



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

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

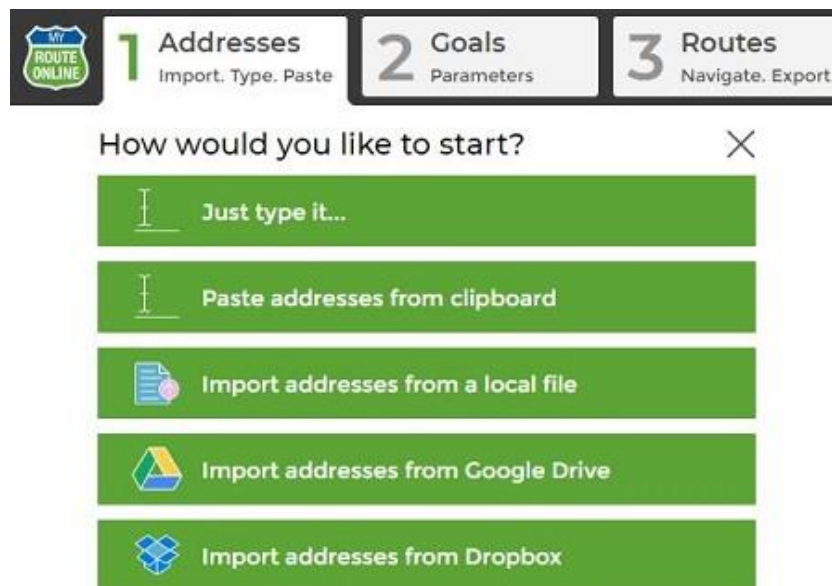
**Step 1 - Enter your addresses**

**Step 2 - Set your parameters**

**Step 3 - Use your routes**

For more info:

- open our [route planner](#) and select how to enter your address list:



- Check out [all our user-guide](#)
- Watch [our video user-guides on Youtube](#)
- Contact us at: [support@myrouteonline.com](mailto:support@myrouteonline.com)

## Step 1 - Enter your addresses

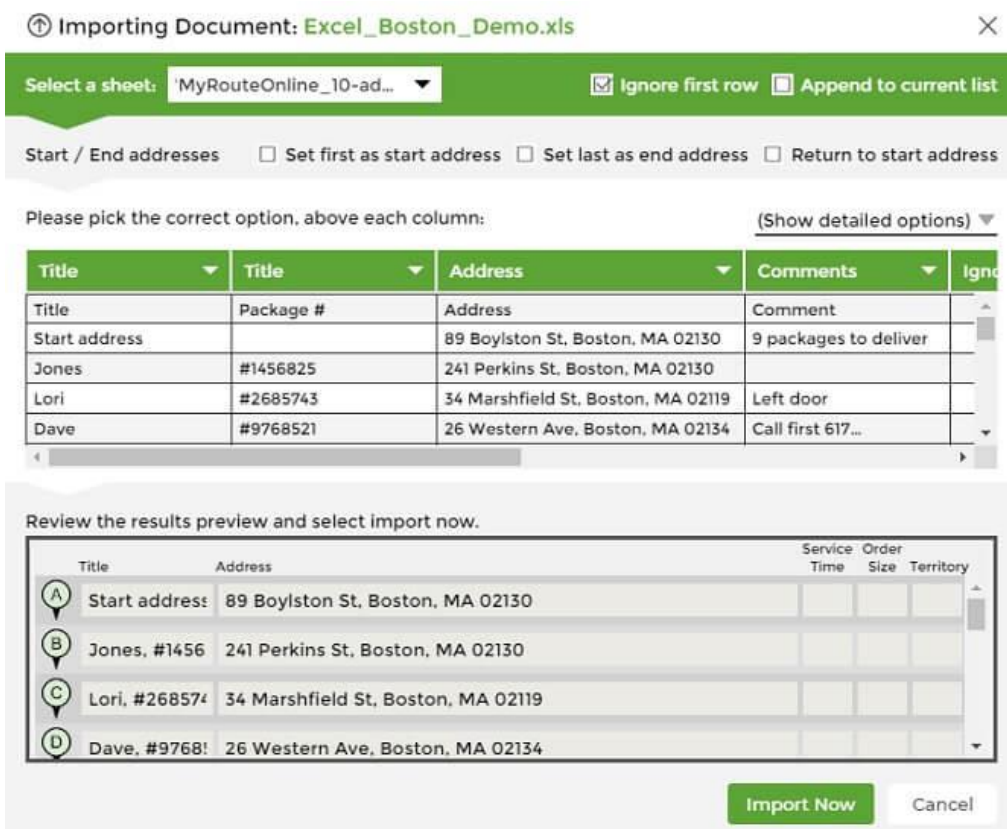
The easiest and recommended way to enter addresses is importing your contact list:

You can import your file from several locations:

- A. Import a local file (from your computer hard-drive)
- B. Import from Dropbox
- C. Import from Google Drive



After you clicked one of the top three options, you'll see this Import Wizard:



1. Select the sheet that contains your addresses.
2. Check **Ignore first row** if it contains the column header.
3. Check **Set First as start addresses** if you have any.
4. Select the right header for each column (Address/Title/Service Time/Filter-in/Filter-out/Comment/Ignore).
5. Review the import result and click **Import Now** to import your contacts.

Alternatively, there are 3 ways to manually add addresses:

#### A. Typing

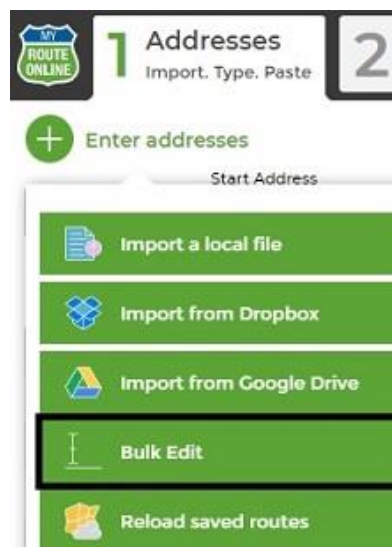
1. Type your **Start address** in the first address field, if you have one.
2. Type the other addresses in the upcoming fields, in any order you choose.
3. Type your **Address Title** and/or **Service Time** to the sides of each address.

#### B. Using the Mouse

1. **Right click** on the map, on the location you want to add.
2. Select **“Add a location here”** (from the drop-down menu).  
If this is a valid address, it will be added to your address list.

#### C. Bulk Editing

1. Have your address list ready.
2. Copy your list.
3. Click **Bulk Edit**.



4. Paste your copied list into the **Bulk Edit** window.

Bulk Edit

Enter your addresses in free text (one address per line)  
You may use || to define Title (optional) || Address || Territory || Service Time || Order Size

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

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

Clear All

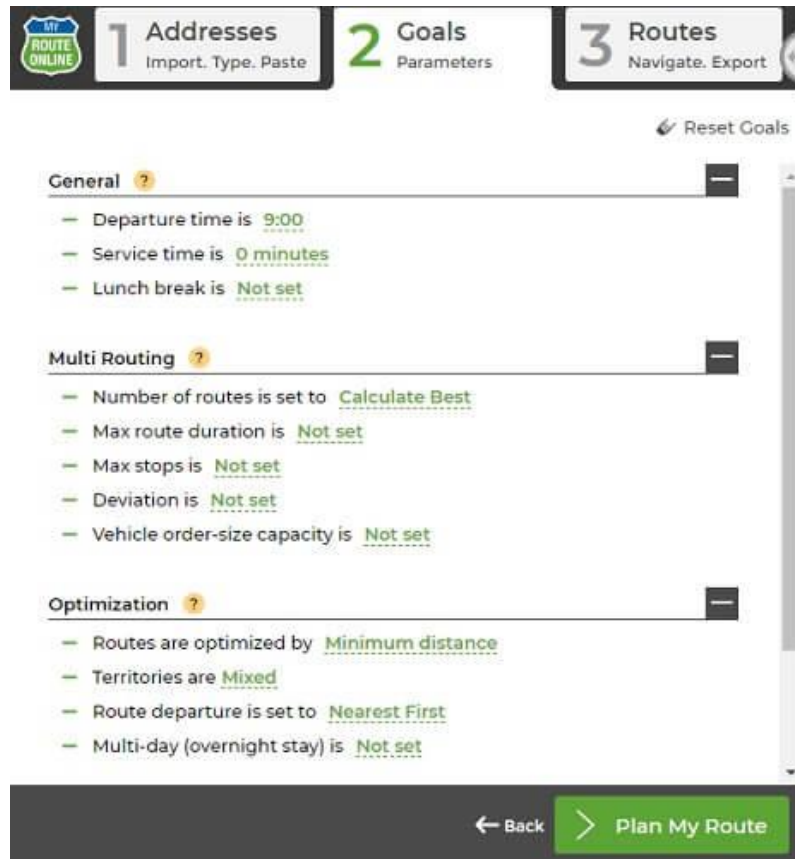
?

Done Cancel

5. Check **First line is Start address** or **Last Line is End address** if needed.
6. Use this sign || to separate Title, Address and/or Service Time.

## Step 2 - Set your parameters

1. Once you enter your addresses, click Next.
2. Set your constraints, under GOALS tab (departure time, service time, etc.).



The screenshot shows the 'Goals' tab in the MyRouteOnline interface. At the top, there are three tabs: '1 Addresses' (Import. Type. Paste), '2 Goals' (Parameters), and '3 Routes' (Navigate. Export). The 'Goals' tab is active. Below the tabs, there is a 'Reset Goals' button. The main content area is divided into three sections: 'General', 'Multi Routing', and 'Optimization'. Each section has a minus sign icon on the right. The 'General' section includes: 'Departure time is 9:00', 'Service time is 0 minutes', and 'Lunch break is Not set'. The 'Multi Routing' section includes: 'Number of routes is set to Calculate Best', 'Max route duration is Not set', 'Max stops is Not set', 'Deviation is Not set', and 'Vehicle order-size capacity is Not set'. The 'Optimization' section includes: 'Routes are optimized by Minimum distance', 'Territories are Mixed', 'Route departure is set to Nearest First', and 'Multi-day (overnight stay) is Not set'. At the bottom of the screen, there are two buttons: 'Back' and 'Plan My Route'.

3. Click Plan My Route.

The result will be an optimized route – connecting the stops in the most efficient way (minimum distance/time according to the goal you chose).

If you need multiple routes, there are a number of parameters to do so:

- Number of routes
- Max. Route Duration
- Max. Stops per Route
- Extended Trips

You shouldn't set all these parameters together, but rather set one and leave the others as default. This will allow the program to give you the best result.

You can then review the result and modify it as explained in step 3.

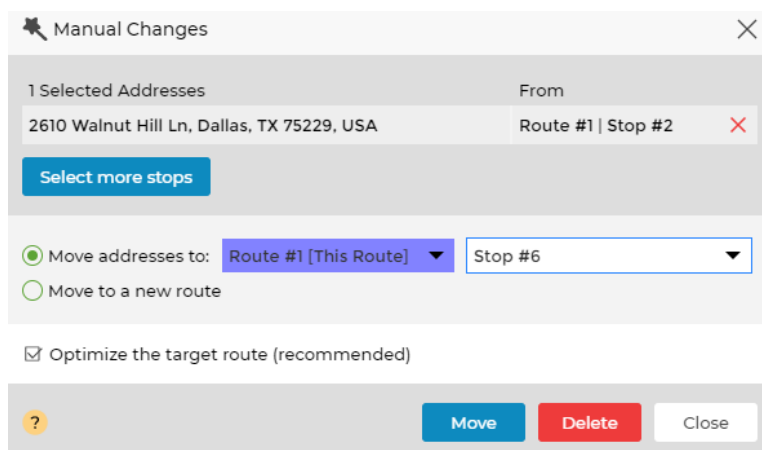
### Step 3 - Use your routes

Once the route is planned, you'll be able to change it, to meet your needs

There are 4 types of changes:

A. Move an address within the route (re-order).

1. Check the box next to the address you wish to move and click Manual Changes, or click on the address on the map.
2. Select the new location of this address within this route.

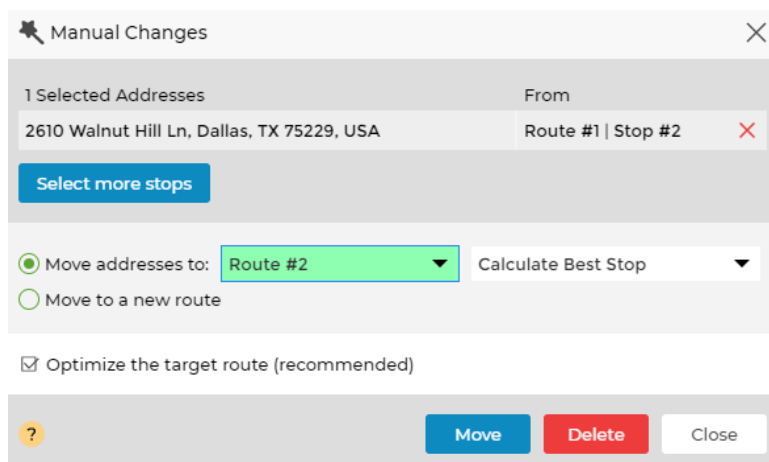


The screenshot shows a 'Manual Changes' dialog box with a close button (X) in the top right. It contains a table with one row: '1 Selected Addresses' with the address '2610 Walnut Hill Ln, Dallas, TX 75229, USA' and 'From' 'Route #1 | Stop #2'. Below the table is a blue button 'Select more stops'. There are two radio buttons: 'Move addresses to:' (selected) and 'Move to a new route'. The 'Move addresses to:' option has a dropdown menu set to 'Route #1 [This Route]' and another dropdown set to 'Stop #6'. There is a checked checkbox 'Optimize the target route (recommended)'. At the bottom are three buttons: a help icon (?), 'Move', 'Delete', and 'Close'.

3. Click Move.

B. Move an address between routes (for multi-route planning).

1. Check the box next to the address you wish to move and click Manual Changes, or click on the address on the map.
2. Select the target route for this address.

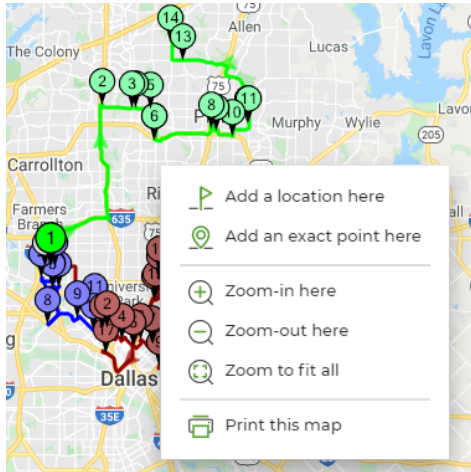


The screenshot shows a 'Manual Changes' dialog box with a close button (X) in the top right. It contains a table with one row: '1 Selected Addresses' with the address '2610 Walnut Hill Ln, Dallas, TX 75229, USA' and 'From' 'Route #1 | Stop #2'. Below the table is a blue button 'Select more stops'. There are two radio buttons: 'Move addresses to:' (selected) and 'Move to a new route'. The 'Move addresses to:' option has a dropdown menu set to 'Route #2' and another dropdown set to 'Calculate Best Stop'. There is a checked checkbox 'Optimize the target route (recommended)'. At the bottom are three buttons: a help icon (?), 'Move', 'Delete', and 'Close'.

3. Click Move.

C. Add a new address to an existing route-plan.

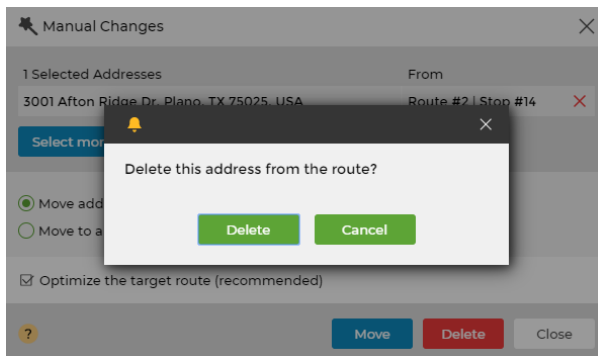
1. Right click on the map, at the location you want to add.
2. Select Add a location here (from the drop-down menu).



3. Click Manual Changes to add this address to your route, or click Plan My Route to recalculate your entire route considering this new address.

D. Delete an address from an existing route-plan.

1. Check the box next to this address and click Manual Changes, or click on the address on the map to open the Manual Changes window.
2. Click Delete to recalculate your route ignoring this address.



If you're done modifying your route, you have several options to use it:

[Export your route](#), [Email your route](#), [Save your route and reload it](#), [Open MyRoute app to navigate](#), [Print a large map of your route](#), and many more, [visit our user-guide page for more info](#).

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