

Delivery Operations Information System (DOIS)

DOIS

Overview

DOIS Supervisor Workbench

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Supervisor Workbench

Routes | Other

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Route List/Status

Route	Carrier	+/-
21001	HELFRICH, R J	0:43
21002	WALTER, A R	0:16
21003	BOWMAN, V D	0:06
21005	WEERTS, W W	0:50
21006	URBAN, K V	0:43
21007	DOBISH, M J	1:39
21008	DEAN, W A	0:00
21009	MORRIS, S K	0:42
21010	LEHMAN, B C	0:55
21011	TERVEER, B E	0:12
21012	ALVAREZ, L L	0:04

Total Est. Overtime: **6:09**

Total Est. Undertime: **0:00**

Route Vacancies

Route	Hours	Planned	Type
-------	-------	---------	------

Mail Volumes and Work Hours

- Capture Mail Volumes - Manual
- Capture Mail Volumes - DCD
- Daily Timekeeping Load
- Clocking Discrepancies
- SPLY Impacts

Reports and Forms

- 1564-A Delivery Instructions
- Revised Carrier/Route Assignment
- Workload Status Report
- Miscellaneous Workload Status Report
- Workhour Discrepancy Report
- Clocking Discrepancy Report

Workload Management

- Create Vacancy - 3971
- Regular/City Route Details
- Miscellaneous Route Details
- Street Pivoting
- Daily Assignments
- Current Day Absence List
- Record Overtime Exception
- Adjust Leave/Office Time
- Adjust Return/Street Time
- Change Start Time

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



RESTRICTED INFORMATION

Start



Delivery Operations I...

Delivery Operations Information System (DOIS)

The Supervisor workbench is divided into 5 tabs

1. Daily Workload Management
2. Street Management
3. Performance Reports
4. Planning and Scheduling
5. Route and Unit Maintenance

Delivery Operations Information System (DOIS)

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File Application Options Window Help

Workload Status

Routes | Other

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Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Mail Volumes and Work Hours

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- Change Start Time

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



RESTRICTED INFORMATION

Delivery Operations Information System (DOIS)

The Daily Workload Management tab is divided into 3 sub categories.

1. Mail Volume and Work Hours
2. Reports and Forms
3. Workload Management

Delivery Operations Information System (DOIS)

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File Application Options Window Help

Workload Status

Routes Other

Route List/Status		
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Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt **Street Mgmt** Performance Reports Planning and Scheduling Route and Unit Maint

Managed Service Points Maintenance

- MSP Base Information Maintenance
- MSP Location Report
- MSP Label Request Status

Managed Service Points Performance Reports

- MSP Overview Report
- MSP Route Report
- MSP Carrier Report
- Missed Scan Report
- Invalid Route Report
- Invalid Scan Report

Current User: RODGER CONFORTI
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Change Delivery Unit



RESTRICTED INFORMATION

Delivery Operations Information System (DOIS)

The Street Management tab is broken into two sub categories

1. Managed Service Points Maintenance
2. Managed Service Points Performance Reports

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Workload Status

Routes | Other

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Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | **Street Maint** | Performance Reports | Planning and Scheduling | Route and Unit Maint

Individual Performance Reports

- Individual Weekly Performance Report
- Individual Weekly Miscellaneous Routes Performance Report
- Individual Weekly Performance Bar Graph
- Individual Weekly Performance Trend Graph
- Individual Weekly Clockring Discrepancy Report
- Individual Weekly Clockring Discrepancy Bar Graph

Performance Forms


- 1813 - Late Leaving/Returning
- 3972 - Absence Analysis

Unit Performance Reports

- Route/Carrier Daily Performance Report
- Misc Route/Carrier Daily Performance Report
- Unit Daily Performance Report
- Workhour/Workload Report
- Dispatch Feedback Report
- FLASH Statistics Worksheet
- Volume Report
- Unit Feedback Report
- Unit Clockring Discrepancy Report

Current User: RODGER CONFORTI
 Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



Performance Reports is broken into three categories

1. Individual Performance Reports
2. Performance Forms
3. Unit Performance Reports

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Workload Status

Routes | Other

Route List/Status

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Route Vacancies

Route	Hours	Planned	Type
-------	-------	---------	------

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | **Planning and Scheduling** | Route and Unit Maint

Weekly Scheduling

- Weekly Schedule
- Create Vacancy - 3971
- Daily Assignments
- Assign AM Overtime
- Weekly Schedule Report
- Regular Work Assignments

OTDL Management

- Overtime Desired List (OTDL)
- Overtime Tracking
- Overtime Worksheet
- Work Assignment Overtime

Annual Budget

- Adjust Daily Budget Spread
- Budget Detail Reports

Current User: RODGER CONFORTI

Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



RESTRICTED INFORMATION

Start



Delivery Operations I...

Delivery Operations Information System (DOIS)

The Planning and Scheduling tab is broken into three sub categories

1. Weekly Scheduling
2. OTDL Management
3. Annual Budget

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS) [- [[X]]

File Application Options Window Help

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Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | **Route and Unit Maint**

Route Maintenance

- Route Base Information Maintenance
- Pivot Plan Maintenance
- Non-Delivery Point Maintenance
- 3999 Data Capture/Summary
- 3999 Data Transfer
- DCD Transfer
- 1838-C Data Capture/Special Office Mail Counts
- Special Office Mail Counts Data Transfer

Unit Maintenance


- Maintain Unit Information
- Maintain Carrier Route Assignments
- Maintain Dispatch Information

Reports and Forms

- Route Base Information Report
- Route Information Card
- Route Review Report
- Unit Recap
- DPS Analysis Report
- Routes Pending Special Inspection
- 3999 - Inspection of Letter Carrier Route
- 3999 - Manual Entry
- 1838 Carrier's Count of Mail
- Delivery Unit Seniority Report

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



RESTRICTED INFORMATION

Delivery Operations Information System (DOIS)

The last tab, Route and Unit Maintenance is broken into 3 sub categories

1. Route Maintenance
2. Unit Maintenance
3. Reports and Forms

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Workload Status

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Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

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Change Delivery Unit



RESTRICTED INFORMATION

Delivery Operations Information System (DOIS)

The Workload Status tab shows every route in the delivery unit, who is the primary carrier assigned to the route and the amount of time the route or carrier is over or under 8 hours based on the current volume for the day. Any routes that are vacant will be listed in the bottom portion under Route Vacancies. Partial vacancies (office or street) will also be listed there.

Delivery Operations Information System (DOIS)

Workload Status Report

Service Date: 05/06/2004

RESTRICTED INFORMATION

Route	Carrier	Type	OT/DL	AM Available							AM Controlled		Office Workload & Projected Leave Time					Street Workload & Projected Return Time				
				Proj Route OT/UT	% Sld	Letters	Flats	PP	DPS	Seq Pos	Letters	Flats	Proj Office Hours	Aux Proj(+) Road (-)	Misc Office Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Proj(+) Road (-)	Misc Street Time	Proj Return Time	Return Time Var
02001	WHALEY, C L	REG		0:58	85	881	116+	12	1525			3:53	0:00	0:00	10:43 AM	0:32	5:05	0:00	0:00	4:18 PM	0:32	
02002	SEVCIK, C J	REG		3:27	93	1122	1183	14	1903			4:27	0:00	0:00	11:17 AM	0:50	4:25	0:00	0:00			
	KRUSCHEL, M A	PTF										0:00					4:25					
02003	ALC ESTO JR, A M	T-G		1:14	100	832	1296	10	1566			4:35	0:00	0:00	11:25 AM	1:01	4:38	0:00	0:00	4:33 PM	1:02	
02004	HORAN, S M	REG		0:53	88	849	1413	12	1565			4:24	0:00	0:00	11:14 AM	0:38	4:28	0:00	0:00	4:12 PM	0:39	
02005	RAFAEL, F R	REG		0:16	100	595	709	12	1155			3:07	0:00	0:00	9:57 AM	-0:05	5:09	0:00	0:00	3:36 PM	-0:05	
02006	VIGIL, S A	T-G		0:05	100	723	608	5	1137			3:02	0:00	0:00	9:52 AM	-0:10	5:03	0:00	0:00	3:25 PM	-0:10	
02007	NORTON, L L	REG		0:19	78	656	1054	6	1810			3:15	0:00	0:00	10:05 AM	0:14	5:04	0:00	0:00	3:39 PM	0:14	
02008	DORNHECKER, S A	REG		2:16	96	1227	1394	7	1553			5:13	0:00	0:00	12:02 PM	1:51	5:03	0:00	0:00	5:35 PM	1:51	
02009	LINTNER, S M	REG		0:30	71	833	1273	9	2246			3:30	0:00	0:00	10:20 AM	-0:07	4:46	0:00	0:00			
	KHAN, R	PTF										0:00					4:46					
02010	LENNON, A L	REG		0:11	86	1008	1000	10	2181			3:39	0:00	0:00	10:29 AM	0:06	4:32	0:00	0:00	3:31 PM	0:06	
02011	MORAN, I W	T-G		1:42	100	961	1322	9	2012			4:48	0:00	0:00	11:38 AM	1:39	4:54	0:00	0:00	5:02 PM	1:39	
02012	MICKOW, P J	REG		1:00	89	666	1432	12	1837			4:21	0:00	0:00	11:11 AM	0:55	4:39	0:00	0:00	4:20 PM	0:55	
02013	WILDE, P A	REG		-0:19	73	602	1043	8	2417			3:00	0:00	0:00	9:49 AM	0:05	4:41	0:00	0:00	3:00 PM	0:05	
02014	BERGREN, P C	REG		2:29	96	1009	1897	12	1551			6:04	0:00	0:00	12:53 PM	2:19	4:25	0:00	0:00	5:48 PM	2:19	
02015	MICKOW, L J	REG		0:29	81	781	1336	17	1683			4:01	0:00	0:00	10:50 AM	0:48	4:28	0:00	0:00	3:48 PM	0:48	
02016	TURNER, W L	REG		2:02	91	892	1784	12	1930			5:22	0:00	0:00	12:11 PM	1:36	4:40	0:00	0:00	5:21 PM	1:36	
02017	WILDE, S J	REG		1:46	72	1014	1800	17	2006			4:36	0:00	0:00	11:25 AM	1:12	5:10	0:00	0:00	5:05 PM	1:12	
02018	CUCOMATO, D F	PTF		1:29	100	966	1349	15	1568			5:01	0:00	0:00	11:50 AM	1:20	4:29	0:00	0:00	4:49 PM	1:19	
02019	TORRES, S A	REG		1:49	100	762	1701	18	1839			5:18	0:00	0:00	1:18 PM	1:49	4:31	0:00	0:00	6:19 PM	1:48	
Unit Totals				22:36		16299	24737	217	34794	0	0	0	81:36		0:00		16:33	90:10		0:00		15:50

Unit Summary

Volume	Authorized Hours	Workload Hours	Overtime / Leave Hours
Total Case	40,996	Projected Hours	171:47
Total Base	32,376	Base Hours	155:14
	Budget Hours	140:00	
Total Office		81:37	Overtime
Total Street		90:10	Annual Leave
Total Route		171:47	Sick Leave
			0:00

Delivery Operations Information System (DOIS)

- **Workload Status Report**
- This report allows users to view the current day's workload status for their delivery unit. It is a daily planning report that outlines for each route in the delivery unit: actual mail volumes, projected overtime or undertime, projected office and street workloads, and projected leave and return times. It shows which carriers are assigned to each route as well as which carriers are providing assistance on each route. It also displays the unit totals for each category. The summary section provides a breakdown of the projected office, street and total time for the unit for the day compared to base, total caseable mail volumes compared to base, as well as the total overtime, annual leave and sick leave hours that could be charged to the unit if all assignments were made correctly.

Delivery Operations Information System (DOIS)

- **Workload Status Report (Continued)**
- The next screenshot shows the left portion of the report. The route number, carrier name, type of carrier, OTDL status, and total projected overtime or undertime are shown for each route/carrier. The AM Available section covers the various types of mail that will be available for delivery on a given route during the current service date. The percent to standard for the carrier on the route is also listed.

Delivery Operations Information System (DOIS)

Service Date: 05/06/2004

											AM Available		AM Curtailed	
Route	Carrier	Type	OTDL	Proj Route CT/UT	% Std	Letters	Flats	PP	DPS	Seq Pcs	Letters	Flats		
02001	WHALEY, C L	REG		0:58	85	881	1164	12	1585					
02002	SEVCIK, C J	REG		3:27	93	1122	1183	14	1933					
	KRUSCHEL, M A	PTF												
02003	ALCESTO JR, A M	T-6		1:14	100	832	1266	10	1956					
02004	HORAN, S M	REG		0:53	88	849	1413	12	1965					
02005	RAFAEL, F R	REG		0:16	100	595	709	12	1155					
02006	VIGIL, S A	T-6		0:05	100	723	608	5	1137					
02007	NORTON, L L	REG		0:19	78	656	1064	6	1810					
02008	DORNHECKER, S A	REG		2:16	96	1227	1394	7	1553					
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	KHAN, R	PTF												
02010	LENNON, A L	REG		0:11	86	1008	1000	10	2181					
02011	MORAN, I W	T-6		1:42	100	861	1322	9	2012					
02012	MICKOW, P J	REG		1:00	89	656	1432	12	1837					
02013	WILDE, P A	REG		-0:19	73	602	1043	8	2417					

Delivery Operations Information System (DOIS)

- The next screenshot shows the Office and Street Workload portions of the report. This portion of the report is one of the most useful tools in DOIS, and one that all delivery unit supervisors should understand and utilize. The logical progression of a carrier's day can be determined by simply walking through each line of numbers. Information from the Route Base Information (RBI) Maintenance window on the Route and Unit Maintenance tab of the Supervisor Workbench is also used in determining the resulting numbers on this report.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1



150%

Total:11

100%

11 of 11

Report

RESTRICTED INFORMATION

led	Office Workload & Projected Leave Time					Street Workload & Projected Return Time				
Plats	Proj Offic	Aux Prov(+)	Misc Offic	Proj Leave	Leave Time	Base Stree	Aux Prov(+)	Misc Siree	Proj Retur	Retur n
	1:27	0:00	0:00	8:46 AM	-0:35	5:40	0:00	0:00	2:56 PM	-0:35
	1:26	0:00	0:00	8:46 AM	-0:27	5:54	0:00	0:00	3:16 PM	-0:26
	1:21	0:00	0:00	8:40 AM	-0:37	5:57	0:00	0:00	3:07 PM	-0:42
	1:23	0:00	0:00	8:43 AM	-0:20	6:02	0:00	0:00	3:15 PM	-0:20
	1:32	0:00	0:00	8:52 AM	-0:15	5:59	0:00	0:00	3:21 PM	-0:15
	1:30	0:00	0:00	8:49 AM	-1:38	5:34	0:00	0:00	2:53 PM	-0:56
	1:30	0:00	0:00	8:49 AM	0:01	5:41	0:00	0:00	3:00 PM	0:01
	1:15	0:00	0:00	8:34 AM	-0:22	6:06	0:00	0:00	3:10 PM	-0:22

Delivery Operations Information System (DOIS)

- Calculation Example
- Scheduled Start (RBI): 7:30AM
- PM Office Time (RBI): 0:10 Minutes
- End Tour – Return Time
- The carrier on Route 001 starts his day at 7:30AM, and has 1:27 projected in the office. That would give him a leave time of 8:57, but since he has 0:10 of PM Office, his projected leave is 8:46 (0:01 lost to rounding). Base Street hours are listed at 5:40, so after leaving at 8:46, he should return at 2:26PM. A 0:30 lunch is “invisibly” incorporated, to produce the 2:56PM projected return time listed.
- *Note:* If any Full Coverage Factor time is included in RBI for this unit, credit would be given and added on the street under the Misc Street column, and incorporated into the Proj Return time.
- Leave/Return Variances are calculated by comparing the projected times on the report, and the scheduled leave and return times in the RBI schedule window. If the supervisor is concerned with the accuracy of these variance numbers, the RBI scheduled times should be examined for discrepancies.

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File Application Options Window Help

Workload Status

Routes | Other

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21007	MCBRIDE, W L	-1:06
21008	DEAN, W A	-1:23
21009	MCGINN, H R	-1:17
21010	DAVIS, J P	-1:03
21011	TERVEER, B E	-0:48
21012	ALVAREZ, L L	-0:52

Total Est. Overtime: **0:00**

Total Est. Undertime: **12:43**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Mail Volumes and Work Hours

Capture Mail Volumes - Manual

Capture Mail Volumes - DCD

Daily Timekeeping Load

Workload Management

Create Vacancy - 3971

Regular/City Route Details

Miscellaneous Route Details

Create Vacancy - 3971
_ ×

Carrier Name: ALVAREZ, L L - 7706

Vacancy Type: NON-SCHEDULED

Full Day
 Partial Day

Date From: To: 04/30/2004

Clocking Discrepancy Report

Change Start Time

Current User: RODGER CONFORTI

Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit

Delivery Operations Information System (DOIS)

From the Supervisor Work Bench the delivery unit supervisor can input 3971's for any carrier assigned to the Delivery Unit.

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File Application Options Window Help

Workload Status

Routes | Other

Route List/Status		
Route	Carrier	+/-
02006	SCHOLLE, G L	1:19
02007	NORTON, L L	0:10
02008	VIGIL, S A	2:29
02009	LINTNER, S M	4:04
02010	LENNON, A L	-0:27
02011	NUGENT JR, D J	1:49
02012	MICKOW, P J	0:34
02013	MORAN, I W	0:21
02014	BERGREN, P C	1:59
02015	MICKOW, L J	0:11
02016	TURNER, W L	3:27
02017	WILDE, S J	1:43
02018	BRITTON, K C	1:03
02019	TORRES, S A	3:23

Total Est. Overtime: **30:59**

Total Est. Undertime: **0:37**

Route Vacancies			
Route	Hours	Planned	Type

Regular/City Route Details

Route: Total Earned Hrs: 10:22

Office:

Street Schedule Information

Base Street Hrs: 04:54 Proj. Leave: 12:17 PM Proj. Return: 05:09 PM

Carrier: NUGENT JR, D J

Street Pivot/Auxiliary Assistance

Pivot Options: Section/Duration Bus/Res Manual


Street Pivot/Auxiliary Assistance Sections					
	Assigned To Carrier	Duration	Start Time	End Time	First Address
▶	KRUSCHEL, M A	00:33	02:14 PM	02:47 PM	600 LAKE PLUMLEIGH WAY

Total Assistance: 00:33

Current User: RODGER CONFORTI

Current Unit: ALGONQUIN, MAIN POST OFFICE, 6010201

Change Delivery Unit



Delivery Operations Information System (DOIS)

Pivot Options Window

This window is used to determine the method of pivoting used on the Street Pivoting window.

The choices include:

- Section/Duration
- Bus/Res
- Manually

Section/Duration - Street Pivoting Window

The Section/Duration mode allows you to create pivot sections of approximately equal length based on a duration of time you choose or you can enter the number of sections desired and the application will determine the length of each section.

Delivery Type - Street Pivoting Window

The Delivery Type mode allows you to create pivot sections based on type. You can specify the classification type, either Business, Residential, or Mixed.

Manual - Street Pivoting Window

The Manual mode allows you to manually create a pivot section. This is completed by selecting a number of pivot plan logical groups and applying the group function.

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Regular/City Route Details

Routes | **Street Pivoting**

Route: 02011 Pivot Sections: 2 Section Duration: 1:00

Pivot Sections						
Assign to Carrier	Start	End	Dur	First Address	Last Address	
▶	10:00	11:05	01:05	1450 E ALGONQUIN RC	2100 E ALGONQUIN RD	
	11:05	12:19	01:14	2050 E ALGONQUIN RC	390 QUARRY LN	
	12:19	01:30	01:11	370 WINDING CANYON	601 LAKE CORNISH WAY	
	01:30	02:14	00:45	591 LAKE CORNISH WA	590 LAKE PLUMLEIGH W	

Return: 05:09 PM

Address
VAY

Total Est. Overtime: **30:59**


Total Est. Undertime: **0:37**

Route Vacancies			
Route	Hours	Planned	Type

Total Assistance: 00:33

Current User: RODGER CONFORTI
Current Unit: ALGONQUIN, MAIN POST OFFICE, 6010201

Change Delivery Unit



Delivery Operations Information System (DOIS)

 Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Routes | Other

Route List/Status		
Route	Carrier	+/-
04001	VLCEK, E C	-1:01
04014	BUCCELLI, J M	-1:20
04017	LINGAO, F P	-1:08
04019	MALIBER, J M	-0:50

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Mail Volumes and Work Hours

Capture Mail Volumes - Manual

Capture Mail Volumes - DCD

Workload Management

Create Vacancy - 3971

Regular/City Route Details

Clocking Discrepancies

Service Date: 04/29/2004 Display

Clocking Discrepancies						
Employee Name	Time	Description	LDC	TACS Route	Discrepancy Reason	
ADAMS, S M	08:01	Indeterminable Route	21	004104	Clockring Error	
ISAACSON, R L	15:37	Unscheduled Street Assignment	22	004089	Clockring Error	
KIEFER, P J	10:19	Unscheduled Miscellaneous Assignment	27	004235	Clockring Error	
ROBINZINE, D M	14:19	Indeterminable Route	21	000000	Clockring Error	
ROBINZINE, D M	16:15	Indeterminable Route	21	000000	Clockring Error	
ROBINZINE, D M	16:34	Unscheduled Miscellaneous Assignment	27	004225	Clockring Error	
SINGH, I	16:30	Unscheduled Miscellaneous Assignment	27	004226	Clockring Error	
WILSON, E A	07:16	Unscheduled Office Assignment	21	004085	Clockring Error	

Help Edit Reason Close

Change Delivery Unit



Delivery Operations Information System (DOIS)

The Clockring Discrepancy Report shows invalid carrier moves from the previous day. The clockrings are then corrected in TACS and downloaded into DOIS every fifteen minutes.

Delivery Operations Information System (DOIS)

A Volume Report is available to show the previous days Volume for each Route in the Delivery Unit

Volume Report

RESTRICTED INFORMATION

Delivery Unit:
Service Date:
Service Week 31
FY: 2004

Route	AM					DPS Letter	AM Curtailed				Total Canceled Letters	Total Canceled Flats	Sequence Mail			Total Vol Deliv	PM							
	Letters		Flats		Total		Letters		Flats				Total Canceled Letters	Total Canceled Flats	Avail		Curball	Deliv	Letters			Flats		
	Prior PM Canceled	AM Avail	Prior PM Canceled	AM Avail	AM Avail Total		Delayed	Uncomm	Delayed	Uncomm									PM Receive	PM Curball	PM Canceled	PM Receive	PM Curball	PM Canceled
21001	0	205	0	448	653	1,092	0	0	0	0	205	448	1	0	549	2,289	0	0	0	0	0	0		
21002	0	258	0	522	570	828	0	0	0	0	258	522	1	0	432	1,828	0	0	0	0	0	0		
21003	0	302	0	542	844	1,146	0	0	0	112	302	427	1	0	499	2,059	0	0	0	0	0	0		
21005	0	130	0	479	609	839	0	0	0	0	130	479	1	0	609	2,324	0	0	0	0	0	0		
21006	0	322	0	584	906	1,228	0	0	0	0	322	584	1	0	595	2,723	0	0	0	0	0	0		
21007	0	232	0	453	751	1,033	0	0	0	0	232	453	1	0	591	2,914	0	0	0	0	0	0		
21008	0	842	0	474	1,316	1,810	0	0	0	0	842	474	2	459	459	2,549	0	0	0	0	0	0		
21009	0	128	0	420	548	1,408	0	0	0	0	128	420	1	0	752	2,754	0	0	0	0	0	0		
21010	0	247	0	755	1,002	1,002	0	0	0	53	247	697	1	0	489	2,497	0	0	0	0	0	0		
21011	0	237	0	425	662	899	0	0	0	0	237	425	1	0	662	2,940	0	0	0	0	0	0		
21012	0	442	0	431	873	915	0	0	0	0	442	431	1	0	293	2,204	0	0	0	0	0	0		
Unit Totals	0	3,250	0	3,428	3,778	11,531	0	0	0	172	3,250	3,259	12	459	3,721	29,905	0	0	0	0	0	0		

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1



70%

Total:33

100%

33 of 33

Route/ Carrier Daily Performance/Analysis Report

Delivery Unit: 0357001
Service Date: 01/31/2002
AP - Week: 06 - 1

RESTRICTED INFORMATION

Carrier Type				Mail Volumes						AM Office Assignments						Street Assignments						PM Office			Total Hours				
L: LAM RE REG TE TE C: CAS T: T-G RT: RTM				Cased		Delivered				Office Hours			Leave Time			Street Hours			Return Time										
Rtc	Carrier Name/Type	Assgn		Ltr	Ft	DPS	Seq	Total	PP	Proj	Act	Var	Proj	Act	Var	Proj	Act	Var	Proj	Act	Var	F/PM	Act	Var	Proj	Act	Var	OT	
XXXX										0:00	0:23	0:23				0:00	6:16	6:16				0:00	0:23	0:23	0:00	7:02	7:02		
	BROOKS, E A	T	unknown							0:00	0:00	0:00				0:00	6:16	6:16				0:00	0:00	0:00	0:00	6:16	6:16		
	BORRAYO, C C	C	unknown							0:00	0:23	0:23				0:00	0:00	0:00				0:00	0:00	0:00	0:00	0:23	0:23		
70001				357	288	1,177		1,822	10	1:23	1:38	0:15	08:52	09:08	0:16	5:40	6:50	1:10				0:10	0:10	0:01	7:13	8:48	1:35	0:48	
	STOCK, A C	R	primary							1:23	1:38	0:15	08:52	09:08	0:16	5:40	6:50	1:10	15:02	16:37	1:35		0:10	0:10	7:13	8:48	1:35	0:48	
70002				260	403	1,737		2,400	10	1:31	2:01	0:30				5:54	7:00	1:05				0:10	0:13	0:03	7:35	9:23	1:48	1:23	
	GABORIAULT, R P	R	primary							1:31	2:01	0:30	09:00	09:31	0:31	5:54	7:00	1:05	15:24	17:10	1:46		0:13		7:35	9:23	1:48	1:23	
70003				203	345	1,367		2,005	10	1:22	2:10	0:40				5:57	6:47	0:50				0:10	0:14	0:05	7:28	9:11	1:43	1:11	
	ROBERGE, R A	R	primary							1:22	2:10	0:40	08:51	09:40	0:40	5:57	6:47	0:50	15:18	16:56	1:38		0:14		7:28	9:11	1:43	1:11	
70004				106	288	1,187		1,671	11	1:18	1:25	0:06				6:02	0:00	-0:02				0:10	0:10	0:10	7:30	1:44	-0:46		
	BROOKS, E A	T	primary							1:18	1:25	0:06	08:47	08:54	0:07	6:02	0:00	-0:02	15:20	15:40	0:20		0:10	0:10	7:30	1:44	-0:46		
70005				324	288	1,337		1,940	6	1:20	2:17	0:57				5:50	5:38	-0:21				0:10	0:30	0:20	7:20	8:25	0:56	0:25	
	MOFFETT, J D	R	primary							1:20	2:17	0:57	08:50	09:47	0:57	5:50	5:38	-0:21	15:10	15:55	0:36		0:30		7:20	8:25	0:56	0:25	
70006				321	288	1,321		1,930	5	1:24	2:04	0:40				5:34	5:30	-0:04				0:10	0:26	0:16	7:08	8:00	0:52		
	CASSADY, S W	F	primary							1:24	2:04	0:40	08:53	09:34	0:41	5:34	5:30	-0:04	14:57	15:34	0:37		0:26		7:08	8:00	0:52		
70007				322	250	1,560		2,150	5	1:22	1:54	0:32				5:41	6:02	0:21				0:10	0:16	0:06	7:13	8:12	0:50	0:12	
	BEAULIEU, R J	F	primary							1:22	1:54	0:32	08:51	09:24	0:33	5:41	6:02	0:21	16:02	11:50	-4:03		0:16		7:13	8:12	0:50	0:12	
70008				164	316	1,281		1,751	15	1:17	1:43	0:25				6:06	6:10	0:04				0:10	0:07	-0:02	7:33	8:00	0:27		
	ROSS, D L	F	primary							1:17	1:43	0:25	08:46	08:54	0:08	6:06	6:10	0:04	15:23	15:34	0:11		0:07		7:33	8:00	0:27		
70010				188	374	1,330		1,901	9	1:25	0:11	7:46				6:04	0:00	-0:04				0:10	0:01	-0:00	7:38	0:11	1:34		
	BORRAYO, C C	C	primary							1:25	0:11	7:46	08:54		-8:54	6:04	0:00	-0:04	15:27		15:27		0:01	0:01	-0:00	7:38	0:11	1:34	
70011				214	316	1,402		2,022	10	1:25	2:14	0:40				6:18	6:16	-0:02				0:10	0:14	0:04	7:53	8:44	0:51		
	POIRIER, D A	F	primary							1:25	2:14	0:40	08:54	09:36	0:42	6:18	6:16	-0:02	15:42	16:21	0:30		0:14		7:53	8:44	0:51	0:44	
	Totals			2,620	3,165	13,807	0	19,601	100	13:47	27:01	13:13				59:16	56:47	-2:28				1:38	2:30		74:30	86:40	12:01	4:43	

Delivery Operations Information System (DOIS)

- **Route Carrier Daily Performance Report**
- This report, which is similar to PS Form 3997, provides delivery unit supervisors with projected and actual hours for the routes in the delivery unit. The projected hours come from the assignments that the delivery unit supervisor makes in DOIS each day. The actual hours come from the clockrings that carriers make at the EBR and any clockring corrections made by the delivery unit supervisor in TACS. The report can be viewed for the previous service day once the clockrings have been loaded into DOIS. The delivery unit supervisors can use the variance columns, which are the difference between the projected and actual hours, to evaluate performance by each carrier.
- This report is available to users for several weeks back from the current service day, by simply scrolling the spinner box back to the desired date.
- It should be noted that actual hours should be verified for data on Saturdays, as corrections can no longer be made after Saturday's close of service week activities.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1 127% Total:33 100% 33 of 33

AM Office Assignments						Street Assignments						PM Office			Total Hours			
Office Hours			Leave Time			Street Hours			Return Time			F/PM	Act	Var	Proj	Act	Var	OT
Proj	Act	Var	Proj	Act	Var	Proj	Act	Var	Proj	Act	Var							
0:00	0:23	0:23				0:00	6:16	6:16				0:00	0:23	0:23	0:00	7:02	7:02	
0:00	0:00	0:00				0:00	6:16	6:16					0:00		0:00	6:16	6:16	
0:00	0:23	0:23				0:00	0:00	0:00					0:00		0:00	0:23	0:23	
1:23	1:38	0:15				5:40	6:59	1:19				0:10	0:10	0:01	7:13	8:48	1:35	0:48
1:23	1:38	0:15	08:52	09:08	0:16	5:40	6:59	1:19	15:02	16:37	1:35		0:10		7:13	8:48	1:35	0:48
1:31	2:01	0:30				5:54	7:09	1:15				0:10	0:13	0:03	7:35	9:23	1:48	1:23
1:31	2:01	0:30	09:00	09:31	0:31	5:54	7:09	1:15	15:24	17:10	1:46		0:13		7:35	9:23	1:48	1:23
1:22	2:10	0:49				5:57	6:47	0:50				0:10	0:14	0:05	7:28	9:11	1:43	1:11
1:22	2:10	0:49	08:51	09:40	0:49	5:57	6:47	0:50	15:18	16:56	1:38		0:14		7:28	9:11	1:43	1:11
1:18	1:25	0:06				6:02	0:00	-6:02				0:10	0:19	0:10	7:30	1:44	-5:46	
1:18	1:25	0:06	08:47	08:54	0:07	6:02	0:00	-6:02	15:20	15:40	0:20		0:19		7:30	1:44	-5:46	
1:20	2:17	0:57				5:59	5:38	-0:21				0:10	0:30	0:20	7:29	8:25	0:56	0:25
1:20	2:17	0:57	08:50	09:47	0:57	5:59	5:38	-0:21	15:19	15:55	0:36		0:30		7:29	8:25	0:56	0:25
1:24	2:04	0:40				5:34	5:30	-0:04				0:10	0:26	0:16	7:08	8:00	0:52	
1:24	2:04	0:40	08:53	09:34	0:41	5:34	5:30	-0:04	14:57	15:34	0:37		0:26		7:08	8:00	0:52	

Delivery Operations Information System (DOIS)

- Calculation Example
- If we look at the numbers circled on the report, we see that 1:23 was projected for Office, while the carrier clocked 1:38. This produces a variance of 0:15; the carrier took 15 minutes more than DOIS projected based on the current day's volumes, and the carrier's demonstrated performance on that route.
- If we look at the street portion, 5:40 was projected while the carrier clocked 6:59. Again, the carrier was over the projection that DOIS made available to the supervisor, based on the RBI data (Base Street) for the given route.
- The overall hours show the carrier as being 1:35 over the DOIS projections, and having 8:48 total time clocked.
- *Note:* Please remember that DOIS is a tool built for supervisors to support and help their decision-making – the final decision on work assignments is **ALWAYS** made by the delivery unit supervisor.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1+



100%

Total:6

100%

6 of 6

UNIT DAILY PERFORMANCE REPORT

Delivery Unit: 0357001
 Service Week Begin: 01/26/2002
 Service Week End: 02/01/2002
 AP - Week: 06 1

RESTRICTED INFORMATION

Day	Mail Volumes		Work Hour Analysis					LDC21 & LDC22		Productivity Analysis		PD's	
	Cased	Delivered	Type	Proj	Act	Var	%Var	Total	Office		Budget	Actual	% Var
Saturday 01/26/2002	Ltr	5,180	Office - LDC21	16:11	22:29	6:18	38.95	Proj Hrs	75:27	DEI	226.81	Budget	0
	Fit	2,387	Street - LDC22	59:16	59:08	-0:07	-0.20	Act Hrs	81:38	PPH	336.46	Actual	5,101
	Total	7,567	Oth City Del - LDC23	0:00	0:00			Bud Hrs	0:00	Street		% Var	0.00
			SD/Clerk - LDC24	0:00	0:00			Total Var	6:11	MPD	0.70		
	Delayed	0	Carr Cust Support - LDC26	0:00	0:00			Budget Var	81:38	SEI	86.25		
	Curtailed	0	Collection - LDC27	0:00	0:00			OT Hrs	9:02	Total			
			City Carr/Text Dist - LDC28	0:00	0:00			Sick Leave	16:00	TEI	62.49		
	Rural Vol		Rtr Ofc - LDC29	0:00	0:00					WEI	-0.08		
			Training - LDC92	0:00	0:00					OT %	11.07		
			Total		81:38					S/L %	19.60		
Sunday 01/27/2002	Ltr	0	Office - LDC21	0:00	0:00	0:00	0.00	Total		Office		Budget	0
	Fit	0	Street - LDC22	0:00	0:00	0:00	0.00	Proj Hrs	0:00	DEI	0.00	Actual	0
	Total	0	Oth City Del - LDC23	0:00	0:00	0:00	0.00	Act Hrs	0:00	PPH	0.00	% Var	0.00
			SD/Clerk - LDC24	0:00	0:00			Bud Hrs	0:00	Street			
	Delayed	0	Carr Cust Support - LDC26	0:00	0:00			Total Var	0:00	MPD	0.00		
	Curtailed	0	Collection - LDC27	0:00	0:00			Budget Var	0:00	SEI	0.00		
			City Carr/Text Dist - LDC28	0:00	0:00			OT Hrs	0:00	Total			
	Rural Vol		Rtr Ofc - LDC29	0:00	0:00			Sick Leave	0:00	TEI	0.00		
			Training - LDC92	0:00	0:00					WEI	0.00		
			Total		0:00					OT %	0.00		
									S/L %	0.00			

Delivery Operations Information System (DOIS)

- **Unit Daily Performance Report**
- This report offers a view of the unit as a total, in terms of mail volumes cased, curtailed, and delivered. It also offers a picture of the workhours projected and used for the various LDCs, for a given day in a service week, and as a summary for the entire week. Actual hours clocked;
- Variance between actual hours and the projected hours;
- Total mail volumes for the service day;
- Various performance analysis indicators listed in the Productivity Analysis column.

Delivery Operations Information System (DOIS)

Workhour Workload Report for one route from 4/15/04 to 04/29/04

Workhour Workload Report (by Route)

RESTRICTED INFORMATION

Delivery Unit: 6102101
 Date Range: 04/15/2004 - 04/29/2004
 Route: 21001
 Regular Carrier: HELFRICH, R J

Date	Carrier	Office Time										Street Time					Total Time				Volumes					
		Ad AM	AM Assl	Pro AM	AM Var	Ad PM	PM Assl	Pro PM	PM Var	O EI	Ad Str	Str Assl	Pro Str	Str Var	SEI	Ad Total	Pro Total	Total I	TEI	Total Cased Lr	Total Cased Fill	DPS	Seq	PP	Total Blvd Pcs	
04/15	HELFRICH, R J	1:57	0:00	1:30	0:27	0:06	0:00	0:05	0:01	270.24	5:14	0:00	5:38	-0:24	105.72	7:17	7:13	0:04	75.99	202	374	1,418		6	1,994	
04/16	HELFRICH, R J	2:04	0:00	2:01	0:03	0:17	0:00	0:05	0:13	235.74	5:03	0:00	5:38	-0:35	109.70	7:24	7:44	-0:20	74.95	153	665	1,425		5	2,243	
04/17	HELFRICH, R J	1:40	0:00	1:37	0:03	0:14	0:00	0:05	0:09	291.57	5:31	0:00	5:38	-0:07	100.36	7:25	7:20	0:05	74.66	200	438	1,338		3	1,976	
04/19	DOBISH, M J	2:23	8:00	3:03	7:20	0:10	0:00	0:05	0:05	52.51	5:16	0:00	5:38	-0:22	105.12	15:49	8:46	7:03	35.01	311	507	1,664		12	2,882	
04/20	HELFRICH, R J	2:11	0:00	2:04	0:07	0:14	0:00	0:05	0:10	227.98	5:14	0:00	5:38	-0:24	105.72	7:40	7:47	-0:07	72.22	195	673	1,783		9	2,651	
04/21	HELFRICH, R J	2:00	0:00	1:41	0:19	0:14	0:00	0:05	0:09	248.43	5:05	0:00	5:38	-0:33	109.05	7:19	7:24	-0:05	75.78	209	462	1,358		10	2,029	
04/22	LEHMAN, B C	1:43	0:00	1:43	0:00	0:03	0:00	0:05	-0:02	314.77	5:37	0:00	5:38	-0:01	98.75	7:22	7:25	-0:03	75.16	192	387	1,847		9	2,426	
04/23	HELFRICH, R J	1:46	0:00	1:58	-0:12	0:04	0:00	0:05	-0:01	301.08	3:52	1:09	5:38	-0:37	110.35	6:52	7:41	-0:49	80.75	268	580	1,611		5	2,459	
04/24	HELFRICH, R J	1:58	0:00	1:40	0:18	0:19	0:00	0:05	0:14	242.58	4:24	0:47	5:38	-0:27	105.74	7:28	7:23	0:05	74.16	190	483	1,769		8	2,402	
04/25	HELFRICH, R J	2:29	0:00	2:07	0:22	0:12	0:00	0:05	0:07	206.31	5:26	0:00	5:38	-0:12	102.20	8:07	7:50	0:17	68.34	308	642	2,299		14	3,219	
04/27	HELFRICH, R J	2:12	0:00	2:29	-0:17	0:11	0:00	0:05	0:06	233.19	5:32	0:00	5:54	-0:22	100.36	7:56	8:28	-0:33	70.16	764	598	1,086	543	8	2,991	
04/28	HELFRICH, R J	1:38	0:00	1:39	0:00	0:08	0:00	0:05	0:04	311.79	5:50	0:00	5:54	-0:04	95.19	7:37	7:38	-0:01	72.90	205	446	1,086	543	19	2,289	
04/29	HELFRICH, R J	1:58	0:00	1:51	0:06	0:13	0:00	0:05	0:08	254.58	5:39	0:00	5:38	0:01	98.23	7:50	7:34	0:16	70.88	263	528	1,545		7	2,336	

Reg / Repl Averages and Totals	Office Time										Street Time					Total Time				Volumes					
	Ad AM	AM Assl	Pro AM	AM Var	Ad PM	PM Assl	Pro PM	PM Var	O EI	Ad Str	Str Assl	Pro Str	Str Var	SEI	Ad Total	Pro Total	Total Var	TEI	Total Cased Lr	Total Cased Fill	DPS	Seq	PP	Total Blvd Pcs	
Regular Averages	1:59	0:00	1:52	0:07	0:12	0:00	0:05	0:07	252.52	5:10	0:11	5:41	-0:20	103.74	7:32	7:38	-0:06	73.57	265	535	1,518	99	9	2,417	
Repl Averages	2:03	4:00	2:23	3:40	0:07	0:00	0:05	0:02	50.01	5:26	0:00	5:38	-0:12	101.84	11:36	8:06	3:30	47.78	252	647	1,756	0	10	2,654	
Regular Totals	21:53	0:00	20:37	1:16	2:13	0:00	0:53	1:20		56:50	1:56	62:31	-3:44		82:53	84:01	-1:07		2,917	5,289	16,697	1,086	94	26,589	
Repl Totals	4:05	8:00	4:46	7:20	0:13	0:00	0:10	0:04		10:53	0:00	11:16	-0:23		23:11	16:11	7:00		503	1,294	3,511	0	21	5,308	
Route Totals	25:58	8:00	25:23	8:36	2:26	0:00	1:02	1:24		67:43	1:56	73:47	-4:07		106:05	100:12	5:53		3,420	7,183	20,208	1,086	115	31,897	

Base Information														Fixed Office Time										
Office	2:33	AM Lbs	568	PM Lbs	0	Base % to Std	83	Base Parcels	12	Dly Begs	07:00	Dly Returns	15:36	Sat Begs	07:00	Sat Returns	15:36							Fixed Office Time
Street	5:38	AM Fts	755	PM Fts	0	DPS %	75	Base Rtr Hours	0:00	Dly Lease	09:28	Dly End	15:41	Sat Lease	09:28	Sat End	15:41							0:40

Delivery Operations Information System (DOIS)

- **Managed Service Points in DOIS**
- **MSP Base Information**
- **Daily MSP Reports Available in DOIS**
 - **Daily Missed Scan Report**
 - **MSP Overview Report**
 - **Daily MSP Carrier Report**
 - **Daily MSP Route Report**

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

MSP Base Information Maintenance

Route Number:

Managed Service Points						
Type	Address	Label Location	Sched Time	Sched Interval	Saturday Non-Delivery	
▶ Hot Case		Hot Case	9:22 AM	0:00	N	
Depart to Route		Out Door	9:22 AM	0:00	N	
First Delivery	8601 S KOMENSKY AVE	Box Lid	10:51 AM	1:29	N	
Address	8558 S KOMENSKY AVE	Box Lid	11:04 AM	0:13	N	
Address	8558 S KARLOV AVE	Box Lid	11:58 AM	0:54	N	
Address	8600 S KEDVALE AVE	Box Lid	1:26 PM	1:29	N	
Address	8558 S KEELER AVE	Box Lid	2:16 PM	0:50	N	
Address	8601 S KEELER AVE	Box Lid	2:38 PM	0:22	N	
Address	8557 S TRIPP AVE	Box Lid	2:39 PM	8:01	N	
Address	8556 S TRIPP AVE	Box Lid	3:02 PM	0:23	N	
Last Delivery	8559 S KILDARE AVE	Box Lid	3:55 PM	0:53	N	
Return to Office		In Door	3:25 PM	-0:29	N	

RESTRICTED INFORMATION

Start | Dvc Applications | Delivery Operations Infor... | 8:57 AM

Delivery Operations Information System (DOIS)

- **MSP Base Information Maintenance**
 - **The MSP Base Information Maintenance window is used to view the base information associated with the MSPs that exist on a given route. Information includes the Type, Address, Location, Scheduled Time, Scheduled Interval, and Saturday Non-Delivery Indicator. The window is also used to add, edit or delete MSPs for the route selected**
 - **Notice that the scheduled Hot Case and Depart to route are the same and there is a negative number for the scheduled interval from last delivery and return to office.**
- DOIS uses the data from the carrier's schedule, the most current full 3999 times and the current pivot plan.**

Delivery Operations Information System (DOIS)

- **MSP Base Information Maintenance cont'd.**
- **When ever there is a change in the route due to a route adjustment or a change in the carriers delivery pattern a new 3999 must be completed. After the new 3999 time is established a new pivot plan must be created in DOIS.**
- **Changes in carriers starting times will also effect MSP times. If new starting times are put into place the carriers daily schedule in DOIS must be updated.**

Delivery Operations Information System (DOIS)

DOIS Preview Report Window

1 of 1

75%

Total: 14

100%

14 of 14

Daily Missed Scan Report

RESTRICTED INFORMATION

Delivery Unit: 6010401
 Service Date: 11/26/2003
 Service Week: 9

Route	Assigned Carrier	Office Scans			Street Scans		
		Possible Scans	Missed Scans	Scan Percentage	Possible Scans	Missed Scans	Scan Percentage
D4001	WHITE, M S	3	0	100	9	0	100
D4002	GONZALEZ, J A	3	0	100	9	0	100
D4003	BEAN, V A	3	2	33	7	0	100
D4004	JACKSON, R	3	0	100	9	4	56
D4005	ALLEN, A L	3	0	100	9	1	89
D4007	GRIGGS, J A	3	0	100	9	2	78
D4008	MULTIPLE	3	3	0	7	6	14
D4009	CRAMER, C J	3	0	100	8	0	100
D4010	LINDSEY, J T	3	1	67	9	0	100
D4011	JEFFRIES, N	3	0	100	9	0	100
D4012	HEGARTY, E M	3	0	100	9	0	100
D4013	WHEAT, C D	3	0	100	7	6	14
D4016	GILIO, J A	3	0	100	5	0	100
TOTALS		39	6	85	106	19	82

Start



Delivery Operations Infor...

DOIS Preview Report ...



9:08 AM

Delivery Operations Information System (DOIS)

- The Daily Missed scan report shows the number of MSP Scans possible. Missed, and the percentage of scans made for the date(s) chosen.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1+



70%

Total:158

100%

158 of 158

MSP Carrier Report

RESTRICTED INFORMATION

Delivery Unit: 6010401
 Service Date: 11/26/2003
 Service Week: 9

Carrier	Route	Type	Address	Scan Time				Interval			Keyed
				Adj Sched	Sched	Act	Var to Sched	Adj Sched	Act	Var to Adj Sched	
ALLEN, A L	04005	HotCase		8:38	8:32	9:11	0:40				
	04005	Depart to Route		8:46	8:39	9:33	0:54	0:07	0:22	0:14	Y
	04005	First Delivery	3101 JACKSON ST	9:26	9:20	13:16	3:56	0:40	1:16	0:35	
	04005	Address	1100 RICE AVE	13:14	12:04	12:00	-0:04	3:48	0:06	-3:42	
	04005	Address	1001 RICE AVE	13:34	12:24	11:54	-0:30	0:20	0:16	-0:05	
	04005	Address	1004 LINDEN AVE	14:09	12:59	11:38	-1:20	0:35	0:25	-0:10	
	04005	Address	1101 LINDEN AVE	14:28	13:18	11:02	-2:16	0:19	0:22	0:03	
	04005	Address	1100 LINDEN AVE	14:50	13:40	11:14	-2:26	0:22	0:12	-0:10	
	04005	Address	1134 BOHLAND AVE	15:05	13:55	10:40	-3:15	0:15	0:56	0:41	
	04005	Address	1004 BOHLAND AVE	15:37	14:27			0:32			
	04005	Last Delivery	3616 JACKSON ST	15:41	14:31	9:43	-4:48	0:04	0:10	0:05	
	04005	Return to Office		16:18	15:38	15:51	0:13	0:37	2:35	1:58	
BEAN, V A	04003	HotCase		9:20	9:00	9:05	0:05				
	04003	Depart to Route		9:28	9:08			0:08			
	04003	First Delivery	1100 22ND AVE	10:17	9:57	11:56	1:59	0:49	0:25	-0:24	
	04003	Address	940 22ND AVE	11:05	10:46	11:31	0:45	0:49	2:26	1:37	
	04003	Address	1101 23RD AVE	12:01	11:41	12:22	0:41	0:55	0:26	-0:29	
	04003	Address	921 25TH AVE	13:05	12:45	12:55	0:10	1:04	0:34	-0:31	

Delivery Operations Information System (DOIS)

- **MSP Carrier Report**

- This report assists supervisors to evaluate time of day delivery and street performance at the carrier level for a single service date. The MSP Carrier Report allows supervisors to compare scheduled information to actual performance data for every scan point assigned to or scanned by the selected carrier(s). The following fields are displayed on the report: Carrier Name, Route Number, MSP Type, Address, Scan Time (Adjusted Scheduled, Scheduled, Actual, and Variance), Interval (Adjusted Scheduled, Actual, and Variance), and Keyed Entry.

The performance data is divided into three (3) groups, Time of Day Delivery, Street Performance, and Keyed Entry. Time of day delivery data includes all scan time information: Adjusted Scheduled, Scheduled, Actual, and Variance. Street performance data includes all interval information: Adjusted Scheduled, Actual, and Variance. Lastly, the Keyed Entry data indicates whether the street scan point was manually entered rather than scanned. The report can be printed for previous service dates.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window



1 of 1+



70%

Total:159

100%

159 of 159

Daily MSP Route Report

RESTRICTED INFORMATION

Delivery Unit: 6010401
 Service Date: 11/26/2003
 Service Week: 9

Route	Type	Address	Carrier	Scan Time			Keyed Entry
				Sched	Act	Var	
04001	HotCase		WHITE, M S	8:51	9:51	1:00	
	Depart to Route		WHITE, M S	9:01	10:16	1:16	
	First Delivery	235 28TH AVE APT 2	WHITE, M S	9:46	12:56	3:11	
	Address	200 28TH AVE APT 1	WHITE, M S	9:53	13:03	3:10	
	Address	201 26TH AVE APT 1N	WHITE, M S	10:26	13:32	3:07	
	Address	2501 SAINT CHARLES RD	WHITE, M S	10:56	14:04	3:07	
	Address	310 25TH AVE APT 1	WHITE, M S	11:09	14:14	3:05	
	Address	2216 SAINT CHARLES RD APT 1	WHITE, M S	12:17	15:53	3:36	
	Address	401 22ND AVE	WHITE, M S	12:50	11:08	-1:43	
	Address	350 23RD AVE APT 1	WHITE, M S	13:22	11:40	-1:43	
	Last Delivery	349 24TH AVE	WHITE, M S	14:06	12:18	-1:48	
	Return to Office		WHITE, M S	14:54	17:34	2:40	
04002	HotCase		GONZALEZ, J A	9:25	9:49	0:23	
	Depart to Route		GONZALEZ, J A	9:31	10:31	1:01	
	First Delivery	2800 KORREL AVE	GONZALEZ, J A	9:32	10:40	1:08	
	Address	646 24TH AVE	GONZALEZ, J A	10:59	11:58	0:58	
	Address	3117 SAINT CHARLES RD	GONZALEZ, J A	11:44	12:43	0:58	
	Address	235 32ND AVE	GONZALEZ, J A	12:26	13:13	0:47	
	Address	219 EASTERN AVE	GONZALEZ, J A	12:29	13:16	0:47	
	Address	220 RICE AVE	GONZALEZ, J A	12:55	13:39	0:44	
	Address	221 RICE AVE	GONZALEZ, J A	13:07	13:49	0:42	
	Address	3721 BUTTERFIELD RD	GONZALEZ, J A	13:52	14:34	0:41	
	Last Delivery	353 BELMWOOD AVE	GONZALEZ, J A	14:50	15:26	0:36	
	Return to Office		GONZALEZ, J A	15:24	15:38	0:14	
04003	HotCase		BEAN, V A	9:00	9:05	0:05	
	Depart to Route		BEAN, V A	9:08			
	First Delivery	1100 22ND AVE	BEAN, V A	9:57	11:56	1:59	
	Address	940 22ND AVE	BEAN, V A	10:46	11:31	0:45	
	Address	1101 23RD AVE	BEAN, V A	11:41	12:22	0:41	

GENERATED BY: BORDER CONSORTIUM

Delivery Operations Information System (DOIS)

■ MSP Route Report

This report assists supervisors to evaluate the time of day delivery performance of a route, or all routes, within a delivery unit. The Route MSP Report compares scheduled information to actual performance data for every scan point on a route. The following eight (8) fields are displayed for every route: Route Number, MSP Type, Carrier Name, Address, Scheduled Scan Time, Actual Scan Time, Scan Time Variance, and a Keyed Entry Indicator. The report can be printed for a selected service date or week.

Delivery Operations Information System (DOIS)

DOIS Preview Report Window

1 of 1

75%

Total: 16

100%

16 of 16

Daily MSP Route Report

RESTRICTED INFORMATION

Delivery Unit: 6013901
 Service Date: 11/25/2003
 Service Week: 9

Route	Type	Address	Carrier	Scan Time			Keyed Entry
				Sched	Act	Var	
39043	HotCase		JIMENEZ, J L	9:09	10:34	1:25	
	Depart to Route		JIMENEZ, J L	9:23	11:14	1:51	
	First Delivery	321 NORTH AVE	JIMENEZ, J L	11:10	11:14	0:05	
	Address	785 NORTH AVE	JIMENEZ, J L	11:51	12:05	0:14	
	Address	265 SHORWOOD DR APT 3B	CATER, KJ	13:55	15:28	1:34	
	Address	267 SHORWOOD DR APT 2D	JIMENEZ, J L	14:00	15:34	1:34	
	Address	252 SHORWOOD DR APT 2D	CATER, KJ	14:23	16:16	1:53	
	Address	234 SHORWOOD DR APT 2D	JIMENEZ, J L	14:52	16:50	1:58	
	Address	1009 GREENBRIAR DR	JIMENEZ, J L	15:28	17:07	1:40	
	Last Delivery	1102 COVENTRY CIR	JIMENEZ, J L	16:44	17:40	0:56	
	Address		CATER, KJ				
	Return to Office		JIMENEZ, J L	15:21	17:02	1:41	

Delivery Operations Information System (DOIS)

- When a supervisor fails to assign a pivot correctly or when a carrier delivers to an MSP point that was not assigned to them in DOIS multiple carriers will show up on the route with the assigned carrier missing the scan point and the carrier scanning the point as having no scheduled time.

Delivery Operations Information System (DOIS)

Daily MSP Route Report

RESTRICTED INFORMATION

Delivery Unit:

Service Date:

Service Week: 31

Route	Type	Address	Carrier	Scan Time			Keyed Entry
				Sched	Act	Var	
01048	HotCase		MURRAY, J D	9:40			
	Depart to Route		MURRAY, J D	9:52			
	First Delivery	1930 RIDGE AVE APT D107	MURRAY, J D	10:04			
	Address	2050 RIDGE AVE APT 1S	MURRAY, J D	11:09	14:02	2:53	
	Address	1100 GARNETT PL APT 2	MURRAY, J D	11:50	16:10	4:20	Y
	Address	1013 GARNETT PL APT 1	MURRAY, J D	12:31	16:52	4:21	Y
	Address	2002 PRATT CT APT 1	MURRAY, J D	13:48	17:04	3:16	
	Address	1325 ROSALIE ST	MURRAY, J D	14:34	14:55	0:21	Y
	Address	1405 CENTRAL ST APT 110	MURRAY, J D	15:17	14:22	-0:55	Y
	Last Delivery	1422 CENTRAL ST	MURRAY, J D	15:59	14:37	-1:22	Y
	Return to Office		MURRAY, J D	16:04			

Delivery Operations Information System (DOIS)

When a carrier manually puts any MSP data into a collection device a Y is placed in the keyed entry column of the Daily MSP Report.

Delivery Operations Information System (DOIS)

Column Name	Functional Description	Calculation
Route	5-digit route number associated with the MSP.	Last 2 digits of route ZIP code + route number
MSP	Indicates the MSP type of the scan point. The six (6) MSP Types are Hot Case, Depart to Route, First Delivery, Additional, Last Delivery and Return to Office.	N/A
Carrier Name	<p>Name of the carrier assigned to the MSP. If the assigned carrier differs from the carrier who actually scanned the MSP, then both carrier names will be displayed.</p> <p><i>NOTE:</i> If the carrier is not stored in DOIS, then 'UNKNOWN' is displayed in place of the carrier name.</p>	Last Name [comma] First Initial [space] Middle Initial
Address	<p>Address of the scan point, if applicable.</p> <p><i>Note:</i> Address is not applicable to the following three (3) MSP Types: Hot Case, Depart to Route, and Return to Office. A blank address is displayed in these instances.</p>	N/A

Delivery Operations Information System (DOIS)

Scheduled Scan Time	Scheduled scan time associated with the MSP.	$\frac{\text{(Duration of Sector Segment from most current 3999)}}{\text{(Number of Delivery Points on the Sector Segment)}} * \text{(Sequence number of delivery point on Sector Segment)}$
Act Scan Time	Time when the carrier scanned the MSP.	N/A
Var	<p>Variance between the actual scan time and the scheduled scan time.</p> <p><i>Note:</i> A positive number denotes that the actual scan time was later than the scheduled scan time; a negative number denotes that the actual scan time was before the scheduled scan time.</p>	Actual Scan Time – Scheduled Scan Time
Keyed Entry	Indicates whether the MSP was manually entered rather than scanned. The letter ‘Y’ in this column represents a keyed entry.	N/A

Delivery Operations Information System (DOIS)

Daily MSP Overview Report

RESTRICTED INFORMATION

Delivery Unit: 6010401
 Service Date: 11/25/2003
 Service Week: 9

Route	Carrier	Act On-Time Scan %	Load Time			Travel To Time			Travel From Time			Total Street Time			Keyed Entry
			Sched	Act	Var	Sched	Act	Var	Sched	Act	Var	Sched	Act	Var	
04001	WHITE, M S	0%	0:10	0:25	0:16	0:45	2:40	1:55	0:48	5:16	4:28	6:03	7:43	1:40	
04002	GONZALEZ, J A	89%	0:05	0:43	0:37	0:01	0:08	0:07	0:34	0:12	-0:22	5:59	5:49	-0:10	
04003	BEAN, V A	86%	0:08			0:49			0:37			6:13			
04004	JACKSON, R	20%	0:10	0:22	0:13	0:12	0:30	0:18	0:38	3:49	3:11	6:38	4:56	-1:41	
04005	ALLEN, A L	25%	0:07	0:22	0:14	0:41	3:43	3:02	1:07	6:08	5:01	7:06	6:40	-0:26	
04007	GRIGGS, J A	0%	0:05	0:00	-0:05	0:23	0:50	0:28	0:32	0:47	0:15	6:08	6:09	0:01	
04008	MULTIPLE	0%	0:09			2:07			0:36			6:19			
04009	CRAMER, C J	100%	0:11	0:24	0:13	0:11	0:23	0:11	1:20	0:48	-0:32	6:32	6:28	-0:04	
04010	LINDSEY JR, J T	22%	0:14			0:04	0:07	0:02	0:36	1:28	0:52	6:14			
04011	JEFFRIES, N	56%	0:09	1:04	0:55	0:11	0:47	0:36	0:21	1:36	1:15	6:12	8:25	2:13	
04012	HIGARTY, E M	100%	0:19	0:25	0:07	0:09	0:13	0:04	0:17	0:16	-0:02	6:33	5:51	-0:42	
04013	WHEAT, C D	100%	0:11	0:00	-0:11	0:23	1:14	0:50	0:07			6:07	9:41	3:34	
04016	GILIO, J A	100%	0:14	0:02	-0:11	2:10	1:47	-0:23	0:09	0:15	0:06	5:46	5:18	-0:28	
Totals		54%	2:11	3:47	1:35	8:07	12:22	4:16	7:43	20:34	12:52	81:50	67:00	-14:50	

Delivery Operations Information System (DOIS)

Column Name	Functional Description	Calculation
Route	5-digit route number associated with the MSP.	Last 2 digits of route ZIP code + route number
Carrier Name	Name of the carrier that scanned the MSPs on the route. NOTE: If the carrier is not stored in DOIS, then 'UNKNOWN' is displayed in place of the carrier name. If multiple carriers scanned MSPs on one route, then 'MULTIPLE' is displayed.	Last Name [comma] First Initial [space] Middle Initial
Act On-Time Scan %	The percentage of MSPs with actual scan times that fall within the threshold range of scheduled scan times.	$\left(\frac{\text{Number of street scan points in the route with actual scan times within threshold range of scheduled scan times}}{\text{Total number of street scan points in the route}} \right) * 100\%$
Sched Load Time	Time between the Depart to Route and the Hotcase scheduled scan times.	Depart to Route scheduled scan time – Hotcase scheduled scan time
Act Load Time	Time between the Depart to Route and the Hotcase actual scan times.	Depart to Route actual scan time – Hotcase actual scan time
Load Time Var	Variance between the Actual Load Time and the Scheduled Load Time.	Actual Load Time – Scheduled Load Time

Delivery Operations Information System (DOIS)

Sched Travel To Time	Time between the First Delivery and the Depart to Route scheduled scan times.	First Delivery scheduled scan time – Depart to Route scheduled scan time
Act Travel To Time	Time between the First Delivery and the Depart to Route actual scan times.	First Delivery actual scan time – Depart to Route actual scan time
Travel To Var	Variance between the Actual Travel To Time and the Scheduled Travel To Time.	Actual Travel To Time – Scheduled Travel To Time
Sched Travel From Time	Time between the Return to Office and the Last Delivery scheduled scan times.	Return to Office scheduled scan time – Last Delivery scheduled scan time
Act Travel From Time	Time between the Return to Office and the Last Delivery actual scan times.	Return to Office actual scan time – Last Delivery actual scan time
Travel From Var	Variance between the Actual Travel From Time and the Scheduled Travel From Time.	Actual Travel From Time – Scheduled Travel From Time
Sched Total Street Time	Time between the Return to Office and the Hotcase scheduled scan times.	Return to Office scheduled scan time – Hotcase scheduled scan time
Actual Total Street Time	Time between the Return to Office and the Hotcase actual scan times.	Return to Office actual scan time – Hotcase actual scan time
Total Street Time Var	Variance between the Actual Total Street Time and the Scheduled Total Street Time.	Actual Total Street Time – Scheduled Total Street Time
Keyed Entry	Indicates whether the MSP was manually entered rather than scanned. The letter ‘Y’ in this column represents a keyed entry.	N/A

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Routes | Other

Route List/Status		
Route	Carrier	+/-
52001	SPATES, P T	1:45
52007	JONES, T M	0:40
52008	WHITE, N M	-4:19
52011	COTTON, D L	0:55
52012	MILLER JR, J K	-0:31
52020	FELTON, J T	-0:26
52022	STEWART, J E	2:32
52023	THURMAN, K	-0:16
52024	LOGAN, V V	-0:18
52028	DANIELS, M A	-0:26
52029	JOHNSON, B	0:50
52031	GEANS, S N	0:51
52034	COHNS, C A	2:02
52035		0:49

Total Est. Overtime: **10:23**
Total Est. Undertime: **6:16**

Route Vacancies			
Route	Hours	Planned	Type
52008	3:34		STR
52010	4:44		STR
52035	8:15	N	ALL

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Individual Performance Reports

Individual Weekly Performance Report

Individual Weekly Miscellaneous Routes Performance Report

Individual Weekly Performance Bar Graph

Unit Performance Reports

Route/Carrier Daily Performance Report

Misc Route/Carrier Daily Performance Report

Unit Daily Performance Report

Workhour/Workload Report

Date From: 11/27/2003 Date To: 11/27/2003

Report Type:


Route Carrier Unit (All Routes)

Help Print Preview Cancel

3972 - Absence Analysis

Current User: RODGER CONFORTI
Current Unit: Ashburn Station, 6065201

Change Delivery Unit



Workhour/Workload Report
Dispatch Feedback Report
LASH Statistics Worksheet
Volume Report
Unit Feedback Report
Unit Clocking Discrepancy Report

RESTRICTED INFORMATION

Delivery Operations Information System (DOIS)

Workhour Workload Report (by Route)

RESTRICTED INFORMATION

Delivery Unit: 6102101
 Date Range: 04/15/2004 - 04/29/2004
 Route: 21001
 Regular Carrier: HELFRICH, R J

Date	Carrier	Office Time									Street Time					Total Time				Volumes					
		Ad AM	AM Assl	Pro AM	AM Var	Ad PM	PM Assl	Pro PM	PM Var	O EI	Ad Str	Str Assl	Pro Str	Str Var	S EI	Ad Total	Pro Total	Total I	TEI	Total Cased Ltr	Total Cased Fill	DPS	Seq	PP	Total Blvd Pcs
04/15	HELFRICH, R J	1:57	0:00	1:30	0:27	0:06	0:00	0:05	0:01	270.24	5:14	0:00	5:38	-0:24	105.72	7:17	7:13	0:04	75.99	202	374	1,418		6	1,994
04/16	HELFRICH, R J	2:04	0:00	2:01	0:03	0:17	0:00	0:05	0:13	235.74	5:03	0:00	5:38	-0:35	109.70	7:24	7:44	-0:20	74.26	153	665	1,425		5	2,243
04/17	HELFRICH, R J	1:40	0:00	1:37	0:03	0:14	0:00	0:05	0:09	291.57	5:31	0:00	5:38	-0:07	100.36	7:25	7:20	0:05	74.66	200	438	1,338		3	1,976
04/19	DOBISH, M J	2:23	8:00	3:03	7:20	0:10	0:00	0:05	0:05	52.51	5:16	0:00	5:38	-0:22	105.12	15:49	8:46	7:03	35.01	311	507	1,964		12	2,882
04/20	HELFRICH, R J	2:11	0:00	2:04	0:07	0:14	0:00	0:05	0:10	227.98	5:14	0:00	5:38	-0:24	105.72	7:40	7:47	-0:07	72.22	195	673	1,783		9	2,651
04/21	HELFRICH, R J	2:00	0:00	1:41	0:19	0:14	0:00	0:05	0:09	248.43	5:05	0:00	5:38	-0:33	109.05	7:19	7:24	-0:05	75.78	209	462	1,358		10	2,029
04/22	LEHMAN, B C	1:43	0:00	1:43	0:00	0:03	0:00	0:05	-0:02	314.77	5:37	0:00	5:38	-0:01	98.75	7:22	7:25	-0:03	75.16	192	387	1,847		9	2,426
04/23	HELFRICH, R J	1:45	0:00	1:58	-0:12	0:04	0:00	0:05	-0:01	301.08	3:52	1:09	5:38	-0:37	110.35	6:52	7:41	-0:49	80.75	268	580	1,611		5	2,459
04/24	HELFRICH, R J	1:58	0:00	1:40	0:18	0:19	0:00	0:05	0:14	242.98	4:24	0:47	5:38	-0:27	105.74	7:28	7:23	0:05	74.16	190	483	1,769		8	2,402
04/25	HELFRICH, R J	2:29	0:00	2:07	0:22	0:12	0:00	0:05	0:07	206.31	5:26	0:00	5:38	-0:12	102.20	8:07	7:50	0:17	68.34	308	642	2,269		14	3,219
04/27	HELFRICH, R J	2:12	0:00	2:29	-0:17	0:11	0:00	0:05	0:05	233.19	5:32	0:00	5:54	-0:22	100.36	7:56	8:28	-0:33	70.16	764	566	1,086	543	8	2,991
04/28	HELFRICH, R J	1:38	0:00	1:39	0:00	0:08	0:00	0:05	0:04	311.79	5:50	0:00	5:54	-0:04	95.19	7:37	7:38	-0:01	72.93	205	446	1,086	543	19	2,289
04/29	HELFRICH, R J	1:58	0:00	1:51	0:06	0:13	0:00	0:05	0:08	254.58	5:39	0:00	5:38	0:01	98.23	7:50	7:34	0:16	70.88	263	528	1,545		7	2,336

Reg / Repl Averages and Totals	Office Time									Street Time					Total Time				Volumes					
	Ad AM	AM Assl	Pro AM	AM Var	Ad PM	PM Assl	Pro PM	PM Var	O EI	Ad Str	Str Assl	Pro Str	Str Var	S EI	Ad Total	Pro Total	Total Var	TEI	Total Cased Ltr	Total Cased Fill	DPS	Seq	PP	Total Blvd Pcs
Regular Averages	1:59	0:00	1:52	0:07	0:12	0:00	0:05	0:07	252.92	5:10	0:11	5:41	-0:20	103.74	7:32	7:38	-0:06	73.57	265	535	1,518	99	9	2,417
Repl Averages	2:03	4:00	2:23	3:40	0:07	0:00	0:05	0:02	90.01	5:26	0:00	5:38	-0:12	101.84	11:36	8:06	3:30	47.78	252	647	1,756	0	10	2,654
Regular Totals	21:53	0:00	20:37	1:16	2:13	0:00	0:53	1:20		56:50	1:56	62:31	-3:44		82:53	84:01	-1:07		2,917	5,289	16,697	1,086	94	26,589
Repl Totals	4:05	8:00	4:46	7:20	0:13	0:00	0:10	0:04		10:53	0:00	11:16	-0:23		23:11	16:11	7:00		503	1,294	3,511	0	21	5,308
Route Totals	25:58	8:00	25:23	8:36	2:26	0:00	1:02	1:24		67:43	1:56	73:47	-4:07		105:05	100:12	5:53		3,420	7,183	20,208	1,086	115	31,897

Base Information																Fixed Office Time		
Office	2:33	AM Ltrs	598	PM Ltrs	0	Base % to Std	83	Base Pairs	12	Dly Begn	07:00	Dly Retn	15:36	Sat Begn	07:00		Sat Retn	15:36
Street	5:38	AM Flts	756	PM Flts	0	DPS %	75	Base Rtr Hours	0:00	Dly Leave	09:28	Dly End	15:41	Sat Leave	09:28	Sat End	15:41	0:40

Delivery Operations Information System (DOIS)

Workhour/Workload Report Calculations

- Column Name Functional Description Calculation Date Range: The dates for which data will be included on this report
- **Report Type:** Unit (All Routes)
- **Office Time**
- **Actual AM Office Hours** (Act AM) Average actual AM office hours for the route (not including assistance)
- **Actual AM Office Assistance** (AM Asst) Average sum of actual AM office assistance given to the route
- **Projected AM Office Hours** (Proj AM) Average projected AM office hours for the route
- **AM Office Variance** (AM Var) Difference between the projected and actual AM office hours
$$\text{Avg Proj AM office hours} - (\text{Avg Actual AM office hours} + \text{Avg Act Asst Ofc Hours})$$
- **Actual PM Office Hours** (Act PM) Average actual PM office hours for the route
- **PM Office Assistance** (PM Asst) Average sum of actual PM office assistance given to the route
- **Fixed PM time** (F/PM) Average projected PM office hours for the route
- **PM Office Variance** (PM Var) Difference between the projected and actual PM office hours
$$\text{Avg Proj PM office hours} - \text{Avg Act PM office hours}$$
- **Office Efficiency Indicator** (OEI) Office Efficiency Indicator Average Total Possible Deliveries/ Average Total Actual Office hours

Delivery Operations Information System (DOIS)

- **Street Time**
- **Actual Street Hours** (Act Str) Average actual street hours for the route (not including assistance) N/A **Actual Street Assistance** (Str Asst) Average sum of actual street assistance given to the route N/A
- **Projected Street Hours** (Proj Str) Average projected street hours for the route
- **Street Variance** (Str Var) Difference between the projected and actual street hours
$$\text{Avg Proj Street Hours} - (\text{Avg Actual Street Hours} + \text{Avg Act Asst Str Hours})$$
- **Street Efficiency Indicator** (SEI) Street Efficiency Indicator Average Total Possible Deliveries / Average Total Actual Street hours
- **Total Time**
- **Total Actual Hours** (Act Total) Average total actual hours for the route (Act Ofc + Act Ofc Asst + Act Str + Act Str Asst)
- **Total Projected Hours** (Proj Total) Average total projected hours for the route (Proj Ofc + Proj Str)
- **Total Variance** (Total Var) Average variance for the entire route (Proj Total – Act Total)
- **Total Efficiency Indicator** (TEI) Total Efficiency Indicator Average Total Possible Deliveries / Average Total Actual Hours

Delivery Operations Information System (DOIS)

- **Volumes**
- **Total Cased Letters**, pieces (Total Cased Ltr) Average total carrier caseable letters for the route (Caseable AM letters + automated letters) + (yesterday's PM avail case letters) – (today's curtailed and delayed volume)
- **Total Cased Flats**, pieces (Total Cased Flt) Average total carrier caseable flats for the route (Caseable AM flats + automated flats) + (yesterday's PM avail case flats) – (today's curtailed and delayed volume)
- **Delivery Point Sequence (DPS)** Average total DPS pieces for the route
Total DPS mail
- **Sequenced Sets**, pieces (Seq) Average total sequence pieces for the route
Total sequenced letters + total sequenced flats – (delayed sequenced flats + delayed sequenced letters) – (curtailed flats + curtailed letters)
- **Parcel Post (PP)** Average total parcels number for the route (Total AM parcels – total delayed parcels) + (total AM priority – total delayed priority)
- **Total Delivered** (Total Dlvd Pcs) Average total delivered pieces for the route
Average Total of all volumes to be delivered for all routes in the unit.

Delivery Operations Information System (DOIS)

Report Types: Route or Carrier Office Time

- **Actual AM Office Hours (Act AM)** Actual AM office hours for the route (not including assistance)
- **Actual AM Office Assistance (AM Asst)** Sum of actual AM office assistance given to the route
- **Projected AM Office Hours (Proj AM)** Projected AM office hours for the route
- **AM Office Variance (AM Var)** Difference between the projected and actual AM office hours $\text{Proj AM office hours} - (\text{Actual AM office hours} + \text{Actual Asst Office hours})$
- **Actual PM Office Hours (Act PM)** Actual PM office hours for the route N/A PM Office Assistance (PM Asst) Sum of actual PM office assistance given to the route
- **Fixed PM time (F/PM)** Projected PM office hours for the route N/A PM Office Variance (PM Var) Difference between the projected and actual PM office hours
- **Proj PM office hours** – Act PM office hours
- **Office Efficiency Indicator (OEI)** Total Possible Deliveries/Total Actual Office hours

Delivery Operations Information System (DOIS)

Report Types: Route or Carrier Office Time cont'd

- **Street Time**
- **Actual Street Hours (Act Str)** Actual street hours for the route (not including assistance)
- **Actual Street Assistance (Str Asst)** Sum of actual street assistance given to the route
- **Projected Street Hours (Proj Str)** Projected street hours for the route
- **Street Variance (Str Var)** Difference between the projected and actual street hours
$$\text{Proj Street Hours} - (\text{Actual Street Hours} + \text{Act Asst Str Hours})$$
- **Street Efficiency Indicator (SEI)** Total Possible Deliveries/Total Actual Street hours

Delivery Operations Information System (DOIS)

Report Types: Route or Carrier Office Time cont'd

Total Time

- **Total Actual Hours** (Act Total) Total actual hours for the route (Act Ofc + Act Ofc Asst + Act Str + Act Str Asst)
- **Total Projected Hours** (Proj Total) Total projected hours for the route (Proj Ofc + Proj Str)
- **Total Variance** (Total Var) Variance for the entire route (Proj Total – Act Total)
- **Total Efficiency Indicator** (TEI) Total Possible Deliveries/Total Actual Hours

Delivery Operations Information System (DOIS)

Volumes

- **Total Cased Letters**, pieces (Total Cased Ltr) Total carrier caseable letters for the route (Caseable AM letters + automated letters) + (yesterday's PM avail case letters) – (today's curtailed and delayed volume)
- **Total Cased Flats**, pieces (Total Cased Flt) Total carrier caseable flats for the route (Caseable AM flats + automated flats) + (yesterday's PM avail case flats) – (today's curtailed and delayed volume)
- **Delivery Point Sequence (DPS)** Total DPS pieces for the route
- **Sequenced Sets**, pieces (Seq) Total sequence pieces for the route Total sequenced letters + total sequenced flats – (delayed sequenced flats + delayed sequenced letters) – (curtailed flats + curtailed letters)
- **Parcel Post (PP)** Total parcels number for the route (Total AM parcels – total delayed parcels) + (total AM priority – total delayed priority)
- **Total Delivered** (Total Dlvd Pcs) Total delivered pieces for the route Total of all volumes to be delivered for all routes in the unit.

Delivery Operations Information System (DOIS)

Replacement Averages & Totals (Reg/Repl Averages and Totals) – By Route

- **Regular Averages** The average over all the days that the current regular carrier worked the route
- **Replacement Averages (Repl Averages)** The average over all the days that a carrier other than the current regular worked the route
- **Regular Totals** The totals over all of the days that the current regular carrier worked the route.
- **Replacement Totals (Repl Totals)** The totals over all of the days that a carrier other than the current regular worked the route.
- **Route Totals** The route's totals for all of the days in the range.

Delivery Operations Information System (DOIS)

Route Averages

- **By Carrier Only** The average for each route that the carrier was assigned to over the specified time period.

Averages and Totals Section (Avg and Tots) – Unit Report Only

- **Totals** The total of all averages of all routes within the delivery unit.
- **Averages** The overall average of the averages of all routes within the delivery unit
- **Unit Totals and Averages**
- **By Route** The current base information for the route.
- **By Unit** (*All Routes*) The average current route base information for the entire unit. The following fields within the Unit Totals and Averages section are averages:
- Base % to Std, DPS %, Dly Begin, Dly Leave, Dly Return, Dly End, Sat Begin, Sat Leave, Sat Return, Sat End.

*The following fields within the Unit Totals and Averages section are totals:
Office, Street AM Ltrs, AM Flts, PM Ltrs, PM Flts, Base Parcels, Base Rtr
Hours, Fixed Office Time.*

Delivery Operations Information System (DOIS)

Overtime Worksheet

RESTRICTED INFORMATION

Delivery Unit Name:
Year - Quarter: 2009-2

Carrier Name	OTDL Status	Total		Total Worked		Total Exception	
		Opps	Hours	Opps	Hours	Opps	Hours
BACH, T N	10	18	87.88	18	87.88	0	0.00
BEHRNDT, C G	10	28	43.43	28	43.43	0	0.00
BLOMQUIST, D E	12	27	84.40	27	84.40	0	0.00
BRIER, D N	12	31	87.28	31	87.28	0	0.00
DOYLE, S L	12	21	55.58	19	52.58	2	18.00
EARLS, C	12	24	78.29	23	83.29	1	3.00
EMMA, R A	12	19	50.25	19	50.25	0	0.00
EVANS, A D	10	22	44.79	21	58.79	1	3.00
FALSETTI, P R	12	27	87.84	27	87.84	0	0.00
FERNAN, L A	12	0	0.00	0	0.00	0	0.00
GERHARDT, D	10	34	77.51	33	89.51	1	3.00
KENEALY, J F	10	29	89.25	22	55.25	1	3.00
KIRKES II, M J	10	29	52.44	20	28.44	9	24.00
KLAUBER, K C	12	29	89.84	29	89.84	0	0.00
KNEISS, J M	10	31	85.13	30	84.13	1	1.00
LEBY, C E	10	29	51.23	25	50.23	4	21.00
LOPPE, A	12	28	70.29	28	70.29	0	0.00
MARTE, J U	10	25	59.20	25	59.20	0	0.00
MAYBERRY, J	12	22	42.91	21	54.91	1	3.00
MCCLEMORE, J F	10	29	89.41	22	55.41	1	3.00
MORHERSON, K F	12	12	47.01	11	59.01	1	3.00
PIERCE, R B	10	13	49.90	13	49.90	0	0.00
PRINCE, C M	12	27	87.42	27	87.42	0	0.00
REID, S M	12	25	52.50	25	52.50	0	0.00
REYNOLDS, T J	12	20	89.42	19	82.42	1	1.00
RUDINS, J A	12	3	29.29	3	29.29	0	0.00
SANCHEZ, J	10	34	50.29	34	50.29	0	0.00
UPSLER, R E	12	27	83.13	26	80.13	1	3.00
WEISE, B	12	22	48.42	22	48.42	0	0.00

Delivery Operations Information System (DOIS)

The Overtime worksheet is used to track overtime in the Delivery Unit. All calculations used in tracking overtime are based on the National Agreement between the NALC and the USPS. The tracking cannot be changed to track overtime based on any local agreements.

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Routes | Other

Route List/Status

R	2	2	2	2	2	2	2	2	2	2	2
21012	ALVAREZ, L L										-0:52

Total Est. Overtime: **0:00**

Total Est. Undertime: **12:43**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Mail Volumes and Work Hours

Record Overtime Exception

OTDL Carrier:

Exception Date: Hours: Opportunity

Reason:

Workload Management

Create Vacancy - 3971

Regular/City Route Details

Miscellaneous Route Details

Street Pivoting

Daily Assignments

Current Day Absence List

Record Overtime Exception

Adjust Leave/Office Time

Adjust Return/Street Time

Change Start Time

1564-A Delivery Instructions

Revised Carrier/Route Assignment

Workload Status Report


Miscellaneous Workload Status Report

Workhour Discrepancy Report

Clockring Discrepancy Report

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



Delivery Operations Information System (DOIS)

Supervisors can track overtime exceptions in DOIS as needed. Any overtime exception must be accompanied by a reason before it is accepted by DOIS.

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Routes | Other

Route List/Status		
Route	Carrier	+/-
35002	MILLETTE, K N	-1:53
35003	HUCKLEBY, M	-1:27
35004	SMITH, C	-1:29

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Mail Volumes and Work Hours

Capture Mail Volumes - Manual

Capture Mail Volumes - DCD

Workload Management

Create Vacancy - 3971


Regular/City Route Details

SPLY Impacts

Fiscal Year: 2003

SPLY Impacts	
Date	Description
06/10/2003	2 set on tues. Local Values & Advo w/detached card, also Comcast thin le
06/03/2003	2 set tuesday,
05/27/2003	Day after holiday excessive volume.....
05/21/2003	ACCOUNTABLE CART LATE IN GETTING TO CARRIERS
05/15/2003	Late last pull flats. Late accountable delivery
05/01/2003	Saftey and service talk were given by Frederick Guerra and Mr. R. bassi, OI
04/22/2003	two set tuesday. 1 vacant route.
03/05/2003	mandatory service and safety talk
03/04/2003	Snow storm 8 Inches of snow expected tonight

Change Delivery Unit



Delivery Operations Information System (DOIS)

SPLY Impact Window

The SPLY Impact window is used to view and record events that dramatically affect a unit's volume and/or work hours for a given day within the current or previous fiscal year. Events that impact SPLY include natural disasters, extreme weather, or political campaigns. This window allows you to view recorded SPLY information, add SPLY impact information, edit existing SPLY impact information, or delete existing SPLY impact information.

Delivery Operations Information System (DOIS)

Weekly Schedule Window

The Weekly Schedule window is used to schedule daily carrier assignments for the current and next week. This window allows you to assign a replacement carrier, schedule a carrier without an assignment, and delete a carrier from an assignment.

Delivery Operations Information System (DOIS)

File Application Options Window Help

Weekly Schedule

View Current Week

		Regular Routes					
		Saturday 05/01/2004	Monday 05/03/2004	Tuesday 05/04/2004	Wednesday 05/05/2004	Thursday 05/06/2004	Friday 05/07/2004
Route	Regular Carrier	LEHMAN, B C	DOBISH, M J	DOBISH, M J	MCGINN, H R	DOBISH, M J	MCGINN, H R
21001	HELFRICH, R J				LEHMAN, B C		
21002	WALTER, A R	DOBISH, M J					
21003	BOWMAN, V D			LEHMAN, B C			
21005	WEERTS, W W			MCBRIDE, W L			
21006	URBAN, K V		MCBRIDE, W L				
21007	CERVANTES, C	MCBRIDE, W L					
21008	DEAN, W A						MCBRIDE, W L
21009	MORRIS, S K	MCGINN, H R					LEHMAN, B C
21010	DAVIS, J P						DOBISH, M J
21011	TERVEER, B E					MCBRIDE, W L	
21012	ALVAREZ, L L		LEHMAN, B C				

Base:	90	Budget:	65	118	98	82	76	85
Projected:			N/A	N/A	N/A	N/A	N/A	N/A

Print Preview Create Vacancy... Assign Replacement... Route Warnings... Close

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

Pivot Plan Maintenance

Route Number: 21001

Pivot Plan

Create or Edit Logical Groups Assign Break Locations

	Duration	Trvl Patrn	Dlvry Mthd	Dlvry Class	Poss Dlvry	First Delivery	Last Delivery
▶ LG	0:58		P&L	RES	109	1024 IDLE OAKS RUN	1025 IDLE OAKS RUN
LG	0:20		P&L	MIX	35	1004 IDLEWILD DR	820 E 2ND ST
LG	0:19		P&L	RES	21	219 STEEL AVE	312 ARTESIAN PL
LG	0:13		P&L	RES	21	609 E 3RD ST	703 E 3RD ST
LG	0:17		P&L	MIX	23	220 ARTESIAN PL	223 ARTESIAN PL
LG	0:14		P&L	RES	32	502 E 3RD ST	510 E 3RD ST
LG	0:19		P&L	RES	20	224 S DEMENT AVE	221 1/2 S DEMENT AVE
LG	0:19		P&L	MIX	29	423 S DEMENT AVE	610 E 7TH ST
LG	0:07		P&L	RES	14	415 CHICAGO AVE	510 POPLAR ST
LG	0:29		P&L	MIX	45	911 WALNUT AVE	845 WALNUT AVE
LG	0:19		P&L	RES	34	521 SPRUCE ST	514 SPRUCE ST
LG	0:11		P&L	RES	13	610 SPRUCE ST	910 WALNUT AVE
LG	0:23		P&L	RES	39	521 PINE ST	1018 WALNUT AVE
LG	0:09		P&L	RES	14	416 DIVISION ST	800 DIVISION ST
LG	0:11		P&L	MIX	36	1128 EASTERN AVE	1009 FARGO AVE

Total Duration for Selected Rows 0:00:00

Delivery Operations Information System (DOIS)

Pivot Plan Maintenance Window

The Pivot Plan Maintenance window is used to create and modify route pivot plans. It allows you to view and modify detailed information on the pivot segments by logical group or by the associated enter and exit times of each segment. Pivot Plans are used as the base data in the Street Pivoting function. Pivot Plans should be updated after each route adjustment. The estimated times displayed are derived from the latest 3999 for the route.

Delivery Operations Information System (DOIS)

Logical Group Street Times in Pivot Plans

The pivot plan logical group street times come from the actual PS Form 3999 street times prorated to account for the route adjustments.

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

Pivot Plan Maintenance

Route Number: 21002 Display

Pivot Plan

Create or Edit Logical Groups Assign Break Locations

	Duration	Trvl Patrn	Dlvry Mthd	Dlvry Class	Poss Dlvry	First Delivery	Last Delivery
▶ SS	0:01	E	P&L	RES	2	210 W 3RD ST	214 W 3RD ST
SS	0:00	O	P&L	MIX	3	221 W 3RD ST	207 W 3RD ST
SS	0:02	E	P&L	BUS	2	306 S HENNEPIN AVE	316 S HENNEPIN AVE
SS	0:01	O	P&L	RES	2	401 S HENNEPIN AVE	401 1/2 S HENNEPIN AVE
SS	0:01	O	P&L	RES	3	321 S HENNEPIN AVE	319 S HENNEPIN AVE
SS	0:03	E	P&L	RES	7	402 S HENNEPIN AVE	422 S HENNEPIN AVE
SS	0:03	E	P&L	RES	5	504 S HENNEPIN AVE	522 S HENNEPIN AVE
LG	0:17		P&L	MIX	27	606 S HENNEPIN AVE	302 S GALENA AVE
LG	0:26		P&L	RES	40	204 E 3RD ST	322 CRAWFORD AVE
LG	0:13		P&L	RES	18	315 E 4TH ST	315 CRAWFORD AVE
LG	0:22		P&L	RES	39	217 E 5TH ST	216 E 5TH ST
LG	0:36		P&L	RES	59	311 E 5TH ST	603 S DIXON AVE
LG	0:18		P&L	RES	36	524 S DIXON AVE	523 S DIXON AVE
LG	0:21		P&L	MIX	36	521 S OTTAWA AVE	109 E 6TH ST
LG	0:32		P&L	MIX	49	602 S GALENA AVE	515 S GALENA AVE

Create New Pivot Plan Total Duration for Selected Rows 0:00:00 Create Logical Group Expand Logical Group

Assign Route Proximity Save Close

Delivery Operations Information System (DOIS)

Duration field

The estimated time to deliver the logical group or sector segment.

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

Pivot Plan Maintenance

Route Number: 21002 Display

Pivot Plan

Create or Edit Logical Groups Assign Break Locations

	Duration	Trvl Patrn	Dlvry Mthd	Dlvry Class	Poss Dlvry	First Delivery	Last Delivery
LG	0:17		P&L	MIX	27	606 S HENNEPIN AVE	302 S GALENA AVE
▶ LG	0:26		P&L	RES	40	204 E 3RD ST	322 CRAWFORD AVE
LG	0:13		P&L	RES	18	315 E 4TH ST	315 CRAWFORD AVE
LG	0:22		P&L	RES	39	217 E 5TH ST	216 E 5TH ST
LG	0:36		P&L	RES	59	311 E 5TH ST	603 S DIXON AVE
LG	0:18		P&L	RES	36	524 S DIXON AVE	523 S DIXON AVE
LG	0:21		P&L	MIX	36	521 S OTTAWA AVE	109 E 6TH ST
LG	0:32		P&L	MIX	49	602 S GALENA AVE	515 S GALENA AVE
LG	0:23		P&L	MIX	38	113 E 10TH ST	114 E 10TH ST
LG	0:26		P&L	MIX	41	300 DIVISION ST	1204 S GALENA AVE
LG	0:15		P&L	RES	25	1303 HEMLOCK AVE	1302 HEMLOCK AVE
LG	0:16		P&L	RES	26	1222 HEMLOCK AVE	823 HEMLOCK AVE
LG	0:25		P&L	RES	41	214 E 8TH ST	804 INLET AVE
LG	0:15		P&L	MIX	23	809 INLET AVE	728 CRAWFORD AVE
LG	0:09		P&L	BUS	5	500 CHICAGO AVE	510 CHICAGO AVE

Create New Pivot Plan Total Duration for Selected Rows 0:26:28 Create Logical Group Expand Logical Group

Assign Route Proximity Save Close

Route Base Information Maintenance Window

The Route Base Information Maintenance window is used to view route base information, including general and travel information. You can select any route in the unit to view or edit the information.

General Information Tab

The General Information tab of the Route Base Information Maintenance window is used to perform route base information maintenance at any time throughout the year. The General Information tab allows you to edit base route information such as route type, type of delivery, and schedule. It also allows you to view other route information, such as base office, street, and total time, base volume, possible deliveries, router information, carrier information, last adjustment date, and last inspection date.

Delivery Operations Information System (DOIS)

Route Base Information Maintenance

Route Number:

General Information | **Travel Information**

Type of Route:

Residential Auxiliary

Business Saturday Non-Delivered

Mixed

Type of Delivery:

Foot Park and Loop

Dismount Other

Curblin Motorized

Full Coverage Factor: 0:03:00
Per 100 Res Deliveries

Parcels Over Base: 0:00:00
Per Parcel

Schedule:

	Daily	Saturday
Begin:	07:00 AM	07:00 AM
Leave:	09:28 AM	09:28 AM
Return:	03:36 PM	03:36 PM
End:	03:41 PM	03:41 PM

Last Inspection Date:

Base Times:

Office Time:	2:33
Street Time:	5:38
Total Time:	8:11
Router Time:	0:00
* Fixed Office Time:	0:40

Last Adjustment Date:

Mail Volume:

	AM	PM
Letter Volume:	558	0
Flat Volume:	755	0
Total Volume:	1313	0
DPS Percent:	75 %	
Base Parcels:	12	

Percent To Standard:

Percent To Standard: 83 %

Possible Deliveries:

Base PDs:	546
Current PDs:	555

Carrier Information:

Regular Carrier: HELFRICH, R J

Hire Date: 07/05/1997

Date Assigned to Route: 06/24/2002

Replacement Carrier:

* Fixed Office Time includes Line Items 14, 15, 16, 18, 19, 20, 21.

Delivery Operations Information System (DOIS)

Travel Information Tab

The Travel Information Tab of the Route Base Information Maintenance window is used to view, enter and edit line of travel, transportation, and lunch/break information for each route in the delivery unit. The information that you enter here is used to fill in the 1564-A.

Delivery Operations Information System (DOIS)

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Supervisor Workbench

Route Base Information Maintenance

Route Number: 21001

Display

General Information **Travel Information**

Lines of Travel (streets used)

Office to Route via:

HIGHLAND-W2ND ST-IDLE
OAKS RUN

Route to Lunch via:

W 2ND ST

Lunch to Route via:

W 2ND ST

Route to Office via:

W 2ND ST-POST OFFICE

Type of Transportation

- Postal Service Vehicle
- Drive-out
- Public
- Contract
- Other

Type of Vehicle

- LHD
- RHD

Vehicle Information

Vehicle Make: LLV
 Vehicle Capacity:
 Vehicle Number: 1256406

Authorized Lunch Period

No Lunch From: 12:00 AM To: 12:00 AM

Location where authorized to leave route for lunch:

1001 CHICAGO AVENUE

Authorized Lunch Location(s)

Regular Carrier
 710 W 2nd STREET
 HOMETOWN PANTRY

Replacement Carrier
 HARDEE'S
 PARKWAY

Authorized Mileage: 14

Effective Date of Transportation Agreement:

Public Transportation

Board

Leave

Leave		
Return		

Approximate Break Location(s)

Regular Carrier
 521 SPRUCE ST

Replacement Carrier
 HARDEE'S

* Fixed Office Time includes Line Items 14, 15, 16, 18, 19, 20, 21.

Save

Close

Delivery Operations Information System (DOIS)

- **Route Base Information (RBI)**
- The Route Base Information window displays the route base information that delivery unit supervisors provided to the DOIS Site Activators during the data preparation stage of deployment. The Schedule for each route is tracked on the bottom left corner of the window and can be edited at any time by the delivery unit supervisor.
- *Note:* After a route inspection is completed in DOIS, the Last Inspection Date and Last Adjustment Date at the top right corner of the window are updated.

Delivery Operations Information System (DOIS)

Route Base Information Report

Delivery Unit: 8102101

ASSTN:R021W000000000

Regular Routes

Route	Type	Carrier	Volume						Block Times					Scheduled Times						Mileage	Mile		
			AM Lb	AM Hb	PM Lb	PM Hb	Block 177	UTS %	Block 175	Block 176 Time	1st Time	2nd Time	3rd Time	% to 3rd	PGI	BI	LV	RI	BI			GEI	SEI
21001	REG	HELF RICH R J	552	755	0	0	12	75	548	02:59	00:00	05:50	08:11	39	00:40	07:00	09:28	15:58	15:41	214:12	28:52	1258408	14
21002	REG	WALTER A R	510	542	0	0	9	71	527	02:29	00:00	05:49	08:12	38	00:49	07:00	09:24	15:57	15:42	212:23	22:19	1258405	5
21003	REG	ROBINSON Y D	487	524	0	0	9	74	479	02:41	00:00	05:50	08:11	100	00:41	07:00	09:30	15:58	15:41	192:24	28:51	1258409	3
21004	REG	NEEDLE W W (S) MORRIS W L	322	321	0	0	12	75	320	01:58	00:00	05:25	08:21	77	00:41	07:00	09:31	15:45	15:31	228:30	107:45	1258409	3
21005	REG	NEWMAN Y (S) MORRIS W L	322	312	0	0	12	74	347	02:27	00:00	05:25	08:02	79	00:41	07:00	09:26	15:37	15:26	247:26	119:37	1258401	12
21007	REG	DEAN W A (S) MORRIS W L	463	462	0	0	12	71	453	02:28	00:00	05:24	08:20	38	00:38	07:00	09:21	15:45	15:30	192:38	29:32	1258404	7
21008	REG	DEAN W A (S) MORRIS W L	463	473	0	0	12	74	463	02:47	00:00	05:50	08:20	100	00:40	07:00	09:43	15:45	15:30	188:28	28:42	1258407	5
21009	REG	MORRIS S K	562	674	0	0	12	74	752	02:52	00:00	05:58	08:09	38	00:44	07:00	09:27	15:56	15:50	238:26	194:26	1258538	14
21010	REG	DAY G L P	307	793	0	0	14	75	494	02:32	00:00	05:24	08:20	24	00:38	07:00	09:21	15:31	15:26	138:18	73:04	1258394	3
21011	REG	DREWER R E (S) MORRIS W L	462	351	0	0	12	75	399	02:08	00:00	05:15	08:21	39	00:43	07:00	09:01	15:45	15:31	228:30	108:08	1258183	12
21012	REG	WAGNER L L	307	353	0	0	8	61	313	02:29	00:00	05:24	08:17	79	00:44	07:00	09:13	15:45	15:47	241:26	97:48	1258321	3
Total			6151	7282	0	0	127		6207	27:02	0:00	69:47	90:49		7:28								108
Avg			308	364	0	0	12		310	2:27	0:00	5:43	8:15		0:41	7:00	9:22	15:40	15:43	239:31	28:27		10

Generated by: RODGER CONE CRT1
 DDON, MAIN POST OFFICE, 8102101

Delivery Operations Information System (DOIS)

Delivery Unit Seniority Report

The Delivery Unit Seniority Report window is used to view and print the Delivery Unit Seniority Report. This report shows all of the carriers in the delivery unit with their seniority date.

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status

Routes | Other

Route List/Status		
Route	Carrier	+/-
21001	LEHMAN, B C	-1:18
21002	WALTER, A R	-1:17
21003	BOWMAN, V D	-1:25
21005	WEERTS, W W	-0:41
21006	URBAN, K V	-1:35
21007	MCBRIDE, W L	-1:06
21008	DEAN, W A	-1:23
21009	MCGINN, H R	-1:17
21010	DAVIS, J P	-1:03
21011	TERVEER, B E	-0:48
21012	ALVAREZ, L L	-0:52

Total Est. Overtime: **0:00**

Total Est. Undertime: **12:43**

Route Vacancies			
Route	Hours	Planned	Type

Supervisor Workbench

Daily Workload Mgmt | Street Mgmt | Performance Reports | Planning and Scheduling | Route and Unit Maint

Route Maintenance

- Route Base Information Maintenance
- Pivot Plan Maintenance
- Non-Delivery Point Maintenance
- 3999 Data Capture/Summary
- Delivery Unit Seniority Report**

Reports and Forms

- Route Base Information Report
- Route Information Card
- Route Review Report
- Unit Recap
- DPS Analysis Report
- Routes Pending Special Inspection
- 3999 - Inspection of Letter Carrier Route
- 3999 - Manual Entry
- 1838 Carrier's Count of Mail
- Delivery Unit Seniority Report


Un Maintain Unit Information

Maintain Carrier Route Assignments

Maintain Dispatch Information

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



Delivery Operations Information System (DOIS)

Delivery Unit Seniority Report

RESTRICTED INFORMATION

Delivery Unit: 6102101

Carrier Name	Seniority Date
MCBRIDE, W L	06/27/1981
CERVANTES, C	05/15/1982
DEAN, W A	01/04/1986
ALVAREZ, L L	06/07/1986
WEERTS, W W	11/22/1986
BOWMAN, V D	01/02/1988
URBAN, K V	02/19/1994
WALTER, A R	08/06/1994
MORRIS, S K	11/12/1994
HELFRICH, R J	09/21/1998
TERVEER, B E	04/01/1999
DAVIS, J P	06/07/1999
LEHMAN, B C	07/03/1999
MCGINN, H R	07/31/1999
DOBISH, M J	05/03/2003

Delivery Operations Information System (DOIS)

To view, print or to edit a 3999 it must first be transferred to the workstation. The following screen shows how to transfer a 3999 from the DOIS mainframe to the DOIS workstation. Any changes made to a 3999 are show in the audit trail report.

Delivery Operations Information System (DOIS)

3999's on the DOIS Mainframe

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Transfer

Records on Mainframe

Route Number	Data Capture Date	Street Analysis Type
21001	08/24/2001	Full 3999
21001	01/03/2003	Full 3999
21001	04/01/2004	Full 3999
21002	06/06/2002	Full 3999
21002	04/05/2004	Full 3999
21003	09/14/2001	Full 3999
21003	12/30/2002	Full 3999
21005	05/10/2002	Full 3999
21006	05/22/2002	Full 3999
21006	03/29/2004	Full 3999
21007	03/30/2001	Full 3999
21007	04/17/2002	Full 3999
21008	03/27/2001	Full 3999
21008	05/03/2002	Full 3999
21008	04/07/2004	Full 3999
21009	02/15/2001	Full 3999
21009	05/07/2002	Full 3999

Transfer to Workstation

Records on Workstation

Route Number	Data Capture Date	Street Analysis Type
--------------	-------------------	----------------------


Select All

Transfer to Mainframe

Close


Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101

Change Delivery Unit



Delivery Operations Information System (DOIS)

A 3999 transferred to the workstation

 **Delivery Operations Information System (DOIS)** _ □ X

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Transfer

Records on Mainframe

Route Number	Data Capture Date	Street Analysis Type
21001	08/24/2001	Full 3999
21001	01/03/2003	Full 3999
▶ 21001	04/01/2004	Full 3999
21002	06/06/2002	Full 3999
21002	04/05/2004	Full 3999
21003	09/14/2001	Full 3999
21003	12/30/2002	Full 3999
21005	05/10/2002	Full 3999
21006	05/22/2002	Full 3999
21006	03/29/2004	Full 3999
21007	03/30/2001	Full 3999
21007	04/17/2002	Full 3999
21008	03/27/2001	Full 3999
21008	05/03/2002	Full 3999
21008	04/07/2004	Full 3999
21009	02/15/2001	Full 3999
21009	05/07/2002	Full 3999

Transfer to Workstation


Records on Workstation

Route Number	Data Capture Date	Street Analysis Type
▶ 21001	04/01/2004	Full 3999

Select All Transfer to Mainframe

Close

Current User: RODGER CONFORTI
Current Unit: DIXON, MAIN POST OFFICE, 6102101
 Change Delivery Unit



Delivery Operations Information System (DOIS)

A 3999 on the DOIS workstation waiting to be edited

3999 Data Capture / Summary

Route Number: 21001 Data Capture Date: 04/01/2004 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu
	VEHICLE LOAD		9:17:33 AM	0:06:13											
	TRAVEL TO		9:23:46 AM	0:07:42											
	PARCEL DELIVERY		9:31:28 AM	0:00:45											
Othr	1000 - 1098 IDLE OAKS RUN	E	9:32:13 AM	0:02:31	0	4	0	0	4	0	0	0	0	0	0
Othr	301 - 317 FOX TROT	O	9:34:44 AM	0:00:35	0	1	0	0	1	0	0	0	0	0	0
Othr	1001 - 1099 WOODHILL CIR	O	9:35:19 AM	0:01:13	0	4	0	0	3	0	0	0	0	0	0
Othr	1000 - 1098 WOODHILL CIR	E	9:36:32 AM	0:01:28	0	5	0	0	4	0	0	0	0	0	0
Othr	319 - 399 FOX TROT	O	9:38:00 AM	0:00:54	0	3	0	0	3	0	0	0	0	0	0
Othr	301 - 399 DEER CHASE	O	9:38:54 AM	0:00:17	0	1	0	0	1	0	0	0	0	0	0
Othr	500 - 598 DEER CHASE	E	9:39:11 AM	0:00:54	0	1	0	0	1	0	0	0	0	0	0
Othr	300 - 398 FOX TROT	E	9:40:05 AM	0:01:42	0	5	0	0	5	0	0	0	0	0	0
Othr	200 - 298 FOX TROT	E	9:41:47 AM	0:00:55	0	3	0	0	3	0	0	0	0	0	0
Othr	1100 - 1198 NORTHRIDGE	E	9:42:42 AM	0:00:52	0	1	0	0	1	0	0	0	0	0	0
	PARCEL DELIVERY		9:43:34 AM	0:00:31											
Othr	200 - 298 FIELDSTONE LN	E	9:44:05 AM	0:01:01	0	1	0	0	1	0	0	0	0	0	0
Totals:				5:46:14	323	213	0	6	479	11	1	0	0	9	0

Edit Possible Deliveries

Insert

Delete

Mileage Data

Non-Delivery Point Code Key

C - Collection Point D - Dismount R - Relay P - Park Point

Preview Audit Trail

Preview 3999

Save

Close

Delivery Operations Information System (DOIS)

3999 data summary screen for a route captured on 04/01/04

3999 Data Capture / Summary

Route Number: 21001 Data Capture Date: 04/01/2004 Street Analysis Type: Full 3999

3999 Data Capture 3999 Data Summary 3999 Function Analysis

Time Breakdown

Description	Time
Vehicle Load	0:06:13
Travel To	0:07:42
Travel From	0:04:22
Vehicle Unload	0:02:12
Relay Time	0:15:44
Other Street Time	0:42:44
Non Recurring Street Time	0:00:00
Total Allied Time	1:18:57
Total Delivery Time	3:57:17
Total Gross Time	5:16:14
Lunch Time	0:30:00

Additional Detail Analysis

Total Possible Deliveries	554
Total Deliveries Made	488
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	88.1%
Total Other Street Time less Break Time	0:32:44
Other Street Time Average per Delivery Made (sec)	4.02

Preview Audit Trail Preview 3999 Save Close

Delivery Operations Information System (DOIS)

3999 Functional Analysis tab for 3999

3999 Data Capture / Summary

Route Number: 21001 Data Capture Date: 04/01/2004 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | **3999 Function Analysis**

Function Analysis	
Function Description	Total Time
Relay Time	0:15:44
Travel To	0:07:42
Travel From	0:04:22
Vehicle Load	0:06:13
Vehicle Unload	0:02:12
Other Street Time*	0:42:44
Non-Recurring Street Time**	0:00:00
Total Allied Time	1:18:57

* Other Street Time Detail	
Function Description	Total Time
Travel Within	0:19:55
Accountable Delivery	0:02:47
Parcel Delivery	0:07:12
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:02:50
Personal Needs	0:00:00
Customer Contact	0:00:00
Gas Vehicle	0:00:00
Totals	0:42:44

** Non-recurring Street Time Detail	
Function Description	Total Time
Backtracking	0:00:00
Animal Interference	0:00:00
Waiting for Relays	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:00:00
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:00
Miscellaneous Other	0:00:00
Totals	0:00:00

Preview Audit Trail Preview 3999 Save Close

