



September 11, 2008

MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: Q1, Fiscal Year (FY) 2009 CODES Software Release

The Q1, FY2009 CODES software release provides updates, corrections, and revisions to the following CODES applications: CCCS, IOCS, ODIS-RPW, RCCS, SIRVI, SIRVO-IODIS, TRACS, and utility programs. Also, the CODES shortcut icon, which is placed on the Windows desktop of the CODES laptop after activation, is changed. The original CODES shortcut icon of a torch is changed to a new icon of the USPS Eagle.

The Q1, FY2009 software release will be distributed automatically via SMS push to the CODES laptops while connected to the Postal Routing Network (PRN) on or about **September 18, 2008**. The CODES Q1 Update CD will also be mailed for the sites that only have dial-up connection to the Postal Network.

You will be notified of the availability of the Q1, FY2009 software release and the update CD mailout by e-mail and News items on the *Statistical Programs Web News* page.

The new release software must NOT be used on tests scheduled before October 1, 2008.

Attachment A provides instructions for receiving the Q1, FY2009 software release updates, activating the software, installing the Q1 Update CD, changing the CODES laptop password, and resetting the scanner.

Attachment B describes the changes made to the CODES software applications and utility programs for the Q1, FY2009 release.

The new CODES applications versions that are documented in Attachment B may change after publication. On the software effective date, October 1, 2008, the *Software Versions Web* page will reflect the latest versions of the Q1, FY2009 release. You may access the *Software Versions Web* page from the *News* page of the *Statistical Programs Web* site (<http://blue.usps.gov/statprog/>).

We value the feedback you provide through the customer satisfaction survey. The survey for the Q1 software release will be available from the *Statistical Programs* Web site *News* page **October 8-31, 2008**, under the News item titled *Q1, FY2009 Software Release Survey*. Your comments help us improve our products—making them more dependable and easier to use. Your satisfaction is of paramount importance, so please continue to use the survey to help us exceed your expectations.



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Attachments

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Attachment A

RELEASE SOFTWARE INSTALLATION INSTRUCTIONS

INSTALLATION STEPS OVERVIEW

This attachment provides the basic procedures necessary for updating the CODES laptop with the new software for Quarter 1.

To make the Q1, FY2009 software update as smooth as possible, it is important that you read this document carefully and follow all steps in the order they are listed below.

1. Receive the software via SMS push to the CODES laptop (**Attachment A, Section 1**). Do **NOT** activate the software on the CODES laptop at this point. Data collectors are to verify with the MSP when the new software should be activated.
2. Once you have completed all Q4, FY2008 tests and transmitted test data to the CODES Web Base Unit, activate Q1 updates on the CODES laptop (**Attachment A, Section 2**).
3. If you are unable to receive the software via SMS push due to problems with the inability to connect with, or the lack of access to the Postal Routing Network (PRN), contact the CODES Computer Support Center *before* you install the updates via the Q1 Update CD (**Attachment A, Section 3**).
4. Change the CODES laptop password. Postal IT policy requires all passwords be changed at a maximum of 180 days (**Attachment A, Section 4**).
5. If necessary, the scanner may be reset using the provided procedure (**Attachment A, Section 5**).
6. Review the software changes made to the CODES applications and utility programs for Quarter 1 (**Attachment B**).

For support, please contact the CODES Computer Support Center via the toll-free telephone number (866) 877-2633 or e-mail CCODES@usps.gov.

Section 1

Receiving the Software via SMS Push

REMINDERS:

Connect the CODES laptop to an A/C adapter plugged into a working wall outlet and have a fully charged battery installed as a backup power source. Loss of power during a software update will render the CODES laptop unusable.

1. Once you receive notification that the release software is available, connect the CODES laptop to the Postal Network by a LAN cable or via the Internet using a dial-up connection.
2. The ACE system will automatically push the Q1, FY2009 Release software to the CODES laptop via SMS. The time needed for the software push will depend on the CODES laptop configuration and the network connection speed. With a dial-up connection, allow an hour to receive the software push completely.
3. The *activation* icon appears on the Windows desktop of the CODES laptop upon completion of the software push.

IMPORTANT: BEFORE activating the updates, ensure that you have completed all Q4, FY2008 tests and transmitted test data from the CODES laptop. Data collectors are to verify with the MSP when the new software may be activated. Double-clicking the *activation* icon will activate the release software immediately.

This completes receiving the release software via SMS push.

Section 2

Activating the Software on the CODES Laptop

Note: Updates to the CODES applications and utilities require the laptop to reboot during activation.

After you have completed all Q4, FY2008 tests and transmitted test data from the CODES laptop, proceed with activating Q1, FY2009 updates on the CODES laptop by following these steps:

Data collectors are to verify with the MSP when the new software may be activated.

1. Exit all CODES, Microsoft Office, or Adobe Acrobat applications that are running on the CODES laptop and close the CODES Main Menu by clicking **Close** at the bottom of the window.
2. Double-click the *activation* icon on the Windows desktop of the CODES laptop.
3. A progress indicator displays the status of the software activation.
4. Upon completion, an information dialog box displays. Click **OK** or press **ENTER** to reboot the CODES laptop.

This completes the activation of the Q1 updates on the CODES laptop.

If you have multiple CODES laptops, you must follow the same procedures to receive the software and activate it on each CODES laptop.

Congratulations! You have successfully received and activated Q1 updates on the CODES laptop.

Section 3 is only for the sites that were unable to receive Q1 updates via SMS push.

Section 3

Installing the Release Software via the Update CD

On the CODES Laptop:

1. Complete all Q4, FY2008 tests and transmit test data from the CODES laptop.
2. Exit all CODES, Microsoft Office, or Adobe Acrobat applications that are running on the CODES laptop and close the CODES Main Menu by clicking **Close** at the bottom of the window.
3. Insert the Q1 Update CD into the CODES laptop DVD Drive and close the drive.
4. The CD opens to My Computer D:\ drive.

CAUTION: To prevent file corruption, do not unplug or shut down the CODES laptop during the CD installation.

5. Double-click the Q1 executable (.exe) file to start the installation. The CD begins installing.
6. At the *CODES Update Received* dialog box, click **OK** or press ENTER to continue.
7. If necessary, close the window by clicking the **X** button in the upper-right corner.
8. Once the CD installation has completed, the *activation* icon appears on the Windows desktop of the CODES laptop.
9. Remove the Q1 Update CD from the CODES laptop DVD Drive and close the drive.
10. To activate Q1 updates on the CODES laptop, see **Section 2, steps 1-4** of this attachment.

If you have multiple CODES laptops that require installation using the Q1 Update CD vs. SMS push, you must install the CD on each CODES laptop by following **steps 1-10** of this section.

Section 4

Changing the CODES Laptop Password

It is strongly recommended that the MSP coordinate new password changes to coincide with the change of the new quarter. The MSP should provide the new password to all data collectors during quarterly training dates and ensure that everyone uses the new password on the first day of the new quarter.

Postal IT policy requires all passwords for CODES laptops be changed at a maximum of 180 days. When a CODES laptop requires a password change, data collectors will see a message on the laptop stating that the password will expire in a number of days. Use the following guidelines to successfully change CODES laptop passwords throughout the District.

Choose a strong password that is easy to remember, but hard to guess. To comply with the national password policy, passwords must:

- Contain a minimum of eight characters.
- Contain at least one character from three of the following four types of characters:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - Non-alphanumeric characters (special characters such as &, #, and \$)

IMPORTANT

- **Data collectors must not change the password without consulting the MSP.** If one District CODES laptop password is changed and that computer interfaces with the Postal Network to log on or upload tests, all remaining District CODES laptops will require a password change before tests may be uploaded to the CODES Web Base Unit.
- **The MSP must change the password within the 180-day period before the password expires.** The MSP must coordinate password changes with all data collectors, including cadre personnel, prior to changing the password. If the password expires, only the MSP can contact USPS – HELP (800-877-7435) and request a password reset.

To change the District CODES Laptop password before it expires:

Connect one CODES laptop to the Postal Network and change the password on that laptop first to ensure that the password is propagated.

1. While attached to the Postal Network, perform the following steps on each CODES laptop in the District:
 - a. Log on to the CODES laptop using the current user name and current password.
 - b. Press **CTRL-ALT-DEL** to view the Windows Security Box.
 - c. Select the **Change Password** button.
 - d. Enter the Old password.
 - e. Enter the New password assigned by the MSP.
 - f. Re-enter the new password to confirm it.
 - g. Shut down the CODES laptop to end the session and save changed settings.
 - h. Restart the CODES laptop and log on by entering the new password to verify the password change.
2. Verify that all data collectors in the district are using the same password on the CODES laptops.

Section 5

Resetting the Scanner

It may be necessary to reset the scanner following the Q1, FY2009 software update. If the scanner is outputting a string of characters starting with "HHP", or the user is experiencing difficulties during scanning, the following barcodes can be used to reset the scanner. **Only reset the scanner if the scanner is not working properly.**

Print this page of the document for scanning. Photocopying this page is not recommended since the scanner may not work with photocopies.

Use the following procedure to reset the scanner.

1. Disconnect the scanner from the laptop and plug it back in again.

2. Scan the barcode. 
Restore Default Settings

3. Scan the barcode. 
USB HID Barcode Imager

4. Scan the barcode. 
All Symbolologies On

5. Scan the barcode. 
POSTNET Barcode On

6. Scanning these barcodes has reset the scanner settings. The scanner may now be used for data entry.

For future reference, a scanner reset document is posted in the *FAQ* section of the *Statistical Programs* Web site and may also be found under the utilities tab on the CODES Main Menu.

Attachment B

RELEASE NOTES

This attachment describes changes made to the CODES software applications and utility programs for the Q1, FY2009 release. The new CODES application versions that are documented in Attachment B may change after publication. On the software effective date, **October 1, 2008**, the *Software Versions Web page* will reflect the latest software versions of the Q1, FY2009 release. You may access the *Software Versions Web page* from the *News page* of the *Statistical Programs Web site* (<http://blue.usps.gov/statprog/>).

Icon Change: In Q1, FY2009, the original CODES shortcut icon of a torch on the Windows desktop, is changed to a new shortcut icon of the USPS Eagle logo, with the "CODES" label at the bottom. See the following figure:



Note: In a previous release, the CODES applications and utilities were updated to allow data uploads from multiple sources (for example: floppy drives, thumb drives, and the Web). However, the devices will not function for sample downloads since the CODES Web Base Unit has not been updated to handle the download to targets other than floppy drives.

CCCS

Data Entry (Version 1.5)

1. The new version is 1.5.
2. The CCCS Help file is updated.
3. CCCS Reference Guide file is updated.
4. The old CODES logo is replaced with the standard USPS logo.
5. Old tests conducted using application versions that do not match the current application version will no longer be accessible.
6. The high-count and unlikely mail-code tables are updated.

7. To accommodate the display size of the nc6400 laptops, the menu is updated so the buttons will display in the center of the screen.
8. A new Route Number that begins with S is added.
9. For selected mailpieces after entering the count the confirmation message is removed.
10. When a user selects an Express mailpiece from the menu tree, a new Yes/No question titled "Express Mail Signature Waiver" displays:

Is the Signature Waiver box on the Express Mail Label checked?
11. The scanner ID input field is replaced with a new screen that allows the collection of multiple scanner IDs and is activated through a button on the Test Header screen.
12. DAL and Casing (sequenced) question is moved from the menu tree and replaced with new pop-up DAL/Cased questions.
13. A user may now edit the EOR data earlier in the entry process, from the Mailpiece Information screen, and may then quickly check the EOR value on the Test Review screen just before completing the test.
14. The Shape is removed from the menu tree and a new mail Shape screen is added.

Option 3 - FSS Flat is grayed out and cannot be selected in Q1, FY2009. It may be activated at a later date. If at the menu tree, selections of 1 - First Class and any of the Post Card subclasses (5, 6, or 7) are made, then the options 4 - Other Flat and 5 - Parcel are grayed out and cannot be selected.

- See the following Shape screen options and discussion below

If the mailpiece(s) is a direct bundle or container, select 6 - Direct Bundle.
Otherwise, select the first applicable shape.

- 1 - DPS Letter/Card (include automated Sector Segment mail)
- 2 - Other Letter/Card
- 3 - FSS Flat (Reserved for future use)
- 4 - Other Flat
- 5 - Parcel (include Deviation Parcel)
- 6 - Direct Bundle or Container (from mail processing or mailer all for one address)

- When 5 - Parcel is selected, a Yes/No pop-up screen displays:

Is this a deviation parcel(s)?

- When 6 - Direct Bundle is selected, a new screen displays for recording the shape of the top piece:

What is the shape of the top piece of the bundle or container?

- A - Letter/Card
- B - Flat
- C - Parcel

15. The menu tree selections are updated and Shape is removed from the menu tree (see item 14 above). CCCS and RCCS now have the same Class and Subclass options as shown in the following table:

Class	Subclass
1-First Class	1-Letter, Flat, and Parcel-Single Piece
	2-Letter, Flat, and Parcel-Presorted (Nonauto Presort)
	3-Letter, Flat, and Parcel-Automation (include AUTOOCR)
	4-Not Applicable (grayed out)
	5-Post Card-Single Piece
	6-Post Card- Presorted (Nonauto Presort)
	7-Post Card-Automation (include AUTOOCR)
2-Priority	None
3-Periodicals	None
4-Standard Mail	1-Presort Nonautomation-Regular and Nonprofit
	2-Automation-Regular and Nonprofit
	3-ECRLOT (ECR Basic including AUTOOCR)-Regular and Nonprofit
	4-Not Applicable (grayed out)
	5-ECRWSH (ECR High Density)-Regular and Nonprofit
	6-ECRWSS (ECR Saturation)-Regular and Nonprofit
	D-NFM (Not Flat Machinable) - Regular and Nonprofit
5-Package Services	1-Parcel Post - Single Piece
	2-Parcel Select - Bulk (.....)
	3-Media Mail and Library
	4-BPM (Bound Printed Matter)
6-Express (Domestic Only)	None
7-USPS/Free	1-USPS
	2-Free
8-International Economy	1-Letters/Cards/Other Articles
	2-Parcel Post
9-International Air (Including International Express)	1-Letters/Cards/Other Articles
	2-Parcel Post
	3-International Expre Priority
	4-International Express
A-Other	None

IOCS

Data Entry (Version 6.0)

1. The new version is 6.0.
2. The list of publications is updated.
3. IOCS help information is updated.
4. The old CODES logo has been replaced with the standard USPS logo.
5. IOCS can now scan IBI barcodes.

6. Two new options are added to question **Q15E1 (Clerk/Mailhandler Operational Areas)**:

- A Platform, Mail Transport, and Weighing Operations
- B. Cancellation, Meter Mail Prep, and Flat Mail Prep Operations

The original options are reassigned as options C through J.

7. Option C for Question **Q18C1 (Automated/Mechanized Mail Processing Equipment)** is now:

Parcel/Bundle/Sack/NMO (SPBS/APPS/LIPS/SSM/UCS/PSM)

8. Option F for scanning screens **S20** and **S30** is now:

Mailpiece - Express and GXG Labels

9. Option A for Question **Q23X2c (Priority Mail International Packaging)** is now:

USPS Priority Mail Flat Rate Envelope

10. The wording for all absentee ballot options is changed to:

U.S. Postage Paid 39 USC 3406 (Official Absentee Balloting Material)

11. After selecting option B (Registry Section/Cage) for question **Q18H1 (Accountable Mail Operations)**, IOCS displays a new question **Q18H6** titled "Registry Section Activity" with the following options:

Which best describes the activity the employee is performing?

- A - Processing Registered mail
- B - Processing mail that is not Registered
- C - Record-keeping / data entry
- D - Waiting for Mail
- E - Other (Specify)

12. A new option, G - Waiting for Mail, is added to question **Q18H2 (Express Mail Section Activities)**.

13. A new option, G - Combination of any of the above, is added to question **Q20D1 (Type of Containers/Bundles Being Worked)**.

14. A new option, F - Customs Form, is added to question **Q23E12 (Type of Permit Mail)**.

15. For a permit mailing with mailpiece shape of letters or cards, if a user chooses option C - Premium Forwarding Service with Permit Number G-400 for question **Q23E11 (Type of Permit Mail)**, IOCS now displays the following message with "OK" and "Cancel" options:

You have chosen Premium Forwarding Service with Permit Number G-400, which is usually shipped via Priority Mail boxes or large envelopes. Are you sure?

Selecting "OK" displays the mail class markings screen. Selecting "Cancel" keeps the user on question **Q23E11**.

16. Selecting options B or C for question **Q23E15 (Type of Return Label)** now displays scanning screen **S30**.

17. When a user has a mailer-applied destination barcode for a parcel post mailpiece, which is paid for by permit, IOCS now displays question **Q23G7N (Permit Parcel Post With No Markings)** to collect information about the permit and mailer.

18. The instructions are changed for question **Q23G7N (Permit Parcel Post With No Markings)**:

If no marking, please enter the following, if available.

Also, the label for the first remark is changed to:

Permit number, company name, origin ZIP, City&State from the indicia.

19. On question **Q23H2 (MMS Markings for First-Class Mail)**, "AC" is removed from the list of MMS markings.
20. AUTOOCR is eliminated for First-Class Mail and Standard mail and the following questions are removed:
 - Question **Q23I2 (AUTOOCR Marking)** for First-Class Mail
 - Question **Q23J3 (AUTOOCR Marking)** for Standard mail
21. For the barcode questions (**Q23K1, Q23K3, and Q23K4**) the help texts are modified slightly.
22. If a user selects "Yes" at question **Q23X1a (IPA Receptacle - Stack or Tray)**, IOCS now displays question **Q23X2f (International Priority Airmail (IPA))**.
23. Selecting option A, B, or C for question **Q23X3 (M-Bag Additional Labels)** now displays the scanning screen **S30** (or the **End Reading** screen for "by phone" readings).
24. Multiple validity checks are added to question **Q23N7 (Extra Services - International Mail)**. If IOCS determines that an unusual combination is entered, one of the following warning messages display:
 - You have indicated a mailpiece with GXG marking and Extra Service(s) of Registered or Return Receipt that is not available to GXG. Please review your response and adjust if necessary.
 - You have indicated a mailpiece with Express Mail marking and Extra Service of Registered that is not available to Express Mail. Please review your response and adjust if necessary.
 - Return Receipt must be selected with Insured. Please review your response and adjust if necessary.
 - You have indicated a mailpiece with Priority Mail marking and Extra Service of Registered that is not available to Priority Mail. Please review your response and adjust if necessary.
 - Return Receipt must be selected with Registered. Please review your response and adjust if necessary.
 - You have indicated a mailpiece with USPS Priority Mail Flat Rate Envelope packaging and Extra Service of Insured that is not available to Priority Mail Flat Rate Envelope. Please review your response and adjust if necessary.
 - Return Receipt must be selected with Registered or Insured. Please review your response and adjust if necessary.
25. On question **Q23N7 (Extra Services - U.S. Origin International Mail)**, option E - International Recorded Delivery (Similar to Domestic Certified Mail) is removed.
26. Several changes are made to question **Q24 (Categories and Subcategories of Mail)**:
 - Two new sub-options are added to F - Std. Mail Enhanced Carrier Route:
 - A - ECRL0T, or ECR with no additional markings
 - B - ECRWSS or ECRWSH
 - Under option H - Package Services the following items are modified:
 - Sub-option B is now "Parcel Select (including Drop Ship, DS marking)".
 - Sub-option C is now "Parcel Select Return Service (PRS)".
 - Sub-option D - Parcel Post with Mailer-Applied Destination Parcel Barcode ... is removed.
27. At question **Q24b (Countable Contents)**, IOCS now only requests a remark for a "No" answer, if the non-wheeled container is NOT a sack or Con-Con.
28. If the sampled employee is working at a Registry cage and the response to question **Q24c (Extra Services/Mixed Mail)** is "No", IOCS requests a remark describing any Extra Services.

29. On question Q24D (**Registered Sack or Con-Con**), when a user selects "No" IOCS now requests a remark explaining why the user is unable to count the contents of the container.

30. On the **IOCS Header** screen:

- A user can no longer edit the scheduled start time. A recalculate button is added to the screen to collect updated start and end times for the employee and recalculate an updated start time.
- When a user enters the actual reading time, if the actual reading time is BEFORE the current system time, IOCS now displays a warning:

You have started the IOCS software after the Actual Reading Time.

- Sample Method option "By Return Call" is no longer available.
- When a user selects "Clocked to Lunch", the Yes/No confirmation displayed is now:

Is the carrier taking lunch while clocked to the street (Y/N)?

31. On the **End Reading** screen:

- When a user enters the actual reading time on the screen, if the actual reading time is AFTER the current system time, IOCS now displays a warning:

You have ended the reading before your Actual Reading Time.

- Three digits (1 - 999 minutes) are now allowed for Total Reading Time.

32. The list of readings for un-archiving is now displayed with the most recent reading at the top.

33. At the scanning screen **S30**, as a result of the listed conditions, the following warnings display with "OK" and "Cancel" as option buttons:

- If a user identifies a piece of mail as GXG at question Q23X2a (**International Priority/Express Characteristics (U.S. Origin)**), then scans a non-GXG barcode for option F (Express Mail barcode) at scanning screen **S30**, the following warning displays:

This barcode is not a GXG barcode. Please check your responses and adjust if necessary, or send a photocopy of this barcode to the Service Center.

- If a user identifies a piece of mail as Express, then scans a non-Express barcode for option F (Express Mail barcode) at scanning screen **S30**, the following warning displays:

This barcode is not an Express Mail barcode. Please check your responses and adjust if necessary, or send a photocopy of this barcode to the Service Center.

- If a user identifies a piece of mail as domestic origin Express Mail, then scans a foreign Express Mail barcode for option F (Express Mail barcode) at scanning screen **S30**, the following warning displays:

This Express Mail barcode does not originate in the US. Please check your responses and adjust if necessary, or send a photocopy of this barcode to the Service Center.

- If a user identifies a piece of mail as foreign origin Express Mail, then scans a domestic Express Mail barcode for option F (Express Mail barcode) at scanning screen **S30**, the following warning displays:

This Express Mail barcode does not originate from a foreign country. Please check your responses and adjust if necessary, or send a photocopy of this barcode to the Service Center.

For each warning, selecting "OK" accepts the barcode, "Cancel" discards it.

34. The computer start date and employee tour times are now included in the review of the report on the Web Base Unit.

ODIS-RPW

Data Entry (Version 4.1)

1. The new version is 4.1.
2. The old CODES logo is replaced with the standard USPS logo.
3. ODIS-RPW now allows for weight entries up to 13 ounces, when the Mail Class is "First-Class", the Mailer Preparation/ Sortation Marking is "AUTO", and the Type of Mailer is "USPS".
4. On the **Indicia** screen: Absentee Ballots for Destinating Tests, for First-Class, Federal Government Indicia, option C is changed:
 - C - U.S. Postage Paid 39 USC 3406 (Official Absentee Balloting Material)
5. For First-Class Mail, and Standard Mail [Regular and Nonprofit] for Destinating tests - the **Barcode Size (for POSTNET Only) or Barcode Type (for Intelligent Mail)** screen is updated. The updated option format and spacing are as follows:
 - 1 - No Barcode

POSTNET BARCODE

 - 2 - 5 Digit
 - 3 - 9 Digit
 - 4 - 11 Digit
 - 5 - Crossed Out or Unreadable
 - 6 - Intelligent Mail Barcode
6. For Package Services - there are changes for Parcel Post and Parcel Select - Destinating and Originating Tests:
 - On the **Mail Subclass** screen, option 1 is modified and option 5 is added:
 - 1 - Parcel Post (no marking, Parcel Post or PP)
 - 5 - Parcel Select (Parcel Select, Drop Ship, D/S, or DBMC)

The screen now includes the following message in the message box:

If a mailpiece is erroneously marked with the dual markings, "Parcel Post" and "Parcel Select", then select option <5> Parcel Select (Parcel Select with or without other markings, Drop Ship, D/S or DBMC).
 - When the Mail Subclass is option 1 - Parcel Post (no marking, Parcel Post or PP), option 1 of the **Mail Preparation/Sortation Marking** screen is changed to the following:
 - 1 - Parcel Post or PP
 - When the Mail Subclass is option 5 - Parcel Select (Parcel Select, Drop Ship, D/S or DBMC), the following **Mail Preparation/Sortation Marking** screen options are displayed:
 - 1 - Parcel Select (with Parcel Post, DBMC, DSCF or DDU)
 - 2 - Drop Ship or D/S (with or without other markings)
 - 3 - Parcel Select BMC Presort (or PRSRT)
 - 4 - Parcel Select OBMC Presort (or PRSRT)
 - 5 - Parcel Select Barcoded (or BC)
 - 6 - Parcel Select (with no other markings)
7. ODIS-RPW is updated for the USB scales, to correctly identify whether the weight entry was manual or electronic and that information will now display on the Web Base Unit report.

RCCS

Data Entry (Version 1.5)

1. The new version is 1.5.
2. The RCCS Help file is updated.
3. RCCS Reference Guide file is updated.
4. The old CODES logo is replaced with the standard USPS logo.
5. To accommodate the display size of the nc6400 laptops, the menu is updated so the buttons will display in the center of the screen.
6. The scanner ID input field is replaced with a new screen that allows the collection of multiple scanner IDs and is activated through a button on the **Test Header** screen.
7. The RCCS menu tree selections are updated, so that RCCS and CCCS have the same options as shown in the following table:

Class	Subclass
1-First Class	1-Letter, Flat, and Parcel-Single Piece
	2-Letter, Flat, and Parcel-Presorted (Nonauto Presort)
	3-Letter, Flat, and Parcel-Automation (include AUTOOCR)
	4-Not Applicable (grayed out)
	5-Post Card-Single Piece
	6-Post Card- Presorted (Nonauto Presort)
	7-Post Card-Automation (include AUTOOCR)
2-Priority	None
3-Periodicals	None
4-Standard Mail	1-Presort Nonautomation-Regular and Nonprofit
	2-Automation-Regular and Nonprofit
	3-ECRLOT (ECR Basic including AUTOOCR)-Regular and Nonprofit
	4-Not Applicable (grayed out)
	5-ECRWSH (ECR High Density)-Regular and Nonprofit
	6-ECRWSS (ECR Saturation)-Regular and Nonprofit
	D-NFM (Not Flat Machinable) - Regular and Nonprofit
5-Package Services	1-Parcel Post - Single Piece
	2-Parcel Select - Bulk (.....)
	3-Media Mail and Library
	4-BPM (Bound Printed Matter)
6-Express (Domestic Only)	None
7-USPS/Free	1-USPS
	2-Free
8-International Economy	1-Letters/Cards/Other Articles
	2-Parcel Post
9-International Air (Including International Express)	1-Letters/Cards/Other Articles
	2-Parcel Post
	3-International Expre Priority
	4-International Express
A-Other	None

8. The following message for an unlikely shape is removed:

This shape is unlikely for this class, subclass, and compensation category.

9. A new mail Shape screen is added. Option 3 - FSS Flat is grayed out and cannot be selected in Q1, FY2009. It may be activated at a later date. If at the menu tree, a selection of 1 - First Class and any of the Post Card subclasses (5, 6, or 7), then the options 4 - Other Flat and 5 - Parcel are grayed out and cannot be selected.

- See the following Shape screen options and discussion below:

If the mailpiece(s) is a direct bundle or container, select 6 - Direct Bundle.
Otherwise, select the first applicable shape.

- 1 - DPS Letter/Card (include automated Sector Segment mail)
- 2 - Other Letter/Card
- 3 - FSS Flat (Reserved for future use)
- 4 - Other Flat
- 5 - Parcel
- 6 - Direct Bundle or Container (from mail processing or mailer all for one address)

- When 6 - Direct Bundle is selected, a new screen displays for recording the shape of the top piece:

What is the shape of the top piece of the bundle or container?

- A - Letter/Card
- B - Flat
- C - Parcel

- After the user selects the shape, the following information screen appears and the user must acknowledge it before entering the Mail Count:

Record in the Mail Count field the number of direct bundles or containers, not the number of mailpieces in each bundle or container.

10. The DAL screen displays for the following classes Periodical (class=3), Standard (class=4) or BPM (class=5 and subclass=4), if shape 1 or 2 is selected on the Shape screen.

11. The DAL message is updated. Following is the new message:

A DAL is a Detached Address Label. The software asks questions about DALs for only certain classes and subclasses.

A DAL is a card that is between 3 1/2 and 5 inches high and between 5 and 9 inches long, which may accompany saturation mailings. A DAL must accompany samples mailed at Standard rate if the sample is nonuniform thickness or more than 5 inches high or 1/4 inch thick.

The following words must appear in bold type at least 1/8 inch high on the front of each DAL:

USPS regulations require that this address label be delivered with its accompanying postage-paid mail.
If you should receive this label without its accompanying mail, please notify your local postmaster.

When testing mail in the carrier systems, remember to include both the DALs and the host piece.

12. The current letter Nonmachinable question appears after 2 - Other Letter is selected on the Shape screen. If Yes is selected, the following screen displays:

NonMachinable Letter Characteristic (choose the first applicable characteristic)

- A - Rigid (like a wooden card or CD jewel case)
- B - "Do Not Fold or Bend"
- C - Delivery Address parallel to the shorter dimension of the mailpiece
- D - Other Nonmachineable Characteristic

If choice D is selected, a comment screen displays:

Provide a comment that describes the Nonmachinable Characteristic.

13. The current flat Nonmachinable question appears after 4 - Flat is selected on the Shape screen. If Yes is selected, the following screen is presented:

NonMachinable Flat Characteristic (choose first applicable)

- A - Rigid (like a box or CD jewel case)
- B - "Do Not Fold or Bend"
- C - Uneven thickness (more than 1/4" thickness variation except at the edges)
- D - Other Nonmachinable Characteristic

If choice D is selected, a comment screen displays:

Provide a comment that describes the Nonmachinable Characteristic.

14. Compensation Category is no longer the last digit of the mailcode. The CODES software assigns the Compensation Category whenever it has sufficient information to make the assignment. If it cannot be assigned, then the following Compensation Category screen displays:

Choose the Compensation Category that is most applicable to this mailpiece(s). If the mailpiece has a simplified address, or is the unaddressed mailpiece accompanied by a Detached Address Label (DAL), select '7 - Boxholder'. Please see the RCCS Reference Guide for more information on Compensation Categories.

- 3 - Other Letter
- 4 - Flat
- 5 - Parcel (for example rigid letters in flats)
- 7 - Boxholder (simplified address or unaddressed w/DAL)

15. When a user selects an Express mailpiece from the menu tree, a new Yes/No question titled "Express Mail Signature Waiver" displays:

Is the Signature Waiver box on the Express Mail Label checked?

16. The user may now edit the EOR data earlier in the entry process, from the Mailpiece Information screen, and may then quickly check the EOR value on the Test Review screen just before completing the test.
17. In the Summary portion of the Mailpiece Information screen and the Test Review screen, the description section is now called "Class-Subclass-Shape Description".
18. On the Mailpiece Information screen, Test Review screen, and Test Review/Delete screen, the "Shape" column is now called "Compensation Category".
19. On the Header screen, the following error messages are updated:
- When entering the Intermediate ZIP Code:
5 digit Intermediate ZIP is required.
 - When entering the Intermediate Finance Number:
6 digit finance number is required. The value must be less than 600000.
20. Old tests conducted using application versions that do not match the current application version will no longer be accessible.

SIRVI

Data Entry (Version 3.3)

1. The new version is 3.3.
2. The old CODES logo is replaced with the standard USPS logo.
3. On the **Label Class** screen, the UR (Letter Post - Exclusively Registered) option is removed.
4. On the **Receptacle Contents** screen, a new Restricted Delivery row is added to the content data grid.
5. On the **Destination Zip** screen, the State and City entry does not allow an incorrect state name selection.

SIRVO-IODIS

Data Entry (Version 3.8)

1. The new version is 3.8.
2. The old CODES logo is replaced with the standard USPS logo.
3. To accommodate the display size of the nc6400 laptops, the menu is updated so the buttons will display in the center of the screen.
4. Old tests conducted using application versions that do not match the current application version will no longer be accessible.
5. The **Transportation Mode** screen is removed. The receptacle transportation mode now defaults to Air and users are no longer required to select the transportation mode.
6. On the **Product: Other** screen, option 4 is renamed, "Foreign Return Receipt/Advice of Receipt (A.R.)".
7. When entering Foreign Return Receipt/Advice of Receipt (A.R.) items, a new **Product: Other-Foreign Return Receipt** screen is added with the following options:
 - 1 - Priority/Letter
 - 2 - Non-priority/Printed paper
 - 3 - Parcel
 - 4 - Unknown
8. On the **Receptacle Contents** screen, product descriptions now appear in the Product column of the grid when "Other" is chosen as the Product Class.
9. Postcards and Postal Cards are removed from the First-Class Mail International Product options.

10. On the **International Mail Shape** screen:

- A Card option is now available for First-Class Mail International, Free Matter For The Blind, IPA, and ISAL products:

2 - Card (Max. 6" x 4 1/4" x 0.016")

For any products where Card is selected, the **Total Weight of pieces (lb.)** screen is not shown and a calculated estimate is used instead.

- Option A has been modified to include the word "Large":

A - USPS Large Flat Rate Priority Box (12 1/4 x 12 1/4 x 6 inches)

11. On the **Revenue per piece** screen, the Forever Stamp revenue warning no longer appears. This warning previously appeared when more than one piece was entered, the only indicia were Forever Stamps, and the total revenue did not match the expected revenue for the count of the combined 2007/2008 forever stamps.
12. On the **No. of Pieces** screen, a warning dialog is shown if the user enters more than 500 mailpieces.
13. A comment screen is reintroduced. While entering Service Information, a comment screen now appears after the Handwritten Address question, if IODIS Standard fails.

TRACS

Data Entry (Version 4.2)

1. The new version is 4.2.
2. The following mail categories are removed from the **Mail Category** screen:
 - 114 First-Class Mail/Letters, Flats and Parcels/Auto Carrier Route (AUTOOCR) (AC)
 - 124 First-Class Mail/Post Cards/Auto Cards - Carrier Route (AUTOOCR)
 - 512 Standard Mail/ECR - PRSRT STD or Nonprofit/Basic Automation ((AUTOOCR)(EA)
3. The **AIR Item Information** screen is modified to check for duplicate D&R ID Codes. When the D&R ID Code scanned has been previously recorded for an earlier item, the following warning message displays with YES/ NO options:

This D&R ID Code has already been scanned on a previous item. Continue?

If YES is selected, a comment is required. The comment screen displays this label:

Please enter a comment describing why this is a duplicate D&R ID Code.

If NO is selected, the following message displays with an OK button:

Please select another item for sampling.

After selecting OK, the item is cancelled and the display returns to the **Item Information** screen.

MENU

. Data Entry (Version 1.3)

1. The new version is 1.3.
2. The old CODES logo is replaced with the standard USPS logo.

UTILITIES

1. The most current meter Hotlist file that is available is included in this release
2. The original CODES shortcut icon of a torch on the Windows desktop is changed to a new shortcut icon of the USPS Eagle logo with the "CODES" label at the bottom.