



DELIVERY OPERATIONS
INFORMATION SYSTEM

United States Postal Service

Delivery Operations Information System (DOIS)

Pivot Plan Maintenance- Job Aid

October 20, 2006



Revision History

Date	Author	Description
09/27/2006	Naomi Rook	Initial Creation
10/05/2006	Debbie Buntz	Additional Notes

1.0 – Overview

This document will show how to create and update pivot plans in DOIS

1.1 Definition

Creating a pivot plan allows you to establish how the delivery portion of a route will be logically divided for assigning auxiliary street assistance.

A pivot plan's logical groups consist of sector segment durations captured from the latest Full or Day of Inspection PS Form 3999. However, the sum of a pivot plan's durations will always equal the route's base street time minus the load and travel time from the latest Full or DOI 3999. *Note: If a current PS 3999 does not exist, some of the sector segment durations may be estimated.*

Creating or updating a pivot plan involves logical grouping, inserting lunch and break locations, and defining routes that are in close proximity.

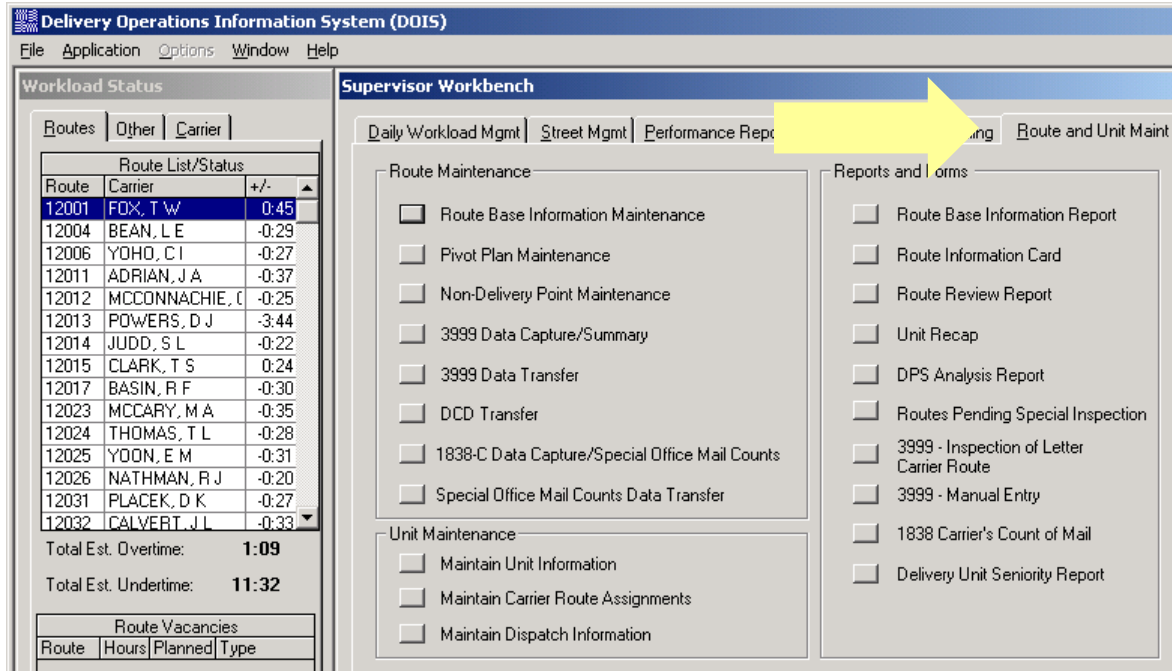
Pivot plans need to be *manually* updated each time the following changes are made to a route's structure or schedule:

- Territorial adjustment (Minor, Special or Formal)
- Change to DOIS Route Base schedules
- Edit book (AMS) changes to line of travel or growth
- Adding a new route

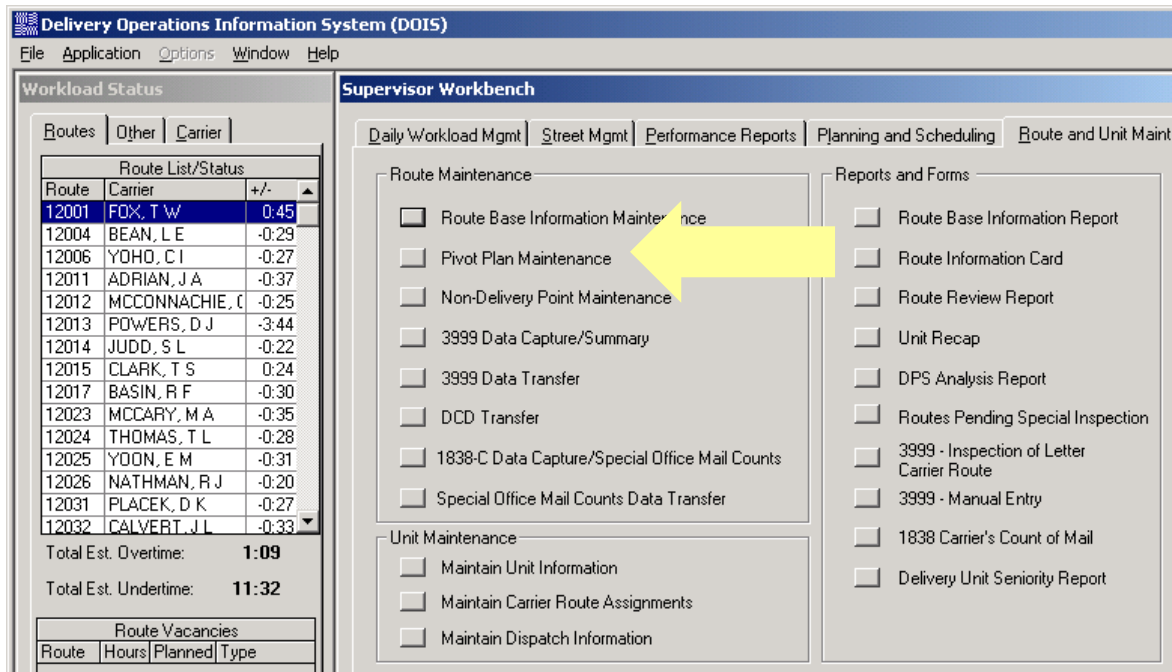
If changes have occurred, updating a route's pivot plan will also reset the scheduled MSP scan times to reflect the most current AMS route structure and time of day delivery.

2.0 Procedures

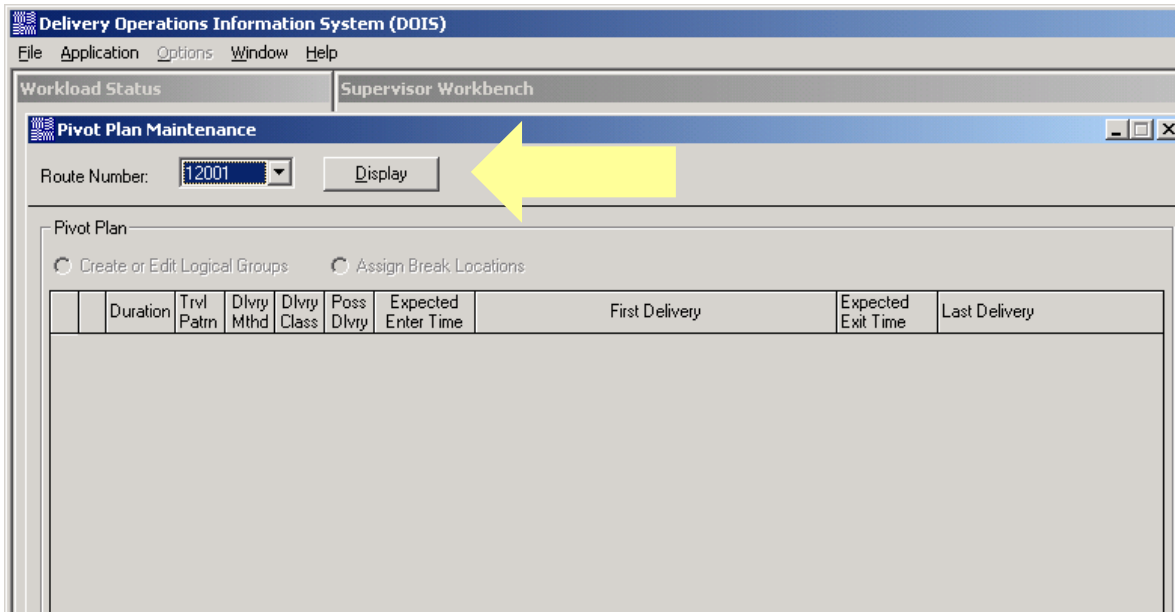
2.1 Click the Route and Unit Maintenance tab.



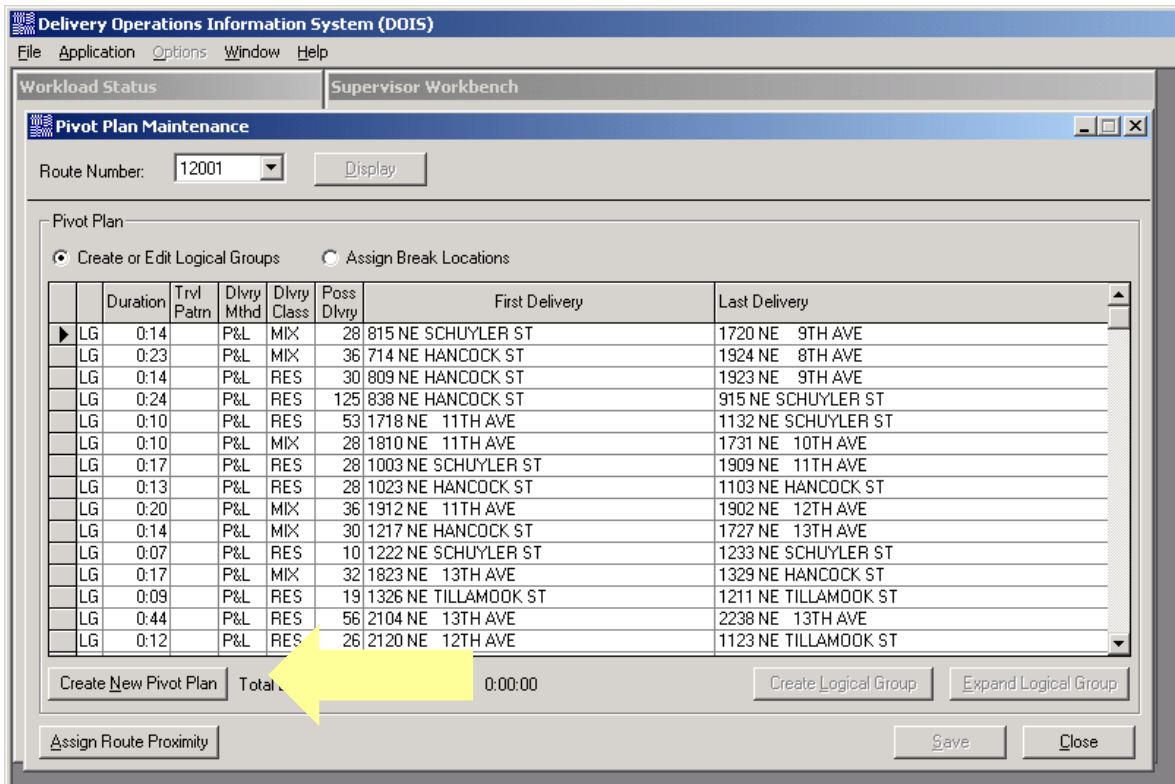
2.2 Click the Pivot Plan Maintenance button.



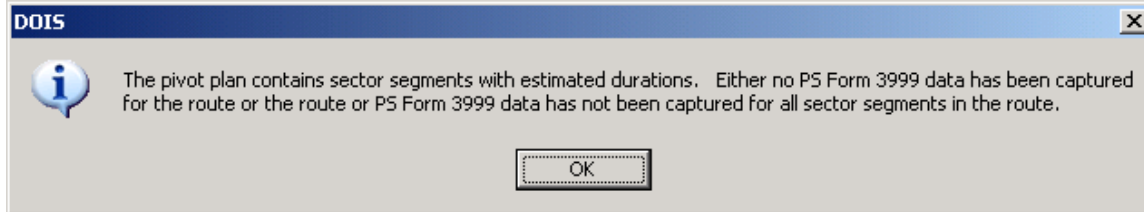
2.3 Select a route from the drop down menu, and click Display.



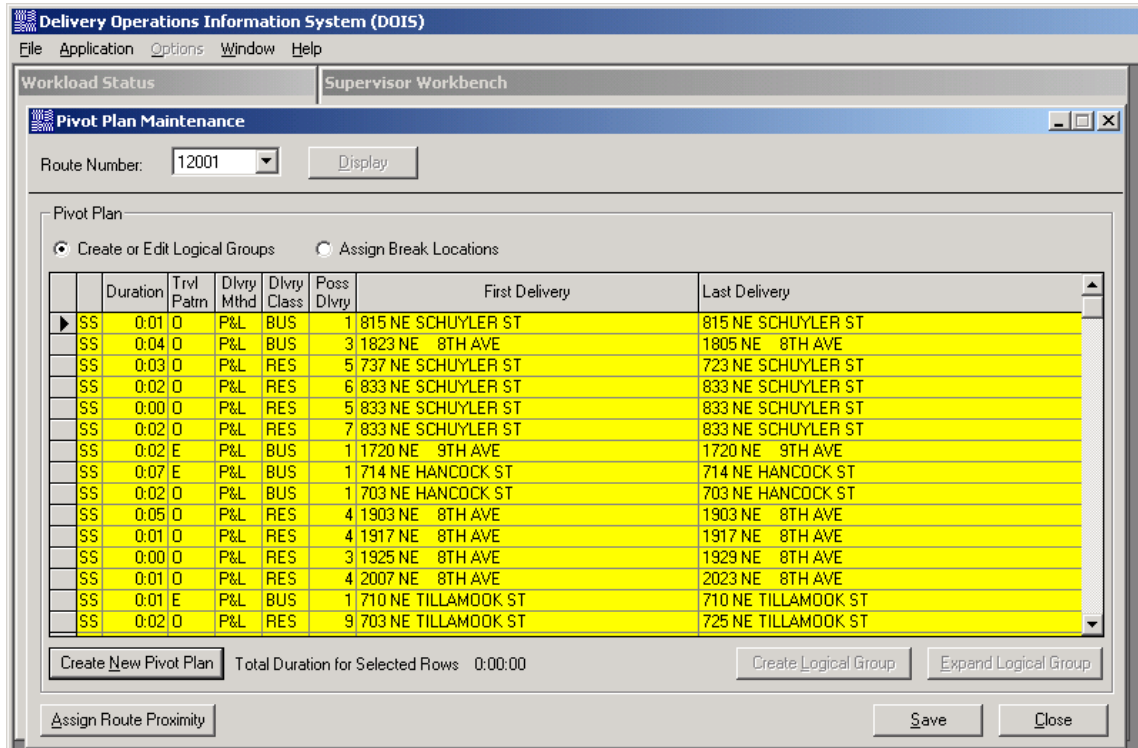
2.4 The latest pivot plan appears. Note: If this is a newly established route, no logical groups will be found. Click Create New Pivot Plan.



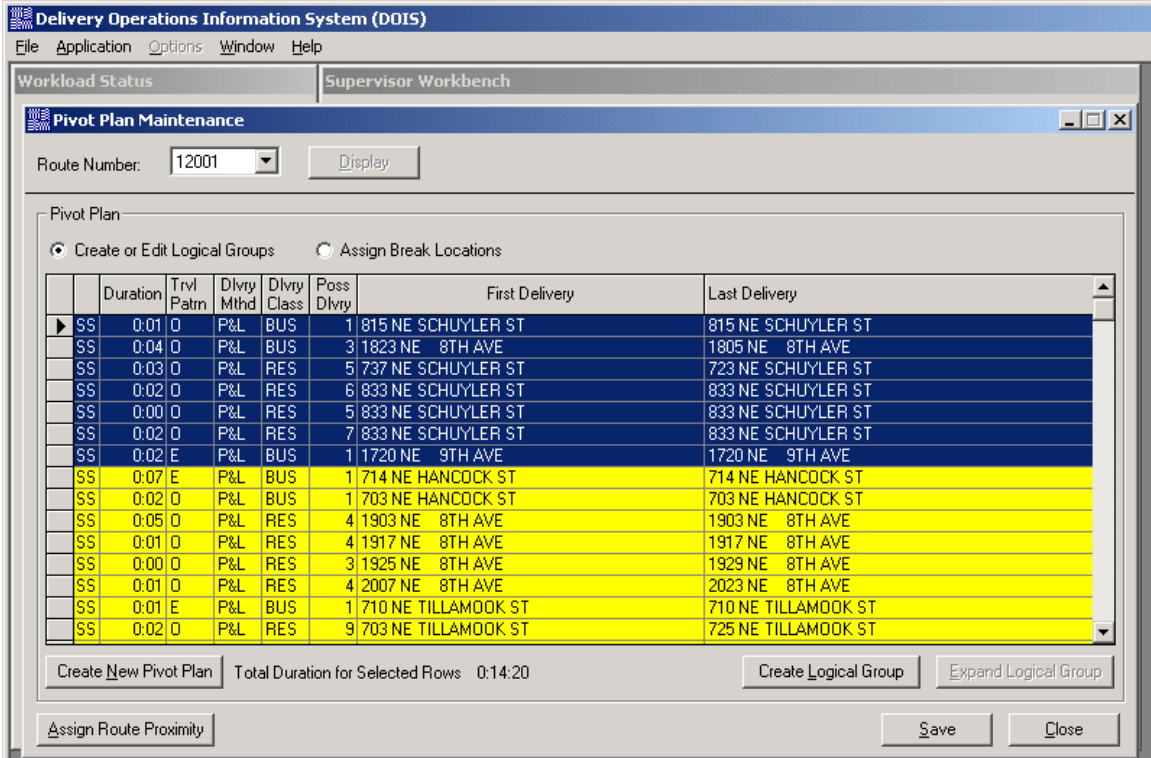
- 2.5 If a current PS Form 3999 does not exist you will receive a message box. Click OK to continue.



- 2.6 All the current sector segments (SS) are highlighted in yellow with corresponding delivery information from the most recent PS Form 3999, including duration and possible deliveries.

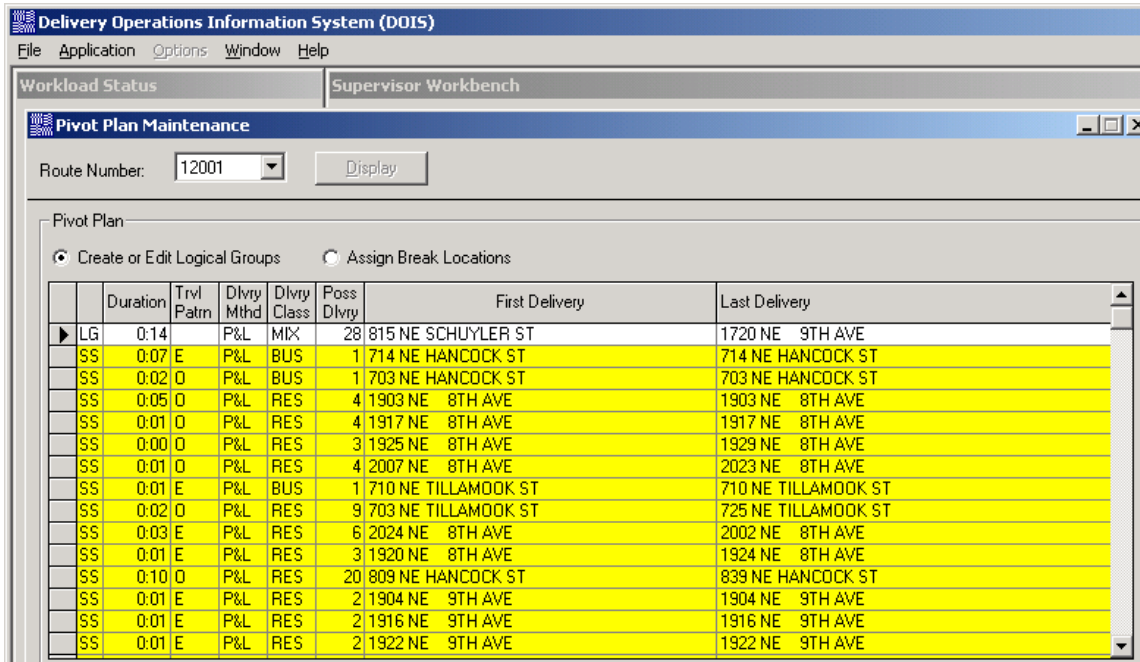


2.7 Combine any number of sector segments into logical groups (LG) by selecting the first row, holding down the Shift key and selecting the last row. Selected sector segments are highlighted in blue with the Total Duration for Selected Rows shown at the bottom of the window. Once you have selected the desired sector segments, click the Create Logical Group button.

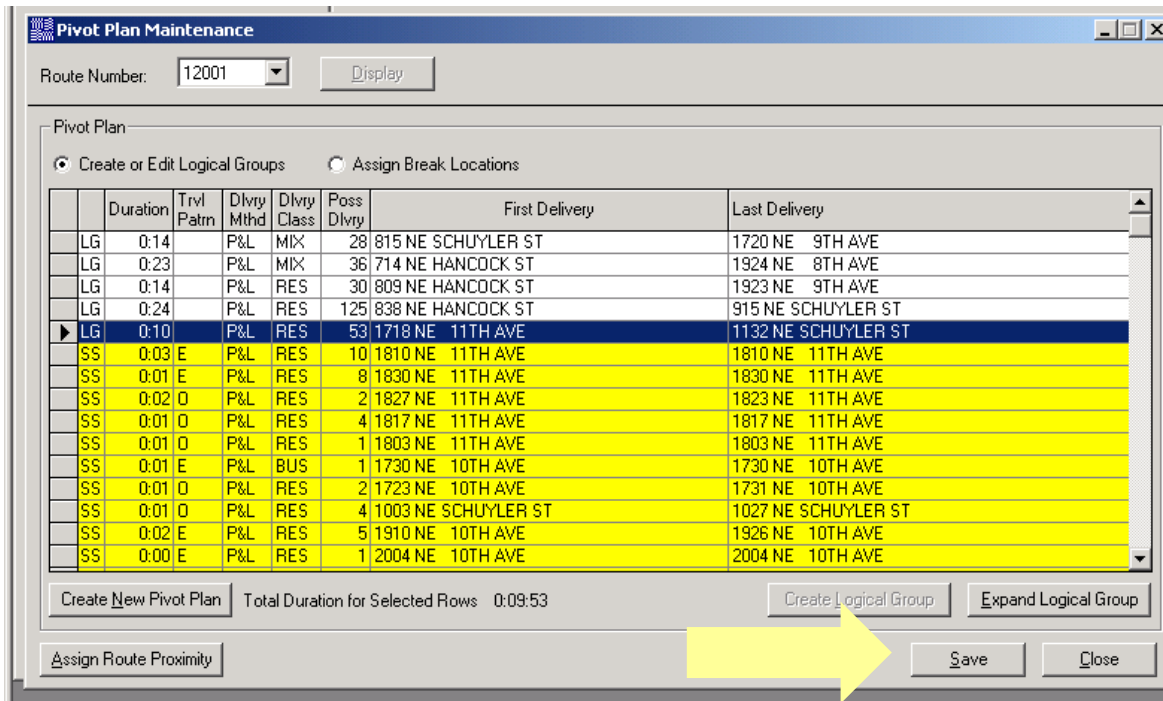


Note: The duration for each logical group should be as close to 15 minutes as possible, without splitting up a relay, loop or swing. This will provide more flexibility when pivoting routes.

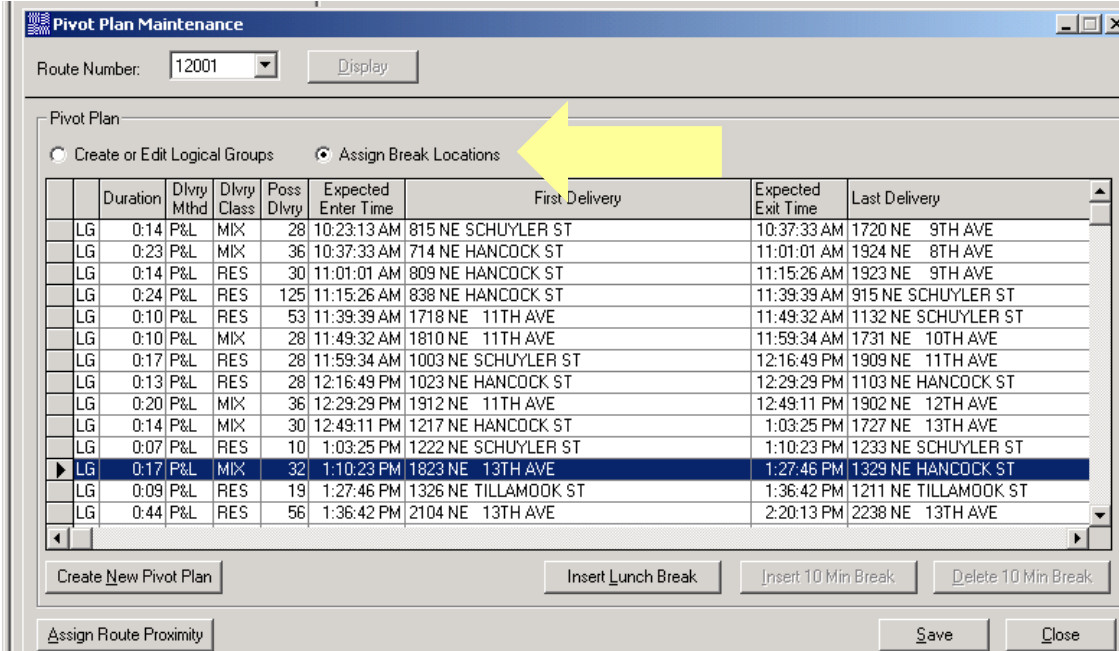
2.8 Logical groups will then appear in white. Continue creating logical groups until all the sector segments are utilized.



2.9 You may also revise logical groups by clicking the Expand Logical Group button, and re-selecting rows, or highlighting logical groups, holding down the shift key and selecting logical groups or sector segments and clicking Create Logical Group.

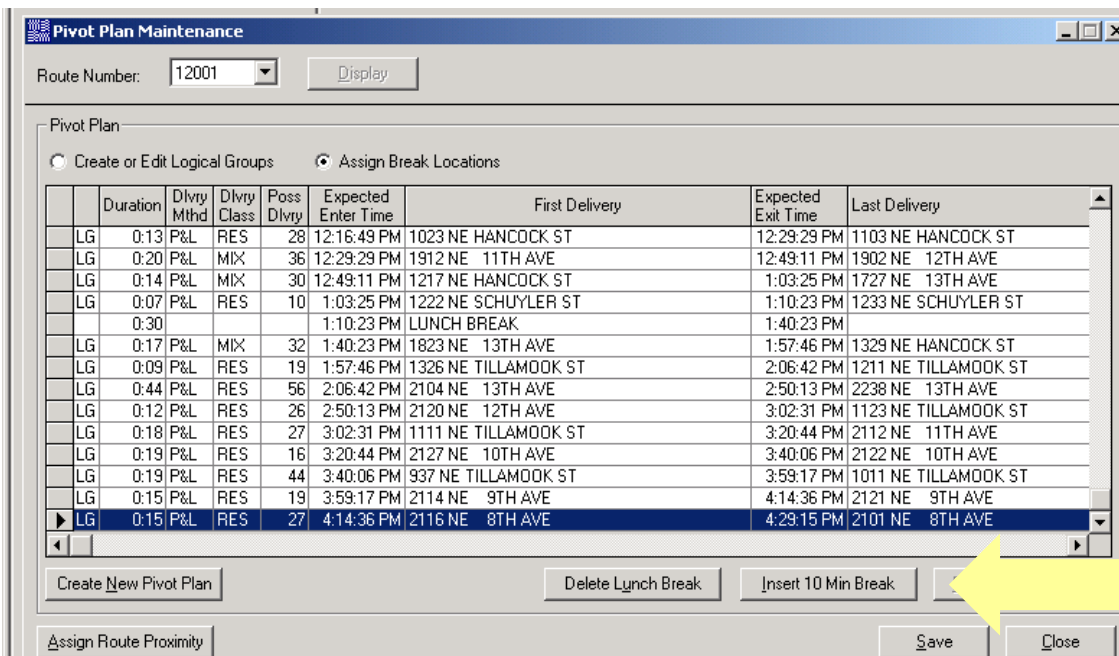


2.10 After all of the sector segments have been combined into logical groups, the next step is to insert the break and lunch locations. Click the Assign Break Locations radio button. Highlight the line after the delivery you want to add the lunch to.

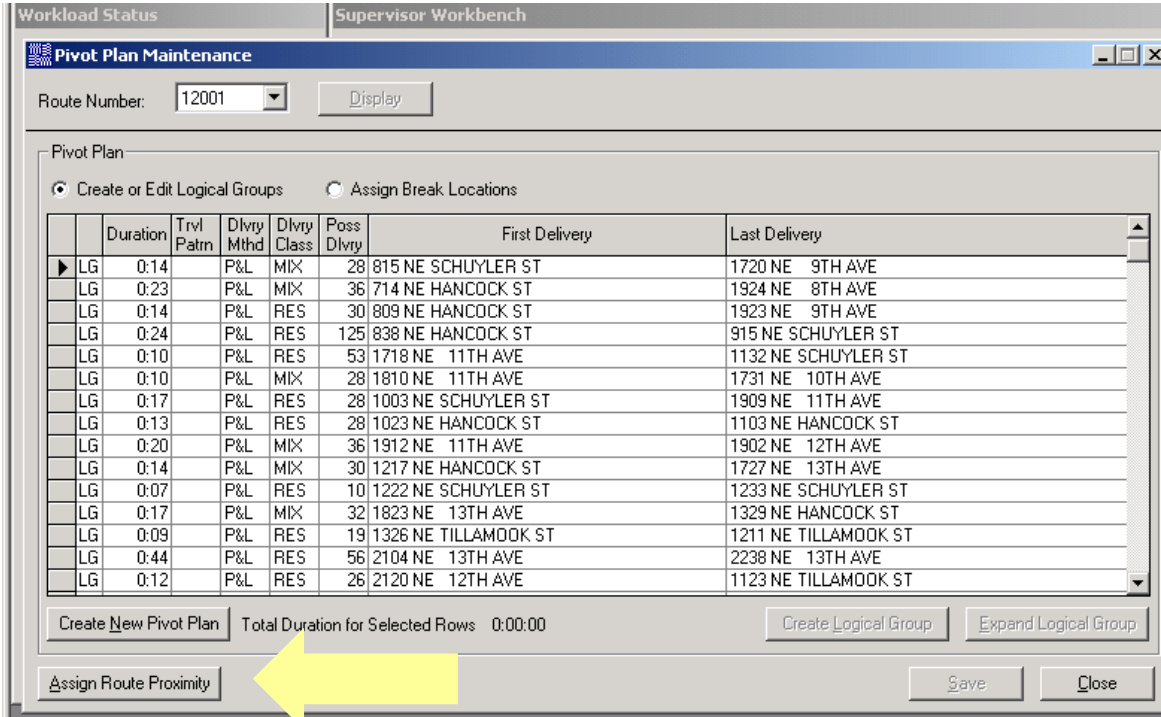


2.11 Follow the same procedure for inserting 10 Minute Breaks. Click the Save button.

Note: If you attempt to place the lunch and break next to each other, you will receive an error message upon clicking Save. Although you will not see the two breaks together in the pivot plan, you will be required to re-create the pivot plan and re-insert the lunch and break apart from each other, before saving.



2.12 After combining all the sector segments into logical groups, and inserting the lunch and breaks, the final step is to assign route proximity. Click the Assign Route Proximity button.



2.13 Select the routes that are nearby, and click the Add (>) button. If needed, use the Remove (<) button to move route back. Click OK, and then Save.

