

RouteMaster[©] Instructions

Getting Started: Route Master for Rural Mail and Letter Carriers

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This manual is intended to help the user get started and to answer a few simple questions in advance. It includes the following sections:

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2. Starting up RouteMaster for the first time.
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4. Working with Forward Files.
5. Sorting and Printing Records and Reports.

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4. Continue adding records. USE ONE FULL RECORD FOR EACH DRIVING INSTRUCTION. DO NOT ENTER POSTAL PATRON INFORMATION IN DRIVING INSTRUCTION RECORD. This allows for your full delivery sequence to be reflected.
5. If you make a mistake, just type over it. If you forgot one on your list, or a driving instruction, just go to the record just before the one you want entered, and press the "Add Record" button. Once your new record is saved, the sorting is automatically adjusted for the change.

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