

# ***MDD Sign On Glass and Accountables Delivery Report***

Effective March 1<sup>st</sup>, 2015, Mobile Delivery Devices (MDD) will enable sign on glass and the Accountables Delivery Report function. To Capture a signature on the MDD:

## **Signature Capture**

- Wake the device by pressing the Power or SCAN key located on the keypad
- Select Scan Barcode from the On Street menu
- Scan signature confirmation barcode and select “Delivered”
- Enter the First Initial and Last Name of the Customer then Press <Enter> when required
- Have customer use the stylus to sign for the package
- Remember BOTH the signature and address are required



- If the signature is not detected, scanner will display question, “Is signature image present? Yes/No”

## **Signature Capture – Important Reminders**

- When signing on glass, the customer needs to press the stylus firmly on the screen to sign
- The signature and the address are BOTH required
- The images can be deleted by pressing the <DEL> key and the customer can re-sign. Pressing <DEL> removes both the signature and the address
- Alternative Option - Carriers can scan a signed PS Form 3849 if the customer cannot sign on the device

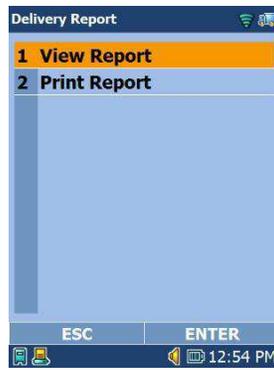
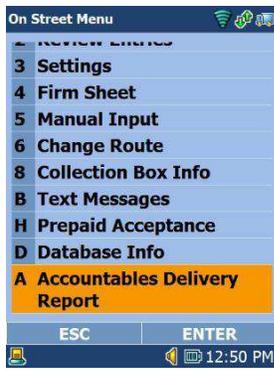
**Carrier must always use the  
“Sign on Glass” function first**

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The summary report is a way to accommodate the unavailability of hard copy of customer signed 3849 forms, and it will be used to reconcile the delivery scans. The report will display the delivery status and associated 3849 form IDs for all accountable mail pieces assigned to carriers to deliver during the day.

## **Accountables Delivery Report:**

- The Accountables Delivery Report will display a delivery summary with the following information:
  - The total count of delivered accountable mail pieces
  - The date/time stamp of the delivered accountable mail pieces
  - The service type description of the accountable mail pieces
  - The associated 3849 form IDs
- From the On Street Menu select **A. Accountables Delivery Report**. To view the report select **1. View Report** and press <ENTER>.



Delivery Report

Total: 3 labels

Date	Service Type	3849 ID
11/19/2014 12:53 PM	Express	5214201D81C888097786
11/19/2014 12:58 PM	Registered	5214201D81C888102015
11/19/2014 12:58 PM	USPS T	5214201D81C88809

ESC

3:58 PM

- To print the report, select **2. Print Report**, and the following message is displayed briefly “Data sent to printer queue successfully. Please cradle the MDD.” Cradle the MDD to print the report. A sample of the print out is attached to this document for reference.

