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DAT-MAIL™



Palletization Guide

Version 2, Created January 26, 2018



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: 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
Added section	New	OVERVIEW	Added section to provide an overall look at what the Palletization Module is and what it does.
Added section	New	WHY USE DAT-MAIL'S PALLETIZATION MODULE	Added section to provide important reasons for using the Palletization Module.
Revised section	Revision	Standard/Periodical/Package Mailings	Added information about the various settings and options available in each of the six, coinciding plans for this mail type.
Added section	New	Creating A Palletization Plan	Added instructions on how to create a Palletization Plan.
Added Section	New	Running A Palletization Plan	Added instructions on how to run a Palletization Plan on a Mail.dat file.
Added Section	New	PALLET TRACKING DATABASE	Added information about the Pallet Tracking Database.

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BEFORE YOU BEGIN

SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



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



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



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

REQUIREMENTS

The requirements to be able to perform the functions documented in this Guide are as follows:

- DAT-MAIL™ software must be installed installed and registered on the server and then any workstations (if applicable); and
- DAT-MAIL's Palletization Module must be enabled.

OVERVIEW

The DAT-MAIL Palletization Module creates 'mother pallets' which are pallets that hold sacks and trays. It does not palletize flats or bundles of flats directly onto a pallet. This must be done by a presort program.

When running the Palletization Module you have options to palletize only mail that is not already on pallets, or repalletize an entire job. You can also palletize each segment individually (each segment is

Before You Begin

usually a separate production run or presort) or palletize across all segments (usually done for copalletization).

This Palletization Module is NOT designed as a replacement for your presort program's palletization option. A presort program's palletization routines can palletize flats on pallets and can also change the production sequence of the mail in pallet order, so that pallets can always be built as mail comes off the production line. Creating USPS® sorted pallets with this module can require you to stage multiple pallets at the same time since an unpalletized file may not be produced in pallet sequence. This is not a problem for mailers who co-palletize nor mailers who produce a job on multiple production lines who often find themselves in this situation.

The DAT-MAIL™ Palletization Module is designed to be a supplement to a presort program's palletization program by creating what was formerly known as 'courtesy pallets' for all loose trays and sacks that are left over after the presort program's palletization program is done. It can also be used to create USPS sorted pallets for non-palletized Mail.dat files that come from outside vendors.

Another important use for this module is co-palletizing multiple jobs or versions together by merging the Mail.dat files for such jobs and versions, then running the palletization program across segments. This will reduce the number of total pallets you create, and maximize the cost-effectiveness of drop shipping. The challenging aspect of co-palletizing is the logistics of combining sacks or trays from different production runs without the necessary labor costing you more than is saved.

Most palletization options can be run automatically at the end of the import process, so that you can easily enjoy the benefits of this program without changing your standard operating procedures. The option to create USPS sorted pallets cannot be run automatically, because you have to run Quick Plan or Planalyzer after the palletization is complete.

WHY USE DAT-MAIL'S PALLETIZATION MODULE

Some very important reasons to use DAT-MAIL™'s Palletization Module include, but are not limited to:

- Palletization ensures that all mail is electronically represented on pallets within a Mail.dat, which can be passed to USPS *PostalOne!*®;
- Palletized mail is easier to transport and track using the USPS FAST system;
- By electronically representing all of your mail on pallets, you can use DATMAIL to print barcoded pallet placards and skid sheets for every pallet;
- The Sack/Trays on Pallet Reports can provide concise instructions to your shop floor for producing the pallets. If you are co-palletizing, the Copalletization Breakout Report will show you the make-up of each pallet by original job; and
- DAT-MAIL™ features a Pallet Tracking Database that crosses all jobs which will provide valuable reporting and eventually provide the basis of some exciting new capabilities. In order for any of these reports or features to be useful, all mail has to be represented on pallets, and all pallets must carry our system generated UCID.

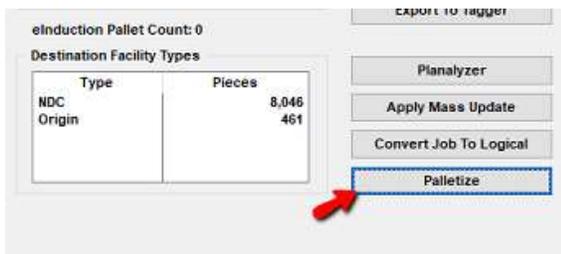
PALLETIZATION

This section of the Guide provides descriptive and 'how to' information regarding using the Palletization Module within DAT-MAIL.

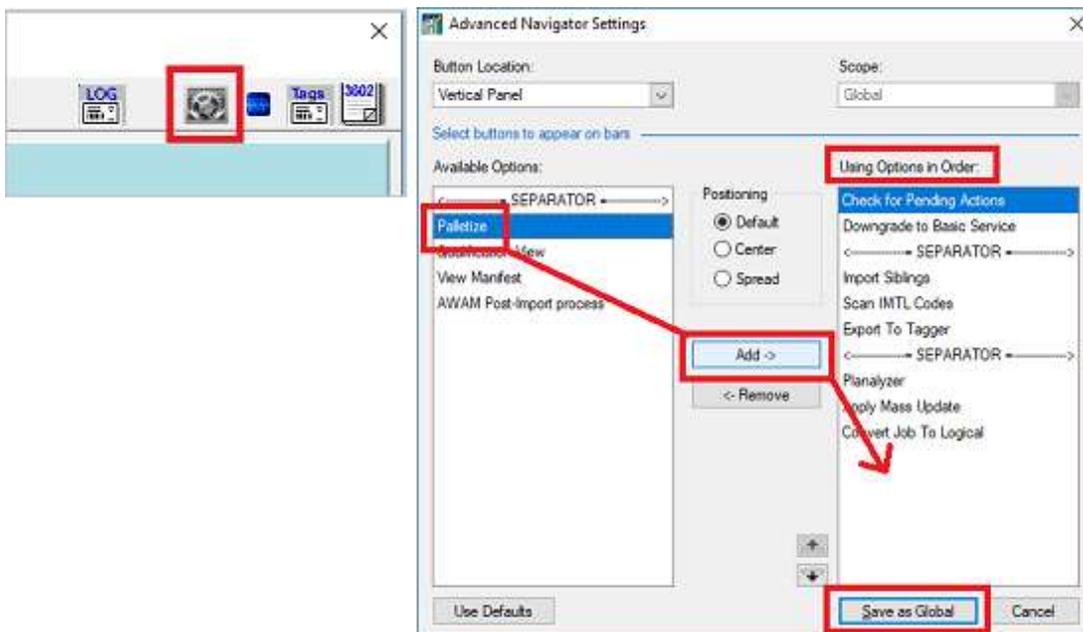
VIEW THE LOOSE CONTAINERS

To view the loose containers that can be palletized, perform the following:

- Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
- In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;

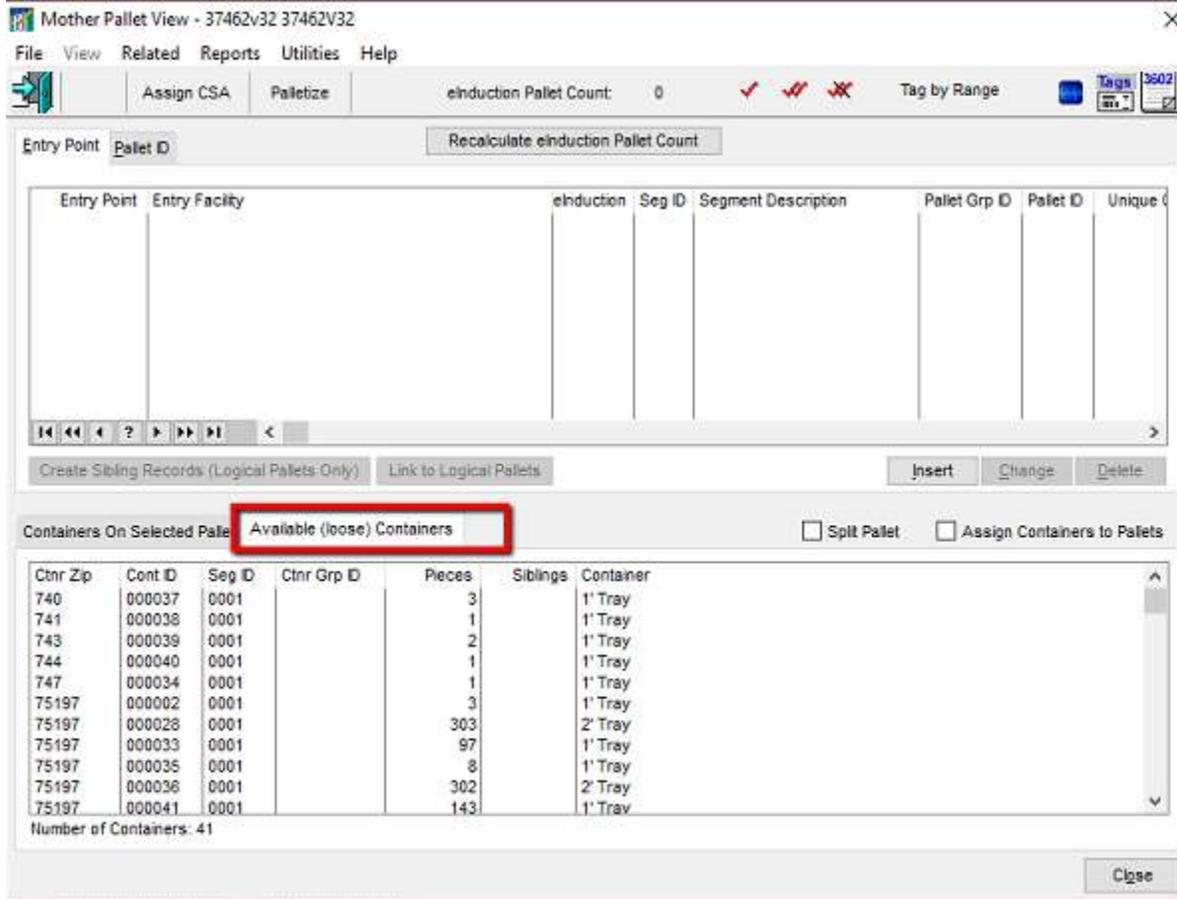


i If the **PALLETIZE** button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the **PALLETIZE** button is selected to be displayed.



- The *Mother Pallet View* screen will display. All the available loose containers that can be palletized will be listed;

Palletization

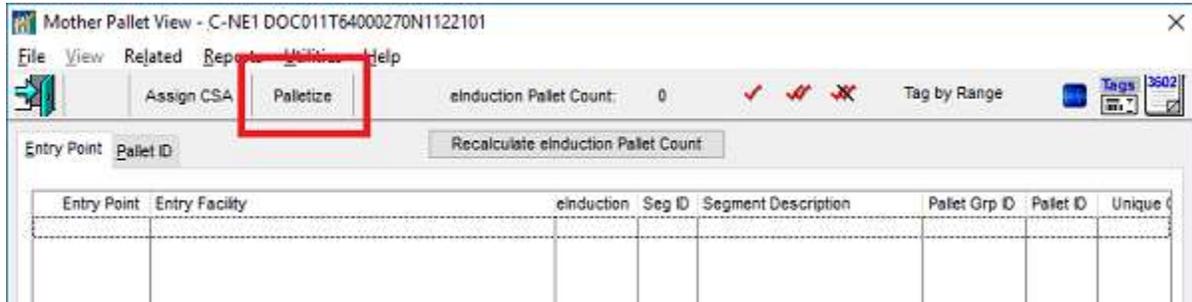


PALLETIZATION BY MAILING TYPE

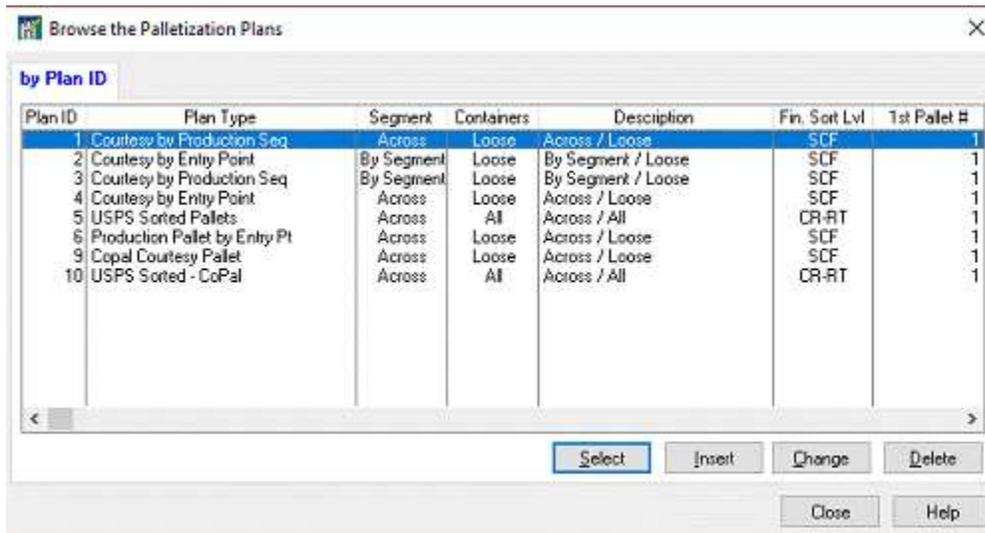
This section of the Guide explains the individual palletization plans available through Window Book’s Palletization Module for the different mail types (i.e. Standard/Periodicals/Packaging and First Class mailings).

Standard/Periodical/Package Mailings

To create one or multiple pallets for Standard, Periodical or Package mailings, use the 'Palletize' option on the top of the *Mother Pallet View* screen.



This will open the *Browse the Palletization Plans* screen.



There are six types of plans:

- [Courtesy by Production Sequence](#);
- [Courtesy by Entry Point](#);
- [USPS Sorted](#);
- [Production Pallet by Entry Point](#);
- [CoPal Courtesy Pallet](#); and
- [USPS Sorted CoPal](#).

Palletization

Each plan has various settings and options, which are explained below:

- **Segments** (choose from):
 - ~ *Across*: Across all segments treats the entire Mail.dat file as a single mailing. Use this if copalletizing or if your file is 'oversegmented' where there is more than one segment in a qualification, such as one segment per drop ship destination;
 - ~ *By Segment*: To palletize segments individually when each segment is usually a separate mailing and could be mailed separately;
- **Containers** (choose from):
 - ~ *All*: This will wipe out existing Palletization scheme and re-create it for all containers when creating Postal Pallets;
 - ~ *Loose*: Only palletizes mail not already on pallets. When you select the option to only create Courtesy Pallets, only non-palletized mail is palletized no matter how this is set;
- **Finest Sort Level** (choose from): Carrier Route; 5-Digit; 3-Digit; SCF; NDC (not all palletization plans will have all of these options available);
- **First Pallet Number**: Allows you to choose a starting pallet for control purposes – If you are adding courtesy pallets we recommend setting the starting number high, like 5000, so it does not create duplicate pallet numbers with those already present. If you enter 0, the first number will start where the last existing pallet number leaves off.

You also have the option to Set your pallets for eInduction, Set Accept Misshipped Value to Yes, and Include Origin pallets within certain palletization plans;

- **Minimum/Maximum Weights** (prefilled): Not all palletization plans will have both options available. Not all options within the 'Weights Menu' can be modified;
- Other options might include the ability to:
 - ~ Set **USPS Pick Up**;
 - ~ **Use APC**;
 - ~ **Skip 3D pallets** (an option which allows you to build larger SCF pallets on certain mail types - Window Book recommend activating this option since you are not required to build 3D pallets. And in most cases, you will create larger, more economical pallets when you create SCF pallets);
 - ~ **Do Not Palletize Origin Sacks** (if you bedload your origin sacks going to the local post office, check this box – it will not palletize your residual origin sacks);
 - ~ **Use FSS Scheme**; and Link to Logical Pallets when doing copal;
 - ~ **Link to Logical Pallets** (when doing copal); and
 - ~ You can select to do **Partial Copal** and enter your own **Origin Zip** for the palletization process.

- The **Tare Weights** are set to a default value, but can be modified if needed.



The screenshot shows a software window titled "Changing a Palletization Plan" with two tabs: "General" and "Tare Weights". The "Tare Weights" tab is active. It contains a list of items with corresponding numerical values in input fields:

Sacks:	0.1130
1 Foot Tray:	1.1000
2 Foot Tray:	1.7000
Emm Tray:	2.1000
Flt Tray:	3.0000
Pallet Box:	24.0000
Pallet:	19.0000
Large Container:	0.0000
Other:	0.0000

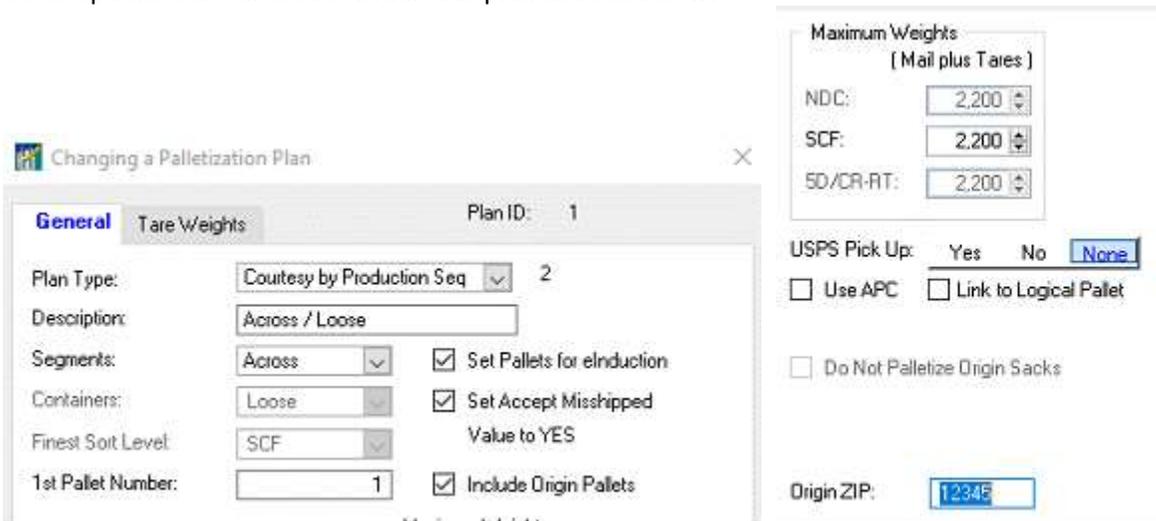
i **USPS SORTED PALLETS:** *The original entry point designations for the containers on these pallets are stripped off and will therefore, require you to run Quick Plan or Planalyzer after your palletization process is complete to assign the appropriate entry points.*

i **COURTESY PALLETS:** *A Courtesy Pallet is essentially a 'mother pallet' of sacks or trays that did not get palletized in the original presort. These are not truly postal pallets in that there is no pallet presort level defined and these pallets usually do not meet minimums for USPS sorted pallets. Though the USPS officially discourages the use of these pallets, they aid in the effective transport of mail and most transportation companies insist that loose trays and sacks be placed on such pallets. It is very important that these courtesy pallets be marked appropriately. The production sequence option will create a new courtesy pallet every time the entry point changes. If you find that there are too many pallets being created, use the Courtesy Pallet by Entry Point option which will create the same kind of pallet except there will only be one per entry point unless a maximum height or weight is reached.*

Palletization

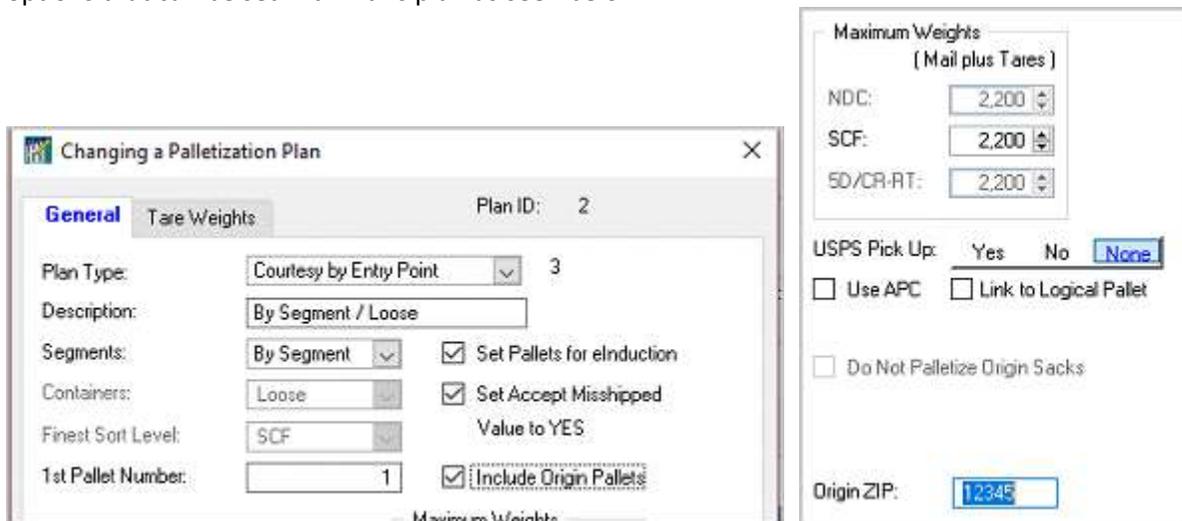
PLAN #1: COURTESY BY PRODUCTION SEQUENCE

This palletization plan allows you to create courtesy pallets by using your production sequence. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** of your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.



PLAN #2: COURTESY BY ENTRY POINT

This palletization plan allows you to create courtesy pallets by using the Entry Point. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.



PLAN #3: USPS SORTED

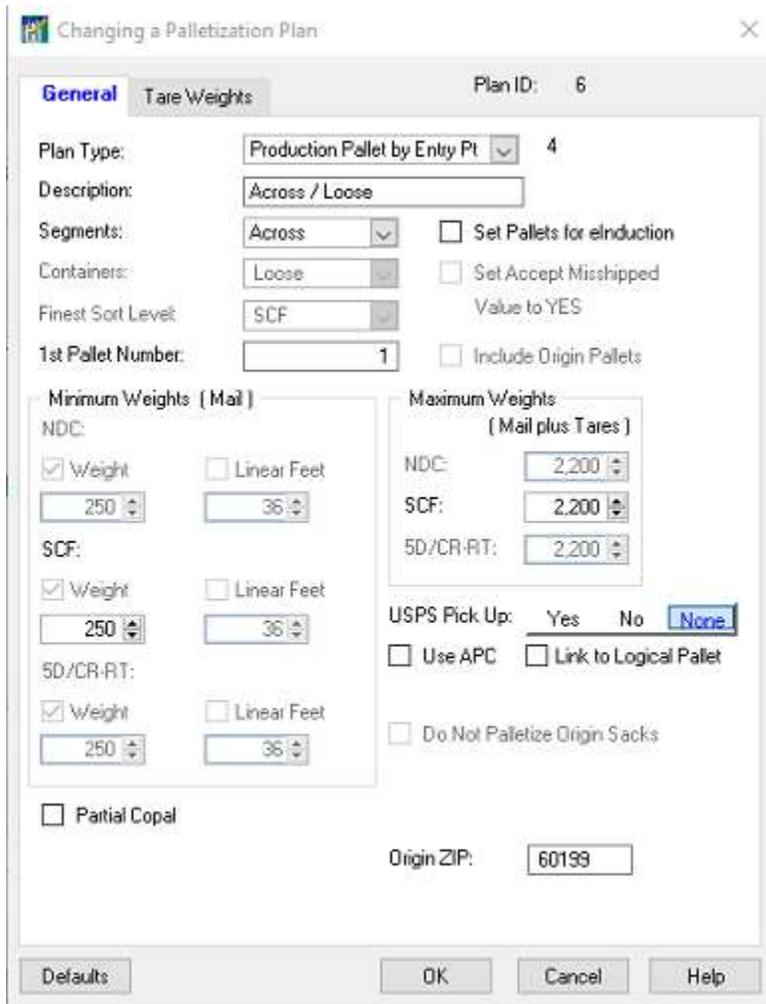
This palletization plan allows you to create pallets by using the USPS requirements. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. You can also designate the **Finest Sortation level** you'd like to use. There are a few other options that can be set within this plan as seen below.

The screenshot shows a dialog box titled "Changing a Palletization Plan" with a close button (X) in the top right corner. The "General" tab is selected, and the "Plan ID" is 5. The "Tare Weights" sub-tab is also visible. The "Plan Type" is set to "USPS Sorted Pallets" with a value of 1. The "Description" is "Across / All". The "Segments" dropdown is set to "Across", and there are checkboxes for "Set Pallets for induction" and "Set Accept Misshipped" (with a note "Value to YES"). The "Containers" dropdown is set to "All", and there is a checkbox for "Include Origin Pallets". The "Finest Sort Level" is set to "CR-RT". The "1st Pallet Number" is 1. There are two sections for weights: "Minimum Weights (Mail)" and "Maximum Weights (Mail plus Tares)". Each section has checkboxes for "Weight" and "Linear Feet" with corresponding input fields. The "Weight" checkboxes are checked, and the values are 250 for weight and 36 for linear feet. The "Maximum Weights" section has input fields for NDC, SCF, and 5D/CR-RT, all set to 2,200. There are also checkboxes for "Use APC", "Link to Logical Pallet", "Skip 3D Pallets", "Do Not Palletize Origin Sacks", and "Use FSS Scheme". The "USPS Pick Up" is set to "None". The "Origin ZIP" is 12345. At the bottom, there are buttons for "Defaults", "OK", "Cancel", and "Help".

Palletization

PLAN #4: PRODUCTION PALLET BY ENTRY POINT

This palletization plan allows you to create production pallets by using the Entry Points. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.



PLAN #5: COPAL COURTESY PALLET

This palletization plan is for copal mailers and logistic companies that do copal. This allows you to create production sequence pallets while ignoring the Entry Points. This will only include trays or flat tubs which have the CSM **Included in other Docs= "I" or "O"** and will change the CSM Container Group ID filed to **"COPAL"**. You can set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.

Adding a Palletization Plan [X] Plan ID: 13

General Tare Weights

Plan Type: Copal Courtesy Pallet 9

Description: []

Segments: Across Set Pallets for induction

Containers: Loose Set Accept Misshipped Value to YES

Finest Sort Level: SCF Include Origin Pallets

1st Pallet Number: 1

Maximum Weights (Mail plus Tares)

NDC: 2,200

SCF: 2,200

5D/CR-RT: 2,200

USPS Pick Up: Yes No **None**

Use APC Link to Logical Pallet

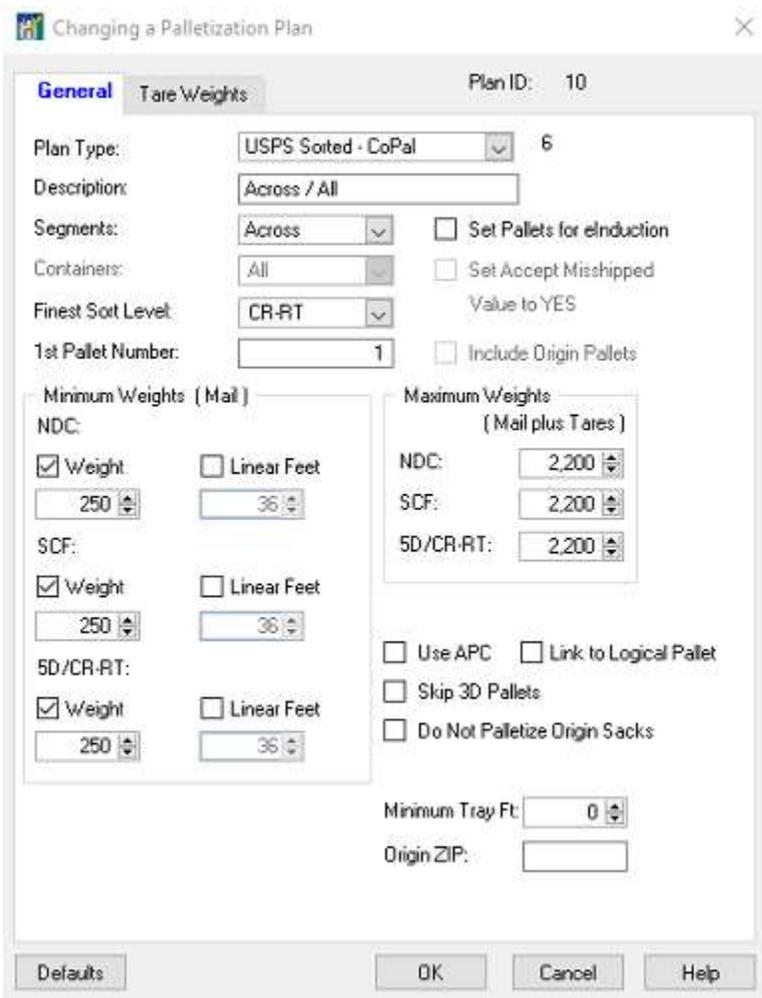
Do Not Palletize Origin Sacks

Origin ZIP: []

Defaults OK Cancel Help

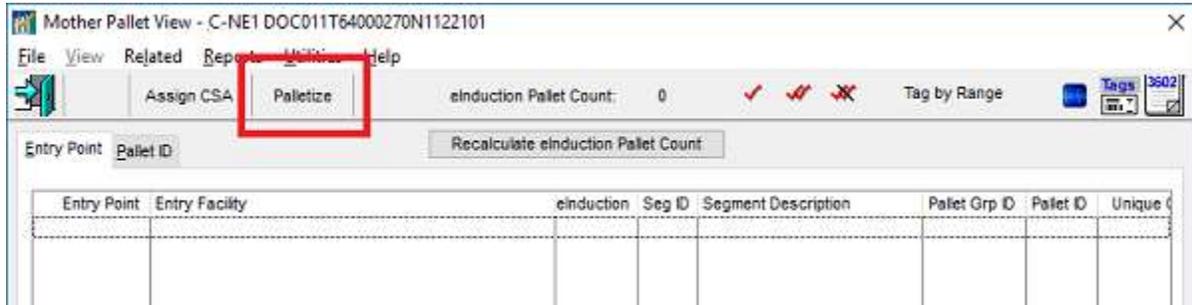
PLAN #6: USPS SORTED COPAL

This palletization plan requires the use of our freight planner once done. This allows you to put AADC, MxADC, and MXAADC containers on a pallet. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. There are a few other options that can be set within this plan as seen below.

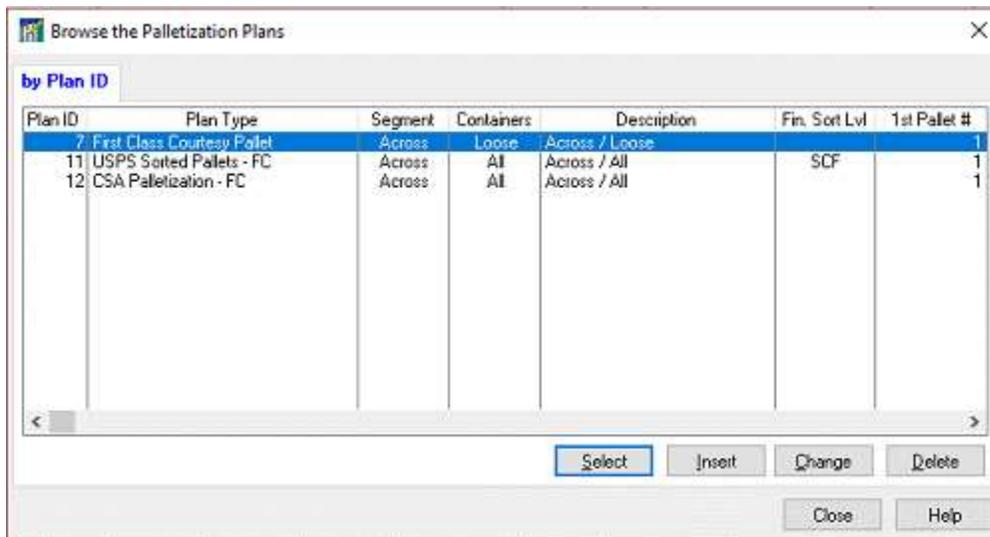


First Class (FC) Mailings

To create one or multiple pallets for FC mailings, use the 'Palletize' option on the top of the *Mother Pallet View* screen.



This will open the *Browse the Palletization Plans* screen.



There are 3 types of plans:

- [First Class Courtesy](#);
- [USPS Sorted FC](#); and
- [CSA Palletization FC](#).

Each plan has various settings and options, which are explained below:

- **Description:** a place to identify your Plan for easy reference in the listing;

Palletization

- **Segments** (choose from):
 - ~ *Across*: Across all segments treats the entire Mail.dat file as a single mailing. Use this if copalletizing or if your file is 'oversegmented' where there is more than one segment in a qualification such as one segment per drop ship destination.
 - ~ *By Segment*: To palletize segments individually when each segment is usually a separate mailing and could be mailed separately;
- **Containers** (choose from):
 - ~ *All*: This will wipe out existing Palletization scheme and recreate it for all containers when creating Postal Pallets;
 - ~ *Loose*: Only palletizes mail not already on pallets. When you select the option to only create Courtesy Pallets, only non-palletized mail is palletized no matter how this is set.
- **Finest Sort Level** (choose from): Carrier Route; 5 Digit; 3 Digit; SCF; or NDC (not all palletization plans will have all these options available);
- **First Pallet Number**: Allows you to choose a starting pallet for control purposes. If you are adding courtesy pallets we recommend setting the starting number high, like 5000, so it does not create duplicate pallet numbers with those already present. If you enter 0, the first number will start where the last existing pallet number leaves off.
- You also have the option to **Set your pallets for eInduction** and **Set Accept Misshipped Value to Yes** within certain palletization plans;
- **Maximum Weights** (prefilled): Not all options within the 'Weights Menu' can be modified;
- Other options might include:
 - ~ Set **USPS Pick Up**;
 - ~ **Use APC**;
 - ~ **Do Not Palletize Origin Sacks** (if you bedload your origin sacks going to the local post office, check this box. It will not palletize your residual origin sacks);
 - ~ **Link to Logical Pallets** (when doing copal); and
 - ~ You can also select to do **Partial Copal**, **Set Cont Group to Copal** and enter your **Origin Zip** for the palletization process.

- The **Tare Weights** are set to a default value, but can be modified if needed.

The screenshot shows the 'Changing a Palletization Plan' dialog box with the 'Tare Weights' tab selected. The dialog has two tabs: 'General' and 'Tare Weights'. The 'Tare Weights' tab contains a list of items with corresponding input fields for their weights:

Sacks:	0.1130
1 Foot Tray:	1.1000
2 Foot Tray:	1.7000
Emm Tray:	2.1000
Flt Tray:	3.0000
Pallet Box:	24.0000
Pallet:	19.0000
Large Container:	0.0000
Other:	0.0000

PLAN #1: FIRST CLASS COURTESY

This palletization plan allows you to create courtesy pallets. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. There are a few other options that can be set within this plan as seen below.

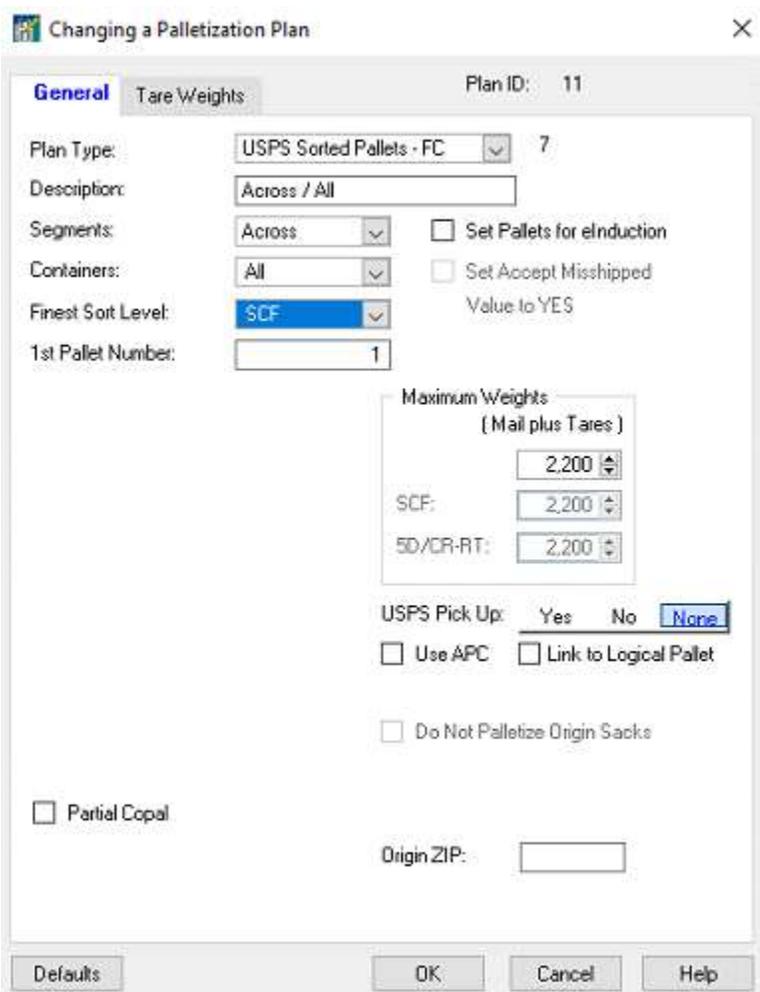
The screenshot shows the 'Changing a Palletization Plan' dialog box with the 'General' tab selected. The dialog has two tabs: 'General' and 'Tare Weights'. The 'General' tab contains the following settings:

- Plan ID: 7
- Plan Type: First Class Courtesy Pallet (dropdown), 5
- Description: Across / Loose
- Segments: By Segment (dropdown), Set Pallets for eInduction
- Containers: Loose (dropdown), Set Accept Misshipped
- Finest Sort Level: (dropdown), Value to YES
- 1st Pallet Number: 1
- Maximum Weights (Mail plus Tares):
 - Origin: 2,200 (spin box)
 - SCF: 2,200 (spin box)
 - 5D/CR-RT: 2,200 (spin box)
- USPS Pick Up: Yes No **None** (dropdown)
- Use APC Link to Logical Pallet
- Do Not Palletize Origin Sacks
- Partial Copal
- Origin ZIP: (input field)

Buttons at the bottom: Defaults, OK, Cancel, Help.

PLAN #2: USPS SORTED FC

This palletization plan allows you to create pallets by using the USPS requirements. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. You can also designate the **Finest Sortation level** you'd like to use. There are a few other options that can be set within this plan as seen below.



PLAN #3: CSA PALLETIZATION FC

This palletization plan allows you to create pallets based on the USPS Zip code schemes and the specified separation as stated in the mailers' CSA (Customer Service Agreement) with the USPS. You must provide the CSA CSV file location. The CSA CSV file is generated by the USPS and may be downloaded from the Facility Shipment and Tracking System (FAST) website. There are a few other options that can be set within this plan as seen below.

Changing a Palletization Plan

Plan ID: 12

General Tare Weights

Plan Type: CSA Palletization - FC 8

Description: Across / All

Segments: Across Set Pallets for induction

Containers: All Set Accept Misshipped

Finest Sort Level: Value to YES

1st Pallet Number: 1

Maximum Weights
(Mail plus Tares)

2,200

SCF: 2,200

5D/CR-RT: 2,200

USPS Pick Up: Yes No **None**

Use APC Link to Logical Pallet

Use existing separation numbers

Do not update CSA Agreement ID

Assign Separations only, do not retain Pallets

Do Not Palletize Origin Sacks

Partial Copal

Minimum Tray Ft: 0

Origin ZIP:

CSA CSV File Location

C:\WB\MDV\16517007_FPP.CSV

Defaults OK Cancel Help

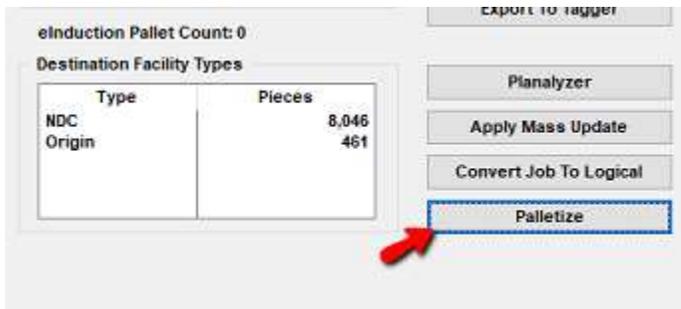
DELETING & SPLITTING PALLETS

The following sections illustrate how to delete and split pallets from within the *Mother Pallet View* screen.

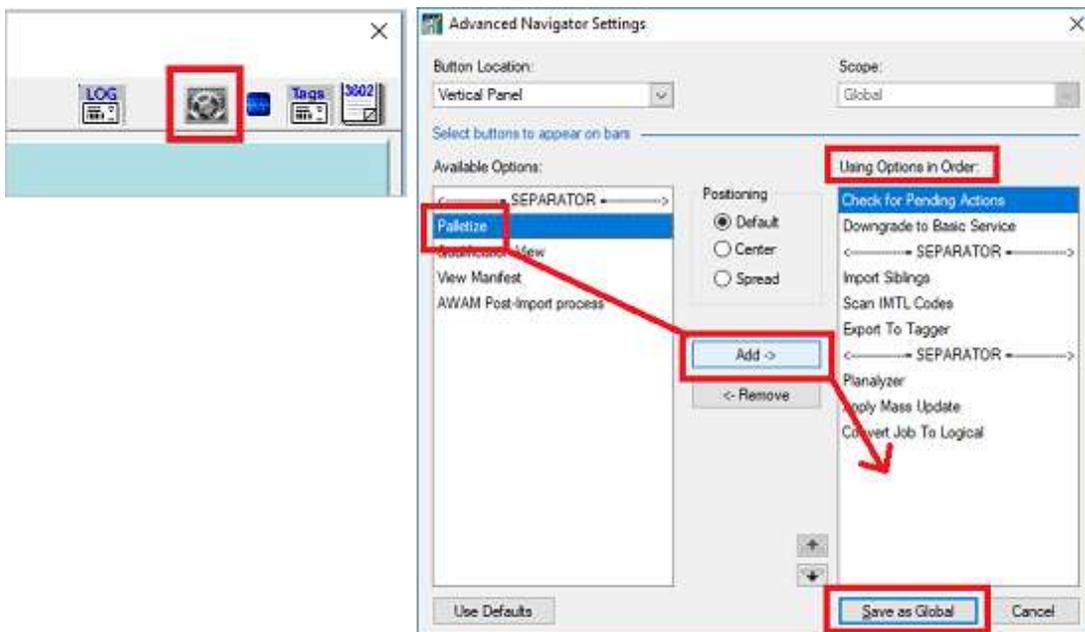
How To Delete A Pallet

To delete a pallet within the *Mother Pallet View* screen, perform the following:

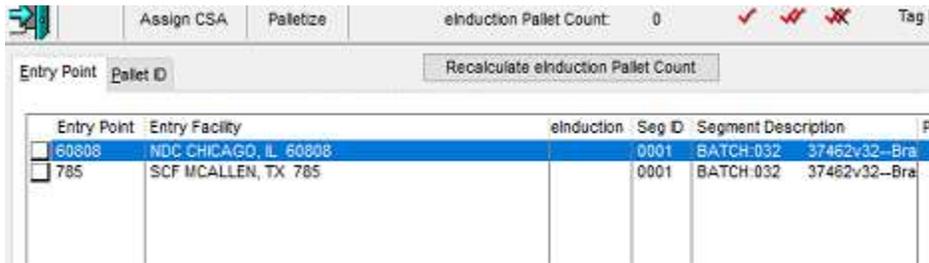
1. Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
2. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;



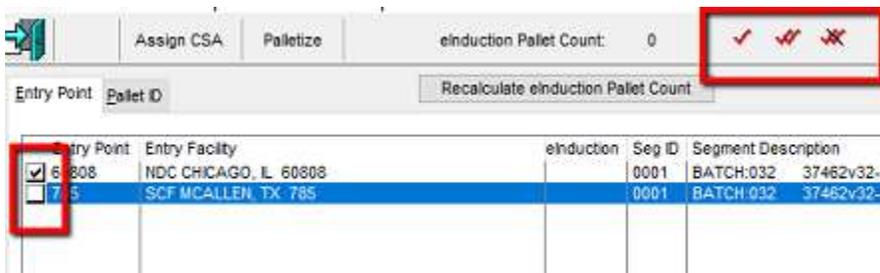
i If the **PALLETIZE** button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the **PALLETIZE** button is selected to be displayed.



- The *Mother Pallet View* screen will display. The available pallets that can be deleted will be listed.



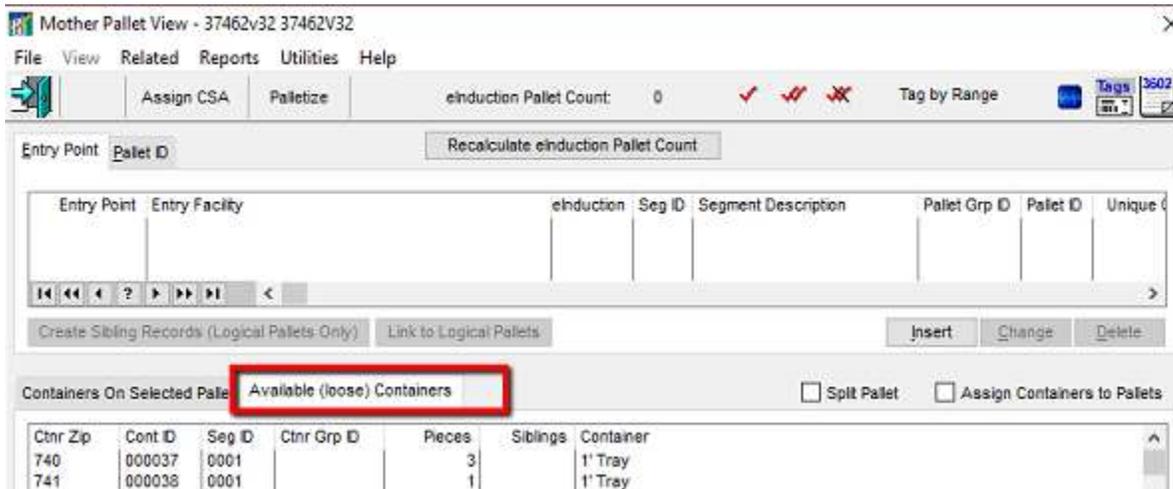
You can then select the pallet or pallets you wish to delete by using the single checkmark (select pallet first) or double checkmark (to select all);



- Once you select the ones you'd like to delete, click the **Delete** button;



When the **Delete** button is clicked note that the pallet(s) disappear and the containers are listed in the 'Available (loose) Containers' tab.

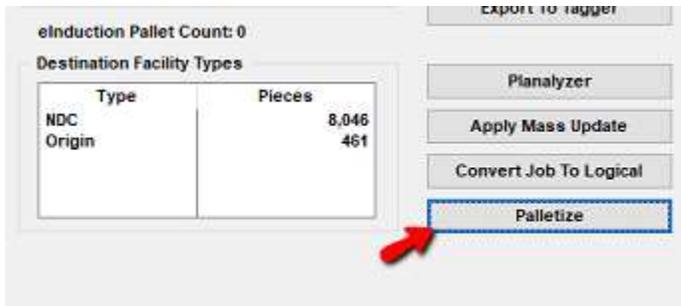


Palletization

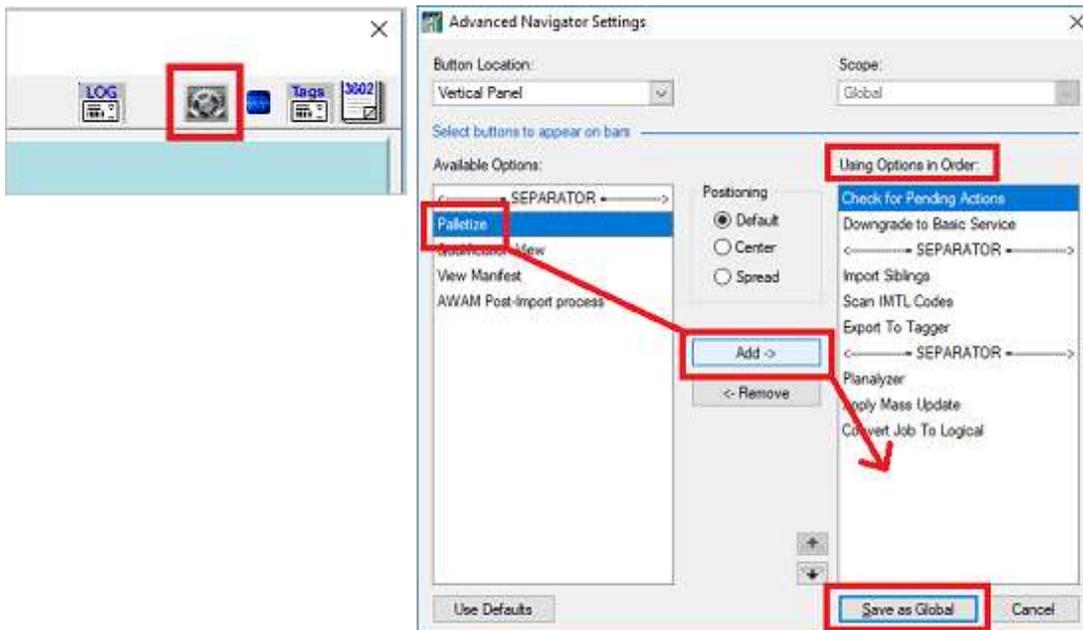
How To Split A Pallet

To split a pallet within the *Mother Pallet View* screen, perform the following:

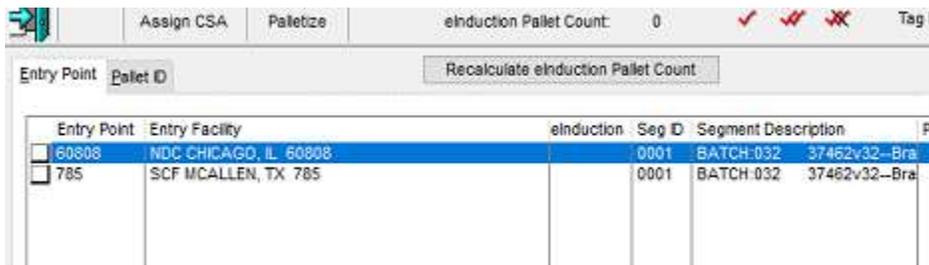
1. Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
2. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;



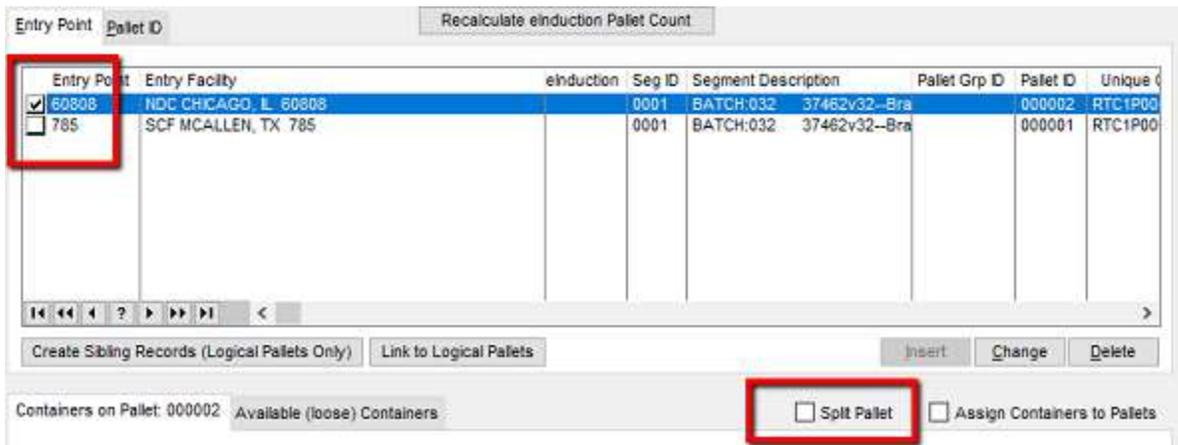
i If the **PALLETIZE** button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the **PALLETIZE** button is selected to be displayed.



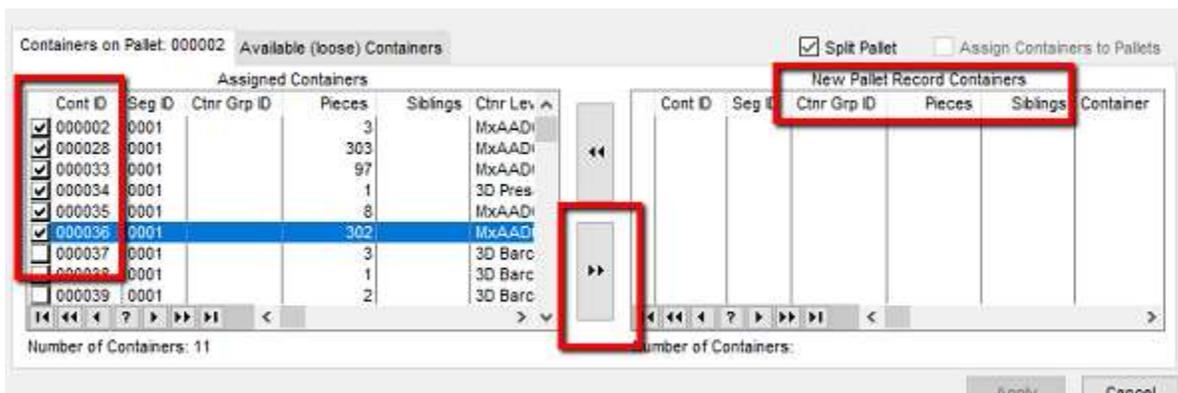
- The *Mother Pallet View* screen will display. The available pallets that can be split will be listed;



- Select a pallet to split by using the single checkmark (select pallet first) option. Once you select the pallet, check the "Split Pallet" box;

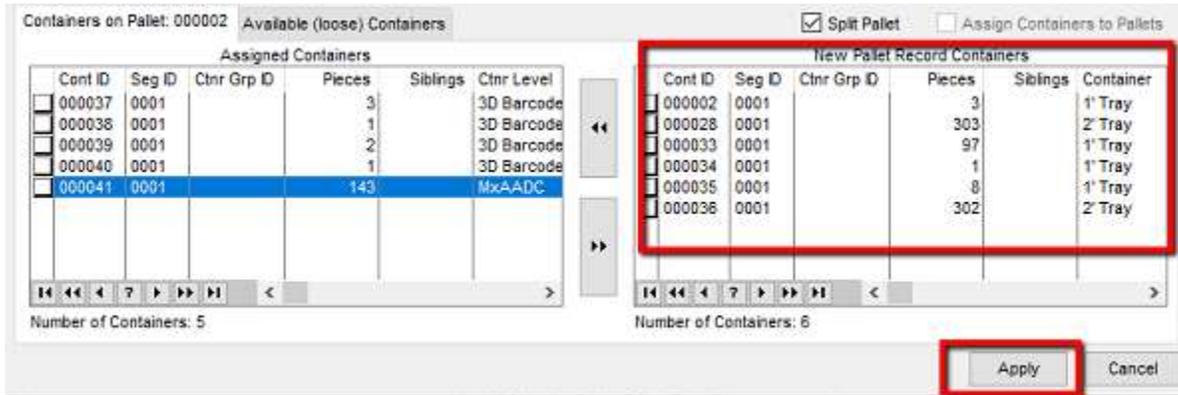


- The screen will update so that containers can be selected and moved from the current pallet, across to the 'New Pallet Record Containers' section of the screen (i.e. to the new pallet), using the right-facing arrow (to move a container from the new pallet back to the original pallet, select the container and click the left-facing arrow);

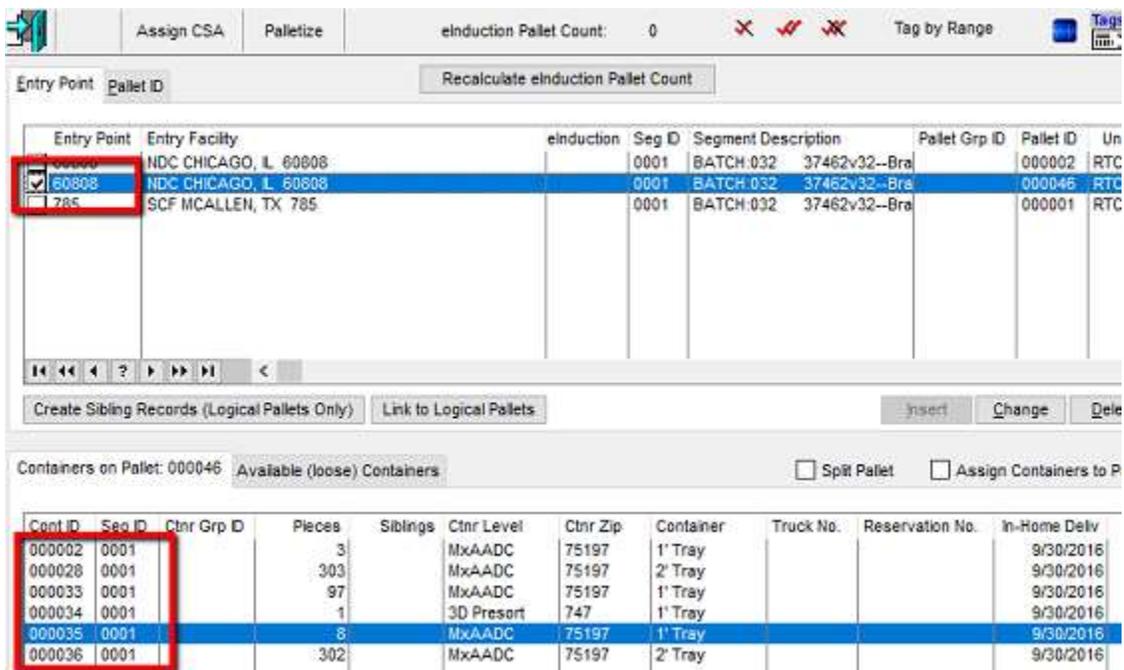


Palletization

6. Once the selected containers have been moved, click the **Apply** button;



The screen will update, and the new pallet DAT-MAIL created that includes the selected containers will be visible.



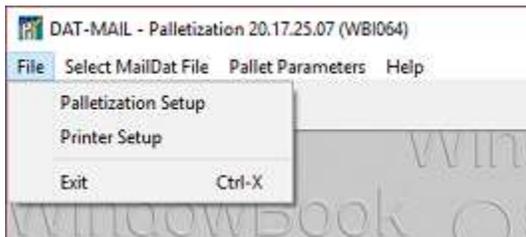
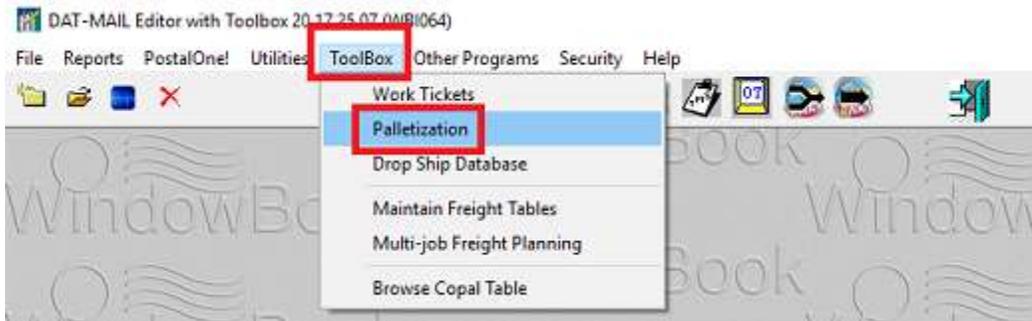
Creating A Palletization Plan

Before you can apply palletization, you must create at least one Palletization Plan that will determine how pallets will be created. Creating a Palletization Plan is done through the Palletization module.

There are two ways to access the Palletization Module: either through the 'Toolbox' menu from DAT-MAIL's main screen; or the [Advanced Navigator](#) once a job is selected for palletization.

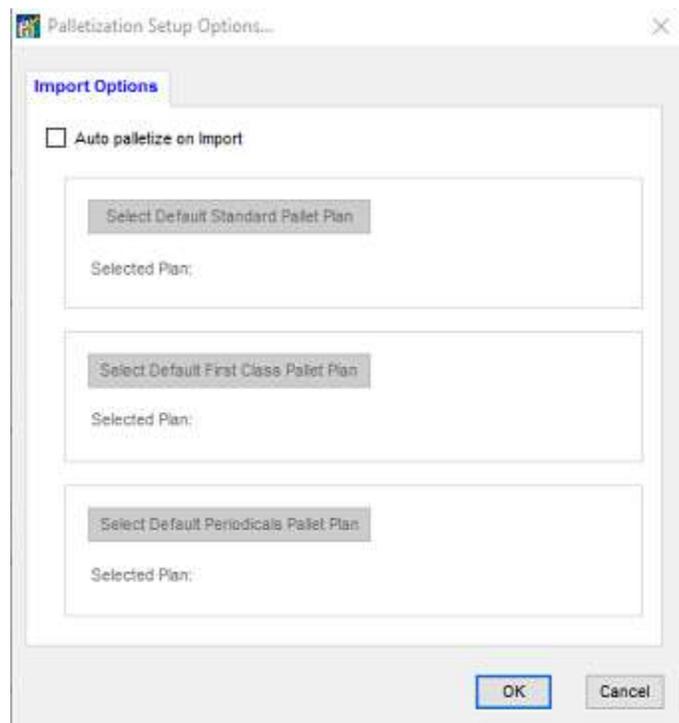
Through the Toolbox menu:

In Datmail, select the 'ToolBox' menu, and then the 'Palletization' option;

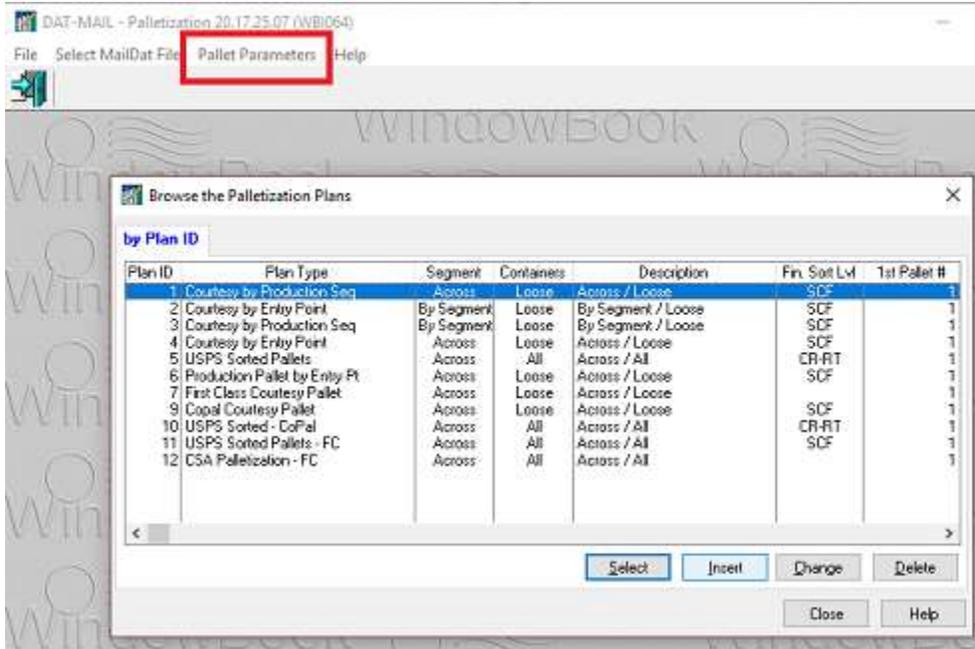


This will open the Palletization Module. From the 'File' menu, you can perform the Palletization Setup (i.e. setup palletization import options) and the Printer Setup.

Selecting the 'Palletization Setup' menu displays the *Palletization Setup Options* screen. You can set the program to *Auto Palletize On Import* and you can *Select your Default Palletization Plans* for Standard, First Class, and Periodicals.

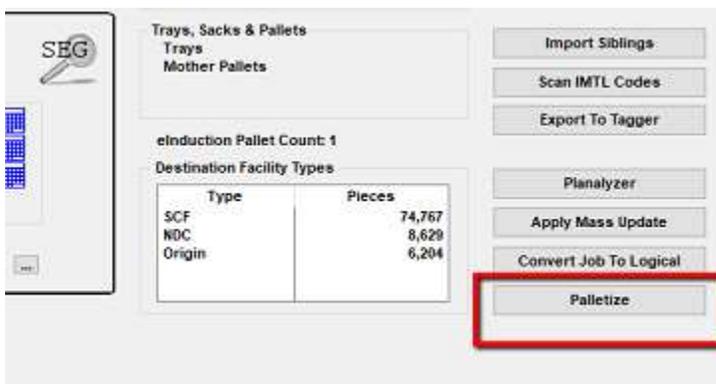


Clicking the 'Pallet Parameters' menu displays the *Browse the Palletization Plans* screen. Click the **Select** button to select an existing plan, the **Insert** button to create a new Palletization Plan based on the plan types and options previously discussed, the **Change** button to modify an existing plan, or the **Delete** button to delete an existing/selected plan.



Through the Advanced Navigator:

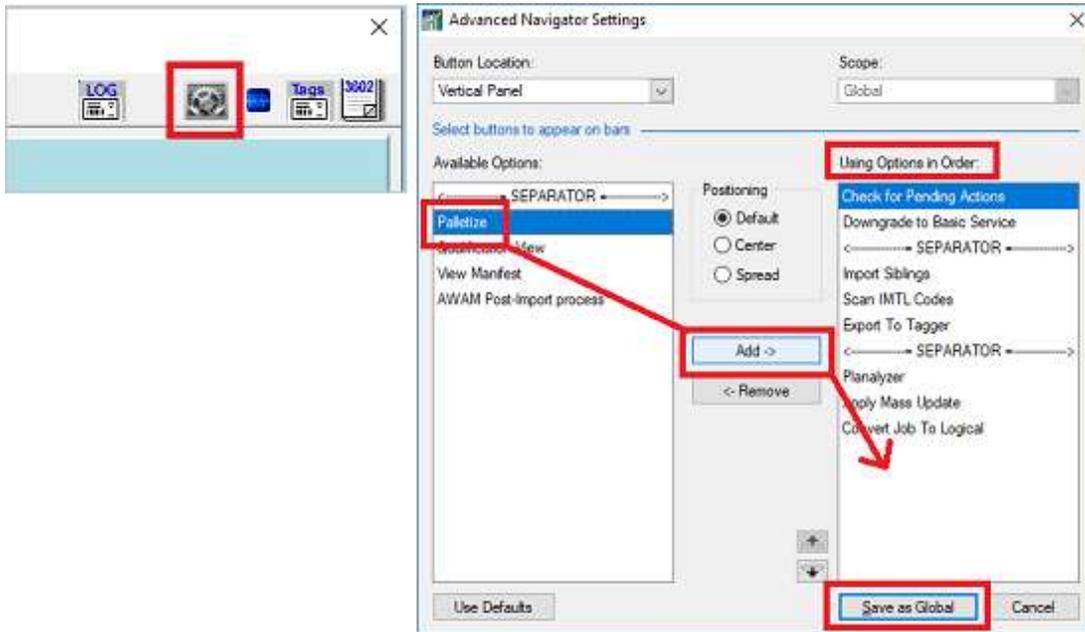
In DAT-MAIL, select/open a Mail.dat file for palletization. The Advanced Navigator will display. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen.



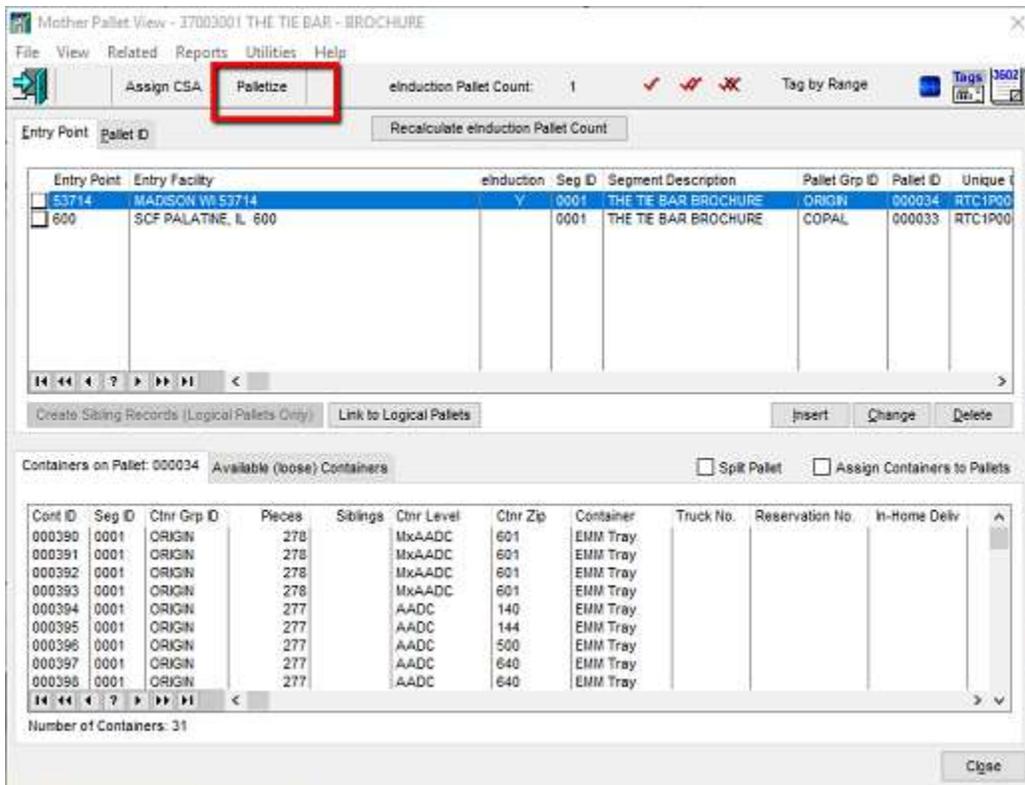
Palletization



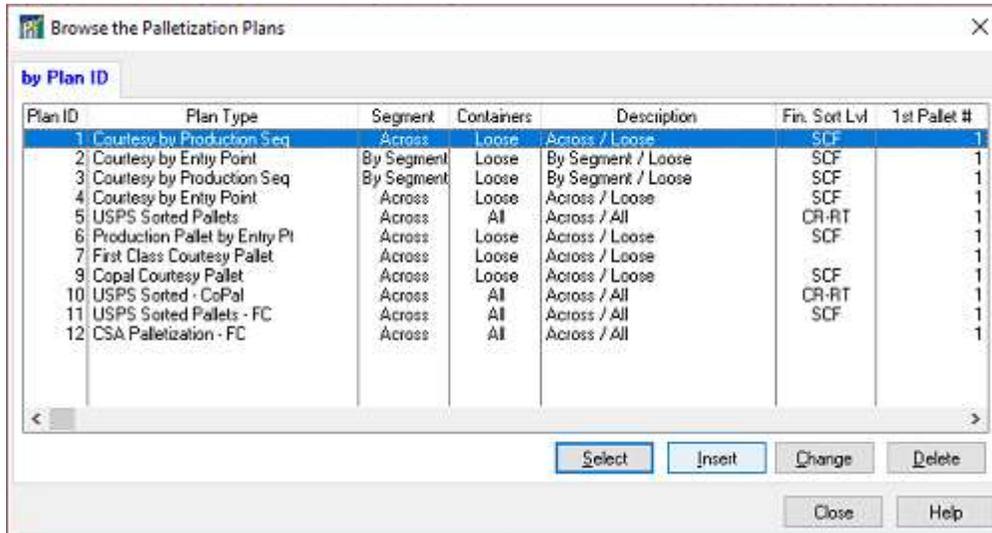
If the **PALLETIZE** button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the **PALLETIZE** button is selected to be displayed.



The *Mother Pallet View* screen will display. Click the **Palletize** button.

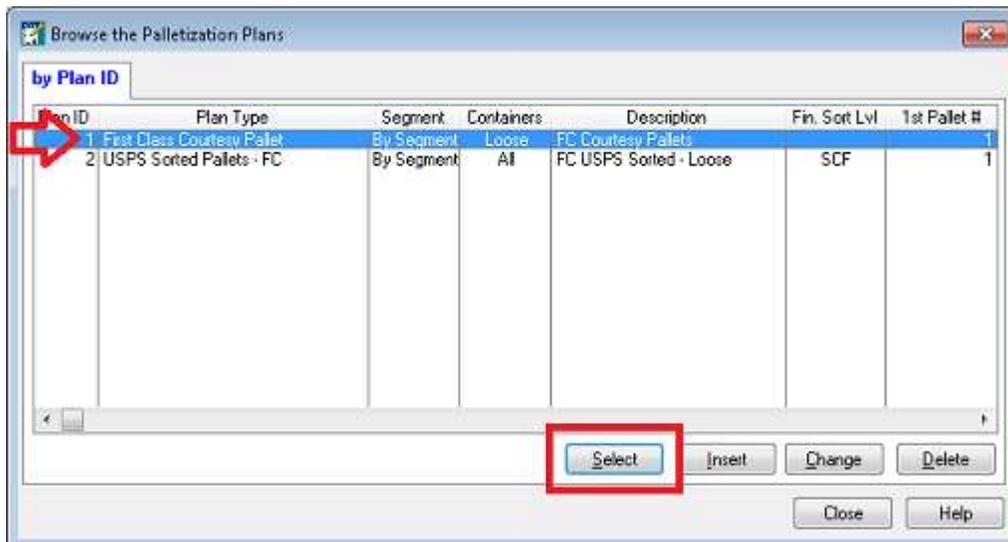


The *Browse Palletization Plans* screen will display. Click the **Select** button to select an existing plan, the **Insert** button to [create a new Palletization Plan based on the plan types and options previously discussed](#), the **Change** button to modify an existing plan, or the **Delete** button to delete an existing/selected plan.



Running A Palletization Plan

In the *Browse for Palletization Plans* screen, highlight the Palletization Plan you wish to run and click the **Select** button.



Palletization

The Palletization Parameters review screen will display, giving you the opportunity to review/edit the plan prior to applying it to the selected Mail.dat file.

i Any edits made on the this screen are **NOT** saved to the original plan unless you click the **Save Plan** button.

Job: 00004732 Name: CLEANSED FILE ID: 1

Plan Type: First Class Courtesy Pallet FC Courtesy Pallets

Palletize Segments: By Segment Containers: Loose Finest Sort Level: []

Maximum Weights (Mail plus Tares)
Origin: 2,200
SCF: 2,200
5D/CR-RT: 2,200

Use APC

Do Not Palletize Origin Sacks Link to Logical Pallet

Beginning Pallet Number: 5,000 Origin Zip: []

Maximum Sacks / Pallet: 0 Max Height (Dropship): 55,500
Max Height (Origin): 55,500

Partial Copal

USPS Pick Up: Yes No None

Close Palletize Undo Defaults Save Plan

When ready, click the **Palletize** button to run or apply the plan. When complete, the **Defaults** button will change to a **View** button.

Finish Palletize Undo View Save Plan

Click the **View** button to see the processed file (you can also click the **UNDO** button to reverse or remove palletization from the selected Mail.dat file).

The *Browse the MDParent File* screen will display, providing the pallet list. Click the **View Details** button to view more info on a particular pallet.

The *View the MDParent Record* screen will display, providing the details for the pallet selected on the previous screen.

If you would like to see which containers were assigned to the selected pallet, click on the **View List of Containers** button. The *Containers On Pallet* screen will display, providing the container information.

The screenshot shows the 'View the MDParent Record' dialog box with the following fields:

- Discount:
- Disc Sys ID:
- Log Sys ID:
- Dispatch No:
- Container No:
- Mother Pallet ID:
- Container Dest Zip:
- Container Level:
- Number Of Copies:
- Number Of Pieces:
- Total Weight:
- Entry Point:
- Facility Type:
- Container Status:
- #1 Sacks:
- #2 Sacks:
- #3 Sacks:
- 1 ft MM Trays:
- 2 ft MM Trays:
- 2 ft MM Trays (codbr):
- 2 ft EMM Trays:
- Flat Trays:
- Logical Trays:
- Other:
- Pallet:
- Virtual Sacks:

The 'Containers On Pallet...' table contains the following data:

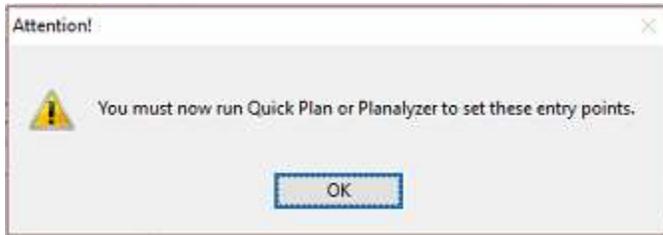
Job No	Job ID	Seg	T	CntNo	CntID	DestZip	Lvl	NDC	SCF	ADC	CntCD	PCID	MPID	UP	ASF	MPZI
00000429		0001	T	760	T00001	46514	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	761	T00002	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	762	T00003	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	763	T00004	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	764	T00005	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	765	T00006	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	766	T00007	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	767	T00008	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	768	T00009	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	769	T00010	46530	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	770	T00011	46544	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	771	T00012	46544	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	O	772	T00013	46544	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	773	T00014	46545	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	774	T00015	46545	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	775	T00016	46545	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	776	T00017	46556	J	48399	465	467	5	803	000001	0	0	465
00000429		0001	O	777	T00018	46556	J	48399	465	467	5	803	000001	0	0	465
00000429		0001	T	778	T00019	46601	P	48399	465	467	6	803	000001	0	0	465
00000429		0001	T	779	T00020	46601	P	48399	465	467	6	803	000001	0	0	465

When you are ready to apply this palletization plan, click the **Finish** button.

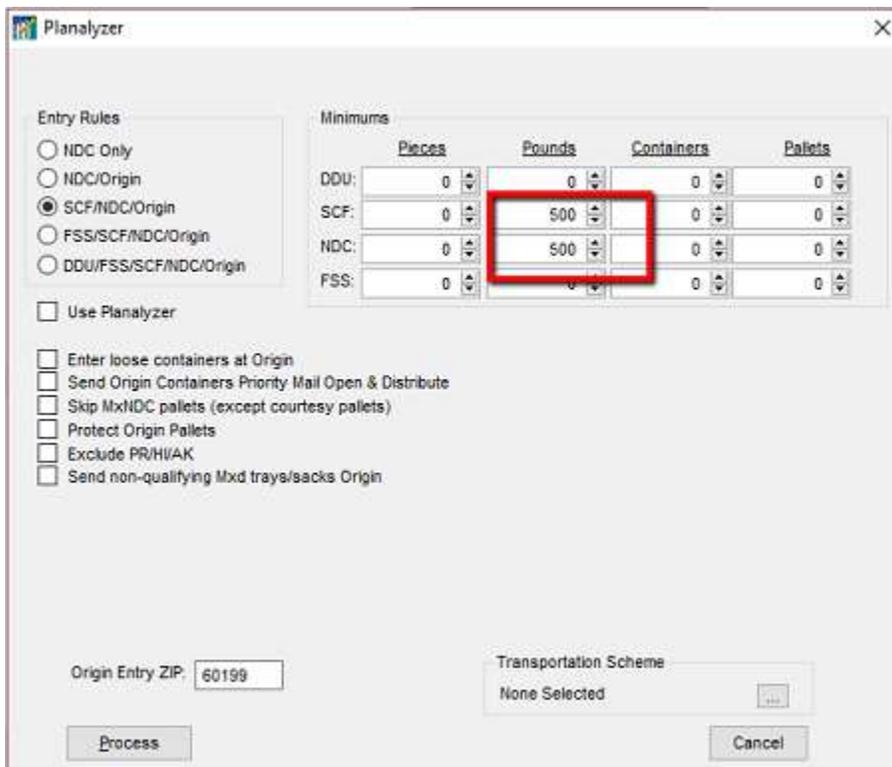
The toolbar contains the following buttons: **Finish**, **Palletize** (with a checkmark icon), **Undo** (with a red X icon), **View** (with a magnifying glass icon), and **Save Plan** (with a floppy disk icon).

Palletization

 **Please note, certain palletization plans will require you to either run a Quick Plan or the Planalyzer AFTER you palletize.**



The *Quick Plan* allows you to set Entry Rules based on where you would like to enter your mail such as NDC, SCF, or Origin. You will use minimums such as lbs or pieces. You will need to enter your Origin Entry Zip.



Planalyzer

Entry Rules

- NDC Only
- NDC/Origin
- SCF/NDC/Origin
- FSS/SCF/NDC/Origin
- DDU/FSS/SCF/NDC/Origin

Use Planalyzer

Enter loose containers at Origin

Send Origin Containers Priority Mail Open & Distribute

Skip MxNDC pallets (except courtesy pallets)

Protect Origin Pallets

Exclude PR/HI/AK

Send non-qualifying Mxd trays/sacks Origin

Origin Entry ZIP:

Transportation Scheme
None Selected

Process Cancel

	Pieces	Pounds	Containers	Pallets
DDU:	0	0	0	0
SCF:	0	500	0	0
NDC:	0	500	0	0
FSS:	0	0	0	0

The *Use Planalyzer* option allows you to use a designated freight table or tables with preset options to help palletize your mail.

The screenshot shows the 'Planalyzer' window with the following elements:

- Entry Rules:** Radio buttons for 'NDC Only', 'NDC/Origin', 'SCF/NDC/Origin' (selected), 'FSS/SCF/NDC/Origin', and 'DDU/FSS/SCF/NDC/Origin'.
- Buttons:** 'Select Freight Table' (highlighted with a red box), 'Shipping Report', and 'View Freight Table'.
- Job Information:** '10H1352FAM', 'Job:', 'Last Ship: / /', 'Fuel S/C: 0.000%', 'Origin ZIP: 60440', 'Origin Frt: \$0.00', and 'Plan is: Dynamic' with an 'Edit' button.
- Use Planalyzer:** A checked checkbox (highlighted with a red box) labeled 'Use Planalyzer'.
- Options:** A list of checkboxes including 'Claim Co-located Discounts', 'Enter loose containers at Origin', 'Send Origin Containers Priority Mail Open & Distribute', 'Skip MxNDC pallets (except courtesy pallets)', 'Protect Origin Pallets', 'Exclude PR/H/AK', 'Send non-qualifying Mxd trays/sacks Origin', 'Auto Calculate Mailing Date', and 'Print Postage Comparison'. A 'Mailing Date Settings' button is also present.
- Mark for Copal:** A section with a 'Mark for Copal' checkbox, 'Include SCF Pallets in Copal' checkbox, 'Exclude NDC Entry point' field, '% Origin allowed on NDC Pallets: 0%' field, 'Select Copal Table' button, 'Copal Pallets' dropdown, and 'Palletization Profile' button.
- Transportation Scheme:** A dropdown menu currently showing 'None Selected'.
- Bottom Buttons:** 'Process' and 'Cancel' buttons.

There are also additional options available with the Quick Plan or Planalyzer as seen above (the available options may vary).

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PALLET TRACKING DATABASE

The Pallet Tracking Database can be updated with the pallet information using the following:

- Existing pallets in your Mail.dat files;
- Pallets created from DAT-MAIL's Palletization Module; and
- Using the Mother Pallet view to manually create pallets.

Most changes made in the Mail.dat file are automatically updated to the related pallet records.

The pallet database currently serves two production purposes:

- It allows mailers to view pallets for a given ship date by entry point across multiple jobs and versions. This eliminates the need to merge Mail.dat files or generate statements in advance. This can be of great importance in evaluating drop ship opportunities, requesting quotes, or writing up purchase orders for freight charges; and
- It provides data across all jobs to the Trailer Assignment program Window Book offers its' Toolbox Clients. This feature will allow mailers to plan trailers and stops or just record trailer and stop information and they can then pass that information back to the Mail.dat files so that statements and 8125's can be generated for each trailer.

SETUP

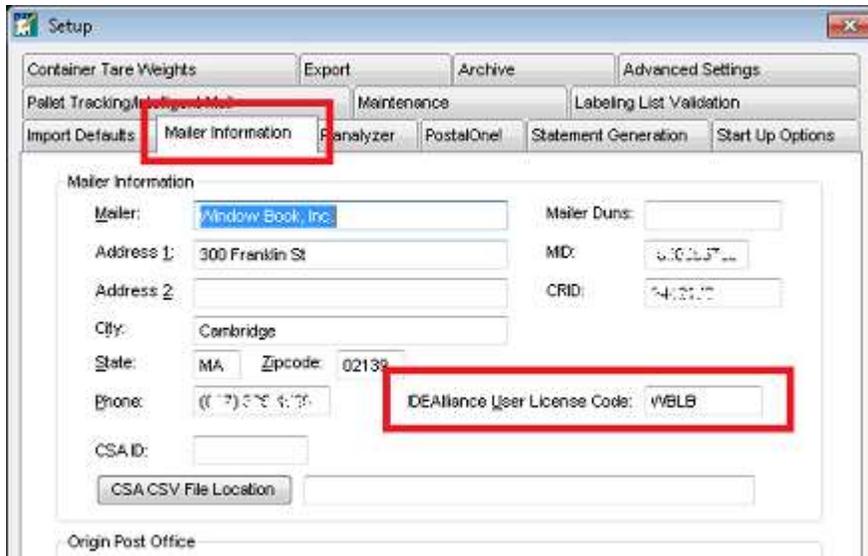
To setup the Pallet Tracking Database, perform the following:

1. From DAT-MAIL's main screen, select 'File' > 'Program Settings' > 'Program Setup'. The *Setup* screen will display;
2. Select the 'Pallet Tracking/Intelligent Mail' tab;
3. Select (check) the 'Enable Pallet Tracking' option. The 'Generate Unique ID's for pallets' option will be automatically checked for you;



Pallet Tracking Database

4. In the Setup screen, select the 'Mailer Information' tab. Make sure your IDEAlliance User License Code is entered (this is the first four characters of the unique ID for each pallet, so that it is unique across all mailers);

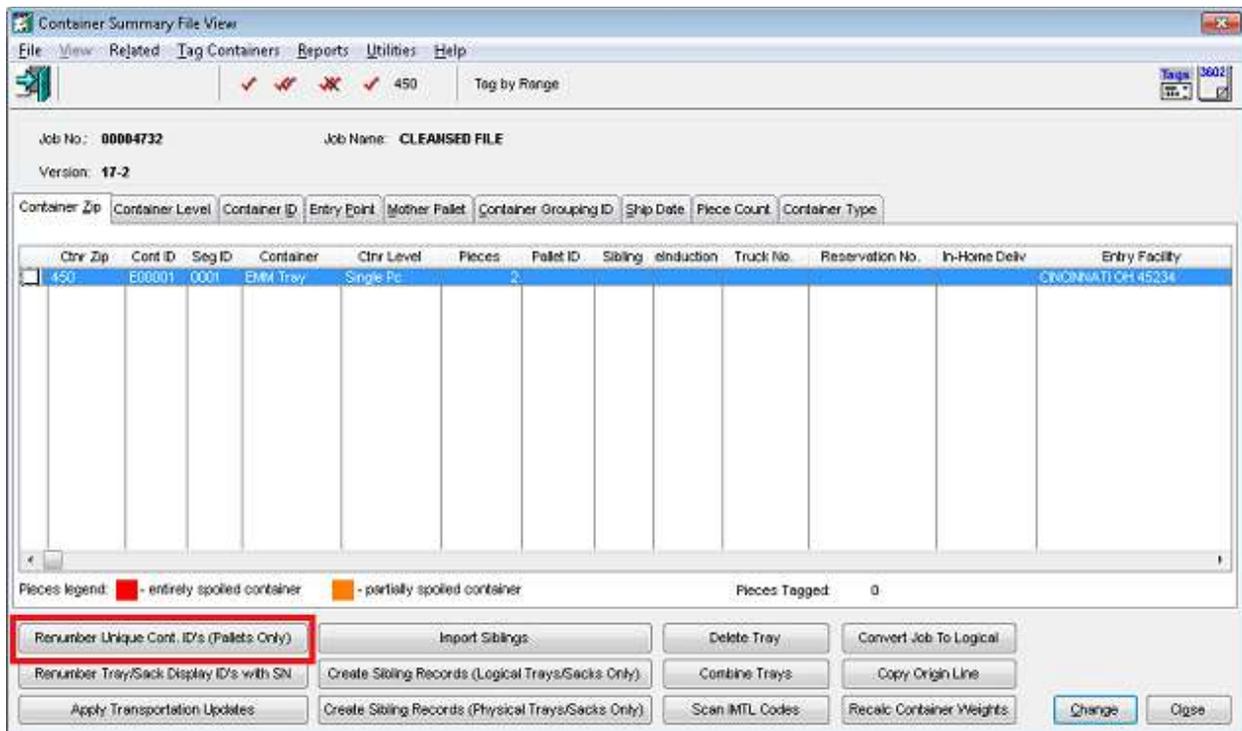


USING THE PALLET TRACKING DATABASE

Whenever a Unique Container ID is assigned to a pallet, it creates a record in the new Pallet Tracking Database. These pallets will then be included in the Pallet Shipping Report and can be used in the Trailer Assignment program if you are using the DATMAIL™ Toolbox.

After you have completed the setup of the database, all new Mail.dat file imports will have Unique Container ID's assigned automatically, as will any Pallets you create using the Palletization Module and any Pallets you manually create (insert) at the Mother Pallet View.

If you would like the Pallets in your existing Mail.dat files to be included in Pallet Tracking Database, and to appear on the Pallet Shipping Report, simply open each Mail.dat file to display the Advanced Navigator. In the Advanced Navigator open the CSM file (i.e. Container Summary View). Click the **Renumber Unique Cont. ID's (Pallets Only)** button located at the bottom of the screen.



PALLET SHIPPING REPORT

The Pallet Shipping Report displays all pallets that are scheduled to ship for a selected date range. This report can be very useful to forecasting transportation needs and enable mailers to save postage and freight.

Minimum freight charges continue to increase and most mailers may not realize just how much this has inflated their freight costs. Avoid minimum charges from freight companies by combining multiple Jobs or Versions on a single freight PO. If the freight company bills from 8125's, you should also create 8125-C's for these mailings. When you request freight costs by Job or Version, you become subjected to freight company minimums by Job and Version. This report helps you overcome that problem by providing the data to create 'consolidated' freight quote requests that span multiple jobs and versions.

You can access this report either through DAT-MAIL Toolbox's Trailer Assignment program or from inside a Mail.dat file off DAT-MAIL's Report Menu.

Run: 1/22/18 11:51AM		Pallet Shipping Report						Page: 3	
Entry Point Facility		For Pool:		Date Range: 1/01/2018 to 1/22/2018					
Unique Ctnr. ID	Pallet ID	Gross Wgt.	Job	Copies	Pieces	Containers/Packages	Scheduled Ship Date	In Home Date	
SCF DV DANIELS, NJ 070									
RTC1P00007PJ	000037	704.0727	C010918	10,016	10,016	49 EMM	1/10/2018	1/10/2018	
RTC1P00007PK	000038	714.4932	C010918	10,153	10,153	49 EMM	1/10/2018	1/10/2018	
Total Count:	2 Pallets	1,418.5659		20,169	20,169	98 EMM			
SCF NNJ METRO, NJ 076									
RTC1P00007PL	000039	765.8946	C010918	10,864	10,864	49 EMM	1/10/2018	1/10/2018	
Total Count:	1 Pallets	765.8946		10,864	10,864	49 EMM			
BELLMAWR NJ 08031									
RTC1P00007OJ	000001	483.3347	C010918	6,826	6,826	29 EMM	1/10/2018	1/10/2018	
RTC1P00007OL	000003	181.3915	C010918	2,457	2,457	10 EMM	1/10/2018	1/10/2018	
RTC1P00007OM	000004	203.7557	C010918	3,098	3,098	13 EMM	1/10/2018	1/10/2018	
RTC1P00007ON	000005	222.0549	C010918	3,144	3,144	14 EMM	1/10/2018	1/10/2018	
Total Count:	4 Pallets	1,090.5388		15,525	15,525	66 EMM			
SCF SOUTH JERSEY, NJ 080									
RTC1P00007PM	000040	599.9854	C010918	7,764	7,764	37 EMM	1/10/2018	1/10/2018	
RTC1P00007PN	000041	591.2084	C010918	7,788	7,788	37 EMM	1/10/2018	1/10/2018	
Total Count:	2 Pallets	1,191.1938		15,552	15,552	74 EMM			
SCF TRENTON, NJ 085									
RTC1P00007PO	000042	941.7516	C010918	13,194	13,194	62 EMM	1/10/2018	1/10/2018	
Total Count:	1 Pallets	941.7516		13,194	13,194	62 EMM			