




WindowBook
Automating Information. Growing Prosperity.

DAT-MAIL's FAST INTERFACE

(Facility Access and Shipment Tracking)



User Guide

Version 2, Created February 22, 2017



ABOUT THIS GUIDE

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REVISION HISTORY

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Replaced logo	Revision	Document cover page	Replaced existing logo with new Window Book company logo (February 2017).
Updated section	Revision	ABOUT THIS GUIDE and page footers throughout	Updated copyright information for 2017.

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TABLE OF CONTENTS

ABOUT THIS GUIDE	2
CONTACT INFORMATION.....	2
REVISION HISTORY	3
TABLE OF CONTENTS.....	5
GETTING STARTED	7
SYMBOLS YOU SHOULD KNOW.....	7
INTRODUCTION.....	7
REQUIREMENTS	8
REGISTERING/ACTIVATING FAST	9
USPS REGISTRATION	9
DAT-MAIL ACTIVATION	11
CONFIGURATION & ACCESS.....	15
CONFIGURING FAST	15
ACCESSING FAST	17
Accessing FAST From Within Jobs.....	17
Accessing FAST From The Statement Side	21
COMPONENT DESCRIPTION & USE.....	25
APPOINTMENT WITH CONTENTS.....	26
SHELL APPOINTMENT	35
CONTENTS ONLY FOR SHELL APPOINTMENT.....	36

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GETTING STARTED

SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



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



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



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

INTRODUCTION

From the FAST web site: “FAST is a Postal Service™ initiative that improves the drop shipment and Origin Entry appointment scheduling processes through allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the USPS® and customers have end-to-end visibility of the mail product from entry to delivery.”

Window Book' DAT-MAIL software provides an interface to FAST so that users can take advantage of the services FAST provides without ever having to leave their DAT-MAIL software.



The information and screen images provided in this document are based on DAT-MAIL version 20.15.08.05.

REQUIREMENTS

The requirements to be able to use FAST as documented in this Guide are as follows:

- DAT-MAIL™ software version 20.15.08.05 (or newer) must be installed;
- Clients must be registered to use FAST (<https://gateway.usps.com/eAdmin/view/signin>);
- Clients must have the following information to be able to use FAST in DAT-MAIL:
 - ~ Corporation ID (received from the USPS during FAST registration process);
 - ~ Schedule ID (received from the USPS during FAST registration process);
 - ~ Company Name (the Client's company name);
 - ~ User ID (the Client's BCG login name); and
 - ~ Password (the password associated with the Client's BCG login name).

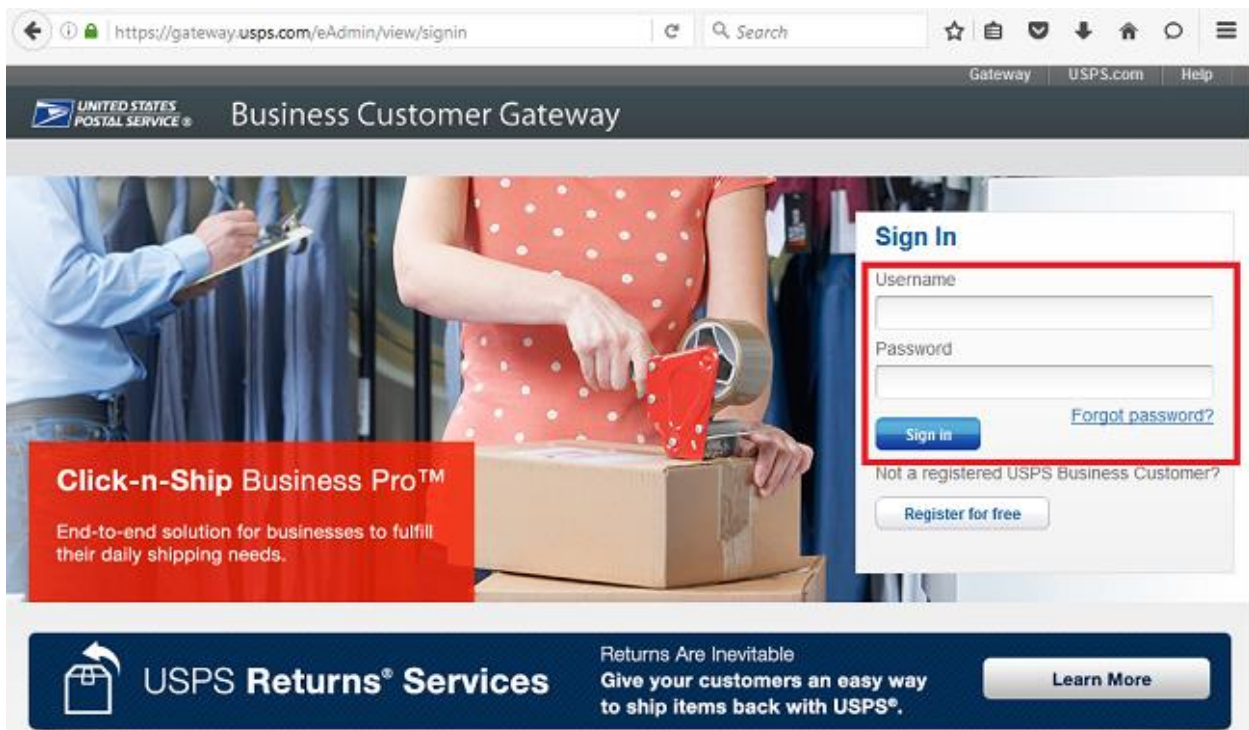
REGISTERING/ACTIVATING FAST

To be able to use FAST, mailers must first register for FAST with the USPS® and then update their DAT-MAIL registration key with Window Book to include the FAST option.

USPS REGISTRATION

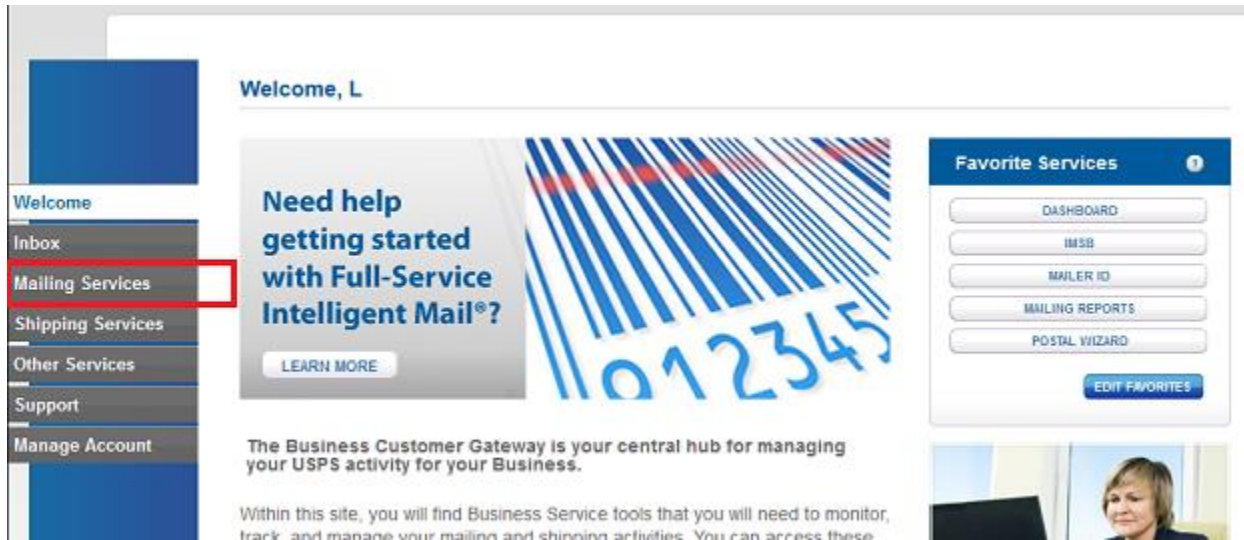
Registering for the FAST service is performed from the USPS Business Customer Gateway (BCG) web site. Click this link to access the BCG login page: <https://gateway.usps.com/eAdmin/view/signin>.

Enter valid BCG login credentials and click the **Sign in** button.

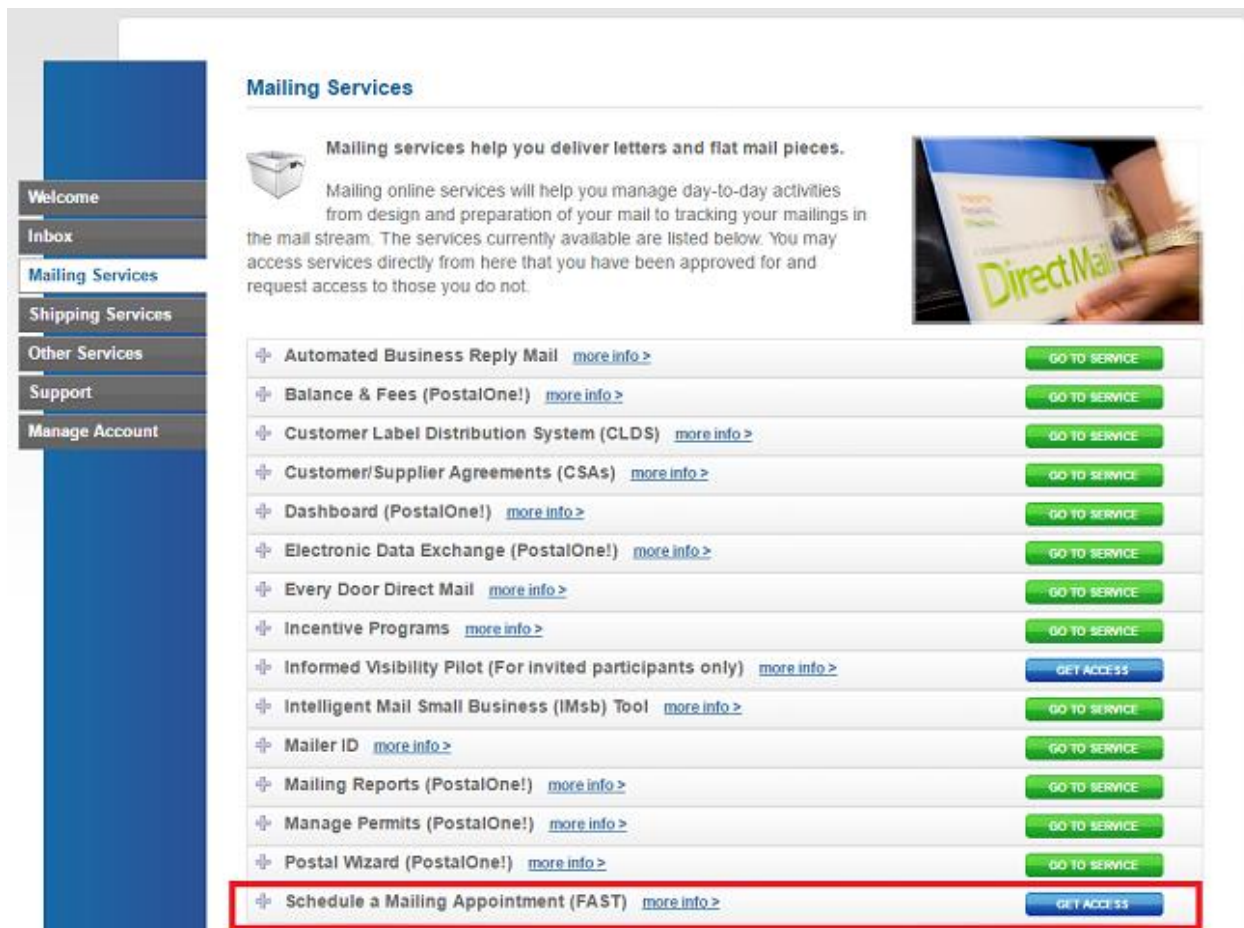


Registering/Activating FAST

The BCG Welcome page will display. Select (click) the 'Mailing Services' menu option.



The *Mailing Services* page will display. Locate the "Schedule a Mailing Appointment (FAST)" service in the list and click the corresponding **GET ACCESS** button.



The service's status will update to display "Pending BSA".

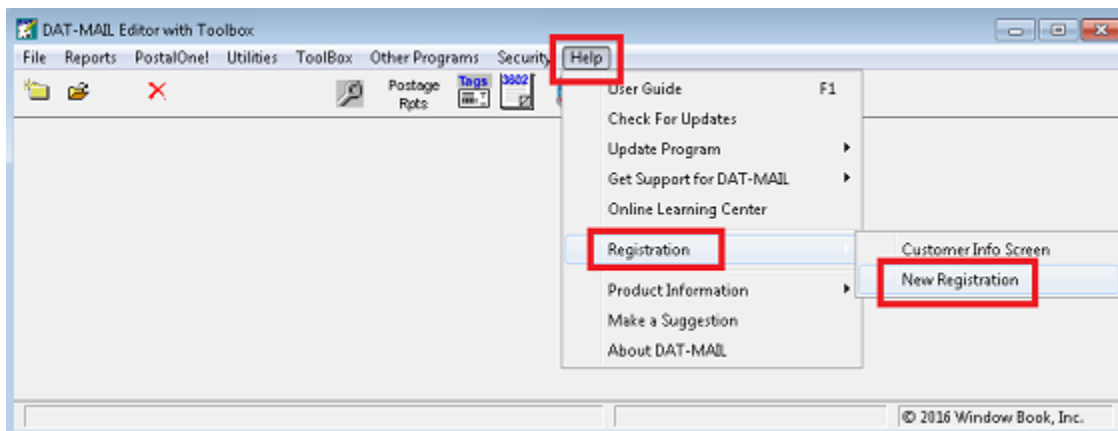


DAT-MAIL ACTIVATION

After Window Book Clients have successfully registered to use FAST through the USPS, they must update their current DAT-MAIL registration key to include the FAST option. To do this, Clients should contact Window Book Client Services. [Contact Information](#) can be found at the front of this Guide.

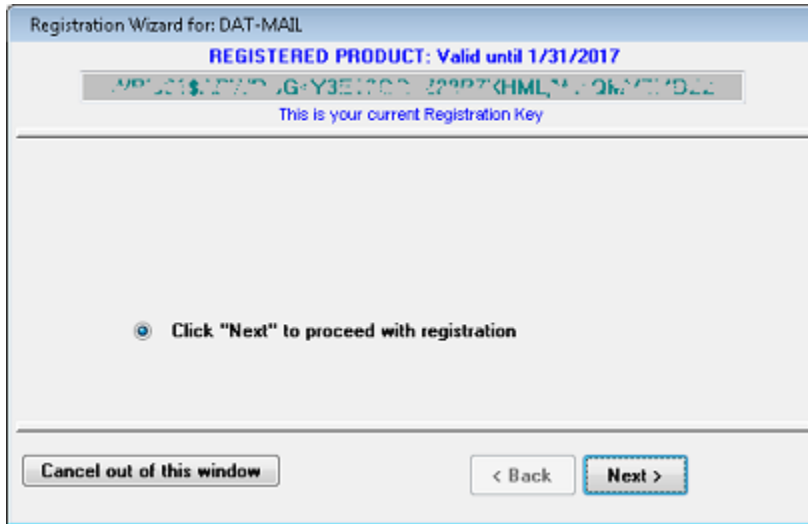
Once a new DAT-MAIL registration key containing the FAST option is received from Window Book, Clients need to update their existing DAT-MAIL software with the new key. To do this, perform the following:

1. Launch DAT-MAIL. From DAT-MAIL's main menu, select (click) the 'Help' menu option, then 'Registration', and finally 'New Registration';



Registering/Activating FAST

2. A *Registration Wizard* screen will display. Click the **Next** button to continue;



Registration Wizard for: DAT-MAIL

REGISTERED PRODUCT: Valid until 1/31/2017

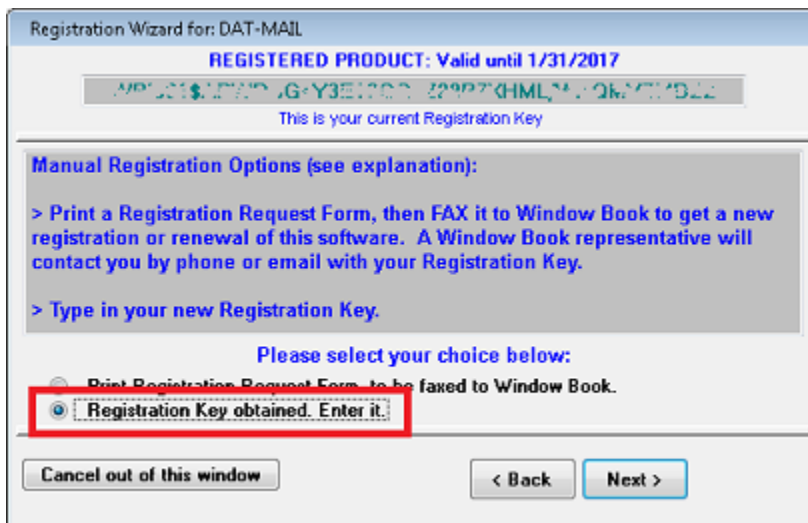
APR021\$12710 1G-Y3E1700 12997KHMLM 26M71D12

This is your current Registration Key

Click "Next" to proceed with registration

Cancel out of this window < Back Next >

3. The next screen will display the existing registration key and will also contain two options for entering a new key. Select the 'Registration Key obtained. Enter it' option. Click the **Next** button to continue;



Registration Wizard for: DAT-MAIL

REGISTERED PRODUCT: Valid until 1/31/2017

APR021\$12710 1G-Y3E1700 12997KHMLM 26M71D12

This is your current Registration Key

Manual Registration Options (see explanation):

- > Print a Registration Request Form, then FAX it to Window Book to get a new registration or renewal of this software. A Window Book representative will contact you by phone or email with your Registration Key.
- > Type in your new Registration Key.

Please select your choice below:

Print Registration Request Form to be faxed to Window Book.

Registration Key obtained. Enter it.

Cancel out of this window < Back Next >

4. Enter the new registration key received from Window Book into the field provided. When the key is entered, the **Next** button will become active (enabled). Click the **Next** button to continue;

Registration Wizard for: DAT-MAIL

REGISTERED PRODUCT: Valid until 1/31/2017

APR001\$1E7ADJG-Y3E1000 22927KHMLN10KAC1D022
This is your current Registration Key

Type your new Registration Key into the entry field below.
If you've already copied it, simply paste it into the field.

[Empty text input field]

To paste Registration Key: Type Ctrl-V, or Right-Click the mouse and select "Paste"

Open Customer Info Screen

Cancel out of this window < Back Next >

5. Click the **Save Registration Key** button. Click the **Next** button to continue;

Registration Wizard for: DAT-MAIL

REGISTERED PRODUCT: Valid until 1/31/2017

APR001\$1E7ADJG-Y3E1000 22927KHMLN10KAC1D022
This is your current Registration Key

You have successfully entered a new registration key.
Press the "Save" button to store it away.

This is your new Registration Key

APR001\$1E7ADJG-Y3E1000 22927KHMLN10KAC1D022

Save Registration Key

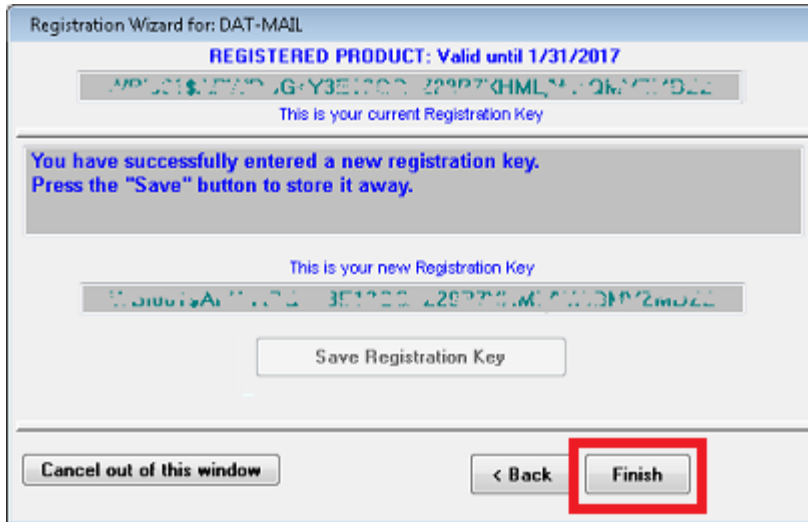
Cancel out of this window < Back Next >



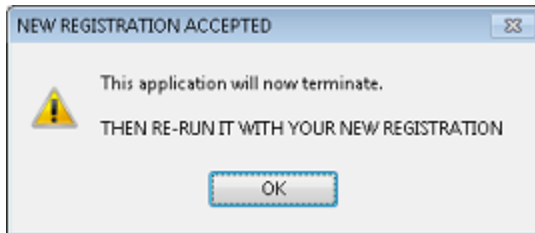
If an error occurs after the SAVE REGISTRATION KEY button is clicked, make sure the information recorded in the Customer Information screen in DAT-MAIL matches what was used when obtaining the new registration key from Window Book. The customer data or information recorded for each must match for the new registration key to work.

Registering/Activating FAST

6. Click the **Finish** button;



7. A confirmation dialog will display. Click the **OK** button to close the dialog and to complete the registration process. The DAT-MAIL software will also close;



8. Re-launch DAT-MAIL to begin using the software with the Fast module enabled.

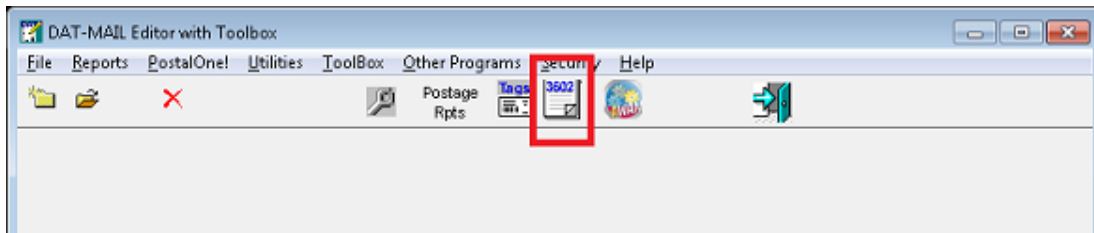
CONFIGURATION & ACCESS

The FAST interface must be configured in DAT-MAIL before it can be used. Once the configuration is completed, the FAST interface can be accessed at any time from within an individual job or from the statement side.

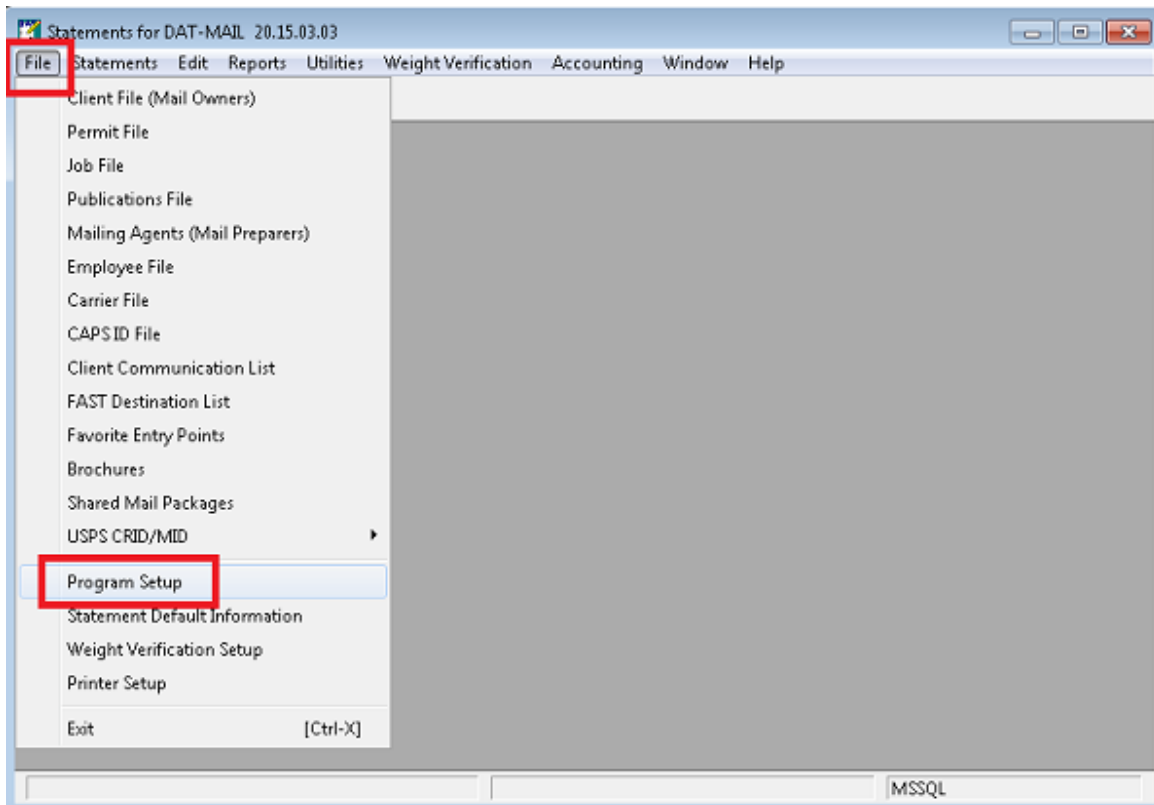
CONFIGURING FAST

To configure FAST in DAT-MAIL, perform the following:

- Launch DAT-MAIL. From DAT-MAIL's main screen, click the '3602' icon;



- The *Statements for DAT-MAIL* screen will display. Select (click) the 'File' menu option and then select (click) the 'Program Setup' option;



Configuration & Access

- The System Setup screen will display. In the list provided, select (click) the 'FAST' option. The Client is required to enter the following fields:
 - ~ Corporation ID (received from the USPS during FAST registration process);
 - ~ Schedule ID (received from the USPS during FAST registration process);
 - ~ Company Name (client's company name);
 - ~ User ID (the Client's BCG login name); and
 - ~ Password (the password associated with the Client's BCG login name).

In addition, the Client has the option of working in the *PostalOne!*[®] TEM environment if they wish versus the production or PROD environment. To work in the TEM environment, select (check) the 'Communicate to USPS TEM Site' option.

i *Not all entry points and appointment scenarios are available for testing in the FAST environment.*

Click the **OK** button when finished. The configuration is complete!

The screenshot shows the 'System Setup' dialog box. On the left, a tree view lists various configuration categories, with 'FAST' highlighted in blue. The main area contains several input fields: Corporation ID, Scheduler ID, Company Name, UserID, and Password. A checkbox labeled 'Communicate to USPS TEM Site' is checked. Below these are fields for Mailer ID (6), Mailer ID (9), CR ID, MailDat License, CSA ID, Approval Date, and Approval Key. At the bottom right, there are buttons for 'OK', 'Cancel', and 'Help'.

ACCESSING FAST

FAST is accessed two ways: from within individual jobs; and from the Statement side.

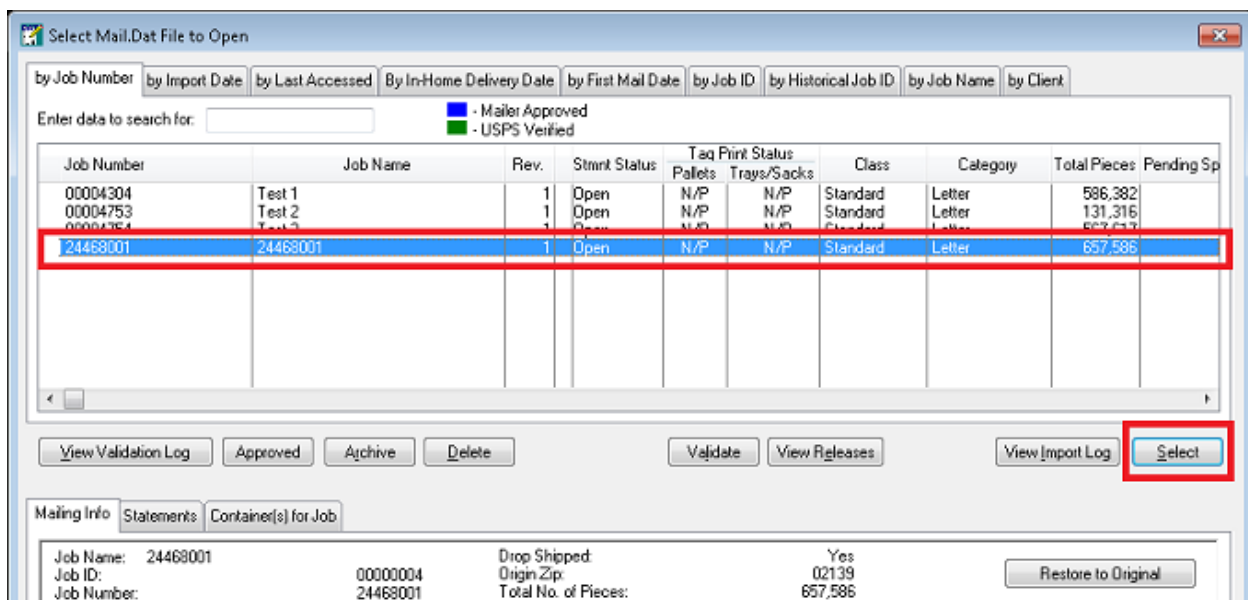
i *The information and screen images provided in this document are based on DAT-MAIL version 20.15.08.05.*

i *Statements must be generated for a job or Mail.dat file prior to attempting to use FAST.*

Accessing FAST From Within Jobs

To access FAST from within an individual job, perform the following:

1. To access FAST, display the jobs list in DAT-MAIL. Highlight (select) a job from the list and click the **Select** button to open the job.

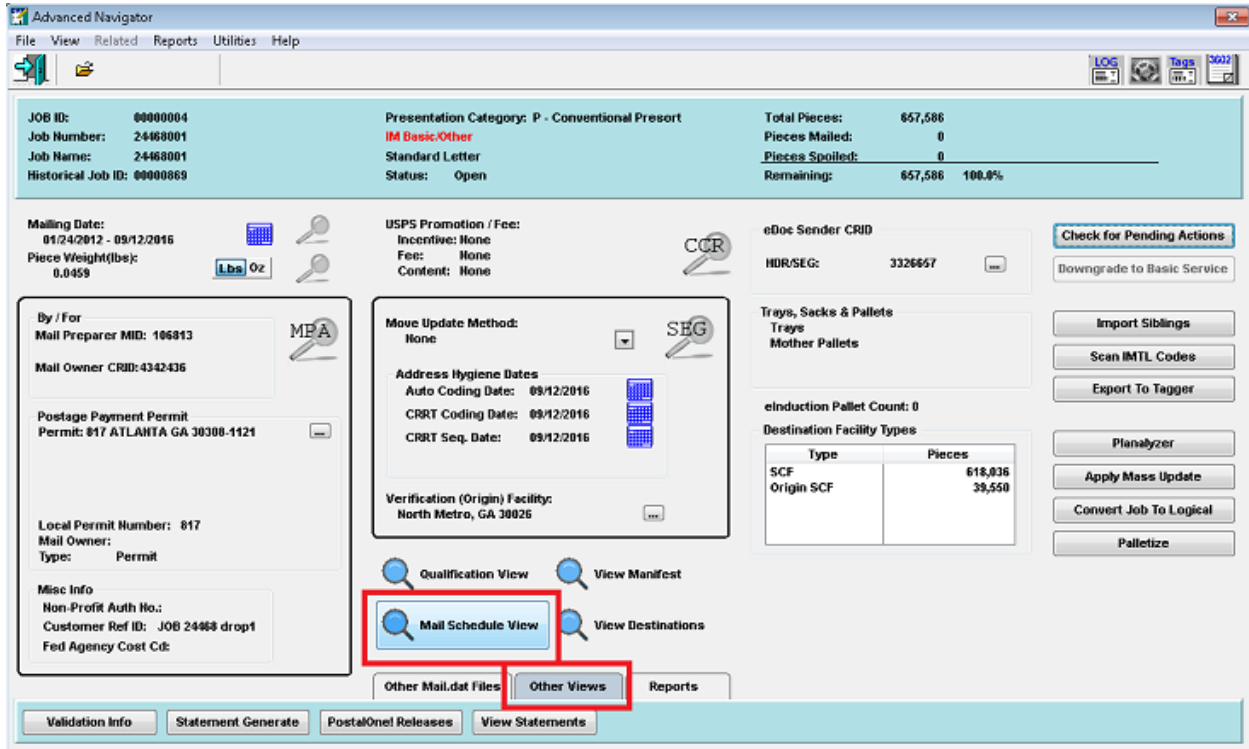


2. The *Advanced Navigator* (default) screen will display.

i *If the Client has DAT-MAIL set to use the Navigator screen, it will display in lieu of the Advanced Navigator when the job is selected/opened.*

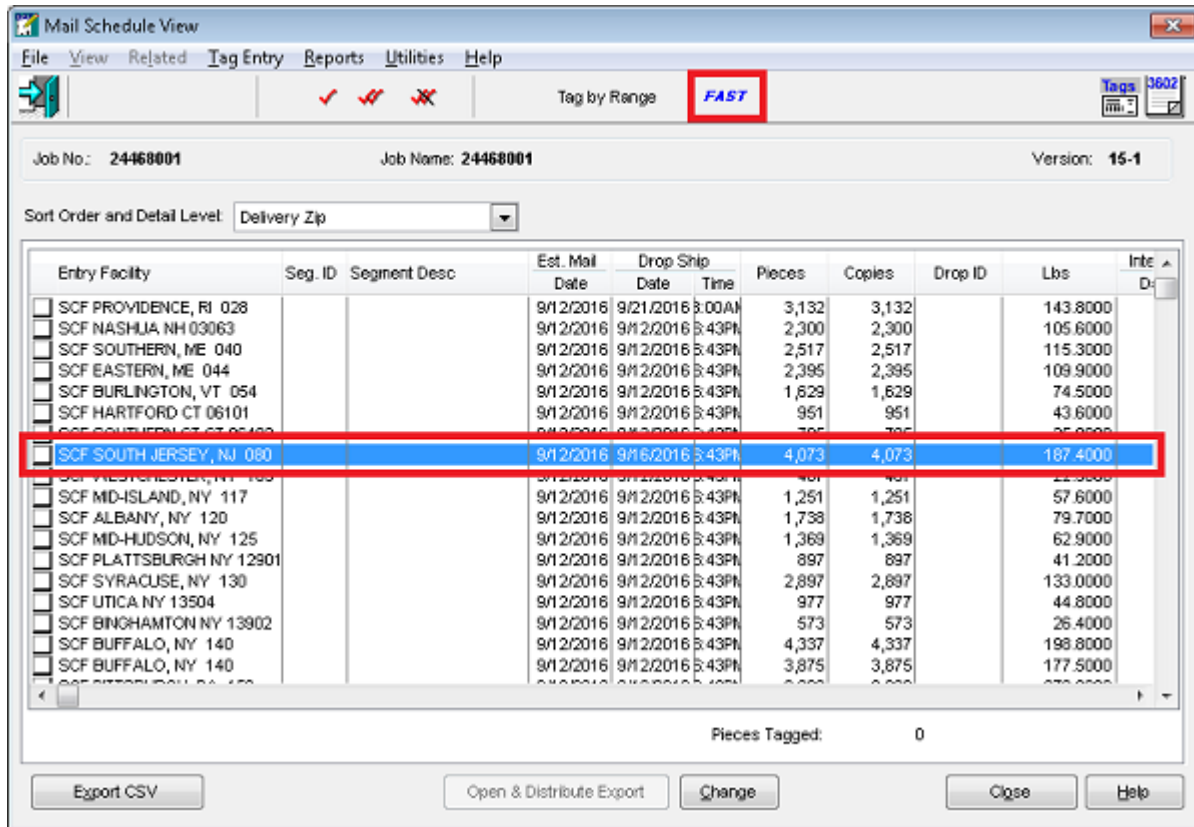
Configuration & Access

From the available tabs located at the bottom of the screen, select (click) the 'Other Views' tab. A selection of options will display just above the 'Other Views' tab. Select (click) the 'Mail Schedule View'.



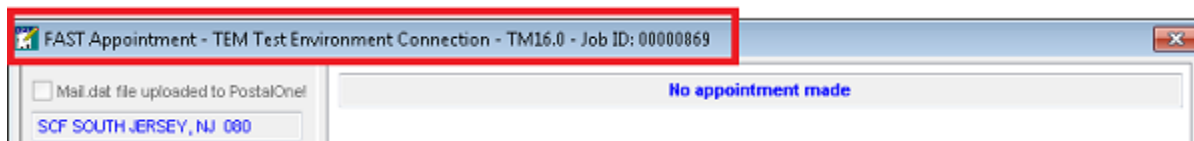
i The 'Mail Schedule View' can also be displayed by selecting it from within the 'View' menu located at the top of the Advanced Navigator and Navigator screens.

- The *Mail Schedule View* screen for the selected job will display. Each 'Entry Facility' (i.e. entry point) contained within the job will be listed. In addition, accessibility to the FAST interface will be present. Select (highlight) an Entry Facility from the list and click the FAST link (in the example here, the "SCF South Jersey, NJ" Entry Facility is selected);



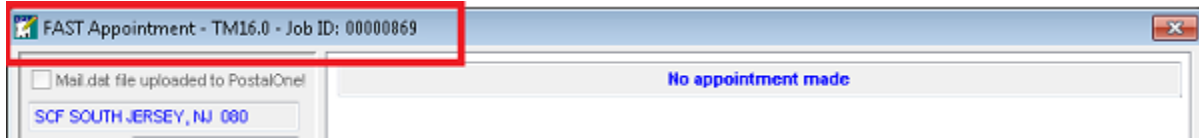
- The *FAST Appointment – TEM* screen will display for the selected Entry Facility. The TEM interface displays because the option to use TEM was selected or enabled in the FAST configuration screen in DAT-MAIL (refer to [CONFIGURING FAST](#) for more information).

In both the TEM and production environments, the Job ID associated with the selected Entry Facility displays in the screen's title bar, for easy reference. This occurs when accessing FAST from within an individual job.

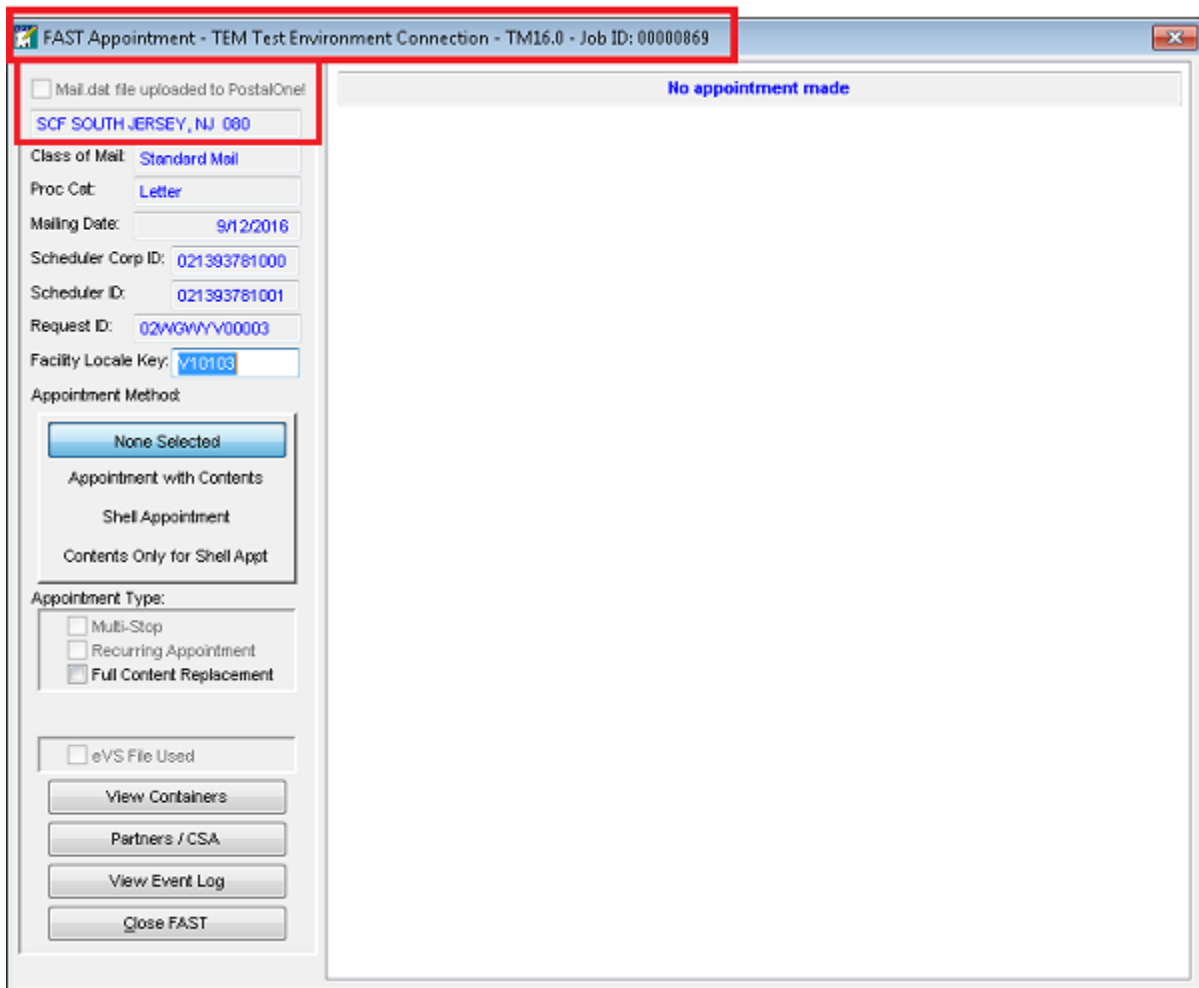


Configuration & Access

If the Client was using FAST in the production environment, the main or production interface screen would display (i.e. the “TEM” label would not display in the screen’s title bar).



In addition, whether or not the Mail.dat file has been exported to *PostalOne!* (P1) is signified. If this text (i.e. “Mail.dat file uploaded to PostalOne!”) is grayed out and the corresponding box is not checked, this means that a release of the Mail.dat file to P1 has not occurred (see image below) and P1 is not yet aware that a Mail.dat file is coming.



This screen or interface will be used to set up the order entry appointment for the selected Entry Facility found within a specific job or Mail.dat file.

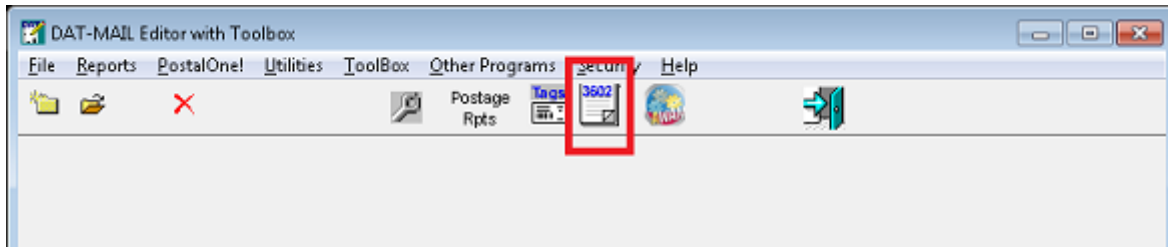
Accessing FAST From The Statement Side

i *The information and screen images provided in this document are based on DAT-MAIL version 20.15.08.05.*

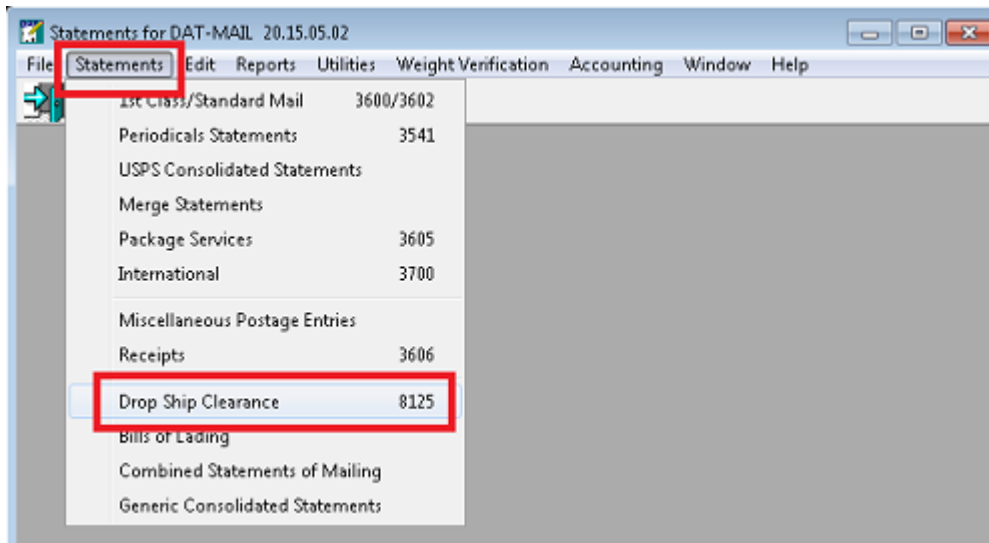
i *Statements must be generated for a job or Mail.dat file prior to attempting to use FAST.*

To access FAST from the statement side in DAT-MAIL, perform the following:

1. Access DAT-MAIL's statements module by clicking the 3602 icon;

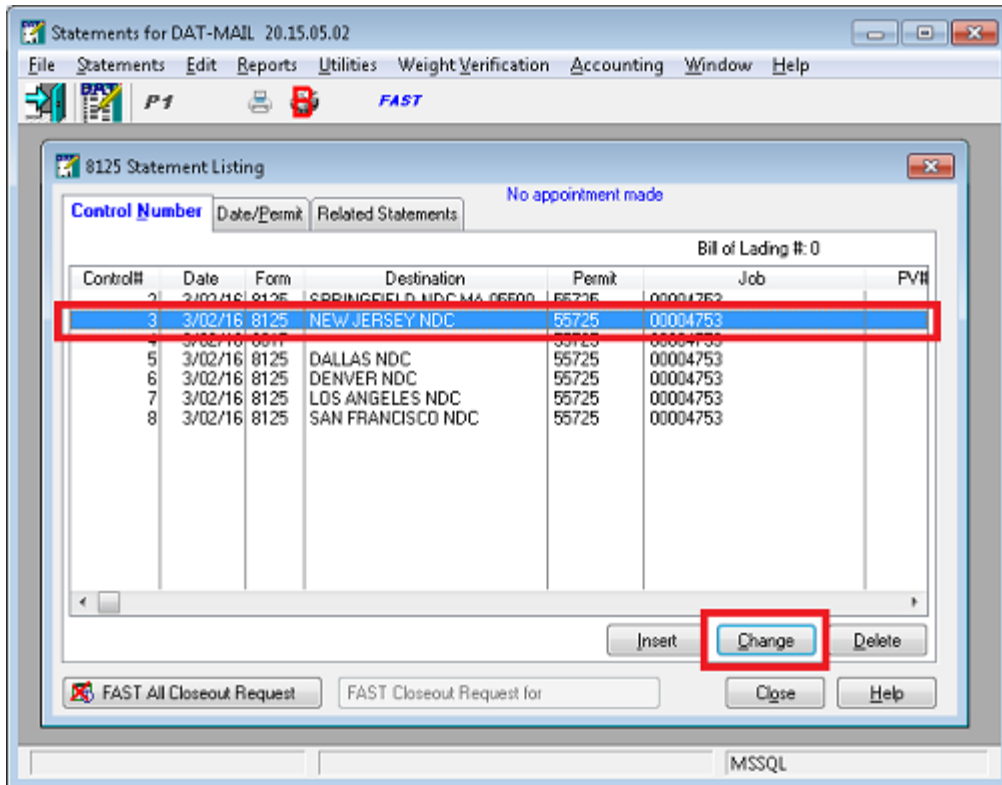


2. The *Statements for DAT-MAIL* screen will display. Select (click) the 'Reports' menu and select 'Drop Ship Clearance 8125';

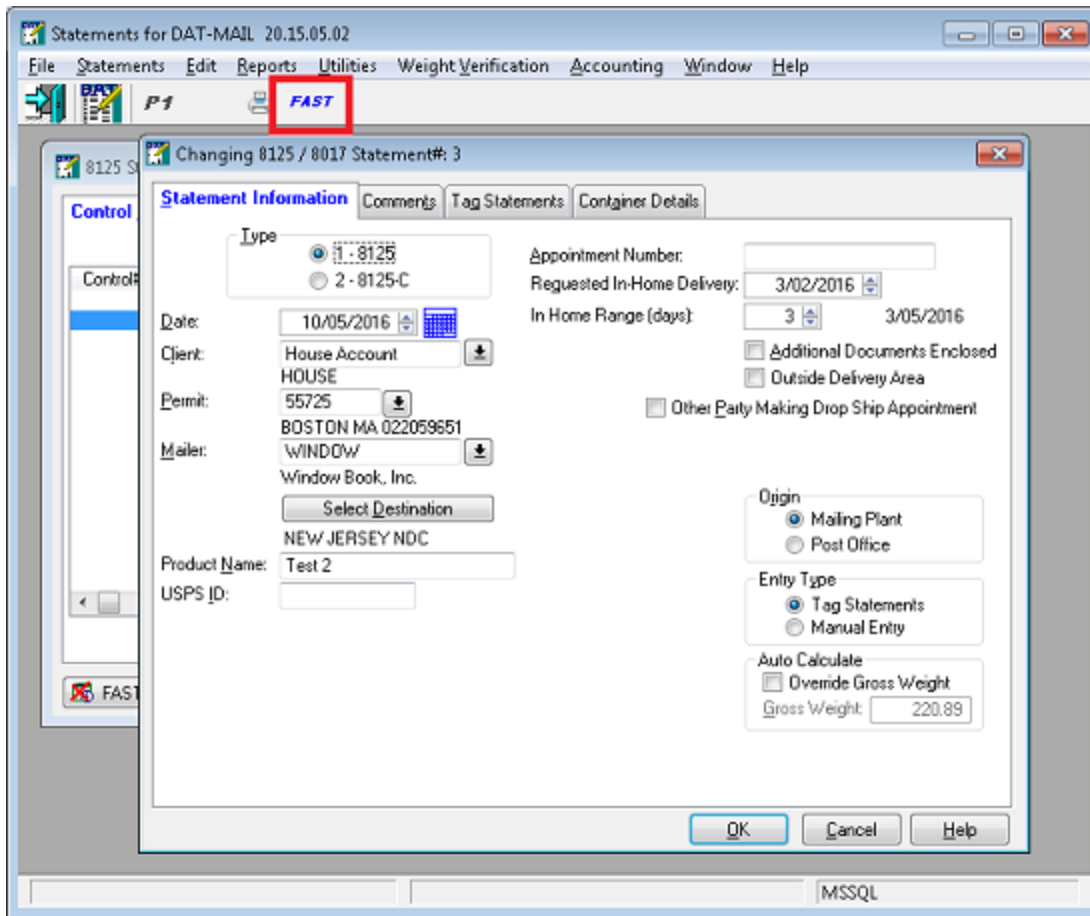


Configuration & Access

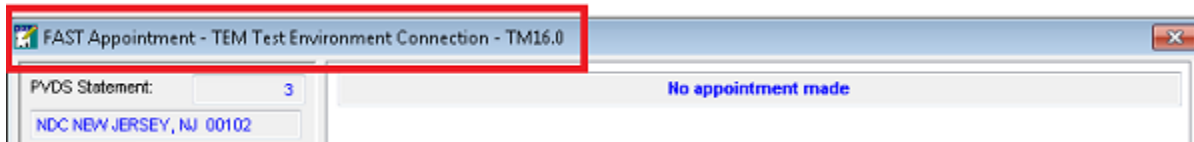
3. The *8125 Statement Listing* window will display. Statements, along with their entry points, can be viewed by Control Number or Date/Permit number. Select (highlight) an entry point from the list of available statements and click the **Change** button;



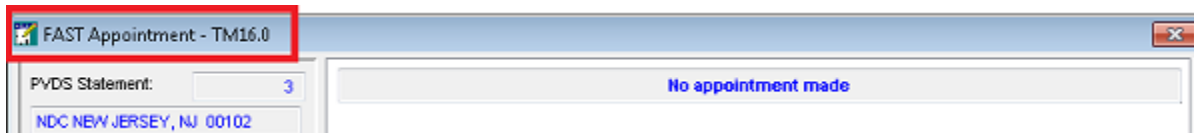
- The Changing 8125 / 8017 Statement# window will display for the selected statement/entry point. With this window open, click the **FAST** button located in the main *Statements for DAT-MAIL* screen;



- The *FAST Appointment – TEM Test Environment Connection* screen will display for the selected Entry Facility. The TEM interface displays because the option to use TEM was selected or enabled in the FAST configuration screen in DAT-MAIL (refer to [CONFIGURING FAST](#) for more information).

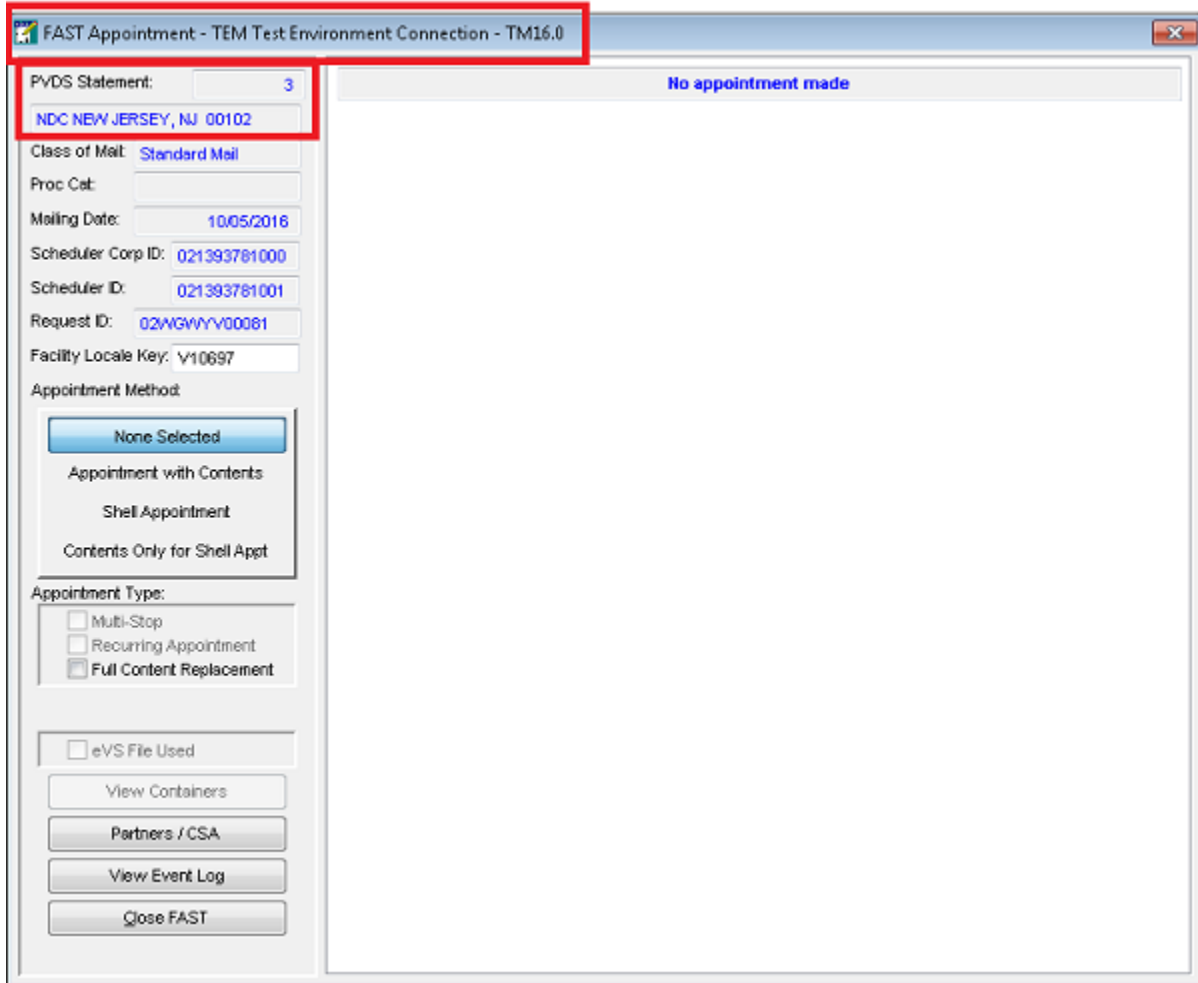


If the Client was using FAST in the production environment and accessing it from the Statement side, the main or production interface screen would display (i.e. the “TEM” label would not display in the screen’s title bar).



Configuration & Access

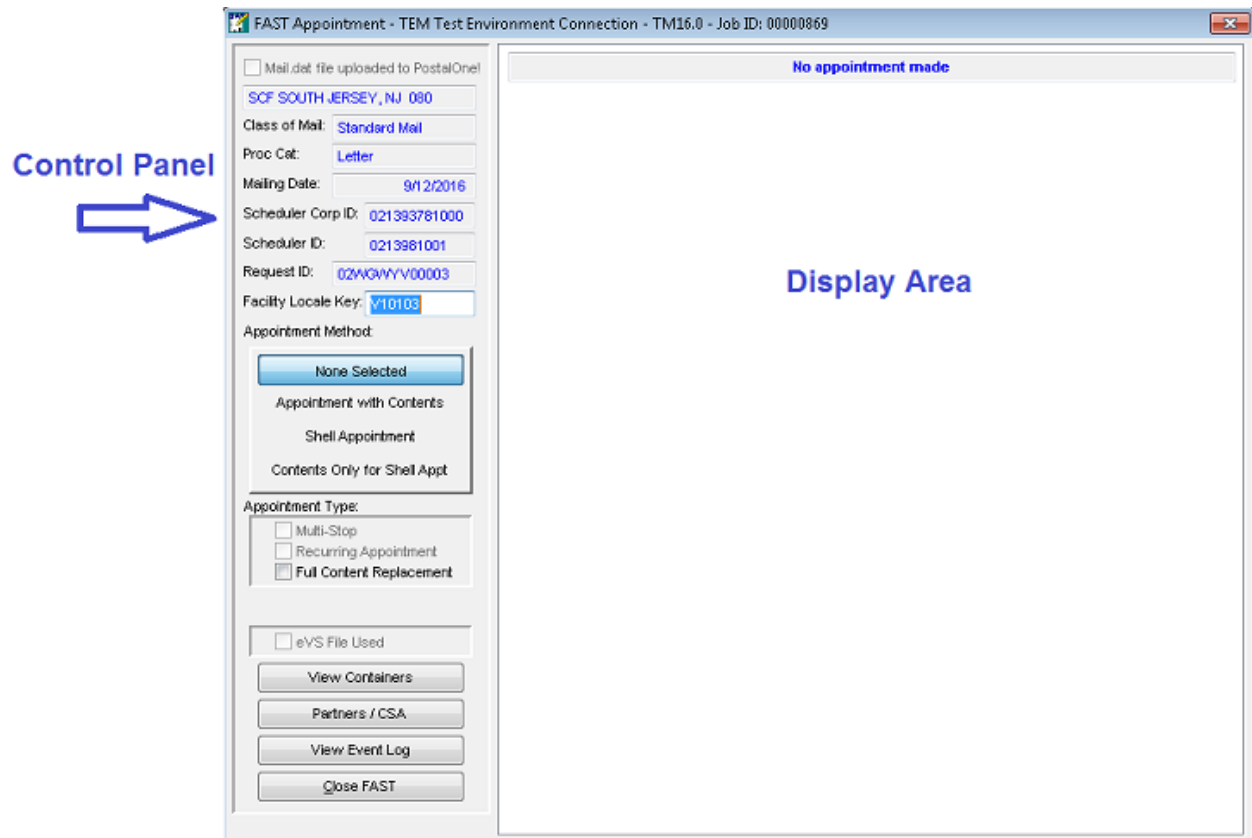
In addition, the screen will display the 'PVDS Statement' number, which correlates with the statement's 'Control #' (refer to the image displayed in Step 3 above), along with the entry point associated with that statement.



This screen or interface will be used to set up the order entry appointment for the selected statement/entry point.

COMPONENT DESCRIPTION & USE

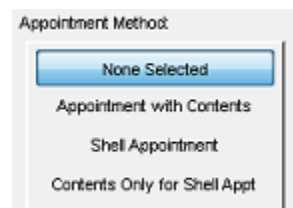
The FAST appointment screen or interface is split into two sections: The control panel located on the left; and a larger display area located on the right. What is visible in the display area is dependent on what is selected in the control area.



The Control Panel contains an overview of the details pertaining to the selected Entry Facility an appointment is to be scheduled for. This overview consists of the name of the Entry Facility selected; the Class of Mail for the job, the Proc Cat (i.e. Processing Category); the mailing date displayed in the Mail Schedule View; the registration/configuration details entered in DAT-MAIL Statements (refer to [CONFIGURING FAST](#) for more information); a Request ID that is automatically generated by the system; and finally, DAT-MAIL fills in the Facility Locale Key that pertains to the selected destination.

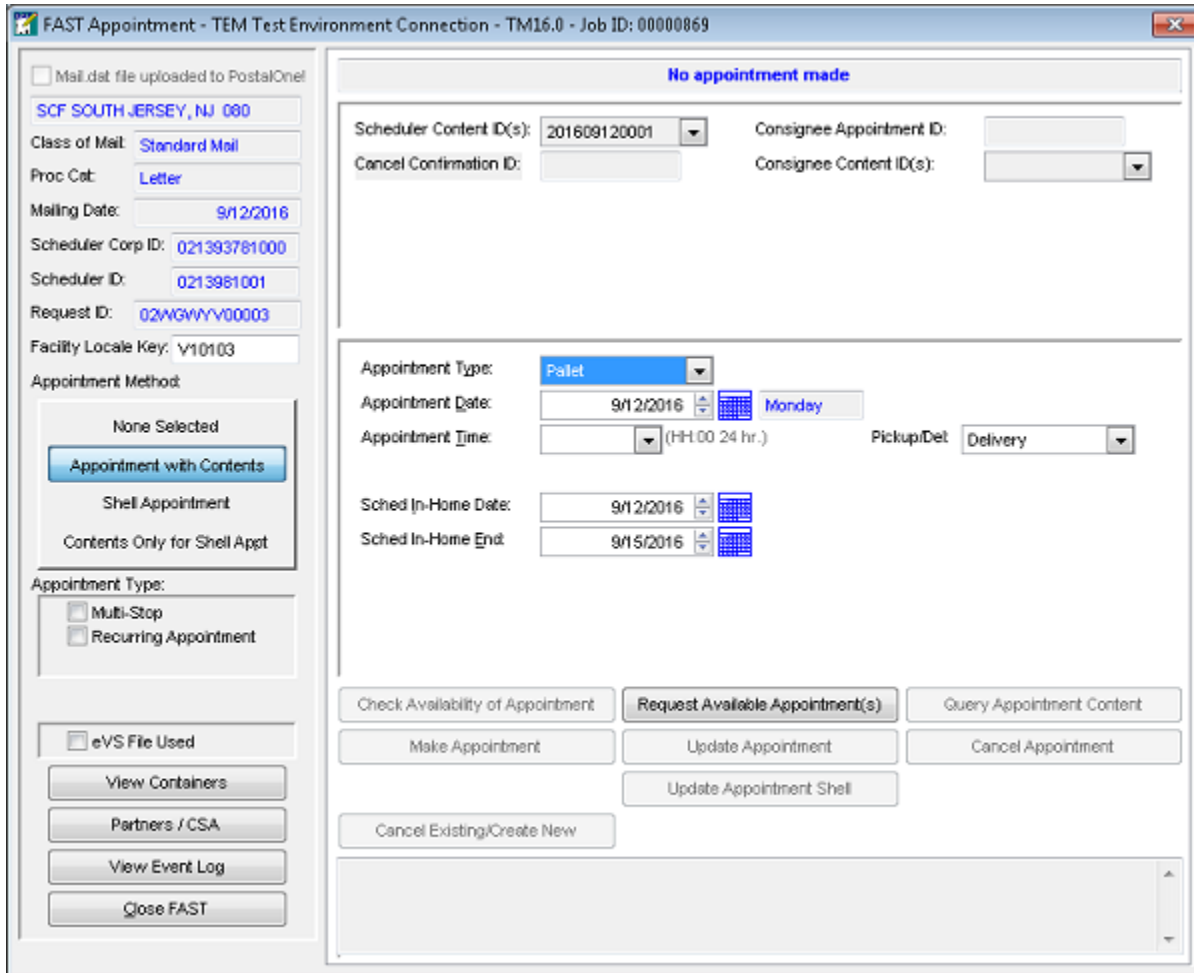


The next section of the screen, the “Appointment Method” section, is used to schedule an actual ‘Appointment with Contents’; set up a ‘Shell Appointment’; update a Shell Appointment (i.e. ‘Contents Only for Shell Appt’). When the option ‘None Selected’ is selected, the Display Area of the *FAST Appointment* screen remains blank.



APPOINTMENT WITH CONTENTS

The 'Appointment with Contents' option refers to making an appointment for an Entry Facility when the Client already knows what the contents of the shipment is going to be (e.g. pallets, trays, or sacks). Clicking the **Appointment with Contents** button displays an appointment screen.



FAST Appointment - TEM Test Environment Connection - TM16.0 - Job ID: 00000869

Mail.dat file uploaded to PostalOne! | SCF SOUTH JERSEY, NJ 080

Class of Mail: Standard Mail | Proc Cat: Letter | Mailing Date: 9/12/2016

Scheduler Corp ID: 021393761000 | Scheduler ID: 0213981001 | Request ID: 02MGWVYV00003 | Facility Locale Key: V10103

Appointment Method: None Selected | Appointment with Contents | Shell Appointment | Contents Only for Shell Appt

Appointment Type: Multi-Stop Recurring Appointment

eVS File Used | View Containers | Partners / CSA | View Event Log | Close FAST

No appointment made

Scheduler Content ID(s): 201609120001 | Consignee Appointment ID: | Cancel Confirmation ID: | Consignee Content ID(s):

Appointment Type: Palet | Appointment Date: 9/12/2016 Monday | Appointment Time: (HH:00 24 hr.) | Pickup/Del: Delivery

Sched In-Home Date: 9/12/2016 | Sched In-Home End: 9/15/2016

Check Availability of Appointment | Request Available Appointment(s) | Query Appointment Content | Make Appointment | Update Appointment | Cancel Appointment | Update Appointment Shell | Cancel Existing/Create New

- Image Reference 1**: This section of the screen automatically displays the Scheduler Content ID as entered for the FAST settings in DAT-MAIL Statements (refer to [CONFIGURING FAST](#) for more information). In addition, system-generated IDs are populated in their corresponding fields when an appointment is set and/or cancelled;
- Image Reference 2**: The main details of the appointment itself are set here. Specific settings may or may not display depending on the various options that are, or are not, enabled:

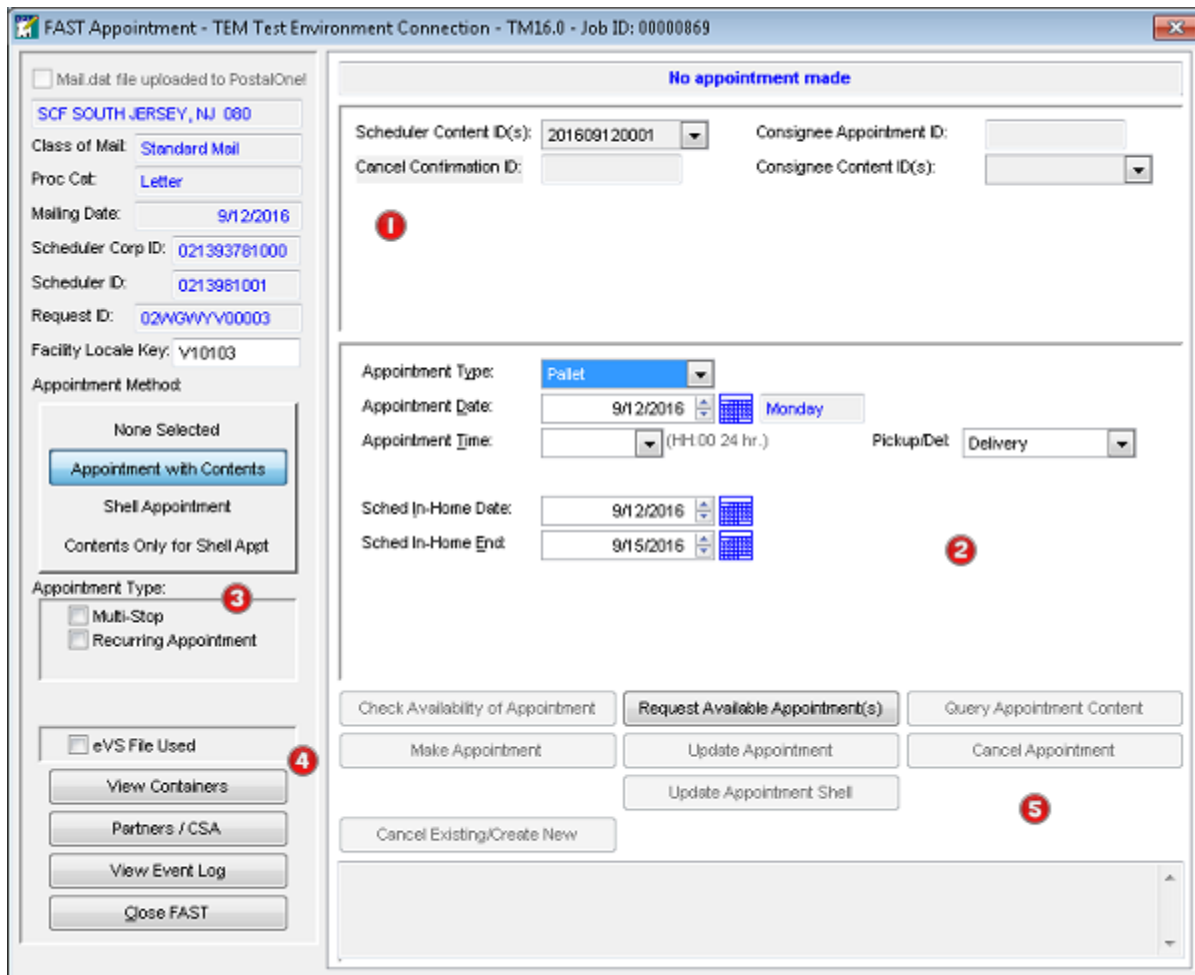
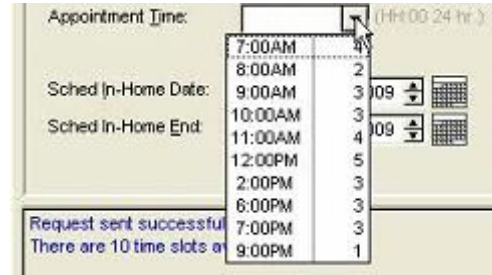
 - Appointment Type**: Using the drop down provided, select what the shipment is going to contain. The options are: Palet; DropAndPick; Speedline; and Bedload. Based on the entry point selected and the information contained in the Mail.dat file, DAT-MAIL's FAST interface automatically selects an option for the user; however, the user can change this setting if need be;
 - Appointment Date**: Click the calendar icon and select a date for the appointment;

Appointment Type: Palet

- Palet
- DropAndPick
- Speedline
- Bedload

Component Description & Use

- Appointment Time:** Type in a requested appointment time following the format displayed (i.e. HH:00 24hr), or leave this field blank and FAST will return a list of available times for you to choose from when the **Request Available Appointments** button is clicked. If left blank and once FAST returns the requested time information (e.g. “There are 10 time slots available”), click the down arrow and select a time from the now available list;
- Pickup/Del:** Select whether the shipment is to be a ‘Pickup’ or ‘Delivery’ using the drop down provided;
- Sched In-Home Date / Sched In-Home End:** Click the corresponding calendar icon to specify a date range for in-home delivery if the content being mailed is time-sensitive. If these dates are populated in the Mail.dat file, these same values will auto-populate in these fields. The user can delete them out prior to scheduling the appointment, if they wish.



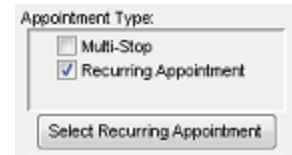
- **Image Reference 3:** Use the 'Appointment Type' section of the screen to enable a 'Multi-Stop' Appointment, and/or a 'Recurring Appointment':

- **Multi-Stop Appointment:** Select (check) this box to set up a multi-stop appointment. When this box is checked, the **Select Existing Multi-Stop** button is enabled, allowing the user to select/use a multi-stop appointment that was previously created from a list provided.



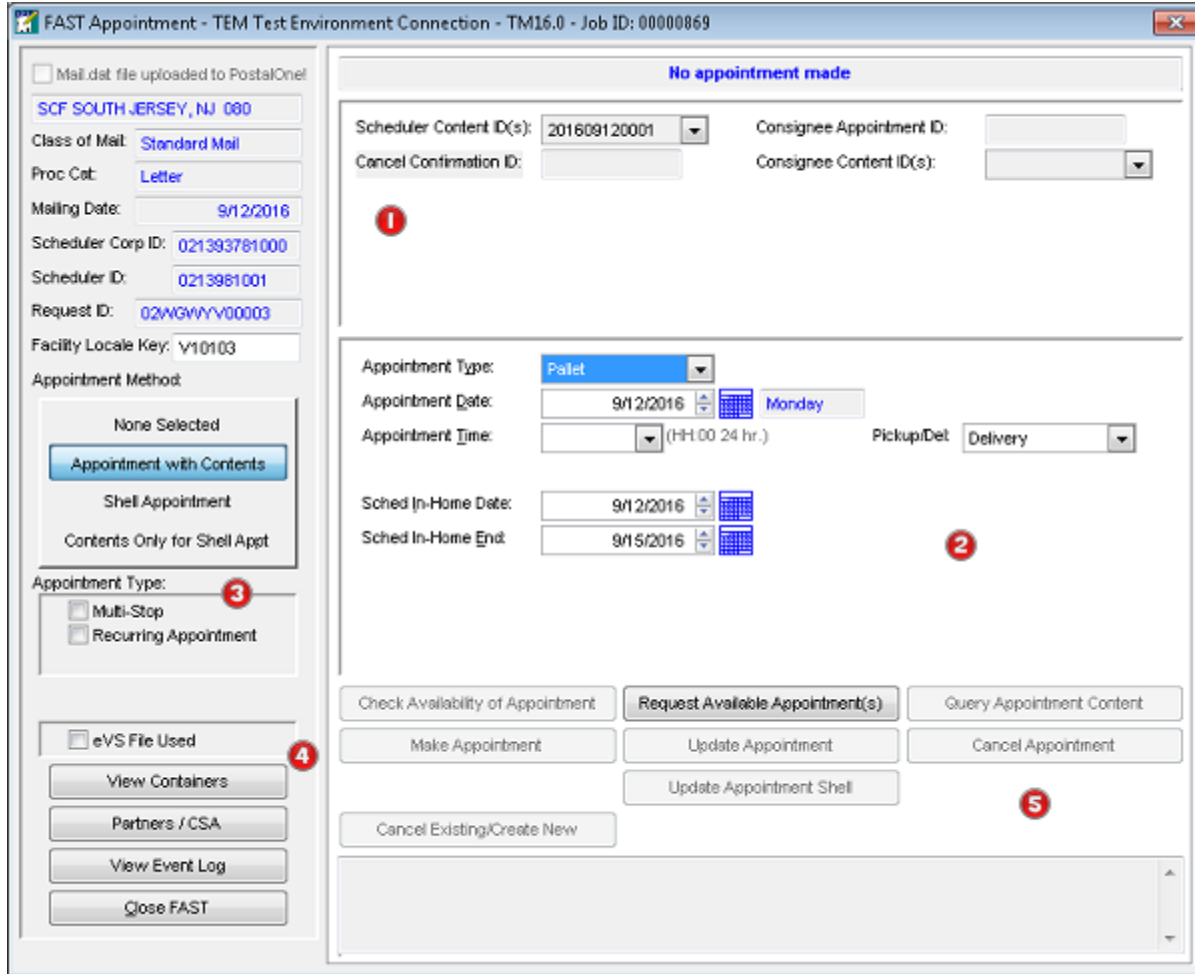
If the correct multi-stop scenario does not exist, one will be created when this option is selected (checked) and an appointment is set. The system will auto-generate a 'Stop Number' and display it in the corresponding field on the screen (see image below); and

- **Recurring Appointment:** Select (check) this box to create a recurring appointment. When this box is checked, the **Select Recurring Appointment** button is enabled, allowing the user to select and use an already created recurring appointment.



If the user wishes to create a recurring appointment, additional information will be required. An Effective Start and End Date will have to be entered, and a Day Frequency, and a Week Frequency will need to be selected.

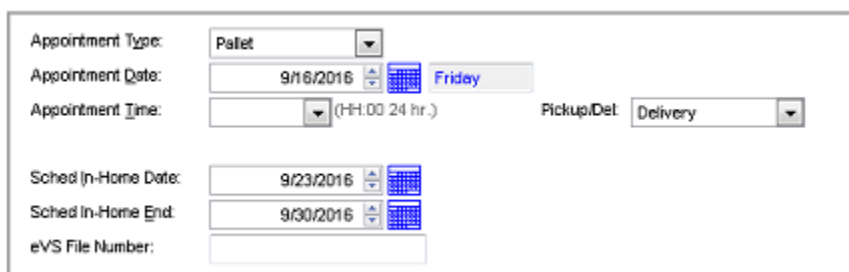
Component Description & Use



- **Image Reference 4**: This portion of the appointment screen provides ease-of-use functionality for each appointment:

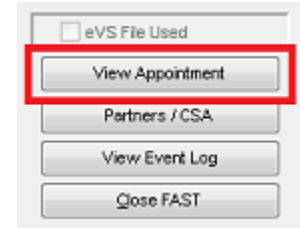


- **eVS File Used**: This option, when selected (checked), allows the user to enter/apply the eVS File number that is being used. Once enabled, the screen will update and a field where the eVS File Number must be entered displays (see below);



- **View Containers Button:** Clicking this button updates the display area of the *FAST Appointment* screen, showing the list of containers associated with the selected Entry Facility.

i When the **VIEW CONTAINERS** button is clicked, the label on the button changes to read **“View Appointment”**. Clicking the **VIEW APPOINTMENT** button will navigate the user back to the Appointment screen called out in Image Reference **2** above.



No appointment made							
Facility Containers:							
Sch Content ID	Con Content ID	Container	Count	Container Level	Sacks	Trays	
201609120001		Pallets	1	SCF			23

Edit Selected Container

Container information can be edited by selecting the container and clicking the **Edit Selected Container** button. An *Edit Container Information* screen will display. Changes can be made to the container within this screen. When the **OK** button is clicked, the changes will be written back to the original Mail.dat file.

Edit Container Information

Container:

Class of Mail:

Processing Category:

Container Count:

Piece Count:

Weight:

Container Level:

Unique Container Barcode:

Sibling Unique Container Barcode:

USPS Pub ID:

Sacks on Pallet:

1 Ft. Trays on Pallet:

2 Ft Trays on Pallet:

EWM Trays on Pallet:

Flat Trays on Pallet:

Bundles:

Component Description & Use

- Partners/CSA Button:** Clicking this button updates the display area of the *FAST Appointment* screen, showing the Submitting Party Information as taken from the Mail.dat file. In addition, CSA and Partners information can also be viewed and queried from P1;

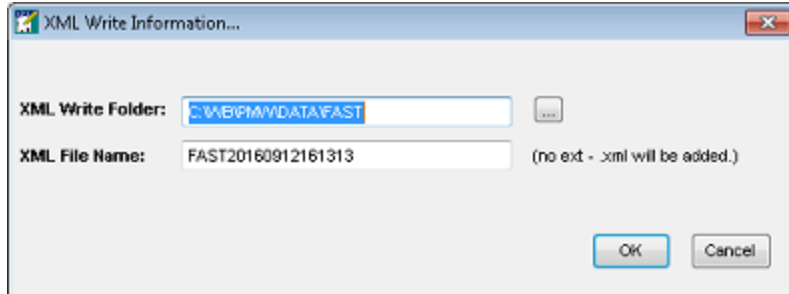
The screenshot shows a web form titled "No appointment made". It contains several input fields: "Scheduler Content ID(s)" with a dropdown menu showing "201609120001", "Consignee Appointment ID", "Cancel Confirmation ID", and "Consignee Content ID(s)" with a dropdown menu. Below these is a section for "Submitting Party Information" with fields for "Mailer ID (6 char)" (value: 106813), "Mailer ID (9 char)", "Customer Registration ID" (value: 2442173), "CSA ID", "Mail dat User License" (value: DTH), "Shipping Agent ID", and "Receiving Agent ID". There is a checked checkbox for "Destination Entry". To the right of this section are tabs for "CSA", "Partners", "State Content", and "Content Updated", and a "Customer Supplier Agreement Query" button.

A vertical stack of five buttons: "gVS File Used" (with a small icon), "View Containers", "Partners / CSA", "View Event Log", and "Close FAST".

- View Event Log:** All communication between DAT-MAIL and FAST occurs using XML messaging. Clicking the **View Event Log** button displays a *FAST Event Log* screen in which the XML communication string, both what was sent to P1 and what was returned by P1 can be viewed; and

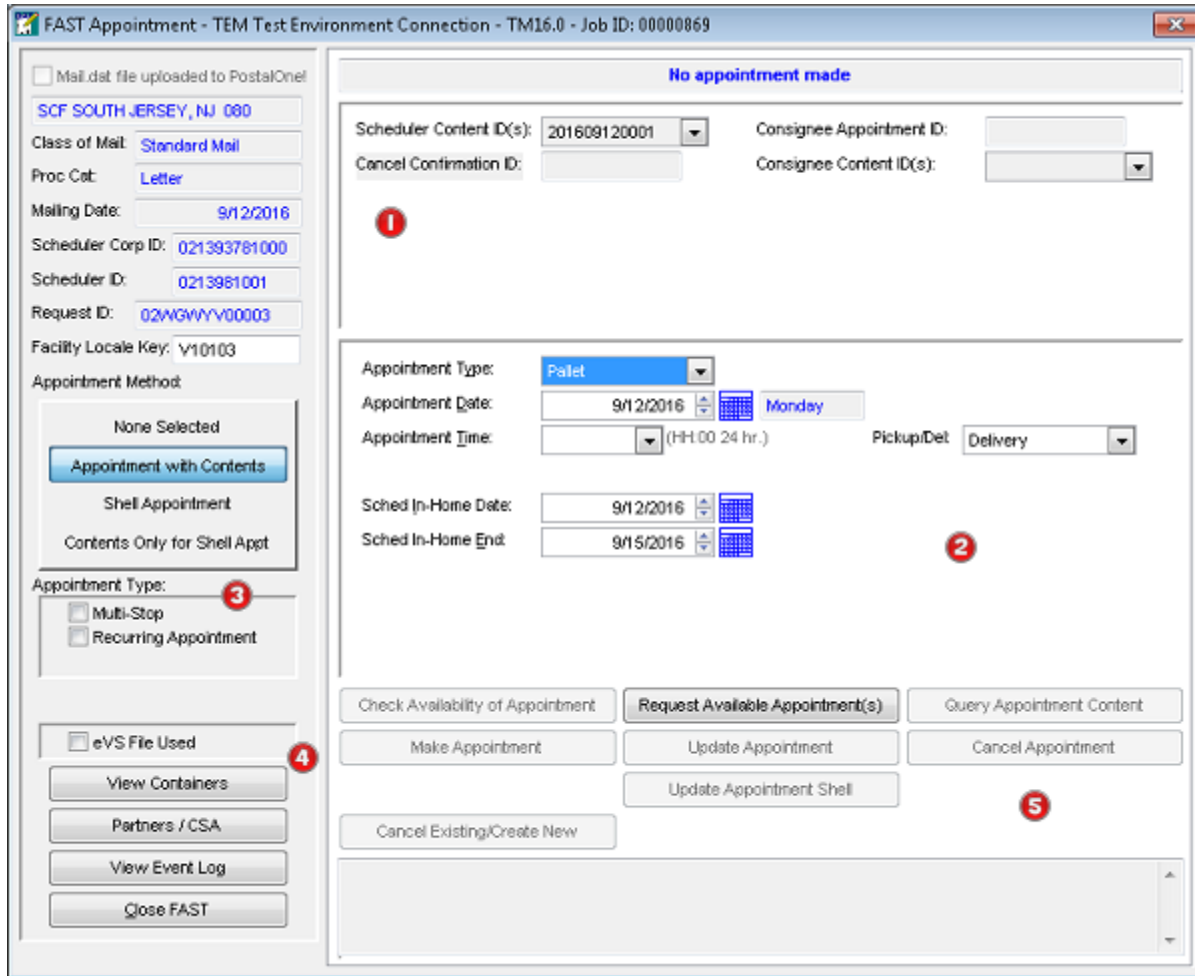
The screenshot shows a window titled "FAST Event Log". It has a header with "PVDS Statement:" (value: 0 SCF SOUTH JERSEY, NJ 080) and "Class of Mail:" (value: Standard Mail). Below that is "Request ID:" (value: 02WGWYV00003). There are two buttons: "Request XML" and "Response XML", with "Request XML" highlighted by a red box. The main area contains XML text, including a root element "<?xml version='1.0' encoding='UTF-8'?" and a "mailxml_def:ShipperApptRequestID" value of "02WGWYV00003". At the bottom are "Save XML" and "Close" buttons.

Each XML log can also be saved to a folder on the computer by clicking the **Save XML** button. An XML Write Information... screen will display providing a default folder where the XML log will be saved to (can be changed), along with a default file name that will be used.



- **Close FAST Button:** Clicking this button closes the FAST interface.

Component Description & Use



- **Image Reference 5:** This section of the appointment screen contains function buttons pertaining to requesting, checking availability of, making, updating, and canceling appointments. Whether or not some buttons display is dependent on some of the available options being selected (e.g. Recurring Appointment). And whether or not a button is active or enabled is dependent upon where the user is in the appointment creation process.

In addition, the lower part of the screen is a window that displays communication results between the FAST DAT-MAIL interface and P1, which can include available time slots, confirmation of appointment time/date, communication errors, entry facility issues, etc.



SHELL APPOINTMENT

The 'Shell Appointment' option refers to making an appointment for a shipment that is to occur; however, the contents of that shipment are not yet known. The user can make the appointment and hold the appointment time. Once the actual contents of the shipment are known, they can then go back into FAST and update the appointment with the details of the contents – refer to [Contents Only For Shell Appointment](#) below.

The functions and settings used for creating a Shell Appointment are very similar as those used for creating an 'Appointment with Contents' (refer to [Appointment With Contents](#) above for more information).

When a Shell Appointment is created, a 'Consignee Appointment ID' and a 'Consignee Content ID' is generated by the system. These are the IDs that should be used to identify the Shell Appointment so as to update it with the contents of the shipment once they are known (refer to [Contents Only For Shell Appointment](#)).

Appointment has been made

Scheduler Content ID(s): 201609260002
Cancel Confirmation ID:

Consignee Appointment ID: 108481689
Consignee Content ID(s): 115559954

Appointment Type: Pellet
Appointment Date: 9/30/2016 Friday
Appointment Time: 13:00 (HH:00 24 hr.) Pickup/Del: Delivery
Optional Appt Time: (HH:00 24 hr.)
Sched In-Home Date:
Sched In-Home End:

Check Availability of Appointment | Request Available Appointment(s) | Query Appointment Content
Make Appointment | Update Appointment | Cancel Appointment
Cancel Existing/Create New | Update Appointment Shell

Appointment accepted Consignee Appt. ID: 108481689
Consignee Content ID: 115559954

CONTENTS ONLY FOR SHELL APPOINTMENT

The 'Contents Only for Shell Appt' is used *after* a Shell Appointment has been made and once the contents of the corresponding shipment for that appointment are finally known.

The user would access the Shell Appointment created for the selected Entry Facility using the system-generated Consignee Appt and Content IDs, update the details with the correct Contents, click the **Select Carrier** button and select a carrier from the list provided, and click the **Add Content to Appointment Shell** button.