



OPTIMIZE YOUR ROUTES IN SECONDS!
SIMPLE, EFFICIENT, EFFECTIVE

Get Started - Planning routes with [MyRouteOnline](#)

5 steps user guide to easily start using our route planner:

[Step 1: Enter your addresses](#)

[Step 2: Set your constraints](#)

[Step 3: Plan your route](#)

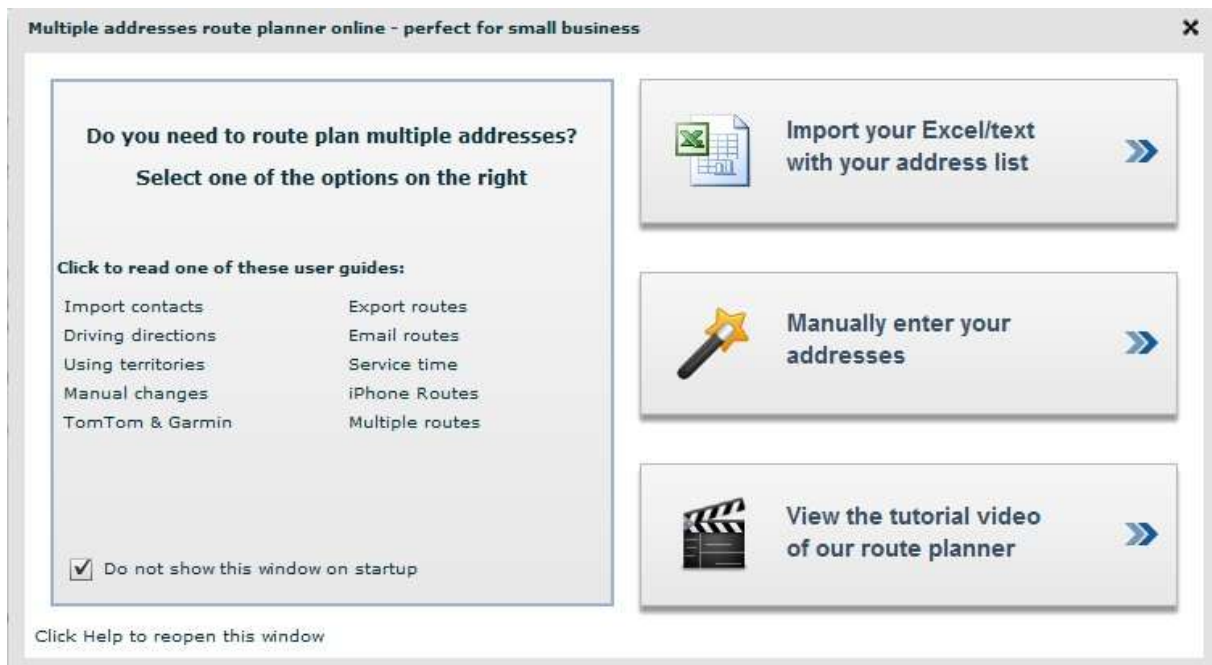
[Step 4: Manual changes](#)

[Step 5: Use your route](#)

Every one of these steps has a separate user guide, for [further reading](#).

For more info:

- open our [route planner](#) and click Help to view this window:



- contact us at: support@myrouteonline.com



Step 1: Enter your addresses

[1. 1. Import address list – Most recommended](#)

[1. 2. Manually type addresses](#)

[1. 3. Copy-Paste to Bulk Edit](#)

Choose your way to enter multiple addresses:

1. 1. Import address list

1. Have your spreadsheet or text file ready with your address list. Besides addresses, this list can include Titles, Service Time, etc.

2. Click **Import Your Excel/Text** and select the file you wish to upload.

3. Once you select your file, you'll see a message box named **"Import Wizard"**.

Import Wizard

1. Select the sheet which contains the data:
Sheet: Ignore the first row (if it contains the column header) Set first as Start Address Set last as End Address

2. For each column, select one of the following:
- Title: If it contains the title (name) of the address (customer name, company name etc.)
- Address: If it contains a part of the address (Street, City, Zip, etc.)
- Service Time: If it contains the special service time (in minutes)
- Filter-In: Include rows where this value is not empty (include indication column)
- Filter-Out: Exclude rows where this value is not empty (exclude indication column)
- Ignore: if this column is not relevant (phone number, row number etc.)

Address	Address	Address	Address
2127 Wallingford Rd, Ann...			
2127 Wallingford Rd	Ann Arbor	MI 48104	
2127 Wallingford Rd	Ann Arbor, MI	48104	

3. Review this result and select **Import Now** to finish.

Title (optional)	Address	Service Time
	2127 Wallingford Rd, Ann Arbor, MI 48104, , ,	
	2127 Wallingford Rd, Ann Arbor , MI 48104,	
	2127 Wallingford Rd, Ann Arbor, MI, 48104, test	

Manage the Import Wizard

Select the sheet which contains your data.

Check **Ignore the first row** if it contains the column header.



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Check First/Last addresses if the first address is your start point and the last address is your ending point. You'll be able to move these addresses at a later stage.

Select the right header for each column (Ignore/ Address/ Title/ Service Time/ Filter-in/ Filter-out/ Territory).

If your file has more columns with information you want to include in your route plan (phone numbers, number of packages, etc.), you should select **Title** as their headers in order to import them.

Review the import result (at the bottom) and click **Import Now** to be directed to the route planner for step 2.

1. 2. Manually type addresses

The screenshot shows the top navigation bar with three buttons: 'Import Your Excel/Text', 'Bulk Edit', and 'Demo Routes'. To the right are 'Clear' and 'Save as' links. Below this is a table with the following structure:

Lbl.	Title Desc.	Address	Service Time (min.)
^	Title (optional)	Start address here (optional)	

Below the table is a checkbox labeled 'Return (make it also the End Address)'.

1. Type your **Start address** in the first row, if you wish to start your route at a specific location.

2. Check the **Return box** if this is where your route should end.

3. Type the other addresses in the upcoming rows, in any order you choose. We'll add more and more rows as you go along.

4. Type your address **Title** and/or **Service Time** to the sides of each address. Duplicate addresses are deleted as long as they have the same title or no title at all.

5. Type your **End address** in the last row, if you wish to end your route at a specific location and move forward to step 2.



1. 3. Copy-Paste to **Bulk Edit**

Enter your addresses in free text (one address per line):

First line is the Start Address (Optionally make the route(s) start here)

Last line is the End Address (Optionally make the route(s) end here)

You may use || to define: [Title (optional)] || [Address] || [Service Time]

Start || 241 Perkins St, Boston, MA 02130
89 Boylston St, Boston, MA 02130
285 Beacon St, Boston, MA 02116
26 Western Ave, Boston, MA 02163
12 W Broadway, Boston, MA 02127
85 Camden St, Boston, MA 02118
13 Tappan St, Brookline, MA 02445
28 Sidney St, Cambridge, MA 02139
276 Corey Rd, Boston, MA 02135
34 Marshfield St, Boston, MA 02119

Finish Writing Clear Text Cancel

1. Have your address list ready on any type of file.
2. Copy your list.
3. Click **Bulk Edit** and Paste your copied list in the opened window. You may also manually type your addresses here – each address has to be in a separate line.
4. Check the box for First/Last addresses if the first address is your start point and the last address is your ending point. You'll be able to move these addresses at a later stage.
5. Use || to define **Title**, **Address** and/or **Service Time**.
6. Click **Finish writing** to be directed to the route planner for step 2.

[Register now](#) to enter up to 20 free addresses and plan your route.



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Step 2: Set your constraints

[2. 1. Routing Parameters - Located at the bottom of the route planner](#)

[2. 2. Multi-Routes Parameters - Located at the bottom of the route planner](#)

Departure Time:

Display Units:

Goal:

Show less parameters <<

Default Service Time: min. (time at location)

Multi-Routes Parameters

Number of Routes: (vehicles, carriers)

Max. Route Duration: H: min. (0 - no limit)

Max. Stops per Route: stops (0 - no limit)

To view and use these, switch to **Advanced User** (in the upper right corner).

Hello Support

Account Details Logout

Switch to Advanced | Send Feedback | Email Support | Pricing | Help

[2. 1. Routing Parameters - Located at the bottom of the route planner](#)

Departure Time - Set the time you want to start your route.

Service Time - Located next to each address or under **Show more parameters**. Fill this parameter to define how long you'll stay at each destination. This may be the same for all destinations or different and can be changed later.

[2. 2. Multi-Routes Parameters - Located at the bottom of the route planner](#)

Number of Routes – Choose to separate your list to several routes according to the number of carriers, vehicles, days, etc.

Max. Route Duration – Set a time limit to your route duration, according to your work hours.

Max. Stops per Route – Set a limit to the number of stops you have in each route, according to truck's space, the time it takes to visit all the stops, etc.

With/without deviation – Choose to allow or withhold some sort of deviation from the number of stops you've set.



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Prioritize addresses in the same zip code area – The main parameter that will affect your route optimization is the zip code and not necessarily the distance between stops. i.e. you'll first visit addresses within the same zip code even if there are addresses closer that have a different zip code.

Route Beginning – Pick the addresses from the nearest to the farthest or pick the farthest address first and then pick the other addresses as you get closer and closer to the start. When there is no start address the default is pick farthest first.



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Step 3: Plan your route

1. Select the **Goal** for optimizing your route:

The screenshot shows the MyRouteOnline interface. At the top left, there is a 'Departure Time' field set to '15:00' and a 'Display Units' dropdown set to 'Miles'. A green 'Plan-My-Route' button is in the top right. Below these, there is a 'Goal' dropdown menu currently set to 'Minimize Distance'. A dropdown menu is open below the 'Goal' field, showing four options: 'Minimize Distance', 'Minimize Time', 'Balance Time & Distance', and 'Keep Order As Is'. Underneath, there is a 'Show less parameters <<' link. Further down, there are input fields for 'Default Service Time' (0 min.), 'Number of Routes' (1 route), 'Max. Route Duration' (0 H: 0 min.), and 'Max. Stops per Route' (0 stops).

Minimize Distance will reorder your list of addresses to receive the shortest route.

Minimize Time will reorder your list of addresses to receive the fastest route.

Balance Time and Distance will reorder your list of addresses to receive the most efficient route considering time and distance.

Keep Order As Is will keep the order of your list of addresses but will give you a route plan connecting them.

2. Click **Plan My Route** - You will receive the most efficient route for your selected Goal.



Step 4: Manual changes

[4. 1. Change your constraints](#)

[4. 2. Move/Delete an address](#)

[4. 3. Add an address](#)

Review your planned route and manually change it

[4. 1. Change your constraints](#)

1. Set different constraints and/or goal with no extra charge within 30 days.
2. Click **Plan My Route**.

[4. 2. Move/Delete an address](#)

1. Click on the map, on the specific address you wish to move/delete or on the pencil icon next to this address.
2. You will see a message box named "**Manual Changes**" where you can choose to move the address to a different route, within the same route or delete it.

Manual Changes

Move 14311 Michaux View Way, Midlothian, VA 23113

From route #1, stop #47

To [Choose]

Optimize the remaining addresses (recommended)

Move Delete Cancel

Manage the Manual Changes

To move an address from one route to another:

Choose the target route for this address.

To automatically choose the best stop in the target route - Choose **Calculate Best Stop**.

To set the order yourself - Choose a specific stop number.

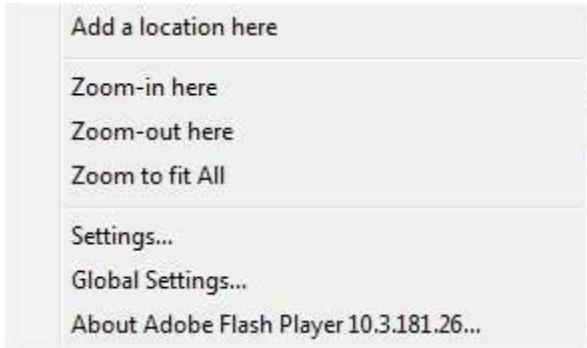
Uncheck the box with optimizing the rest of the stops – only if you don't want to reorder the stops that come after the change you just made.



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3. Click Move/Delete.

4. 3. Add an address



1. Type the new address or Right click on the map, on the location you want to add.
2. Click **Add a location here**. If this is a valid address, it will be added to the end of your route plan.
3. Click **Plan My Route** to recalculate your route considering the new additional address.



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Step 5: Use your route

[5. 1. Export your route – recommended for future use](#)

[5. 2. Email your route with a GPS file](#)

[5. 3. Get turn by turn directions](#)

Back	Export as Excel	Send Email & Directions		
Stop No.	Description	Arrival Time	Serv. Time	Distance (miles)
[-] Route #1	Zoom this Route Export Email 37 addresses, duration 2:29 , length 48.91 miles			

No need to choose, you can use your route in different ways

[5. 1. Export your route](#)

1. Click **Export as Excel**, to receive an Excel file with your route plan. This file should be saved on your computer and you may import it back to MyRouteOnline for future use. In case you planned more than one route, you may choose to export a single route or all routes. Exporting a single route will not include a map.

[5. 2. Email your route with a GPS file](#)

Email Route Plan

Email to: support@myrouteonline.com

Subject: Route plan of 1 route, 10 addresses on Tue Mar 8 2011 02:35:14 PM

Attachments: Don't attach GPS data

Directions: Don't attach GPS data, TomTom (.itn), Garmin (.gpx), Other GPS (.gpx)

Free Text:

Send Email Cancel

1. Click **Send to my Email**. In case you planned more than one route, you may choose to send a single route or all routes to your email.

2. In the **Email to** section, type the email address where you wish your route plan to be sent to. You may send it to several email addresses at once, using a comma to separate them.



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3. If you need this route plan to be used with your GPS device, change the **GPS Files** section to include the format you need (itn or gpx).
4. Click **Send Email**.
5. Open the mail you received in your mailbox from MyRouteOnline.
6. Download the GPS file and follow the instructions (for [TomTom](#) or [Garmin](#)).

5. 3. Get turn by turn directions

Route Plan Parameters: ([learn more](#))

Departure Time: **6:00 PM**, Default Service Time: **5 minutes**

Optimization Goal: **Minimize Distance**, Number of Routes: **1**

Max. Route Duration: **No Limit**, Max. Stops per Route: **No Limit**

Route #1

10 addresses, duration 1:55, 18.42 miles.

Stop	Title	Address	Arrival Time	Distance (miles)
1	Start	241 Perkins St, Boston, MA 02130	6:00 PM (+0:00)	0.00 (+0.00)
2		13 Tappan St, Brookline, MA 02445	6:11 PM (+0:06)	1.41 (+1.41)
3		276 Corey Rd, Boston, MA 02135	6:22 PM (+0:06)	3.11 (+1.70)
4		26 Western Ave, Boston, MA 02163	6:34 PM (+0:07)	5.35 (+2.24)
5		28 Sidney St, Cambridge, MA 02139	6:45 PM (+0:05)	6.86 (+1.51)
6		285 Beacon St, Boston, MA 02116	6:58 PM (+0:07)	8.59 (+1.73)
7		85 Camden St, Boston, MA 02118	7:09 PM (+0:06)	10.30 (+1.72)
8		89 Boylston St, Boston, MA 02130	7:20 PM (+0:05)	12.43 (+2.13)
9		12 W Broadway, Boston, MA 02127	7:38 PM (+0:12)	16.32 (+3.89)
10		34 Marshfield St, Boston, MA 02119	7:50 PM (+0:07)	18.42 (+2.11)

To get driving directions from Google Maps using your browser [click here](#)

This link can be opened in iPhone as well (or any device which supports Google Maps).

1. Send your route plan to your email.
2. Wait for the confirmation message indicating the email was sent to the right address.
3. Open the mail you received in your mailbox from MyRouteOnline. If you haven't received the email within a few minutes, please check your spam/trash folder in case it was filtered by mistake.
4. Click on the link **Get Directions** – you'll be directed to Google Maps to get your Maps and Turn-by-Turn Driving Directions.



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Further reading

We've gathered a few extra guides to save you time and money while planning your routes. Take a look and learn more about our route planner:

[How to create several routes at once](#)

[How to export a route and import it for manual changes](#)

[How to import only part of your list](#)

[How to create territories](#)

[How to view your route on iPhone](#)

[How to export your route to Garmin](#)

[How to export your route to TomTom](#)

[How to get driving directions in different languages](#)

To start Planning your routes visit our [route planner](#)



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