

Current (Tab)- Modify a Route

Last Modified on 11/06/2025 9:04 am PST

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

The **Current** tab displays a list of service locations (stops) assigned to a route. Changes made to a stop from this tab are permanent. For one-time changes, use the **Dispatch** tool under **Operations** instead.

PendingCurrentRenumber / Sequencing Stops											
QAWASTE		Commercial, Roll Off	JM 101, DOC RES 102	Thursday, Wednesday	LOAD	EXPORT	IMPORT				
EDITMAP		Route Summary		Reset Sequence to 0 on Reroute / Reschedule		FILTERS: SERVICE REGION		QA Waste OPEN MARKE	SERVICE CODE	2 Yard Trash Service, 8 Y.	Search
	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
<input type="checkbox"/>	49153001 Studio A 1231 Oakley Ct Osceola, WI 54020-4359	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	10	Wed				
<input type="checkbox"/>	49437001 Kwik Trip 100 Ridge Rd Osceola, WI 54020-7506	1	8 Yard Trash Service 8 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	20	Wed				
<input type="checkbox"/>	49451001 Watershed Cafe 99 N Cascade St Osceola, WI 54020	1	4 Yard Trash Service 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	30	Wed				
<input type="checkbox"/>	49162001 Cascade Nutrition 201 N Cascade St Osceola, WI 54020	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	40	Wed				
<input type="checkbox"/>	49232001 Caribou Cafe 112 Chieftain St Osceola, WI 54020	1	4 Yard Trash - Anniversary 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	50	Wed				
<input type="checkbox"/>	49433001 Subway 402 N Cascade St Osceola, WI 54020	1	4 Yard Trash - Anniversary 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	60	Wed				
<input type="checkbox"/>	49121002 Wild Winery 37242 Wild Mountain Rd Taylors Falls, MN 55084	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	70	Wed				
<input type="checkbox"/>	49121001 Wild Mountain 37200 Wild Mountain Rd Taylors Falls, MN 55084	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	80	Wed				
<input type="checkbox"/>	49447001 Fawn Doe Rosa 2131 US-9 Saint Croix Falls, WI 54024	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	90	Wed				

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.

Pending

Current

Renumber / Sequencing Stops

QAWASTE

Commercial, Roll Off

DM 101, DOC RES 102

Thursday, Wednesday

LOAD

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IMPORT

EDIT

MAP

Route Summary

☒ Reset Sequence to 0 on Reroute / Reschedule

FILTERS: SERVICE REGION

QA Waste OPEN MARKE

SERVICE CODE

2 Yard Trash Service, 8 Y

Search

	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
<input type="checkbox"/>	49153001 Studio A 1231 Oakley Ct Osceola, WI 54020-4359	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	10	Wed	JC COM 101	5	11/12/25 Wed Week 46	
<input checked="" type="checkbox"/>	49437001 Kwik Trip 100 Ridge Rd Osceola, WI 54020-7506	1	8 Yard Trash Service 8 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	20	Wed				
<input checked="" type="checkbox"/>	49451001 Watershed Cafe 99 N Cascade St Osceola, WI 54020	1	4 Yard Trash Service 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	30	Wed				
<input type="checkbox"/>	49162001 Cascade Nutrition 201 N Cascade St Osceola, WI 54020	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	40	Wed				

Use to change multiple sites at once

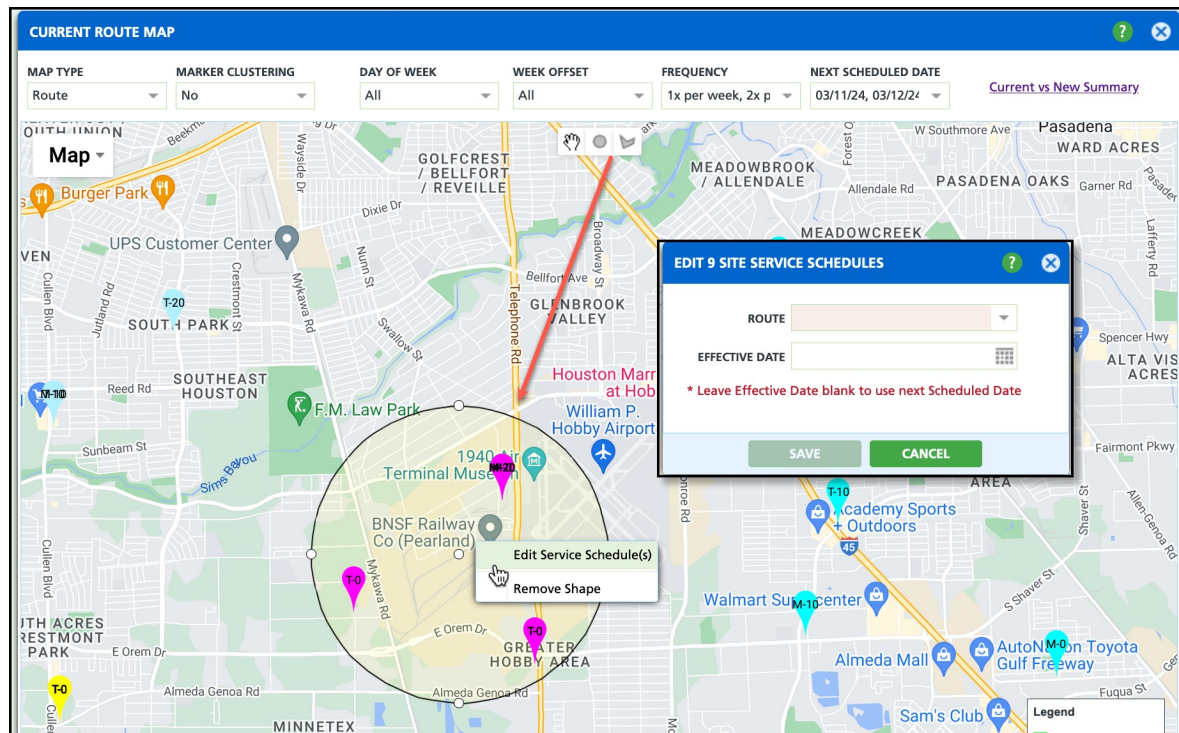
Individual Changes

- Select from the following required screen filters. Additional filters, **Service Region** and **Service Code**, become available once the results have loaded on the screen.
 - Select the **Division** you would like to review stops for.
 - 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.
- Assign a new route to a site using one of the following methods:
 - Option 1 - Apply a route change to multiple sites:**
 - Select the checkbox next to the site(s) you want to update, then click **Edit**. This opens the **Edit Site Service Schedule** pop-up editor, where you can enter a new route and effective date. The changes will apply to all selected sites.
 - Option 2- Apply a route change to a single site:**
 - Click in the **New Route** column for a site, then select a new route from the drop-down list.
- Click **Post Routing Change** to update the location(s).

Process a Route Change Using Current Route Map

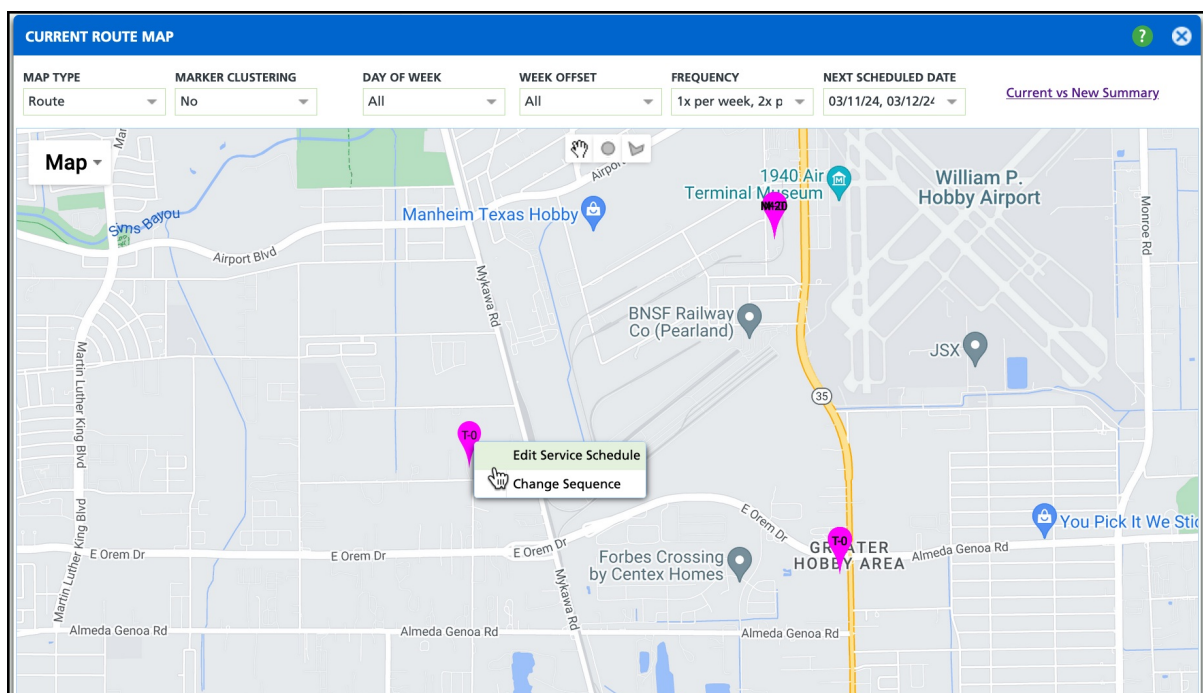
From the Current tab, users can quickly make route modifications to one or multiple sites at the same time using the **Current Route Map** feature.

Make a Route Change to Multiple Locations



1. Use one of the available radius tools to draw a radius around the sites you want to update with a new route.
2. Right-click anywhere within the radius and select **Edit Site Service Schedule(s)**.
3. Select a **Route** from the Edit Site Service Schedule 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 Route 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. Refer to the [Export/Import](#) article for key import logic and step-by-step instructions.

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Route Summary

☒
Reset Sequence to 0 on Reroute / Reschedule

FILTERS: SERVICE REGION

QA Waste OPEN MARKE

SERVICE CODE

2 Yard Trash Service

	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW STAR
<input type="checkbox"/>	49153001 Studio A 1231 Oakley Ct Osceola, WI 54020-4359	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	10	Wed			
<input type="checkbox"/>	49437001 Kwik Trip 100 Ridge Rd Osceola, WI 54020-7506	1	8 Yard Trash Service 8 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	20	Wed			
<input type="checkbox"/>	49451001 Watershed Cafe 99 N Cascade St Osceola, WI 54020	1	4 Yard Trash Service 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	30	Wed			
<input type="checkbox"/>	49162001 Cascade Nutrition 201 N Cascade St Osceola, WI 54020	1	2 Yard Trash Service 2 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	40	Wed			
<input type="checkbox"/>	49232001 Caribou Cafe	1	4 Yard Trash - Annivers... 4 Yard FL	5x per week 11/12/25	DOC RES 102	50	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.

[illegible]

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

PendingCurrentRenumber / Sequencing Stops

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EDITMAPRoute SummaryReset Sequence to 0 on Reroute / Reschedule

FILTERS: SERVICE REGIONQA Waste OPEN MARKERSERVICE CODE

	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOWN	NEW ROUTE
<input type="checkbox"/>	49153001 Studio A 1231 Oakley Ct Osceola, WI 54020-4359	1	2 Yard Trash Service 2 Yard FL	5x per week 11/12/25	DOC RES 102	10	Wed	
<input type="checkbox"/>	49437001 Kwik Trip 100 Ridge Rd Osceola, WI 54020-7506	1	8 Yard Tr 8 Y				Wed	
<input type="checkbox"/>	49451001 Watershed Cafe 99 N Cascade St Osceola, WI 54020	1	4 Yard Tr 4 Y				Wed	
<input type="checkbox"/>	49162001 Cascade Nutrition 201 N Cascade St Osceola, WI 54020	1	2 Yard Tr 2 Yard FL MSW	Week 46			Wed	
<input type="checkbox"/>	49232001 Caribou Cafe 112 Chieftain St Osceola, WI 54020	1	4 Yard Trash - Anniversary 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	50	Wed	
<input type="checkbox"/>	49433001	1	4 Yard Trash - Anniversary	5x per week	DOC RES 102	60	Wed	

IMPORT NAVUSOFT ROUTE CHANGE
SELECT FILE C:\fakepath\RouteUpdateDateTest.csBROWSE...
IMPORT

Related Articles

- [Route Management Overview](#)
- [Pending Tab](#)
- [Re-Number Tab](#)
- [Export/Import](#)