SOP Reference #: MAIL008

Operation/Task:	Scheduling			Equipment:	ALL	
Owner:	**Mailing Services Manager**	**Date Created:**	12/10/14	**Department:**	Mailing Services	
		Revision History:	See last page			

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for scheduling

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	Verify jobs are launched to Mailing Services and are active on the schedule.	Compare LS Launch emails to Prestige to ensure jobs have been launched and loaded.	Both the launch email and the import to the schedule are necessary steps to proceed.
2	☑	Update schedule with necessary mailing information and check for any job inaccuracies.	Add the outbound method to the TAG field and postage type to the INSTRUCTION field under the LS Handwork activity for a mailing job. While adding the necessary information above, check for any prominent inaccuracies in the job structure or data within the schedule.	The data we are adding is essential to organizing logistics, requesting postage and adding client information to the mail.dat. Due to the level with which we are drilling into a job, this is a good opportunity to catch obvious errors.
3		Monitor active schedule for jobs in jeopardy.	Watch the active jobs within the schedule for any potential deadline issues. If a timeline or due date appears to be at risk, engage the Mailing Services Manager and/or Scheduler to assess the risk and determine options if necessary.	With the goal of meeting every deadline, it is important that any possible job at risk is questioned to verify all necessary actions are being taken to meet the expected deadlines.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Lasher	12/10/14
Rev 2	Added Revision History table	Steve Lasher	8/1/16
Rev 3	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial	Andy Jones	3/21