

How to Sequence a Route

This feature lets you arrange your driver's stops in any desired order. This way you can "sequence" your driver's route in a loop, visit a priority customer first, start with the farthest destination, etc.

1. Click/Tap the **three-line menu button** located on the top left of your screen
2. Click/Tap the **Schedule** page
 1. Click/Tap the **red circle with three dots** located at the top right of your screen
 2. Click/Tap **Edit Sequence** to open the **Stop Sequence** page
 3. Click/Tap the red **Route** button to select the route
 4. Click/Tap the red **Today** button to chose the day you wish to alter
 5. From here you will see the driver's scheduled stops in individual bubbles
 6. Click/Tap and drag the stop that you wish to rearrange

Note: This view will not show every POS on the driver's schedule it will only show every unique location. The customized sequence will save the order for the next time the driver has the same or similar schedule.