

# Current (Tab)- Modify a Route

Last Modified on 06/20/2024 4:14 pm EDT

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.

<span>Pending</span> <span style="border: 1px solid red;">Current</span> <span>Re-Number</span>											
QAWASTE   QA Service Region 2, QA Was   Roll Off, Commercial   LA 101, LA 102, LA 1C   Tuesday, Thursday, Friday   <span>LOAD</span>   <span>EXPORT</span>   <span>IMPORT</span>											
Standard   <span>EDIT</span>   <span>MAP</span>   Route Summary   SERVICE CODE FILTER: 3 Yard Trash Service, 8   Search											
<input type="checkbox"/>	LOCATION	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
<input type="checkbox"/>	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				
<input type="checkbox"/>	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				
<input type="checkbox"/>	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				
<input type="checkbox"/>	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				
<input type="checkbox"/>	48969001 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				
<input type="checkbox"/>	43199002 BJ'S 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				
<input type="checkbox"/>	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				
<input type="checkbox"/>	49035002 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

## Process a Route Change



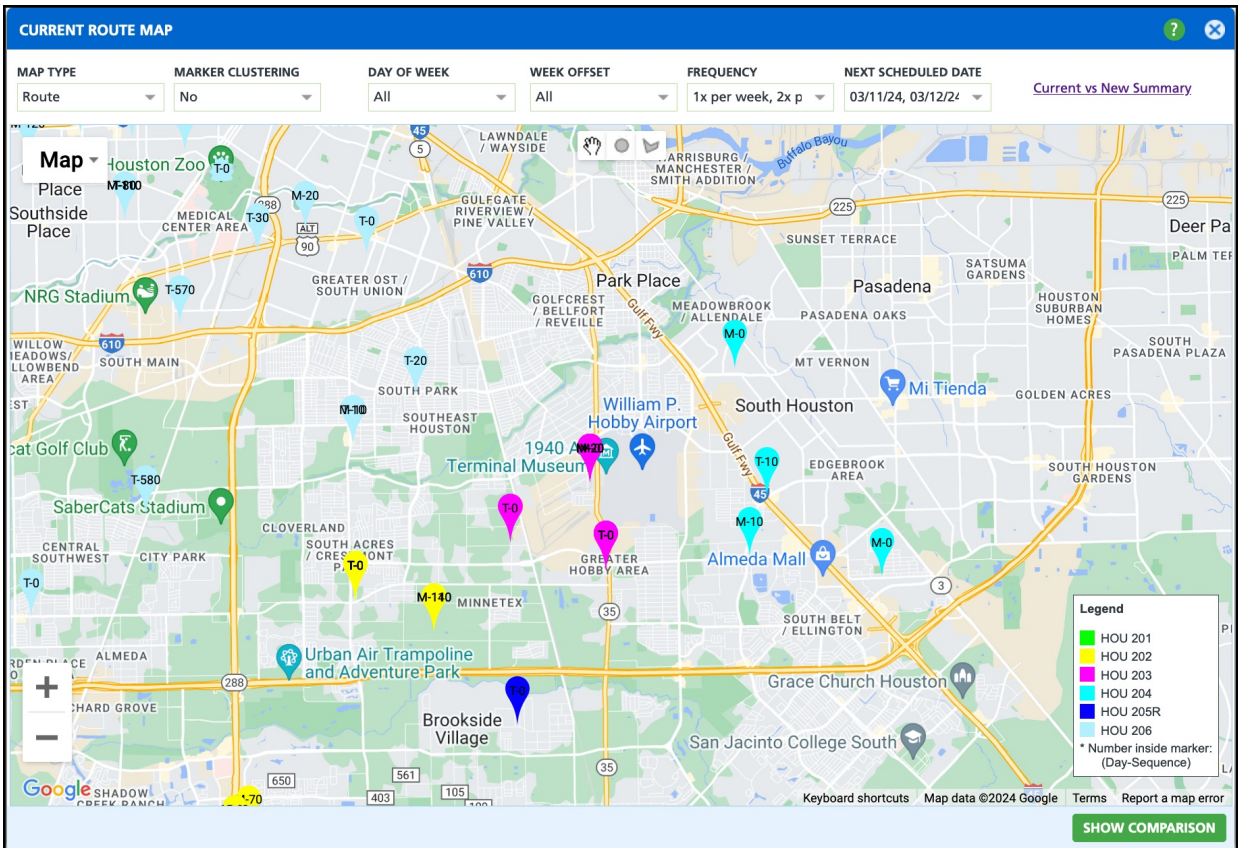
Before making changes, select the Route Summary link to review the distribution of services across all routes. This will help to maintain a balance when assigning stops to new routes.

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 8 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.

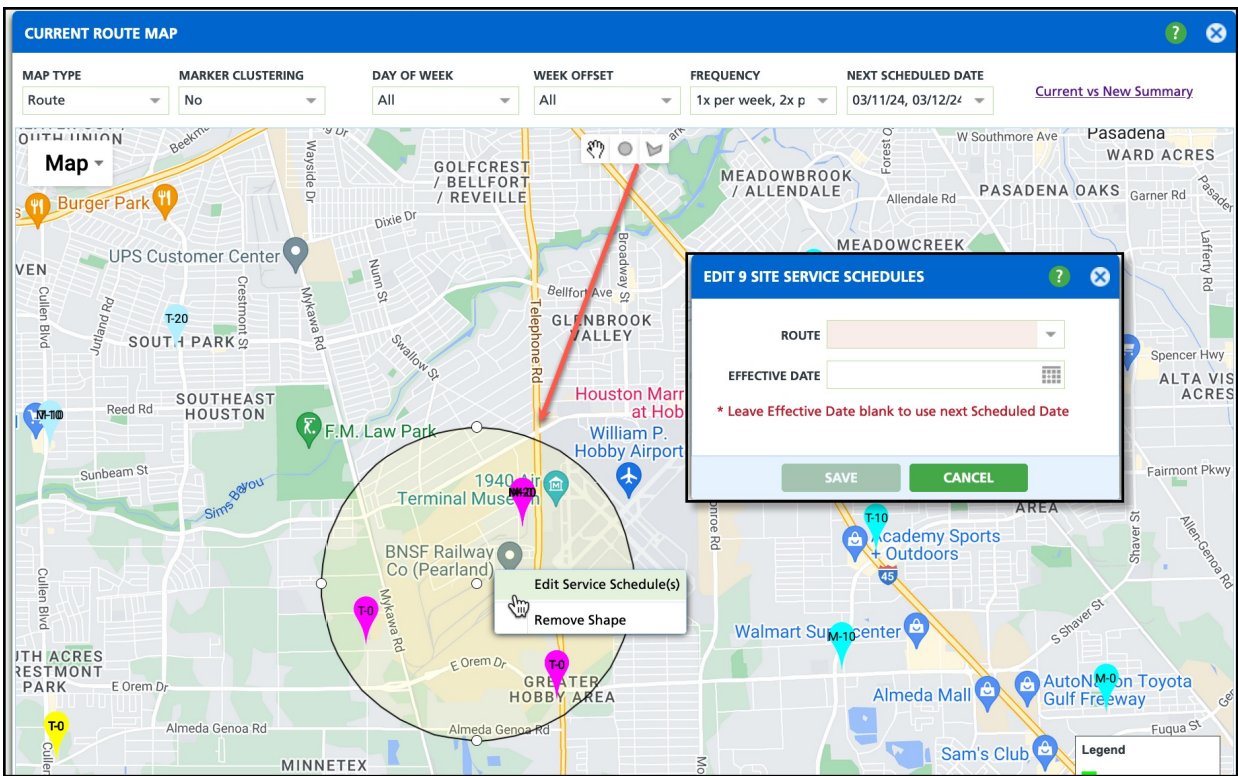


## Generate a Map

<div style="display: flex; justify-content: space-between;"> <span>Pending</span> <span>Current</span> <span>Re-Number</span> </div>											
HOUSTON		HOUSTON OPEN MARKET		Roll Off, Commercial		HOU 201, HOU 202, ...		Monday, Tuesday		LOAD	EXPORT
Standard		EDIT		MAP		Route Summary		SERVICE CODE FILTER: 2 Yard Recycle Service,		Search	
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					

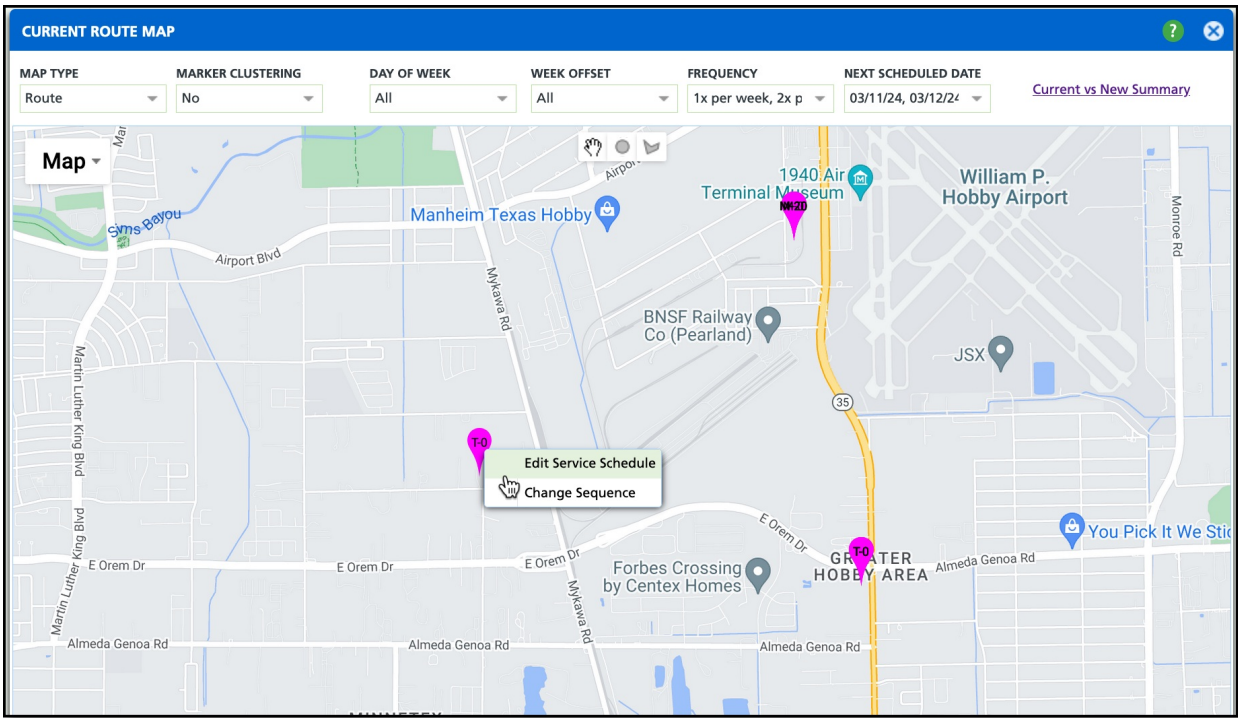
- Make a Selection from the following screen filters:
  - Select the **Division** you would like to review stops for.
  - Select a **Service Region**. Allows for multi-selection.
  - Select a **Line of Business**. Allows for multi-selection.
  - Select a **Route**. Allows for multi-selection.
  - Select 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.

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## Related Articles

- [Route Management Basics](#)
  - [Pending Tab](#)
  - [Re-Number Tab](#)
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