Form & Postal Utilities Multi Meter Manager for MailOne can automatically gather MailOne registers, accounts, postage and parcel data for canned and custom external reporting on one to many FP postage meters.

The program is installed on each computer that runs MailOne.

C:\FPU\FPU Multi Meter Manager\ FPU Multi Meter Manager.accde – application file.

C:\FPU\FPU Multi Meter Manager\ FPU Multi Meter Manager Data.accdb – application settings and temporary data tables.

M:\FPU Multi Meter Manager Postage History Data.accdb – historical reporting data for postage, parcels, accounts, registers and rate tables.

FPU Multi Meter Manager Postage History Data.accdb can be placed on a computer or network drive. Only one copy is installed and all computers running the app need to have that file location mapped to the M: drive on each computer (i.e. M:\ FPU Multi Mail Manager Postage History Data.accdb).

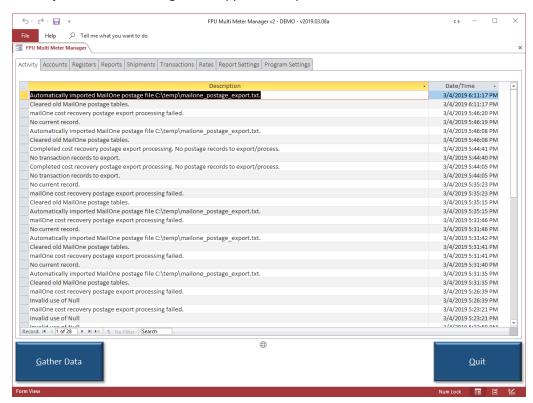
Gathering data from MailOne is as simple as clicking the button in the program or from the desktop icon will automatically capture the accounts, postage, parcel and register data from the MailOne program and insert it into FPU Multi Mail Manager Postage History Data for future reporting.



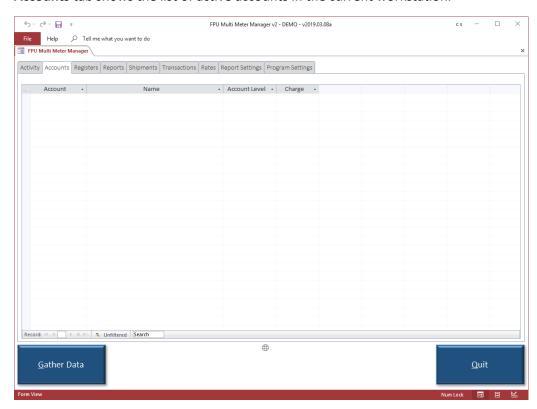
To Gather data MailOne MUST be running and connected BEFORE the user starts the application otherwise it will tell you and any Gather Data will fail.

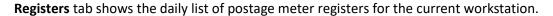


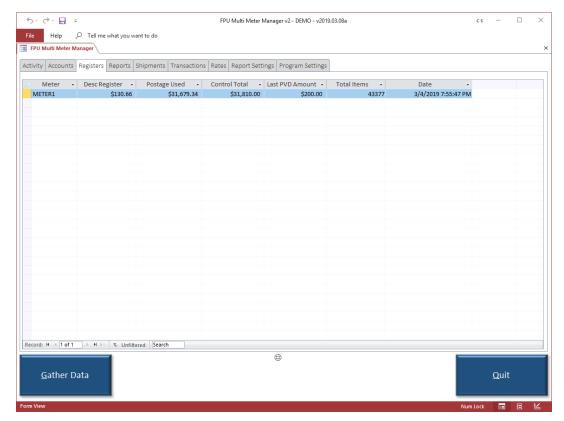
**Activity** tab has a status log of the application operations.



Accounts tab shows the list of active accounts in the current workstation.







**Reports** tab contains a list of reports to be viewed or printed.

To run a report:



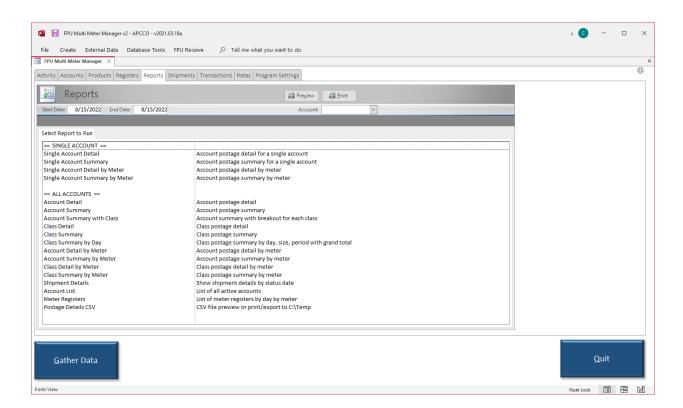
Select Date Range and the Report to run from the list.

For Single Account Reports select the account from the drop-down list.

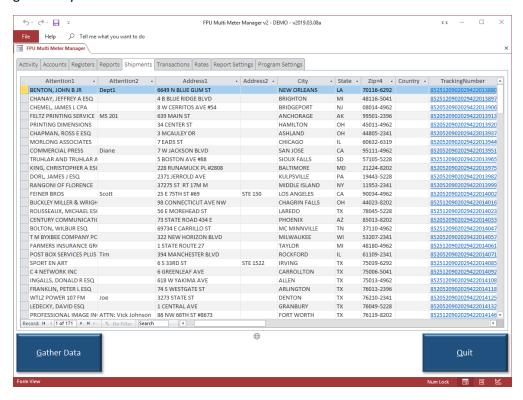
Preview to view the report on the screen.

Print to send the report directly to the default printer.

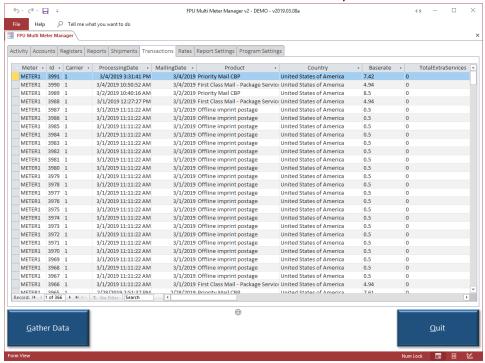
Except where noted (by Meter) reports combine data from all connected meters.



**Shipments** tab contains parcel shipping details and status. Also includes a link on the tracking number to go directly to the USPS website and track the item real time.



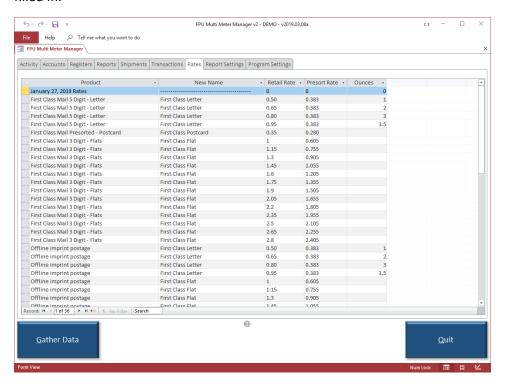
**Transactions** tab includes raw historical transaction data gathered from the attached meter/MailOne. Caution transactions cannot be added or deleted but may be edited.



**Rates function** (optional) allows the program to transform rates for optional reporting. Ideal for charging back retail vs. presort postal rates.

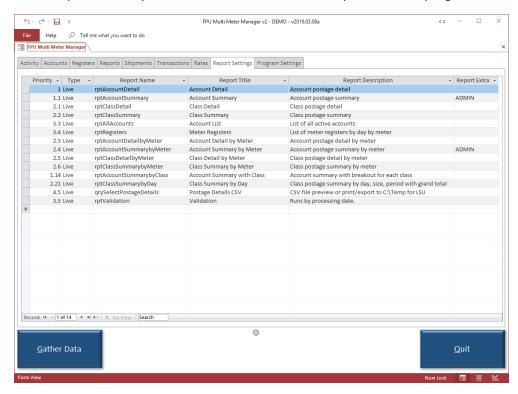
The program can build an alternate (retail?) customer managed list of charges and use those values in any custom reporting. Be able charge back optional/retail rates on certain postal products or Manual Bookings.

Rates table contains the rate lookup values. For First Class Letters the weight breakout must also be filled in

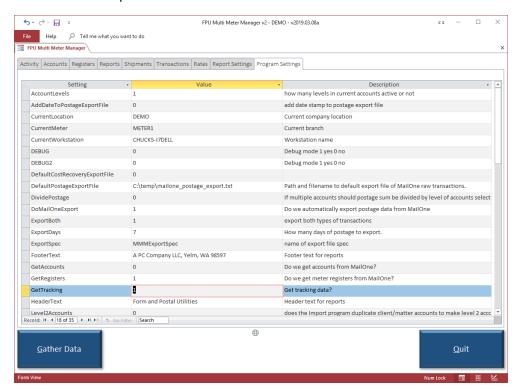


The new product name and retail rate will be substitued for the presort rate when the product and base rate match.

**Report Settings** tab allows the user to customize which reports show, sort order, titles and descriptions in the Reports list. Report Name cannot be edited it is specific to the program.

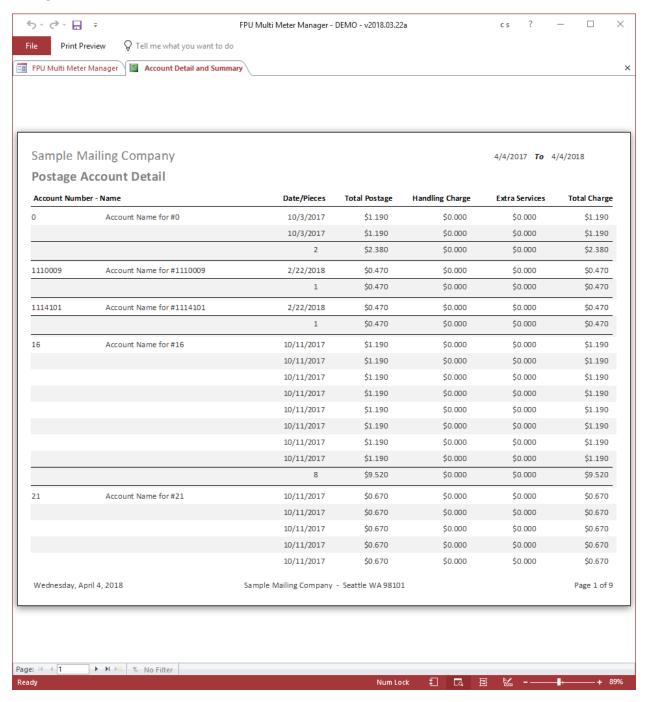


Program Settings tab contains program specific setting not normally adjusted once the program is installed and setup.

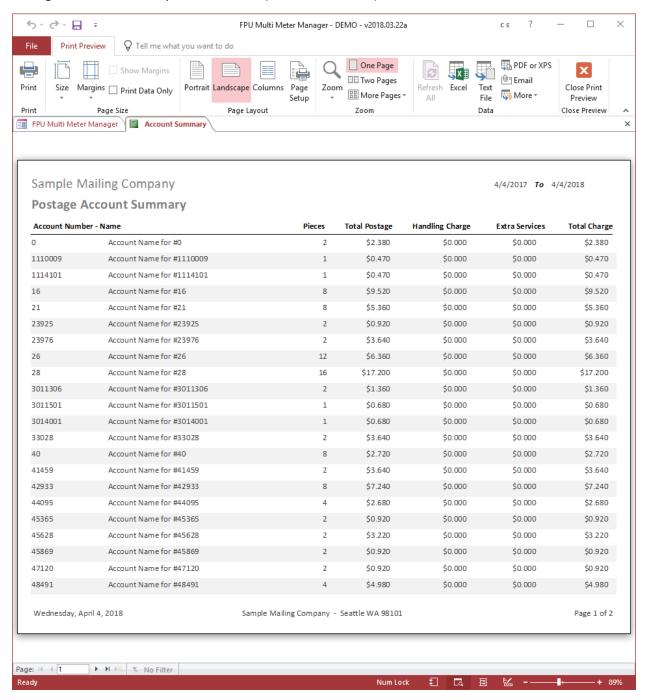


# **Report Examples**

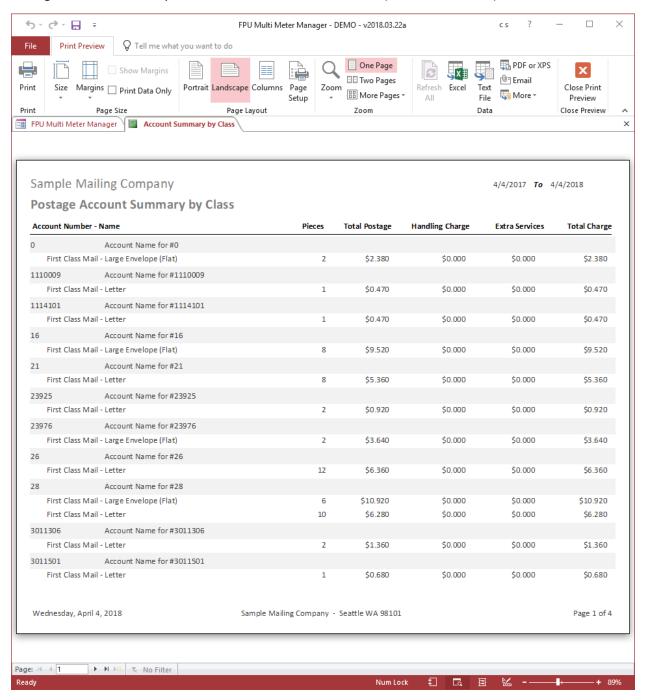
# Postage Account Detail of all accounts



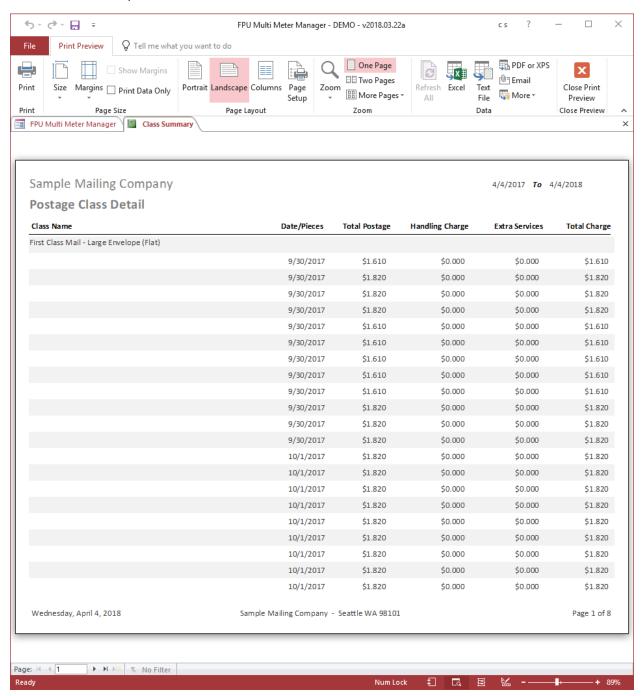
# Postage Account Summary of all accounts (with Grand Totals).



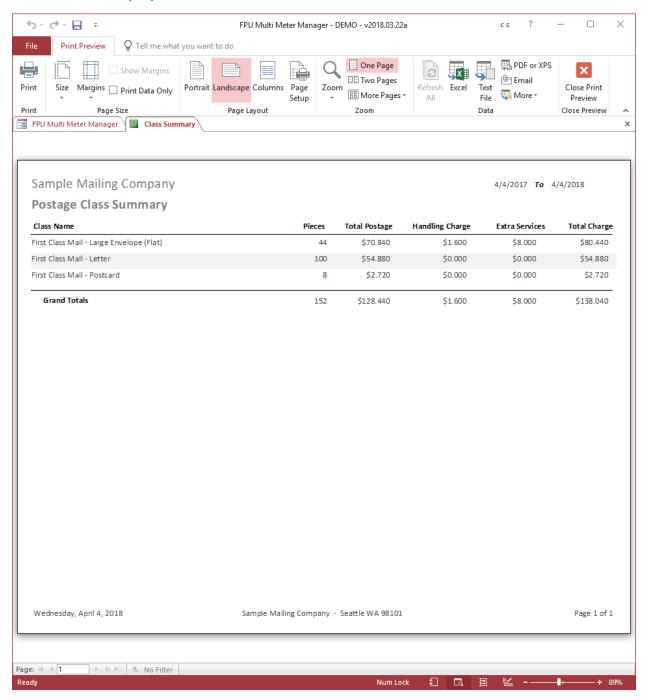
Postage Account Summary of all accounts with Class breakout (with Grand Totals).



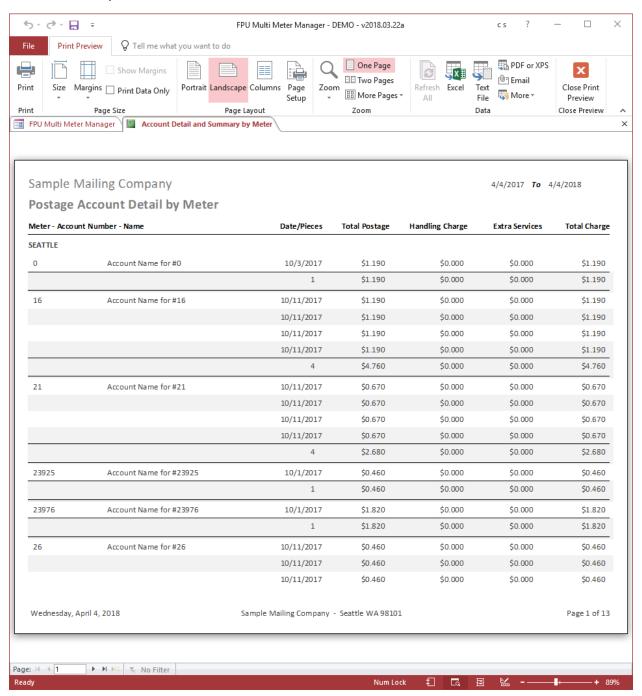
#### USPS Class Detail report.



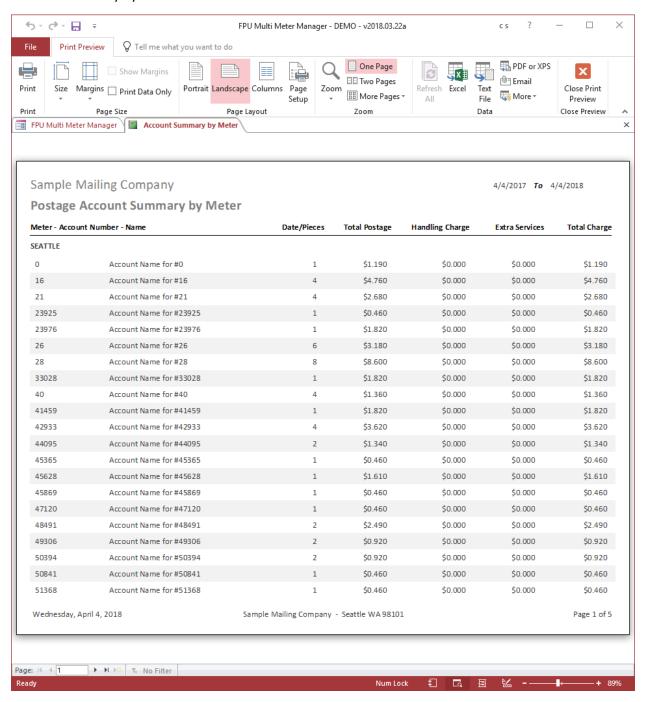
#### USPS Class summary report.



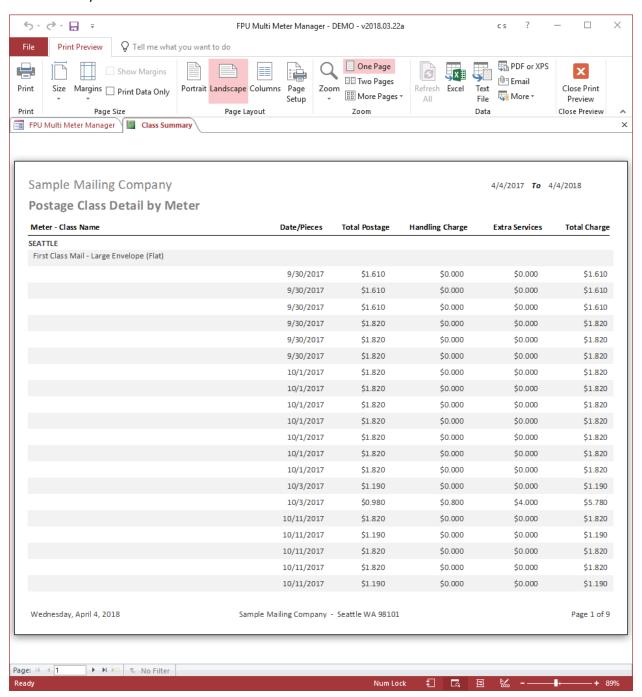
#### Account Detail by meter.



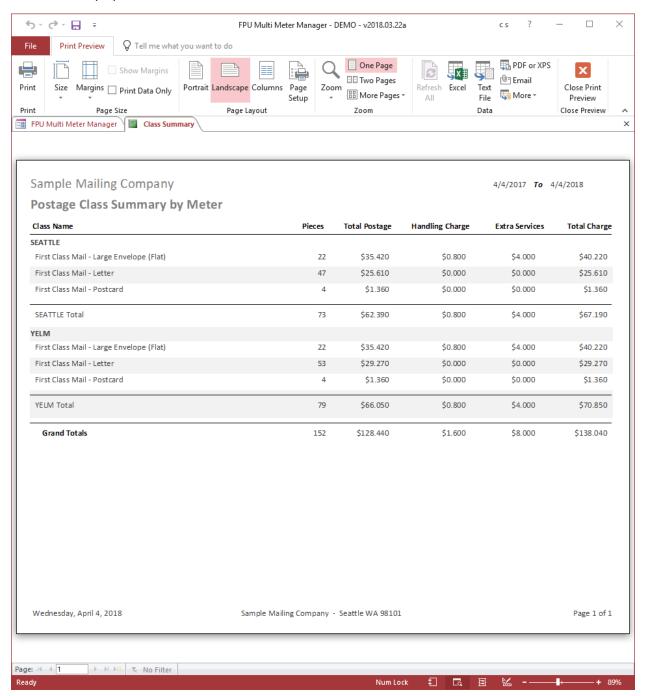
#### Account Summary by meter.



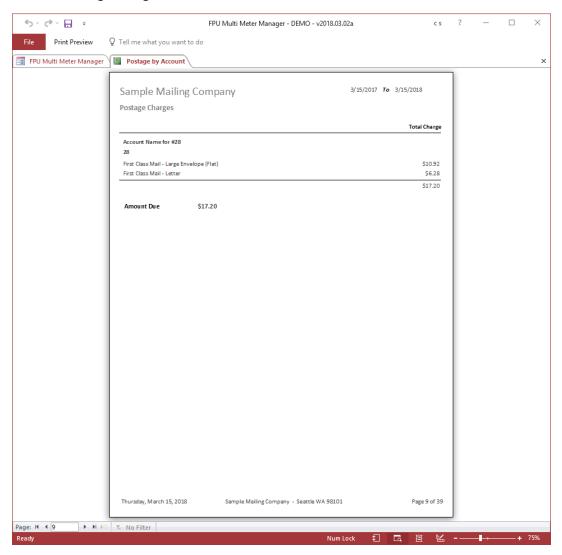
#### Class Detail by meter.



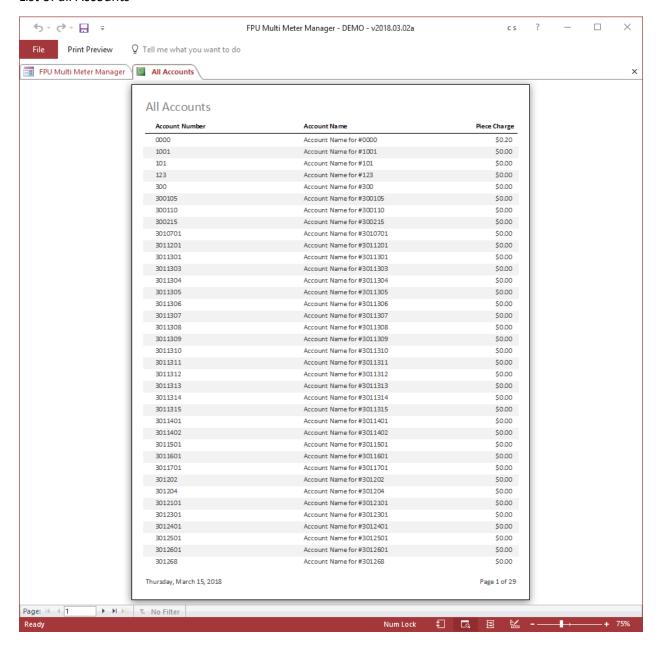
#### Class Summary by meter.



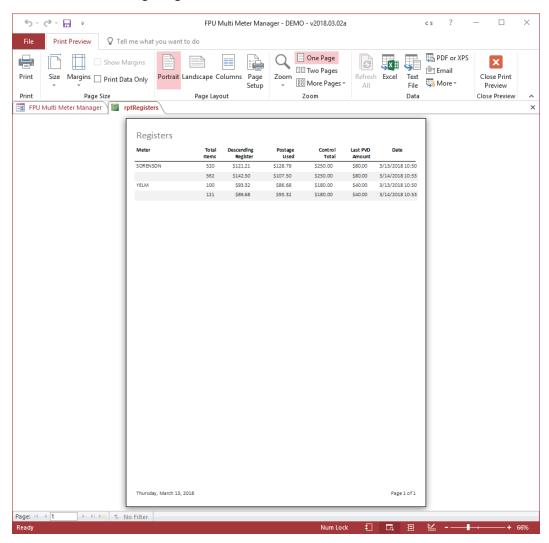
# Account Postage Charges for individual Accounts



#### List of all Accounts



# List of all Meter Postage Registers



#### **Shipment Details**

