A131511A	Test_04	000003	WBLBP000000I	8/01/2020	0001			SCF WESTCHESTER, NY 105	10610100
00003444	A131511A	Test_04	000004	WBLBP000000J	8/01/2020	0001			SCF WESTERN NASSAU, NY 115	11599990

Date Reports & Utilities Close

Browse Pallet Database (No manifests selected)

File Tag Pallets Reports

by Postage Pmt Date Pallets: 2 Pieces: 9,410 Mail Weight: 147.0 Gross Weight: 225.7

Job ID	Job Number	Job Desc	Pallet ID	UCID	Containers	Mail Weight	Gross Weight	Mail Date	Drop Date	In-Home Date	Action
00003444	A131511A	Test_04	000019	WBLBP000000X	1	7.9	29.0	3/20/2019	3/20/2019		
00000023	OnePriceSmall	Test_02	P00020	WBLBP0000004	31	147.0	225.7	6/01/2020	6/01/2020	6/03/2020	Remove EBoL
00000023	OnePriceSmall	Test_02	000947	WBLBP0000005	0	0.0	0.0	6/01/2020	6/01/2020	6/03/2020	Remove EBoL
00003441	TEST_06	TEST_06	000001	ACWBP000000Z	35	314.1	386.0	6/05/2020	6/05/2020	6/09/2020	CFID
00003441	TEST_06	TEST_06	000002	ACWBP0000010	36	311.8	383.6	6/05/2020	6/05/2020	6/09/2020	CFID
00003444	A131511A	Test_04	000002	WBLBP000000H	6	18.5	50.1	3/20/2019	6/05/2020	6/09/2020	CFID
00003444	A131511A	Test_04	000003	WBLBP000000I	1	4.7	30.0	8/01/2020	8/01/2020		Update Gross Weight
00003444	A131511A	Test_04	000004	WBLBP000000J	1	4.8	25.9	8/01/2020	8/01/2020		

Date Reports & Utilities Close