

## Reading a RADAR Report

1. Office Name
2. Finance Number for the office
3. Delivery date
4. Zip Code of the route
5. AMS Route Number
6. DPS letter mail received for the delivery date
7. Cased letters (NLM)- letters that were ran on the machine and pulled out of the DPS mail such as holds, forwards, etc.
8. ~~FFS flats that were ran on a processing machine~~ No longer applies
9. AFSM100 - flats that were ran on the machine - carrier receives in the white tubs.
10. Bundle Flats-these are the carrier routed bundles that have a 19% bump in the total amount. However, these totals are running at least one day behind

RADAR reports need to be printed off after 10:00 AM in order to allow the data to upload for the day

| ①<br>Office  | ②<br>Finance | ③<br>Delivery Date | ④<br>Zipcode | ⑤<br>Route ID | ⑥<br>DPS Letters | ⑦<br>Cased Letters (NLM) | ⑧<br>FFS Flats | ⑨<br>AFSM100 Flats | ⑩<br>Bundle Flat |
|--------------|--------------|--------------------|--------------|---------------|------------------|--------------------------|----------------|--------------------|------------------|
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43001        | 91            | 552              | 166                      | 0              | 0                  | 160              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43001        | 92            | 581              | 204                      | 0              | 0                  | 100              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 1             | 1331             | 20                       | 0              | 63                 | 109              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 2             | 1921             | 53                       | 0              | 36                 | 174              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 3             | 1921             | 34                       | 0              | 41                 | 230              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 4             | 1833             | 22                       | 0              | 36                 | 166              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 5             | 1832             | 56                       | 0              | 28                 | 178              |
| JOHNSTOWN PO | 383962       | 1/31/2023          | 43031        | 6             | 1794             | 36                       | 0              | 44                 | 156              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43001        | 91            | 1123             | 14                       | 0              | 0                  | 130              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43001        | 92            | 1444             | 24                       | 0              | 0                  | 108              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43031        | 1             | 932              | 10                       | 0              | 41                 | 134              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43031        | 2             | 1240             | 14                       | 0              | 35                 | 166              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43031        | 3             | 2153             | 31                       | 0              | 30                 | 162              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43031        | 4             | 1156             | 15                       | 0              | 30                 | 139              |
| JOHNSTOWN PO | 383962       | 2/1/2023           | 43031        | 5             | 1177             | 21                       | 0              | 47                 | 169              |