

RRECS ACTIVITY GUIDE 5/31/2024

TYPE	HOT KEY	ACTIVITY TYPE	ACTIVITY DESCRIPTION
DAILY ACTIVITIES	1	CLOCKIN	Select CLOCKIN upon arriving at work, immediately retrieve and login to the MDD. The CLOCKIN selection records the start of the workday for the carrier.
	6	STARTLOADVEH	Select STARTLOADVEH when moving loaded conveyance from work area to begin loading vehicle for delivery. Carriers may have multiple STARTLOADVEH selections in a day if additional trips to load are required. Ensure this keystroke is followed by ENDLOADVEH once loading is complete. There is no change to previously established loading procedures.
	7	ENDLOADVEH	Select ENDLOADVEH when returning empty conveyance to designated location after vehicle loading is complete. Carrier may have multiple ENDLOADVEH selections in a day, if additional trips to load are required.
	8	DEPART2ROUTE	Select DEPART2ROUTE when starting the vehicle to depart delivery unit, to service route. The DEPART2ROUTE selection begins the route delivery time.
	J	RETURN2DU	Select RETURN2DU after returning to the office, stopping the vehicle by turning off the key, after all route delivery is complete. This begins timing of End-of-Shift duties.
	S	RRECS ACTIVITY SUMMARY	Available after a RETURN2DU selection. Enables carrier to view tally counts associated with Activity Scans recorded for that day.
	L	CLOCKOUT	Select CLOCKOUT upon returning scanner to the cradle and departing the delivery unit for the day, after all work activities are complete.
ADDITIONAL ACTIVITIES	D	OUTLUNCH	Upon beginning any discretionary break. Carrier may have multiple OUTLUNCH selections. OUTLUNCH selection can occur in office or on route. Ensure this keystroke is followed by RETURNLUNCH . Does NOT include restroom breaks.
	E	RETURNLUNCH	Upon returning from any discretionary break. Carrier may have multiple RETURNLUNCH selections. Selection can occur in office or on route.
	F	STARTDEVIATION	Upon leaving the official line of travel to deliver PRIORITY MAIL EXPRESS. This is used ONLY when required to deviate to make committed delivery time for Priority Mail Express. No other types of deviations are covered under this selection.
	G	ENDDEVIATION	Upon returning to the official line of travel from delivering PRIORITY MAIL EXPRESS. This is used ONLY when required to deviate to make committed delivery time for Priority Mail Express. No other types of deviations are covered under this selection.
	K	PMCASING	Use after completion of all other End-of-Shift duties before beginning to case mail for the next delivery day. May also be used if directed to perform additional trips after completion of other End-of-Shift activities. (Record second trip as done today on Form 4240)
SATURATION SETS	2	FLATSWSS	If a flat saturation mailing has an address and has NOT been processed on automation equipment , use this keystroke ONCE to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on FIRST day of delivery. Only one entry is required per set.
	3	LETTERSWSS	If a letter saturation mailing has an address and has NOT been processed on automation equipment , use this keystroke ONCE to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery. Only one entry is required per set.
	4	FLATSBOXHOLDERS	If a flat saturation mailing does NOT have an address , use this keystroke ONCE to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery. Only one entry is required per set.
	5	LETTERSBOXHOLDERS	If a letter saturation mailing does NOT have an address , use this keystroke ONCE to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery. Only one entry is required per set.
DELIVERY ACTIVITIES	9	TRIP2DOOR	Use TRIP2DOOR when two or more trips are required to deliver or collect parcels/items to/from customer. The first trip is automatically credited based on the delivery scan(s) to that address, only if additional trips are required, use TRIP2DOOR. Enter the total number of trips (initial trip + number of additional trips) to the delivery location. This does NOT include authorized dismount locations.
	A	DOORMISC	Use DOORMISC only after delivering hold mail (letters and flats) that will not fit into mailbox or postal supplies requested by customer.
	B	AUTHDISMOUNT	Use AUTHDISMOUNT when two or more trips are required to complete delivery at an authorized dismount location. Only applies to authorized dismount locations designated in Delivery Point Manager (DPM), such as businesses, schools, centralized delivery (including parcel lockers), etc. Enter total number of trips (initial trip + number of additional trips) required at the authorized dismount location.
	C	UNSCANPARCEL	Use UNSCANPARCEL when an obvious parcel (not a letter or flat) is delivered, and the barcode is missing or completely unreadable. Includes small parcels/boxes delivered to a mailbox or parcel locker. DOES NOT INCLUDE flats, letters, oversized letters/flats, or catalogs. DO NOT USE if barcode is manually entered when delivered.
	O	CARRIERPU	Use CARRIERPU when performing a carrier pickup or accepting a prepaid parcel over 2 lbs. Enter the total number of parcels / containers picked up. Up to 5 parcels may be scanned accepted under Hot Key "O" for prepaid acceptance scan. If a Manifest 5630 / MYPO pickup form is present or directed to scan all items "accepted", scan the barcode(s) using "Prepaid Acceptance" from the "On Street" menu.
SALES	H	POSTAGEDUECUSTOMS	When collecting or attempting to collect funds for Customs Duty / Tax from the customer.
	I	POSTAGEDUESHORTPD	When collecting or attempting to collect funds for postage due / short paid mail, from customer. (This is NOT Customs Duty / Tax collection).
	M	RURALREACHCUSTOMER	When engaging a customer to generate a lead for the "Rural Reach" program.
	N	STAMPSTOCKSALES	When completing a sale of stamps, while servicing the route; use only once per address, per day.