

COR HELPFUL HINTS

DATABASE PREPARATION TIPS

- 1) If you have multiple CBUs or central boxes at one location, group them in the AAT as “one location” so that the addresses remain in the order that they currently appear. This is important so that the first box is delivered first and that all the others follow in order. The same rule should be used for multiple central boxes at an apartment complex in order to keep the carrier moving in the correct sequence.
- 2) When the database is being prepared, make sure to zoom in when adding new streets to ensure that there are no “extra” or “stray” pieces in the database. These “extra” pieces cause major problems during the route adjustment process.
- 3) If you are street validating or if you are creating a database, houses that are addressed around the corner need to be notated. However, if they are on walking or park and loop segments, they do not necessarily have to be entered separately in the AAT on the street where they physically appear. Choosing to move the location to the alternate street will require both streets to be placed on the same route. These houses that are on non-motorized segments can be accessed (by walking) without having to move a vehicle. The adjustments are smoother when they are not entered on another segment because of the necessity to then have to keep the pieces together.
 - a. It is beneficial to split the segment that the alternate address will be assigned to so that only the one address is attached to it. This will give the route adjuster the flexibility to transfer it or not. It will also give the route adjuster the ability to place the one delivery into the line of travel effectively.
- 4) During database preparation, additional classes of streets can easily be added to more clearly define a particular street (or set of streets) during the delivery window of operations. For example, you notice that NAVTEQ has assigned a street as a major arterial when during delivery operations that street is congested and traffic creates a much lower speed. You can create a new class of street that defines the particular conditions and enter it as a “6” or whatever numerical classification is available. This allows you to more closely define the conditions that actually exist for delivery operations. School Zones can also be defined as a separate class.

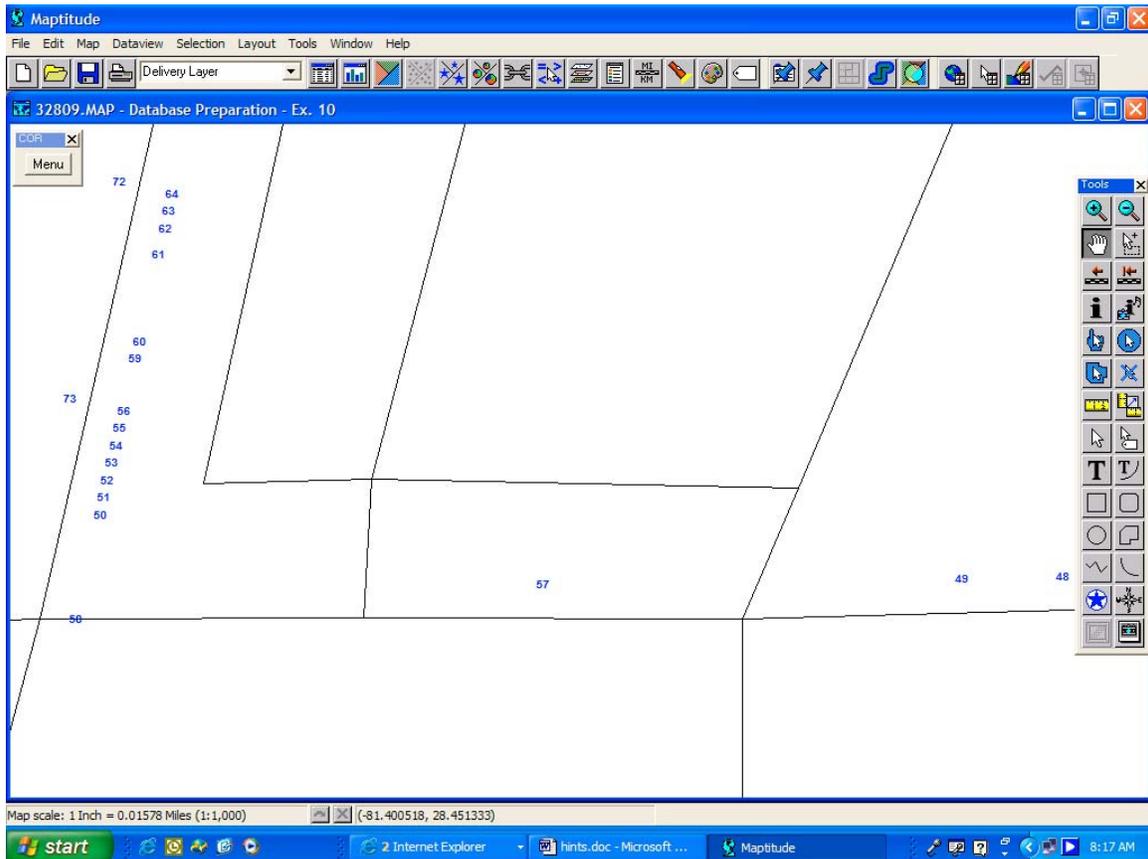
- 5) Remember that the NDSS files must be in the ASCII format when you ask for them from the DAS. Print the NDSS out and use throughout the correction process.
- 6) This information on handling Default records will be helpful to database preparation users:

Grouping Default Records with other Delivery Addresses

- i. You will have default address records in your Alternate Address Table (AAT). You MUST insure that default records become grouped into the same delivery location with all the other addresses in the same building.
 - ii. Why is this important? When the lines of travel are created, you will want the resulting delivery address sequencing to respect the original order of the default record and the other addresses in the building. To insure this occurs, you must group the default record with the other addresses in the building. Grouping them together will eliminate re-visiting errors.
 - iii. How do you do this? In the AAT, you will find the default record typically immediately preceding the delivery addresses in the building. It may or may not have the same address information as the following addresses in the same building. By properly utilizing the Del Loc Number, Del Loc Name and NDCBU/BLDG fields, you can give the default record and all the other addresses in the building the same alternate address. This will cause them all to become part of the same, single delivery location when you build the delivery location table. This grouping into a single delivery location will guarantee that the default record will be sequenced in the same order relative to the other deliveries in the building, when the line of travel is created.
- 7) To verify the map has been prepped properly, with your working layer as delivery layer, label the map by Exist Seq. To do this, activate your map layers button, highlight the delivery layer, then click on Style. Change the icon to no icon (first selection in the drop down box. Click OK. Click on Labels. In the Field, select Exist Seq. Change the font to 8. On the overlaps tab, uncheck the "Prevent Overlapping Labels" button. Click OK. Then Close. The screen will redraw with the existing sequence numbers. You should be able to follow through each route in sequence order. If you come across a place where the numbers are out of sequence, you should

investigate to determine if an alternate address should be used to force the delivery into existing sequence order.

- i. Why is this important? If the deliveries are in the correct place on the map before the adjustment begins, the lines of travel will be able to be run without causing deliveries to be out of place. In the example below, you can see that sequence numbers 57 and 58 are out of order. The carrier probably does not skip 57 & 58 and come back to it later on. You should consult local management for the information about where the boxes should go on the map. They should fall in sequential order, so you will need to give 57 & 58 and alternate address that will fall between 56 & 59. Add an alternate address into the AAT to make the delivery match in the correct location on the map.



STREET VALIDATION TIPS

When conducting street validation for COR databases, there are several items that should be included. The following list is a compilation of suggestions that have been received from various districts. These tips are also important when carrier knowledge is utilized for validation.

- 1) Mark the first and last physical addresses at each intersection on the COR route map; remember to include both the east/west addresses and the north/south addresses; write clearly enough for the person preparing the database to decipher the information.
- 2) Always take the 3999X for the route with you during validation so that there is a guide for all street deliveries.
- 3) Clearly mark the locations on the COR route map for central address locations. These locations include all CBU and NDCBU locations as well as central apartment and clustered curblines. Annotate the location with a sequentially numbered circle.
 - i. Mark in the AAT which addresses are clustered at each location. It is not necessary for the validator to determine what the alternate address should be. The data prepper should determine that based on the actual location of the boxes.
- 4) Print a full map for each route and print zoomed in maps for each section of the map so that are large enough for the validator to clearly write all information on the map that will be of assistance to the database preparation designee.
- 5) Mark any one way streets on the map and make notes of where the one way street begins and ends and what direction the street is traveled. List this information in the Comments section. (For example: Kim Lane is one way from Kamden Court to Kendyl Avenue going east to west.)
- 6) Some districts require that diagrams of the box be prepared for the CBU and NDCBU locations. This will assist the district delivery, AMS, and maintenance personnel. These diagrams should be a similar form for all locations in the zone.
- 7) Mark any locations on the map where a left turn or a right turn are not permitted.

- 8) If possible, annotate speed limit postings for any streets that are different than the usual local speed designations. School zones, major roads, and other speed postings should be included.
- 9) Clearly mark any locations where there is an anomaly in address locations. Explain the anomaly in the Comment section. (For example: 750 Ron Lane is located in the 800 odd block of Ron Lane.)
- 10) Note any streets that have a barrier between the two travel directions or other barriers including temporary or permanent dead ends created by barriers put in place by housing or local authorities.
- 11) List any unusual occurrences such as railroad tracks, bridges, etc.

These tips will hopefully provide information that will make street validation easier. Below is a condensed “tip sheet” with the main requirements. It could be printed and taken on the street as a reminder for those conducting street validation:

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| <p>Street Validation Requirements:</p> <ol style="list-style-type: none">1. Route Map2. 3999X for Route3. Speed Limits4. Central Delivery Locations5. Numbering Anomalies6. One Way Streets7. Road Barriers8. Turn Restrictions9. Unusual Circumstances |
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