


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

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Pathway: *Operations > Route Management > Pending (tab)*

The Pending tab displays a list of service locations and their associated schedule records that have not been posted to a route. Once assigned a route, the location can be viewed from Current tab.



Regularly review the Pending tab in Route Management to assign routes to pending services.

Pending		Current	Re-Number						
HOUSTON		HOUSTON OPEN MARKET		Roll Off, Commercial	sday, Tuesday, Thursday		LOAD		
							COUNT 36		
LOCATION	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH	Post
48957002 Navu Waste	1234 Gildner St Kitchener, ON N2G 2H4	1	10 Yard Trash S... 10 Yard FL (Ser) MSW	1x per week H	Thu 07/13/23		0		Post
48991002 The Pour	2222 Houston Ave Houston, TX 77007-2948	1	10 Yard Open T... 10 Yard Roll Off	1x per week M	Mon 10/09/23		0		Post
48980001 Navu Recycling	3333 W Little York Rd Houston, TX 77040-4801	1	30 YD Open To... 30 Yard Roll Off	2x per week T,H	Tue 02/06/24 Thu 02/01/24		0 0		Post
48532001 Liberty Hospital	4444 Kingsbrook Rd Houston, TX 77024	13	4 Yard Trash Se... 4 Yard FL MSW	3x per week M,W,F	Mon 02/05/24 Wed 02/07/24	HOU 206	0 0		Posted
MAP TYPE Route		DAY OF WEEK Mon		DISPLAY ALL LINES OF BUSINESS <input type="checkbox"/>					

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	Re-Number						
HOUSTON		HOUSTON OPEN MARKET		Roll Off, Commercial	sday, Tuesday, Thursday		LOAD		
							COUNT 36		
LOCATION	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH	Post
48957002 Navu Waste	1234 Gildner St Kitchener, ON N2G 2H4	1	10 Yard Trash S... 10 Yard FL (Ser) MSW	1x per week H	Thu 07/13/23		0		Post
48991002 The Pour	2222 Houston Ave Houston, TX 77007-2948	1	10 Yard Open T... 10 Yard Roll Off	1x per week M	Mon 10/09/23		0		Post
48980001 Navu Recycling	3333 W Little York Rd Houston, TX 77040-4801	1	30 YD Open To... 30 Yard Roll Off	2x per week T,H	Tue 02/06/24 Thu 02/01/24		0 0		Post

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 locations. Click within the row of a location to display the map, where a pin representing the selected location will display in red. Other locations will also be marked with pins, color-coded by route.

The screenshot displays a software interface for managing services. At the top, there are tabs for 'Pending', 'Current', and 'Re-Number'. Below these are filters for 'HOUSTON', 'HOUSTON OPEN MARKET', 'Roll Off, Commercial', and 'sday, Tuesday, Thursday'. A 'LOAD' button is present. The main table lists services with columns for 'LOCATION', 'ADDRESS', 'QTY', 'SERVICE CODE', 'FREQUENCY', 'START DATE', 'ROUTE', 'SEQUENCE', and 'WEEK OF MONTH'. A red arrow points to a dropdown menu for the 'ROUTE' column of the 'Liberty Hospital' entry, which is currently set to 'HOU 206'. The dropdown menu shows 'SUGGESTED' routes (HOU 206) and 'OTHERS' (HOU 201, HOU 202, HOU 203, HOU 204, HOU 205R, HOU DUMPSTER DEL/REM). A legend on the right side of the map shows color-coded pins for various routes and days of the week.

LOCATION	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH	Post
48957002 Navu Waste	1234 Gildner St Kitchener, ON N2G 2H4	1	10 Yard Trash S... 10 Yard FL (Ser) MSW	1x per week H	Thu 07/13/23		0		Post
48991002 The Pour	2222 Houston Ave Houston, TX 77007-2948	1	10 Yard Open T... 10 Yard Roll Off	1x per week M	Mon 10/09/23		0		Post
48980001 Navu Recycling	3333 W Little York Rd Houston, TX 77040-4801	1	30 YD Open To... 30 Yard Roll Off	2x per week T,H	Tue 02/06/24 Thu 02/01/24		0 0		Post
48532001 Liberty Hospital	4444 Kingsbrook Rd Houston, TX 77024	13	4 Yard Trash Se... 4 Yard FL MSW	3x per week M,W,F	Mon 02/05/24 Wed 02/07/24	HOU 206	0		Posted

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 Basics](#)

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

[Re-Number Route Sequence](#)
