

WellRyde Dispatch Portal

Route Workbench Overview

Overview

This job aid explains how to navigate to Route Workbench and provides an overview of the Route Workbench homepage.

Route Workbench is used for in-depth visibility, building, creating, analyzing and side-by-side comparison of your routes. Knowing how to use each feature will help you navigate the Route Workbench within the WellRyde Dispatch Portal.

Click on any of the links below to go directly to that section of the Route Workbench job aid:

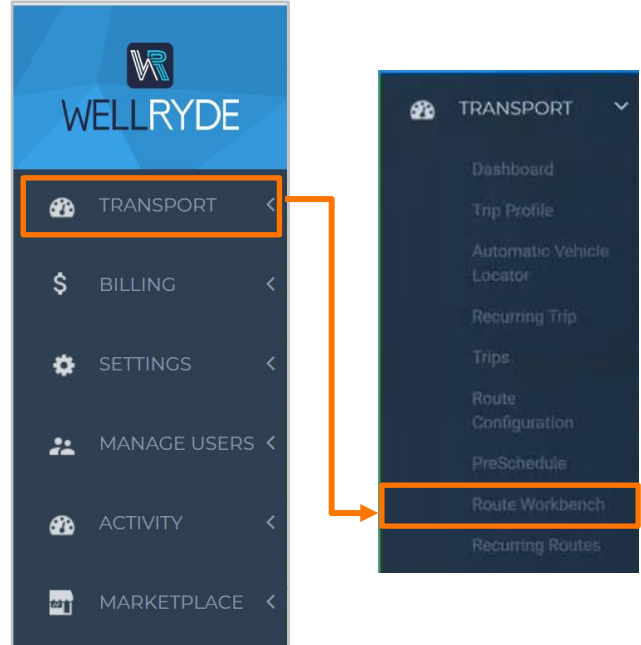
- [Navigate to Route Workbench](#)
- [Route Workbench Overview](#)

WellRyde Dispatch Portal

Route Workbench Overview

Navigate to Route Workbench

To access a Route Workbench Overview Screen, log in to WellRyde. Go to the **Transport** tab, and then click **Route Workbench**.



The Route Workbench screen displays. This screen always automatically defaults to the current day displayed in the upper right-hand corner.

Home / Route Workbench

Route Date: 01/03/2022 | Time Window: 00:00 - 24:00 hrs

4 Trips | All | Unplanned

Trip Id	LOS	Status	Rider's Name	Driver Name	Appointment Time	PU Schedule Time
CIRC000000030A	AMBULATORY	CONFIRMED	SPEARS, BRITTANY	JILL	08:00 AM	08:00 AM
CIRC000000030B	AMBULATORY	CONFIRMED	SPEARS, BRITTANY	JILL	12:00 PM	00:00
CIRC000000020A	AMBULATORY	DRAFT	DOE, MONICA	Double click to Enter	10:00 AM	09:16 AM
CIRC000000020B	AMBULATORY	DRAFT	DOE, MONICA	Double click to Enter	12:00 PM	00:00

Routes | Drivers | Performance

Search Route, Driver or Vehicle | + Add New Route

DIALYSIS: 0 Trip | DRAFT

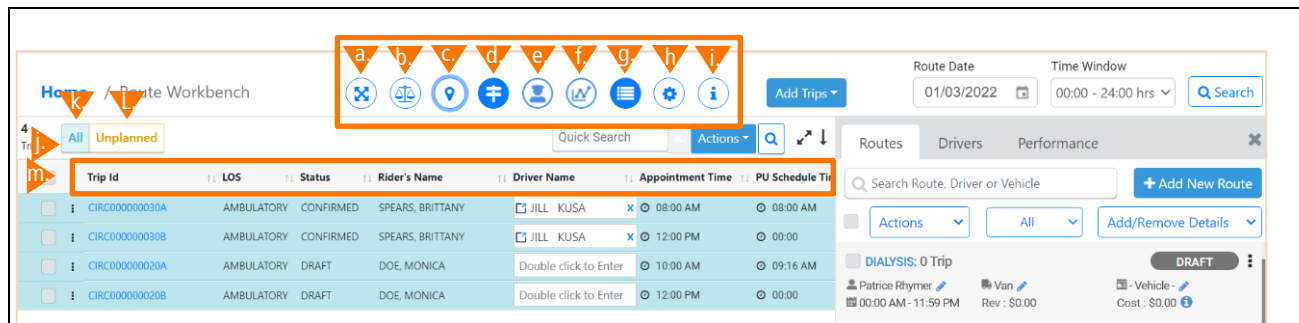
Patrice | Van | 00:00 AM - 11:59 PM | Rev: \$0.00 | Vehicle - Cost: \$0.00

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Below is an overview of the Route Workbench screen:



Icons

<p>a. Toggle to Full Screen - Makes the screen larger and gets rid of the menu options on the left</p>	<p>b. Route Planning Grid - Opens to show route planning and comparison screen</p>	<p>c. Map - Plots out trips from the trip list on the map</p>
<p>d. Route List - shows the list of routes created</p>	<p>e. Driver List - shows the available drivers for trips in the system</p>	<p>f. Performance - shows which metrics routes may be built upon</p>
<p>g. Trip List - displays the list of trips</p>	<p>h. Route Settings - relates to Route Optimization and vehicle configuration</p>	<p>i. Info - gives information about all the Route workbench dispatching activities and includes a tutorial on how to use workbench</p>

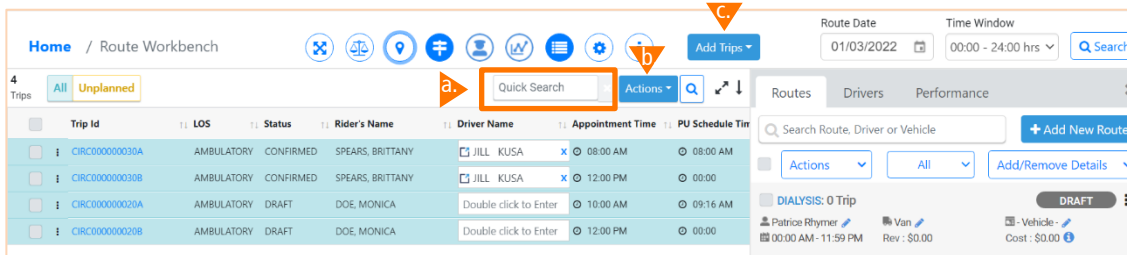
Tabs and Headings

- j. **# Trips** - The number of trips always displays near the "Home" button in the upper right-hand part of the screen. In the screen shot below, 4 trips are listed.
- k. **All** tab - shows the trips that are routed and unrouted
- l. **Unplanned** tab - shows all trips not assigned to a route
- m. You may sort column data by **clicking on the column headings**. Click again to reverse the order.

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Quick Search

- a. **Quick Search** allows you to search across all trip data to find information.

Action Buttons

- b. **Actions** – displays a drop-down menu that allows you to suggest routes, build manual routes, build optimized routes, add trips to route, assign trips to a driver, and unassign trips to a driver.
- c. **Add Trips** – displays a drop-down menu that allows you to create manual trips, and upload trips via a spreadsheet upload process. Import is not used at this time.

Important Note: This feature is only for providers that receive trips from other sources. Providers that get trips from Modivcare will not need to use this feature.

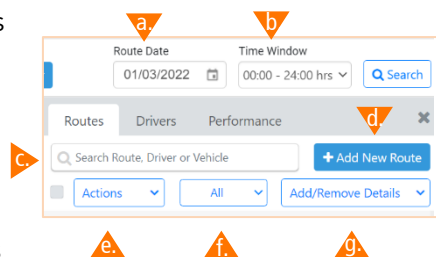
Route Action Buttons

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- a. **Route Date:** Allows you to choose different dates of trips to route.
- b. **Time Window:** The Time Window should only be adjusted if you need to view trips routed overnight through a 24-hr. period. Typically, the Time Window screen will remain set to 24:00 hrs.
- c. **The Route Search** – only allows you to search the routes
- d. **+Add New Route** – allows you to add a new manual route



The route tab action buttons allow you to: unassign, cancel, add to route planning, and offer routes.

- e. **The Route Action button** - only relates to the right-side route section of the 2 columned Trip List screen
- f. **All button** – allows you to view the route status of all, drafts, published, confirmed, live, or offered routes
- g. **Add/Remove Details button** - allows you to select what route information you want to see on the screen