

1 What is Joint Scheduling?

Joint Appointment Scheduling is a capability in FAST to allow multiple owners to own their specific pieces of the appointment scheduling process. Joint scheduling allows the transportation agent to be responsible for appointment logistics information while Mail Owners and Mail Preparers are responsible for the mail content information. This is useful for consolidators and freight corporations that manage logistics while they are unaware of the specifics with regard to the mailing content.

Three unique joint scheduling roles have been identified:

- Scheduler - User responsible planning the trailer load and date/time of arrival at a specific USPS facility
- Mail Owner - User who owns the mail content
- Mail Preparer - User in charge of preparing the mail for Mail Owners

2 What are the benefits of Joint Scheduling?

Joint scheduling benefits USPS, Schedulers, Mail Owners, and Mail Preparers.

Scheduler benefits:

- Ability to focus on transportation and logistics
- Provide accurate content info to USPS which leads to a better rating
- More appointment availability due to reduction of multiple appointments created by Mail Owners and Mail Preparers

Mail Owner/Mail Preparer benefits:

- Greater control of content information
- Induction visibility

USPS benefits:

- Accurate advanced notification information

3 What are the different ways I can use Joint Scheduling?

Joint Scheduling can be utilized in FAST for both one-time appointments and recurring appointments:

One-Time Appointment and Joint Scheduling scenarios:

- If the Scheduler has provided the appointment number to the Mail Owner/Mail Preparer, the Mail Owner/Mail Preparer can add content to an existing appointment via FAST. In this scenario, FAST will notify the Scheduler of any content added to an appointment by a Mail Owner/Mail Preparer. Additionally, Mail Owner(s)/Mail Preparer(s) can only manage the contents that they created for an existing appointment created by a different Scheduler.
- If the Scheduler hasn't provided an appointment number, the Mail Owner/Mail Preparer can submit content information in FAST and use FAST to notify the Scheduler that a content has been created via the creation of stand-alone contents. The Scheduler must then take action to assign that stand-alone content to an existing appointment or a new appointment. Once associated the Mail Owner/Mail Preparer will receive notification of the appointment ID which must be placed on the USPS Form 8125.

Recurring Appointment and Joint Scheduling: The Scheduler must create the appointment logistics information first and then provide the Recurring Sequence ID of the recurring appointment to the Mail Owner/Mail Preparer. Then the content information can be submitted by the Mail Owner/Mail Preparer. FAST will notify the Scheduler of the new contents created by the Mail Owner/Mail Preparer. Additionally, FAST will notify USPS facility of the additional contents in the recurring appointment which must be reviewed and approved.

Once the facility approves the additional content created by the Mail Owner/Mail Preparer, FAST will notify the Scheduler and the Mail Owner/Mail Preparer that the recurring appointment will be active based on the effective date which will be provided in the email notification.

④ How do I Create/Associate Stand-Alone Content in FAST?

Creating Stand-Alone Content:

1. From the FAST Landing page, select the Appointments **Go** button.
2. From the Appointments Landing page, select the Create Stand-Alone Content **Go** button.
3. Create Stand-Alone Content page is displayed.
4. Enter the appropriate number into the Update Content Capacity text box(es).
5. Select the **Manage Content** button.
6. Create Stand-Alone Content page is refreshed and displays content grids.
7. Select the appropriate Scheduler from the Scheduler ID drop-down menu.
8. Enter the appropriate date into the Desired Induction Date text box.
9. Select the appropriate Scheduler from the Mail Preparer ID drop-down menu.
10. Select the Mail Shape from the Mail Shape drop-down menu.
11. Enter the appropriate number into the Count of Pallets text box(es).
12. Select the **Submit** button.
13. Stand-Alone Content Confirmation page is displayed

Associating Stand-Alone Content with an Appointment:

1. From the FAST Landing page, select the Appointments **Go** button.
2. From the Appointments Landing page, select the Manage Existing Appointment **Go** button.
3. Select Appointment from the Search for drop-down menu.
4. Select the **Submit** button.
5. Select Appointment ID from the Search by drop-down menu.
6. Select the **Submit** button.
7. Enter the appropriate ID into the Appointment ID text box.
8. Select the **Search** button.
9. Appointment Management page is displayed.
10. Select the **Manage Content** button.
11. Add/Edit Content Information page is displayed.
12. Select the **Associate Stand-Alone Content** button.
13. Associate Stand-Alone Content page is displayed.
14. Select the appropriate **Stand-Alone Content** checkbox.
15. Select the **Continue** button.
16. Add/Edit Content Information page is displayed.
17. Select the **Submit** button.
18. Confirm Content Management page is displayed.
19. Select the **Yes** button.
20. Appointment Update Confirmation page is displayed.

⑤ Who do I contact with FAST questions?

Please contact the FAST Help Desk at 1-800-USPS HELP for immediate assistance. For questions or non-urgent issues, please contact the FAST team at FAST@usps.com. For additional information, please go to the FAST Resources page or to RIBBS at <http://ribbs.usps.gov>.