

# Resequencing Carrier Routes

# The Edit Book

- The Edit Book is the USPS Address Management System (AMS) Route Listing Report.
- The Edit Book contains all deliveries assigned to a route in the exact order of delivery.
- Using the Edit Book and an AMS COVER SHEET, the order of delivery can be changed.

# Edit Book Page Example

USPS  
SAN MATEO IBSSC  
REPORT LFA220P2

U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM  
ROUTE LISTING REPORT

DATE: 7/18/2011  
PAGE: 2

ZIP CODE: ~~94067~~ ROUTE: C024 BUNDLE TYPE: ONE BUNDLE

SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELD	S I	DR SF	NON DOW	CO NG	RLY #	STR-DEF	HI-DEF	HJ-EXA	FIRM UNIC	ADDITIONAL INFO	ALTERNATE ZIP / RTE
34	16100	DORSET RD			CURB	R				1					05	2832					
35	7610	BROOKLYN BRIDGE RD			CURB	R		V		1						2816					
36	7608				CURB	R				1						2816					
37	7606				CURB	R				1						2816					
38	7604				CURB	R		V		1						2816					
L	39	7602			CURB	R				1						2816					
	40	7601			CURB	R				1						2815					
	41	7603			CURB	R				1						2815					
	42	7605			CURB	R				1						2815					
	43	7607			CURB	R				1						2815					
	44	7609			CURB	R				1						2815					
	45	16098			CURB	R				1						5315					
	46	16096			CURB	R				1						5315					
	47	16058			CURB	R				1						5315					
	48	16054			CURB	R		V		1						5315					
	49	16050			CURB	R				1						5315					
	50	16048			CURB	R				1						5315					
	51	15968			CURB	R				1						5313					
	52	15966			CURB	R				1						5313					
	53	15964			CURB	R				1						5313					
	54	15962			CURB	R				1						5313					
	55	15960			CURB	R				3						5313					
	56	15950			OTH	B				3						5313				SCOTCH TOWN HILLS ES.	
	57	15925			OTH	R				1					1	5312					
	58	15927			OTH	R				1						5312					
	59	15929			OTH	R		V		1						5312					
	60	15931			OTH	R				1						5312					
	61	15933			OTH	R				1						5312					
	62	15935			OTH	R				1						5312					
	63	15937			OTH	R				1						5312					
	64	15939			OTH	R				1						5312					
	65	15941			OTH	R		V		1						5312					
	66	15943			OTH	R				1						5312					

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# Changing The Delivery Order

- AMS recognizes changes to the delivery order **ONLY** by the sequence number listed in the far left column under the SEQ # heading in the EDIT Book.
- Using the Cover Sheet and the sequence number (SEQ #) in the Edit Book, complete the Cover Sheet using the sequence numbers for ALL deliveries in the Edit Book in the delivery order authorized. Use these SEQ #'s to correct the delivery order of the route.

# AMS Cover Sheet Example

**COVER SHEET - F/Y 200**  
 (COVER SHEET MUST be completely filled out when ordering labels)  
 (A cover sheet IS NOT required unless ordering labels)

AMS Use Only

**Check Labels**

**Print Zip Code**

**Print Route Number**

**Enter SEQ #'s Here**

**ZIP Code -** \_\_\_\_\_ **Route # -** \_\_\_\_\_

**Requesting**

**Labels & Edit Sheet** / **Edit Sheet Only**   
Circle or Check Appropriate Item Above

ALL Routes are One Bundle (District Standard)

**Case Equipment**  
Casing Equipment Position from Left to Right

	1st	2nd	3rd	4th	5th	6th
<small>Case Type (124, 144, 143) or (1, 2, 3) (40 cells, 40 cells, 20 cells)</small>						
<small># of Shelves Used 1 - 7 Must be the same for all equipment</small>						

**Print 3982s**

YES  NO   
Mandatory for all City routes

**CFS Separation**  
(Between 7 and 20 cells only)

\_\_\_\_\_ Cells

Carrier must have CFS Separation  
Location will be at the end of the last row  
(District Standard)

**Sequence Changes**  
(Use only line #s from edit sheet)  
(Use all line numbers from edit sheet)

1	21 - 197
2	218 - 198
3	219
4	1 - 20
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

**Select One Label Type**

1  **With Color Street Pattern**

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2  **No Color Street Pattern**  
**(Prints Address Information Larger)**

**Check the Box for the type of labels you want**

Use Back of Page if Additional Space is Needed  
 CoverPage Land 2006new Rev. 8/15/06

# Completing the AMS Cover Sheet

- On the right side of the Cover Sheet are numbered lines. This is where you will correct the Edit Book using the sequence number (SEQ #) listed.
- Example: SEQ # 21 is where you begin your route. You would write 21 – (through the last SEQ # that reflects the accurate delivery sequence).

# Making Sequence Change Entries

- This sequence may be 21 – 197 (or whatever SEQ # ends the accurate sequence of delivery in the Edit Book). This would be written on Line 1 of the SEQUENCE CHANGES section of the Cover Sheet.
- You continue this way (1 - 20, 203 - 279, etc.) using a separate line for each uninterrupted numerical sequence identified in your Edit Book.

# Reverse Delivery Order

- If the Edit Book contains deliveries that are backwards or reversed from the way they are delivered...start with the first correct SEQ # and – backwards to the end of the uninterrupted sequence line (218-198)  
AMS will know that the correct order of delivery starts at SEQ # 218 and ends at # 198

# Single Delivery Entries & Confirming all Sequence Numbers

- If only a single address is in the proper sequence just write that one SEQ # on the Cover Sheet Sequence Changes line and proceed to the next line to continue sequencing.
- When all sequenced numbers have been entered on the Cover Sheet it's time to review your entries to be sure that all SEQ #'s have been used. You can use a small checkmark next to each Sequence Change line entry to help you confirm that **all** SEQ #'s were used and **only used once**.

# Adding Additional Information

- Under the **ADDITIONAL INFO** column in the Edit Book, business names can be changed, suite numbers added/changed, dog warnings, special instructions (mail slot on garage door), MSP location, etc. Any information added here is printed on the case labels.

# Changing the Case Cell Sizes

- The case cell size or letter/flat separation size for each SEQ # can be changed using the CELL column in the Edit Book. Example: a delivery with a 1, 2, 3, etc. in this column can be changed by marking a line through the number and then writing the new cell size number next to it (1, 2, 3, etc.). Half cells can be used for a delivery by writing  $\frac{1}{2}$  but must be paired with either SEQ # next to it (also as a  $\frac{1}{2}$  cell) to form a complete cell. Check the last page of the Edit Book (Route Summary Report) to see how many cells are available.

# Edit Book Route Summary Page (Last Page)

U9FG 09-0009  
 SAN MATEO IBSSC  
 REPORT: LFA221P1  
 ZIP CODE: █████

U.S. POSTAL SERVICE - ADDRESS MANAGEMENT SYSTEM  
 ROUTE SUMMARY REPORT  
 AISU: 00029

DATE: 7/18/2011  
 PAGE: 1

ROUTE: C034

Section One Information

Bundle Type ..... : 1 [1-One Bundle, 2-Two Bundle Horizontal, V-Two Bundle Vertical, Z-Two Bundle Modified, Blank]  
 Route Type ..... : Delivery [Delivery, Phantom, Auxiliary]  
 Delivery Mode ..... : Dismount [Foot, Curbline, Park&Loop, Dismount, Other]  
 CFS Section ..... : STANDARD 7"  
 CFS Location ..... : Physical end of the last shelf on the last case  
 Flat Section Size ..... : Number of cells for each Flat section (Two)  
 Last Updated ..... : 7/18/2011 Date route last updated  
 Labels Printed ..... : 10/12/2010 Date labels last printed

**Equip: shows the number of cases assigned to the route: 144, 124 (w/ledge), 143 (wing case)**

Case	1	2	3	4	5						
Equip	144	124	144								
Mode	Ltrs	Ltrs	Ltrs								
Shelves	5	5	5								
Cells	200	200	200								

**Shelves: shows the number of shelves assigned to each case**

Totals  
 Ltrs = 600 Both = 0 Flats = 0

Allocated Case Cells

Row	1	2	3	4	5	6	7	Total
Letter	109	114	109	112	0	0	0	444
Flat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	8	0	0	12
Assigned	0	0	0	0	0	0	0	0
Insufficient	10	5	10	0	0	0	0	25
Used	120	120	120	113	8	0	0	481
Unassigned	0	0	0	7	112	0	0	119
Available	120	120	120	120	120	0	0	600
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

**3982/CFS: Shows the number of cells assigned to mark-up and CFS mail on the last shelf**

**Used: The number of cells currently being used**

**Unassigned: the number of cells not being used but available for expansion**

Delivery Counts By 1621 Type

1621 Type	--RESIDENTIAL--				--BUSINESS--				BUS	TOTAL
	1 OTHER	2 CURB	3 CBU	4 CENT	5 TOTAL	6 CURB	7 CBU	8		
Possible Delv	0	4	547	236	787	0	0	0	0	821
Active Delv	0	4	542	236	782	0	0	0	0	811
Active w/Drops	0	4	542	236	782	0	0	0	0	811

**Available: total cells available on current case configuration (each shelf is 40 cells)**

**UnDisplayed(L): The total number of cells in excess of cells available on the current cases. Any number here requires a reduction in cell sizes equal to this number or the addition of more shelves.**

Drop Stops = 0 NoStats = 7 Vacancies = 10  
 I certify this information to be verified & correct.  
 Changes are to be submitted on Edit Books to the AMS office.

CARRIER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 POSTMASTER/DELV MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 MPOO/CS MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Complete & Review

- Complete the Cover Sheet by entering the Zip Code, route number, check the Labels box and check the box for the type of case labels preferred, color pattern or no color but with larger numbers and street names.
- Review your work.
- Resequencing is complete.