

COR HELPFUL HINTS

ROUTE ADJUSTMENT TIPS

(Updated 03/22/11)

- 1) You must resolve any and all errors that appear after the DCD load before going any further in the route adjustment process. The adjustment will have to be redone if the errors are not resolved. **Do not continue until all asterisks in the DCD Load Report no longer appear and have been resolved.**
- 2) If you are accessing the Route Adjustment portion of the COR software, you must have an additional password assigned by your COR Area Coordinator. You will still use your current (personal) password to access the COR software, but you will be prompted for the second password when you attempt to enter the Route Adjustment portion of the software. You will not need an additional password to use COR for Database Preparation.
- 3) Make sure that the person beginning the route adjustment is the person that will be completing it. There have been instances where a person used his/her ID to begin a COR adjustment and that adjustment could not be opened by another person with a different computer ID.
- 4) Never Transfer Territory with any of the following open: The Alternate Address Table, the Delivery Location Table, or the Information Tool (i). When you have any of these open during Territory Transfer, the territory in question might not be transferred even though it appears to be occurring. Your Adjusted Route Summary will not match the Back of the 1840s and your adjustment will have to be completed again.
- 5) If you print the NDSS File information, you can use it in a number of ways during the adjustment process. For example, when you are doing manual territory transfers, you can make sure you get the entire blockface by checking it against the NDSS Files. It will also assist you in resolving ZIP+4 splits. Your COR Database should match the NDSS files. If it does not, contact your COR Database Preparation resource. This is important so that you do not invest time into the adjustment and find out that there are streets that cannot be split between routes because many of the NDSS records are incorrect (which creates Zip+4 conflicts).
- 6) If you make the decision to go forward with an adjustment even though Zip+4 conflicts appear, it is likely that your Adjusted Route Summary will not match the Back of the 1840s. This occurs because the territory in

question cannot be assigned to two routes and it is unclear which of the routes that the user intends the territory and time to be assigned.

- 7) To prepare a count sheet for sector segment counts, use the 3999X from AQIP. You must request access to the AQIP program through eAccess. Save the 3999X in Excel. Open the file. You must unprotect the worksheet. To do this, go to Tools, Protection, Unprotect Sheet. Delete the columns of the file that you don't need. You only need the columns with the address numbers and street names, and the Plus4 field. Add a column for letters, and one for flats. Format the file to your preference—borders, fonts, etc. Print one copy for each day you will ride the route.
 - i. You must do a sector segment count for all days that you ride the route

- 5) When DCD data is being collected, be very aware of what the examiner defines and collects as "Travel Within". For COR purposes, Travel Within is not collected when moving the vehicle between dismount delivery locations. Travel Within is collected when the vehicle moves between two separate geographic delivery locations without delivery service between the locations. **Travel Within generally occurs when the carrier is moving from one park point to another park point or when the carrier is traveling from one geographic area to another location without Service.** It is not "Travel Within" when a carrier is returning to his vehicle after the last stop on a park and loop segment.

- 6) During Editing of the Line of Travel (LOT), you might wish to see where Businesses are located on the route. This can be easily accomplished by making the Delivery Layer Active and making it the Working Layer. Click on the Color Triangle and Theme by Delivery Type, List of Values, and 8 for the number. The deliveries will be themed by type and displayed on the screen and in the Map Legend. They can be hidden once you have displayed them so that the screen is cleaner during the LOT editing process.

- 7) When Editing the Line of Travel (LOT), be sure that the arrows on the Park and Loop sections are displayed in the direction that you want them to be walked. If they are not, the delivery data will appear out of sequence.

- 8) When completing the Lines of Travel (LOT), changes to Relays should be made by creating a new Relay rather than trying to change one. Use the + sign to create a new Relay and number the travel sequences in the

order that you have chosen. The relay numbers will automatically be updated once you have rebuilt the route by using the hammer.

- 9) Ensure that all 3999's are completed properly by all those completing them. When doing a minor route adjustment, COR will use the most recent 3999 so it is imperative that it be completed properly. Travel Within, Relay, and Miscellaneous Other (for Replenish Time) should be properly documented
 - i. If COR does not have accurate data to begin with, the end result will be incorrect times for Relays, Travel Within, and Travel To and From

- 10) Importing COR Reports into Excel can be accomplished by using Seth Johnson's instructions below:

Importing COR Reports to EXCEL

All COR reports are stored in the **C:\Program Files\COR\Map\xxxxx\Rpt** folder. (xxxxx represents the ZIP Code)

The report must be generated using COR before reports can be imported.

Once a report is generated, open EXCEL. Choose **File – Open** and choose **All Files** from the drop down box for **files of type**.

Browse to the report location. All COR reports are stored in the **C:\Program Files\COR\Map\xxxxx\Rpt** folder. (xxxxx represents the ZIP Code.) All files will have the extension **.rpt**.

Once the file is open, highlight the column all data is contained in. From the menu bar select **Data – Text to columns** and choose **fixed width** then press **next**.

Use the mouse to move the vertical lines to determine the size of columns you desire. When completed press **Finish**, this will divide the existing data into separate columns.

NOTE: Reports cannot be moved back into COR from the Excel format.

- 11) The issues with No Stat/Default records was resolved when COR Version 1.4 was released to the field. These records are processed completely through the AMS/DOIS/COR process in the current version of COR. This significantly reduces the occurrences of these records as errors in the re-sequencing process.
- 12) One of our users, Rita McQuinn, put together a great description on how to do a Screen Image Capture in COR:

Capturing the Screen Image

If you want to capture the map or image currently displayed on your screen, follow these steps.

1. Open a blank Word Document
2. With the Word document open, click over into COR
3. Zoom into the image you wish to capture.
4. Press the "Print Scrn" button on your keyboard (located above the Insert Button to the right of the backspace button).
5. Click over to the blank Word document.
6. Click in the body of the document.
7. Right Click, select paste. Your image will be pasted into your word document.
8. If you want to add text, click onto the document and hit the enter key a few times, this gives you a few blank lines. You can now start typing.
9. Save the document. Now you can attach this saved screen image to an email. (See screen capture below).
10. You can also put the screen shot directly into the text section of an email.

(See Screen Capture below)

