



DELIVERY OPERATIONS
INFORMATION SYSTEM

United States Postal Service

Delivery Operations Information System (DOIS)

Parent/Child Routes- Job Aid

October 23, 2006

Revision History

Date	Author	Description
10/23/2006	Naomi Rook/Roberta Jollie	Initial Creation

1.0 – Overview

This document will show how to maintain an AMS established Parent/Child route in DOIS.

Parent/Child routes should be avoided if at all possible. It is postal policy that delivery routes will not cross ZIP Code boundaries unless absolutely necessary.

Definition

A Parent/Child route exists where a single carrier assignment serves deliveries that are schemed to more than one ZIP Code and appear on only one route listing and carrier case/labels. A true Parent/Child route can only be created in AMS by merging two existing routes into one using the LACS/Adjust function. The child's addresses will be found on the parent route's Route Listing Report and 3999X Examination of Letter Carrier Route. A Child route is not a Miscellaneous or Auxiliary Route.

Common issues

Bar code sorters handle Parent/Child routes separately, even if both ZIP Codes are on the same sort plan. Since EOR will contain both the parent and child routes and DOIS will only contain the parent route, EOR volumes will need to be manually edited on the parent route daily to include the child route's volume.

A DCD will need to be used to perform street data collection, because the DOIS 3999-Manual Entry form will not contain the child route's sector segment information. The AMS Form 3999X version will contain both the parent and child portions and may still be used for a hard copy back-up with the DCD.

Initial Preparation

Before any action is taken to modify existing routes in DOIS, it must first be determined that a true Parent/Child route scenario exists in AMS for the routes in question. You may verify this by contacting your local AMS office.

If a recent change has been made in the AMS database, you will need to wait for the Sunday night update to DOIS before modifying the route structure in DOIS.

2.0 Procedures

2.1 Maintain Unit Information

If a Parent/Child route exists in AMS, DOIS should only contain the Parent route. In the example below, 95046 is the parent of a Parent/Child route. If the child route exists in DOIS, it should be deleted in Maintain Unit Information after first establishing the route values for both routes. If you add or delete routes to a DOIS Unit, you will need to re-configure your DCD with a new route file. (Options>Utilities>DCD Configuration-Mail Volume>Load Route Data.)

Maintain Unit Information

Indicators and Window Setup

Unit Indicators

- Routers
- Office Break
- PM Mail
- EPM Office
- Apply 701 Rule
- Apply 200 Man Years Rule

Scheduled Day Off Status Setup

- Rotating SDO
- Fixed SDO

Workload Status Setup

Overtime Hours Limit: 0:00

Undertime Hours Limit: 0:00

Capture Mail Volume Setup

Letter Factor Threshold: 1.25

Flat Factor Threshold: 1.25

Regular and Miscellaneous Route Information

- Regular Routes
- Miscellaneous Routes

Display

Regular Routes		
Route	Aux	Base Hrs
95025	N	8.16
95026	N	8.13
95027	N	8.04
95028	N	7.96
95029	N	8.18
95038	N	8.20
95040	N	8.17
95042	N	8.05
95043	N	7.85
95044	N	8.05
95046	N	8.03
95047	N	8.01
96005	N	8.02
96030	N	8.08
96041	N	8.08
96045	N	8.09

New

Delete

Save

Close

2.2 Maintain Carrier Assignment

Assign carrier to the Parent route.

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 File Application Options Window Help

Workload Status Supervisor Workbench

Maintain Carrier Route Assignments

Carriers Assigned to Unit

Name	Type	Rte Asgnmt
BLANCHETTE, R R	REG	95023
CONDON JR, R G	REG	95025
CHAPUT, E A	REG	95026
ABBATE, R V	REG	95027
CARPENTIER, P F	REG	95028
BROWN, K M	T-6	95031
BESSETTE, M J	T-6	95032
PARENTEAU, P N	T-6	95033
FITZGERALD, N M	PTF	95034
WHITACRE, R K	T-6	95035
MANN, J G	PTF	95036
QUILLETTE, G A	T-6	95037
GAULIN, D L	REG	95038
LECLERC, G G	REG	95040
DEARBORN, B E	REG	95042
SCOCO, D A	REG	95043
DURDA, B J	REG	95046
GRAY, C J	REG	95047
TEPER, G W	REG	95073
MOISON, M R	REG	96030

New Edit Delete

Carrier Information:

Emp ID: Search

Employee:

Last: First: Initial:

Fin #: Pay Loc:

Seniority Date: Hire Date:

Emp Type: Des Act:

Home Delivery Unit MSP User ID:

Work Assignment:

Type: Rte ZIP Code: Route Nbr:

Route Start Date:

Save Close

2.2 Route Base Information Maintenance

Assign the base data for parent and child portions to the Parent route.

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Route Base Information Maintenance

Route Number: 95046

General Information | **Travel Information**

Type of Route:
 Residential Auxiliary
 Business Saturday Non-Delivered
 Mixed

Type of Delivery:
 Foot Park and Loop
 Dismount Other
 Curblin Motorized

Full Coverage Factor: 0:00:00 Per 100 Res Deliveries
 Parcels Over Base: 0:00:00 Per Parcel

Schedule:
 Daily: Begin: 07:30 AM, Leave: 08:15 AM, Return: 03:50 PM, End: 04:00 PM
 Saturday: Begin: 07:30 AM, Leave: 08:15 AM, Return: 03:50 PM, End: 04:00 PM

Last Inspection Date: 04/09/2005
 Last Adjustment Date:

Base Times:
 Office Time: 1:57
 Street Time: 6:05
 Total Time: 8:02
 Router Time: 0:00
 * Fixed Office Time: 0:32

Mail Volume:

	AM	PM
Letter Volume:	388	0
Flat Volume:	473	0
Total Volume:	861	0

 DPS Percent: 81 %
 Base Parcels: 12

Percent To Standard: 91 %

Possible Deliveries:
 Base PDs: 363
 Current PDs: 518

Carrier Information:
 Regular Carrier: DURDA, B J
 Hire Date: 05/12/1979
 Date Assigned to Route: 01/10/2002
 Replacement Carrier: OUILLETTE, G A

* Fixed Office Time includes Line Items 14, 15, 16, 18, 19, 20, 21.

2.3 Create New Pivot Plan

All sector segment information for both routes will be found in the parent route.

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 File Application Options Window Help

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Pivot Plan Maintenance

Route Number: 95046

Pivot Plan

Create or Edit Logical Groups Assign Break Locations

	Duration	Trvl Patrn	Dlvry Mthd	Dlvry Class	Poss Dlvry	First Delivery	Last Delivery
▶ LG	0:07		Othr	MIX	15	40 CANAL ST	10 CANAL ST
LG	0:15		Othr	RES	25	75 SAINT PAUL ST	113 SAINT PAUL ST
LG	0:28		Othr	RES	65	59 MENDON RD	395 MENDON RD
LG	0:13		Othr	MIX	61	403 MENDON RD	403 MENDON RD
LG	0:50		Othr	RES	42	1 DEBORAH AVE	2 CYNTHIA DR
LG	0:10		Othr	RES	9	3 OBELINE DR	2 OBELINE DR
LG	0:20		Othr	MIX	78	400 MENDON RD	10 RHODES AVE
LG	0:35		P&L	MIX	41	450 RHODES AVE	140 RHODES AVE
LG	0:08		P&L	RES	8	581 4TH AVE	846 3RD AVE
LG	0:17		P&L	RES	25	33 SCOTIA ST	57 SYCAMORE ST
LG	0:08		P&L	RES	9	637 4TH AVE	119 RHODES AVE
LG	0:12		P&L	RES	20	171 RHODES AVE	591 6TH AVE
LG	0:04		P&L	RES	4	11 COMSTOCK CT	12 COMSTOCK CT
LG	0:13		Othr	RES	10	405 RHODES AVE	246 MENDON RD
LG	0:14		Othr	RES	16	38 WELCOME ST	62 MENDON RD

Total Duration for Selected Rows 0:00:00

2.4 MSP Base Information Maintenance

MSP points should reflect the entire delivery route. In our example, both parent and child MSP scan points exist under the parent route.

MSP Base Information Maintenance

Route Number:

Managed Service Points						
Type	Address	Label Location	Sched Time	Sched Interval	Saturday Non-Delivery	
Hot Case		Hot Case	8:15 AM	0:00	N	
Depart to Route		Out Door	8:26 AM	0:11	N	<input type="button" value="Add"/>
First Delivery	10 MILL ST APT 1	Box Lid	8:35 AM	0:08	N	
Address	395 MENDON RD APT 1E	Box Lid	9:02 AM	0:28	N	<input type="button" value="Edit"/>
Address	1 DEBORAH AVE	Box Lid	9:37 AM	0:34	N	
Address	3 OBELINE DR	Box Lid	10:27 AM	0:50	N	
Address	410 RHODES AVE	Box Lid	11:44 AM	1:17	N	<input type="button" value="Delete"/>
Address	171 RHODES AVE	Box Lid	12:36 PM	0:52	N	
Address	485 RHODES AVE	Box Lid	12:55 PM	0:19	N	
Address	17 FOUNTAIN ST	Box Lid	1:19 PM	0:24	N	
Last Delivery	70 SAINT PAUL ST APT 1	Box Lid	2:39 PM	1:20	N	
Return to Office		In Door	3:50 PM	1:11	N	

MSP Location Report RESTRICTED INFORMATION

Delivery Unit: 0289501
 Route Number: 95046
 Regular Carrier: DURDA, B J

Type	Address	Label Location	Scheduled Scan Time	Scheduled Interval
Hot Case		Hot Case	8:15	
Depart to Route		Out Door	8:26	0:11
First Delivery	10 MILL ST APT 1	Box Lid	8:35	0:08
Address	395 MENDON RD APT 1E	Box Lid	9:02	0:28
Address	1 DEBORAH AVE	Box Lid	9:37	0:34
Address	3 OBELINE DR	Box Lid	10:27	0:50
Address	410 RHODES AVE	Box Lid	11:44	1:17
Address	171 RHODES AVE	Box Lid	12:36	0:52
Address	485 RHODES AVE	Box Lid	12:55	0:19
Address	17 FOUNTAIN ST	Box Lid	13:19	0:24
Last Delivery	70 SAINT PAUL ST APT 1	Box Lid	14:39	1:20
Return to Office		In Door	15:50	1:11

2.5 Capture Mail Volumes-Manual

After you are certain that you have received all of the EOR downloads for the day, find the child route's volume in the CPC End-of-Run report and manually edit mail volumes on the parent route in DOIS Capture Mail Volumes-Manual as shown below:

**End-of-Run Carrier Piece Counts
for ZIP Code 02896**

From 10/21/2006 at 10:00:00 through 10/23/2006 at 10:00:00 for letters
 From 10/21/2006 at 06:00:00 through 10/23/2006 at 06:00:00 for flats

Carrier	9-DIG STR	MULT-PT	FIRM	COA	NDD	TMP	WIN	CASED	FLATS	DPS	TCR
C005	0	37	0	0	1	0	20	37	279	1712	2028
C030	0	67	0	0	0	16	8	67	419	1867	2353
C041	0	28	0	0	0	0	6	28	246	1807	2081
C045	0	36	0	0	2	11	1	36	310	1172	1518
C046	0	81	0	0	0	0	50	81	87	1401	1569
Total 'C'	0	249	0	0	3	27	85	249	1341	7959	9549
Carrier	9-DIG STR	MULT-PT	FIRM	COA	NDD	TMP	WIN	CASED	FLATS	DPS	TCR

**End-of-Run Carrier Piece Counts
for ZIP Code 02895**

From 10/21/2006 at 10:00:00 through 10/23/2006 at 10:00:00 for letters
 From 10/21/2006 at 06:00:00 through 10/23/2006 at 06:00:00 for flats

C024	0	13	0	74	0	0	0	13	204	1714	1931
C025	0	67	0	0	0	0	0	67	163	1594	1824
C026	0	35	0	0	0	0	0	35	168	2067	2270
C027	0	79	0	0	0	0	0	79	208	1861	2148
C028	0	36	0	0	0	0	5	36	224	1542	1802
C029	0	27	0	0	0	0	4	27	167	1346	1540
C038	0	12	0	0	4	48	0	12	202	1272	1486
C040	0	41	0	4	0	3	51	41	266	2109	2416
C042	0	31	0	1	0	0	0	31	186	1695	1912
C043	0	336	0	0	0	0	9	336	245	1272	1853
C044	0	74	0	3	0	4	48	74	253	1682	2009
C046	0	4	0	0	0	0	0	4	0	530	534
C047	0	149	0	0	0	0	142	149	268	2634	3051
Total 'C'	0	2362	0	140	4	79	935	2362	7580	57589	67531
Carrier	9-DIG STR	MULT-PT	FIRM	COA	NDD	TMP	WIN	CASED	FLATS	DPS	TCR
NOID	0	0	68	0	0	0	0	0	0	0	0
Total 'N'	0	0	68	0	0	0	0	0	0	0	0
Grand Totals	0	2362	3397	140	4	79	935	2362	7580	60379	70321

2.5 (continued)

Capture Mail Volume - Manual

Capture Mail Volume

Date: 10/23/2006 Last Web EDR: 10/23/2006 07:48:41

Category: AM Available Display

Units: Pieces

Source: Total Avail. Actual Arrival Time: 02:06 PM

Volume

Route	Letters (pcs)	Flats (pcs)	Seq Ltrs (Sets)	Seq Flts (Sets)	Parcels	DPS (pcs)	Caseable Auto Ltr (pcs)	Caseable Auto Flt (pcs)
95042	56	488	0.00	0.00	0	1695	31	186
95043	56	402	0.00	0.00	0	1272	336	245
95044	113	776	0.00	0.00	0	1682	74	253
95046	56	604	0.00	0.00	0	1931	85	87
95047	56	431	0.00	0.00	0	2634	149	268
96005	56	488	0.00	0.00	0	1712	37	279
96030	56	402	0.00	0.00	0	1867	67	419
96041	56	546	0.00	0.00	0	1807	28	246
96045	56	86	0.00	0.00	0	1172	36	310
Totals	2241	17032	0	0	0	65548	2611	8921

Help Save Cancel

2.6 Print Workload Status Report

Now you are able to determine workload based solely on the Parent route's information.

	YUSZCZAK, E R	PTF												
	SPICER, B D	REG												
	KARSKI, P M	REG												
95040	PARENTEAU, P N	T-6		1.06	100	97	812	2109				2.32		
95042	DEARBORN, B E	REG	WA	0.24	78	87	674	1695				1.48		
95043	SCOCO, D A	REG	10	0.18	62	392	647	1272				1.46		
95044	DOMINICK, D J	REG	10	0.59	84	187	1029	1682				2.42		
	MANN, J G	T-6												
95046	DURDA, B J	REG	10	0.02	91	141	691	1931				2.09		
	OUILLETTE, G A	T-6												
	MCNEIL, J E	PTF												
95047	CICCARONE, A M	PTF		-0.05	100	205	699	2634				2.21		
	SMITH, A M	CAS												
96005	BALLOU, J F	REG	10	1.19	84	93	767	1712				2.09		
96030	YUSZCZAK, E R	PTF		2.15	100	123	821	1867				2.31		
96041	KWASNY, D P	REG		0.01	78	84	792	1807				2.06		
	MCNEIL, J E	PTF												
96045	GODFRIN, H F	REG	WA	0.18	65	92	396	1172				1.16		
Unit Totals					31.33		4852	25953	0	65548	0	0	0	79.07