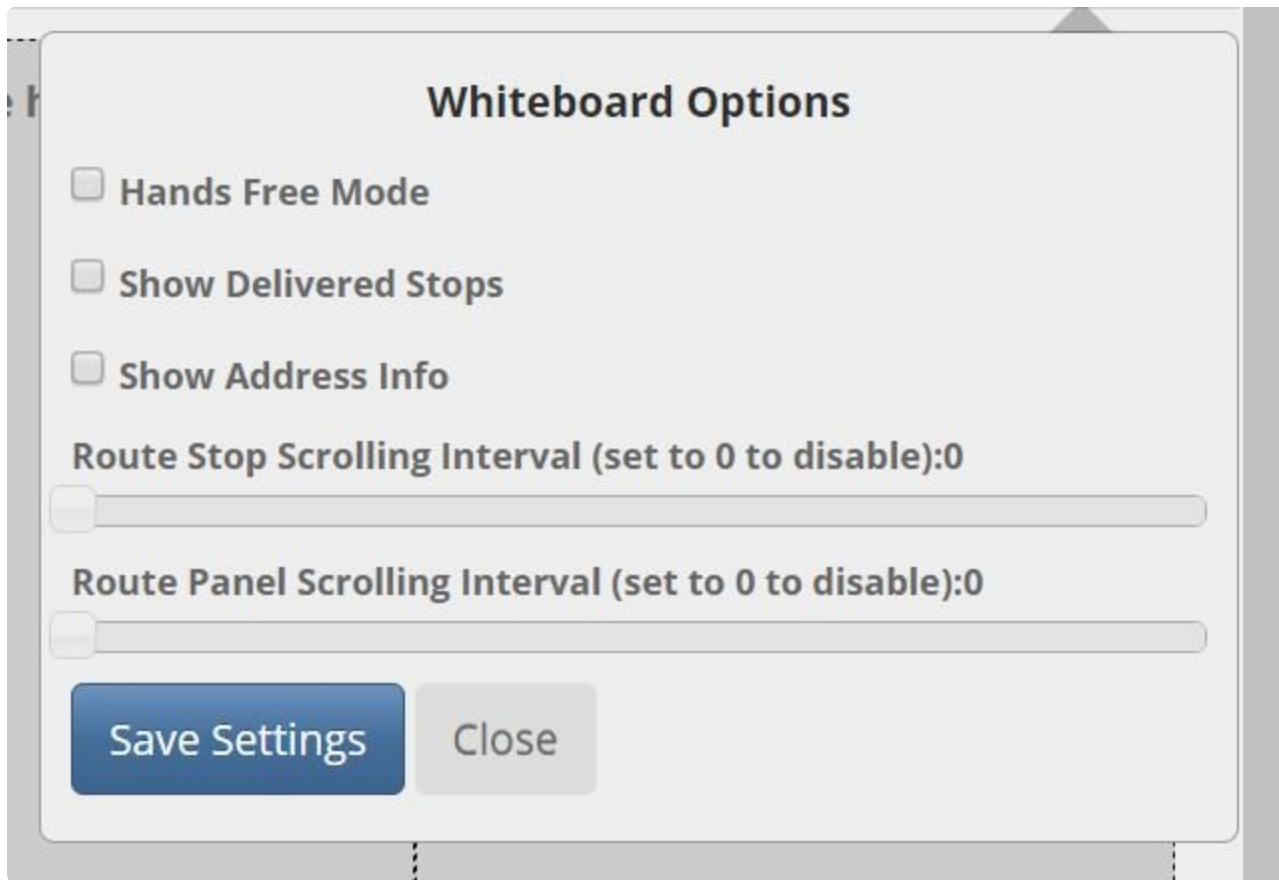# Route Whiteboard

The Route Whiteboard is a digital whiteboard of all of your active routes and drivers. It allows for visibility to current routes, ETAs and driver information which is updating in real time, as the drivers make their way through their routes.

After opening the whiteboard for the first time, you will want adjust your settings to your liking. To open the settings, click on the cog or gear icon in the top right corner of the page.
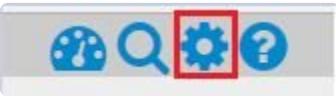
The top three options are enabled by checking the box or disabling by un-checking the box. The other two are timing sliders, by sliding all the way to zero on the left will disable them. They go up to 30 seconds.

Whiteboard Options

☐ Hands Free Mode

☐ Show Delivered Stops

☐ Show Address Info

Route Stop Scrolling Interval (set to 0 to disable):0

Route Panel Scrolling Interval (set to 0 to disable):0

[Save Settings] [Close]

Hands Free Mode will place all of your current routes on the board automatically. With it disabled you will still be able to use the board, but you will need to drag and drop the routes you wish to view.

Show Delivered Stops will allow you to view all stops on the current routes, completed, and those still en route. With it disabled, only en route/pending stops will be visible.

Show Address Info will display the client address under the client name. Disabled, it will only show the client name.

Route Stop Scrolling Interval will set an interval (in seconds) to scroll through a route that is longer than the page fits. For example, initially, the first part of the route will be displayed, after the set amount of seconds, it will scroll down to show any remaining stops.

Route Panel Scrolling Interval will set an interval (in seconds) to scroll entire routes, if there are more active drivers out than available panels. For example, your site has 8 active drivers with routes, the scrolling feature will display the first 4 and then after the set interval has passed, it will drop the first (furthest left) route to the bottom, shift all other routes to the left and display the next active driver/route. You can see the upcoming driver list at the bottom of the page.

After you've adjusted your settings to your liking, click Save. You will want to refresh the page for any changes to take affect. If no changes have been made, click the Close button. These settings will be

saved for your username and password only.

The other options in the upper right toolbar are:

Speedometer: Open Dashboard
Looking Glass: Invoice Search
Question Mark: Help

On the left side of the screen is a driver search field, warehouse/dispatch point selection to narrow results by the warehouse the driver is logged into and an overview of active routes.

Q

Driver Name

No Dealer ▼

Monica Mickelson
WEST Wednesday 5:00 AM (Oct 28):
5 stops
11:59 AM - 1:10 PM

! **James Jones**
Route #2298: **5** stops
10:33 AM - 1:39 AM
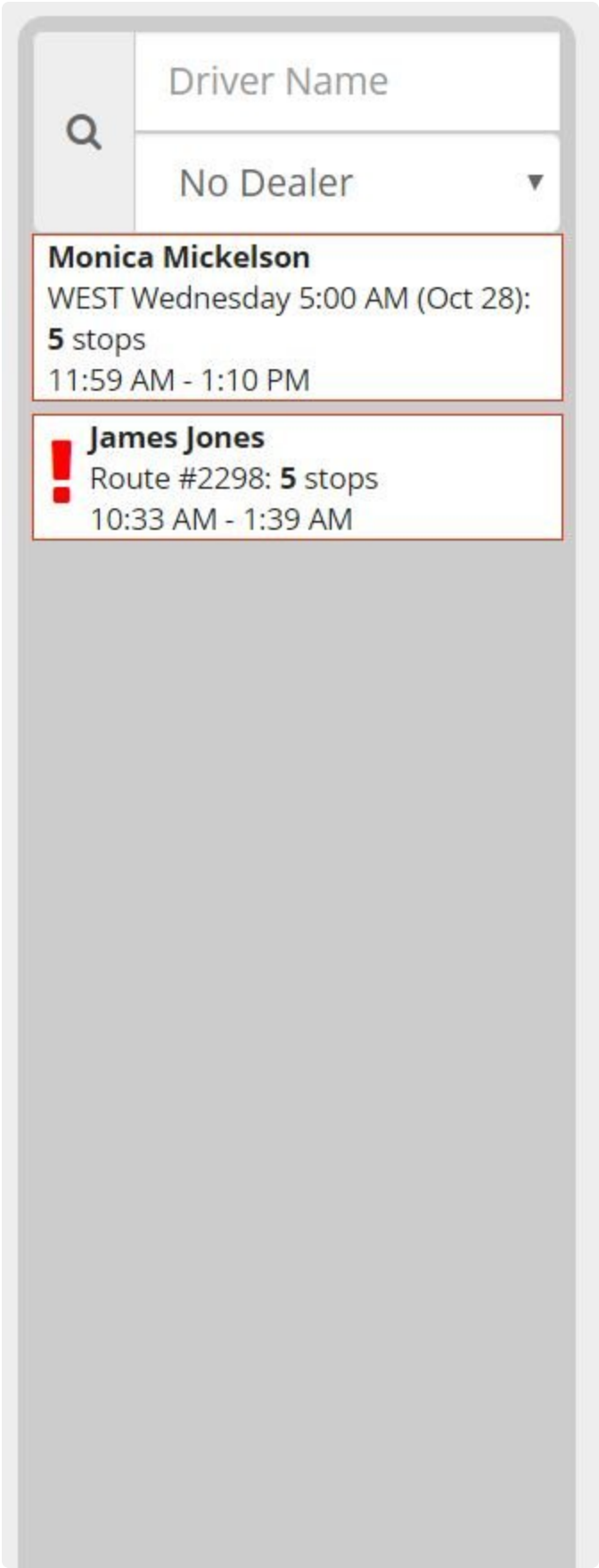
If you do not have hands-free mode turned on, you can click and drag the routes you wish to view over

to the outlined panels in the center of the page. The panels on the left list the driver name, phone number (if available), route name or number and expected length of the route. If the route has not yet been begun, it will display the dispatched at time.

James Jones
Route #2298: **5** stops
10:33 AM - 1:39 AM

If a route has a red exclamation point, that means the driver has reported delays on their route.

The route panels at the center of the screen will contain a variety of information.

Monica Mickelson
WEST Wednesday 5:00 AM (Oct 28)

1   **(W) The Warehouse**
Loaded at **11:59 AM**

2   **Arden Auto Body & Glass**
Arrived at **12:14 PM**
#1-12345

3   **L & H Auto Body**
ETA: **12:29 PM**
#1-12347

4   **Bradford Car Windows**
ETA: **12:45 PM**
#1-12346

5   **(W) The Warehouse**
ETA: **1:10 PM**

At the very top is the Driver Name, under that is the name of the route or the route number if there is no

name. There is also a small trash can at the top right of the panel. Clicking this icon will remove the panel from the center of the screen and hide it back among the panels on the left. It will no longer be displayed.

Below that are the details of the current route for that driver.

Any stops that have been completed will be dark gray and any pending stops will be light gray (if the option to display delivered stops is enabled, if disabled, these stops will not display). Any completed stops will have the time listed that the stop was completed. For any remaining pending stops, it will display the ETA for the driver to that stop. Below that is the invoice and/or PO number. To the left of that number is a small wrench icon, if you click there, a pop up window will display order details.

If there is a red exclamation point next to the driver name, that means the driver has reported a delay. In the route below, it will add information on when the delay was reported, the length of the delay and the reason for the delay.

! James Jones
Route #2298

1	**(W) KDG Offices** Loaded at **10:33 AM**

! DELAY REPORTED
Delayed 15 Mins

Delay Reason: Break

2	**Stop 1** Delivered at **12:52 AM** #test4
3	**Stop 3** Delivered at **1:03 AM** #test6
4	**Stop 2** Delivered at **1:13 AM** #test5
5	**(W) KDG Offices** ETA: **1:39 AM**