



DAT-MAIL™ Security

User Guide

Version 3, Created November 5, 2018

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.



Updates to this document coincide with the release of DAT-MAIL version 20.18.08.20 (or newer).

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Updated section	Revision	Throughout Guide	Updated images where necessary.
Added information	New	APPENDIX 1 – Group Default Settings	Added “Production Staff” to bulleted list.
Added section	New	PRODUCTION STAFF	Added Secure Areas and Rights information for new Security Group called “Production Staff”. New Security Group includes new “Secure Area” called “DM wbSCAN”, which is intended for wbSCAN users.

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BEFORE YOU BEGIN

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 resolutions for some of the more common issues that can occur during operation.

PURPOSE

The purpose of this Guide is to provide information and instructions on using the Security feature in DAT-MAIL™. It will familiarize Clients with setting User Rights/Access to the various menus and windows within the software.



To enable Security a registration code that includes this feature is required. [Contact Window Book's Client Services](#) for information on how to obtain the necessary registration code.



Window Book strongly recommends Clients review this guide before implementing the Security feature in their environment.

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DESCRIPTION & USE

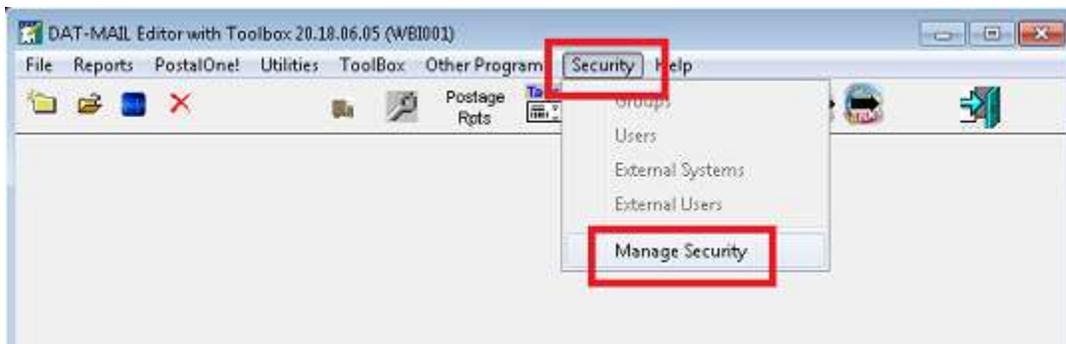
i To enable Security a registration code that includes this feature is required. [Contact Window Book's Client Services](#) for information on how to obtain the necessary registration code.

! Window Book strongly recommends Clients review this guide before implementing the Security feature in their environment.

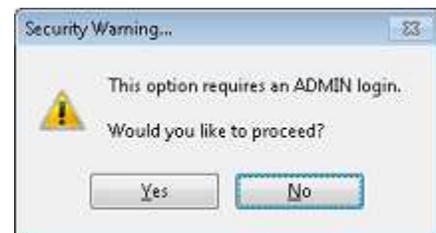
ACTIVATING SECURITY

To activate the Security feature, perform the following:

1. From the main toolbar of DAT-MAIL, select (click) the 'Security' menu and then choose 'Manage Security'.



2. A *Security Warning* will display. Click the **Yes** button to continue;



3. The *Security Log On* screen will display. Enter the default admin credentials which are: ADMIN for the Login ID; and admin (all lowercase) for the Password. Click the **OK** button. The *Security Log On* screen will close and the user will be returned to the main DAT-MAIL screen.



Alternatively, selecting Security > Manage Security options again allows the Client to de-activate Security. Only the members of the 'Administrator' group will be able to see and use this option.

Description & Use

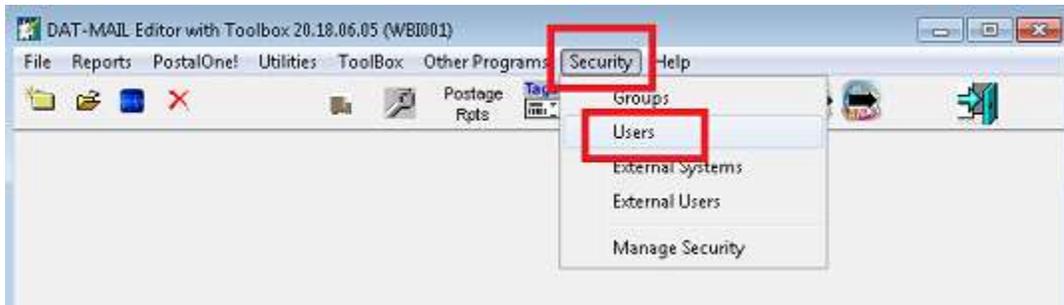
Once the Security feature is enabled, the ‘Security’ menu options display. They are: Groups; Users; External Systems; and ‘External Users’.

Changing the Default Admin Password

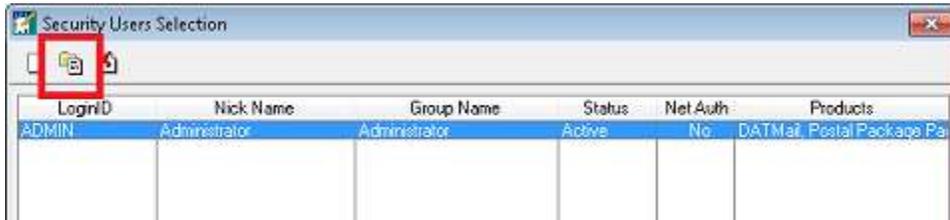
The very first action that should be taken after Security is enabled the first time is to change the default Administrator password. This protects the program from other non-authorized personnel accessing and/or changing User settings and rights.

i *The ADMIN login ID cannot be changed.*

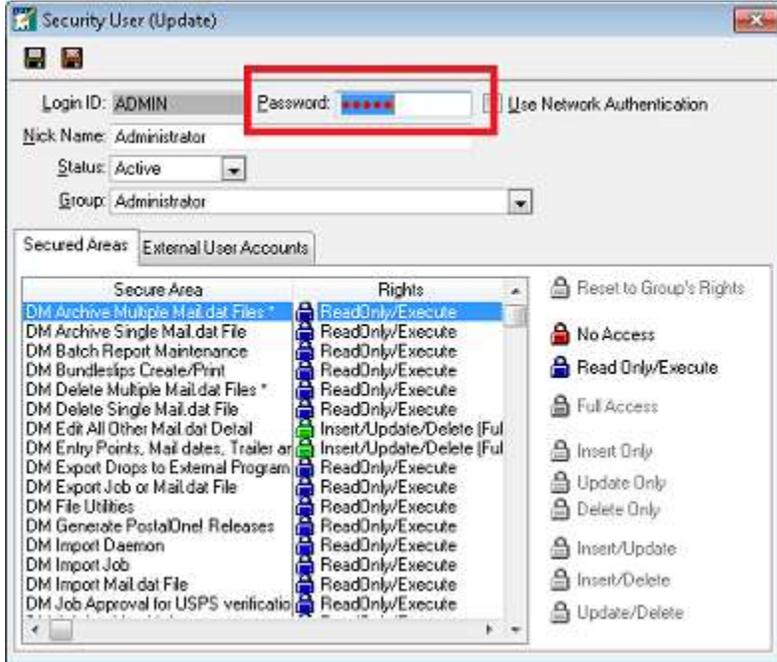
To change the default Administrator password select the ‘Security’ menu option from DAT-MAIL’s main screen and then select ‘Users’.



The *Security Users Selection* screen will display. The ADMIN login’s line item will already be selected/highlighted. Click the **Update User** button.



The *Security User (Update)* screen will display. Enter a new password.



When finished, click the **Save** button. The changes will be saved and the *Security User (Updates)* screen will close.



Close the *Security Users Selection* screen by clicking the 'X' located in the top right corner of the screen.



Security 'Groups' Vs. 'Users'

There are two ways you can assign Security Privileges for all the features and functions within the program:

- **Group:** A collection of privileges grouped under a single name (i.e. Mail Clerks). Instead of granting privileges to individual users one at a time, the Administrator can grant them to a Group. This Group is then granted to all the users that need the corresponding collection of privileges at the

Description & Use

same time. This provides easier management of User Privileges. Rather than granting the same privileges to many users one at a time, the Administrator can grant them to a Group, which then automatically grants that function to each User in the Group. Also, if a Client wishes to change the Privileges of a Group, only the privileges for the Group needs to be modified, which then automatically changes all Users in that Group.

- **User:** The Group applied to any given User can be selectively enabled or disabled by editing the Privileges for that particular User. This allows specific control of any User's Privileges in any given situation throughout the program.

Network Authentication

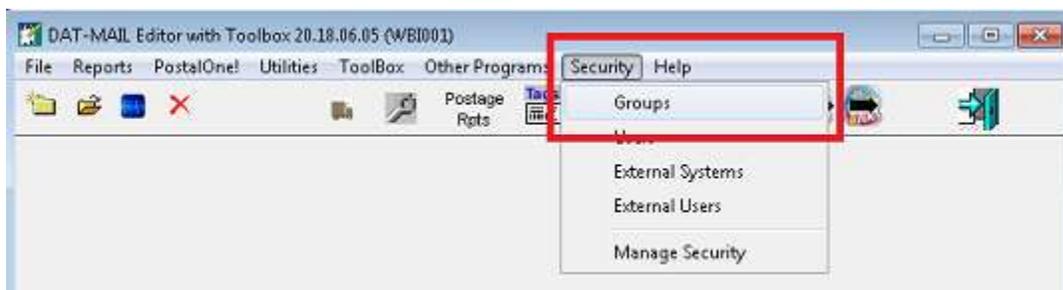
Network Authentication does not require the use of a password. Window Book's Clarion-based programs will use the currently active network login name to authenticate the user in the application. If Network Authentication is used, and a valid security User Account exists with that network login name, the product will start without prompting the user for a login ID and password. The assumption is that the user has already been authenticated by the network and should not have to re-authenticate to the Window Book application.



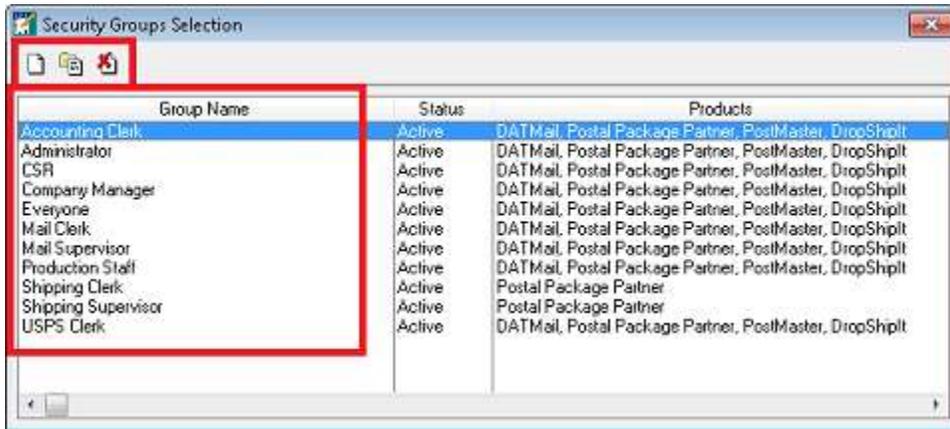
Be aware that when using Window Book Security, users are allowed to login to an application multiple times as different users and switch between users. If Network Authentication is being used, with a blank password, it is feasible that someone else could login another time and acquire a user's access without entering a password. For this reason, Clients should consider adding a password to the account. The password used in Window Book Security need not be the user's network password, but could be used in a Network Authentication environment to validate who the user is, and prevent others from login as the same user in a multiple login/switch situation.

SECURITY GROUPS

Window Book has already created several default Groups, attempting to capture the need for every aspect of a mailing operation. To view the list of default Groups, select the 'Security' menu option from DAT-MAIL's main screen and then the 'Groups' menu option.



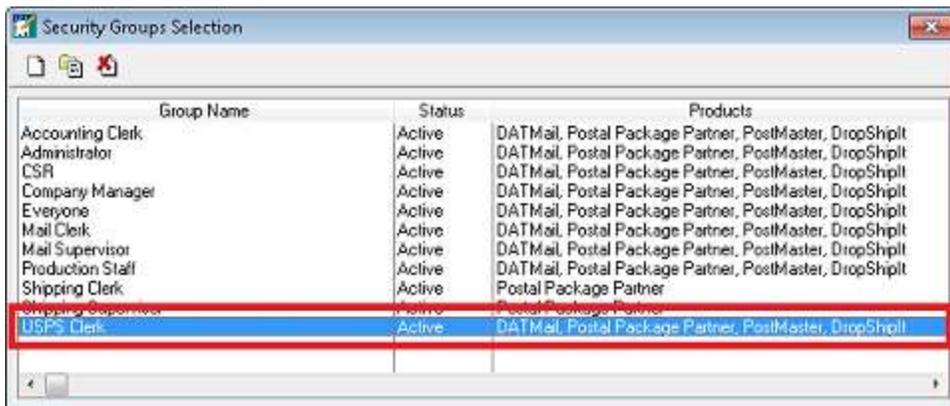
The *Security Groups Selection* screen will display. The use of Groups is not limited to the defaults provided. Administrators can create their own Groups and assign specific Users. To insert (i.e. add) a Group, Update a Group, or Delete a Group, use the corresponding button found on the toolbar.



The 'Status' column (see image above) is a quick view of whether or not a Group is Active or In-Active. A status of In-Active within a Group prevents a login to it.

The 'Products' column (see image above) is an overview of the WBI programs that are secured using this Security function, and will vary depending on which products a Client has. The "Post Master" product (also referred to as "PM") refers to DAT-MAIL Statements.

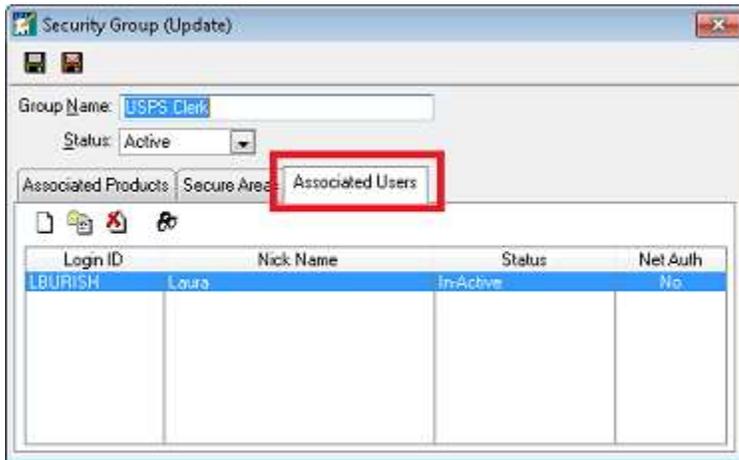
A Group's associated Users, each User's status, and whether or not Network Authentication is being used can be viewed by selecting (i.e. highlighting) the Group, and clicking the **Update Group** button.



i *The same action can be accomplished by double-clicking on the Group's line item.*

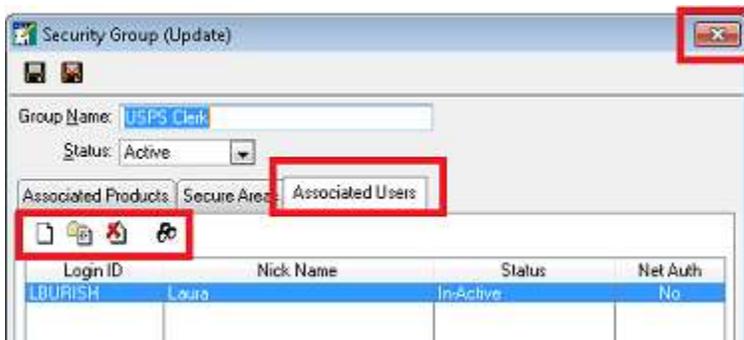
Description & Use

The *Security Group (Update)* screen will display. Select the 'Associated Users' tab to view the Users associated with the selected Group.



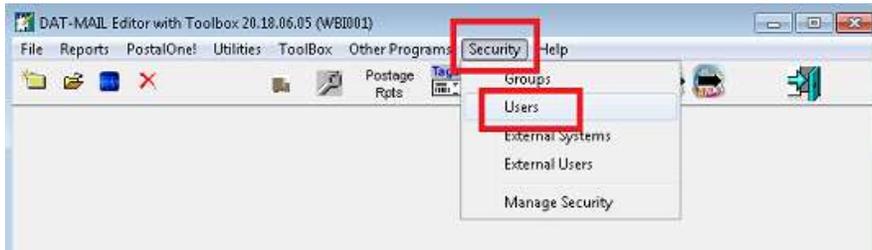
Users can be added, updated, or deleted from the selected group by clicking the corresponding button in the 'Associated Users' tab. In addition, selected User(s) can also be added to additional/different Groups by also clicking the corresponding button (see image below).

Click the 'X' located in the top right corner of the screen to close the *Security Group (Update)* screen.



SETTING UP USER RIGHTS

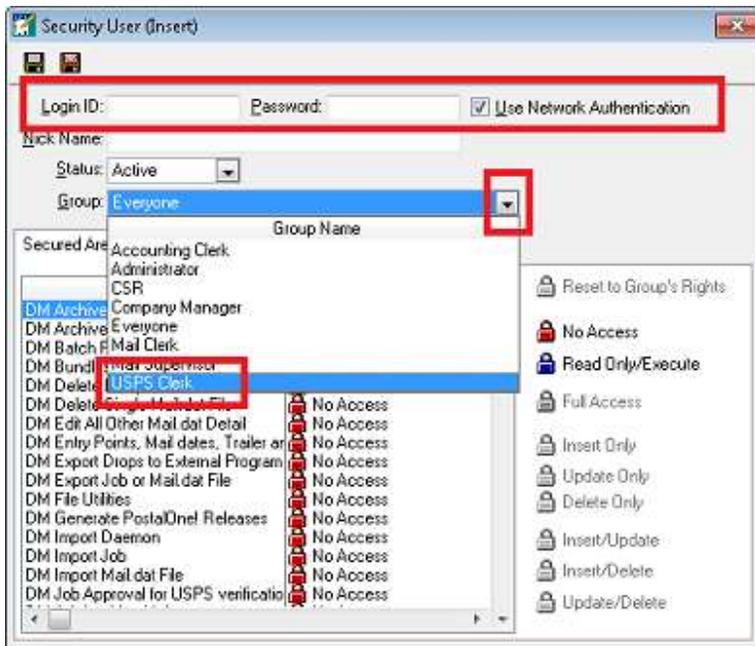
An ADMIN User has full rights to every feature and function within the program. New Users need to be set up by an ADMIN User. When adding a new User, the ADMIN should modify the Security default settings to accommodate the new User's needs. To enter a new user, select (click) the 'Security' menu on DAT-MAIL's main screen and then select 'Users'.



The *Security Users Selection* screen will display. Click the 'Insert User' icon on the toolbar to insert a new user.



The *Security User (Insert)* screen will display. Enter the new user's Login and Password or activate the 'Use Network Authentication' check-box. In addition, enter a 'Nick Name' for the User. From the 'Group' drop down, select the appropriate [Group](#) to add the new user to (in the example being used here, the Group 'USPS Clerk' is being selected).



Description & Use

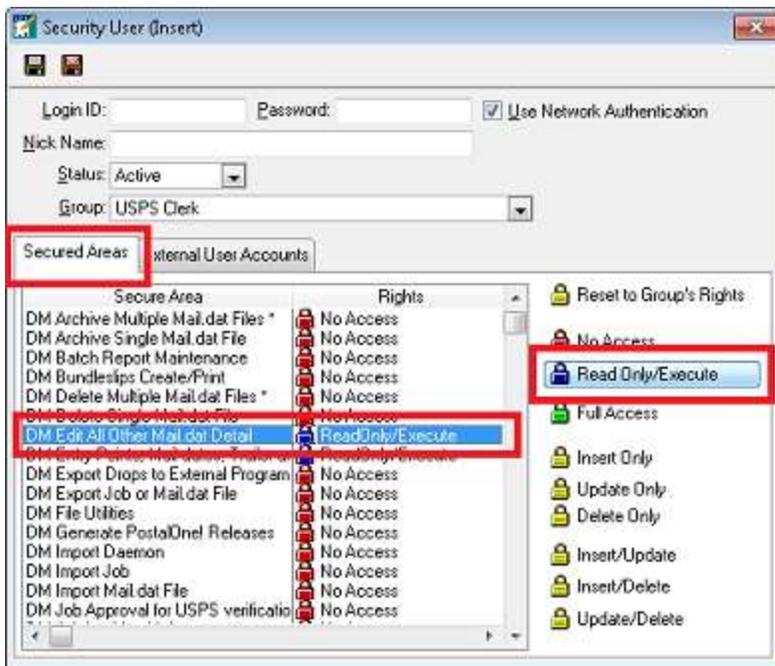
If a Group other than the default is selected, a *Security User* dialog will display. Click the **Yes** button to continue;



The DAT-MAIL program contains 'Secured Areas' relevant to the main Mail.dat side (DM), separate areas relevant to the Statements side (PM or Post Master) and several Shared files that can be accessed by both (i.e. Clients, Permits, Jobs, etc.). These areas are referenced with prefixes of DM, PM and Shared, respectively.

In the 'Secured Areas' tab, grant Rights to those areas that affect the new User. When an Area and Rights are selected (i.e. highlighted), select (click) the Rights access the User should have, from the area on the right. In the example being used here, the Secured Area of 'DM Edit All Other Mail.dat Detail' is selected and a Right of 'Read Only/Execute' has been assigned.

i *When a Client chooses to purchase another Window Book product such as Postal Package Partner (PPP) that can integrate with our DAT-MAIL software, they will also see 'Secured Areas' for Postal Package Partner.*

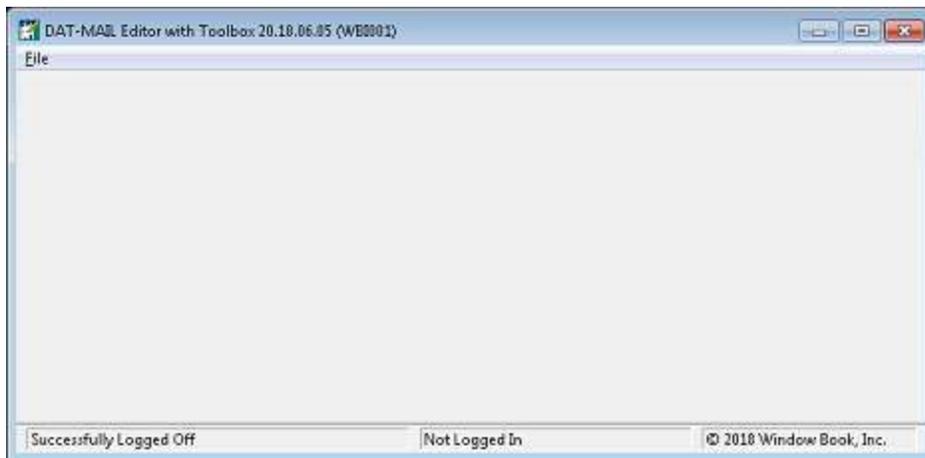


IMPORTANT: Click the **Save** button to save the changes.

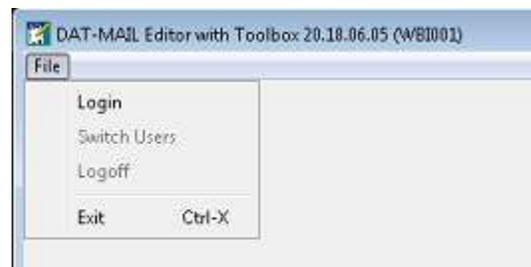


LOGIN/SWITCH USERS/LOGOFF

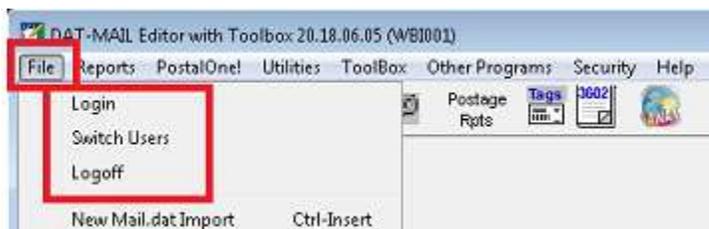
The DAT-MAIL program can be left running, but logged out of, with Security enabled. When all users are logged off (DAT-MAIL has not been shut down), the main DAT-MAIL screen will display as follows:



From the 'File' menu, users can access the options to 'Login', 'Switch Users', and 'Logoff'.



i *The option to 'Switch Users' will only be enabled when a minimum of two users are currently logged in to the system at the same time.*



Description & Use

DAT-MAIL will display who is currently logged into the system by displaying the active User login information at the bottom of the screen.



If a single User is already logged into DAT-MAIL, and a second User wishes to log in, the second User would simply click the 'File' menu and select 'Login'.

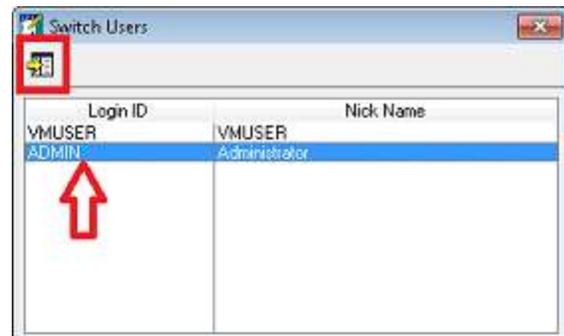
The *Security Log On* screen will display and the second User would need to enter their Login ID and Password.



The second user's login information will display at the bottom of the DAT-MAIL screen, signifying that they are currently the active user.

At this point, since there are two users logged into DAT-MAIL, the 'Switch Users' option becomes enabled. To switch users, simply click 'File' > 'Switch User'.

The *Switch Users* screen will display. Users that are currently logged into DAT-MAIL will be listed. Select (highlight) the information for the User that wants to log in, and click the **Select** button.



i *The same action can be performed by double-clicking on the user's highlighted line item.*

The *Security Log On* screen will display prompting the user to enter their password.

🔧 *All Active Users of DAT-MAIL will not be listed in the Switch Users screen. Only users who are logged into DAT-MAIL when the 'Switch Users' menu option is clicked will display in the Switch Users screen.*

🔧 *If a User has no access to any DM functions (example: Group = 'Accounting Clerk'), then that User will only be given access to their Secured Areas in DAT-MAIL Statements (PM). The main DAT-MAIL program will close, leaving only the DAT-MAIL Statements window visible. Any ADMIN User may close the DAT-MAIL Statements window, execute the DAT-MAIL desktop icon, and then log into the full program, if necessary.*

APPENDIX 1 – Group Default Settings

This appendix provides the default settings (i.e. Rights access) for each available [default Security Group](#). The default Security Groups are:

- [Accounting Clerk](#);
- [Administrator](#);
- [Company Manager](#);
- [CSR](#);
- [Everyone](#);
- [Mail Clerk](#);
- [Mail Supervisor](#);
- [Production Staff](#);
- [Shipping Clerk](#);
- [Shipping Supervisor](#); and
- [USPS Clerk](#).

ACCOUNTING CLERK

SECURED AREA	Accounting Clerk
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	No Access
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	No Access
DM Export Drops to External Program	No Access
DM Export Job or Mail.dat File	No Access
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	No Access
DM Import Mail.dat File	No Access
DM Job Approval for USPS verification	No Access
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	No Access
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	No Access
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	No Access
DM USPS Verification	No Access
PM Accounting Menu	ReadOnly/Execute
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	ReadOnly/Execute
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	ReadOnly/Execute
PM Postage Accounting Disbursement Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Post Inventory Usage	Insert/Update/Delete (Full)

Accounting Clerk continued...

PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Settle Job	ReadOnly/Execute
PM Postage Accounting Setup	ReadOnly/Execute
PM Postage Accounting Transfers	Insert/Update/Delete (Full)
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	ReadOnly/Execute
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	Insert/Update/Delete (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	No Access
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard -- Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	Insert/Update/Delete (Full)
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

Description & Use

Accounting Clerk continued...

DM Archive Single Mail.dat File	ReadOnly/Execute
DM Batch Report Maintenance	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	ReadOnly/Execute
DM Delete Single Mail.dat File	ReadOnly/Execute
DM Edit All Other Mail.dat Detail	Insert/Update/Delete (Full)
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	Insert/Update/Delete (Full)
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	ReadOnly/Execute
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	ReadOnly/Execute
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	Insert/Update/Delete (Full)
DM Quick Plan	ReadOnly/Execute
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	ReadOnly/Execute
DM Spoilage Tracking	ReadOnly/Execute
DM Statement Generation	ReadOnly/Execute
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	ReadOnly/Execute
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	ReadOnly/Execute
PM Accounting Menu	ReadOnly/Execute
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Checking Account Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Close Job	ReadOnly/Execute
PM Postage Accounting Disbursement Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Invoice Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Meter/Stamps Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Post Inventory Usage	Insert/Update/Delete (Full)
PM Postage Accounting Purge Job	ReadOnly/Execute
PM Postage Accounting Receipt Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Settle Job	ReadOnly/Execute
PM Postage Accounting Setup	Insert/Update/Delete (Full)
PM Postage Accounting Transfers	Insert/Update/Delete (Full)
PM Prepare/Send Confirm/Entry Info	ReadOnly/Execute
PM Prepare/Send Tracking Data	ReadOnly/Execute
PM Program Setup	Insert/Update/Delete (Full)

Accounting Clerk continued...

PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	Insert/Update/Delete (Full)
PM Statement Maintenance	Insert/Update/Delete (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	ReadOnly/Execute
PM Utility Backup	ReadOnly/Execute
PM Utility Clear 8125# From Statements	ReadOnly/Execute
PM Utility File Manager	ReadOnly/Execute
PM Utility Menu	ReadOnly/Execute
PM Utility Purge	ReadOnly/Execute
PM Utility Record Locks	Insert/Update/Delete (Full)
PM Utility Restore Archived Data	ReadOnly/Execute
PPP Archive/Restore Data	ReadOnly/Execute
PPP Backup Data	ReadOnly/Execute
PPP Change Mailer Configuration Settings	Insert/Update/Delete (Full)
PPP Communicate	ReadOnly/Execute
PPP Create/Edit Import/Export Templates	Insert/Update/Delete (Full)
PPP Daily Shipping	ReadOnly/Execute
PPP Download Extract Files	ReadOnly/Execute
PPP Import/Export	ReadOnly/Execute
PPP Package History	ReadOnly/Execute
PPP Reporting	ReadOnly/Execute
PPP Run Import/Export Templates	ReadOnly/Execute
PPP Spreadsheet Wizard – Reporting	ReadOnly/Execute
PPP Void/Delete Packages	ReadOnly/Execute
SHARED CAPS ID Maintenance	Insert/Update/Delete (Full)
SHARED Carrier Maintenance	Insert/Update/Delete (Full)
SHARED Employee Maintenance	Insert/Update/Delete (Full)
SHARED Mail Owner Maintenance	Insert/Update/Delete (Full)
SHARED Mail Publications Maintenance	Insert/Update/Delete (Full)
SHARED Master Files (Job, Permit, Client)	Insert/Update/Delete (Full)
SHARED Master Files (Mailing Agent)	Insert/Update/Delete (Full)
SHARED USPS FAST Program	ReadOnly/Execute
SHARED USPS PostalOne! Web Services	ReadOnly/Execute
SYSTEM Security External Systems	Insert/Update/Delete (Full)
SYSTEM Security Groups	Insert/Update/Delete (Full)
SYSTEM Security Users	Insert/Update/Delete (Full)

ADMINISTRATOR

SECURED AREA	Administrator
DM Archive Multiple Mail.dat Files *	ReadOnly/Execute
DM Archive Single Mail.dat File	ReadOnly/Execute
DM Batch Report Maintenance	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	ReadOnly/Execute
DM Delete Single Mail.dat File	ReadOnly/Execute
DM Edit All Other Mail.dat Detail	Insert/Update/Delete (Full)
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	Insert/Update/Delete (Full)
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	ReadOnly/Execute
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	ReadOnly/Execute
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	Insert/Update/Delete (Full)
DM Quick Plan	ReadOnly/Execute
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	ReadOnly/Execute
DM Spoilage Tracking	ReadOnly/Execute
DM Statement Generation	ReadOnly/Execute
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	ReadOnly/Execute
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	ReadOnly/Execute
PM Accounting Menu	ReadOnly/Execute
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Checking Account Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Close Job	ReadOnly/Execute
PM Postage Accounting Disbursement Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Invoice Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Meter/Stamps Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Post Inventory Usage	Insert/Update/Delete (Full)

Administrator continued...

PM Postage Accounting Purge Job	ReadOnly/Execute
PM Postage Accounting Receipt Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Settle Job	ReadOnly/Execute
PM Postage Accounting Setup	Insert/Update/Delete (Full)
PM Postage Accounting Transfers	Insert/Update/Delete (Full)
PM Prepare/Send Confirm/Entry Info	ReadOnly/Execute
PM Prepare/Send Tracking Data	ReadOnly/Execute
PM Program Setup	Insert/Update/Delete (Full)
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	Insert/Update/Delete (Full)
PM Statement Maintenance	Insert/Update/Delete (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	ReadOnly/Execute
PM Utility Backup	ReadOnly/Execute
PM Utility Clear 8125# From Statements	ReadOnly/Execute
PM Utility File Manager	ReadOnly/Execute
PM Utility Menu	ReadOnly/Execute
PM Utility Purge	ReadOnly/Execute
PM Utility Record Locks	Insert/Update/Delete (Full)
PM Utility Restore Archived Data	ReadOnly/Execute
PPP Archive/Restore Data	ReadOnly/Execute
PPP Backup Data	ReadOnly/Execute
PPP Change Mailer Configuration Settings	Insert/Update/Delete (Full)
PPP Communicate	ReadOnly/Execute
PPP Create/Edit Import/Export Templates	Insert/Update/Delete (Full)
PPP Daily Shipping	ReadOnly/Execute
PPP Download Extract Files	ReadOnly/Execute
PPP Import/Export	ReadOnly/Execute
PPP Package History	ReadOnly/Execute
PPP Reporting	ReadOnly/Execute
PPP Run Import/Export Templates	ReadOnly/Execute
PPP Spreadsheet Wizard – Reporting	ReadOnly/Execute
PPP Void/Delete Packages	ReadOnly/Execute
SHARED CAPS ID Maintenance	Insert/Update/Delete (Full)
SHARED Carrier Maintenance	Insert/Update/Delete (Full)
SHARED Employee Maintenance	Insert/Update/Delete (Full)
SHARED Mail Owner Maintenance	Insert/Update/Delete (Full)
SHARED Mail Publications Maintenance	Insert/Update/Delete (Full)
SHARED Master Files (Job, Permit, Client)	Insert/Update/Delete (Full)
SHARED Master Files (Mailing Agent)	Insert/Update/Delete (Full)
SHARED USPS FAST Program	ReadOnly/Execute
SHARED USPS PostalOne! Web Services	ReadOnly/Execute
SYSTEM Security External Systems	Insert/Update/Delete (Full)
SYSTEM Security Groups	Insert/Update/Delete (Full)
SYSTEM Security Users	Insert/Update/Delete (Full)

COMPANY MANAGER

SECURED AREA	Company Manager
DM Archive Multiple Mail.dat Files *	ReadOnly/Execute
DM Archive Single Mail.dat File	ReadOnly/Execute
DM Batch Report Maintenance	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	ReadOnly/Execute
DM Delete Single Mail.dat File	ReadOnly/Execute
DM Edit All Other Mail.dat Detail	Insert/Update/Delete (Full)
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	ReadOnly/Execute
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	ReadOnly/Execute
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	ReadOnly/Execute
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	ReadOnly/Execute
DM Quick Plan	ReadOnly/Execute
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	ReadOnly/Execute
DM Spoilage Tracking	ReadOnly/Execute
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	ReadOnly/Execute
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	No Access
PM Accounting Menu	ReadOnly/Execute
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	ReadOnly/Execute
PM Postage Accounting Checking Account Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Close Job	ReadOnly/Execute
PM Postage Accounting Disbursement Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Invoice Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Meter/Stamps Maintenance	Insert/Update/Delete (Full)

Company Manager continued....

PM Postage Accounting Post Inventory Usage	Insert/Update/Delete (Full)
PM Postage Accounting Purge Job	ReadOnly/Execute
PM Postage Accounting Receipt Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Settle Job	ReadOnly/Execute
PM Postage Accounting Setup	Insert/Update/Delete (Full)
PM Postage Accounting Transfers	Insert/Update/Delete (Full)
PM Prepare/Send Confirm/Entry Info	ReadOnly/Execute
PM Prepare/Send Tracking Data	ReadOnly/Execute
PM Program Setup	ReadOnly/Execute
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	ReadOnly/Execute
PM Statement Validation	ReadOnly/Execute
PM Statement Void	No Access
PM Utility Backup	ReadOnly/Execute
PM Utility Clear 8125# From Statements	ReadOnly/Execute
PM Utility File Manager	ReadOnly/Execute
PM Utility Menu	No Access
PM Utility Purge	ReadOnly/Execute
PM Utility Record Locks	Insert/Update/Delete (Full)
PM Utility Restore Archived Data	ReadOnly/Execute
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	Insert/Update/Delete (Full)
SHARED Carrier Maintenance	Insert/Update/Delete (Full)
SHARED Employee Maintenance	Insert/Update/Delete (Full)
SHARED Mail Owner Maintenance	Insert/Update/Delete (Full)
SHARED Mail Publications Maintenance	Insert/Update/Delete (Full)
SHARED Master Files (Job, Permit, Client)	ReadOnly/Execute
SHARED Master Files (Mailing Agent)	Insert/Update/Delete (Full)
SHARED USPS FAST Program	ReadOnly/Execute
SHARED USPS PostalOne! Web Services	ReadOnly/Execute
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

CSR

SECURED AREA	CSR
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	ReadOnly/Execute
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	No Access
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	No Access
PM Accounting Menu	ReadOnly/Execute
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	No Access
PM Export Statement Data to Mail Owners	No Access
PM Permit Balance Tracking Payment Maintenance	ReadOnly/Execute
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access

CSR continued...

PM Postage Accounting Post Inventory Usage	Insert/Update/Delete (Full)
PM Postage Accounting Purge Job	ReadOnly/Execute
PM Postage Accounting Receipt Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Settle Job	ReadOnly/Execute
PM Postage Accounting Setup	Insert/Update/Delete (Full)
PM Postage Accounting Transfers	Insert/Update/Delete (Full)
PM Prepare/Send Confirm/Entry Info	ReadOnly/Execute
PM Prepare/Send Tracking Data	ReadOnly/Execute
PM Program Setup	ReadOnly/Execute
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	ReadOnly/Execute
PM Statement Validation	ReadOnly/Execute
PM Statement Void	No Access
PM Utility Backup	ReadOnly/Execute
PM Utility Clear 8125# From Statements	ReadOnly/Execute
PM Utility File Manager	ReadOnly/Execute
PM Utility Menu	No Access
PM Utility Purge	ReadOnly/Execute
PM Utility Record Locks	Insert/Update/Delete (Full)
PM Utility Restore Archived Data	ReadOnly/Execute
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	Insert/Update/Delete (Full)
SHARED Carrier Maintenance	Insert/Update/Delete (Full)
SHARED Employee Maintenance	Insert/Update/Delete (Full)
SHARED Mail Owner Maintenance	Insert/Update/Delete (Full)
SHARED Mail Publications Maintenance	Insert/Update/Delete (Full)
SHARED Master Files (Job, Permit, Client)	ReadOnly/Execute
SHARED Master Files (Mailing Agent)	Insert/Update/Delete (Full)
SHARED USPS FAST Program	ReadOnly/Execute
SHARED USPS PostalOne! Web Services	ReadOnly/Execute
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

EVERYONE

SECURED AREA	Everyone
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	No Access
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	No Access
DM Export Drops to External Program	No Access
DM Export Job or Mail.dat File	No Access
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	No Access
DM Import Mail.dat File	No Access
DM Job Approval for USPS verification	No Access
DM Job Locking Maintenance	No Access
DM Mail.Dat	No Access
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	No Access
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	No Access
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	No Access
DM USPS Verification	No Access
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	No Access
PM Export Statement Data to Mail Owners	No Access
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access

Everyone continued...

PM Postage Accounting Post Inventory Usage	No Access
PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	No Access
PM Reporting Menu	No Access
PM Statement Default Information	No Access
PM Statement Maintenance	No Access
PM Statement Validation	No Access
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	No Access
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	No Access
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

MAIL CLERK

SECURED AREA	Mail Clerk
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	ReadOnly/Execute
DM Batch Report Maintenance	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	ReadOnly/Execute Insert/Update/Delete
DM Edit All Other Mail.dat Detail	(Full) Insert/Update/Delete
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	(Full)
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	No Access
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	ReadOnly/Execute
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	ReadOnly/Execute
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	ReadOnly/Execute
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	No Access
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access

Mail Clerk continued...

PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access
PM Postage Accounting Post Inventory Usage	No Access
PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	ReadOnly/Execute
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	Insert/Update/Delete (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	ReadOnly/Execute
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	ReadOnly/Execute
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access

Description & Use

Mail Clerk continued...

SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

MAIL SUPERVISOR

SECURED AREA	Mail Supervisor
DM Archive Multiple Mail.dat Files *	ReadOnly/Execute
DM Archive Single Mail.dat File	ReadOnly/Execute
DM Batch Report Maintenance	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files *	ReadOnly/Execute
DM Delete Single Mail.dat File	ReadOnly/Execute
DM Edit All Other Mail.dat Detail	Insert/Update/Delete (Full)
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	Insert/Update/Delete (Full)
DM Export Drops to External Program	ReadOnly/Execute
DM Export Job or Mail.dat File	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	ReadOnly/Execute
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS verification	ReadOnly/Execute
DM Job Locking Maintenance	ReadOnly/Execute
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	Insert/Update/Delete (Full)
DM Quick Plan	ReadOnly/Execute
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	ReadOnly/Execute
DM Spoilage Tracking	ReadOnly/Execute
DM Statement Generation	ReadOnly/Execute
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	ReadOnly/Execute
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	No Access
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Checking Account Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	Insert/Update/Delete (Full)
PM Postage Accounting Meter/Stamps Maintenance	No Access
PM Postage Accounting Post Inventory Usage	No Access

Description & Use

Mail Supervisor continued...

PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	ReadOnly/Execute
PM Prepare/Send Tracking Data	ReadOnly/Execute
PM Program Setup	Insert/Update/Delete (Full)
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	Insert/Update/Delete (Full)
PM Statement Maintenance	Insert/Update/Delete (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	ReadOnly/Execute
PM Utility Backup	ReadOnly/Execute
PM Utility Clear 8125# From Statements	ReadOnly/Execute
PM Utility File Manager	ReadOnly/Execute
PM Utility Menu	ReadOnly/Execute
PM Utility Purge	ReadOnly/Execute
PM Utility Record Locks	Insert/Update/Delete (Full)
PM Utility Restore Archived Data	ReadOnly/Execute
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	Insert/Update/Delete (Full)
SHARED Carrier Maintenance	Insert/Update/Delete (Full)
SHARED Employee Maintenance	Insert/Update/Delete (Full)
SHARED Mail Owner Maintenance	Insert/Update/Delete (Full)
SHARED Mail Publications Maintenance	Insert/Update/Delete (Full)
SHARED Master Files (Job, Permit, Client)	Insert/Update/Delete (Full)
SHARED Master Files (Mailing Agent)	Insert/Update/Delete (Full)
SHARED USPS FAST Program	ReadOnly/Execute
SHARED USPS PostalOne! Web Services	ReadOnly/Execute
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

PRODUCTION STAFF

SECURED AREA	PRODUCTION STAFF
DM Archive Multiple Mail.dat Files*	No Access
DM Archive Single Mail.dat File	ReadOnly/Execute
DM Bundleslips Create/Print	ReadOnly/Execute
DM Delete Multiple Mail.dat Files*	No Access
DM Delete Single Mail.dat File	ReadOnly/Execute
DM Edit All Other Mail.dat Detail	Insert/Update/Delete (Full)
DM Entry Points, Mail dates, Trailer and Stop Info, Piece Weights, ad%	Insert/Update/Delete (Full)
DM Export Drops to External Program	ReadOnly/Execute
DM File Utilities	ReadOnly/Execute
DM Generate PostalOne! Releases	No Access
DM Import Daemon	No Access
DM Import Job	ReadOnly/Execute
DM Import Mail.dat File	ReadOnly/Execute
DM Job Approval for USPS Verification	ReadOnly/Execute
DM Job Locking Maintenance	No Access
DM Mail.dat	ReadOnly/Execute
DM Merge & Split Utilities	ReadOnly/Execute
DM Print Tags	ReadOnly/Execute
DM Program Setup	ReadOnly/Execute
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	ReadOnly/Execute
DM ToolBox Drop Ship Database	ReadOnly/Execute
DM ToolBox Freight Tables Maintenance	Insert/Update/Delete (Full)
DM ToolBox Palletizing	ReadOnly/Execute
DM ToolBox Planalyzer	ReadOnly/Execute
DM ToolBox Trailer Assignment	ReadOnly/Execute
DM ToolBox Work Tickets Maintenance	ReadOnly/Execute
DM USPS Verification	No Access
DM wbSCAN	ReadOnly/Execute
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	ReadOnly/Execute
PM Export Statement Data to External Program	ReadOnly/Execute
PM Export Statement Data to Mail Owners	ReadOnly/Execute
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access

Description & Use

SECURED AREA	PRODUCTION STAFF
PM Postage Accounting Post Inventory Usage	No Access
PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepares/Send Confirm/Entry Info	No Access
PM Prepares/Send Tracking Data	No Access
PM Program Setup	ReadOnly/Execute
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	Insert/Update/Default (Full)
PM Statement Validation	ReadOnly/Execute
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	ReadOnly/Execute
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
SHARED CAPDS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	ReadOnly/Execute
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

SHIPPING CLERK

SECURED AREA	Shipping Clerk
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	No Access
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	No Access
DM Export Drops to External Program	No Access
DM Export Job or Mail.dat File	No Access
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	No Access
DM Import Mail.dat File	No Access
DM Job Approval for USPS verification	No Access
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	No Access
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	No Access
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	No Access
DM USPS Verification	No Access
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	No Access
PM Export Statement Data to Mail Owners	No Access
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access

Description & Use

Shipping Clerk continued...

PM Postage Accounting Post Inventory Usage	No Access
PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	No Access
PM Reporting Menu	No Access
PM Statement Default Information	No Access
PM Statement Maintenance	No Access
PM Statement Validation	No Access
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	No Access
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	No Access
PPP Backup Data	ReadOnly/Execute
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	ReadOnly/Execute
PPP Daily Shipping	ReadOnly/Execute
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	ReadOnly/Execute
PPP Reporting	ReadOnly/Execute
PPP Run Import/Export Templates	ReadOnly/Execute
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	No Access
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

SHIPPING SUPERVISOR

SECURED AREA	Shipping Supervisor
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	No Access
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	No Access
DM Export Drops to External Program	No Access
DM Export Job or Mail.dat File	No Access
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	No Access
DM Import Mail.dat File	No Access
DM Job Approval for USPS verification	No Access
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	No Access
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	No Access
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	No Access
DM USPS Verification	No Access
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	No Access
PM Export Statement Data to Mail Owners	No Access
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access
PM Postage Accounting Post Inventory Usage	No Access

Description & Use

Shipping Supervisor continued...

PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	No Access
PM Reporting Menu	No Access
PM Statement Default Information	No Access
PM Statement Maintenance	No Access
PM Statement Validation	No Access
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	No Access
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	ReadOnly/Execute
PPP Backup Data	ReadOnly/Execute
PPP Change Mailer Configuration Settings	Insert/Update/Delete (Full)
PPP Communicate	ReadOnly/Execute
PPP Create/Edit Import/Export Templates	Insert/Update/Delete (Full)
PPP Daily Shipping	ReadOnly/Execute
PPP Download Extract Files	ReadOnly/Execute
PPP Import/Export	ReadOnly/Execute
PPP Package History	ReadOnly/Execute
PPP Reporting	ReadOnly/Execute
PPP Run Import/Export Templates	ReadOnly/Execute
PPP Spreadsheet Wizard – Reporting	ReadOnly/Execute
PPP Void/Delete Packages	ReadOnly/Execute
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	No Access
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access

USPS CLERK

SECURED AREA	USPS Clerk
DM Archive Multiple Mail.dat Files *	No Access
DM Archive Single Mail.dat File	No Access
DM Batch Report Maintenance	No Access
DM Bundleslips Create/Print	No Access
DM Delete Multiple Mail.dat Files *	No Access
DM Delete Single Mail.dat File	No Access
DM Edit All Other Mail.dat Detail	No Access
DM Entry Points, Mail dates, Trailer and Stop info, Piece Weights, Ad %	ReadOnly/Execute
DM Export Drops to External Program	No Access
DM Export Job or Mail.dat File	No Access
DM File Utilities	No Access
DM Generate PostalOne! Releases	No Access
DM Import Job	No Access
DM Import Mail.dat File	No Access
DM Job Approval for USPS verification	No Access
DM Job Locking Maintenance	No Access
DM Mail.Dat	ReadOnly/Execute
DM Merge & Split Utilities	No Access
DM Print Tags	No Access
DM Program Setup	No Access
DM Quick Plan	No Access
DM Restore Archived Mail.dat File	ReadOnly/Execute
DM Restore To Original	No Access
DM Spoilage Tracking	No Access
DM Statement Generation	No Access
DM ToolBox Drop Ship Database	No Access
DM ToolBox Freight Tables Maintenance	No Access
DM ToolBox Palletizing	No Access
DM ToolBox Planalyzer	No Access
DM ToolBox Trailer Assignment	No Access
DM ToolBox Work Tickets Maintenance	No Access
DM USPS Verification	ReadOnly/Execute
PM Accounting Menu	No Access
PM Export Drop Ship facility data to External Program	No Access
PM Export Statement Data to External Program	No Access
PM Export Statement Data to Mail Owners	No Access
PM Permit Balance Tracking Payment Maintenance	No Access
PM Postage Accounting Checking Account Maintenance	No Access
PM Postage Accounting Close Job	No Access
PM Postage Accounting Disbursement Maintenance	No Access
PM Postage Accounting Invoice Maintenance	No Access
PM Postage Accounting Meter/Stamps Maintenance	No Access
PM Postage Accounting Post Inventory Usage	No Access
PM Postage Accounting Purge Job	No Access

Description & Use

USPS Clerk continued...

PM Postage Accounting Purge Job	No Access
PM Postage Accounting Receipt Maintenance	No Access
PM Postage Accounting Settle Job	No Access
PM Postage Accounting Setup	No Access
PM Postage Accounting Transfers	No Access
PM Prepare/Send Confirm/Entry Info	No Access
PM Prepare/Send Tracking Data	No Access
PM Program Setup	No Access
PM Reporting Menu	ReadOnly/Execute
PM Statement Default Information	No Access
PM Statement Maintenance	ReadOnly/Execute
PM Statement Validation	No Access
PM Statement Void	No Access
PM Utility Backup	No Access
PM Utility Clear 8125# From Statements	No Access
PM Utility File Manager	No Access
PM Utility Menu	No Access
PM Utility Purge	No Access
PM Utility Record Locks	No Access
PM Utility Restore Archived Data	No Access
PPP Archive/Restore Data	No Access
PPP Backup Data	No Access
PPP Change Mailer Configuration Settings	No Access
PPP Communicate	No Access
PPP Create/Edit Import/Export Templates	No Access
PPP Daily Shipping	No Access
PPP Download Extract Files	No Access
PPP Import/Export	No Access
PPP Package History	No Access
PPP Reporting	No Access
PPP Run Import/Export Templates	No Access
PPP Spreadsheet Wizard – Reporting	No Access
PPP Void/Delete Packages	No Access
SHARED CAPS ID Maintenance	No Access
SHARED Carrier Maintenance	No Access
SHARED Employee Maintenance	No Access
SHARED Mail Owner Maintenance	No Access
SHARED Mail Publications Maintenance	No Access
SHARED Master Files (Job, Permit, Client)	ReadOnly/Execute
SHARED Master Files (Mailing Agent)	No Access
SHARED USPS FAST Program	No Access
SHARED USPS PostalOne! Web Services	No Access
SYSTEM Security External Systems	No Access
SYSTEM Security Groups	No Access
SYSTEM Security Users	No Access