



DAT-MAIL – SPLITTING MAIL.DAT FILES

There are various reasons a mailer wants or needs to split a Mail.dat file. One example would be if while processing a job, the mailer runs out of product. In this case, the mailer would call their customer advising them of the situation, and the customer's response would be to go ahead and mail the part of the job that is complete. The Mailer then would have to remove the containers that were not completed from the Mail.dat file before sending the file to *PostalOne!*[®]. This is where being able to split a Mail.dat file comes in handy.

HOW TO SPLIT A MAIL.DAT FILE

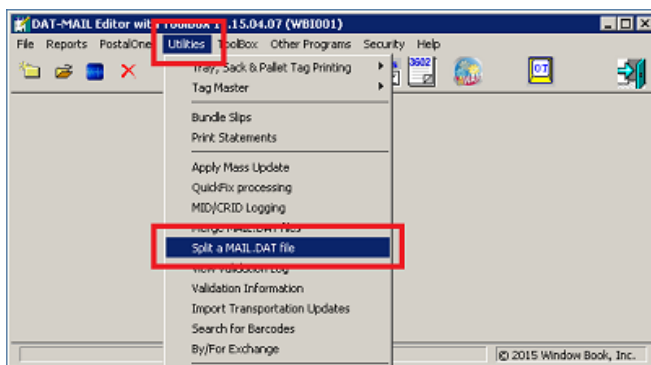
Mail.dat files can be split one of two ways: by individually selecting the containers to be removed (recommended); or by specifying the split criteria to be applied and allowing DAT-MAIL to perform the split automatically. Both methods are achieved from the same screen within DAT-MAIL: the *Split Utility View* screen.

Individual Selection

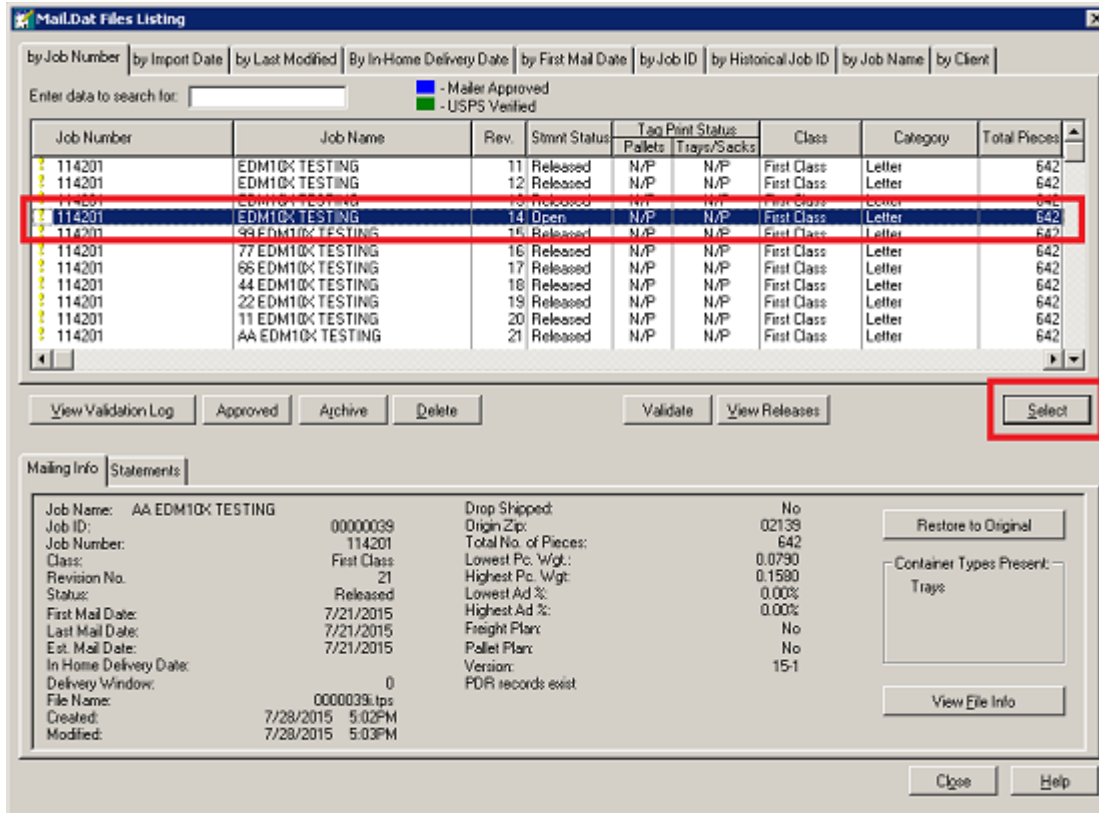
A Mail.dat file or job can be split by selecting the individual containers to be removed and creating a new job comprised of those removed containers. In addition to doing this; however, Window Book strongly recommends creating a second new job that includes the containers that **are** being mailed. Creating these two new jobs allows the original Mail.dat file to remain intact in the event the mailer's customer changes their mind or more product is found allowing the mailer to complete the entire job.

To begin this process first, create a new job based on individually selected the containers that are NOT being mailed (creating the second new job begins with [step 9](#) below):

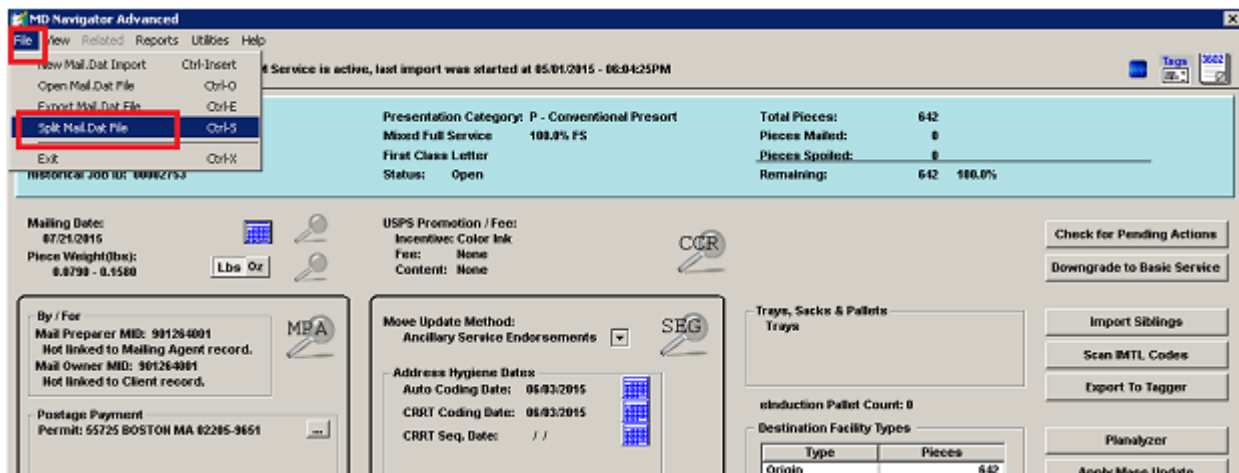
1. From DAT-MAIL's main screen select the 'Utilities' menu and then select the 'Split a Mail.dat File' option;



- The *Mail.dat Files Listing* screen will display. Single click (highlight) the job to be split and click the **Select** button;



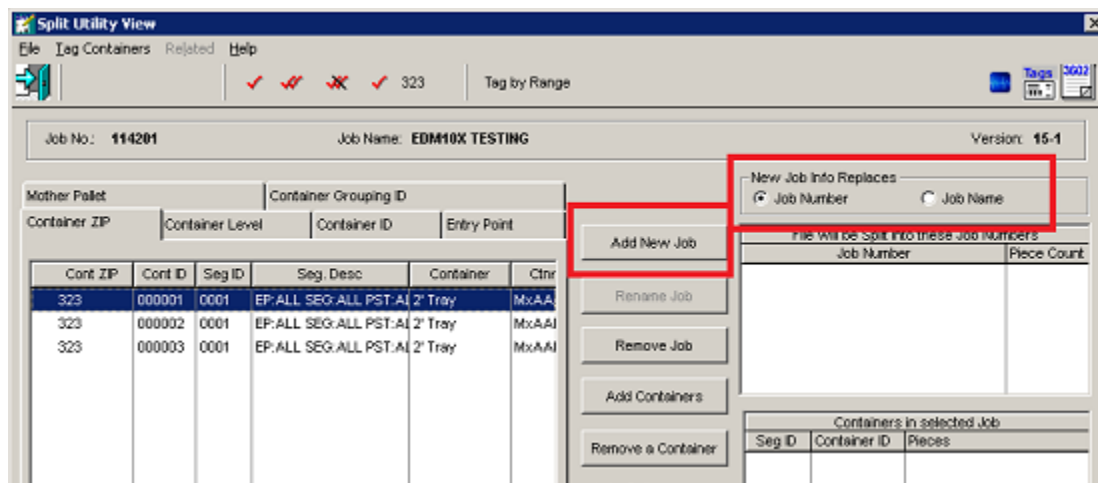
i A user can also begin the process to split a Mail.dat file that is already open in DAT-MAIL by clicking the 'File' menu in the Navigator screen and selecting 'Split Mail.dat File'.



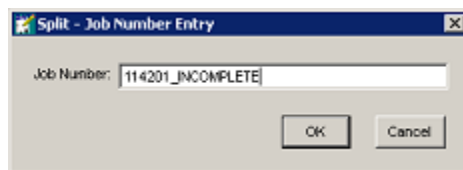
- The *Split Utility View* screen will open and display the contents of the selected job. The specifics of each line item that makes up the job can be viewed using different criteria, which can be specified by clicking the corresponding tab (i.e. 'Container Zip', 'Container Level', 'Container ID', 'Entry Point', 'Mother Pallet', and 'Container Grouping ID').

Specify whether to identify the new job by using a new job number or a new job name (in the example being used here, the new job is going to be identified by entering a new job number – see screen image below);

Click the **Add New Job** button;



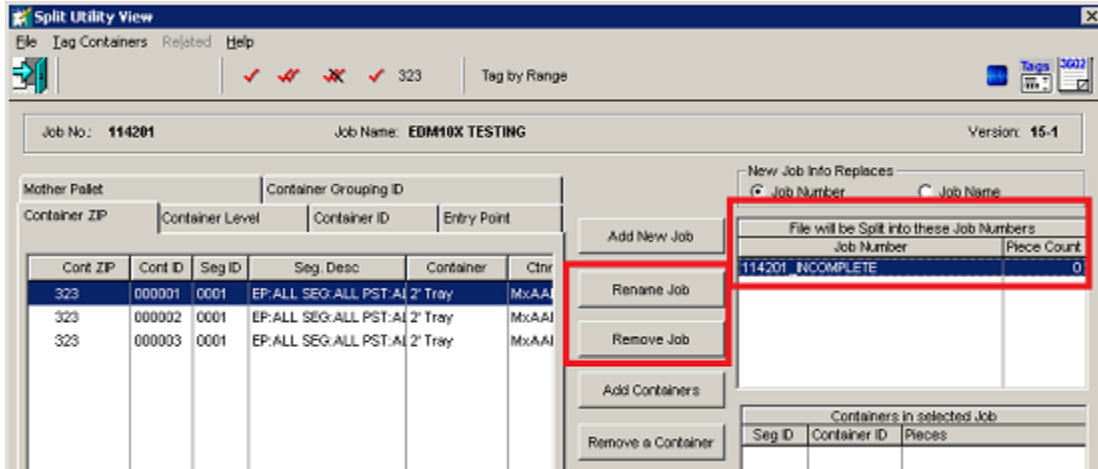
- A *Split – Job Number Entry* or *Split-Job Name Entry* dialog will display. Enter a job number (or name depending on what was selected in step 3 above) that will be given to the new job (in the example being used here, a job number of “114201_INCOMPLETE” is being entered). Click the **OK** button when finished;



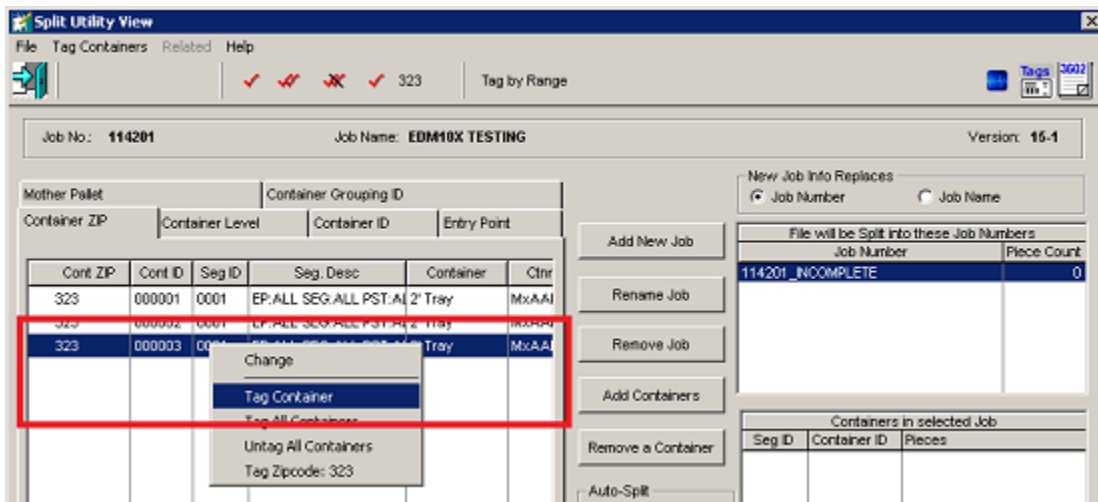
The value entered used to identify the new job can be switched to the Job Number or Job Name at any point before the split occurs by selecting the corresponding radio button.

- The *Split Utility View* screen will display. The newly created job (i.e. “114201_INCOMPLETE”) is displayed in the ‘File will be Split into these Job Numbers’ window.

If the mailer wishes to rename the job or remove the job altogether before the split is processed, they can do by clicking the corresponding button (i.e. **Rename Job** button and **Remove Job** button);



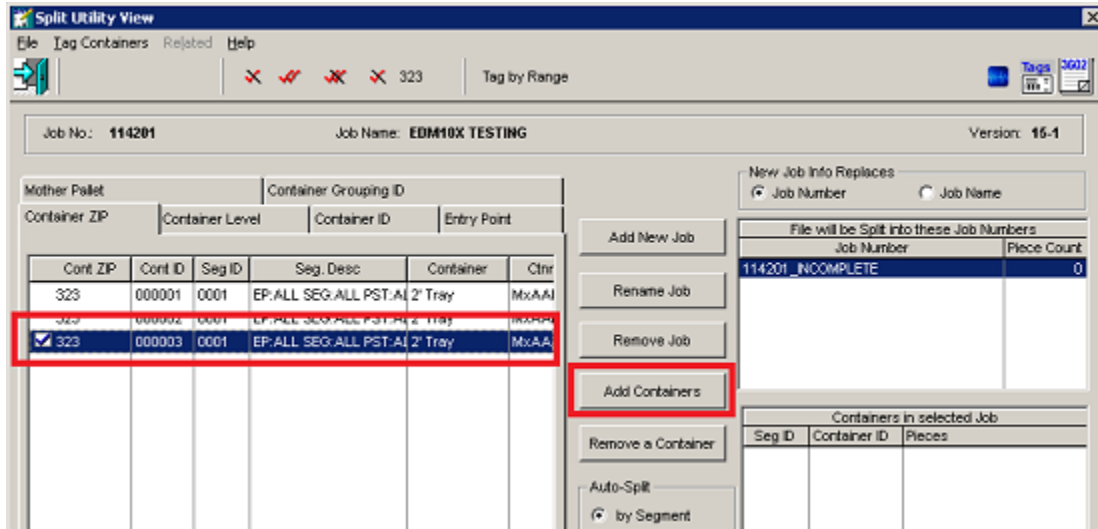
6. Select the container(s) that should be added to the newly created job. These are the containers that are not being mailed and are not being sent to *PostalOne!*. Select the containers by right-clicking on the container line and selecting 'Tag Containers' from the menu provided;



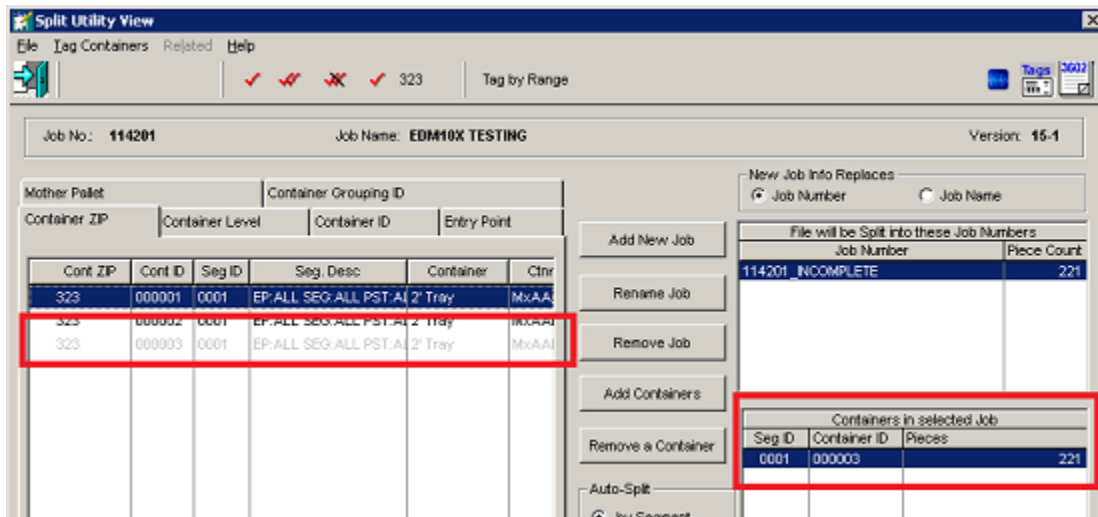
- A check-mark will display to the left of the container line. Select all of the containers to be added and click the **Add Container** button;



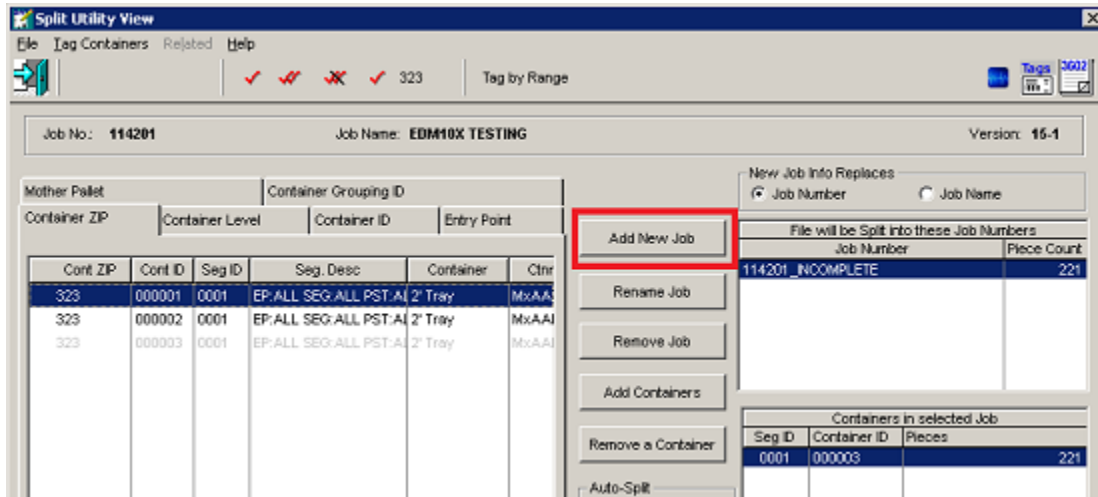
Items to be removed or split from the Mail.dat file cannot be removed 'by piece'. Items removed must be full containers (i.e. pallet(s), tray(s), or sacks).



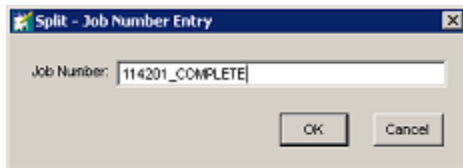
- The container(s) is then removed from the original job (container line becomes grayed out) and is displayed in the 'Containers in selected Job' window;



- With all of the containers that are to be removed from the original job (i.e. not to be submitted to *PostalOne!*) added to the newly created job (i.e. "114201_INCOMPLETE"), the next step is to create the second new job that will contain only those containers that ARE being mailed and therefore submitted to *PostalOne!*. Click the **Add New Job** button;



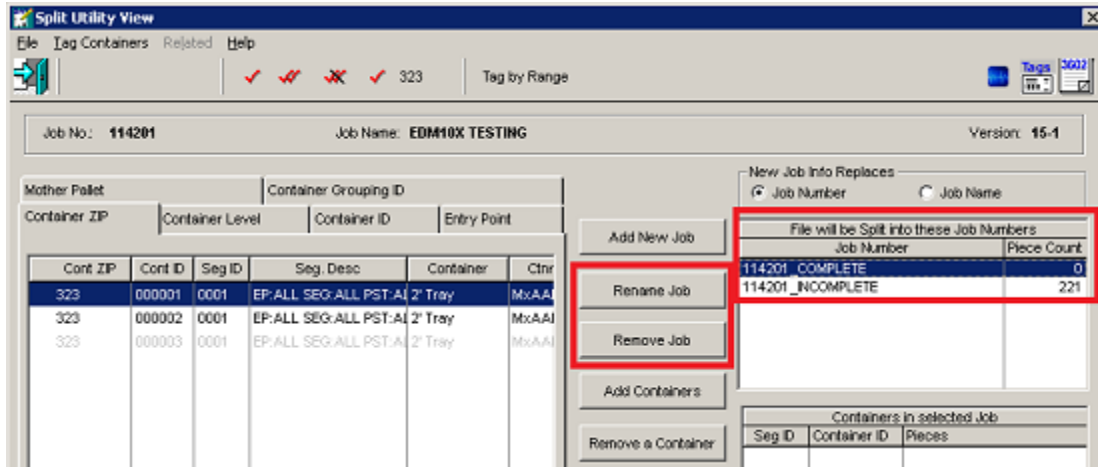
- A *Split – Job Number Entry* or *Split-Job Name Entry* dialog will display. Enter a job number (or name depending on what was selected in step 3 above) that will be given to the second new job (in the example being used here, a job number of "114201_COMPLETE" is being entered). Click the **OK** button when finished;




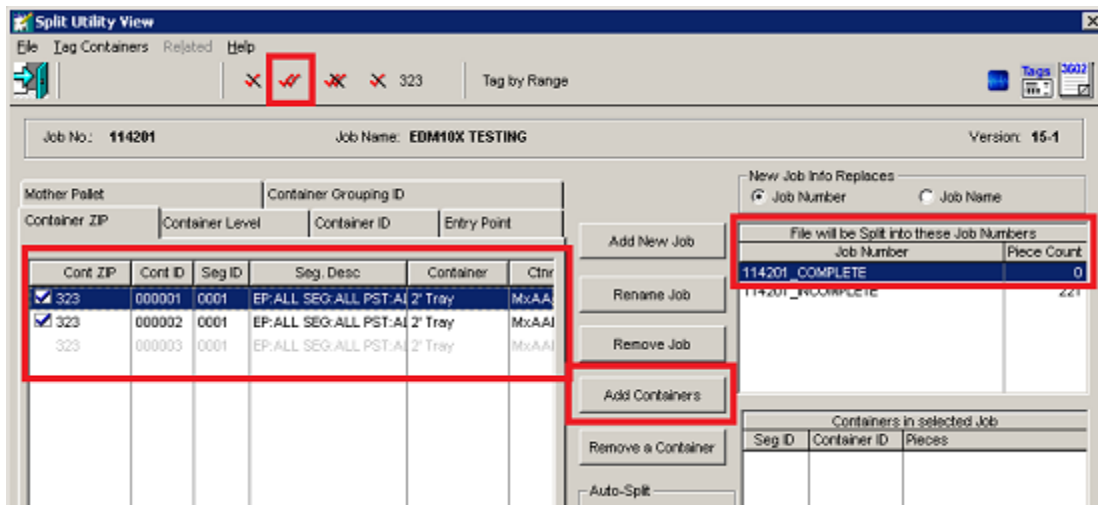
i *The value entered used to identify the new job can be switched to the Job Number or Job Name at any point before the split occurs by selecting the corresponding radio button.*

- The *Split Utility View* screen will display. The newly created job (i.e. "114201_COMPLETE") is displayed in the 'File will be Split into these Job Numbers' window.

If the mailer wishes to rename the job or remove the job altogether before the split is processed, they can do by clicking the corresponding button (i.e. **Rename Job** button and **Remove Job** button);

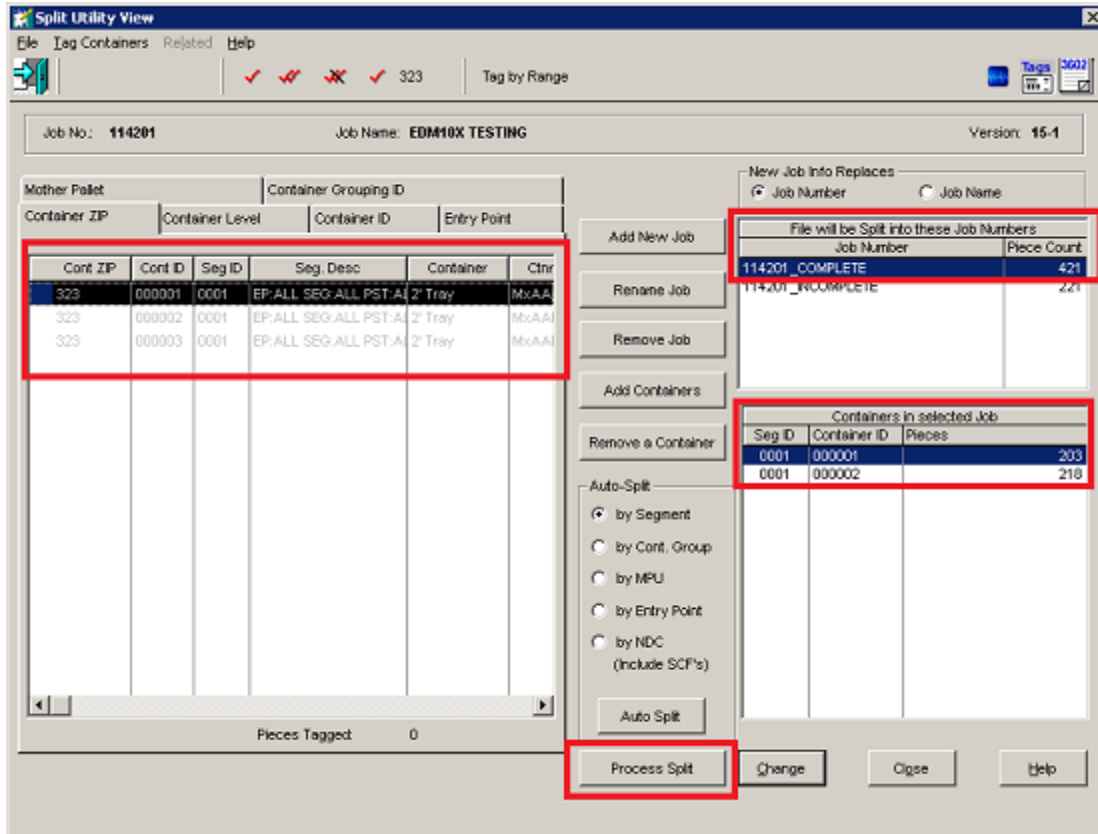


- Make sure the "114201_COMPLETE" job is selected. Mark or select the remaining containers (i.e. the containers that ARE to be included in the Mail.dat file being sent to *PostalOne!*) by clicking the red, double check-marks  at the top of the screen (all of the remaining containers are automatically checked);



Click the **Add Container** button;

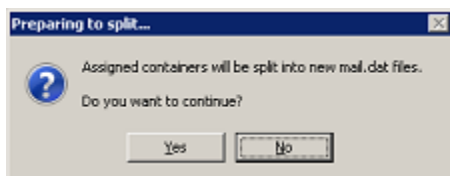
13. The remaining containers are then removed from the original Mail.dat file (container lines become grayed out) and are displayed in the 'Containers in selected Job' window;



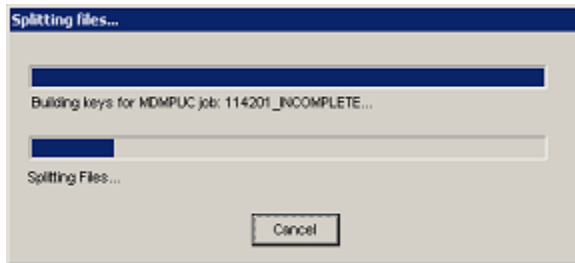
With all of the containers accounted for (all container lines should be grayed out), click the **Process Split** button;

i *If either job requires changing (i.e. renaming, reallocating containers from one to the other, etc.), it should be done **BEFORE** the Process Split button is clicked!*

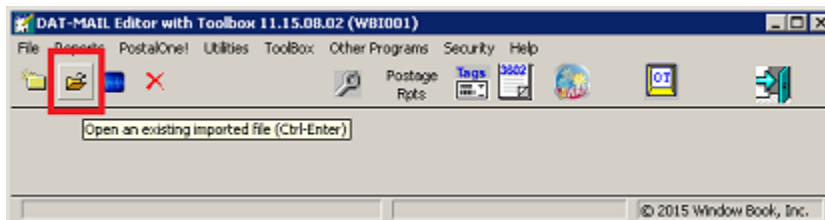
14. A *Preparing to split* dialog will display. Click the **Yes** button to continue (clicking the **No** button will cancel the split process);



15. A *Splitting files...* process dialog will display while the split occurs. When the *Splitting files...* process dialog closes, the split is complete;

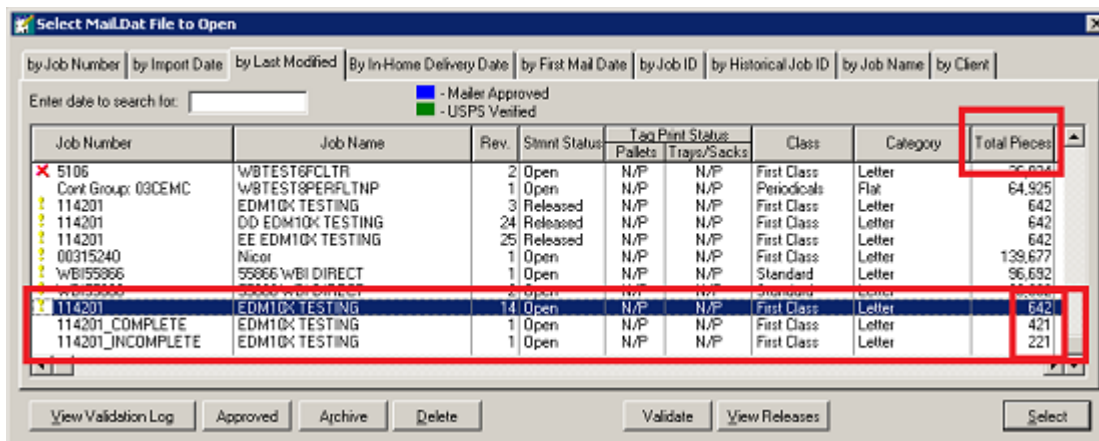


16. DAT-MAIL's main screen will display. Click the open folder icon to view the newly created Mail.dat files;



17. The *Select Mail.dat File to Open* screen will display. Click the 'by Last Modified' tab and scroll to the bottom of the window to view the most recently modified job. Note that the original Mail.dat file (i.e. "114201") with a total piece count of 642 is listed first, and then the two newly created Mail.dat files (i.e. "114201_COMPLETE" and "114201_INCOMPLETE") with respective total piece counts of 421 and 221 are listed last.

Creating the two new jobs has left the original Mail.dat file intact in the event the mailer's customer changes their mind about mailing out only the finished product and/or more product is located by the mailer that allows them to complete the entire job.



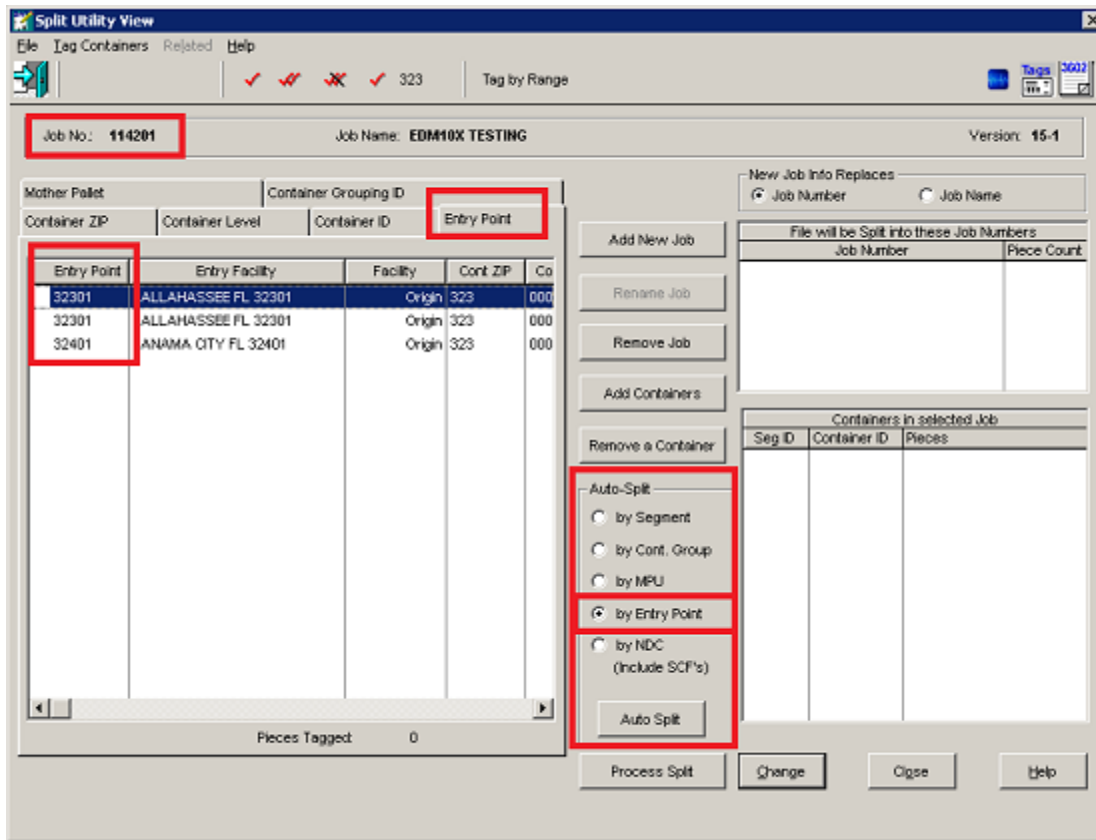
Auto-Splitting

A Mail.dat file can be split automatically by DAT-MAIL (no single-container selection by the mailer) based on split criteria that is selected or specified in the *Split Utility View* screen.

i *Window Book strongly recommends the use of the individual containers selection split process documented above (i.e. [Individual Selection](#)) to guarantee a mailer's desired results.*

To split a Mail.dat file using the Auto-Split function, perform the following:

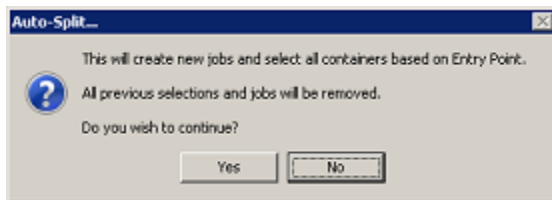
1. Repeat steps 1 and 2 under the [Individual Selection](#) section above;
2. The *Mail.dat Files Listing* screen will display. Single click (highlight) the job to be split and click the **Select** button;
3. The *Split Utility View* screen will open and display the contents of the selected job (i.e. "114201"). The mailer can select from one of five criteria to be used to split the selected job: 'by Segment'; 'by Cont. Group'; 'by MPU'; 'by Entry Point'; and 'by NDC (Include SCF's)'. In the example being used here, the mailer has desired to split the job based on Entry Point (note the contents of the selected job is displayed by Entry Point);



Unlike the [Individual Selection](#) process, the mailer does not create a new job and name it. The Auto Split process automatically creates new jobs during the split process based on the split criteria and the values found in the selected Job;

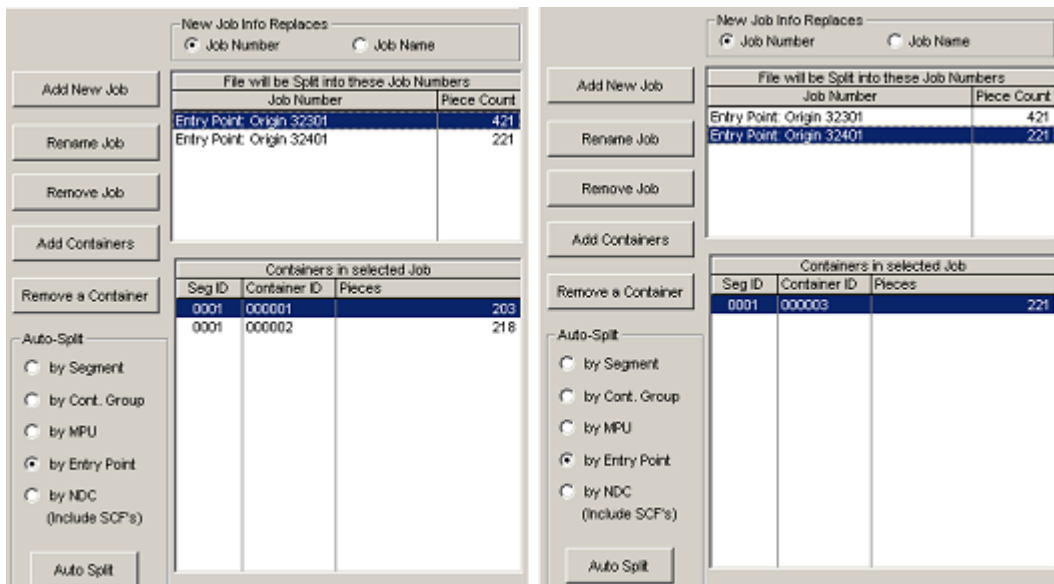
Click the **Auto Split** button to begin the automatic moving containers in the original job into new jobs;

4. An *Auto-Split...* confirmation dialog will display. Click the **Yes** button to continue with the Auto Split process (clicking the **No** button will stop or cancel the Auto Split process);



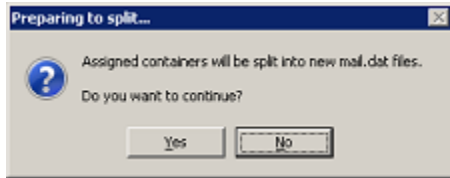
5. The contents of the original job are tagged (in this example based on Entry Point) and new jobs are created made up of containers based on each new entry point it finds. In the example being used here, the original job (i.e. "114201") contained two different Entry Points: 32301; and 32401; therefore, two new jobs were created for each (i.e. "Entry Point: Origin 32301" and "Entry Point: Origin 32401");

"Entry Point: Origin 32301" has two containers of material; and "Entry Point: Origin 32401" has one;

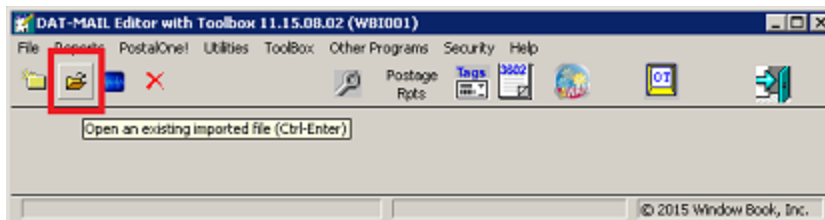


6. Click the **Process Split** button to finish the Auto Split process and create the new files;

7. A Preparing to split... dialog will display. Click the **Yes** button to continue with the splitting process (clicking the **No** button will cancel the splitting process);



8. A *Splitting files...* process dialog will display while the split occurs. When the *Splitting files...* process dialog closes, the split is complete;
9. DAT-MAIL's main screen will display. Click the open folder icon to view the newly created Mail.dat files;



10. The *Select Mail.dat File to Open* screen will display. Click the 'by Last Modified' tab and scroll to the bottom of the window to view the most recently modified job. Note that the original Mail.dat file (i.e. "114201") with a total piece count of 642 is listed first, and then the two newly created Mail.dat files (i.e. "Entry Point: Origin 32301" and "Entry Point: Origin 32401") with respective total piece counts of 421 and 221 are listed last.

Creating the two new jobs has left the original Mail.dat file intact in the event something occurs that requires the use of the original job.

