



# ***DROP SHIPMENT APPOINTMENT SYSTEM***

Mailer User Guide  
January 2002  
Update 3

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## Drop Shipment Appointment System (DSAS) Web

The Drop Shipment Appointment System (DSAS) Web application was designed to efficiently collect and monitor drop shipment appointment data for the US Postal facilities using state-of-the-art Internet technology. Appointments are entered by an approved mailer or by a US Postal Service facility drop shipment coordinator. Once this is done, no further action is required. When the shipment reaches its intended destination, the drop shipment coordinator for the receiving postal facility updates the appointment record with actual arrival date and time information by closing out the appointment. For Web DSAS technical support call 1-800-USPSHELP (choose the following options, 1 for Minneapolis, 2 for Customer Support, 8 for Drop Shipment) located in Minneapolis, MN.

The DSAS Web address is <http://208.62.149.134>

**UNITED STATES POSTAL SERVICE**

Drop Shipment Appointment System


# Drop Shipment Appointment System

- Appointment Process
- Close-Out Data
- Facility Information
- Appointment Calendar
- Postal Contacts
- Logon Registration
- BMC Home Page
- DSAS User Guide
- Facility Conditions


## **Appointment Process (Introduction)**




The Appointment Process feature will display the DSAS Login screen. To gain access to the Appointment Process feature (DSAS Main Menu), you must first complete a DSAS Web User / Mailer ID Application Form. You will find a link to this form by selecting the Logon Registration feature of the DSAS Home page.



**Drop Shipment  
Appointment  
System**



# DROP SHIPMENT APPOINTMENT SYSTEM

User ID:

Password:

**For Technical Support call: 800-877-7435 (800-USPSHELP)**  
**Choose options: 1(Minneapolis), 2(Customer Support), 8(Drop Shipment)**


Please email [dncsc1@email.usps.gov](mailto:dncsc1@email.usps.gov) to re-instate User ID or request password




## Close-Out Data



The Close-Out Data feature allows you to see close out data for one or more appointment(s). The close-out data includes open and closed appointment data.



**Drop Shipment  
Appointment  
System**  


### Close-Out Data

(Data file last updated 10-03-2001.)  
Data file includes data from 07-05-2001 to 10-03-2001.



You can enter up to 10 confirmation numbers to search for data.  
Please note: The confirmation numbers must be put in **EXACTLY** as they were received, including spaces.

<b>Confirmation Number 1</b>	<input type="text"/>
<b>Confirmation Number 2</b>	<input type="text"/>
<b>Confirmation Number 3</b>	<input type="text"/>
<b>Confirmation Number 4</b>	<input type="text"/>
<b>Confirmation Number 5</b>	<input type="text"/>
<b>Confirmation Number 6</b>	<input type="text"/>
<b>Confirmation Number 7</b>	<input type="text"/>
<b>Confirmation Number 8</b>	<input type="text"/>
<b>Confirmation Number 9</b>	<input type="text"/>
<b>Confirmation Number 10</b>	<input type="text"/>


The  button is used to request appointment information.

The  button clears all screen data.


Enter one or more confirmation number(s), click the  button to display appointment(s) information. The data for the confirmation number(s) entered will be displayed.

	<b>Drop Shipment Appointment System</b> 
<b>Close-Out Data</b>	
(Data file last updated 10-03-2001.) Data file includes data from 07-05-2001 to 10-03-2001.	
You can enter up to 10 confirmation numbers to search for data.	
Please note: The confirmation numbers must be put in <b>EXACTLY</b> as they were received, including spaces.	
<b>Confirmation Number 1</b>	<input type="text" value="212 0929001"/>
<b>Confirmation Number 2</b>	<input type="text" value="212 1022001"/>
<b>Confirmation Number 3</b>	<input type="text" value="212 1011001"/>
<b>Confirmation Number 4</b>	<input type="text"/>
<b>Confirmation Number 5</b>	<input type="text"/>
<b>Confirmation Number 6</b>	<input type="text"/>
<b>Confirmation Number 7</b>	<input type="text"/>
<b>Confirmation Number 8</b>	<input type="text"/>
<b>Confirmation Number 9</b>	<input type="text"/>
<b>Confirmation Number 10</b>	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="RESET"/>	

The following screen will be displayed.



**Drop Shipment Appointment System**



---

[Look up data for another confirmation number](#)

**Drop Shipment Appointment System (DSAS) Close-Out Data**

<b>Confirmation No:</b> 212 0929001	<b>Appointment Status:</b> Open
<b>Facility:</b>	BALTIMORE MD
<b>Arrival Date/Time</b>	
<b>Start Unload Date/Time</b>	
<b>End Unload Date/Time</b>	
<b>Trailer Number</b>	N/A
<b>Confirmation No:</b> 212 1022001	<b>Appointment Status:</b> Open
<b>Facility:</b>	BALTIMORE MD
<b>Arrival Date/Time</b>	
<b>Start Unload Date/Time</b>	
<b>End Unload Date/Time</b>	
<b>Trailer Number</b>	N/A
<b>Confirmation No:</b> 212 1011001	<b>Appointment Status:</b> Canceled
<b>Facility:</b>	BALTIMORE MD
<b>Arrival Date/Time</b>	No Information Available
<b>Start Unload Date/Time</b>	No Information Available
<b>End Unload Date/Time</b>	No Information Available
<b>Trailer Number</b>	N/A

To request data for another confirmation number, click the [Look up data for another confirmation number](#) link.

## Facility Information

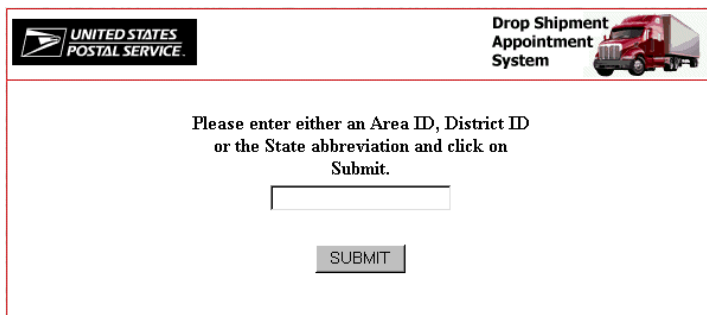


The Facility Information feature allows you to query and view facility information by area, district, or state. Information includes contact names and phone numbers, Area and District IDs, and a link to the facility profile.

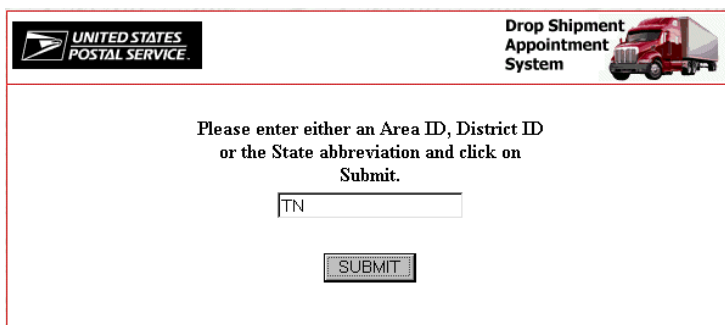


This feature provides you with two options.

First, the [Facility Listings](#) link will allow you to query and view facility information for either a specified area, district, or state.



Enter the appropriate ID or state abbreviation, and select the  button. The example shown below is for a specified area ID (example – 1K or TN for Tennessee).







After entering the specified search criteria, click the  button.

A list of facilities for the Capital Metro Area ID will be displayed.

		Drop Shipment Appointment System 			
Facility ID	Facility Name	Area/ District ID	Facility Contact Name	City/State/ZIP+4	Facility Phone Number
<a href="#">373</a>	CHATTANOOGA TN	1H / 370	KELLY DOBBINS NETWORKS SPECIALIST	CHATTANOOGA, TN 37421-9998	423-499-8342
<a href="#">307</a>	CHATTANOOGA TN	1H / 370	BEING ESTABLISHED TRANSPORTATION CLERK	CHATTANOOGA, TN 37421-9998	000-000-0000
<a href="#">384</a>	COLUMBIA TN	1H / 370	LYNDA CRUMBLEY CLERK	COLUMBIA, TN 38401-9998	931-388-6161
<a href="#">385</a>	COOKEVILLE TN	1H / 370	JIM WHEELER POSTMASTER	COOKEVILLE, TN 38501-9998	931-526-7141
<a href="#">FAKE</a>	FAKE FACILITY	/	Elvis Singer	MEMPHIS, TN 38188	901-555-5555
<a href="#">383</a>	JACKSON TN	1H / 370	PAT JACKSON SUPV MAIL PROCESSING	JACKSON, TN 38301-9998	901-422-6461
<a href="#">376</a>	JOHNSON CITY TN	1H / 370	BOB HAMMETT SUPERVISOR	JOHNSON CITY, TN 37601-9998	423-232-5811
<a href="#">377</a>	KNOXVILLE TN	1H / 370	RAMONA BELL SUPV TRANSPORTATION OPERATIONS	KNOXVILLE, TN 37950-9998	423-558-4576
<a href="#">382</a>	MC KENZIE TN	1H / 370	LARRY WEBB POSTMASTER	MC KENZIE, TN 38201-9998	901-352-7977
<a href="#">380</a>	MEMPHIS TN	1H / 370	DEMETRIA JACKSON DSAS COORDINATOR	MEMPHIS, TN 38101-9998	901-795-9882
<a href="#">38141</a>	MEMPHIS TN	1H / 370	DEMETRIA JACKSON DSAS COORDINATOR	MEMPHIS, TN 38141-9998	901-795-9882
<a href="#">382</a>	MEMPHIS BMC	1H / 370	BARBARA ISOM OPS SUPPORT SPECIALIST	MEMPHIS, TN 38136-9998	901-947-7675
<a href="#">381AN</a>	MEMPHIS BMC ANNEX	1H / 370	BARBARA A. ISOM OPS SUPPORT SPECIALIST	MEMPHIS, TN 38118-3656	901-947-7675
<a href="#">370</a>	NASHVILLE TN SCF	1H / 370	SHAUNELLE LOVE DROP SHIPMENT COORDINATOR	NASHVILLE, TN 37229-9992	615-885-9336
<a href="#">381XX</a>	TEST	/	XX XX XX	XX, TN 38001	XXX

To display a facility profile of one of the listed facilities, select a facility ID by clicking on the ID in underlined blue text. For assistance with the Facility Profile feature, see the Facility Profile section of this User Guide on page 64.

The example on the following screen is for a selected district ID (example – 210).


		Drop Shipment Appointment System 			
Facility ID	Facility Name	Area/ District ID	Facility Contact Name	City/State/ZIP+4	Facility Phone Number
<a href="#">214</a>	ANNAPOLIS MD	1K / 210		MD	
<a href="#">219</a>	BALTIMORE MD	1K / 210		MD	
<a href="#">212</a>	BALTIMORE MD	1K / 210	RC JOHNSON/SANDRA EATON DROP SHIPMENT COORDINATOR	BALTIMORE, MD 21233-9998	(410)347-4507
<a href="#">210</a>	BALTIMORE MD	1K / 210		BALTIMORE, MD 21233-9998	
<a href="#">215</a>	CUMBERLAND MD	1K / 210	RICKY FISCHER DROP SHIPMENT COORDINATOR	CUMBERLAND, MD 21502-9998	(301)722-8190
<a href="#">216</a>	EASTON MD	1K / 210	BRIAN KAUSMAN DROP SHIPMENT COORDINATOR	EASTON, MD 21601-9998	(410)763-7715
<a href="#">217</a>	FREDERICK P&DC	1K / 210	JOE HENRY DROP SHIPMENT COORDINATOR	FREDERICK, MD 21704-9996	(301)682-3105
<a href="#">211</a>	LINTHICUM MD IMF	1K / 210	SANDRA EATON/RC JOHNSON DROP SHIPMENT COORDINATORS	LINTHICUM, MD 21090-2238	410-347-4587
<a href="#">218</a>	SALISBURY MD	1K / 210	RALPH GIANGRECO POSTMASTER	SALISBURY, MD 21801-9998	(410)742-9261



(Continued)



The second option is the [Facility Profiles](#) link, which allows you to query and view facility information.

At this screen, you may choose to enter a facility ID in the input box, or click the  icon to search for a facility.

**Facility Profile**

FACILITY ID:   TYPE: ANNEX OF:

NAME:

ADDRESS:

CITY: STATE: ZIP:

CONTACT NAME:

CONTACT TITLE:

PHONE NUMBER:

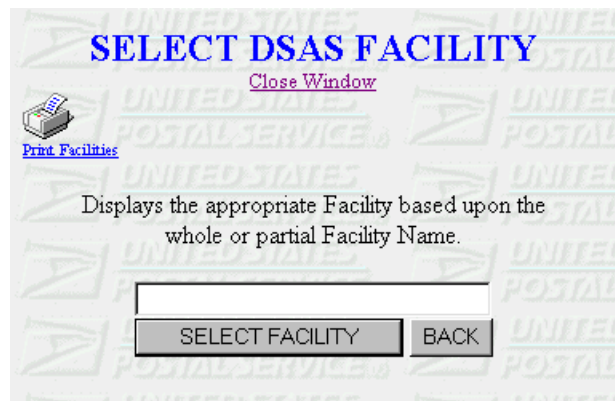
24 HR NUMBER:

FAX NUMBER:

HOURS: ADD WINDOW:

COMMENTS:

DROP SHIPS:



For additional assistance with the Facility Profile feature, see the Facility Profile section of this User Guide on page 64. For additional information about how to use the Select DSAS Facility feature, see page 66.

## Appointment Calendar



The Appointment Calendar feature allows you to view daily totals of appointment trays, sacks, letters for a particular month for a USPS area and selected facility.



**Drop Shipment Appointment System**



[BACK](#)

Select an Area and Submit

SOUTHEAST


SUBMIT


◀ **September 2001** ▶

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*Note: The date shown in red is the current day of the week.*

Select a USPS area from the drop down box and click the  button. The following screen will be displayed.



**Drop Shipment  
Appointment  
System** 

[BACK](#)

SOUTHEAST


Select a Facility and Submit


September 2001

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Select a facility from the drop down box and click the  button. The following screen will be displayed.

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SOUTHEAST

Select a Facility and Submit

MEMPHIS BMC - 38Z

SUBMIT

SOUTHEAST


SUBMIT


MEMPHIS BMC

◀ October 2001 ▶

S	M	T	W	T	F	S
	<a href="#">1</a> 39 Appts 590 Pallets 5,650 Pieces 3 Sacks	<a href="#">2</a> 26 Appts 331 Pallets 4,000 Pieces 3 Sacks	<a href="#">3</a> 44 Appts 857 Pallets 8,050 Pieces 3 Sacks	<a href="#">4</a> 58 Appts 903 Pallets 8,050 Pieces 8 Sacks	<a href="#">5</a> 48 Appts 583 Pallets 7,198 Pieces 3 Sacks	<a href="#">6</a> 23 Appts 255 Pallets 3,600 Pieces 3 Sacks
<a href="#">7</a> 3 Appts 7 Pallets	<a href="#">8</a> 19 Appts 216 Pallets 3,200 Pieces 3 Sacks	<a href="#">9</a> 21 Appts 126 Pallets 32 Sacks	<a href="#">10</a> 28 Appts 528 Pallets 1,600 Pieces 3 Sacks 18 Trays	<a href="#">11</a> 27 Appts 232 Pallets 1,600 Pieces 3 Sacks	<a href="#">12</a> 24 Appts 346 Pallets 4,727 Pieces 3 Sacks 20 Trays	<a href="#">13</a> 11 Appts 41 Pallets 1,600 Pieces 3 Sacks
<a href="#">14</a> 3 Appts 31 Pallets	<a href="#">15</a> 9 Appts 110 Pallets 3,200 Pieces 3 Sacks	<a href="#">16</a> 9 Appts 78 Pallets 3 Sacks	<a href="#">17</a> 11 Appts 75 Pallets 1,600 Pieces 14 Sacks	<a href="#">18</a> 13 Appts 78 Pallets 24,556 Pieces 3 Sacks 9 Trays	<a href="#">19</a> 12 Appts 191 Pallets 1,600 Pieces 3 Sacks	<a href="#">20</a> 8 Appts 36 Pallets 1,600 Pieces 3 Sacks
<a href="#">21</a> 1 Appts 3 Pallets	<a href="#">22</a> 9 Appts 109 Pallets 3,200 Pieces 3 Sacks	<a href="#">23</a> 9 Appts 67 Pallets 3 Sacks	<a href="#">24</a> 11 Appts 90 Pallets 3 Sacks	<a href="#">25</a> 12 Appts 143 Pallets 1,600 Pieces 3 Sacks	<a href="#">26</a> 15 Appts 218 Pallets 1,600 Pieces 3 Sacks	<a href="#">27</a> 7 Appts 26 Pallets 1,600 Pieces 3 Sacks
<a href="#">28</a> 1 Appts 3 Pallets	<a href="#">29</a> 9 Appts 118 Pallets 3,200 Pieces 3 Sacks	<a href="#">30</a> 8 Appts 65 Pallets 3 Sacks	<a href="#">31</a> 8 Appts 73 Pallets 3 Sacks			

Click any day to display (example - [25](#) ) to display the hour/number of appointments, along with the pallet, parcel, piece, sack, and tray totals. The following screen will be displayed.





[BACK](#)

MEMPHIS BMC


◀ October 25, 2001 ▶

Hour	Appts	Pallets	Parcels	Pieces	Sacks	Trays
06	1	10	0	0	0	0
08	3	37	3,500	0	0	0
10	2	42	0	0	3	0
12	2	28	0	0	0	0
13	1	10	0	0	0	0
14	2	9	1,600	1,600	0	0
17	1	7	0	0	0	0
TOTAL	12	143	5,100	1,600	3	0

## Postal Contacts



The Postal Contacts feature provides a list of postal contact information.

UNITED STATES POSTAL SERVICE		Drop Shipment Appointment System 				
<b>Contact Information</b>						
<a href="#">Click on Column Headings to Sort</a>						
<a href="#">Area</a>	<a href="#">District</a>	<a href="#">ZIP Code</a>	<a href="#">Facility</a>	<a href="#">Contact</a>	<a href="#">Phone</a>	<a href="#">Fax</a>
NY	Caribbean (San Juan PR)	006-009	00964	Hector Mendez	787-767-2797	
NE	Springfield (Springfield MA)	010-013, 050-054, 056-059	010	Deborah Rugani	413-785-6246	
NE	Middlesex-Central (North Reading MA)	014-019, 055	018	Bob Taglieri	978-664-7013	
NE	Springfield BMC	010-067, 120-123, 128-129	01Z	Deborah Rugani	413-785-6246	
NE	Boston (Boston MA)	021-022	021	Dominic Pasquarosa	617-654-5113	
NE	Providence (Providence RI)	020, 023, 025-029	028	Eileen Kennedy	401-276-5063	
NE	New Hampshire (Manchester NH)	030-038	030	Louise Ellis	603-644-4128	
NE	Maine (Portland ME)	039-049	040	Peter Leith	207-871-8542	
NE	Connecticut (Hartford CT)	060-067	060	Georgia Thompson	860-524-6297	
NY	D.V. Daniels	070-073, 074-076	07099	John Prisco	201-955-9705	
NY	New Jersey BMC	005-009, 068-079, 085-098, 100-119, 124-127, 340	07Z	Diane Desimone	201-714-6809	
AL	South Jersey (Bellmawr NJ)	080-084	08031	Gladys Robinson	609-933-4046	
NY	Central NJ (Edison NJ)	077-079, 085-089	088	Ann Hrapsky	732-819-3630	
NY	New York (New York NY)	100-102, 104	100	Vinnie Turzo	212-330-2770	
NY	Westchester (White Plains NY)	105-109, 124-127	105	Leona Hampton	914-697-4120	
NY	Triboro (Flushing NY)	103, 110-114, 116	110	Lisa Yip	718-321-5071	
NY	Long Island (Hauppauge NY)	005, 115, 117-119	117	John Columbo	516-755-2513	
NE	Albany (Albany NY)	120-123, 128-139	120	Marion Clemente	518-452-2298	
NE	Western NY (Buffalo NY)	140-149	140	Chuck Herod	716-846-2415	
AL	Pittsburgh (Pittsburgh PA)	150-154, 156, 260	150	Stephanie Johnson	412-359-7834	
AL	Pittsburgh BMC	130-136, 140-168, 260-266, 439-447	15Z	Irene Guerra	724-776-6244	
AL	Erie (Erie PA)	155, 157-159, 160-168	164	Monica Wofford	814-898-7364	
AL	Harrisburg (Harrisburg PA)	169-172, 177-178, 180-188	170	Cindi Tyson	717-257-4870	
AL	Lancaster (Lancaster PA)	173-176, 179, 195-196	175	Donna Gallagher	717-396-8993	
AL	Southeastern PA	189, 193-194	189	Pat Kaleta	610-964-6414	
AL	Philadelphia (Philadelphia PA)	190-191	190	Karen Atkins	215-895-8560	
AL	Wilmington DE	197-199	197	Andrea Robinson	302-323-2284	
AL	Philadelphia BMC	080-084, 137-139, 169-199	19Z	Walt Hicks	215-671-7625	
CM	Capital District	200, 202-209	200	Gail Corum	301-499-7331	

*Note: This screen contains partial data. It is not a complete postal contact listing.*



## **Logon Registration**




The Logon Registration feature allows you to view, print, and/or download a DSAS Web User ID / Mailer ID Application Form.

A screenshot of a web page with a red border. At the top left is the United States Postal Service logo. To its right is the text "Drop Shipment Appointment System" and a small image of a red semi-truck. In the center, there is a blue hyperlink: "Click here to download the DSAS Web User / Mailer ID Application Form". Below this is the text "Don't have Adobe Acrobat Reader? Just click below to download it." followed by a yellow "Get Acrobat Reader" button with the Adobe logo. Underneath the button, it says "File size - 5.5 meg" and "Version 4.0". At the bottom, it says "If you are unable to use the PDF version, please contact the NCSC Support Team at 877-640-0724 or ribbs@email.usps.gov and we will provide you with the registration form."

*Note: If you have already been assigned a user ID and password, click the Appointment Process feature from the DSAS Home page to login.*

Click the [Click here to download the DSAS Web User / Mailer ID Application Form](#) link to either download or view the DSAS Web User / Mailer ID Application Form.

If you have Adobe Acrobat Reader installed on your computer, the system will automatically display the form on the screen. You will be prompted to download the form if you do not have Adobe Acrobat Reader already installed.

If you do not have Adobe Acrobat Reader, click the  button and follow the instructions.

A DSAS Web User / Mailer ID Application Form is shown on page 76 of this User Guide. You may fill it out and send it to the Program Administrator via USPS mail or fax as indicated on the form.

## **BMC Home Page**



The BMC Home Page feature takes you directly to the BMC Home page

<http://www.usps.com/bulkmailcenters/officeinfo/bmcofficeinformation.htm>.




Home

[Online Services](#)  
[Shipping](#)  
[Buy Stamps & More](#)  
[Postage Rates & Fees](#)

[Small Business Tools](#)

[News and Events](#)  
[Government Links](#)  
[About USPS](#)

Keyword/Search



### BMC Office Information

- [Albuquerque ASF](#)
- [Atlanta BMC](#)
- [Billings ASF](#)
- [Buffalo ASF](#)
- [Chicago BMC](#)
- [Cincinnati BMC](#)
- [Dallas BMC](#)
- [Denver BMC](#)
- [Des Moines BMC](#)
- [Detroit BMC](#)

Click on the desired BMC Office Information link (example - • [Seattle BMC](#) ) and the following is an example of the type of information that will be displayed.



[Home](#)

[Online Services](#)

[Shipping](#)

[Buy Stamps & More](#)  
[Postage Rates & Fees](#)

[Small Business Tools](#)

[News and Events](#)

[Government Links](#)

[About USPS](#)

[Keyword/Search](#)



[Printer Friendly](#)

### Seattle BMC

Seattle BMC  
34301 9th Ave S  
Federal Way WA 98003-6721

#### Directions

North/South: I-5, Exit 142B. Turn right onto 9th Avenue.  
On left hand side is entrance gate B to BMC.  
East/West: I-90, Exit Highway 18, comes into Federal Way; turn right on 9th Avenue.  
Same as above.

[Zone Charts](#)

[Service Standards](#)

#### Service Areas

835, 838, 970-978, 980-986, 988-999

#### Plant Manager

Phone: (253) 874-7201

#### BMC Service Specialist

Vacant  
Phone: (253) 874-7366

#### Customer Service Inquiries

Phone: (253) 874-7366

#### Drop Ship Appointments

Phone: (253) 874-7393

#### Drop Ship Hours

Mon-Fri: 6AM-10PM  
Sat-Sun: 6AM-1PM

#### Bulk Mail Acceptance

Phone: (253) 874-7358


#### Acceptance Schedule/BMEU Hours

Mon-Fri: 6AM-5PM  
Lunch: 12N-12:30PM

## DSAS User Guide




The DSAS User Guide feature will allow you to access documentation and a user guide to assist you with various aspects of the DSAS Web program.




**UNITED STATES  
POSTAL SERVICE.**

**Drop Shipment  
Appointment  
System**



[Click here to download the  
DSAS Mailer Manual](#)

Don't have Adobe Acrobat Reader?  
Just click below to download it.



File size - 5.5 meg  
Version 4.0

If you are unable to use the PDF version, please contact the  
NCSC Support Team at  
**877-640-0724** or **ribbs@email.usps.gov**  
and we will provide you with the registration form.

## Facility Conditions



The Facility Conditions feature will allow you to view information about the conditions at different facilities (backlogs, delays, etc.).


The program defaults to display a list of ONLY those facilities reporting delays. If you wish to select and view information about ALL of the facilities, uncheck the box and click on the button. It also defaults to display BMC Conditions. You may select the Plant Conditions radio button to limit your search to Plant Conditions.


You have two search options. For example, you may search by either BMC or Plant name, or you may choose to search by Area Name. To search by BMC or Plant Name, type the entire or partial name of the BMC or Plant.

Click on the button. The following screen will be displayed.

Facility		Condition							
ID	Name	10/04	10/03	10/02	10/01	09/30	09/29	09/28	09/27
230	RICHMOND P&DC	white	yellow	yellow	white	white	red	yellow	white

The second option is to search either the BMC or Plant conditions by Area name. Click on the arrow on the drop down box and select an Area Name. Click on the  button and the Plant Conditions screen listing facilities reporting delays for a particular area will be displayed. The example shown below is a report of plant conditions for the Southeast Area.





[BACK](#)


Please choose the Facility Report below that you wish to see.


BMC Conditions  
 Plant Conditions


Check box, if you want to display ONLY facilities reporting delays

If you want to search by BMC or Plant Name, enter the name below.

If you want to search by Area, select the Area Name below.





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### Facility Condition Reports Plants


Legend	
white	Normal Conditions
yellow	Possible 24 hour delay
red	Possible 48 hour delay


Records last updated on 10/04/2001 11:43:46


Facility		Condition							
ID	Name	10/04	10/03	10/02	10/01	09/30	09/29	09/28	09/27
327	MID FLORIDA P&D 32799	yellow	white	white	white	white	white	white	white
370	NASHVILLE TN SCF	white	yellow	white	white	white	white	white	white
38141	MEMPHIS TN	white	white	white	yellow	white	white	white	white
390	JACKSON(SCF)	white	white	white	white	white	white	white	red



To extend your search to view a list of ALL facilities reporting a delay, leave both the BMC / Plant Name and the Area Name fields blank, and click on the  button. The following screen is an example of the type of report that will be displayed.



**Drop Shipment Appointment System**  


 [BACK](#)

### Facility Condition Reports Plants

**Legend**  

white	Normal Conditions
yellow	Possible 24 hour delay
red	Possible 48 hour delay



Records last updated on 10/04/2001 09:43:45


Facility		Condition							
ID	Name	10/04	10/03	10/02	10/01	09/30	09/29	09/28	09/27
230	RICHMOND P&DC	white	yellow	yellow	white	white	red	yellow	white
240	ROANOKE VA P&DC	red	yellow	white	red	red	yellow	red	yellow
250	CHARLESTON P & DC WV	white	white	yellow	white	white	white	white	white
255	HUNTINGTON P & DC WV	white	white	red	yellow	white	yellow	yellow	red
28603	HICKORY NC	white	white	yellow	white	white	white	white	white
29201	COLUMBIA P & DC SC	white	white	white	yellow	white	white	white	white
327	MID FLORIDA P&D 32799	yellow	white	white	white	white	white	white	white
370	NASHVILLE TN SCF	white	yellow	white	white	white	white	white	white
38141	MEMPHIS TN	white	white	white	yellow	white	white	white	white
390	JACKSON(SCF)	white	white	white	white	white	white	white	red
407	LONDON	red	white	white	white	white	white	white	white
411	ASHLAND KY	white	white	yellow	white	white	white	white	white
463	GARY IN	yellow	yellow	yellow	yellow	white	yellow	yellow	yellow
473	MUNCIE IN	white	red	yellow	white	white	white	yellow	white
476	EVANSVILLE P&DF	white	white	yellow	red	white	white	white	white

In these reports, there is a feature that allows you to sort the facilities listed in one of two ways, by ID or by facility name.

- Click on the [ID](#) button to sort the information by ID number in ascending numerical order.
- Click on the [Name](#) button to sort the information about facilities in alphabetical order.

## **Appointment Process**

 The user will select this link from the landing page whenever he or she wishes to set, modify, view, and close out an appointment. At this point, the user will be required to enter their User ID and Password. If you do not have a user ID and password, you may apply for one by mail or by fax by completing the DSAS Web Mailer / User ID Application Form. The form may be accessed and  downloaded for printing by selecting the link at the landing page.



**UNITED STATES POSTAL SERVICE**

**Drop Shipment Appointment System**

**DROP SHIPMENT APPOINTMENT SYSTEM**


User ID:

Password:


**SUBMIT**

For Technical Support call: 800-877-7435 (800-USPSHELP)  
Choose options: 1(Minneapolis), 2(Customer Support), 8(Drop Shipment)

Please email [dncsc1@email.usps.gov](mailto:dncsc1@email.usps.gov) to re-instate User ID or request password

When your User ID and password have been assigned to you, enter each of these in the appropriate fields on the logon screen, click the  button.

*Note: User IDs and passwords are not case sensitive.*

*Note: After you enter your user ID and password and click the  button for the first time, DSAS will prompt you to change your password. For assistance with the Change Password feature, see the Change Password section of this User Guide on page 24.*

After the first login of each day, two different windows will be displayed (shown on the following page), one that displays any new information and one for the DSAS Message Board. If you login again the same day, these windows will not be displayed again. However, you can still view these windows by clicking the What's New and Message Board options from the DSAS Main Menu toolbar.

## DSAS Message Board

### DSAS Message Board:

[Close Window](#)



[Print Messages](#)

38Z MEMPHIS BMC

**Message Posted:** 09/19/2001

**Message Expires:** 09/26/2001

---

Test message 2

---

38Z MEMPHIS BMC

**Message Posted:** 09/19/2001

**Message Expires:** 09/26/2001

---

Test message list

---

*Note: Messages will be removed from the DSAS Message Board window on the expiration date defined by the facility.*

## DSAS What's New?

### What's New in DSAS:

[Close Window](#)



[Print Messages](#)

**Posted:** 01/20/2000

NOTICE TO FACILITIES: In early January a problem was brought to our attention regarding recurring appointments. We corrected the source of the problem but there are still duplicate assignment records in the system through 2/5/2000 and we have no way to universally identify the "valid" records. Facilities need to look ahead at the daily schedules for the next two weeks and CALL Memphis Support: 877-640-0724 as soon as a discrepancy in availability is noticed. We have to make corrections on a case by case basis. THE MORE ADVANCE NOTICE WE HAVE THE BETTER CHANCE WE HAVE TO AVOID OVERBOOKING. THE PROBLEM WILL GO AWAY AFTER 2/5/2000.

---

**Posted:** 01/19/2000

Change to BMC Report: Weekends are no longer counted when figuring Close Out 48-Hour and 24-Hour percentages.

---

**Posted:** 01/18/2000

Effective 1/18/2000 - The Variation Slots page has been re-formatted to limit the need for scrolling.

---

**Posted:** 01/13/2000

Appointment Calendar totals have been corrected effective 2/13/2000

---

*Note: New information will be removed from the DSAS What's New window 30 calendar days after the posted date.*

## Main Menu

After closing these two windows, the DSAS Main Menu will be displayed.

Sample of the **Mailer view of the Main Menu**:

**UNITED STATES POSTAL SERVICE**

**Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

### DSAS MAIN MENU

- Appointment Information
- Appointment Close Out
- Slot Availability (7 Days)
- Slot Availability (4 Types)
- Report Selection
- Mailer Profile
- Facility Profile
- Facility Schedule Query
- Mailer Schedule Query
- Batch Appointment Process

***NEW!** Note the addition of the Batch Appointment Process link. However, users must obtain special access to this link through the Program Manager.*

Sample of the **Corporate Mailer view of the Main Menu**:

**UNITED STATES POSTAL SERVICE**

**Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

### DSAS MAIN MENU

- Appointment Information
- Perishable Scheduling
- Appointment Close Out
- Slot Availability (7 Days)
- Slot Availability (4 Types)
- Report Selection
- Mailer Profile
- Facility Profile
- Facility Schedule Query

## DSAS Toolbar

The DSAS Toolbar is displayed on the DSAS Main Menu as well as most screens throughout DSAS Web. Each option can be used as a shortcut to take you to a particular page in the DSAS Web system.



## What's New



The What's New option will open the window displaying new information. See page 22 for an example.

## Message Board



The Message Board option will open the DSAS Message Board window. See page 22 for an example.

## Change Password

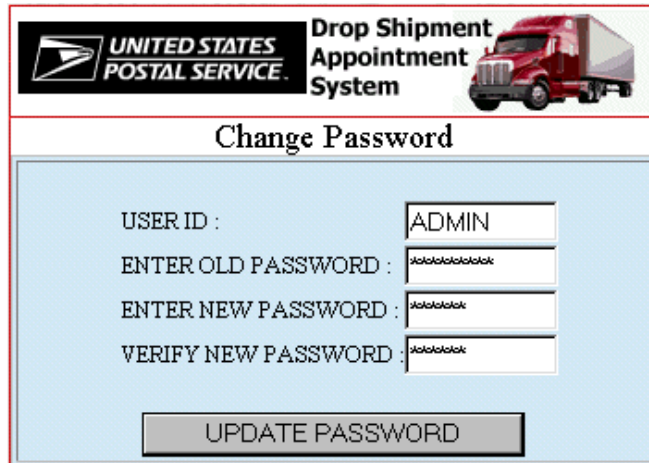


Users can change their password using this option.

*Note: You must enter the old password before you will be permitted to change to and confirm a new password. All passwords will expire after 60 days. The system will prompt you to enter a new password at this time.*

Once you have typed your old password, enter your new password, and then enter it again for verification as shown on the following screen.

A screenshot of a web form titled 'Change Password'. At the top left is the United States Postal Service logo. To its right is the text 'Drop Shipment Appointment System' and a red semi-truck icon. The form has a light blue background and contains four input fields: 'USER ID : ADMIN', 'ENTER OLD PASSWORD :', 'ENTER NEW PASSWORD :', and 'VERIFY NEW PASSWORD :'. Below these fields is a grey button labeled 'UPDATE PASSWORD'.



**UNITED STATES POSTAL SERVICE** Drop Shipment Appointment System

### Change Password

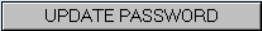
USER ID : ADMIN


ENTER OLD PASSWORD : \*

ENTER NEW PASSWORD : \*

VERIFY NEW PASSWORD : \*

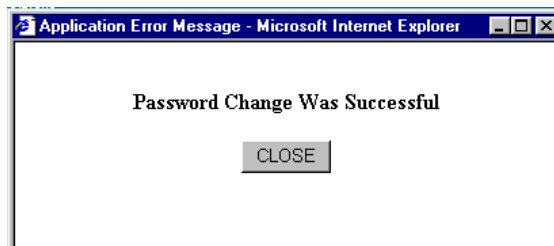
UPDATE PASSWORD

After entering your new password in both the new password and verify password boxes, click the  button.

You can not enter the same password as your current password or the following message will be displayed. Click the  button and reenter your new password twice.



After your password has been changed, the following message will be displayed.



Click the  button to accept the changed password and return to the DSAS Main Menu.



## User Guide

User's  
Guide

Users can download the DSAS Web User Guide.

[Click here to download a PDF version in Adobe Acrobat 5.0 . . .](#)  
Click the [DSAS Web User Guide](#) link to download a PDF of the DSAS Web User Guide.



**UNITED STATES POSTAL SERVICE** Drop Shipment Appointment System 

[Click here to download the DSAS Mailer Manual](#)

Don't have Adobe Acrobat Reader?  
Just click below to download it.

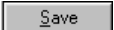
  
File size - 5.5 meg  
Version 4.0

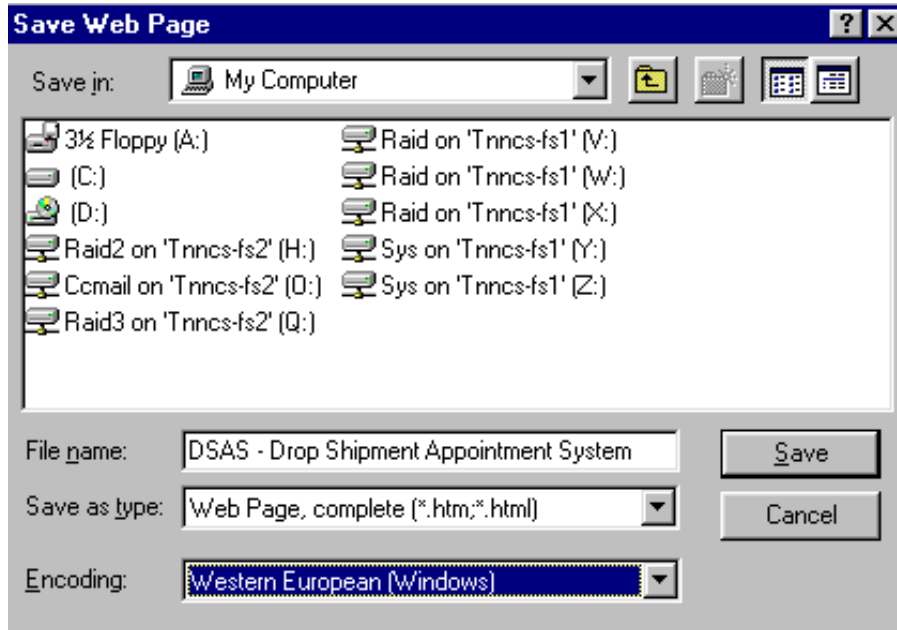
If you are unable to use the PDF version, please contact the  
NCSC Support Team at  
**877-640-0724** or **ribbs@email.usps.gov**  
and we will provide you with the registration form.

Click the Save file button.

*Note: If you are **not** using Internet Explorer, you will not see a screen that looks identical to the screen shown above. However, the same functionality will be present in the screen that will be displayed.*

Select a location to save the file. The filename will be DSASMAIL.ZIP by default. It can be changed at this point if you prefer another filename.

Click the  button.



Once the file is downloaded you will need to decompress the file using an unZIP utility such as WinZIP or PKWARE.

After the file is decompressed, the filename will be DSASMAIL.PDF. You will need Adobe Acrobat Reader 5.0 to view and print the DSAS User Guide. If you do not have Adobe Acrobat Reader, click the



icon located on the initial User Guide screen to download the latest version of this software.

## Send Us Feedback

Send Us  
Feedback

User can send comments, questions, suggestions, requests, feedback, or problems to the DSAS System Administrator.

Enter your information on the following screen and click the  button to send the information.

**UNITED STATES POSTAL SERVICE**

**Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | **Send Us Feedback** | Main Menu | Logout

We value your feedback. If you have a suggestion, comment or question, feel free to use the fields below to tell us.

Name:

Email:

Facility ID:

Mailer ID:

Subject:

Message:

The  button clears all screen fields.

After the information has been sent successfully, the following message will be displayed.

Click the [Back to previous page](#) link to go back to the previous page and enter another message, if you wish, or continue on to another feature of DSAS Web.



## Main Menu

**Main Menu** The Main Menu option will take you to the DSAS Main Menu.

## Logout

**Logout** Ends user session. Returns user to the DSAS logon screen.



## (Setting Appointments)

The DSAS Main Menu consists of the DSAS Toolbar discussed on previous pages and the features you will need to perform your daily DSAS operations.

### Example of the Mailer User view

Users who are exclusively perishable mailers will not see this link, but rather the Perishable Scheduling link in its place.

Note the addition of the Batch Appointment Process link. However, users must obtain special access to this link through the Program Manager.

### Example of Corporate Mailer User view

 **Appointment Information**


The Appointment Information feature is used to query, add, and modify drop shipment appointments for a certain facility.

### Mailer User view

*Note: For Mailer users, the mailer ID, mailer name, contact name, and facility name will be pre-populated.*


*Corporate Mailer users, however, as shown below, will be able to enter a mailer ID that is associated with their Corporate ID and a facility name.*

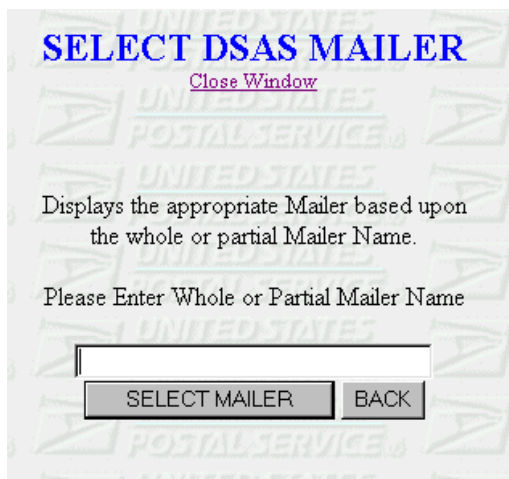
### Corporate Mailer User view


The  icon is a valuable feature for the Corporate Mailer. When selected, a window will display allowing the user to view a list of all mailer IDs that come under that particular Corporate Mailer's umbrella. (See p. 32 for more details.)

The **REFRESH** button clears all screen fields, which allows you to enter information about another appointment.

## **Corporate Mailer – Select DSAS Mailer feature** -


From the Appointment Information screen, the Corporate Mailer User may access a list of all mailer IDs within that Corporate Mailer ID. Select the  icon next to the MAILER input box. The following window will be displayed.

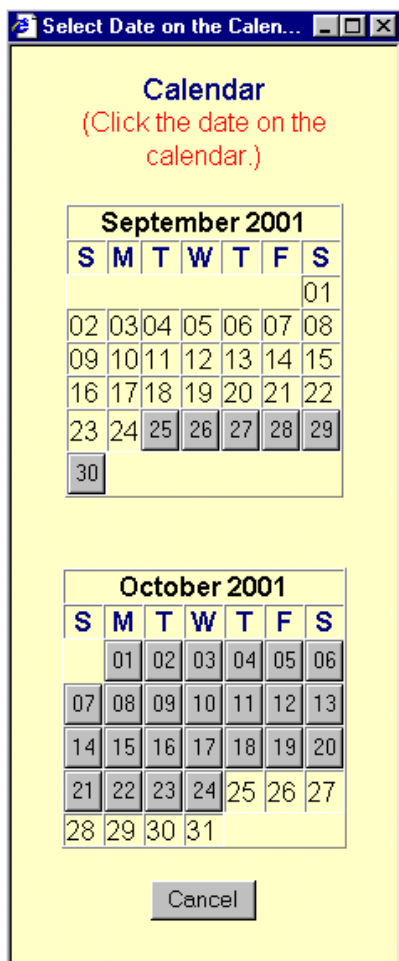


Select the  button, and a complete list of mailer names and their corresponding IDs will be displayed. Next, click on the mailer ID you are looking for, which appears in underscored blue text, and the program will return you to the Appointment Information screen. The MAILER input box will automatically be filled in.

## The Appointment Process – Setting an Appointment

The first main step in making an appointment is entering the date of the appointment.

Next to the input box labeled DATE, you see the  icon. You may click on this icon to automatically fill in a date. First, click the icon to display a monthly calendar as shown below. Thirty of the dates are highlighted in gray, which is because appointments may be arranged up to 30 days in advance.



To select an appointment date, click on the date (example - 27) for which you wish to schedule the appointment.

Click the  button to go back to the Appointment Information screen if you do not need to use the calendar or would like to enter the date manually.



The second main step in setting up an appointment is to select the time. First, you will need to find out which time slots are available for appointments on the date you have selected. To add a slot query, enter the facility ID, a date, and choose a load type by clicking on the arrow in the LOAD drop down box on the following screen.

Click the **QRY-ADD** button. The following screen will be displayed.

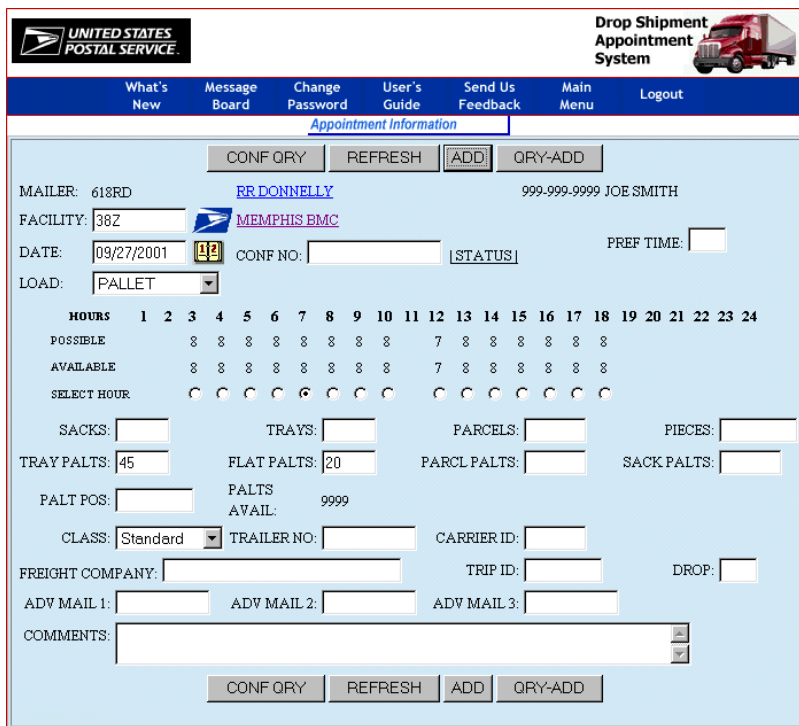
Select a slot time and fill in necessary information regarding the appointment. See the following screen for an example.

**Note:** Pallet load types will require a value to be entered for either letter pallets, flat pallets, parcel pallets, or sack pallets as shown on the following screen. Speedline load types are limited to six pallet positions. If pallets are stacked three high, the maximum number of pallets for speedline loads is eighteen.

If you do not enter a number in the TRAY PALTS input box, you will receive the following message.



When you click on the **CLOSE** button, the cursor will automatically be placed in the TRAY PALTS input box.



**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System**

What's New Message Board Change Password User's Guide Send Us Feedback Main Menu Logout

Appointment Information

CONF QRY REFRESH **ADD** QRY-ADD

MAILER: 618RD [RR DONNELLY](#) 999-999-9999 JOE SMITH

FACILITY: 382 [MEMPHIS BMC](#)

DATE: 09/27/2001 CONF NO: [ ] [STATUS] PREF TIME: [ ]

LOAD: PALLET

HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
POSSIBLE	8	8	8	8	8	8	8	8	8	8	8	7	8	8	8	8	8	8	8	8	8	8	8	8
AVAILABLE	8	8	8	8	8	8	8	8	8	8	8	7	8	8	8	8	8	8	8	8	8	8	8	8
SELECT HOUR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

SACKS: [ ] TRAYS: [ ] PARCELS: [ ] PIECES: [ ]

TRAY PALTS: 45 FLAT PALTS: 20 PARCL PALTS: [ ] SACK PALTS: [ ]

PALT POS: [ ] PALTS AVAIL: 9999

CLASS: Standard TRAILER NO: [ ] CARRIER ID: [ ]

FREIGHT COMPANY: [ ] TRIP ID: [ ] DROP: [ ]

ADV MAIL 1: [ ] ADV MAIL 2: [ ] ADV MAIL 3: [ ]

COMMENTS: [ ]

CONF QRY REFRESH **ADD** QRY-ADD

Once you have entered a date, the time, facility ID, load type, and the number of pallets, click the **ADD** button.

This will confirm the appointment. The **ADD** button will change to WAIT until the query is complete. The following screen will be displayed, and the confirmation number will be assigned.

The screenshot shows the 'Appointment Information' page in the Drop Shipment Appointment System. At the top, there is a navigation menu with links: What's New, Message Board, Change Password, User's Guide, Send Us Feedback, Main Menu, and Logout. Below the menu, there is a printer-friendly version icon and a link to 'Appointment Information'. The main form area contains several sections:

- Buttons:** CONF QRY, REFRESH, UPDATE, QRY-ADD, QRY-MOD.
- MAILER:** 618RD [RR DONNELLY](#) 999-999-9999 JOE SMITH
- FACILITY:** 38Z [MEMPHIS BMC](#) CANCEL:
- DATE:** 09/27/2001 CONF NO: 38Z 0927003 [OPEN] PREF TIME: 0
- LOAD:** PALLET
- HOURS:** A row of buttons for hours 1 through 24. Hour 6 is selected.
- POSSIBLE AVAILABLE SELECT HOUR:** 6
- Quantities:** SACKS: 0, TRAYS: 0, PARCELS: 0, PIECES: 0, TRAY PALTS: 45, FLAT PALTS: 20, PARCL PALTS: 0, SACK PALTS: 0, PALT POS: 0
- CLASS:** Standard (dropdown), TRAILER NO: [ ], CARRIER ID: [ ]
- FREIGHT COMPANY:** [ ], TRIP ID: [ ], DROP: [ ]
- ADV MAIL:** ADV MAIL 1: [ ], ADV MAIL 2: [ ], ADV MAIL 3: [ ]
- COMMENTS:** [ ]
- Bottom Buttons:** CONF QRY, REFRESH, UPDATE, QRY-ADD, QRY-MOD.

*Note: DSAS has assigned a confirmation number for the appointment.*

You will now be able to modify the appointment information at this point.

You will also notice that the **UPDATE** and **QRY-MOD** buttons have been added to the screen.

Also, the **ADD** button is no longer available.

Changes not affecting the date or time of the appointment can be entered on the screen shown above.

Then, click the **UPDATE** button to accept the change(s).

*Note: If you need to change the date and/or time of the appointment, see the next page for an example.*

## Modifying an appointment

### Changing the time and/or date of the appointment

If you are **changing the time of the appointment ONLY**, you will first have to click the  button, select a new time, and click the  button to accept the change.

The screenshot shows the 'Appointment Information' page in the Drop Shipment Appointment System. At the top, there is a navigation bar with links: What's New, Message Board, Change Password, User's Guide, Send Us Feedback, Main Menu, and Logout. Below this is a 'Printer Friendly Version' link. The main content area is titled 'Appointment Information' and contains several sections: a row of buttons (CONF QRY, REFRESH, UPDATE, QRY-ADD, QRY-MOD), appointment details (MAILER: 618RD, FACILITY: 38Z, DATE: 09/27/2001, LOAD: PALLET), a grid for selecting hours (1-24), and various input fields for quantity (SACKS, TRAYS, PARCELS, TRAY PALTS, FLAT PALTS, PARCL PALTS, SACK PALTS, PALT POS) and other parameters (CLASS, TRAILER NO, CARRIER ID, FREIGHT COMPANY, TRIP ID, ADV MAIL 1, 2, 3, COMMENTS). At the bottom of the form area, there is another row of buttons (CONF QRY, REFRESH, UPDATE, QRY-ADD, QRY-MOD).

If you are **changing both the date and time of the appointment**, first click the  button, and select a new date.

Then, click the  button again.

Next, select a new time.

Click the  button to accept the change(s).

*Note: If the appointment you want to modify is not currently displayed, you must enter the confirmation number and click the  button (as shown on page 39).*

Drop Shipment Appointment System Web (DSAS Web) – Mailer User Guide January 2002 Update 3 (Draft)

The following screen shows the changes that have been made to the appointment date and time. You will notice that the status has changed to MODIFIED. Also, it is important to notice that the confirmation number did not change, and will continue to reflect the original date for which the appointment was set.

The screenshot shows the 'Appointment Information' page. At the top, there is a navigation bar with links: What's New, Message Board, Change Password, User's Guide, Send Us Feedback, Main Menu, and Logout. Below this is a 'Printer Friendly Version' link. The main content area has a title 'Appointment Information' and a set of buttons: CONF QRY, REFRESH, UPDATE, QRY-ADD, and QRY-MOD. The appointment details are as follows:

- MAILER: 618RD [RR DONNELLY](#) 999-999-9999 JOE SMITH
- FACILITY: 38Z [MEMPHIS BMC](#) CANCEL:
- DATE: 09/29/2001 CONF NO: 38Z 0927003 [MODIFIED] PREF TIME: 0
- LOAD: PALLET

Below the date is a table for selecting hours:

HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
POSSIBLE																								
AVAILABLE																								
SELECT HOUR						6																		

Below the table are input fields for SACKS, TRAYS, PARCELS, PIECES, TRAY PALTS, FLAT PALTS, PARCL PALTS, SACK PALTS, and PALT POS. There are also fields for CLASS (Standard), TRAILER NO., CARRIER ID, FREIGHT COMPANY, TRIP ID, DROP, and ADV MAIL 1, 2, 3. A COMMENTS field is at the bottom. At the very bottom, there is another set of buttons: CONF QRY, REFRESH, UPDATE, QRY-ADD, and QRY-MOD.

Select the **QRY-MOD** button, and the following screen will be displayed. At this point you will be able to modify the appointment again, if needed. Examples of how to modify appointment information start on page 37.

The screenshot shows the 'Appointment Information' page after clicking the 'CONF QRY' button. The layout is identical to the previous screenshot, but with the following changes:

- The 'CONF QRY' button is highlighted.
- The 'DATE' field now shows '09/29/2001' with a calendar icon.
- The 'CONF NO' field now shows '38Z 0927003' with a status icon and the text '[STATUS]'.
- The 'SELECT HOUR' table now has radio buttons under each hour, with the '6' radio button selected.
- The 'PALTS AVAIL' field now shows '9954'.

The **CONF QRY** button may be used at any time to search for a particular appointment.

## Modifying an appointment not currently displayed

To modify an appointment that is not currently displayed, pull it up by entering the confirmation number in the CONF NO input box. Then, click the  button.

A screen view similar to this one will be displayed.

The screenshot shows the 'Drop Shipment Appointment System' web interface. At the top, there is a navigation bar with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. Below this is a 'Printer Friendly Version' link. The main content area is titled 'Appointment Information' and contains several buttons: 'CONF QRY', 'REFRESH', 'UPDATE', 'QRY-ADD', and 'QRY-MOD'. The form fields are as follows:

- MAILER: 618RR (with a dropdown arrow) and RR DONNELLEY (CORP ID) (with a dropdown arrow). Phone: 630-322-6729. Name: DARLENE GIBBS
- FACILITY: 38Z. MEMPHIS BMC (with a dropdown arrow). CANCEL:
- DATE: 01/09/2002. CONF NO: 38Z 0109001 (with a dropdown arrow). OPEN: . PREF TIME: 10
- LOAD: PALLET
- HOURS: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24. A radio button is selected under 'POSSIBLE AVAILABLE'.
- SELECT HOUR: (radio button)
- SACKS: 12. TRAYS: 20. PARCELS: 60. PIECES: 0
- TRAY PALTS: 25. FLAT PALTS: 0. PARCL PALTS: 0. SACK PALTS: 0
- PALT POS: 0
- CLASS: Standard (dropdown). TRAILER NO: (input). CARRIER ID: (input)
- FREIGHT COMPANY: (input). TRIP ID: (input). DROP: (input)
- ADV MAIL 1: (input). ADV MAIL 2: (input). ADV MAIL 3: (input)
- COMMENTS: (input area)

At the bottom of the form, there are buttons: 'CONF QRY', 'REFRESH', 'UPDATE', 'QRY-ADD', and 'QRY-MOD'.

At this point you will be able to modify the appointment if needed. Once the appointment is displayed, click the  button. Examples of how to modify appointment information start on page 37.

for a specific appointment. Only facilities may enter close out information.

The screenshot shows the 'Appointment Close Out' form. At the top left is the United States Postal Service logo. At the top right is the 'Drop Shipment Appointment System' logo with a truck icon. Below these is a navigation menu with links: What's New, Message Board, Change Password, User's Guide, Send Us Feedback, Main Menu, and Logout. The form title is 'Appointment Close Out'. It contains several input fields: CONFIRMATION NO., MAILER ID, FACILITY ID, TRUCK ARRIVAL DATE, UNLOAD START DATE, UNLOAD END DATE, INTEGRITY COMMENT, INTEGRITY CODE (a dropdown menu currently showing 'Good'), and TRAILER NO. There are also fields for APPT. DATE, NAME, TIME, and COMMENTS. At the top and bottom of the form are buttons labeled QUERY, BACK, and REFRESH.

*Note: Mailers can only view the status of appointments with this feature.*

The **BACK** button takes you back to the page that originally linked to the Appointment Close Out page, which could be either the DSAS Main Menu or a particular report contained in the Report Selection feature.


The **REFRESH** button clears all screen fields, which allows you to enter information for another appointment without returning to the original screen.

Type in a confirmation number to view the status of an appointment.

This screenshot is identical to the previous one, but the 'CONFIRMATION NO.' field now contains the text '38Z 0927003'. All other fields and buttons remain the same.

Click the **QUERY** button, and the following screen will be displayed.



**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System** 

[What's New](#)  
 [Message Board](#)  
 [Change Password](#)  
 [User's Guide](#)  
 [Send Us Feedback](#)  
 [Main Menu](#)  
 [Logout](#)

Appointment Close Out


 
  

CONFIRMATION NO :       APPT. DATE : 09/29/2001 04:00  
 MAILER ID : **618RD**      NAME : [RR DONNELLY](#)  
 FACILITY ID : **38Z**      NAME : **MEMPHIS BMC**  
 TRUCK ARRIVAL DATE :       TIME :   
 UNLOAD START DATE :       TIME :   
 UNLOAD END DATE :       TIME :   
 INTEGRITY COMMENT :   
 INTEGRITY CODE :       TRAILER NO :   
 STATUS : **OPEN**      NO SHOW :   
 COMMENTS :

To display the mailer profile, click the mailer name (for example - [RR DONNELLY](#) ) link.

For assistance with the Mailer Profile feature, see the Mailer Profile section of this User Guide on page 62.

**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System** 

[What's New](#)  
 [Message Board](#)  
 [Change Password](#)  
 [User's Guide](#)  
 [Send Us Feedback](#)  
 [Main Menu](#)  
 [Logout](#)

Mailer Profile

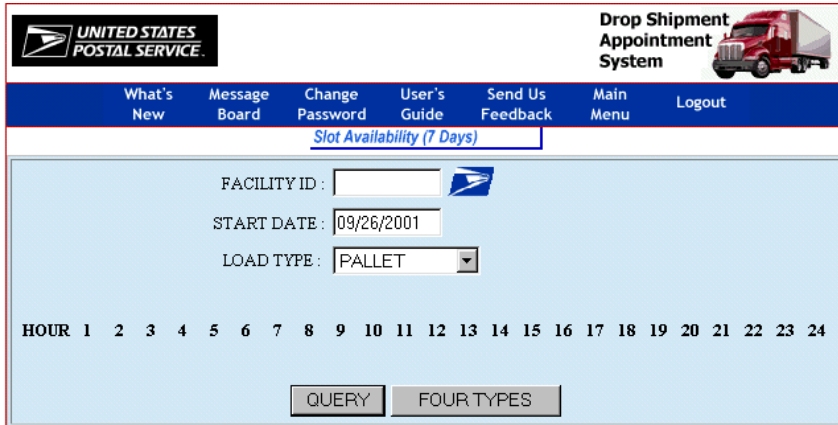
MAILER ID :       NAME :   
 ADDRESS :   
 CITY :       STATE :       ZIP + 4 :   
 CONTACT NAME :   
 TITLE :   
 PHONE NUMBER :       FAX NUMBER :   
 EMAIL ADDRESS :   
 PERISHABLE :   
 COMMENTS :



## Slot Availability (7 Days)

### Slot Availability (7 Days)

The Slot Availability (7 Days) feature allows you to view the number available time slots for a seven day period for a selected facility ID, start date, and load type.



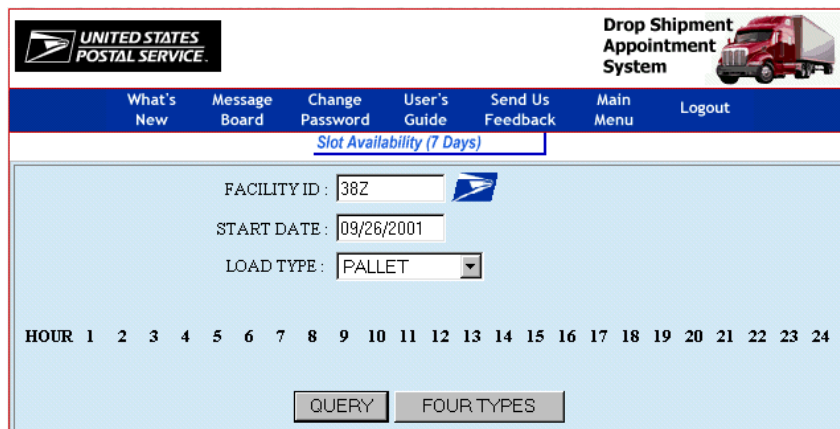
The screenshot shows the top navigation bar with the United States Postal Service logo and the Drop Shipment Appointment System title. Below the navigation bar is a blue header with links: What's New, Message Board, Change Password, User's Guide, Send Us Feedback, Main Menu, and Logout. The main content area is titled "Slot Availability (7 Days)" and contains the following form fields:

- FACILITY ID:
- START DATE:
- LOAD TYPE:

Below the form fields is a row of 24 columns labeled "HOUR 1" through "HOUR 24". At the bottom of the form are two buttons: "QUERY" and "FOUR TYPES".

*Note: The start date will default to the current system date and the load type will automatically default to pallet.*

To view the slot availability (7 days), enter a facility ID, start date, and load type as shown on the following screen.





This screenshot is identical to the previous one, but with the following values entered into the form fields:

- FACILITY ID:
- START DATE:
- LOAD TYPE:

The "HOUR 1" through "HOUR 24" row and the "QUERY" and "FOUR TYPES" buttons remain the same.


Next, click the  button, and the following screen will be displayed.



**Drop Shipment Appointment System**  


What's New
Message Board
Change Password
User's Guide
Send Us Feedback
Main Menu
Logout

Slot Availability (7 Days)

FACILITY ID :   NAME : MEMPHIS BMC

START DATE :

LOAD TYPE :

HOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<b>WEDNESDAY</b>			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						
<b>THURSDAY</b>			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						
<b>FRIDAY</b>			8	8	8	8	8	8	8	7		7	8	8	8	8	8	8						
<b>SATURDAY</b>			8	7	8	8	8	8	8	8		7	8	8	8	8	8	8						
<b>SUNDAY</b>			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						
<b>MONDAY</b>			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						
<b>TUESDAY</b>			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						

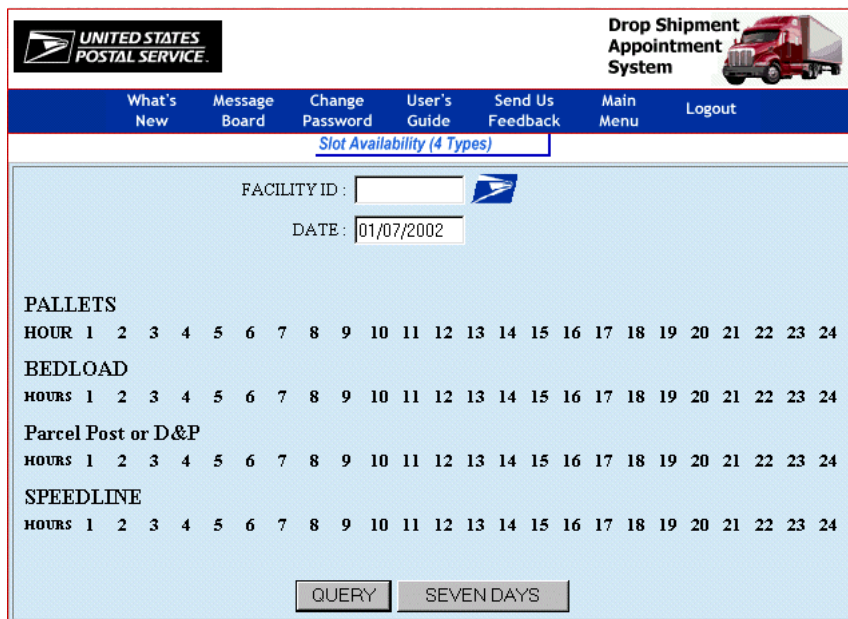
PALLET LIMIT :                    MON: 9,999   TUES: 9,999   WED: 9,999   THR: 9,999   FRI: 9,989   SAT: 9,954   SUN: 9,999

You can also view the 4 types of slot availability for the same facility ID by clicking the  button. For assistance with the Slot Availability (4 Types) feature, see the Slot Availability (4 Types) section of this User Guide on page 44.

## Slot availability (4 Types)

### Slot Availability (4 Types)

The Slot Availability (4 Types) feature allows you to view the available slots for all load types at a facility for a specified day.



UNITED STATES POSTAL SERVICE

Drop Shipment Appointment System

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

Slot Availability (4 Types)

FACILITY ID :

DATE :

**PALLETS**  
 HOUR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

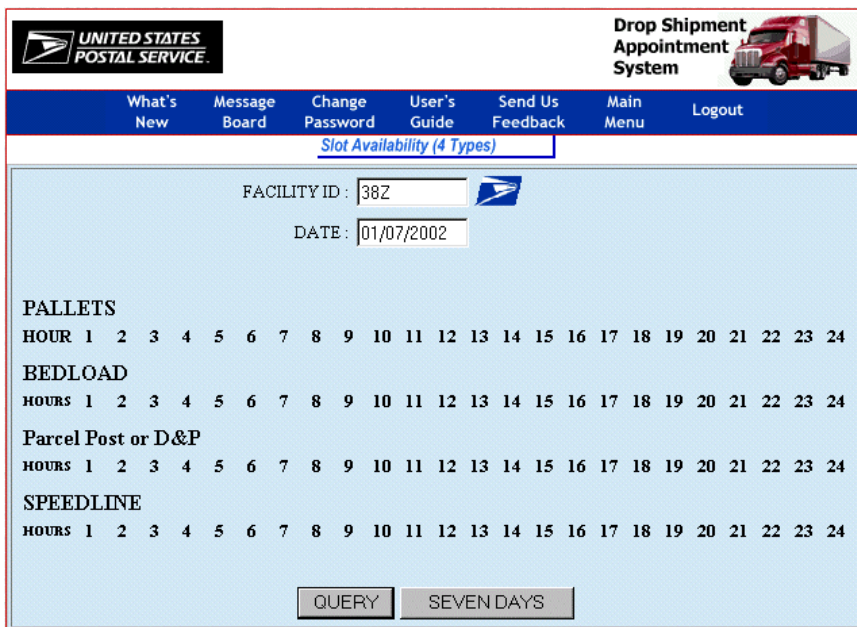
**BEDLOAD**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

**Parcel Post or D&P**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

**SPEEDLINE**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

*Note: The date will default to the current system date.*

To view the slot availability (4 types), enter a facility ID and a date as shown on the following screen.



UNITED STATES POSTAL SERVICE

Drop Shipment Appointment System

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

Slot Availability (4 Types)

FACILITY ID :

DATE :


**PALLETS**  
 HOUR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24


**BEDLOAD**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

**Parcel Post or D&P**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

**SPEEDLINE**  
 HOURS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24


Click the  button. The following screen will be displayed.



**Drop Shipment Appointment System**  


What's New
Message Board
Change Password
User's Guide
Send Us Feedback
Main Menu
Logout

[Slot Availability \(4 Types\)](#)

FACILITY ID:   NAME: MEMPHIS BMC

DATE:

**PALLETS**

HOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SLOTS			8	8	8	8	8	8	8	8		7	8	8	8	8	8	8						

**BEDLOAD**

HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SLOTS		2	1	2	3	1	2	2	2	1	12	2	1	3	2	2								

**Parcel Post or D&P**

HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SLOTS		2		2	2	1	2	1	2			2	1	2	1	2								

**SPEEDLINE**

HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SLOTS			2	2	2	2	2	2	2			2	2	2	2	2	2							

You can also view the 7 days of slot availability for the same facility ID by clicking the  button. For assistance with the Slot Availability (7 Days) feature, see the Slot Availability (7 Days) section of this User Guide on page 42.

## Report Selection



The Report Selection feature allows you to view various reports for selected criteria.

The screenshot shows the "Report Selection" page of the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. At the top right is the "Drop Shipment Appointment System" logo with a red truck icon. Below these is a navigation bar with links: "What's New", "Message Board", "Change Password", "User's Guide", "Send Us Feedback", "Main Menu", and "Logout". The "Report Selection" link is highlighted with a blue box. The main content area has a light blue background and contains two sections of radio button options: "Work Reports" with "Appointment Calendar", "Daily Schedule", and "Open Appointments" (selected); and "Appointment Status Reports" with "Appointments Made", "Appointments Cancelled", "Appointments No Show", and "Appointments Closed". Below these is a form with input fields for "FACILITY ID" (38z), "MAILER ID" (618RR), "AREA ID", "DISTRICT ID", "FROM DATE" (09/12/2001), and "THRU DATE" (09/30/2001). A "REQUEST REPORT" button is at the bottom.

*Note: Your mailer ID will automatically be populated.*

*Note: When you enter a from date (mmddyyyy or mmddyy) and hit <TAB>, the system will format the date for you. When you hit <TAB>, the thru date will automatically be populated with the same formatted date.*

## Work Reports (Appointment Calendar)

### Appointment Calendar

The Appointment Calendar feature allows you to view daily totals of appointment trays, sacks, and letters for a particular month by USPS area and facility.

**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

Report Selection


**Work Reports**

- Appointment Calendar
- Daily Schedule
- Open Appointments

**Appointment Status Reports**

- Appointments Made
- Appointments Cancelled
- Appointments No Show
- Appointments Closed

---

FACILITY ID:   MAILER ID: 618RD

AREA ID:  DISTRICT ID:

FROM DATE:  THRU DATE:

**REQUEST REPORT**

*Note: If you do not enter a from date and a thru date, the system will default to the current month.*

Click the  button. The following screen will be displayed.

UNITED STATES POSTAL SERVICE

Drop Shipment Appointment System

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

[BACK](#)

Select an Area and Submit

ALLEGHENY

SUBMIT

September 2001						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Note: The current day of the week is shown in red.

Select a USPS area from the drop down box and click the  button. The following screen will be displayed.

UNITED STATES POSTAL SERVICE

Drop Shipment Appointment System

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

[BACK](#)

ALLEGHENY

Select a Facility and Submit

AKRON SCF - 442

SUBMIT


ALLEGHENY


SUBMIT

September 2001						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Select a facility from the drop down box and click the  button. The following screen will be displayed.







What's New
Message Board
Change Password
User's Guide
Send Us Feedback
Main Menu
Logout

[BACK](#)

SOUTHEAST

Select a Facility and Submit

MEMPHIS BMC - 38Z

SUBMIT

SOUTHEAST


SUBMIT


MEMPHIS BMC

August 2001

S	M	T	W	T	F	S
			<a href="#">1</a> 51 Appts 866 Pallets 9,400 Pieces 7 Sacks 51 Trays	<a href="#">2</a> 51 Appts 629 Pallets 2,500 Pieces 3 Sacks	<a href="#">3</a> 46 Appts 714 Pallets 122,396 Pieces 1,527 Sacks 1,037 Trays	<a href="#">4</a> 23 Appts 288 Pallets 4,950 Pieces 233 Sacks
<a href="#">5</a> 15 Appts 124 Pallets 4,000 Pieces	<a href="#">6</a> 37 Appts 426 Pallets 3,950 Pieces 5 Sacks 11 Trays	<a href="#">7</a> 22 Appts 325 Pallets 4,000 Pieces 3 Sacks	<a href="#">8</a> 32 Appts 379 Pallets 4,500 Pieces 3 Sacks	<a href="#">9</a> 44 Appts 496 Pallets 3,083 Pieces 3 Sacks 33 Trays	<a href="#">10</a> 46 Appts 776 Pallets 38,442 Pieces 3 Sacks 3,000 Trays	<a href="#">11</a> 28 Appts 263 Pallets 4,500 Pieces
<a href="#">12</a> 16 Appts 221 Pallets	<a href="#">13</a> 35 Appts 349 Pallets 4,450 Pieces 3 Sacks 56 Trays	<a href="#">14</a> 24 Appts 276 Pallets 4,000 Pieces 25 Sacks	<a href="#">15</a> 35 Appts 691 Pallets 4,500 Pieces 3 Sacks 11 Trays	<a href="#">16</a> 46 Appts 558 Pallets 4,500 Pieces 3 Sacks	<a href="#">17</a> 38 Appts 590 Pallets 8,260 Pieces 3 Sacks	<a href="#">18</a> 29 Appts 380 Pallets 6,500 Pieces
<a href="#">19</a> 8 Appts 138 Pallets	<a href="#">20</a> 26 Appts 308 Pallets 7,400 Pieces 3 Sacks	<a href="#">21</a> 38 Appts 367 Pallets 4,450 Pieces 3 Sacks 12 Trays	<a href="#">22</a> 39 Appts 472 Pallets 94,133 Pieces 34 Sacks 803 Trays	<a href="#">23</a> 47 Appts 757 Pallets 4,500 Pieces 4 Sacks	<a href="#">24</a> 49 Appts 714 Pallets 8,950 Pieces 103 Sacks 195 Trays	<a href="#">25</a> 26 Appts 333 Pallets 6,500 Pieces 48 Sacks
<a href="#">26</a> 14 Appts 209 Pallets 2,000 Pieces	<a href="#">27</a> 39 Appts 513 Pallets 7,950 Pieces 3 Sacks 3,000 Trays	<a href="#">28</a> 23 Appts 313 Pallets 6,000 Pieces 3 Sacks	<a href="#">29</a> 46 Appts 885 Pallets 2,500 Pieces 3 Sacks	<a href="#">30</a> 48 Appts 855 Pallets 7,400 Pieces 3 Sacks	<a href="#">31</a> 47 Appts 705 Pallets 8,500 Pieces 3 Sacks 45 Trays	

Click any day (example - [14](#) ) to display the hour and number of appointments, along with the pallet, parcel, piece, sack, and tray totals. The following screen will be displayed.





What's New
Message Board
Change Password
User's Guide
Send Us Feedback
Main Menu
Logout

[BACK](#)

MEMPHIS BMC

August 20, 2001

Hour	Appts	Pallets	Parcels	Pieces	Sacks	Trays
<a href="#">05</a>	1	0	2,000	2,000	0	0
<a href="#">06</a>	2	10	5,028	4,000	0	0
<a href="#">07</a>	2	36	0	0	0	0
<a href="#">09</a>	1	40	0	0	0	0
<a href="#">10</a>	3	34	0	0	3	0
<a href="#">12</a>	4	67	0	0	0	0
<a href="#">13</a>	4	43	2,450	0	0	0
<a href="#">14</a>	2	0	3,850	1,400	0	0
<a href="#">15</a>	2	35	2,450	0	0	0
<a href="#">16</a>	3	34	4,650	0	0	0
<a href="#">19</a>	1	4	0	0	0	0
<a href="#">21</a>	1	5	0	0	0	0
TOTAL	26	308	20,428	7,400	3	0



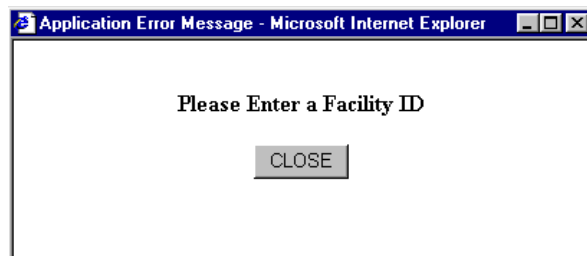
## Work Reports (Daily Schedule)

### Daily Schedule

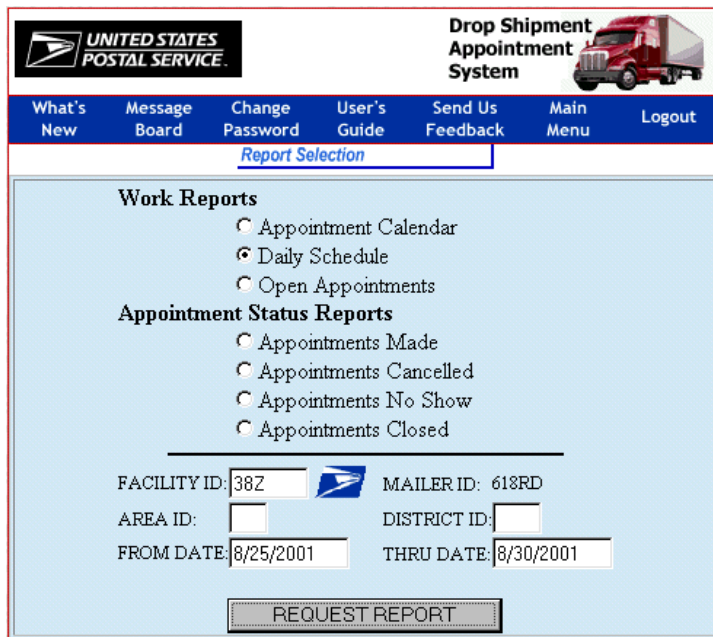
The Daily Schedule feature displays a variety of information for scheduled daily appointments when a specified facility ID is entered along with a date range.

The screenshot shows the web interface for the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. To the right is the system title 'Drop Shipment Appointment System' with a red truck icon. Below this is a navigation menu with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. The 'Report Selection' link is highlighted. The main content area is titled 'Work Reports' and contains several radio button options: 'Appointment Calendar', 'Daily Schedule' (which is selected), 'Open Appointments', 'Appointment Status Reports', 'Appointments Made', 'Appointments Cancelled', 'Appointments No Show', and 'Appointments Closed'. Below these options are input fields for 'FACILITY ID', 'MAILER ID: 618RD', 'AREA ID', 'DISTRICT ID', 'FROM DATE', and 'THRU DATE'. A 'REQUEST REPORT' button is located at the bottom of the form.

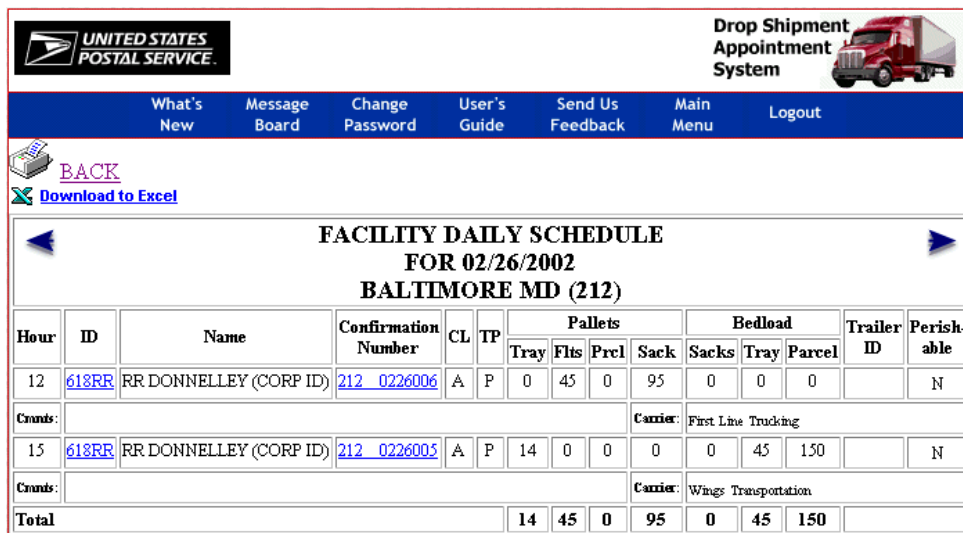
You must select a facility ID, a FROM DATE, and a THRU DATE or either of the following messages will be displayed. Click the  button for either message.



Enter a valid facility ID, a date range and click the  button.



The following screen will be displayed.



Hour	ID	Name	Confirmation Number	CL	TP	Pallets				Bedload			Trailer ID	Perishable
						Tray	Flts	Prel	Sack	Sacks	Tray	Parcel		
12	<a href="#">618RR</a>	RR DONNELLEY (CORP ID)	<a href="#">212_0226006</a>	A	P	0	45	0	95	0	0	0		N
Counts:						Carrier: First Line Trucking								
15	<a href="#">618RR</a>	RR DONNELLEY (CORP ID)	<a href="#">212_0226005</a>	A	P	14	0	0	0	0	45	150		N
Counts:						Carrier: Wings Transportation								
<b>Total</b>						<b>14</b>	<b>45</b>	<b>0</b>	<b>95</b>	<b>0</b>	<b>45</b>	<b>150</b>		

If you click your mailer ID number (example - [618RD](#) ), the Mailer Profile screen will be displayed. For assistance with the Mailer Profile feature, see the Mailer Profile section of this User Guide on page 62.

If you click a confirmation number (example - [38Z 0927003](#) ), the Appointment Close Out screen will be displayed. For assistance with the Appointment Close Out feature, see the Appointment Close Out section of this User Guide on page 40.

## Work Reports (Open Appointments)

### Open Appointments

The Open Appointments feature allows you to display all your open appointments by facility.

The screenshot shows the web interface for the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. At the top right is the system title 'Drop Shipment Appointment System' with a red truck icon. Below the header is a navigation menu with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. A 'Report Selection' dropdown menu is open, showing the following options:

- Appointment Calendar
- Daily Schedule
- Open Appointments

Below these are 'Appointment Status Reports' with the following options:

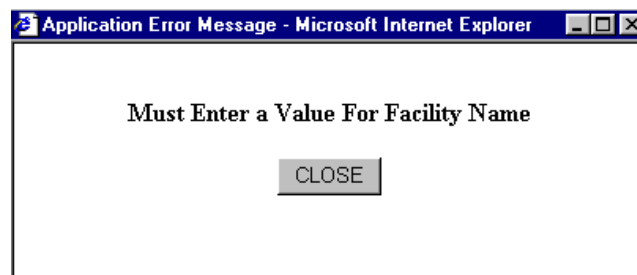
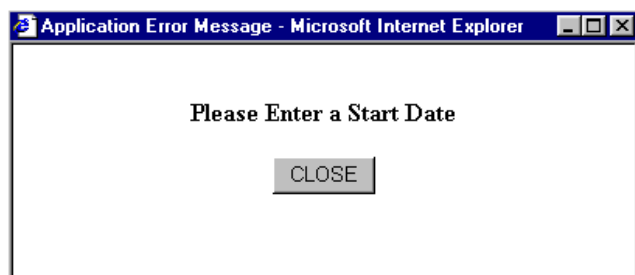
- Appointments Made
- Appointments Cancelled
- Appointments No Show
- Appointments Closed

Form fields include:

- FACILITY ID:
- MAILER ID: 618RD
- AREA ID:
- DISTRICT ID:
- FROM DATE:
- THRU DATE:

A 'REQUEST REPORT' button is located at the bottom of the form.

You must select a facility ID, a FROM DATE, and a THRU DATE or either of the following messages will be displayed. Click the  button for either message.



Enter a valid facility ID, a date range and click the  button.

The following screen will be displayed.

Facility	Confirmation	Mailer		Appointment			Sacks	Trays	Parcels	Total Pieces	Total Pails	Perishable?
		Name	ID	Date	Hour	Type						
MEMPHIS BMC	<a href="#">38Z 0927003</a>	RR DONNELLY	<a href="#">618RD</a>	09/29/2001	4	P	0	0	0	0	45	No
MEMPHIS BMC	<a href="#">38Z 0928003</a>	RR DONNELLY	<a href="#">618RD</a>	09/28/2001	16	P	0	0	0	0	36	No
MEMPHIS BMC	<a href="#">38Z 1012001</a>	RR DONNELLY	<a href="#">618RD</a>	10/12/2001	5	P	0	0	0	0	40	No
MEMPHIS BMC	<a href="#">38Z 1016001</a>	RR DONNELLY	<a href="#">618RD</a>	10/16/2001	12	S	10	24	50	0	6	No
MEMPHIS BMC	<a href="#">38Z 1020001</a>	RR DONNELLY	<a href="#">618RD</a>	10/20/2001	7	B	0	0	0	0	0	No

If you click a confirmation number (example - [38Z 0927003](#) ), the Appointment Close Out screen will be displayed. For assistance with the Appointment Close Out feature, see the Appointment Close Out section of this User Guide on page 40.

If you click your mailer ID number, (example - 618RD ) the Mailer Profile screen will be displayed. For a assistance with the Mailer Profile feature, see the Mailer Profile section of this User Guide on page 62.

## Appointment Status Reports (Appointments Made)

### Appointments Made

The Appointments Made feature displays a list of all appointments made whether or not they have been cancelled, modified, or opened.

The screenshot shows the web interface for the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. To the right is the system title 'Drop Shipment Appointment System' with a red truck icon. Below this is a navigation menu with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. A 'Report Selection' tab is highlighted. Underneath, there are two sections: 'Work Reports' with radio buttons for 'Appointment Calendar', 'Daily Schedule', and 'Open Appointments'; and 'Appointment Status Reports' with radio buttons for 'Appointments Made' (which is selected), 'Appointments Cancelled', 'Appointments No Show', and 'Appointments Closed'. Below these sections are input fields for 'FACILITY ID', 'MAILER ID: 618RD', 'AREA ID', 'DISTRICT ID', 'FROM DATE', and 'THRU DATE'. A 'REQUEST REPORT' button is at the bottom.

You must select a from date and a thru date or the following message will be displayed. Click the **CLOSE** button.



Enter a date range, and click the  button.

The following screen will be displayed.

FACILITY ID	FACILITY NAME	CONFIRMATION NUMBER	DISP	APPOINTMENT DATE	APPOINTMENT TIME	ARRIVAL DATE	ARRIVAL TIME	UNLOAD START DATE	UNLOAD START TIME	UNLOAD END DATE	UNLOAD END TIME	VEHICLE	CARRIER
<a href="#">212</a>	BALTIMORE MD	<a href="#">212_1224001</a>	O	12/24/01	6	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1220001</a>	F	12/20/01	8	12/20/01	08:30	12/20/01	09:15	12/20/01	11:30	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1220002</a>	N	12/20/01	8	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1220003</a>	N	12/20/01	13	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1221001</a>	N	12/21/01	9	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1221002</a>	N	12/21/01	15	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_1222001</a>	O	12/22/01	17	---	---	---	---	---	---	---	---
<a href="#">212</a>	BALTIMORE MD	<a href="#">212_0226005</a>	O	02/26/02	15	---	---	---	---	---	---	---	---
<a href="#">212</a>	BALTIMORE MD	<a href="#">212_0226006</a>	O	02/26/02	12	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_0109001</a>	O	01/09/02	10	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_0109002</a>	O	01/09/02	14	---	---	---	---	---	---	---	---
<a href="#">382</a>	MEMPHIS BMC	<a href="#">382_0226010</a>	O	02/26/02	10	---	---	---	---	---	---	---	---

If you click your facility ID number (example - [382](#) ), the Facility Profile screen will be displayed. For assistance with the Facility Profile feature, see the Facility Profile section of this User Guide on page 63. If you click a confirmation number (example - [212\\_0226006](#) ), the Appointment Close Out screen will be displayed. For assistance with the Appointment Close Out feature, see the Appointment Close Out section of this User Guide on page 40.

## Appointment Status Reports (Appointments Cancelled)

### Appointments Cancelled

The Appointments Cancelled feature displays a list of cancelled appointments.

The screenshot shows the web interface for the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. To the right is the system name 'Drop Shipment Appointment System' with a red truck icon. Below this is a navigation menu with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. A 'Report Selection' link is highlighted. The main content area is titled 'Work Reports' and contains three radio button options: 'Appointment Calendar', 'Daily Schedule', and 'Open Appointments'. Below this is the 'Appointment Status Reports' section with five radio button options: 'Appointments Made', 'Appointments Cancelled' (which is selected), 'Appointments No Show', and 'Appointments Closed'. At the bottom of this section are input fields for 'FACILITY ID', 'MAILER ID: 618RD', 'AREA ID', 'DISTRICT ID', 'FROM DATE', and 'THRU DATE'. A 'REQUEST REPORT' button is located at the bottom center.

You must select a FROM DATE and a THRU DATE or the following message will be displayed. Click the  button.



Enter a date range and click the  button.



## Appointment Status Reports (Appointments No Show)

### Appointments No Show

The Appointments No Show feature displays a list of appointments that did not show at the facility.

**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout


Report Selection

**Work Reports**

- Appointment Calendar
- Daily Schedule
- Open Appointments

**Appointment Status Reports**

- Appointments Made
- Appointments Cancelled
- Appointments No Show
- Appointments Closed

FACILITY ID:   MAILER ID: 618RD

AREA ID:  DISTRICT ID:

FROM DATE:  THRU DATE:

REQUEST REPORT

You must select a FROM DATE and a THRU DATE or the following message will be displayed. Click the  button.



Enter a date range and click the  button.

The following screen will be displayed.

FACILITY		CONFIRMATION	APPOINTMENT	
ID	NAME	NUMBER	DATE	TIME
38Z	MEMPHIS BMC	<a href="#">38Z 1220002</a>	12/20/01	08
38Z	MEMPHIS BMC	<a href="#">38Z 1220003</a>	12/20/01	13
38Z	MEMPHIS BMC	<a href="#">38Z 1221001</a>	12/21/01	09
38Z	MEMPHIS BMC	<a href="#">38Z 1221002</a>	12/21/01	15

If you click your facility ID number (example - 38Z ), the Facility Profile screen will be displayed. For assistance with the Facility Profile feature, see the Facility Profile section of this User Guide on page 64.

If you click a confirmation number (example - 38Z 0927003 ), the Appointment Close Out screen will be displayed. For assistance with the Appointment Close Out feature, see the Appointment Close Out section of this User Guide on page 40.

## Appointment Status Reports (Appointments Closed)

### Appointments Closed

The Appointments Closed feature displays a list of closed appointments.

The screenshot shows the web interface for the Drop Shipment Appointment System. At the top left is the United States Postal Service logo. To the right is the system title 'Drop Shipment Appointment System' with a red truck icon. Below this is a navigation menu with links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. A 'Report Selection' link is highlighted. The main content area is titled 'Work Reports' and 'Appointment Status Reports'. Under 'Work Reports' are three radio buttons: 'Appointment Calendar', 'Daily Schedule', and 'Open Appointments'. Under 'Appointment Status Reports' are five radio buttons: 'Appointments Made', 'Appointments Cancelled', 'Appointments No Show', and 'Appointments Closed', with the last one selected. Below these are input fields for 'FACILITY ID', 'MAILER ID: 618RD', 'AREA ID', 'DISTRICT ID', 'FROM DATE', and 'THRU DATE'. A 'REQUEST REPORT' button is at the bottom.

You must select a from date and a thru date or the following message will be displayed. Click the  button.



Enter a date range. Click the  button.

The following screen will be displayed.

APPOINTMENTS CLOSED												
09/28/2001 - 10/01/2001												
MAILER		CONFIRMATION	APPOINTMENT		ARRIVAL		UNLOAD START		UNLOAD END		VEHICLE	MAIL INTEGRITY
ID	NAME	NUMBER	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME		
<a href="#">618RD</a>	RR DONNELLY	<a href="#">38Z_0928003</a>	09/28/2001	16	09/28/2001	16:15	09/28/2001	16:30	09/28/2001	17:00	---	---
<a href="#">618RD</a>	RR DONNELLY	<a href="#">38Z_0928004</a>	09/28/2001	10	09/28/2001	11:15	09/28/2001	12:00	09/28/2001	14:00	---	---
<a href="#">618RD</a>	RR DONNELLY	<a href="#">38Z_0928005</a>	09/28/2001	10	09/28/2001	09:00	09/28/2001	11:30	09/28/2001	13:30	---	E

If you click your mailer ID number (example - [618RR](#) ), the Mailer Profile screen will be displayed. For assistance with the Mailer Profile feature, see the Mailer Profile section of this User Guide on page 62. If you click a confirmation number (example - [38Z\\_0927003](#) ), the Appointment Close Out screen will be displayed. For assistance with the Appointment Close Out feature, see the Appointment Close Out section of this User Guide on page 40.

## Mailer Profile



The Mailer Profile section allows you to update your mailer information.

UNITED STATES POSTAL SERVICE		Drop Shipment Appointment System				
What's New	Message Board	Change Password	User's Guide	Send Us Feedback	Main Menu	Logout
<u>Mailer Profile</u>						
MAILER ID :	618RD	NAME :	RR DONNELLY			
ADDRESS :	123 MAIN					
CITY :	ANYWHERE	STATE :	CT	ZIP + 4:	06060	
CONTACT NAME :	JOE SMITH					
TITLE :	Manager					
PHONE NUMBER :	999-999-9999	FAX NUMBER :	999-999-9999			
EMAIL ADDRESS :	N/A					
PERISHABLE :	N (Y or N)					
COMMENTS :						
<input type="button" value="BACK"/> <input type="button" value="REFRESH"/> <input type="button" value="UPDATE"/>						

*Note: Your mailer profile will automatically be populated.*

The  button takes you back to the previous page.



The  button clears all screen fields.

To modify your mailer profile, make the change(s) and click the  button. The screen will automatically refresh and display the change(s).

## Facility Profile




The Facility Profile section allows you to query and view facility information.



What's New	Message Board	Change Password	User's Guide	Send Us Feedback	Main Menu	Logout
------------	---------------	-----------------	--------------	------------------	-----------	--------

Facility Profile

FACILITY ID:   TYPE: DEF  ANNEX OF:

NAME:

ADDRESS:

CITY:  STATE:  ZIP + 4:

CONTACT NAME:  CONTACT TITLE:

PHONE NUMBER:  24 HR NUMBER:  FAX NUMBER:

HOURS OPEN:  to  ADD WINDOW: 24

COMMENTS:

DROP SHIPS MONDAY TO FRIDAY :  to  (TWO HOUR WINDOW)


DROP SHIPS SATURDAY TO SUNDAY:  to  (ONE HOUR WINDOW)

The  button takes you back to the previous page.

The  button clears all screen fields.

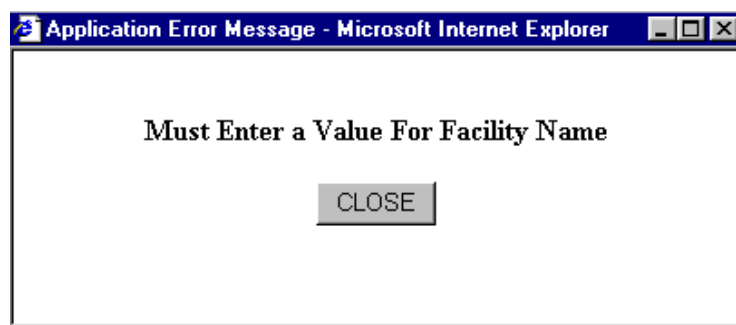
To display the information for a specified/selected facility ID, enter the facility ID as shown on the following screen.

The screenshot shows the 'Facility Profile' form. At the top left is the United States Postal Service logo. At the top right is the 'Drop Shipment Appointment System' logo with a truck icon. Below these are navigation links: 'What's New', 'Message Board', 'Change Password', 'User's Guide', 'Send Us Feedback', 'Main Menu', and 'Logout'. The form itself has a light blue background and contains the following fields and controls:




- FACILITY ID:  
- TYPE:
- ANNEX OF:
- NAME:
- ADDRESS:
- CITY:  STATE:  ZIP + 4:
- CONTACT NAME:  CONTACT TITLE:
- PHONE NUMBER:  24 HR NUMBER:  FAX NUMBER:
- HOURS OPEN:  to  ADD WINDOW:
- COMMENTS:
- DROP SHIPS MONDAY TO FRIDAY:  to  (TWO HOUR WINDOW)
- DROP SHIPS SATURDAY TO SUNDAY:  to  (ONE HOUR WINDOW)


At the bottom of the form are three buttons: , , and .

If you enter an incorrect facility ID, the following message will be displayed. Click the  button.



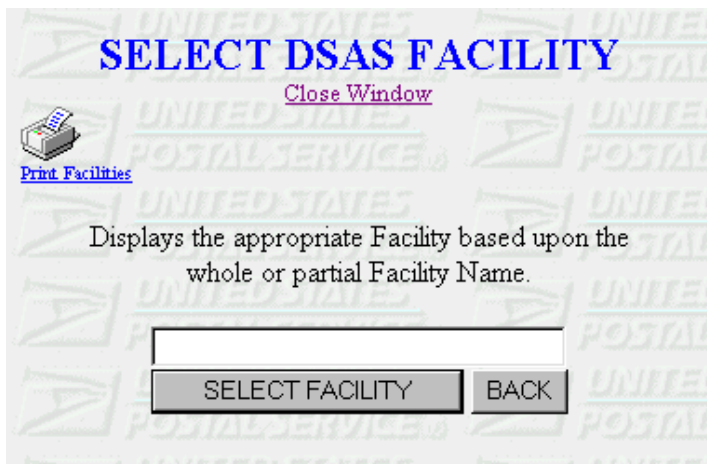
Click the  button to display the facility profile for the facility ID you chose. The following screen will be displayed.

		<b>Drop Shipment Appointment System</b> 				
What's New	Message Board	Change Password	User's Guide	Send Us Feedback	Main Menu	Logout
<u>Facility Profile</u>						
FACILITY ID:	<input type="text" value="38Z"/> 	TYPE:	<input type="text" value="BMC"/>	ANNEX OF:	<input type="text"/>	
NAME:	<input type="text" value="MEMPHIS BMC"/>					
ADDRESS:	<input type="text" value="1921 ELVIS PRESLEY BLVD"/>					
CITY:	<input type="text" value="MEMPHIS"/>	STATE:	<input type="text" value="TN"/>	ZIP + 4:	<input type="text" value="38136-9998"/>	
CONTACT NAME:	<input type="text" value="BARBARA ISOM"/>	CONTACT TITLE:	<input type="text" value="OPS SUPPORT SPECIALIST"/>			
PHONE NUMBER:	<input type="text" value="901-947-7675"/>	24 HR NUMBER:	<input type="text" value="901-947-7675"/>	FAX NUMBER:	<input type="text" value="901-947-7678"/>	
HOURS OPEN:	<input type="text" value="03:00A"/> to <input type="text" value="17:00P"/>	ADD WINDOW:	<input type="text" value="12"/>	DISTRICT: 370 AREA:1H		
COMMENTS:	<input type="text" value="TR=53FT/fruit&amp;all LETTER TRAYS assigned to 381an"/>					
DROP SHIPS MONDAY TO FRIDAY :	<input type="text" value="3:00A"/> to <input type="text" value="17:00P"/>	(TWO HOUR WINDOW)				
DROP SHIPS SATURDAY TO SUNDAY:	<input type="text" value="3:00A"/> to <input type="text" value="17:00P"/>	(ONE HOUR WINDOW)				
<input type="button" value="QUERY"/> <input type="button" value="BACK"/> <input type="button" value="REFRESH"/>						

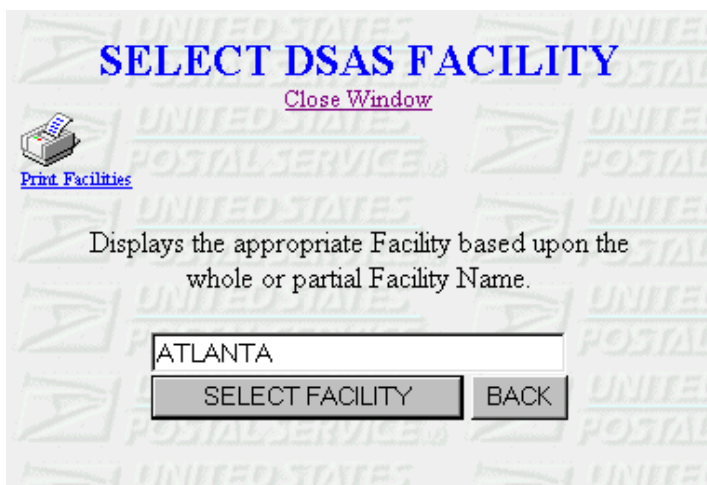
If you do not remember a facility ID, you can search for one by the facility name. Click the  icon, and the following screen will be displayed.




Select a DSAS FACILITY feature - 

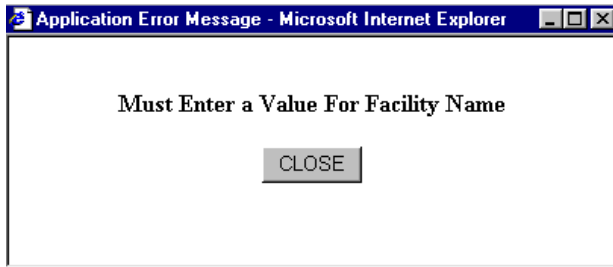


Enter a whole or partial facility name on the following screen.

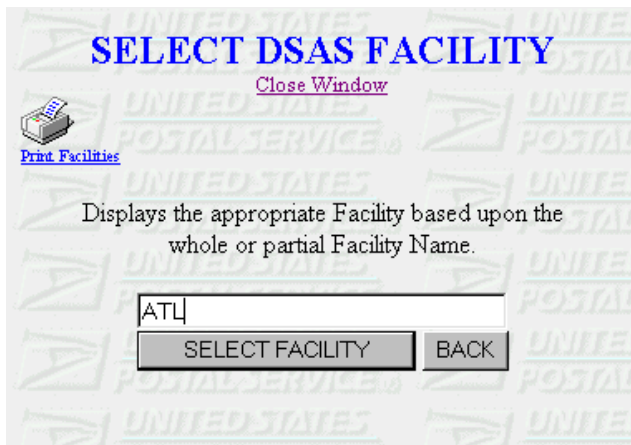


If you enter an incorrect facility name, the Select DSAS Facility message will reappear, and the field for select facility will be blank. Re-enter a whole or partial facility name, checking for spelling, and click again on the  button to view a list of facility names containing your specified facility name.

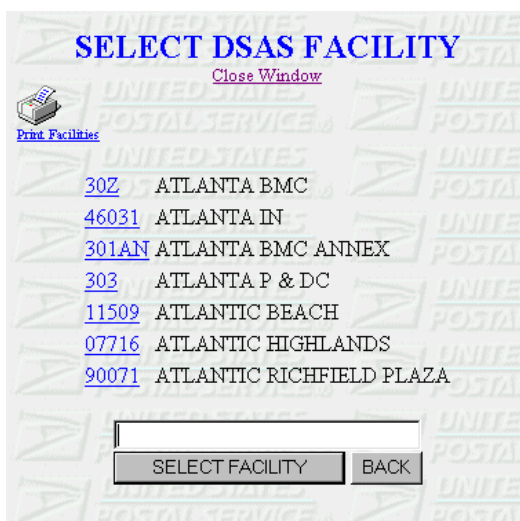
If you do not enter a facility name and click on the  button, the following message will be displayed.



Click the  button, and try entering a whole or partial facility name again.



Click the  button to view a list of facility names containing your specified facility name as shown on the following page.



Select the facility you are looking for, and click on the Facility ID, which is in blue underlined text. A Facility Profile for that facility will be displayed.

What's New	Message Board	Change Password	User's Guide	Send Us Feedback	Main Menu	Logout
<a href="#">Facility Profile</a>						
FACILITY ID:	<input type="text" value="301AN"/>	TYPE:	<input type="text" value="BMC"/>	ANNEX OF:	<input type="text"/>	
NAME:	<input type="text" value="ATLANTA BMC ANNEX"/>					
ADDRESS:	<input type="text" value="125 VILLANOVA DRIVE"/>					
CITY:	<input type="text" value="ATLANTA"/>	STATE:	<input type="text" value="GA"/>	ZIP + 4:	<input type="text" value="30336-2521"/>	
CONTACT NAME:	<input type="text" value="ROXANNE BUTLER"/>	CONTACT TITLE:	<input type="text" value="DROP SHIPMENT COORD."/>			
PHONE NUMBER:	<input type="text" value="404-792-3126"/>	24 HR NUMBER:	<input type="text" value="404-792-3125"/>	FAX NUMBER:	<input type="text"/>	
HOURS OPEN:	<input type="text" value="05:30A"/> to <input type="text" value="22:00P"/>	ADD WINDOW:	<input type="text" value="12"/>	DISTRICT: 300 AREA: 1H		
COMMENTS:	<input type="text" value="ANNEX IS 404-344-5661"/>					
DROPS SHIPS MONDAY TO FRIDAY :		<input type="text"/>	to	<input type="text"/>	(TWO HOUR WINDOW)	
DROPS SHIPS SATURDAY TO SUNDAY :		<input type="text"/>	to	<input type="text"/>	(ONE HOUR WINDOW)	
<input type="button" value="QUERY"/>		<input type="button" value="BACK"/>		<input type="button" value="REFRESH"/>		

*Note: You will not be able to modify the facility profile.*

## Facility Schedule Query



The Facility Schedule Query section is used to search facility schedules.

*Note: The appointment date will default to your current system's date.*

The **REFRESH** button clears all screen fields.

Enter a facility ID as shown on the following screen.



If you should enter an incorrect facility ID, the following message would be displayed.

Click the **CLOSE** button, and enter a facility ID.

Then, click the **QUERY** button. The following screen will be displayed.

**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

Facility Schedule Query

[BACK](#)

FACILITY ID:  NAME: BALTIMORE MD  
 APPOINTMENT DATE:

DISPOSITION: O=Open C=Cancel F=Close N=No Show U=Unschedule Arrival M=Modified  
 TOTALS Pallets = 154 Sacks = 0 Trays = 45 Parcels = 150

BY	CONFIRMATION	LOAD	-----PALLET-----										
MLR HOUR	NUMBER	DISP	TYPE	SACKS	TRAYS	PRCLS	PICES	POS	LTR	FLT	PRCL	SACK	TOT
*	12	212 0226006	O	P					4		45		140
*	15	212 0226005	O	P		45	150		3	14			14

Click the **COMMENTS** button to display comments entered by facilities similar to what is shown in this example.

**UNITED STATES POSTAL SERVICE** **Drop Shipment Appointment System**

What's New | Message Board | Change Password | User's Guide | Send Us Feedback | Main Menu | Logout

Facility Schedule Query

[BACK](#)

FACILITY ID : 212 NAME : BALTIMORE MD  
 APPOINTMENT DATE :02-26-2002

**CONFIRMATION**



HOUR	NUMBER	MAIL TYPE	MAIL INTEGRITY
12:00	212 0226006	P	
15:00	212 0226005	P	

COMMENTS:  
 COMMENTS:

## Mailer Schedule Query




The Mailer Schedule Query section is used to search mailer schedules.



What's New	Message Board	Change Password	User's Guide	Send Us Feedback	Main Menu	Logout
------------	---------------	-----------------	--------------	------------------	-----------	--------

Mailer Schedule Query

To avoid scrolling through 90 days of data, enter a specific date range. A specific postal facility can be queried by entering the facility ID. To query appointment for all postal facilities for the past 90 days, leave facility ID and date fields blank.

FACILITY ID :   MAILER ID : 618RD

FROM DATE :  THRU DATE :


SORT BY TRIP ID

*NOTE: Your mailer ID will automatically be populated.*


The  button clears all screen fields.

*Note: If you want to view a schedule for a specific facility, enter the facility ID and click the  button. You can also view a schedule for a specified date range by entering a FROM DATE and a THRU DATE.*


Click the  button. The example shown on the following screen is a schedule of all facilities for all appointments made within the past 90 days.




**Drop Shipment Appointment System**



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 [Download to Excel](#)

[Mailer Schedule Query](#)

**CORPORATE ID :** \_\_\_\_\_ **NAME :** \_\_\_\_\_


**MAILER ID :** 618RD **NAME :** RR DONNELLY


**DISPOSITION :** (O-Open, M-Modified, C-Cancel, F-Close, N-No Show, U-Unschedule Arrival)

CONFIRMATION		DESTINATION	DISP	TRIP	DROP	SCHEDULED		ARRIVAL		UNLOAD	END
NUMBER						DATE	HOUR	DATE	TIME	DATE	TIME
212	0929003	BALTIMORE MD	N		0	09/29	8				
212	0929002	BALTIMORE MD	N		0	09/29	11				
212	0929001	BALTIMORE MD	O		0	09/29	15				
212	0929004	BALTIMORE MD	N		0	09/29	15				
212	1011001	BALTIMORE MD	C		0	10/11	8				
212	1011002	BALTIMORE MD	C		0	10/11	9				
212	1017001	BALTIMORE MD	O		0	10/17	17				
212	1022001	BALTIMORE MD	O		0	10/22	13				
38Z	0928004	MEMPHIS BMC	F		0	09/28	10	09/28	11:15	09/28	14:00
38Z	0928005	MEMPHIS BMC	F		0	09/28	10	09/28	09:00	09/28	13:30
38Z	0928003	MEMPHIS BMC	F		0	09/28	16	09/28	16:15	09/28	17:00
38Z	0927003	MEMPHIS BMC	M		0	09/29	4				
38Z	1012001	MEMPHIS BMC	C		0	10/12	5				
38Z	1016001	MEMPHIS BMC	C		0	10/16	12				
38Z	1020001	MEMPHIS BMC	C		0	10/20	7				





Click the  button to display comments entered by facilities.



**Drop Shipment Appointment System**


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 [Download to Excel](#)

[Mailer Schedule Query](#)

**CORPORATE ID :** \_\_\_\_\_ **NAME :** \_\_\_\_\_

**MAILER ID :** **618RD** **NAME :** **RR DONNELLY**

**DISPOSITION :** (O-Open, M-Modified, C-Cancel, F-Close, N-No Show, U-Unschedule Arrival)

CONFIRMATION		DESTINATION	DISP	TRIP	DROP	SCHEDULED		ARRIVAL		UNLOAD DATE	END TIME
NUMBER						DATE	HR	DATE	TIME		
212	1006001	BALTIMORE MD	O		0	10/06	9				
212	1006002	BALTIMORE MD	F		0	10/06	10	10/07	06:00	10/07	10:00
212	1007001	BALTIMORE MD	F		0	10/07	10	10/07	09:30	10/07	14:00
212	1007003	BALTIMORE MD	F		0	10/07	12	10/07	14:30	10/07	18:00
212	1007002	BALTIMORE MD	F		0	10/07	16	10/07	16:30	10/07	22:00
212	1008002	BALTIMORE MD	F		0	10/08	8	10/08	08:00	10/08	12:00
212	1008001	BALTIMORE MD	F		0	10/08	14	10/08	15:30	10/08	17:30
38Z	1006002	MEMPHIS BMC	F		0	10/06	11	10/06	14:00	10/06	16:00
38Z	1006001	MEMPHIS BMC	F		0	10/06	13	10/06	11:30	10/06	16:00
38Z	1007002	MEMPHIS BMC	F		0	10/07	6	10/07	08:00	10/07	17:00
38Z	1007003	MEMPHIS BMC	F		0	10/07	6	10/07	09:30	10/08	08:00
38Z	1007001	MEMPHIS BMC	F		0	10/07	10	10/07	10:30	10/07	14:00
38Z	1008001	MEMPHIS BMC	F		0	10/08	7	10/08	13:00	10/08	22:00



## Appendix A: Icons, Links, and their Usage

These icons and links listed below are frequently displayed throughout many of the screens in DSAS Web. They were designed as shortcuts to quickly take you to other Web pages, to assist in various lookups, etc.



Click the USPS logo located in the top left corner of each Web page and you will be taken directly to the United States Postal Service (USPS) Web site. This logo is displayed on each page throughout the DSAS Web site.

**Drop Shipment  
Appointment  
System**



Click the DSAS logo located in the top right corner of each Web page and you will be taken directly to the DSAS Home page. This logo is displayed on each page throughout the DSAS Web site.



Click the printer icon to print the text/graphics displayed in the active window.



Click the eagle icon to select a facility. If you do not remember a facility ID, you can search for one by the facility name. For assistance with the Facility Profile feature, see the Facility Profile section of this User Guide on page 64.



**Corporate Mailer users only** will be able to see the letter icon.

Click the letter icon to select a DSAS mailer. For assistance with this screen, see the Mailer Profile section of this User Guide on page 62.



Click the calendar icon to view and select a date from the on-line calendar.



[Print Messages](#)

Click the Print Facilities link to print the text/graphics displayed in the active window.

CLOSE

Click the Close button to close the active window.



Click the BACK link to go to the previous page.



Click the Download to Excel link to download the data displayed in the active window.



Click on this icon to convert the report to a printer friendly version.



Click the left arrow icon to look at a previous month or day.



Click the right arrow icon to look at a future month or day.

### Corporate Mailer Users Only



Click the question mark icon to find out more information about a field or a term that it is connected to on a screen. This icon indicates that Web Help is available, and will connect you to additional documentation about a given topic.

# DROP SHIPMENT APPOINTMENT SYSTEM (DSAS) WEB ACCESS REQUEST FORM

To request access to DSAS Web, please provide the information below, then send this completed form via USPS mail or fax to the address listed at the bottom of this form. Your e-mail address will be used to notify you of approved access. To determine which ID will be necessary for your DSAS needs, see the back of this form for ID definitions.

- |   |  |
|---|--|
| <input type="checkbox"/> Request for DSAS Web User ID                 | <input type="checkbox"/> Request for DSAS Web Mailer ID (nonperishables)               |
| <input type="checkbox"/> Request for DSAS Web Mailer ID (perishables) | <input type="checkbox"/> Request for DSAS Web Mailer ID (perishables & nonperishables) |

**Please print clearly.**

Requestor's Name:		Social Security Number:	
Job Title:		E-mail Address:	
Manager's Name:		Social Security Number:	
Job Title:		E-mail Address:	
Company Name:	Facility ID (if applicable):	Mailer ID (if applicable):	Corporate Mailer ID (if applicable):
Department (If USPS, indicate either headquarters, plant or BMC):			
Address:			
City:		State:	ZIP+4 Code:
Country (if other than US):	Telephone Number: (       )	Fax Number: (       )	

**Privacy Act Statement**

The collection of this information is authorized by 39 U.S.C. 401 and Public Law 100-235, Computer Security Act of 1987. This information will be used to assign computer access to data and or/files on computer systems limited to authorized persons through the use of computer security access control products. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by the NLRA; where pertinent, in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against the USPS under 29 CFR 1613; and to the Merit Systems Protection Board of Offices of Special Counsel for proceedings involving possible prohibited personnel practices. Completion of this form is voluntary; however, if this information is not provided, you may not be granted computer access.

I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination of transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID.

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions regarding this DSAS Web access request form, please contact DSAS Web Technical Support at 877-640-0724 or e-mail us at [dncsc1@email.usps.gov](mailto:dncsc1@email.usps.gov); otherwise, forward this completed form by mail or fax to:

DSAS WEB  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

FAX: 901-681-4521



**Address Management/NCSC Use Only**

User ID:	Mailer ID:
Date Customer E-mailed:	
NCSC Initials:	
Comments:	

## Drop Shipment Appointment System (DSAS) ID Definitions

**DSAS Web User ID** is an ID assigned to the requestor that allows login access to the DSAS Web site.

**DSAS Web Mailer ID** is an ID assigned to a specific mailer (company) that grants participation for DSAS. Because Mailer IDs are automatically defaulted to nonperishables, mailers must indicate whether they are mailing perishables, nonperishables or both on the front of this form. A DSAS Web Mailer ID does not allow a user login access to the DSAS Web site. For access to the DSAS Web site, a mailer must request a user ID. A single mailer mailing perishables or nonperishables will require assignment of two user IDs and two mailer IDs.