

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.

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

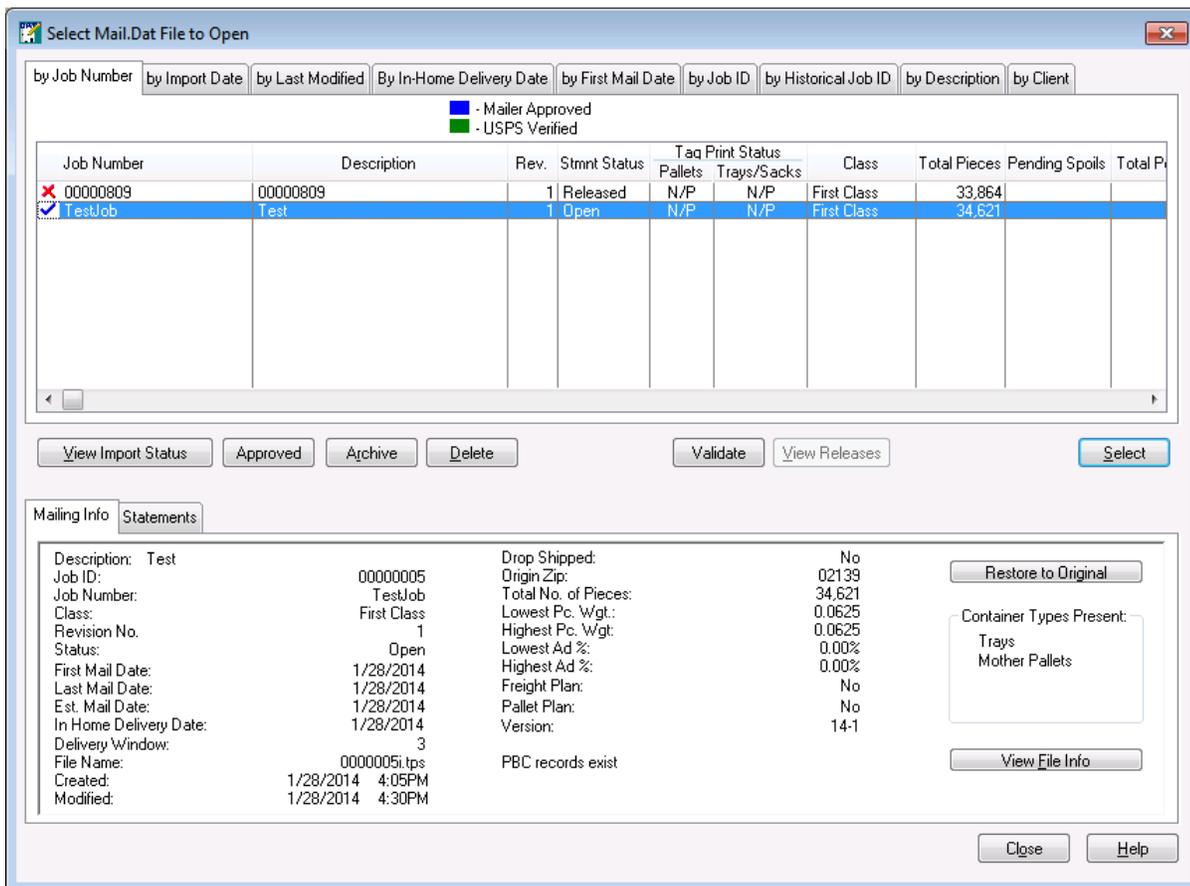
Applying spoilage in DAT-MAIL generally requires a registration code that includes the Spoilage Module. There are some exceptions to this including adjustments made just prior to statements being generated, or when using the "Delete Trays" function. All of these ways of applying spoilage must be done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



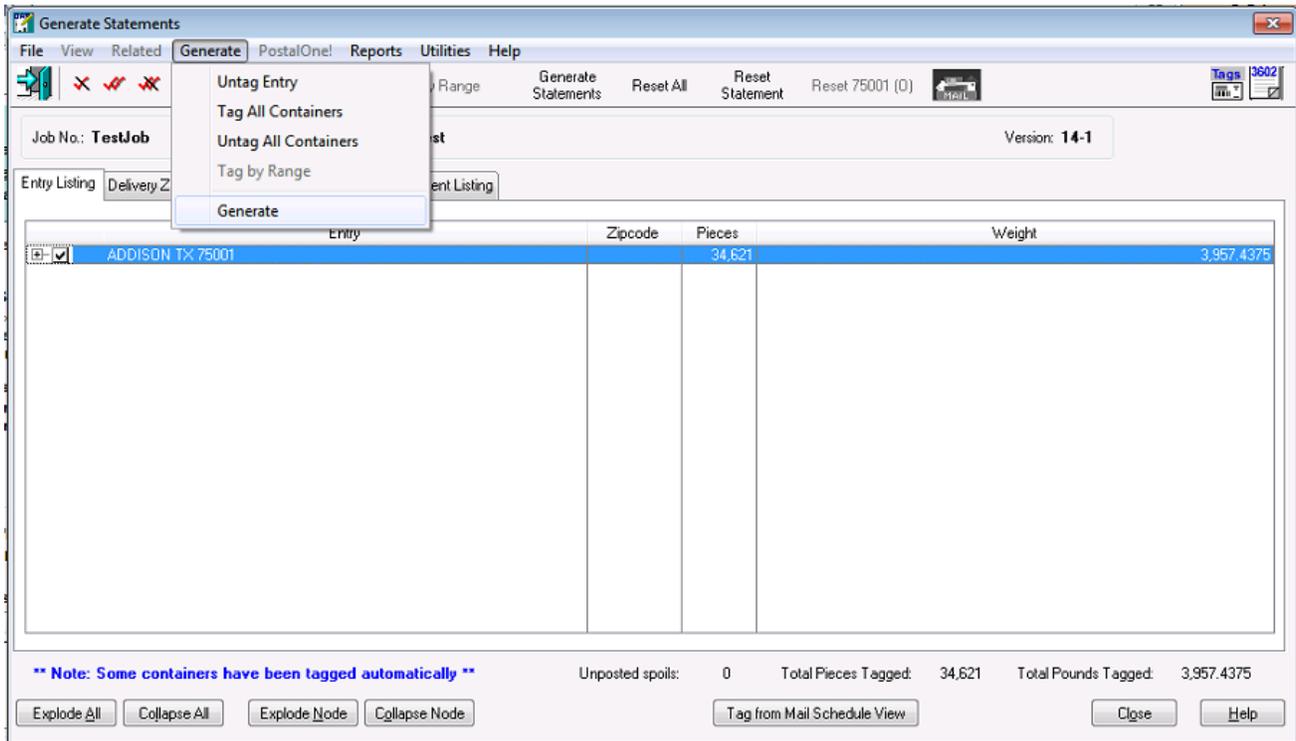
2. Click the **Statement Generate** button to begin the process.

The screenshot displays the MD Navigator software interface. At the top, there is a menu bar with 'File', 'View', 'Related', 'Reports', 'Utilities', and 'Help'. Below the menu bar, there are several data fields and buttons. The top section shows summary statistics: Total Pieces: 34,621, Pieces Mailed: 0, Pieces Spoiled: 0, and Remaining: 34,621 (100.0%). It also includes JOB ID: 00000005, Job Number: TestJob, Job Description: Test, and Historical Job ID: TEST. The service type is 'Mixed Full Service 98.6% FS First Class Flat' with a status of 'Open'. A 'Check for Pending Actions' button is located in the top right.

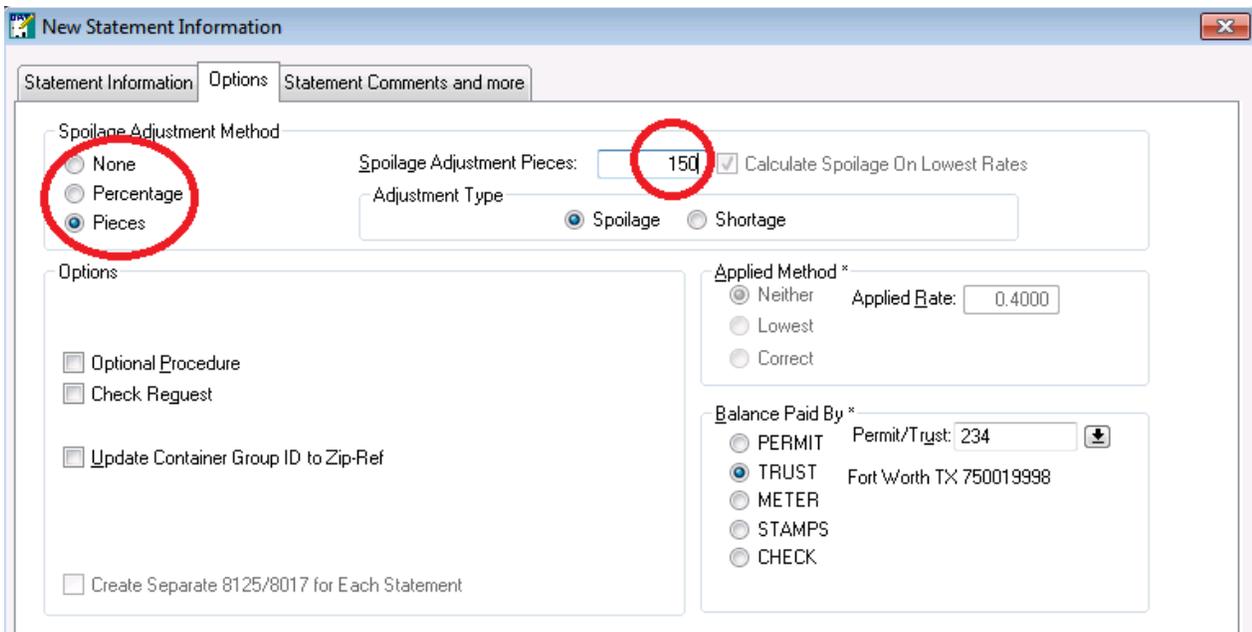
The middle section contains various configuration options with 'Change' buttons: 'Change Piece Weight' (with 'Lbs Oz' units), 'Change Mailing Date(s)' (with a date of 01/28/2014), 'Change Promotion/Fee' (USPS Promotion / Fee: Incentive: None, Fee: None, Content: None), 'Change Payment Info' (Postage Payment: Permit: 234 Fort Worth TX 75001-9998, Permit: 1234 Fort Worth TX 75001-9998), 'Change Hygiene Date(s)' (Address Hygiene Dates: Auto Coding Date: 01/31/2014, CRRT Coding Date: / /, CRRT Seq. Date: / /), 'Change Verification Info' (Verification (Origin) Facility: ADDISON TX 75001-9998), 'Change Move Update' (Move Update Method: None), 'Change Misc Info' (Misc Info: Customer Ref ID, Fed Agency Cost Cd, Non-Profit Auth No.), and 'Change By/For Info' (By / For: Mail Preparer MID: 900001340, Mail Owner MID: 900000990, Local Permit Number, Mail Owner, Type: None).

At the bottom, there is a row of buttons: 'Analyzer', 'Palletize', 'Statement Generate' (highlighted with a red arrow), 'View Statements', 'Enhanced Qual Report', 'Rate Summary Report', 'Apply Profile', 'Re-Validate', and 'Quick 8125 Report'. A small table titled 'Destination Facility Types' is also visible, showing 'Origin' with 34,621 pieces.

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.



OR:

The screenshot shows the 'New Statement Information' dialog box with the following settings:

- Spoilage Adjustment Method:** None, Percentage, Pieces
- Spoilage Adjustment Percent:** 3.1000
- Calculate Spoilage On Lowest Rates:**
- Adjustment Type:** Spoilage, Shortage
- Options:**
 - Optional Procedure
 - Check Request
 - Update Container Group ID to Zip-Ref
 - Create Separate 8125/8017 for Each Statement
- Applied Method *:** Neither, Lowest, Correct. Applied Rate: 0.4000
- Balance Paid By *:** PERMIT, TRUST, METER, STAMPS, CHECK. Permit/Trust: 234, Fort Worth TX 750019998

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 lowest postage rate 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.

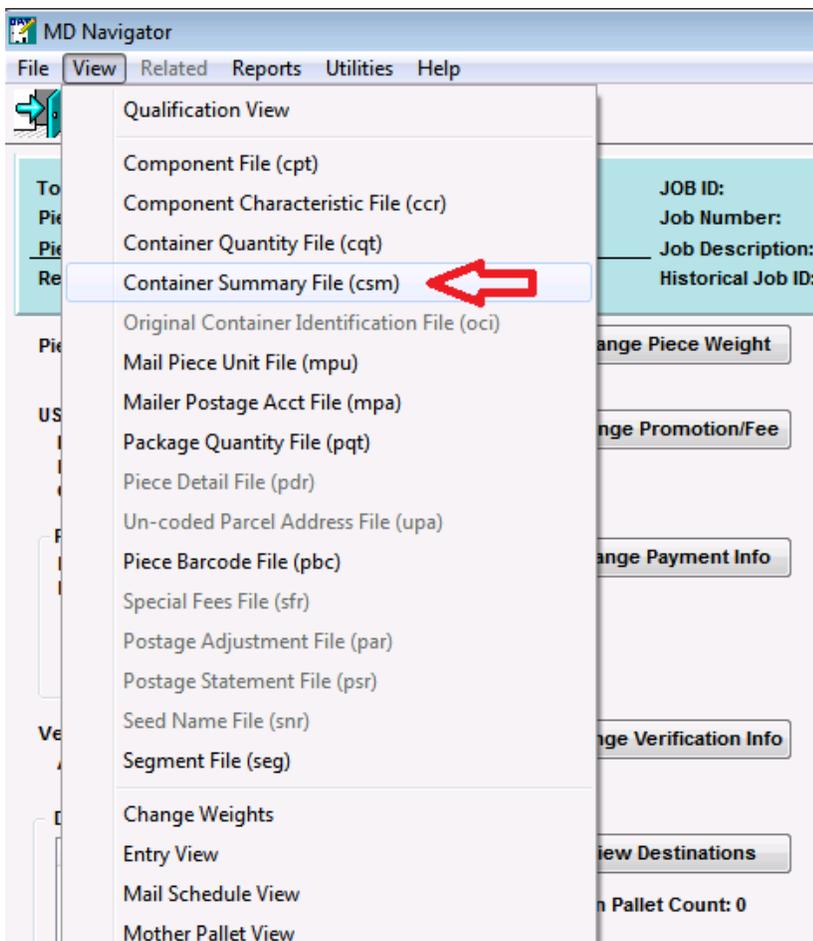
This can be done:

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.

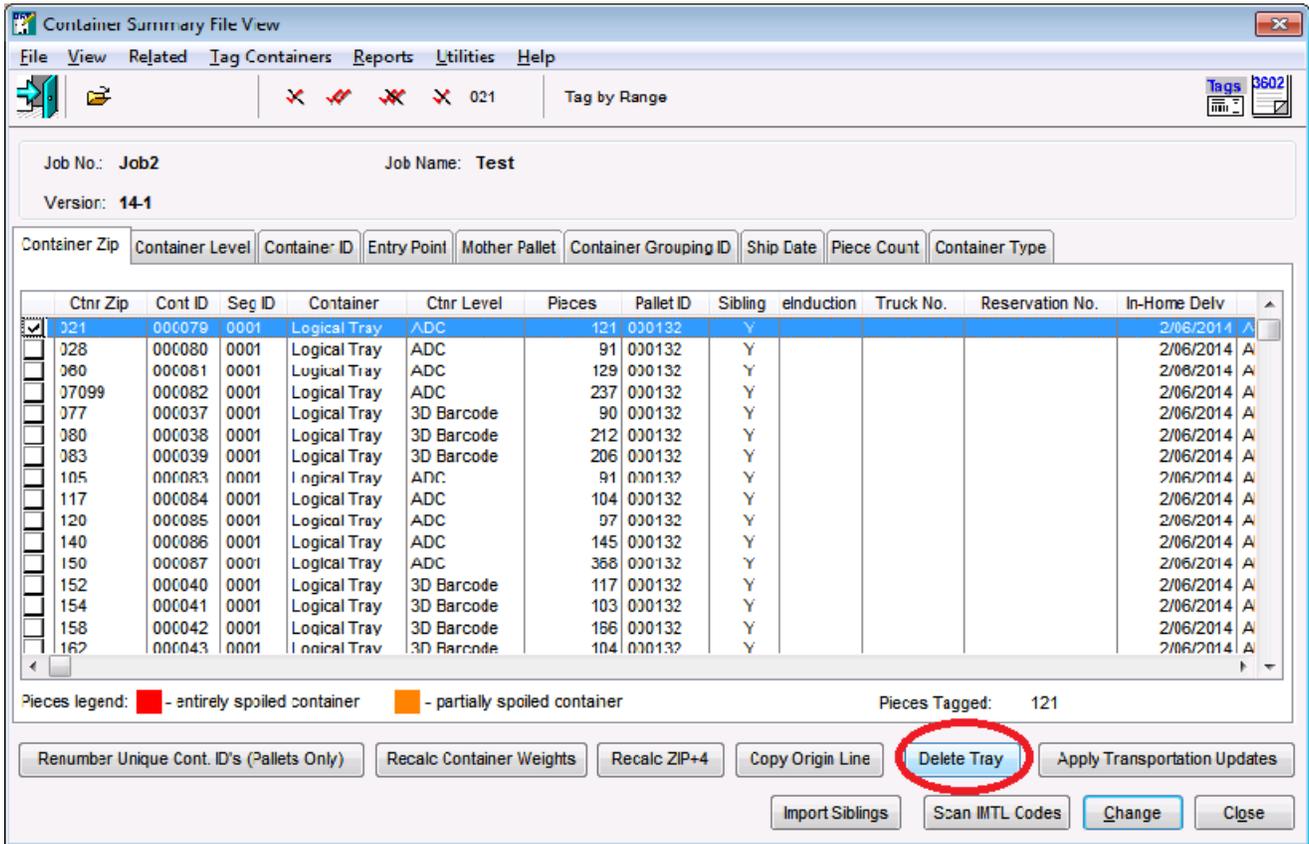
Using the "Delete Tray" button in DAT-MAIL

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:



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:

Container Summary File View

File View Related Tag Containers Reports Utilities Help

Tags 3602

Job No.: Job2 Job Name: Test

Version: 14-1

Container Zip Container Level Container ID Entry Point Mother Pallet Container Grouping ID Ship Date Piece Count Container Type

✓	Ctnr Zip	Cont ID	Seg ID	Container	Ctnr Level	Pieces	Pallet ID	Sibling	Induction	Truck No.	Reservation No.	In-Home Deliv
<input checked="" type="checkbox"/>	021	000079	0001	Logical Tray	ADC	121		Y				2/05/2014 A
<input type="checkbox"/>	028	000080	0001	Logical Tray	ADC	91	000132	Y				2/05/2014 A
<input type="checkbox"/>	080	000081	0001	Logical Tray	ADC	129	000132	Y				2/05/2014 A
<input type="checkbox"/>	07099	000082	0001	Logical Tray	ADC	237	000132	Y				2/05/2014 A
<input type="checkbox"/>	077	000037	0001	Logical Tray	3D Barcode	90	000132	Y				2/05/2014 A
<input type="checkbox"/>	080	000038	0001	Logical Tray	3D Barcode	212	000132	Y				2/05/2014 A
<input type="checkbox"/>	083	000039	0001	Logical Tray	3D Barcode	206	000132	Y				2/05/2014 A
<input type="checkbox"/>	105	000083	0001	Logical Tray	ADC	91	000132	Y				2/05/2014 A
<input type="checkbox"/>	117	000084	0001	Logical Tray	ADC	104	000132	Y				2/05/2014 A
<input type="checkbox"/>	120	000085	0001	Logical Tray	ADC	97	000132	Y				2/05/2014 A
<input type="checkbox"/>	140	000086	0001	Logical Tray	ADC	145	000132	Y				2/05/2014 A
<input type="checkbox"/>	150	000087	0001	Logical Tray	ADC	368	000132	Y				2/05/2014 A
<input type="checkbox"/>	152	000040	0001	Logical Tray	3D Barcode	117	000132	Y				2/05/2014 A
<input type="checkbox"/>	154	000041	0001	Logical Tray	3D Barcode	103	000132	Y				2/05/2014 A
<input type="checkbox"/>	158	000042	0001	Logical Tray	3D Barcode	166	000132	Y				2/05/2014 A
<input type="checkbox"/>	162	000043	0001	Logical Tray	3D Barcode	104	000132	Y				2/05/2014 A

Pieces legend: ■ - entirely spoiled container ■ - partially spoiled container

Pieces Tagged: 121

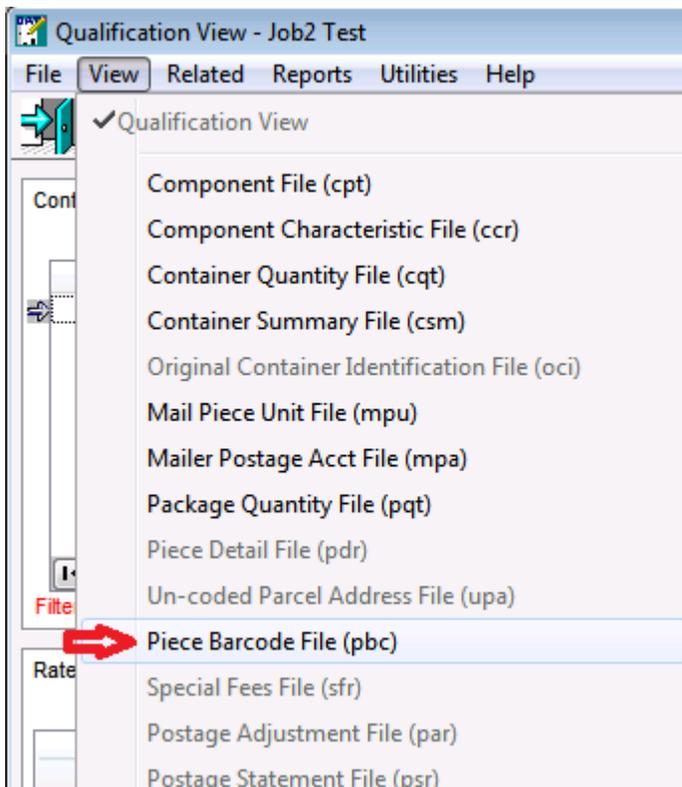
Editing the PBC or PDR file

Editing Pieces in the PDR / PBC Browse window

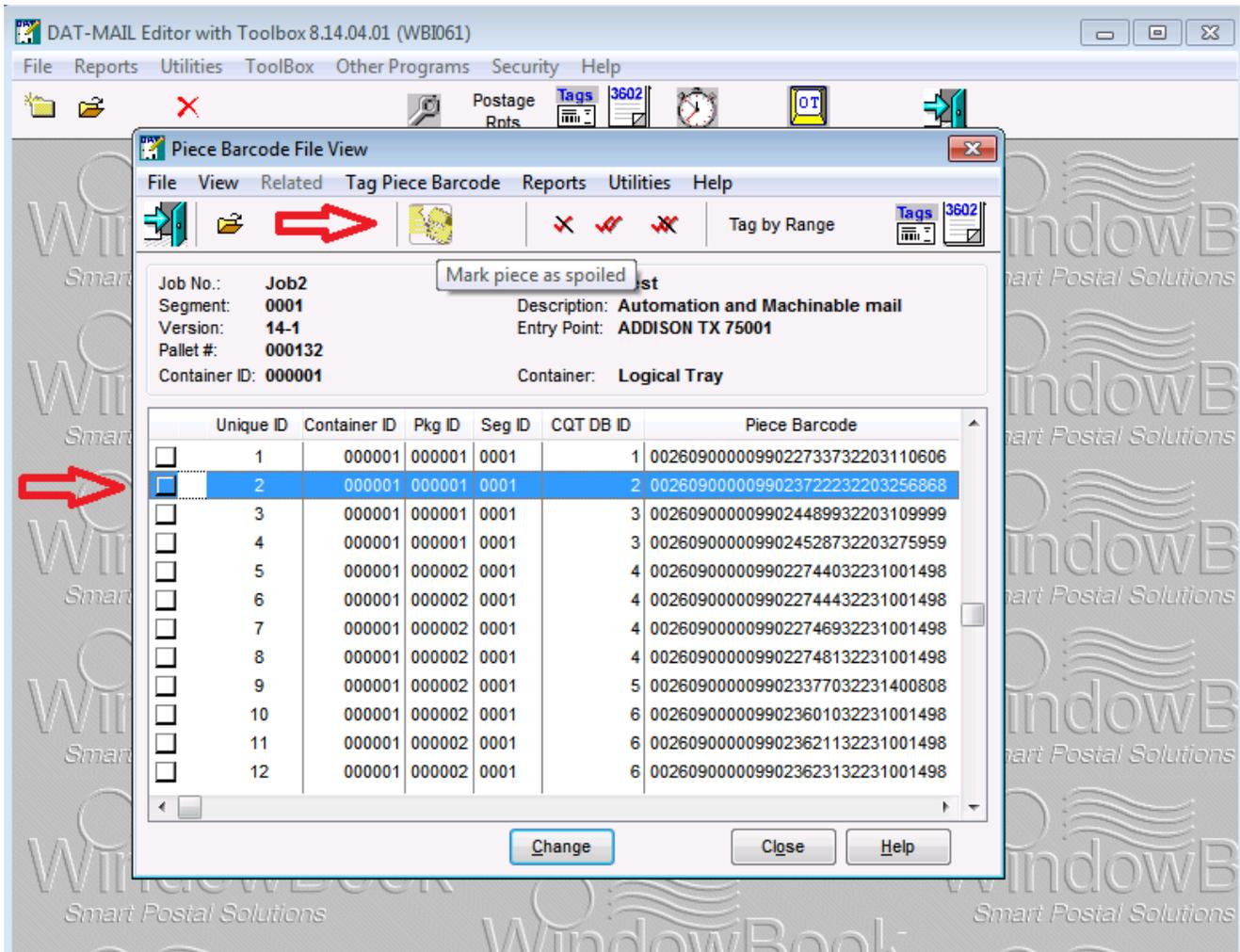
This type of spoilage is done within DAT-MAIL **before** statement generate - (Although it is possible to spoil a full tray this way this method is not efficient for that purpose, i.e. it is designed for spoilage **within** a tray or trays).

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

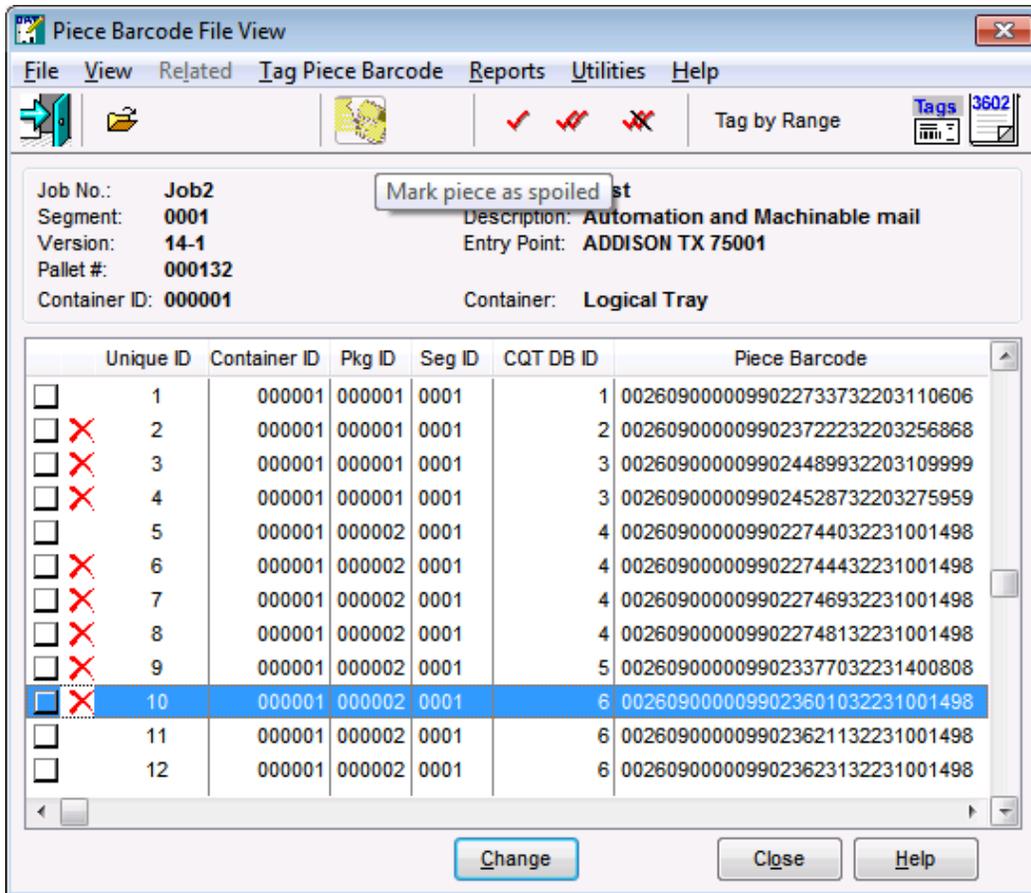
First highlight click on the Mail.dat file to open it, then select the "Piece Barcode View" in the Navigator:



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



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



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

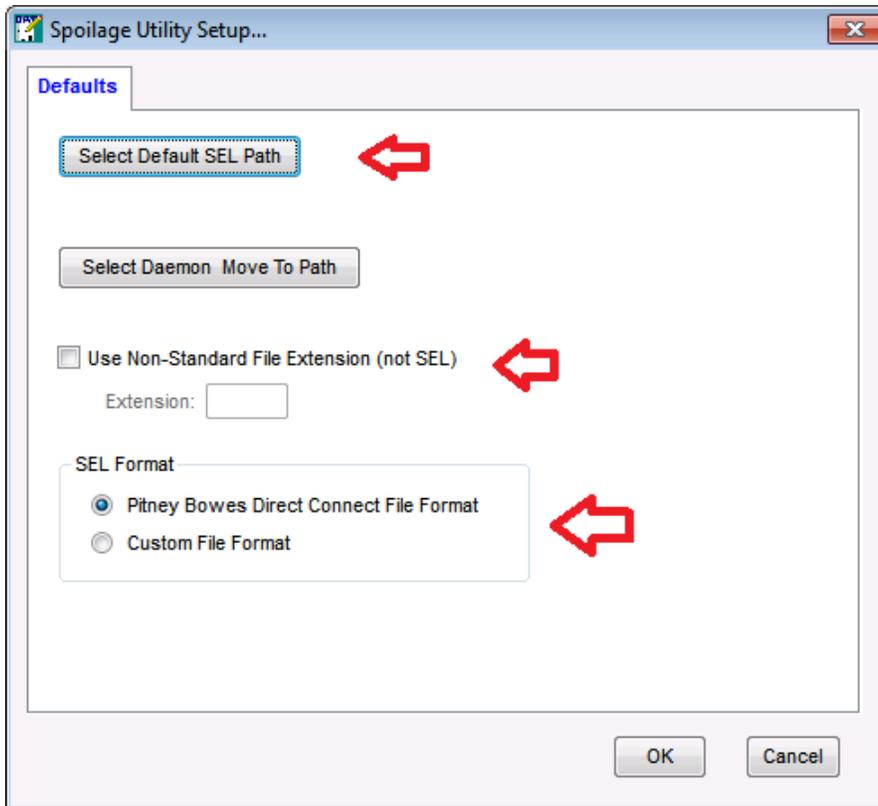
Note: Using the Spoilage utility requires a DAT-MAIL registration that includes the Spoilage Module. One main advantage to this way of doing spoilage is that spoilage can be applied after statement generate as well as before. If your DAT-MAIL program is **not** registered for the Spoilage Module spoilage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

Setup Options

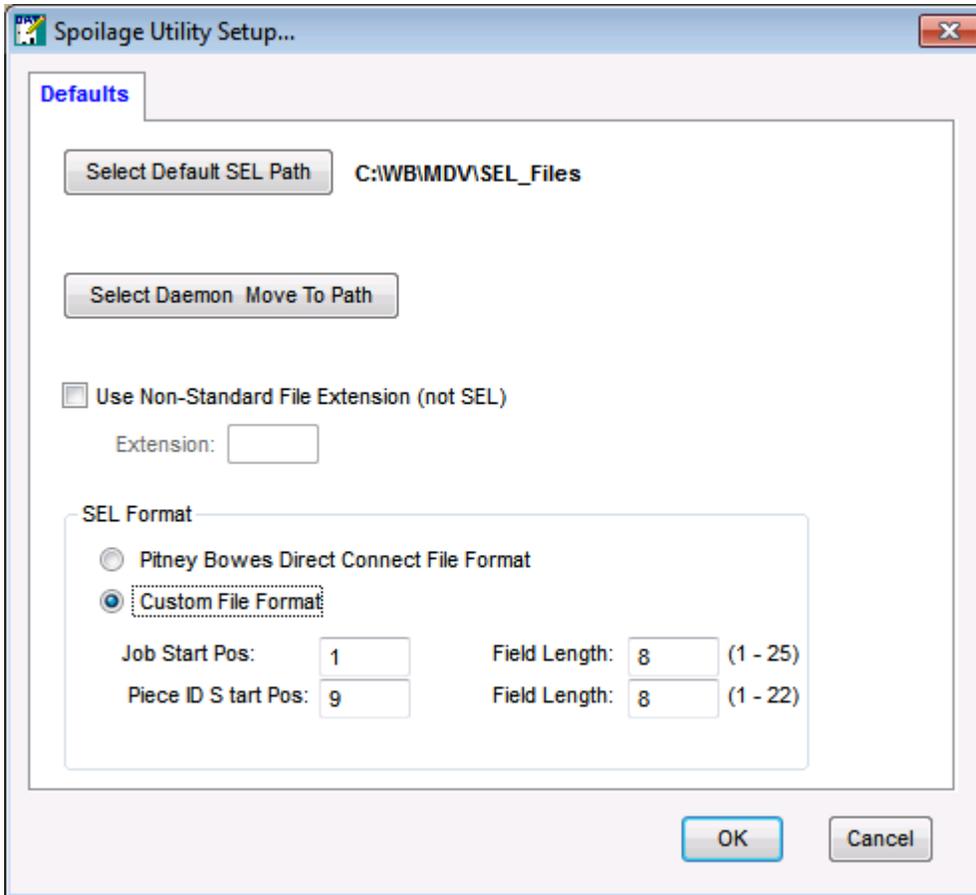
Setup options in the Spoilage Utility:

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:



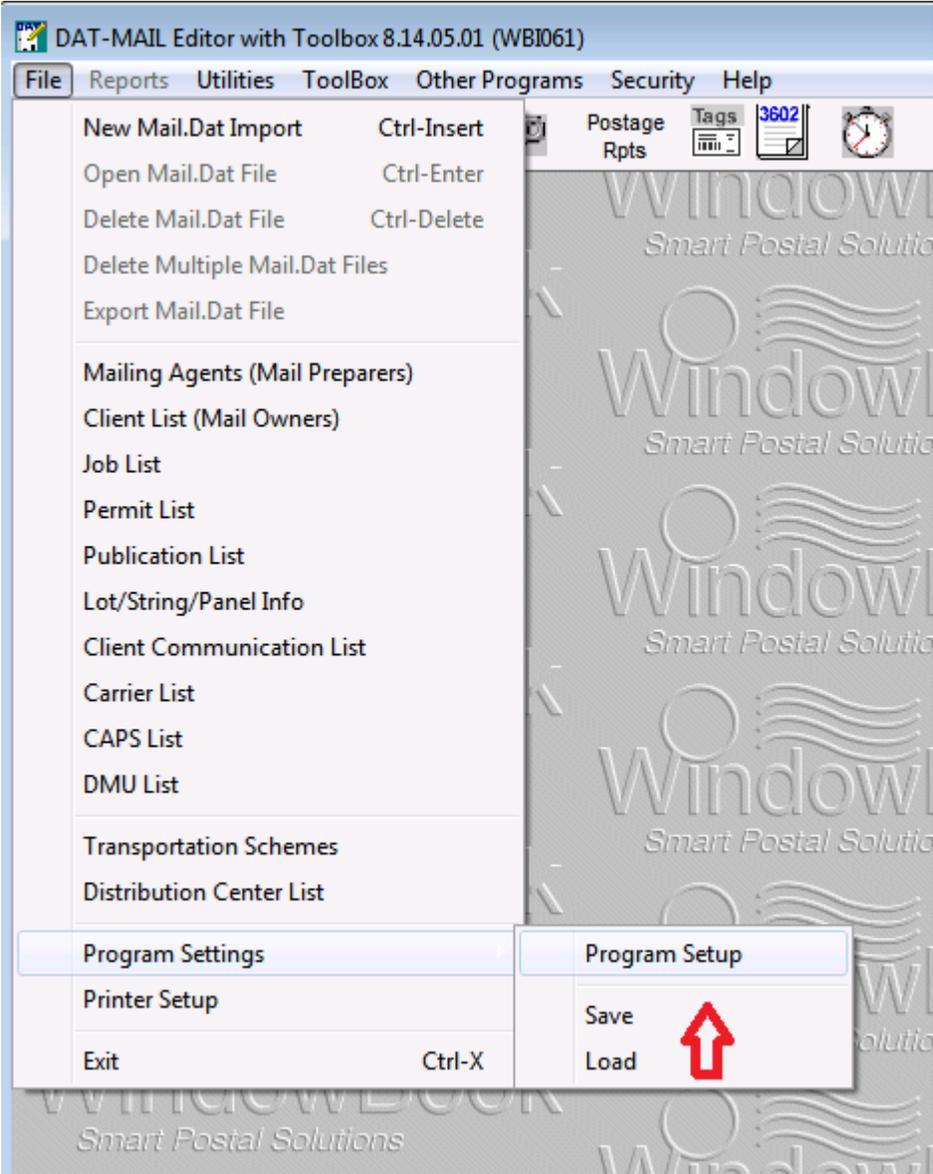
If you choose "Custom File Format" it will ask you specify the exact position in the number for each required piece of information - Job number and Individual piece id:



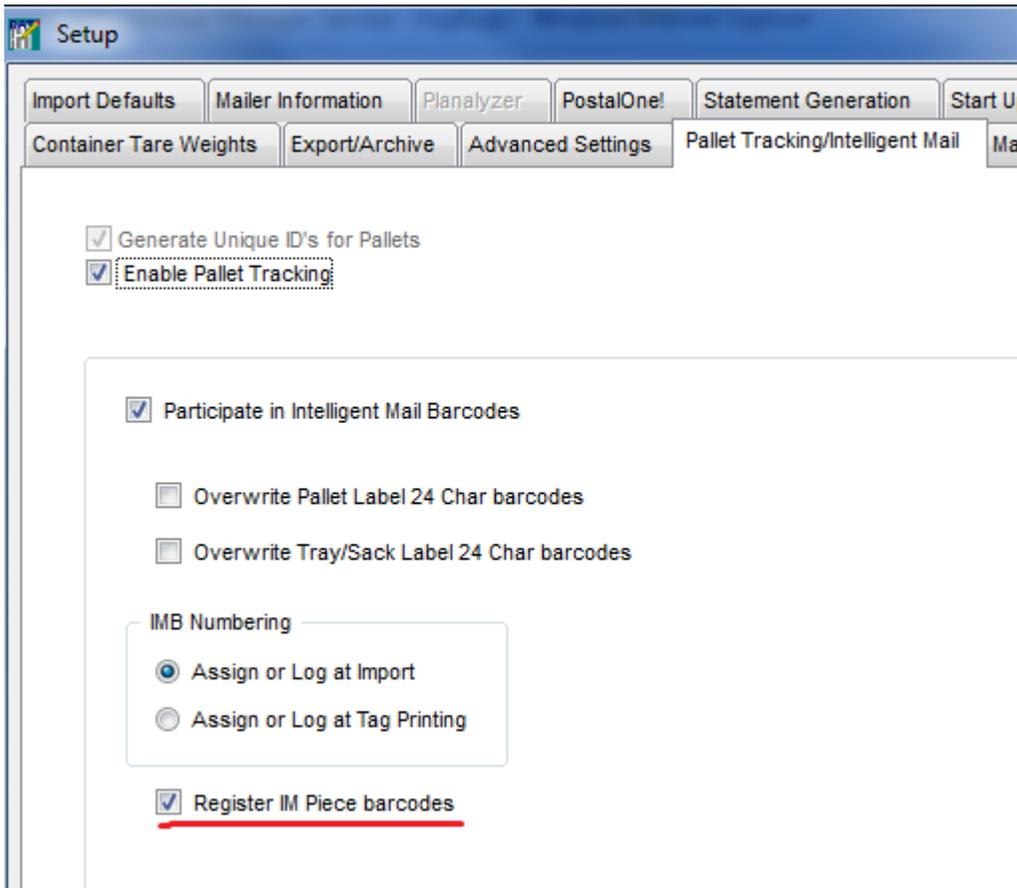
Note that this setup is not required if you are only using IM barcodes to do spoilage - the setup for that is found in the IM Scan Manager. If you are using SEL or text files those files will be picked up from whatever directory is specified in IM Scan Manager.

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:



Pallet Tracking / Intelligent Mail Tab:



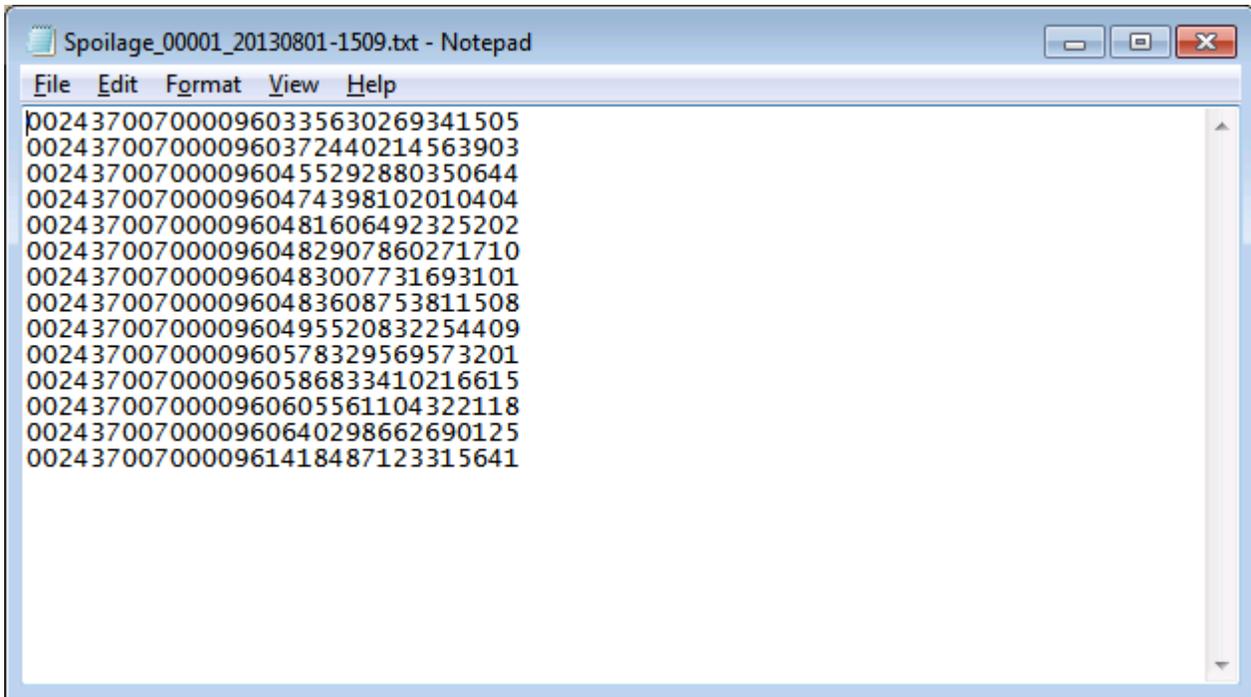
"Participate in Intelligent Mail Barcodes" and "Register IM Piece barcodes" must both be checked on this screen for the system to work.

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

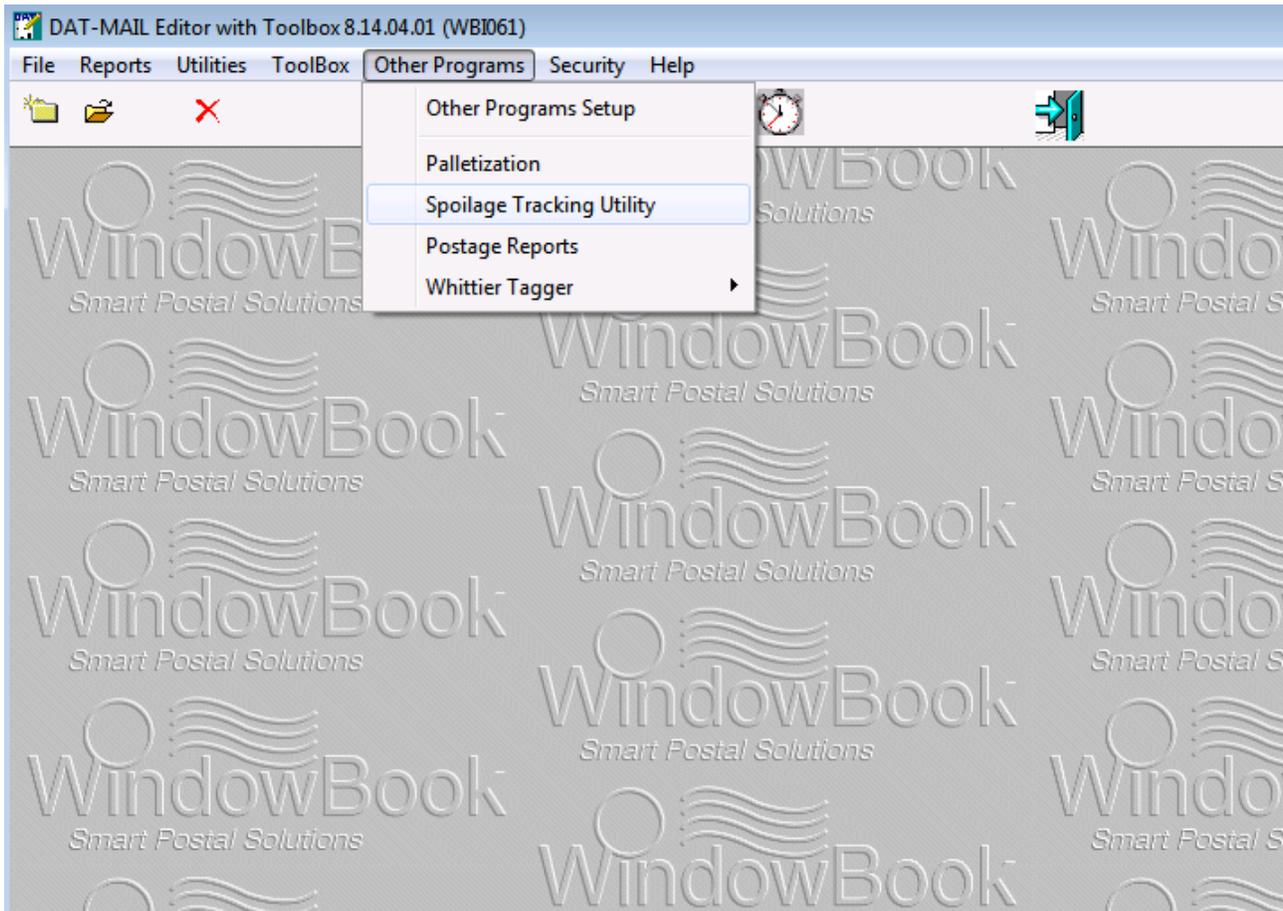
Financial Mailers or Manifest Mailers need to keep track of individual spoiled pieces.

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

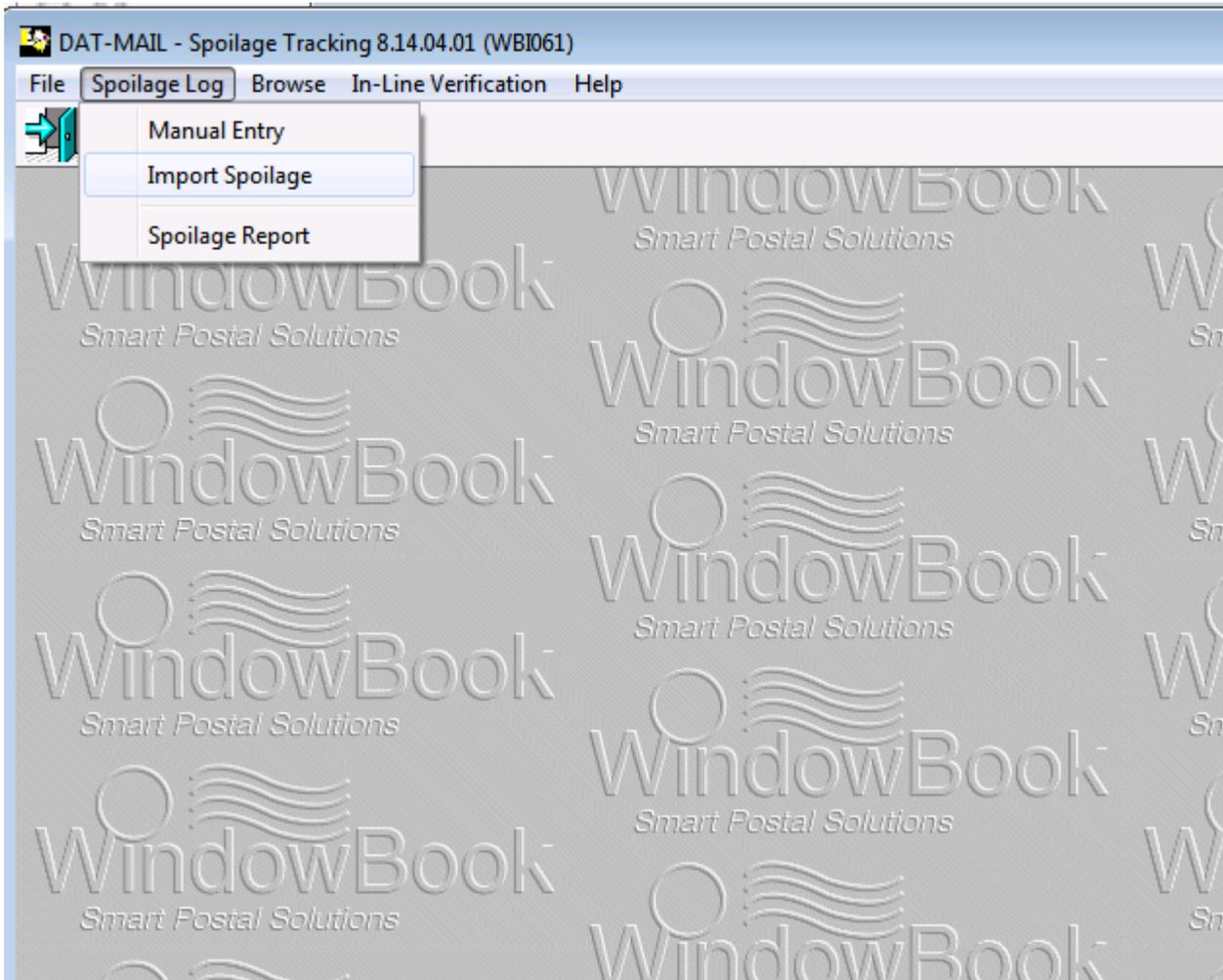
This file is created by most of the modern intelligent inserters. When a piece is spoiled the machine makes a record of it and saves the information to the SEL file. The SEL file includes the Job number and piece IDs of the pieces that were spoiled during the operation (or it may contain IM barcodes). 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).

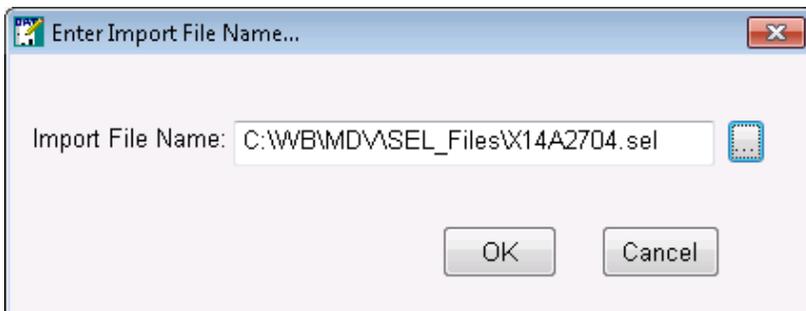
1. From the DAT-MAIL main menu go to "Other Programs" => "Spoilage Tracking Utility"



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

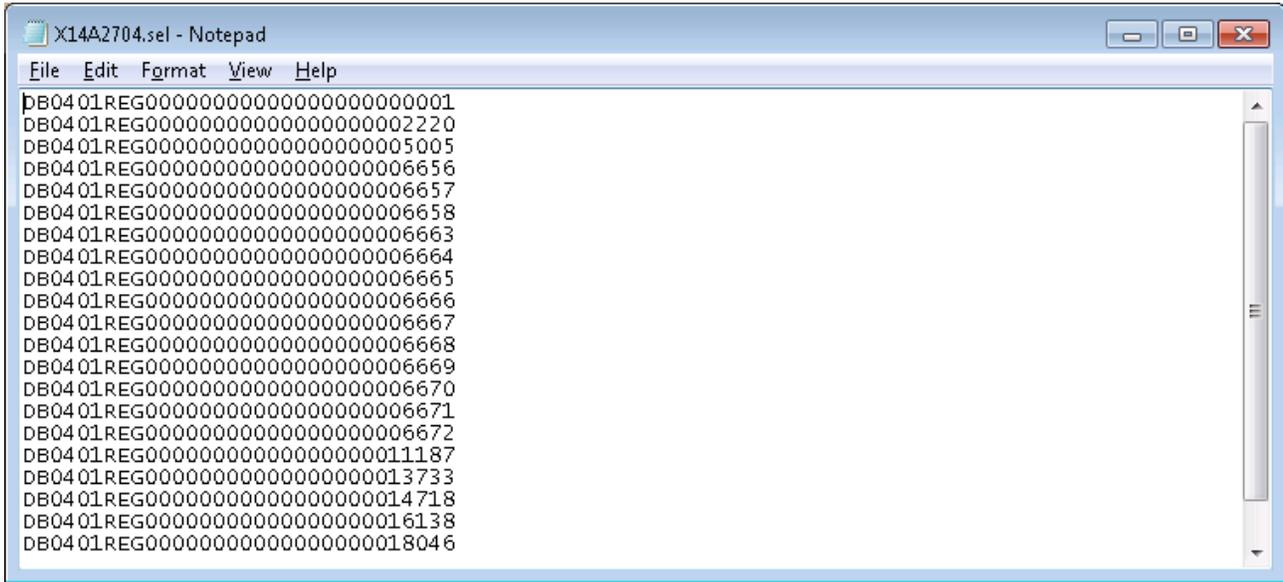


Browse to find the SEL file then click **OK** when the following screen appears



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):



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)

Make sure to review the product release notes pertaining to installation **PRIOR** to downloading and running any update.

NOTE: If you have more than one Window Book product all products should be updated at the same time to maintain compatibility.

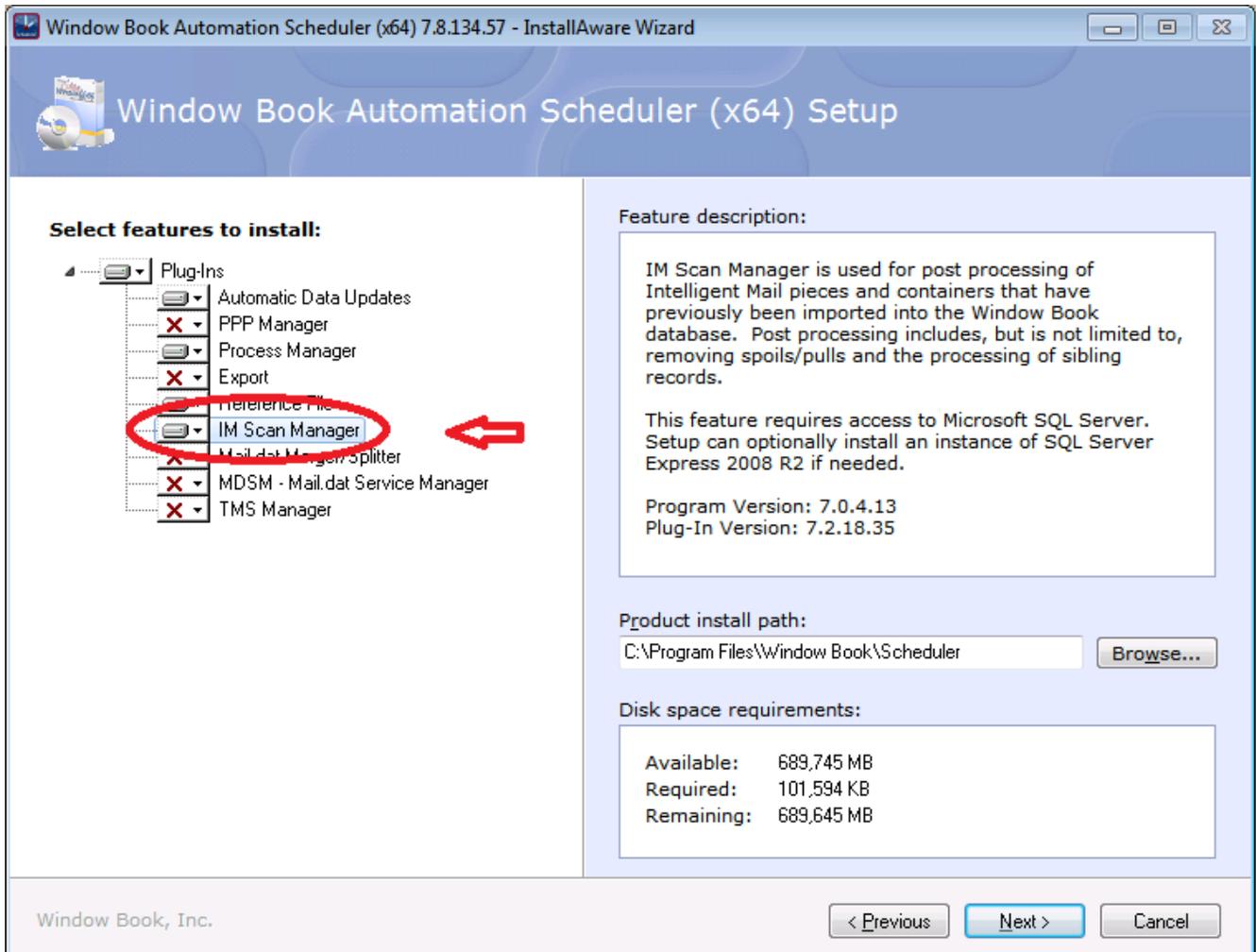
Prerequisites: DAT-MAIL™ and Post Master™ as well as other Window Book products require Microsoft® .NET Framework 3.5 SP1 and .NET Framework 4.0 as a prerequisite.

Latest Product Versions

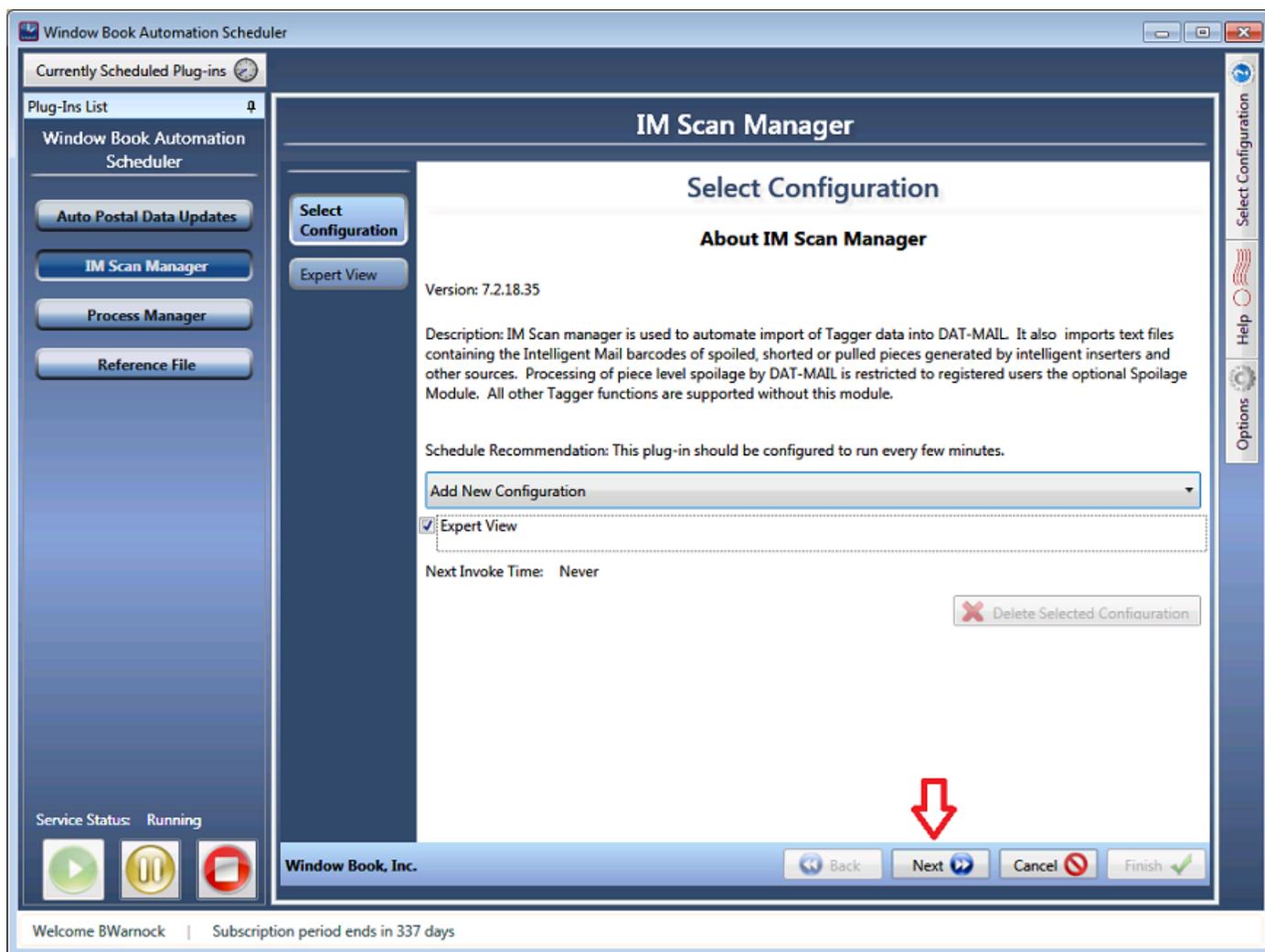
DAT-MAIL™ Version: 8.14.02.01 Updated: 1/17/2014	Postal Package Partner MSSQL™ Version: 8.14.01.10 Updated: 1/13/2014	POST MASTER™ Version: 8.14.03.01 Updated: 1/24/2014	DAT-MAIL Prep™ Version: 7.2.55.93 Updated: 1/17/2014
eDocs Manager™ Version: 7.0.42.114 Updated: 5/24/2013	Window Book Automation Scheduler Version: 7.8.131.57 Updated: 1/13/2014	TagMaster® Version: 8.13.04.01 Updated: 1/28/2014	DropShipIT™ Version: 8.01.02.04 Updated: 1/23/2014
Postal Business Companion™ Version: 12.08.01.4 Updated: 2/4/2013	Meter and Stamp Manager™ Version: 8.01.03.01 Updated: 4/26/2013	Complete Postal Library Version: 15.01.02.12 Updated: 11/21/2013	Destination Database Update Destination: 1/24/2014 Labeling List: 1/22/2014

Software Prerequisites

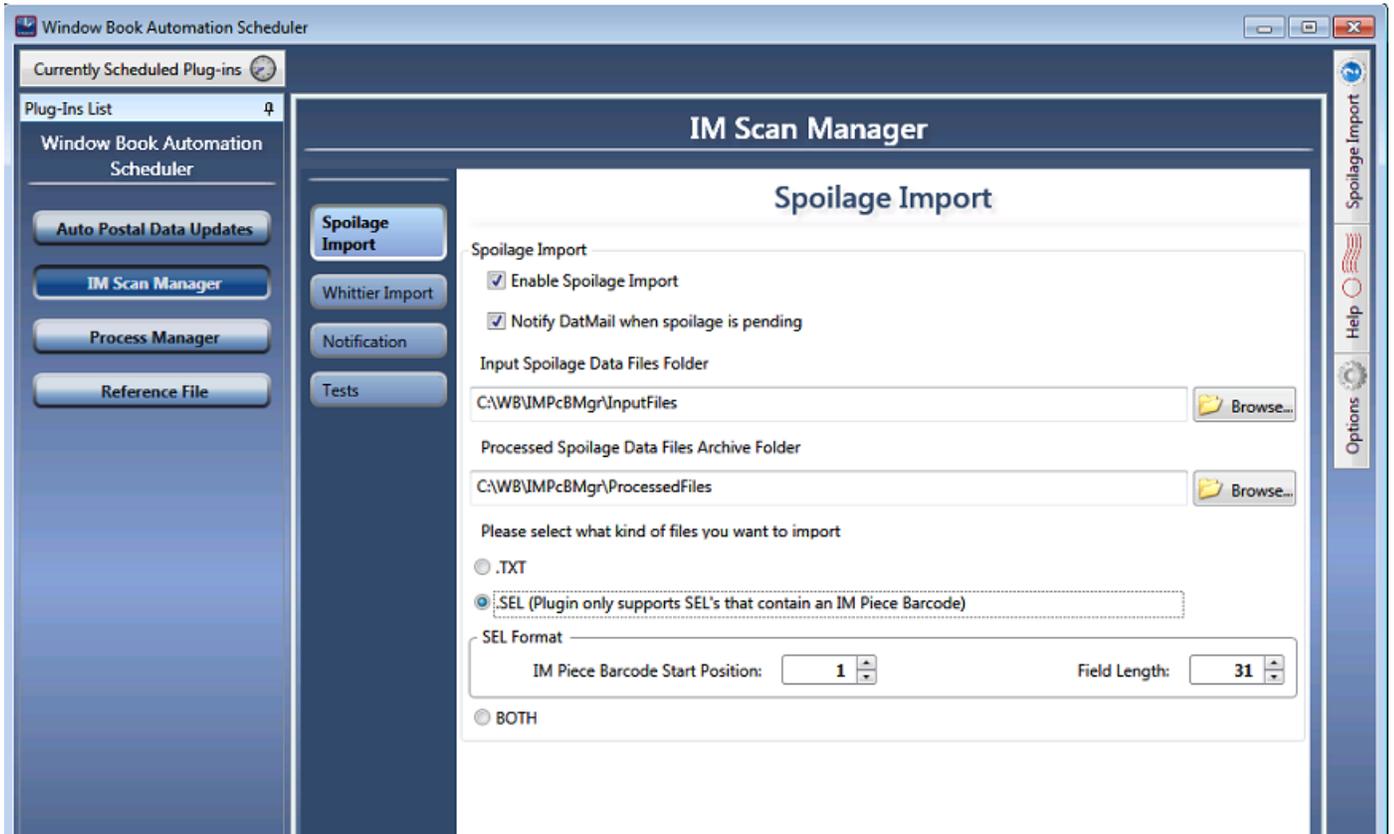
2. Run the Scheduler installation. During the install you will be prompted for various plug-ins - click the IM Scan Manager plug-in option to make sure that it is included in the overall Scheduler installation:



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

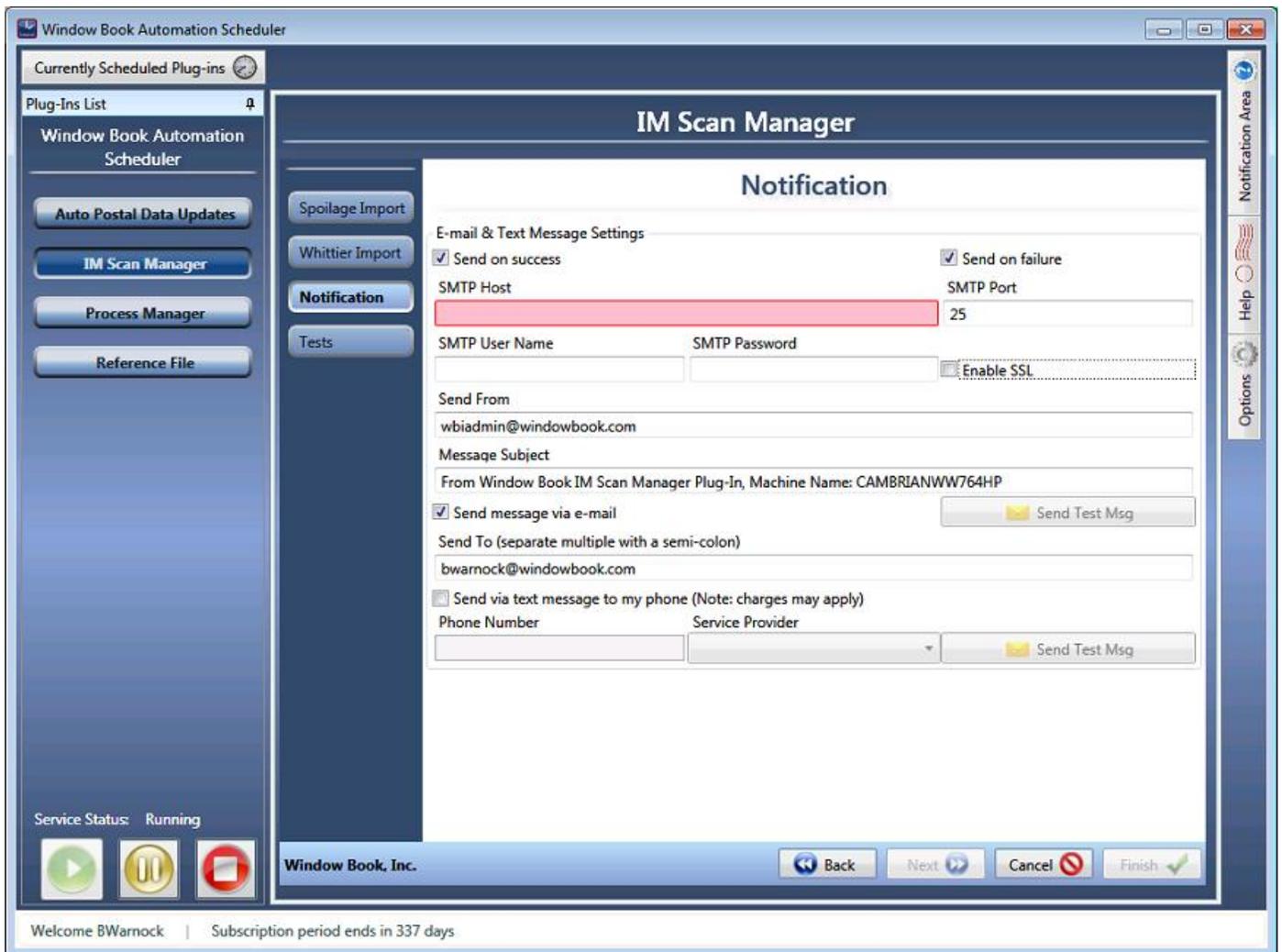


There is descriptive text that explains the recommended configuration options for each page. From here click the **Next** button.



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!

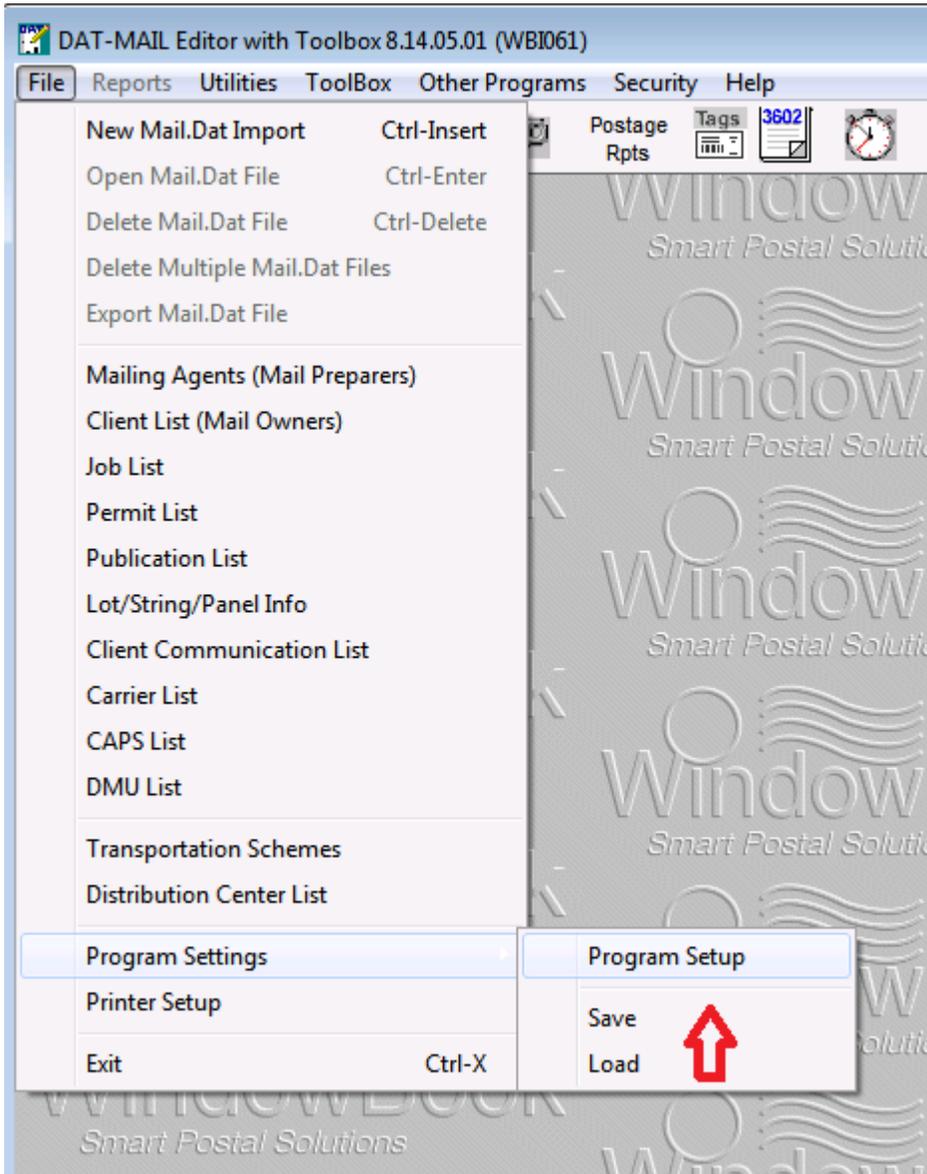
Only the IM Piece Barcode from the PDR/PBC files is needed and no manual import of the spoilage data is required. The text or SEL (select) file is automatically checked for during "statement generate" and again at PostalOne! RTP export time (in case any data was not available at statement generate time). 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.

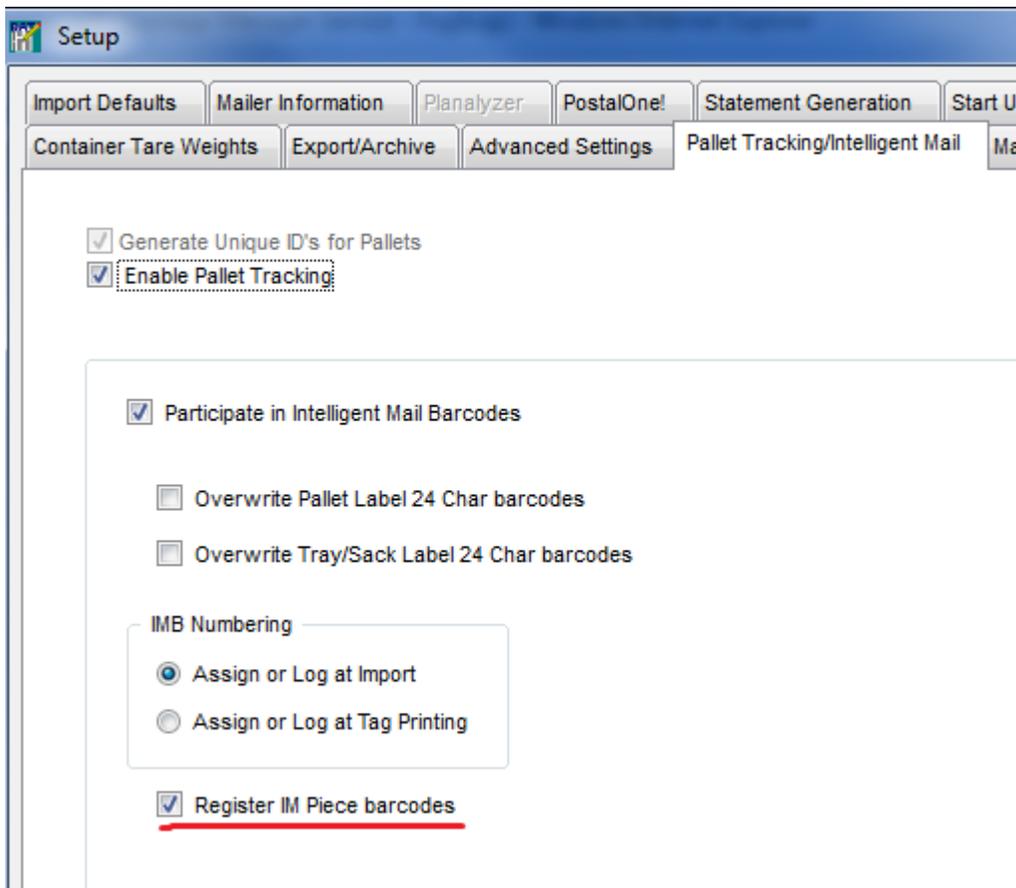
Spoilage processing with Spoilage Manager Service was originally added as a custom solution as a way to allow spoilage to be marked based on the PDR IM Piece Barcode instead of the older PDR 22 char Piece ID.

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:



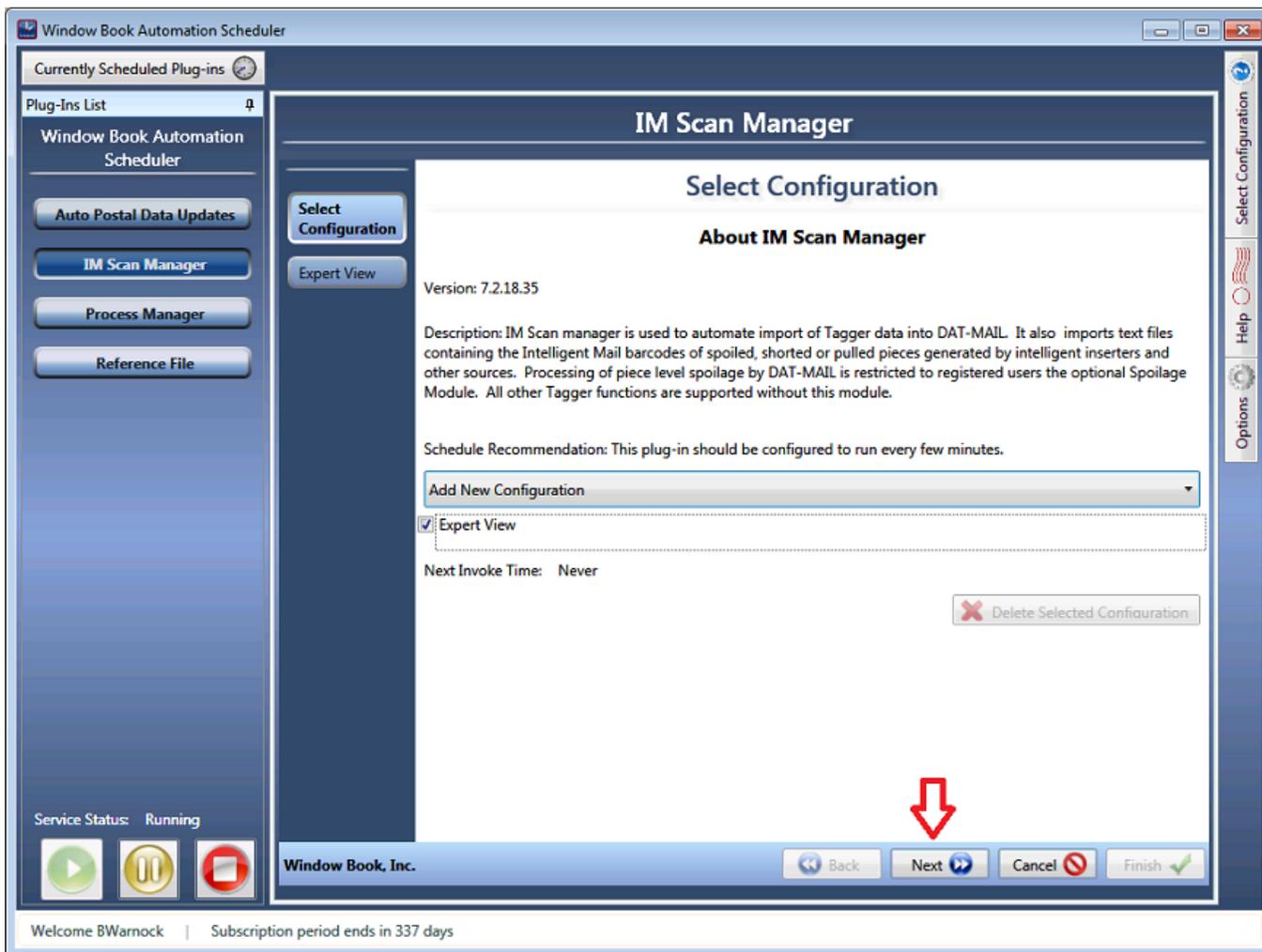
On the "Pallet Tracking/Intelligent Mail" tab choose "Participate in Intelligent Mail Barcodes" and "Register IM Piece Barcodes" - these two options **must** be enabled for the system to work:

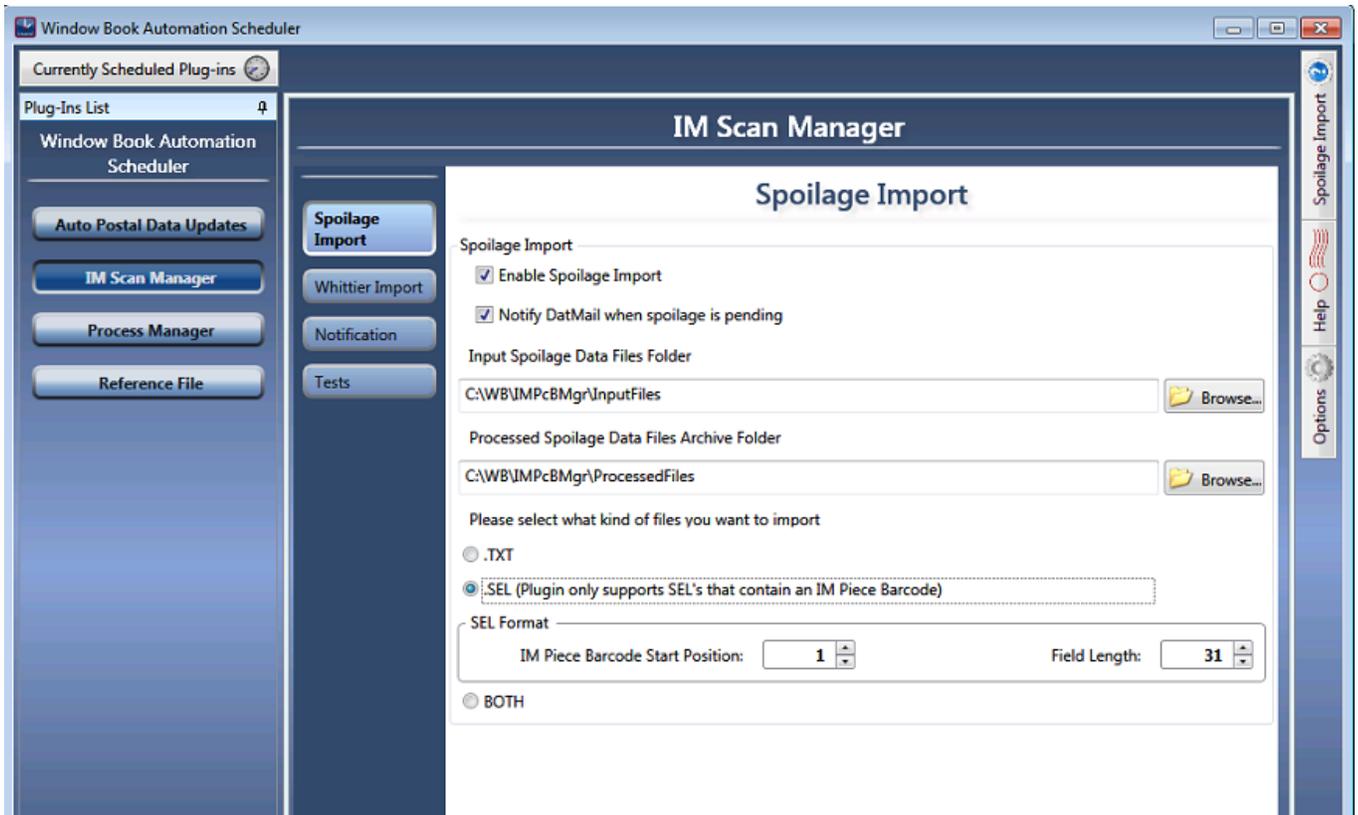


The IM piece barcodes in the PDR file are logged into an MS SQL table (IMPieceBarcode) during the mail.dat import process. The option must be turned on and the user must be registered for DAT-MAIL's Spoilage Utility (as part of the DAT-MAIL Registration code) for this feature to work properly.

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:



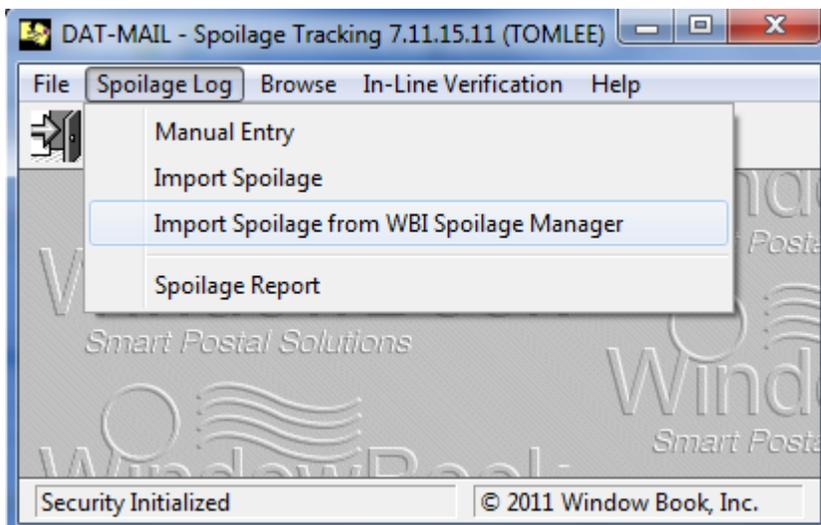


When the scanned piece barcode text files are dropped into the specified input folder, the plug-in will automatically read the text file and mark the appropriate records in the IMPieceBarcode table as spoiled.

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)
-

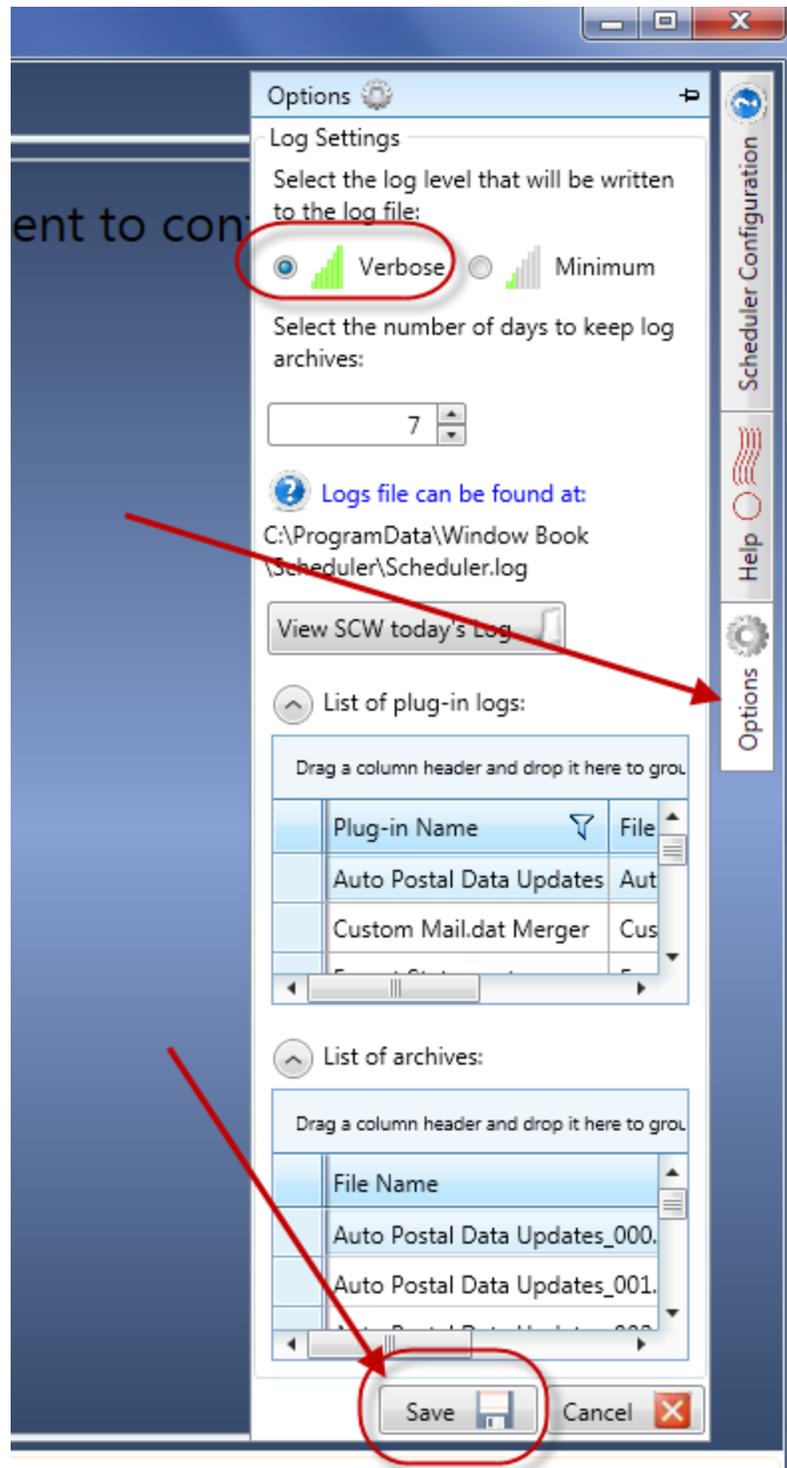
Pending Spoils Notification

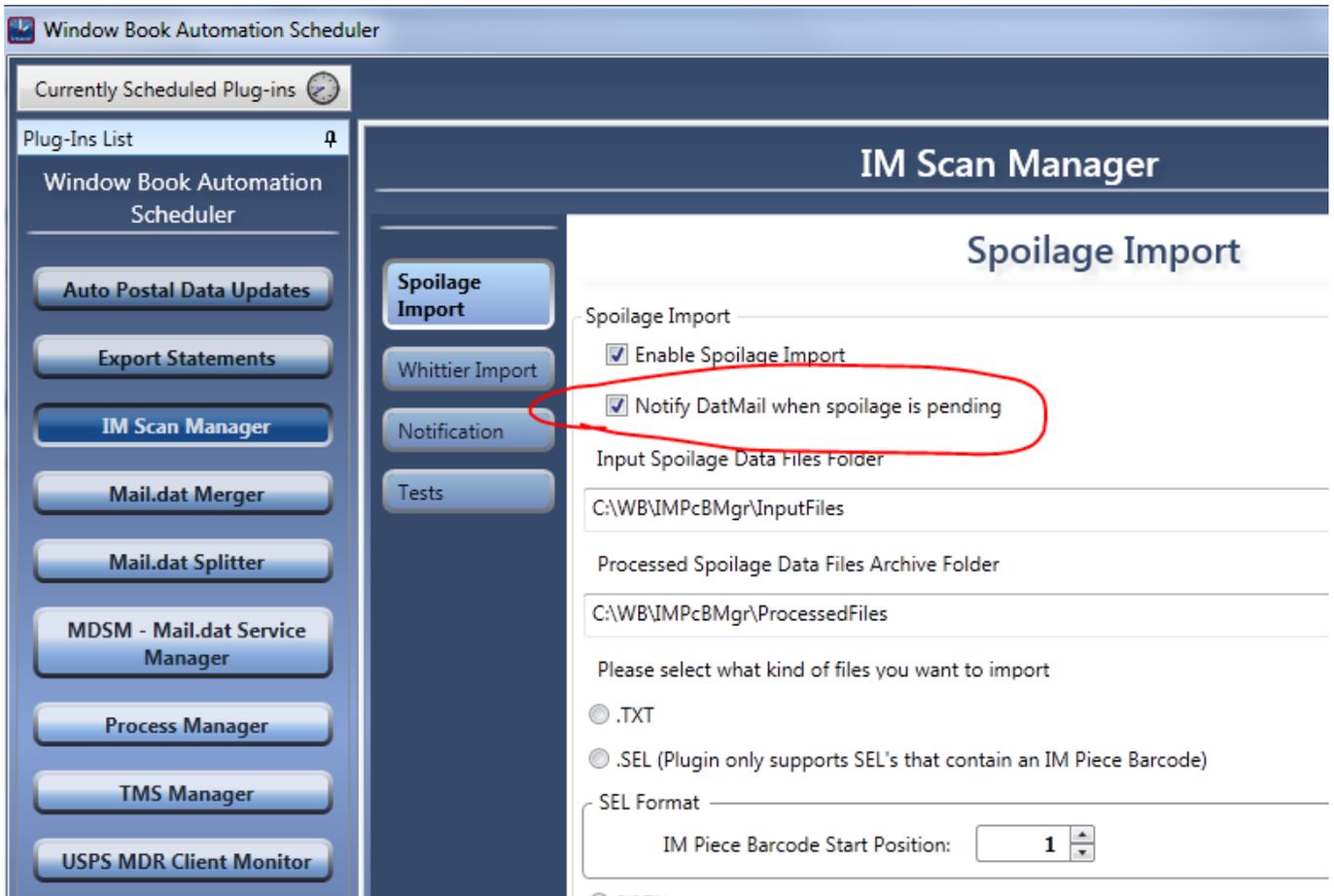
The IM Scan Manager Service can tell DAT-MAIL when it has spoilage ready to be processed. This page explains how this works and where various components store log file information that can be used for trouble-shooting.

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.





- 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 :

C:\Program Files\Window Book\Scheduler\IMScanMgr\Logs\StatusLog_TJLTest2_20130918_211002.log'.

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

Select Mail.Dat File to Open

by Job Number | by Import Date | by Last Modified | By In-Home Delivery Date | by First Mail Date | by Job ID | by Historical Job ID | by Description | by Client

Enter date to search for:

■ - Mailer Approved
■ - USPS Verified

Job Number	Description	Rev.	Stmnt Status	Tag Print Status	Class	Import Date	Import Time	Total Pieces	Pending Spoils
✗ 00002064	Easter Seals Wisconsin	1	Open	N/P	Standard	9/13/2013	6:22PM	142,697	
✗ COPAL WHY NDC	13-11383	2	Open	N/P	Standard	9/15/2013	8:20PM	21,598	
✗ 85703-el	Verve 3	1	Open	N/P	Pkg Services	9/16/2013	1:55PM	70,160	
✗ 6457	Easter Seals Wisconsin	2	Open	N/P	Standard	9/18/2013	10:06AM	142,697	
✗ 6457	Easter Seals Wisconsin	3	Open	N/P	Standard	9/18/2013	11:10AM	142,697	2
✗ 6457	Easter Seals Wisconsin	4	Open	N/P	Standard	9/18/2013	1:38PM	142,697	
✗ 6457	Easter Seals Wisconsin	5	Open	N/P	Standard	9/18/2013	1:57PM	142,697	
✗ 6457	Easter Seals Wisconsin	6	Open	N/P	Standard	9/18/2013	2:00PM	142,697	
✗ 8943006A001	13-11383	2	Open	N/P	Standard	9/18/2013	2:03PM	2,320,040	
✓ 44952D2	Discover Aug Savings - Drop 2	2	Open	N/P	Standard	9/18/2013	2:06PM	711,949	
✓ 44952D2	Discover Aug Savings - Drop 2	3	Open	N/P	Standard	9/18/2013	2:09PM	711,949	

View Import Status | Approved | Archive | Validate | View Releases

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
-

The screenshot displays a software interface for mail management. At the top, a dialog box titled "Select Mail.Dat File to Open" is visible, showing a list of jobs with columns for Job Number, Description, Rev., Stmt Status, Tag Print Status, Class, Total Pieces, Import Date, and Importer. Below this, the "Mailing Info" section shows details for a specific job, including Description, Job ID, Job Number, Created, Modified, and Drop Shipped status. A red circle highlights the Job ID "00000558".

In the foreground, the SQL Server Enterprise Manager interface is shown. The "SQL Query" window displays a query: `SELECT * FROM [wbdb].[dbo].[IMPieceBarcode] where ClaSysID=558`. The "Results" window shows a table with columns: SMailerID, SequenceNumber, ClaSysID, ContainerID, PieceBarcodeDate, PieceBarcodeValue, PDRPieceID, PBCPieceID, and ProcessSta. The "ProcessSta" column contains values 1 and 2, with the value 2 circled in red.

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: **NPSIMPBCMxxxxxx.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="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>
    <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>
      <PieceBarcodeStatuses>
        <PieceBarcodeStatusType>
          <IMPieceBarcodeValue>0070010095900000000568005291203</IMPieceBarcodeValue>
          <Status>6</Status>
        </PieceBarcodeStatusType>
        <PieceBarcodeStatusType>
          <IMPieceBarcodeValue>0070010095900000000768005291909</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>0070010095900000000568005291203</IMPieceBarcodeValue>
          <Status>6</Status>
        </PieceBarcodeStatusType>
        <PieceBarcodeStatusType>
          <IMPieceBarcodeValue>0070010095900000000768005291909</IMPieceBarcodeValue>
          <Status>6</Status>
        </PieceBarcodeStatusType>
        <PieceBarcodeStatusType>
          <IMPieceBarcodeValue>0070010095900000124368005512006</IMPieceBarcodeValue>
          <Status>6</Status>
        </PieceBarcodeStatusType>
      </PieceBarcodeStatuses>
    </SetPieceBarcodeStatusByBarcodeRequest>
    <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.