

# Route Management Overview

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**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.

The screenshot displays the 'Pending' tab of the Route Management tool. At the top, there are three tabs: 'Pending', 'Current', and 'Renumber / Sequencing Stops'. Below the tabs are several filter options: 'Select Division', 'Select Service Region', 'Select LOB', and a date selector set to 'Monday, Tuesday, Wed'. There is a checkbox for 'Delivered Services Only' and a green 'LOAD' button. A search bar is located on the right side of the filter area. Below the filters is a table with the following headers: SITE, ADDRESS, QTY, SERVICE CODE, FREQUENCY, DELIVERY DATE, START DATE, ROUTE, SEQUENCE, and WEEK OF MONTH. At the bottom of the interface, there are additional filters: 'MAP TYPE' set to 'Route Day of Week', 'DAY OF WEEK' set to 'Mon, Tue, Wed, Thu, Fri, Sat, Sun', and a checkbox for 'DISPLAY ALL LINES OF BUSINESS'.

Expand All Sections

Collapse All Sections

Helpful Tip: To search all text using **CTRL-F**, you must first click on the Expand All Sections button.

## Pending Tab

The **Pending** tab shows stops that have not been assigned to a route and provides the functionality to assign and post stops to routes. 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

QAWASTE | Bunn NC, Delete Me, Los Angeles | Commercial, Roll Off, R | Monday, Tuesday, Wed |  Delivered Services Only LOAD

166 records

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	DELIVERY DATE	START DATE ↑	ROUTE	SEQUENCE	WEEK OF MONTH
48994001 Panda Express	1717 Walnut Grove Ave Rosemead, CA 91770-3798	1	2 Yard Recycle Service 2 Yard FL	1x per week H	Tue 11/07/23 Scheduled	Thu 11/09/23		0	POST
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 90027-2003	1	2 Yard Trash Service ---h 2 Yard FL MSW	1x per week M	Not Scheduled Undelivered	Mon 01/29/24		0	POST
49032001 San Marino Cafe & Marketplace	2507 Mission St San Marino, CA 91108-1637	1	2 Yard Trash Service ---h 2 Yard FL MSW	1x per week M	Not Scheduled Undelivered	Mon 01/29/24		0	POST
49035002 Clone Test Site 2	612 E 11th St Los Angeles, CA 90015	1	3 Yard Recycle Service 3 Yard FL	1x per week M	Mon 01/29/24 Scheduled	Mon 01/29/24		0	POST

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

## Field Descriptions

Field	Description
<b>Filter Options</b>	
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.
Delivered Services Only	Filters to exclude/hide any services where service equipment has not yet been delivered.
Load	Loads all pending stops (services not assigned to a route) based on the filter selections.
<b>Service Location Details</b>	
Site	The name and ID of the service location.
Address	The address for the service location.
Qty	The quantity of equipment requested. Equipment type is referenced under the Service Code column for the site.
Service Code	The type of service the site is receiving.
Frequency	The pickup frequency requested and preferred days of the week.

<b>Delivery Date</b>	The delivery status as Scheduled, Delivered, or Undelivered, along with the scheduled or actual delivery date. If no delivery date is provided because the delivery is unscheduled, “Unscheduled” is displayed instead. Equipment ownership is also displayed for customer owned equipment.
<b>Start Date</b>	The requested start date for service.
<b>Route</b>	<p>Displays as a drop down list of routes available for assigning to a pending service location. The system provides a <b>Suggested</b> route and an <b>Others</b> 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.</p> <p>The option to have the system automatically route stops to a Suggested route can be enabled following the steps outlined here: <a href="#">Automatic Routing and Sequencing</a>.</p>
<b>Sequence</b>	If the stop should have a specific sequence on the route, enter the sequence number here.
<b>Week of Month</b>	For customers who are monthly, or on a bi-weekly schedule, select the week of the month the location will be serviced.
<b>Post (button)</b>	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. To learn how to review and assign stops to a route from the pending tab, check out the [Pending \(Tab\) - Review and Assign Pending Stops to a Route](#) article.

### View a Pending Service Location on the Map

Select a site from the upper grid to display its location on the map. Its location is depicted with a larger red SL icon. 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

QAWASTE | Bunn NC, Delete Me, Los Angeles | Commercial, Roll Off, R | Monday, Tuesday, Wed | Delivered Services Only | LOAD

166 records

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	DELIVERY DATE	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH
48994001 Panda Express	1717 Walnut Grove Ave Rosemead, CA 91770-3798	1	2 Yard Recycle Service 2 Yard FL	1x per week M	Tue 11/07/23 Scheduled	Thu 11/09/23		0	
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 90027-2003	1	2 Yard Trash Service --h 2 Yard FL MSW	1x per week M	Not Scheduled Undelivered	Mon 01/29/24		0	
49032001 San Marino Cafe & Marketplace	2507 Mission St San Marino, CA 91108-1637	1	2 Yard Trash Service --h 2 Yard FL MSW	1x per week M	Not Scheduled Undelivered	Mon 01/29/24		0	
49035002 Clone Test Site 2	612 E 11th St Los Angeles, CA 90015	1	3 Yard Recycle Service 3 Yard FL	1x per week M	Mon 01/29/24 Scheduled	Mon 01/29/24		0	

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

Legend:  
 - Route LA 104 - Thu 25  
 - Route LA405 - Thu 1  
 - Route LA 101 - Thu 3  
 - Not Routed - Thu 17

## 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.

Pending **Current** Renumber / Sequencing Stops

QAWASTE | ial, Roll Off, Residential | JM 101, DOC RES 102 | Thursday | LOAD | EXPORT | IMPORT

EDIT | MAP | Route Summary | Reset Sequence to 0 on Reroute / Reschedule | FILTERS: SERVICE REGION | QA Waste OPEN MARKE | SERVICE CODE | Trash Svc - 96 Gallon Car | Search

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE	NEW SEQ	NEW START DATE	NEW WEEK
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	DOC RES 102	11	11/06/25 Thu Week 45	
49321001 Swanson, 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	
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				
49317001 Willet, 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				
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				
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				

Select within the column to edit each of the fields

## Field Descriptions

Field	Description
<b>Filter Selections</b>	
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).

<b>Day of Week</b>	Filters to only display the sites serviced on the selected day(s) of the week.
<b>Service Region</b>	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.
<b>Service Code</b>	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.
<b>Interactive Features</b>	
<b>Load</b>	Select <b>Load</b> to display the current sites and their assigned routes based on the selected filters.
<b>Export / Import</b>	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: <a href="#">Export and Import in Route Management</a>
<b>Edit</b>	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.
<b>Map</b>	Displays an interactive map of the selected sites. Select the check box for each site you would like the map to include.
<b>Route Summary</b>	Select Route Summary for a more detailed looked at route balances to help prevent an uneven distribution of services to a single route.
<b>Reset Sequence to 0 on Reroute /Reschedule</b>	<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"> <li>• <b>Checked:</b> Assigning a new route or rescheduling a service will set the <b>New Sequence to 0.</b></li> <li>• <b>Unchecked:</b> Assigning a new route or rescheduling a service will retain the <b>Current Sequence.</b></li> </ul>
<b>Service Location Details</b>	
<b>Site</b>	The location of the service.
<b>Qty</b>	The quantity of equipment requested. Equipment type is referenced under the Service Code column for the location.
<b>Service Code</b>	Indicates the type of service the site is receiving.
<b>Freq/Next SVC</b>	The site's frequency of pickup and the date of the next service.
<b>Route</b>	The route the site is assigned to.
<b>Seq</b>	The site's position in the service sequence for the route.

<b>DOW</b>	The day of the week the location is scheduled to receive services.
<b>New Route</b>	Interactive field used to assign a new route to a site for the current service.
<b>New Seq</b>	Interactive field used to change the site's sequence on the current route.
<b>New Start Date</b>	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>
<b>New Week</b>	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. To learn how to modify a route from the current tab, check out the [Current \(Tab\)- Modify a Route](#) article.

## 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.

The screenshot displays the software interface for managing routes. At the top, there are tabs for 'Pending', 'Current', and 'Renumber / Sequencing Stops'. Below the tabs, there are filters for 'QAWASTE', 'ial, Roll Off, Residential', 'JM 101, DOC RES 102', and 'Thursday'. There are buttons for 'LOAD', 'EXPORT', and 'IMPORT'. Below the filters, there are buttons for 'EDIT' and 'MAP'. A table lists sites with columns for 'SITE', 'QTY', 'SERVICE CODE', 'FREQ / NEXT SVC', 'ROUTE', 'SEQ', 'DOW', and 'NEW ROUTE'. A red box highlights the 'MAP' button in the table, and a red arrow points to the 'CURRENT ROUTE MAP' pop-up window. The pop-up window shows a map with pins for each site, color-coded by route. The map includes a legend, a 'SHOW COMPARISON' button, and a 'Google' logo.

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							
49317001 Willet, Chris 2681 Viebrock Dr Osceola, WI 54020-4042							
49319001 Cottor, Dani 2691 Viebrock Dr Osceola, WI 54020-4042							
49324001 Roberts, Carl 2666 Viebrock Dr Osceola, WI 54020-4042							
49323001 Carlson, Dan 2672 Viebrock Dr Osceola, WI 54020-4042							

## Map Filters

Field/Filter Tool	Description
Map Type	Map based on the following options: <ul style="list-style-type: none"> <li>• Route</li> <li>• Day of Week</li> <li>• Service Code</li> <li>• Material</li> <li>• Next Service Day</li> </ul>
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 <b>A Day</b> or <b>B Day</b> 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
<input checked="" type="checkbox"/>	24 (B)	HOU 201	0

Map Type: **ROUTE** **WED** **Pin of Location being viewed**

Click within column to change route

Other locations

SAVE

## Renumber / Sequencing Stops Tab

Use the **Renumber / Sequencing Stops** tab in Route Management to renumber stop sequences and insert unsequenced stops, either manually or using the route optimization feature.



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](#).

Pending	Current	Renumber / Sequencing Stops				
DIVISION <b>QAWASTE</b> DAY OF WEEK <b>Friday</b> Effective 10/31/25		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	Optimize Sequence
DOC RES 102	10	10		Renumber 3	Insert 1 unsequenced stops using most recent completion order	Optimize Sequence
LA 101	1	1		Renumber 1	Insert 1 unsequenced stops using most recent completion order	View Optimization Results Results Pending
LA 105	6	7		Renumber 4	No unsequenced stops have been completed yet	Optimize Sequence Failed - by <Auto Sequencing> on Jul 21, 2025 5:52 am Error Message:
LA405	3	3		Renumber 0		Optimize Sequence Accepted - by <Auto Sequencing> on Jul 17, 2025 3:34 pm

## Permissions

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

Permission ID	Permission Name
87	Route Management

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## Related Articles

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

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

[Renumbr / Sequencing Stops](#)

[Export and Import in Route Management](#)

[Improve Operations with Route Optimization](#)

[Automatic Routing and Sequencing](#)

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