

COR ROUTE ADJUSTMENT CHECKLIST for ZIP Code: _____

Performing a route adjustment is a multiple step process. This checklist contains the necessary steps for you to follow to complete the process.

User's Manual
Chapter-Page
Reference

Initial Preparation

Import Zone	2-1
Set Turn Defaults and Turn Exceptions	2-3
Edit One-way Streets (Theme on Travel Flag)	2-7
Build Post Office Layer and Add Post Office (If not already done)	2-12
Build Travel Network (Test geographic connectivity)	2-17
Install Postal Data Files (NDSS)	2-25
DOIS Import (Delivery addresses and route inspection data)	2-27
Rebuild Alternate Address Table	2-29
Drop Deliver Layer and Rebuild Delivery Location Table	2-30
Address Match the Delivery Location Table	2-31
Update Delivery Location Layer	2-36
Build Blockface Layer	2-37

Loading DCD and Existing Route Data

Load DCD (This is only a preliminary test to see if any Plus4s do not load)	3-1
Resolve any DCD Load Issues	3-3
Edit 3999 to Add Piece Counts (Volumes)	3-23
Load DCD (This is expected to be the actual load)	3-28
Validate DCD Load (Review the DCD Load report)	3-29
Edit Existing Route Summary Data	3-32
Cross Reference Allied Times with DOIS	3-37

Final Street and Office Preparation

Verify and Edit Delivery Mode (Theme blockfaces on Del Mode)	4-1
This step should not occur until the absolute final DCD load has been performed.	
Verify and Edit Priority (Theme blockfaces on Priority)	4-4
This step should not occur until the absolute final DCD load has been performed.	
Edit Street Attribute Defaults	4-6
Assign Street Attribute Defaults	4-9
Build Travel Network	4-10
This is a rebuild as geography could have changed and street attributes have now been set.	
Build Blockface Layer	4-12
This is a rebuild since geography could have changed.	

Route Adjustment

Set Office Transfer Mode	5-1
Set Volume Coverage	5-2
Initialize Route Data	5-3
This step resets all data to the initial existing route conditions.	
Set Auxiliary Route Location	5-5
Set Auxiliary/Vacant Routes	5-6
Route Generation	5-8
Examine Adjusted Route Summary Editor	5-17
Balance with Territory Transfer Toolbox	5-20
Examine Route Transfer Report	
Verify Plus4 Do Not Split Routes	5-26
Verify Hundred Block Ranges	5-29

Lines of Travel

Generate Line of Travel (One route at a time)	6-1
Trace Line of Travel	6-4
Edit with Line of Travel Editor	6-6
Examine Adjusted Route Summary Editor	6-12

Confirm route times. Could loop back to Line of Travel Editor.

Loop Back to Generate Line of Travel for Next Route **6-1**

Repeat until all lines of travel are complete.

Edit Allied Times (Zero out times for vacated routes) **6-13**

Reports, Plots and Exports

Generate All Reports, Plots and Exports **7-1**