

# 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

Current

Renumber / Sequencing Stops

QAWASTE

QA Waste OPEN MARKET

Commercial, Residentia

Monday, Tuesday, Wedi

LOAD

62 records

Search

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH
					Mon 09/22/25		0	
48978001 BIG E'S TERIYAKI & B...	2111 San Gabriel Blvd Rosemead, CA 9177...	1	2 Yard Trash... 2 Yard FL MSW	1x per week M	Mon 09/22/25		0	POST
49214001 Walmart Supercenter	8500 Washington Blvd Pico Rivera, CA 9066...	1	2 Weeks FL ... 2 Yard FL MSW	1x per week M	Mon 09/22/25		0	POST
49021001 Hilton Los Angeles/S...	225 W Valley Blvd San Gabriel, CA 917...	1	4 Yard Recyc... 4 Yard FL	1x per week T	Tue 09/23/25		0	POST
49122002 Comedy Store #2	1018 Hermosa Ave Hermosa Beach, CA ...	1	3 Yard Trash... 3 Yard FL MSW	2x per week T,H	Tue 09/23/25 Thu 09/25/25		0 0	POST

## Permissions

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

Permission ID	Permission Name
87	Route Management

## Step 1: Load Pending Services

The Pending screen loads pending services once a user has made filter selections and clicks on the **Load** button.

Pending

Current

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Monday, Tuesday, Wedi

LOAD

62 records

Search

Q

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH
					Mon 09/22/25		0	
48978001	2111 San Gabriel Blvd	1	2 Yard Trash...	1x per week				POST
BIG E'S TERIYAKI & B...	Rosemead, CA 9177...		2 Yard FL MSW	M				
					Mon 09/22/25		0	
49214001	8500 Washington Blvd	1	2 Weeks FL ...	1x per week				POST
Walmart Supercenter	Pico Rivera, CA 9066...		2 Yard FL MSW	M				
					Mon 09/22/25		0	
49021001	225 W Valley Blvd	1	4 Yard Recyc...	1x per week				POST
Hilton Los AngelesS...	San Gabriel, CA 917...		4 Yard FL	T				
					Tue 09/23/25		0	
49122002	1018 Hermosa Ave	1	3 Yard Trash...	2x per week				POST
Comedy Store #2	Hermosa Beach, CA ...		3 Yard FL MSW	T,H				
					Tue 09/23/25		0	
					Thu 09/25/25		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. 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.

Pending | **Current** | Renumber / Sequencing Stops

QAWASTE | EN MARKET, QA Service Region 2 | Commercial | Monday, Tuesday, Wed | **LOAD**

114 records

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH	POST
48994001 Panda Express	1717 Walnut Grove ... Rosemead, CA 9177...	1	2 Yard Recyc... 2 Yard FL	1x per week H	Thu 11/09/23		0		POST
49032001 San Marino Cafe & ...	2507 Mission St San Marino, CA 911...	1	2 Yard Trash... 2 Yard FL MSW	1x per week M	Mon 01/29/24	SUGGESTED LA 104	0		POST
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 900...	1	2 Yard Trash... 2 Yard FL MSW	1x per week M	Mon 01/29/24	OTHERS 71LA DOC COM 101 DOC RES 102	0		POST
49035002 Clone Test Site 2	612 E 11th St Los Angeles, CA 90015	1	3 Yard Recyc... 3 Yard FL	1x per week M	Mon 01/29/24	LA 101 LA 102 LA 103 LA 105	0		POST
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 900...	1	2 Yard Trash... 2 Yard FL MSW	1x per week M	Mon 01/29/24	LA405	0		POST

MAP TYPE: Route Day of Week | DAY OF WEEK: Thu | DISPLAY ALL LINES OF BUSINESS: ☐

## 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.
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.
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.

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## Related Articles

[Route Management Overview](#)

[Current \(Tab\) - Modify a Route](#)

[ReNUMBER / Sequence Stops](#)

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