

## 2. Maintain Route Information

All routes must be set up in the Universal Zip Code Master prior to entering them here. In the Maintain Routes program the user is able to enter or update routes at service centers and tie them to a driver. The routes can be viewed by terminal or driver name sequence. This is also tied to the Route Manifest Selection on inbound shipments.

00/00/00 15:32:48	TRUCKING COMPANY			
URTEM S0001	ROUTE MASTER			
	FILE MAINTENANCE			
<u>SELECT</u>	<u>TERMINAL</u>	<u>ROUTE</u>	<u>DRIVER #</u>	<u>ROUTE DESCRIPTION</u>
Add/Change Record	_____	_____	_____	_____
<u>2=Change 4=Delete</u>				
___	24	1	0	AUBURN/KENT
___	24	2	0	SEA-TAC/AIRPORT
___	24	3	0	TACOMA/OLYMPIA
___	24	5	0	EASTSIDE/NORTH
___	24	6	0	SO SEA/ SEA/BALLARD
F3=Exit F5=Refresh F10=Position To F11=Name Sequence				

**Terminal:** This enables the user to tie the route and driver together with the terminal. Enter the terminal location code.

**Route:** This enables the user to tie a route with a specific driver. If there is more than one driver for the same route, you must still set up different route numbers. The description field can be used to better identify the routes

*Note:* The system will pull the route number from here first, then the Customer Master File, then the Zip Code Master.

**Driver:** This enables the user to tie the route with a specific driver. If there is more than one driver for the same route, you must still set up different route numbers. The description field can be used to better identify the routes.

**Description:** Use this field to better identify the routes, such as East Side or Main Street, etc.

**Options:** This field is used for changing or deleting a route as follows:

- 2 - Change the driver or description only.
- 4 - Delete the route.

**Function Keys:**

- Use **F10** below to toggle between search/position and add/change.
- Use **F5** to refresh the screen after making changes.
- Use **F11** below to toggle between driver name and terminal sequence.