

The portal provides routing and dispatching options from the **Routing dashlet** on the dashboard. Stops in a route can be made up of addresses (physical or lat/lon) and/or landmarks. You can load an existing route or a group of landmarks. No more than 30 landmarks at a time can be used for the optimization feature.

## EXAMPLE

Company XYZ's new fleet manager just arrived at Headquarters. He needs to visit each dispatch center in Arizona today (Centers A-C), but he is not familiar with the area and doesn't know the most efficient order in which to make his stops.

### ► To create/save an ad hoc route

1. From the dashboard, locate the **Dispatch** dashlets. Double-click OR drag-and-drop the **Route** dashlet onto the dashboard.

The dashlet appears on the selected dashboard. You can use start/end locations, all landmarks, a custom route, or free-form text (street addresses or lat/lon). Each location must be on its own line. There is a maximum of 30 locations when using the optimization feature.

2. In the **Start** drop-down choose the location for the first point (either landmark name, type in an address or lat/lon, or add from a dropped pin on the **Map dashlet**). In the Company XYZ example, we chose "Headquarters."
3. In the **End** drop-down choose the location for the last point. In the Company XYZ example, we want to end back at "Headquarters," so we could choose it from the list or select the "same" check box.
4. In the **Add** drop-down choose a location to include in the route. In the Company XYZ example, we want Dispatch Centers A-C so we need to add them one-by-one. (As you type, matching landmark names appear in the drop-down. You can also type addresses and/or lat/lon combinations into the box on their own lines.)

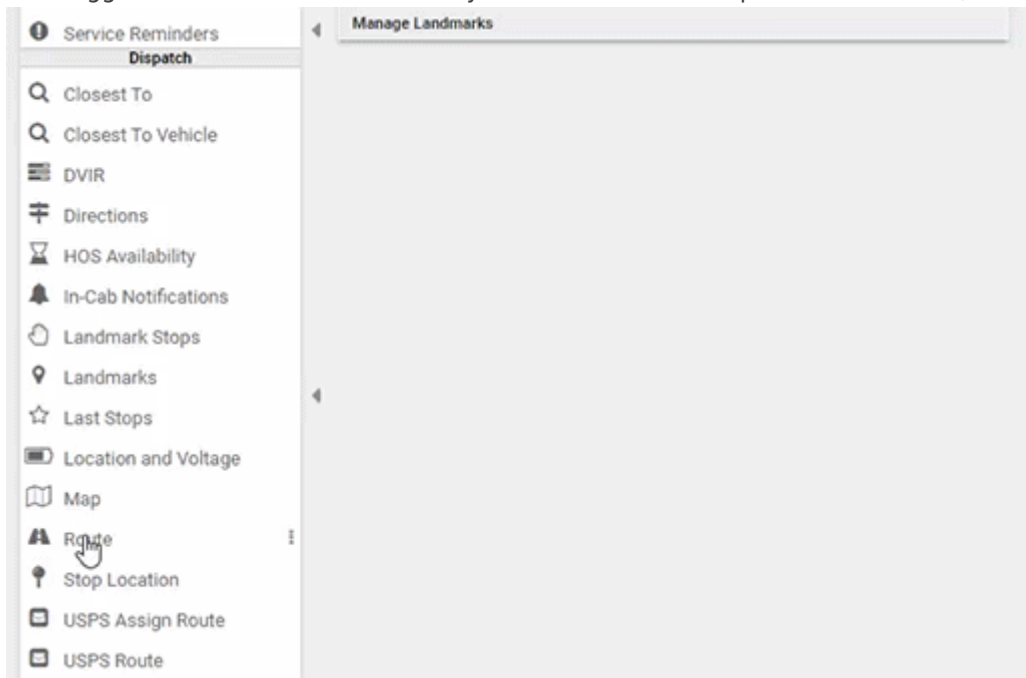
Each point that you want to include in the route appears in the box.

5. If the order in which the stops are made are important to the route, clear the **Optimize** check box. If left selected, the destinations will be re-ordered according to the most efficient path. In the Company XYZ example, we left the check box selected.
6. Click **Get Route**.

The estimated driving distance, time, and directions appear.

7. If you want to save this route for repeated use or to send via dispatch, enter a **Route Name**, and click **Save**.
8. If you want to view the route on in Google Maps, click **Map This**.

The suggested route loads with turn-by-turn directions and options for Satellite, Traffic, and Street View.



9. If you want to **send this route to Garmin** OR to a driver's smart phone **via email**, locate the Garmin-equipped vehicle or driver from the list. You can also type an email address in the box.
10. Click **Send**.



Example of route sent via email. For each stop in the route, the recipient should click one of the links (Google, iPhone, or iOS-Google) to open the location and obtain turn-by-turn directions from the chosen mapping application on the smart device.

From: [alerts@provider.com](mailto:alerts@provider.com) > [Hide](#)

To: [Driver Name](#) >

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**AZ Dispatch**  
February 3, 2016 at 6:54 PM

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**AZ Dispatch (xyzcompany)**

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You have been dispatched to the following locations from the Route Dashlet  
Use the links below to get routing assistance and/or directions from your  
computer or smartphone's mapping apps.

1. **Landmark: Headquarters** ([Google](#), [iPhone](#), [iOS-Google](#))
2. **Landmark: Dispatch Center C** ([Google](#), [iPhone](#), [iOS-Google](#))
3. **Landmark: Dispatch Center B** ([Google](#), [iPhone](#), [iOS-Google](#))
4. **Landmark: Dispatch Center A** ([Google](#), [iPhone](#), [iOS-Google](#))
5. **Landmark: Headquarters** ([Google](#), [iPhone](#), [iOS-Google](#))