PostNet Installation

Contents

Chapter 1. What is PostNet?

An overview of what the PostNet update is and how it relates to our clients.

As a subscriber to the Postal Service's Address Information System (AIS) Database, we download bi-annual ZIP+4 database updates (June and December releases) and cert them into a client-compatible format.

This manual provides instructions for a new installation of PostNet.

When an operator or data load enters a street address and a 5-digit zip code, the system uses this data to:

- Reformat the street address according to the Postal Service standards
- Determine the city and state
- Determine the 4-digit extension to the 5-digit zip code
- Determine the delivery point code

Chapter 2. Download Zip+4 File From the USPS

The USPS regularly updates the zip codes in the United States. We must have the most up to date file from them in order to ensure we are complying with the valid zip codes.

We must retrive the updated file from the USPS that includes all of the new and updated zip codes based on their most recent release. Follow the below steps to complete this task:

1. Navigate to the USPS Electronic Product Fulfillment Site: https://epf.usps.gov/
2. Login with the following USPS EPF Credentials:
   a. Username: test
   b. Password: XXXX
3. Navigate to and dowload the file titled zip4natl.tar
4. Store this file in the F drive after archiving the old .tar file

Chapter 3. Convert Zip+4 File into a Compatbile Format

How to convert the Zip+4 file from USPS to a file type we can load into the system for our customers to use.

To convert the Zip+4 file from the USPS file format to a tar.Z file follow the below steps:

1. Login to the **ADMIN** account
2. Select menu items **18>1** '**Load POSTNET Files (PHANTOM)**' and run this process
   a. You will receive an email when the load completes or you may monitor the run via menu items **18>4** '**Check Latest PHANTOM Load Status**'
3. Select menu items **18>2** '**ZIP+4 Tape Creation**' and run this process
   a. Enter **ALL** or the **customer name**
   b. Enter **CF** to create the file. A tar file will be generated and stored in the TRANSFER directory with a filename of **ALL_ZIP.tar.Z**
4. Send the converted file to a development resource to ensure it is the correct HASHTYPE

Chapter 4. Find New Zip Codes to Test

How to compare the existing Zip+4 file to the new file in order to indentify any changes.

When we test this update, and when our clients test this update, we will need to understand what zip codes have been added, changed, or removed. To find these changes following the below steps:

Find the epf-zip4natl/layout/monthly_compare.txt file among the extracted files

a. This file will tell you what zip codes were added and deleted
   Example: Zip codes 09800 and 60418 are new for the July 2017 update and will not be found in the UPDATE ZIP FILE screen (1>23>6) prior to the PostNet update.

Chapter 5. Install PostNet Programs at the Customer Account

To prepare the customer's account to receive the updated Zip+4 file you must install the PostNet programs at the client level.

To install the PostNet programs at the client level follow the below steps:

1. Execute the ZIP-UPDATE commands int eh PSO-XG account
2. Net connect to the customer's account and select option 2 for SFTP and transfer the file
3. Enter PSO-XG's Telnet connect and check if the file is there
4. Exit SFTP and navigate to the customers account and instal the ZIP-INSTALL package
5. Compile the GAP ZIP programs

Chapter 6. Load Zip+4 Files at the Customer Account

Once the PostNet Programs are install we can load the specific Zip+4 files into the customer's account.

To load the latest version of the Zip+4 file at the client level follow the below steps:

1. Login to the customer system and verify the file path for PostNet by navigating to the '**GAP Menu**' **1>30>1>12** and selecting **C**. This will show you which path you will need to use to place the file
2. Enter the SFTP sit and use the PUT command to transfer the file into the clients specific transfer folder
3. Once the transfer is complete, contact the customer and request permission to update their PostNet files
4. After receiving confirmation from the client, enter the customer's GAP menu and navigate to **1>30>1>7**
   a. Enter **F** for file
   b. Enter the File location of the zip file which is now in the customer's transfer directory
   c. Enter the file path of what was found in the configuration page (step 1)
5. Scroll up to check for any errors and at the select prompt, enter **C** to continue
6. Look up the new or retired zip codes that you found while looking up your test codes and enter them in the validation screen **1>23>6**
   a. You could also attempt to add a new member using a new or expired zip code to verify that the Zip+4 is being pulled properly into a member file

Installation is now complete

7. Once the installation is complete, verify that the installation was done correctly by checking to see whether or not the system pointed ot the correct file path. If the file path is not correct, rectify the file paths in the unix level. Also, check to see whether or not a new zip code is in the system
8. Inform the client that the installation is complete

Chapter 7. Troubleshooting Tips

Here are some common troubleshooting issues and tips when installing the Zip+4 file for clients

Cannot Find the File Path

If you are having trouble locating the correct file path to transfer the Zip+4 file to, here are a few tips:

- If you cannot find the file path or the file path is 0 or C you may use the directory that you get when you run the **WHERE** command at the TCL level
- If that file path does not work you can find the file path in the ED MD ZIP directory

No Updated Zip Codes After the File Load

Once you have loaded the Zip+4 file to the client's account and are validating the zip codes but are not seeing the updates correctly reflected you can:

- Check to see if the sytem is pointed to the correct file path
- Ensure that the gap items are pointing to the correct directly
- If that does not work, chec the Zip file to ensure it contains all of the zip records

Upper Case/Lower Case Issue

While you are entering the file path in the file load screen and you cannot enter lower case settings you need to turn off the auto-caps feature in the customer account by

- Enter ED ACCOUNTS STC to remove "Y" from attribute
- Log off and back on to the customer site to see the change reflected