



## 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 Start under the gear icon:



- 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 or customers list:

You can import your file from several locations:

- A. Import from your local computer hard-drive
- B. Import from Dropbox
- C. Import from Google Drive



After you clicked one of the above options:

1. Select the sheet that contains your addresses.
2. Check **Ignore the first row** if it contains the column header.
3. Check **First/Last addresses** if you have any.
4. Select the right header for each column (Address/Title/Service Time/Filter-in/Filter-out/Comment/Ignore).

The image shows a screenshot of the 'Import Wizard' interface. It consists of three main sections: Step 1, Step 2, and Step 3.

**Step 1:** Select the sheet which contains the data: (learn how)  
Sheet: **Route\_1** (11 rows)  
 Ignore the first row (if it contains the column header)  Set first as Start Address  Return  Set last as End Address

**Step 2:** For each column, select one of the following: Detailed

Title	Address	Ignore	Service Time	Arrival Time
Title	Address	Ignore	Service Time	Arrival Time
Start address,,	285 Beacon St, Boston, MA 02116	-	0:00 AM	
Sarah, #1698531, Get a check	28 Sidney St, Cambridge, MA 02139	0:05	0:05 AM	
Dave, #9768521, Not at home	26 Western Ave, Boston, MA 02163	0:05	0:16 AM	
Natalia, #4259731, Leave at the door	276 Corey Rd, Boston, MA 02135	0:05	0:29 AM	

**Step 3:** Review this result and select Import Now to finish.

Title (optional)	Address	Territory	Service (min.)
Start address,,	285 Beacon St, Boston, MA 02116	0	
Sarah, #1698531, Get a check	28 Sidney St, Cambridge, MA 02139	5	
Dave, #9768521, Not at home	26 Western Ave, Boston, MA 02163	5	
Natalia, #4259731, Leave at the door	276 Corey Rd, Boston, MA 02135	5	
Dexter, #8475128, Second floor	13 Tappan St, Brookline, MA 02445	5	
Jones, #1456825,	241 Perkins St, Boston, MA 02130	5	

**Buttons:** Import Now (green), Cancel (blue)

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 row, if you have one.
2. Type the other addresses in the upcoming rows, 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** and paste your copied list into the **Bulk Edit** window.

The screenshot shows a software interface for route planning. At the top, there are three tabs: '1 ADDRESSES' (Type or Import), '2 GOALS' (Set parameters), and '3 RESULTS' (Manage routes). The '1 ADDRESSES' tab is active. Below the tabs, there is a table with columns for 'Title' (optional), 'Address' (with a 'Start address here' placeholder), and 'Territory' (with a '3rx' placeholder). The table contains several rows labeled A, B, C, D, and E. Each row has a 'Title (optional)' field, an 'Address' field containing 'Full address A here', and a 'Territory' field with '3rx'. Row A also has a 'Return (make it also the End Address)' checkbox checked. At the bottom of the table are buttons for 'Bulk Edit' (highlighted in red), 'Import Addresses', and 'Reload My Routes'. To the right of the table is a large green 'NEXT' button.

4. Select **Start address** or **End address** if you have any.
5. 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.).



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.

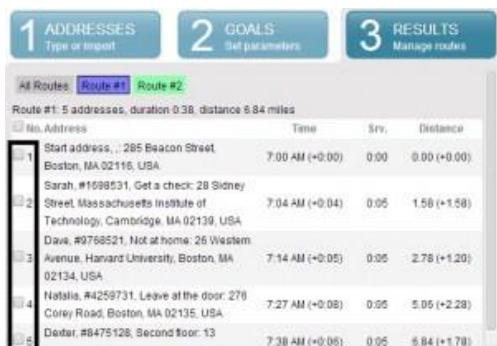
## Step 3 - Use your routes

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. Plan a route choose the address you wish to move.
2. 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.



Order	Address	Time	Srv.	Distance
1	Start address: 285 Beacon Street, Boston, MA 02116, USA	7:00 AM (+0:00)	0:00	0.00 (+0:00)
2	Sarah, #1698631, Get a check: 28 Sidney Street, Massachusetts Institute of Technology, Cambridge, MA 02139, USA	7:04 AM (+0:04)	0:05	1.58 (+1.58)
3	Dave, #9768521, Not at home: 26 Western Avenue, Harvard University, Boston, MA 02134, USA	7:14 AM (+0:05)	0:05	2.78 (+1.20)
4	Natalia, #4259731, Leave at the door: 270 Corey Road, Boston, MA 02135, USA	7:27 AM (+0:08)	0:05	5.05 (+2.28)
5	Dexter, #8475128, Second floor: 13	7:38 AM (+0:06)	0:05	8.84 (+1.78)

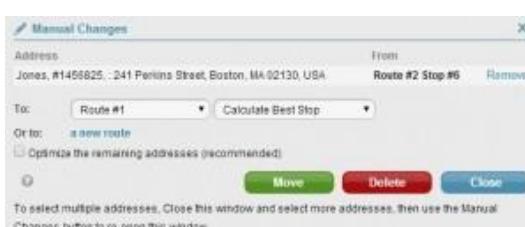
3. Select the new location of this address within this route.



4. Click Move.

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

1. Plan more than one route and choose the address you wish to move.
2. 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.
3. Select the target route for this address.



4. Click Move.

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

1. Plan a route and view your result.
2. Right click on the map, at the location you want to add.
3. Select Add a location here (from the drop-down menu).



4. Click Plan My Route to recalculate your route considering this new address.

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

1. Plan a route and view your result.
2. 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.



3. Click Delete Stop 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](#)**