RRECS MDD SCAN ENTRY QUICK GUIDE

TYPE	HOT KEY	SCAN NAME	SCAN ENTRY PERFORMED
DAILY SCANS	1	CLOCKIN	Immediately upon arrival at work - obtain scanner, log in and perform the **CLOCKIN** scan entry.
	6	STARTLOADVEH	Immediately prior to loading the delivery vehicle or, if necessary, just prior to loading mail and parcels into the conveyance for transport to the vehicle. Multiple trips may require multiple entries.
	7	ENDLOADVEH	Immediately after returning the loading conveyance to its designated location. Multiple trips may require multiple entries.
	8	DEPART2ROUTE	Immediately prior to starting the vehicle prior to departing the post office to service the route.
	J	RETURN2DU	Immediately after parking and securing the vehicle upon return from the route and before unloading the vehicle and/or moving the vehicle to a designated location.
	L	CLOCKOUT	Immediately prior to cradling the scanner and leaving the office at the end of the day.
ADDITIONAL SCANS	D	OUTLUNCH	Immediately prior to any discretionary lunch/break. May have multiple entries. May be used in the office or on the route.
	E	RETURNLUNCH	Immediately prior to resuming work after any discretionary lunch/break. May have multiple entries. May be used in the office or on the route.
	F	STARTDEVIATION	Immediately prior to leaving the official line of travel to deliver Priority Mail Express™ (This entry is **ONLY** for deviations to deliver Priority Mail Express.)
	G	ENDDEVIATION	Immediately after returning to the official line of travel after delivery of Priority Mail Express™ (This entry is **ONLY** for deviations to deliver Priority Mail Express)
	9	TRIP2DOOR	Immediately after completing door delivery or pickup involving 2 or more trips, such as delivering multiple parcels/accountable items to the door. **NOT to be used for authorized dismount locations**. (See **AUTHDISMOUNT**)
	A	DOORMISC	Immediately after delivering items to the door such as "hold mail" when there is no parcel available for scanning.
	B	AUTHDISMOUNT	Immediately after performing an **authorized dismount** requiring 2 or more trips. **Only applies to authorized dismounts** such as schools or businesses.
	0	CARRIERPU	When performing a carrier pickup with or without a manifest. Enter the number of parcels picked up. When prompted to scan, scan the manifest first if one is available.
	C	UNSCANPARCEL	Immediately upon delivery of a parcel that cannot be scanned or is missing the label. Enter the delivery location when prompted.
	K	PMCASING	**Immediately after** completion of all other End-of-Shift duties **but before** beginning to case mail for next day delivery **if required or authorized**.
SATURATION	2	FLATSWSS	When a qualifying mailing is received that **has an address and exceeds the sizing criteria.** (MAX 6 1/8"-H, 11 ½"-L, ¼"-W)
	3	LETTERSWSS	When a qualifying mailing is received that **has an address but does not exceed the sizing criteria**. (MAX 6 1/8"-H, 11 ½"-L, ¼"-W)
	4	FLATSBOXHOLDER	When a qualifying mailing is received that **has no address** and **exceeds the sizing criteria.** (MAX 6 1/8"-H, 11 ½"-L, ¼"-W)
	5	LETTERSBOXHOLDER	When a qualifying mailing is received that **has no address and** does not **exceed the sizing criteria**. (MAX 6 1/8"-H, 11 ½"-L, ¼"-W)
SALES	H	PSTGDUECUSTOMS	Immediately after delivering or attempting delivery of Customs mail **requiring collection of Customs due**.
	I	PSTGDUESHORTPD	Immediately after collecting or attempting to collect Postage Due for any mail piece or parcel except for Customs due. (See **PSTGDUECUSTOMS**)
	M	RURALREACHCUSTR	Immediately after interacting with a postal customer when attempting to generate a lead for the Rural Reach program.
	N	STAMPSTOCKSALES	Immediately following any sale of stamps or postage while on the route.

NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

~~ RRECS MDD Quick Guide provided by the NRLCA and its dues paying members ~~