



PMOD Module

DAT-MAIL

Setup & User Guide

Version 2, Created May 6, 2020

ABOUT THIS GUIDE

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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 (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated section	Revision	Cover page	Updated version information from version 1 to version 2 along with corresponding date.
Updated section	Revision	ABOUT THIS GUIDE and page footers throughout document	Updated copyright information.
Updated	Revision	Footnote, page 10	Updated information pertaining to how long it takes to initially fund a WB/IB account.
Updated section	Revision	REQUIREMENTS	Updated required DAT-MAIL version, updated the registration requirements, and removed USPS contact information for PMOD as International Bridge is now approved for both e-VS and ePostage.
Updated section	Revision	GETTING STARTED	Removed note about registration code assumption and added further clarification about the necessary setup to be able to use PMOD.
Added section	New	IB ACCOUNT TYPES & PAYMENT OPTIONS	Added information describing the two “modes” available for use in DAT-MAIL, the IB account types required for each, and the different payment options available.
Updated section	Revision	DAT-MAIL PMOD SETUP	Updated note about registration code assumption and added note about available Window Book/IB account assumption.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated section	Revision	‘PMOD’ Tab	Separated information about the various settings available in the PMOD tab into sub-sections for clarity (i.e. “Default Window Book/IB Account”, “Label Image Format, Resolution & Size”, “Label & Scan Form Printer Setup”, “Label Reference Field Setup”, and “Production & Test Modes”).
Added section	New	ADDING PAYMENT ACCOUNTS	Provided instructions on how to add Window Book/IB payment accounts to DAT-MAIL.
Updated section	Revision	CREATE SHIPMENTS	Updated description to include creating shipments by importing shipment data from a fixed format file.
Updated Section	Revision	Create Shipments Manually	Inserted new option to use Optional Identification fields when creating a manual shipment (step 4).
Added section	New	Create Shipments From An Imported File	Added section documenting the procedure of creating shipments by importing shipment data from a file.
Update Section	Revision	Managing All PMOD Shipments	<p>Added a note regarding the reported void statuses of individual shipments.</p> <p>Updated information to include new Import button which allows users to import a .csv file containing PMOD shipments.</p> <p>Added information about generating scan forms for multiple batches.</p>
Update Section	Revision	REPORTS	Removed reference to USPS contact.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Update Section	Revision	PMOD Shipment Estimate Report	Added information about a new Export button which allows users to export report data in a .csv file.
Updated section	Revision	APPENDIX 2	Added additional information about the setup and use of Test and Production APIs for clarity; as well as, re-organized associated sub-sections.
Updated section	Revision	Was: "Registering A New Account" Now: REGISTERING A NEW PRODUCTION ACCOUNT	Renamed section.
Updated section	Revision	REGISTERING A NEW PRODUCTION ACCOUNT	Updated the documented process to bring it current.
Added section	New	E-VS PAYMENT OPTION	Added information for setting up/using the e-VS payment option.
Added section	New	Wire Transfer & Push Payment Options	Added information for setting up/using the Wire Transfer and Push payment options.
Added section	New	REGISTERING A NEW TEST ACCOUNT	Added instructions for registering a new Window Book/IB test account, including a sub-section containing information on how to add mock funds to an existing account.

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TABLE OF CONTENTS

ABOUT THIS GUIDE	2
CONTACT INFORMATION.....	2
REVISION HISTORY	3
TABLE OF CONTENTS.....	7
BEFORE YOU BEGIN.....	9
SYMBOLS YOU SHOULD KNOW.....	9
PURPOSE	9
INTRODUCTION.....	9
REQUIREMENTS	11
GETTING STARTED	13
ZEBRA PRINTERS – CREATING A SHARE	13
IB ACCOUNT TYPES & PAYMENT OPTIONS	14
DAT-MAIL PMOD SETUP	15
‘PMOD’ Tab	15
<i>DEFAULT WINDOW BOOK/IB ACCOUNT.....</i>	<i>16</i>
<i>LABEL IMAGE FORMAT, RESOLUTION & SIZE</i>	<i>17</i>
<i>LABEL & SCAN FORM PRINTER SETUP</i>	<i>19</i>
<i>LABEL REFERENCE FIELD SETUP.....</i>	<i>20</i>
<i>PRODUCTION & TEST MODES.....</i>	<i>21</i>
‘Mailer Information’ Tab.....	22
USING THE PMOD MODULE.....	23
ADDING PAYMENT ACCOUNTS	23
CREATE SHIPMENTS	24
Create Shipments Using A Mail.dat	25
Create Shipments Manually.....	36
Create Shipments From An Imported File	42
<i>IMPORT FILE LAYOUT.....</i>	<i>45</i>
PMOD SHIPMENT PROFILES.....	47
5 Digit Container Merge Function.....	49
MANAGING PMOD SHIPMENTS.....	49
Managing PMOD Shipments By Mail.dat.....	49
Managing All PMOD Shipments.....	61

REPORTS.....	74
PMOD Shipment Estimate Report	74
Open and Distribute Production Report.....	79
Postage Detail (voids not included)	80
Postage Detail (only voids).....	82
Account Activity Report	84
APPENDIX 1	87
ZEBRA PRINTER SETTINGS.....	88
General > Printing Preferences	89
General > Advanced > Printer Defaults.....	92
APPENDIX 2	95
REGISTERING A NEW PRODUCTION ACCOUNT	95
Payment Options	101
<i>CREDIT CARD PAYMENT OPTION</i>	<i>101</i>
<i>EPOSTAGE PAYMENT OPTION</i>	<i>104</i>
<i>E-VS PAYMENT OPTION</i>	<i>108</i>
<i>WIRE TRANSFER & PUSH PAYMENT OPTIONS</i>	<i>108</i>
REGISTERING A NEW TEST ACCOUNT	110
Adding Funds to a Test Account	111

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 setup and use instructions for the Priority Mail Open and DistributeSM (PMOD) module accessible from within DAT-MAILTM.

INTRODUCTION

The PMOD (Priority Mail Open and Distribute) module allows mailers to ship small quantities of mail to USPS[®] entry facilities to take advantage of dropship discounts or better control in-home delivery dates. These shipments can be made via Priority or Priority Express mail.

The PMOD module uses a new postage payment method called “ePostage” which is a form of electronic manifesting like e-VSTM. Unlike e-VS; however, Mailers do not have to actually generate and upload SSF files – nor do they even need their own permit. Window Book is working with a partner, International BridgeSM to handle the actual manifesting and payment. DAT-MAIL users will have to setup and fund a Window Book/International Bridge (IB) postage payment account. The PMOD module uses IB’s permit and e-VS account, not the Mailer’s. Mailers can fund their Window Book/IB payment account online

using ACH transfers from their checking account, but unlike CAPS they are in total control of account funding.

Unlike PC Postage™ where a special 2D barcode is applied to the label to pay for postage, ePostage uses the Intelligent Mail Parcel Barcode along with the electronic data sent to the USPS to pay for postage via e-VS. With ePostage, labels can be printed up to 14 days ahead of the ship date while with PC Postage, labels can only be purchased 7 days in advance. The PMOD module needs no USPS certifications or approvals. DAT-MAIL/PMOD users can start shipping as soon as their Window Book/IB account is funded¹.

By working with International Bridge's payment platform, DAT-MAIL users will also get CPP benefits without needing a contract or volume commitment with the USPS. For PMOD this is important as it allows mailers to use flat rate tray boxes as well as sacks for their shipments.

Labels are printed on 4 x 6 labels, either one-up labels or two per letter size page labels .

Using the PMOD Module is simple and easy, whether PMOD shipments are created using a Mail.dat® file or by creating shipments manually. Users create shipment preparation profiles that are made up of different processing options when aggregating their presort mail into PMOD/PMEOD shipments. These profiles can be used over and over again, as needed, thereby speeding up the shipment creation process. Rates are returned in seconds and can be viewed and managed for each individual shipment. Unwanted entry points can be removed, and shipment container types and the content weight can be changed. Labels are purchased with a simple click of a button. Labels can also be viewed/printed, various helpful reports can be generated, manifests generated/printed, and labels can even be voided -- all with a simple click of a button.

ePostage uses e-VS for postage payment but by using a pre-approved postage payer (International Bridge); no paper manifest is required. A Mailer's mail clerk only has to verify the package contents which can be done using the PMOD's production report. Postage can be pre-funded via ACH like putting money on a permit or pulled out of a Mailers checking account every day, like CAPS. Mailers can also set up multiple International Bridge payment accounts and select the one they want to use when they buy postage (see footnote). This way they can have their major clients fund their own accounts and cover their PMOD postage, directly. And unlike e-VS, Mailers will not need to obtain USPS permits or certifications.

1 Initial funding of a Client's Window Book/IB account takes approximately 2 to 4 days depending on the payment method used.

REQUIREMENTS

DAT-MAIL version 21.20.13.20 (or newer) must be installed and registered;

- A module-specific registration code is required for shipping PMOD tray boxes and/or when using an e-VS account for payment. Contact Window Book's Client Services Team to obtain the necessary registration code.



The PMOD module comes standard with DAT-MAIL Editor and Toolbox installations for shipping PMOD sacks using an International Bridge ePostage account. A module-specific DAT-MAIL registration code is not required.

- The technology behind International Bridge's web site is Angular. A list of web browsers supported by Angular can be identified by clicking this link: <https://v6.angular.io/guide/browser-support>;
- If using a Zebra printer to print label image formats of "ZPL", the creation of a share on the printer is required before performing the PMOD setup in DAT-MAIL. Refer to ZEBRA PRINTERS – CREATING A SHARE for more information; and
- **IMPORTANT:** PMOD mail must be presented to a Business Mail Entry Unit (BMEU) or a Detached Mail Unit (DMU) and unlike other "ePostage" shipments, cannot be accepted by a retail unit. But unlike conventional e-VS shipments, mail clerks cannot see these shipments on the e-VS dashboard. International Bridge shipments are approved for acceptance without local verification or manifest documentation. Mailings made on International Bridge's e-VS/ePostage permit will also not need local USPS approvals. The contents of a Mailer's PMOD boxes ARE subject to verification. Mailers will need to enclose and provide statements, including a production report generated from the PMOD module to their mail clerk so the contents can be verified. For shipments created from a Mail.dat, the "Open and Distribute Production Report" should be used. For shipments created manually, mailers will need to present the "Postage Detail (voids not included)" report and include information on package contents since that information is not available at the time the shipment is created.

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GETTING STARTED

i For documentation purposes, this Guide references International Bridge as “IB”.

Some preliminary setup is required to be able to use DAT-MAIL’s PMOD module and should be performed in the order documented:

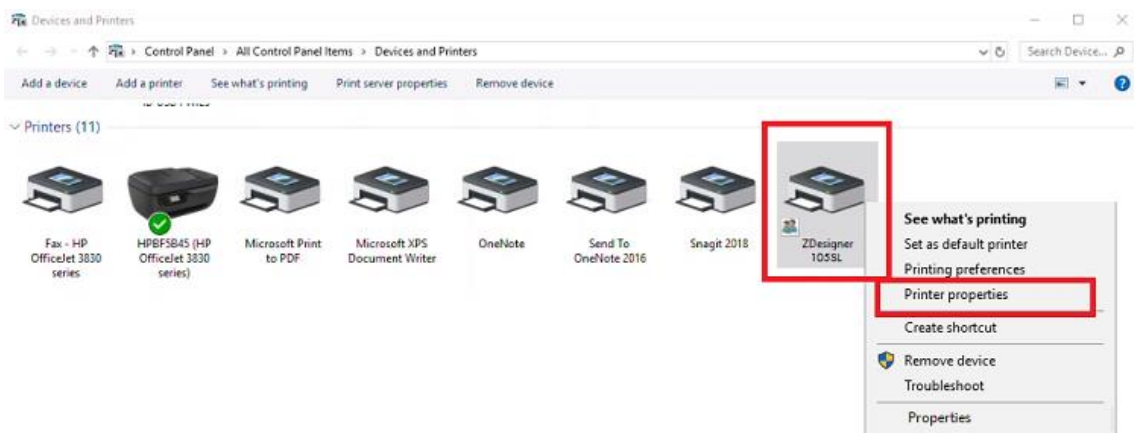
1. Zebra Printer Users: Create a share;

! If a Client is using a Zebra printer to print ZPL image formatted labels, it is very important that the setup of the Zebra printer occurs BEFORE the PMOD setup in DAT-MAIL. Refer to ZEBRA PRINTERS – CREATING A SHARE for instructions.

2. Register a Window Book/IB Test and/or Production account. Registering the appropriate account requires the use of specific URLs (refer to IB ACCOUNT TYPES & PAYMENT OPTIONS for more information); and
3. Perform the necessary setup in DAT-MAIL (refer to DAT-MAIL PMOD SETUP for more information).

ZEBRA PRINTERS – CREATING A SHARE


If a Zebra printer is being used to print a label image format type of ZPL in DAT-MAIL’s PMOD module, a share must be created on the printer prior to starting the PMOD setup in DAT-MAIL, or labels will not print. To do this, on the computer where the Zebra thermal printer is installed, launch the Control Panel, select ‘Devices and Printers’, and locate the Zebra printer. Right-click on it and select ‘Printer Properties’ (i.e. not ‘Properties’).

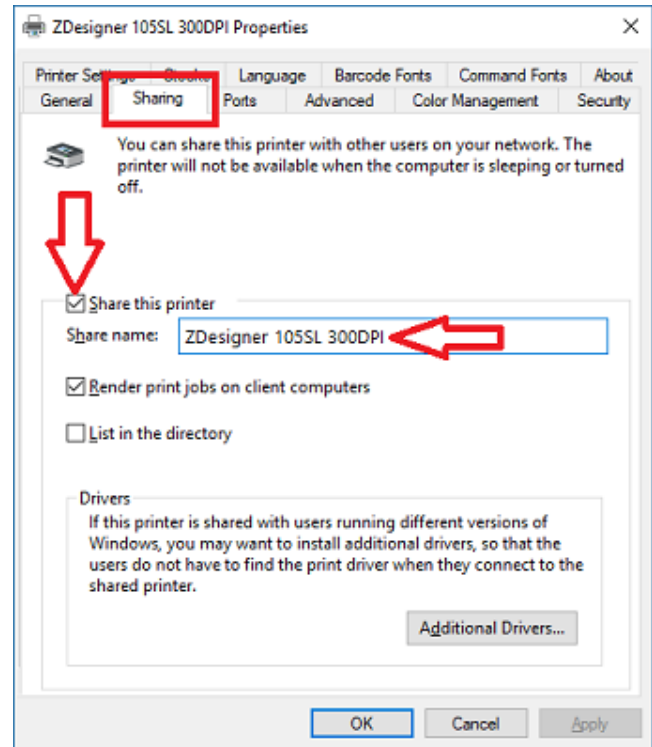


The Zebra printer's properties screen will display. Select the 'Sharing' tab.

Select (i.e. check) the 'Share printer' option. The 'Share Name' will automatically be populated with the name of the Zebra printer.

Click the **Apply** button and then click the **OK** button. The share has been created.


 **To optimize the label image and alignment for a Zebra thermal printer, refer to APPENDIX 1 in this Guide for instructions.**



IB ACCOUNT TYPES & PAYMENT OPTIONS

DAT-MAIL's PMOD module can be operated in one of two modes: Production, or Test. What mode a Client wishes to use is part of the PMOD setup process in DAT-MAIL. More information about each mode is provided under 'PMOD' Tab in this Guide.

Production mode requires the use of at least one Window Book/IB Production account. Mailers can have and use multiple Window Book/IB Production accounts with the PMOD module depending on their needs and customers. Window Book/IB Production accounts include a variety of payment options: ePostage; e-VS; credit card; wire transfer; and a "push" option.

 **Wire Transfer and Push payment options involve Clients authorizing funds being sent from their bank account to International Bridge's ACH account.**

Test mode requires the use of a single Window Book/IB Test account. Window Book/IB Test accounts are set up using the credit card option (an actual credit card number is not required). Mock funding is available within minutes.

Instructions for registering new Test and Production accounts, including the various payment options, are provided in [APPENDIX 2](#) of this Guide. Each account type uses its' own URL. These URLs are specific to Window Book and must be used to be able to use the PMOD module in DAT-MAIL.

DAT-MAIL PMOD SETUP

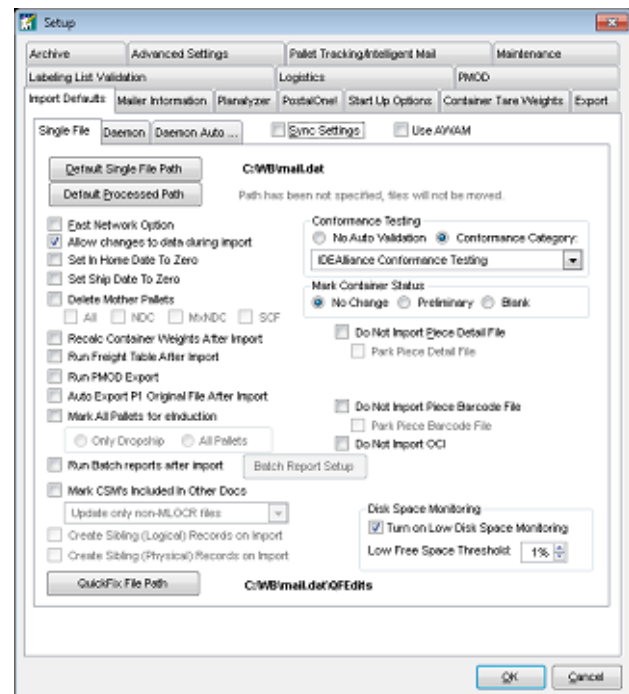
i The information provided assumes that a DAT-MAIL registration code containing the PMOD module has already been entered/saved in DAT-MAIL (if applicable). Refer to REQUIREMENTS in this Guide for more information about registration codes.

! If a Client is intending to use a Zebra printer to print ZPL image formatted labels, it is **very important** that the setup of the Zebra printer occurs **before** the PMOD setup in DAT-MAIL. Refer to ZEBRA PRINTERS – CREATING A SHARE for instructions.

i The instructions provided assume that the appropriate Window Book/IB account(s) has already been created/registered and is available for use.

Setup of the PMOD module must occur in DAT-MAIL before it can be used. From DAT-MAIL's main screen, select 'File' > 'Program Settings' > 'Program Setup'.

The Setup screen will display.



'PMOD' Tab

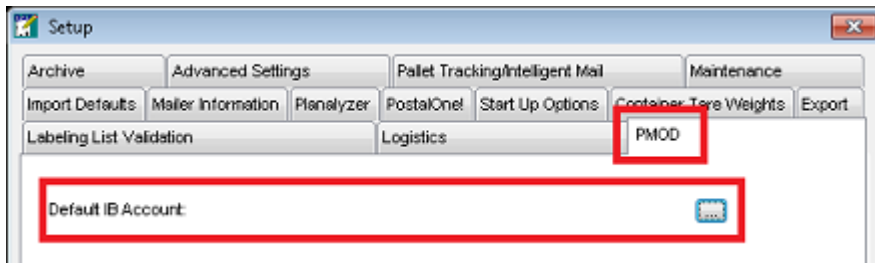
In DAT-MAIL's Setup screen, select the 'PMOD' tab. The default Window Book/IB account, label properties, label and scan form printer settings, and the mode the PMOD module is to be used in are all controlled within the 'PMOD' tab.

DEFAULT WINDOW BOOK/IB ACCOUNT

i *The instructions provided assume that the appropriate Window Book/IB account(s) has already been created/registered and is available for use.*

For ease of use, a 'Default IB Account' must be specified. The system will automatically select the account set as the default during use of the module; however, the account can easily be changed during the use of the PMOD module if desired.

To specify the account to be used as the 'Default IB Account', click the field's corresponding browse button.

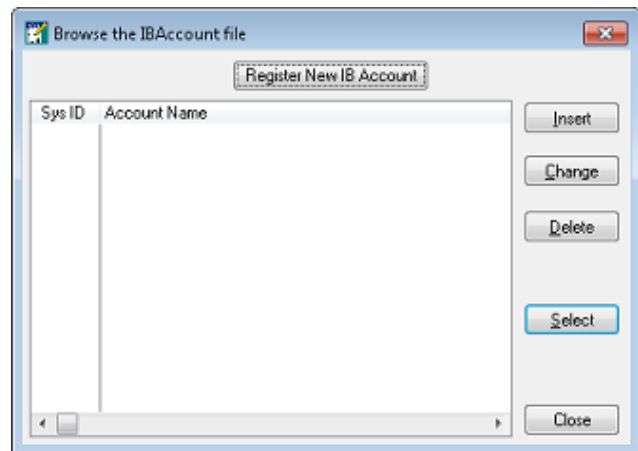


A *Browse the IB Account file* screen will display. Existing/previously entered Window Book/IB Accounts will be listed (if any).

! *For instructions on how to register a new Window Book/IB account, refer to [APPENDIX 2](#) in this Guide.*

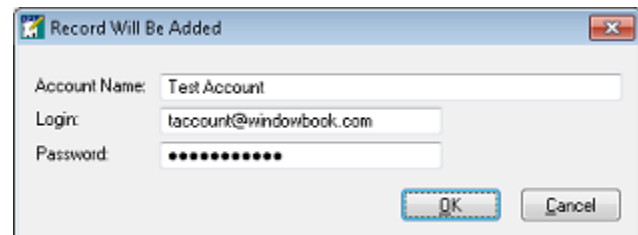
To use an existing account, select (i.e. highlight) the account in the list and click the **Select** button.

To add an existing Window Book/IB account that has not yet been added to DAT-MAIL, click the **Insert** button.

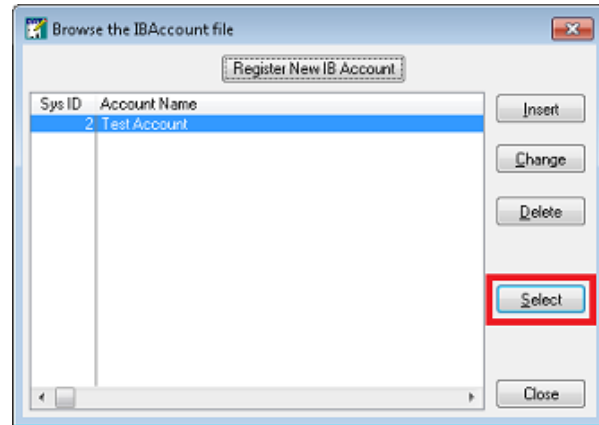


A *Record will be added* screen will display. Enter an 'Account Name' to easily identify the account, (e.g. payment type, customer involved, or mode (i.e. Test or Production)).

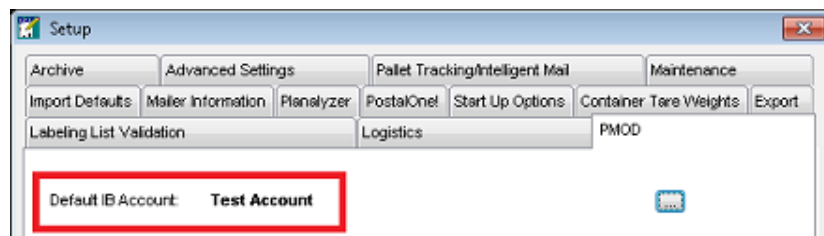
Lastly, enter the IB 'Login' and 'Password' that was created when the Window Book/IB account was created. When finished, click the **OK** button.



The screen will close, and the newly added account will display in the *Browse* window. Highlight the account and click the **Select** button.

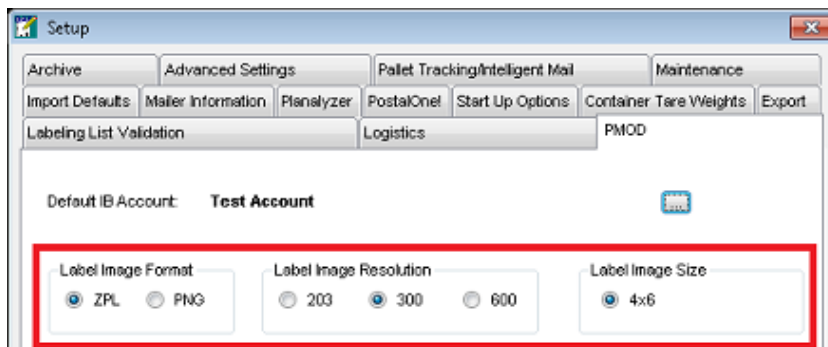


The window will close and the selected IB Account will display as the 'Default IB Account'.



LABEL IMAGE FORMAT, RESOLUTION & SIZE

In the 'PMOD' tab, select the 'Label Image Format' and the corresponding 'Label Image Resolution'.



If 'ZPL' is selected, the 'Label Image Resolution' defaults to 203, but can be modified by the user if preferred.




Please note that the resolution selected should match the capability of the printer being used (ZPL or PNG). Choosing a resolution not supported by the printer being used will result in degraded quality of the printed barcode and possibly affect the size of the label printed.

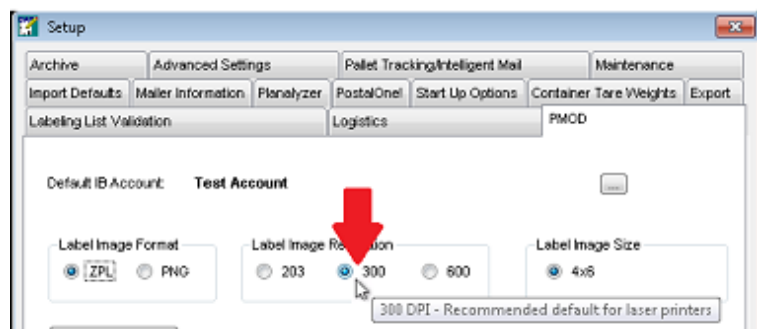
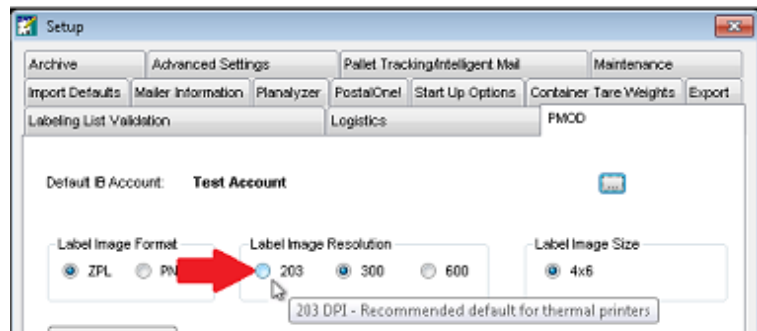
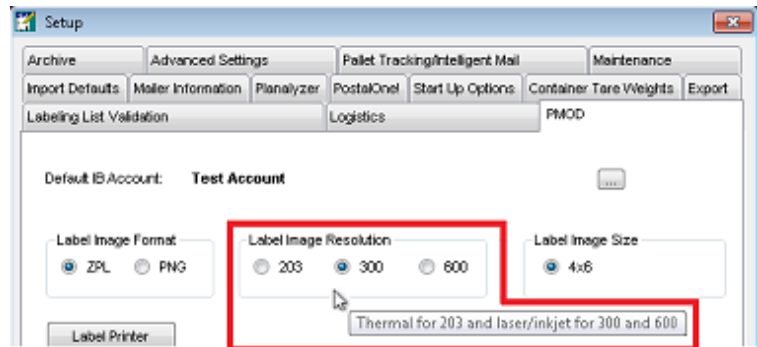
For Zebra brand thermal printers, a Label Image Format of 'ZPL' or 'PNG' can be used, although ZPL will likely be better and faster). It is perfectly acceptable to select 'PNG' and a '203' Label Image Resolution for a 203-dpi thermal printer (Zebra or other brands), so long as the printer is installed with a Windows®

printer driver. If a thermal printer is being used that does not support 'ZPL', then a Label Image Format of 'PNG' must be chosen, and a Windows printer driver installed.

! *'ZPL' is not an image format like PNG, JPG, BMP, etc. It is actually a file containing a list of native commands specifically for Zebra printers that tell the printer what to do. Because of this, DAT-MAIL/PMOD is not able to produce a label image for the Mailer to view within DAT-MAIL before printing. Only labels assigned a PNG image format can be viewed before printing.*

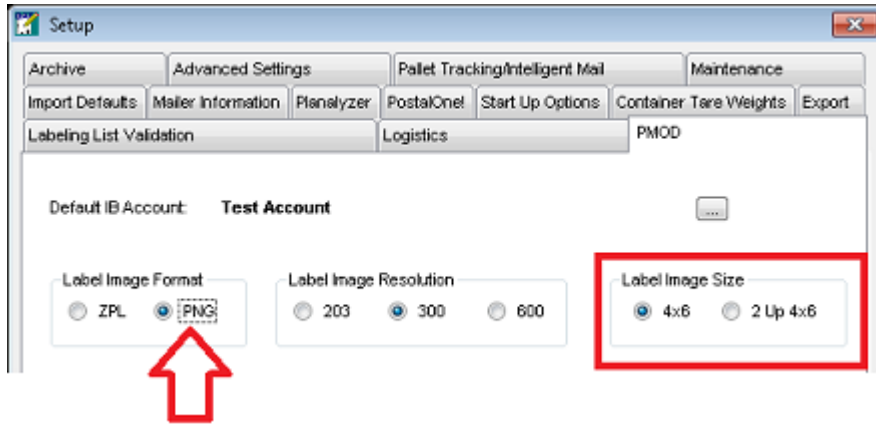
It is doubtful that laser printers would support 'ZPL'; therefore, 'PNG' would have to be chosen.

 **Need help with selecting the proper image resolution? Window Book provides help tips that display when the mouse pointer is hovered over the 'Label Image Resolution' area of the screen, and also over the 203 or 300 resolution options.**



i *To optimize the label image and alignment for a Zebra thermal printer, refer to APPENDIX 1 in this Guide for instructions.*

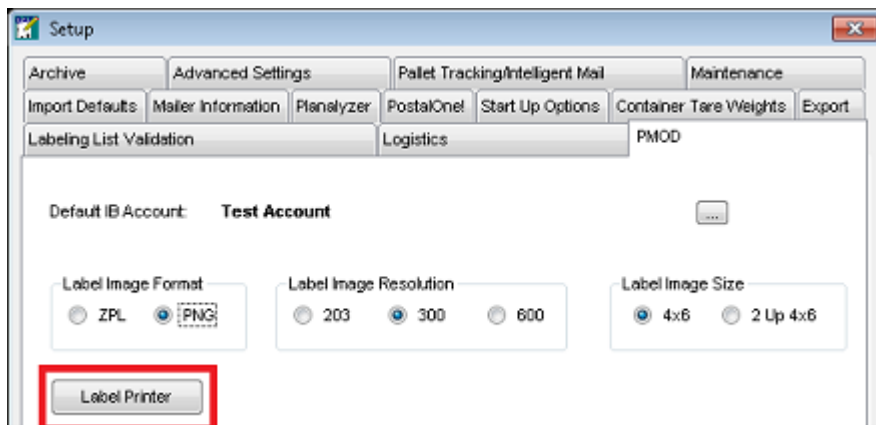
In addition, select a 'Label Image Size'. Thermal printers only support a Label Image Size of '4x6', while inkjet and laser printers support both '4x6' and '2 Up 4x6' labels.



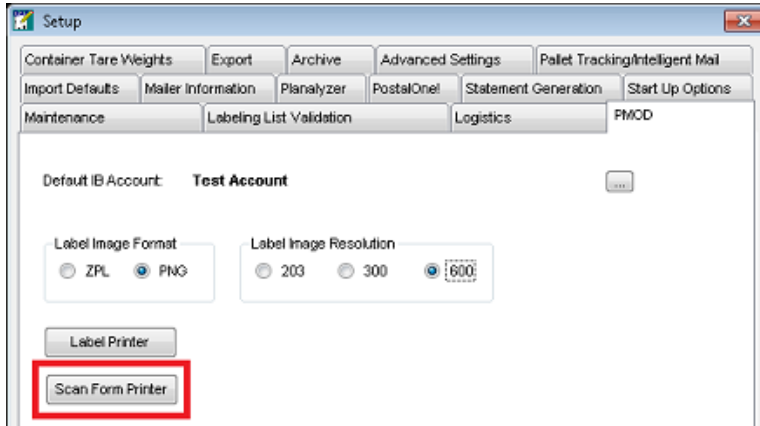
LABEL & SCAN FORM PRINTER SETUP

In the 'PMOD' tab, click the **Label Printer** button and set the PMOD Label Printer to be used.

! *If a Client is intending to use a Zebra printer to print ZPL image formatted labels, it is very important that the setup of the Zebra printer occurs before the PMOD setup in DAT-MAIL. Refer to **ZEBRA PRINTERS – CREATING A SHARE** for instructions.*



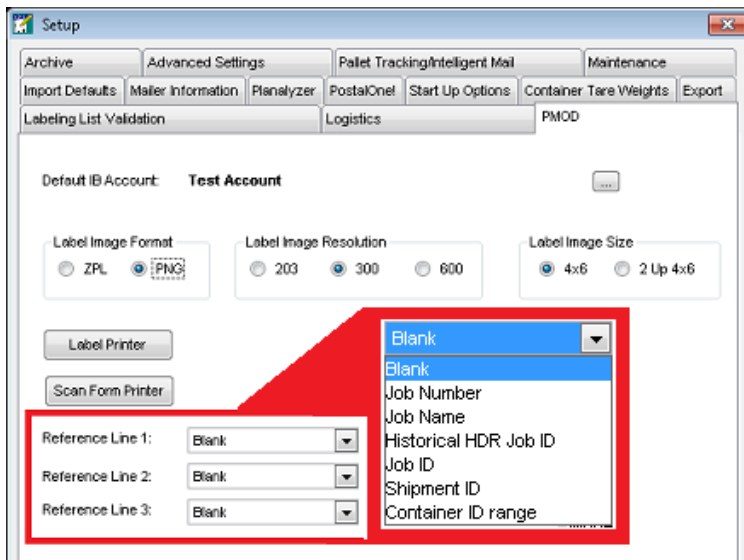
Next, click the **Scan Form Printer** button and specify a printer to print scan forms (i.e. PS Form 5830) used for shipment confirmation and acceptance.



LABEL REFERENCE FIELD SETUP

In the 'PMOD' tab, there are three fields or lines on the shipping label that can be used for reference information. Reference information options are provided for each line item.

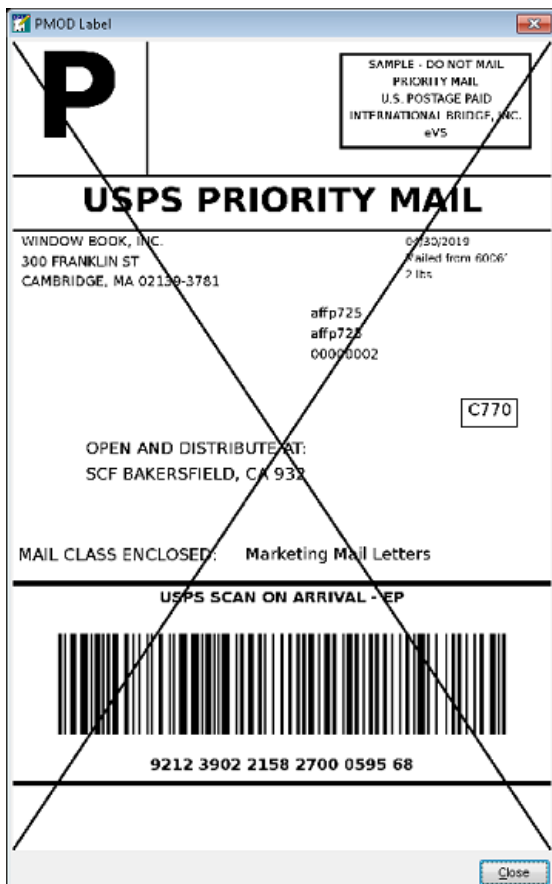
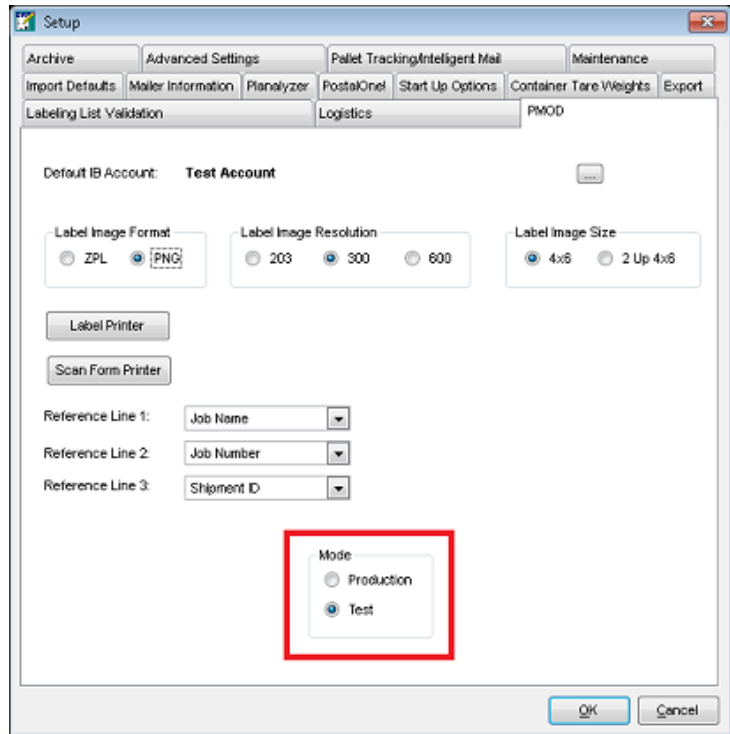
Select what information should be included for each (if any) by selecting from the drop-down provided.



PRODUCTION & TEST MODES

In the 'PMOD' tab, indicate what mode the PMOD module should operate in (i.e. 'Production' or 'Test').

- **Production Mode:** Creates live labels that the Mailer will be charged for and required to pay (unless voided).
- **Test Mode:** Returns labels with an 'X' through them (PNG format only) and does not charge the Mailer's account. Requires the use of a Window Book/IB Test Account (refer to IB ACCOUNT TYPES & PAYMENT OPTIONS for more information).



Example: Label (PNG format) generated in Test mode.

'Mailer Information' Tab

In DAT-MAIL's *Setup* screen, select the 'Mailer Information' tab. Make sure the mailer address information is filled in and enter an 'Entry Zip Code' for the Origin Post Office. The address information entered is what is used for the return address on the PMOD label.

The screenshot shows the 'Setup' window with the 'Mailer Information' tab selected. The 'Origin Post Office' section is highlighted with a red box, showing the 'Entry Zip Code' field containing '60061'. The 'OK' button at the bottom right is also highlighted with a red box. Other fields include 'Mailer: Window Book, Inc.', 'Address 1: 300 Franklin St', 'City: Cambridge', 'State: MA', 'Zipcode: 02139', 'Phone: (617) 395-4529', 'IDEAlliance User License Code: WBLB', 'MD: 000055725', and 'CRID: 2442173'.

When finished, click the **OK** button to close the *Setup* screen. The setup of PMOD in DAT-MAIL is complete!

USING THE PMOD MODULE

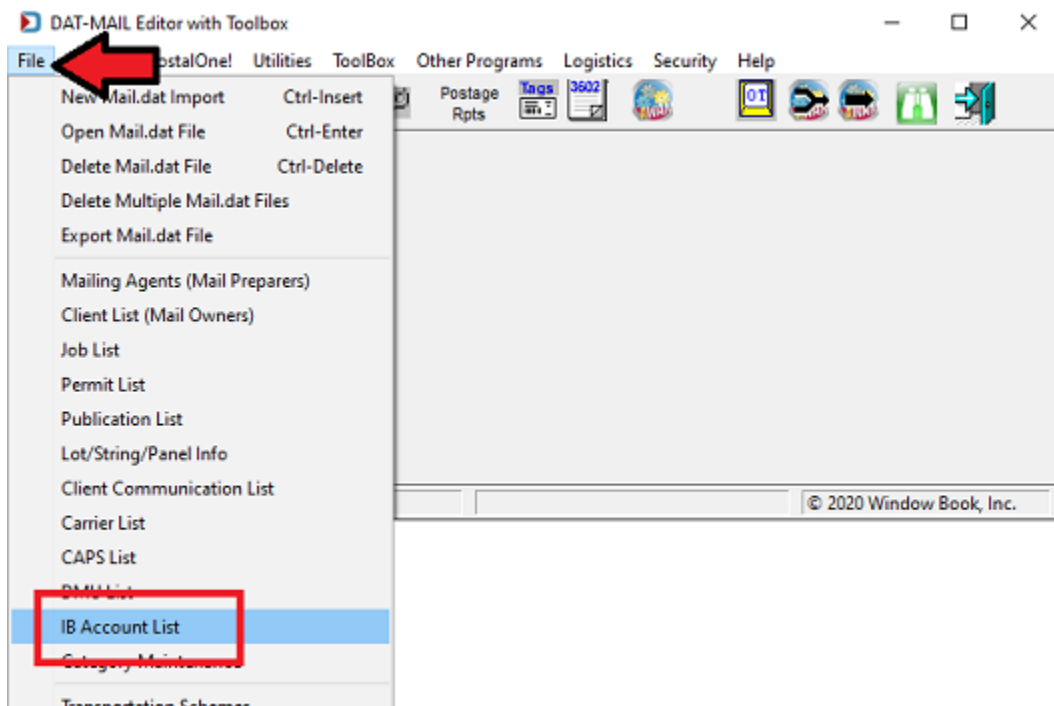
 For documentation purposes, this Guide references International Bridge as “IB”.

ADDING PAYMENT ACCOUNTS

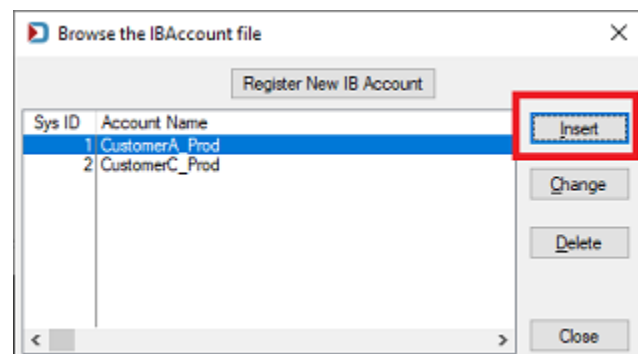
Mailers can use multiple payment accounts with the PMOD module depending on their needs. Each of these payment accounts (Production and Test accounts) must be added to the ‘IB Account List’ in DAT-MAIL so they are available for selection while using the PMOD module.

To add a Window Book/IB payment account, perform the following:

1. From DAT-MAIL’s main menu, select ‘File’ > ‘IB Account List’;



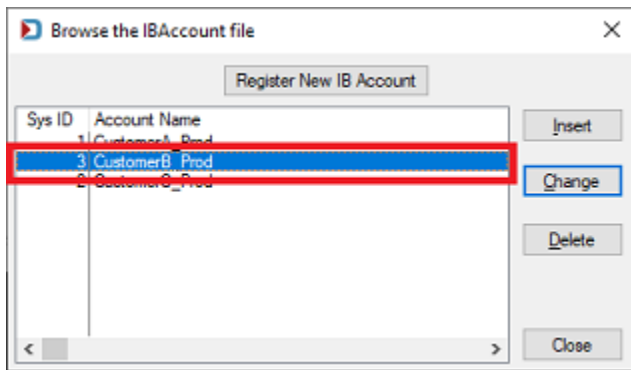
2. The *Browse the IB Account File* screen will display. Existing/previously added accounts will be listed. To add a new account, click the **Insert** button;



- The *Record Will Be Added* screen will display. Enter an 'Account Name' to easily identify the account, (e.g. payment type, customer involved, or mode (i.e. Test or Production)). And enter the IB 'Login' and 'Password' assigned when the Window Book/IB account was created. When finished, click the **OK** button.



- The *Record Will Be Added* screen will close, and the newly added account will display in the list. Click the **Close** button when finished to close the screen.



The details of existing accounts can be **Changed** or **Deleted** by clicking the corresponding button.

i *New Window Book/IB Production accounts can be created/registered from this screen by clicking the REGISTER NEW IB ACCOUNT button. This button is specific to the creation of Production accounts only! For a complete set of instructions, refer to [APPENDIX 2](#) in this Guide.*

i *If a user wishes to change the account used as the default in the PMOD module, refer to [DEFAULT WINDOW BOOK/IB ACCOUNT](#) in this Guide.*

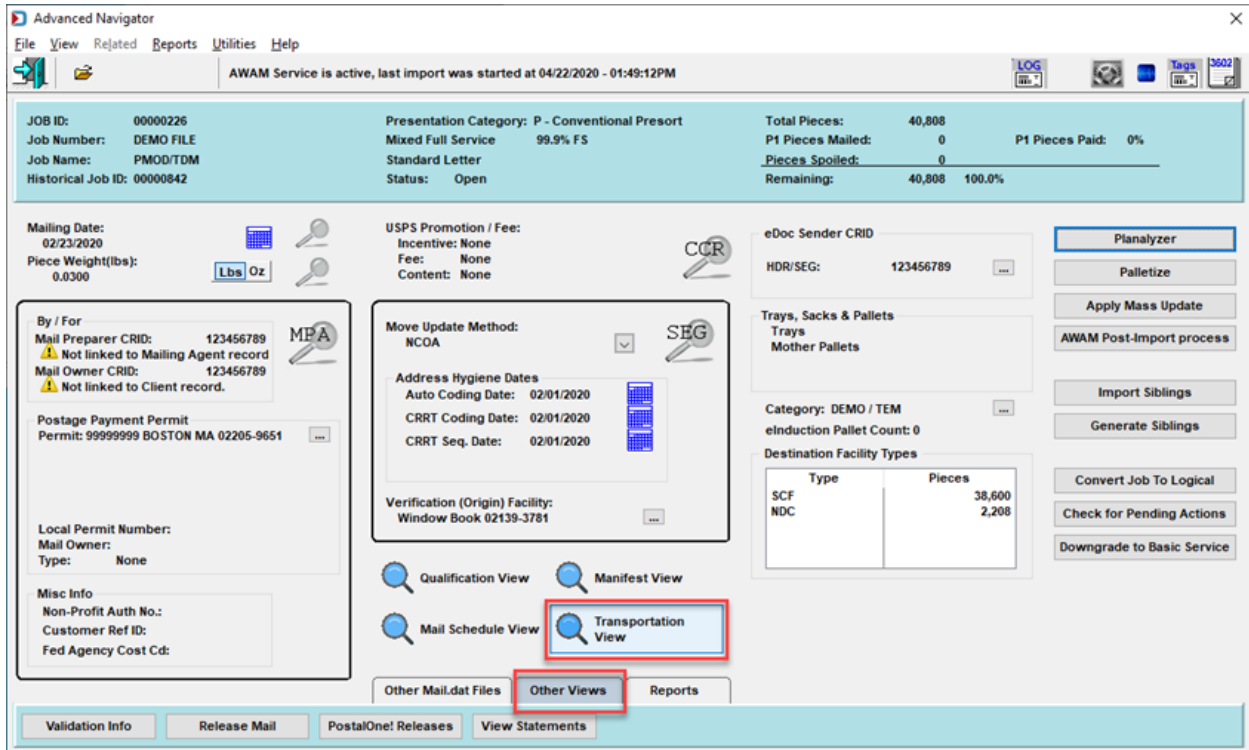
CREATE SHIPMENTS

Creating shipments can be done by using a Mail.dat file, manually creating them (i.e. a Mail.dat file is not used) or importing a fixed format file containing shipment data. Created shipments can then be managed for a selected Mail.dat file or independent of any one specific Mail.dat file (i.e. users would select shipments from a general PMOD shipment list).

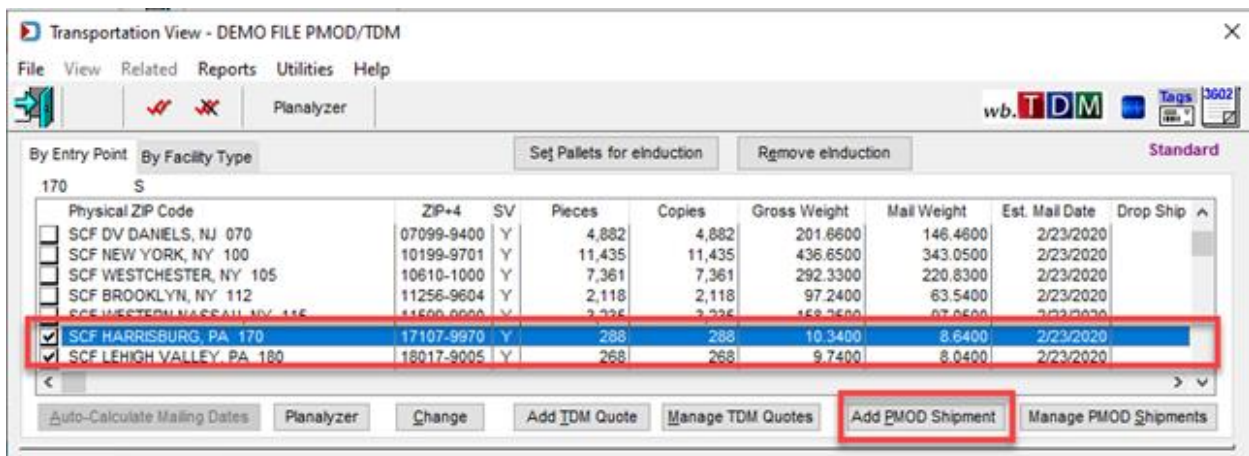
Create Shipments Using A Mail.dat

To create a PMOD shipment from a Mail.dat file, perform the following:

1. Select a job from the jobs list in DAT-MAIL to launch the Advanced Navigator. In the Advanced Navigator, click on 'Other Views' and select the 'Transportation View' option;

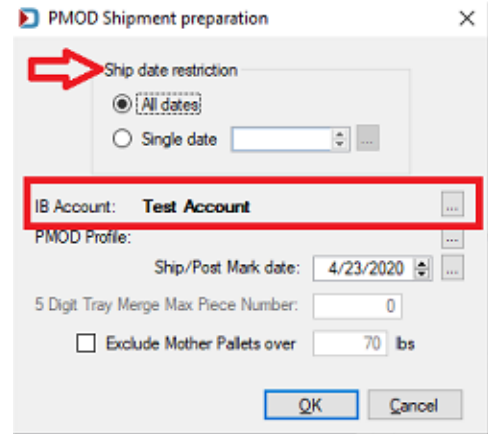


2. In the *Transportation View* screen, select the entry point(s) to create PMOD or PMEOD shipments to and press the **Add PMOD Shipment** button. To do a combination of both (PMOD and PMEOD), only select the entry points for one of those services. The labels for the other can be created later;



3. The *PMOD Shipment preparation* screen will display. Indicate whether to include pieces from all ship dates for the selected entry points or those pieces from just a single ship date;
4. In addition, the default Window Book/IB Account will be selected for the shipment (refer to [DEFAULT WINDOW BOOK/IB ACCOUNT](#) for more information).

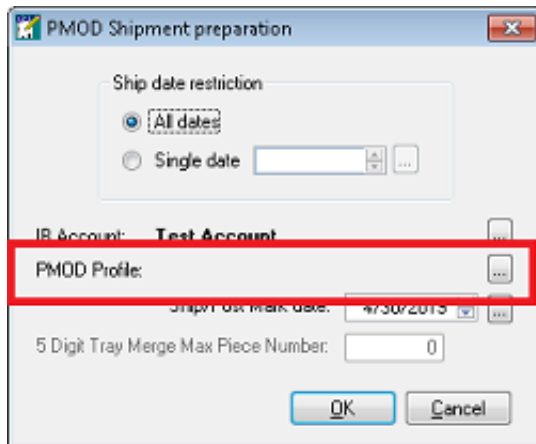
To use a different IB Account, click the browse button to launch the *Browse the IB Account file* screen and select a different account from the 'IB Account List' (refer to [ADDING PAYMENT ACCOUNTS](#) for more information);



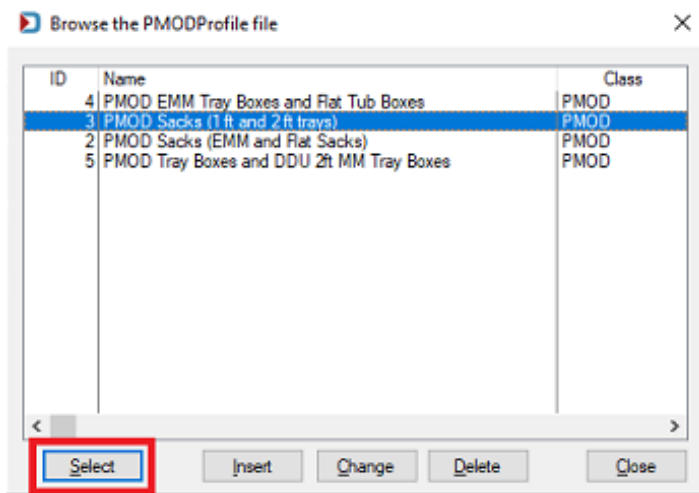
5. Verify the selected profile is the one that should be used. To use a different profile or if one is not selected, click the corresponding browse button to select or create a PMOD Profile to be applied to the shipment.



As long as a profile exists, one is always automatically selected, so the user should take care to confirm that it is the correct profile to be used for the particular shipment being created. The only time a profile will not automatically be selected is the very first time PMOD is being used (first time use requires the creation of a profile).

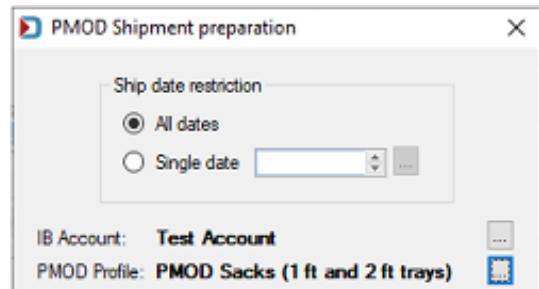


The *Browse the PMOD Profile file* screen will display. Highlight the profile to be applied to the shipment and click the **Select** button;

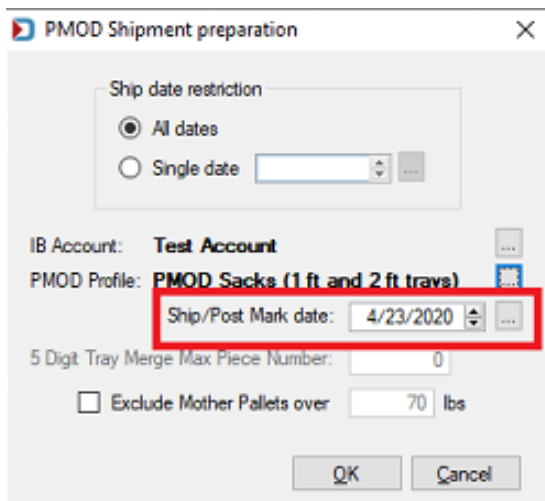


i For information more information about PMOD Profiles, go to **PMOD SHIPMENT PROFILES** in this Guide.


The *Browse* screen will close and the *PMOD Shipment preparation* screen will display, updated with the selected profile name;



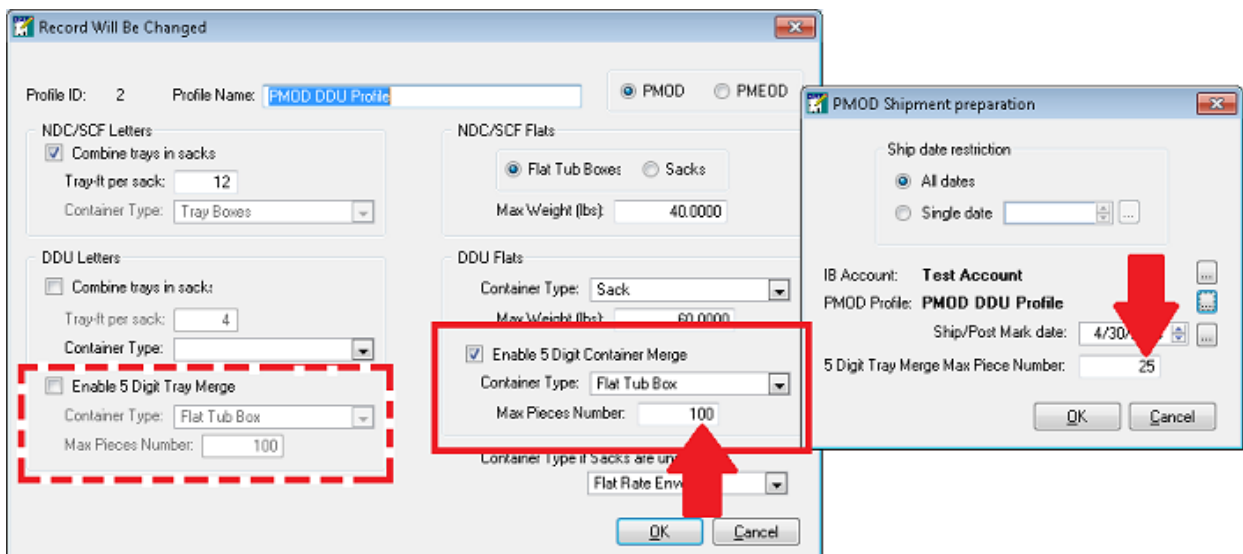
- Specify the Ship/Post Mark date if other than the current date (default). The Ship/Post Mark date cannot be older than the system date and not more than 14 days past (or newer) than the system date;



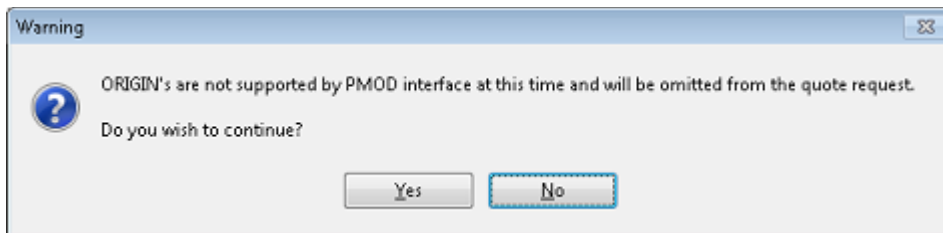
7. If the PMOD shipments that are being created involve DDU entry points versus SCFs and the Mailer selected (i.e. checked) the option 'Enable 5 Digit Container Merge' in the PMOD profile being used, the Mailer would also have to enter the maximum number of pieces that will fit in the container to be shipped (i.e. 'Max Pieces Number' field). This number becomes the default value of the '5 Digit Tray Merge Max Piece Number' field on the *PMOD Shipment preparation* screen. For specific shipments, this default value can be changed without changing the field value in the selected profile.

 **The '5 Digit Tray Merge Max Piece Number' field will not be active if the selected job does not contain DDU entry points.**

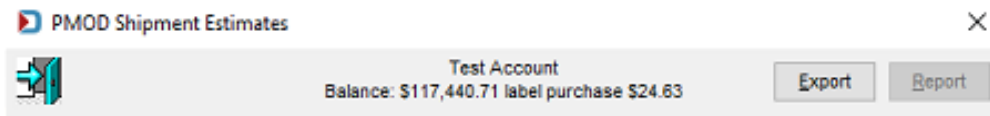
Press **OK** to process the shipments;



If an origin shipment is erroneously selected, a *Warning* dialog will display. Click the **Yes** button to continue processing the non-origin pallets. If no non-origin pallets exist, the user will be returned to the 'Transportation View' when the **Yes** button is clicked (clicking the **No** button to abort the process PMOD function entirely);

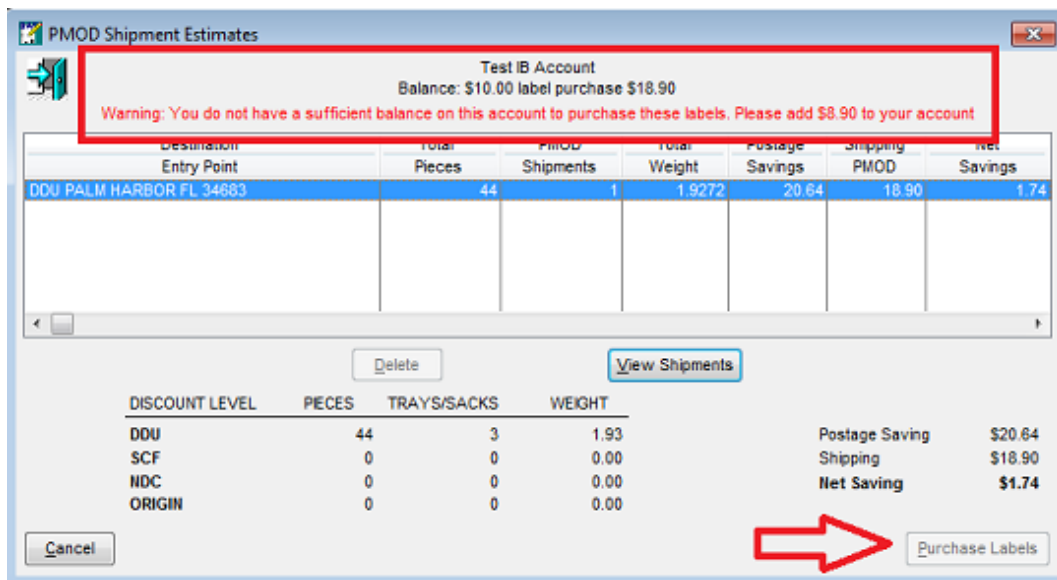


- When processing is complete and the shipment charges have been returned from International Bridge, the *PMOD Shipment Estimates* screen will display. The assigned Window Book/IB Account being used for the shipment is displayed at the top of the screen (e.g. "Test Account"). In addition, the postage balance for that account is displayed immediately below it, along with the cost of the labels associated with the selected shipment;

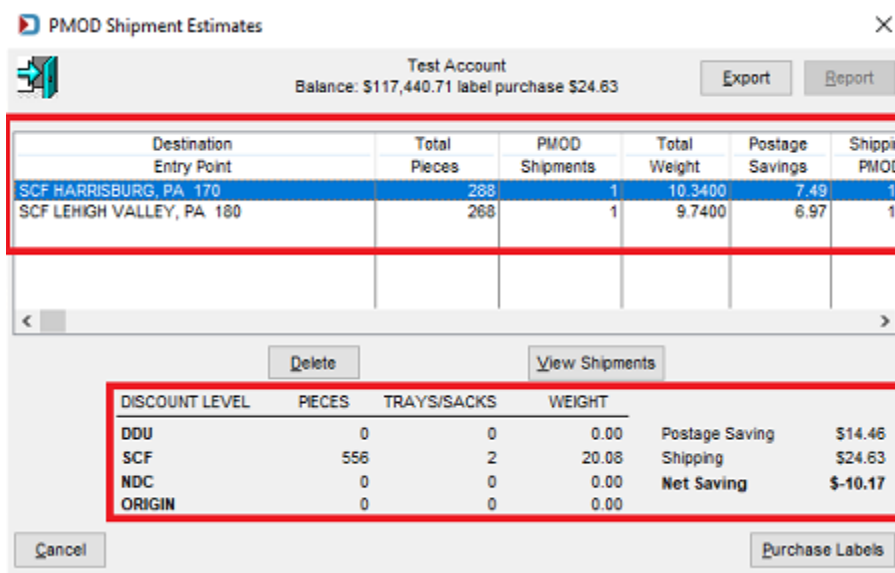


i *Instructions on how to add funds to an IB account, are included as part of the instructions on how to register a new Window Book/IB account. Refer to APPENDIX 2 in this Guide for more information.*

✂ *If the cost of the labels exceeds the balance of funds that exist in the selected Window Book/IB account, a warning will display, and the PURCHASE LABELS button will be disabled.*



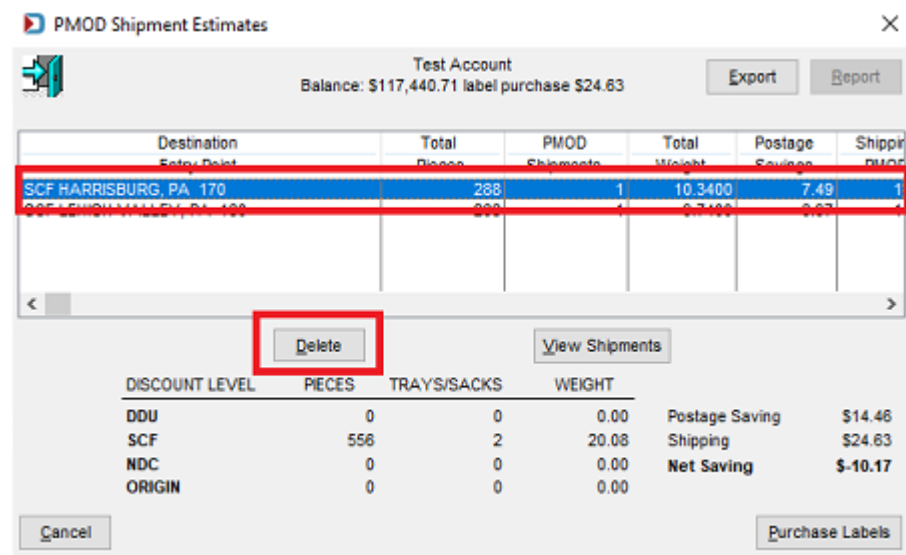
- All of the selected/processed entry points will be listed. For each entry point, columns are provided for the Total Pieces, number of PMOD Shipments, the Total Weight, the Postage Savings, the cost of Shipping PMOD; and the Net Savings for each selected entry point. In addition, the screen will provide an area for the sum total of Pieces, Tray/Sacks, and Weight for each Discount Level; as well as, the total Postage Savings, Shipping cost, and overall Net Savings for the entry points.



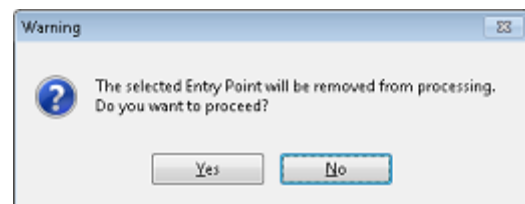
If a Mailer wishes to delete an entry point(s), select (check) the entry point(s) and click the **Delete** button.



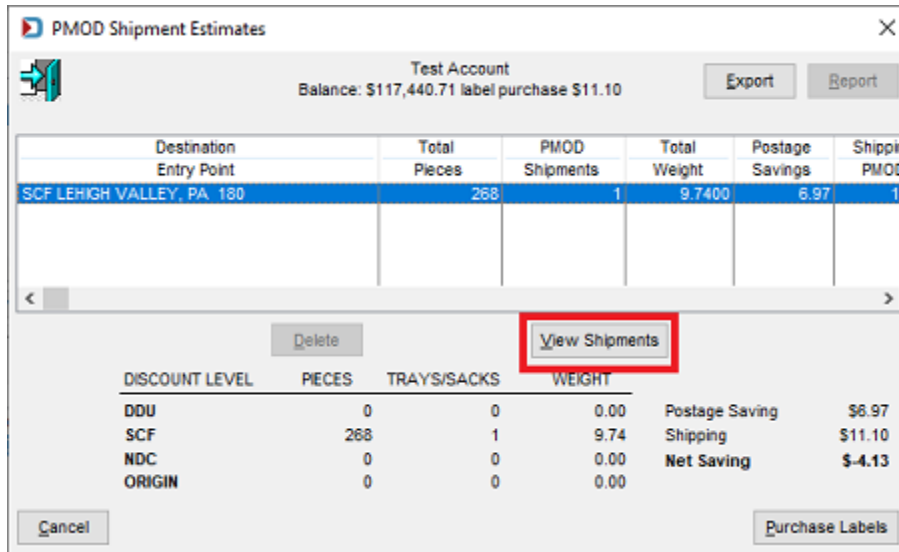
If there is only one entry point, the DELETE button will be inactive or grayed out.



A *Warning* dialog will display. Click the **Yes** button to close the dialog and continue with the deletion (clicking the **No** button will close the dialog and abort the deletion). The entry point(s) will be deleted, and the screen will update to display the recalculated totals.

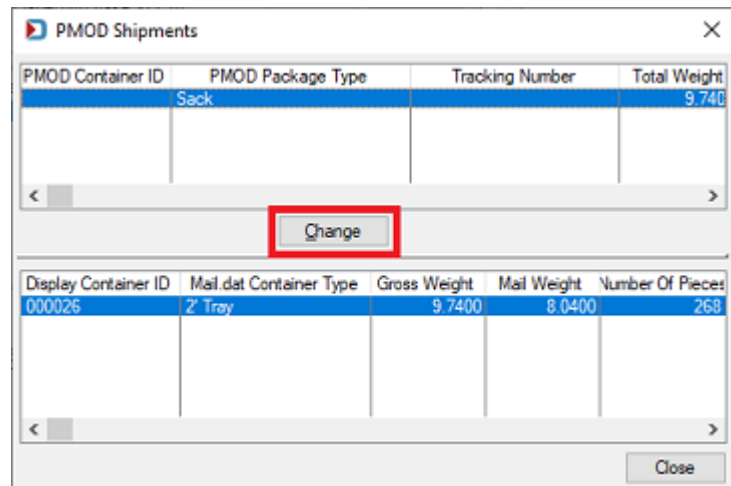


To view shipment details of associated with a specific entry point, select (check) the entry point and click the **View Shipments** button.

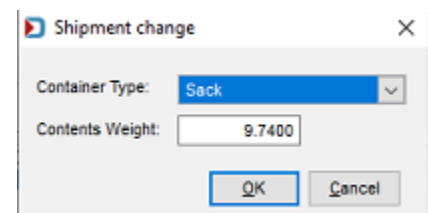


The *PMOD Shipments* screen will display, providing the details of the shipments for the selected entry point.


The Container Type and Contents Weight (sacks) can be changed for any of the listed shipments by selecting the shipment in the list and clicking the **Change** button (the screen image right contains only one shipment).



A *Shipment change* dialog will display. Change the Container Type (if necessary) by selecting an option from the drop-down provided and change the Contents Weight (if necessary).

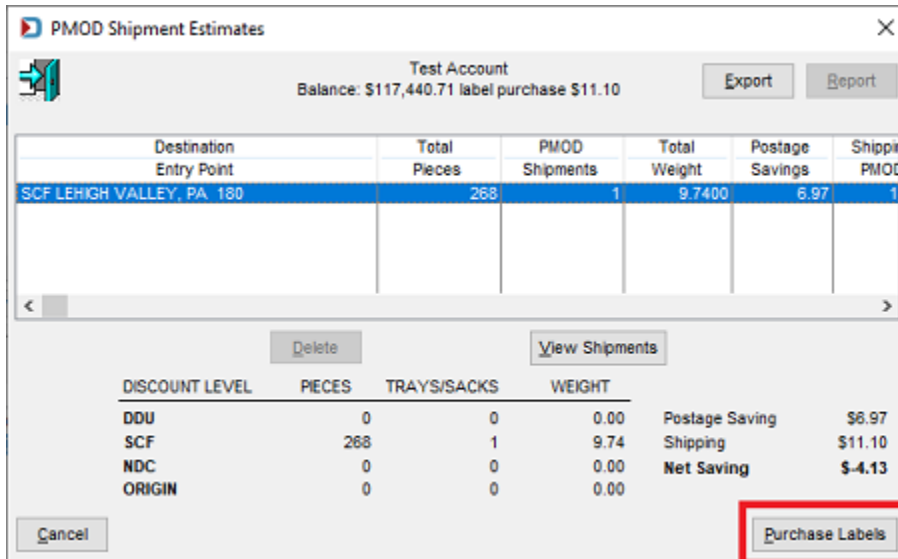


 **Sacks cannot exceed 70lbs.**

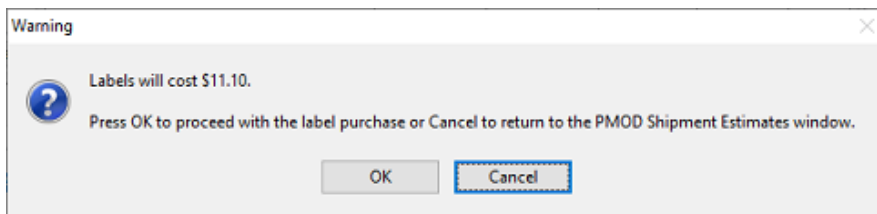
 **Some information about 'Contents Weight':** The weight of sacks includes the trays. It does not include the PMOD sack. It is not mail weight. Content weight includes trays for sacks and tray boxes. It does not on merged containers or flat rate boxes/envelopes.

Click the **OK** button when finished. If a change is made, the system will automatically re-calculate the postage. When ready, click the **Close** button on the *PMOD Shipments* screen.

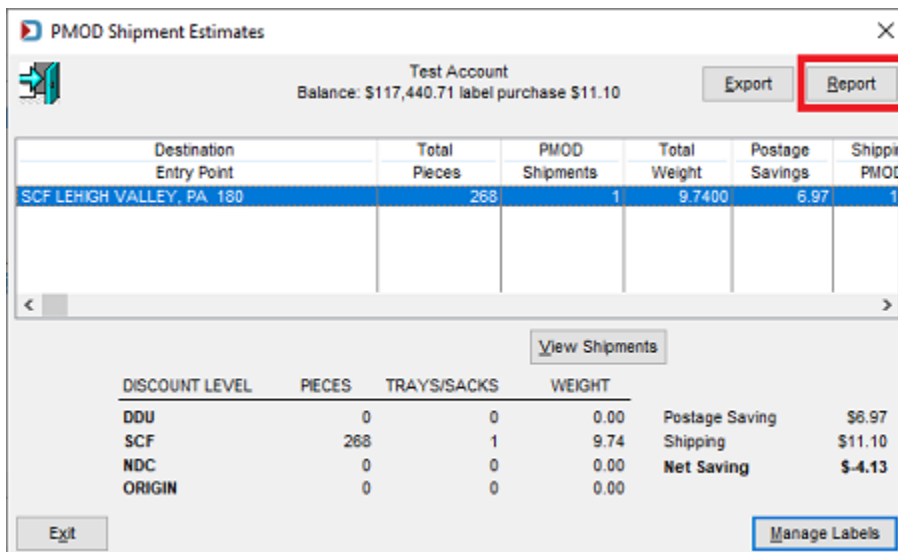
10. The updated *PMOD Shipment Estimates* screen will display. When ready, click the **Purchase Labels** button;



11. A *Warning* dialog will display providing the total cost for the labels and asking the Mailer if they wish to proceed with the purchase. Click the **Yes** button to purchase the labels (clicking the **No** button will abort the purchase);



12. When the purchase is complete, the *PMOD Shipment Estimates* screen will update and all function buttons related to the payment account, entry point modification and obtaining prices or labels will no longer be available.



The **Purchase Labels** button will be replaced by a **Manage Labels** button.

At this point, if users wish to view/print a report containing the original shipment estimate information, they can do so by clicking the **Report** button.

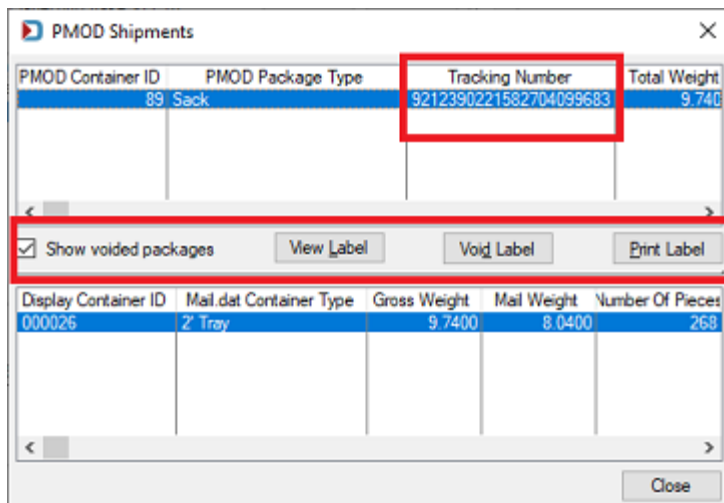


The “PMOD Estimate Report” is only available if the original estimate is intact. If one or more shipments in a batch is voided, users will no longer be able to print an estimate report (i.e. the REPORT button will be disabled). For more information on voiding shipments, refer to MANAGING PMOD SHIPMENTS in this document.

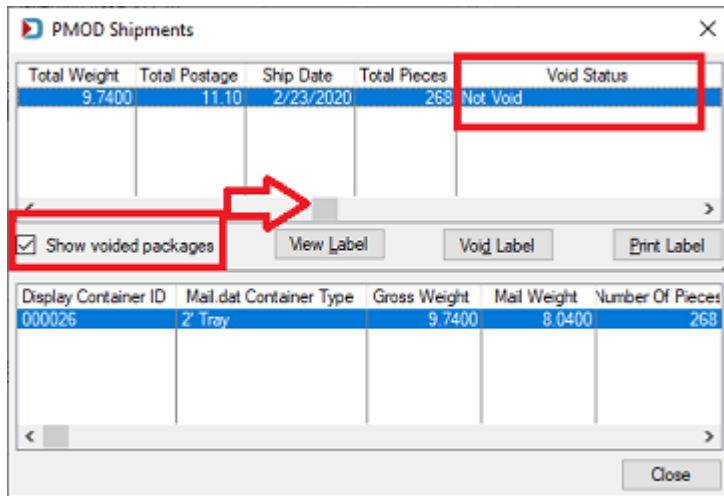
Run: 4/24/20 1:26PM		PMOD Estimate Report				Page: 1		
ORIGIN ZIP: 02139								
Job: 00000842								
DEMO FILE								
PMOD/TDM								
Destination Entry Point	Total Pieces	Total Trays/Sacks	PMOD Shipments	Total Weight	Postage Saving	Shipping PMOD	Savings Net	
SCF LEHIGH VALLEY, PA 180	268	1	1	9.74	6.97	11.10	-4.13	
Grand Totals:								
DISCOUNT LEVEL	PIECES	TRAYS/SACKS	WEIGHT					
DDU	0	0	0.00	Postage Saving	\$6.97			
SCF	268	1	9.74	Shipping	\$11.10			
NDC	0	0	0.00	Net Saving	-\$4.13			
ORIGIN	0	0	0.00					

To get tracking information for the individual shipments/packages, and to void, print or view individual labels, click the **View Shipments** button on the *PMOD Shipment Estimates* screen (refer to the image associated with [Step 12](#) above).

The *PMOD Shipments* screen will display, listing each package, along with the package’s tracking information. Labels for each package can also be viewed ([PNG label image type](#) only), voided, or printed as well by selecting (i.e. highlighting) a package in the list and clicking the related function button.



Select (i.e. check) the option ‘Show voided packages’ to include voided shipments in the displayed list. To identify whether a shipment has been voided, scroll right in the top window (window containing tracking numbers).





i Refer to [MANAGING PMOD SHIPMENTS](#) for more information on each of the functions mentioned above.

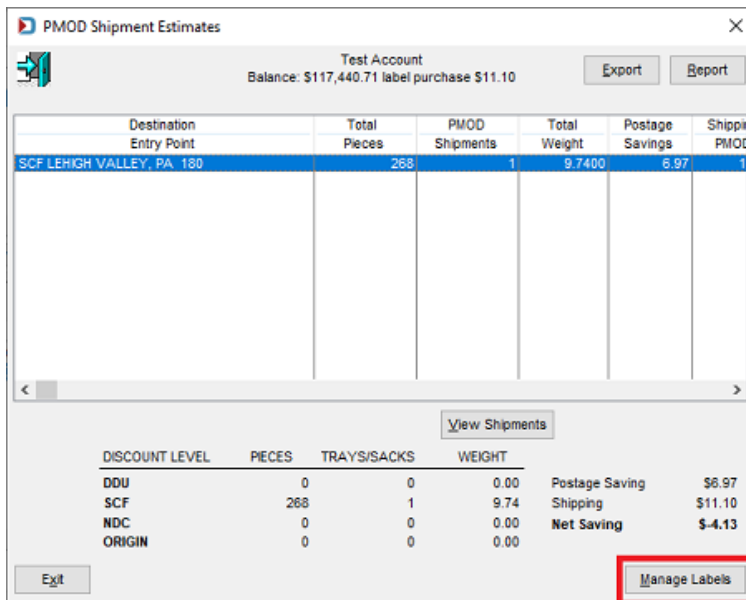
When finished, click the **Close** button.

i Avery® produces a very common label stock that can be used with laser printers for printing labels (not applicable for thermal printers or ‘ZPL’ format). The Avery 5126 two per page 5.5 x 8.5” labels (the image printed on each label is 4x6).

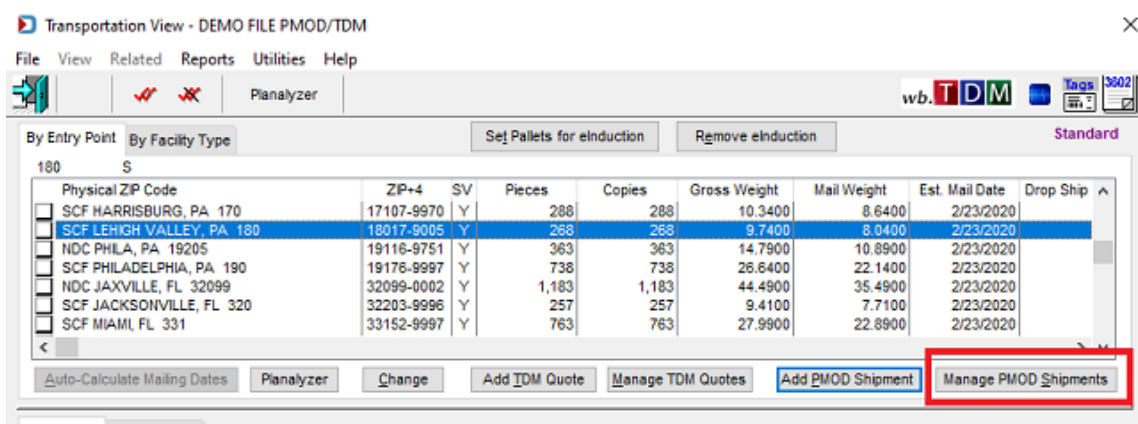
i If labels are voided the money is refunded to the corresponding Window Book/IB account after 14 days.

 When voiding purchased labels for specific shipments, users should be aware that the totals provided on the “PMOD Labels and Shipments Browse” screen will not update and show new totals based on the changes to the data that occurred with the void(s). The totals that were displayed prior to the labels being voided will continue to display on the screen. However, users can confirm the changes were made to the data in the “Open and Distribute Production Report” (refer to [REPORTS](#) for more information).

 **Shipment and label management can also occur from the 'PMOD Shipment Estimates' screen by clicking the MANAGE LABELS button.**

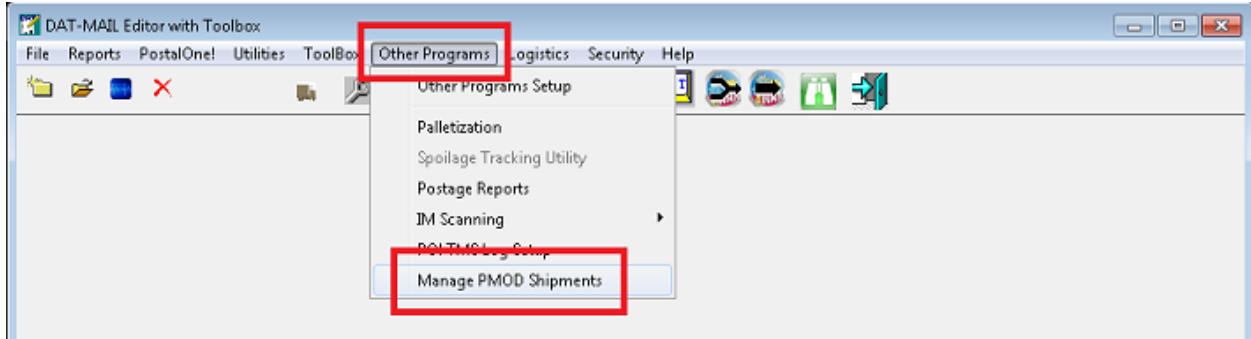


Clicking this button launches the 'PMOD Labels/Shipments Browse' screen, which displays a list of the PMOD/PMEOD batches for the selected job. In addition to shipment and label management, this screen also provides report and manifest management. Many of the functions can be performed for an entire batch of labels (refer to [MANAGING PMOD SHIPMENTS](#) for more information). These same functions are also accessible from the 'Transportation View' of a selected job (i.e. MANAGE PMOD SHIPMENTS button).

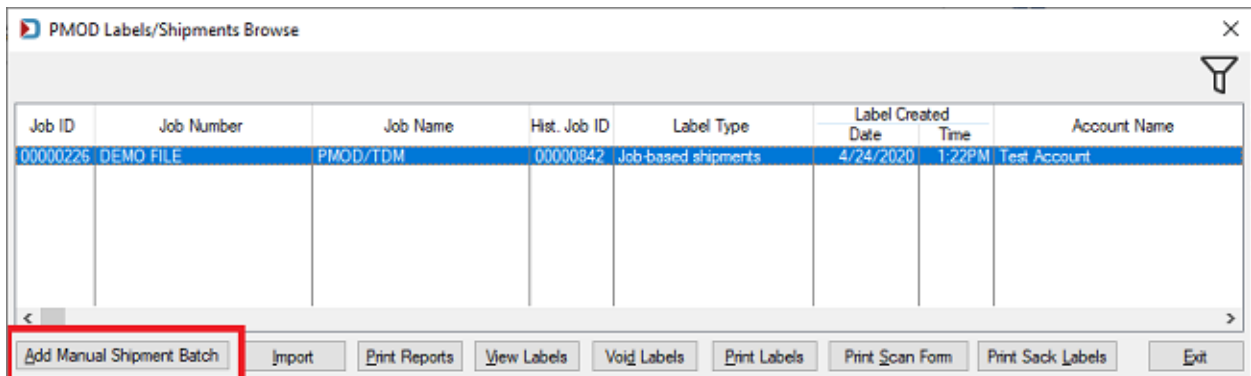


Create Shipments Manually

1. To create shipments manually (i.e. not from a Mail.dat file), select 'Other Programs' > 'Manage PMOD Shipments' from DAT-MAIL's main menu;



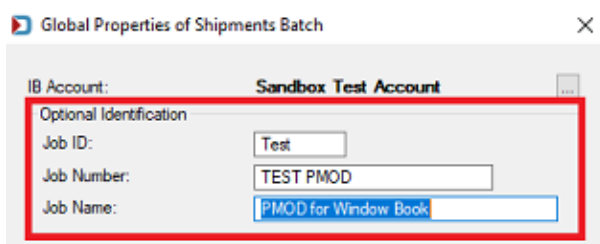
2. The *PMOD Labels/Shipments Browse* screen will display. Click the **Add Manual Shipment Batch** button;



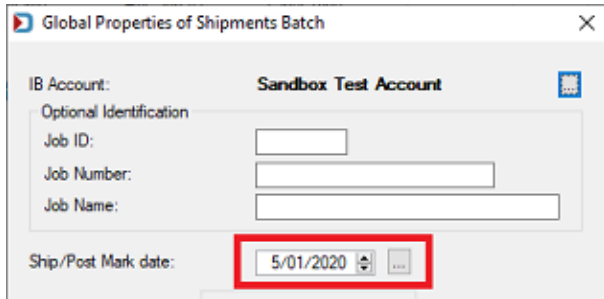
3. The *Global Properties of Shipments Batch* screen will display. Note the specified 'IB Account' that is to be used for the batch shipment. Select a different account if necessary;



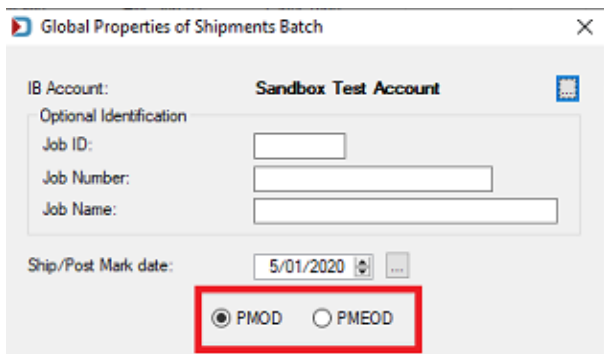
4. Populate 'Optional Identification', if helpful;



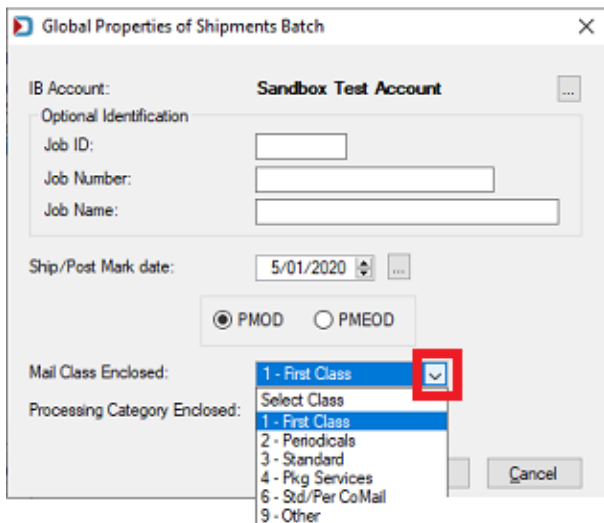
5. Specify a 'Ship/Post Mark date' if differ than today's date;



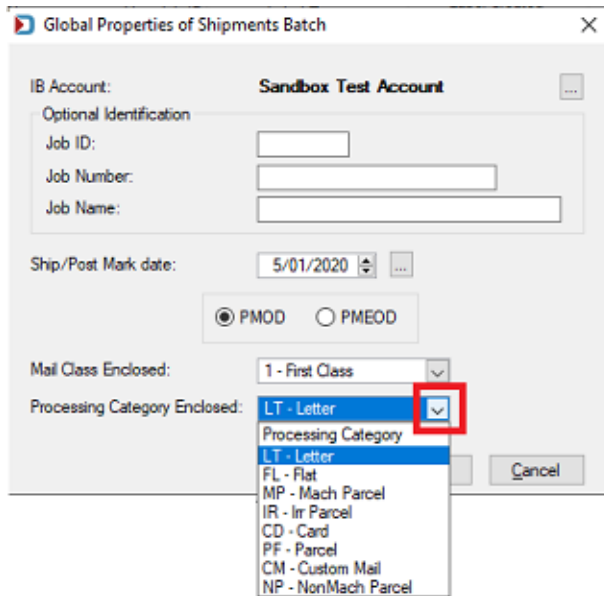
6. Select whether the batch shipment is supposed to be PMOD or PMEOD;



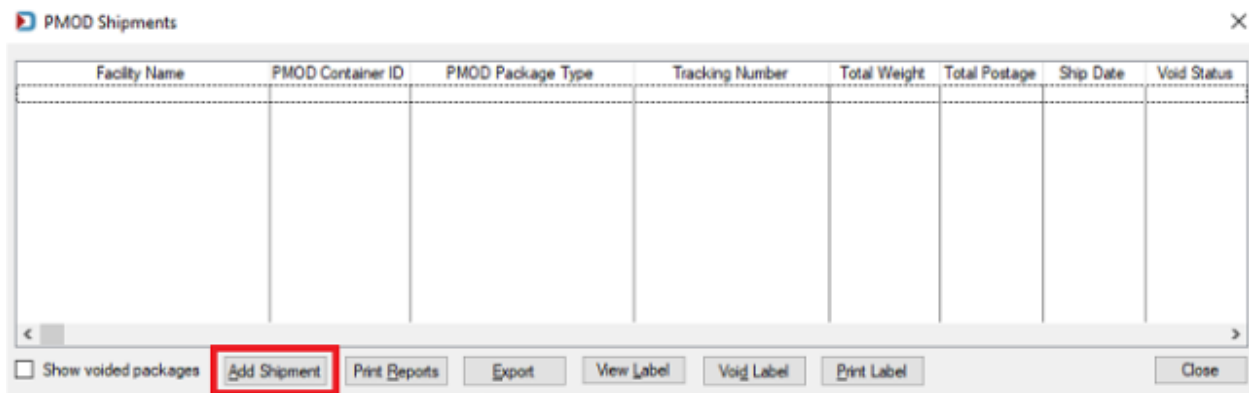
7. Select a mail class for the batch shipment from the list provided;



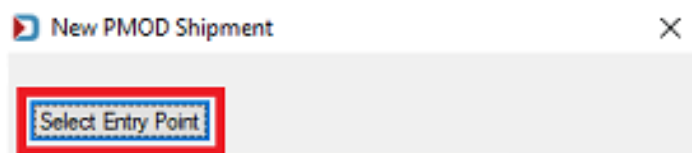
8. Select a processing category for the batch shipment from the list provided;



9. Click the **OK** button when finished. The *PMOD Shipment* screen will display. This screen will list individual shipments in the batch as they are created. Click the **Add Shipment** button;



10. The *New PMOD Shipment* screen will display. Click the **Select Entry Point** button;



- DAT-MAIL's *Drop Ship Facilities* screen will display. Select the appropriate drop ship facility type using the tabs along the top of the screen. From the corresponding list, select/highlight the facility name and click the **Select** button;

Drop Ship Facilities

NDC ADC SCE Origin DDU Lookup

To search, enter all or part of the zip code and press TAB

Chg Alt	DropShip Zip +4	Label Facility Name	City	SI	Site Code	SV	Label Zip	Facility Type	Eff. Start Date	Eff. End Date	ZIP Codes
	009369312	SCF SAN JUAN, PR 006	SAN JUAN	PR	EV17273	Y	006	S	9/23/2005	12/31/299	021
	015460001	SCF CENTRAL, MA 015	SHREWSBURY	MA	EV27659	Y	015	S	6/15/2012	12/31/299	022
	018897001	SCF MIDDLESEX, MA 018	NORTH READING	MA	EV28381	Y	018	S	6/15/2012	12/31/299	024
	022050016	SCF BOSTON, MA 021	BOSTON	MA	EV21507	Y	021	S	7/01/2015	12/31/299	
	029042477	SCF PROVIDENCE, RI 028	PROVIDENCE	RI	EV25935	Y	028	S	1/01/2013	12/31/299	
	031039997	SCF MANCHESTER, NH 030	MANCHESTER	NH	EV25570	Y	030	S	10/03/2011	12/31/299	
	040747001	SCF SOUTHERN, ME 040	SCARBOROUGH	ME	E007387	Y	040	S	10/03/2011	12/31/299	
	044447099	SCF EASTERN, ME 044	HAMPDEN	ME	EV27348	Y	044	S	6/04/2009	12/31/299	
	050019997	SCF WHITE RIV JCT, VT 050	WHITE RIVER JUNC	VT	EV27270	Y	050	S	9/23/2005	12/31/299	
	054529997	SCF BURLINGTON, VT 054	ESSEX JUNCTION	VT	EV28205	Y	054	S	9/23/2005	12/31/299	
	061019706	SCF HARTFORD, CT 060	HARTFORD	CT	EV20284	Y	060	S	10/01/2013	12/31/299	
	070999400	SCF DV DANIELS, NJ 070	KEARNY	NJ	EV19356	Y	070	S	10/15/2012	12/31/299	
	076999998	SCF NNJ METRO, NJ 076	TETERBORO	NJ	E003313	Y	076	S	10/04/2010	12/31/299	
	080319997	SCF SOUTH JERSEY, NJ 080	BELLMAWR	NJ	EV10103	Y	080	S	9/23/2005	12/31/299	
	086509997	SCF TRENTON, NJ 085	TRENTON	NJ	EV11574	Y	085	S	6/15/2012	12/31/299	

Site change or alternate site exists. Expired change.

USPS Redirections for selected Facility

DropShip ZIP+4	Site Code	Nass	SV	Label ZIP	Mail Class	Mail Shape	Pallet	Eff. Start Date	Eff. End Date	Label Facility Name	City	ZIP Codes
018897001	EV22061	018	Y	021	STD	FLATS	B	9/01/2014	12/31/2999	MIDDLESEX ESSEX	NOR	02136
018897001	EV22061	018	Y	021	STD	FLATS	B	11/01/2014	12/31/2999	MIDDLESEX ESSEX	NOR	02137
018897001	EV22061	018	Y	021	STD	FLATS	B	4/01/2015	12/31/2999	MIDDLESEX ESSEX	NOR	02143
018897001	EV22061	018	Y	021	STD	FLATS	B	6/01/2015	12/31/2999	MIDDLESEX ESSEX	NOR	02144
018897001	EV22061	018	Y	021	STD	FLATS	B	7/01/2015	12/31/2999	MIDDLESEX ESSEX	NOR	02145
018897001	EV22061	018	Y	021	STD	FLATS	B	7/01/2016	12/31/2999	MIDDLESEX ESSEX	NOR	02148
018897001	EV22061	018	Y	021	STD	FLATS	B	9/01/2018	12/31/2999	MIDDLESEX ESSEX	NOR	02149
												02152
												02180

View Select Select Redirection

This data is supplied by the USPS FAST system. Prior to mailing, please verify your shipping address to avoid delays

- In the *New PMOD Shipment* screen, select a Container Type from the list provided;

New PMOD Shipment

Select Entry Point: SCF BOSTON, MA 021
ZIP+4: 022050016, Locale Code: V21507


Container Type: Sack

Contents Weight: Sack

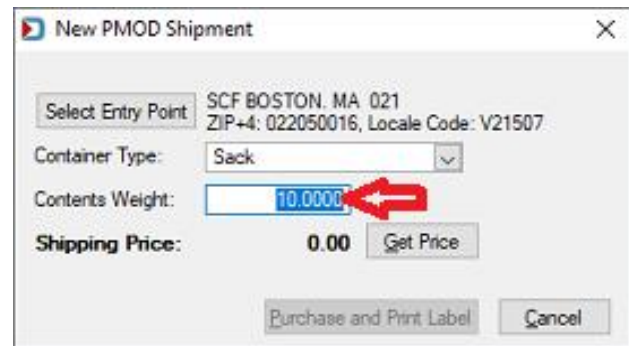
Shipping Price: 0.00 Get Price

Purchase and Print Label Cancel

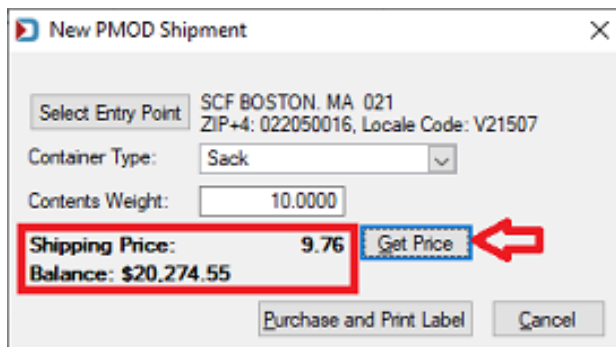
13. Enter the Contents Weight of the individual shipment;

 **Information About 'Contents Weight':** The weight of sacks includes the trays. It does not include the PMOD sack. It is not mail weight. Content weight includes trays for sacks and tray boxes. It does not on merged containers or flat rate boxes/envelopes

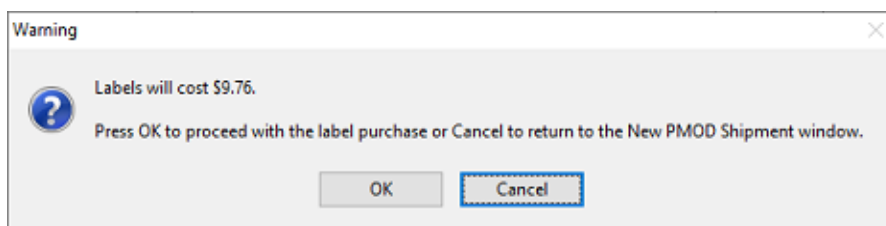
 **Sacks cannot exceed 70lbs.**



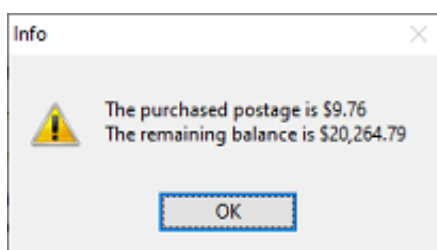
14. Click the **Get Price** button. In a few seconds, the screen will update to display a 'Shipping Price'. The existing balance of the Window Book/IB Account being used is also displayed;



15. When ready, click the **Purchase and Print Label** button (clicking the **Cancel** button will abort the shipment creation and return to the *PMOD Shipment* screen). A *Warning* dialog will display. Click the **OK** button to purchase the labels (clicking the **Cancel** button will abort the purchase and return the user to the *New PMOD Shipment* screen);

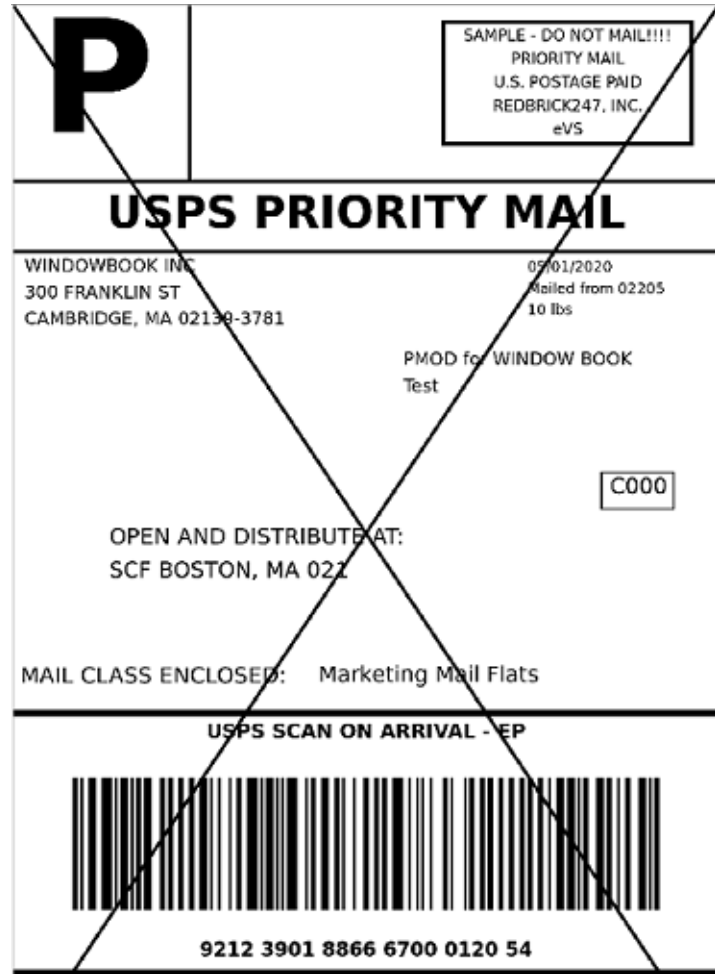


16. An *Info* dialog will display confirming the purchase, the purchase amount, and the remaining balance of the Window Book/IB Account used. Click the **OK** button to close the dialog;



A hard copy of the label will print to the printer specified in the PMOD Setup tab in DAT-MAIL (refer to 'PMOD' Tab for more information).

i Label depicted in the image (right) was generated in 'Test' mode.



In addition, the *PMOD Shipment* screen will update and display the newly created shipment.

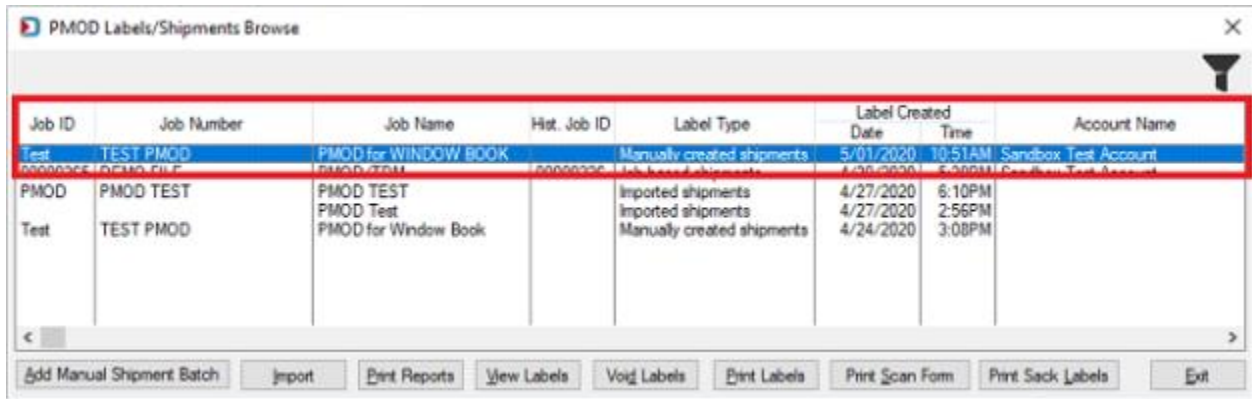
Facility Name	PMOD Container ID	PMOD Package Type	Tracking Number	Total Weight	Total Postage	Ship Date	Void Status
SCF BOSTON, MA 021	206	Sack	9212390188666700012054	10.0000	9.76	5/01/2020	Not Void

Show voided packages

From this screen, users can view an image of the label (i.e. **View Label** button), void the shipment (i.e. **Void Label** button), or print the label again if necessary (i.e. **Print Label** button). Also, additional shipments can be added to the batch, if preferred (i.e. **Add Shipment** button).

If a batch contains multiple shipments, some of which have been voided, users can choose whether or not they want to display the voided shipments in the list by checking or unchecking the 'Show voided packages' option; and

- Click the **Close** button to close the screen and return to the *PMOD Labels/Shipments Browse* screen. The screen will update to include the newly created batch shipment in the list, with a Job Description of “Manually created shipments”.

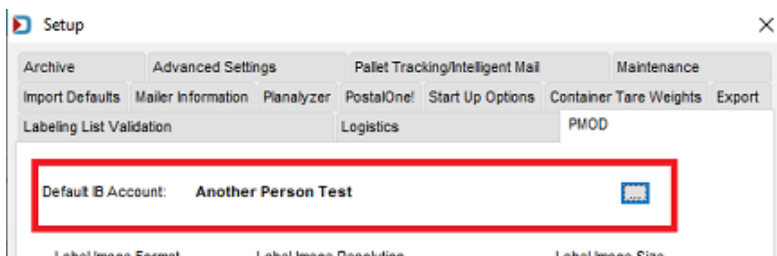


Management of the various batch shipments is performed using the different function buttons located along the bottom of the screen. For more information about the individual buttons, along with the filter options for viewing particular batch shipments, refer to *Managing All PMOD Shipments* in this Guide.

Create Shipments From An Imported File

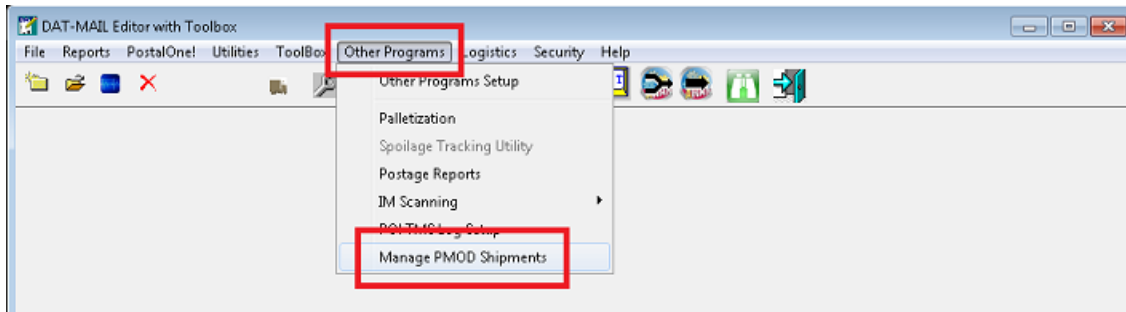
Shipments can be created by importing a file containing shipment data. The file must be a fixed format file and the fields must be in the correct positions (refer to [Import File Layout](#) for the file layout definition/design).

In addition, be aware that labels are automatically purchased when a file is imported using this feature. Labels are charged to the default IB account that is set in DAT-MAIL, so if a payment account other than the default should be charged, a different default IB account must be set *before* the import occurs (refer to [DEFAULT WINDOW BOOK/IB ACCOUNT](#) for instructions).

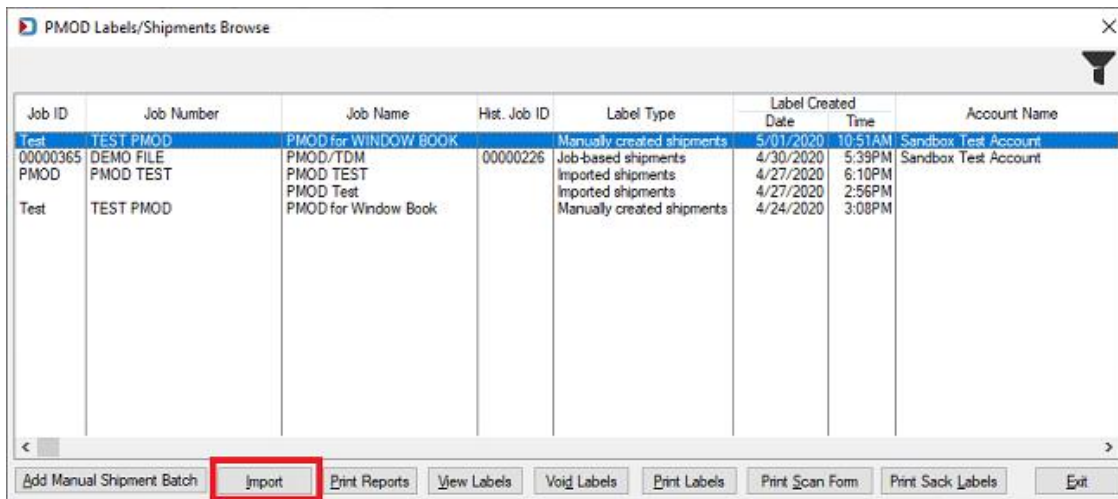


To create shipments using the Import function (and purchase labels), perform the following:

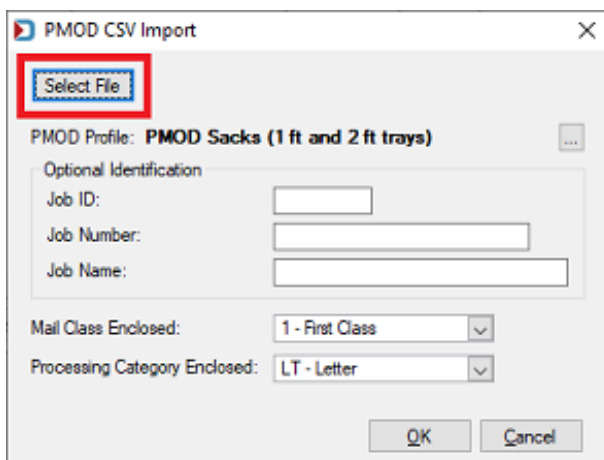
1. From DAT-MAIL, select 'Other Programs' > 'Manage PMOD Shipments' menu options;



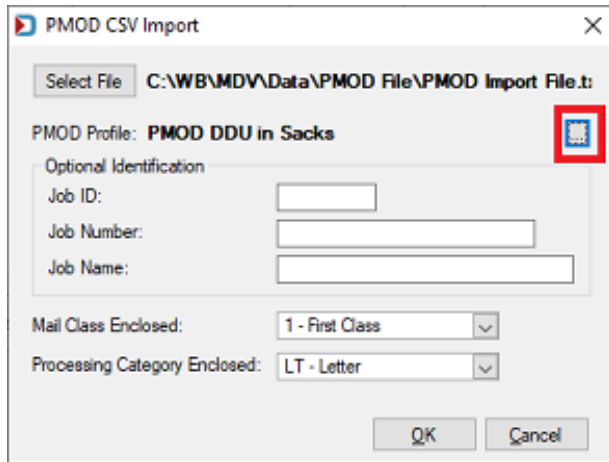
2. The *PMOD Labels/Shipments Browse* screen will display. Click the **Import** button;



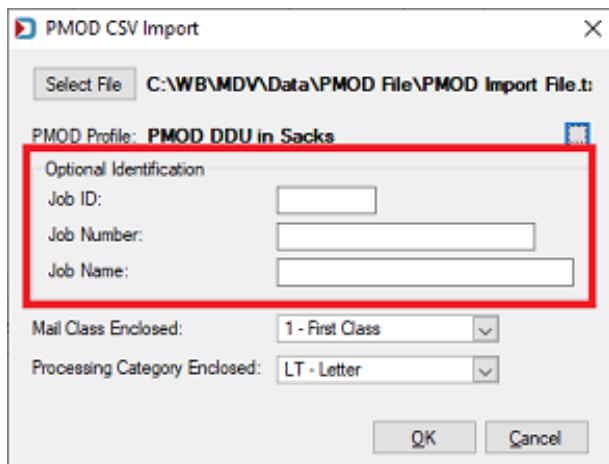
3. Click the **Select File** button and select the fixed format text file to import;



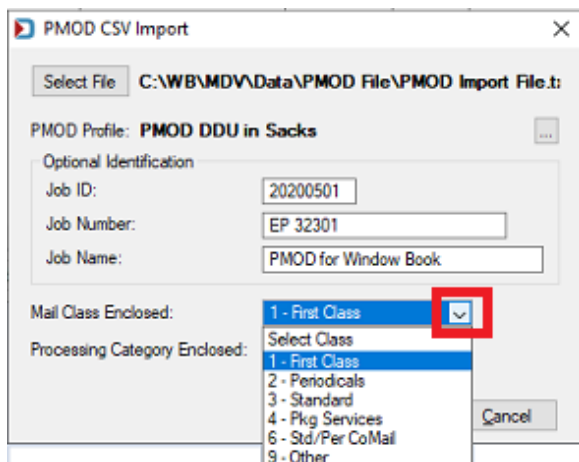
- 4. Using the corresponding browse button, select the 'PMOD Profile' to be applied to the shipment data in the file during the import;



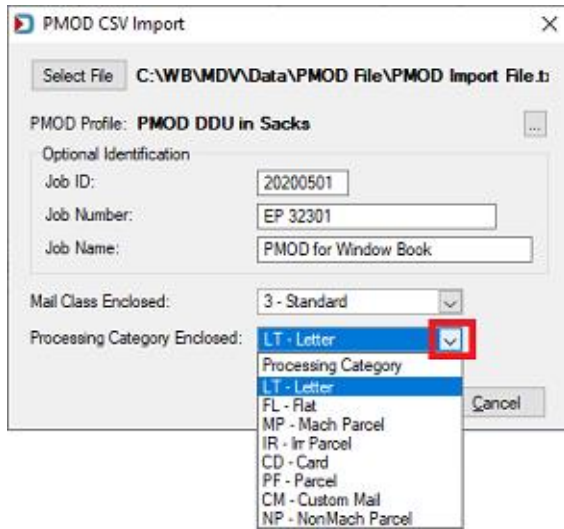
- 5. Populate the Optional Identification fields (if preferred);



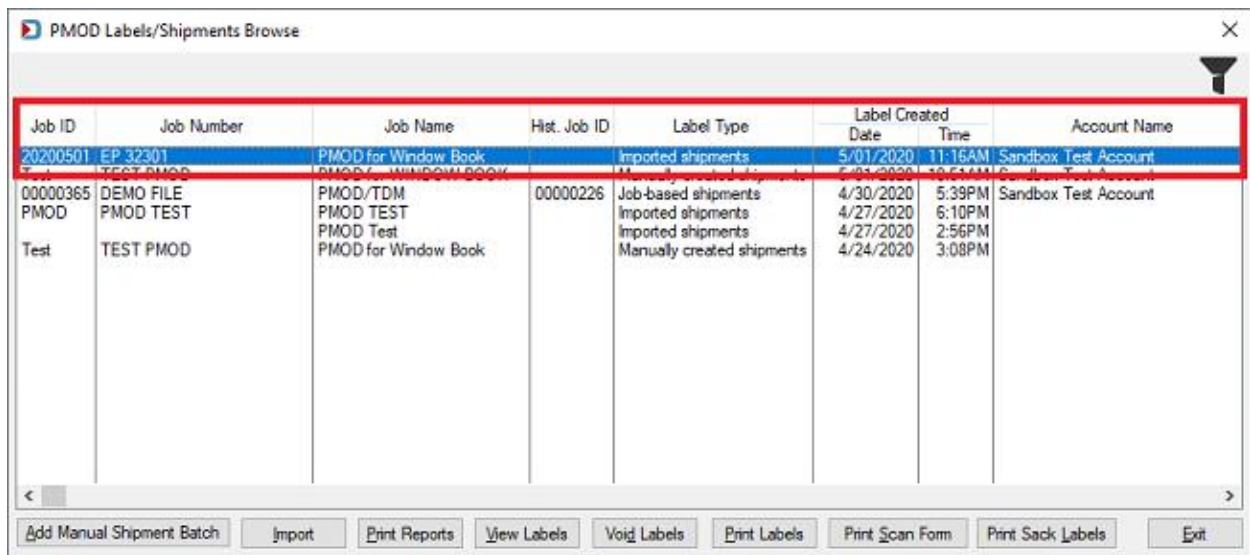
- 6. Using the droop-down provided, select the 'Mail Class Enclosed';



- Using the drop-down provided, select the 'Processing Category Enclosed'. When ready, click the click **OK** button.



- Purchase is complete, now labels can be viewed, printed or voided. Labels and reports can be printed.

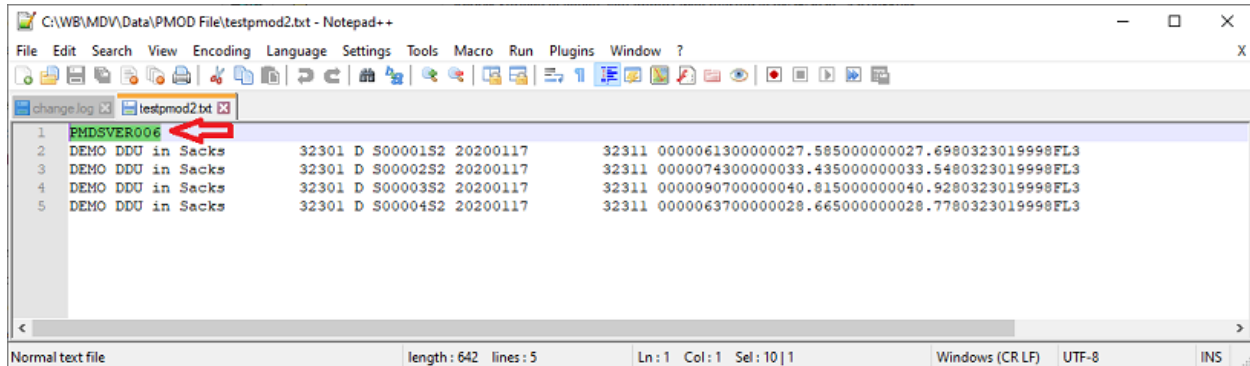


IMPORT FILE LAYOUT

Important information about the text file used with the Import function in DAT-MAIL’s PMOD module is provided below.

- The text file to be imported must be in fixed format;
- The necessary fields must be located in the exact, defined positions;

- The Individual field columns in the file do not contain headers; however, there is a header row that contains the following value: “PMDSVER006”; and



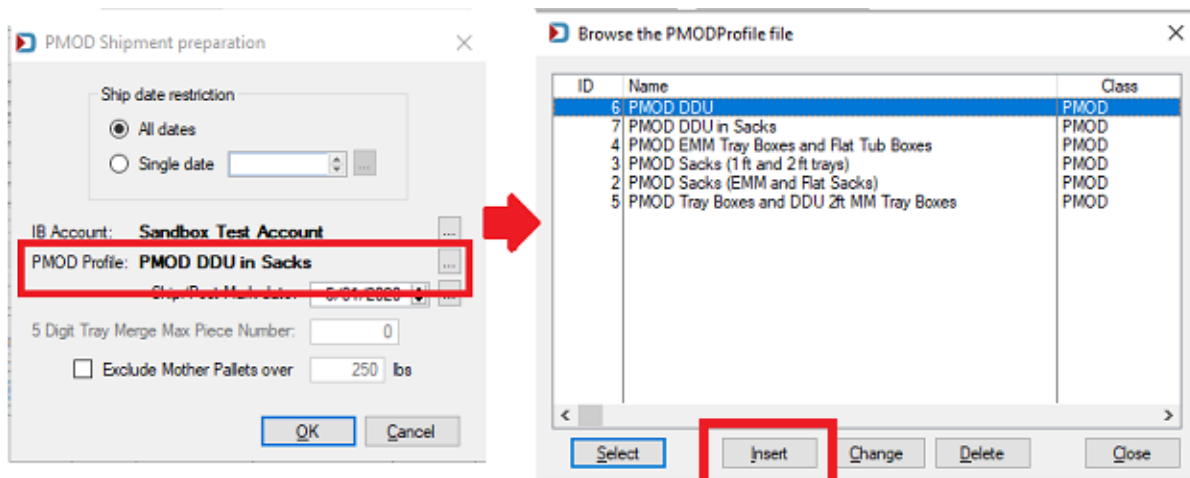
- Unless “values” are provided in the table, the Feld Names are explained in the [Mail.dat® IDEAlliance Database Standard, Version 19.1.01.4](#); specifically, the “Container Summary Record - .csm” section.

File Layout			
Position	Length	Field Name	
1 – 25	25	Job Number	
26 – 31	6	Entry Point for Entry Discount - Postal Code	
32 – 33	2	Entry Point for Entry Discount - Facility Type	
34 – 39	6	Container ID	
40-40	1	Window Book Container Type – T for Tray, S for Sack	
41 – 42	2	CSM Container Type	
43 – 50	8	Date (YYYYMMDD format)	
51 – 58	8	Reserved (leave blank)	
59 – 64	6	Container Destination Zip	
65 – 72	8	Pieces (must zero fill prior to numeric)	
73 – 85	13	Net Weight (must zero fill prior to numeric and add zeros after the decimal – example 99999999.9000)	
86 – 98	13	Gross Weight (must zero fill prior to numeric and add zeros after the decimal – example 99999999.9000)	
99 – 107	9	Entry Point - Actual / Delivery - Postal Code	
108 – 109	2	Principal Processing Category (Mail Shape). Values are: LT – letter, FL – flat, CD – card, OS – outside parcel, MP – Machinable Parcel	
110 – 110	1	Class Defining Preparation (Mail Class). Values are: 1 – first class, 2- periodicals, 3 – standard mail now referred to as Marketing Mail, 4 – package services	
111-116	6	Volume (leave blank, no longer applicable)	
117 – 156	40	CAPS Reference Number	

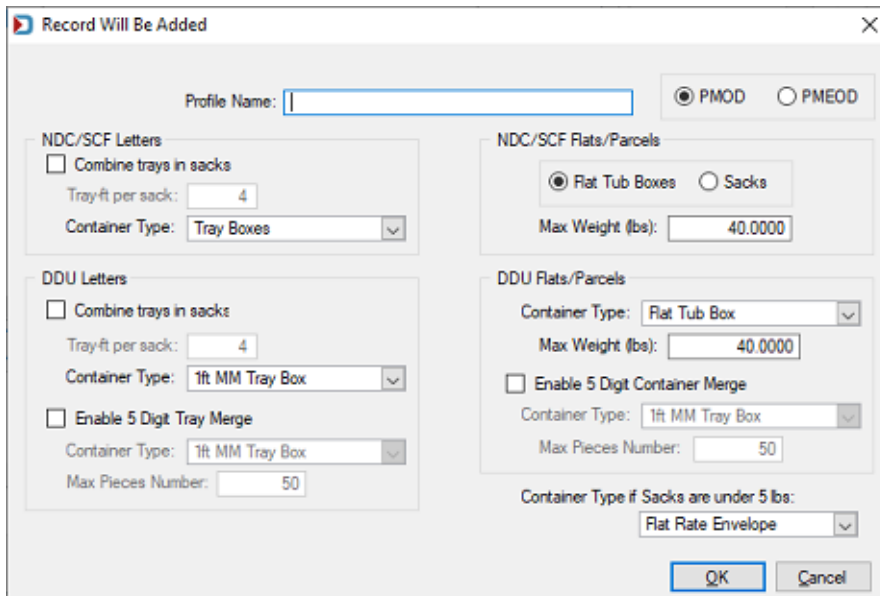
PMOD SHIPMENT PROFILES

PMOD shipment preparation profiles can be created to save the Mailer time and avoid possible errors when setting up PMOD and PMEOD shipments from Mail.dat files. Profiles are not used when creating shipments manually. The creation of profiles allows the Mailer to select different sets of processing options when aggregating their presort mail into PMOD/PMEOD shipments.

Selection, creation, and management of existing profiles occurs from the *Browse...* screen, which is accessible from the *PMOD Shipment preparation* screen. To create a new profile, click the **Insert** button.



A *Record Will Be Added* screen will display.



Enter a name for the profile and specify whether it is a PMOD or PMEOD.

There are four quadrants to the profile details screen: 'NDC/SCF Letters'; 'NDC/SCF Flats'; 'DDU Letters'; and 'DDU Flats'. The two areas that are labeled 'Flats' are for sacks and parcels.

- **NDC/SCF Letters:** This area has an option for the mailer to put multiple trays into a PMOD sack. Since some trays may be two feet and others one foot, mailers can choose how many total tray-feet will be placed in a sack. For example, if a mailer chooses 4 tray feet, they could fit: two, 2' trays; or four, 1' trays; or one, 2' tray with two, 1' trays.

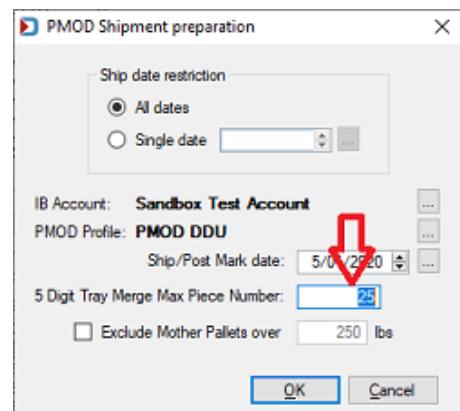
This area also contains a 'Container Type' of "Tray Boxes", which is not available for DDU Letters or DDU Flats. "Tray Boxes" are not a specific container type itself, but instead is a placeholder that means to use whatever tray type the current CSM record is using, which could be 1ft or 2ft or EMM. And a 'Container Type' of "1ft MM trays", while available for DDU Letters, NDC/SCF Flats (or parcels), and DDU Flats, it is not available for NDC/SCF Letters since 1ft trays are not big enough if the NDC/SCF Letters trays are currently 2ft trays.

- **DDU Letters:** This area contains a similar option to put multiple trays in a sack, but the mailer also has an option to combine the contents of trays going to the same entry facility that have a container destination Zip that is 5-digits in length (destination Zips containing only 3 digits are not included) into a single PMOD container. Mailers also have to pick what type of container that would be from the drop down provided.

The maximum number of pieces that can fit into the selected container type is entered by the Mailer on the *PMOD Shipment preparation* screen. The maximum number of pieces is not a field that is part of the PMOD profile since it is shipment specific.

If both 'Combine trays in sacks' and 'Enable 5 Digit Tray Merge' options are chosen, the system will attempt to combine as many trays as possible, then process the rest by putting the trays in sacks (refer to 5 Digit Container Merge Function for more information).

- **NDC/SCF Flats (or parcels):** Mailers can put sacks into PMOD sacks or flat tubs up to a certain weight based on the size and weight of the piece and specify the maximum weight allowed.
- **DDU Flats:** Mailers have more flexibility as to what kind of containers they choose. Like with DDU letters or parcels, Mailers can merge the contents of multiple 5-digit sacks or just put sacks into another container (refer to 5 Digit Container Merge Function for more information).
- **Container type if under 5 pounds (flats only):** There is a 5lb. minimum on all sacks unless Mailers have elected to put trays or other sacks into them. If one of the entry points falls below the minimum, a different container type must be selected for these light shipments.



5 Digit Container Merge Function

'Enable 5 Digit Container Merge' is an option available in the 'DDU Letters' and 'DDU Flats' areas of each PMOD profile. A Mailer's presort software will have to assign trays and sacks to the appropriate DDU facility taking into account the carrier routes serviced by each facility.

Do not attempt to convert a job that was not DDU presorted to DDU entry using Quick Plan or Planalyzer if the PMOD module is going to be used! The PMOD module will merge all containers going to a DDU. If a single Mail.dat tray has more pieces than the maximum specified in the 'Max Piece Number' field, the tray will not be split. This applies to merged containers only (not single containers).

The PMOD Open and Distribute Production report will show which trays/sacks are related to each shipment much like it would if Mailers were putting trays into PMOD Sacks. When the merged mailings are produced; however, the mail pieces would be taken out of the original trays or sacks. It is important to retain the original bundling if flats are being removed from sacks, but if letters are being removed, the pieces that came out of each tray should be banded together.



Using PMOD requires Clients to use the presort as-is, with no freight-planning first.

MANAGING PMOD SHIPMENTS

Previously created shipments can be accessed and managed based on an individual Mail.dat file or independent of any one specific Mail.dat file (i.e. users would select shipments from a general PMOD shipment list). This ability is necessary for those shipments created manually, i.e. not from a Mail.dat file. The management functionality is the similar between the two options, with only a few differences.

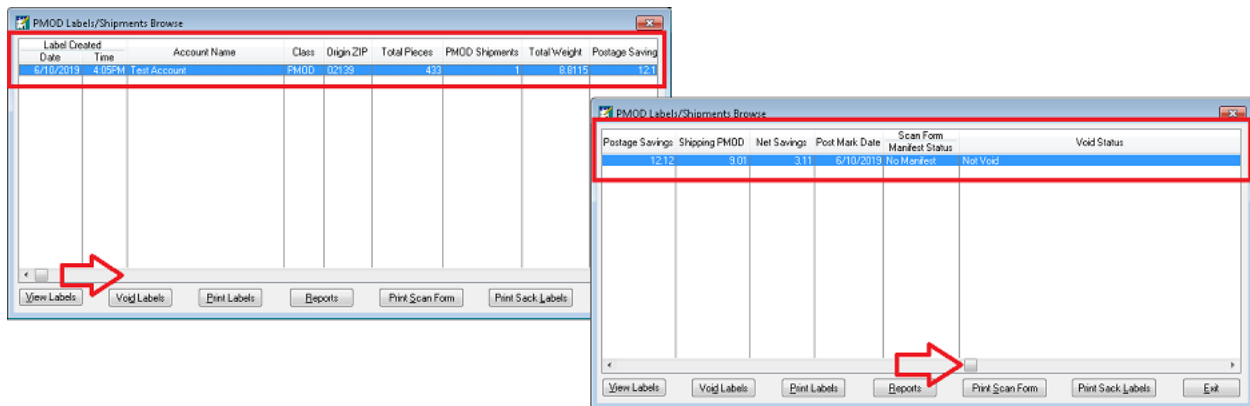
Managing PMOD Shipments By Mail.dat

Managing the PMOD shipments created from a specific Mail.dat file can be done by opening the Mail.dat file and accessing the file's 'Transportation View' from the Advanced Navigator. In the Transportation View, click the **Manage PMOD Shipments** button.


Physical ZIP Code	ZIP+4	SV	Pieces	Copies	Gross Weight	Mail Weight	Est. Mail Date	Drop Ship
SCF WESTCHESTER, NY 105	10510-1000	Y	304	304	25.8120	4.7120	6/10/2019	3/20
SCF BROOKLYN, NY 112	11256-9604	Y	811	811	54.7705	12.5705	6/10/2019	3/20
SCF WESTERN NASSAU, NY 115	11599-9900	Y	422	422	27.6410	6.5410	6/10/2019	3/20
SCF MD-ISLAND, NY 117	11747-3832	Y	407	407	27.4085	6.3085	6/10/2019	3/20
SCF GREENSBORO, NC 270	27496-9795	Y	274	274	25.3470	4.2470	6/10/2019	3/20
SCF CHARLOTTE, NC 280	28214-9105	Y	387	387	29.1985	5.9985	6/10/2019	3/20
SCF JACKSONVILLE, FL 320	32203-9996	Y	504	504	31.0120	7.8120	6/10/2019	3/20

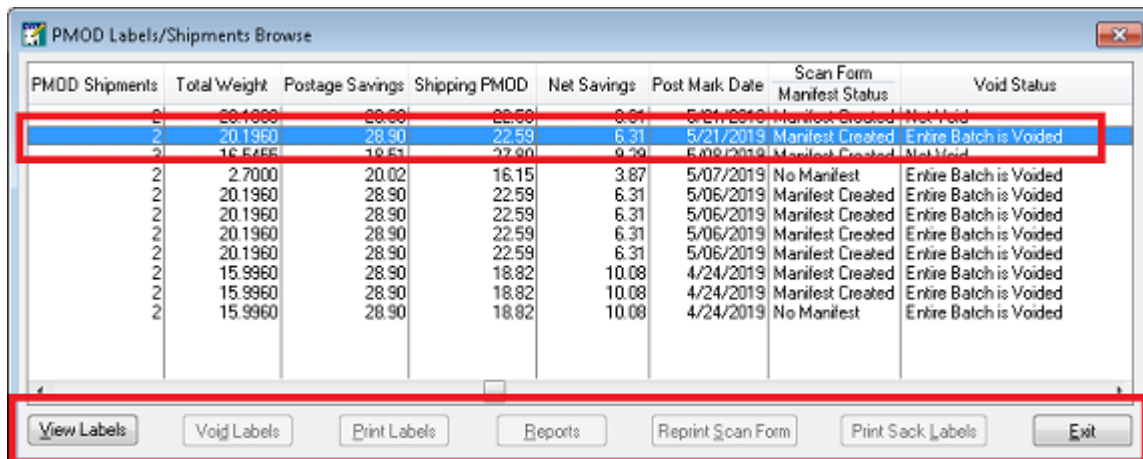
The 'PMOD Labels/Shipments Browse' screen displays the list of existing PMOD/PMEOD batches for the selected job (i.e. Mail.dat file).

In the screen example below, only one PMOD shipment has been created from the selected Mail.dat file. The screen provides the date and time the labels were created for a batch, the 'Account Name' (i.e. Window Book/IB account) that was used to purchase the labels, the 'Class' of mailing, the 'Origin Zip', 'Total Pieces', how many 'PMOD Shipments' were in the batch, the 'Total Weight', 'Postage Savings', 'Shipping PMOD' charges, the 'Net Savings' associated with the batch, the date the batch of shipments was post marked (i.e. 'Post Mark Date'), and the 'Scan Form Manifest Status' (if one was generated/printed), and the 'Void Status' of batch.



Several label and package management functions are available from this screen, some of which can be performed for an entire batch at once or for individual shipments in a batch.

 **With the exception of the VIEW LABELS and EXIT buttons, if the function buttons are grayed out, the selected shipment has a batch Void Status of "Entire Batch Voided".**



Label Created Date	Label Created Time	Account Name	Class	Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Saving
5/06/2020	11:48AM	Test Account	PMOD	02139	5,506	6	105.7692	143.1

Below are the functions button located on the *PMOD Labels/Shipments Browse* screen and a description for each:

- **View Labels button:** This button launches the *PMOD Shipment Estimates* screen for a selected shipment.

The *PMOD Shipment Estimates* screen provides shipment details for each entry point, along with sum totals pertaining to pieces, containers, weight, postage savings, shipping costs, and net savings. In addition, users can get tracking information for individual shipments/packages, and void, print or view individual labels by selecting an Entry Point on the screen and clicking the **View Shipments** button.

Destination Entry Point	Total Pieces	PMOD Shipments	Total Weight	Postage Savings	Shipping PMOD
SCF INDIANAPOLIS, IN 460	5,506	6	105.7692	143.16	11

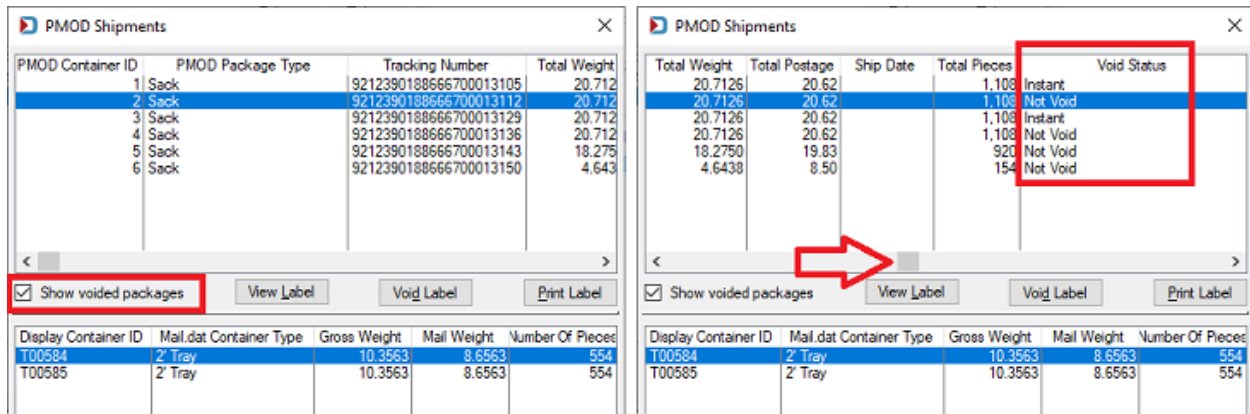
DISCOUNT LEVEL	PIECES	TRAYS/SACKS	WEIGHT	Postage Saving	Shipping	Net Saving
DDU	0	0	0.00	\$143.16		
SCF	5,506	13	105.77		\$110.81	
NDC	0	0	0.00			
ORIGIN	0	0	0.00			
					Net Saving	\$32.35

PMOD Container ID	PMOD Package Type	Tracking Number	Total Weight
1	Sack	9212390188666700013105	20.712
2	Sack	9212390188666700013112	20.712
3	Sack	9212390188666700013129	20.712
4	Sack	9212390188666700013136	20.712
5	Sack	9212390188666700013143	18.275
6	Sack	9212390188666700013150	4.643

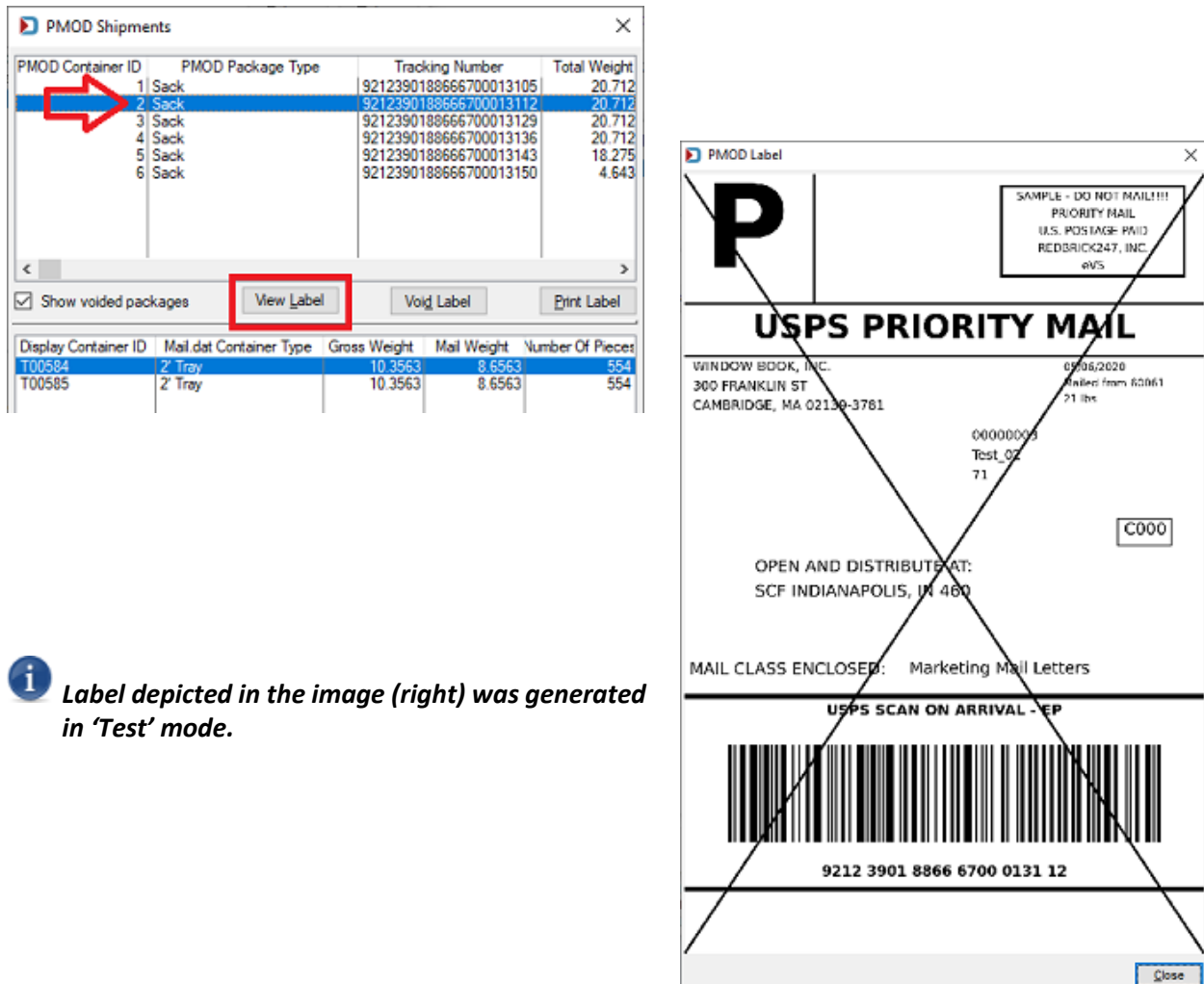
Display Container ID	Mail Container Type	Gross Weight	Mail Weight	Number Of Pieces
T00582	2' Tray	10.3563	8.6563	554
T00583	2' Tray	10.3563	8.6563	554

The *PMOD Shipments* screen will display, listing each PMOD shipment, along with each shipment's corresponding container information. Each package's tracking information is also provided.

Select (i.e. check) the option ‘Show voided packages’ to include voided packages in the displayed list. To identify whether a package has been voided, scroll right in the top window (i.e. window containing tracking numbers).

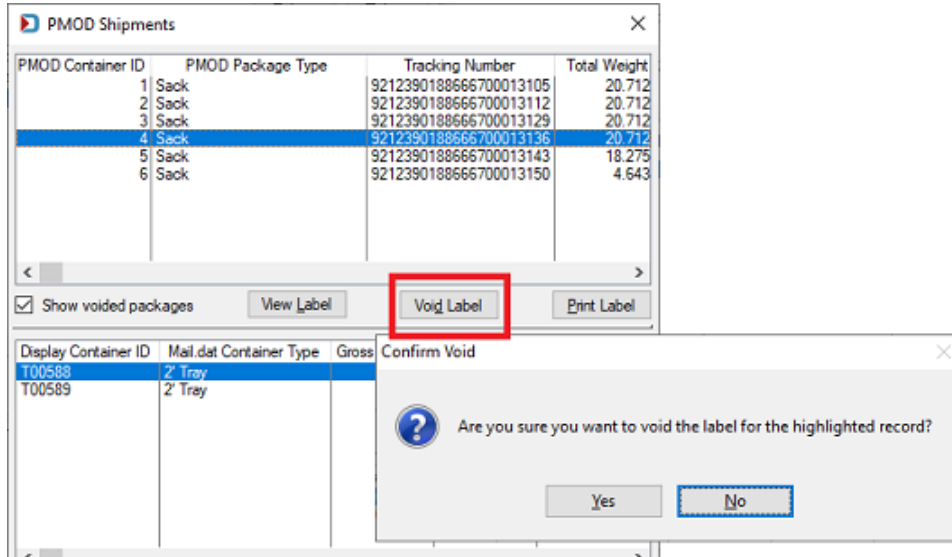


Labels for each package can be viewed (PNG label image type only) by highlighting the specific package and clicking the **View Label** button.

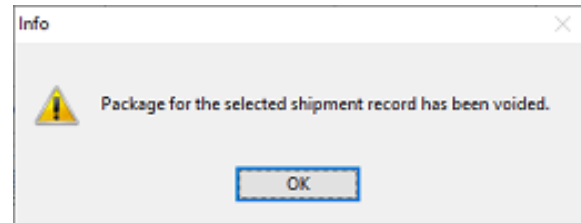


i Label depicted in the image (right) was generated in ‘Test’ mode.

A single package label can be voided by highlighting the specific package and clicking the **Void Label** button. A *Confirm Void* dialog will display. Click the **Yes** button to close the dialog and continue with the void process (clicking the **No** button closes the dialog and aborts the void process).



An *Info* dialog will display. Click the **OK** button to close the dialog and return to the *PMOD Shipments* screen.




The 'Void Status' column will update accordingly. Possible values for 'Void Status' of individual shipments are:

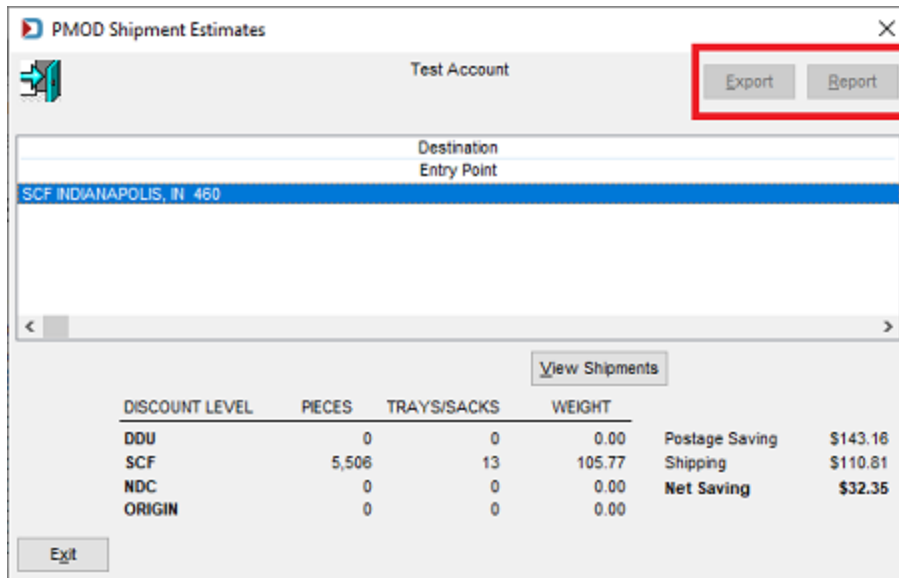
- ~ "Not Void" – package has not been voided;
- ~ "Instant" – package was voided the same day the labels were purchased for it. The refund will be deposited back into the associated IB account after 15 minutes; and
- ~ "Delayed" – package was voided the day after the labels were purchased (or later). The refund will be deposited back into the associated Window Book/IB account after 14 days.

i *As of May 2020, the void statuses for individual packages are as stated above. However, due to a change in how IB handles voids, these statuses will be changing in the near future. There is no longer an "instant" void. All IB-issued refunds will take place 14 days after the void occurs. This status change pertains to individual packages, only.*

 *The returned void statuses of individual shipments differ then the statuses for [Batch Voids](#).*

 *When voiding purchased labels for specific shipments, users should be aware that the totals provided on the "PMOD Shipments Estimates" screen will not update and show new totals based*

on the changes to the data that occurred with the void(s). The screen will continue to display the original total batch information; however, detail by entry point will no longer be available (see screen image below). In addition, the “PMOD Estimate Report” will no longer be available (i.e. the EXPORT and REPORT buttons will be grayed out). Confirmation of the changes made to the data will be reflected in the “Open and Distribute Production Report” (refer to [REPORTS](#) for more information).



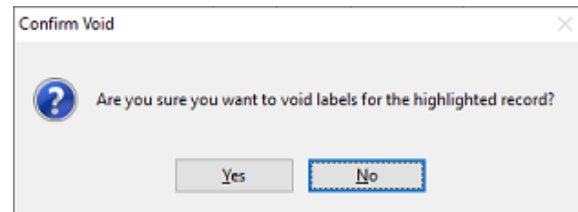
i Labels can also be voided for an entire batch. For information on batch voids, refer to [VOID LABELS](#) button below.

And finally, a label can be printed by highlighting the specific package and clicking the **Print Label** button.

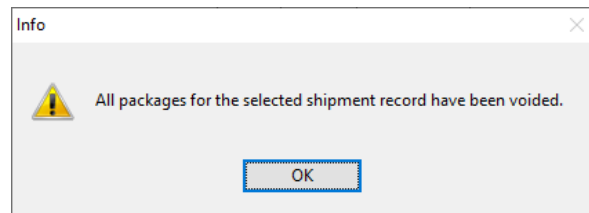
i Avery® produces a very common label stock that can be used with laser printers for printing labels (not applicable for thermal printers or 'ZPL' format). The Avery 5126 two per page 5.5 x 8.5" labels (the image printed on each label is 4x6).

Click the **Close** button to exit the *PMOD Shipments* screen and return to the *PMOD Shipment Estimates* screen. Click the **Exit** button to return to the *PMOD Labels/Shipments Browse* screen (i.e. 'Manage Labels').

- Void Labels button:** The function of this button is to void the labels for an entire batch to avoid having to void each package in a batch. Select (i.e. highlight) the batch in the list and click the **Void Labels** button. A *Confirm Void* dialog will display. Click the **Yes** button to close the dialog and proceed with the void process (clicking the **No** button closes the dialog and aborts the void process).



After the void process is complete, an *Info* dialog will display, confirming that all of the packages for the selected batch or shipment record have been voided. Click the **OK** button to close the dialog.



The voided batch will continue to display in the *PMOD Shipment Estimates* screen; however, the 'Void Status' column will update the display the correct value that pertains to the batch void.

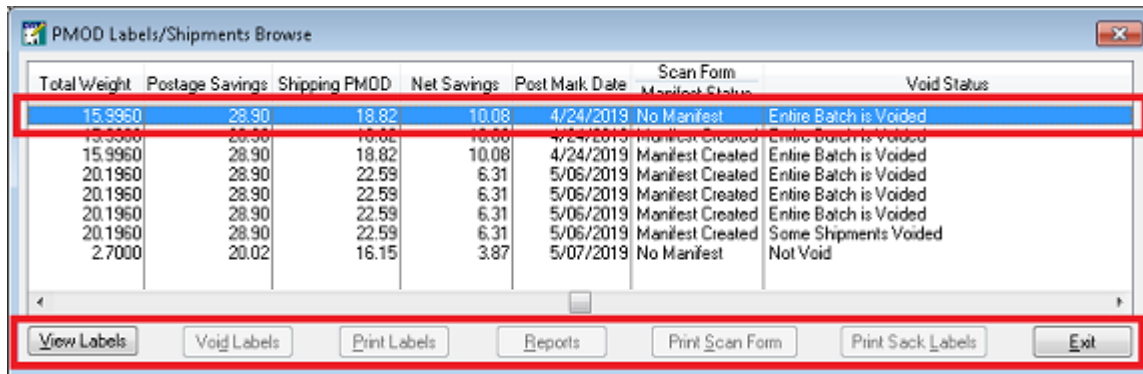
The different possible void statuses for batch voids are as follows:

- ~ “Not Void” – package has not been voided;
- ~ “Entire Batch Voided” – all shipments in a batch have been voided; and
- ~ “Some Shipments Voided” – some of the shipments in a batch have been voided (i.e. not the entire batch).



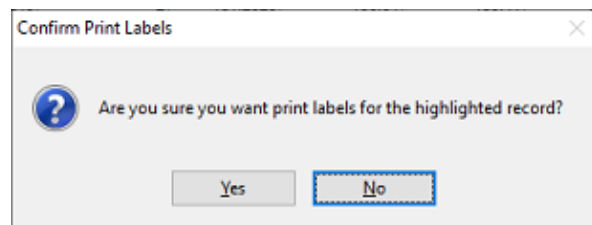
The returned void statuses for batch voids differ then the statuses for individual shipment voids.

Also, with the exception of the **View Shipments** and **Exit** buttons, the function buttons on the *PMOD Labels/Shipments Browse* screen (i.e. Manage Shipments) will not be enabled when the voided batch is selected in the list.



- **Print Labels button:** Clicking this button allows the user to print the labels for an entire PMOD batch (not individual labels). Highlight the batch in the list and click the **Print Labels** button.

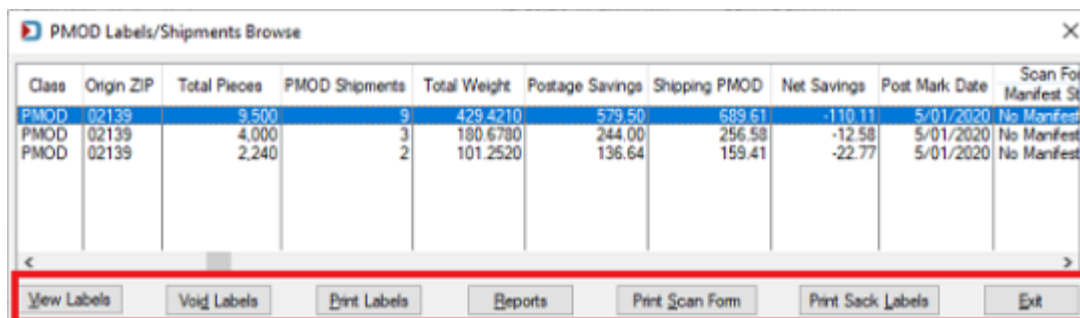
A *Confirm Print Labels* dialog will display. Click the **Yes** button to close the dialog and continue with the batch print process (clicking the **No** button will close the dialog and abort the batch print process).



If an Error dialog displays informing the use that a “PMOD Label Printer is not specified in DM Setup”, click OK to close the dialog. Exit the ‘PMOD Labels/Shipments Browse’ screen and navigate to DAT-MAIL’s Setup screen; specifically the PMOD tab, and specify a label printer (refer to DAT-MAIL PMOD SETUP > ‘PMOD’ TAB > [LABEL & SCAN FORM PRINTER SETUP](#) for instructions).



Avery® produces a very common label stock that can be used with laser printers for printing labels (not applicable for thermal printers or ‘ZPL’ format). The Avery 5126 two per page 5.5 x 8.5” labels (the image printed on each label is 4x6).

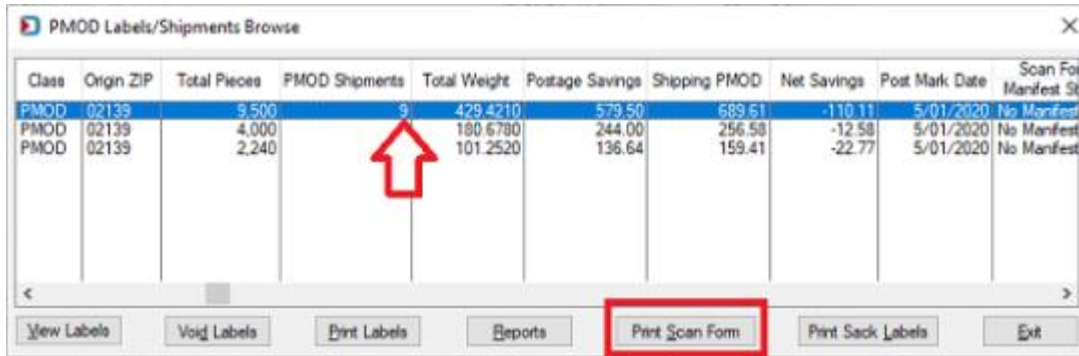


- **Reports button:** Clicking the **Reports** button displays one report option, which is the “Open and Distribute Production report”. Information about the ‘Open and Distribute Production report’ is

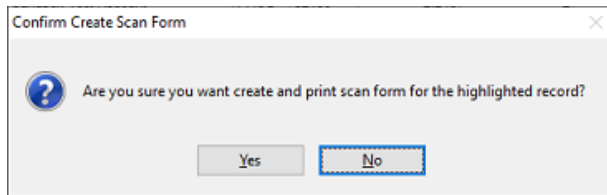
documented under [REPORTS](#) in this Guide. The report options differ between shipments created from a Mail.dat file versus shipments created manually.

- Print Scan Form** button: Clicking this button generates and prints a PS Form 5830, which is used for shipment confirmation and acceptance. The form displays the number of PMOD or PMEOD shipments and contains a single EFN barcode or manifest ID which identifies and links each individual shipment for all entry points that make up a batch. This simplifies the PMOD mailing process in that Mailers do not have to print a PS Form 5830 for each individual shipment in a batch. The scan form consolidates all shipments under one EFN barcode or manifest ID. Using this function requires the setup of a Scan Form Printer in the *Setup* screen in DAT-MAIL; specifically, the 'PMOD' tab (refer to LABEL & SCAN FORM PRINTER SETUP for more information).

Select/highlight the batch in the *PMOD Labels/Shipments Browse* screen and click the **Print Scan Form** button. In the example being used here, the selected batch contains nine PMOD shipments.

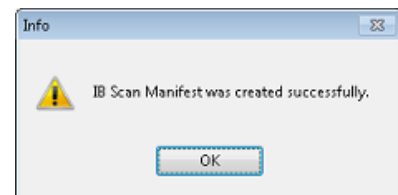


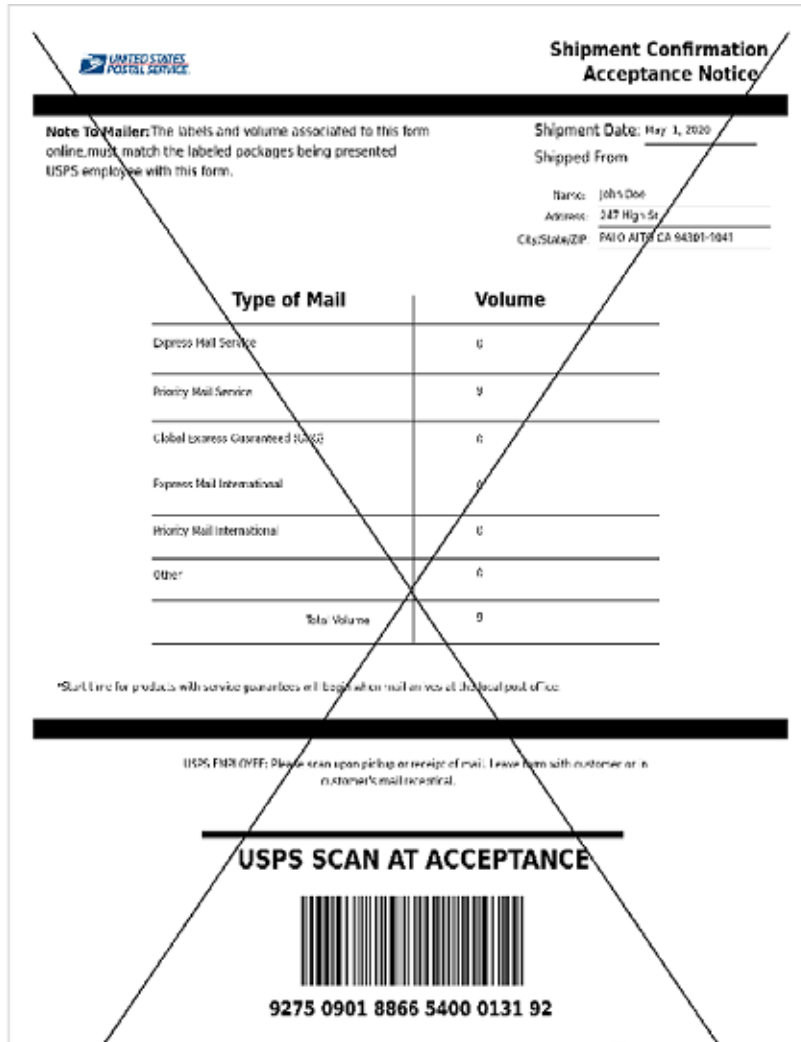
- Once a scan form is created/printed successfully, the PRINT SCAN FORM button will be replaced with a REPRINT SCAN FORM button.**



A confirmation dialog will display. Click the **Yes** button to create and print a scan form for the selected batch (clicking the **No** button will close the dialog and abort the process).

A dialog will display to confirm the manifest was created successfully. Click the **OK** button to close the dialog.





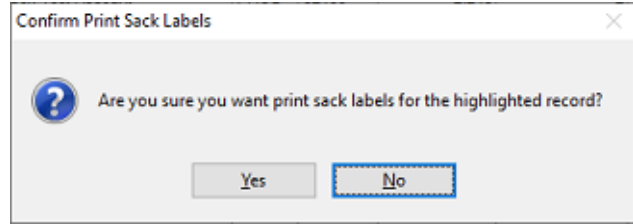
Example: Scan Form/ Manifest generated/created in Test mode. Note the number of PMOD shipments (i.e. 4) matches the number of shipments in the batch.

Class	Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Savings	Shipping PMOD	Net Savings	Post Mark Date	Scan For Manifest St
PMOD	02139	9,500	9	429.4210	579.50	689.61	-110.11	5/01/2020	No Manifest
PMOD	02139	4,000	3	180.6780	244.00	256.58	-12.58	5/01/2020	No Manifest
PMOD	02139	2,240	2	101.2520	136.64	159.41	-22.77	5/01/2020	No Manifest

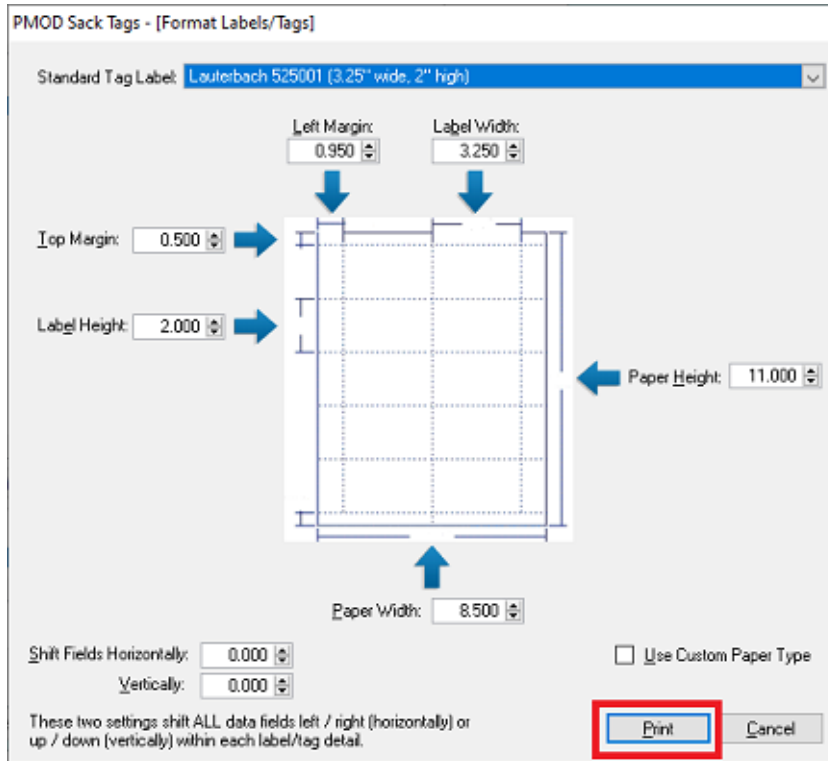
Buttons: View Labels, Void Labels, Print Labels, Reports, Print Scan Form, Print Sack Labels, Exit

- **Print Sack Labels** button: PMOD Sacks need special PMOD Sack tags, not just PMOD shipping labels. To print sack labels for a batch that contains sacks (i.e. container type = 'S'), select the batch and click the **Print Sack Labels** button.

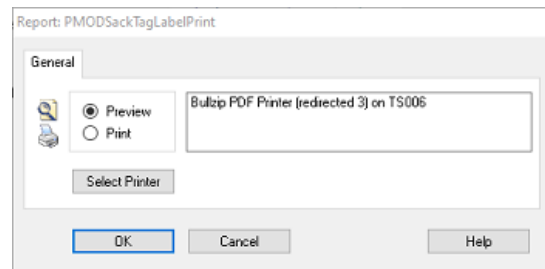
A *Confirm Print Sack Labels* dialog will display. Click the **Yes** button to close the dialog and continue with the printing process (clicking the **No** button will close the dialog and abort the process).



The *PMOD Sack Tags – [Format Labels/Tags]* screen will display. Make adjustments, if necessary. When ready, click the **Print** button.



A print dialog will display. Select 'Preview' or 'Print' and either use the default printer or select a different printer. Click the **OK** button when ready.



Example: Preview of sack tags for batch containing 9 shipments.

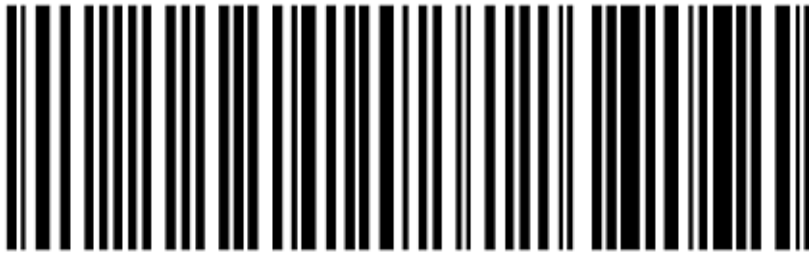


A PMOD sack tag will include the 'Job#' (i.e. job number) derived from the Mail.dat Header of the Mail.dat file HDR-1102 (Licensed User Job Number); 'Sack Number' which is the PMOD SysID; and 'Pieces', which is the total number of pieces of the sacks/trays put in the sack.

DDU LAKE JACKSON FL
PMOD FLTS
CAMBRIDGE MA 02139

32303

901264001

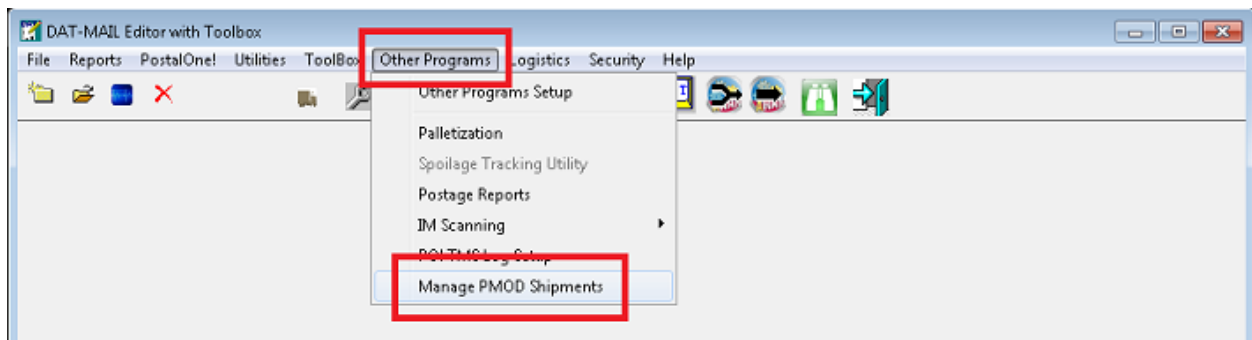


323030301 901264001 768918

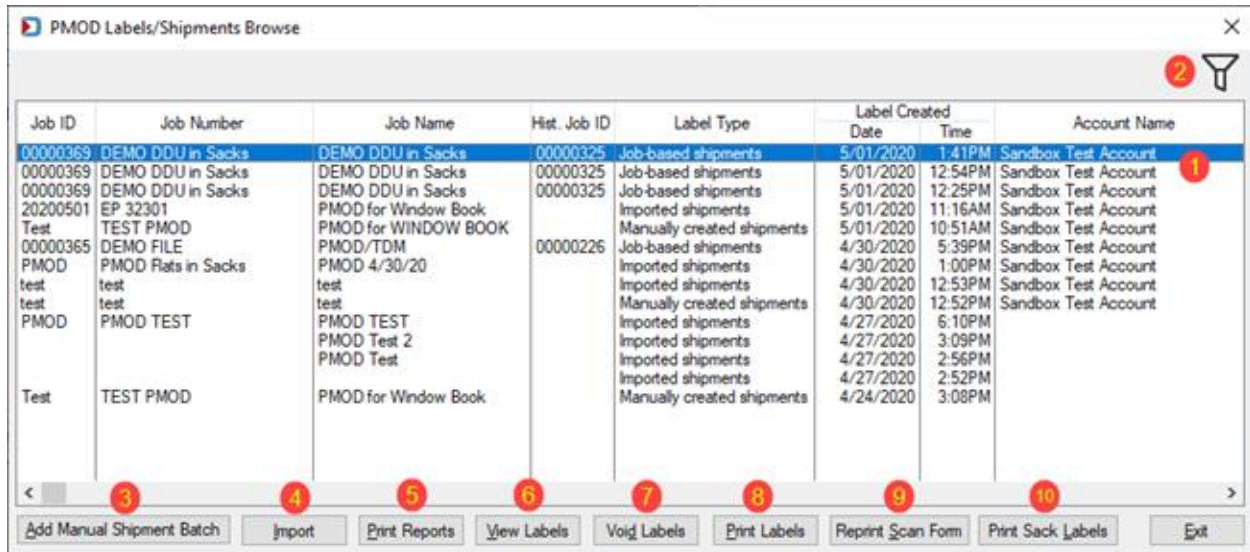
Job# DEMO DDU in Sacks Sack Number: 223 Pieces: 1134

Managing All PMOD Shipments

To manage all existing PMOD shipments from one central location, select the 'Other Programs' > 'Manage PMOD Shipments' menu option from DAT-MAIL's main screen.





The PMOD Labels/Shipments Browse screen will display.

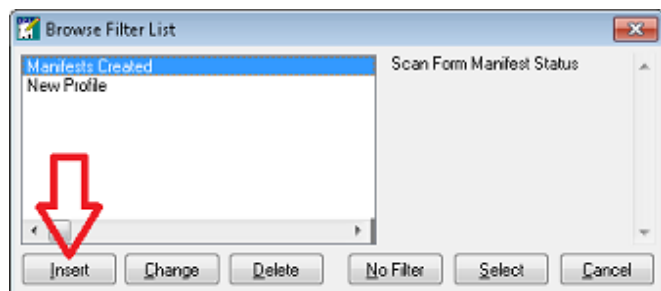


- **1** The screen displays all existing PMOD shipments, including voided shipments, whether they have been created from a Mail.dat file or created manually by a user. Manually created shipments contain a 'Job Description' of "Manually created shipments". The screen displays the following information for each PMOD shipment:

Job ID;	Total Pieces;
Job Number;	PMOD Shipments (number of)
Job Description;	Total Weight;
Hist Job ID (Historical Job ID);	Postage Savings;
Label Created Date;	Shipping PMOD (shipping charges);
Label Created Time;	Net Savings;
Account Name (IB Account Used);	Post Mark Date;
Class (PMOD or PMEOD);	Scan Form Manifest Status; and
Origin Zip;	Void Status.

- **2** The screen's filter function allows users to limit or control the PMOD shipments that display, 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).

Click the Filter icon to launch the Filter List. Existing filters (if any) will display in the window (in the screen image below, a previously created filter named "Manifest Created" is listed). To apply an existing filter to the PMOD shipments list, highlight it in the list and click the **Select** button. To create a new filter, click the **Insert** button.

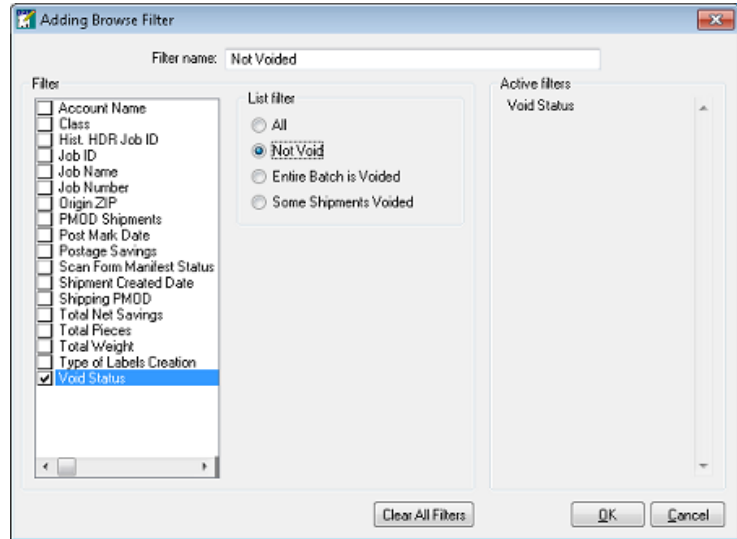


The *Adding Browse Filter* screen will display.

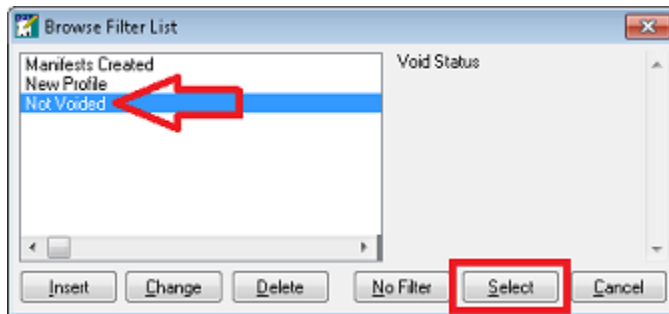
Enter a name for the filter.

From the list of filter criteria on the left, select (i.e. check) which option(s) to use for filtering the existing PMOD shipments list.

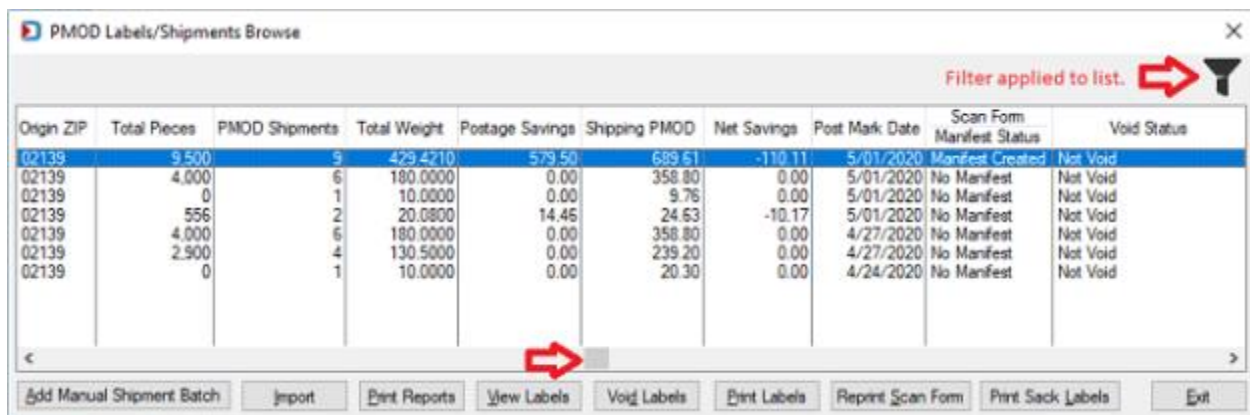
Further the criteria definition by selecting the desired values on the right for that criteria.



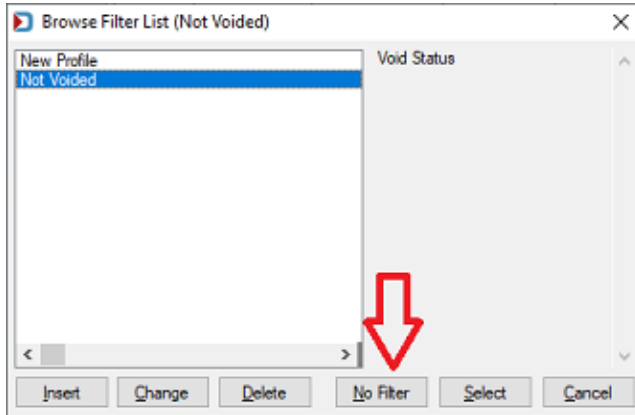
In the example here the “Not Voided” filter will only display those PMOD/PMEOD shipments that have a void status of “Not Void”. Click the **OK** button when finished to close the screen. The *Browse Filter List* screen will update and display the newly created filter in the list. To apply the filter, select/highlight it and click the **Select** button.



Browse Filter List screen will close and the *PMOD Labels/Shipments Browse* screen will update to display only those shipments with a Void Status of “Not Void”.



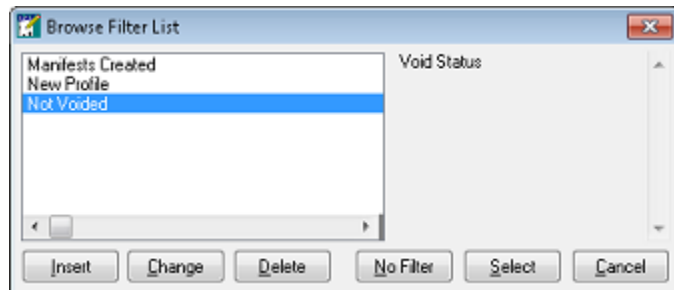
To remove a filter from the shipment list, click the Filter icon. The *Browse Filter List* screen will display. Click the **No Filter** button.



The *Browse Filter List* screen will automatically close and the *PMOD Labels/Shipments Browse* screen will update, showing that no filter has been applied, and displaying all existing PMOD/PMEOD shipments.

Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Savings	Shipping PMOD	Net Savings	Post Mark Date	Scan Form Manifest Status	Void Status
02139	9,500	9	429.4210	579.50	689.61	-110.11	5/01/2020	Manifest Created	Not Void
02139	4,000	3	180.6780	244.00	256.58	-12.58	5/01/2020	No Manifest	Entire Batch is Voided
02139	2,240	2	101.2520	136.64	159.41	-22.77	5/01/2020	No Manifest	Entire Batch is Voided
02139	4,000	6	180.0000	0.00	358.80	0.00	5/01/2020	No Manifest	Not Void
02139	0	1	10.0000	0.00	9.76	0.00	5/01/2020	No Manifest	Not Void
02139	556	2	20.0800	14.46	24.63	-10.17	5/01/2020	No Manifest	Not Void
02139	30,000	27	1,355.8760	0.00	2,088.73	0.00	4/30/2020	No Manifest	Some Shipments Voided
02139	4,000	3	180.6780	0.00	256.58	0.00	4/30/2020	No Manifest	Entire Batch is Voided
02139	0	1	10.0000	0.00	20.30	0.00	4/30/2020	No Manifest	Entire Batch is Voided
02139	4,000	6	180.0000	0.00	358.80	0.00	4/27/2020	No Manifest	Not Void
02139	2,900	4	130.5000	0.00	239.20	0.00	4/27/2020	No Manifest	Entire Batch is Voided
02139	2,900	4	130.5000	0.00	239.20	0.00	4/27/2020	No Manifest	Not Void
02139	30,000	48	1,350.0000	0.00	2,870.40	0.00	4/27/2020	Manifest Created	Entire Batch is Voided
02139	0	1	10.0000	0.00	20.30	0.00	4/24/2020	No Manifest	Not Void

Existing filters can be changed or modified (i.e. highlight the filter in the list and click the **Change** button) and existing filters can be deleted (i.e. highlight the filter in the list and click the **Delete** button).



Job ID	Job Number	Job Name	Hist. Job ID	Label Type	Label Created		Account Name
					Date	Time	
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	1:41PM	Sandbox Test Account
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	12:54PM	Sandbox Test Account
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	12:25PM	Sandbox Test Account
20200501	EP 32301	PMOD for Window Book		Imported shipments	5/01/2020	11:16AM	Sandbox Test Account
Test	TEST PMOD	PMOD for WINDOW BOOK		Manually created shipments	5/01/2020	10:51AM	Sandbox Test Account
00000365	DEMO FILE	PMOD/TDM	00000226	Job-based shipments	4/30/2020	5:39PM	Sandbox Test Account
PMOD	PMOD Flats in Sacks	PMOD 4/30/20		Imported shipments	4/30/2020	1:00PM	Sandbox Test Account
test	test	test		Imported shipments	4/30/2020	12:53PM	Sandbox Test Account
test	test	test		Manually created shipments	4/30/2020	12:52PM	Sandbox Test Account
PMOD	PMOD TEST	PMOD TEST		Imported shipments	4/27/2020	6:10PM	
		PMOD Test 2		Imported shipments	4/27/2020	3:09PM	
		PMOD Test		Imported shipments	4/27/2020	2:56PM	
				Imported shipments	4/27/2020	2:52PM	
Test	TEST PMOD	PMOD for Window Book		Manually created shipments	4/24/2020	3:08PM	

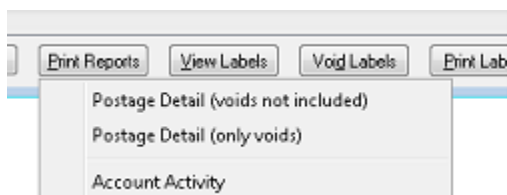
- **3 Add Manual Shipments button:** This button is used to manually create PMOD or PMEOD shipments. Refer to Create Shipments Manually for more information;
- **4 Import button:** This button is used to manually import a file of PMOD shipments. The file must be a fixed format file and the fields must be in the correct positions! Refer to Create Shipments From An Imported File for instructions.

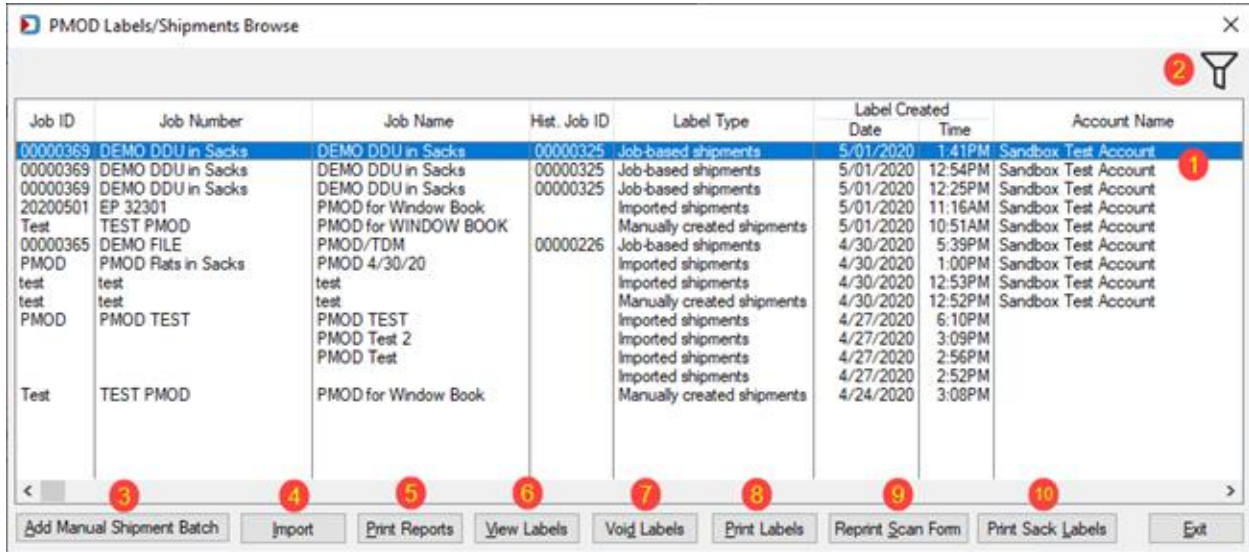


Be aware that labels are automatically purchased when a file is imported using this feature!

- **5 Print Reports button:** Clicking this button display three different report options: Postage Details (voids not included); Postage Detail (only voids); and Account Activity.

The data provided by the reports is for ALL shipments (both PMOD and PMEOD). The data included can be limited by a date range specified by the user. For more information about these individual reports, refer to REPORTS in this Guide;

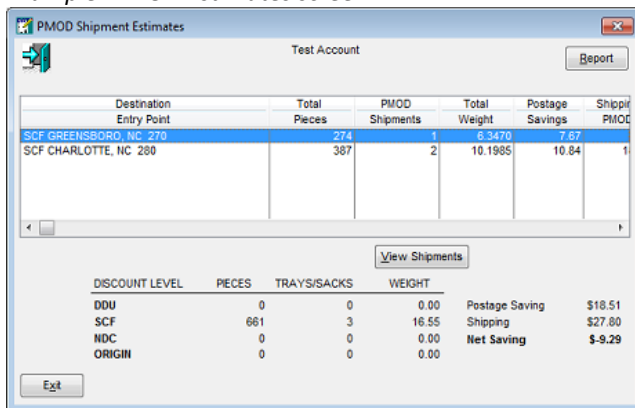




- **6 View Labels button:** This button is used to be able to view the labels for individual shipments in a selected (i.e. highlighted) batch. The screen that displays when this button is clicked is dependent on how the selected batch shipment was created.

If the batch shipment was created from a Mail.dat file, the *PMOD Estimates* screen will display. If the batch shipment was created manually by the user, the *PMOD Shipments* screen will display.

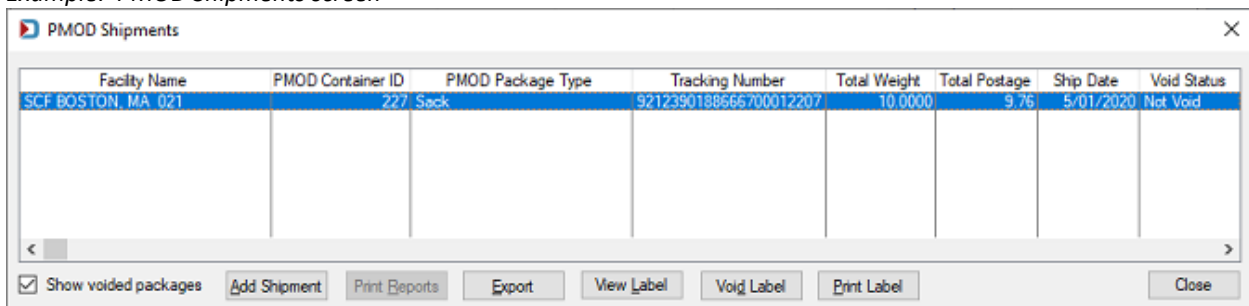
Example: *PMOD Estimates* screen



Use the **View Shipments** button to be able to view the individual labels for shipments by entry point.

For more information, refer to [Managing PMOD Shipments By Mail.dat](#).

Example: *PMOD Shipments* screen

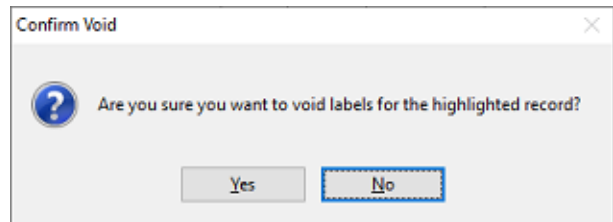


Select (i.e. highlight) the desired shipment and click the **View Label** button.

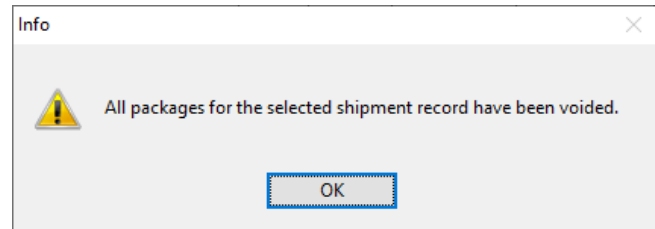
- 7 **Void Labels button:** This button is intended for voiding labels for an entire batch shipment all at once versus having to access each shipment in a batch and void the labels individually. Select (i.e. highlight) the batch shipment in the list and click the **Void Labels** button.

Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Savings	Shipping PMOD	Net Savings	Post Mark Date	Scan Form Manifest Status	Void Status
02139	4,000	6	180.0000	0.00	358.80	0.00	4/27/2020	No Manifest	Not Void
02139	2,900	4	130.5000	0.00	239.20	0.00	4/27/2020	No Manifest	Entire Batch is Voided
02139	2,900	4	130.5000	0.00	239.20	0.00	4/27/2020	No Manifest	Not Void
02139	30,000	48	1,350.0000	0.00	2,870.40	0.00	4/27/2020	Manifest Created	Entire Batch is Voided
02139	3,767	3	87.2400	94.57	134.09	-39.52	4/24/2020	No Manifest	Entire Batch is Voided
02139	9,101	6	209.2200	209.32	440.65	-231.33	4/24/2020	No Manifest	Not Void
02139	3,692	3	88.1400	84.92	159.22	-74.30	4/24/2020	No Manifest	Not Void
02139	2,310	2	59.4000	60.06	111.98	-51.92	4/24/2020	No Manifest	Not Void
02139	1,226	1	58.7988	31.88	50.34	-18.46	4/24/2020	No Manifest	Not Void
02139	906	1	53.9518	38.96	31.03	7.93	4/24/2020	No Manifest	Not Void
02139	0	1	10.0000	0.00	20.30	0.00	4/24/2020	No Manifest	Not Void
02139	268	1	9.7400	6.97	11.10	-4.13	4/24/2020	No Manifest	Not Void

A *Confirm Void* dialog will display. Click the **Yes** button to close the dialog and continue with the void process (clicking the **No** button will close the dialog and abort the void process).



When the void process completes, an *Info* dialog will display confirming that all of the shipments in the selected batch have been voided. Click the **OK** button to close the dialog.



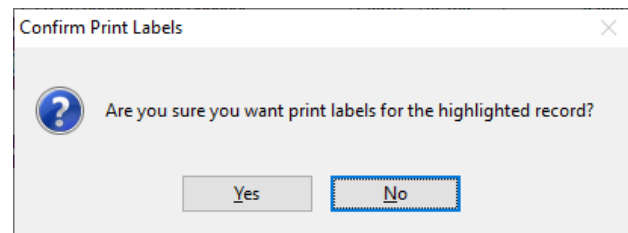
The 'Void Status' for the selected shipment will update accordingly in the *PMOD Labels/Shipment Browse* screen.

Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Savings	Shipping PMOD	Net Savings	Post Mark Date	Scan Form Manifest Status	Void Status
02139	0	1	10.0000	0.00	9.76	0.00	5/01/2020	No Manifest	Not Void
02139	4,000	3	180.6780	244.00	256.58	-12.58	5/01/2020	No Manifest	Entire Batch is Voided
02139	2,240	2	101.2920	138.84	158.41	-22.77	5/01/2020	No Manifest	Entire Batch is Voided
02139	4,000	6	180.0000	0.00	358.80	0.00	5/01/2020	No Manifest	Not Void

- **8 Print Labels button:** This button is intended for printing all the labels for a batch shipment at once, versus having to access each individual shipment in a batch and print each label one at a time. Select (i.e. highlight) the desired batch in the list and click the **Print Labels** button.

Label Type	Label Created Date	Label Created Time	Account Name	Class	Origin ZIP	Total Pieces	PMOD Shipments	Total Weight	Postage Se
Manually created shipments	5/01/2020	3:34PM	Sandbox Test Account	PMOD	02139	0	1	10.0000	
Job-based shipments	5/01/2020	1:41PM	Sandbox Test Account	PMOD	02139	9,500	9	429.4210	2.5
Job-based shipments	5/01/2020	12:54PM	Sandbox Test Account	PMOD	02139	4,000	3	180.6780	2
Job-based shipments	5/01/2020	12:25PM	Sandbox Test Account	PMOD	02139	2,200	2	101.2520	1
Imported shipments	5/01/2020	11:16AM	Sandbox Test Account	PMOD	02139	4,000	6	180.0000	
Manually created shipments	5/01/2020	10:51AM	Sandbox Test Account	PMOD	02139	0	1	10.0000	
Job-based shipments	4/30/2020	5:39PM	Sandbox Test Account	PMOD	02139	556	2	20.0800	
Imported shipments	4/30/2020	1:00PM	Sandbox Test Account	PMOD	02139	30,000	27	1,355.8760	
Imported shipments	4/30/2020	12:53PM	Sandbox Test Account	PMOD	02139	4,000	3	180.6780	
Manually created shipments	4/30/2020	12:52PM	Sandbox Test Account	PMOD	02139	0	1	10.0000	
Imported shipments	4/27/2020	6:10PM	Sandbox Test Account	PMOD	02139	4,000	6	180.0000	
Imported shipments	4/27/2020	3:09PM	Sandbox Test Account	PMOD	02139	2,900	4	130.5000	
Imported shipments	4/27/2020	2:56PM	Sandbox Test Account	PMOD	02139	2,900	4	130.5000	
Imported shipments	4/27/2020	2:52PM	Sandbox Test Account	PMOD	02139	30,000	48	1,350.0000	
Manually created shipments	4/24/2020	3:08PM	Sandbox Test Account	PMOD	02139	0	1	10.0000	

A *Confirm Print Labels* dialog will display. Click the **Yes** button to close the dialog and continue with the batch print process (clicking the **No** button will close the dialog and abort the print process).



The labels will print to the printer specified in the PMOD Setup in DAT-MAIL.



If an Error dialog displays informing the user that a “PMOD Label Printer is not specified in DM Setup”, click OK to close the dialog. Exit the ‘PMOD Labels/Shipments Browse’ screen and navigate to DAT-MAIL’s Setup screen; specifically the PMOD tab, and specify a label printer (refer to DAT-MAIL PMOD SETUP > ‘PMOD’ TAB > LABEL & SCAN FORM PRINTER SETUP for instructions).

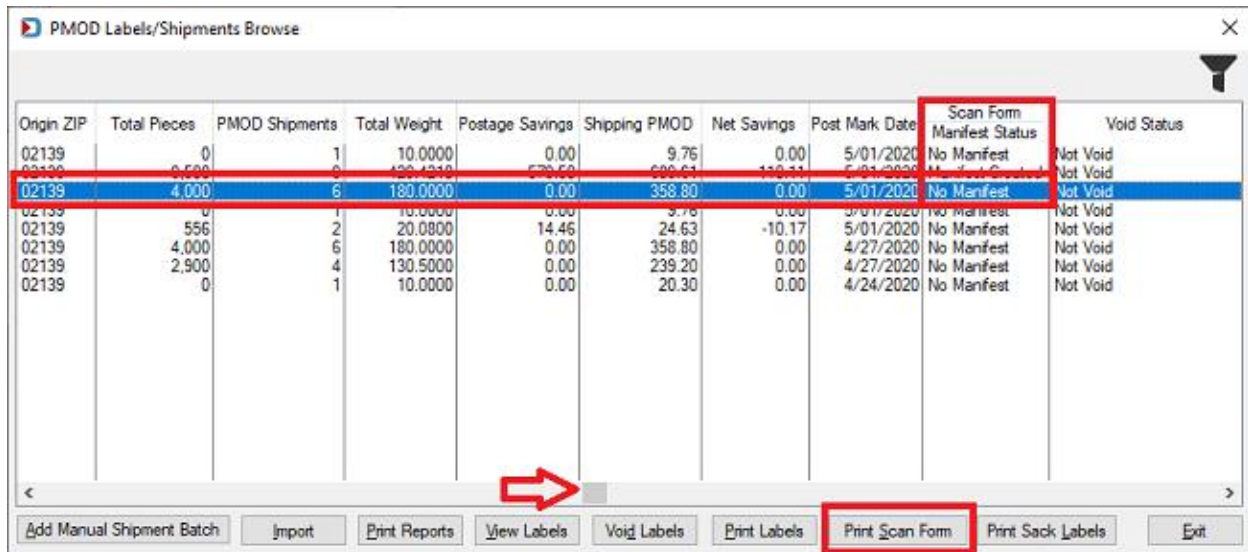


Avery® produces a very common label stock that can be used with laser printers for printing labels (not applicable for thermal printers or ‘ZPL’ format). The Avery 5126 two per page 5.5 x 8.5” labels (the image printed on each label is 4x6).

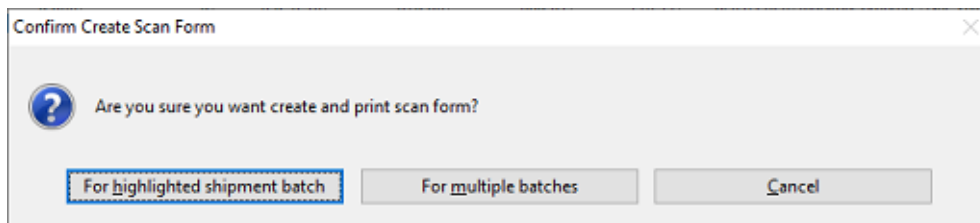
- **9 Print Scan Form button:** Clicking this button generates and prints a PS Form 5830, which is used for shipment confirmation and acceptance. The form displays the number of PMOD or PMEOD shipments and contains a single EFN barcode or manifest ID which identifies and links each individual shipment for all entry points that make up a batch. This simplifies the PMOD mailing process in that Mailers do not have to print a PS Form 5830 for each individual shipment in a batch. The scan form consolidates all shipments under one EFN barcode or manifest ID. Using this function requires the setup of a Scan Form Printer in the *Setup* screen in DAT-MAIL;

specifically, the 'PMOD' tab (refer to DAT-MAIL PMOD SETUP > 'PMOD' TAB > [LABEL & SCAN FORM PRINTER SETUP](#) for instructions).

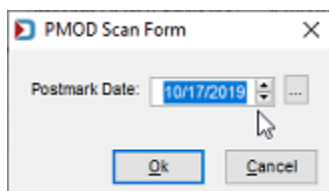
To generate/print a Scan Form for a single batch, select/highlight the batch in the *PMOD Labels/Shipments Browse* screen and click the **Print Scan Form** button. In the example being used here, the selected batch contains four PMOD shipments (no voided shipments).



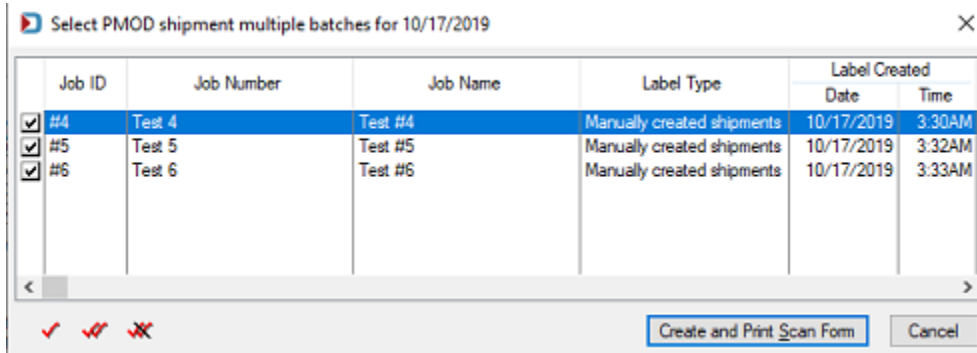
A *Confirm Create Scan Form* dialog will display. (Clicking the **Cancel** button closes the dialog and aborts the Scan Form generation process).



- ~ **For highlighted shipment batch** button: Generates a Scan Form for the highlighted (single) batch;
- ~ **For multiple batches** button: Clicking this button prompts the user for a postmark date.

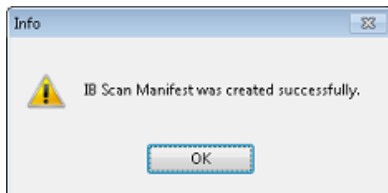



When a date is set and the **OK** button is clicked, a *Select PMOD shipment multiple batches for [MM/DD/YYYY]* screen will display, listing the shipments/batches that are associated with the postmark date specified. All shipments in the list are automatically tagged; however, users can select/deselect shipments/batches in the list, as necessary. Clicking the **Create and Print Scan Form** button will generate and print the Scan Form for those shipments/batches; and



i *Once a scan form is generated for multiple batches, those batches are linked to that scan form. So, if a Client wishes to reprint a scan form or manifest that was generated for multiple batches, only one of the shipments in the batch needs to be highlighted clicking the **REPRINT SCAN FORM** button.*

When either print scan form option is used, a dialog will display to confirm the Scan Form or Manifest was created successfully. Click the **OK** button to close the dialog.





Note To Mailer: The labels and volume associated to this form online, must match the labeled packages being presented USPS employee with this form.

**Shipment Confirmation
Acceptance Notice**


Shipment Date: May 1 2020
 Shipped From _____
 Name: John Doe
 Address: 247 High St
 City/State/Zip: PALO ALTO CA 94301 1041

Type of Mail	Volume
Express Mail Service	0
Priority Mail Service	6
Global Express Guaranteed (GXG)	0
Express Mail International	0
Priority Mail International	0
Other	0
Total Volume	6

*Mail time for products with service guarantees will begin when mail arrives at the local post office.

USPS EMPLOYEES: Please scan upon pickup or receipt of mail. Leave form with customer or in customer's mail as applicable.

USPS SCAN AT ACCEPTANCE



9275 0902 2158 1600 0588 60

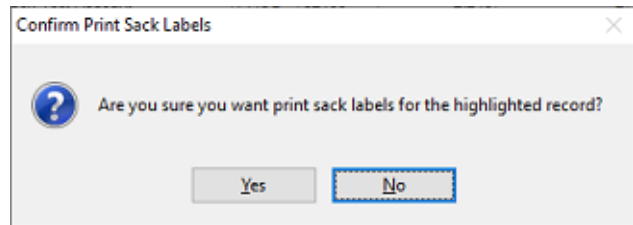
PS Form 3800, PSN 7525-06-000 4.125 July 3, 2009

Example: Scan Form / Manifest generated/created in Test mode.

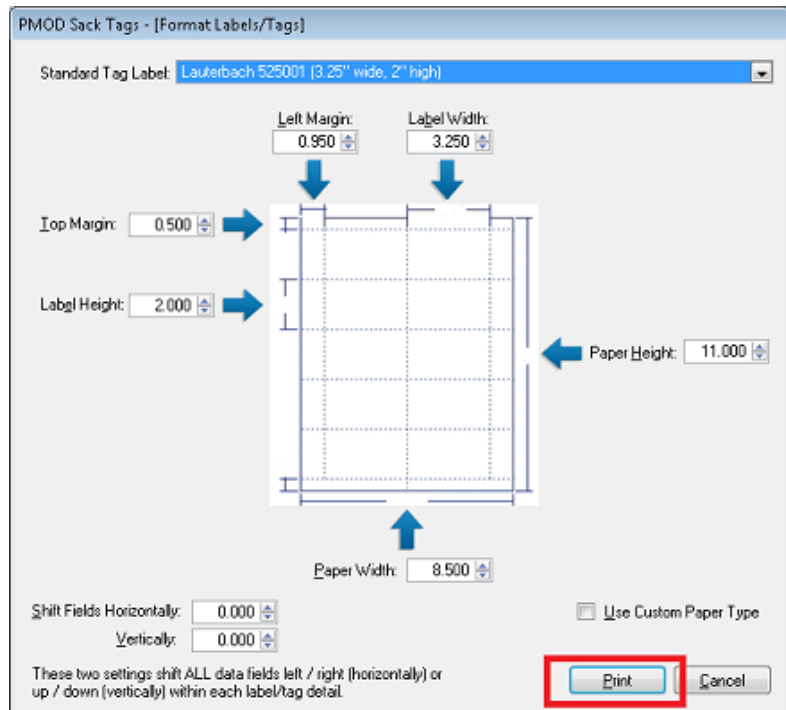
Job ID	Job Number	Job Name	Hist. Job ID	Label Type	Label Created		Account Name
					Date	Time	
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	1:41PM	Sandbox Test Account
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	12:54PM	Sandbox Test Account
00000369	DEMO DDU in Sacks	DEMO DDU in Sacks	00000325	Job-based shipments	5/01/2020	12:25PM	Sandbox Test Account
20200501	EP 32301	PMOD for Window Book		Imported shipments	5/01/2020	11:16AM	Sandbox Test Account
Test	TEST PMOD	PMOD for WINDOW BOOK		Manually created shipments	5/01/2020	10:51AM	Sandbox Test Account
00000365	DEMO FILE	PMOD/TDM	00000226	Job-based shipments	4/30/2020	5:39PM	Sandbox Test Account
PMOD	PMOD Flats in Sacks	PMOD 4/30/20		Imported shipments	4/30/2020	1:00PM	Sandbox Test Account
test	test	test		Imported shipments	4/30/2020	12:53PM	Sandbox Test Account
test	test	test		Manually created shipments	4/30/2020	12:52PM	Sandbox Test Account
PMOD	PMOD TEST	PMOD TEST		Imported shipments	4/27/2020	6:10PM	
		PMOD Test 2		Imported shipments	4/27/2020	3:09PM	
		PMOD Test		Imported shipments	4/27/2020	2:56PM	
				Imported shipments	4/27/2020	2:52PM	
Test	TEST PMOD	PMOD for Window Book		Manually created shipments	4/24/2020	3:08PM	

- 10 **Print Sack Labels button:** PMOD Sacks need special PMOD Sack tags, not just PMOD shipping labels. To print sack labels for a batch that contains sacks (i.e. container type = 'S'), select the batch and click the **Print Sack Labels** button.

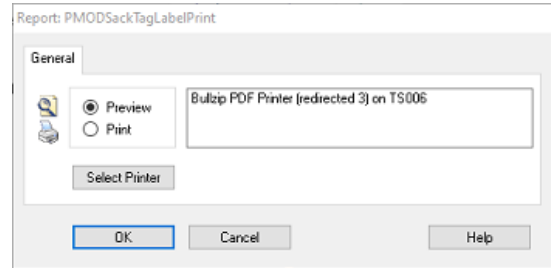
A *Confirm Print Sack Labels* dialog will display. Click the **Yes** button to close the dialog and continue with the printing process (clicking the **No** button will close the dialog and abort the process).



The *PMOD Sack Tags – [Format Labels/Tags]* screen will display. Make adjustments, if necessary. When ready, click the **Print** button.



A print dialog will display. Select 'Preview' or 'Print' and either use the default printer or select a different printer. Click the **OK** button when ready.



A PMOD sack tag will include the 'Job#' (i.e. job number) derived from the Mail.dat Header of the Mail.dat file HDR-1102 (Licensed User Job Number); 'Sack Number' which is the PMOD SysID; and 'Pieces', which is the total number of pieces of the sacks/trays put in the sack.

Example: Preview of sack tags for batch containing 9 shipments



REPORTS

DAT-MAIL's PMOD module provides various reports that will assist a Mailer's Production department by instructing them on building PMOD shipments and assist the USPS clerk when doing verification. In addition, there is a report that displays information on voided shipments, overall PMOD activity, and a document that will provide the estimate detail for shipments.

The availability of these reports and the report contents may differ based on whether a shipment was created from a Mail.dat file or created manually by a user. The available reports are described below and are listed by the name they are identified by in DAT-MAIL.



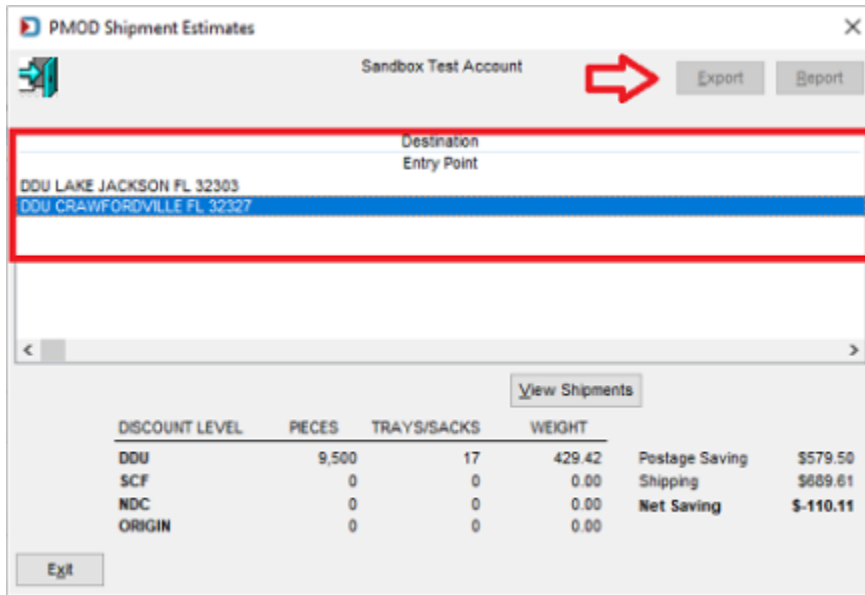
IMPORTANT: PMOD mail must be presented to a Business Mail Entry Unit (BMEU) or a Detached Mail Unit (DMU) and unlike other "ePostage" shipments, cannot be accepted by a retail unit. But unlike conventional e-VS shipments, mail clerks cannot see these shipments on the e-VS dashboard. International Bridge shipments are approved for acceptance without local verification or manifest documentation. Mailings made on International Bridge's e-VS/ePostage permit will also not need local USPS approvals. The contents of a Mailer's PMOD boxes ARE subject to verification, however. Mailers will need to enclose and provide statements, including a production report generated from the PMOD module to their mail clerk so the contents can be verified. For shipments created from a Mail.dat, the "Open and Distribute Production Report" should be used. For shipments created manually, mailers will need to present the "Postage Detail (voids not included)" report and include information on package contents since that information is not available at the time the shipment is created.

PMOD Shipment Estimate Report

The estimate report provides the original estimate detail for shipments after labels are purchased for shipments created from a Mail.dat file. This report is not available for shipments created manually.

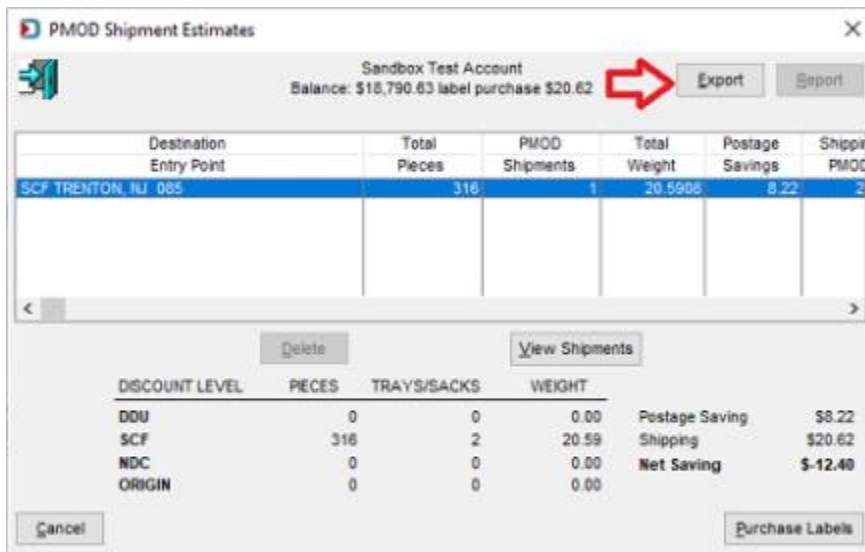
Run: 5/01/20 4:17PM		PMOD Estimate Report						Page: 1
ORIGIN ZIP: 02139								
Job: 00000325								
DEMO DDU in Sacks								
DEMO DDU in Sacks								
Destination Entry Point	Total Pieces	Total Trays/Sacks	PMOD Shipments	Total Weight	Postage Saving	Shipping PMOD	Savings Net	
DDU LAKE JACKSON FL 32303	7,260	13	7	328.17	442.86	530.20	-87.34	
DDU CRAWFORDVILLE FL 32327	2,240	4	2	101.25	136.64	159.41	-22.77	
Grand Totals:								
DISCOUNT LEVEL	PIECES	TRAYS/SACKS	WEIGHT					
DDU	9,500	17	429.42	Postage Saving	\$579.50			
SCF	0	0	0.00	Shipping	\$689.61			
NDC	0	0	0.00	Net Saving	\$-110.11			
ORIGIN	0	0	0.00					

If the original estimate is modified after labels are purchased (e.g. one of the labels is deleted), the estimate report will no longer be available.

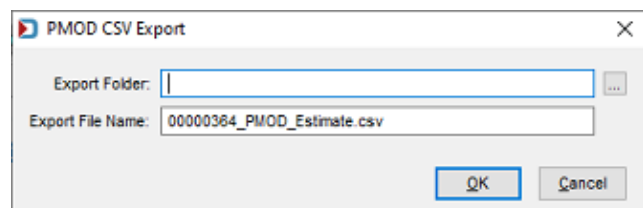


There are four ways to generate an estimate report in DAT-MAIL.

- Option 1: From the *PMOD Shipment Estimates* screen using the **Export** button to export the data in a .csv file.

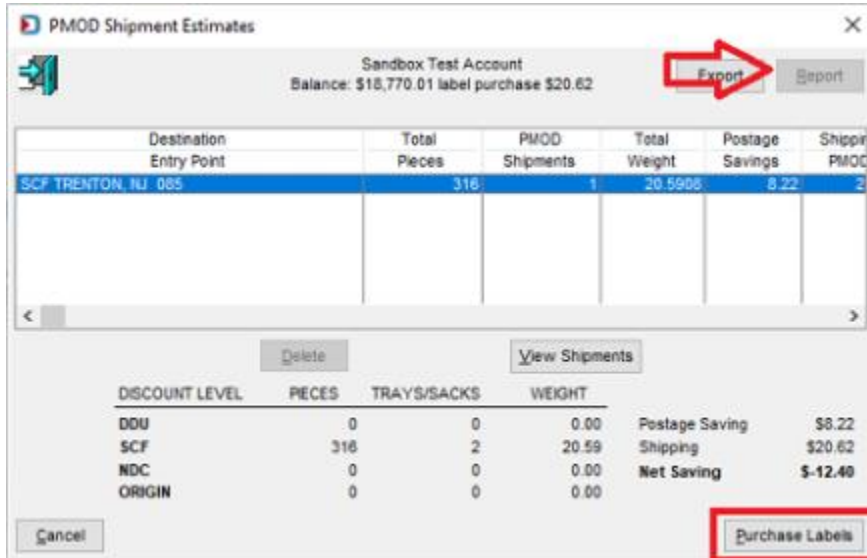


When the **Export** button is clicked, the PMOD CSV Export screen is displayed. Use the corresponding browse button to navigate to and select an 'Export Folder' (i.e. where the CSV file should be saved to). Click **OK** button when finished to export the file.

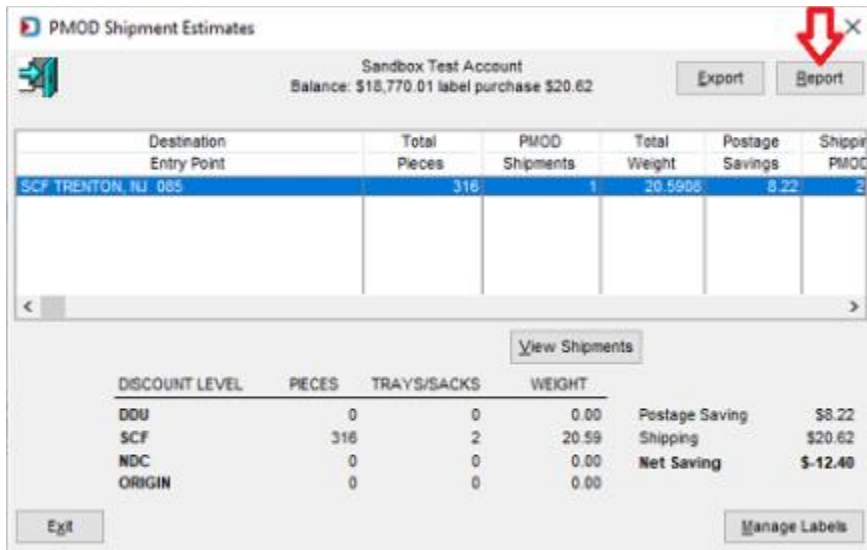


- Option 2: From the *PMOD Shipment Estimates* screen immediately after the labels are purchased for a batch shipment created from a Mail.dat file.

After a price is returned from International Bridge, the label(s) must be purchased (note that at this time, the Report button is grayed out/inactive). Click the **Purchase Labels** button.

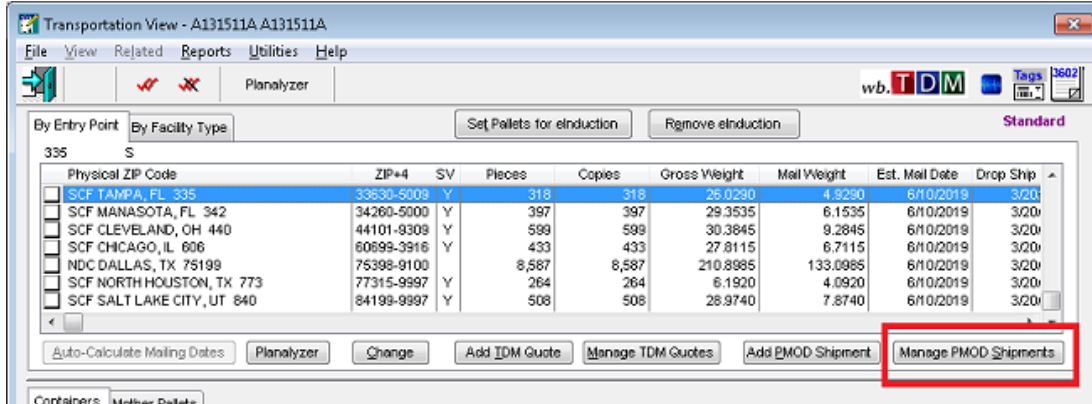


Once the label(s) are purchased, the screen will update, and the **Export** and **Report** buttons will become active. Click the **Report** button to generate the report.

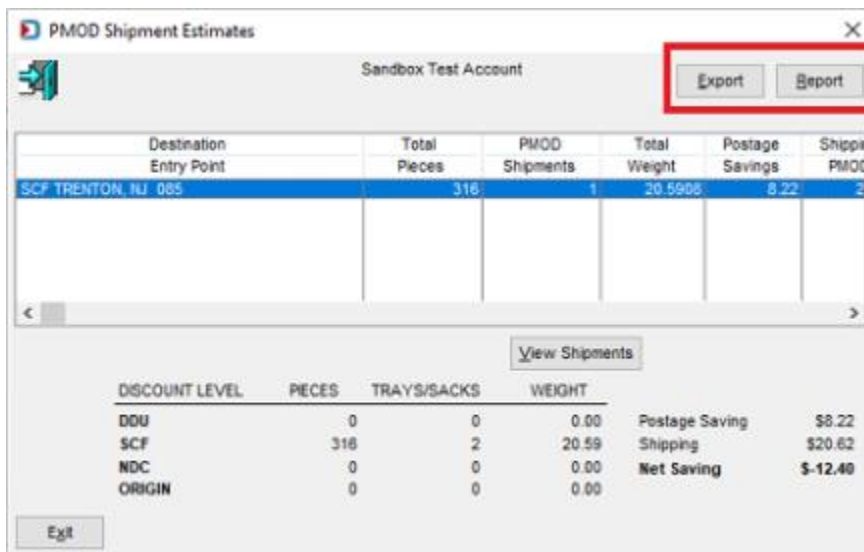
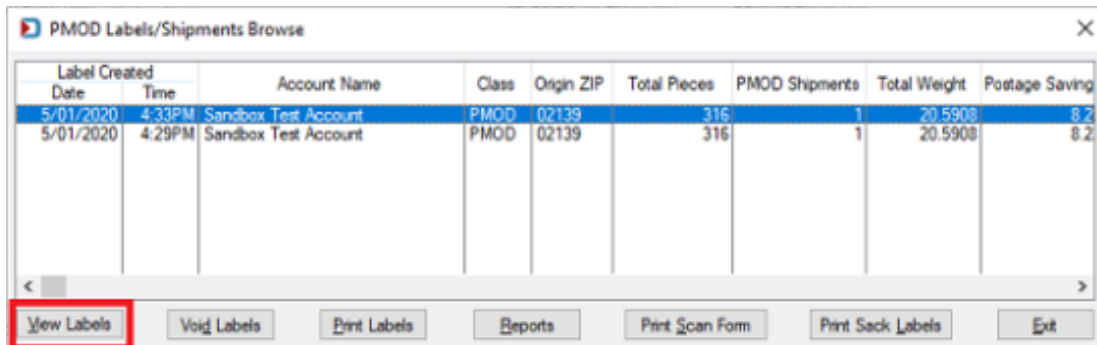


- Option 3: From the *PMOD Labels/Shipments Browse* screen for shipments previously created from a Mail.dat.

Select the corresponding Mail.dat file from the Jobs list and launch the 'Transportation View' from the Advanced Navigator. Click the **Manage PMOD Shipments** button.



The *PMOD Labels/Shipments Browse* screen will display. Select (i.e. highlight) the desired shipment and click the **View Labels** button.

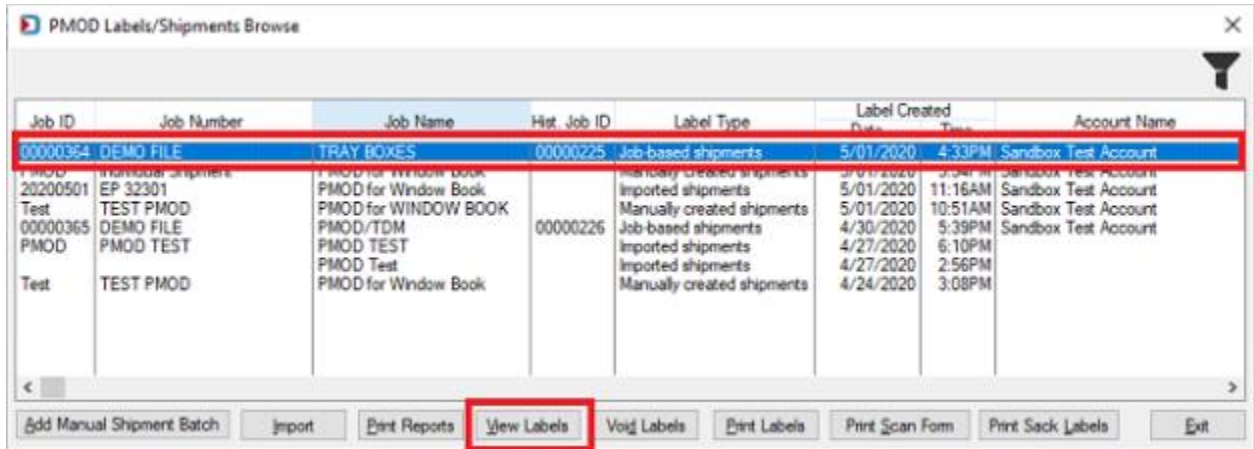


The *PMOD Shipment Estimates* screen will display.

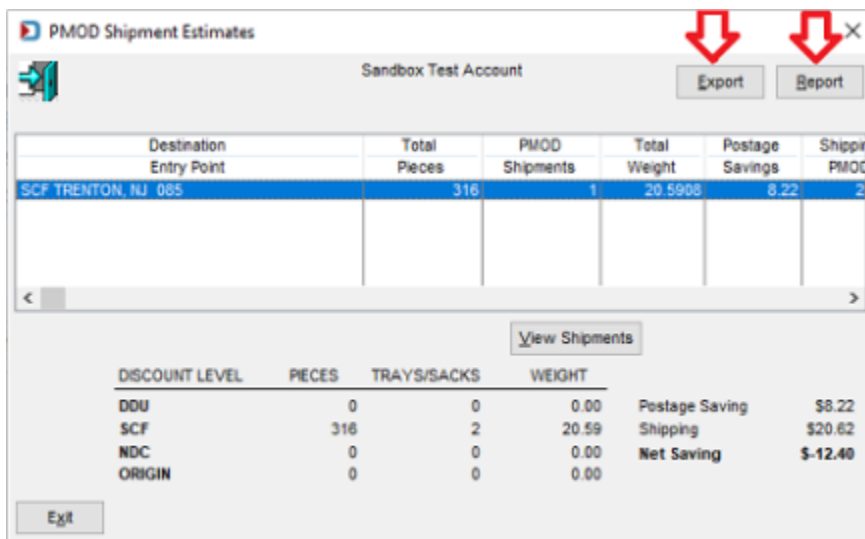
As long as the original estimate still matches the existing shipment (i.e. no label(s) have been voided), the **Report** and **Export** buttons will be active, and the estimate report can be generated or exported to a .csv file.

- Option 4: From the *PMOD Shipments/Labels Browse* screen accessible from the 'Other Programs' > 'Manage PMOD Shipments' menu in DAT-MAIL for shipments created from a Mail.dat file.


Select (i.e. highlight) the desired batch shipment in the list and click the **View Labels** button.



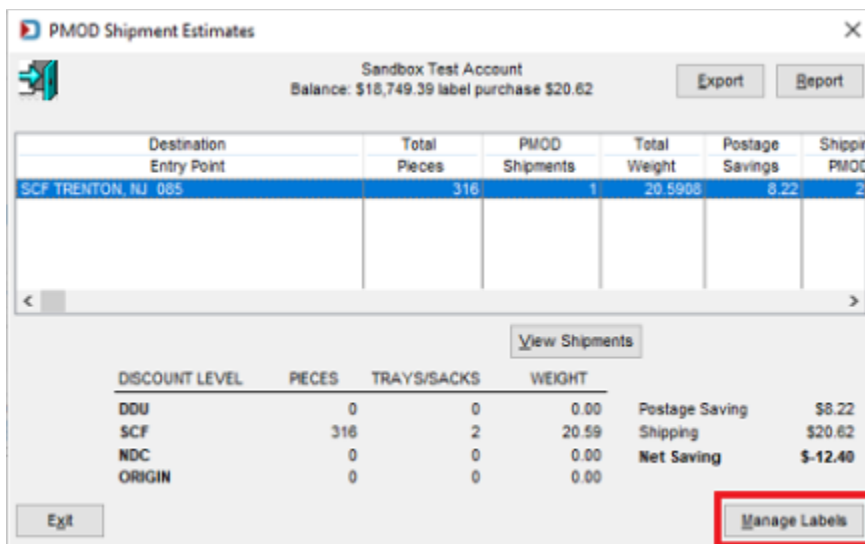
The PMOD Shipment Estimates screen will display for the selected job. As long as the original estimate still matches the existing shipment (i.e. no label(s) have been voided), the **Report** and **Export** buttons will be active, and the estimate report can be generated, or the data exported to a .csv file.



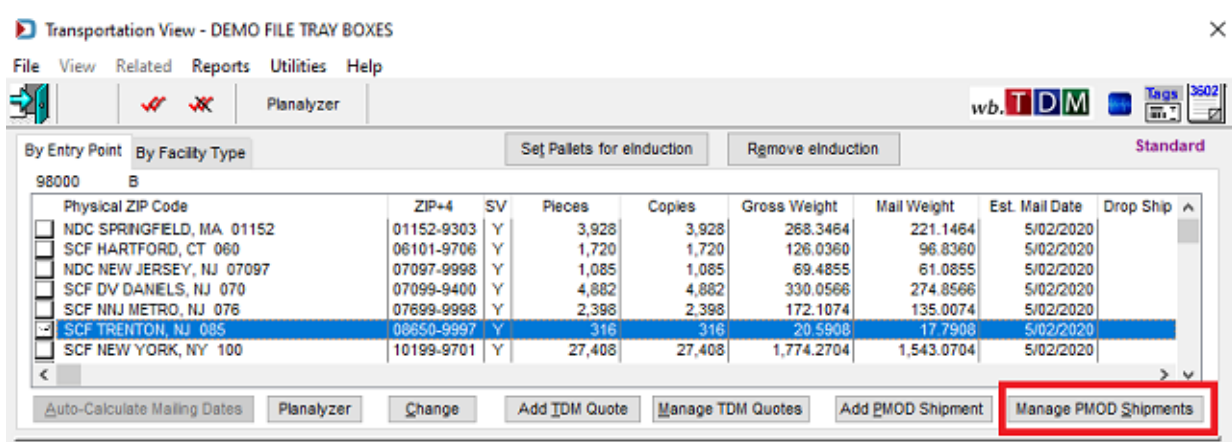
Open and Distribute Production Report

The “Open and Distribute Production Report” is available for shipments created from a Mail.dat file. An identical report is not available for shipments created manually. For manual shipments, mailers should refer to the Postage Detail (voids not included) report. This report is intended to be used for verification purposes by the mail clerk (for more information refer to the  note documented under REPORTS in this Guide).

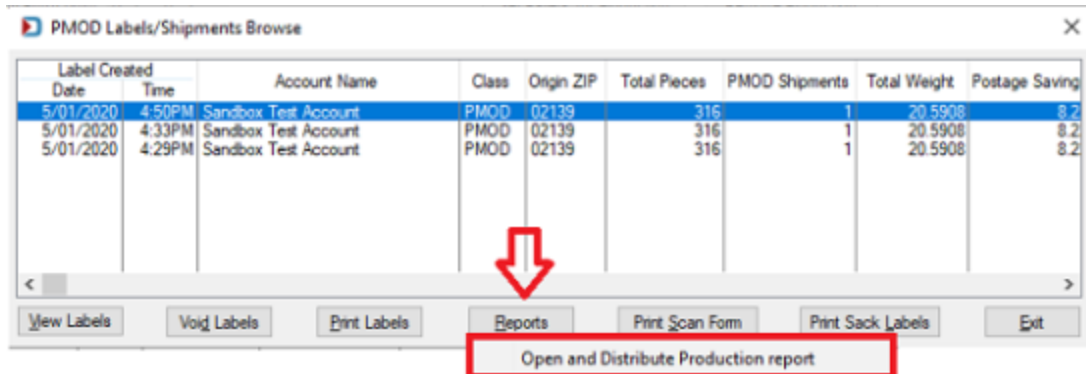
To run the “Open and Distribute Production Report” for a particular shipment, either click the **Manage Labels** button in the *PMOD Shipment Estimates* screen, or...



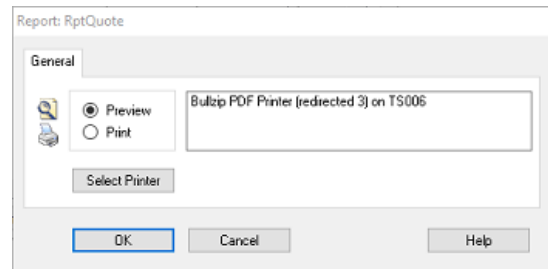
...open a job in DAT-MAIL and launch the ‘Transportation View’ for the job from the Advanced Navigator. In the ‘Transportation View’, click the **Manage PMOD Shipments** button.



The *PMOD Labels/Shipments Browse* screen will display. Select (highlight) the shipment to run the report for, click the **Reports** button, and select 'Open and Distribute Production report'.



A *Report* dialog displays. To preview the report, select the 'Preview' option and click **OK**. To print the report, select the 'Print' option, specify a printer, and click **OK**.



Example: Open and Distribute Production Report

Mail Date	Entry Point	PMOD Cont. ID	PMOD Container Type	IMPB	Zone	Service Type
5/01/2020	SCF TRENTON, NJ 085	230	Sack	9212390188666700012238	3	PMOD
Container ID	Container Type	Pieces	Piece Weight	Mail Wt	Gross Wt	
000106	T	283	0.0563	15.932€	17.632€	
000107	O	33	0.0563	1.857€	2.957€	
Totals:		316		17.790€	20.590€	
Entry Point Totals:		PMOD Containers 1	DM Containers 2	316	17.790€	20.590€
Grand Totals:		PMOD Containers 1	DM Containers 2	316	17.790€	20.590€

Postage Detail (voids not included)

The "Postage Detail (voids not included)" is available from the *PMOD Shipments/Labels Browse* screen, which is accessible from the 'Other Programs' > 'Manage PMOD Shipments' menu in DAT-MAIL.

Data for this report is based on all existing PMOD/PMEOD shipments, the results of which can be limited using a date range entered by the user (it is not generated based on the selection of a specific batch shipment). It includes the postage detail on PMOD/PMEOD shipments by the Window Book/IB account

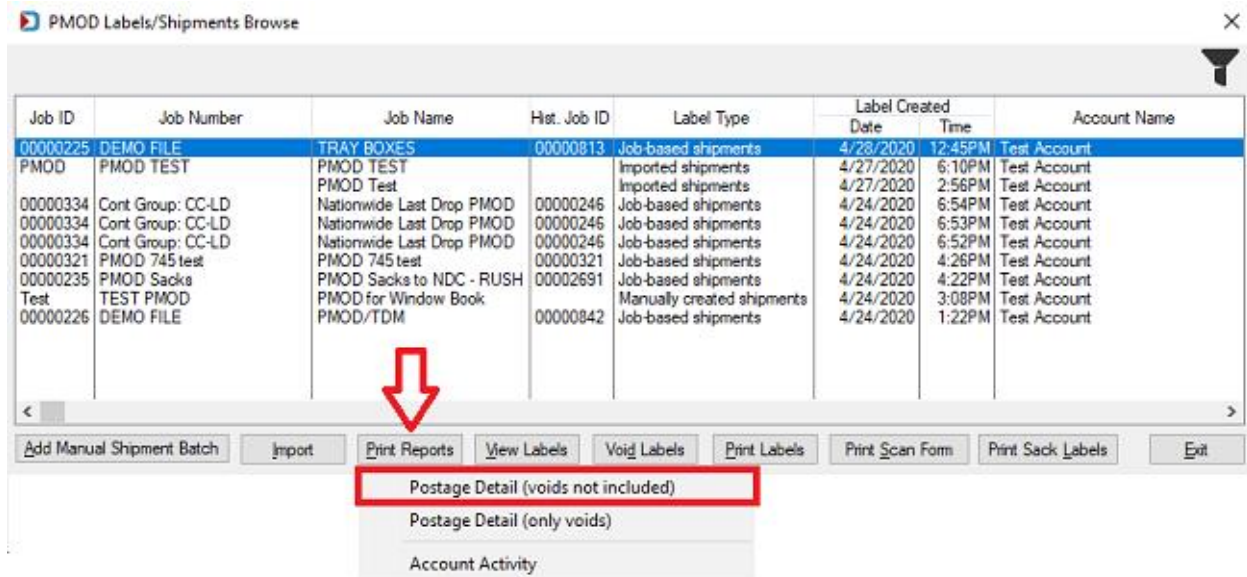
used. The detail consists of the Job Name, Mail Date, IMPB, Weight, PMOD Container Type, Zone, EP Type (Entry Point Type), EP Zip (Entry Point Zip), and the Postage paid.

 **This report does NOT include information on shipments that were voided.**

The Postage Detail report can be used for verification by the mailer for shipments created manually; however, the mailer would also have to supply information on the package contents, which is not included in the report.

For shipments created from a Mail.dat, Window Book recommends using the Open and Distribute Production Report for verification.

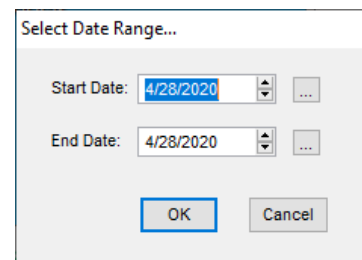
In the *PMOD Shipments/Labels Browse* screen, click the **Print Reports** button and select the 'Postage Detail (voids not included)' option.



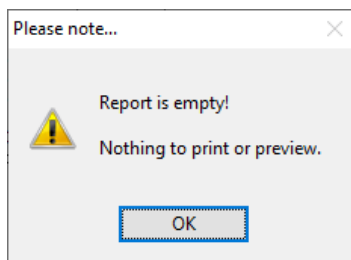
The screenshot shows the 'PMOD Labels/Shipments Browse' window. It contains a table with columns: Job ID, Job Number, Job Name, Hist. Job ID, Label Type, Label Created (Date and Time), and Account Name. Below the table is a toolbar with buttons: Add Manual Shipment Batch, Import, Print Reports, View Labels, Void Labels, Print Labels, Print Scan Form, Print Sack Labels, and Exit. The 'Print Reports' button is highlighted with a red box, and a dropdown menu is open, showing three options: 'Postage Detail (voids not included)', 'Postage Detail (only voids)', and 'Account Activity'. A red arrow points to the 'Print Reports' button.

Job ID	Job Number	Job Name	Hist. Job ID	Label Type	Label Created Date	Label Created Time	Account Name
00000225	DEMO FILE	TRAY BOXES	00000813	Job-based shipments	4/28/2020	12:45PM	Test Account
PMOD	PMOD TEST	PMOD TEST		Imported shipments	4/27/2020	6:10PM	Test Account
		PMOD Test		Imported shipments	4/27/2020	2:56PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:54PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:53PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:52PM	Test Account
00000321	PMOD 745 test	PMOD 745 test	00000321	Job-based shipments	4/24/2020	4:26PM	Test Account
00000235	PMOD Sacks	PMOD Sacks to NDC - RUSH	00002691	Job-based shipments	4/24/2020	4:22PM	Test Account
Test	TEST PMOD	PMOD for Window Book		Manually created shipments	4/24/2020	3:08PM	Test Account
00000226	DEMO FILE	PMOD/TDM	00000842	Job-based shipments	4/24/2020	1:22PM	Test Account

A *Select Date Range...* screen will display. Enter the Start and End Dates for gathering data to report on (i.e. Post Mark/Mail Date) and click the **OK** button.



The 'Select Date Range...' dialog box has two date input fields. The 'Start Date' field is set to 4/28/2020 and the 'End Date' field is set to 4/28/2020. There are 'OK' and 'Cancel' buttons at the bottom.



The 'Please note...' dialog box contains a warning icon and the text: 'Report is empty! Nothing to print or preview.' There is an 'OK' button at the bottom.

If no data can be found that corresponds with the date range entered, a *Please note...* dialog will display. Click the **OK** button to close the dialog.

When data is identified that falls into the date range entered, the “Postage Detail (voids included)” will be generated.

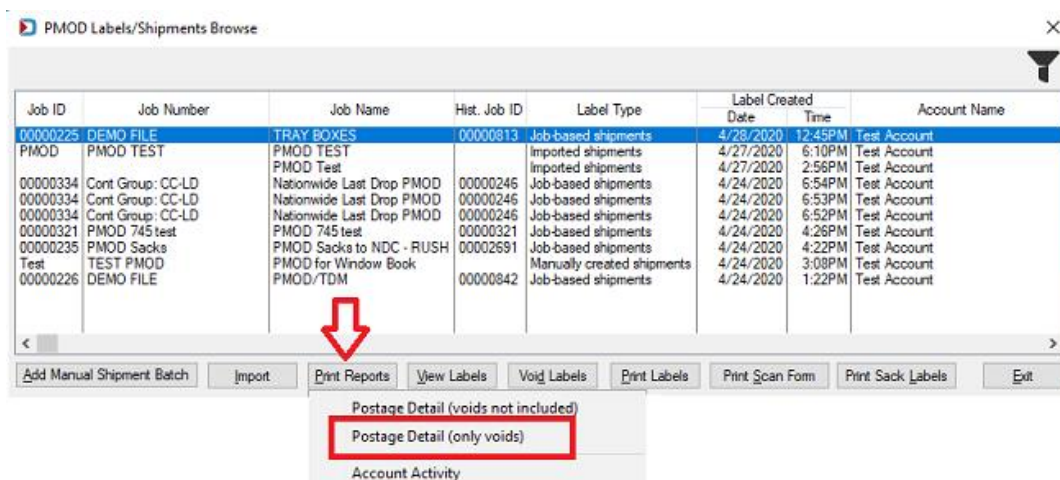
IB Account Name:		Test Account							
Job Name	Mail Date	IMPB	Weight	PMOD Container Type	Zone	EP Type	EP ZIP	Postage	
Manually created shipment	4/27/2020	9212390221582704100822	27.5850	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100839	33.4350	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100846	40.8150	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100853	28.6650	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100907	27.5850	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100914	33.4350	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100921	40.8150	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100938	28.6650	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100945	22.5000	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100952	27.0000	Flat Tub Box	6	DDU	32301	59.80	
Totals:			310.5000					598.00	
Grand Totals:			310.5000					598.00	

Postage Detail (only voids)

The “Postage Detail (only voids)” is available from the *PMOD Shipments/Labels Browse* screen, which is accessible from the ‘Other Programs’ > ‘Manage PMOD Shipments’ menu in DAT-MAIL.

This report ONLY provides data on voided shipments. The data is based on all existing PMOD/PMEOD shipments, the results of which can be limited using a date range entered by the user (it is not generated based on the selection of a specific batch shipment). It includes the postage detail on PMOD/PMEOD shipments by the Window Book/IB account used. The detail consists of the Job Name, Mail Date, IMPB, Weight, PMOD Container Type, Zone, EP Type (Entry Point Type), EP Zip (Entry Point Zip), and the Postage charges that were voided.

In the *PMOD Shipments/Labels Browse* screen, click the **Print Reports** button and select the ‘Postage Detail (only voids)’ option.



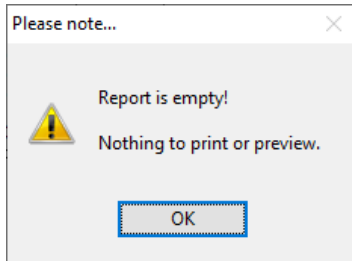
A *Select Date Range...* screen will display. Enter the Start and End Dates for gathering data to report on (i.e. Post Mark/Mail Date) and click the **OK** button.

Select Date Range...

Start Date: 4/28/2020

End Date: 4/28/2020

OK Cancel



If no data can be found that corresponds with the date range entered, a *Please note...* dialog will display. Click the **OK** button to close the dialog.

When data is identified that falls into the date range entered, the “Postage Detail (only voids)” will be generated.

Run: 4/28/20 1:51PM

Open and Distribute Postage Detail Report

From 4/27/2020 to 4/27/2020

Page: 1

Only Voids

IB Account Name:	Test Account								
Job Name	Mail Date	IMPB	Weight	PMOD Container Type	Zone	EP Type	EP ZIP	Postage	
Manually created shipment	4/27/2020	9212390221582704100341	27.585C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100358	33.435C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100365	40.815C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100372	28.665C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100389	22.500C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100396	27.000C	Flat Tub Box	6	DDU	32301	59.80	
Manually created shipment	4/27/2020	9212390221582704100402	28.845C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100419	36.855C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100426	14.040C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100433	28.800C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100440	38.160C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100457	33.300C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100464	19.980C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100471	24.705C	Flat Tub Box	6	DDU	32303	59.80	
Manually created shipment	4/27/2020	9212390221582704100488	29.430C	Flat Tub Box	6	DDU	32303	59.80	

Account Activity Report

The “Account Activity” report is available from the *PMOD Shipments/Labels Browse* screen, which is accessible from the ‘Other Programs’ > ‘Manage PMOD Shipments’ menu in DAT-MAIL.

The data is based on all existing PMOD/PMEOD shipments (including voids), the results of which can be limited using a date range entered by the user (it is not generated based on the selection of a specific batch shipment). It includes the shipment detail on PMOD/PMEOD shipments by the Window Book/IB account used. The detail consists of the Job Name; Mail Date; Packages (number of); and the Postage, Packages Voided, and Postage Voided for both PMOD and PMEOD shipments.

In the *PMOD Shipments/Labels Browse* screen, click the **Print Reports** button and select the ‘Account Activity’ option.

The screenshot shows the 'PMOD Labels/Shipments Browse' window. It contains a table with the following columns: Job ID, Job Number, Job Name, Hist. Job ID, Label Type, Label Created (Date and Time), and Account Name. The table lists various shipment entries, including 'TRAY BOXES', 'PMOD TEST', and 'PMOD Sacks'. Below the table is a toolbar with buttons: 'Add Manual Shipment Batch', 'Import', 'Print Reports', 'View Labels', 'Void Labels', 'Print Labels', 'Print Scan Form', 'Print Sack Labels', and 'Exit'. A dropdown menu is open over the 'Print Reports' button, showing three options: 'Postage Detail (voids not included)', 'Postage Detail (only voids)', and 'Account Activity', which is highlighted with a red box.

Job ID	Job Number	Job Name	Hist. Job ID	Label Type	Label Created		Account Name
					Date	Time	
00000225	DEMO FILE	TRAY BOXES	00000813	Job-based shipments	4/28/2020	12:45PM	Test Account
PMOD	PMOD TEST	PMOD TEST		Imported shipments	4/27/2020	6:10PM	Test Account
		PMOD Test		Imported shipments	4/27/2020	2:56PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:54PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:53PM	Test Account
00000334	Cont Group: CC-LD	Nationwide Last Drop PMOD	00000246	Job-based shipments	4/24/2020	6:52PM	Test Account
00000321	PMOD 745 test	PMOD 745 test	00000321	Job-based shipments	4/24/2020	4:26PM	Test Account
00000235	PMOD Sacks	PMOD Sacks to NDC - RUSH	00002691	Job-based shipments	4/24/2020	4:22PM	Test Account
Test	TEST PMOD	PMOD for Window Book		Manually created shipments	4/24/2020	3:08PM	Test Account
00000226	DEMO FILE	PMOD/TDM	00000842	Job-based shipments	4/24/2020	1:22PM	Test Account

A *Select Date Range...* screen will display. Enter the Start and End Dates for gathering data to report on (i.e. Post Mark/Mail Date) and click the **OK** button.

The 'Select Date Range...' dialog box has two date input fields. The 'Start Date' field contains '4/28/2020' and the 'End Date' field contains '4/28/2020'. Both fields have dropdown arrows and a clear button. At the bottom are 'OK' and 'Cancel' buttons.

The 'Please note...' dialog box features a yellow warning triangle icon and the text: 'Report is empty! Nothing to print or preview.' An 'OK' button is located at the bottom.

If no data can be found that corresponds with the date range entered, a *Please note...* dialog will display. Click the **OK** button to close the dialog.

When data is identified that falls into the date range entered, the “Account Activity” will be generated.

Preview: RptGuide

Run: 4/28/20 3:22PM **Open and Distribute Account Activity Report** Page: 1
From 4/27/2020 to 4/27/2020

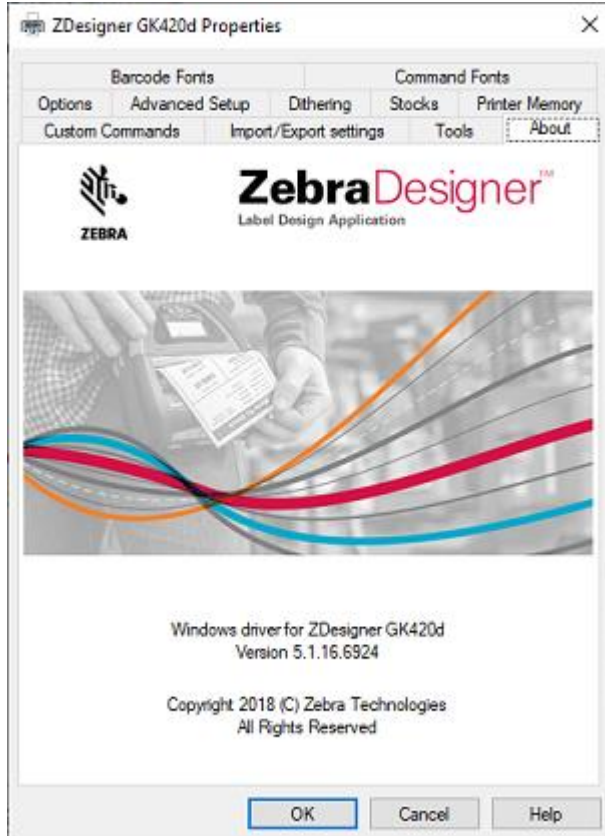
Job Name	Mail Date	Packages	PMOD		PMEOD				
			Postage Voided	Packages Voided	Postage Voided	Packages Voided			
IB Account Name: Test Account									
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				
Manually created shipment	4/27/2020			1	59.80				

Print ALL pages (Buildup PDF Printer (redirected to) on 7500) Page: 1 of 2 232%

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APPENDIX 1

This appendix provides information for on how to adjust the settings of a Zebra GK420d thermal printer with Windows® driver version 5.1.16.624 to assist with label alignment when printing labels. The information provided is intended for Zebra GK420d thermal printer with Windows driver version 5.1.16.624, ONLY.



There could be many similar attributes and options from one Zebra printer to another, but they are likely not identical and may depend a lot on how old the driver and printer are.

The settings provided in this Appendix is what Window Book found to work best with this specific printer/driver combination. Not all printer models/drivers will have the exact same interface.

And in some situations, label stock, printer models, etc. may require some use of the adjustment fields (e.g. top & left center positions) in the event the label does not line up correctly with the default settings.

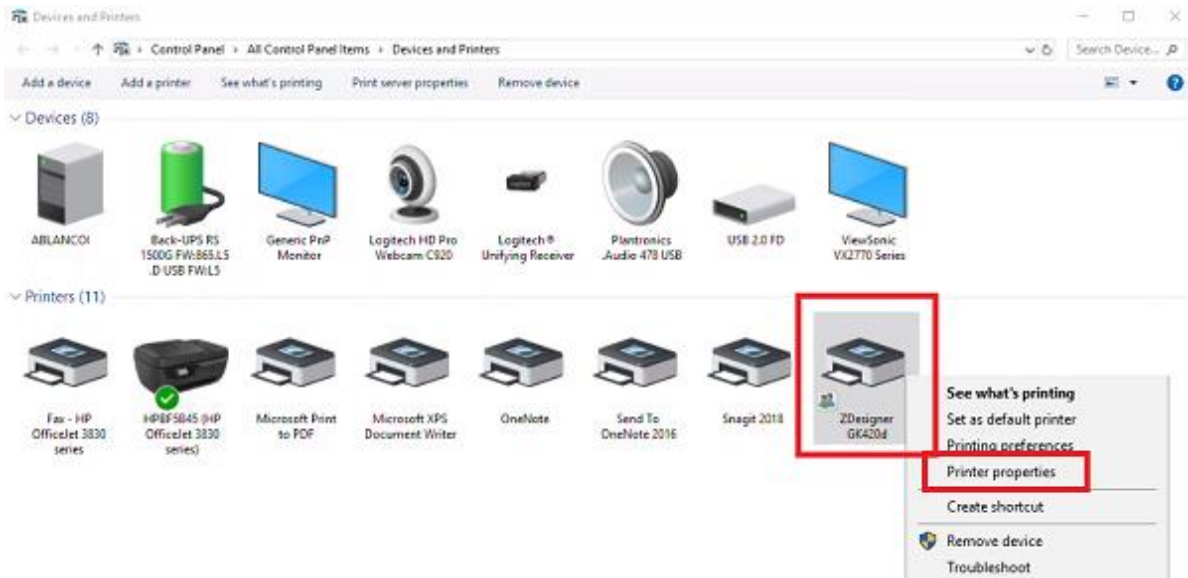


Users should double-check to make sure the resolution selected in DAT-MAIL matches the resolution of the printer being used, otherwise scaling (i.e. too big or too little) of the label image may occur, as well as degraded barcode quality (refer to 'PMOD' TAB for more information).

Appendix 1 – Settings for Label Alignment

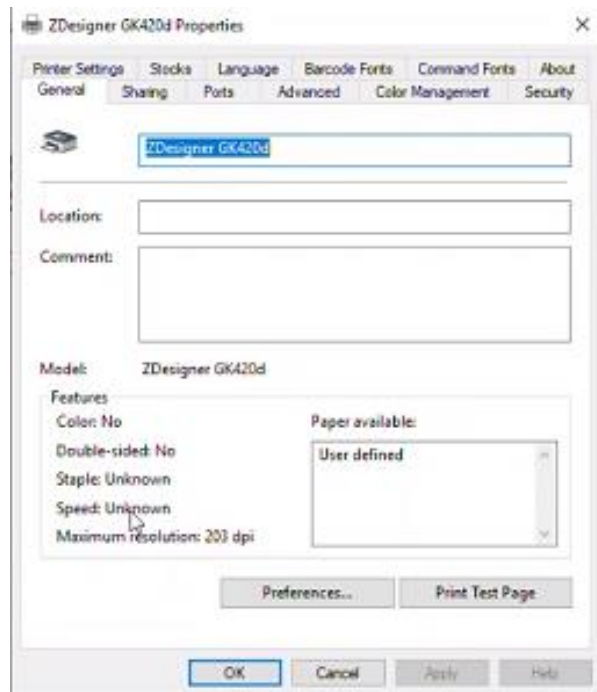
ZEBRA PRINTER SETTINGS

On the computer where the Zebra GK420d thermal printer is installed, launch the Control Panel, select 'Devices and Printers', and locate the printer. Right-click on it and select 'Printer Properties' (i.e. not 'Properties').



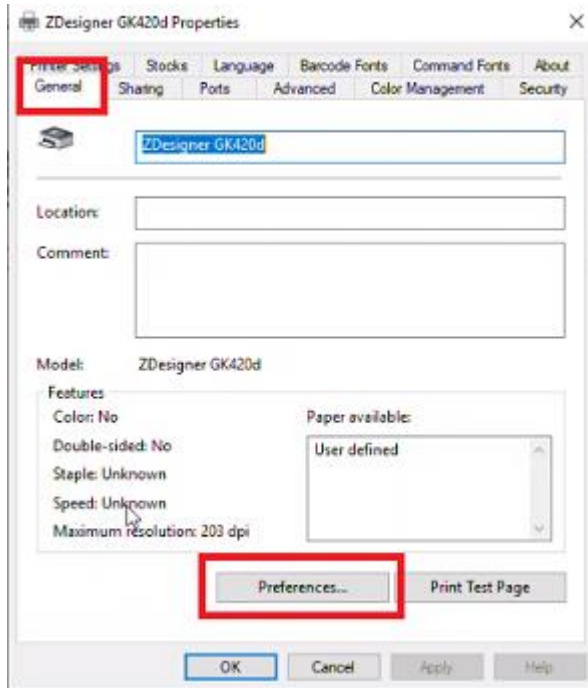
The *Zebra GK420d Properties* screen will display.

The settings for label alignment are contained in two separate areas in the Printer Properties: General > Printing Preferences; and General > Advanced > Printing Defaults. The settings in each of the two areas are identical, but each must be set individually.

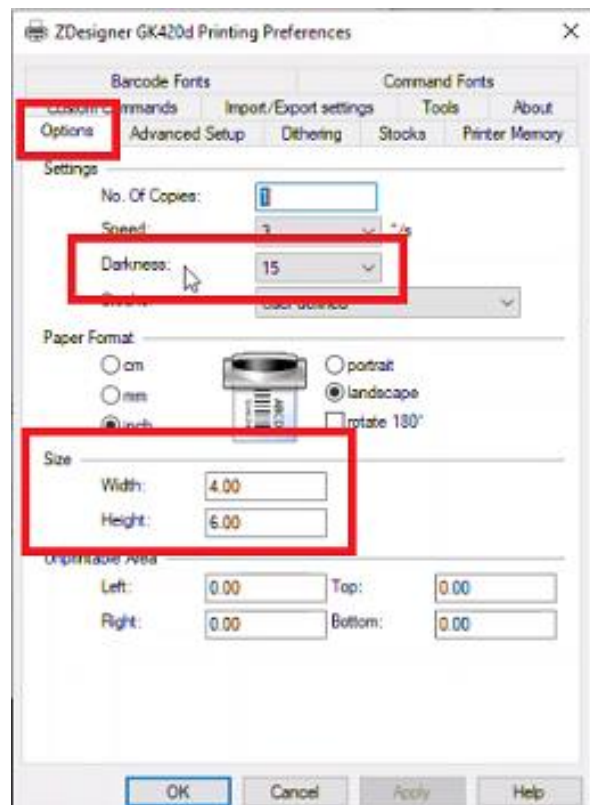


General > Printing Preferences

In the *Zebra GK420d Properties* screen, within the 'General' tab, click the **Preferences...** button.

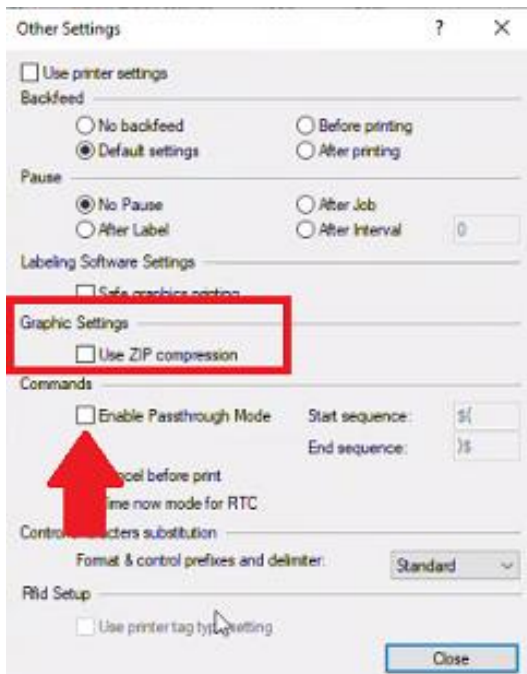


The *Printing Preferences* screen will display. Within the 'Options' tab, set the 'Darkness' option to a value of "15", and the 'Size' of the label to a Width of 4.00 and a Height of 6.00.



Appendix 1 – Settings for Label Alignment

In the same *Printing Preferences* screen, select the 'Advanced Setup' tab. Under 'Adjustment', make sure there are no values other than "0.00" set for the 'Top', 'Tear Off', and 'Left Position' fields. Then, click the **Other** button.



The *Other Settings* screen will display. Make sure the 'Use ZIP Compression' option is disabled (i.e. not checked).

Also, the 'Enable Passthrough Mode' option should not be enabled (i.e. checked) when printing either ZPL or PNG formats from DAT-MAIL.

Click the **Close** button when finished.

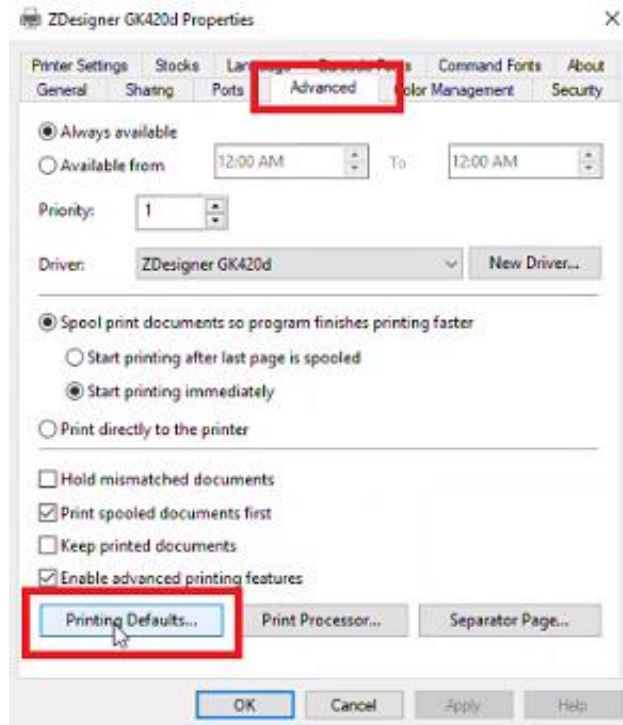
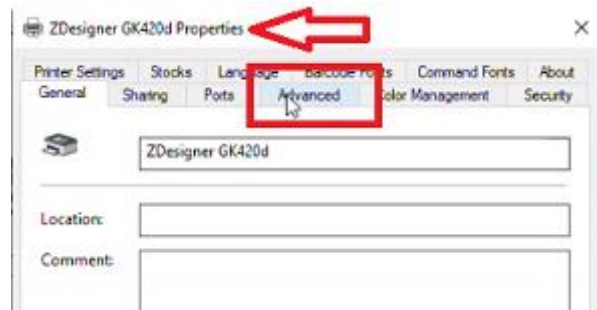
The *Printing Preferences* screen will be displayed. Click the **Apply** button and then click the **Close** button.



Appendix 1 – Settings for Label Alignment

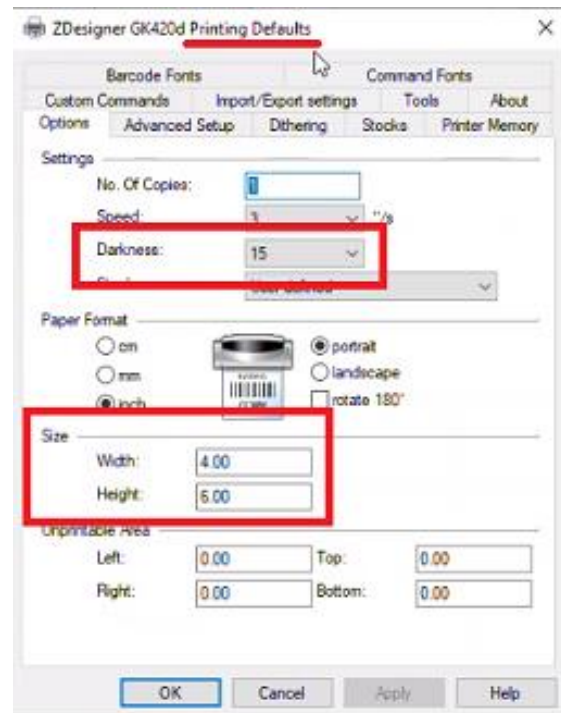
General > Advanced > Printer Defaults

From the main *Zebra GK420d Properties* screen, select the 'Advanced' tab.

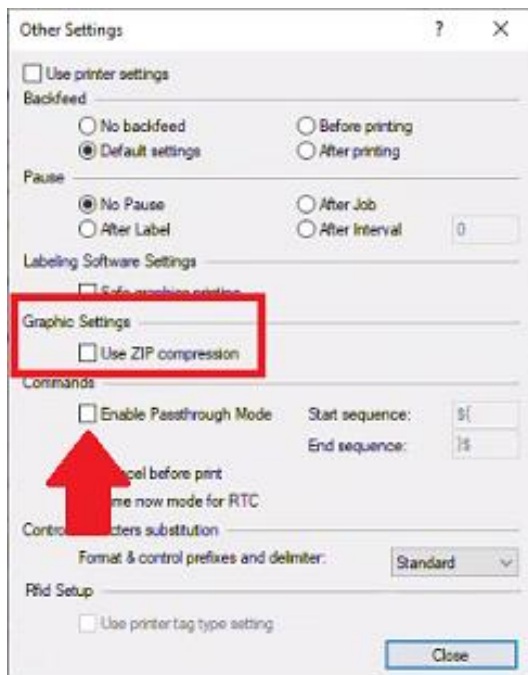
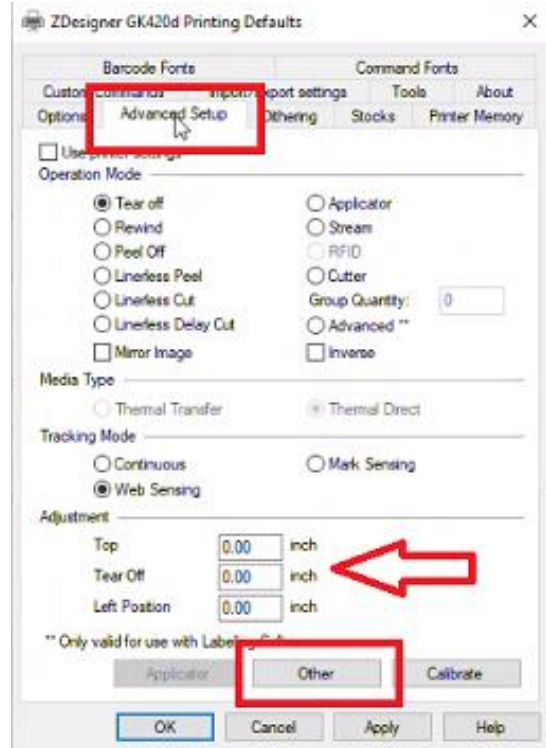


Within the Advanced tab, click the **Printing Defaults...** button.

The *Printing Defaults* screen will display. Set a 'Darkness' value of "15" by selecting from the drop-down provided and set the 'Size' of the label to a Width of 4.00 and a Height of 6.00.



In the same *Printing Defaults* screen, select the 'Advanced Setup' tab. Under 'Adjustment', make sure there are no values other than "0.00" set for the 'Top', 'Tear Off', and 'Left Position' fields. Then, click the **Other** button.

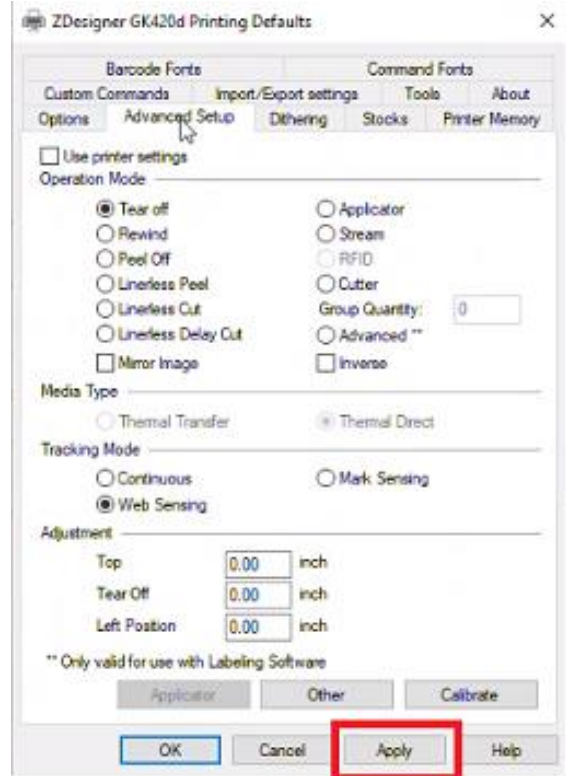


The *Other Settings* screen will display. Make sure the 'Use ZIP Compression' option is disabled (i.e. not checked).

Also, the 'Enable Passthrough Mode' option should not be enabled (i.e. checked) when printing either ZPL or PNG formats from DAT-MAIL.

Click the **Close** button when finished.

The *Printing Defaults* screen will be displayed. Click the **Apply** button and then click the **Close** button.



APPENDIX 2

International Bridge provides a production API for using with DAT-MAIL’s PMOD module and a test API. Each API requires a separate account. If a user wishes to use both APIs, an account will have to be set up for each (i.e. production and test). Each API uses its’ own/different URL for the registration procedure.

REGISTERING A NEW PRODUCTION ACCOUNT

The information provided in this section refers to registering a new Production account; along with, instructions for setting up each available payment option (i.e. ePostage, e-VS, credit card, wire transfer/ “push”).

To register a new Window Book/International Bridge (IB) PRODUCTION account, perform the following:

1. On the computer, open a web browser and navigate to:

https://blue.myib.com/register?org_code=WBOOK



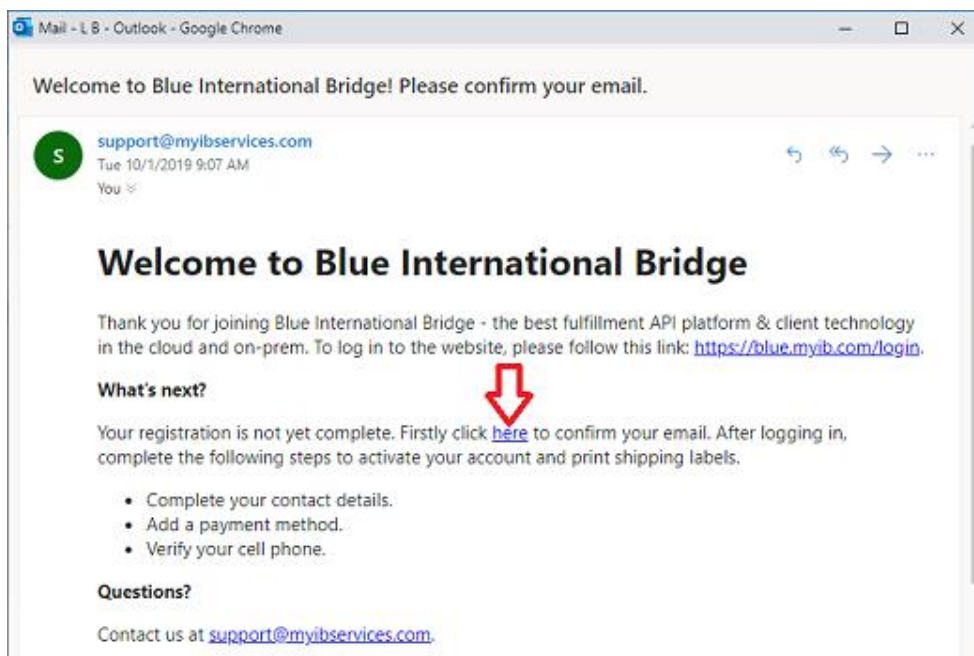
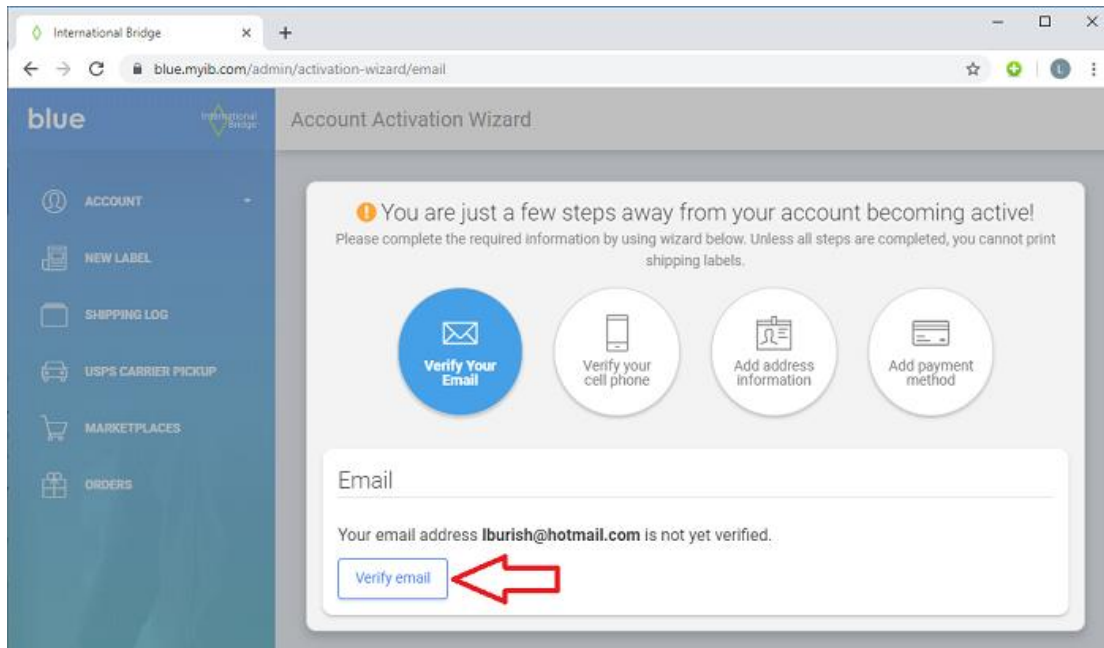
Users must register their Window Book/IB account using the link provided in order to successfully use the PMOD module in DAT-MAIL!

2. IB’s Window Book-specific registration page will display. Enter an e-mail address for the account (please note that account setup information is sent to this account and must be accessible by the user registering the account). In addition, enter a password and confirm the password, following the password requirements provided on the page (in red font). If the password entered meets the password criteria, the requirements listed will change to a font green in color. Click the Sign Up button when finished;

Appendix 2 – Registering A New Account

- The first screen of the Account Activation Wizard will display. This screen details the additional steps required for registering an IB account. Until all of the steps of the Account Activation Wizard are satisfied, PMOD labels cannot be printed. The first step is 'Verify Your Email'.

An e-mail is automatically sent to the e-mail address provided in Step 2 above; however, users can also click the **Verify email** button if they prefer. This also triggers the e-mail to be sent.

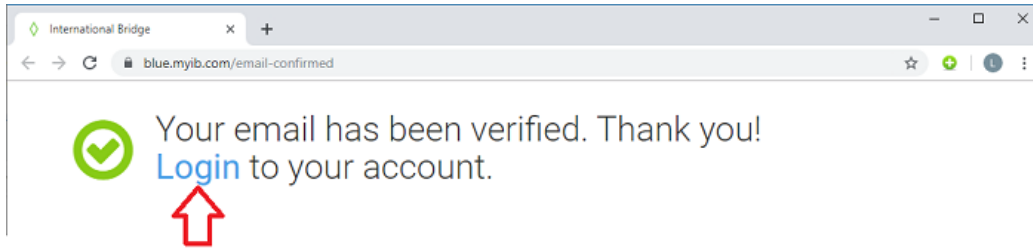


Log into the e-mail account.

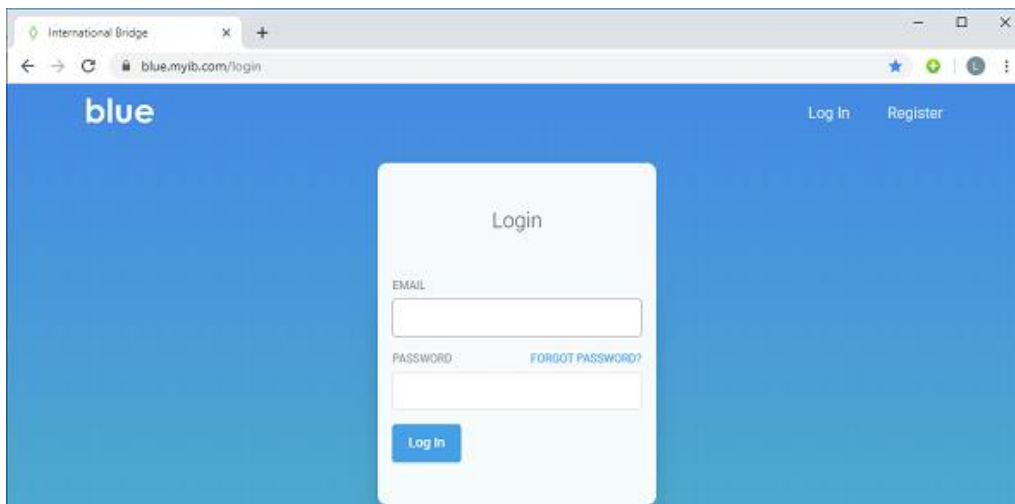
Open the e-mail from IB requesting that the e-mail address be confirmed and click on the confirmation link.

i Users should make sure and have the e-mail address 'support@myibservices.com' white-listed on their server to ensure the receipt of e-mails sent from this address.

4. A new browser window will open, and a message will display that the account has been verified. Click the 'Login' link to log into the newly created/confirmed account;



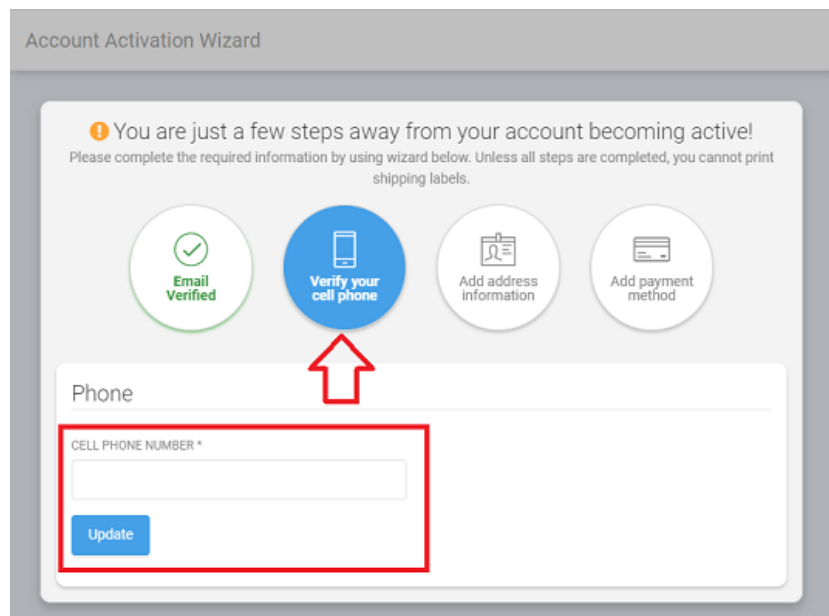
5. The main login screen will display. Enter the e-mail address and password entered in step 2 in this procedure to register the account and click the Login button;



6. The Account Activation Wizard screen will display; specifically, the second step, which is 'Verify your cell phone' (note that the first step has been completed, i.e. "Email Verified").

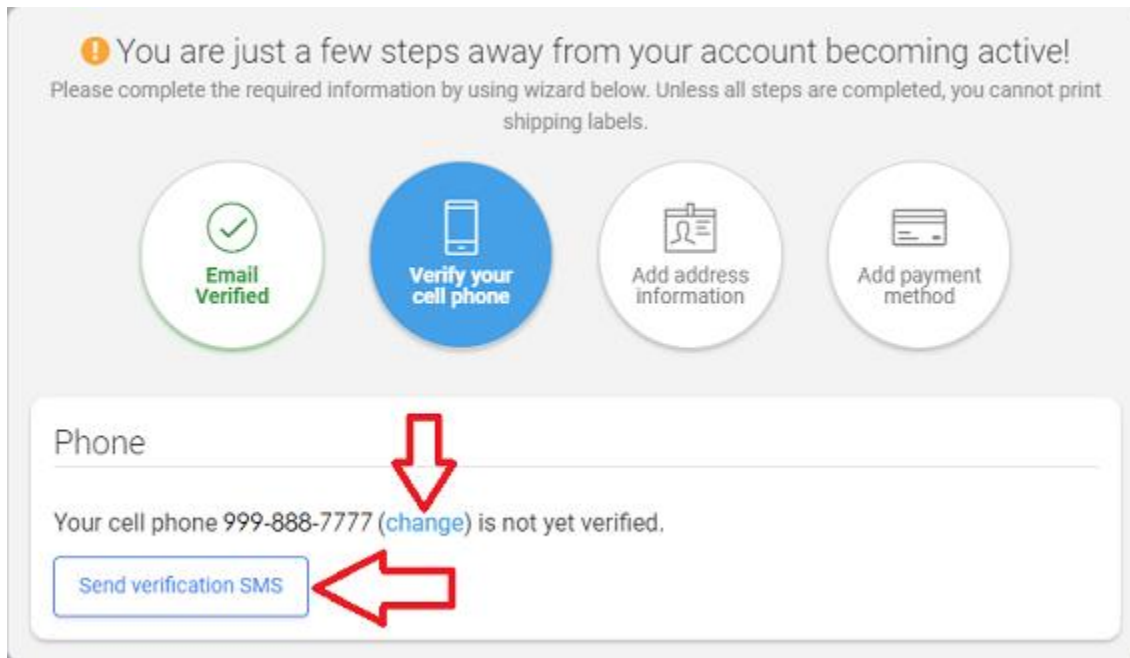
Enter a cell phone number applicable to the person who is registering the account.

Click the **Update** button when ready;

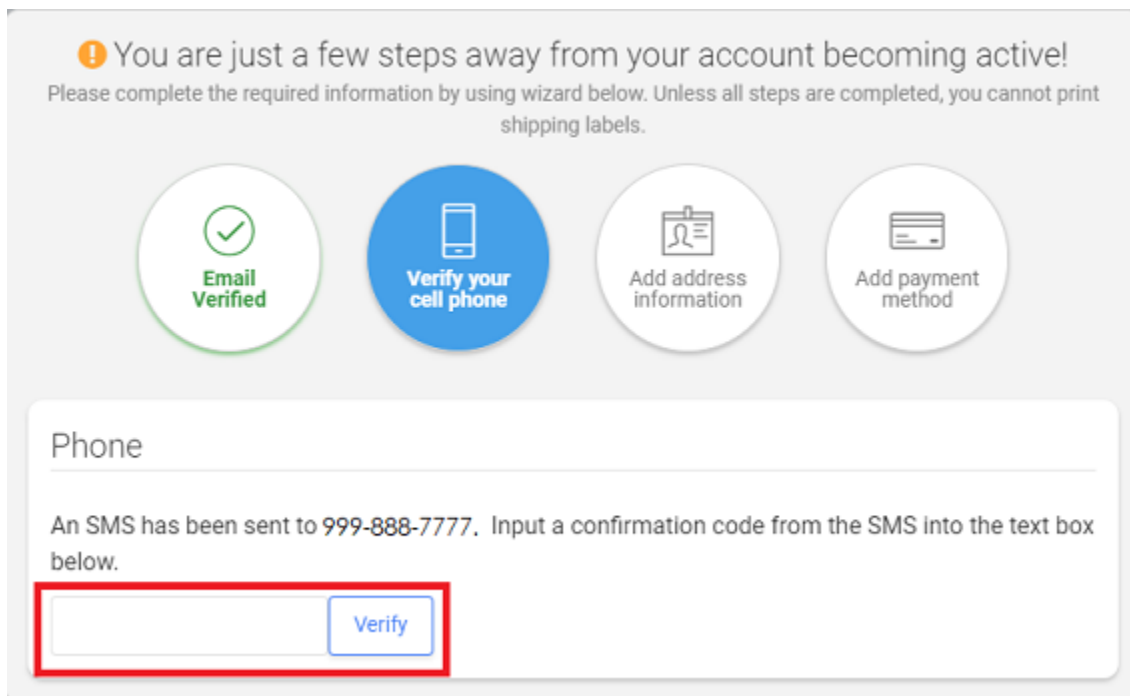


Appendix 2 – Registering A New Account

- The screen will update, displaying the cell phone number entered. Use the “(change)” link to edit or change the number entered on the previous screen, if necessary. When ready, click the Send verification SMS button to confirm the validity of the number entered;



- The screen will update and inform the user that an SMS has been sent to the number entered. Input the confirmation code provided in the SMS into the text box and click the Verify button;



- The Account Activation Wizard screen will display; specifically, the third step, which is 'Add address information' (note that the second step has been completed, i.e. "Cell phone verified"). At a minimum, satisfy the required fields for the address information that corresponds with the payment account being created. Required fields are noted with an asterisk (*). When finished, click the Update Address button;

! You are just a few steps away from your account becoming active!
Please complete the required information by using wizard below. Unless all steps are completed, you cannot print shipping labels.

Email Verified Cell phone verified **Add address information** Add payment method

Edit Address

Use this address in label creation process No

FIRST NAME * MIDDLE NAME LAST NAME *

Laura Burish

COMPANY

Window Book, Inc.

ADDRESS LINE 1 *

300 Franklin St

ADDRESS LINE 2

CITY * STATE * POSTAL CODE *

Cambridge MA 02139

COUNTRY *

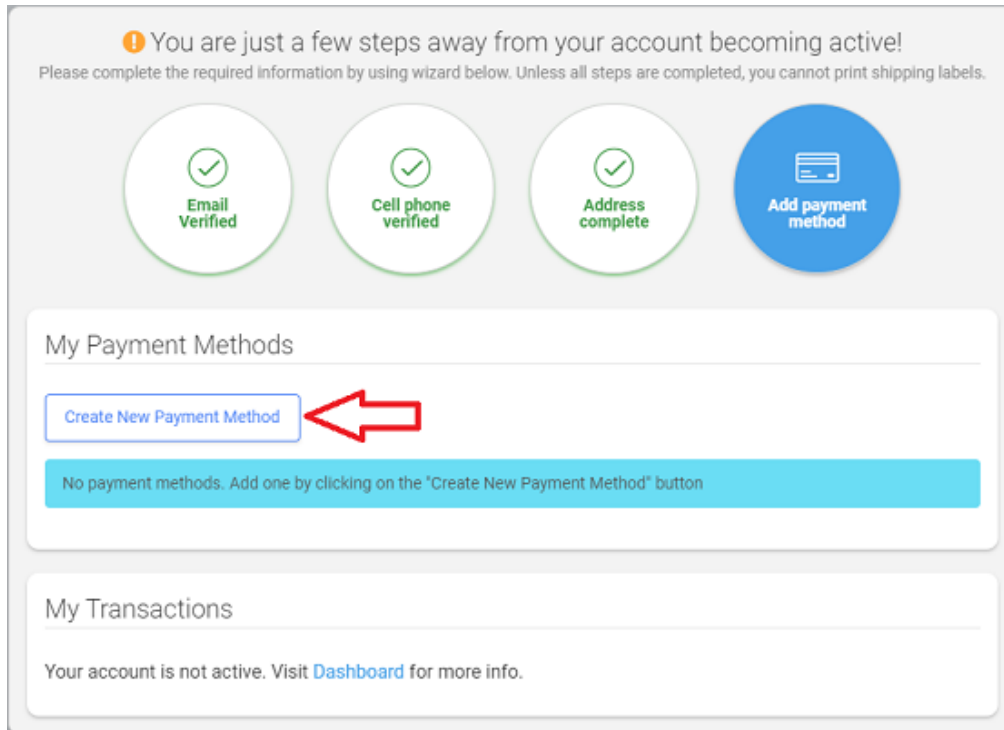
United States of America

Update Address

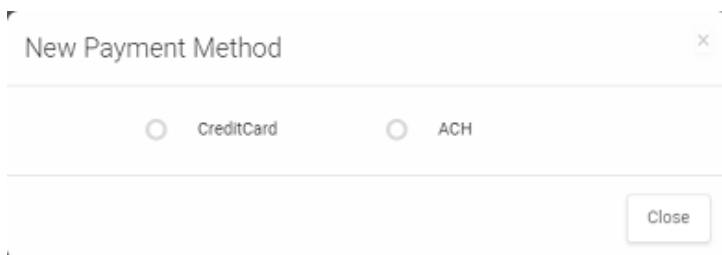
i *Once all of the Account Activation Wizard steps are completed, including adding a payment method/option, users can come back to the Address screen and enable the option 'Use this address in the label creation process'. To access the Address information, log into the account (<https://blue.myib.com/login>), select the 'Account' menu option 'Settings' and select the 'ADDRESS' tab at the top of the window.*

Appendix 2 – Registering A New Account

10. The Account Activation Wizard screen will display; specifically, the fourth and final step which is 'Add payment method' (note that the third step has been completed, i.e. "Address complete"). Click the Create New Payment Method button;



11. A New Payment Method screen will display. Depending on what Payment Option is to be used, select the desired 'Payment Method' (i.e. 'Credit Card' or 'ACH'). Refer to the table immediately following the image below for guidance.



Below is a table that provides what 'Payment Method' (i.e. Credit Card or ACH) is used for each available Payment Option when setting up new accounts on the [Window Book/IB Blue Production site](#).

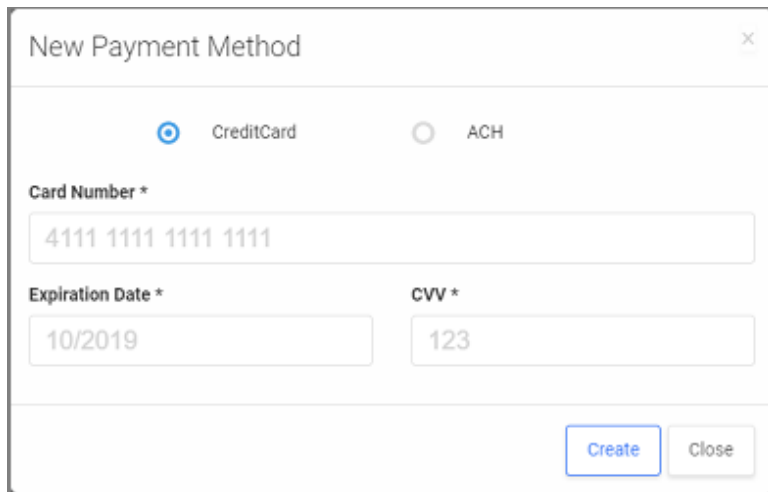
	Credit Card	ACH
Credit Card	X	
ePostage		X
e-VS		X
Wire Transfer	X	
Push Transfer	X	

Payment Options

Window Book/IB supports the following payment options: Credit Card; ePostage; e-VS; Wire Transfer; and Push Transfers. Further information and instructions are provided below for each Payment Option.

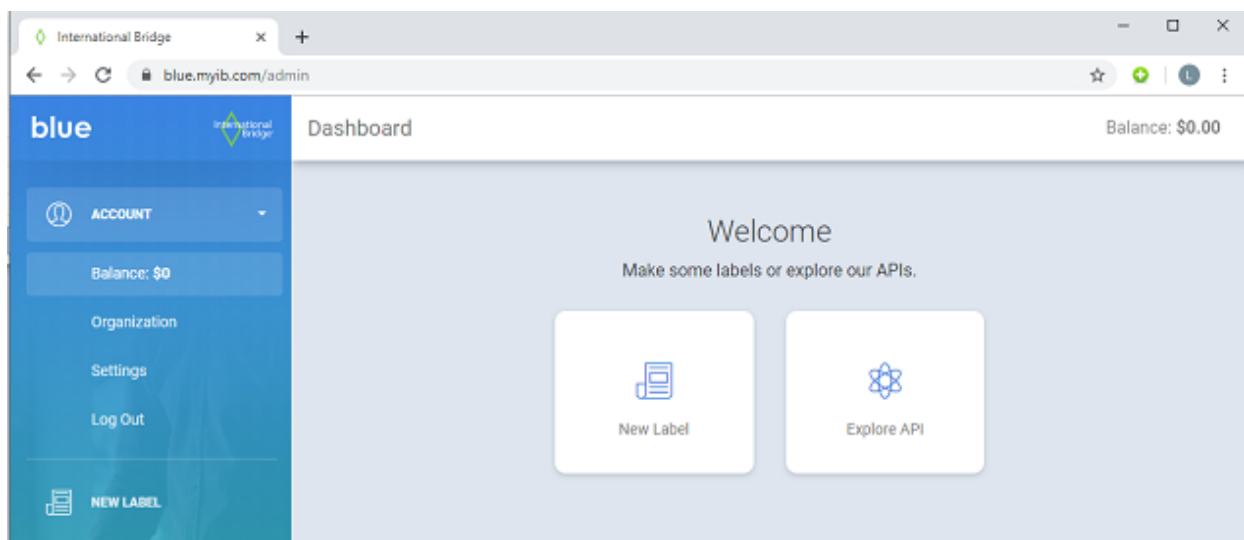
CREDIT CARD PAYMENT OPTION

When the 'Credit Card' option is selected, the screen will update and display the fields required for using a credit card to purchase labels: 'Card Number'; 'Expiration Date'; and 'CVV'. Enter the correct information for each and click the **Create** button.



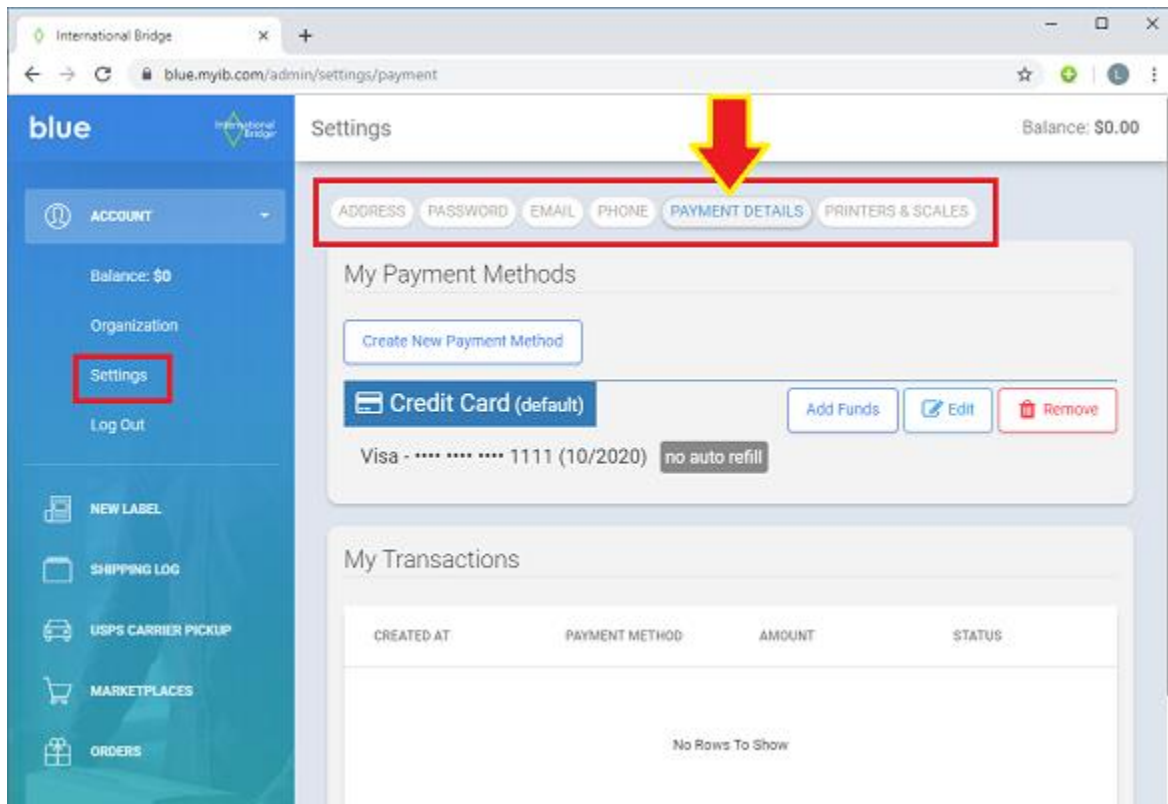
The screenshot shows a 'New Payment Method' dialog box with a close button (X) in the top right corner. At the top, there are two radio buttons: 'CreditCard' (selected) and 'ACH'. Below this, there are three input fields: 'Card Number *' with the value '4111 1111 1111 1111', 'Expiration Date *' with the value '10/2019', and 'CVV *' with the value '123'. At the bottom right, there are two buttons: 'Create' and 'Close'.

The *Dashboard / Welcome* screen will display. Note that the payment account balance displays in the top right corner of the screen. To be able to update the registrant and/or account settings, click the down carrot on the 'Account' option to expand it.



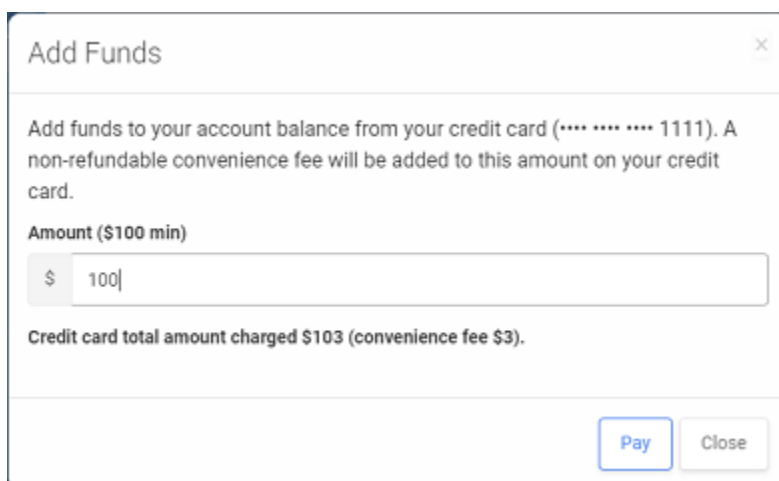
Appendix 2 – Registering A New Account

Select the ‘Settings’ option. To add funds, click the ‘PAYMENT DETAILS’ tab and then click the **Add Funds** button.

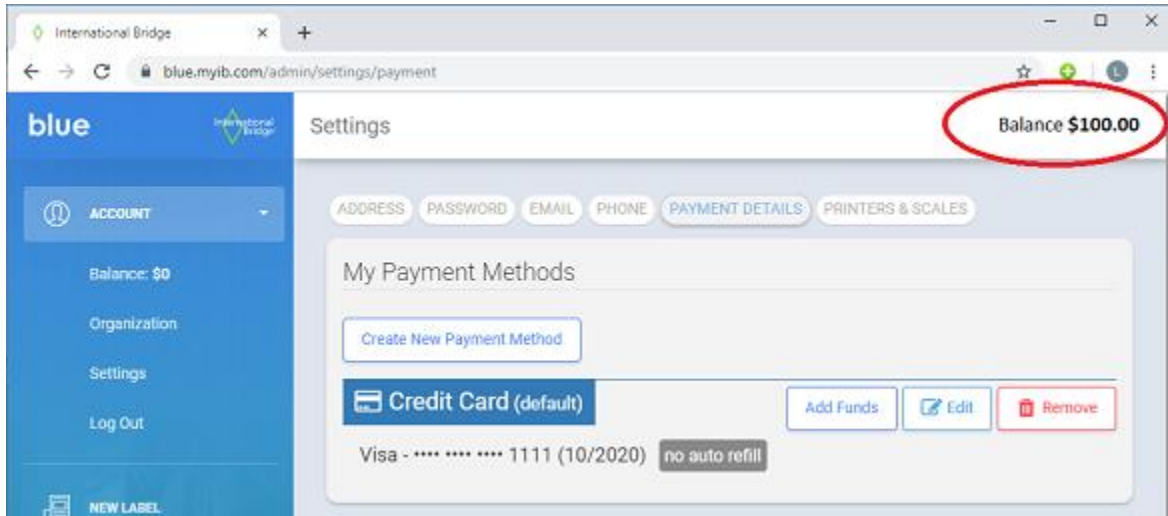


An *Add Funds* screen will display. Enter the amount to be added (the minimum is \$100) and click the **Pay** button.

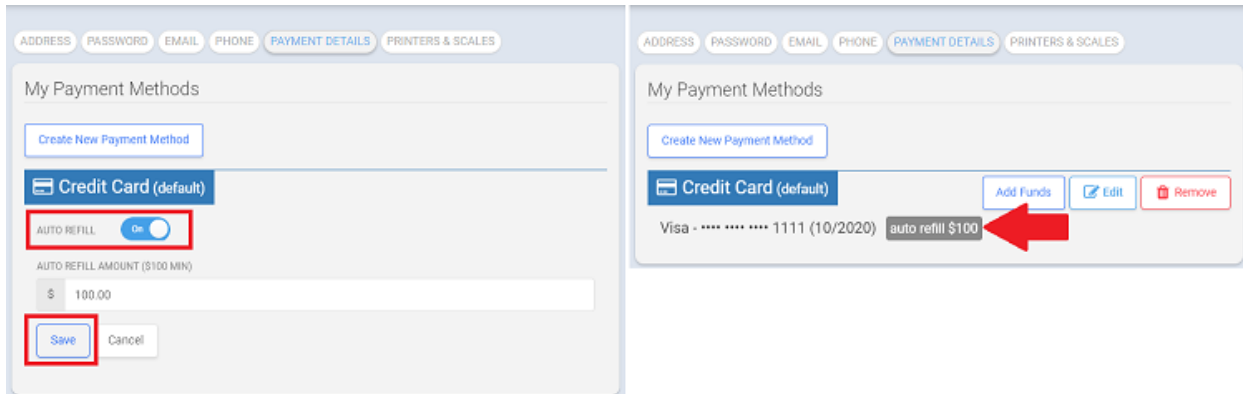
i *A 3% convenience fee is charged for every credit card transaction.*



When the funds have been added successfully, the account Balance displayed at the top right of the screen will update accordingly.



Users can enable an auto refill function by clicking the **Edit** button in the *PAYMENT DETAILS* screen. Set the 'AUTO REFILL' toggle button to "On" and enter an amount to have auto refilled or charged to the account by the system. Click the **Save** button when done.



EPOSTAGE PAYMENT OPTION

When the 'ACH' option is selected, the screen will automatically expand to display the required fields for setting up an ACH payment method.

Enter the information for the required fields (required fields are noted with an asterisk).

The First Name, Last Name, and Business Name fields will be auto populated based on the corresponding information entered in the ADDRESS screen. Edit this information if necessary.

When ready, click the **Create** button.

The screenshot shows a 'New Payment Method' dialog box. At the top, there are two radio buttons: 'CreditCard' (unselected) and 'ACH' (selected). Below this are several required fields marked with an asterisk: 'Routing Number *', 'Account Number *', 'Bank Account Type *' (with options for 'checking' and 'savings'), 'Bank Account Ownership Type *' (with options for 'personal' and 'business'), 'First Name *' (populated with 'Laura'), 'Last Name *' (populated with 'Burish'), and 'Business Name *' (populated with 'Production Test Company, Inc.'). At the bottom right, there are two buttons: 'Create' and 'Close'. A yellow warning box at the bottom of the form contains the text: 'By clicking "Create", I authorize Braintree, a service of PayPal, on behalf of International Bridge, Inc. (i) to verify my bank account information using bank information and consumer reports and (ii) to debit my bank account.'

The screen will update and display the bank information that corresponds with the Routing Number and Account Number entered. Additional information is provided noting that the account has not yet been verified, what to expect in the coming days, and how to proceed. Read this information carefully!

The screenshot shows the 'My Payment Methods' section of a user interface. At the top, there are navigation tabs: ADDRESS, PASSWORD, EMAIL, PHONE, PAYMENT DETAILS (selected), and QZ-TRAY SCALE/ZPL. Below the tabs is a 'Create New Payment Method' button. Underneath, there is a 'Bank Account' entry with a bank icon, the name 'MY BANK USA', and the account number 'Account ending in 1234 (checking)'. To the right of this entry are two buttons: 'Verify Microtransactions' and 'Archive'. A yellow warning box at the bottom of the entry contains the text: 'Your bank account is not yet verified. Two separate credits of less than a dollar each have been issued to your bank account and requires you to confirm the exact amounts once they're visible on your bank statement. This typically takes 2-3 business days (up to 5 business days). Look for PAYPAL on your statement. Once you see them click on the "Verify Microtransactions" button above.'

The information that is noted in the screen image on the previous page reads as follows:

"Your Bank account is not yet verified."

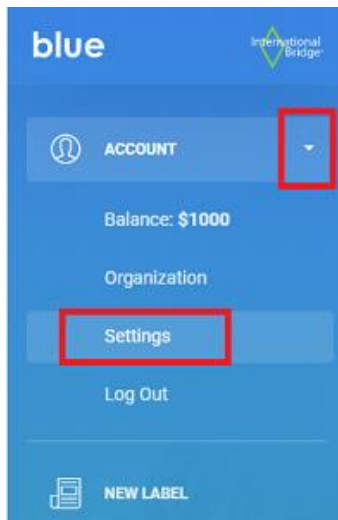
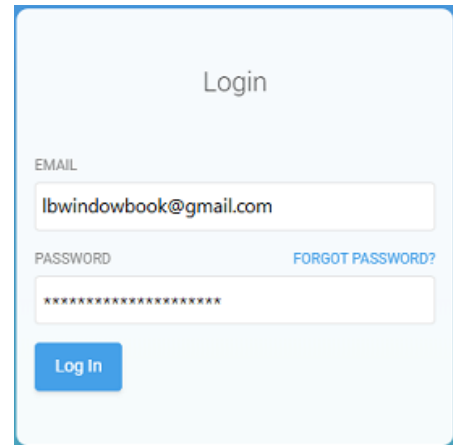
"Two separate credits of less than a dollar each have been issued to your bank account and requires you to confirm the exact amounts once they're visible on your bank statement. This typically takes 2-3

business days (up to 5 business days). Look for PAYPAL on your statement. Once you see them, click on the “Verify Microtransactions button above.”

The setup of the payment account is at a stand-still until such time as the microtransactions show up on the bank statement. Log out of the International Bridge site. The Window Book/IB account can be added in DAT-MAIL at this time but cannot be used for purchasing labels until the microtransactions are verified. For instructions on how to add the Window Book/IB account to DAT-MAIL, refer to ‘PMOD’ Tab.

i *If using an ACH payment method, once the bank account is verified and funds are added, the potential exists for Clients adding funds to an existing account to be able to avoid the wait of 3-4 business days for the transaction to settle. International Bridge will pre-fund the Client’s meter (existing Clients only with accounts that have already been funded at least once) up to \$1,500 based on a notification from Window Book. [Contact the Window Book Client Services team](#) for more information. The final decision in regard to pre-funding occurs at the sole discretion of International Bridge.*

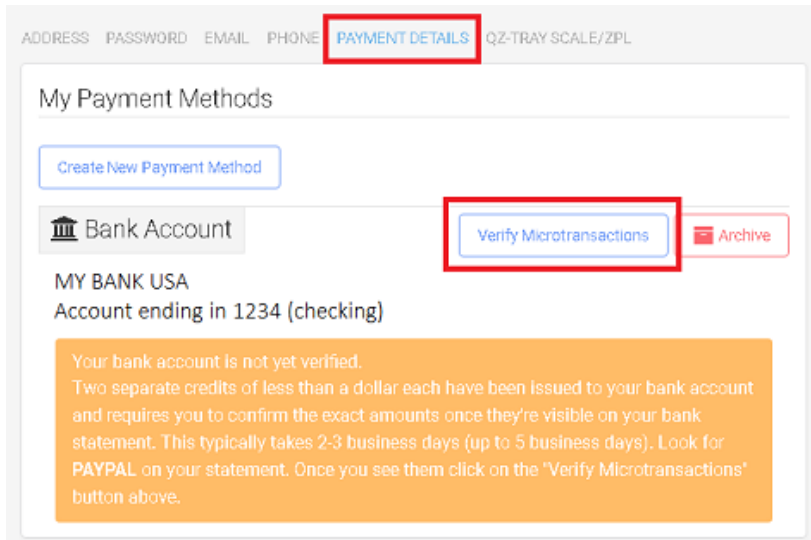
When the microtransaction amounts appear on the bank statement (transactions will display as “PAYPAL”), open a web browser and navigate to: <https://blue.myib.com/login>. Enter the account’s login credentials and click the **Log In** button.



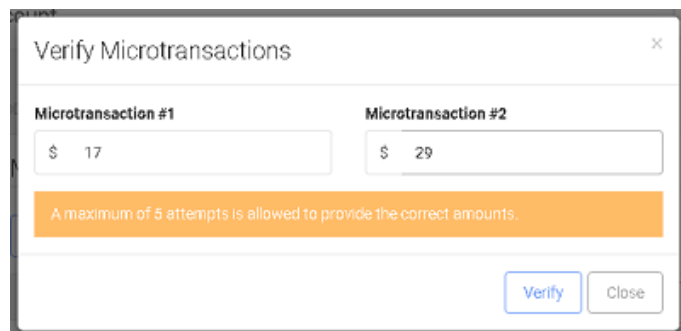
The International Bridge Dashboard screen will display. In the vertical menu on the left, select the corresponding down-arrow for the ‘Account’ option to expand it. Select the ‘Settings’ option.

Appendix 2 – Registering A New Account

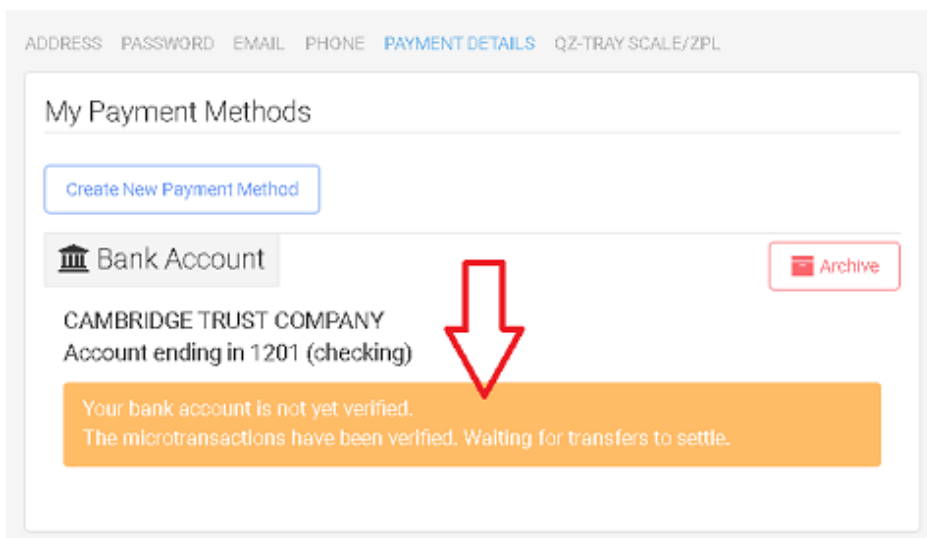
In the Account screen, click the PAYMENT DETAILS link. Click the **Verify Microtransactions** button.



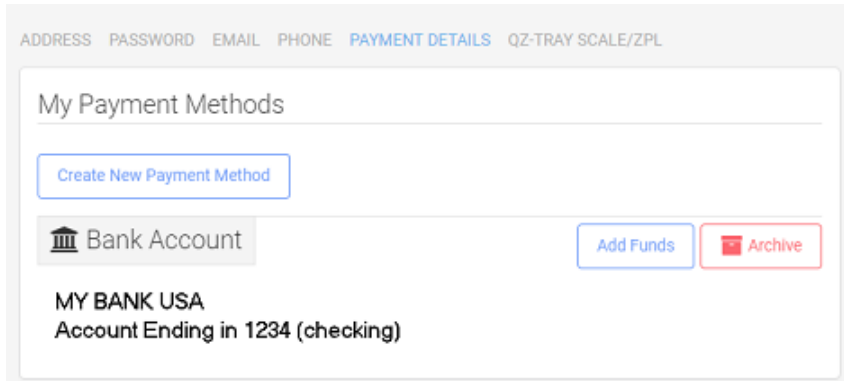
The *Verify Microtransactions* screen will display. Enter the transaction amounts (i.e. credits) that are displayed on the bank statement as PAYPAL. **IMPORTANT:** Enter the correct amounts or the account verification will fail. Click the **Verify** button when ready.



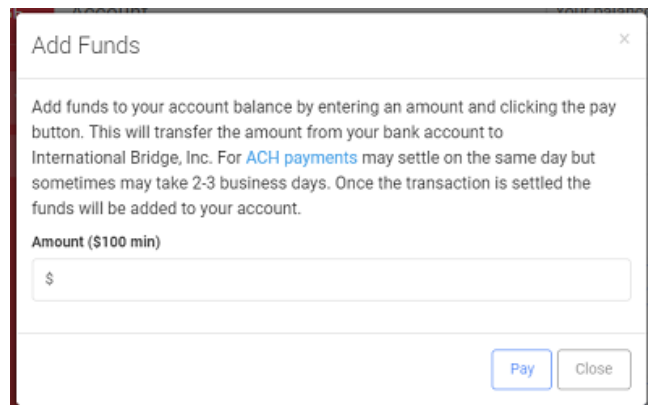
The screen will update, and the following message will display: “Your bank account is not yet verified. The microtransactions have been verified. Waiting for transfers to settle”.




When the verification completes successfully, the screen will update and the bank information will be listed, along with the ability to add funds to the account for use. Click the **Add Funds** button.

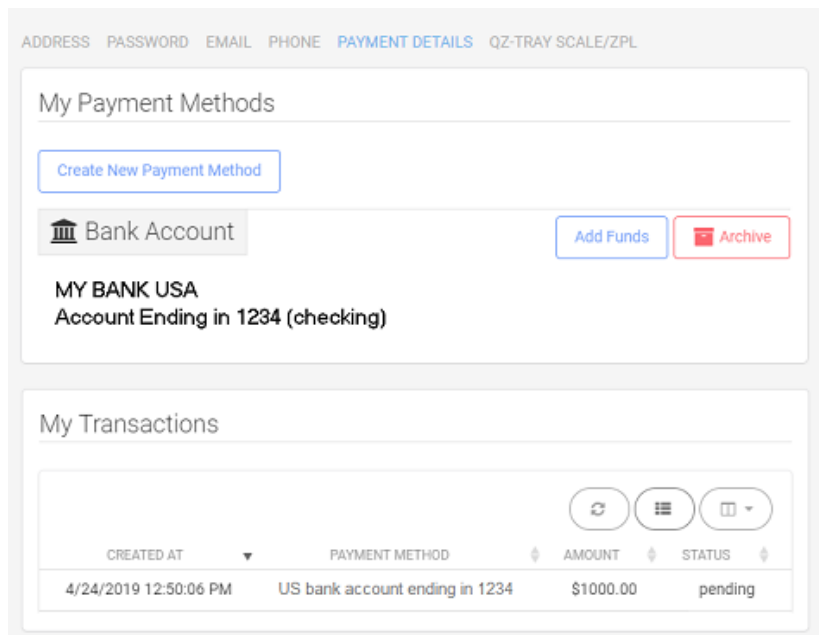


The *Add Funds* screen will display. Read the information carefully. When ready, enter the amount (\$100 minimum) and click the **Pay** button.



The screen will update, and the pending transaction detail will display below the bank account information.

Once the transaction is settled, the transaction status will update () and the funds will be added to the account.



E-VS PAYMENT OPTION

In order to use e-VS, Clients need an e-VS permit linked to either a CAPS or EPS account.

In addition, Clients need to register/create an IB account they can log into (refer to IB EPOSTAGE METHOD above for instructions); however, they will not need to fund the account. Instead, Clients must provide the following information to Window Book’s Technical Support Team to finalize the setup with IB:

- e-VS permit number and PO Zip;
- Master MID;
- Primary MID for tracking barcodes (this is the MID that will actually be on the barcode);
- CRID (this must be the e-VS-authorized CRID); and
- Credentials for PDX SSF upload (if the Client already uses Postal Package Partner™ (PPP™) their current credentials can be used – Window Book can obtain these credentials for them, if necessary)).

WIRE TRANSFER & PUSH PAYMENT OPTIONS

Both Wire Transfers and Push payment options are electronic ways of sending/receiving funds. They are considered ACH payment methods. Wire Transfers move funds from one bank to another within one business day (for a fee – fees are dependent on the bank sending the transfer) and generally cannot be reversed, unlike Push transfers. Push transfers typically take slightly longer to complete, often do not involve a fee to send (if there is a fee, it is typically very small), and can be reversed. And, unlike wire transfers that occur directly from one bank to another, Push transfers involve a third-party clearinghouse of sorts.



Fees associated with sending Wire Transfers or Push transfers are controlled by the bank issuing the transfer. Fees associated with receiving transferred funds (if any) are the responsibility of International Bridge. Window Book is not responsible for any fees associated with the transfer of funds.

To set up and use Wire Transfer or Push payment options, ‘Credit Card’ (not ‘ACH’) needs to be selected as the Payment Method in the creation of the IB Production Account (refer to [step 11](#) under “Registering A New Production Account”), and a credit card must be added to the account (see [Credit Card Payment Option](#) for instructions). Funds; however, should NOT be added to the credit card.



When using Wire Transfer or a Push payment option, do not add any funds to the credit card on file to avoid any potential for the card to be charged for shipments.

Once the Window Book/IB production account is registered/created and the credit card has been added/set up (\$0 balance), users must e-mail Katie Hart at IB (accounting@myib.com), stipulate the desire for a wire transfer or push of funds, provide the Window Book/IB account user name (i.e. e-mail

address used to create and log into the account), and request International Bridge’s account credentials. The user will have to communicate the International Bridge account credentials to their bank, so their bank is be able to transfer or push the funds directly to IB.

Katie (or an IB representative) will respond with any questions and/or the needed International Bridge account credentials and provide further instructions if necessary.

Users should also notify Katie (accounting@myib.com) whenever the funds are transferred as she (or an IB representative) has to monitor International Bridge’s account and confirm receipt so IB is able to add the funds to the user’s Window Book/IB account.

REGISTERING A NEW TEST ACCOUNT

To register a new Window Book/International Bridge (IB) TEST account, perform the following:

- On the computer, open a web browser and navigate to:

<https://blue-sandbox.myib.com/register>;



Users must register their Window Book/IB account using the link provided in order to successfully use the PMOD module in DAT-MAIL!

- Enter an email address for the account and a password. Confirm the password entered and click the **Sign Up** button;

The screenshot displays a web browser window with the address bar showing blue-sandbox.myib.com/register. The page content includes a 'Register' form with the following fields and elements:

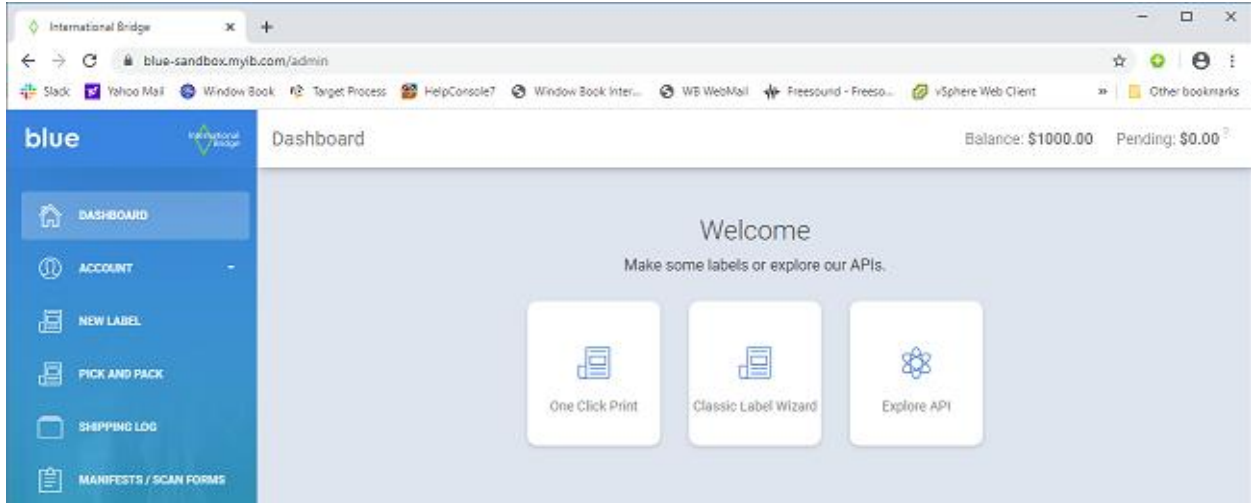
- EMAIL ***: Input field containing 'testregister@windowbook.com'.
- PASSWORD ***: Input field with a 'show' toggle.
- PASSWORD CONFIRMATION ***: Input field for password verification.
- PASSWORD MUST:** A list of requirements: 'Contain both upper case and lower case letters', 'Be at least 8 characters long', 'Contain numbers', and 'Contain symbols'.
- Sign Up**: A blue button to complete registration.

Red arrows and a red box are used as annotations to highlight the email field, the password field, the password confirmation field, and the Sign Up button, respectively.



The e-mail address and password entered during registration will be the required login credentials used for the Window Book/IB Test account going forward.

The International Bridge Dashboard will appear. Test accounts are automatically set up as if to use a credit card as the payment method, and accounts are pre-funded with \$1,000 of mock funds. Additional mock funds can be added, as needed.

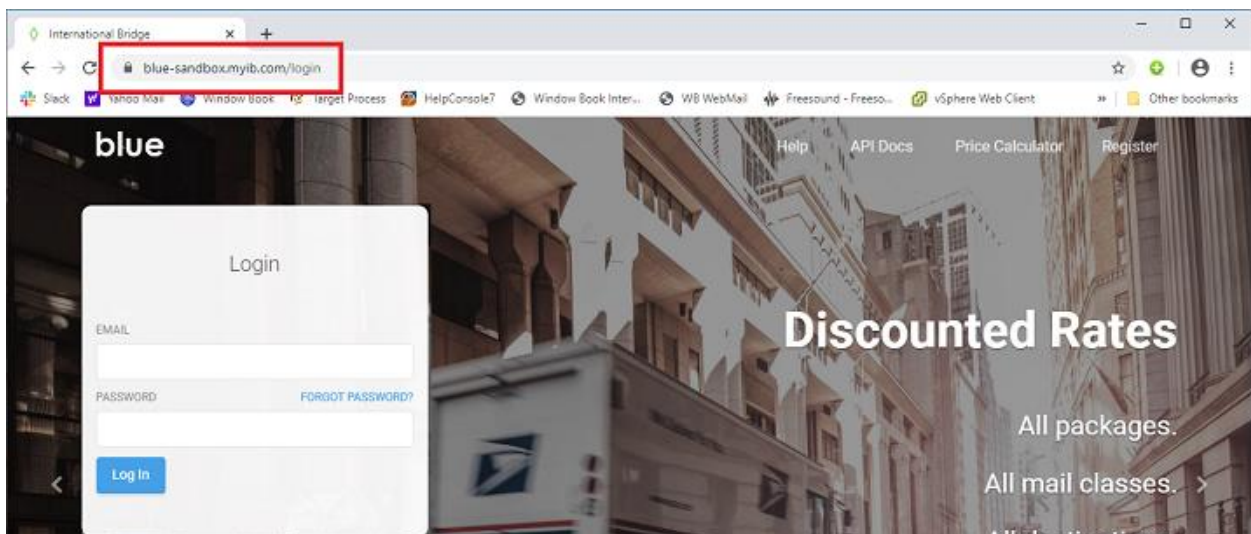


The new Test account is ready for use with DAT-MAIL's PMOD module (refer to [ADDING PAYMENT ACCOUNTS](#) for instructions).

Adding Funds to a Test Account

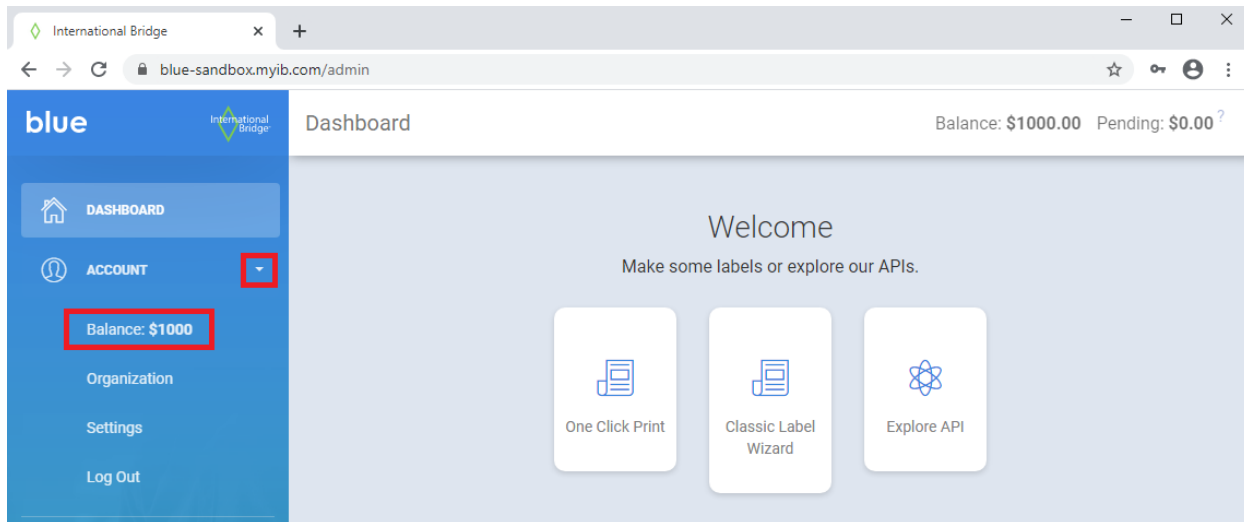
Mock funds can be added to Test accounts, as needed. To add mock funds to an existing Test account, perform the following:

1. Launch a web browser, navigate to the International Bridge Sandbox site (<https://blue-sandbox.myib.com/login>) and log in using the e-mail and password used to register the test account (refer to [REGISTERING A NEW TEST ACCOUNT](#) for more information);

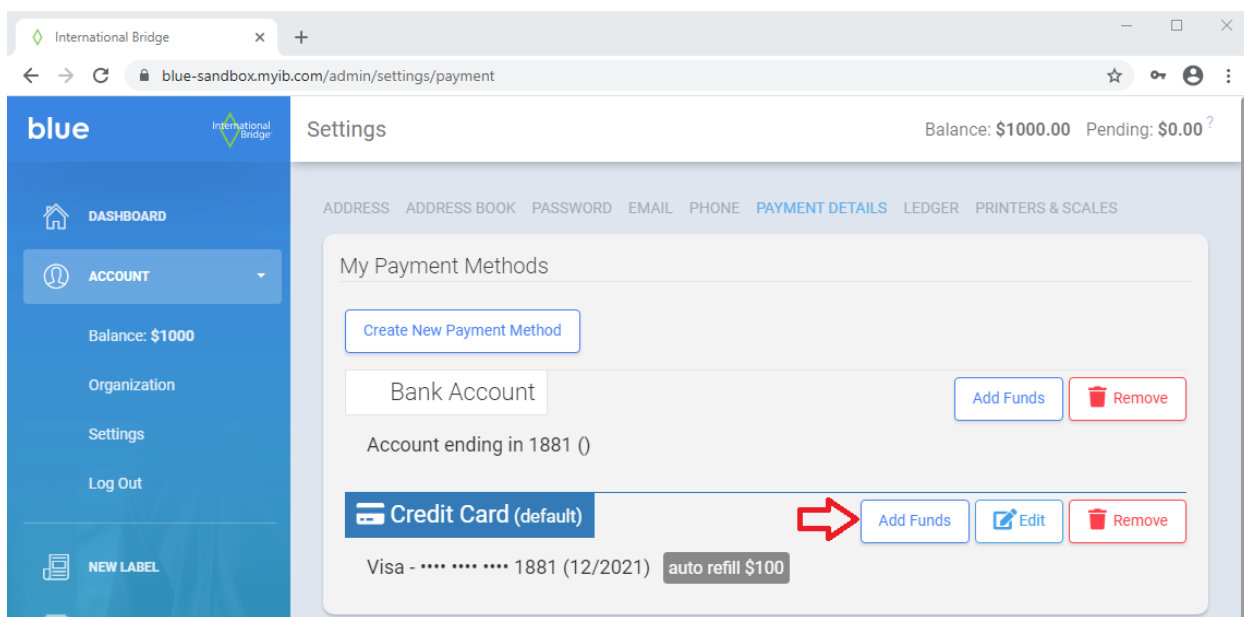


Appendix 2 – Registering A New Account


- The International Bridge Dashboard will display. From the vertical menu on the left, click on drop-down arrow to the right of the 'Account' menu and select the 'Balance' option (the total amount of mock funds currently available (if any) will display next to the 'Balance' menu option -- in the example being used here, the existing balance available is \$1,000);

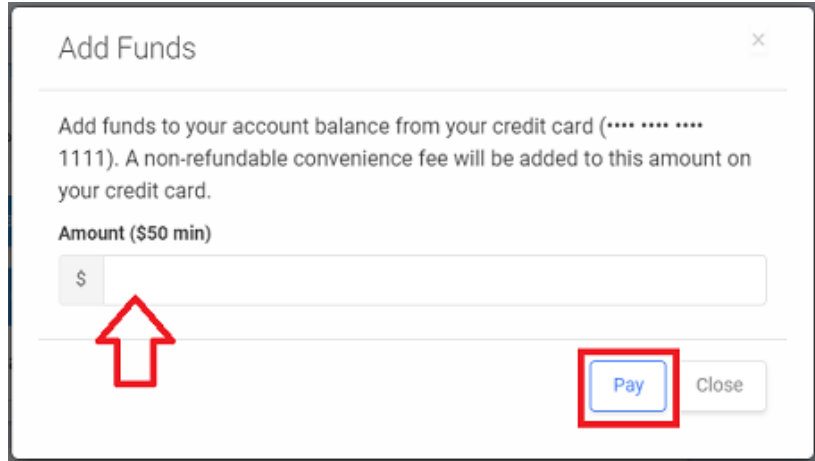


- The Settings screen will display. In the 'Credit Card' section, click the Add Funds button;

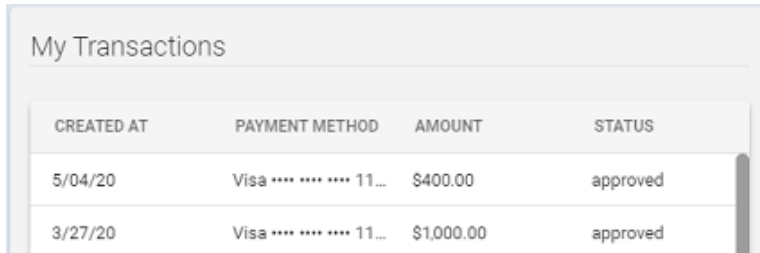


- An Add Funds window will display. Enter an amount and click the Pay button;

 ***Clients can disregard any mention of convenience fees that display in the “Add Funds” window of a TEST account. In the Sandbox or Test account, convenience fees do not apply.***

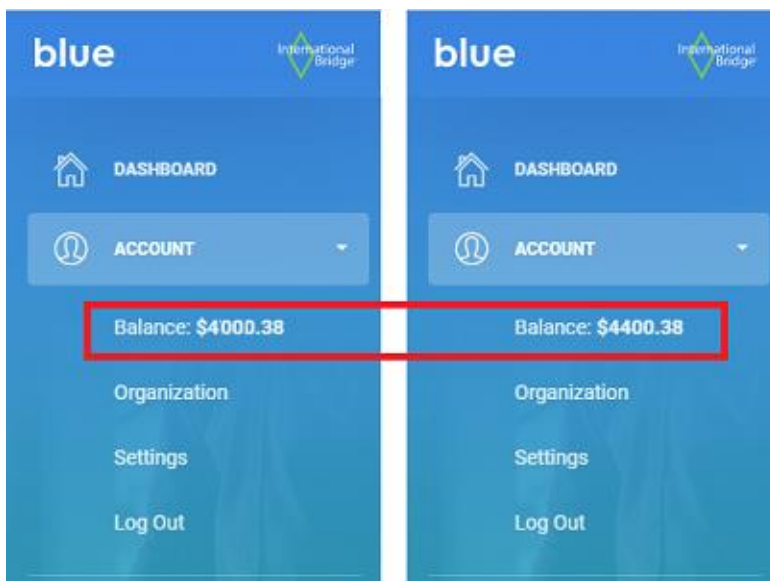


- The Add Funds window will close, and the addition of mock funds will be reported in the ‘My Transactions’ portion of the screen; as well as, be reflected in the overall account balance.



CREATED AT	PAYMENT METHOD	AMOUNT	STATUS
5/04/20	Visa **** * 11...	\$400.00	approved
3/27/20	Visa **** * 11...	\$1,000.00	approved

Example: Immediately following the addition of \$400.00 of mock funds to a Test account.



- Log out of the IB Sandbox site. The Test account with the added funds is ready for use.