



Rec'd 7/2/97

FOR YOUR INFORMATION

Donna M. Hingst

DATE: July 1, 1997
TO: Randy Douglas
SUBJECT: Van Schedules

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As discussed, I wanted to get an idea of how many of our vans were actually getting schedules 2 weeks in advance. I therefore went through the computer visit schedule for each region and compiled the attached grid. I would like to give this to Paul Nebosky to illustrate how behind we are in providing van schedules, but I wanted you to take a look at it first and let me know if the missing schedules are truly due to our FSF not providing it or our MM's actually not inputting the info. If you can get back to me next week I will then share this with Paul.

In looking at the schedule I noted a number of things you may want to look into:

- Weeks already completed:
 - I have indicated the number of events followed by a slash and a second number (where necessary). The second number is the number of visits not completed in the computer
 - Some weeks have a much lower number than should be entered. Were these visits that didn't take place or has info not been inputted?
- In some cases there are a higher number of visits scheduled than the total there should be (I have indicated the total number of visits per region in the 2nd column)
 - If this is for weeks passed this might be because an event was canceled and a van went to a second location, but I'm not sure.
 - If this is for a week to come, I'm not sure why the number would be higher; I know one van had two visits scheduled for the same day but I don't know why.

Please take a look at this and let me know your thoughts.

- * NOTE: New York 5, Carlos Ruiz has entered 2 visits for week 20. We only go through week 19. We need to check with him to make sure he hasn't booked visits for that week.

Inventory Summary - I am also attaching the grid I update every week to track our inventory so you know how we are looking at the numbers.

Thanks.

FMI
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J. Duffendack

PM
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