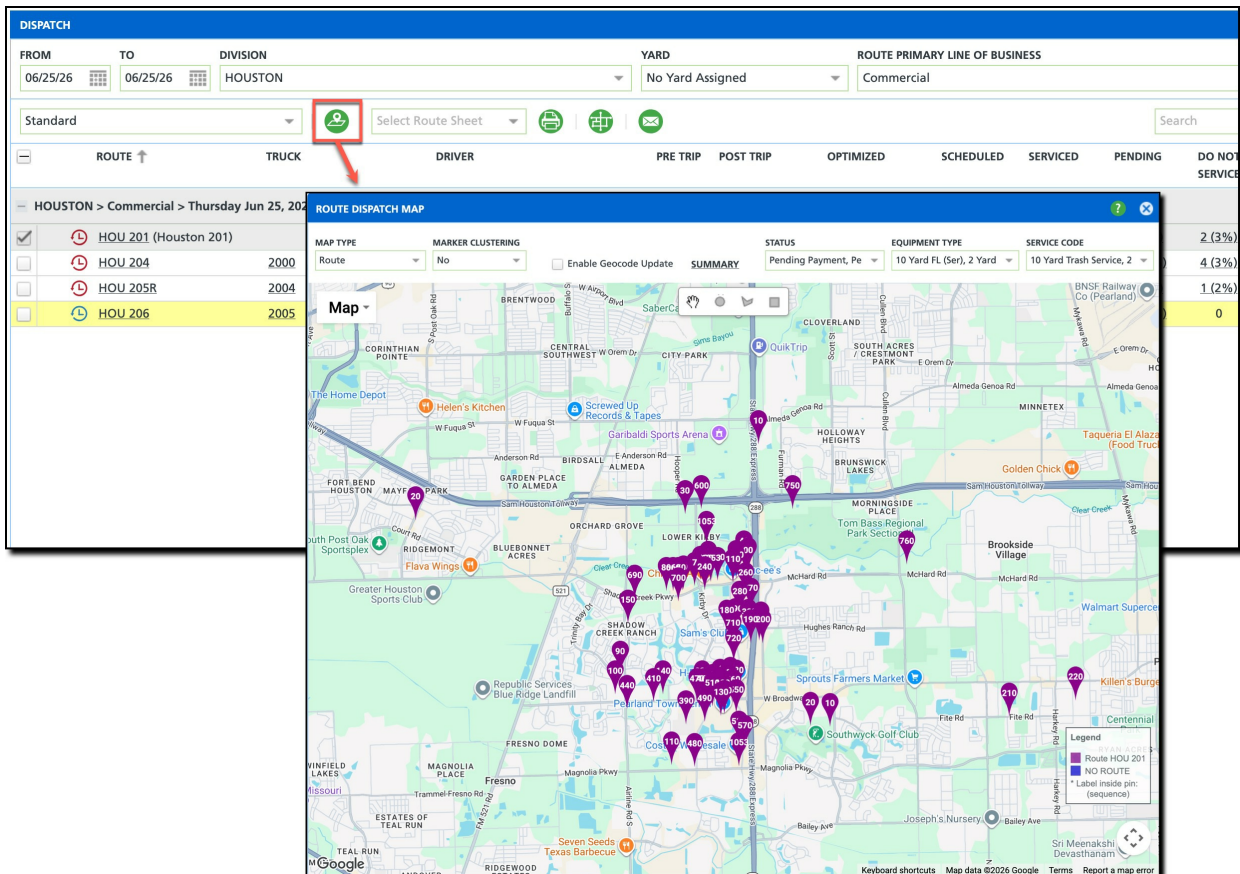


# Moving Stops - Interactive Map

Last Modified on 06/29/2026 11:39 am PDT

[Pathway: Operations > Dispatch > Services List](#)

Use the interactive map available from the Services List in Dispatch to move service records to new routes as a one-time change. Only the selected service locations will display on the map along with a color legend for route identification.



## Permissions

The following permissions are required to use the Route Dispatch Map:

Permission ID	Permission Name
88	Dispatch

## Select the Sites the Map Should Include

There are two options for displaying service locations on a map for route editing purposes: either from the Dispatch screen or from the Services List.

### Dispatch

When a route is selected from the Dispatch screen, all sites (from the Scheduled, Served, Pending, and Completed columns) will be displayed on the Route Dispatch Map. After opening the map, filters can be applied to limit the display of sites based on the work order status.

**DISPATCH**

FROM: 06/25/26 TO: 06/25/26 DIVISION: HOUSTON YARD: No Yard Assigned ROUTE PRIMARY LINE OF BUSINESS: Commercial

Standard Select Route Sheet

ROUTE ↑ TRUCK DRIVER PRE TRIP POST TRIP OPTIMIZED SCHEDULED SERVICED PENDING DO NOT SERVICE

HOUSTON > Commercial > Thursday Jun 25, 2026

Route	Truck	Driver	Pre Trip	Post Trip	Optimized	Scheduled	Serviced	Pending	Do Not Service
<input checked="" type="checkbox"/> HOU_201 (Houston 201)									2 (3%)
<input type="checkbox"/> HOU_204	2000								4 (3%)
<input type="checkbox"/> HOU_205R	2004								1 (2%)
<input type="checkbox"/> HOU_206	2005								0

**ROUTE DISPATCH MAP**

MAP TYPE: Route MARKER CLUSTERING: No Enable Geocode Update:  SUMMARY: Pending Payment, Pe EQUIPMENT TYPE: 10 Yard FL (Ser), 2 Yard SERVICE CODE: 10 Yard Trash Service, 2

Legend: Route HOU 201, NO ROUTE, Label inside pin: (sequence)

## Services List

On the Dispatch screen, if the route has started, choose the value from the Pending column associated with the route. This action opens the Services List screen, showing all stops that have not been serviced on the route. From here, the user can select which locations to display on the map.

**SERVICES LIST**

Dispatch | Select Print Format | | | PRINT COMPLETED | VIP (1) | Search

<input checked="" type="checkbox"/> ROUTE	SEQ ↑	ORDER NOTE	SITE	SCHEDULED DATE ↑	CREATED ON	WO#	WO TYPE	SERVICE TYPE	QTY
<input checked="" type="checkbox"/> HOU 201	10		46871001	Thu 6/25/26	5/11/26 4:23am	11450061	Scheduled Service	FL Service	1
<input checked="" type="checkbox"/> HOU 201	10							FL Service	3
<input checked="" type="checkbox"/> HOU 201	20							FL Service	1
<input checked="" type="checkbox"/> HOU 201	20							FL Service	2
<input checked="" type="checkbox"/> HOU 201	30							FL Service	1

**ROUTE DISPATCH MAP**

MAP TYPE: Route | MARKER CLUSTERING: No | Enable Geocode Update:  | STATUS: Pending Payment, Pe | EQUIPMENT TYPE: 10 Yard FL (Ser), 2 Yard | SERVICE CODE: 10 Yard Trash Service, 2

Legend:   
● Route HOU 201   
● NO ROUTE   
 \* Label inside pin: (sequence)

## Move Stops Individually

To individually move a stop to a new route, right-click on the location pin for the stop and hover over 'Change Route.' Select a new route from the list of routes that display. The system will auto-save upon selection of the new route.

**ROUTE DISPATCH MAP**

MAP TYPE: Route | MARKER CLUSTERING: No | Enable Geocode Update:  | SUMMARY | STATUS: Pending Payment, Pe | EQUIPMENT TYPE: 10 Yard FL (Ser), 2 Yard | SERVICE CODE: 10 Yard Trash Service, 2

**EDIT WORK ORDER: 11450061**

ROUTE: HOU 201 | SCHEDULED DATE: 06/25/2026 | SEQUENCE: Retain Sequence

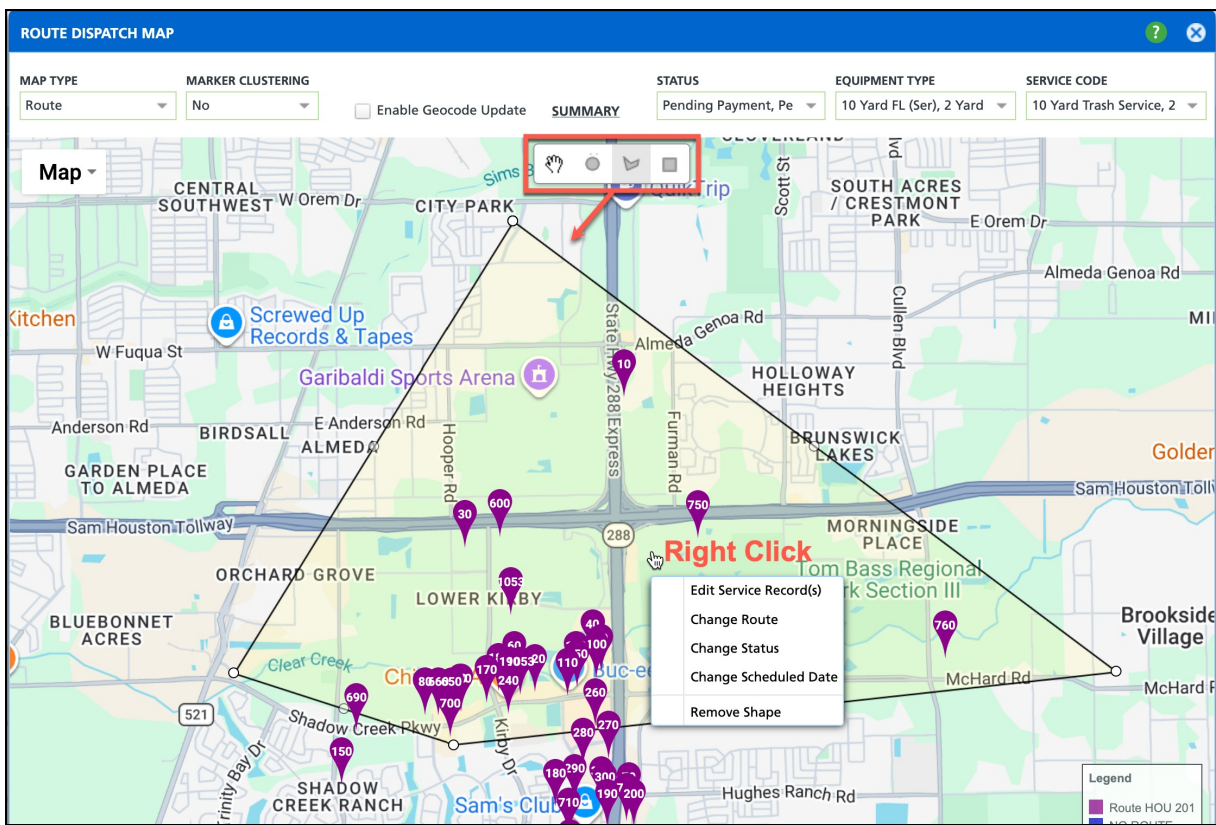
\* Only services with status of Scheduled, In Progress, or Do Not Service will be updated

SAVE

## Move Stops in Bulk

To move stops for more than one location at a time, the perimeter tools should be used. The Route Dispatch Map

screen provides three options that allow users to create a perimeter around specific locations. Only the locations inside the perimeter will be included in the route update.



### Edit Service Record(s)

The Edit Service Record(s) option can be used to move sites to another route and change the scheduled date for servicing.

1. Select any of the radius drawing tools from the top of the screen.
2. Create a perimeter around the locations you would like to edit the service records for.
  - You may need to zoom in on an area to prevent including unwanted locations in the perimeter.
  - Use the Legend located in the bottom right corner of the screen for route identification if multiple routes were included.
3. Right-click within the perimeter and select 'Edit Service Record(s)' from the pop-up that displays.
  - Select a **Route** from the Edit Service Records pop-up.
  - Enter a new **Scheduled Date**.
4. Click **Save** when finished.

### Change Route

The Change Route option can be used to quickly move sites to another route without changing the servicing date.

1. Select any of the radius drawing tools from the top of the screen.
2. Create a perimeter around the locations you would like to make a route change to.
  - You may need to zoom in on an area to prevent including unwanted locations in the perimeter.
  - Use the Legend located in the bottom right corner of the screen for route identification if multiple routes were included.
3. Right-click within the perimeter and select 'Change Route' from the pop-up that displays.
  - Select the new **Route** from the Edit Service Records pop-up.

4. Click **Save** when finished.

### **Change Scheduled Date**

The Change Scheduled Date option can be used to change the scheduled service date for the sites without changing the route the sites are assigned to.

1. Select any of the radius drawing tools from the top of the screen.
  2. Create a perimeter around the locations you would like to make a schedule date change to.
    - You may need to zoom in on an area to prevent including unwanted locations in the perimeter.
    - Use the Legend located in the bottom right corner of the screen for route identification if multiple routes were included.
  3. Right-click within the perimeter and select '**Change Scheduled Date**' from the pop-up that displays.
    - Enter a new service date in the Scheduled Date field.
  4. Click **Save** when finished.
-