

# Moving Stops

Last Modified on 01/08/2024 3:56 pm EST

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

Reassign the route for service record(s) individually or in bulk using the tools available in the Services List screen accessed through Dispatch.



The processes outlined here assumes a route is already in-progress. If the route has not been started consider reassigning a new truck/driver to the route.

DISPATCH		OPERATIONS > DISPATCH										
FROM	TO	DIVISION	LINE OF BUSINESS								LOAD	
01/18/23	01/18/23	HOUSTON	Hazardous Material, Roll Off, Residential, Miscellaneous, Commercial									
Standard	Select Route Sheet										Search	
ROUTE	TRUCK	DRIVER	PRE TRIP	POST TRIP	OPTIMIZED	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	DISPOSAL	
Wednesday Jan 18, 2023 ( 15 of 27 Completed)												
<input type="checkbox"/>	HOU 101	3002	Stanley Payton - Driver			8	7 (88%)	0	1 (13%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 102	3001	Audencio Galindo - Driver			8	8 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 103	3000	Reginald Haynes - Driver			5	5 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 201	2003	William Trejo - Driver			106	15 (20)	63 (59%)	28 (26%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 202	2001	Ismael Fuentes - Driver			83	65 (94)	0	18 (22%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 203	2002	David Vasquez - Driver			106	0	83 (78%)	23 (22%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 204	2000	Gyasi Edmond - Driver			106	0	82 (77%)	24 (23%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 206	2004	Michael Burrell - Driver			45	32 (34)	0	13 (29%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 302	4001	Alicia Bias - Driver			3	3 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 401	5014	Anthony King - Driver			25	25 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 402	5002	Manuel Fernandez - Driver			29	29 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 403	5018	Travis Ottbridge - Driver			13	0	12 (92%)	1 (8%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 404	5012	William Morris - Driver			11	11 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 405	5015	Sarah Schuenemeyer - Driver			10	10 (100%)	0	0	0	0 (0 tons)	
<input type="checkbox"/>	HOU 406	5003	Delora Burkhart - Driver			21	17 (81%)	0	4 (19%)	0	0 (0 tons)	
<input type="checkbox"/>	HOU 407	5005	Eva Montes - Driver			19	19 (100%)	0	0	0	0 (0 tons)	

## Assign a Service Record to a New Route

In the event service records need to be assigned to a new route, select the value displayed in the route's Pending column, this will open the Services List screen. Stops listed here can be re-assigned individually, or as a group.



Route edits made here are one-time changes, and the service location will return to the same route for its next scheduled servicing.

## Individually Re-Assign Stops

Individually reassign a new route to a stop from the Services List screen using the following process:

1. Click on the **Route ID** for the service location.
2. Select the new **Route** from the drop down list that displays.
3. Click away and the system will auto-save the change.

SERVICES LIST							
Dispatch	Select Print Format	SET POSTING	EDIT	PRINT COMPLETED			
ROUTE	SEQ ↑	ORDER NOTE	LOCATION	SCHEDULED DATE ↑	CREATED ON	WO#	WO TYPE
<input type="checkbox"/> OU 201	2		46600001 Northside PEARLAND LTD 1234 BROADWAY, PEARLAND	Mon 1/8/24	12/27/23 7:13pm	7174074	Scheduled Service IN PROGRESS
<input type="checkbox"/> HOU 201							
<input type="checkbox"/> HOU 202							
<input type="checkbox"/> HOU 203			46600001 Northside PEARLAND LTD 1234 BROADWAY, PEARLAND	Mon 1/8/24	12/27/23 7:16pm	7174080	Scheduled Service IN PROGRESS
<input type="checkbox"/> HOU 204							
<input type="checkbox"/> HOU 205R							
<input type="checkbox"/> HOU 206			43890007 PUBLIC WORKS SERVICE CEN 1111ALVIN RD, PEARLAND	Mon 1/8/24	12/27/23 7:12pm	7174068	Scheduled Service IN PROGRESS
<input type="checkbox"/> HOU 206							
<input type="checkbox"/> HOU DUMPSTER DEL/REM							
<input type="checkbox"/> HOU 201	40		43189002 WHATABURGER 1058 2222 Clearwater PKWY, PEARLAND	Mon 1/8/24	11/24/23 3:55am	7007760	Scheduled Service IN PROGRESS
<input type="checkbox"/> HOU 201	52		43473007 * ALVIN ISD JR HIGH 7-MCNAIR JUN 3333 KINGSLEY, PEARLAND	Mon 1/8/24	12/27/23 9:55pm	7174105	Scheduled Service IN PROGRESS

## Multi-assign Stops to a Route

If several stops require assignment to a new route, and the route assignment is the same for all stops, you can follow the mass assignment process outlined here:

1. Select the box for each location you would like to edit. If this applies to all locations, a check all box is available in the header row.
2. Select the **Edit** button to display the Edit Service Record(s) popup editor.
3. Select the **Route** you would like to reassign the locations to.
4. Enter a **Scheduled Date** for when the locations will be placed on the route's schedule for servicing.
5. Select **Save** from the Edit Service Record(s) popup and close the Services List screen.

SERVICES LIST							
Dispatch	Select Print Format	SET POSTING	EDIT	PRINT COMPLETED			
ROUTE	SEQ ↑	ORDER NOTE	LOCATION	SCHEDULED DATE ↑	CREATED ON	WO#	WO TYPE
<input checked="" type="checkbox"/> HOU 201	32		46600001 Northside PEARLAND LTD 1234 BROADWAY	Mon 1/8/24	12/27/23 7:13pm	7174074	Scheduled Service IN PROGRESS
<input checked="" type="checkbox"/> HOU 201	33						
<input checked="" type="checkbox"/> HOU 201	34						
<input type="checkbox"/> HOU 201	40						
<input type="checkbox"/> HOU 201	52		43473007 * ALVIN ISD JR HIGH 7-MCNAIR JUN 3333 KINGSLEY, PEARLAND	Mon 1/8/24	12/27/23 9:55pm	7174105	Scheduled Service IN PROGRESS
<input checked="" type="checkbox"/> HOU 201	70		43301001 NOTHING BUNDT CAKES 4444 Clearwater PKWY STE 131, PEARLAND	Mon 1/8/24	11/24/23 3:55am	7008892	Scheduled Service IN PROGRESS

**EDIT SERVICE RECORD(S)**

ROUTE: HOU 202

SCHEDULED DATE: 01/08/2024

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

**SAVE**