

WellRyde Dispatch Portal – Creating a Route Manually

Introduction

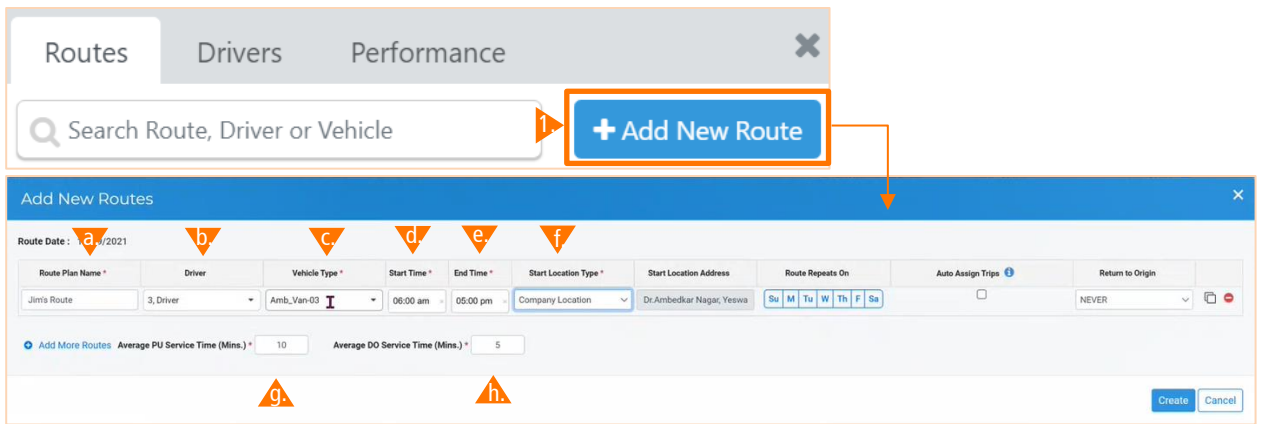
This job aid explains how to create routes manually in the WellRyde Dispatch portal. Click the link below to go directly to that section of the job aid:

- [Creating a Route Manually](#)

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Creating a Manual Route

1. Click on the “**+Add to Route**” button. A pop-up window displays. All fields with a red asterisk (*) must be filled out.
 - a. Enter the **Name** of the route in the Route Plan Name box.
 - b. Assign a Driver from the “Driver” field by clicking in the **Driver** drop-down menu. **Important Note:** You do not have to assign a driver at this point.
 - c. Assign a vehicle type from the “Vehicle Type” window by clicking in the **Vehicle Type** drop-down menu.
 - d. Assign a start time from the “Start Time” field by clicking in the **Start Time** drop down menu.
 - e. Assign an end time from the “End Time” field by clicking in the **End Time** drop-down menu.
 - f. Assign a start location type from the “Start Location Type” window by clicking in the **Start Location Type** drop down window.
 - g. **Average PU Service Time (Mins.)** field allows you to adjust your average pick up time.
 - h. **Average DO Service Time (Mins.)** field allows you to adjust your average drop off time.



The screenshot shows the 'Add New Routes' pop-up window with the following fields and values:

Route Plan Name *	Driver	Vehicle Type *	Start Time *	End Time *	Start Location Type *	Start Location Address	Route Repeats On	Auto Assign Trips	Return to Origin
Jim's Route	3, Driver	Amb_Van-03	06:00 am	05:00 pm	Company Location	Dr:Ambedkar Nagar, Yeewa	Su M Tu W Th F Sa	<input type="checkbox"/>	NEVER

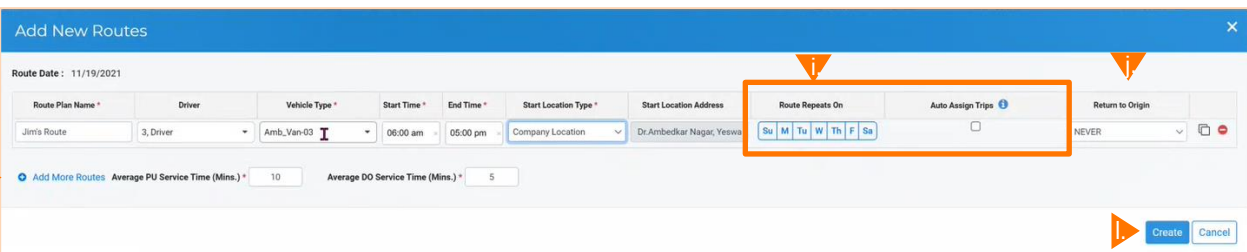
Additional fields at the bottom of the pop-up window:

- Average PU Service Time (Mins.): 10
- Average DO Service Time (Mins.): 5

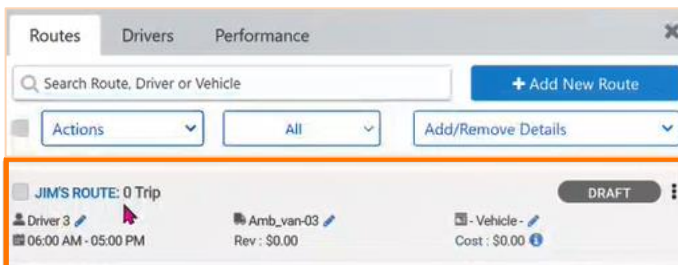
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- i. The **“Route Request On”** and the **“Auto Assign Trips”** fields relate to reoccurring routes only. To learn more about reoccurring routes, reference the Reoccurring Routes web-based training course or job aid on the WellRyde Dispatch Portal website.
- j. **Return to Origin** drop-down menu contains options of whether your driver will return to the starting origin of the route.
- k. The blue **“Add More Routes”** link allows you to add more fields for additional routes without leaving the Add New Routes screen.
- l. Once you have added all the routes you want, and filled out all fields containing a red asterisk, click the **“Create”** button in the lower right-hand corner of the pop-up window.



Routes are now created in a Draft status, but they do not have any trips in them yet. Next, you will need to add trips to the route created. To learn how to add a trip to the route, refer to the Assigning Trips Manually job aid.



Important Note:

- When trips **have not been released** to a driver, the route status updates to **draft**.
- Once trips **have been released** to the driver, the route status updates to **confirmed**.
- Once drivers click start, their trip status updates to **live**.