

CDS

Conversion Software

Version 1.3 for DOS

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Overview

System Requirements

- 286 processor or higher IBM PC, PS/2, or IBM-compatible computer.
- DOS version 3.3 or higher
- 256K free memory
- At least one diskette drive and a hard drive

Introduction

Computerized Delivery Sequence (CDS) is a service provided by the United States Postal Service that provides updated address information to customers with qualified address lists via electronic media. CDS Conversion Software allows PC-based CDS customers using CD-ROM, diskette or 3480 tape to decrypt their files easily.

Installing CDS

These installation instructions reference disk drive A. If you are using a different drive, substitute that drive letter for A. To install CDS Conversion Software,

1. Insert the installation disk into diskette drive A:.
2. At the DOS prompt, type **A:INSTALL** and press **<ENTER>**.
3. At the screen in Figure 1, press **<Enter>** to proceed with installation.

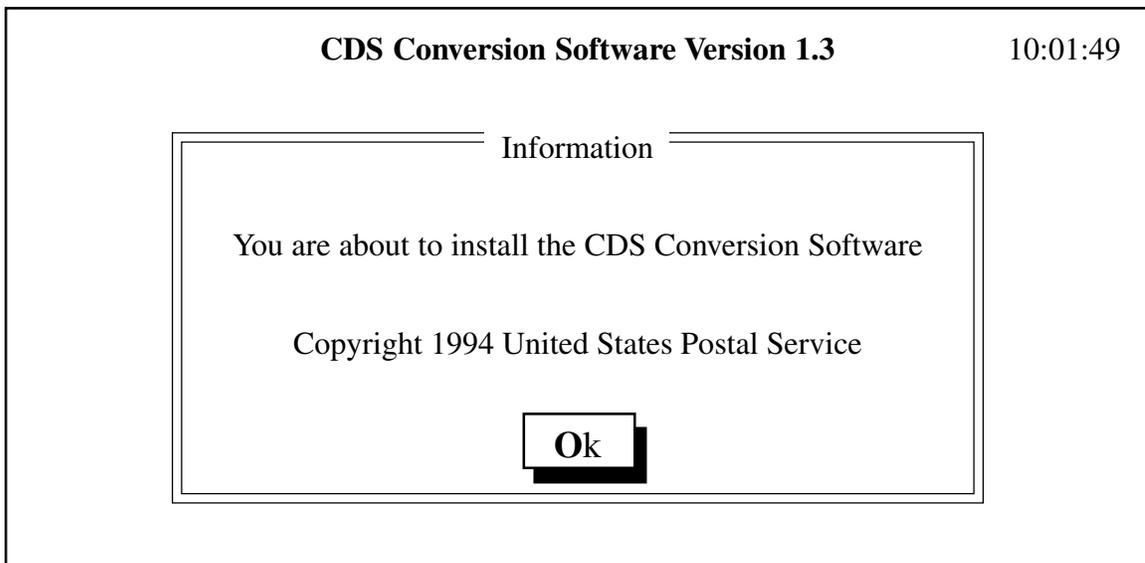


Figure 1. CDS Installation Screen

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4. At the screen in Figure 2, enter the directory path of choice (C:\CDSCONV is recommended) and press <ENTER>. To exit the installation at this point, press <ALT+C>.

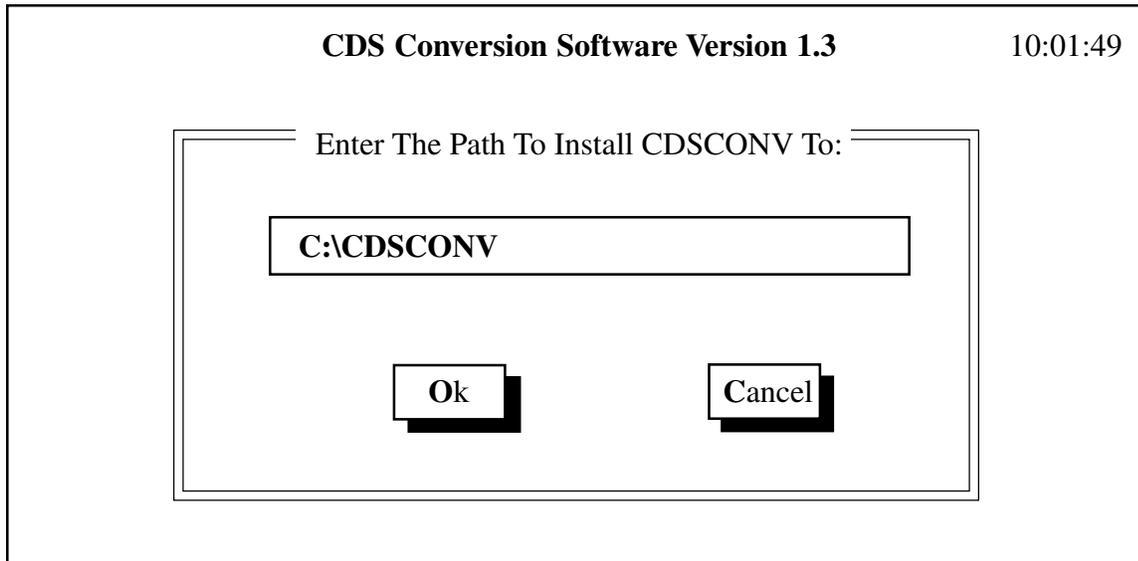


Figure 2. Directory Path Selection

The screen will prompt you that the CDS files are copying to the directory entered. After the files have copied, the screen in Figure 3 appears. Press <ENTER> to exit to the DOS prompt.

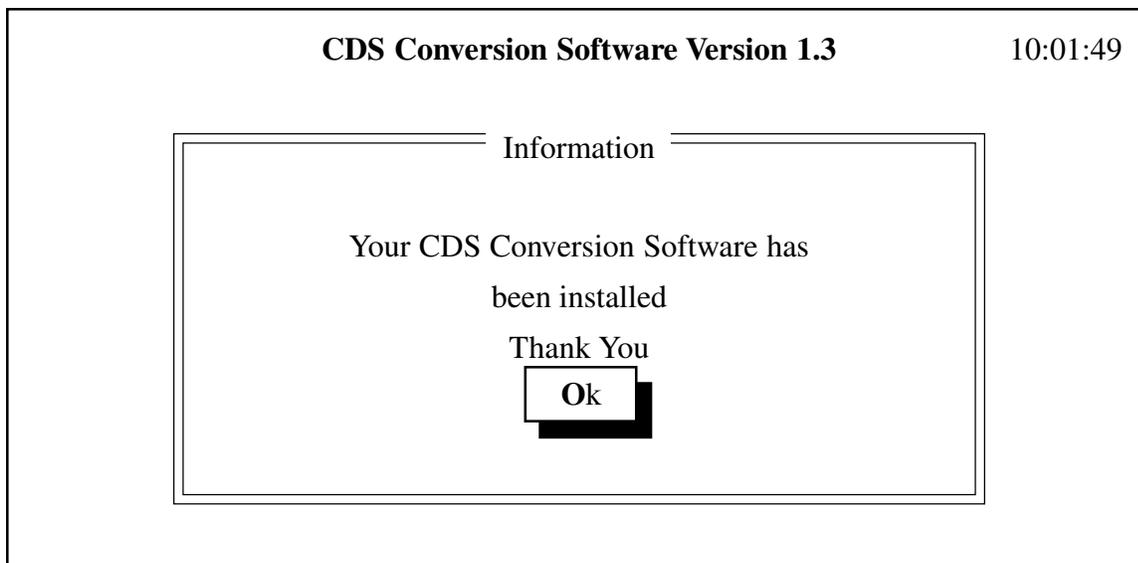


Figure 3. Installation Confirmation

Starting the CDS Conversion Program

At the DOS prompt, change directories to the one in which you installed the CDS Conversion Software (e.g., C:\>CD \CDSCONV). Type **CDSCONV** at the DOS prompt and press <ENTER>. The screen in Figure 4 will appear.

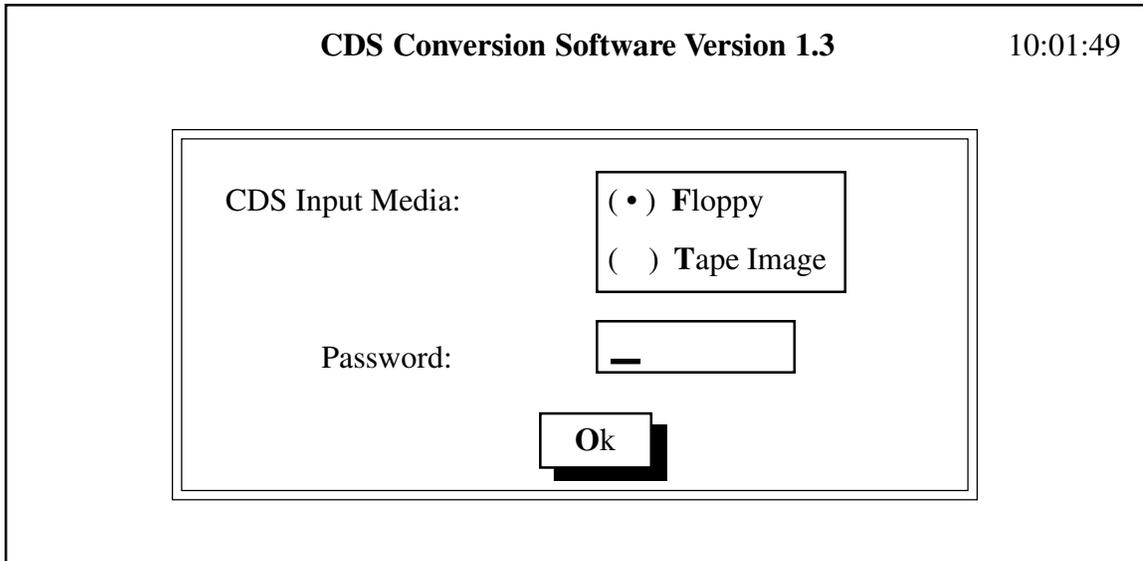


Figure 4. CDS Input Media

CDS Input Media

To select a CDS Input Media type,

1. Press the <TAB> key to access the Floppy or Type Image options, and use the <UP> and <DN> arrow keys to highlight the option of choice. Select Floppy if you are a CD-ROM, or diskette customer or Tape Image if you receive CDS data on 3480 tape.
2. When the desired option is highlighted, tab to the password box, type in your CDS password (which can be obtained from the National Customer Support Center by calling 800-331-5747), and press <ENTER>.
3. You will be prompted to verify your password. Retype it and press <ENTER> again.
4. The next screen will prompt you for the CDS source drive. Enter the appropriate source drive letter (usually A:) and press <ENTER>.

Note: If you are a CD-ROM customer, you will be prompted to type in your source CDS path. Type \CDS\ and press <Enter>.

5. The next screen will prompt you to insert the CDS Customer Disk into the source drive. Insert the disk and press <ENTER>. The screen in Figure 5 on the next page will appear.

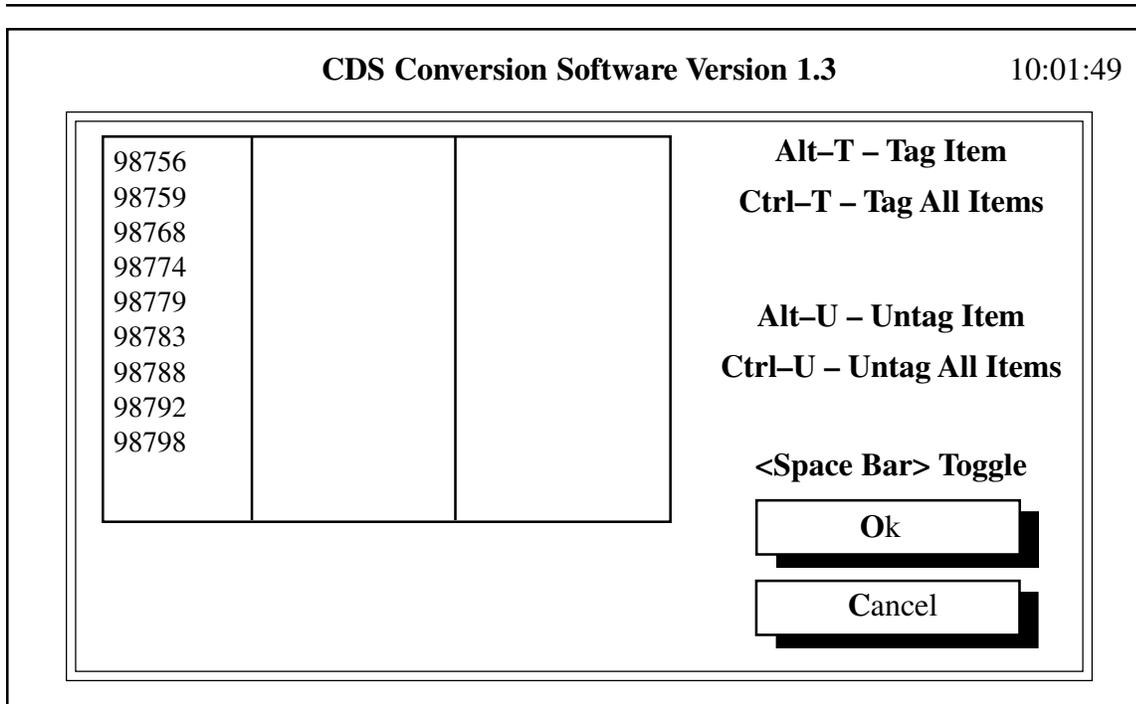


Figure 5. Tagging CDS ZIP Codes

Tagging CDS ZIP Codes

To select a single ZIP Code to extract from the CDS customer file and decrypt, highlight the ZIP Code using the <UP> and <DN> arrow keys and press <ENTER>. The screen in Figure 6 will appear.

To select multiple ZIP Codes, highlight the desired ZIP Codes and press the <SPACEBAR> to select them, scrolling down the list using the arrow keys. When you have finished selecting ZIP Codes, press <ENTER>.

To select all ZIP Codes from the top ZIP Code down, press <CTRL+T>. To deselect the ZIP Codes from the current (highlighted) ZIP Code down, press <CTRL+U>.

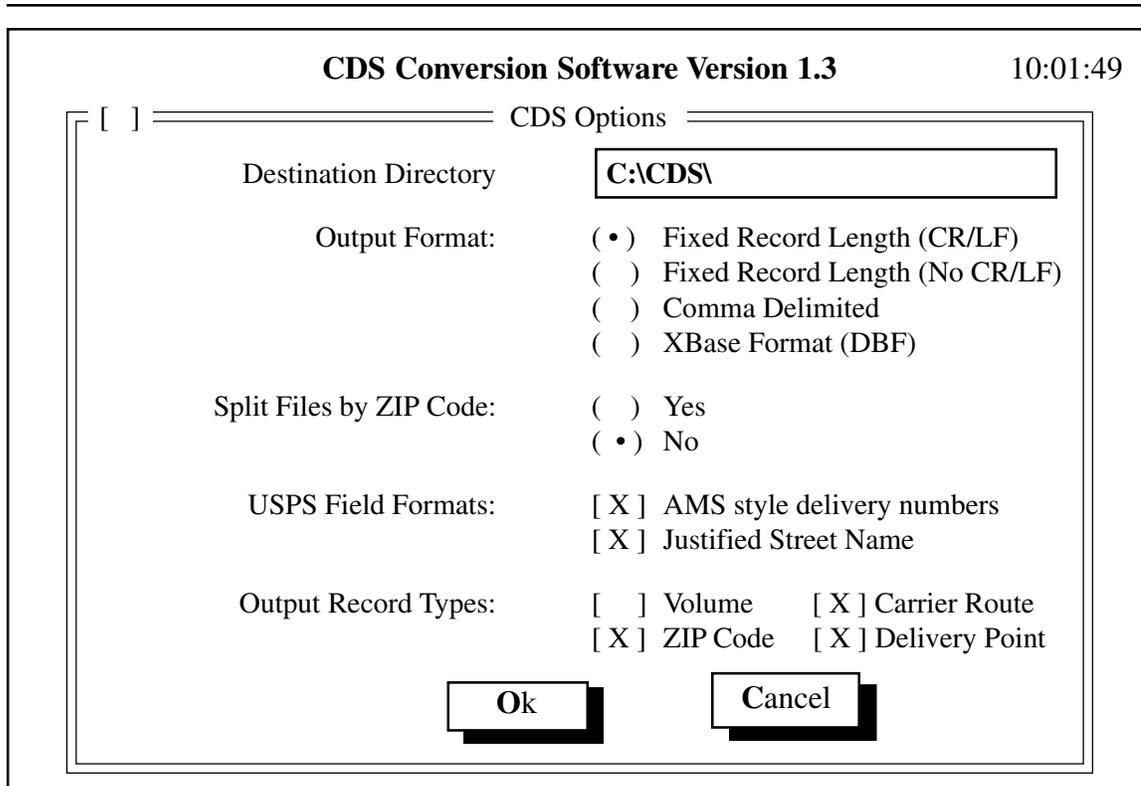


Figure 6. CDS Options

CDS Options

The CDS Options screen provides a variety of choices available for customizing CDS output. To scroll through the options, press the <TAB> key. To select a particular option, press the <UP> or <DN> arrow key. When a bullet or “X” appears in the parentheses to the left of the output option, press <TAB> to proceed to the next menu item.

Destination Directory

The destination directory is the directory in which the CDS files will reside. The recommended CDS directory path appears to the right of the Destination Directory option, and you may specify a subdirectory by typing in the subdirectory name after C:\CDS\ . . .

Output Format

There are four output formats to choose from: fixed length with carriage return and line feed (CR/LF; total record length of 108 bytes), fixed record length without CR/LF (total record length of 106 bytes), comma delimited, and XBase format.

Comma Delimited

The Comma Delimited option will generate a standard comma-delimited file with records of varying length that can be imported by any program that supports comma-delimited field format. Each character field is separated by a comma and quotes, and each record is followed by a CR/LF.

XBase Format (DBF)

The XBase Format option extracts the CDS files in a standard XBase file format. Each record type has a separate, corresponding XBase file (see Table 1). (See Appendix for a complete file description.)

Table 1. Extracted CDS XBase Files

Record Type	File Name
Volume	VOLUME.DBF
ZIP Code	ZIPCODE.DBF
Carrier Route	CROUTE.DBF
Delivery Point	DPF.DBF

Split Files by ZIP Code

The Split Files by ZIP Code option allows you to specify whether or not you wish to create a new file per ZIP Code (select **Yes** if you wish to do so).

USPS Field Formats

AMS-Style Delivery Numbers

If the AMS Style Delivery Numbers option is selected (i.e., an “X” appears in the brackets to the left of the option), all primary and secondary delivery numbers will be saved so that the first significant leading zero will be a dash and all numeric delivery numbers will be right-justified with leading zeros.

Example: 00010000 MAIN ST
 Selected: “-0010000 “
 Not Selected: “000010000 “

 1000 MAIN ST
 Selected: “0000001000”
 Not Selected: “1000 “

Justified Street Name

If the Justified Street Name option is selected (i.e., an “X” appears in the brackets to the left of the option), in any street name containing a numeric number (i.e., “10” versus “Ten”), the numeric will be right-justified within four characters.

Example: Selected: “ 1ST ST “
 Not Selected: “1ST ST “

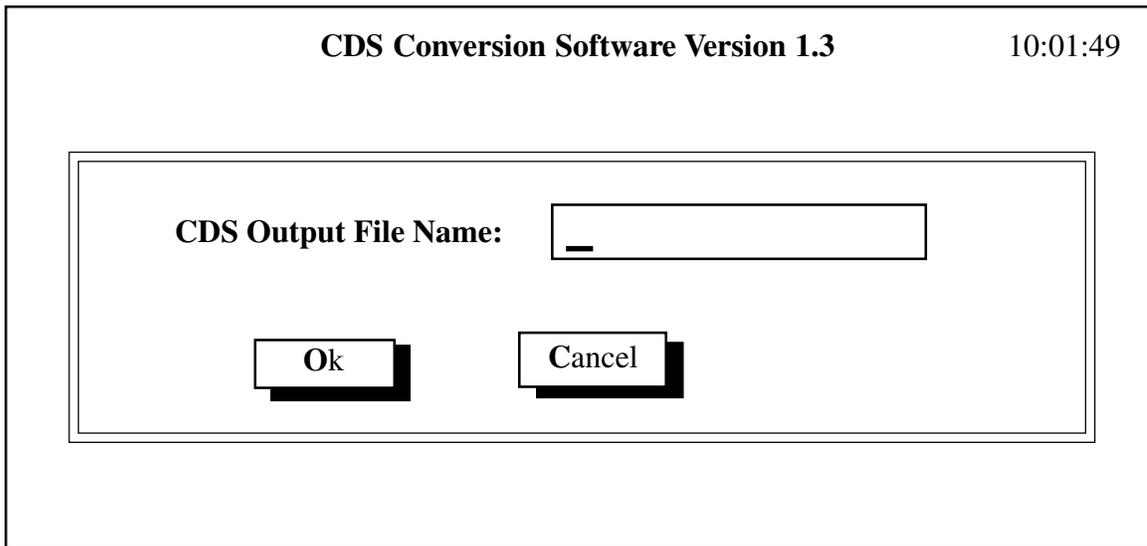
Output Record Types

The Output Record Types option determines the type of record saved to the destination file, i.e., if you select the Volume option, the destination file will contain only volume records; if you select ZIP Code, the destination file will contain only ZIP Code records, etc.

*Note: If you are a diskette customer, you will **not** be able to choose the Volume option.*

Generating the CDS Output File

When you have selected all desired options, press <ENTER>. If you chose No at the Split Files by ZIP Code option, the screen in Figure 7 will appear. Otherwise, you will be prompted that the file is being saved.



The screenshot shows a DOS-style dialog box titled "CDS Conversion Software Version 1.3" in the top left and "10:01:49" in the top right. The main content area is enclosed in a double-line border and contains the text "CDS Output File Name:" followed by a rectangular input field with a cursor. Below the input field are two buttons labeled "Ok" and "Cancel".

Figure 7. CDS Output File Name

Type in the designated name for the CDS output file and press <ENTER>. You will be prompted that the ZIP Code(s) selected in the Tagging CDS ZIP Codes screen (see page 4) has been decompressed, and the name of the file to which the CDS file information has been saved will appear. Press <ENTER> and you will be returned to the DOS prompt.

CDS Tape Image File Name

If you are a CDS tape customer, select Tape Image at the CDS Input Media screen, type in your password, and press <ENTER> (see Figure 4 on page 3). You will be prompted to verify your password by reentering it and pressing <ENTER>. If a valid password is entered and you chose No at the Split Files by ZIP Code option, the screen in Figure 8 will appear.

CDS Conversion Software Version 1.3 10:01:49

[•] CDS Input File (9-Track)

Name
*. *

Files

CDSCONV.EXE	
CDSCONV.HLP	
CDSCONV.INI	
CDSCONV.TXT	
..\	

C:\CDSCONV*. *
CDSCONV.EXE 165760 Sep 25, 1995 1:20 am

F1 Help

Figure 8. CDS Input File (9-Track)

To open a CDS tape file, tab to the Name field and enter the file name, or tab to the Files field and highlight the file name using the <Up> and <Down> arrow keys. When you have entered or selected the appropriate tape file, tab to the **Open** button and press <ENTER> to proceed or <CANCEL> to exit.

The CDS Options screen will appear (see Figure 6 on page 5). Follow the directions on page 5–8 to customize the CDS output. To proceed, tab to the <OK> button and press <ENTER>. The screen in Figure 9 will appear.

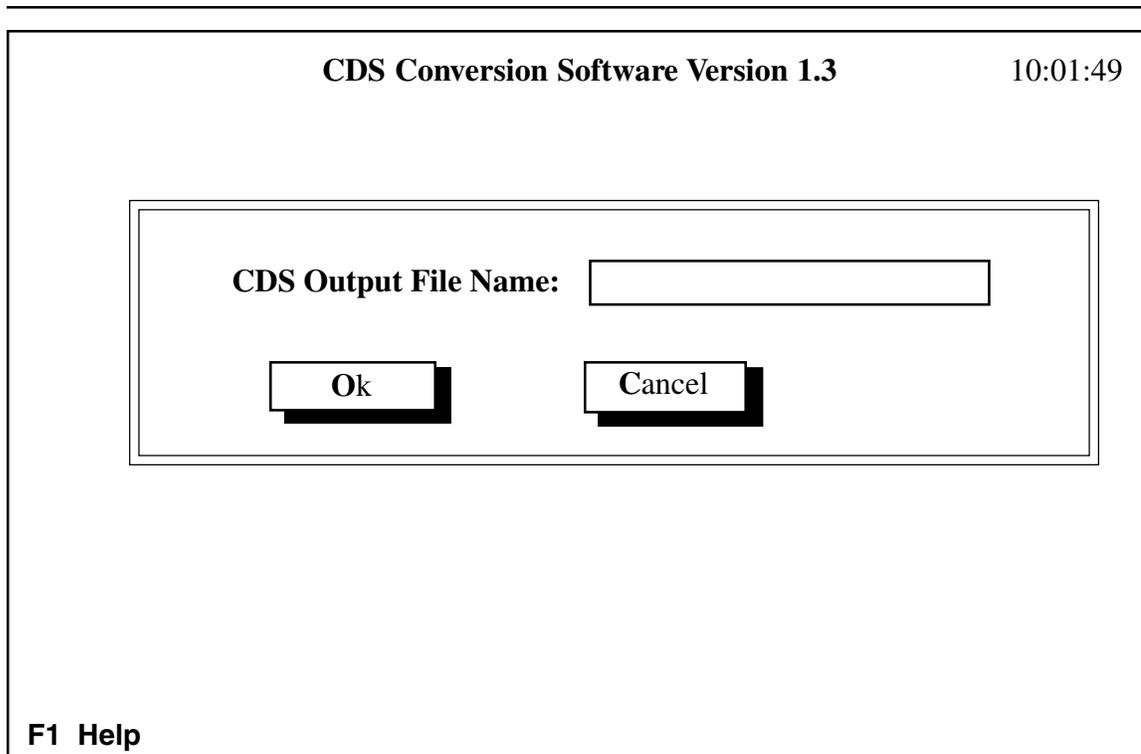


Figure 9. CDS Output File Name

Enter the name under which you wish to save the CDS data, tab to the <Ok> button, and press <ENTER> to output the data.

Customizing CDS Conversion Software

Command Line and INI File Parameters

Note: To use any command line parameters, use only the first two letters of the parameter.

- **/AUTOMATIC**
The Automatic option indicates that you DO NOT want to prompt the user for any information, only process the command line parameters and INI file.
- **/COPYONLY**
The Copy Only option is used to indicate that you wish to make file copies from source to destination before decoding or decompressing. Use this option only when the ZIP Codes on the CDS data disk are being moved to the hard disk before any other operations.
- **/FILENAME**
The OFilename option allows you to name the output file.

Note: No must be selected beside the Split Files by ZIP Code option.

- **/FLOPPY**
The Floppy option informs the program that you are a CDS diskette customer rather than a CDS tape customer.

- **/TAPE**

The Tape option informs the program that you are a CDS tape customer versus a CDS diskette customer.

Diskette Customers

The Diskette Customers option instructs the program NOT to use the default source path specified in the INI file. Use this option ONLY when the source drive for your CDS disks is not the drive specified in your INI file.

Example: /SOURCE="B:"

Tape Customers

The Tape Customers option instructs the program to use the specified file name to decrypt and process the tape file.

Note: "Wild cards" are NOT allowed.

Example: /SOURCE="C:\SOMEPATH\TAPEFILE.CDS"

- **/DEST="Destination Path"**

The Destination Path option instructs the program NOT to use the default destination path specified in the INI file. Use this option ONLY when the destination directory for your CDS disks is not the directory specified in your INI file.

- **/OUTPUTFORMAT=X**

The Output Format option specifies the format of the decrypted file, i.e., 0 = Fixed Record Length, 1 = Fixed Record Length No CR/LF, 2 = Comma Delimited, and 3 = XBase File Format. Table 2 lists output format values.

Table 2. Output Format Values

Value (X)	Result
0	Indicates that you DO NOT want AMS-style delivery numbers or justified street names.
1	Indicates that you DO want AMS-style delivery numbers but DO NOT want justified street names.
2	Indicates that you DO NOT want AMS-style delivery numbers but DO want justified street names.
3	Indicates that you DO want AMS-style delivery numbers or justified street names.

- **/SPLITFILESBYZIPCODE=[Yes/No]**

The Split Files By ZIP Code option specifies whether or not you want to create a new file per ZIP Code. If you select Yes, you will receive one file per ZIP Code.

- **/USPSFIELDFORMAT=X**

The USPS Field Format option specifies your preferences on output format. Table 3 defines values that can be entered to specify output preference.

Table 3. Record Type Values

Value (XX)	Volume	ZIP Code	Carrier Route	Delivery Points
1	X			
2		X		
3	X	X		
4			X	
5	X		X	
6		X	X	
7	X	X	X	
8				X
9	X			X
10		X		X
11	X	X		X
12			X	X
13	X		X	X

Command Line Only Parameters

- **/PASSWORD="Password"**

The Password option automatically fits the password field with the value placed between the double quotes. The user is NOT prompted to enter this field.

Example: /PASSWORD="CDSDATA"

- **/DISK#="Disk Number"**

The Disk Number option allows you to restart with the specified disk if the process was aborted.

Example: /DISK#="4"

- **/INIFILE="INI File Name"**

The INI File Name option instructs the program to use the file name specified instead of CDSCONV.INI.

Example: /INIFILE="C:\CDSCONVAISTPASS.INT"

CDS Technical Support

Technical support for CDS is provided by the United States Postal Service's National Customer Support Center at 800-331-5747. Monday through Friday, 8 a.m.– 5 p.m.

Appendices

CDS Volume Header Record (XBase Format Only)

Field Ref. Number	XBase Field Name	Field Description	Field Type	Field Length	Field Dec.
1	MAILERID	MAILER ID	CHAR	9	
2	FILEMONTH	FILE VERSION MONTH	CHAR	2	
3	FILEYEAR	FILE VERSION YEAR	CHAR	2	
4	SEQUENCENO	VOLUME SEQUENCE NO.	CHAR	3	
5	ZIPRECCNT	ZIP COUNT	NUM	5	0
6	CRIDRECCNT	ROUTE COUNT	NUM	9	0
7	TOTRECCNT	TOTAL RECORD COUNT	NUM	9	0

CDS ZIP Code Header Record

Field Ref. Number	XBase Field Name	Field Description	Field Type	Field Length	Field Dec.
1	FILEMONTH	FILE VERSION MONTH	CHAR	2	
2	FILEYEAR	FILE VERSION YEAR	CHAR	2	
3	ZIPCODE	ZIP CODE	CHAR	5	
4	CRIDRECCNT	ROUTE COUNT	NUM	5	0
5	DPRECCNT	DELIVERY POINT REC. COUNT	NUM	5	0
6	ACTCNTRES	RESIDENTIAL DELIVERY ACTIVE COUNT	NUM	5	0
7	POSCNTRES	RESIDENTIAL DELIVERY POSSIBLE COUNT	NUM	5	0
8	ACTCNTBUS	BUSINESS DELIVERY ACTIVE COUNT	NUM	5	0
9	POSCNTBUS	BUSINESS DELIVERY POSSIBLE COUNT	NUM	5	0
10	POBOXTBCNT	PO BOX THROWBACK COUNT	NUM	4	0
11	SEASCNT	SEASONAL COUNT	NUM	5	0
12	VACANTCNT	VACANT COUNT	NUM	5	0
13	DROPCNT	DROP COUNT	NUM	5	0
14	SRVDROPCNT	RESIDENCE BUSINESS SERVED DROP COUNT	NUM	5	0

CDS Carrier Route Header Record (XBase Format Only)

Field Ref. Number	XBase Field Name	Field Description	Field Type	Field Length	Field Dec.
1	ZIPCODE	ZIP CODE	CHAR	5	
2	CROUTE	CARRIER ROUTE ID	CHAR	4	
3	DPRECCNT	DELIVERY POINT REC. COUNT	NUM	5	0
4	ACTCNTRES	RESIDENTIAL DELIVERY ACTIVE COUNT	NUM	5	0
5	POSCNTRES	RESIDENTIAL DELIVERY POSSIBLE COUNT	NUM	5	0
6	ACTCNTBUS	BUSINESS DELIVERY ACTIVE COUNT	NUM	5	0
7	POSCNTBUS	BUSINESS DELIVERY POSSIBLE COUNT	NUM	5	0
8	POBOXTBCNT	PO BOX THROWBACK COUNT	NUM	3	0
9	SEASCNT	SEASONAL COUNT	NUM	5	0
10	VACANTCNT	VACANT COUNT	NUM	5	0
11	DROPCNT	DROP COUNT	NUM	5	0
12	SRVDROPCNT	RESIDENCE BUSINESS SERVED DROP COUNT	NUM	5	0

CDS Delivery Point Record (XBase Format Only)

Field Ref. Number	XBase Field Name	Field Description	Field Type	Field Length	Field Dec.
1	ZIPCODE	ZIP CODE	CHAR	5	
2	CROUTE	CARRIER ROUTE ID	CHAR	4	
3	DELVSEQNO	DELIVERY SEQUENCE NUMBER	CHAR	5	
4	RECTYPE	RECORD TYPE CODE	CHAR	1	
5	POBOXTHRWB	PO BOX THROWBACK INDICATOR	LOG	1	
6	PRIDELVNO	DELIVERY ADDRESS NO.	CHAR	10	
7	PREDRCTNL	STREET PRE-DIRECTION ABBREVIATION	CHAR	2	
8	STREETNAME	STREET NAME	CHAR	28	
9	SUFFIX	STREET SUFFIX ABBREVIATION	CHAR	4	
10	POSTDRCTNL	STREET POST-DIRECTION ABBREV.	CHAR	2	
11	SECDESC	SECONDARY ADDRESS ABBREVIATION	CHAR	4	
12	SECNO	SECONDARY ADDRESS NUMBER	CHAR	8	
13	DLVTYPECDE	DELIVERY TYPE CODE	CHAR	1	
14	VACANT	ADDRESS VACANT INDICATOR	LOG	1	
15	DROPIND	DELIVERY POINT DROP INDICATOR	CHAR	1	
16	RESBUSDCN	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	NUM	3	0
17	SEASIND	SEASONAL DELIVERY DELIVERY INDICATOR	LOG	1	
18	ZIPPLUS4	PLUS4	CHAR	4	
19	PLUS2	DELIVERY POINT DPBC DIGITS	CHAR	2	
20	CHECKDGT	DELIVERY POINT DPBC CHECK DIGIT	CHAR	1	
21	URBANKEY	URBANIZATION LOCALE KEY	CHAR	6	
22	PRFRDLSTLN	PREFERRED LAST LINE LOCALE KEY	CHAR	6	