

# Postal Steward eVS Solution User Guide

**ENGINEERING**<sup>™</sup>  
i n n o v a t i o n

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# Introduction

## Introduction

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The Postal Steward™ eVS Solution by Engineering Innovation, Inc. helps organize your electronic verification data before submission to the United States Postal Service, and presents the data to you after processing.

Electronic Verification data provides tracking and identification information about specific mail pieces and mail shipments. This information is stored in a shipping services file (SSF), a file whose fields are defined in the United States Postal Services Publication 199. The Postal Steward™ website serves as a portal to view SSF data in a more user-friendly format, view shipment status, and manage the users that can access those files.

This manual explains the the navigation of the Postal Steward™ website, and defines the data displayed. For more information on the Postal Steward™ website, contact EII customer support. For more information on eVS and SSF data, refer to Pub199, available at [Postalpro.usps.gov](http://Postalpro.usps.gov).

### Engineering Innovation, Inc.

#### Contact Information

**Phone:** 1-765-250-4100

**Email:** [support@eii-online.com](mailto:support@eii-online.com)

**Website:** [www.eii-online.com](http://www.eii-online.com)

**Address:** 3601 Sagamore Pkwy N

Suite Eii

Lafayette, IN 47904

### USPS eVS Customer Support.

#### Contact Information

**Phone:** 1-877-264-9693

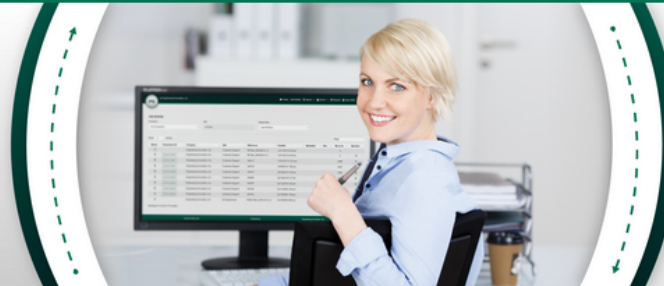
**Email:** [evs@usps.gov](mailto:evs@usps.gov)





by Engineering Innovation, Inc.

## Postal Steward™ eVS™ Solution



### Simplify parcel shipments with your very own Postal Steward.

The Postal Steward™ eVS Solution by Engineering Innovation, Inc. helps organize your electronic verification data before submission to the United States Postal Service, and presents the data to you after processing.

Contact a sales representative to learn more.

### New Customer

New to Postal Steward? Contact a sales representative to learn more and to register a new account.

**765-807-0699**  
**support@eii-online.com**

### Registered Users

Already have an account? Sign in now.

[→ Sign in](#)



Simplify your paperwork and receive postage discounts with Postal Steward's electronic manifest.



Get real time updates on the status of your shipping files.



Our accomplished customer service team offers a quick response time and optional after hours support.

### Contact Us

Window Snip

Address: 3601 Sagamore Parkway North, Suite E11, Lafayette, Indiana 47904  
(765) 250-4100 | [support@eii-online.com](mailto:support@eii-online.com) | [www.eii-online.com](http://www.eii-online.com)

### Note:

**If you have not already registered an email and password for a Postal Steward eVS account, contact your account representative.**

1. In a web browser, navigate to [www.postalsteward.com](http://www.postalsteward.com) to open the Postal Steward home page.

# Login

2. Hit the "Sign in" button on the right-hand side of the page, or the "Sign In" button in the middle of the page.

## Registered Users

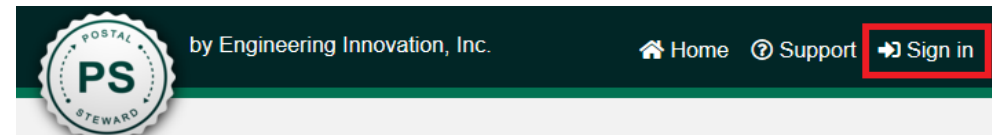
Already have an account? [Sign in now.](#)

 [Sign in](#)

3. Enter the user name associated with your Postal Steward account.
4. Enter the password associated with that account.
5. Hit "Sign in".

## Forgotten Password

1. If you have forgotten your user name or password, click the "Forgot your password?" link.



## Sign in

Sign in to the PostalSteward portal.

User Name

Password

Remember me?

[Sign in](#)

[Forgot your password?](#)

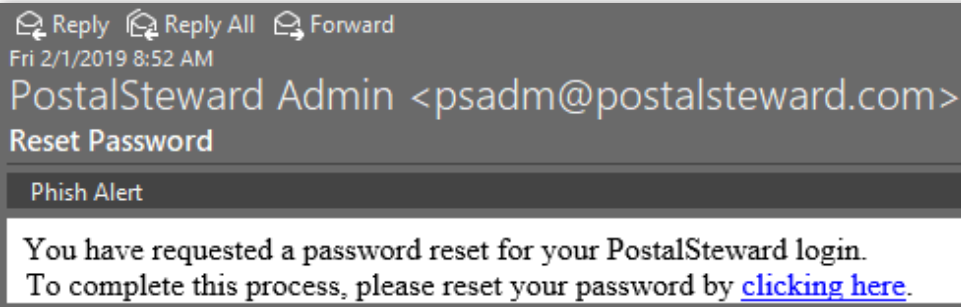
[Sign in](#)

[Forgot your password?](#)

# Login

2. Enter the email associated with your account in the "Email" field.
3. Hit the "Submit" button.

4. Once the website confirms that a password reset email has been sent, check your email for a link to the reset screen, and follow the link in the Reset Password email.



5. Enter the email associated with your account in the "Email" field.
6. Enter a new password in the "Password" and "Confirm password" fields.
7. Hit the "Reset" button.

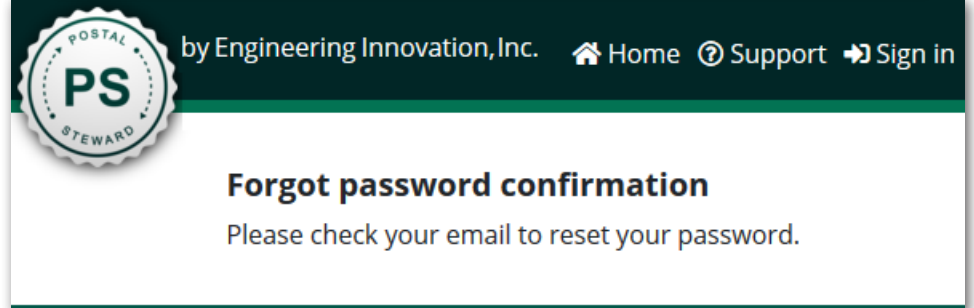
## Forgot your password?

Please enter your email below.

Email

Submit

Cancel



## Reset password

Email

example.address@email.com

Password

•••••

Confirm password

•••••

Cancel

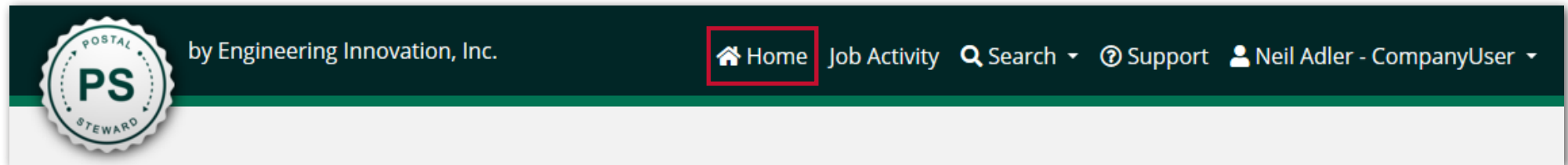
Reset

# Site Navigation

## Taskbar Navigation

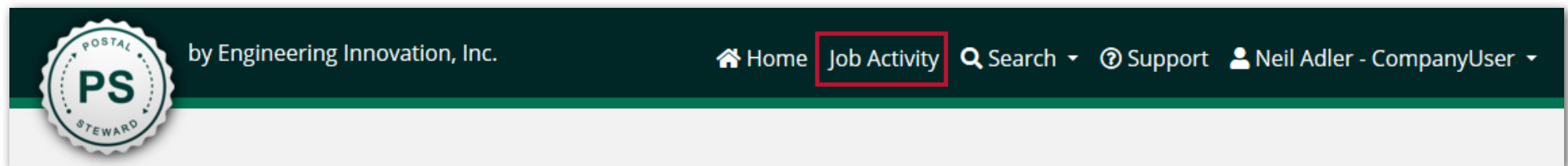
The main navigation of the Postal Steward site is done through the upper taskbar. The following section describes the elements of the taskbar and how they aid in the navigation of the website.

### Home



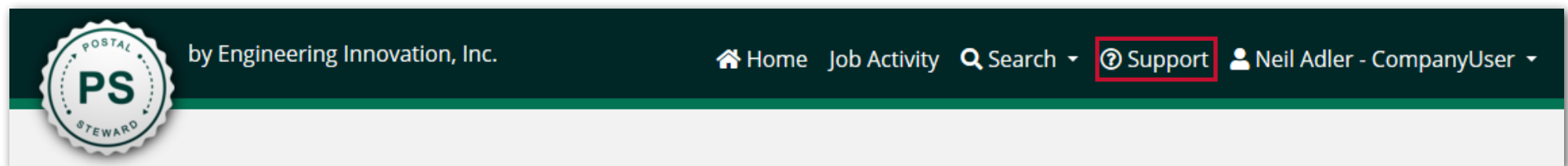
Selecting "Home" returns the user to the home page (as shown on page 4). The "Sign In" button in the middle of the page is replaced by the message "Currently Signed In".

### Job Activity



Selecting "Job Activity" takes the user to the job activity page (as described on page 10), which by default will show all jobs processed through Postal Steward in the last 7 days.

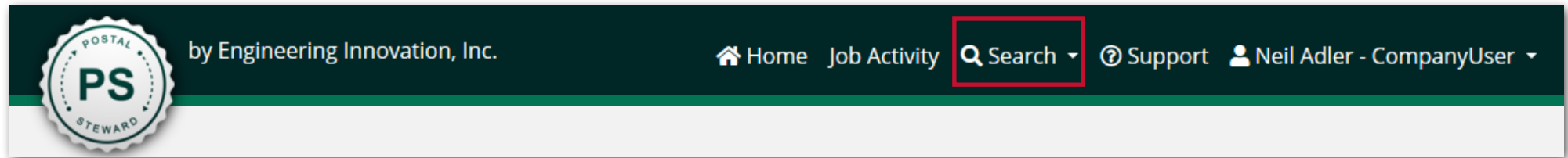
### Support



Selecting "Support" takes the user away from the Postal Steward website to the Engineering Innovation, Inc. Support Portal, where the user can read help articles and submit support tickets.

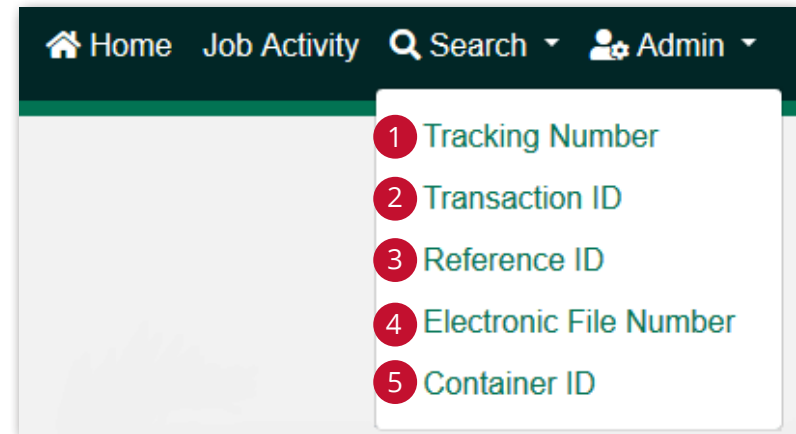
# Site Navigation

## Search

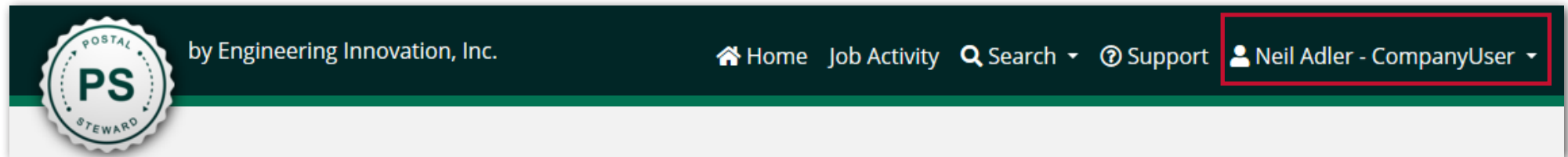


Selecting "Search" opens a drop-down menu, which has links to all search functions that can be used to find specific data entries. Those search functions are the following:

1. Tracking Number - Search piece records by tracking number or piece ID (see page 34 for more information).
2. Transaction ID - Search shipping services files by transaction IDs (see page 36 for more information).
3. Reference ID - Search shipping services files by reference IDs (see page 37 for more information).
4. Electronic File Number - Search header records by electronic file number (see page 38 for more information).
5. Container ID - Search container records by container ID (see page 39 for more information).

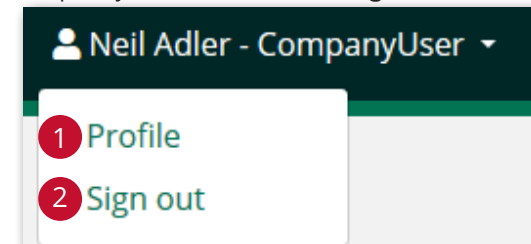


## User Drop-down



This section shows both the user's name and their access level, Company User or Company Admin. Selecting the user name will open a drop-down menu. In that menu are the following options:

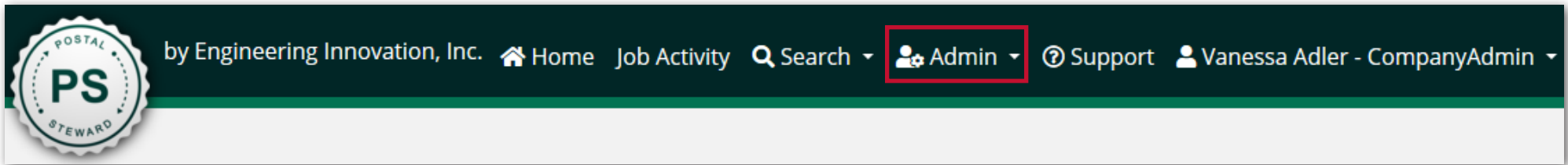
1. Profile - Edit user specifics such as email and phone number (see page 40 for more information).
2. Sign out - Log out of Postal Steward.





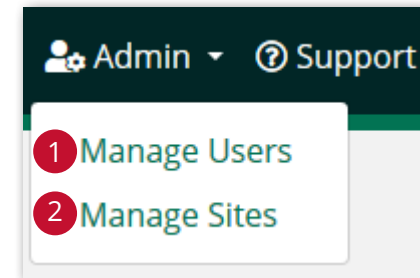
# Site Navigation

## Admin Drop-down



If the user logged in has the roll of Company Admin, an additional option will appear on the taskbar. Selecting "Admin" will open a drop down menu. In that menu, there are the following options:

1. Manage Users - View and edit all users assigned to the admin's company (see page 41 for more information).
2. Manage Sites - View and edit all sites assigned to the admin's company (see page 45 for more information).



# Job Activity Page

## Introduction

The Job Activity page is the primary page for viewing important information about eVS-filed jobs.

## Filtering

**Job Activity**

Company **1** Site **2** Activity Period **3** **4**

Engineering Innovation, Inc. All Sites Last year

Show 10 entries **5** Filter **6**

1. Company - This field is unchangeable, as each user is assigned to only one company.
2. Site - This drop-down menu filters results by the physical site at which the SSF was generated. Results can be filtered to include any one site the user is assigned to, or all of those sites.
3. Aging Days - This drop-down menu filters results by the time frame during which the SSF was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the Job results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
6. Filter - This field allows text-based filtering. Each result will contain whatever was typed in this field in at least one portion of the SSF.

# Job Activity Page

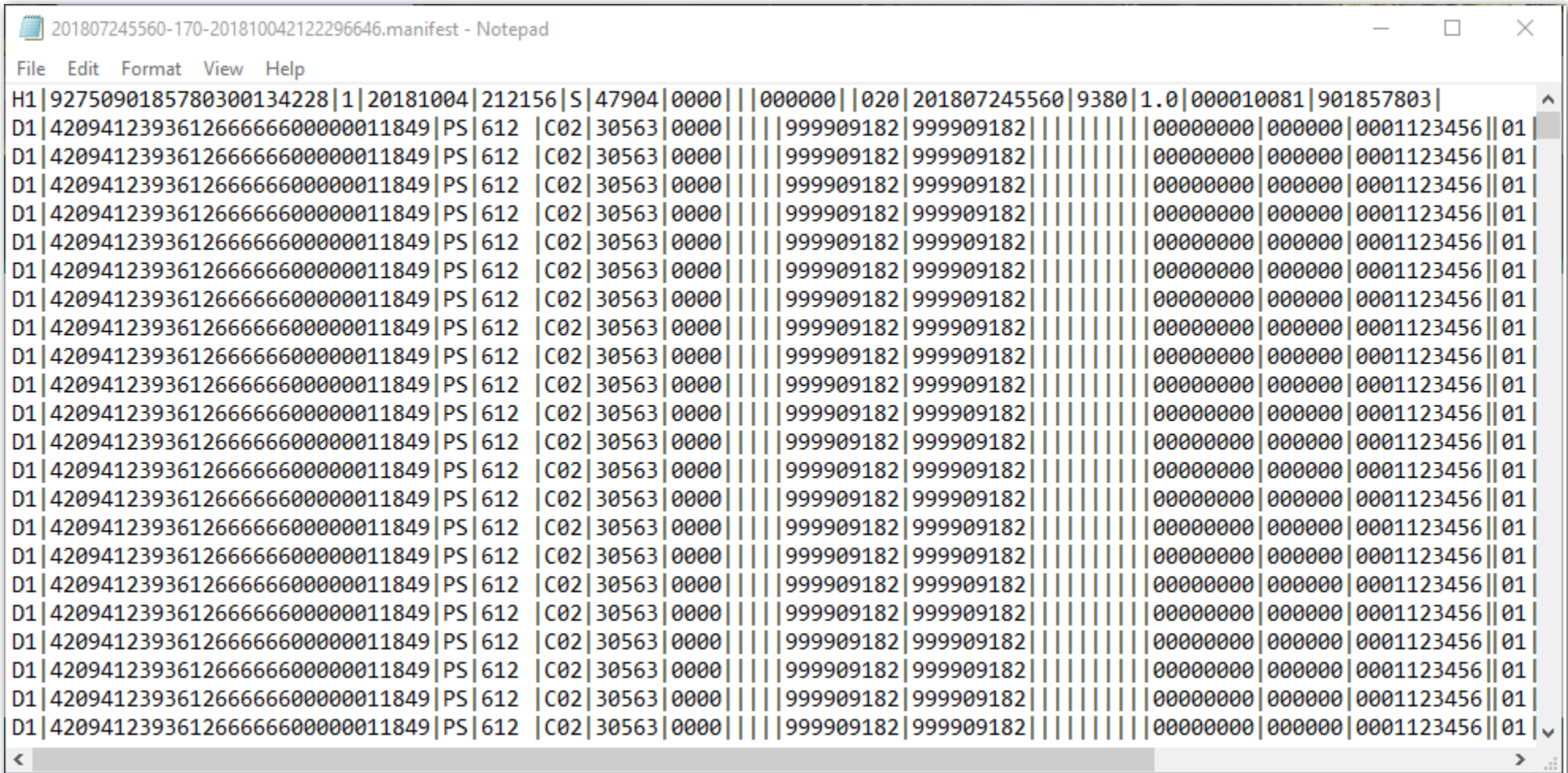
## SSF Table

1	2	3	4	5	6	7	8	9	10	11
Status	SSF ID	Transaction ID	Company	Site	Reference	Date Created	Date Uploaded	Env	Records	Manifest
Not Started	69		Engineering Innovation, Inc.	Customer Support	20180906	9/6/2018 1:49 am		TEM	0	
Manifested	70	201809060002	Engineering Innovation, Inc.	FCFacade	100128	9/6/2018 1:46 pm		TEM	371	<a href="#">Download</a>
Uploaded	71	201809060003	Engineering Innovation, Inc.	QA Department	100009	9/6/2018 3:14 pm	9/6/2018 3:16 pm	TEM	1466	<a href="#">Download</a>
Failed	72		Engineering Innovation, Inc.	QA Department	200013	9/20/2018 1:58 pm		TEM	0	

- Status - This column displays the status of the SSF. There are four possible statuses:
  - Not Started - The SSF has been created, but contain no pieces or headers.
  - Manifested - The SSF manifest file has been created, but not uploaded to PDX.
  - Uploaded - The SSF manifest file has been successfully uploaded to PDX.
  - Failed - An error happened and the SSF manifest could not be generated or accepted by PDX.
- SSF ID - This column displays the unique internal ID assigned to each SSF record created. Selecting this value will open the SSF Detail page, as explained on page 13.
- Transaction ID - This column displays the TID is a 12-digit code used to associate separate SSF manifests together in a single mailing.
- Company - This column displays the company that owns the SSF. For most users, this field will always show the same information.
- Site - This column displays the site from which the SSF was generated.
- Reference - This column displays the Reference ID, which can be any alphanumeric combination used by the customer to identify the mailing.
- Date Created - This column displays the date and time that the SSF was created in month/day/year and AM/PM format.

# Job Activity Page

- 8. Date Uploaded - This column displays the date and time that the SSF was uploaded to Postal Steward in month/day/year and AM/PM format.
- 9. Env - This column displays the environment the mail piece was submitted through, either a test environment (TEM) or in a live production environment (PROD).
- 10. Records - This column displays the total number of header and detail records in the SSF.
- 11. Manifest - Hitting the "Download" button will download a xml document of the corresponding SSF, as shown below.



```
201807245560-170-201810042122296646.manifest - Notepad
File Edit Format View Help
H1|9275090185780300134228|1|20181004|212156|S|47904|0000||000000|020|201807245560|9380|1.0|000010081|901857803|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
D1|420941239361266666600000011849|PS|612|C02|30563|0000||999909182|999909182|||00000000|000000|0001123456||01|
```

# SSF Page

## Introduction

After selecting an SSF ID, the user will be directed to the Shipping Services File Detail page. This page displays important information on the chosen SSF. The "Header Records" section contains information about each header that makes up the SSF, while the "Detail" section is broken into four segments, each containing information about the SSF itself.

## Header Records

### Shipping Services File Detail

Identity

Status

Counts

Ownership

Shipping Services File ID	172
Reference ID	100818_0151p
Environment	
Filename	

### Header Records

Show 10 entries **1**

Filter **2**

Electronic File Number <b>3</b>	Entry Type <b>4</b>	Entry Zip <b>5</b>	Mailing Date <b>6</b>	Record Count <b>7</b>	Mailer ID <b>8</b>
9275090185780300100094	S	47902	10/8/2018 12:52 pm		

1. Show \_ Entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
2. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.
3. Electronic File Number - This column displays the identifying EFN of the specific header. Selecting this value will open the Header Detail page, as explained on page 16.
4. Entry Facility Type - This column displays a single letter that identifies the type of entry facility the mail piece is going to.
  - A - ADCs or Area Distribution Centers
  - B - NDCs or Network Distribution Centers
  - F - ASFs or Auxiliary Service Facilities
  - S - SCFs or Sectional Center Facilities
5. Entry ZIP - This column displays the zip code of the entry facility.

# SSF Page

6. Mailing Date - This column displays the date that the mailing is entered into the SSF in [month][day][year] format, and AM/PM time format.

7. Record Count - This column displays the number of detail records in the SSF.

8. Mailer ID - This column displays the MID, a unique identifying number that is assigned to all mail distribution centers.

## Shipping Services File Detail - Identity

Identity	Status	Counts	Ownership
1	<b>Shipping Services File ID</b>	172	
2	<b>Reference ID</b>	100818_0151p	
3	<b>Environment</b>	TEM	
4	<b>Filename</b>	201807125555-195-201902191429103310.manifest	

1. Shipping Services File ID - This row displays the unique internal ID assigned to each SSF record created.

2. Reference ID - This row displays the alphanumeric combination used by the customer to identify the mailing.

3. Environment - This row displays the environment the SSF was submitted through, either a test environment (TEM) or in a live production environment (PROD).

4. Filename - If the mailer gave the SSF a custom file name, this row displays that name.

## Shipping Services File Detail - Status

Identity	Status	Counts	Ownership
1	<b>Manifest Status</b>	Uploaded	
2	<b>Date Created</b>	2/19/2019 2:26:44 PM	
3	<b>Date Uploaded</b>	2/19/2019 2:31:11 PM	
4	<b>BCG File ID</b>	5587475	

1. Manifest Status - This row displays the status of the SSF. There are four possible statuses:

- Not Started - The SSF has been created, but contain no pieces or headers.
- Manifested - The SSF manifest file has been created, but not uploaded to PDX.
- Uploaded - The SSF manifest file has been successfully uploaded to PDX.
- Failed - An error happened and the SSF manifest could not be generated or accepted by PDX.

# SSF Page

2. Date Created - This row displays the date and time that the SSF was created in [month][day][year], and AM/PM format.
3. Date Uploaded - This row displays the date and time that the SSF was uploaded to Postal Steward in month/day/year and AM/PM format.
4. BCG File ID - This row contains the unique identification number for the Business Customer Gateway.

## Shipping Services File Detail - Counts

Identity	Status	Counts	Ownership
1		Headers	8
2		Pieces	55826
3		Containers	0

1. Headers - This row displays the number of headers contained in the SSF.
2. Pieces - This row displays the number of pieces contained in the SSF.
3. Containers - This row displays the number of containers contained in the SSF.

## Shipping Services File Detail - Ownership

Identity	Status	Counts	Ownership
1		Company Name	Engineering Innovation, Inc.
2		Site Name	Customer Support

1. Company Name - This row displays the company name that owns the SSF.
2. Site Name - This row displays the site at which the SSF was generated.

# Header Page

## Introduction

After selecting an EFN, the user will be directed to the Header Detail page. This page displays important information on an individual Header. The "Pieces" section contains information about each piece in the header, the "Containers" section contains details of each container in the header, and the "Detail" section is broken into four segments, each containing information about the Header itself.

## Header Details - Pieces

### Header Detail

Identity | Entry Facility | Counts | Ownership

Date Created	1/1/0001 12:00:00 AM
H1Record Internal ID	58
Electronic File Number	9275090185780300139148
Transaction ID	201807125555
Mailer ID	901857803
Batch ID	201808231256301347

Pieces | Containers

Show 10 entries 1 Filter 2

Tracking Number <span>3</span>	Site Name <span>4</span>	Transaction ID <span>5</span>	Env <span>6</span>	Status <span>7</span>	Date Created <span>8</span>	MC <span>9</span>	PC <span>10</span>	DRI <span>11</span>	RI <span>12</span>	Zone <span>13</span>	Postage <span>14</span>
420981019274890185783703054565	FCFacade	201808230002		Uploaded	8/23/2018 7:56 am	LW	4	B	DF	00	0001840
420997129283590185783703053657	FCFacade	201808230002		Uploaded	8/23/2018 7:56 am	LW	4	B	DF	00	0002830

1. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
2. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.
3. Tracking Number - This column displays the IMpb tracking number assigned to the individual piece. Selecting a tracking number will open up the piece details page, as explained on page 22.
4. Site Name - This column displays the site where the piece was added to the shipment.

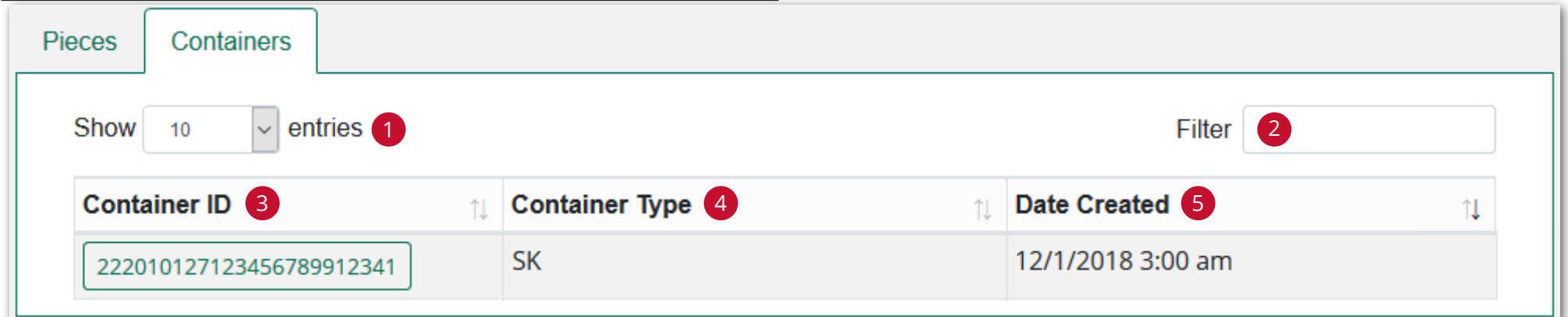


# Header Page

5. Transaction ID - This column contains the 12-digit TID associated with this piece. TIDs are used to associate separate SSF manifests together in a single mailing.
6. Env - This column displays the environment the mail piece was submitted through, either a test environment (TEM) or in a live production environment (PROD).
7. Status - The icons in this column indicate the status of the piece, which should match the SSF's status. There are four possible statuses:
  - Not Started - The SSF has been created, but contain no pieces or headers.
  - Manifested - The SSF manifest file has been created, but not uploaded to PDX.
  - Uploaded - The SSF manifest file has been successfully uploaded to PDX.
  - Failed - An error happened and the SSF manifest could not be generated or accepted by PDX.
8. Date Created - This column displays the date and time that the piece was created in month/day/year and AM/PM format.
9. MC - This column displays the postal code representing the mail class of the individual piece, corresponding to the USPS Class of Mail codes. Some examples of these codes are:
  - LW: Parcel Select Lightweight
  - FC: First Class
  - MM: USPS Marketing Mail
10. PC - This column contains a single number or character, corresponding to the processing category of the mail piece.
  - 1- Letters
  - 2 - Flats
  - 3 - Machinable
  - 4 - Irregular
  - 5 - Nonmachinable
  - O - Open and Distribute
11. DRI - This column displays the Destination Rate Indicator, a single letter code that corresponds to the type of mail facility the piece is being sent to.
  - B - Destination Network Distribution Center (DNDC)
  - S - Destination Sectional Center Facility (DSCF)
  - S - Destination Area Distribution Center (ADC)
  - F - Destination Auxiliary Service Facility (ASF)
  - D - Destination Delivery Unit (DDU)
  - I - International Service Center (ISC)
  - N - None
12. RI - This column displays a two digit rate indicator, corresponding to the USPS rate the mailer will be charged at for the piece. Some examples of these codes are:
  - D5 - Five-digit price
  - FE - Flate Rate Envelope
  - NP - Nonpresorted price
13. Zone - This column displays how many zones within the United States the parcel will move from its point of origin.
14. Postage - This column displays the price postage needed to ship the parcel from its point of origin to its destination.

# Header Page

## Header Records - Containers



Pieces Containers

Show 10 entries 1 Filter 2

Container ID 3	Container Type 4	Date Created 5
222010127123456789912341	SK	12/1/2018 3:00 am

1. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
2. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.
3. Container ID - This column displays a 6-digit code that identifies a specific container within a job.
4. Container Type - This column displays an abbreviation that correlates to the type of the above container.
  - BL - Truck Bedload
  - OA - Open & Distribute Full Postal Paks
  - OE - Open & Distribute EMM Tray Box
  - OF - Open & Distribute Full Tray Box
  - OH - Open & Distribute Half Tray Box
  - OK - Open & Distribute Half Postal Paks
  - OP - Open & Distribute Pallet
  - OT - Open & Distribute Flat Tub Tray Box
  - PT - Pallets
  - RP - Receptacle
  - SK - Sacks
5. Date Created - This column displays the date and time that the container was added to the SSF in [month][day][year], and AM/PM format.

# Header Page

## Header Records - Identity

Identity	Entry Facility	Counts	Ownership
1	Date Created	1/1/0001 12:00:00 AM	
2	H1Record Internal ID	377	
3	Electronic File Number	9275090185780300100094	
4	Transaction ID	955637829456	
5	Mailer ID	489337751	
6	Batch ID	201810081752288215	

1. Date Created - This row displays the date and time that the SSF was created in month/day/year and AM/PM format.
2. H1Record ID - This row displays a 3-digit code that internally differentiates Header records from each other.
3. Electronic File Number - This row contains the identifying EFN of the specific header.
4. Transaction ID - This row displays the TID, a 12-digit code used to associate separate SSF manifests together in a single mailing.
5. Mailer ID - This row displays the MID, a unique identifying number that is assigned to all mail distribution centers.
6. Batch ID - This row displays an 18-digit code that internally identifies the batch this header was generated in through Postal Steward.

# Header Page

## Header Records - Entry Facility

Identity	Entry Facility	Counts	Ownership
1	Entry Facility Type	S	
2	Entry Facility Zipcode	47902	
3	Entry Facility Zip +4	0000	
4	Direct Entry Country Code		
5	Date Mailed	10/8/2018 5:52:29 PM	
6	Containerization Indicator	03	
7	Shipment Fee Code	PUF	
8	Extra Fee for Shipment	000000	

1. Entry Facility Type - This column displays a single letter that identifies the type of entry facility the mail piece is going to.
  - A - ADCs or Area Distribution Centers
  - B - NDCs or Network Distribution Centers
  - F - ASFs or Auxiliary Service Facilities
  - S - SCFs or Sectional Center Facilities
2. Entry Facility Zipcode - This field displays the zip code of the shipment's destination.
3. Entry Facility Zip +4 - This field displays the 4-digit delivery route code, that when added to the destination zip code creates a complete 9-digit zip code.
4. Direct Entry Country Code - This field displays the two-letter International Mail Country Code of the parcel's destination country.

5. Date Mailed - This column displays the date and time that the SSF the header belongs to was mailed, in month/day/year and AM/PM format.
6. Containerization Indicator - This row displays a two digit code indicating the type of containerization the header underwent.
  - 01 - 5 Digit Containerization
  - 02 - SCF Entry
  - 03 - NDC entry
7. Shipment Fee Code - This row displays a code that refers to any fee that was applied to the entire shipment. Currently, the only code used by USPS is "PUF", referring to the "Pickup on Demand" fee.

# Header Page

## Header Records - Counts

Identity	Entry Facility	Counts	Ownership
1		<b>File Record Count</b>	8
2		<b>Pieces</b>	55826
3		<b>Containers</b>	4

1. File Record Count - This row displays the number of combined header and detail records.
2. Pieces - This row displays the number of pieces in the chosen header.
3. Containers - This row displays the number of containers in the chosen header

## Header Records - Ownership

Identity	Entry Facility	Counts	Ownership
1		<b>Company Name</b>	Engineering Innovation, Inc.
2		<b>Site Name</b>	Customer Support
3		<b>Shipping Services File ID</b>	172

1. Company Name - This row displays the name of the company that generated the header.
2. Site Name - This row displays the name of the site that generated the header.
3. Shipping Services File ID - This row displays the unique internal ID assigned to the SSF the header belongs to.

# Piece Detail Page

## Introduction

After selecting a tracking number, the user will be directed to the Piece Detail page. This page displays important information on an individual mail piece. This page is broken into ten sections, each displaying different categories of mail piece information.

## Piece Detail - Identity

Piece Detail									
Identity	Rate Ingredients	Delivery	Mailer	Container	Fees	Payment	FAST	Return Address	Ownership
1	Date Created	1/1/0001 12:00:00 AM							
2	D1Record Internal ID	2765829							
3	Tracking Number	420981019274890185783703054565							
4	Manifest Status	Uploaded							
5	Electronic File Number	9275090185780300139148							
6	Transaction ID	201808230002							
7	Reference ID	100115							
8	Customer Reference No.	4993180822-000102370							
9	Customer Reference No. 2								
10	EII Piece ID	4993180822-000102370							
11	Barcode Construct Code	C03							
12	Original Tracking No.								
13	Original Barcode Construct Code								

1. Date Created - This row displays the date and time that the mail piece was created in month/day/year and AM/PM format.
2. D1Record Internal ID - This row displays a 7-digit code that internally differentiates Detail records from each other.
3. Tracking Number - This row displays the eVS tracking number assigned to the individual piece.
4. Manifest Status - This row displays the status of the SSF the mail piece belongs to.
5. Electronic File Number - This row displays the identifying EFN of the specific mail piece.
6. Transaction ID - This row displays the 12-digit TID this mail piece is associated with, which is used to associate separate SSF manifests together in a single mailing.

# Piece Detail Page

7. Reference ID - If the creator of the job created their own reference ID, it will be displayed in this row.
8. Customer Reference No. - This row displays the unique identification number that is assigned to the piece owner by the USPS.
9. Customer Reference No. 2 - If there are two customer reference numbers assigned to the piece, this row will display the additional number.
10. EII Piece ID - This row displays a unique identifying code assigned to a mail piece when it is processed through
11. Barcode Construct Code - This row displays a 3-character alphanumeric code that identifies the barcode construct used on the mail piece, corresponding to the USPS Barcode Construct codes. Some examples of these codes are:
  - C01 - Commercial Mail - (Nine-digit Mailer ID, 9-digit ZIP Code)
  - T02 - Customer Container Barcode (99M) – (Nine-digit Mailer ID)
12. Original Tracking No. - If the mail piece is being returned, this field displays the original tracking number under which the piece was mailed.
13. Original Barcode Construct Code - If the mail piece is being returned, this field displays a 3-character alphanumeric code that corresponds to the barcode construct originally used on the mail piece.

# Piece Detail Page

## Piece Detail - Rate Ingredients

Identity	Rate Ingredients	Delivery	Mailer	Container	Fees	Payment	FAST	Return Address	Ownership
1	Service Type Code	748							
2	Mail Class	LW							
3	Processing Category	4							
4	Destination Rate Indicator	B							
5	Rate Indicator	DF							
6	Zone	00							
7	Postage	0001840							
8	Weight	000001875							
9	Length	00000							
10	Width	00000							
11	Height	00000							
12	Dimensional Weight	000000							
13	Unit Of Measure ?	1							

1. Service Type Code - This row displays the 3-digit code that is part of the IMpb, identifying the shipment's mail class and services.
2. Mail Class - This row displays the postal code representing the mail class of the individual piece, corresponding to the USPS Class of Mail codes. Some examples of these codes are:
  - LW: Parcel Select Lightweight
  - FC: First Class
  - MM: USPS Marketing Mail
3. Processing Category - This row displays a single number or character, corresponding to the processing category of the mail piece.
  - 1 - Letters
  - 2 - Flats
  - 3 - Machinable
  - 4 - Irregular
  - 5 - Nonmachinable
  - O - Open and Distribute



# Piece Detail Page

4. Destination Rate Indicator - This row displays dual-character codes depicting the kind of drop-ship being claimed for the parcel.
5. Rate Indicator - This row displays dual-character codes depicting the rate being claimed for the parcel.
6. Zone - This row displays how many zones within the United States the parcel will move from its point of origin.
7. Postage - This row displays the value of the postage needed to ship the parcel from its point of origin to its destination.
8. Weight - This row displays the weight of the parcel in units determined by the Unit of Measure (#13).
9. Length - This row displays the length of the parcel in inches.
10. Width - This row displays the width of the parcel in inches.
11. Height - This row displays the height of the parcel in inches.
12. Dimensional Weight - This row displays the dimensional (or volumetric) weight of the parcel in units determined by the Unit of Measure (#13). Dimensional weight is based on a minimum density, and the length, width, and height.
13. Unit of Measure - This row displays a number that corresponds to the units the used to report the weights of the parcel.
  - 1- Pounds (lbs)
  - 2 - Ounces (Oz)
  - 3 - Kilo (kgs)

# Piece Detail Page

## Piece Detail - Delivery

Identity	Rate Ingredients	Delivery	Mailer	Container	Fees	Payment	FAST	Return Address	Ownership
1	Recipient Name								
2	Delivery Address								
3	Destination Zipcode	98101							
4	Destination Zip+4	1014							
5	Destination Delivery Point	19							
6	Destination Facility Type	B							
7	Destination Country Code								
8	Foreign Postal Code								
9	Carrier Route								
10	Postal Routing Barcode	1							
11	PO Box Indicator	N							
12	Waiver of Signature	Y							
13	Delivery Option Indicator	1							
14	Label Removal Indicator								
15	Tracking Indicator								
16	Open and Distribute Indicator								
17	Ancillary Service Endorsement								
18	Address Service Participant Code								

1. Recipient Name - This row displays the full name of the parcel recipient.
2. Delivery Address - This row displays the street address of the parcel recipient.

3. Destination Zipcode - This row displays the zip code of the parcel's recipient.
4. Destination Zip+4 - This row displays the 4-digit delivery route code, that when added to the destination zip code creates a complete 9-digit zip code.

# Piece Detail Page

5. Destination Delivery Point - This row displays the 11-digit number that identifies the final destination of the parcel.
6. Destination Facility Type - This row displays a single letter that identifies the type of facility that serves the parcel recipient's area.
  - A - ADCs or Area Distribution Centers
  - B - NDCs or Network Distribution Centers
  - F - ASFs or Auxiliary Service Facilities
  - S - SCFs or Sectional Center Facilities
7. Destination Country Code - This row displays the two-letter International Mail Country Code of the parcel recipient's country.
8. Foreign Postal Code - This row displays the destination postal code that is used instead of a zip code in most foreign countries.
9. Carrier Route - This row displays the four-digit alphanumeric code that makes up the second half of a carrier route code (the first half being the delivery zip code), indicating the group of mailing addresses the parcel destination is part of.
10. Postal Routing Barcode - This row displays a single number to indicate whether or not there was a barcode indicating the 5-digit destination ZIP code of the mail piece.
  - 0 - No Barcode
  - 1 - GS1-128 Barcode
11. PO Box Indicator - This row displays an "N" if the parcel is not going to a PO Box, and a "Y" if it is going to a PO Box.
12. Waiver of Signature - This row will display an "N" if the parcel requires a signature, and a "Y" if does not.
13. Delivery Option Indicator - This row displays a single digit code that indicates the kind of additional delivery service that was included on the mail piece. This code corresponds to the USPS Delivery Option Indicator Codes table, and some examples of these codes are:
  - 1 - Normal Delivery
  - 8 - Holiday Delivery
  - E - Scheduled End of Day
14. Label Removal Indicator - This row displays an "N" if the label on the mail piece is being used, and a "Y" if it is not being used.
15. Tracking Indicator - This row displays "01" if the Original Tracking Number (see page 22) is included, and "02" if the tracking number is not included.
16. Open and Distribute Indicator - This row displays a two-letter code that indicates the mail piece's Open and Distribute mailing variety.
  - EP - Parcels with Electronic Payment
  - PP Parcels with Non-electronic payment
17. Ancillary Service Endorsement - This row displays the keyword that indicates what kind of service was requested for the parcel.
18. Address Service Participant Code - This row displays either the mailer's Mailer ID, or a 7-digit code assigned by USPS for traditional ACS mailers.

# Piece Detail Page

## Piece Detail - Mailer

Identity	Rate Ingredients	Delivery	<b>Mailer</b>	Container	Fees	Payment	FAST	Return Address	Ownership
1	<b>Logistics Manager Mailer ID</b>		598866						
2	<b>Logistic Mailer CRID</b>		115266474120603						
3	<b>Mail Owner Mailer ID</b>		901857803						
4	<b>Mail Owner CRID</b>		11928275						

1. Logistics Manager Mailer ID - This row displays the MID of the logistics manager for the shipment.

2. Logistic Mailer CRID - This row displays the 15-digit Customer Registration ID of the mailing facility that generates this SSF.

3. Mail Owner Mailer ID - This row displays the 9-digit MID of the original mailing facility.

4. Mail Owner CRID - This row displays the Customer Registration ID of the business that originally mailed the parcel.

## Piece Detail - Container

Identity	Rate Ingredients	Delivery	Mailer	<b>Container</b>	Fees	Payment	FAST	Return Address	Ownership
1	<b>Container ID 1</b>		232345						
2	<b>Container Type 1</b>		SK						
3	<b>Container ID 2</b>		256678						
4	<b>Container Type 2</b>		SK						

1. Container ID -This row displays a 6-digit code that identifies a specific container that holds the mail piece.

2. Container Type -This row displays an abbreviation that correlates to the type of the above container (see page 18 for a full list of abbreviations).

3. Container ID 2 - If the mail piece is assigned to multiple containers, the "Container ID" field will repeat for each additional container.

4. Container Type 2 - If the mail piece is assigned to multiple containers, the "Container Type" field will repeat for each additional container.

# Piece Detail Page

## Piece Detail - Fees

Identity	Rate Ingredients	Delivery	Mailer	Container	Fees	Payment	FAST	Return Address	Ownership
1	Extra Service Code 1				920				
2	Extra Service Fee 1				0000075				
3	Extra Service Code 2				000				
4	Extra Service Fee 2				000000				
5	Value of Article				0000000				
6	COD Amount Due Sender				000000				
7	Handling Charge				0000				
8	Surcharge Type				A1				
9	Surcharge Amount				0004676				
10	Discount Type				D7				
11	Discount Amount				0007422				
12	Non-Incidental Enclosure Rate				MB				
13	Non-Incidental Enclosure Class								
14	Non-Incidental Enclosure Postage				0000000				
15	Non-Incidental Enclosure Weight				000000000				
16	Non-Incidental Enclosure Category								

1. Extra Service Code 1 - This row displays a three-digit code that represents an extra service that was purchased for the mail piece. This code corresponds to the USPS "Three-Digit Extra Services Codes" table. This row will be blank if there was no extra service chosen. Examples of this code include:
  - 415 - Print and Deliver
  - 852 - Special Handling - Fragile
2. Extra Service Fee 1 - This row displays the cost charged for the extra service mentioned in the above row. The value is displayed in cents, so \$0.75 would be displayed as 000075.
3. Extra Service Code 2 - The "Extra Service Code" field will repeat for every extra service included on the piece.
4. Extra Service Fee 2 - The "Extra Service Fee" field will repeat for every extra service included on the piece.
5. Value of Article - The row displays the insured value of the parcel if the parcel was insured. The value is displayed in cents, so \$200 would display as 0020000.

# Piece Detail Page

6. COD Amount Due Sender - This row displays the amount due to the sender if the parcel is marked for cash on delivery. This value is displayed in cents, so \$500.50 would display as 050050.
7. Handling Charge - This row displays the price of the handling charge that is assigned to any Registered Mail worth more than \$25,000. The charge is displayed in cents, so \$15.00 would display as 001500.
8. Surcharge Type - This row displays a two digit code that represents a surcharge that was assigned to the mail piece. The code references the USPS "Surcharge Type Codes" table. This row will be blank if no surcharge was assigned. Examples of this code include:
  - A1 - DDU Area Surcharge
  - N1 - Nonmachinable Parcel Surcharge
  - S5 - Oversized Surcharge
9. Surcharge Amount - This row displays the cost charged for the surcharge mentioned in the above row. The value is displayed in dollars with three decimal points, so \$4.676 is displayed as 0004676.
10. Discount Type - This row displays a two digit alphanumeric code that represents a discount the parcel received. If the parcel received no discount, this row will be blank. The possible codes are:
  - D6 - Nonmachinable Discount (DNDC Parcel Select) for Special Handling
  - D7 - Nonmachinable Discount (DSCG Parcel Select) for Special Handling
11. Discount Amount - This row displays the cost saved for the discount mentioned in the above row. The value is displayed in dollars with three decimal points, so \$7.422 is displayed as 0007422.
12. Non-Incidental Enclosure Rate - If the parcel includes a nonincidental enclosure, this row will display a two-digit code that represents the rate being charged for the enclosure, corresponding to the USPS Rate Indicator codes. Examples of this code include:
  - 1B - Parcel Select Extended Coverage
  - C6 - Regional Price Box A
  - MB - Mixed NDC Price
13. Non-Incidental Enclosure Class - This row displays a two-character code that represents the mail class of the nonincidental enclosure included in the mail piece, corresponding to the USPS Class of Mail codes. Some examples of these codes are:
  - LW: Parcel Select Lightweight
  - FC: First Class
  - MM: USPS Marketing Mail
14. Non-Incidental Enclosure Postage - This row displays the value of the postage used on the nonincidental enclosure included in the mail piece.
15. Non-Incidental Enclosure Weight - This row displays the weight of the nonincidental enclosure included in the mail piece.
16. Non-Incidental Enclosure Category - This row displays the processing category of the nonincidental enclosure included in the mail piece.

# Piece Detail Page

## Piece Detail - Payment

Identity Rate Ingredients Delivery Mailer Container Fees **Payment** FAST Return Address Ownership

1	Payment Account	0000099971
2	Method Of Payment	04
3	PO of Account Zipcode	20260
4	Meter Serial No.	
5	Chargeback Code	
6	Postage Type	P
7	CSSC Number	
8	CSSC Product ID	

1. Payment Account - This row displays the account number for the USPS account that will pay for the mailing of this mail piece.
2. Method Of Payment - This field displays a two-digit code that represents the system being used to pay for the mailing of this mail piece. The codes are the following:
  - 01 - Permit System
  - 03 - Federal Agency
  - 04 - PC Postage
  - 05 - Smart Meter
  - 06 - Other Meter
  - 07 - Stamps
3. PO of Account Zipcode - This row displays the zip code of the post office that issued the method of payment for this mail piece.
4. Meter Serial No. - If a meter is being used to pay for the mail piece, this row displays the meter's serial number.
5. Chargeback Code - This row displays any chargeback code the mailer created for internal record keeping.
6. Postage Type - This row displays a letter that corresponds to the type of postage being used on the mail piece.
  - P - Published
  - C - Customized
  - A - Commercial Plus Pricing
  - B - Commercial Based Pricing
  - R - Retail
7. CSSC Number - This row displays the customized shipping services contract number.
8. CSSC Product ID - This row displays the customized shipping services contracts product ID.

# Piece Detail Page

## Piece Detail - FAST

Identity Rate Ingredients Delivery Mailer Container Fees Payment **FAST** Return Address Ownership

1	<b>FAST Reservation No.</b>	004542698
2	<b>FAST Scheduled Induction Date</b>	20191125
3	<b>FAST Scheduled Induction Time</b>	213000

1. FAST Reservation No. - This row displays the confirmation number assigned to the mail piece for its scheduled drop-off at a postal facility.
2. FAST Scheduled Induction Date - This row displays the date this mail piece is scheduled to be dropped off at a postal facility, in YYYYMMDD format.

3. FAST Scheduled Induction Time - This row displays the time that the mail piece is scheduled to be dropped off at a postal facility, in 24-hour time.

## Piece Detail - Return Address

Identity Rate Ingredients Delivery Mailer Container Fees Payment FAST **Return Address** Ownership

1	<b>Address</b>	
2	<b>City</b>	
3	<b>State</b>	
4	<b>Zipcode</b>	

1. Address - This row displays the street address that the mail piece should be returned to if delivery fails.
2. City - This row displays the city that the mail piece should be returned to if delivery fails.

3. State - This row displays the state that the mail piece should be returned to if delivery fails.
4. Zipcode - This row displays the zip code that the mail piece should be returned to if delivery fails.



# Piece Detail Page

## Piece Detail - Ownership

Identity Rate Ingredients Delivery Mailer Container Fees Payment FAST Return Address **Ownership**

1	<b>Company Name</b>	Engineering Innovation, Inc.
2	<b>Site Name</b>	FCFacade
3	<b>Shipping Services File ID</b>	55
4	<b>H1Record ID</b>	58

1. Company Name - This row displays the name of the company who originated the mail piece.
2. Site Name - This row displays the name of the site at which the mail piece originated.

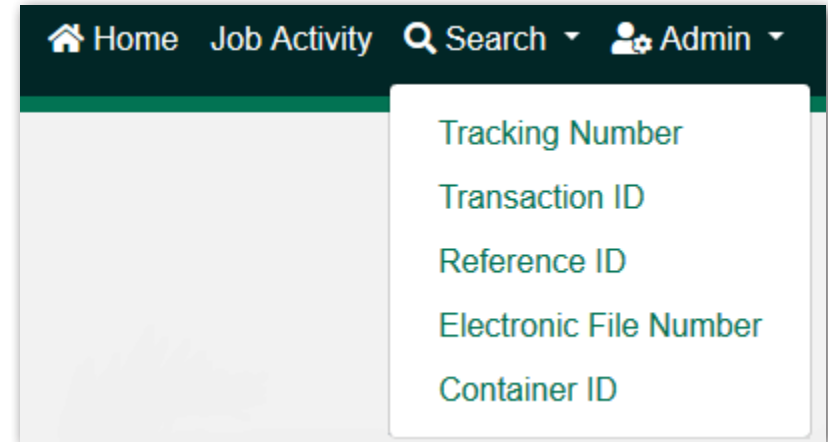
3. Shipping Services File ID - This column displays the unique internal ID assigned to each SSF record created.
4. H1 Record ID - This row displays a 3-digit code that internally differentiates Header records from each other.

# Search Functions

## Introduction

In addition to showing mail pieces as part of an SSF, individual pieces can be sought out by a variety of factors. The search pages allow a user to search for a file, piece, or containers by specific identifying information.

Selecting the "Search" option opens a drop-down menu with all the ways to search for an individual mail piece. Selecting each option will open a separate search page.



## Tracking Number

The Tracking Number Search searches detail records for all mail pieces created with a specific tracking number.

**Search D1 Records (Pieces)**

Tracking Number <sup>1</sup>  Exact Match <sup>2</sup> Activity Period <sup>3</sup> <sup>4</sup>

Show  entries <sup>5</sup> Filter <sup>6</sup>

Tracking Number	Site Name	Transaction ID	Env	Status	Date Created	MC	PC	DRI	RI	Zone	Postage
No data available in table											

1. Tracking Number - The results returned depend on the value entered in this field. Enter a whole or partial tracking number to find all mail pieces with a matching tracking number.

2. Exact Match - Checking this box narrows the results returned by the search to only those that have the exact same tracking number as the value entered in the Tracking Number field.

# Search Functions

3. Activity Period - This drop-down menu filters results by the time frame during which the mail piece was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
6. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.

## Note:

There must be at least ten digits entered in the "Tracking Number" field, or the site will not be able to return any results. This is because a shorter string of numbers returns too many results and overloads the search function.

## Tracking Number

123

You must provide at least 10 digits of the tracking number.

## Search D1 Records (Pieces)

Tracking Number  Exact Match ?

Aging Days

9261290185783700326973

Last 6 Months

Go

Show 10 entries

Filter

Tracking Number	Site Name	Transaction ID	Env	Status	Date Created	MC	PC	DRI	RI	Zone	Postage
420313289261290185783700326973	Customer Support	201706060105		Uploaded	10/3/2018 9:40 am	PS	3	N	SP	05	0068370

The Tracking Number results will be returned in the same layout as the header records piece detail section, as described on page 16.

# Search Functions

## Transaction ID

The Transaction ID Search searches the job records for all shipping services files with a specific transaction ID.

**Search Shipping Services Files by Transaction ID**

Transaction ID **1**  Exact Match **2** Activity Period **3** **4**

Enter Transaction ID Last 7 Days **Go**

Show 10 entries **5** Filter **6**

Status	SSF ID	Transaction ID	Company	Site	Reference	Date Created	Date Uploaded	Env	Records	Manifest
No data available in table										

1. Transaction ID - The results returned depend on the value entered in this field. Enter a whole or partial transaction ID to find all SSFs that have a matching transaction ID.
2. Exact Match - Checking this box narrows the results returned by the search to only those that have the exact same transaction ID as the value entered in the Transaction ID field.
3. Activity Period - This drop-down menu filters results by the time frame during which the SSF was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
6. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.

The Transaction ID search results will be returned in the same layout as the Job Activity section, as described on page 10.

# Search Functions

## Reference ID

The Reference ID Search searches the job records for all shipping services files with a specific transaction ID.

### Search Shipping Services Files by Reference ID

Reference ID **1**  Exact Match **2** Activity Period **3** **4**

Enter Reference ID Last 7 Days **Go**

Show 10 entries **5** Filter **6**

Status	SSF ID	Transaction ID	Company	Site	Reference	Date Created	Date Uploaded	Env	Records	Manifest
No data available in table										

1. Reference ID - The results returned depend on the value entered in this field. Enter a whole or partial reference ID to find all SSFs that have a matching reference ID.
2. Exact Match - Checking this box narrows the results returned by the search to only those that have the exact same reference ID as the value entered in the Reference ID field.
3. Activity Period - This drop-down menu filters results by the time frame during which the SSF was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Results can be shown 10, 25, 50, or 100 per page.
6. Filter - The results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.

The Reference ID search results will be returned in the same layout as the Job Activity section, as described on page 10.

# Search Functions

## Electronic File Number

The Electronic File Number Search searches the job records for all header record files with a specific EFN.

**Search H1 Records (Headers) by Electronic File Number**

Electronic File Number **1**  Exact Match **2** Activity Period **3** **4**

Enter Electronic File Number Last 7 Days **Go**

Show 10 entries **5** Filter **6**

Electronic File Number	Entry Type	Entry Zip	Mailing Date	Record Count	Mailer ID
No data available in table					

1. Electronic File Number - The results returned depend on the value entered in this field. Enter a whole or partial EFN to find all headers that have a matching EFN.
2. Exact Match - Checking this box narrows the results returned by the search to only those that have the exact same EFN as the value entered in the Electronic File Number field.
3. Activity Period - This drop-down menu filters results by the time frame during which the header was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Results can be shown 10, 25, 50, or 100 per page.
6. Filter - The results can be narrowed by entering identifying information in the filter bar, which will limit results by headers that contain the filtered value in at least one field.

The EFN search results will be returned in the same layout as the header records piece detail section, as described on page 16.

# Search Functions

## Container ID

The Container ID Search searches the job records for all container record files with a specific container ID.

### Search C1 Records (Containers) by Container ID

Container ID **1**  Exact Match **2** Activity Period **3**

Enter Container ID  Last 7 Days

Show  entries **4** Filter  **5**

Container ID	Site Name	Transaction ID	Container Type	Date Created
No data available in table				

1. Container ID - The results returned depend on the value entered in this field. Enter a whole or partial reference ID to find all SSFs that have a matching transaction ID.
2. Exact Match - Checking this box narrows the results returned by the search to only those that have the exact same container ID as the value entered in the Container ID field.
3. Activity Period - This drop-down menu filters results by the time frame during which the container was generated. Results can be filtered by those created in the last 24 hours, last 7 days, 30 days, 60 days, 90 days, the last 6 months, or the last year.
4. Go Button - Hitting the Go button applies all selected filters to the results. Results will not populate without hitting this button.
5. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Results can be shown 10, 25, 50, or 100 per page.
6. Filter - The results can be narrowed by entering identifying information in the filter bar, which will limit results to containers that contain the filtered value in at least one field.

The Container ID search results will be returned in the same layout as the header records container detail section, as described on page 16.

# User Profile

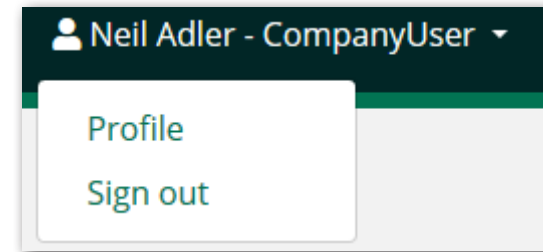
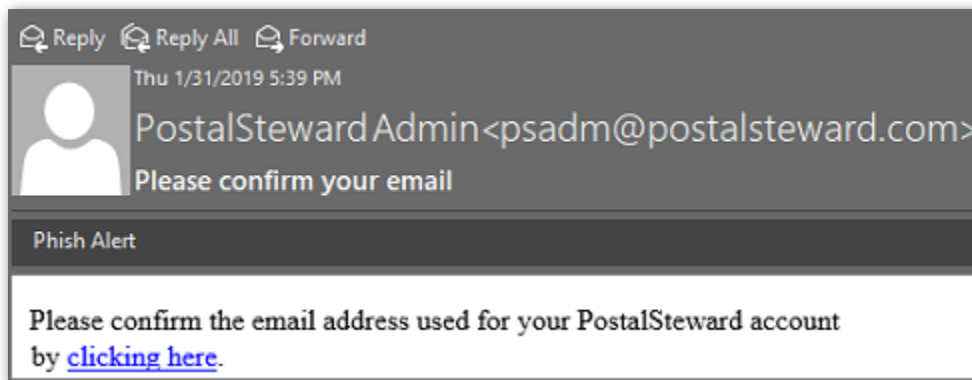
## Introduction

Selecting the name of a user-level account opens a drop-down menu with two options, "Profile" and "Sign out". Selecting "Sign out" logs the current user out of the Postal Steward website. Selecting "Profile" opens the Edit Profile page.

On the "Edit Profile" page, a user can edit some of their identifying information. A user can't change their username, but they can edit their email, name, and phone number.

### Note:

**If the email is changed, it will need to be reverified. An email (as shown below) will be sent to the new email address. Follow the link entitled "clicking here" to confirm the new email address.**



### Edit Profile Change Password

Username  
test1user

Email  
test1user@gmail.com ✓

First Name  
Test1

Last Name  
User

Phone Number  
812-555-1212

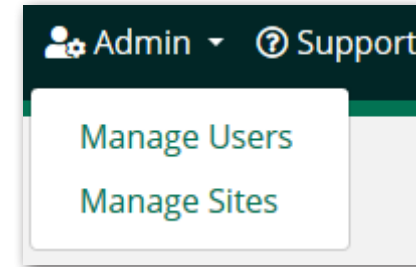
[Update profile](#) [Cancel / Close](#)



# Company Admin Functionality

## Introduction

In addition to all previously discussed functions, which are accessible to company users and administrators alike, there are some functions that are limited to company administrators. If the logged in user has Admin access, an additional drop-down menu is available on the navigation toolbar. Selecting "Admin" opens that drop-down menu, which contains the options to manage users and manage sites.



## Manage Users

The "Manage User" page displays all users that belong to the company the current user belongs to. The table displays identifying information and the status of those users. It also presents the option to edit and delete company user details.

User List										Create New User			
Show	10	entries								Filter			
Company	First Name	Last Name	Phone	Username	Email	Validated	Enabled						
Engineering Innovation, Inc.	Vanessa	Adler	812-555-1212	vadler	vanessa.adler@eii-online.com	⊗	☑	Edit	Delete				
Engineering Innovation, Inc.	Charlotte	Herbert	812-555-1212	cherbert	charlotte.herbert@eii-online.com	⊗	☑	Edit	Delete				
Engineering Innovation, Inc.	System	Administrator	812-555-1212	psadmin	davidcadler99@gmail.com	☑	☑	Edit	Delete				
Engineering Innovation, Inc.	Dave	Adler	812-242-0793	dcadler	david.adler@eii-online.com	☑	☑	Edit					

1. Show \_ entries - This drop-down menu adjusts how many results are displayed per page. Result can be shown 10, 25, 50, or 100 per page.
2. Filter - The "Filter" field allows text-based filtering. Each result will contain whatever was typed in this field in at least one portion of the user profile.
3. This column displays the company the user works for. In this view, all users should belong to the same company.

4. This column displays the first name of each user.
5. This column displays the last name of each user.
6. This column displays the phone number on file for each user.
7. This column displays the username each user uses to log into Postal Steward.
8. This column displays the email on file for each user.

# Company Admin Functionality

9. This column displays the status of the user's email address. If they've validated the email, there will be a check mark. If they haven't verified the email, there will be an X.
10. This column displays the status of the user's Postal Steward account. If the account is activated, there will be a check mark. If the account is disabled, there will be an X.
11. Hitting the "Edit" button in this column will open the "Edit User" page for the user in that row. The following options will appear.
  - Company Name - This field cannot be edited, as user accounts cannot be transferred from one company to another.
  - User Role - This drop-down menu changes the users position between Company Admin and Company User, and adjusts the user's permissions accordingly.
  - First Name - Changing this field changes the first name on file for the user.
  - Last Name - Changing this field changes the last name on file for the user.
  - User Name - This field cannot be edited, as user accounts are tied to their user names.
  - Phone Number - Changing this field changes the phone number on file for the user.
  - Email - Changing this field changes the email address on file for the user.
  - Update - Choosing this option saves all changes made in the current window.
  - Cancel - Choosing this option discards all changes made in the current window.

**Edit User**

Company Name  
Engineering Innovation, Inc.

User Role  
CompanyAdmin

First Name  
Vanessa

Last Name  
Adler

User Name  
vadler

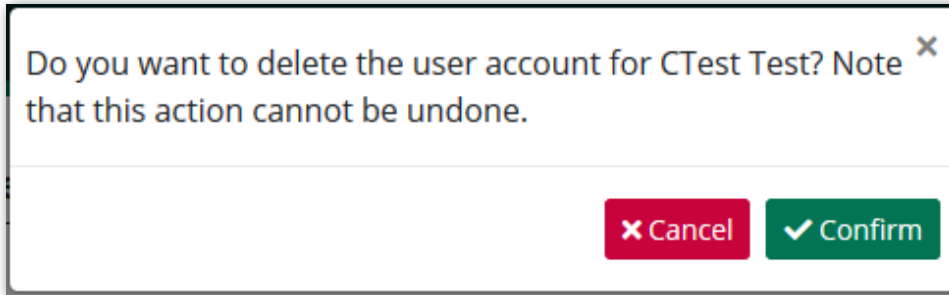
Phone Number  
812-242-0792

Email  
vanessa.adler@eii-online.com

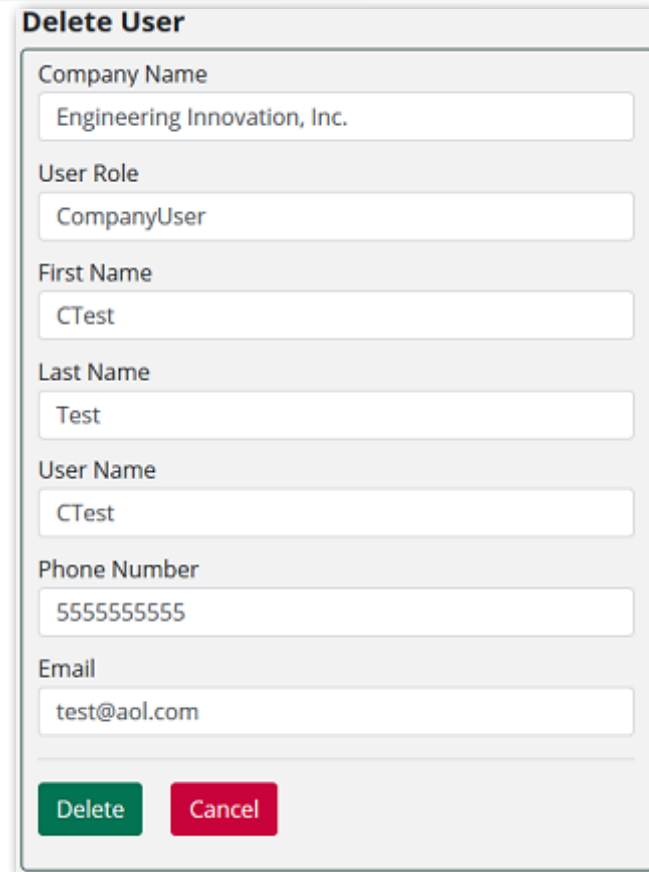
Update Cancel

# Company Admin Functionality

12. Hitting the "Delete" button opens a summary of the user's account, with an option to delete it, or cancel the deletion. Hitting this second "Delete" button, opens a confirmation window.



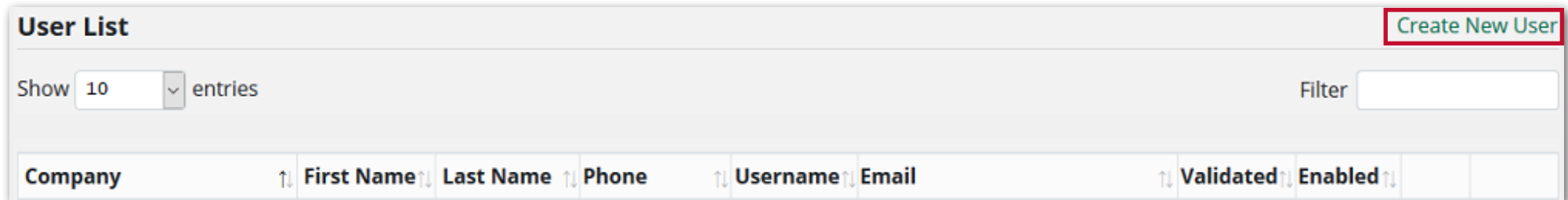
To permanently delete the selected User account, hit the "Confirm" button. To exit without deleting the User Account, hit the "Cancel" button.



A form titled "Delete User" with a light gray background. It contains several input fields with labels: "Company Name" (Engineering Innovation, Inc.), "User Role" (CompanyUser), "First Name" (CTest), "Last Name" (Test), "User Name" (CTest), "Phone Number" (5555555555), and "Email" (test@aol.com). At the bottom, there are two buttons: a green "Delete" button and a red "Cancel" button.

## Creating a New User

Company admins can generate new Postal Steward accounts through the "Create User" page. Clicking the "Create New User" link on the User List page leads to that page.

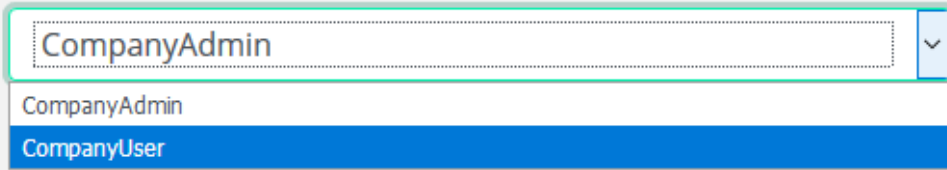


The "User List" interface. At the top right, there is a red-bordered button labeled "Create New User". Below it, there is a "Show 10 entries" dropdown and a "Filter" input field. The main part of the interface is a table with the following columns: Company, First Name, Last Name, Phone, Username, Email, Validated, and Enabled. Each column has a small up/down arrow icon next to it.

# Company Admin Functionality

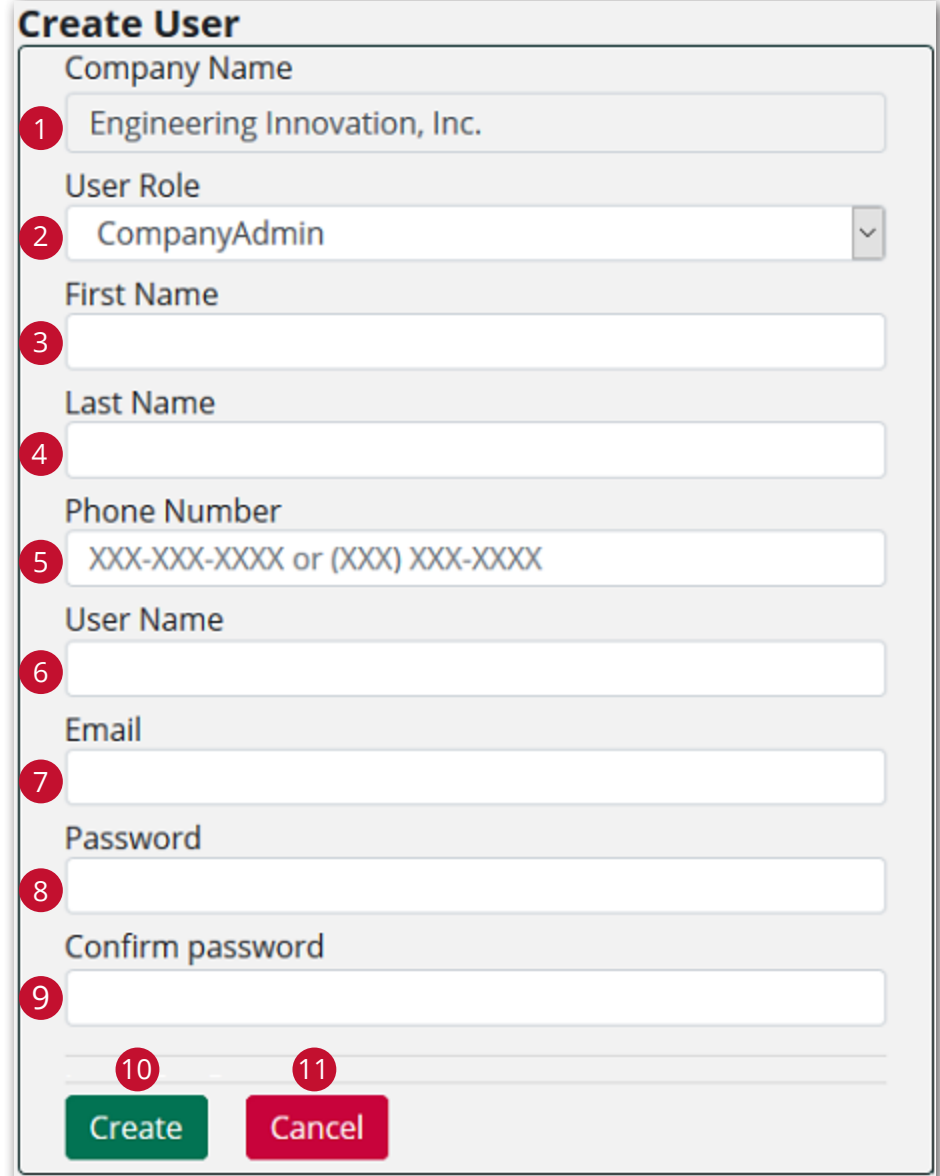
1. Company Name - This field cannot be edited, as a company admin can only create users for their own company.
2. User Role - This drop-down menu sets the users position to either Company Admin or Company User, and adjusts the user's permissions accordingly.

## User Role



A dropdown menu titled "User Role" with a light blue border. The selected option is "CompanyAdmin" in a dotted box. Below it, "CompanyAdmin" is listed in a light blue bar, and "CompanyUser" is listed in a dark blue bar.

3. First Name - This field sets the first name on file for the user.
4. Last Name - This field sets the last name on file for the user.
5. Phone Number - This field sets the phone number on file for the user.
6. User Name - This field sets the permanent user name for this new user account. This user name will be used to log into Postal Steward.
7. Email - This field sets the email address on file for the user. This email will have to be validated by the account owner.
8. Password - This field sets the new account's password.
9. Confirm password - This field requires the same entry as the "Password" field to ensure that the user has accurately typed their desired password.
10. Create - Choosing this option saves all changes made in the current window, and creates a new user account.
11. Cancel - Choosing this option discards all changes made in the current window, and does not create a new user account.



**Create User**

1 Company Name  
Engineering Innovation, Inc.

2 User Role  
CompanyAdmin

3 First Name

4 Last Name

5 Phone Number  
XXX-XXX-XXXX or (XXX) XXX-XXXX

6 User Name

7 Email

8 Password

9 Confirm password

10 Create

11 Cancel

# Company Admin Functionality

## Manage Sites

The "Site List" page displays all physical sites that the logged in user's company operates. The table displays identifying information and the status of those sites. It also presents the option to edit company site details.

Site List							
Show	10	entries	Filter				
ID	Site Name	Company ID	Company Name	Admin Site	Enabled		
1	Customer Support	1	Engineering Innovation, Inc.	✓	✓		
2	PostalSteward Web Portal	1	Engineering Innovation, Inc.	✓	✓		
3	FAPIFacade	1	Engineering Innovation, Inc.	✓	✓		
4	FCFacade	1	Engineering Innovation, Inc.	✓	✓		
5	QA Department	1	Engineering Innovation, Inc.	✓	✓		
6	Development	1	Engineering Innovation, Inc.	✗	✓		

1. Show \_ Entries - This drop-down menu changes the number of results shown on a single page.
2. Filter - The site results can be narrowed by entering identifying information in the filter bar, which will limit results by sites that contain the filtered value in at least one field.
3. ID - This column displays the identification number of the site, unique among all sites that belong to this customer
4. Site Name - This column displays the name of the site.
5. Company ID - This column displays the unique number assigned to the company that owns the site.
6. Company Name - This column displays the name of the company that owns the site.
7. Admin Site - This column indicates whether or not the site is designated an Admin site
8. Enabled - This column displays the eVS status of the site. If the site has eVS processing currently enabled, there will be a check mark. If eVS processing is disabled, there will be an X.
9. Edit - Clicking this icon opens the "Edit Site for Customer Support" page. This page has two segments, "Site Info" and "Assign Users".

# Company Admin Functionality

- Site Info - This form shows the identifying information on the individual site. None of the information here will be editable.

The screenshot shows the 'Edit Site for Development' form with the 'Site Info' tab selected. It contains two text input fields: 'Company Name' with the value 'Engineering Innovation, Inc.' and 'Site Name' with the value 'Development'. At the bottom, there are two buttons: 'Update' (green) and 'Cancel' (red).

- Assign User - This form allows the company admin to assign unassigned company users to the chosen site, or unassign users currently assigned to the chosen site. The single arrow (> and <) buttons move a single, selected user from one category to the other, while the double arrow (>> and <<) move all users from one category to the other.

The screenshot shows the 'Edit Site for Development' form with the 'Assign Users' tab selected. It features two list boxes: 'Users Assigned to Site' (currently empty) and 'Unassigned Company Users' (containing four users: Adler, Vanessa (vadler), Adler, Neil (nadler), Smith, Sam (ssmith), Adler, Dave (dcadler), and Pedigo, Aaron (apedigo)). Between the list boxes are four arrow buttons: '>>', '>', '<', and '<<'. At the bottom, there are two buttons: 'Update' (green) and 'Cancel' (red).



## Postal Steward User Guide

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Modified:

Questions or Comments?  
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