

## DOIS/AMS Route Adjustments Interface

The purpose of this document is to provide an overview of the route adjustment process from both the DOIS and AMS perspective. Due to the direct program interface between DOIS and AMS, the DOIS Implementation Date must coincide with the AMS Effective Date. ***If Delivery is experiencing an unexpected delay in the route adjustment process, and the AMS Effective Date cannot be met, this must be communicated to AMS, so that steps are taken to keep the DOIS Implementation in sync with the AMS Effective Date.*** Once the AMS Effective Date occurs, the Delivery Point data will be updated in DOIS, regardless of the status of the DOIS adjustment. Therefore, it is essential that the two events are coordinated to occur on the same day. Constant communication is essential to ensure a smooth process and avoid a loss of data.

The steps below are intended to be used as a general guideline for coordinating route adjustments with AMS:

DOIS/DELIVERY	AMS
1. Notify AMS of intent to Define Inspection and open dialogue.	
2. Define Inspection <ul style="list-style-type: none"> <li>▪ Special and Formal – Lock dates and implementation dates are fixed.</li> <li>▪ Minor – Adjust the lock date as necessary, just prior to saving. (Default is the second Friday and will revert back as other edits are made.)</li> </ul>	
3. Conduct Random Timecard Analysis	
4. Configure Workstation	
5. Conduct Special or Formal Inspection	
6. Complete 8 <sup>th</sup> Week for RTA.	
7. Send any final Edit Book or WebEES updates to AMS.	8. Process any remaining transactions prior to lock date.
9. Select/Edit Office and Street Times prior to lock date.	10. AMS database locks over the weekend.
11. Select Method for Transfer, or perform DRS (COR) export. Verify AMS Effective Date. DOIS Implementation Date and AMS Effective Date must be in sync. <i>Notify AMS if the adjustment is Non-Territorial or the Submit to AMS function will not be used, so the database can be un-locked.</i>	12. Monday following the lock date, confirm route adjustment package in Route Adjust/Resequence window, “Ready” (1000), and establish effective date. (If adjustment is non-territorial and the Submit to AMS function will not be used, AMS may unlock the database by deleting the 1000 package and using the “Activate Current” button to remove effective date.)

## DOIS/AMS Route Adjustments Interface

13. Create scenarios using COR or DOIS.	
14. Select scenario for Implementation.	
15. Maintain MSP Information. Scan points associated with territory moved will automatically be deleted. Add points as necessary to bring street scans back up to a minimum of four.	
16. Submit for Approval. <i>Continue dialogue with AMS. If AMS Effective Date cannot be met, this must be communicated with AMS and adjusted as necessary. <b>DOIS Implementation Date and AMS Effective Date must be in sync.</b></i>	
17. Resequencing can begin while awaiting approval. All routes flagged for resequencing must be opened and saved before the package can be submitted to AMS.	
18. After adjustment has been approved, submit to AMS.	19. Overnight process will change the status of the package from "Ready" to "Validated".
	20. Use the UpdateDB button to process the package.
	21. Contact DOIS/Delivery about any unprocessed territory, and process as necessary.
	22. Send updated Edit Books to Delivery Unit.
23. Verify Line of Travel and contact AMS with any discrepancies.	24. Send Case Labels to Delivery Unit.
25. The day prior to the AMS Effective Date, perform WebEES download, and install case labels.	
26. The morning the adjustment becomes effective (AMS Effective Date), change the status of the adjustment to Implemented in DOIS.	
27. Following the adjustment implementation date, Create New pivot plans, review/edit MSP Base Information and order MSP labels.	