

Route Setup

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Pathway: [Setup](#) > [Operations](#) > [Route](#)

Route Setup establishes the routes used for servicing sites. Active routes display in Dispatch and Active Dispatch once a service record has been assigned.

ROUTE SETUP						
	DIVISION	All	LOB	All		
NAME ↑	DIVISION	LOB	DEFAULT TRUCK	DEFAULT DRIVER	DEFAULT HELPER 1	DEFAULT DISPOSALLOCATION
ALVARO	CORPUS	Roll Off	Alvaro	Dave Pike		
COR 101	CORPUS	Residential	324	Pedro Hernandez		
COR 102	CORPUS	Residential				
COR 102	CORPUS	Residential				
COR 201	CORPUS	Commercial	951	Michael Shannon		
COR 202	CORPUS	Commercial		Rudy Espinosa		
COR 203	CORPUS	Commercial	953	Marco Hurtado		
COR 203R	CORPUS	Commercial	953	Marco Hurtado		
COR 204	CORPUS	Commercial				
COR 205	CORPUS	Commercial		Elias Lugo		
COR 301	CORPUS	Commercial		Juan Bonilla		
COR 302	CORPUS	Roll Off	759	Oscar Ortega		
COR 303	CORPUS	Roll Off	750	Jeremy Walker		

Permissions

The following permissions are required to use the Route Setup screen:

Permission ID	Permission Name
24	Setup \ Operations

Route Setup Filters

Use the filtering options displayed at the top of the screen to limit the routes that display.

Filter	Description
Division	Filters to display only the routes assigned to the Division selected.
LOB	Filters to display only the routes assigned to the Line of Business selected.

Add Route

Add Route is used to create new routes for assigning and servicing sites from. To edit an existing route, double click on the route record you would like to edit and the Edit Route screen will display.

The screenshot displays the 'ROUTE SETUP' application with an 'ADD ROUTE' modal window open. The modal contains the following fields and sections:

- Name:** Text input field.
- Default Description:** Text input field.
- Division:** Dropdown menu.
- External ID:** Text input field.
- Default Truck:** Dropdown menu with a clear icon.
- Default Driver:** Dropdown menu with a clear icon.
- Default Helper 1:** Dropdown menu with a clear icon.
- Default Helper 2:** Dropdown menu with a clear icon.
- Active:** Yes/No dropdown menu.
- Line of Business:** Dropdown menu.
- Default Disposal Location:** Dropdown menu with a clear icon.
- Default Transporter:** Dropdown menu with a clear icon.
- Supervisor:** Dropdown menu with a clear icon.
- Holiday Schedule:** Dropdown menu.
- Exclude Health Score:** No/Yes dropdown menu.
- Schedule:** A row of buttons for Monday through Sunday.
- Map Area:** Dropdown menu with a clear icon.
- Start Yard:** Dropdown menu with a clear icon.
- End Yard:** Dropdown menu with a clear icon.
- Start Time:** Time selection field (HH:MM).
- Maximum Hours:** Spin box.
- Default Description (bottom):** Text input field.
- Default Truck (bottom):** Dropdown menu with a clear icon.
- Default Driver (bottom):** Dropdown menu with a clear icon.
- SAVE:** A green button at the bottom center.

Add Route Field Descriptions

Fields	Descriptions
Name <i>Required</i>	The name of the route.
Default Description	Option to add a customized label that will display in parenthesis after the route name in dispatch.
Division <i>Required</i>	The Division the route is assigned to. Routes can only be assigned to sites in the same division.
External ID	The external identification number used for mapping and importing a route.
Default Truck	Option to assign a specific truck to route. Default truck assignments display in Dispatch where they can be edited as needed. <i>Note: A selection from Division and Line of Business are required for trucks to display in the selection drop down.</i>
Default Driver	Option to assign a specific driver to a route. Default driver assignments display in Dispatch where they can be edited as needed.
Default Helper 1 and 2	Option to assign a helper or assistant to the route. Default helper assignments display in Dispatch where they can be edited as needed.
Active	Indicates if the route is active or inactive. Inactive routes do not display in the Route drop down field in <i>Add/Edit Service Record</i> .
Line Of Business <i>Required</i>	The Line of Business the route is assigned and allows for filtering on the Dispatch screen.

Default Disposal Location	Option to assign a default disposal location to a route. A selection here populates the Destination / Origin field on the <i>Add Route Disposal</i> screen in Dispatch (Disposal column).
Default Transporter	Option to assign a default transporter to identify the company that will be picking up and transporting the waste. <i>*Applies to regulated waste.</i>
Supervisor	Indicates who will manage the route and any task assignments that come back from the driver.
Holiday Schedule	The Holiday Schedule the route will follow. Helps prevent dispatch operators from scheduling the route on a day that is an observed holiday.
Exclude Health Score	
Weekday Tabs	
Map Area	Helps identify the location for a route.
Start Yard	The Yard the truck will be leaving from to begin the route for that day. Additional setup is required in <i>Setup > Operations > Yard</i> .
End Yard	The Yard the truck will return to after the route is complete for that day. Additional setup is required in <i>Setup > Operations > Yard</i> .
Start Time	Indicates the time the route will start on that specific day.
Maximum Hours	Indicates the maximum amount of time to service the route and establishes a time frame using the time entered in Start Time.
Default Description	Option to add a default description specific to a day of the week. When a description is added, it will display in parenthesis behind the route name in Dispatch.
Default Truck	Option to assign a default truck to a route for a specific day of the week.
Default Driver	Option to assign a default driver to a route for a specific day of the week.

Add Route

1. Select the **green +** to open the Add Route tool.
2. Complete the following required fields:
 - Enter the **Name** for the Route.
 - Select the **Division** the Route is assigned to.
 - Set the **Line Of Business** for this Route.
3. Complete additional fields based on your company's setup requirements.
4. Click **Save** when finished.

Add/Remove Line of Business

Click on a route from the upper grid to display the **Add/Remove Line of Business** tab in the lower grid. Use the toggle buttons to add and remove lines of business to the route.

ROUTE SETUP SETUP > OPERATIONS > ROUTE

+
 DIVISION All
LOB All

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NAME ↑	DIVISION	LOB	DEFAULT TRUCK	DEFAULT DRIVER	DEFAULT HELPER 1	DEFAULT DISPOSALLOCATION	DEFAULT TRANSPORTER	SUPERVISOR	ACTIVE
DAY 204	DAYTON	Commercial						Michael Thomps...	Yes
DAY 205	DAYTON	Commercial						Michael Thomps...	Yes
DAY 301	DAYTON	Roll Off	771	George Jones				Dave Roberts	Yes
DAY 302	DAYTON	Roll Off		James Hort...	Julio Esqueda			Dave Roberts	Yes
DAY 303	DAYTON	Roll Off	770	Matt Barnett				Dave Roberts	Yes
DAY 304	DAYTON	Roll Off		Test2 Dispat...				Dave Roberts	Yes
DAY 305	DAYTON	Roll Off				CEFE LF	QA Transporter	Michael Thomps...	Yes
DAY 401	DAYTON	Residential	382	Marric Pete				Michael Thomps...	Yes

Add/Remove Line of Business

ID	LINE OF BUSINESS NAME	
DOCDEST	Document Destruction	<input type="checkbox"/>
FEL	Commercial	<input type="checkbox"/>
HAZ	Hazardous Material	<input type="checkbox"/>
INACTIVE	INACTIVE LOB	<input type="checkbox"/>
LF	Landfill	<input type="checkbox"/>
MEDICAL	Medical Waste	<input type="checkbox"/>
MISC	Miscellaneous	<input type="checkbox"/>
RESI	Residential	<input type="checkbox"/>
RO	Roll Off	<input checked="" type="checkbox"/>
SCALE	Scale	<input type="checkbox"/>
UO	Used Oil Collection	<input type="checkbox"/>