

CREATING A ROUTE

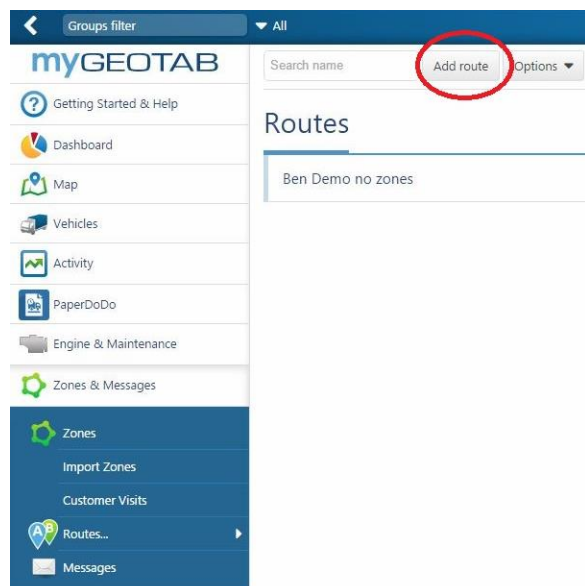
Routes can be dispatched to drivers using compatible Garmin navigational devices. Follow the steps below to create routes.

STEPS REQUIRED

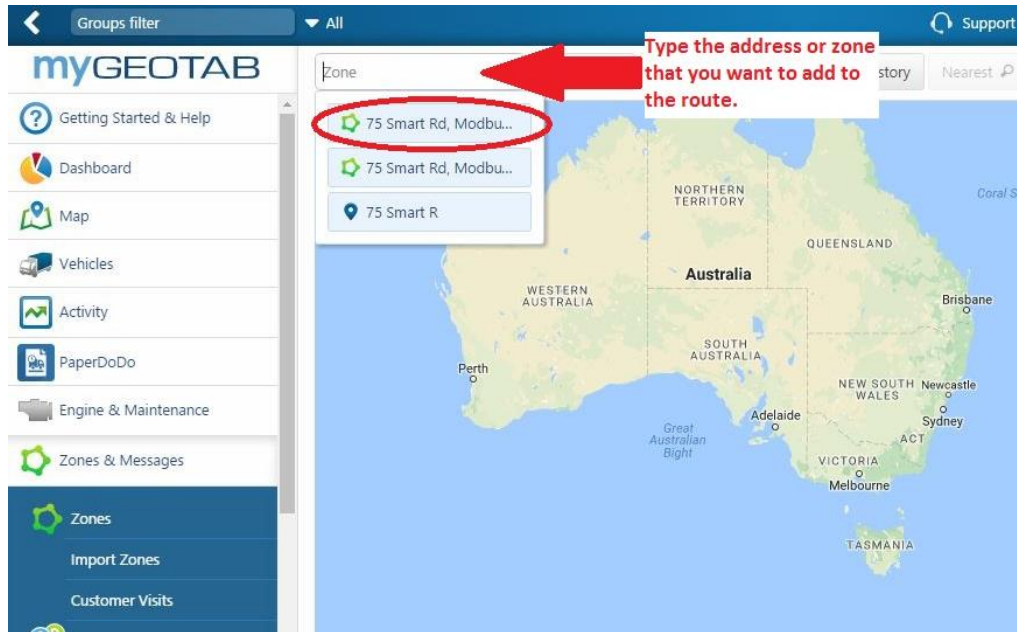
Step 1: To create a route click on the **Zones and Messages** tab from the menu and select **Routes**.



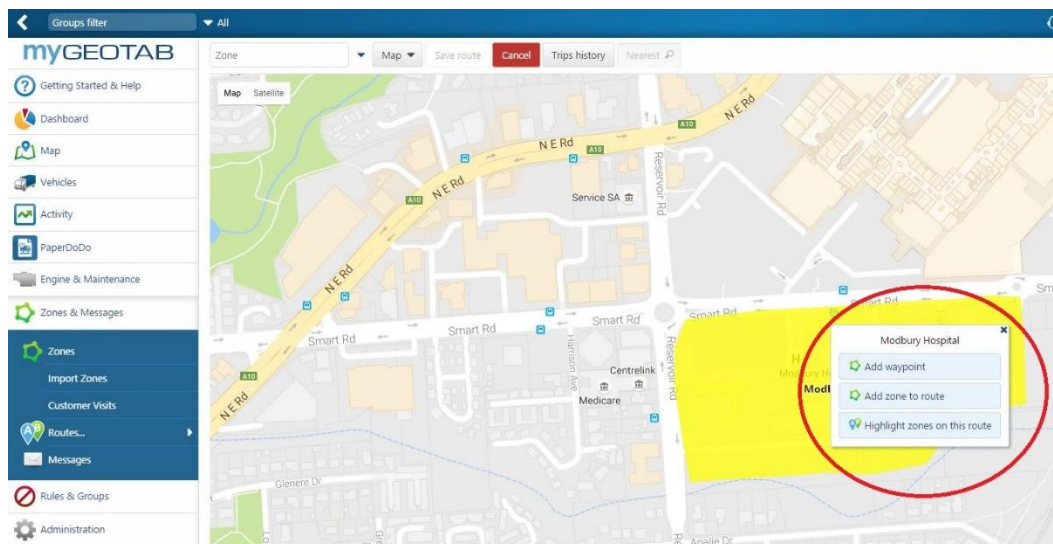
Step 2: Click on the **Add route** button at the top of the page.



Step 3: Search for the zone or address of the stop you want to add to the route from the search box at the top of the page.

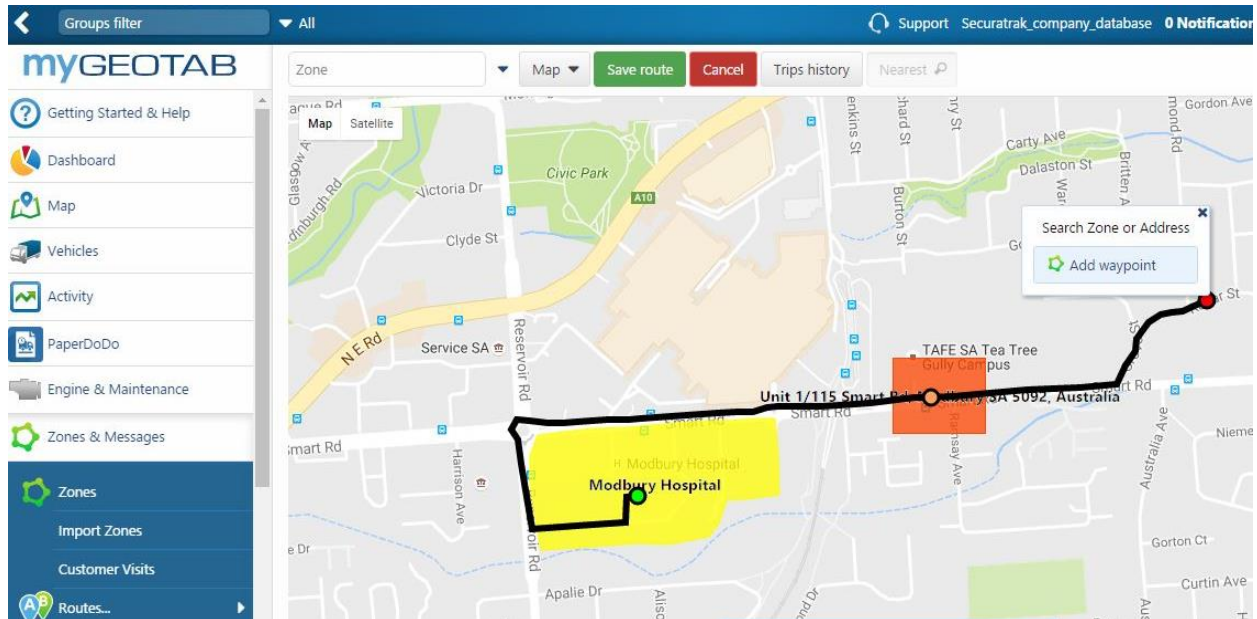


Step 4: From the map, add either the zone or waypoint to the route.

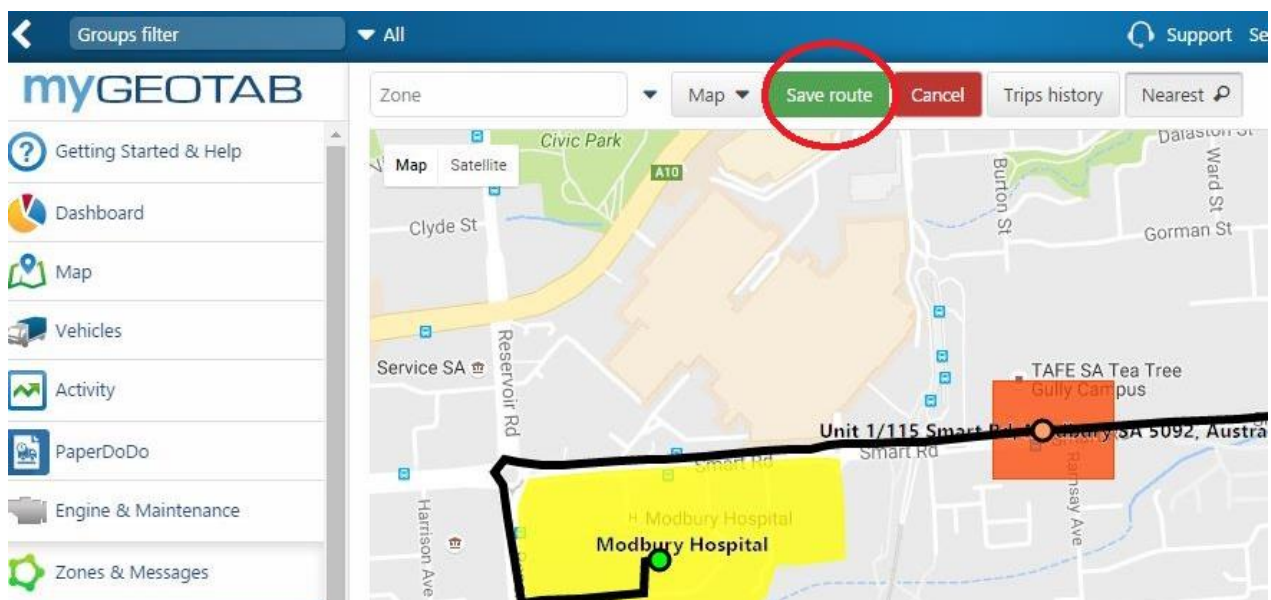


Routes can be created by existing zones in the database or by creating waypoints from addresses not zoned.

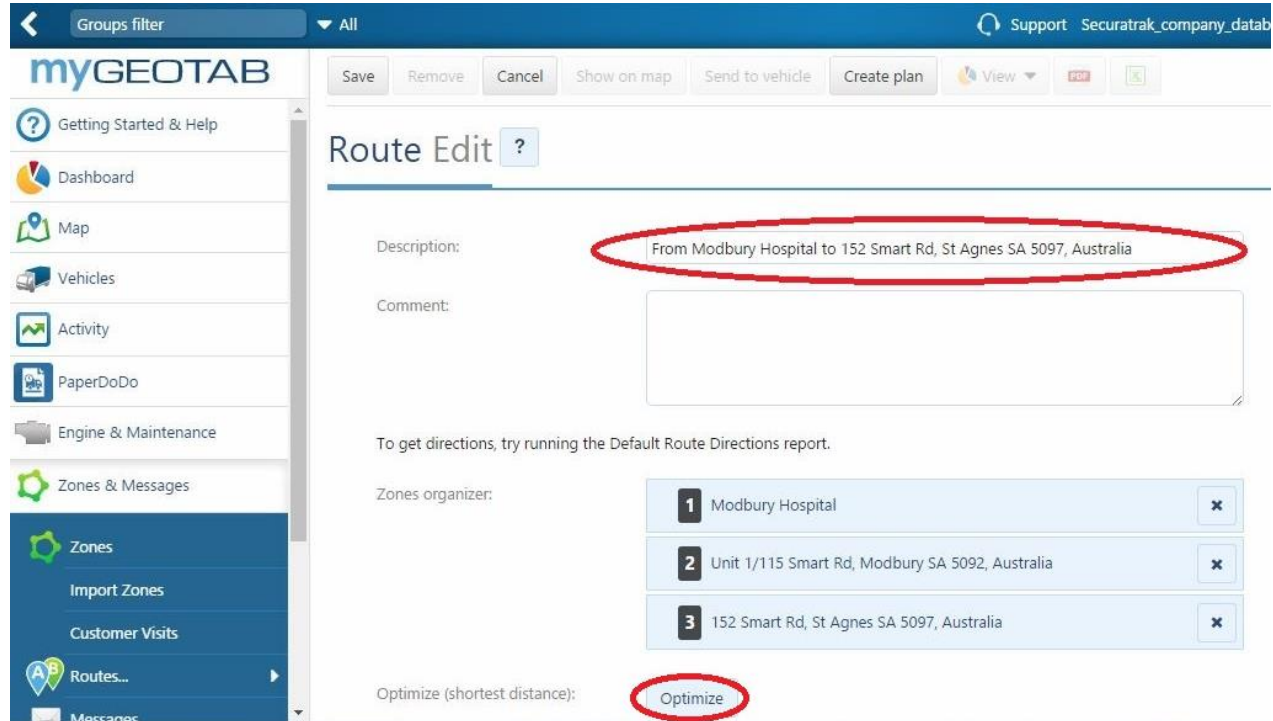
Step 5: Click on the zones or waypoints and add to build the route.



Step 6: To save the route click the **Save route** green button at the top of the page as shown below.



Step 7: Type the description of the route in the Description box.



The screenshot shows the 'Route Edit' interface in myGEOTAB. The 'Description' field is highlighted with a red oval and contains the text 'From Modbury Hospital to 152 Smart Rd, St Agnes SA 5097, Australia'. The 'Zones organizer' section shows three numbered stops: 1. Modbury Hospital, 2. Unit 1/115 Smart Rd, Modbury SA 5092, Australia, and 3. 152 Smart Rd, St Agnes SA 5097, Australia. The 'Optimize (shortest distance):' button is also highlighted with a red oval.

Step 8: To optimise the route click on the Optimize button. This will rearrange the order of the trips to the most time efficient and logical order.

Step 9: Once you have completed steps 7 and 8 click Save to save the route.

FURTHER ASSISTANCE

If you require any custom reporting please contact the **Enterprise Services Team** for more information or a quote at reporting@fleetcomplete.com.au

For general database assistance contact the Helpdesk at helpdesk@fleetcomplete.com.au

For training contact Training@fleetcomplete.com.au