

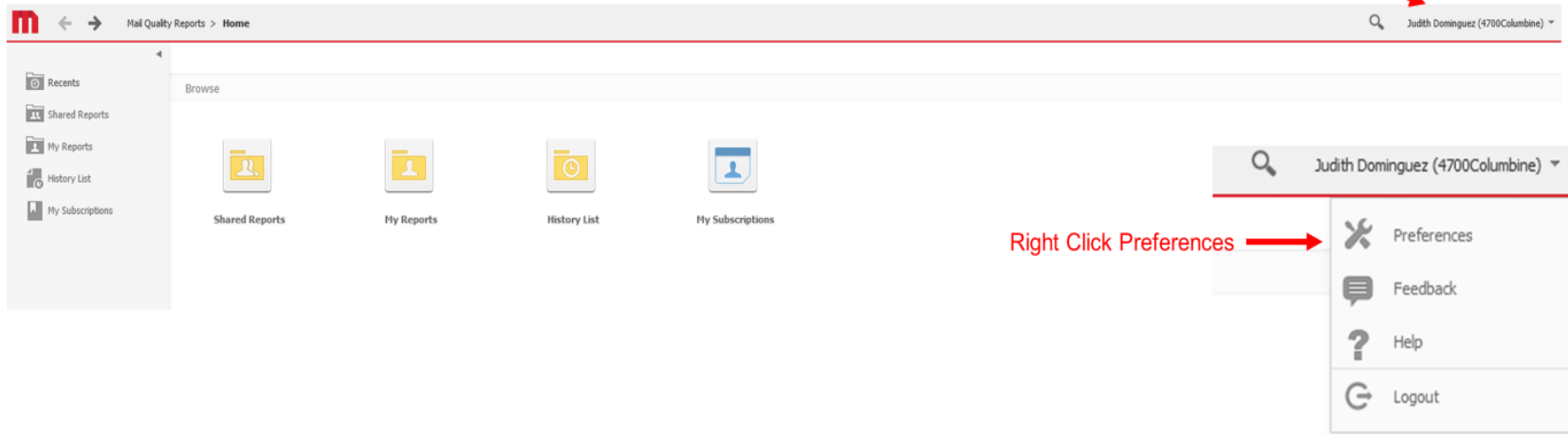


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Mailer Scorecard Email Subscriptions

Mailer Scorecard Subscription - Set-Up Email Addresses in BCG

Left Click Email



The screenshot displays the Mail Quality Reports interface. On the left, a navigation sidebar includes: Recents, Shared Reports, My Reports, History List, and My Subscriptions. The main content area, titled 'Browse', features four icons: Shared Reports, My Reports, History List, and My Subscriptions. On the right, a user profile dropdown menu is open, showing the user's name 'Judith Dominguez (4700Columbine)' and a search icon. The dropdown menu contains the following options: Preferences, Feedback, Help, and Logout. A red arrow labeled 'Left Click Email' points to the user profile dropdown, and another red arrow labeled 'Right Click Preferences' points to the 'Preferences' option in the dropdown menu.

If you already have your email address set-up in the Business Customer Gateway - Go to Slide #6



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Mailer Scorecard Subscription - Set-Up Email addresses in BCG

Mail Quality Reports > User Preferences

Apply to all projects on the current MicroStrategy Intelligence Server (EAGNMMMEP9CC) Close

PREFERENCES

- **General**
- [Grid display](#)
- [Graph display](#)
- [Export Reports](#)
- [Drill mode](#)
- [Prompts](#)
- [Report Services](#)
- [Security](#)
- [E-mail Addresses](#)
- [Change Password](#)

General

Default start page: Home

Color Theme: Red

Language: Default Show advanced options

Time Zone: Default

Dynamic HTML: Use Dynamic HTML? Yes

Right Click Email
Addresses →

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General

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E-mail Addresses

Default	Address Name	Physical Address	Device
<input type="radio"/>			
<input checked="" type="radio"/>			

[Add a New Address](#) Set New Default

Left Click Email
Addresses



Left Click Add a New Addresses





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Mailer Scorecard Subscription - Set-Up Email addresses in BCG

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- [General](#)
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- **E-mail Addresses**

[Change Password](#)

E-mail Addresses

Default	Address Name	Physical Address	Device	
<input type="radio"/>	Andy Phillips	andy.phillips@presortmailer.org	Generic email	Edit / Delete
<input checked="" type="radio"/>	Bridgit Wright	bridgit@midwestconnect.com	Generic email	Edit / Delete

[Add a New Address](#)

Left Click Add a New Addresses

PREFERENCES

- [General](#)
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- [Graph display](#)
- [Export Reports](#)
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- [Prompts](#)
- [Report Services](#)
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- **E-mail Addresses**

[Change Password](#)

E-mail Addresses

Default	Address Name	Physical Address	Device	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Generic email	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Enter Your Name


Enter Your Email address



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Mailer Scorecard Subscription Set-up

From the Mailer Scorecard landing page, select “Mailer Scorecard Details Report (Export)”


Mailer Scorecard 

I'm an eDoc submitter



This report shows a breakdown of metrics by eDoc submitter CRID across several USPS programs, including Full-Service, Seamless Acceptance, and eInduction.

I'm a Mail Owner or Mail Preparer



This report shows a breakdown of metrics by mail owner and mail preparer across several USPS programs, including Full-Service and eInduction.

Mailer Scorecard Details Report (Export)

Use this option to view lines from the eDoc Submitter Scorecard in an easy to export format

Mail Owner or Mail Preparer Scorecard Details Report (Export)

Use this option if you are a Mail Preparer who prepares mail for more than 60 Mail Owners or if you are a Mail Owner who uses more than 60 Mail Preparers



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Mailer Scorecard Subscription Set-up

Select Report Options and click “Run Report”

The screenshot shows a web interface for setting up a Mailer Scorecard report. The breadcrumb trail at the top reads: Mail Quality Reports > Shared Reports > [...] > [...] > [...] > Mailer Scorecard Details Report. The page is divided into two main sections, both highlighted with red circles:

- 1. Month Filters (Required)**: This section contains a summary of selections and a list of radio button options:
 - Current Month
 - Previous Month
 - Select Month
- 2. Select an eDoc Submitter CRID (Required)**: This section includes a search box with a search icon and a 'Match case' checkbox. Below the search box are two large text areas: 'Available:' and 'Selected: (none)'. Between these areas are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. At the bottom left of this section, it says '1 - 5 of 5'.

At the bottom of the page, there is a text field for 'Report Message Name: Mailer Scorecard Details Report' and two buttons: 'Run Report' (circled in red) and 'Cancel'.



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Mailer Scorecard Subscription Set-up

From the report display, select Report Home > Subscribe to > Email...

The screenshot shows the 'Mailer Scorecard Details Report' interface. The top navigation bar includes 'REPORT HOME', 'TOOLS', 'DATA', 'GRID', and 'FORMAT'. A dropdown menu is open under 'REPORT HOME', with 'Subscribe to' highlighted. A sub-menu is also open under 'Subscribe to', with 'E-mail...' highlighted. The main content area displays a table with columns for various mail categories and a 'Total' column. The table data is as follows:

	Total	No	Yes	No	No
% Total Full-Service Pieces	N/A	N/A	N/A	N/A	N/A
# Pieces Eligible for Full-Service	N/A	N/A	N/A	N/A	N/A
% FS Mail Volume (FS Volume/FS Eligible)	N/A	N/A	N/A	N/A	N/A
# First-Class - Letters & Cards	N/A	N/A	N/A	N/A	N/A
% First-Class - Letters & Cards	N/A	N/A	N/A	N/A	N/A
# First-Class - Letters & Cards - Full Service	N/A	N/A	N/A	N/A	N/A
% First-Class - Letters & Cards - Full Service	N/A	N/A	N/A	N/A	N/A
# First-Class - Flats	N/A	N/A	N/A	N/A	N/A
% First-Class - Flats	N/A	N/A	N/A	N/A	N/A
# First-Class - Flats - Full Service	N/A	N/A	N/A	N/A	N/A
% First-Class - Flats - Full Service	N/A	N/A	N/A	N/A	N/A
# First-Class - All Other Categories	N/A	N/A	N/A	N/A	N/A
% First-Class - All Other Categories	N/A	N/A	N/A	N/A	N/A
# First-Class - All Other Categories - Full Service	N/A	N/A	N/A	N/A	N/A
% First-Class - All Other Categories - Full Service	N/A	N/A	N/A	N/A	N/A
# USPS Marketing Mail - Letters & Cards	N/A	N/A	N/A	N/A	N/A
% USPS Marketing Mail - Letters & Cards	N/A	N/A	N/A	N/A	N/A
# USPS Marketing Mail - Letters & Cards - Full Service	N/A	N/A	N/A	N/A	N/A
% USPS Marketing Mail - Letters & Cards - Full Service	N/A	N/A	N/A	N/A	N/A



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Mailer Scorecard Subscription Set-up

On the popup window, click on the “subscriptions” link to go to the My Subscriptions page

Subscribe to History List ? x

You have 0 subscriptions to this document.

History List Subscription

Name:

Document:

Schedule: ▼

To:

Pre-generate export ▼

Run subscription immediately

+ Advanced Options

Delivery Notification

Send notification to email address:



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Mailer Scorecard Subscription Set-up

On the My Subscriptions page, click the link to “Add Email Subscription”

Business Mail Acceptance > My Subscriptions

Close

Mailer Scorecard
Owner Administrator
Shows the performance of a mailer across various key performance indicators related to mail entry.

Personal view

Subscription Name	Owner	Address
You do not have any personal views.		

History List

Subscription Name	Owner	Schedule	Recipient
You do not have any History List subscriptions.			

[Add history list subscription](#)

Cache Update

Subscription Name	Owner	Schedule	Recipient
You do not have any cache update subscriptions.			

[Add cache update subscription](#)

Mobile

Subscription Name	Owner	Schedule	Recipient
You do not have any mobile subscriptions.			

[Add mobile subscription](#)

Email

Subscription Name	Owner	Schedule	Recipient
You do not have any email subscriptions.			

[Add email subscription](#)



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Mailer Scorecard Subscription Set-up

On the next window, select the email schedule, recipients, and delivery format (Excel suggested), and report prompt options. Then click OK.

Subscription

E-mail Subscription

Name:

Document:

Schedule:

Day:

Send:

Delivery format: Compress contents
 Expand layouts
 Expand page-by fields

File Name: Delimiter:

Burst:

Subject:

Message:

Send a preview now

Advanced Options

INDEX

Summary of your selections

1. Month Filters (Required)

2. Select an eDoc Submitter CRID (Required)

3. Select an eDoc Submitter CRID (Required)

1. Month Filters (Required)

Choose one month filter from the list. Choosing "Select Month" will allow you to select a specific month after clicking to run the report. This prompt allows only one selection.

Current Month
 Previous Month
 Select Month

2. Select an eDoc Submitter CRID (Required)

Please select from the list of eDoc Submitter CRIDs. The list is limited to only those CRIDs that have been used as an eDoc Submitter in the past.

Search for: Match case

Available:

Selected: (none)



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Mailer Scorecard Subscription Set-up

Confirm the email subscription was created successfully

The screenshot shows a web browser window with a navigation bar at the top. On the left is a red 'm' logo. To its right are left and right arrow icons. Further right is the text 'Mail Quality Reports > My Subscriptions'. Below the navigation bar is a large white area containing a confirmation message box. The message box has a light gray header with the text 'Scheduled E-mail Delivery Confirmation'. Below the header, the text reads 'Your subscription was created successfully.' followed by the bolded text 'Mailer Scorecard' and 'Schedule: 12:00 PM CST Every Weekday'. At the bottom right of the message box is a small gray button with the text 'OK'.



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Questions?

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andy.phillips@presortmailer.org

