

Create and Assign a Route

First to create a route:

1. Click the **three-line menu button** at the top left of your screen
2. Select **Settings**
3. Select **Routes**
4. Select **Add Route**
5. Create the route code
 - a. A best practice for customers with multiple warehouses is to use a letter to designate which location the route driver operates from
 - i. ex: Lindsay in Atlanta runs route 1 - use route code: "A1"
 - ii. Of course, you are welcome to use any route code of your choosing
6. Select a **Truck**
7. Select a **Warehouse**
 - a. *Note: drivers are assigned a warehouse to assist in warehouse inventory purposes. Inventory for Gimme is either in the warehouse or in a POS after a completed visit.*

[Video: How to create a route]

To Assign a Route:

** you can assign a route to an existing user or to a new user

Existing User:

1. On the **Settings** page, click **User**
2. Select an existing user
3. Click on the **red three-dot menu**
4. Select **Edit**
5. Next to route, click **+ Add** (if there is an existing route, click the - sign to remove it)
6. Select a route and click **Next**

New User:

1. create a new user ([How to create a new user in VMS](#))
2. before clicking **Next**, add the route that was created

[Video: How to assign a route]

Note: Closing the window for Gimme VMS or the app for Gimme Field does not log users out of the app. We advise that users log out of Gimme when not in use, or at least lock your computer screen. Also, do not share log in credentials with others. These are general data privacy best practices, but they also hold your operation's staff to individual accountability when investigating issues in Gimme VMS or Gimme Field.