

## Option 2

I am tracking every piece of my mailing and would prefer to download a range of numbers to create my own IMB's.

We provide you with the following to use on each piece in the mailing:

1. Barcode ID
2. Service ID
3. Mailer ID
4. Tracking ID range

The tracking ID range can be downloaded directly from your job information page once you have entered your job.

The screenshot shows a 'Job Information' web form with various input fields. Two red boxes highlight notifications about assigned TrackingID ranges. The top box contains the text: 'You have been assigned the following TrackingID ranges: 003031886 - 003034885 Right-click and select "Save target as..." to download this file now?'. The bottom box contains the text: 'You have been assigned the following TrackingID ranges: 003031886 - 003034885 Right-click and select "Save target as..." to download this file now?'. An arrow points from the bottom box to the top box. The form includes fields for Job ID, Job Title, Date Mailed (11/22/2007), In-Home Date Start, End, Class & Size of Mail (Periodical Letters), Total Pieces Mailed (3000), Tracked Pieces (3000), and various report options. A 'Next' button is visible at the bottom right.

To upload a Mailing Detail Data file for Option 2:

### **Upload File Format: Option A**

Mailing detail files being uploaded for IMBs should appear in the format specified below. Field sizes shown are the maximum field size accepted. The columns must be either tab or comma delimited (.txt or csv). Fixed formatted files will not be accepted.

The file provided must have 20 fields. Fields 1-3 must be populated. Additional fields such as name, address, etc., can be utilized to enhance the reporting available the single piece report.

Please note that optional fields (through Field 20) must be represented, even if they are not populated. You may use headers in your uploaded file.

Column	Type	Max Size	Required/Optional
Customer Unique Identifier	Alpha/num	20	Required
Postnet	Numeric	11	Recommended*
IMB (left 20 chars, excludes postnet)	Numeric	20	Reserved <i>(blank if TMM is performing file encoding)</i>
Greeting	Alpha/num	10	Optional
First Name	Alpha	50	Optional
Middle Initial	Alpha	2	Optional
Last Name	Alpha	50	Optional
Suffix	Alpha	10	Optional
Full Name	Alpha	100	Optional
Company	Alpha	50	Optional
Title	Alpha	50	Optional
Address 1	Alpha/num	128	Optional
Address 2	Alpha/num	128	Optional
City	Alpha	50	Optional
State	Alpha	2	Optional
Zip	Numeric	10	Optional
User Defined 1	Alpha/num	100	Optional
User Defined 2	Alpha/num	100	Optional
User Defined 3	Alpha/num	100	Optional
TMM-JobId	Numeric	8	Optional * Required for separate FTP uploads only

\* Records that are uploaded without a value in the Postnet field will not be included in any reports driven by ZIP (i.e State, ZIP3, ZIP5, etc). This will result in the reports appearing to be out of balance.

The Customer Unique Identifier in the upload file is defined by you, and will be used to map the appended IMB information back to your record

The Postnet must be 5, 9, or 11 digits, Check digits are not included. Do not pad with 0's.

Click here to see a sample file:

[Uploaded data \(simple format\).](#)

[Uploaded data extended format with mailing detail data.](#)

## Uploading the File

1. Create a tab-delimited or Comma delimited file as specified.
2. Save your file locally as a .txt or .csv file.
3. Click on the "Uploads" tab in your account, and select the job name from the drop down list of jobs
4. Browse for your file and select it.
5. Enter the email address where all email notifications for file uploads
6. Select DO NOT Encode File
7. Click the Upload File button at the bottom of the screen.
8. Your upload is complete.
9. **-IMPORTANT-** You may revise this data at any time by uploading a modified file and selecting the replace option. This will replace the existing information.

You will receive an email from [customerservice@trackmymail.com](mailto:customerservice@trackmymail.com) after you upload your file. This will indicate a successful upload, or notify you of any problem.

If you need assistance, please contact Customer Service at 888-444-9972, ext 1043 or [customerservice@trackmymail.com](mailto:customerservice@trackmymail.com).

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