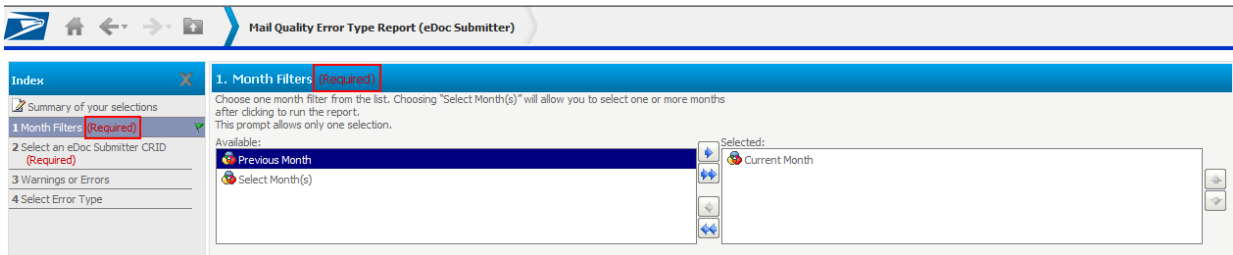
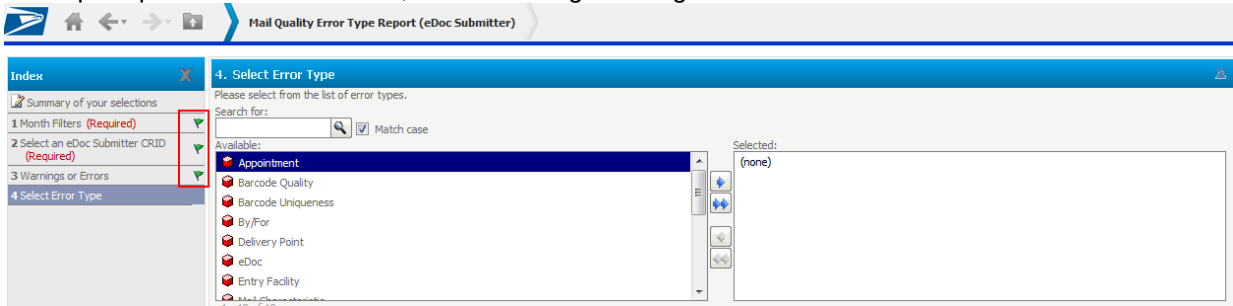


MicroStrategy Tips and Tricks

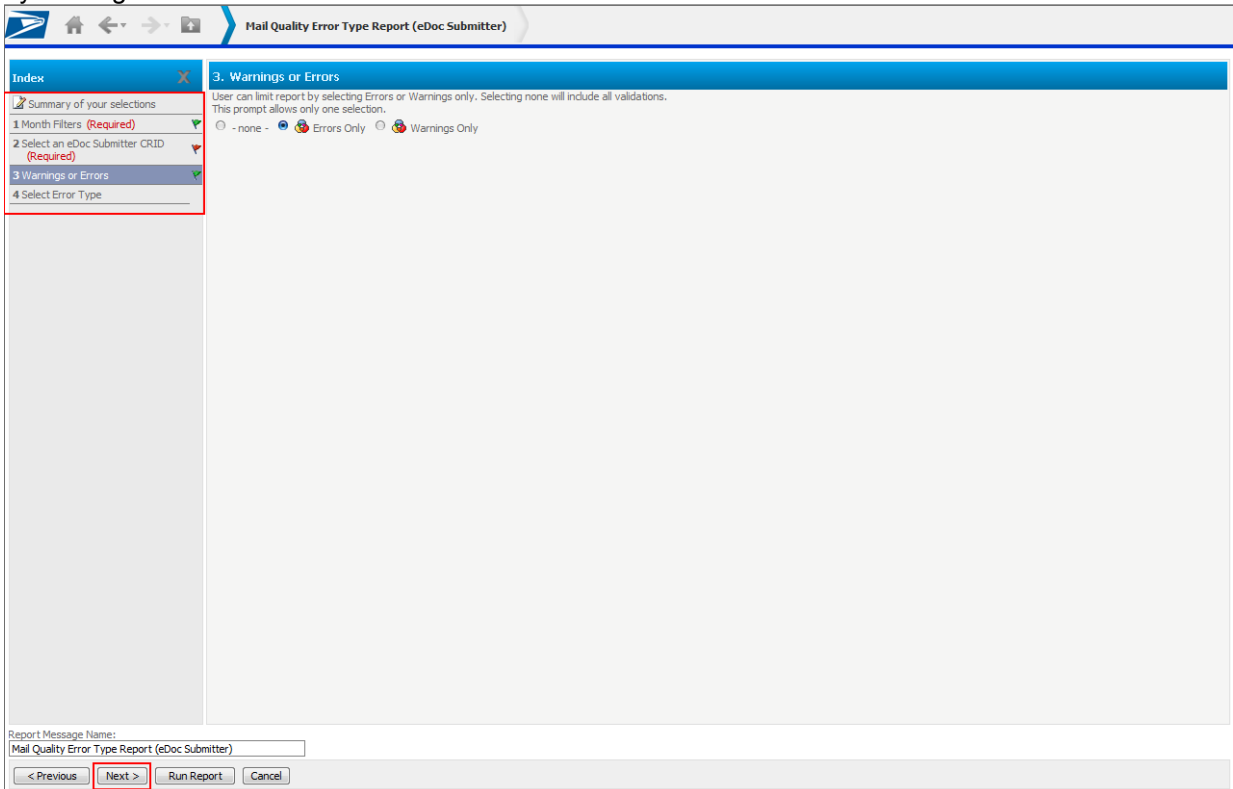
1. If a prompt is required, it will have a red (Required) note.



2. If a prompt has been answered, it will have a green flag on the left-hand side of the screen.

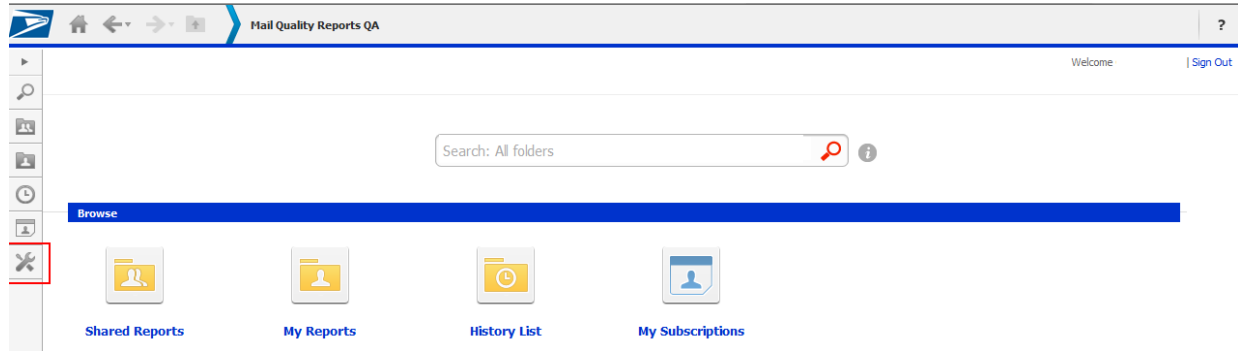


3. You can navigate through prompts by clicking the prompt titles on the left-hand side of the screen or by clicking the 'Next' button on the bottom left-hand side of the screen.

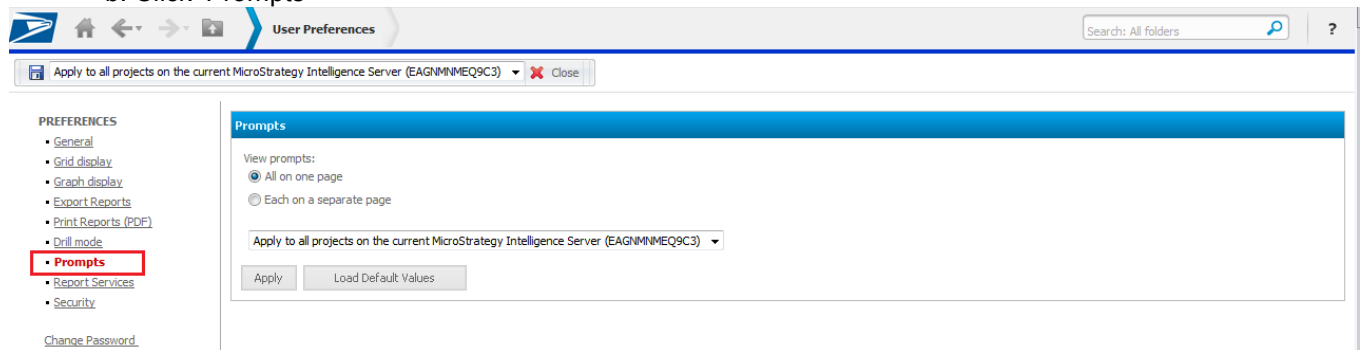


4. To update your prompt visibility to view all prompts on one page (instead of displaying each prompt on a separate page):

a. Click 'Preferences'



b. Click 'Prompts'



c. Select 'All on one page' radio button

d. Click 'Apply'

e. All prompts will now be visible on one page

5. When in a report, the top navigation pane will tell you the name of the report you are currently viewing. Clicking on the top navigation pane will expand to show the path you took to get there. (Note: You can click on the report path to navigate backwards.)

eDoc Submitter	Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
	Container	Entry Facility	E4	5.00%	6	1.01%	19.70%
		Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
	Piece	BvFor	7140	5.00%	82,661	26.79%	26.78%
		Service Type	7402	2.00%	114,159	37.00%	36.98%
	Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%

6. The navigation arrows will allow you to navigate between reports when not drilling. You can also click the small green down arrow to select from past screens that you wish to return to. (Note: These arrows work much better than using your internet browser arrows.)

Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Entry Facility	E4	5.00%	6	1.01%	19.70%
Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
Bv/For	7140	5.00%	82,661	26.79%	26.78%
Service Type	7402	2.00%	114,159	37.00%	36.98%
Entry Facility	M9303	5.00%	1	0.00%	0.00%

7. To export a report into Excel or PDF format, you may do either of the following:

- a. Click the arrow next to 'Home'
- b. Click 'Export'
- c. Select 'PDF' or 'Excel with formatting'

Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Container	Entry Facility	E4	5.00%	6	1.01%	19.70%
	Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
Piece	Bv/For	7140	5.00%	82,661	26.79%	26.78%
	Service Type	7402	2.00%	114,159	37.00%	36.98%
Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%
		E13	5.00%	110	6.71%	3.08%
Container	Entry Facility	E4	5.00%	664	40.51%	19.70%
	Nesting/Sortation	E15	10.00%	340	20.74%	3.12%
Handling Unit	OCI	M4002	5.00%	2,193	100.00%	2.25%
		M4008	5.00%	63	4.22%	0.06%
Job	Postage	M7096	3.00%	5	0.00%	0.00%
Piece	Bv/For	7120	5.00%	190	100.00%	0.06%

-OR-

- a. Click 'Home'
- b. Click the PDF or Excel icon as desired

Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Entry Facility	E4	5.00%	6	1.01%	19.70%
Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
Bv/For	7140	5.00%	82,661	26.79%	26.78%
Service Type	7402	2.00%	114,159	37.00%	36.98%
Entry Facility	M9303	5.00%	1	0.00%	0.00%

8. To export a report into excel format without running the report in MicroStrategy web first:

- a. Move your mouse over the name of the report
- b. Click the 'Export' link below the report icon (Note: This link only appears upon mouseover)



- c. Answer prompts as desired
- d. Click 'Export'
- e. The report results will be displayed directly into Excel format. (Note: You can also run a report directly into PDF format by clicking the 'PDF' link below the report icon.)

eDoc Submitter	Mailing Date	Actual Arrival Date/Time	Actual Entry Point Facility	Appointment ID	Container Unload Date/Time	Container ID	Container Barcode	Final Induction Status
	1/27/2014					000397	99M106491000000081722	Y
						000398	99M106491000000081723	Y
						000420	99M106491000000081864	Y
						000421	99M106491000000081865	Y
						000422	99M106491000000081724	Y
						000593	99M106491000000082231	Y
	1/7/2014					000006	99M009440000000000001	N
							99M009440000000000005	N
						000043	99M009440000000000002	N
							99M009440000000000006	N
						000080	99M009440000000000003	N
							99M009440000000000007	N
						000094	99M009440000000000004	N
							99M009440000000000008	N

9. To return to the prompt screen and re-prompt on your current report, click the green question mark icon. (Note: This re-prompt icon will only work if you answered prompts to access the report. So, for example, if you drilled through another report to access your current report, you will not be allowed to re-prompt, since you didn't answer prompts to access the current report.)

10. To drill down to a lower-level report, you can left-click the blue hyperlink in the report. If you want to see if the report has multiple drill paths, right-click the blue hyperlink to view all drill options.

Mailers Scorecard Details Report -> Mailers Scorecard Job Details (All)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 10:44

Data rows: 71 | Data columns:

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling
		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
		ACC1	NAPR37AA	1/26/2014	609805					
		AMZN	V5R372Y	1/15/2014	615279					
		BDSL	V5R372Z	1/15/2014	615276					
		BDSL	WATT37AA	1/11/2014	613043					
		BPC1	4331091M	1/4/2014	616296					
				1/5/2014	616296					
				1/13/2014	616296			None		
				1/26/2014	604145			None		

11. If you want to drill to the next report on everything (as opposed to one individual blue hyperlink) you can right-click the column header to drill on all rows by clicking 'Drill' and drilling to next report.

Mailers Scorecard Details Report -> Mailers Scorecard Job Details (All)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 10:44

Data rows: 71 | Data columns:

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling
		USF1	JOB ID	1/2/2014	123456789					
		ACC1	NAPR37AA	1/26/2014	609805					
		AMZN	V5R372Y	1/15/2014	615279					
		BDSL	V5R372Z	1/15/2014	615276					
		BDSL	WATT37AA	1/11/2014	613043					
		BPC1	4331091M	1/4/2014	616296					
				1/13/2014	616296					
				1/26/2014	604145					
				1/26/2014	605239					
				1/26/2014	616356					
				1/26/2014	614294					
		JDL1	SCDS6UAA	1/26/2014	605119					
			SCDS6UBB	1/26/2014	605123					
			SCDS6UCC	1/26/2014	605125					
			SCDS6UDD	1/26/2014	605221					
			SCDS7UCG	1/26/2014	605210					
			SCDS8UCG	1/26/2014	605214					
		JOCO	INCT0016	1/27/2014	616300					
			V01R37ED	1/3/2014	605218					
			V01R37EF	1/3/2014	605222					
		NET1	V01R37EJ	1/3/2014	605237					
			V01R37GA	1/3/2014	609499					

12. To view the filters that have been applied to the report (prompts, drills, etc.):

- Click the arrow next to 'Tools'
- Click 'Report Details'

The screenshot shows the 'Mailer Scorecard Job Details (All)' report interface. A dropdown menu is open under the 'Tools' tab, with 'Report Details' highlighted in a red box. The report table below shows columns for Customer Group ID, User License Code, Job ID, Mailing Date, Mailing Group ID, Bypass Seamless Acceptance Indicator, Auto-Finalization Indicator, CRID Seamless Status, # Containers, and # Handling. The data rows show various mailing jobs with their respective dates and group IDs.

Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling
--	USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
	ACC1	NAPR37AA	1/26/2014	609805	--	N/A	None	--	
	AMZN	V5R372Y	1/15/2014	615279	--	N/A	None	--	
	AMZN	V5R372Z	1/15/2014	615276	--	N/A	None	--	
	BCSL	WATT37AA	1/11/2014	613043	--	N/A	None	--	
	BPC1	4331091M	1/4/2014	616296	--	N/A	None	--	
	BPC1	4331091M	1/5/2014	616296	--	N/A	None	--	
	BPC1	4331091M	1/13/2014	616296	--	N/A	None	--	
	JDL1	01DS6UCH	1/26/2014	604145	--	N/A	None	--	
	JDL1	01DS7UCH	1/26/2014	605239	--	N/A	None	--	
	JDL1	0QC885TH	1/26/2014	616356	--	N/A	None	--	
	JDL1	SCDS13KM	1/26/2014	614204	--	N/A	None	--	
	JDL1	SCDS6UAA	1/26/2014	605119	--	N/A	None	--	
	JDL1	SCDS6UBB	1/26/2014	605123	--	N/A	None	--	
	JDL1	SCDS6UCC	1/26/2014	605125	--	N/A	None	--	
	JDL1	SCDS6UDD	1/26/2014	605221	--	N/A	None	--	
	JDL1	SCDS7UCG	1/26/2014	605210	--	N/A	None	--	
	JDL1	SCDS8UCG	1/26/2014	605214	--	N/A	None	--	
	JOCO	INCT0016	1/27/2014	616300	--	N/A	None	--	

c. A 'Report Details' section will display above the report that will include all filters applied to the report

The screenshot shows the 'REPORT DETAILS' section of the report. It displays the report filter: `((eDoc Submitter) = [value]) And (Month (CAL_MONTH) = ApplySimple("to_number(to_char(add_months(sysdate, 0), 'YYYY')) * 100 + to_number(to_char(add_months(sysdate, 0), 'MM'))", 0)) And ((eDoc Submitter) = [value])`. Below the filter, the report table is shown with the same columns as in the previous screenshot. The 'Report Filter' section is highlighted in blue.

13. To move a report column into the Page-By axis, which will allow you to filter your report results, you may do either of the following:

- Click the arrow next to 'Tools'
- Click 'Page-by Axis'

The screenshot shows the 'Mailer Scorecard Job Details (All)' report interface. A dropdown menu is open under the 'Tools' tab, with 'Page-by Axis' highlighted in a red box. The report table below shows columns for Customer Group ID, User License Code, Job ID, Mailing Date, Mailing Group ID, Bypass Seamless Acceptance Indicator, Auto-Finalization Indicator, CRID Seamless Status, # Containers, and # Handling. The data rows show various mailing jobs with their respective dates and group IDs.

Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling
--	USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
	ACC1	NAPR37AA	1/26/2014	609805	--	N/A	None	--	
	AMZN	V5R372Y	1/15/2014	615279	--	N/A	None	--	
	AMZN	V5R372Z	1/15/2014	615276	--	N/A	None	--	
	BCSL	WATT37AA	1/11/2014	613043	--	N/A	None	--	
	BPC1	4331091M	1/4/2014	616296	--	N/A	None	--	
	BPC1	4331091M	1/5/2014	616296	--	N/A	None	--	
	BPC1	4331091M	1/13/2014	616296	--	N/A	None	--	
	JDL1	01DS6UCH	1/26/2014	604145	--	N/A	None	--	
	JDL1	01DS7UCH	1/26/2014	605239	--	N/A	None	--	
	JDL1	0QC885TH	1/26/2014	616356	--	N/A	None	--	
	JDL1	SCDS13KM	1/26/2014	614204	--	N/A	None	--	
	JDL1	SCDS6UAA	1/26/2014	605119	--	N/A	None	--	
	JDL1	SCDS6UBB	1/26/2014	605123	--	N/A	None	--	
	JDL1	SCDS6UCC	1/26/2014	605125	--	N/A	None	--	
	JDL1	SCDS6UDD	1/26/2014	605221	--	N/A	None	--	
	JDL1	SCDS7UCG	1/26/2014	605210	--	N/A	None	--	
	JDL1	SCDS8UCG	1/26/2014	605214	--	N/A	None	--	
	JOCO	INCT0016	1/27/2014	616300	--	N/A	None	--	

c. Click the desired column header and drag it into the Page-by Axis

Mailers Scorecard Details Report -> Mailers Scorecard Job Details (All)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 11:45

PAGE-BY: none Mailing Date

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Hand
		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
		ACC1	NAPR37AA	1/26/2014	609805	--	N/A	None	--	

d. Release the desired column header in the Page-by Axis. You will now be able to filter your report results by this column

Mailers Scorecard Details Report -> Mailers Scorecard Job Details (All)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 11:45:06

PAGE-BY: Mailing Date: 1/2/2014

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling Units	# Pieces
		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	3	
		SC21	PCKSV239	6/5/11	605115	--	N/A	None	--	--	
		ETR 120094 OM1		1/28/2014	580333	--	N/A	None	--	--	
		VALIDD22		1/31/2014	609802	--	N/A	None	--	--	

-OR-

- Right-click the desired column header
- Click 'Move'
- Click 'To Page-by Axis'

Mailers Scorecard Details Report -> Mailers Scorecard Job Details (All)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 11:49

PAGE-BY: Mailing Date: 1/2/2014

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling Units	# Pieces
		USF1	JOB ID	1/2/2014				N/A	None	1	
		ACC1	NAPR37AA	1/26/2014				N/A	None	--	
		AMZN	VSR372Y	1/15/2014				N/A	None	--	
		BCSL	VSR372Z	1/15/2014				N/A	None	--	
		WATT37AA		1/11/2014				N/A	None	--	
		BPC1	4331091M	1/4/2014				None	--	--	
				1/5/2014				None	--	--	
				1/13/2014				None	--	--	
		JDL1	01DS6UCH	1/26/2014				None	--	--	
			01DS7UCH	1/26/2014				None	--	--	
			0QC685TH	1/26/2014				None	--	--	
			SCDS13KM	1/26/2014				None	--	--	
			SCDS6UAA	1/26/2014				None	--	--	
			SCDS6UBB	1/26/2014				N/A	None	--	
			SCDS6UCC	1/26/2014				N/A	None	--	
			SCDS6UDD	1/26/2014				N/A	None	--	
			SCDS7UCG	1/26/2014				N/A	None	--	
			SCDS8UCG	1/26/2014				N/A	None	--	
		JOCO	INCT0016	1/27/2014				N/A	None	--	
			V01R37ED	1/3/2014				N/A	None	--	
			V01R37EF	1/3/2014				N/A	None	--	
		NET1	V01R37EJ	1/3/2014				N/A	None	--	
			V01R37EK	1/3/2014				N/A	None	--	

d. You will now be able to filter your report results by this column

MAILER SCORECARD DETAILS REPORT -> MAILER SCORECARD JOB DETAILS (ALL)

Search: All folders

Home Tools Data Grid Format

Page-BY: Mailing Date: 1/2/2014

1/2/2014
1/3/2014
1/4/2014
1/5/2014
1/11/2014
1/13/2014
1/15/2014
1/26/2014
1/27/2014
1/28/2014
1/30/2014
1/31/2014

Data rows: 4 | Data columns: 13

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling Units	# Pieces
	--	USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	3	
		SC21	PCKSV239	605115		--	N/A	None	--	--	
	ETR 120094 OM1	--	--	580333		--	N/A	None	--	--	
	VALID22	--	--	609602		--	N/A	None	--	--	

14. To filter on any attribute or metric on the report:
- Enable the view filter by clicking the arrow next to 'Tools'
 - Click 'View Filter'

MAILER SCORECARD DETAILS REPORT -> MAILER SCORECARD JOB DETAILS (ALL)

Search: All folders

Home Tools Data Grid Format

Page-BY: Mailing Date: 1/2/2014

New...
Create Document
Create Dashboard
Report Objects
All Objects
Notes
Related Reports
Page-by Axis
View Filter
Report Details
Pivot Buttons
Sort Buttons
Report Bar
Report Options...
Report Details Page

Data rows: 71 | Data columns: 13

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling Units	# Pieces
	--	USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1		
		ACC1	NAPR37AA	1/26/2014	609605	--	N/A	None	--	--	
		AMZN	V5R372Y	1/15/2014	615279	--	N/A	None	--	--	
		AMZN	V5R372Z	1/15/2014	615276	--	N/A	None	--	--	
		BCSL	WATT37AA	1/11/2014	613043	--	N/A	None	--	--	
		BPC1	4331091M	1/4/2014	616296	--	N/A	None	--	--	
				1/5/2014	616296	--	N/A	None	--	--	
				1/13/2014	616296	--	N/A	None	--	--	
				1/26/2014	604145	--	N/A	None	--	--	
				1/26/2014	605239	--	N/A	None	--	--	
				1/26/2014	616356	--	N/A	None	--	--	
				1/26/2014	614204	--	N/A	None	--	--	
				1/26/2014	605119	--	N/A	None	--	--	
				1/26/2014	605123	--	N/A	None	--	--	
				1/26/2014	605125	--	N/A	None	--	--	
				1/26/2014	605221	--	N/A	None	--	--	
				1/26/2014	605210	--	N/A	None	--	--	
				1/26/2014	605214	--	N/A	None	--	--	
				1/27/2014	616300	--	N/A	None	--	--	

c. The view filter is now displayed at the top of the report

MAILER SCORECARD DETAILS REPORT -> MAILER SCORECARD JOB DETAILS (ALL)

Search: All folders

Home Tools Data Grid Format

VIEW FILTER The filter is empty. Add Condition Auto-Apply changes

Data rows: 71 | Data columns: 13

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling Units	# Pieces
	--	USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1		

- Click 'Add Condition' to add a filter criteria to the report
- Select any attribute or metric you wish to filter on

Mailers Scorecard Details Report -> Mailer Scorecard Job Details (All)

Home Tools Data Grid Format

VIEW FILTER The filter is empty. Add Condition Auto-Apply changes

Filter On: Filter On: Bypass Seamless Acceptance Indicator Customer Group ID Job ID

Filter On: Mailing Date

Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handl
USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1		
ACC1	NAPR37AA	1/26/2014	609805	--	N/A	None	--		
AMZN	VSR37ZY	1/15/2014	615279	--	N/A	None	--		
AMZN	VSR37ZZ	1/15/2014	615276	--	N/A	None	--		
BCSL	WATT37AA	1/11/2014	613043	--	N/A	None	--		
BPC1	4331091M	1/4/2014	616296	--	N/A	None	--		
		1/5/2014	616296	--	N/A	None	--		
		1/13/2014	616296	--	N/A	None	--		
	01DS6UCH	1/28/2014	604145	--	N/A	None	--		
	01DS7UCH	1/28/2014	605239	--	N/A	None	--		
	0QC685TH	1/28/2014	616356	--	N/A	None	--		
	SCDS13KM	1/26/2014	614204	--	N/A	None	--		
JDL1	SCDS6UAA	1/26/2014	605119	--	N/A	None	--		
	SCDS6UBB	1/26/2014	605123	--	N/A	None	--		
	SCDS6UCC	1/26/2014	605125	--	N/A	None	--		
	SCDS6UDD	1/26/2014	605221	--	N/A	None	--		

f. The attribute or metric values can be selected using a cart prompt (with search) by moving selections from the 'Available' box to the 'Selected' box and clicking 'Apply'

Mailers Scorecard Details Report -> Mailer Scorecard Job Details (All)

Home Tools Data Grid Format

VIEW FILTER Add Condition Clear All Auto-Apply changes

Mailing Group ID Qualify

Select In List

Search for: Match case

Available: 112525840, 123456789, 562841, 580333, 604071, 604145, 604162, 605119, 605120, 605123, 605124, 605125, 605126, 605145, 605174

Selected: 562773, 604067, 604172

Apply Cancel

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handl
		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
		ACC1	NAPR37AA	1/26/2014	609805	--	N/A	None	--	

g. The attribute or metric values can also be selected by inputting a value and selecting a qualifier and clicking the 'Apply' checkmark

The screenshot shows the 'Mailer Scorecard Job Details (All)' report. A dropdown menu is open over the 'Mailing Group ID' column, showing various comparison operators. The 'Apply' button is highlighted with a red box.

License	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator	CRID Seamless Status	# Containers	# Handling
F1	JOB ID	1/2/2014	123456789	No	N/A	None	1	
C1	NAPR37AA	1/26/2014	609805	--	N/A	None	--	--
ZN	V5R372Y	1/15/2014	615279	--	N/A	None	--	--
SL	V5R372Z	1/15/2014	615276	--	N/A	None	--	--
SL	WATT37AA	1/11/2014	613043	--	N/A	None	--	--
C1	4331091M	1/4/2014	616296	--	N/A	None	--	--
		1/5/2014	616296	--	N/A	None	--	--

15. To sort report results by a specified column:

- Right-click the column header
- Click 'Sort'
- Select either 'Ascending' or 'Descending'.

The screenshot shows the 'Mail Quality Error Type Report (eDoc Submitter)'. A context menu is open over the '# Errors' column header, with 'Descending' selected and highlighted with a red box.

Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Container	Entry Facility	E4	5.00%	6	Sort	Ascending
	Nesting/Sortation	E15	10.00%	1		
Piece	By/For	7140	5.00%	82,661	Move	Descending
	Service Type	7402	2.00%	114,159		
Job	Entry Facility	M9303	5.00%	6	Filter On...	0.00%
	Appointment	E14	15.00%	6		0.01%
Container	Entry Facility	E13	5.00%	15	Keep on grid	3.08%
		E29P	5.00%	2		0.00%
		E4	5.00%	1,46	Remove from Grid	9.70%
		E4P	5.00%	1		0.00%
		Nesting/Sortation	E15	10.00%	30	Advanced formatting...
Handling Unit	OCI	M4000	5.00%	6		1.63%
		M4001	5.00%	2	Thresholds	0.00%
		M4005	5.00%	9		5.27%
Job	Postage	M7096	3.00%	2	Rename/Edit...	0.00%
Container	Nesting/Sortation	E15	10.00%	10		71.43%
						3.12%

d. The report will update based on selection

The screenshot shows the 'Mail Quality Error Type Report (eDoc Submitter)' after sorting. The report is updated with new error statistics.

Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Piece	Service Type	7402	2.00%	114,159	37.00%	36.98%
	By/For	7140	5.00%	82,661	26.79%	26.78%
Container	Entry Facility	E4	5.00%	8,595	18.19%	19.70%
Handling Unit	OCI	M4005	5.00%	5,051	0.00%	5.27%
Container	Entry Facility	E4	5.00%	2,394	19.85%	19.70%

16. To perform multiple sorts on a single report:

- Click the arrow next to 'Data'
- Click 'Sort...'

Mail Quality Error Type Report (eDoc Submitter)

Home Tools Data Grid Format

Sort...

Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Container	Entry Facility	E4	5.00%	6	1.01%	19.70%
	Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
Piece	By/For	7140	5.00%	82,661	26.79%	26.78%
	Service Type	7402	2.00%	114,159	37.00%	36.98%
Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%
	Appointment	E14	15.00%	9	0.17%	0.01%
Container	Entry Facility	E13	5.00%	151	2.82%	3.08%
	Entry Facility	E29P	5.00%	1	0.02%	0.00%
	Entry Facility	E4	5.00%	1,460	27.29%	19.70%
Handling Unit	Entry Facility	E4P	5.00%	1	0.02%	0.00%
	Nesting/Sortation	E15	10.00%	302	5.64%	3.12%
Handling Unit	CCI	M4000	5.00%	8	0.00%	1.83%
	CCI	M4001	5.00%	4	0.00%	0.00%
	CCI	M4005	5.00%	90	0.00%	5.27%
Job	Postage	M7096	3.00%	2	0.00%	0.00%
	Nesting/Sortation	E15	10.00%	10	71.43%	3.12%
Container	Nesting/Sortation	E15	10.00%	2	100.00%	3.12%
Container	Nesting/Sortation	E15	10.00%	18	31.03%	3.12%
Container	Entry Facility	E4	5.00%	3	100.00%	19.70%
Container	Nesting/Sortation	E15	10.00%	3	100.00%	3.12%

c. A 'Sort' window will open to allow you to choose multiple sorting options.

Mail Quality Error Type Report (eDoc Submitter)

Home Tools Data Grid Format

Sort

1. Sort by: # Errors

2. Then by:

3. Then by:

Apply OK Cancel

Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Container	Entry Facility	E4	5.00%	6	1.01%	19.70%
	Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
Piece	By/For	7140	5.00%	82,661	26.79%	26.78%
	Service Type	7402	2.00%	114,159	37.00%	36.98%
Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%
	Appointment	E14	15.00%	9	0.17%	0.01%
Container	Entry Facility	E13	5.00%	151	2.82%	3.08%
	Entry Facility	E29P	5.00%	1	0.02%	0.00%
	Entry Facility	E4	5.00%	1,460	27.29%	19.70%
Handling Unit	Entry Facility	E4P	5.00%	1	0.02%	0.00%
	Nesting/Sortation	E15	10.00%	302	5.64%	3.12%
Handling Unit	CCI	M4000	5.00%	8	0.00%	1.83%
	CCI	M4001	5.00%	4	0.00%	0.00%
	CCI	M4005	5.00%	90	0.00%	5.27%
Job	Postage	M7096	3.00%	2	0.00%	0.00%
	Nesting/Sortation	E15	10.00%	10	71.43%	3.12%
Container	Nesting/Sortation	E15	10.00%	2	100.00%	3.12%
Container	Nesting/Sortation	E15	10.00%	18	31.03%	3.12%
Container	Entry Facility	E4	5.00%	3	100.00%	19.70%
Container	Nesting/Sortation	E15	10.00%	3	100.00%	3.12%

17. If you would like to rearrange the columns in order to better understand the information:

- Click and hold the column header you wish to move
- Drag it to the desired location
- Drop (unclick) the column header

eDoc Submitter	Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
eDoc Submitter	Container	Entry Facility	E4	5.00%	6	1.01%	19.70%
		Nesting/Sortation	E15	10.00%	1	0.17%	3.12%
		By/For	7140	5.00%	82,661	26.79%	26.78%
eDoc Submitter	Piece	Service Type	7402	2.00%	114,159	37.00%	36.98%
		Entry Facility	M9303	5.00%	1	0.00%	0.00%
eDoc Submitter	Job	Appointment	E14	15.00%	9	0.17%	0.01%
		Entry Facility	E13	5.00%	151	2.82%	3.08%
eDoc Submitter	Container	Entry Facility	E29P	5.00%	1	0.02%	0.00%
		Entry Facility	E4	5.00%	1,460	27.29%	19.70%
		Entry Facility	E4P	5.00%	1	0.02%	0.00%
		Nesting/Sortation	E15	10.00%	302	5.64%	3.12%
eDoc Submitter	Handling Unit	OCI	M4000	5.00%	8	0.00%	1.83%
		OCI	M4001	5.00%	4	0.00%	0.00%
		OCI	M4005	5.00%	90	0.00%	5.27%
eDoc Submitter	Job	Postage	M7096	3.00%	2	0.00%	0.00%

-OR-

- a. Right-click the column header you wish to move
- b. Click 'Move'
- c. Select 'Left' or 'Right'. (Note: MicroStrategy reports will always display attributes to the left of metrics. Therefore you will not be able to move metrics to the left of attributes. An attribute is a non-calculable field such as User License Code or Error Type. A metric is a calculable field such as Total Errors or Total Additional Postage.)

eDoc Submitter	Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
eDoc Submitter	Container	Entry Facility	E4	5.00%			19.70%
		Nesting/Sortation	E15	10.00%			3.12%
		By/For	7140	5.00%	82,661	26.79%	26.78%
eDoc Submitter	Piece	Service Type	7402	2.00%	114,159	37.00%	36.98%
		Entry Facility	M9303	5.00%	1	0.00%	0.00%
eDoc Submitter	Job	Appointment	E14	15.00%	9	0.17%	0.01%
		Entry Facility	E13	5.00%	151	2.82%	3.08%
eDoc Submitter	Container	Entry Facility	E29P	5.00%	1	0.02%	0.00%
		Entry Facility	E4	5.00%	1,460	27.29%	19.70%
		Entry Facility	E4P	5.00%	1	0.02%	0.00%
		Nesting/Sortation	E15	10.00%	302	5.64%	3.12%
eDoc Submitter	Handling Unit	OCI	M4000	5.00%	8	0.00%	1.83%
		OCI	M4001	5.00%	4	0.00%	0.00%
		OCI	M4005	5.00%	90	0.00%	5.27%
eDoc Submitter	Job	Postage	M7096	3.00%	2	0.00%	0.00%

18. If there are certain columns/rows you are not interested in, and they are causing too much clutter:
 - a. Right-click the column/rows header you wish to remove
 - b. Click 'Remove from Grid'. (Note: Clicking 'Remove from Report' can modify the actual SQL behind the report which may unintentionally update the report results.)

Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Entry Facility	E4	Drill	6	1.01%	19.70%
Nesting/Sortation	E15	Sort	1	0.17%	3.12%
By/For	7140		82,661	26.79%	26.78%
Service Type	7402	Move	114,159	37.00%	36.98%
Entry Facility	M9303		1	0.00%	0.00%
Appointment	E14	Filter On...	9	0.17%	0.01%
	E13		151	2.82%	3.08%
	E29P	Keep on grid	1	0.02%	0.00%
Entry Facility	E4		1,460	27.29%	19.70%
	E4P	Remove from Grid	1	0.02%	0.00%
Nesting/Sortation	E15		302	5.64%	3.12%
	M4000	Advanced formatting...	8	0.00%	1.83%
OCI	M4001		4	0.00%	0.00%
	M4005	Rename/Edit...	90	0.00%	5.27%
Postage	M7096		2	0.00%	0.00%
Nesting/Sortation	E15	Attribute Forms	10	71.43%	3.12%
Nesting/Sortation	E15		2	100.00%	3.12%

19. After you have removed columns/rows you are not interested in, you can save the report. This will allow you to return to the saved report and the items you removed will remain absent from the report.

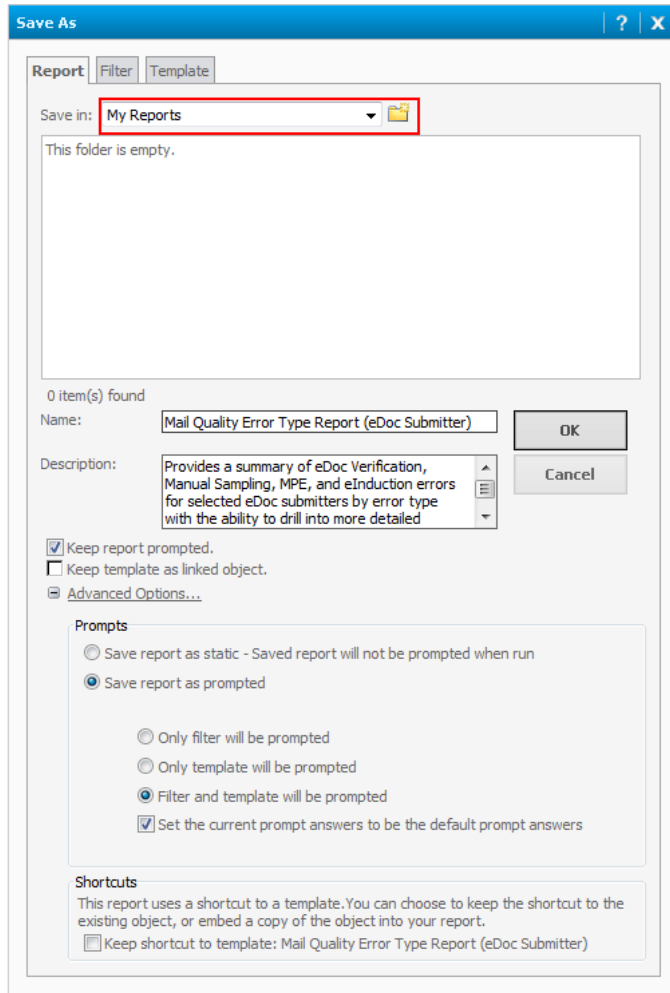
- a. Click the arrow next to 'Home'
- b. Click 'Save As...'

The screenshot shows the 'Mail Quality Error Type Report (eDoc Submitter)' interface. The 'Home' menu is open, and the 'Save As...' option is highlighted with a red box. The main table displays error data for various levels, including Container and Handling Unit.

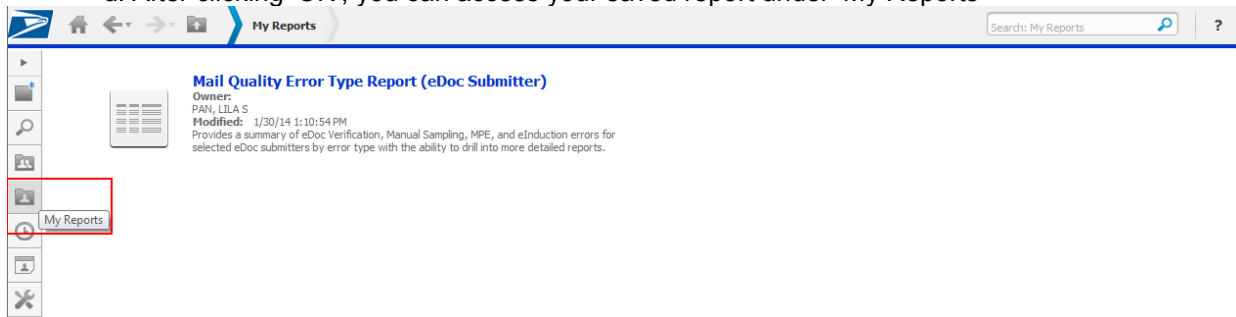
Level	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average
Container	Barcode Quality	E23P	5.00%	1	0.05%	0.06%
		E13	5.00%	146	7.82%	8.24%
	Entry Facility	E4	5.00%	164	8.78%	9.26%
		ESP	5.00%	1	0.05%	0.06%
		Nesting/Sortation	7861	10.00%	3	0.16%
Handling Unit		E15	10.00%	172	9.21%	9.71%
		M4002	5.00%	20	2.55%	100.00%
		M4005	5.00%	8	1.02%	100.00%

c. 'Save As' pop-up will appear, allowing you to make the following specifications:

- i. Name
- ii. Description
- iii. Prompts
 1. Save report as static – Saved report will not be prompted when run
 2. Save report as prompted



d. After clicking 'OK', you can access your saved report under 'My Reports'



20. To add a report to a History List for easy access, click 'Add to History List' in the menu bar at the top of the report.

Mail Quality Summary Report (eDoc Submitter)

Home Tools Data Grid Format

VIEW FILTER The filter is empty. Add to History List Auto-Apply changes

Data rows: 12 | Data columns: 21

eDoc Submitter	Mail Class	Processing Category	# Undocumented Pieces	Piece Scan Rate	Adjusted Piece Scan Rate Threshold	Adjusted Piece Scan Rate	Container Scan Rate	Adjusted Container Scan Rate	# Pieces	# Handling Units	# Containers
	First Class	Letters and Cards				97.23%			30	3	
	First Class	Letters and Cards	0			97.23%					
		Flat	0			96.32%					
	Mixed	Mixed	0								
	Package Services	Flat				30.18%					
	Periodicals	Letters and Cards	0								
		Flat	0			18.02%					1.6
	Standard	Letters and Cards	0			39.78%			6,520	784	
		Flat	0			60.19%					
	Undoc	Undoc	12								
	Undoc	Undoc	13								
Total			25						6,550	787	1.8

21. To view a list of reports in your History List, click 'History List'. A list of the added reports will display. They can be re-run by clicking on the report name hyperlink.

History List

Name	Status	Message Creation Time	Actions	Remove
Mail Quality Error Type Report (eDoc Submitter)->Mail Quality Job Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:38:17 PM	abf	<input type="checkbox"/>
Mail Quality Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:37:39 PM	abf	<input type="checkbox"/>
Mailer Scorecard	Ready [mark as "unread"]	1/30/14 1:36:40 PM	abf	<input type="checkbox"/>

History List

a. To remove a report from the History List, click the checkbox on the right-hand side and click 'Remove'.

History List

Name	Status	Message Creation Time	Actions	Remove
Mail Quality Error Type Report (eDoc Submitter)->Mail Quality Job Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:38:17 PM	abf	<input type="checkbox"/>
Mail Quality Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:37:39 PM	abf	<input checked="" type="checkbox"/>
Mailer Scorecard	Ready [mark as "unread"]	1/30/14 1:36:40 PM	abf	<input type="checkbox"/>

22. If there is a report to plan to continually run, you can schedule a subscription to that report:
 a. Click the 'Subscriptions' link under the report icon

eInduction Reporting

Search: eInduction Reporting

eInduction Container Status Report
 Owner: Administrator
 Modified: 12/3/13 3:35:33 PM
 This report provides eDoc, appointment, and operational data as well as pre- and post-induction validation statuses for containers flagged for eInduction.

eInduction Mailer Exception Report
 Owner: Administrator
 Modified: 12/3/13 3:35:33 PM
 This report provides mailer defect metrics by eDoc submitter for containers processed by eInduction.

Site Performance Report
 Owner: Administrator
 Modified: 12/3/13 3:35:33 PM
 This report provides operational data such as aggregated counts of closed appointments and eInduction containers expected by actual entry point facility with the ability to drill to view metrics broken out by appointment.

eInduction Facility Report
 Owner: Administrator
 Modified: 12/3/13 3:35:33 PM
 This report provides aggregated counts of containers, container scans, and pre- and post-induction validation errors by planned entry point facility with the ability to drill to view detailed container information.
[Subscriptions](#) [Export](#) [PDF](#)

eInduction Mailer Summary Report
 Owner: Administrator
 Modified: 12/3/13 3:35:33 PM
 This report provides aggregated counts of containers, container scans, and pre- and post-induction validation errors by eDoc submitter with the ability to drill to view detailed information by job.

-OR-

- a. When in the report, click the arrow next to 'Home'
- b. Click 'Subscribe to'
- c. Click 'History List...'

eInduction Facility Report

Search: All folders

Last update: 1/30/14 1:49:39 PM

Home Tools Data Grid Format

Save Save As... Add Condition Auto-Apply changes

Undo Ctrl+Z Redo Ctrl+Y Processing Category: All

Data rows: 163 | Data columns: 21

	# eInduction Containers	# Containers Not Expected	# Containers Finalized/FPP for eInduction	# Appointments with eInduction Containers Scanned	# Containers with SV Unload Scan	# SV Unscannable Warnings (Scan)	# Payment Errors (Pre)	# Non-SV Missing Appointment Errors (Pre)	# EPD Warnings (Pre)	# Labeling List Warnings (Pre)	# Zone Based Warnings (Pre)	# USPS Transported Appointment Warnings (Pre)
	60	0	0	0	0	0	60	4	31	6	4	0
	5	0	0	0	0	0	5	5	0	0	0	0
	10	0	0	0	0	0	10	10	0	0	0	0
	26	0	0	0	0	0	26	0	0	0	3	0
	15	0	0	0	0	0	15	15	0	0	0	0
	14	0	0	0	0	0	14	14	14	0	0	0
	5	0	0	0	0	0	5	5	0	0	0	0
	5	0	0	0	0	0	5	0	0	0	0	0
	5	0	0	0	0	0	5	0	0	0	0	0
	5	0	0	0	0	0	5	5	0	0	0	0
	11	0	0	0	0	0	11	11	0	0	0	0
	26	0	0	0	0	0	26	26	26	0	0	0
	49	0	0	0	0	0	49	49	8	0	0	0

Subscribe to History List...

- d. Select a run schedule and any other preferences you may have

Subscribe to History List

You have 0 subscription(s) to this report.

History List Subscription

Name: eInduction Facility Report 1/30/14 1:50:32 PM

Report: eInduction Facility Report

Schedule: BMA Mailer Scorecard - Monthly

To: PAN, LILA S

Run subscription immediately

Advanced Options

The new scheduled report will overwrite older versions of itself.

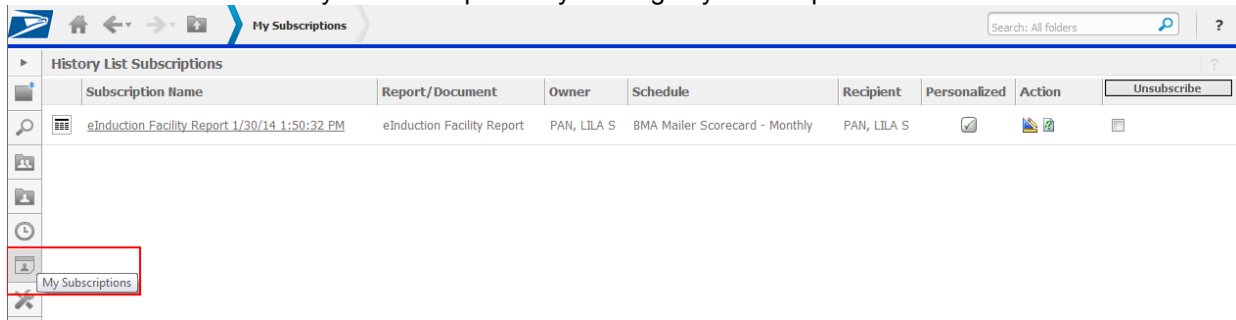
Delivery

Do not deliver after

OK Cancel

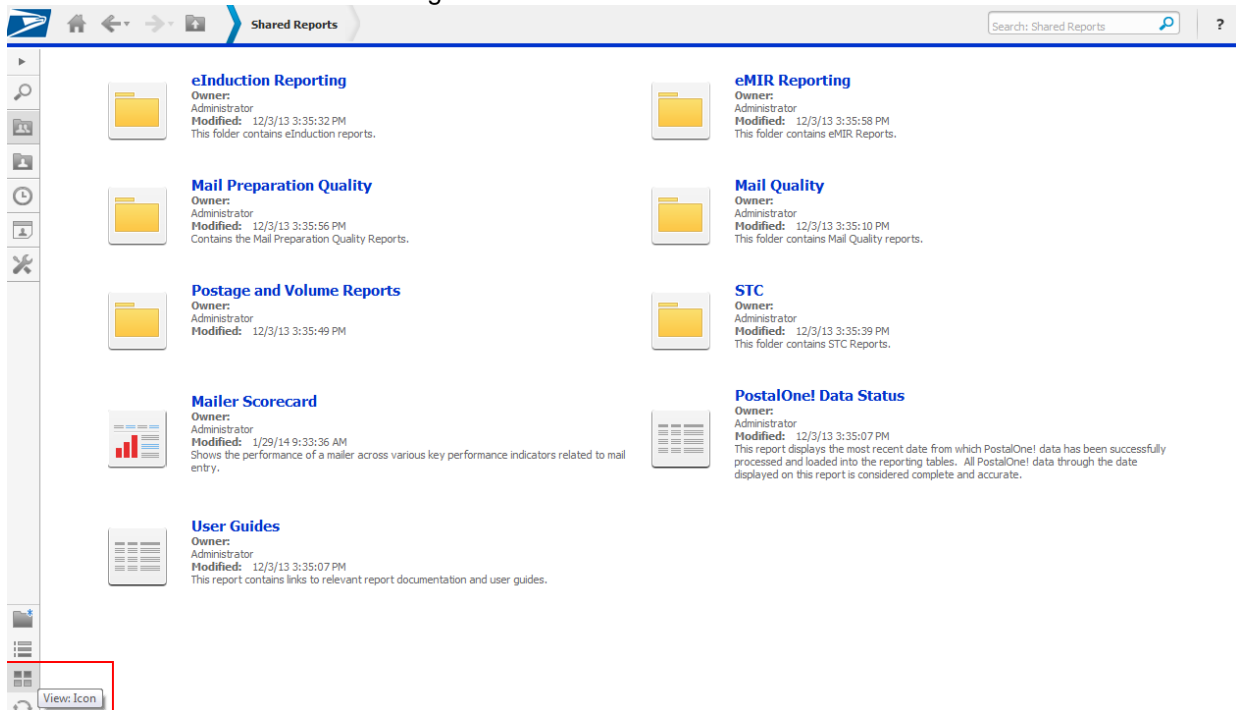
e. Click 'OK'

f. You can access your subscriptions by clicking 'My Subscriptions'



23. To modify the way you view folders and reports in folder navigation:

a. Click the 'View: Icon' image to view as icons

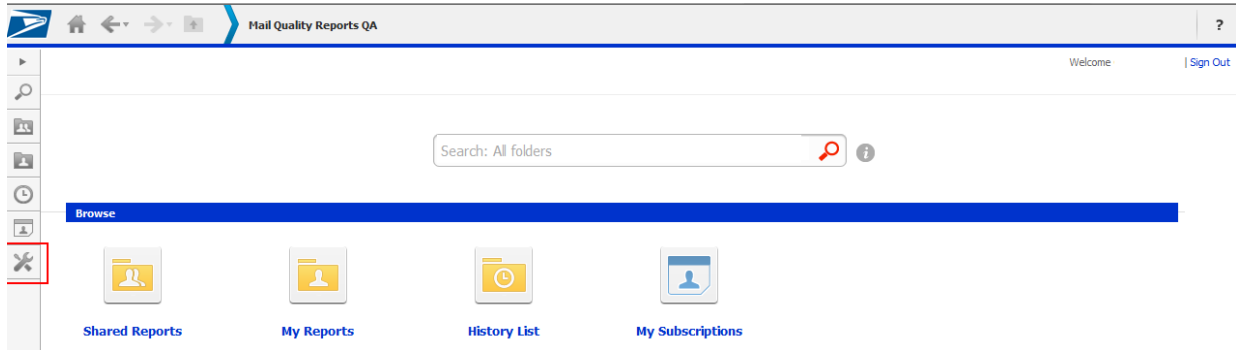


–OR–

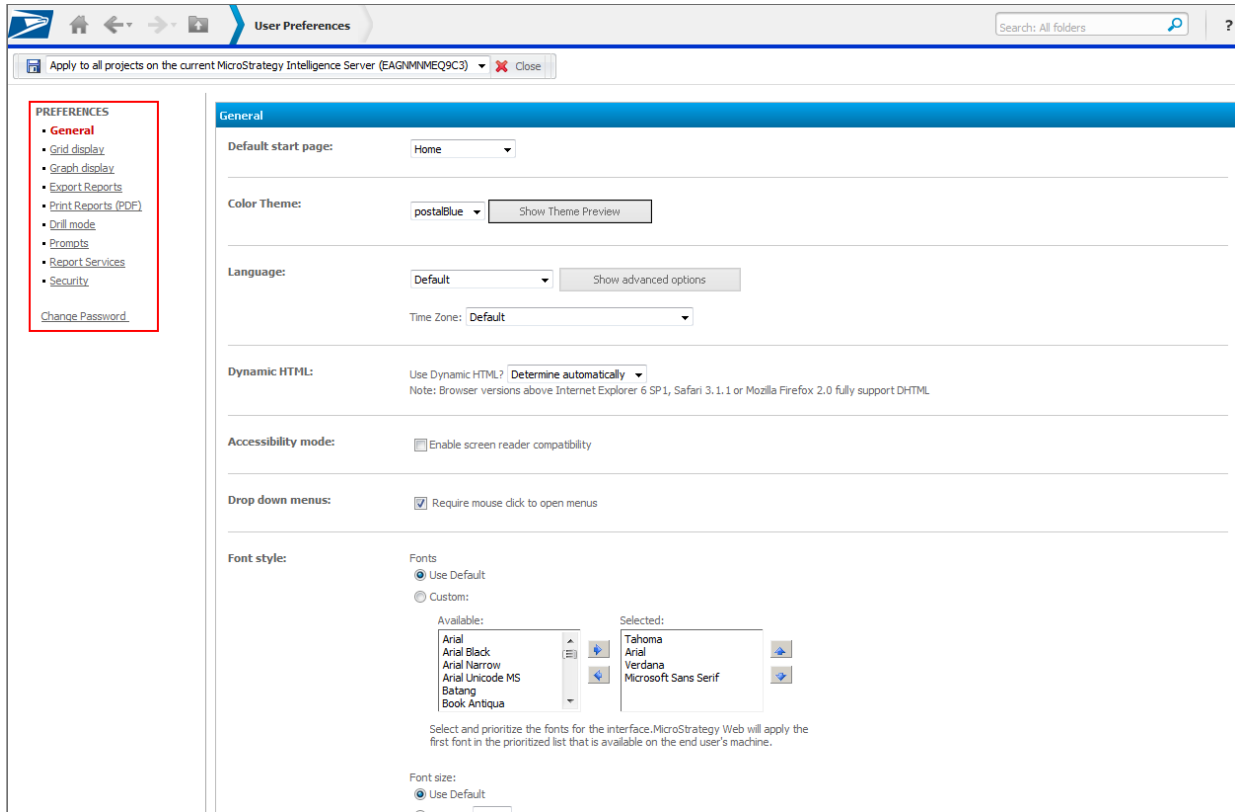
a. Click the 'View: List' image to view in list format

	Name	Owner	Modified	Description	Actions
	eInduction Reporting	Administrator	12/3/13 3:35:32 PM	This folder contains eInduction reports.	
	eMIR Reporting	Administrator	12/3/13 3:35:58 PM	This folder contains eMIR Reports.	
	Mail Preparation Quality	Administrator	12/3/13 3:35:56 PM	Contains the Mail Preparation Quality Reports.	
	Mail Quality	Administrator	12/3/13 3:35:10 PM	This folder contains Mail Quality reports.	
	Postage and Volume Reports	Administrator	12/3/13 3:35:49 PM		
	STC	Administrator	12/3/13 3:35:39 PM	This folder contains STC Reports.	
	Mailer Scorecard	Administrator	1/29/14 9:33:36 AM	Shows the performance of a mailer across various key performance indicator...	
	PostalOne! Data Status	Administrator	12/3/13 3:35:07 PM	This report displays the most recent date from which PostalOne! data has bee...	
	User Guides	Administrator	12/3/13 3:35:07 PM	This report contains links to relevant report documentation and user guides.	

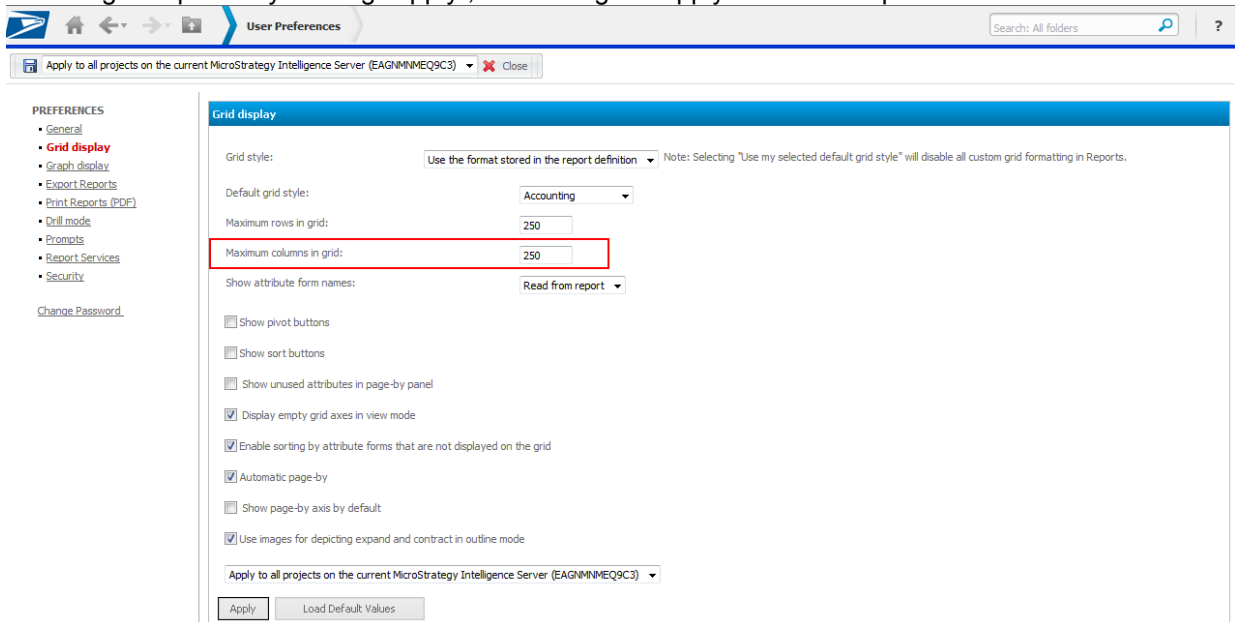
24. To view or modify your personal MicroStrategy preferences:
 a. Click "Preferences"



b. Use list on left-side toolbar to navigate through your personal preferences



c. MicroStrategy defaults to displaying the first 20 columns in any report, with the ability to arrow-over to view additional columns. As some reports have more than 20 columns, you can expand your default setting by clicking “Grid display” and increasing the “Maximum columns in grid” option. By clicking “Apply”, this setting will apply itself to all reports.



25. If you would like to adjust the template (coloring & formatting) of a report, you can modify the template by clicking “Grid” then the down arrow next to “Custom”.

Mail Quality Summary Report (eDoc Submitter)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 12:24:10 PM

Data rows: 18 | Data columns: 21

(Custom)

eDoc Submitter	Processing Category	# Undocumented Pieces	Piece Scan Rate	Adjusted Piece Scan Rate Threshold	Adjusted Piece Scan Rate	Container Scan Rate	Adjusted Container Scan Rate	# Pieces	# Handling Units	# Containers
	Flat	0								
	Flat	0		39.11%				308,527	96,152	5
	Mixed	0								
	Letters and Cards	0		97.23%						
	Flat	0		96.32%						
	Mixed	0								
	Other	0								
	Package Services	0		30.18%						1
	Periodicals	0								3
	Flat	0		18.02%						1.5

a. Here you can view various template formats that will adjust the coloring of your report.

Mail Quality Summary Report (eDoc Submitter)

Search: All folders

Home Tools Data Grid Format

Last update: 1/30/14 12:24:10 PM

Agent

Data rows: 18 | Data columns: 21

eDoc Submitter	Mail Class	Processing Category	# Undocumented Pieces	Piece Scan Rate	Adjusted Piece Scan Rate Threshold	Adjusted Piece Scan Rate	Container Scan Rate	Adjusted Container Scan Rate	# Pieces	# Handling Units	# Containers
8420992	Libertex	Other	0								
		Standard/Periodicals Co-Mailing	0		39.11%				308,527	96,152	59
8420992	Libertex	Mixed	0								
		First Class	0		97.23%						7
		Flat	0		96.32%						1
		Mixed	0								
		Other	0								1
8420796	AUTOMATED MAILING SYSTEMS	Package Services	0		30.18%						10
		Periodicals	0								30
		Flat	0		18.02%						1,57
		Standard	0		39.78%						
		Flat	0		60.19%						3,24
8420992	BULLNETFRAME INC	First Class	0		97.23%						1
		Standard	0		39.78%						
8420992	COOL MAILING	First Class	0		97.23%						
		Letters and Cards	0		39.78%						4
8420992	COOL TARGET MEDIA	Standard	0		39.78%						
		Flat	0		60.19%						1
Total			0		--				308,527	96,152	6,01