



# Routes Manual

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## 1 Routes

The Route dialog is used for definition of routes, related to driving days for the plant.

Example:

Plant: 1 Clean All Textile Rental Services

Driving day: Monday

Route 14

Name: Industrial North Route

Truck: 1230 M.A.N. 16 TDI

Driver: 12 (John Doe)

EU: Each route has its own definition, regardless of the days.

Example:

Route 10 Monday – John Doe

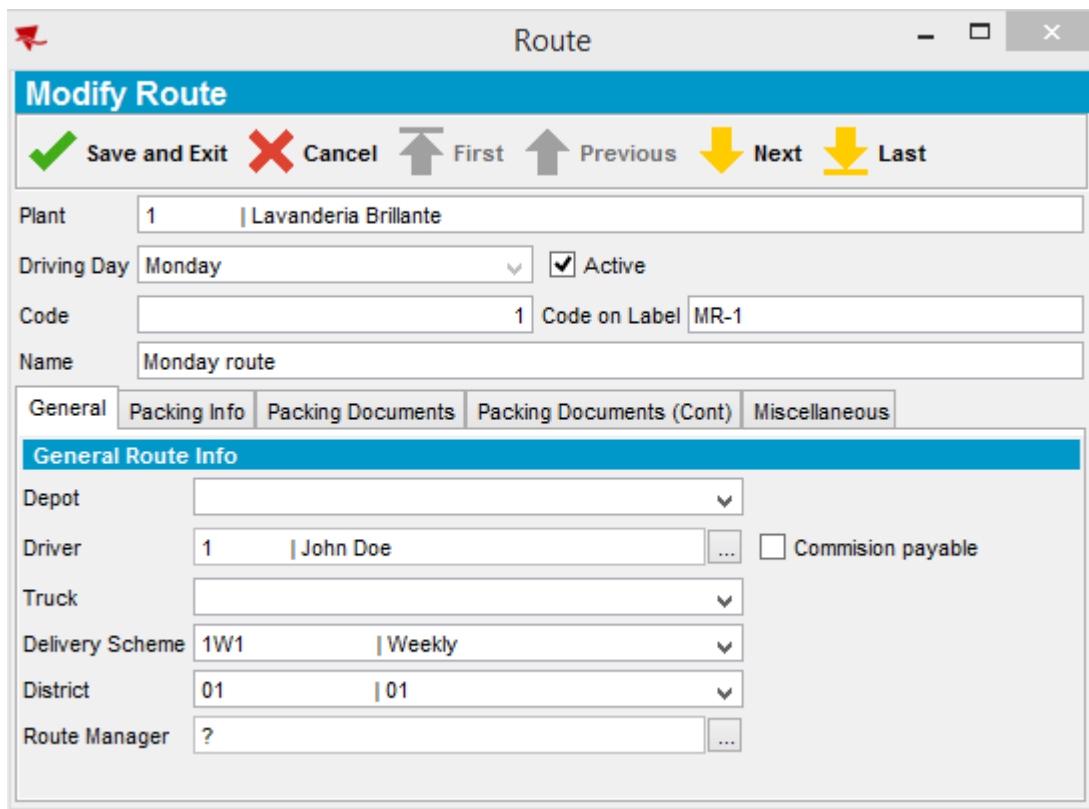
Route 20 Tuesday – John Doe

US: The route that is defined, is used on each day.

Example:

Route 1 Monday – John Doe

Route 1 Tuesday – John Doe



**Route**

**Modify Route**

Save and Exit
  Cancel

Plant: 1 | Lavanderia Brillante

Driving Day: Monday  Active

Code: 1 Code on Label: MR-1

Name: Monday route

**General Route Info**

Depot: 
 Driver: 1 | John Doe   Commision payable

Truck:

Delivery Scheme: 1W1 | Weekly

District: 01 | 01

Route Manager: ?

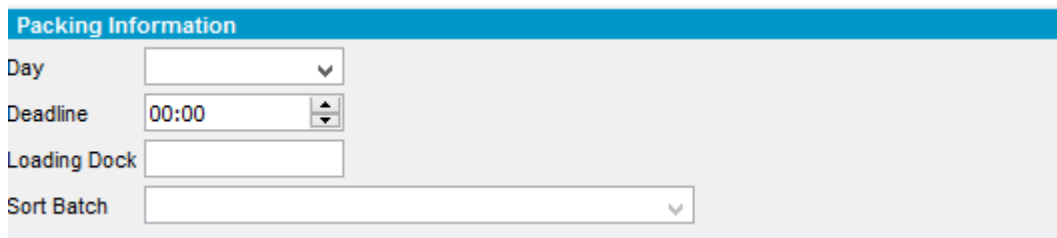
### 1.1 General information

Overview of fields:

Field	Description
Driving day	Select the driving day. This is a day of the week.
Code	Enter the code for the route.
Code on label	You can enter an alternative code that should be printed on a label. When you want to print route-information on labels for sorting-purposes, this field can be used instead of the 'route code'-field to print on the label.  Example:  Route code is '10', but Code on label is '10 Mon 5032' where '5032' is the customer-code.
Name	The name of the route.
Depot	The depot for this route.
Truck	The truck that will used to drive this route.
Driver	The driver that is driving the route. This is selected from the list of employees.
Commission payable	This option can be used if a driver has been set for the route.  Remark: This is only available when module 'Commission' is in the license.

### 1.2 Packing Information

You can also enter information about packing information.



The screenshot shows a form titled "Packing Information" with the following fields:

- Day: A dropdown menu.
- Deadline: A time input field showing "00:00".
- Loading Dock: A text input field.
- Sort Batch: A dropdown menu.

Field	Description
Day	The day of the week the route should be prepared/packed.
Start Time	The start time the route should be prepared/packed
Loading dock	The code or name of the loading dock
Sort Batch	The sort batch can be entered here.  Remark: This is only available when module 'Sorting System' is in the license.

### 1.3 Packing documents

With 'packing documents' you can set the reports that should be used in combination with the route. There are several reports that you can mark if they should be used or unmark if not. You can also set the sequence order for these reports.

The put-up documents can be printed per customer (packing notes) or by bulk put up. At product level it is defined if a product should be printed on a packing note or on a bulk put up document.

See also the manual 06-A2 Product Structure.

Packing Documents	Stop Sequence Sort Order
<input type="checkbox"/> Put Up Reports Per Customer	<input type="radio"/> Normal <input type="radio"/> Reversed
<input type="checkbox"/> Bulk Put Up Report Per Route	
<input type="checkbox"/> Bulk Put Up Report Per Depot	
<input type="checkbox"/> Route Stop Put Up Report	<input type="radio"/> Normal <input type="radio"/> Reversed <input type="checkbox"/> Split Per Packing Department
<input checked="" type="checkbox"/> Print Soil Tickets together with Route List	
<input type="checkbox"/> Print Order Form	<input type="radio"/> Normal <input type="radio"/> Reversed

Packing Documents (Continued)
<input type="checkbox"/> Print Truck Load List
<input type="checkbox"/> Print Mounting Orders
<input type="checkbox"/> Print Dismount Orders
<input type="checkbox"/> Print Sales Notes

Overview of reports

Report	Description
Put up reports per customer	Packing notes per customer. Example: Garments appear on the packing note for customer '20 ABS Demo Customer'.
Bulk put up reports per route	Packing notes per route of bulk items. Example: Roll towels are set up as bulk items and appear on the bulk put up list for route '2 WED'.
Bulk put up report per depot	Packing notes per depot of bulk items. Example: Roll towels appear on the bulk put up split per depot. For example, depot 'Amsterdam'.
Route stop put up report	Information for all items to be delivered per stop (Packing notes and bulk put up items)
Print soil tickets together with route list	During printing of the route lists, soil tickets are printed. Normally done at the invoicing process (typically US).
Print order form	During printing of the route lists, order forms are printed.

### 1.4 Miscellaneous

Miscellaneous	
Start Time	00:00
End Time	00:00

Field	Description
Start time	The time the route should start.
End time	The time the route should finish.

## 2 Route Stops

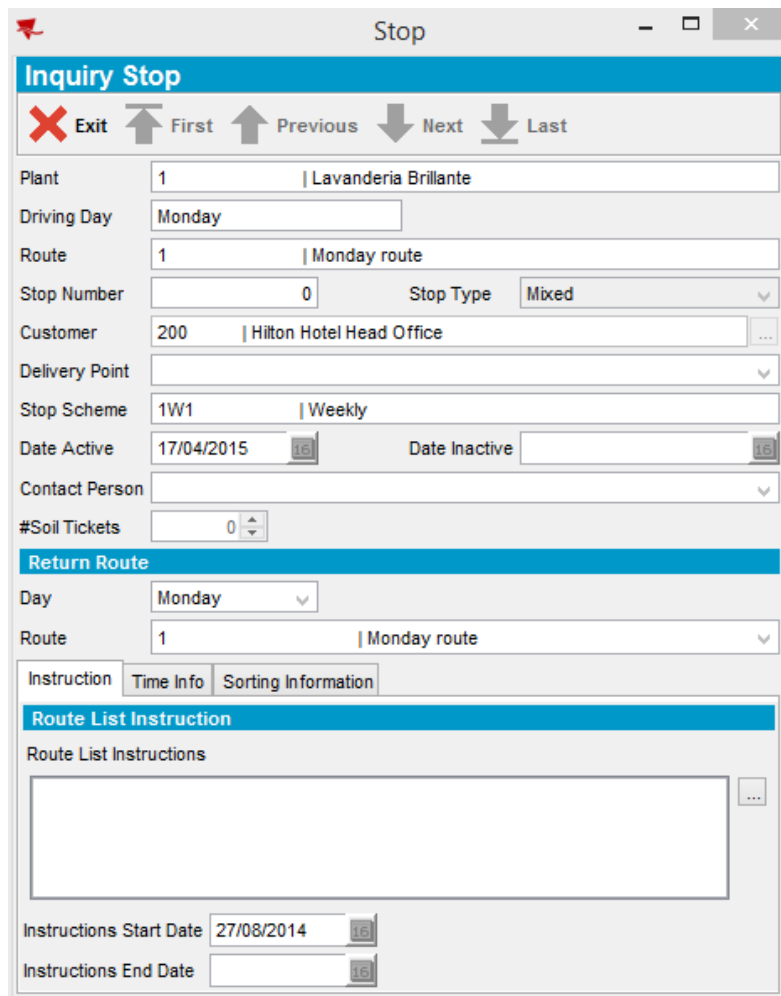
Route Stops must be defined for every stop at a customer. One customer can have multiple stops within one route if the customer has multiple delivery points.

When a new customer is added to the system, the customer's Route and Stop information can be entered from the Customer dialog. The Customer dialog is explained in manual 08-B1 Customer Structure General. Normally it is expected that the proper stop number is not known yet, while entering the new customer. In that case the customer will appear on the top of the list (stop number 0).

Example:

Plant: Laundry Clean All  
Route: 13 on Wednesday  
Stop number: 145  
Customer: Sunrise Memorial Park

Remark: Based on system setting STOPNRIMPORTANT - group General - changing stop numbers can be blocked after they are defined. This is normally used if stop numbers are printed on labels for sorting purposes.



The screenshot shows a software window titled "Stop" with a standard Windows title bar. The main content area is titled "Inquiry Stop" and features a navigation bar with "Exit", "First", "Previous", "Next", and "Last" buttons. The form contains the following fields:

- Plant: 1 | Lavanderia Brillante
- Driving Day: Monday
- Route: 1 | Monday route
- Stop Number: 0 | Stop Type: Mixed
- Customer: 200 | Hilton Hotel Head Office
- Delivery Point: (empty)
- Stop Scheme: 1W1 | Weekly
- Date Active: 17/04/2015 | Date Inactive: (empty)
- Contact Person: (empty)
- #Soil Tickets: 0

Below the main form is a "Return Route" section with "Day" (Monday) and "Route" (1 | Monday route) dropdowns. At the bottom, there are tabs for "Instruction", "Time Info", and "Sorting Information". The "Route List Instruction" section includes a text area for instructions and "Instructions Start Date" (27/08/2014) and "Instructions End Date" (empty) fields.

## 2.1 General Information

This is information about the route stop itself, when the items for a given customer are delivered or returned. This is information like the stop number, the customer that will be visited during the route and other information.

Overview of fields:

Field	Description
Plant, Driving day, Route	This shows the plant, driving day and route that belong to the route-stop. This cannot be changed here.
Stop Number	The stop number. This number is used to show the sequence of the route stops. Lower numbers will appear higher in the list of route stops.
Stop Type	Possible stop types are: Bring, Get, Mixed and Incidental. Bring is delivery only, Get is pick up only, mixed means both bring and get, whether there are or aren't delivery variations. Incidental means the stop will only be visited if there are delivery variations. By default, we recommend the use of mixed if there are delivery standards, else these will not be delivered unless there are also delivery variations.
Customer	This shows the customer for this route stop. Once a customer has been entered for the route-stop during 'add' it is not allowed to change it later using the 'modify'-mode.
Delivery Point	Select the delivery point for the customer for this route stop. A customer can have more than one delivery points.
Stop Scheme	This shows the stop scheme for the route. It indicates the frequency of the route in a period.  If multiple schemes are defined at the customer, the scheme with the highest frequency is shown.
Contact person	The name of the contact person of the customer that is visited for this route. In case it is necessary to contact someone of the customer about the planned route.
#Soil Tickets	The number of soil tickets that are needed.

## 2.2 Return Route

The return route is the route the items that have been picked up will be returned at a specific customer.

Return Route

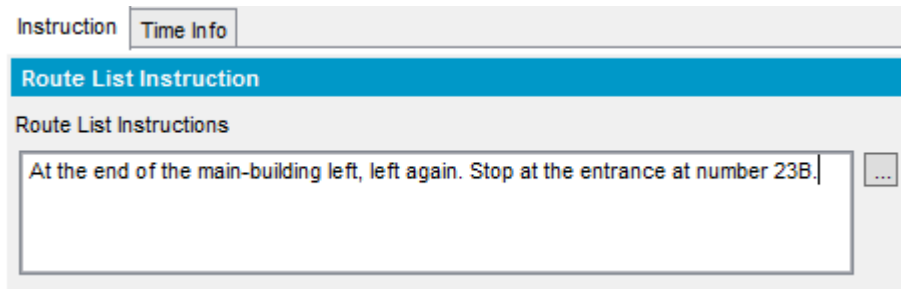
Day	<input type="text" value="Monday"/>
Route	<input type="text" value="1   Monday route"/>

Fields:

Field	Description
Day	The day the items will be returned.
Route	The route that will be used as the return route.

### 2.3 Route List Instruction

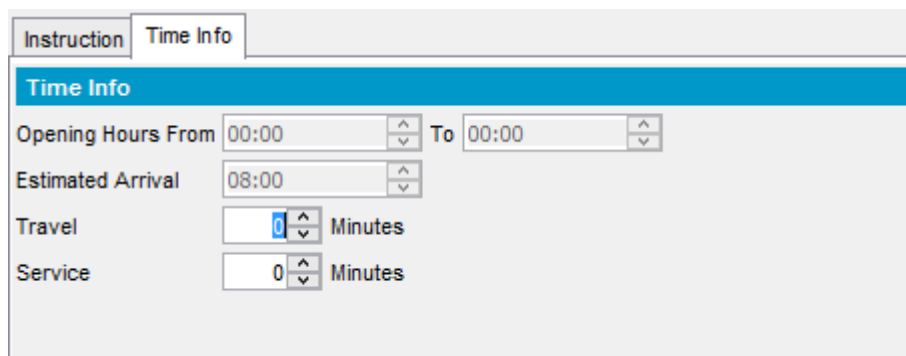
The route list instruction is meant for the truck-driver. For example, if special instructions are needed to find the delivery point at the customer. This information will be printed on the route-list.



Field	Description	Example
Route List Instruction	This is a textbox where you can type the instructions.	At end of main-building left, left again. Stop at the entrance at number 23B.
Instructions Start and End Date	This is used to indicate in what period the instructions are needed.	-

### 2.4 Time Information

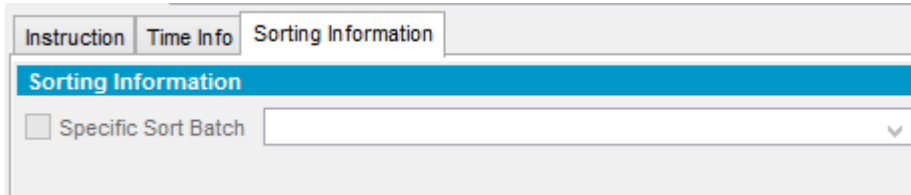
This is used to enter information about the opening hours of the customer, the estimated arrival for the route stop and other time-related information. This will be shown on the reports that show route-information.



Field	Description	Example
Opening hours from - to	The opening hours of the customer that will be visited.	09:00 – 17:00
Estimated arrival	The estimated arrival the truck will arrive at the delivery point of the customer.	11:30
Travel	The time of the travel for the route stop.	52 minutes

Service	The time it takes to deliver / receive the items at the customer.	15 minutes
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### 2.5 Sorting Information



### 2.6 Moving route stops

**Modify Route Stops**

✓ Save ✗ Cancel

Day Monday

Route 4801 | ROUTE 1 Depot

**Stops**

+ Add ✏ Modify - Delete 📄 Duplicate ➡ Move 📊 Grid Views 🖨 Print

Number	Customer...	Customer Name	Delivery Point	Return Day	Return Route Num...	Soil Tickets
0	9950151	Customer QF		Monday	4801	0
0	9950249	Customer QF		Monday	4801	0
0	30	Customer QF1		Monday	4801	0
0	9950271	Customer QF		Monday	4801	0
0	9950229	Customer QF		Monday	4801	0
0	9950289	Customer QF		Monday	4801	0
0	9950327	Customer QF		Monday	4801	0

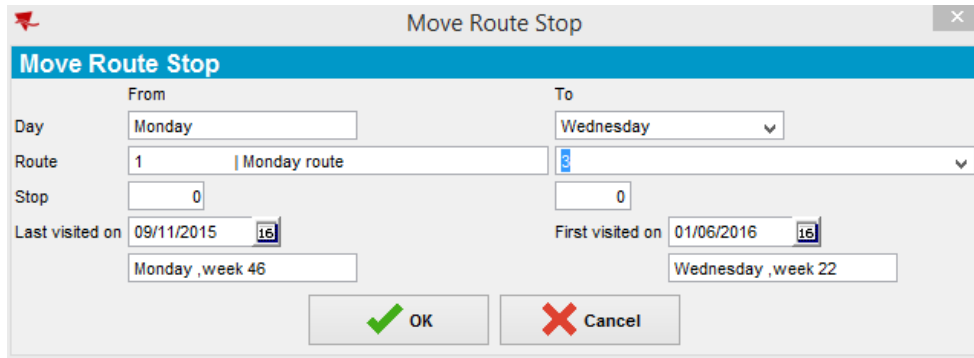
As soon as you have defined the route stops for each route, they will appear as a list in the route stops dialog. They will also be printed in the route-list in the same sequence. The number of the route stop will determine the order they appear and are also used in what sequence the stops are visited. It is possible to change this sequence if necessary.

Example:

Route stop at day Monday, route 25 and stop 42 should move to day Monday, route 25 and stop 35.

If you want to change the sequence of the route stops, you can change it in the following way:

- Select one of the Route Stops that you want to move.
- Click on the Modify button.
- Click on the Move-button.



A dialog will appear where you can enter the route stop you want to move to.

- Enter the day, route and stop you want to move to.
- Click on the OK button to confirm it.

Afterwards the route stop has been moved to the destination you had entered.

Remarks:

- If you want to move a stop to a different route, both routes must be opened in Route Status Control.
- For 'One-time moves' the Delivery or Billing information from the original route will be used at direct invoicing. (Typically used in the US)