

Router Utilization Guide

This document is an **informal and unofficial** reference to router volumes, and the use of routers at DOIS sites. It should replace the similar document distributed in December, which only covered basic information on Router use in DOIS.

The daily flow of activities for Router assignments and volume entry should be as follows:

- Set up the base Router base assignment information with the Regular Work Assignments window
- Capture all volumes for work day
- Routers clock LDC 29 time to each regular route where they perform Router duties
- After Routers have completed assignment, enter volumes based on each route in the Router Mail category of the Capture Mail Volume window

Regular Work Assignments window

The screenshot shows a dialog box titled "New Regular Work Assignment". It has a blue title bar with a close button. The main area contains several input fields and checkboxes. The "Assignment Type" is a dropdown menu set to "DFC AUX". The "Duration" is a spinner box set to "1:00". The "Carrier" is a dropdown menu set to "ALVES, M F". The "Route" is a dropdown menu set to "51001". Below these are two sections: "Service Day Options" and "Scheduling Options". "Service Day Options" has checkboxes for Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday, all of which are checked. "Scheduling Options" has checkboxes for "Replace Matching Assignments", "Schedule Carrier if Unscheduled", and "Auto Submit", with "Auto Submit" checked. At the bottom are three buttons: "Help", "OK", and "Cancel".

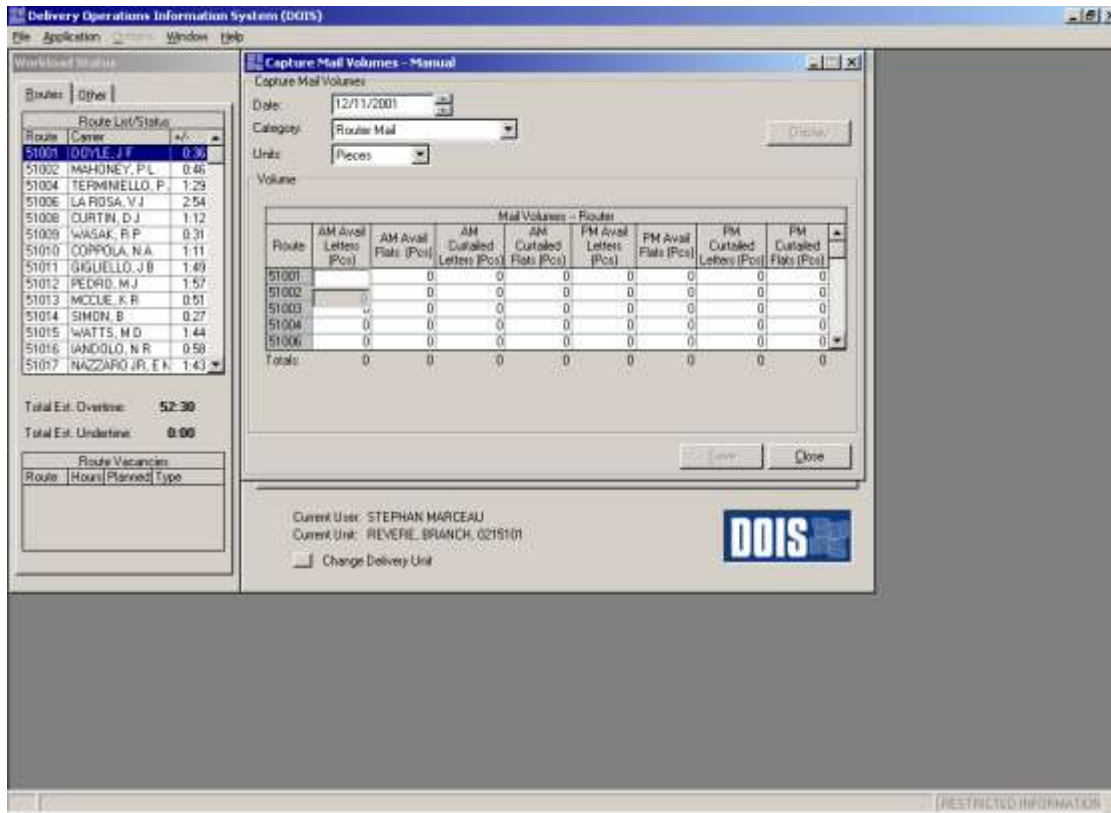
The Regular Work Assignments window allows long-term Office assistance to be scheduled automatically each week in DOIS. The window above shows how an Office Auxiliary assignment could be assigned to a carrier, with the route number and days delivered selected, along with duration of assistance.

The notes below may be helpful in walking you through the process of creating Router assignments with the Regular Work Assignments window.

Long-Term Router Assignments - If the router regularly works the same route assignments every week, the assignment can be submitted automatically.

- Under the Planning and Scheduling tab click on the Work Assignment window;
 - Click New to create a new assignment;
 - Select the Assignment Type (i.e., Office Aux);
 - Select the Router's name from the carrier information combo list;
 - Select the Route the Router will be working on;
 - Select every day of the week (note – the Router will not automatically be scheduled to work on his/her SDO)
 - Select the Auto submit option if the assignment will continue to be worked every week by the same carrier.
- Notes:
 - This option will be reflected on a week-to-week basis. The assignment will be made automatically in conjunction with the weekly schedule.
 - The result of this setup will be the following:
 - Office Aux assistance in the selected duration on each route will be visible in the Regular/City Route Details Window;
 - Durations will need to be adjusted (by deleting and recreating the assistance) if on a given service day, more or less Router time is needed.
 - One Regular Work Assignment has to be created for each Router assignment in the office. Only one duration/route can be addressed with each Regular Work Assignment.

Capture Mail Volumes



Router volumes for each route can be entered in the Capture Mail Volumes window, by selecting the *Router Mail* category. The window above shows the various categories for each. This window was designed to store Router Volume data, and therefore should be used for tracking and historical purposes only. If/When a report becomes available in DOIS**, the data will then be available for some time prior to the report's appearance in DOIS.

The important points from this window:

- 1) Volumes entered here do not appear anywhere else in DOIS. Again, they are entered for tracking purposes only.
- 2) Keeping this in mind, volumes entered as Router Mail should not be subtracted from the other categories of mail, and will not be rolled-in from day to day, if that ever applied. For example, if 1000 pieces on Route 001 are AM Available, where the Router works 200, the user should enter 1000 in AM Available (not 800), and 200 in the Router Mail category for Route 001.

** This Router Performance report has been discussed, and could be included in a future release of DOIS, based on priority and importance as determined by the DOIS Change Control Board. The report will track Router hours, volumes, and generate performance statistics.

Route Base Information

Route Base Information Maintenance

Route Number: 51035

General Information

Type of Route:
 Residential
 Business
 Mixed

Auxway
 Saturday Non-Delivered

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

Full Coverage Factor: 0:01:30
 Parcel 100 Res Deliveries: Per Parcel

Parcel Over Base: 0:01:30
 Per Parcel

Schedule:

	Daily	Saturday
Begin:	07:30 AM	07:30 AM
Leave:	08:37 AM	08:37 AM
Return:	03:56 PM	03:56 PM
End:	04:00 PM	04:00 PM

Last Inspection Date: _____
 Last Adjustment Date: _____

Base Times:
 Office Time: 2:11
 Street Time: 5:43
 Total Time: 7:59
 Router Time: 0:42
 *Fixed Office Time: 0:44

Mail Volume: 684 PM
 Letter Volume: 578 0
 Flat Volume: 743 0
 Total Volume: 1402 0
 DPS Percent: 60 %
 Base Parcels: 6

Percent To Standard: 75 %
 Percent To Standard: 75 %

Possible Deliveries:
 Base PDs: 705
 Current PDs: 705

Carrier Information:
 Regular Carrier: BUSSOLARI, L P
 Hire Date: 04/19/1960
 Date Assigned to Route: 11/28/2001
 Replacement Carrier: CATRONE, M J

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

Router Time can be input in the RBI window (during an inspection), when a route receives Router Time as part of its base evaluation. The route above has 8:41 of work, 7:59 by the regular carrier and 0:42 by the Router. No volume information for the Router is entered in this window. The window shows the “Base Time” as 7:59, but the RBI Report will show the route as being 8:41 by adding the Router time to the Base Time to give an adequate picture of the route.

Routes Pending Special Inspection

The Routes Pending Special Inspection Report in DOIS currently evaluates overtime on a given route based on an eight-hour day. Router time is not taken into account when placing routes on the list.

The criteria for a router being displayed on this report remain as:

- Three (3) days in a week where a route has at least 8:30 of actual time worked,
- For three (3) consecutive weeks.

If routes with Router time are showing up on this report, the Delivery Unit Supervisor will be responsible for performing correct evaluations based on the Router time given on that route for each day evaluated with overtime. (Note – DOIS will be enhanced to account for Router time in relation to this report.)

DOIS Preview Report Window

1 of 1 Total: 4 100% 4 of 4

90%

Audit Routes Pending Special Inspection

RESTRICTED INFORMATION

Delivery Unit: 1412001
 End Date: 01/01/2002

Route #	WEEK 1 10/20/2001					WEEK 2 10/27/2001					WEEK 3 11/03/2001					WEEK 4 11/10/2001					WEEK 5 11/17/2001					WEEK 6 11/24/2001										
	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F	S	M	T	W	TH	F
2000													0	3:30	1:30	0:45	0	0	0	0	3:45	2:00	0:30	1:00	1:45	3:30	2:00	1:30	0	3:45	0	2:15	1:45	0:00	0:45	2:00
2001													2:45	6:15	1:45	1:45	1:00	0:30	1:45	0	4:00	2:00	0:30	1:00	2:00	2:45	1:45	1:45	0	1:45	0	1:45	2:15	0:45	0:00	0:00
2002													3:30	3:45	2:15	1:45	1:20	1:45	2:00	0	6:15	3:15	0:45	1:30	2:15	3:30	2:15	2:00	0	4:45	0:30	2:15	2:30	1:00	0:00	2:45
2003													1:00	2:15	1:00	0:45	1:00	0	1:30	0	4:20	2:00	0	1:30	0:45	1:00	1:00	2:00	0	4:15	1:00	1:30	0:00	0	0	

Start 11:18 AM