

USPS[®] **RSD** **DELIVERY POINT MANAGER**

User Guide



1st Edition, Rev. 3

January 2020
Addressing and Geospatial Technology
National Customer Support Center
Memphis TN 38188-1001
RSD/DPM Help Desk 1.844.565.8226



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Update Notice

This online version of USPS RSD Delivery Point Manager User Guide has been updated with changes through 01/24/2020, as follows:

Date	This chapter, subchapter, part or section	titled	was:
Any	Throughout the document, various grammatical/formatting changes were included.		
12/13/2019	Number 9, 18, 19, 29, 32, 34, high volume	Definitions	changed to reflect enhancements or accuracy of definition.
12/13/2019	2. Select Route & Click Download Button	Route Search/Download	changed to reflect enhancements or accuracy of "Resume" function.
12/20/2019	5. Threshold Exceeded Messages	Address Points	added MailBox and Park Point Threshold Warning graphic.
12/20/2019	4. Grouping Rules	Edit Book List	changed to reflect enhancements or accuracy of "Grouping."
12/20/2019	7. Dismounts	Edit Book List	added logic of addresses that are considered "dismount."
01/13/2020	Reporting Section	Reporting	changed to reflect enhancements or accuracy.
01/13/2020	1. Submission Requirements & Notification	Submission Process	changed to reflect enhancements or accuracy.
01/13/2020	7. Dismounts	Edit Book List	added descriptions to provide more guidance to requirements.
01/24/2020	2. Activity Log	Reporting	added descriptions and graphics reflect enhancements or accuracy
01/24/2020	4. Special Notes	Address Points	added description and graphic reflect enhancements or accuracy
01/24/2020	Number 17, 34, 15, 16. Added 4 Delivery Type Definitions	Definitions	changed to reflect enhancements or accuracy of definition
01/24/2020	Grouping Rules	Edit Book List	added accurate grouping requirements
01/24/2020	Dismounts	Edit Book List	added dismount value definitions, added example for clarity
01/24/2020	eAccess Roles	Request Access	added roles and their description, added graphic

OVERVIEW

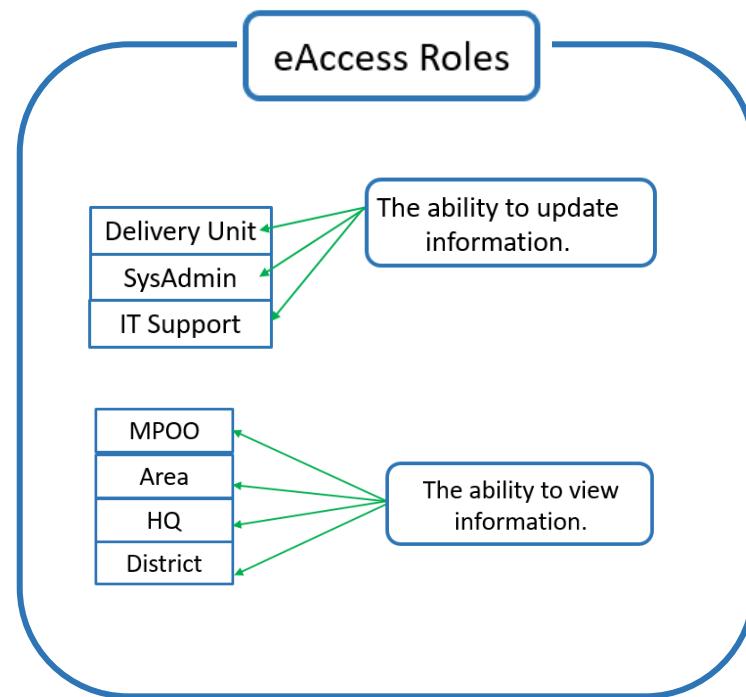
Rural Street Database (RSD) uses the Delivery Point Manager (DPM) to collect the data necessary to calculate the driving, walking and servicing time on the street portion of rural routes. This data is then used in combination with distances to calculate the standard time allowed for driving the segment.

The DPM data required to calculate standard time for driving, walking, and servicing activities on the street portion of all routes.

- > Purpose – Collect information required about each rural route to allow the calculation of street time.
- > Approach – Collect Line of Travel (LOT) details to determine walk and drive distances and Delivery Point details to calculate service times.
- > Goal – Capture route and delivery point details.

REQUEST ACCESS - Request access to Delivery Point Manager/DPM by selecting [Rural Street Database/RSD](#) through eAccess at: <https://eaccess.usps.gov/>

The screenshot shows the eAccess portal interface. At the top, there is a navigation bar with links for Home, Request Access, Reports, My Profile, My Access, My History, IT Self Help, FAQs, and Log Off. Below this is a section for 'Frequently Requested Applications' with a list of services like Outlook, PostalOne!, ETRAVEL, etc. The main content area is titled 'Search for an Application for yourself' and includes a search form where 'RSD' has been entered. The search results show 'Rural Street Database' as the only result. A footer note states: '*All applications registered within "Test Application" require an approved Production Data Use Letter (PDUL).' The page timestamp is 'Thursday, November 13, 2014 3:20 PM CST'.

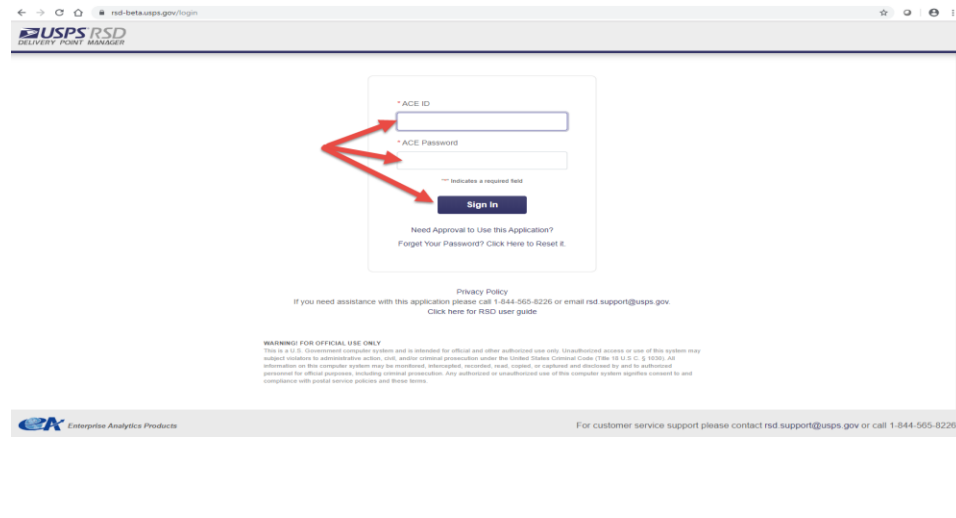


LOGGING ON

After you receive an e-mail notice that your access has been granted, type <https://rsd-beta.usps.gov> using Chrome.

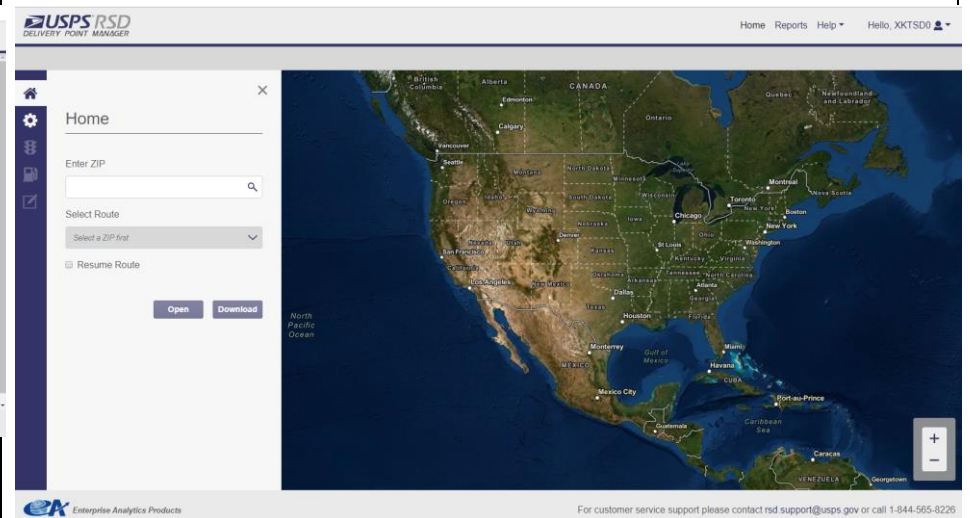
Manual Login

1. To begin using the tool, enter your ACE logon and password.
2. Click 'Sign In'.



Single Sign On




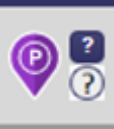
If active, will take you directly to the home screen.






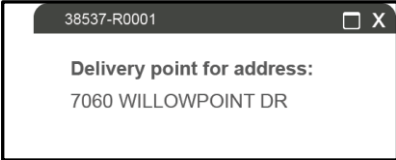




DEFINITIONS




The screenshot displays the USPS RSD Delivery Point Manager interface. At the top left, the logo for USPS RSD DELIVERY POINT MANAGER is visible. The address bar shows "38018 - R060" and "1 - 820 HERBERT RD STE 101". The top navigation bar includes links for "Home", "Reports", and "Help", along with a user profile "Hello, XKTSD0". A search bar contains "Bus. / NDCBU | Active". A "Submit" button is located on the right side of the top bar. The main area is a satellite map showing a delivery route in blue. The route starts at a depot (marked with a red circle 22) and proceeds through various streets, ending at a destination (marked with a red circle 21). The map is overlaid with a grid of red circles numbered 1 through 34, representing specific delivery points or features. A yellow banner at the top of the map area indicates "45.8% (11 / 24)". On the left side, there is a vertical toolbar with icons for home, settings, and other functions, each accompanied by a red circle number. On the right side, there are zoom controls (+, -, and a trash icon) with red circle numbers 25, 26, and 27. At the bottom left, the "Enterprise Analytics Products" logo is present. At the bottom right, a red circle 33 contains the text: "For customer service support please contact rsd.support@usps.gov or call 1-844-565-8226".

Definitions
(Labeled on Above Picture)

	Name	Description	Associated Icons
1	Route Search and Download(Home)	Tab allows you to search the ZIP and Route and Open or Download into DPM	
2	Map View	Tab that gives you access to different views, default is ESRI with Streets view	
3	Fuel Stop	Tab that allows user to set Fuel stop point(s) on route	
4	Edit Book List and Dismount List	Allows user to make changes to addresses	
5	ZIP Code/Route	Displays active ZIP and Route	
6	Re-Center Address Button	Re-centers your map to view the address currently in the address field	
7	Google Street View Button	Accesses Google.com Maps(opens in new window)	
8	Address Field	Displays the Delivery Sequence Number and Address	
9	Address Search Button	Click this icon to begin the search	
10	Address Usage	Indicates the Usage of the address currently being viewed (Ex: Residential or Business, etc.)	
11	Delivery Type	Indicates the delivery type of the address currently being viewed (Ex: Curbline, Central, etc.)	
12	No Stat	Indicates the status of the address you are viewing whether it is active (receiving delivery) or inactive (this includes CDS No Stat and No Stat)	
13	Mailstop Icon (blue)	Delivery Point indicating location of vehicle when servicing mailbox	
14	Mailbox Icon (green)	Delivery Point indicating physical location of mailbox, centralized boxes or door slot	
15	Park Point Icon (purple)	<p>Delivery Point indicating where vehicle is parked when dismounting for delivering packages or accountable mail to the door. This point does NOT have to be set on the map, set only if you know where it is located. If you do not set point on map you must click on the small "?" above indicator on action bar to indicate you do not know it.</p> <p>Setting Park Point on map or clicking unknown button will also set the Front Door as unknown.</p>	 

16	Front Door Icon (yellow)	Delivery Point indicating physical location of door frequently used to deliver packages or accountable mail. This point does NOT have to be set on the map, set only if you know where it is located. If you do not set point on map you must click on the small “?” above indicator on action bar to indicate you do not know it. Setting Front Door on map or clicking unknown button will also set the Park Point as unknown.	
17	Delivery Point Completion Indicator	Small (white) circle next to icon indicating that delivery point has or has not been set on the map. For Park Point and Front Door (only), small (white) circle next to icon indicating point is unknown (“?”). These must be set together or both must be unknown. PLEASE NOTE: Some points that have been populated for you CANNOT be set as unknown due to automatic data that is collected for these. These points CAN be moved to the correct location on the map.	 Del. Point is set  Del. Point is not set  Del. Point is Unknown
18	Back Arrow Button	Allows user to move to the previous address	
19	Forward Arrow Button	Allows user to move to the next address	
20	Progress Bar	Displays percentage (%) of route completed. The number of addresses complete based on the number of addresses in the route. This includes addresses not required to set on map (inactive.)	
21	Address Tag Indicator:  All Delivery Points are set	When you place mouse on indicator, it will display address of the Del. Point. 	 One (or more) Delivery Points are not set.
22	Post Office Icon	Indicates the Post Office locations – user’s route will usually begin at a Post Office	
23	Cluster Point	Estimated location of where the vehicle stops based on information from MDD’s, these can include Traffic Control Points (TCP) as well as Delivery Points	
24	Line of Travel	This blue line indicates the Line of Travel the carrier follows based on their Cluster Points.	
25	Zoom In Button	Allows user to view larger details on the map	
26	Zoom Out Button	Allows user to view smaller details on the map	
27	Trash Icon	Drag and drop icons to delete from map	
28	“Home” Link	Used to return to map screen from Reports	
29	“Reports” Link	Access to Reports	
30	“Help” Drop Down Menu	Access to Training Mode, documentation and email to provide feedback to RSD/DSM.	
31	User Drop Down Menu	Allows user to sign out of application	

32	Submit Button	Allows user to send the route information for processing	
33	RSD/DPM Contact Information	Email and phone for contacting Customer Service	
34	Service Points	Access to “high” and “low” volume icons to place on specific routes.	

Name	Description	Associated Icons
Collection Box	Physical location of USPS Collection Boxes (these may or may not be on the route you are currently setting.)	
Low Volume	Under TCP (Traffic Control Points) Tab. User will set on map to indicate “low” volume mail count for certain routes.	
High Volume	Under TCP (Traffic Control Points.) Tab User will set on map to indicate “high” volume mail count for certain routes.	
Delivery Type: Curbline	The delivery point is serviced via motorized vehicle at a mail receptacle which is located at the curb such that in ordinary circumstances the carrier does not leave the vehicle to service box.	<div style="background-color: #1a3d54; color: white; padding: 2px; text-align: center;">Type</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">CURBLINE ▼</div>
Delivery Type: CNU/NDCBU	The delivery point is serviced at a mail receptacle which is located within a centralized box unit, secured by an arrow lock and normally set on a pedestal.	<div style="background-color: #1a3d54; color: white; padding: 2px; text-align: center;">Type</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">NDCBU ▼</div>
Delivery Type: Central	A centralized delivery is a mail receiving unit where the carrier has access to more than one individual customer’s receptacle by opening only one door or box unit. Delivery is normally within a centralized box, secured by an arrow lock, and set in a wall-type installation or as defined by USPS.	<div style="background-color: #1a3d54; color: white; padding: 2px; text-align: center;">Type</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">CENTRAL ▼</div>
Delivery Type: Other	All delivery types which do not fit into one of the above delivery types.	<div style="background-color: #1a3d54; color: white; padding: 2px; text-align: center;">Type</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">OTHER ▼</div>

ROUTE SEARCH/DOWNLOAD

1. Search by ZIP or Post Office Name

- After you begin typing, options to select will appear on a drop down menu. Select your choice.

Home

Enter ZIP

3801

38011 - BRIGHTON

38012 - BROWNSVILLE

38015 - BURLISON

38016 - CORDOVA

38017 - COLLIERVILLE

38018 - CORDOVA

38019 - COVINGTON

Enter ZIP

38018 - CORDOVA

Select Route

38018 R051 22 routes found

38018 R037 (03-Dec-19)

38018 R038 (03-Dec-19)

38018 R041

38018 R042

38018 R044

38018 R051

38018 R052

38018 R055 (03-Dec-19)

38018 R060 (04-Dec-19)

You can also enter by typing the name.

Select the Route

This represents the last download date.

2. Select Route & Click Download Button

- May select "Open" button only after the initial download.

3. Resume Route Checkbox

- Resume will take you to the first incomplete active address. (This ignores inactive addresses.)

USPS RSD DELIVERY POINT MANAGER

Home Reports Help Hello, XXTSD0

Home

Enter ZIP

38018 - CORDOVA

Select Route

38018 R051 22 routes found

Resume Route

Open Download

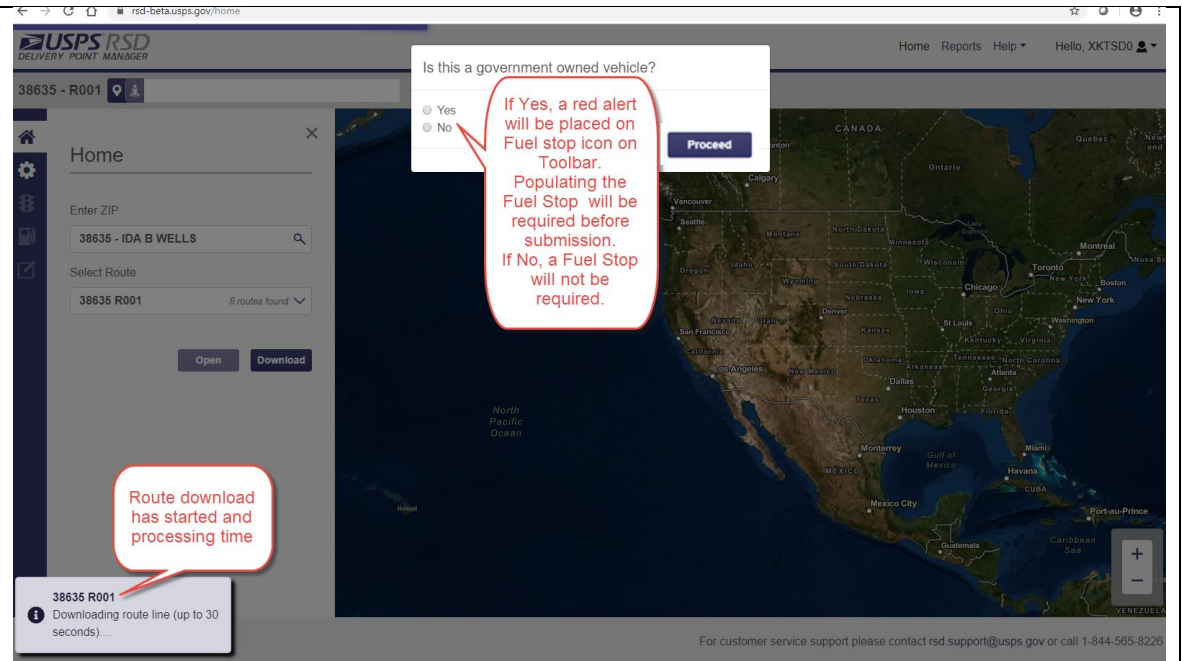
Map of the United States showing the location of Cordova, Mississippi.

Enterprise Analytics Products

For customer service support please contact rsd.support@usps.gov or call 1-844-565-8226

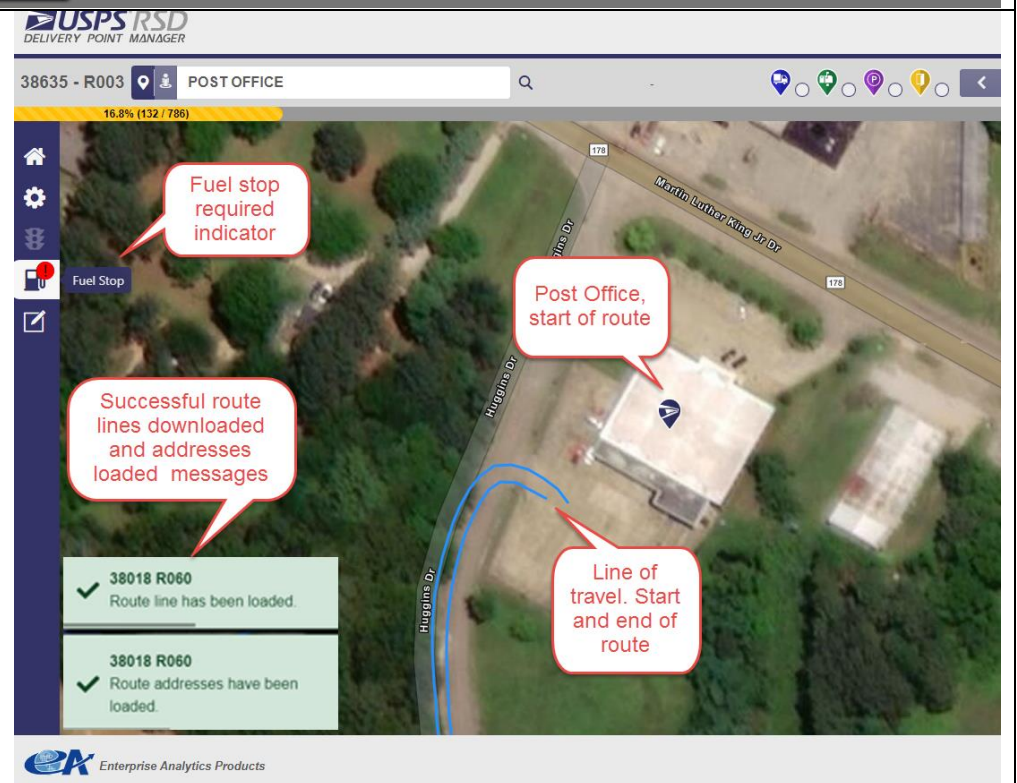
4. "Is this a Government Owned Vehicle?"

- YES – Fuel Stop Alert will display on the toolbar (Gas Pump Icon), cannot "Submit" until populated.
- NO – Fuel Stop Alert will not display, may continue submission without populating a fuel stop.



5. Successful Download

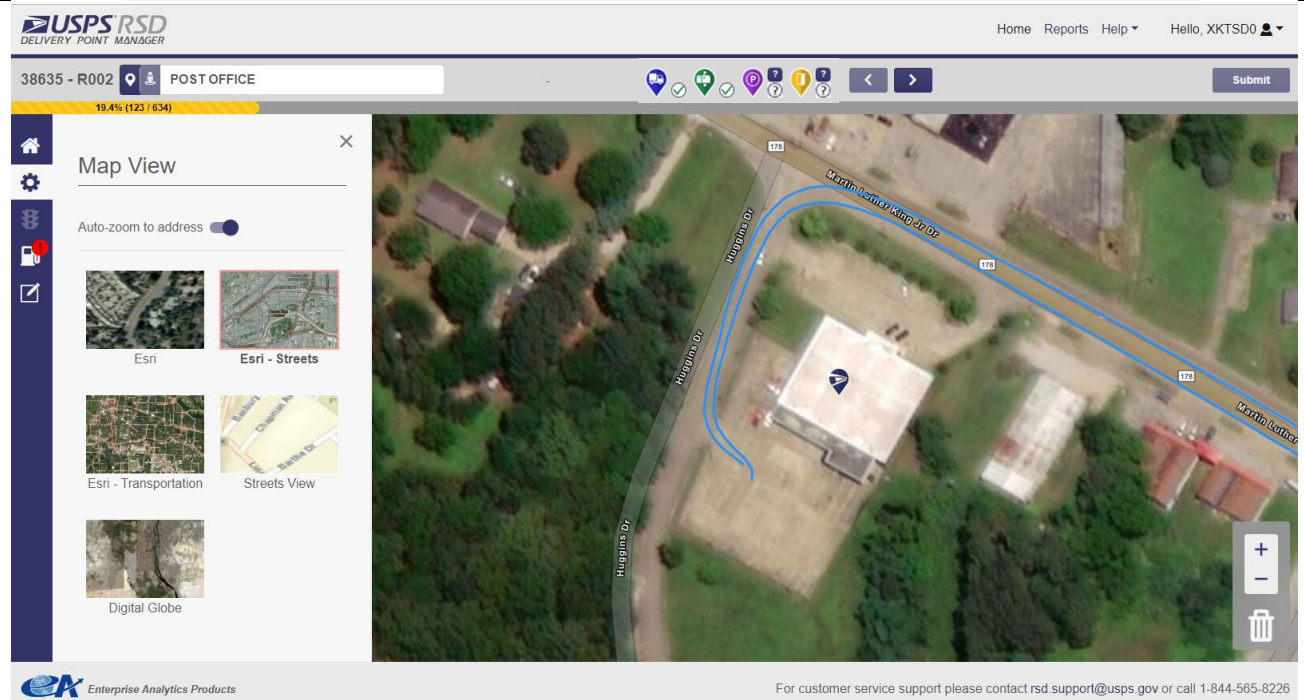
- Route line and cluster points will be visible.
- Post Office icon is visible on physical location of Post Office.
- Route lines typically start here.
- Not setting the fuel stop will place an exclamation icon on the Fuel Stop tab to warn you.



MAP VIEW

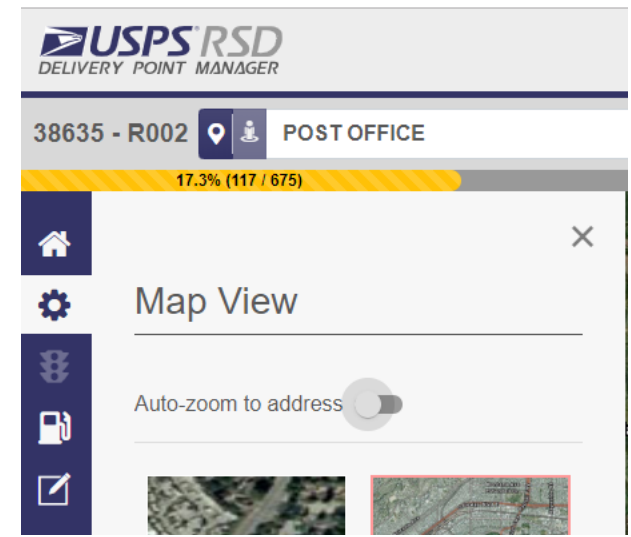
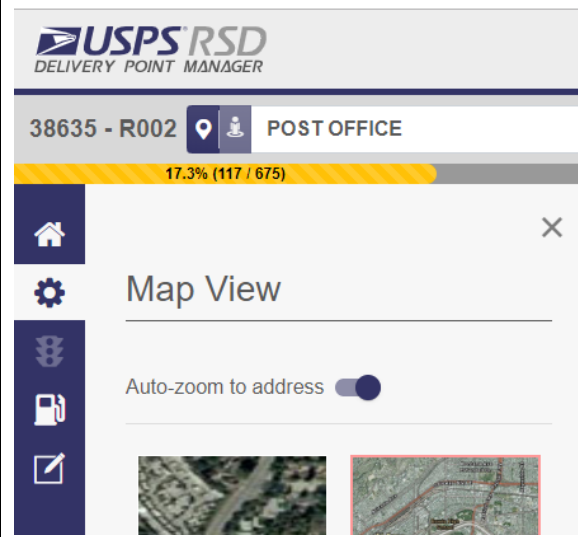
1. Change your View

- Change your map view to any that accommodate your need as you set your addresses.
- To change your map view, click the picture of your desired view.



2. Auto Zoom On/Off

- Off – If you move to another address the Zoom Level will remain the same. This applies if the level has been changed on the map.
- On – If you move to another address the Zoom Level will adjust to original. Default Zoom Level. This applies if the level has been changed on the map.



FUEL STOP

1. Set/Change Answer to Government Vehicle Question

- Choose Yes or No button to answer if vehicle assigned is government owned.
- You may answer required question on initial download.

WARNING: FUEL STOP OUT OF RANGE -

- This Warning will NOT prevent you from Submitting Route.

WARNING: FUEL STOP MISSING

- This Warning WILL prevent you from submitting a route.

2. Set Your Fuel Stop

- Your Preferred Fuel Stops are listed first alphabetically, remaining are listed next.
- Drag and drop icon to location on map.
- OR Select the word “Add” from the list of fuel stop locations.
- After a Fuel Stop is set, it will appear on map.
- Fuel Stop Location with sequence number will be listed in Visited Fuel Stops list.

3. How to delete Fuel Stop

- Drag and drop icon to “Trash” Icon
- Select “Remove” under “Visited Fuel Stops.”

ADDRESS POINTS

1. Setting Address Points

- Drag and drop icon from action bar to location on map. Use the cluster point as a guide.
- Once set you may move address point to any other location on the map by dragging and dropping.

2. Deleting Address Points

- Drag and drop Address point from location on map to trash icon located on the bottom right corner.

3. Moving Address Points

- DPM will auto advance you to the next address.
- Use arrow keys to move forward through addresses and to previous addresses (gray.) These are for reference only.
- If known, Park Point and Front Door will both need to be set on map. Click the “?” above icon to indicate unknown.

All MailStop and MailBox Address Points for active addresses must be set to submit route. Park Point and FrontDoor can be set on map, if known, or click “?” above icon to set as “unknown.” Not setting point on map or clicking “unknown” box will prevent submission.

- > MailStop
- > MailBox
- > Park Point
- > FrontDoor

The screenshot displays the USPS RSD Delivery Point Manager interface. At the top, the header shows "USPS RSD DELIVERY POINT MANAGER" and the address "38018 - R060 1 - 820 HERBERT RD STE 101". The map shows a route with several address points marked. A red warning message box is overlaid on the map, stating: "Warning message received when distances have exceed threshold." Below the map, three red warning messages are listed:

- 820 HERBERT RD STE 101 * Mailbox and Park Point should be within 500 feet of each other.
- 820 HERBERT RD STE 101 * Park Point and Frontdoor should be within 150 feet of each other.
- 820 HERBERT RD STE 101 * Mailbox and Mailstop should be within 100 feet of each other.

At the bottom right, there is a link: "For customer service support please" followed by a partially visible URL.

4. Special Notes:

- Use Address Tag Indicators to assist in setting address points.
- White circle next to address point icons on action bar indicate complete, incomplete or unknown with a red X, green checkmark or blue question mark.
- When setting Mailstop and Mailbox for curblin delivery, they will set together as one for efficiency. You may move as normal if necessary.
- Certain Park Points and FrontDoor Points cannot be deleted or set as Unknown, you will see an error message. You can move them on the map as needed.

5. Threshold Exceeded Messages

These warnings will not prevent user from continuing and submitting route. These are for reference only.



All Delivery Points are set.



One or more Delivery Points are not set.



Address Point is not set



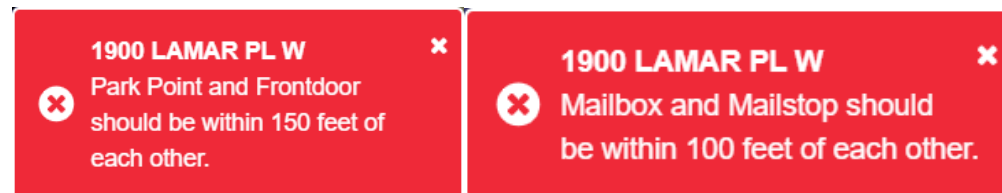
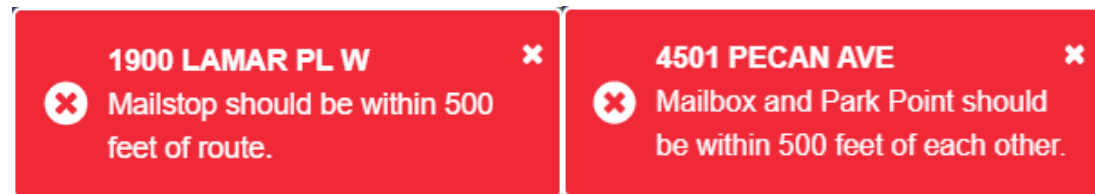
Address point is Unknown.



Address Point is set.



To remove Threshold Exceeded Messages, move address point the required distance error or click the X on the message if the distance is valid.



EDIT BOOK LIST

1. Locating and Selecting Addresses

- Search by entering street number or name, click magnifying glass or use dropdown menu.
- Select/click any address to move the map to that Address Tag Indicator.
- Highlighted addresses indicate the address currently being viewed on map (will be displayed in address field.)
- You may click “Filter Incomplete” or “Show All” to remove/add the viewing of completed addresses.

2. Edit Book Icons

- Anchor – indicates the first address in a Group of Addresses.
- Mail Truck, Blue Mailbox, Circle with P, Open Front Door – addresses associated with Anchor above it.
- “?” - Unknown” – due to low package volume at address FrontDoor and Park Point are not known.

The screenshot shows the USPS RSD Delivery Point Manager interface. At the top, there's a search bar with '1 - 1958 LAMAR PL W' entered. Below the search bar is a table titled 'Editbooks' with columns: Address, Seq., MS, MB, P, D, Status, Usage, and Type. The table lists 12 addresses, with the first one (1958 LAMAR PL W) highlighted. To the right of the table is a map showing the location of the selected address. The map includes a blue line representing the route and a green pin icon at the address location. The interface also features a sidebar with navigation icons and a top navigation bar with 'Home', 'Reports', 'Help', and 'Hello, GQ08Q0'.

Address	Seq.	MS	MB	P	D	Status	Usage	Type
1958 LAMAR PL W	1					ACTIVE	RES.	CURBLINE
1900 LAMAR PL W	2					ACTIVE	RES.	CURBLINE
2689 LAMAR PL N	3					ACTIVE	RES.	CURBLINE
2653 LAMAR PL N	4					ACTIVE	RES.	CURBLINE
2623 LAMAR PL N	5					ACTIVE	RES.	CURBLINE
2595 LAMAR PL N	6					ACTIVE	RES.	CURBLINE
2539 LAMAR PL N	7					ACTIVE	RES.	CURBLINE
2501 LAMAR PL N	8					ACTIVE	RES.	CURBLINE
2461 LAMAR PL N	9					ACTIVE	RES.	CURBLINE
1913 LAMAR PL E	10					ACTIVE	RES.	CURBLINE
1945 LAMAR PL E	11					ACTIVE	RES.	CURBLINE
1910 LAMAR PL E	12					ACTIVE	RES.	CURBLINE

The legend displays various icons used in the system, each with a corresponding label:

- MailStop:
- MailBox:
- Park Point:
- FrontDoor:
- Unknown Park Point or Front Door:
- Anchor:
- Mail Truck:
- Blue Mailbox:
- Circle with P:
- Open Front Door:

3. Make Edit Changes

- Delivery Sequence - Type the new sequence number in "Seq." column. Hit enter or move off of square.
 - User can change only one address at a time.
 - Must be a whole number and no letters.
- Status -Use Drop down to change from Active to Inactive.
- Usage – Use drop down to change from Residential, Business or Mixed Primary Residential, or MP Business.
- Type – Use dropdown to change from Curblines, NDCBU, Central, Other.

ALL EDITS ARE FOR RSD/DPM ONLY. THESE WILL NOT BE CHANGED ON EDITBOOK AND/OR ROUTE LISTINGS

Seq.	Status	Usage	Type
13	INACTIVE ▼	RES. ▼	CURBLINE ▼
14	ACTIVE ▼	BUS. ▼	NDCBU ▼

EDITING NOTES:

- Must have Mailstop, MailBox, Park Point, and FrontDoor set as "unknown" or on set on map to change Sequence, Usage and Type.
- Cannot change inactive address nor addresses with Mailboxes grouped together for Sequence, Usage and Type.

For some CBU and centralized deliveries, the Mailstop and the Mailbox will be at one location, with multiple Park Point and FrontDoor locations.

4. Grouping Rules

- For the Delivery type, Curblines, to be considered a group the distance between each box should be less than 5 feet.
- For MailStops – Curblines can only be grouped with Curblines.
- For MailStops – Other can only be grouped with Other.
- For MailStops - NDCBU and Central can be grouped with a mix of these two.
- You cannot group addresses that contain Unknown Points.

Delivery types of selected addresses do not meet the following criteria. Either remove the conflicting addresses from the group selection or change the delivery type in the edit book.

1. "Curblines" can only be grouped with "Curblines"
2. "NDCBU" and "Central" can only be grouped with "NDCBU" and "Central"
3. "Other" can only be grouped with "Other"

Clear

Group

Group w/ Mailstops

Setting Unknown Park Point and Front Door points on the map will remove the following error.

Cannot group addresses that contain unknown points.

5. Groupings

User will “group” addresses that have associated Mailstops, Mailboxes, Park Points and/or Front Door.

CREATE GROUP:

- Identify the anchor address.
- Click the address icon that requires grouping triggering available addresses to display.
- Select the last address of the group from the list.
- Click the "Group" or “Group w/ Mailstops/Mailboxes.”
- CBU/CENTRAL -Group each CBU separately. This may mean you will have to “clear” the group and reset. Placing the anchor at the first address of the CBU/Central Unit.

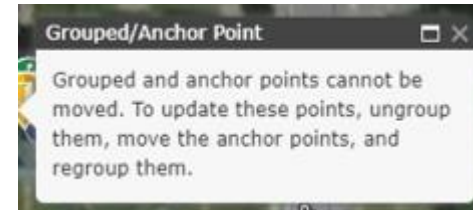
DELETING GROUP:

- Select Anchor address that requires ungrouping.
- Click “Clear.”
- All Address Points in group must be reset.

The screenshot displays the USPS RSD Delivery Point Manager interface. At the top, it shows the address '38018 - R006' and '16 - 420 S GERMANTOWN PKWY STE 102'. Below this, there's a '7.2% (51 / 707)' progress indicator. The main area is titled 'Editbooks' and has two tabs: 'Edits' (selected) and 'Dismounts'. A table lists addresses with columns for 'Address', 'Seq.', 'MS', and 'ME'. The table contains 11 rows of addresses from 426 S GERMANTOWN PKWY to 420 S GERMANTOWN PKWY STE 108. To the right, a modal window titled '420 S GERMANTOWN PKWY STE 101 38018' is open, showing a list of addresses with checkboxes and a 'Type' column. The types include NDCBU, Curblines, and Other. At the bottom of the modal are three buttons: 'Clear', 'Group', and 'Group w/ Mailboxes'.

Address	Seq.	MS	ME
426 S GERMANTOWN PKWY	13		
428 S GERMANTOWN PKWY	14		
420 S GERMANTOWN PKWY STE 101	15		
420 S GERMANTOWN PKWY STE 102	16	X	
420 S GERMANTOWN PKWY STE 103	17	X	
420 S GERMANTOWN PKWY STE 104	18	X	
420 S GERMANTOWN PKWY STE 105	19	X	
420 S GERMANTOWN PKWY STE 106	20	X	
420 S GERMANTOWN PKWY STE 107	21	X	
420 S GERMANTOWN PKWY STE 108	22	X	

Use these “Deleting Group” Instructions if you wish to move any address points that have already been grouped.



6. Grouping Indicators on Map

Icons appear over Address Points on Action Bar.

- Anchor indicates first address in grouping.
- Uppercase G in red circle indicates a child address included in that grouping.



7. Dismounts

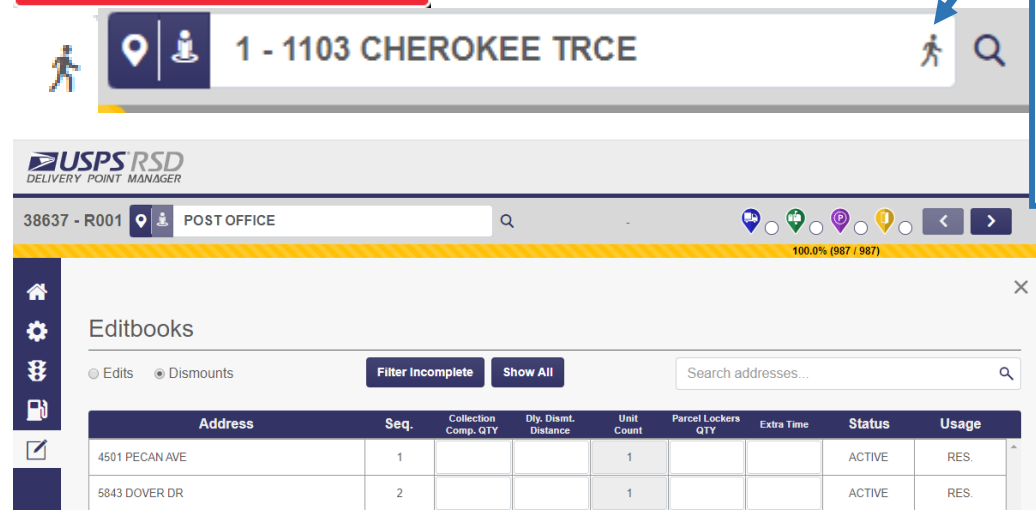
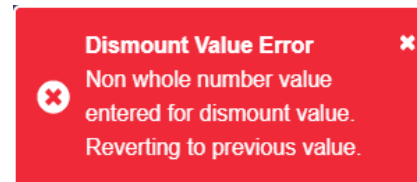
Access Dismount Tab from Edit Book List to enter in Dismount information for Anchors of your groups or Other in Usage.

- The address search field is accessible on this screen.
- Click “Edits” Button to return to Edit Tab.
- Enter data for the following:
- **Collection Compartment Quantity** – enter in the number of possible Collection Compartments (compartment where customers place outgoing mail) in all CBU units for this dismount.
- **Daily Dismount Distance** – enter the distance in feet. This is measured from the point you exit vehicle to the delivery

Addresses that are considered Dismount Addresses:

- MailStop with type “Other” (not grouped)
- MailStop “NDCBU”, “Central” and “Other” that are anchors in a group.

Must enter in whole numbers and no letters in these fields.



This ICON will appear on address bar when the address is designated as a DISMOUNT address. You should open the Dismount screen to enter in values as needed.

point or collection box and the return to the vehicle.

- **Unit Count** – Units will be pre-calculated for you.
 - “Other”, number will reflect the number of MailBoxes of all addresses that the MailStop is grouped with. This means it can be 1 or more.
 - NDCBU/Central, number will reflect the amount of CBU’s or Central Units. This will always be 1. Each CBU or Central Unit should be grouped separately.
 - Curblines do not require a dismount so will not be included in the Dismount Tab.

- **Parcel Lockers Quantity** – enter in the number of available parcel lockers in units for this dismount.

- **Extra Time** – enter in the number of minutes that you need for special circumstances. (Ex: security gate)

CBU/CENTRALIZED DEFINITIONS:

EXAMPLE (CBU or Central) 2 in one location



Collection Compartments: There is 1 collection compartment.

Daily Dismount Distance: I have to walk 10 feet from my vehicle to the CBU’s location and 10 feet back to my vehicle. Total of 20 feet.

Unit Count: This is pre-populated based on your grouping. Each CBU or Central unit should be a separate grouping.

Parcel Locker Quantity: There are 2 Parcel lockers located on the CBU.

Collection Compartments: There is 1 collection compartment.

Daily Dismount Distance: Since I am at the CBU location from the first CBU grouping this is calculated only on one CBU/Central.

Unit Count: This is pre-populated based on your grouping. Each CBU or Central unit should be a separate grouping.

Parcel Locker Quantity: There are 2 Parcel lockers located on the CBU.

Example for “OTHER”:

Collection Compartments: This should be 0. There are no Collection compartments at this dismount.

Daily Dismount Distance: Total walk distance in feet from my vehicle to the delivery points and return distance to my vehicle.

Unit Count: This is pre-populated based on your grouping.

Parcel Locker Quantity: This should be 0. There are no Parcel Locker’s at this dismount.

For these 2 Examples: Your DPM Dismount screen should look like this:

Address	Seq.	Collection Comp. QTY	Dly. Dismt. Distance	Unit Count	Parcel Lockers QTY	Extra Time	Status	Usage
4574 NAIL RD	3	1	20	1	2	0	ACTIVE	RES.
4840 NAIL RD	11	1	0	1	2	0	ACTIVE	RES.
6136 KINGVIEW DR	21	0	100	5	0	0	ACTIVE	RES.

REPORTING

1. Using Reports

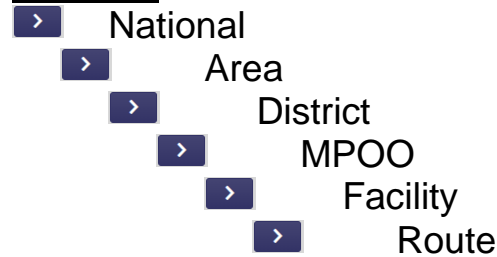
- Depending on your role, you will access the report on your level that is required.
- Once you have the information on your screen you can download and save the data into Excel or a .pdf.

2. Activity Log

On all levels you can view this information ONLY once the route has been submitted. This information is gathered from changes you make on the [Edit Book List](#).

- Number of Sequence Changes – Changing the delivery sequence of an address(s) in your route produces this result by showing how many addresses this affected in the entire route.
- Number of Status Changes – Changing the status of an address(s) in your route from active to inactive or vice versa, produces this result.

Levels:



Level	Area	Sub-Area	Route
National	CAPITAL METRO		
National / SOUTHERN	ALABAMA		
National / SOUTHERN / MISSISSIPPI	ARKANSAS	Central	Route 0
National / SOUTHERN / MISSISSIPPI / North	DALLAS	North	Route 1
National / SOUTHERN / MISSISSIPPI / North / IDA B WELLS	FT WORTH	North Central	Route 2
	GULF ATLANTIC	South	Route 3

Area	Num. Submitted Seq. Changes	Num. Submitted Status Changes	Num. Submitted Usage Changes	Num. Submitted Type Changes	Num. Submitted Threshold Errors
CAPITAL METRO	0	3	0	3	0
EASTERN	0	18	0	3	2539
GREAT LAKES	0	0	0	0	0
NORTHEAST	0	1	1	3	661
PACIFIC	0	0	0	0	0
SOUTHERN	2	29	102	46	516
WESTERN	0	0	0	0	0

- Number of Usage Changes – Changing the Usage from its current usage to Residential, Business, or MPR (RC-Residential Combined), MPB (BC – Business Combined) produces this result.
- Number of Type Changes – Changing the current Delivery Point type to curblines, NDBCUs, Central, or Other produces this result.
- Number of Threshold Errors – This calculates the amount of times you have exceeded the allowed threshold for address points.

USPS RSD DELIVERY POINT MANAGER

Home Reports Help Hello, GDNZGO

NATIONAL / EASTERN

Activity Log

Refresh

Excel PDF

District	Num. Submitted Seq. Changes	Num. Submitted Status Changes	Num. Submitted Usage Changes	Num. Submitted Type Changes	Num. Submitted Threshold Errors
APPALACHIAN	0	0	0	0	0
CENTRAL PENNSYLVANIA	0	0	0	0	0
KENTUCKIANA	0	0	0	0	0
NORTHERN OHIO	0	0	0	0	0
OHIO VALLEY	0	0	0	0	0
PHILADELPHIA METROPO	0	0	0	0	0
SOUTH JERSEY	0	0	0	0	0
TENNESSEE	0	18	0	3	2539
WESTERN NEW YORK	0	0	0	0	0
WESTERN PENNSYLVANIA	0	0	0	0	0

3.Route Level Activity Log

- Route Status Tab:
 - Date route submitted to be processed
 - Date data was processed
 - Status indicates whether there is an issue/success of route.
 - Ace ID of the person who has submitted the route.
 - Percentage of addresses set indicated by Progress Bar.
 - Number of Threshold Exceeded messages on the route.
 - Indication that a government owned vehicle is utilized on this route.

ROUTE STATUS REPORT

Activity Log

Refresh

Excel PDF

Route Status Activity Threshold Errors

Date Submitted To LTM	Date Processed By LTM	LTM Status	Manager ACE ID	Completion %	Threshold Errors	Vehicle Type
1/2/2020	Unavailable	Unavailable	YBX1Q0	100%	260	POV

- Activity Tab (default):
 - The date the value indicated was changed.
 - Address of changed value.
 - DPF Type indicates whether the user changed the Sequence of address(s) on route, Usage of residential or business or Mixed, Status of active or inactive, Type changed to a curblines, NDCBU, central or Other.
 - Old value – indicates the original value of the DPF Type.
 - New value – indicated what the DPF type was changed to.
- Threshold Error Tab
 - Address where error occurred
 - Which one of the Threshold Error(s) occurred.

ACTIVITY REPORT

Activity Log

Refresh

Route Status Activity Threshold Errors

Date	Address	DPF Type	Old Value	New Value
12/29/2019	6929 MCCRACKEN RD	Delivery Type	Other	Curblines
12/29/2019	350 LOVE RD	Delivery Type	Other	Curblines

Excel PDF

THRESHOLD ERROR REPORT

Activity Log

Refresh

Route Status Activity Threshold Errors

Address	Threshold Error
FUEL STOP #40	FS to ROUTE exceeds 5280 ft. by 1977 ft.

Excel PDF

1900 LAMAR PL W ✕

✕ Mailstop should be within 500 feet of route.

4501 PECAN AVE ✕

✕ Mailbox and Park Point should be within 500 feet of each other.

1900 LAMAR PL W ✕

✕ Park Point and Frontdoor should be within 150 feet of each other.

1900 LAMAR PL W ✕

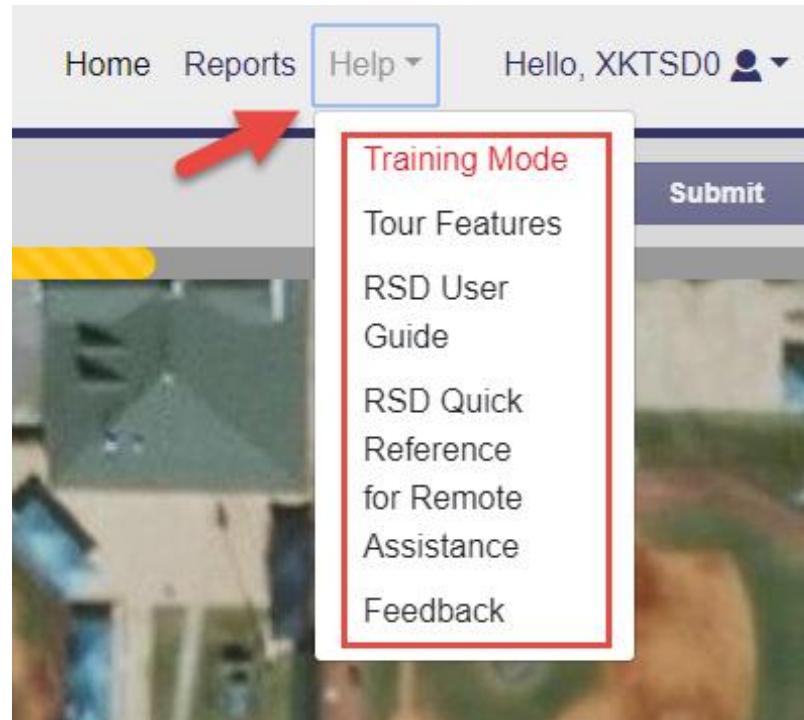
✕ Mailbox and Mailstop should be within 100 feet of each other.

HELP FEATURE

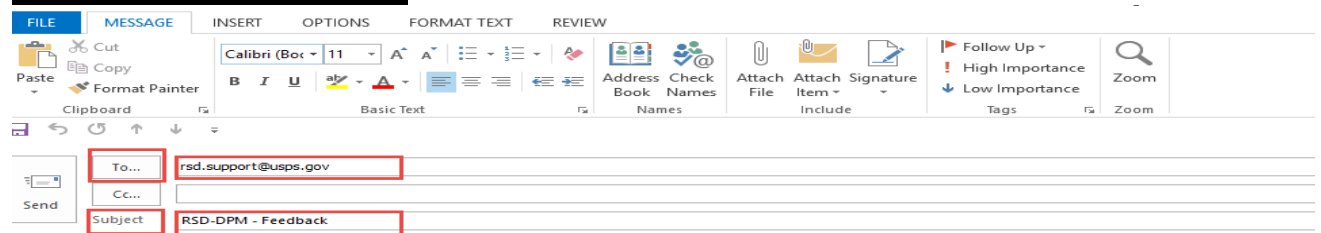
1. Help Drop Down

Access to

- **Training Mode** - A replica of actual LIVE environment, which can be used for training.
- **Tour Features** - List of “how to videos” for many common tasks in DPM.
- **RSD/DPM User Guide** – This User Guide
- RSD Quick Reference – RSD DPM Support Internal Reference Document for “IT Support” and “SysAdmin” role.
- **Feedback** - Activates email communication to support, the “To” and “Subject” fields are pre-populated.

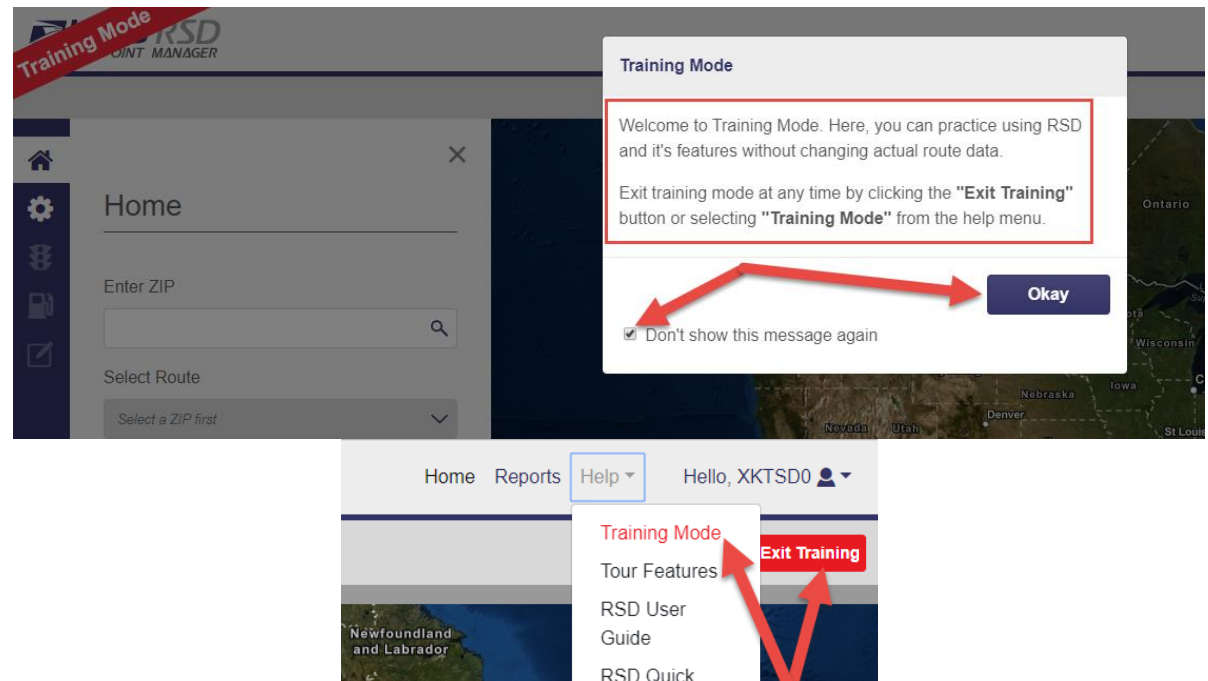


FEEDBACK EMAIL:



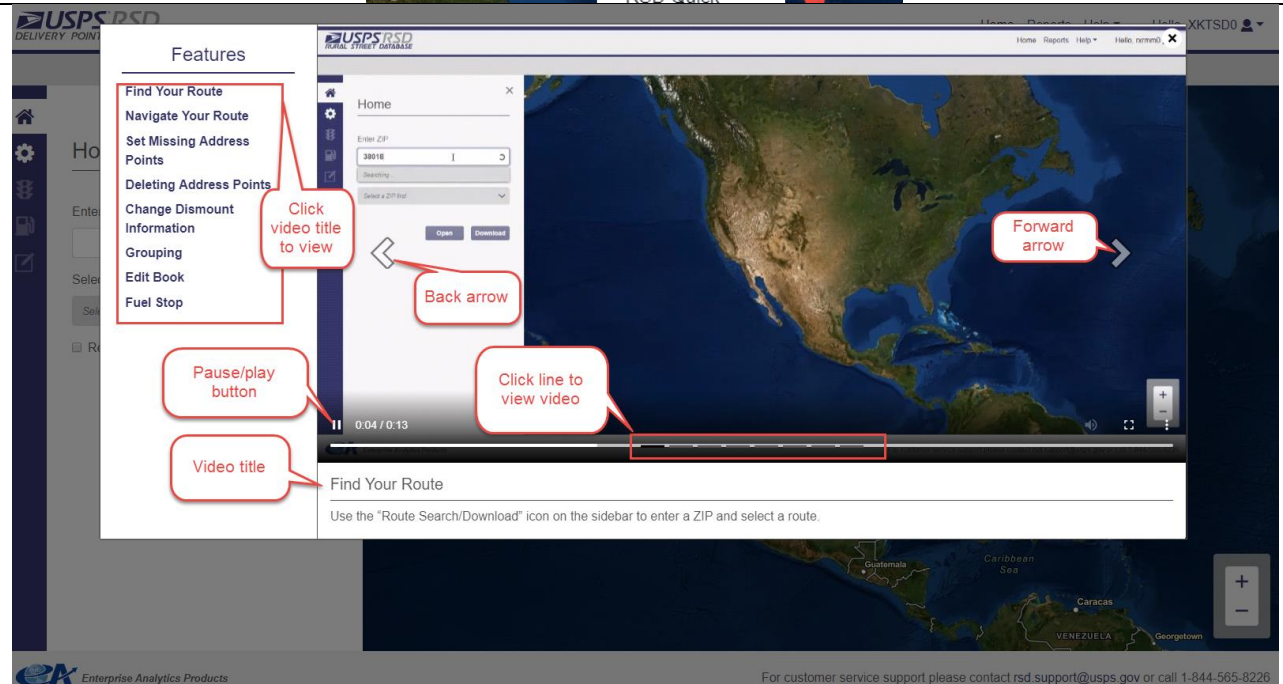
2. Training Mode

- To access Training Mode, click on Help Drop Down.
- A pop-up will display with Training Mode description, exit instructions, and option to only view message once.
- Select “Okay” to proceed.
- To leave “Training Mode” and return to LIVE Environment, Click red “Exit Training” button in upper right corner or select “Training Mode” from Help drop down. This will return you to the “Home” tab.



3. Tour Features

- To access Tour Features, click on Help drop down, this will activate the first video,
- To change video selection click small lines under video or click video name under “Features. You may also use the back or forward arrows.
- Use “Pause button” to stop the video and “Play” to resume the video.
- Exit Tour Features by clicking the X in upper right hand corner.



SUBMISSION PROCESS

1. Submission Requirements

- All MailStops Set.
- All MailBoxes Set.
- All Park Points & FrontDoors set as unknown or set on map.
- Fuel Stop Set for Government Owned vehicles.

2. Not Required for Submission

- If you selected “NO” when asked about government owned vehicle, a Fuel Stop is not necessary.
- Inactive Addresses can be set but not required.
- Threshold Exceeded address points can be reviewed but may remain as set if valid.

3. Submit

- “Submit” button will become active once all address points are set on map or set as “unknown.”
- If you have not met the requirements, you will receive a message indicating the issue. Correct issue and you will then be able to Submit.

Home Reports Help ▾ Hello, XKTSD0 ▾

Bus. / NDCBU | Active

100.0% (24 / 24)

Submit

Submit becomes active once required addresses have been populated. See Progress bar

Herbert Rd

Fischer/Steall Rd

Fischer/Steall Rd

For customer service support please contact rsd.support@usps.gov or call 1-844-565-8226

Incomplete Addresses ✕

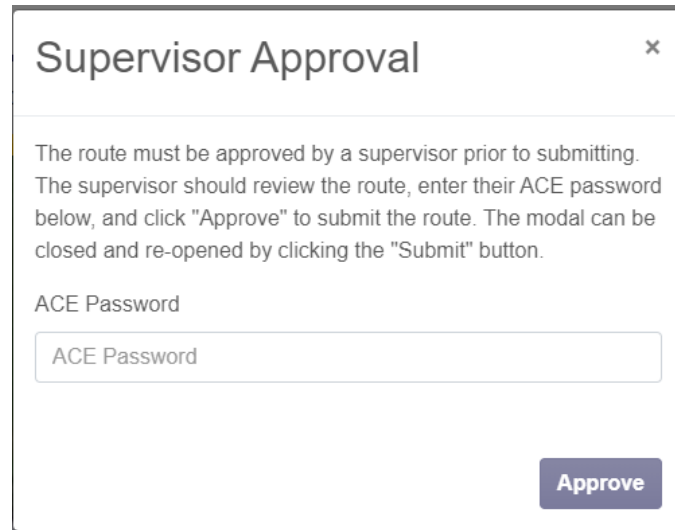
✕ Please complete addresses to be able to submit.

Fuel Stop Missing ✕

You have indicated that this route utilizes a government vehicle. Please select a fuel stop or change the government vehicle status on the fuel stop tab.

4. Submission Notification

- Upon clicking “Submit” DPM will prompt you to receive Supervisor Approval to continue. The person who is currently logged in will need to enter in their ACE password to continue the submission process.
- You will receive a Success message if you have Submitted Route successfully.
- You will receive a Failure Notice if there was an issue in submitting your route. You may try again in a few minutes as this is typically related to network connectivity.

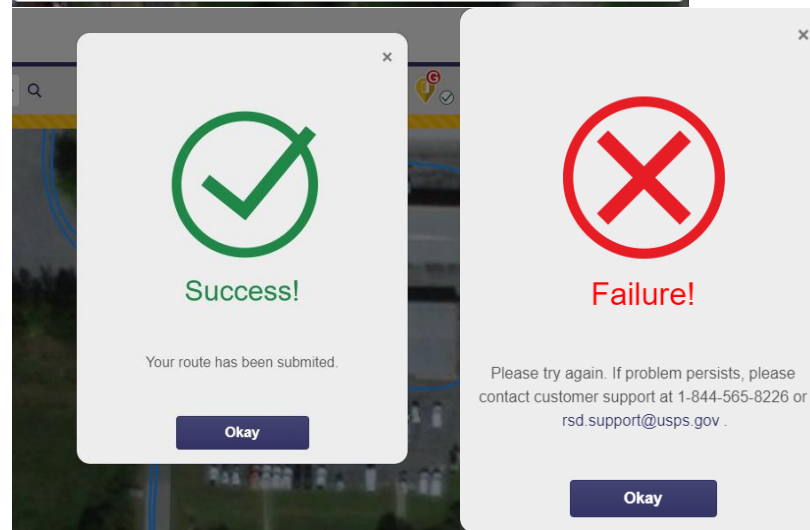


Supervisor Approval

The route must be approved by a supervisor prior to submitting. The supervisor should review the route, enter their ACE password below, and click "Approve" to submit the route. The modal can be closed and re-opened by clicking the "Submit" button.

ACE Password

Approve



For Customer Service Support please contact rsd.support@usps.gov or call 1-844-565-8226