

The Route Base Information Update window enables delivery unit supervisors to view the specific DSIS route data that will be loaded into DOIS, and update the data as needed. Instructions for using the Route Base Information Update window are as follows.

1. Click Start in the bottom left corner of the DUC screen.
2. Highlight Programs on the floating menu.
3. Highlight DUC Applications on the floating menu.
4. Click the DOIS – RBI Update window on the floating menu.
5. The Route Base Information Update window opens to the General Information tab.
6. The Route Number drop-down list box will be populated with all city routes in the Delivery Unit.
7. Verify that all city routes are listed in the Route Number combo box.
8. If routes are missing from the combo box, the routes must first be added in DSIS. Routes cannot be created in the Route Base Information Update window. Once all routes are listed in DSIS, click the Load from DSIS button on the Route Base Information Update window to pull the new route numbers into the Route Base Information Update window.
9. Select a route from the drop-down list box.
10. Click Display to view the route base data for the route.
11. Update the route base data as necessary.
12. Click on the Travel Information tab.
13. Click Display to view the travel information for the route.
14. Update the travel information as necessary.
15. Repeat steps 9 through 15 for each route in the delivery unit.
16. Click Save to save the information. If not all mandatory fields contain data, the delivery unit supervisor is prompted to type data in the fields before saving. The delivery unit supervisor can either return to the window and type in the missing data or close the window without saving.
17. If the delivery unit supervisor returns to the window to type in missing data, the message box in step 17 will be displayed until all of the missing mandatory data has been captured.
18. Click Close to close the window. If not all mandatory fields contain data, a message box is displayed, informing the delivery unit supervisor that data is missing.

Notes on the Route Base Information Update window

- If the Load from DSIS button is clicked when DOIS is installed, a copy of the existing DSIS files data is made and will be used by the Route Base Information Update window. If changes are made to DSIS after this time, the Load from DSIS button should be clicked. Any changes that were made on the Route Base Information Update window will be overwritten once the Load from DSIS button is clicked. A message is displayed warning that all edits made on the DOIS Route Base Information Update window will be lost.

- Delivery unit supervisors are able to view and update data for non-regular city delivery routes, such as collection and parcel post. However, these routes are not loaded into DOIS during data preparation activities for the Delivery Unit. Only data for regular city delivery routes recorded in AMS are loaded. Information for any other routes listed in DSIS can be added once DOIS is activated in the delivery unit.
- Once the delivery unit supervisor selects a route and clicks Display, the DSIS data is matched to the corresponding field in DOIS and displayed. If any DSIS and DOIS fields cannot be matched for a particular route due to incompatible data, such as the presence of a two-trip route, a message is displayed informing the delivery unit supervisor that it is possible a two-trip route exists. The delivery unit supervisor should verify the data that is loaded, and if a two-trip route exists, make the route a single trip route.