

Export and Import - Route Management

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Pathway: [Operations > Route Management \(Current tab\)](#)

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.

The screenshot shows the 'Route Management' interface with the 'EXPORT' button highlighted. Below it is a table with the following data:

Record Id	Site Service Id	Site Id	Site Name	Site Address Line 1	Site Address	Site City	Site State	Site Postal C	Site Full Post	Site
1	712264	176565	49153001	Studio A	1231 Oakley Ct	Osceola	WI	54020	54020-4359	
2	712265	176570	49437001	Kwik Trip	100 Ridge Rd	Osceola	WI	54020	54020-7506	(7)
3	712266	176562	49451001	Watershed Cafe	99 N Cascade St	Osceola	WI	54020	54020	
4	712267	176568	49162001	Cascade Nutrition	201 N Cascade St	Osceola	WI	54020	54020	
5	712268	176563	49232001	Caribou Cafe	112 Chieftain St	Osceola	WI	54020	54020	
6	712269	176564	49433001	Subway	402 N Cascade St	Osceola	WI	54020	54020	(7)
7	712270	176569	49121002	Wild Winery	37242 Wild Mountain Rd	Taylors Falls	MN	55084	55084	
8	712271	176567	49121001	Wild Mountain	37200 Wild Mountain Rd	Taylors Falls	MN	55084	55084	
9	712272	176566	49447001	Fawn Doe Rosa	2131 US-8	Saint Croix F	WI	54024	54024	(7)

Permissions

The following permissions are required to use the Export and Import features in Route Management:

Permission ID	Permission Name
87	Route Management
445	Import/Export Current Routes from Route Management <i>Note: If a user does not have this permission, the Import/Export buttons are hidden from view.</i>

File Layout and Import Requirements

Non-Edit File Fields

The following fields **should not** be modified for import. If a site is included in the file but has no changes, **do not** remove it—leave it as-is to ensure accurate processing.

Important: The system uses the Record ID to map updates back into Route Management. **Do not make any changes to the Record ID field**, as this will prevent accurate mapping and may cause import errors.

Field	Description	Changes here map back upon import
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Record ID	The unique ID essential for identifying the record and is critical for successfully importing updated records back into the system. Any changes to this field in the import file will compromise the accuracy of the import.	DO NOT EDIT THIS FIELD
Site Service ID	The ID associated to the service for the site. This is also displayed in the site's Active Services.	No
Site ID	The ID associated to the site the routing service applies.	No
Site Name	The name of the site.	No
Site Address Line 1	This is the primary street address and usually includes: Street number and name, apartment, suite, or unit number (if space permits).	No
Site Address Line 2	This is an optional field used for additional address information that doesn't fit in Line 1, such as: Apartment, suite, unit, floor, or building details.	No
Site City	The city where the site is located.	No
Site State	The state where the site is located.	No
Site Postal Code	The five digit postal or ZIP code for the site.	No
Site Full Postal Code	The complete version of a postal or ZIP code used in a mailing address.	No
Site Phone	The phone number for the site.	No
Site Latitude	The geographic latitude coordinate of the site's location.	No
Site Longitude	The geographic longitude coordinate of the site's location.	No
Business Hours	The designated days and times during which a business or service location is open and available	No
Access Information	Details that describe how to access the site for servicing.	No
Service Note	Notes added to the active service that are visible on the customer service screen and the driver app.	No

Service Days	The designated days the site is serviced.	No
Service Day Hours	The designated time frame for servicing the site on the service days.	No
Qty	The quantity of equipment that is serviced.	No
Service Code	The service code that applies to the record.	No
Service Code Name	The name of the service code that applies to the record.	No
Equipment Type	The equipment type ID to identify the equipment that will be serviced.	No
Equipment Type Name	The equipment type's name associated to the ID.	No
Material Type	The material's ID to identify the material type expected to be serviced.	No
Material Type Name	The material type's name associated to the ID.	No
Line of Business	Displays the line of business the site's service falls under.	No
Bin Size	The size of the bin that will be serviced.	No
Estimated Service Time	The estimated amount of time it will take the driver to service the site. Applies to route optimization.	No
Estimated Volume	The estimated amount of material that will occupy the bin. Applies to route optimization.	No
Frequency	The frequency of how often the site is serviced.	No
Schedule Started	Identifies when servicing first began for the site.	No
Next Service Date	The next date the route is scheduled to be serviced on.	No
Next Service Week	The next numbered week of the year when the site is scheduled for service.	No

Day of Week	Indicates the day of the week the site is currently serviced, represented numerically.	No	
	1= Monday		5= Friday
	2= Tuesday		6= Saturday
	3= Wednesday		7= Sunday
	4= Thursday		
Week of Month	For monthly services, identifies if current service happens on the first, second, third or fourth week of the month.	No	
A/B Week	Indicates whether the site is currently serviced on an A week or B week in the pickup rotation. SQL Logic: A or B Week is determined based on base date of 01-01-2012 this week was considered as A week with the SQL formula CASE WHEN ABS (datediff (week,'01-01-2012', TheDate))/2=1 then 'A' else 'B' end). TheDate value for any day of selected week , formula will return A or B value.	No	
Route Id	The current service route for the site. The Route ID is automatically assigned by Navusoft when the route is created.	No	
Route Name	The name of the route associated with the route ID.	No	
Seq	The site's current sequence on the route for servicing.	No	

Editable File Fields

The following fields are included in the export file and will be mapped back into Navusoft for the route record if a new value is entered. If there are no changes for a record, leave these fields blank—the system will automatically skip them.

File format requirement to upload changes in: CSV

Field	Description	Changes here map back upon import
New Route	The ROUTE ID of the new route.	YES
New Seq	The new sequence number where the site should appear on the route.	YES

<p>New Start Date</p>	<p>The start date for the routing change. This date determines both the effective start date and the corresponding day of the week the service will be assigned to (e.g., 5/26/2025 is a Monday; 5/27/2025 is a Tuesday).</p> <p>Other notes: If the site is serviced on an A/B schedule, consider which week (A or B) the new start date falls into to ensure the routing change aligns correctly with the alternating service cycle.</p> <p>SQL Logic: A or B Week is determined based on base date of 01-01-2012 this week was considered as A week with the SQL formula CASE WHEN ABS (datediff (week,'01-01-2012', TheDate))/2=1 then 'A' else 'B' end). TheDate value for any day of selected week , formula will return A or B value</p>	<p>YES</p>
<p>New Week</p>	<p>This field is required for monthly services. Enter as: <i>First, Second, Third, or Fourth</i>. Leave null/blank for non monthly service types.</p>	<p>YES</p>

Process to Edit and Import a Change

Follow the steps outlined below to edit the export file and import the changes back into Route Management, where they can be posted to the route.

Export and Edit

The screenshot shows the 'Current' tab in the software. The 'EXPORT' button is highlighted with a red box and a red arrow pointing to a spreadsheet. The spreadsheet has the following columns: AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ. The data in the spreadsheet is as follows:

	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	
1	Estimated Vi	Frequency	Schedule	Sta	Next Service	Next Service	Day of Week	Week of Moi	A/B Week	Route Id	Route Name	Seq	New Route	New Seq	New Start Date	New Week
2	2	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	10					
3	8	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	20					
4	4	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	30					
5	2	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	40					
6	4	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	50					
7	4	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	60					
8	2	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	70					
9	2	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	80					
10	2	5x per week	10/22/25	11/12/25	46	W			1121	DOC RES 102	90					

1. From the **Current** tab, apply filters to display the sites you want to edit, then click **Load**.
2. Once the results have loaded, click **Export** to download the data as a .csv file.
3. In the exported file, make only the necessary changes by entering new values in the following fields (leave the fields blank if no changes are needed):

- New Route
 - New Seq
 - New Start Date
 - New Week
4. After completing your edits, **save the file to your computer as a .csv** so it can be imported back into Route Management.

Import and Post

SITE	QTY	SERVICE CODE	FREQ / NEXT SVC	ROUTE	SEQ ↑	DOW	NEW ROUTE
49153001 Studio A 1231 Oakley Ct Osceola, WI 54020-4359	1	2 Yard Trash Service 2 Yard FL	5x per week 11/12/25	DOC RES 102	10	Wed	
49437001 Kwik Trip 100 Ridge Rd Osceola, WI 54020-7506	1	8 Yard Tr 8 Y M				Wed	
49451001 Watershed Cafe 99 N Cascade St Osceola, WI 54020	1	4 Yard Tr 4 Y M				Wed	
49162001 Cascade Nutrition 201 N Cascade St Osceola, WI 54020	1	2 Yard Tr 2 Yard FL MSW	11/12/25 Week 46			Wed	
49232001 Caribou Cafe 112 Chieftain St Osceola, WI 54020	1	4 Yard Trash - Anniversary 4 Yard FL MSW	5x per week 11/12/25 Week 46	DOC RES 102	50	Wed	
49433001	1	4 Yard Trash - Anniversary	5x per week	DOC RES 102	60	Wed	

1. From the **Current** tab, click the **Import** button and select the appropriate file format. The **Import Navisoft Route Change** popup will appear.
2. Upload your edited file, then click **Import**. This will display a Message popup indicating the route change import has started. Click **OK**.
 - **IMPORTANT:** Do not click out or navigate away from the screen while the import is processing.
3. Once the import is complete, the affected records will display. Review the **New Route**, **New Seq**, **New Start Date**, and **New Week** columns to ensure the changes are correct.
4. Click **Post Routing Change** at the bottom of the screen. A confirmation popup will summarize the changes. Click **Yes** to post the updates.

Important Import Notes: A change to **Record ID** can only be submitted one time, once a change has been posted, the record id is ended and a new record id is assigned, changes can not be reversed.

Related Articles

- [Route Management Overview](#)
- [Current Tab - Modify a Route](#)