

Handling MSP Maintenance during Route Adjustments in DOIS

This document will provide an overview of the procedures to be followed concerning MSP scan points during a route adjustment in DOIS. It is not meant to be an exhaustive description of doing route adjustments, but is meant to show where in the process MSP points should be handled.

MSP requires a route to have a minimum of 4 (and a maximum of 9) street scans. There is normally no way in DOIS to delete scan points to get below the minimum or above the maximum. However, during the route adjustment process, as territory is moved between routes, they may contain scan points that may cause a route to fall below the minimum. In case that happens, if MSP scan points are not maintained during the adjustment process, when the adjustment is implemented, the route will continue to have less than the minimum number of scan points. The next time the user goes into the MSP Base Information Maintenance, they will be required to add MSP points to bring the route up to the minimum number. If the user exits out of there without doing so, ALL of that route's scan points (office and street) will be deleted and it will be necessary to add all new scan points to the route. Until the scan points are added back, the route will be considered "undeployed" to MSP in WebEIS.

Overview of the adjustment process in DOIS

1. Select/edit Office and Street time for each route.
2. Select method for transfer (how you want to calculate office and street factors according to the M-39).
3. Steps from here on out (steps 4-10) can only be done AFTER the lock date has passed.
4. Create adjustment scenarios. This is where the transfer of territory takes place. (May be done in COR)
5. Once you have a scenario you are comfortable with, select scenario for implementation. This locks in the territory on the new routes along with any scan points they may contain. Those scan points are automatically deleted and will require the user to recreate that scan point (if necessary) and order new labels for that point.
6. Go to MSP Base Information Maintenance to maintain scan points. (You are given an additional opportunity to Maintain MSP in the Route Re-sequence window.)
7. If you have moved any territory containing MSP scan points, those scan points have been deleted. It may or may not be necessary to continue using those scan points (for example, the route it is moving to already has the minimum number of scan points, or adding one that moved from another route would bring it over the maximum of 9). If you want to keep

Handling MSP Maintenance during Route Adjustments in DOIS

-
- the scan point, you must add it back at this point of the process. If a route has less than the minimum number of street scan points (due to some being moved to another route), you **MUST** add scan points here to bring the route up to the minimum. If this does not occur, **ALL** scan points on that route will be deleted upon implementation of the route adjustment.
8. Hit "Submit for Approval". This will send the adjustment package to the DOIS "District Area Approver".
 9. Go back to Create Adjustment Scenarios and now begin the resequencing. Hit "Resequence Routes". This can be done before approval has been returned. From this window you are given another opportunity to Maintain MSP.
 10. After re-sequencing is complete, **AND** after approval has been returned, you can "Submit to AMS". AMS handles the rest of the adjustment process until the implementation date arrives.
 11. On the implementation date (or the evening before if all carriers are off the clock), change the status of the adjustment in DOIS to "Implemented". Route base info is automatically updated (except route base schedules must be maintained by the unit) and the MSP points, as they were maintained during the adjustment process, will become effective.
 12. If, at any point your request for Approval is rejected, you will need to go back to step 4 and restart the Create Scenario process.

Notes about the adjustment process:

1. Step 4 may be replaced with the COR process.
2. DOIS does not force the adjuster to maintain MSP points during the adjustment process. It is possible to bypass step 6 above and still complete the adjustment process in DOIS.

In that case, upon implementation, any route with less than the minimum 4 street scans will continue to have those scans as valid. The next time that a DOIS user goes into the MSP Base Information Maintenance screen for those routes, they will be required to bring the route up to minimums (at least 3 office and 4 street scan points). If the user exits out of the screen without doing so, **ALL** of that route's scan points will be deleted and the route will be "undeployed" with respect to MSP. It will be necessary to create all new office and street scan points and order all new labels for those routes so affected.