Generating Reports Using

Informed Visibility

Presented By

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Informed Delivery®

Consumers receive daily emails with photos of the mail they will be receiving.
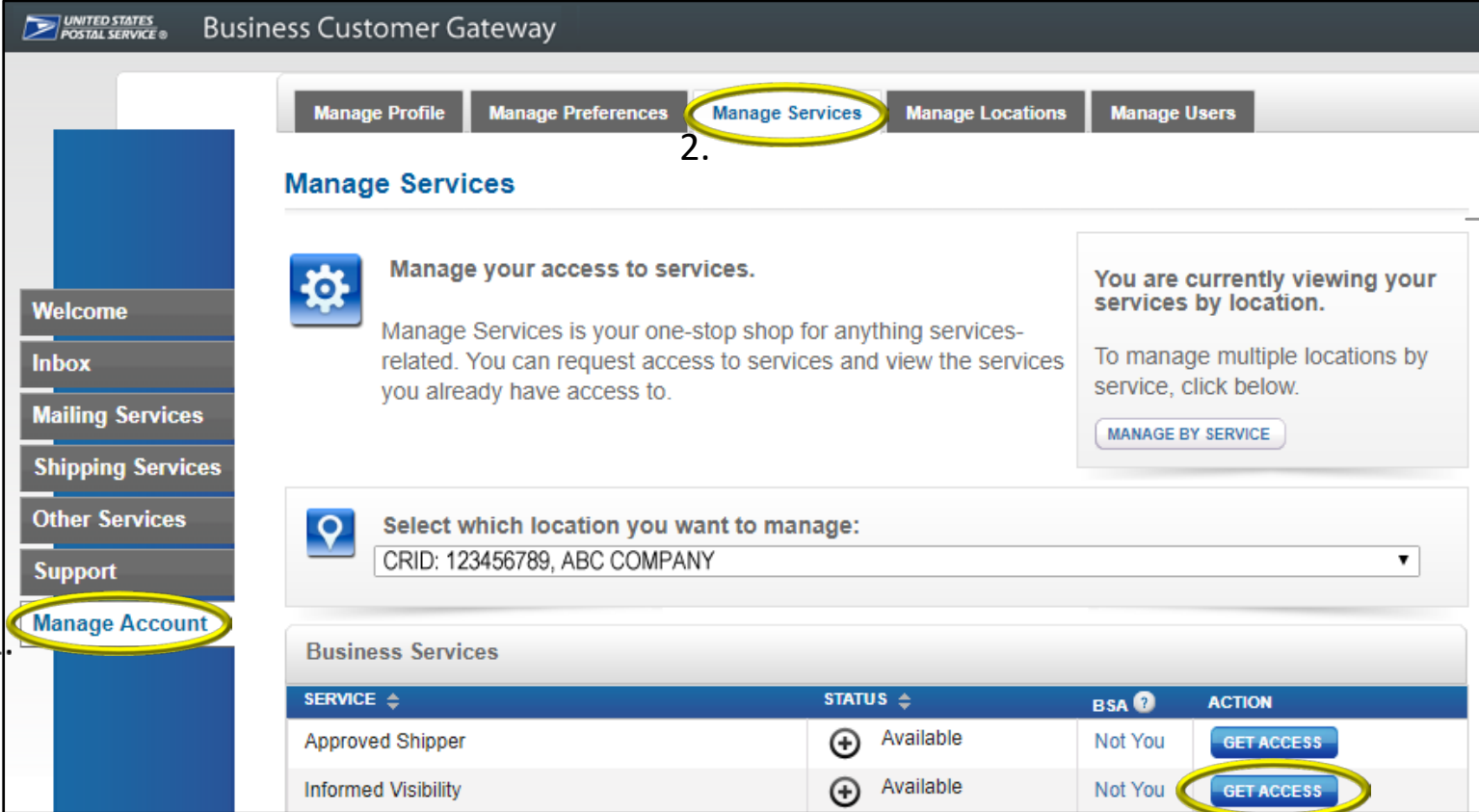

Informed Visibility®

Mail tracking visibility for pieces (letters & flats), bundles, trays, tubs, sacks, and containers.

eDoc Job ID	IMcb	eDoc Container ZIP	Scan DateTime	Scan State	Scan Facility Name
912445S1	99M91234567 890000075264	19205	2017-08-29 18:03:44-0400	Enroute Arrive	NJI (NJ) NDC
912144P4	99M91234567 890000076763	19205	2017-09-12 00:08:54-0400	Enroute Arrive	NJI (NJ) NDC
912944P1	99M91234567 890000076763	19205	2017-09-12 07:48:46-0400	Enroute Arrive	NJI (NJ) NDC
912944S7	99M91234567 8900076761	19205	2017-09-11 20:51:49-0400	Entered at USPS	PHILADELPHIA (PA) NDC
912243S6	99M91234567 8900077161	197	2017-09-22 21:16:49-0400	Enroute Arrive	DELAWARE (DE) P&DC
912117L4	99M91234567 8900074769	19205	2017-08-26 00:24:33-0400	Enroute Arrive	NJI (NJ) NDC
912117D7	99M91234567 8900074769	19205	2017-08-26 21:22:38-0400	Enroute Arrive	NJI (NJ) NDC
912117S5	99M91234567 8900074767	19205	2017-08-26 00:24:21-0400	Enroute Arrive	NJI (NJ) NDC

Requesting Access

Access is requested through the Business Customer Gateway (BCG) at https://gateway.usps.com

1. Select Manage Account from the main menu on the left.

2. Select the Manage Services tab at the top of the screen.

3. Scroll down to find "Informed Visibility" and click the Get Access button next to it.

   If "N/A" or "Remove" appear, access has already been granted.

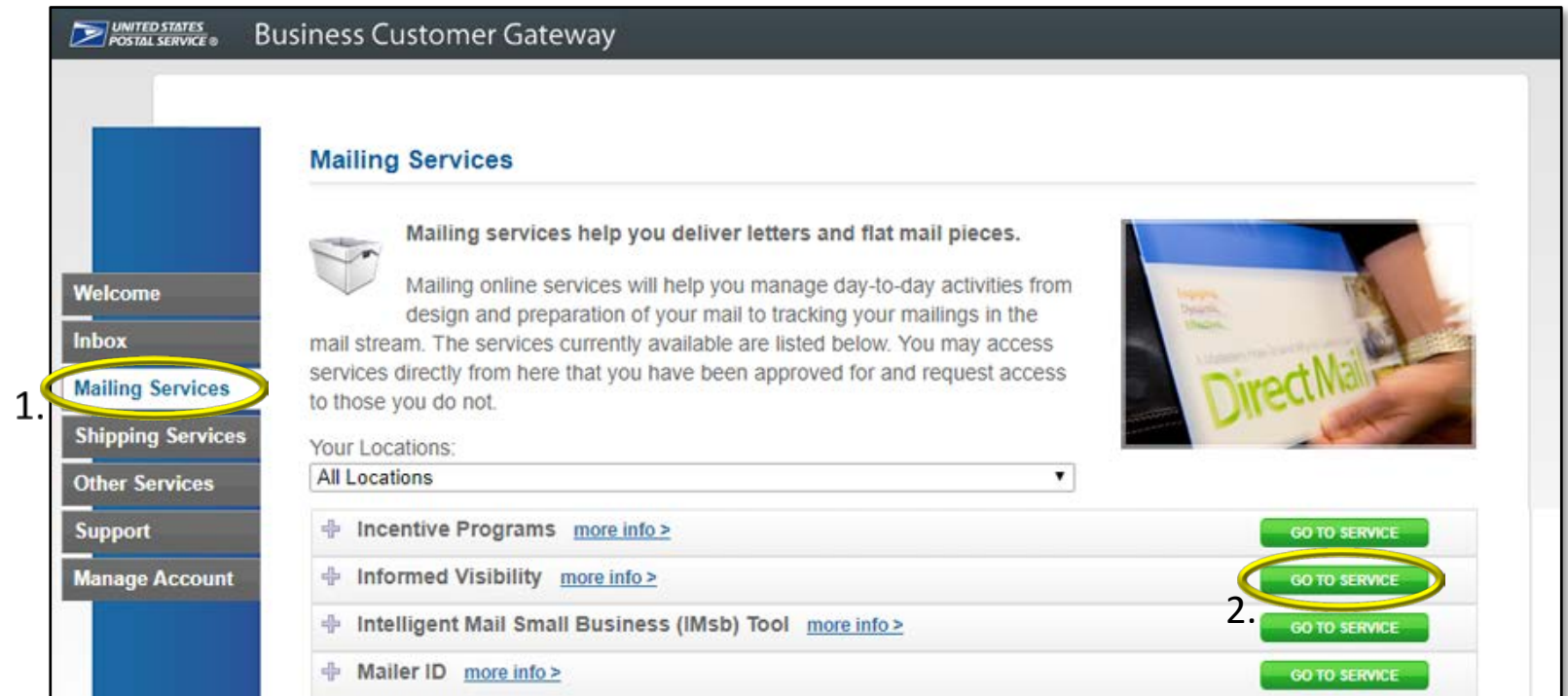4. Access will be available once the Business Service Administrator (BSA) approves the request.

Accessing Informed Visibility

Informed Visibility is accessed through the Business Customer Gateway (BCG) at https://gateway.usps.com

1. Select Mailing Services from the main menu on the left.

2. Scroll down to find "Informed Visibility" and click the Go to Service button.

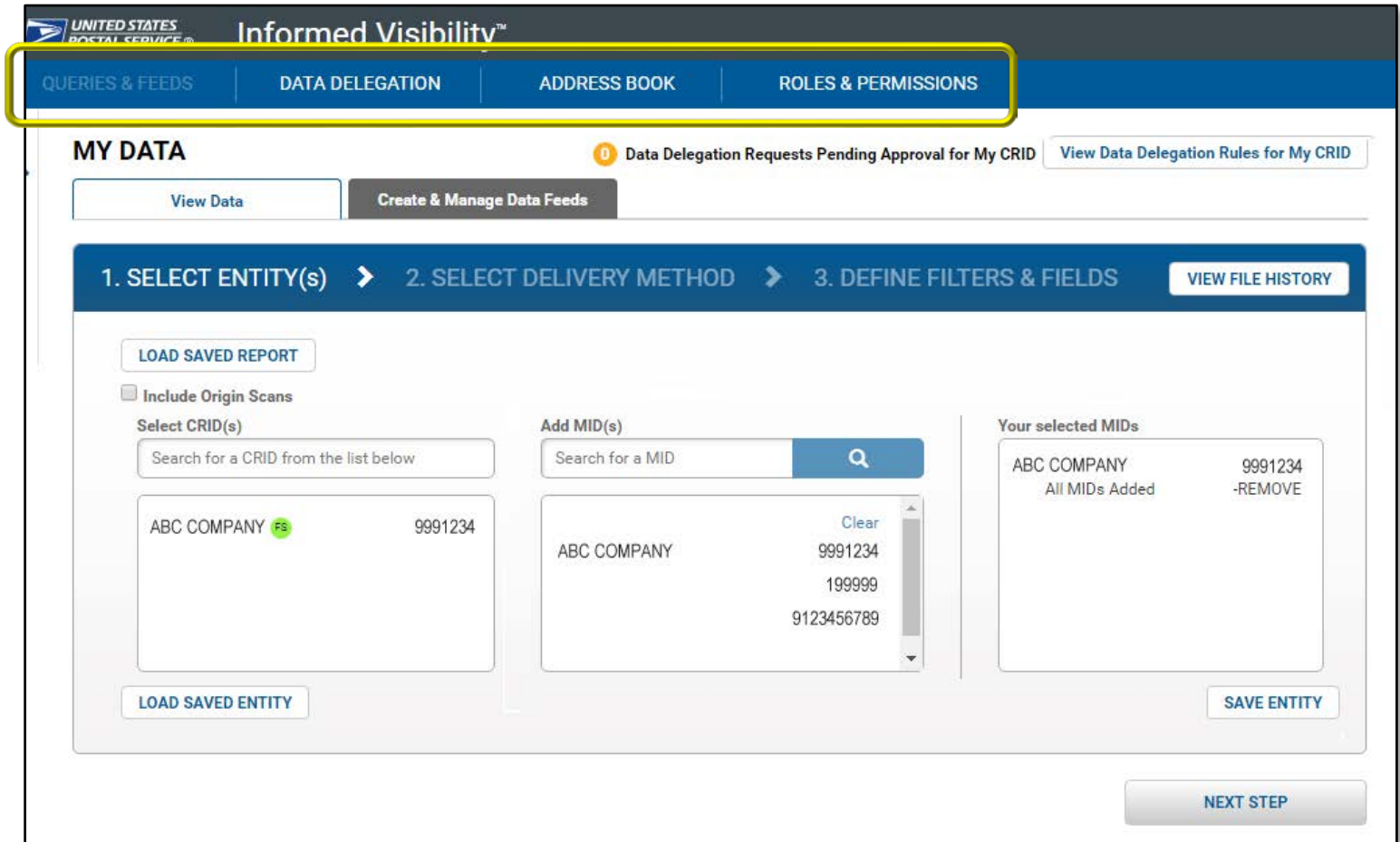3. The Informed Visibility dashboard will appear.

The Dashboard

The Informed Visibility Dashboard is split into four sections.

Queries & Feeds - Request on-demand reports and manage data subscriptions.

Data Delegation - Grant data access permission to other businesses.

Address Book – Manage server information and email addresses of report destinations.

Roles & Permissions – Customize access settings for all linked users.

Queries & Feeds – On Demand Reports

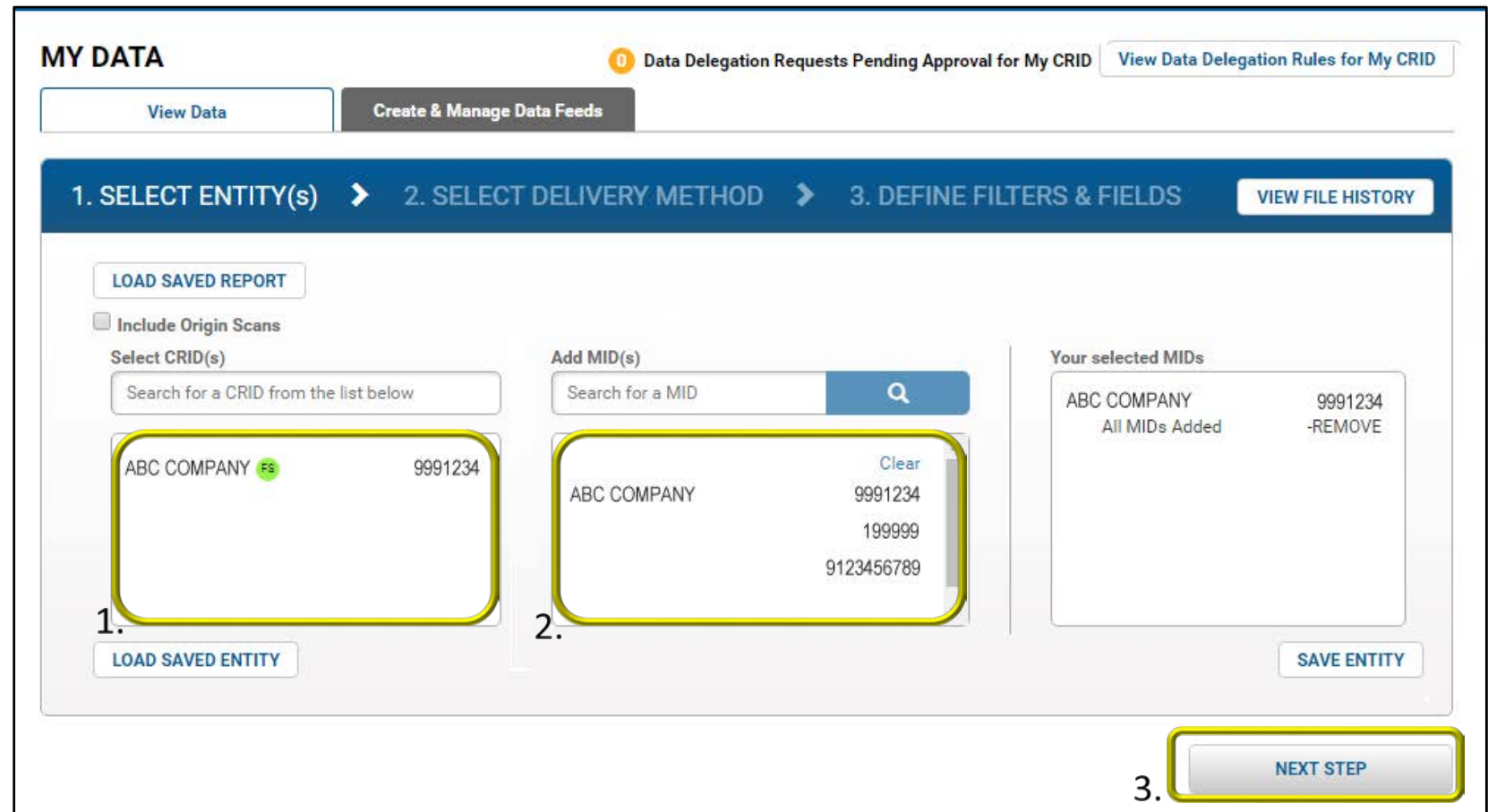1. Select Entity: Data is selected at a CRID and MID level.

1. Select the company whose data should be included in the report.
   The FS *icon means the company has Full Service status.*

2. Select the MIDs to include in the report.
   To select all of the MIDs for a company, simply click on the top line with the company name and CRID.

3. Click the Next Step button to proceed.

Queries & Feeds – On Demand Reports

1. Select Entity: Data is selected at a CRID and MID level.

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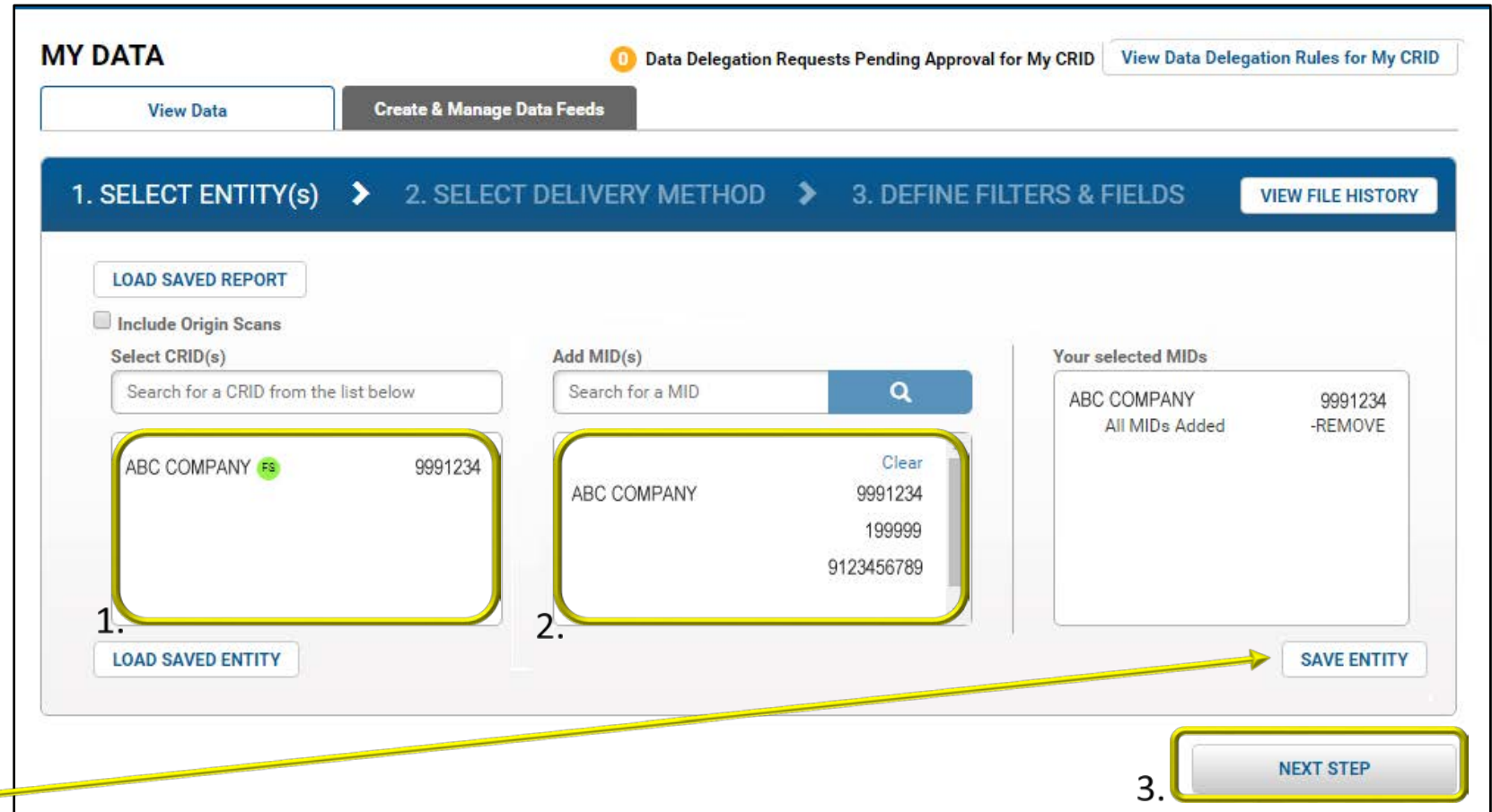
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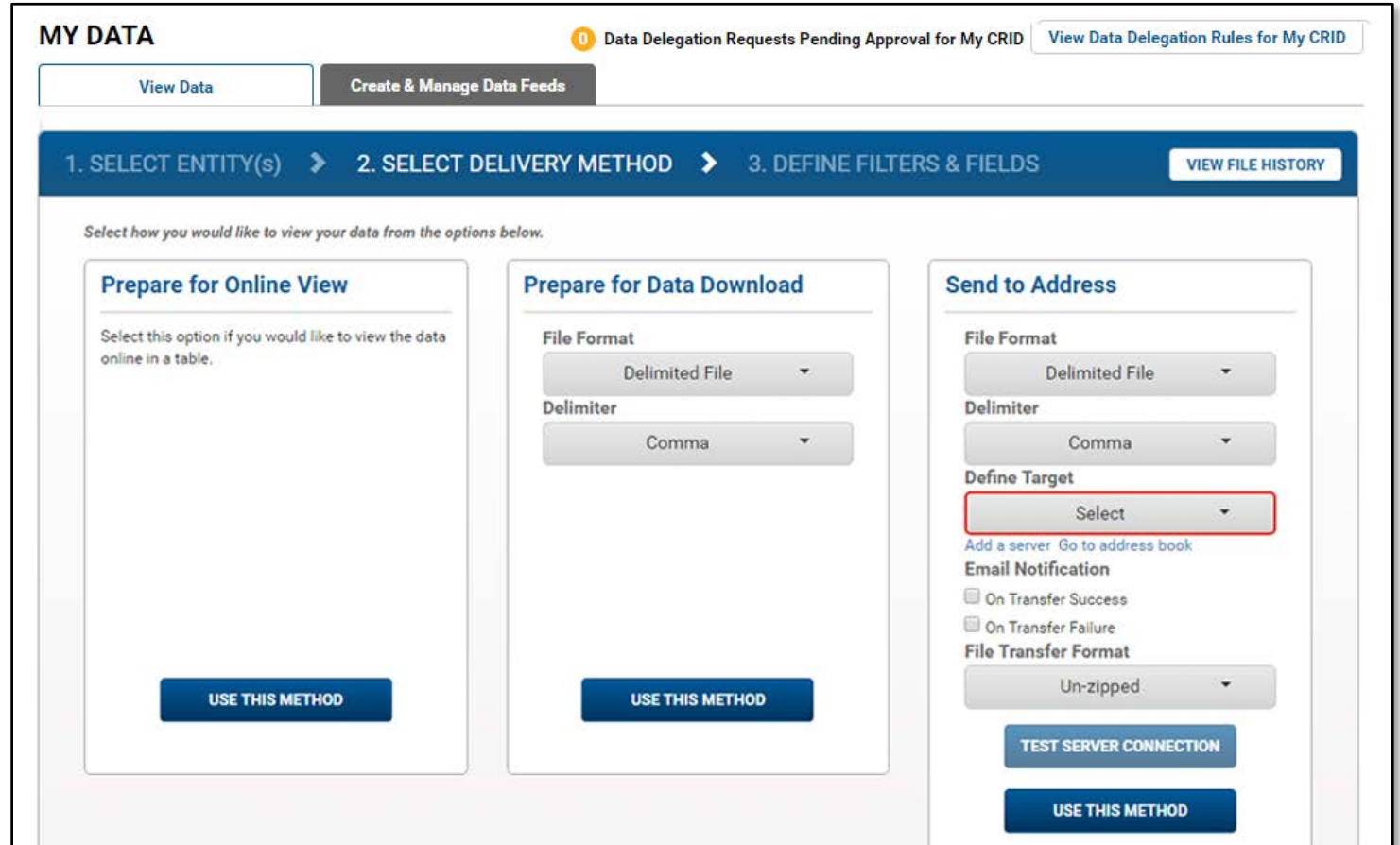ⓘ *The Save Entity button can be clicked to save these settings for future use.*

Queries & Feeds – On Demand Reports

2. Select Delivery Method: Three delivery methods exist.

Prepare for Online View – The report will be displayed in the internet browser.

Prepare for Data Download – A file will be downloaded directly from the internet browser.

Send to Address – A server can be selected for secure data transfers.

Queries & Feeds – On Demand Reports

2. Select Delivery Method: Data Downloads contain additional settings.

File Format – Files can be created in delimited or the legacy confirm .pkg format.

Delimiter – Comma, tab, or custom delimiters can be used.

Prepare for Data Download

File Format

Delimited File ▼

✓ Delimited File

IMb Tracing Legacy File Format (.pkg)

USE THIS METHOD

Prepare for Data Download

File Format

Delimited File ▼

Delimiter

Comma ▼

✓ Comma

Tab

Other - Please specify

USE THIS METHOD

Queries & Feeds – On Demand Reports

2. Select Delivery Method: Send to Address requires transfer settings.

Define Target – Select the destination where the files should be sent.

Email Notification – The contact linked to the selected target can be notified when the transfer succeeds or fails.

File Transfer Format – Files can be zipped (compressed) prior to being transferred.

Test Server Connection – A test file will be transferred to the destination to confirm the settings are correct.

Send to Address

File Format
Delimited File ▾

Delimiter
Comma ▾

Define Target
Select ▾

☐ Check All
uploader.abcco.com
zftp.testclient.com
sftp.abcdeft.us

Un-zipped ▾

TEST SERVER CONNECTION

USE THIS METHOD

Send to Address

File Format
Delimited File ▾

Delimiter
Comma ▾

Define Target
zftp.testclient.com ▾

Add a server Go to address book

Email Notification
☐ On Transfer Success
☐ On Transfer Failure

File Transfer Format
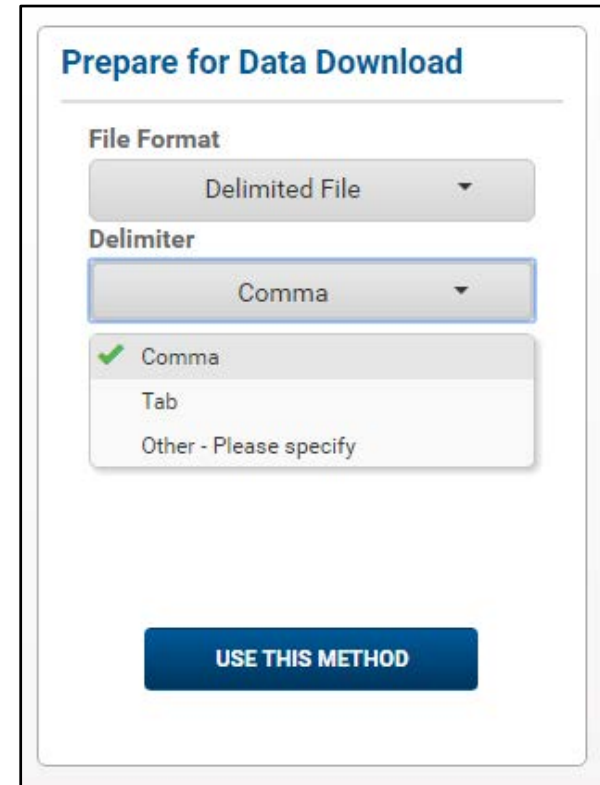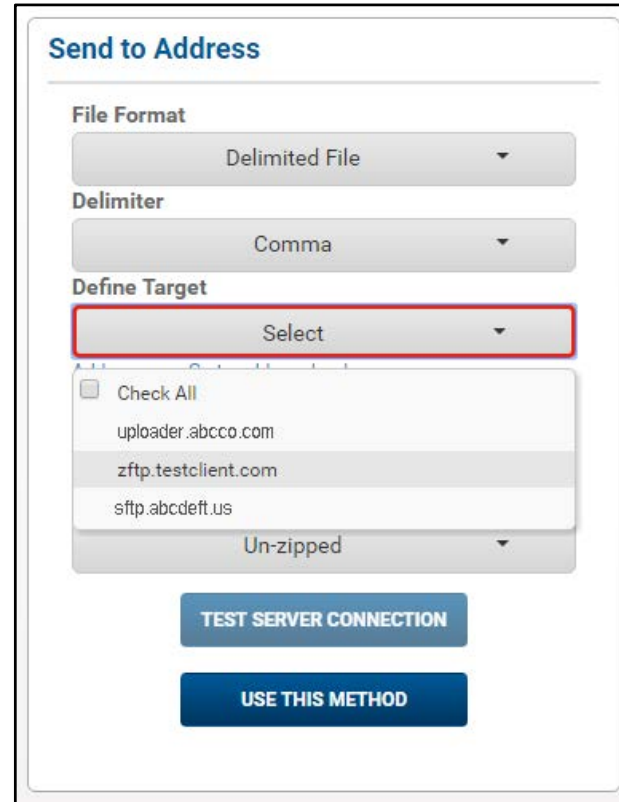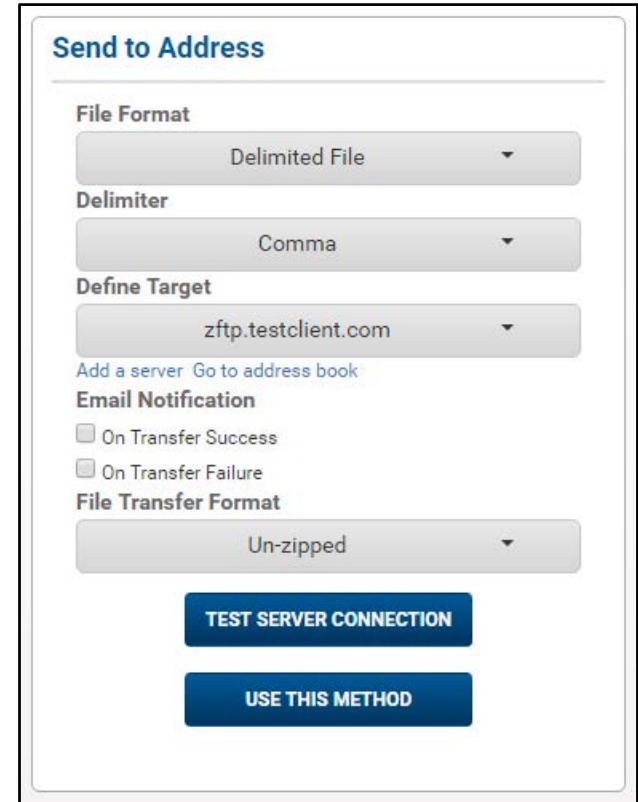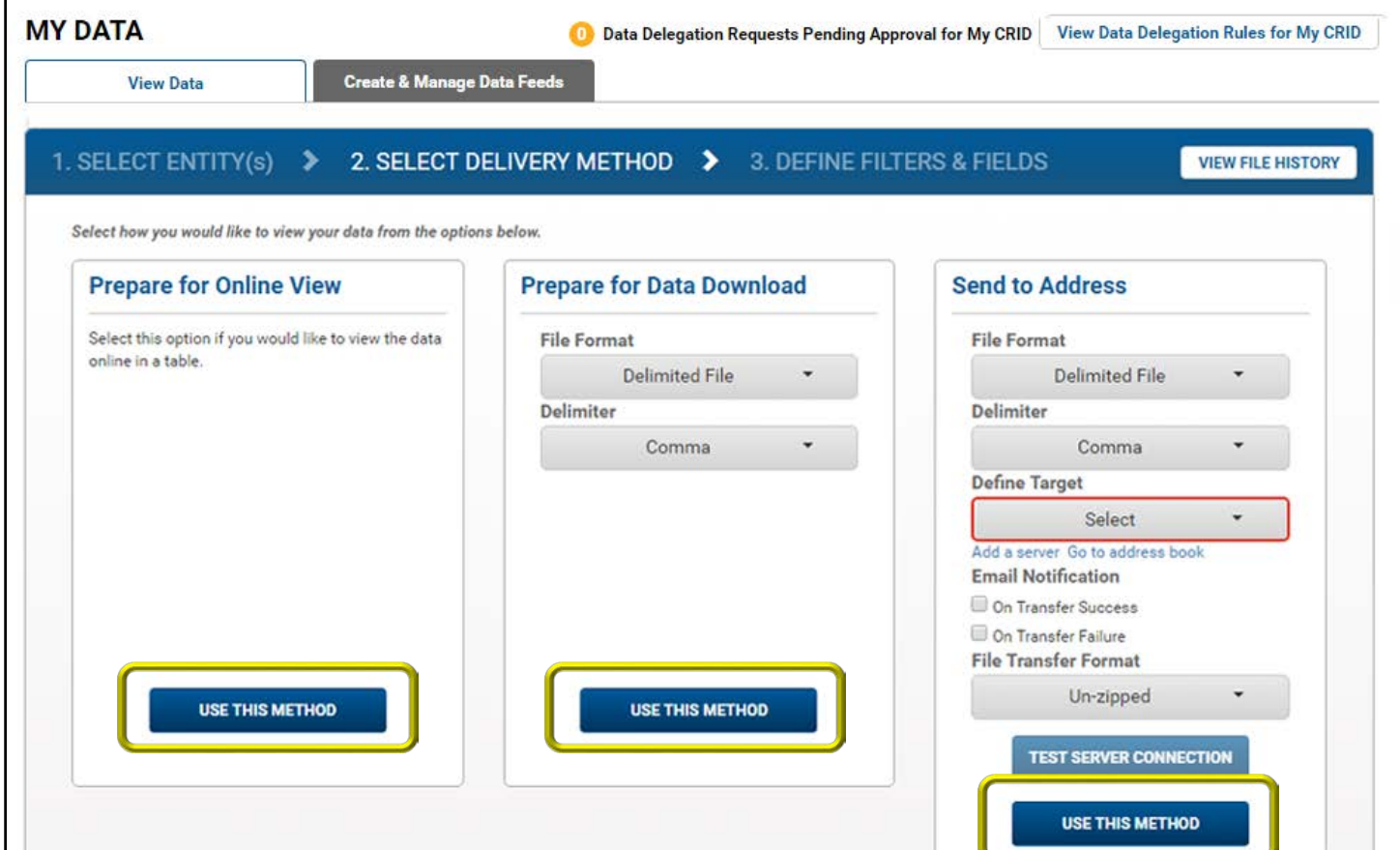Un-zipped ▾

TEST SERVER CONNECTION

USE THIS METHOD

Queries & Feeds – On Demand Reports

2. Select Delivery Method: Three delivery methods exist.

After all required settings are entered, click the Use This Method button under the desired transfer option to proceed.

Queries & Feeds – On Demand Reports

3. Define Filters & Fields: Filtering the Data

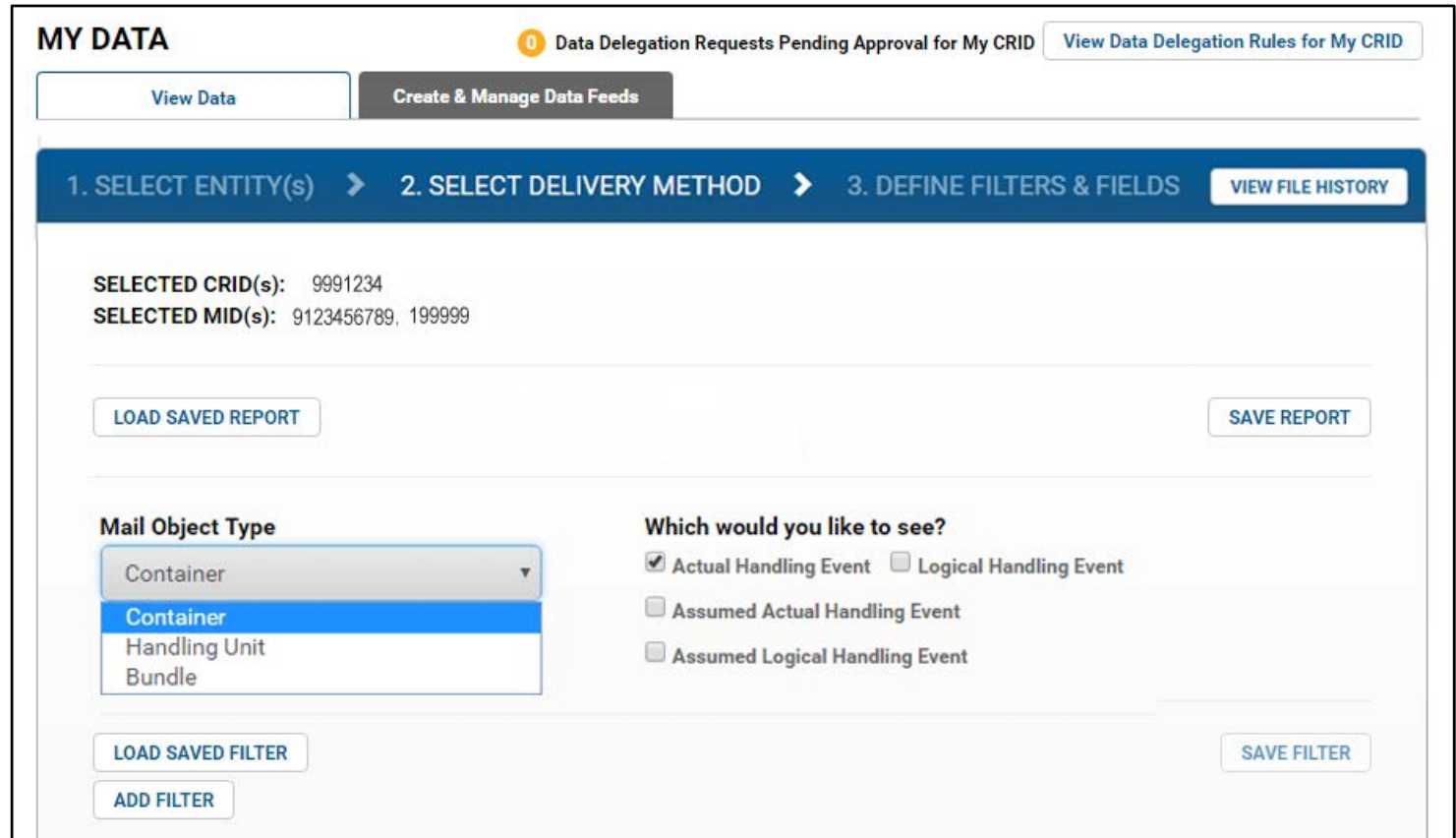Mail Object Type – Data can be filtered by container, handling unit (tray, tub, sack), or bundle.
On-demand reports cannot be created at the piece-level.

Which would you like to see – Select the event types to be included.

Actual Handling Event – Event logged by an event that takes place. *i.e. A piece scan*

Logical Handling Event – System-generated event based on business rules. *i.e. "Out for Delivery" based on actual scanned "Arrival at Unit"*

Assumed Events – System-generated event based on nested object. *i.e. A piece is assumed to have arrived if its parent tray has arrived.*

MY DATA   Data Delegation Requests Pending Approval for My CRID   View Data Delegation Rules for My CRID

View Data   Create & Manage Data Feeds

1. SELECT ENTITY(s) > 2. SELECT DELIVERY METHOD > 3. DEFINE FILTERS & FIELDS   VIEW FILE HISTORY

SELECTED CRID(s): 9991234
SELECTED MID(s): 9123456789, 199999

LOAD SAVED REPORT   SAVE REPORT

Mail Object Type
Container ▾
Container
Handling Unit
Bundle

Which would you like to see?
☑ Actual Handling Event   ☐ Logical Handling Event
☐ Assumed Actual Handling Event
☐ Assumed Logical Handling Event

LOAD SAVED FILTER   SAVE FILTER
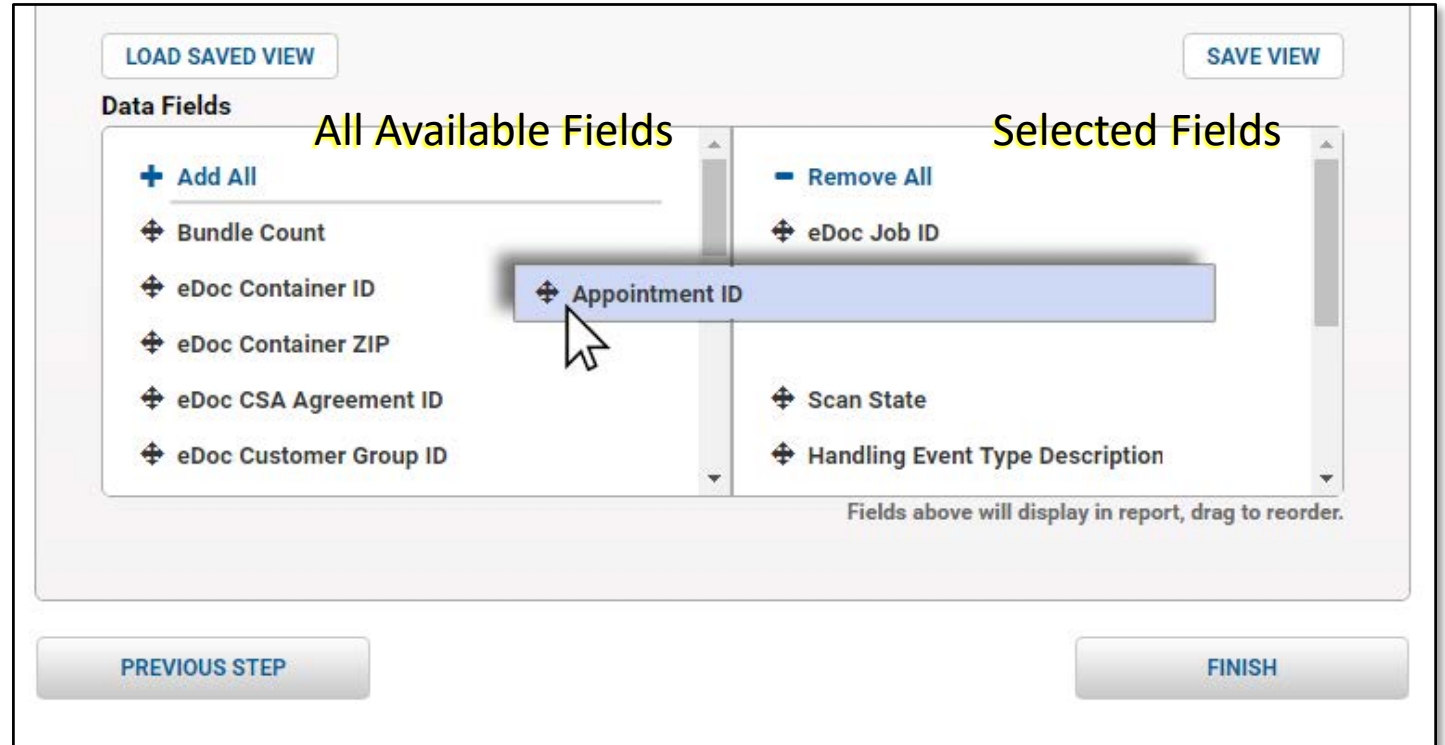ADD FILTER

Queries & Feeds – On Demand Reports

3. Define Filters & Fields: Selecting Report Fields

Data Fields – All available fields are displayed in the list box on the left.

Select fields for the report by dragging them from the left box and dropping them onto the right box.

Remove unwanted fields from the report by dragging them from the right box onto the left box.

Click the Finish button to run the report.

Queries & Feeds – On Demand Reports

Report Sample – Online View

Queries & Feeds – On Demand Reports

Report Sample – Retrieving Data Downloads

Alerts are displayed on the IV dashboard when reports are ready to be downloaded.

Queries & Feeds – On Demand Reports

Report Sample – Retrieving Data Downloads

Old reports are accessed through the View File History button.

Queries & Feeds – On Demand Reports

Report Sample – Data Download

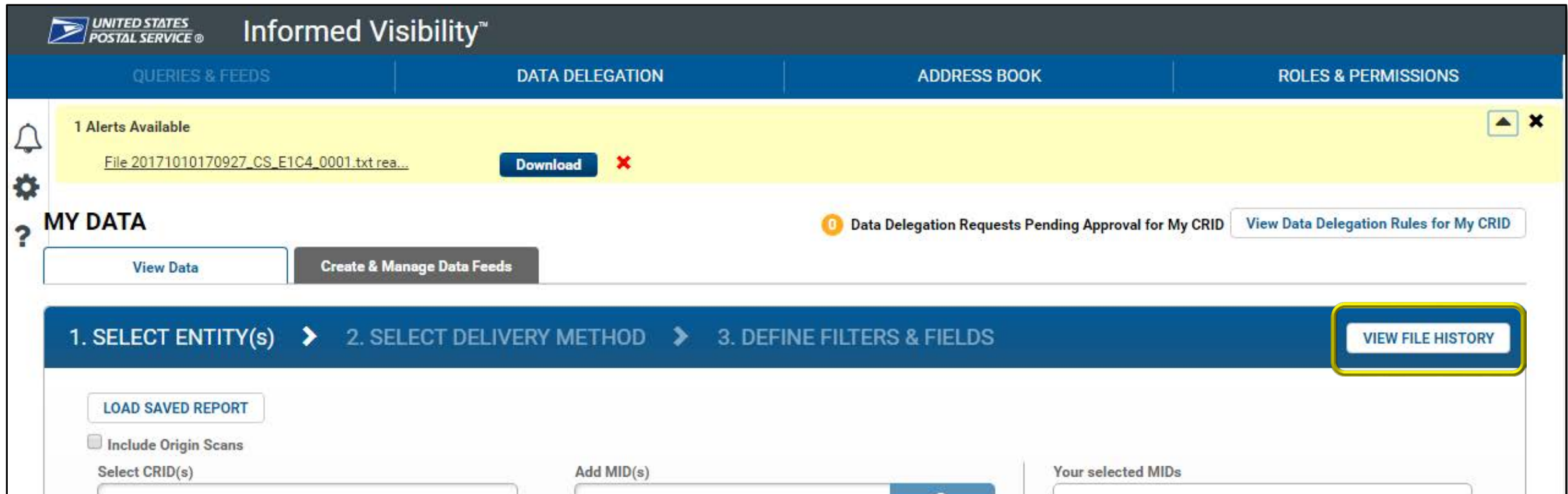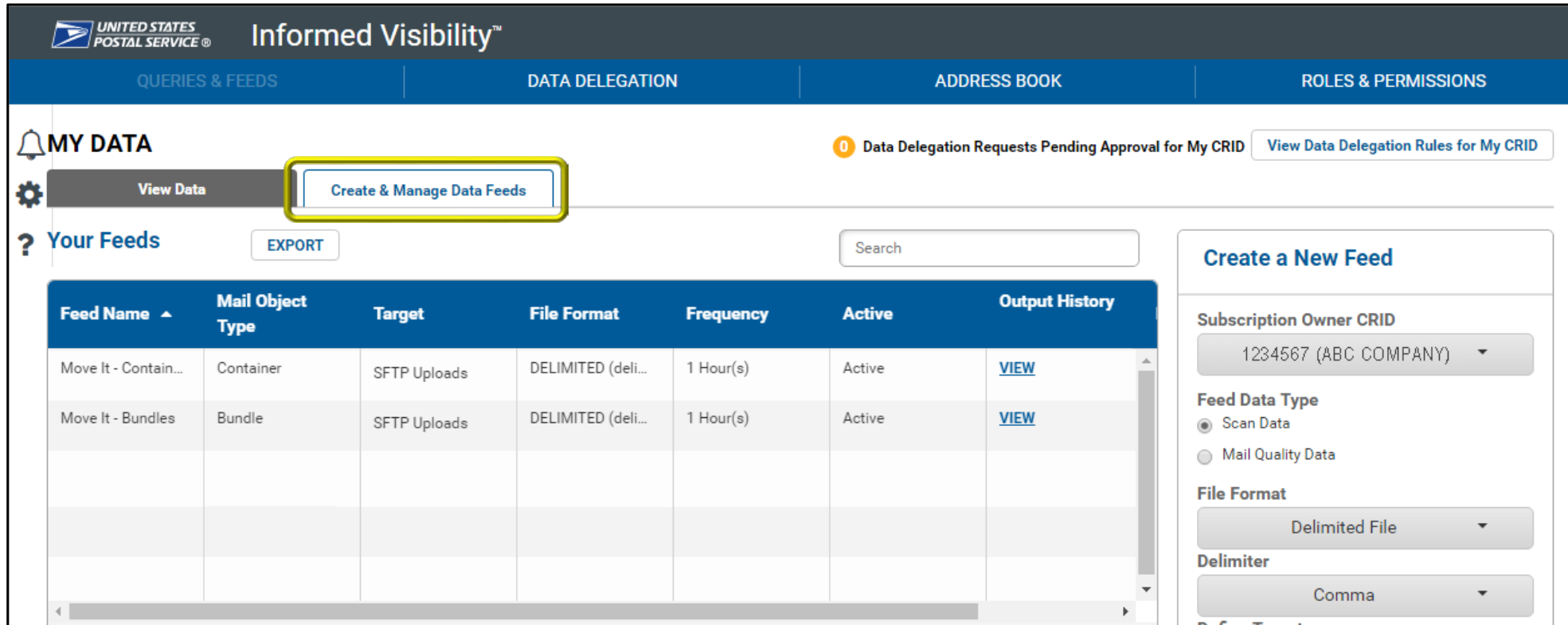| eDoc Job ID	Handling E	IMcb	Piece Count	Scan DateTime	Scan Facility City	Scan Facility Name	Scan Fac	Scan State
912144AF	Actual	99M912345678930000528	12616	2017-09-18 12:03:42-0700	FRESNO	FRESNO (CA) P&DC	CA	Entered at USPS
090417AE	Actual	99M912345678940000200	12337	2017-09-18 12:28:03-0400	JACKSONVILLE	JACKSONVILLE (FL) P&DC	FL	Entered at USPS
912144AG	Actual	99M912345678930000391	12736	2017-09-18 16:11:01-0500	KANSAS CITY	KANSAS CITY (MO) P&DC	MO	Entered at USPS
912144AJ	Actual	99M912345678930000274	392	2017-09-18 18:40:12-0500	HAZELWOOD	SAINT LOUIS (MO) NDC	MO	Entered at USPS
912144AJ	Actual	99M912345678930000274	392	2017-09-18 18:48:04-0500	HAZELWOOD	SAINT LOUIS (MO) NDC	MO	Enroute Arrive
912144AJ	Actual	99M912345678930000274	392	2017-09-18 19:14:53-0500	HAZELWOOD	SAINT LOUIS (MO) NDC	MO	Enroute Arrive
912144AG	Actual	99M912345678930000350	12905	2017-09-18 14:47:41-0500	EAGAN	ST PAUL (MN) NDC	MN	Entered at USPS
912144AD	Actual	99M912345678930000459	16052	2017-09-18 09:35:06-0600	DENVER	DENVER (CO) P&DC	CO	Entered at USPS
912144AD	Actual	99M912345678930000459	16052	2017-09-18 09:34:46-0600	DENVER	DENVER (CO) P&DC	CO	Enroute Depart
912144AD	Actual	99M912345678930000438	9619	2017-09-18 10:50:38-0500	NORTH HOUSTON	NORTH HOUSTON (TX) P&DC	TX	Entered at USPS
912144AE	Actual	99M912345678930000513	12847	2017-09-18 18:28:02-0700	SAN BERNARDINO	SAN BERNARDINO (CA) P&DC	CA	Entered at USPS
912144AD	Actual	99M912345678930000423	12923	2017-09-18 11:42:58-0500	DALLAS	DALLAS (TX) P&DC	TX	Entered at USPS
912144AL	Actual	99M912345678930000195	6506	2017-09-18 08:53:22-0400	NORTH CHARLESTON	CHARLESTON (SC) P&DF	SC	Entered at USPS
090417AE	Actual	99M912345678940000199	12442	2017-09-18 12:31:47-0400	JACKSONVILLE	JACKSONVILLE (FL) P&DC	FL	Entered at USPS
204168A1	Actual	99M107068000000074945	22532	2017-09-18 10:52:06-0400	HARTFORD	HARTFORD (CT) P&DC	CT	Entered at USPS
205101AD	Actual	99M107068000000077049	735	2017-09-18 21:12:07-0400	NEW CASTLE	DELAWARE (DE) P&DC	DE	Enroute Arrive
204168A1	Actual	99M107068000000074944	19251	2017-09-18 10:47:35-0400	HARTFORD	HARTFORD (CT) P&DC	CT	Entered at USPS
912144AD	Actual	99M912345678930000424	6855	2017-09-18 11:43:37-0500	DALLAS	DALLAS (TX) P&DC	TX	Entered at USPS

Queries & Feeds – Data Feeds

Data Feed

Reports are automatically delivered on a set schedule.

Queries & Feeds – Data Feeds

Accessing Data Feeds

Data Feeds are accessed through Queries & Feeds, Create & Manage Data Fields

Queries & Feeds – Data Feeds

Creating Data Feeds

Many of the feed settings are similar to those of the on-demand reports. *Refer to slides 9 & 10*

Feed Type – Two types of feeds are currently available.

Scan Data – Intelligent Mail tracking data

Mail Quality Data – Mailer Scorecard data

Fill in the settings, set the frequency, and click the Continue button to proceed.

Create a New Feed

Subscription Owner CRID
1234567 (ABC COMPANY)

Feed Data Type
◉ Scan Data
○ Mail Quality Data

File Format
Delimited File

Delimiter
Comma

Define Target
SFTP Uploads ⚠   ☐ Online download
Add a server Go to address book

Email Notification
☐ On Transfer Success
☐ On Transfer Failure
File Transfer Format
Un-zipped

TEST SERVER CONNECTION

Frequency
4   Hours

Start Time / Time Zone
12:00   AM ▾   Eastern (UTC-5)
Name This Feed
My Subscription

CONTINUE

Resources

Business Customer Gateway
https://gateway.usps.com/

Informed Visibility
https://iv.usps.com

Informed Visibility on PostalPro
https://postalpro.usps.com/visibility-and-tracking/informed-visibility-iv

QUESTIONS?

Contact: Jamie.Krall@ANRO.com

THANK YOU!

A downloaded PDF will be available on www.gppcc.org