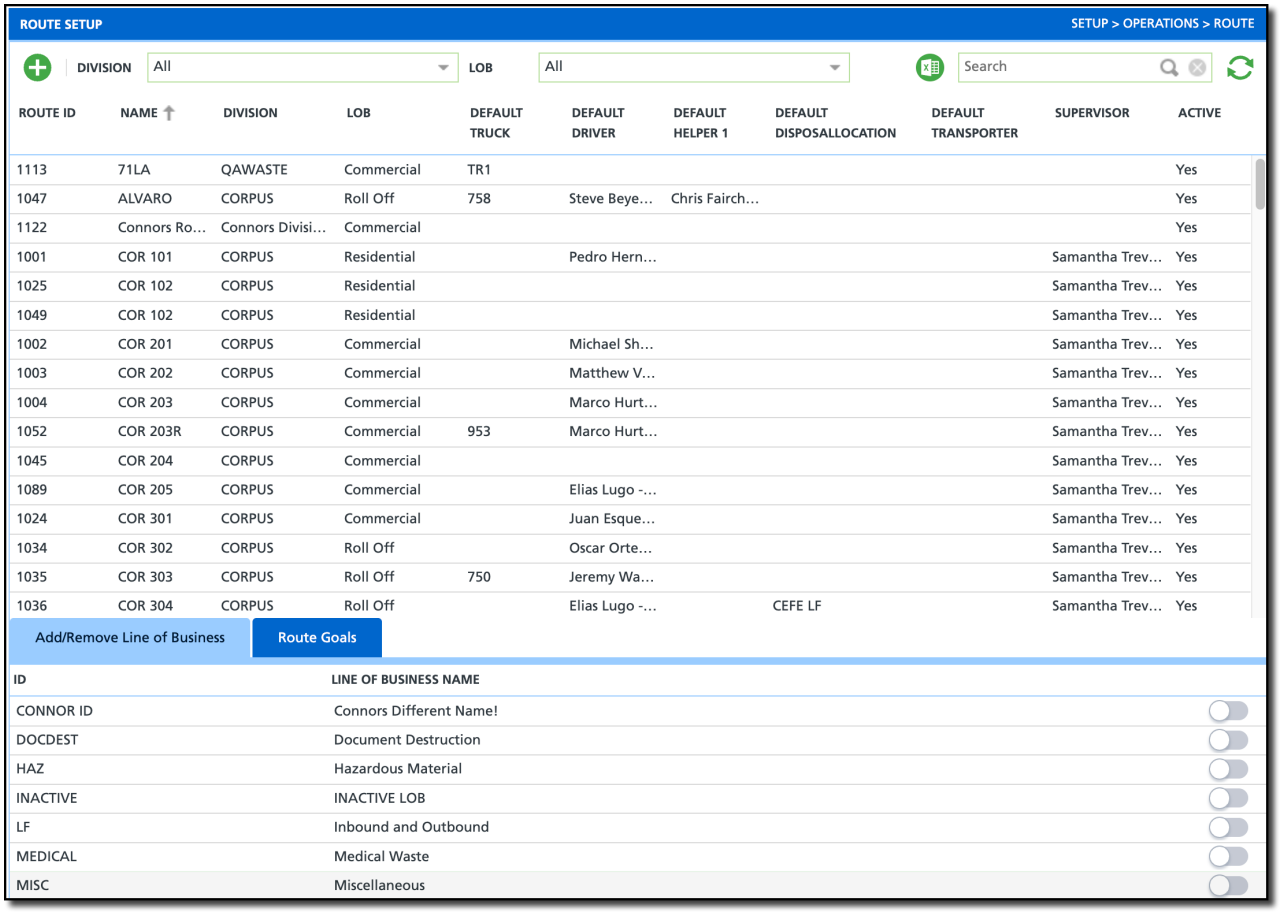
Route Setup

Last Modified on 10/12/2026 7:49 am PDT

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.



Permissions

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

Permission ID	Permission Name
24	Setup \ Operations

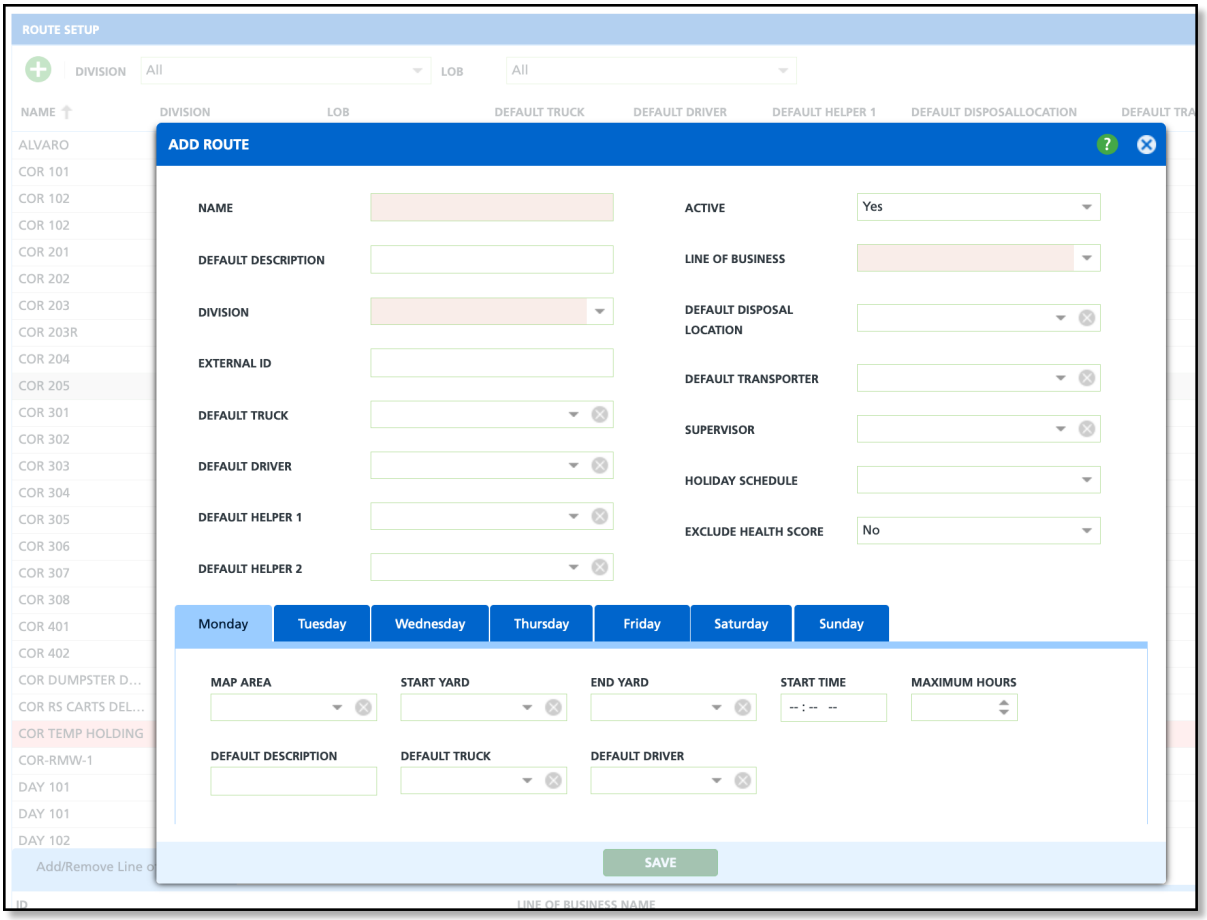
Route Setup Filters

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.



Add Route Field Descriptions

Fields	Descriptions
Name *Required*	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 *Required*	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. For more details on trucks, see **Truck Setup**. ***Note:*** *A selection from Division and Line of Business are required for trucks to display in the selection drop down.*
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.

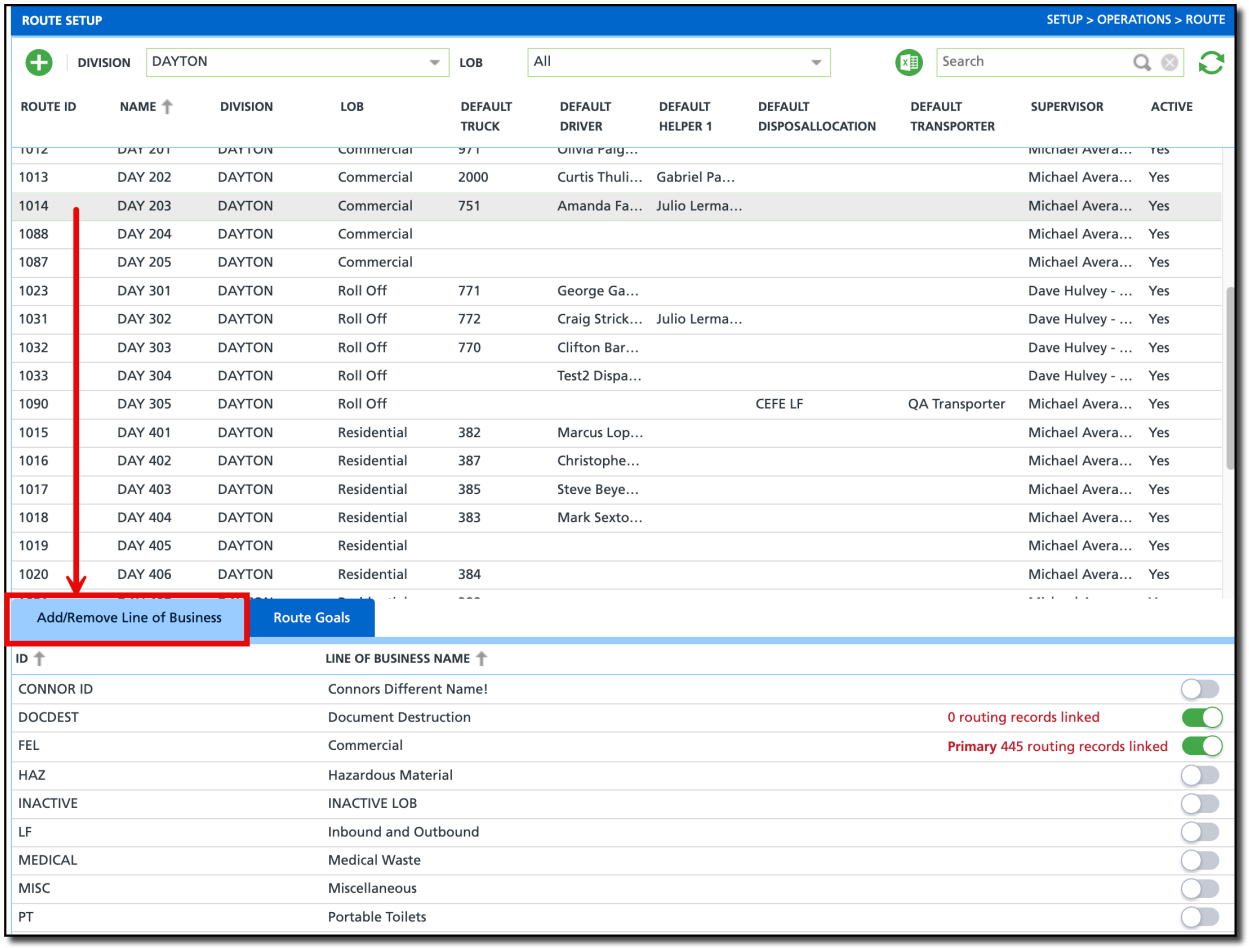
Active	Indicates if the route is active or inactive. Inactive routes do not display in the Route drop down field in *Add/Edit Service Record*.
Primary Line Of Business *Required*	The Line of Business the route is assigned and allows for filtering on the Dispatch screen and in reports.
Default Disposal Location	Option to assign a default disposal location to a route. A selection here populates the Destination / Origin field on the *Add Route Disposal* screen in Dispatch (Disposal column). For more details on disposal locations, see **Facility Setup**.
Default Transporter	Option to assign a default transporter to identify the company that will be picking up and transporting the waste. **Applies to regulated waste.*
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	
Start Yard	The Yard the truck will be leaving from to begin the route for that day. Additional setup is required in *Setup > Operations > Yard*.
End Yard	The Yard the truck will return to after the route is complete for that day. Additional setup is required in *Setup > Operations > Yard*.
Start Time	The time the route will start on that specific day.
Maximum Hours	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 requirement.
4. Click **Save** when finished.

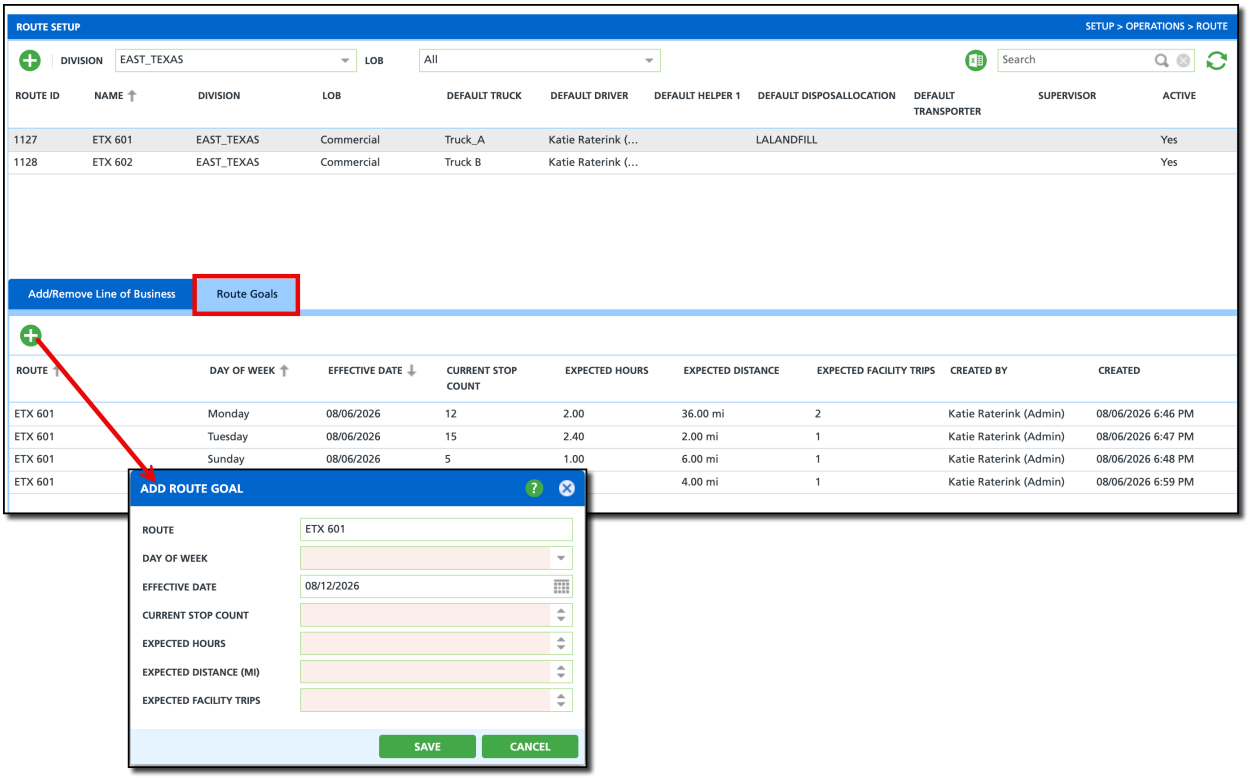
Add/Remove Line of Business

In certain cases, trucks may be equipped to handle multiple lines of business on the same route (for example, a shredding truck servicing sharps). When this occurs, additional lines of business can be assigned from the **Add/Remove Line of Business** tab. To add one, select a route from the upper grid to display the tab in the lower grid, then use the toggle buttons to add or remove lines of business as needed.



Route Goals

Route goals can be set and configured periodically throughout the year and tailored by the**Day of the Week** and **Effective Date**. Future enhancements will display these goals on Route Sheets and the app giving drivers clear expectations for the shift completion times, stops, and distance.



Route Goals can be created and then modified but they can not be deleted. Not allowing a delete provides a historical audit of past goals.

Add Route Goal

1. Click the green + icon to open the *Add Route Goal* popup. The Route field auto populates and cannot be modified.
2. Enter the following required fields:
   - **Day of Week:** Specifies the day the goal applies to.
   - **Effective Day:** Sets the starting date for the goal.
   - **Current Stop Count:** Target number of stops for the route.
   - **Expected Hours:** Expected time to complete the route.
   - **Expected Distance:** Expected mileage/distance that will be traveled for the route (automatically displays using the system's default UOM).
   - **Expected Facility Trips:** Expected number of trips to disposal or transfer facilities.
3. Click **Save**. The goal will be added with a Created By and and Created timestamp.

Related Articles

Truck Setup
Yard Setup
Facility Setup
Dispatch Basics