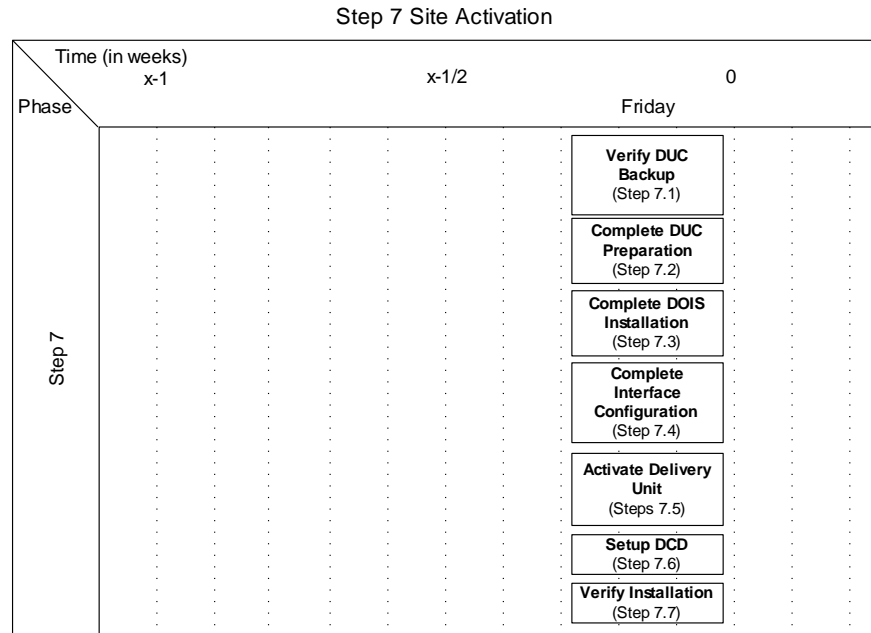


Step 7 Site Activation

Once the delivery unit supervisor has verified all data, site activation procedures can be completed. These procedures should be completed in the following order:

- Verify DUC backup (Step 7.1);
- Complete DUC preparation (Step 7.2);
- Complete DOIS installation, if applicable (Step 7.3);
- Complete interface configuration (Step 7.4);
- Activate delivery unit (Step 7.5);
- Setup DCD (Step 7.6);
- Verify installation (Step 7.7).



Site activation occurs on the Friday before the scheduled activation date. Following the completion of Step 7, the DOIS Site Activator can proceed to Site Cutover in Step 8.



Step 7.1

Verify DUC Backup

Note: It is highly recommended that delivery unit supervisors complete the DUC backup on the Thursday night *before* activation, so that backup problems can be addressed with local IS and installation can proceed on schedule.

On Friday morning, the DOIS Site Activator verifies that the delivery unit supervisor has completed a successful DUC backup. The DOIS Site Activator should also obtain the backup tape or CD from the delivery unit supervisor. The backup tapes or CDs should be given to the DOIS District Coordinator to place in the DUC backup central repository. After the delivery unit supervisor has concluded the morning activities, the DOIS Site Activator proceeds with completing the installation process.

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Step 7.2 Complete DUC Preparation

Note: It is highly recommended that the DOIS Site Activator begins this step (and continue with proceeding steps) by 1 PM on Friday afternoon.

The following steps are used to ensure that the DUC is prepared for DOIS installation.

1. Delete DCD files. **Note: Only delete DCD files if DOIS has NOT been installed.**
 - Double click C:\DUC\DCD in Windows Explorer.
 - Select Edit.
 - Select – Select All.
 - Click Delete from the main menu.
 - Click the Yes button on the Confirm File Delete window.
2. Disable EOR, if applicable.
 - Verify if the DUC being activated uses Scheduled Tasks or System Agent to run EOR to DSIS transfers.

If the DUC uses Scheduled Tasks follow the steps below.

Otherwise skip to the steps for disabling EOR in System Agent.

- Click the Start button at the bottom left corner of the screen.
- Select Settings.
- Select Control Panel.
- Double click Scheduled Tasks. A list of tasks labeled AT#.
Note: The # will be a number.
- Double click on AT1. The Properties window opens. The Task tab should already be selected.
- Verify that the following directory path is displayed in the Run field: C:\Utility.duc\schedule\TASKNAME.cmd/s. The TASKNAME may be one of the following: eordsis, VOLIMP.
- If any of the tasks listed above appear in the Run field, follow the steps below to delete the task.
 - Click Cancel.
 - Press Delete on the keyboard.
 - Click Yes to confirm deletion of the file.
 - Repeat the steps above for each transfer task listed in the Scheduled Tasks window.
- Click the X in the top right corner of the screen to close the Scheduled Tasks window.

If the DUC uses System Agent follow the steps below to disable EOR.

- Click the Start button in the lower left corner of the screen.
- Select Programs.
- Select EOR to DSIS Transfer.
- Select EOR to DSIS Administrator. The Site Configuration dialog appears. Information should already be entered.
- Click Next. The Dial Up Networking Configuration dialog appears.
- Click Next. The Server Configuration dialog appears.
- Click Next.
- If you receive an error telling you to enter additional information, click Cancel to end the EOR configuration. This means that EOR is not set to run automatically. Go to the step titled Run Error Checking and Disk Defragmenter listed below.

If the Transfer Schedule dialog appears, select the times located at the right of the screen and click Remove until all times have been removed.

- Click Finish.
- Right click the System Agent icon in the lower right corner of the screen.
- Click Open.
- Select any EOR transfer applications from the Scheduled Program column.
- Select Disable from the Program menu.
- Repeat these steps for any EOR programs listed in System Agent.

**Run Error Checking
and Disk
Defragmenter**

At this point, it is necessary to run error checking and to defragment the hard drive. It is important to complete these activities during this step so that the DOIS Site Activator can complete them again in Step 8.2 after removing the redundant DUC applications. The process of defragmenting the hard drive will take less time during Step 8.2 if it has already been completed once during this step.

The process for running error checking and disk defragmenter varies depending on what version of Windows is on the DUC. Follow the steps below that correspond to the version of Windows on the DUC

being activated.

Windows 2000

To run Error Checking on a **Windows 2000** DUC:

- Double click My Computer on the Desktop.
- Highlight Drive C:\ in My Computer.
- Right click Drive C:\.
- Select Properties.
- Select the Tools tab.
- Click the Check Now button under Error-checking. The Check Disk window opens.
- Click both check boxes labeled Automatically fix file system errors and Scan for and attempt recovery of bad sectors.
- Click the Start button. This performs a scan on Drive C:\.
- If an error window pops up asking to schedule the disk scan at the next reboot, click Yes and restart the machine by clicking Start | Shutdown. Then select Restart from the drop-down list, and click OK.

To defragment the hard drive on a **Windows 2000** DUC:

- If you are working on a Windows 2000 DUC, log onto the computer as Administrator if not logged on already.
- Click the Start button at the bottom left corner of the screen.
- Select Programs
- Select Accessories.
- Select System Tools.
- Select Disk Defragmenter
- Select Drive C:\.
- Click the Defragment button on the Disk Defragmenter window.
- Click the Close button on the Defragmentation Complete window.
- Click the X in the top right hand corner of the screen to close the main Disk Defragmenter window.

Windows 95

To run Scandisk on a **Windows 95** DUC:

- Reboot.

- Select Start | Programs | Accessories | System Tools | Scandisk.
- Select Drive C:\.
- Select Standard Test.
- Select the Auto Fix Errors checkbox.
- Select Start.
- Continue to run Scandisk until no errors are found.

To defragment the hard drive on a **Windows 95** DUC:

- Select Start | Programs | Accessories | System Tools | Disk Defragmenter.
- Select Drive C:\.
- Click OK.
- Run defragmenter.



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Step 7.3 Complete DOIS Installation

Note: Step 7.3 – DOIS Installation should be completed only if DOIS was not installed in the delivery unit during the Readiness Phase. If DOIS is already installed, continue with Step 7.4, Interface Configuration.

Note: After clicking Run, you may not see an hourglass, and it may take several seconds to launch the program. Don't worry – DOIS is still loading.

This step is completed on Friday only if DOIS was not installed in the delivery unit during the Readiness Phase. If DOIS is already installed, continue with Step 7.4.

1. Set CD-ROM drive to No Read-Ahead.
 - Select Settings from the Start menu.
 - Select Control Panel from the Settings drop-down.
 - Double click the System icon to view system properties.
 - Select the Performance tab.
 - Click the File System button. The File System Properties window opens.
 - Select the CD-ROM tab.
 - Change the settings so that the Optimize access pattern is set to No read-ahead.
 - Click OK.
 - Click Close to continue.
 - Ensure that you have the Microsoft Networking password (the DUC coordinator provides this).
 - Select Yes to restart computer. CD-ROM drive is now configured appropriately to read the DOIS CD.
 - Log back into the computer.
2. Launch DOIS setup from the CD-ROM drive.
 - Insert the DOIS CD into the CD-ROM drive.
 - Select Run from the Start menu.
 - Type [CD-ROM drive letter]:\Setup.exe to start the DOIS installation. For example, D:\Setup.exe.
 - Click Run.
 - The DOIS Setup is launched.
 - Follow the instructions on the setup screen to complete the setup.

Note: During the install of DOIS, you may see some informational messages or warnings indicating that you are about to overwrite some files with a .dll suffix. These are expected. If prompted whether or not to overwrite the existing files, choose yes. If prompted to restart the computer, choose Yes, I want to restart

my computer now.

- DOIS is installed and can be found in the Start Menu Programs folder in the DUC Applications folder.

3. Access DOIS to ensure installation was successful. If installation was unsuccessful, complete the steps below to modify the CD-ROM Configuration. This additional step may be required if DOIS is not installed on a Phase VIII DUC. After modifying the CD-ROM configuration, attempt to access DOIS again. If installation was successful, proceed to Step 7.4.

Modify the CD-ROM Configuration.

1. Select Settings from the Start menu.
2. Select Control Panel from the Start drop-down list.
3. Double click the System icon to view the system properties.
4. Select the Performance tab and click the File System button.
5. Select the CD-ROM tab.
6. Change the settings so that the Optimize access pattern is set to Quad-speed or higher.
7. Click OK.
8. Click Close.
9. Select Yes to restart computer.
10. Log back into the computer.
11. CD-ROM drive should now be configured to original setting.
12. Access DOIS to ensure installation was successful.



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Step 7.4 Complete Interface Configuration

Note: If the delivery unit operates as an ETC standalone site, a disk **must** be in the disk drive (any disk will work – nothing is written to the disk and nothing will be erased) prior to the Interface Configuration window being opened.

This step sets up the various interfaces that DOIS uses to communicate with other USPS systems. Interface setup must occur on the delivery unit DUC on which DOIS is installed. If the delivery unit operates as an ETC standalone site, a disk **must** be in the disk drive (any disk will work) prior to the Interface Configuration window being opened. The following interfaces are set up:

- DCD Configuration – The DCD COM port is set up.
- EOR Configuration – EOR server information and schedule is set up.
- ETC/TACS Configuration – ETC/TACS file location and information is set up (for ETC standalone sites only).

ETC/TACS Configuration at the delivery unit only occurs if the facility is an ETC standalone site. This step should not be completed for ETC LAN or TACS sites.

Step 7.4.1
Load DCD
Configuration

DCD interface configuration details are loaded from the Interface Setup window in DOIS. This information will be retrieved automatically with data gathered during the readiness assessment process. However, the DOIS Site Activator should verify its accuracy using the Assessment Analysis Report – Delivery Unit Summary page.

1. The delivery unit supervisor should log into DOIS to access the Supervisor Workbench.

OR

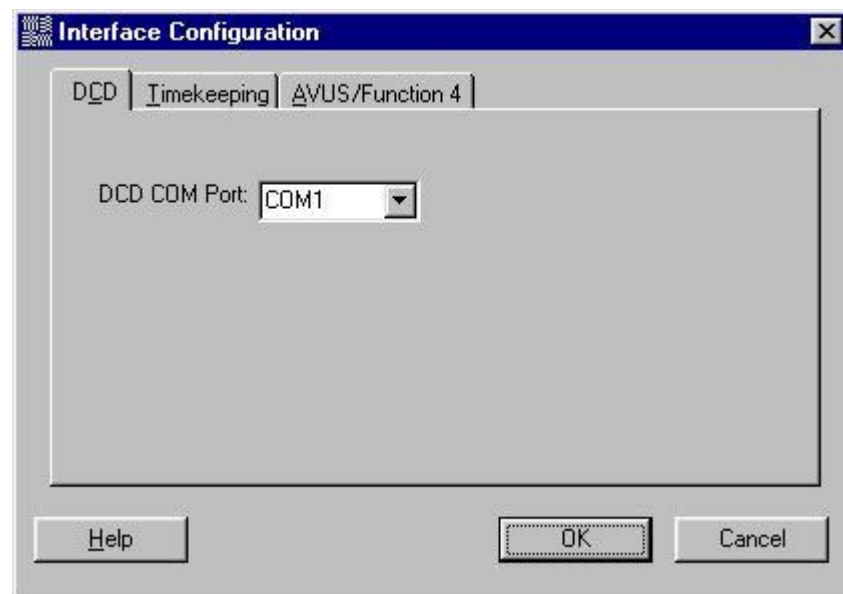
The DOIS Site Activator should log into DOIS as a Deployment Management user to access the Data Preparation Workbench for the delivery unit that is being activated.

2. From the Supervisor Workbench, open the Interface Configuration window from the menu path: Options, Utilities, and Interface Configuration.

OR

From the Data Preparation workbench, click the Interfaces tab. Select Enter DCD Configuration.

3. The window opens with the DCD tab displayed as shown on the following page.



4. Select the correct DCD COM Port.
5. Click OK.

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Step 7.4.2
EOR Configuration

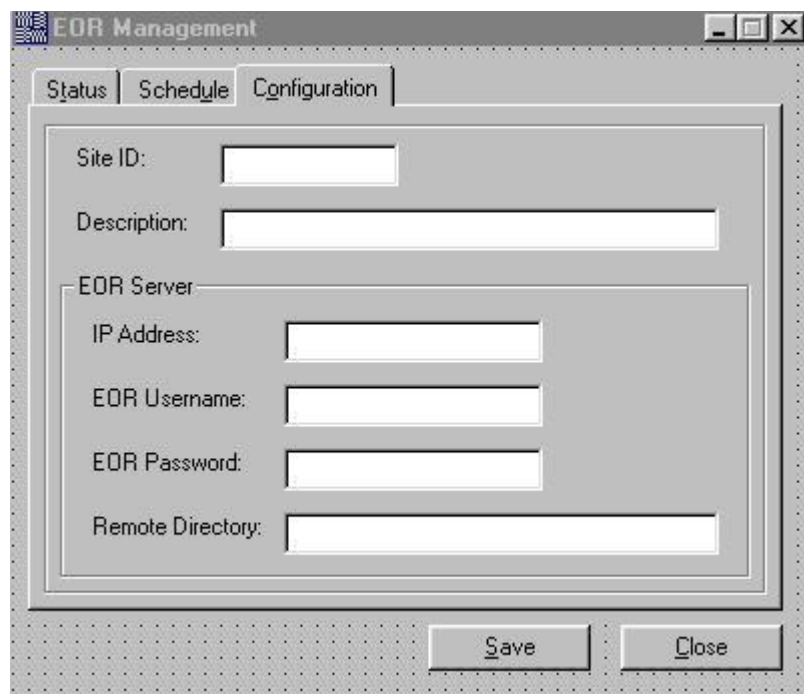
This step should be completed if the delivery unit receives EOR files. During the readiness assessment process EOR data was gathered automatically. This information should be entered into the Configuration tab. However, the DOIS Site Activator should verify its accuracy using the Assessment Analysis Report – Delivery Unit Summary page, and work with the delivery unit supervisor in entering the remaining data on the Schedule tab.

1. From the Supervisor Workbench, open the EOR Management window from the menu path: Options, Utilities, EOR Management.

OR

From the Data Preparation Workbench, click the Interfaces tab. Select Enter EOR Configuration.

2. Select the Configuration tab as shown below.



The screenshot shows a window titled "EOR Management" with three tabs: "Status", "Schedule", and "Configuration". The "Configuration" tab is selected. The form contains the following fields:

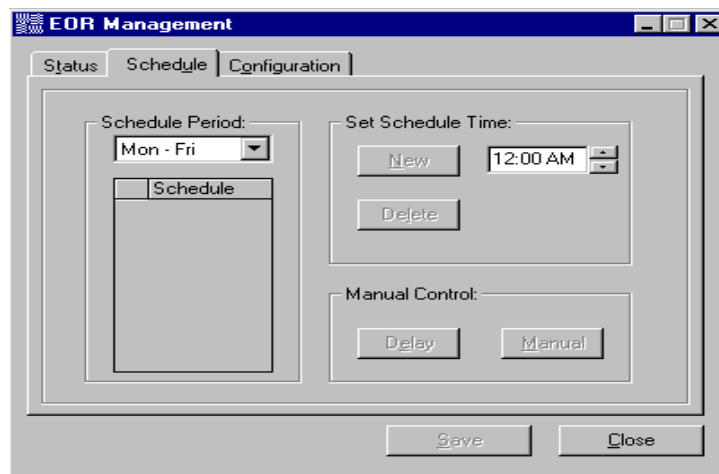
- Site ID:
- Description:
- EOR Server section containing:
 - IP Address:
 - EOR Username:
 - EOR Password:
 - Remote Directory:

At the bottom right of the window are "Save" and "Close" buttons.

3. Type the Site ID (see the Delivery Unit Summary page of Assessment Analysis Report).
4. Type the Site description (see the Delivery Unit Summary page of Assessment Analysis Report).
5. Type the EOR server IP address (see the Delivery Unit Summary page of Assessment Analysis Report).

6. Type the EOR server login ID in the EOR username box. (see the Delivery Unit Summary page of Assessment Analysis Report).
7. Type the EOR server login password in the EOR Password box. (see the Delivery Unit Summary page of Assessment Analysis Report).
8. Type the remote EOR server path (see the Delivery Unit Summary page of Assessment Analysis Report).
9. Click Save.
10. Select the Schedule tab as shown below.

Note: EOR downloads do not occur unless the delivery unit supervisor is logged into DOIS. Ensure that the scheduled EOR transmission times occur after the delivery unit supervisor logs into DOIS each day.



11. Select the Mon-Fri schedule period from the Schedule Period box.
12. Under Set Schedule Time, insert the required schedule time in the spinner box and click New.
13. Repeat step 12 for all times in the schedule.
14. Click Save.
15. Select the Saturday schedule period and add schedule times for this period as in step 12.
16. Click Save.
17. Click Close.

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**EOR Configuration
for multiple units in
the same facility**

These steps must be completed in addition to the above instructions:

1. Determine if more than one EOR file is created for the delivery units in a facility.
2. If there is only one EOR file created for the entire facility, configure EOR on only one DUC, using steps in 7.4.2.

If there are multiple EOR files created for the facility, multiple DUCs must be configured. Repeat steps 1-16 again, using the configuration information for the additional EOR files.

If two EOR files are created for one facility, one DUC should be configured with the site ID of the first EOR file and a second DUC should be configured with the site ID of the second EOR file.

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Step 7.4.3 **ETC/TACS** **Configuration**

Note: Before configuring ETC/TACS, insert any floppy disk into the DUC. When trying to save the ETC/TACS configurations, DOIS needs a disk in the A:\ drive to locate that ETC/TACS path (any disk can be used because nothing will be written to the disk).

If the delivery unit is an ETC LAN or TACS site, no ETC/TACS configuration in DOIS is necessary. If the delivery unit is an ETC standalone site, the employee clockring file created by ETC/TACS includes all of the clockrings for all employees in the facility. Since only one ETC/TACS clockring disk is created, only one DUC in each facility needs to be configured for ETC/TACS. This information is retrieved automatically with data gathered during the readiness assessment process. However, the DOIS Site Activator should verify its accuracy using the Assessment Analysis Report – Delivery Unit Timekeeping page.

1. From the Supervisor Workbench, open the Timekeeping Configuration window from the menu path: Options, Utilities, and Interface Configuration.

OR

From the Data Preparation workbench, click the Interfaces tab. Select Enter Timekeeping Configuration.

2. Select the Timekeeping tab as shown below.

The screenshot shows a dialog box titled "Interface Configuration" with a close button (X) in the top right corner. It has three tabs: "DCD", "Timekeeping" (which is selected), and "AVUS/Function 4". Inside the dialog, there are two radio buttons: "ETC" (which is selected) and "TACS". Below the radio buttons are four input fields: "Compressed:" with a dropdown menu showing "N"; "File Path Name:" with a text box containing "A:\\"; "Employee File Name:" with a text box containing "employee.dat"; and "Time File Name:" with a text box containing "dsisraw.dat". At the bottom of the dialog are three buttons: "Help", "OK", and "Cancel".

3. Verify the contents. If incorrect, follow steps 4-9 as appropriate.
4. Select the correct option – ETC or TACS.
5. Select Y or N to indicate if files are received in a compressed format from ETC. If the employee file and clockring file has a .dwc extension, the files are compressed (Y). If the employee file and clockring file has a .dat or .htm extension, the files are not compressed (N).

6. Type the file path where files received from ETC/TACS are stored. ETC Standalone and TACS sites always use a file path of A:\.
7. Type the name of the employee file received from ETC/TACS.
8. Type the name of the clockring file received from ETC/TACS. Use the default file name DSISRAW.DAT (or DSISR.DWC for compressed files).
9. Click OK.



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Step 7.5 Activate Delivery Unit

Note: This step is **critical** and must be completed on the Friday prior to the delivery unit's activation date. If the Activate Delivery Unit button is not clicked on Friday, the delivery unit could lose the following week's data.

Once all mandatory data has been entered, the delivery unit can be activated and ETC/TACS can process information at the delivery unit level. This step is essential to enable the full functionality of ETC/TACS. The district can centralize this step. One person can be responsible for activating the units that will be activating DOIS on the upcoming Saturday or the DOIS Site Activator can complete this step. The DOIS Site Activator should verify with the DOIS District Coordinator the district's decision regarding activating the delivery unit. If the Activate Delivery Unit button is not clicked on Friday, the delivery unit could lose the following week's data.

1. Set the Activation Date spin box on the Data Preparation workbench to the Saturday the delivery unit will be activated.
2. Click Activate Unit. If all mandatory data has not been entered, a message explaining what data is incomplete appears. If the delivery unit has been previously activated, a message displays explaining that the delivery unit is already active.

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Step 7.6
 Setup the DCD

The DCD must be set up to record mail volumes. If the delivery unit has two DCDs, the second one can be set up for route inspections at this time.

If the DCD has DUVRS 3.92, and the route data download is repeatedly unsuccessful, step 7.6.1 may be performed to troubleshoot the problem.

Step 7.6.1
 Burn-in

When burning-in the DCD, software is being written to the DCD's EPROM chip. This requires that the DCD AC adapter is plugged into it and the AC Adapter is plugged into a power source. To perform a burn-in of the mail volumes software, using DOIS, follow these steps:

Note: The AC adapter must be plugged into a power source when completing this step.

#	Step Description	Test Data	Expected Results
1.	After the delivery unit supervisor logs onto DOIS, select the Options menu from the DOIS Menu Bar.	N/A	Window Display: The Options menu on the menu bar is highlighted and a list of options is displayed.
2.	Select Utilities from the Options menu.	N/A	Window Display: The Utilities Menu is displayed.
3.	Select DCD Software Burn-In from the Utilities menu.	N/A	Window Display: The DCD Software Burn-In menu is displayed.
4.	Select Capture Mail Volumes from the DCD Software Burn-In options.	N/A	Window Display: The DCD Software Burn-In- Capture Mail Volumes window opens with instructions on how to prepare the DCD for the burn-in.

#	Step Description	Test Data	Expected Results
5.	Perform a Command Boot of the DCD. Press <A> and <D> simultaneously and hold down.	N/A	Window Display: N/A
6.	Press On/Off key.	N/A	Window Display: N/A
7.	Release all keys.	View: COMMAND MODE Select Function Self Test	DCD Window Display: The screen displays the current BIOS settings and then displays the COMMAND MODE screen.
8.	Press the up arrow until Program Loader appears.	View: COMMAND MODE Select Function Program Loader	DCD Window Display: Program Loader replaces Self Test.
9.	Press <Enter> on DCD.	View: Program Loader WARNING: EPROM WILL BE ERASED Continue? <ENT>	DCD Window Display: The screen displays the program loader screen.

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#	Step Description	Test Data	Expected Results
10.	Press <Enter> on DCD.	View: Program Loader Erasing EPROM Please wait. Then View: Comm Parameters Baud 4 9600	DCD Window Display: After pressing enter the screen displays a message that it is erasing EPROM. After a brief delay the screen displays the Comm Parameters window.
11.	Press the up arrow twice.	View: Comm Parameters Baud 6 38400	DCD Window Display: The screen displays the Baud at 6 38400.
12.	Press <Enter> on DCD.	View: Comm Parameters Data Bits 7	DCD Window Display: The screen displays the number of Data Bits.
13.	Press <Enter>.	View: Comm Parameters Parity Odd	DCD Window Display: The screen displays Parity Odd.
14.	Press <Enter> on DCD.	View: Comm Parameters Flow Control NONE	DCD Window Display: The Comm Parameters window is displayed with the flow control.

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#	Step Description	Test Data	Expected Results
15.	Press the up arrow until Xon/Xoff appears.	View: Comm Parameters Flow Control Xon/Xoff	DCD Window Display: The Comm Parameters screen is still displayed, but the word NONE is replaced with Xon/Xoff.
16.	Press <Enter> on DCD.	View: Comm Parameters Start? <ENT>	DCD Window Display: The DCD prompts the user to initiate the transfer.
17.	Press <Enter> on DCD.	View: Awaiting DSR	DCD Window Display: The DCD indicates that it is awaiting DSR.
18.	Click the DCD Ready Button on the DCD Burn-In- Mail Volumes window.	N/A	Window Display: The MS-DOS send hex screen is visible and prompts the user to press enter when read to begin burn-in.

#	Step Description	Test Data	Expected Results
19.	Press <Enter> on keyboard.	<p>View: Program Loader Receiving</p> <p>Then View: Program loader Status 0000</p>	<p>Window Display: A message box appears in DOIS when the Burn-In function has been successfully completed. Click OK.</p> <p>DCD Window Display: The screen displays the program loader status.</p> <p>Then the screen changes to indicate that the program loader is actually receiving the burn-in.</p>
20.	Press the On/Off button to turn off the DCD.	N/A	<p>DCD Window Display: The screen goes blank</p>
21.	Press <F1>, <F4>, and <Enter> simultaneously and hold them down.	N/A	<p>DCD Window Display: The screen is blank. The DCD is off.</p>
22.	Press and release the On/Off button.	N/A	<p>DCD Window Display: The screen is blank. The DCD is off.</p>

#	Step Description	Test Data	Expected Results
23.	Release the <F1>, <F4>, and <Enter> keys.	View: Set Date/Time MM/DD/YY HH:MM:SS Press <Enter> Press <Clear> if correct and no changes were made	DCD Window Display: DCD momentarily displays the current BIOS, and then the screen shows the set date/time menu.
24.	Set the Date and Time to the current date and time.	Set: MM/DD/YY HH:MM:SS	DCD Window Display: The screen shows the set date/time menu.
25.	Press <Enter>.	View: DUVRS COLLECTION V 3.92 (T)ransfer btwn PC (C)lear ALL Data (A)dd Volume	DCD Window Display: The DUVRS menu screen opens.
26.	Verify the version number.	View: V 3.92	DCD Window Display: The DUVRS menu screen opens.

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Step 7.6.2

Perform a
 Download of Route
 Data

The route data transfer must be performed after each burn-in and when the DCD has been cold rebooted. The route data transfer loads route data for the delivery unit onto the DCD in preparation for collecting mail volumes. The DCD must be burned in with the appropriate mail volume software (Step 7.6.1). Follow the steps below to perform a download of route data.

#	Step Description	Test Data	Expected Results
1.	Select the Options menu from the Menu Bar.	N/A	Window Display: The Options Menu on the Tool Bar is highlighted and a list of options is displayed.
2.	Select Utilities from the Options menu.	N/A	Window Display: The Utilities menu options are displayed.
3.	Select DCD Configuration—Mail Volume from the list of Utilities.	N/A	Window Display: The DCD Configuration—Mail Volume window opens with instructions on how to prepare the DCD for configuration.
4.	Select <T> on the DCD for transfer of the data from the DUC to the DCD.	View: Symbol Ver 3.01-03 PDT 3300 System: Non-ETA Speed 115K Waiting to connect. (ctrl-bksp to quit)	DCD Window Display: A system screen is displayed.

#	Step Description	Test Data	Expected Results
5.	Click the Load Route Data button on the DCD Configuration-Mail Volume window.	View: Press any Key	Window Display: The function retrieves the route information based on delivery unit. A message will be displayed when the download has completed successfully. DCD Window Display: The screen indicates that a key must be pressed in order to continue.
6.	Press any key on DCD.	View: Set Date/Time MM/DD/YY HH:MM:SS Press <Clear> if correct	DCD Window Display: The DCD beeps and then reverts to the Set Date/Time display.
7.	Click <A> for Add Volume.	View: What to add: AM Available Vol AM Curtailed Vol PM Volume Parcel Volume DPS Volume Router Volume Delayed Volume	DCD Window Display: The DCD displays the volume selection window.
8.	Using the down arrow select AM Available Vol.	N/A	DCD Window Display: AM Available Vol is highlighted.



#	Step Description	Test Data	Expected Results
9.	Press <Enter>.	N/A	DCD Window Display: The volume entry window for the selected route is displayed for the last route in the delivery unit.
10.	Press the up arrow.	N/A	DCD Window Display: The volume entry window for the selected route is displayed for the first route in the delivery unit.
11.	The user can now begin collecting mail volumes using the DCD.	N/A	



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Step 7.7
 Verify Installation

This step verifies that DOIS was installed correctly and is working properly. This should be completed on Friday after the above steps have been followed, to ensure that DOIS will work correctly on Saturday. If DOIS is already open and the Supervisor Workbench is displayed, steps 1-3 may be skipped. If DOIS is open and the Data Preparation Workbench is displayed, DOIS must be closed and the DOIS Site Activator must have the delivery unit supervisor log in. The DOIS Site Activator should verify the installation after the delivery unit supervisor has accessed the Supervisor Workbench.

Note: When verifying installation, be aware that the Workload Status window may not show any information and that opening the Regular/City Route Details window may cause an error. These windows will display the correct information without causing errors once the delivery unit begins using DOIS on the Saturday of activation.

#	Step Description	Test Data	Expected Results
LOGON TO DOIS			
1.	Enter username in the DOIS Logon window.	Enter: Logon ID	Window Display: The textbox is populated with the selected data.
2.	Press the tab key and enter password in the DOIS Logon window.	Enter: <i>Password</i>	Window Display: The textbox is populated with the selected data.
3.	Click the OK button.	N/A	Window Display: The DOIS Logon window closes. The startup screen window opens, starts application initialization, and then closes. The MDI Frame window is opened. The Workload Status and the Supervisor Workbench Homepage windows are opened.

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#	Step Description	Test Data	Expected Results
PRINTING A FORM			
4.	On the Supervisor Workbench Homepage, click on the Daily Workload Management tab. Click on the 1564-A Delivery Instructions button.	N/A	Window Display: The 1564-A Delivery Instructions window opens.
5.	Select a route from the Route Number pull-down menu.	N/A	Window Display: The Print Preview button is enabled.
6.	Click the Print Preview button.	N/A	Window Display: The Jet Form generates and displays a 1564-A Delivery Instructions form for the selected route.
7.	Click the Printer icon.	N/A	Window Display: The 1564-A Delivery Instructions form is printed.
8.	Click the X in the upper right corner to close the form.	N/A	Window Display: The Jet Form closes and returns to the Supervisor Workbench.

#	Step Description	Test Data	Expected Results
WEEKLY PLANNING FUNCTIONS			
9.	On the Supervisor Workbench Homepage, click on the Planning and Scheduling tab. Click on the Weekly Schedule button.	N/A	Window Display: The Weekly Schedule window opens and is populated with data for the current week.
10.	View the Regular Routes grid.	N/A	Window Display: The Regular Routes grid is populated with all of the regular routes attached to the delivery unit.
11.	Right click in any cell on the Regular Routes grid of the Weekly Schedule.	N/A	Window Display: A floating menu appears.
12.	Select Show from the floating menu.	N/A	Window Display: A cascading menu appears.
13.	Select Miscellaneous Routes from the cascading menu.	N/A	Window Display: The Miscellaneous Routes grid replaces the Regular Routes grid on the Weekly Schedule window.
14.	Click the Close button.	N/A	Window Display: The Weekly Schedule window closes.

#	Step Description	Test Data	Expected Results
ROUTE BASE INFORMATION MAINTENANCE			
15.	On the Supervisor Workbench Homepage, click on the Route and Unit Maintenance tab. Click on the Route Base Information Maintenance button.	N/A	Window Display: The Route Base Information Maintenance window opens. The General Information and Travel Information tabs are displayed.
16.	Select a Route from the pull-down menu.	N/A	Window Display: The Display button is enabled.
17.	Click the Display button.	N/A	Window Display: The General Information tab and the Travel Information tab are enabled. The General Information tab is populated with data for the selected route.
18.	Click the Travel Information tab.	N/A	Window Display: The Travel Information Tab is populated with data for the selected route.
19.	Click the Close button.	N/A	Window Display: The Route Base Information Maintenance window closes.

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#	Step Description	Test Data	Expected Results
PIVOT PLAN MAINTENANCE			
20.	On the Supervisor Workbench Homepage, click the Route and Unit Maintenance tab. Click on the Pivot Plan Maintenance button.	N/A	Window Display: The Pivot Plan Maintenance window opens.
21.	Select a route number from the Route Number pull-down menu.	N/A	Window Display: The Display button is enabled.
22.	Click the Display button.	N/A	Window Display: The Pivot Plan frame is populated with data for the selected route. The Create New Pivot Plan, Assign Route Proximity, and Close buttons are enabled.
23.	Click the Close button.	N/A	Window Display: The Pivot Plan Maintenance window closes.
MAINTAIN UNIT INFORMATION			
24.	On the Supervisor Workbench Homepage, click the Route and Unit Maintenance tab. Click on the Maintain Unit Information button.	View: The Regular Routes option button is set as the default.	Window Display: The Maintain Unit Information window opens.

#	Step Description	Test Data	Expected Results
25.	Click the Display button.	N/A	Window Display: The Regular Routes grid is populated with Route, Aux, and Base Hours information for all of the regular routes in the unit. The Aux column indicates if the route is an auxiliary route.
26.	Click the Miscellaneous Routes option button.	N/A	Window Display: The Miscellaneous Routes grid is shown but not populated.
27.	Click the Display button.	N/A	Window Display: The Miscellaneous Routes grid is populated with Type, Route, and Hours information for all of the miscellaneous routes in the unit, including all T-6 assignments in the unit.
28.	Click the Close button.	N/A	Window Display: The Maintain Unit Information window closes.

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#	Step Description	Test Data	Expected Results
MAINTAIN CARRIER ROUTE ASSIGNMENTS			
29.	On the Supervisor Workbench Homepage, click the Route and Unit Maintenance tab. Click on the Maintain Carrier Route Assignments button.	View: The Carriers Assigned to Unit frame is populated with data (all of the carriers in the unit).	Window Display: The Maintain Carrier Route Assignments window opens.
30.	Click the Close button.	N/A	Window Display: The Maintain Carrier Route Assignments window closes.
PRINTING A REPORT			
31.	On the Supervisor Workbench Homepage, click the Route and Unit Maintenance tab. Click on the Route Information Card.	N/A	Window Display: The Route Information Card window opens.
32.	Select a route from the Route Number pull-down menu.	N/A	Window Display: The Print Preview button is enabled.
33.	Click the Print Preview button.	N/A	Window Display: The Crystal Report generates and displays a Route Information Card for the selected route.

#	Step Description	Test Data	Expected Results
34.	Click the Printer icon.	N/A	Window Display: The Route Information Card is printed.
35.	Click the X in the upper right corner to close the report.	N/A	Window Display: The Crystal Report closes and returns to the Supervisor Workbench.

If any of these steps do not produce expected results, contact your DOIS District Coordinator for support.

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

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Step 7
Site Activation
Activity Summary

- Activated the delivery unit the Friday before activation.

Step 7.1 – Verify DUC Backup

- Delivery unit supervisor completed DUC backup.

Step 7.2 – Complete DUC Preparation

- Deleted DCD files.
- Disabled EOR by removing EOR to DSIS transfer times.
- Ran Scandisk and defragmented the hard drive.

Step 7.3 – Complete DOIS Installation

- Installed DOIS (if not previously installed) (Step 7.3).
- Rebooted the DUC before logging into DOIS(if prompted).

Step 7.4 – Interface Configuration

- Loaded DCD Configuration (Step 7.4.1).
- Loaded EOR Configuration (Step 7.4.2).
- Loaded ETC/TACS Configuration (Step 7.4.3).

Step 7.5 – Activate Delivery Unit

- Activated the unit from the Data Preparation Workbench.

Step 7.6 – Setup the DCD

- Burned DUVRS software into the DCD (Step 7.6.1).
- Downloaded routes in DOIS into the DCD (Step 7.6.2).

Step 7.7 – Verify Installation

- Completed all activities listed in verification steps.

