

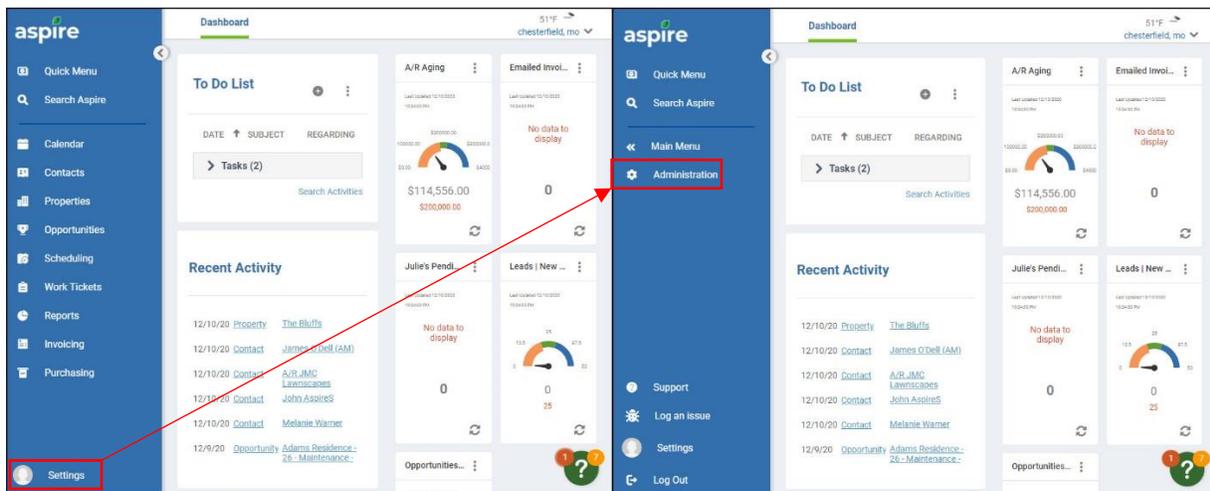
## Creating New Route

Purpose: Aspire uses the term Route to describe a crew of employees set up to perform work on scheduled work tickets for a given time period.

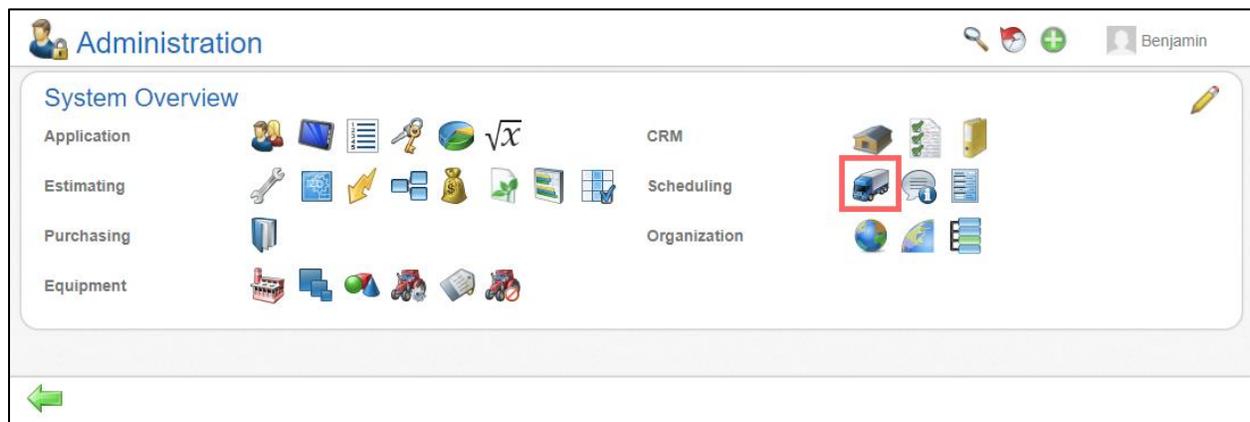
### Prerequisites:

1. System Admin or Branch Admin role Permissions

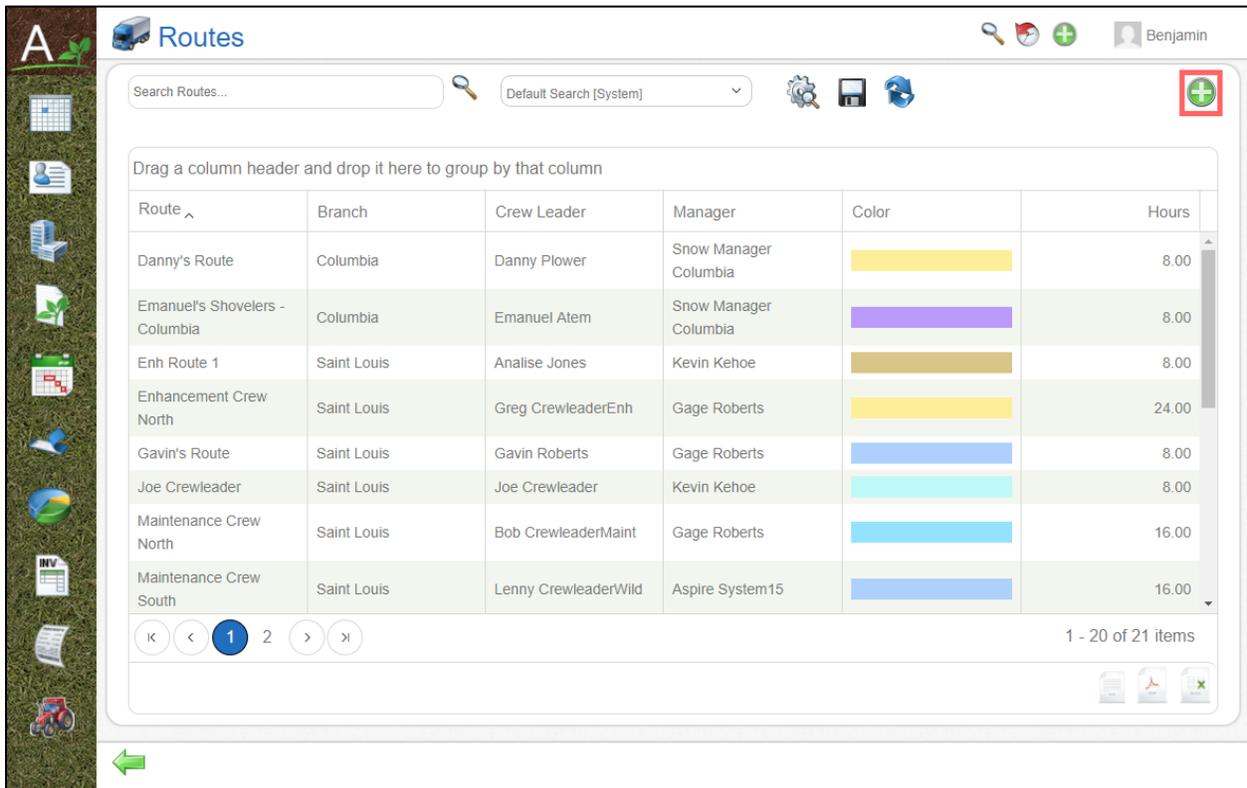
To create a new Route, follow these steps:



1. Click on settings on the main menu.
2. Click on Administration.



3. Click on the Manage Routes.



**Routes**

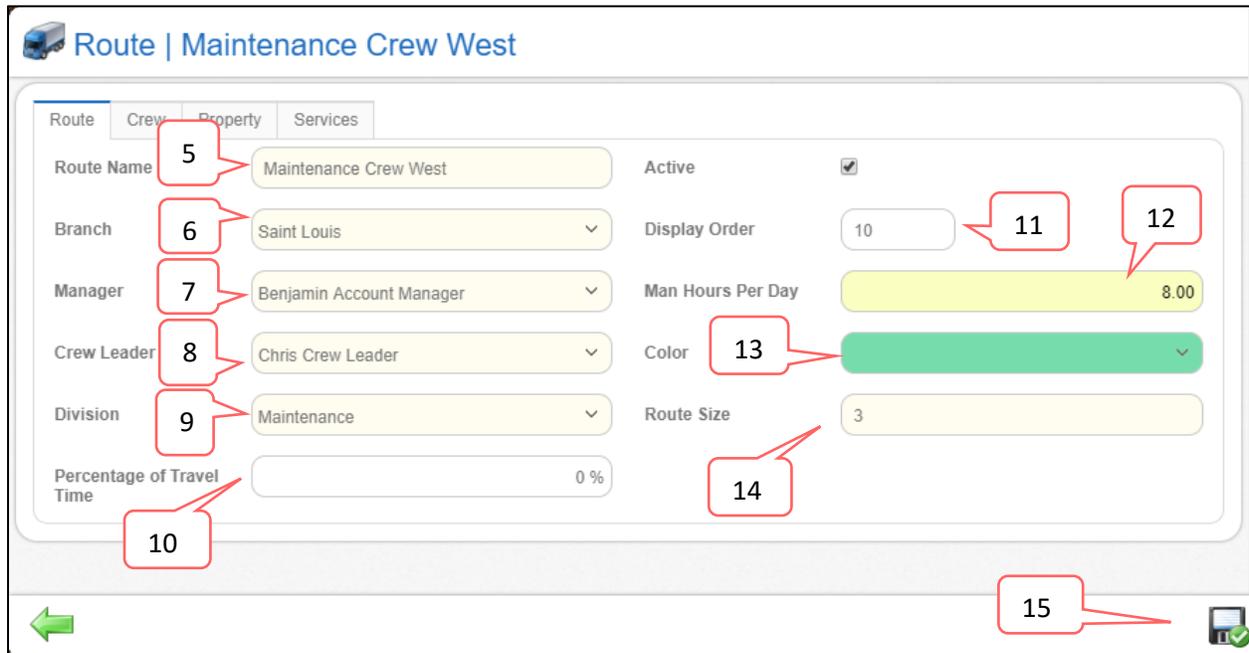
Search Routes... Default Search [System]

Drag a column header and drop it here to group by that column

Route ^	Branch	Crew Leader	Manager	Color	Hours
Danny's Route	Columbia	Danny Plower	Snow Manager Columbia		8.00
Emanuel's Shovelers - Columbia	Columbia	Emanuel Atem	Snow Manager Columbia		8.00
Enh Route 1	Saint Louis	Analise Jones	Kevin Kehoe		8.00
Enhancement Crew North	Saint Louis	Greg CrewleaderEnh	Gage Roberts		24.00
Gavin's Route	Saint Louis	Gavin Roberts	Gage Roberts		8.00
Joe Crewleader	Saint Louis	Joe Crewleader	Kevin Kehoe		8.00
Maintenance Crew North	Saint Louis	Bob CrewleaderMaint	Gage Roberts		16.00
Maintenance Crew South	Saint Louis	Lenny CrewleaderWild	Aspire System15		16.00

1 - 20 of 21 items

4. Click the green plus to add a new Route to the available list.



5. Enter in a Route Name.  
*Note: Keep the naming convention consistent. Examples of route names include: Using the crew leaders name (John), Mow1, PHC, and Fert Sub.*
6. Select the Branch.
7. Select the Manager who oversees the route.
8. Select the Crew Leader who will oversees the crew.
9. Select the Division where this crew will generally work.
10. If desired, enter in a Percentage of Travel time.  
*Note: The Aspire scheduling system will automatically calculate travel time between jobs as long as this is 0.*  
*Note: If a 10 is put in for a Percentage of Travel Time, then when a 10 hour job is scheduled, Aspire will subtract 1 hour from the scheduler as well as the Work Ticket screen in Mobile Time, meaning that the crew will only have 9 hours budgeted for the visit.*
11. Enter in a Display Order.  
*Note: The lower the number, the higher the route will appear on the schedule board. It is recommended to order all routes in multiples of 10. If the routes are numbered, 1,2,3, etc., then there is no space for when a new route is created and needs to be viewed higher up on the schedule board.*
12. Enter in how many Man Hours per Day the crew is expected to work.  
*Note: This is man hours per man, not the entire crew. 8 – 12 hours is normal.*
13. Pick a color to distinguish the crew on the schedule board.
14. Enter in how many employees will make up the crew in the Route Size.

Note: This number should include the crew leader.

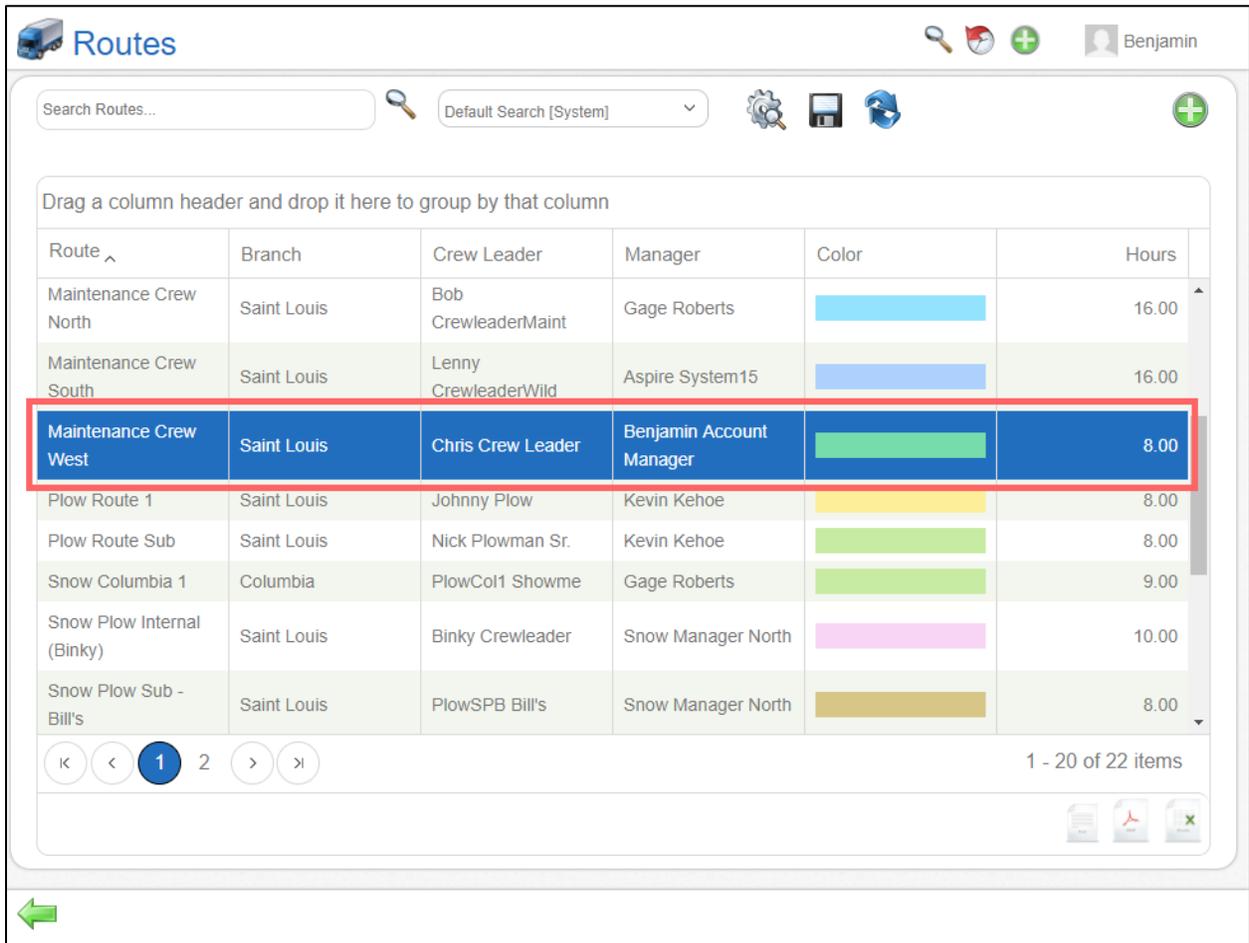
15. Press Save.

## Adding Crew Members to a Route

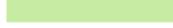
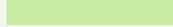
Purpose: Adding crew members to a route will automatically place those employees on the time entry screen for that route. This is not mandatory but is helpful when managing employee time.

*Important: Aspire suggests only setting up the crew when doing paper time sheets. Aspire does not suggest setting up the crew on a route if the crew members change routes consistently or if the company is using Mobile Time for daily time entry by the crew leader. Crew members must clock in.*

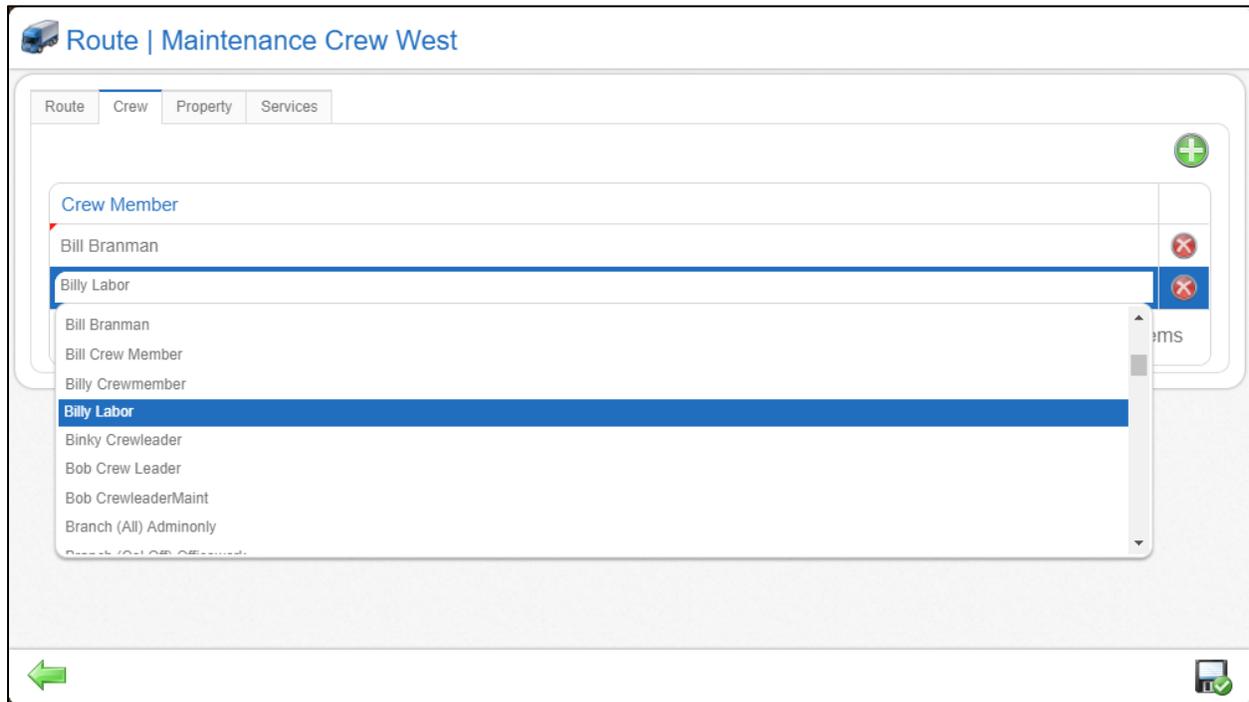
To add crew members to a route, follow these steps:



The screenshot shows the 'Routes' interface with a table of routes. The 'Maintenance Crew West' row is highlighted with a red box. Below the table is a pagination control showing '1 - 20 of 22 items' and a green arrow pointing left.

Route ^	Branch	Crew Leader	Manager	Color	Hours
Maintenance Crew North	Saint Louis	Bob CrewleaderMaint	Gage Roberts		16.00
Maintenance Crew South	Saint Louis	Lenny CrewleaderWild	Aspire System15		16.00
Maintenance Crew West	Saint Louis	Chris Crew Leader	Benjamin Account Manager		8.00
Plow Route 1	Saint Louis	Johnny Plow	Kevin Kehoe		8.00
Plow Route Sub	Saint Louis	Nick Plowman Sr.	Kevin Kehoe		8.00
Snow Columbia 1	Columbia	PlowCol1 Showme	Gage Roberts		9.00
Snow Plow Internal (Binky)	Saint Louis	Binky Crewleader	Snow Manager North		10.00
Snow Plow Sub - Bill's	Saint Louis	PlowSPB Bill's	Snow Manager North		8.00

1. Click on the route.

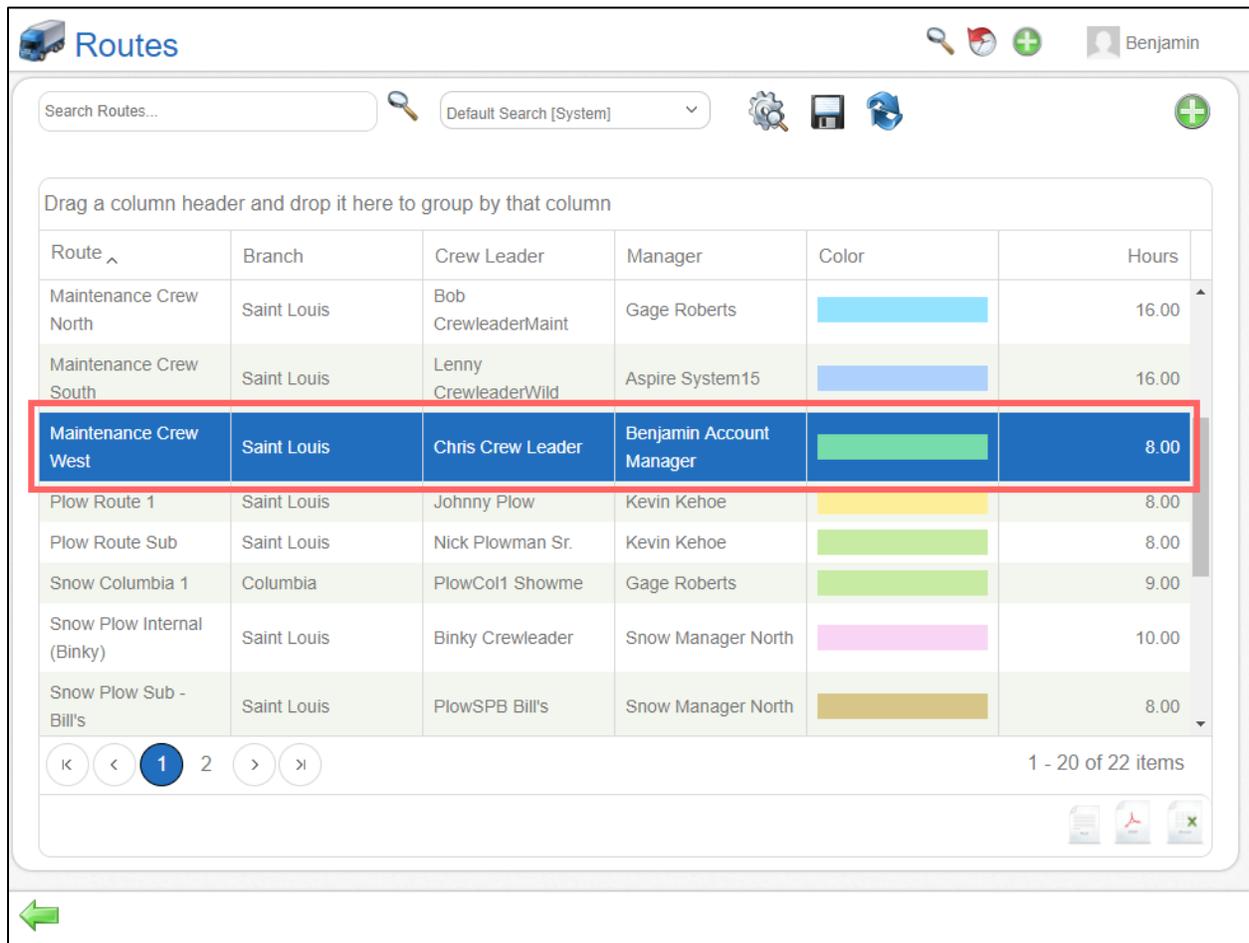


2. Click on the Crew tab.
3. Click the Green plus for however many members make up the crew.
4. Select the crew member from the dropdown.  
*Note: If the crew member is not listed, then a Contact record with a Contact Type of Employee needs to be created.*
5. Press Save.

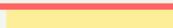
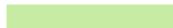
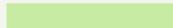
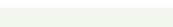
## Adding a Property to a Route

Purpose: Adding a property to a route is often used for snow routes but can be used as well for other work performed during the summer months. This option is used when companies are not scheduling tickets on the schedule board for that route.

To add Properties to a route, follow these steps:

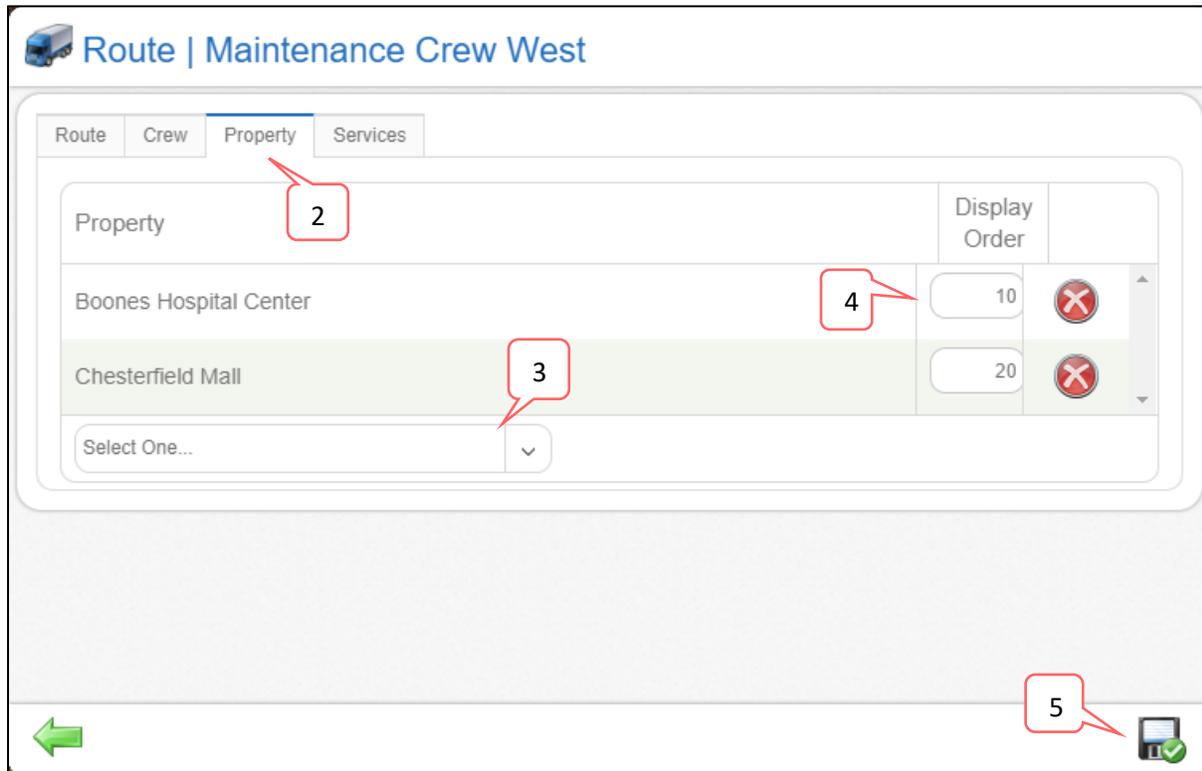


The screenshot shows the 'Routes' interface with a table of routes. The 'Maintenance Crew West' row is highlighted with a red box, indicating the first step of the process.

Route ^	Branch	Crew Leader	Manager	Color	Hours
Maintenance Crew North	Saint Louis	Bob CrewleaderMaint	Gage Roberts		16.00
Maintenance Crew South	Saint Louis	Lenny CrewleaderWild	Aspire System15		16.00
Maintenance Crew West	Saint Louis	Chris Crew Leader	Benjamin Account Manager		8.00
Plow Route 1	Saint Louis	Johnny Plow	Kevin Kehoe		8.00
Plow Route Sub	Saint Louis	Nick Plowman Sr.	Kevin Kehoe		8.00
Snow Columbia 1	Columbia	PlowCol1 Showme	Gage Roberts		9.00
Snow Plow Internal (Binky)	Saint Louis	Binky Crewleader	Snow Manager North		10.00
Snow Plow Sub - Bill's	Saint Louis	PlowSPB Bill's	Snow Manager North		8.00

Navigation: 1 - 20 of 22 items

1. Click on the route.



2. Click on the Property tab.
3. From the dropdown menu, select the property.
4. Enter in the Display Order.

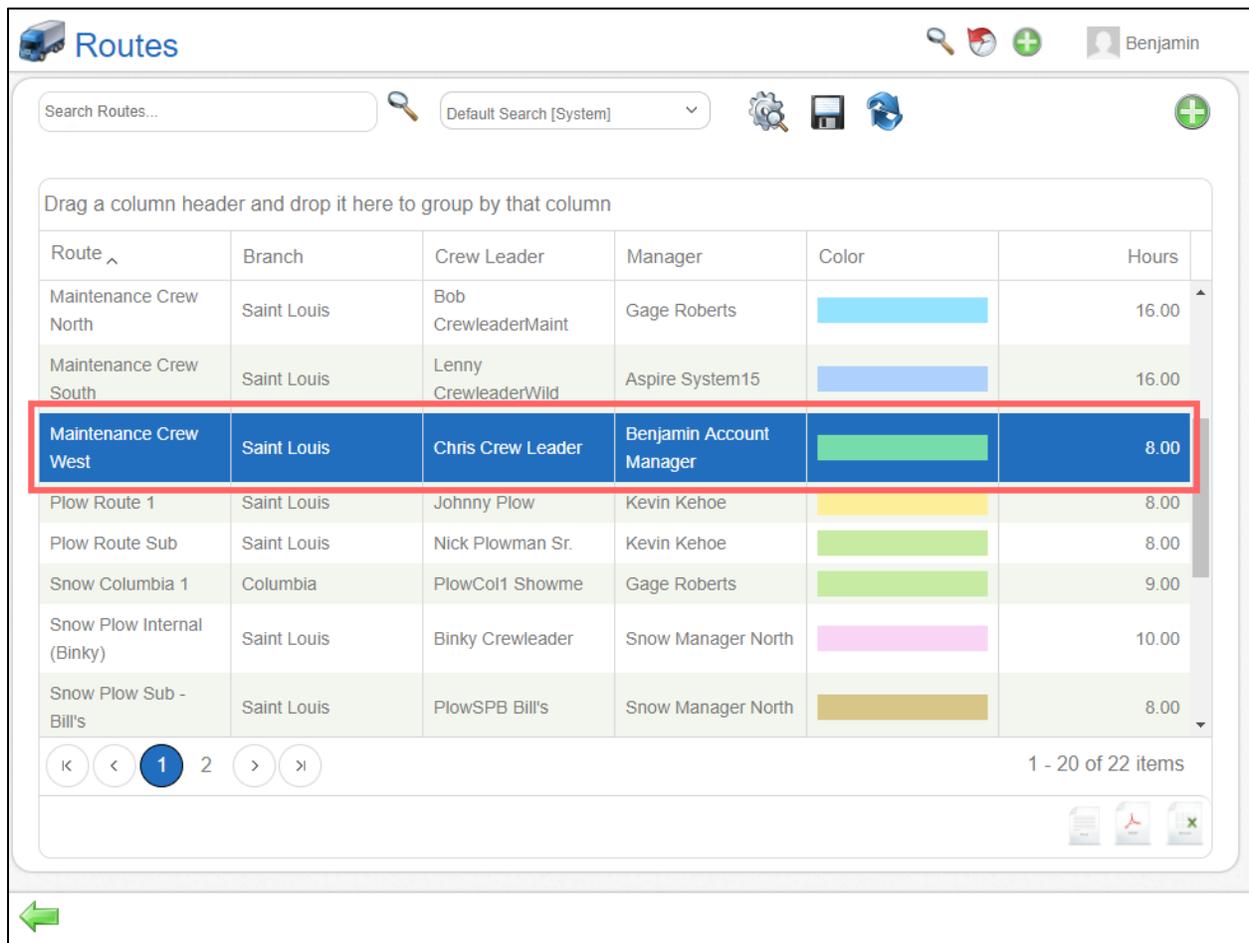
*Note: The lower the number, the higher the property will appear on the crew leader's phone. It is recommended to order everything in multiples of 10. If the properties are numbered, 1,2,3, etc., then there is no space for when a new route is created and needs to be viewed higher up on the schedule board*

5. Press Save.

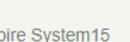
## Adding a Service to a Snow Route

Purpose: Adding services to a route is often used for snow routes but can be used for other work performed during summer months. This set up is used only in conjunction with adding properties to a route. If no services are added, then the route can support all services

To add Services to a snow route, follow these steps:



The screenshot shows the 'Routes' management interface. At the top, there is a search bar and a dropdown menu set to 'Default Search [System]'. Below the search bar is a table with the following columns: Route, Branch, Crew Leader, Manager, Color, and Hours. The table contains several rows, with the 'Maintenance Crew West' row highlighted in blue and enclosed in a red rectangular box. Below the table is a pagination control showing '1 - 20 of 22 items' and a set of navigation buttons (back, forward, first, last). A green arrow points to the left at the bottom left of the interface.

Route ^	Branch	Crew Leader	Manager	Color	Hours
Maintenance Crew North	Saint Louis	Bob CrewleaderMaint	Gage Roberts		16.00
Maintenance Crew South	Saint Louis	Lenny CrewleaderWild	Aspire System15		16.00
Maintenance Crew West	Saint Louis	Chris Crew Leader	Benjamin Account Manager		8.00
Plow Route 1	Saint Louis	Johnny Plow	Kevin Kehoe		8.00
Plow Route Sub	Saint Louis	Nick Plowman Sr.	Kevin Kehoe		8.00
Snow Columbia 1	Columbia	PlowCol1 Showme	Gage Roberts		9.00
Snow Plow Internal (Binky)	Saint Louis	Binky Crewleader	Snow Manager North		10.00
Snow Plow Sub - Bill's	Saint Louis	PlowSPB Bill's	Snow Manager North		8.00

1. Click on the route.

 **Route | Maintenance Crew West**

Route Crew Property **Services**

Choose the services this route can handle. Leave blank if the route supports all services.

Service	
SN - Snow Clearing w/ Blower	
SN - Snow Plowing w/ Truck < 8"	
SN - Snow Clearing w/ Shovel and/or apply chemicals/salt by hand	

Select One...

- SN - Salting 6-9"**
- SN - Snow Clearing w/ Blower
- SN - Snow Clearing w/ Loader
- SN - Snow Clearing w/ Loader & Protech
- SN - Snow Clearing w/ Rubber Tire Loader
- SN - Snow Clearing w/ Shovel and/or apply chemicals/salt by hand
- SN - Snow Operations and Standby
- SN - Snow Removal w/ Dump Truck

2. Click on the Services tab.
3. From the dropdown menu, select the service.
4. Press Save.