Reroute Process

Create Master File

1. Plot stops on map
2. IT match up current route/day/frequency with new route/day/frequency
3. Convert Master tab data to a table *(any time any data is changed in Master Tab go to the Data Tab in the tool ribon and click on “Refresh All” to update all pivot tables)*
4. Add columns (Use formulas as refrence and not copy/past incase headers are different)
   * 1. Average Weekly Volume (if file has average delivery Volume: *=IF([@[New Frequency]]=7,[@[Delivery Revenue]],IF(OR([@[New Frequency]]=5,[@[New Frequency]]=6),[@[Delivery Revenue]]/2, IF(OR([@[New Frequency]]=1,2,3,4),[@[Delivery Revenue]]/4)))*
     2. Is Route Changing: *=IF([@[Current Rt '#]]=[@[NewRt '#]],"No","Yes")*
     3. Is Day Changing: *=IF([@[Current Delivery Day]]=[@[New Delivery Day]],"No","Yes")*
     4. Is Frequency Changing: *=IF([@[Current Frequency]]=[@[New Frequency]],"No","Yes")*
     5. Is Route Day or Freq Changin: =*IF(OR([@[Route Changing?]]="Yes",[@[Day Changing]]="Yes",[@[Frequency Changing]]="Yes"),"Yes","No")*
     6. Retape: *=IF(AND([@[Garment Inventory]]>0,[@[Route, Day, or Freq Changing?]]="Yes"),"RETAPE","")*
5. Create Change Dashboard
   1. **From Master tab data insert pivot table on new sheet.**
   2. **Compare Weekly Revenue by Route**
      1. **Create Current Route Revenue Table**
         1. Place Current Route in Rows and Weekly Revenue in values
      2. **Create New Route Table**
         1. Copy Current Route Revenue table to 2 rows below
         2. Change Current Route to New Route
         3. Change Column Header to Current Route
         4. Add %Change Column next to New Weekly Revenue and calculate % Change: *=(new revenue-Current revenue)/new Revenue*
   3. **Compare Avg Weekly Revenue By Day**
      1. **Create Current Revenue By Day Table**
         1. Copy Current Route Pivot Table and past a couple columns away
         2. Change Current route to Current Day
         3. Exclude multi week delivery customers as they will not likely be changing days
      2. **Create New Revenue By Day Table**
         1. Copy Current Revenue by Day Pivot table and past 2 rows below
         2. Change Current Day to New Day
         3. Add %Change Column next to New Day Revenue and calculate % Change: *=(new revenue-Current revenue)/new Revenue*
   4. **Compare Garments By Day**
      1. **Create Current Garments By Day Table**
         1. Copy Current Revenue By Day Pivot Table and paste 2 columns away
         2. In Values change Revenue to Garment Inventory
      2. **Create New Revenue By Day Table**
         1. Copy Current Garment by Day Pivot table and past 2 rows below
         2. Change Current Day to New Day
         3. Add %Change Column next to New Day Revenue and calculate % Change: *=(new revenue-Current revenue)/new Revenue*
6. Create Lists- *All lists will be created in pivot table format so that they automatically update if any changes are made. Once all changes are complete copy the tables into a new sheet (paste values only) so that they can be easily sorted.*
   1. **Data Entry List**
      1. Add Filter for Is Route, Day, or Frequency Changing, Set filter to Yes
      2. Add the following columns

Unique ID

Account Number

Customer Number

Customer Name

Current Route

Current Day

Current Frequency

New Route

New Day

New Frequency

Retape?

* 1. **Retape List**
     1. Copy Data Entry List and paste into new sheet
     2. Change Filter from Is Route, Day, or Frequency Changing to Retape and place filter to RETAPE
     3. Delete both Frequency Columns
     4. Add Garment Inventory to Value
  2. **RSP List**
     1. Copy Data Entry List to a new sheet
     2. Sort list by
        1. Route
        2. Day
        3. Retape
  3. **Special Invoice List-** List of customers that will not get an invoice during go live week without a special
     1. Wed- Monday
     2. Thursday- Monday or Tuesday
     3. Friday – Monday, Tuesday or Wednesday
  4. **Transition Special List-**
     1. Monday – Thursday or Friday
     2. Tuesday – Friday
  5. **Gap Inventory**
     1. Monday- Tuesday or Wednesday
     2. Tuesday- Wednesday or Thursday
     3. Wednesday- Thursday or Friday
     4. Thursday- Friday