DAT-MAIL Spoilage

User Guide

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Overview

What is Spoilage?

Spoilage means pieces that are not mailed after the creation of a physical mailing (due often to machine damage or supply shortages), as compared to the original mail.dat file. In some cases, due to spoilage or other unexpected circumstances some mail may be taken out of the production stream and not get mailed at all (for instance the mail volume is too low to get a good discount rate, out of supplies such as inserts, short on postage, cannot meet the in-house production schedule etc.) These are non-mailed pieces. It is important, particularly for large mailers, to be able to account for these pieces in records, reports and Postage Statements.

Financial Mailers or Manifest Mailers often need to keep track of individual spoiled pieces for legal reasons, and to be able to properly resend the spoiled / unmailed pieces.

DAT-MAIL has several ways of accounting for spoilage, which save money for the mailer and allow accurate records to be kept of actual mailings.

Except for some instances (including spoilage or shortage done by adjusting the piece count before statement generate, and deleting complete trays) applying and keeping track of spoilage in DAT-MAIL requires the program to be registered with the Spoilage Module as part of the DAT-MAIL registration code.

There are IM Scan Manager functions which can be used in conjunction with DAT-MAIL that will keep track of and apply spoilage automatically. IM Scan Manager is a Window Book Automation Scheduler plug-in which requires its own registration code.

What is a select (SEL) file?

A Select (SEL) file is a file usually generated by automation machinery, which contains an exact record of pieces spoiled during the creation of the mailing. For DAT-MAIL to process the SEL file it must contain at either the Job Number and Piece IDs, or the IM barcodes of the spoiled pieces * - see note.

Some SEL files will contain the IMb barcodes of the spoiled pieces - these can be processed using DAT-MAIL in conjunction with the IM Scan Manager plug-in. Using a SEL or txt file with IMb barcodes also allows the mailer to re-use the IMb barcodes themselves for the next mailing or future mailings.

* Note: An advantage of using IM barcodes for spoilage is that this allows DAT-MAIL to use these alone - the Job Number is not required.

Example of an SEL file using Job Number and Piece IDs:

X14A2704.sel - Notepad	- • ×
<u>F</u> ile <u>E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp	
File Edit Format Mew Help bB0401REG00000000000000000000000000000000000	E
	· · · · ·

Each number here represents the Job Number and Piece ID of a spoiled piece. When the SEL file is imported this information is applied to the mailing as spoilage.

Basics

Basic Spoilage processing consists of the following:

- 1. Set the spoilage default value in Main Setup \ Export tab (one time only).
- 2. Import a Mail.dat file
- 3. Generate Statements
- 4. Enter spoilage via the Spoilage module (either manually or by SEL import)
- 5. Post the RTP (Ready to Pay) submission to PostalOne!

Note: Spoilage cannot be entered after the export to PostalOne! - spoilage has to be applied **before** the file is exported as a Ready-to-Pay file to PostalOne!.

Entering Spoilage without the Spoilage Module

Adjustments made without the Spoilage Utility

Applying spoilage in DAT-MAIL generally requires a registration code that includes the Spoilage Module. There are some exceptions to this including adjustments made just prior to statements being generated, or when using the "Delete Trays" function. All of these ways of applying spoilage must be done before statements are generated.

Adjustments made prior to statement generate

When the mailer knows in advance that "x" number of pieces will be spoiled (or a certain percentage) they can apply this information and remove spoiled pieces before the Postage Statements and the export to PostalOne! have been created.

The steps are as follows:

1. Open a Mail.dat file - (in this example the mail.dat file named "TestJob"). Highlight the file and click the **Select** button to open it.

🎽 Select Mail.D	at File to Open											
by Job Number	by Import Date	by Last Modified	By In-Home Delivery	Date	by First Mail D	ate	by Job ID	by His	torical Job ID	by Description	by Client	
 Mailer Approved USPS Verified 												
Job Numbe	r	Desc	cription	Rev.	Stmnt Status	Ta Palle	aq Print Sta ets Travs/	atus 'Sacks	Class	Total Pieces	Pending Spoils	Total P
★ 00000809		00000809		1	Released	N/	P N	/P	First Class	33,864		
View Import Mailing Info Sta	Status A	pproved Arch	hive Delete]			Validate] <u>V</u> ie	w Releases)) Èelect
Description: Test D Job ID: 000000005 C C Job Number: Testlob C Class: First Class L Revision No. 1 H Status: Open L First Mail Date: 1/28/2014 H Last Mail Date: 1/28/2014 F In Home Delivery Date: 1/28/2014 V Delivery Window: 3 File Name: 00000005i.tps Created: 1/28/2014 4:05PM Modified:				Drop Shipped: Origin Zip: Total No. of Pieces: Lowest Pc. Wgt: Lowest Pc. Wgt: Lowest Ad %: Highest Ad %: Freight Plan: Pallet Plan: Version: PBC records exist			No 02139 34.621 0.0625 0.002 1 0.002 No No No 14-1			Contai Tray Mot	store to Original ner Types Prese rs her Pallets √iew <u>F</u> ile Info	nt:
											Cl <u>o</u> se	<u>H</u> elp

2. Click the **Statement Generate** button to begin the process.

MD Navigator						
e <u>V</u> iew Re <u>l</u> ated <u>R</u> epo	orts <u>U</u> tilities <u>F</u>	lelp				Tags 3607
Fotal Pieces: 3 Pieces Mailed: <u>Pieces Spoiled:</u> Remaining: 3	4,621 0 0 4,621 100.0%		JOB ID: Job Number: Job Description: Historical Job ID	00000005 TestJob : Test : TEST	Mio Fir: Sta	xed Full Service 98.6% FS st Class Flat itus: Open Check for Pending Actions
Piece Weight(Ibs): 0.062	5	Lbs Oz	Change Piece Weight	Mailing Date: 01/28/2014		Change Mailing Date(s)
USPS Promotion / Fee: Incentive: None Fee: None Content: None			Change Promotion/Fee	Move Update Method: None		Change Move Update
Postage Payment Permit: 234 Fort Worth Permit: 1234 Fort Worth	TX 75001-9998 TX 75001-9998	G	Change Payment Info	Address Hygiene Dates Auto Coding Date: 01/3 CRRT Coding Date: // CRRT Seq. Date: //	1/2014	Change Hygiene Date(s)
Verification (Origin) Facili ADDISON TX 75001-9998	ty:		Change Verification Info	Trays, Sacks & Pallets Trays Mother Pallets		Import Siblings Scan IMTL Codes
Destination Facility Type	Pieces		View Destinations			Export to lagger
Origin	34,62	l eind	fuction Pallet Count: 0	Misc Info Customer Ref ID: Fed Agency Cost Cd:		Change Misc Info
By / For		 Mai 9	1 Owner MID:	Local Permit: Number: Mail Owner:		Change By/For Info
900001340				Type: None		
Mail Preparer MID: 900001340 Planalyzer	Palletize		Statement G	ienerate View Statements	Enhanced Qual R	eport Rate Summary Report

🚰 Generate Statemen	ts						-X-			
File View Related	Generate PostalOne! Reports	Utilities Help								
📲 × 🖋 🕷	Untag Entry	Range	Generate Reset∔ Statements Reset∔	ll Reset Statement	Reset 75001 (0)		Tags 3602			
Job No.: TestJob	Untag All Containers	st				Version: 14-1				
Entry Listing Delivery Z	Tag by Range	ent Listing	ant Listing							
	Generate		7	8		1.7.1.1.1				
	Entry		∠ipcode	Fieces		weight	2 957 4275			
	14 15001			04,021			0,001,4010			
** Note: Some con	tainers have been tagged automa	tically **	Unposted spoils	0 T	otal Pieces Tagged: 34,6	21 Total Pounds Tagged	3,957.4375			
Explode <u>A</u> ll Colla	pse All Explode Node Collaps	e Node		Tag from M	fail Schedule View	Cl <u>o</u> se	<u>H</u> elp			

This screen will appear - click "Generate"

3. On the "Options" tab (during Generate statements) you can choose an option to include a spoilage calculation - either a number of pieces (illustrated below) or a percentage. The spoilage can be marked as either "Spoilage" or "Shortage" depending on circumstances.

ement Information Options State	ement Comments and more		
Spoilage Adjustment Method None Percentage Pieces	Spoilage Adjustment Pieces: Adjustment Type	150) 🗹 Calculate Spoilage On Lowest Rates	
Dptions		Applied Method * Neither Applied Bate: 0.4000 Cowest	
Optional Procedure Check Reguest		Correct Balance Paid By *	
Update Container Group ID to	Zip-Ref	PERMIT Permit/Trust: 234 TRUST Fort Worth TX 750019998 METER STAMPS CHECK	

OR:

ment Information Upti	ions Statement Comments and more
Speilage Adjustment Me	ethod
🔘 None	Spoilage Adjustment Percent 3,1000 Calculate Spoilage On Lowest Rates
Percentage Pieces	Adjustment Type Spoilage Shortage
)ptions	Applied Method * Neither Applied Bate: 0.4000
Optional <u>P</u> rocedure	Correct
📃 Check Reguest	
	Balance Paid By "
🔲 <u>U</u> pdate Container G	aroup ID to Zip-Ref
	© METER
	STAMPS
Create Senarate 81	125/8017 for Each Statement

4. Continue to Generate statements by clicking the **3602** Button on The Navigator screen (which will return after statement generation) to see the statement that was generated.

5. When you print or view the resulting statement the **number** of pieces specified (or a number equal to the **percentage** of pieces specified) will be removed from the statement.

For instance, if 150 pieces were indicated as spoiled for a Mail.dat file that originally included 34,621 pieces, the Postage Statement total will be reduced to 34,471 pieces. The postage amount on the statement will be reduced by an amount equal to the number of spoiled pieces (150) times the <u>lowest postage rate</u> on the statement. (The lowest rate is used since individual pieces are not specified).

6. On the back of the Postage Statement 150 pieces will be subtracted at the lowest rate - You can see this by printing or previewing the form.

7. If and when you upload to PostalOne! the statement which appears on the PostalOne! Dashboard will show spoilage of 150 pieces, because the PAR (Postal Adjustment Record) file (which this process modifies) is being used by PostalOne! to generate the spoilage information.

Delete Trays

Delete Trays can be done before Statement Generate - this method of Spoilage is ONLY for fully spoiled trays, i.e. when the entire tray is spoiled. It also does not require the DAT-MAIL Spoilage module.

This can be done:

A. By using the "delete tray" button, within DAT-MAIL or B. From an SEL (select) file - this is a special version of the Select File created (usually) by auto-processing equipment. There are special rules involved.

Using the "Delete Tray" button in DAT-MAIL

After importing the Mail.dat file, open it (highlight the Mail.dat file and choose the **Select** button).

When the Navigator comes up choose the "Container Summary (csm)" View:



When this view comes up you can highlight the tray you want to delete, click the checkbox to the left of the tray and click the "Delete Tray" button:

🚰 Containe	a Summary	File View	1								×
<u>File View</u>	Related	<u>T</u> ag Con	tainers <u>R</u> ep	orts <u>U</u> tilities <u>H</u>	lelp						
3 🖌	Image X X X 021 Tag by Range										
Job No.:	Job No.: Job2 Job Name: Test										
Version	14-1										
Container Zi	P Container	Level C	ontainer ID En	try Point Mother F	allet Contair	ner Grouping	D Ship	Date Piece	Count Con	tainer Type	
Ctnr 2	Zip Cont ID	Seg ID	Container	Ctnr Level	Pieces	Pallet ID	Sibling	elnduction	Truck No.	Reservation No.	In-Home Delv
√ 021	000079	0001	Logical Tray	ADC	121	000132	Y				2/06/2014 /
028	000080	0001	Logical Tray	ADC	91	000132	Y				2/06/2014 A
060	000081	0001	Logical Tray	ADC	129	000132	Y .				2/06/2014 A
07099	000082	0001	Logical Tray	ADC	237	000132	Y				2/06/2014 A
077	000037	0001	Logical Tray	3D Barcode	90	000132	Y				2/06/2014 A
080	000038	0001	Logical Tray	3D Barcode	212	000132	Y				2/06/2014 A
083	000039	0001	Logical Tray	3D Barcode	206	000132	Y				2/06/2014 A
105	000083	0001	I ogical Tray	ADC	91	000132	Y				2/06/2014 A
117	000084	0001	Logical Tray	ADC	104	000132	Y				2/06/2014 A
120	000085	0001	Logical Tray	ADC	97	000132	Y				2/06/2014 A
140	000086	0001	Logical Tray	ADC	145	000132	Y				2/06/2014 A
150	000087	0001	Logical Tray	ADC	368	000132	Υ				2/06/2014 A
152	000040	0001	Logical Tray	3D Barcode	117	000132	Y				2/06/2014 A
154	000041	0001	Logical Tray	3D Barcode	103	000132	Y				2/06/2014 A
158	000042	0001	Logical Tray	3D Barcode	166	000132	Y				2/06/2014 A
162	000043	0001	Logical Trav	3D Barcode	104	000132	Y				2/06/2014 A
Image:											F
Pieces leger	d: 🗾 - entin	elv spoile	d container	- partially spo	iled container				Pieces Tag	ned: 121	
Renumber	Unique Cont.	ID's (Pall	ets Only)	Recalc Container V	Veights R	lecalc ZIP+4	Cop	y Origin Line	Delete	Tray Apply 1	ransportation Updates
							(Import Siblin	ngs Sca	n IMTL Codes	Change Close

All trays that are checked will be marked for deletion once you click **OK** here:



In this case the first tray was checked and will be marked as spoiled and removed from the mailing:

2	Container S	Summary F	ile View										×
File	View	Related]	ag Cont	tainers <u>R</u> epo	rts <u>U</u> tilities <u>H</u>	lelp							
₹	Image X X X 021 Tag by Range Tags 3602 Image Tag by Range												
J	Job No.: Job2 Job Name: Test												
Ņ	Version: 14-1												
Con	Container Zip Container Level Container ID Entry Point Mother Pallet Container Grouping ID Ship Date Piece Count Container Type												
	Ctor Zip	Cont ID	Seg ID	Container	Ctor Level	Pieces	Pallet ID	Sibling	elnduction	Truck No.	Reservation No.	In-Home Deliv	
	021	000079	0001	Logical Tray	ADC	121	T GHOT ID	V	Canadocioni	index no.	nooon runon no.	2/05/2014 4	
	028	000080	0001	Logical Trav	ADC	91	000132	Y				2/05/2014 A	<u></u>
	060	000081	0001	Logical Tray	ADC	129	000132	Y				2/05/2014	and the second second
	07099	000082	0001	Logical Tray	ADC	237	000132	Y				2/05/2014 A	4
	077	000037	0001	Logical Tray	3D Barcode	90	000132	Y				2/05/2014 A	4
	080	000038	0001	Logical Tray	3D Barcode	212	000132	Y				2/05/2014 A	4
	083	000039	0001	Logical Tray	3D Barcode	206	000132	Y				2/05/2014 A	1
	105	000083	0001	Logical Tray	ADC	91	000132	Y				2/05/2014 A	4
	117	000084	0001	Logical Tray	ADC	104	000132	Y				2/05/2014 A	4
	120	000085	0001	Logical Tray	ADC	97	000132	Y				2/05/2014 A	
	140	000086	0001	Logical Tray	ADC	145	000132	Y				2/05/2014 A	4
	150	000087	0001	Logical Tray	ADC	368	000132	Y				2/05/2014 A	
	152	000040	0001	Logical Tray	3D Barcode	117	000132	Y				2/05/2014 A	4
	154	000041	0001	Logical Tray	3D Barcode	103	000132	Y				2/05/2014 A	
	158	000042	0001	Logical Tray	3D Barcode	166	000132	Y				2/05/2014 A	4
	162	000043	0001	11 onical Trav	3D Barcode	104	000132	Y	1 1			2/05/2014 4	4
-												r	-
Piec	es legend:	- entire	ly spoiled	d container	- partially spo	iled container	-			Pieces Tag	ged: 121		
R	enumber U	nique Cont.	D's (Palle	ets Only)	lecalc Container V	Veights	ecalc ZIP+4	Cop	oy Origin Line	Delete	Tray Apply T	ransportation Upda	ates
								(Import Siblin	ngs Sca	n IMTL Codes	hange Cl <u>o</u> a	se

Editing the PBC or PDR file

Editing Pieces in the PDR / PBC Browse window

This type of spoilage is done within DAT-MAIL **before** statement generate - (Although it is possible to spoil a full tray this way this method is not efficient for that purpose, i.e. it is designed for spoilage **within** a tray or trays).

Example: Marking individual pieces for spoilage in the Navigator PBC Browse window.

First highlight click on the Mail.dat file to open it, then select the "Piece Barcode View" in the Navigator:



From this screen highlight the individual piece you want to spoil, then click the "Mark Piece as Spoiled" icon on the menu bar.

MAT-MAI	L Editor with Toolb	ox 8.14.04.01 (WE	BI061)									
File Report	s Utilities Tool	Box Other Prog	grams Secur	ity Help								
12 🖻	_ ×	1	Postage Rots	Tags 3602	😥 🖾	⇒ [•	_					
	🚰 Piece Barcode	File View				— X						
(File View Rel	ated Tag Piece	Barcode Re	eports Utili	ties Help							
	🛐 🖻 🕻		0	× 4	💥 Tag by Range	Tags 3602	IndowB					
Smar		In No : In Park piece as spoiled st										
	Segment: 00	01	De	scription: Au	tomation and Machinable	e mail						
	Version: 14 Pallet #: 00											
	Container ID: 00	0001	Co	ntainer: Lo	gical Tray		Tra david					
WWII							INCIONE					
Smar	Unique ID	Container ID Pl	kg ID Seg ID	CQT DB ID	Piece Barcode	• •	art Postal Solutions					
_	1	000001 00	00001 0001	1	002609000009902273373	2203110606	\sim					
	2	000001 00	00001 0001	2	002609000009902372223	2203256868						
		000001 00	00001 0001	3	002609000009902448993	2203109999						
$\mathbb{W}\mathbb{W}$		000001 00	00001 0001	3	002609000009902452873	2203275959	INCOWB					
Smar		000001 00	00002 0001	4	00260900009902274403	2231001496	art Postal Solutions					
Crindi		000001 00	00002 0001	4	002609000009902274693	2231001498	ant reetar celanene					
\square		000001 00	00002 0001	4	002609000009902274813	2231001498						
		000001 00	00002 0001	5	002609000009902337703	2231400808						
$\Delta V / M$	10	000001 00	00002 0001	6	002609000009902360103	2231001498	Unalow/H					
	11	000001 00	00002 0001	6	002609000009902362113	2231001498						
Smar	12	000001 00	00002 0001	6	002609000009902362313	2231001498	iant Fostal Solutions.					
\cap	•	1 1	I	1								
				hange	Close	Help						
WWII	IGIGIUU					U U						
Smar	t Postal Soluti	ons			Boo	<u>ิ </u>	mart Postal Solutions					

When you have finished, the pieces chosen for spoilage will be marked with a red "X" to indicate that they are to be spoiled:

🟋 Piece B	arcode F	ile View					×		
<u>File View</u>	v Re <u>l</u> at	ed <u>T</u> ag Pie	ece Barco	ode <u>R</u> e	ports <u>U</u> tili	ties <u>H</u> elp			
×	₽		<u></u>		1 H	X Tag by Range	Tags 3602		
Job No.: Job2 Mark piece as spoiled st Segment: 0001 Description: Automation and Machinable mail Version: 14-1 Entry Point: ADDISON TX 75001 Pallet #: 000132 Container ID: 000001									
Ur	nique ID	Container ID	Pkg ID	Seg ID	CQT DB ID	Piece Barcode			
	1	000001	000001	0001	1	002609000009902273373220	3110606		
Ξ×	2	000001	000001	0001	2	002609000009902372223220	3256868		
	3	000001	000001	0001	3	002609000009902448993220	3109999		
	4	000001	000001	0001	3	00260900009902452873220	3275959		
	5	000001	000002	0001	4	002609000009902274403223	1001498		
	6	000001	000002	0001	4	002609000009902274443223	1001498		
	7	000001	000002	0001	4	002609000009902274693223	1001498 🛄		
	8	000001	000002	0001	4	002609000009902274813223	1001498		
	9	000001	000002	0001	5	002609000009902337703223	1400808		
	10	000001	000002	0001	6	002609000009902360103223	1001498		
	11	000001	000002	0001	6	002609000009902362113223	1001498		
	12	000001	000002	0001	6	002609000009902362313223	1001498		
•		1	1			1	-		
				<u>c</u>	hange	Cl <u>o</u> se	<u>H</u> elp		

Close this menu and run Statement Generate - the pieces that you indicated were spoiled in the PBC view will be treated as spoilage on the resulting Postage Statement(s) and reports. The Postage will be reduced the exact amount of the postage of the pieces indicated because here you are specifying individual pieces.

At Import Time

Spoilage at Import Time

This method requires editing of the original ASCII Mail.dat file **before** the file is imported into DAT-MAIL. It allows DAT-MAIL to support external third party software to mark pieces within the mail.dat file prior to importing the file into DAT-MAIL.

Applying Spoilage using the Spoilage Module

Using the Spoilage Utility

Note: Using the Spoilage utility requires a DAT-MAIL registration that includes the Spoilage Module. One main advantage to this way of doing spoilage is that spoilage can be applied after statement generate as well as before. If your DAT-MAIL program is **not** registered for the Spoilage Module spoilage can only be applied **before** statements are generated.

Setup Options

Setup options in the Spoilage Utility:

You should set up a default SEL path for ease of use (so as not to have to browse for SEL files). If you are using a text file rather than an SEL file this can be set up in the "Use Non-Standard File Extension" browse window.

If the SEL file is a custom format (not the standard Pitney Bowes SEL file) that can be specified in the SEL Format box. See screen shot:

🚰 Spoilage Utility Setup	×
Defaults	
Select Default SEL Path	
Select Daemon Move To Path	
Use Non-Standard File Extension (not SEL)	
SEL Format	
 Pitney Bowes Direct Connect File Format Custom File Format 	
ОК Са	ancel

If you choose "Custom File Format" it will ask you specify the exact position in the number for each required piece of information - Job number and Individual piece id:

🏋 Spoilage Utility Setup					×
Defaults					
Select Default SEL Path	C:\WB\I	MDV\SEL_Files			
Select Daemon Move To	o Path				
Use Non-Standard File Extension:	Extension (i	not SEL)			
Pitney Bowes Dire	ct Connect	File Format			
O Custom File Format	È				
Job Start Pos:	1	Field Length:	8	(1 - 25)	
Piece ID S tart Pos:	9	Field Length:	8	(1 - 22)	
				ОК	Cancel

Note that this setup is not required if you are <u>only</u> using IM barcodes to do spoilage - the setup for that is found in the IM Scan Manager. If you are using SEL or text files those files will picked up from whatever directory is specified in IM Scan Manager.

The following is required for using IM Scan Manager in conjunction with DAT-MAIL.

To use this system you will need to have DAT-MAIL set up to handle IM barcodes in the DAT-MAIL program setup options:

🝸 DAT-M	AIL Editor with	Toolbox 8.	14.05.01 (WBI061)				
File Repo	orts Utilities	ToolBox	Other Pr	ograms	Securit	ty Help		
New	Mail.Dat Impo	rt Ct	rl-Insert	Ø	Postage	Tags 360	2	Ŝ)
Oper	Mail.Dat File	C	trl-Enter					Ŵ
Delet	e Mail.Dat File	Ctr	l-Delete		U U		LU that is	U U Poliut
Delet	e Multiple Ma	il.Dat Files		[211	lan Pos	ावा ट	soiut
Expo	t Mail.Dat File			1	(=
Maili	ng Agents (Ma	il Preparer	5)		$\Lambda / \Lambda \rangle$	in a	10	
Clien	t List (Mail Ow	ners)			WW		IU	VV
Job L	ist			-	SII	nart Pos	tal S	olut
Perm	it List			1	(2
Publi	cation List				$\Lambda \Lambda$	<u>Trava</u>		E A
Lot/S	tring/Panel In	fo			WW	IIIIC	10	VVV
Clien	t Communica	tion List		_	Sn	nart Pos	tal S	Solut
Carri	er List			1	(
CAPS	List				n A			
DMU	List				WW	Inc	10	WV
Trans	portation Sch	emes			Sn	nart Pos	tal S	Solut
Distri	bution Center	List		1	(_
Prog	am Settings				Program	Setup		E
Print	er Setup				Save	Λ		VV
Exit			Ctrl-X		Load	บ		olut
VVI	пес	WWL	n Cre	11	(9
Sme	rt Postal S	Solutions			$n \wedge \lambda$		1	

Pallet Tracking / Intelligent Mail Tab:

Import Defaults Mailer Information Planalyzer PostalOne! Statement Ge Container Tare Weights Export/Archive Advanced Settings Pallet Tracking/li Import Defaults Import Defaults Import Defaults Pallet Tracking/li Import Defaults Import Defaults Import Defaults Import Defaults Import Defaults Import Defaults Import Defaults Import Defaults <th>neration</th> <th>Start U ail Ma</th>	neration	Start U ail Ma
Container Tare Weights Export/Archive Advanced Settings Pallet Tracking/I Generate Unique ID's for Pallets Enable Pallet Tracking Pallet Tracking Pallet Tracking	Intelligent Ma	ail Ma
Generate Unique ID's for Pallets Chable Pallet Tracking Desticipate is letallisest Mail Recorded		
Destisingto in Intelligent Meil Regenden		
Participate in intelligent mail barcodes		
Overwrite Pallet Label 24 Char barcodes		
Overwrite Tray/Sack Label 24 Char barcodes		
MB Numbering		
Assign or Log at Import		
Assign or Log at Tag Printing		
Register IM Piece barcodes		

"Participate in Intelligent Mail Barcodes" and "Register IM Piece barcodes" must both be checked on this screen for the system to work.

Using a Text File

You can use a text file rather than an SEL file to record spoilage - some systems work this way.

In order to use a text file specify the name, location and layout of the file in the the Spoilage Utility setup (see the "Setup Options" section of this manual).

Example of a text file used for spoilage:

Again there is a list of numbers that here represent the Job Number and Piece IDs of the individual pieces. The initial characters (in this case 002437) show the job number so that the spoilage is applied to the correct job.

If the text file contains IM barcodes they are all that is required for DAT-MAIL and IM Scan Manager to process the spoilage as long as the IM barcode options are turned on in program setup (see the "*Setup Options*" section).

Once the text file is applied through the DAT-MAIL spoilage utility the spoilage will be included in the Postage Statement and uploaded to PostalOne! for that job.

Running the Spoilage Utility

Financial Mailers or Manifest Mailers need to keep track of individual spoiled pieces.

This generally requires using a SEL (Select) file or a text file generated during machine operations.

This file is created by most of the modern intelligent inserters. When a piece is spoiled the machine makes a record of it and saves the information to the SEL file. The SEL file includes the Job number and piece IDs of the pieces that were spoiled during the operation (or it may contain IM barcodes). When the job is ready to be mailed the SEL file is applied so that spoilage is properly deducted from the final mailing.

For this process the DAT-MAIL Spoilage module is necessary (i.e. the DAT-MAIL registration code must include the Spoilage Module).

1. From the DAT-MAIL main menu go to "Other Programs" => "Spoilage Tracking Utility"



2. Click "Import Spoilage" to begin the process.



Browse to find the SEL file then click \mathbf{OK} when the following screen appears

🞇 Enter Import File N	lame	- - X
Import File Name:	C:\WB\MDV\SEL_Files\X14A2704.sel	
		_
	OK Cancel	

The SEL file will then be applied to the job it pertains to, and the spoilage will be properly accounted for in that mailing, including the associated Postage Statements and Reports.

Note: The actual SEL file being imported will look something like this - (although it may have many more entries than this particular example):

X14A2704.sel - Notepad	- • ×
<u>F</u> ile <u>E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp	
File Edit Format View Help DB0401REG00000000000000000000000000000000000	
DB0401REG0000000000000000014718 DB0401REG0000000000000000016138 DB0401REG000000000000000018046	-

Individual pieces will show up on the second page of the Postage Statement and you can also generate a Spoilage Report showing the exact number and description of the pieces that were spoiled.

This method of applying spoilage can be automated using the WBI Scheduler IM Scan Manager plug-in **if (and only if) the SEL file contains IM barcodes**.

The IM Scan Manager plug-in allows you to set up a folder on your computer, then scan actual spoiled pieces off the mailroom floor, into an SEL or text file residing in that folder. This file is then imported into DAT-MAIL and the spoiled pieces marked as not being mailed and removed from the postage statements and reports (except as spoilage).

For details on how to set this up go to the "Using the IM Scan Manager Plug-in" section (next page).

Using the IM Scan Manager plug-in

Installation / Configuration

Installing IM Scan Manager:

The IM Scan Manager is one of the Window Book Automation Scheduler plug-ins.

The sequence for installing it is as follows:

1. Download the Automation Scheduler installer from the Window Book website. (www.windowbook.com/Support/Downloads)

http://www.wind	owbook.com/Support/Downloads		ids ×	6 🔂 🗄
ake sure to review the pro	oduct release notes pertaining to	installation PRIOR to download	ing and running any update.	
OTE: If you have more th	an one Window Book product all	products should be updated at t	the same time to maintain com	patibility.
rerequisites: DAT-MAIL	* and Post Master™ as well as ot	her Window Book products requ	uire Microsoft [®] .NET	
ramework 3.5 SP1 and .N	IET Framework 4.0 as a prerequi	site.		
atest Product V	ersions			
DAT-MAIL [™]	Postal Package Partner	POST MASTER TM	DAT-MAIL Prep™	
Version: 8.14.02.01	MSSQL TM	Version: 8.14.03.01	Version: 7.2.55.93	
Updated: 1/17/2014	Version: 8.14.01.10 Updated: 1/13/2014	Updated: 1/24/2014	Updated: 1/17/2014	
eDocs Manager™	Window Book	TagMaster®	DropShiplT [™]	
Version: 7.0.42.114 Updated: 5/24/2013	Version: 7.8.131.57 Updated: 1/13/2014	Version: 8.13.04.01 Updated: 1/28/2014	Version: 8.01.02.04 Updated: 1/23/2014	
Postal Business Companion™	Meter and Stamp Manager™	Complete Postal Library	Destination Database	
Version: 12.08.01.4	Version: 8.01.03.01	Updated: 11/21/2013	Destination: 1/24/2014	
	Updated: 4/26/2013		Labeling List: 1/22/2014	

2. Run the Scheduler installation. During the install you will be prompted for various plug-ins - click the IM Scan Manager plug-in option to make sure that it is included in the overall Scheduler installation:

Window Book Automation Scheduler (x64) 7.8.134.57 - InstallA	ware Wizard
Window Book Automation Sch	neduler (x64) Setup
Select features to install: Plug-Ins Automatic Data Updates PPP Manager Process Manager Export reference File Milder Minger Splitter MDSM - Mail.dat Service Manager TMS Manager	Feature description: IM Scan Manager is used for post processing of Intelligent Mail pieces and containers that have previously been imported into the Window Book database. Post processing includes, but is not limited to, removing spoils/pulls and the processing of sibling records. This feature requires access to Microsoft SQL Server. Setup can optionally install an instance of SQL Server Express 2008 R2 if needed. Program Version: 7.0.4.13 Plug-In Version: 7.2.18.35 Product install path: C:\Program Files\Window Book\Scheduler Disk space requirements: Available: 689,745 MB Required: 101,594 KB Remaining: 689,645 MB
Window Book, Inc.	< <u>Previous</u> <u>Next</u> > Cancel

After the installation is complete, go to the configuration screens. Start by choosing IM Scan Manager from the Scheduler Main Menu:

Window Book Automation Schedul	er		×
Currently Scheduled Plug-ins 🕢			۲
Plug-Ins List 4		IM Scan Manager	ation
Window Book Automation Scheduler			nfigu
	Salact	Select Configuration	lect Co
Auto Postal Data Updates	Configuration	About IM Scan Manager	S.
IM Scan Manager	Expert View	Version: 7.2.18.35	
Process Manager Reference File		Description: IM Scan manager is used to automate import of Tagger data into DAT-MAIL. It also imports text files containing the Intelligent Mail barcodes of spoiled, shorted or pulled pieces generated by intelligent inserters and other sources. Processing of piece level spoilage by DAT-MAIL is restricted to registered users the optional Spoilage Module. All other Tagger functions are supported without this module.	tions 🚫 Help 🤇
		Schedule Recommendation: This plug-in should be configured to run every few minutes.	op
		Add New Configuration	
		Expert View	
		Next Invoke Time: Never	
		🔀 Delete Selected Configuration	
		л	
Service Status: Running			
	Window Book, Inc	Cancel 🚫 Finish 🗸	
Welcome BWarnock Subscript	ion period ends in 33	7 days	

There is descriptive text that explains the recommended configuration options for each page. From here click the **Next** button.

🔛 Window Book Automation Schedul		
Currently Scheduled Plug-ins 🕢		
Plug-Ins List 4 Window Book Automation	IM Scan Manager	ge Import
Auto Postal Data Updates	Spoilage Imp	ort
IM Scan Manager	Import Spoilage Import Whittier Import Import Import Import Import Import Import Import	
Process Manager Reference File	Notification Input Spoilage Data Files Folder Tests C:\WB\JMPcBMgr\JnputFiles	E Browsen 2
	Processed Spoilage Data Files Archive Folder	Objection and the second
	Please select what kind of files you want to import	Browse
	SEL (Plugin only supports SEL's that contain an IM Piece Barcod SEL Format IM Piece Barcode Start Position: 1	Field Length: 31 +
	BOTH	

This screen allows you to choose a text or an SEL (Select) file to apply your spoilage - NOTE: SEL Files used by IM Scan Manager **MUST** contain IM Piece Barcodes - this is a requirement. When an SEL or .txt file appears in the Input folder IM Scan Manager will automatically apply the spoilage information to the mail.dat file when it is processed.

You can take the defaults or create your own "Input" and "Processed" folders. Click the **Next** button to continue.

This page allows you to configure e-mail or text-based notifications for whether the spoilage file is imported successfully (or not) into the MS SQL spoilage table. Fill out the SMTP server information for e-mail notifications, or the text message information for smart phone notification - (Note that charges may apply to phone text messages).

Once the information is complete press the **Finish** button (which will become available when all necessary information is entered) to complete the configuration of the IM Scan Manager plug-in.

Using IM Scan Manager

Spoilage Processing with IM Scan Manager Service

IM Scan Manager is a Window Book Automation Scheduler Plug-in. Spoilage is logged before statement generate and then processed during Statement Generation. This is done using IMb piece barcode scans that are scanned into a text file or an SEL (select) file. The file is then passed over to IM Scan Manager which applies it using a hot folder.

Note: This type of spoilage processing requires an Automation Scheduler registration code that includes the IM Scan Manager plug-in.

The combination of an IM Scan Manager plug-in and DAT-MAIL allows you to automatically and periodically collect and store spoiled piece data for use in DAT-MAIL's "statement generate" processing and export to PostalOne!

Only the IM Piece Barcode from the PDR/PBC files is needed and no manual import of the spoilage data is required. The text or SEL (select) file is automatically checked for during "statement generate" and again at PostalOne! RTP export time (in case any data was not available at statement generate time). Once the RTP is sent to PostalOne!, spoilage for those containers that have been paid cannot be added after-the-fact.

IM Scan Manager and supports .txt or .sel files that have IM Barcodes. There is also an option to have the plug-in update a "Pending Spoils" column in DAT-MAIL's ImportLog table.

Spoilage processing with Spoilage Manager Service was originally added as a custom solution as a way to allow spoilage to be marked based on the PDR IM Piece Barcode instead of the older PDR 22 char Piece ID.

NOTE: Anything under 31 characters is not guaranteed to be unique across Jobs so those records are not processed by our IM Piece Barcode spoilage function (Note - This was changed late in 2012 due to one company having non-full service barcodes that needed to be spoiled. We now allow fewer than 31 characters to be used but **it is the customer's responsibility** to make sure they are unique).

In this scenario, you need to enable the "Register IM Piece barcodes" option. First go to File => Program Settings => Program Setup from the DAT-MAIL main menu:

🕎 D	AT-MAIL Ed	litor with	Toolbox	8.14.05.01	(WBI061)		
File	Reports	Utilities	ToolBo	x Other P	rogram	s Securi	ty Help	
	New Mail.	Dat Impor	t	Ctrl-Insert	ø	Postage Rots	Tags 3602	\otimes
	Open Mail	.Dat File		Ctrl-Enter				OWW/
	Delete Mai	l.Dat File	C	Ctrl-Delete		U U	III ICI nart Boeti	
	Delete Mu	ltiple Mai	.Dat File	s	-	GII		ar eelatic
	Export Mai	il.Dat File				(
	Mailing Ag	jents (Ma	il Prepar	ers)			Tinad	OW
	Client List	(Mail Ow	ners)			VV		OVVI
	Job List				-	80	nart Fosti	ai Solutic
	Permit List	:			1	(
	Publication	n List				$\Lambda \Lambda$	লি বি	
	Lot/String/	/Panel Inf	0			WW	IIIQI	OVVI
	Client Con	nmunicat	ion List		-	Sn	nart Posta	al Solutic
	Carrier List	:			1	(\geq
	CAPS List							
	DMU List					VV	Inq	OVVI
	Transporta	ition Sche	mes			Sn	nart Posta	al Solutic
	Distributio	n Center	List		1	(\geq
	Program S	ettings				Program	Setup	
	Printer Set	up				Save	^	VV I
	Exit			Ctrl-X		Load	ប	olutic
-U	VIIII Smart P	CIC' lostal <u>S</u>	WW L oluti <u>o</u> r	S.C.C. 15	2012	(

On the "Pallet Tracking/Intelligent Mail" tab choose "Participate in Ingelligent Mail Barcodes" and "Register IM Piece Barcodes" - these two options **must** be enabled for the system to work:

🎢 Setup						and the second second	
Import Defaults	Mailer I	nformation	Planalyze	er Postal	One!	Statement Generation	Start U
Container Tare We	eights	Export/Arch	ive Adv	anced Settin	gs	Pallet Tracking/Intelligent M	lail Ma
✓ Generate ✓ Enable P	Unique allet Tra	ID's for Pallet cking	5				
Parti	cipate in	Intelligent Ma	ail Barcode	s			
🗖 o	verwrit	e Pallet Label	24 Char b	arcodes			
🗖 o	verwrit	e Tray/Sack l	abel 24 Cl	har barcodes	8		
- IMB N	umbering	g					
@ A	ssign or	Log at Impor	t				
© A	ssign or	· Log at Tag P	rinting				
R	egister I	M Piece barc	odes				

The IM piece barcodes in the PDR file are logged into an MS SQL table (IMPieceBarcode) during the mail.dat import process. The option must be turned on and the user must be registered for DAT-MAIL's Spoilage Utility (as part of the DAT-MAIL Registration code) for this feature to work properly.

Once these IM piece barcodes are stored in MSSQL, DAT-MAIL can map directly from the IM piece barcode to DAT-MAIL jobs - this is important as the customer's method of reporting spoilage is to scan IM Piece Barcodes for spoiled pieces and save the scans to a text file (similar to a SEL file). This text file needs to be brought in by WBI software.

IM Scan Manager imports the text file of scanned spoiled pieces. This plug-in can be configured as follows:



🔛 Window Book Automation Schedul	er									
Currently Scheduled Plug-ins 🕢				۲						
Plug-Ins List 4 Window Book Automation	IM Scan Manager									
	Spoilage	Spoilage Import								
Auto Postal Data Updates IM Scan Manager Process Manager Reference File	Spoilage Import Whittier Import Notification Tests	Spoilage Import Solidge Import Solidge Import Solidge Import Notify DatMail when spoilage is pending Input Spoilage Data Files Folder C:\WB\UMPcBMgr\InputFiles Processed Spoilage Data Files Archive Folder C:\WB\UMPcBMgr\ProcessedFiles Please select what kind of files you want to import .IXT SEL (Plugin only supports SEL's that contain an IM Piece Barcode) SEL Format IM Piece Barcode Start Position: BOTH	Browse	Options 🖉 Help 🖉 S						

When the scanned piece barcode text files are dropped into the specified input folder, the plugin will automatically read the text file and mark the appropriate records in the IMPieceBarcode table as spoiled.

NOTE: The Mail.dat files must be imported **prior** to the text files being brought in by IM Scan Manager - failure to do this will result in piece barcodes not being marked as spoiled - similar to the requirement for importing SEL files.

Users do not need to take any additional action on the DAT-MAIL side - when they run statement generate, the system automatically queries the MSSQL IMPieceBarcode table for pieces marked as spoiled, marks the corresponding records in PDR as spoiled, then updates the statement data with the spoilage.

If a text file was not available until after the statement generate(s) are already processed, the file can still be brought in by the service and the user can manually check for spoilage in our Spoilage Utility using the following menu item:



How to tell if the Spoilage Manager is working

Quick checklist of proper sequence and requirements:

- DAT-MAIL's Register IM Piecebarcodes must be enabled in setup.
- The Spoilage Manager Plug-in in Automation Scheduler must be configured and scheduled.
- Mail.dat files must be imported prior to dropping text files with spoilage.
- Text files for spoiled pieces must be dropped into the Spoilage Manager's input folder.
- Text files must be dropped and processed **prior** to "statement generate" for statement generate to pick up spoilage. After statement generate (but before PostalOne! export) the text file with spoilage can be processed through the DAT-MAIL Spoilage Utility)

Pending Spoils Notification

The IM Scan Manager Service can tell DAT-MAIL when it has spoilage ready to be processed. This page explains how this works and where various components store log file information that can be used for trouble-shooting.

The IM Scan Manager launches a program that reads a small XML file and updates a field in DAT-MAIL's MDImportLog (PSQL file). This section assumes that DAT-MAIL and the IM Scan Manager Service have been configured for normal Spoilage processing with IM Scan Manager Service.

To activate the notification feature:

- Turn on "Verbose" in the Scheduler's logging options - otherwise only errors are logged (recommended).
- Configure the IM Scan Manager plug-in with "Notify DAT-MAIL when spoilage is pending" turned ON.

		x
	Options 😳 🔶	0
	Log Settings	5
ent to con	Select the log level that will be written to the log file: Verbose Minimum Select the number of days to keep log	eduler Configuratio
	7	Sch
	C:\ProgramData\Window Book \Scheduler\Scheduler.log	Help 🔘
	View SCW today's Log	ions 🔘
	Drag a column header and drop it here to grou	Opt
	Plug-in Name File Auto Postal Data Updates Auto	
	Custom Mail.dat Merger Cus	
× 1	List of archives:	
\setminus	Drag a column header and drop it here to grou	
	File Name Auto Postal Data Updates_000. Auto Postal Data Updates_001.	
	Save Cancel X	
		-

Window Book Automation Schedul	er	
Currently Scheduled Plug-ins 🛞		
Plug-Ins List 4 Window Book Automation		IM Scan Manager
Auto Postal Data Updates	Spoilage Import	Spoilage Import
Export Statements	Whittier Import	Enable Spoilage Import
IM Scan Manager Mail.dat Merger	Notification Tests	Notify DatMail when spoilage is pending Input Spoilage Data Files Folder C:\WB\IMPcBMgr\InputFiles
Mail.dat Splitter		Processed Spoilage Data Files Archive Folder
MDSM - Mail.dat Service Manager		Please select what kind of files you want to import
Process Manager		 .TXT .SEL (Plugin only supports SEL's that contain an IM Piece Barcode)
USPS MDR Client Monitor		SEL Format IM Piece Barcode Start Position: 1

- Drop the spoilage files into the IM Scan Manager's Spoilage Input folder.
- The plug-in will process the input file, store data to SQL and call MDIMScanMgrUpd707.exe.
- If you have e-mail notification turned on you can receive information about where status logs are kept for each file processed:



rdlang@windowbook.com

to me 🖃

Processing of MD Spoilage file 'TJLTest2.txt' completed successfully.

wbIMScanMgr.exe version: 7.0.2.11

wbDABOEF.dll version: 7.1.11.189

ImportSpoilageFile Started @ 21:10:02

GetSpoiledPieceData Finished @ 21:10:02 for 2 records. Duration: 0.008 seconds

[GetListClaSysIdCount] method started.

[ExecuteStoreQuery] started at 9/19/2013 1:10:02 AM.

[ExecuteStoreQuery] finished. Duration time is 00:00:01.3261326.

Create output file started.

Result stored in file: C:\WB\IMPcBMgr\ProcessedFiles\Import_Result.xml.

Result stored in file: C:\WB\IMPcBMgr\ProcessedFiles\Import_Result.xml.

For more information, refer to log file : <u>C:\Program Files\Window Book\Scheduler\IMScanMgr\Logs</u>\StatusLog_TJLTest2_20130918_211002.log'.

• The results will be visible on DAT-MAIL's "Select Job" window:

inter date to search for:			- Ma - US	ailer Appr SPS Verifi	oved ed					
Job Number	Description	Rev.	Stmnt Status	Tag F Pallets	Print Status Traus/Sacks	Class	Import Date	Import Time	Total Pieces	Pending Spoi
× 00002064 COPAL WHY NDC × 85703-el × 6457	Easter Seals Wisconsin 13-11383 Verve 3 Easter Seals Wisconsin	1 2 1 2	Open Open Open Open	N/P N/P N/P N/P	N/P N/P N/P N/P	Standard Standard Pkg Services Standard	9/13/2013 9/15/2013 9/16/2013 9/18/2013	6:22PM 8:20PM 1:55PM 10:06AM	142,697 21,598 70,160 142,697	
 6457 6457 6457 8457 8943006A001 44952D2 44952D2 	Easter Seals Wisconsin Easter Seals Wisconsin Easter Seals Wisconsin Easter Seals Wisconsin 13:11383 Discover Aug Savings - Drop 2 Discover Aug Savings - Drop 2	3 4 5 6 2 2 3	Open Open Open Open Open Open Open	N/P N/P N/P N/P N/P N/P	N/P N/P N/P N/P N/P N/P N/P	Standard Standard Standard Standard Standard Standard Standard	9/18/2013 9/18/2013 9/18/2013 9/18/2013 9/18/2013 9/18/2013 9/18/2013 9/18/2013	11:10AM 1:38PM 1:57PM 2:00PM 2:03PM 2:06PM 2:09PM	142,697 142,697 142,697 142,697 2,320,040 711,949 711,949	

There are three places to check for statuses or troubleshooting:

- Path and log name for IM Scan Manager plug-in: C:\ProgramData\Window Book\Scheduler\IM Scan Manager.log
- Path and folder where individual Scan Mgr Logs are kept: C:\Program Files\Window Book\Scheduler\IMScanMgr\Logs
- Path where the MDIMScanMgrUpd707.exe writes its log file: C:\Users\RDLang.WINDOWBOOK\AppData\Local\Temp\MDIMScanMgr

Troubleshooting IM Scan Mgr

Troubleshooting

Things to check if spoilage is <u>not</u> being processed through IM Scan Manager

Note:

 Originally anything less than a 31-character barcode was not guaranteed to be unique across jobs - so those records were not processed by the IM Scan Manager spoilage function. This was changed late in 2012 due to some customers having non-full service barcodes that needed to be spoiled. We now allow less than a 31-char barcode to be used but it is the customer's responsibility to make sure that the individual barcodes are unique.

Steps:

- Get ClaSysID from the "Select Mail.dat Job" window.
- Use MS SQL to look at the IMPiecebarcode Table
- Verify Piecebarcodes have been logged for this job *ProcessStatus* = 1
- Check PlugIn Watcher to verify if Spoilage Manager has processed files and if errors exist.
- Check for any records for this ClaSysID that have *ProcessStatus* = 2. "2" means it has been marked as spoiled.

Plug-In Watcher					12.70					X
Plug-In: IM Piece Barcodes Manager V From date: 7/26/2012 15 Thru date: 7/26/2012	15	💿 Refresh								
	Date	Start Time	End Time	Duration	Row Number	Row Name	Row Value	Severity	Message	Data
4PieceBarcodeMgr.LogDIIVersion => IMPcBMgrProcess.WriteNlog 00:00:00.0523	7/26/2012	09:45:01.2506188	09:45:01.3126000	00:00:00.0523	0			Info	wbIMPcBMgr.exe version: 7.0.0.1	
r.ImportSpoilageFile => IMPcBMgrProcess.WriteNlog 00:00:00.0546	7/26/2012	09:45:01.2506188	09:45:01.3356000	00:00:00.0546	0			Info	ImportSpoilageFile Started @ 09:45:01	
1PieceBarcodeMgr.LogDIIVersion => IMPcBMgrProcess.WriteNlog 00:00:00.0546	7/26/2012	09:45:01.2506188	09:45:01.3356000	00:00:00.0546	0			Info	wbDABOEF.dll version: 7.1.4.107	
1PieceBarcodeMgr.GetSpoiledPieceData => IMPcBMgrProcess.WriteNlog 00:00:00.0551	7/26/2012	09:45:01.2506188	09:45:01.3406000	00:00:00.0551	0			Info	GetSpoiledPieceData Finished @ 09:45:01 for 3 records. Duration: 0.003 seconds	
IMPieceBarcodeMgr.SetPieceBarcodeStatusByBarcode => IMPcBMgrProcess.WriteNlog 00:00:00.0630	7/26/2012	09:45:01.2506188	09:45:01.4196000	00:00:00.0630	0			Info	3 IMPieceBarcode items were successfully updated	
IMPieceBarcodeMgr.SetPieceBarcodeStatusByBarcode => IMPcBMgrProcess.WriteNlog 00:00:00.0630	7/26/2012	09:45:01.2506188	09:45:01.4196000	00:00:00.0630	0			Info	[SetPieceBarcodeStatusByBarcode] Finished @ 09:45:01 for 3 items. Duration: 0.043 seconds	
1PieceBarcodeMgr.MarkPiecesAsSpoiled => IMPcBMgrProcess.WriteNlog 00:00:00.0630	7/26/2012	09:45:01.2506188	09:45:01.4196000	00:00:00.0630	0			Info	MarkPiecesAsSpoiled Finished @ 09:45:01 for 3 items. Duration: 0.052 seconds	
r.ImportSpoilageFile => IMPcBMgrProcess.WriteNlog 00:00:00.0645	7/26/2012	09:45:01.2506188	09:45:01.4346000	00:00:00.0645	0			Info	ImportSpoilageFile 0 invalid barcodes were ignored.	
r.ImportSpoilageFile => IMPcBMgrProcess.WriteNlog 00:00:00.0645	7/26/2012	09:45:01.2506188	09:45:01.4346000	00:00:00.0645	0			Info	ImportSpoilageFile 0 valid barcodes were not found in the database.	
r.ImportSpoilageFile => IMPcBMgrProcess.WriteNlog 00:00:00.0645	7/26/2012	09:45:01.2506188	09:45:01.4346000	00:00:00.0645	0			Info	ImportSpoilageFile 3 mailpieces were marked as spoiled.	
r.ImportSpoilageFile => IMPcBMgrProcess.WriteNlog 00:00:00.0661	7/26/2012	09:45:01.2506188	09:45:01.4506000	00:00:00.0661	0			Info	ImportSpoilageFile Finished @ 09:45:01 for 3 items. Duration: 0.141 seconds	

(Be sure to scroll over to see the entire screen shot):

🎢 Select Mail.Dat File to Open			×		
builde Number by Import Date buil ast Modified Build-Home	Deliveru Date bu First Mail Date bu Job J	D bu Historical Job ID bu	Description	h	
by contrained by minime	Mailer Approved	by histolicaroop in by	Cooption		
Enter date to search for:	USPS Verified	.			
Job Number Description	Rev. Stmnt Status Pallets Tra-	status ys/Sacks Class	Total Pieces Import Date Impor		
X 87701000 1022 D0C011T87701000N102210	1 2 Open N/P	N/P First Class	13,421 7/24/2012 4		
× 87982000 1124 DOC011T87982000N112410	1 2 Open N/P	N/P First Class	14,050 7/24/2012 4		
✓ 00014975 CoPai 772472012 1705 June Pass21 Fedex	1 Released N/P	N/P First Class N/P First Class	91,273 7/25/2012 1C		
Statemt KINB300P	1 Released N/P	N/P First Class	162,664 7/25/2012 10 19,641 7/25/2012 10		
× RVA-446236 GEOR1	1 Open N/P	N/P Pkg Services	91,809 7/25/2012 11		
MPDAT_96637W_PLAN MPDAT_96637W_PLAN 00001070 MPDAT_96637W PLAN	1 Open N/P 2 Open N/P	N/P Standard N/P Standard	448,147 7/25/2012 4 448,147 7/25/2012 4		
× 685000100708 DOC011T68500010C070810	1 Open N/P	N/P First Class	10,828 7/26/2012 9		
•					
View Import Status Approved Archive	Validat	e View Beleases	lose Job Select		
	- and a				
Mailing Info Statements Container(s) for Joh					
]		
Description: DOC011T68500010C0708101	Created: 7/2 Modified: 7/2	26/2012 9:30AM 26/2012 9:40AM	Restore to Original		
Job Number: 685000100708	Drop Shipped:	No			
QL Server Management Studio	Carlos anno		Contract of the local division of the local		
View Query Debug Tools Window Community	Help				
ry 📭 📴 🚽 🥞 🜌 🛓					
ster 🔹 🕴 Execute 🕨 🔲 🖌 👯	a 🗆 🕶 🖷 🖏 🚍 ≤				
	/***** Script for 5	SelectTopNRows co	mmand from SSMS ******/		
	- SELECT *	-			
dbo.FASTDelivery	FROM [wbdb].[dbo	[IMPieceBarcode]			
dbo.FASTLog	where ClaSysID=558	9			
dbo.FASTMultiStop					
🗉 🔲 dbo.FASTRecur					
🕢 🧾 dbo.FASTSchedulerContent					
dbo.FASTSetup dbo					
dbo.FAST Trailerinto					
dbo.IMPieceBarcode					
dbo.LLCin					
😠 💷 dbo.LLCSZ					
🗉 🧾 dbo.LLMailAirport	Results Messages				
dbo.LLOMX	SMailerID SequenceNumber	ClaSysID ContainerID	PieceBarcodeDate PieceBarcodeVal	ue PDRPieceID	PBCPieceID ProcessSta
dbo.LLState	1 359 1	558 1	2012-07-26 0070010095900	000000168005290505 000000000000000000000	0 1
dbo.LLUsage	2 359 2	558 I	2012-07-26 0070010095900		0 1
do.MDComplianceField	3 100 3 A 159 A	000 I 559 1	2012-07-20 0070010095900		0 1
dbo.MDComplianceRule	4 755 4 5 359 5	550 1	2012-07-26 0070010055500		
dbo.MDComplianceRuleField	6 159 6	558 1	2012-07-20 0070010030300	000000668005291606 00000000000000000000000	
🗉 📃 dbo.MDIndex	7 159 7	558 1	2012-07-26 0070010095900	000000768005291909 000000000000000000000	0 (2)
🖶 🔲 dbo.MDSet	8 359 8	558 1	2012-07-26 0070010095900	000000868005292113 000000000000000000000	0 1
dbo.MDSetLog					
🔐 🔲 dbo.MDSMComputer					

When DAT-MAIL runs "statement generate" and looks for spoilage posted by the Spoilage Manager, it makes requests to MSSQL to see if:

A) there are any spoiled pieces for this job and, if so

B) changes their status to indicate that they have been updated in the Mail.dat

These requests can be found in the DAT-MAIL temp folder \wbNPSXML. They will be named as follows: **NPSIMPBCMxxxxx.xml** where the xxxx's can be any number - for instance: NPSIMPBCM000003.xml.

Using Notepad you can look at the contents of these files. The request looking for any spoilage will look like this (the most important sections are highlighted in red - the requested service, the clasysid it was searching for and the response's returned message indicating how many records there are with spoiled status):

Request XML:

```
< ?xml version="1.0" encoding="UTF-8"?>
< wbNPS Environment="PROD" ServiceRequested="IMPieceBarcodeMgr" RequestorID="710938923"
ConnectViaProxy="false" Host="" Port="" User="" Password="" ProxyType="None" DoNotCache="true"
KeepAlive="true" Secure="true" SQLInstance="">
 <IMPieceBarcodeMgr ServiceRequested="QUERY_BY_CLASYS_CONTAINER">
  <QueryByClaSysContainerRequest>
<TargetUNCPathFileName>C:\Users\RDLANG.WINDOWBOOK\AppData\Local\Temp\wbNPSXML\NPSIMPBCM00
0001.csv</TargetUNCPathFileName>
   <ProcessStatus>2</ProcessStatus>
   <ClaSysContainerType>
    <ClaSysID>558</ClaSysID>
   </ClaSysContainerType>
  </QueryByClaSysContainerRequest>
 </IMPieceBarcodeMgr>
< /wbNPS>
Response XML:
```

```
< wbNPS Environment="PROD" ServiceRequested="IMPieceBarcodeMgr" RequestorID="710938923"
ConnectViaProxy="false" Host="" Port="" User="" Password="" ProxyType="None" DoNotCache="true"
KeepAlive="true" Secure="true" SQLInstance="" ServiceCallDuration="00:00:01.2581258">
 <IMPieceBarcodeMgr ServiceRequested="OUERY BY CLASYS CONTAINER">
  <QueryByClaSysContainerRequest>
<TargetUNCPathFileName>C:\Users\RDLANG.WINDOWBOOK\AppData\Local\Temp\wbNPSXML\NPSIMPBCM00
0001.csv</TargetUNCPathFileName>
   <ProcessStatus>2</ProcessStatus>
   <ClaSysContainerType>
    <ClaSysID>558</ClaSysID>
   </ClaSysContainerType>
  </OuervBvClaSvsContainerRequest>
  <QueryByClaSysContainerResponse>
<TargetUNCPathFileName>C:\Users\RDLANG.WINDOWBOOK\AppData\Local\Temp\wbNPSXML\NPSIMPBCM00
0001.csv</TargetUNCPathFileName>
   <ProcessResult>true</ProcessResult>
   <ProcessStatusMsg>3 barcode records were found.</ProcessStatusMsg>
  </QueryByClaSysContainerResponse>
 </IMPieceBarcodeMgr>
< /wbNPS>
```

The second IPS XML is the actual data with piece IDs that have been processed and need their status changed:

```
Request XML:
```

```
< ?xml version="1.0" encoding="UTF-8"?>
< wbNPS Environment="PROD" ServiceRequested="IMPieceBarcodeMgr" RequestorID="1247979406"
ConnectViaProxy="false" Host="" Port="" User="" Password="" ProxyType="None" DoNotCache="true"
KeepAlive="true" Secure="true" SQLInstance="">
<IMPieceBarcodeMgr ServiceRequested="SET_PIECEBARCODE_STATUS_BY_BARCODE">
<SetPieceBarcodeStatusByBarcodeRequest>
<PieceBarcodeStatusByBarcodeRequest>
<PieceBarcodeStatusType>
<IMPieceBarcodeValue>007001009590000000568005291203</IMPieceBarcodeValue>
<Status>6</Status>
</PieceBarcodeStatusType>
</PieceBarcodeStatusType>
</PieceBarcodeStatusType>
</PieceBarcodeStatusType>
</PieceBarcodeStatusType>
</PieceBarcodeValue>007001009590000000768005291909</IMPieceBarcodeValue>
```

```
<Status>6</Status>
```

</PieceBarcodeStatusType>

<PieceBarcodeStatusType>

- <IMPieceBarcodeValue>0070010095900000124368005512006</IMPieceBarcodeValue> <Status>6</Status>
- </PieceBarcodeStatusType>

</PieceBarcodeStatuses>

</SetPieceBarcodeStatusByBarcodeRequest>

</IMPieceBarcodeMgr>

< /wbNPS>

Response XML:

< wbNPS Environment="PROD" ServiceRequested="IMPieceBarcodeMgr" RequestorID="1247979406" ConnectViaProxy="false" Host="" Port="" User="" Password="" ProxyType="None" DoNotCache="true" KeepAlive="true" Secure="true" SQLInstance="" ServiceCallDuration="00:00:00.0410041">

<IMPieceBarcodeMgr ServiceRequested="SET_PIECEBARCODE_STATUS_BY_BARCODE">

<SetPieceBarcodeStatusByBarcodeRequest>

<PieceBarcodeStatuses>

- <PieceBarcodeStatusType>
- <IMPieceBarcodeValue>007001009590000000568005291203</IMPieceBarcodeValue><Status>6</Status>

</PieceBarcodeStatusType>

<PieceBarcodeStatusType>

<IMPieceBarcodeValue>007001009590000000768005291909</IMPieceBarcodeValue> <Status>6</Status>

</PieceBarcodeStatusType>

<PieceBarcodeStatusType>

- <IMPieceBarcodeValue>0070010095900000124368005512006</IMPieceBarcodeValue> <Status>6</Status>
- </PieceBarcodeStatusType>
- </PieceBarcodeStatuses>

</setPieceBarcodeStatusByBarcodeReguest>

<SetPieceBarcodeStatusByBarcodeResponse>

<ProcessResult>true</ProcessResult>

- <ProcessStatusMsg>3 IMPieceBarcode items were successfully updated.</processStatusMsg>
- </SetPieceBarcodeStatusByBarcodeResponse>

</IMPieceBarcodeMgr>

< /wbNPS>

Notify DAT-MAIL of Pending Spoils

When this option is checked "ON" in the IM Scan Manager's configuration, the plug-in launches a program (MDIMScanMgrUpd707.exe) which updates the "Pending Spoils" column in the ImportLog table in DAT-MAIL (which will be visible when selecting a job to open).

This allows users with automated systems to see when spoilage has been processed by the IM Scan Manager and is then available for DAT-MAIL to process during "statement generate".

MDIMScanMgrUpd707.exe creates a log file in the user's temp folder that shows the actions to be taken to update the ImportLog table:

For example: C:\Users\RDLANG.WINDOWBOOK\AppData\Local\Temp\MDIMScanMgr.

There should be a log with a date stamp in the file name. The contents of the log file will look something like this:

2013/08/06 10:51:13 ------2013/08/06 11:10.13 Session started. 2013/08/06 11:10:13 Job: 1174 successfully updated SpoilsPending: 2 2013/08/06 11:10:13 Session finished. 2013/08/06 11:10:13 -----

Scheduler Logs

Logs generated by the Scheduler's IM Scan Manager plugin can be found here:

C:\Program Files\Window Book\Scheduler\IMScanMgr\Logs

This folder will contain status files such as: StatusLog_ClaSysID0001174a_20130806_113501.log whose contents may look like this: 2013-08-06 11:35:01.2843 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | wbIMScanMgr.exe version: 7.0.2.11 2013-08-06 11:35:01.2843 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | wbDABOEF.dll version: 7.1.11.187 2013-08-06 11:35:01.2933 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | ImportSpoilageFile Started @ 11:35:01 2013-08-06 11:35:01.3103 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | GetSpoiledPieceData Finished @ 11:35:01 for 2 records. Duration: 0.007 seconds 2013-08-06 11:35:09.2653 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | 2 IMPieceBarcode items were successfully updated. 2013-08-06 11:35:09.2653 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | [SetPieceBarcodeStatusByBarcode] Finished @ 11:35:09 for 2 items. Duration: 7.955 seconds 2013-08-06 11:35:09.2783 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | MarkPiecesAsSpoiled Finished @ 11:35:09 for 2 items. Duration: 7.962 seconds 2013-08-06 11:35:09.2783 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | ImportSpoilageFile 2 mailpieces were marked as spoiled. 2013-08-06 11:35:09.2783 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | ImportSpoilageFile 0 valid barcodes were not found in the database. 2013-08-06 11:35:09.2783 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | ImportSpoilageFile 0 invalid barcodes were ignored. 2013-08-06 11:35:09.2783 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | ImportSpoilageFile Finished @ 11:35:09 for 2 items. Duration: 8.010 seconds 2013-08-06 11:35:09.7963 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | Send To: rdlang@gmail.com. Message: Processing of MD Spoilage file 'ClaSysID0001174a.txt' completed successfully. wbIMScanMgr.exe version: 7.0.2.11

wbDABOEF.dll version: 7.1.11.187

ImportSpoilageFile Started @ 11:35:01

GetSpoiledPieceData Finished @ 11:35:01 for 2 records. Duration: 0.007 seconds

2 IMPieceBarcode items were successfully updated.

[SetPieceBarcodeStatusByBarcode] Finished @ 11:35:09 for 2 items. Duration: 7.955 seconds

MarkPiecesAsSpoiled Finished @ 11:35:09 for 2 items. Duration: 7.962 seconds

ImportSpoilageFile 2 mailpieces were marked as spoiled.

ImportSpoilageFile 0 valid barcodes were not found in the database.

ImportSpoilageFile 0 invalid barcodes were ignored.

For more information, refer to log file 'C:\Program Files\Window Book\Scheduler\IMScanMgr\Logs\StatusLog_ClaSysID0001174a_20130806_113501.log'.

2013-08-06 11:35:09.7963 | INFO | windowbook.wbIMScanMgr.wbIMScanMgrProcess | REMRDLANGW764HP | Info: Successfully sent an e-mail to the end user.

There can also be an **ExceptionLog.log** file with additional information (particularly when something fails).

More Information

Spoilage processing with P1! and Full Service

Spoilage processing with PostalOne! and Full Service customers

Until December 2011 "X" or "T" values in PDR Wasted Piece Indicator meant that DAT-MAIL would adjust the piece counts in CSM, CQT and PQT. "W" or "S" meant that PostalOne! would make the adjustments.

This continues to work for the time being for non-Full Service mailings.

However, some mailers submitting Full Service jobs with X or T values have gotten relational integrity validation errors. This is because the current interpretation of X or T values is that no adjustment should be made, piece counts are not deducted, and the user **will** pay postage on the spoiled pieces. On the other hand values W or S will **not** pay postage on spoiled pieces (because PostalOne! itself is making the adjustments).

This presents a problem if you have third-party software that needs the adjusted piece counts without importing PDR, and don't want to pay postage on spoiled pieces. The best solution for now (as of Feb 2014) is for X/T users to use W/S for sending data to PostalOne! and then do a full non-PostalOne! export with our new "Deduct Spoils/Shortages" which produces an adjusted piece export which the customer can give to any third-party sources.

Custom Modified SEL File Import

A custom-modified SEL (select file) import is used by some customers. This way of doing spoilage is similar to the Spoilage Utility Import, but more automated. It uses a batch process which takes place after Statement Generation and can be used in conjunction with the TMS viewer plug-in.

Spoilage Processing using a custom-modified SEL file

This method of spoilage is currently a custom solution used by some companies using DAT-MAIL for their mail.dat processing. The plants using this feature produce SEL (select) files with a special naming convention: *mail.dat file name* + *date and time stamp*

Example: BCSL6688_20110624165412.sel.

There can be more than one such SEL for a given mail.dat job, but the SEL file is limited **only** to pieces **for that particular job** (which is different from normal general-purpose SEL files).

When these files are placed in the DAT-MAIL Spoilage Utility's SEL folder, the "statement generate" process automatically looks for them and processes pieces that belong to the trays tagged for the statement generate - it ignores pieces belonging to other trays in this job that are **not** part of this particular statement generate process.

If the TMS Viewer (a Window Book Automation Scheduler Plug-in) is being used then during TMS View processing the user can search for new spoilage (either by SEL or manual entry) as often as they like - after statement generate is complete, prior to posting Ready-to-Pay to PostalOne!

Spoilage using the Whittier Tagger

Spoilage using Whittier Tagger is also an IM Scan Manager function. Using the Whittier Tagger with a handheld scanner, spoilage is logged beforehand by scanning any spoiled pieces. The file generated that contains this information is then processed during Statement Generation. See the DAT-MAIL / Whittier Tagger manual for more information.