

How To Structure Your Team Of Drivers



Route4Me

eBook
Series

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What Route Optimization Software Does For Your Business

With route planning software, you can guarantee that every route you give your drivers is 100% accurate and optimized. That makes it easier for your drivers to show up on time, so you'll be able to keep your customers happy and maintain a good reputation. You'll save money on gas, too.



More Than Just GPS Tracking and Optimizing Routes

Certain programs, such as Route4Me, also have GPS tracking, advanced analytics, and other features that allow you to *really* improve productivity. Before we get into those fancy features, let's take a look at how to set up your team structure in Route4Me, shall we?





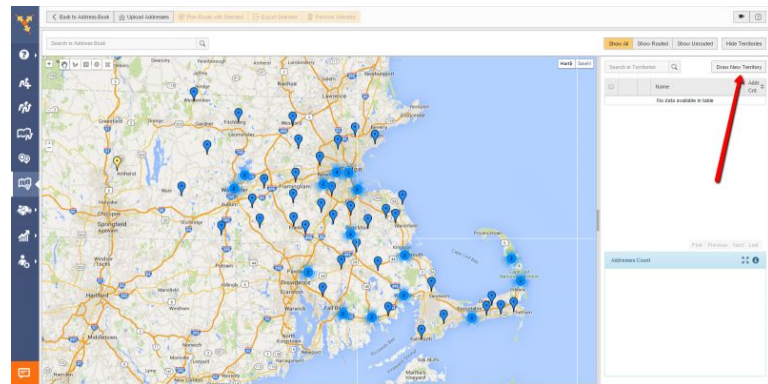
Setting Up Your Team Structure In Three Steps


Step 1:

Assign Territories And Stops To Your Teams

The first step to organizing your team is to assign stops and territories to your drivers.

You can create territories by selecting the **Draw New Territory** button on the right side of the **Address Book Map** screen.



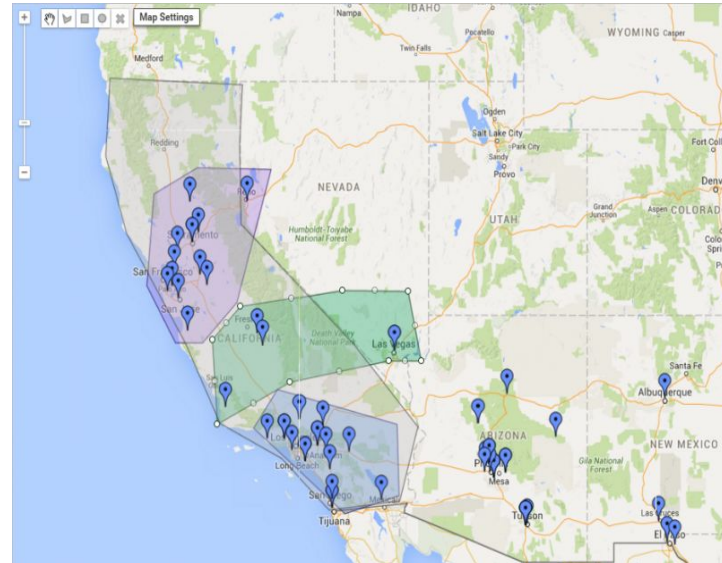


Display or **hide your territories** on the map by checking or unchecking the corresponding box next to each territory. This is especially useful for when you have overlapping territories.

To download a list of all the addresses inside a territory, click on the **gear icon** next to the territory and select **Download Territory**.

You can find the number of addresses in a territory without downloading anything - just roll your cursor over the territory. After you do that, the address count will pop up.

When you create a new stop inside a territory, it will be automatically assigned to the team that covers that territory. Also, every stop you remove from a territory using the interactive map will be unassigned from that team.



Step 2:

Add New Team Members And Monitor Their Performance

Route4Me has multiple user types (account owner, driver, etc.), and you can set different permissions for different users.

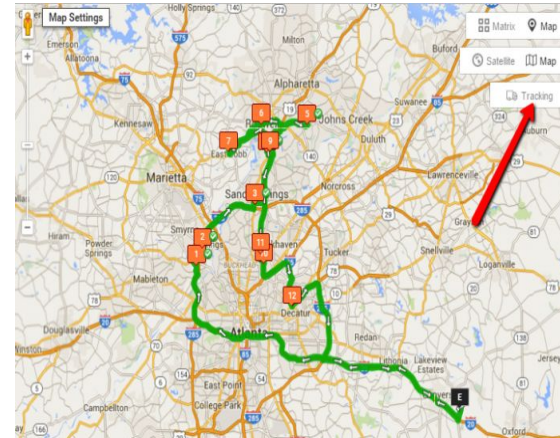
Start building your team by going to the **Team** tab and selecting **Users**. The users are arranged in a hierarchical structure.

To add a new user, select **Add Sub-User** under their team leader.



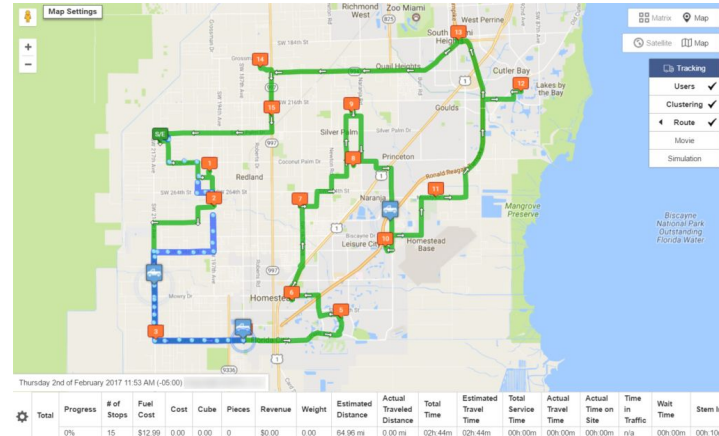
Setting up your teams is simple, and so is monitoring their performance.

To see what your drivers are doing in real-time, select the **Tracking** button in the top-right corner of the map. Then, select **Users**. The current location of the selected driver will be displayed on the map as a pin with a truck icon.



Rolling your mouse over the truck icon will reveal information about the driver, including their name, email address, current latitude and longitude, and current travel speed.

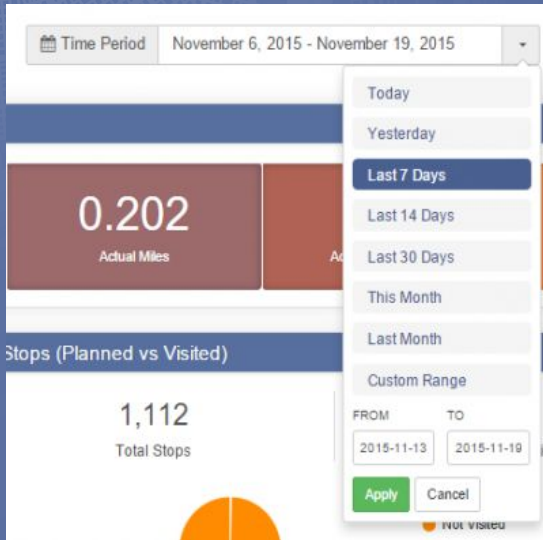
To track multiple drivers at the same time, select **View Multiple Routes Map** and check the box next to each route you want to track.



Step 3:

Collect Analytics And Improve Team Operations

To view detailed information about your routes, select the **Analytics** tab on the **Account Dashboard**. Here, you'll find graphs for Distance (Planned vs Actual), Stops (Planned vs Visited), Time (Planned vs Actual), Routes per Day, Average Time On Site vs Allocated Service Time, Stops per Day (Planned vs Visited), and Notes per Day.



Go to the **Time Period** section in the top-right corner of your screen to set which times you want to view.

In the **Totals** section, you'll see your key routing figures.

This data will help you understand your business better. It'll be easier to assess driver performance. You'll find ways to lower your fuel expenses. Ultimately, you'll be able to make more informed decisions.

Reports

Period	Routes	Avg. Savings	Distance			Fuel		
			Avg. Stops	Avg. Distance	Tot. Miles	Avg. Gas Price	Tot. Gal.	Tot. Gas Cost
Total Routes Today								
09/28/2014	2	N/A	10	27 mi	54 mi	N/A	N/A	N/A
Total Routes Last 7 Days								
09/28/2014	8	N/A	9	40 mi	316 mi	N/A	0.60	N/A
Total Routes by Year								
2014	8	N/A	9	40 mi	316 mi	N/A	0.60	N/A
Routes by Quarter Year-to-Date								
Q3 2014	7	N/A	10	44 mi	310 mi	N/A	N/A	N/A
Routes by Month Year-to-Date								
September, 2014	8	N/A	9	40 mi	316 mi	N/A	0.60	N/A
Routes by Day of Week Year-to-Date								
Thursday	3	N/A	13	42 mi	127 mi	N/A	0.60	N/A
Friday	3	N/A	4	45 mi	136 mi	N/A	N/A	N/A
Sunday	2	N/A	10	27 mi	54 mi	N/A	N/A	N/A
Busiest Quarter Year-to-Date								
Q3 2014	8	N/A	9	40 mi	316 mi	N/A	0.60	N/A
Busiest Month Year-to-Date								
September, 2014	8	N/A	9	40 mi	316 mi	N/A	0.60	N/A
Busiest Day of the Week Year-to-Date								
Thursday	3	N/A	13	42 mi	127 mi	N/A	0.60	N/A
Busiest Day Year-to-Date								
Thursday Sep 25, 2014	3	N/A	13	42 mi	127 mi	N/A	0.60	N/A

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set up routes for your business

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