

# Pending (Tab) - Review and Assign Pending Stops to a Route

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The **Pending** tab displays sites and their associated services that have not yet been assigned to a route. Once a site's services are posted to a route, the site is removed from the **Pending** tab and becomes available for further routing updates in the **Current** tab.



To ensure no pending stops (scheduled services not yet assigned to a route) are overlooked, **this tool should be used as part of daily operational activities.**

| Pending  |   |     |  |                        |                           |              |                     |          |               |        |
|--|---|-----|--|------------------------|---------------------------|--------------|---------------------|----------|---------------|--------|
| CORPUS   |   |     |  |                        |                           |              |                     |          |               |        |
| CORPUS OPEN MARKET                               |   |     |  |                        |                           |              |                     |          |               |        |
| Commercial                                       |   |     |  |                        |                           |              |                     |          |               |        |
| Monday, Tuesday, Wed                             |   |     |  |                        |                           |              |                     |          |               |        |
| <input type="checkbox"/> Delivered Services Only |   |     |  |                        |                           |              |                     |          |               |        |
| LOAD   |   |     |  |                        |                           |              |                     |          |               |        |
| 12 records                                       |   |     |  |                        |                           |              |                     |          |               |        |
| Search   |   |     |  |                        |                           |              |                     |          |               |        |
| SITE   | ADDRESS   | QTY | SERVICE CODE                             | FREQUENCY              | DELIVERY DATE             | START DATE   | ROUTE               | SEQUENCE | WEEK OF MONTH | POST   |
| 44204001<br>BUCK'S CONVENIENCE STORE             | 345B HIGHWAY 34 NORTH<br>ARANSAS PASS, TX 78336 | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 4x per week<br>M,W,F,S | Tue 08/31/21<br>Delivered |              |                     |          |               |        |
|  |   |     |  |                        |                           | Sat 07/02/22 | COR 201             | 21       |               | Posted |
|  |   |     |  |                        |                           | Mon 09/29/25 | COR 201             | 280      |               | Posted |
|  |   |     |  |                        |                           | Wed 11/12/25 | COR DUMPSTER DELREM | 0        |               | Posted |
|  |   |     |  |                        |                           | Fri 11/21/25 |                     | 0        |               |        |
| 48963001<br>Example Direct                       | 217 Pointier St<br>Newark, NJ 07114-2406        | 1   | 4 Yard Trash Service<br>4 Yard FL<br>MSW | 1x per week<br>F       | Tue 05/05/26<br>Scheduled |              |                     |          |               |        |
|  |   |     |  |                        |                           | Fri 09/01/23 |                     | 0        |               |        |
| 31830001 *<br>SWEENEY, LESLIE                    | 1046 HILLTOP ROAD<br>BEEVILLE, TX 78102-8639    | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 1x per week<br>T       | Wed 02/14/24<br>Scheduled |              |                     |          |               |        |
|  |   |     |  |                        |                           | Tue 02/20/24 |                     | 0        |               |        |

## Step 1: Load Pending Services

The Pending screen loads pending services once a user has made filter selections and clicks on the **Load** button. To only see services where equipment has been delivered, select the **Delivered Services Only** filter before clicking the Load button.

| Pending  |   |     |  |                        |                           |              |                     |          |               |        |
|--|---|-----|--|------------------------|---------------------------|--------------|---------------------|----------|---------------|--------|
| CORPUS   |   |     |  |                        |                           |              |                     |          |               |        |
| CORPUS OPEN MARKET                               |   |     |  |                        |                           |              |                     |          |               |        |
| Commercial                                       |   |     |  |                        |                           |              |                     |          |               |        |
| Monday, Tuesday, Wed                             |   |     |  |                        |                           |              |                     |          |               |        |
| <input type="checkbox"/> Delivered Services Only |   |     |  |                        |                           |              |                     |          |               |        |
| LOAD   |   |     |  |                        |                           |              |                     |          |               |        |
| 12 records                                       |   |     |  |                        |                           |              |                     |          |               |        |
| Search   |   |     |  |                        |                           |              |                     |          |               |        |
| SITE   | ADDRESS   | QTY | SERVICE CODE                             | FREQUENCY              | DELIVERY DATE             | START DATE   | ROUTE               | SEQUENCE | WEEK OF MONTH | POST   |
| 44204001<br>BUCK'S CONVENIENCE STORE             | 345B HIGHWAY 34 NORTH<br>ARANSAS PASS, TX 78336 | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 4x per week<br>M,W,F,S | Tue 08/31/21<br>Delivered |              |                     |          |               |        |
|  |   |     |  |                        |                           | Sat 07/02/22 | COR 201             | 21       |               | Posted |
|  |   |     |  |                        |                           | Mon 09/29/25 | COR 201             | 280      |               | Posted |
|  |   |     |  |                        |                           | Wed 11/12/25 | COR DUMPSTER DELREM | 0        |               | Posted |
|  |   |     |  |                        |                           | Fri 11/21/25 |                     | 0        |               |        |
| 48963001<br>Example Direct                       | 217 Pointier St<br>Newark, NJ 07114-2406        | 1   | 4 Yard Trash Service<br>4 Yard FL<br>MSW | 1x per week<br>F       | Tue 05/05/26<br>Scheduled |              |                     |          |               |        |
|  |   |     |  |                        |                           | Fri 09/01/23 |                     | 0        |               |        |
| 31830001 *<br>SWEENEY, LESLIE                    | 1046 HILLTOP ROAD<br>BEEVILLE, TX 78102-8639    | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 1x per week<br>T       | Wed 02/14/24<br>Scheduled |              |                     |          |               |        |
|  |   |     |  |                        |                           | Tue 02/20/24 |                     | 0        |               |        |

Filter pending services to only view the areas you oversee.

1. Select your assigned **Division**.
2. Select the **Service Region**.
3. Select the **LOB** (Line of Business services fall under).
4. Select the **Day of Week** to filter on.
5. Leave the **Delivered Services Only** box unchecked to view all services.
6. Click **Load**.

## Step 2: Assign and Post a Route

After the screen loads with pending services, review the listed sites. Click within a site's row to display the map. The selected site will appear as a red pin, while other sites will be shown with pins color-coded by route.

The screenshot displays a software interface for managing service sites. At the top, there are tabs for 'Pending', 'Current', and 'Renumber / Sequencing Stops'. Below these are filters for 'CORPUS', 'CORPUS OPEN MARKET', 'Commercial', 'Monday, Tuesday, Wed', and 'Delivered Services Only'. A 'LOAD' button is present. The main table lists 12 records with columns: SITE, ADDRESS, QTY, SERVICE CODE, FREQUENCY, DELIVERY DATE, START DATE, ROUTE, SEQUENCE, WEEK OF MONTH, and POSTI. A red pin is placed on the map below the table, pointing to the location of 'BUCK'S CONVENIENCE STORE'.

| SITE                                 | ADDRESS   | QTY | SERVICE CODE                             | FREQUENCY              | DELIVERY DATE             | START DATE   | ROUTE                                     | SEQUENCE            | WEEK OF MONTH                        | POSTI |
|--------------------------------------|---|-----|--|------------------------|---------------------------|--|---|---------------------|--------------------------------------|-------|
| 44204001<br>BUCK'S CONVENIENCE STORE | 345B HIGHWAY 34 NORTH<br>ARANSAS PASS, TX 78336 | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 4x per week<br>M,W,F,S | Tue 09/31/21<br>Delivered | Sat 07/02/22<br>Mon 09/29/25<br>Wed 11/12/25<br>Fri 11/21/25 | COR 201<br>COR 201<br>COR DUMPSTER DELREM | 21<br>280<br>0<br>0 | Posted<br>Posted<br>Posted<br>Posted |       |
| 48963001<br>Example Direct           | 217 Pointier St<br>Newark, NJ 07114-2406        | 1   | 4 Yard Trash Service<br>4 Yard FL<br>MSW | 1x per week<br>F       | Tue 05/05/26<br>Scheduled | Fri 09/01/23   |   | 0                   |                                      |       |
| 31830001 *<br>SWEENEY LESLIE         | 1046 HILLTOP ROAD<br>BEEVILLE, TX 78102-8639    | 1   | 8 Yard Trash Service<br>8 Yard FL<br>MSW | 1x per week<br>T       | Wed 02/14/24<br>Scheduled | Tue 02/20/24   |   | 0                   |                                      |       |
| 49081001<br>El Tiempo Cantina        | 6100 Westheimer Rd<br>Houston, TX 77057-4559    | 1   | 8 Yard Trash Service<br>8 Yard FL        | 3x per week<br>M,W,S   | Tue 10/01/24<br>Scheduled |  |   |                     |                                      |       |

MAP TYPE: Route Day of Week | DAY OF WEEK: Mon, Wed, Fri, Sat | DISPLAY ALL LINES OF BUSINESS:

Legend for routes:

- Route COR 201 - Wed: 119
- Route COR 201 - Sat: 47
- Route COR 201 - Mon: 53
- Route COR 201 - Fri: 55
- Route ALVARO - Mon: 2
- Route ALVARO - Wed: 3
- Route COR 202 - Mon: 58
- Route COR 202 - Sat: 69
- Route COR 202 - Wed: 23
- Route COR 202 - Fri: 51
- Route COR 203 - Mon: 85
- Route COR 203 - Wed: 54
- Route COR 203 - Sat: 58

\* Label inside pin: (Sequence)

## Posting Logic

- If a service location's servicing spans multiple days, the location is listed once and its schedule records are grouped.
- Schedule records can be individually posted to allow users to focus on one day at a time.
- Schedule records with a "Posted" status can not be updated from the Pending screen. This must be done from the Current tab.
- Once all services for the location have been assigned a route, the location will no longer display on the Pending tab; instead, it will be visible on the Current tab.
- "Suggested" routes are determined by identifying the nearest active site service schedule for the same line of business and day of the week as the selected record, based on geographic distance. If no matching schedule is found, no suggestion is provided.

## Posting Schedule Records

1. Click on a service location from the list of **pending** locations. This will load the map in the lower grid and place a red pin over the location.
  - Use the interactive features of the map to determine the optimal route for placing the service location. The selected location is marked with a red pin, while other locations are displayed with colors corresponding to their respective routes.
2. Assign a route to the service location by clicking within the **Route** column for the location and selecting a route from the list.
  - Dependent on nearby routes, the system will display a "Suggested" option to place the location on and an "Others" option. Review the Posting Logic section above for more information.

The screenshot shows the 'Route Management' interface. At the top, there are tabs for 'Pending', 'Current', and 'Renumber / Sequencing Stops'. Below this is a filter bar with 'CORPUS', 'CORPUS OPEN MARKET', 'Commercial', 'Monday, Tuesday, Wed', and 'Delivered Services Only'. A 'LOAD' button is on the right. The main table has columns: SITE, ADDRESS, QTY, SERVICE CODE, FREQUENCY, DELIVERY DATE, START DATE, ROUTE, SEQUENCE, WEEK OF MONTH, and POST. The first row is for 'BUCK'S CONVENIENCE STORE'. The second row is for 'Example Direct'. The third row is for 'SWEENEY LESLIE'. The fourth row is for 'El Jimenez Carolina'. A red arrow points to the 'Sequence' field in the fourth row. Below the table is a map showing the location of the service area. A dropdown menu is open for the 'ROUTE' column of the fourth row, showing options like 'COR 201', 'COR 203', 'COR 204', 'COR 205', and 'COR DUMPSTER DELREM'. A red arrow points to the 'POSTED' button in this dropdown menu.

3. If sequencing is used, enter a numeric value in the **Sequence** field.
4. Select **Post** to add the service location to the selected route. Review the **Posting Logic** section above for more posting details.
  - If the servicing of the location extends over multiple days, each schedule record is listed separately. Additionally, a separate "Posted" notification will display for each day that has been posted to the route.

This screenshot is similar to the one above, but the 'POSTED' button in the 'Route' dropdown menu for the fourth row is highlighted with a red box. The 'Sequence' field in the fourth row now contains the value '3'.

5. Select the next service location from the pending list and continue the same process until all pending services have been assigned to a route.

## Permissions

The following permissions are required to use the Route Management screen:

| Permission ID | Permission Name  |
|---------------|------------------|
| 87            | Route Management |

## Related Articles

- [Route Management Overview](#)
- [Current \(Tab\) - Modify a Route](#)
- [Renumber / Sequence Stops](#)