



## **AWAM™ File Manager**

### **Installation & User Guide**

*Version 2, Created April 6, 2020*

# ABOUT THIS GUIDE

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## REVISION HISTORY

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated section	Revision	Document Cover Page	Updated to coincide with current Window Book document design.
Updated section	Revision	<a href="#">ABOUT THIS GUIDE</a> and Document page footers	Updated trademark and copyright information.
Updated section	Revision	<a href="#">CONTACT INFORMATION</a>	Updated information to include link to the Support Portal.
Updated section	Revision	<a href="#">REQUIREMENTS</a>	Added AWAM File Manager version information, along with information about the Automation Scheduler.
Updated section	Revision	<a href="#">APPENDIX 1 - AVAILABLE SEARCH FIELDS</a>	Updated table with newly added SEG-1118 and CSM-1167 field options.

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# GETTING STARTED

## SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



Where displayed, this Information icon denotes important information regarding the subject matter at hand. The information is intended to provide helpful hints, references to other locations in the document to help further understanding about the current subject-matter, and/or include special requirements pertaining to specific subject-matter. It is important that the information provided be read and thoroughly understood before proceeding.



Where displayed, this Attention icon is intended to make the reader take special notice as the information provided is critical in nature to the subject matter at hand. It is not intended to lessen the importance of the information provided with the Information icon noted above; but to bring additional attention in situations of extreme necessity.



Where displayed, this Troubleshooting icon denotes helpful hints and tips for the subject matter at hand. The information in the troubleshooting tip is intended to provide helpful hints and resolutions for some of the more common issues that can occur during operation.

## INTRODUCTION

The AWAM File Manager (File Manager) is a utility separate from AWAM™ that is used for staging files to be imported into DAT-MAIL™ using AWAM. It provides the ability to stage the Mail.dat® files to be imported, either manually by a user, or automatically by the system.

Manual staging requires a user to select the Mail.dat file to be imported, and then select the corresponding import folder (associated with an AWAM Import profile) that the file should be copied or moved to. This is accomplished through the File Manager's Manual user interface (UI). The UI displays all of the available Mail.dat files waiting to be imported; as well as, the import folders associated with active AWAM profiles. Using the Manual UI, more than one import folder can be assigned to a single Mail.dat file, which is useful for Mailers who have multiple freight plans.

Automatic staging occurs through the use of the AWAM Rules Manager (Rules Manager) and the Automation Scheduler's AWAM Rules Engine plug-in. This plug-in automatically searches for new Mail.dat files based on parameters entered when the plug-in is configured. When a new Mail.dat file is identified, the Mail.dat file is run through a series of 'rules' which are created and defined by the Mailer using the Rules Manager UI. These rules determine if a Mail.dat file should be imported into DAT-MAIL,

## Getting Started

and if it should, then it also determines which AWAM Import profile should be applied to it during the import process.

# REQUIREMENTS



***AWAM File Manager version 8.20.13.28 (or newer) is required for the functionality documented in this document.***

The requirements to be able to use AWAM™ and AWAM File Manager as documented in this Guide are as follows:

- DAT-MAIL™ along with an activated, registered version of AWAM™ must be installed on the server (and any workstations), before installing the AWAM File Manager;
- On servers or computers acting as servers in a single installation or stand-alone environment, the AWAM File Manager is automatically installed along with DAT-MAIL; and
- In a server with workstation(s) environment, the AWAM File Manager must be installed separately on any workstations.



***The AWAM File Manager utility does not require a separate registration key.***

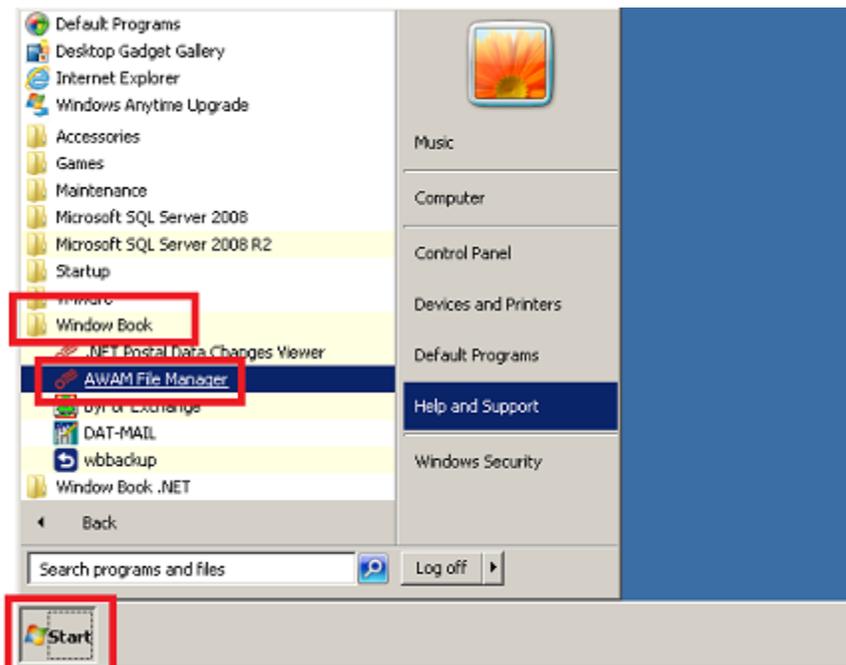
- If using Automatic Staging, the Automation Scheduler version 8.20.3.148 (or newer) must be installed and the AWAM Rules Engine plug-in configured accordingly. Installation and configuration instructions are provided in the [Automation Scheduler System Guide](#).

# INSTALLATION

**!** *The installation instructions provided here pertain to a workstation in a server with workstation(s) environment only. On a server or a computer acting as a server in a stand-alone or single-installation environment, the AWAM File Manager is automatically installed along with DAT-MAIL and is accessible after AWAM has been activated and registered.*

**!** *An existing server installation of DAT-MAIL with AWAM having already been activated/registered is required before installing the AWAM File Manager on a workstation(s).*

**i** *To access the AWAM File Manager on a server, click the START button and select 'All Programs' > 'Window Book' > 'AWAM File Manager' to launch the software.*

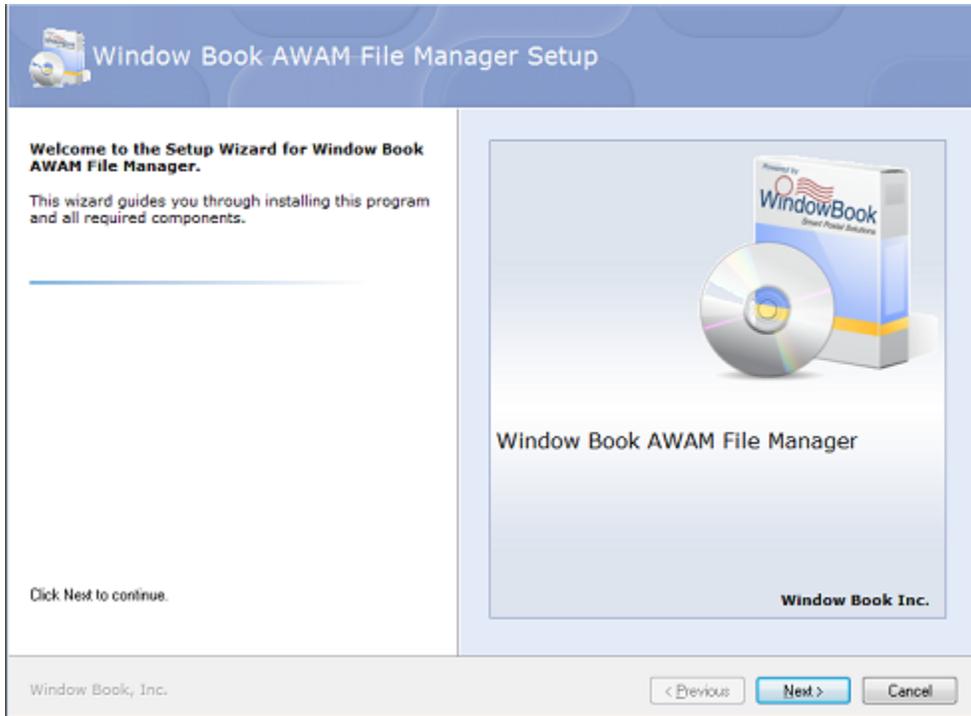


To install the AWAM File Manager on a workstation, perform the following:

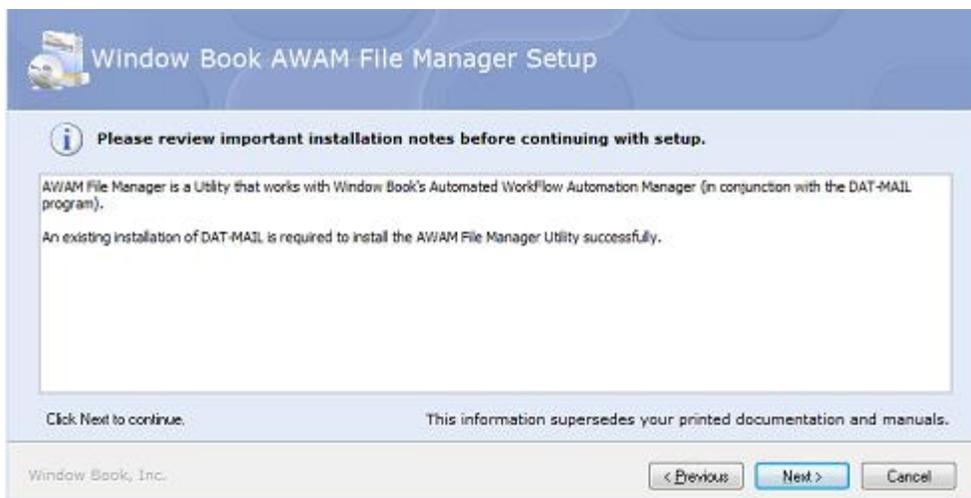
1. Download the AWAM File Manager installer from the Window Book web site (<https://www.windowbook.com/Support/Downloads/Advanced-Workflow-Automation-Manager>), and save it on the workstation;

**Installation**

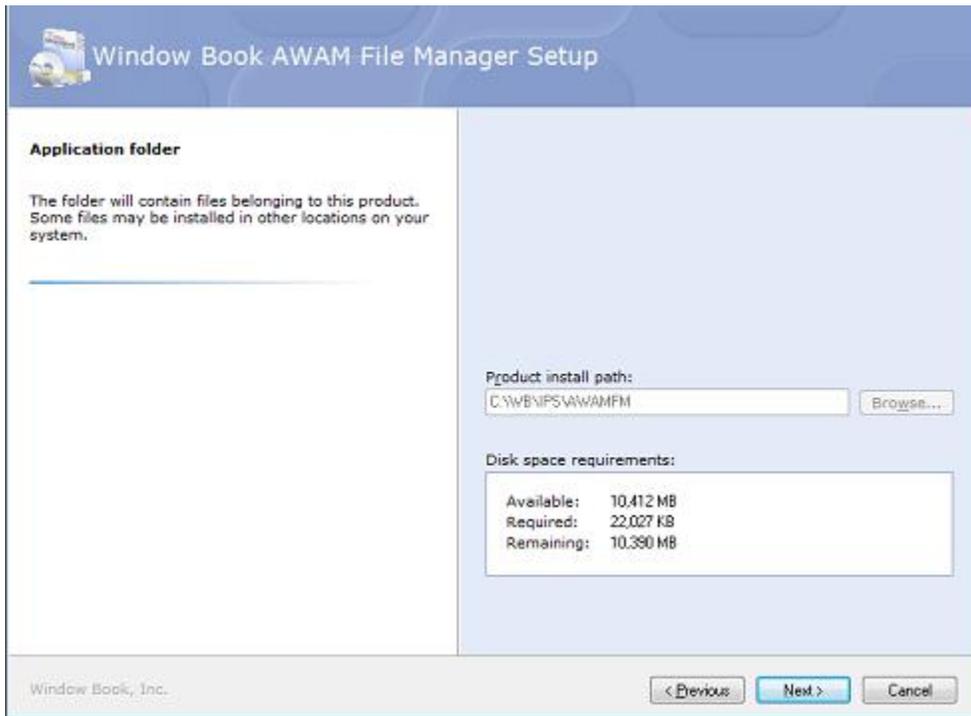
2. Once the AWAM File Manager installer is saved on the workstation, run the installer by right-clicking on the executable file and selecting 'Run as administrator'. The installation wizard will verify the contents of the setup package and then the *Welcome* screen will display. Click the **Next** button to continue;



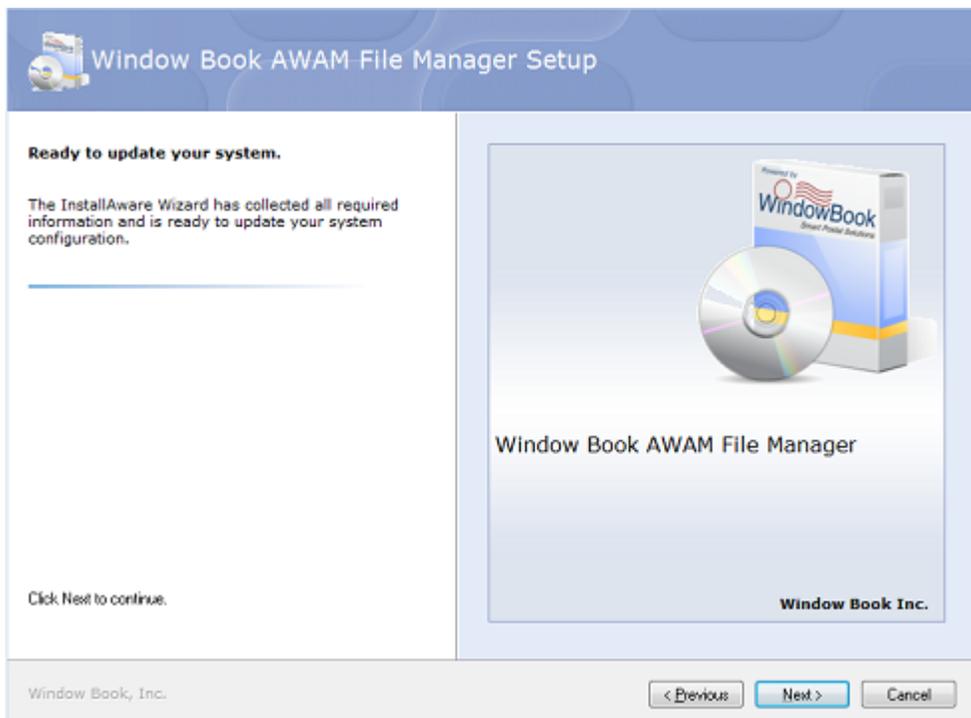
3. The *Release Notes* screen will display. Read the release notes and when ready, click the **Next** button to continue;



4. The *Application Folder* screen will display. Window Book requires the use of the default provided for the 'Product Install Path'. Click the **Next** button to continue;



5. The *Ready to Update Your System* screen will display. Click the **Next** button to continue;

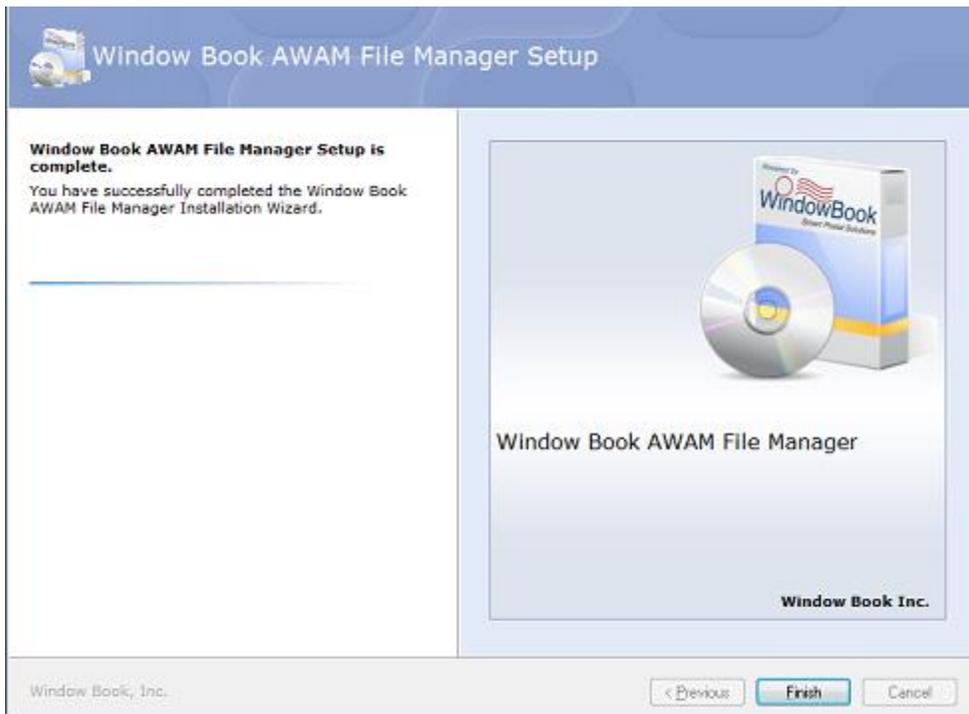


## Installation

6. The *Please Wait...* screen will display while the installation takes place;



7. When the installation is finished, the *...Setup is Complete* screen will automatically display. Click the **Finish** button;



8. The installation wizard will close and an AWAM File Manager icon will be displayed on the workstation or computer's desktop.

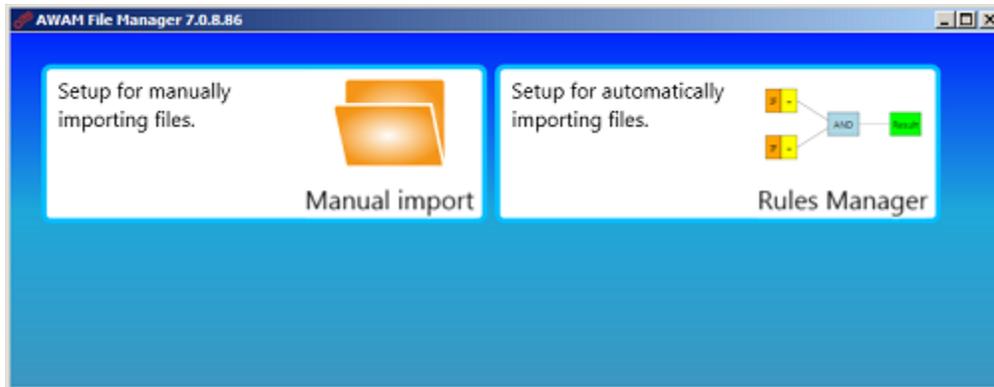


The installation of the AWAM File Manager on the workstation is complete!

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# COMPONENT DESCRIPTION / HOW IT WORKS

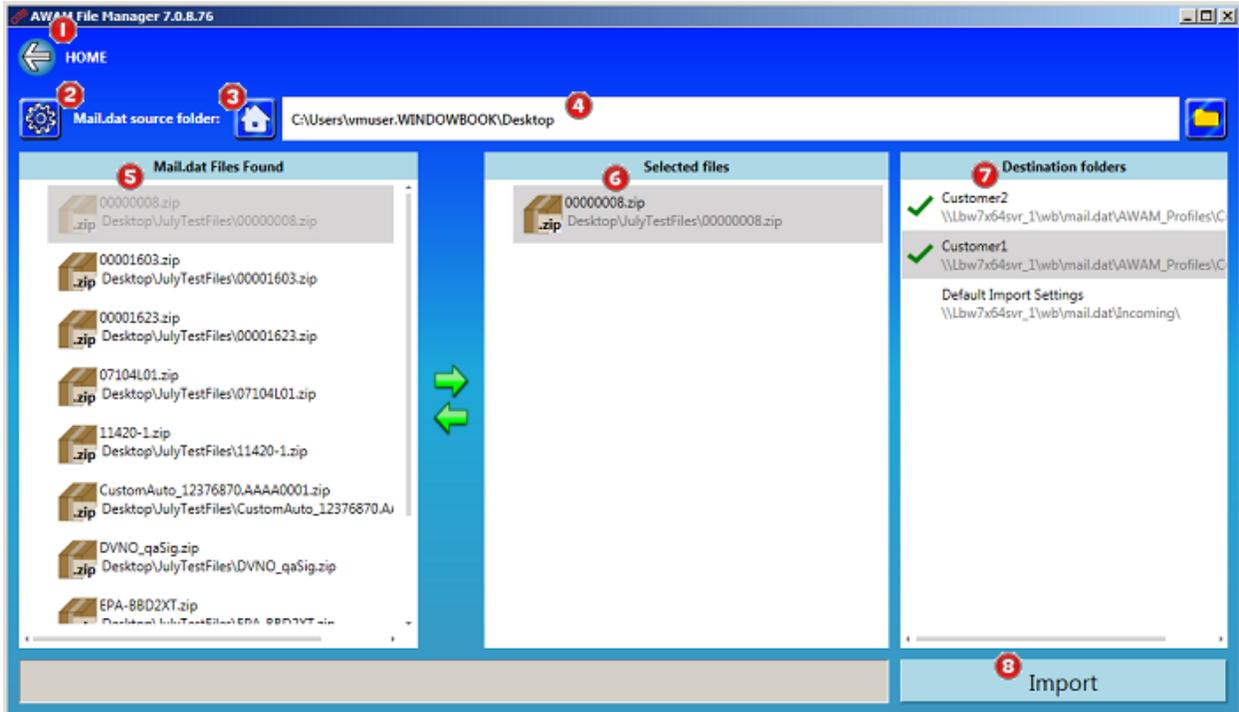
The AWAM File Manager's *HOME* screen consists of two buttons: 1) **Manual Import**; and 2) **Rules Manager**.



Click the **Manual Import** button to display the user interface (UI) that allows a user to manually stage Mail.dat files for importing them into DAT-MAIL using AWAM.

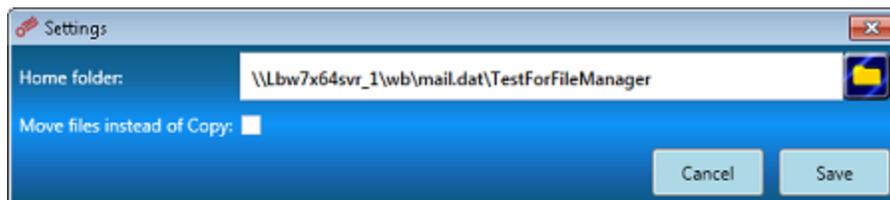
Click the **Rules Manager** button display the AWAM Rules Manager UI that allows the automation of staging Mail.dat files for importing them into DAT-MAIL using AWAM.

# MANUAL STAGING



- **Back Arrow Button 1**: The Back-Arrow button is a navigational button that, when clicked, displays the File Manager's *HOME* screen;
- **Settings Button 2**: Clicking the Settings button  displays the *Settings* screen, from which the user can specify the 'Home' folder that the Manual Import UI should default to. Mail.dat files found in the 'Home' folder will display in the Manual Import UI and be available for importing. Click the file folder icon  to locate and select the default folder to use.

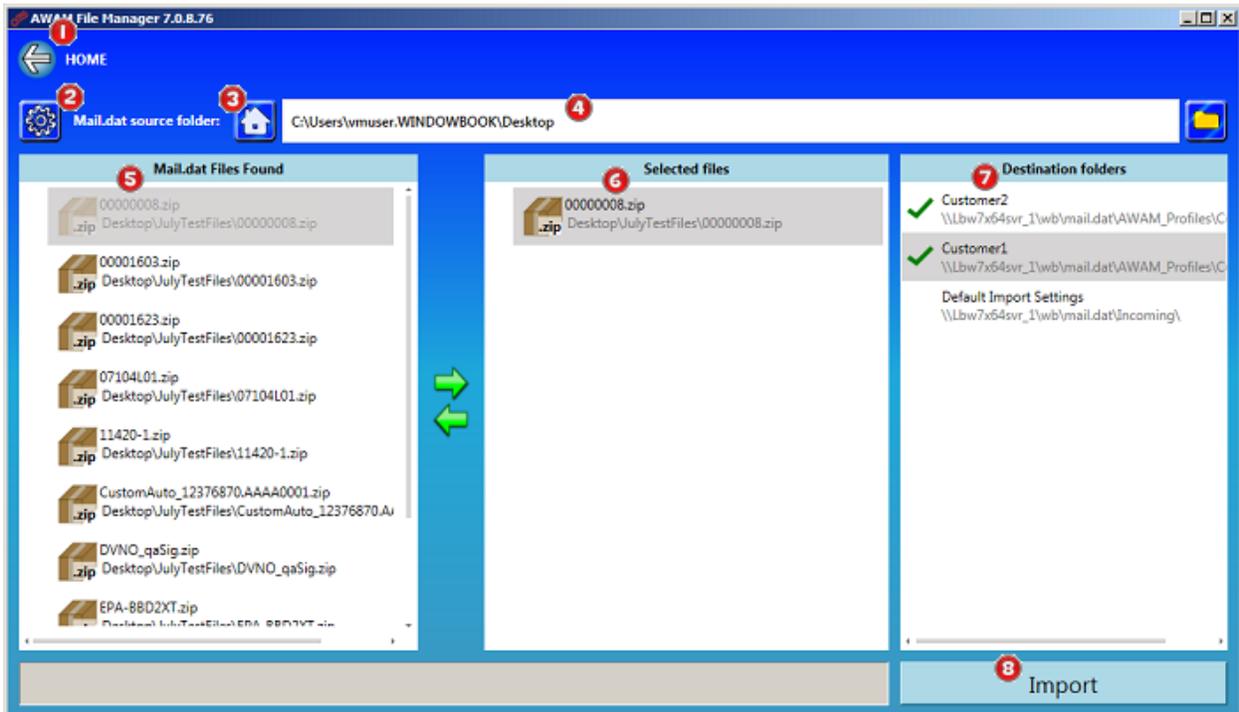
**i** *The user can browse to and select a different folder to check for Mail.dat files in the main screen of the Manual Import UI at any time. The folder specified in the 'Settings' screen is the source folder that the Manual Import UI will default to at start up.*



In addition, the user can set the File Manager to 'Move' the selected Mail.dat files after the import process is complete versus using the 'Copy' function, which is the default method. The 'Copy' function creates a copy of the selected Mail.dat file and moves the copied file to the final

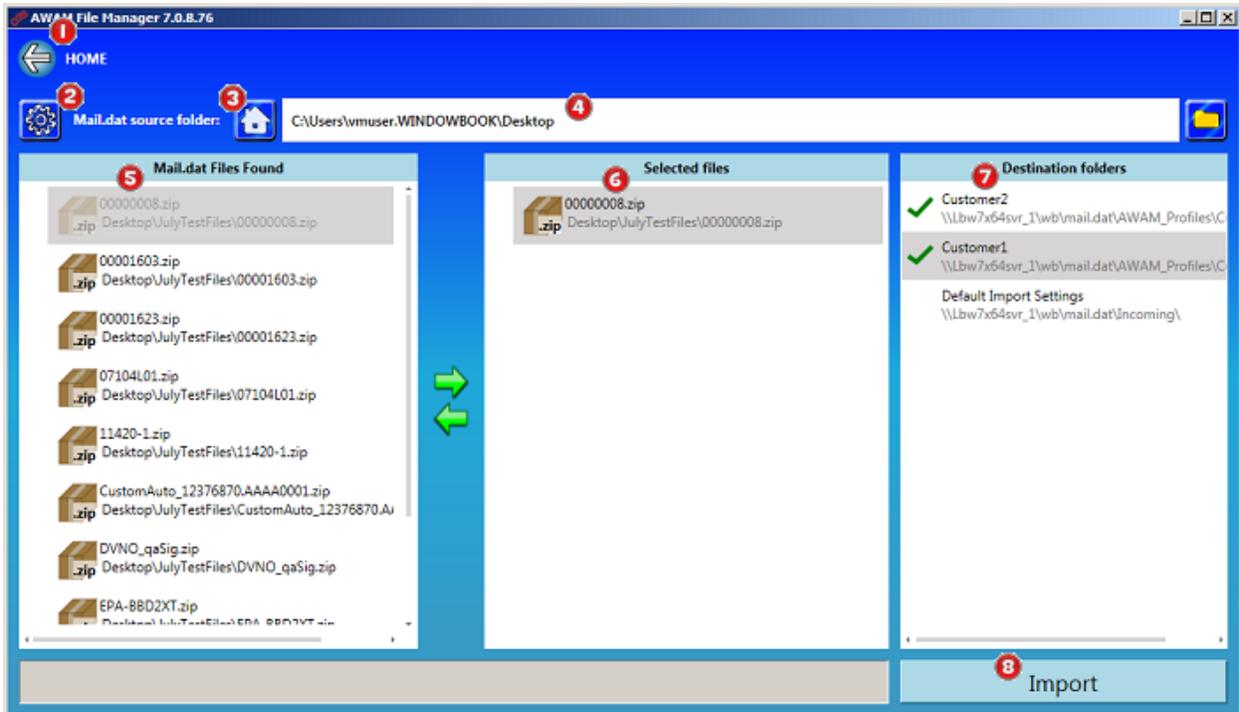
destination folder specified in the AWAM import profile used, while leaving the original Mail.dat file in the source folder it was copied from (e.g. the 'Home' folder).

To save and implement changes made on this screen, click the **Save** button or click the **Cancel** button to keep the existing settings. The *Settings* screen will close after the Save or Cancel buttons are clicked.

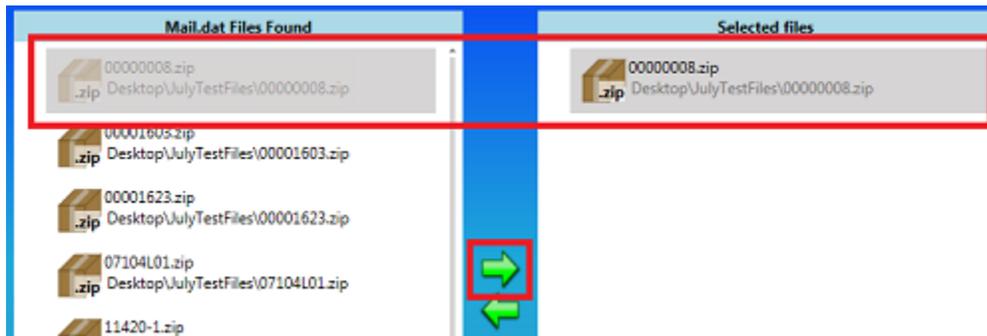


- **Home Icon Button** (3): Clicking the Home icon button  sets the Mail.dat file source folder to the 'Home' folder specified in the *Settings* screen.
- **Mail.dat File Source Folder** (4): This is the folder that the File Manager will look in and identify the Mail.dat files available for importing. This source folder will default to the 'Home' folder specified in the *Settings* screen but can be changed by clicking the file folder button , which will allow the user to browse for and select a different source folder. To revert back to the 'Home' folder as the source folder, click the Home button .
- **Mail.dat Files Found** (5): In this window, the available Mail.dat files found in the specified source folder will be displayed. These are the files that are available for importing.

Component Description / How It Works



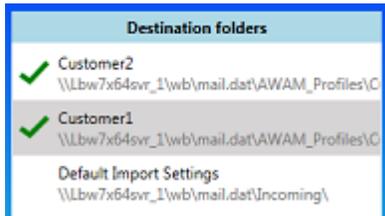
- Selected Files** <sup>6</sup>: The Mail.dat file(s) that has been selected for importing is displayed in this window. To select a Mail.dat file to be imported, the user selects (highlights) the file in the ‘Mail.dat Files Found’ window, then clicks the right directional arrow  to display it in the ‘Selected Files’ window. At that time, the Mail.dat file located in the source folder (i.e. ‘Mail.dat Files Found’ window) will gray out.



To de-select a Mail.dat file that has already been selected for importing (file is not going to be imported), select/highlight the Mail.dat file in the ‘Selected Files’ window and click the left directional arrow .

- Destination Folders** <sup>7</sup>: The ‘Destination Folders’ window displays the active AWAM profiles and the import folder they each use (de-active import profiles and their corresponding folders will not display). The user must specify which import folder they want the Mail.dat file(s) to be copied or moved to by clicking on the corresponding the AWAM profile name. When selected, a green check mark  will display next to the AWAM profile and import folder.

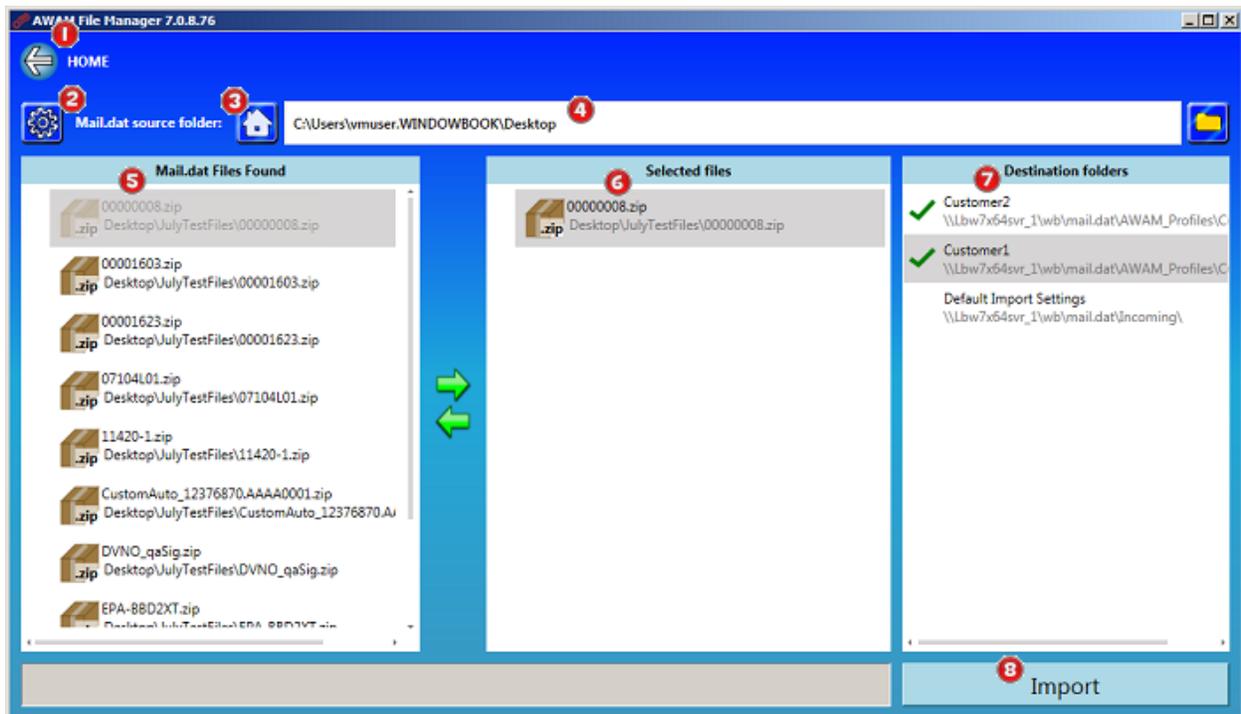
**i** *More than one import folder/AWAM profile can be selected for a single Mail.dat file.*



When the Import button is clicked, a copy of the selected Mail.dat file will be moved to the import folder and AWAM can begin the import process.

**✂** *If the option 'Move files instead of copy' was enabled (refer to "Settings Button **2**" above), the source Mail.dat file will be moved from the source folder – not copied. If multiple active AWAM profiles/destination folders are selected for a single Mail.dat file, the source file will be moved into each.*

At that time, the Mail.dat file will no longer display in the 'Selected Files' window and it will once again display normally in the 'Mail.dat Files Found for Copy' window (i.e. it will no longer be grayed out).



- **Import Button **8****: The **Import** button is grayed out (inactive) until a Mail.dat file is selected and a 'Destination folder' (i.e. import folder/AWAM profile) is selected. As soon as those two items are specified, the Import button becomes active or enabled and the user can click the button to copy or move the Mail.dat file. Once the file is in the import folder, AWAM can begin the import process.



*If the default option of 'copy' is used when staging Mail.dat files for import, the copied files can build up over time, using up valuable disk space and possibly causing server or computer operating issues. For information on how to manage your server or computer's disk space, refer to the Disk Space Management Guide, which is available on Window Book's web site at: <https://www.windowbook.com/Support/UserGuides>. Login is required.*

## AUTOMATIC STAGING

The automatic staging of Mail.dat files occurs through the use of the Automation Scheduler's AWAM Rules Engine plug-in and the 'Rules Manager' feature provided in the AWAM File Manager software.

### AWAM Rules Engine Plug-in

The Automation Scheduler's AWAM Rules Engine plug-in automatically searches for new Mail.dat files based on parameters entered when the plug-in is configured. The plug-in can be configured to look for Mail.dat files in a single or parent folder on the server (or computer in a stand-alone or single-installation environment), or in any first-level sub-folders that exist within that specified parent folder.

If the plug-in is configured to look for Mail.dat files in sub-folders, a cut-off date can also be entered so only those files that are equal to, or are newer than the date entered are scanned by the AWAM Rules Engine plug-in.

In addition, Clients can limit the ability to create, modify, and delete rules in the Rules Manager to specific users by entering their domain/username information in the plug-in. This ensures that only qualified individuals have full rights in the Rules Manager so as to prevent any modifications that could negatively impact production.



*All users can view the setup of existing rules in the Rules Manager; however, access rights are automatically restricted to 'view only' for those users whose domain and username information has not been added to the AWAM Rules Engine plug-in.*



*If a qualified user is unable to add or edit rules in the AWAM Rules Manager, confirm that the domain/user name entered in the AWAM Rules Engine plug-in for that user is correct.*



*Instructions for installing the Automation Scheduler with the AWAM Rules Engine plug-in, along with instructions on how to configure the plug-in can be found in the [Automation Scheduler System Guide](#).*

## AWAM Rules Manager

When a new Mail.dat file is identified by the AWAM Rules Engine plug-in, the Mail.dat file is run through a series of 'rules' which are created and defined by the Mailer using the AWAM Rules Manager (Rules Manger). These rules determine if the Mail.dat file should be imported into DAT-MAIL, and if it should, then it also determines which AWAM import profile should be applied to it during the import process. When a rule is triggered, the file is automatically moved into the import folder that is specified for or within that import profile.

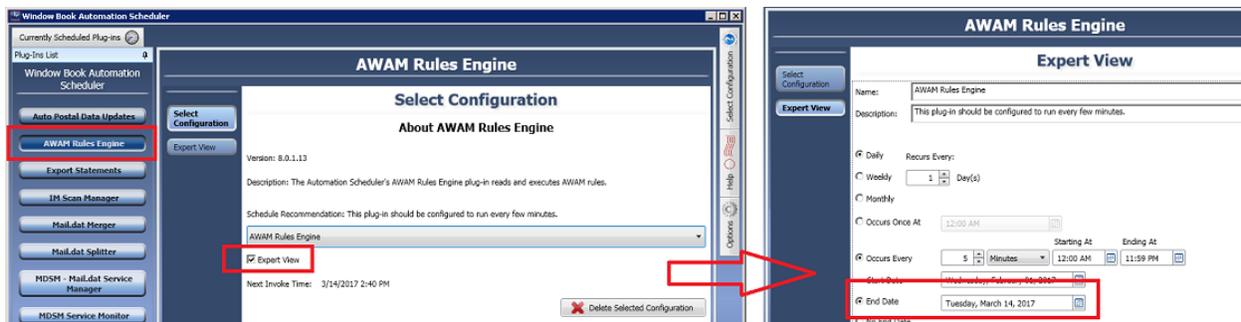
A 'Reject' rule(s) can also be created that can be used for those files that should not be imported into DAT-MAIL based on criteria entered. If the 'Reject' rule is triggered for a Mail.dat file (i.e. the file meets the rules reject criteria), then the file is moved to a specific folder (e.g. 'Reject') created by the user and specified in the 'Reject' rule.

Rules are comprised of some basic properties, and a logical expression(s). Rules can be very simple, using only one Comparator (single logical expression), or they can be very complex, using multiple Comparators and Boolean operators (multiple logical expressions). With the exception of the Default Rule, all Rules must have a Return value of "True" in order to be used and therefore, triggered.

**i** *The 'Default Rule' does not typically use any logical expression(s). If a Mail.dat file does not trigger any 'Rejected' or 'Normal' rule, the 'Default Rule' is triggered. The Mail.dat file is then moved into the import folder designated in AWAM's default import profile.*

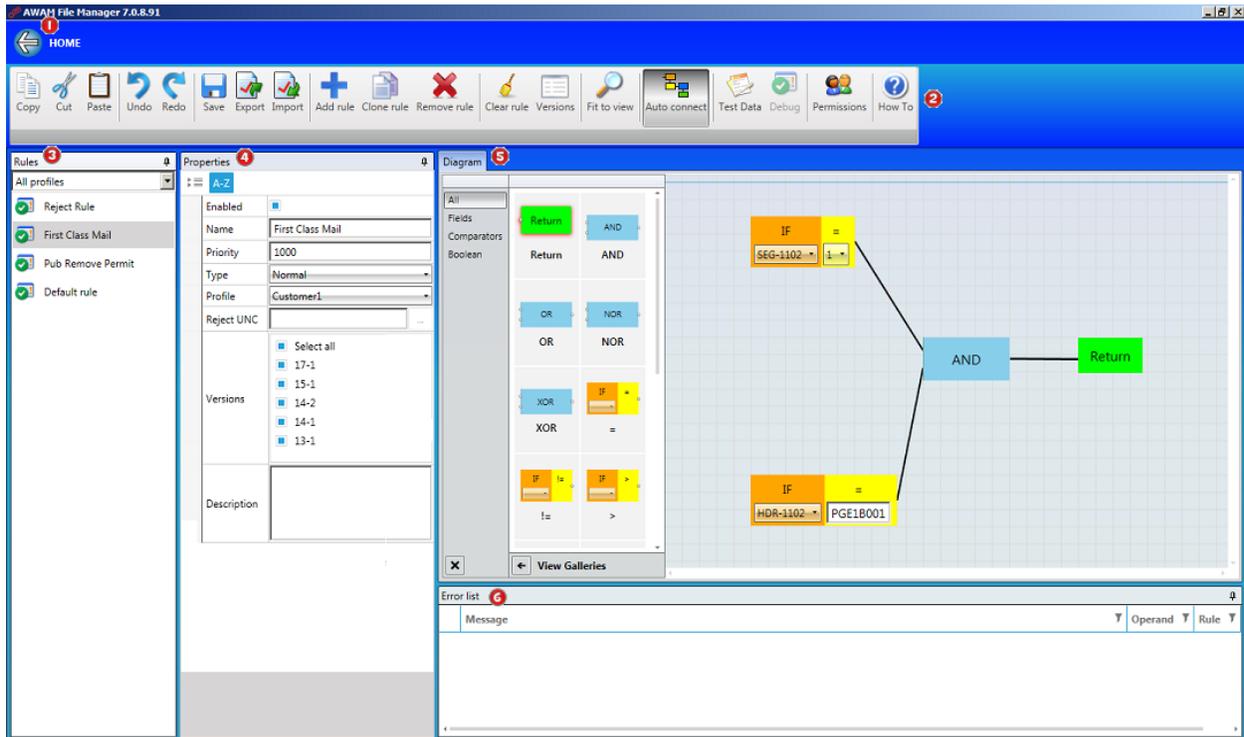
**i** *A 'Default Rule' is automatically created with the installation of the AWAM File Manager and uses the AWAM default import profile.*

**!** ***\*IMPORTANT\***: If a rule in the AWAM Rules Manager is to be edited, the AWAM Rules Engine plug-in should always be stopped first, in the Automation Scheduler. Do not stop the Automation Scheduler's service but stop the AWAM Rules Engine plug-in itself. This can be accomplished in the plug-in's "Expert View" screen by adding an end date to the plug-in (refer to image below for reference). Once the editing of the rule(s) is complete, remember to remove the end date in the plug-in's "Expert View" screen so that the plug-in will resume its' normal function.*



## Component Description / How It Works

The Rules Manager user interface (UI) consists of the following:



<a href="#">Back Arrow</a> 1	<a href="#">Function Ribbon</a> 2	<a href="#">Rules Panel</a> 3
<a href="#">Properties Panel</a> 4	<a href="#">Diagram Panel</a> 5	<a href="#">Error List Panel</a> 6

**i** Clicking any of the six, individual items above will navigate to the description for that specific item provided in the Guide.

### BACK ARROW

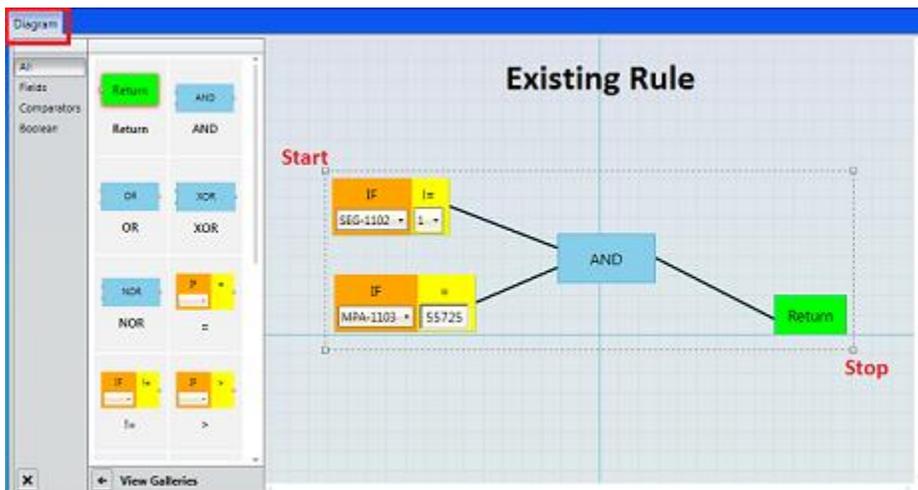
The Back Arrow **1** is a navigational button. Clicking the Back Arrow displays the File Manager's HOME screen.

### FUNCTION RIBBON

The Function Ribbon **2** contains tiles or buttons that control the various functions available within the Rules Manager (tiles/buttons are documented in order as they appear on the screen):



- 
**Copy button** : The diagram that is used in an existing rule can be copied and used in the creation of a new rule for ease-of-use purposes. This is done by clicking in the empty space in the top-left corner of the existing diagram and dragging the cursor to the empty space in the bottom-right corner of the diagram, so that the entire diagram is outlined/selected.



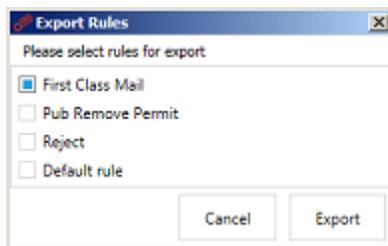
When the entire diagram is selected, click the **Copy** button. In the blank diagram space of the new rule, click the **Paste** button. The copied diagram will display, at which time the user can make any changes necessary to coincide with the new rule.

- 
**Cut button** : The **Cut** button functions in a similar manner as the Copy button; however, instead of making a copy of the existing rule's diagram, it will actually cut or remove the diagram from the existing rule; at which time, it can be pasted into a new rule.
- 
**Paste button** : Use the **Paste** button paste a rule's diagram that was either copied or cut from an existing rule into a new rule's diagram.
- 
**Undo button** : The **Undo** button can be used to undo or remove any action or actions taken in the creation of a new rule or any changes/updates that were made to an existing rule.

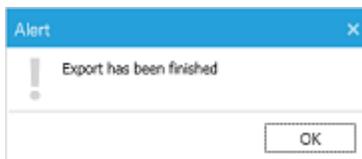
Component Description / How It Works



- 
**Redo button** : The **Redo** button can be used to repeat any action or actions that were undone using the Undo button.
- 
**Save button** : Click the **Save** button to save any changes made to an existing rule or the creation of a new rule. If a user is in the middle of creating or modifying a rule and gets called away, he or she can save the modifications made and come back and finish at a later time without losing any work done up to that point.
- 
**Export button** : Click the **Export** button to export one or more of the available rules. Rules are exported as XML files. When the **Export** button is clicked, the *Export Rules* dialog will display.



Select the rules to be exported from the list provided and click the dialog’s **Export** button. When the export is complete, a confirmation message will display:

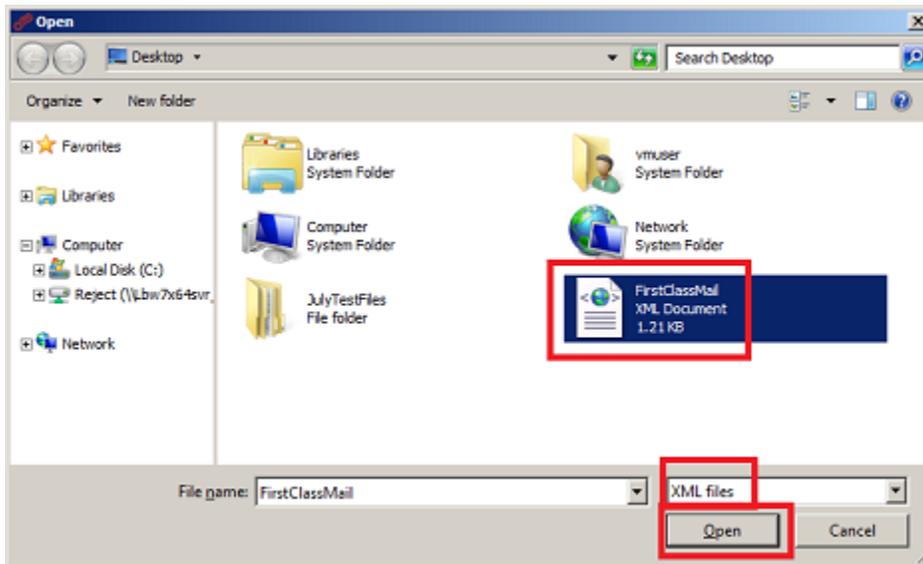


Click the **OK** button to resolve (close) the confirmation dialog.

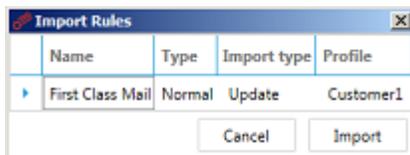
 **Window Book strongly recommends exporting a copy of all rules and storing them in a safe place in the event at some point a restore is required (i.e. software or hardware failure, and/or unexpected or unwanted modifications are made to an existing rule(s)). An Export should be performed anytime new rules are added and/or modifications are made to existing rules (including deletions).**



- **Import button**  **Import** : Rules can be imported for use into the Rules Manager by clicking the **Import** button. When this button is clicked, an *Open Windows Explorer* screen will display. Browse to and select the rules file (XML file) to be imported (in the example below an XML file called “FirstClassMail” is being imported to use as a rule).



With the XML file selected, click the **Open** button. An *Import Rules* dialog will display showing the rule name, the type of rule being imported, the import type (in the example being used here, the Import Type is ‘Update’ since an existing import rule titled “First Class Mail” is being updated), and the AWAM profile the rule references.

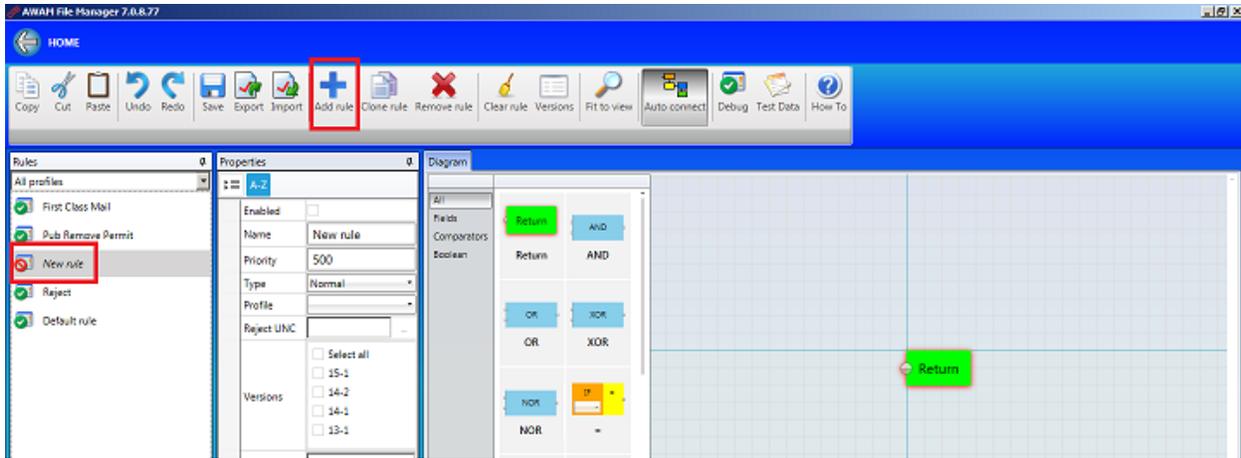


Click the dialog’s **Import** button to import the rule (in this example, update the existing ‘First Class Mail’ rule). When the import is finished, the *Import Rules* dialog will close.

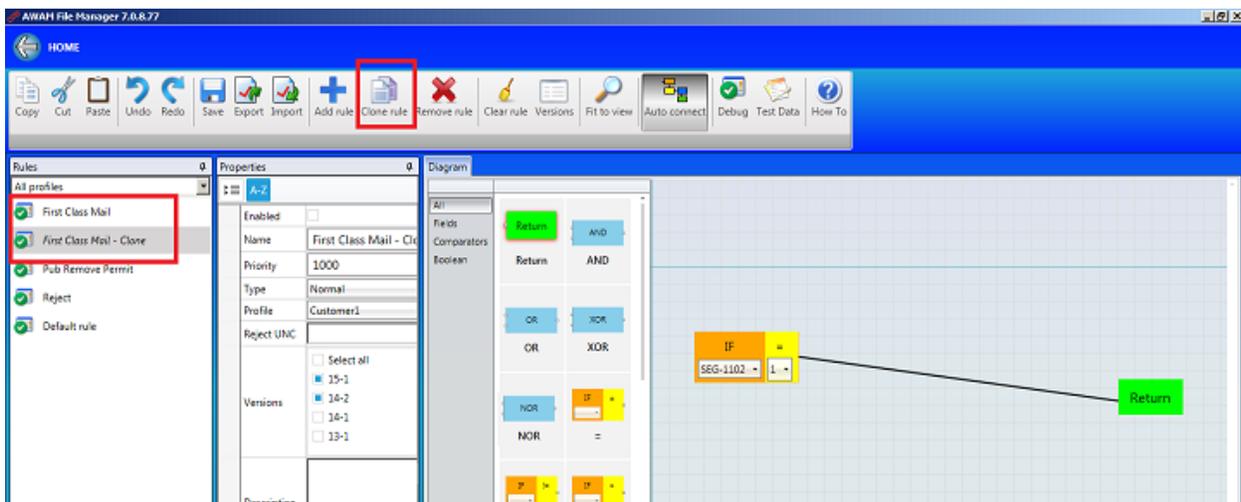
Component Description / How It Works



- Add Rule button** : Click the **Add Rule** button to create a new rule. When the **Add Rule** button is clicked a blank, “New rule” template will display.



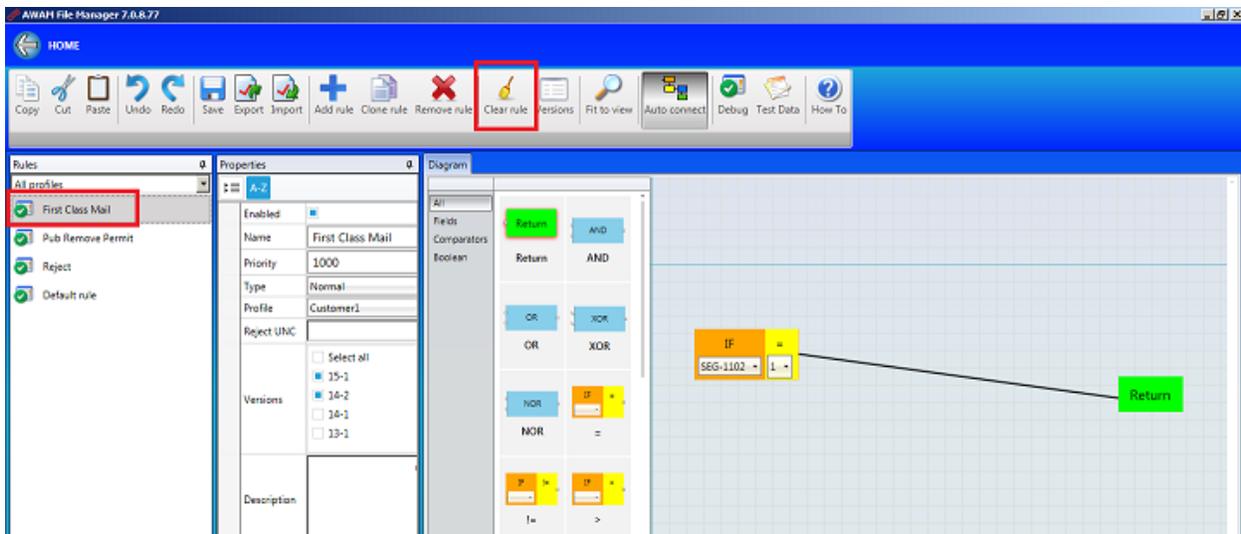
- Clone Rule button** : A rule can be duplicated in its entirety by selecting the existing rule and clicking the **Clone Rule** button. When this is done, a new, duplicate rule is created that uses the original rule’s name along with a suffix of “- Clone” attached to it. In the example below, a clone of the existing rule “First Class Mail” was created. The result was an identical rule titled “*First Class Mail – clone*”.





- **Remove Rule button**  **Remove rule** : If a rule is no longer needed, it can be deleted or removed from the Rules Manager in its entirety by selecting it and clicking the **Remove Rule** button.

- **Clear Rule button**  **Clear rule** : Clicking the **Clear Rule** button clears or deletes the selected rule's diagram or definition but maintains or keeps all of the rule's properties. To clear a rule, select a rule (highlight it) and click the **Clear Rule** button (in the example being used here, the "First Class Mail" rule is selected).



Once the **Clear Rule** button is clicked, a confirmation dialog displays.

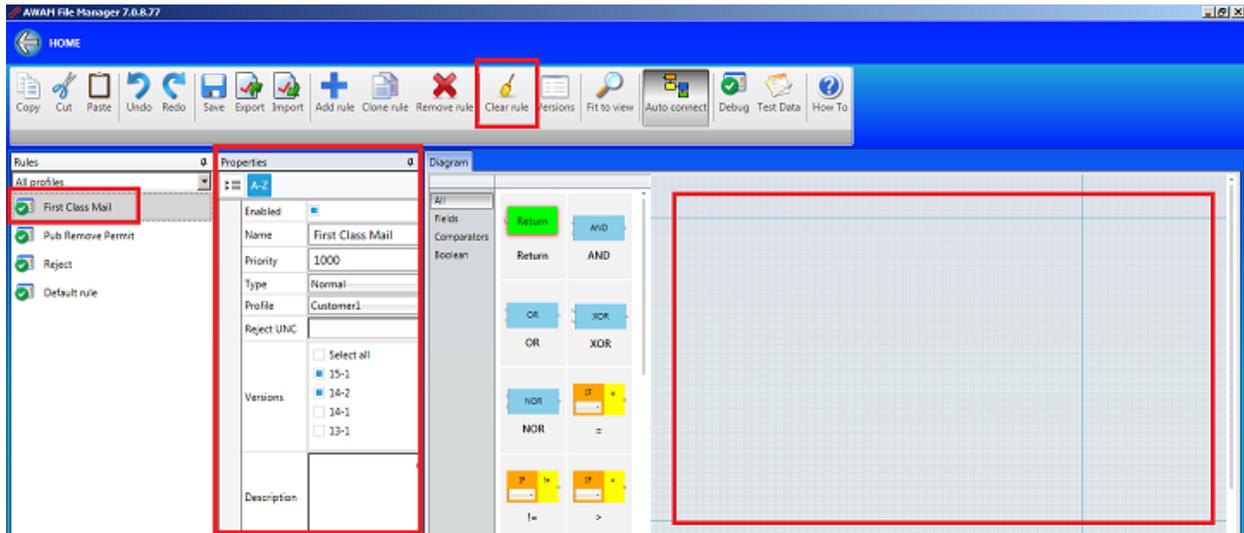


Click the dialog's **Cancel** button to cancel clearing the rule.

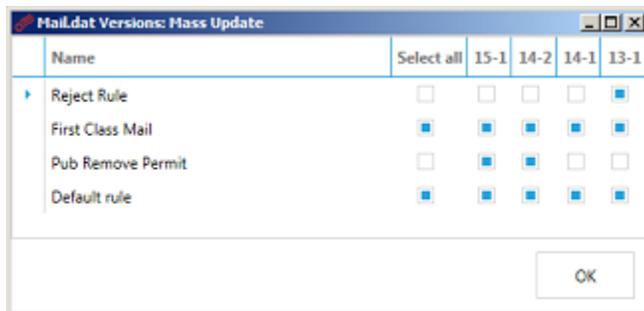
Click the dialog's **OK** button to resolve (close) the confirmation and proceed with clearing the rule.

Component Description / How It Works

The rule's diagram is re-set to a blank template.



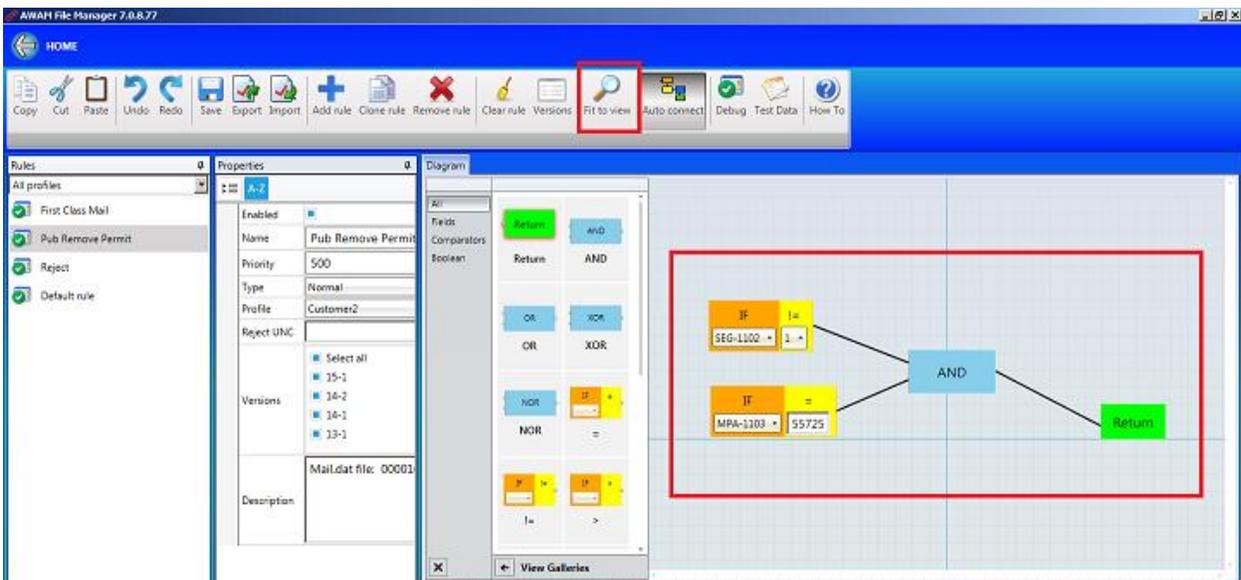
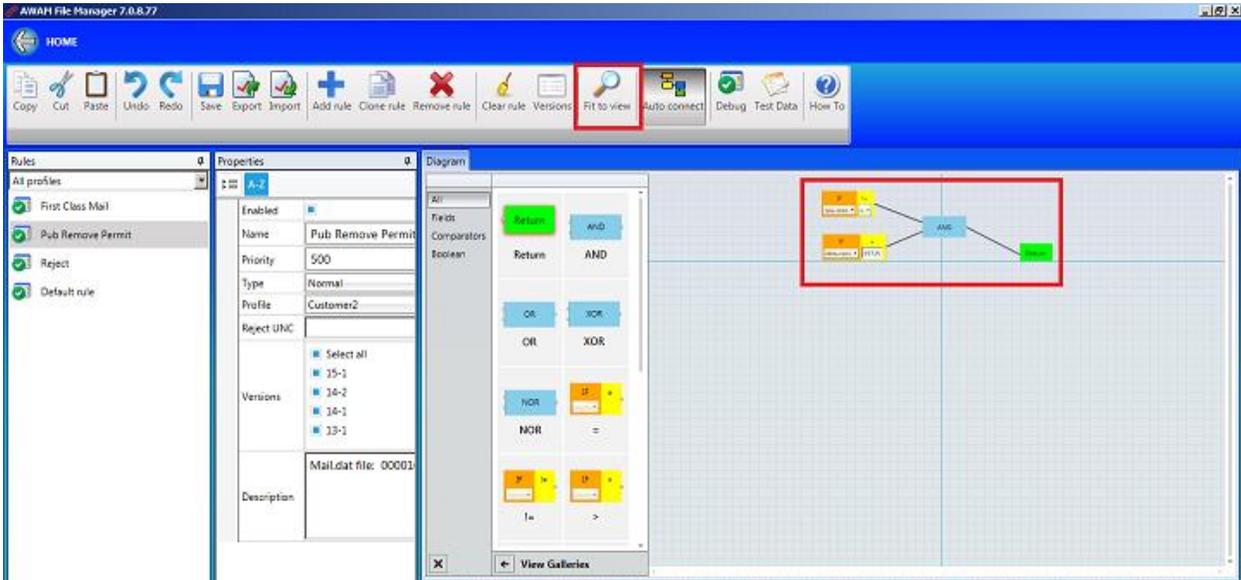
- Versions button** : When rules are created, the Mail.dat version(s) that the rule applies to has to be specified. More than one Mail.dat version can be selected for a single rule. Having to make a change to the version(s) specified for each rule could be time prohibitive depending on how many rules a Client has in place. Clicking the **Versions** button launches a mass update utility that allows the version information for each rule to be updated from a single screen.



Make any necessary updates (select/deselect) to each profile's version information and click the **OK** button when finished.



- 
**Fit To View** button *Fit to view*: To adjust a rule's diagram to the most optimal display, select the rule, and click the **Fit To View** button.

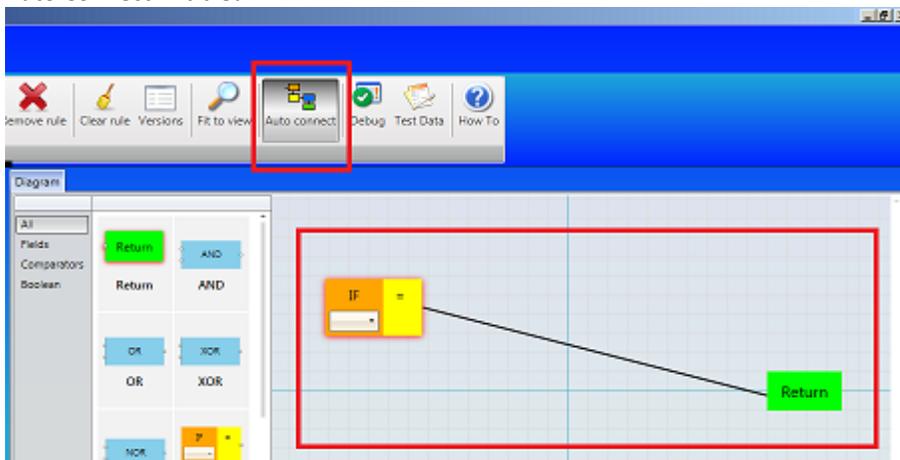


Component Description / How It Works

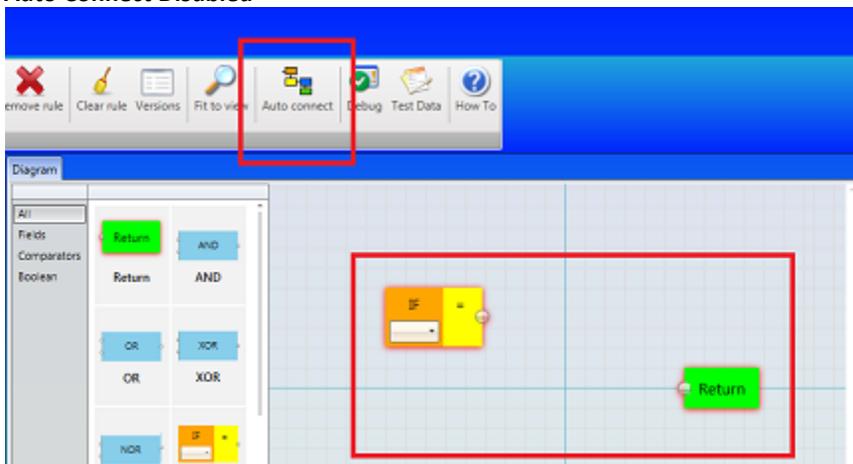


- 
**Auto Connect** button: When enabled, the **Auto Connect** button assists the user by automatically connecting the various fields and operands in a single, logical expression, as they are selected and placed by the user in the diagram workspace of the UI. Depending on the number of fields used, the user may still have to manually adjust the connectors for the diagram or definition to function properly. If the **Auto Connect** button is not enabled (selected or clicked), then the Rules Manager UI will not automatically make connections as the fields are selected and placed on the diagram canvas (for more information on connecting the various fields and operands, refer to the [Diagram Panel](#) section in this Guide).

**Auto Connect Enabled**

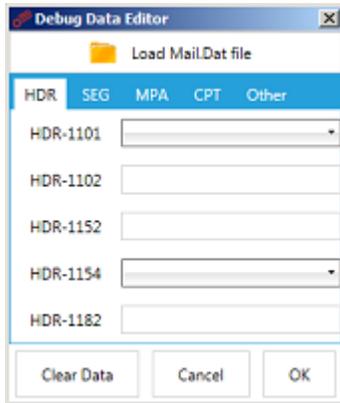


**Auto Connect Disabled**





- **Test Data** button : The **Test Data** button allows the user to be able to apply actual Mail.dat file data to a rule to confirm the rule's design validity or correctness before enabling it for production use. Clicking the **Test Data** button launches the *Debug Data Editor*.



In this screen the user can browse for and select an actual Mail.dat file to use for testing a rule by clicking anywhere on the "Load Mail.Dat File" line of text located at the top of the screen.

'Dummy' data (i.e. data that is not associated with an actual Mail.dat file) can also be entered by the user in lieu of using data from an actual Mail.dat file for any of the available fields used in the rule creation. These fields are displayed by clicking on the 'HDR', 'SEG', 'MPA', 'CPT' and 'Other' tabs.



**The 'HDR-1101' field must always have a value assigned when manually entering test data (not when loading a Mail.dat file to be used as test data).**

To remove or delete any data entered in the *Debug Date Editor* (including data from a Mail.dat file), click the **Clear Data** button. To cancel or stop use of the *Debug Date Editor*, click the **Cancel** button (the *Editor* will close).

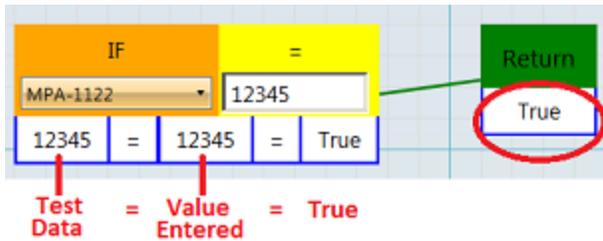
To save the test data entered and proceed, click the **OK** button (the *Editor* will close). After clicking the **OK** button, the **Debug** button located next to the **Test Data** button on the function ribbon will enable or become active.



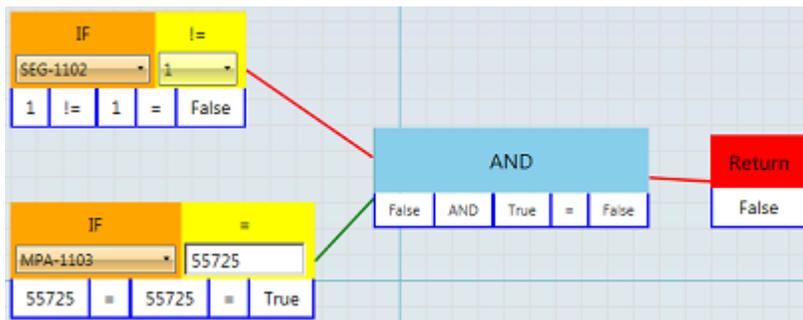
- **Debug** button : The **Debug** button works in conjunction with the **Test Data** button. Test data must be entered before the **Debug** button will become enabled or activated.

Component Description / How It Works

Once test data is entered, clicking the **Debug** button applies the test data to the rules to determine if the results of the selected rule are expected (correct or incorrect). The selected rule's Diagram section of the screen will update and return a result of True (correct/expected) or False (incorrect/not expected). It will also display the formula with the test data entered to make it easier for the user to see why/where it did or did not return an expected result.



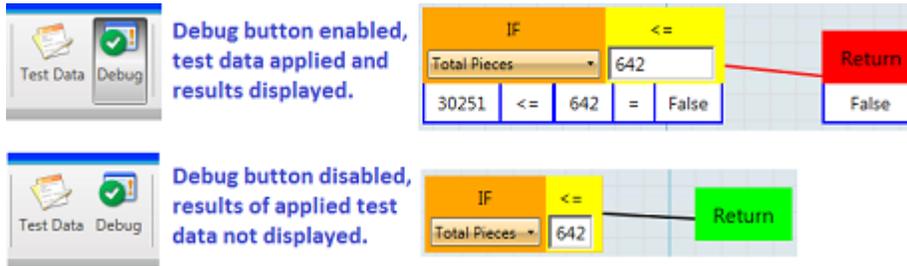
The color of the connectors used in the Diagram will also coincide with the results, i.e. green = True; red = False.



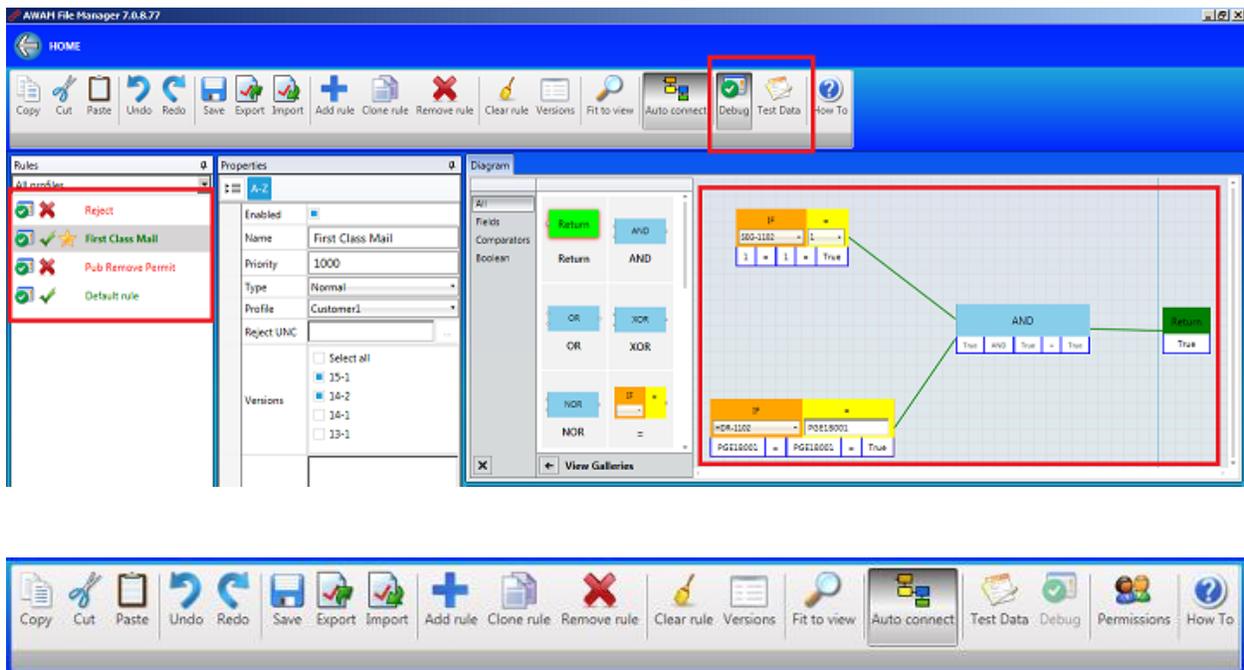
In addition, the Rules list will also update to show which rules would also return a value or result of 'True' (denoted by a green check-mark ✓) or 'False' (denoted by a red 'X' ✗) based on the test data used. This is important information to note, as what could happen to Mail.dat files (i.e. which AWAM import profile is used to import it), can be dependent on which rule is triggered first. The first rule that will be triggered based on the test data entered will be denoted by a gold star ★ in the rules list (for more information on setting the rules' priority level, refer to the [Properties Panel](#) section in this document).

 **The 'Default Rule' should always return a result of 'True'.**

Once the **Debug** button is enabled, it remains enabled or active and the applied test data results will be displayed until the user disables (clicks) it.



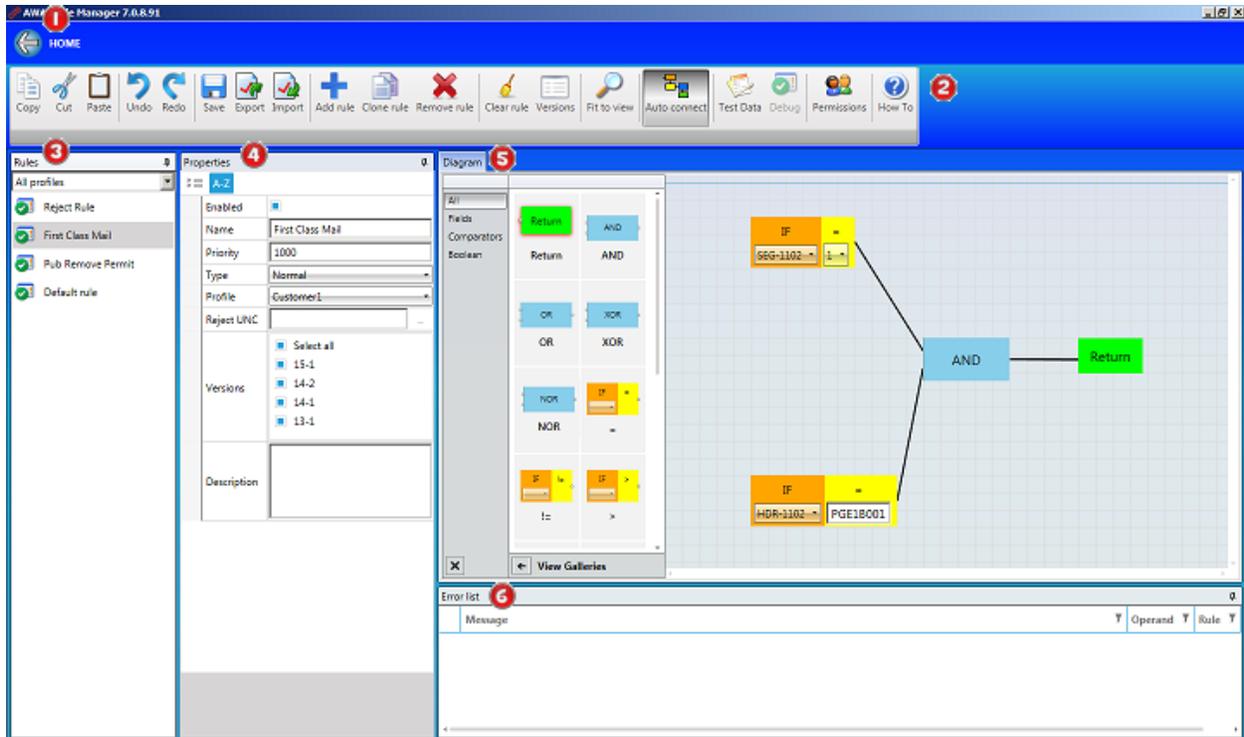
If the **Debug** button is enabled, anytime the test data being used is changed via the *Debug Date Editor* (refer to the information provided for the [Test Data button](#) above), as soon as the user clicks the **OK** button to accept the new test data and close the *Debug Date Editor*, the Rules Manager UI will automatically refresh and apply the new test data.



- **Permissions button** : The permissions button allows qualified users to grant and manage (delete) full rights capabilities to the Rules Manager for individual users. This same function is also available from the AWAM Rules Engine plug-in in the Automation Scheduler. At least one person must have full rights access to the Rules Manager at all times.

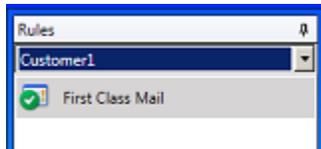
- **How To button** : Clicking the **How To** button provides useful instructional information for users on how to perform some of the Rules Manager functions. The information available from clicking the **How To** button will be updated on an on-going basis.

Component Description / How It Works

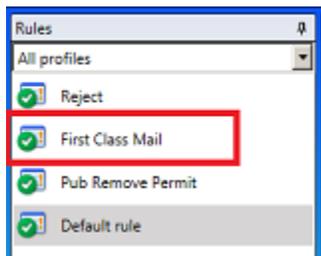


**RULES PANEL**

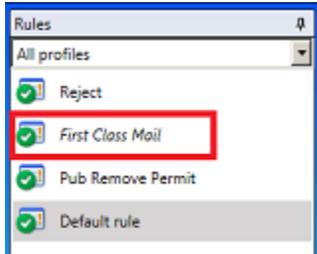
The Rules Panel (3) lists existing rules (enabled and disabled). The list can be filtered to display only those rules that reference a specific AWAM import profile or use no filter (i.e. 'All profiles') – list displays all rules for all profiles (default).



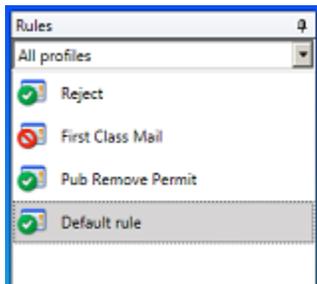
If a rule is enabled, the rule’s name will display in normal type (e.g. “First Class Mail”).



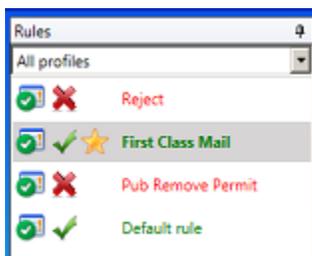
If a rule is disabled, the rule's name will display in italics (e.g. "*First Class Mail*"). A rule that is disabled does not mean there is a problem with it – just that it has not been enabled by the user (For information on how to enable and disable rules, refer to the [Properties Panel](#) section in this document).



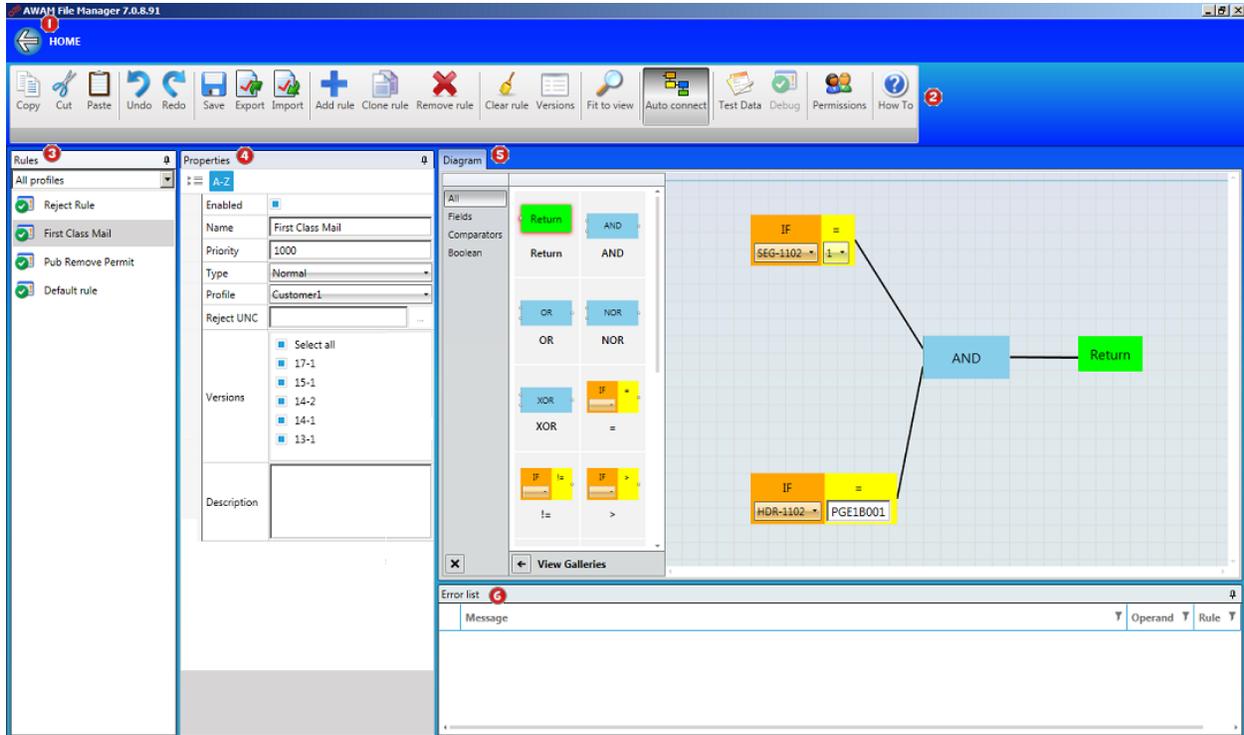
If a rule's definition contains no issues or problems, this is denoted by a green check mark displayed next to the rule's title in the Rules list. If a problem exists in the Rule's definition that requires attention for the rule to work, this is denoted by a red circle with a slash through it. In the example displayed in the screen image below, the 'First Class Mail' rule contains an issue that requires further attention before the rule can be applied/used.



If test data is being applied to a rule, whether or not a rule will be triggered by the test data entered is denoted in the Rules panel. If a rule will be triggered, a green checkmark will display next to the rule's title. More than one rule can be triggered at any given time as long as the test data meets the rule's criteria. If a gold star displays next to the green checkmark, that means that particular rule will be the first rule to be triggered. If a rule will not be triggered by the test data entered, a red 'X' will display.



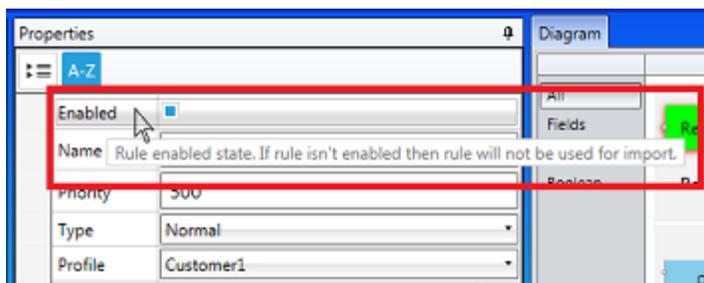
Component Description / How It Works



**PROPERTIES PANEL**

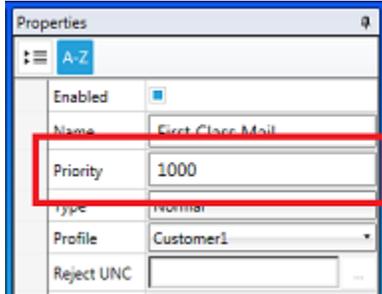
The Properties panel <sup>4</sup> is where a selected rule is enabled or disabled by the user. It also contains all of the administrative properties of that rule. The Properties panel consists of the following:

- i** A brief description or note pertaining to each of the various elements that make up the Properties panel is provided by hovering the mouse cursor over each element.



- Enabled:** selecting the associated box enables a rule for use. Deselecting the box disables the rule, meaning Mail.dat files will not be measured against it for staging. The rule cannot be triggered. When a rule is enabled, the name of the rule in the Rules panel displays in a normal type (i.e. "First Class Mail"). When a rule is disabled, the name of the rule in the Rules panel displays in italics (e.g. "First Class Mail"). A rule can be enabled, but at the same time, it can also contain errors or warnings that will stop it from being triggered. For more information on identifying that a problem or issue exists with a rule refer to the [Rules Panel](#) section in this document.

- **Name:** This is a free-text field where the name for a rule is entered. When a new rule is added, it is automatically given a default name of “New rule” by the system. Click anywhere in this ‘Name’ field to modify the new rule’s name.
- **Priority:** This is a numeric field. The priority level (number) is entered by the user and will determine when a rule is used to review a Mail.dat file.



The highest priority number entered will mean that particular rule will be used to review a Mail.dat file first, and if it is not triggered (the Mail.dat file does not meet the rule’s conditions), the rule with the second highest priority number will be used to review that same Mail.dat file next, and so on.



***‘Reject’ rule(s) (rules used to identify the Mail.dat files that should NOT be imported into DAT-MAIL), should always have the highest priority number. They should be used to review Mail.dat files first, before any other rules.***

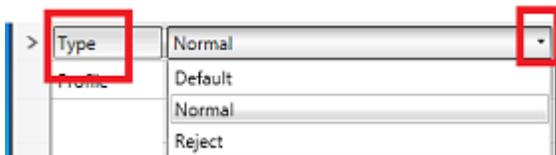
The rule with the lowest priority number will be applied last.



***When it is created, the ‘Default Rule’ is automatically assigned a priority of -500. This Priority number cannot be changed and should always be the lowest priority number of any existing rules. This is the rule that is used when Mail.dat files that ARE to be imported into DAT-MAIL do not meet the criteria of any other rule for importing. Those Mail.dat files are then imported into DAT-MAIL using the default profile found in AWAM.***

When performing the first time set up of a rule or rules, it is a good idea to start with a large or high number in order to avoid running out of numbers if a large number of rules are to be created. It is also a good idea to leave a fairly large gap between the priority number assigned to each rule (e.g. Rule 1 = 2000, Rule 2 = 1500, Rule 3 = 1000, etc.). This will allow for the addition/insertion of new rules at future dates without having to reprioritize all the existing rules if a series of stacked numbers are used (i.e. 10, 9, 8, 7, 6, etc.).

- **Type:** The rule Type is required for each rule. There are three Type options: Normal; Default; and Reject.



- ~ Default – The rule type used to stage files for importing into DAT-MAIL when a particular Mail.dat file does NOT meet any of the other rules’ conditions (the default rule should have

## Component Description / How It Works

- the lowest priority number and does not contain any logical expressions (i.e. rule definition or design – see [Diagram Panel](#)));
- ~ Normal – The typical (most common) rule type used for staging a file to be imported into DAT-MAIL (requires at least one logical expression (i.e. rule definition or design – see [Diagram Panel](#))); and
  - ~ Reject – The rule type used to flag/stage Mail.dat files that are NOT to be imported into DAT-MAIL (a reject rule should have the highest priority number and is not associated with any AWAM profile – it does; however, include at least one logical expression (i.e. rule definition or design – see [Diagram Panel](#))).
- **Profile:** The AWAM import profile that the corresponding rule references if triggered. When a rule is triggered, Mail.dat files are staged or placed into the import folder that is designated in the specified AWAM profile. All active and de-active AWAM profiles are available for selection from the drop-down list provided. Active profile names display in normal type (e.g. Customer2), while de-active profiles display in italics (e.g. *Customer3*).

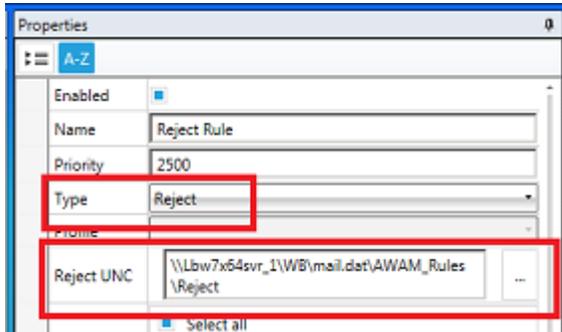


***If an AWAM Import Profile (i.e. “Profile”) becomes inactive refer to [ACTIVATING AND DEACTIVATING PROFILES](#) for more information), the rule cannot be triggered. Newly identified Mail.dat files will be measured against the remaining, lower priority rules in the list. If no other ‘normal’ rule is triggered (refer to “Type” above), then the ‘Default rule’ will be triggered and the Mail.dat file will be handled by AWAM’s default import profile.***

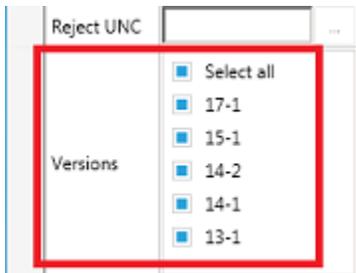
- **Reject UNC:** If the ‘Type’ of rule is set to “Reject”, then the ‘Profile’ field will become disabled and the ‘Reject UNC’ field will become active or enabled. Reject profiles are used to move files that are NOT to be imported into DAT-MAIL; therefore, it won’t use a profile of any kind. A location will have to be provided; however, for the Rules Manager to know where to move the rejected Mail.dat file to. Click the browse button  to browse for, create (if necessary) and select the folder where the rejected files will be moved to. The ‘Reject UNC’ field displays the folder and path.



*In a server with workstation(s) environment, a UNC path must be used when specifying the folder and folder path for the rejected files (refer to the screen image below). Mapped drives cannot be used! In a stand-alone or single installation environment, UNC paths are not required.*



- **Versions:** Provides a list of the available Mail.dat versions that are supported by the Rules Manager. When a Mail.dat file is measured against a rule, it must be the same version as the one specified in the rule in order for that rule to be triggered. A rule must have at least one Mail.dat version selected and can have 2 or more (or all) selected.



For ease of use purposes, the 'Versions' setting for all rules can be updated from the *Mail.dat Versions: Mass Update* screen, which can be accessed by clicking the **Versions** button (refer to [Function Ribbon](#) in this document, specifically the information provided for the **Versions** button).

- **Description:** This is a free-text field provided for the user to record any pertinent details about the rule.



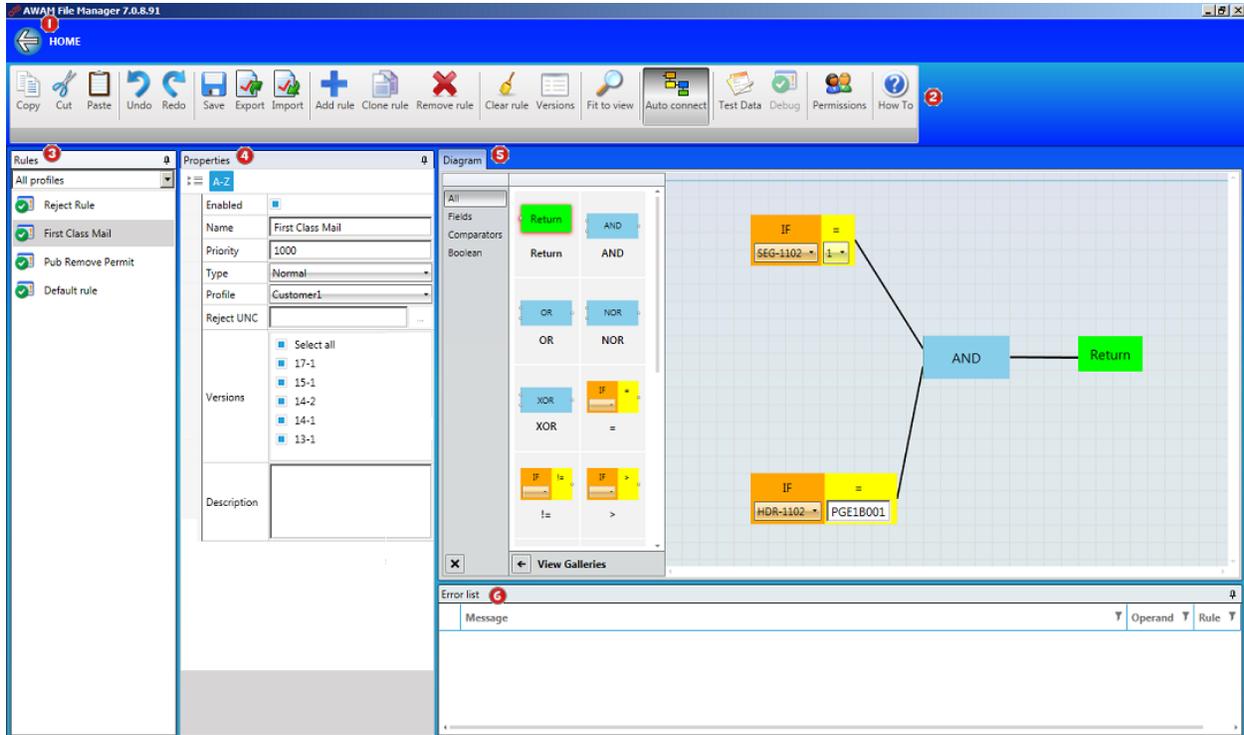
**Window Book strongly recommends using this field to record information that might assist with troubleshooting (i.e. why a rule was created, who created it, and what the rule was intended to accomplish, etc.).**



**Window Book strongly recommends exporting a copy of all rules and storing them in a safe place in the event at some point a restore is required (i.e. software or hardware failure, and/or**

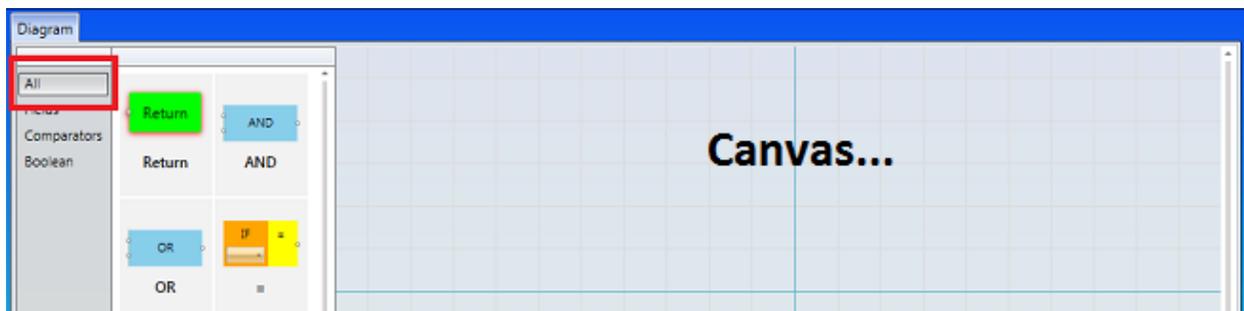
Component Description / How It Works

*unexpected or unwanted modifications are made to an existing rule(s))). An Export should be performed anytime new rules are added and/or modifications are made to existing rules (including deletions). For instructions on how to export rules, refer to the [Function Ribbon](#) section in this document, specifically information provided for the EXPORT button.*

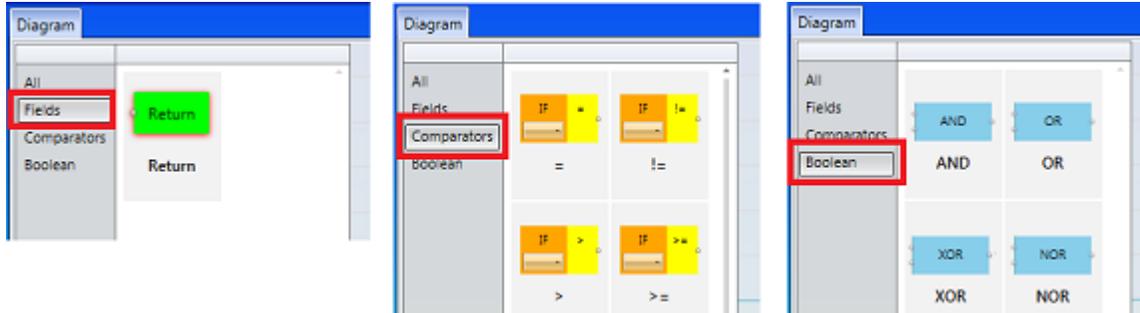


**DIAGRAM PANEL**

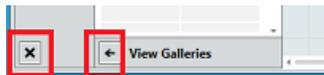
The Diagram panel **5** is where a rule’s logical expression(s) is designed or defined. Operands and Connectors are used to build the logical expression(s) which will display in the canvas on the right.



There are multiple operand types (i.e. Field, Comparators, and Boolean operators). A list of these operands is displayed in a panel to the left. The default view displays all of the different operand types together (refer to image above); however, the view can be filtered so that only a specific operand type is displayed (see below).



The filter list located on the left can be hidden to optimize the display by clicking the 'X' located in the bottom left corner or the left arrow located next to the "View Galleries" label.

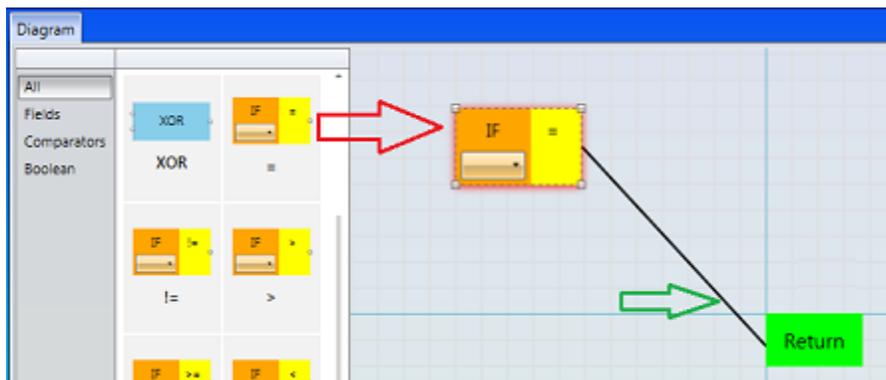


As previously stated, the available operands for creating a logical expression are: Fields; Comparators; and Boolean operators. When one of these operands is to be used, it should be selected and dragged onto the blank canvas (refer to the red arrow in image below).

If the "Auto Connect" function is enabled (  button is clicked), a Connector or line is automatically added (where applicable) that joins the elements of a single, logical expression together (refer to the green arrow in image below).

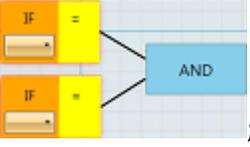
If the "Auto Connect" function is not enabled, connectors will never be automatically added (refer to information documented for the [Auto Connect button](#) found under the [Function Ribbon](#) section of the document for more information).

These Connectors can be added and deleted as necessary. The creation of complex rules (i.e. rules that have more than one logical expression) may require the user to add and delete connectors manually to achieve a single Return result. Use of Connectors is required for all rules.



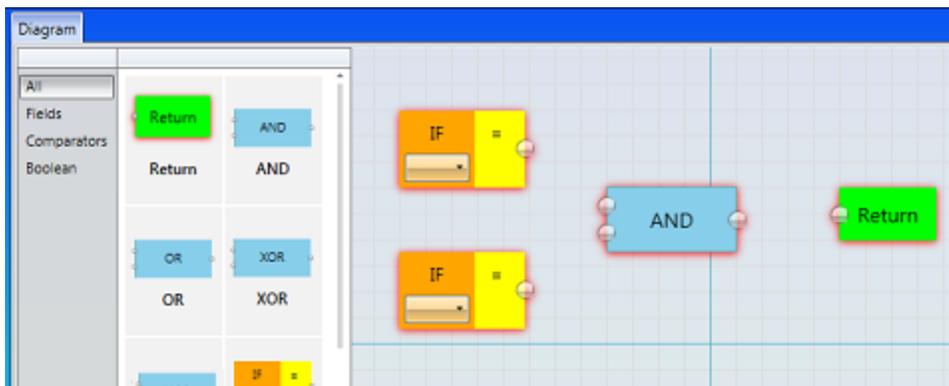
## Component Description / How It Works

Connectors join:

- Comparators with a Field (Return)  (simple rule);
- Comparators with a Boolean operator ;
- A Boolean operator with a Return Field ; and
- A Boolean operator with another Boolean operator .

If a user attempts to incorrectly join two operands, the Connector will not attach to either operand (e.g. the two orange boxes in the image below (Comparators) cannot be joined together using a Connector).

If an operand is added to the canvas and a red highlight or halo displays around it, or at any time this same red highlight or halo appears in the diagram of an existing rule, this is a visual cue to the user that further action is required to resolve the requirements for using that operand. Connection points signifying where Connectors can attach to (circles along the outside of the operand) will also be made visible. Not until all of the operand's requirements are met (red highlight or halo no longer displays) can the rule be used in production.



If a red highlight or halo appears around an operand, a corresponding error or warning message(s) will display in the 'Error List' panel located at the bottom of the screen (for more information about the Error List, refer to [Error List Panel](#) in this document).

Below is a list of the available of operands (Fields, Comparators, Boolean operators) with a description for each:

- Return
**Fields**: There is currently one option in the ‘Fields’ category and that is “Return”. Return refers to the results of the logical expression(s) the rule uses. There are two possible results, ‘True’ (expected) and ‘False’ (not expected). Every rule must have a Return field. For a rule to be triggered, a Return of “True” is required. To insure a rule’s design returns a result of “True”, test data can be applied (refer to the [Function Ribbon](#) section in this document, specifically the information provided for the **Test Data** button).

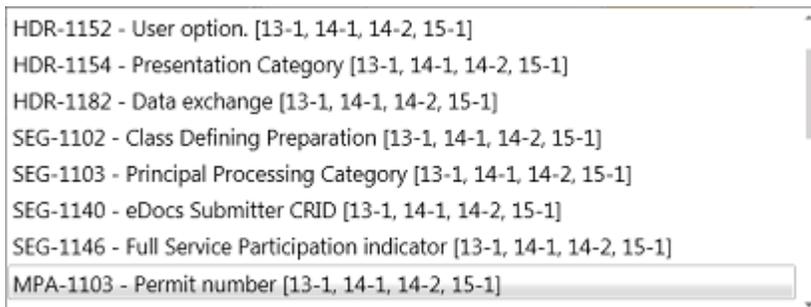
- 
**Comparators**: There are multiple Comparators. The inputs of the Comparators make up the logical expression to be evaluated. Each Comparator requires two inputs. There are various Comparators that can be selected and used based on the Operator that is associated with it.

Each Comparator produces one output, which can be used as the final return value (simple rule), or an input to other Boolean operators (refer to the [Boolean](#) bullet point below for more information). The simplest rule requires only a single Comparator. To build more complex rules a user can combine Comparators together using Boolean operators (information about Boolean operators is provided further along in this section). Examples of creating rules containing Boolean operators can be found in the [CREATING RULES](#) section in this Guide.

Comparators are made up of the following items: a Search Field; an Operator; and a Value.



- Search Field** 1: This field is selected by the user from the drop-down list provided. It is used to determine a condition of a Mail.dat file through the comparison of it against a specified value. When the user clicks the field’s down arrow, a scrollable list will display.



The existing fields available for use in defining rules are taken from the HDR, SEG, MPA, and CPT Mail.dat files; however, there are also calculated fields that can be used, such as ‘Total Pieces’ (i.e. the sum of all pieces in a Mail.dat file); ‘5 Digit percent’ (i.e. the percentage of all pieces that have a rate category (CQT-1008 of “E”); NDC percent (i.e. the percentage of all pieces that contain a “B” in the destination entry (CQT-1105); etc.

Component Description / How It Works

**i** Refer to [APPENDIX 1](#) in this Guide for a complete list of the Search Fields available for use in a Comparator.

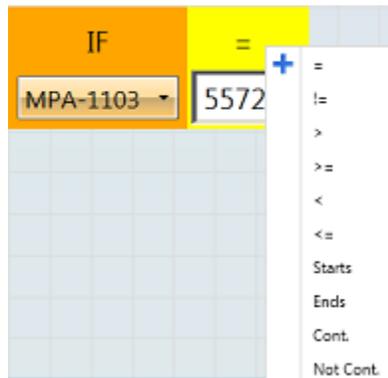
Included in the Search Field list is a brief description of what each field pertains to or is used for, and also the Mail.dat file version(s) that is/are supported for each particular field. Both of these items are intended as an ease-of-use feature for the user.



- **Operators** **2**: Used as a form of measurement and/or comparison of the data found in the Search Field against the value or parameter entered/selected by the user. The available operators are:

equal to: '='	less than: '<'	ends with: 'Ends'
not equal to: '!='	less than equal to: '<='	contains: 'Cont.'
greater than: '>'	starts with: 'Starts'	does not contain: 'Not Cont.'
greater than or equal to: '>='		

The Operator to be used can be specified by selecting (click and drag) the corresponding Comparator from the list provided...

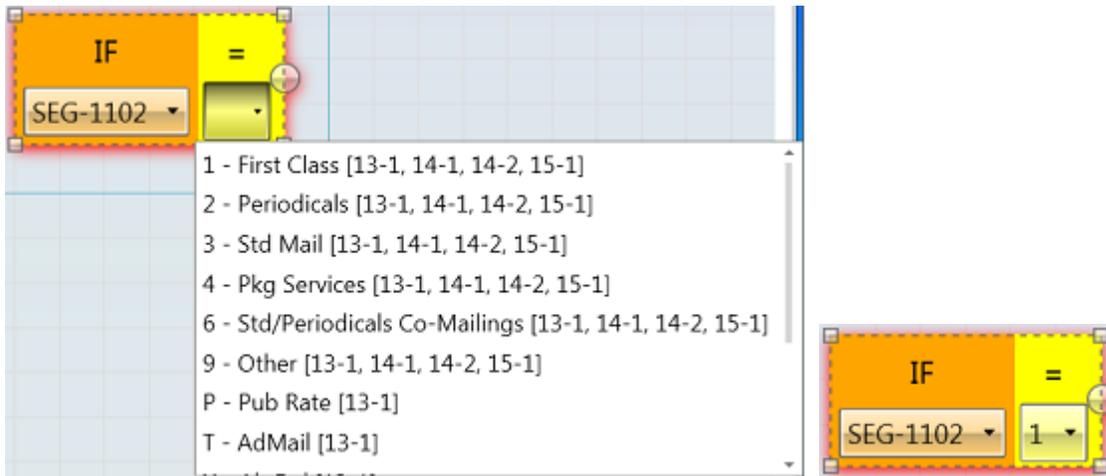


...or by right-clicking next to the Operator displayed in a Comparator that's already been selected and moved to the rule's diagram canvas (a drop-down list will display).

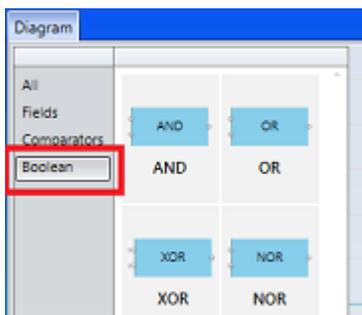


- **Value<sup>3</sup>**: The value entered or selected in this field is applied against the data found in the specified Search Field using the selected Operator. For example, in the numbered image above, the MPA-1103 field (i.e. MPA permit number) must equal ('=') a value of "55725" (entered by the user) to return a condition of True.

Depending on the Search Field selected, the user may not be able to enter a Value, but instead, select from a list of options that could be contained in that particular Search Field. For example, if the 'SEG-1102' (Mail Class) field is used, the user must select from the list provided to specify the Value. In the screen images below, First Class is selected/used. So, if a Mail.dat file is reviewed against this logical expression, the SEG file's Mail Class must be "First Class" to return a result of True.



The third and final operand type is Boolean (Field and Comparator are the other two).



- **Boolean** : "Boolean" refers to Boolean operators. Boolean operators are used to either narrow or broaden the result possibilities. Each Boolean operator requires two inputs. Those two inputs can be one of the following: the results from two Comparators; the results of two different Boolean operators; or the results from one Comparator and one Boolean

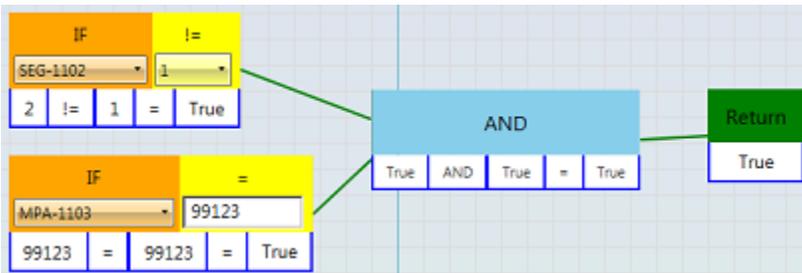
Component Description / How It Works

operator. Depending on the necessary level of complexity, rules can use many Comparators and many Boolean operators.

The available Boolean operators are ‘AND’, ‘OR’, ‘XOR’, ‘NOR’:

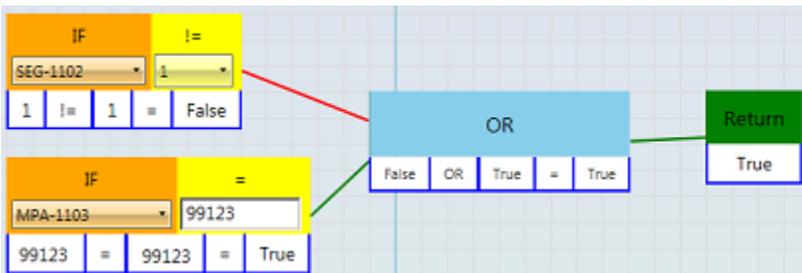
- **AND:** Using ‘AND’ narrows the result possibilities by requiring that both inputs specified be met (e.g. “both [input1] AND [input2] are true”).

In the image below, IF the mail class (SEG-1102) is not equal to (‘!=’) First Class (‘1’) AND IF the Permit Number (MPA-1103) is equal to (‘=’) “99123”, then the Return will be TRUE and the rule will be triggered.

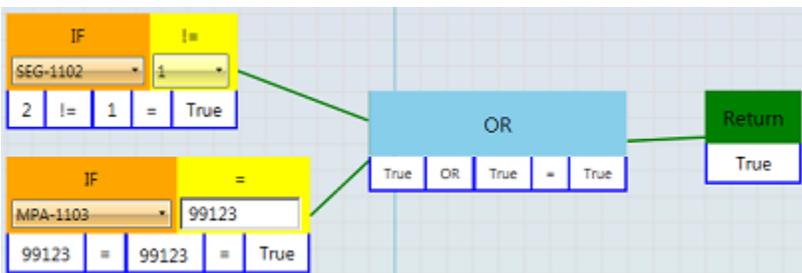


- **OR:** Using ‘OR’ broadens the result possibilities by allowing both or only one of the two inputs specified be met (e.g. “either or both [input1] OR [input2] is true”).

In the image below, IF the mail class (SEG-1102) is not equal to (‘!=’) First Class (‘1’) OR IF the Permit Number (MPA-1103) is equal to (‘=’) “99123”, then the Return will be TRUE and the rule will be triggered.

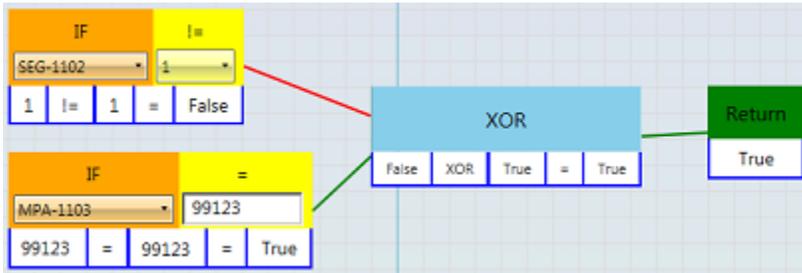


Also, IF the mail class (SEG-1102) is not equal to (‘!=’) First Class (‘1’) AND IF the Permit Number (MPA-1103) is equal to (‘=’) “99123”, then the Return will be TRUE and the rule will be triggered.

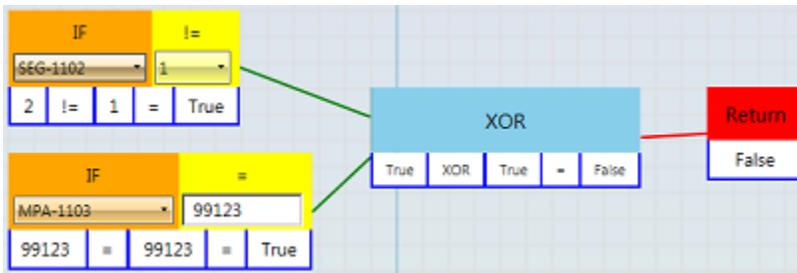


- **XOR:** Using 'XOR' broadens the result possibilities by requiring only one of the two inputs specified be met (e.g. "either [input1] XOR [input2] is true").

In the image below, IF the mail class (SEG-1102) is not equal to ('!=') First Class ('1') OR IF the Permit Number (MPA-1103) is equal to ('=') "99123", then the Return will be TRUE and the rule will be triggered.

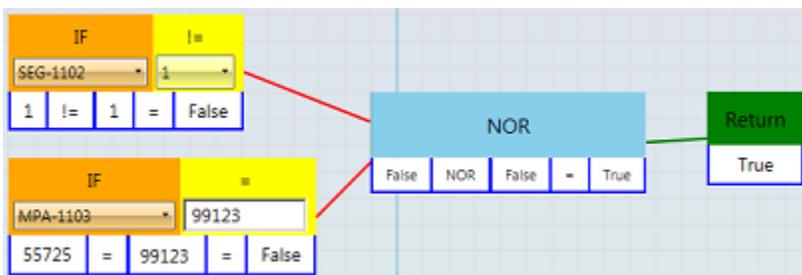


Unlike the OR Boolean operator, both inputs cannot be met for XOR to return a Result of TRUE.



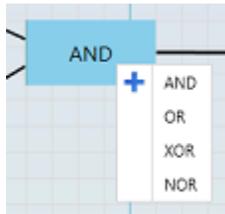
- **NOR:** Using 'NOR' narrows the result possibilities by requiring that both inputs specified are false (e.g. "neither [input1] NOR [input2] is true").

In the image below, IF the mail class (SEG-1102) is not equal to ('!=') First Class ('1') NOR IF the Permit Number (MPA-1103) is equal to ('=') "99123", then the Return will be TRUE and the rule will be triggered.



## Component Description / How It Works

The Boolean operator to be used can either be selected from the list provided (clicked and dragged onto the canvas)...



...or by right-clicking in a Boolean operator already selected and moved to the rule's diagram canvas (a drop-down list will display).

## ERROR LIST PANEL

The Error List panel  displays system-generated warnings and/or errors when a rule condition or requirement is not being met. The Error List updates automatically (displays/removes messages) as soon as a situation occurs or is resolved. These warning or errors will display for all rules, whether the rule a warning or error applies to is selected. The user can determine which rule an error or warning applies to by viewing the 'Rule' column. The name of the rule affected will be displayed.

The screenshot shows the AWAM interface with the following components:

- Rules Panel:** Lists various rules like 'Reject Rule', 'First Class Mail', 'Pub Remove Permit', and 'New rule'.
- Properties Panel:** Shows settings for the selected rule, including Name, Priority, Type, Profile, and Reject UNC.
- Diagram Canvas:** Displays a rule diagram with an AND operator connected to two IF conditions and a Return operator.
- Error List Panel:** A table showing system-generated warnings and errors.

Message	Operand	Rule
Operand will not be used for the condition checking.	=	First Class Mail
Input argument should have value	Result	First Class Mail
Operand will not be used for the condition checking.	=	First Class Mail
First argument should have value	AND	New rule
Second argument should have value	AND	New rule
Operand will not be used for the condition checking.	AND	New rule

 **A rule will not be able to be used in production until all warnings or errors are resolved; however, rules can be saved and the UI closed when warning or error messages are present.**

## Creating Rules

**i** *This section of the document is intended for instructing users on how to create/set-up rules. An understanding of how the individual components of the Rules Manager UI work, what they are intended for, requirements that may or may not be included have all been provided in the previous sections included under [Automatic Staging](#). Therefore, this section of the document assumes that all of the information provided under [Automatic Staging](#) has already been read and understood.*

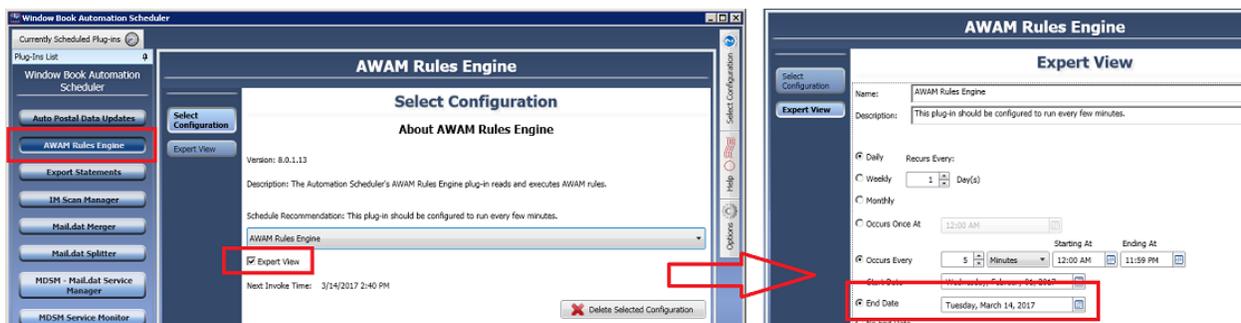
Rules are used to automatically stage Mail.dat files for importing into DAT-MAIL and/or can be used to weed out those Mail.dat files that should not be imported into DAT-MAIL due to something like the job being too small (needs to go to a consolidator), or there is a known problem(s) with a Mail.dat file(s).

Rules are comprised of some basic properties (refer to the [Properties Panel](#) section in this Guide for more information), and a logical expression(s). Rules can be very simple, using only one Comparator (single logical expression), or they can be very complex, using multiple Comparators and Boolean operators (multiple logical expressions). With the exception of the Default Rule, all Rules must have a Return value of “True” in order to be used and therefore, triggered.

**i** *The ‘Default Rule’ does not typically use any logical expression(s). If a Mail.dat file does not trigger any ‘Rejected’ or ‘Normal’ rule, the ‘Default Rule’ is triggered. The Mail.dat file is then moved into the import folder designated in AWAM’s default import profile.*

When creating a rule, rule properties should be set or specified, a logical expression(s) created, and test data should be applied to confirm a return of ‘True’ (any priority adjustments should be made after the results of the test data are displayed).

**!** ***\*IMPORTANT\***: If a rule in the AWAM Rules Manager is to be added or edited, the AWAM Rules Engine plug-in should always be stopped first, in the Automation Scheduler. Do not stop the Automation Scheduler’s service but stop the AWAM Rules Engine plug-in itself. This can be accomplished in the plug-in’s “Expert View” screen by adding an end date to the plug-in (refer to image below for reference). Once the editing of the rule(s) is complete, remember to remove the end date in the plug-in’s “Expert View” screen so that the plug-in will resume its’ normal function.*



## Component Description / How It Works

### SIMPLE RULES

A simple rule consists of one Comparator and a Return Field.

#### Simple Normal Rule - Example

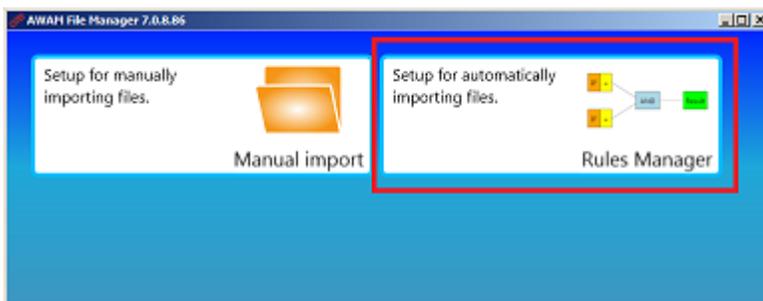
This rule identifies Mail.dat files with a specific mail owner CRID. When the rule is triggered, it will move the file into the import folder of an AWAM import profile that will execute specific updates and workflow processes for just that mail owner.

This rule should be the first rule to be reviewed *after* the Reject rule that's already in place.

All Mail.dat versions are supported with this rule.

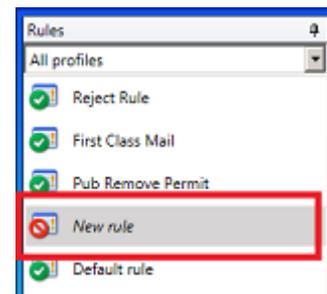
To create a simple, Normal rule, perform the following:

1. Launch the AWAM File Manager and click the **Rules Manager** button;



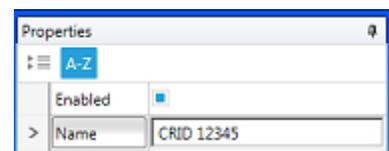
2. The Rules Manager UI will display. From the [Function Ribbon](#), click

the **Add Rule** button . A "New rule" will display in the [Rules panel](#);

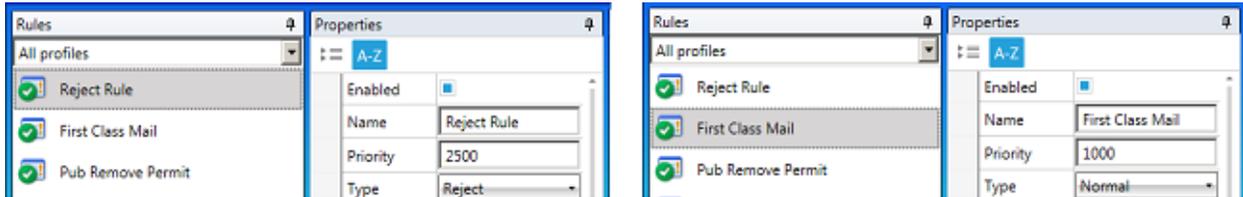


***As soon as a new rule is added, the [Error List panel](#) will display a series of warnings or errors. As the user begins specifying/entering the various properties for the rule and meeting the rule's conditions and requirements, the Error List panel will automatically update accordingly.***

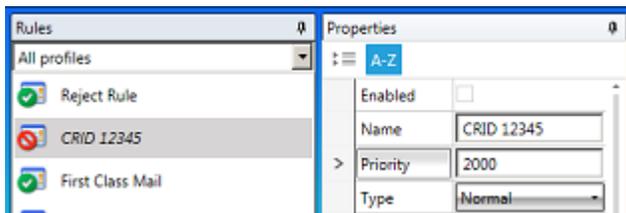
3. In the [Properties panel](#), click anywhere in the 'Name' field and enter a name to be used for the new rule (in the example here, "CRID 12345" is entered as the new rule's name);



- Enter a Priority number for the rule (determines where rule will appear in the existing list and therefore when it will be applied to Mail.dat files in conjunction with the other existing rules). If other rules exist, confirm the other rules' Priority numbers to know what the new rule's Priority should be. In this particular example, this rule is to display immediately after the existing Reject rule (refer to explanation under "Normal Rule – Example" above. The Reject rule has a Priority of 2500 and the First Class Mail Rule has a Priority of 1000.



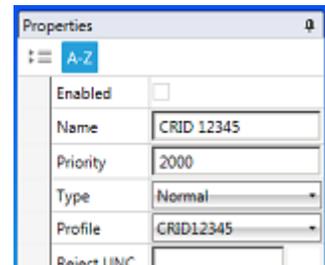
Based on the existing Priority information, a Priority of 2000 is entered for the CRID 12345 rule. Note that the rule name is automatically moved to the appropriate spot in the list (i.e. below the Reject rule, but above the First Class Mail rule), based on the Priority number assigned.



***If this was the first rule (other than the Default rule) to be created, assign a high priority number to provide room for additional rules to be added in the future. For more information on Priorities, refer to the [Properties Panel](#) section in this Guide.***

- Specify the rule Type by clicking the drop-down arrow and selecting from the list provided. In the example here, 'Normal' is selected (see image above);

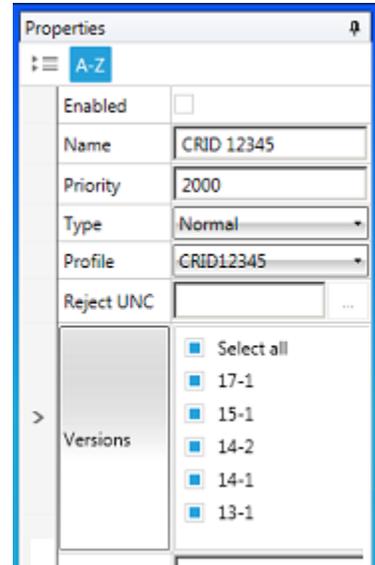
- Select a Profile (AWAM import profile) to be used by the rule. The import folder specified in the AWAM import profile is where the Mail.dat file will automatically be moved to by the system if the rule is triggered. In the example here, an AWAM import profile named CRID12345 has been selected (note that the name of the import profile displays in normal type; therefore, the profile is Active – if it displayed in italics, that would mean the profile was currently Deactive and would have to be activated for the rule to trigger);



***If the name of the AWAM import profile is in normal font, the profile is currently active. If the name of the AWAM import profile is displayed in italics, the profile is currently deactive. Deactive profiles can be selected for a rule; however, they must be activated before a rule can be used in production.***

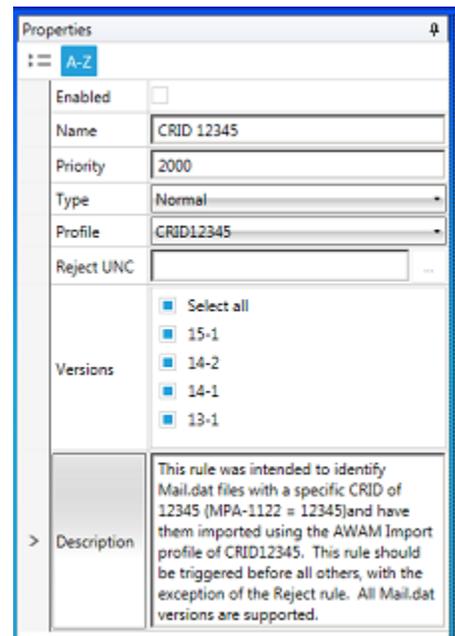
Component Description / How It Works

- Specify the Mail.dat version(s) the rule should apply to. According to the information provided under “Normal Rule – Example” above, all versions should be supported for the example being used here;



**i** Rules can be saved at any point during this process and the UI closed if need be without losing any changes/updates made.

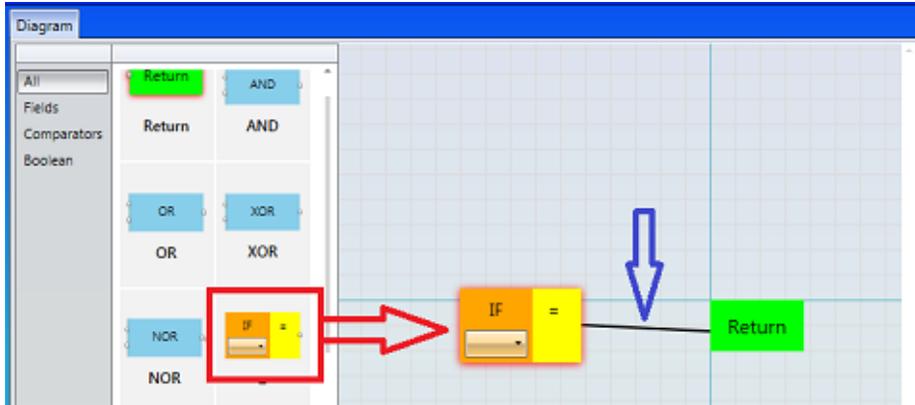
- Enter a Description that would assist a user or support person in the future to identify what the rule was intended for and what was used to define it;



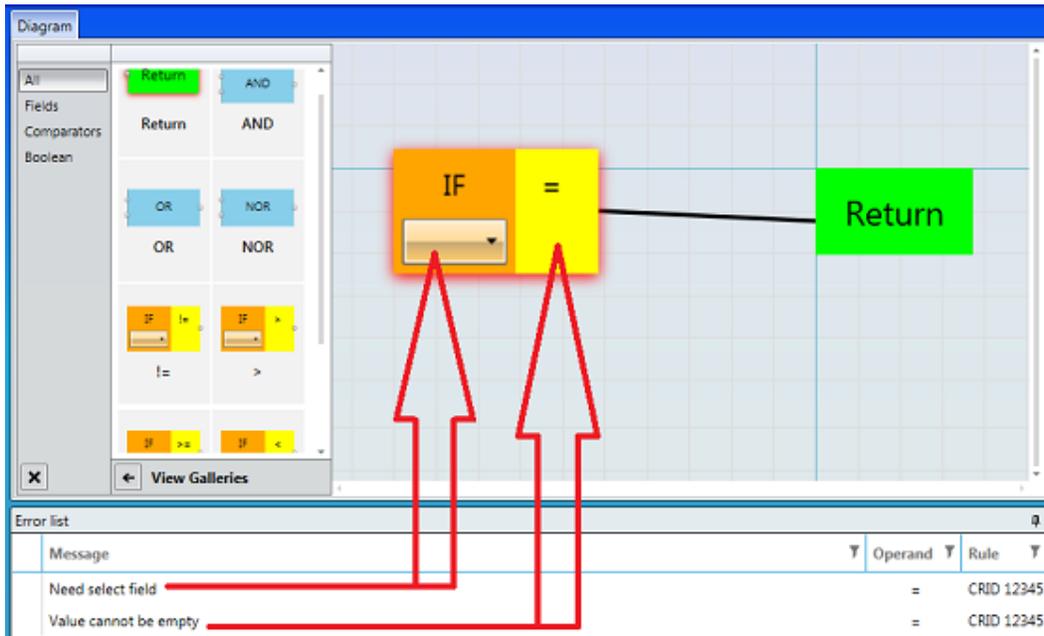
- Now that all of the required Properties have been entered/set, create the logical expression for the rule to use in the [Diagram panel](#). First, make sure the Auto Connect button is enabled by selecting it on the [Function Ribbon](#);



10. Since the intent of this rule is to move Mail.dat files that contain a field whose value equals something specific, select the Comparator that uses the equals sign '=' and drag it to the Diagram canvas (note that because the Auto Connect button is enabled, the Connector automatically joins the Comparator to the Return Field);

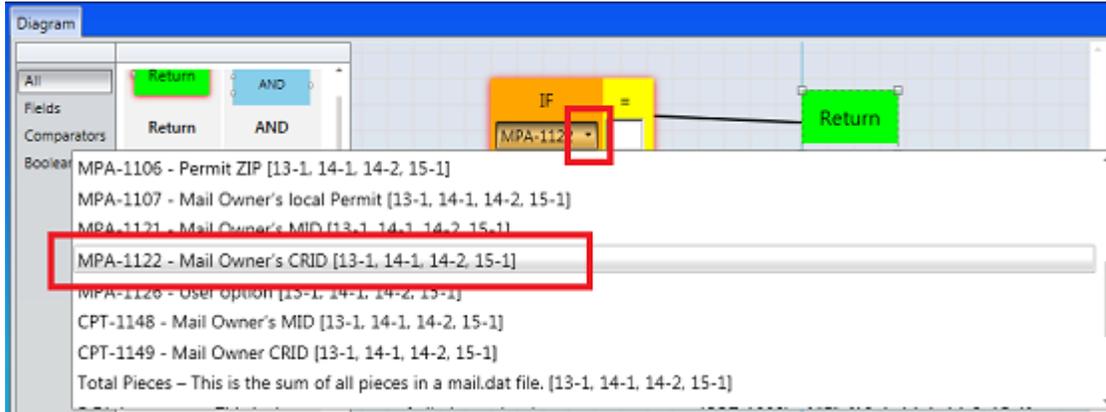


Also note that a red highlight or halo displays around the Comparator block. This is a visual cue that the Comparator requires additional attention before the rule can be implemented in production. Error and/or warning messages also display in the [Error List panel](#) that provide insight into what needs to be resolved.

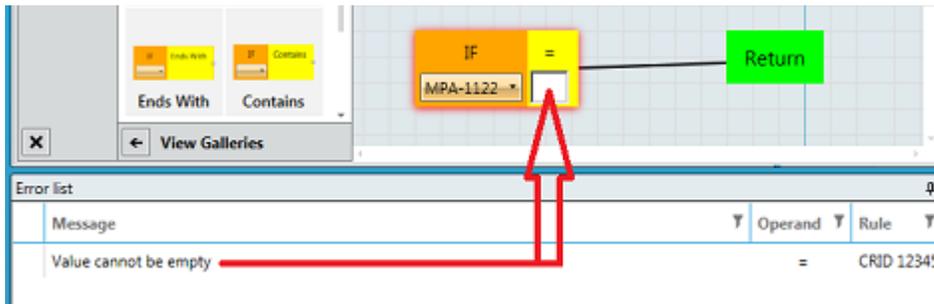


Component Description / How It Works

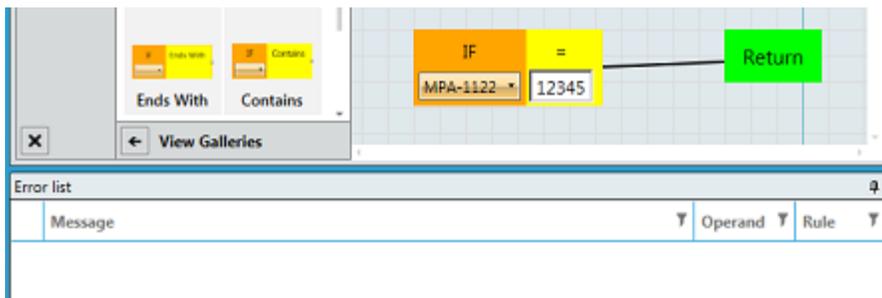
11. Select the Search Field that the logical expression should use by clicking the drop-down arrow. A list of the available Search Fields is displayed. Scroll down, locate, and select (click) the 'MPA-1122' field (note that the utility provides the Mail.dat versions that supports the selected field. Since all supported versions were specified for this particular rule, there will not be a compatibility issue unless a Mail.dat file with a version other than one that is supported is identified (e.g. 12-2));



Also note that with the selection of the Search Field, the [Error List panel](#) updated and only one warning message remains.

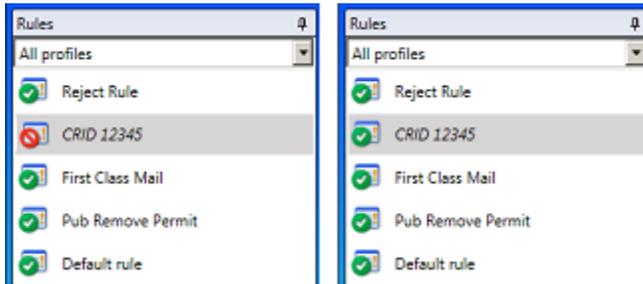


12. Enter the desired Value that the MPA-1122 field should contain in order that the Return result is 'True'. In the example here, the Mail Owner CRID must equal (=) a specific number (i.e. '12345'). Enter '12345' in the Value field (note that the red highlight or halo no longer displays around the Comparator, and the Error List panel updates to no longer display any warning messages;



With no error or warning messages displayed, it should be noted that in the [Rules panel](#), the newly created rule 'CRID 12345' went from being displayed with a problem symbol (red circle with a line through it), to a green check mark; also an indication that no problems or issues exist with the rule.

In the images below, the rule's name is displayed in italics. This indicates that the rule has not yet been enabled.



**i** Rules can be enabled and disabled at any time.

**i** Rules can be saved at any point during this process and the UI closed if need be without losing any changes/updates made.

13. To enable the rule, select the box that corresponds with the 'Enable' field in the Properties panel;



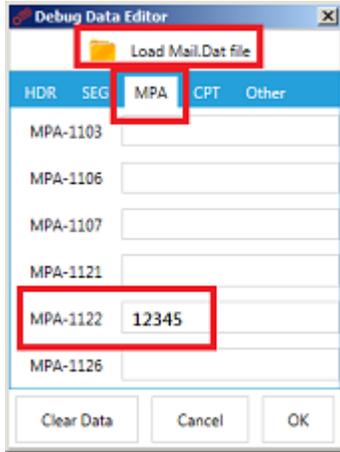
14. Once the rule is enabled, test data should be applied against it to ensure a Return result of 'True' is accomplished. To apply test data, click the **Test Data** button located in the [Function Ribbon](#);



15. The *Debug Data Editor* will display. If test data is already present, click the **Clear Data** button. Then, either load a Mail.dat file to be used for testing the validity of the reject rule's logical expression (click the 'Load Mail.Dat file' label) or, enter data to be used.

Component Description / How It Works

To enter data, click the 'HDR' tab and select specify a value (i.e. Mail.dat version) for the 'HDR-1101\*' field. This field must fall within Properties set for the rule; specifically, the "Versions" field (refer to step 7 above). Then, click the 'MPA' tab and enter an appropriate value in the 'MPA-1122' field to be used for testing (e.g. "12345"). Click the **OK** button when done.

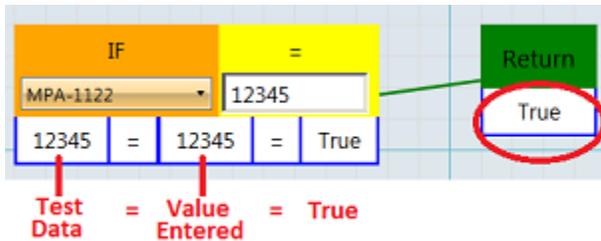


16. The *Debug Data Editor* will close. Click the **Debug** button located on the [Function Ribbon](#).



 *The **DEBUG** button only activates or becomes enabled when test data is present.*

17. The Diagram panel will update to display the actual values used in the expression and whether or not the return result is True or False;



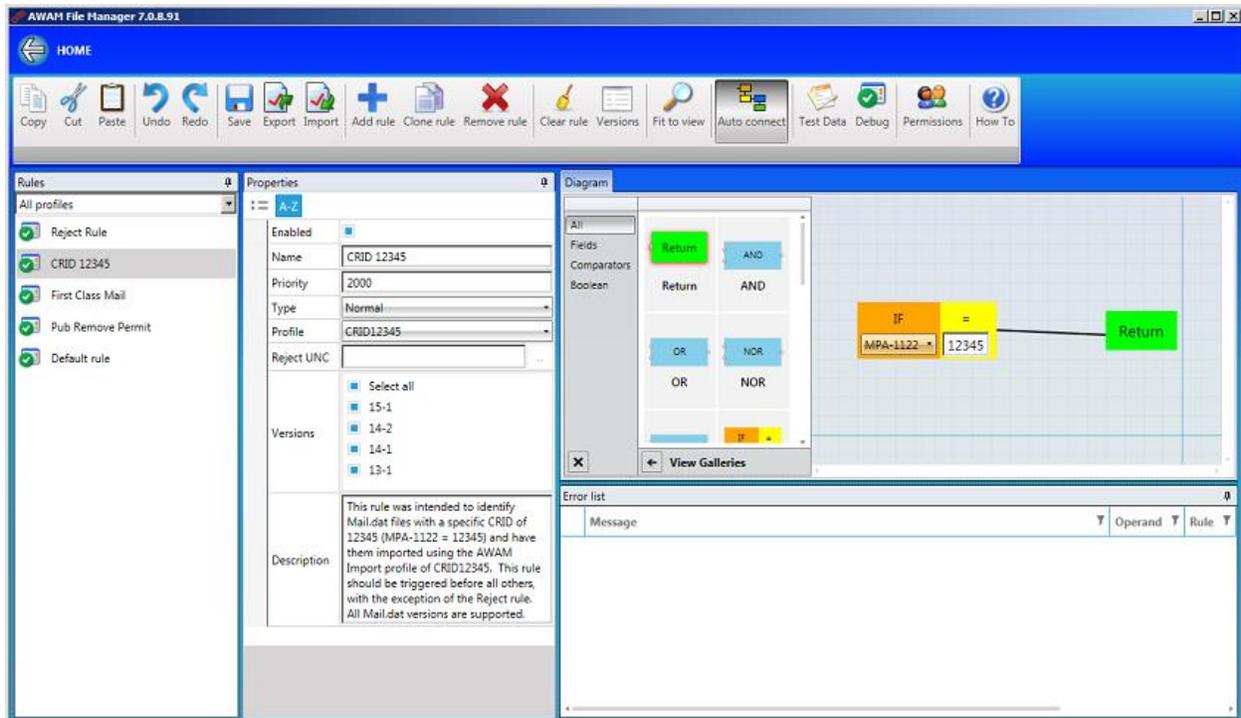
In addition, with the **Debug** button enabled, the [Rules panel](#) provides a visual display of which rules would be triggered by the test data entered (green check-mark), along with which rule would be triggered first (gold star). A visual display is also provided for those rules that would not be triggered (red 'X'). Confirm that there is no existing rule that will trigger before the newly added rule.



*If the newly added rule is not the first to be triggered using the test data entered, confirm the correct test data was used, check to see if the new rule's assigned Priority requires adjusting, or the logical expression used may require a modification.*

To turn off the test results display, click the **Debug** button on the [Function Ribbon](#) to disable it.

18. Once confirmation of a 'True' Return is achieved, and the rule is triggering as expected, save the newly created rule. It is ready for use!



Component Description / How It Works

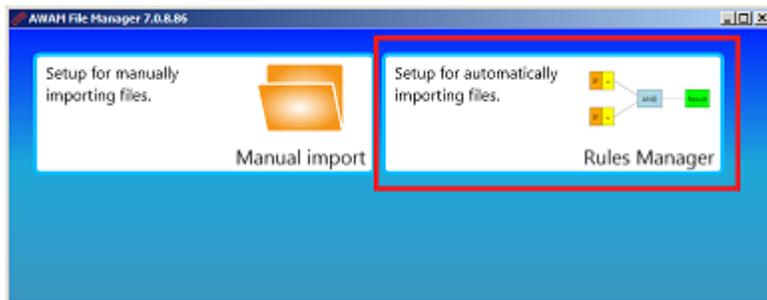
**Simple Reject Rule - Example**

Reject rules are created in much the same way as the simple ‘Normal’ above, with the exception that they do not have an AWAM import profile assigned to them. Instead, the user must create and/or select a folder for the rejected files to be moved to (files that should not be imported into DAT-MAIL).

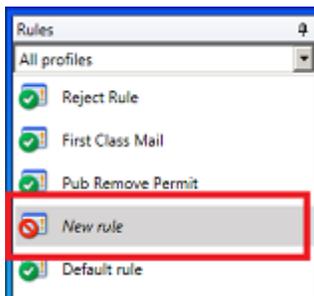
An example of why a file might be rejected might be that the job is too small. A Reject rule could be created that uses the sum of total pieces in a Mail.dat file for it to trigger if the file should be rejected.

To create a simple, Reject rule, perform the following:

1. Launch the AWAM File Manager and click the **Rules Manager** button;



2. The Rules Manager UI will display. From the [Function Ribbon](#), click the **Add Rule** button. A “New rule” will display in the [Rules panel](#);



***As soon as a new rule is added, the [Error List panel](#) will display a series of warnings or errors. As the user begins specifying/entering the various properties for the rule and meeting the rule’s conditions and requirements, the Error List panel will automatically update accordingly.***

3. In the [Properties panel](#), enable the rule by selecting the box that corresponds with the ‘Enable’ field;

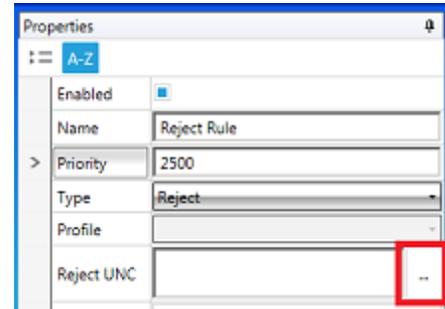


***Rules can be enabled and disabled at any time.***

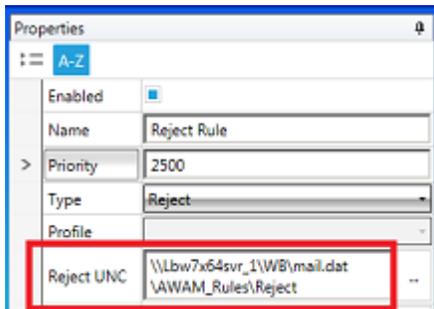
4. Click anywhere in the 'Name' field and enter a name to be used for the new rule (in the example here, "Reject Rule" is entered as the new rule's name);
5. Enter a Priority for the new rule. Reject rules should almost always have the highest priority of other rules in the list. In the example here, a Priority of "2500" is entered;
6. Specify the rule 'Type' by clicking the drop down and selecting from the list provided. Select "Reject". The 'Profile' field will become disabled, and the 'Reject UNC' field will enable or become active;

7. For the 'Reject UNC' field, click the browse button. Navigate to the location on the server (or computer in a stand-alone or single-installation environment) where the folder that the rejected files should be moved to;

Select an existing folder or create a new one. In the example here, a "Reject" folder is created/ selected;



***In a server with workstation(s) environment, a UNC path must be used when specifying the folder and folder path for the rejected files (refer to the screen image below). Mapped drives cannot be used! In a stand-alone or single installation environment, UNC paths are not required.***



8. Specify the Mail.dat versions that the rule should include. In the example here, 'Select all' is selected;
9. Enter a description for the new "Reject Rule" that would assist a user or support person in the future to identify what the rule was intended for and what was used to define it;



10. Make sure the **Auto Connect** button the Function Ribbon is selected or enabled. In the new rule's [Diagram panel](#), select the '<=' (i.e. less than or equal to) Comparator and drag it to the canvas. A Connector will automatically join the Comparator with the Return Field;
11. Click the Search Field's drop down and select the necessary field. In the example here, the "Total Pieces" field is selected;

Component Description / How It Works

12. In the 'Value' field, enter the number of pieces (or less) that will cause a Mail.dat file to be rejected. In the example here, the Value entered is "642" (i.e. if a Mail.dat file has 642 or less pieces, the rule will be triggered, and the file will be rejected);



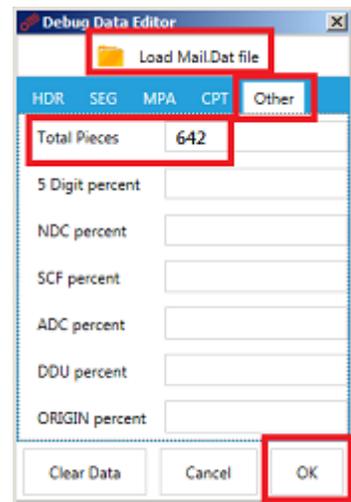
13. Click the **Test Data** button located on the [Function Ribbon](#);



14. The *Debug Data Editor* will display. If test data is already present, click the **Clear Data** button. Then, either load a Mail.dat file to be used for testing the validity of the reject rule's logical expression (click the 'Load Mail.Dat file' label) or, enter data to be used.



To enter data, click the 'HDR' tab and select specify a value (i.e. Mail.dat version) for the 'HDR-1101\*' field. This field must fall within Properties set for the rule; specifically, the "Versions" field (refer to step 8 above). Then, click the 'Other' tab and enter a value in the 'Total Pieces' field to be used for testing. Click the **OK** button when done;

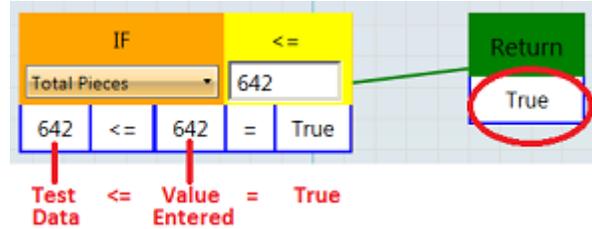


15. The *Debug Data Editor* will close. Click the **Debug** button located on the [Function Ribbon](#).

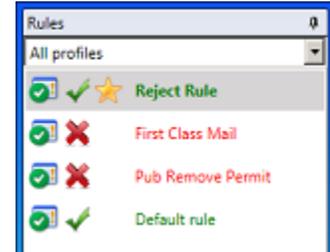


 *The **DEBUG** button only activates or becomes enabled when test data is present.*

16. The [Diagram panel](#) will update to display the actual values used in the expression and whether or not the return result is True or False;



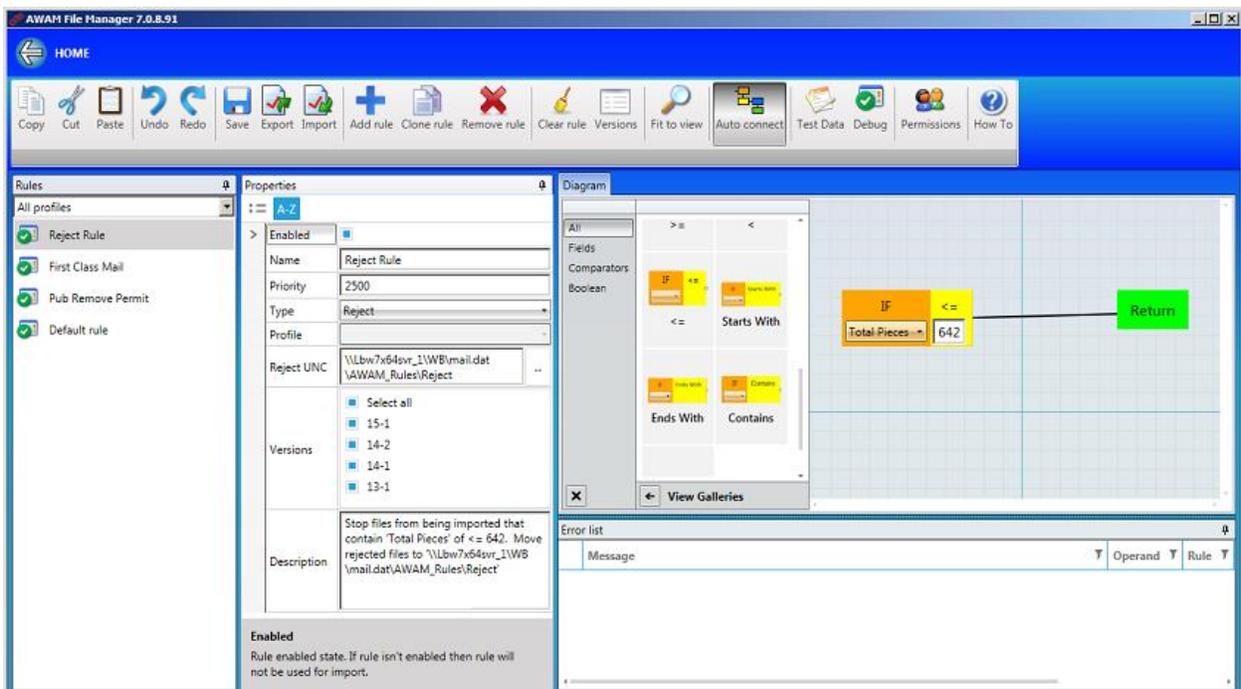
In addition, with the **Debug** button enabled, the [Rules panel](#) provides a visual display of which rules would be triggered by the test data entered (green check-mark), along with which rule would be triggered first (gold star). A visual display is also provided for those rules that would not be triggered (red 'X'). Confirm that an existing rule will not trigger before the newly created rule.



 **If the newly added rule is not the first to be triggered using the test data entered, confirm the correct test data was used, check to see if the new rule's assigned Priority requires adjusting, or the logical expression used may require a modification.**

To turn off the test results display, click the **Debug** button on the [Function Ribbon](#) to disable it.

17. Once confirmation of a 'True' Return is achieved, and the rule is triggering as expected, save the newly created rule. It is ready for use!



## Component Description / How It Works

### COMPLEX RULES

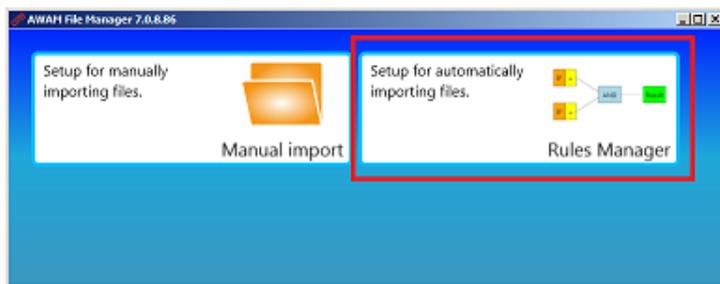
Complex rules consist of more than one logical expression.

#### Complex Normal Rule - Example

For standard mail, a high percentage of NDC or Origin Mail may benefit from hybrid copal using one of the major consolidators. A complex, normal rule could be added based on percentages, moving to AWAM folders where the appropriate optimization is then run/applied. For the example being used here, the mail class type must equal First Class. In addition, either the NDC percent (i.e. percentage of all pieces that contain a “B” in the destination entry) must be greater than or equal to 70% and/or the ORIGIN percent (i.e. percentage of all pieces that contain an “N” in the destination entry) must be greater than or equal to 65%.

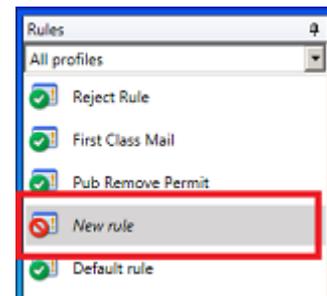
To create a complex, Normal rule, perform the following:

1. Launch the AWAM File Manager and click the **Rules Manager** button;



2. The Rules Manager UI will display. From the [Function Ribbon](#), click

the **Add Rule** button . A “New rule” will display in the [Rules panel](#);



**As soon as a new rule is added, the [Error List panel](#) will display a series of warnings or errors. As the user begins specifying/entering the various properties for the rule and meeting the rule’s conditions and requirements, the Error List panel will automatically update accordingly.**

3. In the [Properties panel](#), enable the rule by selecting the box that corresponds with the ‘Enable’ field;

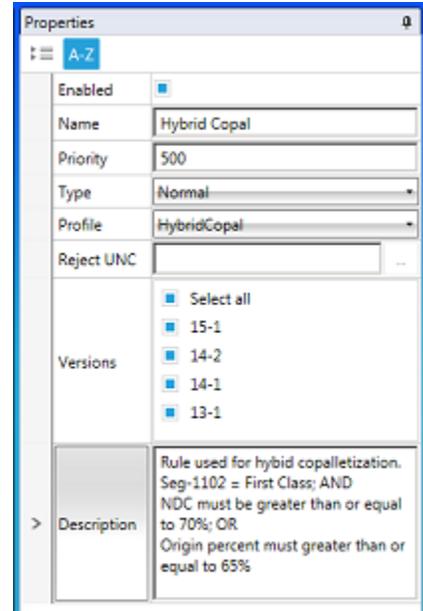


**Rules can be enabled and disabled at any time.**

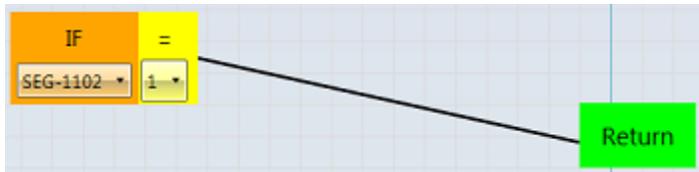
4. Click anywhere in the ‘Name’ field and enter a name to be used for the new rule (in the example here, “Hybrid Copal” is entered as the new rule’s name);

5. Enter a Priority for the new rule. In the example here, a Priority of “500” is entered;
6. Specify the rule ‘Type’ by clicking the drop down and selecting from the list provided. Select “Normal”;
7. Select the AWAM import profile to be used with the rule from the drop-down list of available profiles. In the example here a corresponding AWAM import profile of “HybridCopal” is selected (note that the name of the import profile displays in normal type; therefore, the profile is Active – if it displayed in italics, that would mean the profile was currently Deactive and would have to be activated for the rule to trigger);

8. Specify the Mail.dat versions that the rule should include. In the example here, ‘Select all’ is selected;
9. Enter a description for the new “Hybrid Copal” rule that would assist a user or support person in the future to identify what the rule was intended for and what was used to define it;

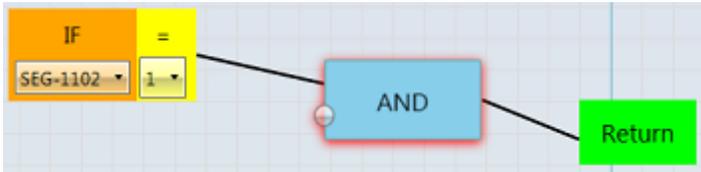


10. Make sure the **Auto Connect** button the Function Ribbon is selected or enabled ;
11. In the new rule’s [Diagram panel](#), select an equal-to (i.e. ‘=’) Comparator and drag it to the canvas. A Connector will automatically join the Comparator with the Return Field. Select “SEG-1102” as the Comparator’s Search Field, and select “1-First Class” for the Value;

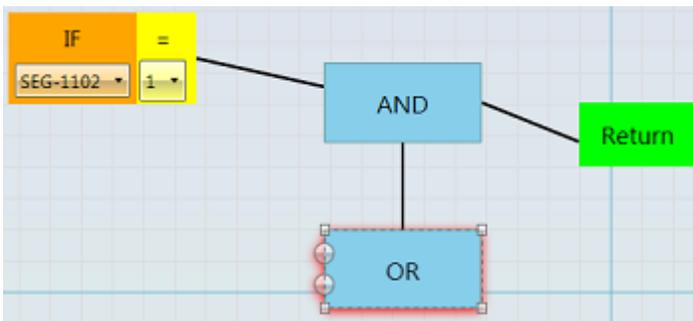


Component Description / How It Works

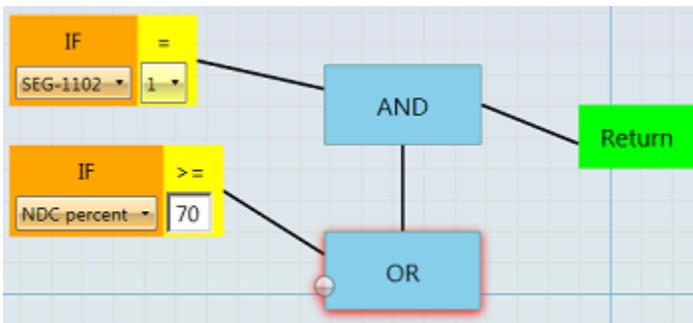
12. Select and drag an AND Boolean operator to the canvas, placing it between the Comparator selected in step 10 and the Return Field. The Connectors will adjust accordingly, joining the Comparator to the Boolean operator and the Boolean operator to the Return Field;



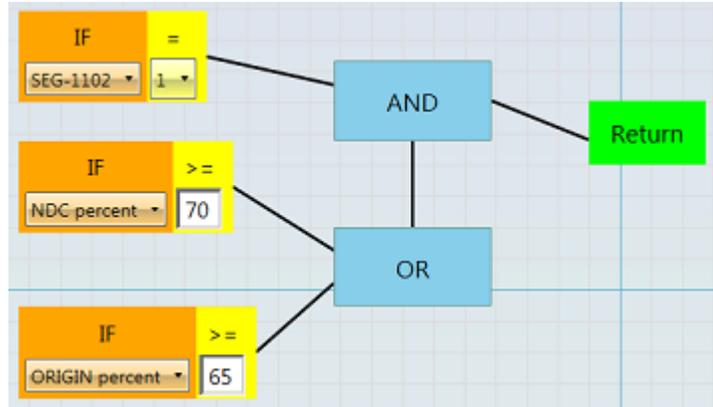
13. Select and drag an OR Boolean operator to the canvas, placing it below the AND Boolean operator. A Connector will automatically join the two Boolean operators;



14. Select and drag a greater-than-or-equal-to (i.e. '>=') Comparator to the canvas, placing it beneath the equal-to Comparator. A Connector will automatically join the greater-than-or-equal-to Comparator to the OR Boolean operator. Select "NDC percent" as the Comparator's Search Field, and enter "70" for the Value;



15. Select and drag a greater-than-or-equal-to (i.e. '>=') Comparator to the canvas, placing it beneath the other greater-than-or-equal-to Comparator. A Connector will automatically join the new greater-than-or-equal-to Comparator to the OR Boolean operator. Select "Origin percent" as the Comparator's Search Field, and enter "65" for the Value;



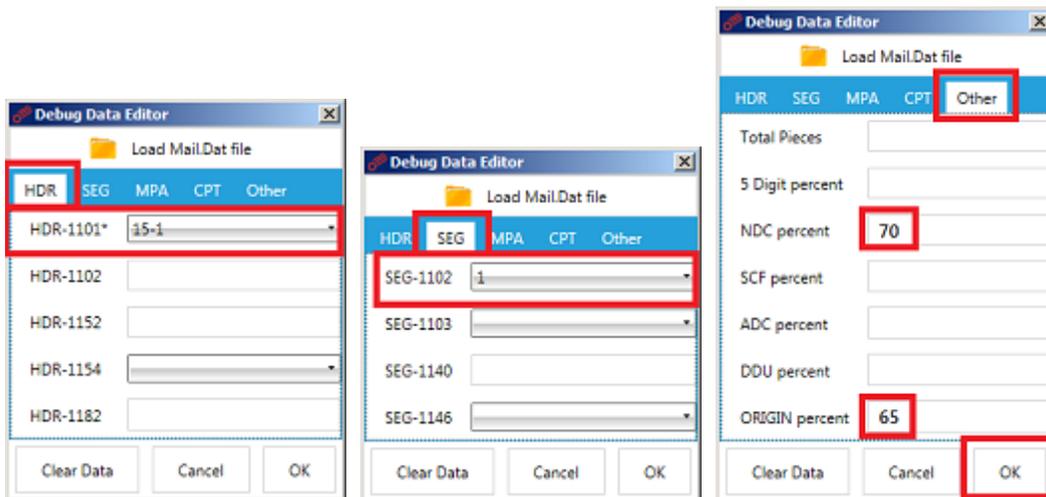
16. Click the **Test Data** button located on the [Function Ribbon](#);



17. The Debug Data Editor will display. If test data is already present, click the **Clear Data** button. Then, either load a Mail.dat file to be used for testing the validity of the rule's logical expression (click on the 'Load Mail.Dat file' label) or, enter data to be used for testing.



To enter data, click the 'HDR' tab and select specify a value (i.e. Mail.dat version) for the 'HDR-1101\*' field. This field must fall within Properties set for the rule; specifically, the "Versions" field (refer to step 7 above). Then, click the 'SEG' tab and select the value for the 'SEG-1102' field (i.e. "1" for First Class), followed by the 'Other' tab. Enter a percentage value for the 'NDC percent' field and the 'ORIGIN percent' field. Click the **OK** button when done;



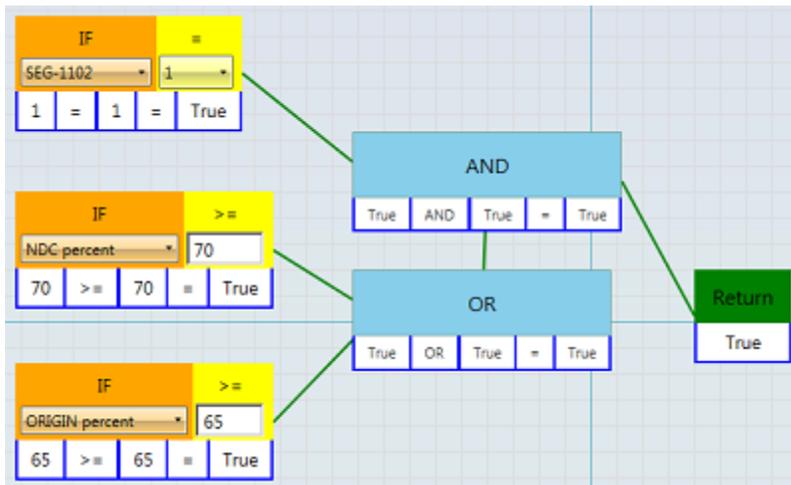
Component Description / How It Works

18. The *Debug Data Editor* will close. Click the **Debug** button located on the [Function Ribbon](#).



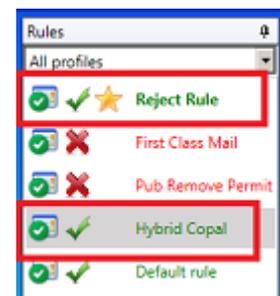
 *The **DEBUG** button only activates or becomes enabled when test data is present.*

The [Diagram panel](#) will update to display the actual values used in the expression and whether or not the return result is True or False;



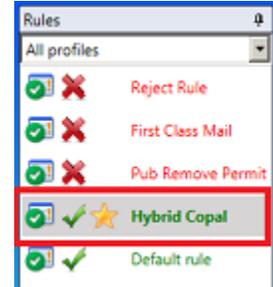
In addition, with the **Debug** button enabled, the [Rules panel](#) provides a visual display of which rules would be triggered by the test data entered (green check-mark), along with which rule would be triggered first (gold star). A visual display is also provided for those rules that would not be triggered (red 'X').

In the example being used here, the “Hybrid Copal” rule will trigger (green checkmark); however, so will the “Reject Rule”. In addition, because of the Priority level of each of these two rules, the “Reject Rule” will trigger first (denoted by a gold star).



Since reject rules should always be of the highest priority, either the test data used for the “Hybrid Copal” rule must be adjusted to take into account what it is that triggers the “Reject Rule”, or the logical expressions of the “Hybrid Copal” rule must be modified so that Mail.dat files do not get moved by the “Reject Rule”, first.

Make the necessary adjustment(s) and confirm that an existing rule will not trigger before the newly created rule.



To turn off the test results display, click the **Debug** button on the [Function Ribbon](#) to disable it.

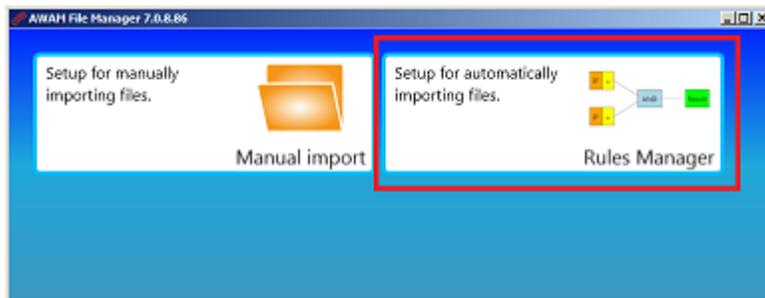
Once confirmation of a 'True' Return is achieved, and the rule is triggering as expected, save the newly created rule. It is ready for use!

### **Complex Reject Rule - Example**

In the example being used here, First Class letters with less than 50% 5-digit mail are rejected so they can be sent for commingle instead of being imported into DAT-MAIL.

To create a complex, Reject rule, perform the following:

1. Launch the AWAM File Manager and click the **Rules Manager** button;



2. The Rules Manager UI will display. From the [Function Ribbon](#), click the **Add Rule** button . A "New rule" will display in the [Rules panel](#);

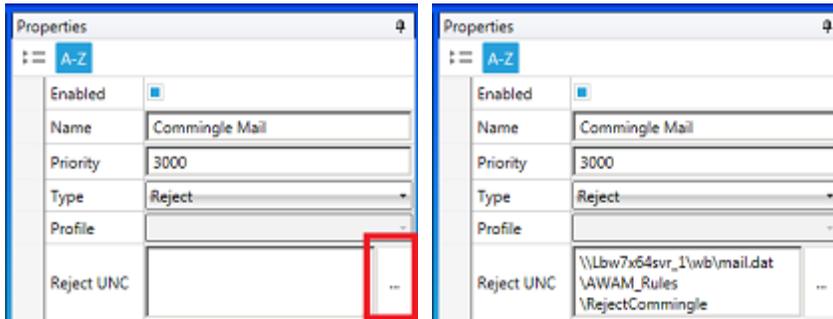
 ***As soon as a new rule is added, the [Error List panel](#) will display a series of warnings or errors. As the user begins specifying/entering the various properties for the rule and meeting the rule's conditions and requirements, the Error List panel will automatically update accordingly.***

3. In the [Properties panel](#), enable the rule by selecting the box that corresponds with the 'Enable' field;

 ***Rules can be enabled and disabled at any time.***

Component Description / How It Works

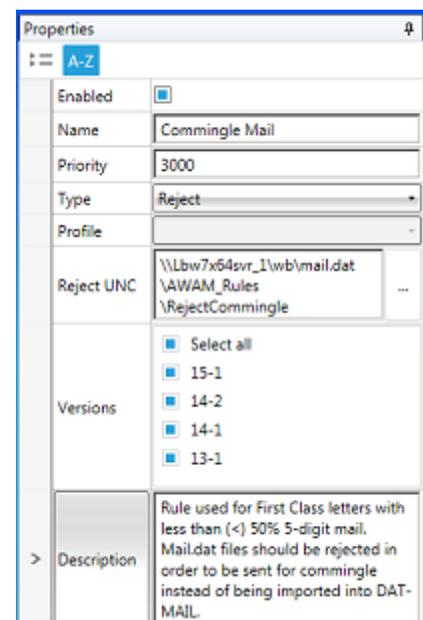
4. Click anywhere in the 'Name' field and enter a name to be used for the new rule (in the example here, "Commingle Mail" is entered as the new rule's name);
5. Enter a Priority for the new rule. In the example here, a Priority of "3000" is entered;
6. Specify the rule 'Type' by clicking the drop down and selecting from the list provided. Select "Reject";
7. For the 'Reject UNC' field, click the browse button. Navigate to the location on the server (or computer in a stand-alone or single-installation environment) where the folder that the rejected files should be moved to. Select an existing folder or create a new one. In the example here, a "RejectCommingle" folder is created/ selected;



***In a server with workstation(s) environment, a UNC path to the server must be used when specifying the folder and folder path for the rejected files (refer to the screen image above). Mapped drives cannot be used! In a stand-alone or single installation environment, UNC paths are not required.***

8. Specify the Mail.dat versions that the rule should include. In the example here, 'Select all' is selected;

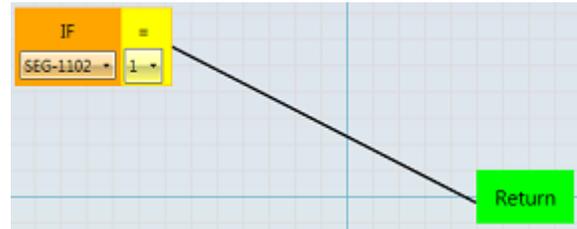
9. Enter a description for the new "Commingle Mail" rule that would assist a user or support person in the future to identify what the rule was intended for and what was used to define it;



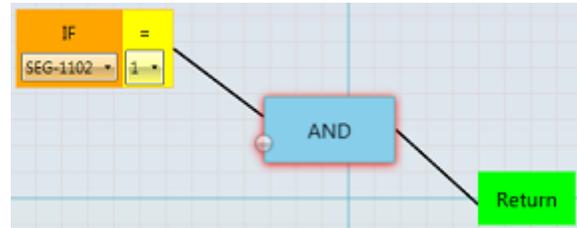
10. Make sure the **Auto Connect** button the Function Ribbon is selected or enabled



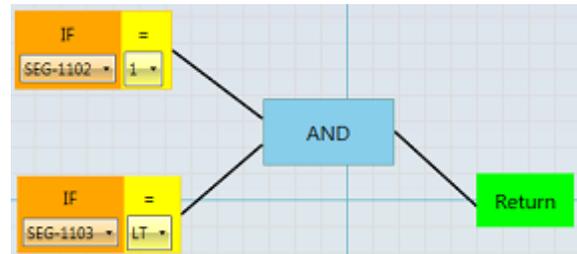
11. In the new rule's [Diagram panel](#), select an equal-to (i.e. '=') Comparator and drag it to the canvas. A Connector will automatically join the Comparator with the Return Field. Select "SEG-1102" as the Comparator's Search Field, and select "1-First Class" for the Value;



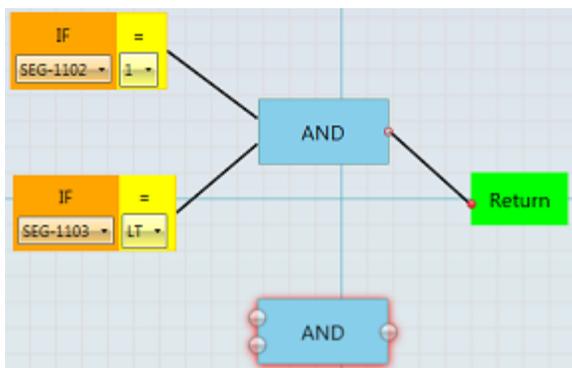
12. Select and drag an AND Boolean operator to the canvas, placing it between the Comparator selected in step 12 and the Return Field. The Connectors will adjust accordingly, joining the Comparator to the Boolean operator and the Boolean operator to the Return Field;



13. Select and drag a second equal-to (i.e. '=') Comparator to the canvas. A Connector will automatically connect the new Comparator to the AND Boolean operator. Select "SEG-1103" as the Comparator's Search Field, and select "LT" (i.e. 'Letter') for the Value;



14. Select and drag a second AND Boolean operator to the canvas, placing it below the existing AND operator. A Connector will NOT automatically join the two Boolean operators; therefore, the user will have to do it manually. To do so, the user will need to delete/remove the Connector that joins the first AND Boolean operator to the Return Field. To do this, single-click on the Connector to select it. Two, red circles will display on either end of the Connector;

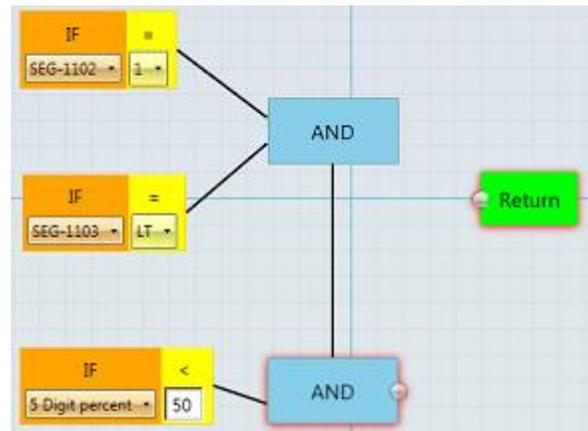


Component Description / How It Works

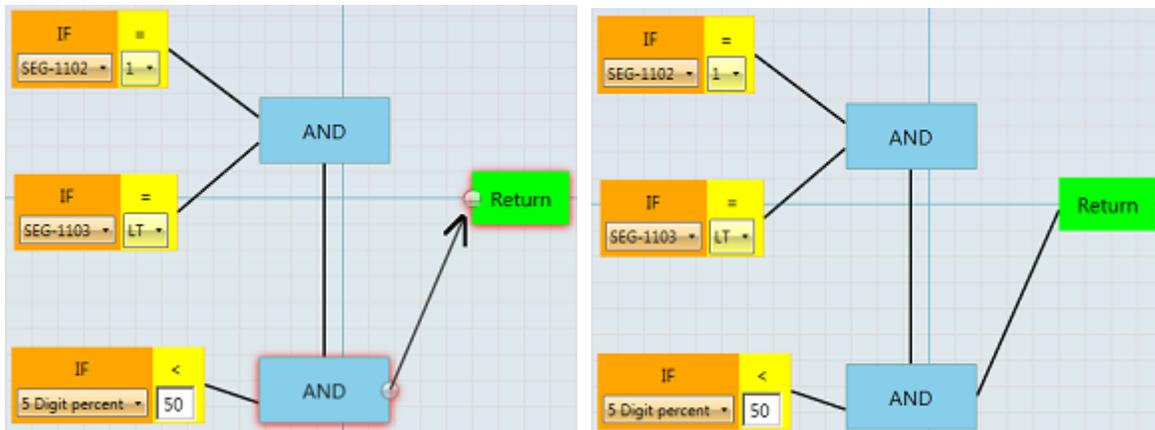
- Press the **Delete** button on the computer’s keyboard to delete the selected Connector. A circle will display on the right border of the AND Boolean operator where the Connector had been. Click in that circle and drag a new line (Connector) to one of the circles that display on the left border of the second, AND Boolean operator. A Connector will then join the two AND Boolean operators;



- Select and drag a less-than (i.e. '<') Comparator to the canvas, placing it beneath the second equal-to Comparator. A Connector will automatically join the less-than Comparator to the second AND Boolean operator. Select “5 Digit percent” as the Comparator’s Search Field, and enter “50” for the Value;



- Click in the circle that displays on the right border of the second AND Boolean operator and drag it to the circle that display on the left border of the Return Field. A Connector will join the second AND Boolean operator to the Return Field;



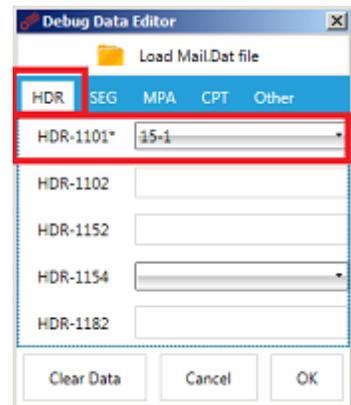
18. Click the **Test Data** button located on the [Function Ribbon](#);



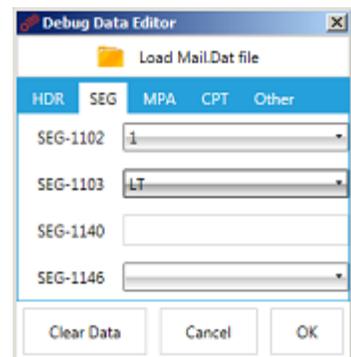
19. The Debug Data Editor will display. If test data is already present, click the **Clear Data** button. Then, either load a Mail.dat file to be used for testing the validity of the rule's logical expression (click on the 'Load Mail.Dat file' label) or, enter data to be used for testing:



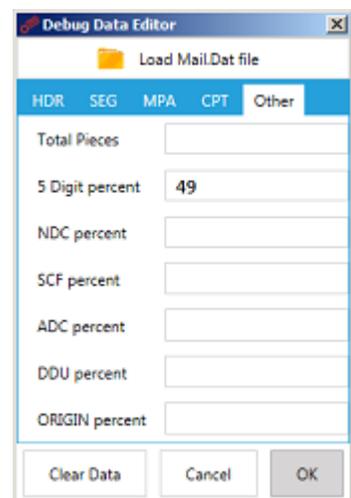
To enter data, click the 'HDR' tab and select specify a value (i.e. Mail.dat version) for the 'HDR-1101\*' field. This field must fall within Properties set for the rule; specifically, the "Versions" field (refer to step 8 above);



Then, click the 'SEG' tab and select the value for the 'SEG-1102' field (i.e. "1" for First Class); as well as, a value for the 'SEG-1103' field (i.e. "LT" for Letter);



Click the 'Other' tab. Enter a percentage value of "49" for the '5 Digit percent' field. This pertains to the rule's logical expression of the '5 Digit percent' field having to be less than '50'. Click the **OK** button when done;



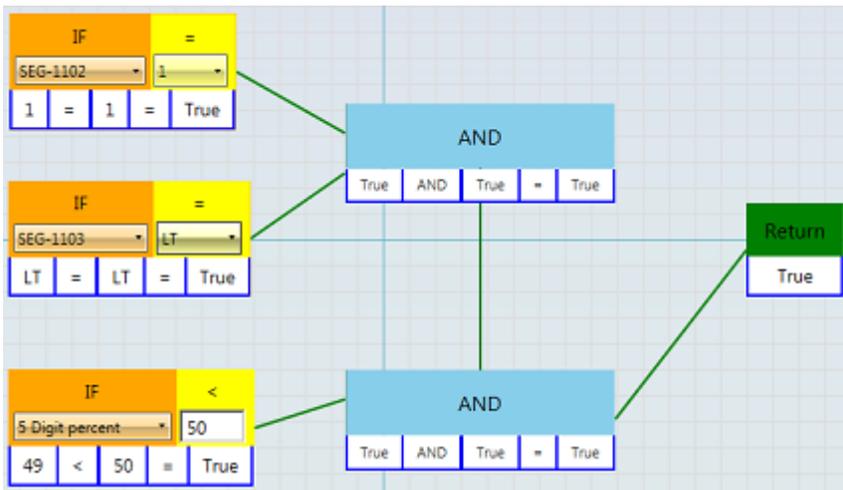
Component Description / How It Works

20. The *Debug Data Editor* will close. Click the **Debug** button located on the [Function Ribbon](#).



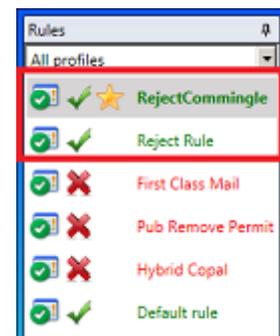
 *The **DEBUG** button only activates or becomes enabled when test data is present.*

The [Diagram panel](#) will update to display the actual values used in the expression and whether or not the return result is True or False;



In addition, with the **Debug** button enabled, the [Rules panel](#) provides a visual display of which rules would be triggered by the test data entered (green check-mark), along with which rule would be triggered first (gold star). A visual display is also provided for those rules that would not be triggered (red 'X').

In the example being used here, the “RejectCommingle” rule will trigger (green check-mark); however, so will the “Reject Rule”. Because of the Priority level of each of these two rules; however, the “RejectCommingle” will trigger first (denoted by a gold star).



To turn off the test results display, click the **Debug** button on the [Function Ribbon](#) to disable it.

Once confirmation of a ‘True’ Return is achieved, and the rule is triggering as expected, save the newly created rule. It is ready for use!

# UPDATING THE SOFTWARE

## SERVERS

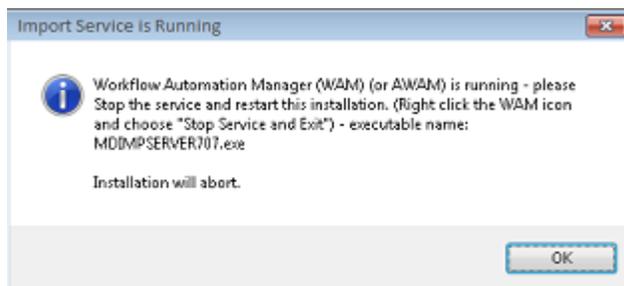
**i** *For the purpose of this section, the term “server” refers to a server in a server with workstation(s) environment or a computer acting as a server in a stand-alone or single installation environment.*

The first-time installation of the AWAM File Manager is performed along with the installation of DAT-MAIL on a server. Updating the DAT-MAIL software to keep it current with what is published on Window Book’s web site (<https://www.windowbook.com/Support/Downloads/DAT-MAIL>), will insure the AWAM File Manager software is also current. On a server, no separate software update is required for AWAM File Manager as long as DAT-MAIL is kept current.

AWAM’s service must not be running, nor should the Control Center be open/minimized when attempting to install an update to the DAT-MAIL software on the server. Make sure to the Stop the Service and Exit out of the AWAM Control Center before attempting to update the DAT-MAIL software.

**i** *This applies to the server (or computer operating in a stand-alone environment) only. The auto-update of the DAT-MAIL software installed on workstations is not affected if the AWAM service is running.*

If an attempt is made to update the DAT-MAIL software on a computer or server with the AWAM service running, the following dialog will display when the InstallAware wizard begins the update process.



Click the **OK** button to resolve the dialog. Right click on the AWAM icon located in the computer or server’s System tray and select the ‘Stop Service and Exit’ command. Begin the install again.

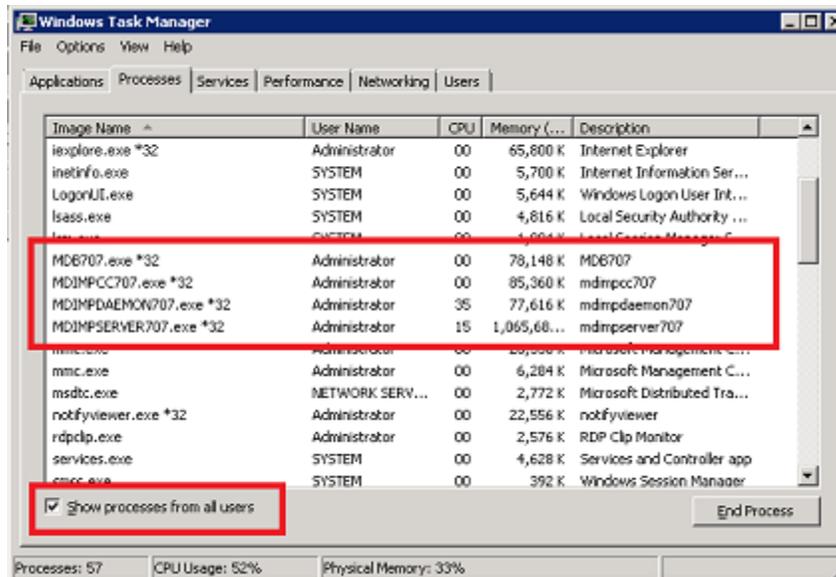
**✂** *If imports are being processed, the appropriate executable file (MdlmpDaemon707.exe) will continue to run even after the service and Control Center are shut down, until the import process is complete. Therefore, it may be necessary to wait for any import processes to complete before attempting a STOP and/or shut down. How long an import process takes to complete is dependent upon the size of the Mail.dat file being imported.*

Updating DAT-MAIL Software



*For troubleshooting needs it is important to be aware that the service can be running even if the AWAM Control Center is not displayed and/or there is no AWAM icon displayed in the computer or server's System tray. Access the Task Manager on the computer or server to determine whether or not the service or any of the AWAM-related executables are running that should not be when attempting to install an update to the DAT-MAIL software on the computer or server. A list of those executables are provided here:*

- **Mdb707.exe:** The main DAT-MAIL executable
- **MdImpCC707.exe:** The AWAM Control Center executable
- **MdImpServer707.exe:** The AWAM service executable (this is what monitors the input folders for files to import)
- **MdImpDaemon707.exe:** The AWAM import executable (performs the actual import of the Mail.dat files into DAT-MAIL)



*If referring to the Task Manager, make sure to enable the SHOW PROCESSES FROM ALL USERS function to make sure the AWAM service's processes display, since they will likely be running under a login different than what was used to log into that computer or server. Depending upon which operating system the computer or server is using, this feature is enabled by either checking a box or clicking a button.*

If a shutdown is required and the service is running, and there is no AWAM icon displayed in the computer or server's System tray, launch DAT-MAIL, access the AWAM Control Center, and click the **Stop** button.



*If imports are being processed, the appropriate executable file (MdImpDaemon707.exe) will continue to run even after the service and Control Center are shut down, until the import process is complete. Therefore, it may be necessary to wait for any import processes to complete before attempting a STOP and/or shut down. How long an import process takes to complete is dependent upon the size of the Mail.dat file being imported.*



***Do NOT use the Task Manager on the computer or server to stop the AWAM service!***

## WORKSTATIONS

In a server with workstation(s) environment, the AWAM File Manager must be installed on its' own or separately from DAT-MAIL on any/all workstations. Updating the AWAM File Manager software to keep it current also requires a separate update or installation process. To update the AWAM File Manager software on a workstation, download the software from the Window Book web site (<https://www.windowbook.com/Support/Downloads/Advanced-Workflow-Automation-Manager>). Run the downloaded executable by right-clicking on it and selecting 'Run as Administrator'.

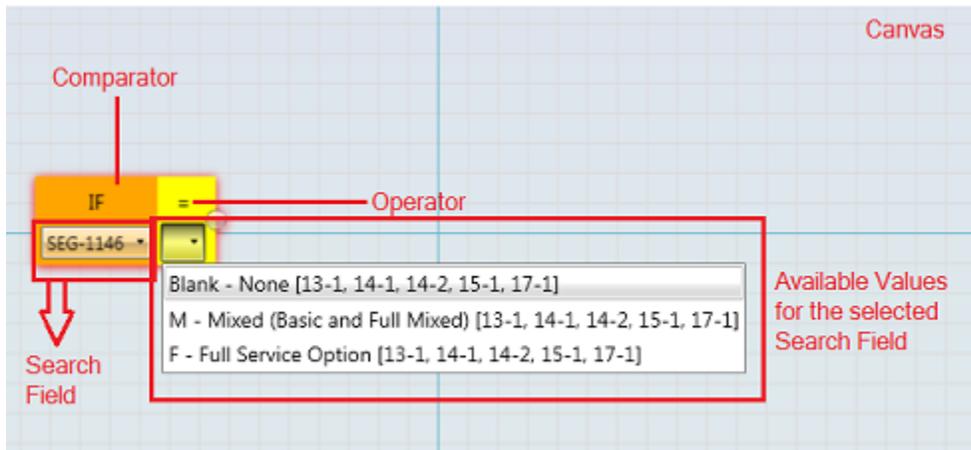
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# APPENDIX 1

## AVAILABLE SEARCH FIELDS

Search Fields are used to determine a condition of a Mail.dat file through the comparison of it against a specified value (for more information about Search Fields and their use, refer to the [Diagram Panel](#) section in this Guide).

The possible values for each Search Field can be obtained by selecting the Search Field in conjunction with an Operator and clicking the drop down provided. Search Fields are available in some or all Mail.dat file versions (i.e. 13-1, 14-1, 14-2, 15-1, and 17-1).



The available Search Fields are (March 2017):

	SEARCH FIELD	DESCRIPTION
1	HDR 1101 - Mail.dat version	Possible versions are: 13-1, 14-1, 14-2, 15-1, 17-1
2	HDR 1102 - Licensed user's job number	Pertains to the licensed user's internal job number located in the HDR file (HDR-1102 field).
3	HDR 1152 - User option	Pertains to customer data for unique user application.
4	HDR 1154 - Presentation category	Used to specify types of mailings, i.e. presort, MLOCR, consolidated internal/external, and priority.

**Appendix 1 – Available Search Fields**

<b>SEARCH FIELD</b>		<b>DESCRIPTION</b>
5	HDR 1182 - Data exchange	Pertains to the exchange of private information between sender and catcher.
6	SEG 1102 - Class Defining Preparation	Pertains to the USPS Class of mail.
7	SEG 1103 - Principal Processing Category	Describes the physical processing category the mail piece(s) qualify.
8	SEG 1118 – Verification Facility Name	Useful for to identify the plant producing any class of mail.
9	SEG 1140 - eDocs Submitter CRID	Pertains to the USPS assigned ID, CRID value found in the SEG file (SEG-1140) field).
10	SEG 1146 - Full Service Participation indicator	Full service or mixed, or not a full service participant.
11	MPA 1103 - Permit number	Pertains to the permit number located in the MPA file (MPA-1103 field).
12	MPA 1106 - Permit ZIP	Pertains to the permit ZIP located in the MPA file (MPA-1106 field).
13	MPA 1107 - Mail Owner's local Permit	Pertains to the MO's local permit number located in the MPA file (MPA-1107 field).
14	MPA 1121 – Mail Owner's MID	Pertains to the MO's MID number located in the MPA file (MPA-1121 field).
15	MPA 1122 – Mail Owner's CRID	Pertains to the MO's CRID number located in the MPA file (MPA-1122 field).
16	MPA 1126 – User option	Available for customer data for unique user application.
17	CPT 1148 – Mail Owner's MID	Pertains to the MO's MID number located in the CPT file (CPT-1148 field).
18	CPT 1149 – Mail Owner CRID	Pertains to the MO's CRID number located in the CPT file (CPT-1149 field).

SEARCH FIELD		DESCRIPTION
19	CSM 1167 – Locale Key (First Row Only)	Identifies the facility the mail is being inducted at. Only useful for First Class mailers with multiple production plants.
20	Total Pieces - The sum of the pieces in the Mail.dat file	Self-explanatory.
21	5 Digit percent	The % of all pieces that have a rate category (CQT-1008) of “E”
22	NDC percent	The % of all pieces that contains an “S” in destination entry (CQT-1105)
23	ADC Percent	The % of all pieces that contain an “A” in destination entry (CQT-1105)
24	DDU Percent	The % of all pieces that contain a “D” in destination entry (CQT-1105)
25	Origin Percent	The % of all pieces that contain an “N” in destination entry (CQT-1105)
26	Total FSS Discount Percent	The % of all CQT pieces that contain a “P” in destination entry (CQT-1105)
27	Total FSS Rate Percent	The % of all CQT pieces that contain one of the following rate category (CQT-1008) values: FS, FC, FN, FF, FG, FH, FL or FJ