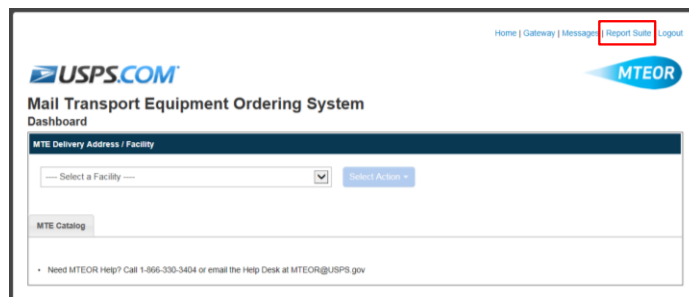


## Report Suite for Mailers

MTEOR provides the ability for Mailers to download and view reports directly from the Dashboard. Major Mailers who receive MTE from an MTE SC can view the “Local Mailer Report” and the “Mailer Inventory Report” while Local Mailers can only view their “Local Mailer Report.” Click [here](#) to visit the MTEOR webpage for additional information.

- 1. Log in to your MTEOR Dashboard**

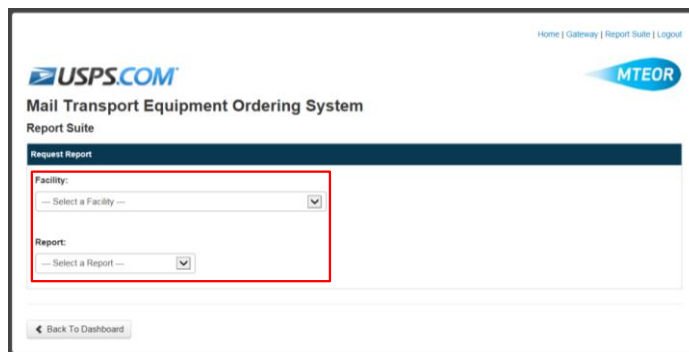
- 2. Click on “Report Suite” in the upper right corner**



The screenshot shows the MTEOR Dashboard. At the top right, there are navigation links: Home | Gateway | Messages | Report Suite | Logout. The 'Report Suite' link is highlighted with a red box. Below the navigation is the USPS.COM logo and the MTEOR logo. The main heading is 'Mail Transport Equipment Ordering System Dashboard'. There is a section for 'MTE Delivery Address / Facility' with a dropdown menu labeled '--- Select a Facility ---' and a 'Select Action' button. Below that is an 'MTE Catalog' section. At the bottom, there is a small text link: 'Need MTEOR Help? Call 1-866-330-3404 or email the Help Desk at MTEOR@USPS.gov'.

- 3. Select your location from the “Facility” drop-down menu (if you have access to multiple locations)**

- 4. Select the desired report from the “Report” drop-down menu**

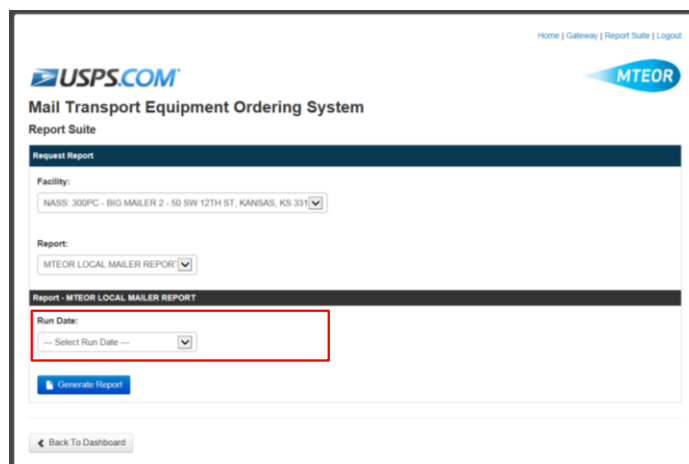


The screenshot shows the 'Report Suite' page. At the top right, there are navigation links: Home | Gateway | Report Suite | Logout. The 'Report Suite' link is highlighted with a red box. Below the navigation is the USPS.COM logo and the MTEOR logo. The main heading is 'Mail Transport Equipment Ordering System Report Suite'. There is a section for 'Request Report' with two dropdown menus: 'Facility: --- Select a Facility ---' and 'Report: --- Select a Report ---'. Both dropdown menus are highlighted with a red box. Below the dropdowns is a 'Back To Dashboard' button.

- 5. Choose the date of the report you wish to see from the “Run Date” drop-down menu**

- 6. Click “Generate Report” to open**

*NOTE: Reports open in Microsoft Excel to allow for saving and filtering.*



The screenshot shows the 'Report Suite' page with more details. At the top right, there are navigation links: Home | Gateway | Report Suite | Logout. The 'Report Suite' link is highlighted with a red box. Below the navigation is the USPS.COM logo and the MTEOR logo. The main heading is 'Mail Transport Equipment Ordering System Report Suite'. There is a section for 'Request Report' with two dropdown menus: 'Facility: NASS: 300PC - BIG MAILER 2 - 50 SW 12TH ST, KANSAS, KS 331' and 'Report: MTEOR LOCAL MAILER REPORT'. Below the dropdowns is a section for 'Report - MTEOR LOCAL MAILER REPORT' with a 'Run Date: --- Select Run Date ---' dropdown menu highlighted with a red box. Below the dropdown is a 'Generate Report' button. At the bottom, there is a 'Back To Dashboard' button.