



# Route Distribution

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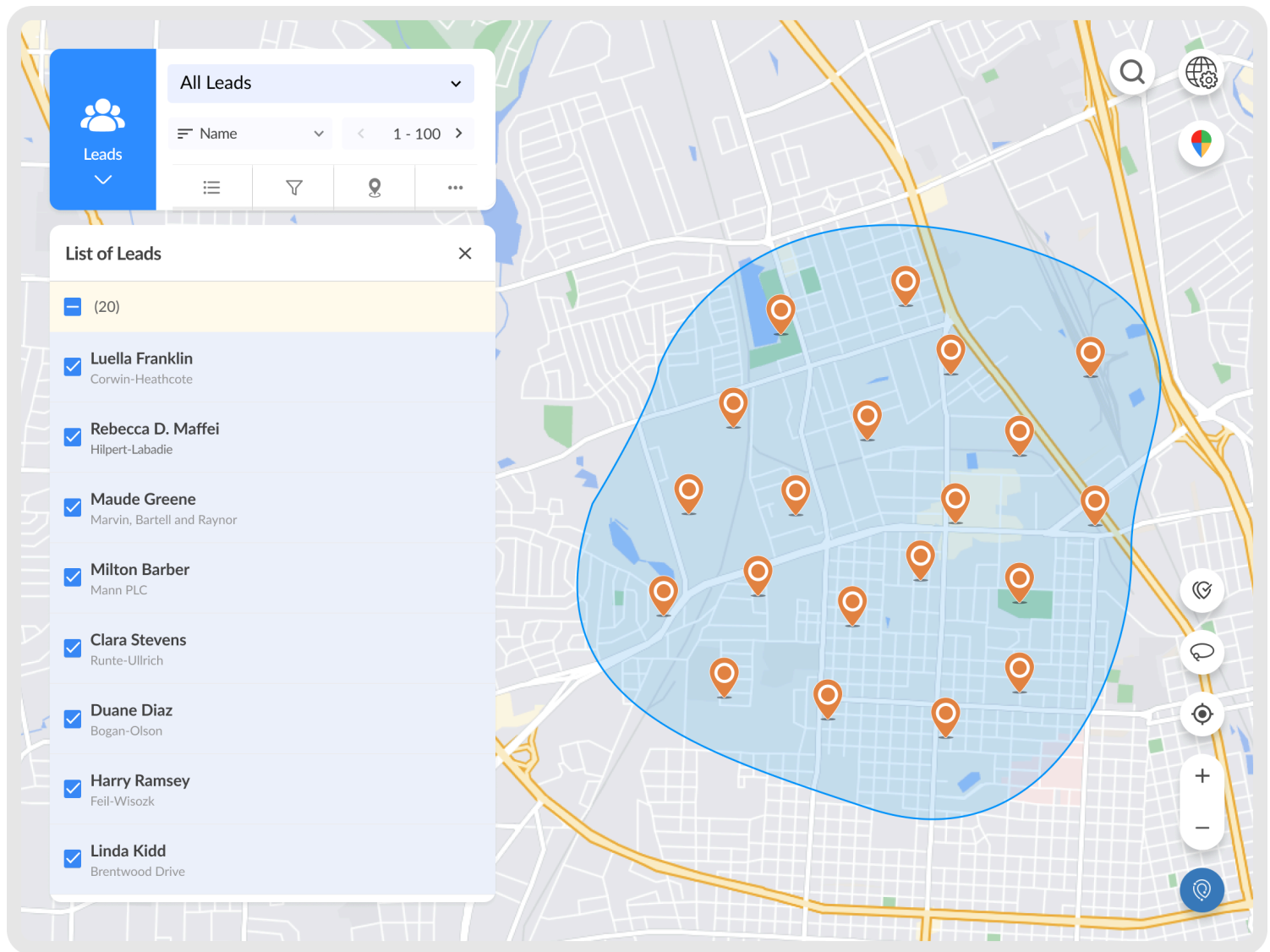
#### ▸ **Failed**

#### ▸ **Completed**

RouteIQ optimally distributes all your field visits, jobs and deliveries amongst your team to eliminate inefficient manual assignments.

ⓘ This feature is available in the Professional plan and can be enabled in the backend.

## Distributing Routes



1. Select all the records you want to create routes from the map or list view.

💡 You can apply different filters, color views and view up to 1000 records on the map. To view all the records you want to visit.

2. Click the Distribute button to open the route distribution wizard.

## Route Distribution Wizard

## Distribute Route


Route Name <sup>•</sup>

Leads DRT

Route Type

Distance Based ▼

Start Time

14 Dec.,09:00 AM 

Appointment Duration

5 km ▼

Max. Distance Per Route

30 min ▼

☐ Distribute routes to following days

Start Point <sup>•</sup>

Work - Pensacola

End Point <sup>•</sup>


Work - Pensacola

- This start and end point will be used only if the assignees don't have default start and end point

Cancel

Next

1. Enter the route name
2. Enter the start time.
3. Enter the max. distance per route.
4. Enter the appointment duration.
5. Set the start and end point.

 This start and end point will be used when users don't have default start and end point in favorite places.  
[Learn more.](#)

## Route Type

**Distribute Route**

Route Name •

Leads DRT

Distribution Type      Start Time

Distance Based      06 Feb 2024, 07:2...

- ✓ **Distance Based**  
RouteIQ distributes the max. no. of stops to the required users based on the max. distance per route.
- Shift Hours Based**  
RouteIQ distributes the max. no. of stops to the required users based on their shift hours across multiple days.
- Equal Distribution**  
RouteIQ equally distributes the stops among the selected users

End Point •

Work - Pensacola

• This start and end point will be used only if the assignees don't have default start and end point

Cancel      Next

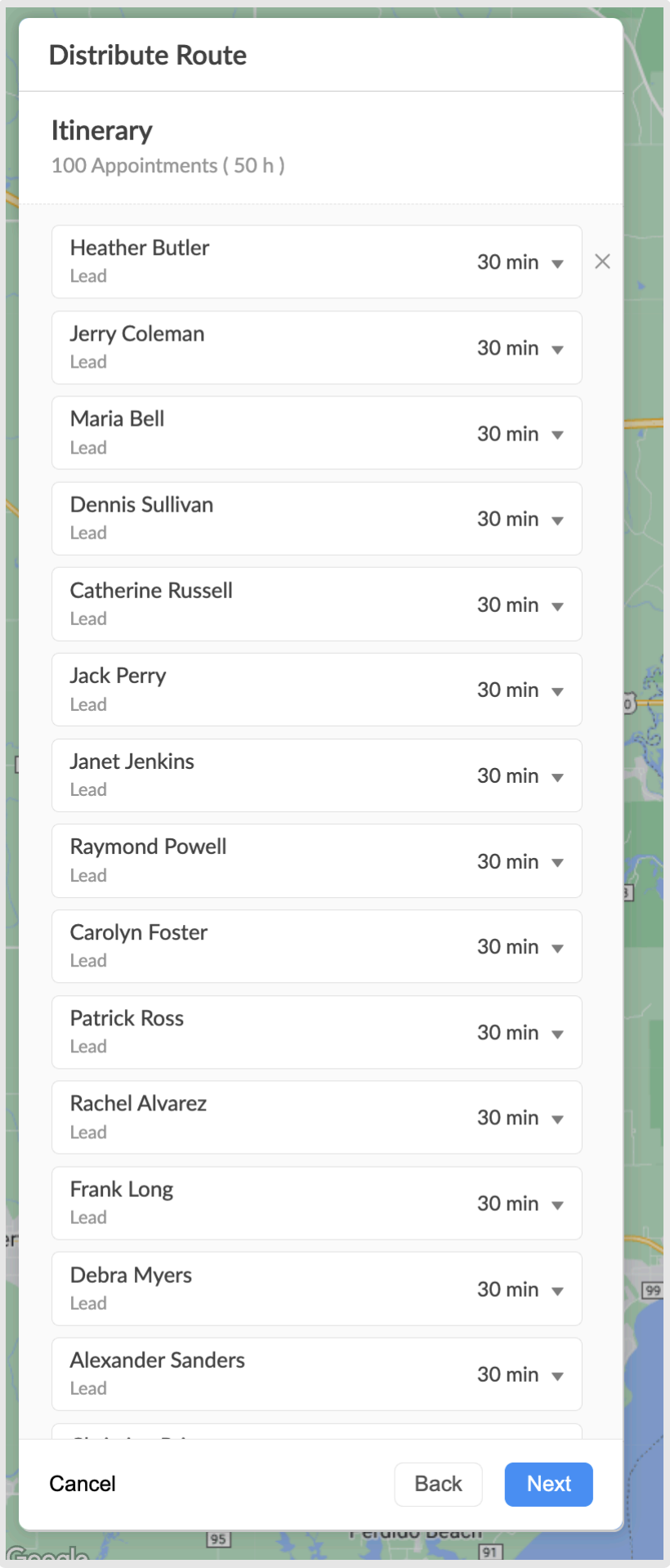
6. Select the Route type (Distance or Shift Hours Based)

- ① **Distance Based:** RouteIQ distributes stops to users that can be visited within the max. distance per route.
- Shift Hours Based:** RouteIQ distributes stops to users that can be visited within their shift hours.
- Equal Distribution:** RouteIQ distributes stops equally to all users.

7. If **Distance Based** is selected, you can choose to **distribute to following days**.

- ① **Distribute to following days:** It creates routes to visit stops which can't be visited within the max. distance per route in Distance based distribution.


📄 **Note:** The start and end point mentioned in route distribution will be used and the user's default start and end point will not be used.





8. You can change the duration for the required appointment in the itinerary list.


### Distribute Route


**Users \***


**Scott Kirby**  
srinivas.kanakaraj+t0@zohotest.com

**Bella Green**  
srinivas.kanakaraj+t2@zohotest.com

**Sam Jackson**  
srinivas.kanakaraj+t3@zohotest.com

**John Smith**  
srinivas.kanakaraj+t4@zohotest.com

**Kiki Ross**  
srinivas.kanakaraj+t1@zohotest.com

**Kane Simmons**  
srinivas.kanakaraj+t5@zohotest.com


- All users may not be assigned routes on all days.

Cancel

Back

Next

9. Search and add the users amongst whom you want to distribute the route.

 **Note:** Up to 100 users can be added to a distributed route. Also, all users may not be assigned routes.

Distribute Route

Summary

Route Name	Leads DRT
Distribution Type	Distance Based
Start Time	06 Feb 2024, 07:20 PM
Max. Distance Per Route	5 km
Distribute routes to following days	No
Number of Stops	100
Number of Users	5

Cancel

Back

Submit

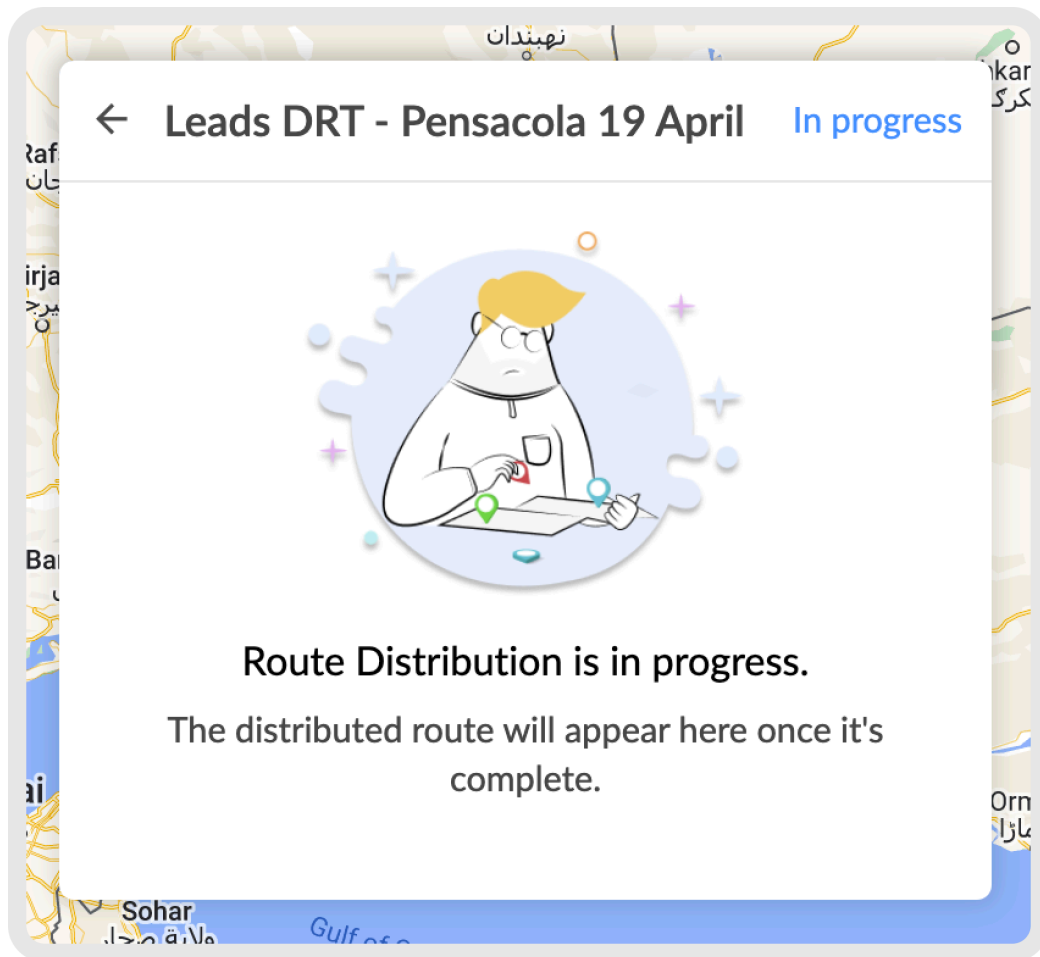
10. Verify the route details in the summary and submit. Once submitted, the distribution process will begin.

## Route Distribution Status

When a distributed route is create it will fall in any one of the below status:

1. In Progress
2. Failed
3. Completed

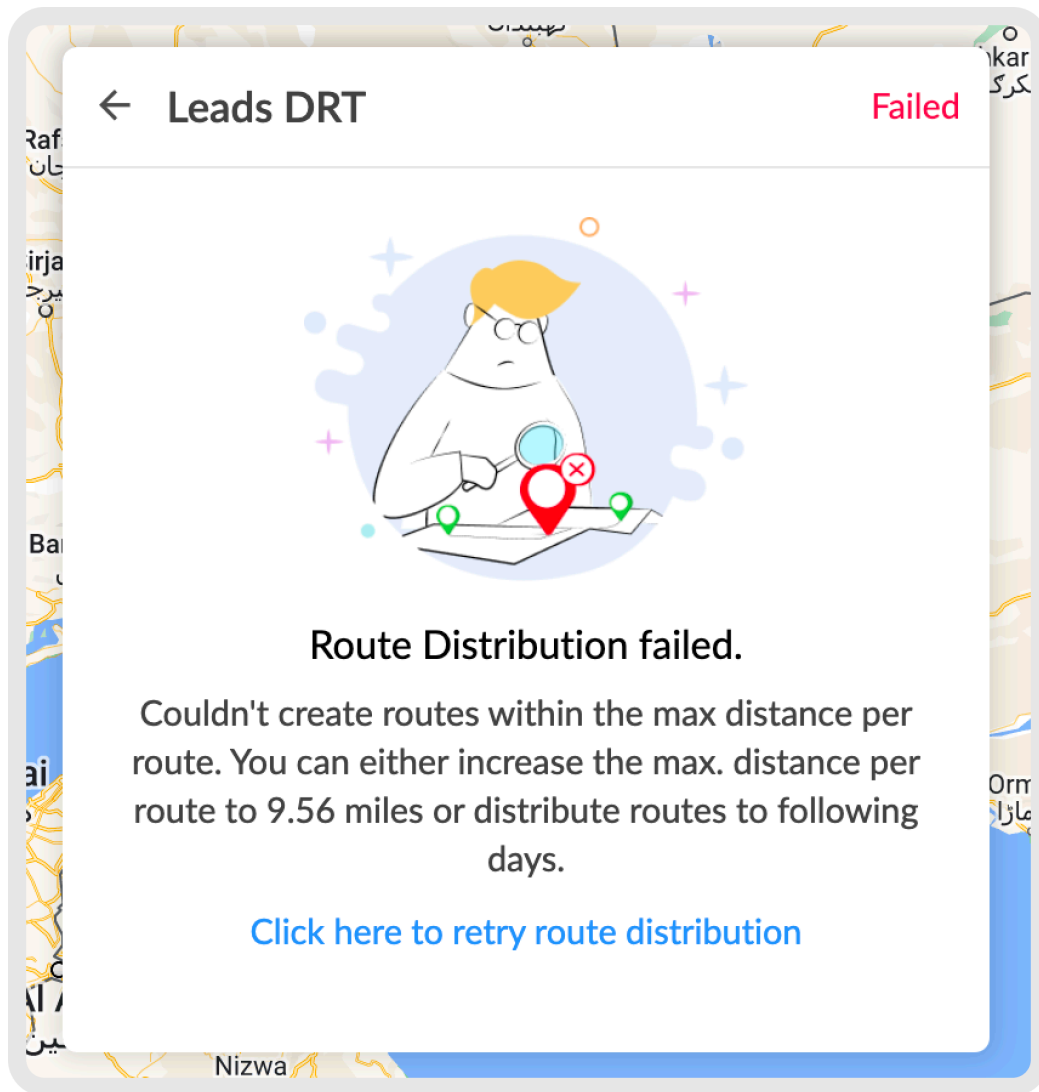
### In progress



Please wait till the distribution process is completed. It'll be completed in sometime.

**Failed**



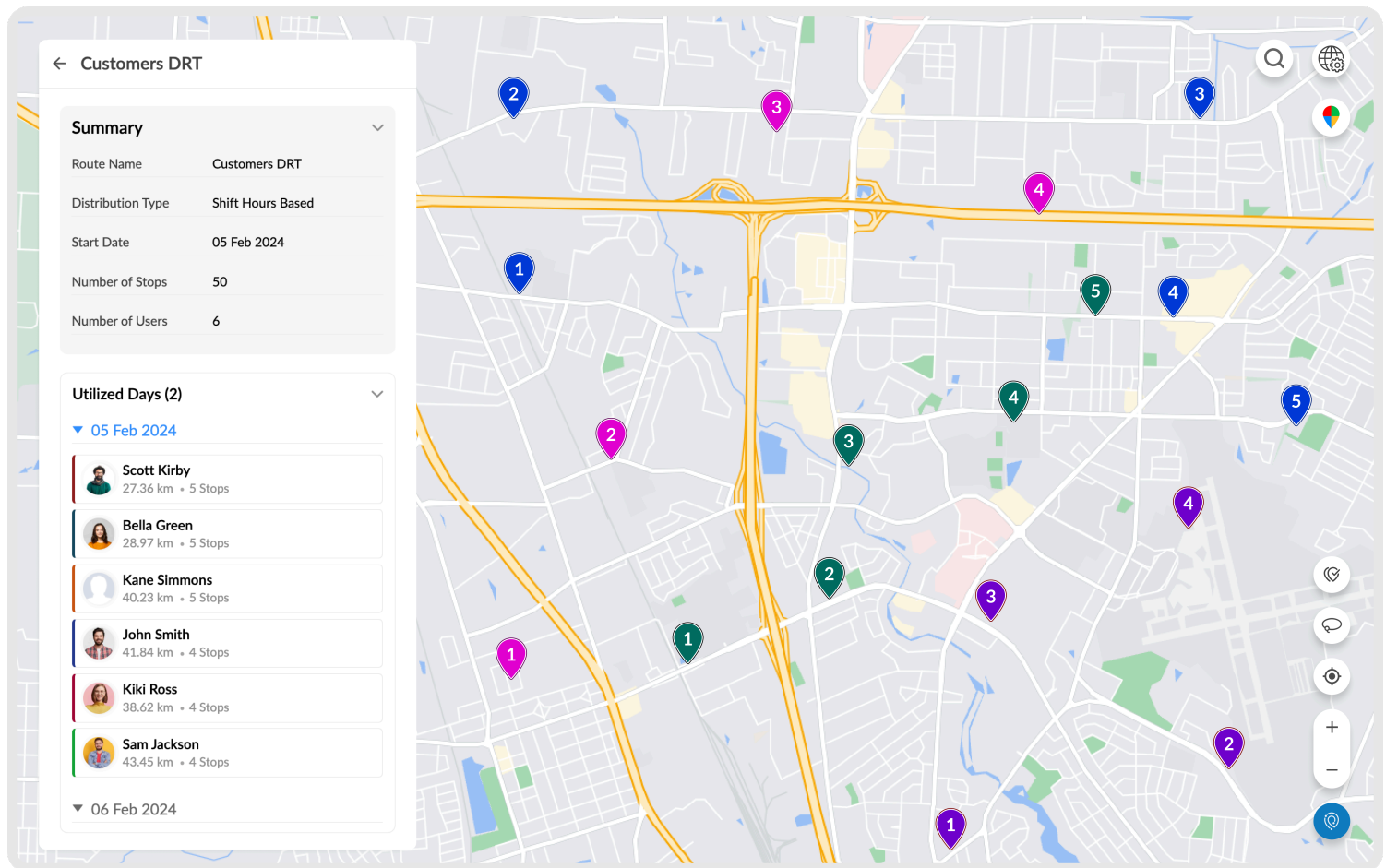


Route distribution has failed because all stops couldn't be distributed within the max. distance and number of users.

Try any of the below options to continue

1. You can increase the max. distance per route to the recommended distance.
2. You can distribute route to following days.

**Completed**



After route distribution is completed, you can view the route details like:

- Summary
- Utilized users
- Unutilized users
- Utilized days

**i** The individual routes will be created and assigned to the all the respective users on the respective days.