

# Moving Stops

Last Modified on 02/21/2025 7:30 am PST

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

Reassign service records to a new route individually or in bulk using the tools in the **Services List** screen, accessible 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										
01/18/23	01/18/23	HOUSTON	Hazardous Material, Roll Off, Residential, Miscellaneous, Commercial								LOAD		
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)		

## Access the Services List to Re-Assign Stops

If service records need to be assigned to a new route, click the value in the route's **Pending** column to open the **Services List** screen. From there, stops can be reassigned individually or in groups.



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 to display the list of assignable routes.
2. Select a new **Route** from the list.
3. Click away and the system will auto-save the change.

ROUTE	SEQ	ORDER NOTE	SITE	SCHEDULED DATE	CREATED ON	WO#	WO TYPE	SERVICE TYPE	QTY	EQUIPMENT	PHOTOS
DAY 110			44220001 * Dena Smith 1234 County Rd 605, Dayton	Wed 1/29/25	12/15/24 3:55am	8894849	Scheduled Service IN PROGRESS	RS Service	1	4 Yard RL	
DAY 101											
DAY 102			47696001 * Jessica Peters 1111 County Road 613, Dayton	Wed 1/29/25	12/15/24 3:55am	8895330	Scheduled Service IN PROGRESS	RS Service	1	2 Yard RL	
DAY 103											
DAY 104											
DAY 105			47700001 Guitierrez Materials 222 county road 603, Dayton	Wed 1/29/25	12/15/24 3:55am	8895331	Scheduled Service IN PROGRESS	RS Service	1	4 Yard RL	
DAY 106											
DAY 107											
DAY 108			30562002 * Dayton Veterinary Clinic 3344 County Rd 605, Dayton	Wed 1/29/25	12/15/24 3:55am	8895533	Scheduled Service IN PROGRESS	RS Service	1	2 Yard RL	
DAY 109											
DAY 110											
DAY 401			48823001 Bobby Jones 4455 County Rd 4923, Dayton	Wed 1/29/25	12/15/24 3:55am	8895605	Scheduled Service IN PROGRESS	RS Service	1	2 Yard RL	
DAY 402											
DAY 403											
DAY 110	10		21812001 * JOE DICKENS 1235 COUNTY ROAD	Wed 1/29/25	12/15/24 3:55am	8893682	Scheduled Service IN PROGRESS	RS Service	1	4 Yard RL	

## Re-Assign Multiple Stops

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 checkbox for each location you want to edit. To apply changes to all locations, use the "Check All" option in the header row.
2. Right-click on a selected route to open the context menu.
  - **Important Note:** Right-clicking on a row that was not originally selected will clear the selection from all other locations and apply it only to the clicked location.
3. Choose "Change Route" to open the route reassignment editor.
4. In the editor:
  - Select a new route.
  - Enter a **Scheduled Date** for when the locations should be added to the new route's schedule.
  - Check "**Reset Sequence to 0**" if you want to clear existing sequences for manual resequencing and to avoid routing disruptions.
5. Click **Save** to apply the changes to all selected route records.

**Right-click in row of a selected route**

**EDIT 5 SELECTED WORK ORDERS**

ROUTE: DAY 110

SCHEDULED DATE: 01/29/2025

RESET SEQUENCE TO 0

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

SAVE

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## Related Articles

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