MDD-TR Release 8.00

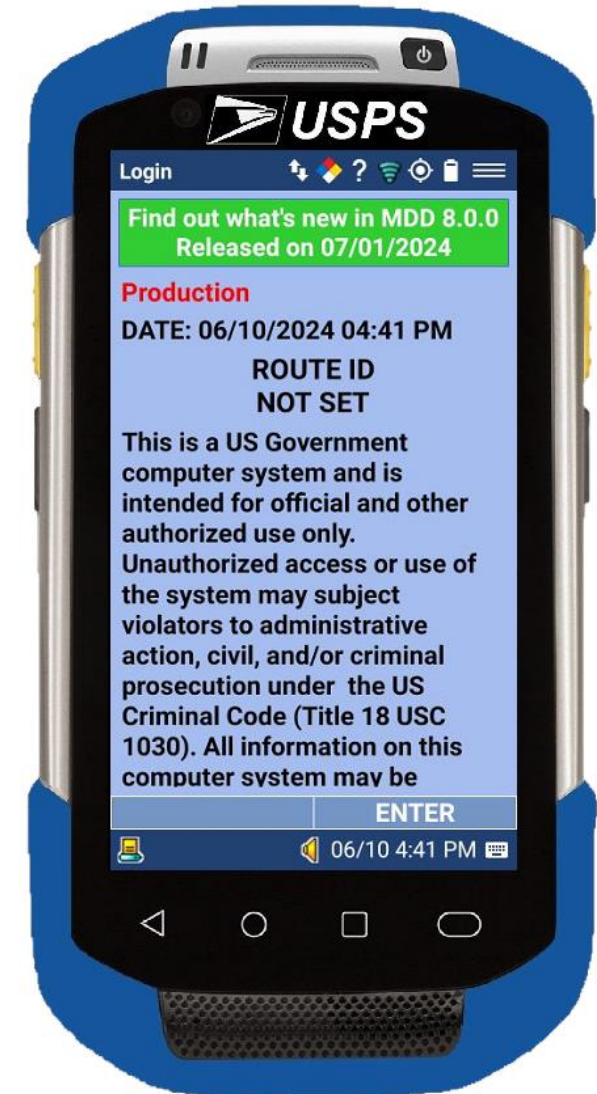**UNITED STATES POSTAL SERVICE** ®

MDD TR Release 8.0

Pilot: 06/17/2024

National: 07/01/2024

- TMK for EAS
- Event 60 Update
- Quick Login
- CPMS Audit for Updated Coordinates
- Smart Locker Package Intercept
- eArrow Lock Enhancement: Collection Box ID
- Revert Front Desk/Mail Room/Reception Attributes

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Time Keeping for EAS Employees

Background

HEBR time clocks are at end of life and other options are being made available to employees to register clock rings/moves. All EAS employees who are currently using the HEBR to make daily clock rings/moves, will start exclusively using the MDD TR and MDDIO for TMK instead. There will be four critical clock rings the EAS employee will mainly use; Begin Tour, Out to Lunch, Return from Lunch, and End Tour. Occasionally the employee will need to move to other operations.
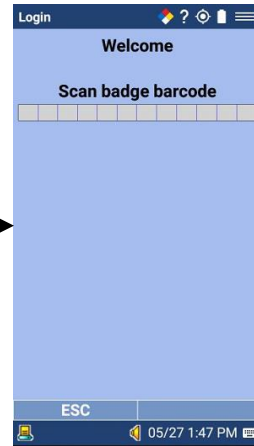
Changes on MDD

EAS employees will now have access to the Time Keeping feature on the MDD-TR to complete the following clock rings: Begin Tour, Out to Lunch, Return from Lunch, End Tour, and when applicable, Move.
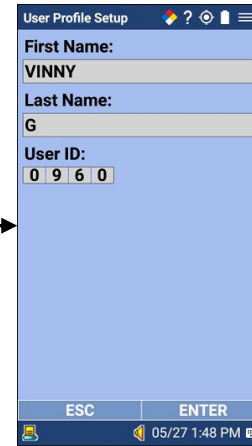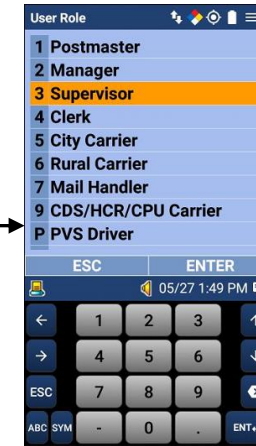
UNITED STATES POSTAL SERVICE ®
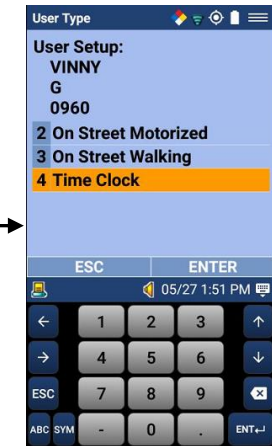
License screen. Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role of **PM**, **Manager**, or **Supervisor** will be highlighted based on the employee occupation code. Press ENTER to continue

User type option 4 Time Clock added for EAS employees
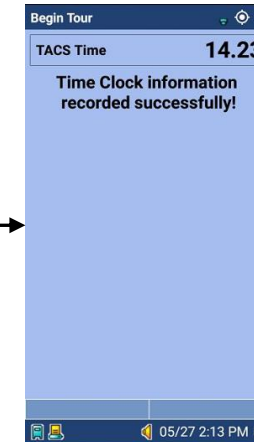
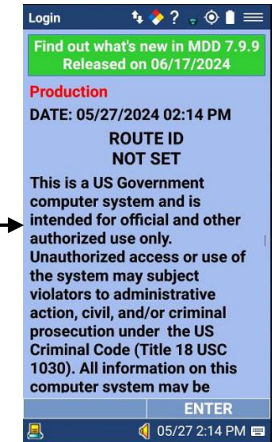Tap on Time Clock or press Hot Key 4

Time Clock menu displayed.

EAS employee can Select option **1**. **Begin Tour** to clock in.

Four critical clock rings are available for EAS employees.

1. Begin Tour
2. Out to Lunch
3. Return from Lunch
5. End Tour.

Information recorded successfully!

After completion of each time clock ring through the shortcut menu, the user will be logged out

License screen. Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role of **PM**, **Manager**, and or **Supervisor** will be highlighted based on the employee occupation code. Press ENTER to continue

User type option 4 Time Clock added for EAS employees

Tap on Time Clock or press Hot Key 4

Time Clock menu displayed.

EAS employee can Select option **2. Out to Lunch** to clock out for lunch.

Four critical clock rings are available for EAS employees.

1. **Begin Tour**
2. **Out to Lunch**
3. **Return from Lunch**
5. **End Tour.**

Select **Yes** to continue. Pressing **No** will return user to previous screen

Information recorded successfully!

After completion of each time clock ring through the shortcut menu, user will be logged out

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License screen. Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role highlighted

User type option 4 Time Clock added for EAS employees

Tap on Time Clock or press Hot Key 4

Time Clock menu displayed.

EAS employee can Select option **3. Return from Lunch** to clock in from Lunch.

Four critical clock rings are available for EAS employees.

1. **Begin Tour**
2. **Out to Lunch**
3. **Return from Lunch**
5. **End Tour.**

Select **Yes** to continue. Pressing **No** will return user to previous screen

Information recorded successfully!

After completion of each time clock ring through the shortcut menu, user will be logged out

License screen. Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role highlighted

User type option 4 Time Clock added for EAS employees

Tap on Time Clock or press Hot Key 4

Time Clock menu displayed.

EAS employee can Select option **5. End Tour** to log out.

Four critical clock rings are available for EAS employees.

1. **Begin Tour**
2. **Out to Lunch**
3. **Return from Lunch**
5. **End Tour.**

Select **Yes** to continue. Pressing **No** will return user to previous screen
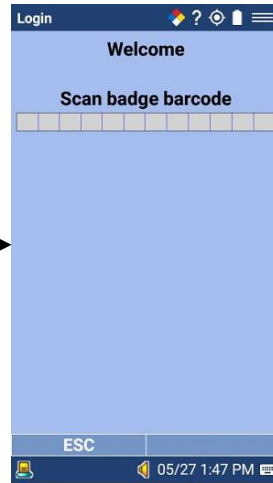

Information recorded successfully!

After completion of each time clock ring through the shortcut menu, user will be logged out

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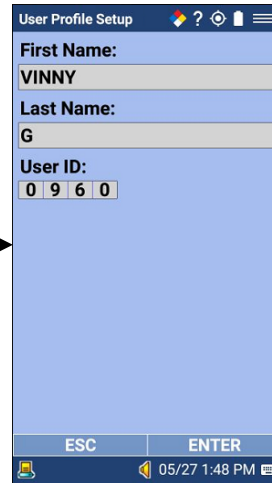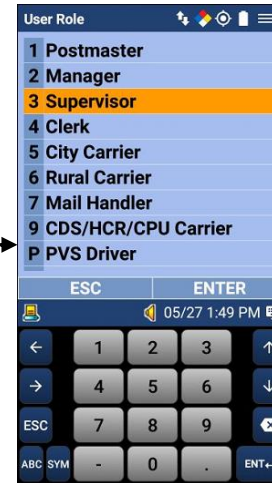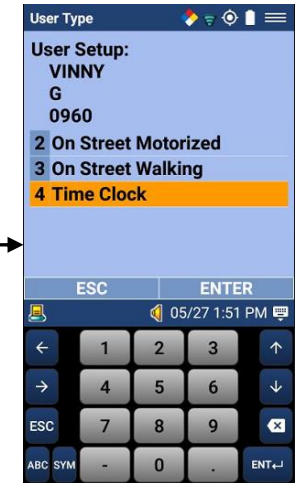
License screen. Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role highlighted

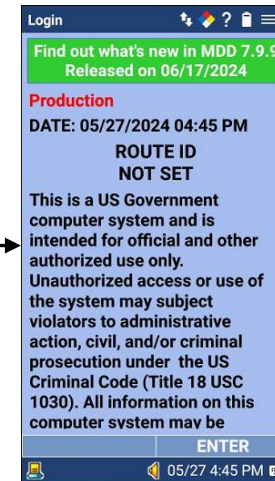In a scenario where an EAS employee is required to service a route and a "Move" ring is necessary, the EAS employee must complete the regular login flow by selecting On Street Motorized or On Street Walking on User Type Screen.

Route ID selection

Confirm setup and press Enter

Enter Vehicle ID. Press Enter

Complete Vehicle check Prompts

Setup Completed!

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On Street Menu

Select **Time Clock** or Tap Hot Key **T**

Scan Employee Badge

Regular Time Clock Menu. Select 4. **Move**

Move screen. Tap on Change Route

Route change screen. Select **1** If route ID barcode available or select **E.** Enter route # to manually choose a route

Select type of route

Choose desired route ID

Confirm setup and press Enter

Setup complete!

User returns to Move screen, Route ID updated. Press Enter

Operation ID selection required

If user presses Enter without making OP ID selection, Error displays

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License screen.
Press Enter

Scan Employee badge

User profile screen displayed. Only during first login of the day

User role highlighted

User type option 4 Time Clock added for EAS employees

Tap on Time Clock or press Hot Key 4

Time Clock menu displayed.

EAS employee can Select option **1**. **Begin Tour** to clock in.

Four critical clock rings are available for EAS employees.

1. Begin Tour
2. **Out to Lunch**
3. Return from Lunch
5. **End Tour.**

On Sunday and holidays only. Select desired operation

Information recorded successfully!

After completion of each time clock ring through the shortcut menu, user will be logged out

Scroll down the list to make desired selection of Operation ID

Tap on OP ID and Press Enter

Local Unit displayed. No action required. Simply press Enter

Move completed!

User returns to On Street Menu

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A 204B employee can be made an acting supervisor in RIMS by a Supervisor/Postmaster and they will see the same workflow on the scanner as an EAS employee. Below is the workflow in RIMS on how to add a 204B employee under the sensitive user list.

Note: When supporting multiple offices, the **204B** employee must be defined in the Sensitive User list in RIMS for each office support is provided. **Supervisors** supporting multiple offices do not need to be defined in RIMS, however good cellular connectivity is needed upon login on the scanner to ensure the Global Check returns the correct Occupation Code when supporting a non-base office.
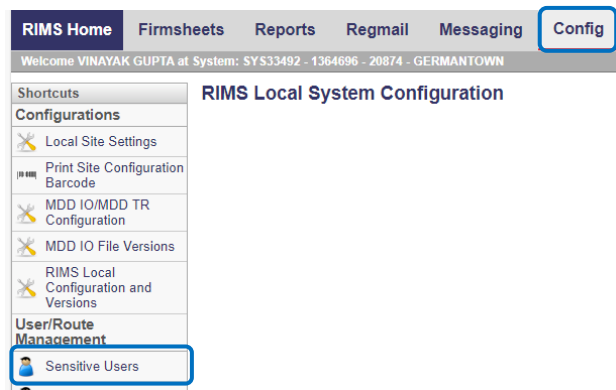
In RIMS. Click on config tab and select Sensitive Users
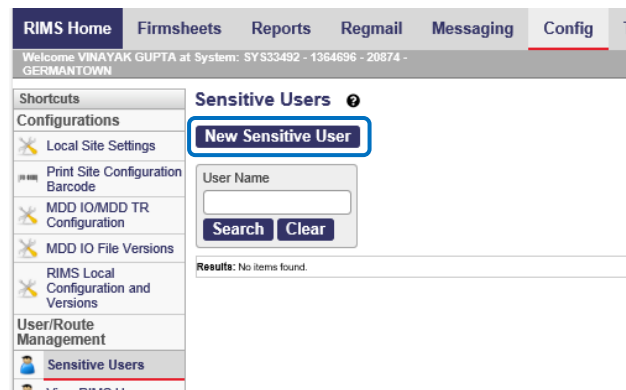
Click on New Sensitive Users
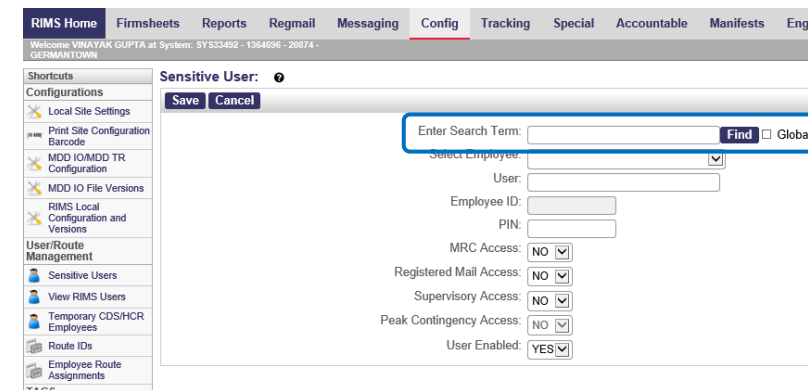
Search for the employee by typing EIN or First or Last name under the Enter Search Term box and click on Find
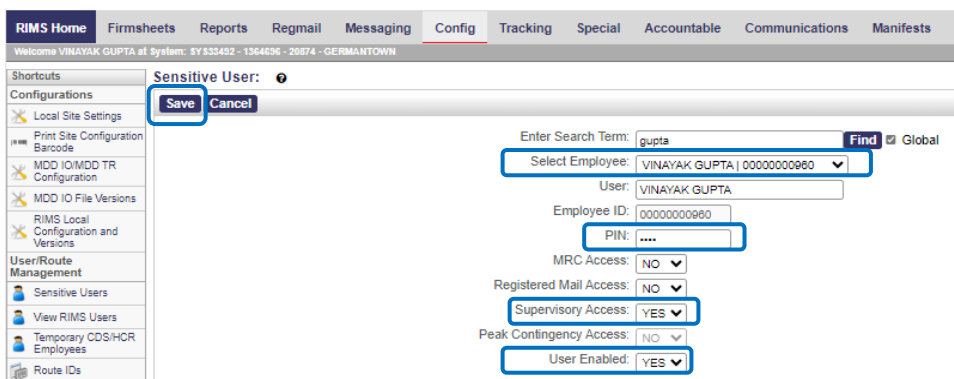
Once found, select employee from the drop-down box and enter a unique 4-digit PIN number. Supervisory Access and User Enabled selections should be YES. Select Save at the top left corner once done.
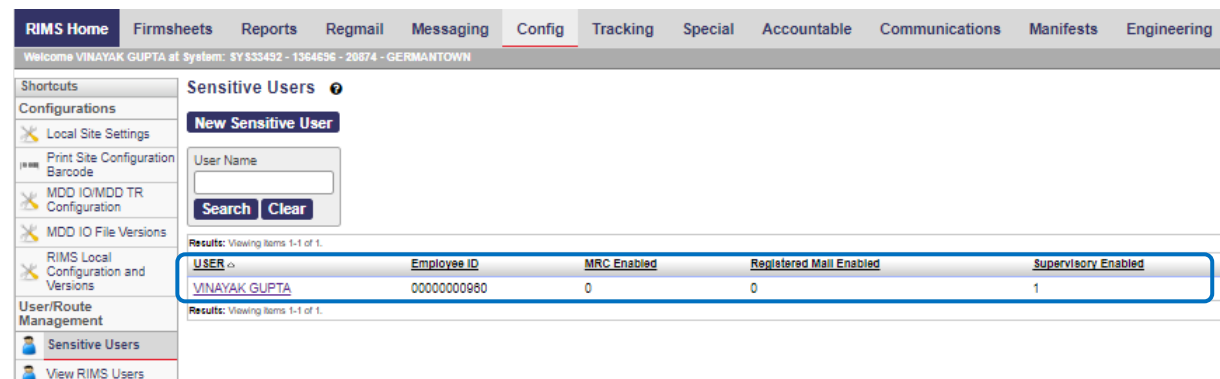
Added employee is now shown under the Sensitive Users list. **Make sure to cradle the scanner after making these changes**. Once Cradle processing is completed, the added user will be treated as a sensitive user and the same "Timekeeping for EAS Employees" workflow as shown in previous slides will be followed.

No connectivity

Poor connectivity, Supervisor logs in

Global check to validate employee occupation code is unsuccessful

User allowed login without supervisory access. Input information and press Enter to proceed

User role of City Carrier is selected by default since employee occupation code is undefined.
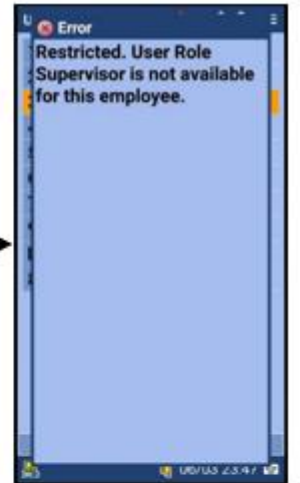
Error displayed if user selects Supervisor, Manager, or Postmaster user role

Good Connectivity

Supervisor retries log in with better coverage. Global check to validate employee occupation code is successful. User Profile Setup is prepopulated with supervisor information. Press Enter.

User role based on occupation code is highlighted by default

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Login Issue – Last Name Missing
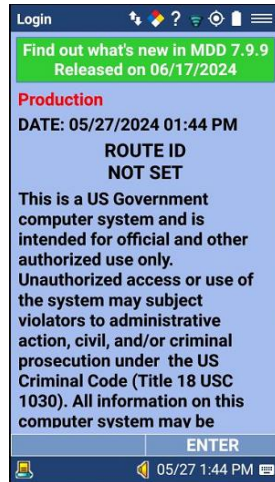
License screen. Press Enter
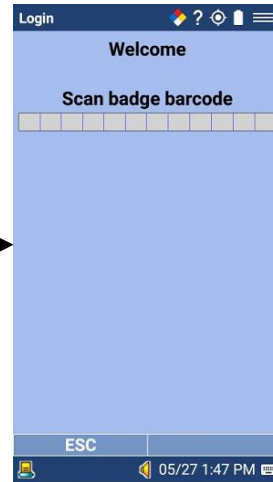
Scan acting supervisor badge
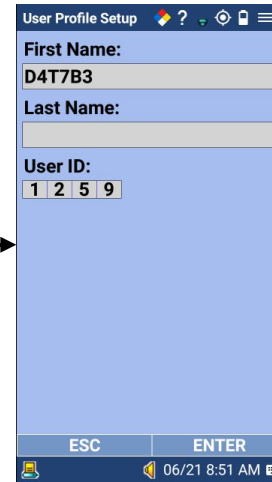
Employee logs in; user profile setup screen shown; ACE ID in first name field but last name field is blank
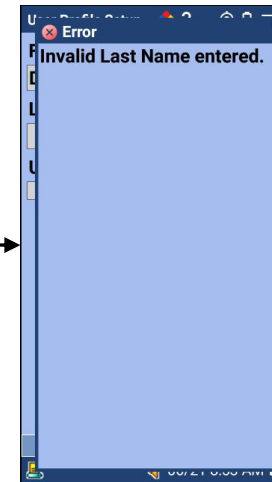
User presses Enter on the previous screen, but an error is shown due to the last name field being blank
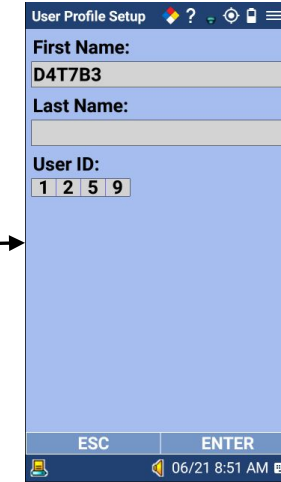
Scanner returns to the profile setup screen. User unable to move forward.

Solution

Supervisor should access RIMS, under config > sensitive users, make sure all users with ACE ID are updated with a valid first and last name. To make changes, simply click on the desired ACE ID you would like to update

Next screen shown is editable.

Under Enter Search Term- Input employee EIN or first or last name. Check the global box and click on Find

Once employee is found. Select employee from the drop-down list, enter a 4-digit PIN and click on Save.

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Supervisor returns to the main list of sensitive users. Updated user now shows a valid first and last name. Please cradle device at this point so that all changes made are downloaded to the scanner. If device is already inside a cradle, please un cradle and re cradle scanner for a fresh cradle processing to complete.

License screen. Press Enter

Acting supervisor scans badge

Correct information is prepopulated

User role of supervisor is highlighted by default

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Event 60: Add Attributes

Background

At the request of one of USPS's largest customers, additional delivery attributes are being added to Event 60. The added attributes will provide more details in terms of the exact type of delivery made.

Changes on MDD

After scanning a mail piece and selecting *Event 60 – Tendered to Authorized Agent,* the scanner will present a submenu where the carrier will select from the list of additional delivery attributes.

> *04 – Left with Individual at Address*
> *05 – Front Desk/Reception/Mail Room*
> *09 – At Postal Facility or Post Office*

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Delivery with "Tendered to Authorized Agent" new attributes

From **On Street Menu** screen, select **1. Scan Barcode**

On **Scan Barcode** screen, scan/key-in any barcode.

Confirmation Events screen displays. Select **1. Delivered.**

Select option **U. Tendered to Authorized Agent** (list of delivery locations depends on the barcode type.)

Authorized Agent screen appears with three new sub-events.

Select any option from the list and follow the workflow based on the barcode type.

Modify ZIP Code screen appears (either pre-populated from the scanned barcode or requiring user input.)

Select **ENTER** to continue.

"**Information recorded successfully!**" displays

Review Entries

Review Entries displays 3 levels for **Authorized Agent**

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RIMS: **Reports > Scan Records** displays Event Code 60 with new subset attributes.

New subset attribute

Quick Login

Background

When a MDD TR device crashes or requires a reboot during the day, the entire login process must be completed for the carrier to resume work.

Changes on MDD

When the MDD TR restarts and detects the user was still logged in from the previous run during the same day, and the device is not in the office cradle, the License screen will be skipped and begin the Quick Login workflow.

If after badge scanning, the MDD TR is able to verify the user is still logged in from the previous run the Quick Login flow will be followed. A popup question, "Do you want to proceed with the previous login session?" will display along with the username, user role, type of route, and route number. The carrier will then confirm the details by selecting YES, or if selecting NO, the user will be prompted to complete the full login process.

The Quick Login process will be active on the device until one of the following conditions is reached:
  • The user presses ESC on the On Street Menu or triggers End Tour and confirms they want to log out.
  • The user cradles the MDD-TR in the office cradle.
  • The MDD app automatically logs out (such as when reaching the inactivity timeout).
  • The MDD app enters Lockdown Mode.
  • The clock strikes midnight.

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The **Quick Login** feature for the active user session will be available after every crash or device reboot during the day **until any one of the following conditions are met:**

1. The carrier presses ESC on the On Street Menu and confirms log out.
2. The MDD TR is cradled in the office cradle.
3. The MDD TR automatically logs out due to inactivity or times out.
4. The MDD TR enters Lockdown Mode.
5. Local time at Midnight.

User has successfully logged on to the device as any user role

An application crash occurred

Reboot initiated by holding down the device's power button and click 'Restart'

Upon startup, device goes to the **Scan badge barcode** screen and skips license screen

Scan a **different** badge ID after recovery from the crash/reboot

Scan the **same** badge ID that was previously logged in before reboot/crash

A popup message appears if the scanned badge matches the last login session. Select '**Yes**' to resume session

Select '**No**' to decline quick login

The **On Street Menu** screen shall appear immediately and skip the regular login process

User shall be prompted to complete regular login process

CPMS Audit for Updated Coordinates

Background

Offices are reporting alerts that show carriers are outside of the geofence when making the CPMS scan. Currently, a process is not in place for supervisors to confirm/change the coordinates.

Changes on MDD

A feature has been added to the supervisor menu called CPMS Audit, under GPS Audit, which will allow Supervisors to audit locations of CPMS collection boxes.

When accessed, the CPMS Audit screen will list all CPMS collection box Label IDs for the site in sequence as provided in the CPMS Geo file. Upon scanning the label, the MDD TR will capture the GPS position for the label scanned. Prior to saving the updated coordinates into the audit file, the scanner will display the question, "Are you at the collection box?" If yes is selected, the record will be saved. If no is selected, the supervisor will be returned to the list of collection box IDs.

Upon cradling the device, the updated coordinates will be uploaded for processing during the upload window.
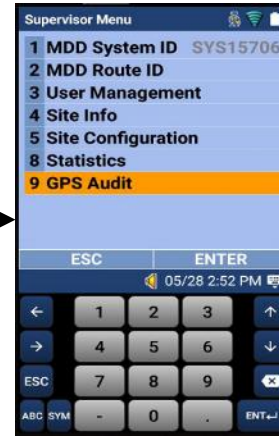
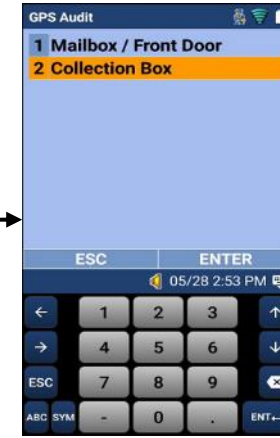**UNITED STATES POSTAL SERVICE** ®

Click on the Hamburger menu
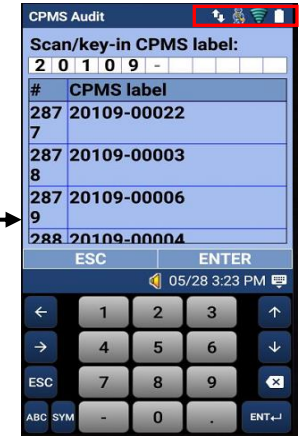
Select option S. Supervisor

Key-in Supervisor password

Select option 9.GPS Audit   Note: option will be available only when logged in as Postmaster, Manager or Supervisor user role, for other user roles the option will be grayed out..
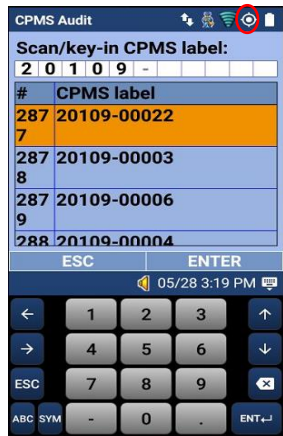
Select option 2. Collection Box

List of collection boxes are displayed

Scan/Key-in CPMS label; No GPS signal

With GPS signal present. Scan/key-in CPMS label or select one from the list
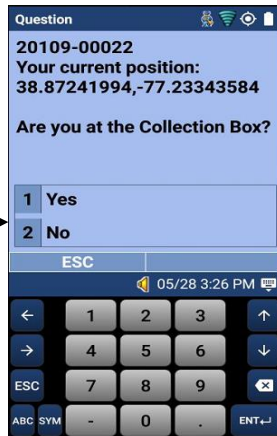
Question is displayed. **Select 1. Yes** Note: Device will keep beeping until question is answered.
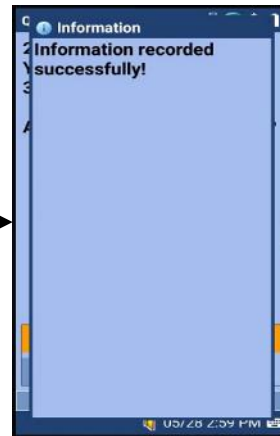
Information recorded successfully!
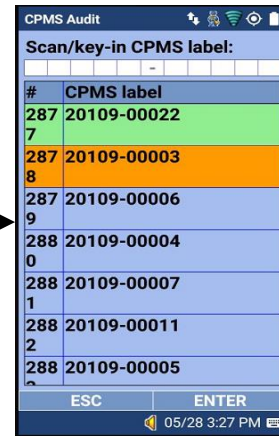
Screen will return to CPMS Audit list. Audited label will be colored green and the next label on the list will be highlighted in orange.
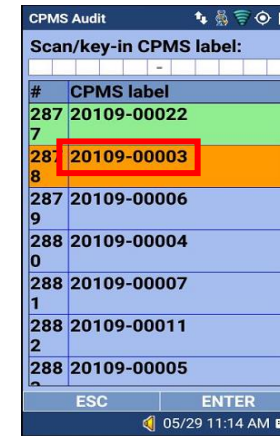
Scan/Key-in CPMS label or select one from the list

Select 2. No. Screen will return to the CPMS Audit screen.

Note: The GPS Audit menu option will be grayed out after the export time window of 8 PM.

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The CPMS Audit records will be uploaded to the RIMS when the device is placed in the office cradle by 8 PM.
If the upload fails on cradle, the records will be uploaded OTA (over the air) the next day.

Custom D&MT Reports - CPMS Audit Report ❓

Description: This report shows all CPMS audit records from the MDD TR.

| Click here to select a report ▼ |

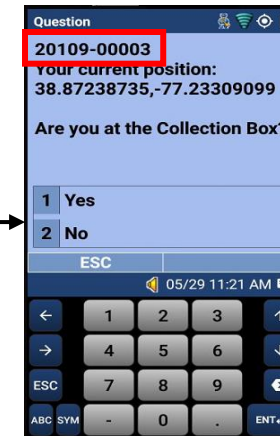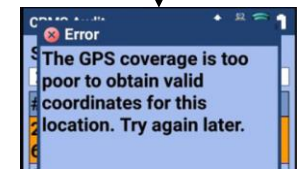| Select and Group		Search		Sort	
▼	▼	(anywhere) ▼	= ▼	EVENT_DATETIME ▼ ☐descending	

Search **Clear**

Results: Viewing items 1-26 of 26.   Previous | **1** | Next

AREA	DISTRICT	SYSTEM ID	FACILITY ID	FACILITY NAME	REPORT DATE	DEVICE ID	LABEL ID	ROUTE ID	EMPLOYEE ID	EVENT DATETIME	ADDRESS COUNT	...
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-20 00:00:00	C354A00824	20109-00023	0110P501	00000882918	20-MAY-24 01:46:30 PM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-20 00:00:00	C354A00824	20110-00017	0110P502	00000882918	20-MAY-24 01:50:56 PM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-21 00:00:00	C354A00824	20110-00016	20110P502	00000882918	21-MAY-24 04:35:41 PM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-21 00:00:00	C354A00824	20110-00030	20110P503	00000882918	21-MAY-24 04:36:07 PM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-28 00:00:00	C305A11896	22843-00001	22843P599	00000001259	28-MAY-24 02:02:26 PM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-28 00:00:00	C305A11896	20110-00004	20110P503	00000001259	28-MAY-24 10:14:58 AM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-28 00:00:00	C305A11896	20110-00016	20110P503	00000001259	28-MAY-24 10:16:59 AM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-28 00:00:00	C305A11896	20109-00011	20109C034	00000001259	28-MAY-24 11:29:47 AM		
ATLANTIC	VIRGINIA	SYS15706	1371596	20110 - MANASSAS	2024-05-28 00:00:00	C305A11896	20109-00004	20109C034	00000001259	28-MAY-24 11:30:17 AM		

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Smart Locker Package Intercept

Background

When packages shipped to USPS Smart Lockers arrive at the destination unit, they are scanned and sorted based on a dedicated flag value of 'G' in TRP. These smart locker packages must be handled separately and delivered directly to a Smart Locker. If, however, they are mishandled/misrouted and scanned by the MDD TR application, the street carrier must be notified the package is destined to a smart locker and instructed on how to handle the mishandled/misrouted package.

Changes on MDD

When a package intended for delivery to a Smart Locker is scanned either in the Load Truck application or in Scan Barcode, the MDD will display a user interactive message, "Smart Locker package scanned. Return package to PO Supervisor."

After pressing "Enter" to acknowledge the message, the MDD TR will return to the current workflow in progress and assign event code 44 with attribute 84 to this event record.

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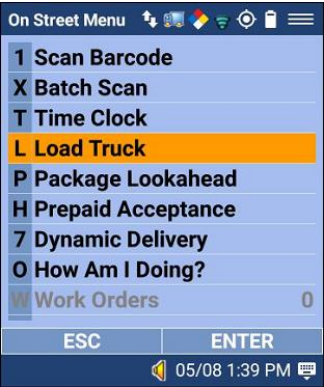
Load Truck

Carrier logs in as **City or Rural** Carrier. From the On Street Menu, Select **L. Load Truck**
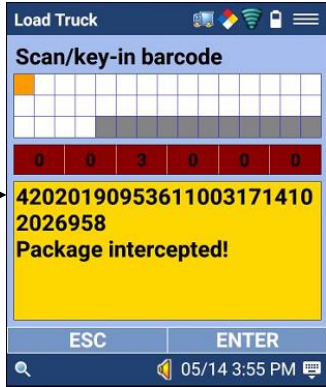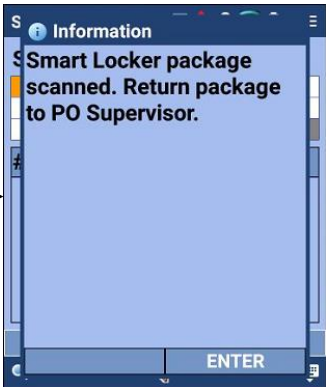
Scan Barcode screen appears. Carrier scans a smart locker label.
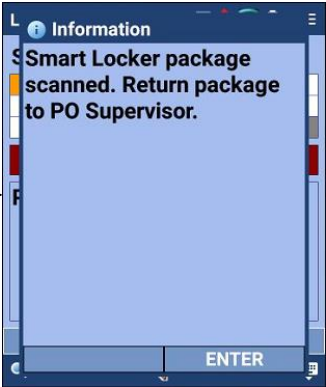
A pop-up message displays. Press **ENTER** to intercept.

"**Smart Locker intercept recorded successfully!**" appears briefly

"[**Label ID**] **Package Intercepted!**" displays intercepted SL parcel.

Scan Barcode

Carrier logs in as **City or Rural** carrier. From the **On Street Menu,** select **1. Scan Barcode**

Scan Barcode screen appears. Carrier scans a smart locker label. **Note:** SL workflow applies to all similar 'Scan Barcode' screens on TR. (e.g., **Batch Scans**, **Prepaid Acceptance**, **Manual Input**, etc.)

A pop-up message displays which prevents smart locker packages from being delivered. Press **ENTER** to intercept.

"**Smart Locker intercept recorded successfully!**" appears briefly then returns to **Scan Barcode** screen

Package Lookahead

Package Lookahead screen displays list of packages for current route. Smart Locker parcels will be hidden in PLA whereas package intercepts (PI, CI, IS) will be displayed in the PLA list highlighted in red text.

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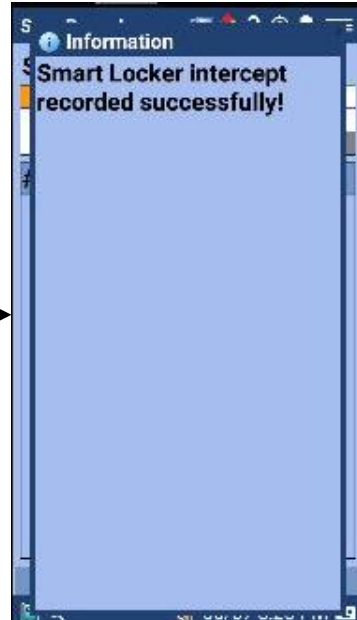**Dynamic Delivery – Scan Non-Manifest Package**

In Dynamic Delivery select option **5. Scan Non-Manifest Packages.** Press **ENTER**

Scan Barcode screen appears. Carrier scans a smart locker label.
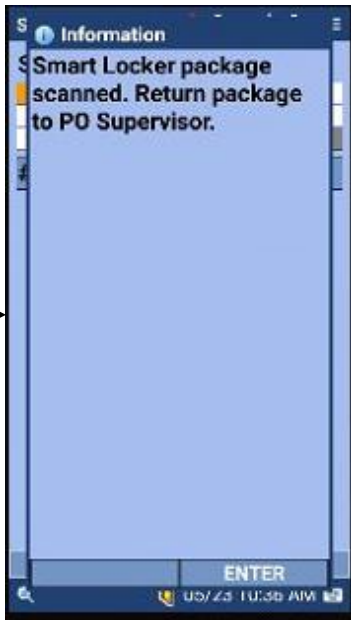
A pop-up message to return package to PO Supervisor displays. Press **ENTER**.

"Smart Locker Intercept recorded successfully!" appears briefly

Device brings user to a Scan Barcode screen

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RIMS: **Reports > Scan Records** Displays record for Smart Locker Intercepts with event code 44#84.

Revert Front Desk/Mail Room/Reception Attributes

Background

After implementation of the Geo Alert Enhancement which suppressed the delivery attribute of "Front Desk/Reception/Mail Room" at residential locations in Release 7.95, additional information was received which necessitated a change in the way the function was implemented. This is because there are cases where CBUs are located outside of locked fenced communities but cannot hold all packages and carriers need to leave the packages at a leasing office, or there a residential location that is being used as a business office.

Changes on MDD

This change returns the delivery attribute Front Desk/Reception/Mail Room when packages must be left at a leasing/business office, or when a residential location is used as a business.

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Scan a delivery barcode

Select 1. Delivered

Select option 4. Front Desk/
Reception/Mailroom
Note: Option is available for
any delivery type addresses.

Obtain signature. Address is pre-
populated from AMS data

Verify zip code; Press Enter

Information recorded successfully

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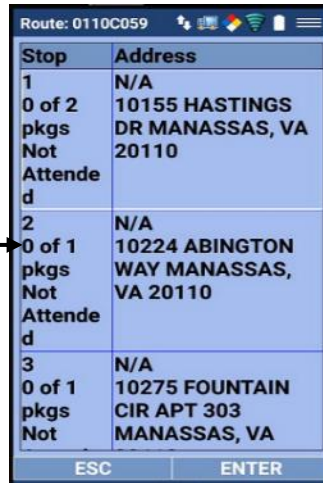
In Dynamic Delivery, select option 2. Delivery Routes

Select delivery address
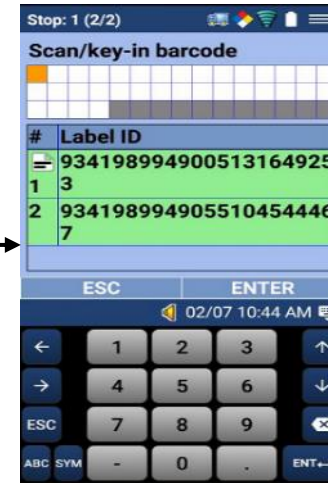
Navigate to address using copilot mapping or click option 2. Delivery if at delivery location

Scan or key in delivery barcode(s)
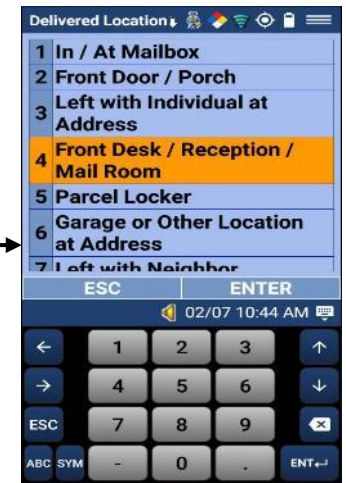
Select option 1. Delivered
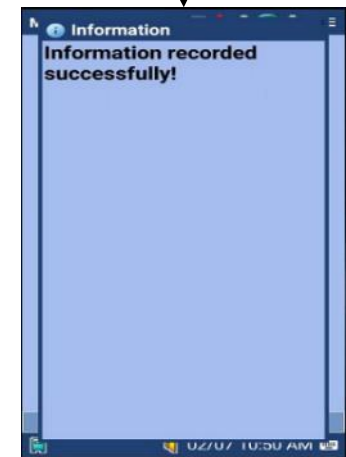
Select option 4. Front Desk / Reception / Mailroom. Note: Option is available for any delivery type addresses.

Information recorded successfully

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eArrow Lock Enhancement: Reporting CPMS Box ID

Background

Currently the Collection Box Label ID is not available in the eArrow Lock Duration report in RIMS. To have complete data in the report, the proximity check to capture the Collection Box Label has been lifted for the concern of GPS bounces in urban areas.

Changes on MDD

No impact to carrier/No change to user interface.

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