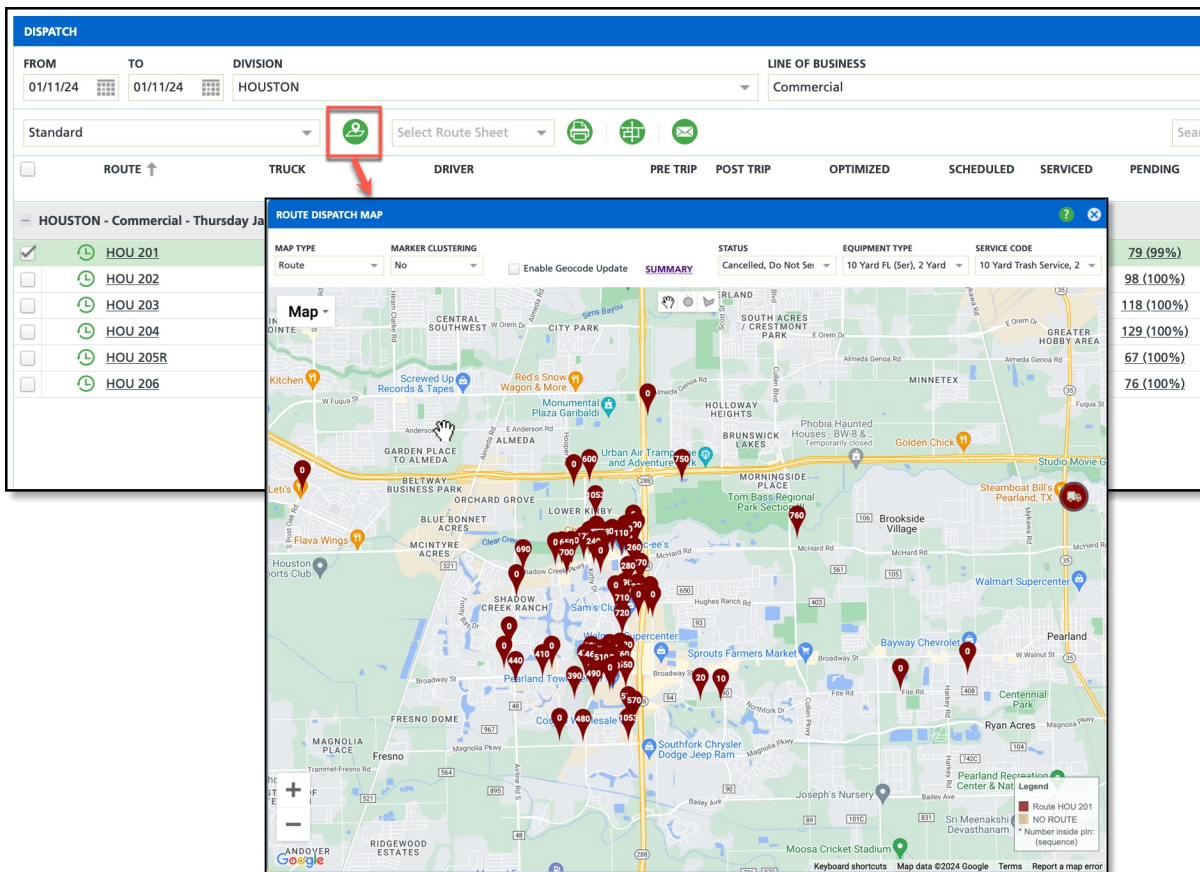# Moving Stops - Interactive Map

Last Modified on 01/15/2024 3:59 pm EST

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, Serviced, 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.

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.

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.
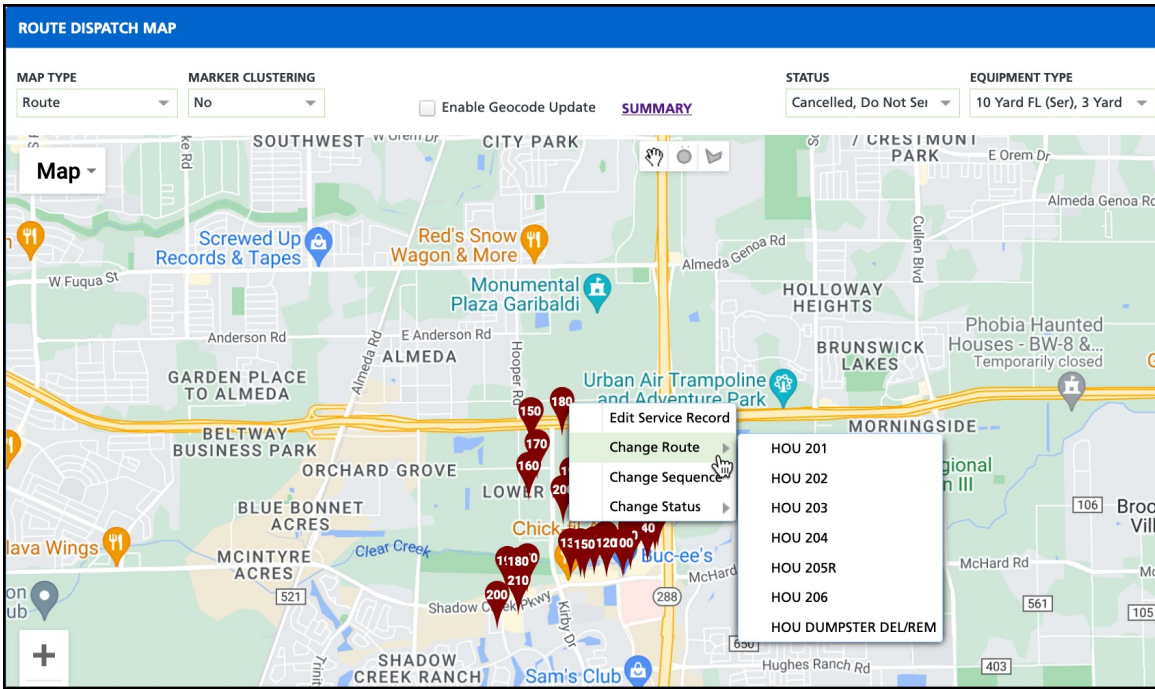
Move Stops in Bulk

To move stops for more than one location at a time, the perimeter tools should be used. The Route Dispatch Map screen provides two options that allow users to create a perimeter around specific locations. Only the locations inside the perimeter will be included in the route update.
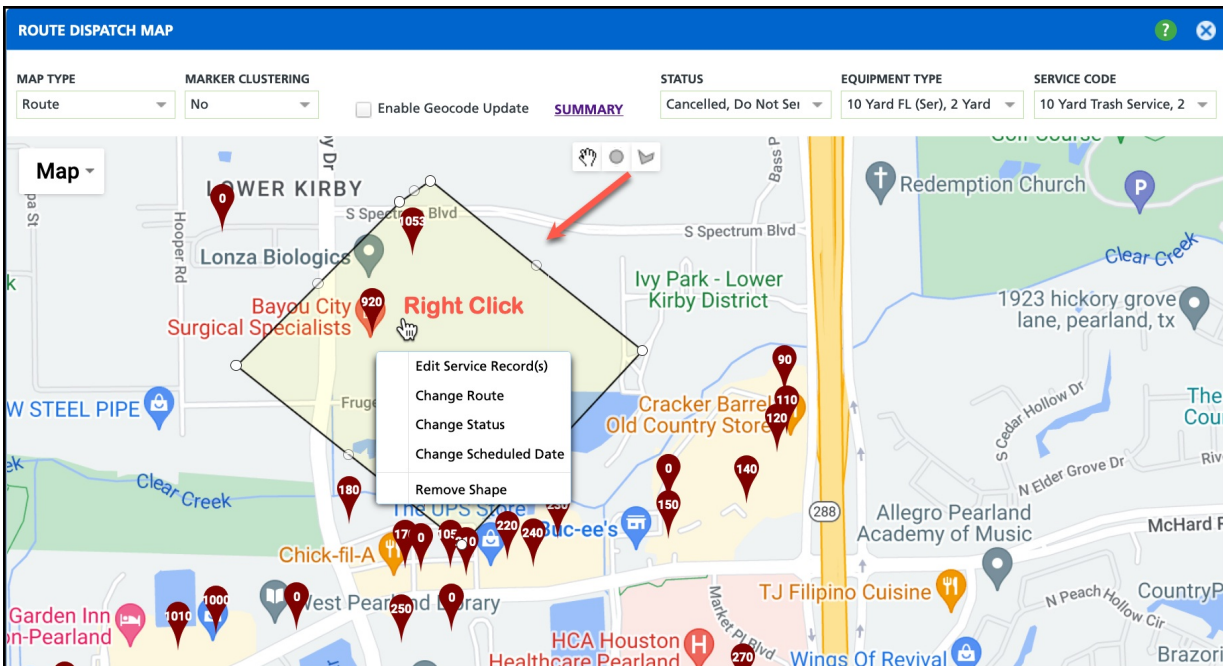
Edit Service Record(s)

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

1. Select either of the radius drawing tools from the top of the screen.
2. Draw 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 either of the radius drawing tools from the top of the screen.
2. Draw 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 schuduled service date for the sites without changing the route the sites are assigned to.
1. Select either of the radius drawing tools from the top of the screen.
2. Draw 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.