

# Routing Reporto

## Plan routes weekly

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This advanced functionality allows you to set on what days you want to plan the routes. This way, you can plan in advance for a week, saving the work to plan every day.

To start, you must download the last 2 templates weekly plans for vehicles and customers. We recommend using these new customers and vehicles Excel. They are the same Excel that you have been already using, but to which we added the "Day 1", "Day 2", "Day 3" columns. We also added the columns "Start Time2", "End Time2", "Visits" and "Days Between Visits" to the customers Excel. You can also add new columns to the previous Excel. Finally, you should always remember that it is very important to keep the formatting of cells and not to rename columns.

Download Excel  
WEEKLY - CLIENTS



Download Excel  
WEEKLY - VEHICLES



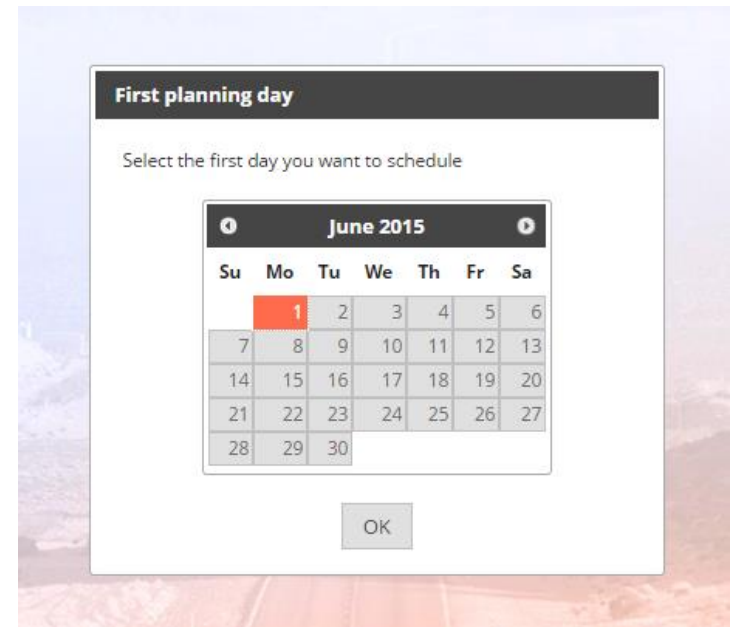
## 1.- Multiday planning: Clients Excel

In the customers Excel, you will find the following fields :

Number	City	Postal Code	Province	Country	Visit Duration	Possible Visit From	Possible Visit Until	StartTime2	EndTime2	Visits	DaysBetweenVisits	Day1	Day2	Day3	Day4	Day5
112	London	SW1W-9AQ	London	United Kingdom	0:35	09:00	13:00	15:00	18:00	1		1,2	1,2	1,2	1,2	1,2
210	London	W1J-OLF	London	United Kingdom	0:20	09:00	13:00	15:00	18:00	2	1	1	1	1	1	1
84	London	SW7-2AW	London	United Kingdom	0:15	09:00	13:00	15:00	18:00	2	2	1	1	1	1	1

First, you must fill in the Excel clients using these simple steps:

- 1 State the schedule of the customer available days
- 2 Indicate the total number of visits
- 3 Indicate the distance between each visit



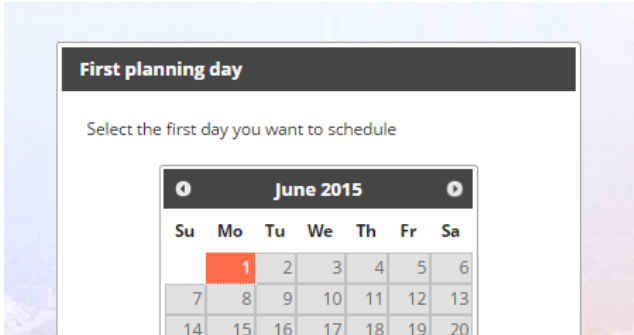
1 State the timing of the customer available days

On each client, you should indicate the days suitable for visits by writing "1" (in the "Day 1" "Day 2 "," Day 3 "columns ...) or leave them blank for the days that are not suitable for visits. In the following example, notice that each day corresponds to a column and each client to a row. In this schedule, the days 1 to 4 are eligible for visits (cells with the value 1) and the day 5 is not suitable for them (empty cell).

Start Time	End Time	Duration	Possible Break	Possible Break	Return					
Workday	Workday	Break	From	Until	Base	Day1	Day2	Day3	Day4	Day5
9:00	20:00	1:00	13:00	15:00	Y	1	1	1	1	0
9:00	20:00	1:00	13:00	15:00	Y	1	1	1	1	0

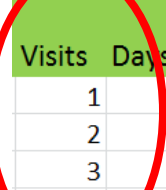

IMPORTANT

The numbering of the columns of Day ("Day 1", "Day 2", "Day 3" ...) do not correspond to a specific month of the calendar, but they are generic. You must indicate the date on the calendar before planning when you are asked to select the first day of planning. Combining the Excel columns with the calendar date you choose is when the multiday planning work correctly.



**2 Indicate the total number of visits**

On each client, it is necessary to indicate the total number of visits to make during the planned period in the "Visits" column.



Visits	DaysBetweenVisits	Day1	Day2	Day3	Day4	Day5
1	5	1,2	1,2	1,2	1,2	1,2
2	2	1	1	1	1	1
3	1	1	1	1	1	1

**3 Indicate the distance between each visit**

On each client, it is necessary to indicate the minimum number of days between visits, in the "Distance Days Visit" column. In the example the first client must be visited 1 time (column "Visits"), with a distance of five days (column "Distance Between Visits"). The second client must be visited 2 times with a distance of two days. The third client should be visited 3 times, with a distance of 1 day.



Visits	DaysBetweenVisits	Day1	Day2	Day3	Day4	Day5
1	5	1,2	1,2	1,2	1,2	1,2
2	2	1	1	1	1	1
3	1	1	1	1	1	1

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**IMPORTANT**

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The columns "Day", "Visits" and "Days Between Visits") define the planning calendar and determine the restrictions that Routing Reparto will take into account when planning. The results can be very different depending on how you fill these fields.

Never leave these 3 fields empty because Routing Reparto has no indication of how to set the calendar visits.

## 2.- Weekly plans with morning and afternoon schedule: Clients Excel

In the clients Excel, you have 2 new columns (in red) for customers with visiting hours interrupted by a pause. This is normally a midday break, during which you can not visit them. Fill in the columns "Start Time2" and "End Time2" only for those customers with time left for those who do not, leave the field blank.

Visit Duration	Possible Visit From	Possible Visit Until	StartTime2	EndTime2
0:35	09:00	13:00	15:00	18:00
0:20	09:00	13:00	15:00	18:00
0:15	09:00	13:00	15:00	18:00

You must fill in the columns "Day 1", "Day 2", "Day 3"... with the following values:

"1": if the client can be visited in the morning

"2": if the client can be visited in the afternoon

"1.2": If the client can be visited in the morning and afternoon

Visits	DaysBetweenVisits	Day1	Day2	Day3	Day4	Day5
1		1,2	1,2	1,2	1,2	1,2
2	1	1	1	1	1	1
2	1	1	1	1	1	1