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A. Purpose of this User Guide

The user guide for the QCS Dispatch - Service and volume report is in three parts:

- Part A Explanation and Suggested Usages
- Part B Using Pivot Tables and other Excel features
- Part C Supplement

Part A is intended to provide information and explanation regarding how the report can be used to analyse and improve postal operational processes.

This part (Part B) is intended to illustrate how to use the features of Excel when using the QCS Dispatch - Service and volume report Excel file.

Part C is a short (2-page) supplement to part A, primarily to assist in interpreting the report

The screens depicted in this document are based on Excel 2010. The same functionality is in earlier and later versions of Excel, but the navigation can be different.

B. Introduction

The QCS Dispatch -Service and volume report enables either a PDF report or an Excel file to be created. The Excel file is designed to be analysed, such as by Excel Pivot Tables.

A Pivot Table is a special type of table unique to Excel that enables you to summarize large amounts of data and “pivot”, or re-arrange, the data to display different summaries of the information the table contains.

Creating a Pivot Table is usually an iterative process. It is typical to “play” with the data, re-arranging the rows and the columns several times, until you have a table that makes sense and meets your business need. Each iteration takes only a few seconds.

Pivot Tables can be combined with Excel’s graphing features to easily create highly visual graphs.

The Excel version of the QCS Dispatch - Service and volume report is specifically designed to work with Pivot Tables.

This document is intended to illustrate how to use Excel Pivot Tables to analyze the information in the Excel version of the QCS Dispatch- Service and volume report. It is intended for users unfamiliar with Pivot Tables. It also provides examples of typical Pivot Tables, specifically for the QCS Dispatch - Service and volume report.

Note that Excel has many more advanced features of Pivot Tables that can also be used, that are not mentioned in this document.

As well, there are features of Excel, other than Pivot Tables, that are also very powerful and useful in analysing the information in the Excel version of the QCS -Dispatch Service and volume report. These include: auto-filters, freezing panes, and hiding columns.

For reasons of confidentiality of information, the QCS Dispatch - Service and volume report used in these examples have fictitious operator codes, IMPC codes, and carrier codes. Other than that, it is actual live data.

C. The Typical Process

Step 1: Create the file to start with (Figure 1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Op-	Directn	PTR-	Dispatch-Series-	Disp No	Closed D	Closed DT	Closed TM	Dprt DT/TM	Lead hr	Arr D	Arr DT/TM	Dprt-Arr hr	1st RES DT/TM	Arr-1st RES hr
2	KAA	out	JNA	KABJXM JNMGKJ AED	40152	1	2014-09-01	10:14	2014-09-01 19:10	9	2	2014-09-02 22:25	27	2014-09-07 05:44	103
3	KAA	out	JNA	KABJXM JNMGKJ AED	40153	2	2014-09-02	14:46	2014-09-03 19:10	29	4	2014-09-04 22:25	27	2014-09-07 05:44	55
4	KAA	out	JNA	KABJXM JNMGKJ AED	40154	3	2014-09-03	09:51	2014-09-03 19:10	10	4	2014-09-04 22:25	27	2014-09-07 05:44	55
5	KAA	out	JNA	KABJXM JNMGKJ AED	40155	4	2014-09-04	11:31	2014-09-05 19:10	32	6	2014-09-06 22:25	27	2014-09-09 03:47	53
6	KAA	out	JNA	KABJXM JNMGKJ AED	40156	4	2014-09-04	14:59	2014-09-05 19:10	29	6	2014-09-06 22:25	27	2014-09-09 02:50	52
7	KAA	out	JNA	KABJXM JNMGKJ AED	40157	5	2014-09-05	10:31	2014-09-06 19:10	33	7	2014-09-07 22:25	27	2014-09-09 02:50	28
8	KAA	out	JNA	KABJXM JNMGKJ AED	40158	1	2014-09-08	13:34	2014-09-09 19:10	30	3	2014-09-10 22:25	27	2014-09-14 04:46	78
9	KAA	out	JNA	KABJXM JNMGKJ AED	40159	2	2014-09-09	10:32	2014-09-09 19:10	9	3	2014-09-10 22:25	27	2014-09-14 05:47	79
10	KAA	out	JNA	KABJXM JNMGKJ AED	40160	3	2014-09-10	15:32	2014-09-11 19:10	28	5	2014-09-12 22:25	27	2014-09-15 03:47	53
11	KAA	out	JNA	KABJXM JNMGKJ AED	40161	4	2014-09-11	10:29	2014-09-11 19:10	9	5	2014-09-12 22:25	27	2014-09-15 03:47	53

Figure 1 – the 1st few columns and rows of the Excel QCS Dispatch Service and Volume report file

Step 2: Select the entire file.

Click the box to the left of column A and above row 1 to select the entire file (Figure 2)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Op-	Directn	PTR-	Dispatch-Series-	Disp No	Closed D	Closed DT	Closed TM	Dprt DT/TM	Lead hr	Arr D	Arr DT/TM	Dprt-Arr hr	1st RES DT/TM	Arr-1st RES hr
2	KAA	out	JNA	KABJXM JNMGKJ AED	40152	1	2014-09-01	10:14	2014-09-01 19:10	9	2	2014-09-02 22:25	27	2014-09-07 05:44	103
3	KAA	out	JNA	KABJXM JNMGKJ AED	40153	2	2014-09-02	14:46	2014-09-03 19:10	29	4	2014-09-04 22:25	27	2014-09-07 05:44	55
4	KAA	out	JNA	KABJXM JNMGKJ AED	40154	3	2014-09-03	09:51	2014-09-03 19:10	10	4	2014-09-04 22:25	27	2014-09-07 05:44	55
5	KAA	out	JNA	KABJXM JNMGKJ AED	40155	4	2014-09-04	11:31	2014-09-05 19:10	32	6	2014-09-06 22:25	27	2014-09-09 03:47	53
6	KAA	out	JNA	KABJXM JNMGKJ AED	40156	4	2014-09-04	14:59	2014-09-05 19:10	29	6	2014-09-06 22:25	27	2014-09-09 02:50	52
7	KAA	out	JNA	KABJXM JNMGKJ AED	40157	5	2014-09-05	10:31	2014-09-06 19:10	33	7	2014-09-07 22:25	27	2014-09-09 02:50	28
8	KAA	out	JNA	KABJXM JNMGKJ AED	40158	1	2014-09-08	13:34	2014-09-09 19:10	30	3	2014-09-10 22:25	27	2014-09-14 04:46	78
9	KAA	out	JNA	KABJXM JNMGKJ AED	40159	2	2014-09-09	10:32	2014-09-09 19:10	9	3	2014-09-10 22:25	27	2014-09-14 05:47	79
10	KAA	out	JNA	KABJXM JNMGKJ AED	40160	3	2014-09-10	15:32	2014-09-11 19:10	28	5	2014-09-12 22:25	27	2014-09-15 03:47	53

Figure 2 – with all rows and columns selected

Step 3: Launch the Pivot Table

Click *Insert*, then *Pivot Table*. The *Create Pivot Table* box will appear. Click *OK* to place the Pivot Table on a new worksheet. (Figure 3)

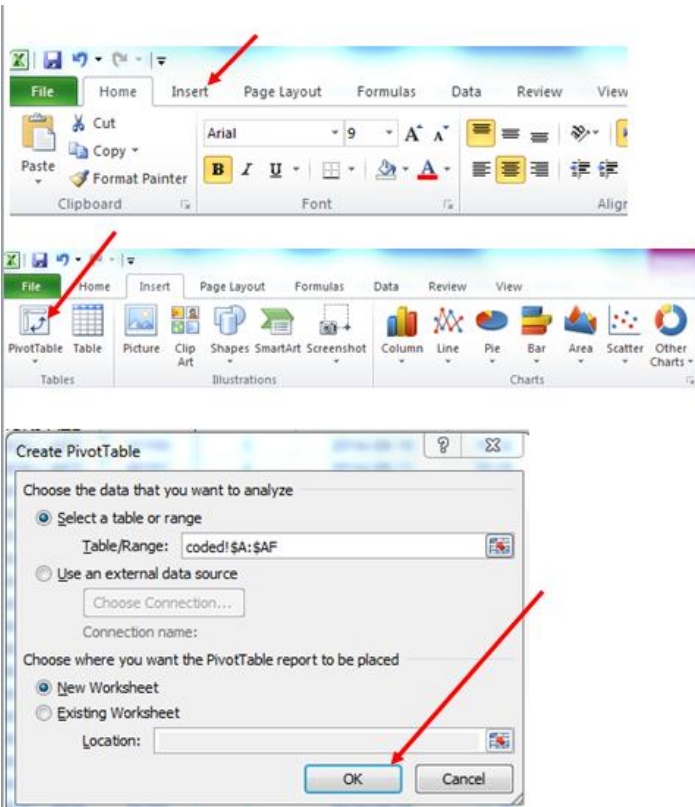


Figure 3 – launching the Pivot Table. You can accept the Excel default of placing the Pivot Table on a new worksheet. Just click OK.

Step 4: Start building your pivot table.

This is done by dragging and placing fields contained in the QCS Dispatch Service and Volume report file to either: Report Filter, Column Labels, Row Labels, or Values (Figure 4)

To build a report, choose fields from the PivotTable Field List

As you drag and place the fields from the Field List to the 4 areas, you will see the Pivot Table being built here.

List of data fields in the QCS Dispatch Service and Volume Report.

The Pivot Table is created by dragging these fields to the 4 areas below.

Fields you want as selection criteria → Report Filter

Fields you want in columns ← Column Labels

Fields you want in rows → Row Labels

Fields you want summarized ← Values

Figure 4 – the screen to build your Pivot Table

Step 5: Review and adjust

After building an initial Pivot table, look at it, and then change it as many times as needed to create the table you need. In the example below, after the initial table was created, it seemed better to have “Class” as another row (rather than a column) and to also report the sum of Kilos. Thus, for each partner, you can now see the number of dispatches and the total kilos by mail class.(Figure 5)

	A	B	C	D	E	F
1						
2	Cat	(All)				
3						
4	Count of Dispatch ID-	Column Labels				
5	Row Labels	C	E	U	(blank)	Grand Total
6	ABA	2	1			3
7	ADA	17	32	31		80
8	AFA		1			1
9	AXA	5	17	12		34
10	BAA	2				2
11	BEA	2	12			14
12	BJA		17			17
13	BNA	15	37	54		106
14	BPA	18	39	32		89
15	BRA	5		1		6
16	BTA		15	11		26

Drag fields between areas below:

Report Filter: Cat

Column Labels: Class

Row Labels: PTR-

Values: Count of Dispatch ID-

First try:

- Cat (category) is dragged to be a report filter.
- Class is a column.
- PTR (partner code) is a row.
- The field reported is the number of dispatches (count of Dispatch-ID).

	A	B	C
1			
2	Cat	(All)	
3			
4	Row Labels	Count of Dispatch ID-	Sum of Kilos
5	ABA	3	19.6
6	C	2	19.4
7	E	1	0.2
8	ADA	80	1080.7
9	C	17	585.7
10	E	32	127.7
11	U	31	367.3
12	AFA	1	0.2
13	E	1	0.2
14	AXA	34	135.6
15	C	5	76
16	E	17	29
17	U	12	30.6

Drag fields between areas below:

Report Filter: Cat

Column Labels: Sum of Kilos

Row Labels: PTR-, Class

Values: Count of Dispatch ID-, Sum of Kilos

2nd try:

- Class is now dragged to become an additional row, rather than a column.
- In addition to reporting the number of dispatches (count of Dispatch-ID), the sum of Kilos is also reported.

Figure 5 – Trying iterations of the Pivot Table – by playing with options

Step 6: Apply Filters

At any time, you can apply the filters that you have defined. In the example below, Category B (Surface Airlift) was selected by clicking the down arrow in cell B1 and then selecting value B. (Figure 6)

	A	B	C	D
1	Cat	B		
2				
3	Row Labels	Count of Dispatch ID-	Sum of Kilos	
4	ABA	2	19.4	
5	C	2	19.4	
6	ADA	21	644.7	
7	C	17	585.7	
8	U	4	59	
9	AXA	6	77	
10	C	5	76	
11	U	1	1	
12	BAA	2	6.8	
13	C	2	6.8	
14	BEA	2	3.4	
15	C	2	3.4	
16	BNA	46	3456.8	
17	C	15	421.7	
18	U	31	3035.1	
19	BPA	34	875.6	

Figure 6 – Using the filters

Step 7: Specify how fields are displayed

After determining the fields to be displayed you will need to determine how they are displayed. Excel provides various options. The most commonly used options for the QCS Dispatch Service and Volume report

are Counts, Sums, and Averages. Occasionally Minimums and Maximums may also be used. (Figure 7, 7a, 7b, and 7c)

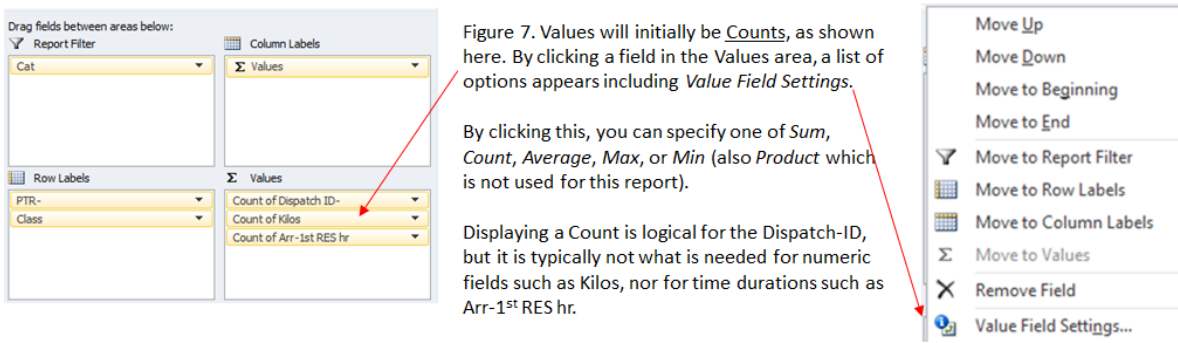


Figure 7. Values will initially be Counts, as shown here. By clicking a field in the Values area, a list of options appears including *Value Field Settings*.

By clicking this, you can specify one of *Sum*, *Count*, *Average*, *Max*, or *Min* (also *Product* which is not used for this report).

Displaying a Count is logical for the Dispatch-ID, but it is typically not what is needed for numeric fields such as Kilos, nor for time durations such as Arr-1st RES hr.

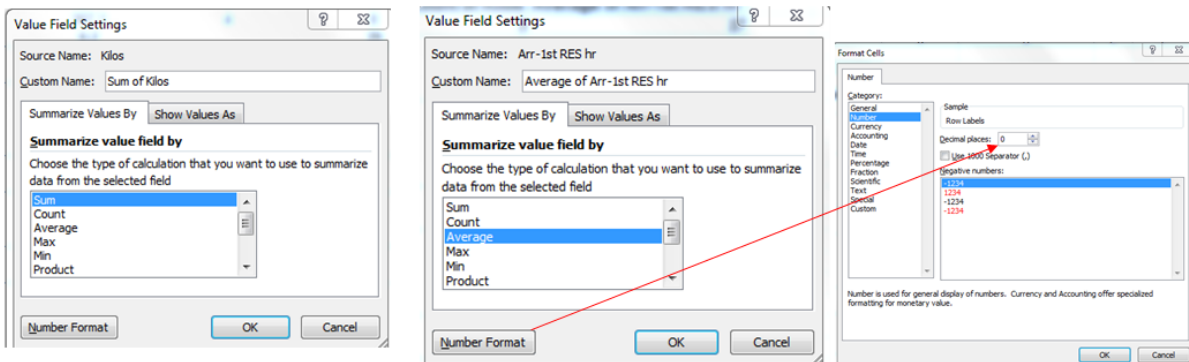


Figure 7a) This will display the Sum of the Kilos.

Figure 7b) This will display the Average of Arr-1st RES hr. As it is a calculated number, it is usually necessary to specify the number of decimals via the Number format box. This number formatting can also be done afterwards.

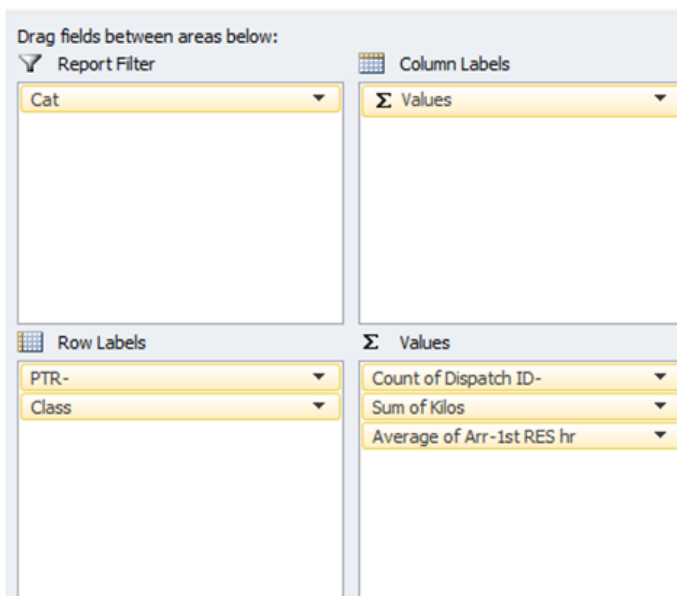


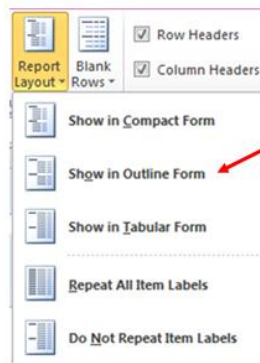
Figure 7c) The Pivot Table will now display the Count of Dispatch-IDs (i.e. the number of dispatches, the Sum of the kilos of the dispatches and the Average time in hours of Arr-1st RES.

Step 8: Change to outline form

You will typically want to change the report layout. Microsoft Excel 2010 applies a default report layout that is not ideal for the QCS Dispatch - Service and Volume report. It is usually appropriate to change the report layout. (Figure 8)

The screenshot shows the PivotTable Tools ribbon with the Report Layout dropdown menu open. A red arrow points to the 'Show in Outline Form' option.

Row Labels	Count of Dispatch ID-	Sum of Kilos
ABA	3	19.6
C	2	19.4
E	1	0.2
ADA	80	1080.7
C	17	585.7
E	32	127.7
U	31	367.3



The screenshot shows the PivotTable Tools ribbon with the Report Layout dropdown menu open. A red arrow points to the 'Show in Outline Form' option.

PTR-	Class	Count of Dispatch ID-	Sum of Kilos
ABA		3	19.6
	C	2	19.4
	E	1	0.2
ADA		80	1080.7
	C	17	585.7
	E	32	127.7
	U	31	367.3

Figure 8 With the cursor inside the Pivot Table, click the down-arrow in *Report Layout*, and then select *Show in Outline Form*. With this, rather than displaying the text "Row Labels" in cell A3, the titles of the rows are now displayed. In this example, you can now see that column A is PRT (Partner) and column B is Class. The report is now easier to understand.

D. Tips on using Pivot Tables

Tip 1: Exiting and re-entering a Pivot Table

If you click a cell outside the Pivot Table, the Field List will disappear. When you click a cell within the Pivot Table, the Field List will re-appear. (Figure 9).

PTR	Class	Count of Dispatch ID	Sum of Kilos
ABA		3	19.6
	C	2	19.4
	E	1	0.2
ADA		80	1080.7
	C	17	585.7
	E	32	127.7
	U	31	367.3
AFA		1	0.2
	E	1	0.2
AXA		34	135.6

Figure 9 Clicking outside the Pivot Table causes the Field List to disappear.

PTR	Class	Count of Dispatch ID	Sum of Kilos
ABA		3	19.6
	C	2	19.4
	E	1	0.2
ADA		80	1080.7
	C	17	585.7
	E	32	127.7
	U	31	367.3
AFA		1	0.2
	E	1	0.2
AXA		34	135.6

By clicking inside the Pivot Table, it re-appears.

Tip 2: Drill-down of data in a Pivot Table

If you click a cell of a Pivot Table, the rows from the original worksheet that were used to compute the value of the cell will be displayed. A new worksheet containing these rows will also be created. (Figure 10).

Op	Directn	PTR	Dispatch	Series	Disp No	Closed D	Closed DT	Closed TM	Dprt DT/TM	Lead hr	Arr D	Arr DT/TM	Dprt Arr hr	1st RES DT/TM
2	KAA	out	AXA	KABUJM AXKQK B	40044	3	2014-09-24	19:15	2014-09-24 19:	0	5	2014-09-25 00	29	2014-09-27 01:11
3	KAA	out	AXA	KABUJM AXKQK B	40043	2	2014-09-23	19:15	2014-09-23 19:	0	4	2014-09-25 00	29	2014-09-25 14:02
4	KAA	out	AXA	KABUJM AXKQK B	40042	2	2014-09-16	19:10	2014-09-16 19:	0	3	2014-09-17 19	24	2014-09-19 20:06
5	KAA	out	AXA	KABUJM AXKQK B	40041	4	2014-09-04	19:10	2014-09-04 19:	0	5	2014-09-05 19	24	2014-09-06 21:13
6	KAA	out	AXA	KABUJM AXKQK B	40040	1	2014-09-01	19:10	2014-09-01 19:	0	2	2014-09-02 19	24	2014-09-04 00:19

Figure 10 A new worksheet was created by clicking the "5" in cell C14. The 5 rows are now displayed.

Tip 3: Grand totals - Pivot Table Options

By right clicking from within a Pivot table you can select Pivot Table Options. The most commonly used option for the QCS Dispatch - Service and Volume report is Totals & Filters, specifically to either enable, or disable, grand totals for rows or for columns. In some cases you will want grand totals; in other cases you will not. (Figure 11)

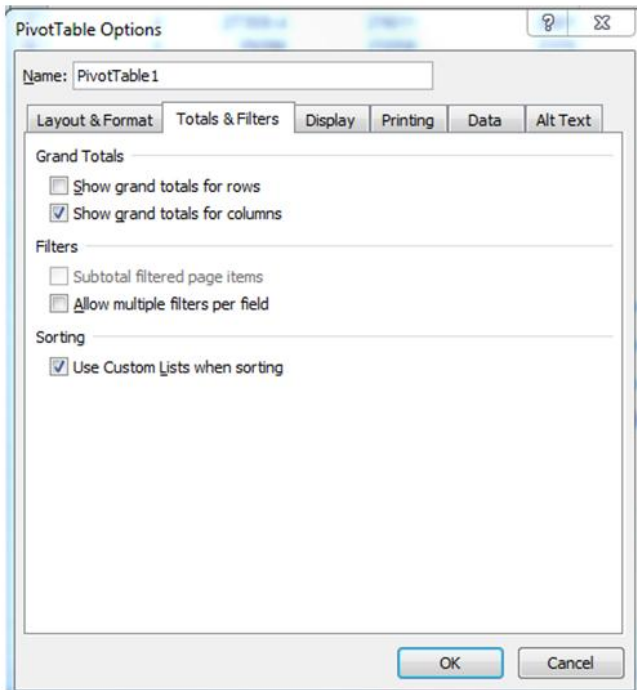


Figure 11 Pivot Table Options window

Tip 4: Columns AA to AF

Columns A to Z of the QCS Dispatch - Service and Volume report contain data fields - some of which are composite fields created by combining data elements. Column D (Dispatch-Series) is an example, consisting of the origin IMPC code, the destination IMPC code, the mail category, mail class and mail subclass.

Sometimes it is necessary to use the individual data elements in Pivot Tables and in other Excel functions. Columns AA to AF can be used for this. (Figure 12)

AA	AB	AC	AD	AE	AF
O-IMPC-	D-OMPC-	Cat	Class	Subcl (char 2)	Dispatch ID-
KABJXM	KNKADJ	B	C	N	KABJXMKNKADJBCN40107
KABJXM	KNKADJ	B	C	N	KABJXMKNKADJBCN40108
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40029
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40030
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40031
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40032
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40033
KABJXM	KNKADJ	B	U	N	KABJXMKNKADJBUN40034
KABJXM	KOXDJL	B	C	N	KABJXMKOXDJLBCN40007
KABJXM	KOXDJL	B	C	N	KABJXMKOXDJLBCN40008
KABJXM	KPBXOM	B	C	N	KABJXMKPBXOMBCN40037
KABJXM	KPBXON	A	E	D	KABJXMKPBXONAED40071
KABJXM	KPBXON	A	E	D	KABJXMKPBXONAED40072
KABJXM	KPBXON	A	E	D	KABJXMKPBXONAED40073
KABJXM	KPBXON	A	E	D	KABJXMKPBXONAED40074
KABJXM	KPBXON	A	E	D	KABJXMKPBXONAED40075

Figure 12 Fields included for Pivot Tables, auto-filters, sorting and other Excel functions

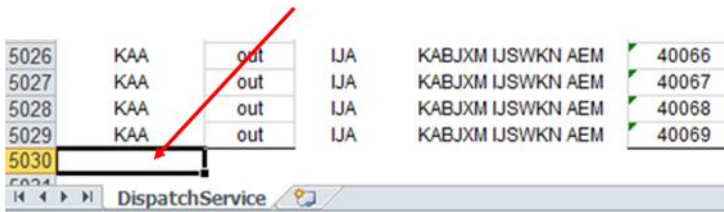
Tip 5 Combining inbound and outbound

The QCS Dispatch - Service and volume report is either for outbound or for inbound. It can be useful to have an Excel file that is both outbound and inbound.

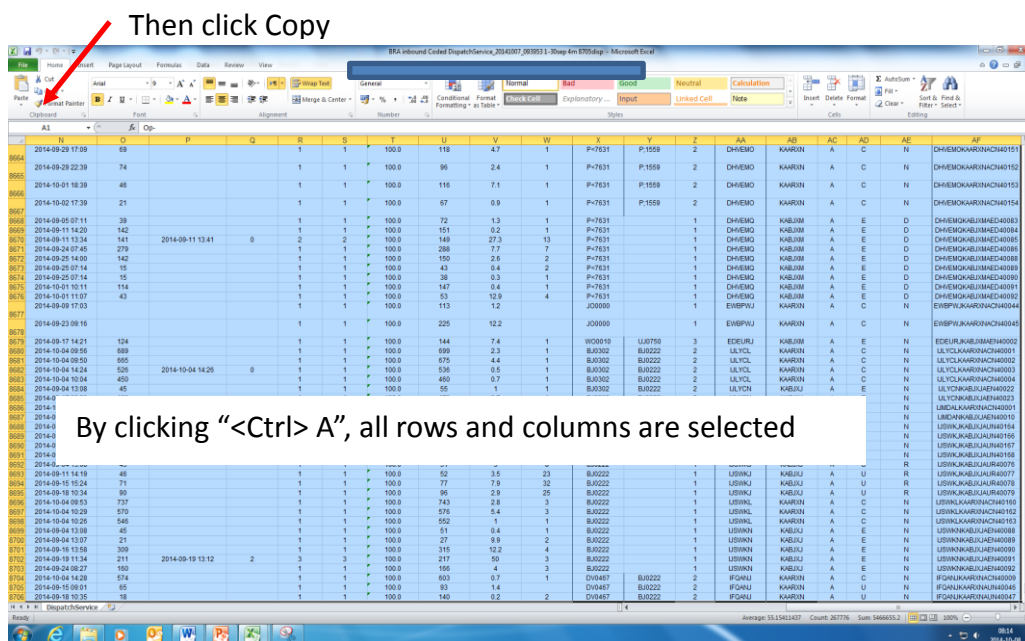
This can be done by the following steps:

Create both an outbound file and an inbound Excel report file. Typically you will want to ensure that the same selection parameters are used for both files.

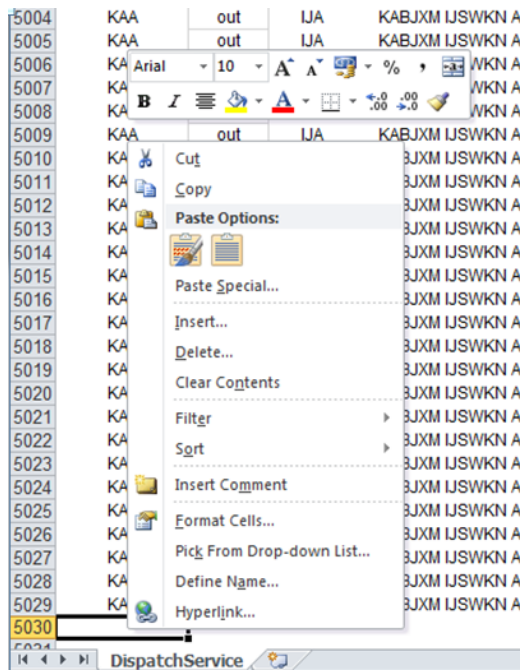
Open one of the files (e.g. the outbound file) and position the cursor in column A of the row immediately after the last row of data.



Open the other (i.e inbound) file and select all the rows and columns. This is done by positioning the cursor in cell A1 and pressing <Ctrl> A. Then click Copy.



Then, in the outbound file, right click, then Paste to place the inbound file contents after the contents of the outbound file.



Now, delete the extra row of column titles that came with the inbound file. In this example it is row 5030.

5025	KAA	out	IJA	KABJXM IJSWKN AEM	40065
5026	KAA	out	IJA	KABJXM IJSWKN AEM	40066
5027	KAA	out	IJA	KABJXM IJSWKN AEM	40067
5028	KAA	out	IJA	KABJXM IJSWKN AEM	40068
5029	KAA	out	IJA	KABJXM IJSWKN AEM	40069
5030	Op-	Directn	PTR-	Dispatch-Series-	Disp No
5031	KAA	In	JNA	JNMGKJ KAARXN ACN	45131
5032	KAA	In	JNA	JNMGKJ KAARXN ACN	45132
5033	KAA	In	JNA	JNMGKJ KAARXN ACN	45133
5034	KAA	In	JNA	JNMGKJ KAARXN ACN	45134
5035	KAA	In	JNA	JNMGKJ KAARXN ACN	45135

This results in a file that has both outbound and inbound dispatches. Column B, titled “Directn”, can be used to distinguish between outbound and inbound. An example Pivot Table:

	A	B	C	D	E
1	Cat	(All)			
2	Class	(All)			
3					
4		Directn	Values		
5		In		out	
		Count of Dispatch ID-	Sum of Kilos	Count of Dispatch ID-	Sum of Kilos
6	PTR-				
7	ABA	40	135.5	6	37.7
8	ADA	196	645.7	92	1283.5
9	AFA			2	0.4
10	AXA	42	278.5	37	149.5
11	BAA	3	43.5	2	6.8
12	BEA	26	95	15	50.3
13	BHA	2	14.5		
14	BJA	3	2.9	18	139.4
15	BNA	497	86147.5	124	4865.3
16	BPA	201	14775.3	113	1898.3

This displays the number of dispatches and kilos for each partner, with inbound on the same row as outbound, enabling inbound to be easily compared with outbound.

E. Creating graphs

In many cases, graphs can display information much better than tables. Graphs convey information much more visually than numbers in a table. Excel has extensive graphing features that are fully compatible with Pivot Tables.

The general approach is to initially create the Pivot Table. Then, from the Pivot Table, create a graph. (Figure 13).

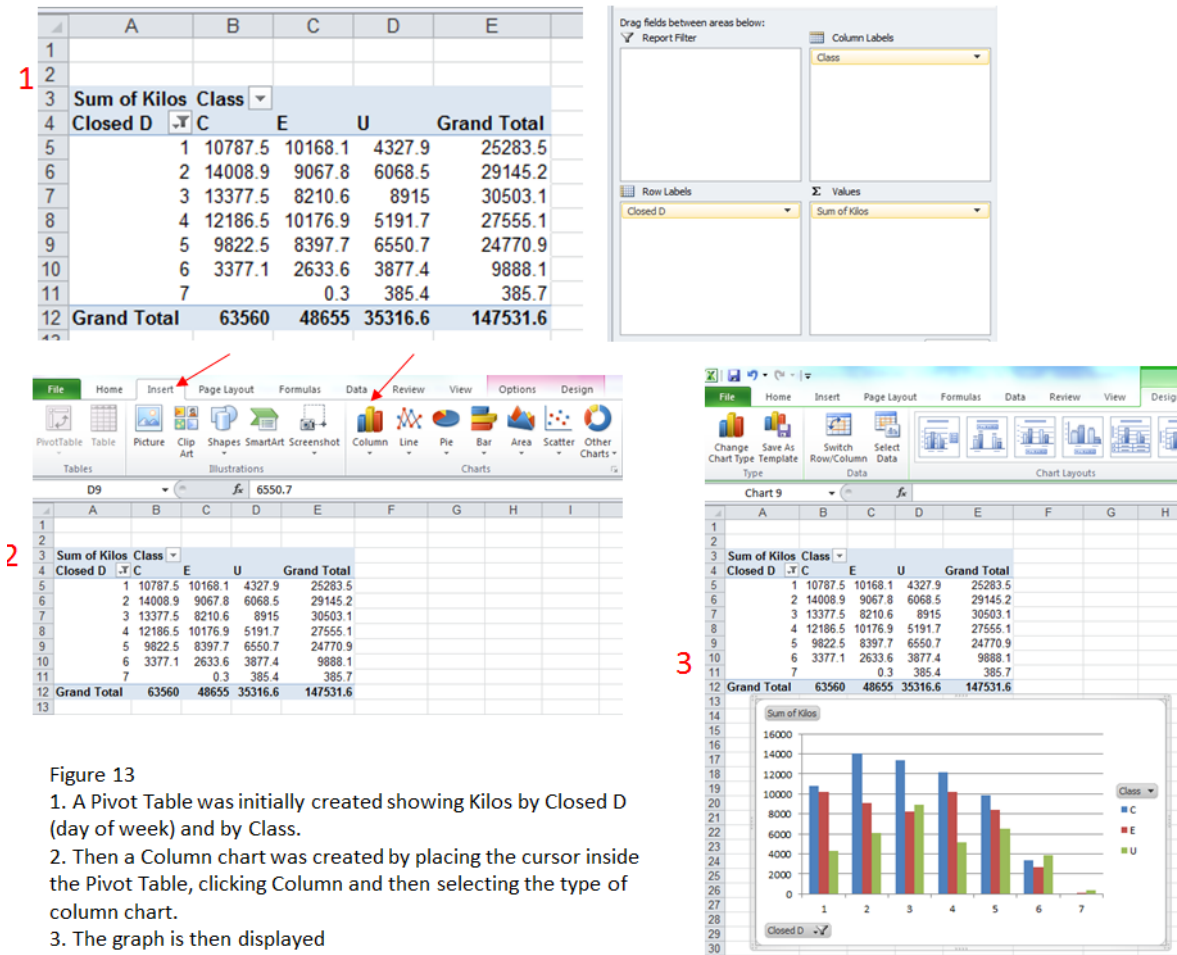


Figure 13

1. A Pivot Table was initially created showing Kilos by Closed D (day of week) and by Class.
2. Then a Column chart was created by placing the cursor inside the Pivot Table, clicking Column and then selecting the type of column chart.
3. The graph is then displayed

F. Summary – Pivot Tables

Pivot Tables are quite easy, and can be very useful. It can also be fun to create Pivot Tables, as each one can give a different perspective of the business issue you are analyzing.

In effect, Pivot Tables enable you to “mine” the data in the QCS Dispatch -Service and volume report. You are not limited to using the reports in the format in which they are created.

The most important thing - is to thoroughly understand each of the data elements that comprise the Excel QCS Dispatch - Service and volume report. These are defined in another section of the user guide.

G. Other Excel Features

Excel feature: Auto-filter

These can be used to select specific dispatches. (Figure 14)

Op	Directs	PTR	Dispatch-Series	Disp No	Closed D	Closed DT	Closed TM	Dprt DT/TM	Lead hr	Arr D	Arr DT/TM
KAA	out	JNA	KABUM JIMGKI AED	40152	1	2014-09-01	10:14	2014-09-01 19:10	9	2	2014-09-02 22:25
KAA	out	JNA	KABUM JIMGKI AED	40153	2	2014-09-02	14:46	2014-09-03 19:10	29	4	2014-09-04 22:25
KAA	out	JNA	KABUM JIMGKI AED	40154	3	2014-09-03	09:51	2014-09-03 19:10	10	4	2014-09-04 22:25
KAA	out	JNA	KABUM JIMGKI AED	40155	4	2014-09-04	11:31	2014-09-05 19:10	32	6	2014-09-06 22:25
KAA	out	JNA	KABUM JIMGKI AED	40156	4	2014-09-04	14:59	2014-09-05 19:10	29	6	2014-09-06 22:25
KAA	out	JNA	KABUM JIMGKI AED	40157	5	2014-09-05	10:31	2014-09-06 19:10	33	7	2014-09-07 22:25
KAA	out	JNA	KABUM JIMGKI AED	40158	1	2014-09-08	13:34	2014-09-09 19:10	30	3	2014-09-10 22:25
KAA	out	JNA	KABUM JIMGKI AED	40159	2	2014-09-09	10:32	2014-09-09 19:10	9	3	2014-09-10 22:25
KAA	out	JNA	KABUM JIMGKI AED	40160	3	2014-09-10	15:32	2014-09-11 19:10	28	5	2014-09-12 22:25

Figure 14a) The first few columns and rows of the QCS Dispatch Service and Volume Excel report

Figure 14b) By clicking DATA and then Filter, the auto-filters are enabled. Each column has a down-arrow in the column title cell.

Figure 14c) By clicking the down-arrow in the PTR (Partner) cell (C1), one or more individual partners can be selected.

Figure 14 – Use of auto-filters

Excel feature: Freeze Panes (Figure 15)

This can be used to make scrolling easier

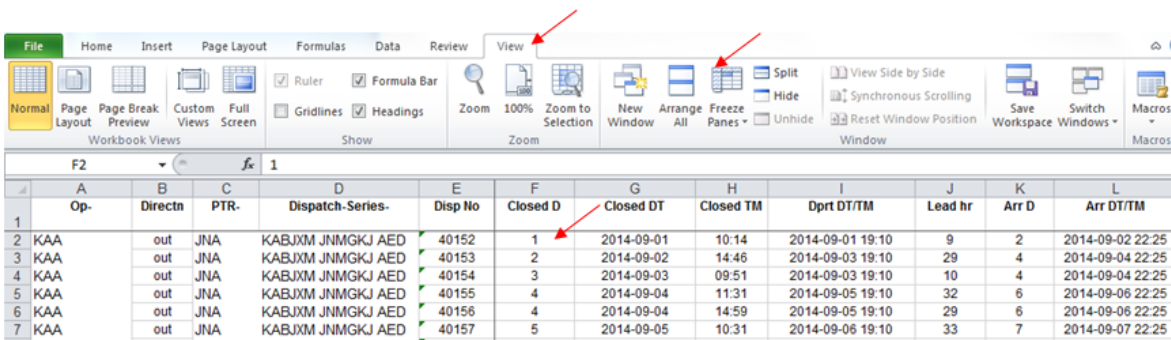


Figure 15 – Freeze Panes. In this example, View was clicked. The cursor was placed in cell F2, and Freeze Panes was applied. This enables scrolling down and across with row 1 and columns A-E always being visible.

Excel Feature: Hiding and Unhiding columns (Figure 16)

This can be used to make on-screen viewing easier.

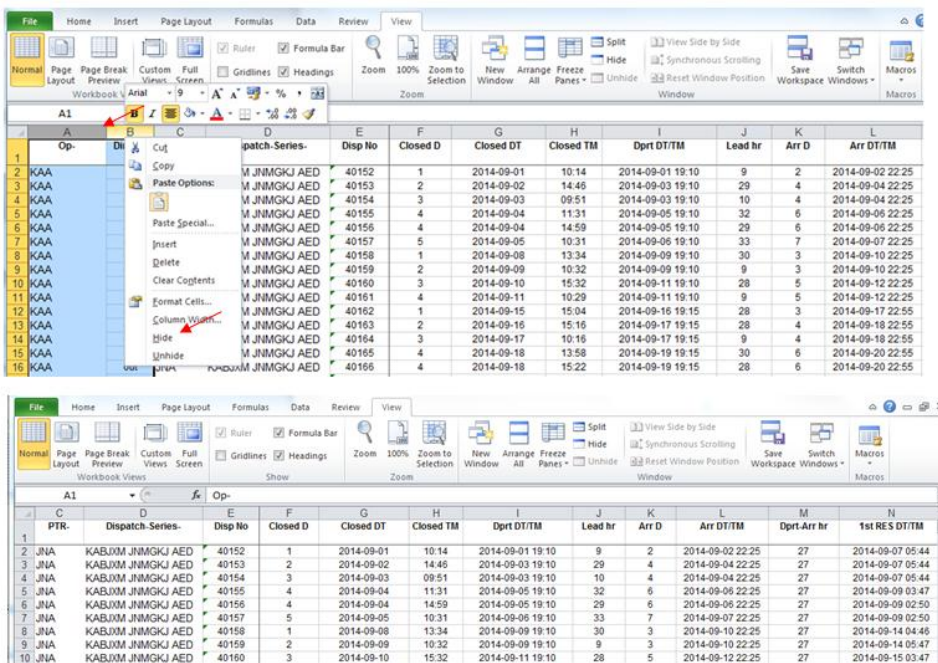


Figure 16 – Hiding Columns. In this example, Columns A and B were selected then a right click displays the Hide option. By clicking Hide, the columns still exist, but do not appear. This feature can be used to assist in on-screen viewing by hiding the columns you don't need to see at this time. Those you do wish to see can more easily fit on the screen. You can always Unhide columns.

H. Typical Pivot Tables applied to the QCS Dispatch - Service and volume report

An almost infinite number of Pivot Tables can be applied to the Excel Dispatch - Service and volume report. Similarly, there is a wide variety of business situations designated operators may face. As example - some have many offices of exchange, others only one; some have direct transport to many destinations, others have direct transport to very few destinations; some rely heavily on closed transit, others have very little closed transit; some use surface airlift (SAL), others do not.

Pivot Tables used to analyse outbound dispatches may be different than those used to analyse inbound dispatches. For outbound, origins are in control of the content and quality of their PREDES messages they send. But for inbound, destinations are not in control of the content and quality of the PREDES messages they receive.

This section provides a few examples of Pivot Tables to help get started in using them.

Example 1

This Pivot Table displays the number of dispatches and the average time durations for each of a) lead time, b) planned departure to planned arrival, c) planned arrival to 1st RESDES, d) closed date/time to 1st RESDES (the sum of the previous three), and e) 1st to last RESDES.

It is displayed by Partner and enables filtering on Category and Class. In this example Category A is selected. It is also possible to filter specific partners.

Drag fields between areas below:

Report Filter	Column Labels
Cat: <input type="text" value="A"/> Class: <input type="text" value="(All)"/>	Σ Values: <input type="text" value="Count of Dispatch ID-"/>
Row Labels	Σ Values
PTR-: <input type="text" value="ABA"/>	<input type="text" value="Count of Dispatch ID-"/> <input type="text" value="Average of Lead hr"/> <input type="text" value="Average of Dprt-Arr hr"/> <input type="text" value="Average of Arr-1st RES hr"/> <input type="text" value="Average of Closed-1st RES hr"/> <input type="text" value="Average of 1st-last RES hr"/>

	A	B	C	D	E	F	G
1	Cat	A					
2	Class	(All)					
3							
					Average of	Average of	Average of
4	PTR-	Count of Dispatch ID-	Average of Lead hr	Average of Dprt-Arr hr	Arr-1st RES hr	Closed-1st RES hr	1st-last RES hr
5	ABA	1	27	18	49	94	
6	ADA	59	25	25	23	72	4
7	AFA	1	29	66	43	138	
8	AXA	28	0	27	42	69	
9	BEA	12	15	15	43	73	0
10	BNA	60	24	31	5	60	1
11	BPA	55	22	44	29	95	0
12	BTA	25	36	63	-28	71	
13	CAA	35	0	22	28	50	0
14	CCA	11	11	25	23	59	
15	CIA	5	0	64	-27	38	
16	CPA	1	0	23	38	61	
17	CQA	33	32	45	61	138	94
18	CWA	8	18	71	47	136	
19	DBA	291	13	8	14	35	6
20	DHA	72	27	4	16	48	1
21	EWA	4	53	72	184	309	
22	IJA	44	0	58	24	82	24

This can be used to assess the operational performance of dispatches. If, for example, the average of planned arrival to 1st RESDES for dispatches of category A is high, then it is possible that transportation arrangements are not working as planned, or that there are delays in processing receptacles within the destination Post.

Example 2

This Pivot Table is similar in purpose to example 1, but focuses only on planned arrival to 1st RESEDES. It has Partner in the report filter and, in this example, partner VGA is selected. It has included origin IMPC as a row, thus the two origin IMPCs (KAARXN and KABJXM) are displayed separately.

Drag fields between areas below:

<p>Report Filter</p> <p>Cat</p> <p>Class</p> <p>PTR-</p>	<p>Column Labels</p> <p>Σ Values</p>
<p>Row Labels</p> <p>O-IMPC-</p> <p>Dispatch-Series-</p>	<p>Σ Values</p> <p>Count of Dispatch ID-</p> <p>Average of Arr-1st RES hr</p>

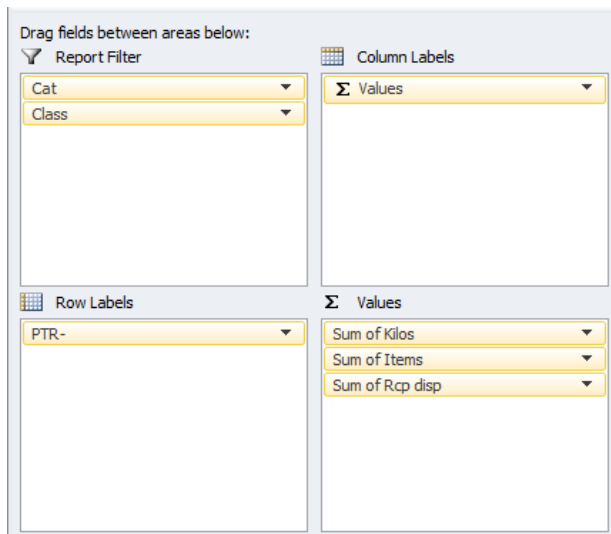
	A	B	C	D
1	Cat	A		
2	Class	(All)		
3	PTR-	VGA		
4				
5	O-IMPC-	Dispatch-Series-	Count of Dispatch ID-	Average of Arr-1st RES hr
6	KAARXN		6	26
7		KAARXN VGVNGM AUN	6	26
8	KABJXM		70	33
9		KABJXM VGVNGM AUN	21	40
10		KABJXM VGVNGM AED	27	29
11		KABJXM VGVNGM AEM	22	32
12	Grand Total		76	32
13				

This can be used to analyze possible delays in planned arrival to 1st RESEDES.

Example 3

This Pivot Table displays the volume of mail (Kilos, Items, and Receptacles) dispatched.

It is displayed by Partner and enables filtering on Category and Class. In this example Category A is selected. It is also possible to filter to include only specific selected partners.



	A	B	C	D
1	Cat	A		
2	Class	(All)		
3				
4	PTR-	Sum of Kilos	Sum of Items	Sum of Rcp disp
5	ABA	0.2	1	1
6	ADA	436.0	1011	73
7	AFA	0.2	1	1
8	AXA	58.6	70	28
9	BEA	46.8	17	13
10	BNA	532.5	554	77
11	BPA	716.4	402	81
12	BTA	51.3	129	25
13	CAA	98.3	69	36
14	CCA	42.5	113	11
15	CIA	1.2	5	5
16	CPA	0.2	1	1
17	CQA	49.1	92	35
18	CWA	3.3	9	8
19	DBA	22636.7	25387	1744
20	DHA	737.3	902	90
21	EWA	2.6	4	4
22	IJA	283.1	172	51
23	JAA	1314.6	2053	123

This can be used to review the volumes of mail to or from each partner, by category and/or class. Other fields can also be included such as the origin or destination IMPCs, date, day of week, etc.

Example 4

In this example the kilograms dispatched are displayed by 1st transport and by closed day of week (1- Mo, 2- Tu...7-Su).

Drag fields between areas below:

Report Filter

Cat

Class

PTR-

Column Labels

Closed D

Row Labels

1st transport-

Values

Sum of Kilos

	A	B	C	D	E	F	G	H	I
1									
2	Cat	A							
3	Class	(All)							
4	PTR-	(All)							
5									
6	Sum of Kilos	Closed D							
7	1st transport-	1	2	3	4	5	6	7	Grand Total
8	CY0074		236		57		58		351
9	CY0082	892	721	613	447	918	324		3914
10	DJ0844	187	231	256	364	242	9		1289
11	JE0086	61	68	25	59	47	30		289
12	JE6086		34	52	19	18			124
13	JJ0904	6	697	930	133	321			2087
14	JJ0906	3940	4231	3462	4473	3467	1075		20648
15	JJ0950		0		1				1
16	JJ0998	1	35	6	6	6			54
17	JL0091	225	278	468	371	209	53		1605
18	JO0443		35	123	3	40	30		232
19	JO0457	3	7	0	3	1			15
20	JO0459	390	272	340	191	386	299		1879
21	JV0015	207	115	248	187	242		10	1009
22	SS8026	218	431	311	248	219			1427
23	SS8028		70	67					137
24	SS8062	356	329	244	378	188	67		1561
25	SS8064	440	448	284	317	478			1966
26	SS8066	165	135	55	105	120			580
27	SS8070	281	298	534	537	104			1753
28	SS8084	971	499	220	497	645			2832
29	TU0591		5	1	1	5			12
30	TU0792	719	852	1161	1563	872	521	0	5688
31	UCNRJ/S	13	637	1740	714	479	685		4268
32	UG0093	1758	1137	1384	1230	1196	504		7209
33	UJ0751	20	30	27	29	22			127
34	UQ0505	2	1	14	23	2			42
35	UQ0507	426	321	218	458	79	77		1578
36	YI0717	157	173	29	165	124			647
37	Grand Total	11437	12322	12813	12579	10430	3731	10	63323

This can be used by an origin designated operator for transport capacity planning.