

How To Plan Your Driver Operations 6+ Months Ahead of Time



Route4Me

eBook
Series

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Keep Your Commitments By Planning Routes in Advance

Managing a business is hectic work, especially if you run a courier service, sales organization, or some other business that requires you to send employees out to meet with your customers. In that case, you need to design efficient routes for all your drivers on top of everything else you need to do to keep your business running smoothly.



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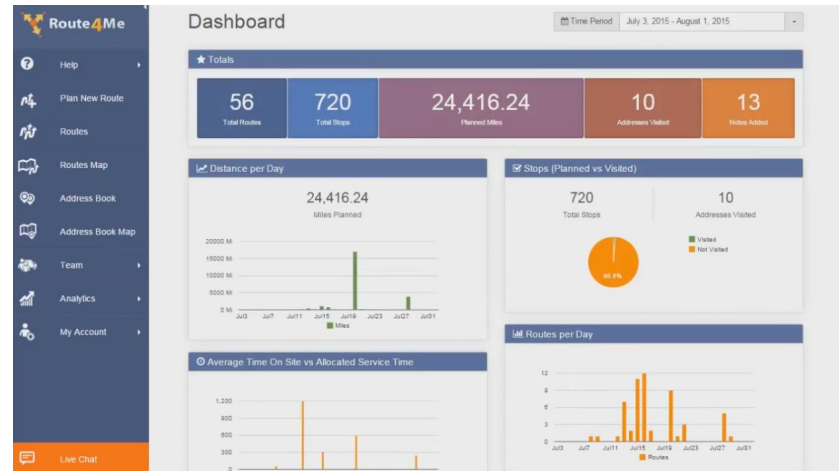
Route4Me Will Help You Plan 6 Months in Advance

When you're busy, it's easy for something to slip through the cracks. What if you completely forget about a commitment you made to a customer? What if they wait around all day and you never show up? You'll probably lose that customer to one of your competitors.

Also, you'll earn a reputation for being unprofessional and unreliable. A reputation like that will lose you a lot of business. Don't wait to plan your routes at the last minute. You'll be rushed; you might forget about something. With Route4Me, you can plan routes 6 months or more in advance. Turn to the next page to learn how.

Setting Up Your Route

To set up your route, go to the **Address Book List** and switch to list view. This is where you add information about the route.



In the **Departure** and **Schedule** tabs, you can schedule the routes for days, weeks, or even months in the future.



Making A Last-Minute Change

Of course, you can't plan for everything. Sometimes, life throws you a curveball.

Let's say you've been planning to make a delivery to a certain location for a few months, but then at the last minute, the customers wants you to meet them somewhere else.

Changing the address of one stop affects how you approach every other stop on the route. You might need to start route planning from scratch in order to find the best way to use your driver's time and gas. If you plan routes the old-fashioned pen-and-paper way, that can take hours.

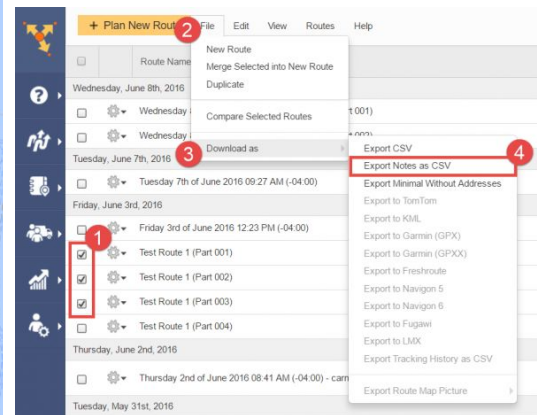
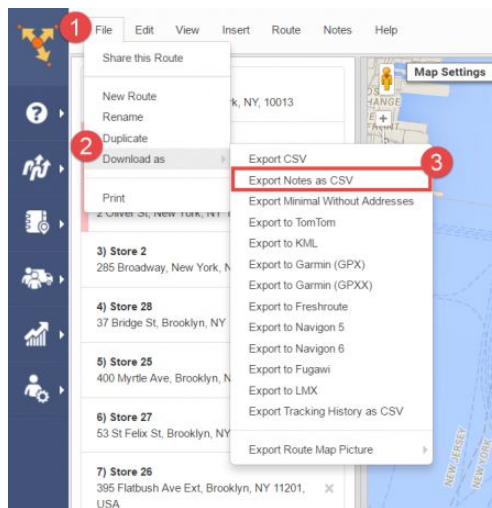
But if you have route optimization software, it only takes 30 seconds to plan an accurate and efficient route. You can make a change or two to an existing route and have it re-optimized in less than half a minute.



To add an address to a route, go to the **Routes** section and select **Routes List**. Click on the gear icon next to the route you want to edit, and then select **Open Route** to access the **Route Editor**. Finally, select **Insert**. You can read our tutorial on [Adding Destinations Using the Route Map](#) for more detailed instructions.

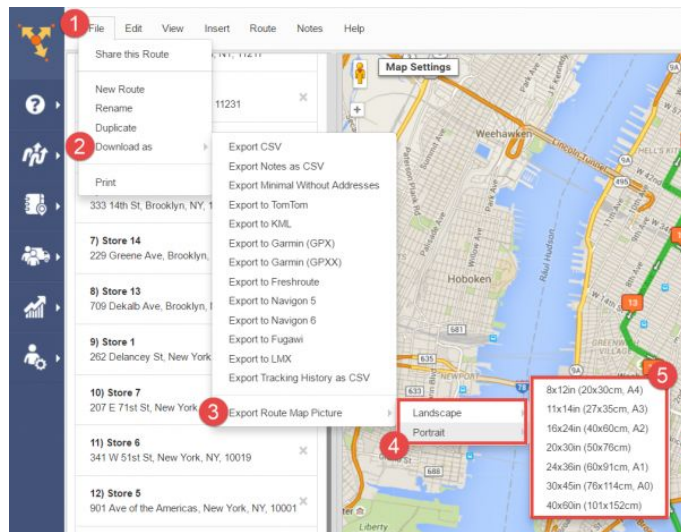
Exporting Notes

Dispatchers and drivers can add notes to routes to give them more context. For example, if there's a keycode you need to access a customer's parking lot, you might want to make a note of that. To export your notes, go to **File**, roll your cursor over **Download As**, and select **Export Notes as CSV**.



Exporting Route Map Picture

You can also export a picture of your route map as a .PNG file. Go to **File**, roll your cursor over **Download As**, and select **Export Route Map Picture**. Depending on the resolution you choose, the file can be quite large, so it might take a few minutes to download.



A faint, light-colored map of New Orleans is visible in the background, showing streets, parks, and landmarks like the Mississippi River and the French Quarter.

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