

# How to: Holiday Fulfillment 2022

Enterprise Content Operations

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# 1 Equifax Consumer BK 8T (606)

Currently, Equifax Consumer BK 8T is the only customer that this needs to be performed on.

**Background:** The Fulfillment system works from schedules created in the C3MS application. When a job runs for a schedule one of the things it does is schedule the next job. So, any special adjustments or weekend adjustments must be made before the job that sets the weekend schedule runs. Any job that needs special scheduling will need to be set up with multiple schedules to cover the different scenarios. These schedules define the parameters used by the four different engines when creating and processing the job.

## Standard Monday Holidays:

Martin Luther King Day  
President's Day  
Memorial Day  
Labor Day

## Non-Standard Holidays:

New Years Day  
Fourth of July  
Thanksgiving  
Christmas

At the beginning of the year we should note that year's holidays and put appointments on our Outlook Calendars to remind us of the changes.

## Where to access schedule information:

- Open C3MS Production from Redball.
- Click on the Customers tab in the upper left.
- Expand "Equifax Consumer" from the customers list.
- Expand "Datasets" from the list under "Equifax Consumer"
- Click on the dataset "Equifax Consumer National Bankruptcy [8T]"
- On the dataset form in the main pane to the right, click on the "File Information" tab
- The schedules should be in a box about a third of the way down the form.

## Modifying for a Monday Holiday:

- Modify the 8T AUTOWKDAY schedule **the week before the holiday**. This can be done any time between Monday morning and Friday evening the week before.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Uncheck the Sat box.** This will prevent it from running as normal on the Saturday of the Holiday weekend.
      - **Press the 'OK' button to save.**
  - Next select the "Equifax Consumer BK 606 8T :AUTOWKEND" schedule.
    - Press the 'Change' button.
    - At the bottom of the left hand side is the duration box.

- **Set the StartDate value forward 1 week.** This date should still be a Tuesday.
  - **Press the 'OK' button to save.**
- Next select the "Equifax Consumer BK 606 8T :AUTO (4 Day Tape)
  - Press the 'Change' button
  - On the left hand side near the top is the Schedule Type box. This should be set to active, one time with an old date.
    - **Change the One Time date to the date of the Tuesday following the holiday.**
    - **Press the 'OK' button.**
- Modify the 8T AUTOWKDAY schedule **the week after the holiday** to return it to the normal schedule.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Select the Sat box.** This will return it to running as normal on the Saturday following Holiday weekend.
      - **Press the 'OK' button to save.**

### Modifying for Thanksgiving:

**Use this for any Thursday -Friday Holiday such as if July 4th is on a Thursday and people are off on Friday as well.**

- Modify the 8T AUTOWKDAY schedule **the week of Thanksgiving.** This can be done any time between Monday morning and Wednesday evening the week of.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Uncheck the Thu, Fri, and Sat box.** This will prevent it from running as normal over Holiday weekend.
      - **Press the 'OK' button to save.**
  - Select the "Equifax Consumer BK 606 8T :AUTOWKEND" schedule.
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Check the Sat box.** This will cause it to run on Sat as well as Tues. The offsets do not need to change since they are still covering 3 days.
      - **Press the 'OK' button to save.**
- Modify the 8T AUTOWKDAY schedule **the week after Thanksgiving.** This can be done any time between Monday morning and Wednesday evening the week after.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Check the Thu, Fri, and Sat box.** This will reset a normal schedule
      - **Press the 'OK' button to save.**
  - Select the "Equifax Consumer BK 606 8T :AUTOWKEND" schedule.
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Uncheck the Sat box.** This will return it to a normal schedule.
      - **Press the 'OK' button to save.**

### Modifying for Monday-Tuesday:

**Use this for any Monday-Tuesday Holiday such as if July 4th is on a Tuesday and people are off on Monday as well.**

- Modify the 8T AUTOWKDAY schedule **the week before the holiday.** This can be done any time between Monday morning and Friday evening the week before.

- Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
  - Press the 'Change' button
  - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
    - **Uncheck the Wed and Sat box.** This will prevent it from running as normal over Holiday weekend.
    - **Press the 'OK' button to save.**
- Select the "Equifax Consumer BK 606 8T :AUTOWKEND" schedule.
  - Press the 'Change' button
  - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
    - **Uncheck the Tue box.** This will prevent the file from running on the holiday
    - **Press the 'OK' button to save.**
- Select the 'Equifax Consumer BK 606 8T (5 Day Tape)'
  - Press the change button
  - On the left hand side in the Schedule Type Box **ensure the One Time box is selected and that it is Active. Set the date value for the date after the holiday.** For this example it should be Wednesday's date.
  - **Ensure the offsets on the lower right part of the screen are set to -4 for start and 0 for end.**
  - **Press 'OK' to save.**
- Modify the 8T AUTOWKDAY schedule **the after holiday.** This can be done any time between Wednesday morning and Friday evening after the holiday.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Check the Wed, and Sat box.** This will reset a normal schedule
      - **Press the 'OK' button to save.**
  - Select the "Equifax Consumer BK 606 8T :AUTOWKEND" schedule.
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Check the Tue box.** This will return it to a normal schedule.
      - **Press the 'OK' button to save.**

#### Modifying Non-Standard Holidays:

This can be a little trick because of the fact that we don't know when the holiday will fall. I will use the example of a Wednesday holiday such as if July 4th was on a Wednesday.

The basic principle is that we need to modify schedules to create the pattern that we want. For a mid-week holiday we should uncheck the day of the week and the following day for the processing on the AUTOWKDAY schedule. This will prevent the normal one day file from running on that day. We would then modify the AUTO 2 day tape to run the day after the holiday using the the two day offset to get both days on one file.

#### So for a Wednesday holiday:

- Modify the 8T AUTOWKDAY schedule **the week of the holiday.** This can be done any time between Monday morning and evening of the day before the holiday.
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Uncheck the Wed and Thu box.** This will prevent it from running as normal over Holiday.
      - **Press the 'OK' button to save.**
  - Select the "Equifax Consumer BK 606 8T :AUTO (2 Day Tape)" schedule
    - Press the change button

- On the left hand side in the Schedule Type Box **ensure the One Time box is selected and that it is Active. Set the date value for the date after the holiday.** For this example it should be Thursday's date
- **Ensure the offsets on the lower right part of the screen are set to -1 for start and 0 for end.**
- **Press the 'OK' button to save.**
- After the holiday:
  - Modify the 8T AUTOWKDAY schedule **after the holiday.**
  - Select the "Equifax Consumer BK 606 8T :AUTOWKDAY" schedule
    - Press the 'Change' button
    - On the left hand side of the form about half-way down is the 'Weekly' schedule information.
      - **Check the Wed and Thu box.** This will return it to normal for the following week.
      - **Press the 'OK' button to save.**