Current (Tab)- Modify a Route

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.

Permissions

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

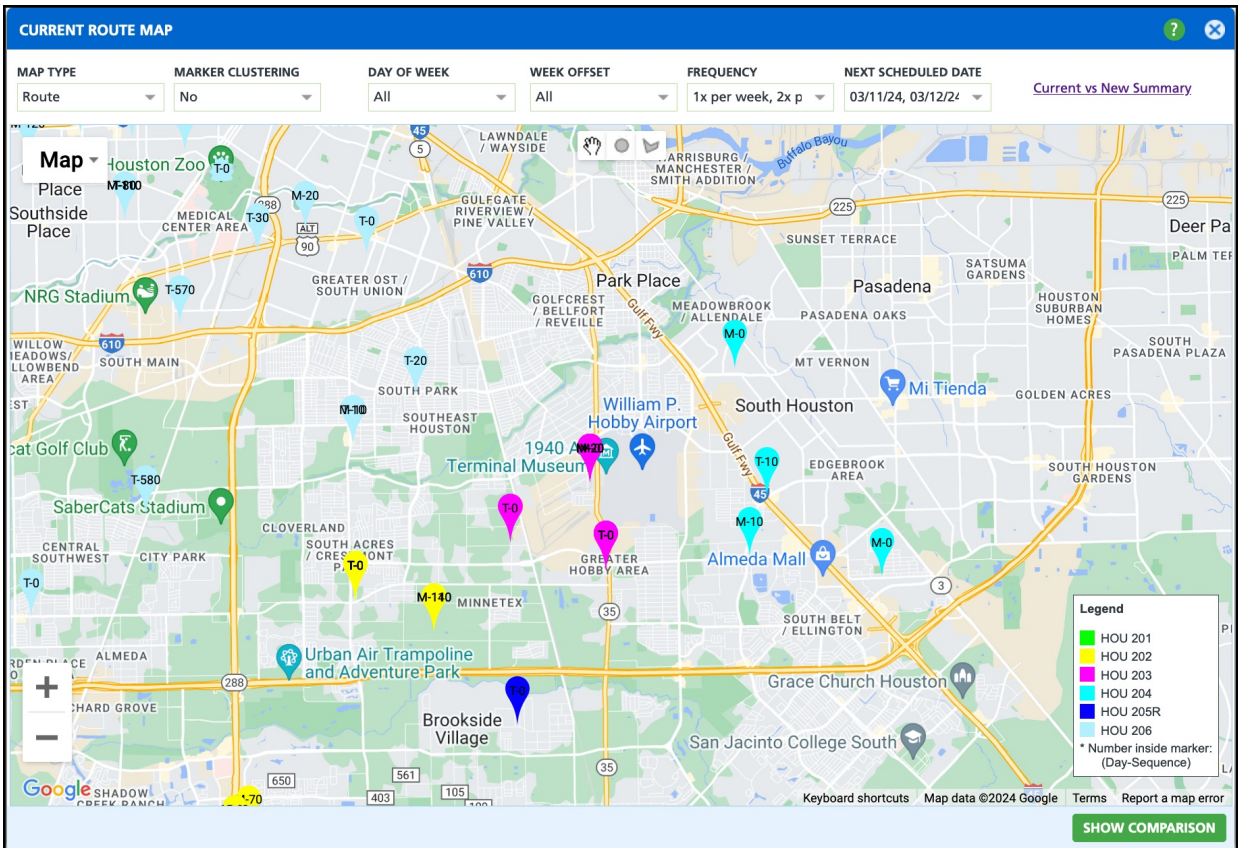| Permission ID	Permission Name
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Process a Route Change

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.

1. 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.
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:
   - 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.
   - 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

1. 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.
2. Click **Load** and the screen will load stops matching the selected filter criteria.
3. Select the check box to the left of the Location(s) you would like to view on the map.
4. Click on the **Map** button to display the Current Route Map in a popup window.

Make a Route Change to Multiple Locations
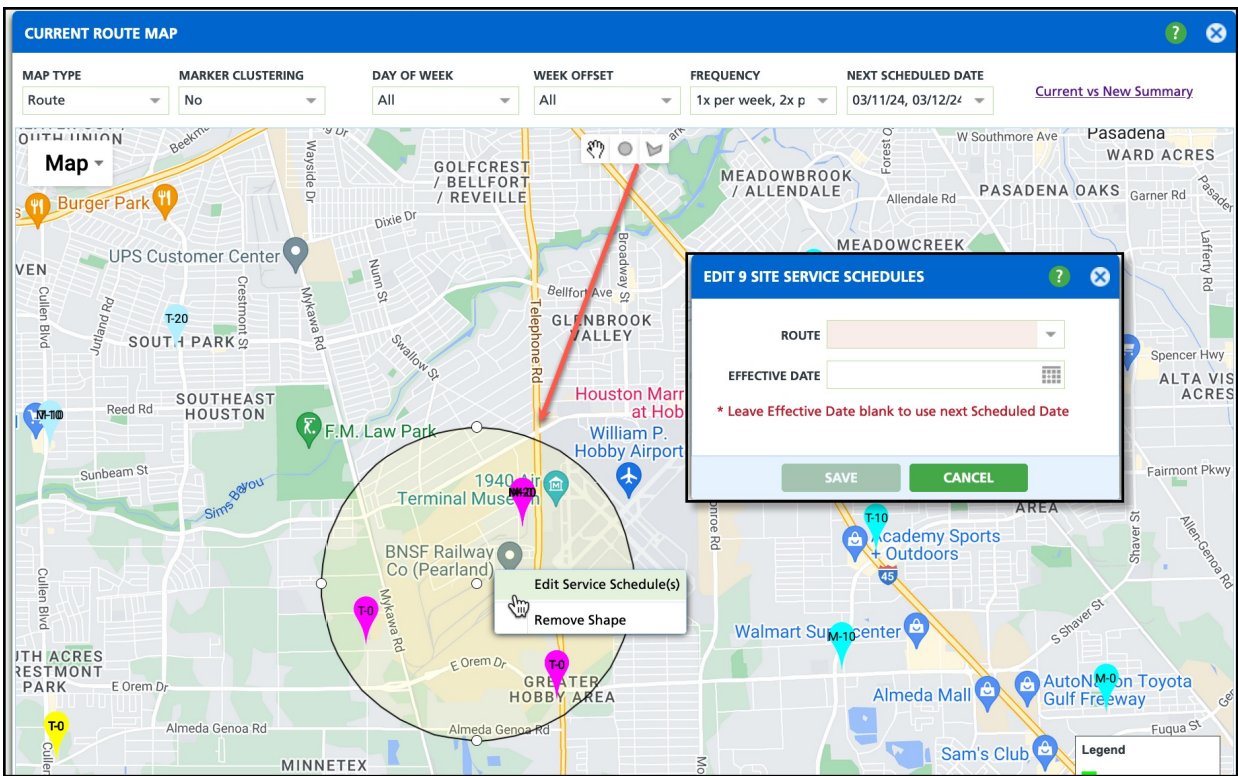
1. Using one of the radius tools available, create a radius around the service locations for which you would like to change the route.
2. Right-click anywhere within the radius and select **Edit Service Schedule(s).**
3. Select a **Route** from the Site Service Schedules editor that displays.
4. Enter 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 a radius, right click within it and select "Remove Shape."

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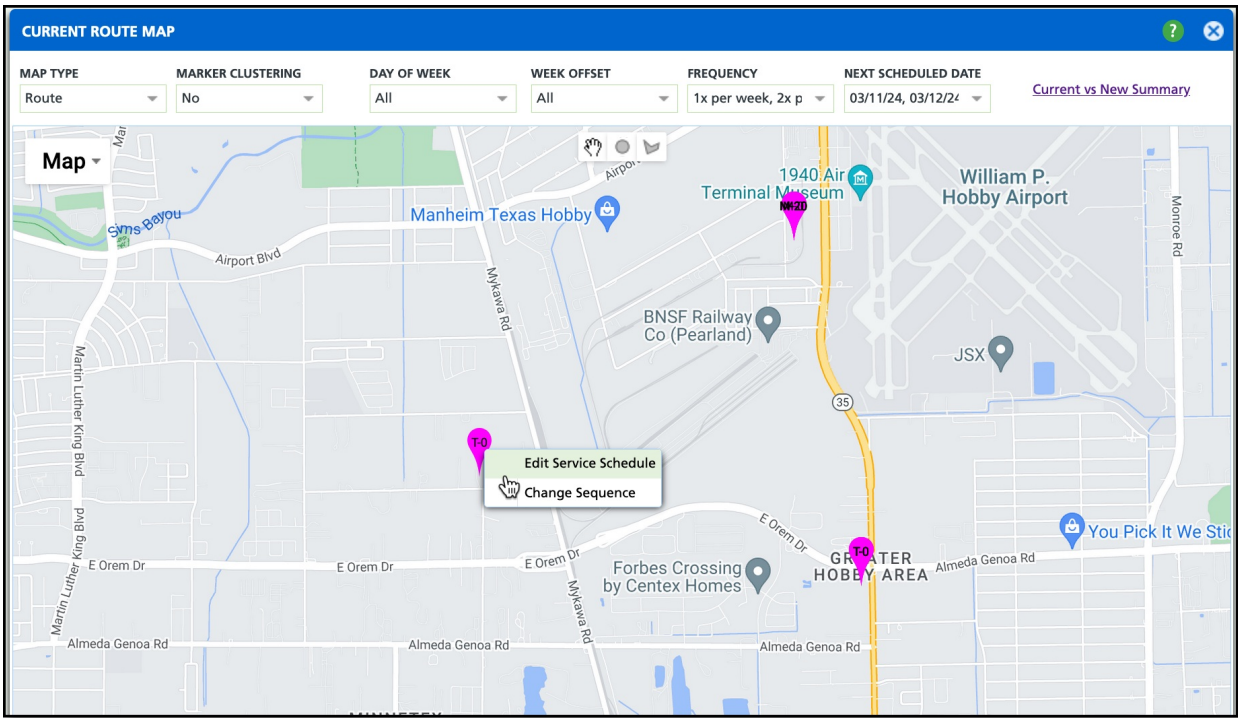
1. Right-click on the pin for the service location you are modifying.
2. Select **Edit Service Schedule.**
3. Select a **Route** from the Site Service Schedules editor that displays.
4. Enter an **Effective Date**. Leave the Effective Date field blank and the location's next scheduled service date will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

Related Articles

Route Management Basics

Pending Tab

Re-Number Tab