

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.

PendingCurrentRenumber / Sequencing Stops

Select Division

Select Service Region

Select LOB

Monday, Tuesday, Wedi

LOAD

Search

Q

SITE

ADDRESS

QTY

SERVICE CODE

FREQUENCY

START DATE

ROUTE

SEQUENCE

WEEK OF MONTH

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

Renum / Sequencing Stops

QAWASTE

Bunn NC, Delete Me, Los Angeles

ial, Roll Off, Residential

Monday, Tuesday, Wedi

LOAD

156 records

Search

SITE	ADDRESS	QTY	SERVICE CODE	FREQUENCY	START DATE	ROUTE	SEQUENCE	WEEK OF MONTH	POST
48994001 Panda Express	1717 Walnut Grove Ave Rosemead, CA 91770-3...	1	2 Yard Recycl... 2 Yard FL	1x per week H			0		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		0		POST
49033001 Encanto Restaurant	2121 Hillhurst Ave Los Angeles, CA 90027-...	1	2 Yard Trash S... 2 Yard FL MSW	1x per week M	Mon 01/29/24		0		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		0		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.

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

DM 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
<input type="checkbox"/>	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	
<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 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				
<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				

Select within the column to edit each of the fields

Select within the column to edit each of the fields

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 looked 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	<p>Interactive field used to change the start date of service when a new route or sequence has been assigned.</p> <p><i>Example: If the locations is being added to a new route, enter the start date here.</i></p>
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.

Pending

Current

Renumber / Sequencing Stops

QAWASTE

ial, Roll Off, Residential

DM 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

	SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ	DOW	NEW ROUTE
<input checked="" type="checkbox"/>	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	
<input checked="" type="checkbox"/>	49321001 Swenson, Mark 2682 Viebrock Dr Osceola, WI 54020-404	1	Trash Svc - 96 Gallon Cart	3x per week	DOC COM 101	10	Thu	
<input checked="" type="checkbox"/>	49316001 Swanson, Rod 2659 Viebrock Dr Osceola, WI 54020-404							
<input checked="" type="checkbox"/>	49317001 Willet, Chris 2681 Viebrock Dr Osceola, WI 54020-404							
<input checked="" type="checkbox"/>	49319001 Cottor, Dani 2691 Viebrock Dr Osceola, WI 54020-404							
<input checked="" type="checkbox"/>	49324001 Roberts, Carl 2666 Viebrock Dr Osceola, WI 54020-404							
<input checked="" type="checkbox"/>	49323001 Carlson, Dan 2672 Viebrock Dr Osceola, WI 54020-404							

CURRENT ROUTE MAP

MAP TYPE

MAPER CLUSTERING

DAY OF WEEK

WEEK OFFSET

FREQUENCY

NEXT SCHEDULED DATE

Current vs New Summary

Map

Legend

DOC COM 101

* Label inside marker: (Day-Sequence)

Keyboard shortcuts

Map data ©2025 Google

Terms

Report a map error

SHOW COMPARISON

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
<input checked="" type="checkbox"/>	24 (B)	HOU 201	0

Map Type: ROUTE WED

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](#)

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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	QAWASTE	DAY OF WEEK	Friday	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

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](#)