



User Guide

Mail.Dat Add On
V21.1.0200

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EFI PrintStream | V21.1.0200 Mail.Dat Add On User Guide

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Introduction

Overview

The Mail.Dat Support program is designed to potentially save many hours of manually entering postage count data in an error proof manner. Drops and list counts are created for the jobs in PrintStream using the files from your Monticello Mail, Postware or Mail Manager 2000 Presort Software. Drops and list counts are created for each postal destination by matching presort files with the PrintStream job packages. After the drops and list counts have been created, the quantities in MailEstimating for packages, drops, inventory reservations and pricing can be re-calculated from Mail.Dat with the click of a button.

Statements generated from list counts will automatically pull the information provided by the presort files, thereby creating statements that are nearly complete for each destination.

Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

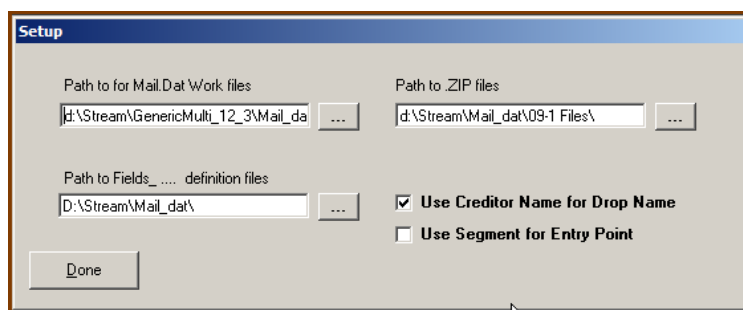
Setup

Before working in the Mail.Dat program, the following setup items must be completed.

1. Place the Mail.dat folder on the root of your server where PrintStream is located, and also to the C:\ of any computers that are using Mail.Dat Support.
2. Add the Mail.Dat program to the PrintStream menu bar by selecting the Menu and Users program under the System and Maintenance group on the PrintStream menu bar. Select Program Groups, highlight the group the Mail.Dat program will be accessed from, right-click the group and select **Update Program Groups**. Rename the MDD Support program to Mail.Dat Support and then add it to the menu by selecting the check box provided to the far left of the program name. Click **Done** and then **Save Group Changes** on the task bar at the top of the screen.
3. Open the Mail.Dat Support program, click **Setup** and set the paths to the Mail.Dat folder on your server as shown below. It is recommended the Work file be located on the local drive to promote optimum performance; however, all other files should be located on the server for sharing. The Work file is where the Mail.Dat file is unzipped and the components are temporarily saved while a file is being used.

Using Creditor Name for Drop Name will assign the Destination Postal Vendor name to the drop. If you choose not to clear this check box, the drop name will come from Mail.Dat. Sometimes this name is meaningful, but often it is not.

By clearing the **Use Creditor Name for Drop Name** check box and selecting the **Use Segment for Entry Point** check box, the Segment will be used for the Entry Point.



Note It is recommended to use **Use Creditor Name for Drop Name** for the first week as an error checker.

Additional Setup Requirements

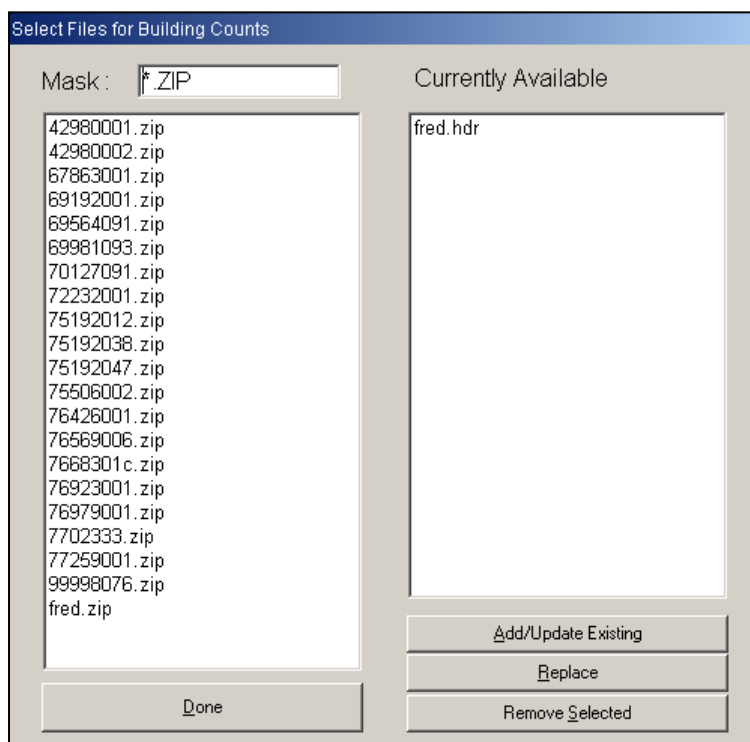
When creating the mail.dat file, only one mailing class is allowed. You cannot have any combination of first class, standard and a nonprofit mailing contained within the same file.

The title of the mail.dat zip file is limited to 8 alpha/numeric characters.

Step 1 - Select Files for Building Counts

To begin selecting the files you will be working with, open the MDD Support program. Click Select Mail.Dat Input from the tool bar at the top of the screen. The listing on the left is a list of all the files that have been zipped and saved in the Zip folder of Mail_Dat on your server. The zip file contains the output from the presort software that has been saved in a Mail.Dat format. The name of the file is typically the job number; however, it may be any name (up to 8 characters in length) that is meaningful to the user.

Select the zip file(s) that are associated to a particular PrintStream job by selecting individual file(s) and then select the **Add/Update Existing** button. The file is placed on the right side under Currently Available. The file is then unzipped and the file components are placed in the Work folder.



Add/Update Existing: This option will add selections to the Currently Available side of the screen or update an existing list.

Replace: This option will replace an existing list on the right with the selected files.

Remove Selected: This option will remove selected files from the Currently Available list.

Done: This will save the selection and close the window.

Tips for selecting a group of files:

1. Select a range of files by clicking, holding and dragging OR by clicking the first file and pressing the SHIFT key while selecting the last file in the range. You can deselect a file in a range by holding the CTRL key while clicking the file.
2. To select specific files hold the CTRL key while clicking the desired files.

After the file(s) have been selected and added, select **Done**.

Step 2a - Resolve PrintStream to Mail.Dat

The next step is to select the PrintStream job you are going to work with along with the default statement information such as the Mail Date, Rates Dated, Postage Inventory and type of payment.

To do this, select Create Job Counts from the tool bar at the top of the screen. You will notice the program opens each Mail.Dat file and list the Mail.Dat drops and packages for each file on the left side of the screen. Enter the job number in the field provided on the right under PrintStream Job and then press the **Tab** key to enable the **Select Job** button.

Enter the mail date in the field provided and press the **Tab** key. Arrow down to select the Rate Date and press **Tab** again. Arrow down to select the Permit and mark the method used for payment. Fill in the customer's CTAS Reference Number (if applicable) and click Apply. Click the **Select Job** button. You are now ready to assign Mail.Dat packages to Job packages.

Resolve PrintStream to Mail.Dat

Jobs from x:\Mail_dat\

[-] 3688 : JOB(fred)

[+] 3688 : DROP(ONE SEGMENT PER QUALIFIED PRESORT) @ X18508

[+] 3688 : PKG[MAILDAT]

PrintStream Job

8844

Select Job

Review Pkg Map

Copy of Mailing

Mail Date

Use Rates Dated

Permit

Meter

PreCancelled Stamps

CTAS Ref Number

☒ Replace Existing Drops

Total Mail.Dat Records:106 Quantity:3,688

Cancel

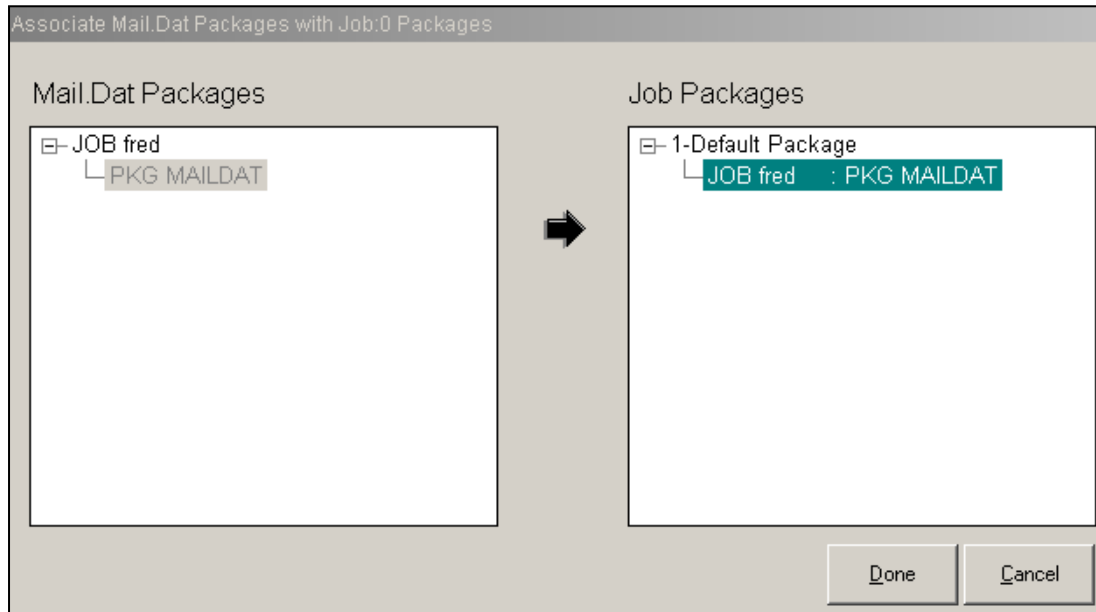
Rate Report

Apply

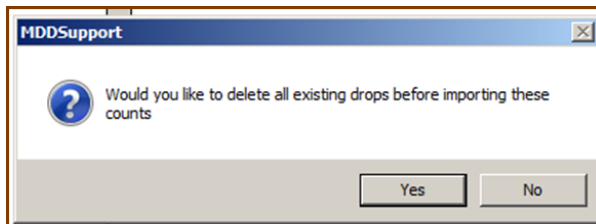
Update Estimate

Step 2b - Associate Mail.Dat Packages with Job Packages

The Associate Mail.Dat Packages with Job Packages is a drag and drop screen. Click the Mail.Dat Package on the left and drag it over to the appropriate package listed under Job Packages on the right and drop it. The Mail.Dat packages that have been assigned are grayed out and are now listed under Job Packages. Once a Mail.Dat package has been assigned, the **Done** button becomes enabled. After the packages you wish to work with have been associated, click the **Done** button to save and go back to the Resolve PrintStream to Mail.Dat screen. To return to the Resolve PrintStream to Mail.Dat screen without saving the assignment of packages, click **Cancel**.



After assigning and saving the packages, the Drop(s) and Package(s) from the Estimate display in the middle section on the right side of the screen. Select the **Apply** button to proceed. A message asking if you would like to delete all existing drops is displayed. (Further explanation of messages related to Apply are found in the 'Mail.Dat Messages' section of this document.)



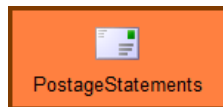
After answering Yes or No, you can update the Estimate by clicking Update Estimate. Mail.Dat has now created list counts for the job, it has updated the Estimate by adding the drops and packages, it has updated the inventory reserves, pricing, and scheduled hours based on the new quantity and it has also changed the quantities in the work ticket and work order.

NOTE: EPI does not support files containing postage affixed for pound mailings.

Step 3 – Postage Statements

After transferring the Mail.Dat to PrintStream's jobs, the list counts will automatically be completed. Next, you will need to convert the list counts into statements.

1. Open the Postage Statement program.



2. Enter the job number and click Add/Update Statements. A list of drops for that job displays. Take notice of the quantities listed under List Counts that are highlighted in blue. Under the List Counts column, click the quantity for the appropriate drop. Next, select the package that corresponds with the drop. Notice it has [List] as part of its description.

Postage Statements for the Company: 01 Streamline Solutions - Plant Code: 0100 01 San Rafael - [Postage Statements]

File Job Lookup Statement Directory Tools View Help Window

8844 Add/Update Statements Copy of Mailing
Select Job Statements Drops, Counts Not Invoiced

Postage Statements

15295 (3602-N)[8831:1:41]
15295 (3602-N)[8831:1:42]
15295 (3602-N)[8831:1:43]
15295 (3602-N)[8831:1:44]
15295 (3602-N)[8831:1:45]
15260 (3602-N)[8831:1:46]
15261 (3602-N)[8831:1:47]
15262 (3602-N)[8831:1:48]
15263 (3602-N)[8831:1:49]
15264 (3602-N)[8831:1:50]
15265 (3602-N)[8831:1:51]
15266 (3602-N)[8831:1:52]
15267 (3602-N)[8831:1:53]
15268 (3602-N)[8831:1:54]
15269 (3602-N)[8831:1:55]
15270 (3602-N)[8831:1:56]
15271 (3602-N)[8831:1:57]
15272 (3602-N)[8831:1:58]
15273 (3602-N)[8831:1:59]
15274 (3602-N)[8831:1:60]
15275 (3602-N)[8831:1:61]
15276 (3602-N)[8831:1:62]
15277 (3602-N)[8831:1:63]
15278 (3602-N)[8831:1:64]
15279 (3602-N)[8831:1:65]
15280 (3602-N)[8831:1:66]

Mailing Date:
Job/Package/Drop:
Permit #:
Total Pieces:
Total Postage:
Net Postage Due:

Update Quote Notes Quote: 8841.99 Job: 8844 Due Date: 01/31/2013

Add New Drop Enter Statement Directly Create Statement from Counts
Update Existing Statement(s)

Drop #	Description	Drop Qty	Date	Est. Counts	List Counts	Postage Notes
1	FREEDOM	3,688	01/31/2013	N/A	3,688	Added from Mail.Dat

Done Update Estimate with Changes

PostageStatements

No postage is earmarked for this job.
Ok to continue with statement creation/update?

OK Cancel

FREEDOM

(1)Default Package:3688 [List]

Select Desired Package

Cancel

- When the statement opens, all of the information from the List Counts, which was created from the Mail.Dat file, will pull through onto the statement. Tab through the information verifying it is correct. If you wish to make adjustments, type in the information, use the drop-down menu or use the up/down arrow keys on your keyboard to select the correct information. After all of the information has been verified, click the **Back Page** button.

Postage Statement for Job:8844 Drop:1

Form 3600-R - First Class Mail - Permit Imprint

Postage Class: **First-Class Mail** ☐ Non-Standard Size

Method of Payment: **Permit Imprint** Use Rates Effective: **1/27/2013** for the Drop Date of: **1/31/2013**

Entry Office - Locale Key
 Locale: X18508 Site: **FREEDOM**
 Zip: 15042 **R01 8TH ST**
FREEDOM, PA 15042-9998

Permit Information
 Permit: **P1000** Permit#: **12345678**
 Permit Holder: **The Perfect Storm**
 Address: **656 Main Street**
PITTSFIELD, MA 01203
 Phone: Ref:

Processing Category
☒ Letters ☐ Letters - Paid as Nonauto Flats
☐ Flats ☐ CR Letters - Paid as CR Flats
☐ Automation Flats ☐ CHM ☐ NFM
☐ Machinable Parcels ☐ Parcels
☐ Irregular Parcels

Customer Generated Electronic Labels
☐ DelCon ☐ SigCon

Containers

1-Ft. MM Trays	2-Ft. MM Trays	2-Ft. EMM Trays	Total Ltr. Trays
10	13		23
Flat Trays	Sacks	Pallets	Other

Federal Agency Cost Code

Single Piece Weight
 Ounces: **2.096** Pounds: **0.131**
☐ Non Identical ☐ Mixed Weights

3606 Identical Pieces: **0** ☐ NSA
 Simplified Addr. Pieces: CTAS Ref Number:

Combined Mailing:
☐ Mixed Class
☐ Single Class

Certified for
☒ Automation Pieces
☒ Carrier Route Pieces
☒ Carrier Route Sequencing
☐ Simplified Address

Certification Date
12/12/2012
12/12/2012
12/12/2012

Move Update Method
☐ Ancillary service endorsement ☐ ACS
☐ FASTforward ☐ Alternative
☒ NCOA Link ☐ Multiple ☐ OneCode ACS
☐ n/a Alternative Address Format ☐ None

Letter-size mailpieces contain:
☐ Reply card / envelope ☐ DVD/CD or other disk
☐ Only contents that are not required to be mail FCM
☐ A Product sample
☐ RoundTrip ONLY: One DVD/CD or other disk

Package: **Default Package**

Comments:

Parcels Only Hold for Pick (HFPU): No. of Pieces: **0** ☐ Priority Mail Open and Distribute (PMOD)

Drop : 3,688 **Current:3,688 Cost:2,443.64**
Postage Due:2,443.64

4. The back page will also contain information pulled from the list counts, and all of the tiers are filled in with the piece count for each qualification and category of the mailing. Verify the information is correct. If adjustments need to be made, click in the quantity field and type in the correct piece count. When all of the information has been verified and corrected, click the **Front Page** button and then select the **Save** button. The statement should now display on the statement directory.

Postage Computation

Form 3600-R - First Class Mail - Permit Imprint

PART	Description	Quantity	Amount
A	Automation Rates	3257	2072.981
B	Non Automation Rates	431	370.66
C	Commercial Base Parcels up to 13 oz	0	0
D	Roundtrip DVD, CD, or Other Disc Mail	0	0
E	Election Mail	0	0
F	Repositionable Notes	0	0
S	Extra Services	0	0

	Entry Type	Description	Rate	Quantity	Amount	Subtotal Postage	Discount Total	Fee
A5	Letters	5-Digit	.610					
A6		3-Digit	.634	885	561.0900	561.0900		
A7		AADC	.634	1989	1,261.0260	261.0260		
A8		Mixed AADC	.655	383	250.8650	250.8650		
A9	Flats	5-Digit	.806					
A10		3-Digit	.994					
A11		ADC	1.040					
A12		Mixed ADC	1.140					
A14	Full Srvc	Cards - Number of pieces that comply	.003					
A15		Letters - Number of pieces that comply	.003					
A16		Flats - Number of pieces that comply	.003					

Full Service amounts will be subtracted from your parts total.

Front Page Clear Changes Drop 3688 Current Counts 3688 \$2,443.6410

Postage Statements for the Company: 01 Streamline Solutions - Plant Code: 0100 01 San Rafael - [Postage Statements]

File Job Lookup Statement Directory Tools View Help Window

8844 Add/Update Statements Copy of Mailing Not Invoiced

Select Job Statements Drops, Counts

Postage Statements

- 15257 [3602-N][8831:1.43]
- 15258 [3602-N][8831:1.44]
- 15259 [3602-N][8831:1.45]
- 15260 [3602-N][8831:1.46]
- 15261 [3602-N][8831:1.47]
- 15262 [3602-N][8831:1.48]
- 15263 [3602-N][8831:1.49]
- 15264 [3602-N][8831:1.50]
- 15265 [3602-N][8831:1.51]
- 15266 [3602-N][8831:1.52]
- 15267 [3602-N][8831:1.53]
- 15268 [3602-N][8831:1.54]
- 15269 [3602-N][8831:1.55]
- 15270 [3602-N][8831:1.56]
- 15271 [3602-N][8831:1.57]
- 15272 [3602-N][8831:1.58]
- 15273 [3602-N][8831:1.59]
- 15274 [3602-N][8831:1.60]
- 15275 [3602-N][8831:1.61]
- 15276 [3602-N][8831:1.62]
- 15277 [3602-N][8831:1.63]
- 15278 [3602-N][8831:1.64]
- 15279 [3602-N][8831:1.65]
- 15280 [3602-N][8831:1.66]
- 15284 [3600-R][8844:1.1]

Consolidated Statements

- 2129 [3602-C][7561]
- 2130 [3610-C][7562]

Mailing Date: 1/31/2013

Job/Package/Drop: 8844 : 1 : 1

Permit #: 12345678

Total Pieces: 3,688

Total Postage: \$2,443.64

Net Postage Due: \$2,443.64

Update Quote Notes Quote: 8841.99 Job: 8844 Due Date: 01/31/2013

Add New Drop Enter Statement Directly Create Statement from Counts Update Existing Statement(s)

Drop #	Description	Drop Qty	Date	Est. Counts	List Counts	Postage Notes
1	FREEDOM	3,688	01/31/2013	N/A	3,688	Added from Mail Det

Done Update Estimate with Changes

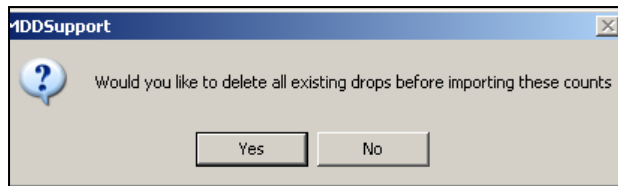
Mail.Dat Messages

Would You Like To Delete Any Existing Drops Yes Or No?

This confirmation displays after you select the **Apply** button when you have completed associating packages to the job selected.

YES will delete all Drops and Packages in the Estimate for that particular Job, and replace them with the Mail.Dat Drops and Packages that are listed on the left side.

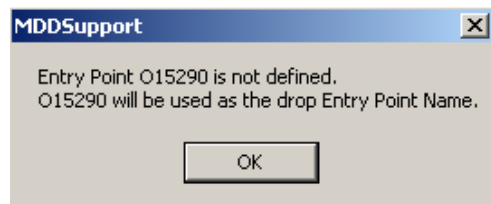
NO will add the Mail.Dat Drops and Packages to the Job, and display them with the Drops and Packages already listed from the Estimate in the middle section of the screen on the right side. At this point if you were to open the job in Mail Estimating, you would see twice the number of drops for this job.



Note If, for example, a Job has five Drops and Drops 1-3 have already been processed, answer NO to 'Would you like to delete any existing drops'. This way Drops 4 & 5 are added to the Job and are not replacing Drops 1-3. If you answer Yes, Drops 1-3 would be deleted from the job and replaced with Drops 4 & 5.

Undefined Entry Points

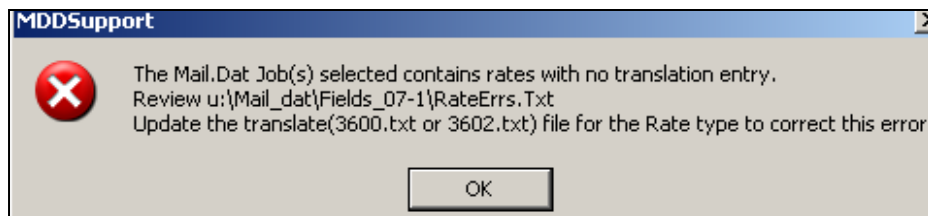
If the Use Creditor Name for Drop Name option in Setups is selected and the following message is received after clicking Apply, the destination post offices have not been set up in the MasterFile Vendor program with the postal code in the D/B Ref field, or the Mail Entry type has not been defined. Drops for destinations without the postal code in the MasterFile Vendor program are labeled as NONE. Select **Yes** to view an error message for each undefined Vendor being used in the job. Select **No** to proceed without viewing the list of destinations that are not defined in the MasterFile Vendor program. The Update Estimate option becomes enabled.

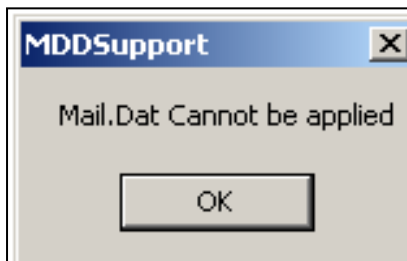


Note To eliminate future Undefined Entry Point warning messages, make sure all Postal Destinations are set up in the MasterFile Vendor program and that the D & B Ref field has been filled in with the Entry Point code and the Mail Entry Type has been defined.

Rate Translation Errors

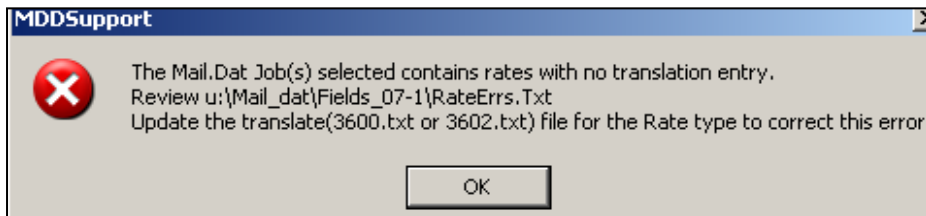
If a code comes through from the Mail.dat file that has not been defined in the 3600.txt or 3602.txt file, the message below is displayed. The 3600.txt and 3602.txt files tell the program "when this code is used, print the qty on this line of the statement"; therefore, the message simply means the text file needs to be updated with the code that is not translating.



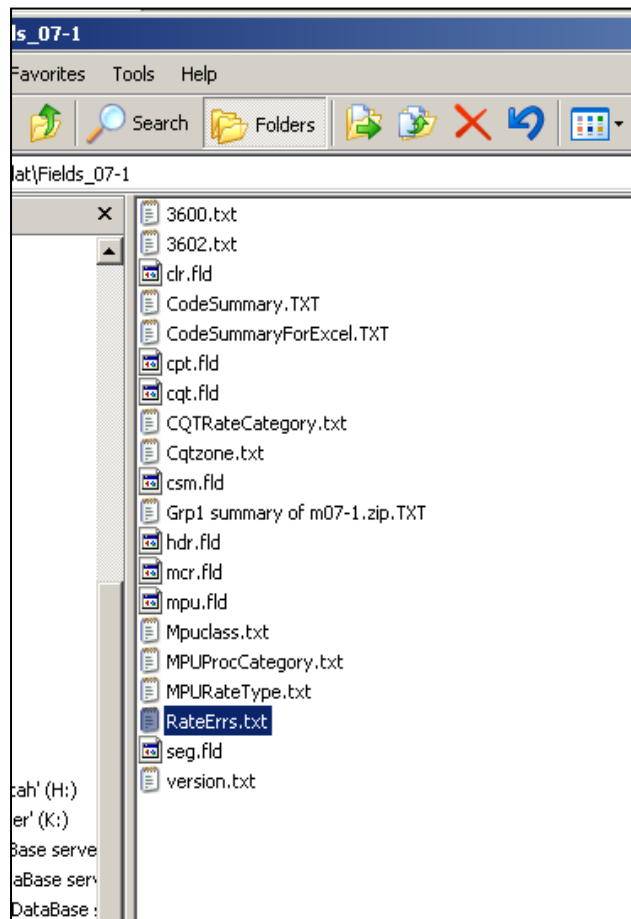


Step 1 – Locate and open the RateErrs.txt file

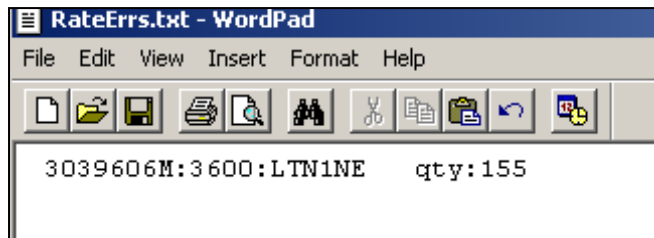
The RateErrs.txt file can be located by following the path specified in the Rate Translation Error message. The example below shows the path of u:\Mail_dat\Fields_07-1.



To access the file, right-click the **Window Start** button in the lower left corner of the screen. Select **Explorer**. Drill down to the path. Double-click the **RateErrs.txt** file.



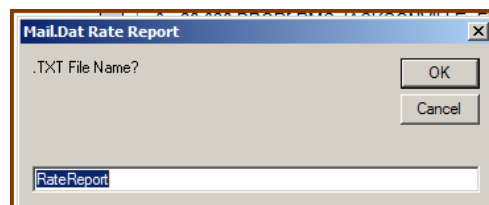
The information in the RateErrs.txt contains the Mail.dat file name, the Text file that needs to be updated (3602 or 3600), the code or codes that do not translate and the quantity for each drop; therefore, the code may be listed more than once.



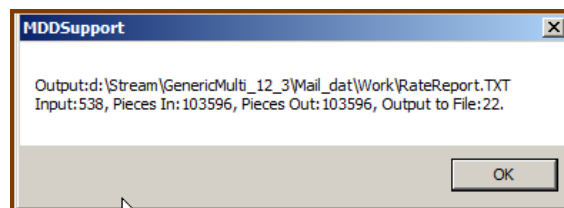
Step 2 – Determine How the Code Qualifies

To determine how the code qualifies, run a Rate Report from Mail.dat Support or match up the quantities with the reports from your presort software to determine how the quantities qualify and where they should print on the statement.

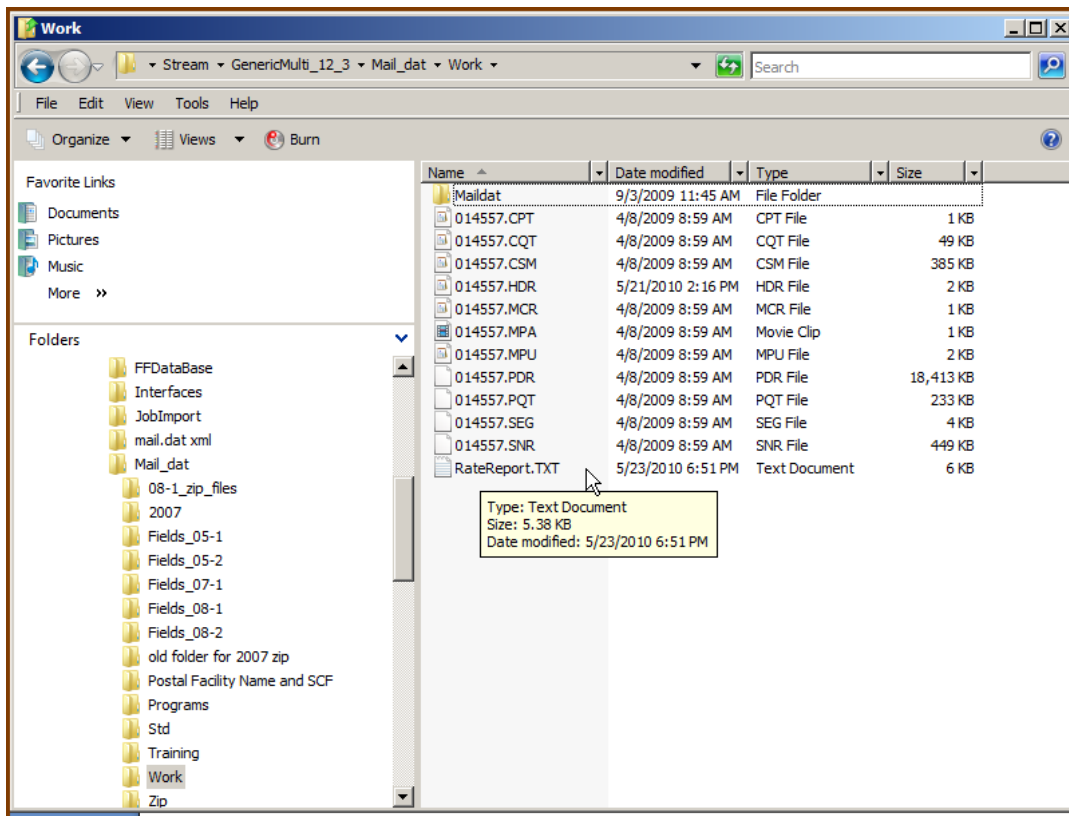
After the Mail.dat packages have been associated to the PrintStream packages and the default mailing information has been entered, the **RateReport** button is enabled. To generate a Rate Report, click **RateReport** and either give the file a unique name or let it default to RateReport. Select **OK** when done.



Once the file name has been given and the **OK** button has been selected, an output notice is displayed with the path of where the file was saved.

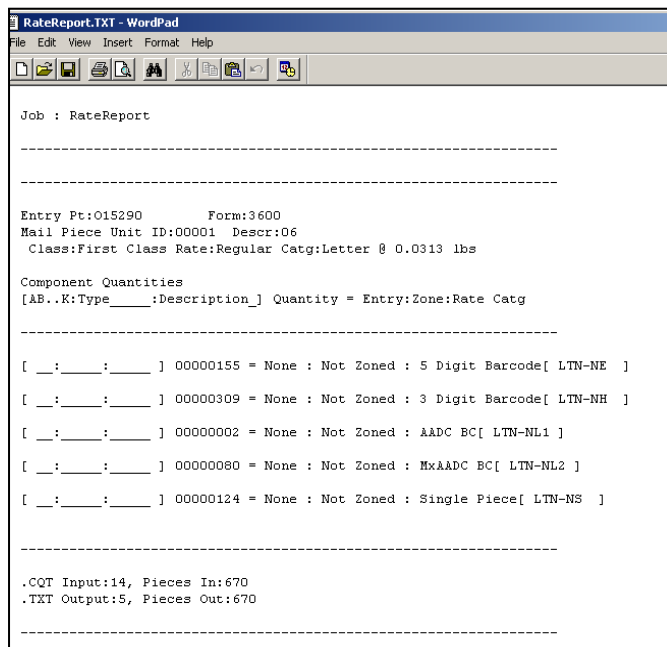


To access the Rate Report file, right-click the **Window Start** button in the lower left corner of the screen. Select **Explorer**. Drill down through the output path. Double-click the **Rate Report.txt** file.



The Rate Report lists each entry point and includes such information as the statement type, the weight, class of mailing and category type. It also shows the break out of the quantities and how they qualify along with the Mail.dat code.

Using the RateErrs.txt from one of the previous pages, the code that isn't translating is LTN1NE. Below, the Rate Report shows that code LTN1NE qualifies for Letters, 5 Digit Barcode.



Look at a statement or open the postage statement program and go to the back page to find what Section and Tier LTN1NE needs to print on. The Rate Report tells us it is a letter weighing 0.313 lbs. and barcoded means it is automated. Therefore, when the code LTN1NE is used it needs to print in Section A and the line for Letters, 5 Digit is line A5.

Postage Computation			
Form 3600-R - First Class Mail - Permit Imprint			
PART	Description	Quantity	Amount
A	Automation Rates	0	0
B	Non Automation Rates	24	9.84
C	Priority Mail	0	0
D	Repositionable Notes	0	0
S	Extra Services	0	0

Entry Type	Description	Rate	Quantity	Amount
A1 Cards	5-Digit	.191		
A2	3-Digit	.204		
A3	AADC	.208		
A4	Mixed AADC	.220		
A5 Letters	5-Digit	.312		
A6	3-Digit	.334		
A7	AADC	.341		
A8	Mixed AADC	.360		
A9	Single-Piece From Standard Mail mailing	.410		
A10 Flats	5-Digit	.383		
A11	3-Digit	.484		
A12	ADC	.567		
A13	Mixed ADC	.686		
A14	Single-Piece From Standard Mail mailing	.800		

Front Page	Clear Changes	Drop 10000	Current Counts 24	\$9.840
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Step 3 - Update the 3602 or 3600 text file with Mail.dat code

The 3602 or 3600 text files are located in the Fields folder path as specified in the Rate Report output. Locate the file and double-click it. To update the file with the code, simply place the cursor at the end of the line above where the code needs to be inserted and press the **Enter** key. Type the code in all uppercase letters, then type the section and line with spaces after commas.

Note Be sure to close the Mail.dat Support program while making updates to the 3602 or 3600 text files. This will ensure the program recognizes the new changes.

It is recommended the RateErrs.txt and RateReport.txt be deleted after the 3602 or 3600 text files have been updated. The next time a rate translation error occurs, if the files do not exist, new files are created containing only information related to the current Mail.dat file being associated. If, however, the files already exist, the new information is added to the existing which makes it difficult to tell what information relates to the current Mail.dat file.

3600.txt - WordPad

File Edit View Insert Format Help

CDN1NE, A, 1
 CDN1NE, A, 2
 CDN1NH, A, 2
 CDN1NL2, A, 4
 CDN1NL1, A, 3
 CDN1L2, A, 4
LTN1NE, A, 5
 LTN1NH, A, 6
 LTN1NL1, A, 7
 LTN1NL2, A, 8
 LTN1NN, A, 9
 LTN2NN, A, 9
 LTN2NE, A, 5
 LTN5NE, A, 5
 LTN2NH, A, 6
 LTN2NL1, A, 7
 LTN2NL2, A, 8
 LTN3NH, A, 6