

Route Management Overview

Last Modified on 11/06/2025 7:19 am PST

Pathway: Operations > Route Management

The Route Management tool includes three tabs designed to manage both new and existing stops on a route. To ensure no pending stops (scheduled services not yet assigned to a route) are overlooked, this tool should be used as part of daily operational activities. This article details the functionality and purpose of each tab in Route Management.

Permissions

The following permissions are required to view and use the Route Management screen:

Permission ID	Permission Name
87	Route Management

Pending Tab

The **Pending** tab shows stops that haven't been assigned to a route yet and provides the functionality to assign and post stops to a route. The Pending screen includes an interactive map that will display upon selection of a site from the upper grid. Stops do not display automatically when the screen is opened. Use the available filters and click **Load** to display the pending stops.

Pending Current Renumber / Sequencing Stops

QA WASTE Bunn NC, Delete Me, Los Angeles Residential Monday, Tuesday, Wednesday LOAD 156 records Search

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE ↑	ROUTE	SEQUENCE	WEEK OF MONTH
48994001 Panda Express	1717 Walnut Grove Ave Rosemead, CA 91770-3...	1	2 Yard Recycl... 2 Yard FL	1x per week H				POST
49032001 San Marino Cafe & Mar...	2507 Mission St San Marino, CA 91108-...	1	2 Yard Trash S... 2 Yard FL MSW	1x per week M	Mon 01/29/24			POST
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 90027-...	1	2 Yard Trash S... 2 Yard FL MSW	1x per week M				POST
49035002 Clone Test Site 2	612 E 11th St Los Angeles, CA 90015	1	3 Yard Recycl... 3 Yard FL	1x per week M	Mon 01/29/24			POST

MAP TYPE Route Day of Week DAY OF WEEK Thu DISPLAY ALL LINES OF BUSINESS

Field Descriptions

Field	Description
Filter Options	
Select Division	Filters to only displays pending stops of the selected division.
Select Service Region	Filters to only display pending stops of the selected service region.
Select LOB	Filters to only display pending stops of the selected line of business.
Day of Week	Filters to only display pending stops assigned to the selected day of the week.
Load	Loads all pending stops (services not assigned to a route) based on the filter selections.
Service Location Details	
Site	Displays the name and ID of the service location.
Address	Displays the address for the service location.
Qty	Displays the quantity of equipment requested. Equipment type is referenced under the Service Code column for the site.
Service Code	Indicates the type of service the site is receiving.
Frequency	Indicates the pickup frequency requested and preferred days of the week.
Start Date	The requested start date for service.

Route	Displays as a drop down list of routes available for assigning to a pending service location. The system provides a Suggested route and an Others list of alternative routes that can be assigned. If a location has a service frequency greater than once per week, each scheduled service must have a route assigned before the record can be posted.
Sequence	If the stop should have a specific sequence on the route, enter the sequence number here.
Week of Month	For customers who are monthly, or on a bi-weekly schedule, select the week of the month the location will be serviced.
Post (button)	Posts the pending service to a route. If a site has a frequency greater than 1x per week, each frequency must have a route assigned to 'Post' the record. Once a service has been posted, the site will no longer display in the Pending tab.

Interactive Map Overview

Use the interactive map on the **Pending** tab to help identify the optimal route for adding a pending service. Apply filters and review nearby routes to simplify and streamline the process.

View a Pending Service Location on the Map

Select a site from the upper grid to display its location on the map. Use the filter options above the map to help identify the most suitable route to assign the pending service to. Routes can not be applied to the service location from the map and must be added from the **Route** column in the upper grid.

Pending	Current	Renumber / Sequencing Stops																																																																						
QAWESTE	Bunn NC, Delete Me, Los Angeles	Commercial																																																																						
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<input type="button" value="MAP TYPE: Route"/> <input type="button" value="Day of Week: Thu"/> <input type="checkbox" value="DISPLAY ALL LINES OF BUSINESS"/>																																																																								

Current Tab

The **Current** tab displays stops currently assigned to a route. The **Current** tab allows users to quickly edit route assignments, sequence stops, and modify start dates. Changes made here are permanent for the site. For one-time route changes, make adjustments in **Dispatch** instead.

QA WASTE								EDITION	MAP	Route Summary	RESET SEQUENCE TO 0 ON REROUTE / RESCHEDULE	FILTERS: SERVICE REGION	QA WASTE OPEN MARKET	SERVICE CODE	TRASH SVC - 96 GALLON CART	SEARCH
SITE		QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK					
<input type="checkbox"/>	49318001 Smith, John 2682 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	5	Thu	DOC RES 102	11	11/06/25 Thu Week 45						
<input type="checkbox"/>	49321001 Swenson, Mark 2682 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	10	Thu	DOC RES 102	14	11/06/25 Thu Week 45						
<input type="checkbox"/>	49316001 Swanson, Rod 2659 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	20	Thu									
<input type="checkbox"/>	49317001 Willert, Chris 2681 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	25	Thu									
<input type="checkbox"/>	49319001 Cottor, Dani 2691 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	35	Thu									
<input type="checkbox"/>	49324001 Roberts, Carl 2666 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	40	Thu									

Field Descriptions

Field	Description
Filter Selections	
Select Division	Filters to only displays sites of the selected division.
Select LOB	Filters to only display sites of the selected line of business.
Route	Filters to only display the sites assigned to the selected route(s).
Day of Week	Filters to only display the sites serviced on the selected day(s) of the week.
Service Region	Further filters results to display only stops within the selected service region. The screen must be loaded with sites before this filter can be applied.
Service Code	Further filters results to display only stops with a matching service code. The screen must be loaded with sites before this filter can be applied.
Interactive Features	
Load	Select Load to display the current sites and their assigned routes based on the selected filters.
Export / 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. Further documentation including format and file requirements can be reviewed here: Export and Import in Route Management
Edit	Option to edit service schedules for one to multiple sites. Select the check box for the site(s) you would like to edit and select Edit .
Map	Displays an interactive map of the selected sites. Select the check box for each site you would like the map to include.

Route Summary	Select Route Summary for a more detailed look at route balances to help prevent an uneven distribution of services to a single route.
Reset Sequence to 0 on Reroute / Reschedule	<p>The 'Reset Sequence to 0 on Reroute/Reschedule' feature allows users to control how sequence numbers are handled during route changes or service rescheduling.</p> <ul style="list-style-type: none"> Checked: Assigning a new route or rescheduling a service will set the New Sequence to 0. Unchecked: Assigning a new route or rescheduling a service will retain the Current Sequence.
Service Location Details	
Site	Displays the location of the service.
Qty	Displays the quantity of equipment requested. Equipment type is referenced under the Service Code column for the location.
Service Code	Indicates the type of service the site is receiving.
Freq/Next SVC	Displays the site's frequency of pickup and the date of the next service.
Route	Displays the route the site is assigned to.
Seq	Displays the site's position in the service sequence for the route.
DOW	Displays the day of the week the location is scheduled to receive services.
New Route	Interactive field used to assign a new route to a site for the current service.
New Seq	Interactive field used to change the site's sequence on the current route.
New Start Date	Interactive field used to change the start date of service when a new route or sequence has been assigned. <i>Example: If the locations is being added to a new route, enter the start date here.</i>
New Week	Displays the new A/B week for a site after a new route has been assigned.

Interactive Map Overview

The interactive map on the **Current** tab shows pin locations for the selected stops, color-coded by their assigned routes. Users can use the map's interactive features to change route assignments for one or multiple locations at the same time.

Load the Map

On the **Current** tab, select the sites you want to view on the map, then click **Map**. The **Current Route Map** will open in a pop-up window, displaying each site's location with color-coded pins representing their current route assignments.

Screenshot of the software interface showing a list of service stops and a map of the route.

Top Bar: Pending, Current, Renumber / Sequencing Stops, QA WASTE, Material, Roll Off, Residential, DM 101, DOC RES 102, Thursday, LOAD, EXPORT, IMPORT.

Table Headers: SITE, QTY, SERVICE CODE, FREQ / NEXT SVC, ROUTE, SEQ ↑, DOW, NEW ROUTE.

Table Data:

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE
49318001 Smith, John 2683 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart 96 Gallon Trash MSW	3x per week 11/06/25 Week 45	DOC COM 101	5	Thu	
49321001 Swenson, Mark 2682 Viebrock Dr Osceola, WI 54020-4042	1	Trash Svc - 96 Gallon Cart	3x per week	DOC COM 101	10	Thu	
49316001 Swanson, Rod 2659 Viebrock Dr Osceola, WI 54020-4042	1						
49317001 Willet, Chris 2681 Viebrock Dr Osceola, WI 54020-4042	1						
49319001 Cottor, Dani 2691 Viebrock Dr Osceola, WI 54020-4042	1						
49324001 Roberts, Carl 2666 Viebrock Dr Osceola, WI 54020-4042	1						
49323001 Carlson, Dan 2672 Viebrock Dr Osceola, WI 54020-4042	1						

Map View: CURRENT ROUTE MAP showing a route on Viebrock Dr with stops labeled H-35, H-5, H-55, H-59, H-45, H-40, H-60, and H-2.

Map Filters:

- MAP TYPE: Route
- MARKER CLUSTERING: No
- DAY OF WEEK: All
- WEEK OFFSET: All
- FREQUENCY: 3x per week
- NEXT SCHEDULED DATE: 11/06/25

Legend:

- DOC COM 101
- * Label inside marker: (Day-Sequence)

Map Filters

Field/Filter Tool	Description
Map Type	Map based on the following options: <ul style="list-style-type: none"> Route Day of Week Service Code Material Next Service Day
Marker Clustering	Auto-groups sites that are in close proximity to one another and displays a total count for the area.
Day of Week	Select to display sites by specific day(s) of the week they are scheduled for service.
Week Offset	Select to display only sites scheduled for A Day or B Day servicing.
Frequency	Select to display sites based on their service frequency.
Next Scheduled Date	Select to display sites scheduled for service on a specific date.
Radius Tools	Allows you to edit the servicing of multiple sites by drawing a radius around a target location and using the right-click menu to edit service schedules. To remove a radius, right-click within the radius and select 'Remove Shape.'
Map/Satellite Toggle	Option to toggle between Map or Satellite views.
Zoom	Option to zoom in or zoom out of an area.
Legend	Provided color legend to identify which route a site's servicing is assigned to.

Current Routing

Double-click within the row of a site to access the **Current Routing** screen. This screen displays details of the location's current route, a map showing the location along with pins of other locations on the same or different routes, and provides the option to change the route for the selected location.

CURRENT ROUTING

SCHEDULE ID	START ↑	FREQUENCY	END DATE	WEEK	ROUTE	SEQUENCE
298171	Wed 06/08/22	1x per week		24	HOU 201	0

NEW ROUTING

START DATE OF ROUTE CHANGE ↑	WEEK	ROUTE	SEQUENCE
24 (B)		HOU 201	0

Map Type: **ROUTE** **WED**

Map: **Shadow Creek Ranch**

Legend:

- Route HOU 201: 104
- Route HOU 202: 81
- Route HOU 203: 12
- Route HOU 206: 2
- Not Routed: 1

* Label inside pin: (Sequence)

Pin of Location being viewed

Other locations

SAVE

Renumber / Sequencing Stops Tab

Use the **Renumber / Sequencing Stops** tab in Route Management to re-number stop sequences. Detailed information on the features and utilization of this screen can be found here: [Renumber / Sequencing Stops](#)



This screen includes advanced **Route Optimization** technologies to intelligently balance and sequence routes for maximum efficiency. This added feature is designed to reduce drive time, lower costs, and simplify route planning. For additional details, see: [Improve Operations with Route Optimization](#).

Renumber / Sequencing Stops							
Pending	Current	Renumber / Sequencing Stops					
DIVISION	QAWASTE	DAY OF WEEK	Friday	Effective 10/31/25	<input type="text" value="Search"/>		
ROUTE ↑	STOPS	CONTAINER QUANTITY	VIEW MAP	UNSEQUENCED STOPS	SEQUENCE OPTIMIZATION	LAST SEQUENCE OPTIMIZATION	
DOC COM 101	1	2		Renumber	1	No unsequenced stops have been completed yet	
DOC RES 102	10	10		Renumber	3	Insert 1 unsequenced stops using most recent completion order	
LA 101	1	1		Renumber	1	Insert 1 unsequenced stops using most recent completion order	
LA 105	6	7		Renumber	4	No unsequenced stops have been completed yet	
LA405	3	3		Renumber	0	Optimize Sequence	Accepted - by <Auto Sequencing> on Jul 17, 2025 3:34 pm

Related Articles

[Pending \(Tab\) - Review and Assign Stops to a Route](#)

[Current \(Tab\) - Modify a Route](#)

[Renumber / Sequencing Stops](#)

[Export and Import in Route Management](#)

[Improve Operations with Route Optimization](#)