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Rout	e Name																		
_		1	1400	10/28/2019			06:00	06:00	06:15	-			-	Provide the second second	the system of the second			Induited Intelligence	Children and Street
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		6	1404	10/28/2019			10:30	10:30	22:00	and the second second	1000	a tank palawig	and the second s	a second periods	The Review Rev			Internet September 1998	Strength Artists
		7	1405	10/28/2019			11:15	11:15	12:00	and the second second	1000	a mangahada	10000	COMPANY AND ADDRESS	The standard line			Inductor Contract Tradition	The second second
Route	Name	8	1406	10/28/2019			12:00	12:00	12:30	100 C	1000	a man banda		Internet Instant August	the last in the last in			Sector Se	The second second
		9	1407	10/28/2019			12:00	12:00	12:30	and the second second	1000	a tank adam.	-	Internet instance in party	the last in the last in				States and a second
		10	1408	10/28/2019			12:00	12:00	14:15	and the second s	20 May 20	a tang atau a	A REAL PROPERTY.	Inductor Sectors Section	the second second				and the second second
		11	1409	10/28/2019			12:30	12:30	13:00	and the second second	1000	1 York (1997)	And a second sec	Sector Se	THE REPORT OF CONTRACTOR				and the second second
		12	1410	10/28/2019			13:00	13:00	14:15	1000		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	And a second sec	Induite September 1997	the second second				Street, St
		13	1411	10/28/2019			14:15	14:15	15:30	1000		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	10000	Contraction in the second second	and the second second			Name of States and States	the second beauty
		1.4	1412	10/28/2019			15:00	15:00	15:30	and the second second	100 March 100	CONTRACTOR OF A	and the second se	The Contract of Co	THE R. LEWIS CO., LANSING MICH.			Francisco Regional Condition	the local test the second second

A route is a schedule concept that consists of multiple spots, has a sequential schedule with a stop number and a schedule number. In Courier Complete a route is set up as a template and a driver can be added or predetermined to a route. Routes can be pre-scheduled daily, monthly, weekly or executed manually.

🗉 Sch	edule De	tail					×
📙 Sa	ive & Close	e 🔡 S	ave & New	🗐 Save & Copy	📄 Clear Screen		Schedule No: 1405
Main	Prices	Notes	Schedule				
Sc	hedule Tyr Man C Daily C Wes C Mon	ual , Cast thly	0 0 0	Every Day Every Week Day Every	Days		

New Order Dispat	tch Orders Clients Pric	F cing	Resources	Accounting	Reports	Excel Repo	Find C rts	Order		Q	9								
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<u>m</u> . 🕑	Houte I: BC - Penticton1	4	Custom Field	i1:															
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Purged Orders	Routes	Stop# 1	Schedule No	Last Run Date	Next Run Date	End Date R	Ready Time	DepartBy	Del By	Account No	Client		Account Code	Pickup Company	Pickup Address	Pickup Contact	Pickup Phone	Delivery Company	Delivery Address
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		5	1403	10/28/2019		0	9:15	09:15	10:30				8	the second s	5			(7
Daily Orders		6	1404	10/28/2019		1	0:30	10:30	22:00		1		8	ALC: NOT A REAL PROPERTY.	7			Provide the second second	5
	DC Destistant	7	1405	10/28/2019		1	1:15	11:15	12:00		all shares the	el prese	8	ALC: NOT THE OWNER.	7			P	é
ten(-0	BC - Penlictoni	8 (1406	10/28/2019		1	2:00	12:00	12:30		All shalls for	and the second	8	Testing Supervised.	5			5	1 r
		9 (1407	10/28/2019		1	2.00	12:00	12:30	-	States in	a contraction of the	8	Testing Supervised.	5			5	1 r
Routing		10 1	1408	10/28/2019		1	2:00	12:00	14:15	-	States in	a contra	8	International Association	5			Printer and the second s	2
		11 (1409	10/28/2019		1	2:30	12:30	13:00	-	and the set	a series	8	in the second se	1			£	6
		12 1	1410	10/28/2019		1	3:00	13:00	14:15	-	States in	8. S.	8	International Association (International Associations)	5			Francisco de la companya de la comp	2
		13 1	1411	10/28/2019		1	4:15	14:15	15:30	-	States in	8. S. S. S. S.	8	Charles State & South	2			F	5
		14 1	1412	10/28/2019		1	5:00	15:00	15:30	-	ALC: NO.	8. SA 16.	8		1			£	5

If routes are scheduled manually, the execute button is selected to start the order. Daily/Weekly/Monthly scheduled routes will be automatically executed.

New Order Dispat	tch Orders Clients Pri	cing Resources	Accounting	Reports Excel Reports Fin	id Order		Q,	Q.						
Select An Item	🔍 Find 📄 Clear	🚹 Add/Upda	te/Delete Route				Rou	ting						
Find Orders	3													
**	Route 1: Route Name Route 2:	Custom Fiel	d 1:	Client Code:			_							
Schedules	Client Name:	Department		Dperator:			_							
D	Reference:	Service:		Ŧ										
Finalize Orders	Client Account:	Vehicle:				6								
6	音 New 📝 Edit 🚽 Delete 📓 Refre	💶 👌 Copy 🖒 Exe	icute 👶 Export (Grid 😈	•									No. Schedules - 14
Purged Orders	Routes	Stop# Schedule No	Last Run Date Next	Run Date End Date Ready Tim	e DepartBy	Del By A	Account No	Client	Account Code	Pickup Company	Pickup Address	Pickup Contact Pickup Phone	Delivery Company	Delivery Address
	E Route Name													
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Deleted Orders	Route Name	1 1400 2 1399 3 1401 4 1402 5 1403 6 1404 7 1405 8 1406 9 1407 10 1408 11 1409 12 1410	10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019 10/28/2019	06:00 06:15 07:30 08:45 09:15 10:30 11:15 12:00 12:00 12:00 12:30 13:00 14:15	06:00 08:15 07:30 08:45 10:30 11:15 12:00 12:00 12:00 12:30 13:00 14:15	06:15 07:30 06:45 14:15 12:30 12:00 12:30 12:30 12:30 12:30 14:15 13:00 14:15 13:30					AN OF THE PARTY OF		Endering Variances Internet Internet Angele Internet Internet Angele Internet Intern	1993 Annese O'Antoine Millionen Antoine Millionen Antoine

- 1. Routing is accessed under the Orders module
- 2. Select the Routing icon
- 3. Routes need a unique name
- 4. Stop# lists the number of stops associated with this route
- 5. Ready time indicates when the package is ready to be picked up
- 6. DepartBy is the time the driver needs to leave the pickup location
- 7. Del By represents the time that the package needs to be delivered to the delivery address.

When you double click on a stop, the schedule details screen is displayed.

You can find the route number, name and stop number listed on the bottom right of the screen.

Note this is not an order until it is scheduled out manually or automatically.

🔟 Schedule Detail								×
📙 Save & Close 🗧 🗧 Save & New	🎒 Save & Copy	📄 Clear Screen					Schedule No	: 1400
Main Prices Notes Scheduk								
Acct No:	<u>N</u> ame: Ac	me Corp.			¥	Code:	£1000	-
Caller: Dispatch	<u>P</u> hone:		Department:	Other	Ψ.	<u>R</u> eference:		*
Pickup Pick up address Sto	p1	a 🖉 🖁	🍋 Delivery	Drop	Off address S	itop 1	 🧠	-
Name		Code	Name	P			Code	
Street		Unit	Street	2			Unit	
City Penticton	Province BC	PC PC	City	Pentictor	n	Provi	ince 📴 🔽 PC	
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Country CANADA	Closing 00:	00 -	Country	CANADA	д.	- Closin	ng 00:00	- -
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Inst2		* As400	Inst2.				ĭ As ▼	400 🗖
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Depart By 06:00	Reg Insurance	Schedule Group: D	aily Prescedule	t Cou 🔻	Driver 1		- 0	101
Deliver By 06:15 - 10 Days		Send To	ally i recordance		Driver 2		- 0	6
	ſ	AS400	nternal O	rder	Status			
Subtotal T	ax Total	0 =			Open Open	ы		
Distance Funct					C Dispato	hed	Alert At: 03:00	
Distance Exact	, j <u>e</u>		_		-Route Informat	tion		
Instructions1		*			Route Name:	Route 1	Stop #:	1
Instructions2			Instructions3					4

🗉 Schedul	le Detail	📃 Sched	dule Detail
📙 Save &	Close 📕 Save & New 🎒 Save & Copy 📄 Clear Screen Schedule No: 1399	🔛 Save	re & Close 📲 Save & New 📑 Save & Copy 📑 Clear Screen Schedule No: 1401
Main Prio	ces Notes Schedule	Main F	Prices Notes Schedule
Acct No:	Name: Acme Corp.	Acct No:	x Name: Acme Corp. Code:
<u>C</u> aller:	Department: Lab Reference:	<u>C</u> aller:	Dispetate
Pickup	up from stop 2 4 🖟 🦓 Delivery Drop off address Stop 2 4 4	Pickup -	address for stop 3 4 2 is pick up 4
Name	Code PRH Name Code KGH	Name	Code PRH
Street	Unit Street Unit Unit	Street	Unit Unit
City	Penticton Province BC PC City Kelowna Province BC PC	City	Kelowna Province BC PC City Penticton Province BC PC
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1			Y Y
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1			
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		lasturatio	
Instructions	A Instructions3	insuuctio	
		() ()	

As the driver executes the route, the pickup location from the 1st stop becomes the delivery address for the 2nd stop, and the 3rd stops pick up location is the 2nd stops drop off location, and so on.

Once the order is executed, the Order Details screen from the dispatch board shows route information above the instructions section.

On the dispatch board, route orders are colour coded in blue under the Clr column

Save & Close Cancel Image: Save & Close Cancel Image: Save & Close Price: \$0.00 Require Approval Main Prices Notes PoD: Delivered: Delivered: Delivered: Package Type Oty Size Weight: 0 Waiting Time (Min.) Pickup: 0 Picked up: Dimensional 0 Deliverey: 0 Waybil:
Main Prices Notes Order #:
Order #: Service: POD: Delivered: Package Type Gty Size Weight: 0 Waiting Time (Min.) Pickup: 0 Picked up: Envelope 0 DIM: 0 Delivery: 0 Waybil:
Package Type Gty Size Weight 0 Waiting Time (Min.) Pickup: 0 Picked up: Envelope 0 0 0 0 0 Waiting Time (Min.) Pickup: 0 Viality
Envelope 0 Delivery: 0 Waybilt
Package U V
This order was created by Schedule No: 8713
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Lange Code Dispatch Hange Code Dispatch
Street
Contact Phone Contact Phone
Country Closing 00:00 Country Closing 00:00
Zone Dispatch Zone 01 - Downtown 🔽 Zone Dispatch Zone 01 - Downtown 👻
Inst1.
Inst3.
Pickup: 7/18/2020 Ready: 01:00 Internal Order Vehicle: Van
Depart: 7718/2020 By: 01:00 Dispatch Board: All Orders
Driver 1: 0
Driver 2:
Route: BRC03 Stop#11 Driver 3: 0
Instructions1:
Instructions2:
<u>×</u>
Instructions3:
×