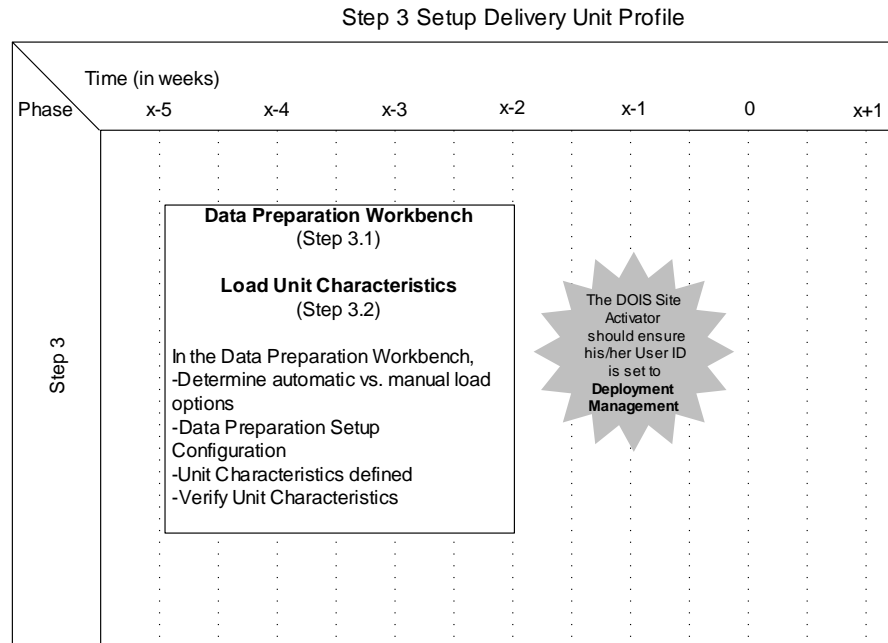


Step 3 Delivery Unit Profile Setup

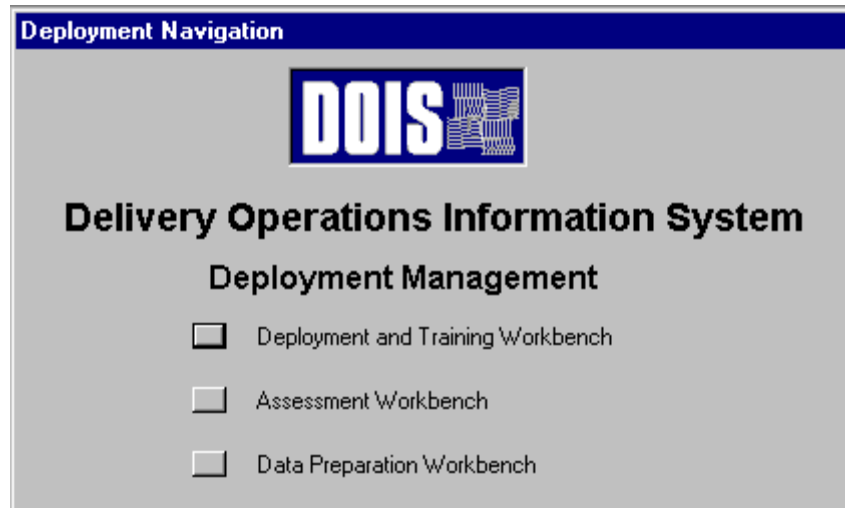
This section provides the DOIS Site Activator with an overview of the Data Preparation Workbench, instructions on Data Preparation Setup Configuration, and defining unit characteristics.



Step 3 occurs between “x-5” weeks and “x-2” weeks and involves using the Data Preparation Workbench to begin loading data into DOIS. Both automatic and manual load options are available in DOIS. As part of this step, the data preparation set-up is configured and unit characteristics are defined and verified. Following the completion of Step 3, the DOIS Site Activator proceeds to Delivery Unit Workload Setup in Step 4.

Step 3.1
**Data Preparation
Workbench**

All data loading activities are carried out using the Data Preparation Workbench. Any user with a Deployment Management user profile will be prompted to select a delivery unit before the Deployment Navigation window opens, as shown below. Users select the Data Preparation Workbench option.



The Data Preparation Workbench has three tabs corresponding to the three data entry steps: Workload, Workforce, and Interfaces. The workbench has buttons that open standard DOIS windows and some specialized data preparation windows used to enter the data. From the Data Preparation workbench, the DOIS Site Activator activates the delivery unit on Friday before activation. This allows the scheduled Electronic Time Card (ETC)/Time and Attendance Collection System (TACS) processing to begin.

Data Preparation Workbench

Workload | Workforce | Interfaces

Delivery Unit

- Data Preparation Setup
- Enter Unit Characteristics
- Enter Unit Dispatch Schedule
- Enter Unit Annual Budget

City Delivery Routes

- Enter Route Base Information
- Route Base Information Report
- Enter Non Delivery Point Data
- Enter Previous 3999
- 3999 Record Transfer
- Enter Pivot Plan Data
- Enter Unit Miscellaneous Route Details

Activate Unit Activation Date: 08/21/1999

Current User: YVONNE RENE DE COTRET

Current Unit: 8911100

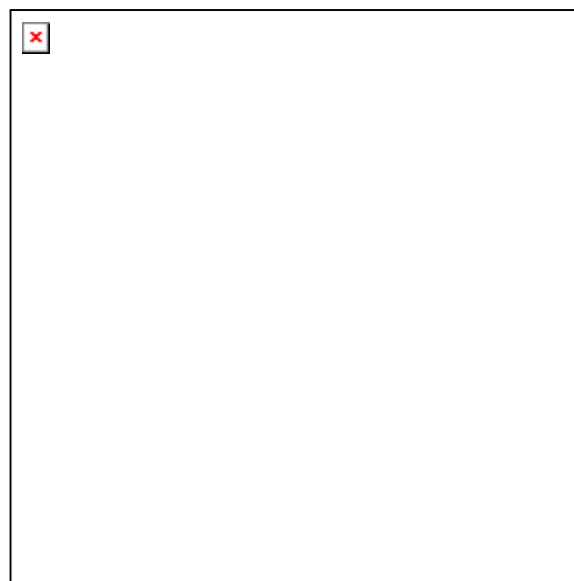
Step 3.2

Data Preparation Setup

Note: Place the Delivery Unit ID found in the top left corner of the Data Preparation Setup window on the DSAG Master Checklist for the delivery unit. The Delivery Unit ID will be entered into DOIS by the DOIS Site Activator in Step 8 – Site Cutover.

The data preparation process provides for automated or manual options when loading route base information and PS Form 3999 data. The appropriate option for loading the data should be selected prior to performing Data Preparation procedures. These options may be changed during the Data Preparation period.

1. Click the Workload tab, on the Data Preparation Workbench.
2. Click the Data Preparation Setup button to open the Data Preparation Setup window. The window opens as shown below.



3. If the delivery unit's route base information is to be loaded automatically (i.e. the delivery unit supervisor has used the Route Base Information Update window to verify the DSIS Data), check the Route Base/PS Form 1564A – Information check box.
4. The DSIS default file path will be displayed – C:\duc\dois\deployment\RBI\. The DSIS route base information files retrieved from the delivery unit must be placed in this directory.
5. Enter the DSIS Facility ID (see the Delivery Unit - DCD and AVUS/F4 page of Assessment Analysis Report).
6. Enter the first DSIS Group ID and add to the list box by clicking the arrow button ID (see the Delivery Unit - DCD and AVUS/F4 page of Assessment Analysis Report).
7. Repeat step 6 for each unique Group ID in the DSIS files.
8. If the delivery unit's previous PS Form 3999 data is to be loaded from PS Form 3999 RES archive files, stored on a disk, check the

- PS Form 3999 check box.
9. The RES default file path is displayed (C:\DUC\DOIS\3999\). Do not change this file path.
 10. Click Save.
 11. Click Close.

Step 3.3
Unit Characteristics

Use the information from the Assessment Analysis Report – Delivery Unit Summary page in completing these steps:

1. Click the Workload tab, on the Data Preparation Workbench.
2. Click the Enter Unit Characteristics button to open the Maintain Unit Information window. The window opens as shown below.

3. Click the Unit Indicator check boxes corresponding with those marked with a Yes on the Assessment Analysis Report – Delivery Unit Summary page.
4. The Scheduled Day Off Status Setup can be entered on Data Verification Day. The DOIS Site Activator should accept the default values.
5. The Workload Status Setup and Capture Mail Volume Setup can be entered on Data Verification Day. The DOIS Site Activator should accept the default values.
6. Click Save.
7. Click Close.

Prior to proceeding to the next step, ensure the DOIS Site Activation Guide Master Checklist has been completed for this section.

Step 3
 Delivery Unit Profile

- Checked with your District Administrator to ensure your ID is set to the Deployment Management user profile.

Setup Activity
Summary

Step 3.1 – Data Preparation Workbench

- Read information provided.

Step 3.2 – Data Preparation Setup

- Determined if you will be doing an automatic or manual load;
- Completed data preparation setup configuration.
- Place DSIS/RBI files in the C:\duc\dois\deployment\Rbl\ directory

Step 3.3 – Load Unit Characteristics

- Defined unit characteristics;
- Verified data entered for unit characteristics.