



SCAN TO LOGS USER GUIDE

Window Book's new Scan to Logs utility is part of the MD Scan application – a separate or stand-alone application that is automatically installed along with DAT-MAIL. As of March 2016, Scan to Logs is used for scanning/recording barcodes of trays to be deleted; as well as, the barcodes of pieces considered spoilage (future releases of this product are intended to support additional actions). It then bundles the barcode data entered creating a .log file, and moves it into a designated folder. This .log file can then be used to update the corresponding data in DAT-MAIL through the use of the IM Scan Manager plug-in, which is part of the Window Book Automation Scheduler™.



A 2-D scanner/imager (e.g. Honeywell Xenon 1900 series scanner or a Motorola DS-4208 scanner) is recommended for using the Scan to Logs utility. Refer to [Appendix 1](#) in this Guide for instructions on how to set up either of the two scanners mentioned here.

TABLE OF CONTENTS

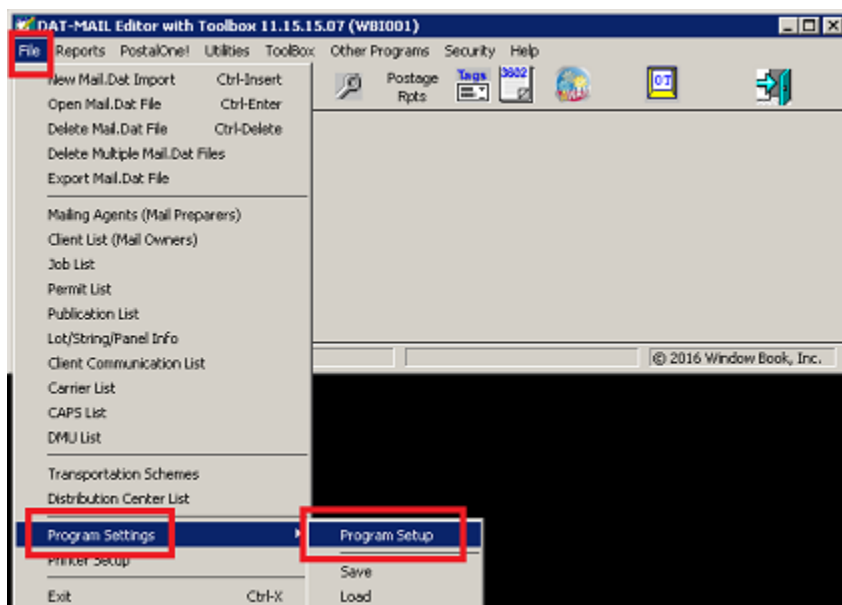
SCAN TO LOGS USER GUIDE.....	1
TABLE OF CONTENTS.....	1
WORKFLOW REQUIREMENTS	2
IM SCAN MANAGER PLUG-IN.....	4
LAUNCHING MD SCAN	4
SCAN TO LOGS.....	5
First Time Use	6
Using Scan To Logs.....	9
ENTERING BARCODES.....	9
SUBMITTING LOG FILES.....	12
UPDATING DAT-MAIL DATA	13
APPENDIX 1	18
SETTING UP A 2D SCANNER	18
Honeywell Xenon 1900 or 1902.....	19
Motorola DS-4208.....	20

WORKFLOW REQUIREMENTS

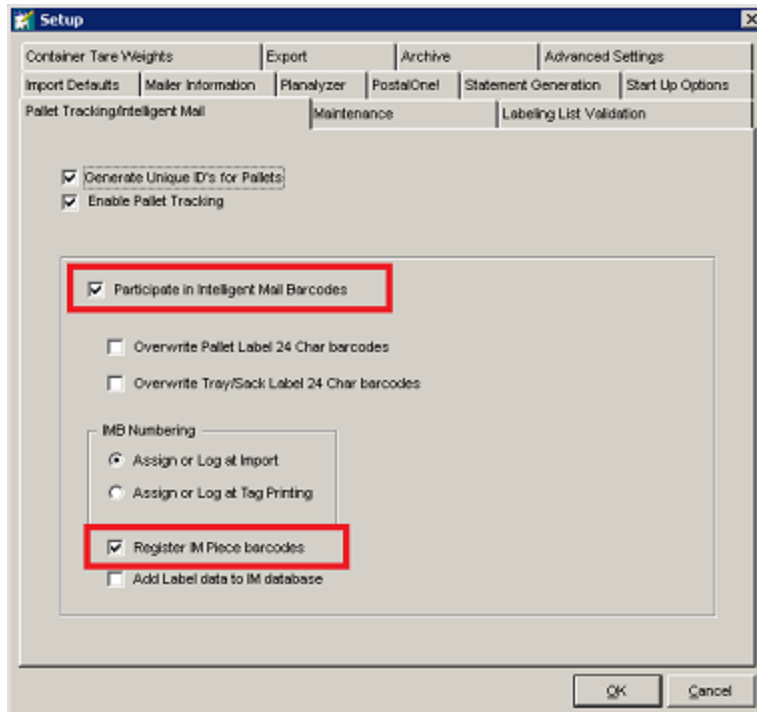
In order to use Scan to Logs, a specific workflow process must occur to avoid any data problems.

Before Scan to Logs can be used, DAT-MAIL must be configured so that tray and piece barcodes are registered in Window Book's IM database. To do this:

1. Launch DAT-MAIL;
2. From DAT-MAIL's main or home screen, select the following menu options: File > Program Settings > Program Setup;



3. The *Setup* screen will display. Select (click) the 'Pallet Tracking/Intelligent Mail' tab. Each Mailer is unique in their own operational requirements; however, at a minimum, the options to 'Participate in Intelligent Mail Barcodes'; and 'Register IM Piece barcodes' must be selected or enabled;



When barcodes can be successfully scanned is affected if a Mailer has the option to 'Assign Log at Tag Printing' selected/enabled (refer to the image above). Logging at print time delays the point in time when the Mail.dat's barcodes are logged in Window Book's IM database – and scanning from MD Scan must occur after the data is in the IM database.

4. Click the **OK** button when finished to save the settings and close the *Setup* screen;

Once DAT-MAIL has been configured properly, Mail.dat files must be loaded or imported into DAT-MAIL prior to using Scan to Logs.

Once the Mail.dat file(s) is in DAT-MAIL, the tray and piece barcodes associated with that Mail.dat file(s) can be scanned so as to have the Automation Scheduler process them and update the existing Mail.dat file(s) in DAT-MAIL accordingly (i.e. delete trays and/or mark pieces as spoilage). Once this occurs, then statements can be generated for the Mail.dat file(s) (not before).



If the Mailer intends to use Scan to Logs, this type of activity normally precludes the Mailer from doing any kind of statement generate at the time of import (e.g. "Generate Statements Automatically" cannot be selected if using the Daemon or AWAM). This applies to all Mail.dat import methods.

Trays should not be deleted or pieces marked as spoilage after statements have been generated for a Mail.dat file(s). Once the Ready-To-Pay (RTP) export is generated and submitted to *PostalOne!*®, no further opportunity exists to use Scan to Logs.



For Mailers who are doing partial mailings, the above statement applies only to the trays/pieces included in the RTP submission. Remaining pieces/trays not yet mailed can still be marked as spoiled/deleted. Mailers may continue to use Scan to Logs for those pieces/trays remaining.

IM SCAN MANAGER PLUG-IN

The IM Scan Manager plug-in is part of the Automation Scheduler and should be configured before attempting to use Scan to Logs; specifically, the plug-in's *Scan File Import* screen.



Configuration instructions for the IM Scan Manager plug-in are located in the Automation Scheduler System Guide, which is available on Window Book's web site at: <https://www.windowbook.com/Support/UserGuides>. Registration/Login is required.

LAUNCHING MD SCAN

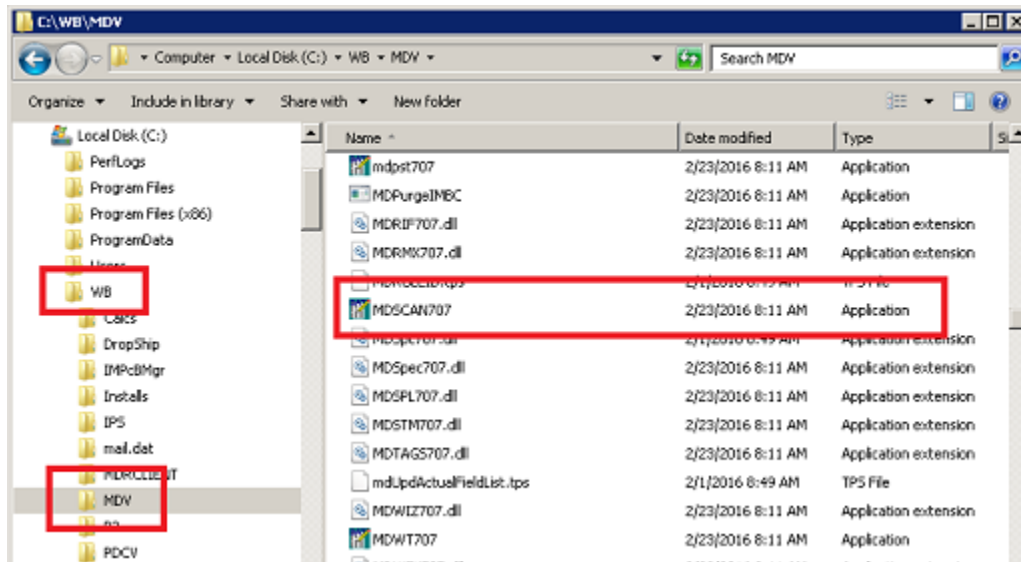
The Scan to Logs utility is located within the MD Scan application. The executable for the MD Scan application is located in the '\\...WB\MDV' directory on any computer where the DAT-MAIL is installed, and is titled "MDSCAN707".



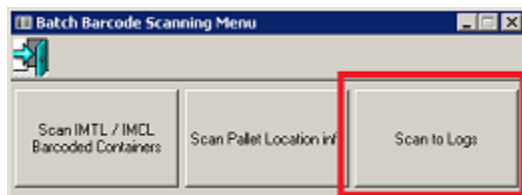
If the DAT-MAIL data folders have been installed on a separate drive, the MD Scan application will be located on the drive where the program was installed, not the data folders.

Double click on the Application file to launch it.

i In a server with workstation(s) environment, MD Scan can be run from any workstation that has DAT-MAIL installed.



The application will launch and the application's main or home screen (i.e. *Batch Barcode Scanning Menu*) will display.



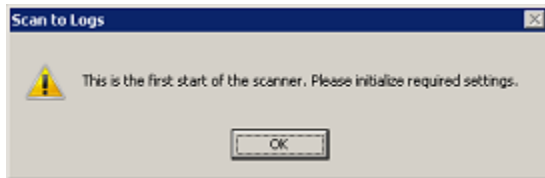
SCAN TO LOGS

From the MD Scan's main or home screen, click the **Scan to Logs** button to launch/display the utility. What screen displays as a result, is determined by whether or not it is the first time the utility has been launched on the computer. The first time Scan to Logs is launched, a one-time setup of the utility is required.

i Setup of the utility is required only once. With settings in place, the next time the utility is launched, the user will be immediately taken to the "Scan to Logs" main or home screen.

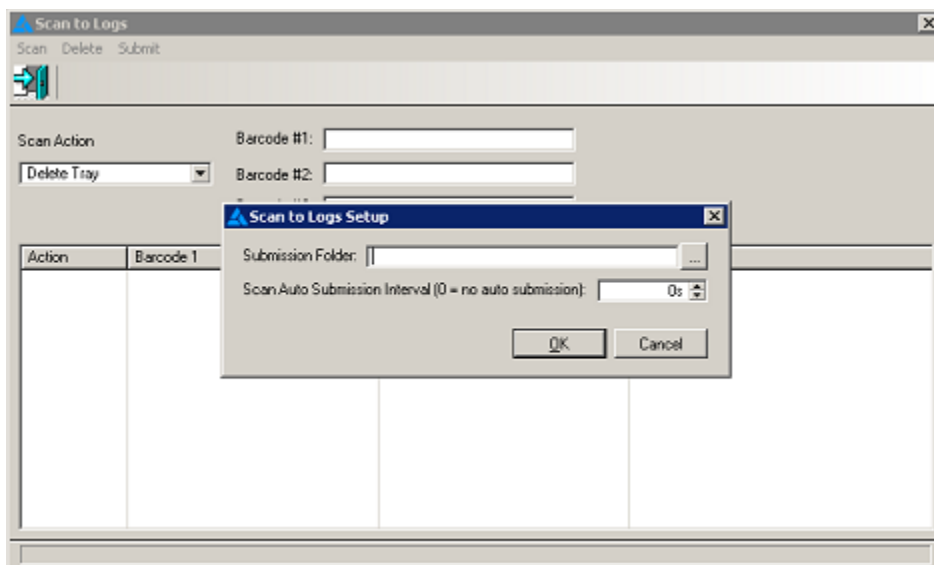
First Time Use

The first time the Scan to Logs utility or function is used, when the user clicks the **Scan to Logs** button, a *Scan to Logs* dialog will display, asking the user to initialize the required settings.



Click the **OK** button to resolve the dialog and continue.

An inactive *Scan to Logs* main or home screen will display in the background, with an active *Scan to Logs Setup* screen displayed in the foreground.



Specify a folder on the server (or computer in a stand-alone or single-installation environment) where the .log files created by the utility will be saved to. This should be the same folder that is specified in the Automation Scheduler's IM Scan Manager plug-in; specifically, the *Scan File Import* screen.



In a server with workstation(s) environment, the folder being selected must be located on the server under a shared directory.

IM Scan Manager

Scan File Import

☒ Enable Scan File Import

General Options

Working Folder
\\Lbw7x64svr_1\\wb\\IMScanManager\\ScanFiles Browse...

Data Files Archive Folder
\\Lbw7x64svr_1\\wb\\IMScanManager\\ScanFiles\\ScanFilesArchive Browse...

Scan File Locations

Drag a column header and drop it here to group by that column


Name	Input Folder
> WBIMDScan	\\Lbw7x64svr_1\\wb\\IMScanManager\\ScanFiles\\WBIMDScan

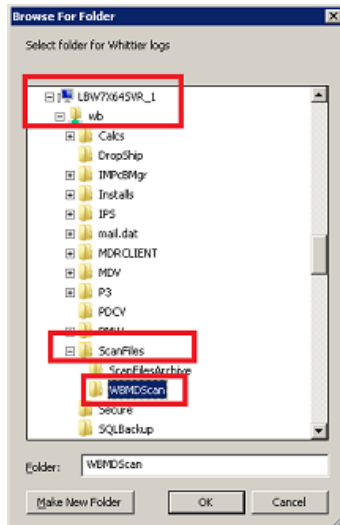
+ Add ✎ Edit ✖ Remove



Configuration instructions for the IM Scan Manager plug-in are located in the Automation Scheduler System Guide which is available on Window Book's web site at:

<https://www.windowbook.com/Support/UserGuides>. Registration/Login is required.

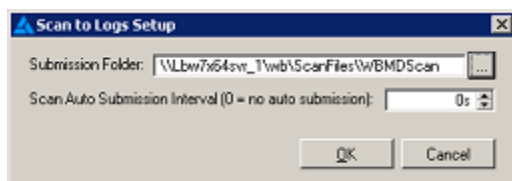
To do this, click the 'Submission Folder' field's corresponding browse button . A *Browse For Folder* window will display. Navigate to and select the appropriate folder (in the example being used here, the "WBIScan" folder is being selected).



With the folder selected, click the **OK** button to close the window and continue.



In a server with workstation(s) environment, the folder being selected must be located on the server under a shared directory. Because of this, UNC path names must be used when selecting the appropriate folder if the Scan to Logs setup is being performed on a workstation (refer to screen image below).



With the 'Submission Folder' specified, set the value for the 'Scan Auto Submission Interval' field. The value entered will be the number of seconds that the utility automatically bundles up the barcode data, creating a .log file, and delivers it to the designated folder. The default value for this field is 0 (zero). A zero setting means the utility will not automatically bundle the data into a .log file and move it to the designated folder, i.e. the user will be required to manually click the **Submit** button in order to get this accomplished.

With values entered for both fields, the utility's setup is complete. Clicking the **Cancel** button at this point will close the *Scan to Logs Setup* screen without saving any settings.

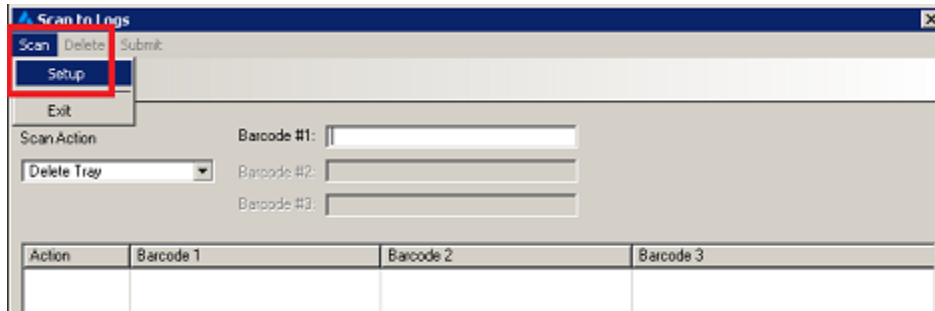
Click the **OK** button to save the settings and close the *Scan to Logs Setup* screen. The Scan to Logs main or home screen will display and be ready for use.



Setup of the utility is required only once. With settings in place, the next time the utility is launched, the user will be immediately taken to the Scan to Logs main or home screen.



The “Scan to Logs Setup” screen can be displayed at any time by clicking on the ‘File’ menu on the main or home screen and selecting the ‘Setup’ menu option. This is useful should the existing setup information require modification.



Using Scan To Logs

This section is split into three, simple steps: 1) Entering Barcodes; 2) Submitting Barcode Data; and 3) Updating DAT-MAIL Data.

The first step in using Scan to Logs is entering the barcodes for the trays that are to be deleted or the pieces that are to be marked as spoilage.

The second step is submitting the barcode data entered, creating a .log file and having it delivered to the designated folder.

The third and final step is using the IM Scan Manager plug-in to use the .log file(s) to update the corresponding data in DAT-MAIL.

ENTERING BARCODES

From the *Scan to Logs* screen, select a ‘Scan Action’ from the drop down list provided. Currently (March 2016), the two available actions in Scan to Logs are: ‘Delete Tray’; and ‘Spoiled Piece’ (future releases of this product are intended to support additional actions).

Using a 2D scanner, scan the barcodes associated with the trays to be deleted. As they are scanned, the barcodes will display in the 'Barcode #1' field.



Barcodes can also be entered manually, if need be.

The screenshot shows the 'Scan to Logs' application window. At the top, there are buttons for 'Scan', 'Delete', and 'Submit'. Below these is a 'Scan Action' dropdown menu currently set to 'Delete Tray'. To the right of this menu are three text input fields labeled 'Barcode #1:', 'Barcode #2:', and 'Barcode #3:'. The 'Barcode #1' field contains the scanned barcode '301455111106689000'. Below these fields is a table with four columns: 'Action', 'Barcode 1', 'Barcode 2', and 'Barcode 3'. The table is currently empty.

As the barcodes are scanned, they display in the 'Barcode #1' field and are then immediately logged into the system and moved into in the Barcode Panel located at the bottom of the screen.



If barcodes are manually entered (i.e. typed in or cut and pasted), the user will have to press the ENTER or Tab key on the computer's keyboard after each entry into the 'Barcode #1' field in order to log them into the system (i.e. have them move from the 'Barcode #1' field into the Barcode Panel).

The screenshot shows the 'Scan to Logs' application window. The 'Scan Action' dropdown is still set to 'Delete Tray'. The 'Barcode #1' field is now empty. The 'Barcode #2' and 'Barcode #3' fields remain empty. The table at the bottom, which was previously empty, now contains one row. The first row has 'Delete Tray' in the 'Action' column and '301455111106689000' in the 'Barcode 1' column. The 'Barcode 2' and 'Barcode 3' columns are empty.

Continue to enter barcodes for trays to be deleted. In the example here, three barcodes pertaining to a job that has already been loaded into DAT-MAIL are entered for trays to be deleted from that job.



At this time (March 2016), only the 'Barcode #1' field is used for entering barcodes.

The screenshot shows the 'Scan to Logs' application window. The 'Scan Action' dropdown is set to 'Delete Tray'. The 'Barcode #1' field contains three barcodes: 301455411106689000700401, 307385411106689000700431, and 307425411106689000700441. The table below shows the action and barcode for each entry.

Action	Barcode 1	Barcode 2	Barcode 3
Delete Tray	301455411106689000700401		
Delete Tray	307385411106689000700431		
Delete Tray	307425411106689000700441		

If spoiled pieces are to be tagged in addition to the trays that are to be deleted, set the 'Scan Action' field to "Spoiled Piece" by selecting the action from the drop down provided. Scan the barcode(s) identifying those pieces that are to be marked as spoilage.

The screenshot shows the 'Scan to Logs' application window. The 'Scan Action' dropdown is set to 'Spoiled Piece'. The 'Barcode #1' field contains two barcodes: 00271106689078431 and 00430103464003. The table below shows the action and barcode for each entry.

Action	Barcode 1	Barcode 2	Barcode 3
Delete Tray	301455411106689000700401		
Delete Tray	307385411106689000700431		
Delete Tray	307425411106689000700441		

As the 'Spoiled Piece' barcodes are scanned, they too will automatically be moved into the Barcode Panel on the screen.



If barcodes are manually entered (i.e. typed in or cut and pasted), the user will have to press the ENTER or TAB key on the computer's keyboard after each entry into the 'Barcode #1' field in order to log them into the system (i.e. have them move from the 'Barcode #1' field into the Barcode Panel).

In the example here, two barcodes have been entered or logged as spoiled pieces.

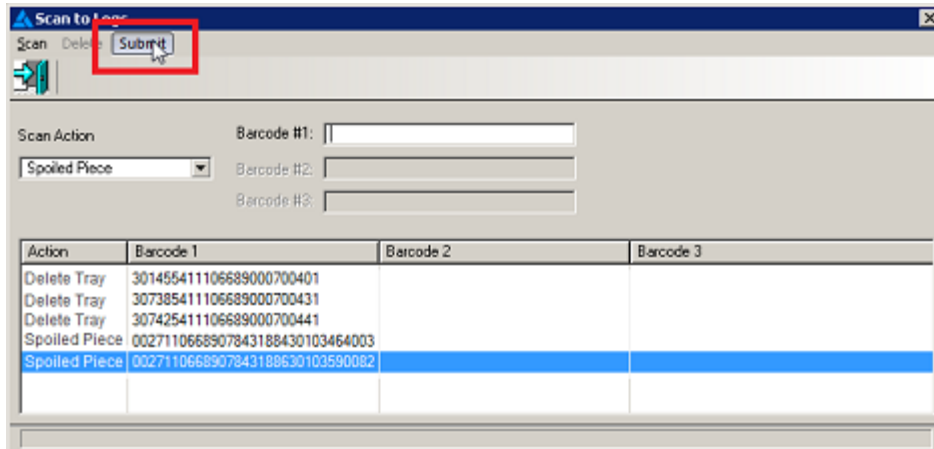
Action	Barcode 1	Barcode 2	Barcode 3
Delete Tray	301455411106689000700401		
Delete Tray	307385411106689000700431		
Delete Tray	303405411106689000700441		
Spoiled Piece	0027110668907843188430103464003		
Spoiled Piece	0027110668907843188630103590082		

SUBMITTING LOG FILES

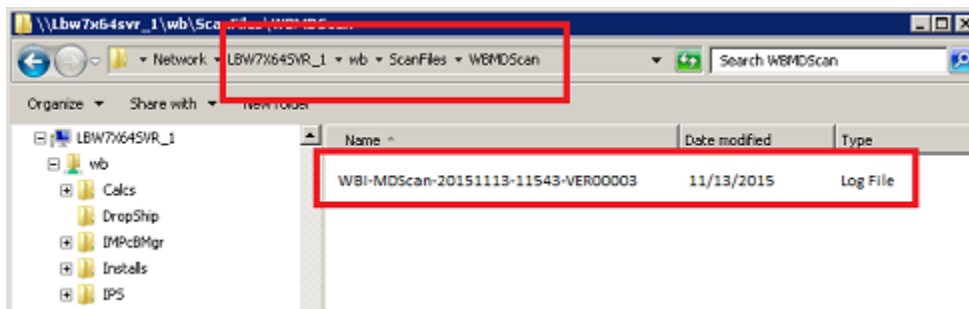
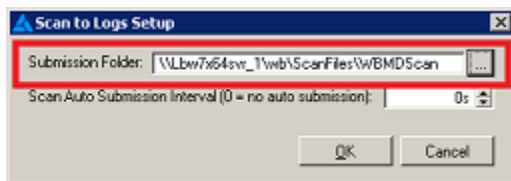
Once all of the barcodes are entered or logged, a submission must occur. When the submission occurs, the barcode data entered is bundled into a .log file and that file is placed into the 'Submission Folder' designated during the setup process (refer to the [First Time Use](#) section in this Guide for more information).

If the Scan to Logs function is set up to automatically submit the entered barcode data (refer to the [First Time Use](#) section in this Guide for more information), no further action is required by the user at this time. Proceed to the [UPDATING DAT-MAIL DATA](#) section in this Guide.

Once all the barcode data is entered or logged, if the Scan to Logs function is set up for manual submissions (refer to the [First Time Use](#) section in this Guide for more information), the user must click the **Submit** button on the Scan to Logs main or home screen when they are ready to have the .log file created and placed in the designated folder.



Clicking the **Submit** button bundles the barcode data previous entered, creating the .log file. It then places the .log file in the 'Submission Folder' designated in the *Scan to Log Setup* screen.



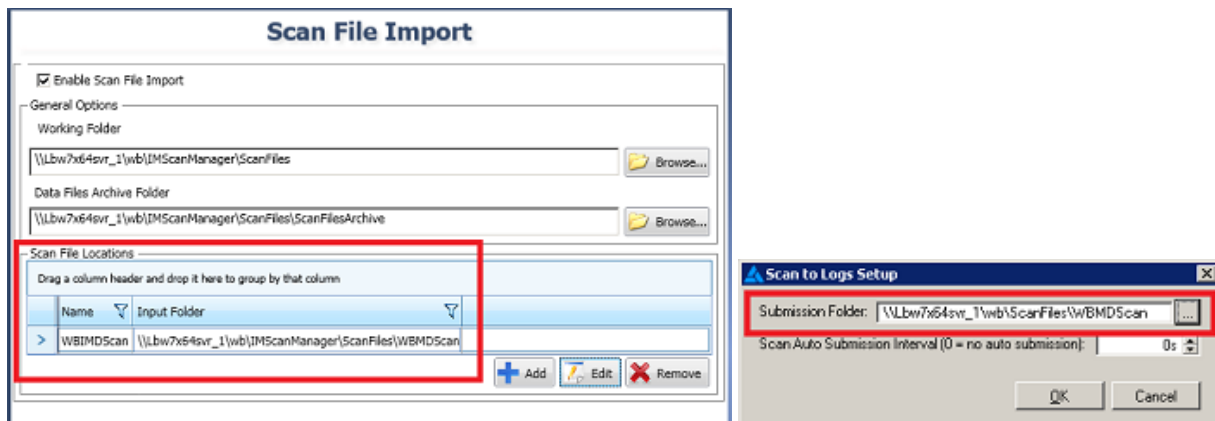
Once the .log files have been created, the next step is importing the information into DAT-MAIL and updating the existing job data.

UPDATING DAT-MAIL DATA

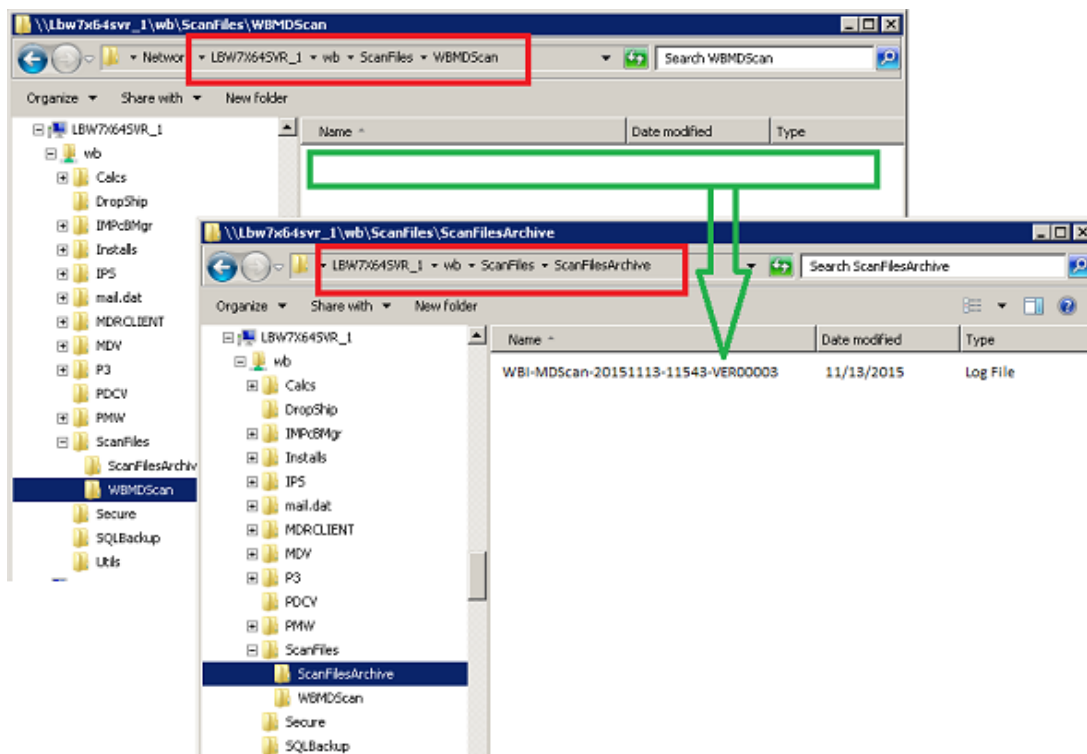
Updating the existing job data in DAT-MAIL requires the use of the Automation Scheduler's IM Scan Manager plug-in. When the plug-in runs, the data contained in the .log files located in the 'Scan File Location' folder is saved into the MS SQL database, making it available to DAT-MAIL when DAT-MAIL

runs processes such as statement generate. When this process is run, DAT-MAIL uses the stored data to update the existing job data accordingly.

The 'Scan File Location' folder is specified in the plug-in's *Scan File Import* screen. This folder must be the same as the 'Submission Folder' specified in the *Scan to Log Setup* screen in Scan to Logs for the data update to occur.



When the IM Scan Manager plug-in runs and the data that makes up the .log file(s) is saved in the MS SQL database, the .log file(s) are automatically removed from the designated folder into the 'Data Files Archive Folder' also specified in the plug-in's *Scan File Import* screen. In the example here, the name of the 'Data Files Archive Folder' is "ScanFilesArchive".



After the data is saved in the MS SQL database and the .log file(s) is archived, proceed to the Statement Generate process in DAT-MAIL (when ready), to update and view the corresponding job data.

i For Mailers who do not use Window Book's Spoilage module, marking pieces as spoiled and/or deleting trays using Scan to Logs must occur before generating any statements for the job(s) involved.

Generating statements can occur from within the Advanced Navigator as the job is being viewed. Select the job in DAT-MAIL and after the Advanced Navigator displays for that job, click the **Statement Generate** button.

The screenshot shows the 'Advanced Navigator' window. At the top, it displays 'ANAM Service is inactive, last import was started at 01/23/2016 - 03:55:26PM'. Below this, job details are shown: JOB ID: 00000001, Job Number: 114201, Job Name: EDM10X TESTING 01, Historical Job ID: 0002742. Presentation Category: P - Conventional Presort, Mixed Full Service 99.9% FS, Standard Letter, Status: Open. Total Pieces: 4,306, Pieces Mailed: 0, Pieces Spoiled: 0 (0 unposted), Remaining: 4,306 100.0%.

On the left, there are sections for 'Mailing Data' (Mailing Date: 01/04/2016, Piece Weight (Box): 0.0730 - 0.1500), 'By / For' (Mail Preparer MID: 001264001, Mail Owner MID: 001264001), 'Postage Payment' (Permit: 55725 BOSTON MA 02295-9951), 'Local Permit Number' (Mail Owner: None, Type: None), and 'Misc Info' (Non-Profit Auth Hou, Customer Ref ID, Fed Agency Cost Cdt).

In the center, there are sections for 'USPS Promotion / Fee' (Incentive: Color Ink, Fee: None, Content: None), 'Move Update Method' (Auxiliary Service Endorsements), 'Address Hygiene Data' (Auto Coding Date: 06/03/2015, CRRT Coding Date: 06/03/2015, CRRT Seq. Date: ()), and 'Verification (Origin) Facility' (Tallahassee, FL 32301-0000).

On the right, there are sections for 'eDoc Sender CRD' (HDR/SEQ: 2442173), 'Check for Pending Actions', 'Downgrade to Basic Service', 'Trays, Bales & Pallets' (Trays), 'Induction Pallet Count: 0', and 'Destination Facility Types' (Type, Pieces: 642).

At the bottom, there are buttons for 'Validation Info', 'Statement Generate' (highlighted with a red box), 'PostalOne! Releases', and 'View Statements'.

DAT-MAIL's *Generate Statements* screen will display. Select the 'Container Listing' tab. In the example being used throughout this Guide, the barcodes for three trays have been deleted for this specific job and can be seen here.

The screenshot shows the 'Generate Statements' window. At the top, it displays '323 (0)' and 'Tag by Range'. Below this, job details are shown: Job No.: 114201, Job Name: EDM10X TESTING 01, Version: 15-1.

At the bottom, there are tabs for 'Entry Listing', 'Delivery Z', 'Container Listing' (selected), and 'Segment Listing'.

The 'Container Listing' tab displays a table with the following columns: Zip Code, Sortation Level, Status, Cont ID, Container, Facility, Entry, Ctr Grp ID, Ship Date, Truck, and Ttl Weight.

Zip Code	Sortation Level	Status	Cont ID	Container	Facility	Entry	Ctr Grp ID	Ship Date	Truck	Ttl Weight
30103	5D Sch Bar	Not Closed	T00001	2' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		8.2610
30114	5D Sch Bar	Not Closed	T00002	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		1.7820
30120	5D Sch Bar	Not Closed	T00003	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		6.1160
30145	5D Sch Bar	Not Closed	T00004	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		5.1260
30161	5D Sch Bar	Not Closed	T00005	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		4.6530
30730	5D Sch Bar	Not Closed	T00006	2' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		8.8330
30738	5D Sch Bar	Not Closed	T00007	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		3.5860
30742	5D Sch Bar	Not Closed	T00008	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		2.5080
301	3D Barcode	Not Closed	T00009	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		3.8940
307	3D Barcode	Not Closed	T00010	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		1.9360
303	MxAADC	Not Closed	T00011	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		0.6600
303	MxAADC	Not Closed	T00001	1' Tray	NDC	NDC ATLANTA, GA 31195		10/27/2015		0.1000

Three red arrows point to the first three rows of the table, indicating that the barcodes for these trays have been deleted.

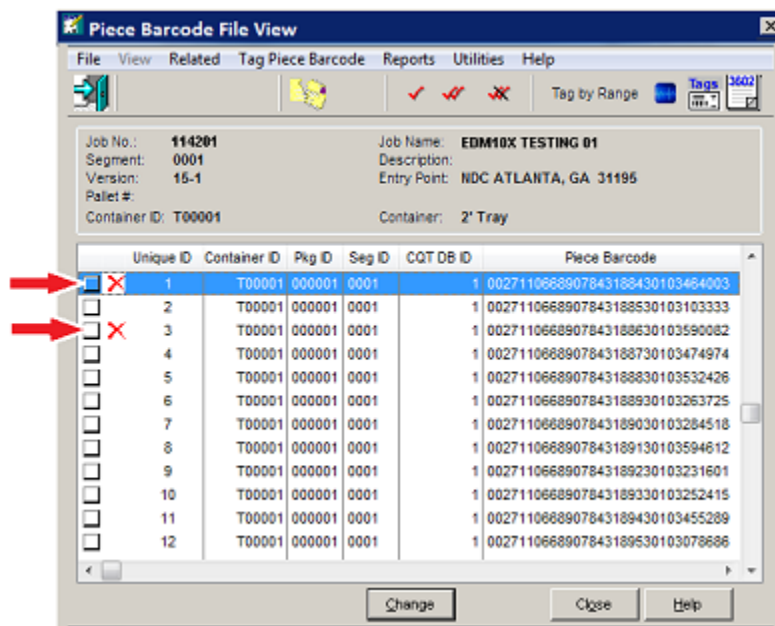
DAT-MAIL will not allow the user to select these deleted and generate statements for them.

Click the **Generate Statements** button for the remaining containers when ready.

Once the statements have been generated, revert back to the displayed Advanced Navigator and select the 'PBC' file view by hovering the mouse over the 'Other Mail.dat Files' tab and clicking the 'PBC' icon from the displayed options.



The *Piece Barcode File View* screen will display for the selected job. In the example used in this Guide, two pieces were marked as spoilage using Scan to Logs, and the data was uploaded to DAT-MAIL. The two pieces marked as spoilage can be seen in this file view.



Click the **Close** button to close the *Piece Barcode File View* screen.

Users can also display the CSM file for the job from the Advanced Navigator to view the deleted tray and spoilage information.

Container Summary File View

Job No: 114201 Job Name: EDM10X TESTING 01
Version: 15.1

Ctr Zip	Cont ID	Seg ID	Container	Ctrr Level	Pieces	Pallet ID	Sibling	eInduction	Truck No.	Reservation No.	In-Home Deliv	Entry Facility
301	T00009	0001	1' Tray	3D Barcode	354						11/11/2015	NDC ATLANTA, GA 31195
30103	T00001	0001	2' Tray	5D Sch Bar	751						11/11/2015	NDC ATLANTA, GA 31195
30114	T00002	0001	1' Tray	5D Sch Bar	182						11/11/2015	NDC ATLANTA, GA 31195
30120	T00003	0001	1' Tray	5D Sch Bar	556						11/11/2015	NDC ATLANTA, GA 31195
30145	T00004	0001	1' Tray	5D Sch Bar	466						11/11/2015	NDC ATLANTA, GA 31195
30161	T00005	0001	1' Tray	5D Sch Bar	423						11/11/2015	NDC ATLANTA, GA 31195
303	T00011	0001	1' Tray	MxAADC	60						11/11/2015	NDC ATLANTA, GA 31195
303	T00001	0001	1' Tray	MxAADC	1						11/11/2015	NDC ATLANTA, GA 31195
307	T00010	0001	1' Tray	3D Barcode	176						11/11/2015	NDC ATLANTA, GA 31195
30730	T00006	0001	2' Tray	5D Sch Bar	803						11/11/2015	NDC ATLANTA, GA 31195
30736	T00007	0001	1' Tray	5D Sch Bar	326						11/11/2015	NDC ATLANTA, GA 31195
30742	T00008	0001	1' Tray	5D Sch Bar	228						11/11/2015	NDC ATLANTA, GA 31195

Pieces legend: ■ - entirely spoiled container ■ - partially spoiled container Pieces Tagged: 0

Buttons: Renumber Unique Cont. ID's (Pallets Only), Recalc Container Weights, Recalc ZIP+4, Copy Origin Line, Delete Tray, Combine Trays, Apply Transportation Updates, Renumber Tray/Sack Display ID's with SN, Import Siblings, Scan IMTL Codes, Convert Job To Logical, Change, Close

i Questions pertaining to Window Book's new Scan to Logs utility should be directed to Window Book's Technical Support team at 1-800-477-3602, or send an e-mail to: TechSupport@WindowBook.com.

APPENDIX 1

SETTING UP A 2D SCANNER

If you purchased your scanner from Window Book, it is probably a Honeywell Xenon 1900 series or a Motorola DS-4208. Most scanners will not scan these out of the box. Items to note:

- Make sure that there is a carriage return (CR) or carriage return–line feed (CRLF) added to the end of each scan;
- Some scanners may have the option to insert commas between the IMb data elements. Though it should be OK, it has not been tested.; and
- Some scanners that decode IMb's may add trailing zeros to 25 and 29-digit non-automation IMb's. This feature needs to be disabled as Scan to Logs does not support trailing zeros at this time.

Honeywell Xenon 1900 or 1902

Standard resolution wireless scanners: Before you use your scanner in production, scan the two barcodes below to program your 1900 series scanner to scan IMb's and provide a CR at the end of each scan.



POSTAL10.

Intelligent Mail Bar Code On



VSUFCR.

**Add CR Suffix
All Symbologies**

Scan the above barcodes before using your Xenon 1900 series scanner for the first time. You can do it right from the screen of your computer without having to print this page.

Motorola DS-4208

To enable Intelligent Mail Barcode printing, scan the barcode below:



To add a CRLF to the end of each barcode, scan the barcode below:

