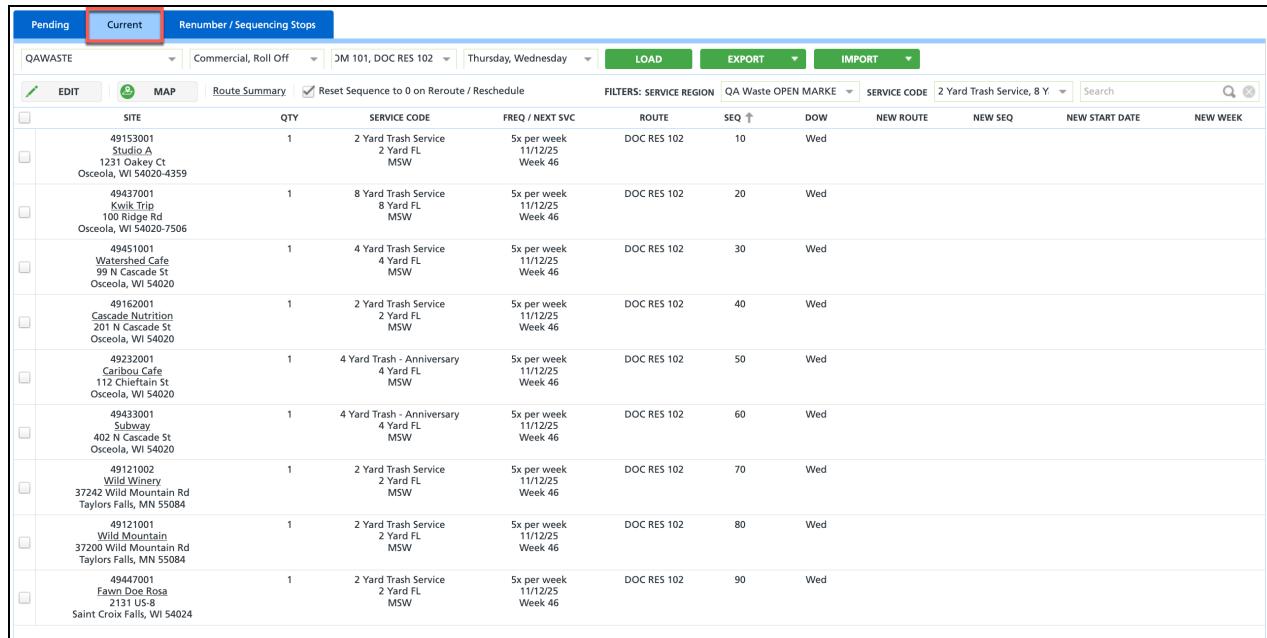


Current (Tab)- Modify a Route

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.



	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 Nitro 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"/>	49438001 Watched 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-8 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.

QAWASTE

Commercial, Roll Off

DOC 101, DOC RES 102

Thursday, Wednesday

LOAD

EXPORT

IMPORT

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

EDIT MAP

Use to change multiple sites at once

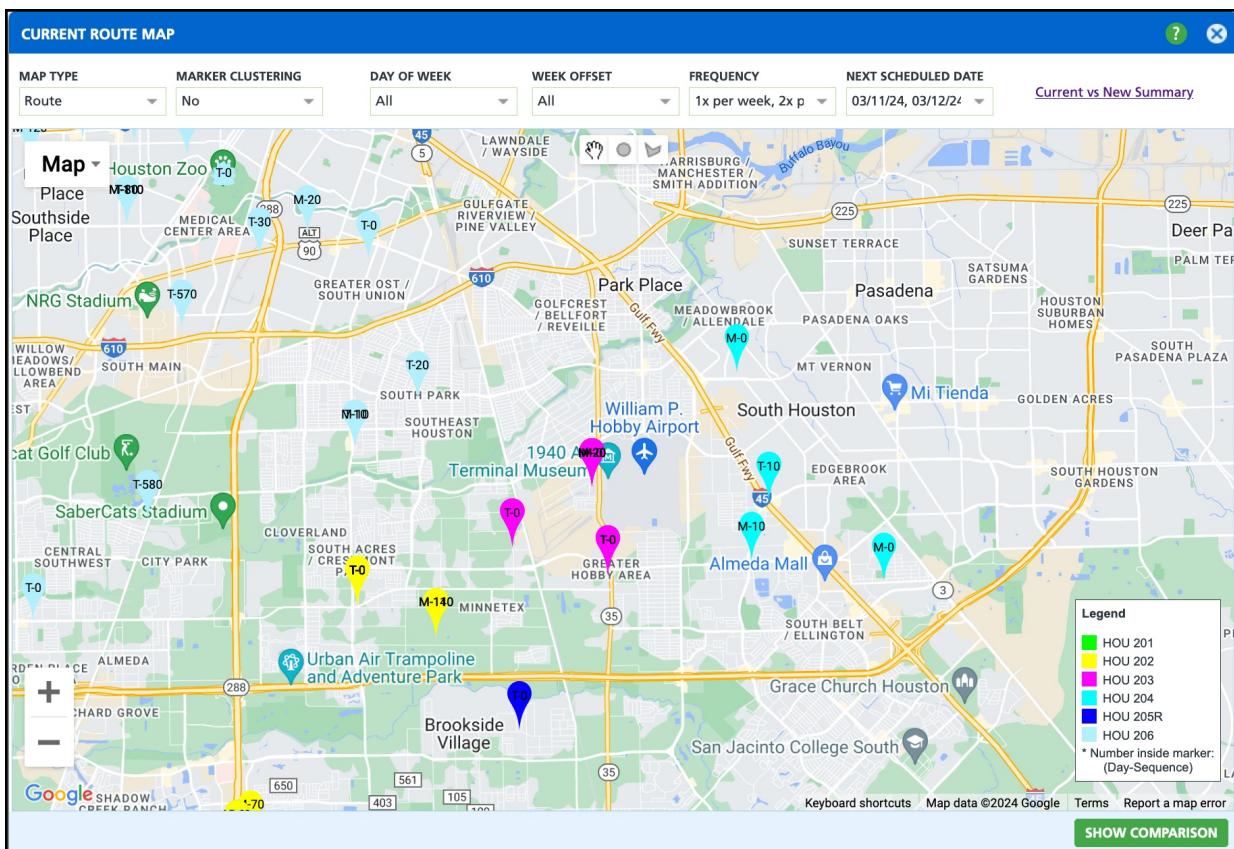
Individual Changes

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
49153001 Studio A 1231 Oakey 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	DOC COM 101	5	11/12/25	Wed Week 46
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				
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				
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				

1. Select from the following required screen filters. Additional filters, **Service Region** and **Service Code**, become available once the results have loaded on the screen.
 - o Select the **Division** you would like to review stops for.
 - 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 site using one of the following methods:
 - o **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.
 - o **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.
4. 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.



Generate a Map

Pending | Current | **Renumber / Sequencing Stops**

QA WASTE | Commercial | DM 101, DOC RES 102 | Thursday, Wednesday | **LOAD** | **EXPORT** | **IMPORT**

EDIT | **MAP** | Route Summary | Reset Sequence to 0 on Reroute / Reschedule | FILTERS: SERVICE REGION | QA Waste OPEN MARKET | SERVICE CODE | 2 Yard Trash Service

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW S
49153001 Studio A 1231 Oakey 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			
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			
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			
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			
49232001 Caribou Cafe 112 Chieftain St Osceola, WI 54020	1	4 Yard Trash - Annivers...	5x per week 11/12/25 Week 46	DOC RES 102	50	Wed			
49433001	1	4 Yard Trash - Annivers...	5x per week	DOC RES 102	60	Wed			

1. Make a selection from the following screen filters:

- 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.

2. Click **Load** and the screen will load stops matching the selected filter criteria.

3. Select the check box to the left of the site(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. 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.

Renumber / Sequencing Stops										
Pending		Current		Renumber / Sequencing Stops						
QA WASTE		Commercial		DM 101, DOC RES 102		Thursday, Wednesday		LOAD		EXPORT
QA WASTE		Commercial		DM 101, DOC RES 102		Thursday, Wednesday		LOAD		EXPORT
EDIT		MAP		Route Summary		<input checked="" type="checkbox"/> Reset Sequence to 0 on Reroute / Reschedule		FILTERS: SERVICE REGION		QA Waste OPEN MARKET
EDIT		MAP		Route Summary		<input checked="" type="checkbox"/> Reset Sequence to 0 on Reroute / Reschedule		FILTERS: SERVICE REGION		QA Waste OPEN MARKET
EDIT		MAP		Route Summary		<input checked="" type="checkbox"/> Reset Sequence to 0 on Reroute / Reschedule		FILTERS: SERVICE REGION		QA Waste OPEN MARKET
<input type="checkbox"/>	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW STAR
<input type="checkbox"/>	49153001 Studio A 1231 Oakey 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 1234 Main St	1	4 Yard Trash - Annivers... 4 Yard FL	5x per week 11/12/25 Week 46	DOC RES 102	50	Wed			

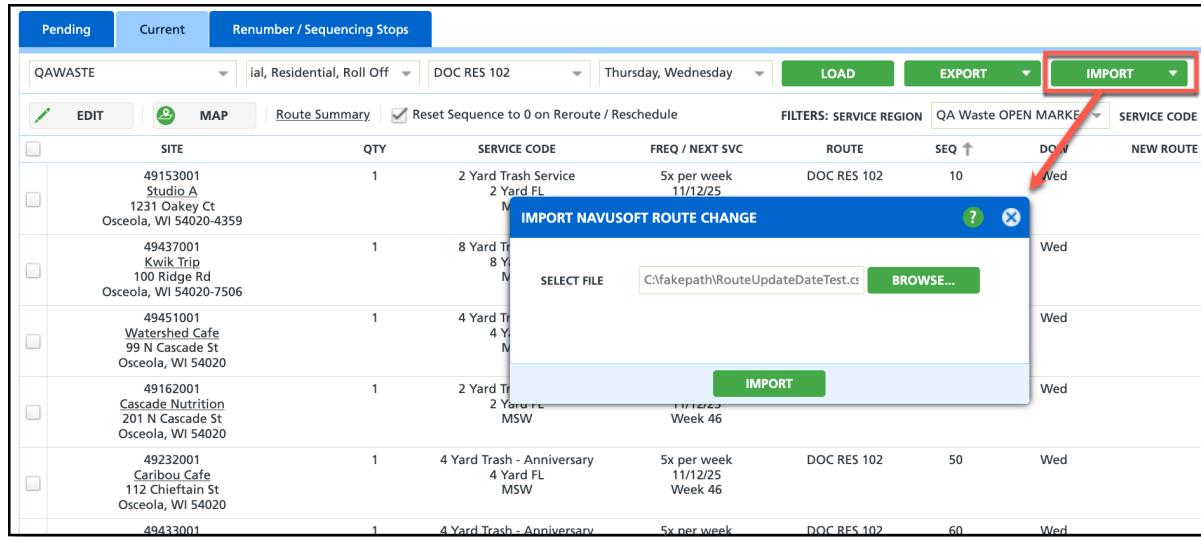
Export

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.

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 the Route Management software interface. At the top, there are tabs for 'Pending', 'Current', and 'Renumber / Sequencing Stops'. Below these are dropdowns for 'Service Region' (QA WASTE), 'Route Type' (Residential, Roll Off), 'Route ID' (DOC RES 102), and 'Day' (Thursday, Wednesday). There are also 'LOAD', 'EXPORT', and 'IMPORT' buttons. The 'IMPORT' button is highlighted with a red box and an arrow. Below the buttons is a toolbar with 'EDIT' and 'MAP' buttons, and a 'Route Summary' dropdown. A checked checkbox says 'Reset Sequence to 0 on Reroute / Reschedule'. To the right of the toolbar are 'FILTERS: SERVICE REGION' dropdowns for 'QA Waste OPEN MARKET' and 'SERVICE CODE'. The main area is a table of route stops. One stop is selected, showing details: Site (49153001 Studio A, 1231 Oakey Ct, Osceola, WI 54020-4359), QTY (1), Service Code (2 Yard Trash Service), Freq (5x per week 11/12/25), Route (DOC RES 102), Seq (10), and Day (Wednesday). A modal dialog 'IMPORT NAVUSOFT ROUTE CHANGE' is open in the center. It has a 'SELECT FILE' input field containing 'C:\fakepath\RouteUpdateDateTest.csv', a 'BROWSE...' button, and an 'IMPORT' button. The 'IMPORT' button is highlighted with a red box and an arrow.

Related Articles

[Route Management Overview](#)

[Pending Tab](#)

[Re-Number Tab](#)

[Export/Import](#)