

Current (Tab)- Modify a Route

Last Modified on 02/26/2025 2:38 pm PST

Pathway: [Operations](#) > [Route Management](#) > [Current \(Tab\)](#)

The Current tab displays a list of service locations (stops) that are assigned to a route. Changes made to a stop from the Current tab are permanent. If this a one-time change, the Dispatch tool in Operations should be used.

LOCATION	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
48973001 Crypto.com Arena 1111 S Figueroa St Los Angeles, CA 90015-1306	1	3 Yard Trash Service 3 Yard FL MSW	2x per week 06/20/24 Week 25 (B)	LA 101	0	Thu				
48986001 Trader Joe's 613 Mission St South Pasadena, CA 91030-3037	1	8 Yard Trash Service 8 Yard FL MSW	1x per week 06/21/24 Week 25 (B)	LA 101	0	Fri				
48999001 Monterey Park Golf Club 3600 W Ramona Blvd Monterey Park, CA 91754-2104	1	2 Yard Trash Service 2 Yard FL MSW	1x per week 06/24/24 Week 26 (A)	LA 101	0	Mon				
49012001 Dollar Tree 846 E Valley Blvd Alhambra, CA 91801-5225	1	3 Yard Trash Service 3 Yard FL MSW	2x per week 06/20/24 Week 25 (B)	LA 101	0	Thu				
48986001 Staples Center 1111 S Figueroa St Los Angeles, CA 90015-1306	1	3 Yard Trash Service 3 Yard FL MSW	2x per week 06/20/24 Vacation Hold Week 25 (B)	LA 101	0	Thu				
43199002 BJS Restaurant 1716 Montebello Town Center Montebello, CA 90640-2162	1	2 Yard Trash Service 2 Yard FL MSW	2x per week 06/20/24 Week 25 (B)	LA 101	0	Thu				
49031001 Li Cha Tea (T4 Cafe) 8440 Balboa Blvd Los Angeles, CA 91325-5814	1	2 Yard Recycle Service 2 Yard FL Recycle	1x per week 06/25/24 Week 26 (A)	LA 101	0	Tue				
49030002 Clone Test Site: 2 612 E 11th St Los Angeles, CA 90015	1	2 Yard Trash Service 2 Yard FL MSW	2x per week 06/20/24 Week 25 (B)	LA 101	0	Thu				

Permissions

The following permissions are required to process a route change for a location:

Permission ID	Permission Name
87	Route Management
445	Import/Export Current Routes from Route Management <i>Note: If a user does not have this permission, the Import/Export buttons are hidden from view.</i>

Process a Route Change

From the Current tab, users can quickly make route modifications to one or multiple locations at a time using features available on the screen.



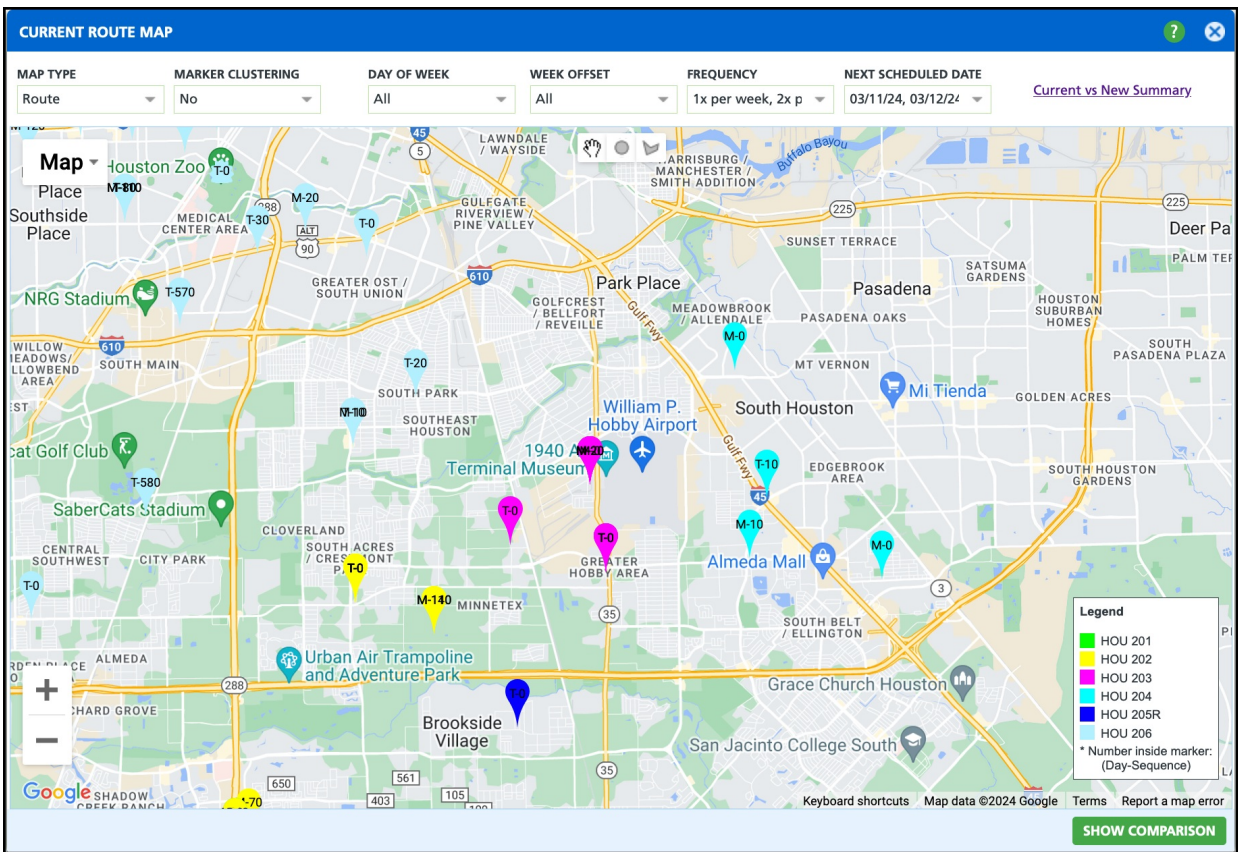
Before making changes, select the Route Summary link to review the distribution of services across all routes. This will help to maintain a balance when assigning stops to new routes.

LOCATION	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
48980001 Navu Waste 1234 W Little York Rd Houston, TX 77040-4801	1	2 Yard Recycle Service 2 Yard FL Recycle	2x per week 03/05/24 Week 10 (A)	HOU 201	0	Tue	HOU 201	0	03/05/24 Tue Week 10 (A)	
49056001 Navu Recycling 1111 Westheimer Rd Houston, TX 77006-2932	1	3 Yard Trash Service 3 Yard FL MSW	3x per week 03/11/24 Week 11 (B)	HOU 201	0	Mon				
45319001 Navu Sanitation 2222 Smith Ranch Rd Pearland, TX 77584-5225	1	8 Yard Trash Service 8 Yard FL MSW	4x per week 03/11/24 Week 11 (B)	HOU 201	12	Mon				
47064001 Navu Cleaners 3333 South Post Oak Road Houston, TX 77053-3553	1	8 Yard Trash Service 8 Yard FL MSW	2x per week 03/11/24 Week 11 (B)	HOU 201	18	Mon				

1. Make a Selection from the following screen filters:
 - o Select the **Division** you would like to review stops for.
 - o Select a **Service Region**. Allows for multi-selection.
 - o Select a **Line of Business**. Allows for multi-selection.
 - o Select a **Route**. Allows for multi-selection.
 - o Select a **Weekday**. Allows for multi-selection.
2. Click **Load** and the screen will load stops matching the selected filter criteria.
3. Assign a new route to a location using one of the following methods:
 - o Select the check box to the left of the Location(s) you would like to make changes to and select the **Edit** button. This will open the *Edit Site Service Schedule* popup editor. Enter a new route and effective date and it will be applied to all locations that were selected.
 - o Click within the "New Route" column for a location and select a new route from the drop down list.
4. Click **Post Routing Change** to update the location(s).

Process a Route Change Using the Interactive Map

From the Current tab, users can quickly make route modifications to one or multiple locations at a time using the interactive map.

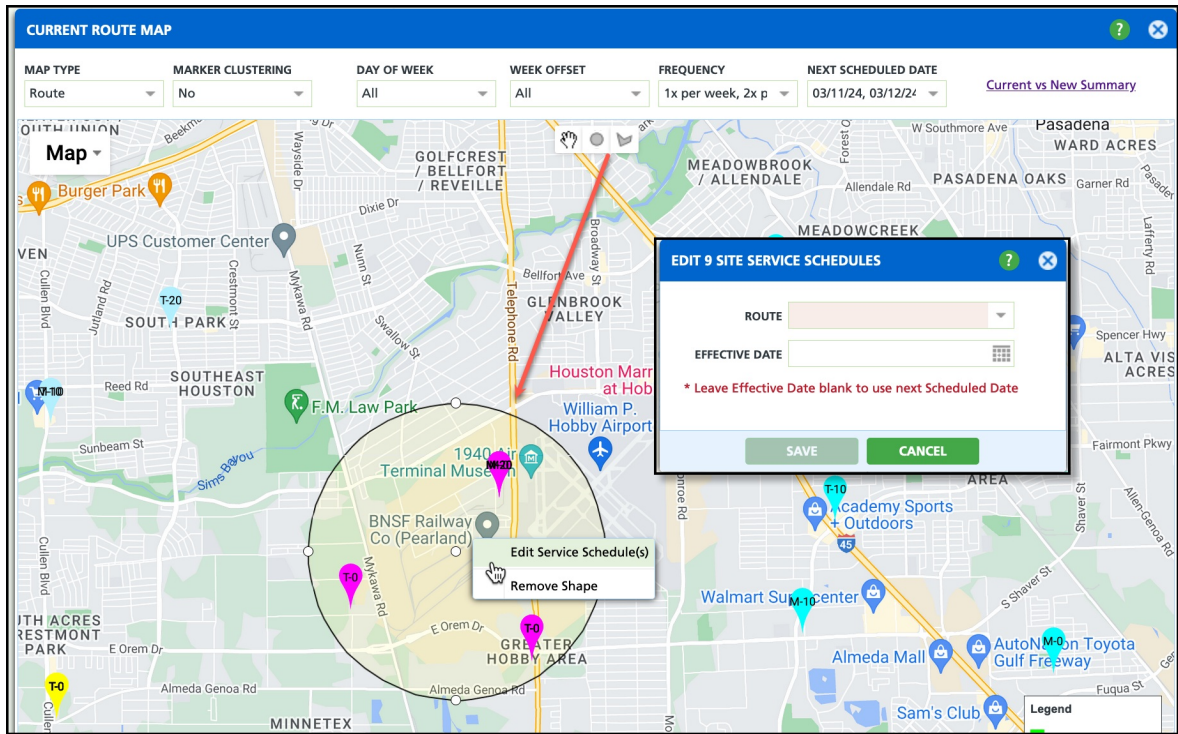


Generate a Map

LOCATION	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
<input type="checkbox"/> 48980001 Navu Waste 1234 W Little York Rd Houston, TX 77040-4801	1	2 Yard Recycle Service 2 Yard FL Recycle	2x per week 03/05/24 Week 10 (A)	HOU 201	0	Tue	HOU 201	0	03/05/24 Tue Week 10 (A)	
<input checked="" type="checkbox"/> 49056001 Navu Recycling 1111 Westheimer Rd Houston, TX 77006-2932	1	3 Yard Trash Service 3 Yard FL MSW	3x per week 03/11/24 Week 11 (B)	HOU 201	0	Mon				
<input checked="" type="checkbox"/> 45319001 Navu Sanitation 2222 Smith Ranch Rd Pearland, TX 77584-5225	1	8 Yard Trash Service 8 Yard FL MSW	4x per week 03/11/24 Week 11 (B)	HOU 201	12	Mon				
<input checked="" type="checkbox"/> 47064001 Navu Cleaners 3333 South Post Oak Road Houston, TX 77053-3553	1	8 Yard Trash Service 8 Yard FL MSW	2x per week 03/11/24 Week 11 (B)	HOU 201	18	Mon				

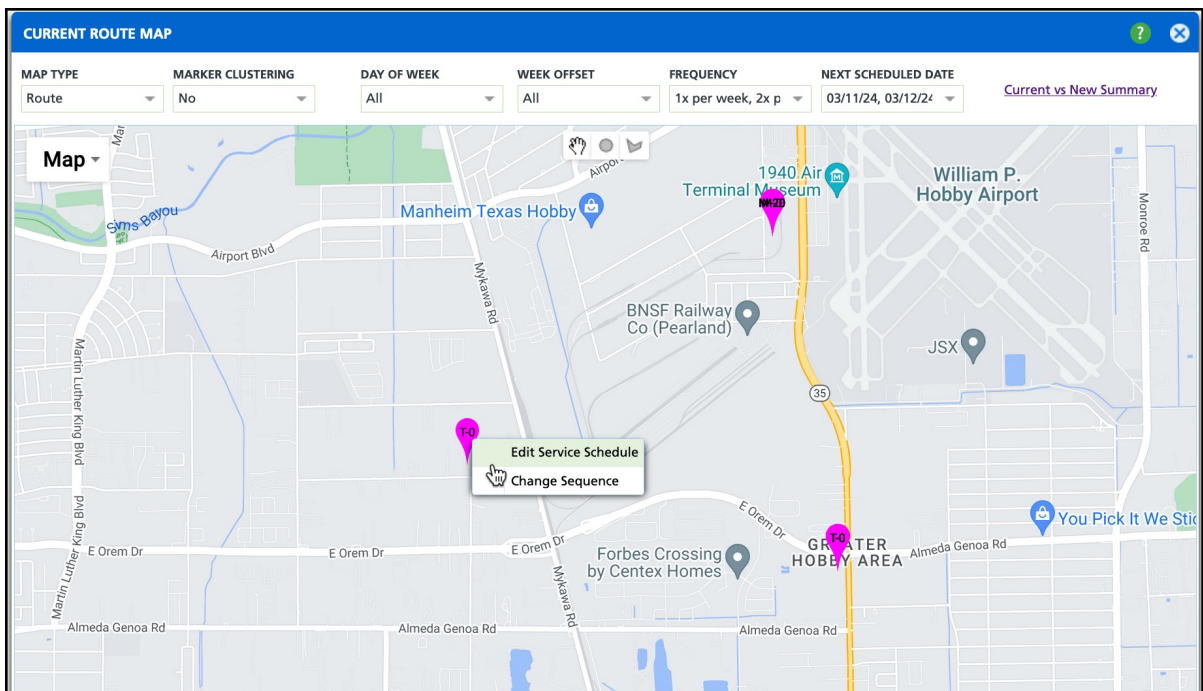
- Make a Selection from the following screen filters:
 - Select the **Division** you would like to review stops for.
 - Select a **Service Region**. Allows for multi-selection.
 - Select a **Line of Business**. Allows for multi-selection.
 - Select a **Route**. Allows for multi-selection.
 - Select a **Weekday**. Allows for multi-selection.
- Click **Load** and the screen will load stops matching the selected filter criteria.
- Select the check box to the left of the Location(s) you would like to view on the map.
- Click on the **Map** button to display the Current Route Map in a popup window.

Make a Route Change to Multiple Locations



1. Using one of the radius tools available, create a radius around the service locations for which you would like to change the route.
2. Right-click anywhere within the radius and select **Edit Service Schedule(s)**.
3. Select a **Route** from the Site Service Schedules editor that displays.
4. Enter an **Effective Date**. Leave the Effective Date field blank and the location's next scheduled service date will apply.
5. Select **Save** and all service locations within the radius will update to the new route.
6. To remove a radius, right click within it and select "Remove Shape."

Make a Schedule Change to a Single Location



1. Right-click on the pin for the service location you are modifying.
2. Select **Edit Service Schedule**.
3. Select a **Route** from the Site Service Schedules editor that displays.
4. Enter an **Effective Date**. Leave the Effective Date field blank and the location's next scheduled service date will apply.
5. Select **Save** and the location will be updated.

Export and Import

Use the Export and Import feature to modify routes externally, then import them back into Route Management to post the routing changes in the system.

The screenshot shows the Route Management interface with the following details:

- Buttons: Pending, Current, Re-Number
- Filters: HOUSTON, HOUSTON OPEN MARKET, Commercial, HOU 201, HOU 202, Monday, Tuesday, Wednesday
- Buttons: LOAD, EXPORT, IMPORT
- Buttons: EDIT, MAP, Route Summary, Reset Sequence to 0 on Reroute / Reschedule

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW
43890002 COP - SHADOW CREEK RANCH SPORT 13050 SHADOW CREEK PKWY PEARLAND, TX 77584-7458	1	8 Yard Trash Service 8 Yard FL MSW	1x per week 02/19/25 Week 8	HOU 201	0	Wed
44892001 DERRICK'S CHRISTMAS TREES 10904 Memorial Hermann Drive Pearland, TX 77584-2184	1	6 Yard Trash Service 6 Yard FL MSW	2x per week 02/25/25 Week 9	HOU 201	0	Tue
43890032 COP - WEST PEARLAND LIBRARY 11801 Shadow Creek Parkway Pearland, TX 77584	1	4 Yard Trash Service 4 Yard FL MSW	2x per week 02/25/25 Week 9	HOU 201	0	Tue
43890001 COP - FIRE STATION #8 12255 SHADOW CREEK PEARLAND, TX 77584	2	4 Yard Trash Service 4 Yard FL MSW	1x per week 02/19/25 Week 8	HOU 201	0	Wed

Export

Filter the screen to load only the routes intended for export. Once the screen loads, select the export option that aligns with the process. The data for each service location will be exported in .csv format, allowing for route information edits.

The screenshot shows the Route Management interface with the Export button highlighted in a red box. An Excel spreadsheet is overlaid, showing the exported data in CSV format. The spreadsheet has the following columns:

Record Id	Site Address	Site Id	Site Name	Site Address	Site Address	Site City	Site State	Site Postal	C Site Full	Post Site Phone	Site Latitude	Site Longitude	Business Hou	Access In
1	298171	137526	43890002	COP - SHAD	13050 SHADOW CREEK PK	PEARLAND	TX	77584	77584-7458	(281) 652-16	29.581074	-95.421146		
2	315295	148037	44892001	DERRICK'S CI	10904 Memorial Hermann	Pearland	TX	77584	77584-2184	(346) 255-13	29.55927	-95.38885	Weekdays 4:30 AM to	
3	324181	153097	43890032	COP - WEST	11801 Shadow Creek Park	Pearland	TX	77584	77584		29.57867	-95.40143		
4	324183	153098	43890001	COP - FIRE S	12255 SHADOW CREEK	PEARLAND	TX	77584	77584	(281) 652-18	29.577561	-95.408677		
5	324227	153150	43599001	Pearland Tow	11200 BROADWAY ST	PEARLAND	TX	77584	77584-9785	(404) 405-60	29.552651	-95.393902		
6	324239	153165	48900001	Roll Off Serv	6509 W Little York Rd	Houston	TX	77040	77040-4801	(832) 619-11	29.865347	-95.488145		
7	326368	155173	43180001	BLIND FOR L	2845 WAGON TRAIL	PEARLAND	TX	77584	77584-9090	(832) 457-91	29.555532	-95.309679		
8	326380	155176	48246001	STELLA SHAI	11900 Shadow Creek Pkwy	Pearland	TX	77584	77584	(713) 340-23	29.5762	-95.403	USE GAT	
9	326497	155203	43383001	SCR PLAZA L	15818 HWY 288	PEARLAND	TX	77584	77584	(713) 623-69	29.567445	-95.387865	LOCK CO	
10	326498	155203	43383001	SCR PLAZA L	15818 HWY 288	PEARLAND	TX	77584	77584	(713) 623-69	29.567445	-95.387865	LOCK CO	
11	326628	155233	46209001	Elan Shadow	12900 Shadow Creek Pkwy	Pearland	TX	77584	77584		29.577	-95.4195		
12	326697	155251	43473007	ALVIN ISD JR	2950 KINGSLEY	PEARLAND	TX	77584	77584	(832) 294-77	29.556746	-95.419919	GATE CO	
13	326702	155252	43473001	NOLAN RYAI	11500 SHADOW CREEK PK	PEARLAND	TX	77584	77584-7297	(281) 245-32	29.578632	-95.397062	GATE CO	
14	326764	155266	48421001	2ML Real Est	11940 Broadway St	Pearland	TX	77584	77584-8498	(281) 974-26	29.5554	-95.4046		
15	326809	155281	43182001	PEARLAND I	6627 FITE RD	PEARLAND	TX	77584	77584	(713) 545-60	29.552072	-95.325485		

Import

After all route edits are complete, save the file and import it back into Route Management using the Import feature. Import logic will map the revisions based on the Route ID found in the file. A blue notification icon will display when the import is complete. Imported changes are applied to the affected routes once "Post Routing Changes" is selected.

File format requirement: CSV

The screenshot shows a web application interface for route management. At the top, there are tabs for 'Pending', 'Current', and 'Re-Number'. Below the tabs, there are dropdown menus for location ('HOUSTON'), market ('HOUSTON OPEN MARKET'), service type ('ial, Residential, Roll Off'), and frequency ('HOU 101, HOU 102, ...'). There are also buttons for 'LOAD', 'EXPORT', and 'IMPORT'. The 'IMPORT' button is highlighted with a red box. Below the buttons, there is a table with columns: SITE, QTY, SERVICE CODE, FREQ / NEXT SVC, ROUTE, SEQ, DOW, NEW ROUTE, NEW SEQ, NEW START DATE, and NEW WEEK. The table contains several rows of route data. At the bottom of the table, there is a green button labeled 'POST ROUTING CHANGE'.

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
43890002 COP - SHADOW CREEK RANCH SPORT 13050 SHADOW CREEK PKWY PEARLAND, TX 77584-7458	1	8 Yard Trash Service 8 Yard FL MSW	1x per week 02/26/25 Week 9	HOU 201	0	Wed	HOU 201	1	02/26/25 Wed Week 9	
44892001 DERRICK'S CHRISTMAS TREES 10954 Memorial Hermann Drive Pearland, TX 77584-2184	1	6 Yard Trash Service 6 Yard FL MSW	2x per week 03/04/25 Week 10	HOU 201	0	Tue	HOU 201	2	03/04/25 Tue Week 10	
43890032 COP - WEST PEARLAND LIBRARY 11801 Shadow Creek Parkway Pearland, TX 77584	1	4 Yard Trash Service 4 Yard FL MSW	2x per week 03/04/25 Week 10	HOU 201	0	Tue	HOU 201	3	03/04/25 Tue Week 10	
43890001 COP - FIRE STATION #8 12255 SHADOW CREEK PEARLAND, TX 77584	2	4 Yard Trash Service 4 Yard FL MSW	1x per week 02/26/25 Week 9	HOU 201	0	Wed	HOU 201	4	02/26/25 Wed Week 9	
43599001 Pearland Town Center 11200 BROADWAY ST PEARLAND, TX 77584-9785	3	3 Yard Recycle Service 3 Yard FL Recycle	Every 2 weeks 03/05/25 Week 10 (A)	HOU 201	0	Wed	HOU 201	5	03/05/25 Wed Week 10 (A)	
48980001 Roll Off Service Minimum Charge 6509 W Little York Rd Houston, TX 77040-4801	1	2 Yard Recycle Service 2 Yard FL Recycle	2x per week 03/04/25 Week 10	HOU 201	0	Tue	HOU 201	6	03/04/25 Tue Week 10	

Related Articles

[Route Management Basics](#)

[Pending Tab](#)

[Re-Number Tab](#)